

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

August 24, 2021

**ADJOURNED MEETING:**

6:15 p.m.

LAKESWOOD EQUESTRIAN CENTER AND OPEN SPACE REGIONAL MASTER PLAN - Staff recommends the City Council accept the work completed by the Lakewood Equestrian Center and Open Space Regional Master Plan Coordinating Committees and use the body of work which includes a proposed land use plan, results of a community wide survey, and comments received at community focus group meetings to guide future facility improvements and best practices at the Lakewood Equestrian Center and adjoining open spaces. MAPLE ROOM

**CALL TO ORDER**

7:30 p.m.

**INVOCATION:** Wanda Thomas, The Bahá'í Faith Community

**PLEDGE OF ALLEGIANCE:** Cub Scout Pack 208

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

**ANNOUNCEMENTS AND PRESENTATIONS:**

**ROUTINE ITEMS:**

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

RI-1 MEETING MINUTES - Staff recommends City Council approve Minutes of the Meetings held July 27, and August 10, 2021

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

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

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

## City Council Agenda

August 24, 2021

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

- RI-5 MONTHLY REPORT OF INVESTMENT TRANSACTIONS - JULY 2021 - Staff recommends City Council approve monthly report of investment transactions.
- RI-6 RECORDS RETENTION POLICY AND SCHEDULE; RESOLUTION NO. 2021-44 - Staff recommends City Council adopt proposed resolution approving Records Retention Policy and Schedule.
- RI-7 RESOLUTIONS OF DESTRUCTION FOR OBSOLETE CITY RECORDS MORE THAN TWO YEARS OLD IN ACCORDANCE WITH STATE LAW, RESOLUTIONS NO. 2021-45 THROUGH NO. 2021-52 - Staff recommends City Council adopt proposed resolutions.
- RI-8 AGREEMENT FOR PUBLICATION OF RECREATION AND COMMUNITY SERVICES CATALOG - Staff recommends City Council authorize the Mayor and the City Clerk to execute the Agreement with Advantage Mailing, LLC, subject to approval as to legal form by the City Attorney, to contract services for publication of the Recreation and Community Services Catalog for a two-year period of September 1, 2021 to June 30, 2023, with a third year option at the conclusion of the initial term. Not to exceed \$38,145 in FY 2022 and \$54,283 in FY 2023.
- RI-9 AGREEMENTS FOR MEDIAN LANDSCAPE MAINTENANCE SERVICES AND MOWING SERVICES OF CITY FACILITIES WITH LANDCARE - Staff recommends City Council authorize the mayor and city clerk to execute the agreement with LandCare, subject to approval as to legal form by the City Attorney, to commence on September 1, 2021 and terminate on June 30, 2022, with the option to extend agreement in one year increments through June 30, 2024 at a contracted monthly rate not to exceed \$7,808 per month.
- RI-10 INTERGOVERNMENTAL SERVICES AGREEMENT BETWEEN THE CITY OF LAKEWOOD AND THE CITY OF BELLFLOWER FOR CARUTHERS PARK STORMWATER AND URBAN RUNOFF CAPTURE PROJECT POST-CONSTRUCTION OPERATIONS, MAINTENANCE AND MONITORING SERVICES - Staff recommends City Council authorize the City Manager to execute the amendment to Intergovernmental Services Agreement with the City of Bellflower for Caruthers Park Stormwater and Urban Runoff Capture Project Construction Support Services, subject to approval as to legal form by the City Attorney.
- RI-11 APPROPRIATION FOR FACILITIES MAINTENANCE ANNUAL PROJECTS - Staff recommends City Council appropriate funds for the Park Hardscape (\$50,000), Fire and Security (\$25,000), Fence (\$25,000), Facility Roof Repairs (\$25,000), and Painting Improvements (\$50,000) Annual Projects from the reserve for Capital Improvements.
- RI-12 ARCHITECTURAL SERVICES AUTHORIZATION - DAHLIN GROUP - PALMS COMMUNITY CENTER FEASIBILITY STUDY - Staff recommends City Council authorize work for the Palms Community Center Feasibility Studies per the Dahlin Group proposal dated August 9, 2021, in an amount not to exceed \$38,200, and authorize the Mayor to sign the proposal.
- RI-13 RESOLUTION NO. 2021-53; ESTABLISHING DISABLED PERSON DESIGNATED PARKING ON THE SOUTH SIDE OF CARDALE STREET WITHIN THE CITY OF LAKEWOOD - Staff recommends City Council adopt proposed resolution.

## City Council Agenda

August 24, 2021

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

RI-14 PURCHASE OF 2022 CHEVROLET SILVERADO C3500 WITH DUMP BODY - Staff recommends City Council authorize the purchase of a 2022 Chevrolet Silverado C3500 Regular Cab with dump body in the amount of \$65,393.19 from George Chevrolet of Bellflower, CA.

RI-15 CREATION OF AD HOC COMMITTEE REGARDING LONG TERM WATER SUPPLY AND RIGHTS ISSUES - It is recommended that the City Council appoint Steve Croft and Ariel Pe to the ad hoc committee.

### **LEGISLATION:**

2.1 INTRODUCTION OF ORDINANCE NO. 2021-3, ESTABLISHING THAT THE CITY'S GENERAL MUNICIPAL ELECTIONS SHALL BE HELD ON THE DATE OF THE STATEWIDE PRIMARY ELECTION IN EACH EVEN-NUMBERED YEAR - Staff recommends City Council introduce the proposed ordinance.

### **REPORTS:**

3.1 SENATE BILL 9 (ATKINS) - HOUSING DEVELOPMENT: APPROVALS - Staff recommends City Council send an updated letter continuing to oppose the August 16, 2021 amended version of Senate Bill 9.

3.2 COLLECTION OF NUISANCE ABATEMENT COSTS FOR 2530 BOMBERRY STREET, RESOLUTION NO. 2021-54 - Staff recommends City Council adopt the proposed resolution ordering the costs of abatement to be assessed as a lien for \$5,586.58 against the parcel of land commonly known as 2530 Bomberry Street, Lakewood California.

### **LAKWOOD HOUSING SUCCESSOR AGENCY**

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

### **ORAL COMMUNICATIONS:**

### **ADJOURNMENT**

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

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

# Study Session

## **COUNCIL AGENDA**

August 24, 2021

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

**SUBJECT:** Lakewood Equestrian Center and Open Space Regional Master Plan

### **INTRODUCTION**

The Conservation Corps of Long Beach authored a grant application submitted to the Rivers and Mountains Conservancy (RMC) to develop a master plan for the Lakewood Equestrian Center and surrounding open space, inclusive of Rynerson Park, the abutting San Gabriel River trails and the Campfire Demonstration Parcels located north of Carson Street in Long Beach. At their February 2020 meeting the RMC board unanimously approved the allocation of \$342,320 from Proposition 68 funding to develop a master plan for the areas named.

### **STATEMENT OF FACT**

Since March 2020, the City of Lakewood has collaborated with the Conservation Corps of Long Beach, Los Angeles Neighborhood Initiative (LANI), Camp Fire Angeles, and DakeLuna Consultants to develop a Master Plan for over 66 acres of open space along the San Gabriel River. Comprised of the Lakewood Equestrian Center, Rynerson Park, the San Gabriel River trails, and an adjacent Camp Fire parcel, the area has the potential to entertain a multitude of recreational and educational activities, connect the local community to the outdoors, and host best management practices for natural resources.

If approved, the Master Plan will guide the City of Lakewood in its decision-making processes for the next twenty-five years, ensuring the local community and environment support each other towards growth and sustainability. As such, the City will continue to work with its community-based partners and onsite utility entities to implement the Master Plan.

Kayla Kelly-Slatten, Grant and Project Coordinator for the Lakewood Equestrian Center and Open Space Regional Master Plan Development and Glen Dake, Landscape Architect for the project, will be in attendance to present an update to the Commission regarding the master plan development.

Community engagement was a primary objective of the RMC grant. LANI staff took leadership of this facet of the grant process and provided expert direction to ensure the objective was met. In conjunction with the grant committee with membership representing the above noted agencies, LANI developed two additional committees to provide oversight and direction for the master plan.

The first of two was the Project Steering Committee (PSC), comprised of leadership from community organizations whose constituency are regular users or are significantly influenced by the facilities outlined in the master plan. Organizations such as scout troops, Little League, Neighborhood Watch, equestrian center contractors and others were represented on the PSC and

offered insight as to needs and desires of the organizations for inclusion in the master plan. The second of the two committees was the Technical Advisory Committee (TAC). The TAC was comprised of stakeholder representatives with expertise and knowledge of the facilities named in the master plan. The TAC helped to guide the ideas of the PSC in identifying feasibility and best practices as the work flowed to the final master plan. Together the two committees helped the project committee to develop a well-designed master plan which best meets the needs and desires of the community, while balancing the resources, abilities and constraints of the vested organizations and facilities.

Finally, LANI continued to lead the community engagement process through a variety of outreach objectives. An online and in-print community survey was circulated and received over 1,000 responses, of which 84% of respondents were Lakewood residents. LANI also hosted several focus groups comprised of those who currently use or would be enticed to expand use of the facility with upgraded conditions and amenities as outlined in the plan.

## **SUMMARY**

The Lakewood Equestrian Center and Open Space Regional Master Plan will allow the City of Lakewood and partners named in the plan to operate in a directed manner as staff endeavor to improve upon the facilities named. The master plan provides a framework to achieve compliance with watershed and environmental management, while ensuring the facility and the surrounding areas best meet the recreational and equestrian needs of the greater Lakewood community and those community organizations which frequently make use thereof. The collective work of the PSC, the TAC and the responses received from the community survey and hosted focus groups is appropriately recognized in the completed master plan.

Additionally, the completed master plan identifies existing resources, how to best manage those resources in an efficient manner, and provides recommendations for facility improvements. Further, demonstration of a concise plan will aid in securing competitive grant funds from private and public granting agencies and could supplant use of general funds.

To conclude, the completed master plan could serve as a blueprint for facility management, improvement, and success, now and into the future, ensuring the needs of the community are met, while maintaining efficient and responsible use of public funds as made available.

## **RECOMMENDATION**

It is the recommendation of staff that the Lakewood City Council accept the work completed by the Lakewood Equestrian Center and Open Space Regional Master Plan Coordinating Committees and use the body of work which includes a proposed land use plan, results of a community wide survey, and comments received at community focus group meetings to guide future facility improvements and best practices at the Lakewood Equestrian Center and adjoining open spaces.

Valarie Frost, Director   
Recreation and Community Services

  
Thaddeus McCormack  
City Manager

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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**

August 24, 2021

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

**SUBJECT:** Report of Personnel Transactions

<u>Name</u>	<u>Title</u>	<u>Schedule</u>	<u>Effective Date</u>
<b>1. FULL-TIME EMPLOYEES</b>			
<b>A. Appointments</b>			
Elizabeth Santillan	Administrative Clerk	08A	08/09/2021
<b>B. Changes</b>			
None			
<b>C. Separations</b>			
Jessy Rubio	Administrative Clerk	08A	07/30/2021
<b>2. PART-TIME EMPLOYEES</b>			
<b>A. Appointments</b>			
Carlos Palacios	Maintenance Trainee I	B	08/02/2021
<b>B. Changes</b>			
Lauren Ahlgrim	Community Services Leader IV Community Services Leader III	B to B	08/14/2021
Saul Silva	Community Services Officer I Community Services Officer II	B to B	06/27/2021
<b>C. Separations</b>			
Marlon Duenas	Community Services Officer IV	B	07/22/2021
Matthew Wells	Maintenance Trainee II	B	07/23/2021

  
Thaddeus McCormack  
City Manager

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**CITY OF LAKEWOOD  
FUND SUMMARY 7/22/2021**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 102816 through 102920. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	1,362,153.92
1015	SPECIAL OLYMPICS	1,699.98
1020	CABLE TV	1,569.99
1030	CDBG CURRENT YEAR	2,250.00
1050	COMMUNITY FACILITY	677.90
1336	STATE COPS GRANT	36,000.59
1640	BEV CONTAINER REC GRANT	300.00
3001	CAPITAL IMPROV PROJECT FUND	8,408.15
3025	SB2-HOUSING	1,505.00
3060	PROPOSITION "A"	133,577.00
3070	PROPOSITION "C"	1,527.37
5020	CENTRAL STORES	3,913.82
5030	FLEET MAINTENANCE	7,666.31
6020	GEOGRAPHIC INFORMATION SYSTEM	57.88
7500	WATER UTILITY FUND	59,604.33
8020	LOCAL REHAB LOAN	30,172.70
		<b>1,651,084.94</b>

Council Approval

\_\_\_\_\_

Date

\_\_\_\_\_

City Manager

Attest

\_\_\_\_\_

City Clerk

\_\_\_\_\_

Director of Administrative Services

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

<b>CHECK #</b>	<b>CHECK DATE</b>	<b>VEND #</b>	<b>VENDOR NAME</b>	<b>GROSS</b>	<b>DISC.</b>	<b>CHECK AMOUNT</b>
102816	07/22/2021	4644	AGRI-TURF DISTRIBUTING	169.41	0.00	169.41
102817	07/22/2021	1700	ALLIED REFRIGERATION INC	358.86	0.00	358.86
102818	07/22/2021	4684	AMAZON.COM LLC	385.82	0.00	385.82
102819	07/22/2021	58000	AMERICAN TRUCK & TOOL RENTAL INC	420.85	0.00	420.85
102820	07/22/2021	4693	APEX DRUM COMPANY. INC.	1,275.26	0.00	1,275.26
102821	07/22/2021	4724	ARC DOCUMENT SOLUTIONS. LLC	1,692.70	0.00	1,692.70
102822	07/22/2021	4050	B&K ELECTRIC WHOLESALE	424.68	0.00	424.68
102823	07/22/2021	4389	BEST ROLL UP DOOR INC	2,950.00	0.00	2,950.00
102824	07/22/2021	6600	CALIFORNIA STATE DEPT OF JUSTICE	192.00	0.00	192.00
102825	07/22/2021	36824	CARWOOD HAND CARWASH & DETAIL CTR. LLC	393.97	0.00	393.97
102826	07/22/2021	7500	CENTRAL BASIN MUNICIPAL WATER	1,755.00	0.00	1,755.00
102827	07/22/2021	57070	CITY LIGHT & POWER LKWD INC	1,031.88	0.00	1,031.88
102828	07/22/2021	53451	COMMUNITY FAMILY GUIDANCE CTR	750.00	0.00	750.00
102829	07/22/2021	27200	DICKSON R F CO INC	48,471.43	0.00	48,471.43
102830	07/22/2021	5551	EAST LONG BEACH POOL SUPPLY	27.56	0.00	27.56
102831	07/22/2021	59433	GANAHL LUMBER COMPANY	359.34	0.00	359.34
102832	07/22/2021	5530	GEORGE. DAVID H.	1,505.00	0.00	1,505.00
102833	07/22/2021	65779	GOLDEN STATE WATER COMPANY	22,827.81	0.00	22,827.81
102834	07/22/2021	38311	H & H NURSERY	1,334.03	0.00	1,334.03
102835	07/22/2021	65891	HUMAN SERVICES ASSOCIATION	750.00	0.00	750.00
102836	07/22/2021	5558	INTERIOR DEMOLITION. INC	80,374.75	0.00	80,374.75
102837	07/22/2021	4622	JHM SUPPLY INC	63.96	0.00	63.96
102838	07/22/2021	59873	JJS PALOMO'S STEEL INC	5,990.21	0.00	5,990.21
102839	07/22/2021	4180	JONES RICHARD D. A PROF LAW CORP	1,635.00	0.00	1,635.00
102840	07/22/2021	3564	LONG BEACH. CITY OF	619.09	0.00	619.09
102841	07/22/2021	21600	LOS ANGELES CO SHERIFFS DEPT	1,021,881.24	0.00	1,021,881.24
102842	07/22/2021	45069	LOS ANGELES CO/DEPT PW BLDG SVCS	64,763.17	0.00	64,763.17
102843	07/22/2021	52588	MILLER DON & SONS	1,182.19	0.00	1,182.19
102844	07/22/2021	50512	PATHWAYS VOLUNTEER HOSPICE	750.00	0.00	750.00
102845	07/22/2021	1615	PFM ASSET MANAGEMENT LLC	3,184.54	0.00	3,184.54
102846	07/22/2021	4956	ROSS AVIATION INVESTMENT. LLC	5,133.73	0.00	5,133.73
102847	07/22/2021	65297	S.T.E.A.M.	20,830.29	0.00	20,830.29
102848	07/22/2021	4309	SAFESHRED	25.00	0.00	25.00
102849	07/22/2021	47141	STEARNS CONRAD & SCHMIDT CONSLT ENG	17,778.50	0.00	17,778.50
102850	07/22/2021	26900	SO CALIF SECURITY CENTERS INC	39.64	0.00	39.64
102851	07/22/2021	5022	MWB COPY PRODUCTS. INC.	115.76	0.00	115.76
102852	07/22/2021	29400	SOUTHERN CALIFORNIA EDISON CO	3,242.56	0.00	3,242.56
102853	07/22/2021	4086	TALLAL. INC.	6,229.80	0.00	6,229.80
102854	07/22/2021	2372	TGIS CATERING SVCS INC	1,971.27	0.00	1,971.27
102855	07/22/2021	4069	TRAFFIC MANAGEMENT. INC	300.00	0.00	300.00
102856	07/22/2021	1437	U S BANK NATIONAL ASSOCIATION	41,309.53	0.00	41,309.53
102857	07/22/2021	62628	WELLS C. PIPELINE MATERIALS	199.34	0.00	199.34
102858	07/22/2021	35146	WILLDAN ASSOCIATES	8,408.15	0.00	8,408.15
102859	07/22/2021	5469	YARDNEY WATER MANAGEMENT SYSTEMS. INC.	31,000.00	0.00	31,000.00

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

<b>CHECK #</b>	<b>CHECK DATE</b>	<b>VEND #</b>	<b>VENDOR NAME</b>	<b>GROSS</b>	<b>DISC.</b>	<b>CHECK AMOUNT</b>
102860	07/22/2021	50223	A.W.W.A.	600.00	0.00	600.00
102861	07/22/2021	2701	AIRE RITE A/C & REFRIGERATION INC	368.00	0.00	368.00
102862	07/22/2021	1700	ALLIED REFRIGERATION INC	19.85	0.00	19.85
102863	07/22/2021	4684	AMAZON.COM LLC	353.39	0.00	353.39
102864	07/22/2021	4724	ARC DOCUMENT SOLUTIONS. LLC	894.08	0.00	894.08
102865	07/22/2021	307	CALIF. STATE DISBURSEMENT UNIT	593.87	0.00	593.87
102866	07/22/2021	53983	CALIF STATE FRANCHISE TAX BOARD	343.06	0.00	343.06
102867	07/22/2021	36746	CERRITOS DODGE	5,413.86	0.00	5,413.86
102868	07/22/2021	40572	CHICAGO TITLE CO	100.00	0.00	100.00
102869	07/22/2021	45894	CINTAS CORPORATION	66.59	0.00	66.59
102870	07/22/2021	4397	CM SCHOOL SUPPLY	26.69	0.00	26.69
102871	07/22/2021	5368	CAMERON WELDING SUPPLY	200.82	0.00	200.82
102872	07/22/2021	5523	COLE. KODE	702.00	0.00	702.00
102873	07/22/2021	4660	ZW USA INC.	328.64	0.00	328.64
102874	07/22/2021	4435	ELLIOTT AUTO SUPPLY COMPANY INC	31.61	0.00	31.61
102875	07/22/2021	63519	FLUE STEAM INC	218.00	0.00	218.00
102876	07/22/2021	4641	FONTELA. THAO	1,657.50	0.00	1,657.50
102877	07/22/2021	59433	GANAHL LUMBER COMPANY	208.91	0.00	208.91
102878	07/22/2021	4822	LA GATEWAY REGION INTEGRATED RNL	15,000.00	0.00	15,000.00
102879	07/22/2021	52540	GONSALVES JOE A & SON	4,526.00	0.00	4,526.00
102880	07/22/2021	33150	GRAINGER W W INC	373.02	0.00	373.02
102881	07/22/2021	58838	HANSON AGGREGATES LLC	350.00	0.00	350.00
102882	07/22/2021	65593	HASS. BARBARA	52.00	0.00	52.00
102883	07/22/2021	42031	HOME DEPOT	1,151.27	0.00	1,151.27
102884	07/22/2021	41897	HOSE-MAN THE	106.42	0.00	106.42
102885	07/22/2021	36589	IMMEDIATE MEDICAL CARE	280.00	0.00	280.00
102886	07/22/2021	18300	LAKEWOOD CHAMBER OF COMMERCE	1,833.33	0.00	1,833.33
102887	07/22/2021	55469	LAKEWOOD CITY EMPLOYEE ASSOCIATION	2,060.00	0.00	2,060.00
102888	07/22/2021	20700	LONG BEACH PUBLIC TRANSPORTATION CO	133,577.00	0.00	133,577.00
102889	07/22/2021	4887	MATHESON TRI-GAS. INC.	85.51	0.00	85.51
102890	07/22/2021	23130	MC MASTER-CARR SUPPLY CO	58.74	0.00	58.74
102891	07/22/2021	4443	O'REILLY AUTOMOTIVE STORES INC	1,200.28	0.00	1,200.28
102892	07/22/2021	48035	OCAJ INC	28.50	0.00	28.50
102893	07/22/2021	47554	OFFICE DEPOT BUSINESS SVCS	181.94	0.00	181.94
102894	07/22/2021	4719	JOYCE LOU. INC.	621.81	0.00	621.81
102895	07/22/2021	5367	OUADIENT LEASING USA. INC.	984.49	0.00	984.49
102896	07/22/2021	45437	S & J SUPPLY CO	1,129.32	0.00	1,129.32
102897	07/22/2021	5321	SKYHAWKS SPORTS ACADEMY. LLC	878.80	0.00	878.80
102898	07/22/2021	52279	SMART & FINAL INC	83.64	0.00	83.64
102899	07/22/2021	26900	SO CALIF SECURITY CENTERS INC	13.23	0.00	13.23
102900	07/22/2021	29450	SOUTHERN CALIFORNIA EDISON	582.96	0.00	582.96
102901	07/22/2021	4368	SPECIALTY TIRES LLC	560.00	0.00	560.00
102902	07/22/2021	60792	STEPHENS. ERIC	357.50	0.00	357.50
102903	07/22/2021	5297	THURSTON ELEVATOR CONCEPTS. INC.	140.00	0.00	140.00

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

<b>CHECK #</b>	<b>CHECK DATE</b>	<b>VEND #</b>	<b>VENDOR NAME</b>	<b>GROSS</b>	<b>DISC.</b>	<b>CHECK AMOUNT</b>
102904	07/22/2021	66245	TYLER TECHNOLOGIES MUNIS DIVISION	28,678.26	0.00	28,678.26
102905	07/22/2021	3906	UNDERGROUND VAULTS & STORAGE	200.00	0.00	200.00
102906	07/22/2021	5284	UNIFIRST CORPORATION	216.18	0.00	216.18
102907	07/22/2021	49848	USA BLUE BOOK A DIVISION OF	268.79	0.00	268.79
102908	07/22/2021	5155	WATER SYSTEM SERVICES LLC	175.00	0.00	175.00
102909	07/22/2021	3943	WATERLINE TECHNOLOGIES INC	4,840.43	0.00	4,840.43
102910	07/22/2021	17640	WAXIE ENTERPRISES INC	639.17	0.00	639.17
102911	07/22/2021	62628	WELLS C. PIPELINE MATERIALS	1,964.38	0.00	1,964.38
102912	07/22/2021	3699	ALL CITY HEATING. AIR & PLUMBING	10,466.70	0.00	10,466.70
102913	07/22/2021	3699	FLORES. FELECIANO	96.00	0.00	96.00
102914	07/22/2021	3699	HABITABLE ART INC.	5,435.50	0.00	5,435.50
102915	07/22/2021	3699	JAMES. MICHELLE	43.00	0.00	43.00
102916	07/22/2021	3699	LOS ANGELES COUNTY REGISTRAR-	32.00	0.00	32.00
102917	07/22/2021	3699	SENECA CONSTRUCTION	14,142.00	0.00	14,142.00
102918	07/22/2021	3699	THE LHS ALUMNI ASSOCIATION	250.00	0.00	250.00
102919	07/22/2021	3699	WILSON. EARNESTINE	250.00	0.00	250.00
102920	07/22/2021	3699	WILSON. ROBIN	930.10	0.00	930.10
<b>Totals:</b>				<u>1,651,073.46</u>	<u>0.00</u>	<u>1,651,073.46</u>

**CITY OF LAKEWOOD  
FUND SUMMARY 7/29/2021**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 102921 through 103020. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	1,601,680.11
1020	CABLE TV	588.57
1030	CDBG CURRENT YEAR	875.00
1050	COMMUNITY FACILITY	868.11
1070	RETIREE BENEFITS	87.12
1500	MISC-SPECIAL REVENUE FUND	3,850.00
1621	LA CNTY MEASURE R	630.85
1623	LA CNTY MEASURE W	2,200.00
3001	CAPITAL IMPROV PROJECT FUND	9,231.90
3060	PROPOSITION "A"	7,235.00
3070	PROPOSITION "C"	134.00
5010	GRAPHICS AND COPY CENTER	1,317.53
5020	CENTRAL STORES	122.80
5030	FLEET MAINTENANCE	5,509.28
6020	GEOGRAPHIC INFORMATION SYSTEM	57.88
7500	WATER UTILITY FUND	195,022.09
8030	TRUST DEPOSIT	850.00
		<b>1,830,260.24</b>

Council Approval

\_\_\_\_\_

Date

\_\_\_\_\_

City Manager

Attest

\_\_\_\_\_

City Clerk

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Director of Administrative Services

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

<b>CHECK #</b>	<b>CHECK DATE</b>	<b>VEND #</b>	<b>VENDOR NAME</b>	<b>GROSS</b>	<b>DISC.</b>	<b>CHECK AMOUNT</b>
102921	07/29/2021	57079	CALIF JOINT POWERS INS AUTHORITY	959,899.00	0.00	959,899.00
102922	07/29/2021	4814	MARQUETTE BANK	50,554.37	0.00	50,554.37
102923	07/29/2021	4113	SHAKER NERMINE	1,925.00	0.00	1,925.00
102924	07/29/2021	2701	AIRE RITE A/C & REFRIGERATION INC	368.00	0.00	368.00
102925	07/29/2021	1700	ALLIED REFRIGERATION INC	172.94	0.00	172.94
102926	07/29/2021	5322	N. HARRIS COMPUTER CORPORATION	33,791.10	0.00	33,791.10
102927	07/29/2021	1935	BREA. CITY OF	32,581.25	0.00	32,581.25
102928	07/29/2021	5382	CANNON CORPORATION	13,780.63	0.00	13,780.63
102929	07/29/2021	43135	CERRITOS. CITY OF	53,079.40	0.00	53,079.40
102930	07/29/2021	57070	CITY LIGHT & POWER LKWD INC	8,190.00	0.00	8,190.00
102931	07/29/2021	57945	DELL MARKETING LP	3,040.72	0.00	3,040.72
102932	07/29/2021	27200	DICKSON R F CO INC	3,565.00	0.00	3,565.00
102933	07/29/2021	5340	DOXIM INC.	10,321.17	0.00	10,321.17
102934	07/29/2021	5542	ECONOMIC & PLANNING SYSTEMS INC.	3,850.00	0.00	3,850.00
102935	07/29/2021	65038	FED EX OFFICE & PRINT SVCS INC	517.34	0.00	517.34
102936	07/29/2021	59873	JJS PALOMO'S STEEL INC	1,203.82	0.00	1,203.82
102937	07/29/2021	42359	JOHNSTONE SUPPLY INC	91.07	0.00	91.07
102938	07/29/2021	4180	JONES RICHARD D. A PROF LAW CORP	675.50	0.00	675.50
102939	07/29/2021	53311	LAKEWOOD MEALS ON WHEELS	875.00	0.00	875.00
102940	07/29/2021	18400	LAKEWOOD. CITY WATER DEPT	2,488.73	0.00	2,488.73
102941	07/29/2021	44733	LIEBERT CASSIDY WHITMORE	190.00	0.00	190.00
102942	07/29/2021	20700	LONG BEACH PUBLIC TRANSPORTATION CO	7,235.00	0.00	7,235.00
102943	07/29/2021	36844	LA COUNTY DEPT OF PUBLIC WORKS	1,682.54	0.00	1,682.54
102944	07/29/2021	5360	PAYMENTUS CORPORATION	6,993.75	0.00	6,993.75
102945	07/29/2021	5230	SITEONE LANDSCAPE SUPPLY. LLC	999.23	0.00	999.23
102946	07/29/2021	29500	SOUTHERN CALIFORNIA GAS CO	7,990.76	0.00	7,990.76
102947	07/29/2021	37930	STANDARD INSURANCE CO UNIT 22	1,102.30	0.00	1,102.30
102948	07/29/2021	5278	THE TECHNOLOGY DEPOT	302.40	0.00	302.40
102949	07/29/2021	40925	WEST COAST ARBORISTS INC	31,571.95	0.00	31,571.95
102950	07/29/2021	50058	WHITE HOUSE FLORIST INC	70.00	0.00	70.00
102951	07/29/2021	35146	WILLDAN ASSOCIATES	25,301.75	0.00	25,301.75
102952	07/29/2021	4837	XEROX CORPORATION	575.51	0.00	575.51
102953	07/29/2021	5518	MNRO HOLDINGS. LLC	960.39	0.00	960.39
102954	07/29/2021	4684	AMAZON.COM LLC	435.99	0.00	435.99
102955	07/29/2021	58000	AMERICAN TRUCK & TOOL RENTAL INC	196.57	0.00	196.57
102956	07/29/2021	5322	N. HARRIS COMPUTER CORPORATION	4,400.00	0.00	4,400.00
102957	07/29/2021	443	B&M LAWN AND GARDEN INC	189.51	0.00	189.51
102958	07/29/2021	4721	BELL EVENT SERVICES INC	2,550.00	0.00	2,550.00
102959	07/29/2021	59748	BIG STUDIO INC	323.03	0.00	323.03
102960	07/29/2021	66369	BONILLA. GILBERT	1,500.00	0.00	1,500.00
102961	07/29/2021	51721	C A P I O	275.00	0.00	275.00
102962	07/29/2021	307	CALIF. STATE DISBURSEMENT UNIT	1,147.10	0.00	1,147.10
102963	07/29/2021	53983	CALIF STATE FRANCHISE TAX BOARD	343.06	0.00	343.06
102964	07/29/2021	5528	SEMA. INC.	742.02	0.00	742.02

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

<b>CHECK #</b>	<b>CHECK DATE</b>	<b>VEND #</b>	<b>VENDOR NAME</b>	<b>GROSS</b>	<b>DISC.</b>	<b>CHECK AMOUNT</b>
102965	07/29/2021	36746	CERRITOS DODGE	912.78	0.00	912.78
102966	07/29/2021	45894	CINTAS CORPORATION	57.09	0.00	57.09
102967	07/29/2021	4654	BRAGG INVESTMENT COMPANY. INC.	351.00	0.00	351.00
102968	07/29/2021	5008	COLOR CARD ADMINISTRATOR CORP.	23.60	0.00	23.60
102969	07/29/2021	4243	COMPLETE FIRE SERVICE INC	6,499.71	0.00	6,499.71
102970	07/29/2021	4498	DELTA DENTAL INSURANCE COMPANY	1,039.36	0.00	1,039.36
102971	07/29/2021	56889	DELTA DENTAL OF CALIFORNIA	7,833.80	0.00	7,833.80
102972	07/29/2021	3199	EDCO WASTE SERVICES LLC	453,725.89	0.00	453,725.89
102973	07/29/2021	4875	ELITE SPECIAL EVENTS INC	4,150.00	0.00	4,150.00
102974	07/29/2021	52316	FEDERAL EXPRESS CORP	328.49	0.00	328.49
102975	07/29/2021	33150	GRAINGER W W INC	65.45	0.00	65.45
102976	07/29/2021	54961	HACH COMPANY	1,334.06	0.00	1,334.06
102977	07/29/2021	35477	HARA M LAWNMOWER CENTER	333.66	0.00	333.66
102978	07/29/2021	42031	HOME DEPOT	2,396.30	0.00	2,396.30
102979	07/29/2021	4433	HOUSTON ENGINEERING INC	2,200.00	0.00	2,200.00
102980	07/29/2021	50740	INTERNAL REVENUE SERVICE	87.12	0.00	87.12
102981	07/29/2021	42359	JOHNSTONE SUPPLY INC	1,159.20	0.00	1,159.20
102982	07/29/2021	4180	JONES RICHARD D. A PROF LAW CORP	16,750.00	0.00	16,750.00
102983	07/29/2021	2956	KICK IT UP KIDZ. LLC	2,502.50	0.00	2,502.50
102984	07/29/2021	18550	LAKEWOOD. CITY OF	100.00	0.00	100.00
102985	07/29/2021	4858	LYNN'S AUTO AIR INC	394.38	0.00	394.38
102986	07/29/2021	63809	MACAULAY. CHRISTINA	150.00	0.00	150.00
102987	07/29/2021	58414	MANAGED HEALTH NETWORK	363.66	0.00	363.66
102988	07/29/2021	908	MARIN. COUNTY OF/CAL-SLA	2,520.00	0.00	2,520.00
102989	07/29/2021	2434	MSDS ONLINE INC	3,849.00	0.00	3,849.00
102990	07/29/2021	4190	NATIONAL UNION FIRE INSURANCE CO	516.20	0.00	516.20
102991	07/29/2021	4443	O'REILLY AUTOMOTIVE STORES INC	1,324.06	0.00	1,324.06
102992	07/29/2021	47554	OFFICE DEPOT BUSINESS SVCS	285.89	0.00	285.89
102993	07/29/2021	4740	PIEPER. MICHAEL R	1,500.00	0.00	1,500.00
102994	07/29/2021	4459	READWRITE EDUCATIONAL SOLUTIONS INC	51.35	0.00	51.35
102995	07/29/2021	45437	S & J SUPPLY CO	269.80	0.00	269.80
102996	07/29/2021	3153	SECTRAN SECURITY INC	159.54	0.00	159.54
102997	07/29/2021	5230	SITEONE LANDSCAPE SUPPLY. LLC	2,833.34	0.00	2,833.34
102998	07/29/2021	52279	SMART & FINAL INC	65.99	0.00	65.99
102999	07/29/2021	5022	MWB COPY PRODUCTS. INC.	115.76	0.00	115.76
103000	07/29/2021	4368	SPECIALTY TIRES LLC	567.59	0.00	567.59
103001	07/29/2021	4972	CHARTER COMMUNICATIONS HOLDINGS. LLC	4,213.52	0.00	4,213.52
103002	07/29/2021	37930	STANDARD INSURANCE CO UNIT 22	2,381.60	0.00	2,381.60
103003	07/29/2021	37930	STANDARD INSURANCE CO UNIT 22	8,092.92	0.00	8,092.92
103004	07/29/2021	60792	STEPHENS. ERIC	214.50	0.00	214.50
103005	07/29/2021	5278	THE TECHNOLOGY DEPOT	891.50	0.00	891.50
103006	07/29/2021	4873	TRANSAMERICA LIFE INSURANCE COMPANY	1,590.40	0.00	1,590.40
103007	07/29/2021	65224	TUMBLE-N-KIDS. INC	8,502.00	0.00	8,502.00
103008	07/29/2021	49848	USA BLUE BOOK A DIVISION OF	76.75	0.00	76.75

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

<b>CHECK #</b>	<b>CHECK DATE</b>	<b>VEND #</b>	<b>VENDOR NAME</b>	<b>GROSS</b>	<b>DISC.</b>	<b>CHECK AMOUNT</b>
103009	07/29/2021	57135	VISION SERVICE PLAN	4,516.37	0.00	4,516.37
103010	07/29/2021	3837	WORTHINGTON FORD	11.39	0.00	11.39
103011	07/29/2021	3699	BUFFINGTON. PATRICIA	21.36	0.00	21.36
103012	07/29/2021	3699	CESENA. JOSEPH	174.70	0.00	174.70
103013	07/29/2021	3699	CUEN. NADINE	216.24	0.00	216.24
103014	07/29/2021	3699	DONTAS. ERIKA	38.00	0.00	38.00
103015	07/29/2021	3699	FANG. XIWEN	184.00	0.00	184.00
103016	07/29/2021	3699	MORRIS. DAVE	750.00	0.00	750.00
103017	07/29/2021	3699	PRO RENOVATION ENTERPRISES INC.	2,661.58	0.00	2,661.58
103018	07/29/2021	3699	PULIDO. TERESITA	323.94	0.00	323.94
103019	07/29/2021	3699	SHERBURN. AARON	285.00	0.00	285.00
103020	07/29/2021	3699	STARKS. ROSONA	250.00	0.00	250.00
<b>Totals:</b>				<u>1,830,260.24</u>	<u>0.00</u>	<u>1,830,260.24</u>

**CITY OF LAKEWOOD  
SUMMARY ACH/WIRE REGISTER JUL 2021**

<b>ACH date</b>	<b>Amount</b>	<b>Recipient</b>	<b>Purpose</b>	<b>Period</b>
7/1/21	\$3,580.00	F&A Fed C/U	employee savings account	Jun 13-26, 2021
7/1/21	\$6,422.00	Southland C/U	employee savings account	Jun 13-26, 2021
7/1/21	\$28,518.72	EDD	State taxes	Jun 13-26, 2021
7/2/21	\$4,769.07	MidAmerica	ARS aka APPLE	Jun 13-26, 2021
7/2/21	\$36,068.60	VOYA	VOYA 401(a)	Jun 13-26, 2021
7/2/21	\$3,425.00	PARS via U.S. Bank	excess stackable plan	Jun 13-26, 2021
7/2/21	\$5,285.44	PARS via U.S. Bank	stackable plan	Jun 13-26, 2021
7/2/21	\$27,107.70	VOYA	VOYA 457 & ROTH	Jun 13-26, 2021
7/8/21	\$106,916.68	CalPERS	PERS contribution	Jun 13-26, 2021
7/14/21	\$109,671.09	IRS via F&M	Fed taxes	Jun 27-Jul 10, 2021
7/15/21	\$3,530.00	F&A Fed C/U	employee savings account	Jun 27-Jul 10, 2021
7/15/21	\$6,422.00	Southland C/U	employee savings account	Jun 27-Jul 10, 2021
7/15/21	\$30,154.25	EDD	State taxes	Jun 27-Jul 10, 2021
7/15/21	\$5,753.43	MidAmerica	ARS aka APPLE	Jun 27-Jul 10, 2021
7/15/21	\$16,676.72	VOYA	VOYA 401(a)	Jun 27-Jul 10, 2021
7/15/21	\$8,994.76	PARS via U.S. Bank	stackable plan	Jun 27-Jul 10, 2021
7/15/21	\$27,317.70	VOYA	VOYA 457 & ROTH	Jun 27-Jul 10, 2021
7/15/21	\$24,687.50	MidAmerica	HRA aka CEMRB	July 2021
7/23/21	\$107,007.21	CalPERS	PERS Health	Aug 2021
7/23/21	\$59,984.26	City Light & Power	monthly maint fee	July 2021
7/23/21	\$110,741.43	CalPERS	PERS contributon	Jun 27-Jul 10, 2021
7/27/21	\$2,828,734.00	CalPERS	Unfunded Liability	FY 21/22
7/28/21	\$94,376.53	IRS via F&M	Fed taxes	Jul 11-24, 2021
7/29/21	\$24,108.62	EDD	State taxes	Jul 11-24, 2021
7/29/21	\$5,978.06	MidAmerica	ARS aka APPLE	Jul 11-24, 2021
7/29/21	\$13,827.94	VOYA	VOYA 401(a)	Jul 11-24, 2021
7/29/21	\$8,720.21	PARS via U.S. Bank	stackable plan	Jul 11-24, 2021
7/29/21	\$109,602.95	CalPERS	PERS contributon	Jul 11-24, 2021
7/29/21	\$27,052.70	VOYA	VOYA 457 & ROTH	Jul 11-24, 2021

Council Approval

\_\_\_\_\_

Date

\_\_\_\_\_

City Manager

Attest:

\_\_\_\_\_

City Clerk

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Director of Finance & Administrative Services

**CITY OF LAKEWOOD  
FUND SUMMARY 8/5/2021**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 103021 through 103117. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	177,562.63
1020	CABLE TV	11.94
1030	CDBG CURRENT YEAR	3,224.58
1050	COMMUNITY FACILITY	266.69
1336	STATE COPS GRANT	3,121.15
3025	SB2-HOUSING	6,918.00
3060	PROPOSITION "A"	14,718.00
3070	PROPOSITION "C"	220.00
5010	GRAPHICS AND COPY CENTER	10.35
5020	CENTRAL STORES	2,754.87
5030	FLEET MAINTENANCE	31,909.35
6020	GEOGRAPHIC INFORMATION SYSTEM	537.14
7500	WATER UTILITY FUND	347,165.85
8020	LOCAL REHAB LOAN	14,142.00
8030	TRUST DEPOSIT	4,521.91
		<b>607,084.46</b>

Council Approval

\_\_\_\_\_

Date

\_\_\_\_\_

City Manager

Attest

\_\_\_\_\_

City Clerk

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Director of Administrative Services

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

<b>CHECK #</b>	<b>CHECK DATE</b>	<b>VEND #</b>	<b>VENDOR NAME</b>	<b>GROSS</b>	<b>DISC.</b>	<b>CHECK AMOUNT</b>
103021	08/05/2021	61142	ADAMS-HILLERY SHARRON	2,418.43	0.00	2,418.43
103022	08/05/2021	53983	CALIF STATE FRANCHISE TAX BOARD	806.15	0.00	806.15
103023	08/05/2021	57070	CITY LIGHT & POWER LKWD INC	2,694.26	0.00	2,694.26
103024	08/05/2021	58692	GATEWAY CITIES COUNCIL OF GOV'TS	6,918.00	0.00	6,918.00
103025	08/05/2021	4886	GROH. MARK LEE	400.00	0.00	400.00
103026	08/05/2021	59873	JJS PALOMO'S STEEL INC	156.28	0.00	156.28
103027	08/05/2021	45069	LOS ANGELES CO/DEPT PW BLDG SVCS	108,864.19	0.00	108,864.19
103028	08/05/2021	4892	NESTLE WATERS NORTH AMERICA	115.75	0.00	115.75
103029	08/05/2021	5199	PETTY CASH/ANDREW CAMACHO	992.57	0.00	992.57
103030	08/05/2021	29400	SOUTHERN CALIFORNIA EDISON CO	132,847.29	0.00	132,847.29
103031	08/05/2021	2223	TAMANG ELECTRIC. INC	1,610.00	0.00	1,610.00
103032	08/05/2021	2372	TGIS CATERING SVCS INC	78.46	0.00	78.46
103033	08/05/2021	37745	WESTERN EXTERMINATOR CO	57.50	0.00	57.50
103034	08/05/2021	35146	WILLDAN ASSOCIATES	4,121.91	0.00	4,121.91
103035	08/05/2021	3699	KOHLI. PAYAL	220.00	0.00	220.00
103036	08/05/2021	3699	SOTO. VERONICA	126.33	0.00	126.33
103037	08/05/2021	50223	A.W.W.A.	3,974.00	0.00	3,974.00
103038	08/05/2021	2701	AIRE RITE A/C & REFRIGERATION INC	4,578.15	0.00	4,578.15
103039	08/05/2021	5518	MNRO HOLDINGS. LLC	1,353.49	0.00	1,353.49
103040	08/05/2021	4684	AMAZON.COM LLC	1,384.63	0.00	1,384.63
103041	08/05/2021	1003	AMER.SOCIETY OF COMPOSERS	881.00	0.00	881.00
103042	08/05/2021	4126	AUTOZONE PARTS INC	54.02	0.00	54.02
103043	08/05/2021	443	B&M LAWN AND GARDEN INC	256.79	0.00	256.79
103044	08/05/2021	4721	BELL EVENT SERVICES INC	1,275.00	0.00	1,275.00
103045	08/05/2021	48108	BERG. APRIL	390.00	0.00	390.00
103046	08/05/2021	1813	BIOMETRICS4ALL INC	12.75	0.00	12.75
103047	08/05/2021	62737	BOYES. GOBIND	128.70	0.00	128.70
103048	08/05/2021	48469	BURWELL MICHAEL RAY	220.00	0.00	220.00
103049	08/05/2021	4978	CALIFORNIA FOUNDATION FOR THE	264.55	0.00	264.55
103050	08/05/2021	45894	CINTAS CORPORATION	86.59	0.00	86.59
103051	08/05/2021	5214	CLEANCOR HOLDINGS LLC DBA CLEANCOR LNG L	465.00	0.00	465.00
103052	08/05/2021	5194	CUOMO. BIAGIO	48.52	0.00	48.52
103053	08/05/2021	4043	DIAMOND ENVIRONMENTAL SERVICES LP	426.40	0.00	426.40
103054	08/05/2021	3213	DIRECTV INC	35.00	0.00	35.00
103055	08/05/2021	5229	DUNRITE PEST CONTROL INC.	260.00	0.00	260.00
103056	08/05/2021	4435	ELLIOTT AUTO SUPPLY COMPANY INC	529.96	0.00	529.96
103057	08/05/2021	52316	FEDERAL EXPRESS CORP	11.94	0.00	11.94
103058	08/05/2021	3946	FERGUSON ENTERPRISES INC	355.14	0.00	355.14
103059	08/05/2021	59433	GANAHL LUMBER COMPANY	31.82	0.00	31.82
103060	08/05/2021	58692	GATEWAY CITIES COUNCIL OF GOV'TS	24,150.00	0.00	24,150.00
103061	08/05/2021	33150	GRAINGER W W INC	521.85	0.00	521.85
103062	08/05/2021	5272	GREENE BACKFLOW	4,296.00	0.00	4,296.00
103063	08/05/2021	65575	HAP'S AUTO PARTS	6.89	0.00	6.89
103064	08/05/2021	35477	HARA M LAWNMOWER CENTER	529.20	0.00	529.20

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

<b>CHECK #</b>	<b>CHECK DATE</b>	<b>VEND #</b>	<b>VENDOR NAME</b>	<b>GROSS</b>	<b>DISC.</b>	<b>CHECK AMOUNT</b>
103065	08/05/2021	5106	HARRINGTON INDUSTRIAL PLASTICS LLC	867.67	0.00	867.67
103066	08/05/2021	65593	HASS. BARBARA	728.00	0.00	728.00
103067	08/05/2021	5564	HERNANDEZ. RUDY	5,586.58	0.00	5,586.58
103068	08/05/2021	42031	HOME DEPOT	1,321.17	0.00	1,321.17
103069	08/05/2021	4622	JHM SUPPLY INC	107.72	0.00	107.72
103070	08/05/2021	42359	JOHNSTONE SUPPLY INC	10.00	0.00	10.00
103071	08/05/2021	2956	KICK IT UP KIDZ. LLC	731.25	0.00	731.25
103072	08/05/2021	64510	KRAUSE. DIANN	160.31	0.00	160.31
103073	08/05/2021	18550	LAKEWOOD. CITY OF	300.00	0.00	300.00
103074	08/05/2021	20300	LONG BEACH CITY GAS & WATER DEPT	574.25	0.00	574.25
103075	08/05/2021	4745	LUNDERVILLE. GERALD P	32.00	0.00	32.00
103076	08/05/2021	4643	BRODERICK JAY	1,539.20	0.00	1,539.20
103077	08/05/2021	4705	MAG-TROL. INC.	423.36	0.00	423.36
103078	08/05/2021	332	MERRIMAC PETROLEUM INC	23,940.53	0.00	23,940.53
103079	08/05/2021	57391	MINI COACH INC	1,900.00	0.00	1,900.00
103080	08/05/2021	4892	NESTLE WATERS NORTH AMERICA	58.10	0.00	58.10
103081	08/05/2021	4443	O'REILLY AUTOMOTIVE STORES INC	930.21	0.00	930.21
103082	08/05/2021	47554	OFFICE DEPOT BUSINESS SVCS	126.40	0.00	126.40
103083	08/05/2021	4497	PACIFIC COACHWAYS CHARTER SERVICES	2,087.50	0.00	2,087.50
103084	08/05/2021	39640	RAYVERN LIGHTING SUPPLY CO INC	73.82	0.00	73.82
103085	08/05/2021	5526	RE CHAFFEE CONSTRUCTION INC.	213,092.60	0.00	213,092.60
103086	08/05/2021	4459	READWRITE EDUCATIONAL SOLUTIONS INC	282.75	0.00	282.75
103087	08/05/2021	5045	SAN JUAN. CLYDE J	364.00	0.00	364.00
103088	08/05/2021	4761	SANCHEZ. EUGENE	440.00	0.00	440.00
103089	08/05/2021	66280	BARRY SANDLER ENTERPRISES	170.61	0.00	170.61
103090	08/05/2021	5197	SIGNAL HILL AUTO ENTERPRISES INC.	206.06	0.00	206.06
103091	08/05/2021	4618	SIMONE. DEAN	1,200.00	0.00	1,200.00
103092	08/05/2021	52279	SMART & FINAL INC	346.33	0.00	346.33
103093	08/05/2021	26900	SO CALIF SECURITY CENTERS INC	86.19	0.00	86.19
103094	08/05/2021	61543	COMPUTER & PERIPHERALS GROUP	537.14	0.00	537.14
103095	08/05/2021	66146	SOURCE NORTH AMERICA CORP.	564.49	0.00	564.49
103096	08/05/2021	1737	SOUTHERN COUNTIES LUBRICANTS	1,312.18	0.00	1,312.18
103097	08/05/2021	60792	STEPHENS. ERIC	214.50	0.00	214.50
103098	08/05/2021	63988	T2 SYSTEMS INC	3,121.15	0.00	3,121.15
103099	08/05/2021	38679	WESTERN EXTERMINATOR COMPANY	701.19	0.00	701.19
103100	08/05/2021	4893	TENG. WHEA-FUN	274.40	0.00	274.40
103101	08/05/2021	5278	THE TECHNOLOGY DEPOT	1,920.75	0.00	1,920.75
103102	08/05/2021	2533	TNEMEC COMPANY INC.	1,104.91	0.00	1,104.91
103103	08/05/2021	62516	TNT FIREWORKS	3,600.00	0.00	3,600.00
103104	08/05/2021	65224	TUMBLE-N-KIDS. INC	3,126.50	0.00	3,126.50
103105	08/05/2021	35089	UNDERGROUND SERVICE ALERT	208.00	0.00	208.00
103106	08/05/2021	3943	WATERLINE TECHNOLOGIES INC	6,523.01	0.00	6,523.01
103107	08/05/2021	17640	WAXIE ENTERPRISES INC	1,273.99	0.00	1,273.99
103108	08/05/2021	3699	BAUTISTA. SAMUEL	142.13	0.00	142.13

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

<u>CHECK #</u>	<u>CHECK DATE</u>	<u>VEND #</u>	<u>VENDOR NAME</u>	<u>GROSS</u>	<u>DISC.</u>	<u>CHECK AMOUNT</u>
103109	08/05/2021	3699	GREEN. CHERYL	250.00	0.00	250.00
103110	08/05/2021	3699	LOPEZ. MATTHEW	250.00	0.00	250.00
103111	08/05/2021	3699	MCGREGORY. TINA	312.00	0.00	312.00
103112	08/05/2021	3699	NELSON. NORMAN	250.00	0.00	250.00
103113	08/05/2021	3699	PITTS. PERCY	250.00	0.00	250.00
103114	08/05/2021	3699	POTTS. BREJAI	250.00	0.00	250.00
103115	08/05/2021	3699	OUIZON. PATRICIA	70.00	0.00	70.00
103116	08/05/2021	3699	REYNOLDS. VIVIAN	45.00	0.00	45.00
103117	08/05/2021	3699	SENECA CONTRACTING	14,142.00	0.00	14,142.00
<b>Totals:</b>				<u>607,084.46</u>	<u>0.00</u>	<u>607,084.46</u>

**CITY OF LAKEWOOD  
FUND SUMMARY 8/12/2021**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 103118 through 103214. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	236,367.01
1020	CABLE TV	150.00
1030	CDBG CURRENT YEAR	875.00
1050	COMMUNITY FACILITY	2,086.44
1621	LA CNTY MEASURE R	76.13
1630	USED OIL GRANT	18,754.17
3001	CAPITAL IMPROV PROJECT FUND	4,521.52
5010	GRAPHICS AND COPY CENTER	394.81
5020	CENTRAL STORES	1,163.90
5030	FLEET MAINTENANCE	6,332.81
6020	GEOGRAPHIC INFORMATION SYSTEM	37.73
7500	WATER UTILITY FUND	372,823.63
8020	LOCAL REHAB LOAN	7,344.00
8030	TRUST DEPOSIT	19,796.20
		<hr/>
		<b>670,723.35</b>

Council Approval

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Date

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City Manager

Attest

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City Clerk

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Director of Administrative Services

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

<b>CHECK #</b>	<b>CHECK DATE</b>	<b>VEND #</b>	<b>VENDOR NAME</b>	<b>GROSS</b>	<b>DISC.</b>	<b>CHECK AMOUNT</b>
103118	08/12/2021	860	ALLIANT INSURANCE SERVICES	35,110.00	0.00	35,110.00
103119	08/12/2021	2453	LAKEWOOD EDUCATION FOUNDATION	2,500.00	0.00	2,500.00
103120	08/12/2021	2701	AIRE RITE A/C & REFRIGERATION INC	4,655.17	0.00	4,655.17
103121	08/12/2021	5131	ALLISON MECHANICAL. INC.	1,501.57	0.00	1,501.57
103122	08/12/2021	5179	ALS GROUP USA. CORP.	1,071.00	0.00	1,071.00
103123	08/12/2021	5112	BELLFLOWER AUTOMOTIVE HECTOR	450.00	0.00	450.00
103124	08/12/2021	4300	CAL-RECYCLE	18,754.17	0.00	18,754.17
103125	08/12/2021	57070	CITY LIGHT & POWER LKWD INC	1,916.12	0.00	1,916.12
103126	08/12/2021	4911	DG INVESTMENT INTERMEDIATE HOLDINGS 2. INC	3,836.40	0.00	3,836.40
103127	08/12/2021	5335	CUMMINS INC.	185.50	0.00	185.50
103128	08/12/2021	51393	EMPLOYMENT DEVELOPMENT DEPT	9,801.60	0.00	9,801.60
103129	08/12/2021	5343	GALLS PARENT HOLDINGS. LLC	1,832.43	0.00	1,832.43
103130	08/12/2021	4886	GROH. MARK LEE	200.00	0.00	200.00
103131	08/12/2021	53311	LAKEWOOD MEALS ON WHEELS	875.00	0.00	875.00
103132	08/12/2021	53849	LAKEWOOD ROTARY CLUB	50.00	0.00	50.00
103133	08/12/2021	5531	NATIONAL DEMOGRAPHICS. INC.	13,750.00	0.00	13,750.00
103134	08/12/2021	66215	SUPERIOR COURT OF CALIFORNIA	9,303.50	0.00	9,303.50
103135	08/12/2021	66215	SUPERIOR COURT OF CALIFORNIA	12,375.00	0.00	12,375.00
103136	08/12/2021	66215	SUPERIOR COURT OF CALIFORNIA	8,193.00	0.00	8,193.00
103137	08/12/2021	66215	SUPERIOR COURT OF CALIFORNIA	11,272.50	0.00	11,272.50
103138	08/12/2021	7400	WATER REPLENISHMENT DISTRICT OF	271,907.60	0.00	271,907.60
103139	08/12/2021	35146	WILLDAN ASSOCIATES	761.25	0.00	761.25
103140	08/12/2021	4842	A T & T CORP	299.05	0.00	299.05
103141	08/12/2021	2701	AIRE RITE A/C & REFRIGERATION INC	1,709.25	0.00	1,709.25
103142	08/12/2021	3211	ALL STAR GLASS	244.06	0.00	244.06
103143	08/12/2021	5518	MNRO HOLDINGS. LLC	74.95	0.00	74.95
103144	08/12/2021	4684	AMAZON.COM LLC	512.43	0.00	512.43
103145	08/12/2021	65668	ANICETO. SANDRA	97.50	0.00	97.50
103146	08/12/2021	5322	N. HARRIS COMPUTER CORPORATION	20,449.80	0.00	20,449.80
103147	08/12/2021	4126	AUTOZONE PARTS INC	46.54	0.00	46.54
103148	08/12/2021	4878	B.R. BREWER SIGN & GRAPHICS	1,552.32	0.00	1,552.32
103149	08/12/2021	5266	BAY AREA DRIVING SCHOOL. INC.	76.05	0.00	76.05
103150	08/12/2021	5184	BEGINNERS EDGE SPORTS TRAINING. LLC	4,576.00	0.00	4,576.00
103151	08/12/2021	4721	BELL EVENT SERVICES INC	1,275.00	0.00	1,275.00
103152	08/12/2021	48108	BERG. APRIL	2,196.00	0.00	2,196.00
103153	08/12/2021	59748	BIG STUDIO INC	1,755.52	0.00	1,755.52
103154	08/12/2021	307	CALIF. STATE DISBURSEMENT UNIT	1,147.10	0.00	1,147.10
103155	08/12/2021	53983	CALIF STATE FRANCHISE TAX BOARD	343.06	0.00	343.06
103156	08/12/2021	36746	CERRITOS DODGE	98.11	0.00	98.11
103157	08/12/2021	45894	CINTAS CORPORATION	61.09	0.00	61.09
103158	08/12/2021	57070	CITY LIGHT & POWER LKWD INC	1,031.88	0.00	1,031.88
103159	08/12/2021	5008	COLOR CARD ADMINISTRATOR CORP.	37.54	0.00	37.54
103160	08/12/2021	59607	DANGELO COMPANY	278.85	0.00	278.85
103161	08/12/2021	5540	DE LAGE LANDEN FINANCIAL SERVICES	394.81	0.00	394.81

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

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103162	08/12/2021	27200	DICKSON R F CO INC	45,836.43	0.00	45,836.43
103163	08/12/2021	5340	DOXIM INC.	8,437.81	0.00	8,437.81
103164	08/12/2021	65424	DREAMSHAPERS	350.00	0.00	350.00
103165	08/12/2021	5551	EAST LONG BEACH POOL SUPPLY	45.52	0.00	45.52
103166	08/12/2021	3199	EDCO WASTE SERVICES LLC	9,468.27	0.00	9,468.27
103167	08/12/2021	4435	ELLIOTT AUTO SUPPLY COMPANY INC	208.81	0.00	208.81
103168	08/12/2021	3946	FERGUSON ENTERPRISES INC	54,829.60	0.00	54,829.60
103169	08/12/2021	4947	FILE KEEPERS. LLC	21.40	0.00	21.40
103170	08/12/2021	4884	FRONTIER CALIFORNIA INC.	2,833.09	0.00	2,833.09
103171	08/12/2021	4420	GOERTZ. TRAVIS W	1,765.00	0.00	1,765.00
103172	08/12/2021	54961	HACH COMPANY	358.67	0.00	358.67
103173	08/12/2021	35477	HARA M LAWNMOWER CENTER	423.37	0.00	423.37
103174	08/12/2021	49031	HDL COREN & CONE	5,670.00	0.00	5,670.00
103175	08/12/2021	42031	HOME DEPOT	2,153.56	0.00	2,153.56
103176	08/12/2021	4149	INFOSEND INC	11,194.96	0.00	11,194.96
103177	08/12/2021	4622	JHM SUPPLY INC	209.20	0.00	209.20
103178	08/12/2021	53365	KENNY'S AUTO SERVICE	152.00	0.00	152.00
103179	08/12/2021	2956	KICK IT UP KIDZ. LLC	581.75	0.00	581.75
103180	08/12/2021	19710	LINCOLN EQUIPMENT INC	457.48	0.00	457.48
103181	08/12/2021	21300	LOS ANGELES CO FIRE DEPT	5,518.00	0.00	5,518.00
103182	08/12/2021	63809	MACAULAY. CHRISTINA	150.00	0.00	150.00
103183	08/12/2021	4705	MAG-TROL. INC.	77.73	0.00	77.73
103184	08/12/2021	5525	MICHAEL BAKER INTERNATIONAL. INC.	19,796.20	0.00	19,796.20
103185	08/12/2021	5153	MIDWEST MOTOR SUPPLY CO. INC.	392.91	0.00	392.91
103186	08/12/2021	52344	MMASC	90.00	0.00	90.00
103187	08/12/2021	4443	O'REILLY AUTOMOTIVE STORES INC	1,479.12	0.00	1,479.12
103188	08/12/2021	47554	OFFICE DEPOT BUSINESS SVCS	365.58	0.00	365.58
103189	08/12/2021	41691	SAFETY-KLEEN CORP	1,678.86	0.00	1,678.86
103190	08/12/2021	29400	SOUTHERN CALIFORNIA EDISON CO	1,977.90	0.00	1,977.90
103191	08/12/2021	29500	SOUTHERN CALIFORNIA GAS CO	1,070.02	0.00	1,070.02
103192	08/12/2021	60792	STEPHENS. ERIC	887.90	0.00	887.90
103193	08/12/2021	66215	SUPERIOR COURT OF CALIFORNIA	8,038.50	0.00	8,038.50
103194	08/12/2021	66215	SUPERIOR COURT OF CALIFORNIA	11,062.50	0.00	11,062.50
103195	08/12/2021	5278	THE TECHNOLOGY DEPOT	342.99	0.00	342.99
103196	08/12/2021	53026	TRANE U S INC	2,225.66	0.00	2,225.66
103197	08/12/2021	60685	TURF STAR	417.96	0.00	417.96
103198	08/12/2021	64024	U S POSTAL SERVICE	4,445.38	0.00	4,445.38
103199	08/12/2021	1568	ULINE	483.23	0.00	483.23
103200	08/12/2021	64652	CELLCO PARTNERSHIP	598.62	0.00	598.62
103201	08/12/2021	3134	VIRTUAL GRAFFITI INC	4,441.44	0.00	4,441.44
103202	08/12/2021	5003	WALTOWER. SHAWN	42.25	0.00	42.25
103203	08/12/2021	3943	WATERLINE TECHNOLOGIES INC	1,277.81	0.00	1,277.81
103204	08/12/2021	4501	WEST COAST SAND AND GRAVEL. INC.	860.83	0.00	860.83
103205	08/12/2021	37745	WESTERN EXTERMINATOR CO	397.20	0.00	397.20

**CITY OF LAKEWOOD  
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103206	08/12/2021	3699	CAMPION. EMILY	250.00	0.00	250.00
103207	08/12/2021	3699	CASILLAS. GEIDY	250.00	0.00	250.00
103208	08/12/2021	3699	CHUNG. DONNA	250.00	0.00	250.00
103209	08/12/2021	3699	MICHAEL. YEIMI	250.00	0.00	250.00
103210	08/12/2021	3699	MIGLIORINI. VICTORIA	250.00	0.00	250.00
103211	08/12/2021	3699	PAN. WILLIAM	95.12	0.00	95.12
103212	08/12/2021	3699	PAULSEN. TERI	250.00	0.00	250.00
103213	08/12/2021	3699	WESTERN HEATING A/C & PLUMBING	7,344.00	0.00	7,344.00
103214	08/12/2021	3699	WILLIAMS. PAMELA	110.00	0.00	110.00
<b>Totals:</b>				<u>670,723.35</u>	<u>0.00</u>	<u>670,723.35</u>

**CITY OF LAKEWOOD  
FUND SUMMARY 8/19/2021**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 103215 through 103302. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	688,790.83
1015	SPECIAL OLYMPICS	26.33
1020	CABLE TV	1,294.57
1030	CDBG CURRENT YEAR	9.17
1050	COMMUNITY FACILITY	1,449.22
1070	RETIREE BENEFITS	1,156.00
1600	LITTER REDUCTION GRANT	9,998.08
3070	PROPOSITION "C"	313.80
5010	GRAPHICS AND COPY CENTER	5,649.72
5020	CENTRAL STORES	7,558.35
5030	FLEET MAINTENANCE	10,119.76
6020	GEOGRAPHIC INFORMATION SYSTEM	45.62
7500	WATER UTILITY FUND	15,082.40
		<b>741,493.85</b>

Council Approval

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Date

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City Manager

Attest

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City Clerk

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Director of Administrative Services

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

<b>CHECK #</b>	<b>CHECK DATE</b>	<b>VEND #</b>	<b>VENDOR NAME</b>	<b>GROSS</b>	<b>DISC.</b>	<b>CHECK AMOUNT</b>
103215	08/19/2021	5179	ALS GROUP USA. CORP.	30.00	0.00	30.00
103216	08/19/2021	7500	CENTRAL BASIN MUNICIPAL WATER	1,755.00	0.00	1,755.00
103217	08/19/2021	4783	LANDCARE HOLDINGS INC	7,807.91	0.00	7,807.91
103218	08/19/2021	59144	LONG BEACH CITY	1,874.24	0.00	1,874.24
103219	08/19/2021	21600	LOS ANGELES CO SHERIFFS DEPT	28,597.99	0.00	28,597.99
103220	08/19/2021	4446	MIDAMERICA ADMIN & RETIREMENT	656.00	0.00	656.00
103221	08/19/2021	65659	PHASE II SYSTEMS INC	2,903.05	0.00	2,903.05
103222	08/19/2021	5555	RED IRON BRAND SOLUTIONS. LLC	638.00	0.00	638.00
103223	08/19/2021	5120	RESOURCES RECYCLING & RECOVERY	9,998.08	0.00	9,998.08
103224	08/19/2021	5044	SHARP ELECTRONICS CORPORATION	5,609.72	0.00	5,609.72
103225	08/19/2021	5230	SITEONE LANDSCAPE SUPPLY. LLC	1,074.01	0.00	1,074.01
103226	08/19/2021	3883	SOURCE ONE PAYMENT SOLUTIONS. INC	1,681.70	0.00	1,681.70
103227	08/19/2021	1437	U S BANK NATIONAL ASSOCIATION	1,133.59	0.00	1,133.59
103228	08/19/2021	40925	WEST COAST ARBORISTS INC	11,246.23	0.00	11,246.23
103229	08/19/2021	5563	ACTUARIAL RETIREMENT CONSULTING LLC	500.00	0.00	500.00
103230	08/19/2021	5518	MNRO HOLDINGS. LLC	426.39	0.00	426.39
103231	08/19/2021	4684	AMAZON.COM LLC	4,491.57	0.00	4,491.57
103232	08/19/2021	5112	BELLFLOWER AUTOMOTIVE HECTOR	800.00	0.00	800.00
103233	08/19/2021	59748	BIG STUDIO INC	599.32	0.00	599.32
103234	08/19/2021	4800	BISHOP COMPANY	720.80	0.00	720.80
103235	08/19/2021	66457	BRENNTAG PACIFIC INC	3,206.98	0.00	3,206.98
103236	08/19/2021	57079	CALIF JOINT POWERS INS AUTHORITY	10,085.00	0.00	10,085.00
103237	08/19/2021	5382	CANNON CORPORATION	6,212.75	0.00	6,212.75
103238	08/19/2021	5528	SEMA. INC.	40.00	0.00	40.00
103239	08/19/2021	988	CDW LLC	2,767.26	0.00	2,767.26
103240	08/19/2021	45894	CINTAS CORPORATION	70.59	0.00	70.59
103241	08/19/2021	5368	CAMERON WELDING SUPPLY	335.25	0.00	335.25
103242	08/19/2021	4654	BRAGG INVESTMENT COMPANY. INC.	32.74	0.00	32.74
103243	08/19/2021	4776	CORELOGIC. INC.	27.50	0.00	27.50
103244	08/19/2021	4348	D&J INTERNATIONAL INC	2,860.71	0.00	2,860.71
103245	08/19/2021	59607	DANGELO COMPANY	351.77	0.00	351.77
103246	08/19/2021	4995	ILLINOIS TOOL WORKS	552.30	0.00	552.30
103247	08/19/2021	60826	ECS IMAGING INC	10,642.00	0.00	10,642.00
103248	08/19/2021	3199	EDCO WASTE SERVICES LLC	453,725.89	0.00	453,725.89
103249	08/19/2021	4435	ELLIOTT AUTO SUPPLY COMPANY INC	374.54	0.00	374.54
103250	08/19/2021	4641	FONTELA. THAO	1,635.40	0.00	1,635.40
103251	08/19/2021	59433	GANAHL LUMBER COMPANY	121.88	0.00	121.88
103252	08/19/2021	65779	GOLDEN STATE WATER COMPANY	21,054.74	0.00	21,054.74
103253	08/19/2021	52540	GONSALVES JOE A & SON	4,526.00	0.00	4,526.00
103254	08/19/2021	33150	GRAINGER W W INC	264.62	0.00	264.62
103255	08/19/2021	5257	GRANITE TELECOMMUNICATIONS. LLC	85.08	0.00	85.08
103256	08/19/2021	5237	GREEN HALO SYSTEMS INC.	3,132.00	0.00	3,132.00
103257	08/19/2021	38311	H & H NURSERY	232.85	0.00	232.85
103258	08/19/2021	35477	HARA M LAWNMOWER CENTER	5,451.32	0.00	5,451.32

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

<b>CHECK #</b>	<b>CHECK DATE</b>	<b>VEND #</b>	<b>VENDOR NAME</b>	<b>GROSS</b>	<b>DISC.</b>	<b>CHECK AMOUNT</b>
103259	08/19/2021	42031	HOME DEPOT	2,236.88	0.00	2,236.88
103260	08/19/2021	4622	JHM SUPPLY INC	679.42	0.00	679.42
103261	08/19/2021	4180	JONES RICHARD D. A PROF LAW CORP	1,665.00	0.00	1,665.00
103262	08/19/2021	36167	KARTER. JANET	702.00	0.00	702.00
103263	08/19/2021	2956	KICK IT UP KIDZ. LLC	318.50	0.00	318.50
103264	08/19/2021	4696	NORTH AMERICAN YOUTH ACTIVITIES LLC	3,088.80	0.00	3,088.80
103265	08/19/2021	18300	LAKEWOOD CHAMBER OF COMMERCE	1,833.33	0.00	1,833.33
103266	08/19/2021	4783	LANDCARE HOLDINGS INC	7,807.92	0.00	7,807.92
103267	08/19/2021	5576	MVP MEDIA NETWORK	1,136.20	0.00	1,136.20
103268	08/19/2021	4443	O'REILLY AUTOMOTIVE STORES INC	343.85	0.00	343.85
103269	08/19/2021	47554	OFFICE DEPOT BUSINESS SVCS	56.37	0.00	56.37
103270	08/19/2021	15600	LONG BEACH PUBLISHING CO	551.44	0.00	551.44
103271	08/19/2021	39640	RAYVERN LIGHTING SUPPLY CO INC	180.02	0.00	180.02
103272	08/19/2021	4956	ROSS AVIATION INVESTMENT. LLC	5,629.28	0.00	5,629.28
103273	08/19/2021	65297	S.T.E.A.M.	13,658.13	0.00	13,658.13
103274	08/19/2021	3153	SECTRAN SECURITY INC	160.22	0.00	160.22
103275	08/19/2021	5321	SKYHAWKS SPORTS ACADEMY. LLC	1,098.50	0.00	1,098.50
103276	08/19/2021	52279	SMART & FINAL INC	32.94	0.00	32.94
103277	08/19/2021	29400	SOUTHERN CALIFORNIA EDISON CO	38,532.95	0.00	38,532.95
103278	08/19/2021	29500	SOUTHERN CALIFORNIA GAS CO	5,263.82	0.00	5,263.82
103279	08/19/2021	60792	STEPHENS. ERIC	858.00	0.00	858.00
103280	08/19/2021	5350	THE HITT COMPANIES	26.82	0.00	26.82
103281	08/19/2021	5278	THE TECHNOLOGY DEPOT	272.75	0.00	272.75
103282	08/19/2021	3110	TORRES LOPEZ JAVIER	266.00	0.00	266.00
103283	08/19/2021	60685	TURF STAR	1,979.13	0.00	1,979.13
103284	08/19/2021	1437	U S BANK NATIONAL ASSOCIATION	28,435.51	0.00	28,435.51
103285	08/19/2021	4840	VERITIV OPERATING COMPANY	129.39	0.00	129.39
103286	08/19/2021	64652	CELLCO PARTNERSHIP	3,274.06	0.00	3,274.06
103287	08/19/2021	5155	WATER SYSTEM SERVICES LLC	175.00	0.00	175.00
103288	08/19/2021	3943	WATERLINE TECHNOLOGIES INC	3,653.08	0.00	3,653.08
103289	08/19/2021	17640	WAXIE ENTERPRISES INC	1,684.68	0.00	1,684.68
103290	08/19/2021	40925	WEST COAST ARBORISTS INC	895.95	0.00	895.95
103291	08/19/2021	2279	AMERICAN PACIFIC PRINTERS COLLEGES	2,020.27	0.00	2,020.27
103292	08/19/2021	3837	WORTHINGTON FORD	11.72	0.00	11.72
103293	08/19/2021	2145	WYNN. LAKYN	13.00	0.00	13.00
103294	08/19/2021	49425	ACURITY SPECIALTY PRODUCTS INC	305.15	0.00	305.15
103295	08/19/2021	3699	BENIGNO. BRENDA	250.00	0.00	250.00
103296	08/19/2021	3699	BOUNLEUTH. KRISTENA	250.00	0.00	250.00
103297	08/19/2021	3699	FILM PERMITS UNLIMITED. INC	250.00	0.00	250.00
103298	08/19/2021	3699	KIAMCO. CHERISE	250.00	0.00	250.00
103299	08/19/2021	3699	LEANO. NICOLE	250.00	0.00	250.00
103300	08/19/2021	3699	MCCALL. JOSHUA	250.00	0.00	250.00
103301	08/19/2021	3699	STEPHENS. AMBRA	250.00	0.00	250.00
103302	08/19/2021	3699	UCHEMESUNA. NKEM	435.00	0.00	435.00

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

<u>CHECK #</u>	<u>CHECK DATE</u>	<u>VEND #</u>	<u>VENDOR NAME</u>	<u>GROSS</u>	<u>DISC.</u>	<u>CHECK AMOUNT</u>
			<b>Totals:</b>	<u>741,493.85</u>	<u>0.00</u>	<u>741,493.85</u>

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## COUNCIL AGENDA

August 24, 2021

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

**SUBJECT:** Report of City Council Committees' Activities

### INTRODUCTION

A brief update is provided for City Council review on the activities of the following standing committee: Water Resources Committee.

### STATEMENT OF FACT

**On July 20, 2021, the Water Resources Committee met and discussed:**

#### Peak Demand Management

- Staff provided background on the water supply data from SCADA, showing daily peak water demand hours from customer's water use.
- Dr. Emily Berglund, a Professor in the Department of Civil, Construction, and Environmental Engineering of North Carolina State University, gave a presentation on her research on managing peak water demand.
- Four scenarios of peak demand pricing models were provided, illustrating a calculated potential reduction in water use along with calculated energy reduction.
- The Committee received the report and later directed staff to look into all options of peak energy savings and a potential affect on water rates.

#### Water Supply Summary for FY 2020-2021 and Pumping Rights Update

- Staff provided an update on Lakewood's FY 2020-2021 water supply data along with data of the previous five years for comparison. The data reflected pumping amounts, water rights carry-over, leasing, and storage data based on the WRD record.
- The Committee directed staff to provide a table and specifically break out Lakewood's Allowed Pumping Allocation (APA), amounts pumped, amounts carried forward to the new FY, amounts placed in storage, and the remaining balance.

#### Water Capital Improvement Project Update

- Staff provided a list of ongoing CIP's along with upcoming ones for the next three FY's. The update included:
  - Well 28 original completion date of September 3, 2021 has been pushed to January 2022 due to a delay in electrical equipment deliveries.
  - Plant 13 treatment vessels associated storage fees to start in early July, which were originally priced at approximately \$5,000/week for 90 days or more and almost \$8,700, have been negotiated down by staff to \$500/month.
  - A large 14" pipe break was discovered at Plant 27 on July 9 and needs emergency repair.

## Council Committees' Activities

August 24, 2021

Page 2

- Plant 4 needs an additional booster as a redundancy to booster 8.
  - Staff continued reporting on the remainder of CIP's including upgrades of interconnections with Cerritos, Golden State Water Company and the new interconnection proposed with Bellflower Somerset Mutual Water Company.

### Emergency Repair – Plant 27 14-inch Steel Pipe

- Staff discussed emergency repairs needed for the large steel pipe at Plant 27.
- Staff recommended to use the City's On-Call Contractor, Doty Brothers Construction Company, to perform such emergency repair.
- The Committee recommended for approval at the City Council Meeting scheduled for July 27, 2021.

### Utility Billing – Print and Mail Services

- Staff provided background on the situation it encountered when the current bill print vendor (Utilitec) did not send Prop 218 rate change notices to customers, causing a delay in the notification process.
- Staff reached out for a quote from a local vendor InfoSend which the City had used for many years prior. Based on the proposal from InfoSend, an annual cost savings would be approximately \$11,000.
- The Committee moved to recommend to the City Council the proposed change in vendors contingent upon the outcome of a study session.
- Staff provided a handout of updated Utility Billing & Customer Service data.

### **On July 20, 2021 the Community Promotions Committee met and discussed:**

#### Lakewood Beautiful

Community Relations Manager April Johnson gave a brief presentation on the annual Lakewood Beautiful campaign and the categories currently in place—Beautiful Home Award, Jackie Rynerson Transformation Award and Water Wise Award—noting the distinction between each, and the criteria the judges use in determining winning homes.

In the last few years the judges have voiced that a new category would be ideal to honor residents who have shown the effort to keep the front exterior of their home and yard well maintained, but did not quite meet the level of recognition for a Beautiful Home Award. Ms. Johnson asked the committee to consider the approval of a new category, to be named the Neat & Tidy Award, to be implemented in this year's program.

The committee voted to approve the Neat & Tidy Award, and for staff to implement this into the 2021 Lakewood Beautiful program.

### City Website Update

Deputy City Manager Paolo Beltran reported on the latest progress with regard to the upgrade of the city's website. Since May, city staff have been working with OpenCities on implementation

of a new web page. The implementation team from the Administration Department is working closely with a steering committee comprised of a representative from each department to ensure each department's services and needs are represented in the new model. Content migration has begun, with an end goal of fewer than 300 total pages offered in the final website product. Steering committee members have been tasked with designating pages to archive, improve or migrate to the new format. Staff have nearly completed this step.

Though designs are not yet ready for presentation to the committee, the design team is developing a site that is clean, easy to navigate, easy to search and takes advantage of current web technologies to provide an ideal landing site for the public. The project is on track to go live by the end of 2021.

The committee received and filed this report.

#### Patriot Day Ceremony and Lakewood Day of Service

Community Services Manager Nancy Hitt reported on Lakewood Day of Service. Due to the COVID-19 pandemic, 2021 Volunteer Day event was postponed. In order to assist disabled, elderly or low-income residents that may have registered for assistance with their exterior home painting, yardwork and cleanup projects, a reimagined version of the Volunteer Day event will be offered on September 11, called Lakewood Day of Service. Between 8 and 11:30 a.m., groups will volunteer at project sites throughout the city. Beginning at 11:30 a.m., an individually packaged lunch will be provided for all volunteers at the Lakewood Youth Center. Volunteers will also receive a small "thank you gift" and entry into a raffle for prizes. There are currently 15 sites planned the day of service, which will represent a scaled back version of the typical Volunteer Day event.

Community Services Manager Nicole Duran continued with a report on the Patriot Day Ceremony. The City of Lakewood will solemnly commemorate the 20<sup>th</sup> anniversary of 9/11 with a flag-lowering ceremony beginning at 6 p.m. on Saturday, September 11 in the East Parking Lot at Lakewood City Hall.

The one hour and 15 minute ceremony will include the presentation of the colors, remarks from Mayor Jeff Wood, a keynote speaker from Los Angeles County Fire Authority and musical performances by Golden Sands Chorus. The ceremony will also include a moment of silence and candlelight vigil led by Reverend Dr. Candace Cole-Kelly. At the conclusion of the event, the Los Angeles County Fire Authority will ring the bell as a symbol for the celebration of life as the Los Angeles County Sheriff's Department trumpet players play Taps as our nation's flag is lowered for the night.

The committee received and filed this report.

Lakewood's Fest-of-All

Ms. Duran presented a report on the city's new multicultural event, Lakewood's Fest-of-All. The event is to be held the second Saturday in October with this year's event on October 9 from 2 to 10 p.m. at Lakewood Center in the northwest parking lot near El Torito. Event elements will include:

- Multicultural Food Court comprised of Lakewood restaurants offering international cuisines
- Two entertainment stages offering music and cultural demonstrations
  - Main Stage – Music Stage
    - Three bands – 90 minutes per band
  - Second Stage – Cultural Stage
    - Variety of Cultural Acts
- Family Fun Zone offering inflatable bouncers
- Craft Village with local wares and items for purchase
- Children's Cultural Booth coordinated by Lakewood staff and volunteers offering cultural activities for youth
- Community Booths providing attendees opportunities to interact with community organizations and leaders
- Laser Light Show as the finale for the event, with themed laser demonstrations and accompanying music

The committee approved the event plan as presented for Lakewood's inaugural Fest-of-All.

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



Thaddeus McCormack  
City Manager

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**COUNCIL AGENDA**

August 24, 2021

**TO:** The Honorable Mayor and City Council**SUBJECT:** Monthly Report of Investment Transactions – July 2021**INTRODUCTION**

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

**STATEMENT OF MONTHLY ACTIVITY**

<u>Date</u>	<u>Amount at Cost</u>	<u>Vehicle</u>	<u>Transaction</u>
07/01/2021	1,666.85	BOND	Interest 1.258%
07/01/2021	.89	MMF	Interest
07/01/2021	3,034.90	BOND	Interest 1.958%
07/05/2021	455.00	CORP	Interest 0.700%
07/07/2021	383,298.29	TREAS	Purchase 0.250%
07/07/2021	391,521.90	CD	Sell 1.800%
07/11/2021	4,856.25	AGENCY	Interest 2.625%
07/15/2021	24,526.04	LAIF	Interest
07/15/2021	54.17	ABS	Interest 0.520%
07/15/2021	17.00	ABS	Interest 0.340%
07/15/2021	36.67	ABS	Interest 0.400%
07/15/2021	433.13	ABS	Interest 1.890%
07/15/2021	51.33	ABS	Interest 0.440%
07/15/2021	39.58	ABS	Interest 0.500%
07/15/2021	25.33	ABS	Interest 0.380%
07/15/2021	37.63	ABS	Interest 0.430%
07/15/2021	34.38	ABS	Interest 0.550%
07/18/2021	50.88	ABS	Interest 0.370%
07/19/2021	115,355.35	CORP	Purchase 1.200%
07/20/2021	35.63	ABS	Interest 0.450%
07/20/2021	56.67	ABS	Interest 0.340%
07/20/2021	78.33	ABS	Interest 0.470%
07/21/2021	412.50	AGENCY	Interest 0.375%
07/22/2021	1,000,000.00	LAIF	Maturity
07/22/2021	6,703.13	CORP	Interest 4.125%
07/23/2021	3,100,000.00	LAIF	Maturity
07/23/2021	199,515.40	CORP	Purchase 3.550%
07/23/2021	199,680.00	CORP	Purchase 3.300%
07/23/2021	3,062.50	CORP	Interest 3.500%
07/23/2021	409,399.52	TREAS	Sell 1.625%
07/25/2021	32.00	ABS	Interest 0.480%

Council Agenda  
August 24, 2021

07/25/2021	22.96	ABS	Interest 0.290%
07/25/2021	383.53	CORP	Interest 0.529%
07/25/2021	35.70	AGENCY	Paydown 3.203%
07/25/2021	2,876.64	AGENCY	Paydown 3.560%
07/25/2021	38.74	AGENCY	Interest 3.203%
07/25/2021	14.86	AGENCY	Interest 3.560%
07/28/2021	244,959.70	ABS	Purchase 0.550%
07/28/2021	254,843.97	TREAS	Sell 1.375%
07/30/2021	3,600.00	CORP	Interest 2.400%
07/31/2021	1,406.25	TREAS	Interest 0.375%
07/31/2021	3,093.75	TREAS	Interest 1.375%
07/31/2021	2,031.25	TREAS	Interest 1.250%
07/31/2021	2,187.50	TREAS	Interest 1.750%

**RECOMMENDATION**

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



Jose Gomez  
Director of Finance & Administrative Services



Thaddeus McCormack  
City Manager

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## COUNCIL AGENDA

August 24, 2021

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

**SUBJECT:** City of Lakewood Records Retention Policy and Schedule

### INTRODUCTION

The purpose of a records management program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation, and disposition of records managed by the City. The proposed retention periods are in compliance with all laws and are standard business practice for California cities.

### STATEMENT OF FACT

A records management program ensures the protection and efficient administration of official records for the City. The program assures the accessibility of information to the public, protects the City's vital records, provides a methodology for the periodic disposal of obsolete records and provides for the availability of essential and critical information for the resumption of operation in the event of a major disaster. The records retention schedule provides a description of some of the types of records each department maintains, indicates which department owns the various types of records retained, sets forth the length of time the records will be held, statutory reference, if any, and the final disposition of those records.

California Government Code Section 34090, et seq., states that the Secretary of State will establish records retention guidelines for local government. Using these guidelines and in coordination with City departments, the City Clerk has drafted a proposed Records Retention Policy and Schedule.

The City Council authorizes the destruction of records upon the request of the various departments with the consent of the City Attorney in the routine course of business. By establishing clear retention periods for different categories of records, potential savings can be realized in labor and storage costs, freeing up filing cabinet and office space, and will achieve operational efficiencies.

### RECOMMENDATION

It is recommended that the City Council adopt the proposed resolution establishing a Records Retention Policy and Schedule.

  
Jo Mayberry  
City Clerk

  
Thaddeus McCormack  
City Manager

# **RECORDS RETENTION POLICY AND SCHEDULE**



PREPARED BY THE OFFICE OF THE CITY CLERK  
CITY OF Lakewood

August 2021

**CITY OF LAKEWOOD****POLICY FOR THE PRESERVATION, PROTECTION, RETENTION AND LEGAL  
DISPOSITION OF THE CITY'S RECORDS****OVERVIEW OF RECORDS MANAGEMENT**

One of the purposes for records management is to ensure that information is available when it is needed. To do this efficiently and thoroughly, records must be identified, organized, maintained for the requisite number of years, and then documented when destroyed. Records management encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations, seeking to control and manage records through the entirety of their life cycle, from creation to final disposition.

A sound records management program improves customer service, increases staff efficiency, allocates scarce resources, and provides a legal foundation for how an agency conducts its daily mission. It helps identify and justify opportunities for new technology. Other benefits include:

- ✓ Providing public access to and protecting the public's rights to inspect public records in accordance with the California Public Records Act;
- ✓ Preservation of records with long-term or permanent value;
- ✓ Protection of records vital to City government in the event of a disaster;
- ✓ Protection of records essential to City government, but which are referenced infrequently;
- ✓ Demonstration of compliance with legal retention requirements established by Federal, State, and local authorities;
- ✓ Orderly retirement and destruction of records no longer required by statute to be retained or needed for reference;
- ✓ Elimination of duplicate records filed in several departments;
- ✓ Ensuring proper administration of records not subject to disclosure;
- ✓ Providing protection in litigation, audits, and other disputes;
- ✓ Saving space; and
- ✓ Increased efficiency in information retrieval.

Understanding the importance of a good records management program is to establish policies and procedures for the efficient and economical management of the creation, utilization, maintenance, retention, preservation, and disposal of City records, based on Federal and State statutes governing public records. And, further, to ensure that a responsible program of records management is practiced within the City organization, serving the best interest of the City and its citizens.

## **DEFINITIONS**

### **Public Record**

Any writing containing information relating to the conduct of the City's business prepared, owned, used, or retained by the City regardless of physical form or characteristics.

### **Active Record**

Records kept in the office and referred to on a regular basis.

### **Archives**

A repository for housing historical records (whether in paper, microfilm, or digital) which should be protected or preserved.

### **Disposition**

The length of time a record is kept, which may be permanent.

### **Electronic Mail**

E-mail retention is governed by the City's Electronic Mail Policy and is hereby incorporated by reference. A hard copy of said policy is on file in the City Clerk's Office.

### **Historical Record**

The retention of records that have enduring value because they reflect significant historical events or document the history and development of the City.

### **Inactive Record**

Any public record transferred to a records center for storage until disposition is reached.

### **Non-Record**

Materials that are not retained in the normal course of business, such as records that contain no information of significant or lasting value such as transmittal letters, acknowledgements, and drafts, rough notes, and calculations created and used in the preparation or analysis of other documents.

### **Records Management**

The systematic control of the creation, processing, use, protection, storage, and final disposition of all public records pursuant to Federal, State, and local laws and regulations.

### **Records Retention Schedule**

The document identifying the length of time a record is maintained, including disposition.

### **Transitory Records**

Records whose value is comparatively short-lived and should be discarded when they have fulfilled their purpose for which they were created. Examples: 1) copies of reproduced/printed material of general information; 2) originals/copies of documents kept solely for tickler, suspense, or follow-up; 3) preliminary work materials used for preparation of reports, studies, etc.; 4) duplicates/extra copies of records; and 6) appointment logs/calendars.

### **Vital Record**

Records contain information essential for the resumption of operation after a disaster or the reestablishment of the legal and financial status of the organization.

### **Writing**

Any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

## **OWNERSHIP OF PUBLIC RECORDS**

All public records are the property of the City and shall be delivered by outgoing officials and employees to their successors. Public records are to be maintained in active file areas or in a designated records center.

### **PRIMARY RECORD KEEPING DEPARTMENTS**

City Council - The ultimate policies for the keeping, producing, permitting copies, and management of all public records of the City shall rest with the City Council.

Officers and Employees - Each officer and employee of the City has the duty to protect, preserve, store, transfer, destroy or otherwise dispose of, use and manage public records in accordance with applicable Federal and State regulations, or such rules as may be approved by the City Council.

City Attorney - The duty of the City Attorney shall be to review and approve requests to dispose of records in accordance with the City's adopted Records Retention Schedule; and to provide legal guidance to the City Clerk in any review of, and amendment to, the retention schedule, in accordance with Federal, State and local regulations.

City Clerk - The City Clerk may, for the proper and efficient management of the public records:

1. Develop and circulate instructions and regulations necessary and proper to implement the Records Retention Schedule.
2. Advise and assist City departments in the preparation of records inventories, retention periods, and make recommendations to the City Attorney.
3. Maintain archives to protect records of historic nature, which should not be destroyed.
4. In consultation with the City Attorney, revise the Records Retention Schedule and/or policy as appropriate.

City Department Heads - Each City Department Head shall establish and maintain an active, continuing program for the economical and efficient management of the public records of that department. Such program shall, among other things, provide for:

1. Effective controls over the creation, maintenance, and use of public records in the conduct of business.
2. The maintenance and security of records deemed appropriate for preservation.
3. Segregation and disposal of records of temporary value in accordance with the established retention schedule and this policy.

## **HANDLING DOCUMENTS FROM INCEPTION TO DESTRUCTION**

### **Creating Files**

Department personnel are advised to begin new files with an eye to the future disposition of the file being created. For example, by knowing that the information/materials contained within a new file will be retained for a specific number of years, it would be prudent to create the file on a calendar year or perhaps fiscal year basis. Planning ahead avoids separating files later when it comes time for storage and/or destruction. Also, reviewing the department's retention schedule beforehand can avoid the necessity and time-consuming activity of separating permanent information/documents from short-term materials prior to time of destruction.

One other suggestion is to ensure some level of consistency in labeling and identifying files within a department, particularly at the time of creating new ones.

### **Converting Hard Copy to Electronic Formats**

Government Code Section 34090.5 authorizes the conversion of hard copy materials and records onto other electronic mediums (*i.e.*, burning CDs or DVDs or other format reasonably accepted within the industry, as may be determined by the City Clerk) as long as the following conditions are met:

- A. The record, paper, or document is photographed, reproduced by electronically recorded video images, recorded in electronic data processing system, recorded on optical disk, or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document;
- B. The device or method used to reproduce the record, paper, or document reproduces the original in all details and does not permit additions, deletions, or changes to the original document images;
- C. The reproductions are made accessible for public reference as the original records were; and
- D. A true copy of archival quality of the film, optical disk, or any other medium reproductions shall be kept in a safe and separate place for security purposes.

If the above conditions are met, subject to system verification by the City Clerk and City Attorney, the public official having custody of the records (Department Head) may convert the hard copy to a permissible electronic format and destroy the hard copy.

The Secretary of State's Local Government Records Management Guideline is on file with the City Clerk's Office.

**DISPOSITION OF PUBLIC RECORDS**

At least annually, each Department is responsible for reviewing all records in its custody. Records that have reached the end of their retention period are to be destroyed pursuant to the Destruction of Public Records section of this manual. Electronic versions of those records must also be deleted at the same time.

The City Council, by adopting the Records Retention Schedule, authorizes City Department Heads to destroy duplicate records less than two years old if the records are no longer required in accordance with adopted retention schedules.

All original records to be destroyed must be listed. Requests for the destruction of original records must be approved by the responsible Department Head and the City Attorney prior to destruction. A Request for Records Destruction/Certificate of Destruction and listing of documents to be destroyed, and copy of the appropriate page(s) from the records retention schedule shall be filed in the Office of the City Clerk.

Note: Once authority has been received to destroy records, all forms of that record must be destroyed (or deleted): paper, microfilm/fiche, electronic format.

This section does not authorize the destruction of the following original records:

- A. Records affecting the title to real property or liens thereon;
- B. Records required to be kept by statute;
- C. Records less than two years old; or
- D. Minutes, ordinances, or resolutions of the City Council or of a City Advisory Body.

The City has identified that shredding and recycling the paper produced from the destruction of these records is the most appropriate method of disposal. Accordingly, although the specific method used for destruction shall be at the discretion of the Department Head, it shall reflect a method of destruction that recycles any paper products and avoids the use of sanitary landfill sites.

## Legend

- AU = Audit
- CL = Closed/Completion
- CU = Current Year
- E = Election
- P = Permanent
- S = Supersede
- T = Termination

## Citation

- CAC - California Administrative Code
- GC - Government Code
- CCP - Code of Civil Procedure
- CFR - Code of Federal Regulations
- HUD - Housing and Urban Development

## Administration

RECORDS SERIES	DESTROY	STATUTORY REFERENCE
Report of Lobbyist Employer	CU+2	GC34090
State Legislation Faxes and Correspondence	CU+2	GC34090(d)
Service Request Correspondence	CU+2	

## City Clerk

RECORDS SERIES	DESTROY	STATUTORY REFERENCE
<b>Administration</b>		
Public Records Act Requests	CL+2	GC34090
<b>Claims/Litigation</b>		
Claims for Damages Filed Against the City of Lakewood	CL+5	GC34090 GC25105.5
Litigation Files	CL+5	GC34090 GC25105.5
<b>Fair Political Practices Commission and Economic Interest Statements (Conflict of interest)</b>		
Original Campaign Disclosure Forms of Unsuccessful Candidates for City Council Elections	E+10	GC81009 GC81009(b)
Employees and City Officers– Form 700	7	GC81009(e)
<b>Legislative - City Council, Boards, Commission, Committees</b>		
Audio/Video Recordings of Meetings of the City Council (beginning January 2021)	P	GC34090.7
Delinquent Garbage, Waste and Refuse Collection Hearing Notices and Reports	CU+2	GC34090
Notices of Adjournment and Affidavits of Posting for Meetings of the City Council	9	GC34090
Undeliverable Public Hearing Notices	CU+3	GC34090
<b>Temporary Street Closures and Parades</b>		
Applicant Forms and Petitions for Street Closures	CU+2	GC34090
Parade Applications	13	GC34090
<b>Unsuccessful Bids</b>		
Unsuccessful Bids for Public Works Projects	CL+2	GC34090(d)
Unsuccessful Bids for Purchasing Bids	Award Date+2	GC34090
Unsuccessful Bids for Requests for Proposals	Award Date+2	GC34090

## Community Development

RECORDS SERIES	DESTROY	STATUTORY REFERENCE
<b>Housing Services</b>		
Closed Paid Back Loan Files	CL+5	Statute of Limitations
Closed/Cancelled Applications for Loans or Grants	5	GC34090
Community Development Block Grant (CDBG) Program Files	CL+5	24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A110, Attach. C; *OMB Cir. A-102 & 128, HUD regulations
<b>Planning and Environment Commission</b>		
Audio Recordings of Meetings of the Planning and Environment Commission	CU+2	GC34090.7

## Finance/Administrative Services

RECORDS SERIES	DESTROY	STATUTORY REFERENCE
<b>Accounting</b>		
1099 Forms	8	GC34090; 29USC 436
Administrative Citations	8	GC34090(d)
Audit Work Papers	3	GC34090
Audit Hearing or Review	AU+2	GC34090; OMB A-128
Bank Reconciliations	8	GC34090; 26 CFR 16001-1
Bank Statements	8	FC 3368, 30210; GC 43900 et seq.
Bank Registers	8	GC34090
Building Maintenance/Leases	7	Active; Active until lease terminates (SOS)

RECORDS SERIES	DESTROY	STATUTORY REFERENCE
Cancelled Checks	8	GC34090; CCP 337
Cash Disbursement Reports	8	GC34090; 26 CFR 16001-1
Community Development Block Grant (CDBG)	CL+4	24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A110, Attach. C; OMB Cir. A-102 & 128, HUD regulations
Checks	8	GC34090; CCP 337
Contracts	8	CCP 337.2, 343; B&P7042.5; PU7685; 48 CFR:2; GC53066
Daily Cash Receipts	8	GC 34090; CCP 337
Damage to City Property	8	29 CFR 1904.2; 29 CFR 1904.6
Deferred Comp. Reports	8	GC34090; 26 CFR 16001- 1; 29 CFR 1627.3(2)
DUI Billings	8	GC34090
Federal & State Tax	8	GC34090; 29USC 436; 26 CFR 31.6001.1-4; IRS REG 31.6001- 1(e)(2);R&T 19530;29 CFR 516.5- 516.6
General Billing Records	8	GC34090
General Ledger	10	GC34090
Grants – Federal, State, and Other Governmental	8	GC34090; 24 CFR 570.502 24 CFR85.42; OMB Cir. A-102, A-110, A- 128
Grants – Non-Governmental	8	GC34090
Grants – Unsuccessful Applications	2	GC34090
Invoices	8	GC34090
Labor Distribution – Allocation Codes	7	GC34090
Payroll Register	8	GC34090; GC37207

RECORDS SERIES	DESTROY	STATUTORY REFERENCE
PERS Reports	8	GC34090; CAC 22- 1085-2
Purchase Orders	7	GC34090; CCP 337
Salary Records	8	GC34090; 29 CFR 516.2
Terminated Contracts & Agreements (No Capital)	7	CCP 337.2, 343; B&P7042.5; PU7685; 48 CFR:2; GC53066
Time Cards	8	GC34090; 29 CFR 516.2; 20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)
TOT Exemption Certificates	8	GC34090
W2s	7	GC34090; 29USC 436
<b>Accounting/Purchasing</b>		
Inventory List and Documentation	7	GC34090; 26 CFR 301 65- 1(F)
Stores/Inventory	7	GC34090; 26 CFR 301 65- 1(F)
Surplus Property Auction/Other Disposal	5	GC34090; CCP 337
<b>Business License</b>		
Bingo License	8	GC34090
Inactive Business Licenses	7	GC34090; CCP 337
Secondhand Dealer License (Pawn Broker)	8	GC34090
Special Event and Other Permits	8	GC34090
<b>Parking</b>		
Citations	5	GC34090.7
Closed Transmittals to the Hearing Officer/Court	2	GC34090
Dismissals	5	GC34090

<b>RECORDS SERIES</b>	<b>DESTROY</b>	<b>STATUTORY REFERENCE</b>
Notices of Vehicles Towed	3	GC34090
Parking Control – Data	5	GC34090
Superseded Bail Schedule	6	GC34090
<b>Water</b>		
Closed Liens/Collections/Small Claims	7	GC34090
Connection/Disconnects/Registers/Service	7	GC34090
Meter Reading Report	7	GC34090
Solid Waste Collection/Disposal Reports	7	GC34090
Superseded Conservation Programs	2	GC34090
Superseded Recycling Programs	S+2	GC34090
Superseded Regulations	S+2	GC34090
Utility Billing – Data and Reports	7	GC34090
Utility Customer Records	7	GC34090
Utility Rates	7	GC34090
Utility Rebate Report	7	GC34090
Utility Service Orders	7	GC34090

## Personnel/Human Resources

RECORDS SERIES	DESTROY	STATUTORY REFERENCE
<b>Administration</b>		
Eligibility and Hiring Lists for Filled Positions	CL+3	GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3
Employee Personnel Files of Terminated Seasonal and Part-time Employees	T+5	GC34090, GC 6250
Industrial Accident Reports	34	29 CFR 1904.2
Overtime and Leave Request Forms (excepting injury/illness related forms)	CU+7	GC34090

## Public Safety

RECORDS SERIES	DESTROY	STATUTORY REFERENCE
<b>LASD/Sky Knight</b>		
Sheriff's Department Crime Summary Reports	CU+2	GC34090
Sky Knight Flight Hours Reports, Monthly Reports for Participating Cities and Operating Procedures	CU+2	GC34090
Sky Knight Observer Summary Reports	CU+2	GC34090
<b>Administration</b>		
General Correspondence	CU+2	GC34090(d)
Los Angeles Regional Crime Information System (LARCIS) Grant Materials	CL+5	GC34090
Live Scan Applications	CU+2	GC34090

## Recreation and Community Services

RECORDS SERIES	DESTROY	STATUTORY REFERENCE
<b>Administration</b>		
Accident Reports (adults and minors who have reached the age of 19)	CL+2	GC34090
CDBG Participant Audit Sheets	3	GC34090
Contract Class Registrations (adults and minors who have reached the age of 19)	CU+2	GC34090
Incident and Injury Reports (Special Occurrence Reports) (adults and minors who have reached the age of 19)	CL+3	GC34090 CCP338
Notices of Adjournment and Affidavits of Posting for Meetings of the Recreation and Community Services Commission	10	GC34090
Personal Service Agreements and Exhibits for Contract Class Instructors	T+5	CCP 337.2 CCP 343
Pool Rescue Reports (adults and minors who have reached the age of 19)	CL+2	GC34090
Recreation and Community Services Commission Agenda Packets	CU+2	GC34090 GC34090(d)
Sports Officials Schedules	CU+2	GC34090
Volunteer Registrations, Rosters and Fingerprint Cards	T+2	GC34090
<b>DASH Transit</b>		
DASH Passenger Logs	2	GC34090
<b>Recreation</b>		
Application and Agreement for Use of Recreation Facilities	2	GC34090
Application and Agreement for Use of Craft or Display Booth	2	GC34090
Facility Schedule Book (Red Book)	CU+2	GC34090
Opening/Closing Checklists	2	GC34090
Permission Slips, Registrations and Rosters for All Park and Community Centers (adults and minors who have reached the age of 19)	2	GC34090

<b>Picnic Shelter Reservation Applications and Supplemental Questionnaires</b>	2	GC34090
<b>Playground Safety Inspection Reports (Related work orders, repairs, etc. must be closed)</b>	CL+2	GC34090

## Water Resources

RECORDS SERIES	DESTROY	STATUTORY REFERENCE
<b>Administration</b>		
<b>Central Basin Water Association Financial Statements, Surveys, Proposals, General Correspondence and</b>	CU+2	GC34090
<b>Confined Space Entry Logs</b>	CU+2	GC34090
<b>Continuing Education Class Modules Quizzes and Attendance Reports</b>	CU+5	GC34090
<b>General Correspondence</b>	CU+2	GC34090
<b>Golden State Water Company Advice Letters</b>	4	GC34090
<b>Service Orders and Standby Service Orders</b>	CU+2	GC34090
<b>Underground Service Alerts</b>	CU+2	GC34090
<b>Tests</b>		
<b>Bacteriological Water Sampling Laboratory Results</b>	CU+5	40 CFR 141.33

# **LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES**

**August 1999  
City Clerks' Association of California  
California State Archives 2002 Version**

# LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES

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## Disclaimer

### Local Government Retention Schedule Guidelines

The guidelines as enclosed have been endorsed by resolution of the General Assembly of the League of California Cities, and by the City Clerks Association of California. They represent extensive research as to the *minimum legal requirements* for the retention of local government records and do not reflect the administrative, operational, financial or historical needs of the jurisdiction. It is strongly recommended that cities consult with legal counsel when formulating their retention schedules so as to best meet their particular needs.

The committee's research was as complete as possible and reviewed by many legal officers but may not include every record series pertinent to local government. The guidelines are just that and are fluid, very much subject to additions and updates which will be coordinated through the office of the State Archivist under the Secretary of State.

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown. For example, Cu + 2 refers to the Current year plus two, or 1998 plus years 1997 and 1996.

**RECORDS RETENTION CLASSIFICATIONS – CITY GOVERNMENT**

**August 1999**

**ADMINISTRATION**

Audit  
Community Services  
Elections  
General Subject  
Grants  
Human Resources  
Information Services  
Legal/Legislative  
Municipal Clerk  
Policies & Procedures  
Public Information  
Public Financing Authority  
Risk Management

**DEVELOPMENT**

Administration  
Building  
Code Enforcement  
Engineering  
Environmental Quality  
Housing  
Municipal Facilities  
Planning  
Property  
Redevelopment

**FINANCE**

Accounting  
Administrative Services  
Fixed Assets  
License  
Payroll  
Purchasing  
Reports  
Treasurer

**PUBLIC SAFETY**

Animal Control\*  
Emergency Management  
Fire Safety  
    Administration  
    Personnel  
    Property  
    Reports  
Hazardous Materials  
Health & Welfare  
Law Enforcement  
    Administration  
    Investigations  
    Patrol  
    Services

**PUBLIC WORKS**

Parks  
Sanitation/Solid Waste/  
    Wastewater  
Streets/Alleys  
Utilities  
Water

**TRANSPORTATION**

Administration  
Airport  
Ground Transportation  
Harbor

\*Anticipate will be addressed by County Officials

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**LEGEND**  
Records Retention

**AC = Active**  
**AU = Audit**  
**CU = Current Year**  
**E = Election**  
**P = Permanent**  
**T = Termination**

**AD = Adoption**  
**CL = Closed/Completion**  
**DOB = Date of Birth**  
**L = Life**  
**S = Supersede**

**CITATIONS**

**B&P – Business and Professions**

**H&S – Health & Safety**

**CAC – California Administrative Code**

**HUD – Housing and Urban  
Development**

**CCP – Code of Civil Procedure**

**OSHA – Occupational Safety & Health  
Act**

**CCR – Code of California Regulations**

**PC – Penal Code**

**CEQA – California Environmental  
Quality Act**

**POST – Police Officers Standards  
Training**

**CFR – Code of Federal Regulations**

**UFC – Uniform Fire Code**

**EC – Election Code**

**USC – United States Code**

**FMLA – Family & Medical Leave Act,  
1993**

**WIC – Welfare & Institutions Code**

**GC – Government Code**

## ADMINISTRATION

Record Series	Retention	Citation	Descriptor
<b>AUDIT</b>			
Annual Financial Report	CL + 2	GC34090	Independent auditor analysis
Bonds	CL + 10	GC34090; CCP 337.5	Final bond documentation
Budget	P	GC34090	Annual operating budget approved by Legislative Body
Budget Operating (copies)	S	GC34090	Departmental Reference
Hearing or Review	AU + 2	GC34090; OMB A-128	Documentation created and or received in connection with an audit hearing or review
Reports	AU + 4	GC34090; OMB A-128	Internal and/or external
Reviews, Internal/External Periodic	CU	GC34090; GC6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report
<b>COMMUNITY SERVICES</b>			
Libraries	CU + 2	GC 34090	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.
Plaques	P		Historic value
Sports Organization	S + 2		
<b>ELECTIONS</b>			
Affidavit Index	CL + 5	EC 17001	
Applications, Absentee Ballots and Envelopes	E + .5	EC 17505; EC 17302	From date of election
Assisted, Challenged Voters List	E + .5	EC 17304	From date of election
Ballots	E + .5	EC 17302	From date of election; ballots submitted to precincts/City Clerk that were not used - unless contested (EC 17302(c)) retention by court order
Ballots Prop. 218 (Assessment Districts)	P	California Constitution Art. XIII	Property related fees (Assessment Ballot proceeding)
Calendar	E + 2	GC 34090	
Canvass	P	GC 22932; EC 17130; EC 2653	Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results
Certificates of Election	T + 4	GC 81009(a) (d)	Certificates of election; Original reports and statements
Charter Amendments/ Measures	P	GC34458-60; GC34090	Chapter designations by Secretary of State following adoption of voters

## ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
<b>Fair Political Practices</b>			
Administration/ Campaign Statements and Conflict of Interest	CU + 5		FPPC Opinions
Campaign disclosure, Elected	P	GC81009(b) (g)	FPPC Filings
Campaign disclosure, Not Elected	E + 5	GC81009(b)	FPPC Filings
Campaign disclosure - Unsuccessful (all other committees)	E + 7	GC81009	FPPC Filings
Candidate Statements	E + 4		Sample ballot retained permanently.
History	P	GC 34090	History of elections, sample ballots, certificates of destruction, other resolutions re: elections
Statement of economic interest - Elected Officials	T + 7	GC 81009(e)	FPPC Filings
Statement of economic interest - Not Elected	E + 5	GC 81009(b)	FPPC Filings
Lobbyist Registration	P	EC 81009(b)	Statements
Maps, Precincts/Voter Information	E + 2	GC 34090; EC 17501; EC 17301	
Nomination Papers Successful Unsuccessful	E + 4 E + 2	EC 17100 GC 81009(b)	
Notifications and Publications	E + 2	GC 34090	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election
Oaths of Office	T + 6	GC34090; 29 USC 1113	Elected Officials
Petitions	.75	EC 17200, 17400; GC 7253.5; EC 14700 + GC 3756:8	From date of filing or election; Initiative, referendum, recall, Charter Amendments

## ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Precinct Records	E + .5	EC 17503	From date of election: Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places Includes notice of appointment of office and record of service
Roster (Of Voters)	E + 5	EC 17300	From date of election; Initiative, referendum recall, general municipal election, Charter Amendments
Voter Affidavits	CL + 5	EC 17000	
Voter Registration Signature Copy	CU + 5	EC 17000	Fire, special or school district
<b>GENERAL SUBJECT</b>			
Administration	P	GC 34090	
Biographies	CU + 2	GC34090	
Classifications and Appointments	P	GC 34090; GC 12946; 29 CFR 516.6(2); 29 CFR 1602.4	Includes supplemental Personnel records. Wage rate tables 2 years.
Correspondence/ Originating Department	CU + 2	GC34090(d)	If not attached to agreement or project file
Goals & Objectives	CU + 2	GC34090	Departmental goals & objectives
Policies & Procedures, Departmental	S + 5	GC34090(d)	Retain while current
Promotional Marketing			
External	CU + 7		
Internal	2		
Reports			
Departmental	CU + 2	GC34090	Special/or final summary, review or evaluation
Staff	CU + 2	GC34090	Non-agenda related, includes supporting documentation
Special Projects	CU + 2	GC34090	
Support Services	CU + 2	GC34090	Reproduction; printing; postal/mailing services, other internal resources
Travel Records	CU + 2	GC34090	
<b>GRANTS</b>			
Community Development Block Grant and Urban Development	T + 4	GC34090; 24 CFR 570.502 24 CFR85.42*	Applications, reports, contracts, supporting documents; *OMB Cir. A-102, A-110, A-128
Federal and State	CL + 5	GC34090	Refer to grant application close-out procedure
Financial Records	CL + 5	GC34090	Refer to grant application close-out procedure
Unsuccessful	CL + 2	GC34090	Applications not entitled

## ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
<b>HUMAN RESOURCES</b>			
Benefit Plan Claims	P	GC6250 et seq; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174*	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113
Benefit Plan Enrollment, Denied	CL + 4	GC34090; OMB A-128	
Bond, Personnel Fidelity	T + 2	GC34090	Employee Fidelity Bonds
Employee Handbook	S + 2	GC 34090	General employee information including benefit plans
Employee Programs	CL + 2	GC 34090; GC 12946	Includes EAP and Recognition
Employee Rights General Employees Safety (Police)	T + 2 T + 5	GC12946; 29 CFR 1602; 29 USC 211 (e); 203(m); 207(g)	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions
Hourly Employees	T + 6	GC12946; GC34090*	*29 CFR 1627.3, Labor Relations Section 1174
Immigrant		Immigration Reform/Control Act 1986 Pub. L 99-603	I-9's
Medical Leave	CL + 30	FMLA 1993 US OSHA; 29 CFR ; 1910.20*	May include Family leave; certifications; tests; W-4's; *29 CFR 1602.30.32; 49 CFR 193-9;
Motor Vehicle Pulls (DMV)	CL + 7	GC12946, *	*CA 91009; 8 USC 1324 (a)
Negotiation	P	29 USC Sections 211(c), 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements

## ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Non-Safety Employees	T + 3	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC 12946, 34090*	Non-safety employees may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID=s) *1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Personnel Records (copies)	CU + 2	GC34090; GC6250	Attendance; evaluations; drafts; worksheets; postings
PERS, Social Security, SSI	P	29 CFR 1627.3(2); GC 12946, 34090	EEOC/ADEA
Recruitment	CL + 3	Reference: GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
Reports	CU + 2	GC34090	Employee statistics, benefit activity; liability loss
Safety Employees	T + 5	Reference: 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4; *	Police, fire, emergency employees may include; Release Authorizations; Certifications Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre employee medicals *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Surveys and Studies	CU + 2	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification, wage rates
Training Records Non-Safety	CU + 7	GC6250 et seq	Employee applications, volunteer program training, class training materials, internships;
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers internal and external training
Safety	CU + 2	GC34090	Certifications/designations
Vehicle Mileage Reimbursement Rates	S + 2	GC 34090	Annual mileage reimbursement rates

## ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
<b>INFORMATION SERVICES</b>			
Internet, World Wide Web	S + 2	GC34090	Management/Policies and supporting documentation
Inventory, Information Systems	S + 2	GC34090	Hardware/Software Inventory logs; systems manuals
Network Information Systems (LAN/WAN)	CU + 4	GC34090; CCP 337.2; 343	Configuration maps and plans
Program Files and Directories	CU + 2 CU + (2 mos.) CU + 1 CU + .5	GC34090; GC34090.7	Annual backup Daily backup  Monthly backup Weekly backup
Tapes Information Systems	CU + 2	GC34090	System Generation
<b>LEGAL/ LEGISLATIVE</b>			
Agendas	CU + 2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions
Agenda Reports (Master, Subject Files)	CU + 2	GC34090 (d)	Documentation received, created and/or submitted to Council
Appeals, Civil	CU + 3	CCP 583.320(a)(3); GC 34090	
Applications, Boards, Commissions, Committees	CL + 2	GC34090	Not selected
Applications, Boards, Commissions, Committees	T + 5	GC34090; GC40801	Selected
Articles of Incorporation	P	GC34090; CCP 337.2	
Case Log	CL + 7	CCP 337.2; 343	From Close of cases listed; Chronological listing of cases
Case Records - (High Profile)	P	GC6254	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs
Case Records	CO + 7	42 USC s1983	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)
Contracts and Agreements Excl. Capital Improvement	T + 5	CCP 337.2, 343; B&P7042.5; *	Includes leases, equipment, services or supplies *PU7685; 48 CFR:2; GC53066
Incl. Capital Improvement	P	2.08.110;*	Construction *GC37090a; 4004; H&S 19850
Index, Attorney Case	L	GC6254	Including notations on activities related to case

## ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Legal Advertising	CU + 4	CCP 343, 349 et seq.; GC 911.2; GC 34090	Includes public notices, legal publications
Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests
Minutes	P	GC34090(d) ; GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee
Notices, Meeting	CU + 2	GC 34090.7, 54960.1(c)( 1)	Special meetings
Opinions	S + 2	GC34090; GC6254	Confidential
Ordinances	P	GC34090(d) 40806	Charter amendments; municipal code
Petitions	CU + 1	GC50115; GC6253	Submitted to legislative bodies
Resolutions	P	GC34090(d) 40801	Legislative actions
Tapes, Audio/Video	CU + 3 mos.	GC 34090.7	When used for minute preparation and may have historical value.
<b>MUNICIPAL CLERK</b>			
Assessment Districts	P	GC 34090	Original documentation
Inventory, Records	CU + 2	GC34090; 80 OPS Atty. Gen. 106	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
Municipal Code	P	GC 34090	Supplements included
Public Records Request	CL + 2	GC 34090	
Records Management	CL + 2	GC34090	Document includes retrieval, transfers - inactive
Records Management Disposition Certification	P	GC34090	Documentation of final disposition or records
Records Retention Schedules	S + 4	CCP 343	
<b>POLICIES/ PROCEDURES</b>			
General Administrative	S + 2	GC34090; 40801	All city policies and procedures
Policy, Council/ Proclamations	S + 2	GC34090	Policies, directives rendered by Council not assigned a resolution or ordinance number
<b>PUBLIC FINANCING AUTHORITY</b>			
Administration	P	GC 34090	

## ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Financial Records	P	GC 34090, 40802, 53901	
Management Reports	2	GC 34090	
<b>PUBLIC INFORMATION</b>			
Brochures, publications, newsletter, bulletins	S + 2	GC 34090	
Calendar, City	CU + 2	GC 34090	
Media Relations	CU + 2	GC 34090	Includes cable, newspaper, radio, message boards, presentations.
<b>RISK MANAGEMENT</b>			
Accident Reports - City Assets	CL + 7	29 CFR 1904.2; 29,*	Reports and related records * CFR 1904.6
Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring city property and other assets
Claims, Damage	CL + 5	GC34090; GC25105.5	Paid/Denied
Incident Reports	CL + 7	29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)
Insurance, ACCEL JT Powers Agreement	P	GC34090	(Authority California Cities Excess Liability Insurance) B Accreditation/ MOU=s/agreement/agendas
Insurance, Certificates	P	GC34090	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance, Liability/Property	P	GC34090	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P	GC6410; 29 CFR 1910.20	Indemnity; PERS - working files - originals with Administrator
Photographs, Negatives, Film	CL + 2	GC34090	
Risk Management Reports	CL + 5	OMB 1220- 0029; 29 CFR1904.4; GC 34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies
Workers Compensation	P	CCR 14311; 15400.2; CA Labor Code 110-139.6	Claim Files, Reports, Incidents (working files) originals filed with Administrator

## DEVELOPMENT

Record Series	Retention	Citation	Descriptor
<b>ADMINISTRATION</b>			
Benchmark Data	CU + 2	GC34090d	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d	
Bonds Development	CL + 10	CCP 337.5	Housing; Industrial Development
Security	CL + 2	GC34090	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work
Code Books	P	GC34090e	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements
Contractor	CU + 2	GC34090d	Current listing
Correspondence	CU + 2	GC34090d	Working documentation
Development Conditions	L	GC34090	Mitigation measures; filed with case files
Development Agreements	P	CCP337, 337.1(a), 337.15; GC34090;4 8 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years.
Development Standards	P	GC34090a	Landscape mediums, parkway landscape development, public works construction
Drawings, Project Plan	CU + 2	GC34090d	Does not include those usually filed with case or project
Franchises	P	GC65864, 65869.5, 34090*	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/pr involving construction of improvements *CCP 337.2, 343; AC16023
General Subject Files	CU + 2	GC34090d	Internal working files including correspondence
Grants, Community/Urban Development (includes CDBG)	CL + 4	24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A- 110, Attach. C; *	Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations
Historic Preservation Inventory	2	GC34090d	Historic structures & landmarks
Incident Files	2	GC34090d	Emergency Call Outs
Land Uses, nonconforming	P	GC34090a	Building or site usage which does not conform to current standards
Logs	CU + 5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility

## DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Maps & Plats	P	GC34090a	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
Master Plans, Annual	S + 2	GC34090	Special or long range program plan for municipalities – coordination of services; strategic planning
Permits, Construction	P	GC34090a; H&S19850; 4003; 4004	Plans, building, signs, grading, encroachment, including blueprints and specifications
Permits, Other	CL + 2	GC34090d	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.
Photographs	S + 2	GC34090d	Aerial photographs
Projects, Not Completed or Denied	CL + 2	GC34090d	Building, engineering, planning
Reports	CU + 2	GC34090	Activity, periodic
Seismic Retrofit Program	P	GC34090a	Includes Certificates of Compliance
Street Names and House Numbers	P	GC34090a	Street dedications, closings, address assignment/changes
Studies, Special Projects & Areas	CL + 2	GC34090d	Engineering, joint powers, noise, transportation
Surveys	P	GC34090a	Recording data and maps
<b>BUILDING</b>			
Blueprints, Specifications	CL + 2	GC34090d	Submitted by contractors with application for permit and builds for Certificate of Occupancy
Certificates	L	GC34090a	Compliance, elevation, occupancy which affect real property
Construction (Approved)	P	GC34090a; 4003; 4004; H&S 19850, 19853	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds
Inspection	CL + 2	GC34090d	Correspondence, fees, appeal requests, reports
Permits	P	GC34909a; H&S 19850; 4003;4004	Plans, building, signs, grading, encroachment permits
Signs (Temporary)	S + 2	GC34090d	Home occupations, off-premise signs
<b>CODE ENFORCEMENT</b>			
Abandoned Vehicles	CL + 2	GC34090d	
Case Files	CL + 2	GC34090d	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
Liens & Releases, Supporting Recorded	CL + 2 P	GC34090	Utilities, abatement, licenses

## DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Logs	CU + 2	GC34090d	Lien Recovery, citations, complaints
Regulations	S + 2	GC34090d	Includes rules
Reports, Federal and State	P	GC34090a	Code enforcement statistics; may contain records affecting title to real property or liens thereon
Violations, Building, Property & Zoning	CL + 2	GC34090d	Supporting code enforcement activity
<b>ENGINEERING</b>			
Capital Improvement Projects	CL + 10	CC337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Construction Tracking, Daily	P	CC337.15	Assesses value of real property
Drawings, Traffic Control Plan	P	GC34090a	Signs, signing & striping, road construction
Flood Control	CL + 2	GC34090d	Storm Drains
Special Districts	P	GC34090a	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction
Street/Alley (Abandonment/ Vacation)	CL + 2	GC34090d	Relinquishment of rights and fee title
Traffic Signals	CL + 2	GC34090d	Counts, collisions, accidents
<b>ENVIRONMENTAL QUALITY</b>			
Air Quality (AQMD)	CU + 7	CCP 338(k); GC34090	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative
Asbestos	P	GC34090a	Documents abatement projects, public buildings
California Environmental Quality Act (CEQA)	P	GC34090a + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Congestion Management	CU + 2	GC34090d	Ride sharing, trip reduction
Environmental Review	CL + 2	GC34090d	Correspondence, consultants, issues, conservation
Pest Control	CU + 2	GC34090d	Pesticide applications, inspections & sampling, documents
Soil	CL + 2	GC34090d	Analysis, construction recommendations
Soil Reports	P	GC34090d	Final Reports
<b>HOUSING</b>			
Bonds	CL + 4	CCP 337	Revenue Bond Documentation
Programs	CL + 3	24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110, #C	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance

## DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Redevelopment Budgets	P	GC 34090, 40802, 53901	Includes annual audit
Bond Issues	P	GC43900 et seq.	
<b>MUNICIPAL FACILITY</b>			
Capital Improvements, Construction	P	2.083110; GC34090a; 4004; H&S 19850; GC34090a	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems
Facility Rentals/Use	CU + 2	GC34090	Permits, contracts, diagrams, schedules, insurance binders
Maintenance & Operations	CU + 2	GC34090d	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
<b>PLANNING</b>			
Case files, Planning and Zoning	P	GC34909a; H&S 19850; 4003;4004	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body
Certificates	L	GC34090	Retain during life of structure
Flood Records	CU + 2	GC34090	
General Plan and Elements	P	GC34090	Includes sphere of influence
General Plan Amendments			
Approved	CL + 2	GC34090	
Denied	CU + 3	GC65103; *	* GC50110
Interpretations	CU + 2	GC34090	
Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S 19850; GC34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans
<b>PROPERTY</b>			
Abandonment	P	GC34090a	Buildings, Condemnation, Demolition
Acquisition/Disposition	CL + 10	GC34090a; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by City
Annexation Case Files	P	GC34090a	Reports, agreements, public notices
Appraisals	CL + 2	GC34090; GC6254(h)	Exempt until final acquisition or contract agreement obtained
Deeds & Promissory Notes	P	GC34090a *	* 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110
Maps, City Boundary	P	GC34090d	Recorded maps, surveys, monuments
Lot Split Cases	P	GC34090	
Relocation Files	CL + 2	GC34090	e.g., Redevelopment

## FINANCE

Record Series	Retention	Citation	Descriptor
<b>ACCOUNTING</b>			
Accounts Payable	AU + 4	GC34090	Invoices, check copies, supporting documents
Accounts Receivable	AU + 4	GC 34090	
Applications	CL + 2	GC34090	Utility connections, disconnects, registers, service
Assessment Districts	P	GC 34090	Collection information; Original documentation files with municipal clerk
Bank Reconciliation	AU + 5	GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliation
Billing Records	AU + 2	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations
Budget	AU + 2	GC 34090	
Budget adjustments, journal entries	AU + 2	GC34090	Account transfers
Checks	AU + 5	GC34090; CCP 337	Includes payroll, canceled & voided checks
Deposits, Receipts	AU + 4	GC 34090; CCP 337	Checks, coins, currency
Invoices	AU + 2	GC34090	Copies sent for fees owed, billing, related documents
Journals			
Utility Billing	CU + 2	GC34090	Billing including monthly activity
Ledger, General	P	GC34090; *	* CCP 337
Voucher	AU + 4	GC34090; CCP 337	Account postings with supporting documents
Taxes, Receivable	AU + 3	CCP338	
Warrant Register	AU + 2	GC 34090.7	
<b>ADMINISTRATIVE SERVICES</b>			
Budget Operating (copies)	S	GC34090	Departmental Reference
Budget, Proposed	CU + 2	GC34090	Presented to Council
Adopted	P	GC 34090	
<b>FIXED ASSETS</b>			
Inventory	AU + 4	GC34090; 26 CFR 301 65-1(F)	Reflects purchase date, cost, account number
Surplus Property			
Auction	AU + 2	GC34090	Listing of property
Disposal	AU + 4	GC34090; CCP 337	Sealed bid sales of equipment
Vehicle Ownership & Title	L	VC 9900 et seq.	Title transfers when vehicle sold
<b>LICENSE</b>			
Business	T + 4	GC34090; CCP 337	Paid & reports

## FINANCE (CONTINUED)

Record Series	Retention	Citation	Descriptor
<b>PAYROLL</b>			
Adjustments	AU + 4	GC 34090 29 CFR 516.5 – 516.6	Audit purposes
Employee Time Sheets	AU + 6	GC34090; 29 CFR 516.2*	Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)
PERS Employee Deduction Reports	T + 4	GC34090; CAC 22- 1085-2	Record of deductions ( <i>PERS Public Employee Retirement System</i> ) *26CFR 31.6001-1;29 CFR 516.5, 516.6, LC 1174(d)
Register	P	GC34090; GC37207	Labor costs by employee & program
Salary Records	T + 3	GC34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments
<b>PURCHASING</b>			
Bids, RFQ's, RFP's Successful Unsuccessful	AU + 4 AU + 5 CU + 2	GC34090; CCP 337; *	Requests for Qualifications; Requests for Proposals regarding goods and services * GC 25105-1; GC 34090
Requisitions			
Purchase Orders	AU + 4	GC34090; CCP 337	Original documents
Stores	CU + 2	GC34090	Completed forms for ordering
Vendor Register	P	GC34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date
<b>REPORTS</b>			
Audits	P	GC 34090	
Deferred Compensation	T + 5	GC34090; 26 CFR 16001- 1*	Records of employee contributions and city payments *29 CFR 1627.3(2)
Federal and State Tax	AU + 4	GC34090; 29USC 436 *	Forms 1096, 1099, W-4's and W-2's *26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T 19530;29 CFR 516.5-516.6
Financial, Annual	AU + 7	GC 34090.7	
Investment Transactions	P	GC34090; CCP 337; GC 53607	Summary of transactions, inventory & earnings report
Labor Distribution	AU + 2	GC34090	Costs by employee & program
Meter Reading	CU + 2	GC34090	
State Controller	P	GC34090	Controller may destroy after 5 years
Utility Rebates	CU + 2	GC34090	
<b>TREASURER</b>			
Bank Statements	AU + 2	FC 3368, 30210; GC 43900 et seq.	Financing authority

## FINANCE (CONTINUED)

Record Series	Retention	Citation	Descriptor
<b>Bonds</b>			
<b>Account Statements</b>	CL + 10	GC34090; CCP 337.5	Monthly statement of transactions.
<b>Administration</b>	CL + 10	GC34090; CCP 337.5	Supporting documents
<b>Bonds and Coupons</b>	CL + 2	GC34090; 53921	Paid/canceled

## PUBLIC SAFETY

Record Series	Retention	Citation	Descriptor
<b>EMERGENCY MANAGEMENT</b>			
Mutual Aid, Strategic Plans	S + 2	GC34090	
<b>FIRE SAFETY ADMINISTRATION</b>			
Books, Fire Code	S + 3	GC34090.7 CCP 340.5	Include OPS manuals
General Orders, Policies/Procedures	S + 2		
Inspections, Fire Prevention	CL + 3	UFC 103.34	Alarm/sprinkler systems, prevention efforts
Investigations, Evidence Arson	P	PC 799	Support prosecution resulting in homicide
Investigations, Evidence Arson	CL + 6	PC 800	Great bodily harm, inhabited structure or property
Journals, Fire Station	CU + 2	GC34090	Activities, personnel, engine company
Permits, Uniform Fire Code	CL + 2	GC34090	
<b>PERSONNEL</b>			
Exposure	T + 30	29 CFR 1910.1020	Sampling results, collection methodology, background
Exposure	T + 1	29 CFR 1910.1020	Laboratory reports and worksheets
Medical	T + 30	29 CFR 1910.1020	
Medical	T + 2	29 CFR 1910.1020; *	Employees less than one year *GC34090
Training	T + 2	GC34090	Certifications/designations
<b>PROPERTY</b>			
Apparatus/Vehicle	CU + 2	GC34090 CCP 340.5 *	Repair and Maintenance *8 CAL Code Reg. 3203 (b) (1)
Inventory, Equipment & Supplies	CU + 2	GC34090	
Logs, Fire Equipment/Gear	CU + 2	GC34090	
<b>REPORTS</b>			
Incident	CL + 3	GC34090 CCP338 *	Dispatch and daily logs *CCP 340.5
Field, Non-fire and Logs	CU + 2	GC34090	
Fire, Non-arson and Logs	CU + 2	GC34090	

## PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Investigations, Evidence Arson	CL + 3	PC 801; UFC 104.32	Structure
Weed Abatement	CL + 2	GC34090	Reports, assessments, resolutions, documentation
<b>HAZARDOUS MATERIALS</b>			
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re handling and disposal of hazardous waste
Permits, Hazardous Materials Storage	CU + 2	GC34090	Departments consistently recommend permanent retention of environmentally sensitive materials.
Programs, Household Hazardous Waste	S + 2	GC34090	
Training Materials	S + 2	Cal Code *	Standards and Administration *Reg. 3204(d), et seq.
Underground Storage Tank  Compliance Maintenance & Operation.	P CU + 2	GC34090a GC34090	Documents re: storage Location, installation, removal, remediation
<b>LAW ENFORCEMENT</b>			
<b>ADMINISTRATION</b>			
Accounting/Cash Reconciliation	CU + 2	GC34090	
Alarm Records	CU + 2	GC34090	
Claim Files	CL + 6	PC 832.5	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens
Department Manual	S		Changes to manual are recorded in the General Orders (permanent)
Equipment Communication	T + 2	GC34090	Retained until termination of equipment use; Manuals, instructions, procedures
Inventory	S + 2	GC34090	Listing of equipment assigned to division, to whom it is assigned
Reports Activity	CU + 2	GC34090	Weekly/monthly/quarterly/ annual activity/statistical reports by division. Retain only one form for retention period
Chemical Emissions	CU + 2	GC34090	
Survey Response Files	CU + 2	GC34090	Surveys, responses, correspondence with other agencies requesting statistical data
<b>INVESTIGATIONS</b>			
Administrative/Internal	CL + 5	PC 832.5 EVC 1045 GC 12946 PC 801.5; 803(c) VC 2547	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings

## PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Asset Forfeiture	CL + 2	GC34090	
Investigations/ Proceedings Case File			
Notifications	CU + 2	GC34090	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.
Case Books, Investigative	CL + 2	GC34090	Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file
Case Files Homicide  Investigator's File	P	PC 799	
Narcotics (No arrest, Narcotics Cases)	CL + 2	GC34090	Retained by division until no longer useful for investigative purposes
Officer Involved Shootings	CL + 25	GC34090	
Court Daily Schedule	CU + 1	GC34090.7	Printouts of daily court scheduling
Sign-In Logs	CU + 2	GC34090	Logs officers' names, time in/out for court appearances
Tracking System Records	CU + 2	GC34090	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition
Evidence, Disposition Forms			Attach to duplicate Property Report, file w/DR in Records Division
Fingerprint Applicants Files	T + 2	GC34090	Paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants
Inked/Palm Cards	AC + 20		Persons booked into detention facility; (Copies distributed to county, state, federal agencies)
Records Latents		Approp. PC Section	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized
Suspect, Adult/Juvenile	CL	Law Enforcement Management Guide by POST	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved
Guns, Dealers Record of Sale	CU + 6	PC 12070	Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)
Informant Files	T + 10		Legal notifications, identification information, payment information, activities information

**PUBLIC SAFETY (CONTINUED)**

Record Series	Retention	Citation	Descriptor
Record Series	Retention	Citation	Descriptor
Jail Daily Logs	CU + 6	GC34090	Daily report of staffing, bookings/releases, transfers, transportation
Inmate Record			Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California)
Inspection Files	CL + 6		Inspections by various agencies
Surveys	CL + 2	GC34090	Prepared quarterly, forwarded to State Board of Corrections
Licenses Bicycle	CU + 2	GC34090	
Bingo, Mace	CU + 2	GC34090	
Business License Review Board Administrative Files	T + 1	GC34090	
Duplicate (Pink), Secondhand Dealer, Pawn Brokers	CU + 2	GC34090	Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency
Logs Auto Theft	S		
Case Assignment	CU + 1		
Daily Activity Officer	CU + 2	GC34090	
Officer	CU + 2	GC34090	Daily activity of incidents not reported by use of official report
Report Summary	CU + 2	GC34090	Report numbers, type, names, dates retained for research value
Investigative (Pre-Arrest)	CL + 10	GC34090	Retained by division until cases are suspended and closed
Juvenile Detention	CU + 2	GC34090	Logs document juvenile processing per CYA
Property Control	CU + 2	GC34090	Logs items coming into and going out of property room
Rap Sheet	CL + 2	GC34090	Requests for criminal history
Subpoena	CU + 2	GC34090	Subpoenas received/served daily
Pawn Slips/Tickets	CU + 3	B & P 21628	
Photographs			Crime Scene, Registrant/Applicant, Photo file, Accident. Retain according to practical and functional association.
Daily Report (Negatives)	T	GC34090	Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed
Inmates (Negatives)	CU + 20		By Prisoner number

## PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Registration Files, Arson, Sex and Narcotics	Life of registrant within juris- diction		Fingerprint Card, photo, information also forwarded to DOJ
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	2 (Man- datory destruc- tion from date of convic-tion or date of arrest with no convic- tion)	H&S 11361.5	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5
Arrest/Conviction H&S Section 11357(b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring before January 1, 1996)	Man-datory Destruc- tion (Upon notice from Depart- ment of Justice)	H&S 11361.5 (c)	Applicable to convictions occurring prior to January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550
Crime Felonv Crimes With Or Without Arrests	See descriptor	PC 800 PC 801	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 - Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention.
Misdemeanor/ Infractions	CL + 2	GC34090	No arrests, identifiable property or missing persons (See: Note 1)
Supplemental Felonv Capital Crimes, Crimes Punishable by Death, Life Imprisonment	P	PC 799	No statutory limitation for prosecution. Includes Murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death
Destruction Guns	P		
Narcotics	P		
Disposition of Arrest/Court Action			Retention determined by action taken; i.e., recordable arrest or detention (released no arrest)
False Alarm (Duplicate)	CU + 2	GC34090	
Non-Criminal Occurrences	CU + 2	GC34090	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges

## PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Property Original	Until case is adjudicated/disposition determined		Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (By POST)
Range Inventory	S + 2	GC34090	Quarterly reports of inventories of weapons and ammunition held by Department Range
Reports	CU + 2	GC34090	Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI - DOJ; Uniform Crime Reports
Statistical (Crime Analysis)	CU + 2	GC34090	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage
Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Know to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting.	CU + 2	GC34090	Originals sent to FBI, DOJ
Research Project Files	CL + 2	GC34090	May include request forms, background materials, staff reports, final project reports and supporting data

## PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Sealed Adult Found Factually Innocent	Manda-tory Destruc-tion Upon and Pursu- ant to Court Order	PC 851.8	General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.
Juvenile	Manda-tory Destruc-tion upon and pursu- ant to court order	WIC 826 (a) & (b) WIC 781 (a)	Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court
Subpoenas (Duplicate)	CU + 2	GC34090	
Tapes Audio, Telephone and Radio Communications	CU + 180 days	GC34090.6	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
Surveillance/Se curity Video (Jail)	CU + 13 mos.	GC34090.6	
Use of Force Supervisory Review Files	CU + 2	GC34090	Includes review forms, arrest report copies, logs
Warrants Felony	Recall after 10 years. Excep-tion: Murder/ Escape		Recommended by the California Law Enforcement Warrant Officer's Association
Misdemeanor Criminal	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Served	CU		Includes Warrant Service Information Card, alpha index card
Unserved (Local)	Until served, recalled or purged		
<b>PATROL</b>			
Cards Dispatch	CU + 2	GC34090	
Field Interview	CL + 2	GC34090	
Citations 11357(e), Juvenile	CL + 2	11361.5 H&S	
11357b H&S, 11357c H&S, 11360b H&S Violations	CL + 2	11361.5 H&S*	*CA Admin Code, Chapter 1, Title II, Sec. 708
Cite and Release	CL + 2	GC34090	

## PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
California Vehicle Code Infractions (Duplicates)	CU + 90 days	GC34090	Original is forwarded to court.
Parking/Traffic, Duplicates	CU + 2	GC34090.7	Originals are forwarded to court after agency processing; includes citations electronically created
Transmittals	CU + 2	GC34090	Listing of citations forwarded to court, filed for reference
Equipment Radio Logs (Communication)	CU + 2	GC34090	Documents problems, malfunctions, resolution to provide equipment performance history
General Orders	P		
Patrol Requests (Correspondence)	CU + 2	GC34090	From citizens for patrol presence
Radar Calibration Records	T + 2	GC34090	Documentation of Radar instruments retained during use/ownership
Reports Accident	CL + 2	GC34090	Non-Jury
Traffic Collision Fatalities	P		
Vehicle Assignment Reports	S		Record of assignments
Down Reports	CU + 1		Printouts reporting which vehicles are down for repair, maintenance, etc.
Repossession/P rivate Impounds	CU + 2	GC34090	
Service Schedules	S	GC34090	
Vests, Bulletproof Letters	CU + 2	GC34090	Authorization to purchase
Warrants Parking	Recall after 1 year		Recommended by the California Law Enforcement Warrant Officer's Association
Traffic	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Weapons, Database	P		Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports
<b>SERVICES</b>			
Chemicals/Film Inventories	S		
Equipment Inventory/Sign- out Cards- Photo Lab	T		
Operations Files - Photo Lab	T		Retain until equipment no longer owned/used by department; Manuals, instructions, procedures for use/operations of photographic equipment

## PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Grievance Files	CL + 2	GC34090	Grievance filed by employees, supporting documentation
Investigations, Background	CL + 2	GC34090	Non hired
Background Hired	P		Include original reports re: PC 832.5 investigations
Parades & Special Events File	CL + 2	GC34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation
Permits Alcoholic Beverage Control License	L + 2	GC34090	Approval process
Concealed Weapons	CL + 2	GC34090	
Photographs Personnel	S + 2	GC34090	
Negative Log	CU + 2	GC34090	
Negatives, Misc.	CU + 2	GC34090	Not case-related (Public relations, promotions, events, ceremonies, staff photos)
Press Releases	CU + 2	GC34090	
Press, Video Programs (Community Relations)	CU + 2	GC34090	Collection of videos of programs and events; outside press coverage of department
Property Files	CU + 2	GC34090	Original reports and supplemental documentation (Lost, Found, Safekeeping)
Property, Pawn Broker/Secondhand	CU + 2	GC34090	Sales, slips. Dealer required to file duplicate with agency
Reports Dealer of Gun Sales, Duplicate	CU + 6 mos.	GC34090.7	Original maintained by DOJ. Dealer required to file duplicate with agency
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	CU (See descriptor)		Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired.
Rosters (Divisional)	S + 2	GC34090	Personnel assigned to division.
Schedules Daily	CU + 2	GC34090	Schedules of Officers on duty
Watch Assignment/ Timekeeping Records	CU + 2	GC34090	
Speaker Requests	CU + 2	GC34090	Community and business requests for public appearances, speakers
Tests, Densitometer Results (Photo Lab)	T + 2	GC34090	Daily tests of development chemicals/processes for quality control.

## PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Training Bulletins	P		
Event Files	CU + 2	GC34090	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents
Lesson Plans, Range	CL + 15		Scope, content, time period of courses
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers' internal and external training
Schedules, Range	CU + 2	GC34090	Daily, weekly, monthly schedules of training events at range
Volunteer Card Files	T + 2	GC34090	Volunteers' identification, contact information

**Note 1: The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports is permitted providing:**

1. They do not relate to an unadjudicated arrest except for H&S 11357 or H&S 11360 violations;
2. They do not relate to unserved warrants;
3. They do not involve identifiable items which have not been recovered;
4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants;
5. They do not relate to violations listed in PC Sections 799 and 800;
6. The cases are not presently involved in either a civil or criminal litigation.

## PUBLIC WORKS

Record Series	Retention	Citation	Descriptor
<b>PARKS</b>			
Agendas, Board	CU + 2	GC34090	
Grants (refer to Admin.)			
Inventory, Equipment	AU + 2	GC34090	Warranties, purchase orders
Landscape	CU + 2	GC34090	Drawings, contracts, complaints, specifications, photos, reports
Maintenance/ Operations	C + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps	P	GC34090	Irrigation, plot plans
Minutes, Board	P	GC34090	
Photographs	S + 2	GC34090	
Plans, Proposed	CU + 2	GC34090	Future plans, new sites, expansions
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Railroad Right-of-way	CL + 3	36 CFR 64.11	Land acquisitions, correspondence, improvements, statutory records
<b>Reports</b>			
Accident	CL + 2	GC34090	Patrons, employees
Others	CL + 2	GC34090	
Studies	CL + 2	GC34090	Future sites, expansions
Resolutions, Board	P	GC34090	
Schedules, Class & Events	CU + 2	GC34090	Enrollment, liability releases, evaluations, attendance, flyers
<b>SANITATION/ SOLID WASTE/ WASTEWATER</b>			
Collections/Landfill	CU + 2	GC34090	Daily records, usage
Facilities	CU + 2	GC34090	Correspondence, maps, patron list
History, Sanitation	P	GC34090	Where City-owned
Incineration Plants, Sludge	CU + 2	40 CFR 61.54	Sludge, sampling, charging rate to measure mercury content
Incinerator Operations, Treatment Plant	CU + 2	40 CFR 60.153	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps, Septic Tank	P	GC34090	Location maps
Rates	CU + 2	GC34090	
Recycling Programs	S + 2	GC34090	
Regulations	S + 2	GC34090	Includes legislation
<b>Reports</b>			
Studies	CL + 2	GC34090	
Tonnage	CU + 2	GC34090	

## PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
<b>STREETS/ALLEYS</b>			
Abandonment/ Vacations	P	GC34090	
Closures	P	GC34090	
Easements, Dedications, Rights-of- Way	P	GC34090	
Field Books	P	GC34090	
Grants (see <i>Admin.</i> )			
Intersection Records	CU + 2	GC34090	Includes correspondence, volume counts, accident history
Inventory, Traffic Control Device	S + 2	GC34090	Signs, lights
Landscaping	CU + 2	GC34090	Plants, tree maintenance, work orders
Lighting	CU + 2	GC34090	Maintenance, work orders
Maintenance/ Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
Maps	P	GC34090	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers
Master Plans	CU + 2	GC34090	Copies
Parking			
Lots	CU + 2	GC34090	
Regulations	S + 2	GC34090	
Reports/Studies	CL + 2	GC34090	
Permits			
Encroachment	P	GC34090	
Improvement	CL + 2	GC34090	May include curbs, sidewalks; Applications for excavation, fill, alterations
Oversize Load	CL + 2	GC34090	
Parking	CL + 2	GC34090	Residential
Paving	CL + 2	GC34090	
Use (Temporary)	CU + 2	GC34090	Includes Special Events
Photographs	S + 2	GC34090	Includes aerials
Plans, Capital Improvement, Projects	P	GC34090	Streets, curbs, gutters, sidewalks, storm drains
Policies and Procedures	S + 2	GC34090	Includes rules, regulations, standards
Naming and numbering	P	GC34090	

## PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
<b>Speed Limits</b>	<b>S + 2</b>	<b>GC34090</b>	
<b>Programs</b>			
<b>Federal Aid Urban</b>	<b>CL +</b>	<b>23 CFR 633 (a) &amp; (c)</b>	
<b>Traffic Safety</b>	<b>S + 2</b>	<b>GC34090</b>	<b>Drivers Education, Pedestrian Safety, Bicycle Lanes</b>
<b>Reports</b>			
<b>Bridges &amp; Overpasses</b>	<b>L</b>	<b>GC34090</b>	<b>Life of structure</b>
<b>Inspection</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure</b>
<b>Studies</b>	<b>CL + 2</b>	<b>GC34090</b>	<b>Traffic volume, accident history, requests, statistics, drawings supporting traffic devices</b>
<b>Traffic Count</b>	<b>CL + 2</b>	<b>GC34090</b>	<b>Evaluation of traffic volume</b>
<b>Vehicle Accident</b>	<b>CL + 2</b>	<b>GC34090</b>	
<b>Routes, School Bus &amp; Truck</b>	<b>S + 2</b>	<b>GC34090</b>	<b>Truck routes, access ramps, rest areas</b>
<b>Signage</b>	<b>L + 2</b>	<b>GC34090</b>	<b>Log books, index register cards, inventory lists, records of traffic signs</b>
<b>Traffic Signals</b>	<b>L</b>		<b>Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance.</b>
<b>Weigh Scales</b>	<b>S + 2</b>	<b>GC34090</b>	
<b>UTILITIES</b>			
<b>Facilities</b>	<b>T + 2</b>	<b>GC34090</b>	<b>If city owned</b>
<b>Gas &amp; Electric Rates</b>	<b>S + 2</b>	<b>GC34090</b>	
<b>Underground</b>	<b>P</b>	<b>GC34090</b>	<b>GC4003, GC4004; H&amp;S 19850</b>
<b>WATER</b>			
<b>Billing/Customer Records</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Billings, correspondence, complaints</b>
<b>Connection Records</b>	<b>P</b>	<b>GC34090</b>	<b>Maps, water line connections</b>
<b>Flood Control</b>			
<b>Drainage Facilities</b>	<b>P</b>	<b>GC34090</b>	<b>Includes dams, lakes, basins, creeks</b>
<b>Flood Zones</b>	<b>P</b>	<b>GC34090</b>	<b>Includes flood maps</b>
<b>Insurance Programs</b>	<b>S + 2</b>	<b>GC34090</b>	<b>Includes copies of policies, rules, programs</b>

## PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
Policies/ Procedures	S + 2	GC34090	Rules and Regulations
Reports/ Studies	CL + 2	GC34090	
Grants (see <i>Admin.</i> )			
Inventory, Equipment	CU + 2	GC34090	
Locations	P	GC34090	Mains, valves, hydrants, wells
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Service	CU + 2	GC34090	Includes work orders, entry cards, manholes, service to property owners
Well & Pumping	CU + 2	GC34090	Times operational, power used and quantity
Maps	P	GC34090	Line location; easements
Master Plans	CU + 2	GC34090	Copies
Meter Operations	CU + 2	GC34090	Reader reports, orders, tests Maintenance Reports
Permits			
National Pollutant Discharge Elimination System NPDES)	P	40 CFR 122.28	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants
Others	CU + 2	GC34090	May depend on terms of state or federal agency
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Rates	S + 2	GC34090	
Reclamation	CU + 5	40 CFR 122.41	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.
Reports			
Conservation	CU + 2	GC34090	
Consumption	CU + 2	GC34090	
Corrosion Control	CU + 12	40 CFR 141.91	Compliance documentation
Discharge Monitoring	CU + 5	40 CFR 122.41	Average amount of pollution discharged into waters of municipality.
Drinking Water Corrections	CU + 10	40 CFR 141.33	
Hydrograph	P	GC34090	Daily flow of streams
Lead Service Line	CU + 12	40 CFR 141.91	Compliance documentation

## PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
Public Education	CU + 12	40 CFR 141.91	Compliance documentation
Quality Parameters	CU + 12	40 CFR 141.91	Compliance documentation
Sanitary Surveys	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Source Water	CU + 12	40 CFR 141.91	Compliance documentation, e.g. lead & copper
State Certification	CU + 12	40 CFR 141.91	Compliance documentation
Variances, Water System	CU + 5	40 CFR 141.33	
Well Level	CU + 2	GC34090	
Sources	CU + 2	GC34090	May include wells, rivers, lakes, districts
Surveyor Field Notes	P	GC34090	Notes preparatory to maps of water installations
Surveys, Water System Sanitary	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Tests			
Bacteriological Analysis	CU + 5	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content
Chemical Analysis	CU + 10	40 CFR 141.33	Compliance records include location, date, method used and results; corrections, analysis of chemical content
Quality	CU + 12	40 CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.
Valve Main Records	P	GC34090	
Violations, Drinking Water	CU + 3	40 CFR 141.33	Retention applies to each violation

## TRANSPORTATION

Record Series	Retention	Citation	Descriptor
<b>ADMINISTRATION</b>			
Agreements	T + 4	CCP 337	Including concessionaire, slip rental, facility storage
Applications Aircraft Storage Parking Slip Rentals	T + 2	GC34090	Payment invoices, inventory listings, billing correspondence and other related documents
Special Events	CU + 2	GC34090	Permits, correspondence, related documents re use of rights of way
Fueling	AU + 3	CCP 337	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re: the handling and disposal of hazardous waste
Inventory, Equipment Parts & Supplies	L + 2		Includes vehicles, aircraft, vessels and related documents re repairs
Inventory, Vehicle Ownership and Title	L + 2		Owners manual, warranty documents, Department of Motor Vehicle title and registration, and related documents
Licenses, Permits	CU + 2		Forms, related documentation re: licenses and permits required by federal and state agencies
Maintenance/ Operations	L + 2	GC34090	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs
Report, Accident (Copies)	CU + 2	GC34090	Memos and working documents
Vehicle Assignment	CU + 2	GC34090	Log books, request forms, lists
<b>AIRPORT</b>			
Airport Certification	P	14 CFR 139.207b & 171.13- 171.213	Federal Aviation Administration (FAA) required manuals
Airport Noise Monitoring and Complaint	CU + 10		Correspondence, studies, memos, reports, log books, documents related to assessment of noise levels at airports and resolution of complaints
Inspection, Runway	CU + 10		Maintenance including Inspection reports, work orders and related records
Inspection, Safety Self	CU + 2	CFR 139.327	Safety inspection and related document include reviews and analysis of all aspects of airport operation
Maintenance, FAA	P	14 CFR 171.13 - 171.213	Forms and reports required by FAA including Forms FAA-198, -418, -6030-1, -6790-4

## TRANSPORTATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
<b>Reports</b>			
<b>Accident and Incident (Aircraft)</b>	<b>CL + 8</b>		<b>Accidents, injuries, property damages, general conditions re pilot and aircraft</b>
<b>Airport Operational (Regulatory)</b>	<b>P</b>		<b>Annual and special reports to federal and state regulatory agencies.</b>
<b>Airport Operational (Administrative)</b>	<b>CU + 2</b>		<b>Logs, statistical summaries; administrative records</b>
<b>NOTAM (Notice to Airmen)</b>	<b>CU + 3</b>		<b>Reports re: conditions affecting airport maintenance/operations</b>
<b>GROUND TRANSPORTATION</b>			
<b>Auto for Hire</b>	<b>T + 4</b>	<b>GC34090</b>	<b>License, permits for Taxicabs, shuttles, etc</b>
<b>HARBOR</b>			
<b>Registers, Transient Vessel Reservation</b>	<b>AU + 3</b>		<b>Reservation applications, receipts, and index registers relating to boats in transit, temporarily moored</b>
<b>Slip Rental Index</b>	<b>CU + 5</b>		<b>Annual and periodic reports of slip renters</b>
<b>Slip Rental Permits</b>	<b>CL + 2</b>		<b>Applications, statement of rental conditions, vessel inspection check sheets, copy of DMV registration, boat owner information, and other documents re: dock slip spaces</b>
<b>Slip Rental Waiting List</b>	<b>CU + 2</b>		

RESOLUTION NO. 2021-44

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAKEWOOD ADOPTING THE RECORDS RETENTION  
POLICY AND SCHEDULE

WHEREAS, the purpose of this Resolution is to provide for the proper and efficient management of the City's business records consistent with the requirements of State law including the California Government Code Section 6250, et seq., "Public Records Act," and

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Lakewood; and

WHEREAS, pursuant to Section 34090.7 of the California Government Code, the City Council previously adopted Resolution No. 2009, to address the disposition of duplicate records; and

WHEREAS, California Government Code Section 34090, et seq., sets forth certain legal requirements relating to the retention of certain municipal records and provides a procedure whereby City records that have served their purpose and are no longer required may be destroyed; and

WHEREAS, California Government Code Section 12236(a) states that the Secretary of State shall establish the Local Government Records Program, administered by the State Archives, to establish guidelines for local government retention and to provide archival support to local agencies; and

WHEREAS, California Government Code Section 12168.7 and California Code of Regulations Section 22620.1 set forth uniform statewide standards for the recording, storing and reproducing permanent and nonpermanent documents or records in electronic medium and these procedures are applied to City records stored in the document management system to ensure all City records are trustworthy; and

WHEREAS, the attached Records Retention Policy and Schedule complies with Federal and State statutes and will facilitate the orderly and efficient transfer, retention, and disposition of City records in a responsible and timely manner.

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

SECTION 1. The City Council hereby finds that the Records Retention Policy and Schedule, attached hereto and incorporated by reference, is hereby adopted.

SECTION 2. The City Clerk and City Attorney are directed to review these schedules periodically and present any revisions to the City Council as may be necessary to keep retention information current and records efficiently maintained.

SECTION 3. All writings containing information relating to the conduct of the City's business prepared, owned, used, or retained by the City regardless of physical form or characteristics are the property of the City.

SECTION 4. The City Council finds that electronic mail, text messages or other electronic/digital media when determined by content to be a public record within the definitions provided in Government Code Section 6250, et seq., and where either the content relates in a substantive way to the conduct of the public's business, or are made or retained for the purpose of preserving the informational content for future reference shall be transferred to a permanent, paper format and filed appropriately.

SECTION 5. The City Council further finds that notwithstanding the provisions of Section 4, all other electronic mail and text communications are hereby found to consist of duplicates of records available in other storage mediums, non-records or "preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business" within the meaning of Government Code Section 6254(a) and shall be authorized for disposition in accordance with Resolution No. 2009.

SECTION 6. As set forth in the Records Retention Policy and Schedule, the records of the City are hereby authorized to be destroyed as provided by Government Code Section 34090 and codes cited for retention in accordance with the provisions of said schedule. Retention periods are based on the type of records, not the medium of the record (paper, electronic or database). Therefore, the retention applies to all mediums, including databases used to create a record.

SECTION 7. 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 8. The City Clerk shall certify to the adoption of this Resolution.

ADOPTED AND APPROVED THIS 24TH DAY OF AUGUST, 2021.

\_\_\_\_\_  
Mayor

ATTEST:

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

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RESOLUTION NO. 2021-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD AUTHORIZING THE DESTRUCTION OF CERTAIN PUBLIC RECORDS OF THE DEPARTMENT OF ADMINISTRATION MORE THAN TWO YEARS OLD

THE CITY COUNCIL OF THE CITY OF LAKEWOOD DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. Pursuant to the recommendations of the City Clerk and approval of the City Attorney and Administration Department Head, the City Clerk is hereby authorized to destroy the following public records:

Report of Lobbyist Employer Dated Through December 2018

State Legislation Faxes and Correspondence; Service Request Correspondence  
Dated Prior to June 30, 2019

SECTION 2. The City Council hereby finds and determines that the aforementioned public records are more than two years old and no longer required to be kept and maintained as public records.

SECTION 3. The City Clerk is directed to cause said record to be destroyed in accordance with the terms and provisions of Section 34090 of the Government Code of the State of California.

ADOPTED AND APPROVED THIS 24TH DAY OF AUGUST, 2021.

\_\_\_\_\_  
Mayor

ATTEST:

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

APPROVED BY DEPARTMENT HEAD

I, Paolo Beltran, do hereby certify that I am the duly appointed Deputy City Manager and that the aforementioned records of the City of Lakewood are more than two years of age, and the further maintenance of the same is no longer necessary or required. I recommend that said records be destroyed.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

APPROVAL BY CITY ATTORNEY

I do hereby certify that I am the duly appointed City Attorney of the City of Lakewood and that the aforementioned records are not required to be kept by statute or law and may be destroyed if more than two years of age, provided destruction thereof has been approved by the Department Head and the City Council.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
City Attorney

RESOLUTION NO. 2021-46

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAKEWOOD AUTHORIZING THE DESTRUCTION OF  
CERTAIN PUBLIC RECORDS OF THE DEPARTMENT OF CITY  
CLERK MORE THAN TWO YEARS OLD

THE CITY COUNCIL OF THE CITY OF LAKEWOOD DOES HEREBY FIND, DETERMINE  
AND RESOLVE AS FOLLOWS:

SECTION 1. Pursuant to the recommendation of the City Clerk and approval of the City Attorney and Department Head, the City Clerk is hereby authorized to destroy the following public records:

- Audio Recordings of Meetings of the City Council Dated Prior to June 30, 2019
- Claims for Damages Filed Against the City of Lakewood Closed Prior to June 30, 2016
- Litigation Files Closed Prior to June 30, 2016
- Statements of Economic Interest of City Officers and Employees  
Filing Period Dated Prior to January 1, 2014
- Notices of Adjournment and Affidavits of Posting for Meetings of the City Council  
Dated Prior to December 31, 2011
- Applicant Forms and Petitions for Street Closures Approved Prior to June 30, 2019
- Unsuccessful Bids for Public Works Projects Completed Prior to June 30, 2019
- Unsuccessful Bids for Purchasing Bids Awarded Prior to June 30, 2019
- Unsuccessful Bids for Requests for Proposals Submitted Prior to June 30, 2019
- Public Records Acts Requests Dated Prior to June 30, 2019
- Original Campaign Disclosure Forms of Unsuccessful Candidates for  
City Council Elections Prior to June 30, 2011
- Delinquent Garbage, Waste and Refuse Collection Hearing Notices and Reports  
Dated Through June 30, 2019
- Undeliverable Public Hearing Notices Dated Through June 30, 2018
- Parade Applications Approved Prior to June 30, 2008

SECTION 2. The City Council hereby finds and determines that the aforementioned public records are more than two years old and no longer required to be kept and maintained as a public record.

SECTION 3. The City Clerk is directed to cause said records to be destroyed in accordance with the terms and provisions of Section 34090 of the Government Code of the State of California.

ADOPTED AND APPROVED THIS 24TH DAY OF AUGUST, 2021.

\_\_\_\_\_  
Mayor

ATTEST:

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

APPROVED BY CITY CLERK

I, Jo Mayberry, do hereby certify that I am the duly appointed City Clerk and that the aforementioned records of the City of Lakewood are more than two years of age, and the further maintenance of the same is no longer necessary or required. I recommend that said records be destroyed.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

APPROVAL BY CITY ATTORNEY

I do hereby certify that I am the duly appointed City Attorney of the City of Lakewood and that the aforementioned records are not required to be kept by statute or law and may be destroyed if more than two years of age, provided destruction thereof has been approved by the Department Head and the City Council.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
City Attorney

RESOLUTION NO. 2021-47

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD AUTHORIZING THE DESTRUCTION OF CERTAIN PUBLIC RECORDS OF THE DEPARTMENT OF COMMUNITY DEVELOPMENT MORE THAN TWO YEARS OLD

THE CITY COUNCIL OF THE CITY OF LAKEWOOD DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. Pursuant to the recommendation of the City Clerk and approval of the City Attorney and the Department Head, the City Clerk is hereby authorized to destroy the following public records:

Closed Paid Back Loan Files Dated Prior to July 1, 2016

Closed/Cancelled Applications for Loans or Grants Dated Prior to July 1, 2016

Community Development Block Grant Program Files Closed Prior to June 30, 2016

Audio Recordings of Meetings of the Planning and Environment Commission  
Dated Prior to June 30, 2019

SECTION 2. The City Council hereby finds and determines that the aforementioned public records have been retained more than three (3) years from the date the loan has been paid back and the file closed, and the same are no longer required to be kept and maintained as public records.

SECTION 3. The City Clerk is directed to cause said records to be destroyed in accordance with the terms and provisions of Section 34090 of the Government Code of the State of California and the Code of Federal Regulations, Title 24 Section 570.490 Housing and Urban Development record retention.

ADOPTED AND APPROVED THIS 24TH DAY OF AUGUST, 2021.

\_\_\_\_\_  
Mayor

ATTEST:

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

APPROVED BY DEPARTMENT HEAD

I, Abel Avalos, do hereby certify that I am the Department Head of the Community Development Department and that the aforementioned records of the City of Lakewood are more than two years of age, and the further maintenance of the same is no longer necessary or required. I recommend that said records be destroyed.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Department Head

APPROVAL BY CITY ATTORNEY

I do hereby certify that I am the duly appointed City Attorney of the City of Lakewood and that the aforementioned records are not required to be kept by statute or law and may be destroyed if more than two years of age, provided destruction thereof has been approved by the Department Head and the City Council.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
City Attorney

RESOLUTION NO. 2021-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD AUTHORIZING THE DESTRUCTION OF CERTAIN PUBLIC RECORDS OF THE DEPARTMENT OF FINANCE AND ADMINISTRATIVE SERVICES MORE THAN TWO YEARS OLD

THE CITY COUNCIL OF THE CITY OF LAKEWOOD DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. Pursuant to the recommendation of the City Clerk and approval of the City Attorney and Department Head, the Director of Administrative Services is hereby authorized to destroy the following public records:

	<b>through June 30</b>
Notices of vehicles towed	2018
Closed Law suits / small claims	2019
Closed Subpoenas	2019
Closed Transmittals to the hearing officer/court	2019
Citations	2016
Dismissals	2016
Parking control – data	2016
Superceded Bail Schedule	2015
Utility billing - data and reports	2014
Utility rates	2014
Meter reading report	2014
Utility rebate report	2014
Utility service orders	2014
Connection/disconnects/registers/service	2014
Solid waste collection/disposal reports	2014
Closed liens / collections / small claims	2014
Utility customer records	2014
Superceded Recycling programs	2019
Superceded Conservation programs	2019
Superceded Regulations	2019
Building maintenance / leases	2014
Administrative Citations	2013
Bingo license	2013
Secondhand dealer license (pawn broker)	2013
Special event and other permits	2013

General billing records	2013
DUI billings	2013
Damage to city property	2013
Inactive business licenses	2014
TOT exemption certificates	2013
1099 forms	2013
Checks	2013
Canceled checks	2013
Invoices	2013
Cash Disbursement Reports	2013
Contracts	2013
Purchase orders	2014
Stores / inventory	2014
Terminated contracts & agreements (no capital)	2014
Time cards	2013
W2s	2014
Salary records	2013
PERS reports	2013
Deferred comp reports	2013
Federal & state tax	2013
Payroll register	2013
General Ledger	2011
Bank registers	2013
Bank statements	2013
Daily cash receipts	2013
Bank reconciliations	2013
Closed RDA Statement of Indebtedness final report	2011
Labor distribution - Allocation Codes	2014
Internal periodic/regular reviews	2018
Audit work papers	2018
Audit hearing or review	2018
Grants - non-governmental	2013
CDBG	2013
Grants - federal, state and other governmental	2013
Grant - unsuccessful application	2019
Inventory list and documentation	2014
Surplus property auction or other disposal	2016

SECTION 2. The City Council hereby finds and determines that the aforementioned public records are more than two years old and no longer required to be kept and maintained as a public record.

SECTION 3. The City Clerk is directed to cause said records to be destroyed in accordance with the terms and provisions of Section 34090 of the Government Code of the State of California.

ADOPTED AND APPROVED THIS 24TH DAY OF AUGUST, 2021.

\_\_\_\_\_  
Mayor

ATTEST:

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

APPROVED BY DEPARTMENT HEAD

I, Jose Gomez, do hereby certify that I am the duly appointed Department Director of the Finance and Administrative Services Department and that the aforementioned records of the City of Lakewood are more than two years of age, and the further maintenance of the same is no longer necessary or required. I recommend that said records be destroyed.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Department Head

APPROVAL BY CITY ATTORNEY

I do hereby certify that I am the duly appointed City Attorney of the City of Lakewood and that the aforementioned records are not required to be kept by statute or law and may be destroyed if more than two years of age, provided destruction thereof has been approved by the Department Head and the City Council.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
City Attorney

RESOLUTION NO. 2021-49

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAKEWOOD AUTHORIZING THE DESTRUCTION OF  
CERTAIN PUBLIC RECORDS OF THE DEPARTMENT OF  
PERSONNEL MORE THAN TWO YEARS OLD

THE CITY COUNCIL OF THE CITY OF LAKEWOOD DOES HEREBY FIND, DETERMINE  
AND RESOLVE AS FOLLOWS:

SECTION 1. Pursuant to the recommendation of the City Clerk and approval of the City Attorney and Department Head, the City Clerk is hereby authorized to destroy the following public records:

Personnel Files of Terminated Seasonal & Part-time Employees Dated Prior to June 30, 2016

Eligibility and Hiring Lists for Positions Filled Prior to June 30, 2019

Overtime and Leave Request Forms\* Dated Prior to July 1, 2014  
\*excepting injury/illness related forms

Industrial Accident Reports Dated Prior to 1988

SECTION 2. The City Council hereby finds and determines that the aforementioned public records are more than two years old and no longer required to be kept and maintained as a public record.

SECTION 3. The City Clerk is directed to cause said records to be destroyed in accordance with the terms and provisions of Section 34090 of the Government Code of the State of California.

ADOPTED AND APPROVED THIS 24TH DAY OF AUGUST, 2021.

\_\_\_\_\_  
Mayor

ATTEST:

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

APPROVED BY DEPARTMENT HEAD

I, Thaddeus McCormack, do hereby certify that I am the duly appointed City Manager and that the aforementioned records of the City of Lakewood are more than two years of age, and the further maintenance of the same is no longer necessary or required. I recommend that said records be destroyed.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

APPROVAL BY CITY ATTORNEY

I do hereby certify that I am the duly appointed City Attorney of the City of Lakewood and that the aforementioned records are not required to be kept by statute or law and may be destroyed if more than two years of age, provided destruction thereof has been approved by the Department Head and the City Council.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
City Attorney

RESOLUTION NO. 2021-50

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD AUTHORIZING THE DESTRUCTION OF CERTAIN PUBLIC RECORDS OF THE DEPARTMENT OF PUBLIC SAFETY MORE THAN TWO YEARS OLD

THE CITY COUNCIL OF THE CITY OF LAKEWOOD DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. Pursuant to the recommendation of the City Clerk and approval of the City Attorney and Department Head, the City Clerk is hereby authorized to destroy the following public records:

Sheriff's Department Crime Summary Reports; Sky Knight Observer Summary Reports;  
and General Correspondence Dated Prior to June 30, 2019

Sky Knight Flight Hours Reports, Monthly Reports for Participating Cities and Operating  
Procedures Dated Prior to June 30, 2019

Los Angeles Regional Crime Information System (PARCIS) Grant Materials Audited Prior to  
June 30, 2018

Live Scan Applications Dated Prior to July 2019

SECTION 2. The City Council hereby finds and determines that the aforementioned public records are more than two years old and no longer required to be kept and maintained as a public record.

SECTION 3. The City Clerk is directed to cause said records to be destroyed in accordance with the terms and provisions of Section 34090 of the Government Code of the State of California.

ADOPTED AND APPROVED THIS 24TH DAY OF AUGUST, 2021.

\_\_\_\_\_  
Mayor

ATTEST:

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

APPROVED BY DEPARTMENT HEAD

I, Joshua Yordt, do hereby certify that I am the duly appointed Public Safety Director and that the aforementioned records of the City of Lakewood are more than two years of age, and the further maintenance of the same is no longer necessary or required. I recommend that said records be destroyed.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Department Head

APPROVAL BY CITY ATTORNEY

I do hereby certify that I am the duly appointed City Attorney of the City of Lakewood and that the aforementioned records are not required to be kept by statute or law and may be destroyed if more than two years of age, provided destruction thereof has been approved by the Department Head and the City Council.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
City Attorney

RESOLUTION NO. 2021-51

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD AUTHORIZING THE DESTRUCTION OF CERTAIN PUBLIC RECORDS OF THE DEPARTMENT OF RECREATION AND COMMUNITY SERVICES MORE THAN TWO YEARS OLD

THE CITY COUNCIL OF THE CITY OF LAKEWOOD DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. Pursuant to the recommendation of the City Clerk and approval of the City Attorney and Department Head, the City Clerk is hereby authorized to destroy the following public records:

Application and Agreement for Use of Recreation Facilities Dated Through December 31, 2018

Picnic Shelter Reservation Applications and Supplemental Questionnaires  
Dated Through June 30, 2019

Facility Schedule Book (Red Book) Dated Through December 31, 2018

Application and Agreement for Use of Craft or Display Booth Dated Through June 30, 2019

CDBG Participant Audit Sheets Dated Through June 30, 2018

Accident Reports Occurring Prior to December 31, 2018  
(adults and minors who have reached the age of 19)

Incident and Injury Reports (Special Occurrence Reports) Occurring Prior to December 31, 2018  
(adults and minors who have reached the age of 19)

DASH Passenger Logs Dated Through June 30, 2019

Sports Officials Schedules Dated Through June 30, 2019

Contract Class Registrations Dated Through June 30, 2019  
(adults and minors who have reached the age of 19)

Personal Service Agreements and Exhibits for Contract Class Instructors  
Dated Through June 30, 2016

Permission Slips, Registrations and Rosters for All Parks and Community Centers  
Dated Through June 30, 2019  
(adults and minors who have reached the age of 19)

Volunteer Registrations, Rosters and Fingerprint Cards Dated Through June 30, 2019

Recreation and Community Services Commission Agenda Packets Dated Through June 30, 2019

Notices of Adjournment and Affidavits of Posting for Meetings of the Recreation and  
Community Services Commission Dated Prior to December 31, 2011

Pool Rescue Reports Occurring Prior to June 30, 2019  
(adults and minors who have reached the age of 19)

Opening/Closing Checklists Dated Through June 30, 2019

Closed Playground Safety Inspection Reports Dated Through June 30, 2019  
(Related work orders, repairs, etc. must be closed)

SECTION 2. The City Council hereby finds and determines that the aforementioned public records are more than two years old and no longer required to be kept and maintained as a public record.

SECTION 3. The City Clerk is directed to cause said records to be destroyed in accordance with the terms and provisions of Section 34090 of the Government Code of the State of California.

ADOPTED AND APPROVED THIS 24TH DAY OF AUGUST, 2021.

\_\_\_\_\_  
Mayor

ATTEST:

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

APPROVED BY DEPARTMENT HEAD

I, Valarie Frost, do hereby certify that I am the Department Director of the Recreation and Community Services Department and that the aforementioned records of the City of Lakewood are more than two years of age, and the further maintenance of the same is no longer necessary or required. I recommend that said records be destroyed.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Department Head

APPROVAL BY CITY ATTORNEY

I do hereby certify that I am the duly appointed City Attorney of the City of Lakewood and that the aforementioned records are not required to be kept by statute or law and may be destroyed if more than two years of age, provided destruction thereof has been approved by the Department Head and the City Council.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
City Attorney

RESOLUTION NO. 2021-52

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAKEWOOD AUTHORIZING THE DESTRUCTION OF  
CERTAIN PUBLIC RECORDS OF THE DEPARTMENT OF  
WATER RESOURCES MORE THAN TWO YEARS OLD

THE CITY COUNCIL OF THE CITY OF LAKEWOOD DOES HEREBY FIND,  
DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. Pursuant to the recommendations of the City Clerk and approval of the City Attorney and Water Resources Department Head, the City Clerk is hereby authorized to destroy the following public records:

Continuing Education Class Modules Quizzes and Attendance Rosters  
dated through December 2016

Confined Space Entry Logs dated through June 30, 2019

Golden State Water Company Advice Letters dated through December 2017

Central Basin Water Association Financial Statements, Surveys, Proposals, General  
Correspondence and Memoranda dated through December 2018

Underground Service Alerts  
dated January to December 2018

Service Orders and Standby Service Orders dated through June 30, 2019

General Correspondence dated through 2018

Bacteriological Water Sampling Laboratory Reports  
dated through June 30, 2016

SECTION 2. The City Council hereby finds and determines that the aforementioned public records are more than two years old and no longer required to be kept and maintained as public records.

SECTION 3. The City Clerk is directed to cause said record to be destroyed in accordance with the terms and provisions of Section 34090 of the Government Code of the State of California.

ADOPTED AND APPROVED THIS 24TH DAY OF AUGUST, 2021.

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Mayor

ATTEST:

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City Clerk

APPROVED BY DEPARTMENT HEAD

I, Jason Wen, do hereby certify that I am the Department Director of the Water Resources Department and that the aforementioned records of the City of Lakewood are more than two years of age, and the further maintenance of the same is no longer necessary or required. I recommend that said records be destroyed.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Department Head

APPROVAL BY CITY ATTORNEY

I do hereby certify that I am the duly appointed City Attorney of the City of Lakewood and that the aforementioned records are not required to be kept by statute or law and may be destroyed if more than two years of age, provided destruction thereof has been approved by the Department Head and the City Council.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
City Attorney

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## COUNCIL AGENDA

August 24, 2021

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

**SUBJECT:** Approval of Agreement for Publication of Recreation and Community Services Catalog

### INTRODUCTION

In May, 2019, following a review of proposals for publication of the Recreation and Community Services Catalog, Advantage Mailing, LLC was selected for services based on a variety of rating criteria for a two-year term, which terminated on June 30, 2021. With the expiration of the agreement with Advantage Mailing, LLC, the City of Lakewood published a new request for proposals (RFP) in July, 2021.

### STATEMENT OF FACT

The city entered into a two-year agreement with Advantage Mailing, LLC, in July of 2019. Although the city was satisfied with the quality and customer service of Advantage Mailing, an RFP was published in July, 2021 to request bids for printing of the Recreation Catalog for the next two years to ensure competitive pricing and to adhere to the city's purchasing policy. The RFP was circulated to three known and printing vendors and was made public via the city's web page. Advantage Mailing, LLC was the only vendor to submit a qualifying bid at that time. As the city was satisfied with the previous service provided by Advantage Mailing, the city seeks to formalize an agreement with Advantage Mailing, LLC for the next two years with a third year option at the conclusion of the initial term.

### SUMMARY

The city proposes a formal agreement with Advantage Mailing, LLC for publication of the Recreation and Community Services Catalog for two years, with an option for a third year following the initial term.

### RECOMMENDATION

Staff recommends that the City Council authorize the Mayor and the City Clerk to execute the Agreement with Advantage Mailing, LLC, subject to approval as to legal form by the City Attorney, to contract services for publication of the Recreation and Community Services Catalog for a two-year period of September 1, 2021 to June 30, 2023, with a third year option at the conclusion of the initial term. Not to exceed \$38,145 in FY 2022 and \$54,283 in FY 2023.

Valarie Frost, Director *VF*  
Recreation and Community Services

  
Thaddeus McCormack  
City Manager

CITY OF LAKEWOOD  
AGREEMENT FOR  
PRINTING OF RECREATION AND COMMUNITY SERVICES CATALOG

THIS AGREEMENT, made and entered into this 24<sup>th</sup> day of August 2021, by and between the CITY OF LAKEWOOD, a municipal corporation, sometimes hereinafter referred to as "CITY," and ADVANTAGE MAILING, LLC, sometimes hereinafter referred to as "CONTRACTOR."

W I T N E S S E T H:

WHEREAS, Lakewood residents will benefit from information about recreational programs and services through the publication of the Recreation and Community Services Catalog; and

WHEREAS, the City Council of the City of Lakewood authorizes the publication of three seasonal Recreation Catalogs;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. SCOPE OF SERVICES

CONTRACTOR agrees, under the supervision of the Director of Recreation and Community Services, to prepare, print, and deliver for distribution, the following publications: 2021 Fall/Winter Postcard, 2022 Spring Recreation Catalog, 2022 Summer Recreation Catalog, 2022 Fall/Winter Recreation Catalog, 2023 Spring Recreation Catalog, 2023 Summer Recreation Catalog. In providing said service, CONTRACTOR shall furnish all paper, pre-press processing, printing, binding, packaging and delivery of the completed publication and be in a format and size as determined by the Director of Recreation and Community Services. In addition, CONTRACTOR'S preparation of the publication for mailing shall consist of sorting the copies by postal carrier route, and drop shipment of the sorted copies to the post office location determined by the United States Postal Service.

CITY will provide design notes, color directions, and electronically composed pages with scanned and digitized art ready for direct output.

CONTRACTOR shall consult with the Director of Recreation and Community Services or his or her authorized representative in the preparation and printing of said publication, and shall submit a proofing process for approval by the Director of Recreation and Community Services at least five (5) days prior to the specified delivery date and within five (5) working days of receipt of the electronically composed pages. CITY covenants to return the proof within twenty-four (24) hours with any changes or modifications.

Except as specifically provided herein, CITY shall not be liable or responsible for any costs or expenses incurred by CONTRACTOR, or for supplying CONTRACTOR with any material necessary to complete, print, develop, or deliver said publication, CONTRACTOR covenanting and agreeing to be solely responsible therefor.

## 2. TERM AND TERMINATION

The term of this agreement shall be for two (2) years, beginning September 1, 2021 to June 30, 2023 unless terminated earlier by CITY as provided in this section. CITY may terminate this agreement at any time by giving CONTRACTOR at least ten (10) days prior written notice. In the event of termination CITY shall pay CONTRACTOR the total value of services rendered by CONTRACTOR as of the final date of termination, computed in accordance with the terms and provisions of this agreement, provided, however, that the same does not in any case exceed the maximum amounts herein before set forth for payment of consideration. CONTRACTOR shall be entitled to terminate this Agreement with thirty (30) days written notice if any change in a government mandate affects CONTRACTOR'S ability to provide the services provided for hereunder.

## 3. OPTIONS TO RENEW

At least six (6) months prior to the end of the Term, the parties shall meet and confer as to whether or not both parties wish to extend the Term for one (1) additional year. If both parties wish to extend the Term, they shall negotiate the terms of such extension in good faith.

## 4. CONSIDERATION

At CITY'S sole option, CITY may order publications from CONTRACTOR, with the number and size of such Catalogs to be determined by CITY.

CITY agrees to pay CONTRACTOR in consideration of said pre-press processing, printing, binding, packaging and delivery services the following consideration, payable within thirty days after approval and acceptance of the delivered copies, for each publication ordered by CITY:

### 2021 Fall/Winter Postcard

10.5 x 6.25, 4/4, 100# gloss cover up to 27,500 copies; not to exceed \$2,469.37

### 2022 Spring Recreation Catalog

40 Page Catalog – 8 page cover (4/4) & 32 page text (2/2) up to 39,000 copies; not to exceed \$16,771.76

### 2022 Summer Recreation Catalog

48 Page Catalog – 8 page cover (4/4) & 40 page text (2/2) up to 40,000 copies; not to exceed \$18,903.08

### 2022 Fall/Winter Recreation Catalog and 2023 Spring Recreation Catalog

40 Page Catalog (twice annually) – 8 page cover (4/4) & 32 page text (2/2) up to 39,000 copies; not to exceed \$17,358.77

### 2023 Summer Recreation Catalog

48 Page Catalog – 8 page cover (4/4) & 40 page text (2/2) up to 40,000 copies; not to exceed \$19,564.69

For additional printing services, not specified in the foregoing, CITY shall pay CONTRACTOR an amount to be negotiated.

## 5. OWNERSHIP

All material, copy, layout, artwork compiled, developed, or prepared in the course of performing this Agreement shall belong to CITY. CONTRACTOR shall at all times until said publication is delivered to CITY at the place indicated by the Director of Recreation and Community Services, bear the risk of loss from any cause for reason whatsoever other than any loss occasioned by any act of negligence of CITY. In the event this Agreement should be terminated for any reason, CONTRACTOR shall immediately deliver to CITY all material, visualization, writing, artwork, layout, printing, binding accumulated and in the possession of CONTRACTOR, and any items to which CITY may then be entitled.

## 6. INDEPENDENT CONTRACTOR

It is expressly understood and agreed that CONTRACTOR has been retained at its request as an independent contractor, as distinguished from an employee or agent of CITY to perform the aforementioned services. CONTRACTOR acknowledges the independent contractor relationship and releases CITY from any liability or obligation to make deductions or withholding from compensation in respect to unemployment, income taxes, disability, social security, health or pension matters.

CONTRACTOR acknowledges its independent contractor's status in performing said services, and agrees to bear the risk of property damage or loss to any property arising out of the work site, the place to work, or the duties bestowed upon CONTRACTOR pursuant to this Agreement, and does hereby release CITY, its officers and personnel from any liability to CONTRACTOR for any loss or damage thereby incurred, except where said loss or damage was caused by CITY.

## 7. LIABILITY AND INSURANCE

CONTRACTOR agrees CITY shall not be liable for injury or damage to person or property that should be occasioned or caused by any act or omission of CONTRACTOR, its agents, officers and employees, or any organization CONTRACTOR should be associated with in the furtherance of this Agreement, and that CONTRACTOR will hold CITY, its officers and employees, harmless from liability thereon, and will defend the same in respect to any claim or legal action that might ensue as the result of said injuries and damages.

During the term of the Agreement, CONTRACTOR shall maintain and deposit with CITY insurance or a certificate of insurance which shall evidence the fact CONTRACTOR has in full force and effect a personal injury and property damage policy, including vehicle operation, protecting CONTRACTOR and CITY from liability in an amount not less than \$25,000.00 property damage, \$100,000.00 per person and \$300,000.00 per accident for personal injuries. Said policy or certificate shall contain a provision that the same cannot be canceled without at least thirty days written notice to CITY thereof and CITY shall be named as an additional insured.

## 8. INDEMNITY

CONTRACTOR shall indemnify and save CITY, its officers, consultants and employees, harmless from any suits, claims or actions brought by any person or persons including his agents or employees, for or on account of any injuries or damages or other loss, cost or expense caused by the negligent or wrongful act or omission of CONTRACTOR and its agents and employees, or its subcontractors and the agents and employees thereof, arising out of the services to be performed by CONTRACTOR pursuant to this Agreement.

9. ASSIGNMENT

CONTRACTOR shall not assign this Agreement or the performance thereof, or any part thereof, without the written consent of CITY.

10. NOTICE

Any notice required to be given hereunder shall be deemed to have been given by depositing said notice in the United States mail in an envelope bearing the proper amount of postage thereon, and addressed as follows:

To CITY: Director of Recreation and Community Services  
City of Lakewood  
5050 Clark Avenue  
Lakewood, California 90712

To CONTRACTOR: Advantage Mailing, LLC  
1600 N. Kramer Ave.  
Anaheim, California 92806

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this day and year first above written.

CITY OF LAKEWOOD

ADVANTAGE MAILING, LLC

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Signature

ATTEST:

\_\_\_\_\_  
Title

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

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

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## **COUNCIL AGENDA**

August 24, 2021

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

**SUBJECT:** Approval of the Agreements for Median Landscape Maintenance and Mowing Services of City Facilities with LandCare

### **INTRODUCTION**

The meticulous care of turf and landscape throughout public areas of the city supports Lakewood's commitment to provide a high quality of life for its residents. Manicured parks and streets are vital to ensuring Lakewood's ability to present an attractive and highly desired place to live. The city annually contracts for the landscape and turf maintenance on Bloomfield Avenue, Pioneer Boulevard, Centralia Street, and Del Amo Boulevard, totaling nearly 6,000 ft<sup>2</sup> of city medians. Mowing services of the large open turf areas at the City's Water Yard and at 12 City Parks are also included in this contractual agreement

### **STATEMENT OF FACT**

City staff published a Request for Proposals (RFP) #RCS 02-21 for mowing and landscape services. Submissions to the RFP were due to the City Clerk on July 26, 2021. The solicitation garnered four (4) proposals from qualified contractors who had also provided positive references supporting their work performance in neighboring municipalities and/or private entities. The receipt of quotes for the full scope of work outlined in the RFP ranged from \$693,240 per year on the high end to the lowest quote received at \$93,694 per year.

LandCare, a qualified landscape business, provided the lowest quote of all proposals received. LandCare has performed contracted landscape and mowing services for the city since 2004 and city staff have been pleased with their performance and professionalism to date. LandCare proposes to provide contracted mowing services for a fee of \$44,248 per year and landscape services of medians for a fee of \$49,446 per year. LandCare would provide invoices to the city on a monthly basis in an amount, not to exceed \$7,808 per month, for the period of September 1, 2021 to June 30, 2022.

Contracted services for landscape and mowing is approved in the budget for the current fiscal year, FY22.

Approval of the Agreements for Median Landscape Maintenance and Mowing Services of City  
Facilities with LandCare  
August 24, 2021  
Page Two

**RECOMMENDATION**

Staff recommends that the City Council authorize the mayor and city clerk to execute the agreement with LandCare, subject to approval as to legal form by the City Attorney, to commence on September 1, 2021 and terminate on June 30, 2022, with the option to extend agreement in one year increments through June 30, 2024 at a contracted monthly rate not to exceed \$7,808 per month.

Valarie Frost, Director   
Recreation & Community Services

Thaddeus McCormack   
City Manager

**CITY OF LAKEWOOD  
AGREEMENT  
FOR  
MOWING AND LANDSCAPE SERVICES**

This AGREEMENT, sometimes hereinafter referred to as “this AGREEMENT” is made and entered into this 1<sup>st</sup> day of September by and between CITY of Lakewood, a municipal corporation, sometimes hereinafter referred to as “CITY”, and LandCare sometimes hereinafter referred to as “CONTRACTOR”.

**WITNESSETH:**

WHEREAS, CITY desires to retain CONTRACTOR for Mowing and Landscape services in connection with the work hereinafter described; and

WHEREAS, CONTRACTOR has the equipment, personnel with the necessary skills and qualifications and licenses required by law to perform the services required under this AGREEMENT; and

WHEREAS, previously through the adoption of the budget, City Council, authorized Mowing and Landscape Services.

NOW, THEREFORE, CITY, for and in consideration of the performance of the covenants and agreements hereinafter contained, to be kept and performed by CONTRACTOR, and upon the following terms and conditions, hereby contracts with CONTRACTOR to provide SERVICES, subject to the following terms and conditions:

1. TERM. The term of this AGREEMENT shall commence on September 1, 2021 and terminate on June 30, 2021, with the option to extend AGREEMENT in one year increments through June 30, 2024.
2. SCOPE OF SERVICES. CONTRACTOR agrees to provide CITY, following written authorization from CITY to proceed, SERVICES as set forth in City of Lakewood Mowing and Landscape Specifications attached hereto as Exhibit A, Specifications for Mowing Services at Parks and Exhibit B, Specifications for Mowing and Landscape Services on Street Panels.
3. PAYMENT. CITY agrees to pay CONTRACTOR monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit C, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on SERVICES. This amount shall not exceed \$7,808 per month for the total term of this AGREEMENT unless additional payment is approved as provided in this AGREEMENT.

CONTRACTOR shall not be compensated for any SERVICES rendered in connection with its performance of this AGREEMENT which are in addition to those set forth herein, unless such additional SERVICES are authorized in advance and in writing by CITY. CONTRACTOR shall be compensated for any additional SERVICES in the amounts and in the manner as agreed to by CITY and CONTRACTOR at the time CITY's written authorization is given to CONTRACTOR for the performance of said SERVICES.

CONTRACTOR will submit invoices monthly for actual SERVICES performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If CITY disputes any of CONTRACTOR's fees it shall give written notice to CONTRACTOR within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this AGREEMENT shall be made within forty-five (45) days of receipt of an invoice therefore.

4. INDEPENDENT CONTRACTOR STATUS. Contractor acknowledges their independent contractor's status in performing said SERVICES, and risk of property damage or loss to any property arising out of the work site, the place to work, or the duties bestowed upon CONTRACTOR pursuant to this AGREEMENT, and does hereby release CITY, its officers and personnel from any liability to CONTRACTOR for any loss or damage thereby incurred, or for contribution as a joint tortfeasor therefore, except for those acts performed by CONTRACTOR at the direction of CITY.

It is expressly agreed that for all purposes pertaining to this Agreement, CONTRACTOR shall be an independent contractor, and is not an agent or employee of CITY. Except as otherwise expressly limited by other provisions of this Agreement, CONTRACTOR has and shall retain the right to exercise full control over the employment, direction, compensation and discharge of all persons assisting CONTRACTOR in the performance of its obligations pursuant to this Agreement. In the performance of this AGREEMENT, CONTRACTOR shall comply with all applicable provisions of the California Fair Employment Practices Act (California Labor Code Sections (410 et seq.) and the applicable equal employment provisions of the Civil Rights Act of 1964 (42 U.S.C. 200e 217), whichever is more restrictive.

CONTRACTOR acknowledges the independent contractual relationship and releases CITY from any liability or obligation to make deductions or withholding for the compensation of any officer, agent or employee thereof in respect to unemployment, income tax, disability, social security, health, pension or retirement benefits. It is expressly understood no officer, agent or employee of CONTRACTOR shall have any CITY status or benefit, including health, retirement and workers' compensation benefits.

CONTRACTOR further acknowledges its independent contractor status in performing all SERVICES under this Agreement and assumes the risk to itself, all agents, employees, subcontractors, their agents or employees, its licensees, permittees and guests of personal injury or death and all risk of property damage or loss of any property arising out of the performance of any services or the use of the premises during the term of this Agreement.

5. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE.

CITY may at any time, for any reason, with or without cause, suspend or terminate this AGREEMENT, or any portion hereof, by serving upon CONTRACTOR at least ten (10) days prior written notice. Upon receipt of said notice, CONTRACTOR shall immediately cease all work under this AGREEMENT, unless the notice provides otherwise. If CITY suspends or terminates a portion of this AGREEMENT such suspension or termination shall not make void or invalidate the remainder of this AGREEMENT.

In the event this AGREEMENT is terminated pursuant to this Section, CITY shall pay to CONTRACTOR the actual value of the work performed up to the time of termination, provided that the work performed is of value to CITY. Upon termination of this AGREEMENT pursuant to this Section, CONTRACTOR will submit an invoice to CITY pursuant to Section 3.

6. ASSIGNMENT. CONTRACTOR shall not assign the performance of this AGREEMENT, nor any part thereof, nor any monies due hereunder, without the prior written consent of CITY.

7. INDEMNIFICATION AND DEFENSE.

- a. Indemnity. To the fullest extent permitted by law, CONTRACTOR shall indemnify and hold harmless CITY and any and all of its officials, employees and agents (“Indemnified Parties”) from and against any and all losses, liabilities, damages, costs and expenses, including legal counsel’s fees and costs, caused in whole or in part by the negligent or wrongful act, error or omission of CONTRACTOR, its officers, agents, employees or sub-contractors (or any CITY or individual that CONTRACTOR shall bear the legal liability thereof) in the performance of services under this AGREEMENT. CONTRACTOR’s duty to indemnify and hold harmless CITY shall not extend to CITY’s sole or active negligence.
- b. Duty to defend. In the event CITY, its officers, employees, agents and/or volunteers are made a party to any action, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this AGREEMENT, and upon demand by CITY, CONTRACTOR shall defend CITY at CONTRACTOR’s cost or at CITY’s option, to reimburse CITY for its costs of defense, including reasonable attorney’s fees and costs incurred in the defense of such matters to the extent the matters arise from, relate to or are caused by CONTRACTOR’s negligent acts, errors or omissions. Payment by CITY is not a condition precedent to enforcement of this indemnity. In the event of any dispute between CONTRACTOR and CITY, as to whether liability arises from the sole or active negligence of CITY or its officers, employees, or agents, CONTRACTOR will be obligated to pay for CITY’s defense until such time as a final judgment has been entered adjudicating CITY as solely or actively negligent. CONTRACTOR will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney’s fees, expert fees and costs of litigation.

8. INSURANCE REQUIREMENTS. Without limiting the indemnities described in Section 7, above, and prior to commencement of the Term, CONTRACTOR shall obtain and maintain, at its own expense during the Term, policies of insurance of the type and amounts described below and in a form satisfactory to CITY.

- a. Commercial General Liability Insurance using Insurance Services Office “Commercial General Liability” policy form CG 00 01 or the exact equivalent. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another (e.g. the “Insured v. Insured” exclusion). Limits shall be no less than \$3,000,000 per occurrence for all covered losses and no less than \$5,000,000 general aggregate.
- b. CONTRACTOR shall cover all its officers and employees where required by law with workers' compensation insurance or benefits. CONTRACTOR certifies that it is aware of the provisions of the Labor Code of the State of California, which require every employer to be insured against liability for workers compensation or to undertake self-insurance in accordance with the provisions of that code, and it certified that it will comply with such provisions before commencing the performance of the work of this AGREEMENT. Worker’s Compensation Insurance is required on a state-approved policy form providing statutory benefits as required by law with employer’s liability limits no less than \$1,000,000 per accident for all covered losses.
- c. Business Auto Coverage Insurance. CONTRACTOR shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of CONTRACTOR arising out of or in connection with work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented autos, trucks and trailers, and other vehicles or equipment, to include loading and unloading, in an amount not less than \$1,000,000 combined single limit for each accident.
- d. Excess or Umbrella Liability Insurance (Over Primary), if used to meet limit requirements of any policy required by this Section 17, shall provide coverage at least as broad as specified for the underlying coverages. Any such coverage provided under an umbrella liability policy shall include a “drop down” provision with a maximum \$25,000 self-insured retention. CONTRACTOR will be required to fully indemnify and hold harmless CITY, its elected or appointed officers, agents, officials, employees, and volunteers, for any injury to person or property resulting from its operations.

9. PROOF OF INSURANCE. CONTRACTOR shall provide certificates of insurance to CITY as evidence of the insurance coverage required herein. Insurance certificates and endorsements must be approved by CITY prior to commencement of performance. Current certification of insurance shall be kept on file with CITY at all times during the Term of this Agreement. CONTRACTOR will not cancel or modify any policies required to be maintained by this Agreement without notifying CITY and shall promptly provide updated insurance certificates, as necessary. CITY reserves the right to require complete, certified copies of all required insurance policies, at any time.

In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, CITY has the right but not the duty to obtain the insurance it deems necessary and any premium paid by CITY will be promptly reimbursed by CONTRACTOR.

10. DURATION OF COVERAGE. CONTRACTOR shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with SERVICES herein by CONTRACTOR, their employees, volunteers, invitees, customers, guests, agents, subcontractors, or contractors.

11. PRIMARY/NONCONTRIBUTING. CONTRACTOR shall ensure that coverage provided by CONTRACTOR shall be primary and any insurance or self-insurance procured or maintained by CITY shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of CITY before CITY'S own insurance or self-insurance shall be called upon to protect it as a named insured.

12. CITY'S RIGHT OF ENFORCEMENT FOR INSURANCE. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, CITY has the right but not the duty to obtain the insurance it deems necessary and any premium paid by CITY will be promptly reimbursed by CONTRACTOR. In the alternative, CITY may terminate this Agreement effective immediately upon written notice to CONTRACTOR.

13. ACCEPTABLE INSURERS. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line with the California Department of Insurance and with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by CITY.

14. WAIVER OF SUBROGATION. CONTRACTOR shall ensure that insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive the right of subrogation against CITY, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow CONTRACTOR or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss.

15. NOTICE OF CANCELLATION OF INSURANCE. CONTRACTOR shall require its insurance agent or broker and insurers to provide to CITY with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

16. ADDITIONAL INSURED STATUS. General liability policies shall provide, or be endorsed to provide, that CITY, its elected or appointed officers, agents, officials, employees, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

17. ENFORCEMENT OF CONTRACT PROVISIONS (non estoppel). CONTRACTOR acknowledges and agrees that any actual or alleged failure on the part of CITY to inform CONTRACTOR of noncompliance with any requirement imposes no additional obligations on CITY nor does it waive any rights hereunder.

18. ASSUMPTION OF RISK. CONTRACTOR does hereby assume all risks to itself, its personnel, subcontractors, and agents and any employees thereof, of personal injury or death, and all risk of property damage or loss to any property, wares, vehicles, or materials owned or possessed by CONTRACTOR and said CONTRACTOR further releases CITY, its officers and employees, from any liability therefore.

19. DEFAULT OF CONTRACTOR. CONTRACTOR's failure to comply with the provisions of this AGREEMENT shall constitute a default. In the event that CONTRACTOR is in default for cause under the terms of this AGREEMENT, CITY shall have no obligation or duty to continue compensating CONTRACTOR for any work performed after the date of default and can terminate this AGREEMENT immediately by written notice to CONTRACTOR. If such failure by CONTRACTOR to make progress in the performance of work hereunder arises out causes beyond CONTRACTOR's control, and without fault or negligence of CONTRACTOR, it shall not be considered a default.

If City Manager or his/her designee determines that CONTRACTOR is in default in the performance of any of the terms or conditions of this AGREEMENT, he/she shall cause to be served upon CONTRACTOR a written notice of the default. CONTRACTOR shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that CONTRACTOR fails to cure its default within such period of time or fails to present CITY with a written plan for the cure of the default, CITY shall have the right, notwithstanding any other provision of this AGREEMENT, to terminate this AGREEMENT without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this AGREEMENT.

20. LEGAL RESPONSIBILITIES. CONTRACTOR shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this AGREEMENT. CONTRACTOR shall at all times observe and comply with all such laws and regulations. CITY, and its officers and employees, shall not be liable at law or in equity occasioned by failure of CONTRACTOR to comply with this Section.

21. LICENSES. At all times during the term of this AGREEMENT, CONTRACTOR shall have in full force and effect, all licenses required of it by law for the performance of the services described in this AGREEMENT.

22. ENTIRE AGREEMENT. This AGREEMENT contains the entire understanding between the parties relating to the obligations of the parties described in this AGREEMENT. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this AGREEMENT or with respect to the terms and conditions of this AGREEMENT, are merged into this AGREEMENT and shall be of no further force or effect. Each party is entering into this AGREEMENT based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

23. AUTHORITY TO EXECUTE THIS AGREEMENT. The person or persons executing this AGREEMENT on behalf of CONTRACTOR warrants and represents that he/she has the authority to execute this AGREEMENT on behalf of CONTRACTOR and has the authority to bind CONTRACTOR to the performance of its obligations herein.

NOTICES. Any notice required to be given hereunder shall be deemed to have been given by depositing said notice in the United States mail in an envelope bearing the proper amount of postage thereon, and addressed as follows:

To CITY: Director of Recreation and Community Services  
City of Lakewood  
5050 Clark Avenue, Lakewood, CA 90712

To CONTRACTOR: LandCare  
13917 Stage Road  
Santa Fe Springs, CA 90670

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this day and year first above written.

CITY OF LAKEWOOD

\_\_\_\_\_  
MAYOR

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

LandCare

By \_\_\_\_\_

\_\_\_\_\_  
Title

Attachments:	Exhibit A	Specifications for Mowing Services at Parks
	Exhibit B	Specifications for Mowing and Landscape Services on Street Panels
	Exhibit C	Schedule of Payment

**EXHIBIT A  
SPECIFICATIONS FOR MOWING SERVICES AT PARKS**

During the term of the AGREEMENT, CONTRACTOR shall gang mow the following locations:

<u>FACILITY</u>	<u>ADDRESS</u>	<u>APPROX. SQ. FT.</u>
<b>Arbor Yard</b>	5812 Arbor Road, Lakewood 90712	43,560
<b>Biscailuz Park</b>	2601 Dollar Street, Lakewood 90712	169,884
<b>Bloomfield Park</b>	21420 Pioneer Avenue, Lakewood 90715	653,400
<b>Candleverde Park</b>	2136 Denmead Street, Lakewood 90712	174,240
<b>Bolivar Park</b>	3300 Del Amo Boulevard, Lakewood 90712	409,464
<b>Cherry Cove Park</b>	2136 Denmead Street, Lakewood 90712	130,680
<b>Del Valle Park</b>	5939 Henrilee Street, Lakewood 90713	522,720
<b>Mae Boyar Park</b>	6701 Del Amo Boulevard, Lakewood 90713	348,480
<b>Mayfair Park</b>	5720 Clark Avenue, Lakewood 90712	784,080
<b>Monte Verde Park</b>	4626 North Shadeway Road, Lakewood 90713	174,240
<b>Palms Park</b>	12305 207th Street, Lakewood 90715	784,080
<b>Rynerson Park</b>	20711 Studebaker Road, Lakewood 90715	2,352,240
<b>San Martin Park</b>	5231 Ocana Street, Lakewood 90713	405,100
<b>TOTAL</b>		<b>6,952,168</b>

Responsibilities for Park Mowing Maintenance

- a. Lawn areas are to be mowed to height of 1-1 ½ inches from April through December and to a height of 1 inch from January through March with the exception of Rynerson Park and the Del Valle Park meadow areas. These areas will be cut at a height of 2 ½ inches throughout the year
- b. Contractor shall immediately correct and/or report to the city any problem conditions which may tend to create unsafe or hazardous conditions within the public areas maintained by the contractor.
- c. Contractor shall be held liable for any clam arising from failure to correct and/or report said conditions.
- d. Contract shall use and furnish, at its own expense, all labor, equipment, and materials necessary for the satisfactory performance of the work set forth in the agreement.
- e. All areas mowed will be cleaned up on the same day the work is performed. Sweeping vacuuming or blowing is permissible.
- f. Any public or private property or facilities damaged or altered in any way during the performance of the work by the Contractor shall be reported in writing to the Director of Recreation and Community Services or department designee and shall also be restored to its original condition.
- g. Contractor shall instruct employees to dress in appropriate apparel as approved by Director of Recreation and Community Services or department designee.

Mowing Schedule

- a. All lawn areas are to be mowed a minimum of 46 times per year. Prior to mowing, all trash and foreign material is to be removed from the lawn areas.

- b. Schedule will be agreed upon by the Director of Recreation and Community Services or department designee and the Contractor, depending on seasonal growing conditions. The mowing schedule shall be a plan approved by the Director of Recreation and Community Services or designee. The hours during which the work shall be performed shall be at the discretion of Contractor, with the approval of the Director of Recreation and Community Services or department designee. Hours of performance shall be Monday through Friday, 7:30 a.m. to 4:30 p.m. Work shall not occur on weekend or holidays recognized by city.
- c. Contractor may be requires to submit reports as requested by the Director of Recreation and Community Services or department designee concerning mowing schedules and other related matters.

#### Equipment

All mowing equipment shall be kept in proper adjustment and blades maintained in a sharp condition. Machinery and equipment used by the Contractor shall be clean and well maintained at all times so as to ensure proper operation. Equipment shall be subject to inspection and approval by the city. The city may require the Contractor to clean equipment after use on the job site to prevent the transference of persistent weeds from one area to another.

**EXHIBIT B**  
**SPECIFICATIONS FOR MOWING AND LANDSCAPE SERVICES**  
**ON STREET PANELS**

During the term of the AGREEMENT, CONTRACTOR shall provide mowing and landscape services on street panels at the following locations:

	<b>LOCATION</b>	<b>APPROX. SQ. FT.</b>	
	<b>Del Amo Blvd. (Palo Verde Ave. to Pioneer Blvd.)</b>		
1	Palo Verde Ave. to Knoxville Ave.	2,800 sq ft	
2	Knoxville Ave. to Studebaker Rd.	13,000 sq ft	
3	Jersey St. to Los Coyotes Diag. Synthetic turf and planters	800 sq ft	
4	Los Coyotes Diag. to Pioneer Blvd. Synthetic turf and planters	1,300 sq ft	
5	Los Coyotes Diag. to Pioneer Blvd. Synthetic turf and planters	740 sq ft	
6	Turn lane east of Pioneer Blvd.	700 sq ft	19,340 sq ft
	<b>Centralia St. north panels (Pioneer Blvd. to Bloomfield Ave.)</b>		
7	Belshire Ave. to Claretta Ave.	5,250 sq ft	
8	Claretta Ave. to Hawaiian Ave.	5,300 sq ft	10,550 sq ft
	<b>Bloomfield Ave (Del Amo Blvd. to 215th St.)</b>		
9	Turn lane south of Del Amo Blvd.	825 sq ft	
10	Del Amo Blvd. to Vandemere St.	3,200 sq ft	
11	206th St. to Lemming St.	5,700 sq ft	
12	Lemming St. to Walcroft St.	1,000 sq ft	
13	Walcroft St. to Centralia St.	1,000 sq ft	
14	Centralia St. to Gradwell St.	1,600 sq ft	
15	Gradwell St. to 214th St.	1,100 sq ft	
16	241th St. to 215th St. including turn lane	2,800 sq ft	17,225 sq ft
	<b>Pioneer Blvd (Del Amo Blvd. to Carson St.)</b>		
17	Turn lane south of Del Amo Blvd.	700 sq ft	
18	Del Amo Blvd. To 205th St.	1,400 sq ft	
19	205th St. to 206th St.	1,000 sq ft	
20	207th St. to 208th St.	900 sq ft	
21	208th St. to Walcroft St.	850 sq ft	
22	Centralia St. to Massinger St.	1,600 sq ft	
23	Massinger St. to 214th St.	3,100 sq ft	
24	214th St. to 215th St.	575 sq ft	
25	215th St. to 216th St.	500 sq ft	
26	216th St. to Carson St. excluding turn lane	315 sq ft	
27	Turn lane north of Carson St.	520 sq ft	11,460 sq ft
		<b>TOTAL</b>	<b>58,575 sq ft</b>

### Responsibilities Turf Area

- a. All turf areas are to be mowed weekly to maintain the height specified below with clippings mechanically mulched and the borders neatly edged.
- b. Trim around trees and sprinkler, keeping grass below weekly mowing height using weed eater-type trimmer.
- c. Trim around planters, mowing strips, street signs, and light standards.
- d. Mow to the following height: Bermuda and Adelaide grass are to be mowed at 1"; Bluegrass, Rye and Fescue grass are to be mowed at 2".
- e. Irrigate as necessary to maintain proper growth rate and optimum appearance. Irrigation shall take place between 11:00 p.m. and 4:00 a.m. Each station shall not run more than 2.5 minutes per cycle. More than one cycle may be run per night. All cycle lengths shall be approved by the Director of Recreation and Community Services or department designee.
- f. Maintain lawn areas in a "weed-free" condition. For chemical control of broadleaf weed, Trimec/MCPPP shall be initiated on an as-needed basis to maintain a "weed-free" turf condition. This shall be the program for all turf grass areas.
- g. Aerate a minimum of once a year between March 1 and April 30. Aerate all turf by removing 1/2 "diameter by 3" deep cores of sod with an aerator machine at not more than 6" spacing.
- h. Turf shall be dethatched and debris removed once every three (3) years between September 1st and October 1st, using a "flail type" dethatching machine. Contact Director of Recreation and Community Services or department designee before commencing work.
- i. Fertilize four (4) times annually with Bandini 21-8-8 controlled release fertilizer or approved equal, using two pounds Nitrogen per 1000 square feet, March, June, October and December. Notify the Director of Recreation and Community Services or department designee for permission before commencing work.
- j. Control pests, including rodents, snails, and diseases continuously to provide a healthy environment for plants and public. This is to be done on a continuing basis as required to eradicate the pest.
- k. Contractor shall rake up all trash and debris including leaves and/or pine needles prior to mowing, leaving no material behind.

### Responsibilities for Shrubs Cover Areas

- a. All weeds shall be removed as they appear. A broad-spectrum pre-emergent weed control, such as Dimension, Ronstar or other approved chemical shall be applied per manufacturer's specifications to shrub beds and ground cover beds in April and October. Additional weed control shall be initiated as necessary to maintain a "weed-free" condition. This shall be done on a continuing basis with crews assigned as necessary to accomplish a "weed-free" project. The city prohibits the use of glyphosate.
- b. Morning Glory, dandelions, and other broadleaf weeds shall be treated immediately when observed by spot treating with Trimec or other chemical, as approved by the Director of Recreation, and Community Services or department designee.
- c. Fertilize twice yearly with a rate of application to be 2:5 pounds actual Nitrogen per 1,000 square feet with Bandini Camellia Food 5-10-5 or an approved equal in March and August.
- d. Agapanthus stalks shall be removed within two (2) weeks after blooming.
- e. Irrigate as required to maintain adequate growth and healthy appearance.

- f. Control pests, including rodents, snails and diseases continuously to provide a healthy environment for plants and public.
- g. It shall be the responsibility of the Contractor to keep the groundcover planters 2" below the curb and sidewalk to contain the water from the irrigation system. It is the responsibility of the new Contractor to lower the soil as needed and shall be included in the bid price.

#### General Landscape Conditions and Requirements

- a. All operations will be conducted by Contractor to provide maximum safety to the public. At Contractor's expense, Contractor will obtain, and place signs, lights, barricades or other safety devices necessary to prevent accidents, injuries or damage consistent with the work Area Traffic Control Handbook (current edition) and shall meet all applicable OSHA requirements. No more than 1/4 mile of both sides of an arterial street may be coned off at any one time.
- b. Leaves, paper weeds and other debris will be removed weekly from all landscaped areas and disposed of offsite daily.
- c. Contractor will clean roadways, curb, gutter and any other areas within the landscaped area to a standard acceptable to the Director of Recreation and Community Services or department designee. This shall include removal of weeds growing from the above areas.
- d. Contractor shall give notification of all "specialty type" maintenance operations to the Director of Recreation and Community Services or department designee 48 hours prior to each of these operations. "Specialty type" maintenance operations are defined as: fertilization, pre-emergent weed control, turf aeration, turf thatching, seeding, all pesticide application except spot treatment and other types of plant replacements. Non-notification is reason for city to consider the "specialty type" maintenance not to have been done.
- e. Contractor will, as part of this agreement, furnish all materials to accomplish maintenance in accordance with the foregoing specifications and to supply proof of application and purchase of chemicals and fertilizers. Contractor is further required to stock items that are frequently used. These items, including irrigation parts which shall be of the same make and model as the original.
- f. Contractor is required to have immediate communication with work crews at all times. Contractor is further required to provide city with a 24-hour emergency phone number for contact outside normal working hours. The response to an emergency call out by the contractor shall not be more than one hour and shall be considered part of the normal agreement except problems caused by vehicle accidents or Acts of God.
- g. Contractor shall apply herbicides per State and County Codes and only when approved by the Director of Recreation and Community Services or department designee.
- h. Contractor shall replace or replant any ground cover, shrubs or trees damaged by contractor, or missing for any reason other than vehicle damage or Acts of God.
- i. All landscaping and irrigation work shall be done following city's standards and specifications for planting and irrigation. These specifications shall be provided to selected Contractor by the Director of Recreation and Community Services or department designee.

#### Required Reports

- a. *Sprinkler Irrigation Reports.* Contractor will be obligated to furnish monthly sprinkler irrigation reports at the request of Director of Recreation and Community Services or department designee. Controllers must be checked weekly to insure their proper operation

and any malfunctions shall be reported promptly to the Director of Recreation and Community Services or department designee. Non-working heads, broken risers, stations failing to turn on or off as dictated, leaking valves, main line leaks, broken wires, or controller failing to keep time are all examples of irrigation failures. These failures shall be reported within 24 hours upon discovery and repairs or replacements made before 24 hours have passed, unless there is continuous leaking resulting in an erosion problem, in which case repairs shall be made immediately.

- b. *Hazard Reports.* Contractor will be required to furnish hazard reports every two (2) weeks or as they occur. Requests for maintenance of any hazard will be made by service order to the Director of Recreation and Community Services or department designee.
- c. *Weekly Maintenance Schedules.* Contractor will be required to furnish weekly maintenance schedules to include planned activities for all persons performing any function of the agreement.

#### Mowing Schedule

Schedule will be agreed upon by the Director of Recreation and Community Services or department designee and contractor, depending on seasonal growing conditions. The mowing schedule shall be a plan approved by the Director of Recreation and Community Services or department designee. The hours during which the work shall be performed shall be at the discretion of contractor, with the approval of the Director of Recreation and Community Services or department designee. Hours of performance shall be Monday through Friday, 7:30 a.m. to 4:30 p.m. Work shall not occur on weekend or holidays recognized by city.

#### Disposal of Materials

Contractor shall dispose of all refuse and trimming collected by hauling them to legally established dumps. Transfer points for storage of refuse and trimming must be approved by the Director of Recreation and Community Services or department designee.

#### Equipment

All mowing equipment shall be kept in proper adjustment and blades maintained in a sharp condition. Machinery and equipment used by the Contractor shall be clean and well maintained at all times so as to ensure proper operation. Equipment shall be subject to inspection and approval by the city. The city may require the Contractor to clean equipment after use on the job site to prevent the transference of persistent weeds from one area to another.

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## COUNCIL AGENDA

August 24, 2021

**TO:** Honorable Mayor and City Council

**SUBJECT:** Intergovernmental Services Agreement between the City of Lakewood and the City of Bellflower for Caruthers Park Stormwater and Urban Runoff Capture Project Post-Construction Operations, Maintenance, and Monitoring Services

### INTRODUCTION

The Caruthers Park Stormwater and Urban Runoff Capture Project addresses urban runoff contributions to both the Los Cerritos Channel (LCC) and the Lower San Gabriel River (LSGR) Watershed Management Programs (WMPs). This project would divert and store non-stormwater runoff as well as stormwater runoff for reuse at the park. The City of Lakewood is also part of the LCC, LSGR, and the Lower LA River (LLAR) WMPs.

### STATEMENT OF FACT

The City of Bellflower inquired whether the City of Lakewood Department of Water Resources (DWR) staff would consider operating their stormwater capture system since the DWR staff has experience in design, construction and/or operating the Bolivar Park and Mayfair Park stormwater capture systems; two Lakewood projects having similar design, technology and the same consulting team.

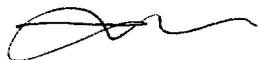
At the October 8, 2019 City Council meeting, an Agreement for Phase I - the construction support services of this project - was authorized and the construction of the project was completed in June 2021. Phase II of this project - Operation and Maintenance of the stormwater capture system - requires a new Agreement.

The Agreement for Phase II of this project includes the estimated annual compensation from the City of Bellflower for the next five years as well as an outline of the services the City of Lakewood is responsible for during the course of this phase of the project which are outlined in the attached Agreement and proposal. In their August 17, 2021 meeting, the City Council Water Resources Committee approved the recommendation to City Council to Authorize the Agreement.

### RECOMMENDATION

Staff recommends that the City Council:

1. Authorize the City Manager to execute the Agreement subject to approval as to legal form by the City Attorney



Jason J. Wen, Ph.D., P.E.  
Water Resources Director



Thaddeus McCormack  
City Manager

**AGREEMENT FILE NO. 844.1**  
**INTERGOVERNMENTAL SERVICES AGREEMENT**  
**BETWEEN**  
**THE CITY OF LAKEWOOD AND**  
**THE CITY OF BELLFLOWER**  
**FOR CARUTHERS PARK STORMWATER AND URBAN RUNOFF CAPTURE**  
**PROJECT POST-CONSTRUCTION OPERATIONS, MAINTENANCE, AND**  
**MONITORING SERVICES**

This **AGREEMENT** is entered into this 12th day of July, 2021, by and between the CITY OF LAKEWOOD, a municipal corporation and general law city ("LAKEWOOD") and the CITY OF BELLFLOWER, a municipal corporation and general law city ("BELLFLOWER").

1. **RECITALS.** This Agreement is entered into with reference to the following facts and objectives:

- A. BELLFLOWER's Caruthers Park Stormwater and Urban Runoff Capture Project (the "Project") is currently under construction and is expected to be completed in September 2021;
- B. BELLFLOWER requested that LAKEWOOD assist it with LAKEWOOD Department of Water Resources staff to implement the post-construction operations, maintenance, and monitoring services (the "Services") contained in the Caruthers Park Stormwater and Urban Runoff Capture Project Operation and Maintenance Plan, attached here to as Exhibit A and incorporated by reference;
- C. In response to BELLFLOWER's request, LAKEWOOD provided a proposal to perform the Services, attached hereto as Exhibit B and incorporated by reference, which includes attending trainings and meetings, performing the demonstration testing phase, performing preventative maintenance, Supervisory Control and Data Acquisition (SCADA) programming, general troubleshooting, sampling, replacement of bag filters, inspection of underground facilities, Nutrient Separating Baffle Box (NSBB) cleaning, and reporting;
- D. LAKEWOOD believes that providing the Services will assist BELLFLOWER and is part of intergovernmental good will;
- E. This Agreement is permissible in accordance with Government Code §§ 54980(c) and 54981; and
- F. Both Parties believe it is in the public interest to enter into this Agreement to protect public health, safety, and welfare.

2. **LAKEWOOD'S RESPONSIBILITIES.** LAKEWOOD agrees to provide to BELLFLOWER employees of LAKEWOOD, including Assistant Director of Water Resources, Water Field Manager, Lead Field Operator, Pump Station Operator (the "Employees") and subcontractors procured by LAKEWOOD to perform the Services in BELLFLOWER as set forth below. LAKEWOOD will be responsible for administering the Employees' benefits and compensation.

3. **BELLFLOWER'S RESPONSIBILITIES.** BELLFLOWER will compensate LAKEWOOD for providing the Services in Exhibit B as follows:

- A. The total annual compensation for each respective year will not exceed the following amounts without written approval of BELLFLOWER's City Manager:

Year 1: \$154,244  
Year 2: \$189,468  
Year 3: \$198,942  
Year 4: \$208,889  
Year 5: \$219,333

LAKEWOOD's invoice must include a detailed description of the Services performed. Invoices must be submitted to BELLFLOWER monthly as performance of the Services progresses. BELLFLOWER will review and pay the approved charges on such invoices in a timely manner.

- B. In the event of termination by either LAKEWOOD or BELLFLOWER, LAKEWOOD is entitled to payment for the services performed as of the date of termination, to the extent any payment is due and owing.
- C. Notwithstanding any other provision of this section, BELLFLOWER will only be charged and be required to pay for the ordinary compensation, benefits, and expenses LAKEWOOD is required to pay its Employees while the Employees are employed by LAKEWOOD and serving BELLFLOWER as its Employees.

4. **EMERGENCY REPAIR AND RESPONSE OR OTHER UNANTICIPATED MAINTENANCE ACTIVITIES.** In the event that emergency repair and response or other unanticipated significant maintenance activities outside of the approved budget are required, upon prior approval from BELLFLOWER, LAKEWOOD will perform necessary repairs, modifications, maintenance, etc. and BELLFLOWER will be billed for these services on a time and material basis.

**5. EMPLOYMENT OF PERSONNEL.** The Employees cannot be deemed BELLFLOWER employees for any purpose. LAKEWOOD is solely responsible for all salary, benefits, workers' compensation, and insurance for the Employees, and the Employees are considered employees of LAKEWOOD for all supervisory, disciplinary, and other employment related purposes.

**6. PUBLIC RECORDS ACT.** The Parties acknowledge that they are public entities subject to the Public Records Act (Government Code §§ 6250-6276.48) and that this Agreement, and documents ancillary to this Agreement, must generally be disclosed upon request. However, the Parties agree that certain financial records are specifically excluded from disclosure under the Government Code. Accordingly, the Parties agree that such records will not be released except as otherwise provided by law.

**7. TERM.** The initial term of this Agreement will be as of July 1, 2021, to June 30, 2026, unless terminated earlier pursuant to Section 7 of this Agreement. This Agreement may be extended beyond the above latter date and upon mutual written consent of both parties.

**8. TERMINATION.** Except as otherwise provided, the Parties may terminate this Agreement at any time with or without cause. LAKEWOOD will be compensated on a prorated basis for all services rendered and all necessarily incurred costs performed in good faith in accordance with the terms of this Agreement that were not previously reimbursed up to the date of termination. Termination will occur automatically should BELLFLOWER fail to compensate LAKEWOOD in accordance with this Agreement because of a lapse of any applicable grant funds.

**9. INDEMNIFICATION.**

- A. When the Employees are performing duties as BELLFLOWER's Service provider, BELLFLOWER is responsible for the costs of defense and any liability arising out of those services (including any workers compensation liability LAKEWOOD may incur as a result of injury to Employees suffered while performing duties as BELLFLOWER's Employees). In the event of a dispute as to whether applicable law requires BELLFLOWER to provide indemnity and a defense to the Employees, such dispute will be resolved between BELLFLOWER and the Employees and BELLFLOWER must indemnify and defend LAKEWOOD from and against any obligation to defend and indemnify the Employees that may otherwise be required of LAKEWOOD by virtue of this Agreement.
- B. When the Employees are performing duties as LAKEWOOD's Assistant Director of Water Resources, Water Field Manager, Lead Field Operator, and Pump Station Operator, LAKEWOOD is responsible for the costs of

defense and any liability arising out of those services to the extent required by applicable law. In the event of a dispute as to whether applicable law requires LAKEWOOD to provide indemnity and a defense to the Employees, such dispute will be resolved between LAKEWOOD and the Employees and LAKEWOOD must indemnify and defend BELLFLOWER from and against any obligation to defend and indemnify the Employees that may otherwise be required of BELLFLOWER by virtue of this Agreement.

- C. BELLFLOWER and LAKEWOOD waive the pro rata risk allocation contained in Government Code § 895.6.

**10. INSURANCE.**

- A. Each Party warrants to the other that it carries insurance covering itself with a reputable insurance company(ies) which insures the perils of bodily injury, personal injury, professional liability and property damage, and cover such liabilities as are imposed by law and assumed under written contract with others with limits of at least one million (\$1,000,000) dollars each occurrence with three million (\$3,000,000) dollars annual aggregate.
- B. Each Party may utilize a program of self-insurance to meet the insurance requirements of this section.

**11. ASSIGNABILITY.** BELLFLOWER's attempts to assign the benefits or burdens of this Agreement without LAKEWOOD's written approval are prohibited and will be null and void.

**12. NOTICES.** All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

If to BELLFLOWER:

Jeffrey. L. Stewart, City Manager  
16600 Civic Center Drive  
Bellflower, CA 90706

If to LAKEWOOD:

Thaddeus McCormack, City Manager  
5050 Clark Avenue  
Lakewood, CA 90712

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph.

**13.INTERPRETATION.** This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.

**14.ENTIRE AGREEMENT.** This Agreement sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written. This Agreement will bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns.

**15.RULES OF CONSTRUCTION.** Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.

**16.SEVERABILITY.** If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Agreement will continue in full force and effect.

**17.AUTHORITY/MODIFICATION.** The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment. LAKEWOOD's city manager, or designee, may execute any such amendment on behalf of LAKEWOOD.

**18.ELECTRONIC SIGNATURES.** This Agreement may be executed by the Parties on any number of separate counterparts, and all such counterparts so executed constitute one agreement binding on all the Parties notwithstanding that all the Parties are not signatories to the same counterpart. In accordance with Government Code §16.5, the Parties agree that this Agreement, agreements ancillary to this Agreement, and related documents to be entered into in connection with this Agreement will be considered signed when the signature of a party is delivered by electronic transmission. Such electronic signature will be treated in all respects as having the same effect as an original signature.

**19.COUNTERPARTS.** This Agreement may be executed in counterparts, each of which so executed WILL irrespective of the date of its execution or delivery be deemed an original, and all such counterparts together constitute one and the same instrument.

**20.CITY COUNCIL APPROVAL.** This Agreement is subject to and conditioned upon approval and ratification by the LAKEWOOD and BELLFLOWER City Councils. This Agreement is not binding upon LAKEWOOD until executed by the appropriate LAKEWOOD official(s) acting in their authorized capacity.

**21. TIME IS OF ESSENCE.** Time is of the essence for each and every provision of this Agreement.

**22. STATEMENT OF EXPERIENCE.** By executing this Agreement, BELLFLOWER represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to LAKEWOOD. BELLFLOWER represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private consultants, and experience in dealing with public agencies all suggest that BELLFLOWER is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public entity.

**IN WITNESS WHEREOF** the parties hereto have executed this contract the day and year first hereinabove written.

**CITY OF LAKEWOOD**

**CITY OF BELLFLOWER**

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**Thaddeus McCormack,  
City Manager**

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**Jeffrey L. Stewart,  
City Manager**

**ATTEST:**

**ATTEST:**

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**Josefina Semense-Mayberry,  
City Clerk**

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**Mayra Ochiqui,  
City Clerk**

**APPROVED AS TO FORM:**

**APPROVED AS TO FORM:**

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**City Attorney**

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**Karl H. Berger,  
City Attorney**

EXHIBIT A

# CARUTHERS PARK STORMWATER AND URBAN RUNOFF CAPTURE PROJECT

## **DRAFT** Operation and Maintenance Plan

March 23, 2020

**PRESENTED TO**

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**City of Bellflower**  
**Public Works Department**  
16600 Civic Center Drive  
Bellflower, CA 90706

**PRESENTED BY**

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**Craftwater Engineering, Inc.**  
San Diego | Los Angeles  
Tel 805.729.0943  
[www.craftwaterinc.com](http://www.craftwaterinc.com)

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# CARUTHERS PARK STORMWATER PROJECT OPERATION & MAINTENANCE PLAN

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# CARUTHERS PARK STORMWATER PROJECT OPERATION & MAINTENANCE PLAN

## ACRONYMS/ABBREVIATIONS

Acronyms/Abbreviations	Definition
ac-ft	acre-feet
BMP	Best Management Practice
CEQA	California Environmental Quality Act
cfs	cubic feet per second
DIP	ductile iron pipe
DPW	Department of Public Works
ft	feet
GPM	Gallons per minute
hr	hour
in	inch
LACFCDD	Los Angeles County Flood Control District
NSBB	Nutrient separating baffle box
O&M	Operations and Maintenance
psi	Pounds per square inch
RCP	Reinforced Concrete Pipe
UV	Ultraviolet

# CARUTHERS PARK STORMWATER PROJECT OPERATION & MAINTENANCE PLAN

## 1.0 INTRODUCTION AND PURPOSE

The Caruthers Park Stormwater Capture Project (the project) serves to address water quality for both the Los Cerritos Channel (LCC) Watershed and the Lower San Gabriel River (LSGR) Watersheds. The unique location of this park offers the potential to treat runoff from both the LCC and LSGR watersheds, providing water quality benefits for both Watershed Management Programs of which the City of Bellflower is a participating jurisdiction.

A large reinforced concrete pipe (RCP) storm drain (72") adjacent to the park (**LACFCD BI1902 Line A**, herein referred to as **BI1902 Drain**) draining ultimately to the LCC collects stormwater from approximately 261 acres, all within the boundary of the City of Bellflower. A 38'-wide by 9'-high rectangular concrete stormwater channel draining to the LSGR just downstream of the park (**LACFCD Project No. 16 Line A**; herein referred to as **Project 16 Channel**) has a drainage area of 2,995 acres, of which 1,048 acres are within the city's boundary (35%) while the remaining area is from the City of Downey. To ensure the continued pollutant removal and project longevity, a maintenance program is necessary for the project.

This document contains standard operation and maintenance (O&M) procedures for the Best Management Practice (BMP) components of the project. It identifies the key project components, details the purpose/objective and maintenance activities required for each component, and the frequency, equipment, and procedure of each maintenance activity. The purpose of this manual is to provide the maintenance crews with a single point of reference for all the needed information to maintain the facility and ensure its continued operation.

## 2.0 USE OR MAINTENANCE AGREEMENT

For project elements within the Los Angeles County Flood Control District (LACFCD), the City of Bellflower has entered into a use and maintenance agreement which has been provided in Appendix A. The agreement conditions are specified for the following LACFCD facilities.

### Facilities

1. A Rubber Dam on open channel on the east side of Caruthers Park (Project 16 Channel)
  - a. LACFCD Channel, Project No. 16, Line A at Station 14+95.64
2. A grated drop inlet structure and accompanying 36-inch pipe in Project 16 Channel
  - a. LACFCD Channel, Project No. 16, Line A at Station 15+03.34
3. Diversion structure in the LA Metro Right of Way (formerly the Southern Pacific Railway) south of Caruthers Park (BI1902 Drain)
  - a. LACFCD Storm Drain, BI1902, Line A at Station 35+10.13

### General Agreements

1. The City is authorized to access the LACFCD facilities through the channel and manhole junctions located within the project boundary
2. The City's use of the property is subordinate to LACFCD's use of the property, and shall not interfere with LACFCD's use at any time
3. The City is responsible for operation, maintenance, and repair of these improvements
4. The City shall coordinate and communicate with the LACFCD regarding operation, maintenance, and repair activities
  - a. Provide a minimum 30-days advanced notice of major, non-routine, maintenance activities
  - b. Provide a minimum 48-hours advanced notice of routine maintenance activities
  - c. Provide an annual summary report of the operation and maintenance activities

# CARUTHERS PARK STORMWATER PROJECT OPERATION & MAINTENANCE PLAN

## 3.0 SUMMARY OF SITE COMPONENTS AND MAINTENANCE TASKS

The project diverts flow from two LACFCD locations: (1) 38-ft wide by 9-ft high Reinforced Concrete Channel that runs between Caruthers Park and the San Gabriel River (herein referred to as the **Project 16 Channel**) and (2) 72-in Reinforced Concrete Pipe (RCP) that runs under the old Southern Pacific Railway corridor (herein referred to as the **BI1902 Drain**). The channel diversion includes an inflatable rubber dam and a grated inlet structure that divert flows to an actuated valve and then a pretreatment device. The BI1902 drain diversion includes a drop inlet structure that then diverts flows to a second actuated valve and then to a second pretreatment unit. The pretreated water is then gravity fed into an underground infiltration reservoir, where water is stored for both infiltration and on-site irrigation use. A two-step treatment system filters and sanitizes the water used for on-site irrigation while excess water will infiltrate through the unlined portion of the reservoir.

In this O&M plan, recommended O&M activities are organized by system component. **Figure 3-2** provides a simplified schematic for the project which highlights the key components of the stormwater capture and filtration facility. Key components include:

- **Storm Drain Diversions** (Project 16 Channel)
  - Obermeyer Air-Inflatable Rubber Dam
  - Grated Drop Inlet Diversion Structure
  - Actuated Valve Structure
- **Storm Drain Diversion** (BI1902 Drain)
  - Junction Diversion Structure
  - Actuated Valve Structure
- **Pretreatment Units** (2 Locations)
  - Nutrient Separating Baffle Box (NSBB)
- **Precast Concrete Reservoir** by Jensen Precast (Underground Stormwater BMP)
  - Sealed Section for Irrigation Storage
  - Infiltration Section
- **Post BMP Pump Station**
  - 3-Pump Configuration (2 Irrigation Pumps and 1 Ejector Pump)
- **Onsite Irrigation System**
  - Wahaso Stormwater Harvesting Unit
- **Vector Control**
  - TBD

# CARUTHERS PARK STORMWATER PROJECT OPERATION & MAINTENANCE PLAN



Figure 3-1-1. SITE LAYOUT of the Caruthers Park Stormwater Capture Project

# CARUTHERS PARK STORMWATER PROJECT OPERATION & MAINTENANCE PLAN



Figure 3-2. Schematic Diagram showing major components (arrows indicate direction of flow in each conduit)

# CARUTHERS PARK STORMWATER PROJECT OPERATION & MAINTENANCE PLAN

Essential O&M activities for the project are summarized in **Table 3-1**, including recommended frequency. Principal tasks include regular inspection and cleaning (i.e. vacuuming) of critical system components, and equipment replacement as needed.

**Table 3-1.** Summary of Caruthers Park Maintenance Tasks

Task Description	Frequency	Protocol Reference, Page #, and Appendix
<b>Obermeyer Air-Inflatable Rubber Dam (Project 16 Channel)</b>		
Inspection	Before and after major storm events or monthly during wet season; Once per dry season	5.1 (Page 13)
Debris removal and vacuum cleaning	Three times per wet season; Once per dry season; After major storm events as needed	
Air compressor inspection & operation	Monthly (minimum) or every 100 hours of use	
Air compressor maintenance	Monthly	
Air compressor general parts replacement	Annually, or every 2,000 hours of use	
Control panel inspection and testing	Every 3 months, or as needed	
<b>Grated Drop Inlet Diversion Structure (Project 16 Channel)</b>		
Inspection	Before and after major storm events or monthly during wet season; Once per dry season	5.1 (Page 13)
Debris removal and vacuum cleaning	Three times per wet season; Once per dry season; After major storm events as needed	
Hydro-jetting	Annually, or as needed	
<b>Junction Drop Inlet Diversion Structure (72" RCP –BI1902)</b>		
Inspection	Before and after major storm events or monthly during wet season; Once per dry season	5.1 (Page 13)
Debris removal and vacuum cleaning	Three times per wet season; Once per dry season; After major storm events as needed	
Hydro-jetting	Annually, or as needed	
<b>Actuated Valve Structure</b>		
Inspection	After major storm events or monthly during wet season; Once per dry season	5.1 (Page 13) Appendix D
Operation and testing	Every 6 months if no operations within the 6-month period	
Debris removal and vacuum cleaning	As needed	
Hydro-jetting	Annually, or as needed	
Valve maintenance	As needed	
Actuator battery replacement	Every five years	
<b>Nutrient Separating Baffle Box/Pre-treatment Unit</b>		
Inspection	After major storm events or monthly during wet season; Once per dry season	5.3 (Page 22) Appendix D
Clean screen(s)	Annually, or as needed	
Vacuum clean chambers	Annually, or as needed	
Replace hydrocarbon media booms	Annually, or as needed	
<b><i>(continued on next page)</i></b>		

# CARUTHERS PARK STORMWATER PROJECT OPERATION & MAINTENANCE PLAN

Task Description	Frequency	Protocol Reference, Page #, and Attachment
<b>Precast Concrete Reservoir</b>		
Inspection	After major storm events or bi-monthly during wet season (inspect from surface 72 hrs min. after storm event); Once per dry season	5.4 (Page 26)
Sediment basin vacuum cleaning	Every 2 years, or as needed	
Storage/filtration chamber cleaning	Every 10 years, or as needed	
<b>Post BMP Pump Station</b>		
Wet well inspection	After major storm events or monthly during wet season; Once per dry season	5.5 (Page 29) <b>Appendix D</b>
Wet well vacuum cleaning	Annually, or as needed	
Valve maintenance	As needed	
Control panel maintenance	As needed	
Exercise pumps for optimal performance	Monthly (minimum) during dry season	
Cleaning and servicing	Annually, in advance of wet season	
Pump replacement	Every 20 Years	
<b>Stormwater Harvesting Unit</b>		
Inspection	Monthly	5.6 (Page 32) <b>Appendix D</b>
Cleaning of mechanical filter	Quarterly, or as needed	
Change bag filter	When full (every 1-2 months)	
Replace carbon filter bed	Every 3-5 years	
Replace UV bulb	Every 3-5 years	
<b>Vector Control</b>		
(Pending)		

## 4.0 SYSTEM OPERATION

This section is intended to give instructions on the overall start-up and shut-down procedure for the BMP system. This step by step process will detail how to bring the entire system on-line and operational. Steps can be reversed for system shut-down.

### **START-UP Procedure:**

(Pending SCADA Manufacturer Information and Data Sheet)

### **SHUT-DOWN Procedure:**

For SHUT-DOWN procedures, the reverse of the steps mentioned above will bring the system offline.

# CARUTHERS PARK STORMWATER PROJECT OPERATION & MAINTENANCE PLAN

## 5.0 MAINTENANCE TASKS BY COMPONENT

The following subsections describe the maintenance activities associated with individual BMP components.

### 5.1 OBERMEYER AIR-INFLATABLE RUBBER DAM

A diversion is located within the Project 16 channel. The diversion structure within the channel includes an inflatable rubber dam to impound runoff. The rubber dam is 3 ft tall when fully inflated and matches the width of the Project 16 channel. Details of this diversion structure are shown in **Figure 5-1**. The rubber dam controls are located within the newly constructed structure in the southeast corner of the parking lot. All rubber dam drawings from Obermeyer are provided in Section 8 of the Obermeyer Inflatable Spillway Gate Operation & Maintenance Manual, which is included in Appendix D of this document. An additional Operations & Maintenance Manual for the air compressor is provided in Appendix D.

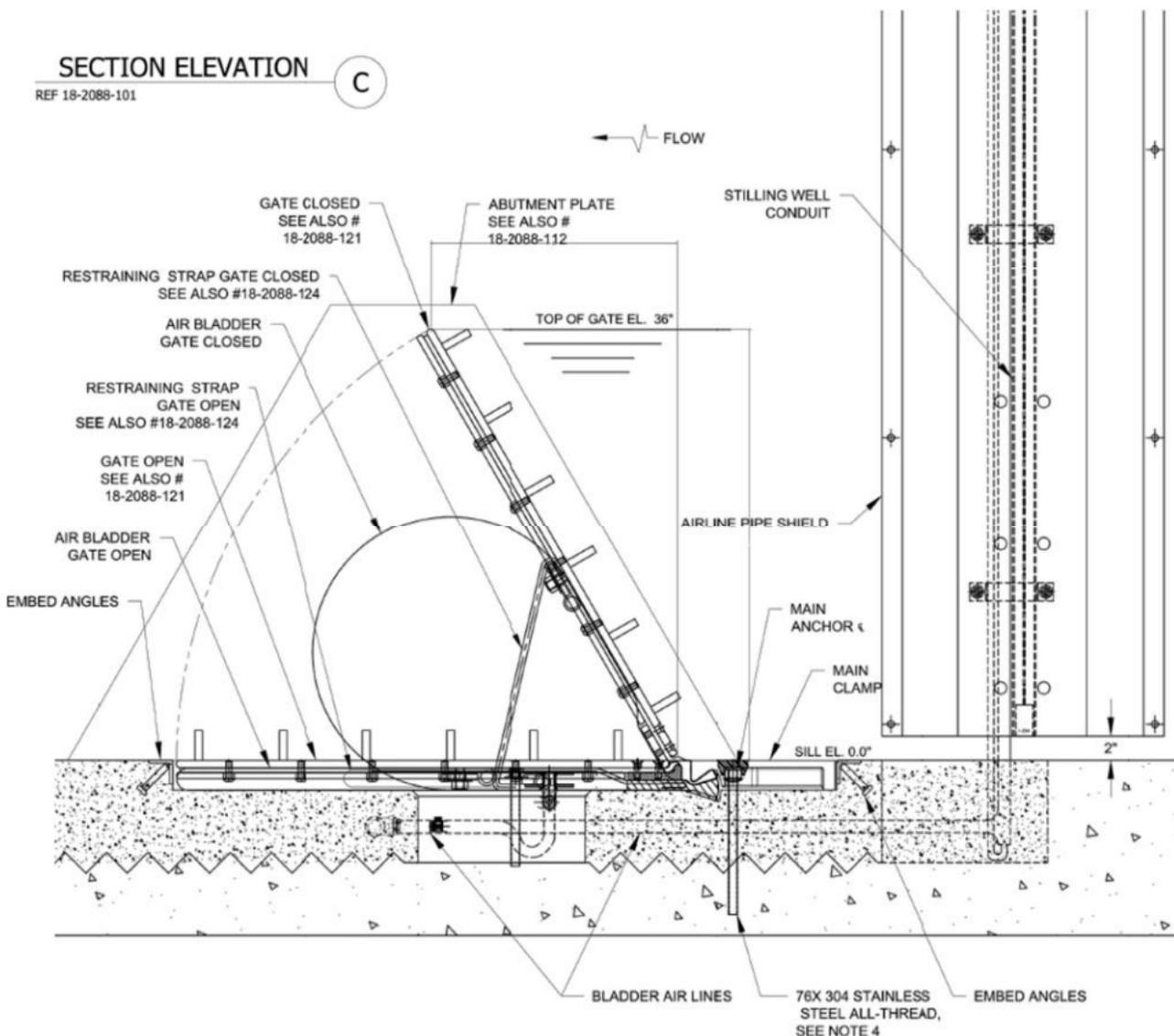


Figure 5-1. Obermeyer air-inflatable rubber dam section elevation

# CARUTHERS PARK STORMWATER PROJECT OPERATION & MAINTENANCE PLAN



Figure 5-2. Example rubber dam (Del Amo Channel, City of Lakewood)

## 5.1.1 Task Description and Schedule

**NOTE:** The specific O&M protocol referenced in Section 6 of the *Obermeyer Inflatable Spillway Gate Operation & Maintenance Manual* (**Appendix D** of this document) and the maintenance section of **Appendix D Air Compressor Operation and Maintenance Manual** shall be followed.

The following subsections briefly summarize the manufacturer's O&M protocol of the inflatable rubber dam system according to the following recommended schedule:

- **Rubber dam inspection** shall be conducted after each major storm event or monthly during wet season (whichever is more frequent), and once during the dry season
- **Rubber dam cleaning** shall be conducted as needed (triggered by inspections)
- **Air compressor inspection and operation** shall be conducted monthly (minimum), or every 100 hours of use
- **Air compressor maintenance** shall be conducted every 3 months, or as needed
- **Air compressor general parts replacement** shall be conducted annually, or every 2,000 hours of use
- **Control Panel Inspection and Testing** shall be performed every 3 months, or as needed

## 5.1.2 Documentation

- Field forms, which are to be submitted to Los Angeles County Department of Public Works (County DPW) and the City of Bellflower Department of Public Works (DPW) for record keeping (see **Appendix C**):
  - Maintenance checklist;
  - Inspection checklist; and
  - Photo/video log.
- Field forms must be reviewed by field personnel prior to submission to the City of Bellflower DPW and County DPW for completion and/or inconsistencies.

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- Site map (i.e. construction plan, as-built, site plan) showing locations of components to be inspected/maintained.
- Obermeyer Inflatable Spillway Gate Operation & Maintenance Manual.

## 5.1.3 Health and Safety

This task shall be executed in accordance to general health and safety procedures set forth by the City of Bellflower DPW and County DPW, including all necessary protocol for work around opened access structures, flood control channels, and confined spaces.

The following additional health and safety procedures may be required for the execution of this task:

- Before inspecting and maintaining the system, ensure that the electrical power supply has been isolated, locked off, and tagged.
- Ensure that automatic start/stop functions, and other automated controls are switched off before inspecting the air compressor and rubber dam.
- Relieve pressure from the air compressor before inspection and maintenance.
- Never place limbs or body part beneath rubber dam/gate.
- Ensure work area is enclosed with safety cones and/or warning tape.
- Ensure all unused access structures are fully closed.
- Ensure personal protective equipment is properly employed before coming in contact with any stormwater, debris, or sediments

## 5.1.4 Personnel

Personnel executing maintenance activities shall consist of the following minimum personnel for each task:

- **Rubber dam inspection:** Two (2) experienced technicians trained in rubber dam inspection
- **Rubber dam cleaning:** Two (2) experienced technicians
- **Air compressor inspection:** One (1) trained/certified technician (see manufacturer recommendations)
- **Air compressor maintenance:** One (1) trained/certified technician (see manufacturer recommendations)
- **Control panel inspection and testing:** One (1) trained/certified operator (see manufacturer recommendations)

Personnel shall possess applicable and appropriate training, certifications, licenses, and/or experience to execute this task. To ensure the LACFCD staff has proper training and knowledge of the rubber dam system, the City of Bellflower will provide a training for appropriate LACFCD personnel. In the event that personnel need to be notified for matters related to the operation of the rubber dam, please contact the following:

- **Bernardo Iniguez**, City of Bellflower Public Works Manager; **Phone:** (562) 804-1424, ext: 2233

## 5.1.5 Access Requirements

The following access requirements are required for the execution of this task:

- The City of Bellflower DPW, County DPW and/or maintenance personnel shall provide clear and safe access to the site prior to commencing maintenance;
- The rubber dam controls are located with the pump station control panel(s), so an access key is required.
- LACFCD will receive access keys and login access to the rubber dam control house.
- The City shall notify The LACFCD South Area Maintenance Yard 48-hours prior to accessing the channel for maintenance.

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- Maintenance personnel shall verify conditions at both site and travel route are sufficient for equipment (i.e. site access, overhead clearances, path widths, weight restrictions, slopes, road closures, etc.);
- Maintenance personnel shall check the weather forecast to ensure a 5-day clear forecast prior to access the flood control channel, and
- Proper traffic control shall be provided in accordance with City of Bellflower DPW and County DPW requirements.

## 5.1.6 Equipment

The following equipment may be required for execution of this task:

The following equipment may be required for execution of this task:

- **Inspection:**
  - Personal protective equipment
  - Digital camera
  - Measuring tape or level rod
  - Flashlight
- **Cleaning:**
  - Personal protective equipment
  - Shovel
  - Garbage bags or waste receptacles/bins

## 5.1.7 Standard Operating Procedure

The following standard operating procedure shall be implemented for the execution of this task. Actual protocol will vary based on specific device – see Obermeyer’s (**Appendix D**) and Ingersoll Rand’s (**Appendix D**) operation and maintenance recommendations. All inspections shall be documented, and any damages, deformities, function impairments, and/or concerns shall be reported to the City of Bellflower DPW and County DPW:

1. While rubber dam is inflated, inspect the rubber for cracking or other abnormalities.
2. Relieve pressure from air compressor and rubber dam (if inflated).
3. Isolate, lock off, and tag electrical power supply.
4. Open access point and visually inspect the rubber dam. Note any abnormalities or excessive debris or sediment accumulation behind the rubber dam. Note the presence of standing or flowing water.
5. If necessary, clean and remove sediment and debris from the upstream side of the rubber dam.
6. Inspect the downstream side of the rubber dam and note any debris or sediment accumulation behind or beneath gate structure. Manually remove any sediment and debris.
7. Close access point.
8. Perform air compressor and electrical panel testing, inspection, and maintenance. Inspect for air leaks, purge condensate valves on air supply lines, and check filter elements.
9. Restore power supply and lock electrical panel enclosure before leaving site.

The manual operating instructions from the Obermeyer O&M Manual for inflating and deflating the gate panel have been provided below if needed during routine maintenance procedures. The manual operating procedures as well as the automatic operation and programming procedures are found in Section 5 of **Appendix D**.

### ***Inflating the Gate Panel/Structure***

- *Make sure the gate inflate ball valve is in the closed position.*
- *Make sure the gate deflate ball valve is in the closed position.*
- *Set the pressure regulator to approximately half of the operating pressure (5psi/35kPa)*
- *Open the gate inflate ball valve.*
- *Once air bladder pressure in system reaches 5psi (35kPa); adjust set pressure to 10psi (70kPa) for normal operating pressure.*

### ***Deflating the Gate Panel/Structure***

- *Make sure the gate inflate ball valve is in the closed position.*
- *Open the gate deflate ball valve until desired gate position/height is reached.*

### ***Intermediate Gate Position (Alternative Method)***

*To deflate the structure to an intermediate position, between full up and full down, adjust the pressure regulator with the gate inflate ball valve in the open position and the gate deflate valve in the closed position. The desired gate elevation will be a function of air pressure less than normal operating pressure and the elevation of head water behind the gate panel.*

**Note:** *During loss of power to compressor unit and the gate in full upright position:*

- *Open the gate deflate ball valve until desired gate position/height is reached.*
- *Close the gate deflate ball valve.*

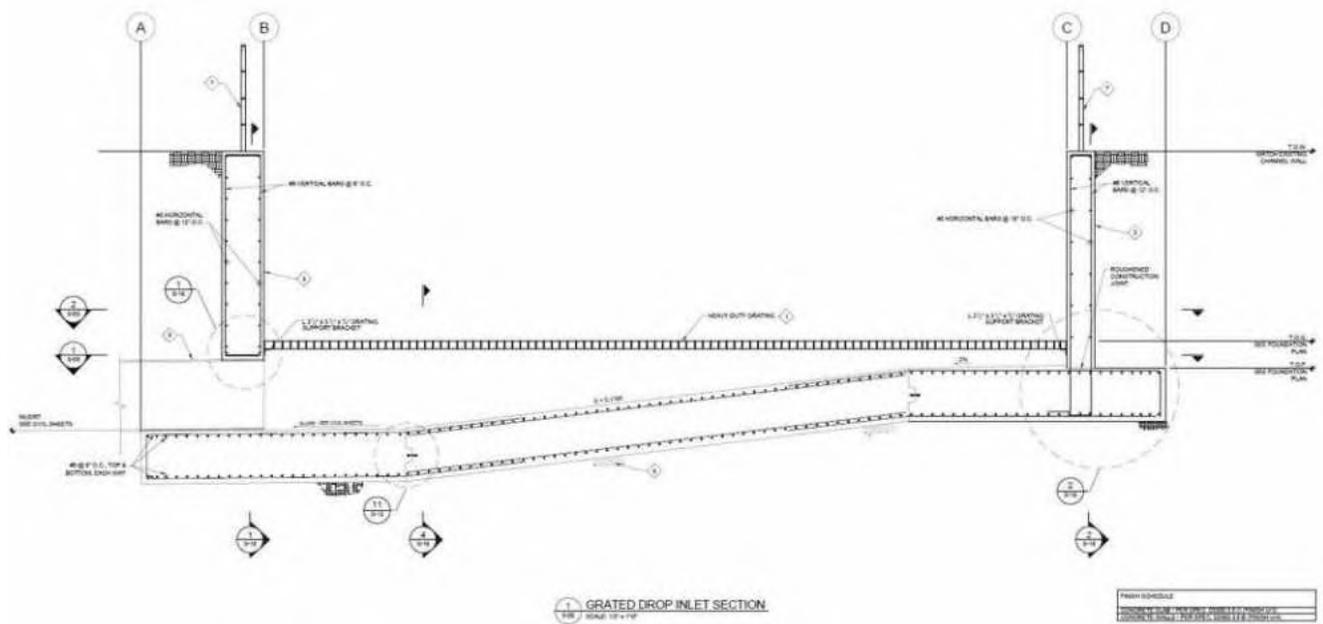
# CARUTHERS PARK STORMWATER PROJECT OPERATION & MAINTENANCE PLAN

## 5.2 GRAVITY DIVERSION STRUCTURE & ACTUATED VALVE

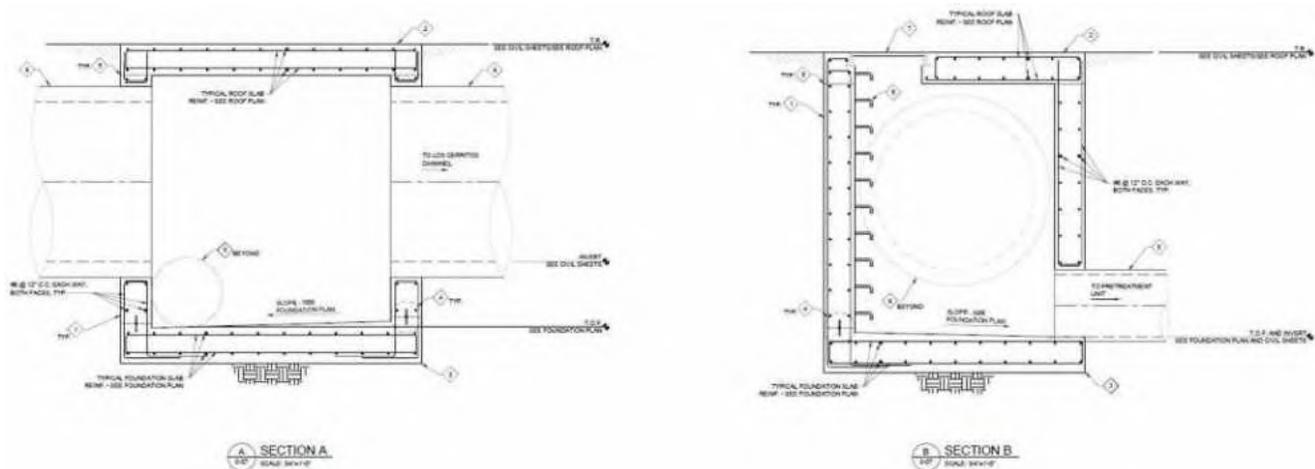
In the Project 16 channel (the 38 ft by 9 ft LACFCD rectangular reinforced concrete channel east of Caruthers Park), an inflatable rubber dam is designed to impound water and increase flow through the grated drop inlet structure. The grated drop inlet structure diverts runoff to the actuated valve structure, then to the pretreatment device via gravity along a 36-inch Ductile Iron Pipe (DIP). This diversion structure is shown in **Figure 5-3**.

A gravity diversion structure is also located within the BI1902 Drain (the existing 72" RCP south of Caruthers Park) and diverts water from the pipe via gravity along a 30-inch DIP to the actuated valve structure. Flows are then directed through the nutrient separating baffle box pretreatment unit and further on to the subsurface storage. The diversion structure is shown in **Figure 5-4**. The actuated valve structure is shown in **Figure 5-5**.

These gravity diversion and actuated valve structures will be inspected and maintained per the protocol below. Please see **Appendix D** for the *Motor Operated Valves and Controls Operation and Maintenance Manuals*.



**Figure 5-3.** Grated drop inlet diversion structure in Project 16 channel



**Figure 5-4.** Drop manhole junction diversion structure in BI1902

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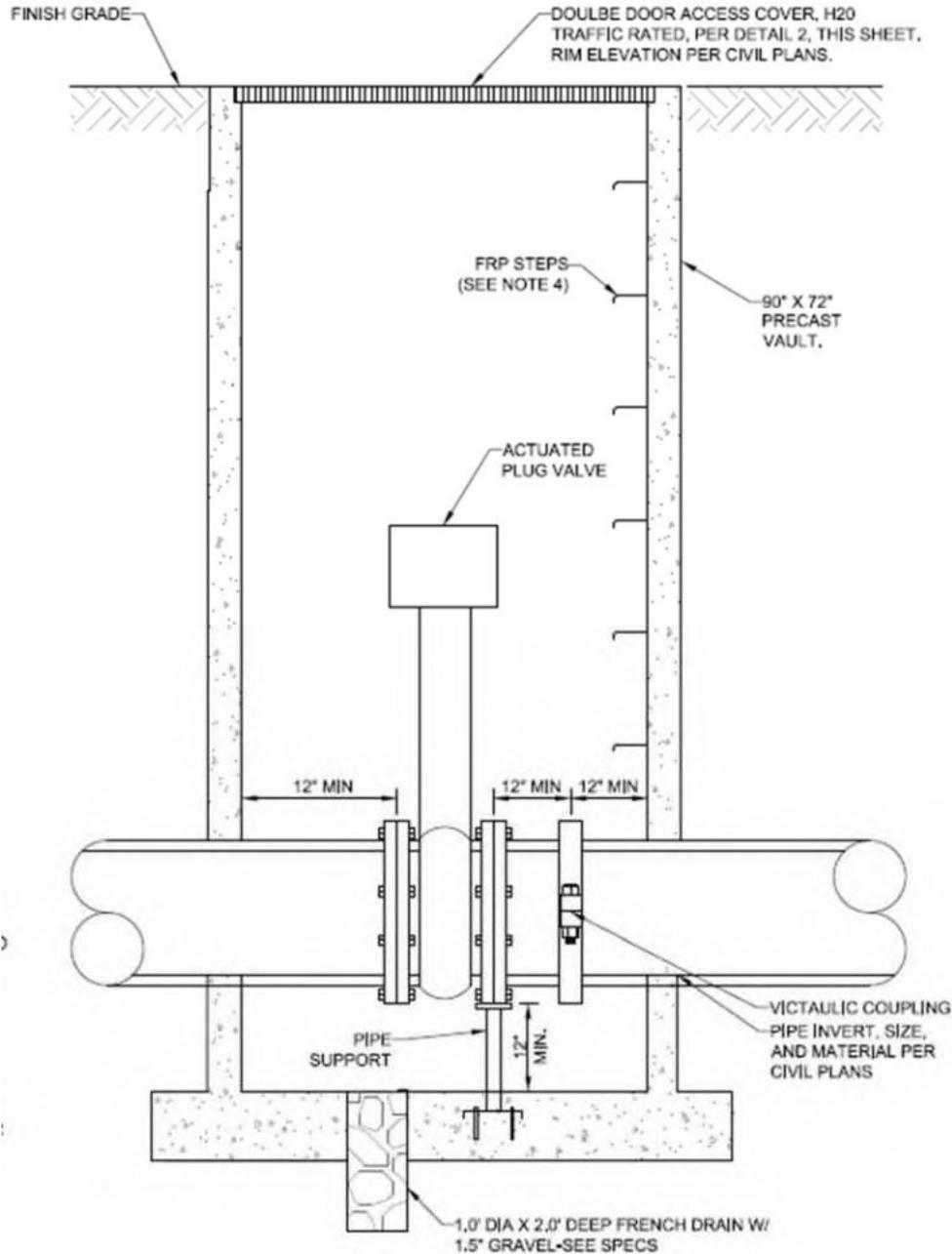


Figure 5-5. Actuated valve structure

## 5.2.1 Task Description and Schedule

The following subsections briefly summarize the O&M protocol of the gravity diversion systems, including diversion manhole structures, actuated valve structures, and conveyance pipes according to the following recommended schedule:

- **Inspection** shall be conducted before and after each major storm event or monthly during wet season (whichever is more frequent), and once during the dry season

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- **Debris removal and vacuum cleaning** will be conducted as needed (triggered by inspections)
- **Hydro jetting** shall be conducted annually
- **Valve maintenance** shall be conducted as needed (triggered by inspections), and per manufacturer recommendations in **Appendix D**
- **Operation and testing of the actuated valve structure** shall be conducted every 6 months if no operations occur within the 6-month period
- **Actuator battery replacement** shall be conducted every five years

## 5.2.2 Documentation

- Field forms, which are to be submitted to the City of Bellflower DPW and County DPW for record keeping (see **Appendix C**):
  - Maintenance checklist;
  - Inspection checklist; and
  - Photo/video log.
- Field forms must be reviewed by field personnel prior to submission to the City of Bellflower for completion and/or inconsistencies.
- Site map (i.e. construction plan, as-built, site plan) showing locations of components to be inspected/maintained.
- Hard copy of permits and/or permissions.

## 5.2.3 Health and Safety

This task shall be executed in accordance to general health and safety procedures set forth by the City of Bellflower and Los Angeles County DPW, including all necessary protocol for work around opened access structures, flood control channels, and confined spaces. The following additional health and safety procedures may be required for the execution of this task:

- Ensure work area is enclosed with safety cones and/or warning tape.
- Ensure all unused access structures are fully closed.
- Ensure personal protective equipment is properly employed before coming in contact with any stormwater, debris, or sediments.

## 5.2.4 Personnel

Personnel executing maintenance activities shall consist of the following minimum personnel for each task:

- **Inspection:** Two (2) experienced drain camera technicians trained in stormwater BMP inspection
- **Debris removal:** Two (2) experienced technicians
- **Vacuum cleaning and hydrojetting:**
  - One (1) hydro jet operator;
  - One (1) hydro jet technician;
  - One (1) vacuum truck operator; and
  - One (1) vacuum truck technician.
- **Valve maintenance:** One (1) trained valve maintenance technician.

Personnel shall possess applicable and appropriate training, certifications, licenses, and/or experience to execute this task.

## 5.2.5 Access Requirements

The following access requirements are required for the execution of this task:

- The City of Bellflower Public Works and/or maintenance personnel shall provide clear and safe access to the site prior to commencing maintenance.

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- Applicable required permits and approvals shall be obtained prior to commencing maintenance. Access to the LACFCD storm drains is authorized under the LACFCD Use and Maintenance Agreement. The City is required to notify the Los Angeles County Department of Public Works at least 48-hours prior to accessing the LACFCD storm drain for maintenance of the diversion structures.
- Maintenance personnel shall verify conditions at both site and travel route are sufficient for equipment (i.e. site access, overhead clearances, path widths, weight restrictions, slopes, road closures, etc.);
- Maintenance personnel shall check the weather forecast to ensure a 5-day clear forecast prior to access the flood control infrastructure, and
- Proper traffic control shall be provided in accordance with the City of Bellflower requirements.

## 5.2.6 Equipment

The following equipment may be required for execution of this task:

- **Inspection:**
  - Personal protective equipment
  - Drain inspection camera
  - Digital camera
  - Measuring tape or level rod
  - Flashlight
- **Debris removal:**
  - Personal protective equipment
  - Shovel
  - Garbage bags or waste receptacles/bins
- **Vacuum cleaning and hydrojetting**
  - Personal protective equipment
  - Drain inspection camera
  - Hydro jetting equipment
  - Vacuum truck
  - Digital camera
  - Measuring tape and/or level rod
  - Confined space equipment per OSHA standards
  - Shovel
  - Ladder
  - Backflow preventer
  - Water hose
  - Tools such as:
    - Wrenches
    - Hammer
    - Manhole hooks
    - Crowbar
- **Valve Maintenance**
  - Personal protective equipment
  - Enclosure access key
  - Digital camera
  - Measuring tape and/or level rod
  - Confined space equipment per OSHA standards
  - Ladder
  - Spare replaceable valve components
  - Tools such as:
    - Wrenches;
    - Hammer;
    - Manhole hooks; and
    - Crowbar.

## 5.2.7 Standard Operating Procedure

The following standard operating procedure shall be implemented for the execution of this task for the **diversion structures**. All inspections shall be documented, and any damages, deformities, function impairments, and/or concerns shall be reported to the City of Bellflower and the Los Angeles County DPW:

1. Determine appropriate documentation and equipment to be used prior to maintenance and ensure equipment waste storage tank is empty.
2. Open access point and visually inspect the structure. Note any abnormalities or excessive debris or sediment accumulation. Note the presence of standing or flowing water.

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3. Remove any large debris accumulated within the junction structure. When cleaning the junction structure, be careful to not drop suspended sediment back into the outlet pipes.
4. Using the drain inspection camera, inspect the diversion structure, actuated valve structure, and diversion conduit for integrity concerns and/or damages by checking for:
  - Evidence of infiltration including drips or water flowing into structure at joints,
  - Cracks and deterioration of the structure,
  - Accumulation of debris, sediment, or blockages (note amount or depth of accumulation),
  - Structural shifts such as shearing, cracking, lifting, or movement, and
  - Signs of abrasion and/or corrosion.
5. Report concerns to the City of Bellflower DPW and County DPW prior to continuing maintenance activities.
6. If sediment and/or debris have accumulated in the structure, remove using a vacuum truck and/or hand tools and properly dispose.
7. If sediment or other material have accumulated in the conduit, perform hydro jetting and remove sediment/slurry from conveyance structure using a vacuum truck.
8. Remove temporary dam/plug (if used) and close access point.
9. Removal and disposal of waste shall be in accordance with applicable waste disposal requirements.

Routine maintenance of the **actuator valve structure** should follow the standard operating procedure below. Further operation and maintenance details provided by the manufacturer are attached as **Appendix D** of this document. All inspections shall be documented, and any damages, deformities, function impairments, and/or concerns shall be reported to the City of Bellflower DPW and County DPW:

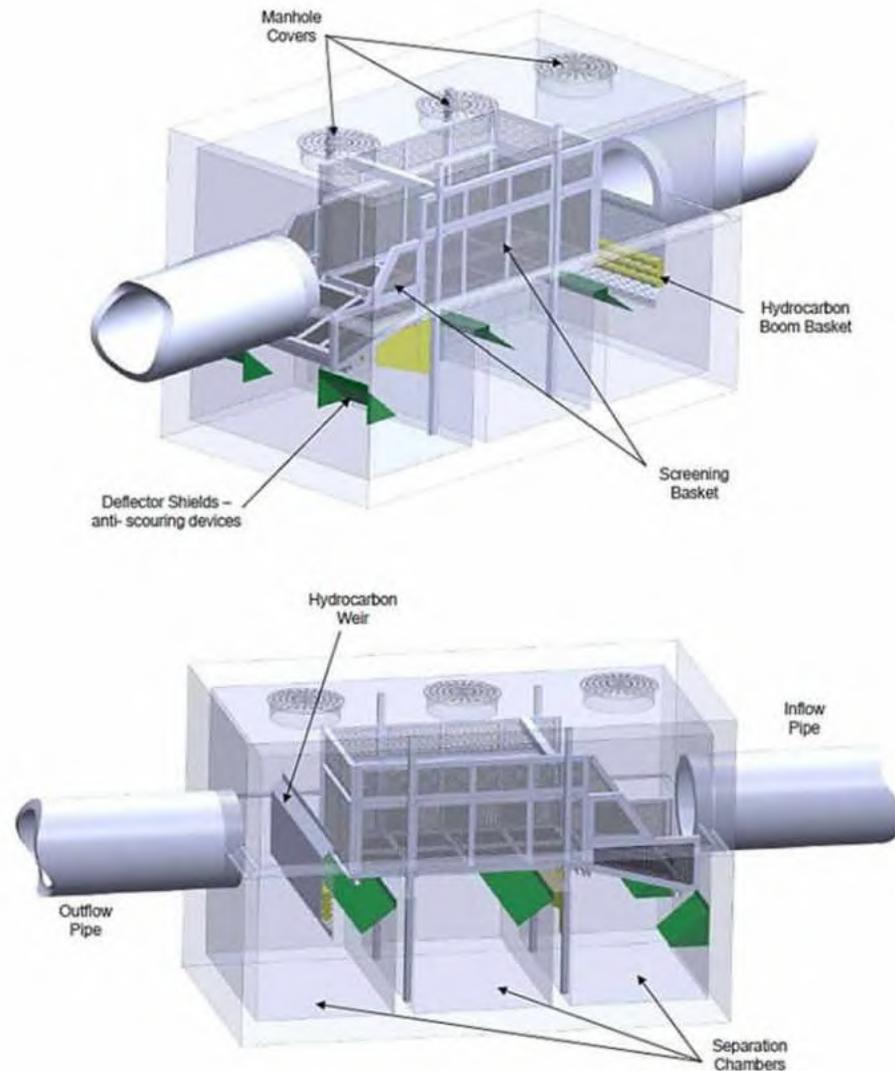
1. Determine appropriate documentation and equipment to be used prior to maintenance and ensure equipment waste storage tank is empty.
2. All electrical power supplies to the actuator must be isolated before any maintenance or inspection is carried out, except replacement of the battery.
3. Open access point and visually inspect the structure. Note any abnormalities or excessive debris or sediment accumulation. Note the presence of standing or flowing water.
4. Do not remove the electrical control module cover.
5. Check actuator to valve fixing bolts for tightness.
6. Ensure valve stems and drive nuts are clean and properly lubricated.
7. Replace actuator battery (once every five years).
8. Check the actuator enclosure for damage, including loose or missing fasteners.
9. Ensure there is not an excessive buildup of dust or contaminant on the actuator.
10. Check for any loss of lubricant
11. Close access point.

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## 5.3 PRETREATMENT

Pretreatment is an integral component to extend the life of the BMP. It is prescribed to reduce the maintenance frequency of the project, focus maintenance efforts to a concentrated area, and bolster compliance.

The pretreatment device installed at this project are two nutrient separating baffle boxes (NSBB) (**Figure 5-6**). This pretreatment device includes a filtration screening basket, sediment separation chambers, and replaceable booms for removal of hydrocarbons. The pretreatment devices are designed to accommodate the diversion rate of 50 cfs from the Project 16 channel and 20 cfs from the BI1902 drain.



Source: Bio Clean Environmental, Inc.

**Figure 5-6.** Nutrient Separating Baffle Box (NSBB) pretreatment system

### 5.3.1 Task Description and Schedule

**NOTE:** The specific O&M protocol referenced in the *Nutrient Separation Baffle Box Operation & Maintenance Manual* (**Appendix D** of this document, when available) shall be followed.

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The following subsections briefly summarize the manufacturer's O&M protocol of the nutrient separating baffle box according to the following recommended schedule:

- **Inspection** shall be conducted after each major storm event or monthly during wet season (whichever is more frequent), and once during the dry season
- **Cleaning screen(s)** shall be conducted as needed (triggered by inspection) or at least annually
- **Vacuum cleaning sumps or chambers** shall be conducted as needed (triggered by inspection) or at least annually.
- **Replacing hydrocarbon media booms** shall be conducted annually, see Appendix D for instructions on how to replace.

## 5.3.2 Documentation

The following documentation may be required for the execution of this task:

- Field forms, which are to be submitted to the City of Bellflower and, if applicable, the Los Angeles County DPW for record keeping (see **Appendix C**):
  - Maintenance checklist;
    - Shall include amount and description of debris collected.
  - Inspection checklist; and
  - Photo/video log.
- Field forms must be reviewed by field personnel prior to submission to the City of Bellflower for completion and/or inconsistencies.
- Site map (i.e. construction plan, as-built, site plan) showing locations of components to be inspected/maintained.
- *Nutrient Separating Baffle Box Operation & Maintenance manual.*
- Hard copy of permits and/or permissions.

## 5.3.3 Health and Safety

This task shall be executed in accordance to general health and safety procedures set forth by the City of Bellflower, including all necessary protocol for work around opened access structures, flood control pipes, and confined spaces.

The following additional health and safety procedures may be required for the execution of this task:

- Ensure work area is enclosed with safety cones and/or warning tape.
- Ensure all unused access structures are fully closed.
- Ensure personal protective equipment is properly employed before coming in contact with any stormwater, debris, or sediments.
- Use caution, proper lifting techniques or mechanical assistance, and proper personal protective equipment if lifting components (filters, booms, screens) out of the pretreatment device.

## 5.3.4 Personnel

Personnel executing this task shall consist of a minimum of:

- One (1) vacuum operator; and
- Two (2) vacuum technicians.

Personnel shall possess applicable and appropriate training, certifications, licenses, and/or experience to execute this task, including certification of confined space training for entry into the structure.

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Note that contracted maintenance can be provided by the manufacturer, or a manufacturer-approved contractor.

## 5.3.5 Access Requirements

The following access requirements are required for the execution of this task:

- The City of Bellflower DPW, County DPW, and/or maintenance personnel shall provide clear and safe access to the site prior to commencing maintenance.
- Applicable required permits and approvals shall be obtained prior to commencing maintenance;
- Maintenance personnel shall verify conditions at both site and travel route are sufficient for equipment (i.e. site access, overhead clearances, path widths, weight restrictions, slopes, road closures, etc.);

## 5.3.6 Equipment

The following equipment may be required for execution of this task:

- Personal protective equipment
- Vacuum cleaning equipment (vacuum or vacuum truck);
- Portable vacuum extractor;
- Hand tools as necessary for assembling and disassembling tubes and hoses;
- Digital camera;
- Flashlight
- Measuring tape and/or level rod;
- Confined space equipment per OSHA standards;
- Shovel;
- Ladder;
- Backflow preventer;
- Water hose;
- Replacement parts (filters, booms, etc.), and
- Tools such as:
  - Wrenches;
  - Hammer;
  - Manhole hooks; and
  - Crowbar.

## 5.3.7 Standard Operating Procedure

The following standard operating procedures shall be implemented for the execution of this task. For further details please refer to the *Nutrient Separating Baffle Box Operation & Maintenance Guide* provided in **Appendix D**. All inspections shall be documented, and any damages, deformities, function impairments, and/or concerns shall be reported to the City of Bellflower DPW and County DPW:

1. Determine appropriate documentation and equipment to be used prior to maintenance and ensure equipment waste storage tank is empty.
2. Close MOV-100 and lock out/ tag out MOV-100.
3. Remove all manhole covers and visually inspect the structure. Note any abnormalities or excessive debris or sediment accumulation. Note the presence of standing or flowing water.
4. Set up confined space equipment and perform all confined space protocol.
5. Visually inspect the unit for concerns and/or damages by checking for:
  - a. Evidence of infiltration including drips or water flowing into structure at joints,
  - b. Cracks and deterioration of the structure,
  - c. Accumulation of debris, sediment, or blockages (note amount or depth of accumulation),
  - d. Structural shifts such as shearing, cracking, lifting, or movement, and
  - e. Signs of abrasion and/or corrosion.
6. Report concerns to the City of Bellflower DPW and County DPW prior to continuing maintenance activities.
7. Insert a vacuum hose, or use manual tools to remove trash and debris from the screening basket. A pressure washer may be needed to dislodge material attached to the screen.

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8. If sediment and/or debris have accumulated in the chambers of the structure, remove using a vacuum truck and/or hand tools and properly dispose. A pressure washer may be needed to dislodge material attached to the structure.
9. Enter the manhole closest to the outflow pipe for hydrocarbon boom replacement. Open the top of the cage containing the hydrocarbon booms, remove and replace old booms, and properly dispose of used parts. If the boom is filled with hydrocarbons and oils it should be replaced.
10. Close access points.
11. Removal and disposal of waste shall be in accordance with applicable waste disposal requirements.



Remove All Manhole Covers or Open Hatch Doors. Hatch Doors Available at Additional Cost.



Assess Condition and Pollutant Loading Through Visual Inspection. Look at Trash & Sediment Loading.



Insert Vacuum Hose to Remove Trash & Debris from the Screening Basket.



Open Screen Panels & Insert Hose into First Separation Chamber to Remove Sediments. Repeat in All Three Chambers.



If Sediments are Compacted Use a Pressure Washer to Loosen Up Sediments.



Remove Old Hydrocarbon Booms & Replace with New Ones.

*Figure 5-7.* NSBB Maintenance Sequence

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## 5.4 PRECAST CONCRETE RESERVOIR

The BMP system features two gravity-fed diversions to an 9.03 ac-ft (1.19-acre footprint, 8.5-ft deep) underground storage reservoir. Underground storage tanks provide initial detention before the captured stormwater is pumped for irrigation onsite or infiltrated into the underlying soils. The area for irrigation storage is 10,839 square feet, and the area for infiltration is 40,997 square feet. If the drawdown rate of the stormwater begins to slow due to clogging of the substrate, the measured infiltration rate should be restored to the design infiltration rate of 1.7 inches per hour. Continuous monitoring can be used as a trigger for maintenance activities. It is expected that the pretreatment devices will protect the BMP from excessive sediment and debris and extend the period between maintenance activities, but a baffled forebay is also in place to concentrate infrequent maintenance to a smaller footprint in the facility.

The precast concrete modular storage structure, 8.5 ft high reservoir by OldCastle was installed at Caruthers Park. These precast concrete storage systems are made from durable, reinforced, high-strength concrete. See **Figure 5-8** for a picture of the precast system during installation at Caruthers Park, Bellflower.



*Figure 5-8.* Precast units being installed at Caruthers Park, Bellflower

### 5.4.1 Task Description and Schedule

This section describes the protocol for inspection and maintenance of the underground stormwater vault using vacuum cleaning equipment to remove accumulated sediment.

The following schedule is recommended for routine maintenance of the stormwater BMP system:

- **Inspection** shall be conducted after each major storm event or monthly during wet season (whichever is more frequent), and once during the dry season

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- **Settling basin vacuum cleaning** shall be conducted as needed (triggered by inspections), or at least every 2 years (actual frequency will depend on actual sediment loading to site, and may be less frequent)
- **Storage/filtration chamber vacuum cleaning** shall be conducted as needed (triggered by inspections or decay in drawdown rate observed in continuous monitoring data), or at least every 10 years (actual frequency will depend on actual sediment loading to site, and may be less frequent)

## 5.4.2 Documentation

- Field forms, which are to be submitted to the City of Bellflower DPW and County DPW for record keeping (see **Appendix C**):
  - Maintenance checklist;
  - Inspection checklist; and
  - Photo/video log.
- Field forms must be reviewed by field personnel prior to submission to the City of Bellflower DPW and County DPW for completion and/or inconsistencies.
- Site map (i.e. construction plan, as-built, site plan) showing locations of components to be inspected/maintained.
- Hard copy of permits and/or permissions.

## 5.4.3 Health and Safety

This task shall be executed in accordance to general health and safety procedures set forth by the City of Bellflower DPW and County DPW, including all necessary protocol for work around opened access structures, flood control channels, and confined spaces.

The following additional health and safety procedures may be required for the execution of this task:

- Ensure work area is enclosed with safety cones and/or warning tape.
- Ensure all unused access structures are fully closed.
- Ensure personal protective equipment is properly employed before coming in contact with any stormwater, debris, or sediments.

## 5.4.4 Personnel

Personnel executing maintenance activities shall consist of the following minimum personnel for each task:

- **Inspection:** Three (3) experienced technicians trained in stormwater BMP inspection
- **Forebay and Vault Vacuum cleaning:**
  - One (1) vacuum truck operator; and
  - Two (2) vacuum truck technicians.

Personnel shall possess applicable and appropriate training, certifications, licenses, and/or experience to execute this task including confined space entry.

## 5.4.5 Access Requirements

The following access requirements are required for the execution of this task:

- The City of Bellflower DPW, County DPW, and/or maintenance personnel shall provide clear and safe access to the site prior to commencing maintenance;
- Applicable required permits and approvals shall be obtained prior to commencing maintenance;

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- Maintenance personnel shall verify conditions at both site and travel route are sufficient for equipment (i.e. site access, overhead clearances, path widths, weight restrictions, slopes, road closures, etc.)

## 5.4.6 Equipment

The following equipment may be required for execution of this task:

- **Inspection:**
  - Personal protective equipment
  - Drain inspection camera (optional)
  - Flashlight
  - Digital camera
  - Measuring tape
- **Vacuum cleaning**
  - Personal protective equipment
  - Drain inspection camera
  - Pressure washer
  - Vacuum truck
  - Digital camera
  - Measuring tape and/or level rod
  - Confined space equipment per OSHA standards
  - Shovel
  - Ladder
  - Backflow preventer
  - Water hose
  - Tools such as:
    - Wrenches
    - Hammer
    - Manhole hooks
    - Crowbar

## 5.4.7 Standard Operating Procedure

The following standard operating procedure shall be implemented for the execution of this task. All inspections shall be documented, and any damages, deformities, function impairments, and/or concerns shall be reported to the City of Bellflower DPW and the County DPW (if applicable):

1. Determine appropriate documentation and equipment to be used prior to maintenance and ensure equipment waste storage tank is empty.
2. In wet weather, inspect the structure from the surface 3-5 days after the storm event. If the tank is still full drain; ensure that the electrical power supply has been isolated, locked off, and tagged; and inspect the structure internally.
3. In dry weather, ensure that the electrical power supply has been isolated, locked off, and tagged, and inspect the structure internally.
4. Open forebay access point and visually inspect each of the structure's forebays. Note any abnormalities or excessive debris or sediment accumulation. Note the presence of standing or flowing water.
5. Visually inspect the vault for integrity concerns and/or damages by checking for:
  - a. Evidence of infiltration including drips or water flowing into structure at joints,
  - b. Cracks and deterioration of the structure,
  - c. Accumulation of debris, sediment, or blockages (note amount or depth of accumulation),
  - d. Structural shifts such as shearing, cracking, lifting, or movement, and
  - e. Signs of abrasion and/or corrosion.
6. Report concerns to the City of Bellflower DPW and County DPW (if applicable) prior to continuing maintenance activities.
7. If sediment and/or debris have accumulated in the forebay greater than one foot in depth or 50% of the forebay volume, remove using a vacuum truck and/or hand tools and properly dispose.
8. If excessive sediment or other material have accumulated in the vault or are blocking the manifold pipes connecting the east and west chambers, remove sediment using a vacuum truck.

# CARUTHERS PARK STORMWATER PROJECT OPERATION & MAINTENANCE PLAN

9. Close access point.
10. Removal and disposal of waste shall be in accordance with applicable waste disposal requirements.

# CARUTHERS PARK STORMWATER PROJECT OPERATION & MAINTENANCE PLAN

## 5.5 POST BMP PUMP STATION

Pumps are required to convey the captured stormwater for irrigation, or for emergency evacuation back to the Project 16 channel. For irrigation use, 2 submersible pumps are installed that are capable of pumping 200 GPM to the irrigation system, and one duty pump at 3,150 GPM each for the emergency evacuation is installed to convey water back to the Project 16 channel. The pumping rates for discharge to the storm drain will be regulated by the water level monitoring equipment inside the wet well.

### 5.5.1 Task Description and Schedule

**NOTE:** The specific O&M protocol referenced in the *Pump Installation, Operating, and Maintenance Instructions* (Appendix D of this document) shall be followed.

The following subsections briefly summarize the O&M protocol of the pump station according to the following recommended schedule:

- **Wet well inspection** shall be conducted after each major storm event or monthly during wet season (whichever is more frequent), and once during the dry season
- **Wet well vacuum cleaning** shall be conducted as needed (triggered by inspection) or at least annually
- **Valve maintenance** shall be conducted as needed
- **Control panel maintenance** shall be conducted as needed
- **Exercising pumps for optimal performance** shall be conducted monthly at a minimum during the dry season and at least monthly during the wet season if no rainfall has occurred
- **Pump cleaning and servicing** annually, in advance of wet season
- **Pump replacement** shall be conducted every 20 years

### 5.5.2 Documentation

- Field forms, which are to be submitted to the City of Bellflower for record keeping (see **Appendix C**):
  - Maintenance checklist;
  - Inspection checklist; and
  - Photo/video log.

Field forms must be reviewed by field personnel prior to submission to the City of Bellflower DPW and County DPW (if applicable), for completion and/or inconsistencies.

- Site map (i.e. construction plan, as-built, site plan) showing locations of components to be inspected/maintained.
- *Pump Installation, Operating, and Maintenance Instructions*.
- Hard copy of permits and/or permissions.

### 5.5.3 Health and Safety

This task shall be executed in accordance to general health and safety procedures set forth by the City of Bellflower DPW and County DPW (if applicable), including all necessary protocol for work around opened access structures, flood control pipes, and confined spaces.

The following additional health and safety procedures may be required for the execution of this task:

- Before inspecting and maintaining any moving parts, ensure that the electrical power supply has been isolated, locked off, and tagged.
- Ensure that automatic start/stop functions, and other automated controls are switched off before servicing any moving parts.

# CARUTHERS PARK STORMWATER PROJECT OPERATION & MAINTENANCE PLAN

- Ensure work area is enclosed with safety cones and/or warning tape.
- Ensure all unused access structures are fully closed.
- Ensure personal protective equipment is properly employed before coming in contact with any stormwater, debris, or sediments.

## 5.5.4 Personnel

Personnel executing this task shall consist of a minimum of:

- **Wet well inspection:** Three (3) experienced technicians with confined-space entry certification
- **Wet well vacuum cleaning:**
  - One (1) vacuum truck operator; and
  - Two (2) vacuum truck technicians.
- **Valve and Control Panel Maintenance, Pump Exercising, Pump Cleaning and Servicing:** One (1) trained pump maintenance technician.

## 5.5.5 Access Requirements

The following access requirements are required for the execution of this task:

- The City of Bellflower maintenance personnel shall provide clear and safe access to the site prior to commencing maintenance.
- Applicable required permits and approvals shall be obtained prior to commencing maintenance.
- Maintenance personnel shall verify conditions at both site and travel route are sufficient for equipment (i.e. site access, overhead clearances, path widths, weight restrictions, slopes, road closures, etc.).

## 5.5.6 Equipment

The following equipment may be required for execution of this task:

- |  |  |
|--|--|
| <input type="checkbox"/> Personal protective equipment                   | <input type="checkbox"/> Ladder;                                   |
| <input type="checkbox"/> Enclosure access key                            | <input type="checkbox"/> Backflow preventer;                       |
| <input type="checkbox"/> Digital camera;                                 | <input type="checkbox"/> Water hose;                               |
| <input type="checkbox"/> Flashlight                                      | <input type="checkbox"/> Spare replaceable pump components,<br>and |
| <input type="checkbox"/> Measuring tape and/or level rod;                | <input type="checkbox"/> Tools such as:                            |
| <input type="checkbox"/> Confined space equipment per OSHA<br>standards; | <input type="checkbox"/> Wrenches;                                 |
| <input type="checkbox"/> Pressure washer;                                | <input type="checkbox"/> Hammer;                                   |
| <input type="checkbox"/> Vacuum truck;                                   | <input type="checkbox"/> Manhole hooks; and                        |
| <input type="checkbox"/> Shovel;   | <input type="checkbox"/> Crowbar.                                  |

## 5.5.7 Standard Operating Procedure

The following standard operating procedure shall be implemented for the execution of this task. More detailed protocol can be found in the *Pump Installation, Operating and Maintenance Instructions* found in **Appendix D**. All inspections shall be documented, and any damages, deformities, function impairments, and/or concerns shall be reported to the City of Bellflower DPW and County DPW (if applicable):

1. Determine appropriate equipment to be used prior to inspection and maintenance.
2. Ensure that the electrical power supply has been isolated, locked off, and tagged.

# CARUTHERS PARK STORMWATER PROJECT OPERATION & MAINTENANCE PLAN

3. Open wet well access point and inspect well and conveyance structures. Note depth of water and sediment (if visible). Document and report concerns to the City of Bellflower DPW and County DPW (if applicable), prior to commencing task activities.
4. Remove sediment from wet well using vacuum truck
5. If servicing pump, perform pump manufacturer recommended maintenance tasks, including:
  - a. Exercising pump (note: may need to provide a makeup water supply for exercising if the facility is dry during the wet season)
  - b. Inspecting components for corrosion, erosion, and cavitation;
  - c. Checking electrical connections and components; and
  - d. Checking clearances and fittings.
6. Replace any faulty component(s), only using the original spare parts supplied by the manufacturer.
7. Close access point.

# CARUTHERS PARK STORMWATER PROJECT OPERATION & MAINTENANCE PLAN

## 5.6 STORMWATER HARVESTING UNIT

The Wahaso stormwater harvesting unit will filter and sanitize stormwater runoff to meet health and safety requirements for irrigation use. The system is designed to meet or exceed National Sanitation Foundation, NSF-350 standards for non-potable water, as well as meet the Los Angeles County Department of Health Tier IV water quality requirements. The treated water is safe for spray irrigation use during hours when the park is closed to public use. The different components of the Wahaso stormwater harvesting are shown in **Figure 5-9** through **Figure 5-11**.

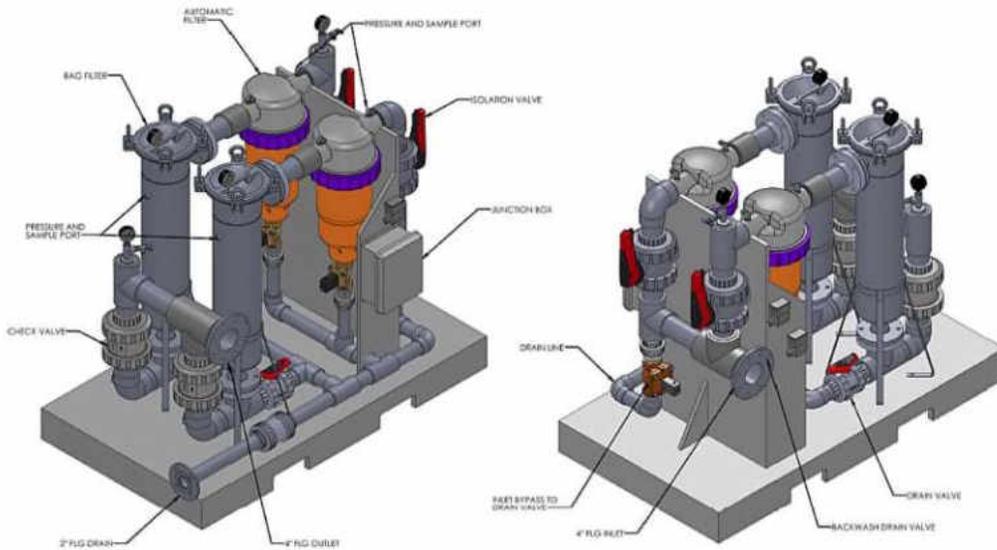


Figure 5-9. Wahaso filter skid

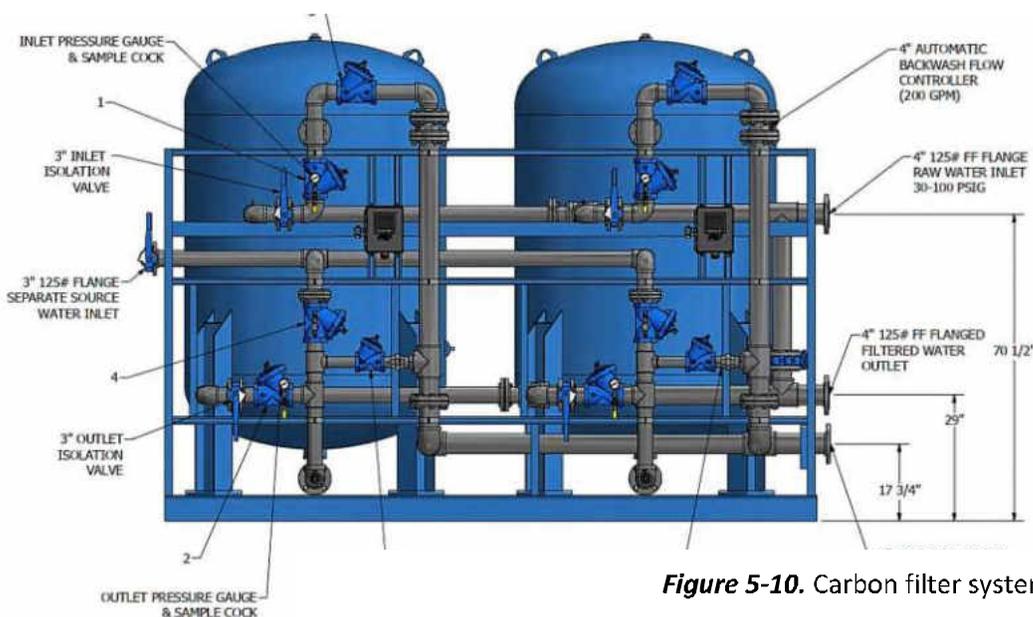


Figure 5-10. Carbon filter system

# CARUTHERS PARK STORMWATER PROJECT OPERATION & MAINTENANCE PLAN

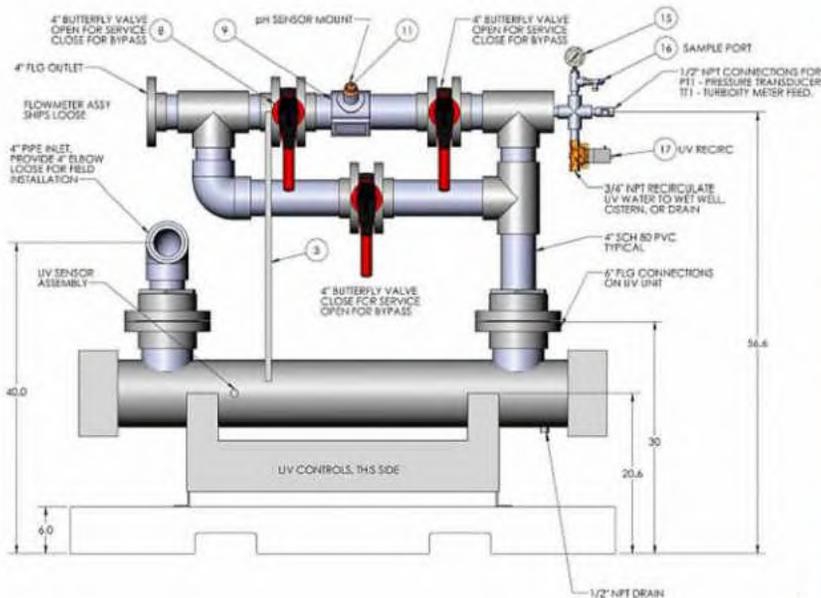


Figure 5-11. UV filter on skid

The Wahaso treatment system involves a four-step filtration process and sanitation. First, a mechanical filter skid removes most of the sediment and particulates greater than 50 microns (Figure 5-9). Then, a bag filter removes any remaining particulates down to 5 microns (Figure 5-9). Next, an activated carbon filter is used to remove undesirable odors, colors, and dissolved solids (Figure 5-10). Finally, the stormwater is sanitized using ultraviolet (UV) treatment (Figure 5-11). The treated water is then distributed to the irrigation system.

## 5.6.1 Task Description and Schedule

**NOTE:** The specific O&M protocol in the *Rainwater Harvesting System Maintenance Manuals* (Appendix D of this document) shall be followed.

The following subsections briefly summarize the manufacturer’s O&M protocol of the stormwater harvesting unit according to the following recommended schedule:

- **Inspection** shall occur monthly.
- **Cleaning of Mechanical Filter (if needed)** shall be conducted as needed, or at least quarterly
- **Bag Filters** shall be changed when full, approximately every 1-2 months
- **Replacement of Carbon Filter Bed** shall occur every 3-5 years
- **Replacement of UV Bulbs** shall occur every 9000 hours (approximately once per year). Check UV detector monthly and replace as needed. Lamp O-rings should be replaced as needed per visual inspection

## 5.6.2 Documentation

- Field forms, which are to be submitted to the City of Bellflower DPW for record keeping (see Appendix C):
  - Maintenance checklist;
  - Inspection checklist; and

# CARUTHERS PARK STORMWATER PROJECT OPERATION & MAINTENANCE PLAN

Photo/video log.

Field forms must be reviewed by field personnel prior to submission to the City of Bellflower DPW for completion and/or inconsistencies.

- Site map (i.e. construction plan, as-built, site plan) showing locations of components to be inspected/maintained.
- Compiled *Rainwater Harvesting System Maintenance Manuals*.
- Hard copy of permits and/or permissions.

## 5.6.3 Health and Safety

This task shall be executed in accordance to general health and safety procedures set forth by the City of Bellflower DPW.

The following additional health and safety procedures may be required for the execution of this task:

- Before inspecting and maintaining any moving parts, ensure that the electrical power supply has been isolated, locked off, and tagged.
- Ensure that automatic start/stop functions, and other automated controls are switched off before servicing any moving parts.
- Ensure work area is enclosed with safety cones and/or warning tape.
- Ensure all unused access structures are fully closed.
- Ensure personal protective equipment is properly employed before coming in contact with any stormwater, debris, or sediments.

## 5.6.4 Personnel

Personnel executing this task shall consist of a minimum of:

- Two (2) experienced technicians.

## 5.6.5 Access Requirements

The following access requirements are required for the execution of this task:

- The City of Bellflower and/or maintenance personnel shall provide clear and safe access to the site prior to commencing maintenance;
- Applicable required permits and approvals shall be obtained prior to commencing maintenance;
- Maintenance personnel shall verify conditions at both site and travel route are sufficient for equipment (i.e. site access, overhead clearances, path widths, weight restrictions, slopes, road closures, etc.);
- The stormwater harvesting unit is located within an enclosure, so an access key will be required.

## 5.6.6 Equipment

The following equipment may be required for execution of this task:

# CARUTHERS PARK STORMWATER PROJECT OPERATION & MAINTENANCE PLAN

- Digital camera;
- Water hose;
- Garbage bags or waste receptacles/bins
- Spare replaceable components, and
- Tools such as:
  - Philips screwdriver;
  - Wrenches;
  - Screwdriver;
- Lint free cloth;
- Mild acidic solution;
- Isopropyl Alcohol-IPA;
- Cotton Swap;
- Clean Water
- Hammer;
- Manhole hooks; and
- Crowbar.

## 5.6.7 Standard Operating Procedure

The following standard operating procedure shall be implemented for the execution of this task. Specific protocol is found in the compiled *Rainwater Harvesting System Maintenance Manuals* by Wahaso in **Appendix D**. All inspections shall be documented, and any damages, deformities, function impairments, and/or concerns shall be reported to the City of Bellflower DPW:

1. Determine appropriate equipment to be used prior to inspection and maintenance.
2. Inspect system components and enclosure. Document and report concerns to the City of Bellflower DPW prior to commencing task activities.
3. Inspect mechanical filter for any damages. This filter is designed to be self-cleaning.
4. Manually inspect disposable bag filters (or check capacity sensor); if full, replace and dispose of used bag filters
5. Inspect carbon filter. This system will automatically backwash about once a week to maintain filtration. If replacing media, do so according to the protocol in **Appendix D**.
6. Inspect UV bulbs and replace if burnt out or if they have reached 9,000 hours of service.
7. Close access point.

**APPENDIX A: LACFD USE AND MAINTENANCE AGREEMENT**

**APPENDIX B: DETAILED DRAWINGS, SITE LAYOUTS, AND EXISTING UTILITY PLANS**

**APPENDIX C: INSPECTION FORM TEMPLATE**

**APPENDIX D: MANUFACTURER PRODUCT MANUALS (PENDING)**



Caruthers Stormwater Capture  
Start-up and Operations and Maintenance Cost

				Assistant Director		Water Field Manager		Lead Field Operator		Pump Station Ops		Subcontract	Year 2	Year 3	Year 4	Year 5	
Hourly Rates				\$222		\$164		\$157		\$130		Materials					
Task		Qty	Unit	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Unit	Subtotal	Subtotal	Subtotal	Subtotal	
<b>TASK 2 - OPERATION</b>																	
1	Project Management	52	Weeks	52	\$ 11,544								\$ 11,544	\$ 12,121	\$ 12,727	\$ 13,364	
2	Monitoring	52	Weeks			26	\$ 4,264	52	\$ 8,164	26	\$ 3,380		\$ 15,808	\$ 16,598	\$ 17,428	\$ 18,300	
3	Sampling	24	event					24	\$ 3,768	24	\$ 3,120	\$ 2,875	\$ 9,763	\$ 10,251	\$ 10,764	\$ 11,302	
4	Replace Bag Filters	52	Weeks							104	\$ 13,520	\$ 1,500	\$ 15,020	\$ 15,771	\$ 16,560	\$ 17,388	
5	Preventive Maintenance	52	Weeks			26	\$ 4,264	52	\$ 8,164	52	\$ 6,760	\$ 5,000	\$ 19,188	\$ 20,147	\$ 21,155	\$ 22,213	
6	Reporting	24	Event	12	\$ 2,664	12	\$ 1,968.00						\$ 4,632	\$ 4,864	\$ 5,107	\$ 5,362	
7	Drop Inlet Structure Cleaning	12	Cleaning									\$ 1,600	\$ 19,200	\$ 20,160	\$ 21,168	\$ 22,226	
8	Inspection of Underground Facilities	2	event									\$ 10,000	\$ 20,000	\$ 21,000	\$ 22,050	\$ 23,153	
9	NSBB Cleaning	2	Day									\$ 10,300	\$ 20,600	\$ 21,630	\$ 22,712	\$ 23,847	
10	Settling Basing Cleaning	2	Day									\$ 9,500	\$ 19,000	\$ 19,950	\$ 20,948	\$ 21,995	
11	SCADA Programming	1	LS									\$ 10,000	\$ 10,000	\$ 10,500	\$ 11,025	\$ 11,576	
	Subtotal											\$ 50,775	\$ 164,755	\$ 172,993	\$ 181,642	\$ 190,725	
	Subtotal		Labor	64	\$ 14,208	64	\$ 10,496	64	\$ 20,096	206	\$ 26,780		\$ 71,580	\$ 75,159	\$ 78,917	\$ 82,863	
													\$ 164,755	\$ 172,993	\$ 181,642	\$ 190,725	
												Admin Fee	15%	\$ 24,713	\$ 25,949	\$ 27,246	\$ 28,609
												<b>Total</b>		\$ 189,468	\$ 198,942	\$ 208,889	\$ 219,333

\*Year 3-5 is 5% increase per year  
The past year CPI increased by 5%

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## COUNCIL AGENDA

August 24, 2021

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

**SUBJECT:** Appropriation for Facilities Maintenance Annual Projects

### INTRODUCTION

For many years, an appropriation was included within the Capital Improvement Program for modest small projects that have allowed staff to address urgent needs within our facilities. These appropriations were for three general areas: Park Hardscape, Fire and Security Improvements, and Fence Improvements. Last year we also added appropriation for Facility Roof Repairs and Maintenance. This year, staff also recommends the addition of a new annual facility project, for the purpose of painting improvements. At the meeting of the CIP Committee on August 16, 2021, staff briefed the committee members on the proposed appropriations for annual projects, and they concurred with the staff recommendation.

### STATEMENT OF FACT

Annually, the staffs of the Public Works and Recreation and Community Services department, work together to identify the most pressing needs for our facilities in the areas of hardscape repair, fire and security, fencing, and roof repairs. The amounts traditionally appropriated are as follows: hardscape repair (\$50,000), fire and security (\$25,000), fencing (\$25,000), and roof repairs (\$100,000). Since these are capital projects, the unexpended balances in these projects roll forward into the new fiscal year. The funds come from the reserve for Capital Improvements.

For Park Hardscape, in the past staff has used the funds to repair or replace park walkways, patio slabs, picnic area slabs, driveways, and trash enclosure slabs. Typically, staff attempts to address as many of the needs in a park as possible. This modest expenditure helps to improve safety for facility users, and enhances the appearance of the facility at the same time.

Fire and security encompasses fire alarms, burglar alarms, access controls (fobs) and video surveillance. Many facilities have existing systems that are aging and require eventual replacement. Fences are an on-going need at our facilities, due to aging and damage. An example of a high priority for recreation is to enclose the game courts at Palms Park, the only game courts that not enclosed in fencing. Recently fence improvements were made at Biscailuz Park.

Last year, staff proposed to add one new annual project for Facility Roof Repairs (\$100,000). Our waterproofing consulting engineer who has recently inspected all of our facility roofs has recommended a number of roof replacements. Staff hopes to make modest repairs to preserve some of the roofs not immediately targeted for replacement, and perhaps delay the need to immediately replace some roofs for 1 to 3 years. Since we did not spend the current allocation of \$100,000 in FY 20-21, which will roll over to FY 21-22, we recommend a reduced allocation of \$25,000 be added to the current balance in FY 21-22 to allow for increased prices for contracting and material costs.

Staff also recommends the development of a new annual facility project, with an annual allocation of \$50,000, for the purpose of painting improvements. Our public works painting staff is comprised of two painters and they work mostly on smaller repainting service requests. This new annual allocation will allow us to take on larger repainting projects, such as the interior of an entire building as one comprehensive project.

**RECOMMENDATION**

Staff and the CIP Committee recommend that Council appropriate funds for the Park Hardscape (\$50,000), Fire and Security (\$25,000), Fence (\$25,000), Facility Roof Repairs (\$25,000), and Painting Improvements (\$50,000) Annual Projects from the reserve for Capital Improvements.

Lisa Ann Rapp   
Director of Public Works

  
Thaddeus McCormack  
City Manager

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## COUNCIL AGENDA

August 24, 2021

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

**SUBJECT:** Architectural Services Authorization – Dahlin Group – Palms Community Center Feasibility Study

### INTRODUCTION

The City of Lakewood established a consulting Architectural Services on-call agreement with the Dahlin Group in December 2018. On July 14, 2021, the City held a meeting on site at Palms Park and Community Center with our on-call City Architect the Dahlin Group to go over the potential scope of work for the necessary renovations of the Community Center. After discussing the extensive renovation needs of the facility, Public Works staff asked the architect to submit a proposal that would provide feasibility studies for both a renovation of the building and a ground up replacement of the building. At the meeting of the CIP Committee on August 16, 2021 held on site at Palms Park, staff provided a tour of the community center and briefed the committee members on the proposal for the feasibility studies; they concurred with the staff recommendation.

### STATEMENT OF FACT

The scope of work for Dahlin Group would be to provide a conceptual design and probable concept cost estimate of the renovation, and a probable concept cost estimate of a ground-up construction of a new community center with approximately the same program and square footage.

The potential scope of work for a Palms Community center renovation includes ADA improvements throughout the facility including a building addition for new ADA accessible restrooms, ADA accessible path of travel improvements (including the replacement of the stamped concrete on exterior and interior of the facility), and ADA accessible storefront improvements. Also included but not limited to in the scope of work would be new flooring and ceilings throughout the facility, asbestos abatement, new roof, new HVAC system including new ducting, electrical infrastructure improvements including a new main switch gear, new lighting, replacement of the damaged wood siding, mitigation of the bee infestation, replacement of all exterior doors, renovation of the kitchen to a catering kitchen, skylight replacement, as well as office, storage and assembly room improvements. Destructive testing may be required to determine the extent of the water damage throughout the facility.

Due to the extensive renovation needs at the Palms community center, staff asked Dahlin Group to provide a proposal for feasibility studies so that the City can perform a cost benefit analysis of a new ground up replacement of the community center versus a renovation. Dahlin Group's proposal is to provide feasibility studies for a renovation conceptual design and probable concept cost estimate of a renovation of the existing 13,500 SF Palms Park Community Center, as well as a probably concept cost estimate of a ground-up construction Community Center with approximately the same programming and same square footage.

Dahlin Group is ready to begin work immediately upon authorization of the agreement. Their fee for this scope of work will not exceed \$38,200. There are adequate funds in the project budget for this scope of work.

**RECOMMENDATION**

Staff and the CIP Committee recommend that the City Council:

- (1) Authorize work for the Palms Community Center Feasibility Studies per the Dahlin Group proposal dated August 9, 2021, in an amount not-to-exceed \$38,200, and authorize the Mayor to sign the proposal.

Lisa Ann Rapp   
Director of Public Works

  
Thaddeus McCormack  
City Manager

**AUTHORIZATION TO PROCEED  
LETTER AGREEMENT**

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

<b>PROJECT NAME:</b>	PALMS PARK COMMUNITY CENTER	<b>AGREEMENT DATE:</b>	AUGUST 9, 2021
<b>DAHLIN PROJECT ID:</b>	P_2021_360		
<b>ARCHITECT:</b>	DAHLIN GROUP, INC.	<b>OWNER:</b>	CITY OF LAKEWOOD
<b>OFFICE ADDRESS:</b>	18818 Teller Avenue, Suite 260 Irvine, CA 92612	<b>ADDRESS:</b>	5050 N. Clark Avenue Lakewood, CA 90712
<b>BILLING ADDRESS:</b>	5865 Owens Drive Pleasanton, CA 94588		
<b>REPRESENTATIVE:</b>	Erica DiCioccio, Architect / Associate Architect / Associate Stephanie Fujimura, Principal Gregor Markel, Senior Principal	<b>REPRESENTATIVE:</b>	Lisa Rapp Director of Public Works
<b>PHONE:</b>	949-250-4680	<b>PHONE:</b>	562-866-9771
<b>EMAIL:</b>	erica.dicioccio@dahlingroup.com stephanie.fujimura@dahlingroup.com gregor.markel@dahlingroup.com	<b>EMAIL:</b>	lrapp@lakewoodcity.org

**I. PROJECT DESCRIPTION****A. Location and Site Description:**

Palms Park Community Center  
12305 207th St. Lakewood CA 90715

**B. General Project Description:** Feasibility Studies for the following:

1. Renovation Conceptual Design and Probable Concept Cost Estimate of a Renovation of the Existing 13,500 SF Palms Park Community Center with scope items listed in Exhibit A.
2. A Probable Concept Cost Estimate of a ground-up constructed Community Center with approximately the same program and square footage.

**II. SCOPE OF SERVICES****A. PHASE 10.0 - PROGRAMMING AND CONCEPT DESIGN**

1. DAHLIN will review the building program provided by OWNER to determine the requirements of PROJECT. This program should include overall PROJECT objectives and requirements of governmental agencies having jurisdiction over PROJECT.
2. DAHLIN will make one (1) site visit to become familiar with the general and visible building and site conditions. DAHLIN and DAHLIN's Consultants will provide onsite observation of existing conditions to the extent that those conditions are visible and/or reasonably accessible. OWNER will assist DAHLIN and DAHLIN's Consultants by providing coordination, access to interstitial spaces and areas above ceilings, and investigation/ documentation of inaccessible areas as may be deemed necessary by DAHLIN or DAHLIN's Consultants.

- a. DAHLIN's site observations are not to be considered a complete ADA assessment. A full CASp Report is not included in this PROJECT and can be provided as an additional service upon OWNER's written request.
3. Based on OWNER provided plans, DAHLIN will generate base plans for conceptual design and for the purposes of take-off verification.
4. With OWNER's written approval of program and renovation scope sign-off, it will become the Basis of Design in all further phases of PROJECT, unless revised according to terms provided herein.
5. Based on PROJECT's Basis of Design, DAHLIN will develop; Concept Design:
  - a. Building Renovation:
    - i. Conceptual site plan, showing building layout, and site circulation,
    - ii. Conceptual floor plans showing overall dimensions and square footages, designation and location of rooms, restrooms and major equipment;
    - iii. Conceptual roof plan;
  - b. Ground-up Building:
    - i. Conceptual massing on the site.
6. DAHLIN's consultant will provide documentation of the following:
  - a. Cost Estimator – will provide a conceptual cost model for:
    - i. Renovation cost of the Existing building per the approved program and renovation list.
    - ii. Ground-up New Building of similar size and program
  - b. Mechanical & Plumbing Engineers
    - i. Renovation project scope list to assist the cost estimation.
    - ii. Ground-up Mechanical & Plumbing Basis of Design for a New Building of similar size and program.
  - c. Electrical Engineer
    - i. Renovation project scope list to assist the cost estimation.
    - ii. Ground-up Electrical Basis of Design for a New Building of similar size and program.
  - d. Structural Engineer
    - i. Renovation project scope list & descriptions for structural repairs to assist the cost estimation.
    - ii. Ground-up Structural Basis of Design for a New Building of similar size and program.
7. DAHLIN will attend the following meetings and presentations:
  1. One (1) Site Visit – Entire Consultant Team
  2. Up to Five (5) meetings with CITY staff
    - a. One (1) CIP City Council Meeting August 16, 2021
    - b. One (1) Project Scope Kick-off meeting
    - c. One (1) Mechanical, Plumbing and Electrical Engineering Review Meeting
    - d. One (1) Renovation Scope sign-off meeting
    - e. One (1) final Conceptual Design and Cost Review meeting

## B. OPTIONAL SERVICES

1. 3D Modeling and design.
  - a. DAHLIN will provide a schematic-level 3D massing model of the proposed PROJECT, including conceptual colors and materials to indicate design intent
    - i. Renovated building.
    - ii. Ground-up New Building of similar size and program.

**III. COMPENSATION**

**A. FEE SUMMARY**

<b>SCOPE OF SERVICES</b>	<b>FIXED FEE</b>
II.A. PH 10.0 – PROGRAMMING AND CONCEPT DESIGN	\$14,000
PH 10.0 – PROGRAMMING AND CONCEPT DESIGN - ELECTRICAL	\$6,000
PH 10.0 – PROGRAMMING AND CONCEPT DESIGN - STRUCTURAL	\$9,200
PH 10.0 – PROGRAMMING AND CONCEPT DESIGN – MECHANICAL/PLUMBING	\$1,500
PH 10.0 – PROGRAMMING AND CONCEPT DESIGN – COST ESTIMATOR	\$7,500
<b>TOTAL FEES:</b>	<b>\$38,200</b>
<b>PH 99.0 – REIMBURSABLE EXPENSE ESTIMATE:</b>	<b>\$ 5,000</b>

**IV. BILLING AND PAYMENT**

- A. Invoices shall be based on the percentage of completion of the contract and shall be issued monthly via email to the Project Representative indicated in this Agreement. Invoices are due upon presentation. OWNER shall review invoices and contact DAHLIN within seven (7) days if there are any questions or problems that would delay payment. Invoices become delinquent if not paid within 30 days of invoice date. Services may be suspended if not paid within forty-five (45) days, and DAHLIN shall not be liable to OWNER for delay or damage resulting to OWNER due to such suspension of services. Past due invoices are subject to a late charge of 1.5 percent per month.
- B. Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.
- C. DAHLIN shall be deemed the author and owner of its Instruments of Service, including Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights.
- D. If during the course of performing its Scope of Services, DAHLIN determines that services beyond those described are required, including, but not limited to services required because of changes in PROJECT, including, but not limited to size, quality, complexity, OWNER's schedule or OWNER's method of bidding or negotiating and contracting for construction. ("Additional Services"), DAHLIN will notify OWNER in writing as to necessity of such Additional Services. Additional Services are not included in DAHLIN's Scope of Services. DAHLIN may only provide Additional Services if authorized in writing by OWNER. DAHLIN's compensation for Additional Services shall be on an hourly basis in accordance with the 2021 Basic Hourly Rate Schedule below, as may be adjusted annually, unless otherwise mutually agreement by DAHLIN and OWNER.

**E. 2021 BASIC HOURLY RATE SCHEDULE**

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

The Scope of Services does not include the following Reimbursable Expenses: printing and reproduction, other than prints for OWNER's review and approval; photography and photographic reproductions; travel expenses and mileage outside of the nine county San Francisco Bay Area; delivery services; and government permits and plan check fees. These fees will be billable at 1.15 times invoice and mileage will be reimbursed at the IRS Standard Mileage Rate. Rates are valid through December 31, 2021 and may be adjusted annually.

**F. Architects are licensed and regulated by the California Architects Board located at 2420 Del Paso Road, Suite 105, Sacramento, CA 95834.**

Thank you,

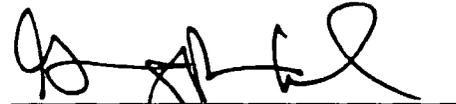
Erica DiCioccio

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

CITY OF LAKEWOOD

\_\_\_\_\_  
Lisa Rapp  
Director of Public Works

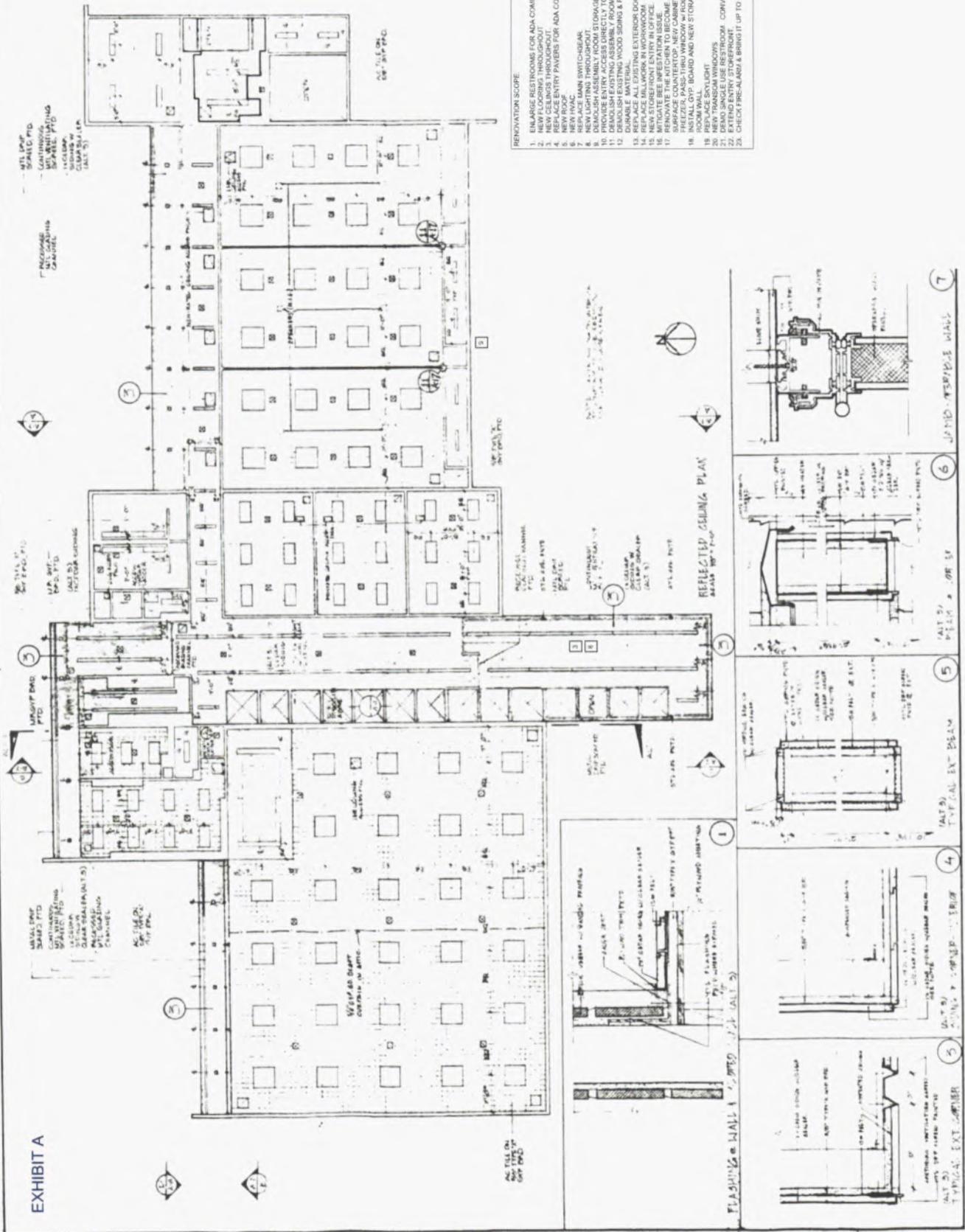
DAHLIN GROUP, INC.

  
\_\_\_\_\_  
Gregor L. Markel, AIA, LEED AP  
Senior Principal  
License #C23921, Exp. 02/28/2023

*This Agreement can be accepted by either signing where indicated or providing a written notice to proceed. A written notice to proceed by electronic mail or other means signifies an acceptance of all terms and conditions contained within this Agreement.*



EXHIBIT A

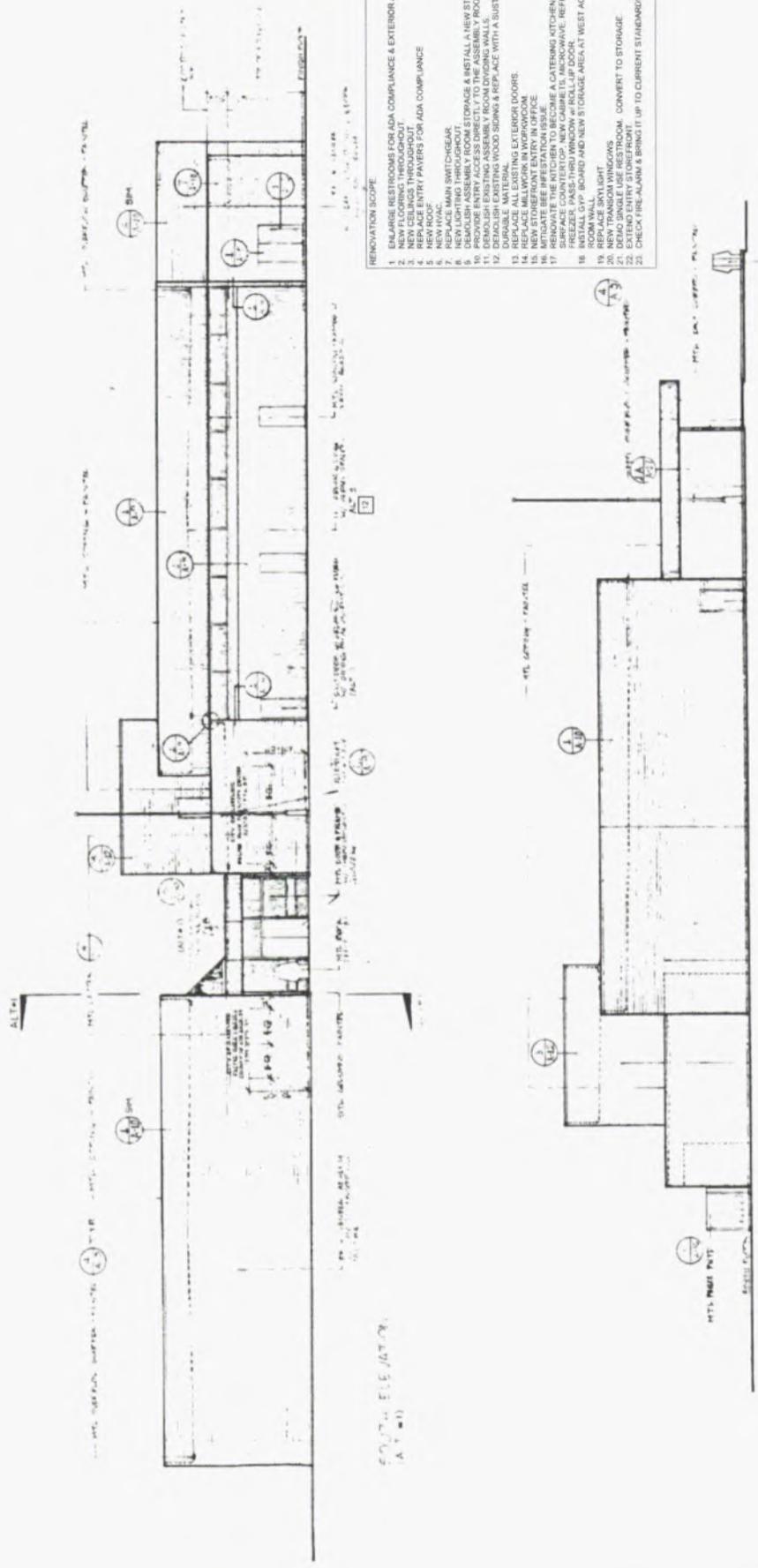


- RENOVATION SCORE
1. ENLARGE RESTROOM FOR ADA COMPLIANCE & EXTERIOR ACCESS
  2. NEW CEILING THROUGHOUT
  3. REPLACE ENTRY PAVERS FOR ADA COMPLIANCE
  4. NEW HVAC
  5. REPLACE MAIN SWITCHGEAR
  6. DEMOLISH ASSEMBLY ROOM STORAGE & INSTALL A NEW STOREFRONT
  7. PROVIDE ENTRY ACCESS DIRECTLY TO THE ASSEMBLY ROOM
  8. DEMOLISH EXISTING WOOD SIDING & REPLACE WITH A SUSTAINABLE & DURABLE MATERIAL
  9. REPLACE ALL EXTERIOR DOORS
  10. REPLACE MILLWORK IN WORKROOM
  11. NEW STOREFRONT ENTRY IN OFFICE
  12. RENOVATE THE KITCHEN TO BECOME A CATERING KITCHEN. SOLID SURFACE COUNTERTOP, NEW CABINETS, MICROWAVE, REFRIGERATOR, SINK, STOVE, DISHWASHER
  13. INSTALL GYP BOARD AND NEW STORAGE AREA AT WEST ACTIVITY ROOM WALL
  14. NEW TRANSOM WINDOWS
  15. CHANGING ROOM LIGHT
  16. DEMO SINGLE USE RESTROOM. CONVERT TO STORAGE
  17. CHANGING ROOM RESTROOM
  18. CHANGING ROOMS & BATH UP TO CURRENT STANDARDS

REFLECTED CEILING PLAN

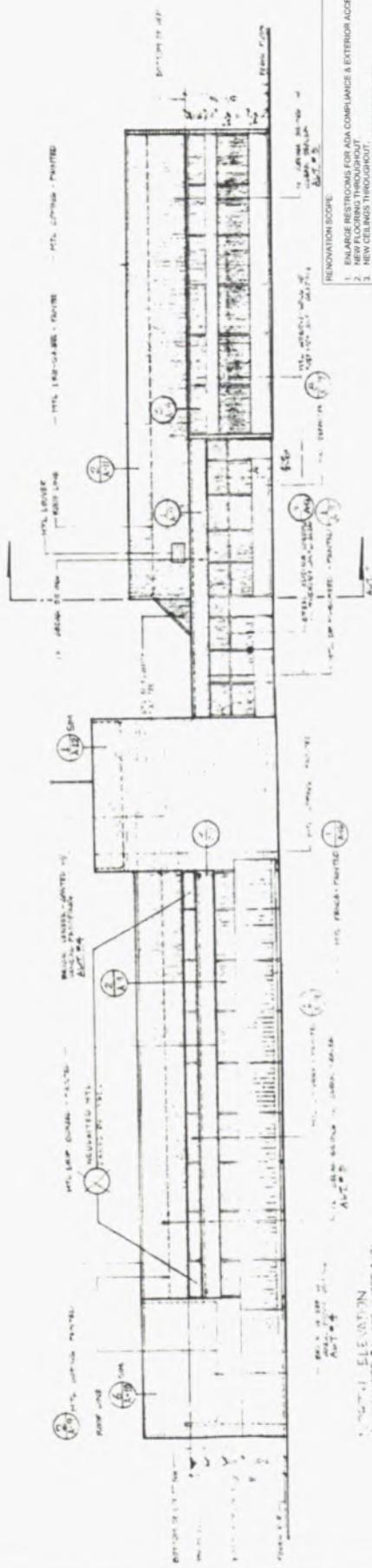
1. FLASHING IN WALL & CEILING (SEE DETAIL 1)  
 2. TYPICAL EXTERIOR TRUF  
 3. TYPICAL EXTERIOR TRUF  
 4. TYPICAL EXTERIOR TRUF  
 5. TYPICAL EXTERIOR TRUF  
 6. TYPICAL EXTERIOR TRUF  
 7. TYPICAL EXTERIOR TRUF



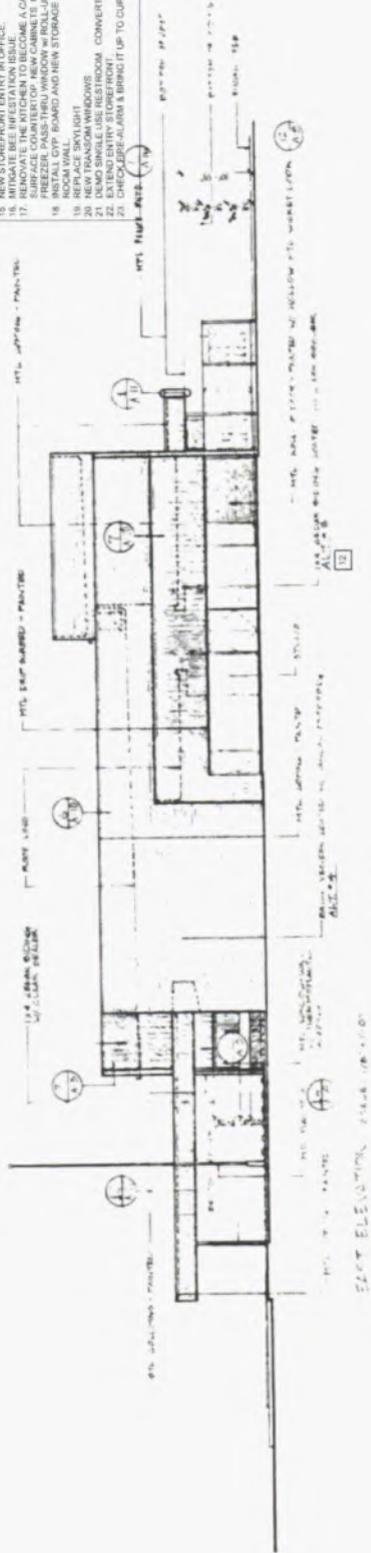


- RENOVATION SCOPE
1. ENLARGE RESTROOMS FOR ADA COMPLIANCE & EXTERIOR ACCESSES
  2. NEW CEILING THROUGHOUT
  3. NEW FLOORING THROUGHOUT
  4. REPLACE ENTRY PAVERS FOR ADA COMPLIANCE
  5. NEW HVAC
  6. REPLACE MAIN SWITCHGEAR
  7. REPLACE EXTERIOR DOORS
  8. DEMOLISH ASSEMBLY ROOM STORAGE & INSTALL A NEW STOREFRONT
  9. PROVIDE ENTRY ACCESS DIRECTLY TO THE ASSEMBLY ROOM
  10. DEMOLISH EXISTING WOOD SIDING & REPLACE WITH A SUSTAINABLE & DURABLE MATERIAL
  11. REPLACE EXTERIOR DOORS
  12. REPLACE MILLWORK IN POPROCK
  13. NEW STOREFRONT ENTRY IN OFFICE
  14. RENOVATE THE KITCHEN TO BECOME A CATERING KITCHEN. SOLID SURFACE COUNTERTOP, NEW CABINETS, MICROWAVE, REFRIGERATOR, SINK, STOVE, DISHWASHER, AND SCHEDULING FOR NEW EQUIPMENT
  15. REFINISH EXISTING WOOD FLOORING
  16. INSTALL GYP BOARD AND NEW STORAGE AREA AT WEST ACTIVITY ROOM WALL
  17. NEW TRANSOM LIGHT
  18. NEW TRANSOM WINDOWS
  19. DEMO SINGLE USE RESTROOM. CONVERT TO STORAGE.
  20. RECONSTRUCT EXISTING RESTROOM
  21. CHECK PERMITS & BRING IT UP TO CURRENT STANDARDS

SCALE: 1/8" = 1'-0"



- RENOVATION SCOPE:
1. ENLARGE RESTROOMS FOR ADA COMPLIANCE & EXTERIOR ACCESS.
  2. NEW CEILING THROUGHOUT.
  3. NEW FLOORING THROUGHOUT.
  4. NEW ENTRY FLOORING FOR ADA COMPLIANCE.
  5. NEW WOOD.
  6. NEW HVAC.
  7. REPAIR EXISTING WALLS.
  8. NEW LIGHTING THROUGHOUT.
  9. DEMOLISH ASSEMBLY ROOM STORAGE & INSTALL A NEW STOREFRONT.
  10. DEMOLISH ENTRY ACCESS DIRECTLY TO THE ASSEMBLY ROOM.
  11. DEMOLISH EXISTING WOOD SINK & REPLACE WITH A SUSTAINABLE & DURABLE MATERIALING.
  12. DEMOLISH EXISTING WOOD SINK & REPLACE WITH A SUSTAINABLE & DURABLE MATERIALING.
  13. REPLACE ALL WORK IN WORKROOM.
  14. NEW STOREFRONT ENTRY IN OFFICE.
  15. DEMOLISH EXISTING WOOD SINK & REPLACE WITH A SUSTAINABLE & DURABLE MATERIALING.
  16. DEMOLISH EXISTING WOOD SINK & REPLACE WITH A SUSTAINABLE & DURABLE MATERIALING.
  17. RENOVATE THE KITCHEN TO BECOME A CATERING KITCHEN. SOLID SURFACE COUNTERTOP, NEW CABINETS, MICROWAVE, REFRIGERATOR, SINK, STOVE, AND DISHWASHER.
  18. INSTALL OPT. BOARD AND NEW STORAGE AREA AT WEST ACTIVITY ROOM WALL.
  19. ROOM WALLS.
  20. NEW TRANSOM WINDOWS.
  21. DEMO BINKLE USE RESTROOM. CONVERT TO STORAGE.
  22. DEMO BINKLE USE RESTROOM. CONVERT TO STORAGE.
  23. CHECKERBOARD & BRING IT UP TO CURRENT STANDARDS.



SECTION ELEVATION  
 ALTERNATE 1 - SEE SHEET A-24

SECTION ELEVATION - SEE SHEET A-24



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**COUNCIL AGENDA**

August 24, 2021

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

**SUBJECT:** Community Safety Commission Recommendation – Disabled Person Parking

**INTRODUCTION**

The Community Safety Commission met on August 2, 2021 to consider various community safety matters that included the consideration of a request for a disabled person parking space at 5812 Cardale Street.

**STATEMENT OF FACT**

The Public Works Department received a request for a disabled person parking space at 5812 Cardale Street. The resident stated that she is requesting the space because parking is difficult to find and because there are two people at the address that are disabled and drive. Her husband, who is also disabled, parks in the driveway and she parks on the street. Staff observed the location, checked the placard and plate numbers, and recommended installation of a space. The Community Safety Commission, at their regular meeting on August 2, 2021 approved recommending installation.

**RECOMMENDATION**

The Community Safety Commission recommends that the City Council adopt the attached resolution authorizing installation of a disabled person designated parking space at 5812 Cardale Street.

Lisa Ann Rapp   
Director of Public Works

  
Thaddeus McCormack  
City Manager

RESOLUTION NO. 2021-53

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAKEWOOD ESTABLISHING DISABLED PERSON  
DESIGNATED PARKING ON THE SOUTH SIDE OF  
CARDALE STREET WITHIN THE CITY OF LAKEWOOD.

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

SECTION 1. This Resolution is enacted pursuant to Section 21458 and 22507 of the Vehicle Code of the State of California, and Section 3250.2 of the Lakewood Municipal Code.

SECTION 2. Disabled person designated parking is hereby established on the south side of Cardale Street, beginning six hundred forty (640) feet east of the east curb line of Dunrobin Avenue, continuing east for a distance of twenty (20) feet within the City of Lakewood. No vehicle shall stop, stand or park in said parking restriction unless displaying a special identification license plate or placard issued by the Department of Motor Vehicles pursuant to Section 22511.55 of the California Vehicle Code.

SECTION 3. This resolution shall be effective as long as said restriction is painted and posted in accordance with the requirements of Vehicle Code Section 22511.7 of the California Vehicle Code. In addition, this resolution shall be in effect only as long as Karen Mobley, a physically disabled person, occupies the house at 5812 Cardale Street.

SECTION 4. This resolution has been adopted pursuant to a Community Safety Commission recommendation.

ADOPTED AND APPROVED this 24th day of August, 2021.

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Mayor

ATTEST:

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City Clerk

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**COUNCIL AGENDA**

August 24, 2021

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

**SUBJECT:** Purchase of a 2022 Chevrolet Silverado C3500 with Dump Body

**INTRODUCTION**

The FY 2021-22 Adopted Budget includes an appropriation of \$70,000 for the replacement of a service truck in the Recreation & Community Services' Environmental Resources Division (RCS-ERD). The proposed truck includes a dump body and would replace Unit #230, a 1996 stake bed truck with over 174,000 miles. Unit # 230 has exceeded its useful life with a significant cost of repairs relative to its current value. If the purchase is approved, it would be sold via auction after the replacement vehicle is received.

**STATEMENT OF FACT**

The Purchasing Officer solicited bids for a 2022 Chevrolet Silverado C3500 Regular Cab with dump body based on specifications provided by the City's Fleet Manager and RCS-ERD. Staff posted the required legal advertisement notices and distributed the bid packages to six potential bidders.

On August 10, 2021, the Purchasing Officer, in the presence of the City Clerk, opened two sealed responses received. Subsequently, the Purchasing Officer and Fleet Manager reviewed the bid to confirm that bid specifications had been successfully met and that the bid total was accurate.

Following is a summary of dealers invited to participate and their formal bid, if they responded. The bid amount includes sales tax and all other charges.

- |                                 |             |
|---------------------------------|-------------|
| 1. George Chevrolet             | \$65,393.19 |
| 2. Penske Chevrolet             | \$67,552.33 |
| 3. Harbor Chevrolet             | No bid      |
| 4. Rydell Chevrolet             | No bid      |
| 5. Selman Chevrolet             | No bid      |
| 6. Mark Christopher Auto Center | No bid      |

George Chevrolet of Bellflower, CA provided a responsible and responsive bid at the lowest price meeting the needed specifications.

George Chevrolet and Penske Chevrolet both indicated that it is difficult to forecast the delivery timeframe because of production problems caused by Covid-19, labor shortages, and unavailability of computer chips. It is roughly estimated that delivery will be in 6 -12 months. The other dealers contacted decided not to submit a bid due to a lack of cab chassis inventory.

**STAFF RECOMMENDATION**

It is recommended that the City Council authorize the purchase of a 2022 Chevrolet Silverado C3500 Regular Cab with dump body in the amount of \$65,393.19 from George Chevrolet of Bellflower, CA.

  
Jose Gomez  
Director of Finance and Administrative Services

  
Thaddeus McCormack  
City Manager

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CREATION OF AD HOC COMMITTEE REGARDING LONG TERM WATER SUPPLY AND RIGHTS ISSUES - It is recommended that the City Council appoint Steve Croft and Ariel Pe to the ad hoc committee.

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*Legislation*

## COUNCIL AGENDA

August 24, 2021

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

**SUBJECT:** Introduction of Ordinance Establishing that the City's General Municipal Elections Shall Be Held on the Date of the Statewide Primary Election in Each Even-Numbered Year

### INTRODUCTION

Due to recent several changes in state election law, an ordinance is necessary to address upcoming election dates and City Council terms.

### STATEMENT OF FACT

Under the California Voter Participation Act of 2015, general law cities, among other political subdivisions, must hold their elections on a statewide election date. To comply, a number of cities changed their election dates from March of odd-numbered years to March of even-numbered years beginning with the March 2020 election. Consequently, pursuant to existing law, some councilmembers elected in March 2017 had their terms extended for 12 months from expiring in March 2021 to expiring in March 2022. Senate Bill 970 moved the statewide direct primary dates in even-numbered years in which there is no presidential primary from March to June. However, 12 months is the maximum term extension allowed by Elections Code section 10403.5(b). Therefore, these cities (including Lakewood) found themselves in the predicament of having councilmembers whose terms will expire pursuant to existing law prior to the next election for their council seat.

The passage of Senate Bill 590 (Allen) resolves this issue by providing that any term of office set to expire in March or April 2022, where the next scheduled election for that office has been consolidated with the 2022 statewide primary election, shall be extended to expire following the certification of election results from the statewide primary election and the administration of the oath of office to the newly elected officeholders.

The proposed ordinance will do the following:

- Change election dates – Beginning in 2022, the City's general municipal elections shall be held on the date of the statewide primary election in each even-numbered year.
- Adjust terms of office – Pursuant to existing law, the ordinance will extend any term of office set to expire in March or April of 2022 until the certification of election results come in from the June 2022 statewide primary election.

**RECOMMENDATION**

It is recommended that the City Council conduct a public hearing and introduce the proposed ordinance.

Paolo Beltran **PB**  
Deputy City Manager

  
Thaddeus McCormack  
City Manager

ORDINANCE NO. 2021-3

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD ESTABLISHING THAT THE CITY'S GENERAL MUNICIPAL ELECTIONS SHALL BE HELD ON THE DATE OF THE STATEWIDE PRIMARY ELECTION IN EACH EVEN-NUMBERED YEAR

WHEREAS, starting in 2020, City of Lakewood (the "City") general municipal elections were to be held in March of even-numbered years, on the date of the statewide primary election; and

WHEREAS, Chapter 111 of the Statutes of 2020 moved the 2022 statewide primary election which was to be held in March to June; and

WHEREAS, Chapter 107 of the Statutes of 2021 added Section 1305 to the California Elections Code, which section provides that any term of office set to expire in March or April 2022, where the next scheduled election for that office has been consolidated with the 2022 statewide primary election, shall be extended to expire following the certification of election results from the statewide primary election and the administration of the oath of office to the newly elected officeholders.

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

SECTION 1. Change of Election Dates. Beginning in 2022, the City's general municipal elections shall be held on the date of the statewide primary election in each even-numbered year.

SECTION 2. Adjustment to Terms of Office. Those City Council terms that are presently set to expire following certification of the results of the election that was to be held in March, 2022, shall be extended to expire following the certification of election results from the 2022 City Council election to be consolidated with the statewide primary election, and the administration of the oath of office to the newly elected officeholders.

SECTION 3. Section 1500 of the Lakewood Municipal Code is hereby amended to read as follows:

"Beginning in 2022, the dates of the general municipal elections shall be the dates of the statewide primary elections in each even-numbered year."

SECTION 4. Consolidated Elections. Pursuant to Section 1301 and 10403.5 of the California Elections Code, the City hereby requests that the County of Los Angeles approve this Ordinance and allow for the consolidation of the City's general municipal elections with statewide primary elections to be conducted by the County in each even-numbered year, beginning with the

election to be held in June, 2022. The City Clerk is hereby directed to forward a copy of this Ordinance to the Los Angeles County Board of Supervisors with a request that it be approved.

SECTION 5. Operative Date. This Ordinance shall become operative upon approval by the Los Angeles County Board of Supervisors.

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

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

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

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

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

\_\_\_\_\_  
Mayor

ATTEST:

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City Clerk

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# Reports

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

**SUBJECT:** Senate Bill 9 (Atkins) – Housing Development: Approvals

**INTRODUCTION**

Authored by Senator Toni Atkins (D39 – San Diego), Senate Bill 9 preempts certain local land use authority including zoning, design standards, parking, and overall application standards related to specific residential developments. The City of Lakewood is on record opposing SB 9.

**STATEMENT OF FACT**

Historically, the City Council has advocated for local control with the specific goal of preserving and protecting the City’s powers, duties and prerogatives to enact legislation and policy direction concerning local affairs and oppose legislation that would preempt local authority. SB 9 would undermine local control by requiring the City to ministerially approve certain residential development and lot splits to increase density in single-family residential zoning districts.

The bill proposes to remove local control of what gets built in single-family residential zones. SB 9 will require the following:

- Require local governments to ministerially approve a housing development containing two residential units in single-family residential zones.
- Require local governments to allow the conversion of an existing single-family residence into a duplex and subsequently add an accessory dwelling unit (ADU) and a junior accessory dwelling unit (JADU) to the same parcel.
- Require local governments to ministerially approve a single-family lot split, creating two lots, and allowing the construction of one single-family home, one ADU, and one JADU. This would allow a total of 6 units on a parcel originally intended for one single-family residence.

The City currently has policies and standards in place regarding proposed residential developments related to parking, design standards, zoning, and overall application review. Typically, housing development projects undergo an extensive review process, including public hearings, administrative review, and an opportunity for appeal. This allows the City’s Planning Division, Planning and Environment Commission, and the public the ability to review residential projects based on unique community circumstances and needs, and ensures that a site has adequate access to services and resources to sustain the proposed development.

If this bill were to pass, it will result in a development with a density that is well beyond what is currently allowed in the City's single-family residential zones. Such an allowance would have the potential of adversely impacting quality of life in these areas of our community, including demand upon emergency services, public infrastructure, utilities, and schools.

The City Council opposed a similar bill, Senate Bill 1120 (Atkins) last year as allowed by the City's 2020 Legislative Platform.

**RECOMMENDATION**

That the City Council send an updated letter continuing to oppose the August 16, 2021 amended version of Senate Bill 9.

Paolo Beltran *PB*  
Deputy City Manager

  
Thaddeus McCormack  
City Manager

Encl: SB 9 Opposition Letter dated June 8, 2021



June 8, 2021

### **SB 9 (Atkins) – Increased Density in Single Family Zones**

The City of Lakewood wishes to express our continued opposition to SB 9 (Atkins). SB 9 would require cities and counties to ministerially approve, without condition or discretion, a housing development containing two residential units on an individual parcel in single-family zones. Additionally, this measure would require local governments to ministerially approve an urban lot split, thus creating two independent lots that may be sold separately. SB 9 is a top-down, one-size-fits-all approach to land use policy that fails to recognize or incorporate local flexibility, decision-making, and community input.

Housing affordability and homelessness are among the most critical issues facing California cities. The COVID-19 pandemic has only intensified and highlighted this urgent issue. Affordably priced homes are out of reach for many people and housing is not being built fast enough to meet the current or projected needs of people living in the state. Cities lay the groundwork for housing production by planning and zoning new projects in their communities based on extensive public input and engagement, state housing laws, and the needs of the building industry.

While the City of Lakewood appreciates President pro Tempore Atkins' desire to pursue a housing production proposal, unfortunately, SB 9 as currently drafted will not spur much needed housing construction in a manner that supports local flexibility, decision making, and community input. State-driven ministerial or by-right housing approval processes fail to recognize the extensive public engagement associated with developing and adopting zoning ordinances and housing elements that are certified by the California Department of Housing and Community Development (HCD).

California cities are committed to being part of the solution to the housing shortfall across all income levels and will continue to work collaboratively with the author and other legislative stakeholders on proposals that will actually spur much needed housing construction.

We respectfully ask you to oppose SB 9 to uphold local government decision-making and community involvement in the housing planning and approval process.

Mayor Jeff Wood  
On behalf of the Lakewood City Council

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## COUNCIL AGENDA

August 24, 2021

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

**SUBJECT:** Collection of Nuisance Abatement Costs for 2530 Bomberry Street

### INTRODUCTION

On Tuesday, July 13, 2021, the Neighborhood Preservation Division, in conjunction with the Los Angeles County Sheriff Department, executed an Inspection/Abatement/Administrative Warrant to remove an illegal patio cover at 2530 Bomberry Street. The contractor completed all work related to the patio cover removal on Wednesday, July 14, 2021. The cost to remove the patio cover and wall extension, including the demolition permit and business license, was \$5,586.58 (this cost is just for the removal of the patio cover, and does not include the cost of Sheriff's deputies or City staff).

This particular case dates back to a service request received by the City on June 27, 2017, with the City exhausting all efforts to gain compliance from the property owner. Specific efforts to gain compliance included both an initial notice and final notice of violation, an office conference and follow-up letter. The property owner obtained a permit for the patio cover in February 2018 but changed his mind and requested a refund from the Community Development Department.

Due to continued non-compliance by the property owner regarding the patio cover, a criminal case was filed with the Bellflower Superior Court on September 14, 2018. After numerous appearances and mediation between the City Prosecutor and the property owner's court-appointed attorneys, the City Prosecutor recommended abatement instead of taking the case to trial due to cost. On January 7, 2021, the Planning and Environmental Commission, sitting as the Building Rehabilitation Board, adopted a Resolution ordering the abatement of the nuisance conditions.

### STATEMENT OF FACTS

The following is a timeline of events related to this case:

June 27, 2017 -- The City received a complaint about an unpermitted air conditioning unit and carport located at the subject address. Staff spoke with the property owner and attempted to inspect the property on July 15, 2017. However, the property owner denied the request to inspect the property.

August 10, 2017 -- Staff obtained an Administrative Inspection Warrant from the Bellflower Superior Court to inspect the property. Staff attempted to post the warrant on the residence on August 17, 2017, but the property owner crumbled it up and requested staff to leave.

August 18, 2017 -- Staff executed the warrant in the presence of two Los Angeles County Sheriff deputies. Staff observed the following unpermitted items: a shed behind the garage, a patio cover attached to the principal residence, and an air conditioning unit.

August 29, 2017 -- A Notice of Violation was issued to the property owner for all the violations observed during the warrant inspection.

September 14, 2017 -- A Final Notice of Violation was issued to the property owner for failing to comply with the prior notice.

September 18, 2017 -- The property owner obtained permits for the installation of the unpermitted air conditioning unit.

September 19, 2017 -- The property owner agreed to remove the shed, but was adamant about not adhering to the options presented by the Building & Safety Division to keep the unpermitted patio cover. Because the unsupported span of the patio cover exceeded what is allowed by the Building Code, the property owner was given two options: 1) obtain engineering calculations for the beam span, or 2) install a support post in the middle of the span.

November 21, 2017 -- An Office Conference was held with the City Prosecutor, staff, and the property owner. All outstanding violations were discussed with the property owner. Once again, he agreed to remove the shed and provide Building and Safety with the Home Energy Rating System (HERS) test report for the air conditioning installation. The property owner admitted to and produced photographs showing that the patio cover roof and rafters had recently been removed and replaced. However, he remained adamant that the structure had been in place since 1987. Unfortunately, those permits do not mention the patio cover. The property owner was informed that the extent of the recent alterations would require a permit. He left the meeting by agreeing to obtain a permit for the patio cover, but his newest concern was the beam span. Staff informed the property owner that the span of the current beam was larger than could be submitted for plan check and would require engineering to confirm that it could remain in its present condition. Staff suggested installing a post in the middle of the span to avoid the expense of the engineering.

January 23, 2018 -- The property owner provided the Building and Safety Division with HERS test results for the air conditioning ductwork.

January 24, 2018 -- The Building and Safety Division approved and finalized the permit for the air conditioning unit.

February 1, 2018 -- The property owner obtained permits to legalize the patio cover. The plans submitted included a design where a post was to be added in the middle of the beam span.

February 13, 2018 -- The property owner approached Building and Safety with a new design for the beam where the center post had been removed. His plans could not be accepted, as they were not certified by a structural engineer.

February 15, 2018 -- The property owner decided not to move forward with the original plan design submitted on February 1, 2018, and requested a full refund for the plans and permit he had submitted for the unpermitted patio cover.

July 24, 2018 -- Staff inspected the property and observed the unpermitted shed and unpermitted patio cover violations still existed. Staff prepared a criminal case to be filed against the property owner. The main 4 x 10 beam supporting the patio cover had additional lumber laminated to it, possibly further weakening its strength. The property owner was also informed that the recently installed wall extension exceeded the maximum height and would have to be altered and permitted to bring it into compliance.

September 14, 2018 -- The case was filed in the Bellflower Superior Court, and arraignment was scheduled for October 2, 2018.

June 18, 2019 -- The City Prosecutor, staff, and a Los Angeles County Sheriff's deputy met the property owner and his attorney for a prescheduled inspection for by order of the Court. Staff observed that the unpermitted shed had been removed but the unpermitted patio cover, the attached lighting and adjacent wall extension remained as outstanding violations.

December 14, 2020 -- A Notice to Abate Nuisance, scheduling this case for hearing before the Planning and Environment Commission, sitting as the Building Rehabilitation Board on Thursday, January 7, 2021, was posted and mailed to the property owner of record via regular and certified mail. Although the property owner was also notified of the meeting in person, he failed to attend the meeting nor obtain permits to demolish or rehabilitate the patio cover.

May 12, 2021 -- Staff executed an Administrative Inspection Warrant due to the property owner's failure to adhere to the Building Rehabilitation Board's Resolution to comply with the presence of two Los Angeles County Sheriff's deputies and a contractor to bid on the patio cover and wall extension removal. Staff observed the following unpermitted items: a patio cover attached to the principal residence, and an over-height fence extension above the existing wall.

July 7, 2021 -- An Inspection/Abatement/Administrative Warrant was issued by the Honorable Deborah Sanchez, for the inspection and abatement of an unpermitted patio cover and wall extension at 2530 Bomber Street, Lakewood.

July 7, 2021 -- Staff visited the property, accompanied by a Los Angeles County Sheriff's deputy, posted notification of the pending abatement and spoke with the property owner. It was explained to him that the City would be returning on July 13, 2021 at 9:00 a.m. to execute an Administrative/Inspection/Abatement Warrant for the existing building violations. The property

owner was verbally abusive and voiced his opinion as to the validity of the warrant and pending abatement prior to his requesting that staff leave the premises.

July 13, 2021 -- Staff executed the Administrative/Inspection/Abatement Warrant to remove the unpermitted patio cover and wall extension accompanied by the City Prosecutor, four Los Angeles County Sheriff's deputies, and a contractor's crew comprised of six workers and subcontractors. Per the demolition permit obtained by staff, a Los Angeles County Building Inspector observed the work and instructed what repairs were necessary for permit approval.

July 14, 2021 -- Staff continued to execute the Administrative/Inspection/Abatement Warrant, completed the work per the demolition permit, and obtained approval from the Los Angeles County Building Inspector.

July 16, 2021 -- A Notification of Costs of Nuisance Abatement, along with a Declaration of Costs Incurred, was posted on the property at 2530 Bomberry Street and mailed via US Mail.

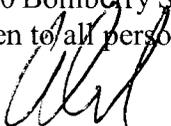
July 21, 2021 -- At the request of the property owner's attorney, this item was removed from the hearing scheduled on July 27, 2021, and rescheduled for the August 24, 2021, City Council meeting.

### **SUMMARY**

Because the property owner failed to obtain planning approval and a building permit or abate the unpermitted structures on his property, the nuisance abatement work was performed on the property located at 2530 Bomberry Street pursuant to an Inspection/Abatement/Administrative warrant issued by the Honorable Judge Deborah L. Sanchez of the Bellflower Superior Court. After receiving proper notice, the property owner has failed to pay the assessment of costs incurred for the abatement. Therefore, City staff is requesting City Council to place a special assessment against the property to recover the \$5,586.58 expended in abating the property. Notice of the proposed assessment and lien has been given to all persons concerned.

### **RECOMMENDATION**

Staff recommends that the City Council adopt the attached resolution ordering the costs of abatement to be assessed as a lien for \$5,586.58 against the parcel of land commonly known as 2530 Bomberry Street, Lakewood California. Notice of the proposed assessment and lien has been given to all persons concerned.

  
Abel Avalos  
Director of Community Development

  
Thaddeus McCormack  
City Manager

RESOLUTION NO. 2021-54

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD ORDERING THE COSTS OF ABATEMENT TO BE A SPECIALLY ASSESSED LIEN AGAINST THE PARCEL OF LAND COMMONLY KNOWN AS 2530 BOMBERRY STREET, LAKEWOOD, CALIFORNIA

THE CITY COUNCIL OF THE CITY OF LAKEWOOD DOES HEREBY FIND RESOLVE AND ORDER AS FOLLOWS:

SECTION 1. In connection with the abatement of a nuisance of an unpermitted structure on the single family dwelling residential property at 2530 Bomberry Street, Lakewood, California 90712-3702, and more particularly described as follows:

“Lot 128 of Tract No. 19904 as per map recorded in Book 543, Page(s) 1 to 7, of Miscellaneous Maps in the Office of the County Recorder of said County; Assessor Parcel Number 7151-004-007”

Under the direction of the City Prosecutor, the Building Rehabilitation Board authorized city staff to obtain an Inspection/Abatement/Administrative Warrant from the Bellflower Superior Court, which subsequently was issued on July 7, 2021, and executed on July 13, 2021, through July 14, 2021.

SECTION 2. The City Council finds that the Chief Building Official has given notice to all persons concerned of the cost of abatement of said nuisance and the right of all persons concerned to object to said cost as contained in Chapter 99 of the Building Code. The City Council finds that no person interested in said property has requested a hearing pertaining to said costs in the sum of \$5,586.58, and said costs are hereby confirmed.

SECTION 3. Pursuant to Section 25845 of the Government Code of the State of California, the cost of the abatement warrant is hereby ordered to be specially assessed against the foregoing described parcel. The assessment may be collected at the same time and in the same manner as ordinary County Taxes are collected and shall be subject to the same penalties and the same procedure and sale in case of delinquency as are provided for ordinary County Taxes. All laws applicable to the levy, collection and enforcement of the County Taxes are applicable to this special assessment.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution and said Resolution, along with the Notice of Lien, shall be forwarded to the Los Angeles County Assessor.

ADOPTED AND APPROVED this 24th day of August, 2021.

\_\_\_\_\_  
Mayor

ATTEST:

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City Clerk

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*Housing  
Successor*

**CITY OF LAKEWOOD SUCCESSOR AGENCY - HOUSING  
FUND SUMMARY 8/19/2021**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 414 through 415. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

3901	HOUSING SUCCESSOR AGENCY	3,380.00
		<hr/>
		<b>3,380.00</b>

Council Approval \_\_\_\_\_  
Date City Manager

Attest \_\_\_\_\_  
City Clerk Director of Administrative Services

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

<b>CHECK #</b>	<b>CHECK DATE</b>	<b>VEND #</b>	<b>VENDOR NAME</b>	<b>GROSS</b>	<b>DISC.</b>	<b>CHECK AMOUNT</b>
414	08/19/2021	40572	CHICAGO TITLE CO	30.00	0.00	30.00
415	08/19/2021	2177	SINDAHA SAMIR	3,350.00	0.00	3,350.00
<b>Totals:</b>				<u>3,380.00</u>	<u>0.00</u>	<u>3,380.00</u>