County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169

LEROY D. BACA, SHERIFF

June 29, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

RENEWAL OF THE HELICOPTER LAW ENFORCEMENT SERVICE AGREEMENT BETWEEN THE COUNTY OF LOS ANGELES AND THE CITY OF LAKEWOOD (4th DISTRICT) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the Renewal of the Sheriff's Department's Helicopter Law Enforcement Service Agreement with the City of Lakewood for the period of July 1, 2004, through June 30, 2009.

2. Authorize the Renewal of the Municipal Law Enforcement Service Agreements. Under the provisions of Article 1, Section 56-1/2 and 56-3/4 Charter of the County of Los Angeles, the County shall have the authority to provide for the assumption and discharge of municipal functions of any of the cities and towns within said County whenever requested by such city.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the agreement is to continue to provide the City of Lakewood with a sworn observer for a City owned, piloted, and maintained helicopter for the purpose of providing supplemental air support to the Lakewood and Cerritos Sheriff's Stations' patrol units in the Cities of Lakewood, Artesia, Bellflower, Cerritos, Paramount, and the unincorporated area of Lakewood.

Implementation of Strategic Goals

This recommended action conforms with Los Angeles County's Strategic Plan, Goal 2: Workforce Excellence, by enhancing the quality and productivity of service through law enforcement efforts of protecting the community. This action also conforms to Goal 4: Fiscal Responsibility, by strengthening the County's fiscal capacity through additional resources acquired from these agreements.

As part of the Board's commitment to the County of Los Angeles, approval of the recommended action will enhance Los Angeles County's Strategic Plan, Goal 8: Public Safety, by maintaining a consistent air patrol presence in the Lakewood and Cerritos Sheriff Station's patrol areas. The Los Angeles County Sheriff's Department can provide a more rapid aerial deployment to assist safety personnel in the southern portion of Los Angeles County during situations of terrorism or emergency disasters.

FISCAL IMPACT/FINANCING

None. There is no net County cost to this agreement. The City of Lakewood shall pay the Sheriff's Department for the services in the agreement according to the appropriate and prevailing billing rates as determined by the Auditor-Controller each fiscal year. The City of Lakewood is aware the rates will change at the beginning of every fiscal year hereafter, as determined by the Auditor-Controller and indicated in the Law Enforcement Service Agreement. The Auditor-Controller's contract city rates are calculated pursuant to the requirements of Section 51350, California Government Code, and the policies adopted by the Board of Supervisors.

Based upon the rates developed by the Auditor-Controller for Fiscal Year 2004-2005, the cost for the services indicated in the agreement will be $161,016, plus a 6% Liability Trust Fund contribution. The Cities of Artesia, Bellflower, Cerritos, and Paramount have also agreed to repay the City of Lakewood for any services provided by the City of Lakewood's helicopter patrol unit as indicated in the service agreement.

FACTS AND LEGAL PROVISIONS

The City of Lakewood desires to obtain the service of a sworn helicopter observer. The term of the agreement is for a five (5) year period from July 1, 2004, through June 30, 2009. The Board has a renewal option, with approval by the City Council, for an additional successive five (5) year period.

The Lakewood City Council has approved the Helicopter Patrol Law Enforcement Service Agreement with the County of Los Angeles.

This agreement has been approved as to form by County Counsel.

The attached contract analysis is in accordance with the Board of Supervisor's Policy Number 5.045, Law Enforcement Services Contracts Review, has been approved by both the Auditor-Controller and Chief Administrative Offices.

IMPACT ON CURRENT SERVICES

The renewal of the attached agreements will continue to improve the quality of law enforcement services and public safety to the Lakewood and Cerritos Sheriff's Stations' patrol areas and the unincorporated areas of Lakewood by assisting ground patrol units. Both the County of Los Angeles and the Lakewood and Cerritos Sheriff's Stations' patrol areas benefit from the synergistic effects and utilization of resources in the most efficient manner.

Upon approval by your Board, please provide one (1) adopted copy of this action and four (4) original executed copies of the agreement to Captain Edward Rogner of the Sheriff's Department's Contract Law Enforcement Bureau.

Respectfully submitted,

Lee Baca

LEROY D. BACA
SHERIFF

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HELICOPTER PATROL
LAW ENFORCEMENT SERVICES
LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
& THE CITY OF LAKEWOOD

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CITY-COUNTY

MUNICIPAL LAW ENFORCEMENT SERVICES AGREEMENT

THIS AGREEMENT, dated for purposes of reference only, _____ _____, 2004, is made by and between the COUNTY OF LOS ANGELES, hereinafter referred to as "County," and the CITY OF, hereinafter LAKEWOOD referred to as "City".

RECITALS:

(a) The City is desirous of contracting with the County for the performance of the law enforcement functions described herein by the Los Angeles County Sheriff's Department.

(b) The County of Los Angeles is agreeable to rendering such services on the terms and conditions set forth in this agreement.

(c) Such contracts are authorized and provided for by the provisions of Section 56-1/2 and 56-3/4 of the Charter of the County of Los Angeles and Article 1, Chapter 1, Part 2, Division 1, Title 5 of the Government Code of the State of California.

THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1.0 CONTRACT AUTHORIZATION

1.1 The County agrees, through the Sheriff of the County of Los Angeles, to provide general law enforcement including helicopter patrol services within the corporate limits of the City and to the Cities of Artesia, Bellflower, Cerritos, and Paramount to the extent and in the manner hereinafter set forth.

1.2 Except as otherwise specifically set forth in this Agreement, such services shall only encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by the Sheriff of the County of Los Angeles under the Charter of the County and the statutes of the State of California, and under the municipal codes of the City.

2.0 ADMINISTRATION OF PERSONNEL

2.1 The rendition of the services performed by the Sheriff's Department, the standards of performance, the discipline of officers, and other matters incident to the performance of such services and the control of personnel so employed shall remain with the County.

2.2 In the event of a dispute between the parties to this contract as to the extent of the duties and functions to be rendered hereunder, or the minimum level or manner of performance of such service, the City shall be consulted and a mutual determination thereof shall be made by both the Sheriff of the County and the City.

2.3 With regard to sections 2.2 and 2.3, the Sheriff, in an unresolved dispute, shall have final and conclusive determination as between the parties hereto.

2.4 All City employees who work in conjunction with the Sheriff's Department pursuant to this Agreement shall remain employees of the City and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from the County based on this Agreement. No City employee as such shall become employees of the County unless by specific additional agreement in the form of a merger contract which must be concurrently adopted by the City and County.

2.5 For the purpose of performing services and functions, pursuant to this agreement and only for the purpose of giving official status to the performance thereof, every County officer and/or employee engaged in performing any such service and function shall be deemed to be an officer or employee of the City while performing such service for the City, as long as the service is within the scope of this agreement and is a municipal function.

2.6 The contracting City shall not be called upon to assume any liability for the direct payment of any Sheriff's Department salaries, wages, or other compensation to any County personnel performing services hereunder for said City. Except as herein otherwise specified, the City shall not be liable for compensation or indemnity to any County employee or agent of the County for injury or sickness arising out of his/her employment as a contract employee of the City.

2.7 As part of its compliance with all applicable laws and regulations relating to employee hiring, the County agrees that the County Civil Service Rules to which it is

subject and which prohibit discrimination on the basis of non-merit factors, shall for purposes of this contract be read and understood to prohibit discrimination on the basis of sexual orientation.

3.0 DEPLOYMENT OF PERSONNEL

3.1 Services performed hereunder and specifically requested by the City shall be developed in conjunction with the Sheriff and indicated in the General Municipal Law Enforcement Services Agreement on a Los Angeles County Sheriff's Department SH-AD 575 Deployment of Personnel form (Attachment A).

3.2 A new SH-AD 575 Deployment of Personnel form shall be authorized and signed annually by the City and the Sheriff or his designee each July 1, and attached to this contract as an amendment to the level of service and the contract sum.

3.3 Should the City request a change in level of service other than pursuant to the annual renewal, an additional SH-AD 575 Deployment of Personnel form shall be signed and authorized by the City and the Sheriff or his designee and attached to this contract as an amendment to the level of service and the contract sum.

3.4 It is understood that the City will procure its helicopter pilots from an independent source and the qualifications and ability of said pilots shall meet the minimum standards of the Sheriff.

3.5 The County shall provide law enforcement services consisting of an observer in the aircraft and such other personnel of the Sheriff's Department on the ground as determined by the Sheriff to be necessary to augment the use of the aircraft as a law enforcement vehicle.

4.0 PERFORMANCE OF CONTRACT

4.1 For the purpose of performing said functions, the City shall furnish and supply all helicopters and helicopter pilots necessary to operate said aircrafts.

4.2 Said Aircrafts shall remain the property of the City and the City shall supply all maintenance, fuel, repairs, insurance, and equipment related to the ownership, maintenance and use of said aircraft for law enforcement services.

4.3 The said aircrafts shall be of a type and in a condition satisfactory to the Sheriff.

4.4 Notwithstanding the foregoing, the City may provide additional resources for the County to utilize in performance of the services.

4.5 Notwithstanding the foregoing, it is mutually agreed that in all instances where special supplies, stationery, notices, forms, and the like must be issued in the name of said City, the same shall be supplied by the City at its own cost and expense.

5.0 INDEMNIFICATION

5.1 The City agrees to indemnify, defend and hold harmless the County, its officers, employees, and agents from and against any and all liability, expenses, including defense costs and legal fees, and claims for damages of any nature whatsoever, including but not limited to, bodily injury, death, personal injury, or property damage arising from or connected with the City use, maintenance, or ownership of helicopter or other aircraft used in connection with this agreement.

5.2 Without limiting the City's indemnification of the County, the City shall obtain and maintain aviation liability insurance with a combined single limit of not less than $10,000,000.00 per occurrence and shall cause the County, its officers and employees, to be named therein as additional insureds. The City shall provide a copy of the liability insurance policy to the Sheriff's Department's Contract Law Enforcement Bureau.

5.3 Without limiting the City's indemnification of the County as stated in paragraph 5.1 and 5.2 the parties hereto have executed an Assumption of Liability Agreement approved by the Board of Supervisors on December 27, 1977, and/or a Joint Indemnity Agreement approved by the Board of Supervisors on October 8, 1991, and/or a revised Joint Indemnity Agreement approved by the Board of Supervisors on August 9, 1993. Whichever of these documents the City has signed later in time is currently in effect and hereby made a part of and incorporated into this agreement as if set out in full herein.

5.4 In the event the Board of Supervisors later approves a revised Joint Indemnity Agreement and the City executes the revised agreement, the subsequent agreement as of its effective date shall supersede the agreement previously in effect between the parties hereto.

6.0 TERM OF CONTRACT

6.1 Unless sooner terminated as provided for herein, this agreement shall be effective July 1, 2004 and shall remain in effect until June 30, 2009.

6.2 At the option of the Board of Supervisors and with the consent of the City Council, this agreement may be renewable for successive periods not to exceed five years each.

7.0 RIGHT OF TERMINATION

7.1 Notwithstanding any provision herein to the contrary, the City or the County may terminate this agreement upon notice in writing to the given party within sixty (60) days with or without cause, and in such an event this agreement shall terminate sixty (60) calendar days from the date of notice.

7.2 In the event of a termination, each party shall fully discharge all obligations owed to the other party accruing prior to the date of such termination, and each party shall be released from all obligations which would otherwise accrue subsequent to the date of termination.

8.0 CONTRACT SUM

8.1 The City shall pay for the services provided under the terms of this service agreement at the rate established by the Auditor-Controller.

8.2 The rates indicated in the SH-AD 575, Deployment of Personnel form shall be readjusted by the County Auditor-Controller annually effective July 1, of each year to reflect the cost of such service in accordance with the policies and procedures for the determination of such rate as adopted by the Board of Supervisors of County.

8.3 The City shall be billed based on the service level provided within the parameters of the SH-AD 575, Deployment of Personnel form.

8.4 The cost of other services requested pursuant to this agreement and not set forth in the SH-AD 575, Deployment of Personnel form shall be determined by the Auditor-Controller in accordance with the policies and procedures established by the Board of Supervisors of County.

9.0 PAYMENT PROCEDURES

9.1 The County, through the Sheriff of the County of Los Angeles, shall render to said

City within ten (10) days after the close of each calendar month a summarized invoice which covers all services performed during said month, and said City shall pay County for all undisputed amounts within sixty (60) days after date of said invoice.

9.2 If such payment is not delivered to the County office which is described on said invoice within sixty (60) days after the date of the invoice, the County is entitled to recover interest thereon. For all disputed amounts, the City shall provide County with written notice of the dispute including the invoice date, amount, and reasons for dispute within 10 days after receipt of the invoice. The parties shall memorialize the resolution of the dispute in writing. For any disputed amounts, interest shall accrue if payment is not received within 60 days after the dispute resolution is memorialized.

9.3 Interest shall be at the rate of ten percent (10%) per annum or any portion thereof, calculated from the last day of the month in which the services were performed, or in the case of disputed amounts, calculated from the date the resolution is memorialized.

9.4 Notwithstanding the provisions of Government Code Section 907, if such payment is not delivered to the County office which is described on said invoice within sixty (60) days after the date of the invoice, or in the case of disputed amounts, from the date the resolution is memorialized, the County may satisfy such indebtedness, including interest thereon, from any funds of the City on deposit with the County without giving further notice to City of County's intention to do so.

9.5 Should the City provide services to the Cities of Artesia, Bellflower, Cerritos, or Paramount the City of Lakewood shall be responsible for collecting the cost associated with the said services.

10.0 ENTIRE AGREEMENT

10.1 This Agreement constitutes the complete and exclusive statement of the parties which supercedes all previous agreements, written or oral, and all communications between the parties relating to the subject matter hereof. All changes or amendments to this Agreement must be in writing and mutually executed by authorized personnel on behalf of the City and the County. The Sheriff or his designee is authorized by the County to execute supplemental agreements referenced in sections 3.0 and 9.2 of this Agreement.

AGREEMENT BETWEEN
COUNTY OF LOS ANGELES
& THE CITY OF LAKEWOOD

WITNESS WHEREOF, the Los Angeles County Board of Supervisors has caused this Agreement to be subscribed by its Chair and the seal of such Board to be hereto affixed and attested by the Executive Officer thereof, and the City has caused this Agreement to be subscribed in its behalf by its authorized officer.

COUNTY OF LOS ANGELES

By _____
DON KNABE
Chair, Board of Supervisors

ATTEST:
VIOLET VARONA-LUKENS
Executive Officer-Clerk
Los Angeles County
Board of Supervisors

By _____
Deputy

CITY OF LAKEWOOD

By _____
CITY OF LAKEWOOD, MAYOR

ATTEST:

By _____
City Clerk

By _____
City Attorney

APPROVED AS TO FORM:

Office of the County Counsel

_____
Senior Deputy County Counsel

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

CONTRACT CITY LAW ENFORCEMENT SERVICES

Service Level Authorization

CITY: *Lakewood*

FISCAL YEAR: *2004 - 2005* **EFFECTIVE DATE:** *July 1, 2004*

CODE #	SERVICES	TOTAL SERVICE UNITS PURCHASED NEW	PREVIOUS	CHANGE	CONTRACT LAW USE ONLY
	DEPUTY SHERIFF SERVICE UNIT				
306	40 Hour	6.0000	6.0000	0.0000	
307	56 Hour	13.0000	13.0000	0.0000	
308	70 Hour			0.0000	
309	84 Hour			0.0000	
310	Non-Relief	8.0000	6.0000	2.0000	
	DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)				
301	40 Hour			0.0000	
302	56 Hour			0.0000	
303	70 Hour			0.0000	
304	84 Hour			0.0000	
305	Non-Relief Motor			0.0000	
305	Non-Relief	1.0000	1.0000	0.0000	
	GROWTH DEPUTY, UNITS (Non-Relief Only)				
335	Deputy	0.0000	2.0000	-2.0000	
	Deputy, (with a dedicated vehicle)			0.0000	
336	Deputy, B-1			0.0000	
	Deputy, B-1 (with a dedicated vehicle)			0.0000	
	GRANT UNITS (Non-Relief Only)				
383	Deputy	1.0000	1.0000	0.0000	
386	Deputy No Vehicle			0.0000	
384	Deputy B-1			0.0000	
385	Deputy B-1 No Vehicle			0.0000	
387	Sergeant			0.0000	
	SUPPLEMENTAL POSITIONS (Non-Relief Only)				
342	Lieutenant			0.0000	
353	Sergeant	2.0000	2.0000	0.0000	
348	Sergeant (Motor)			0.0000	
354	Watch Deputy			0.0000	
325	CSA With Vehicle	0.0000	2.0000	-2.0000	
327	No Vehicle			0.0000	
347	Security Officer			0.0000	
339	Law Enforcement Tech / No Vehicle			0.0000	
340	Law Enforcement Tech with Veh use	1.0000	1.0000	0.0000	
343	Operations Asst I			0.0000	
344	Operations Asst II			0.0000	
345	Operations Asst III			0.0000	
351	Stn Clerk II			0.0000	
329	Crime Analyst			0.0000	
331	Custody Assistant			0.0000	
	Sky Knight (40 hour Non-Relief)	1.0000	1.0000	0.0000	
ATTN:	**Routine City Helicopter Billing Agreement (Indicate)**	YES	NO		

PLEASE COMPLETE PAGE 2.

HOURS OF SERVICE & ESTIMATED CHARGES

SERVICE UNITS	UNIT COST	TOTAL UNITS PURCHASED		LIABILITY @ 6%	TOTAL COST	YEARLY HOURS PER SERVICE UNIT	ANNUAL HOURS	ANNUAL GOAL (MINUTES)	PERSONNEL REQUIRED
DEPUTY SHERIFF SERVICE UNIT									
40 Hour	$177,117	6	1,062,702.00	63,762.12	1,126,464.12	2088	12,528	751,680	7.0020
56 Hour	$247,984	13	3,223,532.00	193,411.92	3,416,943.92	2920	37,960	2,277,600	21.2160
70 Hour	$309,855	0	0.00	0.00	0.00	3650	0	0	0.0000
84 Hour	$371,946	0	0.00	0.00	0.00	4380	0	0	0.0000
Non-Relief	$161,016	8	1,288,128.00	77,287.68	1,365,415.68	1778	14,224	853,440	8.0000
DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)									
40 Hour	$187,286	0	0.00	0.00	0.00	2088	0	0	0.0000
56 Hour	$262,200	0	0.00	0.00	0.00	2920	0	0	0.0000
70 Hour	$327,750	0	0.00	0.00	0.00	3650	0	0	0.0000
84 Hour	$393,300	0	0.00	0.00	0.00	4380	0	0	0.0000
Non-Relief Motor	$170,260	0	0.00	0.00	0.00	1778	0	0	0.0000
Non-Relief	$170,260	1	170,260.00	10,215.60	180,475.60	1778	1,778	106,680	1.0000
GROWTH DEPUTY UNITS (Non-Relief Only)									
Deputy	$108,928	0	0.00	0.00	0.00	1778	0	0	0.0000
Deputy (with a dedicated vehcile)	$125,445	0	0.00	0.00	0.00	1778	0	0	0.0000
Deputy, B-1	$117,423	0	0.00	0.00	0.00	1778	0	0	0.0000
Deputy B-1 (with a dedicated vehcile)	$133,251	0	0.00	0.00	0.00	1778	0	0	0.0000
GRANT UNITS (Non-Relief Only)									
Deputy	$108,928	1	108,928.00	6,535.68	115,463.68	1778	1,778	106,680	1.0000
Deputy No Vehicle	$106,390	0	0.00	0.00	0.00	1778	0	0	0.0000
Deputy B-1	$117,423	0	0.00	0.00	0.00	1778	0	0	0.0000
Deputy B-1 No Vehicle	$114,885	0	0.00	0.00	0.00	1778	0	0	0.0000
Sergeant	$140,812	0	0.00	N/A	0.00	1778	0	0	0.0000
SUPPLEMENTAL POSITIONS (Non-Relief Only)									
Lieutenant	$153,516	0	0.00	N/A	0.00	1778	0	0	0.0000
Sergeant	$140,812	2	281,624.00	N/A	281,624.00	1778	3,556	213,360	2.0000
Sergeant (Motor)	$148,415	0	0.00	0.00	0.00	1778	0	0	0.0000
Watch Deputy	$114,834	0	0.00	0.00	0.00	1778	0	0	0.0000
CSA With Vehicle	$46,482	0	0.00	0.00	0.00	1778	0	0	0.0000
CSA No Vehicle	$38,680	0	0.00	0.00	0.00	1778	0	0	0.0000
Security Officer	$69,445	0	0.00	0.00	0.00	1778	0	0	0.0000
Law Enforcement Tech / No Vehicle	$59,454	0	0.00	0.00	0.00	1778	0	0	0.0000
Law Enforcement Tech with Veh use	$62,042	1	62,042.00	3,722.52	65,764.52	1778	1,778	106,680	1.0000
Operations Asst I	$56,628	0	0.00	N/A	0.00	1778	0	0	0.0000
Operations Asst II	$70,174	0	0.00	N/A	0.00	1778	0	0	0.0000
Operations Asst III	$80,357	0	0.00	N/A	0.00	1778	0	0	0.0000
Stn Clerk II	$52,389	0	0.00	N/A	0.00	1778	0	0	0.0000
Crime Analyst	$81,555	0	0.00	N/A	0.00	1778	0	0	0.0000
Custody Assistant	$66,184	0	0.00	0.00	0.00	1778	0	0	0.0000
Sky Knight (40 hour Non-Relief)	$161,016	1	161,016.00	9,660.96	170,676.96	1778	1,778	106,680	1.0000

ESTIMATED COST FOR SERVICE UNITS ** $6,358,232.00

LIABILITY @ 6% = $364,596.48

TOTAL ESTIMATED COST $6,722,828.48

	HOURS	MINUTES	PERSONNEL
DEPUTY	66,490	3,989,400	37.2180
DEPUTY, B-1	1,778	106,680	1.0000
LT/SERGEANT	3,556	213,360	2.0000
CSO	0	0	0.0000
CIVILIAN	1,778	106,680	1.0000

** DOES NOT INCLUDE LIABILITY INSURANCE COSTS

REV 4/04

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

CONTRACT CITY LAW ENFORCEMENT SERVICES

DEPLOYMENT SURVEY

EFFECTIVE DATE: July 1, 2004 Lakewood

SERVICE UNIT	TOTAL UNITS PURCHASED	DEPLOYMENT										TOTAL UNITS ASSIGNED
		GENERAL LAW			TRAFFIC LAW			DEP MOTOR	SPECIAL ASSIGN.	D.B.	TEAM LDR	
		EM	DAY	PM	EM	DAY	PM					
DEPUTY, GENERALIST												
No-Relief	8			2		1			5			8
40 Hour	6	0	1	4		1						6
56 Hour	13	3	3	3	1	1	2					13
70 Hour	0											0
84 Hour	0											0
DEPUTY, B-1												
No-Relief/Motor	1									1		1
40 Hour	0											0
56 Hour	0											0
70 Hour	0											0
84 Hour	0											0
APPROVED GRANTS												
Deputy	1								1			1
Deputy, No-veh	0											0
B-1	0											0
B-1, No-veh	0											0
GROWTH DEPUTY												
Deputy	0											0
Deputy Dedicated Veh.	0											0
Deputy, B-1	0											0
Deputy, B-1 Dedicated Veh.	0											0

*NC License Detail and Crossing Guard are billed on an hourly basis and billed monthly as service is provided.

License Detail processes business license & renewal applications: (Yes) No

License Detail acts on violations observed within the city: (Yes) No

REPORT PREPARED BY: M a Wel **DATE:** 05-03-04

APPROVED BY: David Fenlen **DATE:** 05-05-04

STATION COMMANDER

CITY APPROVAL BY: [signature] **DATE:** 06-15-04

CITY OFFICIAL "I certify that I am authorized to make this change on behalf of the City"

PROCESSED AT CLEB BY: [signature] **DATE:** 06-15-04

	YES	NO
BILLING MEMO REQUIRED:		
"BLUE" REQUIRED:		
MINUTE PROGRAM:		