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**COMPTON CITY COUNCIL
AGENDA**

**12/03/2024
5:30 PM**

OPENING

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

COMMENDATORY RESOLUTIONS/PRESENTATIONS

PRESENTATION: CENTENNIAL HIGH SCHOOL - CHEER AND DANCE TEAM -
(Mayor Emma Sharif)

PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA MATTERS

CONSENT AGENDA

Consent items are routine and expected to be non-controversial. They will be acted upon by the Council at one time without discussion unless a Council Member requests an item be removed or discussed..

APPROVAL OF MINUTES

November 19, 2024

REGULAR AGENDA

NEW BUSINESS

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON RESCINDING RESOLUTION NO. 25,677 AND AUTHORIZING THE CITY MANAGER TO ESTABLISH THE CITY'S PURCHASING CARD ACCOUNTS THROUGH THE STATE OF CALIFORNIA'S CAL-CARD PROGRAM TO BE UTILIZED SOLELY AND EXCLUSIVELY FOR APPROVED CITY BUSINESS AND TO APPROVE THE CITY PURCHASING CARD POLICY

COUNCIL COMMENTS

ADJOURNMENT

NEXT REGULAR MEETING: 12/10/2024 5:30 PM

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NOVEMBER 19, 2024

The Compton City Council meeting was called to order at 4:30 p.m. by Mayor Emma Sharif in the Council Chambers of City Hall. The Moment of Silence Ceremony and the Pledge of Allegiance was also led by Mayor Emma Sharif.

ROLL CALL

Council Members Present: D. Duhart, A. Spicer, J. Bowers, Mayor E. Sharif
Council Members Absent: L. Darden

Other Officials Present: E. Perrodin, V. McDaniel, B. Mims, W. Hopkins

PUBLIC COMMENTS ON CLOSED SESSION ITEMS – There were no public comments on closed session items.

CLOSED SESSION
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION SUSAN HILL V. CITY OF COMPTON, Case No. 21STCV37464 PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54956.9

On motion by Spicer, seconded by Duhart, to recess the meeting to closed session at 4:31 p.m. by the following vote on roll call:

AYES: Council Members – Duhart, Spicer, Bowers, Sharif
NOES: Council Members – None
ABSENT: Council Members – Darden

On motion by Duhart, seconded by Spicer, to reconvene the meeting from closed session at 5:38 p.m. by the following vote on roll call:

AYES: Council Members – Duhart, Spicer, Bowers, Darden, Sharif
NOES: Council Members – None
ABSENT: Council Members – None

REPORT OUT OF CLOSED SESSION

City Attorney Perrodin reported out that City Council met in closed session regarding existing litigation involving "Susan Hill vs. City of Compton" Case No. 21STCV374664 pursuant to California Government Code Section 54956.9. The City Council agreed to a settlement of \$80,000 for a slip and fall incident caused by a defective roadway and curb due to an overgrown tree at the corner of Evers and Poplar Street. Conditions: The street was repaired six months after the incident which occurred in 2020.

COMMENDATORY RESOLUTIONS/PRESENTATIONS

1. CERTIFICATE OF HONOR BEING PRESENTED TO DR. EUGENE ALLEN CEO/PRESIDENT DUSK TO DAWN URGENT CARE (Amended Title)

On motion by Duhart, seconded by Spicer, to amend the commendatory resolution title by the following vote on roll call:

AYES: Council Members – Duhart, Spicer, Bowers, Darden, Sharif
NOES: Council Members – None
ABSENT: Council Members – None

Councilperson Darden and the City Council presented a certificate of honor to Dr. Eugene Allen, World Humanitarian Award Winner, for his commitment and dedication to consistently providing a positive community impact on health and humanity.

PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA MATTERS

Maria Villa Real, Latino Chamber of Commerce, emphasized the importance of respect in the Council Chambers, particularly for those speaking Spanish. She expressed her frustrations about hearing negative comments regarding her use of Spanish and asserted that speaking her language is a right. She expressed her commitment to advocating for small businesses and asserted the need for clarity and representation in business matters.

Edward Hernandez, Compton Country Club Initiative (CCCI), spoke in support of CCCI and expressed his enthusiasm for re-opening the golf course in Compton. He cited the importance of providing a space for the youth of Compton and surrounding cities, such as Paramount and Gardena, to play golf and learn valuable life lessons through the sport. He also shared personal experiences as a golf coach, highlighting challenges faced by female teams in accessing golf courses, particularly due to disrespect from others.

Mae Knight addressed the City Council regarding a notice of violation she received from the Building and Safety department. She articulated her confusion about the situation, stating that she hired someone to work on her roof and obtained the necessary permit from Building and Safety. She asked who she should speak to about this issue to resolve it.

Mayor Sharif referred Ms. Knight to the assistant city manager in the foyer.

Lynn Boone discussed issues related to the city audit, pointing out a lack of leadership and the importance of the City Charter in providing checks and balances. She continued her remarks by expressing strong dissatisfaction with the city manager's performance and highlighted the inefficiencies in the city, such as pothole-filled streets that remain unaddressed. She also criticized the city manager for allegedly taking on multiple responsibilities inappropriately and suggested that his actions may be illegal.

Gilda Blueford apologized to Mayor Sharif for an email she sent regarding lobbying efforts in light of possible challenges posed by the Trump administration. She expressed a concern for the City's approach to homelessness and inquired about whether the City received funding for its homeless count. She referenced Agenda Item Number Six and posed specific questions about the issuance of credit cards to council members and how the auto-pay system would function. She asked which account the credit cards would be linked to and whether the city manager would be responsible for approving their use or enforcing policy.

Mayor Sharif clarified that the City of Compton did not receive any funds from Measure H in the past, but with the passage of Measure A, there will be new opportunities for funding to assist with the homeless population.

Mark Smith addressed the City Council regarding the proposed speed limit amendments on the 2700 block of West Alondra. He highlighted it as a high-risk area that is used for street takeovers on a regular basis. He inquired about the credit card program being proposed, specifically asking how it differs from Resolution # 25,677 that is being rescinded. He encouraged the community to support the new fire recruits who will be receiving their badges on Thursday at Fire Station 3. He further questioned the Human Resources department's efforts to recruit for various positions throughout the City, calling for more proactive recruitment strategies to ensure adequate staffing.

Miller Martin mentioned taking time off to address his efforts to bring a television network company to Compton to create jobs within the city. He criticized the technical issues occurring within the City's broadcast system, particularly the interpretation services. He urged the City Council to focus on becoming more self-sufficient and drew a comparison to Inglewood's success. He referenced successful entertainment venues in other communities and highlighted Compton's rich history in music and sports, suggesting that the City capitalize on these assets.

HEARING(S) - JOINT PUBLIC HEARING: CITY COUNCIL AND UCDC 2024 PHA ANNUAL PLAN

On motion by Darden, seconded by Duhart, to open the joint public hearing at 6:24 p.m. by the following vote on roll call:

AYES: Council Members/Commissioners – Duhart, Spicer, Bowers, Darden, Sharif
NOES: Council Members/Commissioners – None
ABSENT: Council Members/Commissioners – None

Cecil Flournoy, Director of Community Development, stated that the purpose of this public hearing is to allow community members the opportunity to provide input or ask questions regarding the 2024 PHA Annual Plan before it is finalized and approved by the City Council/Commission. He declared that the Plan was submitted in April 2024, but additional notice time was requested to ensure the public had ample opportunity to comment on it. He clarified that there were no revisions made to the activities outlined in the previous year's Plan – and noted that a progress report on the Five-Year Administrative Plan was provided.

PUBLIC COMMENTS ON THE PUBLIC HEARING

Lynn Boone stated that she did not see sufficient notification for this hearing. She noted that the lack of public attendance might be attributed to inadequate notification and suggested that more outreach could have encouraged community participation. She questioned why the Housing Authority Plan was being presented again, if it had already been submitted in April. Additionally, she mentioned that while there were books available for review, the information was not clearly communicated during the meeting.

Mr. Flournoy clarified that the public hearing had been properly noticed on two separate dates in the Bulletin in October, which is documented on the second page of the pamphlet provided to audience members. He pointed out that the notice of the hearing has been posted in the Council Chamber windows since October. He encouraged Ms. Boone to reach out to the HUD Los Angeles office for further clarification.

Vanessa Cain expressed her concerns regarding the effectiveness of the public notification process for the hearing and argued that the Bulletin does not reach every resident in the City of Compton. She criticized the practice of posting notices in the Council Chambers and stated that very few residents visit regularly.

Mr. Flournoy stated that the notice was published in the adjudicated paper and posted at all publicly required locations. He mentioned that the Plan has been available in the City Clerk's office for over two months and "over-noticed" starting with the initial notification in August and a second time in October.

Miller Martin stated that he did not receive any notice about the public hearing. He criticized the timing of the notification and suggested that residents were not given enough time to review the materials and literature related to the Housing Authority Plan. He advocated for a more reasonable notice period and asked that notices and information be distributed at least two to three weeks in advance. He asked the city to consider utilizing KTLA, ABC, and CBS, to announce important public matters.

Gilda Blueford echoed Vanessa Cain's sentiments regarding the effectiveness of using a newspaper that is not widely accessible to the community. She stated that placing notices in a less accessible publication does not constitute adequate notification for residents. She argued that it is the City's responsibility to ensure that all stakeholders are informed about important meetings and decisions. She called for better communication strategies and suggested that the City consider using platforms like YouTube to share information about City matters.

Mr. Flournoy acknowledged Gilda Blueford's feedback regarding the notification process and the use of adjudicated papers. He clarified that the decision to use such publications is outside his purview, but he expressed his willingness to explore alternative places to post notices if the community deemed it appropriate. He mentioned that the full document is nearly 300 pages long and available for public review at the City Clerk's office, the local library, and the Housing Authority office.

Paul Perrodin emphasized the need for the City to improve its outreach and communication strategies for noticing public hearings.

Unknown Speaker addressed the need for bilingual communication during public presentations and in official documents. She expressed a strong desire for all information related to city plans and public hearings to be made available in Spanish and emphasized the importance of inclusivity for the Spanish-speaking community.

Mr. Flournoy assured the speaker that he would make the necessary arrangements to ensure that the information is accessible to the Spanish-speaking community.

Fidel Marquez echoed the sentiments of other residents, stating that there should have been some form of literature or summary provided to residents regarding the administrative plan, even if the full document is extensive. He added that a PowerPoint presentation outlining key points would have been helpful. He voiced his skepticism regarding the City's transparency and mentioned that the absence of information led to suspicions that the city might be withholding information.

Anthony Lewis shared his insights on the need for modernization and adaptation to current technologies. He stressed that society is moving towards a paperless environment and highlighted the importance of using digital technologies. He encouraged city officials and the community to change their thinking and adapt to modern technologies because traditional methods may no longer be effective.

Mark Smith highlighted a persistent problem with communication, noting that important information is not being effectively disseminated to residents. He pointed out that the transition to a paperless society has not been accompanied by adequate digital communication methods. He petitioned the City to implement more proactive measures to inform residents about important hearings and events.

On motion by Duhart, seconded by Spicer, to close the joint public hearing at 6:45 p.m. by the following vote on roll call:

AYES: Council Members/Commissioners – Duhart, Spicer, Bowers, Darden, Sharif
NOES: Council Members/Commissioners – None
ABSENT: Council Members/Commissioners – None

COUNCIL/COMMISSION COMMENTS ON THE PUBLIC HEARING

Councilperson/Commissioner Duhart directed the City Manager/Assistant Executive Secretary and Mr. Flournoy to consider using local television stations to broadcast announcements regarding public hearings. She expressed her support for the idea to use YouTube to share public hearing information and suggested that the videos be available in both English and Spanish to enhance accessibility for a broader audience.

Councilperson/Commissioner Darden acknowledged that there were no public comments received during the Housing Plan notice period. She proposed the development of a master email list to distribute information regarding public hearings and other relevant announcements.

Councilperson/Commissioner Bowers proposed that the City utilize multiple platforms to ensure that information reaches as many people as possible i.e., YouTube, Facebook, to help eliminate confusion and ensure that all residents are informed about important announcements, hearings, and city initiatives.

Mayor/Chairperson Sharif emphasized the importance of community engagement in discussions regarding public communication. She highlighted the need to reach out to radio stations and Spectrum and Channel 36 to maximize outreach.

CONSENT AGENDA

On motion by Duhart, seconded by Spicer, to approve the Consent Agenda by the following vote on roll call:

AYES: Council Members – Duhart, Spicer, Bowers, Darden, Sharif
NOES: Council Members – None

ABSENT: Council Members – None

APPROVAL OF MINUTES

2. FEBRUARY 20, 2024
3. FEBRUARY 27, 2024

REGULAR AGENDA

UNFINISHED BUSINESS

4. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING CHAPTER XII OF THE COMPTON MUNICIPAL CODE TO AMEND SECTION 12-5 ESTABLISHING SPEED LIMITS IN CERTAIN ZONES IN THE CITY OF COMPTON (SECOND READING)

On motion by Duhart, seconded by Darden, to waive the reading of the ordinance in full by the following vote on roll call:

AYES: Council Members – Duhart, Spicer, Bowers, Darden, Sharif
NOES: Council Members – None
ABSENT: Council Members – None

On motion by Duhart, seconded by Darden, **Ordinance #2,361** entitled “**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING CHAPTER XII OF THE COMPTON MUNICIPAL CODE TO AMEND SECTION 12-5 ESTABLISHING SPEED LIMITS IN CERTAIN ZONES IN THE CITY OF COMPTON**” was adopted by the following vote on roll call:

AYES: Council Members – Duhart, Spicer, Bowers, Darden, Sharif
NOES: Council Members – None
ABSENT: Council Members – None

Councilperson Bowers asked the City Clerk if this item was posted on the City’s website.

City Clerk McDaniel replied affirmatively.

Councilperson Spicer inquired about recent discussions with the Sheriff’s Department concerning enforcement matters.

City Manager Hopkins answered that there have been ongoing conversations with the Sheriff’s Department regarding enforcement and noted that the City is working internally to enhance the authority of code enforcement and parking enforcement.

Councilperson Spicer proposed the idea of equipping code enforcement officers with speedometers so that they can issue citations for speeding violations.

City Manager Hopkins mentioned the possibility of installing speed monitoring devices on the streets through the Public Works Department, which can provide information on vehicle speeds through radar detection.

Captain Bell, Compton Sheriff’s Station, stated that the Sheriffs’ Department is currently down one motor officer but plans to recuperate that position by March 2025. He emphasized that having two motor officers dedicated to regulating speed would be more effective than just one. As it relates to camera surveillance for speed cameras, he informed the Council that he receives information as it is updated from California Highway Patrol.

Councilperson Spicer requested the number of traffic citations written by the motor officer. **Captain Bell** stated that he does not have that information.

Captain Bell also mentioned that deputies write speeding tickets, however their primary focus are crime-related calls for service.

Councilperson Bowers informed Captain Bell that two motor officers is not adequate for the City's contractual agreement.

Councilperson Duhart questioned who receives the revenue for citations.

Captain Bell explained that revenue from vehicle code citations typically goes to the state of California.

Councilperson Spicer asked the Sheriffs' Department to adjust their practices to ensure that speed limits are being enforced.

NEW BUSINESS

5. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO THE POSITION OF CLASSIFICATION PLAN TO INCLUDE THE CLASSIFICATION SPECIFICATIONS OF WORKERS' COMPENSATION CLAIMS ADMINISTRATOR

City Manager Hopkins reported that regular reviews of positions are necessary as part of the City's audit requirements. He highlighted that they are proposing to modify the specifications for this position which previously required a specific license, but now has changed to a "desirable" qualification. He added that the adjustment aims to broaden the pool of candidates and improve the chances of filling the position.

On motion by Darden, seconded by Duhart, **Resolution #26,159** entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO THE POSITION OF CLASSIFICATION PLAN TO INCLUDE THE CLASSIFICATION SPECIFICATIONS OF WORKERS' COMPENSATION CLAIMS ADMINISTRATOR" was approved by the following vote on roll call:

AYES: Council Members – Duhart, Spicer, Bowers, Darden, Sharif
NOES: Council Members – None
ABSENT: Council Members – None

6. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON RESCINDING RESOLUTION NO. 25,677 AND AUTHORIZING THE CITY MANAGER TO ESTABLISH THE CITY'S PURCHASING CARD ACCOUNTS THROUGH THE STATE OF CALIFORNIA'S CAL-CARD PROGRAM TO BE UTILIZED SOLELY AND EXCLUSIVELY FOR APPROVED CITY BUSINESS AND TO RECEIVE AND FILE THE CITY CREDIT CARD POLICY

City Manager Hopkins presented an overview of the proposed Cal-Card program. He emphasized that one of the major challenges the City faces is delays in payment which have resulted in losing vendors, consequently affecting City operations. He explained that the purchasing card system will allow the City to handle travel arrangements directly and employees would only need to cover their meals. He assured the City Council that the proposed purchasing card system will include strict controls over expenditures and prevent unauthorized purchases.

Councilperson Duhart asked if this is a receive and file item.

City Manager Hopkins stated that this is a request for approval.

City Attorney Perrodin clarified that if the resolution states "receive and file," then that is the extent of the action to be taken. He pointed out that unless the resolution specifically indicates that it is adopting a new policy, the City Council's action is limited to receiving and filing the report.

Mayor Sharif stated that the resolution seems to indicate that one section is being approved while the other section is being received and filed.

City Attorney Perrodin confirmed that, as it is written, the City Council will be rescinding one section of the policy and receiving and filing the other section.

Assistant City Manager Marc Puckett asked that the motion explicitly state the City Council’s approval of the new policy.

Councilperson Bowers recommended that the item be brought back with the amended language.

Councilperson Duhart rescinded her motion.

Councilperson Spicer rescinded his motion.

7. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
PROCLAIMING NOVEMBER 30, 2024, AS “SMALL BUSINESS SATURDAY” IN
THE CITY OF COMPTON

On motion by Duhart, seconded by Darden, **Resolution #26,160** entitled “**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON PROCLAIMING NOVEMBER 30, 2024, AS “SMALL BUSINESS SATURDAY” IN THE CITY OF COMPTON**” was approved by the following vote on roll call:

AYES: Council Members – Duhart, Spicer, Bowers, Darden, Sharif

NOES: Council Members – None

ABSENT: Council Members – None

COUNCIL COMMENTS

Councilmember Darden offered the following communications/announcements:

- Commented on the success of the Annual Thanksgiving Turkey Giveaway held at the Compton City Hall Civic Plaza. She expressed her gratitude to Chic Shoes, Walmart, and Cicalese for their support in distributing meals to over 700 families. She also acknowledged the efforts of the Sheriff’s Department and suggested a delivery option for seniors and individuals with mobility challenges to enhance accessibility.
- Recognized Rhonda Murphy and Michael Richardson from the Compton Lives Matter organization for their efforts at the Backpack Giveaway and Resource Fair held at Kelly Park.
- Invited the senior community to participate in the “Senior Hoe-Down” scheduled to be held on Friday, November 22 at Dollarhide from 10:00am to 12:00pm.
- Asked the City Manager to schedule a workshop that explains tax and water bills to the residents.
- Wished the following individuals a Happy Birthday: Patricia Maloney, Mark Smith, Renee Boeing, Craig Henry, Delores & Cliff Wilson.
- Requested the meeting be adjourned in memory of Ruth Smith, Louis Byrd, and Hugh Webster.

Councilmember Bowers offered the following communications/announcements:

- Highlighted his participation in the West Coast Lions Feed Your Health Community Block Party and Food Giveaway held at Walter Tucker Park. He noted that attendees received valuable medical resources and health screenings, in addition to Thanksgiving food items. He expressed gratitude to the Parks and Recreation staff, Bird Vision Entertainment, California Dental USA, and West Coast Lions Football for their contributions to making the event successful.
- Acknowledged the Clark family for their dedication to the weekly Thankful Thursday food distribution program.
- Requested the meeting be adjourned in memory of Mrs. Johnny Bell Keaton and Florence Adams.

Councilmember Spicer offered the following communications/announcements:

- Requested an update from the City Manager regarding the status of the Spanish translation of the City Charter.

City Manager Hopkins confirmed that the City Charter has been translated and that the document was sent for proofreading. He also mentioned that the City is in the process of putting out a Request for Proposal (RFP) to secure a translator on retainer so that any future documents, flyers, and other materials the City wishes to make public can be translated as needed.

- Requested an update from the City Manager regarding the status of the Compton Golf Course.

City Manager Hopkins explained that the City is in the process of preparing a Request for Proposal (RFP) and a Statement of Qualifications (SOQ) for the golf course. He maintained that there has been significant interest from various developers and entities regarding the property. He offered their plan to issue these solicitations, gauge interest, and proposals from potential operators or partners. Once the proposals are received, the City Manager's Office will assess and present them to the City Council for consideration and approval.

- Announced that the City is now accepting applications for Community Development Block Grant funding. The application was released on Wednesday, November 13, 2024 with a deadline set for Thursday, January 16, 2025, at 5:00pm. Applications can be downloaded from the City's website and submitted to the City Clerk's office.
- Invited the residents to attend the "Chase Giving" event scheduled to be held on Wednesday, November 20 at Dollarhide from 6:00pm to 8:00pm. The event will feature catering by Trap Kitchen and a financial workshop provided by Chase Bank's financial literacy team.
- Encouraged the residents to attend the "We Can See Your Smile" event scheduled to be held on Saturday, December 7 at Dollarhide from 9:00am to 5:00pm. Services will include exams, x-rays, cleanings, fillings, extractions, eye exams, and prescription glasses. This event is free and will operate on a first-come, first-served basis, so attendees are encouraged to arrive early.
- Announced the "Christmas Concert and After-Party" at Wilson Park on Saturday, December 14 immediately following the Compton Christmas parade. The event will include live performances, a game truck, a snow experience, jumpers and toy distribution. Residents can donate toys at the following locations: Re-Up Water, 609 N. Long Beach Blvd., Barberizm, The Test Clinic, Grocery Outlet at Central and Rosecrans, Compton Wellness Collective, Saint Julian's Barbershop, Boulevard Gastropub and City Church. He expressed gratitude to the various organizations and businesses partnering with the city to provide toys for the community,
- Reminded everyone about the Mothers Circle held every Thursday from 11:00am to 12:30pm at Lueders Park. For more information call (562) 506-7553.
- Expressed a desire to enhance communication efforts in the community. He suggested the use of social media, marquee at the parks, and possibly partnering with the Compton Airport for aerial banners to keep residents informed about events and updates.
- Requested a written and verbal report from the Sheriff's Department regarding traffic citations in the City of Compton over the last three years.

City Manager Hopkins confirmed that the City is in the process of replacing the "Welcome to Compton" sign and installing a marquee in front of City Hall.

Councilmember Duhart offered the following communications/announcements:

- Announced the following Thanksgiving Turkey Giveaway events: Senator Stephen Bradford's Giveaway on Friday, November 22 from 10:00am to 12:00pm at El Camino College, parking lot F - Saint Julian Salvation and Hopeless Hearts on Monday, November 25 from 11:00am to 3:00pm - Greater Zion Church Giveaway on Saturday, November 23 starting at 11:00am.
- Requested a detailed monthly report from the Sheriff's Department regarding homicides (including how many have been solved), burglaries, sexual assaults, and home invasions.
- Recognized Key of Knowledge, Donna Heflin and the West Arbutus block club members for their efforts to provide turkeys to community members.

Mayor Sharif offered the following communications/announcements:

- Acknowledged the Compton community for supporting the passage of Measure A. She reported that these funds will finance projects aimed at improving the community.
- Announced that funding has been secured for the Broadband Project. The City will begin the process of implementing this project, starting with City Hall.
- Thanked the community members who participated in the Fig Oleander Park Project, where new trees were planted to provide shade and enhance the park's environment for families and children.
- Reported on the success of the Annual Thanksgiving Turkey Giveaway held in partnership with Chic and Walmart, serving 700 families. She acknowledged the need for improvements in distribution, particularly to ensure the comfort of seniors and families in colder temperatures.
- Encouraged residents to support local businesses on “Small Business Saturday” held on November 30.
- Encouraged residents to participate in the “Third Annual Resource Parent Holiday Appreciation” event scheduled to be held on Thursday, December 5 at Dollarhide from 10:30am to 1:30pm. This event will offer resources, food and gifts. Residents should contact the Mayor's liaison Brittany for more details at (310) 605-5662.
- Encouraged the City Manager to address the streets surrounding Oleander Park as well as the sidewalks and playground equipment.

ADJOURNMENT

On motion by Spicer, seconded by Duhart, the meeting was adjourned in memory of **Ruth A. Smith, Louis Byrd, Hugh Westbrook, Johnnie Bell Keaton, Thorn Adams** at 7:11 p.m. by the following vote on roll call:

AYES: Council Members – Duhart, Spicer, Bowers, Darden, Sharif
NOES: Council Members – None
ABSENT: Council Members – None

CITY CLERK OF THE CITY OF COMPTON

MAYOR OF THE CITY OF COMPTON

November 26, 2024

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON RESCINDING RESOLUTION NO. 25,677 AND AUTHORIZING THE CITY MANAGER TO ESTABLISH THE CITY'S PURCHASING CARD ACCOUNTS THROUGH THE STATE OF CALIFORNIA'S CAL-CARD PROGRAM TO BE UTILIZED SOLELY AND EXCLUSIVELY FOR APPROVED CITY BUSINESS AND TO APPROVE THE CITY PURCHASING CARD POLICY

SUMMARY

The attached resolution rescinds Resolution No. 25,677 which established a City of Compton corporate credit card account and authorizes the City Manager to establish the City's purchasing card accounts through the State of California's Cal-Card purchase card program to be utilized solely and exclusively for approved City business, and to approve the City Purchasing Card Policy.

BACKGROUND

On June 14, 2022, the City Council adopted Resolution No. 25,677 authorizing the City Manager to establish a corporate credit card account to conduct City business.

Per Resolution No. 25,677, the City Manager was authorized to reinstate a corporate credit card account, with a maximum credit limit of \$50,000, to conduct City business that includes, but is not limited to, authorized travel expenses and emergency situations where the timely provision of equipment or supplies may be critical. During transition in the City Manager's position, the corporate credit card account lapsed and was not reinstated by the Interim City Manager.

The City Manager is now seeking to implement the State of California's Cal-Card purchase card program which provides commercial card services programs to state and publicly funded local agencies. Cal-Card is Visa purchase card provided by a State of California leveraged procurement agreement (LPA) and offered to participating state and local government agencies. Cal-Card provides a flexible payment mechanism for the acquisition of goods and services with flexible spending limits and merchant category codes (MCC) for each card. Cards are issued in the name of the cardholder and billed to the agency. All participating agencies must adhere to all procurement laws, regulations, policies, procedures and best practices as indicated in the Cal-Card Participating Addendum. Individual state and local agencies may establish additional internal policies, procedures and limitations for cardholders, which staff has prepared within the credit

policy for proper internal controls and measures. The Cal-Card program has all of the benefits of the Corporate credit card with the added overlay of public sector purchasing guidelines and customized restrictions for each cardholder. Further, the program and cardholder restrictions can be adjusted to address any issues as they arise. The City's program administrator can manage restrictions, temporarily change credit limits and turn cards on and off as needed to address issues on a real-time basis, which is governed by the City Purchasing card policy (attached). The Cal-Card purchasing card program will initially be set up with a \$25,000 credit limit for the City Manager since the Manager may need additional purchasing card authority due to a broader range of uses he may need to authorize on behalf of the City from time to time. For additional card holders, the limits will be \$5,000 for Elected Officials, Assistant City Managers, and Department Directors. For authorized Assistant Department Directors, the limit will be \$2,500. For authorized Supervisors and the City Manager's Executive Secretary, the limit will be \$1,000. Additional cardholders may be added to the program or cardholders removed from the program as warranted. All cardholders will receive training regarding proper utilization of the Cal-Card program prior to dissemination of the purchasing cards. Additionally, written acknowledgement of training attendance will be collected before cards are distributed to card-holders.

For elected officials, use of the purchasing card shall be restricted to travel and training use only. When the elected official is not attending a scheduled travel or training function, the Cal-Card shall be maintained in the possession of the designated Cal-Card Account Manager for safekeeping purposes.

The Cal-Card purchasing card program is not intended to replace any of the City's purchasing policy or regulations, but rather augment the purchasing practices by creating efficiencies within the system. The Cal-Card program has robust internal controls in place that may go beyond what is required by the City. The City has the flexibility to tailor the program to the City's needs. The Cal-Card program is widely used by state and local agencies throughout the state to create efficiencies in the procurement processes for common or small dollar purchasing transactions.

STATEMENT OF THE ISSUE

Currently, on numerous occasions, City employees have needed to use their personal credit cards to transact City business for a variety of purposes and then seek reimbursement. The Cal-Card purchasing card program will negate those problems. The use of the City's Cal-Card purchasing card may not be limited to travel and emergency situations, but, may include from time to time, all aspects of City business activity wherein the use of a credit card is necessary to efficiently transact the City's business. Further, to ensure that there will be no disruption in service, the Cal-Card is set up on auto pay. Activity reconciliations are performed monthly. The prior resolution number 25677 authorized a purchasing authority and credit card single transaction limit of \$25,000. It also established a monthly spending limit of \$50,000. The Cal-Card program is being established with a monthly spending limit of \$25,000.

FISCAL IMPACT

The fiscal impact resulting from the utilization of the Cal-Card purchasing card will depend upon how the card is used. The intended use is for authorized travel and small purchases to augment and create efficiencies within the purchasing procedures. A \$25,000 monthly spending limit and individual card limits are set to limit utilization. All purchases made with the purchasing card are limited to preauthorized activity utilizing budgeted appropriations.

RECOMMENDATION

The City Manager's Office recommends that City Council adopt the attached resolution rescinding Resolution No. 25,677 and authorizing the City Manager to do all things necessary to establish a purchasing card program through the State of California's Cal-Card program to be utilized solely and exclusively for approved City business and approve the purchasing card policy.

**WILLIE A. HOPKINS
CITY MANAGER**

Attachments

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
RESCINDING RESOLUTION NO. 25,677 AND AUTHORIZING THE CITY
MANAGER TO ESTABLISH THE CITY'S PURCHASING CARD
ACCOUNTS THROUGH THE STATE OF CALIFORNIA'S CAL-CARD
PROGRAM TO BE UTILIZED SOLELY AND EXCLUSIVELY FOR
APPROVED CITY BUSINESS AND TO APPROVE THE CITY
PURCHASING CARD POLICY**

WHEREAS, on June 14, 2022, the City Council adopted Resolution No. 25,677 authorizing the City Manager to establish a corporate credit card account to conduct City business; and

WHEREAS, per Resolution no. 25,677, use of a corporate credit card account was authorized for the transaction of City Business. Specifically, the City Manager was authorized to use the City's corporate credit card account, with a maximum credit limit of \$50,000, to conduct City business which included, but was not limited to, authorized travel expenses and emergency situations when the timely provision of equipment or supplies may be critical; and

WHEREAS, the City Manager seeks to establish a purchasing card program utilizing the State of California's Cal-Card program offered to state and publicly funded agencies through a leveraged purchase agreement. Under this proposed program, the single transaction limit established for the City Manager of \$25,000, or lower limits for additional cardholders, would not require adoption by a separate resolution of the City Council; and

WHEREAS, the Cal-Card program provides a flexible payment mechanism for the acquisition of goods and services with flexible spending limits and merchant category codes for each card. Additionally, the program is established utilizing autopay and participating agencies must adhere to all procurement laws, regulations, policies, procedures and best practices as indicated in the Cal-Card Participating Addendum; and

WHEREAS, the Cal-Card program is not intended to replace any of the City's purchasing policies or regulations, but rather augment the purchasing practices by creating efficiencies within the system; and

WHEREAS, staff has deemed that an initial monthly spending limit of \$25,000 is reasonable, based upon estimated usage at this time, which may be adjusted within current purchasing policy spending limits based upon need and clarifies that the spending limit was approved at \$50,000 when presented previously in Resolution 25,677; and

WHEREAS, the City Manager requires City Council authorization to re-establish the City's corporate credit card account to be utilized solely and exclusively for approved City business.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON
RESOLVES AS FOLLOWS:**

SECTION 1. That resolution No. 25,677 is hereby rescinded.

SECTION 2. That the City Manager is hereby authorized to establish the City of Compton's purchase card program through the State of California's Cal-Card program and do all things necessary to implement the program which is to be utilized solely and exclusively for approved City business.

SECTION 3. That funds for these expenditures are limited to a maximum single purchase transaction of \$25,000 and all procurement laws, regulations, policies and procedures as indicated in the Cal-Card Participating Addendum are to be adhered to,

and, also, that an initial monthly spending limit of \$25,000 is reasonable, based upon estimated usage at this time, which may be adjusted upward within current purchasing policy spending limits based upon need and clarifies that the spending limit was approved at \$50,000 when presented to City Council previously.

SECTION 4. That expenditures made through the Cal-Card program will be made exclusively for approved City business, and only to the extent that an unencumbered appropriation exists within the funding source and, further, that funds for payments in future fiscal years will be budgeted as needed.

SECTION 5. The City Manager, or the City Manager's designee, shall be recognized as the authorized Cal-Card Account Manager to administer the Cal-Card program account, and be responsible for ensuring payments are set up on auto pay, and made in accordance with the terms of the State of California's leveraged procurement agreement and Cal-Card program guidelines.

SECTION 6. That for elected officials, use of the purchasing card shall be restricted to travel and training use only. When the elected official is not attending a scheduled travel or training function, the Cal-Card shall be maintained in the possession of the designated Cal-Card Account Manager for safekeeping purposes.

SECTION 7. That the City Manager shall submit credit card reports for receive and file consideration by City Council quarterly.

SECTION 8. Approve the City Purchasing Card Policy attached.

SECTION 9. That a certified copy of this resolution shall be filed in the offices of the City Manager, City Attorney, City Controller, and the City Clerk.

ADOPTED this _____ day of _____, 2024.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: ss

I, Vernell McDaniel, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2024.

That said Resolution was adopted by the following vote, to wit:

AYES: COUNCIL MEMBERS-
NOES: COUNCIL MEMBERS-
ABSENT: COUNCIL MEMBERS-
ABSTAINS: COUNCIL MEMBERS-

CITY CLERK OF THE CITY OF COMPTON

CITY OF COMPTON



PURCHASING CARD POLICY

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PURPOSE:

The purpose of this policy is to establish a uniform policy and procedure for the use of the City's Cal-Card purchasing card to procure goods, travel, and travel related expenses. The State of California's Cal-Card purchase card program provides commercial card service programs to state and publicly funded local agencies. Cal-Card is Visa purchase card provided by a State of California leveraged procurement agreement (LPA) and offered to participating state and local government agencies. Cal-Card provides a flexible payment mechanism for the acquisition of goods and services with flexible spending limits and merchant category codes (MCC) for each card. Cards are issued in the name of the cardholder and billed to the agency.

All participating agencies must adhere to all procurement laws, regulations, policies, procedures and best practices as indicated in the Cal-Card Participating Addendum. Individual state and local agencies may establish additional internal policies, procedures and limitations for cardholders. The Cal-Card program has all of the benefits of the Corporate credit card with the added overlay of public sector purchasing guidelines and customized restrictions for each cardholder.

Further, the program and cardholder restrictions can be adjusted to address any issues as they arise. The City's program administrator can manage restrictions, temporarily change credit limits and turn cards on and off as needed to address issues on a real-time basis. The Cal-Card purchasing card program is not intended to replace any of the City's purchasing policy or regulations, but rather augment the purchasing practices by creating efficiencies within the system. The Cal-Card program has robust internal controls in place that may go beyond what is required by the City. The City has the flexibility to tailor the program to the City's needs. The Cal-Card program is widely used by state and local agencies throughout the state to create efficiencies in the procurement processes for common or small dollar purchasing transactions.

To ensure that there will be no disruption in service, the Cal-Card program is set up on auto pay. This is the State of California's preference and recommendation.

GENERAL POLICY:

The purpose of this policy is to establish limitations under which the City staff may use the City's Cal-Card purchasing cards (the card) to purchase goods and services on behalf of the City and incur certain expenditures as authorized by the Cal-Card purchasing card Resolution No. 2 [REDACTED]. This policy is intended to ensure that:

- A. The use of a purchasing card is accomplished in accordance with City's Purchasing policies, and is not intended to replace any of the purchasing policies or regulations, but rather, augment these practices by creating efficiencies within the purchasing system.
- B. Appropriate internal controls are established when using the purchasing card so that it is used only for authorized purposes. The establishment of the City's purchasing card program is to provide a convenient method of purchasing and to reduce the need for purchase orders or the use of petty cash for certain travel-related expenditures and common or small dollar purchasing transactions. Each City staff member assigned a card is personally responsible for ensuring that the purchasing card is used appropriately.

PROVISIONS:

Applicability:

This policy applies to City staff who have been authorized by the City Manager to maintain a purchasing card as approved by City Council under Resolution No. 2 [REDACTED]. In all cases, City staff involved in the purchasing card cycle (the purchasing card cycle includes, planning for purchases, checking the budget, checking adherence to other city rules and regulations, reconciliation, reporting, payment of bills, etc..) are expected to exercise good judgment and follow all requirements of this policy in the type of purchases and expenses incurred, and for the accountability and payment procedures in place, respectively, while the City staff member maintains the purchasing card. If a staff member covered under this policy has questions regarding the application of this policy, the affected employee may contact the City Manager, Assistant City Manager, City Controller, or their respective designees.

For elected officials, use of the purchasing card shall be restricted to travel and training use only. When the elected official is not attending a scheduled travel or training function, the Cal-Card shall be maintained in the possession of the designated Cal-Card Account Manager for safekeeping purposes.

The Purchasing Card:

The City Manager is responsible for the overall administration of the Cal-Card purchasing card program and shall approve the staff assigned use of a purchasing card. The card shall include the Employee's name, City's name, account number, and expiration date. No credit records, social security numbers, or other personal data of the staff member shall be maintained by the purchasing card issuer, except those required by law or for identification purposes. Any purchasing card transaction may require a merchant to ensure proper authorization. Thus, appropriate proof of identification must be presented upon request when utilizing the purchasing card.

Cardholder Spending Limits:

Within the existing constraints of the purchasing policy and the City Manager's authorized spending limits, the City Manager shall set the maximum credit limit and dollar amount for each single purchase for each cardholder. The City Manager's "single purchase limit is \$25,000." The monthly spending limit is currently \$25,000 but may increase based upon approved credit (within Purchasing Policy limitations) if needed for the efficient administration of the purchasing card program. The purchasing cards shall be used for City purchases only. The card may not be used for personal purchases or expenses even if the employee subsequently reimburses the City.

Notwithstanding the procedures and limits in this policy, all applicable budget limits, purchasing limits, and authorization requirements shall continue to apply. Each cardholder is responsible for assuring that purchases are made within their stated purchasing card authority (and complying with all other provisions of this policy and the purchasing policy), regardless of the fact that the purchasing card may be accepted by a vendor or by the card issuer for a particular transaction.

The purchasing card that each cardholder receives shall have the employee's name embossed on it and may be used only by that employee. No other person is authorized to use the purchasing card. Any authorized or unauthorized use of the card is the cardholder's responsibility, except in cases where the card is lost or stolen. If a card is lost or stolen, a report shall be made within 1 business day to the City Manager, City Controller or their designees (Exhibit B). A report to the purchasing card issuer shall be made immediately by the cardholder and/or the City Controller or designee.

Conditions for Use:

- A. Use of the purchasing card must meet the following conditions:
- The cardholder shall obtain a copy of the credit card policy and shall be required to attend an orientation meeting conducted by the City Manager or designee, sign for the purchasing card, read and sign the purchasing card policy acknowledgement prior to receiving the purchasing card.
 - The total of a single purchase may comprise of multiple items but cannot exceed the authorized single purchase limit. Purchases are not to be split in order to stay within the single purchase limit.
 - All items purchased over the counter to be paid for using the purchasing card must be immediately available. No back-ordering is allowed, unless it is for a period not to exceed two (2) months and does not cross fiscal years.
 - Items purchased by telephone order that will not be confirmed with a written order and be paid for using the purchasing card should be delivered by the merchant within the 30-day billing cycle. If an order is on backorder, the reasons for the backorder should be documented together with the expected delivery date.
- B. When placing a telephone order to be paid for using the purchasing card, the cardholder shall:
- Confirm that the vendor agrees to charge the purchasing card when the shipment is made so that the receipt of the supplies may be certified on the City's monthly account statement.
 - Phone orders should be documented by the cardholder. All such documentation created or received, including emails or such other other documentation, is to be held until the monthly billing statement is received and then attached to the statement when it is submitted to the City Manager or designee for review and approval. The City Manager or designee must review the monthly billing statement to ensure that each telephone-initiated charge is properly supported and documented.
- C. When placing an internet order to be paid for using the purchasing card, the cardholder shall:
- Confirm that the vendor agrees to charge the purchasing card when the shipment is made so that the receipt of supplies may be certified on the monthly account statement.
- D. Special Approval Items: At the request of a cardholder, the City Manager may from time to time provide one-time approval before the cardholder purchases the following items with the purchasing card.
- Purchase of gasoline or oil for fleet vehicles.
 - Repair of fleet vehicles.
 - Purchase of clothing or footwear, except emergency situations when required for safety.
 - Purchase of printing or copying services.
 - Payments for training/conference fees where travel is not necessary.
 - Use during travel and lodging if the travel has been pre-approved by the City Manager or Council.

Documentation, Reconciliation and Payments:

Any time a purchase is made with the purchasing card, whether done over the counter, by telephone or via the internet, a receipt or other similar document shall be retained by the cardholder as proof of purchase and to provide back-up documentation, for the reconciliation of the purchase. The receipt or other similar document shall be used to verify the purchases shown on the monthly purchasing card statement. The receipt should be attached to the monthly statement and kept for the required period in compliance with the City of Compton's record retention policy. If, for any reason, the cardholder does not have documentation of the transaction to provide with the statement, the cardholder should attach an explanation that includes a description of the item, merchant name, date of purchase, amount of purchase, and reason for the lack of other supporting documentation.

Card Restrictions:

Certain types of transactions are prohibited using the purchasing card. The following list sets forth a (partial) list of prohibited purchases with the purchasing card:

- Cash advances through bank tellers or automated teller machines.
- Purchase of items stocked in the City Warehouse, (i.e., items kept in central stores or items for which the City has a centralized contract such as water supplies, paper, and postage), unless required in emergencies.
- Personal items even if the cardholder reimburses the City.
- The City Manager may promulgate additional regulations that further restricts or prohibits use of the credit card for certain purchases.

As a general rule, if cardholders are unsure whether the transaction is prohibited, the purchasing card should not be used to make the purchase. Use of the purchasing card for prohibited transactions may cause purchasing card privileges to be revoked and subject the cardholder to discipline up to and including termination.

Payment and Invoice Policy:

To ensure that there will be no disruption in service, the Cal-Card program is set up on auto pay. This is the State of California's preference and recommendation.

The City Manager or designee shall be responsible for reviewing all cardholder's purchasing card statements. The City Manager or designees shall resolve any questions on the purchases, but each cardholder is responsible for assigning account codes to each transaction and shall sign off on the statement indicating that each item has been reviewed and approved.

The purchasing card issuer will issue the "Statement of Account" based upon the same billing period each month. If applicable, the Statement of Account may also be available on-line through an on-line communication and reporting application provided by the purchasing card issuer. If available, the City Manager or designee may provide each cardholder with appropriate access to this online platform to review transactions.

Reconciled and properly approved purchases made by the cardholder may have payment issued by the City Controller's department, if not set up on auto pay. However, the purchasing card issuer mailing address, contact information, issuer W-9 form receipt as well as the certification and account coding assigned by the cardholder has to be completed for each transaction on the cardholder's statement before the request for

payment is submitted to the City Controller's department in compliance with the City Controller Department's Account Payable policies.

If the cardholder is absent from work (whether for travel or leave of absence) when the Statement of Account is issued and is not available to review the Statement or to assign the account codes, it shall be the responsibility of the cardholder to ensure that their superior, or superior's designee, review and approve each transaction on the monthly statement. The City Manager or designee shall provide overall review and approval of all transactions on all purchasing card statements. The City Manager or City Manager's designee shall either certify or dispute the transactions and then forward a copy of the signed statement to the City Controller's Department in accordance with the Accounts Payable policy. The designee must be of managerial level or above.

All the payment and invoice procedures described in this section shall be completed within one week of when the purchasing card issuer's (online) statement is available.

Purchase Disputes:

- If items purchased with the purchasing card are found defective or the repair or services faulty, the cardholder has the responsibility to return the item(s) to the merchant for replacement or to receive a credit on the purchase. If the merchant refuses to replace or correct the faulty item, then the purchase of this item will be considered to be in dispute.
- It is essential that the time frames and documentation requirements established by the purchasing card issuer be followed to protect the City's rights in dispute. Dispute policies and procedures issued by the purchasing card issuer shall be obtained by the City Manager or designee for dissemination as appropriate to cardholders and the City Controller or designee.
- In the event of a disputed transaction, the cardholder or City Controller or designee shall contact the purchasing card issuer at the phone number on the back of the card for guidance on a resolution. The cardholder and/or City Controller or designee shall also contact the Purchasing division, as appropriate, with the details of the dispute. Reference should be made to any contact with the vendor, names, telephone numbers, etc., that would be helpful in research of the dispute.
- The cardholder and/or City Controller or designee shall request and document any confirmation number provided by the purchasing card issuer's representative that receives the details of the dispute. The cardholder and/or City Controller or designee shall include and note this confirmation number on their monthly statement, as well as provide it to the Purchasing division, if appropriate, at the time of dispute.
- If fraud is suspected against the cardholder's purchasing card, it is the responsibility of the cardholder to immediately report it to the purchasing card issuer by calling the telephone number on the back of the purchasing card.
- The cardholder or designee shall be required to make a written report to the City Manager and City Controller or designee within 1 business day by completing the Fraud Report Form (Exhibit C). The form shall include the detailed information regarding the alleged fraud, the date it was discovered, and any other information that may be relevant to the incident.
- The cardholder shall alert the City Manager and City Controller or their designees to place a hold or cancel the purchasing card until the investigation is completed.
- Purchases/Charges against the purchasing card suspected to be fraudulent shall be assigned to a special General Ledger account until the investigation is completed.
- When reviewing the statement, the City Controller or designee should assign to the fraudulent charges as well as to the credit or negative amount, the same budget-unit and account code,

which will cancel out when posted to the general ledger. Therefore, the net charge to the budget unit shall be zero, when the charge is reversed by the purchasing card issuer.

Return of Purchasing Card after Separation from City:

If the cardholder separates from the City, the purchasing card shall be collected and destroyed by the City Manager, CalCard Administrator, Human Resource Director or their respective designees. The Cal Card Administrator is responsible for collecting and destroying any purchasing cards for employees that have separated from service with the City. The Cal Card Administrator or designee shall contact the financial institution that issued the purchasing card and inform them that the purchasing card has been destroyed, if applicable.

Violations of Policy:

Any cardholder/employee who violates any provision of this administrative regulation may be subject to discipline, up to and including termination of employment, in accordance with the existing disciplinary process for misconduct and misuse of City resources.

Should an elected official misuse the purchasing card, the elected official's purchasing card and purchasing card privileges will be cancelled and a report will be provided to City Council members detailing the misuse of City resources.

For any allegations of misuse of City resources that may be subject to criminal penalties for the cardholder/employee, a police report will be filed and the matter turned over to the Police department for further investigation.

Reporting:

Per Resolution No. 2 [REDACTED], Section 7, "the City Manager shall submit credit card reports for receive and file consideration by City Council quarterly".

- On a quarterly basis the City Manager or designee shall compile a report or set of statements from the purchasing card issuer. The set of statements may be used as the content of the credit card report.
- The City Manager or designee shall be responsible for reviewing the purchasing card report for accuracy and reasonableness, and shall make comments or notes on the report as the City Manager or designee deems appropriate.
- The report shall include all purchasing card transactions for the most recent quarter.
- The report shall include a separate listing of any unpaid or disputed purchasing card transactions and the reasons the transactions remain unpaid and/or are disputed.
- Per Resolution No. 2 [REDACTED], Section 5, "The City Manager, or the City Manager's designee, shall be recognized as the authorized Cal-Card Account Manager to administer the Cal-Card program account, and be responsible for ensuring payments are set up on auto pay, and made in accordance with the terms of the State of California's leveraged procurement agreement and Cal-Card program guidelines.
- The City Manager or designee shall place the purchasing card report on the City Council's agenda as a "receive and file" action item in accordance with the City's existing Standard Operating Manual (SOM) procedures.

CITY OF COMPTON
CARDHOLDER AGREEMENT

Please review terms stated below and sign per the enabling Resolution No. 25_____:

I certify that I have received and read a copy of the City' Purchasing Card Policy and that I have received Purchasing Card Number_____Expiration Date:_____.

I agree to use this card only for actual and necessary business expenses incurred by me and only by me as the authorized cardholder in accordance with the City's Purchasing Card Policy and the City's Purchasing Policy. I understand and acknowledge that the use of the card may not be delegated to anyone other than me as the cardholder.

I understand that transactions are limited as indicated below:

Single Purchase Limit: \$_____Card Limit: \$ _____

I understand that the purchasing card may only be used for official City business. I will not use the purchasing card to make unauthorized, prohibited or personal purchases. I understand that any misuse of the purchasing card may be subject to discipline up to and including termination and/or a violation of criminal law, in addition to restitution. I understand that any purchase that is in excess of the purchasing card dollar limits, and/or transaction limits, or outside of the approved commodity or merchant categories is unauthorized, as is use of the purchasing card by anyone other than myself. If, for any reason, I need to reimburse the City for charges made in error, I agree to reimburse the City within 30 days of such charge. If no reimbursement has been made within 30 days, I authorize the City to deduct the charges from my payroll check on a pay-date of the City's choosing.

I understand that I am responsible for the purchasing card's safekeeping at all times. I will immediately notify the purchasing card issuer, the Purchasing Card Administrator in the City Manager's Office and the Human Resources Department in the event that my credit card is lost or stolen, or if I believe the credit card has been used in a fraudulent manner.

I will review the monthly statement immediately upon receipt (or online). If I dispute a charge, I will immediately seek to resolve the problem with the vendor and follow the applicable Dispute procedures as stated in the Policy.

I understand that the City has the unconditional right to cancel the purchasing card issued to me at any time. In the event that the City cancels the purchasing card issued to me, or prior to separation from service, I will immediately cut it in half and return it to the Purchasing Card Administrator or designee. I understand that the credit card is valid only while I am employed with the City of Compton and that if I terminate my employment, I must relinquish the credit card to the Purchasing Card Administrator or designee, or the Human Resources Department.

Cardholder's Name _____ Department _____

Cardholder's Title _____ Date _____

Cardholder's Signature _____

LOST/STOLEN CREDIT CARD REPORT

Return report to: CITY MANAGER'S and/or CONTROLLER'S DEPT.

Submitted by: _____

Date Submitted: _____

LOST/STOLEN CARD NUMBER:

DATE/TIME OF LOSS:

LOCATION OF LOSS:

PURCHASES MADE PRIOR TO LOSS:

1.

2.

3.

OTHER INFORMATION:

EXHIBIT C:

**Return to: CITY MANAGER and/or
CONTROLLER's DEPARTMENT**

PURCHASING CARD FRAUD REPORT			
Name of Cardholder		Date Report Submitted	
Name of Supervisor			
Last 4 Digits of the purchasing card Number		Was the vendor contacted?	
Detailed explanation: (use another sheet if needed)			
Cardholder Signature		Date	

Controller's Use Only			
Report Received By	(Print Name & Sign)	Date	Date Report Received:
Action Taken:			

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
RESCINDING RESOLUTION NO. 25,160 AND AUTHORIZING THE CITY
MANAGER TO RE-ESTABLISH THE CITY'S CORPORATE CREDIT
CARD ACCOUNT TO BE UTILIZED SOLELY AND EXCLUSIVELY FOR
APPROVED CITY BUSINESS**

WHEREAS, on October 11, 2005, the City Council adopted Resolution No. 21,759 authorizing the City Manager to establish a corporate credit card account to conduct City business; and

WHEREAS, Per Resolution no. 25,160 the City shall have a corporate credit card account. Currently, the City Manager is authorized to use the City's corporate credit card account, with a maximum credit limit of \$50,000, to conduct City business that includes, but is not limited to, authorized travel expenses and emergency situations where the timely provision of equipment or supplies may be critical; and

WHEREAS, Per Resolution 25,001, the single transaction limit established for the City Manager that would not require adoption by a separate resolution of the City Council was \$25,000 or less. Additionally, the same Resolution 25,001 also establishes a single transaction limit of \$75,000 for the City Manager if the purchase is of urgent necessity for the preservation of life, health, property or fiscal stability.

WHEREAS, the conduct of City business relative to use of the City's corporate credit card is not limited to travel and emergency situations, but includes all aspects of City business activity wherein it is necessary for the use of a credit card to conduct transactions related to City operations on an as required and/or necessary basis; and

WHEREAS, The City Treasurer has represented that the City's current banking institution, Bank of the West, will not issue a corporate credit card without a current resolution. Therefore, staff is requesting to rescind the prior resolution No. 25,160, and to adopt a new resolution with the similar terms as resolution No. 25,160, however to more clearly indicate that the single transaction limit for the credit card should be \$25,000 (which is parallel to the Purchasing Resolution No. 25,001), and also make more clear that the monthly spending limit be \$50,000. Staff has deemed that a monthly spending limit of \$50,000 is reasonable, and clarifies the \$50,000 figure presented previously in Resolution 25,160; and

WHEREAS, identification of this use of the City's corporate credit card account in this resolution as a specific business activity will not require the issuance to the City of any additional cards by the credit card issuer, or for the existing card to be used by anyone other than the City Manager; and

WHEREAS, the City Manager requires City Council authorization to re-establish the City's corporate credit card account to be utilized solely and exclusively for approved City business.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON
RESOLVES AS FOLLOWS:**

SECTION 1. That resolution No. 25,160 is hereby rescinded.

SECTION 2. That the City Manager is hereby authorized to re-establish the City of Compton's current corporate credit card account, with a maximum monthly credit limit of \$50,000.00, to be utilized solely and exclusively for approved City business.

SECTION 3. That funds for these expenditures are limited to the \$50,000 monthly spending limit and available pursuant to the City's purchasing policies and budget limitations.

SECTION 4. That funds for payments in future fiscal years will be budgeted as needed.

SECTION 5. The City Manager, or in the City Manager's absence, the Assistant City Manager, shall be recognized as the authorized Account Manager on the City's Corporate Credit Card account and responsible for ensuring payments are made in accordance with the credit agreement.

SECTION 6. That the City Manager shall submit credit card reports for receive and file consideration by City Council quarterly.

SECTION 7. That a certified copy of this resolution shall be filed in the offices of the City Manager, City Attorney, City Controller, and the City Clerk.

ADOPTED this 14th day of JUNE, 2022.


MAYOR OF THE CITY OF COMPTON

ATTEST:



CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: ss

I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the 14th day of JUNE, 2022.

That said Resolution was adopted by the following vote, to wit:

AYES:	COUNCIL MEMBERS-	DUHART, SPICER, BOWERS, DARDEN, SHARIF
NOES:	COUNCIL MEMBERS-	NONE
ABSENT:	COUNCIL MEMBERS-	NONE
ABSTAINS:	COUNCIL MEMBERS-	NONE


CITY CLERK OF THE CITY OF COMPTON