

AGENDA

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

November 14, 2023, 7:30 p.m.

CALL TO ORDER

INVOCATION: Father Andrew Chung, St. Pancratius Catholic Church

PLEDGE OF ALLEGIANCE: Scout Troop 67

ROLL CALL: Mayor Ariel Pe
Vice Mayor Todd Rogers
Council Member Cassandra Chase
Council Member Steve Croft
Council Member Jeff Wood

ANNOUNCEMENTS AND PRESENTATIONS:

ROUTINE ITEMS:

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

- RI-1 MEETING MINUTES - Staff recommends City Council approve Minutes of the Meetings held June 27, July 11, September 26, October 10, and October 24, 2023
- RI-2 PERSONNEL TRANSACTIONS - Staff recommends City Council approve report of personnel transactions.
- RI-3 REGISTERS OF DEMANDS - Staff recommends City Council approve registers of demands.
- RI-4 CITY COUNCIL COMMITTEES' ACTIVITIES - Staff recommends City Council receive and file the report.
- RI-5 MONTHLY REPORT OF INVESTMENT TRANSACTIONS - OCTOBER 2023 - Staff recommends City Council receive and file the report.
- RI-6 RESOLUTION NO. 2023-69; ADDING A JOB CLASSIFICATION TO SCHEDULE B OF RESOLUTION NO. 2023-33 PERTAINING TO HOURLY-RATED PART-TIME EMPLOYEES AND ENACTING A PERSONNEL RESOLUTION ESTABLISHING THE COMPENSATION, RULES AND REGULATIONS PERTAINING TO HOURLY-RATED PART-TIME EMPLOYEES - Staff recommends City Council adopt proposed resolution.

City Council Agenda

November 14, 2023

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ROUTINE ITEMS: - Continued

RI-7 CONSULTING SERVICES AUTHORIZATION – ARDURRA GROUP – PALMS COMMUNITY CENTER IMPROVEMENTS - Staff recommends the City Council authorize work for the Palms Community Center improvements per the Ardurra proposal dated November 2, 2023, in an amount not-to-exceed \$42,520, and authorize the Mayor to sign the proposal.

RI-8 PURCHASE OF HORSE FEED AND SHAVINGS FOR LAKEWOOD EQUESTRIAN CENTER - Staff recommends the City Council authorize the purchase of horse feed and shavings from Romberg Milling in an amount not to exceed \$90,000; horse feed from SoCal Hay & Grain in an amount not to exceed \$92,000 and shavings from Hermes in an amount not to exceed \$56,000.

REPORTS:

3.1 ESTABLISH A GENERAL FUND BALANCE RESERVE CATEGORY - LEGAL FEES CONTINGENCY FUND - Staff recommends the City Council formally establish a Legal Fees Contingency Fund in the amount of \$1.3 million within the General Fund Assigned Fund Balance category to be reflected in the FY 2022-23 Annual Comprehensive Financial Report (ACFR).

3.2 APPROVAL OF AGREEMENT FOR HVAC AND REFRIGERATION MAINTENANCE AND REPAIR SERVICES WITH SOUTHLAND INDUSTRIES - Staff recommends the City Council approve the HVAC and Refrigeration maintenance service agreement with Southland Industries for a one-year period ending November 14, 2024, in an amount not to exceed \$150,000 per year, and authorize the Mayor to sign the agreement in a form approved by the City Attorney.

3.3 HOLIDAY RECREATION PROGRAMS AND EVENTS - Staff recommends the City Council receive and file the report.

AGENDA

LAKEWOOD HOUSING SUCCESSOR AGENCY

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

ORAL COMMUNICATIONS:

ADJOURNMENT

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

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

Routine Items

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

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COUNCIL AGENDA

November 14, 2023

TO: The Honorable Mayor and City Council

SUBJECT: Report of Personnel Transactions

	<u>Name</u>	<u>Title</u>	<u>Schedule</u>	<u>Effective Date</u>
1. FULL-TIME EMPLOYEES				
A. Appointments				
	Elena Ramos	Administrative Clerk	08A	10/30/2023
B. Changes				
	Anthony Pacileo	Park Maintenance Worker License Pesticide Applicator	10A to 13A	11/12/2023
	Elizabeth Saenz	Senior Account Clerk Utility Billing Supervisor	10A to 24B	10/29/2023
C. Separations				
	None			
PART-TIME EMPLOYEES				
A. Appointments				
	Alexander Hurst	Maintenance Services Aide IV	B	11/02/2023
	Andrew Rodarte	Maintenance Trainee I	B	10/30/2023
B. Changes				
	Anthony Hernandez	Maintenance Services Aide III Maintenance Services Aide IV	B to B	10/29/2023
	David Kiehl	Maintenance Trainee I Maintenance Trainee II	B to B	10/29/2023
C. Separations				
	Erin Fabian	Management Trainee	B	11/01/2023


Thaddeus McCormack
City Manager

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**CITY OF LAKEWOOD
FUND SUMMARY 10/26/2023**

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

1010	GENERAL FUND	701,893.46
1015	SPECIAL OLYMPICS	1,186.96
1020	CABLE TV	1,819.82
1025	AMERICAN RESCUE PLAN	2,696.50
1050	COMMUNITY FACILITY	1,961.22
3060	PROPOSITION "A"	19,050.00
3070	PROPOSITION "C"	250.13
5010	GRAPHICS AND COPY CENTER	2,414.55
5020	CENTRAL STORES	2,313.38
5030	FLEET MAINTENANCE	5,570.08
7500	WATER UTILITY FUND	179,428.55
8020	LOCAL REHAB LOAN	2,537.00
8030	TRUST DEPOSIT	200.00
		921,321.65

Council Approval

Date

City Manager

Attest

City Clerk

Director of Finance and Administrative Services

**CITY OF LAKEWOOD
SUMMARY CHECK REGISTER**

CHECK DATE	VENDOR NAME	CHECK AMOUNT
10/20/2023	SANTA, MARGARITA FORD	99,168.74
10/26/2023	SHAKER NERMINE	1,925.00
10/26/2023	ABRUSCATO, DIANA	858.00
10/26/2023	ADERSA GROUP LLC	11,176.70
10/26/2023	COASTAL OCCUPATIONAL MEDICAL GROUP	285.00
10/26/2023	ALLEN, JOHNNY	368.55
10/26/2023	AMAZON CAPITAL SERVICES INC	10,817.45
10/26/2023	AWWA CA-NV SECTION	100.00
10/26/2023	B.R. BREWER SIGN & GRAPHICS	385.88
10/26/2023	BELL EVENT SERVICES INC	4,350.00
10/26/2023	BIG STUDIO INC	165.38
10/26/2023	BRIZUELA XOCHITL	561.60
10/26/2023	CANNON CORPORATION	6,879.20
10/26/2023	SEMA INC	1,730.16
10/26/2023	CERRITOS, CITY OF	32,114.83
10/26/2023	CINTAS CORPORATION	4.55
10/26/2023	CINTAS CORPORATION	177.74
10/26/2023	CAMERON WELDING SUPPLY	132.97
10/26/2023	COMPLETE FIRE SERVICE INC	4,928.57
10/26/2023	DG INVESTMENT INTERMEDIATE HOLDINGS 2 INC	9,286.90
10/26/2023	COLOMRICAN INC	3,413.20
10/26/2023	DANGELO COMPANY	479.23
10/26/2023	DANIEL'S TIRE SERVICE INC	1,313.66
10/26/2023	DELTA DENTAL INSURANCE COMPANY	895.82
10/26/2023	DELTA DENTAL OF CALIFORNIA	7,069.50
10/26/2023	DR OFFICE WORKS INC	59,649.57
10/26/2023	EMPIRE DESIGN & BUILD LLC	91,360.27
10/26/2023	EVANS-HYDRO	18,313.48
10/26/2023	FONTELA, THAO	2,183.35
10/26/2023	GALLS PARENT HOLDINGS LLC	378.10
10/26/2023	GANAHL LUMBER COMPANY	287.14
10/26/2023	KOGA JULIE A	400.00
10/26/2023	HOME DEPOT	6,397.08
10/26/2023	INTERIOR MOTIONS	100,542.45
10/26/2023	JHM SUPPLY INC	405.28
10/26/2023	JJS PALOMO'S STEEL INC	56.67
10/26/2023	KOSMONT & ASSOCIATES INC	4,422.60
10/26/2023	LAKEWOOD, CITY OF	100.00
10/26/2023	LIEBERT CASSIDY WHITMORE	4,455.50
10/26/2023	LONG BEACH PUBLIC TRANSPORTATION CO	19,050.00
10/26/2023	LA COUNTY DEPT OF PUBLIC WORKS	31,857.03
10/26/2023	MC ENROE, BARBARA	647.40
10/26/2023	NATIONAL UNION FIRE INSURANCE CO	444.55
10/26/2023	ODP BUSINESS SOLUTIONS LLC	398.12
10/26/2023	ONWARD ENGINEERING	17,875.00
10/26/2023	ORANGE COUNTY TANK TESTING INC	696.00
10/26/2023	PACIFIC MOBILE STRUCTURES	71,551.81
10/26/2023	PACKAGE PRODUCTS & SERVICES INC	5,063.27

10/26/2023	TAYLOR CORPORATION	74.94
10/26/2023	PAYMENTUS CORPORATION	20,570.97
10/26/2023	READWRITE EDUCATIONAL SOLUTIONS INC	618.80
10/26/2023	SCELZI ENTERPRISES INC	45,128.04
10/26/2023	SECTRAN SECURITY INC	211.11
10/26/2023	SHARP ELECTRONICS CORPORATION	4,997.85
10/26/2023	SIEGEL, THEODORE	175.00
10/26/2023	SO CALIF SECURITY CENTERS INC	35.04
10/26/2023	SOUTH COAST AQMD	1,330.52
10/26/2023	SOUTHERN CALIFORNIA EDISON CO	92,169.04
10/26/2023	SOUTHERN CALIFORNIA EDISON	2,022.11
10/26/2023	SPECIALTY TIRES LLC	734.55
10/26/2023	SPICERS PAPER INC	684.39
10/26/2023	STANDARD INSURANCE CO UNIT 22	10,495.67
10/26/2023	TENG, WHEA-FUN	184.00
10/26/2023	TETRA TECH INC	3,655.00
10/26/2023	TGIS CATERING SVCS INC	3,393.16
10/26/2023	THE HITT COMPANIES	31.18
10/26/2023	THE RINKS-LAKEWOOD ICE	195.00
10/26/2023	TRANSAMERICA LIFE INSURANCE COMPANY	1,038.19
10/26/2023	U S BANK NATIONAL ASSOCIATION	60,520.13
10/26/2023	HD SUPPLY INC	1,578.63
10/26/2023	VASQUEZ, JOSEPH	273.79
10/26/2023	VISION SERVICE PLAN	4,167.73
10/26/2023	WALTERS WHOLESALE ELECTRIC CO	9,148.77
10/26/2023	WATER SYSTEM SERVICES LLC	195.00
10/26/2023	WATERLINE TECHNOLOGIES INC	13,544.22
10/26/2023	WAXIE ENTERPRISES INC	541.47
10/26/2023	WESTERN EXTERMINATOR CO	78.70
10/26/2023	WOOD RODGERS INC	4,282.57
10/26/2023	CALIFORNIA STATE UNIVERSITY, LONG BEACH	250.00
10/26/2023	DEL VALLE TOT LOT	250.00
10/26/2023	ERICKSON, LISA	250.00
10/26/2023	HUBLER, JESSICA	393.15
10/26/2023	MESA GARAGE DOORS	2,537.00
10/26/2023	NGUYEN, TRI	100.00
10/26/2023	WALLACE, WANDA	100.00
10/26/2023	YAMAGUCHI, BARBARA OR MASAAKI	242.63

Total: 921,321.65

CITY OF LAKEWOOD
SUMMARY ACH/WIRE REGISTER OCTOBER 2023

ACH date	Amount	Recipient	Purpose	Period
10/4/23	\$642,104.41	Various	Employee Payroll	Sep 17-30, 2023
10/4/23	\$114,702.52	IRS via F&M	Payroll - Federal Taxes	Sep 17-30, 2023
10/5/23	\$32,517.12	EDD	Payroll - State Taxes	Sep 17-30, 2023
10/5/23	\$4,610.33	MidAmerica	Retiree Medical Benefit	Sep 17-30, 2023
10/5/23	\$12,757.28	VOYA	Payroll -Deferred Compensation	Sep 17-30, 2023
10/5/23	\$32,006.70	VOYA	Payroll - Deferred Compensation	Sep 17-30, 2023
10/5/23	\$3,425.00	PARS via U.S. Bank	Payroll - Retirement Plan 1 of 2	Sep 17-30, 2023
10/5/23	\$4,584.39	PARS via U.S. Bank	Payroll - Retirement Plan 2 of 2	Sep 17-30, 2023
10/6/23	\$476.40	The Technology Depot	Communications Services 1 of 3	October 2023
10/6/23	\$706.66	LB Meals on Wheels	Monthly Contribution	August 2023
10/10/23	\$125,568.65	CalPERS	Payroll - Retirement Plan	Sep 3-16, 2023
10/13/23	\$125,896.48	CalPERS	Payroll - Retirement Plan	Sep 17-30, 2023
10/13/23	\$1,809.89	The Technology Depot	Communications Services 2 of 3	October 2023
10/18/23	\$119,044.56	IRS via F&M	Payroll - Federal Taxes	Oct 1-14, 2023
10/18/23	\$652,053.75	Various	Employee Payroll	Oct 1-14, 2023
10/18/23	\$25,975.22	MidAmerica	Retiree Medical Benefit	October 2023
10/19/23	\$34,073.63	EDD	Payroll - State Taxes	Oct 1-14, 2023
10/19/23	\$4,141.91	MidAmerica	Retiree Medical Benefit	Oct 1-14, 2023
10/19/23	\$13,856.61	VOYA	Payroll -Deferred Compensation	Oct 1-14, 2023
10/19/23	\$8,016.14	PARS via U.S. Bank	Payroll - Retirement Plan 1 of 1	Oct 1-14, 2023
10/19/23	\$32,491.70	VOYA	Payroll - Deferred Compensation	Oct 1-14, 2023
10/20/23	\$10,451.70	LEF	Online Donations	July-Sep 2023
10/20/23	\$1,724.80	Meals on Wheels	Online Donations	July-Sep 2023
10/20/23	\$991.76	Project Shepherd	Online Contributions	July-Sep 2023
10/20/23	\$706.66	LB Meals on Wheels	Monthly Contribution	September 2023
10/20/23	\$2,650.00	LCEA	Employee Paid Dues	October 2023
10/26/23	\$125,129.48	CalPERS	Payroll - Retirement Plan	Oct 1-14, 2023
10/26/23	\$254,074.00	CalPERS	Retirmnt-Unfunded Accrued Liab	October 2023
10/26/23	\$122,612.65	CalPERS	Employee Medical Premiums	November 2023
10/27/23	\$1,500,000.00	CAMP	City Investment Deposit	October 2023
10/27/23	\$7,125.00	The Technology Depot	Communications Services 3 of 3	October 2023

Council Approval

Date

City Manager

Attest:

City Clerk

Director of Finance & Administrative Services

**CITY OF LAKEWOOD
FUND SUMMARY 11/2/2023**

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

1010	GENERAL FUND	328,892.44
1020	CABLE TV	419.97
1050	COMMUNITY FACILITY	3,295.10
1623	LA CNTY MEASURE W	3,469.60
3070	PROPOSITION "C"	134.98
5010	GRAPHICS AND COPY CENTER	549.22
5020	CENTRAL STORES	3,316.98
5030	FLEET MAINTENANCE	3,208.11
7500	WATER UTILITY FUND	297,275.88
8020	LOCAL REHAB LOAN	10,406.42
8030	TRUST DEPOSIT	250.00
		651,218.70

Council Approval

Date

City Manager

Attest

City Clerk

Director of Finance and Administrative Services

**CITY OF LAKEWOOD
SUMMARY CHECK REGISTER**

CHECK DATE	VENDOR NAME	CHECK AMOUNT
11/01/2023	ALL CITY MANAGEMENT SERVICES INC	11,213.80
11/01/2023	MNRO HOLDINGS LLC	222.00
11/01/2023	AMAZON CAPITAL SERVICES INC	2,411.31
11/01/2023	AUTOZONE PARTS INC	79.59
11/01/2023	BERG. APRIL	1,496.00
11/01/2023	BLUEALLY TECHNOLOGY SOLUTIONS	2,053.96
11/01/2023	BROEKER. CANDACE	52.00
11/01/2023	CAL STATE AUTO PARTS INC	604.31
11/01/2023	CALIF. STATE DISBURSEMENT UNIT	849.68
11/01/2023	CALIF STATE FRANCHISE TAX BOARD	167.53
11/01/2023	CALIFORNIANS ORGANIZED FOR POLICE SUPPORT	100.00
11/01/2023	CANYON SPRINGS ENTERPRISES	271,772.88
11/01/2023	CINTAS CORPORATION	153.55
11/01/2023	CINTAS CORPORATION	355.48
11/01/2023	CAMERON WELDING SUPPLY	136.73
11/01/2023	COLOR CARD ADMINISTRATOR CORP	75.08
11/01/2023	DIAMOND ENVIRONMENTAL SERVICES LP	1,898.00
11/01/2023	DISABILITY ACCESS CONSULTANTS LLC	2,000.00
11/01/2023	FERGUSON ENTERPRISES INC	380.26
11/01/2023	GALLS PARENT HOLDINGS LLC	160.07
11/01/2023	HARA M LAWNMOWER CENTER	948.45
11/01/2023	HDL COREN & CONE	4,875.00
11/01/2023	HI-WAY SAFETY RENTALS INC	880.00
11/01/2023	HOME DEPOT	1,335.54
11/01/2023	THE TUBBY CUBBY COMPANY	298.13
11/01/2023	DIAZ JODE MANUEL JR	100.00
11/01/2023	JHM SUPPLY INC	801.00
11/01/2023	KICK IT UP KIDZ LLC	84.50
11/01/2023	LAKEWOOD ROTARY CLUB	168.00
11/01/2023	LAKEWOOD. CITY OF	250.00
11/01/2023	LAKEWOOD. CITY WATER DEPT	104,510.03
11/01/2023	LANDCARE HOLDINGS INC	8,315.00
11/01/2023	LA COUNTY DEPT OF PUBLIC WORKS	79,732.50
11/01/2023	LYONS MEREDITH J	100.00
11/01/2023	OOTWI INC	592.00
11/01/2023	MAG-TROL INC	1,648.24
11/01/2023	MAGIC JUMP RENTALS INC	696.20
11/01/2023	MARKLEY. ELIZABETH	438.75
11/01/2023	MILLER DON & SONS	500.63
11/01/2023	MOORE IACOFANO GOLTSMAN INC	38,418.44
11/01/2023	NESTLE WATERS NORTH AMERICA	144.02
11/01/2023	O'REILLY AUTOMOTIVE STORES INC	1,204.76
11/01/2023	ODP BUSINESS SOLUTIONS LLC	78.19
11/01/2023	PAPER RECYCLING & SHREDDING SPECIALISTS	428.00

**CITY OF LAKEWOOD
SUMMARY CHECK REGISTER**

CHECK DATE	VENDOR NAME	CHECK AMOUNT
11/01/2023	US BANCORP ASSET MANAGEMENT INC	2,997.48
11/01/2023	PIERSON. JEREMY L	307.20
11/01/2023	PVC TECH CORPORATION	385.91
11/01/2023	RAYVERN LIGHTING SUPPLY CO INC	1,254.77
11/01/2023	ROGUE AVIATION INC	4,578.54
11/01/2023	BARRY SANDLER ENTERPRISES	119.72
11/01/2023	SITEONE LANDSCAPE SUPPLY LLC	1,466.36
11/01/2023	SO CALIF SECURITY CENTERS INC	195.73
11/01/2023	SOLID SURFACE CARE INC	2,717.00
11/01/2023	SOUTHWEST PATROL INC	21,935.00
11/01/2023	CHARTER COMMUNICATIONS HOLDINGS LLC	4,270.50
11/01/2023	SPICERS PAPER INC	549.22
11/01/2023	STEIN. ANDREW T	938.06
11/01/2023	STEVEN ENTERPRISES	1,026.70
11/01/2023	SUPERIOR COURT OF CALIFORNIA	7,111.00
11/01/2023	SUPERIOR COURT OF CALIFORNIA	9,990.00
11/01/2023	T-MOBILE USA INC	61.60
11/01/2023	TGIS CATERING SVCS INC	940.00
11/01/2023	THE RINKS-LAKEWOOD ICE	48.75
11/01/2023	HD SUPPLY INC	3,792.56
11/01/2023	VITAL RECORDS HOLDING LLC	73.66
11/01/2023	WATANABE. BRYCE	1,170.00
11/01/2023	WATERLINE TECHNOLOGIES INC	5,317.74
11/01/2023	WAXIE ENTERPRISES INC	2,035.85
11/01/2023	WESTERN EXTERMINATOR CO	348.10
11/01/2023	COMPREHENSIVE PRINT GROUP LLC	790.49
11/01/2023	WORLDWIDE RECOVERY SYSTEMS INC	7,664.10
11/01/2023	WYNN. LAKYN	97.50
11/01/2023	YOUTH EVOLUTION ACTIVITIES	1,346.15
11/01/2023	SOCAL WINDOW PROS	10,406.42
11/01/2023	SUDDUTH CONSTRUCTION INC	249.14
11/02/2023	BANNER BANK	14,303.84
	Total:	651,218.70

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TO: The Honorable Mayor and City Council

SUBJECT: Report of City Council Committees' Activities

INTRODUCTION

A brief update is provided for City Council review on the activities of the following standing committees: Public Safety, Capital Improvement Plan, Water Resources, and Audit Committees.

STATEMENT OF FACT

On October 3, 2023, the Public Safety Committee met and discussed:

Special Event Permits for Public Display of Fireworks

Staff presented a formal request from Lakewood High School for a special event permit for a fireworks display during the school's homecoming football game. Application details were presented to the committee for review. Member Pe motioned for permit to be recommended for council approval. Chairman Rogers seconded the motion without objection.

Crime Trends and Statistics

Overall, Part 1 Crimes were down throughout the city and at Lakewood Mall. Auto theft is still prevalent, however, operations are being conducted to keep numbers down. Neighboring agencies assisted Public Safety and LASD during recent mall disturbance. Sky Knight air support was a vital resource during incident.

Abatement Deputy Update

Outreach services were offered in coordination with the Homeless Services Liaison and updates were provided on various locations. Visits were made to local businesses with repeated homeless individual activity. Bell shelter continues to be occupied.

Community Prosecutor Program Update

Updates were provided on several nuisance properties. Community Prosecutor has been active in court regarding cases stemming from incidents in Lakewood.

Public Safety Department Update

Recruitment continues for CSO vacancies. Community messaging will place a heavy focus on Halloween safety. Staff shared details of successful events. Survive for 7 program registration was to capacity, indicating residents' healthy interest in emergency management programs.

Public Outreach

Promotion of upcoming events will be shared with residents. Award of Valor preparation is underway.

Follow-Up Items

City of Whittier is initiating formal legal action against the LA County Superior Court regarding newly implemented Pre-arraignment Release Protocols (AKA "zero bail"). The City of Lakewood has joined in on the litigation. Private Security patrols will increase visibility throughout entire community while still focusing on specific hot spots.

Miscellaneous

Brief moment of silence observed for Deputy Ryan Clinkunbroomer of Palmdale Station. He was killed in the line of duty on Saturday, September 16, 2023.

On October 16, 2023, the Capital Improvement Plan Committee met and discussed:

Due to the absence of a quorum, the meeting is presented as an unofficial discussion.

CD and PW Counter Project – Potential Change Order

The new improvements at the Community Development and Public Works counter, awarded to Empire Design and Build, highlighted the areas immediately adjacent to the completed work as noticeably outdated in comparison. Therefore, staff considered other portions of City Hall that need improvements, specifically on the north side of City Hall. Staff has worked with architect Dahlin Group to develop a schematic design for the potential improvements in these spaces. The work would include some changes to interior walls, as well as to the degraded storefront on the North side of City Hall, to create new office space in both Administrative Services and Community Development. Staff then sought out Rough-Order of Magnitude pricing for the additional work from Empire Design and Build, as well as the furniture supplier, D and R Office Works. The ROM cost is approximately \$830,000 inclusive of approximately 25%, or \$130,000, in contingency. The ROM for the furniture is approximately \$198,000. The cost for the additional building improvements from Empire and Design came in at \$522,249, which includes \$72,000 in storefront along the north face of City Hall with dual-pane energy-efficient windows.

Alternatively, should the CIP Committee wish to reduce the cost of the remodel, the storefront scope could be omitted, however, the flow of the interior workspace would be compromised. With \$130,000 in contingency, the approximate total cost for all additional improvements will be \$850,000.

Staff would like to recommend increasing the change order contingency on the contract with Empire Design and Build by \$652,249 (\$522,249 + \$130,000) to authorize the change order to add improvements for the additional spaces on the north side of City Hall. In addition, staff recommends appropriating an additional \$850,000 in Measure L funds to cover the cost of the additional work by Empire and Design, a construction contingency for unknowns, as well as the furniture for the Administrative Services Department and remaining portion of Community Development. Also, staff would return to council for authorization to purchase the approximately \$198,000 in additional furniture for the two departments. The CD and PW counter project potential change order will be included in the study session and put on the agenda for the City Council meeting on October 24, 2023.

Alternative Contracting For Energy Projects- GC 4217

Government Code 4217 (specifically 4217.10--18) is a procurement policy that allows public agencies to enter into a range of services related to infrastructure improvements. Staff is considering the use of GC 4217 to complete the electrical, HVAC and roof infrastructure improvement project. Upon review of the bid package with city and Willdan staff, it was determined that the plans need modification to the design before we can return to another plan check. In addition, the equipment has very long lead times, in some cases up to a two-year procurement timeline, which has made it difficult to develop a construction schedule for the bid package considering the impacts of the supply chain delays and uncertainty of coordination with the event space users.

Staff met with Southland Industries who have been selected through a competitive process to work with other public agencies and are qualified to perform the entire scope of work. They could also assist in the HVAC and roof improvements that will be necessary for the Civic Center. In addition, staff has been notified verbally that our on-call HVAC maintenance contractor was purchased by a national company that does not conform to prevailing wage law and therefore will no longer be able to service us effective immediately. Staff reached out to Southland Industries to see if they perform maintenance and repair services, and would be capable of stepping in to perform the work, until an RFP can be issued before next fiscal year. Staff recommends negotiating a contract for maintenance and service repairs with Southland Industries that would be in place until June 30, 2023, allowing us time to start the long RFP process.

Staff are looking for direction on utilizing GC 4217 as a contracting method for pursuing our electrical, roof, and HVAC infrastructure needs and receiving a pricing proposal from Southland Industries for the work. Direction was also requested on negotiating a maintenance and service contract with Southland Industries for HVAC maintenance until June 30, 2024, allowing staff more time to develop a RFP for the service.

CIP Project Updates

Weingart Sr. Center Improvements

A constructability review is underway for the project before a final plan check is submitted. The project is expected to go out to bid near the end of 2023 or the beginning of 2024. Construction is estimated to start by March/April of 2024 and last approximately seven months.

Palms Community Center Improvements

Architect Dahlin Group submitted the construction set of drawings for the improvements and staff has requested a proposal from consultant Ardurra for a constructability review, concurrently with staff review of the plans. More corrections may be necessary before the final plan check.

Mayfair Water Capture Project

The water sampling required by Los Angeles County Public Health Department is scheduled to commence on Monday, October 16, 2023 and continue through April of 2024, to satisfy the Department of Public Health. "Scenario testing" will be scheduled to begin in November 2023. All storm water capture system irrigation will occur early morning to prevent public contact.

Bolivar Emergency Repairs

All repairs are complete.

City Hall Modular Office Improvements

The contracted scope of work is mostly complete. The only pending items are the installation of the new gates on the east and west sides of the trailer. Staff is working with SCE to upgrade the electrical service to the trailer.

The Centre Lighting, Ceiling, Carpet, and Painting Improvements

Construction is substantially completed except for the programming of the Leviton lighting control panel, which is expected to take place on October 30 and 31. The painting and carpet improvements were completed in September.

City Hall and The Centre Generator Modernization

The plans are being modified. Staff has requested to swap the generator to a Kohler generator, which is easier to maintain, with more readily available replacement parts. Staff determined it would be best to keep the City Hall generator in its current location, to minimize the cost impacts of relocating to a new location in the parking lot.

Palms Game Courts Improvements

Upgrades to the Palms game courts are complete and include the installation of the new mini-pitch, LED lighting upgrades, and new basketball hoops. The resurfacing of the game courts is expected to be completed by October 17 in advance of the grand opening of the mini-pitch on October 19.

On October 17, 2023, the Water Resources Committee met and discussed:

In June 2023, the City Council awarded a construction contract to All Cities, Engineering, Inc. (ACE) to replace two miles of 4-inch cast iron water main pipes. Staff noticed there has been excessive water main breaks on Sandwood St. between Levelside Ave. and Downey Ave. Due to the history of water main breaks within the location of the current water main project, it would be feasible to replace 1,360 feet of pipe on Sandwood St. while ACE is currently working on the water main replacement in that area. Staff recommended the water main pipes on Sandwood St. be replaced now to avoid future anticipated inflationary pricing, and higher labor costs due to the logistics of Riley Elementary School.

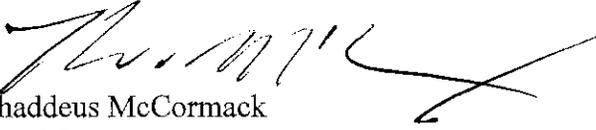
On October 30, 2023, the Audit Committee met and discussed:

As part of the city's independent audit procedures and "direct communication with the government board" best practices, Mr. Kenneth Pun (Engagement Partner with The Pun Group) led a presentation to the Audit Committee. He detailed the audit firm's comprehensive scope of work for the city's annual audit. He noted that in addition to the audit, the firm's work includes the preparation of multiple state and federal reports. Mr. Pun also described the various tasks that are carried out, in accordance with professional audit standards. There was specific discussion regarding emerging cybersecurity issues facing municipalities. A follow up presentation will be provided at the next meeting. The Committee took action in recommending to the City Council

the creation of a legal fees contingency fund category within the General Fund reserves. This will be presented to the Council for consideration at the November 14 meeting.

RECOMMENDATION

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

A handwritten signature in black ink, appearing to read 'Thaddeus McCormack', with a long, sweeping flourish extending to the right.

Thaddeus McCormack
City Manager

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COUNCIL AGENDA

November 14, 2023

TO: The Honorable Mayor and City Council

SUBJECT: Monthly Report of Investment Transactions – October 2023

INTRODUCTION

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

STATEMENT OF MONTHLY ACTIVITY

Date	Amount at Cost	Investment	Transaction	Rate*
01-Oct-23	\$ 151,950.69	CAMP POOL	Interest	5.560%
01-Oct-23	2,728.75	CORP	Interest	2.950%
02-Oct-23	7,093,535.34	CAMP TERM	Sell	5.560%
02-Oct-23	7,093,535.34	CAMP POOL	Purchase	5.560%
02-Oct-23	1,692.00	CORP	Interest	3.384%
04-Oct-23	3,040,987.40	CAMP TERM	Sell	5.560%
04-Oct-23	3,040,987.40	CAMP POOL	Purchase	5.560%
04-Oct-23	5,134,522.74	CAMP POOL	Sell	5.560%
04-Oct-23	5,134,522.74	CAMP TERM	Purchase	5.560%
04-Oct-23	5,000,000.00	CAMP POOL	Sell	5.560%
04-Oct-23	5,000,000.00	CAMP TERM	Purchase	5.560%
05-Oct-23	3,800,000.00	CAMP POOL	Sell	5.560%
14-Oct-23	525.00	FNMA	Interest	0.500%
15-Oct-23	405.00	CORP	Interest	2.700%
15-Oct-23	902.42	ABS	Interest	4.420%
15-Oct-23	876.71	ABS	Interest	3.970%
15-Oct-23	862.00	ABS	Interest	4.310%
15-Oct-23	1,437.50	CORP	Interest	2.875%
15-Oct-23	359.67	ABS	Interest	3.320%
15-Oct-23	637.00	ABS	Interest	5.460%
15-Oct-23	11.01	ABS	Interest	0.380%
15-Oct-23	1,583.33	ABS	Interest	5.000%
15-Oct-23	1,221.21	ABS	Interest	5.530%
15-Oct-23	106.33	ABS	Interest	0.580%
15-Oct-23	0.88	ABS	Interest	0.440%

Monthly Investment Transactions

November 14, 2023

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Date	Amount at Cost	Investment	Transaction	Rate*
15-Oct-23	\$ 11.16	ABS	Interest	0.500%
15-Oct-23	833.38	ABS	Interest	3.390%
15-Oct-23	501.21	ABS	Interest	5.230%
15-Oct-23	518.92	ABS	Interest	4.790%
15-Oct-23	375.83	ABS	Interest	4.510%
15-Oct-23	366.00	ABS	Interest	3.660%
15-Oct-23	387.50	ABS	Interest	4.650%
15-Oct-23	1,189.83	ABS	Interest	5.230%
15-Oct-23	1,009.97	ABS	Interest	5.690%
15-Oct-23	28.38	ABS	Interest	0.520%
15-Oct-23	6.38	ABS	Interest	0.340%
15-Oct-23	247.00	ABS	Interest	1.040%
15-Oct-23	1,187.50	CORP	Interest	2.500%
15-Oct-23	678.50	ABS	Interest	5.900%
15-Oct-23	1,311.50	ABS	Interest	5.160%
15-Oct-23	79.02	ABS	Interest	0.550%
15-Oct-23	5,464.88	CORP	Interest	3.900%
15-Oct-23	365.33	ABS	Interest	5.480%
15-Oct-23	446.42	ABS	Interest	4.870%
15-Oct-23	2,396.84	ABS	Paydown	0.440%
15-Oct-23	2,190.10	ABS	Paydown	0.340%
15-Oct-23	4,065.59	ABS	Paydown	0.380%
15-Oct-23	10,186.38	ABS	Paydown	0.550%
15-Oct-23	5,327.01	ABS	Paydown	0.520%
15-Oct-23	3,560.54	ABS	Paydown	0.500%
16-Oct-23	363.33	ABS	Interest	5.450%
17-Oct-23	28,938.09	TREAS	Sell	1.500%
17-Oct-23	332,788.02	TREAS	Sell	1.500%
18-Oct-23	1,000,000.00	CAMP POOL	Sell	5.560%
18-Oct-23	186.50	ABS	Interest	3.730%
18-Oct-23	1,104.54	ABS	Interest	5.410%
18-Oct-23	6.05	ABS	Interest	0.370%
18-Oct-23	5,642.50	ABS	Paydown	0.370%
19-Oct-23	1,400,000.00	CAMP POOL	Sell	5.560%
19-Oct-23	372,564.92	FNMA	Purchase	4.740%
19-Oct-23	2,275.00	CORP	Interest	3.500%
20-Oct-23	18.75	ABS	Interest	0.500%
20-Oct-23	0.53	ABS	Interest	0.470%

Monthly Investment Transactions

November 14, 2023

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Date	Amount at Cost	Investment	Transaction	Rate*
20-Oct-23	\$ 1,353.28	ABS	Paydown	0.470%
22-Oct-23	2,109.38	FNMA	Interest	0.625%
24-Oct-23	682.50	CORP	Interest	2.100%
25-Oct-23	1,309.38	FNMA	Interest	4.190%
25-Oct-23	1,094.51	FNMA	Interest	3.243%
25-Oct-23	1,212.98	FNMA	Interest	4.777%
25-Oct-23	1,171.92	FNMA	Interest	3.430%
25-Oct-23	1,472.50	FNMA	Interest	4.650%
25-Oct-23	606.35	FNMA	Interest	3.750%
25-Oct-23	1,520.00	FNMA	Interest	4.800%
25-Oct-23	1,505.94	FNMA	Interest	4.819%
25-Oct-23	862.23	FNMA	Interest	2.653%
25-Oct-23	1,074.67	FNMA	Interest	3.224%
25-Oct-23	514.69	FNMA	Interest	2.745%
25-Oct-23	767.02	FNMA	Interest	3.347%
25-Oct-23	296.29	ABS	Interest	5.470%
25-Oct-23	722.50	CORP	Interest	0.850%
25-Oct-23	20,383.22	CD	Interest	5.600%
25-Oct-23	181.76	FNMA	Paydown	4.777%
25-Oct-23	104.31	FNMA	Paydown	3.750%
26-Oct-23	187.50	CORP	Interest	0.500%
27-Oct-23	1,500,000.00	CAMP POOL	Purchase	5.560%
30-Oct-23	756.60	CORP	Interest	0.776%
31-Oct-23	272,204.43	FNMA	Purchase	4.850%
31-Oct-23	250.00	TREAS	Interest	0.500%
31-Oct-23	1,181.25	TREAS	Interest	0.750%
31-Oct-23	5,156.25	TREAS	Interest	0.275%
31-Oct-23	16,362.50	TREAS	Interest	3.500%
31-Oct-23	196,244.18	FNMA	Sell	0.500%

* Rates shown for MMF, LAIF, and CAMP are distribution yields. All others are coupon rates.

INVESTMENT GLOSSARY

ABS (Asset-Backed Securities)

A mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond.

AGENCY (U.S. Government Agency Issues)

Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There are no portfolio percentage limits for U. S. Government Agency issues.

BOND (Municipal Bonds or Note)

Registered treasury notes or bonds issued by states or municipalities, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California.

CAMP (California Asset Management Program) Pool and Term

A Joint Powers Authority established in 1989 by the treasurers and finance directors of several California public agencies to provide an investment tool at a reasonable cost. Participation is limited to California public agencies. The Pool option offers daily liquidity with a variable rate of return. In recent years the Term option was added offering an investment tool for a fixed period (up to one year) and a fixed rate of return.

CD (Certificate of Deposit)

Negotiable CDs are issued by large banks and are freely traded in secondary markets as short term (2 to 52 weeks), large denomination (\$100,000 minimum) CDs, that are either issued at a discount on its par value, or at a fixed interest rate payable at maturity.

COM (Commercial Paper)

Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization.

CORP (Corporate Notes)

Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States, or any state and operating within the United States.

FNMA (Federal National Mortgage Association)

A government-sponsored, privately owned corporation established to create a secondary market for Federal Housing Administration mortgages.

LAIF (Local Agency Investment Fund, State of California)

The Treasurer of the State of California administers this investment pool, providing a high-level of liquidity and strong safety through diversification of investments.

MMF (Money Market Fund)

This is a money market interest-bearing checking account that is fully insured and collateralized.

SUPRA (Supra-National Agency Bonds or Notes)

Supranational bonds and notes are debt of international or multi-lateral financial agencies. The debt is used to finance economic/infrastructure development, environmental protection, poverty reduction and renewable energy around the globe, rated AAA, highly liquid and issued in a range of maturities.

TREAS (U.S. Treasury Notes)

A Treasury obligation of the U.S. Government to provide for the cash flow needs of the Federal Government.

RECOMMENDATION

It is recommended that the City Council receive and file the Monthly Report of Investment Transactions rendered for the month of October 2023.



Jose Gomez
Director of Finance & Administrative Services



Thaddeus McCormack
City Manager

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RESOLUTION NO. 2023-69

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD ADDING A JOB CLASSIFICATION TO SCHEDULE B OF RESOLUTION NO. 2023-33 PERTAINING TO HOURLY-RATED PART-TIME EMPLOYEES AND ENACTING A PERSONNEL RESOLUTION ESTABLISHING THE COMPENSATION, RULES AND REGULATIONS PERTAINING TO HOURLY-RATED PART-TIME EMPLOYEES.

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

SECTION 1. The following job classification and hourly pay rate is hereby adjusted to Schedule B, attached to Resolution No. 2023-33:

Public Works Trades Worker \$32.00

ADOPTED AND APPROVED THIS 14TH DAY OF NOVEMBER 2023.

Mayor

ATTEST:

City Clerk

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COUNCIL AGENDA

November 14, 2023

TO: The Honorable Mayor and City Council

SUBJECT: Consulting Services Authorization – Ardurra Group – Palms Community Center Improvements

INTRODUCTION

The City's on-call architect Dahlin Group has submitted a first draft of the Palms Community Center construction plans for City constructability review. The consulting engineering firm Ardurra has an agreement with the City of Lakewood to assist with various engineering matters and has submitted a proposal to provide a constructability review, project management, and construction management for the preliminary phases of the project.

STATEMENT OF FACT

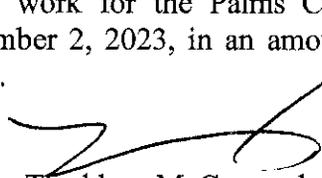
On April 17, 2023, the CIP Committee directed staff to immediately increase resources to expedite the delivery of CIP Projects due to a recent influx of funding, several of which have looming funding deadlines. The City of Lakewood established an on-call consulting services agreement with the Ardurra Group Inc. in June 2023 for engineering and project management services in order to provide an extension of staff due to the Public Works Department's current workload.

Ardurra has provided a proposal under their on-call agreement for the services to accomplish the constructability review, as well as project management and construction management services for the preliminary phases of the project, including the pre-bid phase, bid phase and the contract award phase. The scope of work is comprehensive for the preliminary phases of the project to minimize the use of staff time and to allow staff to focus on the delivery of additional projects. Ardurra is ready to begin work immediately upon authorization of the agreement. Their fee for this scope of work will not exceed \$42,520. There are adequate funds in the project account 10109922-58800-70118 for this work.

RECOMMENDATION

Staff recommends that the City Council authorize work for the Palms Community Center improvements per the Ardurra proposal dated November 2, 2023, in an amount not-to-exceed \$42,520, and authorize the Mayor to sign the proposal.

Kelli Pickler 
Director of Public Works


Thaddeus McCormack
City Manager



November 2, 2023

Kelli Pickler, Public Works Director
City of Lakewood
5050 Clark Avenue
Lakewood, CA 90712

SUBJECT: PROPOSAL TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR THE PALMS PARK COMMUNITY CENTER IMPROVEMENTS PROJECT

Dear Mrs. Pickler,

Ardurra Group, Inc. is pleased to present our proposal to the City of Lakewood to provide professional construction management (CM) services for the Palms Park Community Center Improvements project in accordance with Attachment "A" – Scope of Services and Attachment "B" – Estimated Fee Allowance.

PROJECT UNDERSTANDING

Ardurra understands the City wishes to retain an experienced construction management team capable of assisting the City with the pre-bid phase, bid phase and contract award/execution phase services of this park improvements project. Construction management, administration and inspection services are excluded from this proposal and will be proposed for consideration and implementation at the time that the construction contract is processed for approval by the City.

This project is intended to replace depleted infrastructure and facilitate energy efficiency improvements to the Palms Park Community Center. The proposed improvements include, but may not be not limited to, partial facility demolition, addition of a new ADA-compatible restroom, path of travel improvements, storefront improvements, and renovations to the existing building, which include new flooring, new ceilings, asbestos abatement, roof replacement, HVAC system replacement, electrical infrastructure improvements, new lighting, exterior repairs, renovation of the office, storage, and assembly room and parking lot improvements.

It is Ardurra's understanding that the estimated budget for construction costs is \$10 million.

PROPOSED STAFFING

Ardurra proposes **Mark Lewis, PE, TE** as project director who will oversee **Mahina Payo-Siu**, our proposed construction manager. Mahina will be assisted by **Dustin Blackwell**, who will provide document/project controls services. Resumes of the proposed team can be found in our on-call professional engineering services proposal/contract.

Ardurra's estimated fee allowance to provide the services outlined in this proposal is provided at the end of this document.

We look forward to assisting the City with successfully engaging a qualified construction contractor for this project. If there are any questions regarding this proposal, please contact Omar Alameddine at 949.533.3012 or oalameddine@ardurra.com or Mark Lewis at 949.677.0391 or mlewis@ardurra.com.

Respectfully submitted,
Ardurra Group, Inc.

Omar Alameddine
Project and Construction Management Group Leader

Mark Lewis, PE, TE
Project Director, Municipal Services

ATTACHMENT "A" SCOPE OF SERVICES

Pre-Bid Phase Services

Biddability/Constructability: The Ardurra constructability/biddability review methodology and scope of services is detailed below.

■ Constructability Review of Bid Documents

Constructability reviews will be conducted as directed by the City. A punch list of comments and recommendations will be submitted to the City for consideration and implementation with the project architect.

The CM team will review the plans for biddability and constructability and identify potential value engineering solutions, ambiguities, conflicts and/or omissions apparent during its review. The bid documents and technical specifications will also be reviewed for potential duplication/overlap of clauses, conflicts, proper placement of critical requirements within the order and precedence of documents. Ardurra will also recommend key contract provisions to provide the necessary controls and remedies for the City to maintain a proactive approach on the project.

The CM constructability/biddability review typically involves the following:

- Checking pothole data and as-built underground and overhead utility information (as applicable) against proposed design and assisting the design team in resolving any resulting conflicts.
- Identifying and implementing quantity measurement methodologies to obtain the most efficient and accurate field measurements during construction.
- Comparing plan notes with standard and special revisions, eliminating and/or removing any conflicts/overlapping requirements.
- Check quantities (as applicable).
- Check construction notes and proposed improvements against bid items and bid item descriptions/identify and resolve apparent inconsistencies and/or gaps.
- Compare proposed removals with proposed improvements and existing field conditions.
- Recommend special provisions language for project-specific and time-tested public contract remedies.
- Recommend order and precedence revisions and/or standard specification modification, as applicable.
- Recommend bid item allowances, alternates and minimum performance requirements, contractor deferred design items, e.g., detailed traffic control phases, pedestrian safety measures, public relations activities, SWPPP/NOI development and processing, etc.
- Establish bid evaluation criteria. Prepare Request for Bid documents.
- **Project Phasing:** Minimum phasing plans or narrative requirements will be recommended for inclusion in the bid documents and a separate bid line item(s) be established to identify the adequacy of the bidders' intent to facilitate the necessary phasing requirements. Additionally, separate sub-milestones can be established (with separately calculated liquidated damages attached) to track that the phases are properly carried out to maintain continuous and unobstructed use of critical existing operations (if any).
- **Project Scoping:** Check for clear identification of project limits. For unit price contracts with budgetary limits (e.g., projects with indefinite paving rehabilitation areas) methodology to maintain quantities delivered within the budget program will be developed and implemented into the bid documents and project procedures.

Bid Phase Services

- Administer the bid process using the City's bid distribution system.
- Coordinate with the City Clerk's Office and the Public Works Department to establish advertising dates, arrange pre-bid meeting and the bid opening date.
- Participate in pre-bid meeting to assist with answering bidder questions.
- Confirm that the project is advertised in appropriate publications and online contractor bid announcement services. Directly contact contractors specializing in this type of construction to encourage their participation.
- Assist with coordination with the City and other affected agencies/agencies having jurisdiction, as necessary.
- Assist City staff in conducting public outreach and communications program for the project, including providing regular status updates of ongoing construction activities, budget and schedule; providing progress photos or videos of construction activities; attending and/or participating in up to two (2) community meetings or events; and addressing or responding to residents' questions and concerns as they may arise.
- Assist with the development of responses to bidder questions during bidding period.
- Conduct reference checks on the low bidder.
- Check state licenses of bidder and subs.
- Review insurance and bonds for compliance with contract documents.
- Compile bid analysis:
 - Tabulate all bids with detailed breakdown with comparison to latest construction estimate.
 - Identify apparent unbalancing within bids.
 - Identify apparent missing items.
 - Monitor and document that all funding requirements are included in the bid documents.
 - Assist with addressing minor omissions or administrative issues as approved by the City.
 - Repeat above steps for next bidder if as-bid numerically low bidder appears to be unresponsive (additional allowance may be required).
- Assist with compiling recommendation to award to the successful bidder.
 - Make recommendation for confirmation of lowest responsive and responsible bidder with detailed basis, particularly if the as-bid numerically low bidder is not recommended.
- Assist in preparation of staff reports for City Council contract awards.

Contract Award/Execution Services

- Attend City Council meeting for award of the construction contract.
- Assist with coordinating contractor documentation requirements to support execution of contract.
- Assist with expediting contract execution by the parties.
- Assist with coordination with the City and other affected agencies/agencies having jurisdiction, as necessary.
- Assist the City in preparing the agreement with the selected contractor.

ATTACHMENT "B"
ESTIMATED FEE ALLOWANCE

City of Lakewood
Construction Management for
Palms Park Community Center Improvements Project

Pre-Bid Phase			
Role / Name	Total Hours	Hourly Rate	Extended Fee
Project Director/Agency Advisor	4.00	\$ 240.00	\$ 960.00
Construction Manager	40.00	\$ 230.00	\$ 9,200.00
Project Controls Engineer	80.00	\$ 175.00	\$ 14,000.00
Subtotal Pre-Bid Phase			\$ 24,160.00
Bid Phase			
Role / Name	Total Hours	Hourly Rate	Extended Fee
Project Director/Agency Advisor	2.00	\$ 240.00	\$ 480.00
Construction Manager	20.00	\$ 230.00	\$ 4,600.00
Project Controls Engineer	40.00	\$ 175.00	\$ 7,000.00
Subtotal Bid Phase			\$ 12,080.00
Contract Execution Phase			
Role / Name	Total Hours	Hourly Rate	Extended Fee
Project Director/Agency Advisor	2.00	\$ 240.00	\$ 480.00
Construction Manager	10.00	\$ 230.00	\$ 2,300.00
Project Controls Engineer	20.00	\$ 175.00	\$ 3,500.00
Contract Execution Services			\$ 6,280.00
Total Estimated Fee			\$ 42,520.00

Notes: Terms and conditions shall be pursuant to the City of Lakewood On-Call Professional Engineering Services Contract dated June 13, 2023.

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COUNCIL AGENDA

November 14, 2023

TO: The Honorable Mayor and City Council

SUBJECT: Purchase of Horse Feed and Shavings for Lakewood Equestrian Center

INTRODUCTION

City staff assumed the managerial and operational responsibilities for the Lakewood Equestrian Center on November 1, 2023. In the city’s effort to provide continuity of service for horse care and equestrian activities at the Lakewood Equestrian Center, the Lakewood City Council approved a revenue and expenditure budget at the council meeting on October 24, 2023.

STATEMENT OF FACT

Providing horse boarding stalls and related horse care is a primary function of the Lakewood Equestrian Center. Horses in boarding are fed twice a day, receive shavings (bedding) for their horse stall once per week and have their horse stall cleaned of manure each day. There is a monthly fee charged to customers for the services. Boarding rates are dependent on the size of the boarding stall, the type of horse feed provided, and relative charges for additional services—such as extra shavings and additional horse feed—as requested by the horse owner. Rates charged to customers for horse feed are dependent on the type of feed provided.

In order for city staff to provide the necessary care for horses in boarding, the procurement of horse feed in multiple varieties along with an adequate stock of shavings for the horse stalls are necessary.

City staff secured pricing for horse feed from three local distributors: Romberg Milling, SoCal Hay & Grain and Whittier Feed & Seed Store. Following is a summary of unit pricing for horse feed from these product distributors. The unit pricing does not include sales tax and shipping as delivery to the Lakewood Equestrian Center is dependent on the amount of product ordered at a time coupled with fuel charges.

Feed	<i>Romberg Milling</i>	<i>SoCal Hay & Grain</i>	<i>Whittier Feed & Seed Store</i>
<i>Hay by bale</i>			
<i>Cubes by ton</i>			
Alfalfa Hay	\$21.00	\$17.50	\$18.50
Teff Hay	\$26.00	\$21.50	\$23.50
Timothy Hay	\$32.50	\$29.50	\$37.50
Total - Hay	\$79.50	\$68.50	\$79.50
Cubes	\$11.33	N/A	N/A

City staff also secured pricing for shavings from four local distributors: Romberg Milling, Crown Shavings, Artesia Shavings and Hermes. Following is a summary of unit pricing for shavings from these distributors. Again, the unit pricing does not include sales tax and shipping as delivery to the Lakewood Equestrian Center is dependent on the amount of product ordered at a time coupled with fuel charges.

Shavings/10cu. Bag	<i>Crown Shavings</i>	<i>Artesia Shavings</i>	<i>Hermes</i>	<i>Romberg Milling</i>
	\$7.60	\$10.20	\$6.35	\$9.75

SoCal Hay & Grain presents the best overall pricing for horse feed for three varieties of horse feed. Romberg Milling provided the only pricing for horse feeding cubes, which are sold by the ton. In regards to shavings, Hermes demonstrated the best competitive pricing, with Crown Shavings coming in second. Neither of these distributors can provide immediate delivery of shavings. In the interim, staff recommends procuring the product from Romberg Milling who has the product in hand and can deliver immediately. Staff will simultaneously work with Hermes to get on their delivery schedule for routine delivery of shavings.

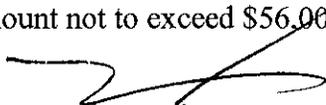
SUMMARY

Funds for the purchase of feed and shavings are available in the FY24 budget. In line with the city’s purchasing policy, staff secured pricing from at least three providers of each commodity. Purchases from the recommended vendors will be done on an as needed basis, dependent on the number of horses in boarding at the Lakewood Equestrian Center. Furthermore, staff will continue to gain knowledge and experience in purchasing horse feed and shavings, recognize the cyclical needs of the horses in boarding and identify new product distributors to secure the best pricing and quality of products for fiscal management of the Lakewood Equestrian Center.

RECOMMENDATION

It is recommended that the City Council authorize the purchase of horse feed and shavings from Romberg Milling in an amount not to exceed \$90,000; horse feed from SoCal Hay & Grain in an amount not to exceed \$92,000 and shavings from Hermes in an amount not to exceed \$56,000.

Valarie Frost **VF**
Director of Recreation and Community Services


Thaddeus McCormack
City Manager

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Reports

COUNCIL AGENDA

November 14, 2023

TO: The Honorable Mayor and City Council

SUBJECT: Establish a General Fund Balance Reserve Category – Legal Fees Contingency Fund

INTRODUCTION

As part of the City’s two-year budget review in June 2023, the City Council adopted a revised budget for FY 2023-24 along with a final estimate of the FY 2022-23 Budget. The latter presented a projected General Fund surplus in excess of \$6.8 million, including approximately \$1.3 million previously unexpected from a class-action lawsuit (Monsanto solvents) that was settled after several decades of legal action.

STATEMENT OF FACT

It was recommended by a Councilmember that the City set-aside the \$1.3M received as formally designated reserve funds in a separate category where they could be used in the future as a contingency fund for legal fees. An example of their potential use would be for costs associated with joining other municipalities in challenging State or County efforts that are deemed as detrimental to local communities. This item was presented to the City’s Audit Committee at their October 30, 2023 meeting where they concurred and recommended the formal designation to the City Council.

STAFF RECOMMENDATION

It is recommended that the City Council formally establish a Legal Fees Contingency Fund in the amount of \$1.3 million within the General Fund Assigned Fund Balance category to be reflected in the FY 2022-23 Annual Comprehensive Financial Report (ACFR).



Jose Gomez
Director of Finance & Administrative Services



Thaddeus McCormack
City Manager

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COUNCIL AGENDA

November 14, 2023

TO: The Honorable Mayor and City Council

SUBJECT: Approval of Agreement for HVAC and Refrigeration Maintenance and Repair Services with Southland Industries

INTRODUCTION

The Public Works department supplements its maintenance operations by utilizing contractors to provide routine citywide HVAC and refrigeration maintenance and repairs services. In October 2023, the City was notified that our existing HVAC and refrigeration preventative maintenance contractor would no longer service the City. In order to respond to HVAC repairs quickly, and to onboard a contractor in a timely manner, staff recommends piggybacking off an existing competitively bid contract and awarding a service provider agreement with Southland Industries for HVAC and refrigeration maintenance and repair services.

STATEMENT OF FACT

The City needs a new contract service provider for HVAC system maintenance and repair. The scope of work includes inspection, repair, and maintenance of heating and cooling equipment and refrigeration at 15 different City properties consisting of 22 City buildings. Aire Rite A/C and Refrigeration, Inc., the HVAC service provider for FY 23-24, notified staff in October 2023 that they could no longer service the City and effective immediately will no longer be able to service the City. Much of our HVAC and refrigeration systems need preventative maintenance in order to keep them running efficiently and extend their useful life. In addition, the City needs to be able to respond to mechanical equipment failures for assessment and repair quickly, in order to not interrupt operations at many of our sites. As equipment ages, staff expects the need to replace critical HVAC components, such as compressors, blower fans, etc. Due to high use, it is difficult to determine when components will fail, however, regular scheduled maintenance and inspections can identify problems with components before critical equipment failure.

In order to quickly onboard a contractor and respond to our extensive mechanical needs, staff looked into piggybacking off a competitively bid contract from local agencies. The City's purchasing policy utilizes piggyback procurements, commonly known as cooperative agreements, to promote cost savings and administrative efficiencies. The purchasing policy states "If the purchasing officer determines it to be in the best interest of the City, the Purchasing Officer is authorized to "piggy-back" onto or join into an existing written purchase contract obtained through a competitive bidding process prepared by and awarded by another local, state, or federal government agency." Staff reviewed contracts that were recently procured by a competitive procurement process to gain an understanding of current market conditions.

Approval of Agreement for HVAC and Refrigeration Maintenance and Repair
Services with Southland Industries

November 14, 2023

Page 2

Newport Beach originally contracted with Enviser Inc., a subsidiary of Southland Industries that was the operating HVAC maintenance division, for HVAC maintenance in 2020. Since 2022, Enviser rebranded and is now operating under the Southland name. Long Beach Water also contracted with Enviser (now Southland) in 2021 for HVAC and HVAC control services. Staff reviewed the contracts and began negotiations with Southland Industries to explore options to contract for Southland's services by utilizing the City of Newport Beach's contract as the basis, which offered the most competitive pricing for the services. In negotiations, Southland accepted the use of Newport's 2020 competitively bid hourly rates for both standard and overtime services, which is \$140 an hour for straight time, and \$210 an hour for overtime for on-call and repair services.

Southland Industries proposes to maintain the HVAC and refrigeration equipment in a cost-effective manner, evaluate the city's HVAC and refrigeration systems for repairs and replacement, and perform the necessary repairs upon specific authorization. Their proposal for HVAC maintenance is in the amount of \$65,969 a year, paid quarterly at \$16,467.25. For comparison sake, Aire Rite's current contract in the not-to-exceed amount of \$150,000, includes preventative maintenance in the amount of approximately \$60,000 with the remainder available for equipment repairs. Southland Industries agreement also includes an allowance for repairs and replacement parts and components for the refrigeration and HVAC systems to prevent overload, reduce energy consumption, and employee or client discomfort and to reduce administrative costs. To allow for the City to quickly respond to equipment failures, critical component failures, and provide necessary repairs, staff recommends authorizing a service and repair agreement with Southland Industries for a total not-to-exceed amount of a \$150,000 a year.

RECOMMENDATION

Staff recommends that the City Council:

1. Approve the HVAC and Refrigeration maintenance service agreement with Southland Industries for a one-year period ending November 14, 2024, in an amount not to exceed \$150,000 per year, and authorize the Mayor and City Clerk to sign the agreement in a form approved by the City Attorney.

Kelli Pickler 
Director of Public Works


Thaddeus McCormack
City Manager

AGREEMENT FOR SERVICES
BETWEEN
CITY OF LAKEWOOD AND SOUTHLAND INDUSTRIES

THIS AGREEMENT, made and entered into this 14TH day of November 2023, by and between the CITY OF LAKEWOOD, a municipal corporation, sometimes hereinafter referred to as CITY, and SOUTHLAND INDUSTRIES sometimes hereinafter referred to as SERVICE PROVIDER,

W I T N E S S E T H:

WHEREAS, the City is in need of the part-time services of a contractor to provide preventative maintenance on all city-owned heating, ventilating and air conditioning equipment and refrigeration equipment, and said SOUTHLAND INDUSTRIES is desirous of providing said services;

NOW, THEREFORE, in consideration of the foregoing recitals, the parties hereto do mutually agree as follows:

1. Scope of Services.

SERVICE PROVIDER agrees to provide to CITY at his own cost and expense when requested by CITY those services set forth on Exhibit A attached hereto and made a part hereof.

2. Compensation for Services.

The CITY agrees to pay SERVICE PROVIDER for all services rendered under the Scope of Services. SERVICE PROVIDER shall submit invoices to the Director of Public Works for approval prior to authorization of payment. The total compensation under this Agreement shall not exceed \$150,000.

Payments on approved invoices shall be made within thirty (30) days of receipt and approval of said invoice by the Director of Public Works.

3. Independent Contractor.

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

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

4. Termination.

Either party to this Agreement may terminate the same at any time by giving the other at least thirty (30) days' written prior notice thereof. In the event of termination, the CITY shall pay to SERVICE PROVIDER the total value of the services of SERVICE PROVIDER to the final date of termination computed in accordance with the terms and provisions of this Agreement.

5. Term.

This Agreement shall be for a term commencing NOVEMBER 14 2023 and terminating NOVEMBER 14, 2024, and may be renewed by the CITY with the concurrence of SERVICE PROVIDER for any successive one-year term, unless sooner terminated as hereinbefore provided.

6. Assignment.

SERVICE PROVIDER shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without the prior written consent of the CITY.

7. Ownership of Documents.

It is understood and agreed the CITY has full and complete and absolute title to all plans, drawings, reports, and other documents supplied by the CITY to SERVICE PROVIDER during the course of this Agreement, or prepared by SERVICE PROVIDER for the CITY during the course of this Agreement.

8. Insurance.

During the term of this Agreement, SERVICE PROVIDER shall maintain in full force and effect, and deposit with the CITY, insurance or certificate of insurance, which shall evidence the fact that SERVICE PROVIDER has in full force and effect a comprehensive personal injury and property damage policy protecting SERVICE PROVIDER and the CITY from liability for personal injury and property damage arising from the performance of duties under this Agreement, including the operation of any vehicle, in the amounts of one million dollars (\$1,000,000), combined single limits. Said policy shall contain a provision that the same cannot be canceled without at least thirty (30) days notice to the CITY thereof and shall name the CITY as additional insured.

9. Indemnity.

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

10. Assumption of Risk.

SERVICE PROVIDER does hereby assume all risks to himself, his personnel, subcontractors and agents, and any employees thereof, of personal injury or death, and all risk of property damage or loss to any property, wares, vehicles, or materials owned or possessed by SERVICE PROVIDER and said SERVICE PROVIDER further releases the CITY, its officers and employees, from any liability therefor.

11. Prevailing Rate of Wages.

The Director of Public Works at the direction of the City Council has obtained from the Department of Industrial Relations, State of California, the prevailing rate of per diem wage, and the general prevailing rate for holiday and overtime work in the locality in which this work is to be performed for each craft, classification or type or workmen needed to carry out this agreement. In that regard, pursuant to Section 1773 of the Labor Code, holidays, upon which such rate shall be paid, need not be specified in this agreement, but shall be all holidays recognized in the collective bargaining agreement applicable to the particular craft, classification or type or workmen employed on the project. Copies of the prevailing rate of per diem wages are on file at the Public Works office, City Hall, and are available to any interested party on request. Referenced hereto and made a part hereof as though set forth in full are rates applicable to this project and contract, and the contractor shall pay not less than the minimum thereof.

12. Reservation of Rights.

Nothing in this Agreement shall be deemed to bind the CITY to any course of conduct other than its obligation hereunder to pay SERVICE PROVIDER for said services rendered. It is understood the CITY reserves complete right within its discretion to reject all or any part of any design, plan, specification or recommendation made to it, or submitted by said SERVICE PROVIDER. It is further understood that acceptance herein by the CITY of any design, plan, specification or recommendation of SERVICE PROVIDER shall be for the purpose of compensating SERVICE PROVIDER only, and shall not be binding on the CITY as to any other further course of action. The CITY reserves the complete right to authorize additional, other or independent SERVICE PROVIDER services or studies, and it is agreed that SERVICE PROVIDER does not have any exclusive rights to said services from the CITY.

13. Notice.

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

To the CITY:

CITY CLERK
CITY OF LAKEWOOD
5050 N. CLARK AVE.
LAKEWOOD, CA 90712

To the SERVICE PROVIDER:

SOUTHLAND INDUSTRIES
12131 WESTERN AVE.
GARDEN GROVE, CA 92841

14. Safety Program

SERVICE PROVIDER shall be solely responsible for the safety of his employees. SERVICE PROVIDER shall develop and maintain an Injury and Illness Protection Program (IIPP) in accordance with the Cal/OSHA requirements contained in the California Code of Regulations, Title 8 Section 3203 (CCR T8 Section 3203), "Injury and Illness Prevention Program." SERVICE PROVIDER shall provide safety, health, and job skills training so as to provide a safe and healthful workplace, and meet all applicable Cal/OSHA requirements. SERVICE PROVIDER shall maintain all OSHA 300 logs and records, and make them available for inspection upon request by the CITY.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as follows:

SERVICE PROVIDER

CITY OF LAKEWOOD

SOUTHLAND INDUSTRIES

MAYOR

APPROVED AS TO FORM:

ATTEST:

CITY ATTORNEY

CITY CLERK



City of Lakewood - HVAC Preventative Maintenance Program

CITY OF LAKEWOOD

Proposal #: TMXXXXX102323

Date: November 7th, 2023

By and between:

CONTRACTOR

Dominic Cardenas, Sr. Account Executive
Southland Industries
12131 Western Ave
Garden Grove, CA 92841
DCardenas@southlandind.com
(657) 842-8783

CLIENT

Kelli Pickler, Dir. Of Public Works
City of Lakewood
5050 Clark Avenue
Lakewood, CA 90712
kpickler@lakewoodcity.org
562-866-9771 X2501

Southland Industries will provide the services in accordance with the schedules, terms, and conditions on the pages, which are attached and listed below for the City of Lakewood, CA at various locations included within this proposal.

Type of Service: HVAC Preventative Maintenance Program

Agreement coverage will begin on November 8th, 2023. The agreement price is \$65,969 per year, to be paid at \$16,467.25 per quarter in advance beginning on acceptance of this agreement. Please note, the agreement price broken out separately per tower is below:

- Schedules Included: [X] 1 - Mechanical HVAC Program & Services, [X] 2 - Filter Program, [X] 3 - Water Treatment & Services, [X] 4- Building Automation Services, [X] 5- Emergency Service Protocol, [X] 6- Inventory of Equipment & Tasking

The coverage included in this agreement, including terms, conditions and schedules attached will constitute the entire agreement between us. This agreement is the property of contractor and is provided for the client's use only. This agreement is subject to management approval by contractor. No waiver, change, or modification of any terms or conditions shall be binding on contractor unless made in writing and signed by authorized management of contractor.

This annual agreement shall continue in effect from year to year, unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any anniversary.

CONTRACTOR

CLIENT

By: Dominic Cardenas

By: _____

Name

Authorized Representative

Sr. Account Executive

Title

Name / Title

11/7/2023

Date

Date



Executive Summary

The purpose of this Preventative Maintenance Program Proposal is to provide the client with a flexible service program that will provide short and long-term support to ensure your facilities operate at peak efficiency with minimum interruptions. We understand that safety is of the upmost importance for occupants of the facility and that the HVAC systems play a large role in the indoor air quality. This maintenance program will provide consistent support to client and the onsite facility teams to ensure that a proactive approach is adopted for overall facility health and long-term planning.

Southland Industries' Goals and Commitments

Above all else, to fully incorporate Southland's culture and core values into our partnership with the client staff. Whether by accident or design every company has created a culture by which it operates. Culture is a critical piece to an organization because it creates the standards for success and actions. The attitudes and behavior characteristics of the organization determine the bases for approaching clients and their solutions. In other words, culture is the heartbeat of the company and determines how we operate and the employees' behaviors and attitudes. Southland's values are built around this culture we have create and are what we truly live by.



People - we provide significant opportunities for personal and professional growth and a work environment that is progressive, exciting, supportive, and fun.



Integrity - we act with unyielding ethics and honesty and inspire trust by doing the right things, saying what we mean, and meeting our commitments.



Collaboration - we work together as one team to ensure that our actions and decisions are in the best interest of our customers, partners, employees, and company.



Accountability - we choose to rise above our circumstances and take the necessary ownership to achieve our desired objectives for ourselves, our customers, and each other.



Safety - we steadfastly protect the health and well-being of our employees, as well as those affected by our work.



Innovation - we think creatively and pursue continuous improvement to generate opportunities and provide inspired, visionary solutions for our customers.



Sustainability - we responsibly conserve our natural resources and seek ways to eliminate waste from everything that we do.



Approach to Maintenance

Southland Industries takes a tried-and-proven proactive approach to maintenance called **preventative maintenance**.

Our maintenance focus is the same as our clients: to have the mechanical and automation systems running efficiently with few failures or unscheduled shutdowns. This proactive method results in lower operating costs and lower unscheduled downtime.

Reactive programs are those maintenance practices whereby owners react to a surprise system failure. Reactive programs generally increase repair costs and the direct result is loss of production, increased energy costs, and budgeting issues.

Based on equipment trends, Southland Industries will make recommendations on equipment in the early stages of predictive failure. These predictions will allow Southland Industries to schedule repair shutdowns at times that do not conflict with our client's core business

Communication

Communication is an integral part of any service program. Southland Industries believes wholeheartedly in this concept and knows it begins with the Southland Industries service technician. Our service technician takes the lead in communicating all of the data to the appropriate people, namely to your dedicated Facility Manager. Southland Industries uses several forms of documentation to maintain consistent communication.

Documentation and Reporting

Southland Industries deploys a Mobile Tech System, which documents our responsibilities for preventive maintenance, equipment lists, schedules, reports, and other critical maintenance items. The benefit of keeping an electronic log is to assure a standardization of procedures for your facility. This guarantees the coordination and prioritization of service procedures for your listed equipment and thus, a management tool for our customers to review with their owners and/or peers. All information is maintained within Southland's servers as well as emailed to our clients at the end of the maintenance service, service call, or completion of a project.

Service Training

Southland Industries believes in training for all of our employees. Southland's field technicians receive factory training through various manufacturer's including, but not limited to, Trane, Carrier, Mitsubishi, Delta Controls, and Distech Controls. Southland maintains memberships in various organizations, including CCFC, CASH, CSHE, ISPE, ASHRAE, DBIA, IFMA, and CMAA. By attending the various tradeshow and courses put out by these organizations, Southland is able to keep abreast of the latest technology and/or regulation changes.

The training does not stop with our Southland staff. We extend regular training to our clients based off the new trends in the industry, updates to our product lines, and improvements made to your buildings' systems.



City of Lakewood - HVAC Preventative Maintenance Program

CITY OF LAKEWOOD

CITY OF LAKEWOOD 2023-2024 Maintenance Program

The maintenance program described below has been designed to provide you, the client, consistent and efficient support to significantly reduce the costs of blanket maintenance programs, while still delivering the highest quality maintenance and customer service. This program will be planned, scheduled, managed, monitored, and enhanced by Southland throughout the term of this agreement in collaboration with your team and facility needs.

Test and Inspection

- This agreement includes all labor to visually inspect and search for worn, failed and/or doubtful parts. Southland will visually check coil surfaces, fan blades, fan belts, couplings, equipment housings, motor mounts, dampers, valves, fluid levels, heat exchangers, etc. as per the manufacturer’s recommendations. Southland will make recommendations to the client of any necessary replacements and/or adjustments.

Preventative Maintenance and Predictive Maintenance

- This agreement includes labor to perform preventative maintenance on the equipment included in the attached schedules. Maintenance intervals for systems and equipment are determined by run time, system use, application, location, and manufacturer’s recommendations. This information, along with our years of practical experience in engineering, construction, and service, assures that the client receives the industry’s most cost-effective maintenance program.

Service Visit Scheduling

- The calendar schedule(s) below reflects Southland’s intended maintenance service visits broken out by type of equipment and type of service. Before each scheduled month, a Service Dispatch team member will confirm with you dates and times our technicians will be on site.

	Quantity		START										
ASSET TYPE		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
AHU	1		A			Q			Q			Q	
BMS (HVAC CONTROLS)	2		A			Q			Q			Q	
BOILER	1		A			Q			Q			Q	
CHILLER	1		A			Q			Q			Q	
COOLING TOWER	1		A			Q			Q			Q	
EXHAUST FAN	44		A			Q			Q			Q	
EVAPORATIVE COOLER	1		A			Q			Q			Q	
FURNANCE	8		A			Q			Q			Q	
ICE MACHINE	6		SA						SA				
PTAC HEAT PUMP	7		A			Q			Q			Q	
REACH IN COOLER, FREEZER	24		SA						SA				
RTU	49		A			Q			Q			Q	



City of Lakewood - HVAC Preventative Maintenance Program

CITY OF LAKEWOOD

SPLIT SYSTEM	21		A			Q			Q			Q	
VAV	4		A			Q			Q			Q	
WALK IN COOLER, FREEZER	9		SA						SA				

A	=	Annual Inspection
Q	=	Quarterly Inspection
SA	=	Semi-Annual Inspection

Schedule 1 – Mechanical HVAC Program & Services

Southland will provide the following services:

- One (1) Annual or Semi-Annual maintenance service on all equipment listed in Schedule 6 “Inventory of Equipment & Tasking.”
- Three (3) Operational maintenance services on all equipment listed in Schedule 6 “Inventory of Equipment & Tasking” for a total of four (4) service inspections per year (including the Annual Service).
- After each service is performed, a task log documenting services completed with photo documentation and any recommended repairs will be provided
- This agreement includes normal consumable materials and supplies, such as lubricants, grease, towels/rags, wire nuts, cleaning solutions, oil, and clean-up materials.
- Air Filter Service is included
- Dedicated Account Manager to ensure Southland is providing the highest level of service
- Work to be performed on weekdays during normal business hours.
- 24 Hour emergency service is provided.
- Access to Southland’s wide range of services, including Building Automation, Mechanical, Technology Integration, Energy, Sheet Metal Fabrication, Design/Build, and many more.

Schedule 2 – Filter Program**Southland will provide the following services:**

This agreement **includes** procurement and replacement of belts and filters with the following specifications:

- Four (4) quarterly pre-filter changes for all eligible equipment listed in Schedule 6 “Inventory of Equipment & Tasking”. Please refer to Service Visit Scheduling chart. *Filters supplied and changed by Southland.*
- One (1) annual final filter change for all eligible equipment in Schedule 6 “Inventory of Equipment & Tasking”. Please refer to Service Visit Scheduling chart. *Filters supplied and changed by Southland.*

Schedule 3 - Water Treatment & Services**Southland Industries will provide the following services:**

This agreement **excludes** water treatment services.

Schedule 4 - Building Automation Services**Southland Industries will provide the following services:**

This agreement **includes** building automation services.



City of Lakewood - HVAC Preventative Maintenance Program

CITY OF LAKEWOOD

Schedule 5 – Emergency Services

Emergency Service Protocol:

24 Hour Emergency Service

Southland provides emergency service 24 hours a day, 7 days per week, and 365 days per year. To access Southland’s emergency service please refer to the following procedure. These are our current contract service rates, amended for the City of Lakewood. These rates are subject to adjustment at renewal period. Current rates do not reflect updated holiday rates and vehicle charge, which will be provided at renewal.

- Normal Office Hours – 7:00 a.m.–4:00 p.m. Please dial (714) 657-1695. Should you need to email, please use servicedispatch@southlandind.com
• Technician response time within four (4) hours of placing a service call, upon request.
• For service outside of Southland’s normal offices hours (4:00 p.m.–7:00 a.m), please dial Southland’s 24-hour emergency service number at (714) 657-1695. You will be asked to provide your name, company name, phone number and a short description of the emergency. The 24-hour service representative will contact the assigned service technician and have them call you directly to respond to your emergency.

Preferred Maintenance Agreement Client Mechanical T&M Rates*

2-hour minimum for normal business days, 4-hour minimum for over time or holidays

Table with 2 columns: Service Type and Rate. Rows include Straight time (M-F 7:00 a.m.–4:00 p.m) at \$140.00 per hour, Over time (M-F 4:00 p.m.–7:00 a.m, Saturday & Sunday) at \$210.00 per hour, Holidays at \$210.00 per hour, and Vehicle Charge at \$0 per truck per day.

Preferred Maintenance Agreement Client Controls T&M Rates*

2-hour minimum for normal business days, 4-hour minimum for over time or holidays

Table with 2 columns: Service Type and Rate. Rows include Straight time (M-F 7:00 a.m.–4:00 p.m) at \$140.00 per hour, Over time (M-F 4:00 p.m.–7:00 a.m, Saturday & Sunday) at \$210.00 per hour, Holidays at \$210.00 per hour, and Vehicle Charge at \$0 per truck per day.

*T&M labor rates are subject to change based upon Union negotiations and Southland’s field operating costs.

24 Hour Service Hotline: (714) 657-1695

Schedule 6 – Inventory of Equipment & Tasking

Physical Location	Asset Info
Arbor Yard (5704 Arbor Yard)	<p><u>RTU – 2.5 Ton</u> MODEL: 48SS-036060531AA, SERIAL: 1798G11023</p> <p><u>RTU – 3 Ton (2)</u> MODEL: 48SS-036060531AA, SERIAL: 1798G11022 MODEL: 48SS-030040521AA, SERIAL: 0298G10818</p> <p><u>Condensing Unit</u> MODEL: 38MVC018-301, SERIAL: 3313V02022</p> <p><u>Spit System – 1.5 Ton</u> MODEL: 40MVC018-301, SERIAL: 3313V00899</p> <p><u>Exhaust Fan</u> <u>Air Diffuser</u></p> <p>ICE MACHINE</p>
Arbor Yard (5704 Arbor Yard) – Print Shop	<p><u>RTU – 2.5 Ton</u> MODEL: 50NQ030, SERIAL: S4092C08103</p> <p><u>RTU – 4 Ton (2)</u> MODEL: 50NQ048, SERIAL: S4092C08100 MODEL: 50NQ048, SERIAL: S4092C08101</p> <p><u>Exhaust Fan</u> MODEL: GB-101-4-X, SERIAL NUMBER: 12657951-1111</p>
Arbor Yard (5704 Arbor Yard) – Plumbing Shop	<p><u>Condensing Unit - .75 Ton</u> MODEL: UQ09A2VA, SERIAL NUMBER: P1AN800102</p> <p><u>Split System:</u> MODEL: AQ09A2VA, SERIAL NUMBER: P2IN6000098</p> <p><u>PTAC Heat Pump – 1 Ton</u> MODEL: RH-123A-2, SERIAL NUMBER: 1167949 Rev B</p> <p><u>Exhaust Fan</u></p>
Arbor Yard (5704 Arbor Yard) – Electrical Shop	<p><u>PTAC Heat Pump – 1 Ton (2)</u> MODEL: RAD-183A, SERIAL NUMBER: 703TA000017 MODEL: FFRE1233U1E, SERIAL NUMBER: HKBD414035</p> <p><u>Exhaust Fan</u></p>
Biscailuz Park (2601 Dollar Street)	<p><u>Furnace:</u> MODEL: 58STX090, SERIAL: 1106A30549</p>



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<p>Bloomfield Park Community Center (21420 Pioneer Boulevard)</p>	<p><u>RTU – 3 Ton</u> MODEL: 38ARD012-601, SERIAL: 1807G20087 <u>Condensing Unit – 1 Ton</u> MODEL: PA13NR030-C, SERIAL: 2806X65148 <u>Split System – 2.5 Ton</u> MODEL: 48??036060301, SERIAL: 1202G31160 <u>Furnace (3)</u> MODEL: PT3436-C142AP, SERIAL: 7107F11886 MODEL: 58STX110-12122, SERIAL: 2906A29985 MODEL: 58STX110-12122, SERIAL: 2906A30072</p>
<p>Bolivar Park (3300 Del Amo Boulevard) – Control Building</p>	<p><u>Furnace</u> MODEL: 58WAV111-20, SERIAL: 1696A08261 <u>PTAC Heat Pump – 1 Ton</u> MODEL: LW1516ERY7, SERIAL: 705TAHQAD657 <u>Exhaust Fan</u></p>
<p>Bolivar Park (3300 Del Amo Boulevard) – Pool Building</p>	<p><u>Evaporative Cooler</u> MODEL: 4101SD/N40S, SERIAL: CC1061148 <u>Exhaust Fan</u></p>
<p>Lakewood City Hall (5050 Clark Avenue)</p>	<p><u>Cooling Tower</u> MODEL: JT-2565, SERIAL: 98907 <u>Chiller</u> MODEL: RTWA0304XE03C3D2WENT, SERIAL: 01M02640 <u>Exhaust Fan</u> MODEL: GB-100-LMDX-QD-22, SERIAL: 00B17543 <u>Condensing Unit – 1 Ton (3)</u> MODEL: BF067A-AAEIS971, SERIAL: NO9K740197 MODEL: BF067A-AAEIS971, SERIAL: NO9K740200 MODEL: BF067A-AAEIS971, SERIAL: NO9K740201 <u>Air Handlers</u> MODEL: B3-305-1 FW, SERIAL: 5483J04537 MODEL: B3-305-1 FW, SERIAL: 5483J04531 <u>PTAC Heat Pump – 1 Ton</u> MODEL: GE AEL12ARW1, SERIAL: GA424253 <u>Boiler</u> MODEL: FTX725N, SERIAL: 1808109334342 HVAC Controls</p>
<p>Del Valle Park (4658 Woodruff Avenue) – Control Building</p>	<p><u>PTAC Heat Pump – 1 Ton</u> MODEL: LW1516ERY7, SERIAL: 702TAULD438 <u>Furnace</u> MODEL: 58WAV111-20, SERIAL: 1696A08260 <u>Exhaust Fan</u></p>
<p>Del Valle Park (4658 Woodruff Avenue) – Youth Center</p>	<p><u>RTU – 6 Ton (2)</u> MODEL: YCH075</p>



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	<p>MODEL: YCH120 RTU – 10 Ton MODEL: YCH075 Exhaust Fan (2)</p> <p>REACH IN FREEZER REACH IN COOLER</p>
<p>George Nye Library (6600 Del Amo Boulevard)</p>	<p>RTU – 12 Ton (2) MODEL: 48TJD014-501GA, SERIAL: 4694G30445 MODEL: 48TJD014-501GA, SERIAL: 4694G30446 Exhaust Fan</p>
<p>Mae Boyar Park Activity Building (6701 Del Amo Boulevard)</p>	<p>Condensing Unit – (3) MODEL: YCHD060S43S1A, SERIAL: WOM8469846 (3 Ton) MODEL: YCHD36S43S1A, SERIAL: WOM8469819 (4 Ton) MODEL: TCHD48S43S3A, SERIAL: W1E6565539 (5 Ton) Split System – (3) MODEL: TP9120D20MP11A, SERIAL: WOD9693122 MODEL: YP9C060B12MP11A, SERIAL: WOC9673063 MODEL: YP9C080C16MP11A, SERIAL: WOD9734503 Exhaust Fan - (2) MODEL: Delhi 210 MODEL: Delhi 210</p> <p>REACH IN COOLER 1 DOOR REACH IN FREEZER</p>
<p>Mayfair Park Community Center (5720 Clark Avenue) – Community Center</p>	<p>RTU – 5 Ton (2) MODEL: 48HCDD08A2A6A0A0A057, SERIAL: 1413G40045 MODEL: 48HCDD08A2A6A0A0A0 RTU – 7.5 Ton (3) MODEL: 48HCDD08A2A6A0A0A0, SERIAL: 0913G30110 MODEL: 48HCLA06A2A6A0A0A0, SERIAL: 1613C80620 MODEL: 48HCDD08A2A6A0A0A0, SERIAL: 0913G30113 RTU – 7.5 Ton (2) MODEL: 48HCLA06A2A6A0A0A0, SERIAL: 2013C83708 MODEL: 48HCDD08A2A6A0A0A0, SERIAL: 0913G30114 Exhaust Fan – (3) MODEL: 120 ACEB, SERIAL: 138SE87881-00/0005602 MODEL: 120 ACEB, SERIAL: 138SE87881-00/0003601</p> <p>REACH IN FREEZER REACH IN COOLER REACH IN COOLER</p>
<p>Mayfair Park Community Center (5720 Clark Avenue) – Pool Building</p>	<p>RTU – 4 Ton MODEL: 48HCDD09A2A6A0A0A0, SERIAL: 4113P31723 RTU – 8.5 Ton MODEL: 48HCLA05A6A0A0A0, SERIAL: 2213C84362</p>



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	<p><u>Exhaust Fan – (2)</u> MODEL: 100 ACEB, SERIAL: 138SE87881-00/0000768</p> <p><u>Furnace – (2)</u> MODEL: RPB-125 MODEL: RPB-125</p>
Monte Verde Park (4626 Shadeway Road)	<p><u>Condensing Unit - (2)</u> MODEL: 38HDC060321, SERIAL: 1200X99285 MODEL: 38HDC060321, SERIAL: 0201X99284</p> <p><u>Split System - 5 Ton (2)</u> MODEL: 58UXT100-12120, SERIAL: 3000A69340 MODEL: 58UXT100-12120, SERIAL: 3000A69321</p> <p>Exhaust Fan - (2)</p> <p>1 DOOR REACH IN COOLER ICE MACHINE REACH IN FREEZER</p>
Nixon Yard (4626 Shadeway Road) – Building A	<p><u>Condensing Unit</u> MODEL: RPKA-060JAS, SERIAL: 4986M09934227</p> <p><u>Split System – 5 Ton</u> MODEL: 60MAX0-93, SERIAL: FC443957-594650</p>
Nixon Yard (4626 Shadeway Road) – Building B	<p><u>Condensing Unit</u> MODEL: RP1560AJINA, SERIAL: W281632117</p> <p><u>Split System – 5 Ton</u> MODEL: RH1T6024STANJA</p> <p><u>Exhaust Fan</u></p>
Nixon Yard (4626 Shadeway Road) – Building C	<p><u>Condensing Unit</u> MODEL: RP1436AJINA, SERIAL: W111625664</p> <p><u>Split System – 3 Ton</u> MODEL: RH1T3617STANJA</p> <p><u>Exhaust Fan - (2)</u></p>
Nixon Yard (4626 Shadeway Road) – Building D	<p><u>Condensing Unit</u> <u>Split System – 3 Ton</u> MODEL: RCBA-3765GH17</p> <p><u>RTU – 8 Ton (2)</u> MODEL: RPDC-101CLA, SERIAL: 5044-G259601102 MODEL: RPDC-101CLA, SERIAL: 5044-G299601267</p> <p><u>Exhaust Fan</u></p>
Palms Park Community Center (12305 207th Street)	<p><u>RTU – 3 Ton (4)</u> MODEL: WCD090C300BA MODEL: WCD090C300BA, SERIAL: H35142370D MODEL: WCD036C300BA, SERIAL: H351425B7D MODEL: WCD090C300BA, SERIAL: H29142910D</p> <p><u>RTU – 6 Ton (2)</u></p>



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	<p>MODEL: WCD036C300BA, SERIAL: H351422540 MODEL: WCD075C300BA, SERIAL: H31142350D <u>RTU – 7.5 Ton (3)</u> MODEL: WCD075C300BA, SERIAL: H30142890D MODEL: WCD090C300BA, SERIAL: H291429110 MODEL: WCD075C300BA, SERIAL: H31142129D <u>Exhaust Fan – (3)</u></p> <p>REACH IN FREEZER FREEZER COMPRESSOR REACH IN COOLER</p>
<p>San Martin Park (5231 Ocana Avenue) – Control Building</p>	<p><u>PTAC Heat Pump – 1 Ton</u> MODEL: LW1516ERY7, SERIAL: 711TASWFD062 <u>Furnace</u> MODEL: 58WAV111-20, SERIAL: 1696A08262 <u>Exhaust Fan</u></p>
<p>The Centre (5000 Clark Avenue)</p>	<p><u>Condensing Unit (3)</u> MODEL: 38HCD036621, SERIAL: 1301X03335 MODEL: 38HCD048621, SERIAL: 3001X14342 MODEL: MUY-D36NA, SERIAL: 3002403 <u>Split System – 3 Ton</u> MODEL: MSY-D36NA, SERIAL: 3002403 <u>Split System – 4 Ton</u> MODEL: EMA3G4AS05, SERIAL: 020472 MODEL: EMA3G4AS05, SERIAL: 020473 <u>RTU – 25 Ton (2)</u> MODEL: LCC360H4VN2G, SERIAL: 5610J07535 <u>RTU – 40 Ton (2)</u> MODEL: LCH480H4VN1G, SERIAL: 5610K00002 MODEL: LCH480H4VN1G, SERIAL: 5610K00001 <u>RTU – 10 Ton</u> MODEL: 48PGDM08-A60, SERIAL: 3410G50020 MODEL: 50HJ0123-641DA, SERIAL: 4098G30067 <u>VAV – (2)</u> <u>Exhaust Fan (2)</u></p> <p>1 DOOR REACH IN FREEZER ICE MACHINE NEW CUBE ICE MACHINE BREAK ROOM ICE MACHINE WALK-IN PANEL PACKAGE WALK IN FREEZER COMPRESSOR WALK IN FREEZER EVAP COIL WALK IN FREEZER WALK IN COOLER COMPRESSOR WALK IN COOLER EVAP COIL</p>



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	<p>WALK IN COOLER EVAP COIL 2 DOOR REACH IN COOLER REACH IN COOLER 2ND FLOOR BAR RIC COMPRESSOR DISH MACHINE BREAK ROOM ICE MACHINE</p>
US Post Office (5200 Clark Ave)	<p>RTU – 8.5 Ton (6) MODEL: YCD102C4L0AA MODEL: YCD102C4L0AA97, SERIAL: K35100475D MODEL: YCD075C4LOBE, SERIAL: R28104421D MODEL: YCD102C4L0AA MODEL: YCD102C4L0AA, SERIAL: K341032480 MODEL: YCD102C4L0AA RTU 6 Ton MODEL: YCD102C4L0AA Condensing Unit MODEL: 38YCB030-301, SERIAL: 4095E1-2625 Exhaust Fan MODEL: 58DD13DB, SERIAL: 65075001</p>
Weingart Senior Center (5220 Oliva Avenue)	<p>RTU – 24 Ton MODEL: 48TMD028-511AA, SERIAL: 3706U22898 RTU – 12 Ton (2) MODEL: 48HJL005-551, SERIAL: 2506G10410 MODEL: 48HJL006-541, SERIAL: 2906G30434 RTU – 4 Ton MODEL: 48HJD014-561, SERIAL: 2406G40800 RTU – 5 Ton (3) MODEL: 48HJD014-561, SERIAL: 2506G11525 MODEL: 48HJM004-541, SERIAL: 2406G20490 MODEL: 48LH006 RTU – 3 Ton MODEL: 48LH006 Exhaust Fan – (2) MODEL: 180LPB, SERIAL: 138S645488-01/0000701 MODEL: 120 ACEB, SERIAL: 138S894662-00/0005019 HVAC Controls</p>
William Burns Community Center (5510 Burns Avenue)	<p>Condensing Unit MODEL: BASX CUSTOM, SERIAL: 17051 Split System – 20 Ton MODEL: 40MKQB34C-301, SERIAL: 3417V00354 Condensing Unit MODEL: 24AHA430A300, SERIAL: 2817X4585 MODEL: 25HHA424A0030010, SERIAL: 0218X34112</p>

	Split System – 2 Ton MODEL: 40MKCB282-301, SERIAL: 3417V01339 Exhaust Fan MODEL: G-085-D6EX-Q0, SERIAL: 02603263 WALK IN COOLER WALK IN FREEZER REACH IN FREEZER 1 Door REACH IN FREEZER 2 door REACH IN FREEZER 1 DOOR REACH IN COOLER 4 Door REACH IN COOLER
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City of Lakewood – Equipment Tasking

Scopes of Work:

SERVICE SCOPE PACKAGE COOLING UNIT

MANUFACTURER:	VARIOUS
STYLE OR SERIES:	PACKAGE COOLING UNIT
SCOPE OF WORK:	ANNUAL INSPECTION

- PERFORM PROPER LOCK OUT TAG OUT SAFETY PROCEDURES TO PERFORM SERVICE.
- INSPECT UNIT CONTROL PANEL AND CLEAN/TIGHTEN AS NEEDED.
- INSPECT MOTOR CONTACTORS FOR PITTING OR SIGNS OF DAMAGE.
- INSPECT CONDENSER COILS FOR SIGNS OF LEAKS. CLEAN ANNUALLY.
- INSPECT CONDENSER FAN BLADES, MOTOR, AND BEARINGS FOR SMOOTH OPERATION.
- CHECK COMPRESSOR AND COILS FOR SIGNS OF REFRIGERANT OIL AND LEAKS.
- REPLACE AIR FILTERS, PER CONTRACT.
- INSPECT CONDITION OF EVAPORATOR COIL.
- INSPECT DRAIN PAN AND DRAIN LINE AND CLEAN AS NEEDED.
- INSPECT CONDITION OF SUPPLY FAN, MOTOR, PULLEYS, BELTS, AND ADJUST AS NEEDED.
- LUBRICATE SUPPLY FAN & MOTOR BEARINGS AS NEEDED, IF APPLICABLE.

- CHECK AND RECORD RETURN AIR TEMPERATURE.
- CHECK AND RECORD OUTDOOR AIR TEMPERATURE.
- RETURN UNIT TO SCHEDULED OPERATION.

SERVICE SCOPE EXHAUST FAN

MANUFACTURER: VARIOUS
STYLE OR SERIES: EXHAUST FAN
SCOPE OF WORK: ANNUAL INSPECTION

- PERFORM PROPER LOCK-OUT/TAG-OUT SAFETY PROCEDURES TO PERFORM SERVICE.
- INSPECT ELECTRICAL CONNECTIONS.
- INSPECT MOTOR CONTACTORS FOR PITTING OR SIGNS OF DAMAGE.
- INSPECT CONDITION OF SUPPLY FAN, MOTOR, PULLEYS, BELTS, AND ADJUST AS NEEDED.
- LUBRICATE SUPPLY FAN & MOTOR BEARINGS, IF APPLICABLE.
- INSPECT AND CLEAN VFD CONTROL CABINET AND FILTER, IF APPLICABLE.
- CHECK AND TIGHTEN VFD ELECTRICAL CONNECTIONS.
- RETURN UNIT TO SCHEDULED OPERATION

MANUFACTURER: VARIOUS
STYLE OR SERIES: EXHAUST FAN
SCOPE OF WORK: OPERATIONAL INSPECTION

- PERFORM PROPER LOCK-OUT/TAG-OUT SAFETY PROCEDURES TO PERFORM SERVICE.
- INSPECT CONDITION OF SUPPLY FAN, MOTOR, PULLEYS, BELTS, AND ADJUST AS NEEDED.
- LUBRICATE SUPPLY FAN & MOTOR BEARINGS AS NEEDED IF APPLICABLE.
- INSPECT AND CLEAN VFD CONTROL CABINET AND FILTER, IF APPLICABLE.
- CHECK AND TIGHTEN VFD ELECTRICAL CONNECTIONS AS NEEDED.
- RETURN UNIT TO SCHEDULED OPERATION.

SERVICE SCOPE BOILER – DOMESTIC HOT WATER

MANUFACTURER: VARIOUS
STYLE OR SERIES: DOMESTIC HOT WATER BOILER
SCOPE OF WORK: ANNUAL INSPECTION

- PERFORM PROPER LOCK-OUT/TAG-OUT SAFETY PROCEDURES TO PERFORM SERVICE.
- VISUALLY INSPECT BOILER FOR POSSIBLE LEAKS.
- OBSERVE CONDITION OF FLAME.
- REMOVE AND CLEAN BURNER ASSEMBLY, PILOT IGNITER, ETC.
- LOG SUPPLY WATER TEMPERATURE.
- VERIFY OPERATION OF WATER MAKE-UP AND EXPANSION TANK.
- PROVIDE TEST OF ALL SAFETY CONTROLS INCLUDING VERIFYING OPERATING TEMPERATURE CONTROLS.
- TEST LOW WATER CUT OFF.
- TEST LEVER SAFETY RELIEF VALVE.
- CHECK BOILER ROOM FOR UNOBSTRUCTED FLOOR DRAINS.
- CLEAN AND TIGHTEN ELECTRICAL CONNECTIONS.
- RETURN UNIT TO SCHEDULED OPERATION.

SERVICE SCOPE BOILER – DOMESTIC HOT WATER

MANUFACTURER: VARIOUS
STYLE OR SERIES: DOMESTIC HOT WATER BOILER
SCOPE OF WORK: OPERATIONAL INSPECTION

- PERFORM PROPER LOCK-OUT/TAG-OUT SAFETY PROCEDURES TO PERFORM SERVICE.
- VISUALLY INSPECT BOILER FOR POSSIBLE LEAKS.
- OBSERVE CONDITION OF FLAME.
- LOG SUPPLY WATER TEMPERATURE.
- VERIFY OPERATION OF WATER MAKE-UP AND EXPANSION TANK.

- RETURN UNIT TO SCHEDULED OPERATION.

SERVICE SCOPE COOLING TOWER

MANUFACTURER: VARIOUS
STYLE OR SERIES: COOLING TOWER
SCOPE OF WORK: ANNUAL INSPECTION

- PERFORM PROPER LOCK-OUT/TAG-OUT SAFETY PROCEDURES TO PERFORM SERVICE.
- INSPECT ALL STRUCTURAL ELEMENTS FOR CORROSION AND DAMAGE.
- INSPECT FOR SCALE BUILD-UP ON ELIMINATORS AND CLEAN AS NEEDED.
- VERIFY FLOAT OPERATION.
- CLEAN SUMP, PER CONTRACT.
- INSPECT WATER DISTRIBUTION ABOVE FILL.
- VERIFY OPERATION OF DUMP VALVE.
- VERIFY OPERATION OF FAN CONTROLS.
- CHECK AND TIGHTEN VFD ELECTRICAL CONNECTIONS AS NEEDED.
- INSPECT AND CLEAN VFD CONTROL CABINET AND FILTER, IF APPLICABLE.
- LUBRICATE FAN AND MOTOR BEARINGS AS NEEDED.
- INSPECT PULLEY GROOVES AND BELTS FOR ALIGNMENT, WEAR, AND TENSION.
- INSPECT FAN WHEEL FOR FREE ROTATION, CRACKS, AND ALIGNMENT.
- INSPECT GEAR BOX FLUID.
- INSPECT AND TIGHTEN ELECTRICAL CONNECTIONS.
- INSPECT CONDITION OF SAND FILTER OPERATION, IF APPLICABLE.
- CHECK WATER TREATMENT EQUIPMENT AND OPERATION, IF APPLICABLE.
- RETURN UNIT TO SCHEDULED OPERATION.

MANUFACTURER: VARIOUS
STYLE OR SERIES: COOLING TOWER
SCOPE OF WORK: ANNUAL INSPECTION

- PERFORM PROPER LOCK-OUT/TAG-OUT SAFETY PROCEDURES TO PERFORM SERVICE.
- INSPECT ALL STRUCTURAL ELEMENTS FOR CORROSION AND DAMAGE.
- INSPECT FOR SCALE BUILD-UP ON ELIMINATORS AND CLEAN AS NEEDED.
- VERIFY FLOAT OPERATION.
- CLEAN SUMP, PER CONTRACT.
- INSPECT WATER DISTRIBUTION ABOVE FILL.
- VERIFY OPERATION OF DUMP VALVE.
- VERIFY OPERATION OF FAN CONTROLS.
- CHECK AND TIGHTEN VFD ELECTRICAL CONNECTIONS AS NEEDED.

- INSPECT AND CLEAN VFD CONTROL CABINET AND FILTER, IF APPLICABLE.
- LUBRICATE FAN AND MOTOR BEARINGS AS NEEDED.
- INSPECT PULLEY GROOVES AND BELTS FOR ALIGNMENT, WEAR, AND TENSION.
- INSPECT FAN WHEEL FOR FREE ROTATION, CRACKS, AND ALIGNMENT.
- INSPECT GEAR BOX FLUID.
- INSPECT AND TIGHTEN ELECTRICAL CONNECTIONS.
- INSPECT CONDITION OF SAND FILTER OPERATION, IF APPLICABLE.
- CHECK WATER TREATMENT EQUIPMENT AND OPERATION, IF APPLICABLE.
- RETURN UNIT TO SCHEDULED OPERATION.

SERVICE SCOPE WALK-IN COOLER

MANUFACTURER: VARIOUS
STYLE OR SERIES: WALK-IN COOLER
SCOPE OF WORK: SEMI-ANNUAL INSPECTION

- PERFORM PROPER LOCK-OUT/TAG-OUT SAFETY PROCEDURES TO PERFORM SERVICE.
- CHECK UNIT CONTROLS PANEL, THERMOMETERS AND GAUGES FOR PROPER OPERATION.
- INSPECT DOOR HANDLES AND GASKETS FOR WEAR.
- INSPECT CONDENSATE DRAIN PAN, DRAIN LINE AND CLEAN.
- INSPECT BOX FOR MOLD.
- CHECK HEATERS, TIMER, AND CONTROLS FOR DEFROST CYCLE, IF APPLICABLE.
- INSPECT EVAPORATOR COIL FOR OIL OR REFRIGERANT LEAKS AND CLEAN.
- INSPECT SUPPLY FAN BLADE, BELT, AND MOTOR FOR PROPER OPERATION.
- CHECK COMPRESSOR FOR SIGNS OF LEAKS.
- CHECK CONDENSER COILS AND CLEAN, PER CONTRACT.
- CHECK CONTROL PANEL AND ELECTRICAL CONNECTIONS.
- CHECK CONDENSER FAN BLADES AND MOTORS FOR PROPER OPERATION.
- RETURN UNIT TO SCHEDULED OPERATION.

SERVICE SCOPE ICE MACHINES

MANUFACTURER: VARIOUS
STYLE OR SERIES: ICE MACHINES
SCOPE OF WORK: QUARTERLY INSPECTION

- PERFORM PROPER LOCK OUT TAG OUT SAFETY PROCEDURES TO PERFORM SERVICE.
- VISUALLY INSPECT MACHINE FOR CLEANLINESS.

- INSPECT THE FOLLOWING AND CHECK FOR UNUSUAL NOISE AND/OR VIBRATIONS:
 - EVAPORATOR PLATES
 - CONDENSER FAN
 - COMPRESSORS
 - SOLENOIDS
- CHECK SYSTEM CHARGE.
- CHECK REFRIGERATION CYCLE FOR PROPER OPERATION AND SEQUENCING.
- ELECTRONICALLY INSPECT UNITS FOR REFRIGERANT LEAKS.
- CHEMICALLY FLUSH THE EVAPORATOR SYSTEM TO CLEAN AND SANITIZE.
- CLEAN CONDENSER COILS, PER CONTRACT.
- INSPECT AND CLEAN DRAIN LINES.
- INSPECT ALL REFRIGERANT LINES AND INSULATION.
- INSPECT DOOR GASKETS FOR WEAR AND SEAL.
- INSPECT HARDWARE AND HINGES.
- INSPECT WATER FILTER HOUSING AND PIPING.
- REPLACE WATER FILTER EVERY 6 MONTHS, PER CONTRACT.
- PROVIDE SERVICE REPORT ON CONDITION OF UNITS AFTER EVERY INSPECTION.
- RETURN UNIT TO SCHEDULED OPERATION.

SERVICE SCOPE CONTROLS

MANUFACTURER: VARIOUS
 STYLE OR SERIES: CONTROLS
 FREQUENCY: QUARTERLY

- REVIEW CONTROL SYSTEM OPERATIONS WITH BUILDING LEAD OPERATOR/TECHNICIAN.
- REVIEW SYSTEM FOR CRITICAL AND OFFLINE STATUS INDICATIONS.
- REVIEW SYSTEM FOR OVERRIDE, AND DISABLED STATUS INDICATIONS.
- REVIEW EVENT AND ALARM LOG FOR CRITICAL OR RECURRING INSTANCES AND POSSIBLE OPERATIONAL ISSUES.
- REVIEW TREND LOGS FOR NEED AND OPERATOR USE.
- BAS SOFTWARE UPDATES AND ENHANCEMENTS: DELTA CONTROLS CONTINUALLY UPDATES AND ENHANCES THEIR BAS SOFTWARE WITH PRODUCT ENHANCEMENTS AND UPDATES TO KEEP THE SYSTEM OPERATING EFFICIENTLY THROUGH ITS ENTIRE LIFECYCLE. ENVISE WILL PROVIDE YOUR BAS SYSTEM WITH FIRMWARE AND SOFTWARE UPDATES THAT INCORPORATE ALL BUG FIXES THAT PREVENTING NEGATIVE IMPACT TO YOUR SYSTEM. THESE UPDATES DO NOT INCLUDE UPGRADES TO THE NEXT MAJOR REVISION OF FRONT-END SOFTWARE.
- PERFORM DATABASE MAINTENANCE ON THE SOFTWARE APPLICATION, IF APPLICABLE.
- SAVE/COPY NETWORK WORKSTATION DATABASE, INCLUDING CUSTOM GRAPHICS AND SYSTEM CONTROLLER POINT DATA, CONTROLLER CONFIGURATION, SCHEDULES, ALARMS AND TREND-LOG DATA.
- CHECK SYSTEM CONTROLLERS AND SYSTEM MANAGERS TO VERIFY PROPER DEVICE PROPERTIES, DC POWER LEVELS, COMMUNICATION, AND POSSIBLE ERROR CODE INDICATIONS.

- PERFORM NETWORK ANALYSIS TASKS AS REQUIRED TO CONFIRM COMMUNICATIONS WITH ALL NETWORKED CONTROLLERS AND 3RD PARTY DEVICES.
- CONFIRM PROPER TIME SYNC OF ALL SYSTEM CONTROLLERS WITH WORKSTATION, AS APPLICABLE.
- VERIFY ALL OVERRIDE SWITCHES ARE ON AUTO AND REVIEW FINDINGS ON ALL SYSTEM CONTROLLERS.
- REMOVE EXCESSIVE DUST FROM INTERNAL SURFACES OF CONTROL PANELS.

SERVICE SCOPE CONTROLS

MANUFACTURER: VARIOUS
STYLE OR SERIES: CONTROLS
FREQUENCY: QUARTERLY

- REVIEW CHILLER PLANT SYSTEM CONTROLLERS AND FIELD MODULES, VERIFY PROPER OPERATION OF CONTROL PROCESSES, AND TUNE PID LOOPS, AS APPLICABLE.
- REVIEW HEATING HOT WATER PLANT SYSTEM CONTROLLERS AND FIELD MODULES, VERIFY PROPER OPERATION OF CONTROL PROCESSES, AND TUNE PID LOOPS IF APPLICABLE.
- FOR ALL AHU/RTU/FCU APPLICATION/CONTROL MODULES, VERIFY SETPOINTS, PROPER OPERATION OF CRITICAL CONTROL PROCESSES AND POINTS ASSOCIATED WITH UNIT, AND TUNE PID LOOPS, AS APPLICABLE.
- FOR ALL TERMINAL EQUIPMENT/CONTROL MODULES, VERIFY SETPOINTS, OPERATION OF CRITICAL CONTROL PROCESSES AND ASSOCIATED POINTS WITH UNIT, AS APPLICABLE.
- VERIFY/CALIBRATE OTHER POINTS AND CONTROL PROCESSES AS NEEDED.
- INVESTIGATE SYSTEM FOR POSSIBLE OPTIMIZATION AND ENERGY SAVING STRATEGIES
- REVIEW TRENDS AND VERIFY THAT THE EQUIPMENT IS SHUTTING DOWN DURING UNOCCUPIED TIMES.
- CHECK SCHEDULES AND VERIFY THAT HOLIDAY SCHEDULING IS BEING IMPLEMENTED.
- CHECK DRIVE CAPACITY AND CLEAN DISKS AS NEEDED.
- IMAGE WORKSTATION HARD DRIVE ANNUALLY.
- DOCUMENT AND VERIFY NETWORK SETTINGS AND RISER DIAGRAMS.
- DOCUMENT TASK COMPLETION.
- REVIEW FINDINGS WITH BUILDING LEAD OPERATOR/TECHNICIAN.
- PROVIDE WRITTEN SUGGESTIONS FOR SYSTEM REPAIRS, UPGRADES, ENHANCEMENTS AND ENERGY EFFICIENCY IMPROVEMENTS.
- REMOTE ACCESS FOR QUICKER TROUBLESHOOTING, WITH CLIENT PERMISSION.

Terms and Conditions

Unless otherwise advised in writing to the contrary within seven (7) days of the execution of this agreement, the following terms and conditions as written are hereby accepted between Customer and Southland Industries. By execution of this agreement, the Customer represents that he has the authority to enter such agreement.

GENERAL



City of Lakewood - HVAC Preventative Maintenance Program

CITY OF LAKEWOOD

- 1. Acceptance of this agreement by SOUTHLAND INDUSTRIES assumes that all systems and equipment covered are in maintainable condition. If repairs are found necessary during the new agreement start up inspection or the initial seasonal start-up, a repair proposal will be submitted for approval. If the repair proposal is declined, the non-maintainable items will be eliminated from the maintenance agreement and the agreement price adjusted accordingly or the agreement may be canceled or otherwise revised.
2. The Customer will provide access to all areas and equipment, and will allow SOUTHLAND INDUSTRIES to stop and start equipment as may be necessary to fulfill the terms of the agreement. All maintenance, repair or replacement tasks will be performed during normal working hours, 7:30 AM to 4:30 PM, Monday through Friday, holidays excepted. Customer agrees to pay overtime on any maintenance and work requested to be performed outside said normal working hours.
3. If any emergency call is made at the Customer's request and inspection does not reveal any defect, Customer will be liable for charges for such services, including but not limited to; investigative labor, travel time, and overtime. Customer acknowledges that there is a minimum charge of two (2) hours for emergency calls, if no defect is found.
4. SOUTHLAND INDUSTRIES reserves the right to adjust and or terminate this agreement, should the systems and/or equipment covered under this agreement be altered, modified, changed or moved, including but not limited to any direct changes in application or architectural modifications resulting in changes to the mechanical systems and/or equipment performance. If persons other than representatives of SOUTHLAND INDUSTRIES performs maintenance or repair of equipment covered under this agreement, and as a result further repair by SOUTHLAND INDUSTRIES is required, such repairs will be made and charges billed to the Customer at EVISE's applicable labor and material rates then in effect.
5. In addition to any price specified on the face hereof, the Customer shall pay and be responsible for the gross amount of any present or future sales, use, excise, value-added, or other similar tax, however designated, applicable to the price, sale or delivery of any products, services or the work furnished hereunder or for their use by SOUTHLAND INDUSTRIES on behalf of the Customer whether such tax shall be local, state, or federal in nature. This includes, but is not limited to the recovery, recycling, reclamation, handling and disposal of all refrigerants and the additional costs incurred for refrigerant tax and/or increased costs due to shortages.
6. Maintenance service charges will be invoiced in advance of the period during which the service is provided. Extra work performed will be invoiced upon completion of work. Payment for services performed under this agreement is due within 30 days of invoice date. Finance charges will apply to balances over 30 days, and SOUTHLAND INDUSTRIES reserves the right to stop all work until such balances are made current.
7. SOUTHLAND INDUSTRIES reserves the right to adjust this Agreement should Customer request a material change in the scope of services, as determined by SOUTHLAND INDUSTRIES in its sole discretion. When SOUTHLAND INDUSTRIES determines a change is material, SOUTHLAND INDUSTRIES will reduce the change to writing and provide the completed written change to Customer. Both SOUTHLAND INDUSTRIES and Customer will have to provide written approval of the change as detailed in the written description of the change, including the impact of the change on the schedule, resources, and the price of the service, before SOUTHLAND INDUSTRIES will make the change. When Customer accepts the change, Customer will modify its forms for payment as requested by SOUTHLAND INDUSTRIES. If Customer does not accept the change (including the impact on the schedule, resources, or price), the parties will complete their obligations as set forth in this Agreement.
8. This annual agreement shall continue in effect from year to year, unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any anniversary date. The annual agreement price is subject to adjustment on each renewal anniversary date to reflect increases in labor, materials and other industry related costs.
9. Either party may terminate this Agreement if the other party commits a material breach of such Agreement, including but not limited to non-payment of any amount when due, and the breach is not cured within thirty (30) days of receipt of written notice from the injured party. If SOUTHLAND INDUSTRIES terminates this Agreement for cause, Customer shall be responsible for SOUTHLAND INDUSTRIES's costs incurred and reasonable profit up through the date of termination.
10. Either party may at its option cancel or terminate this Agreement and all Supplemental Agreements in their entirety, or cancel or terminate merely one or more of the Supplemental Agreements, without cause upon thirty (30) days prior written notice to the other party. SOUTHLAND INDUSTRIES shall advise Customer of the extent to which performance has been completed through the date of the notice of termination. Customer shall be responsible for SOUTHLAND INDUSTRIES's costs incurred and reasonable profit up through the date of cancellation.

EXCLUSIONS

- 11. Repair, replacement and emergency service provisions apply only to the systems and equipment covered by this agreement. Repair or replacement of non-maintainable parts of the system(s) such as, but not limited to, duct work, piping, coils, shell and tube (for boilers, evaporators, condensers, and chillers), unit cabinets, VAV boxes, strainers, isolation valves, crane rental,



City of Lakewood - HVAC Preventative Maintenance Program

CITY OF LAKEWOOD

temp heating/cooling, boiler refractory material, heat exchangers, insulating material, electrical wiring, tubing, tanks, fixtures and finishes, structural supports and other non-moving parts, are not included in this agreement.

- 12. SOUTHLAND INDUSTRIES is not responsible for (a) the design of the mechanical and/or plumbing system (b) obsolescence (c) water supply and drainage (d) damages caused by freezing (e) additional work required by government regulated codes (f) additional work required to meet insurance requirements (g) any air/water balancing (h) safety tests (i) electrical service or service requirements due to power failure (j) misuse and/or abuse of system(s) (k) negligence of Customers or others (l) vandalism (m) and all other causes that are beyond SOUTHLAND INDUSTRIES's control.
13. This agreement does not include the identification, removal, handling or disposal of asbestos or other hazardous substances. In the event such substances or materials are discovered, SOUTHLAND INDUSTRIES's responsibility is limited to notifying the Customer of the possibility of the existence of such materials.

LIMITATIONS OF LIABILITY

- 14. SOUTHLAND INDUSTRIES will not be liable for damage or loss caused by delay in installation or interrupted service due to fire, flood, corrosive substance in the air, strike lockout, dispute with workmen, inability to obtain material or services, commotion, war, act of God, or any other cause beyond SOUTHLAND INDUSTRIES's reasonable control.
15. In no event, whether as a result of breach of contract, or any tort including negligence or otherwise shall SOUTHLAND INDUSTRIES or its suppliers, employees or agents be liable for any special, consequential, incidental, or penal damages including, but not limited to loss of profit or revenues, loss of use of any products, machinery, equipment, damage to associated equipment, cost of capital, cost of substitute products, facilities, services or replacement power, down time costs, attorney fees, lost profits or claims of such damages by the Customer or against the Customer by any other party.
16. No other warranty expressed or other liability is given and no other affirmation by SOUTHLAND INDUSTRIES, by word or action, shall constitute a warranty. This warranty is expressly in lieu of any other expressed or implied warranty including any implied warranty of merchantability of fitness, and any other obligation on the part of SOUTHLAND INDUSTRIES.
17. SOUTHLAND INDUSTRIES warrants materials only to the extent and for the time period said materials are warranted to SOUTHLAND INDUSTRIES by the manufacturer(s) of the same. SOUTHLAND INDUSTRIES liability, if any, upon any warranty, either expressed or implied, shall be limited to replacement of defective materials and correction of faulty workmanship which is in violation of local, state, or federal building codes at the time of performance of the work by SOUTHLAND INDUSTRIES.
18. SOUTHLAND INDUSTRIES and Customer agree to seek to avoid litigation as a resolution of any disputes. However, should either party commence legal action against the other, the prevailing party shall be entitled to recover from the other party all court costs, disbursements and reasonable attorney's fees. SOUTHLAND INDUSTRIES and the Customer agree to indemnify and hold each other; including their officer, agents, directory and employees, harmless from all liabilities, costs, claims, demands, or suits of any kind, including but not limited to reasonable attorney's fees, resulting from the negligence or willful misconduct or breach of this agreement by the indemnifying party or its employees, contractors or agents.

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COUNCIL AGENDA

November 14, 2023

TO: The Honorable Mayor and City Council

SUBJECT: Holiday Recreation Programs and Events

INTRODUCTION

A month-long celebration of festive holiday activities will highlight the 2023 December calendar. The holiday season is always a fun and festive time for Lakewood residents and the Recreation and Community Services Department will provide activities and special events at parks and community centers for participants of all ages.

STATEMENT OF FACT

Lakewood's Tree Lighting

Lakewood residents are invited to join in the city's 10th annual tree lighting ceremony and community gathering on Friday, December 1 outside The Centre. Carnival games and food trucks will be on the scene starting at 4:30 p.m., and Santa will be waiting to hear children's holiday wishes and take photos. The official tree lighting program starts at 6:30 p.m. with festivities wrapping up at 8 p.m. Additional fun features include: falling snow, a vocal group singing holiday songs, and costumed characters with several holiday photo scenes. The holiday tree will continue to be lit nightly through December 31.

Seniors Celebrate the Holidays

Lakewood seniors are celebrating the season with multiple events and activities. The beginning of the holiday festivities for the season will kick off on Monday, December 4, with the Senior Holiday Luncheon at The Centre. This annual event brings together senior adult participants from Lakewood's senior nutrition program. For 36 years, this luncheon has taken place to welcome in the holiday festivities for the season. This exchange renews old friendships and mirrors the congregate meal spirit that the Human Services Association instills and the City of Lakewood wholeheartedly supports. Entertainment will be provided by DJ Jose, with music for dancing. Approximately 200 participants are expected to enjoy lunch, dancing, socializing, and visiting with Santa Claus. City officials, seniors who attend the congregate meal program and their family members are invited to attend this holiday event.

The December calendar at the Weingart Senior Center holds a spot for family and community on Thursday, December 14, for the Grandparents, Grandchildren, and Great Grandchildren's Holiday Party, from 3:30 to 5:30 p.m. There will be holiday crafts, snacks, and a visit from Santa Claus. The fun continues on Friday, December 15, with the annual Ugly Sweater Party during congregate lunch. Seniors will enjoy live music, dancing, a raffle for prizes, and a prize for the best—or possibly worst—holiday sweater. And finally, the Kristmas Karaoke Dance and Sing party will be held on Thursday, December 21 from 1 to 5 p.m.

At the Burns Community Center, Active+ participants can enroll in Seasonal Cookie Decorating to be held on Friday, December 1, and learn to decorate Christmas Cookies using royal icing piping, flooding and detail work. Additionally, inspiring artists can paint their own “Gingerbread House” masterpiece in the Canvas and Cupcake Party scheduled for Friday, December 8.

Pathways Light Up a Life

The holiday season is often a difficult time for many families and “Light up a Life” is a beautiful, emotional and sentimental ceremony that provides a special opportunity to honor loved ones. On Monday, December 11, at 7 p.m. outside The Centre, participants can enjoy music, reflection and fellowship with other community members. “Lights” can be purchased to honor loved ones with their names represented on the Pathways tree, listed on the website and read at the event.

Winter Holiday Community Events and Activities

Participants of all ages have enrolled in instructional classes unique to the holiday season. Crafty students can create the perfect holiday with Cake Decorating, Candle Making, Knitting and Crochet classes. A trip to the L.A. Zoo Lights on Saturday, December 2 will take 54 participants to a nighttime holiday light experience at the Los Angeles Zoo, featuring animal-themed LEDs, lasers, 3D projections and animated displays.

Holiday Fun for Special Olympians and Adaptive Recreation Participants

The Southeast Los Angeles Special Olympics Holiday Dinner Dance, with a visit from Mr. and Mrs. Claus, will finally return in person this year on Saturday, December 2. As the City of Bellflower’s Simms Park, which is the traditional location for the event, is under renovation this year, the event will be offered at the South Gate Park Sports Center and will feature a dance with snacks, drinks and desserts.

Participants in the city’s Adaptive Recreation Program will partake in a free Holiday Movie and Cocoa Night on Friday, December 15, from 6 to 8:30 p.m. at Bloomfield Park. The clients will take in a double-feature of holiday favorite flicks on the big screen in the Adaptive Clubhouse, while enjoying hot cocoa, cookies, candy canes and other holiday treats.

Lakewood Project Shepherd Holiday Distribution

The Rotary Club of Lakewood will be delivering grocery store gift cards to families and seniors enrolled in the Project Shepherd Holiday Program on Monday, November 20, so that recipients can purchase Thanksgiving food items. Additionally, the Rotary Club of Lakewood holds their Teddy Bear Holiday Gift Giving event at Lakewood Center on Saturday, December 2, encouraging shoppers to fulfill a child’s gift wish while holiday shopping at the mall.

The Project Shepherd Warehouse begins operations on Wednesday, December 6, with volunteers assisting with organization of food delivery and packing boxes of food for registered Lakewood families for distribution on Friday, December 15 and Saturday, December 16, with spaced out appointment times and curbside pickup at the Lakewood Youth Center. The Rotary Club of Lakewood will deliver to residents of Candlewood Park Apartments and Whispering Fountains

Apartments on South Street, and community volunteers will deliver to individual homes of homebound residents on Saturday, December 16.

Holiday Programs and Park Hours of Operations

During the school winter break period, winter break camp is offered in two sessions, December 26 to 29, 2023 and January 2 to 5, 2024. The themed “Winter Wonderland” camp will include winter themed arts and crafts, games, activities, and excursions to the Santa Ana Zoo and the O.C. Discovery Cube. The weekly fees for camp will be \$180 for Lakewood residents, and \$195 for non-residents.

Santa will make an early appearance on Saturday, December 23 at each of the parks, followed by a candy cane hunt. Flyers will be available online, at Lakewood City Hall, and at city parks and community centers, with additional marketing on social media and in the city’s eMagazine.

In an effort to maximize efficiency as well as service to residents, park hours are amended during the winter break period. City parks will be open from 12 to 5 p.m. during the two weeks of school vacation–this includes New Year’s Day–but will be closed on Sunday, December 24 and Monday, December 25 in recognition of the Christmas holiday. On New Year’s Eve, parks will see an abbreviated schedule of 12 to 3 p.m.

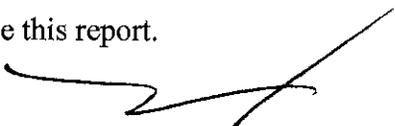
SUMMARY

The Recreation and Community Services Department will end 2023 with a variety of activities for all residents, young and wise. Winter-time themed activities provide opportunities to celebrate the holiday season and prepare for the New Year, in a safe manner with their loved ones.

RECOMMENDATION

Staff recommends the City Council receive and file this report.

Valarie Frost, Director
Recreation and Community Services



Thaddeus McCormack
City Manager

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*Housing
Successor*

**CITY OF LAKEWOOD SUCCESSOR AGENCY - HOUSING
FUND SUMMARY 11/2/2023**

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

3901	HOUSING SUCCESSOR AGENCY	36,100.00
		<hr/>
		36,100.00

Council Approval

Date

City Manager

Attest

City Clerk

Director of Finance and Administrative Services

**CITY OF LAKEWOOD SUCCESSOR AGENCY - HOUSING
SUMMARY CHECK REGISTER**

<u>CHECK DATE</u>	<u>VENDOR NAME</u>	<u>CHECK AMOUNT</u>
11/02/2023	CHICAGO TITLE CO	100.00
11/02/2023	BERBER. RUDOLPH AND PAMELA	18,000.00
11/02/2023	MINIX. LISA AND	18,000.00
	Totals:	36,100.00