

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

June 25, 2013, 7:30 p.m.

**CALL TO ORDER**

**INVOCATION:** Pastor Mike Conan, Christ Presbyterian Church

**PLEDGE OF ALLEGIANCE:** Girl Scout Troop 3433/113

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

**ANNOUNCEMENTS AND PRESENTATIONS:**

**ROUTINE ITEMS:**

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

RI-1 Approval of Minutes of the Meeting held June 11, 2013

RI-2 Approval of Personnel Transactions

RI-3 Approval of Registers of Demands

RI-4 Approval of Disabled Parking Space for 5448 Andy Street, Resolution No. 2013-13

RI-5 Acceptance of Notice of Completion for Public Works Contract No. 2012-4, Mayfair Pool Renovation Project - Nadar, Inc.

RI-6 Acceptance of Notice of Completion for Public Works Contract No. 2011-5, Bloomfield Park CDBG Outdoor Revitalization Project – Romberg Excavations & Operations, Inc.

**PUBLIC HEARINGS:**

1.1 Consideration of the Budget for Fiscal Year 2013-14

a. Presentation of Report by City Manager

b. Memorandum from City Attorney

c. Adoption of Resolution No. 2013-14; Amending the Budget for Fiscal Year 2012-2013 and Authorizing the Appropriation of Reserve Funds into Appropriate Funds as of June 30, 2013

## City Council Agenda

June 25, 2013

Page 2

### **PUBLIC HEARINGS:** Continued

- 1.1 Consideration of the Budget for Fiscal Year 2013-14
  - d. Adoption of Resolution No. 2013-15; Determining the Total Annual Appropriation Subject to Limitation of the City of Lakewood for Fiscal Year 2013-2014
  - e. Adoption of Resolution No. 2013-16; Adopting the Budget and Appropriating Revenue for the Fiscal Years 2013-2014
    - 1) Adoption of Resolutions No. 2013-17 and No. 2013-18; Certifying to City Light and Power Lakewood that Basic Fee Payments Have Been Included in the Budget
    - 2) Adoption of Governmental Fund Balance Policy
    - 3) Adoption of Resolution No. 2013-19; Renewing an Agreement for a Community Recreation Program with the ABC Unified School District
    - 4) Adoption of Resolution No. 2013-20; Renewing an Agreement Between the City and Community Family Guidance Center
    - 5) Adoption of Resolution No. 2013-21; Renewing an Agreement Between the City and Human Services Association (HSA)
    - 6) Adoption of Resolution No. 2013-22; Renewing an Agreement Between the City and Lakewood Meals on Wheels
    - 7) Adoption of Resolution No. 2013-23; Renewing an Agreement Between the City and Pathways Volunteer Hospice
    - 8) Approval of Agreement with Trend Offset Printing for Catalog Publications
    - 9) Approval of Agreement with American Building Maintenance (ABM) for Custodial Services
    - 10) Approval of Professional Services Agreement with Dive/Corr, Inc. for Water Storage Facility Inspection
    - 11) Approval of Agreement with ID Modeling for Water Hydraulic Model Maintenance
    - 12) Approval of Agreement with ID Modeling for Implementation and Maintenance of Utility Management System
    - 13) Approval of Agreement with Macro Automatics for SCADA Telemetry System Maintenance
    - 14) Approval of Agreement with Macro Automatics for SCADA Programmable Logic Controller Replacement Project
    - 15) Approval of Agreement with Water Well Supply for Maintenance of Water Production Facilities
    - 16) Approval of Agreement with HTS Environmental Services for Hazardous Material Disposal

## City Council Agenda

June 25, 2013

Page 3

### **PUBLIC HEARINGS:** Continued

#### 1.1 Consideration of the Budget for Fiscal Year 2013-14

- 17) Approval of Professional Services Agreement with Pureflow Filtration Div. for Well 27 Treatment Plant Maintenance
- 18) Approval of Amendment to Engineering Services Agreement for Water Main Design with Tetra Tech
- 19) Approval of Extension of Agreement for Engineering Services with Associated Soils Engineering
- 20) Approval of Extension of Agreement for Construction Management/Inspection Services with BDA Associates
- 21) Approval of Extension of Agreement for Hardscape Maintenance with CJ Construction
- 22) Approval of Extension of Agreement for Emergency Services with Har-Bro, Inc.
- 23) Approval of Extension of Agreement for Elevator Maintenance and Repair Services with Liftech Elevator Services
- 24) Approval of Extension of Agreement for Transportation Planning and Engineering Services Agreement with LSA Associates, Inc.
- 25) Approval of Extension of Agreement for Electrical Contracting Services with Fineline Electric
- 26) Approval of Extension of Agreement with Musco Lighting for Athletic Field Lighting Services
- 27) Approval of Extension of Agreement for Engineering and Traffic Survey Services with Newport Traffic Studies
- 28) Approval of Amendment to Agreement for Engineering Services with Reedcorp Engineering
- 29) Approval of Extension of Agreement for Environmental Services with S.C.S. Consultants
- 30) Approval of Amendment to Agreement for Animal Control Services with SEAACA
- 31) Approval of Extension of Agreement for Street Banner Marketing Program with Sierra Installations, Inc.
- 32) Approval of Renewal of Agreement for Hardscape Maintenance Services with Silvia Construction, Inc.
- 33) Approval of Extension of Agreement for HVAC Preventative Maintenance Services with Velocity Air Engineering
- 34) Approval of Amendment to Agreement with Stanley Convergent Security Specialists

## City Council Agenda

June 25, 2013

Page 4

### **PUBLIC HEARINGS:** Continued

#### 1.1 Consideration of the Budget for Fiscal Year 2013-14

35) Approval of Extension of Agreement for Specialty Refrigeration Maintenance and Repair Services with AireRite Air Conditioning and Refrigeration, Inc.

36) Approval of Extension of Service Provider Agreement with Huizar & Associates

37) Approval of Amendment to Agreement for On Call Architectural Services with Meyer & Associates

38) Approval of Amendment to Agreement for Cultural Resources Consulting Services with McKenna, et al.

39) Approval of Amendment to Agreement for Tree Maintenance with West Coast Arborists

40) Approval of Extension of Agreement for Fire Extinguisher and Life Safety Equipment and Systems Maintenance Services with Complete Fire Service, Inc.

41) Approval of Amendment to Agreement for Engineering Services with Willdan

42) Approval of Agreement for Document Imaging System Maintenance and Support

43) Approval of Amendment to Agreement for Helicopter Maintenance with STEAM Aircraft

44) Approval of Renewal of Agreement for Safety Consulting Services with Pacific EH&S Services, Inc.

45) Approval of Agreement with Western Printing and Graphics for Preparation of City Informational Periodicals

46) Approval of Amendment to Video Production and AV Services Fee Schedule

47) Approval of Extension of Reimbursement Agreement for Long Beach Transit Fixed Route and Dial-A-Lift Services

48) Approval of Renewal of Agreement with Fair Housing Consulting Services

49) Approval of Agreement for the Fix Up/Paint Up Program

50) Adoption of Resolution No. 2013-24; Adjusting Residential Refuse Rates

51) Adoption of Resolution No. 2013-25; Pertaining to Water Rates and Charges

52) Approval of Amendment to Agreement for Refuse Collection with EDCO Waste Services

53) Adoption of Resolution No. 2013-26; Pertaining to the City Manager

#### 1.2 Approval of Zone Change No. 112 with Related Precise Plan of Development, Vesting Tentative Tract Map No. 7207, Resolution No. 2013-27 and Negative Declaration for 2922 South Street, Ordinance No. 2013-1

## **City Council Agenda**

June 25, 2013

Page 5

### **PUBLIC HEARINGS:** Continued

- 1.3 Approval of Amendment to the Specific Plan for 500 Lakewood Center and 4301 through 5021 Candlewood Street Sign Program, Ordinance No. 2013-2
- 1.4 Award of Bid for Public Works Project No. 2011-4, Mayfair Park Activity Building HVAC Replacement Project
- 1.5 Award of Bid for Public Works Project No. 2013-2, Arbor Yard Office Building Lighting Replacement Project
- 1.6 Introduction of Ordinance No. 2013-4; Amending Chapter 7 of the Lakewood Municipal Code and Adoption of Resolution No. 2013-28; Approving the 2013 Purchasing Policy

### **REPORTS:**

- 3.1 Directing Preparation of Draft LID (Low Impact Development) Ordinance and Green Streets Policy
- 3.2 Authorization for the Purchase of Storage Tanks and Delivery of 12.5% Sodium Hypochlorite
- 3.3 Consideration of Pilot Project for Upgrade to Automated Meter Reading System

## **AGENDA**

### **LAKWOOD HOUSING SUCCESSOR AGENCY**

1. Approval of Register of Demands

### **ORAL COMMUNICATIONS:**

#### **CLOSED SESSION:**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION, Pursuant to Government Code §54957

Title: City Manager

### **ADJOURNMENT**

# Routine Items

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

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

**COUNCIL AGENDA**

June 25, 2013

**TO:** The Honorable Mayor and City Council**SUBJECT:** Report of Personnel Transactions

<u>Name</u>	<u>Title</u>	<u>Schedule</u>	<u>Effective Date</u>
<b>1. FULL-TIME EMPLOYEES</b>			
<b>A. Appointments</b>			
None			
<b>B. Changes</b>			
Sandra Ruiz	Senior Account Clerk Accounting Technician	10A to 13A	06/23/2013
Alex Bauman	Community Services Coordinator Community Services Supervisor	24B to 24B	06/23/2013
Kevin Bright	Community Services Coordinator Community Services Supervisor	24B to 24B	06/23/2013
Nicole Duran	Community Services Coordinator Community Services Supervisor	24B to 24B	06/23/2013
Mark Freeman	Community Services Coordinator Community Services Supervisor	24B to 24B	06/23/2012
Gay Givens	Community Services Coordinator Community Services Supervisor	24B to 24B	06/23/2013
Nancy Hitt	Community Services Coordinator Community Services Supervisor	24B to 24B	06/23/2013
Sabrina Junkin	Community Services Coordinator Community Services Supervisor	24B to 24B	06/23/2013
Chuck Martucci	Community Services Coordinator Community Services Supervisor	24B to 24B	06/23/2013
Janet Mondragon	Community Transportation Coordinator Community Transportation Supervisor	24B to 24 B	06/23/2013
Abraham Joven	Community Event Specialist Recreation Program Coordinator	20B	06/23/2013
<b>C. Separations</b>			
None			

**2. PART-TIME EMPLOYEES**

<b>A. Appointments</b>				
Kevin H. Tijerino	Community Services Leader II	B		06/09/2013
<b>B. Changes</b>				
Sean Weiby	Maintenance Aide Maintenance Services Aide I	A to B		05/26/2013
<b>C. Separations</b>				
Anthony Gillespie	Maintenance Trainee I	B		05/30/2013

Lisa Novotny *by MJB*  
Assistant City Manager

Howard L. Chambers *HLC*  
City Manager

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

**CITY OF LAKEWOOD  
FUND SUMMARY 6/6/2013**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 50915 through 51033. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	239,378.52
1020	CABLE TV	647.05
1030	CDBG CURRENT YEAR	10,096.66
1050	COMMUNITY FACILITY	2,657.42
1621	LA CNTY MEASURE R	123,778.21
1710	PROPOSITION "A" RECREATION	1,700.26
3060	PROPOSITION "A"	5,274.52
3070	PROPOSITION "C"	903.25
5010	GRAPHICS AND COPY CENTER	1,563.05
5020	CENTRAL STORES	2,027.45
5030	FLEET MAINTENANCE	2,892.47
7500	WATER UTILITY FUND	38,675.17
8030	TRUST DEPOSIT	81.50
		<b>429,675.53</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>
50915	05/31/2013	64024	U S POSTAL SERVICE	13,445.22	0.00	13,445.22
50916	06/06/2013	4113	SHAKER. NERMINE	2,666.38	0.00	2,666.38
50917	06/06/2013	61142	ADAMS-HILLERY. SHARRON	2,686.66	0.00	2,686.66
50918	06/06/2013	36901	ADVANCED INC.	13,365.66	0.00	13,365.66
50919	06/06/2013	2701	AIRE RITE A/C & REFRIGERATION. INC	751.04	0.00	751.04
50920	06/06/2013	4382	AMERICAN PAPER PLASTIC SERVICES. INC.	290.21	0.00	290.21
50921	06/06/2013	58000	AMERICAN TRUCK & TOOL RENTAL INC	161.67	0.00	161.67
50922	06/06/2013	597	THIRKETTLE CORPORATION	2,665.60	0.00	2,665.60
50923	06/06/2013	4291	AUSTIN. GARY ADVERTISING	908.19	0.00	908.19
50924	06/06/2013	57770	B & H FOTO & ELECTRONICS CORP	647.05	0.00	647.05
50925	06/06/2013	443	B&M LAWN AND GARDEN. INC	98.94	0.00	98.94
50926	06/06/2013	66012	BARTKUS. KRISTIN	214.50	0.00	214.50
50927	06/06/2013	60038	BDA ASSOCIATES. INC	3,960.00	0.00	3,960.00
50928	06/06/2013	43808	BELLFLOWER AUTO TRIM & UPHOLSTERY	180.04	0.00	180.04
50929	06/06/2013	4800	BISHOP COMPANY	242.15	0.00	242.15
50930	06/06/2013	62737	BOYES. GOBIND	24.70	0.00	24.70
50931	06/06/2013	66457	BRENNTAG PACIFIC. INC	3,936.38	0.00	3,936.38
50932	06/06/2013	42144	BROEKER. CANDACE	45.50	0.00	45.50
50933	06/06/2013	60304	BSN SPORTS	773.35	0.00	773.35
50934	06/06/2013	277	CALIFORNIA COMMERCIAL LIGHTING SUPPLY	73.57	0.00	73.57
50935	06/06/2013	59955	CALIFORNIA ELECTRIC SUPPLY CO	65.41	0.00	65.41
50936	06/06/2013	42921	CALIFORNIA STATE-CONTROLLER	78.16	0.00	78.16
50937	06/06/2013	7300	CARSON SUPPLY CO	104.64	0.00	104.64
50938	06/06/2013	4193	CENTURY INDUSTRIES.LLC	465.14	0.00	465.14
50939	06/06/2013	51331	CERRITOS POOL SUPPLY	566.46	0.00	566.46
50940	06/06/2013	43135	CERRITOS. CITY OF - WATER DIVISION	27,391.20	0.00	27,391.20
50941	06/06/2013	4095	CHOURA EVENTS	1,311.00	0.00	1,311.00
50942	06/06/2013	45894	CINTAS CORPORATION	164.50	0.00	164.50
50943	06/06/2013	57070	CITY LIGHT & POWER LKWD. INC	10,605.00	0.00	10,605.00
50944	06/06/2013	4397	CM SCHOOL SUPPLY	112.02	0.00	112.02
50945	06/06/2013	4380	CAPITAL ONE NATIONAL ASSOCIATION	1,007.53	0.00	1,007.53
50946	06/06/2013	42699	CROFT. STEVE	144.64	0.00	144.64
50947	06/06/2013	62407	CRN AM CAR WASH INC.	66.00	0.00	66.00
50948	06/06/2013	51550	CUMMINS CAL PACIFIC. LLC	281.26	0.00	281.26
50949	06/06/2013	56889	DELTA DENTAL OF CALIFORNIA	7,504.41	0.00	7,504.41
50950	06/06/2013	27200	DICKSON. R F CO INC	39,846.58	0.00	39,846.58
50951	06/06/2013	42248	DISNEYLAND RESORT TICKET MAIL ORDER SVCS	8,650.00	0.00	8,650.00
50952	06/06/2013	39267	DOG DEALERS INC	431.60	0.00	431.60
50953	06/06/2013	53283	EBERHARD EOUIPMENT	352.77	0.00	352.77
50954	06/06/2013	65038	FED EX OFFICE & PRINT SVCS. INC	622.17	0.00	622.17
50955	06/06/2013	63519	FLUE STEAM. INC	154.40	0.00	154.40
50956	06/06/2013	3188	GALLS. AN ARAMARK CO. LLC	54.39	0.00	54.39
50957	06/06/2013	59433	GANAHL LUMBER COMPANY	48.41	0.00	48.41
50958	06/06/2013	13030	ACCO BRANDS USA LLC	364.87	0.00	364.87

**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>
50959	06/06/2013	52540	GONSALVES. JOE A & SON	4,482.00	0.00	4,482.00
50960	06/06/2013	33150	GRAINGER. W W INC	346.34	0.00	346.34
50961	06/06/2013	61769	GRAUTEN. EVELYN R	1,142.05	0.00	1,142.05
50962	06/06/2013	58838	HANSON AGGREGATES . LLC A LEHIGH HANSON C	569.00	0.00	569.00
50963	06/06/2013	35477	HARA. M. LAWNMOWER CENTER	489.32	0.00	489.32
50964	06/06/2013	34354	HI-WAY SAFETY RENTALS INC	1,394.24	0.00	1,394.24
50965	06/06/2013	42031	HOME DEPOT. THE	1,298.17	0.00	1,298.17
50966	06/06/2013	4327	EVERGREEN TRAILS. INC	813.75	0.00	813.75
50967	06/06/2013	59873	JJS PALOMO`S STEEL. INC	32.70	0.00	32.70
50968	06/06/2013	53311	LAKEWOOD MEALS ON WHEELS	875.00	0.00	875.00
50969	06/06/2013	18550	LAKEWOOD. CITY OF	81.50	0.00	81.50
50970			VOID			
50971	06/06/2013	3564	LONG BEACH . CITY OF. WATER DEPARTMENT	514.25	0.00	514.25
50972	06/06/2013	21600	LOS ANGELES CO SHERIFFS DEPT	12,773.44	0.00	12,773.44
50973	06/06/2013	45069	LOS ANGELES CO/DEPT PW BLDG SVCS	55,095.23	0.00	55,095.23
50974	06/06/2013	36844	LOS ANGELES COUNTY DEPT OF PUBLIC WORKS	513.78	0.00	513.78
50975	06/06/2013	58414	MANAGED HEALTH NETWORK	417.43	0.00	417.43
50976	06/06/2013	60839	MARKOPULOS. CYNTHIA	357.50	0.00	357.50
50977	06/06/2013	65220	STEVEN MAHR PRINTING INC.	163.50	0.00	163.50
50978	06/06/2013	4287	MEJIA. EDMUNDO	160.00	0.00	160.00
50979	06/06/2013	46696	MEYER & ASSOCIATES	375.00	0.00	375.00
50980	06/06/2013	52588	MILLER. DON & SONS	83.28	1.53	81.75
50981	06/06/2013	4190	NATIONAL UNION FIRE INSURANCE CO	737.58	0.00	737.58
50982	06/06/2013	55276	NEWPORT TRAFFIC STUDIES	800.00	0.00	800.00
50983	06/06/2013	3922	NOBLE. R.J. COMPANY	123,264.43	0.00	123,264.43
50984	06/06/2013	47554	OFFICE DEPOT BUSINESS SVCS	1,244.87	0.00	1,244.87
50985	06/06/2013	64479	OFFICE MAX - A BOISE COMPANY	310.80	0.00	310.80
50986	06/06/2013	47288	PEP BOYS-MANNY. MOE & JACK OF CALIFORNIA	375.05	0.00	375.05
50987	06/06/2013	64161	CRESCENT INC	1,460.60	0.00	1,460.60
50988	06/06/2013	57761	PRIORITY MAILING SYSTEMS INC	357.47	0.00	357.47
50989	06/06/2013	39640	RAYVERN LIGHTING SUPPLY CO INC	313.02	0.00	313.02
50990	06/06/2013	926	RICOH AMERICAS CORPORATION	1,034.68	0.00	1,034.68
50991	06/06/2013	2698	HYDRAULIC SYSTEMS & COMPONENTS INC	1,278.69	0.00	1,278.69
50992	06/06/2013	56359	S Y NURSERY	44.15	0.00	44.15
50993	06/06/2013	56957	SALCO GROWERS INC.	53.96	0.00	53.96
50994	06/06/2013	3153	SECTRAN SECURITY. INC	116.60	0.00	116.60
50995	06/06/2013	39268	SHARRARD. RICHARD	145.60	0.00	145.60
50996	06/06/2013	4395	SIGLER. RUSSELL. INC	866.55	0.00	866.55
50997	06/06/2013	2177	SINDAHA. SAMIR	6,535.00	0.00	6,535.00
50998	06/06/2013	64790	SKOLNIK. STEVEN N	720.00	0.00	720.00
50999	06/06/2013	29400	SOUTHERN CALIFORNIA EDISON CO	1,281.86	0.00	1,281.86
51000	06/06/2013	29800	SPARKLETTS	93.21	0.00	93.21
51001	06/06/2013	37930	STANDARD INSURANCE CO UNIT 22	9,090.03	0.00	9,090.03
51002	06/06/2013	977	STEVEN ENTERPRISES	273.72	0.00	273.72

**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>
51003	06/06/2013	47854	TRUESDAIL LABORATORIES INC	1,046.76	0.00	1,046.76
51004	06/06/2013	60685	TURF STAR	287.99	0.00	287.99
51005	06/06/2013	31800	U S POSTMASTER	140.00	0.00	140.00
51006	06/06/2013	49848	USA BLUE BOOK A DIVISION OF	720.45	0.00	720.45
51007	06/06/2013	1682	VELOCITY AIR ENGINEERING. INC	220.00	0.00	220.00
51008	06/06/2013	57135	VISION SERVICE PLAN	4,175.82	0.00	4,175.82
51009	06/06/2013	2279	AMERICAN PACIFIC PRINTERS COLLEGES INC	10,826.20	0.00	10,826.20
51010	06/06/2013	2145	WYNN. LAKYN	39.00	0.00	39.00
51011	06/06/2013	3699	DILLARD. SANAE	250.00	0.00	250.00
51012	06/06/2013	3699	BOYER. KEN B	18.96	0.00	18.96
51013	06/06/2013	3699	ALAGALA. ANITHA B	64.54	0.00	64.54
51014	06/06/2013	3699	APPLECARE MEDICAL GROUP	250.00	0.00	250.00
51015	06/06/2013	3699	CUB SCOUT PACK 206	250.00	0.00	250.00
51016	06/06/2013	3699	DAILEY. YVETTE	250.00	0.00	250.00
51017	06/06/2013	3699	DECANO. LYNDA	250.00	0.00	250.00
51018	06/06/2013	3699	DOBBINS. LETECIA	250.00	0.00	250.00
51019	06/06/2013	3699	ENOS. TARA	250.00	0.00	250.00
51020	06/06/2013	3699	FITZGERLAD. KELLY	50.00	0.00	50.00
51021	06/06/2013	3699	GARCIA. ISIS	250.00	0.00	250.00
51022	06/06/2013	3699	HAMPTON. KANESHA	250.00	0.00	250.00
51023	06/06/2013	3699	HARRIS. RAKIM	250.00	0.00	250.00
51024	06/06/2013	3699	KING. NELDA	250.00	0.00	250.00
51025	06/06/2013	3699	LEW. HENRY	250.00	0.00	250.00
51026	06/06/2013	3699	MILIKEN ADVANCED DANCE	250.00	0.00	250.00
51027	06/06/2013	3699	NAVARRO. LORENA	250.00	0.00	250.00
51028	06/06/2013	3699	OWENS. NIYONI	250.00	0.00	250.00
51029	06/06/2013	3699	ROMERO. ANDREA	250.00	0.00	250.00
51030	06/06/2013	3699	ROYAL. LUTHER	190.00	0.00	190.00
51031	06/06/2013	3699	YUTKINS. DARRELL	250.00	0.00	250.00
51032	06/06/2013	3699	ZELAYA-GARCIA. ALMA	250.00	0.00	250.00
51033	06/06/2013	18400	LAKEWOOD. CITY WATER DEPT	27,492.62	0.00	27,492.62
<b>Totals:</b>				<u>429,677.06</u>	<u>1.53</u>	<u>429,675.53</u>

**CITY OF LAKEWOOD  
FUND SUMMARY 6/13/2013**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 51034 through 51164. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	301,842.75
1020	CABLE TV	1,320.99
1030	CDBG CURRENT YEAR	36,125.25
1050	COMMUNITY FACILITY	29,035.56
1070	RETIREE MEDICAL	4,000.00
1610	TDA ARTICLE-3 (SB821)	59,513.00
3000	AIR QUALITY IMPROVEMENT	66,345.12
3070	PROPOSITION "C"	391.24
5010	GRAPHICS AND COPY CENTER	2,709.47
5020	CENTRAL STORES	1,952.59
5030	FLEET MAINTENANCE	21,774.49
7500	WATER UTILITY FUND	258,242.53
8030	TRUST DEPOSIT	584.06
		<hr/>
		<b>783,837.05</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>
51034	06/12/2013	4260	SBC GLOBAL SERVICES. INC	76.48	0.00	76.48
51035	06/12/2013	4415	J C FOODSERVICE. INC	7,416.36	0.00	7,416.36
51036	06/12/2013	2701	AIRE RITE A/C & REFRIGERATION. INC	262.00	0.00	262.00
51037	06/12/2013	1700	ALLIED REFRIGERATION INC	25.08	0.00	25.08
51038	06/12/2013	2200	AMERICAN EXPRESS CO	4,063.41	0.00	4,063.41
51039	06/12/2013	4382	AMERICAN PAPER PLASTIC SERVICES. INC.	290.21	0.00	290.21
51040	06/12/2013	58000	AMERICAN TRUCK & TOOL RENTAL INC	159.83	0.00	159.83
51041	06/12/2013	65668	ANICETO. SANDRA	468.00	0.00	468.00
51042	06/12/2013	66012	BARTKUS. KRISTIN	1,051.06	0.00	1,051.06
51043	06/12/2013	66457	BRENNTAG PACIFIC. INC	5,011.56	0.00	5,011.56
51044	06/12/2013	307	CALIF. STATE DISBURSEMENT UNIT	380.76	0.00	380.76
51045	06/12/2013	53983	CALIFORNIA ST OF -FRANCHISE TAX BOARD	75.00	0.00	75.00
51046	06/12/2013	6600	CALIFORNIA STATE DEPT OF JUSTICE	5,322.00	0.00	5,322.00
51047	06/12/2013	4425	CARA. LINDA AND	18,000.00	0.00	18,000.00
51048	06/12/2013	7300	CARSON SUPPLY CO	754.65	0.00	754.65
51049	06/12/2013	42754	CERRITOS FORD. INC	28.82	0.00	28.82
51050	06/12/2013	64932	CJ CONSTRUCTION. INC	188,108.10	0.00	188,108.10
51051	06/12/2013	4397	CM SCHOOL SUPPLY	15.98	0.00	15.98
51052	06/12/2013	4380	CAPITAL ONE NATIONAL ASSOCIATION	253.41	0.00	253.41
51053	06/12/2013	60195	CR TRANSFER. INC	8,089.26	0.00	8,089.26
51054	06/12/2013	59400	C & C AUTOMOTIVE/ MARFIELD MGMT. INC	93.07	0.00	93.07
51055	06/12/2013	57602	DATA OUIK INFORMATION SYSTEMS. INC	250.50	0.00	250.50
51056	06/12/2013	1783	DEMSEY. FILLIGER & ASSOCIATES. LLC	4,000.00	0.00	4,000.00
51057	06/12/2013	53283	EBERHARD EQUIPMENT	138.76	0.00	138.76
51058	06/12/2013	58284	EMAMI. CYNTHIA	253.50	0.00	253.50
51059	06/12/2013	50964	EVERGREEN OIL. INC	680.00	0.00	680.00
51060	06/12/2013	51930	EWING IRRIGATION PRODUCTS. INC.	805.75	0.00	805.75
51061	06/12/2013	53706	F & A FEDERAL CREDIT UNION	10,388.50	0.00	10,388.50
51062	06/12/2013	63519	FLUE STEAM. INC	180.00	0.00	180.00
51063	06/12/2013	4422	GARIBALDO'S NURSERY	179.85	0.00	179.85
51064	06/12/2013	64215	GOLD COAST AWARDS. INC	111.73	0.00	111.73
51065	06/12/2013	4331	GOODYEAR TIRE & RUBBER COMPANY	130.06	0.00	130.06
51066	06/12/2013	58838	HANSON AGGREGATES . LLC A LEHIGH HANSON C	562.73	0.00	562.73
51067	06/12/2013	35477	HARA. M. LAWNMOWER CENTER	118.02	0.00	118.02
51068	06/12/2013	49554	HAWK. TRUDY (FAHTIEM)	228.80	0.00	228.80
51069	06/12/2013	42031	HOME DEPOT. THE	267.83	0.00	267.83
51070	06/12/2013	65712	IDMODELING. INC	4,640.00	0.00	4,640.00
51071	06/12/2013	4149	INFOSEND. INC	6,245.62	0.00	6,245.62
51072	06/12/2013	60043	SCHOEPF. DANIEL A	321.55	0.00	321.55
51073	06/12/2013	50740	INTERNAL REVENUE SERVICE	50.00	0.00	50.00
51074	06/12/2013	4180	JONES. RICHARD D. A PROF LAW CORP	676.50	0.00	676.50
51075	06/12/2013	54365	KNORR SYSTEMS INC.	176.00	0.00	176.00
51076	06/12/2013	1916	KULI IMAGE	2,577.85	0.00	2,577.85
51077	06/12/2013	64812	LAKEWOOD OIL CORPORATION	146.66	0.00	146.66

**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>
51078	06/12/2013	18550	LAKESWOOD. CITY OF	384.06	0.00	384.06
51079	06/12/2013	2409	LIFTECH ELEVATOR SERVICES INC.	754.00	0.00	754.00
51080	06/12/2013	4068	LONG BEACH MOTORS	66,345.12	0.00	66,345.12
51081	06/12/2013	59705	LOPEZ. JORGE	507.00	0.00	507.00
51082	06/12/2013	36844	LOS ANGELES COUNTY DEPT OF PUBLIC WORKS	4,200.82	0.00	4,200.82
51083	06/12/2013	62098	MAY. CHRISTOPHER	300.00	0.00	300.00
51084	06/12/2013	332	MERRIMAC PETROLEUM INC	18,634.19	0.00	18,634.19
51085	06/12/2013	1369	MYERS. HOUGHTON & PARTNERS INC	1,395.00	0.00	1,395.00
51086	06/12/2013	1018	MONROE K- 8 PTSA	250.00	0.00	250.00
51087	06/12/2013	1018	MONROE K- 8 PTSA	250.00	0.00	250.00
51088	06/12/2013	45154	MOORE IACOFANO GOLTSMAN. INC.	2,965.15	0.00	2,965.15
51089	06/12/2013	3843	EDSON. JAMES T	438.42	0.00	438.42
51090	06/12/2013	47554	OFFICE DEPOT BUSINESS SVCS	350.81	0.00	350.81
51091	06/12/2013	62855	P M I	1,472.00	0.00	1,472.00
51092	06/12/2013	46290	LAKESWOOD PAN AMERICAN FESTIVAL PARADE. II	553.00	0.00	553.00
51093	06/12/2013	63708	DY-JO CORPORATION	635.00	0.00	635.00
51094	06/12/2013	47288	PEP BOYS-MANNY. MOE & JACK OF CALIFORNIA	37.56	0.00	37.56
51095	06/12/2013	51171	PERS LONG TERM CARE PROGRAM	265.11	0.00	265.11
51096	06/12/2013	570	PLATT. LESLIE	35.00	0.00	35.00
51097	06/12/2013	15600	LONG BEACH PUBLISHING CO	670.00	0.00	670.00
51098	06/12/2013	4340	RAPP. RICHARD	1,000.00	0.00	1,000.00
51099	06/12/2013	60932	RAWITZ. ALISON	786.53	0.00	786.53
51100	06/12/2013	39640	RAYVERN LIGHTING SUPPLY CO INC	419.27	0.00	419.27
51101	06/12/2013	64630	RHODES. JOE MAINTENANCE SERV. INC	812.66	0.00	812.66
51102	06/12/2013	2579	ROMBERG EXCAVATION & OPERATIONS. INC	18,394.80	0.00	18,394.80
51103	06/12/2013	65297	S.T.E.A.M.	17,202.44	0.00	17,202.44
51104	06/12/2013	41691	SAFETY-KLEEN CORP.	572.65	0.00	572.65
51105	06/12/2013	418	SAFETYLINE. INC	56.48	0.00	56.48
51106	06/12/2013	56957	SALCO GROWERS INC.	26.98	0.00	26.98
51107	06/12/2013	62215	SATELLITE SPORTS GROUP. LLC	1,800.00	0.00	1,800.00
51108	06/12/2013	28600	SIMS WELDING SUPPLY CO. INC.	33.94	0.00	33.94
51109	06/12/2013	34471	SKATE DEPOT	65.00	0.00	65.00
51110	06/12/2013	52279	SMART & FINAL. INC	496.39	0.00	496.39
51111	06/12/2013	886	HAUSER. JOHN	625.00	0.00	625.00
51112	06/12/2013	29400	SOUTHERN CALIFORNIA EDISON CO	63,478.15	0.00	63,478.15
51113	06/12/2013	4368	SPECIALTY TIRES LLC	33.52	0.00	33.52
51114	06/12/2013	49529	SPICERS PAPER INC.	514.19	4.72	509.47
51115	06/12/2013	59693	SPRINT SPECTRUM LP	2,468.07	0.00	2,468.07
51116	06/12/2013	53927	SUNNY HILLS ASSOCIATES	2,500.00	0.00	2,500.00
51117	06/12/2013	38679	WESTERN EXTERMINATOR COMPANY	148.24	0.00	148.24
51118	06/12/2013	4426	TATE. FLORENCE AND	18,000.00	0.00	18,000.00
51119	06/12/2013	59212	TETRA TECH. INC	3,524.00	0.00	3,524.00
51120	06/12/2013	2372	TGIS CATERING SVCS. INC	2,173.80	0.00	2,173.80
51121	06/12/2013	528	TIME WARNER CABLE	2,871.71	0.00	2,871.71

**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>
51122	06/12/2013	52484	TREND OFFSET PRINTING SERVICES INC	13,832.29	0.00	13,832.29
51123	06/12/2013	47854	TRUESDAIL LABORATORIES INC	2,105.21	0.00	2,105.21
51124	06/12/2013	61282	TRUGREEN LANDCARE GENERAL PARTNERSHIP	7,184.28	0.00	7,184.28
51125	06/12/2013	65224	TUMBLE-N-KIDS. INC	419.90	0.00	419.90
51126	06/12/2013	4356	U.S. BANK PARS ACCT #6746022400	3,624.54	0.00	3,624.54
51127	06/12/2013	4216	U.S. DEPARTMENT OF HUD	125.00	0.00	125.00
51128	06/12/2013	49848	USA BLUE BOOK A DIVISION OF	158.78	0.00	158.78
51129	06/12/2013	1436	USA MOBILITY WIRELESS INC.	6.78	0.00	6.78
51130	06/12/2013	60430	VERIZON CALIFORNIA INC	1,706.07	0.00	1,706.07
51131	06/12/2013	33200	WALTERS WHOLESALE ELECTRIC CO	185.95	0.00	185.95
51132	06/12/2013	7400	WATER REPLENISHMENT DISTRICT OF	197,480.16	0.00	197,480.16
51133	06/12/2013	61019	CHRISTMAN. WILLIAM B	175.00	0.00	175.00
51134	06/12/2013	33350	WATER WELL SUPPLY	18,748.00	0.00	18,748.00
51135	06/12/2013	17640	WAXIE ENTERPRISES INC	1,358.02	0.00	1,358.02
51136	06/12/2013	62628	WELLS. C. PIPELINE MATERIALS	11,863.82	0.00	11,863.82
51137	06/12/2013	37745	WESTERN EXTERMINATOR CO	409.00	0.00	409.00
51138	06/12/2013	2279	AMERICAN PACIFIC PRINTERS COLLEGES INC	7,817.39	0.00	7,817.39
51139	06/12/2013	50058	WHITE HOUSE FLORIST. INC	110.00	0.00	110.00
51140	06/12/2013	3699	MEDRANO. LEOBARDO	250.00	0.00	250.00
51141	06/12/2013	3699	MURTISHAW. R O & J L	46.63	0.00	46.63
51142	06/12/2013	3699	MCNIEL. GEOFF & JENNIFER	8.64	0.00	8.64
51143	06/12/2013	3699	AGUSTIN. KEENA	250.00	0.00	250.00
51144	06/12/2013	3699	AZUA. GUADALUPE	250.00	0.00	250.00
51145	06/12/2013	3699	BERNAL. ANGELICA	250.00	0.00	250.00
51146	06/12/2013	3699	BOBADILLA. ALICE	100.00	0.00	100.00
51147	06/12/2013	3699	CANDELAS. KAREN	250.00	0.00	250.00
51148	06/12/2013	3699	CORTES. SERGIO	380.00	0.00	380.00
51149	06/12/2013	3699	DAVIS. ALLEN	250.00	0.00	250.00
51150	06/12/2013	3699	ESPINO. ANALETTE	250.00	0.00	250.00
51151	06/12/2013	3699	FARWEST PROPERTY MGMT	95.00	0.00	95.00
51152	06/12/2013	3699	FUGGIASCO. DEE	15.00	0.00	15.00
51153	06/12/2013	3699	GIRL SCOUT TROOP 1743	250.00	0.00	250.00
51154	06/12/2013	3699	HARPER. DON	250.00	0.00	250.00
51155	06/12/2013	3699	HUNT. NELLA	250.00	0.00	250.00
51156	06/12/2013	3699	KIAMCO. MARIA	250.00	0.00	250.00
51157	06/12/2013	3699	LUMSDEN. IAN	250.00	0.00	250.00
51158	06/12/2013	3699	MADUENO. MARGARITA	250.00	0.00	250.00
51159	06/12/2013	3699	MAROUENZ. MONICA	15.00	0.00	15.00
51160	06/12/2013	3699	MASTERSON. GAY	100.00	0.00	100.00
51161	06/12/2013	3699	ORTIZ. ROSA	250.00	0.00	250.00
51162	06/12/2013	3699	STANOSZEK. DOROTHY	250.00	0.00	250.00
51163	06/12/2013	3699	VOECKS. BARBARA	250.00	0.00	250.00
51164	06/12/2013	3699	WILLIAMS. KAYLA	250.00	0.00	250.00

**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>783,841.77</u>	<u>4.72</u>	<u>783,837.05</u>

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

## COUNCIL AGENDA

June 25, 2013

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

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

### INTRODUCTION

The Community Safety Commission met on June 3, 2013, to consider various community safety matters that included the consideration of a request for disabled person parking at 5448 Andy Street.

### STATEMENT OF FACT

A request for disabled person parking was received from the tenant of 5448 Andy Street stating that she lives in triplex with parking off the alley, uses an electric wheelchair and does not drive. Her fulltime caregiver prefers to use assigned parking, but her wheelchair will not fit through the back gate. Loading into the side of the van at the curb on Andy works when parking near their complex is available. Requests for cooperation have been made, but neighbors continue to park near her unit.

Staff verified the placards for the requestor and her caregiver. A site visit revealed that the triplex with alley parking is located between a commercial center and single family homes. This location was monitored to find that vehicles parked on the street appeared to belong to residents and tenants of the neighborhood, and some parking was available each time staff visited the location. The requestor is aware that anyone displaying a disabled person parking placard in their vehicle would be able to park in the requested restricted area. The location is shown on the attached map.

### RECOMMENDATION

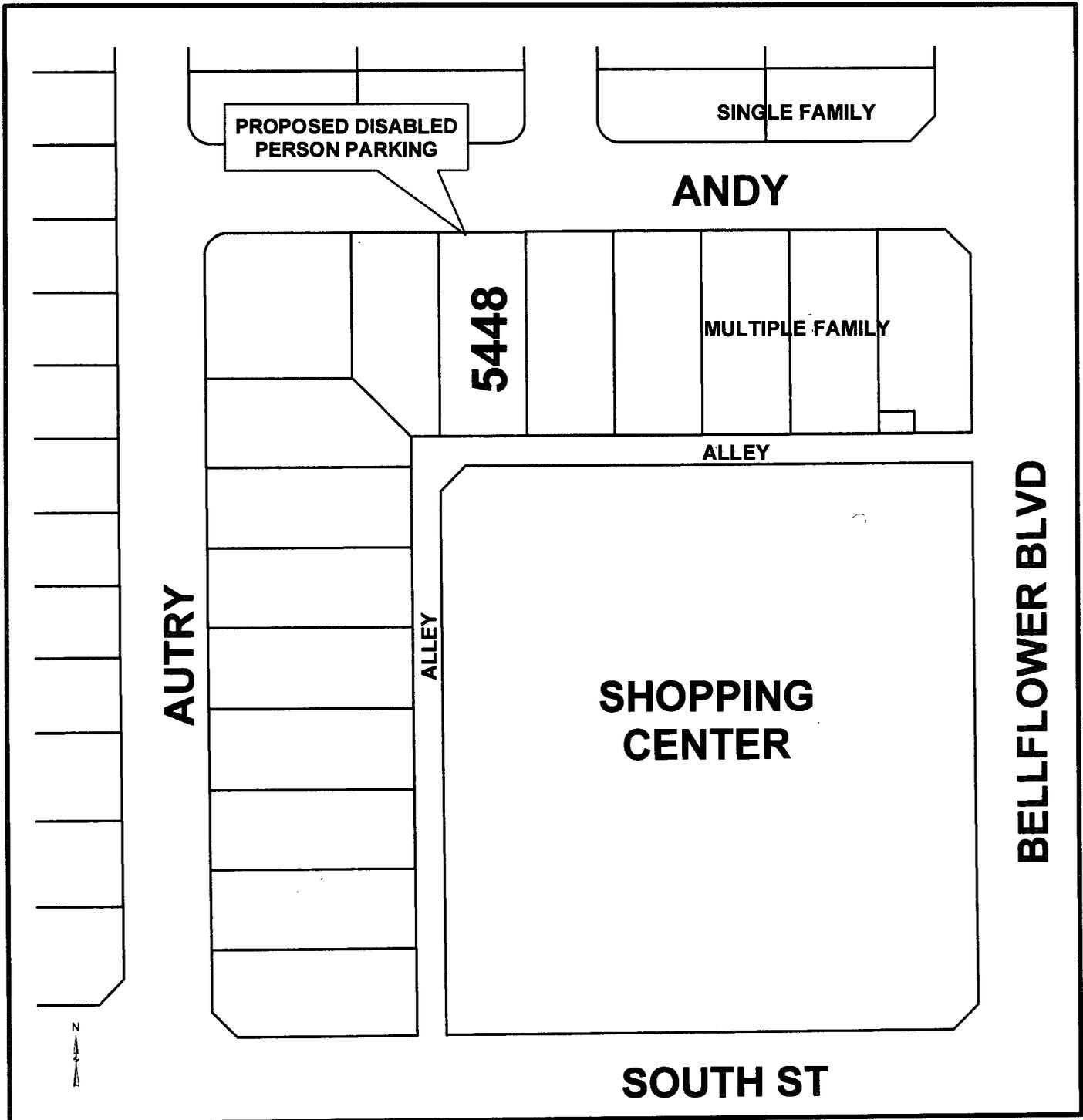
The Community Safety Commission recommends that the City Council adopts the attached resolution authorizing installation of disabled person designated parking at 5448 Andy Street.

Lisa Ann Rapp *LAR*  
Director of Public Works

Howard L. Chambers  
City Manager *HLC*

# COMMUNITY SAFETY COMMISSION

JUNE 3, 2013



**DISABLED PERSON PARKING REQUEST**  
**5448 ANDY STREET**  
**TELOG NO. 2013-22**

RESOLUTION NO. 2013-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAKEWOOD ESTABLISHING DISABLED PERSON  
DESIGNATED PARKING ON THE SOUTH SIDE OF ANDY  
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 Andy Street, beginning two hundred forty-five (245) feet west of the westerly curb line of Bellflower Boulevard, continuing westerly for a distance of (25) 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 Deborah Geiger, a physically disabled person, occupies the unit at 5448 Andy Street.

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

ADOPTED AND APPROVED THIS 25TH DAY OF JUNE, 2013.

\_\_\_\_\_  
Mayor

ATTEST:

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

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

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

**SUBJECT:** Acceptance of Notice of Completion – Public Works Contract No. 2012-04  
Mayfair Pool Renovation Project

**INTRODUCTION**

Nadar, Inc., the Contractor on Public Works Contract No. 2012-04, has completed the pool renovation project at Mayfair Park. Staff recommends acceptance of the project, and filing of the *Notice of Completion* on this contract.

**STATEMENT OF FACT**

On December 11, 2012, the Council awarded Public Works Contract No. 2012-04 to Nadar, Inc., in the amount of \$677,500 for the renovation to Mayfair Pool. Improvements included replacement of the fiberglass liner, concrete deck areas, underwater pool lighting, and drain line plumbing work. There were 5 change orders on the contract, in the net additional amount of \$14,475.27 – well under the amount authorized by council for contingencies. Changes were required primarily due to under deck electrical conduits, gutter drain fittings, as-built drawings not matching field conditions and repair of the existing sand filters. Even with 20 additional calendar days added to the contract, this project finished on time and under budget.

The General Fund funded this project and project expenses also included replacement of the lifeguard chairs and umbrellas, new code-required pool signage, new spectator seating and shade, and repairs to perimeter fencing and the existing pool pump.

Discussion of plans to renovate Mayfair Pool started back in 2009. Staff is proud to report that the project is completed and will provide the Lakewood community with aquatic activities for many years to come.

**RECOMMENDATION**

Staff recommends that the City Council:

- (1) Accept the work performed by Nadar, Inc., in a final contract amount of \$691,975.27, and authorize the City Clerk to file the Notice of Completion for Public Works Contract No. 2012-04.
- (2) Ratify the final net additional amount of \$14,475.27 to the Contract for five (5) change orders as described in this report.

Lisa Ann Rapp   
Director of Public Works

Howard L. Chambers   
City Manager

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

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

**SUBJECT:** Acceptance of Notice of Completion – Public Works Contract No. 2011-05  
Bloomfield Park C.D.B.G. Outdoor Revitalization Project

### **INTRODUCTION**

Romberg Excavations & Operations, Inc., the Contractor on Public Works Contract No. 2011-05, has completed the renovation project at Bloomfield Park. Staff recommends acceptance of the project, and filing of the *Notice of Completion* on this contract.

### **STATEMENT OF FACT**

On July 24, 2012, the Council awarded Public Works Contract No. 2011-5 to Romberg Excavations & Operations, Inc., in the amount of \$404,911 for replacement of the Tot Lot play area, landscaping, hardscape and turf improvements at Bloomfield Park. A combination of Community Development Block Grant and General Funds were used for these improvements, and the work of the contract has been successfully completed. There were 6 change orders on the contract, including one council previously approved to add the new group picnic shelter into the Contract. The net amount of the remaining five change orders was \$15,422.47 – well under the amount authorized by council for contingencies. A combination of credits, extra contract days and a final change order in the amount of \$19,362.95 was negotiated with Romberg which covered about 12 items of work completed under Construction Change Directives in order to keep the contract schedule moving along.

All Block Grant funds were expended and the balance of General Funds in the project account will be returned to fund balance.

The Tot Lot opened in early May and the picnic shelter opened last week. Although finished, the shelter was within a large parcel of newly-seeded turf, and staff wanted to make sure the turf was fully established and the contract maintenance period was completed before removing the temporary construction fencing surrounding this area. The grass will now sustain the busy summer use expected on this park. In lieu of a Landscape Guarantee Bond, staff recommends \$2,500 be withheld until August 2, 2013 to guarantee the turf areas, and an additional \$2,500 be retained until June 15, 2014 to guarantee the newly planted trees. A total of \$5,000 would be retained from contract retention funds to satisfy these guarantees. The Contractor has agreed to this proposal.

### **RECOMMENDATION**

Staff recommends that the City Council:

- (1) Accept the work performed by Romberg Excavations & Operations, Inc., in a final contract amount of \$509,946.47, and authorize the City Clerk to file the Notice of Completion for Public Works Contract No. 2011-3.

- (2) Authorize a withholding amount of \$5,000 from contract retention funds in place of a Landscape Guarantee bond with release dates as mentioned in this report.
- (3) Ratify the final net additional amount of \$105,035.47 to the Contract for six (6) change orders, which includes the amount of \$89,613 previously approved by Council for the new group picnic shelter.

Lisa Ann Rapp *LAR*  
Director of Public Works

Howard L. Chambers  
City Manager



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

# Public Hearings

**Item 1.1.a – City Manager’s Report**

**will be an oral presentation**



**Using a Powerpoint slide show, the City Manager  
will present an overview of the proposed budget  
for fiscal year 2013-2014**

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

MEMORANDUM

TO: CITY COUNCIL

FROM: CITY ATTORNEY

COPIES TO: CITY MANAGER  
DIRECTOR OF ADMINISTRATIVE SERVICES  
CITY CLERK

DATE: JUNE 25, 2013

SUBJECT: BUDGET - DETERMINING ANNUAL APPROPRIATIONS, SPENDING LIMITS FOR FISCAL YEAR 2013-2014, AND ADOPTION OF BUDGET FOR FISCAL YEAR 2013-2014

Find attached the following:

1. Resolution authorizing the automatic appropriation of unappropriated balances into contingency fund as of June 30, 2013. Article XIII.B (Gann) provides the total annual appropriation of each local government shall not exceed the appropriation limit of such entity for the prior year, adjusted for changes in cost of living, except as otherwise provided therein. The City, therefore, in preparing its budget must determine its appropriation limits in order to avoid some of the undesirable effects of Proposition 4 (Gann Initiative). One of the provisions of Article XIII.B as contained in XIII.B(2) is that revenues received by the City in excess of the annual amount appropriated in compliance with the Article during the fiscal year shall be returned by revisions of tax rate or fee schedules within the next two subsequent fiscal years. It is recommended that a resolution be adopted to reflect revisions, both as to budgeted revenues and expenditures, so the appropriations equal the actual revenues prior to consideration of the following.
2. Prior to adoption of the budget, it is recommended that the City, by separate resolution, determine its annual appropriation limit for the fiscal year 2013-2014. Find attached a resolution making that determination.

Unlike Proposition 13, which was a limitation on taxation raising money, Proposition 4 (Gann initiative), as amended by Proposition 111, is a limitation on spending money and relates to the proceeds of most types of taxes and revenue and some types of state subventions. The function of Article XIII.B is to regulate the appropriations of proceeds of taxes, which generally are tax revenues, user fees and charges (to the extent they exceed costs), interest and dividends earned on the investment of tax revenues, and certain subventions. State subventions that are included within the definition of "proceeds of taxes" are those that are received by the entity without restriction. Federal grants and subventions are not included. Although Proposition 4 is technical, its basic mechanism is simple, and

that is that the total annual appropriation of the City is subject to limitations. In other words, the total annual appropriation of proceeds from taxes (as previously defined) may not exceed the appropriations limit of the entity for the prior year, except as adjusted for changes in the cost of living and population (XIII.B Sections 1, 8[c], [e] and [f]). The limitation is the total appropriation of the prior year—not the actual appropriation of the prior year.

Pursuant to XIII.B.8.10.5, the appropriation limit for fiscal year 1986-1987 in the amount of \$14,339,821 is the limit for appropriations for fiscal year beginning July 1, 2013, adjusted by the changes made since then as authorized therein.

In addition, the following statutory provisions commencing with Sections 7900, et seq., of the Government Code, must be complied with:

1. Each year by resolution the City Council shall establish its appropriation limits for the following fiscal year, at either a regularly scheduled Council meeting or a noticed special meeting. Fifteen days prior to such meeting, documentation used in determination of the appropriation limit shall be available to the public (Section 7910). Find attached resolution making that determination.
2. Determination of the appropriation limit is a legislative act subject to judicial review (Section 7910).
3. For the 2013-2014 fiscal year the appropriation limit shall equal the following (Section 7902[b]):
  - a. The appropriation limit for the 1986-1987 fiscal year (\$14,339,821) multiplied by the product of the change in cost of living, as defined in Paragraph (2) of subdivision (3) of Section 8 of Article XIII.B. of the California Constitution and the change in population of local jurisdiction for the calendar year preceding the beginning of the fiscal year for which the appropriation limit is to be determined, and adjusted for other changes required or permitted by Article XIII.B. of the California Constitution.
4. In determining "change of California per capita personal income," reference must be made to Section 7901(a), and "change in cost of living," Section 7901(b), and "change in population," Section 7901(c).
5. In determining whether revenue received is in excess of the amount appropriated (and, therefore, must be returned to the taxpayers by a revision of tax rates and fee schedules as specified in XIII.B.2) Section 7901(h) defines said revenues as follows: "Revenues means all tax revenues and the proceeds to a local jurisdiction or the state received from (1) regulatory licenses, user charges, and user fees to the extent that these proceeds exceed the costs reasonably borne by that entity in providing the regulation, product or service, and

**Adoption of Budget**

June 25, 2013

Page 3

(2) the investment of tax revenues as described in subdivision (I) of Section 8 of Article XIII.B. For a local jurisdiction, revenues and appropriations shall also include subventions as defined in Section 7903 to be money which is unrestricted by statute.”

6. Not later than May 1 of each year the Department of Administrative Services shall notify the City of changes in the cost of living or changes in the California per capita income, whichever is lesser, and the population for each local jurisdiction for the prior calendar year, and these figures shall be used in the computation (Section 7909).
7. The aforementioned computation shall be contained in or attached as a schedule to the Resolution adopted prior to June 30, 2012 (Section 7910).

In addition, attached is a Resolution which may be used to adopt the budget. This Resolution should be adopted after adoption of the aforementioned Resolutions and the public hearing establishing the annual appropriation limits for fiscal year 2012-2013. In respect to adoption of the budget and the appropriation of funds for fiscal year 2012-2013, please be further advised as follows:

1. Payroll warrants or checks need not be audited by the City Council prior to payment, provided the payroll is presented to the City Council for ratification and approval at the first meeting after delivery of the payroll warrants or checks. Warrants or checks drawn in payment of demands, certified or approved by the Director of Administrative Services as conforming to a budget approved by Resolution of the City Council, need not be audited by the City Council prior to payment if such warrants or checks are presented to the City Council for ratification and approval at the first meeting after delivery of the warrants or checks (Government Code Section 37208). The financial and accounting duties of the City Clerk have by ordinance been transferred to the Director of Administrative Services (LMC 3132). Approval of the budget by resolution will put into effect the aforementioned procedure, and checks or warrants of the City conforming to the budget may be drawn and paid by the Director of Administrative Services on the appropriate signature of the Mayor and/or Treasurer, provided the same are placed on the next Register of Demands for approval by the City Council.
2. Resolution approving the budget also appropriates funds for the fiscal year 2013-2014. Unless the City Council should otherwise direct, all projects therein set forth are authorized by the Resolution approving the budget and may be performed without further Council direction. Checks drawn in payment of demands arising therefrom, and certified by the Director of Administrative Services as conforming to the budget, need not be audited prior to payment, and shall be presented to the City Council for ratification and approval at the first meeting of the City Council after delivery of the checks (Section 37208).
3. Each City officer, department, board or commission, including the governing body of any special district or school district whose jurisdiction lies wholly or partly within the City and

whose function includes recommending preparation of plans for or construction of major public works, shall submit to the City Council a list of proposed public works recommended for planning initiation or construction during the fiscal year (Government Code Section 65401).

4. The Resolution approving the budget contains a provision authorizing the City Manager to proceed with specific projects enumerated in the budget. In addition, the Mayor is directed to execute all necessary contracts to carry out the foregoing. The purpose of this provision is to make sure the projects set forth in the budget are authorized and may be performed without further Council direction, unless otherwise required by law. For example, some projects and contracts may be awarded and proceeded on only following a public hearing before the City Council as required by law. Otherwise, where no such procedure or public hearing is required, or otherwise directed by the City Council, the Resolution enclosed authorizes the City Manager to arrange for the performance of any such projects enumerated in the budget.
5. In addition, Section 37110 of the Government Code authorizes the City Council to expend a sum not exceeding five percent (5%) of the money accruing to the General Fund in the fiscal year for music and promotion, including promotion of a sister city and town affiliation program. The Resolution approving the budget contains a finding in that regard, that the appropriations therein contained for promotion and music do not exceed five percent (5%) of the money accruing to the General Fund.
6. The Mayor is authorized to sign all warrants on the City Treasury and all written contracts and conveyances of the City, or in his absence, the Mayor Pro Tem (Gov. Code Section 40602). Therefore, where a project is authorized by the budget, the Mayor will execute the agreement, upon approval as to form by the City Attorney, without further Council approval. The City Council may, however, in any given case, direct otherwise. The City Council may by ordinance also authorize someone other than the Mayor to perform this function (Gov. Code Section 40602).
7. The Resolution also authorizes the City Manager to make transfers of budget appropriations between classifications and activities within funds. The purpose is to allow these transfers without frequent reference to the City Council for approval.

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

RESOLUTION NO. 2013-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD AMENDING THE BUDGET FOR FISCAL YEAR 2012-2013, AND AUTHORIZING THE APPROPRIATION OF RESERVE FUNDS INTO APPROPRIATE FUNDS AS OF JUNE 30, 2013

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

SECTION 1. The budget for the fiscal year ending June 30, 2013, is hereby amended to reflect that funds established and monies appropriated shall not be considered as restricted totally in their availability and use, and the amounts thereof may be adjusted between funds as necessary to serve the needs of the City.

SECTION 2. The budget heretofore adopted for the fiscal year ending June 30, 2013, is amended as provided herein.

SECTION 3. Any unencumbered appropriations in the General Fund at the close of business on June 30, 2013, including grant appropriations, shall be appropriated to the Fund Balance as specified by the Governmental Fund Balance Policy. Similarly, any un-appropriated balance in the General Fund at the close of business on June 30, 2013 is hereby appropriated into the Fund Balance as specified by the Governmental Fund Balance Policy. The revenue which will be recognized as a result of the carry forward of grant appropriations shall also be carried forward into Fiscal Year 2013-2014 as budgeted revenues.

SECTION 4. Any unencumbered appropriations in any other Fund of the budget shall be appropriated to the Fund Balance as specified by the Governmental Fund Balance Policy. Any other un-appropriated balance in any other Fund of the budget at the close of business on June 30, 2012 is hereby appropriated therein to the Fund Balance as specified by the Governmental Fund Balance Policy.

SECTION 5. This Resolution shall be effective upon adoption.

ADOPTED AND APPROVED THIS 25TH DAY OF JUNE, 2013.

\_\_\_\_\_  
Mayor

ATTEST:

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

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

RESOLUTION NO. 2013-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD DETERMINING THE TOTAL ANNUAL APPROPRIATION SUBJECT TO LIMITATION OF THE CITY OF LAKEWOOD FOR THE FISCAL YEAR 2013-2014

WHEREAS, the City Manager has prepared and submitted to the City Council a budget for the fiscal year commencing July 1, 2013; and

WHEREAS, prior to the adoption of the budget the City Council should determine its annual appropriations that are subject to limitation pursuant to Article XIII.B of the State Constitution; and

WHEREAS, said total annual appropriation subject to limitation of the City of Lakewood has been computed by the Director of Finance in accordance with the provisions of Article XIII.B and Government Code Sections 7900, et seq., all of which are attached hereto in appropriate schedules; and

WHEREAS, the City of Lakewood has complied with all of the provisions of Article XIII.B and Government Code Section 7902 in determining the total annual appropriation subject to limitation for the Fiscal Year 2013-2014.

SECTION 1. The City Council finds this Resolution and the schedules attached hereto as presented to it for adoption at a regular meeting of the City Council of the City of Lakewood on June 26, 2012, and that fifteen days prior to such meeting the documentation used in the determination of the appropriation limit was made available to public inspection.

SECTION 2. The total annual appropriations of the City of Lakewood subject to limitation as specified in Article XIII.B of the State Constitution for the Fiscal Year 2013-2014, commencing July 1, 2013, as set forth on Exhibit A attached hereto and made a part hereof, is hereby fixed and determined to be \$28,778,546.85.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution, and shall maintain said Resolution along with Exhibit A attached hereto, and made a part hereof, in her office for public inspection.

ADOPTED AND APPROVED THIS 25TH DAY OF JUNE, 2013.

\_\_\_\_\_  
Mayor

ATTEST:

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

## EXHIBIT A

2012-13	2013-14	
(865,100.00)	(974,198.00)	
-	-	
(66,452.00)	(97,016.00)	
(405,480.00)	(421,441.00)	
(1,337,032.00)	(1,492,655.00)	
1,337,032.00	1,492,655.00	
34,034,828.00	36,442,685.00	
35,371,860.00	37,935,340.00	(a) Total revenues less tax & investment income revenues
27,740,739.00	28,570,901.00	Tax-related revenues
27,740,739.00	28,570,901.00	(b) Taxes subject to Gann Limit without interest
466,768.00	483,350.00	Total Investment Earnings-all funds
466,768.00	483,350.00	Total Interest less LRA interest
35,371,860.00	37,935,340.00	(a) non-tax revenues
27,740,739.00	28,570,901.00	(b)
63,112,599.00	66,506,241.00	
35,371,860.00	37,935,340.00	(a)
63,112,599.00	66,506,241.00	
0.6131	0.5704	
27,740,739.00	28,570,901.00	(b)
63,112,599.00	66,506,241.00	
0.4395	0.4296	
466,768.00	483,350.00	Interest Revenue
0.6131	0.5704	Non tax related revenues rate
286,185.56	275,704.15	Interest proceeds from non-tax revenues
466,768.00	483,350.00	Interest Revenue
0.4395	0.4296	Tax related revenues rate
205,164.89	207,645.85	Interest proceeds from tax revenues
205,164.89	207,645.85	47,433,795.00 Gann Limit
27,740,739.00	28,570,901.00	(b) 28,778,546.85 Proceeds subject to limit
27,945,903.89	28,778,546.85	60.7%

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

RESOLUTION NO. 2013-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAKEWOOD ADOPTING THE BUDGET AND APPROPRIATING  
REVENUE FOR THE FISCAL YEAR 2013-2014

WHEREAS, the City Manager has prepared and submitted to the City Council a 2013-2014 Proposed Budget, for the fiscal year commencing July 1, 2013, and ending June 30, 2014; and

WHEREAS, the City Council has reviewed and modified the City Manager's Proposed Budget; and

WHEREAS, the City Council held a public hearing on the 2013-2014 Proposed Budget, as modified, on June 25, 2013, where all interested persons were heard; and

WHEREAS, the City Council has considered the budget and comments thereon, and has determined it is necessary for the efficient management of the City that certain sums of revenue be appropriated to the various departments, officers, and agencies and activities of the City as set forth in said budget, and as amended.

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

SECTION 1. The one-year budget for the City of Lakewood for the fiscal year July 1, 2013 through June 30, 2014, is hereby adopted totaling an appropriation in the sum of \$68,602,235.00.

SECTION 2. Said budget hereby adopted is the aforementioned Proposed Budget prepared by the City Manager, and as amended by the City Council, entitled "Proposed Budget, 2013-2014, City of Lakewood, California," incorporated herein as though set forth in full. Said budget is hereby adopted as the One-Year Budget of the City of Lakewood for this fiscal year, and shall remain in full force and effect until amended or modified by the City Council.

SECTION 3. The sums of money therein set forth are hereby appropriated from the revenues of the City to the departments, functions and funds therein set forth for expenditure during the Fiscal Year 2013-2014.

SECTION 4. The City Council hereby finds and determines that the sums of money appropriated therein for promotion and music do not exceed five percent (5%) of the money accruing to the General Fund for the fiscal year 2013-2014.

SECTION 5. The City Manager is hereby authorized and directed to arrange for the performance in accordance with the terms and provisions of law, of all specific projects enumerated in said budget, and the Mayor is directed to execute all necessary contracts to carry out the same.

SECTION 6. The City Manager shall have authority to incur obligations and enter into contracts for not to exceed twenty thousand dollars (\$20,000) without prior approval of the Council, provided that such expenditures are consistent with the budget and purchasing policy.

SECTION 7. The City Manager is authorized to make transfers of budget appropriations between classifications and activities within a fund.

SECTION 8. The City Clerk shall certify to the adoption of this Resolution, and the same shall be effective July 1, 2013.

ADOPTED AND APPROVED THIS 25TH DAY OF JUNE, 2013.

---

Mayor

ATTEST:

---

City Clerk

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

RESOLUTION NO. 2013-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD AUTHORIZING THE DIRECTOR OF ADMINISTRATIVE SERVICES TO CERTIFY TO CITY LIGHT AND POWER LAKEWOOD, INC., THAT BASIC FEE PAYMENTS HAVE BEEN INCLUDED IN THE BUDGET

WHEREAS, the City Council by Resolution No. 97-107 on November 12, 1997, entered into an agreement for street lighting maintenance by City Light and Power Lakewood, Inc.; and

WHEREAS, the City, in Paragraph 2 of said Agreement, covenanted to take certain action as necessary to include in the budget, effective July 1 of each year during the term of the Agreement, an appropriation for all basic fee payments; and

WHEREAS, the City Council finds that there are lawful available funds, after considering all of the other obligations and anticipated revenues of the City effective July 1, 2013, to appropriate all necessary funds for the basic fee payments during the Fiscal Year 2013-2014.

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

SECTION 1. The Director of Administrative Services is hereby directed to furnish City Light and Power Lakewood, Inc., and its Qualified Lienholder, or successors, not later than twenty (20) days following the adoption of the budget, a certificate of the City of Lakewood that the basic fee payments due in the Fiscal Year 2013-2014 have been included in the budget approved by the City Council.

SECTION 2. The City Clerk is directed to certify the adoption of this resolution.

ADOPTED AND APPROVED THIS 25TH DAY OF JUNE, 2013.

\_\_\_\_\_  
Mayor

ATTEST:

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

RESOLUTION NO. 2013-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD AUTHORIZING THE DIRECTOR OF ADMINISTRATIVE SERVICES TO CERTIFY TO CITY LIGHT AND POWER LAKEWOOD, INC., THAT BASIC FEE PAYMENTS HAVE BEEN INCLUDED IN THE BUDGET

WHEREAS, the City Council by Minute Order on February 26, 2008, entered into an agreement for Photovoltaic System maintenance by City Light and Power Lakewood, Inc.; and

WHEREAS, the City, in Section 2.05 of said Agreement, covenanted to take certain action as necessary to include in the budget, effective July 1 of each year during the term of the Agreement, an appropriation for all basic fee payments; and

WHEREAS, the City Council finds that there are lawful available funds, after considering all of the other obligations and anticipated revenues of the City effective July 1, 2013, to appropriate all necessary funds for the basic fee payments during the fiscal year 2013-2014.

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

SECTION 1. The Director of Administrative Services is hereby directed to furnish City Light and Power Lakewood, Inc., and its Qualified Lienholder, or successors, not later than twenty (20) days following the adoption of the budget, a certificate of the City of Lakewood that the basic fee payments due in the Fiscal Year 2013-2014 have been included in the budget approved by the City Council.

SECTION 2. The City Clerk is directed to certify the adoption of this resolution.

ADOPTED AND APPROVED THIS 25TH DAY OF JUNE, 2013.

\_\_\_\_\_  
Mayor

ATTEST:

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

**COUNCIL AGENDA**

June 25, 2013

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

**SUBJECT:** Governmental Fund Balance Policy

**INTRODUCTION**

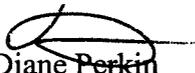
In February 2009, the Governmental Accounting Standards Board (GASB) released Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. GASB Statement No. 54 significantly alters the focus and terminology used for fund balance reporting.

**STATEMENT OF FACT**

The Governmental Fund Balance Policy was last amended and approved on June 26, 2012. The recommended update to the policy is to include additional language regarding the rate stabilization classification to include newly implemented projects. It is not uncommon for cities to have various policies relating to finances and accounting. This policy with previously adopted policies is included in the final "Adopted Fiscal Year 2013-2014 Budget" book.

**STAFF RECOMMENDATION**

It is respectfully recommended that the City Council adopt the amended Governmental Fund Balance Policy as presented.

  
Diane Perkin  
Director of Administrative Services

Howard L. Chambers   
City Manager

# **CITY OF LAKEWOOD**

## **Governmental Fund Balance Policy**

Fund balance refers to the difference between assets and liabilities in the city's governmental funds balance sheet. This information is one of the most widely used elements of state and local government financial statements. Financial statement users examine fund balance information to identify the available liquid resources that can be used to repay long-term debt, add new programs, finance capital improvements, or enhance the financial position of the city.

### **PURPOSE**

The purpose of this policy is to improve financial reporting by establishing fund balance classifications that create a hierarchy based on the extent to which the City is bound to observe spending constraints that govern how the City can use amounts reported in the governmental fund balance sheet. This policy satisfies the requirements of GASB Statement No. 54.

### **POLICY**

It is the policy of the City of Lakewood to identify the various classifications of the City's governmental fund balance in its Comprehensive Annual Financial Report (CAFR). These classifications take into consideration the City's long-term infrastructure needs, non-current liabilities, stabilization funds, funds necessary to mitigate economic uncertainties, funding that has spending constraints such as grants, and fixed assets that will not easily convert to cash. The fund balance is a tool the City uses to have an effective long-term financial plan, as well to ensure sufficient liquidity for the City meets its financial obligations in the short-term.

### **OBJECTIVE**

The City of Lakewood's Fund Balance Policy has two (2) objectives:

- (i) To determine the available liquid resources; and**
- (ii) To provide the information necessary to make informed financial decisions.**

The classifications of the City's governmental fund balance are designed to clarify the extent to which the City is bound to honor constraints on the specific purposes for which amounts in the fund can be spent, rather than to simply represent the financial resources available for appropriation.

### **OVERVIEW**

Governmental funds represent one of three categories of funds; the other two categories are proprietary funds (water enterprise fund, and fleet and print-shop internal service funds), and fiduciary funds (pension funds held in trust).

Governmental funds are used to account for activities primarily supported by taxes, fees, grants, and bond proceeds.

# **CITY OF LAKEWOOD**

## **Governmental Fund Balance Policy**

Governmental funds are further classified into five fund types: General Fund, the chief operating fund of the City; Special Revenue Funds, which account for funds legally restricted for a specific use; Debt Service Fund; Capital Projects Fund; and Permanent Funds for endowment arrangements.

Governmental funds are designed to focus on the near-term. To do this, governmental funds present only the subset of the City's assets that are considered the City's current financial resources, and the corresponding sub-set of liabilities that is expected to be liquidated with those current financial resources, resulting in a method to assess the City's financial liquidity. Because governmental funds report only a subset of assets and liabilities, the difference between the two, or fund balance, is a measure of working capital – not of net worth.

The fund balance is only an approximate measure of liquidity or working capital. It is this discrepancy of measuring working capital that requires the City to recognize what makes-up the fund balance and isolate funds that are needed for longer-term obligations, discern what funds are restricted for specified purposes, and pull-out funds that are not available at all. To accomplish this, the City's financial statements for governmental funds are comprised of five (5) fund balance classifications:

- (i) Nonspendable Funds**
- (ii) Restricted Funds**
- (iii) Committed Funds**
- (iv) Assigned Funds**
- (v) Unassigned Funds**

### **NONSPENDABLE & RESTRICTED FUND BALANCE**

The first two classifications are subject to requirements outside the local governing body's control for financial decision-making and planning purposes; Nonspendable resources are essentially irrelevant, and Restricted resources are of no discretionary value. Accordingly, this policy will just briefly describe Nonspendable and Restricted funds in this Section.

#### **Nonspendable Funds**

Some of the assets that are included in determining the City's fund balance are inherently nonspendable:

- Assets that will never convert to cash, such as prepaid items and inventories.

# **CITY OF LAKEWOOD**

## **Governmental Fund Balance Policy**

- Assets that will not convert to cash within sixty (60) days from the start of the fiscal year, such as long-term loans receivable, and non-financial assets held for resale.
- Assets that must be maintained intact pursuant to legal or contractual requirements, such as an endowment.

### **Restricted Funds**

Restricted funds describe the portion of the fund balance that is subject to externally enforceable legal restrictions, these restrictions fall into three (3) categories:

- (i) Restrictions are imposed by parties altogether outside the scope of the City's governance:
  - Creditors (typically through a debt covenant)
  - Grantors (typically state, federal and other governmental agencies)
  - Contributors
  - Other governments.
- (ii) Restrictions that arise when the authorization to raise revenues is conditioned upon the revenue being used for a particular purpose, such as:
  - Gas taxes must be used for street repair
  - Prop C must be used for fixed transit routes
  - Prop A must be used for transit programs
  - Measure R must be used for local street repair
- (iii) Long-term loans receivable and non-financial assets that are collected can also be considered Restricted if the collected funds are subject to an externally enforceable restriction on how they can be spent.

### **PROCEDURES**

This Section provides a comprehensive protocol on what is legally deemed the unrestricted portion of the fund balance, and the order in which the classifications are spent.

The unrestricted portion of the fund balance is comprised of the City's fund balance or resources that are classified as Committed Funds, Assigned Funds, or Unassigned Funds.

### **UNRESTRICTED FUND BALANCE**

#### **Committed Funds**

# **CITY OF LAKEWOOD**

## **Governmental Fund Balance Policy**

Committed funds describe the portion of the fund balance that is constrained by limitations imposed by the Lakewood City Council and/or the Lakewood Redevelopment Agency. The Council and/or Agency imposed limitation must occur no later than the close of the reporting period and remains binding unless removed under the same manner.

### Types of commitments:

- Self Insurance
- Pension Obligations
- Refuse Stabilization
- Economic Uncertainties
- Capital Projects

### Self Insurance

Since 1998, \$4 million has been held in reserve in the General Fund for self Insurance. These funds are held to cover liability and worker's compensation expenses that are in excess of the costs covered by the California Joint Powers Insurance Authority, CJPIA. The CJPIA has historically covered all costs for the city, so the use of these funds is rare and would only be used for very large unpredictable claims. Periodic review of this amount is required to ensure adequate funds are available.

### Pension Obligations

Pension obligations include: CalPERS, California Public Employees' Retirement System; OPEB, other post-employment benefits (retiree health benefit); and PARS, Public Agency Retirement Services.

Every year CalPERS provides an Annual Valuation Report. This report specifies the employer contribution rate for both 'normal cost' and amortized costs, and unfunded liability. Using a weighted amortized cost rate, the unfunded liability attributed to amortized cost is computed. This computed amount is then held as a Committed fund balance in the General Fund.

The funds necessary to cover OPEB obligations is determined by a biennial actuarial as of June 30 every odd year. This actuarial computes the unfunded accrued liability, this amount is then transferred into the OPEB Trust. On even years, City staff computes the estimated OPEB unfunded liability using the assumptions presented in the prior year's actuarial. This amount is held in the General Fund as a Committed Fund Balance to be paid to the Trust in the following year per the actuarial.

The PARS plan also has a biennial actuarial as of June 30 every odd year. The actuarial provides the PARS 'normal rate' and the unfunded actuarial liability rate. Using a weighted unfunded actuarial liability rate, the unfunded liability cost is computed, which is then held as a Committed fund balance in the General Fund. The PARS unfunded actuarial liability and Committed fund balance are reduced each year resulting in full funding by 2025.

# **CITY OF LAKEWOOD**

## **Governmental Fund Balance Policy**

### Refuse Stabilization

The refuse stabilization funds of \$1,964,966 were built up over a period of years using the Long Beach SERRF rebates. In Fiscal Year 2010, the rebate program ceased. The rate stabilization funds were set aside to offset sharp increases in cost due to the implementation of a new refuse related program, or offset large annual increases (greater than 10%), or unexpected increases within the fiscal year (greater than 3%) in refuse collection or disposal. New programs and rate increase of ten percent or greater is unusual, and rate increases mid-year even more so; the use of these funds to offset rate increases would be rarely used and would only provide a bridge to the new higher rate.

### Economic Uncertainties

The amount for economic uncertainties is computed as 20% of the General Fund's annual operating expenditures. These funds are held to offset major or unexpected reductions in revenue. Reduction in revenue equal to or greater than 10% would trigger the use of these funds to support core city services. The city has yet to experience a ten percent drop in revenues; the use of these funds is rare.

### Capital Projects

The amount for discrete contracts and purchases is limited to the required continuing appropriations or encumbrances for contracts or purchases that required Council approval. These contracts and purchases are discrete in that they are one-time in nature.

### **Assigned Funds**

Assigned funds describe the portion of the fund balance that reflects the intended use of resources by the Lakewood City Council and/or the Lakewood Redevelopment Agency. The amounts set aside for an intended use can be assigned by the City Manager.

#### Types of Assigned Funds:

- Infrastructure and Structures
- Equipment Replacement
- Contract Services in Case of Emergency

### Infrastructures and Structures

These Assigned funds are set aside to for major emergency or unexpected necessary repairs of the City's streets, hard-scape, facilities, communication and technology systems, or other owned City property. The Assigned amount is the value of the assets before depreciation divided by thirty, which corresponds to the CAFR thirty-year depreciation schedule.

### Equipment Replacement

These Assigned funds are set aside to for emergency or unexpected replacement of the City's vehicles or equipment. The Assigned amount is the value of the assets before

# **CITY OF LAKEWOOD**

## **Governmental Fund Balance Policy**

depreciation divided by seven, which corresponds to the CAFR seven-year depreciation schedule.

### **Contract Services in Case of Emergency**

These Assigned funds are set aside to for contract services necessary to deal with an emergency or unexpected event. The Assigned amount is equivalent to the current one-month costs of the top eight contract services, and one-month lease from the Lakewood Stables.

### **Unassigned Funds**

The General Fund often will have net resources in excess of what is classified in one of the four previous categories. This amount is presented as the unassigned fund balance. Only the general Fund can report a positive unassigned fund balance; however, all governmental funds can report a negative unassigned fund balance.

### **Use of Resources**

In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, the order of allocation of these available funds is first restricted, second committed, third assigned, and lastly unassigned amounts.

## **SUMMARY**

### **Components of the Fund Balance**

#### **Nonspendable Fund Balance**

- Inherently nonspendable
- Portion of net resources that cannot be spent because of their form
- Portion of net resources that cannot be spent because they must be maintained intact

#### **Restricted Fund Balance**

- Externally enforceable limits on use
- Limitations imposed by creditors, grantors, contributors, or laws and regulations of other governments
- Limitations imposed by law through constitutional provisions or enabling legislation

#### **Committed Fund Balance**

- Council/Agency Self-imposed Limitations set in place prior to the end of the fiscal year
- Limitation imposed at highest level of decision making that requires formal action at the same level to remove

#### **Assigned Fund Balance**

- Limitation resulting from intended use
- Intended use established by the City Manager

# CITY OF LAKEWOOD

## Governmental Fund Balance Policy

### Unassigned Fund Balance

- Total fund balance in the General Fund in excess of nonspendable, restricted, committed and assigned fund balance (surplus)
- Excess of nonspendable, restricted, and committed fund balance over total fund balance (deficit)

### Use of Fund Balance

- Restricted
- Committed
- Assigned

## GLOSSARY

State and local governments use three broad categories of funds: *governmental* funds, *proprietary* funds and *fiduciary* funds.

**Governmental** funds include the following.

- *General* fund. This fund is used to account for general operations and activities not requiring the use of other funds.
- *Special revenue* funds are required to account for the use of revenue earmarked by law for a particular purpose. State and federal fuel tax revenues require special revenue funds, because federal and state laws restrict these taxes to transportation uses.
- *Capital projects* funds are used to account for the construction or acquisition of fixed assets such as buildings, equipment and roads. Depending on its use, a fixed asset may instead be financed by a special revenue fund or a proprietary fund. A capital project fund exists only until completion of the project. Fixed assets acquired and long-term debts incurred by a capital project are assigned to the government's *General Fixed Assets* and *Long-Term Debts*.
- *Debt service* funds are used to account for money that will be used to pay the interest and principal of long-term debts. Bonds used by a government to finance major construction projects, to be paid by tax levies over a period of years, require a debt service fund to account for their repayment.

The debts of special assessment and proprietary funds are serviced within those funds, rather than by a separate debt service fund.

- *Special assessment* funds account for public infrastructure improvements financed by special levies against property holders. Sidewalk and alley repairs often rely on special assessments.

**Proprietary** funds include the following.

## CITY OF LAKEWOOD

### Governmental Fund Balance Policy

- *Internal service* funds are used for operations serving other funds or departments within a government on a cost-reimbursement basis. A printing shop, which takes orders for booklets and forms from other offices and is reimbursed for the cost of each order, would be a suitable application for an internal service fund.
- *Enterprise* funds are used for services provided to the public on a user charge basis, similar to the operation of a commercial enterprise. Water and sewage utilities are common examples of government enterprises.

**Fiduciary** funds are used to account for assets held in trust by the government for the benefit of individuals or other entities. The employee pension fund, created by the State of Maryland to provide retirement benefits for its employees, is an example of a fiduciary fund. Financial statements may further distinguish fiduciary funds as either *trust* or *agency* funds; a trust fund generally exists for a longer period of time than an agency fund.

RESOLUTION NO. 2013-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAKEWOOD AMENDING AND RENEWING A COMMUNITY  
RECREATION PROGRAM AGREEMENT WITH THE ABC  
UNIFIED SCHOOL DISTRICT

WHEREAS, the City of Lakewood, a municipal corporation, sometimes hereinafter referred to as "City," and the ABC Unified School District of Los Angeles County, California, sometimes hereinafter referred to as "District," have made and entered into a written agreement entitled "Agreement - Community Recreation Program - Joint Exercise of Powers," dated February 13, 1973; and

WHEREAS, the said agreement provides for community recreation programs to be performed by the City or District upon property of the District or City in accordance with the terms and provisions of said agreement and the resolution designating said program; and

WHEREAS, the City and District each year thereafter have entered into resolutions authorizing a community recreational program pursuant to the terms and provisions of said agreement during the fiscal year; and

WHEREAS, the City and District desire to renew said community recreation program for the current fiscal year commencing July 1, 2013 and ending June 30, 2014 subject to the terms and provisions of said agreement, and as hereinafter provided.

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

SECTION 1. District Approval Required

This resolution is subject to approval of the governing board of the ABC Unified School District, and shall not be effective for any purpose until approved by such governing board.

SECTION 2. Community Recreation and Joint Powers Agreement to Govern

Upon acceptance and approval of this resolution by the governing board of the District, the agreement entitled "Agreement - Community Relation Program - Joint Exercise of Powers," dated February 13, 1973, shall govern the term and provisions of this Community Recreation Program, except as otherwise provided in this resolution.

SECTION 3. City's Community Recreation Program

A Community Recreation Program shall be conducted by the City on the following land, buildings and facilities of the District, and during the following items:

Any and all land, buildings and facilities at Palms Elementary school, and at any time, subject to approval of the District.

SECTION 4. District's Recreation Program

A Community Recreation Program shall be conducted by the District on the following land, facilities and buildings of the City during the following times:

Any and all land, buildings and facilities at Palms Park, and at any time, subject to approval of the City.

SECTION 5. Fees and Charges

The City reserves the right to recover part of its expenses of said Community Recreation Program, such as field trips, etc. through the collection of fees from participants. The amount of said fees shall be determined by the City, but shall be reasonable enough to encourage rather than discourage participation in the Community Relation Program. All monies so collected shall remain the property of the City.

SECTION 6. Term

This resolution and the services hereunder shall be effective July 1, 2013 and ending June 30, 2014, and shall be subject to earlier termination as provided in the aforementioned agreement.

ADOPTED AND APPROVED THIS 25th DAY OF JUNE, 2013.

\_\_\_\_\_  
Mayor

ATTEST:

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

APPROVAL BY ABC UNIFIED SCHOOL DISTRICT

The aforementioned resolution was approved by the governing board of the ABC Unified School District, at a meeting thereof held on \_\_\_\_\_, and entered into the minutes of said meeting.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Clerk of the Board

RESOLUTION NO. 2013-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD RENEWING AN AGREEMENT BETWEEN THE CITY OF LAKEWOOD AND COMMUNITY FAMILY GUIDANCE CENTER PROVIDING COUNSELING SERVICES FOR FAMILIES AND JUVENILE RESIDENTS OF THE CITY OF LAKEWOOD FOR THE FISCAL YEAR 2013-2014

WHEREAS, the City is desirous of contracting with Community Family Guidance Center for the performance of counseling services for families and juvenile residents of the City of Lakewood; and

WHEREAS, Community Family Guidance possesses the manpower, equipment and skills requisite and necessary to furnish said services for the City; and

WHEREAS, the City Council has determined that providing counseling services for families and juvenile residents is a public purpose and for general welfare and public benefit;

WHEREAS, the City has allocated \$9,000 in the 2013-2014 budget for the purpose of providing intake and assessment, individual therapy for children and parents, group therapy, family therapy, parent education classes, and other counseling services to residents of the City;

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

SECTION 1. That certain agreement entitled "Agreement for Services," between the City of Lakewood, a municipal corporation, and Community Family Guidance Center, a non-profit corporation, for counseling services for families and juvenile residents of the City of Lakewood is hereby renewed for the fiscal year 2013-2014, commencing July 1, 2013 and ending June 30, 2014.

SECTION 2. The Mayor and the City Clerk are hereby authorized and directed to execute said Amendment to Agreement by and on behalf of the City of Lakewood. Said Amendment to Agreement shall be effective when approved by the Community Family Guidance Center.

ADOPTED AND APPROVED THIS 25TH DAY OF JUNE 2013.

\_\_\_\_\_  
Mayor

ATTEST:

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

1.1.e.4

ACCEPTANCE BY COMMUNITY FAMILY GUIDANCE CENTER

THE UNDERSIGNED, being the \_\_\_\_\_ of COMMUNITY FAMILY GUIDANCE CENTER, a non-profit corporation, does hereby certify and state that they are authorized and directed to accept this Amendment to Agreement by and on behalf of the Community Family Guidance Center, and that Community Family Guidance Center, does hereby agree to the extension of said agreement for the fiscal year 2013-2014 as set forth in said agreement and this resolution.

COMMUNITY FAMILY GUIDANCE CENTER

By \_\_\_\_\_

Title \_\_\_\_\_

RESOLUTION NO. 2013-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD RENEWING THE AGREEMENT BETWEEN THE CITY OF LAKEWOOD AND THE HUMAN SERVICES ASSOCIATION (HSA) TO PROVIDE SERVICES FOR SENIOR ADULT RESIDENTS OF THE CITY OF LAKEWOOD FOR THE FISCAL YEAR 2013-2014

WHEREAS, the City is desirous of contracting with the Human Services Association for providing services for senior adult residents of the City of Lakewood, including congregate and home delivered meals; and

WHEREAS, the Human Services Association possesses the manpower, equipment and skills requisite and necessary to furnish said services for the City; and

WHEREAS, the City has allocated the sum of \$4,500 in the 2013-2014 budget for this service;

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

SECTION 1. That certain agreement entitled "Agreement for Services," between the City of Lakewood, a municipal corporation, and the Human Services Association, a community non-profit corporation, that will provide services, including congregate home delivered meals for senior residents of the City of Lakewood is hereby renewed for the fiscal year 2013-2014, commencing July 1, 2013 and ending June 30, 2014.

SECTION 2. The Mayor and the City Clerk are hereby authorized and directed to execute said Amendment to Agreement by and on behalf of the City of Lakewood. Said Amendment to Agreement shall be effective when approved by Human Services Association.

ADOPTED AND APPROVED THIS 25TH DAY OF JUNE 2013.

\_\_\_\_\_  
Mayor

ATTEST:

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

ACCEPTANCE BY HUMAN SERVICES ASSOCIATION

THE UNDERSIGNED, being the \_\_\_\_\_ of the HUMAN SERVICES ASSOCIATION, a non-profit corporation, does hereby certify and state that they are authorized and directed to accept this Amendment to Agreement by and on behalf of the HUMAN SERVICES ASSOCIATION, and that the HUMAN SERVICES ASSOCIATION, does hereby agree to the extension of said agreement for the fiscal year 2013-2014 as set forth in said agreement and this resolution.

HUMAN SERVICES ASSOCIATION

By \_\_\_\_\_

Title \_\_\_\_\_

RESOLUTION NO. 2013-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD RENEWING AN AGREEMENT BETWEEN THE CITY OF LAKEWOOD AND LAKEWOOD MEALS ON WHEELS FOR THE FISCAL YEAR 2013-2014

WHEREAS, Lakewood Meals on Wheels, since 1975, has recruited citizens for voluntary services to the community; and

WHEREAS, these services involve the home delivery of nutritional meals to the elderly, handicapped and convalescing, thereby reducing or eliminating the need for premature or prolonged institutionalization; and

WHEREAS, the foregoing is a public purpose and for the general welfare and public benefit of the City of Lakewood; and

WHEREAS, the City Council for the fiscal year 2013-2014 budgeted \$10,500 to reimburse Lakewood Meals on Wheels for payments made for travel to volunteers performing these services for said Meals on Wheels and for meal cost subsidy for low-income Lakewood residents.

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

SECTION 1. That certain agreement entitled "Agreement for Services," between the City of Lakewood, a municipal corporation, and Lakewood Meals on Wheels, a non-profit corporation, providing meals for convalescent, elderly and handicapped residents of the City of Lakewood, is hereby renewed for the fiscal year 2013-2014 commencing July 1, 2013 and ending June 30, 2014.

SECTION 2. The Mayor and the City Clerk are hereby authorized and directed to execute said Amendment to Agreement by and on behalf of the City of Lakewood. Said Amendment to Agreement shall be effective when approved by Lakewood Meals on Wheels.

ADOPTED AND APPROVED THIS 25TH DAY OF JUNE, 2013.

\_\_\_\_\_  
Mayor

ATTEST:

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

ACCEPTANCE BY LAKEWOOD MEALS ON WHEELS

THE UNDERSIGNED, being the \_\_\_\_\_ of LAKEWOOD MEALS ON WHEELS, a non-profit corporation, does hereby certify and state that they are authorized and directed to accept this Amendment to Agreement by and on behalf of the Lakewood Meals on Wheels, and that Lakewood Meals on Wheels, does hereby agree to the extension of said agreement for the fiscal year 2013-2014 as set forth in said agreement and this resolution.

LAKEWOOD MEALS ON WHEELS

By \_\_\_\_\_

Title \_\_\_\_\_

RESOLUTION NO. 2013-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD RENEWING AN AGREEMENT BETWEEN THE CITY OF LAKEWOOD AND THE PATHWAYS VOLUNTEER HOSPICE, INC. PROVIDING SERVICES FOR TERMINALLY ILL RESIDENTS OF THE CITY OF LAKEWOOD FOR THE FISCAL YEAR 2013-2014

WHEREAS, the City is desirous of contracting with the Pathways Volunteer Hospice, Inc. for the performance of support services for the terminally ill residents and support services to their family members of the City of Lakewood; and

WHEREAS, Pathways Hospice possesses the manpower, equipment and skills requisite and necessary to furnish said services for the City; and

WHEREAS, the City Council has determined that providing case management, volunteer supervision and bereavement services to Lakewood residents is a public purpose, and for the general welfare and public benefit;

WHEREAS, the GRANTEE has allocated \$9,000.00 in the 2013-2014 budget for the purpose of providing services to terminally ill residents of the City of Lakewood and support services to their family members; and

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

SECTION 1. That certain agreement entitled "Agreement for Services for the Terminally Ill," between the City of Lakewood, a municipal corporation, and the Pathways Volunteer Hospice, Inc., a community non-profit charitable service, for services for the terminally ill residents of the City of Lakewood is hereby renewed for the fiscal year 2013-2014, commencing July 1, 2013 and ending June 30, 2014.

SECTION 2. The Mayor and the City Clerk are hereby authorized and directed to execute said Amendment to Agreement by and on behalf of the City of Lakewood. Said Amendment to Agreement shall be effective when approved by Pathways Volunteer Hospice, Inc.

ADOPTED AND APPROVED THIS 25TH DAY OF JUNE, 2013.

\_\_\_\_\_  
Mayor

ATTEST:

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

ACCEPTANCE BY PATHWAYS VOLUNTEER HOSPICE, INC.

THE UNDERSIGNED, being the \_\_\_\_\_ of PATHWAYS VOLUNTEER HOSPICE, INC., a non-profit corporation, does hereby certify and state that they are authorized and directed to accept this Amendment to Agreement by and on behalf of the Pathways Volunteer Hospice, Inc., and that Pathways Volunteer Hospice, Inc., does hereby agree to the extension of said agreement for the fiscal year 2013-2014 as set forth in said agreement and this resolution.

PATHWAYS VOLUNTEER HOSPICE, INC.

By \_\_\_\_\_

Title \_\_\_\_\_

## COUNCIL AGENDA

June 25, 2013

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

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

### INTRODUCTION:

The City of Lakewood staff recommends the continuation of an agreement with Trend Offset Printing to provide the printing services for the Recreation and Community Services Catalog for the period of July 1, 2013 through June 30, 2014.

### STATEMENT OF FACT

For many years the Lakewood based business of Andrews Printing printed the Recreation and Community Services Catalog. In the 1990's, Trend Offset Printing, located in Los Alamitos, purchased Andrews Printing. Since that time, Trend Offset Printing has been the primary business used for the production and printing of the Recreation and Community Services seasonal catalogs. The City has been satisfied with the full range of services of Trend Offset Printing and has found their fees to be competitive in the marketplace. In 2007, the City of Lakewood formalized an agreement with Trend Offset Printing.

### SUMMARY

Art, design, printing and other similar services can be deemed subjective; therefore, the City wants to maintain their positive working relationship with Trend Offset Printing. Based on a history of acceptable service, the City proposes the continuation of the formal agreement with Trend Offset Printing for publication of the Recreation and Community Services Catalog.

### RECOMMENDATION

Staff recommends that the City Council:

1. Approve the authorization of an agreement with Trend Offset Printing to provide printing services for the Recreation and Community Services Catalog in the amount not to exceed \$43,500 for the period of July 1, 2013 to June 30, 2014.
2. Authorize the Mayor and City Clerk to sign the agreement in a form approved by the City Attorney.

Lisa Litzinger, Director  
Recreation & Community Services

Howard L. Chambers  
City Manager

**COUNCIL AGENDA**  
June 25, 2013

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

**SUBJECT:** Approval of Maintenance Agreement with American Building Maintenance for Custodial Services

**INTRODUCTION**

The City of Lakewood recently sought bids for custodial services for its facilities. Staff chose American Building Maintenance as the lowest responsible bid. Upon council approval, the new one-year service agreement will commence July 1, 2013.

**STATEMENT OF FACT**

City of Lakewood staff has agreed to terms with American Building Maintenance for custodial services for City Hall, Burns Community Center, Weingart Senior Center, Palms Park, Mayfair Park, Monte Verde Park, Youth Center, Water Yard, The Centre at Sycamore Plaza, and Lakewood Mall Safety Center.

Staff wishes to formalize the contract agreement for FY 2013-14 for a monthly charge of \$8,762. The City Attorney has approved the agreement as to form.

**SUMMARY**

The City of Lakewood proposes custodial maintenance service agreement be executed with American Building Maintenance for specified city facilities for July 1, 2013 to June 30, 2018.

**RECOMMENDATION**

Staff recommends that the City Council:

- 1) Approve the agreement between the City of Lakewood and American Building Maintenance for five years of building maintenance of city facilities.
- 2) Authorize the Mayor and City Clerk to sign the agreement for custodial services at a monthly rate of \$8,762.

Lisa Litzinger, Director  
Recreation & Community Services



Howard L. Chambers  
City Manager



## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** Professional Services Agreement for Water Storage Facility Inspection

### INTRODUCTION

The California Department of Public Health (CDPH) mandates that the City of Lakewood conduct an interior inspection of water storage tanks every three years. A specialty diver with approved equipment and CDPH certification must perform this work. The following is a request for the professional services agreement for water storage facility inspection and maintenance.

### STATEMENT OF FACT

The proposed work for FY2014 includes the inspection on Tanks 1 & 2 at Plant #4 and the installation of sacrificial anodes for corrosion control on Tanks 1, 2 & 3 at Plant #13. Water Resources staff requested a proposal from Dive/Corr, Inc. to perform the proposed work. Dive/Corr's proposal indicated that the work at Plant #4 and #13 shall not exceed \$21,160.00.

### SUMMARY

Routine inspection and cleaning of water storage facilities is required by CDPH. This type of work is considered a professional service. The City has relied on Dive/Corr, Inc. in previous years to provide this service from a historical prospective and is fully qualified and certified to do such work.

### RECOMMENDATION

Staff recommends that the City Council approve the agreement with Dive/Corr, Inc. for the inspection and maintenance work for a not to exceed amount of \$21,160.00 and upon approval of the City Attorney as to form, authorize its execution by the Mayor on behalf of the City.

James B. Glandy   
Director of Water Resources

Howard L. Chambers   
City Manager

## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** Annual Maintenance Agreement with ID Modeling for Water Hydraulic Model

### INTRODUCTION

In July 2005 the City Council approved a professional services agreement with ID Modeling for the conversion of the water hydraulic model from a CAD based system to H<sub>2</sub>OMAP a GIS based system. The hydraulic model requires updating annually to maintain accuracy.

### STATEMENT OF FACT

ID Modeling submitted a proposal for not to exceed \$10,000 for the ongoing maintenance of the hydraulic model. The proposed maintenance agreement includes the following type of work:

- Add hydraulic model piping detail, e.g. inclusion of upgraded pipeline installed through the water main replacement program
- Update model water demands and demand distribution
- Update water production data

### SUMMARY

The hydraulic model requires routine maintenance, which includes the integration of recent water capital improvements. A professional services agreement with ID Modeling would provide the expertise necessary to maintain the hydraulic model.

### RECOMMENDATION

Staff recommends that the City Council approve the professional services agreement with ID Modeling for the maintenance of the hydraulic model for a not to exceed amount of \$10,000 and upon approval of the City Attorney as to form, authorize its execution by the Mayor on behalf of the City.

James B. Glancy   
Director of Water Resources

Howard L. Chambers   
City Manager

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

**SUBJECT:** Agreement with ID Modeling for the Implementation and Maintenance of Utility Management System

### **INTRODUCTION**

In July 2005 the City Council approved a professional services agreement with ID Modeling for the conversion of the water hydraulic model from a CAD based system to H<sub>2</sub>OMAP a GIS based system. The data received from the hydraulic model provides useful information for infrastructure upgrades and sizing fire service for new construction. ID Modeling has developed a platform to use the data from H<sub>2</sub>OMAP at the field level to provide and update operational information in real time.

### **STATEMENT OF FACT**

ID Modeling submitted a proposal for not to exceed \$30,160 for the implementation and monthly subscription to Sedarū™, a proprietary software program which provides the following:

- Monitors the system in real time and contains an alert function at the field level
- Offers an analytical function in a user friendly format
- Serves as a vehicle for organizational communication and work order dissemination
- Provides a method to capture and update data at the field level on infrastructure including valve operations, and recording damage and improvements to the water system, an essential function during emergency operations
- Ties data to a location using the GIS based water infrastructure maps

The Department of Water Resources staff feels that Sedarū™ can provide a user friendly mechanism for field personnel while exercising valves, main line flushing and fire hydrant testing. This system can also be used for customer service response and gathering data on water system damage during disaster recovery. The digital data collection allows for storage of historical maintenance and operational information for future retrieval and eliminates paper records, shortens customer response time by locating and communicating to crews near the emergency, and provides hydraulic information to supervisory and field staff regarding water system performance.

Sedarū™ functions through a cloud service provided by Amazon. Management staff is linked to field operations via the application installed on the desktop, and field personnel connect to Sedarū™ via smart phones and tablets. The initial implementation fee is \$10,660, which includes the setup, configuration and training for staff, and the integration of the City's GIS data and the hydraulic model. The service is subscription based which allows the department to expand with

Agreement for the Implementation and Maintenance of Utility Management System

June 25, 2013

Page 2

little or no capital outlay. The monthly cost of \$1,625 provides nine subscriptions: one application serving as the command function, five mobile applications and three supervisory applications. The City maintains no dedicated server and upgrades for the service are provided with the subscription. The City would purchase and maintain the smart phones and tablets required for Sedarū™. Funds for these devices are included in the proposed allocation for the project.

**SUMMARY**

The hydraulic model provides useful information to the Department of Water Resources. The integration of Sedarū™ will provide operational data that can be used and updated at the field level. A professional services agreement with ID Modeling would provide the initial start up cost for Sedarū™ and the monthly subscription for its use.

**RECOMMENDATION**

Staff recommends that the City Council approve the professional services agreement with ID Modeling for the implementation and 12 month subscription for Sedarū™ for a not to exceed amount of \$30,160 and upon approval of the City Attorney as to form, authorize its execution by the Mayor on behalf of the City.

James B. Glancy   
Director of Water Resources

Howard L. Chambers   
City Manager

## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** Professional Services Agreement for SCADA System Maintenance

### INTRODUCTION

In 1992 the City Council approved a capital improvement project for the installation of a computerized telemetry system, which links the water production facilities to an operating system in the Department of Water Resources office. This system has been upgraded several times since the initial installation, but like other IT applications, the SCADA system requires maintenance of both hardware and software components.

### STATEMENT OF FACT

Water operations personnel use the SCADA system to monitor the system and change pumping operations. The SCADA system is comprised of the central computer, communication equipment and remote controllers housed at each water production facility. This system is not a part of the city's network, and requires routine maintenance and upgrades by a specialized service provider.

Macro Automatics submitted a proposal for a not to exceed \$20,000, which contains a scope of work providing ongoing SCADA maintenance. The proposal includes the diagnosis and repair of failures associated with SCADA system controls at all water production sites, and the central computer and communication equipment.

### SUMMARY

A professional services agreement with Macro Automatics would provide the expertise necessary to maintain the SCADA system.

### RECOMMENDATION

Staff recommends that the City Council approve the professional services agreement with Macro Automatics for a not to exceed amount of \$20,000.00 and upon approval of the City Attorney as to form, authorize its execution by the Mayor on behalf of the City.

James B. Glancy   
Director of Water Resources

Howard L. Chambers   
City Manager

## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** SCADA PLC Replacement Project

### INTRODUCTION

The first capital improvement project for the installation of a computerized telemetry system was approved by the City Council in 1992. The supervisory control and data acquisition (SCADA) system links the water production facilities to an operating system in the Department of Water Resources office. The central control system and software has been upgraded twice in the past 21 years, but the smart controllers located at each water production facility are the original equipment and are reaching the end of their useful life. The department's capital improvement budget has included funds to gradually replace this equipment since FY2011.

### STATEMENT OF FACT

Water operations personnel use the SCADA system to monitor the water distribution system and adjust pumping operations. The SCADA system is comprised of the central computer, communication equipment and remote controllers housed at each water production facility. This system requires routine maintenance and upgrades by a specialized service provider.

Macro Automatics is expert in this very limited specialized field. Macro Automatics has submitted a proposal for a not to exceed \$23,499.00, which contains a scope of work for the replacement of the remote controllers housed at several water production facilities. The proposal includes the purchase, engineering and programming of the programmable logic controller (PLC) hardware for Wells #6, 13A and the central controls for the SCADA system. This is the final phase of this project.

### SUMMARY

Macro Automatics provides professional services to maintain the Department of Water Resources' SCADA system and has the required expertise to engineer, program and integrate the new controllers into the existing system.

### RECOMMENDATION

Staff recommends that the City Council approve the professional services agreement with Macro Automatics for a not to exceed amount of \$23,499.00 to replace the PLCs at various water production facilities and upon approval of the City Attorney as to form, authorize its execution by the Mayor on behalf of the City.

James B. Glancy   
Director of Water Resources

Howard L. Chambers   
City Manager

## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** Maintenance Agreement for Water Production Facilities

### INTRODUCTION

Water Well Supply, Inc. has maintained the city's water wells and pumps by annual agreement since 1983. These services include rehabilitation of water production wells and booster pumps. These services are essential for maintaining optimum production from the system's aging infrastructure.

### STATEMENT OF FACT

The City is in need of the part-time services of a contract pump maintenance contractor and Water Well Supply, Inc. has the required licenses and experience to perform all aspects of the scope of work outlined in their existing agreement. The proposed maintenance agreement would allow Water Well Supply, Inc. to perform scheduled maintenance, well destruction and emergency work as required. All work would be based on a submittal of an estimated cost for the tasks and charged based on the prevailing wage rate schedule. The City would approve the cost estimate prior to the commencement of work.

### SUMMARY

Water Well Supply, Inc. has provided pump maintenance services for the City in a very professional and cost effective manner.

### RECOMMENDATION

Staff recommends that the City Council approve the water production facilities maintenance agreement with Water Well Supply, Inc. for a period ending June 30, 2014 and upon approval of the City Attorney as to form, authorize its execution by the Mayor on behalf of the City.

James B. Glancy   
Director of Water Resources

Howard L. Chambers   
City Manager

## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** Professional Services Agreement for Disposal of Hazardous Materials from Well 27 Treatment Process

### INTRODUCTION

The Well 27 treatment plant improves water quality to within drinking water standards. A portion of the treatment process includes backwashing the filter media, which is stored in a 69,425 gallon tank on site. This backwash water settles into sludge and must be removed from the site. Since it contains a concentrated level of metals it is considered hazardous, and must be removed from the tank by a certified hazardous waste hauler. The following is a request for the professional services agreement for removal of hazardous materials generated from the Well 27 treatment plant process.

### STATEMENT OF FACT

The City received a proposal from HTS Environmental Services to remove sludge created from backwashing the filter media and any accidental chemical spills associated with the operation of the Well 27 treatment plant. The cost of hazardous waste removal is based on the concentration of the contaminants in the sludge; the higher the concentration in the sludge the higher the cost to properly dispose. The DWR requests a budget allocation of \$90,000 for FY2014; \$75,000 for removal costs and \$15,000 for potential hazardous spill expense. The actual amount required during the fiscal year will depend on the concentration of the constituents in the sludge and the removal frequency.

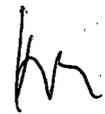
### SUMMARY

This type of work requires proper handling by a certified hazardous waste handler. The City has requested that HTS Environmental Services provide this professional service and is fully qualified and certified by the State of California and the US Environmental Protection Agency to do such work.

### RECOMMENDATION

Staff recommends that the City Council approve the agreement with HTS Environmental Services for the removal and cleanup of hazardous materials from the Well 27 Treatment Plant for a not to exceed amount of \$90,000 and upon approval of the City Attorney as to form, authorize its execution by the Mayor on behalf of the City.

James B. Glancy   
Director of Water Resources

Howard L. Chambers   
City Manager

## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** Professional Services Agreement for Maintenance of Well 27 Treatment Plant

### INTRODUCTION

The maintenance for the Well #27 treatment plant requires technical expertise. Installed by Pureflow Filtration Div., the plant's equipment warranty period has expired. The following is a request for the professional services agreement for the Well 27 treatment plant maintenance.

### STATEMENT OF FACT

The routine inspection and maintenance of the facility including the filtration vessels, backwash facilities and chemical storage and injection facilities is essential to the safe operation of the treatment plant. The City received a proposal from Pureflow Filtration for the ongoing maintenance associated with the operation of the treatment plant. The proposal includes four routine visits for inspection and adjustment of the valve and valve actuators, chemical feed systems, instrumentation and control panel and chemical analyzers. The Department of Water Resources staff has requested a not to exceed amount of \$10,000 for the maintenance of the Well 27 Treatment Plant.

### SUMMARY

This type of work requires proper handling by the contractor who installed the treatment facility. The City has requested that Pureflow Filtration Div. provide this professional service and is fully qualified to do such work.

### RECOMMENDATION

Staff recommends that the City Council approve the agreement with Pureflow Filtration Div. for the maintenance of the Well 27 Treatment Plant for a not to exceed amount of \$10,000 and upon approval of the City Attorney as to form, authorize its execution by the Mayor on behalf of the City.

James B. Glancy   
Director of Water Resources

Howard L. Chambers   
City Manager

## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** Amendment of Engineering Services Agreement for Water Main Design

### INTRODUCTION

In 2004 the City Council approved an agreement with Tetra Tech for the design work associated with a multi-year project to replace approximately 13 miles of undersized cast iron water mains. The final project is currently in design. The Department of Water Resources proposes a change in the project scope, which requires an amendment to the agreement for engineering services.

### STATEMENT OF FACT

The Department of Water Resources staff has requested a proposal from Tetra Tech, Inc. for the design work to replace large gate valves in the City's water transmission system and replacement of water mains that cross Woodruff Avenue south of Del Amo Boulevard, and at Arbor Road, Centralia Street and Harvey Way. The work to replace the valves and sections of water main needs to occur prior to the proposed street rehabilitation project on Woodruff Avenue. Tetra Tech indicates 118 additional man-hours are needed to complete this design work for a cost not to exceed \$16,150. The proposed work includes design preparation of technical specifications for the additional work to be included in the FY2014 water main replacement project.

### SUMMARY

Staff proposes that the City Council approve an amended agreement with the Tetra Tech to incorporate the proposed valve and main replacement work with the annual water main replacement project design for an amount not to exceed \$16,150.

### RECOMMENDATION

Staff recommends that the City Council approve the amendment to the agreement with Tetra Tech, Inc. for the water main design project for a not to exceed amount of \$16,150 and upon approval of the City Attorney as to form, authorize its execution by the Mayor on behalf of the City.

James B. Glancy   
Director of Water Resources

Howard L. Chambers   
City Manager

## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** Approve Amendment of Engineering Services Agreement with Associated Soils Engineering, Inc.

### INTRODUCTION

Associated Soils Engineering has assisted the City with engineering services on street and water public works projects for many years. These services were consolidated under one agreement to eliminate the need for several individual agreements for similar work. The work performed under these agreements include various testing and observation services such as plant inspection, field-tests, laboratory tests, engineering and reporting.

### STATEMENT OF FACT

The City is in need of the part-time services of a contract engineer for street and water related engineering services. Associated Soils Engineering has the required licenses and experience to perform all aspects of the scope of work outlined in previous agreements. The costs will be allocated to various water and street projects as each one is undertaken and will be authorized by the Director of Public Works prior to commencement in accordance with the standard rates set forth in the contract.

Associated Soils Engineering has provided engineering services for the City in a very professional and cost effective manner.

### RECOMMENDATION

That the City Council extend the engineering services agreement with Associated Soils Engineering for a period ending June 30, 2014 and authorize the Mayor to sign the amendment in a form approved by the City Attorney.

Lisa Ann Rapp   
Director of Public Works

Howard L. Chambers   
City Manager

## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** Approval of Extension of Agreement for Construction Consultant Services with BDA Associates, Inc. for Various Public Works Projects

### INTRODUCTION

BDA Associates, Inc. has been assisting the City in a variety of capacities associated with project consulting services since 1984. Bruce DuAmarell is the principal in BDA Associates, and his knowledge and experience has been instrumental in helping Lakewood implement the Legacy Capital Improvement Plan. Staff recommends his agreement be extended.

### STATEMENT OF FACT

The City is in need of the part-time services of a construction consultant to assist in the implementation of Legacy Capital Improvement Projects. Bruce DuAmarell, of BDA Associates, Inc. has the required skills to provide such services. Bruce, hired in March 2000, has been able to complete specific assignments in a very cost-effective manner, and this past year has been working on the Palms and Youth Center Roofing, Bloomfield Park C.D.B.G. and Mayfair Pool Renovation capital projects, Arbor Yard Lead Abatement, Palms Park Emergency Electrical Repairs, and preparation for the West San Gabriel River Ph.3, Mayfair Park HVAC Replacement and Water Operations Building Lighting projects. Bruce also coordinates warranty work from last year's capital projects as well. His hourly rate is lower than comparable rates in Los Angeles County for similar scope of services.

Bruce is certified in IBC Accessibility, Green Building & I-Codes, Fire Design & Commercial Building Inspection, and as both an evaluator and coordinator in the Post-Disaster Safety Assessment Program (SAP). We are lucky to have Bruce as part of our Public Works Project Consultant Team. BDA has also increased their scope of services starting next fiscal year to include interior design services by a Certified Interior Designer Associate.

### RECOMMENDATION

Staff recommends that the City Council:

Extend the construction consultant services agreement with BDA Associates, Inc., for a one-year period ending June 30, 2014, in an amount not to exceed \$125,000, and authorize the Mayor and City Clerk to sign the renewal agreement in a form approved by the City Attorney.

Lisa Ann Rapp   
Director of Public Works

Howard L. Chambers   
City Manager

**COUNCIL AGENDA**  
June 25, 2013

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

**SUBJECT:** Approve Extension of Hardscape Maintenance Agreement with CJ Construction, Inc.

**INTRODUCTION**

CJ Construction, Inc. provides hardscape maintenance services to the City. These services include removal and replacement of damaged sidewalk, curb, gutter, and access ramps. In some cases, removal and replacement of asphalt is also necessary due to curb and gutter maintenance.

**STATEMENT OF FACT**

The City is in need of the part-time services of a hardscape maintenance contractor and CJ Construction, Inc. has the required licenses and experience to perform all aspects of the scope of work outlined in their existing agreement.

CJ Construction, Inc. has provided hardscape maintenance services for the City in a very professional and cost effective manner.

CJ Construction, for the fifth consecutive year, has agreed to a one year extension with no increase in price. The current Schedule of Compensation for FY09 will remain in effect.

**RECOMMENDATION**

That the City Council extend the hardscape maintenance agreement with CJ Construction, Inc. for a period ending June 30, 2014 and authorize the Mayor to sign the amendment in a form approved by the City Attorney.

Lisa Ann Rapp   
Director of Public Works

Howard L. Chambers   
City Manager

## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** Renewal of Agreement for As Needed Construction Emergency Services with Har-Bro, Inc.

### INTRODUCTION

The city often gets calls from the Sheriff and Fire Departments for assistance with emergency situations such as: boarding up a property for safety reasons and emergencies, sometimes these emergencies are larger than city Public Works forces can handle. The City entered into an agreement with Har-Bro, Inc. in November 2007 to assist the city with emergencies. Staff recommends their agreement be renewed.

### STATEMENT OF FACT

Har-Bro was founded in 1961 and has their headquarters located in near-by Signal Hill. Har-Bro has a reputation for responding to an emergency call in a timely manner. They are available 24 hours a day, seven (7) days a week and 365 days a year. Our agreement with Har-Bro is based on time and materials on an as needed basis.

Luckily, we did not need to call out Har-Bro last year. However, their ability to immediately respond to any emergency situation is a valuable asset to the city. They keep detailed records on each emergency for their client's insurance claims, if necessary. In the case of a private property board-up, Har-Bro would bill a private property owner or insurance company for their services. In the event the private property owner does not pay, the city would pay and send the invoice to collections or place a lien on the property. Staff wishes to extend the agreement with Har-Bro for fiscal year 2013-14.

### RECOMMENDATION

Staff recommends that the City Council:

Extend the on-call Construction Emergency Services Agreement with Har-Bro, Inc., for a one year period ending June 30, 2014 and authorize the Mayor and City Clerk to sign the renewal agreement in a form approved by the City Attorney.

Lisa Ann Rapp   
Director of Public Works

Howard L. Chambers   
City Manager

## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** Approval of Extension of Agreement for Elevator Preventative Maintenance and Repair Services with Liftech Elevator Services, Inc.

### INTRODUCTION

Liftech Elevator Services, Inc. has been assisting the City in providing repair and preventative maintenance on the city's three elevators since July 2009. Staff recommends their agreement be extended.

### STATEMENT OF FACT

The city has a substantial investment in the elevators at The Centre at Sycamore Plaza and Burns Community Center. Elevators are licensed by the State and require routine maintenance, inspection and testing services in order to maintain their state certifications. Occasionally, the elevators will require repairs. Downtime of an elevator, especially as Burns Center where there is only one and it is the only accessible route to the second floor, must be kept to a minimum. Liftech Elevator Services, Inc. has been providing these services for nearly four years. It is a difficult job, as our elevators at The Centre are over 28 years old and the Burns Center elevator is 38 years old, making repair parts hard to come by.

Staff recommends that the existing service provider agreement with Liftech Elevator Services, Inc. be extended for fiscal year 2013-14 to provide for general preventative routine maintenance, inspections and required testing. Staff believes their rates are very competitive and they are available for on-call emergency services as needed. Funds have been budgeted in the Public Works Facilities division for such services.

### RECOMMENDATION

Staff recommends that the City Council:

Extend the elevator services agreement with Liftech Elevator Services, Inc., for a period of one year ending June 30, 2014, and authorize the Mayor and City Clerk to sign the renewal agreement in a form as approved by the City Attorney.

Lisa Ann Rapp   
Director of Public Works

Howard L. Chambers   
City Manager

## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** Approve Amendment of Transportation Planning and Engineering Services Agreement with LSA Associates, Incorporated

### INTRODUCTION

LSA has assisted the City with transportation planning and engineering related services for many years. Most recently LSA provided planning and engineering services related to Boeing's Douglas Park development. In addition, LSA continues to complete various smaller transportation planning and engineering projects as requested by the city on an as needed basis.

### STATEMENT OF FACT

The City is in need of the part-time services of a contract transportation planning and engineering firm and LSA has the required licenses and experience to perform all aspects of the scope of work outlined in their existing agreement.

LSA has provided transportation planning and engineering services for the City in a very professional and cost effective manner.

### RECOMMENDATION

That the City Council extend the transportation planning and engineering services agreement with LSA for a period ending June 30, 2014 and authorize the Mayor to sign the amendment in a form approved by the City Attorney.

Lisa Ann Rapp *LAR*  
Director of Public Works

Howard L. Chambers *[Signature]*  
City Manager

**COUNCIL AGENDA**

June 25, 2013

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

**SUBJECT:** Approval of Extension of Agreement for Electrical Support Services  
With Finline Electric

**INTRODUCTION**

Finline Electric has completed their second year of service as the city's on-call electrical contractor. Staff is happy with the work performed and recommends their agreement be extended.

**STATEMENT OF FACT**

Over the past several years, the Public Works Department has been requested to install additional electrical outlets, fixtures and equipment at various city facilities, in addition to maintaining existing electrical systems. Our two talented electricians are constantly challenged with meeting the requirements of the workload. In 2011, council authorized an on-call agreement with Finline Electric to assist the city with these small scale electrical projects. Finline did a superb job of installing the new wiring for the Arbor Yard portable generators, the Cable TV low voltage additional wiring and cables, the underground electrical cabling failure at Palms Park and is currently on hold for repairs to the electrical system and equipment vandalized at Rynerson Park. The latter project will be released once the national Little League Baseball organization in Pennsylvania acts on our claim.

Finline's assistance has been invaluable to the Public Works Facilities division, especially this year as one of our electricians was out on medical leave. Their work is performed on a time and material basis, under Finline's standard rate schedule, with cost proposals submitted prior to work authorization. Work is assigned on an as-needed basis during the year and proposals are approved by the Director of Public Works prior to issuance of an approval to proceed. Staff recommends this service agreement be extended.

**RECOMMENDATION**

Staff recommends that the City Council:

Extend the Service Provider agreement with Finline Electric for electrical support services for FY 2013-14, in an amount not to exceed \$55,000, and authorize the Mayor and City Clerk to sign the agreement in a form approved by the City Attorney.

Lisa Ann Rapp *lae*  
Director of Public Works

Howard L. Chambers  
City Manager *hm*

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

**SUBJECT:** Approval of Extension of Agreement with Musco Lighting – Athletic Field and Court Light Replacement Services

**INTRODUCTION**

Musco Lighting has been providing replacement and repair of athletic field and game court lighting systems at city sports facilities since 2005. Staff recommends their agreement be extended.

**STATEMENT OF FACT**

Over the past several years, the Public Works Department has standardized game court and ball field lighting using Musco Lighting products. The Musco lamps provide longer life and greater light spread and have served our facilities well. The City maintains a lamp replacement schedule. Replacing lamps on high light poles requires lift equipment that the city does not own, and rental equipment is very expensive. Musco Lighting was hired to provide this lamp replacement service for Lakewood athletic fields and courts, and re-lamped Mayfair and Palms Park ball diamonds this past fiscal year.

Musco Lighting performs lamp replacement tasks utilizing their own equipment and technicians. Because they install and replace athletic light fixtures on a daily basis, they are more qualified to perform this work and can do so more economically than using city forces and one-time only rental equipment. Their services also include labor and lamp life warranties, and lighting system repairs. Although no funds are contained in the CIP program for the scheduled relamping this fiscal year, staff would like to extend their agreement to cover emergency repairs or emergency relamping for fiscal year 2013-14.

**RECOMMENDATION**

Staff recommends that the City Council:

Extend the service provider agreement with Musco Lighting for Athletic Field and Court Light Replacement Services, in an amount not to exceed \$20,000, for a one-year period ending June 30, 2014, and authorize the Mayor and City Clerk to sign the renewal agreement in a form approved by the City Attorney.

Lisa Ann Rapp *LAR*  
Director of Public Works

Howard L. Chambers  
City Manager *HC*

**COUNCIL AGENDA**

June 25, 2013

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

**SUBJECT:** Approve Extension of Engineering and Traffic Survey Services Agreement with Newport Traffic Studies

**INTRODUCTION**

Newport Traffic Studies (NTS) has assisted the City with traffic-related services over the past several years. These services include conducting traffic counts for the Traffic Census Report, radar studies that must be filed with the Court for enforcement of speed limit violations, and various other traffic engineering services as requested by the City on an as needed basis.

**STATEMENT OF FACT**

The City is in need of the part-time services of a contract engineering and traffic survey firm and NTS has the required licenses and experience to perform all aspects of the scope of work outlined in their existing agreement.

NTS has provided engineering and traffic survey services for the City in a very professional and cost effective manner.

**RECOMMENDATION**

That the City Council extend the engineering and traffic survey services Agreement with NTS for a period ending June 30, 2014 and authorize the Mayor to sign the amendment in a form approved by the City Attorney.

Lisa Ann Rapp   
Director of Public Works

Howard L. Chambers   
City Manager

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

**SUBJECT:** Approve Amendment of Engineering Services Agreement with Reedcorp  
Engineering

**INTRODUCTION**

Reedcorp Engineering has assisted the City with engineering services for various electrical projects under an annual agreement since 2005 and provided services for several years prior.

**STATEMENT OF FACT**

Reedcorp Engineering is mainly used for general electrical engineering tasks for small projects that require the review of existing electrical systems. Reedcorp would make recommendations for the safe installation of additional or relocated receptacles, panels, switches, contactors, equipment, wiring, and other components of a building's electrical system. Larger projects include specifications for standby generators and design of the necessary panels and connections and replacement of electrical panels at parks and water well facilities.

The costs will be allocated to various water and facilities projects as each one is undertaken and will be authorized by the Director of Public Works prior to commencement in accordance with the standard rates set forth in the contract.

**RECOMMENDATION**

That the City Council approve an amendment to the Engineering Services Agreement with Reedcorp Engineering to extend the Agreement for a period ending June 30, 2014 and authorize the Mayor to sign the amendment in a form approved by the City Attorney.

Lisa Ann Rapp   
Director of Public Works

Howard L. Chambers   
City Manager

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

**SUBJECT:** Approve Amendment of Environmental Services Agreement with S.C.S. Engineers

**INTRODUCTION**

The City has utilized solid waste and environmental consultant services for over a decade. The services provided for under the proposed agreement include assisting the City in complying with mandated solid waste and environmental related programs, completing required reports, management of certain grant programs, and conducting training for contractors, residents, and city staff. S.C.S. Engineers has been instrumental in assisting the City in preparing many of the reports indicating the City's compliance with solid waste and other environmental mandates establish by the State.

**STATEMENT OF FACT**

The City is in need of on-call services of an environmental services consulting firm. S.C.S. Engineers has the required licenses and experience to perform all aspects of the scope of work outlined in their existing agreement. The work would be performed on a time and material basis, under S.C.S.'s standard fee schedule. Before commencing on any specific assignment city staff will review the tasks, deliverables, and estimated costs with S.C.S. Engineers and provide written authorization to proceed.

**RECOMMENDATION**

That the City Council extends the environmental services agreement with S.C.S. Engineers for a period ending June 30, 2014 and authorize the Mayor to sign the amendment in a form approved by the City Attorney.

Lisa A. Rapp   
Director of Public Works

Howard L. Chambers   
City Manager

**COUNCIL AGENDA**

June 25, 2013

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

**SUBJECT:** Adjustment to Compensation for Animal Control Services

**INTRODUCTION**

The City has contracted with the Southeast Area Animal Control Authority (SEAACA) for animal control services since 1992. The current Agreement approved in 2009 will expire on June 30, 2014.

**STATEMENT OF FACT**

The Agreement allows for adjustment to the compensation for services at a negotiated amount each year of the Agreement. SEAACA responds to over 3,000 requests for animal welfare and animal control needs each year. In addition, SEAACA returns nearly 200 pets to their owners. Other than the increase in the contract amount as stated above, all other sections of the agreement remain the same. SEAACA, as a public agency is insured through the California Joint Powers Insurance Authority.

**RECOMMENDATION**

Staff recommends that the City Council approve the amendment to the agreement for animal control services for fiscal year 2013-2014, and upon approval of the agreement by the City Attorney as to form, authorize its execution by the Mayor on behalf of the City.

Lisa Ann Rapp *LAR*  
Director of Public Works

Howard L. Chambers  
City Manager



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

**SUBJECT:** Renewal of Agreement with Sierra Installations, Inc. for  
Lakewood's Street Banner Marketing Program

**INTRODUCTION**

Sierra Installations, Inc. was hired in 2003 to install the city's street banner marketing campaigns, as one way of advertising citywide special events, and public awareness education. Staff recommends their agreement be renewed.

**STATEMENT OF FACT**

In 2003, the City Council authorized funds for a street banner marketing program. Campaigns this past year included advertising for events such as Patriot's Day and Pan Am Fiesta; and marketing messages such as "Great Ideas Last for Generations", Neighborhood Watch, Celebrate Summer, Volunteerism, "Pitch It! Dunk It!", Saving Water and Used Oil Recycling campaigns. The banners also provide the annual December holiday greetings and July fireworks education campaign.

12 campaigns are planned for the coming fiscal year. A new "Shop Lakewood" campaign was added this year, and a 60<sup>th</sup> City Anniversary banner is planned for next fiscal year. The "Great Ideas Last for Generations" banner continues as the "default" banner, meaning it is the banner that is up on all 287 light pole locations city-wide if there is no special campaign being advertised.

**RECOMMENDATION**

Staff recommends that the City Council:

Extend the agreement for the Street Banner Marketing Program for the installation, removal, cleaning and storage of city-owned banners with Sierra Installations, Inc., in an amount not to exceed \$45,000, for a one-year period ending June 30, 2014, and authorize the Mayor and City Clerk to sign the renewal agreement in a form approved by the City Attorney.

Lisa Ann Rapp   
Director of Public Works

Howard L. Chambers   
City Manager

**COUNCIL AGENDA**

June 25, 2013

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

**SUBJECT:** Approve Extension of Sidewalk Patching and Hardscape Maintenance Agreement with Silvia Construction, Inc.

**INTRODUCTION**

The City does not have its own crews to do large amounts of hardscape maintenance work and therefore relies on contractors and the County.

**STATEMENT OF FACT**

The City is in need of part-time services for hardscape maintenance. Silvia Construction, Incorporated of Rancho Cucamonga has the required licenses and experience to perform all aspects of the scope of work outlined in their existing agreement.

Silvia Construction has provided sidewalk displacement patching with asphalt and other hardscape maintenance services to the City while doing pavement projects and under this Agreement. The quality of work has been excellent at a competitive cost.

**RECOMMENDATION**

That the City Council extend the sidewalk patching and hardscape maintenance agreement with Silvia Construction, Incorporated of Rancho Cucamonga for a period ending June 30, 2013 and authorize the Mayor to sign the amendment in a form approved by the City Attorney.

Lisa Ann Rapp *LAR*  
Director of Public Works

Howard L. Chambers  
City Manager



## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** Approval of Extension of Agreement for HVAC Maintenance Services with Velocity Air Engineering, Inc.

### INTRODUCTION

Velocity Air Engineering, Inc. has been providing maintenance on city Heating, Ventilating and Air Conditioning systems and equipment at various facilities since 2008. Staff recommends their agreement be extended.

### STATEMENT OF FACT

The City is in need of the part-time services of an HVAC system maintenance company to inspect, repair and maintain various heating and cooling equipment at several city facilities. Velocity Air Engineering, Inc. has the required skills to provide such services. Velocity has been able to maintain the HVAC equipment in a cost-effective manner, evaluates the city's HVAC systems for repairs and replacement, and performs the necessary repairs. Their agreement allows for a monthly service fee, and maintenance parts such as filters and belts. Their agreement includes an amount over and above the monthly maintenance and inspection fee for necessary repairs and in order to replace parts and components in the HVAC systems to prevent overload, energy consumption, and employee or client discomfort and to reduce City/Velocity administrative costs.

### RECOMMENDATION

Staff recommends that the City Council:

Extend the HVAC maintenance services agreement with Velocity Air Engineering, Inc., for a one-year period ending June 30, 2014, in an amount not to exceed \$70,000, and authorize the Mayor and City Clerk to sign the renewal agreement in a form approved by the City Attorney.

Lisa Ann Rapp   
Director of Public Works

Howard L. Chambers   
City Manager

## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** Approval of Agreement for Fire and Security Alarm Services with Stanley Convergent Solutions, Inc.

### INTRODUCTION

The City has a major investment in its buildings and other structures. In order to preserve this investment, staff recommends a service provider agreement be approved with Stanley Convergent Solutions, Inc, to provide monitoring and maintenance of the fire and security alarm systems at various city facilities.

### STATEMENT OF FACT

The City is in need of the part-time services of a company to monitor and maintain the fire and security systems currently installed at several city facilities. Stanley Convergent Solutions, Inc. of Santa Ana, formerly Sonitrol, has been installing the protection systems and providing the monitoring service since 1998. Stanley Convergent Solutions, Inc.'s existing five-year agreement expires on June 30, 2013. Staff wishes to enter into a new agreement with Stanley Convergent Solutions, Inc. for an additional five-year term. The extended agreement period allows us to lock in place a fee structure at current rates with only CPI increases during the term of the agreement. A new agreement also allows us to clarify special conditions contained in the new agreement, and to obtain technology refreshments of older cameras during the 5-year term.

Stanley Convergent Solutions, Inc. provides experienced technicians and 24-hour monitoring for seventeen (17) city facilities. Their agreement includes the monthly monitoring fees plus an additional amount for service calls. Life safety and security alarm installations for FY 13/14 that are funded by the CIP program include fire alarm and CCTV system upgrades at the two Civic Center buildings. The CIP systems are contracted for separately.

### RECOMMENDATION

Staff recommends that the City Council:

1. Approve the agreement for Fire and Security Alarm Services with Stanley Convergent Solutions, Inc. Corporation, for five (5) years in an annual amount not to exceed \$123,000, and authorize the Mayor and City Clerk to sign the agreement in a form approved by the City Attorney.

Lisa Ann Rapp *LAR*  
Director of Public Works

Howard L. Chambers *HLC*  
City Manager

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

**SUBJECT:** Approval of Extension of Agreement for Specialty Refrigeration Maintenance And Repair Services with AireRite Air Conditioning and Refrigeration, Inc.

**INTRODUCTION**

AireRite Air Conditioning and Refrigeration, Inc. has been assisting the City in providing preventative maintenance and repair services since early 2011, on refrigeration equipment at The Centre at Sycamore Plaza and other city facilities. AireRite has performed well in its agreement services to date. Staff recommends their agreement be extended.

**STATEMENT OF FACT**

The City is in need of the part-time services of a preventative maintenance and repair service provider for refrigeration equipment at The Centre at Sycamore Plaza and seven other city facilities. AireRite Air Conditioning and Refrigeration, Inc. has the required skills, licenses and technical knowledge to provide such services in a cost-effective manner, and this past year has completed such services at The Centre, Lakewood Youth Center, Burns Community Center, Weingart Sr. Center, Boyar, Mayfair, Monte Verde and Palms Parks.

**RECOMMENDATION**

Staff recommends that the City Council:

Extend the preventative maintenance and repair services agreement for the city's refrigeration equipment with AireRite Air Conditioning and Refrigeration, Inc., for a one-year period ending June 30, 2014, in an amount not to exceed \$10,000, and authorize the Mayor and City Clerk to sign the renewal agreement in a form approved by the City Attorney.

Lisa Ann Rapp *LAR*  
Director of Public Works

Howard L. Chambers  
City Manager *HLC*

**COUNCIL AGENDA**

June 25, 2013

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

**SUBJECT:** Approval of Extension of Service Provider Agreement  
With Huizar & Associates

**INTRODUCTION**

Maintaining The Centre at Sycamore Plaza as a premiere meeting and banquet facility is a priority. Huizar & Associates specializes in food service industry equipment and installations and was instrumental in restoring the Waitress Station in the Weingart Ballroom to its original intent last year. Staff recommends their agreement be extended.

**STATEMENT OF FACT**

Food and beverage services at The Centre at Sycamore Plaza are a major function of this premiere facility. Maintaining the specialty food service equipment spaces is a priority for Public Works in order to keep the facility operational. Huizar & Associates completed the restoration of a section of the bar area which allows the on-site lessee caterer more flexibility in serving the beverage needs of clients utilizing the ballroom. Staff was very pleased with not only the work of Huizar & Associates, but the knowledge and professionalism of the food service field that Mr. Huizar professed.

Staff recommends that the service provider agreement with Huizar & Associates be extended, which would provide for restaurant-quality design and restoration services, a specialty field of work during the upcoming Centre Refurbishment CIP. City facilities maintenance skilled trades staff will assist as needed. The agreement would be amended to allow for specific and separate authorization of work on an as-needed basis, under a fee schedule reviewed annually. Funds have been budgeted in the Centre Refurbishment Capital Projects account for such services.

**RECOMMENDATION**

Staff recommends that the City Council:

Extend the service provider agreement with Huizar & Associates and authorize the Mayor to sign the agreement in a form approved by the City Attorney.

Lisa Ann Rapp   
Director of Public Works

Howard L. Chambers   
City Manager

**COUNCIL AGENDA**

June 25, 2013

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

**SUBJECT:** Approve Amendment of On-Call Architectural Services Agreement  
With Meyer & Associates

**INTRODUCTION**

Meyer & Associates has assisted the City architectural and engineering related services for many years. Most recently Meyer & Associates provided planning and engineering services related to the Arbor Yard Lighting and Mayfair Park HVAC CIP projects. In addition, Meyer & Associates continues to complete various smaller architectural planning and engineering projects as requested by the city on an as needed basis.

**STATEMENT OF FACT**

The City is in need of the part-time services of a contract architectural planning and engineering firm and Meyer & Associates has the required licenses and experience to perform all aspects of the scope of work outlined in their existing agreement.

Meyer & Associates has provided architectural planning and engineering services for the City in a very professional and cost effective manner.

**RECOMMENDATION**

That the City Council extend the architectural planning and engineering services agreement with Meyer & Associates, amend the agreement as necessary to incorporate new JPIA-required insurance requirements and authorize the Mayor to sign the amendment in a form approved by the City Attorney.

Lisa Ann Rapp   
Director of Public Works

Howard L. Chambers   
City Manager

**COUNCIL AGENDA**

June 25, 2013

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

**SUBJECT:** Approve Amendment of On-Call Cultural Resources Consulting Services Agreement With McKenna et al

**INTRODUCTION**

McKenna et al has assisted the City with cultural resources consulting services for one year. Most recently McKenna et al provided cultural resources services related for the Bloomfield Park CDBG Renovation CIP project.

**STATEMENT OF FACT**

The City is in need of the part-time services of a cultural resources consulting firm and McKenna et al has the required licenses and experience to perform all aspects of the scope of work outlined in their existing agreement.

McKenna et al has provided cultural resources consulting services for the City in a very professional and cost effective manner.

**RECOMMENDATION**

That the City Council extend the cultural resources consulting services agreement with McKenna et al, amend the agreement as necessary to incorporate new JPIA-required insurance requirements and authorize the Mayor to sign the amendment in a form approved by the City Attorney.

Lisa Ann Rapp   
Director of Public Works

Howard L. Chambers   
City Manager

**COUNCIL AGENDA**

June 25, 2013

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

**SUBJECT:** Approve Amendment #6 to Agreement for Tree Maintenance Services with West Coast Arborists

**INTRODUCTION**

West Coast Arborists has provided tree maintenance services to the City for many years as agreed to in the Agreement for Tree Maintenance Services executed in July, 1994.

**STATEMENT OF FACT**

The Agreement with West Coast Arborists (WCA) needs to be amended to reflect current language regarding "Independent Contractor" and to incorporate the latest rate schedule.

The proposed Amendment reflects a 2% increase since WCA waived their CPI increase last year.

**RECOMMENDATION**

That the City Council approve Amendment #6 to the Agreement for Tree Maintenance Services with West Coast Arborists and authorize the Mayor to sign the amendment in a form approved by the City Attorney.

Lisa Ann Rapp   
Director of Public Works

Howard L. Chambers   
City Manager

## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** Approval of Extension of Agreement for Fire Extinguisher and Life Safety Equipment and Systems Maintenance Services with Complete Fire Service, Inc.

### INTRODUCTION

Complete Fire Service, Inc. has been assisting the City in providing preventative maintenance and testing services for our fire extinguishers and life safety equipment and systems since 2006. Staff recommends their agreement be extended.

### STATEMENT OF FACT

The city has a substantial investment in its facilities infrastructure and in its commitment to safety. We are also bound by regulations and codes governing life safety equipment maintenance and testing. Complete Fire Service, Inc. has the necessary qualifications and licenses to perform this work, and has been doing so successfully for many years. They conduct an annual check of all city fire extinguishers – replacing, filling or repairing parts as needed. They also complete the required annual and 5-Year testing of our fire sprinkler and fire hose systems, standpipes, etc. For instance, this next year the required 3-Year hose cabinet testing comes due at three facilities.

Staff recommends that the existing service provider agreement with Complete Fire Service, Inc. be extended for fiscal year 2013-14 to provide for preventative maintenance and testing services for our fire extinguishers and life safety equipment and systems. Their agreement shall not exceed \$12,000, and staff believes their rates are very competitive. Funds have been budgeted in the Public Works Facilities division for such services.

### RECOMMENDATION

Staff recommends that the City Council:

Extend the Fire Extinguisher and Life Safety Equipment and Systems Maintenance Services agreement with Complete Fire Service, Inc., for a period of one year ending June 30, 2014, and authorize the Mayor and City Clerk to sign the renewal agreement in a form as approved by the City Attorney.

Lisa Ann Rapp   
Director of Public Works

Howard L. Chambers  
City Manager 

**COUNCIL AGENDA**

June 25, 2013

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

**SUBJECT:** Approve Amendment of Engineering Services Agreement with Willdan

**INTRODUCTION**

Willdan Engineering has assisted the City with engineering services on public works projects for many years. In 2002, the City and Willdan entered into an Agreement for Willdan to provide engineering support services to the City.

**STATEMENT OF FACT**

The Agreement with Willdan needs to be amended to reflect current language regarding "Independent Contractor" and "Liability and Indemnification" and to incorporate the latest rate schedule.

**RECOMMENDATION**

That the City Council approve the amendment to the Agreement for Engineering Services with Willdan and authorize the Mayor to sign the amendment in a form approved by the City Attorney.

Lisa Ann Rapp   
Director of Public Works

Howard L. Chambers   
City Manager

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

**SUBJECT:** Support and Maintenance Contract for Document Imaging System

**INTRODUCTION**

The City's current agreement with ECS Imaging, Inc. to provide maintenance and technical support for the City's document imaging system has reached the end of its term and requires renewal.

**STATEMENT OF FACT**

Since 1999, the City has utilized the LaserFiche document imaging system software. The system currently stores nearly a million pages in the database, including the entire text of the Lakewood Municipal Code, City Council minutes back to incorporation and the all City's building permit records.

ECS Imaging, Inc. provides ongoing technical support and troubleshooting, both via telephone and on site service, and provides for the upkeep of the system software with upgrades as they become available. ECS Imaging, Inc. is one of the largest authorized dealers for LaserFiche document imaging software in California and specializes in support and maintenance to local government agencies. It is proposed that the existing agreement be extended through June 30, 2014.

**RECOMMENDATION**

It is the recommendation of staff that the City Council authorize an extension through June 30, 2014, of the agreement with ECS Imaging, Inc. for maintenance and support of the LaserFiche system and authorize the Mayor to execute an amendment to the agreement subject to the approval of the City Attorney.

Denise R. Hayward  
City Clerk



Howard L. Chambers  
City Manager



**COUNCIL AGENDA**

June 25, 2013

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

**SUBJECT:** Amendment to the STEAM Aircraft Inc. Agreement for Schweizer/Hughes 300 Helicopter Maintenance

**INTRODUCTION**

STEAM Aircraft Inc. has been maintaining the Sky Knight Helicopters since April 2005. The current Agreement will expire on June 30, 2013 unless extended.

**STATEMENT OF FACT**

STEAM Aircraft is providing excellent maintenance for the Sky Knight helicopters at the Long Beach airfield. The helicopters are in good repair and STEAM mechanics have kept these aircraft airworthy and flying for every shift since their contract began.

The Agreement is based upon 1040 hours of annual flight time for two helicopters. The rate of \$134 per flight hour for inspections, maintenance, labor and servicing and guaranteed annual minimum usage of 800 flight hours will become effective July 1, 2013. The one year agreement will continue until June 30, 2014.

**RECOMMENDATION**

That the City Council adopt the Agreement for Schweizer/Hughes 300 Helicopter Maintenance as prepared by the City Attorney beginning July 1, 2013.

Carol Flynn Jacoby  
Deputy City Manager



Howard L. Chambers  
City Manager



**COUNCIL AGENDA**

June 25, 2013

**TO:** Honorable Mayor and City Council

**SUBJECT:** Health and Safety Consulting Service Agreement

**INTRODUCTION**

On July 10, 2001, the City Council approved an agreement with Pacific Health and Safety Consulting, Inc. to conduct an audit of the citywide employee safety program. Since then, the safety engineer has provided ongoing consulting services to review and update the city's safety programs, provide safety training, assist Personnel and departments in interpreting and administering state and federal safety regulations and safe work practices, and conduct industrial health monitoring. In July 2006 Pacific Health and Safety Consulting, Inc. changed their name to Pacific EH&S Service, Inc., as they are currently known.

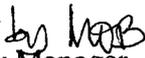
**STATEMENT OF FACTS**

The agreement provides for the safety engineer to work with the City two days per month. Pacific EH&S, Inc. has agreed to continue its current rates for the 2013-2014 fiscal year. The billing rate for the consultant's time and materials will continue to be \$108.00 per hour. City staff has budgeted \$23,700 in the 2013-2014 fiscal year for these safety services.

The City Attorney has prepared the attached amendment extending our agreement for health and safety consulting services for the next year.

**RECOMMENDATION**

Staff recommends the City Council approve the Amendment of Agreement for Health and Safety Consulting Services.

Lisa Novotny   
Assistant City Manager

Howard L. Chambers   
City Manager

**COUNCIL AGENDA**

June 25, 2013

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

**SUBJECT:** Agreement for Page Composition, Printing and Preparation for Mailing of the City Newsletter for FY 2013-2014

**INTRODUCTION**

The *Lakewood Living* newsletter has been one of the City's principal public information outlets since 1978. The FY 2013-2014 budget authorizes the continued production of the City newsletter and anticipates that an independent contractor will handle page composition, printing and preparation for mailing of the newsletter and, on a non-exclusive basis, other publications as determined by the City Manager.

**STATEMENT OF FACTS**

Based on cost, production quality, new technology applications and customer service support, Western Printing and Graphics was retained to provide newsletter printing services.

Sufficient funding for newsletter production (and, on a non-exclusive basis, other publications as determined by the City Manager) has been allocated in the City budget.

**STAFF RECOMMENDATION**

That the City Council authorize the Mayor and City Clerk to execute an agreement with Western Printing and Graphics, subject to approval as to legal form by the City Attorney.

BB

Bill Grady  
Public Information Officer

Howard L. Chambers  
City Manager



## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** Video Production Services and AV Fee Schedule

### INTRODUCTION

The fee schedule for Centre AV equipment and the Media Production Center video production equipment is presented annually for approval by the City Council.

The changes submitted reflect the addition of new video production equipment and AV equipment and minor changes in the rental of certain items based on fair market rents. The attached fee schedule for Video Production Services reflect the modifications made during FY 2012-2013 and are recommended for approval at this time. There were no changes in the Centre AV equipment fees.

### STATEMENT OF FACTS

Section 5(B) of the City concession agreement with Thank Goodness It's Sofia provides, in part:

*. . . City shall have the exclusive right to provide any telecommunications, audio-visual, visual display, lighting and P.A. equipment and services . . . Any charge the City shall impose for said service, other than the Audiovisual Processing Fee as described in Section 12(F), shall belong to the City and the Concessionaire shall not charge or receive any consideration for the same . . . .*

Annually, revenues generated to the City include approximately \$18,000 in Centre at Sycamore Plaza audio-visual services fees and \$4,000 in media production center equipment and video production fees. The revenues from the audio-visual fees are used to partially offset the cost of equipment replacement.

The attached Media Production Rental and Services Fee and Centre AV rental and service schedule represents both existing and modified fees. Additions or changes in the media production center fee schedule are in bold face and items to be deleted are crossed out. Additions or changes to the Centre AV Equipment and Services form are listed on the second page of that form. The Centre AV rental fee schedule includes a 50% reduction for bona fide Lakewood nonprofit organizations for the DVD projector package and a one percent discount on AV for events with a food cost exceeding \$5000.

The City Council annually reviews and approves these fee schedules. Throughout the year, minor changes are made reflecting current market activity.

### STAFF RECOMMENDATION

That the City Council approve the revised fee schedules for the Media Production Center and Centre AV rental and authorize the Assistant City Manager to adjust the fee schedule as needed to reflect changes in the marketplace.

Lisa Novotny  
Assistant City Manager

Howard L. Chambers  
City Manager

## Lakewood Production Rentals

(Updates for FY 2012-13 are bolded/crossed out)

### STUDIO/CONTROL ROOM

Studio Rental (includes 3 cameras, lights, engineer, power, 1 microphone and teleprompter)	\$125.00/hr.
Studio w/o cameras, no engineer, no lights	\$30.00/hr.
Studio w/o cameras, no engineer, w/lights	\$40.00/hr.
Studio w/o cameras, w/engineer, w/lights	65.00/hr.
Compix Rental	\$17.00/hr.
Crew for studio	\$45.00/hr.
Teleprompter	\$10.00/hr.

### EDITING

Beta to Beta/VHS to Beta/DVD to Beta w/o editor and contract projects	\$60.00/hr.
with editor	\$90.00/hr.
Rendering computer	25.00/hr.
AVID edit bays w/o editor	\$65.00/hr.
AVID edit bays w/editor	\$130.00/hr.
Logging station	\$15.00/hr.
<b>Logging station w/mic</b>	<b>\$20.00/hr</b>

### TRUCK

Includes 2 crew (engineer and assistant)	\$275.00/hr.
Hours calculated based on Lakewood departure and return time. Includes 3 cameras, additional 2 cameras available--additional camera/tripod \$150 per day each--no hourly rate.	

### VIDEOTAPING/PRODUCTION SERVICES

-Single camera (2 crew) (4 hr. min.)	\$150.00/hr.
-Multi-camera (5 crew) (4 hr.min.)	\$300.00/hr.
-Additional Staff	\$45.00/hr.

### MEDIA

#### NEW:

Beta	90-minute	\$20.00
	30-minute	\$16.50
	20-minute	\$14.00

#### USED:

Beta	90-minute	\$10.00
	30-minute	\$8.00
	20-minute	\$7.00

Audio Cassette		\$5.00
DVD	blank disk	2.50
DV tape new		10.00

DUBS\*

Convert audiotape or video to computer file	30.00/hr
CityTV programs includes Beta tape	\$60.00
CityTV programs tape supplied	\$40.00
Bravo rental (burning only)	20.00/hr
Bravo rental (burning & printing)	30.00/hr
City Council dubs DVD/Audio	\$30.00
Public meeting requests must route through City Clerk	

History DVD (Part 1, 2, 3) 20.00

DVD dub of multi-camera coverage or special event  
single copy from tape, DVD dub master (i.e., GOW, Dance) 30.00

DVD dubs from existing DVD:

1-5	30.00 each
6-20	15.00 each
21+	8.00 each

DVD dubs from edited CityTV and Lakewood Production programs includes:

-One segment/program	60.00
-Additional copies--includes built-in label	
less than five	20.00 each
6-20	10.00 each
21+	8.00 each
-Custom label	50.00-200.00

DVD authoring

-Play only	50.00
-3 Buttons/1 menu	250.00
-Motion background with customer supplies logo	200.00
-MPEG conversion (30 minutes)	125.00
-Conversion of video to mpeg	15.00 per minute
-Menu updates	40.00 each
-Multi-menu validation; DVD testing	50.00 per screen

Retrieve video projects from archive format 75.00 per project

\*pricing is also for audio tape dubs ---

FIELD PRODUCTION GEAR

Betacam DXC D-30	\$350.00/day
Panasonic DVX-100B DV camera	\$150.00/day
O'Connor or Cartoni tripod	\$25.00/day
Portable 8" field monitor	\$10.00/day

VTR's

Sony 1800	\$70.00/day
3/4" VTR	100.00/wk
3/4" VTR	200.00/month

## LIGHTING

Lowell Light Kit	\$25.00/day
C-stand or Baby stand	\$5.00/day
Grip Kit (includes 2 C-stands, 2 sandbags, 1 box, no silk)	\$25.00/day
Flag	10.00/day
Flex-fill Reflector	\$10.00/day
Mountable camera light w/battery belt	\$10.00/day
Neutral Density Gel roll	\$5.00/day
Silk (6 x 6, includes 2 C-stands, 2 sandbags)	\$20.00/day
Mole Richardson 650w or 1K	\$10.00/day
Dimmer	\$2.00/day
Lowell Stand (large)	\$2.00/day

## AUDIO

Shure portable mixer	\$20.00/day
KLWD mixer (audio recorder)	5.00/day
Microphones	\$20.00/day
Lavalier Mics	\$20.00/day
Electro Voice Mic/Shotgun	\$10.00/day
Microphone stands	\$5.00/day
Wireless mic	\$40.00/day
Talent Headsets(AKG)	\$25.00/day
Audio cable	\$5.00/day
Audio snake	\$10.00/day
Boom Pole	\$5.00
Roland speaker's (pair)	\$20.00/day

## MISC.

NP1-B/Aspen Battery	\$5.00 ea./day
CMA-8 power supply	\$10.00/day
100'+ BNC-Audio Reel	45.00/day
50' of BNC Reel	\$25.00/day
12' of BNC Reel	\$15.00/day
Sound Library; per drop	20.00/per drop
Sandbag (4)	\$5.00/day
Production Cart	\$40.00/day
Camera cable 14-pin	\$25.00 each/day
Power extension cable	\$5.00/day
View Finders	\$10.00/day
Camera Focus/Zoom controls	10.00/day
Adapters	\$1.00/day
Bulker	\$10.00/hour
Battery Charger	\$20.00/per day
Print photo to paper from videotape:	
-video is on the AVID system	5.00
-video has to be encoded into the AVID	10.00

## Stock Footage (does not include tape stock)

Two, 10-minute selects, not edited = \$175  
One 20-minute select, not edited = \$120  
One 30-minute select, not edited = \$150

\$15 per shot not to exceed 5 seconds of continuous video/\$100 minimum

**COUNCIL AGENDA**

June 25, 2013

**TO:** Honorable Mayor and City Council

**SUBJECT:** Reimbursement Agreements with Long Beach Transit Fixed Route Subsidy and Dial-A-Lift Services

**INTRODUCTION**

Long Beach Transit has submitted a request for renewal of the City's Proposition "A" support of Fixed Route and Dial-A-Lift services. The present agreements expire on June 30, 2013. The request for Lakewood support is made in order to comply with the terms of the Long Beach Transit agreement with the City of Long Beach. Long Beach Transit is required to either secure a proportionate amount of subsidies from the jurisdictions it serves or withdraw services. Since 1984, through a contract, the City of Lakewood has been utilizing the transit services provided by Long Beach Transit.

**STATEMENT OF FACTS**

Lakewood residents utilize the Long Beach Transit system extensively. The table below shows the ridership since Fiscal Year 2007-2008.

PROGRAM	FISCAL YEAR						
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013*	2013-2014**
<b>FIXED ROUTE TRIPS</b>	1,197,437	1,149,974	1,041,622	1,003,986	1,129,678	1,065,194	1,037,054
<b>DIAL-A-LIFT TRIPS</b>	2,849	2,735	2,494	2,154	2,169	2,184	2,409

\*Projection \*\*Estimate

A one-year contract has been prepared for the Fixed Route and Dial-A-Lift services. Both contracts will expire on June 30, 2013. The terms of the proposed agreements are as follows:

Reimbursement for Fixed Route Transportation Services. Long Beach Transit proposes the subsidy for Fiscal Year 2013-2014 be a contribution of \$71,404.

Dial-A-Lift Services. The compensation for Dial-A-Lift services is based upon the rate of \$25.15 per passenger boarding for Fiscal Year 2013-2014. The total compensation is not to exceed \$60,596 for Fiscal Year 2013-2014.

**SUMMARY**

Long Beach Transit has requested renewal of the agreements with the City for subsidy of the Fixed Route and for Dial-A-Lift services for Fiscal Year 2013-2014. These projects have been included as a part of the budget.

Agreements - Long Beach Transit  
June 25, 2013  
Page 2

**RECOMMENDATION**

Staff recommends that the City Council authorize the Mayor to sign the agreements with Long Beach Transit, for both Fixed Route bus services and Dial-A-Lift services at the same level of service as provided in previous years. The proposed agreement has been reviewed and approved by the City Attorney as to form.

  
Sonia Dias Southwell, AICP  
Director of Community Development

Howard L. Chambers  
City Manager



## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** Renewal and Amendment of Agreement with Fair Housing Consultants Inc.

### STATEMENT OF FACT

As a Community Development Block Grant (CDBG) entitlement jurisdiction, the City is required to provide a fair housing counseling program for residents. The City currently contracts for these services. The City's fair housing counseling program consists of public outreach, education, and the coordination of fair housing training for local real estate agents, apartment managers and property owners. In addition, the fair housing consultant provides referrals to other agencies, which may better assist a tenant or landlord with his or her particular situation.

Since February 2001, the City has contracted with Sharron Hillery for the provision of a fair housing counseling program, which meets the U.S. Department of Housing and Urban Development (HUD) requirement. Mrs. Hillery provides Lakewood residents and property owners with professional service in the areas of landlord/tenant relations, fair housing information and education, and client service referrals.

The current contract expires on June 30, 2013. Ms. Hillery is requesting an increase in the amount of \$806 bringing the total contract amount to \$33,046 per year or \$2,753.83 per month. This is the only increase requested by Mrs. Hillery since 2005. The cost for said services for the renewal of this contract will be funded by CDBG funds.

### RECOMMENDATION

Staff recommends that the City Council approve the renewal of the contract with Sharron Hillery for fair housing consulting services to June 30, 2014 and authorize the contract amount not to exceed \$33,046 for the year.

  
Sonia Dias Southwell, AICP  
Director of Community Development

Howard L. Chambers  
City Manager 

## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** Agreement with Sam Painting (Fix-Up Paint-Up Program)

### INTRODUCTION

The Fix-Up Paint-Up Program was developed to provide property owners with the financial assistance needed to make necessary minor improvements to their properties to preserve the structures, increase the livability, and aesthetically enhance the overall appearance of the neighborhood. In addition, rehabilitation of existing homes in Lakewood is a valid and necessary means of maintaining our housing stock. The City's grant program provides eligible residents with grant up to \$3,000 per residence. In FY 2013-2014, this program will be funded by Successor Housing Agency loan funds that have been repaid during the current year. During the FY2012-2013, the grants were made available by temporarily funding the program with CDBG funds until the State finalized the funding allowances of the Successor Housing Agency. The goal for Fiscal Year 2013-2014 is to approve 12 grants.

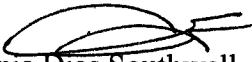
### STATEMENT OF FACT

Since July 2008, the Fix-Up Paint-Up Program has been implemented by Sam Painting, and the current contract expires on June 30, 2013. Samir Sindaha of Sam Painting is a well-established licensed contractor with a state license in painting and decorating since 1986. Sam Painting provides both interior and exterior painting services. Samir has done extensive work in the City of Lakewood since 2000 and has a valid City of Lakewood business license. Also he is properly insured and bonded for this type of work. His services include wood repair, replacement of gates, fences, doors, screens, deadbolts, damaged wood replacement, and weatherization.

Sam Painting will provide all labor, equipment and supplies to perform painting and minor home repair services to eligible single-family homeowners in Lakewood. City staff will be responsible for the administration and marketing of the program.

### RECOMMENDATION

Staff recommends that City Council approve the agreement with Sam Painting through June 30, 2014, to provide painting and minor home repairs to eligible homeowners through the Fix-Up Paint-Up Program within the limits budgeted for this program.

  
Sonia Dias Southwell, AICP  
Director of Community Development

Howard L. Chambers  
City Manager



## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** Residential Refuse Rate Adjustment

### INTRODUCTION

Due to Proposition 218, the City is required to notify every resident, in writing, regarding proposed adjustments in refuse collection and disposal fees, and the date for a public hearing before the City Council can take action. This requirement was accomplished by placing a notice in the utility bills starting in March 2013 and continuing through May 2013; for over an entire 60-day cycle. The public hearing on this matter is set for June 25, 2013 at 7:30 P.M. in the City Council Chambers.

### STATEMENT OF FACT

A recent court decision held that the procedural requirements of Proposition 218 are applicable to increases in refuse charges. Due to the rather lengthy notification process and waiting period, rates must be determined far in advance of implementation. To accomplish this, staff determines rates by considering current consumer price index trends, cost history and new program implementation costs. When calculating adjustments next year, staff compares the amount collected to actual costs, and modifies next year's adjustment accordingly.

On February 12, 2013, the Environmental Management Committee reviewed and recommended for Council approval the proposed rate increase. The recommended the public noticed residential rate for refuse collection was \$18.93, which was a 3.9 percent increase from the current rate of \$18.22.

Since the public noticing of the rate increase, the April to April CPI for the Los Angeles area has become known, as well as other operational cost increases. Based on these factors, staff is recommending 1.5 percent increase in the trash collection and disposal rates for Fiscal Year 2013-2014, increasing the rate from \$18.22 to \$18.49.

The new residential refuse collection rate of \$18.49 will be effective July 1, 2013, and will be reflected on billings for refuse collection usage on and after July 1, 2013.

### RECOMMENDATION

It is recommended that the City Council hold a public hearing and adopt the attached resolution, which enacts the adjustment to refuse rate as stated in this report.



Diane Perkin  
Director of Administrative Services

Howard L. Chambers  
City Manager



RESOLUTION NO. 2013-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAKEWOOD TO ESTABLISH RESIDENTIAL REFUSE  
RATES FOR THE CURRENT FISCAL YEAR

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

SECTION 1. The City Council of the City of Lakewood does hereby find and determine that it is necessary to amend the refuse rates.

1. The City contracts with EDCO Disposal for residential refuse removal; each year their contract is adjusted based on a blended rate using the Consumer Price Index for the Los Angeles area for the month of April and the average tipping rates in the area.
2. In order to maintain the current residential services, the current rate must be adjusted in accordance with the increase in contractor and city operational costs.
3. The rate will be adjusted July 1, 2012, which will be for services starting on or after July 1, 2013. The rate will be adjusted to \$18.49 from \$18.22.

ADOPTED AND APPROVED THIS 25TH DAY OF JUNE, 2013.

\_\_\_\_\_  
Mayor

ATTEST:

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

## COUNCIL AGENDA

June 25, 2013

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

**SUBJECT:** Water Rate Adjustment

### INTRODUCTION

Due to Proposition 218, the City is required to notify every water customer, in writing, regarding proposed adjustments in water fees, and the date for a public hearing before the City Council can take action. This requirement was accomplished by placing a notice in the utility bills starting in March 2013 and continuing through May 2013; for over an entire 60-day cycle. The public hearing on this matter is set for June 25, 2013 at 7:30 P.M. in the City Council Chambers.

### STATEMENT OF FACT

A recent court decision held that the procedural requirements of Proposition 218 are applicable to increases in water charges. Due to the rather lengthy notification process and waiting period, rates must be determined far in advance of implementation. To accomplish this, staff determines rates by considering current consumer price index trends, cost history and planned capital improvements. When calculating adjustments next year, staff compares the amount collected to actual costs, and modifies next year's adjustment accordingly.

On February 12, 2013 and May 14, 2013, the Water Resources Committee reviewed and recommended for Council approval the proposed rate increases. The recommended the quantitative rate for all water delivered in excess of the minimum charge entitlement is \$2.89 per 100 cubic feet per meter per month; the current rate is \$2.63. The recommended the reclaimed water rate for all water delivered is \$1.20 per 100 cubic feet per meter per month; the current rate is \$1.07. The recommended the 2-inch fire service charge is \$22.50 per meter per month; the current rate is \$10.00. The charge for each fire service larger than a 2-inch fire service meter would increase 25 percent above the charge of the previous meter.

The new water rates and charges will be effective July 1, 2013, and will be reflected on billings for water usage on and after July 1, 2013.

### RECOMMENDATION

It is recommended that the City Council hold a public hearing and adopt the attached resolution, which enact the adjustment to water rates and charges as stated in this report.

  
Diane Perkin  
Director of Administrative Services

Howard L. Chambers  
City Manager 

RESOLUTION NO. 2013-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD AMENDING THE "NORMAL QUANTITATIVE RATE" CONTAINED IN SECTION 10 OF THE CITY'S "WATER SERVICE PROCEDURE MANUAL", FIRE SERVICE CHARGES AS PROVIDED IN SECTION 12 OF THE CITY'S "WATER SERVICE PROCEDURE MANUAL," AND AMENDING THE RECLAIMED WATER RATE

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

SECTION 1. The City Council of the City of Lakewood does hereby find and determine that it is necessary to amend its Water Service Procedure Manual pertaining to water rates and charges in order to maintain and operate its water system as a service to the community and for the general public health, safety and welfare, based upon the following facts:

1. The water system owned and operated by the City of Lakewood was first installed in the mid-1930's and has, since that date and since its acquisition by the City of Lakewood, been improved from time to time in order to supply the needs of its consumers within the City of Lakewood.
2. The purpose of the system is to provide a service to its consumers for which fees or charges are imposed as an incident of requesting or using the service.
3. These fees or charges include not only the cost of the water service but the repairs and maintenance of the system, as well as replacement of old and deteriorated facilities.
4. Due to its age and use, parts of the Lakewood Water System are in need of capital improvements in order to maintain a service meeting the needs of its consumers.
5. Over \$12 million in capital improvements are required over the next four years, including over \$5.0 million in main replacement and \$5.9 million in water production projects as recommended by the City Council Water Resources Committee.
6. The revenue derived from current rates and charges is insufficient to fund said projects.
7. The funds derived by the necessary increase in the water rates to provide the necessary improvements and maintenance through June 2014, shall not be used for general City purposes.

SECTION 2. The "Normal Quantitative Rate" as set forth in Section 10 of The Water Service Program Procedure Manual, adopted by Resolution No. 2009-6, is hereby amended to read as follows:

The quantitative rate for all water delivered in excess of the Minimum Charge Entitlement is \$2.89 per 100 cubic feet per meter per month to all services commencing July 1, 2013.

The "Fire Protection Service Charge" as set forth in Section 12 of the Water Service Program Procedure manual provides for the following:

The 2-inch fire service charge is set at \$22.50 per meter per month; the charge for each fire service larger than a 2-inch fire service meter increases by 25 percent above the charge of the previous meter size.

The quantitative rate for all reclaimed water delivered is \$1.20 per 100 cubic feet per meter per month

The new water rates and charges will be effective July 1, 2013, and will be reflected on billings for water usage and services on and after July 1, 2013.

ADOPTED AND APPROVED THIS 25TH DAY OF JUNE, 2013.

\_\_\_\_\_  
Mayor

ATTEST:

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

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

**SUBJECT:** EDCO Amendment – **Revised** – Exhibits A and B

### **INTRODUCTION**

This report is being substituted for the report provided in the Agenda packet. The report has been revised to delete the proposal for adding street sweeping services to EDCO's agreement.

### **STATEMENT OF FACT**

EDCO's current agreement was approved in 2009 and included the conversion of our old manual collection system to automated collection of trash and recyclables and continued manual collection of separated greenwaste. The provisions of their contract allow for a blended rate of increase for the single family collection service, and a CPI increase in the maximum rates for commercial collection.

Exhibit A is the chart listing maximum rates that EDCO may charge their commercial customers for a wide variety of services. Exhibit B contains the contractual payment and adjustment calculations for the City of Lakewood services that EDCO provides and for which the City pays. The agreement was previously amended three times, in July of 2010, 2011, and 2012, although EDCO waived their 2010 increase for the FY 2010-11.

The single family portion of the agreement is paid in monthly payments by the City. The contractual rate of adjustment is a combination of 2/3 service component adjusted by CPI and 1/3 tipping fee component, adjusted by a average of the change in rates at Puente Hills, SERRF and Bel Art Transfer station. The blended escalation rate for this year is calculated at 1.2163% for the single family residential collection contract. The commercial rates are adjusted by CPI only, which is 0.9%. Proposed Exhibit A reflects a 0.9% increase for commercial rates and proposed Exhibit B reflects a 1.2163% increase for single family collection.

All references to street sweeping services have been removed from the contract amendment.

### **RECOMMENDATION**

Staff recommends that the City Council approve the Amendment to the 2009 Agreement for Solid Waste Collection and Disposal with EDCO Waste Services, LLC, and authorize the Mayor to sign the agreement in a form approved by the City Attorney.

Lisa Ann Rapp *LAR*  
Director of Public Works

Howard L. Chambers *(HLC)*  
City Manager

AMENDMENT OF 2009 AGREEMENT FOR  
SOLID WASTE COLLECTION AND DISPOSAL  
BETWEEN THE CITY OF LAKEWOOD AND  
EDCO WASTE SERVICES, LLC

The Agreement dated April 28, 2009, is hereby amended to replace Appendix A, BIN AND SPECIAL SERVICE MAXIMUM RATE SCHEDULE, effective July 1, 2012 with Appendix A, BIN AND SPECIAL SERVICE MAXIMUM RATE SCHEDULE, effective July 1, 2013 and Appendix B, CITY OF LAKEWOOD RATE SCHEDULE, effective July 1, 2012 with Appendix B, CITY OF LAKEWOOD RATE SCHEDULE, effective July 1, 2013.

The Agreement of April 28, 2009 is reaffirmed in all other aspects.

Date the 25<sup>th</sup> day of June, 2013.

SERVICE PROVIDER

CITY OF LAKEWOOD

\_\_\_\_\_  
Edward Burr  
EDCO WASTE SERVICES, LLC

\_\_\_\_\_  
Steve Croft  
Mayor

ATTEST

\_\_\_\_\_  
Denise Hayward, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Steve Skolnik, City Attorney

Appendix A  
 BIN AND SPECIAL SERVICE  
 MAXIMUM RATE SCHEDULE  
 Effective July 1, 2013

<b>Service</b>	<b>Maximum Fee</b>	
<i>Trash or Split Bin (½ Trash- ½ Recycle)</i>		
1 Pickup Per Week, 3 yard bin	\$117.53	per month
2 Pickup Per Week, 3 yard bin	\$183.82	per month
3 Pickup Per Week, 3 yard bin	\$249.97	per month
4 Pickup Per Week, 3 yard bin	\$316.12	per month
5 Pickup Per Week, 3 yard bin	\$382.45	per month
6 Pickup Per Week, 3 yard bin	\$448.76	per month
Lock Lids	\$19.04	per month
Automated Trash/Recycle Cart -1 x Week	\$45.60	per month
Automated Trash/Recycle Cart -2 x Week	\$91.22	per month
Extra Automated Trash or Recycle Cart	\$9.77	per cart per dump
Compactor Bins 1 x F/L	\$254.95	
Compactor Bins 2 x F/L	\$398.78	
Compactor Bins 3 x F/L	\$542.22	
Compactor Bins 4 x F/L	\$685.67	
Compactor Bins 5 x F/L	\$829.51	
Compactor Bins 6 x F/L	\$973.31	
Extra Pickups (Excluding Sundays)	\$57.04	
Sunday Pickups	\$84.13	
Steam Clean Bins	\$63.51	
Roll Off Compactors	\$663.75	
Steam Clean Compactors	\$150.82	
Bin Roll Out Service Over 50 Feet 1 x	\$25.40	per bin
Bin Roll Out Service Over 50 Feet 2 x	\$50.78	per bin
Bin Roll Out Service Over 50 Feet 3 x	\$76.20	per bin
Bin Roll Out Service Over 50 Feet 4 x	\$101.58	per bin
Bin Roll Out Service Over 50 Feet 5 x	\$126.99	per bin
Bin Roll Out Service Over 50 Feet 6 x	\$152.38	per bin
Scout Service 1x per week	\$29.11	per bin
Scout Service 2x per week	\$58.21	per bin
Scout Service 3x per week	\$87.33	per bin
Scout Service 4x per week	\$116.43	per bin
Scout Service 5x per week	\$145.54	per bin
Scout Service 6x per week	\$174.65	per bin
Bin Roll Off Containers (Recycling)	\$293.68	plus disposal fee
Shared Bin Usage	\$4.37	per month
Roll-Off Container	\$468.28	per bin
3 Yard Recycling Bins 1x per week	\$43.01	
3 Yard Recycling Bins 2x per week	\$73.76	
3 Yard Recycling Bins 3x per week	\$104.49	
3 Yard Recycling Bins 4x per week	\$135.23	
3 Yard Recycling Bins 5x per week	\$158.62	
3 Yard House Bin – No dirt or concrete	\$103.19	per bin
1 Yard House Bin – Dirt and concrete	\$103.19	per bin
Automated Recycling Carts 1x per week	\$21.31	
Additional Carts 1x per week	\$7.00	
Automated Recycling Carts 2x per week	\$42.62	
Additional Carts 2x per week	\$14.00	
Bulky Item Pick-up (One Item)	\$12.87	
Bulky Item Pick-up (2-4 additional items)	\$10.30	per item

Commencing July 1, 2010, and each fiscal year thereafter, the City Council shall by resolution adjust said maximum cap based on an April-to-April C.P.I. The adjustment shall be prepared by the Director of Finance.

Bad Check Fee: \$25.00

**Appendix B**  
**CITY OF LAKEWOOD RATE SCHEDULE**  
 Effective July 1, 2013

**RESIDENTIAL COLLECTION SERVICES**

Service	Agreement Reference	CONTRACTOR Fee or Payment	Notes
<b>Fiscal Year 2012-2013</b>			
Single Family Residential Collection "Base Rate"	8. A.	\$361,012.84	Per Month
Residential Units			
Base Number on January 2, 2012	8. A.	22,771	Residential Billing equivalent <sup>(1)</sup>
Residential Unit Adjustment Factor	8. A.	\$15.8541	Per Unit Residential Billing equivalent
<b>Fiscal Year 2013-2014</b>			
Residential Units Demolished	8. A.	0	
Residential Units Constructed	8. A.	0	
Residential Units			
Base Number on January 2, 2013	8. A.	22,771	
Residential Billing Adjustment Factor	8. A.	16.04690141	1.2163%
Single Family Residential Collection "Base Rate"	8. A.	\$365,403.99	Per Month
Extra recycling cart		No charge	
Extra refuse cart		\$3.50	Per unit per month <sup>(2)</sup>
Excess collection charge for non-greenwaste bagged refuse		\$20.50 for up to 10 plastic bags	No construction debris or greenwaste

The above-stated "Base Rate" and "Adjustment Factor" shall be subject to a percentage adjustment commencing July 1, 2013, and on the first day of each fiscal year thereafter. The adjustment shall be applied to the "base rate" in two components, with the service component shall be adjusted in an amount directly related to the increase or decrease in the "Los Angeles-Long Beach All Urban Consumer Price Index April to April". The tipping fee component shall be adjusted in an amount directly related to the increase or decrease of an average of the tipping fee rates for municipal solid waste at SERRF, Puente Hills, and Bel Art Transfer Station on January 1, 2013, and annually thereafter, as compared to the average of those rates on January 1, 2012.

<sup>(1)</sup>The number of Residential Units for 2013 equivalent reflects a complete count of all small (2-4 unit) multi-family Residential Units; rather than Residential Billing Accounts, which combined some of the small multi-family accounts for billing purposes.

<sup>(2)</sup>Minimum three-month commitment from date of delivery of cart.

**COUNCIL AGENDA**

June 25, 2013

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

**SUBJECT:** City Manager Resolution

**STATEMENT OF FACTS**

The City Council conducts an annual performance evaluation of the City Manager. In accordance with the Brown Act, this evaluation is conducted during a closed session which has traditionally followed the presentation and adoption of the City's budget. As the content of the resolution is based upon the results of the evaluation, this document is not available until formally adopted at the end of the City Council meeting.

Howard L. Chambers  
City Manager



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