



CITY OF LAWNDALE

14717 Burin Avenue, Lawndale, California 90260
Phone (310) 973-3200 – www.lawndalecity.org

AGENDA LAWNDALE CITY COUNCIL REGULAR MEETING Monday, November 5, 2018 - 6:30 p.m. Lawndale City Hall Council Chamber 14717 Burin Avenue

Any person who wishes to address the City Council regarding any item listed on this agenda or any other matter that is within its subject matter jurisdiction is invited, but not required, to fill out a public meeting speaker card and submit it to the city clerk prior to the oral communications portion of the meeting. The purpose of the card is to ensure that speakers' names are correctly recorded in the meeting minutes and, where appropriate, to provide contact information for later staff follow-up.

Copies of this agenda may be obtained prior to the meeting in the Lawndale City Hall foyer. Copies of staff reports or other written documentation relating to each agenda item are available for public inspection in the Lawndale City Hall foyer and the public library. Interested parties may contact the City Clerk Department at (310) 973-3213 for clarification regarding individual agenda items.

This agenda is subject to revision up to 72 hours before the meeting.

- A. **CALL TO ORDER AND ROLL CALL**
- B. **CEREMONIALS** - Flag Salute and Inspiration
- C. **PUBLIC SAFETY REPORT**
- D. **ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA** (Public Comments)
- E. **COMMENTS FROM COUNCIL**
- F. **PRESENTATIONS**
 - 1. **Caroline Bustillos - Volunteer with the South Bay Cities Council of Governments and the South Bay Environmental Services Center**
- G. **CONSENT CALENDAR**

The consent calendar, agenda items 2 through 6, will be considered and acted upon under one motion unless a councilmember removes individual items for further council consideration or explanation.

 - 2. **Motion to read ordinance by title only** (Recommendation: that the City Council read by title only and waive further reading of all ordinances listed on the agenda)
 - 3. **Status of City Investments** (Recommendation: that the City Council receive and file the Quarterly Investment Report for the quarter ended September 30, 2018.)

4. **Memorandum of Understanding between the City and American Federation of the State, County and Municipal Employees (AFSCME)** (Recommendation: that the City Council adopt Resolution No. CC-1811-048, approving the 2017-2019 Memorandum of Understanding between the City of Lawndale and American Federation of State, County and Municipal Employees, Local 1895, Council 36.)
5. **Accounts Payable Register** (Recommendation: that the City Council adopt Resolution No. CC-1811-045, authorizing the payment of certain claims and demands in the amount of \$738,011.88.)
6. **Minutes of the Lawndale City Council Regular Meeting – October 15, 2018** (Recommendation: that City Council approve.)

H. **ADMINISTRATION**

7. **Appointment to the Beautification Committee** (Recommendation: that: (1) Mayor Pullen-Miles appoints Ms. Karen Escamilla to the Beautification Committee, and (2) that the City Council confirms the appointment by adopting Resolution No. CC-1811-047.)
8. **Updated Purchasing Policy** (Recommendation: that the City Council adopt: (1) Resolution No. CC-1811-046, adopting an updated version of Council Policy No. 53-00, and (2) approve the first reading of Ordinance No. 1148-18, amending the City Purchasing Ordinance to replace Chapter 3.08 of the Lawndale Municipal Code.)
9. **Updating the Use of Urban Development Action Grant Funds** (Recommendation: that the City Council approve the first reading of Ordinance No. 1149-18, updating Chapter 3.30 of the Lawndale Municipal Code regarding the use of Urban Development Action Grant Funds.)

I. **CITY MANAGER'S REPORT**

J. **ITEMS FROM COUNCILMEMBERS**

10. **Mayor/Councilmember Report of Attendance at Meetings and/or Events**

K. **CLOSED SESSION**

11. **Conference with Labor Negotiator**

The City Council will conduct a closed session, pursuant to Government Code section 54957.6, with the city attorney, the City's negotiator, regarding labor negotiations with an unrepresented employee, the city manager.

L. **ADJOURNMENT**

The regular meeting scheduled to be held on November 19, 2018 was cancelled by order of the City Council on October 1, 2018.

The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Monday, December 3, 2018 in the Lawndale City Hall council chamber, 14717 Burin Avenue, Lawndale, California.

It is the intention of the City of Lawndale to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact the City Clerk Department (310) 973-3213 prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

I hereby certify under penalty of perjury under the laws of the State of California that the agenda for the regular meeting of the City Council to be held on November 5, 2018 was posted not less than 72 hours prior to the meeting.

Matthew Ceballos, Assistant City Clerk



CITY OF LAWNDALE
14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: November 5, 2018

TO: Honorable Mayor and City Council

FROM: Matthew Ceballos, Assistant City Clerk *MC*

SUBJECT: Caroline Bustillos - Volunteer with the South Bay Cities Council of Governments and the South Bay Environmental Services Center

A copy of the certificate and the biography are attached for Council's information.

Presentation

November 5, 2018

City Council Meeting

Presented to Caroline Bustillos

Lawndale Resident

South Bay Environmental Services Center Volunteer

Caroline Bustillos has been a volunteer with the South Bay Cities Council of Governments and the Environmental Services Center since March of this year.

She holds a Master degree in Business Administration from the University of Economy in Paris, France. She landed in Los Angeles 8 years ago, being transferred by her company, an international freight forwarding Group. After obtaining her Sustainability Certificate from UCLA, and her green card, she decided to start her consulting practice to help local businesses on their transition towards Sustainability. She started volunteering at the SBESC which she enjoys a lot, and now works for the City of Los Angeles Green Business Program. She wishes to extend her expertise in the future to other cities starting similar programs.

Some of Caroline's volunteer activities include:

1. Giving a hand to SBESC staff during community workshops (like Greywater, Zero-waste) or local events participation (rain barrel distribution, local information booth);
2. assisting various SBESC staff on their projects doing online researches, phone calls, creating spreadsheets, updating database; and
3. being part of the green team at the SBESC office to push towards daily green actions.

City of Lawndale

Certificate of Appreciation

Presented To

Caroline Bustillos

2018 South Bay Environmental Services Center Volunteer

In recognition of receiving the South Bay Cities Council of Governments'

Valued Volunteer Award

Over 50 Hours of Volunteer Service in 2018

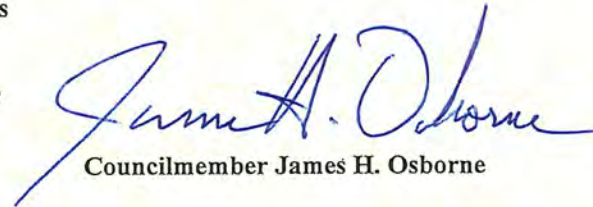


Mayor Robert Pullen-Miles



Mayor Pro Tem Dan Reid

Presented November 5, 2018



Councilmember James H. Osborne



Councilmember Pat Kearney



Councilmember Bernadette Suarez



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DATE: November 5, 2018
TO: Honorable Mayor and City Council
FROM: Matthew R. Ceballos, Assistant City Clerk *MC*
SUBJECT: Motion Pertaining to the Reading of Ordinances

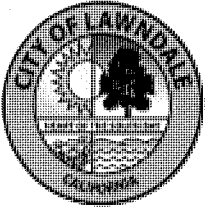
BACKGROUND

California Government Code reads, in part, as follows:

"Except when, after reading the title, further reading is waived by regular motion adopted by majority vote, all ordinances shall be read in full either at the time of introduction or passage."

RECOMMENDATION

Staff recommends that the City Council read by title only and waive further reading of all ordinances listed on the agenda.



CITY OF LAWNDALE

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PHONE (310) 973-3200, FAX (310) 644-4556
www.lawndalecity.org

DATE: November 5, 2018
TO: Honorable Mayor and City Council
FROM: Stephen N. Mandoki, City Manager *SM*
PREPARED BY: Ken Louie, Director of Finance/City Treasurer *KL*
SUBJECT: Quarterly Investment Report

BACKGROUND

In accordance with the City of Lawndale's Investment Policy and State of California's Government Code Section 53646, staff provides these reports to Council on a quarterly basis. Investment reports shall disclose types of investments, dates of maturities, amounts of deposits, rates of interest and, for securities with a maturity of more than 12 months, current market values. In addition, quarterly reports include a description of any City funds that are under the management of contracted (third) parties.

STAFF REVIEW

The investment report for the quarter ended September, 2018 is presented herein to achieve compliance with the State of California Government Code Section 53646 and City policy, and to keep the City Council informed of the status of the City's investments and cash holdings. The report includes the cash and investments of all City funds, including restricted funds. The General Fund makes up the majority of the investments and has about \$5,701,842 in cash (liquid portion of fund balance).

A portion of the portfolio is held in government-secured certificates or government-backed agencies which have maturities from one to five years. Insurance on the certificates are provided by the Federal Depository Insurance Corporation (FDIC) with limits up to \$250,000.

The City's investment liquidity is sufficient for it to meet its expenditure requirements for the upcoming 180 days. The current report does not include market values for investments because the present portfolio does not include investments with maturities that exceed twelve months. It should be noted that current cash and investment totals do not include any cash from the Lawndale Redevelopment Agency's recent Tax Allocation Bond. Those monies are held and invested separately by a third-party fiscal agent and disseminated in conjunction with the bond indenture.

COMMISSION REVIEW

Not applicable

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LEGAL REVIEW

Not applicable.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council receive and file the Quarterly Investment Report for the quarter ended September 30, 2018.

Attachments: Investment Report

**CITY OF LAWNSDALE
INVESTMENT REPORT
For Quarter Ended September 30, 2018**

<u>Description</u>	<u>Term</u>	<u>Balance at 09/30/18</u>
CASH ON DEPOSIT		
Cash on Deposit -- Wells Fargo	On Demand	\$ 9,129,353
Total Cash on Deposit		<u>9,129,353</u>
INVESTMENTS		
Local Agency Investment Fund (LAIF)/Housing Investments:		
City of Lawndale	On Demand	2,891
Lawndale Housing Auth.	On Demand	1,380
Total LAIF Investments		4,272
Non-LAIF Portfolio (see below)		3,449,000
Interest Revenue held with Trustee		<u>3,193</u>
Total non-LAIF investments and trustee funds		<u>3,456,465</u>
Total Cash and Investments September 30, 2018		<u>12,585,817</u>
Total Cash and Investments June 30, 2018		<u>14,649,110</u>
Total Cash and Investments March 31, 2018		<u>12,830,434</u>
Total Cash and Investments December 31, 2017		<u>11,572,525</u>
Total Cash and Investments September 30, 2017		<u>12,122,978</u>

NON-LAIF INVESTMENT PORTFOLIO

<u>Bank</u>	<u>Principal</u>	<u>Interest Rate</u>	<u>Dated</u>	<u>Maturity Date</u>	<u>Yrs</u>
Farmers & Merch BK TN	\$249,000	1.00%	10/27/2016	10/31/18	2
Fed Farm Credit Bk (FFCB)	\$1,000,000	1.020%	7/6/2016	7/5/19	3
Barclays Bank	\$247,000	2.05%	7/16/2014	7/16/19	5
Comenity Capital Bank	\$249,000	1.20%	8/16/2016	8/15/19	3
First Bank Puerto Rico	\$249,000	1.25%	9/9/2016	9/9/2019	3
Capital One NA	\$247,000	2.00%	9/10/2015	9/10/19	4
Capital One Bank	\$248,000	1.35%	8/11/2016	8/30/20	4
Discover Bank	\$248,000	1.50%	8/11/2016	8/10/21	5
JP Morgan	\$248,000	1.65%	8/16/2016	8/16/21	5
Private Bank & Trust	\$248,000	1.50%	9/9/2016	8/30/21	5
Enterprise Bank PA	\$216,000	1.20%	10/27/2016	11/15/19	3
Par Value	<u>\$3,449,000</u>				




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DATE: November 5, 2018

TO: Honorable Mayor and City Council

FROM: Stephen N. Mandoki, City Manager 

PREPARED BY: Raylette Felton, Assistant to the City Manager/ Human Resources Director

SUBJECT: APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE AMERICAN FEDERATION OF THE STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME), COUNCIL 36, LOCAL 1895 AGREEMENT

BACKGROUND

On October 15, 2018, City Council adopted Resolution No. CC-1810-042, approving the tentative agreement between the City of Lawndale and American Federation of State, County and Municipal Employees, Local 1895, Council 36 (AFSCME), the Majority Representative Employee Organization, representing two bargaining groups (Lawndale Professional Mid-Management Employees and Lawndale Classified Employees), to replace and update the existing Memorandum of Understanding (MOU) which expired on June 30, 2017.

Attached for City Council's consideration is Resolution No. CC-1811-048 adopting the successor Memorandum of Understanding (MOU) between the City and AFSCME, for the period of July 1, 2017 to June 30, 2019.

STAFF REVIEW

The attached successor MOU, jointly prepared by the labor negotiation parties, has been modified to include amendments to specific terms and conditions of employment outlined in the Tentative Agreement as approved by City Council in October 2018. Once this MOU is approved and adopted by City Council, this two (2) year agreement will replace the existing MOU and the Tentative Agreement.

LEGAL REVIEW

The City Attorney's Office review and approve the MOU as to form.

FISCAL IMPACT

There are no costs associated with this agreement, as there are no increases in salary or benefits.

RECOMMENDATION

Staff recommends City Council adopt Resolution No. CC-1811-048, approving the 2017-2019 Memorandum of Understanding Between the City of Lawndale and American Federation of State, County and Municipal Employees, Local 1895, Council 36.

- Attachments:
1. Resolution No. CC-1811-048
 2. 2017-2019 Memorandum of Understanding Between the City of Lawndale and Local 1895, Council 36, American Federation of State, County and Municipal Employees, AFL-CIO, with attachments

RESOLUTION NO. CC-1811-048

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA
ADOPTING THE 2017-2019 MEMORANDUM OF UNDERSTANDING
WITH THE AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES (AFSCME), COUNCIL 36, LOCAL 1895**

WHEREAS, the City of Lawndale is a general law city and a public agency as defined in Government Code Section 3501(c) ("City"); and

WHEREAS, the American Federation of State, County and Municipal Employees, Council 36, Local 1895 ("AFSCME"), is the joint, majority representative employee organization for both of the City's previously recognized employee bargaining units, the Lawndale Professional and Mid-Management Employees Unit and the Lawndale Classified Employees Unit and is a recognized employee organization within the meaning of Government Code Section 3501(b); and

WHEREAS, the previous three-year Memorandum of Understanding between the City and AFSCME had an effective date of July 1, 2014, and expired on June 30, 2017; and

WHEREAS, representatives of the City and representatives of AFSCME met and conferred in good faith on a successor agreement on the terms and conditions of employment, within the meaning of Government Code Section 3505, by and between the City and members of AFSCME for fiscal years 2017-2019; and

WHEREAS, on October 9, 2018, members of AFSCME ratified the 2017-2019 Memorandum of Understanding prepared to memorialize the deal points agreed upon by the parties.

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

SECTION 1. That, pursuant to Government Code Section 3505.1, the terms of the "Memorandum of Understanding Between the City of Lawndale and the Council 36, Local 1895, American Federation of State, County and Municipal Employees, AFL-CIO July 1, 2017 – June 30, 2019" ("2017-2019 Memorandum of Understanding"), attached hereto and incorporated herein as Exhibit "A", were reached by representatives of the City and AFSCME, after representatives of the City and AFSCME jointly prepared the 2017-2019 Memorandum of Understanding, which agreement is not binding until approved by the City Council of the City and the members of AFSCME.

SECTION 2. That the 2017-2019 Memorandum of Understanding, which has been approved by AFSCME, is hereby adopted by the City of Lawndale for fiscal years 2017-2019.

SECTION 3. That all provisions contained in the 2017-2019 Memorandum of Understanding attached hereto shall supersede all previously adopted memoranda of understanding between AFSCME and the City.

PASSED, APPROVED AND ADOPTED this 5th day of November, 2018.

Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Rhonda Hofmann Gorman, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-1811-048 at a regular meeting of said Council held on the 5th day of November, 2018, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Daniel Reid, Mayor Pro Tem					
James H. Osborne					
Pat Kearney					
Bernadette Suarez					

Rhonda Hofmann Gorman, City Clerk

APPROVED AS TO FORM:

Tiffany J. Israel, City Attorney

MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF LAWNSDALE AND
LOCAL 1895, COUNCIL 36, AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

JULY 1, 2017 – JUNE 30, 2019

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ARTICLE 01
RECOGNITION OF THE ORGANIZATION

Section 01.01 UNIT & UNION RECOGNITION. For the purposes of meeting its obligations under this Memorandum of Understanding (hereinafter referred to as the "Agreement"), the Meyers-Milias-Brown Act, Government Code Sections 3500, *et seq*, City rules, regulations, and/or laws affecting wages, hours, and other terms and conditions of employment, the City of Lawndale (hereinafter referred to as the "City") hereby affirms its recognition of Local 1895, Council 36, American Federation of State, County and Municipal Employees, AFL-CIO (hereinafter referred to, along with any successor organizations, as the "Majority Representative Employee Organization"), as the exclusive and majority representative of the bargaining unit designated by the classifications set forth in Attachment "A" hereto (hereinafter referred to as the "LPMME Unit," and as the recognized exclusive and majority representative of the bargaining unit designated by the classifications set forth in Attachment "B" hereto (hereinafter referred to as the "LCE Unit").

Section 01.02 FILING OF PETITIONS. This Agreement shall bar the filing of a Petition of Certification or Petition for Decertification of a recognized employee organization for the above identified employee representation units during the term of this Agreement; except that a Petition for Certification or a Petition for Decertification may be filed with the City Clerk of the City during a period beginning not earlier than one hundred and fifty (150) calendar days and ending not less than ninety (90) calendar days before expiration of said Agreement.

Section 01.03 PART-TIME EMPLOYEE STATUS. This Agreement affirms that all part-time employees of the City remain at-will and are thus not afforded any rights, benefits, notice and/or appeal procedures afforded full-time employees except as expressly provided herein. Part-time employees may be discharged by the appointing authority at any time with or without notice or cause. In addition, part-time employees are not guaranteed any specific number of hours per day or week and work those hours determined by the City as necessary to its functions in its sole discretion. In turn, all part-time employees subject to this Agreement may terminate their employment relationship with the City at any time, with or without notice or cause. All part-time employees serve at the pleasure of the City Manager and no provision of this Agreement shall be deemed to confer upon any part-time employees any property rights in employment by the City.

ARTICLE 02
NON-DISCRIMINATION PLEDGE

Section 02.01 EMPLOYEE RIGHTS. The parties mutually recognize and agree to protect the rights of all represented unit members to join and/or participate in protected employee organization activities or to refrain from joining or participating in such activities in accordance with Government Code Sections 3500, *et seq*.

Section 02.02 ANTI-DISCRIMINATION STATEMENT. The City and the Majority Representative Employee Organization agree that they shall not discriminate against any represented unit member because of race, color, sex, sexual orientation, age, national origin,

ancestry, political or religious opinions or affiliations, marital status, handicap, employee organization membership, or medical condition as defined by State and Federal law.

The City and the Majority Representative Employee Organization shall reopen any provision of this Agreement for the purpose of complying with any final order of a Federal or State agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this Agreement in compliance with State or Federal anti-discrimination laws. All other Articles of this Agreement shall remain the same.

Section 02.03 EMPLOYEE SAFETY. The City shall equitably apply all laws regarding work-related injuries. The City and the Majority Representative Employee Organization shall utilize a City safety committee to address employee safety concerns.

ARTICLE 03 **CITY MANAGEMENT RIGHTS RESERVED**

Section 03.01 RESERVED MANAGEMENT RIGHTS. The City reserves, retains, and is vested with, solely and exclusively, all rights of management, which have not been expressly abridged by specific provisions of this Agreement or by law, to manage the City, as such rights existed prior to the execution of this Agreement. The sole and exclusive rights of management, as they are not abridged by this Agreement or by law, shall include but not be limited to the following rights:

- a. To manage the City generally and to determine issues of policy;
- b. To determine the existence or nonexistence of facts which are the basis of any management decision;
- c. To determine the necessity or organization of any service or activity conducted by the City and to expand or diminish services;
- d. To determine the nature, manner, means and technology and extent of services to be provided to the public;
- e. To establish methods of financing;
- f. To establish types of equipment or technology to be used;
- g. To determine and/or change the facilities, methods, technology, means, and size of the work force by which City operations are to be conducted;
- h. To determine and change the number of locations, relocations, and types of operations, processes, and materials to be used in carrying out all City functions including but not limited to the right to contract for or subcontract any work or operation of the City;

- i. To assign work to and schedule employees in accordance with requirements as determined by the City, and to establish and change work schedules and assignments;
- j. To relieve employees from duties for lack of work or similar non-disciplinary reasons;
- k. To establish and modify productivity and performance programs and standards for City operations;
- l. To discharge, suspend, demote or otherwise discipline employees for proper cause, subject to employee's appropriate rights of appeal;
- m. To determine job classifications and to reclassify employees;
- n. To hire, transfer, promote and demote employees for non-disciplinary reasons, in accordance with this Agreement and the City's Personnel Rules and Regulations;
- o. To determine policies, procedures and standards pertaining to City operations and activities;
- p. To establish employee performance standards, including but not limited to quality and quantity standards, and to require compliance therewith;
- q. To maintain order and efficiency in its facilities and operations;
- r. To establish and promulgate and/or modify rules and regulations to maintain order and safety in the City which are not in contravention with this Agreement;
- s. To take any and all necessary action to carry out the mission of the City in emergencies;
- t. To determine the mission of its constituent departments, boards, commissions and committees;
- u. To establish the need and use of personnel information for employees and the means by which the information is to be provided. Employees retain their rights to privacy as provided by law.

Section 03.02 IMPACT OF CITY MANAGEMENT RIGHTS. Except in emergencies, or where the City is required to make changes in its operations because of the requirements of law, whenever the contemplated exercise of management rights shall impact upon represented employees, the City agrees to meet and confer in good faith with representatives of the Majority Representative Employee Organization regarding the impact of the contemplated exercise of such rights prior to exercising such rights, unless the matter of the exercise of such rights is provided for in this Agreement. By agreeing to meet and confer with the Majority Representative Employee Organization as to the impact of the exercise of any of the foregoing management rights, it shall not diminish the City's discretion in the exercise of those rights.

ARTICLE 04
EMPLOYEE ORGANIZATION RIGHTS

Section 04.01 DUES DEDUCTION. The Majority Representative Employee Organization requests that the City deduct membership dues, initiation fees, and general assessments, as well as payment of any other membership benefit program sponsored by the Majority Representative Employee Organization, from the wages and salaries of members of the Majority Representative Employee Organization. The Majority Representative Employee Organization hereby certifies that it has and shall maintain all such deduction authorizations signed by the individual from whose salary or wages the deduction is to be made and shall not be required to provide a copy of an individual authorization to the City unless a dispute arises about the existence or terms of the authorization. The Majority Representative Employee Organization membership dues shall be deducted each pay period in accordance with City procedures and provisions of applicable law from the salary of each employee whose name is provided by the Majority Representative Employee Organization.

The City shall provide for payroll deductions on each payroll period (twenty-four times per calendar year). The City shall remit the total amount of deductions to the Majority Representative Employee Organization within thirty (30) days of the date of the deduction. Any changes in the Majority Representative Employee Organization dues must be given to the City a minimum of thirty (30) days prior to change to accommodate changes to payroll.

Section 04.02 MAINTENANCE OF MEMBERSHIP. Any employees in the LCE or LPMME Units who have authorized the Majority Representative Employee Organization dues deductions on the effective date of this MOU, or at any time subsequent to the effective date of this MOU, shall continue to have such dues deduction made by the City during the term of this MOU; provided, however, that any requests to revoke or change membership deductions must be referred to the Majority Representative Employee Organization.

Section 04.03 PEOPLE DEDUCTION. The City agrees to deduct from the wages of any employee who is a member of the Majority Representative Employee Organization an AFSCME PEOPLE deduction as per a written authorization provided by the affected employee. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the City and the Majority Representative Employee Organization. The City agrees to remit any deductions made pursuant to this provision to the Majority Representative Employee Organization within a reasonable time frame together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

Section 04.04 INDEMNIFICATION OF CITY. Majority Representative Employee Organization shall defend, indemnify and hold the City harmless against any liability arising from any claims, demands, or other action relating to the City's compliance with Section 04.01 Dues Deduction, Section 4.02 Maintenance of Membership, and Section 4.03 PEOPLE Deduction. AFSCME specifically agrees to pay any attorney, arbitrator or court fees, costs and expenses related thereto or associated therewith.

Section 04.05 REPRESENTATIVES' RIGHTS. The Majority Representative Employee Organization may select a total of four (4) representatives for the LPMME Unit and five (5) for the LCE Unit, with no more than two (2) representatives from any one department of the City representing either unit at the same time. The Majority Representative Employee Organization shall give to the City a written list of employees who have been selected as representatives. The Majority Representative Employee Organization shall keep this list current.

Representatives may spend a reasonable amount of time to promptly and expeditiously investigate and process grievances without loss of pay or benefits of any kind. To investigate and process means to discuss the matter with the grievant, record information, advise or recommend action, assist in the completion of documents necessary for the formal grievance processing, investigate allegations which may form the basis for the grievance, and, if so requested, appear with the grievant at the first formal level of grievance resolution. Representatives shall be free from reprisal and shall not in any way be coerced, intimidated or discriminated against as a result of their activities and roles as representatives.

Representatives shall notify and obtain permission from their department head before leaving their work to transact any employee organization business. Permission will be granted promptly unless such absence would cause an undue interruption of work. Upon entering another represented unit member's work place on employee organization business, the representative shall obtain permission from the employee's department head. If such permission cannot be granted promptly, the representative will be immediately informed when the time will be available.

The Majority Representative Employee Organization agrees that a representative shall not log compensatory time or overtime pay for the time spent performing any function of a representative. Both permission and denial of a request to leave a work location by a representative shall be recorded with a signature by the immediate supervisor. Notations as to the reasons for a possible denial of the request and the time when time may be expected to be made available should be recorded.

The role of the representative is to provide timely grievance representation at the first steps of the grievance procedure in an effort to resolve grievances at the lowest possible level and to increase communications between the City and the Majority Representative Employee Organization.

Section 04.06 INCREASED COMMUNICATION BETWEEN PARTIES. The City might reasonably expect that the Majority Representative Employee Organization would report the results of any meeting wherein employees have been permitted to participate on City time in their role as representatives. This would be intended specifically to cover those situations wherein the grievance might not be pursued beyond the initial or informational stage.

Section 04.07 ALLOWED TIME FOR REPRESENTATIVES. The City agrees to allow representatives an average of two (2) hours per month to transact and discuss employee organization business during their regular working hours, unless prior approval of an amount greater than two (2) hours has been given by the City Manager, subject to absences from the assigned work being approved by the employee's department head with permission being granted promptly unless such absence would cause an undue interruption of work.

Section 04.08 ACCESS TO NEW HIRES AND EMPLOYEE INFORMATION. The City will notify the Majority Representative Employee Organization President in writing or via email regarding all new hires at least ten (10) days prior to the employee's orientation unless there is an urgent need that was not reasonably foreseeable. Within the earlier of thirty (30) days after the date of hire or by the first pay period of the month following the hire of each newly hired employee, the City will provide the Majority Representative Employee Organization President with the new employee's name, job title, department, work location, home mailing address, personal email, and work, home and personal cell phone numbers.

The new hire will receive a copy of the MOU with his/her new employee orientation packet. The Majority Representative Employee Organization shall be permitted one (1) hour for each orientation session to talk to new Unit members to explain the rights and benefits under the MOU.

The City will provide the Majority Representative Employee Organization President and the designated Business Representative from AFSCME District Council 36 a quarterly list of all employees in the Unit, including the employee's name, job title, department, work location, home mailing address, personal email, and work, home and personal cell phone numbers.

Notwithstanding the foregoing, pursuant to AB 119, the City will not provide the Majority Representative Employee Organization with the home address or any phone number on file with the City of any employee performing law enforcement-related functions, and the City will not provide the Majority Representative Employee Organization with any home address, home telephone number, personal cellular telephone number, or personal email address or date of birth of any employee who has made a written request to the City regarding non-disclosure of said information.

The parties will mutually agree on a form to use to track said employee information and whether any employee requests that such information not be disclosed. [See Attachment 2 hereto for agreed upon form.]

ARTICLE 05 **NO STRIKE - NO LOCKOUT PLEDGE**

Section 05.01 EMPLOYEE ORGANIZATION PROHIBITED CONDUCT. The Majority Representative Employee Organization, its officers, agents, representatives and/or members agree that during the term of this Agreement they will not cause nor condone any strike, walkout, slowdown, sick-out, or any other concerted job action by withholding or refusing to perform services. A violation of this Section by any employee shall constitute a just cause for discipline pursuant to Article 03. Taking joint action or joining other employee organizations to engage in such activity is included in this prohibition.

Section 05.02 CITY PROHIBITED CONDUCT. The City agrees that it shall not lockout its employees during the term of this Agreement. The term "lockout" is hereby defined so as not to include the discharge, suspension, termination, layoff, failure to recall, or failure to return to work of the employees of the City in the exercise of its rights as set forth in any provisions of this Agreement or applicable ordinance or law.

Section 05.03 EMPLOYEE ORGANIZATION RESPONSIBILITY. In the event that the Majority Representative Employee Organization, its officers, agents, representatives, and/or members engage in any of the conduct prohibited in Section 05.01 herein, the Majority Representative Employee Organization shall immediately instruct any persons engaging in such conduct that their conduct is in violation of this Agreement, and require that all such persons immediately cease engaging in conduct prohibited in Section 05.01, and return to work.

If Majority Representative Employee Organization acts in good faith to meet its responsibilities as set forth above, then Majority Representative Employee Organization, its officers, agents, representatives and its members shall not be liable for any damages for prohibited conduct engaged in by any employees who are covered by this Agreement.

Section 05.04 CITY RIGHTS. Notwithstanding Section 05.03 herein, the City shall have the right to bring suit for damages and/or equitable relief in the Courts for breach of this Article against the Majority Representative Employee Organization, its officers, agents, representatives or members. Further, if the Majority Representative Employee Organization fails to diligently perform all responsibilities contained in Section 05.03, the City may suspend any and all of the rights and privileges accorded the Majority Representative Employee Organization under City Resolution and this Agreement, including, but not limited to, the suspension of recognition of such employee organization and the use by the Majority Representative Employee Organization of City bulletin boards and facilities.

ARTICLE 06 **PROBATIONARY PERIOD**

Section 06.01 INITIAL PROBATION PERIOD. Every person receiving an appointment to the competitive service, which has not been designated as temporary, shall be required to serve a probationary period of twelve (12) months, commencing on the date of appointment. Under certain conditions, if necessary to adequately evaluate such employee, with the approval of the City Manager and the employee's department head, the probationary period may be extended for not more than an additional six (6) months.

Section 06.02 PROBATIONARY PERIOD FOLLOWING PROMOTION

- a. **Regular Employee.** A regular employee who is promoted shall serve a probationary period of six (6) months in the new position to which he or she has been promoted, commencing on the date of such promotion. This probationary period may be extended for up to an additional three (3) month period, upon recommendation of the employee's department head. (See also Section 12.04)
- b. **Probationary Employee.** A probationary employee who is promoted to a position in a class with a higher salary range shall complete the probationary period of six (6) months required of employees with regular status who have been promoted. This probationary period may be extended for up to an additional three (3) month period, upon action of the employee's department head.

- c. Acting Status Employee. An employee serving in an "acting" position within a higher classification who is promoted to that higher classification, may have all or a portion of the time spent in an "acting" position considered as a part of the probationary period for the higher classification, at the discretion of the City Manager.

Section 06.03 PERMANENT STATUS. An employee shall attain permanent status in the class upon successful completion of the probationary period.

ARTICLE 07 **WAGE AND SALARY POLICY**

Section 07.01 BASIC COMPENSATION PLAN. There is hereby established a basic compensation plan for all represented unit members who are now employed or will in the future be employed in any of the designated classifications of employment listed in Attachments "A" & "B" hereto.

Section 07.02 SALARY AND WAGE SCHEDULES. Salary tables effective July 1, 2017 through June 30, 2019 for employees covered by this Agreement are listed in Attachments A and B hereto.

Section 07.03 ADMINISTRATION OF BASIC COMPENSATION PLAN. Where indicated, the compensation ranges and steps contained in the attached salary schedules are monthly compensation rates. The hourly rate of pay shall be the monthly rate multiplied by twelve (12) and divided by 2080. In determining the hourly rate as herein provided, compensation shall be made to the nearest cent.

Section 07.04 BEGINNING RATES. A new employee of the City shall be paid the rate shown in Step "A" of the range allocated to the classification of employment for which the employee has been hired, except that on the request of the department head under whom the employee will serve, and with the authorization of the City Manager, such employee may be placed in Step "B", "C", "D" or "E", depending on the employee's qualifications.

Section 07.05 SERVICE. The word "service," as used in this Agreement shall be defined to mean continuous, full-time service in the employee's present classification, service in a higher classification, or service in a classification allocated to the same salary range and having generally similar duties and requirements. A lapse of service by an employee for a period of time longer than thirty (30) calendar days by reason of resignation or discharge shall serve to eliminate the accumulated length of service time of such employees for the purpose of this Agreement. Such employees reentering the service of the City shall be considered as a new employee, except that the employee may be re-employed within one (1) year and placed in the same salary step in the appropriate compensation range as the employee was at the time of the termination of employment, at the discretion of the employee's department head and approved by the City Manager.

Section 07.06 ADVANCEMENT WITHIN SCHEDULE. The following regulations shall govern salary advancement within ranges:

- a. Service Advancement. After the salary of a represented unit member has been first established and fixed under this plan, such employee may be advanced from Step "A" to Step "B" effective the first day of the next pay period following the date of successful completion of the evaluation period, provided service during such initial six (6) month period has been above standard.
- b. Merit Advancement. An employee shall be considered for advancement from one step to the next highest step upon completion of the minimum length of service as required, pursuant to procedures in the City's Personnel Rules and Regulations. If it is determined that an employee is eligible for a merit advancement, the effective date of the merit advancement shall be the first payroll period following the date the employee is entitled to the merit review as provided for in Section 07.07. Advancement from Step "B" to any step may be granted if an employee demonstrates above standard ability and proficiency in the performance of his/her duties. Such merit advancement shall require the following:
 1. The employee's department head shall file with the Personnel Department a written statement recommending the grant or denial of the merit increase and supporting such recommendation with specific reasons therefore. The Personnel Department shall submit a recommendation attached thereto to the City Manager.
 2. If the recommendation is approved by the City Manager, the City Manager shall forward the approved recommendation to the Personnel Department to effect a change in payroll status.
- c. Outstanding Merit Advancement. In such cases as may occur wherein an employee shall demonstrate exceptional ability and proficiency in the performance of such employee's duties, the employee's department head may recommend in accordance with Section 07.06 (b) (1) above, that such employee be advanced to a higher step without regard to the minimum length of service provisions contained in this Agreement or be advanced to more than the next highest step in the salary range. The City Manager may, on the basis of the employee's department head's written recommendation, approve or deny such an advancement, and forward such approval to the Finance Department to effect a change in payroll status.
- d. Length of Service Required When Advancement is Denied. When an employee has not been approved for advancement to a higher salary step, such employee may be reconsidered for such advancement at any subsequent time. This reconsideration shall follow the same steps and shall be subject to the same actions as provided in Section 07.06 (b) above.
- e. "Y" Rating. When, due to a reorganization of duties or of City department structure, an employee is reclassified to a new position which is compensated at a lesser rate than the employee's current rate, such employee shall be "Y" rated. "Y" rating means that such employee will continue to receive compensation at the

former rate of pay until such time as compensation of the new position most nearly equals or exceeds the "Y" rate. At that time, such employee will begin to receive increases applied to the new range. Step "Y" will follow Step "E" of the new classification.

Section 07.07 SCHEDULE FOR CONSIDERATION FOR ADVANCEMENTS. All newly hired or promoted employees who begin at the minimum salary step of a given salary range shall receive a salary increase based on merit, as recommended by the employee's department head and approved by the City Manager, in accordance with the steps and corresponding time periods specified below:

<u>SALARY STEP</u>	<u>EMPLOYEE ELIGIBLE FOR:</u>
A	Newly hired employee.
B	After six (6) months of full-time employment and an above standard initial evaluation.
B	After one (1) year of full-time employment employee may be released from probation with an above standard evaluation.
C	After one and one-half (1 1/2) years of full-time employment.
D	After two and one-half (2 1/2) years of full-time employment.
E	After three and one-half (3 1/2) years of full-time employment.

Notwithstanding the time periods specified above, a newly hired or promoted employee entering a range on a step higher than Step "A" will be eligible for review and salary increase one (1) year from date of hire or promotion, and at future yearly intervals based upon the employee's anniversary date.

An employee shall be considered for advancement from one step to the next highest step upon completion of the minimum length of service as required by this Agreement and pursuant to procedures outlined in the City's Personnel Rules and Regulations. Advancements to any step may be granted if an employee demonstrates above standard ability and proficiency in the performance of his/her duties. Such merit advancement shall require the following:

- a. The employee's department head shall file with the Personnel Department a statement recommending the grant or denial of the merit increase and supporting such recommendation with specific reasons therefore. The Personnel Department shall submit a recommendation attached thereto to the City Manager.

- b. If the recommendation is approved by the City Manager, the City Manager shall forward the approved recommendation to the Finance Department to effect a change in payroll status.

In such cases as may occur wherein an employee shall demonstrate exceptional ability and proficiency in the performance of the employee's duties, the employee's department head may recommend to the City Manager that said employee be advanced to a higher step without regard to this Agreement or be advanced to more than the next highest step in the salary range. The City Manager may, on the basis of the employee's department head's written recommendation, approve or deny such advancement.

All merit step salary increases will become effective on the first day of the pay period in which the employee's anniversary date occurs, unless there is a postponement. In the event of a postponement, the effective date of the step increase will be the first day of the pay period in which the increase is authorized.

Section 07.08 REDUCTION IN SALARY STEPS. An employee who is being paid on a salary step higher than Step "A" may be reduced by one or more steps upon the recommendation of the employee's department head with the approval of the City Manager. Procedures for review and recommendation for such reduction shall be the same as outlined for merit advancements in Section 07.06, and such employee may be considered for re-advancement under the provisions as contained in subsection (b) of Section 07.06.

Section 07.09 COMPENSATION INCREASES FOR PROMOTIONS. Any full-time employee promoted to a higher classification shall receive an increase in compensation, which is at least five percent (5%) higher than the employee's last salary. The date of promotion shall then be considered the new anniversary date for purposes of eligibility for further compensation increases, except that no merit advancement shall be considered until after six (6) months in the higher classification regardless of the requirement for a probationary period.

Any part-time employee promoted to a full-time position within the classified service shall receive compensation at the minimum step for the classification range, unless otherwise determined by the City Manager. The schedule for eligibility for increases as stated in Section 07.07 of this Article shall apply for such employees.

Section 07.10 COMPENSATION ON DEMOTION. When an employee is demoted, the employee shall retain the same step as the employee held in the previous salary range. Increases in compensation shall thenceforth be in accordance with the procedures and schedule set forth in Sections 07.06 and 07.07 of this Article as if the employee was originally employed in the new classification range.

Section 07.11 COMPENSATION ON TRANSFER. When an employee is transferred within a department or between departments, or from one position to another position in the same class with similar duties and qualifications, the employee shall remain at his/her same Step and level of compensation. If necessary, the employee shall be "Y" rated as provided for in Section 07.06 (e).

Section 07.12 COMPENSATION ON LAYOFF. Personnel Rule 3.55 is clarified with regard to pay for part-time employees laid off given less than two weeks notice. In such circumstances, the City shall calculate pay for the difference between the date of layoff and two (2) weeks notice as follows. Part-time employees working on average 20 or less hours a week over the preceding three months shall be paid four (4) hours for each day's difference between the date of layoff and two weeks notice. Part-time employees working less than 30 but greater than 20 hours a week on average over the preceding three months shall be paid six (6) hours for each day's difference between the date of layoff and two weeks notice. Part-time employees working on average 30 or more hours over the preceding three months shall be paid eight (8) hours for each day's difference between the date of layoff and two weeks notice.

Section 07.13 LONGEVITY PAY. Any represented members having completed five (5) full years of service with the City shall receive an annual lump sum payment of one hundred and fifty dollars (\$150), which shall be paid on the first Payroll following the employee's anniversary date. Any represented members having completed ten (10) full years of service with the City shall receive an annual lump sum payment of four hundred dollars (\$400.00), which shall be paid on the first Payroll following the employee's anniversary date.

Section 07.14 BILINGUAL PAY. The City Council shall offer bilingual pay of an additional forty-five dollars (\$45) per pay period to those full-time employees whom prove proficient in either Spanish or American Sign Language, and are required to use such languages during the course of city business. Any part-time employee receiving bilingual pay prior to July 1, 2006 shall continue to be eligible to receive this bonus pay.

Section 07.15 SHIFT DIFFERENTIAL. Any City employee with his/her regular work schedule being assigned between the hours of 5:00 p.m. and 6:00 a.m. shall be eligible for shift differential pay to be paid in addition to the employee's regular salary. Said shift differential shall be equal to five percent (5%) of the employee's regular hourly rate for only those actual hours worked between 5:00 p.m. and 6:00 a.m. per work period. This Section may be modified and superseded by the 4/10 work schedule and implementation plan set forth in Attachment "C" hereto.

Section 07.16 ACTING PAY. An employee appointed by the City Manager to serve in an "acting" position for a classification other than such employee's regular classification for a period exceeding fifteen (15) consecutive working days as a result of authorized leave by another employee, or exceeding ten (10) consecutive working days resulting from a vacancy due to separation, shall receive a compensation that is the greater of either five percent (5%) of the employee's current compensation, or Step "A" of the acting classification.

Section 07.17 FLEXTIME. In order to meet special work schedule requirements, a flextime schedule may be worked for any given day or consecutive work days, with the prior mutual concurrence of the employee, the employee's department head and the City Manager. Such flextime shall allow for differing work days and/or arrival and departure times on given work days provided that the employee works not less than forty (40) hours within their defined workweek. Any hours worked beyond forty (40) in an employee's workweek shall be considered over-time, and be compensated accordingly. Any long-term schedule change to meet extraordinary conditions shall be placed in writing and signed by the employee, the department

head, and the City Manager. This Section may be modified and superseded by the requirements of specific work schedules, including the 4/10 work schedule and implementation plan set forth in Attachment "C" hereto.

Section 07.18 WORK SCHEDULES. For all employees covered by this Agreement, it is expected that they work a scheduled forty (40) hours within their defined workweek, which constitutes their work schedule for that workweek. The City has adopted several work schedules, including a standard 5/40 (5 days/40 hours) schedule, a 9/80 (9 days/80 hours) schedule, and a temporary 4/10 (4 days/40 hours) work schedule, which remains under review. These work schedules shall be subject to change upon the required meet and confer between the parties. The specific components of the 4/10 work schedule are set forth in Attachment "C" hereto.

The 9/80 work schedule consists of an eighty (80) work hour period, with nine (9) work days in fourteen (14) consecutive calendar days. The work schedule is comprised of four nine (9) hour days per week and one eight (8) hour work day every other week. Employees working the 9/80 alternative work schedule shall have a thirty (30) minute unpaid lunch period to the work day. The workweek shall be defined (for FLSA purposes) as beginning four (4) hours into the employee's eight (8) hour shift (i.e. halfway through shift) on the same day of the week as their alternating regular day off, in such a manner that the workweek does not exceed 40 hours. For example, a unit employee working a 9/80 work schedule whose regular day off is Friday, and who works a schedule from 6:30 a.m. to 3:00 p.m. on Friday (with thirty (30) minutes for lunch) shall have a workweek which shall begin at 10:30:00 a.m. on Fridays and end at 10:29:59 a.m. on the following Friday.

Employees are required to take the same alternating day off for the length of the 9/80 alternative work schedule to remain in compliance with the definition of a workweek under the FLSA (Fair Labor Standards Act) guidelines. (For example, if an employee's regular alternative day off is Friday, the employee cannot switch the alternate day off to Thursday or any other day). Specific components of the 9/80 alternative work schedule are set forth in Attachment "D".

For work schedules other than the 9/80 schedule, the work week shall remain as defined in Personnel Rule 6.05, which is beginning at 12:01 a.m. Monday morning and ending at 12:00 a.m. Sunday evening.

Section 07.19 MEAL BREAKS AND REST PERIODS. The City will provide a one-hour (1) meal break, without pay, and two paid fifteen (15) minute rest periods per work shift except as modified and superseded by the 4/10 work schedule and implementation plan set forth in Attachment "C" hereto. The scheduling of rest periods shall be at the discretion of the employee's supervisor; no compensation will be provided for rest periods not taken, nor can rest periods be combined with meal breaks or other rest periods.

Section 07.20 MEAL BREAKS AND REST PERIODS- PART TIME EMPLOYEES. The City will provide part-time employees meal breaks and rest periods in the following amounts, based on the number of hours worked in a single day:

- 3 hours or less – no rest break.

- 4 hours – one 10-minute rest break.
- 5 hours – one 15 rest minute break.
- 6 hours – two 10-minute rest breaks.
- 7 – 8 hours – two 10-minute rest breaks plus an unpaid meal break of 1/2 (one half) hour.

All breaks must be taken on-site, with the exception of the unpaid meal break.

Section 07.21 ECONOMIC LAY OFF. If the City Manager determines that a reduction in personnel is necessary for economic reasons, then the order of layoff shall observe the "seniority rule" in putting the reduction into effect. (Government Code § 45100.) It is agreed by the City and the Majority Representative Employee Organization that the seniority rule shall mean that when any classification having two or more employees is subject to less than a complete lay off, then the employees shall be laid off in order of reverse seniority based upon first service time in class and then on cumulative City service time as defined in Personnel Rule 3.55.15. Reductions in work force for reasons other than solely economic reasons shall continue to observe the order of layoff set forth in Personnel Rule 3.55.10. Notwithstanding Personnel Rule 3.55.05, it is further agreed by the City and the Majority Representative Employee Organization that where the City Manager determines that a reduction in personnel is necessary for economic reasons, employees shall have "bumping" rights based upon service time in class and then on cumulative City service time as defined in Personnel Rule 3.55.15. Any employee serving in a higher classification in a classification family will be credited for time served in the higher classification when bumped to a lower classification for determination of bumping rights.

ARTICLE 08

OTHER WAGE AND HOURLY BENEFITS

Section 08.01 OVERTIME WORKED. All time worked by a represented unit member beyond his/her regular work day or beyond the forty (40) hours in the employee's workweek, shall be compensated, at the election of the represented unit member, with cash payment based on one and one-half (1-1/2) times the regular rate of pay or by the accumulation of compensatory time as provided in Section 08.02 below. Overtime shall not include hours not actually worked, including vacation, sick leave, jury duty, floating holiday, compensatory time off; overtime of ten (10) minutes or less; or voluntary early reporting. All overtime worked by non-exempt employees must be pre-approved and reported to the City. Non-exempt employees are not permitted to work uncompensated overtime, and supervisors are not permitted to allow non-exempt employees to work uncompensated overtime. Any unapproved overtime worked will be paid but the employee and/or supervisor may be subject to discipline for working overtime without the required approval.

Section 08.02 COMPENSATORY TIME. As an alternative to overtime compensation specified in Section 08.01 above, represented unit members shall be eligible to earn compensatory time off at the rate of one and one-half (1-1/2) hours for each hour worked beyond his/her regular work period as specified in Section 07.18 above. The amount of outstanding

compensatory time earned shall not exceed one hundred fifty (150) hours at any given time. When a represented unit member has reached the maximum of one hundred fifty (150) hours of compensatory time earned, all overtime worked subsequent thereto time shall be paid in cash at the overtime rate of pay until such time as the outstanding balance shall fall below one hundred fifty (150) hours.

Upon termination of employment, a represented unit member shall be paid for accrued compensatory time at his/her hourly rate of pay at the time of termination. Said payment shall be made within thirty (30) days of termination.

The dates of compensatory time leave may be selected by the employee, but shall be subject to prior approval of the employee's department head, who shall consider whether the request unduly disrupts the operations of that department. All compensatory time shall be taken in minimums of at least one-half (1/2) hour increments whenever possible.

Section 08.03 CALL BACK COMPENSATION. Represented unit members called back to work, outside their normal working hours, shall be paid a minimum of two (2) hour's compensation at the overtime rate. Call back is considered an employee's unexpected return to work due to an unanticipated work requirement resulting from either standby or an order to report/ return to work. A represented unit member shall be deemed to have been called back if the employee has been released by the Department Head as having completed the employee's assigned duties at the end of his/her work shift, and having left his/her work location. Call back shall not apply to situations where an employee is called in to start a work shift early or asked to stay after their normal shift ends.

Section 08.04 STAND-BY PAY. When a represented unit member is required to remain at his/her residence during off-duty hours for the purpose of being readily available to be called back to duty, the employee shall receive stand-by pay equivalent to one-quarter (1/4) of the employee's regular hourly rate of pay during those specific hours on stand-by. Stand-by shall only be authorized by the employee's Department Head or the City Manager.

Section 08.05 FLSA EXEMPT STATUS. The City continues to designate the following classifications as exempt from overtime for purposed of the Fair Labor Standards Act ("FLSA"). The City shall comply with all applicable state and federal standards, regulations and laws relative to its designations of these employees as exempt from overtime for FLSA purposes. The parties acknowledge and agree that the following classifications shall be exempt from overtime:

- a. City Engineer
- b. Community Development Manager
- c. Community Services Manager
- d. Municipal Services Manager

ARTICLE 09
CAREER DEVELOPMENT PROGRAM

Section 09.01 TUITION REIMBURSEMENT PLAN. Permanent employees receiving prior written approval from the employee's department head and the City Manager shall be eligible to receive tuition reimbursement pursuant to this Agreement for course work leading to or as a prerequisite for a degree or certification which is directly related to the employee's position and duties with the City.

The City shall reimburse a represented unit member's costs for required school fees such as tuition, registration fees, books, and parking fees, subject to the limits set forth in this Article. Other fees such as mileage, activity cards and other optional fees and lab fees shall not be reimbursed. The following rules shall apply for reimbursement:

- a. Courses, degrees and certifications must relate to the employee's present job or be directly related to the employee's potential development with the City.
- b. Course work taken at recognized and accredited institutions shall be considered for reimbursement. Correspondence courses shall not be eligible. Reimbursement for course work taken at a non-accredited institution shall be subject to approval for reimbursement at the sole and unfettered discretion of the City Manager.
- c. Employees shall not receive tuition reimbursement if they fail to satisfactorily complete the approved course and/or fail to receive a grade of "C" or better.
- d. In the event an employee receives assistance under federal or state government legislation or other student aid program for education charges for an approved course, only the difference, if any, between such assistance and the education charges an employee actually incurs, shall be eligible for reimbursement under this program.
- e. Upon completion of each course, the employee shall be responsible for reporting grades received to the Personnel Department for recording purposes and for supplying a copy of the grade receipt for the employee's personnel file.

Reimbursement for books and registration fees shall be paid upon proof of payment by the employee. Tuition costs shall be reimbursed following completion of the course and submittal of proof for the successful completion of the course as required by this Article. If the City requires the employee to withdraw from the course, the City shall reimburse the employee for the cost of tuition. All payments shall be made as part of the regular City warrant.

Failure on the part of an employee to provide any information required to determine eligibility for reimbursement, or providing false information for reimbursement requests, shall result in the employee being ineligible for any future tuition reimbursements, and may result in disciplinary action.

Section 09.02 LIMITATIONS ON TUITION REIMBURSEMENT. No employee shall be reimbursed for an individual course in an amount greater than Nine Hundred Dollars (\$900.00)

per semester. In no case shall the total amount of tuition reimbursement for individual courses to an employee in a given fiscal year exceed One Thousand Eight Hundred Dollars (\$1,800.00).

ARTICLE 10 **TRAVEL AND MEETING ALLOWANCE**

Section 10.01 AUTOMOBILE ALLOWANCE. The City shall create a pool of City vehicles to be available for use by City employees in the course of city business. In the case of an employee needing to use a private vehicle during the course of city business, mileage incurred during such travel shall be reimbursed by the city. Expense claims for the use of private automobiles on City business must be submitted to the City Manager via the Finance Director. Such use, if approved, in writing, will be reimbursed at the rate established by the Internal Revenue Service for the calendar year immediately preceding the calendar year in which the rate is to be in effect.

Section 10.02 REGISTRATION AND LODGING. The City shall pay the registration fee for conferences, workshops and meetings approved in the annual budget. Said fee shall be paid directly by the City on the appropriate registration form.

The City shall pay the cost of lodging for approved conferences and workshops which are located at such a distance as to make commuting impractical, and which are approved in the annual budget. The City may provide advance payment for lodging, payable to the hotel, upon presentation of a confirmed registration and the room rate. The employee shall be required to submit a receipt for the lodging payment and either a refund to the City or an additional payment to the employee shall be made based on final receipts.

Section 10.03 MEALS. The City shall provide payment for the cost of meals at conferences, workshops and meetings approved in the annual budget. For all represented unit members the per diem for meals shall not exceed Forty Dollars (\$40.00). Employees may receive an advance for per diem costs. Receipts shall be provided by the employee indicating the actual cost of meals and either a refund to the City or an additional payment to the employee shall be made based on final receipts.

Section 10.04 REIMBURSEMENTS. All reimbursements for travel and meeting expenses shall be made on the City's regular Warrant Resolution and shall be made only one (1) time per month.

ARTICLE 11 **UNIFORMS**

Section 11.01 UNIFORMS PROVIDED. All represented unit members required to wear a uniform or specific work outfit as a condition of their employment shall have such uniforms or work clothes provided and maintained by the City.

Section 11.02 SAFETY SHOES. Employees required to wear approved safety shoes to carry out the duties of their position shall be eligible to receive a \$270 voucher once a year to be used

at a City approved vendor to purchase such shoes. In no case shall the total annual voucher amount for a single employee exceed \$270 in a calendar year.

ARTICLE 12 **VACATION BENEFIT**

Section 12.01 ACCRUAL INCREMENTS. All increments for accrual and use of vacation leave time shall be in hours or portions thereof. All full-time employees shall be eligible to accrue paid vacation leave upon hire. No part-time, provisional or temporary employees shall be eligible for any vacation accrual.

Section 12.02 VACATION ACCRUAL. Each permanent full-time probationary employee shall accrue vacation leave in accordance with the following formula:

- a. 6.7 hours for each month during the first (1st) year of employment (80.4 hours annually).
- b. 10.0 hours for each month during the second (2nd) through fifth (5th) year of employment following the probationary period (120.0 hours annually).
- c. 13.3 hours for each month during the sixth (6th) through ninth (9th) year of employment following the probationary period (159.6 hours annually).
- d. 15.0 hours for each month beginning with the tenth (10th) year of employment following the probationary period (180.8 Hours annually).

Vacation leave shall be deemed to have been accrued by the employee only at the end of the month in which the employee was in service of the City. If employment begins prior to the sixteenth (16th) of the month, vacation leave shall be accrued for that month. If employment begins on or after the sixteenth (16th) of the month vacation leave shall be accrued beginning with the first (1st) day of the following month. If termination occurs prior to the sixteenth (16th) day of the month no vacation leave shall be accrued for that month.

Accrual at the next highest incremental rate shall begin on the employee's anniversary date of original employment with the City, regardless of any promotions or demotions. If the anniversary date is prior to the sixteenth (16th) day of the month the higher rate shall be credited for that month. If the anniversary date after the sixteenth (16th) day of the month the higher rate shall begin with the first (1st) day of the following month.

Section 12.03 MAXIMUM VACATION ACCRUAL. An employee's available vacation hours shall not exceed the following maximum amounts:

- a. 292.0 hours for the first through fifth year of employment.
- b. 384.0 hours for the sixth through ninth year of employment.
- c. 432.0 hours beginning with the tenth year of employment.

The City Manager shall be empowered to authorize an employee to accrue vacation leave in excess of the maximum established herein if special circumstances, as determined by the City Manager, so warrant.

Section 12.04 USE OF VACATION. The dates of vacation leave may be selected by the employee, but shall be subject to prior approval of the employee's department head who shall consider the wishes of the employee and the needs of the City.

All vacation time shall be taken in minimums of two (2) hour increments.

A probationary employee shall be eligible to utilize vacation leave during the first (12) months of initial full-time employment with the City, so long as the leave has been accrued, and with the prior approval of the employee's department head. While in a probationary period following a promotion, the probationary period may be extended an equivalent time spent on vacation at the discretion of the employee's department head with the approval of the City Manager.

With the approval of the employee's department head and the City Manager and based upon their belief that, an unforeseeable financial emergency exists, an employee may exchange accrued vacation leave time for cash payment at the employee's regular hourly rate of pay at the time of the approval, provided that the employee shall continue to maintain at least forty (40) hours of accrued vacation leave time following the exchange. An unforeseeable financial emergency is defined as: an unanticipated financial emergency caused by an event beyond the employee's control (for example an unexpected health expenses, unanticipated funeral expenses or expenses incurred due to an accident or illness not covered by insurance), which would result in serious financial hardship if the cash payment were not made. The amount of the cash payment will not exceed the amount necessary to meet the emergency. Such cash payment shall be made as part of the next regular payroll.

Section 12.05 VACATION PAYMENT AT TERMINATION. Permanent employees voluntarily or involuntarily terminating employment with the City shall be paid in a lump sum for all accrued vacation leave earned to the effective date of the termination, up to the maximums as prescribed in Section 12.03 of this Article. Payment shall be at the same hourly rate of pay as was authorized for the employee at the time of submittal of termination notice. Notwithstanding the forgoing, in the event an employee voluntarily or involuntarily terminates employment with the City, while serving in an Acting Status, payment of the lump sum accrued vacation leave shall be paid at the same hourly rate of pay as was authorized for the employee prior to the time the employee commenced employment in the Acting Status.

Employees dismissed by the City or voluntarily resigning prior to the completion of the initial hire probationary period shall be entitled to payment of accrued vacation leave to the effective date of termination, at the hourly rate as was authorized for the initial employment. There shall be no proration of vacation time for partial months of employment.

When termination is caused by the death of a represented unit member, said payment for unused vacation shall be paid to the beneficiary designated by such employee. Such designation shall have been in writing, signed by such employee and filed with the Personnel Department. In the

event such employee has not designated a beneficiary, the payment shall be made to the estate of such employee.

Payment for accrued vacation leave shall be made on a regular City payroll within thirty (30) days following the final date of employment with the City, except for involuntary separations where payment for accrued vacation leave shall be made on the effective date of the separation.

ARTICLE 13 **HOLIDAY BENEFIT**

Section 13.01 HOLIDAY DATES. All full-time represented unit members covered by the terms of this Agreement shall have the following legal holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving (except for 4/10 work schedules)
- Christmas Eve
- Christmas Day
- New Year's Eve
- One Floating Holiday per calendar year (except for 4/10 work schedules).

This Section may be modified and superseded by the 4/10 work schedule and implementation plan set forth in Attachment "C" hereto.

Section 13.02 HOLIDAYS WORKED. If a full-time employee is assigned to work on a regular scheduled holiday, in addition to his/her regular pay, he/she shall be paid one-half (1/2) time for all hours worked; thus, totaling time and one-half (1½) pay for all hours worked. This Section may be modified and superseded by the 4/10 work schedule and implementation plan set forth in Attachment "C" hereto.

Part-Time Employees shall receive pay at the rate of time and a half for working on Thanksgiving Day and Independence Day.

Section 13.03 HOLIDAY ON VACATION DAY. Should one of the regular scheduled holidays fall during a represented unit member's vacation period, or while an employee is lawfully absent with pay, such employee shall be credited for the holiday and no charge shall be made against such employee's accrued vacation or other authorized leave time. This Section may be modified and superseded by the 4/10 work schedule and implementation plan set forth in Attachment "C" hereto.

Section 13.04 HOLIDAY ON WEEKENDS. Should one of the regular scheduled holidays listed in Section 13.01 fall on a Saturday, the preceding Friday shall be observed as the holiday. Should one of the regular scheduled holidays listed in Section 13.01 fall on a Sunday, the following Monday shall be observed as the holiday. This Section may be modified and superseded by the 4/10 work schedule and implementation plan set forth in Attachment "C" hereto.

Section 13.05 HOLIDAY ON REGULAR DAY OFF. When a holiday falls on a regular day off, represented unit members shall be entitled to equivalent time off in lieu of the holiday. Determination of when such time off may be taken shall be made by the City Manager, in his or her sole discretion. This Section may be modified and superseded by the 4/10 work schedule and implementation plan set forth in Attachment "C" hereto.

Section 13.06 ELIGIBILITY. In order to be eligible to receive holiday pay, a represented unit member must have worked, or be deemed to have worked because of lawful absence, such employee's regular scheduled day before and regular scheduled day after the holiday.

Section 13.07 HOLIDAY PAY. Full-time represented unit members shall receive holiday pay based on the number of hours he/she is regularly scheduled to work on the day the holiday is observed. (For example, employees working a 4/10 schedule shall receive holiday pay for an observed holiday based on a 10 hour work day.)

Section 13.08 FLOATING HOLIDAY ACCRUAL. Employees are encouraged to use floating holidays in the same calendar year in which they are accrued. Floating holidays shall accrue to a maximum of 48 hours and may only be cashed out upon separation (no cash out allowed prior to separation).

ARTICLE 14 **OTHER LEAVES**

Section 14.01 FAMILY LEAVE OF ABSENCE. The City will grant represented unit members leave in accordance with the provisions of the Family and Medical Leave Act of 1993, P.L. 103-3 and/or Government Code Section 12945.2, as applicable.

Section 14.02 AUTHORIZED LEAVE OF ABSENCE WITHOUT PAY. Upon written recommendation from the employee's department head, and with the approval of the City Manager, a permanent, full-time employee may be granted a leave of absence without pay in cases of personal emergency or necessity, or where such absence would not be contrary to the best interests of the City, for a period not to exceed ninety (90) calendar days. The request for and the approval of such leave shall be in writing and a copy placed in the employee's personnel file.

At the expiration of the approved leave, or within a reasonable period of time after notice to return to duty, the employee shall be reinstated to the position held at the time leave was granted. Failure on the part of the employee on leave to report promptly at such leave's expiration, or within a reasonable time after receiving a notice to return to duty, shall be cause for discharge. The depositing in the United States Postal Service mail of a first class letter postage paid,

addressed to the employee's last known place of residence, shall meet the requirements of reasonable notice.

During any authorized leave of absence without pay, an employee shall not be eligible to accumulate or receive benefits except as specifically provided for in this Agreement. The City shall contribute to the employee's medical health plan, dental and vision insurance plan, and life insurance plan for the first thirty (30) calendar days of the employee's authorized leave of absence. Thereafter, the City shall have no obligation to contribute to an employee's medical health plan, dental and visions or life insurance plan until the employee is reinstated in a permanent position. In no event shall the City contribute toward the employee's dependent health, dental and vision plans. Vacation and sick leave shall not be accrued during an absence without pay.

For any absence without pay beyond thirty (30) calendar days, the employee's anniversary date for any accrual or incremental eligibility contained in this Agreement shall be extended by like amount of time.

Section 14.03 LEAVE OF ABSENCE. Upon written request of the employee and approval of the City Manager, the City Council or City Manager may grant an extended leave of absence with or without pay for a period not to exceed one (1) year.

All provisions of Section 14.01 of this Article shall apply to extended leave of absence unless specifically authorized otherwise by the City Council.

Section 14.04 MILITARY LEAVE OF ABSENCE. Military leave shall be granted in accordance with the provisions of state and federal law. All employees entitled to military leave shall give the department head an opportunity, within the limits of applicable laws, to determine when such leave shall be taken. Whenever possible, the employee involved shall notify his/her department head of such leave at least ten (10) working days in advance of the beginning of such leave.

Any employee in a reserve status, when called into active military duty under orders of the President of the United States, shall be granted leave for a period not to exceed three (3) years and retain rights to the same employment classification as at the time called to such active duty. Said employee shall be entitled such rights and privileges they would have received in their employment with the City had they not been called to duty. The City shall supplement an employee's pay in an amount equal to the loss in pay between the employee's military pay and the employee's base salary paid by the City (evidence must be shown as to current rate of military pay), as well as contribute to such employee's medical health plan, dental and vision insurance plan, and life insurance plan for the first thirty (30) calendar days of the employee's active duty.

Section 14.05 JURY DUTY. Any permanent or probationary full-time employee who is required to serve as a juror in any court of judicial action of this State or of the United States shall be entitled to a leave of absence with pay during such period of jury duty. Jury service required on an employee's off-duty day or beyond his/her forty (40) hour work week is not compensable by the City. Jury duty time shall not be considered work time and does not count

toward hours worked for the calculation of overtime except that an employee that is called to work outside of his/her normally scheduled work week and after completing jury service may be eligible for overtime pay. The employee must notify his/her department head of the dates of the jury duty upon receipt of the court notice. The employee shall be required to report to work and perform their assigned duties if the jury pool is dismissed and more than three (3) hours remain in the employee's regular scheduled work day. The employee shall be required to pay over to the City any amount he/she receives for jury duty, exclusive of approved travel and subsistence. Upon completion of jury service, the employee shall be responsible for providing proof of jury service upon his/her return to work. This Section may be modified and superseded by the 4/10 work schedule and implementation plan set forth in Attachment "C" hereto.

Section 14.06 WITNESS IN COURT. Any represented unit member of the City subpoenaed to appear as a witness in any court of judicial action of this State or of the United States, or before any administrative board or tribunal, on a matter directly related to his/her officially assigned duties with the City, shall be granted leave with pay during such time as appearing as a witness. The employee must notify his/her department head of the date on which the employee is to serve as a witness upon receipt of a subpoena. The employee shall be required to pay over to the City any amount received for serving as a witness.

Section 14.07 BEREAVEMENT LEAVE. On the death of a member of a represented unit member's immediate family; meaning spouse, domestic partner, natural or adopted child, step child, grandchild, brother, sister, parent, grandparent, parent-in-law, brother or sister-in-law, step-parent, step-brother, step-sister, great-grandparent, or great-grand-child, such employee shall be granted bereavement leave of up to forty (40) hours.

The City Manager may permit such employee to use paid bereavement leave for other relative living in the same household. The City Manger's decision regarding any request submitted under this paragraph shall not be subject to the grievance or appeal procedures contained in the City's Personnel Rules and Regulations or in this Agreement.

Section 14.08 MANAGEMENT LEAVE. The parties agree that the following exempt classifications shall be granted eighty nine (89) hours of Management Leave with pay each fiscal year (July 1 to June 30): City Engineer, Community Development Manager, Community Services Manager, and Municipal Services Manager.

Employees hired during the fiscal year period shall have management leave credited as a pro-rated amount equal to 7.416 hours per month commencing with the first month of employment. An Affected Employee shall be allowed to accrue and carry-over management leave up to a maximum of one hundred fifty two (152) hours.

ARTICLE 15 **SICK LEAVE**

Section 15.01 ELIGIBILITY. Each full-time permanent and probationary full-time employee shall be eligible to accrue sick leave with pay as provided for in this Article. Sick leave shall be utilized solely for illness or medical appointments of a represented unit member or his/her

immediate family, meaning spouse, natural or adopted child, brother, sister, parent, step-parent, step-brother or step-sister.

The City Manager may permit an employee to use sick leave for the illness or medical appointment of an individual not included in the above definition of immediate family. The City Manager's decision regarding any request submitted under this paragraph shall not be subject to the grievance and appeal procedures contained in the City's personnel rules and regulations.

Nothing in this Article shall prohibit an employee from using his/her other accrued leave time for purposes of illness or medical appointment.

Section 15.02 ACCRUAL. Employees subject to this Agreement shall accrue eight (8) hours of sick leave on the first day of each month except as modified and superseded by the 4/10 work schedule and implementation plan set forth in Attachment "C" hereto. There shall be no limitation on accrual.

Newly hired employees in a permanent full-time classification, shall be eligible to begin the monthly accrual provided for herein beginning on the first day of employment at the rate of eight (8) hours of sick leave per month.

Employees leaving the employment with the City for any reason, who have received an advance accrual of sick leave time and who have used said sick leave time at a rate greater than the accrual shall have the amount of sick leave time off used in excess of such rate of accrual deducted from the employee's final payroll on an hour for hour basis at the employee's hourly salary rate at the time of separation.

Section 15.03 REPORTING OF SICK LEAVE. At the sole discretion of the City and upon reasonable cause, an employee shall submit a "Leave Request" form to his/her immediate supervisor no less than twenty-four (24) hours prior to taking sick leave for pre-scheduled medical appointments.

An employee unable to report to work due to illness shall inform his/her immediate supervisor or other supervisor in the department of his/her absence no later than one-half (1/2) hour after the regular start of the employee's workday. Failure to report the intended absence may result in disciplinary action.

An employee who has been absent from work due to illness shall complete a "Leave Request" form on the day he/she returns to work indicating the date, times and nature of illness.

At the sole discretion of the City, an employee may be required to submit a doctor's verification of an employee's illness and inability to perform assigned duties prior to approving sick leave with pay.

Section 15.04 CONVERSION OF ACCRUED SICK LEAVE. After two (2) years of full-time employment with the City, an employee may convert sick leave to compensation in compliance with the Department of Treasury, Internal Revenue Service (IRS) Section 1.451-1(a), as provided for herein. A maximum of sixty (60) hours of accrued sick leave may be converted

to compensation at such employee's then current rate of pay provided, however, that the employee qualifies for this benefit as follows:

<u>Allowable conversion</u>	<u>Criteria for benefit conversion</u>
100% (60 hours)	Less than or equal to 30 hours of Sick Leave used during a Fiscal Year
50% (30 hours)	Less than or equal to 60 hours of Sick Leave used during a Fiscal Year
25% (15 hours)	Less than or equal to 90 hours of Sick Leave used during a Fiscal Year
0% (not eligible)	Greater than 90 hours of Sick Leave used during a Fiscal Year

1. Any sick leave conversion request must be made in writing using the form provided by Human Resources and must be received by Human Resources no later than December 15th of the calendar year prior to the calendar year in which the employee wish to convert such sick leave.
2. All sick leave conversion elections are irrevocable and cannot be changed or amended unless rescinded and received in writing by Human Resources no later than December 15th of the year calendar prior to the conversion.
3. Employees who submit an election to not participate in the sick leave conversion or who fail to submit an election by December 15th of the calendar year prior to the conversion are deemed to have permanently elected to not participate and will not have such sick leave converted to cash or reported as income for that calendar year.
4. All sick leave conversion requests, except upon separation of employment, will apply only to sick leave hours that will be earned in the calendar year following the year of the request.
5. Employees must maintain a current balance of ninety-six (96) hours of sick leave prior to submitting a conversion request.
6. Payments for accrued sick leave conversion to cash shall be made on the first regular payroll in October.
7. A represented unit member having accrued more than 576 hours of sick leave may convert one-third (1/3) of the sick leave hours in excess of 576 hours to vacation leave, rounded to the nearest whole hour. It shall be the responsibility of the

employee to notify the Personnel Officer of the desire to convert such hours by December 15th of the calendar year prior to the conversion.

Section 15.05 SICK LEAVE ON RESIGNATION. Represented unit members with more than five (5) years of full-time employment with the City shall be permitted, at the time of his/her voluntary resignation or layoff from service with the City to convert one half (1/2) of his/her accrued sick leave, up to a maximum of two-hundred and eighty-eight (288) hours, to vacation leave and be compensated for such in accordance with Section 12.05, except that an employee hired after July 1, 1993, may convert one half (1/2) of his/her accrued sick leave, up to a maximum of two-hundred and fifty (250) hours, to vacation leave and be compensated for such in accordance with Section 12.05. Notwithstanding the forgoing, in the event an employee voluntarily or involuntarily terminates employment with the City while serving in an acting status, payment of the lump sum accrued sick leave converted to vacation leave shall be compensated at the same hourly rate of pay as was authorized for the employee prior to the time the employee commenced serving in the acting status.

Section 15.06 CONVERSION OF UNCOMPENSATED/UNUSED SICK LEAVE AT RETIREMENT. Upon voluntary retirement and after a minimum of ten (10) years service, a represented unit member may convert remaining uncompensated or unused sick leave towards retirement time credit. Said credit shall equate to the number of hours of such leave remaining, and a represented unit member may take said hours as paid leave before the effective date of retirement.

ARTICLE 16

INSURANCE AND RELATED BENEFITS

Section 16.01 MEDICAL BENEFITS. Medical benefits shall be under the CalPERS medical program.

Section 16.02 FLEXIBLE BENEFITS PLAN. The City shall implement a flexible benefit plan as follows:

- a. The Flexible Benefit Contribution per month per full time employee shall be One Thousand Eighty Dollars and Thirty-six Cents (\$1,080.36). Employees hired prior to or on the date of City Council approval and adoption of this successor MOU or Tentative Agreement regarding same or June 30, 2018, whichever is later, who do not take medical, dental or vision insurance through the program offered by the City shall receive the cash equivalent to the Flexible Benefit Contribution in lieu of the flexible benefits contribution. As a condition of receiving such amount, the employee must provide evidence, satisfactory to the City, that he/she has medical insurance coverage comparable to coverage available through the City program. Employees hired after the City Council approval and adoption of this successor MOU or Tentative Agreement regarding same or June 30, 2018, whichever is later, shall not receive cash in lieu of medical, dental or vision insurance.
- b. The Flexible Benefits Contribution consists of discretionary allocations which may be applied to City sponsored programs. Discretionary allocations are to be

made in accordance with program/City requirements including restrictions as to the time when changes may be made in allocations to the respective programs. Employees may allocate any remaining amount of their flexible benefits among the following City sponsored programs:

1. Dependent Insurance
 2. Additional Life Insurance
 3. Section 125 Program - Flexible Spending Account
- c. Should a State or Federal agency (such as the IRS or DOL) or court of competent jurisdiction A) issue new guidelines to clarify the amounts of cash in lieu allowable for “qualified” cafeteria plans, or B) specifically rule or advise on the “qualified” or “Bona Fide” status of the City’s Flexible Benefit plan or its cash-in-lieu/opt out provisions fail to meet the “incidental” criteria under a cafeteria plan, then the parties shall promptly meet and confer as a reopener to the contract over any changes to this Section required by such ruling in order to maintain the “qualified” status of the Plan or meet the “incidental” criteria.

The City shall continue to contribute the full amount of the premium in addition to the Flexible Benefits Plan as follows:

- a. The City shall contribute the full amount of the premium for employee for a \$50,000 term life insurance.
- b. The City shall contribute the full amount of the premium for employee for Long-Term Disability insurance.
- c. The City shall contribute the full amount of the premium for employee for an Employee Assistance Program.

Section 16.03 SECTION 125 PROGRAM. (Allows benefits to be paid from pre-tax dollars.) The Section 125 Program will be in full force and effect unless changed by mutual agreement of the City and the Majority Representative Employee Organization. The Section 125 Program shall be administered through a mutually agreed upon vendor provided that the City retains the right to change administrators for cause. Participation in the Section 125 Program is voluntary and such costs as may attend participation are to be paid by the employee.

Section 16.04 DEFERRED COMPENSATION. The City shall make available to all represented unit members deferred compensation programs under the International City Management Association Retirement Corporation or the Public Employees Benefit Services Corporation. Said programs shall be for voluntary contributions by the employee.

Section 16.05 RETIREE PARTICIPATION. Effective July 1, 1991 retirees, who have retired under a CalPERS retirement program after a minimum of five (5) years of full-time employment with the City, shall be eligible to participate in the CalPERS medical program, as provided to represented unit members. The City shall pay the retired employee's premium for the medical program. The retired employee shall be eligible to carry dependent coverage at the retired employee's sole expense.

On the date an amendment to the CalPERS contract has been finalized and approved by Council resolution, retirees who have retired under a CalPERS retirement program after a minimum of ten (10) years of full-time employment with the City, shall be eligible to participate in the CalPERS medical program, as provided to represented unit members. The City shall pay the retired employee's premium for the medical program. The retired employee shall be eligible to carry dependent coverage at the retired employee's sole expense.

Employees retired prior to July 1, 1991 who were covered under the CalPERS medical program shall be entitled to continue participation regardless of years of service.

Section 16.06 INJURED ON DUTY INSURANCE CONTRIBUTION CONTINUATION.

If a full-time employee who has been employed by the City for five (5) or more years suffers a work related injury and is absent from work, the City shall continue to make medical insurance contributions in accordance with Section 16-02a for a maximum of six (6) months. The employee may only continue to participate in the same type of benefit plan and level of benefits (employee, employee plus one, or employee plus two or more) that the employee participated in immediately prior to his/her work related injury.

Section 16.07 INJURED ON DUTY PAY STATUS. Any employee claiming a work related injury or illness while at his/her work place shall be required to report the injury or illness to the employee's supervisor as soon as possible.

- a. If the injury is an emergency occurring after 5:00 p.m. and before 8:00 a.m., Monday through Friday, or on Saturday, Sunday or legal holidays, the employee should be taken to the City's designated medical provider.
- b. If the injury occurs during normal business hours, the Personnel Officer should be contacted immediately to arrange for the proper medical attention for the employee in non-emergency cases. The employee or Department Head should not arrange for a doctor's appointment.

The Personnel Officer shall require the employee to be examined by a City-designated physician who shall make a report to the City as to the employee's ability to perform the duties and responsibilities of his/her position.

Such employee will receive workers' compensation disability payments while on temporary disability according to the amounts set by the State of California. During the first three (3) days of time off due to injury, an employee may elect to use accumulated sick leave during this time. An employee unable to work for more than fourteen (14) days due to job related injury will be compensated during the initial three-day "waiting period" according to amounts set by the State of California. Where the employee has elected to use accumulated sick leave during the three-(3) day waiting period, the amount reimbursed by the State for these three (3) days shall be remitted to the City.

An employee may elect to take accumulated hours of sick leave or vacation leave such that, together with the disability pay, total compensation received would equal not more than their regular salary.

Any period of time during which an employee is required to be absent from his/her position by reason of work-related injury or illness for which they are entitled to receive compensation under Division 4 (commencing with Section 3201) of the State Labor Code, will not be considered a break in their continuous service for the purpose of salary adjustments, sick leave, vacation leave or seniority.

Section 16.08 MEDICAL BENEFITS TO PART-TIME EMPLOYEES. Part-time employees shall not be eligible to receive medical benefits. Any part-time employees employed with the City prior to July 1, 2006 who have worked more than 1000 hours in a fiscal year shall be eligible for a One-Hundred Seventy-Five Dollar (\$175) monthly contribution towards health benefit costs. Said contribution shall be available as a credit towards total costs, and only if a represented unit member selects any health plan available through the City's programs. Additionally, any Part-time employee who works in excess of seventy (70) hours in a two week period and who selects a health plan from the City's program, shall receive an additional Thirty Dollar (\$30) credit per month towards the cost of said medical insurance coverage.

Section 16.09 WELLNESS PROGRAM. Full-time employees may be eligible to receive reimbursement of up to One-Hundred Dollars (\$100) annually based upon fiscal year for participation in a qualified program. Qualified program may include, but not be limited to, for example – "Weight Watchers", "Jenny Craig", "Nutrisystem", etc., or membership to a gymnasium or fitness program like "Curves". Reimbursement will be made upon receipt of proof of participation - a requirement satisfied by showing enrollment form and payment receipt.

ARTICLE 17 **RETIREMENT BENEFIT**

Section 17.01 CalPERS MEMBERSHIP. The City is a contract member of the California Public Employees' Retirement System ("CalPERS"). Such membership shall be maintained and employee eligibility, classification, contributions, and benefits are as prescribed in the contract between the City and the California Public Employees' Retirement System heretofore approved by the City Council. The City does not elect and shall not be required to pay any part of employee member contributions known informally as Employer Paid Member Contributions (EPMC) as allowed under Government Code Section 20691. Accordingly, each represented unit member shall pay the entire member contribution required under the City's benefit formula as set forth below.

For employees hired prior to January 1, 2013, and for those employees hired after that date but determined by CalPERS to be "classic members" as defined by CalPERS, the City shall maintain its current program, which includes the following:

- a. Section 21354: 2% at 55 retirement- Full Formula
- b. Section 21574: Fourth Level of 1959 Survivors Program
- c. Section 21042: Military Service as Public Service

- d. Section 20037: Three Years Final compensation. Any affected unit members that have retired prior to City Council and CalPERS' approval of using the highest average annual compensation earnable by a member during three consecutive years of employment are not subject to this change, and shall remain at their current benefit level.

For new employees that are non-classic members, hired after January 1, 2013, the City will provide a pension through CalPERS using the "2% @ 62" formula, pursuant to the contract between the City and CalPERS and pursuant to the California Public Employees' Pension Reform Act of 2012 ("PEPRA"). Retirement compensation for non-classic members shall be computed on the employee's three (3) highest years of service.

ARTICLE 18 **GRIEVANCES**

Section 18.01 MATTERS SUBJECT TO GRIEVANCE PROCEDURES. A "grievance" is a job-related complaint by an employee regarding the terms and conditions of employment which arise out of a specific fact, situation, or transaction, other than discipline, that results in an alleged violation of existing ordinances, rules, regulations, or policies administered by the employee's Department Director or designated authority concerning wages, hours, or other terms and conditions of employment. The solution of any such grievance must be wholly or partially within the province of the City to rectify.

Section 18.02 MATTERS NOT SUBJECT TO GRIEVANCE PROCEDURES. The following matters are not subject to the grievance procedure:

Employee discipline.

Employee performance evaluations, including denial of a step increase, performance pay increase, and other merit or performance pay issues.

Management of the City generally and issues of City or Department policy.

Necessity and organization of any service or activity conducted by the City including the expansion or reduction of services or work force.

Determination of the nature, manner, means, technology and extent of services to be provided to the public.

Types of equipment or technology to be used.

Determination of and/or change in facilities, methods, technology, means and size of the work force by which City operations are to be conducted.

Determination of and change in the location, number of locations, relocations and types of operations, processes and materials to be used in carrying out City functions.

Work assignments and schedules in accordance with requirements as determined by the City.

Establishment, implementation and modification of productivity and performance programs and standards.

Reductions in force or layoffs for lack of work or other non-disciplinary reasons.

Establishment and approved modifications of job classifications.

Determination of standards, policies and procedures for selection, training and promotion of employees.

Establishment, implementation and modification of Departmental organization, supervisory assignments, chains of command and reporting responsibilities.

Levels of compensation, pay and benefits based upon budgetary and fiscal considerations.

Section 18.03 FREEDOM FROM REPRISAL. No employee shall be subject to coercion or disciplinary action for discussing a request or complaint with his/her immediate supervisor, or for filing or participating in a grievance petition.

Section 18.04 RESOLUTION. Any grievance petitions resolved at any step of the grievance procedure shall be considered conclusive. Any grievance shall be considered resolved if it is not brought forward by the grievant through the grievance steps in the time frame prescribed.

Section 18.05 WITHDRAWAL. Any grievance petition may be withdrawn by the grievant at any time, without prejudice.

Section 18.06 RESUBMISSION. Upon consent of the person hearing the grievance petition and the grievant, a petition may be resubmitted to a lower step in the grievance procedure for reconsideration.

Section 18.07 EMPLOYEE REPRESENTATION. If requested, an employee may have representation in the preparation and presentation of the grievance at any step in the formal grievance procedure, except that no supervisor or Department Director shall be represented by an employee whom the employee may supervise, and no employee shall be represented by a supervisor or Department Director.

The employee(s) and one employee representative are entitled to be released from work for a reasonable period of time in order to present the grievance.

Section 18.08 OBEY NOW-GRIEVE LATER. If an employee is given a legitimate order that he/she wishes to grieve, the employee must first complete the assignment and file a grievance later unless the assignment endangers the health or safety of the employee or others, or if the requested assignment violates the employee's constitutional rights.

Section 18.09 INITIATION OF GRIEVANCE PROCEDURE. An employee must initiate the grievance procedure (formal or informal) within fifteen (15) working days of the occurrence of the event giving rise to the grievance or within fifteen (15) working days after the grievant should, with reasonable diligence have had knowledge of such occurrence, whichever is later.

Section 18.10 INFORMAL GRIEVANCE PROCEDURE. Every effort should be made to resolve a grievance through discussion between the employee and the employee's immediate supervisor, unless extenuating circumstances exist.

The employee's immediate supervisor shall provide a decision within five (5) days of the discussion with the employee, or it shall be deemed that the grievance is informally rejected, and that the employee shall have the right to file a formal grievance petition. If the employee is not satisfied with the decision reached through the informal discussion, or if extenuating circumstances exist, the employee shall have the right to file a formal grievance petition.

Section 18.11 FORMAL GRIEVANCE PROCEDURE.

Step I: If the employee is not in agreement with the decision rendered in the informal grievance procedure, an employee shall have the right to present a formal written grievance to the Department Director within fifteen (15) working days after the occurrence of the incident causing the grievance, if applicable. Otherwise, the right to file a grievance petition shall be waived. Copies of any grievances filed at this Step shall be sent to the President of the Majority Representative Employee Organization that represents the employee. If the grievance is against the Department Director, then the employee may proceed directly to Step II.

All grievances shall be submitted in the format prescribed by the Personnel Officer, and no grievance petition shall be accepted until the form is complete. The written grievance shall contain a clear, concise statement of the grievance and facts upon which it is based, rule, regulation or policy allegedly violated, and the specific remedies sought.

The Department Director shall meet with the employee and/or the employee's representative to discuss the grievance and may require the employee's supervisor to be present for the meeting. The Department Director will thereafter render a written decision within ten (10) working days after conclusion of the meeting unless the parties agree that further investigation is necessary and establish a new response date.

Step II: If the grievance is not satisfactorily resolved in Step I, the employee shall have the right to submit the written grievance to the Personnel Officer within ten (10) working days after the Department Director's decision is received by the employee. The Personnel Officer shall meet with the employee and/or the employee's representative to discuss the grievance and will thereafter render a written decision within ten (10) working days after conclusion of the meeting unless the parties agree that further investigation is necessary and establish a new response date. If the grievance is against the Personnel Officer, then the employee may proceed directly to Step III.

Step III: If the grievance has not been satisfactorily resolved in the Step II, it may be appealed to the City Manager within ten (10) working days after Personnel Officer's decision is received by the employee. The City Manager shall meet with the employee and/or the employee's representative to discuss the grievance and may require the employee's supervisor and/or Department Director to be present for the meeting. The City Manager will thereafter render a written decision within ten (10) working days after conclusion of the meeting unless the parties

agree that further investigation is necessary and establish a new response date. The decision of the City Manager shall be final and conclusive.

If a grievance is against the City Manager, then the employee shall file the grievance directly with the City Attorney. The City Attorney shall meet with the employee and/or the employee's representative to discuss the grievance. The City Attorney shall also meet with the City Manager to discuss the grievance. The City Attorney shall then consult with the City Council in closed session regarding the grievance and thereafter render a written decision. The decision of the City Attorney shall be final and conclusive.

Section 18.12 TIME LIMITS. Grievance petitions shall be processed from one step to the next within the time limit indicated for each step. Time limits shall be strictly enforced. Any time limits established in this procedure may be waived or extended by mutual agreement, confirmed in writing. Any grievance petition not carried to the next step by the grievant, within the prescribed time limits, shall be deemed resolved upon the basis of the previous disposition. Any lack of written response by the City, at any stage, will result in the grievance automatically advancing to the next step.

ARTICLE 19
FULL UNDERSTANDING AND
WAIVER OF BARGAINING DURING THE TERM OF THIS AGREEMENT

Section 19.01 FULL UNDERSTANDING. This Agreement sets forth the full and entire understanding of the parties regarding the matters contained herein, and any other prior or existing understandings or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety. All provisions of existing City rules and regulations, resolutions, ordinances and policies not specifically contained in, or referred to by this Agreement shall remain in full force and effect, and are specifically not superseded or otherwise affected by this Agreement.

ARTICLE 20
EMERGENCY WAIVER PROVISION

Section 20.01 WAIVER GRANTED. In the event of circumstances beyond the control of the City, such as acts of God, fire, flood, earthquake, insurrection, civil disorder, national emergency, or similar circumstances, provisions of this Agreement or the Personnel Rules and Regulations of the City, which restrict the City ability to respond to these emergencies, shall be suspended for the duration of such emergency. After the emergency is declared over, this Agreement will be reinstated immediately. Majority Representative Employee Organization shall have the right to meet and confer with the City regarding the impact on employees of the suspension of provisions in the Agreement during the course of the emergency. Any rights and benefits suspended by virtue of the emergency shall be restored as soon as practicable at the conclusion of the emergency.

ARTICLE 21
SEVERABILITY PROVISION

Section 21.01 SEVERABILITY DECLARED. Should any provisions of this Agreement be found to be inoperative, void or invalid by a court of competent jurisdiction, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement. The parties shall meet and confer over a new provision to replace any such provision stricken by law.

ARTICLE 22
TERM OF AGREEMENT

Section 22.01 TERM ESTABLISHED. The term of this Agreement shall commence on July 1, 2017 and shall continue in full force and effect until June 30, 2019.

ARTICLE 23
RATIFICATION AND EXECUTION

Section 23.01 RECOMMENDATION TO COUNCIL AND ADOPTION. The City's representatives and the Majority Representative Employee Organization have reached an understanding as to certain recommendations to be presented to the City Council for the City of Lawndale for determination and have agreed that the parties hereto will jointly urge said Council to adopt a new wage and benefit resolution which will provide for the changes contained in said joint recommendation. The Majority Representative Employee Organization also represents and affirms that on October 9, 2018, its members voted to ratify the Agreement. The City and the Majority Representative Employee Organization acknowledge that this Agreement shall not be in full force and effect until adoption by the City Council of the City.

ARTICLE 24
POLYGRAPHS

Section 24.01 PROHIBITION ON POLYGRAPHS. The City and the Majority Representative Employee Organization agree that the use of polygraphs on members of the LPMME Unit or LCE Unit is prohibited.

ARTICLE 25
RE-OPENERS

The parties do specifically agree to reopen the meet and confer process during the term of this MOU only as regards the following issues:

- a. Changes and/or revisions to the City's Personnel Rules and Regulations;
- b. Changes and/or revisions to the City's Employer-Employee Relations Resolution(s).
- c. Salary Increases per section 7.02 above.

The parties specifically acknowledge that implementation of the re-openers as described in this MOU does not mandate the reaching of an agreement or the changing of any matters within the scope of representation.

ARTICLE 26
SICK LEAVE FOR PART-TIME EMPLOYEES

The purpose of this Article 26 is to establish a paid sick leave policy, in conformance with the requirements of the Healthy Workplace Healthy Family Act of 2014 (the "Act," which added Labor Code Sections 245-249 and amended Labor Code Section 2810.5) applicable to all qualifying part-time City employees, who are not otherwise eligible for paid sick leave under Article 15 of this Agreement.

Section 26.01 ELIGIBILITY. Part-time employees who have worked for 30 or more days for the City within a year shall be eligible to accrue and use paid sick leave in accordance with the requirements of the Act, codified as Labor Code Sections 245-249 and 2810.5, and as provided for in this Article. Regular, benefited employees are eligible for paid sick leave under Article 15 of this Agreement and the City's Personnel Rules and Regulations and shall not be eligible for additional sick leave as described in this Article.

Section 26.02 ACCRUAL. Paid sick leave for all qualifying part-time employees shall be credited at the beginning of each fiscal year on July 1 at the rate of twenty- four (24) hours for the fiscal year. New part-time employees shall be credited twenty- four (24) hours sick leave upon eligibility to use accrued paid sick time, provided that in no event shall an employee be entitled to accrue more than twenty-hour (24) hours of sick leave in a single fiscal year. An employee shall be eligible to use accrued paid sick time beginning on the 90th day of employment, defined as the number of days worked. Although not required pursuant to Labor Code § 246(d), accrued sick leave shall carry over to the following fiscal year, with a maximum accrual cap of 48 hours. In the event a part-time employee's work schedule is such that three (3) work days would exceed twenty-four hours, such employee shall be provided with three (3) days paid sick leave as required by the Act.

Section 26.03 USAGE.

- a. In accordance with the Act, a part-time employee may use accrued paid sick leave in a 12-month period for one of the following reasons:
 - For the employee's own diagnosis, care, or treatment of an existing health condition or preventative care.
 - For the diagnosis, care, or treatment of an existing health condition or preventative care of an employee's family member, including:
 - Child (including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis.)
 - Spouse or Registered Domestic Partner
 - Parent (including biological, adoptive, or foster parent, stepparent, or

legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.)

- Grandparent
- Grandchild.
- Sibling.

- To obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following:

- A temporary restraining order or restraining order.
- Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.
- To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
- To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

- b. A part-time employee shall provide reasonable advance notification of their need to use accrued paid sick leave to their supervisor if the need for paid sick leave use is foreseeable (e.g., doctor's appointment scheduled in advance). If the need for paid sick leave use is unforeseeable, the employee shall provide notice of the need for the leave to their supervisor as soon as is practicable.
- c. A part-time employee who uses paid sick leave must do so with a minimum increment of two hours of sick leave.

Section 26.04 NO SICK LEAVE CASHOUT. A part-time employee will not receive compensation for unused accrued paid sick leave upon termination, resignation, retirement or other separation from employment from the City. Paid sick leave will not be considered hours worked for purposes of overtime calculation.

Section 26.05 CARRYOVER UPON APPOINTMENT TO FULL TIME POSITION. Notwithstanding Section 26.04 above, in the event a part-time employee is appointed to a full-time position with the City, that employee shall be entitled to carry over to the full-time position any accrued sick leave, up to the maximum accrual cap of 48 hours.

Section 26.06 SEPARATION AND RE-HIRE. If a part-time employee separates from City employment and is re-hired by the City within one year of the date of separation, previously accrued and unused paid sick leave hours shall be reinstated to the extent required by the Act. However, if a re-hired part-time employee had not yet worked the requisite 90 days of employment to use paid sick leave at the time of separation, the employee must still satisfy

the 90 days of employment requirement collectively over the periods of employment with the City before any paid sick leave can be used. In no event shall a re-hired part-time employee be eligible to accrue more than 24 hours of sick leave in a single fiscal year."

CITY OF LAWNSDALE

MAJORITY REPRESENTATIVE
EMPLOYEE ORGANIZATION
AFSCME LOCAL 1895, AFL-CIO

Stephen N. Mandoki, City Manager

Aaron Pearl, Lead Negotiator

Raylette Felton, Director of Human Resources

Jamie Rodriguez, President

Colin J. Tanner, Chief Negotiator

Jack Martin, Vice President

Leticia Crise, Bargaining Committee

Wayne Schaller, Bargaining Committee

ATTACHMENT A

CITY OF LAWNSDALE
Mid-Management Unit
2017-2019 Salary Schedule

MONTHLY RATE	RANGE	A	B	C	D	E
Deputy City Clerk	160	5,128	5,385	5,654	5,937	6,234
Administrative Analyst	165	5,408	5,678	5,963	6,260	6,573
Assistant Planner	165	5,408	5,678	5,963	6,260	6,573
Grant/Economic Dev Coordinator	169	5,604	5,884	6,178	6,487	6,811
Community Services Supervisor	170	5,670	5,954	6,252	6,564	6,893
Assistant Engineer	173	5,831	6,122	6,429	6,751	7,087
Municipal Services Supervisor	175	5,949	6,247	6,559	6,887	7,231
Maintenance Supervisor	180	6,269	6,582	6,911	7,256	7,619
Associate Planner	185	6,572	6,901	7,246	7,609	7,989
Associate Engineer	190	6,909	7,254	7,617	7,998	8,398
Cable Television Supervisor	190	6,909	7,254	7,617	7,998	8,398
Senior Planner	192	7,047	7,400	7,700	8,158	8,566
Accounting Manager	196	7,333	7,699	8,083	8,488	8,913
Community Development Manager	203	7,861	8,253	8,666	9,100	9,554
Community Services Manager	210	8,559	8,987	9,437	9,909	10,404
Municipal Services Manager	210	8,559	8,987	9,437	9,909	10,404
City Engineer	219	9,217	9,678	10,162	10,670	11,203

ATTACHMENT B

CITY OF LAWNSDALE

Classified Unit

2017-2019 Salary Schedule

MONTHLY RATE	RANGE	A	B	C	D	E
Senior Nutrition Specialist	85	2,247	2,361	2,477	2,602	2,733
Office /Personnel Assistant	115	3,258	3,448	3,620	3,802	3,992
Maintenance Worker I	125	3,619	3,801	3,990	4,190	4,399
Municipal Services Officer I	125	3,619	3,801	3,990	4,190	4,399
Transit Operator	125	3,619	3,801	3,990	4,190	4,399
Accounting Specialist	135	4,014	4,215	4,245	4,646	4,879
Maintenance Worker II	135	4,014	4,215	4,245	4,646	4,879
Municipal Services Officer II	135	4,014	4,215	4,245	4,646	4,879
Accounting / Payroll Specialist	140	4,201	4,411	4,632	4,864	5,107
Admin Assistant II	140	4,201	4,411	4,632	4,864	5,107
Building Permit Specialist	140	4,201	4,411	4,632	4,864	5,107
Assistant Public Works Inspector	145	4,426	4,647	4,880	5,124	5,381
Community Services Coordinator	145	4,426	4,647	4,880	5,124	5,381
Maintenance Worker III	145	4,426	4,647	4,880	5,124	5,381
Recreation Coordinator	145	4,426	4,647	4,880	5,124	5,381
Executive Assistant	155	4,875	5,119	5,376	5,643	5,926
Public Works Inspector	155	4,875	5,119	5,376	5,643	5,926
Engineering Technician	160	5,128	5,385	5,654	5,937	6,234
Code Enforcement Officer I	160	5,128	5,385	5,654	5,937	6,234
Code Enforcement Officer II	165	5,408	5,678	5,963	6,260	6,573

Part-Time Employees Hourly Rates

2017-2019 Salary Schedule

HOURLY RATE	A	B	C	D	E
Recreation Leader	11.17	11.72	12.31	12.93	13.58
Senior Recreation Leader	12.97	13.62	14.30	15.01	15.76
Delivery Worker	14.17	14.88	15.63	16.41	17.23
Office Assistant	17.52	18.40	19.31	20.28	21.29
CATV Production Assistant	19.30	20.26	21.28	22.34	23.45
Maintenance Worker I	19.30	20.26	21.28	22.34	23.45
Municipal Services Officer I	19.30	20.26	21.28	22.34	23.45
Municipal Services Officer II	21.41	22.47	23.61	24.78	26.02
CATV Production Assistant II	20.28	21.30	22.36	23.48	24.66
Emergency Preparedness Coordinator	22.43	23.56	24.74	25.98	27.27
Code Enforcement Officer I	27.36	28.73	30.16	31.67	33.25
Associate Planner	35.44	37.21	39.08	41.02	43.07
Transit Operator	20.88	21.93	23.02	24.17	25.38

ATTACHMENT C

ATTACHMENT "C"

4/10 Work Schedule

Components of the 4/10 Work Program are as follows:

- Workdays -Monday through Thursday; Closed every Friday.
- Standard Hours: 7:00 a.m. to 6:00 p.m.
- One-(1) hour unpaid lunch and three (3) paid fifteen (15) minute breaks which cannot be combined with each other or with the lunch period to extend either the break or the lunch period.
- The work period for unit employees, for the purposes of the Fair Labor Standards Act (FLSA), shall be a fixed and regularly recurring period of time consisting of one-hundred and sixty-eight (168) consecutive hours consisting of seven (7) consecutive twenty-four (24) hour periods.
- Municipal Services Department: Code Enforcement, Parking and Animal Control services provide coverage 7 days per week, with full-time employees working staggered 4 day weeks (some with flexed hours) and part-time employees working primarily, weekends and hours outside the 7 a.m. to 6 p.m. standard day. Additional flex scheduling may be needed to accommodate supervision of shifts, and will be determined by the department director. The department director to provide a detailed schedule.
- Community Services Department: senior nutrition, exercise, senior dial-a-ride and meals-on-wheels services continue coverage 5 days per week. Parks programs will continue to be open 7 days per week, staffed by both full-time and part-time employees, working various work schedules. Additional flex scheduling may be needed to accommodate supervision of shifts, and will be determined by the department director. The department director to provide a detailed schedule.
- Overtime will be all hours worked in excess of ten (10) hours a day or forty (40) hours per week, unless an employee is working a flex schedule, as defined in Section 07.18 above, at which point, overtime will be all hours worked in excess of forty (40) hours in a week.
- Vacation is earned based on years of employment, as outline in Section 12.02).
- Sick Leave is earned in 10-hour increments.
- If a Lawndale Classified Employee Unit member's regular work schedule is between 6:00 p.m. and 6:00 a.m., then he/she is eligible for shift differential pay to be paid in addition to the regular salary at a rate of 5% of the regular hourly rate for those hours worked between these hours.

- Employees on the 4/10 schedule shall have the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve.
- Unlike those employees on a 5/40 schedule or 9/80 schedule, employees on the 4/10 schedule do not receive as a holiday the Friday after Thanksgiving and the single Floating Holiday as set forth in Section 13.01.
- Observance of Holidays: If a City holiday falls on a Friday, the preceding Thursday is *observed* as a paid holiday. If a City holiday falls on a Sunday, the following Monday is observed as a paid holiday.
- Holidays are earned/accrued in 10-hour increments.
- If a City holiday falls on a regularly scheduled day off for an employee working a 4/10 schedule only, and that holiday is not observed as a paid holiday Monday through Thursday, then he or she is credited with a floating holiday.
- Use of floating holidays is subject to the approval of the department director and to be coordinated within each department to ensure adequate staffing at all times.
- When a represented unit member is assigned to jury service requiring the employee report on a Friday, or regularly scheduled day off, the employee and department head may implement a flex scheduling program, to ensure that jury service is completed appropriately, that the employee is compensated according to Section 14.05 above, and to ensure that the employee has worked 40 hours in a week. This flexible schedule may include, but not be limited to, working 5/40 type schedules.

ATTACHMENT D

ATTACHMENT "D"

9/80 ALTERNATIVE WORK SCHEDULE

All employees are expected to work a scheduled forty (40) hours within their defined workweek, which constitutes their work schedule for that workweek. The work period for unit employees, for the purposes of the Fair Labor Standards Act (FLSA), shall be a fixed and regularly recurring period of time consisting of one-hundred and sixty-eight (168) consecutive hours consisting of seven (7) consecutive twenty-four (24) hour periods.

The City has adopted several work schedules, including a 9/80 (9 days/80 hours) schedule. The specific components of the 9/80 alternative work schedules are set forth as follows:

1. The work schedule consists of an eighty (80) work hour period, with nine (9) work days in fourteen (14) consecutive calendar days. The work schedule is comprised of four (4) nine (9) hour days per week and one (1) eight (8) hour work day every other week.
2. Employees working the 9/80 alternative work schedule shall have a thirty (30) minute unpaid lunch period added to the work day.
3. The workweek shall be defined (for FLSA purposes) as beginning four (4) hours into the employee's eight (8) hour shift (i.e. halfway through shift) on the same day of week as their alternating regular day off, in such a manner that the workweek does not exceed 40 hours.

For example, a unit employee working a 9/80 work schedule whose regular day off is Friday, and who works a schedule from 6:30 a.m. to 3:00 p.m. on alternating Fridays (with one thirty (30) minute break for lunch) shall have a workweek which shall begin at 10:30:00 a.m. on Fridays and end at 10:29:59 a.m. on the following Friday.

A sample depiction of a 9/80 work schedule is as follows:

	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
Wk 1	OFF	OFF	OFF	9 hrs.	9 hrs.	9 hrs.	9 hrs.	*4 hrs.	40 hrs.
Wk 2	*4 hrs.	OFF	OFF	9 hrs.	9 hrs.	9 hrs.	9 hrs.	OFF	40 hrs.

*Note: hours worked in the morning at the end of the first week and those worked in the afternoon at the beginning of the next work week are the same day, Friday.

4. Employees are required to take the same alternating day off for the length of the 9/80 alternative work schedule to remain in compliance with the definition of a workweek under the FLSA (Fair Labor Standards Act) guidelines. (For example, if an employee's

regular alternative day off is Friday, the employee cannot switch the alternate date off to Thursday or any other day).

5. Vacation, sick leave and holidays are earned in 9 hour increments.
6. Observance of Holidays: If a City holiday falls on a Saturday, then the proceeding Friday is observed as a paid holiday. If a City holiday falls on a Sunday, then the following Monday is observed as a paid holiday. If a City holiday falls on an off-Friday, then the proceeding Thursday is generally observed as a paid holiday.
7. If a City holiday falls on a regularly scheduled day off, and that holiday is not observed on an employee's regular workday, then the employee shall be credited with a floating holiday. (For example, for a 9/80 employee, if a City holiday falls on a Saturday during the week of an off-Friday, then the employee shall be credited with a floating holiday. If a City holiday falls on a Friday that is worked, then that day shall be given as the holiday.
8. Overtime will be all hours worked in excess of employee's regular work day or beyond forty (40) hours in the workweek, in compliance with Section 08.01. Time shall be reported to Payroll based on the regular two-week pay period. Overtime worked will be reported in the pay period in which it is worked.
9. If a Lawndale Classified Employee Unit member's regular work schedule is between 6:00 p.m. and 6:00 a.m., then he/she is eligible for shift differential pay to be paid in addition to the regular salary at a rate of 5% of the regular hourly rate for those hours worked between these hours.
10. Standard hours for Public Works Maintenance Workers shall be 6:00 a.m. to 3:30 p.m. Monday – Thursday, and 6:30 AM – 3:00 PM on alternating Fridays (with ½ hour unpaid lunch). Public Works Maintenance Workers shall observe a forty-five (45) minute unpaid lunch, and are entitled to one (1) fifteen (15) minute paid rest period per work shift. The scheduling of rest periods shall be at the discretion of the employee's supervisor; no compensation will be provided for rest periods not taken, nor can rest periods be combined with lunch breaks or other rest periods. A part-time Maintenance Worker shall conduct graffiti removal on weekends.

RESOLUTION NO. CC-1811-045

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWDALE, CALIFORNIA
AUTHORIZING CERTAIN CLAIMS AND DEMANDS
IN THE SUM OF \$738,011.88**

THE CITY COUNCIL OF THE CITY OF LAWDALE, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:


SECTION 1. That in accordance with Sections 37202 and 37209 of the Government Code, the Finance Director, as certified below, hereby attests to the accuracy of these demands and to the availability of funds for the payment thereof.

SECTION 2. That the following claims and demands have been audited as required by law, and that appropriations for these claims and demands are included in the annual budget as approved by the City Council.

SECTION 3. That the following claims and demands are hereby authorized in the accounts herein after set forth.

Effective Date: November 5, 2018

Certified by:


Kenneth Louie, Finance Director

PASSED, APPROVED AND ADOPTED this 5th day of November, 2018.

Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Rhonda Hofmann Gorman, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No.

CC-1811-045 at a regular meeting of said Council held on the 5th day of November, 2018, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Daniel Reid, Mayor Pro Tem					
James H. Osborne					
Pat Kearney					
Bernadette Suarez					

Rhonda Hofmann Gorman, City Clerk

Check Register Report

Date: 10/30/2018
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CITY OF LAWDALE

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
196269	10/11/2018	Reconciled		0115	AT & T	LONG DISTANCE SVC-SEP 2018	13.85
196270	10/11/2018	Reconciled		0613	BERICOM IT & DESIGN	NETWORK/COMPUTER SUPPORT-SEP18	10,527.60
196271	10/11/2018	Reconciled		0441	GOLDEN STATE WATER CO.	UTILITIES - WATER	12,050.74
196272	10/11/2018	Reconciled		0367	OFFICE DEPOT	OFFICE SUPPLIES - MSD	1,188.24
196273	10/11/2018	Reconciled		6238	SOUTHERN COMPUTER WAREHOUSE	10 PK ULTRIUM DATA CARTRIDGES	255.07
196274	10/11/2018	Reconciled		0941	THE LEW EDWARDS GROUP	PROFESSIONAL SERVICES-SEP 2018	5,000.00
196275	10/11/2018	Reconciled		3672-FLEET	U.S. BANK VOYAGER FLEET SYS	VEHICLE FUEL - MSD	2,221.56
196276	10/11/2018	Reconciled		3672-ASD	U.S. BANK	CREDIT ACCOUNT PAYMENT	370.69
196277	10/11/2018	Reconciled		3672-CMD	U.S. BANK	CREDIT ACCOUNT PAYMENT	162.19
196278	10/18/2018	Reconciled		5627	CHRISTINA BROOME	INSTRUCTOR FEE-SR YOGA	455.00
196279	10/18/2018	Reconciled		6741	DUNBAR ARMORED INC	ARMORED SVCS - OCT 2018	155.40
196280	10/18/2018	Printed		2862	MARC SALDANA	INSTRUCTOR FEE - SR TAI CHI	260.00
196281	10/18/2018	Reconciled		0346	SPARKLETTS	BOTTLED WATER SERVICES	487.31
196282	10/18/2018	Reconciled		4142	TIME WARNER CABLE	CABLE BROADCAST-CITY HALL	279.76
196283	10/18/2018	Reconciled		3672-CSD	U.S. BANK	CREDIT ACCOUNT PAYMENT	1,691.72
196284	10/18/2018	Reconciled		3672-PWD	U.S. BANK	2018 STD SPECS GREEN BOOK	540.05
196285	10/18/2018	Reconciled		3373	VERIZON WIRELESS	CELL PHONE SERVICE	436.65
196286	10/18/2018	Reconciled		3373	VERIZON WIRELESS	M2M ACCOUNT SHARE DATA LINE	25.02
196287	10/25/2018	Printed		0372C	AT & T - CALNET3	PHONE CHARGES	38.26
196288	10/25/2018	Printed		0372C	AT & T - CALNET3	PHONE CHARGES	1,553.07
196289	10/25/2018	Printed		4333	CALIF BLDG STANDARDS COMMISSIO	SURCHARGE QTR ENDING 09/30/18	138.00
196290	10/25/2018	Printed		0190	COLONIAL LIFE & ACCIDENTS, INC	SECTION 125 - POST TAX	3,167.17
196291	10/25/2018	Printed		0216	DELTA DENTAL	DENTAL INSURANCE PREMIUM-REG	2,597.34
196292	10/25/2018	Reconciled		0389	DELTA DENTAL INS	HMO DENTAL INSURANCE	127.41
196293	10/25/2018	Printed		2888	EDWARD EDWARDS	ENTERTAINMENT-DJ SERVICES	500.00
196294	10/25/2018	Printed		0441	GOLDEN STATE WATER CO.	UTILITIES - WATER	7,209.63
196295	10/25/2018	Printed		0204	L.A. COUNTY CLERK'S OFFICE	POSTING-NOTICE OF EXEMPTION	75.00
196296	10/25/2018	Reconciled		0323	LEGACY TRAVEL & TOURS	DEPOSIT - SR TRAVEL CLUB TRIP	500.00
196297	10/25/2018	Reconciled		0337	MANAGED HEALTH NETWORK	EMP. ASSIST PROGRAM - OCT 2018	91.96
196298	10/25/2018	Printed		5112A	NEOFUNDS BY NEOPOST	POSTAGE REFILL - SEP 2018	1,039.00
196299	10/25/2018	Printed		6815	OOH LA-LA FACE PAINTING	ENTERTAINMENT-FACE PAINTING	595.00
196300	10/25/2018	Printed		0427	SHELL FLEET PLUS	VEHICLE FUEL-VIDEO VAN	11.21
196301	10/25/2018	Reconciled		0439	SOUTHERN CALIFORNIA EDISON CO.	UTILITIES - SEP 2018	3,885.78
196302	10/25/2018	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITIES - GAS	1,415.31
196303	10/25/2018	Printed		2002	THE STANDARD, UNIT 22	LTD INSURANCE PREMIUM	1,783.23
196304	10/25/2018	Printed		4142	TIME WARNER CABLE	BCF FIBER METRO E/FIBER I-NET	2,131.90
196305	10/25/2018	Printed		0466	TRAVELTECH ENTERPRISES	DEPOSIT-SR TRAVEL CLUB	100.00
196306	10/25/2018	Printed		3672-ASD	U.S. BANK	CREDIT ACCOUNT PAYMENT	302.82
196307	10/25/2018	Printed		3672-MSD	U.S. BANK	CREDIT ACCOUNT PAYMENT	2,918.26

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CITY OF LAWNSDALE

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196308	10/25/2018	Printed		4662	CLARENCE A. ULRICH	ENTERTAINMENT-SR LUNCHEON	300.00
196309	10/25/2018	Printed		0479	VISION SERVICE PLAN	VISION PREMIUM PAYMENT	764.04
196310	10/30/2018	Printed		1820	DIGITAL MAP PRODUCTS, L.L.C.	RENEWAL-SUBSCRIPTION/LICENSE	16,170.00
196311	10/30/2018	Printed		4545	I & O PARTY RENTALS	RENTAL-TABLE AND CHAIRS	245.35
196312	11/05/2018	Printed		2615	A-THRONE CO., INC	PORTABLE RESTROOM-MCKENZIE GRD	88.95
196313	11/05/2018	Printed		1541	ALESHIRE & WYNDER, LLP	LEGAL SVCS-GENERAL-SEP 2018	14,138.00
196314	11/05/2018	Printed		1541A	ALESHIRE & WYNDER, LLP	LEGAL SVCS-AGENCY-SEP 2018	615.00
196315	11/05/2018	Printed		1541C	ALESHIRE & WYNDER, LLP	LEGAL SVC-CD ENFORCEMENT-SEP18	11,485.12
196316	11/05/2018	Printed		1541FC	ALESHIRE & WYNDER, LLP	LEGAL SV-FRANCHISE/CABLE-SEP18	82.00
196317	11/05/2018	Printed		1541GL	ALESHIRE & WYNDER, LLP	LEGAL SVCS-GR LINE METRO-SEP18	4,612.50
196318	11/05/2018	Printed		1541L	ALESHIRE & WYNDER, LLP	LEGAL SVC-LITIGATION-SEP 2018	61.50
196319	11/05/2018	Printed		1541PLNG	ALESHIRE & WYNDER, LLP	LEGAL SVCS-PLANNING-SEP 2018	540.00
196320	11/05/2018	Printed		1541SBM	ALESHIRE & WYNDER, LLP	LEGAL SVC-SO BAY MALL-SEP 2018	7,523.50
196321	11/05/2018	Printed		1541SP	ALESHIRE & WYNDER, LLP	LEGAL SVC-SPEC. PROJECTS-SEP18	102.50
196322	11/05/2018	Printed		0112	ALL CITY MANAGEMENT SERVICES	SCHOOL CROSSING GUARD SERVICES	11,656.40
196323	11/05/2018	Printed		3228	ALLIANT INSURANCE SERVICES	SPECIAL EVENT INSURANCE	1,953.00
196324	11/05/2018	Printed		6369	AM-TEC SECURITY	ALARM SYSTEM REPAIR	1,447.79
196325	11/05/2018	Printed		6369	AM-TEC SECURITY	SECURITY ALARM/MONITORING SVCS	924.00
196326	11/05/2018	Printed		4185-WEST	AMERICAN STRUCTURAL PEST	PEST CONTROL-CSD 2ND FLR	125.00
196327	11/05/2018	Printed		4185	AMERICAN STRUCTURAL PEST	PEST CONTROL SVCS-OCT 2018	45.00
196328	11/05/2018	Printed		2207	ASAP SIGN & BANNER	BANNERS-HALLOWEEN HAUNT	246.38
196329	11/05/2018	Printed		1056	AT&T GLOBAL SERVICES, INC.	MAINTENANCE SERVICE CONTRACT	865.67
196330	11/05/2018	Printed		6348	ATLAS BACKFLOW	ANNUAL BACKFLOW TESTING	150.00
196331	11/05/2018	Printed		7112	MARLENA D. BELTRAME	REFUND FEE-FACILITY DEPOSIT	250.00
196332	11/05/2018	Printed		7113	JASMINE BREAUX	REFUND FEE-FACILITY DEPOSIT	500.00
196333	11/05/2018	Printed		7114	ANQUITHIA CARTER	REFUND FEE-FACILITY DEPOSIT	250.00
196334	11/05/2018	Printed		6459	CASC ENGINEERING & CONSULTING	NPDES PERMIT COMPLIANCE SVCS	4,495.00
196335	11/05/2018	Printed		7065	CIVIL SOURCE, INC	PROFESSIONAL SVC-F/Y 18/19	27,430.00
196336	11/05/2018	Printed		5361	ROSALIND COOK	INSTRUCTOR FEE-LINE DANCE	218.40
196337	11/05/2018	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	BUILDING INSPECTION SERVICES	13,853.30
196338	11/05/2018	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	INDUSTRIAL WASTE SVC-SEP 2018	1,282.00
196339	11/05/2018	Printed		4177	CROWN TROPHY	16 PEE WEE SPORT TROPHY PLATES	35.98
196340	11/05/2018	Printed		7115	MONICA DIAZ	REFUND FEE-FACILITY DEPOSIT	750.00
196341	11/05/2018	Printed		7064	FARHADI AND ASSOCIATES INC	INTERIM ENGINEERING ASST SVCS	11,760.00
196342	11/05/2018	Printed		6231	GREENLAND SUPPLY INC.	SUPPLIES TO REPAIR 3" LINE	157.44
196343	11/05/2018	Printed		3377	H F & H CONSULTANTS, LLC	SOLID WASTE PROCUREMENT	17,287.45
196344	11/05/2018	Printed		3377	H F & H CONSULTANTS, LLC	PROFESSIONAL SVCS-JUNE 2018	7,039.19
196345	11/05/2018	Printed		6665	ICREATE GRAPHIX	(20) T-SHIRTS-PEE WEE SPORTS	130.80
196346	11/05/2018	Printed		6895	INFRASTRUCTURE ENGINEERS	TEMP. STAFFING SVC-ASST ENGR	14,250.00

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BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
196347	11/05/2018	Printed		0211	L.A. NEWSPAPER GROUP	DB 10-60-LEGAL ADV-10/19/18	829.75
196348	11/05/2018	Printed		0761	LAWNSDALE COUNCIL PTA	2018 PTA CHRISTMAS BASKET PROG	2,500.00
196349	11/05/2018	Printed		0320	LEAGUE OF CALIFORNIA CITIES-LA	DIVISION MTG/MAYOR RPM	50.00
196350	11/05/2018	Printed		0308	LOS ANGELES COUNTY	SECURITY SERVICES-09/08/2018	180.84
196351	11/05/2018	Printed		0308	LOS ANGELES COUNTY	PUBLIC SAFETY SVC-AUGUST 2018	438,737.14
196352	11/05/2018	Printed		0308	LOS ANGELES COUNTY	SECURITY SERVICES-09/15/2018	293.59
196353	11/05/2018	Printed		7020	EDGAR A. MACIAS	REFUND FEE-CONST/DEMO DEPOSIT	90.00
196354	11/05/2018	Printed		0658	MARTIN & CHAPMAN CO.	YEARLY WALL CALENDARS	15.57
196355	11/05/2018	Printed		6445	MICHAEL BAKER INTL, INC	PROFESSIONAL SVCS-CDBG	1,597.50
196356	11/05/2018	Printed		6428	MINUTEMAN PRESS OF GARDENA	BUSINESS CARD IMPRINTS	6,702.79
196357	11/05/2018	Printed		5560	MITSUBISHI ELECTRIC & ELECT, I	ELEVATOR MAINTENANCE SVCS	598.50
196358	11/05/2018	Printed		1140	PACIFIC TIRE SERVICE	REPAIR FLAT TIRE_VEH #480	235.00
196359	11/05/2018	Printed		0384	PEP BOYS	VEHICLE MAINTENANCE-PWD	39.55
196360	11/05/2018	Printed		7047	PRECISION AUTO CARE, INC	VEHICLE MAINTENANCE-PWD	126.70
196361	11/05/2018	Printed		7111	PROJECT PARTNERS INC	TEMP. STAFFING SVCS-ASD	7,866.52
196362	11/05/2018	Printed		6123	PRUDENTIAL OVERALL SUPPLY	UNIFORM CLEANING SVC-10/09/18	126.15
196363	11/05/2018	Printed		0403	R.H.F. INC.	RECERTIFY PRO LASER IIII	440.74
196364	11/05/2018	Printed		7116	MELANIE REYNOLDS	REFUND FEE-ALARM PERMIT FEE	50.00
196365	11/05/2018	Printed		5895	RICOH USA INC	COPIER LEASE/MAINTENANCE	3,142.85
196366	11/05/2018	Printed		7117	JUAN RODRIGUEZ	LESS ADMINISTRATION FEE	3,028.00
196367	11/05/2018	Printed		6759	SMARTHIRE	NEW HIRE BACKGROUND CHECK	199.50
196368	11/05/2018	Printed		3032	SOUTH BAY DOCUMENT DESTRUCTION	DOCUMENT SHREDDING	120.00
196369	11/05/2018	Printed		4533	SOUTH BAY LANDSCAPING INC	EMERGENCY MAIN LINE REPAIR	22,179.00
196370	11/05/2018	Printed		6034	SOUTH COAST MECHANICAL	2ND QTR BILLING-OCT-DEC 2018	5,733.00
196371	11/05/2018	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	CNG FUELING STATION	16.03
196372	11/05/2018	Printed		6238	SOUTHERN COMPUTER WAREHOUSE	LOGITECH COMBO KEYBOARD/MOUSE	37.48
196373	11/05/2018	Printed		6349	STEAMX, LLC - SIGNAL HILLS	REPLACE HOSE-PRESSURE WASHER	190.80
196374	11/05/2018	Printed		0849	THE SAFEMART OF SO CAL INC	(3) DUPLICATE KEYS	119.64
196375	11/05/2018	Printed		2883	UNDERGROUND SERVICE ALERT SC	(35) DIG ALERT TICKETS	67.75
196376	11/05/2018	Printed		7118	SUSANA VASQUEZ	REFUND FEE-RENTAL DEPOSIT	750.00
196377	11/05/2018	Printed		0480	VISTA PAINT	GRAFFITI SUPPLIES	595.74
196378	11/05/2018	Printed		1727	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	169.29
196379	11/05/2018	Printed		1708	WESTERN MEDICAL GROUP, INC.	EMPLOYMENT PHYSICAL/SCREENING	90.00
196380	11/05/2018	Printed		7119	NANCY VESTA YOUNGERMAN	REFUND FEE-CONST/DEMO DEPOSIT	960.00

Total Checks: 112

Checks Total (excluding void checks): 738,011.88

Total Payments: 112

Bank Total (excluding void checks): 738,011.88

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CITY OF LAWNSDALE

BANK: WELLS FARGO BANK N.A

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WELLS FARGO BANK N.A Checks							

Total Payments: 112

Grand Total (excluding void checks): 738,011.88

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196273	10/11/2018	Reconciled		6238	SOUTHERN COMPUTER WAREHOUSE	10 PK ULTRIUM DATA CARTRIDGES	255.07
196274	10/11/2018	Reconciled		0941	THE LEW EDWARDS GROUP	PROFESSIONAL SERVICES-SEP 2018	5,000.00
196275	10/11/2018	Reconciled		3672-FLEET	U.S. BANK VOYAGER FLEET SYS	VEHICLE FUEL - MSD	2,221.56
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196288	10/25/2018	Printed		0372C	AT & T - CALNET3	PHONE CHARGES	1,553.07
196289	10/25/2018	Printed		4333	CALIF BLDG STANDARDS COMMISSIO	SURCHARGE QTR ENDING 09/30/18	138.00
196290	10/25/2018	Printed		0190	COLONIAL LIFE & ACCIDENTS, INC	SECTION 125 - POST TAX	3,167.17
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196298	10/25/2018	Printed		5112A	NEOFUNDS BY NEOPOST	POSTAGE REFILL - SEP 2018	1,039.00
196299	10/25/2018	Printed		6815	OOH LA-LA FACE PAINTING	ENTERTAINMENT-FACE PAINTING	595.00
196300	10/25/2018	Printed		0427	SHELL FLEET PLUS	VEHICLE FUEL-VIDEO VAN	11.21
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196302	10/25/2018	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITIES - GAS	1,415.31
196303	10/25/2018	Printed		2002	THE STANDARD, UNIT 22	LTD INSURANCE PREMIUM	1,783.23
196304	10/25/2018	Printed		4142	TIME WARNER CABLE	BCF FIBER METRO E/FIBER I-NET	2,131.90
196305	10/25/2018	Printed		0466	TRAVELTECH ENTERPRISES	DEPOSIT-SR TRAVEL CLUB	100.00
196306	10/25/2018	Printed		3672-ASD	U.S. BANK	CREDIT ACCOUNT PAYMENT	302.82

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196314	11/05/2018	Printed		1541A	ALESHIRE & WYNDER, LLP	LEGAL SVCS-AGENCY-SEP 2018	615.00
196315	11/05/2018	Printed		1541C	ALESHIRE & WYNDER, LLP	LEGAL SVC-CD ENFORCEMENT-SEP18	11,485.12
196316	11/05/2018	Printed		1541FC	ALESHIRE & WYNDER, LLP	LEGAL SV-FRANCHISE/CABLE-SEP18	82.00
196317	11/05/2018	Printed		1541GL	ALESHIRE & WYNDER, LLP	LEGAL SVCS-GR LINE METRO-SEP18	4,612.50
196318	11/05/2018	Printed		1541L	ALESHIRE & WYNDER, LLP	LEGAL SVC-LITIGATION-SEP 2018	61.50
196319	11/05/2018	Printed		1541PLNG	ALESHIRE & WYNDER, LLP	LEGAL SVCS-PLANNING-SEP 2018	540.00
196320	11/05/2018	Printed		1541SBM	ALESHIRE & WYNDER, LLP	LEGAL SVC-SO BAY MALL-SEP 2018	7,523.50
196321	11/05/2018	Printed		1541SP	ALESHIRE & WYNDER, LLP	LEGAL SVC-SPEC. PROJECTS-SEP18	102.50
196322	11/05/2018	Printed		0112	ALL CITY MANAGEMENT SERVICES	SCHOOL CROSSING GUARD SERVICES	11,656.40
196323	11/05/2018	Printed		3228	ALLIANT INSURANCE SERVICES	SPECIAL EVENT INSURANCE	1,953.00
196324	11/05/2018	Printed		6369	AM-TEC SECURITY	ALARM SYSTEM REPAIR	1,447.79
196325	11/05/2018	Printed		6369	AM-TEC SECURITY	SECURITY ALARM/MONITORING SVCS	924.00
196326	11/05/2018	Printed		4185-WEST	AMERICAN STRUCTURAL PEST	PEST CONTROL-CSD 2ND FLR	125.00
196327	11/05/2018	Printed		4185	AMERICAN STRUCTURAL PEST	PEST CONTROL SVCS-OCT 2018	45.00
196328	11/05/2018	Printed		2207	ASAP SIGN & BANNER	BANNERS-HALLOWEEN HAUNT	246.38
196329	11/05/2018	Printed		1056	AT&T GLOBAL SERVICES, INC.	MAINTENANCE SERVICE CONTRACT	865.67
196330	11/05/2018	Printed		6348	ATLAS BACKFLOW	ANNUAL BACKFLOW TESTING	150.00
196331	11/05/2018	Printed		7112	MARLENA D. BELTRAME	REFUND FEE-FACILITY DEPOSIT	250.00
196332	11/05/2018	Printed		7113	JASMINE BREAUX	REFUND FEE-FACILITY DEPOSIT	500.00
196333	11/05/2018	Printed		7114	ANQUITHIA CARTER	REFUND FEE-FACILITY DEPOSIT	250.00
196334	11/05/2018	Printed		6459	CASC ENGINEERING & CONSULTING	NPDES PERMIT COMPLIANCE SVCS	4,495.00
196335	11/05/2018	Printed		7065	CIVIL SOURCE, INC	PROFESSIONAL SVC-F/Y 18/19	27,430.00
196336	11/05/2018	Printed		5361	ROSALIND COOK	INSTRUCTOR FEE-LINE DANCE	218.40
196337	11/05/2018	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	BUILDING INSPECTION SERVICES	13,853.30
196338	11/05/2018	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	INDUSTRIAL WASTE SVC-SEP 2018	1,282.00
196339	11/05/2018	Printed		4177	CROWN TROPHY	16 PEE WEE SPORT TROPHY PLATES	35.98
196340	11/05/2018	Printed		7115	MONICA DIAZ	REFUND FEE-FACILITY DEPOSIT	750.00
196341	11/05/2018	Printed		7064	FARHADI AND ASSOCIATES INC	INTERIM ENGINEERING ASST SVCS	11,760.00
196342	11/05/2018	Printed		6231	GREENLAND SUPPLY INC.	SUPPLIES TO REPAIR 3" LINE	157.44
196343	11/05/2018	Printed		3377	H F & H CONSULTANTS, LLC	SOLID WASTE PROCUREMENT	17,287.45
196344	11/05/2018	Printed		3377	H F & H CONSULTANTS, LLC	PROFESSIONAL SVCS-JUNE 2018	7,039.19

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CITY OF LAWNSDALE

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
196345	11/05/2018	Printed		6665	ICREATE GRAPHIX	(20) T-SHIRTS-PEE WEE SPORTS	130.80
196346	11/05/2018	Printed		6895	INFRASTRUCTURE ENGINEERS	TEMP. STAFFING SVC-ASST ENGR	14,250.00
196347	11/05/2018	Printed		0211	L.A. NEWSPAPER GROUP	DB 10-60-LEGAL ADV-10/19/18	829.75
196348	11/05/2018	Printed		0761	LAWNSDALE COUNCIL PTA	2018 PTA CHRISTMAS BASKET PROG	2,500.00
196349	11/05/2018	Printed		0320	LEAGUE OF CALIFORNIA CITIES-LA	DIVISION MTG/MAYOR RPM	50.00
196350	11/05/2018	Printed		0308	LOS ANGELES COUNTY	SECURITY SERVICES-09/08/2018	180.84
196351	11/05/2018	Printed		0308	LOS ANGELES COUNTY	PUBLIC SAFETY SVC-AUGUST 2018	438,737.14
196352	11/05/2018	Printed		0308	LOS ANGELES COUNTY	SECURITY SERVICES-09/15/2018	293.59
196353	11/05/2018	Printed		7020	EDGAR A. MACIAS	REFUND FEE-CONST/DEMO DEPOSIT	90.00
196354	11/05/2018	Printed		0658	MARTIN & CHAPMAN CO.	YEARLY WALL CALENDARS	15.57
196355	11/05/2018	Printed		6445	MICHAEL BAKER INTL, INC	PROFESSIONAL SVCS-CDBG	1,597.50
196356	11/05/2018	Printed		6428	MINUTEMAN PRESS OF GARDENA	BUSINESS CARD IMPRINTS	6,702.79
196357	11/05/2018	Printed		5560	MITSUBISHI ELECTRIC & ELECT, I	ELEVATOR MAINTENANCE SVCS	598.50
196358	11/05/2018	Printed		1140	PACIFIC TIRE SERVICE	REPAIR FLAT TIRE_VEH #480	235.00
196359	11/05/2018	Printed		0384	PEP BOYS	VEHICLE MAINTENANCE-PWD	39.55
196360	11/05/2018	Printed		7047	PRECISION AUTO CARE, INC	VEHICLE MAINTENANCE-PWD	126.70
196361	11/05/2018	Printed		7111	PROJECT PARTNERS INC	TEMP. STAFFING SCVS-ASD	7,866.52
196362	11/05/2018	Printed		6123	PRUDENTIAL OVERALL SUPPLY	UNIFORM CLEANING SVC-10/09/18	126.15
196363	11/05/2018	Printed		0403	R.H.F. INC.	RECERTIFY PRO LASER IIII	440.74
196364	11/05/2018	Printed		7116	MELANIE REYNOLDS	REFUND FEE-ALARM PERMIT FEE	50.00
196365	11/05/2018	Printed		5895	RICOH USA INC	COPIER LEASE/MAINTENANCE	3,142.85
196366	11/05/2018	Printed		7117	JUAN RODRIGUEZ	LESS ADMINISTRATION FEE	3,028.00
196367	11/05/2018	Printed		6759	SMARTHIRE	NEW HIRE BACKGROUND CHECK	199.50
196368	11/05/2018	Printed		3032	SOUTH BAY DOCUMENT DESTRUCTION	DOCUMENT SHREDDING	120.00
196369	11/05/2018	Printed		4533	SOUTH BAY LANDSCAPING INC	EMERGENCY MAIN LINE REPAIR	22,179.00
196370	11/05/2018	Printed		6034	SOUTH COAST MECHANICAL	2ND QTR BILLING-OCT-DEC 2018	5,733.00
196371	11/05/2018	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	CNG FUELING STATION	16.03
196372	11/05/2018	Printed		6238	SOUTHERN COMPUTER WAREHOUSE	LOGITECH COMBO KEYBOARD/MOUSE	37.48
196373	11/05/2018	Printed		6349	STEAMX, LLC - SIGNAL HILLS	REPLACE HOSE-PRESSURE WASHER	190.80
196374	11/05/2018	Printed		0849	THE SAFEMART OF SO CAL INC	(3) DUPLICATE KEYS	119.64
196375	11/05/2018	Printed		2883	UNDERGROUND SERVICE ALERT SC	(35) DIG ALERT TICKETS	67.75
196376	11/05/2018	Printed		7118	SUSANA VASQUEZ	REFUND FEE-RENTAL DEPOSIT	750.00
196377	11/05/2018	Printed		0480	VISTA PAINT	GRAFFITI SUPPLIES	595.74
196378	11/05/2018	Printed		1727	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	169.29
196379	11/05/2018	Printed		1708	WESTERN MEDICAL GROUP, INC.	EMPLOYMENT PHYSICAL/SCREENING	90.00
196380	11/05/2018	Printed		7119	NANCY VESTA YOUNGERMAN	REFUND FEE-CONST/DEMO DEPOSIT	960.00

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BANK: WELLS FARGO BANK N.A

CITY OF LAWNSDALE

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
			Total Checks: 112				
			Total Payments: 112		Checks Total (excluding void checks): 738,011.88		
			Total Payments: 112		Bank Total (excluding void checks): 738,011.88		
					Grand Total (excluding void checks): 738,011.88		

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Ref. No.	Vendor Name	Invoice No.	Posting Date	PONumber	Invoice Date	Invoice Description	Invoice Amount
68858	AT & T		10/11/2018		08/25/2018	LONG DISTANCE SVC-SEP 2018	
		08/25/2018					13.85
						Vendor Total:	13.85
68859	BERICOM IT & DESIGN		10/11/2018	00017015	10/08/2018	NETWORK/COMPUTER SUPPORT	
		613					10,527.60
						Vendor Total:	10,527.60
68860	GOLDEN STATE WATER CO.		10/11/2018		10/11/2018	UTILITIES - WATER	
		OCTOBER 2018					12,050.74
						Vendor Total:	12,050.74
68861	OFFICE DEPOT		10/11/2018		08/10/2018	OFFICE SUPPLIES - CSD	
		182123219001					57.47
68862	OFFICE DEPOT		10/11/2018		08/10/2018	OFFICE SUPPLIES - PWD	
		181668977001					12.03
68863	OFFICE DEPOT		10/11/2018		08/10/2018	OFFICE SUPPLIES - CSD	
		181889067001					56.96
68864	OFFICE DEPOT		10/11/2018		08/13/2018	OFFICE SUPPLIES - PWD	
		181413982001					21.00
68865	OFFICE DEPOT		10/11/2018		08/07/2018	OFFICE SUPPLIES - CDD	
		179656508001					189.96
68866	OFFICE DEPOT		10/11/2018		08/01/2018	OFFICE SUPPLIES - CSD	
		175434593001					172.99
68867	OFFICE DEPOT		10/11/2018		08/20/2018	OFFICE SUPPLIES - FIN	
		187211900001					44.21
68868	OFFICE DEPOT		10/11/2018		08/20/2018	OFFICE SUPPLIES - FIN	
		187110899001					112.82
68869	OFFICE DEPOT		10/11/2018		08/20/2018	OFFICE SUPPLIES - PWD	
		186110897001					92.03
68870	OFFICE DEPOT		10/11/2018		09/11/2018	OFFICE SUPPLIES - CSD	
		202032660001					-3.16
68871	OFFICE DEPOT		10/11/2018		09/11/2018	OFFICE SUPPLIES - CSD	
		202035945001					-1.59
68872	OFFICE DEPOT		10/11/2018		08/14/2018	OFFICE SUPPLIES - PWD	
		184811223001					-13.12
68873	OFFICE DEPOT		10/11/2018		07/10/2018	OFFICE SUPPLIES - MSD	
		161776920001					155.73
68874	OFFICE DEPOT		10/11/2018		07/10/2018	OFFICE SUPPLIES - MSD	
		161779023001					13.95
68875	OFFICE DEPOT		10/11/2018		07/17/2018	OFFICE SUPPLIES - PWD	
		165037448001					11.59
68876	OFFICE DEPOT		10/11/2018		07/10/2018	OFFICE SUPPLIES - PWD	
		161490097001					42.60
68877	OFFICE DEPOT		10/11/2018		07/16/2018	OFFICE SUPPLIES - PWD	
		165038796001					3.82
68878	OFFICE DEPOT		10/11/2018		07/17/2018	OFFICE SUPPLIES - PWD	
		165038794001					68.96
68879	OFFICE DEPOT		10/11/2018		07/27/2018	OFFICE SUPPLIES - PWD	
		171869931001					131.39
68880	OFFICE DEPOT		10/11/2018		08/09/2018	OFFICE SUPPLIES - MSD	
		166545351001					18.60
						Vendor Total:	1,188.24
68881	SOUTHERN COMPUTER WAREHOUSE		10/11/2018		10/02/2018	10 PK ULTRIUM DATA CARTRIDG	
		IN-000532044					255.07
						Vendor Total:	255.07
68882	THE LEW EDWARDS GROUP		10/11/2018		09/28/2018	PROFESSIONAL SERVICES-SEP ;	
		007					5,000.00
						Vendor Total:	5,000.00
68885	U.S. BANK VOYAGER FLEET SYS		10/11/2018	00016968	09/24/2018	VEHICLE FUEL - PWD	
		86932-2446-09/24/18-PWD					1,211.50
68886	U.S. BANK VOYAGER FLEET SYS		10/11/2018		09/24/2018	VEHICLE FUEL - MSD	
		86932-2446-09/24/18-MSD					1,010.06

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Ref. No.	Vendor Name	Invoice No.	Posting Date	PONumber	Invoice Date	Invoice Description	Invoice Amount	
						Vendor Total:	2,221.56	
68883	U.S. BANK		10/11/2018		09/24/2018	CREDIT ACCOUNT PAYMENT		
		4246-0445-5575-5259-09/24/18					370.69	
						Vendor Total:	370.69	
68884	U.S. BANK		10/11/2018		09/24/2018	CREDIT ACCOUNT PAYMENT		
		4246-0446-0687-3242-09/24/2018					162.19	
						Vendor Total:	162.19	
							Grand Total:	31,807.81
							Less Credit Memos:	-17.87
							Net Total:	31,789.94
							Less Hand Check Total:	0.00
							Outstanding Invoice Total:	31,789.94
Total Invoices: 29								

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Ref. No.	Vendor Name	Invoice No.	Posting Date	PONumber	Invoice Date	Invoice Description	Invoice Amount
68888	CHRISTINA BROOME		10/18/2018	00016979	10/16/2018	INSTRUCTOR FEE-SR YOGA	
		SEPTEMBER 2018B					260.00
68889	CHRISTINA BROOME		10/18/2018	00016979	10/16/2018	INSTRUCTOR FEE-SR YOGA	
		OCTOBER 2018A					195.00
						Vendor Total:	455.00
68890	DUNBAR ARMORED INC		10/18/2018	00016928	10/01/2018	ARMORED SVCS - OCT 2018	
		4281595					155.40
						Vendor Total:	155.40
68891	MARC SALDANA		10/18/2018	00016978	10/16/2018	INSTRUCTOR FEE - SR TAI CHI	
		SEP 2018					260.00
						Vendor Total:	260.00
68901	SPARKLETTS		10/18/2018	00017020	10/01/2018	BOTTLED WATER SERVICES	
		4457266100118					487.31
						Vendor Total:	487.31
68898	TIME WARNER CABLE		10/18/2018		10/10/2018	PW-FIBER OPTICS COMM	
		8448-3000-4003-3083-OCT 2018					96.13
68899	TIME WARNER CABLE		10/18/2018		10/10/2018	CABLE BROADCAST-CITY HALL	
		8448-3000-4000-4993-OCT 2018					183.63
						Vendor Total:	279.76
68892	U.S. BANK		10/18/2018	00017025	09/24/2018	CREDIT ACCOUNT PAYMENT	
		4246-0445-5572-5047-09/24/18A					1,080.14
68893	U.S. BANK		10/18/2018	00017027	09/24/2018	CREDIT ACCOUNT PAYMENT	
		4246-0445-5572-5047-09/24/18B					564.64
68894	U.S. BANK		10/18/2018		09/24/2018	CREDIT ACCOUNT PAYMENT	
		4246-0445-5572-5047-09/24/18C					46.94
						Vendor Total:	1,691.72
68895	U.S. BANK		10/18/2018	00016950	09/24/2018	CREDIT ACCOUNT PAYMENT	
		4246-0445-5572-5013-09/24/18					342.07
68896	U.S. BANK		10/18/2018		10/03/2018	2018 STD SPECS GREEN BOOK	
		1364259					197.98
						Vendor Total:	540.05
68897	VERIZON WIRELESS		10/18/2018		10/02/2018	M2M ACCOUNT SHARE DATA LIN	
		9815777255					25.02
68900	VERIZON WIRELESS		10/18/2018		10/03/2018	CELL PHONE SERVICE	
		9815829124					436.65
						Vendor Total:	461.67
Grand Total:							4,330.91
Less Credit Memos:							0.00
Net Total:							4,330.91
Less Hand Check Total:							0.00
Outstanding Invoice Total:							4,330.91
Total Invoices: 14							

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City of Lawndale

Ref. No.	Vendor Name	Invoice No.	Posting Date	PONumber	Invoice Date	Invoice Description	Invoice Amount
68902	AT & T - CALNET3		10/25/2018		10/13/2018	PHONE CHARGES	38.26
		000012036328					
68903	AT & T - CALNET3		10/25/2018		10/13/2018	PHONE CHARGES	1,553.07
		000012036348					
						Vendor Total:	1,591.33
68904	CALIF BLDG STANDARDS COMMISSIO		10/25/2018		10/22/2018	SURCHARGE QTR ENDING 09/30/	138.00
		09/30/2018					
						Vendor Total:	138.00
68905	COLONIAL LIFE & ACCIDENTS, INC		10/25/2018		10/01/2018	SECTION 125 - PRE TAX	1,367.13
		E7421597-PRE TAX-OCT 2018					
68906	COLONIAL LIFE & ACCIDENTS, INC		10/25/2018		10/01/2018	SECTION 125 - POST TAX	1,800.04
		E7421597-POST TAX-OCT 2018					
						Vendor Total:	3,167.17
68908	DELTA DENTAL INS		10/25/2018		10/01/2018	HMO DENTAL INSURANCE	127.41
		BE00 3046512-10/01/2018					
						Vendor Total:	127.41
68907	DELTA DENTAL		10/25/2018		10/01/2018	DENTAL INSURANCE PREMIUM-F	2,597.34
		BE00 3048181-10/01/2018					
						Vendor Total:	2,597.34
68909	EDWARD EDWARDS		10/25/2018	00017074	09/13/2018	ENTERTAINMENT-DJ SERVICES	500.00
		103-HALLOWEEN HAUNT -10/31/18					
						Vendor Total:	500.00
68910	GOLDEN STATE WATER CO.		10/25/2018		10/18/2018	UTILITIES - WATER	7,209.63
		OCT 2018					
						Vendor Total:	7,209.63
68912	L.A. COUNTY CLERK'S OFFICE		10/25/2018		10/17/2018	POSTING-NOTICE OF EXEMPTIOI	75.00
		CONCRETE REPAIR FY 18/19					
						Vendor Total:	75.00
68911	LEGACY TRAVEL & TOURS		10/25/2018		10/23/2018	DEPOSIT - SR TRAVEL CLUB TRII	500.00
		2516-RIVERSIDE RESORT/CASINO					
						Vendor Total:	500.00
68913	MANAGED HEALTH NETWORK		10/25/2018		10/01/2018	EMP. ASSIST PROGRAM - OCT 20	91.96
		PRM-029312					
						Vendor Total:	91.96
68918	NEOFUNDS BY NEOPOST		10/25/2018	0017021A	10/15/2018	POSTAGE REFILL - SEP 2018	1,039.00
		7900044080194966-SEP 2018					
						Vendor Total:	1,039.00
68914	OOH LA-LA FACE PAINTING		10/25/2018	00017073	10/23/2018	ENTERTAINMENT-FACE PAINTING	595.00
		103118-HALLOWEEN HAUNT 2018					
						Vendor Total:	595.00
68915	SHELL FLEET PLUS		10/25/2018		10/23/2018	VEHICLE FUEL-VIDEO VAN	11.21
		79036778810					
						Vendor Total:	11.21
68916	SOUTHERN CALIFORNIA EDISON CO.		10/25/2018		10/23/2018	UTILITIES - SEP 2018	3,885.78
		OCT 2018A					
						Vendor Total:	3,885.78

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City of Lawndale

Ref. No.	Vendor Name	Invoice No.	Posting Date	PONumber	Invoice Date	Invoice Description	Invoice Amount
68917	SOUTHERN CALIFORNIA GAS CO.	OCT 2018	10/25/2018		10/18/2018	UTILITIES - GAS	1,415.31
						Vendor Total:	1,415.31
68919	THE STANDARD, UNIT 22	OCT 2018-LIFE	10/25/2018		10/01/2018	LIFE INSURANCE PREMIUM	756.00
68920	THE STANDARD, UNIT 22	OCT 2018-ADD	10/25/2018		10/01/2018	AD & D INSURANCE PREMIUM	78.75
68921	THE STANDARD, UNIT 22	OCT 2018-LTD	10/25/2018		10/01/2018	LTD INSURANCE PREMIUM	948.48
						Vendor Total:	1,783.23
68922	TIME WARNER CABLE	8448300040234046-NOV 2018	10/25/2018		10/14/2018	BCF FIBER METRO E/FIBER I-NE1	2,131.90
						Vendor Total:	2,131.90
68923	TRAVELTECH ENTERPRISES	992238-WELK THEATRE/LUNCH	10/25/2018		10/23/2018	DEPOSIT-SR TRAVEL CLUB	100.00
						Vendor Total:	100.00
68925	U.S. BANK	4246-0445-5575-5259-08/22/2018	10/25/2018		08/22/2018	CREDIT ACCOUNT PAYMENT	302.82
						Vendor Total:	302.82
68927	U.S. BANK	4246-0470-0066-8951-09/24/18	10/25/2018		09/24/2018	CREDIT ACCOUNT PAYMENT	2,918.26
						Vendor Total:	2,918.26
68924	CLARENCE A. ULRICH	11/09/2018	10/25/2018		10/16/2018	ENTERTAINMENT-SR LUNCHEON	300.00
						Vendor Total:	300.00
68926	VISION SERVICE PLAN	OCT 2018	10/25/2018		10/22/2018	VISION PREMIUM PAYMENT	764.04
						Vendor Total:	764.04
Grand Total:							31,244.39
Less Credit Memos:							0.00
Net Total:							31,244.39
Less Hand Check Total:							0.00
Outstanding Invoice Total:							31,244.39
Total Invoices: 26							

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Ref. No.	Vendor Name	Invoice No.	Posting Date	PONumber	Invoice Date	Invoice Description	Invoice Amount	
68976	DIGITAL MAP PRODUCTS, L.L.C.	35118-IN	10/30/2018		10/24/2018	RENEWAL-SUBSCRIPTION/LICEN	16,170.00	
						Vendor Total:	<u>16,170.00</u>	
68975	I & O PARTY RENTALS	3408-HALLOWEEN HAUNT	10/30/2018		10/24/2018	RENTAL-TABLE AND CHAIRS	245.35	
						Vendor Total:	<u>245.35</u>	
							Grand Total:	16,415.35
							Less Credit Memos:	<u>0.00</u>
							Net Total:	16,415.35
							Less Hand Check Total:	<u>0.00</u>
							Outstanding Invoice Total:	<u>16,415.35</u>
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68958	ALESHIRE & WYNDER, LLP	48518	11/05/2018		10/17/2018	LEGAL SVCS-GENERAL-SEP 2018	14,138.00
						Vendor Total:	14,138.00
68959	ALESHIRE & WYNDER, LLP	48524	11/05/2018		10/17/2018	LEGAL SVCS-AGENCY-SEP 2018	615.00
						Vendor Total:	615.00
68960	ALESHIRE & WYNDER, LLP	48523	11/05/2018		10/17/2018	LEGAL SVC-CD ENFORCEMENT-SEP 2018	11,485.12
						Vendor Total:	11,485.12
68961	ALESHIRE & WYNDER, LLP	48525	11/05/2018		10/17/2018	LEGAL SV-FRANCHISE/CABLE-SEP 2018	82.00
						Vendor Total:	82.00
68962	ALESHIRE & WYNDER, LLP	48526	11/05/2018		10/17/2018	LEGAL SVCS-GR LINE METRO-SEP 2018	4,612.50
						Vendor Total:	4,612.50
68963	ALESHIRE & WYNDER, LLP	48520	11/05/2018		10/17/2018	LEGAL SVC-LITIGATION-SEP 2018	61.50
						Vendor Total:	61.50
68964	ALESHIRE & WYNDER, LLP	48522	11/05/2018		10/17/2018	LEGAL SVCS-PLANNING-SEP 2018	540.00
						Vendor Total:	540.00
68965	ALESHIRE & WYNDER, LLP	48527	11/05/2018		10/17/2018	LEGAL SVC-SO BAY MALL-SEP 2018	7,523.50
						Vendor Total:	7,523.50
68966	ALESHIRE & WYNDER, LLP	48519	11/05/2018		10/17/2018	LEGAL SVC-SPEC. PROJECTS-SEP 2018	102.50
						Vendor Total:	102.50
68967	ALL CITY MANAGEMENT SERVICES		11/05/2018	00017068	09/13/2018	SCHOOL CROSSING GUARD SVC	5,216.40
		56313-08/26/18-09/08/18					
68968	ALL CITY MANAGEMENT SERVICES		11/05/2018	00017068	09/26/2018	SCHOOL CROSSING GUARD SER	6,440.00
		56545					
						Vendor Total:	11,656.40
69007	ALLIANT INSURANCE SERVICES		11/05/2018	00017022	10/23/2018	SPECIAL EVENT INSURANCE	1,953.00
		101018-3RD QTR 2018					
						Vendor Total:	1,953.00
68931	AMERICAN STRUCTURAL PEST		11/05/2018		10/03/2018	PEST CONTROL SVCS-OCT 2018	45.00
		49593-CITY HALL					
						Vendor Total:	45.00
69008	AMERICAN STRUCTURAL PEST		11/05/2018	00017006	10/03/2018	PEST CONTROL-CSD 2ND FLR	125.00
		49594					
						Vendor Total:	125.00
68928	AM-TEC SECURITY		11/05/2018	00016951	09/27/2018	SECURITY ALARM/MONITORING	924.00
		597445					
68929	AM-TEC SECURITY		11/05/2018	00017066	10/03/2018	FIRE SYSTEM REPAIR @ CITY HALL	630.23
		52129					
68930	AM-TEC SECURITY		11/05/2018	00017066	10/03/2018	INSTALL PANIC BUTTON - MSD	622.56
		52141					

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68969	AM-TEC SECURITY	52247	11/05/2018		10/10/2018	ALARM SYSTEM REPAIR	195.00
						Vendor Total:	2,371.79
68970	ASAP SIGN & BANNER	17655	11/05/2018		09/24/2018	BANNERS-HALLOWEEN HAUNT	246.38
						Vendor Total:	246.38
68972	AT&T GLOBAL SERVICES, INC. SB097438		11/05/2018	00017013	10/08/2018	MAINTENANCE SERVICE CONTR,	865.67
						Vendor Total:	865.67
69009	A-THRONE CO., INC	546525	11/05/2018	00017017	10/10/2018	PORTABLE RESTROOM-MCKENZ	88.95
						Vendor Total:	88.95
68971	ATLAS BACKFLOW	6600	11/05/2018		10/10/2018	ANNUAL BACKFLOW TESTING	150.00
						Vendor Total:	150.00
69010	MARLENA D. BELTRAME	70141	11/05/2018		10/23/2018	REFUND FEE-FACILITY DEPOSIT	250.00
						Vendor Total:	250.00
69011	JASMINE BREAUX	F/69860	11/05/2018		10/23/2018	REFUND FEE-FACILITY DEPOSIT	500.00
						Vendor Total:	500.00
69012	ANQUITHIA CARTER	F/69667	11/05/2018		10/23/2018	REFUND FEE-FACILITY DEPOSIT	250.00
						Vendor Total:	250.00
68932	CASC ENGINEERING & CONSULTING 39655		11/05/2018	00016973	08/31/2018	NPDES PERMIT COMPLIANCE SV	4,495.00
						Vendor Total:	4,495.00
68933	CIVIL SOURCE, INC	101096	11/05/2018	00017041	09/24/2018	PROFESSIONAL SVC-F/Y 18/19	27,430.00
						Vendor Total:	27,430.00
69014	ROSALIND COOK	1106	11/05/2018	00016995	09/11/2018	INSTRUCTOR FEE-LINE DANCE	218.40
						Vendor Total:	218.40
68934	COUNTY OF LA DEPT OF PUBLIC WK IN190000133		11/05/2018	00016938	09/20/2018	BUILDING INSPECTION SERVICE:	13,853.30
69019	COUNTY OF LA DEPT OF PUBLIC WK PW-18100901439		11/05/2018	00016972	10/09/2018	INDUSTRIAL WASTE SVC-SEP 20	1,282.00
						Vendor Total:	15,135.30
69015	CROWN TROPHY	13766	11/05/2018		10/02/2018	16 PEE WEE SPORT TROPHY PL	35.98
						Vendor Total:	35.98
69013	MONICA DIAZ	F/69937	11/05/2018		10/23/2018	REFUND FEE-FACILITY DEPOSIT	750.00
						Vendor Total:	750.00
68973	FARHADI AND ASSOCIATES INC 18-103		11/05/2018	00017036	10/08/2018	INTERIM ENGINEERING ASST SV	11,760.00

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						Vendor Total:	11,760.00
68938	GREENLAND SUPPLY INC.	230585	11/05/2018		09/19/2018	SUPPLIES TO REPAIR 3" LINE	157.44
						Vendor Total:	157.44
68974	H F & H CONSULTANTS, LLC	9715647	11/05/2018	00016952	10/15/2018	PROFESSIONAL SVCS-JUNE 2018	7,039.19
69016	H F & H CONSULTANTS, LLC	9715639	11/05/2018	0016907A	10/17/2018	SOLID WASTE PROCUREMENT	17,287.45
						Vendor Total:	24,326.64
69017	ICREATE GRAPHIX	05_3002	11/05/2018		10/22/2018	(20) T-SHIRTS-PEE WEE SPORTS	130.80
						Vendor Total:	130.80
68977	INFRASTRUCTURE ENGINEERS	23505	11/05/2018	0016908A	09/30/2018	TEMP. STAFFING SVC-ASST ENG	14,250.00
						Vendor Total:	14,250.00
68935	L.A. NEWSPAPER GROUP		11/05/2018	00016944	09/14/2018	DB 9-46-LEGAL AD-09/14/18	172.45
						AD#0011173765-5007749-CDD	
68936	L.A. NEWSPAPER GROUP		11/05/2018	00016944	08/03/2018	DB 8-25-LEGAL AD-08/03/18	182.45
						AD #0011157138-5052005-CDD	
68937	L.A. NEWSPAPER GROUP		11/05/2018	00016944	08/03/2018	DB 8-26-LEGAL AD-09/19/18	177.45
						AD# 0011157142-5052005	
68979	L.A. NEWSPAPER GROUP		11/05/2018	00016925	10/04/2018	DB 10-25-LEGAL ADV-10/04/2018	107.45
						AD #0011182795-5007750-CCD	
68980	L.A. NEWSPAPER GROUP		11/05/2018		10/19/2018	DB 10-60-LEGAL ADV-10/19/18	189.95
						AD #0011188359-5007750-CCD	
						Vendor Total:	829.75
69018	LAWNDALE COUNCIL PTA		11/05/2018		10/23/2018	2018 PTA CHRISTMAS BASKET P	2,500.00
						FROM PRSS COMMISSION	
						Vendor Total:	2,500.00
68939	LEAGUE OF CALIFORNIA CITIES-LA	3694-09/12/18	11/05/2018		09/12/2018	DIVISION MTG/MAYOR RPM	50.00
						Vendor Total:	50.00
68978	LOS ANGELES COUNTY	190491CY	11/05/2018		09/06/2018	PUBLIC SAFETY SVC-AUGUST 20	438,737.14
69020	LOS ANGELES COUNTY	190722CY	11/05/2018		09/08/2018	SECURITY SERVICES-09/08/2018	180.84
69021	LOS ANGELES COUNTY	190983CY	11/05/2018		10/23/2018	SECURITY SERVICES-09/15/2018	293.59
						Vendor Total:	439,211.57
68940	EDGAR A. MACIAS	F/67956	11/05/2018		10/04/2018	REFUND FEE-CONST/DEMO DEP	90.00
						Vendor Total:	90.00
69022	MARTIN & CHAPMAN CO.	2018500	11/05/2018		10/24/2018	YEARLY WALL CALENDARS	15.57
						Vendor Total:	15.57
68941	MICHAEL BAKER INTL, INC	1027739	11/05/2018	00017038	10/05/2018	PROFESSIONAL SVCS-CDBG	1,597.50
						Vendor Total:	1,597.50
68981	MINUTEMAN PRESS OF GARDENA	16716	11/05/2018	00016929	10/15/2018	BUSINESS LICENSE STICKERS 20	455.30

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68982	MINUTEMAN PRESS OF GARDENA	16696	11/05/2018	00016929	10/09/2018	BUSINESS CARD IMPRINTS	55.44
68983	MINUTEMAN PRESS OF GARDENA	16697	11/05/2018		10/09/2018	2ND MEASURE L MAILERS	1,308.79
68984	MINUTEMAN PRESS OF GARDENA	16698	11/05/2018		10/09/2018	2ND MEASURE L POSTAGE	1,400.00
68985	MINUTEMAN PRESS OF GARDENA	16699	11/05/2018		10/09/2018	MEASURE L MAILER TO LAWNDA	202.41
68986	MINUTEMAN PRESS OF GARDENA	16610	11/05/2018		09/13/2018	1ST MEASURE L BOOKLET MAILE	1,625.41
68987	MINUTEMAN PRESS OF GARDENA	16611	11/05/2018		09/13/2018	1ST MEASURE L BOOKLET POST	1,600.00
69023	MINUTEMAN PRESS OF GARDENA	16737	11/05/2018	00016929	10/23/2018	BUSINESS CARD IMPRINTS	55.44
						Vendor Total:	6,702.79
68988	MITSUBISHI ELECTRIC & ELECT, I	332693	11/05/2018	00016976	10/16/2018	ELEVATOR MAINTENANCE SVCS	598.50
						Vendor Total:	598.50
68942	PACIFIC TIRE SERVICE	107997	11/05/2018		10/02/2018	REPAIR FLAT TIRE-VEH #493	10.00
68943	PACIFIC TIRE SERVICE	107999	11/05/2018		10/02/2018	REPLACE TIRE-VEH #493	160.00
68989	PACIFIC TIRE SERVICE	106899	11/05/2018		10/15/2018	REPAIR FLAT TIRE-VEH #506	35.00
68990	PACIFIC TIRE SERVICE	106635	11/05/2018		10/17/2018	REPAIR FLAT TIRE-VEH #508	10.00
68991	PACIFIC TIRE SERVICE	108103	11/05/2018		10/17/2018	REPAIR FLAT TIRE-VEH #493	10.00
69024	PACIFIC TIRE SERVICE	107250	11/05/2018		07/31/2018	REPAIR FLAT TIRE_VEH #480	10.00
						Vendor Total:	235.00
68992	PEP BOYS	9692154638	11/05/2018		09/22/2018	VEHICLE MAINTENANCE-PWD	39.55
						Vendor Total:	39.55
68993	PRECISION AUTO CARE, INC	0083859	11/05/2018	00016969	10/10/2018	VEHICLE MAINTENANCE-PWD	126.70
						Vendor Total:	126.70
68944	PROJECT PARTNERS INC	8608	11/05/2018		09/01/2018	TEMP. STAFFING SCVS-ASD	7,866.52
						Vendor Total:	7,866.52
68945	PRUDENTIAL OVERALL SUPPLY	423337722	11/05/2018	00016961	09/25/2018	UNIFORM CLEANING SVC-09/25/1	31.76
68946	PRUDENTIAL OVERALL SUPPLY	42336007	11/05/2018	00016961	10/02/2018	UNIFORM CLEANING SVC-10/02/1	30.32
68947	PRUDENTIAL OVERALL SUPPLY	42331571	11/05/2018	00016961	09/18/2018	UNIFORM CLEANING SVC-09/18/1	33.75
68948	PRUDENTIAL OVERALL SUPPLY	42338268	11/05/2018	00016961	10/09/2018	UNIFORM CLEANING SVC-10/09/1	30.32
						Vendor Total:	126.15
68949	R.H.F. INC.	73350-SN UL002198	11/05/2018		09/19/2018	RECERTIFY/REPAIR LASERGUN	160.00
68950	R.H.F. INC.	73347-SN UL002196	11/05/2018		09/19/2018	RECERTIFY LASERGUN	110.74
68951	R.H.F. INC.	73346	11/05/2018		09/19/2018	RECERTIFY PRO LASER IIII	85.00
68952	R.H.F. INC.	73348	11/05/2018		09/19/2018	RECERTIFY PRO LASER IIII	85.00

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						Vendor Total:	440.74
69025	MELANIE REYNOLDS	F/70149	11/05/2018		10/08/2018	REFUND FEE-ALARM PERMIT FEI	50.00
						Vendor Total:	50.00
68994	RICOH USA INC	5054671273-SEP 2018	11/05/2018	00017023	10/01/2018	COPIER LEASE/MAINTENANCE	695.20
68995	RICOH USA INC	5054671444-SEP 2018	11/05/2018	00017023	10/01/2018	COPIER LEASE/MAINTENANCE	319.57
69026	RICOH USA INC	9026745996	11/05/2018	00017023	10/15/2018	COPIER LEASE/MAINTENANCE	2,128.08
						Vendor Total:	3,142.85
69027	JUAN RODRIGUEZ	F/69863	11/05/2018		10/23/2018	REFUND FEE-EVENT CANCELLA1	2,133.00
69028	JUAN RODRIGUEZ	F/69864	11/05/2018		10/23/2018	REFUND FEE-EVENT SECURITY I	900.00
69029	JUAN RODRIGUEZ	F/69864A	11/05/2018		10/23/2018	LESS ADMINISTRATION FEE	-5.00
						Vendor Total:	3,028.00
68996	SMARTHIRE	45445	11/05/2018		10/18/2018	NEW HIRE BACKGROUND CHECK	199.50
						Vendor Total:	199.50
68953	SOUTH BAY DOCUMENT DESTRUCTION	58296	11/05/2018		09/26/2018	DOCUMENT SHREDDING	120.00
						Vendor Total:	120.00
68954	SOUTH BAY LANDSCAPING INC	18503	11/05/2018	00016982	09/30/2018	LANDSCAPING SERVICES	18,835.00
68997	SOUTH BAY LANDSCAPING INC	18285	11/05/2018	00017069	10/10/2018	INSTALL BACKFLOW ASSY SVCS	836.00
68998	SOUTH BAY LANDSCAPING INC	18519	11/05/2018	00017069	09/30/2018	EMERGENCY MAIN LINE REPAIR	2,508.00
						Vendor Total:	22,179.00
68999	SOUTH COAST MECHANICAL	48635	11/05/2018	00017072	09/25/2018	SERVICE ON AC UNIT - MSD	476.00
69000	SOUTH COAST MECHANICAL	48830	11/05/2018	00016955	10/01/2018	2ND QTR BILLING-OCT-DEC 2018	5,257.00
						Vendor Total:	5,733.00
68955	SOUTHERN CALIFORNIA GAS CO.	SEP 2018	11/05/2018		10/08/2018	CNG FUELING STATION	16.03
						Vendor Total:	16.03
69001	SOUTHERN COMPUTER WAREHOUSE	IN-000534228	11/05/2018		10/12/2018	LOGITECH COMBO KEYBOARD/W	37.48
						Vendor Total:	37.48
69002	STEAMX, LLC - SIGNAL HILLS	50274	11/05/2018		10/16/2018	REPLACE HOSE-PRESSURE WAS	190.80
						Vendor Total:	190.80
68956	THE SAFEMART OF SO CAL INC	91022	11/05/2018	00016947	09/21/2018	(6) KEY LOCKS - PWD	103.21
69003	THE SAFEMART OF SO CAL INC	90867	11/05/2018		09/27/2018	(3) DUPLICATE KEYS	16.43
						Vendor Total:	119.64

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68957	UNDERGROUND SERVICE ALERT SC	920180393	11/05/2018	00016948	10/01/2018	(35) DIG ALERT TICKETS	67.75
						Vendor Total:	67.75
69030	SUSANA VASQUEZ	F/69180	11/05/2018		10/23/2018	REFUND FEE-RENTAL DEPOSIT	750.00
						Vendor Total:	750.00
69004	VISTA PAINT	2018-456949-00	11/05/2018	00017067	09/27/2018	INTERIOR PAINT FOR MSD	453.52
69031	VISTA PAINT	2018-480210-00	11/05/2018	00016953	10/09/2018	TRAFFIC PAINT SUPPLIES	64.78
69032	VISTA PAINT	2018-269140-00	11/05/2018	00016953	10/18/2018	GRAFFITI SUPPLIES	77.44
						Vendor Total:	595.74
69005	WAXIE SANITARY SUPPLY	77788982	11/05/2018	00016958	10/11/2018	JANITORIAL SUPPLIES	169.29
						Vendor Total:	169.29
69006	WESTERN MEDICAL GROUP, INC.	41237	11/05/2018		10/16/2018	EMPLOYMENT PHYSICAL/SCREE	90.00
						Vendor Total:	90.00
69033	NANCY VESTA YOUNGERMAN	F/69286	11/05/2018		10/30/2018	REFUND FEE-CONST/DEMO DEP	960.00
						Vendor Total:	960.00
Grand Total:							654,236.29
Less Credit Memos:							-5.00
Net Total:							654,231.29
Less Hand Check Total:							0.00
Outstanding Invoice Total:							654,231.29
Total Invoices: 104							

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Description	Check #	Due Date	Posting Date	Amount
Fund: 100 General Fund							
Dept: 000							
100-000-410.120	Alarm Permits REYNOLDS/MELANIE//	F/70149	REFUND FEE-ALARM PERMIT FEE	196364	11/05/2018	11/05/2018	50.00 50.00
100-000-422.100	Building Permit Fees CALIF BLDG STANDARDS COMMISSIO	09/30/2018	SURCHARGE QTR ENDING 09/30/18	196289	10/25/2018	10/25/2018	-14.61 -14.61
100-000-425.101	Community Center Rental Fees LOS ANGELES COUNTY RODRIGUEZ/JUAN// RODRIGUEZ/JUAN// RODRIGUEZ/JUAN//	190722CY F/69863 F/69864 F/69864A	SECURITY SERVICES-09/08/2018 REFUND FEE-EVENT CANCELLATION REFUND FEE-EVENT SECURITY FEE LESS ADMINISTRATION FEE	196350 196366 196366 196366	11/05/2018 11/05/2018 11/05/2018 11/05/2018	11/05/2018 11/05/2018 11/05/2018 11/05/2018	180.84 424.00 900.00 -5.00 1,499.84
100-000-425.102	CC-Administration Fees RODRIGUEZ/JUAN//	F/69863	REFUND FEE-EVENT CANCELLATION	196366	11/05/2018	11/05/2018	15.00 15.00
100-000-425.103	CC - Recreation Staff Fees RODRIGUEZ/JUAN//	F/69863	REFUND FEE-EVENT CANCELLATION	196366	11/05/2018	11/05/2018	280.00 280.00
100-000-425.104	CC - Maintenance Fees RODRIGUEZ/JUAN//	F/69863	REFUND FEE-EVENT CANCELLATION	196366	11/05/2018	11/05/2018	30.00 30.00
100-000-425.105	CC - Utility Fees RODRIGUEZ/JUAN//	F/69863	REFUND FEE-EVENT CANCELLATION	196366	11/05/2018	11/05/2018	10.00 10.00
100-000-425.106	CC - Rental Insurance Fees RODRIGUEZ/JUAN//	F/69863	REFUND FEE-EVENT CANCELLATION	196366	11/05/2018	11/05/2018	11.00 11.00
Total Dept. 000:							1,881.23
Dept: 110 City Council							
100-110-510.100	Office Supplies U.S. BANK//	4246-0446-0687-3242-09/24/2018	CREDIT ACCOUNT PAYMENT	196277	10/11/2018	10/11/2018	24.06

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	U.S. BANK///	4246-0446-0687-3242-09/24/2018	CREDIT ACCOUNT PAYMENT	196277	10/11/2018	10/11/2018	62.85
							86.91
100-110-510.200	Reprographics U.S. BANK///	4246-0446-0687-3242-09/24/2018	CREDIT ACCOUNT PAYMENT	196277	10/11/2018	10/11/2018	49.28
							49.28
100-110-510.620	Travel/Meetings LEAGUE OF CALIFORNIA CITIES-LA	3694-09/12/18	DIVISION MTG/MAYOR RPM	196349	11/05/2018	11/05/2018	50.00
	U.S. BANK///	4246-0446-0687-3242-09/24/2018	CREDIT ACCOUNT PAYMENT	196277	10/11/2018	10/11/2018	26.00
							76.00
Total Dept. City Council:							212.19
Dept: 120 City Attorney							
100-120-530.300	Legal Services ALESHIRE & WYNDER, LLP	48518	LEGAL SVCS-GENERAL-SEP 2018	196313	11/05/2018	11/05/2018	14,138.00
	ALESHIRE & WYNDER, LLP	48523	LEGAL SVC-CD ENFORCEMENT-SEP18	196315	11/05/2018	11/05/2018	11,485.12
	ALESHIRE & WYNDER, LLP	48525	LEGAL SV-FRANCHISE/CABLE-SEP18	196316	11/05/2018	11/05/2018	82.00
	ALESHIRE & WYNDER, LLP	48526	LEGAL SVCS-GR LINE METRO-SEP18	196317	11/05/2018	11/05/2018	4,612.50
	ALESHIRE & WYNDER, LLP	48520	LEGAL SVC-LITIGATION-SEP 2018	196318	11/05/2018	11/05/2018	61.50
	ALESHIRE & WYNDER, LLP	48522	LEGAL SVCS-PLANNING-SEP 2018	196319	11/05/2018	11/05/2018	540.00
	ALESHIRE & WYNDER, LLP	48527	LEGAL SVC-SO BAY MALL-SEP 2018	196320	11/05/2018	11/05/2018	7,523.50
	ALESHIRE & WYNDER, LLP	48519	LEGAL SVC-SPEC. PROJECTS-SEP18	196321	11/05/2018	11/05/2018	102.50
Total Dept. City Attorney:							38,545.12
Dept: 130 City Clerk							
100-130-510.100	Office Supplies MARTIN & CHAPMAN CO.	2018500	YEARLY WALL CALENDARS	196354	11/05/2018	11/05/2018	15.57
							15.57
100-130-530.100	Contract Services SOUTH BAY DOCUMENT DESTRUCTION	58296	DOCUMENT SHREDDING	196368	11/05/2018	11/05/2018	120.00
							120.00
100-130-530.400	Election Expenses L.A. NEWSPAPER GROUP	AD #0011188359-5007750-CCD	DB 10-60-LEGAL ADV-10/19/18	196347	11/05/2018	11/05/2018	189.95
							189.95
100-130-530.500	Legal Ads L.A. NEWSPAPER GROUP	AD #0011182795-5007750-CCD	DB 10-25-LEGAL ADV-10/04/2018	196347	11/05/2018	11/05/2018	107.45

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							107.45
						Total Dept. City Clerk:	432.97
Dept: 150 Administrative Svcs							
100-150-510.605	City-wide Staff Dev						
	U.S. BANK///	4246-0445-5575-5259-09/24/18	CREDIT ACCOUNT PAYMENT	196276	10/11/2018	10/11/2018	42.24
	U.S. BANK///	4246-0445-5575-5259-09/24/18	CREDIT ACCOUNT PAYMENT	196276	10/11/2018	10/11/2018	21.50
	U.S. BANK///	4246-0445-5575-5259-09/24/18	CREDIT ACCOUNT PAYMENT	196276	10/11/2018	10/11/2018	188.73
	U.S. BANK///	4246-0445-5575-5259-09/24/18	CREDIT ACCOUNT PAYMENT	196276	10/11/2018	10/11/2018	16.56
	U.S. BANK///	4246-0445-5575-5259-09/24/18	CREDIT ACCOUNT PAYMENT	196276	10/11/2018	10/11/2018	60.91
							329.94
100-150-510.800	Recruitment						
	U.S. BANK///	4246-0445-5575-5259-08/22/2018	CREDIT ACCOUNT PAYMENT	196306	10/25/2018	10/25/2018	28.07
							28.07
						Total Dept. Administrative Svcs:	358.01
Dept: 160 General Operations							
100-160-510.100	Office Supplies						
	MINUTEMAN PRESS OF GARDENA///	16716	BUSINESS LICENSE STICKERS 2019	196356	11/05/2018	11/05/2018	455.30
	MINUTEMAN PRESS OF GARDENA///	16696	BUSINESS CARD IMPRINTS	196356	11/05/2018	11/05/2018	55.44
	MINUTEMAN PRESS OF GARDENA///	16737	BUSINESS CARD IMPRINTS	196356	11/05/2018	11/05/2018	55.44
							566.18
100-160-510.300	Postage						
	NEOFUNDS BY NEOPOST	7900044080194966-SEP 2018	POSTAGE REFILL - SEP 2018	196298	10/25/2018	10/25/2018	39.00
	NEOFUNDS BY NEOPOST	7900044080194966-SEP 2018	POSTAGE REFILL - SEP 2018	196298	10/25/2018	10/25/2018	500.00
	NEOFUNDS BY NEOPOST	7900044080194966-SEP 2018	POSTAGE REFILL - SEP 2018	196298	10/25/2018	10/25/2018	500.00
							1,039.00
100-160-515.100	Telecommunications						
	AT & T	08/25/2018	LONG DISTANCE SVC-SEP 2018	196269	10/11/2018	10/11/2018	13.85
	AT & T - CALNET3	000012036328	PHONE CHARGES	196287	10/25/2018	10/25/2018	38.26
	AT & T - CALNET3	000012036348	PHONE CHARGES	196288	10/25/2018	10/25/2018	1,553.07
	AT&T GLOBAL SERVICES, INC.	SB097438	MAINTENANCE SERVICE CONTRACT	196329	11/05/2018	11/05/2018	865.67
	TIME WARNER CABLE	8448-3000-4003-3083-OCT 2018	PW-FIBER OPTICS COMM	196282	10/18/2018	10/18/2018	96.13
	TIME WARNER CABLE	8448-3000-4000-4993-OCT 2018	CABLE BROADCAST-CITY HALL	196282	10/18/2018	10/18/2018	183.63
	TIME WARNER CABLE	8448300040234046-NOV 2018	BCF FIBER METRO E/FIBER I-NET	196304	10/25/2018	10/25/2018	2,131.90
	VERIZON WIRELESS	9815777255	M2M ACCOUNT SHARE DATA LINE	196286	10/18/2018	10/18/2018	25.02

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	VERIZON WIRELESS	9815829124	CELL PHONE SERVICE	196285	10/18/2018	10/18/2018	398.64
							5,306.17
100-160-515.300	Natural Gas SOUTHERN CALIFORNIA GAS CO.	OCT 2018	UTILITIES - GAS	196302	10/25/2018	10/25/2018	225.45
							225.45
100-160-515.400	Water GOLDEN STATE WATER CO. SPARKLETTS	OCTOBER 2018 4457266100118	UTILITIES - WATER BOTTLED WATER SERVICES	196271 196281	10/11/2018 10/18/2018	10/11/2018 10/18/2018	328.38 487.31
							815.69
100-160-520.500	Equipment Rental RICOH USA INC RICOH USA INC RICOH USA INC SMARTHIRE///	5054671273-SEP 2018 5054671444-SEP 2018 9026745996 45445	COPIER LEASE/MAINTENANCE COPIER LEASE/MAINTENANCE COPIER LEASE/MAINTENANCE NEW HIRE BACKGROUND CHECK	196365 196365 196365 196367	11/05/2018 11/05/2018 11/05/2018 11/05/2018	11/05/2018 11/05/2018 11/05/2018 11/05/2018	695.20 319.57 2,128.08 199.50
							3,342.35
100-160-530.800	Medical & Health Testing WESTERN MEDICAL GROUP, INC.	41237	EMPLOYMENT PHYSICAL/SCREENING	196379	11/05/2018	11/05/2018	90.00
							90.00
						Total Dept. General Operations:	11,384.84
Dept: 170	Cable Television						
100-170-520.610	Vehicle Fuel SHELL FLEET PLUS	79036778810	VEHICLE FUEL-VIDEO VAN	196300	10/25/2018	10/25/2018	11.21
							11.21
100-170-530.100	Contract Services U.S. BANK/// U.S. BANK///	4246-0445-5575-5259-08/22/2018 4246-0445-5575-5259-08/22/2018	CREDIT ACCOUNT PAYMENT CREDIT ACCOUNT PAYMENT	196306 196306	10/25/2018 10/25/2018	10/25/2018 10/25/2018	76.75 198.00
							274.75
100-170-540.200	Special Expenses U.S. BANK///	4246-0445-5575-5259-09/24/18	CREDIT ACCOUNT PAYMENT	196276	10/11/2018	10/11/2018	40.75
							40.75
						Total Dept. Cable Television:	326.71
Dept: 180	Information Systems						

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100-180-530.100	Contract Services BERICOM IT & DESIGN	613	NETWORK/COMPUTER SUPPORT-SEP18	196270	10/11/2018	10/11/2018	10,527.60
							10,527.60
100-180-550.400	Other Equipment SOUTHERN COMPUTER WAREHOUSE	IN-000532044	10 PK ULTRIUM DATA CARTRIDGES	196273	10/11/2018	10/11/2018	255.07
	SOUTHERN COMPUTER WAREHOUSE	IN-000534228	LOGITECH COMBO KEYBOARD/MOUSE	196372	11/05/2018	11/05/2018	37.48
							292.55
						Total Dept. Information Systems:	10,820.15
Dept: 190	Finance						
100-190-510.100	Office Supplies OFFICE DEPOT	187211900001	OFFICE SUPPLIES - FIN	196272	10/11/2018	10/11/2018	44.21
	OFFICE DEPOT	187110899001	OFFICE SUPPLIES - FIN	196272	10/11/2018	10/11/2018	112.82
							157.03
100-190-530.100	Contract Services DUNBAR ARMORED INC	4281595	ARMORED SVCS - OCT 2018	196279	10/18/2018	10/18/2018	155.40
							155.40
100-190-530.200	Professional Services MINUTEMAN PRESS OF GARDENA///	16697	2ND MEASURE L MAILERS	196356	11/05/2018	11/05/2018	1,308.79
	MINUTEMAN PRESS OF GARDENA///	16698	2ND MEASURE L POSTAGE	196356	11/05/2018	11/05/2018	1,400.00
	MINUTEMAN PRESS OF GARDENA///	16699	MEASURE L MAILER TO LAWDALE	196356	11/05/2018	11/05/2018	202.41
	MINUTEMAN PRESS OF GARDENA///	16610	1ST MEASURE L BOOKLET MAILERS	196356	11/05/2018	11/05/2018	1,625.41
	MINUTEMAN PRESS OF GARDENA///	16611	1ST MEASURE L BOOKLET POSTAGE	196356	11/05/2018	11/05/2018	1,600.00
	THE LEW EDWARDS GROUP	007	PROFESSIONAL SERVICES-SEP 2018	196274	10/11/2018	10/11/2018	5,000.00
							11,136.61
						Total Dept. Finance:	11,449.04
Dept: 210	Police Services						
100-210-520.510	Equipment Maintenance R.H.F. INC.	73350-SN UL002198	RECERTIFY/REPAIR LASERGUN	196363	11/05/2018	11/05/2018	160.00
	R.H.F. INC.	73347-SN UL002196	RECERTIFY LASERGUN	196363	11/05/2018	11/05/2018	110.74
	R.H.F. INC.	73346	RECERTIFY PRO LASER IIII	196363	11/05/2018	11/05/2018	85.00
	R.H.F. INC.	73348	RECERTIFY PRO LASER IIII	196363	11/05/2018	11/05/2018	85.00
							440.74
100-210-525.200	Liability Insurance Premium						

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	LOS ANGELES COUNTY	190491CY	PUBLIC SAFETY SVC-AUGUST 2018	196351	11/05/2018	11/05/2018	38,877.26
							38,877.26
100-210-530.700	County Sheriff Services LOS ANGELES COUNTY	190491CY	PUBLIC SAFETY SVC-AUGUST 2018	196351	11/05/2018	11/05/2018	389,914.88
							389,914.88
Total Dept. Police Services:							429,232.88
Dept: 300 Municipal Services							
100-300-510.100	Office Supplies						
	OFFICE DEPOT	161776920001	OFFICE SUPPLIES - MSD	196272	10/11/2018	10/11/2018	155.73
	OFFICE DEPOT	161779023001	OFFICE SUPPLIES - MSD	196272	10/11/2018	10/11/2018	13.95
	OFFICE DEPOT	166545351001	OFFICE SUPPLIES - MSD	196272	10/11/2018	10/11/2018	18.60
	THE SAFEMART OF SO CAL INC///	90867	(3) DUPLICATE KEYS	196374	11/05/2018	11/05/2018	16.43
	U.S. BANK///	4246-0470-0066-8951-09/24/18	CREDIT ACCOUNT PAYMENT	196307	10/25/2018	10/25/2018	163.49
							368.20
100-300-520.130	Janitorial Supplies						
	U.S. BANK///	4246-0470-0066-8951-09/24/18	CREDIT ACCOUNT PAYMENT	196307	10/25/2018	10/25/2018	31.73
							31.73
100-300-520.600	Vehicle Maintenance						
	PACIFIC TIRE SERVICE	107997	REPAIR FLAT TIRE-VEH #493	196358	11/05/2018	11/05/2018	10.00
	PACIFIC TIRE SERVICE	107999	REPLACE TIRE-VEH #493	196358	11/05/2018	11/05/2018	160.00
	PACIFIC TIRE SERVICE	106635	REPAIR FLAT TIRE-VEH #508	196358	11/05/2018	11/05/2018	10.00
	PACIFIC TIRE SERVICE	108103	REPAIR FLAT TIRE-VEH #493	196358	11/05/2018	11/05/2018	10.00
							190.00
100-300-520.610	Vehicle Fuel						
	U.S. BANK VOYAGER FLEET SYS///	86932-2446-09/24/18-MSD	VEHICLE FUEL - MSD	196275	10/11/2018	10/11/2018	1,010.06
							1,010.06
100-300-540.200	Special Expenses						
	U.S. BANK///	4246-0470-0066-8951-09/24/18	CREDIT ACCOUNT PAYMENT	196307	10/25/2018	10/25/2018	96.00
							96.00
100-300-540.400	Special Events						
	U.S. BANK///	4246-0470-0066-8951-09/24/18	CREDIT ACCOUNT PAYMENT	196307	10/25/2018	10/25/2018	2,446.54
							2,446.54

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Total Dept. Municipal Services:							4,142.53
Dept: 310 Public Works Admin.							
100-310-510.100	Office Supplies						
	OFFICE DEPOT	181413982001	OFFICE SUPPLIES - PWD	196272	10/11/2018	10/11/2018	21.00
	OFFICE DEPOT	186110897001	OFFICE SUPPLIES - PWD	196272	10/11/2018	10/11/2018	92.03
	OFFICE DEPOT	184811223001	OFFICE SUPPLIES - PWD	196272	10/11/2018	10/11/2018	-13.12
	OFFICE DEPOT	165037448001	OFFICE SUPPLIES - PWD	196272	10/11/2018	10/11/2018	11.59
	OFFICE DEPOT	161490097001	OFFICE SUPPLIES - PWD	196272	10/11/2018	10/11/2018	42.60
	OFFICE DEPOT	165038796001	OFFICE SUPPLIES - PWD	196272	10/11/2018	10/11/2018	3.82
	OFFICE DEPOT	165038794001	OFFICE SUPPLIES - PWD	196272	10/11/2018	10/11/2018	68.96
							226.88
100-310-530.200	Professional Services						
	H F & H CONSULTANTS, LLC	9715647	PROFESSIONAL SVCS-JUNE 2018	196344	11/05/2018	11/05/2018	7,039.19
	H F & H CONSULTANTS, LLC	9715639	SOLID WASTE PROCUREMENT	196343	11/05/2018	11/05/2018	17,287.45
							24,326.64
100-310-540.200	Special Expenses						
	SOUTHERN CALIFORNIA GAS CO.	SEP 2018	CNG FUELING STATION	196371	11/05/2018	11/05/2018	16.03
							16.03
Total Dept. Public Works Admin.:							24,569.55
Dept: 320 Grounds Maintenance							
100-320-510.100	Office Supplies						
	OFFICE DEPOT	181668977001	OFFICE SUPPLIES - PWD	196272	10/11/2018	10/11/2018	12.03
	OFFICE DEPOT	171869931001	OFFICE SUPPLIES - PWD	196272	10/11/2018	10/11/2018	131.39
							143.42
100-320-510.500	Uniforms						
	PRUDENTIAL OVERALL SUPPLY	423337722	UNIFORM CLEANING SVC-09/25/18	196362	11/05/2018	11/05/2018	31.76
	PRUDENTIAL OVERALL SUPPLY	42336007	UNIFORM CLEANING SVC-10/02/18	196362	11/05/2018	11/05/2018	30.32
	PRUDENTIAL OVERALL SUPPLY	42331571	UNIFORM CLEANING SVC-09/18/18	196362	11/05/2018	11/05/2018	33.75
	PRUDENTIAL OVERALL SUPPLY	42338268	UNIFORM CLEANING SVC-10/09/18	196362	11/05/2018	11/05/2018	30.32
							126.15
100-320-515.200	Electricity						
	SOUTHERN CALIFORNIA EDISON CO.	OCT 2018A	UTILITIES - SEP 2018	196301	10/25/2018	10/25/2018	2,793.76
							2,793.76

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100-320-515.300	Natural Gas						
	SOUTHERN CALIFORNIA GAS CO.	OCT 2018	UTILITIES - GAS	196302	10/25/2018	10/25/2018	1,150.57
	SOUTHERN CALIFORNIA GAS CO.	OCT 2018	UTILITIES - GAS	196302	10/25/2018	10/25/2018	39.29
							1,189.86
100-320-515.400	Water						
	GOLDEN STATE WATER CO.	OCTOBER 2018	UTILITIES - WATER	196271	10/11/2018	10/11/2018	968.62
	GOLDEN STATE WATER CO.	OCTOBER 2018	UTILITIES - WATER	196271	10/11/2018	10/11/2018	3,583.56
	GOLDEN STATE WATER CO.	OCT 2018	UTILITIES - WATER	196294	10/25/2018	10/25/2018	29.46
	GOLDEN STATE WATER CO.	OCT 2018	UTILITIES - WATER	196294	10/25/2018	10/25/2018	3,535.23
							8,116.87
100-320-520.100	Maintenance Supplies						
	GREENLAND SUPPLY INC.///	230585	SUPPLIES TO REPAIR 3" LINE	196342	11/05/2018	11/05/2018	157.44
	THE SAFEMART OF SO CAL INC.///	91022	(6) KEY LOCKS - PWD	196374	11/05/2018	11/05/2018	103.21
	U.S. BANK///	4246-0445-5572-5013-09/24/18	CREDIT ACCOUNT PAYMENT	196284	10/18/2018	10/18/2018	158.76
	U.S. BANK///	4246-0445-5572-5013-09/24/18	CREDIT ACCOUNT PAYMENT	196284	10/18/2018	10/18/2018	63.86
	U.S. BANK///	4246-0445-5572-5013-09/24/18	CREDIT ACCOUNT PAYMENT	196284	10/18/2018	10/18/2018	6.32
	VISTA PAINT	2018-456949-00	INTERIOR PAINT FOR MSD	196377	11/05/2018	11/05/2018	453.52
	WAXIE SANITARY SUPPLY	77788982	JANITORIAL SUPPLIES	196378	11/05/2018	11/05/2018	169.29
							1,112.40
100-320-520.300	Grounds Maintenance						
	U.S. BANK///	4246-0445-5572-5013-09/24/18	CREDIT ACCOUNT PAYMENT	196284	10/18/2018	10/18/2018	21.90
	U.S. BANK///	4246-0445-5572-5013-09/24/18	CREDIT ACCOUNT PAYMENT	196284	10/18/2018	10/18/2018	54.75
							76.65
100-320-520.500	Equipment Rental						
	VERIZON WIRELESS	9815829124	CELL PHONE SERVICE	196285	10/18/2018	10/18/2018	38.01
							38.01
100-320-520.510	Equipment Maintenance						
	ATLAS BACKFLOW	6600	ANNUAL BACKFLOW TESTING	196330	11/05/2018	11/05/2018	150.00
	STEAMX, LLC - SIGNAL HILLS	50274	REPLACE HOSE-PRESSURE WASHER	196373	11/05/2018	11/05/2018	190.80
							340.80
100-320-520.600	Vehicle Maintenance						
	PACIFIC TIRE SERVICE	106899	REPAIR FLAT TIRE-VEH #506	196358	11/05/2018	11/05/2018	35.00
	PEP BOYS	9692154638	VEHICLE MAINTENANCE-PWD	196359	11/05/2018	11/05/2018	39.55
							74.55

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100-320-530.100	Contract Services						
	AM-TEC SECURITY	597445	SECURITY ALARM/MONITORING SVCS	196325	11/05/2018	11/05/2018	924.00
	AM-TEC SECURITY	52129	FIRE SYSTEM REPAIR @ CITY HALL	196324	11/05/2018	11/05/2018	630.23
	AM-TEC SECURITY	52141	INSTALL PANIC BUTTON - MSD	196324	11/05/2018	11/05/2018	622.56
	AM-TEC SECURITY	52247	ALARM SYSTEM REPAIR	196324	11/05/2018	11/05/2018	195.00
	MITSUBISHI ELECTRIC & ELECT, I	332693	ELEVATOR MAINTENANCE SVCS	196357	11/05/2018	11/05/2018	598.50
	SOUTH BAY LANDSCAPING INC	18503	LANDSCAPING SERVICES	196369	11/05/2018	11/05/2018	11,168.00
	SOUTH BAY LANDSCAPING INC	18285	INSTALL BACKFLOW ASSY SVCS	196369	11/05/2018	11/05/2018	836.00
	SOUTH BAY LANDSCAPING INC	18519	EMERGENCY MAIN LINE REPAIR	196369	11/05/2018	11/05/2018	2,508.00
	SOUTH COAST MECHANICAL	48635	SERVICE ON AC UNIT - MSD	196370	11/05/2018	11/05/2018	476.00
	SOUTH COAST MECHANICAL	48830	2ND QTR BILLING-OCT-DEC 2018	196370	11/05/2018	11/05/2018	5,257.00
							23,215.29
100-320-540.200	Special Expenses						
	AMERICAN STRUCTURAL PEST///	49593-CITY HALL	PEST CONTROL SVCS-OCT 2018	196327	11/05/2018	11/05/2018	45.00
							45.00
						Total Dept. Grounds Maintenance:	37,272.76
Dept: 330	Street Maintenance						
100-330-520.320	Landscape Maintenance						
	SOUTH BAY LANDSCAPING INC	18503	LANDSCAPING SERVICES	196369	11/05/2018	11/05/2018	7,667.00
							7,667.00
100-330-530.100	Contract Services						
	UNDERGROUND SERVICE ALERT SC	920180393	(35) DIG ALERT TICKETS	196375	11/05/2018	11/05/2018	67.75
							67.75
100-330-540.200	Special Expenses						
	U.S. BANK///	4246-0445-5572-5013-09/24/18	CREDIT ACCOUNT PAYMENT	196284	10/18/2018	10/18/2018	19.74
	U.S. BANK///	4246-0445-5572-5013-09/24/18	CREDIT ACCOUNT PAYMENT	196284	10/18/2018	10/18/2018	16.74
							36.48
						Total Dept. Street Maintenance:	7,771.23
Dept: 340	Engineering						
100-340-510.400	Subscriptions/Publications						
	U.S. BANK///	1364259	2018 STD SPECS GREEN BOOK	196284	10/18/2018	10/18/2018	197.98
							197.98
100-340-530.200	Professional Services						

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	INFRASTRUCTURE ENGINEERS	23505	TEMP. STAFFING SVC-ASST ENGR	196346	11/05/2018	11/05/2018	14,250.00
							14,250.00
100-340-540.200	Special Expenses L.A. COUNTY CLERK'S OFFICE	CONCRETE REPAIR FY 18/19	POSTING-NOTICE OF EXEMPTION	196295	10/25/2018	10/25/2018	75.00
							75.00
						Total Dept. Engineering:	14,522.98
Dept: 410 Planning/Building Admin							
100-410-510.100	Office Supplies OFFICE DEPOT	179656508001	OFFICE SUPPLIES - CDD	196272	10/11/2018	10/11/2018	189.96
							189.96
100-410-510.600	Staff Training & Development U.S. BANK///	4246-0470-0066-8951-09/24/18	CREDIT ACCOUNT PAYMENT	196307	10/25/2018	10/25/2018	180.50
							180.50
100-410-530.100	Contract Services DIGITAL MAP PRODUCTS, L.L.C.	35118-IN	RENEWAL-SUBSCRIPTION/LICENSE	196310	10/30/2018	10/30/2018	16,170.00
							16,170.00
100-410-530.500	Legal Ads L.A. NEWSPAPER GROUP	AD#0011173765-5007749-CDD	DB 9-46-LEGAL AD-09/14/18	196347	11/05/2018	11/05/2018	172.45
	L.A. NEWSPAPER GROUP	AD #0011157138-5052005-CDD	DB 8-25-LEGAL AD-08/03/18	196347	11/05/2018	11/05/2018	182.45
	L.A. NEWSPAPER GROUP	AD# 0011157142-5052005	DB 8-26-LEGAL AD-09/19/18	196347	11/05/2018	11/05/2018	177.45
							532.35
100-410-530.600	Building Safety Services COUNTY OF LA DEPT OF PUBLIC WK	IN190000133	BUILDING INSPECTION SERVICES	196337	11/05/2018	11/05/2018	13,853.30
							13,853.30
						Total Dept. Planning/Building Admin:	30,926.11
Dept: 510 Community Services Programs							
100-510-510.100	Office Supplies						
	OFFICE DEPOT	182123219001	OFFICE SUPPLIES - CSD	196272	10/11/2018	10/11/2018	57.47
	OFFICE DEPOT	181889067001	OFFICE SUPPLIES - CSD	196272	10/11/2018	10/11/2018	56.96
	OFFICE DEPOT	175434593001	OFFICE SUPPLIES - CSD	196272	10/11/2018	10/11/2018	172.99
	OFFICE DEPOT	202032660001	OFFICE SUPPLIES - CSD	196272	10/11/2018	10/11/2018	-3.16
	OFFICE DEPOT	202035945001	OFFICE SUPPLIES - CSD	196272	10/11/2018	10/11/2018	-1.59

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							282.67
100-510-510.500	Uniforms ICREATE GRAPHIX	05_3002	(20) T-SHIRTS-PEE WEE SPORTS	196345	11/05/2018	11/05/2018	130.80
							130.80
100-510-515.400	Water GOLDEN STATE WATER CO. GOLDEN STATE WATER CO.	OCTOBER 2018 OCT 2018	UTILITIES - WATER UTILITIES - WATER	196271 196294	10/11/2018 10/25/2018	10/11/2018 10/25/2018	247.88 278.77
							526.65
100-510-530.100	Contract Services ALL CITY MANAGEMENT SERVICES ALL CITY MANAGEMENT SERVICES AMERICAN STRUCTURAL PEST A-THRONE CO., INC BROOME/CHRISTINA// BROOME/CHRISTINA// COOK/ROSALIND// SALDANA/MARC//	56313-08/26/18-09/08/18 56545 49594 546525 SEPTEMBER 2018B OCTOBER 2018A 1106 SEP 2018	SCHOOL CROSSING GUARD SVC SCHOOL CROSSING GUARD SERVICES PEST CONTROL-CSD 2ND FLR PORTABLE RESTROOM-MCKENZIE GRD INSTRUCTOR FEE-SR YOGA INSTRUCTOR FEE-SR YOGA INSTRUCTOR FEE-LINE DANCE INSTRUCTOR FEE - SR TAI CHI	196322 196322 196326 196312 196278 196278 196336 196280	11/05/2018 11/05/2018 11/05/2018 11/05/2018 10/18/2018 10/18/2018 11/05/2018 10/18/2018	11/05/2018 11/05/2018 11/05/2018 11/05/2018 10/18/2018 10/18/2018 11/05/2018 10/18/2018	5,216.40 6,440.00 125.00 88.95 260.00 195.00 218.40 260.00
							12,803.75
100-510-540.100	Community Events ALLIANT INSURANCE SERVICES ASAP SIGN & BANNER EDWARDS/EDWARD// I & O PARTY RENTALS LOS ANGELES COUNTY OOH LA-LA FACE PAINTING/// U.S. BANK/// U.S. BANK/// U.S. BANK/// U.S. BANK/// U.S. BANK/// U.S. BANK///	101018-3RD QTR 2018 17655 103-HALLOWEEN HAUNT -10/31/18 3408-HALLOWEEN HAUNT 190983CY 103118-HALLOWEEN HAUNT 2018 4246-0445-5572-5047-09/24/18B 4246-0445-5572-5047-09/24/18B 4246-0445-5572-5047-09/24/18B 4246-0445-5572-5047-09/24/18B 4246-0445-5572-5047-09/24/18B 4246-0445-5572-5047-09/24/18B	SPECIAL EVENT INSURANCE BANNERS-HALLOWEEN HAUNT ENTERTAINMENT-DJ SERVICES RENTAL-TABLE AND CHAIRS SECURITY SERVICES-09/15/2018 ENTERTAINMENT-FACE PAINTING CREDIT ACCOUNT PAYMENT CREDIT ACCOUNT PAYMENT CREDIT ACCOUNT PAYMENT CREDIT ACCOUNT PAYMENT CREDIT ACCOUNT PAYMENT CREDIT ACCOUNT PAYMENT	196323 196328 196293 196311 196352 196299 196283 196283 196283 196283 196283 196283	11/05/2018 11/05/2018 10/25/2018 10/30/2018 11/05/2018 10/25/2018 10/18/2018 10/18/2018 10/18/2018 10/18/2018 10/18/2018 10/18/2018	11/05/2018 11/05/2018 10/25/2018 10/30/2018 11/05/2018 10/25/2018 10/18/2018 10/18/2018 10/18/2018 10/18/2018 10/18/2018 10/18/2018	1,953.00 246.38 500.00 245.35 293.59 595.00 100.23 58.44 20.22 244.88 10.56 130.31
							4,397.96
100-510-540.120	Recreation Activities CROWN TROPHY	13766	16 PEE WEE SPORT TROPHY PLATES	196339	11/05/2018	11/05/2018	35.98
							35.98

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100-510-540.410	Senior Activities						
	U.S. BANK///	4246-0445-5572-5047-09/24/18A	CREDIT ACCOUNT PAYMENT	196283	10/18/2018	10/18/2018	2.19
	U.S. BANK///	4246-0445-5572-5047-09/24/18A	CREDIT ACCOUNT PAYMENT	196283	10/18/2018	10/18/2018	314.04
	U.S. BANK///	4246-0445-5572-5047-09/24/18A	CREDIT ACCOUNT PAYMENT	196283	10/18/2018	10/18/2018	240.26
	U.S. BANK///	4246-0445-5572-5047-09/24/18A	CREDIT ACCOUNT PAYMENT	196283	10/18/2018	10/18/2018	5.00
	U.S. BANK///	4246-0445-5572-5047-09/24/18A	CREDIT ACCOUNT PAYMENT	196283	10/18/2018	10/18/2018	103.40
	U.S. BANK///	4246-0445-5572-5047-09/24/18A	CREDIT ACCOUNT PAYMENT	196283	10/18/2018	10/18/2018	35.86
	U.S. BANK///	4246-0445-5572-5047-09/24/18A	CREDIT ACCOUNT PAYMENT	196283	10/18/2018	10/18/2018	9.98
	U.S. BANK///	4246-0445-5572-5047-09/24/18A	CREDIT ACCOUNT PAYMENT	196283	10/18/2018	10/18/2018	66.62
	U.S. BANK///	4246-0445-5572-5047-09/24/18A	CREDIT ACCOUNT PAYMENT	196283	10/18/2018	10/18/2018	20.00
	U.S. BANK///	4246-0445-5572-5047-09/24/18A	CREDIT ACCOUNT PAYMENT	196283	10/18/2018	10/18/2018	4.49
	U.S. BANK///	4246-0445-5572-5047-09/24/18A	CREDIT ACCOUNT PAYMENT	196283	10/18/2018	10/18/2018	19.88
	U.S. BANK///	4246-0445-5572-5047-09/24/18A	CREDIT ACCOUNT PAYMENT	196283	10/18/2018	10/18/2018	98.73
	U.S. BANK///	4246-0445-5572-5047-09/24/18A	CREDIT ACCOUNT PAYMENT	196283	10/18/2018	10/18/2018	159.69
	ULRICH/CLARENCE A.//	11/09/2018	ENTERTAINMENT-SR LUNCHEON	196308	10/25/2018	10/25/2018	300.00
							1,380.14
							Total Dept. Community Services Programs: 19,557.95
							Total Fund General Fund: 643,406.25
Fund: 201	Gas Tax Fund						
Dept: 330	Street Maintenance						
201-330-515.200	Electricity						
	SOUTHERN CALIFORNIA EDISON CO.	OCT 2018A	UTILITIES - SEP 2018	196301	10/25/2018	10/25/2018	552.94
							552.94
201-330-520.400	Street Maintenance						
	VISTA PAINT	2018-480210-00	TRAFFIC PAINT SUPPLIES	196377	11/05/2018	11/05/2018	64.78
	VISTA PAINT	2018-269140-00	GRAFFITI SUPPLIES	196377	11/05/2018	11/05/2018	77.44
							142.22
201-330-520.600	Vehicle Maintenance						
	PRECISION AUTO CARE, INC	0083859	VEHICLE MAINTENANCE-PWD	196360	11/05/2018	11/05/2018	126.70
							126.70
201-330-520.610	Vehicle Fuel						
	U.S. BANK VOYAGER FLEET SYS///	86932-2446-09/24/18-PWD	VEHICLE FUEL - PWD	196275	10/11/2018	10/11/2018	1,211.50
							1,211.50
201-330-530.100	Contract Services						

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COUNTY OF LA DEPT OF PUBLIC WK		PW-18100901439	INDUSTRIAL WASTE SVC-SEP 2018	196338	11/05/2018	11/05/2018	986.15
COUNTY OF LA DEPT OF PUBLIC WK		PW-18100901439	INDUSTRIAL WASTE SVC-SEP 2018	196338	11/05/2018	11/05/2018	295.85
							1,282.00
						Total Dept. Street Maintenance:	3,315.36
						Total Fund Gas Tax Fund:	3,315.36
Fund: 206 Prop A - Local Transit Program							
Dept: 510 Community Services Programs							
206-510-520.600	Vehicle Maintenance						
	PACIFIC TIRE SERVICE	107250	REPAIR FLAT TIRE_VEH #480	196358	11/05/2018	11/05/2018	10.00
							10.00
						Total Dept. Community Services Programs:	10.00
						Total Fund Prop A - Local Transit Program:	10.00
Fund: 207 Prop C - Local Transit Assist							
Dept: 310 Public Works Admin.							
207-310-530.200	Professional Services						
	FARHADI AND ASSOCIATES INC	18-103	INTERIM ENGINEERING ASST SVCS	196341	11/05/2018	11/05/2018	1,764.00
	PROJECT PARTNERS INC	8608	TEMP. STAFFING SCVS-ASD	196361	11/05/2018	11/05/2018	1,966.63
							3,730.63
						Total Dept. Public Works Admin.:	3,730.63
						Total Fund Prop C - Local Transit Assist:	3,730.63
Fund: 211 State COPS Grant							
Dept: 210 Police Services							
211-210-525.200	Liability Insurance Premium						
	LOS ANGELES COUNTY	190491CY	PUBLIC SAFETY SVC-AUGUST 2018	196351	11/05/2018	11/05/2018	945.00
							945.00
						Total Dept. Police Services:	9,945.00
						Total Fund State COPS Grant:	9,945.00

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Description	Check #	Due Date	Posting Date	Amount
Fund: 214 Community Development Block Gr							
Dept: 438 Grevillea Ave Resurfacing							
214-438-530.200	Professional Services						
	MICHAEL BAKER INTL, INC///	1027739	PROFESSIONAL SVCS-CDBG	196355	11/05/2018	11/05/2018	1,597.50
							1,597.50
						Total Dept. Grevillea Ave Resurfacing:	1,597.50
						Total Fund Community Development Block Gr:	1,597.50
Fund: 215 Restricted Urban Development							
Dept: 310 Public Works Admin.							
215-310-530.200	Professional Services						
	CASC ENGINEERING & CONSULTING	39655	NPDES PERMIT COMPLIANCE SVCS	196334	11/05/2018	11/05/2018	4,495.00
							4,495.00
						Total Dept. Public Works Admin.:	4,495.00
						Total Fund Restricted Urban Development:	4,495.00
Fund: 218 Hawthorne Blvd. Maint. Fund							
Dept: 330 Street Maintenance							
218-330-515.200	Electricity						
	SOUTHERN CALIFORNIA EDISON CO.	OCT 2018A	UTILITIES - SEP 2018	196301	10/25/2018	10/25/2018	539.08
							539.08
218-330-515.400	Water						
	GOLDEN STATE WATER CO.	OCTOBER 2018	UTILITIES - WATER	196271	10/11/2018	10/11/2018	6,922.30
	GOLDEN STATE WATER CO.	OCT 2018	UTILITIES - WATER	196294	10/25/2018	10/25/2018	3,366.17
							10,288.47
						Total Dept. Street Maintenance:	10,827.55
						Total Fund Hawthorne Blvd. Maint. Fund:	10,827.55
Fund: 239 SAFETEA-LU (678,000)							
Dept: 310 Public Works Admin.							
239-310-530.200	Professional Services						
	PROJECT PARTNERS INC	8608	TEMP. STAFFING SCVS-ASD	196361	11/05/2018	11/05/2018	1,966.63
							1,966.63

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Description	Check #	Due Date	Posting Date	Amount
Total Dept. Public Works Admin.:							1,966.63
Total Fund SAFETEA-LU (678,000):							1,966.63
Fund: 244 Measure R Fund							
Dept: 310 Public Works Admin.							
244-310-530.200	Professional Services						
	PROJECT PARTNERS INC	8608	TEMP. STAFFING SCVS-ASD	196361	11/05/2018	11/05/2018	1,966.63
							1,966.63
Total Dept. Public Works Admin.:							1,966.63
Total Fund Measure R Fund:							1,966.63
Fund: 304 Succ Agency Projects Fund							
Dept: 120 City Attorney							
304-120-530.320	Legal - Litigation						
	ALESHIRE & WYNDER, LLP	48524	LEGAL SVCS-AGENCY-SEP 2018	196314	11/05/2018	11/05/2018	615.00
							615.00
Total Dept. City Attorney:							615.00
Total Fund Succ Agency Projects Fund:							615.00
Fund: 307 2009 TABS							
Dept: 610 Redevelopment							
307-610-530.200	Professional Services						
	FARHADI AND ASSOCIATES INC	18-103	INTERIM ENGINEERING ASST SVCS	196341	11/05/2018	11/05/2018	1,764.00
	PROJECT PARTNERS INC	8608	TEMP. STAFFING SCVS-ASD	196361	11/05/2018	11/05/2018	1,966.63
							3,730.63
307-610-700.146	Street Improvements						
	CIVIL SOURCE, INC	101096	PROFESSIONAL SVC-F/Y 18/19	196335	11/05/2018	11/05/2018	27,430.00
							27,430.00
307-610-700.270	RM&R Various Streets						
	FARHADI AND ASSOCIATES INC	18-103	INTERIM ENGINEERING ASST SVCS	196341	11/05/2018	11/05/2018	8,232.00
							8,232.00
Total Dept. Redevelopment:							39,392.63

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Description	Check #	Due Date	Posting Date	Amount
Total Fund 2009 TABS:							39,392.63
Fund: 501 Deposit/Donations							
Dept: 000							
501-000-200.303	Travel Club						
	LEGACY TRAVEL & TOURS//	2516-RIVERSIDE RESORT/CASINO	DEPOSIT - SR TRAVEL CLUB TRIP	196296	10/25/2018	10/25/2018	500.00
	TRAVELTECH ENTERPRISES	992238-WELK THEATRE/LUNCH	DEPOSIT-SR TRAVEL CLUB	196305	10/25/2018	10/25/2018	100.00
							600.00
501-000-200.307	Community Center Deposits						
	BELTRAME/MARLENA D.//	70141	REFUND FEE-FACILITY DEPOSIT	196331	11/23/2018	11/05/2018	250.00
	BREAUX/JASMINE//	F/69860	REFUND FEE-FACILITY DEPOSIT	196332	11/05/2018	11/05/2018	500.00
	CARTER/ANQUITHIA//	F/69667	REFUND FEE-FACILITY DEPOSIT	196333	11/05/2018	11/05/2018	250.00
	DIAZ/MONICA//	F/69937	REFUND FEE-FACILITY DEPOSIT	196340	11/05/2018	11/05/2018	750.00
	RODRIGUEZ/JUAN//	F/69863	REFUND FEE-EVENT CANCELLATION	196366	11/05/2018	11/05/2018	113.00
	RODRIGUEZ/JUAN//	F/69863	REFUND FEE-EVENT CANCELLATION	196366	11/05/2018	11/05/2018	1,250.00
	VASQUEZ/SUSANA//	F/69180	REFUND FEE-RENTAL DEPOSIT	196376	11/05/2018	11/05/2018	750.00
							3,863.00
501-000-200.314	Const Demo Debris Permit						
	MACIAS/EDGAR A.//	F/67956	REFUND FEE-CONST/DEMO DEPOSIT	196353	11/05/2018	11/05/2018	90.00
	YOUNGERMAN/NANCY VESTA//	F/69286	REFUND FEE-CONST/DEMO DEPOSIT	196380	11/05/2018	11/05/2018	960.00
							1,050.00
501-000-200.315	Green Bldg Standards Fee						
	CALIF BLDG STANDARDS COMMISSIO	09/30/2018	SURCHARGE QTR ENDING 09/30/18	196289	10/25/2018	10/25/2018	152.61
							152.61
Total Dept. 000:							5,665.61
Total Fund Deposit/Donations:							5,665.61
Fund: 502 Employee Benefit Trust Fund							
Dept: 000							
502-000-200.205	Dental Insurance Payable						
	DELTA DENTAL	BE00 3048181-10/01/2018	DENTAL INSURANCE PREMIUM-REG	196291	10/25/2018	10/25/2018	2,597.34
	DELTA DENTAL INS	BE00 3046512-10/01/2018	HMO DENTAL INSURANCE	196292	10/25/2018	10/25/2018	127.41
							2,724.75
502-000-200.215	Accident Insurance Payable						
	THE STANDARD, UNIT 22	OCT 2018-ADD	AD & D INSURANCE PREMIUM	196303	10/25/2018	10/25/2018	78.75

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							78.75
502-000-200.216	EAP Premium Payable MANAGED HEALTH NETWORK	PRM-029312	EMP. ASSIST PROGRAM - OCT 2018	196297	10/25/2018	10/25/2018	91.96
							91.96
502-000-200.217	Life Insurance Premium Payable THE STANDARD, UNIT 22	OCT 2018-LIFE	LIFE INSURANCE PREMIUM	196303	10/25/2018	10/25/2018	756.00
							756.00
502-000-200.218	LTD Premium Payable THE STANDARD, UNIT 22	OCT 2018-LTD	LTD INSURANCE PREMIUM	196303	10/25/2018	10/25/2018	948.48
							948.48
502-000-200.219	Colonial Life Payable - Pretax COLONIAL LIFE & ACCIDENTS, INC	E7421597-PRE TAX-OCT 2018	SECTION 125 - PRE TAX	196290	10/25/2018	10/25/2018	1,367.13
							1,367.13
502-000-200.220	Colonial Life Payable Taxable COLONIAL LIFE & ACCIDENTS, INC	E7421597-POST TAX-OCT 2018	SECTION 125 - POST TAX	196290	10/25/2018	10/25/2018	1,800.04
							1,800.04
502-000-200.228	Vision Care Payable VISION SERVICE PLAN	OCT 2018	VISION PREMIUM PAYMENT	196309	10/25/2018	10/25/2018	764.04
							764.04
						Total Dept. 000:	8,531.15
						Total Fund Employee Benefit Trust Fund:	8,531.15
Fund: 503	PRSSC Trust Fund						
Dept: 000							
503-000-200.310	PRSSC- Fireworks Deposits LAWNSDALE COUNCIL PTA	FROM PRSS COMMISSION	2018 PTA CHRISTMAS BASKET PROG	196348	11/05/2018	11/05/2018	2,500.00
	U.S. BANK///	4246-0445-5572-5047-09/24/18C	CREDIT ACCOUNT PAYMENT	196283	10/18/2018	10/18/2018	46.94
							2,546.94
						Total Dept. 000:	2,546.94
						Total Fund PRSSC Trust Fund:	2,546.94
						Grand Total:	738,011.88

**MINUTES OF THE
LAWNDALE CITY COUNCIL REGULAR MEETING
October 15, 2018**

A. CALL TO ORDER AND ROLL CALL

Mayor Pullen-Miles called the meeting to order at 6:32 p.m. in the City Hall council chamber, 14717 Burin Avenue, Lawndale, California.

Councilmembers Present: Mayor Robert Pullen-Miles, Mayor Pro Tem Daniel Reid, Councilmember James H. Osborne, Councilmember Pat Kearney, Councilmember Bernadette Suarez

Councilmembers Absent: None

Other Participants: City Clerk Rhonda Hofmann Gorman, City Manager Stephen N. Mandoki, City Attorney Tiffany J. Israel, Los Angeles County Sheriff's Department Lieutenant John Burcher, Community Services Director Mike Estes, Assistant to the City Manager/Human Resources Director Raylette Felton, Municipal Services Director Michael Reyes, Community Development Director Sean Moore, Interim Public Works Director/City Engineer Jonathan Wu, Assistant City Clerk Matthew Ceballos and approximately 13 audience members

B. CEREMONIALS

Councilmember Osborne led the flag salute and Pastor Douglas Gates, The House of Celebration, provided the inspiration.

City Manager Stephen Mandoki introduced newly hired Assistant City Clerk Matthew Ceballos and briefly detailed his education and experience.

C. PUBLIC SAFETY REPORT

Lieutenant John Burcher summarized recent law enforcement activities.

D. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

- Lyda Truick, Acting Manager of Lawndale Library, briefly spoke about the following library programs: anti-bullying efforts and classes; steam maker mobile; Halloween Event; and ongoing programming events; potential new library manager.
- Robert Smith, Resident, spoke about traffic safety on Marine Avenue and 145th Street, witnessed an increase in traffic speeds and traffic volume, and suggested a possible commission on traffic safety to study the intersection.
- Lisa Adams, Resident, addressed the health and safety issue on streets regarding the increase to bicycle traffic on Hawthorne Boulevard, suggested bike lane on Hawthorne Boulevard. Ms. Adams also noted pigeon issues in the City, specifically on 154th Street and Hawthorne Boulevard.
- James Padilla, Resident, spoke about his parking issues near his residence, he requested permitting parking assistance and was seeking to retain his parking pad.

- Pam London, Resident, briefly spoke on the following: her opposition to the gas tax; the tree trimming service timelines; a commentary about “hit and runs” and driving behaviors; a commentary about prostitutes, child porn, and racists in Lawndale; and inquired about the responsibility to check up on Megan’s law offenders.
- Gary White, Resident, spoke about enticing new business on Hawthorne Boulevard and sought more efforts to be made to attract and retain new business, and signage issues. Mr. White also briefly touched on the ongoing Green Line issues, parking, and citation of a car incident.
- Johnny London, Resident, stressed getting out to vote and requested a further explanation of Measure L. Mr. London also suggested speed bumps for traffic issues.
- Doris Hofmann, Resident, thanked local sheriffs for the “Coffee with a Cop” event and expressed her support for the upcoming Halloween Haunt event.

E. COMMENTS FROM COUNCIL

The City Council responded generally to the comments, but did not request placement of any issues on a future meeting agenda.

F. CONSENT CALENDAR

1. **Concrete Repairs Project – Authorization to Bid.** (Recommendation: that the City Council approve the project scope of work and authorize staff to advertise the project to solicit bids.)
2. **Los Angeles Homeless Services Authority - Waiver of Security Deposit Fees.** (Recommendation: that the City Council waive the \$250.00 security deposit fee for the Los Angeles Homeless Services Authority for permitted uses of the Community Center Meeting Room on the permitted use dates of January 23, 2019 and January 22, 2020.)
3. **First Amendment to Staff Augmentation Services – Interim Assistant Engineer.** (Recommendation: that the City Council approve the First Amendment with Farhadi and Associates, Inc. for interim assistant engineering services in a not-to-exceed amount of \$87,360 for the period of October 24, 2018 through April 23, 2019.)
4. **Updating the Designated Election Official for the November 6, 2018 General Municipal Election.** (Recommendation: that the City Council adopt Resolution No. CC-1810-041.)
5. **Accounts Payable Register.** (Recommendation: that the City Council adopts Resolution No. CC-1810-040, authorizing the payment of certain claims and demands in the amount of \$564,252.00.)
6. **Minutes of the Lawndale City Council Regular Meeting – October 1, 2018.** (Recommendation: that council approve.)

A motion by Councilmember Suarez to approve the consent calendar was seconded by Councilmember Kearney and carried by a vote of 5-0.

G. ADMINISTRATION

7. **Burin House Demolition – Reject All Bids Update.** (Recommendation: that the City Council: (1) authorize staff to reject all bids and re-advertise the project with revised estimate, (2) appropriate \$50,572 from bond proceeds to the Burin House Project, (3) reduce appropriation of \$50,572 from street improvement project (bond funds); and (4) appropriate \$50,572 from Measure M fund for street improvements.)

Interim Public Works Director Jonathan Wu presented this item regarding the two bids received for the project that came in well above the estimated cost. Interim Director Wu noted that in rejecting the bids, Public works would re-bid with a revised estimate. Councilmember Osborne concurred with the assessment.

A motion by Councilmember Osborne to approve the item as recommended was seconded by Councilmember Reid and carried by a vote of 5-0.

8. **Tentative Agreement between the City and American Federation of the State, County and Municipal Employees (AFSCME).** (Recommendation: that the City Council adopt Resolution No. CC-1810-042, approving the tentative agreement between the City of Lawndale and American Federation of State, County and Municipal Employees, Local 1895, Council 36.)

Human Resources Director Raylette Felton presented this item regarding the tentative agreement between the City of Lawndale and AFSCME by providing a brief summary of the changes being proposed.

A motion by Mayor Pro Tem Reid to approve the item as recommended was seconded by Councilmember Suarez and carried by a vote of 5-0.

9. **City-Wide Salary/Pay Schedule.** (Recommendation: that the City Council approve and adopt Resolution No. CC-1810-043, updating the City of Lawndale City-wide Salary/Pay Schedule for all approved positions.)

Human Resources Director Raylette Felton presented this item regarding the updated City-Wide Salary/Pay Schedule by providing a brief summary of the changes being proposed.

A motion by Councilmember Kearney to approve the item as recommended was seconded by Mayor Pullen-Miles and carried by a vote of 5-0

10. **Flexible Benefit Plan Document.** (Recommendation: that the City Council adopt Resolution No. CC-1810-044, approving and updating the City's Flexible Benefits/Cafeteria Plan Document and Summary Plan Description and authorize the City Manager, or designee, to automatically update the Plan as necessary, in compliance with Internal Revenue Code Section 125.)

Human Resources Director Raylette Felton presented this item regarding the updated Flexible Benefits Plan by providing a brief summary of the changes being proposed.

A motion by Councilmember Kearney to approve the item as recommended was seconded by Councilmember Suarez and carried by a vote of 5-0

H. CITY MANAGER'S REPORT

City Manager Stephen Mandoki reported on the following: Informational table for Measure "L" on October 17th and October 31st and that October 22nd was the last day to register to vote on the November 6th election.

I. ITEMS FROM COUNCILMEMBERS

11. Councilmember Report of Attendance at Meetings and/or Events

Councilmember Kearny attended the Contract Cities Liability Trust Fund Oversight Committee, along with City Manager Stephen Mandoki.

Councilmember Suarez attended "Coffee with a Cop".

Councilmember Osborne attended "Coffee with a Cop" and the Southern California Association of Governments meeting.

Mayor Pro Tem Reid had nothing to report.

Mayor Pullen-Miles attended "Coffee with a Cop", the "Bossa Nova" restaurant opening, and the Sanitation District meeting.

J. CLOSED SESSION

At 7:18 p.m. the City Council entered into closed session.

12. Conference with Labor Negotiator. The City Council will conduct a closed session, pursuant to Government Code section 54957.6, with the city manager, the city attorney and the City's negotiators, regarding labor negotiations with unrepresented employees, the central management team.

13. Conference with Labor Negotiator. The City Council will conduct a closed session, pursuant to Government Code section 54957.6, with the city attorney and the human resources director, the City's negotiators, regarding labor negotiations with an unrepresented employee, the city manager.

At 7:38 p.m. the City Council entered back into open session.

City Attorney Tiffany Israel reported the City Council met in Closed Session to discuss the items listed on the Closed Session agenda. The City Council was updated on these items and there was no reportable action taken.

K. ADJOURNMENT

Mayor Pullen-Miles announced the meeting would be adjourned in honor of Pastor Christopher Beamer who passed away on September 30th. Mayor Pullen-Miles read a brief statement regarding the passing of Pastor Beamer.

There being no further business to conduct, the Mayor adjourned the meeting at 7:41 p.m.

Robert Pullen-Miles, Mayor

ATTEST:

Rhonda Hofmann Gorman, City Clerk




Approved: ___/___

DRAFT



CITY OF LAWDALE

14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: November 5, 2018
TO: Honorable Mayor and City Council
FROM: Stephen N. Mandoki, City Manager 
PREPARED BY:  Michael Reyes, Municipal Services Director
 Donna Banks, Administrative Assistant II
SUBJECT: Appointment to Beautification Committee

BACKGROUND

Pursuant to City Council Policy No. 94-09, the Beautification Committee may be composed of up to seven members. The Mayor originally appointed and the Council confirmed six members to the Beautification Committee. Since that time, there has been one vacancy still waiting to be filled, and two members have been removed due to lack of attendance.

STAFF REVIEW

An application has been submitted for re-appointment to the Beautification Committee, which is and appears to be in order. Ms. Karen Escamilla had previously served on the Beautification Committee and resigned from the Committee because of her work schedule. Since that time her circumstances have changed to allow her to again serve as a committee member. At this time, Ms. Karen Escamilla is requesting re-appointment to the Committee and feels that she is now able to meet the attendance requirements.

Therefore, Resolution No. CC-1811-047 has been prepared with the expectation that the Mayor will appoint the applicant, and the City Council will confirm the appointment by adopting the resolution.

LEGAL REVIEW

The City Attorney has reviewed the proposed resolution and approves it as to form.

RECOMMENDATION

Staff recommends that:

1. Mayor Pullen-Miles appoints Ms. Karen Escamilla to the Beautification Committee, and
2. The City Council confirms the appointment by adopting Resolution No. CC-1811-047

Attachments: Application from Ms. Karen Escamilla
Resolution No. CC – 1811-047

RESOLUTION NO. CC-1811- 047

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA CONFIRMING THE APPOINTMENT OF
KAREN ESCAMILLA TO THE BEAUTIFICATION COMMITTEE**

WHEREAS, Resolution No. CC-0103-026 established the Beautification Committee; and

WHEREAS, all committee members are appointed by the mayor, with the approval of the City Council, for a term commencing on June 1 of each even numbered year and terminating on May 31 of the succeeding even numbered year; and

WHEREAS, pursuant to Council Policy No. 94-09, the Beautification Committee shall consists of seven Lawndale residents, 18 years of age or older; and

WHEREAS, the committee currently has only five members; and

WHEREAS, Karen Escamilla submitted an application for re-appointment to the Beautification Committee on September 18, 2018, which application was reviewed by the mayor and City Council; and

WHEREAS, the mayor has appointed the applicant to the Beautification Committee and the City Council desires to confirm the appointment.

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

SECTION 1. Karen Escamilla is appointed and confirmed as a member of the Beautification Committee by the mayor, with the approval of the City Council, to serve a term of office commencing immediately and to expire on May 31, 2019, unless earlier removed.

SECTION 2. Pursuant to Council Policy No. 93-09, as a member of the Beautification Committee Ms. Karen Escamilla shall serve without compensation, unless the City Council, by resolution or otherwise provides.

SECTION 3 This resolution shall take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED this 5th day of November, 2018.

Robert Pullen-Miles, Mayor

ATTEST:

State of California)

County of Los Angeles) SS
 City of Lawndale)

I, Rhonda Hofmann Gorman, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-1810-047 at a regular meeting of said Council held on the 5th day of November, 2018, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Daniel Reid, Mayor Pro Tem					
James H. Osborne					
Pat Kearney					
Bernadette Suarez					

 Rhonda Hofmann Gorman, City Clerk

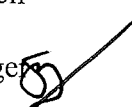

APPROVED AS TO FORM:

 Tiffany J. Israel, City Attorney



CITY OF LAWDALE

14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: November 5, 2018
TO: Honorable Mayor and City Council
FROM: Stephen N. Mandoki, City Manager 
PREPARED BY: Ken Louie, Director of Finance/City Treasurer 
SUBJECT: Purchasing Policy Update

BACKGROUND

The procurement process for the City of Lawndale is governed by the Lawndale Municipal Code (LMC) 3.08 and the City Council Policy 53-00. Both contain the official guidelines for a regulated and properly authorized purchase.

STAFF REVIEW

In June of this year, the City Council revised this policy with regard to federally-funded procurement as the federal government required all cities who are recipients of federal funding to adopt certain procurement regulations by July 1, 2018. That language comes from Federal Regulations of Title 2, subtitle A, chapter II, part 200 (Sections 200.318 – 200.326) and in part addresses conflict of interest issues.

The policy generally has not been updated since 2000 and staff believes that the thresholds have become severely outdated causing excessive processing time and considerable “red-tape” for some regular and often minor purchases.

At this time, staff is recommending that the current limits be updated. These rules do not apply to “public works” projects subject to bidding requirements under state law. The current and proposed levels are as follows:

Current

- \$0 - \$300.00 the department may purchase without formal quotes,
- \$300.01 - \$2,500.00 requires compliance with bid procedures; may be authorized by Department Head
- \$2,500.01 - \$10,000.00 requires compliance with bid procedures ; City Manager approval
- \$10,000.01 or greater requires formal bidding; City Council approval

Proposed

- \$0 - \$999.99 the department may purchase without formal quotes,
- \$1,000 - \$4,999.99 requires compliance with bid procedures; may be authorized by Department Head
- \$5,000 - \$49,999.99 requires compliance with bid procedures City Manager approval
- \$50,000 or greater requires formal bidding; City Council approval

Purchase orders for supplies and equipment may be used for all purchases less than \$1,000. (please see attachments and policy matrix for greater detail).

These updates will allow for more expedient processing by using more practical levels of control.

COMMISSION REVIEW

N/A

LEGAL REVIEW

The city attorney's office has approved to resolution, policy, and ordinance as to form.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends that the City Council adopt:

1. Resolution CC-1811-046 adopting updated Council Policy 53-00; and
2. Ordinance 1148-18

Attachments: Resolution CC-1811-046 adopting Proposed Purchasing Policy 53-00
Redline of Purchasing Policy 53-00
Ordinance 1148-18

RESOLUTION NO. CC-1811-046

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA
ADOPTING AN UPDATED VERSION OF COUNCIL POLICY NO. 53-00,
PERTAINING TO PURCHASING**

WHEREAS, the City Council of the City of Lawnsdale has established a Council Policy Manual to set forth and identify policies of the City Council which may not otherwise be established in ordinances of the City, or which are restated to further amplify existing City policy; and

WHEREAS, all policies included in the Council Policy Manual are adopted by resolution; and

WHEREAS, the City Council previously adopted a purchasing policy to establish guidelines, in addition to those set forth in the Lawnsdale Municipal Code, for the purchase of supplies, goods, and services; and

WHEREAS, the City Council has determined that there is a need to update this policy to increase the dollar thresholds for approval of contracts by department heads and the city manager and to include guidelines to be followed for procurements utilizing federal funding.

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

SECTION 1. That the City Council approves an amended and restated version of Policy No. 53-00, entitled "Purchasing Policy", a copy of which is attached hereto and incorporated herein as Exhibit "A".

SECTION 2. The City Clerk's Department is directed to replace said policy into the Council Policy Manual with this updated version.

SECTION 3. This resolution shall take effect as of the date of its passage and adoption.

PASSED, APPROVED AND ADOPTED this 5th day of November, 2018.

Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Rhonda Hofmann Gorman, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-1810-43 at a regular meeting of said Council held on the 5th day of November, 2018, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Daniel Reid, Mayor Pro Tem					
James H. Osborne					
Bernadette Suarez					
Pat Kearny					

Rhonda Hofmann Gorman, City Clerk

APPROVED AS TO FORM:

Tiffany J. Israel, City Attorney

COUNCIL POLICY

<u>SUBJECT:</u> Purchasing Policy	<u>POLICY NO.:</u> 53-00	<u>DATE ADOPTED:</u>
	<u>AUTHORITY:</u> Resolution No. CC-0009-96 Resolution No. CC-1806-027 Resolution No. CC-1811-046	10/2/00 6/25/18 11/5/18

PURPOSE:

Lawndale Municipal Code (LMC) Section 3.08 establishes a complete legal framework for the purchasing system, elements of which are delineated in this Council Policy.

The purchasing system establishes procedures for the purchase of supplies, services and equipment; it secures acquisitions at the lowest possible price commensurate with quality required; it creates financial controls; it clearly defines authority for the purchasing function; and it seeks to ensure the quality of purchases.

POLICIES:

- I. The City's purchasing operation shall obtain goods, services, and contracts at the best quality and lowest price through an open, fair and competitive process.
- II. Excluded from this Policy is the purchase of supplies, services and equipment that are included within the specification of a "Public Works" construction project. Such acquisitions are subject to the regulations contained in the California Public Contract Code.
- III. The City Manager is the City's purchasing officer and has ultimate administrative oversight of all purchases. The City Manager may delegate day to day administrative authority to the Finance Director to carry out all purchasing functions as Finance is the appropriate department for this measure.
- IV. Exceptions to bidding for supplies and equipment may be permitted by the purchasing officer in the following situations: emergency, sole source, cooperative purchasing, or for fuel purchase, per LMC Section 3.08.110. Each exception must be documented in a writing signed by the purchasing officer.
- V. Every procurement, whether by contract or otherwise must also include a payment voucher and purchase requisition initiated by the applicable department head.
- VI. Whenever a funding source (i.e., special revenue funds, grants) imposes stricter purchasing requirements than the City's purchasing regulations, the stricter requirements must be followed.

- VII. The City utilizes local preference for purchases. Purchases from Lawndale vendors are strongly encouraged where competitive prices and quality exist. With all specifications and conditions equal except price, a preference will be given to in-city vendors equal to 1% of the quoted price when General Fund monies are used. The rationale for the preference is that 1% of the sales tax on most acquisitions returns to the City's General Fund as revenue.

PROCEDURES:

1. City Council Award (City Council Award: \$50,000 or more)
 - a. Formal bidding procedures and a written contract are required for purchase of goods and services in amounts greater than \$50,000.
 - b. See LMC Section 3.08.120 and 3.08.130.
 - c. The lowest bidder able to provide the required goods and/or services will be recommended to the City Council for contract award. In the case of service contracts, factors other than price may be used in determining contract award.
 - d. Following award, a purchase order must be delivered to the finance department.

2. City Manager May Award after Bidding: (Between \$5,000 and \$49,999.99)
 - a. Three formal bids are required for purchase of goods and three proposals for services in amounts between \$5,000 and up to \$49,999.
 - b. See LMC Section 3.08.120 and 3.08.130.
 - c. The lowest bidder able to provide the required goods will be recommended to the City Council for contract award. In the case of service contracts, factors other than price may be used in determining contract award.
 - d. Requires a written contract which may be approved by the City Manager if funds have been appropriated for this use.
 - e. Following approval, a purchase order must be delivered to the finance department.

3. Department Head May Award after Bidding: Between \$1,000 and \$4,999.99
 - a. Three bids are required for the purchase of goods and services in amounts of \$1,000 and up to \$4,999.99.
 - b. See LMC Sections 3.08.120 and 3.08.130 regarding formal bids.
 - c. Award is to the lowest bidder able to provide the required goods. In the case of service contracts, factors other than price may be used in determining contract award.
 - d. Requires a written agreement for services, purchase order for goods, which may be approved by the Department Head when authorized in writing by the City Manager and if funds have been appropriated for this use.
 - e. Following approval, a purchases order must be delivered to the finance department.

4. Department Award No Formal Bidding Required: \$999.99 or Less
 - a. Three formal bids are not required for purchase of goods and services in amounts up to \$999.99. However, obtaining informal bids (e.g. from internet) is still an advisable practice.

- b. The applicable Department Head can approve any payment voucher for \$999.99 or less when funds have been appropriated for this use.
- c. No purchase order is required. However, a Payment Voucher with the matching invoice must be submitted and signed by the department director.

REGULATIONS FOR PROCUREMENTS OF PROPERTY OR SERVICES UTILIZING FEDERAL FUNDING:

- A. This section will apply to the awarding of sub-grants and contracts by the City for projects using federal grant funding. This includes the award of sub-grants and contracts by the City stemming from state, county, or other non-federal government entity grants originating as federal grants.
- B. Procurement Standards.
 - 1. The City has these standards to ensure contractors perform in accordance with the terms, conditions and specifications of their contracts or purchase orders.
 - 2. The City has a written conflict of interest code which governs the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer or agent of the City will participate in selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:
 - a. The employee, officer or agent;
 - b. Any member of his or her immediate family;
 - c. His or her partner; or
 - d. An organization which employs, or is about to employ, any of the above, has a financial or other interest in or a tangible personal benefit from a firm considered for award.
 - 3. The City's officers, employees or agents will not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. A conflict does not arise where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. Disciplinary action will be applied to any violations of these standards by officers, employees, or agents of the City.
 - 4. The City will not enter into a contract with a non-Federal entity that has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, unless the non-Federal entity maintains written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest mean due to relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.
 - 5. The City will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economic purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

6. The City will consider entering into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

7. The City will consider using Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

8. The City will consider using value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure its essential function is provided at the overall lower cost.

9.

The City will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection and the basis for the contract price.

11. The City will use time and material type contracts only:

- a. After a determination is made that no other contract is suitable; and
- b. If the contract includes a ceiling price such that the contractor exceeds at their own risk.

12. The City alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the City of any contractual responsibilities under its contracts.

C. Competition.

1. The City will conduct procurement transactions in a manner providing full and open competition. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors developing or drafting specifications, requirements, statements of work, or invitations for bids or requests for proposals are excluded from competing for such procurements.

2. The City will not use statutorily or administratively imposed in-state or local geographical preferences in the evaluation of bids or proposals, unless applicable Federal statutes expressly require or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

3. All procurement solicitations must:

- a. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description will not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured, and when necessary, will set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a brand name or equal description may be used to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerors will be clearly stated; and
- b. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

4. The City will ensure prequalified lists of persons, firms, or products that are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. The City will not preclude potential bidders from qualifying during the solicitation period.

D. Methods of Procurement to be Followed. The City will use one of the following methods of procurement:

1. Procurement by Micro-Purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold as set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and adjusted periodically for inflation. As of the date of this policy, the micro-purchase threshold is \$3,500.

2. Procurement by Small Purchase Procedures. Small purchase procedures are relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold as set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908 and periodically adjusted for inflation. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources. As of the date of this policy, the simplified acquisition threshold is \$150,000. For purchases exceeding fifty thousand (\$50,000), City Council approval is required.

3. Procurement by Sealed Bids (Formal Advertising). Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

- a. For sealed bidding to be feasible, the following conditions should be present:
 - (1) A complete, adequate, and realistic specification or purchase description is available;
 - (2) Two or more responsible bidders are willing and able to compete effectively for the business; and

- (3) The procurement lends itself to a firm-fixed-price contract and the selection of the successful bidder can be made principally based on price.
- b. If sealed bids are used, the following requirements apply:
 - (1) The invitation for bids will be publicly advertised and bids will be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids;
 - (2) The invitation for bids, which will include any specifications and pertinent attachments, will define the items or services for the bidder to properly respond;
 - (3) All bids will be publicly opened at the time and place prescribed in the invitation for bids;
 - (4) A firm-fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs will be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
 - (5) If there is a sound documented reason, any or all bids may be rejected.

4. Procurement by Competitive Proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- a. Requests for proposals will be publicized and identify all evaluation factors including relative importance. Any response to publicized requests for proposals must be honored to the maximum extent practical;
- b. Proposals will be solicited from an adequate number of qualified sources;
- c. The City will conduct technical evaluations of the proposals received and for selecting awardees;
- d. Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- e. The City may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances applies:

- a. The item is available only from a single source;
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in a written request from the City; or

- d. After solicitation of multiple sources, competition is determined inadequate.

6. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms.

- a. The City will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- b. Affirmative steps include:
 - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (2) Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
 - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
 - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
 - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in subsections 6.b.(1) through (6) of this section.

7. Contracts Cost and Price.

- a. The City will perform a cost or price analysis in every procurement action exceeding the simplified acquisition threshold including contract modifications. The method and degree of analysis will be dependent on the facts surrounding each procurement situation. As a starting point, the City will make independent estimates before receiving bids or proposals.
- b. Costs or prices based on estimated costs for contracts under the Federal award will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the City under Subpart E – Cost Principles of Title 2, Subtitle A, Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).
- c. The cost plus a percentage of cost and percentage of construction cost methods of contracting will not be used.

8. Federal Awarding Agency or Pass-Through Entity Review.

- a. The City will make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for purchase.
- b. The City will make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposal or invitations for bids, or independent cost estimates when:

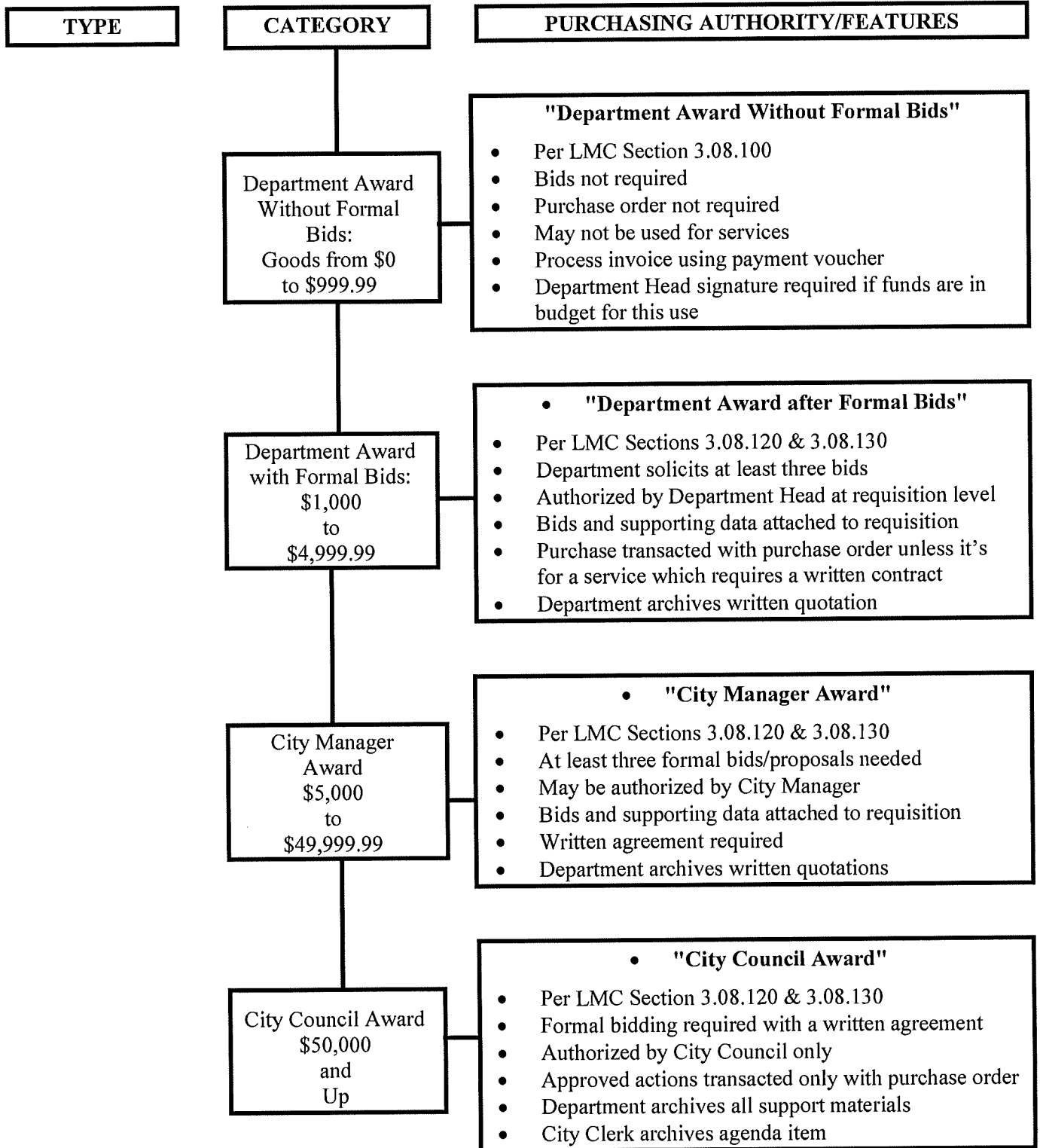
- (1) The City's procurement procedures or operation fails to comply with the procurement standards of Title 2, Subtitle A, Part 200, Subsection 200.324;
 - (2) The procurement is expected to exceed the simplified acquisition threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
 - (3) The procurement, which is expected to exceed the simplified acquisition threshold, specifies a "brand name" product;
 - (4) The proposed contract is more than the simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
 - (5) A proposed modification changes the scope of a contract or increases the contract amount by more than the simplified acquisition threshold.
- c. The City may be exempted from the pre-procurement review in subsection 8.b. above if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards set forth in Title 2, Subtitle A, Part 200, or the City self-certifies compliance with such standards if self-certification is permitted by the Federal awarding agency or pass-through entity.

9. Bonding Requirements. The City will require bid guarantees, performance bonds, and payment bonds consistent with Title 2, Part 200, Section 200.325 of the Code of Federal Regulations.

10. Contract Provisions. The City's contracts will contain the provisions in Appendix II to Title 2, Subtitle A, Part 200 – Contract Provisions for non-Federal Entity Contracts Under Federal Awards, as applicable.

LAWNDALE PURCHASING POLICY OVERVIEW

These are general guidelines for acquisition of supplies, equipment, operating and maintenance services, and construction projects other than "Public Works Projects". The evaluation and selection procedures for certain goods and services may vary on a case-by-case basis.



COUNCIL POLICY

SUBJECT: Purchasing Policy	POLICY NO.: 53-00	DATE ADOPTED: 10-02-10 (Maria - please add the original date)
	AUTHORITY: Resolution No. CC-1810-043	10-15-18

PURPOSE:

Lawndale Municipal Code (LMC) Section 3.08 establishes a complete legal framework for the purchasing system, elements of which are delineated in this Council Policy.

The purchasing system establishes procedures for the purchase of supplies, services and equipment; it secures acquisitions at the lowest possible price commensurate with quality required; it creates financial controls; it clearly defines authority for the purchasing function; and it seeks to ensure the quality of purchases.

POLICIES:

- I. The City's purchasing operation shall obtain goods, services, and contracts at the best quality and lowest price through an open, fair and competitive process.
- II. Excluded from this Policy is the purchase of supplies, services and equipment that are included within the specification of a "Public Works" construction project. Such acquisitions are subject to the regulations contained in the California Public Contract Code.
- III. The City Manager is the City's purchasing officer and has ultimate administrative oversight of all purchases. The City Manager may delegate day to day administrative authority to the Finance Director to carry out all purchasing functions as Finance is the appropriate department for this measure.
- IV. Exceptions to bidding for supplies and equipment may be permitted by the purchasing officer in the following situations: emergency, sole source, cooperative purchasing, or for fuel purchase, per LMC Section 3.08.110. Each exception must be documented in a writing signed by the purchasing officer.
- V. Every procurement, whether by contract or otherwise must also include a payment voucher and purchase requisition initiated by the applicable department head.
- VI. Whenever a funding source (i.e., special revenue funds, grants) imposes stricter purchasing requirements than the City's purchasing regulations, the stricter requirements must be followed.
- VII. The City utilizes local preference for purchases. Purchases from Lawndale vendors are strongly encouraged where competitive prices and quality exist. With all specifications and conditions equal except price, a preference will be given to in-city vendors equal to 1% of the quoted price when General Fund monies are used. The rationale for the

preference is that 1% of the sales tax on most acquisitions returns to the City's General Fund as revenue.

PROCEDURES:

1. City Council Award (City Council Award: \$50,000 or more)
 - a. Formal bidding procedures and a written contract are required for purchase of goods and services in amounts greater than \$50,000.
 - b. See LMC Section 3.08.120 and 3.08.130.
 - c. The lowest bidder able to provide the required goods and/or services will be recommended to the City Council for contract award. In the case of service contracts, factors other than price may be used in determining contract award.
 - d. Following award, a purchase order must be delivered to the finance department.

2. City Manager May Award after Bidding: Between ~~\$50,000~~ and \$49,999.99)
 - a. Three formal bids are required for purchase of goods and three proposals for services in amounts between ~~\$50,000~~ and up to \$49,999.
 - b. See LMC Section 3.08.120 and 3.08.130.
 - c. The lowest bidder able to provide the required goods will be recommended to the City Council for contract award. In the case of service contracts, factors other than price may be used in determining contract award.
 - d. Requires a written contract which may be approved by the City Manager if funds have been appropriated for this use.
 - e. Following approval, a purchase order must be delivered to the finance department.

3. Department Head May Award after Bidding: Between \$1,000 and ~~\$49,999,999.99~~
 - a. Three bids are required for the purchase of goods and services in amounts greater than \$1,000 and up to ~~\$4,999,999.99~~.
 - b. See LMC Sections 3.08.120 and 3.08.130 regarding formal bids.
 - c. Award is to the lowest bidder able to provide the required goods. In the case of service contracts, factors other than price may be used in determining contract award.
 - d. Requires a written agreement for services, purchase order for goods, which may be approved by the Department Head when authorized in writing by the City Manager and if funds have been appropriated for this use.
 - e. Following approval, a purchases order must be delivered to the finance department.

4. Department Award No Formal Bidding Required: \$999.99 or Less)
 - a. Three formal bids are not required for purchase of goods and services in amounts up to \$999.99. However, staff should nevertheless obtaining informal bids (e.g. from internet) is still an advisable practice.
 - b. The applicable Department Head can approve any payment voucher for \$999.99 or less when funds have been appropriated for this use.
 - c. No purchase order is required. However, a Payment Voucher with the matching invoice must be submitted and signed by the department director.

REGULATIONS FOR PROCUREMENTS OF PROPERTY OR SERVICES UTILIZING FEDERAL FUNDING:

- A. This section will apply to the awarding of sub-grants and contracts by the City ~~stemming for projects using~~ federal grants ~~funding to the City~~. This ~~section will have the same application on~~ ~~includes~~ the awarding of sub-grants and contracts by the City stemming from state, county, or other non-federal government entity grants originating as federal grants.
- B. Procurement Standards.
1. The City ~~will have these standards to maintain a contract administration system which~~ ensures contractors perform in accordance with the terms, conditions and specifications of their contracts or purchase orders.
 2. The City ~~will maintain has a~~ written ~~standards of conduct covering~~ conflicts of interest ~~code which and governing~~ the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer or agent of the City will participate in selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:
 - a. The employee, officer or agent;
 - b. Any member of his or her immediate family;
 - c. His or her partner; or
 - d. An organization which employs, or is about to employ, any of the above, has a financial or other interest in or a tangible personal benefit from a firm considered for award.
 3. The City's officers, employees or agents will ~~not~~ ~~either~~ solicit ~~nor~~ accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. ~~Such a~~ conflict ~~will~~ ~~does~~ not arise where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. ~~The City's standards of conduct provide for~~ disciplinary actions ~~will~~ ~~to~~ be applied ~~to any~~ ~~for~~ violations of ~~such~~ ~~these~~ standards by officers, employees, or agents of the City.
 - 3.4. The City will not enter into a contract with a non-Federal entity that has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, unless the non-Federal entity maintains written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest mean due to relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.
 5. The City will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economic purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

6. The City will consider entering into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

7. The City will consider using Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

8. The City will consider using value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure its essential function is provided at the overall lower cost.

~~9. The City will make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources.~~

~~10.~~ The City will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection and the basis for the contract price.

11. The City will use time and material type contracts only:
a. After a determination is made that no other contract is suitable; and
b. If the contract includes a ceiling price such that the contractor exceeds at their own risk.

12. The City alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the City of any contractual responsibilities under its contracts.

C. Competition.

1. The City will conduct procurement transactions in a manner providing full and open competition. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors developing or drafting specifications, requirements, statements of work, or invitations for bids or requests for proposals ~~are~~ will be excluded from competing for such procurements.

2. The City will ~~conduct procurements in a manner prohibiting the~~ use of statutorily or administratively imposed in-state or local geographical preferences in the evaluation of bids or proposals, ~~except in those cases where~~ unless applicable Federal statutes expressly ~~mandate~~ require or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

~~3. The City will have written procedures for procurement transactions. These procedures will ensure that~~ A all procurement solicitations must:

- a. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description will not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured, and when necessary, will set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a brand name or equal description may be used to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerors will be clearly stated; and
- b. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

4. The City will ensure prequalified lists of persons, firms, or products that are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. The City will not preclude potential bidders from qualifying during the solicitation period.

D. Methods of Procurement to be Followed. The City will use one of the following methods of procurement:

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1. Procurement by Micro-Purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold as set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and adjusted periodically for inflation. As of the date of this policy, the micro-purchase threshold is \$3,500.

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2. Procurement by Small Purchase Procedures. Small purchase procedures are ~~those~~ relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold as set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908 and periodically adjusted for inflation. If small purchase procedures are used, price or rate quotations ~~must~~ will be obtained from an adequate number of qualified sources. As of the date of this policy, the simplified acquisition threshold is \$150,000. For purchases exceeding fifty thousand (\$50,000), City Council approval is required.

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3. Procurement by Sealed Bids (Formal Advertising). Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

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- a. For sealed bidding to be feasible, the following conditions should be present:
 - (1) A complete, adequate, and realistic specification or purchase description is available;
 - (2) Two or more responsible bidders are willing and able to compete effectively for the business; and

- (3) The procurement lends itself to a firm-fixed-price contract and the selection of the successful bidder can be made principally based on price.
- b. If sealed bids are used, the following requirements apply:
 - (1) The invitation for bids will be publicly advertised and bids will be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids;
 - (2) The invitation for bids, which will include any specifications and pertinent attachments, will define the items or services for the bidder to properly respond;
 - (3) All bids will be publicly opened at the time and place prescribed in the invitation for bids;
 - (4) A firm-fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs will be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
 - (5) If there is a sound documented reason, any or all bids may be rejected.

4. Procurement by Competitive Proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

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- a. Requests for proposals will be publicized and identify all evaluation factors including relative importance. Any response to publicized requests for proposals ~~must~~ will be honored to the maximum extent practical;
- b. Proposals will be solicited from an adequate number of qualified sources;
- c. The City will conduct technical evaluations of the proposals received and for selecting awardees;
- d. Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- e. The City may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances applies:

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- a. The item is available only from a single source;
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in a written request from the City; or

d. After solicitation of multiple sources, competition is determined inadequate.

6. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms.

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- a. The City will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- b. Affirmative steps include:
 - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (2) Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
 - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
 - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
 - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in subsections 6.b.(1) through (6) of this section.

7. Contracts Cost and Price.

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- a. The City will perform a cost or price analysis in every procurement action exceeding the simplified acquisition threshold including contract modifications. The method and degree of analysis will be dependent on the facts surrounding each procurement situation. As a starting point, the City will make independent estimates before receiving bids or proposals.
- b. Costs or prices based on estimated costs for contracts under the Federal award will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the City under Subpart E – Cost Principles of Title 2, Subtitle A, Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).
- c. The cost plus a percentage of cost and percentage of construction cost methods of contracting will not be used.

8. Federal Awarding Agency or Pass-Through Entity Review.

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- a. The City will make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for purchase.
- b. The City will make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposal or invitations for bids, or independent cost estimates when:
 - (1) The City's procurement procedures or operation fails to comply with the procurement standards of Title 2, Subtitle A, Part 200, Subsection 200.324;

- (2) The procurement is expected to exceed the simplified acquisition threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
 - (3) The procurement, which is expected to exceed the simplified acquisition threshold, specifies a "brand name" product;
 - (4) The proposed contract is more than the simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
 - (5) A proposed modification changes the scope of a contract or increases the contract amount by more than the simplified acquisition threshold.
- c. The City may be exempted from the pre-procurement review in subsection 8.b. above if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards set forth in Title 2, Subtitle A, Part 200, or the City self-certifies compliance with such standards if self-certification is permitted by the Federal awarding agency or pass-through entity.

9. Bonding Requirements. ~~For public projects,~~ The City will require bid guarantees, performance bonds, and payment bonds consistent with Title 2, Part 200, Section 200.325 of the Code of Federal Regulations.

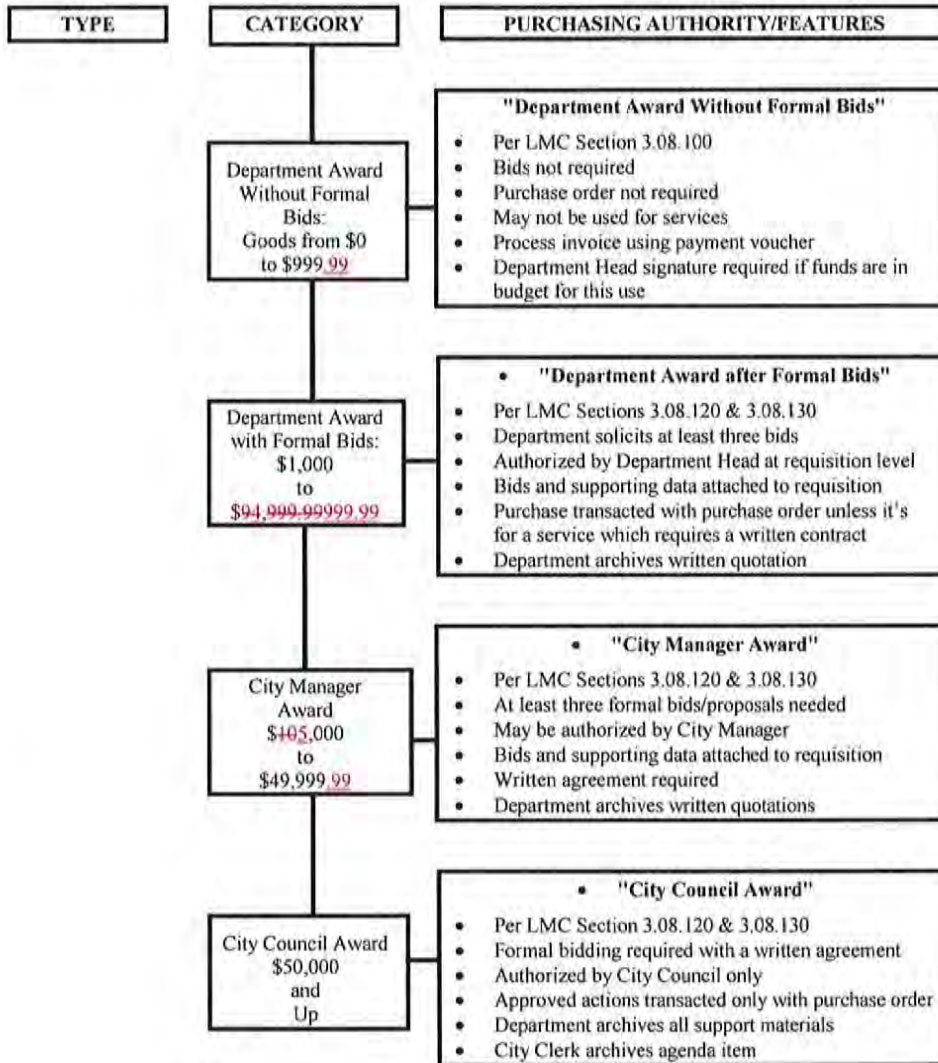
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10. Contract Provisions. The City's contracts will contain the provisions in Appendix II to Title 2, Subtitle A, Part 200 – Contract Provisions for non-Federal Entity Contracts Under Federal Awards, as applicable.

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LAWDALE PURCHASING POLICY OVERVIEW

These are general guidelines for acquisition of supplies, equipment, operating and maintenance services, and construction projects other than "Public Works Projects". The evaluation and selection procedures for certain goods and services may vary on a case-by-case basis.



ORDINANCE NO. 1148-18

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
LAWNDALE, CALIFORNIA ADOPTING AN AMENDED AND
RESTATED CITY PURCHASING ORDINANCE TO REPLACE
CHAPTER 3.08 OF THE LAWNDALE MUNICIPAL CODE**

SUMMARY: This ordinance adopts an updated purchasing code for the city.

WHEREAS, the City's purchasing codes are set forth in Lawndale Municipal Code ("LMC") chapter 3.08; and

WHEREAS, LMC chapter 3.08 has not be substantially updated in more than 30 years;
and

WHEREAS, procurement laws have been revised, requiring amendment to chapter 3.08;
and

WHEREAS, the City Council desires to increase various thresh hold amounts set forth in LMC chapter 3.08 to adjust for the change in the value of money since the code was last revised and to give staff more flexibility.

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

SECTION 1. Chapter 3.08 of the Lawndale Municipal Code is replaced, it its entirety, as follows:

"Chapter 3.08 PURCHASING

- 3.08.010 Purchasing system adopted—Intent.**
- 3.08.020 Centralized purchasing department—Created—General authority.**
- 3.08.030 Purchasing officer—Position created—City manager to act as.**
- 3.08.040 Purchasing officer—General powers and duties.**
- 3.08.050 Purchases or contracts outside purchasing system—Authority—Procedure.**
- 3.08.055 Exemption for parks, recreation and social services commission.**
- 3.08.060 Inspections and tests.**
- 3.08.070 Agencies to file estimates of needs.**
- 3.08.080 Requests for supplies—Requisition forms.**
- 3.08.090 Unencumbered appropriation prerequisite to purchase order issuance.**
- 3.08.100 Department award without formal bids.**
- 3.08.110 Bidding or auction—Required—Exceptions.**
- 3.08.120 Formal bidding procedure.**
- 3.08.130 Contract award thresh holds.**
- 3.08.140 Obsolete equipment lists.**

3.08.010 Purchasing system adopted—Intent.

This chapter establishes efficient procedures for the purchase of supplies, services and equipment to allow the city to secure supplies, services and equipment at the lowest possible cost commensurate with the quality needed; while ensuring that the purchasing officer exercises positive financial control over purchases. This chapter does not apply to public construction projects which are subject Chapter 3.09, authorizing informal bidding for certain public works construction projects, or as dictated by the Public Contract Code.

3.08.020 Centralized purchasing department—Created—General authority.

There is created a centralized purchasing department in which authority is vested for the purchase of supplies, services and equipment for the city.

3.08.030 Purchasing officer—Position created—City manager to act as.

There is created the position of purchasing officer, who is the city manager.

3.08.040 Purchasing officer—General powers and duties.

The purchasing officer is the head of and has supervision of the purchasing department. The purchasing officer shall have authority to:

- A. Purchase or contract for supplies, services and equipment required by any using agency in accordance with purchasing procedures prescribed by this chapter, such administrative regulations as the purchasing officer shall adopt for the internal management and operation of the purchasing department, and such other rules and regulations as shall be prescribed by the council;
- B. Negotiate and recommend execution of contracts for the purchase of supplies, services and equipment;
- C. Act to procure for the city the needed quality in supplies, services and equipment at least expense to the city;
- D. Endeavor to obtain as full and open competition as possible on all purchases;
- E. Prepare and recommend to the council rules governing the purchase of supplies, services and equipment for the city;
- F. Prepare and recommend to the council revisions and amendments to the purchasing rules;
- G. Keep informed of current developments in the field of purchasing, prices, market conditions and new products;

H. Prescribe and maintain such forms as are reasonably necessary to the operation of this chapter and other rules and regulations;

I. Supervise the inspection of all supplies, services and equipment purchased to ensure conformance with specifications;

J. Recommend the transfer of surplus or unused supplies and equipment between departments as needed, and the sale of all supplies and equipment which cannot be used by any agency or which have become unsuitable for city use;

K. Maintain a bidders' list, vendors' catalog file and records needed for the efficient operation of the purchasing department.

3.08.050 Purchases or contracts outside purchasing system—Authority—Procedure.

The purchasing officer, with approval of the council, may authorize in writing the purchase of supplies, services and equipment independently of the procedures established by this chapter, as long as the procurement is consistent with applicable state laws, and shall require periodic reports from the agency on the purchases and contracts made under such written authorization.

3.08.055 Exemption for parks, recreation and social services commission.

Procurement by the parks, recreation and social services commission is exempt from the procedures for the purchase of supplies, services and equipment set forth in this chapter when that commission elects to purchase supplies, services and equipment pursuant to the process established in chapter 3.10 of this code.

3.08.060 Inspections and tests.

The purchasing officer shall inspect supplies and equipment delivered, and contractual services performed, to determine their conformance with the specifications set forth in the order or contract. The purchasing officer shall have authority to require chemical and physical tests of samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with specifications.

3.08.070 Agencies to file estimates of needs.

All using agencies of the city shall file detailed estimates of their requirements in supplies, services and equipment in such manner, at such time and for such future periods as the purchasing officer shall prescribe.

3.08.080 Requests for supplies—Requisition forms.

All using agencies of the city shall submit requests for supplies, services and equipment to the purchasing officer on standard requisition forms.

3.08.090 Unencumbered appropriation prerequisite to purchase order issuance.

Except in cases of emergency, the purchasing officer shall not issue any purchase order for supplies, services or equipment unless there exists an unencumbered appropriation in the fund account against which the purchase is to be charged.

3.08.100 Department award without formal bids.

Purchases of supplies and equipment in amounts up to nine hundred ninety-nine dollars and ninety-nine cents may be made with purchase order and do not require three formal bids. This section does not apply to contracts for services.

3.08.110 Bidding or auction required; Exceptions.

A. Except as set forth in section 3.08.100, purchases of supplies and equipment shall be by bid and contracting procedures pursuant to Sections 3.08.120 and 3.08.130. Bidding for supplies and equipment may only be dispensed with when:

1. An emergency requires that an order be placed with the nearest available source of supply;
2. The commodity can be obtained from only one vendor; and
3. Fuel for city vehicles may be purchased as described in section 3.08.130.

B. Sale of surplus personal property shall occur after soliciting three bids or by auction, as determined by the purchasing officer. The purchasing officer may establish written procedures for the sale of surplus personal property through auction. When an auction is selected, the time, place and items to be sold at auction must first be approved by the city council. Once a sale by auction has been authorized by council that sale is exempt from all other provisions of this chapter.

3.08.120 Formal bidding procedure.

A. Except as otherwise provided in this chapter, purchases and contracts for supplies, equipment and the sale of personal properties of estimated value of one thousand dollars or more must be by written contract with the lowest or highest bidder, as the case may be, pursuant to the following procedure:

1. Contents of Notice Inviting Bids. Notice inviting bids shall include a general description of the articles to be purchased or sold, and the deadline for receipt of bids by the city.
2. Negotiation. Once the bids are received the staff may negotiate lower prices.
3. Rejection of Bids. In its discretion, city staff may reject any and all bids presented and may seek new bids.

4. Award of Contracts. Contracts shall be awarded by staff or the council, as applicable, to the lowest bidder. The decision of the staff or council, as applicable, shall be final.

5. Tie Bids. If two or more bids received are for the same total amount or unit price, quality and service being equal, staff may accept the lowest bid made by negotiation with the tie bidders.

B. Contracts for services of a professional nature, including architectural and engineering services, are subject to a request for proposal process unless such process is waived in writing by the purchasing officer.

3.08.130 Contract award thresholds.

A. After complying with a formal bidding or proposal process required, contracts for the purchase of supplies, equipment, and service in amounts up to four thousand nine hundred ninety-nine dollars and ninety-nine cents may be executed by the applicable department head if sufficient funds have been appropriated for this use.

B. After complying with a formal bidding or proposal process required, contracts for the purchase of supplies, equipment, and service in amounts up to forty-nine thousand nine hundred ninety-nine dollars may be executed by the City Manager if sufficient funds have been appropriated for this use.

C. After complying with a formal bidding or proposal process required, the recommendation for award of any contracts for the purchase of supplies, equipment, and service in amounts of fifty thousand dollars or more must be presented to the city council.

D. The department leading the procurement shall solicit bids or proposals for professional services by written requests to prospective vendors, by telephone, and by posting notice of the procurement on the city's website.

E. Written bids, or proposals for professional services, shall be submitted to the department seeking bids/proposals, who shall keep a record of all bids and proposals for the period required by the applicable retention policy.

F. Local preference is the practice of procurement from Lawndale vendors because they are also local taxpayers. Purchases from Lawndale vendors are strongly encouraged where competitive prices and quality exist. With all specifications and conditions equal except price, a preference will be given to in-city vendors equal to one percent of the quoted price when general fund monies are used for the acquisition. The rationale for local preference is that one percent of the sales tax on most acquisitions returns to the city general fund as revenue, effectively reducing the cost of acquisition.

3.08.140 Obsolete equipment lists.

All using agencies of the city shall submit to the purchasing officer, at such times and in such form as he or she shall prescribe, reports showing all supplies and equipment which are no longer used or which have become obsolete or worn out. The purchasing officer shall have authority to sell all supplies and equipment which cannot be used by any agency or which have become unsuitable for city use, or to exchange the same for, or trade in the same on, new supplies and equipment. Such sales shall be made pursuant to Section 3.08.110.”

SECTION 2. The City Council finds and determines that ordinance is exempt from the California Environmental Quality Act (“CEQA”) under Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. Where, as here, it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The foregoing amendments to the Lawndale Municipal Code would only update the City’s codes such that it can be seen with certainty that there is no possibility that this ordinance will have a significant effect on the environment.

SECTION 3. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each and every section, subsection, sentence, clause and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 4. The City Clerk shall certify to the passage and adoption of this ordinance, and shall make a minute of the passage and adoption thereof in the records of and the proceedings of the City Council at which the same is passed and adopted. This ordinance shall be in full force and effect thirty (30) days after its final passage and adoption, and within fifteen (15) days after its final passage, the City Clerk shall cause it to be published in a newspaper of general circulation and shall post the same at the City Hall, the Lawndale Community Center and the United States Post Office, Lawndale Branch.

PASSED, APPROVED, AND ADOPTED this ___ day of _____, 2018.

Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Rhonda Hofmann Gorman, City Clerk of the City of Lawndale, California, do hereby certify that the City Council duly introduced the foregoing Ordinance No. 1148-18 at its _____ meeting held on the ___ day of _____, 2018, and duly approved and adopted said ordinance at its regular meeting held on the ___ day of _____, 2018, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Daniel Reid, Mayor Pro Tem					
James H. Osborne					
Bernadette Suarez					
Pat Kearny					

Rhonda Hofmann Gorman, City Clerk

Date

APPROVED AS TO FORM:

Tiffany J. Israel, City Attorney

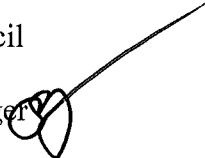



CITY OF LAWDALE

14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: November 5, 2018

TO: Honorable Mayor and City Council

FROM: Stephen N. Mandoki, City Manager 

PREPARED BY: Ken Louie, Director of Finance/City Treasurer 

SUBJECT: Proposed Amendments to Lawndale Municipal Code Chapter 3.30 Regarding the Urban Development Action Grant (UDAG) Fund

BACKGROUND

On June 8, 1984, the City of Lawndale received approval from the U.S. Department of Housing and Urban Development (“HUD”) of an eight million dollar UDAG grant. Pursuant to the agreement, said grant funds were to be utilized in the renovation and expansion of the South Bay Galleria (“Galleria”) by the owner, South Bay Associates. Said funds were loaned by the City to South Bay Associates. Pursuant to the loan documents, the City was entitled not only to repayment of the loan but also participation in the excess proceeds from the operation and sale or refinancing of the Galleria.

On March 16, 1989, the City and South Bay Associates agreed to South Bay Associates’ acquisition of all of the City’s right, title and interest in the Galleria, including the repayment of the note and reconveyance of the deed of trust, for the sum of ten million dollars.

To equitably account for the ten million dollars of proceeds, the City Council created Lawndale Municipal Code (LMC) 3.30 “UDAG FUND”. This chapter would serve to ensure the allowable use of funds and proper accounting of those funds, at that time, were still subject to the UDAG program.

Creation of the UDAG FUND, LMC Chapter 3.30

In part, this chapter was necessary to ensure compliance with the terms of the UDAG grant, specifically, the requirement that the City to loan the grant funds twice for urban development. For HUD, “urban development” under the UDAG program means economic development for the purpose of spurring development in communities, improving existing businesses, and increasing employment. Hence, the basic concept of the UDAG grant was to loan out the funds multiple times to improve the community, and once the funds came back the second time, the funds become unrestricted.

In July 2000, the City entered into a loan agreement with the Lawndale Redevelopment Agency, agreeing to lend the Agency \$7,000,000 for street improvements and other redevelopment projects. This loan is the second time the funds were loaned out, with the SBA Galleria loan being the first. Therefore, upon repayment of these funds from the Agency to the City, the funds are no longer restricted under the UDAG program.

The UDAG program was discontinued by HUD in the 1990's and the UDAG funds received by the City have been loaned by the City two times for urban development purposes. Therefore, the restrictions laid out in the current UDAG ordinance, LMC Chapter 3.30, are only self-imposed and may be revised in the discretion of the City Council.

STAFF REVIEW

At this time, staff recommends that the City Council simplify the UDAG ordinance to remove unnecessary restrictions while maintaining the restriction that the UDAG funds are only used for onetime purchases or projects and not to subsidize the General Fund. In addition to retaining these funds as special purpose funds pursuant to the original intent of the funds, it is recommended that the UDAG fund be retained as a separate and restricted fund because the funds which were loaned the former Lawndale Redevelopment Agency are still being repaid from the State of California pursuant to dissolution laws that ended redevelopment agencies.

You may recall that, several years ago, the State enacted legislation to dissolve all redevelopment agencies. Pursuant to that legislation, certain written agreements from redevelopment agencies were deemed enforceable obligations, although some of the terms of the agreements, such as interest obligations, were modified. The current balance on the funds to be repaid to the UDAG (City) is approximately \$9.6 million. The annual payments on this loan from the State are about \$600,000 a year. This payback is in addition to another loan made by the City to the Agency, in which the amount due is approximately \$10 million which is also being repaid over the next 15 years by the State.

Major Provisions in Current UDAG Ordinance

The no longer legally required, but most significant, provisions of the UDAG ordinance require that:

- 1) A minimum of \$7,160,000 of the UDAG funds are to remain in the UDAG fund. The fund's current balance is \$9.6 million in receivable equity plus about \$200,000 in cash. The increase in funds above the minimum required is the result of accrued interest.
- 2) A minimum of \$2,840,000 is to be retained in the General Fund Reserves, where it still resides today. Under the City's current UDAG ordinance, this money is not allowed to be used. Tonight's ordinance amendments would still keep these funds in reserves, but would allow for "rainy day" usage if approved by the City Council.

All of the above restrictions have been complied with despite HUD's discontinuance of the UDAG program.

Tonight's item before the City Council would remove the current, legally unnecessary, restrictions which are no longer required now that the UDAG program has been eliminated by HUD.

COMMISSION REVIEW

N/A

LEGAL REVIEW

The City Attorney has reviewed Ordinance 1149-18 and approved it as to form.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends that the City Council approve first reading to introduce Ordinance 1149-18.

Attachments: Ordinance 1149-18

ORDINANCE NO. 1149-18

**AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA UPDATING
LAWNSDALE MUNICIPAL CODE CHAPTER 3.30, REGARDING THE USE
OF URBAN DEVELOPMENT ACTION GRANT FUNDS**

SUMMARY: This ordinance would remove some of the restrictions on spending funds originally required to be restricted pursuant to a federal grant.

WHEREAS, in 1984 the City of Lawnsdale received an \$8,000,000 Urban Development Action Grant ("UDAG") from the United States Department of Housing and Urban Development ("HUD") for a loan to South Bay Associates, the owner of the South Bay Galleria ("Galleria") to rehabilitate and expand the Galleria ("UDAG Grant"); and

WHEREAS, the City loaned the UDAG Grant to the Galleria with interest and for participation in excess proceeds from the operation of the Galleria and proceeds from the sale or refinancing of the Galleria after the expansion project; and

WHEREAS, in 1989 Galleria requested to buy the City out of the repayment obligations under the UDAG Grant for a flat fee. The City retained a consultant who calculated the City's then present value in the UDAG Grant as \$10,000,000. The Galleria agreed that \$10,000,000 was a fair and reasonable price and the parties approved a buyout agreement; and

WHEREAS, the City adopted the new Chapter 3.30 in the Lawnsdale Municipal Code ("LMC") to serve as a comprehensive program to protect the \$10,000,00 and to provide for capital improvements and facilities and programs and services which would not otherwise be possible. A portion of the interest earned on those funds was allowed to be spent to develop facilities and programs pursuant to required five-year plans to be adopted by the City Council; and

WHEREAS, the terms of the UDAG Grant required the City to restrict the use of funds until it was loaned (and repaid) twice for restricted purposes. However, the UDAG program no longer exists such that the City is no longer bound by its restrictions; and

WHEREAS, at this time the City Council desires to update LMC Chapter 3.30 to remove some of the requirements and restrictions on these funds.

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

SECTION 1. Chapter 3.30, UDAG Fund, of the Lawnsdale Municipal Code is amended to read, in its entirety, as follows (deletions in ~~strike through~~, additions in ***bold and italics***):

“3.30.010 Purpose.

A. On June 8, 1984, the city received approval from the United States Department of Housing and Urban Development (“HUD”) of an eight million dollar Urban Development Action Grant (“UDAG”). Pursuant to the grant agreement, said funds were to be utilized in the renovation and expansion of the South Bay Galleria (“Galleria”) by the owner, South Bay Associates. Said funds were loaned by the city to South Bay Associates pursuant to a promissory note dated January 11, 1985, and a deed of trust which was recorded on April 11, 1985. Pursuant to the loan documents, the city was entitled not only to repayment of the loan but also participation in the excess proceeds from the operation and sale or refinancing of the Galleria. On March 16, 1989, the city and South Bay Associates agreed to South Bay Associates’ acquisition of all of the city’s right, title and interest in the Galleria, including the repayment of the note and reconveyance of the deed of trust, for the sum of ten million dollars.

B. The purpose of this chapter is to *explain the origin of these funds and limits on how the assets may be expended.*

~~establish a comprehensive program to control and restrict the investing and expenditure of the ten million dollars received by the city from South Bay Associates, hereinafter referred to as the UDAG fund. This program has the following fundamental elements:~~

- ~~1. To require that the UDAG fund be invested in secure investments;~~
- ~~2. To require that the principal amount of ten million dollars not be spent by the city and that in fact a certain proportion of the interest earnings be reinvested so that the principal amount of the UDAG fund will increase over time;~~
- ~~3. To establish a process so that a certain portion of the interest earnings can be spent pursuant to successive five-year plans to provide capital improvements and increase program services to the residents of Lawndale.~~

3.30.020 Fund created.

~~There is created in the city treasury a special fund to be known as the *Urban Development Action Grant* (UDAG) fund. This *special* fund shall be *accounted for in conformance with Generally Accepted Accounting Principles (GAAP) for governmental entities.* divided into four separate accounts as follows: the restricted principal account, the unrestricted principal account, the restricted expenditure account and the unrestricted expenditure account. Said accounts can be further subdivided into other accounts. Initially, the entire ten million dollars principal fund shall be deposited so that seventy one and six tenths percent is in the restricted principal account and the remainder is in the unrestricted principal account. Initially, no moneys shall be deposited in the restricted expenditure and unrestricted expenditure accounts, but a proportion of the interest earned on moneys in the restricted principal and unrestricted principal accounts shall be deposited in the restricted and unrestricted expenditure accounts pursuant to Section 3.30.040, and may be expended from such accounts as provided in Section 3.30.050.~~

3.30.030 Investing of funds.

~~All moneys in the UDAG fund shall be invested *in conformance with* pursuant to the city’s adopted *current* investment policy. in secure investments. Investments of moneys in the principal accounts, whether restricted or unrestricted, may be made in instruments with long maturities since the principal is not to be drawn upon, while moneys in the expenditure accounts should be invested in instruments with~~

maturities appropriate to the expenditure program adopted pursuant to Section 3.30.060. Yield should be an important consideration but should not lead to the making of insecure investments. Investments shall be made by the city treasurer or finance director with the approval of the city council. The status of all accounts shall be accurately shown in the city treasurer's monthly statement in sufficient detail to satisfy the requirements of state law.

3.30.040 Interest on UDAG fund.

Interest on the accrued fund may be used in the same manner as other UDAG monies, as desiered in section 3.30.050.

At the time of the adoption of the municipal budget, the city council shall determine what proportion of the interest earned on moneys deposited in the restricted principal account should be reinvested in said account, but such proportion shall not be less than one third. The remaining interest earned on the moneys deposited in the restricted principal account shall be placed in the restricted expenditure account and all interest earned on moneys deposited in the unrestricted principal account should be placed in the unrestricted expenditure account. Any interest earned on moneys deposited in the restricted expenditure account shall be placed in the restricted expenditure account, while interest earned on moneys deposited in the unrestricted expenditure account shall be placed in the unrestricted expenditure account.

3.30.040 Restrictions on expenditures.

The UDAG funds shall be used for one-time expenses, not operational expenses, at the discretion of the city council. Expenditures from this fund shall be made in the same manner as General Fund expenditures such as capital.

A. — Except as specifically authorized in this chapter, moneys in the restricted principal and unrestricted principal accounts shall not be expended except (i) to pay for commissions and fees charged for the making or maintenance of such investments, and (ii) for the following purpose:

—— 1. — To pay the 1993 retrospective deposit adjustments for the general liability and workers' compensation programs as required by the joint powers agreement establishing the Southern California Joint Powers Insurance Authority.

—— B. — Moneys in the unrestricted expenditure account may be spent for any public purpose authorized by law, in the same manner as the general funds of the city.

—— C. — Moneys in the restricted expenditure account may only be spent for the purposes enumerated below:

—— 1. — The acquisition of real property which is:

—— a. — Blighted, deteriorated, undeveloped, or inappropriately developed from the standpoint of sound community development and growth practices;

—— b. — Appropriate for rehabilitation or conservation activities;

—— c. — Appropriate for historical or open space preservation or beautification purposes;

—— d. — To be used for the provision of public works;

- ~~_____ e. _____ To be used for other public purposes;~~
- ~~_____ 2. _____ The acquisition, construction, reconstruction, or installation of public works, facilities, and site improvements for building not used for the general conduct of a government;~~
- ~~_____ 3. _____ Code enforcement in deteriorated or deteriorating areas;~~
- ~~_____ 4. _____ Clearance, demolition, removal, and rehabilitation of buildings and improvements;~~
- ~~_____ 5. _____ Removal of barriers restricting the mobility and accessibility of structures or rights-of-way to the elderly or handicapped;~~
- ~~_____ 6. _____ Relocation assistance for individuals and families displaced by activities undertaken pursuant to the expenditure of community development block grant funds;~~
- ~~_____ 7. _____ Disposition of real property acquired with community development block grant funds;~~
- ~~_____ 8. _____ Provision of public services including but not limited to employment, crime prevention, child care, health, drug abuse, education, energy conservation, welfare, or recreation needs when such services were not provided by the city in the previous twelve-month period;~~
- ~~_____ 9. _____ Payment of nonfederal share required in connection with Federal Housing and Community Development grant and aid programs;~~
- ~~_____ 10. _____ Payment of the cost of completing projects funded under Title I of the Housing Act of 1949;~~
- ~~_____ 11. _____ Activities necessary to either develop a comprehensive community plan or develop an implementation program for community development block grant funds;~~
- ~~_____ 12. _____ Payment of administrative costs related to the planning and execution of community development and housing activities;~~
- ~~_____ 13. _____ Activities carried out by public or private nonprofit entities including:
 - ~~_____ a. _____ The acquisition of real property,~~
 - ~~_____ b. _____ The acquisition, construction, rehabilitation, or installation of public facilities and commercial or industrial buildings,~~
 - ~~_____ c. _____ Planning;~~~~
- ~~_____ 14. _____ Assistance to neighborhood-based nonprofit organizations, local development corporations, or entities organized under Section 681(d) of Title XV of the Codes of the United States to carry out neighborhood revitalization or community economic development projects;~~
- ~~_____ 15. _____ Activities necessary to the development of energy use strategies related to the city's development goals;~~
- ~~_____ 16. _____ Provision of assistance for private for profit entities carrying out economic development projects; and~~

~~17. Any additional activities which are either currently permitted or which may be permitted by the United States Department of Housing and Urban Development pursuant to Title 42 of the United States Codes Section 5305.~~

~~D. In the event that any revenue accrues to the city from the expenditure of funds from the restricted expenditure account, such revenue may thereafter be placed in the unrestricted expenditure account. Revenue accruing to the city from the expenditure of funds from the unrestricted expenditure account may be commingled with the general funds of the city.~~

~~3.30.060 Five-year plan for development of services and facilities.~~

~~A. Within one hundred eighty days after the enactment of this chapter, the city council shall by resolution adopt a five-year plan for the expenditure of funds expected to accrue to the restricted expenditure account and unrestricted expenditure account. This plan shall include all improvements and facilities which the city wishes to develop and all additional programs and services to be offered to the residents for each fiscal year of the five-year plan.~~

~~B. In connection with the adoption of the municipal budget each fiscal year, the adopted five-year plan shall be updated and extended so that it includes five fiscal years including the current fiscal year.~~

~~C. The city council may appoint a special citizens' UDAG advisory committee to review proposals to be included within the five-year plan and make recommendations to the city council. The rules and procedures for such committee shall be subject to such requirements as the city council may prescribe from time to time by resolution.~~

~~3.30.070 Permissible expenditures of principal account funds.~~

~~A. The city council, by resolution, may create a separate unrestricted principal fund (the separate unrestricted principal fund) in an amount not exceeding five hundred thousand dollars from moneys in the unrestricted principal account. The moneys in the separate unrestricted principal fund shall remain in the unrestricted principal account, but shall be segregated by accounting procedures. Moneys from the separate unrestricted principal fund may be used to satisfy the city's outstanding general monetary obligations, subject to the following rules and procedures:~~

~~1. All expenditures from the separate unrestricted principal fund must be authorized by council resolution specifying the amount.~~

~~2. Expenditures from the separate unrestricted principal fund may be used only to satisfy general monetary obligations which are provided for in the budget as it may be amended from time to time for the fiscal year in which the moneys are expended.~~

~~3. All expenditures from the separate unrestricted principal fund shall be repaid, with interest at a rate as specified herein, within sixty days after withdrawal of the moneys.~~

~~4. Interest on moneys withdrawn from the separate unrestricted principal fund shall accrue at the same rate as that earned by the unrestricted principal account as a whole during the time period which said moneys remain withdrawn. Should the unrestricted principal account suffer a loss during any such time period, the full amount of the money withdrawn shall be repaid.~~

~~B. The city council may, by resolution, authorize the expenditure of moneys from the restricted principal account for all acquisition costs, including principal, interest, escrow fees and closing costs, associated with the purchase by the city of the parcels of real property known as Lots 6, 7, 110 and 111, Tract No. 5781, located at 4418 W. 162nd Street, Lawndale.~~

~~C. The city council may, by resolution, authorize the expenditure of moneys from the restricted principal account to be utilized in connection with the purchase, or lease and/or construction, or reconstruction, renovation, remodeling, or refurbishing of a facility, the location and size of which must be mutually agreed upon between the city council and the Los Angeles County sheriff's department, as a law enforcement service center or facility, provided the same is located within the geographic boundaries of the city."~~

SECTION 2. That the adoption of this ordinance is exempt from the provisions of the California Environmental Quality Act (CEQA) because the creation of a government funding mechanism which does not involve any commitment to any specific project is not a "project" under CEQA pursuant to Public Resources Code Section 21080 and CEQA Guideline 15378(b)(4).

SECTION 3. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each and every section, subsection, sentence, clause and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 4. The City Clerk shall certify to the passage and adoption of this ordinance, and shall make a minute of the passage and adoption thereof in the records of and the proceedings of the City Council at which the same is passed and adopted. This ordinance shall be in full force and effect thirty (30) days after its final passage and adoption, and within fifteen (15) days after its final passage, the City Clerk shall cause it to be published in a newspaper of general circulation and shall post the same at the City Hall, the Lawndale Community Center and the United States Post Office, Lawndale Branch.

PASSED, APPROVED, AND ADOPTED this ___ day of _____, 201_.

Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Rhonda Hofmann Gorman, City Clerk of the City of Lawndale, California, do hereby certify that the City Council duly introduced the foregoing Ordinance No. 1149-18 at its regular meeting held on the

___ day of _____, 2018, and duly approved and adopted said ordinance at its regular meeting held on the ___ day of _____, 2018, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Daniel Reid, Mayor Pro Tem					
James H. Osborne					
Bernadette Suarez					
Pat Kearny					

Rhonda Hofmann Gorman, City Clerk

Date

APPROVED AS TO FORM:

Tiffany J. Israel, City Attorney



CITY OF LAWNDALE
14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: November 5, 2018
TO: Honorable Mayor and City Council
FROM: Matthew R. Ceballos, Assistant City Clerk *MC*
SUBJECT: Mayor/Councilmember Report of Attendance at Meetings and/or Events

No supporting documentation was forwarded to the City Clerk Department for this item.



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PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: November 5, 2018
TO: Honorable Mayor and City Council
FROM: Matthew Ceballos, Assistant City Clerk *MC*
SUBJECT: Conference with Labor Negotiator

No public documents were forwarded to the City Clerk Department for this item.