

# AGENDA

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

February 13, 2024

## ADJOURNED MEETING:

5:30 p.m.

CORNER LOT DEVELOPMENT RFP – POTENTIAL SCOPE OF WORK - *EXECUTIVE BOARD ROOM*  
Staff recommends that the City Council provide guidance to staff on the scope of work for the Corner Lot Development; and provide guidance to staff on whether to proceed with issuing the RFP for design architectural and engineering firms with the selected project scope.

## CALL TO ORDER

7:30 p.m.

**INVOCATION:** Pastor Chris Kirish, Renovate Church

**PLEDGE OF ALLEGIANCE:** Scout Pack 134

**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 January 23, 2024

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 - JANUARY 2024 - Staff recommends City Council receive and file the report.

## City Council Agenda

February 13, 2024

Page 2

### **ROUTINE ITEMS:** - Continued

- RI-6 AGREEMENT FOR 2024 PAN AM FIESTA AMUSEMENT RIDES - Staff recommends the City Council authorize the Mayor to execute the Agreement for the 2024 Pan Am Fiesta Amusement Rides subject to approval as to legal form by the City Attorney.
- RI-7 ACCEPTANCE OF NOTICE OF COMPLETION FOR PUBLIC WORKS PROJECT NO. 2023-7, WATERMAIN REPLACEMENT FY24, ALL CITIES ENGINEERING, INC. - Staff recommends the City Council accept the work constructed by All Cities Engineering, Inc., in the amount of \$4,341,270 and authorize the City Clerk to file the Notice of Completion for the project
- RI-8 WATER MAIN EASEMENT GRANT DEED, 3120-3180 CARSON STREET - Staff recommends the City Council accept the attached Water Main Easement granted by 2H Property 3060 LLC as shown in Exhibits A & B; and authorize the Mayor to sign on behalf of the City, and direct the City Clerk to record with the County, as approved by the City Attorney.
- RI-9 RESOLUTION NO. 2024-1; ADDING A JOB CLASSIFICATION AND AMENDING EXISTING PAY RATE IN ATTACHMENT B OF RESOLUTION NO. 2023-32 - Staff recommends City Council adopt proposed resolution.
- RI-10 RESOLUTION NO. 2024-2; APPROVING THE APPLICATION FOR SPECIFIED GRANT FUNDS FROM THE STATE OF CALIFORNIA FOR IMPROVEMENTS AT THE WEINGART SENIOR CENTER - Staff recommends City Council adopt proposed resolution.

### **PUBLIC HEARINGS:**

- 1.1 COMMUNITY DEVELOPMENT BLOCK GRANT ACTION PLAN FISCAL YEAR 2023-2024, SUBSTANTIAL AMENDMENT NO. 1 - Staff recommends City Council conduct a public hearing to receive comments and following the public hearing, approve the FY 2023-2024 Action Plan, Substantial Amendment No. 1, and authorize the City Manager to direct staff to submit to HUD along with the required CDBG certifications.

### **REPORTS:**

- 3.1 FISCAL YEAR (FY) 2023-24 MIDYEAR BUDGET REVIEW & ADJUSTMENTS AND PRESENTATION OF THE FY 2024-26 TWO-YEAR BUDGET PREPARATION CALENDAR - Staff recommends the City Council adopt the noted changes for inclusion into the City's FY 2023-24 Revised Budget and direct staff to make all related adjustments to the City's budget appropriations and receive and file the FY 2024-26 Two-Year Budget Preparation Calendar and provide direction to staff regarding the preparation of the upcoming budget.
- 3.2 AWARD OF BID FOR PW PROJECT 24-01, HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) TRAFFIC SIGNALS, 12 LOCATIONS, STATE FUNDS - Staff recommends the City Council award a contract for HSIP Traffic Signals, 12 locations, State Funds, in the amount of \$1,525,888 to Elecnor Belco Electric of Chino and authorize the Mayor to sign the contract in a form approved by the City Attorney; authorize staff to approve a cumulative total of contract change orders, as needed, not to exceed \$200,000; authorize staff to approve Willdan's proposal to provide construction inspection for the project under their existing Agreement for Engineering Services, in an amount of \$135,317 to be funded with Measure M funds; and adopt the plans, specifications and working details for the project.
- 3.3 MEALS ON WHEELS OF LONG BEACH UPDATE - Staff recommends the City Council receive and file the Meals on Wheels of Long Beach update.

## City Council Agenda

February 13, 2024

Page 3

### **REPORTS:** - Continued

- 3.4 REVISIONS TO ADMINISTERING THE RECREATION CONTRACT CLASS PROGRAM AMID CALIFORNIA ASSEMBLY BILL 506 AND INTRODUCTION OF ORDINANCE NO. 2024-1; REGARDING TAX FREE CERTIFICATE PROVISIONS - Staff recommends the City Council require independent contractors to obtain Livescan fingerprint background checks, obtain general liability insurance for incidents occurring within the scope of their class offerings, and obtain business licenses to operate their contract classes within Lakewood; and introduce the proposed ordinance amending the Lakewood Municipal Code regarding tax-free certificate provisions.
- 3.5 LAKEWOOD YOUTH HALL OF FAME PROGRAM - Staff recommends the City Council receive and file the report.

### **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](mailto: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](http://www.lakewoodcity.org)

*Adjourned*

## COUNCIL AGENDA

February 13, 2024

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

**SUBJECT:** Corner Lot Development RFP – Potential Scope of Work

### INTRODUCTION

Staff previously received direction to begin design development on the dirt corner lot of the Civic Center. To proceed with design development, staff will issue an RFP to architectural and engineering firms to onboard a designer to begin designing documents suitable for public bid. Staff is requesting the concurrence of the City Council to proceed with issuing the RFP to architectural and engineering design firms with the below-selected scope of work for the project.

### STATEMENT OF FACT

Staff is working with our consultant Ardurra on the development of the RFP. Within the RFP, staff will need to provide architectural/engineering firms a scope of work for the project. Based on preliminary concept drawings completed by City Architect Randy Meyer and meetings with City staff, the potential scope of work has been identified below.

#### Corner Lot Development Project Scope

- Public Restroom: to be sized per code and “City operational requirements” which at the moment envisioned to be five (5) fixtures per sex and one unisex. The City may consider pre-manufactured restroom facilities.
- Storage facility approximately 300-500 SF near and/or attached to the restroom building. Sizing of facility to be balanced with amenities to be stored on site versus offsite, and utilized rental for larger events.
- Children’s activity area – passive play area with mounds, low impact activity elements (no playground equipment)
  - Incorporate provisions for City Christmas Tree (40’ – 50’ tall) in the middle of the play area and accommodations for other Christmas elements (Santa’s Sleigh, etc.)
- Stage / performance area
  - Raised stage area, consider sloping up / down to avoid railings / fall hazards
  - Architectural open frame arch structure over stage area with iconic LED lighting network (programmable). Back of stage to include a back drop screen


- Audience area to be developed with consideration for either high end hardscaped or grass initially. Grass provides more flexibility for programming or simple passive use but has maintenance concerns.
- Shade sails w/string lights for shading on audience area. Shade sails to be removable when not needed. Columns to provide opportunities for light show
- Example is Roseville City Hall
- LID
- Grand Entry with gateway arch / architectural treatment and contoured changeable digital message board at the corner of Del Amo and Clark (Ex. Farmers & Merchant's Bank) and secondary grand entry connecting the Corner Lot to the Civic Center
- Parking Entry archway
- Service Entry behind stage to be cordoned off
- 30'-40' landscape buffer around entire project
- 10' soundwalls behind stage and decorative/artistic soundwall with Public Art on Del Amo side
- Desire to include perimeter access controls for entire park for use in providing for private events such as weddings – possibly removable chain link or architectural fencing
- Flex lot – capable of hosting farmers market, food vendors / gourmet food trucks, parking lot
- Main parking lot- repave (R&R) entire lot (portion is owned by LACO)

If City Council recommends staff proceed with issuing the RFP to architectural and engineering firms for the design development, staff would establish a subcommittee to evaluate the proposals, and return to the Council with a recommendation to approve the successful firm's proposal at which time staff would seek a project appropriation to fund the design development fees and establish a total project.

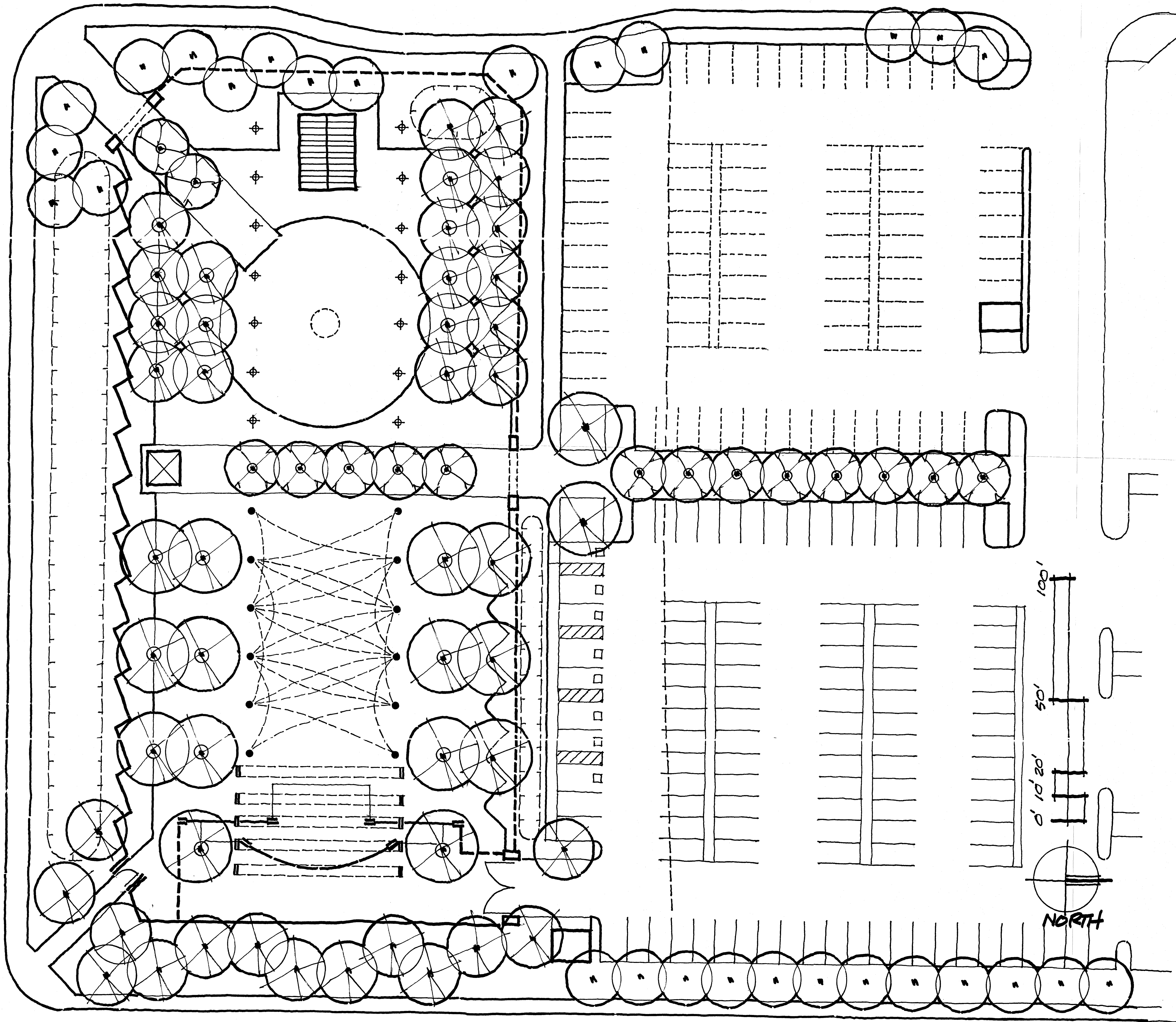
## **RECOMMENDATION**

Staff recommends that the City Council:

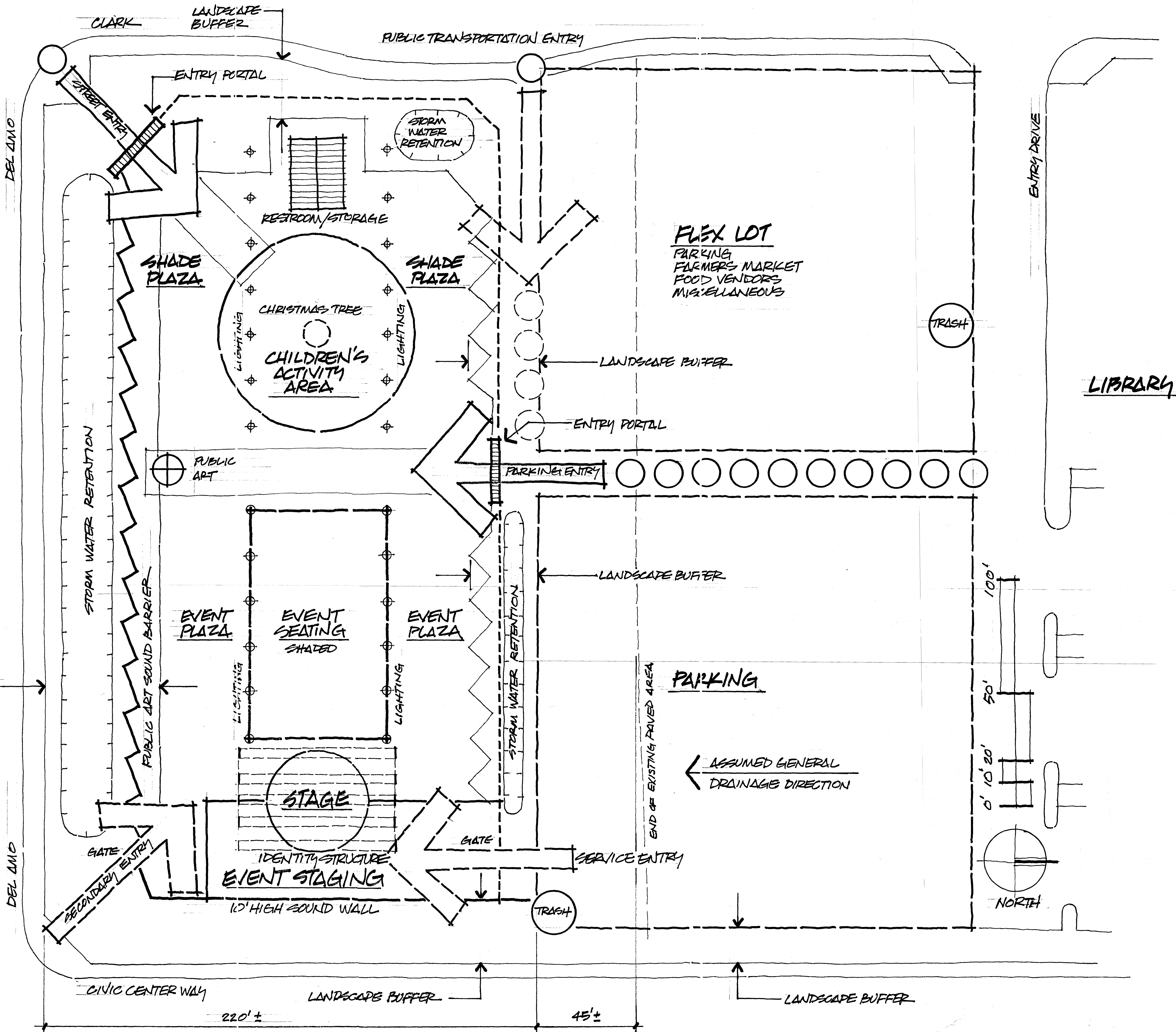
- (1) Provide guidance to staff on the scope of work for the Corner Lot Development;
- (2) Provide guidance to staff on whether to proceed with issuing the RFP for design architectural and engineering firms with the selected project scope.

Kelli Pickler   
Director of Public Works

Thaddeus McCormack *PB for TM*  
City Manager



TR  
Reader Board  
Important





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

# Routine Items

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

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

**COUNCIL AGENDA**

February 13, 2024

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

**SUBJECT:** Report of Personnel Transactions

| <u>Name</u>                   | <u>Title</u>  | <u>Schedule</u> | <u>Effective Date</u> |
|-------------------------------|---|-----------------|-----------------------|
| <b>1. FULL-TIME EMPLOYEES</b> |   |                 |                       |
| <b>A. Appointments</b>        |   |                 |                       |
| Mason Mota                    | Park Maintenance Worker                             | 10A             | 2/04/2024             |
| Michelle Santiago             | Planning Technician                                 | 16B             | 2/05/2024             |
| <b>B. Changes</b>             |   |                 |                       |
| Christopher Godoy             | Park Maintenance Worker<br>Irrigation Repair Worker | 10A to<br>14A   | 1/21/2024             |
| <b>C. Separations</b>         |   |                 |                       |
| Jimin Park                    | Planning Technician                                 | 16B             | 1/18/2024             |
| Veronica Ramirez              | Community Services Supervisor                       | 24B             | 1/23/2024             |
| Todd Sechser                  | Irrigation Repair Worker                            | 14A             | 1/19/2024             |
| <b>PART-TIME EMPLOYEES</b>    |   |                 |                       |
| <b>A. Appointments</b>        |   |                 |                       |
| Thomas Lauren                 | Maintenance Services Aide IV                        | B               | 2/05/2024             |
| <b>B. Changes</b>             |   |                 |                       |
| None                          |   |                 |                       |
| <b>C. Separations</b>         |   |                 |                       |
| Michelle Cervantes            | Paratransit Communciation Operator                  | B               | 2/02/2024             |
| Santiago Montano              | Maintenance Trainee II                              | B               | 1/18/2024             |

Thaddeus McCormack *PB for TM*  
City Manager

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

**CITY OF LAKEWOOD  
FUND SUMMARY 12/07/2023**

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                | 203,445.60        |
| 1020 | CABLE TV                    | 1,025.00          |
| 1025 | AMERICAN RESCUE PLAN        | 320.00            |
| 1050 | COMMUNITY FACILITY          | 14,305.72         |
| 1070 | RETIREE BENEFITS            | 228,750.00        |
| 1090 | LAKWOOD EQUESTRIAN CENTER   | 12,984.73         |
| 1623 | LA CNTY MEASURE W           | 2,998.80          |
| 3001 | CAPITAL IMPROV PROJECT FUND | 28,968.25         |
| 3070 | PROPOSITION "C"             | 1,511.87          |
| 5010 | GRAPHICS AND COPY CENTER    | 394.81            |
| 5020 | CENTRAL STORES              | 3,200.75          |
| 5030 | FLEET MAINTENANCE           | 10,505.78         |
| 7500 | WATER UTILITY FUND          | 20,403.62         |
| 8020 | LOCAL REHAB LOAN            | 1,821.12          |
| 8030 | TRUST DEPOSIT               | 600.00            |
|      |                             | <b>531,236.05</b> |

Council Approval

\_\_\_\_\_ Date

\_\_\_\_\_ City Manager

Attest

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

\_\_\_\_\_ Director of Finance and Administrative Services

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

| <b>CHECK<br/>DATE</b> | <b>VENDOR NAME</b>                | <b>CHECK<br/>AMOUNT</b> |
|-----------------------|-----------------------------------|-------------------------|
| 12/07/2023            | AEF SYSTEMS CONSULTING INC        | 320.00                  |
| 12/07/2023            | AMAZON CAPITAL SERVICES INC       | 3,596.63                |
| 12/07/2023            | ARTESIA HISTORICAL SOCIETY INC    | 50.00                   |
| 12/07/2023            | ATALLA, IBRAHIM                   | 117.00                  |
| 12/07/2023            | BAY AREA DRIVING SCHOOL INC       | 32.50                   |
| 12/07/2023            | BEAR COMMUNICATIONS INC           | 4,083.38                |
| 12/07/2023            | BELL EVENT SERVICES INC           | 4,350.00                |
| 12/07/2023            | BIOMETRICS4ALL INC                | 3.00                    |
| 12/07/2023            | C S M F O                         | 2,165.00                |
| 12/07/2023            | CAL STATE AUTO PARTS INC          | 798.46                  |
| 12/07/2023            | CALIFORNIA, STATE OF              | 225.00                  |
| 12/07/2023            | LONG BEACH LINCOLN MERCURY INC    | 5.84                    |
| 12/07/2023            | CINTAS CORPORATION                | 72.06                   |
| 12/07/2023            | CINTAS CORPORATION                | 177.74                  |
| 12/07/2023            | CLAVERIE, COURTNEY DAY            | 136.50                  |
| 12/07/2023            | COPELAND, VERONICA                | 76.45                   |
| 12/07/2023            | DANIEL'S TIRE SERVICE INC         | 1,042.53                |
| 12/07/2023            | DE LAGE LANDEN FINANCIAL SERVICES | 394.81                  |
| 12/07/2023            | DELTA DENTAL OF CALIFORNIA        | 7,312.91                |
| 12/07/2023            | DIAMOND ENVIRONMENTAL SERVICES LP | 4,881.40                |
| 12/07/2023            | DOSSIER SYSTEMS INC               | 1,646.56                |
| 12/07/2023            | DUMANDAN JOHN ALBERT              | 400.00                  |
| 12/07/2023            | DUNRITE PEST CONTROL INC          | 260.00                  |
| 12/07/2023            | FEDERAL EXPRESS CORP              | 23.54                   |
| 12/07/2023            | FROST, VALARIE A                  | 102.70                  |
| 12/07/2023            | GALLS PARENT HOLDINGS LLC         | 150.13                  |
| 12/07/2023            | GDL BEST CONTRACTORS INC          | 34,900.00               |
| 12/07/2023            | GOMEZ, CINDY KENNEDY              | 150.00                  |
| 12/07/2023            | GRAINGER W W INC                  | 456.42                  |
| 12/07/2023            | H & H NURSERY                     | 200.57                  |
| 12/07/2023            | HACIENDA SOSEGADO LLC             | 11,421.28               |
| 12/07/2023            | HARA M LAWNMOWER CENTER           | 771.01                  |
| 12/07/2023            | HERMS LUMBER SALES INC            | 1,928.51                |
| 12/07/2023            | HOME DEPOT                        | 2,651.74                |
| 12/07/2023            | JHM SUPPLY INC                    | 599.15                  |
| 12/07/2023            | JJS PALOMO'S STEEL INC            | 3,527.23                |
| 12/07/2023            | KILEY GREGORY THOMAS              | 3,750.00                |
| 12/07/2023            | KIM, YVONNE                       | 777.60                  |
| 12/07/2023            | LAKEWOOD, CITY OF                 | 600.00                  |
| 12/07/2023            | LA COUNTY DEPT OF PUBLIC WORKS    | 72.34                   |
| 12/07/2023            | MACAULAY CHRISTINA                | 275.00                  |
| 12/07/2023            | MACRO AUTOMATICS                  | 11,015.00               |
| 12/07/2023            | MARKLEY, ELIZABETH                | 312.00                  |
| 12/07/2023            | MARTIN MARIETTA MATERIALS INC     | 210.00                  |



**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

| <b>CHECK<br/>DATE</b> | <b>VENDOR NAME</b>                     | <b>CHECK<br/>AMOUNT</b> |
|-----------------------|--|-------------------------|
| 12/07/2023            | MC MASTER-CARR SUPPLY CO               | 723.71                  |
| 12/07/2023            | MOORE IACOFANO GOLTSMAN INC            | 18,216.15               |
| 12/07/2023            | NESTLE WATERS NORTH AMERICA            | 490.13                  |
| 12/07/2023            | O'REILLY AUTOMOTIVE STORES INC         | 1,324.51                |
| 12/07/2023            | OC VACUUM INC                          | 1,979.50                |
| 12/07/2023            | ODP BUSINESS SOLUTIONS LLC             | 152.49                  |
| 12/07/2023            | ORANGE COUNTY TANK TESTING INC         | 1,490.00                |
| 12/07/2023            | US BANCORP ASSET MANAGEMENT INC        | 3,128.61                |
| 12/07/2023            | EMPLOYERWARE LLC                       | 579.48                  |
| 12/07/2023            | WAGNER DARRELL                         | 1,500.00                |
| 12/07/2023            | READWRITE EDUCATIONAL SOLUTIONS INC    | 670.15                  |
| 12/07/2023            | SCMAF OFFICE                           | 420.00                  |
| 12/07/2023            | SERVICWEAR APPAREL INC                 | 253.56                  |
| 12/07/2023            | SIGNAL HILL AUTO ENTERPRISES INC       | 308.26                  |
| 12/07/2023            | SKYHAWKS SPORTS ACADEMY LLC            | 484.25                  |
| 12/07/2023            | SMART & FINAL INC                      | 77.94                   |
| 12/07/2023            | SNAP-ON INDUSTRIAL                     | 178.50                  |
| 12/07/2023            | SOMERS ENTERPRISES INC                 | 11,880.00               |
| 12/07/2023            | SOUND-CRAFT SYSTEMS LLC                | 1,391.75                |
| 12/07/2023            | SOUTH COAST AOMD                       | 665.26                  |
| 12/07/2023            | SOUTHERN CALIFORNIA EDISON CO          | 92,423.75               |
| 12/07/2023            | SOUTHERN CALIFORNIA GAS CO             | 593.99                  |
| 12/07/2023            | STANDARD INSURANCE CO UNIT 22          | 10,628.16               |
| 12/07/2023            | STATE WATER RESOURCES CONTROL BOARD    | 60.00                   |
| 12/07/2023            | TORRES BRENDA                          | 379.75                  |
| 12/07/2023            | TURF STAR                              | 1,514.49                |
| 12/07/2023            | U S BANK PARS ACCT #6746022500         | 228,750.00              |
| 12/07/2023            | U S POSTAL SERVICE                     | 310.00                  |
| 12/07/2023            | UNDERGROUND SERVICE ALERT              | 179.75                  |
| 12/07/2023            | UNITED WATER WORKS INC                 | 761.22                  |
| 12/07/2023            | HD SUPPLY INC                          | 222.29                  |
| 12/07/2023            | VISION SERVICE PLAN                    | 4,333.95                |
| 12/07/2023            | WATERLINE TECHNOLOGIES INC             | 3,519.18                |
| 12/07/2023            | WAXIE ENTERPRISES INC                  | 2,027.88                |
| 12/07/2023            | WESTERN EXTERMINATOR CO                | 489.30                  |
| 12/07/2023            | WHITTIER, CITY OF                      | 60.00                   |
| 12/07/2023            | WILLDAN ASSOCIATES                     | 29,971.75               |
| 12/07/2023            | YBARRA, ALBERT JR                      | 750.00                  |
| 12/07/2023            | BRISSON, EDWARD                        | 178.39                  |
| 12/07/2023            | DAVID HAMBRICK CONSTRUCTION & PAINTING | 400.00                  |
| 12/07/2023            | HERNANDEZ, GEORGINA                    | 54.84                   |
| 12/07/2023            | LAKEWOOD LITTLE LEAGUE                 | 250.00                  |
| 12/07/2023            | LOPEZ, EDDIE                           | 1,066.12                |
| 12/07/2023            | PRIMETIME PLUMBING & ROOTERS           | 250.00                  |

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

| <u>CHECK<br/>DATE</u> | <u>VENDOR NAME</u>           | <u>CHECK<br/>AMOUNT</u> |
|-----------------------|------------------------------|-------------------------|
| 12/07/2023            | PRIMETIME PLUMBING & ROOTERS | 105.00                  |
|                       | <b>Total:</b>                | <b>531,236.05</b>       |

**CITY OF LAKEWOOD  
FUND SUMMARY 01/04/2024**

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               | 215,077.22        |
| 1020 | CABLE TV                   | 8,987.70          |
| 1030 | CDBG CURRENT YEAR          | 598.33            |
| 1050 | COMMUNITY FACILITY         | 608.58            |
| 1090 | LAKEWOOD EQUESTRIAN CENTER | 19,928.49         |
| 1623 | LA CNTY MEASURE W          | 7,371.25          |
| 3000 | AIR QUALITY IMPROVEMENT    | 65,413.07         |
| 3070 | PROPOSITION "C"            | 197.83            |
| 5010 | GRAPHICS AND COPY CENTER   | 762.50            |
| 5020 | CENTRAL STORES             | 355.89            |
| 5030 | FLEET MAINTENANCE          | 33,297.60         |
| 7500 | WATER UTILITY FUND         | 9,384.70          |
| 8030 | TRUST DEPOSIT              | 4,573.75          |
|      |                            | <hr/>             |
|      |                            | <b>366,556.91</b> |

Council Approval

\_\_\_\_\_ Date

\_\_\_\_\_ City Manager

Attest

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

\_\_\_\_\_ Director of Finance and Administrative Services

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

| <b>CHECK<br/>DATE</b> | <b>VENDOR NAME</b>                       | <b>CHECK<br/>AMOUNT</b> |
|-----------------------|--|-------------------------|
| 01/04/2024            | ALL CITY MANAGEMENT SERVICES INC         | 14,971.31               |
| 01/04/2024            | AMAZON CAPITAL SERVICES INC              | 103.72                  |
| 01/04/2024            | ANICETO, SANDRA                          | 468.00                  |
| 01/04/2024            | AOUATRAX                                 | 2,500.00                |
| 01/04/2024            | ATALLA, IBRAHIM                          | 273.00                  |
| 01/04/2024            | BIOMETRICS4ALL INC                       | 21.00                   |
| 01/04/2024            | BRIZUELA XOCHITL                         | 468.00                  |
| 01/04/2024            | C A C E 0                                | 610.00                  |
| 01/04/2024            | CAL STATE AUTO PARTS INC                 | 937.23                  |
| 01/04/2024            | CALIF. STATE DISBURSEMENT UNIT           | 849.68                  |
| 01/04/2024            | CALIF STATE FRANCHISE TAX BOARD          | 696.37                  |
| 01/04/2024            | CINTAS CORPORATION                       | 84.28                   |
| 01/04/2024            | CLAVERIE, COURTNEY DAY                   | 136.50                  |
| 01/04/2024            | COUCH, RON JR                            | 240.00                  |
| 01/04/2024            | DEERE & COMPANY                          | 37,054.37               |
| 01/04/2024            | EMPLOYMENT DEVELOPMENT DEPT              | 40.00                   |
| 01/04/2024            | GOLDEN STATE WATER COMPANY               | 11,986.69               |
| 01/04/2024            | GRAINGER W W INC                         | 164.91                  |
| 01/04/2024            | HACIENDA SOSEGADO LLC                    | 10,836.50               |
| 01/04/2024            | HEATON, KATHRYN                          | 325.00                  |
| 01/04/2024            | HERC RENTALS INC                         | 6,005.21                |
| 01/04/2024            | HOME DEPOT                               | 1,218.98                |
| 01/04/2024            | HUMAN SERVICES ASSOCIATION               | 598.33                  |
| 01/04/2024            | HUNTER, JOHN L & ASSOCIATES              | 11,945.00               |
| 01/04/2024            | INTERNATIONAL ELECTRONIC ENTERPRISES INC | 8,987.70                |
| 01/04/2024            | JHM SUPPLY INC                           | 209.78                  |
| 01/04/2024            | LA COUNTY DEPT OF PUBLIC WORKS           | 88,241.08               |
| 01/04/2024            | MC ENROE, BARBARA                        | 561.60                  |
| 01/04/2024            | O'REILLY AUTOMOTIVE STORES INC           | 487.44                  |
| 01/04/2024            | ODP BUSINESS SOLUTIONS LLC               | 317.37                  |
| 01/04/2024            | UAG CERRITOS I LLC                       | 65,413.07               |
| 01/04/2024            | PRECISION AERIAL RENTALS LLC             | 3,501.88                |
| 01/04/2024            | ORDWAY CORPORATION                       | 762.50                  |
| 01/04/2024            | READWRITE EDUCATIONAL SOLUTIONS INC      | 642.85                  |
| 01/04/2024            | ROMBERG MILLING INC                      | 9,091.99                |
| 01/04/2024            | BARRY SANDLER ENTERPRISES                | 119.72                  |
| 01/04/2024            | SOUTHERN COUNTIES OIL CO                 | 21,507.73               |
| 01/04/2024            | SERVICEWEAR APPAREL INC                  | 69.56                   |
| 01/04/2024            | SITEONE LANDSCAPE SUPPLY LLC             | 978.17                  |
| 01/04/2024            | SOUTHERN CALIFORNIA GAS CO               | 773.83                  |
| 01/04/2024            | SPASEFF TED C                            | 240.00                  |
| 01/04/2024            | SUPERIOR COURT OF CALIFORNIA             | 6,361.00                |
| 01/04/2024            | SUPERIOR COURT OF CALIFORNIA             | 8,887.50                |
| 01/04/2024            | THE RINKS-LAKEWOOD ICE                   | 438.75                  |

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

| <b>CHECK<br/>DATE</b> | <b>VENDOR NAME</b>                        | <b>CHECK<br/>AMOUNT</b> |
|-----------------------|---|-------------------------|
| 01/04/2024            | WECK ANALYTICAL ENVIRONMENTAL SERVICES II | 6,635.00                |
| 01/04/2024            | WEST COAST ARBORISTS INC                  | 37,593.45               |
| 01/04/2024            | YARDNEY WATER MANAGEMENT SYSTEMS INC      | 23.17                   |
| 01/04/2024            | YOUTH EVOLUTION ACTIVITIES                | 1,402.83                |
| 01/04/2024            | ALEXANDER, LATOYA                         | 250.00                  |
| 01/04/2024            | AVANCENA, ANA MARGARET                    | 250.00                  |
| 01/04/2024            | INCEPTION ELECTRIC INC                    | 24.86                   |
| 01/04/2024            | MARQUEZ, ELIZABETH                        | 250.00                  |
|                       | <b>Total:</b>                             | <b>366,556.91</b>       |

**CITY OF LAKEWOOD  
FUND SUMMARY 01/11/2024**

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                | 512,706.55        |
| 1020 | CABLE TV                    | 1,732.50          |
| 1030 | CDBG CURRENT YEAR           | 813.33            |
| 1050 | COMMUNITY FACILITY          | 12,520.72         |
| 1090 | LAKEWOOD EQUESTRIAN CENTER  | 33,057.30         |
| 1500 | MISC-SPECIAL REVENUE FUND   | 8,280.00          |
| 1623 | LA CNTY MEASURE W           | 32,865.95         |
| 3001 | CAPITAL IMPROV PROJECT FUND | 446.00            |
| 3070 | PROPOSITION "C"             | 1,082.03          |
| 5020 | CENTRAL STORES              | 3,743.18          |
| 5030 | FLEET MAINTENANCE           | 10,026.25         |
| 7500 | WATER UTILITY FUND          | 16,985.85         |
| 8030 | TRUST DEPOSIT               | 200.00            |
|      |                             | <hr/>             |
|      |                             | <b>634,459.66</b> |

Council Approval

\_\_\_\_\_ Date

\_\_\_\_\_ City Manager

Attest

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

\_\_\_\_\_ Director of Finance and Administrative Services

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

| <b>CHECK<br/>DATE</b> | <b>VENDOR NAME</b>                    | <b>CHECK<br/>AMOUNT</b> |
|-----------------------|---------------------------------------|-------------------------|
| 01/11/2024            | A T & T CORP                          | 373.31                  |
| 01/11/2024            | HEALTH AND HUMAN RESOURCES CENTER INC | 285.12                  |
| 01/11/2024            | ALESHIRE & WYNDER LLP                 | 436.20                  |
| 01/11/2024            | MNRO HOLDINGS LLC                     | 558.15                  |
| 01/11/2024            | ALLENSWORTH JASON                     | 11,416.00               |
| 01/11/2024            | ALS GROUP USA CORP                    | 1,067.31                |
| 01/11/2024            | AMAZON CAPITAL SERVICES INC           | 297.20                  |
| 01/11/2024            | AMER.SOCIETY OF COMPOSERS             | 1,041.00                |
| 01/11/2024            | ROSS AVIATION INVESTMENT LLC          | 5,262.12                |
| 01/11/2024            | B&M LAWN AND GARDEN INC               | 346.99                  |
| 01/11/2024            | BACKSTREET SURVEILLANCE INC           | 3,433.00                |
| 01/11/2024            | BOGRIS, ANASTASIOS                    | 851.47                  |
| 01/11/2024            | LONG BEACH LINCOLN MERCURY INC        | 13.72                   |
| 01/11/2024            | CINTAS CORPORATION                    | 257.51                  |
| 01/11/2024            | COMMUNITY FAMILY GUIDANCE CTR         | 548.33                  |
| 01/11/2024            | CORDOVA-GALLAHER, SALLIE              | 132.50                  |
| 01/11/2024            | COUCH, RON JR                         | 480.00                  |
| 01/11/2024            | D&J INTERNATIONAL INC                 | 796.56                  |
| 01/11/2024            | DAHLIN GROUP INC                      | 5,620.00                |
| 01/11/2024            | DANIEL'S TIRE SERVICE INC             | 691.92                  |
| 01/11/2024            | DELL MARKETING LP                     | 2,179.99                |
| 01/11/2024            | DELTA DENTAL INSURANCE COMPANY        | 831.87                  |
| 01/11/2024            | DELTA DENTAL OF CALIFORNIA            | 8,191.36                |
| 01/11/2024            | DEVITO, DAVID                         | 600.00                  |
| 01/11/2024            | DUNRITE PEST CONTROL INC              | 260.00                  |
| 01/11/2024            | DURHAM SCHOOL SERVICES LP             | 1,300.64                |
| 01/11/2024            | EAST LONG BEACH POOL SUPPLY           | 150.19                  |
| 01/11/2024            | EDCO WASTE SERVICES LLC               | 12,963.93               |
| 01/11/2024            | EMPIRE DESIGN & BUILD LLC             | 174,526.37              |
| 01/11/2024            | FLUE STEAM INC                        | 85.00                   |
| 01/11/2024            | FONG, ALEX                            | 200.00                  |
| 01/11/2024            | FRONTIER CALIFORNIA INC               | 2,405.96                |
| 01/11/2024            | GARIBALDO'S NURSERY                   | 4,665.94                |
| 01/11/2024            | GONSALVES JOE A & SON                 | 4,526.00                |
| 01/11/2024            | GRAINGER W W INC                      | 194.07                  |
| 01/11/2024            | GREEN WISE SOIL TECHNOLOGIES          | 1,212.75                |
| 01/11/2024            | HARA M LAWNMOWER CENTER               | 1,152.26                |
| 01/11/2024            | HERMAN, LINDA                         | 275.00                  |
| 01/11/2024            | HOME DEPOT                            | 1,701.30                |
| 01/11/2024            | JHM SUPPLY INC                        | 569.40                  |
| 01/11/2024            | JONES RICHARD D. A PROF LAW CORP      | 3,477.66                |
| 01/11/2024            | KLASSEN WOOD COMPANY                  | 7,534.25                |
| 01/11/2024            | KROHNE INC                            | 858.00                  |
| 01/11/2024            | LAKEWOOD, CITY WATER DEPT             | 70,053.27               |

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

| <b>CHECK<br/>DATE</b> | <b>VENDOR NAME</b>                  | <b>CHECK<br/>AMOUNT</b> |
|-----------------------|-------------------------------------|-------------------------|
| 01/11/2024            | LANDCARE HOLDINGS INC               | 8,315.00                |
| 01/11/2024            | LOPEZ, ADRIANA                      | 8,280.00                |
| 01/11/2024            | LOS ANGELES CO DEPT OF HEALTH SVCS  | 1,295.00                |
| 01/11/2024            | LA COUNTY DEPT OF PUBLIC WORKS      | 31,376.02               |
| 01/11/2024            | MAG-TROL INC                        | 68.36                   |
| 01/11/2024            | MARKLEY, ELIZABETH                  | 195.00                  |
| 01/11/2024            | MIEIR-KING, RICHARD                 | 423.80                  |
| 01/11/2024            | NATIONAL UNION FIRE INSURANCE CO    | 444.55                  |
| 01/11/2024            | O'REILLY AUTOMOTIVE STORES INC      | 178.90                  |
| 01/11/2024            | HALL KARI                           | 378.00                  |
| 01/11/2024            | OC VACUUM INC                       | 32,522.50               |
| 01/11/2024            | OCEAN BLUE ENVIRONMENTAL SERVICES   | 7,141.28                |
| 01/11/2024            | ODP BUSINESS SOLUTIONS LLC          | 530.55                  |
| 01/11/2024            | OFFUTT COMPANIES INC                | 255.96                  |
| 01/11/2024            | OPUS INSPECTION INC                 | 1,405.69                |
| 01/11/2024            | BAR NONE GROUP INC                  | 5,409.31                |
| 01/11/2024            | PE, ARIEL                           | 291.27                  |
| 01/11/2024            | PRECISION AERIAL RENTALS LLC        | 3,501.88                |
| 01/11/2024            | RAYVERN LIGHTING SUPPLY CO INC      | 107.12                  |
| 01/11/2024            | SERVICEWEAR APPAREL INC             | 45.29                   |
| 01/11/2024            | SHELLITO, MICHAEL                   | 5,513.31                |
| 01/11/2024            | SIEGEL, THEODORE                    | 175.00                  |
| 01/11/2024            | SITEONE LANDSCAPE SUPPLY LLC        | 486.76                  |
| 01/11/2024            | SMART & FINAL INC                   | 168.38                  |
| 01/11/2024            | SO CALIF SECURITY CENTERS INC       | 166.18                  |
| 01/11/2024            | SOMERS ENTERPRISES INC              | 7,700.00                |
| 01/11/2024            | SOUTHERN CALIFORNIA EDISON CO       | 87,810.70               |
| 01/11/2024            | SOUTHERN CALIFORNIA EDISON          | 6,447.87                |
| 01/11/2024            | SOUTHWEST PATROL INC                | 19,737.00               |
| 01/11/2024            | SPASEFF TED C                       | 240.00                  |
| 01/11/2024            | STANDARD INSURANCE CO UNIT 22       | 1,954.40                |
| 01/11/2024            | STANDARD INSURANCE CO UNIT 22       | 10,638.65               |
| 01/11/2024            | STEIN, ANDREW T                     | 990.40                  |
| 01/11/2024            | ARIZONA MACHINERY LLC               | 412.73                  |
| 01/11/2024            | SU CASA ENDING DOMESTIC VIOLENCE    | 416.63                  |
| 01/11/2024            | SU CASA ENDING DOMESTIC VIOLENCE    | 265.00                  |
| 01/11/2024            | TRANSAMERICA LIFE INSURANCE COMPANY | 1,038.19                |
| 01/11/2024            | TYLER BUSINESS FORMS                | 894.67                  |
| 01/11/2024            | URBAN PROFESSIONAL BUILDERS INC     | 15,000.00               |
| 01/11/2024            | VERITIV OPERATING COMPANY           | 345.25                  |
| 01/11/2024            | VIDIFLO INC                         | 1,600.00                |
| 01/11/2024            | VISION SERVICE PLAN                 | 4,326.71                |
| 01/11/2024            | WALTERS WHOLESALE ELECTRIC CO       | 5,375.25                |
| 01/11/2024            | WATERLINE TECHNOLOGIES INC          | 6,006.07                |



**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

| <b>CHECK<br/>DATE</b> | <b>VENDOR NAME</b>            | <b>CHECK<br/>AMOUNT</b> |
|-----------------------|-------------------------------|-------------------------|
| 01/11/2024            | WAXIE ENTERPRISES INC         | 1,115.05                |
| 01/11/2024            | COMPREHENSIVE PRINT GROUP LLC | 633.94                  |
| 01/11/2024            | WILLDAN ASSOCIATES            | 16,797.00               |
| 01/11/2024            | WILLIAMS, MICHELLE            | 296.00                  |
| 01/11/2024            | GOODING, BRITTNEY             | 100.00                  |
| 01/11/2024            | MARTIN, MAUREEN               | 719.42                  |
| 01/11/2024            | TOLEDO, GUSTAVO GUZMAN        | 100.00                  |
| 01/11/2024            | U S POSTAL SERVICE            | 1,000.00                |
|                       | <b>Total:</b>                 | <b>634,459.66</b>       |

**CITY OF LAKEWOOD  
FUND SUMMARY 01/18/2024**

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              | 1,060,928.51        |
| 1020 | CABLE TV                  | 1,326.64            |
| 1025 | AMERICAN RESCUE PLAN      | 2.50                |
| 1030 | CDBG CURRENT YEAR         | 6,555.58            |
| 1050 | COMMUNITY FACILITY        | 2,466.71            |
| 1090 | LAKWOOD EQUESTRIAN CENTER | 71,017.08           |
| 1500 | MISC-SPECIAL REVENUE FUND | 1.05                |
| 1621 | LA CNTY MEASURE R         | 10,060.00           |
| 1623 | LA CNTY MEASURE W         | 8,480.50            |
| 3060 | PROPOSITION "A"           | 44.58               |
| 3070 | PROPOSITION "C"           | 1,227.80            |
| 3901 | HOUSING SUCCESSOR AGENCY  | 35.15               |
| 5010 | GRAPHICS AND COPY CENTER  | 1,158.75            |
| 5020 | CENTRAL STORES            | 3,440.73            |
| 5030 | FLEET MAINTENANCE         | 3,710.64            |
| 7500 | WATER UTILITY FUND        | 47,220.93           |
| 8030 | TRUST DEPOSIT             | 137.09              |
|      |                           | <b>1,217,814.24</b> |

Council Approval

\_\_\_\_\_

Date

\_\_\_\_\_

City Manager

Attest

\_\_\_\_\_

City Clerk

\_\_\_\_\_

Director of Finance and Administrative Services

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

| <b>CHECK<br/>DATE</b> | <b>VENDOR NAME</b>                  | <b>CHECK<br/>AMOUNT</b> |
|-----------------------|-------------------------------------|-------------------------|
| 01/18/2024            | ADAMS-HILLERY SHARRON               | 6,450.00                |
| 01/18/2024            | COASTAL OCCUPATIONAL MEDICAL GROUP  | 225.00                  |
| 01/18/2024            | ALAN'S LAWN AND GARDEN CENTER INC   | 267.26                  |
| 01/18/2024            | AMAZON CAPITAL SERVICES INC         | 4,639.81                |
| 01/18/2024            | BISHOP COMPANY                      | 68.06                   |
| 01/18/2024            | TWO SHELLS ENTERPRISES INC          | 80.00                   |
| 01/18/2024            | BREA, CITY OF                       | 38,492.00               |
| 01/18/2024            | BUCKNAM PETER JOSEPH                | 10,060.00               |
| 01/18/2024            | C A C E 0                           | 82.00                   |
| 01/18/2024            | CA ASSOC FOR COORDINATED TRANSPORTN | 800.00                  |
| 01/18/2024            | CAL STATE AUTO PARTS INC            | 696.78                  |
| 01/18/2024            | CALIF. STATE DISBURSEMENT UNIT      | 849.68                  |
| 01/18/2024            | CALIF STATE FRANCHISE TAX BOARD     | 25.00                   |
| 01/18/2024            | LONG BEACH LINCOLN MERCURY INC      | 170.43                  |
| 01/18/2024            | CINTAS CORPORATION                  | 9.10                    |
| 01/18/2024            | CINTAS CORPORATION                  | 691.97                  |
| 01/18/2024            | CORELOGIC INC                       | 57.75                   |
| 01/18/2024            | DAHLIN GROUP INC                    | 2,550.00                |
| 01/18/2024            | DE LAGE LANDEN FINANCIAL SERVICES   | 394.81                  |
| 01/18/2024            | DUNRITE PEST CONTROL INC            | 750.00                  |
| 01/18/2024            | EDCO WASTE SERVICES LLC             | 525,672.29              |
| 01/18/2024            | EDCO WASTE SERVICES LLC             | 453.69                  |
| 01/18/2024            | EMPIRE DESIGN & BUILD LLC           | 139,981.67              |
| 01/18/2024            | EMPLOYMENT DEVELOPMENT DEPT         | 40.00                   |
| 01/18/2024            | FBA ENGINEERING                     | 7,122.50                |
| 01/18/2024            | GARIBALDO'S NURSERY                 | 1,167.87                |
| 01/18/2024            | GRAINGER W W INC                    | 146.52                  |
| 01/18/2024            | HACIENDA SOSEGADO LLC               | 10,836.50               |
| 01/18/2024            | HERC RENTALS INC                    | 6,542.42                |
| 01/18/2024            | HOME DEPOT                          | 295.80                  |
| 01/18/2024            | INFOSEND INC                        | 20,942.93               |
| 01/18/2024            | JONES RICHARD D. A PROF LAW CORP    | 17,963.99               |
| 01/18/2024            | KILEY GREGORY THOMAS                | 3,750.00                |
| 01/18/2024            | KLASSEN WOOD COMPANY                | 7,802.22                |
| 01/18/2024            | LAKEWOOD CHAMBER OF COMMERCE        | 1,833.33                |
| 01/18/2024            | LAKEWOOD ROTARY CLUB                | 204.00                  |
| 01/18/2024            | LAKEWOOD, CITY OF                   | 100.00                  |
| 01/18/2024            | LEAGUE OF CALIFORNIA CITIES         | 24,779.00               |
| 01/18/2024            | LIFTECH ELEVATOR SERVICES INC       | 1,031.00                |
| 01/18/2024            | LONG BEACH CITY GAS & WATER DEPT    | 528.66                  |
| 01/18/2024            | LA COUNTY DEPT OF PUBLIC WORKS      | 69,288.08               |
| 01/18/2024            | NESTLE WATERS NORTH AMERICA         | 374.33                  |
| 01/18/2024            | O'REILLY AUTOMOTIVE STORES INC      | 1,084.63                |
| 01/18/2024            | OC VACUUM INC                       | 7,667.50                |
| 01/18/2024            | PATHWAYS VOLUNTEER HOSPICE          | 548.33                  |
| 01/18/2024            | PAYMENTUS CORPORATION               | 10,661.06               |
| 01/18/2024            | UAG CERRITOS I LLC                  | 681.75                  |

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

| <b>CHECK<br/>DATE</b> | <b>VENDOR NAME</b>                      | <b>CHECK<br/>AMOUNT</b> |
|-----------------------|---|-------------------------|
| 01/18/2024            | PIERSON, JEREMY L                       | 182.40                  |
| 01/18/2024            | OUIINN RENTAL SERVICES                  | 2,954.50                |
| 01/18/2024            | S C P L R C                             | 300.00                  |
| 01/18/2024            | S.T.E.A.M.                              | 13,169.89               |
| 01/18/2024            | SCHRUBBE, JACQUELINE                    | 652.00                  |
| 01/18/2024            | SCMAF OFFICE                            | 330.49                  |
| 01/18/2024            | SMART & FINAL INC                       | 34.52                   |
| 01/18/2024            | SO CALIF SECURITY CENTERS INC           | 367.94                  |
| 01/18/2024            | SOLID SURFACE CARE INC                  | 2,412.10                |
| 01/18/2024            | SOMERS ENTERPRISES INC                  | 5,280.00                |
| 01/18/2024            | SOUTHERN CALIFORNIA EDISON CO           | 10,639.07               |
| 01/18/2024            | SOUTHERN CALIFORNIA EDISON              | 42,788.73               |
| 01/18/2024            | SPECTRA SYSTEMS INC                     | 31,079.00               |
| 01/18/2024            | CHARTER COMMUNICATIONS HOLDINGS LLC     | 13,504.43               |
| 01/18/2024            | SPICERS PAPER INC                       | 762.53                  |
| 01/18/2024            | STATE WATER RESOURCES CONTROL BOARD     | 798.00                  |
| 01/18/2024            | SYN-TECH SYSTEMS INC                    | 27.39                   |
| 01/18/2024            | T-MOBILE USA INC                        | 530.63                  |
| 01/18/2024            | T2 SYSTEMS INC                          | 95.00                   |
| 01/18/2024            | TENG, WHEA-FUN                          | 176.00                  |
| 01/18/2024            | TETRA TECH INC                          | 5,875.00                |
| 01/18/2024            | TGIS CATERING SVCS INC                  | 14,028.50               |
| 01/18/2024            | U S POSTAL SERVICE                      | 15,000.00               |
| 01/18/2024            | URBAN CONSTRUCTION AND DESIGN SOLUTIONS | 23,324.00               |
| 01/18/2024            | URBAN PROFESSIONAL BUILDERS INC         | 38,215.73               |
| 01/18/2024            | VARIABLE SPEED SOLUTIONS                | 815.00                  |
| 01/18/2024            | WAXIE ENTERPRISES INC                   | 1,860.56                |
| 01/18/2024            | WILBER, BILL                            | 42.00                   |
| 01/18/2024            | WILLDAN ASSOCIATES                      | 49,190.00               |
| 01/18/2024            | FLOWERS, LASHON                         | 250.00                  |
| 01/18/2024            | JOHNSON, PRECIOUS                       | 250.00                  |
| 01/18/2024            | MAXFIELD, ROBERT                        | 250.00                  |
| 01/18/2024            | POSTON, MEGAN                           | 250.00                  |
| 01/18/2024            | VISSER, DARIUS                          | 250.00                  |
| 01/18/2024            | CALIFORNIA DEPARTMENT OF                | 13,171.00               |
| 01/18/2024            | GOLD COAST AWARDS INC                   | 98.11                   |
|                       | <b>Total:</b>                           | <b>1,217,814.24</b>     |

**CITY OF LAKEWOOD  
FUND SUMMARY 01/25/2024**

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                | 345,712.90        |
| 1015 | SPECIAL OLYMPICS            | 175.10            |
| 1020 | CABLE TV                    | 1,538.98          |
| 1050 | COMMUNITY FACILITY          | 9,746.23          |
| 1070 | RETIREE BENEFITS            | 5,358.05          |
| 1090 | LAKEWOOD EQUESTRIAN CENTER  | 2,219.16          |
| 1622 | LA CNTY MEASURE M           | 313.53            |
| 3001 | CAPITAL IMPROV PROJECT FUND | 9,352.00          |
| 3070 | PROPOSITION "C"             | 69.62             |
| 5010 | GRAPHICS AND COPY CENTER    | 272.14            |
| 5020 | CENTRAL STORES              | 1,967.81          |
| 5030 | FLEET MAINTENANCE           | 15,253.83         |
| 7500 | WATER UTILITY FUND          | 259,081.77        |
| 8030 | TRUST DEPOSIT               | 200.00            |
|      |                             | <b>651,261.12</b> |

Council Approval

\_\_\_\_\_ Date

\_\_\_\_\_ City Manager

Attest

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

\_\_\_\_\_ Director of Finance and Administrative Services

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

| <b>CHECK<br/>DATE</b> | <b>VENDOR NAME</b>                 | <b>CHECK<br/>AMOUNT</b> |
|-----------------------|------------------------------------|-------------------------|
| 01/25/2024            | SHAKER NERMINE                     | 1,925.00                |
| 01/25/2024            | MB OLIVER INC                      | 2,560.00                |
| 01/25/2024            | ALBANO'S PLUMBING INC              | 425.00                  |
| 01/25/2024            | ALL CITY MANAGEMENT SERVICES INC   | 19,467.75               |
| 01/25/2024            | ALLIED REFRIGERATION INC           | 326.62                  |
| 01/25/2024            | AMAZON CAPITAL SERVICES INC        | 385.18                  |
| 01/25/2024            | ASSA ABLOY ENTRANCE SYSTEMS US INC | 2,137.31                |
| 01/25/2024            | N. HARRIS COMPUTER CORPORATION     | 25,557.12               |
| 01/25/2024            | B&M LAWN AND GARDEN INC            | 4,934.95                |
| 01/25/2024            | BACKSTREET SURVEILLANCE INC        | 16,763.00               |
| 01/25/2024            | BLUEALLY TECHNOLOGY SOLUTIONS      | 786.72                  |
| 01/25/2024            | BRENNTAG PACIFIC INC               | 4,674.39                |
| 01/25/2024            | LEE, YOUNG                         | 391.45                  |
| 01/25/2024            | BROWN, BONNIE                      | 245.05                  |
| 01/25/2024            | C A C E 0                          | 342.00                  |
| 01/25/2024            | CAL STATE AUTO PARTS INC           | 1,598.97                |
| 01/25/2024            | CALIF. STATE DISBURSEMENT UNIT     | 849.68                  |
| 01/25/2024            | CALIF STATE FRANCHISE TAX BOARD    | 75.98                   |
| 01/25/2024            | CALIFORNIA STATE DEPT OF JUSTICE   | 448.00                  |
| 01/25/2024            | CALIFORNIA, STATE OF               | 225.00                  |
| 01/25/2024            | CERRITOS, CITY OF                  | 49,286.30               |
| 01/25/2024            | CINTAS CORPORATION                 | 242.22                  |
| 01/25/2024            | CITY & COUNTY ENGINEER'S ASSOC     | 300.00                  |
| 01/25/2024            | CAMERON WELDING SUPPLY             | 333.22                  |
| 01/25/2024            | COLOR CARD ADMINISTRATOR CORP      | 31.10                   |
| 01/25/2024            | CUOMO, BIAGIO                      | 62.84                   |
| 01/25/2024            | DANGELO COMPANY                    | 1,773.90                |
| 01/25/2024            | DANIEL'S TIRE SERVICE INC          | 696.37                  |
| 01/25/2024            | DATA TICKET INC                    | 400.00                  |
| 01/25/2024            | DIVE/CORR INC                      | 12,225.00               |
| 01/25/2024            | EMPLOYMENT DEVELOPMENT DEPT        | 40.00                   |
| 01/25/2024            | FEDERAL EXPRESS CORP               | 115.47                  |
| 01/25/2024            | FERGUSON ENTERPRISES INC           | 7,532.67                |
| 01/25/2024            | FIRST RESPONSE METERING LLC        | 2,400.00                |
| 01/25/2024            | ACCO BRANDS USA LLC                | 209.30                  |
| 01/25/2024            | GLASBY MAINTENANCE SUPPLY CO       | 254.15                  |
| 01/25/2024            | GRAINGER W W INC                   | 184.59                  |
| 01/25/2024            | HARA M LAWNMOWER CENTER            | 5,000.51                |
| 01/25/2024            | HEATON, KATHRYN                    | 260.00                  |
| 01/25/2024            | HINDERLITER DE LLAMAS & ASSOC      | 4,317.25                |
| 01/25/2024            | FLORES DAVID                       | 5,500.00                |
| 01/25/2024            | HOME DEPOT                         | 5,585.23                |
| 01/25/2024            | INFOSEND INC                       | 10,382.20               |
| 01/25/2024            | JJS PALOMO'S STEEL INC             | 314.33                  |

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

| <b>CHECK<br/>DATE</b> | <b>VENDOR NAME</b>                  | <b>CHECK<br/>AMOUNT</b> |
|-----------------------|-------------------------------------|-------------------------|
| 01/25/2024            | JONES RICHARD D. A PROF LAW CORP    | 2,602.74                |
| 01/25/2024            | KAPLAN, MATHEW R                    | 220.00                  |
| 01/25/2024            | KOSMONT & ASSOCIATES INC            | 6,391.62                |
| 01/25/2024            | LAKEWOOD CHAMBER OF COMMERCE        | 1,000.00                |
| 01/25/2024            | LIEBERT CASSIDY WHITMORE            | 831.50                  |
| 01/25/2024            | LIFTECH ELEVATOR SERVICES INC       | 447.00                  |
| 01/25/2024            | LONG BEACH, CITY OF                 | 1,096.50                |
| 01/25/2024            | LA COUNTY DEPT OF PUBLIC WORKS      | 58,018.89               |
| 01/25/2024            | LA COUNTY DEPT OF PUBLIC WORKS      | 17,370.49               |
| 01/25/2024            | MACRO AUTOMATICS                    | 6,865.75                |
| 01/25/2024            | MATHESON TRI-GAS INC                | 126.05                  |
| 01/25/2024            | MAXWELL PLUMBING INC                | 7,189.90                |
| 01/25/2024            | MC MASTER-CARR SUPPLY CO            | 932.75                  |
| 01/25/2024            | MJ BUSINESS INC                     | 2,050.00                |
| 01/25/2024            | O'REILLY AUTOMOTIVE STORES INC      | 1,520.42                |
| 01/25/2024            | PHASE II SYSTEMS INC                | 2,958.05                |
| 01/25/2024            | PAYMENTUS CORPORATION               | 9,090.58                |
| 01/25/2024            | US BANCORP ASSET MANAGEMENT INC     | 3,028.58                |
| 01/25/2024            | RAYVERN LIGHTING SUPPLY CO INC      | 745.93                  |
| 01/25/2024            | S & J SUPPLY CO                     | 1,603.88                |
| 01/25/2024            | SALCEDA LUIS                        | 220.00                  |
| 01/25/2024            | STEARNS CONRAD & SCHMIDT CONSLT ENG | 16,470.00               |
| 01/25/2024            | SHUSTER ADVISORY GROUP LLC          | 2,400.00                |
| 01/25/2024            | SIERRA INSTALLATIONS INC            | 9,047.50                |
| 01/25/2024            | SIGNAL HILL AUTO ENTERPRISES INC    | 385.32                  |
| 01/25/2024            | SITEONE LANDSCAPE SUPPLY LLC        | 6,147.38                |
| 01/25/2024            | SMART & FINAL INC                   | 89.14                   |
| 01/25/2024            | SO CALIF SECURITY CENTERS INC       | 100.88                  |
| 01/25/2024            | MWB COPY PRODUCTS INC               | 115.76                  |
| 01/25/2024            | SOLID SURFACE CARE INC              | 896.25                  |
| 01/25/2024            | SOUTHERN CALIFORNIA EDISON CO       | 5,058.46                |
| 01/25/2024            | SOUTHERN CALIFORNIA GAS CO          | 5,579.60                |
| 01/25/2024            | AUDIO MESSAGING SOLUTIONS LLC       | 342.87                  |
| 01/25/2024            | STATE WATER RESOURCES CONTROL BOARD | 78,249.57               |
| 01/25/2024            | ARIZONA MACHINERY LLC               | 131.07                  |
| 01/25/2024            | STOVER SEED COMPANY                 | 81.74                   |
| 01/25/2024            | TGIS CATERING SVCS INC              | 1,050.09                |
| 01/25/2024            | THE RINKS-LAKEWOOD ICE              | 370.50                  |
| 01/25/2024            | TRANE U S INC                       | 4,909.48                |
| 01/25/2024            | U S BANK NATIONAL ASSOCIATION       | 37,740.20               |
| 01/25/2024            | UNDERGROUND SERVICE ALERT           | 146.50                  |
| 01/25/2024            | URBAN PROFESSIONAL BUILDERS INC     | 40,000.00               |
| 01/25/2024            | CELLCO PARTNERSHIP                  | 596.84                  |
| 01/25/2024            | VITAL RECORDS HOLDING LLC           | 54.78                   |

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

| <b>CHECK<br/>DATE</b> | <b>VENDOR NAME</b>             | <b>CHECK<br/>AMOUNT</b> |
|-----------------------|--------------------------------|-------------------------|
| 01/25/2024            | WALTERS WHOLESALE ELECTRIC CO  | 649.48                  |
| 01/25/2024            | WATER SYSTEM SERVICES LLC      | 195.00                  |
| 01/25/2024            | WATERLINE TECHNOLOGIES INC     | 7,262.55                |
| 01/25/2024            | WATERSMART SOFTWARE INC        | 57,140.30               |
| 01/25/2024            | WAXIE ENTERPRISES INC          | 334.12                  |
| 01/25/2024            | WEST COAST ARBORISTS INC       | 43,736.10               |
| 01/25/2024            | WEST COAST SAND AND GRAVEL INC | 606.38                  |
| 01/25/2024            | WESTERN EXTERMINATOR CO        | 70.60                   |
| 01/25/2024            | WESTERN EXTERMINATOR CO        | 78.70                   |
| 01/25/2024            | WILLDAN ASSOCIATES             | 11,806.00               |
| 01/25/2024            | WOOD RODGERS INC               | 2,290.00                |
| 01/25/2024            | YBARRA, ALBERT JR              | 150.00                  |
| 01/25/2024            | BERGER, JOHN                   | 100.00                  |
| 01/25/2024            | CHAVEZ, ANITA                  | 2.69                    |
| 01/25/2024            | COVELLO, RICK                  | 200.00                  |
| 01/25/2024            | EVANGELISTA, REDENTOR          | 198.82                  |
| 01/25/2024            | GARAVITO, LAURA                | 250.00                  |
| 01/25/2024            | HUYNHA, CHI                    | 100.00                  |
| 01/25/2024            | SCHULZ, MORGAN                 | 250.00                  |
|                       | <b>Total:</b>                  | <b>651,261.12</b>       |



**CITY OF LAKEWOOD  
SUMMARY ACH/WIRE REGISTER JANUARY 2024**

| <b>ACH date</b> | <b>Amount</b>  | <b>Recipient</b>     | <b>Purpose</b>                   | <b>Period</b>      |
|-----------------|----------------|----------------------|----------------------------------|--------------------|
| 1/4/24          | \$3,000,000.00 | CAMP                 | City Investment Deposit          | January 2024       |
| 1/5/24          | \$2,350.00     | LCEA                 | Employee Paid Dues               | December 2023      |
| 1/5/24          | \$14,010.62    | VOYA                 | Payroll -Deferred Compensation   | Dec 10-23, 2023    |
| 1/5/24          | \$35,916.70    | VOYA                 | Payroll - Deferred Compensation  | Dec 10-23, 2023    |
| 1/5/24          | \$3,069.30     | MidAmerica           | Retiree Medical Benefit          | Dec 10-23, 2023    |
| 1/5/24          | \$8,032.38     | PARS via U.S. Bank   | Payroll - Retirement Plan 1 of 1 | Dec 10-23, 2023    |
| 1/5/24          | \$125,237.17   | CalPERS              | Payroll - Retirement Plan        | Dec 10-23, 2023    |
| 1/5/24          | \$2,000,000.00 | CAMP                 | City Investment Deposit          | January 2024       |
| 1/5/24          | \$2,983.56     | CalPERS              | Payroll - Retirement Plan        | January 2024       |
| 1/5/24          | \$1,242.24     | CalPERS              | Payroll - Retirement Plan        | January 2024       |
| 1/5/24          | \$127,977.94   | CalPERS              | Employee Medical Premiums        | January 2024       |
| 1/10/24         | \$611,603.92   | Various              | Employee Payroll                 | Dec 24-Jan 6, 2024 |
| 1/10/24         | \$111,026.70   | IRS via F&M          | Payroll - Federal Taxes          | Dec 24-Jan 6, 2024 |
| 1/11/24         | \$9,090.72     | PARS via U.S. Bank   | Payroll-Retirement Plan          | January 2024       |
| 1/11/24         | \$31,239.77    | EDD                  | Payroll - State Taxes            | Dec 24-Jan 6, 2024 |
| 1/11/24         | \$2,271.64     | MidAmerica           | Retiree Medical Benefit          | Dec 24-Jan 6, 2024 |
| 1/11/24         | \$14,356.89    | VOYA                 | Payroll -Deferred Compensation   | Dec 24-Jan 6, 2024 |
| 1/11/24         | \$38,086.31    | VOYA                 | Payroll - Deferred Compensation  | Dec 24-Jan 6, 2024 |
| 1/11/24         | \$3,425.00     | PARS via U.S. Bank   | Payroll - Retirement Plan 1 of 2 | Dec 24-Jan 6, 2024 |
| 1/11/24         | \$4,553.69     | PARS via U.S. Bank   | Payroll - Retirement Plan 2 of 2 | Dec 24-Jan 6, 2024 |
| 1/12/24         | \$1,660.89     | The Technology Depot | Communications Services 1 of 2   | January 2024       |
| 1/17/24         | \$2,250.00     | CalPERS              | GASB 68 Report                   | January 2024       |
| 1/17/24         | \$25,278.74    | MidAmerica           | Retiree Medical Benefit          | January 2024       |
| 1/19/24         | \$706.66       | LB Meals on Wheels   | Monthly Contribution             | December 2023      |
| 1/19/24         | \$3,000,000.00 | CAMP                 | City Investment Deposit          | January 2024       |
| 1/22/24         | \$5,000,000.00 | CAMP                 | City Investment Deposit          | January 2024       |
| 1/24/24         | \$109,136.26   | IRS via F&M          | Payroll - Federal Taxes          | Jan 7-20, 2024     |
| 1/24/24         | \$635,155.09   | Various              | Employee Payroll                 | Jan 7-20, 2024     |
| 1/25/24         | \$30,037.99    | EDD                  | Payroll - State Taxes            | Jan 7-20, 2024     |
| 1/26/24         | \$124,168.45   | CalPERS              | Payroll - Retirement Plan        | Dec 24-Jan 6, 2024 |
| 1/26/24         | \$15,439.54    | VOYA                 | Payroll -Deferred Compensation   | Jan 7-20, 2024     |
| 1/26/24         | \$37,308.31    | VOYA                 | Payroll - Deferred Compensation  | Jan 7-20, 2024     |
| 1/26/24         | \$7,918.27     | PARS via U.S. Bank   | Payroll - Retirement Plan 1 of 1 | Jan 7-20, 2024     |
| 1/26/24         | \$473.70       | PARS via U.S. Bank   | Payroll-Retirement Plan          | January 2024       |
| 1/26/24         | \$3,130.36     | MidAmerica           | Retiree Medical Benefit          | Jan 7-20, 2024     |
| 1/26/24         | \$254,074.00   | CalPERS              | Retirmnt-Unfunded Accrued Liab   | January 2024       |

| <b>ACH date</b> | <b>Amount</b>  | <b>Recipient</b>     | <b>Purpose</b>                 | <b>Period</b> |
|-----------------|----------------|----------------------|--------------------------------|---------------|
| 1/29/24         | \$2,500.00     | LCEA                 | Employee Paid Dues             | January 2024  |
| 1/29/24         | \$2,000,000.00 | CAMP                 | City Investment Deposit        | January 2024  |
| 1/29/24         | \$666.14       | The Technology Depot | Communications Services 2 of 2 | January 2024  |

Council Approval

\_\_\_\_\_

Date

\_\_\_\_\_

City Manager

Attest:

\_\_\_\_\_

City Clerk

\_\_\_\_\_

Director of Finance & Administrative Services

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

**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: Audit, Public Safety, and Capital Improvement Plan committees.

### **STATEMENT OF FACT**

#### **On December 4, 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) presented the results of the recent audit, including a draft of the city's Annual Comprehensive Financial Report (ACFR) and key financial indicators. The report was subsequently presented to the City Council at the December 12, 2023 meeting. Mr. Julio Morales from Kosmont Financial Services presented a variety of financing tools to further enhance funding of the city's pension obligations. More information for discussion will be brought to the Committee and Council in 2024. The Recreation and Community Services Department presented several changes regarding risk mitigation and business license policies for recreation contract instructors. Lastly, staff presented an overview of cybersecurity measures recently implemented across various city systems. This was a follow up to prior discussions between the Committee, staff, and The Pun Group regarding the increasing importance of cybersecurity.

#### **On January 12, the Public Safety Committee met and discussed:**

##### Local Roadway Traffic Safety Update

The City Manager reviewed a report that addressed city-wide traffic safety measures completed and referenced the Local Roadway Safety Plan (LRSP) that includes recommended improvement projects for future consideration. Per the Committee's request, a dedicated meeting will be scheduled for an extensive review of the presented traffic safety issues.

##### Purchase of Security Camera Trailers

Additional security camera trailers would assist law enforcement with improved response times and provide footage for use in prosecution, if needed. Staff recommended for the Committee to recommend for City Council to approve the purchase of three mobile security camera trailers. Chairman Rogers moved and Member Pe seconded without objection.

##### Salvation Army Bell Shelter Update

Staff provided an update on services delivered by Bell Shelter in the first six months of the shelter bed program. Recently, there has been a wait list for current dedicated beds. Staff proposed to increase the number of beds from four to eight. Staff recommended for the Committee to recommend for City Council to approve an amendment to the agreement with Salvation Army to increase dedicated beds. The Committee agreed.

## Council Committees' Activities

February 13, 2024

Page 2

### Debrief of Social Media Meet-Up at Lakewood Center

Staff, LASD and mall security were prepared and proactive in efforts to prevent a planned disturbance at Lakewood Center Mall on December 23, 2023 after learning of a social media post promoting the meet up. The deployment of personnel and resources to deter the disturbance were deemed successful. There were no incidents to report.

### Crime Trends and Statistics

Overall, Part 1 Crimes within the city are down. At Lakewood Mall, the number of crimes have decreased as well.

### Abatement Deputy Update

Updates were provided on several locations. Outreach services were offered alongside Homeless Services Liaison.

### Community Prosecutor Program Update

Updates were provided on various locations. Deputy District Attorney attended court matters for incidents in Lakewood.

### Public Safety Department Update

Community Safety Officer recruitments progressed through the final stages. Holiday programs were well received by residents. Emergency Management meetings will continue with staff to maintain emergency readiness.

### Public Outreach

Highlights of Southwest Patrol, the city's Service Provider of the Year, will be shared with residents. Homeless assistance success stories, Neighborhood Safety Enhancement Plan elements and traffic safety efforts will be publicized as well.

### Follow-Up Items

Staff recommended to amend complaint on Zero Bail issues with surrounding cities. The Committee agreed to move forward.

TNT Fireworks requested to amend current ordinance to allow for an increase in the amount collected from organizations for rent. Currently, there is a cap of \$1,000 that organizations pay for rent, with TNT absorbing the balance. Because rent for the various sites has increased significantly since the ordinance was adopted in the early 2000s, TNT pays more and more of those costs every year, which TNT says is unsustainable. They would like to increase the cap to reflect more of a 50/50 split of the costs. The Committee was reluctant to approve a 50/50 split, but after a review of data and further discussion agreed to recommend to the full Council, increasing the cap to \$1,750 and directed staff to develop a methodology that would spread the impacts of the increase equitably amongst all groups.

**On January 17, the Capital Improvement Plan Committee met and discussed:**

CIP Project Updates

*Weingart Senior Center Improvements* – Dahlin Group plans have been approved. The project has received \$2,000,000 from Senator Lena Gonzalez and is expected to go out to bid once we receive the final earmark and community project funding from Congresswoman Nanette Barragán.

*Palms Community Center Improvements* – Dahlin Group submitted the construction set of drawings; staff has requested a proposal from consultant Ardurra for a constructability review, concurrently with staff review of the plans. This may result in more corrections before the final plan check.

*Mayfair Water Capture Project* – The water sampling required by Los Angeles County Public Health Department is expected to continue through April of 2024. Golden Meter is preparing a report to submit to Los Angeles County Sanitation District to satisfy the permit requirements.

*City Hall Modular Office Improvements* – The pending items include the receipt and installation of the new gates on the east and west sides of the trailer. Also, staff is working with SCE to upgrade the electrical service to the trailer.

*The Centre Lighting, Ceiling, Carpet, and Painting Improvements* – With the exception of final programming from Leviton, construction is substantially complete. In addition, staff intends to ask the contractor for a price to install lights and ceiling tile replacement for the council chambers.

*City Hall and Centre Generator Modernization* – The plans are being modified. Staff has requested to swap the generator to a Kohler generator. Staff intends to proceed with the replacement of the transfer switch in advance of the construction and the cost is estimated to be approximately \$9,000.

Willdan – Design Proposal for Street Improvements

Willdan Engineering has submitted a proposal to provide design services for street improvements in an amount of \$1,268,535. Staff will determine priority based on available funding from Measures R, M, and SB-1, and phased scheduling of the construction improvements. The project will resurface streets that are in need of improvements since 2013 when the city completed a city-wide street resurfacing project. The city has sufficient funding in Measures R and M available for design of the pavement rehab on the street segments identified for the current project.

Letter of Intent with Southland Industries

On December 11, 2023, Southland Industries presented proposals for energy projects that could be conducted through the utilization of GC 4217 to the CIP Committee. Southland Industries proposed to complete the projects that have already been designed and slated for the electrical, HVAC, and roof infrastructure improvements as well as adding The Centre and City Hall. Their proposed scope of work includes addition of new facility controls and LED lighting improvements at the listed facilities. The city needs to provide Southland with a Letter of Intent to initiate the process and proceed with the Investment Grade Audit to determine the feasibility of entering into a negotiated contract with Southland utilizing GC 4217, for energy conservation, air quality improvements, and infrastructure upgrades at the facilities requiring improvements.

Update on City Hall Improvements

Water damage was discovered to the front lobby roof, walls and floors. Staff is still determining the best course of action, and costs for repairs are still being determined. In addition, \$30,000 of project funding was required for asbestos abatement testing, specifications, and oversight from our on-call environmental consultant SCS Engineers.

City Council authorized work on the development of City Hall office improvements master plan per a proposal by on-call architect Dahlin Group to develop a conceptual and schematic design for the improvements. Staff has asked Dahlin for a proposal for "phase 3" of City Hall office improvements. This would include creating construction documents suitable for negotiating a change order for the remainder of City Hall, inclusive of the Administration, Public Information, and RCS departments of City Hall. In addition, the proposal provides construction administration, such as responding to RFIs and submittal reviews. The total fee is not-to-exceed \$63,500.

CIP Funding Sheet Overview

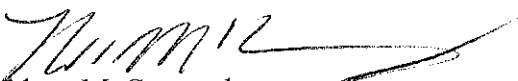
Presented was an overview of the financial aspects of the new draft seven-year CIP Budget. The summary sheets address anticipated funding by source of funds, anticipated expenditures by source of funds, net annual fund balances and cumulative annual fund balances denoting the differences between funding and expenditures. The estimated Measure L expenditures by project and fiscal year are also included.

Corner Lot Development RFP

Staff is working with our consultant Ardurra on the development of an RFP for the design development on the dirt corner lot of the Civic Center. Within the RFP, staff will need to provide to the architectural/engineering firms a scope of work for the project. Based on preliminary concept drawings completed by City Architect, and meetings with city staff, a potential scope of work has been identified. Features include a stage, seating area, restrooms, storage facility, entry archways, landscape buffers and soundwalls, a main parking lot, a flex lot, and children's activity area.

**RECOMMENDATION**

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

  
Thaddeus McCormack  
City Manager

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



**COUNCIL AGENDA**

February 13, 2024

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

**SUBJECT:** Monthly Report of Investment Transactions – January 2024

**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-Jan-24 | \$ 180,424.48  | CAMP POOL  | Interest    | 5.540% |
| 01-Jan-24 | 836.63         | BOND       | Interest    | 1.455% |
| 01-Jan-24 | 1,666.85       | BOND       | Interest    | 1.258% |
| 04-Jan-24 | 3,000,000.00   | CAMP POOL  | Purchase    | 5.540% |
| 04-Jan-24 | 669,132.46     | TREAS      | Purchase    | 1.500% |
| 04-Jan-24 | 733,664.40     | TREAS      | Purchase    | 0.625% |
| 04-Jan-24 | 184,936.50     | CORP       | Sell        | 1.800% |
| 04-Jan-24 | 90,649.59      | CORP       | Sell        | 1.125% |
| 04-Jan-24 | 186,070.22     | CORP       | Sell        | 1.125% |
| 04-Jan-24 | 82,917.57      | CORP       | Sell        | 0.750% |
| 04-Jan-24 | 83,563.38      | CORP       | Sell        | 0.550% |
| 04-Jan-24 | 184,861.73     | CORP       | Sell        | 0.800% |
| 04-Jan-24 | 76,423.80      | CORP       | Sell        | 1.350% |
| 04-Jan-24 | 90,753.26      | CORP       | Sell        | 1.350% |
| 04-Jan-24 | 85,060.57      | CORP       | Sell        | 3.875% |
| 04-Jan-24 | 177,787.80     | CORP       | Sell        | 2.750% |
| 04-Jan-24 | 29,426.25      | CORP       | Sell        | 2.700% |
| 05-Jan-24 | 10,000,000.00  | CAMP TERM  | Maturity    | 5.540% |
| 05-Jan-24 | 2,000,000.00   | CAMP POOL  | Purchase    | 5.540% |
| 05-Jan-24 | 10,000,000.00  | CAMP TERM  | Purchase    | 4.930% |
| 05-Jan-24 | 134,896.05     | CORP       | Purchase    | 4.800% |

Monthly Investment Transactions  
February 13, 2024  
Page 2

| Date      | Amount at Cost | Investment | Transaction | Rate*  |
|-----------|----------------|------------|-------------|--------|
| 05-Jan-24 | 394,960.30     | FNMA       | Purchase    | 4.377% |
| 05-Jan-24 | 89,876.70      | CORP       | Purchase    | 4.650% |
| 05-Jan-24 | 399,802.44     | TREAS      | Sell        | 1.500% |
| 05-Jan-24 | \$ 393,754.18  | TREAS      | Sell        | 4.875% |
| 05-Jan-24 | 74,960.25      | CORP       | Sell        | 4.050% |
| 05-Jan-24 | 326,674.00     | TREAS      | Sell        | 1.500% |
| 05-Jan-24 | 212,946.67     | ABS        | Sell        | 0.580% |
| 05-Jan-24 | 275,189.67     | ABS        | Sell        | 1.040% |
| 07-Jan-24 | 2,756.25       | CORP       | Interest    | 5.250% |
| 08-Jan-24 | 74,919.00      | CORP       | Purchase    | 4.500% |
| 08-Jan-24 | 114,872.35     | CORP       | Purchase    | 4.500% |
| 08-Jan-24 | 1,372.50       | CORP       | Interest    | 3.050% |
| 09-Jan-24 | 384,711.25     | CORP       | Purchase    | 4.800% |
| 10-Jan-24 | 290,000.00     | CORP       | Purchase    | 4.787% |
| 10-Jan-24 | 289,956.50     | CORP       | Purchase    | 4.950% |
| 10-Jan-24 | 185,533.98     | CORP       | Sell        | 3.950% |
| 10-Jan-24 | 106,555.84     | CORP       | Sell        | 5.250% |
| 10-Jan-24 | 96,451.81      | TREAS      | Sell        | 0.500% |
| 11-Jan-24 | 807.50         | CORP       | Interest    | 1.700% |
| 14-Jan-24 | 2,103.75       | CORP       | Interest    | 4.950% |
| 15-Jan-24 | 1,413.75       | CORP       | Interest    | 1.950% |
| 15-Jan-24 | 4.60           | ABS        | Interest    | 0.340% |
| 15-Jan-24 | 6.81           | ABS        | Interest    | 0.500% |
| 15-Jan-24 | 833.38         | ABS        | Interest    | 3.390% |
| 15-Jan-24 | 1,372.88       | ABS        | Interest    | 5.230% |
| 15-Jan-24 | 1,311.50       | ABS        | Interest    | 5.160% |
| 15-Jan-24 | 862.00         | ABS        | Interest    | 4.310% |
| 15-Jan-24 | 7.33           | ABS        | Interest    | 0.380% |
| 15-Jan-24 | 375.83         | ABS        | Interest    | 4.510% |
| 15-Jan-24 | 5,812.50       | TREAS      | Interest    | 3.875% |
| 15-Jan-24 | 387.50         | ABS        | Interest    | 4.650% |
| 15-Jan-24 | 1,583.33       | ABS        | Interest    | 5.000% |
| 15-Jan-24 | 1,221.21       | ABS        | Interest    | 5.530% |
| 15-Jan-24 | 65.38          | ABS        | Interest    | 0.550% |
| 15-Jan-24 | 446.42         | ABS        | Interest    | 4.870% |
| 15-Jan-24 | 518.92         | ABS        | Interest    | 4.790% |
| 15-Jan-24 | 21.68          | ABS        | Interest    | 0.520% |
| 15-Jan-24 | 501.21         | ABS        | Interest    | 5.230% |

Monthly Investment Transactions  
February 13, 2024  
Page 3

| Date      | Amount at Cost | Investment | Transaction | Rate*  |
|-----------|----------------|------------|-------------|--------|
| 15-Jan-24 | 902.42         | ABS        | Interest    | 4.420% |
| 15-Jan-24 | 366.00         | ABS        | Interest    | 3.660% |
| 15-Jan-24 | 1,683.29       | ABS        | Interest    | 5.690% |
| 15-Jan-24 | \$ 1,130.83    | ABS        | Interest    | 5.900% |
| 15-Jan-24 | 637.00         | ABS        | Interest    | 5.460% |
| 15-Jan-24 | 359.67         | ABS        | Interest    | 3.320% |
| 15-Jan-24 | 365.33         | ABS        | Interest    | 5.480% |
| 15-Jan-24 | 876.71         | ABS        | Interest    | 3.970% |
| 15-Jan-24 | 3,295.51       | ABS        | Paydowns    | 0.500% |
| 15-Jan-24 | 9,632.90       | ABS        | Paydowns    | 0.500% |
| 15-Jan-24 | 1,930.71       | ABS        | Paydowns    | 0.340% |
| 15-Jan-24 | 5,016.19       | ABS        | Paydowns    | 0.520% |
| 15-Jan-24 | 3,577.66       | ABS        | Paydowns    | 0.380% |
| 16-Jan-24 | 1,500,000.00   | CAMP POOL  | Sell        | 5.540% |
| 16-Jan-24 | 363.33         | ABS        | Interest    | 5.450% |
| 17-Jan-24 | 14,111.82      | CD         | Interest    | 5.080% |
| 18-Jan-24 | 290,000.00     | CORP       | Purchase    | 4.750% |
| 18-Jan-24 | 186.50         | ABS        | Interest    | 3.730% |
| 18-Jan-24 | 1,104.54       | ABS        | Interest    | 5.410% |
| 18-Jan-24 | 1.03           | ABS        | Interest    | 0.370% |
| 18-Jan-24 | 3,338.94       | ABS        | Paydowns    | 0.370% |
| 19-Jan-24 | 3,000,000.00   | CAMP POOL  | Purchase    | 5.540% |
| 19-Jan-24 | 648,289.69     | TREAS      | Purchase    | 0.000% |
| 19-Jan-24 | 392823.47      | CORP       | Sell        | 0.824% |
| 19-Jan-24 | 122,757.33     | CORP       | Sell        | 0.824% |
| 20-Jan-24 | 18.69          | ABS        | Interest    | 0.500% |
| 20-Jan-24 | 20,453.65      | ABS        | Paydowns    | 0.500% |
| 22-Jan-24 | 5,000,000.00   | CAMP POOL  | Purchase    | 5.540% |
| 22-Jan-24 | 331,703.13     | CORP       | Maturity    | 4.125% |
| 23-Jan-24 | 250,000.00     | CORP       | Purchase    | 4.811% |
| 23-Jan-24 | 160,000.00     | CORP       | Purchase    | 5.040% |
| 23-Jan-24 | 178,062.50     | CORP       | Maturity    | 3.500% |
| 24-Jan-24 | 195,474.68     | CORP       | Purchase    | 2.900% |
| 24-Jan-24 | 662.10         | CORP       | Interest    | 4.414% |
| 24-Jan-24 | 188,761.99     | CORP       | Sell        | 3.750% |
| 25-Jan-24 | 1,520.00       | FNMA       | Interest    | 4.800% |
| 25-Jan-24 | 765.87         | FNMA       | Interest    | 3.347% |
| 25-Jan-24 | 1,309.38       | FNMA       | Interest    | 4.190% |

Monthly Investment Transactions  
February 13, 2024  
Page 4

| Date      | Amount at Cost | Investment | Transaction | Rate*  |
|-----------|----------------|------------|-------------|--------|
| 25-Jan-24 | 850.50         | FNMA       | Interest    | 4.860% |
| 25-Jan-24 | 605.39         | FNMA       | Interest    | 3.750% |
| 25-Jan-24 | 1,094.51       | FNMA       | Interest    | 3.243% |
| 25-Jan-24 | \$ 1,472.50    | FNMA       | Interest    | 4.650% |
| 25-Jan-24 | 1,074.67       | FNMA       | Interest    | 3.224% |
| 25-Jan-24 | 514.69         | FNMA       | Interest    | 2.745% |
| 25-Jan-24 | 1,505.94       | FNMA       | Interest    | 4.819% |
| 25-Jan-24 | 1,131.67       | FNMA       | Interest    | 4.850% |
| 25-Jan-24 | 591.38         | FNMA       | Interest    | 5.069% |
| 25-Jan-24 | 1,210.88       | FNMA       | Interest    | 4.777% |
| 25-Jan-24 | 862.23         | FNMA       | Interest    | 2.653% |
| 25-Jan-24 | 1,171.92       | FNMA       | Interest    | 3.430% |
| 25-Jan-24 | 1,501.00       | FNMA       | Interest    | 4.740% |
| 25-Jan-24 | 791.67         | FNMA       | Interest    | 5.000% |
| 25-Jan-24 | 296.29         | ABS        | Interest    | 5.470% |
| 25-Jan-24 | 514.92         | FNMA       | Paydowns    | 3.347% |
| 25-Jan-24 | 156.60         | FNMA       | Paydowns    | 4.777% |
| 25-Jan-24 | 97.67          | FNMA       | Paydowns    | 3.750% |
| 28-Jan-24 | 2,662.50       | CORP       | Interest    | 4.260% |
| 29-Jan-24 | 2,000,000.00   | CAMP POOL  | Purchase    | 5.540% |
| 29-Jan-24 | 113,197.38     | CORP       | Sell        | 3.150% |
| 29-Jan-24 | 109,242.96     | CORP       | Sell        | 4.000% |
| 30-Jan-24 | 133,982.62     | CORP       | Purchase    | 5.000% |
| 30-Jan-24 | 3,600.00       | CORP       | Interest    | 2.400% |
| 30-Jan-24 | 135,721.35     | CORP       | Sell        | 4.800% |
| 31-Jan-24 | 169,722.90     | CORP       | Purchase    | 4.600% |
| 31-Jan-24 | 334,948.98     | ABS        | Purchase    | 4.600% |
| 31-Jan-24 | 2,625.00       | TREAS      | Interest    | 3.500% |
| 31-Jan-24 | 2,500.00       | TREAS      | Interest    | 0.625% |
| 31-Jan-24 | 8,937.50       | TREAS      | Interest    | 2.750% |
| 31-Jan-24 | 1,406.25       | TREAS      | Interest    | 0.375% |
| 31-Jan-24 | 3,093.75       | TREAS      | Interest    | 1.375% |
| 31-Jan-24 | 1,875.00       | TREAS      | Interest    | 1.500% |
| 31-Jan-24 | 177,445.05     | TREAS      | Sell        | 1.375% |

\* 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 January 2024.

  
Jose Gomez  
Director of Finance & Administrative Services

Thaddeus McCormack *PB for TM*  
City Manager

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

## COUNCIL AGENDA

February 13, 2024

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

**SUBJECT:** Agreement for 2024 Pan Am Fiesta Amusement Rides

### INTRODUCTION

The City of Lakewood will host the annual Pan Am Fiesta at Mayfair Park beginning Thursday, May 9 and concluding on Sunday, May 12, 2024. Amusement rides and carnival attractions will once again open on Thursday, May 9 with a “Family Fun Night” of carnival games and \$3 rides from 5 to 9 p.m. The family-friendly celebration continues Friday, May 10 from 5 to 10 p.m.; Saturday, May 11 from 11 a.m. to 10 p.m.; and Sunday, May 12 from 12 p.m. to 9 p.m.

### STATEMENT OF FACT

Lakewood’s oldest community special event dates back to 1945, continuing this year with special event elements, including, amusement rides, food booths, live entertainment, the Children’s Cultural Booth, a shoppers circle, and a display of Lakewood’s Pan Am history.

Guadagno & Sons Amusements anticipates providing 19 mechanical amusement rides, as space permits. Ride credits will be sold in advance at Lakewood City Hall and throughout the weekend at the event. Pre-sale promotional wristbands are \$35 for unlimited rides on either Friday, Saturday or Sunday from opening until 30 minutes before closing each night. Single ride tickets are also available in advance of the carnival and at a discounted rate. Ten rides can be purchased for \$35 and is good for any one ride on Friday, Saturday or Sunday. This presale option is an excellent value for families with multiple children so that each child may enjoy a sampling of rides. Event day prices for unlimited ride wristbands is \$40. Additionally credits are sold and loaded onto wristbands and are good for rides, food and games.

- 36 credits for \$18
- 56 credits plus one free ride is \$28
- 96 credits plus 3 free rides is \$48
- 156 credits plus 5 free rides is \$78

The number of credits required vary for each ride, food item and/or game booth. There is a \$3 surcharge to purchase a wristband from the ticket kiosk. There is not surcharge for presale tickets and promotional wristbands.

Staff have worked closely with Guadagno & Sons Amusements since 2004. The contractor has proven to be trusted, reliable, and provides safe attractions for this and other events throughout the area.



**RECOMMENDATION**

Authorize the Mayor and the City Clerk to execute the Agreement for the 2024 Pan Am Fiesta Amusement Rides subject to approval as to legal form by the City Attorney.

Valarie Frost, Director *VF*  
Recreation and Community Services

Thaddeus McCormack *PB for TM*  
City Manager

**AGREEMENT  
WITH GUADAGNO & SONS AMUSEMENTS FOR AMUSEMENT RIDES, GAME  
BOOTHS AND FOOD BOOTH AT THE PAN AM FIESTA**

-----

THIS AGREEMENT made and entered into this 13<sup>th</sup> day of February 2024 by and between the CITY OF LAKEWOOD, a municipal corporation (“City”), and GUADAGNO & SONS AMUSEMENTS, a corporation (“Contractor”).

**W I T N E S S E T H**

WHEREAS, City has approved and scheduled the Pan Am Fiesta community event at Mayfair Park from Thursday, May 9, through Sunday, May 12, 2024; and

WHEREAS, City desires to provide amusement rides as part of the Pan Am Fiesta; and

WHEREAS, Contractor represents that it has the equipment, supplies and technical personnel to provide said amusement rides; and

WHEREAS, Contractor is desirous of providing said amusement rides;

NOW, THEREFORE, in consideration of the foregoing recitals and the covenants and agreements of each of the parties as hereinafter set forth, the parties hereto do mutually agree as follows:

1. **SCOPE OF SERVICES.** Contractor agrees to provide at its own cost and expense:
  - A. A minimum of ten (10) adult rides and nine (9) children rides (as space permits) as noted in Exhibit A with the understanding that the Contractor may at its request substitute or add rides not listed, provided City approval in writing is received for said substitution or addition.
  - B. All necessary personnel, equipment and supplies for this event including, but not limited to game concessions, generating plants, necessary electrical junction boxes, and cleanup crews.
  - C. An adequate supply of numbered tickets purchased from a bonded ticket company
  - D. To pay City One Thousand Eight Hundred and Fifty dollars (\$1,850) for the purpose of marketing and promotion of the Pan Am Fiesta, on the execution of this Agreement.
  - E. To pay City Seventy-Five dollars (\$75) per game or food booth.

- F. To provide a list of carnival ride, game booth and food booth operators who will be working anytime during the said carnival. Contractor further agrees to provide list to City on or before Monday, April 1, 2024.
- G. To apply for and obtain building and safety permit(s) as determined by the City's Building and Safety division by Monday, April 1, 2024.
- H. Obtain a business license to conduct business within the City of Lakewood.
- I. To ensure appropriate and clean uniforms for all carnival employees, including carnival ride, game booth and food booth operators.
- J. To have amusement rides set-up and ready for inspection by 2:00 p.m. on Thursday, May 9, 2024.

2. **TIME OF PERFORMANCE.** Contractor agrees to provide said amusement rides on the following days and times:

|                  |                          |
|------------------|--------------------------|
| Thursday, May 9  | 5:00 p.m. to 9:00 p.m.   |
| Friday, May 10   | 5:00 p.m. to 10:00 p.m.  |
| Saturday, May 11 | 11:00 a.m. to 10:00 p.m. |
| Sunday, May 12   | 12:00 p.m. to 9:00 p.m.  |

City reserves the right to change the time, place and manner of said amusement rides in any respect at any time prior to thirty (30) days before Thursday, May 9, 2024.

3. **COMPENSATION FOR SERVICES.** As compensation for being allowed to operate said amusement rides, Contractor shall pay to City a percentage of all gross receipts as follows:

- 25% of revenue from \$1-\$49,999 gross revenue collected.
- 30% of revenue from \$50,000 and over.
- 30% of revenue from sale of pre-sale tickets.

Payment is due by 2:00 p.m. on Monday, May 13, 2024.

4. **NON-DISCRIMINATION IN EMPLOYMENT PRACTICES.** Contractor shall not discriminate in the employment of persons in connection with the performance of services as provided for in this agreement on the basis of race, color, creed, national origin, sex, ancestry, religion, age or handicaps.

5. **WORKER'S COMPENSATION INSURANCE.** Contractor agrees to maintain, where necessary and required by law, Worker's Compensation Insurance. It is further agreed that Contractor and all members, officers, and employees, subcontractors, their agents, officers, and employees engaged in the performance of any services in connection with this Contract, shall not be deemed officers, agents, or employees of City, and City shall not be liable or responsible to them for anything whatsoever, other than the payment of consideration herein set forth.

6. **INDEPENDENT CONTRACTOR.** It is expressly understood and agreed that Contractor has been retained as an independent contractor, as distinguished from an employee or agent of City to perform the aforementioned services. Contractor acknowledges the independent contractual relationship, and releases City from any liability or obligation to make deductions or withholding for the compensation of any officer, agent or employee thereof, in respect to unemployment, income tax, disability, social security, health, pension or retirement benefits. It is expressly understood no officer, agent or employee of Contractor shall have any City status or benefit, including health, retirement, and worker's compensation benefits.

Contractor acknowledges its independent contractor status in performing said services, and assumes the risk to itself, all agents, employees and subcontractors, and their agents or employees, of personal injury or death, and all risk of property damage or loss of any property arising out of the performance of said services by or on behalf of City, the work site, the place to work, or the duties bestowed upon Contractor pursuant to this agreement, and does hereby release City, its officers and personnel from any liability to Contractor, or its officers, agents, employees, subcontractors, or agents or employees thereof, for any loss or damage thereby incurred, or for contributions as a joint tort feisor therefor.

7. **LIABILITIES AND INDEMNIFICATION.** Contractor shall indemnify, defend, and hold harmless City, and its officers employees, and agents ("*City* indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable attorneys' fees and costs of litigation ("*claims*"), arising from Contractor's activities in the performance of the services under this Agreement, excepting only those actions, claims, liabilities, obligations, judgments, or damages arising out of the sole negligence of City indemnitees. In the event City indemnitees are made a party to any action, lawsuit, or other adversarial proceeding alleging negligent or wrongful conduct on the part of Contractor:

- a. Contractor shall provide a defense to City indemnitees or at City's option reimburse City indemnitees their costs of defense, including reasonable attorneys' fees, incurred in defense of such claims; and
- b. Contractor shall promptly pay any final judgment or portion thereof rendered against City indemnitees.

8. **INSURANCE.** Prior to the beginning of and throughout the duration of work done pursuant to this Agreement, Contractor will maintain insurance in conformance with the requirements set forth below. Contractor will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth here, it will be amended to do so. Contractor acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to City in excess of the limits and coverage required in this Agreement and which is applicable to a given loss, will be available to City.

Contractor shall provide the following types and amounts of insurance:

- A. **Commercial General Liability Insurance** using Insurance Services Office “Commercial General Liability” policy form CG 00 01 or the exact equivalent. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another. Limits shall be no less than \$5,000,000 per occurrence for all covered losses and no less than \$10,000,000 general aggregate.
- B. **Worker’s Compensation** on a state-approved policy form providing statutory benefits as required by law with employer’s liability limits no less than \$1,000,000 per accident for all covered losses.
- C. **Business Auto Coverage** on ISO Business Auto Coverage form CA 00 01 including symbol 1 (Any Auto) or the exact equivalent. Limits shall be no less than \$1,000,000 per accident, combined single limit. If Contractor owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Contractor or Contractor’s employees will use personal autos in any way on this project, Contractor shall provide evidence of personal auto liability coverage for each such person.
- D. **Excess or Umbrella Liability Insurance** (Over Primary) if used to meet limit requirements, shall provide coverage at least as broad as specified for the underlying coverages. Any such coverage provided under an umbrella liability policy shall include a “drop down” provision with a maximum \$25,000 self-insured retention for liability not covered by primary but covered by the umbrella. Coverage shall be “pay on behalf”, with defense costs payable in addition to policy limits. There shall be no cross liability exclusion precluding coverage for claims or suits by one insured against another. Coverage shall be applicable to City for injury to employees of Contractor, subcontractors or others involved in the Work. The scope of coverage provided is subject to approval of City following receipt of proof of insurance as required herein.
- E. Contractor agrees to endorse third party liability coverage required herein to include as additional insured City, its officials, employees and agents, using ISO endorsement CG 20 10 11 85. Contractor also agrees to require all contractors, subcontractors, and anyone else involved in this agreement on behalf of the contractor (hereinafter “indemnifying parties”) to comply with these provisions.
- F. Contractor agrees to waive subrogation rights against City regardless of the applicability of any insurance proceeds, and to require all indemnifying parties to do likewise.
- G. All insurance coverage maintained or procured by Contractor or required of others by Contractor pursuant to this agreement shall be endorsed to delete the subrogation condition as to City, or must specifically allow the named insured to waive subrogation prior to a loss.

- H. All coverage types and limits required are subject to approval, modification and additional requirements by City. Contractor shall not make any reductions in scope or limits of coverage that may affect City's protection without City's prior written consent.
  - I. Proof of compliance with these insurance requirements, consisting of endorsements and certificates of insurance shall be delivered to City prior to the execution of this Agreement. If such proof of insurance is not delivered as required, or if such insurance is canceled at any time and not replacement coverage is provided, City has the right, but not the duty, to obtain any insurance it deems necessary to protect its interests. Any premium so paid by City shall be charged to and promptly paid by Contractor or deducted from sums due Contractor.
  - J. Contractor agrees to endorse the insurance provided pursuant to these requirements, to require 30 days notice to City prior to cancellation of such liability coverage or any material alteration of non-renewal of any such coverage, and to require indemnifying parties to do likewise.
  - K. It is acknowledged by the parties of this agreement that all insurance coverage required to be provided by Contractor indemnifying party, is intended to apply first and on a primary non-contributing basis in relation to any other insurance or self insurance available to City.
  - L. Contractor agrees not to self-insure or to use any self-insured retentions or deductibles on any portion of the insurance required herein and further agrees that it will not allow any indemnifying party to self-insure its obligations to City. If contractor's existing coverage includes a deductible or self-insured retention, the deductible or self-insured retention must be declared to City. City may review options with the contractor, which may include reduction or elimination of the deductible or self-insured retention, substitution of other coverage, or other solutions.
  - M. Contractor will renew the required coverage annually as long as City, or its employees or agents face an exposure from operations of any type pursuant to this Agreement. This obligation applies whether or not this Agreement is canceled or terminated for any reason. Termination of this obligation is not effective until City executes a written statement to that effect.
9. **SUBCONTRACTING.** Contractor shall not assign, sublet, or transfer any part or portion of this agreement, or any responsibility hereunder without the prior approval of City.
10. **GENERAL RESPONSIBILITIES.** Contractor agrees that the development, presentation and maintenance of the The Fiesta Amusement Rides shall be its sole responsibility. It is further agreed and understood, however, that the time, place and manner of said presentation, any fees or charges for said presentation, and the overall format of said presentation shall be subject to the approval of City, and City reserves the right to terminate said presentation at any time, or to change the time, place and manner of said presentation in any respect at any time, without further notice in the reasonable discretion of the responsible City officer serving as representative of the City when that officer has determined such termination is necessary for

the public health, safety, convenience or welfare.

Elimination, closures, or mechanical failures that leave the Pan Am Fiesta under the minimum number of rides in any category will result in a penalty of \$1,000 per ride, per day. The parties agree that such amount represents a reasonable determination of the value of the loss of each ride.

Initials: \_\_\_\_\_  
                                City  Contractor

11. **SET-UP/BREAKDOWN TIME.** City agrees to allow Contractor a period of four days prior to the event for set-up and two days at the conclusion of the event for breakdown. Set-up and breakdown of Contractor can take place between sunrise and 11:00 p.m. only. Arrival and departure of Contractor may only take place between sunrise and 11:00 p.m.
12. **EQUIPMENT STORAGE.** Contractor agrees to provide storage and security of equipment in the areas of Mayfair Park designated by City. Notwithstanding the foregoing, Contractor agrees to assume all risk of loss of any of its equipment or property during the term of this agreement, except where said property is lost or damaged due to the misfeasance or nonfeasance of City.
13. **UNDUE INFLUENCE.** Contractor declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of City in connection with the award, terms or implantation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of City will receive compensation, directly or indirectly, from Contractor, or from any officer, employee or agent of Contractor, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violations of this Section shall be a material breach of this Agreement entitling City to any and all remedies at law or in equity.  
  
**ASSUMPTION OF RISK.** Contractor does hereby assume all risk to itself, its personnel, subcontractors, and agents and employees thereof, of personal injury or death, and all risk of property damage or loss to any property, wares, or materials of the foregoing from whatever source, and said Contractor further releases City, and its officers, employees and agents, the City Council, and the Pan American Festival Association, Inc., and all officers and employees thereof, from any liability therefor, or for contribution as a joint tort feisor therefor.
14. **WASTE.** Contractor shall not utilize any of the grounds, buildings or premises of City so as to commit waste, and where damaged by it shall restore the same to the same condition it was in prior to the commencement of this agreement, reasonable wear and tear excepted.
15. **LEGAL RESPONSIBILITIES.** Contractor shall keep itself informed of State and Federal laws and regulations, which in any manner affect those employed by it or in any way, affect the performance of its service pursuant to the Agreement. Contractor shall at all times observe and comply with all such laws and regulations. City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of Contractor to comply with this section.

16. **LAWS, ORDINANCE, LICENSES AND PERMITS.** Contractor shall comply with all applicable laws, ordinances and codes of the State, County, and City (See Exhibit B for applicable City Ordinances), and Contractor shall obtain, at Contractor's cost, all necessary license, permits and approvals for said amusement rides including a license to do business within the City of Lakewood. At all times during the term of this Agreement, Contractor shall have in full force and effect, all licenses required of it by law for performances of the services described in this Agreement.
17. **GOVERNING LAW.** City and Contractor understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior or federal district court with jurisdiction over City.
18. **ENTIRE AGREEMENT.** This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.
19. **AUTHORITY TO EXECUTE THIS AGREEMENT.** The person or persons executing this Agreement on behalf of Contractor warrants and represents that he/she has the authority to execute this Agreement on behalf of Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.
20. **NOTICES.** Any written notice to the parties hereto shall be deposited in the United States mail, postage prepaid, addressed as follows:



CITY: Director of Recreation and Community Services  
5050 Clark Avenue  
P.O. Box 158  
Lakewood, CA 90714

CONTRACTOR: Tony Guadagno Sr.  
GUADAGNO & SONS AMUSEMENTS  
5550 Cerritos Avenue Suite E  
Cypress, CA 90630  
(714) 893-1336

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed the day and year first above written.

CITY OF LAKEWOOD

By \_\_\_\_\_  
Mayor

ATTEST:

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

APPROVED AS TO FORM:

CONTRACTOR

\_\_\_\_\_  
City Attorney

By \_\_\_\_\_  
Title

## **EXHIBIT "A"**

### **2024 LIST OF AMUSEMENT RIDES FOR THE PAN AM FIESTA**

1. Century Wheel
2. Tilt a Whirl
3. Twister
4. Kamikaze
5. Scooters (Bumper Cars)
6. Carousel
7. Sea Ray
8. Sky Flyer Tower
9. Star Dancer (Extreme)
10. Crystal Lil's
11. Jungle of Fun
12. Orient Express
13. Funnel Force
14. Super Slide
15. Fun Wheel
16. Flying Dragoon
17. Looney Airport
18. Oh Chute
19. Bear Affair

Contractor may at its request substitute or add rides not listed, provided City approval in writing is received for said substitution or addition.

## **EXHIBIT “B”**

### **PERTINENT CITY OF LAKEWOOD MUNICIPAL CODES**

1. It shall be unlawful for any person or organization conducting a carnival to employ any person to work at such carnival who has been convicted of any felony, or any misdemeanor which constitutes a violent crime, or who is required to register as a sex offender pursuant to Section 290 of the California Penal Code. Persons working at carnival shall be subject to spot checks by law enforcement personnel, and shall provide identification promptly when asked to do so by law enforcement personnel. (LMC 6404.H)
2. Unlawful to use or possess any portable barbecue, grill, smoker, cooking equipment, apparatus, fire pit or hibachi. (LMC 4220.H)
3. Dogs prohibited. (LMC 4222)
4. Alcohol prohibited. (LMC 4500)
5. Operation of vehicles, motorcycles, motor driven bicycles, bicycles or skateboard prohibited. (LMC 4220.1)
6. Unlawful to remain in any park or recreational area when ordered to leave. (LMC 4220.2)
7. Unlawful for any person to fire, set off, discharge or use any fireworks. (LMC 4220. J)
8. Roller-skating on sidewalks and pedestrian paths prohibited. (LMC 4220.J)
9. Golf prohibited. (LMC 4220.J)
10. Tackle football prohibited. (LMC 4220. J)
11. Operation of powered model airplanes, model helicopters, model rockets or any power driven aircraft prohibited. (LMC 4220.J)

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

**COUNCIL AGENDA**

February 13, 2024

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

**SUBJECT:** Notice of Completion – Watermain Replacement FY 2024 - PW Project 23-07

**INTRODUCTION**

On June 27, 2023, City Council awarded a construction contract to All Cities, Engineering, Inc. (ACE), in the amount of \$4,350,000, to replace 11,000 feet of old 4-inch cast iron water main, installed in the 1950s, in the residential area bounded by Candlewood, Del Amo, Obispo and Downey. The project included the installation of new 8-in PVC water mains and appurtenances, to improve water-quality, serviceability, fire protection and water supply reliability to the area.

On October 24, 2023, City Council approved Change Order No. 1 to ACE, in the amount of \$433,420 to install an additional 1,360 feet of 8” PVC pipe in Sandwood St., between Levelside Ave. and Downey Ave., and authorized staff to issue the corresponding change order to the Water Main Replacement Project FY24 contract.

On December 18, 2023, ACE completed this project, having installed approximately 12,400-feet of waterline, 23 fire hydrants and 340 service laterals within the project area.

**STATEMENT OF FACT**

Locations of the 12,400-feet of installed water mains are listed below:

**Water Main Replacement Streets**

| Street       | Between   | And        |
|--------------|-----------|------------|
| Del Amo NSR  | Obispo    | Downey     |
| Silva St     | Obispo    | Downey     |
| Eckleson     | Obispo    | Downey     |
| Yearling     | Obispo    | Downey     |
| Hardwick     | Obispo    | Downey     |
| Levelside    | Hardwick  | Candlewood |
| Klondike     | Hardwick  | Candlewood |
| Bixler       | Hardwick  | Klondike   |
| Downey WSR   | Hardwick  | Candlewood |
| Sandwood St. | Levelside | Downey     |


The final cost of the project contract is \$4,341,270 which is below the approved budget of \$4,783,420 resulting in a cost savings of \$442,150 or approximately 9.2% under budget.

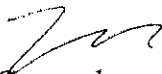
Notice of Completion - PW Project No. 23-07  
February 13, 2024  
Page 2

The original planned completion date was end of January 2024; however, staff worked closely with ACE to finalize the project construction by December 18, 2023.

**RECOMMENDATION**

That the City Council accept the work constructed by All Cities Engineering, Inc., for “Watermain Replacement FY 2024 - PW Project 23-07”, in the amount of \$4,341,270 and authorize the City Clerk to file the Notice of Completion for the project.

  
Derek Nguyen, PhD., P.E.  
Director of Water Resources

  
Thaddeus McCormack  
City Manager

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

## COUNCIL AGENDA

February 13, 2024

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

**SUBJECT:** Water Main Easement Grant Deed, 3120-3180 Carson Street

### INTRODUCTION

A developer, 2H PROPERTY 3060, LLC, is constructing a commercial building on a parcel located at 3120-3180 Carson Street. City staff required the Developer to relocate and construct a new waterline (which is on private property). Since the new water main is on private property, staff required the developer to provide the City a Water Main Easement Grant Deed, for future access and maintenance purposes.


### STATEMENT OF FACT

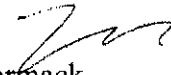
2H PROPERTY 3060, LLC, is in the process of constructing a retail building, known as The Drive, located at 3120-3180 Carson Street, just East of the Walmart Supercenter. The new building will be located on top of the city's existing 8-inch diameter waterline. Consequently, staff required the Developer to relocate the existing waterline and install a new waterline within the new shopping center. Because the new waterline is within private property, a Water Main Easement Grant Deed is required to allow City staff to access for future maintenance or replacement of appurtenances. The City Attorney has reviewed and approved the subject Water Main Easement Grant Deed.

### RECOMMENDATION

Staff recommends that the City Council:

1. Accept the attached Water Main Easement granted by 2H Property 3060 LLC as shown in Exhibits A & B.
2. Authorize the Mayor to sign on behalf of the City, and direct the City Clerk to record with the County as approved by the City Attorney.

  
Derek Nguyen, PhD., P.E.  
Director of Water Resources

  
Thaddeus McCormack  
City Manager



RECORDING REQUESTED BY  
and  
WHEN RECORDED MAIL TO:

City Clerk  
City of Lakewood  
5050 Clark Ave.  
Lakewood, CA 90712

SPACE ABOVE THIS LINE FOR RECORDER'S USE

THIS DOCUMENT IS EXEMPT FROM DOCUMENTARY TRANSFER TAX PUSUANT TO SECTION 11922 OF THE REVENUE & TAXATION CODE

THIS DOCUMENT IS EXEMPT FROM RECORDING FEES PURSUANT TO SECTION 27383 OF THE GOVERNMENT CODE

**Assessor's Identification Number:** 7149-015-013  
Project No. 2053-935-001

## **WATER MAIN EASEMENT GRANT DEED**

**FOR A VALUABLE CONSIDERATION RECEIVED**, receipt of which is hereby acknowledged, 2H PROPERTY 3060 LLC, a California limited liability company (hereinafter referred to as GRANTOR), does hereby grant to the CITY OF LAKEWOOD, a California municipal corporation (hereinafter referred to as GRANTEE), an easement to lay, construct, install, maintain, operate, use, alter, add- to, repair, replace, renew, remove and change the size of, water pipelines, metering, regulating and other equipment, for the purpose of transporting and distributing water, together with the right of ingress and egress to and from the same for the purpose of any or all of the foregoing, including making of connections thereto or expanding any of the foregoing, in, on and over the following described real property situated in the City of Lakewood, County of Los Angeles, State of California, and more particularly described on EXHIBIT "A" attached hereto and made a part hereof and as shown on EXHIBIT "B" also attached hereto and made a part hereof.

**TOGETHER WITH** the right of necessary access from the surface of said real property and the right of necessary ingress and egress over the adjacent land of Grantor at reasonable times for the purpose of exercising the rights herein granted.

**Provided:**

**First**, that any installation, operation, maintenance, repair or replacement performed hereunder shall be at no cost to Grantor unless agreed to in writing by Grantor, and shall be so performed as to interfere as little as reasonably possible with the use and enjoyment of the above described real property and Grantor' s adjacent land by persons occupying the same or lawfully present thereon. To effectuate this intent, Grantee shall: i) provide and maintain safe vehicular access for use by Grantor's customers, agents, employees and invitees, where

necessary to maintain reasonable access to Grantor' s store and parking lot; and ( ii) keep the easement and Grantor' s adjacent areas free of equipment and materials at all times, except when workmen are actively working in the easement area, unless Grantor gives its prior written consent to do otherwise

**Second**, if the surface of the easement area and/ or surface of Grantor' s adjacent real property and/ or any improvements thereon shall be disturbed by installation, operation, maintenance, repair or replacement, said surface and/ or improvements shall be promptly restored by Grantee to their condition just prior to such disturbance.

**Third**, that Grantor agrees no building structure shall be erected or permitted on the easement; provided, however, Grantor reserves the right to require, at Grantor' s expense, the relocation of all or part of the utilities installed by Grantee hereunder to the extent from time to time necessary to permit further development of Grantor' s real property.

**IN WITNESS WHEREOF**, Grantor and Grantee have executed this Grant of Easement on this \_\_\_\_ day of February, 2024.

**GRANTEE:**

**CITY OF LAKEWOOD**  
a California municipal corporation

By \_\_\_\_\_  
Mayor

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

APPROVED AS TO FORM

\_\_\_\_\_  
City Attorney

**GRANTOR:**

2H PROPERTY 3060, LLC.  
a California limited liability company

By   
Title: \_\_\_\_\_

By \_\_\_\_\_  
Title: \_\_\_\_\_

# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which the certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )  
COUNTY OF Los Angeles )

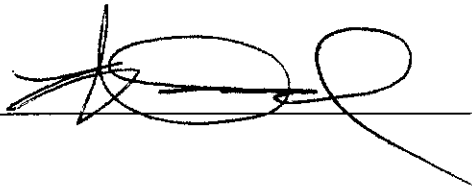
ON 01/29/2024 BEFORE ME, Rebecca Anacleto, Notary Public  
PERSONALLY APPEARED Sean Hitchcock

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S)  
WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO  
ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES),  
AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S) OR THE  
ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA  
THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.

SIGNATURE



BEING A PORTION OF PARCEL C OF CERTIFICATE OF COMPLIANCE FOR LOT LINE ADJUSTMENT NO. 2020-1, IN THE CITY OF LAKEWOOD, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS DESCRIBED AND SHOWN ON THE DOCUMENT RECORDED OCTOBER 21, 2020 AS INSTRUMENT NO. 20201309824, OF OFFICIAL RECORDS OF THE COUNTY RECORDER OF SAID COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID PARCEL C; THENCE NORTHERLY ALONG THE WEST LINE OF SAID PARCEL C, NORTH 00°12'16" EAST 129.25 FEET; THENCE NORTH 89°47'53" WEST 53.33 FEET TO THE TRUE POINT OF BEGINNING; THENCE CONTINUING NORTH 89°47'53" WEST 67.00 FEET; THENCE NORTH 00°12'16" EAST 299.21 FEET; THENCE SOUTH 89°47'44" EAST 66.59 FEET; THENCE SOUTH 00°12'16" WEST 10.00 FEET; THENCE NORTH 89°47'44" WEST 56.59 FEET; THENCE SOUTH 00°12'16" WEST 279.21 FEET; THENCE SOUTH 89°47'53" EAST 57.00 FEET; THENCE SOUTH 00°12'07" WEST 10.00 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINS: 4,128 SQ. FT.

AS SHOWN ON EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF,

PREPARED BY ME OR UNDER MY DIRECTION.

  
JEFFREY A. WALDEN, P.L.S. 7914

01-19-2024  
DATE



CIVIL ENGINEERS - LAND SURVEYORS - PLANNERS  
2552 WHITE ROAD, SUITE B • IRVINE, CA 92614-6236  
(949) 660-0110 FAX: 660-0418

**EXHIBIT "A"**

LEGAL DESCRIPTION  
FOR A WATER EASEMENT  
A.P.N. 7149-015-013

W.O. No. 2053-935-001  
Engr. B.J.W. Chk'd, M.V.

Date 01/19/2024  
Sheet 1 of 1

**NOTE:**

SEE SHEET 2 FOR LINE & CURVE TABLES AND BASIS OF BEARINGS.

PARAMOUNT BOULEVARD

BROCK AVE.

OBISPO AVE.

N 89°47'44" W 869.12'

CARSON STREET



SCALE IN FEET  
1 INCH = 150 FEET

CERTIFICATE OF COMPLIANCE

LOT LINE ADJUSTMENT

PARCEL A

NO. 2020-1

PARCEL C

EASEMENT AREA  
SEE DETAIL SHEET 2

INST. NO. 20201309824, O.R.

TRUE POINT OF BEGINNING  
POINT OF COMMENCEMENT

N 00°12'16" E 802.55'

N 59°59'19" E  
245.92'

TRACT NO. 8084  
M.B. 171/24-30

PARCEL MAP NO. 15005  
P.M.B. 16678-79



WALDEN &  
ASSOCIATES

CIVIL ENGINEERS - LAND SURVEYORS - PLANNERS  
2552 WHITE ROAD, SUITE B • IRVINE, CA 92614-6236  
(949) 660-0110 FAX: 660-0418

**EXHIBIT "B"**

SKETCH TO ACCOMPANY A LEGAL DESCRIPTION  
FOR A WATER EASEMENT  
A.P.N. 7149-015-013

W.O. No. 2053-935-001  
Engr. B.J.W. Chk'd.M.V.

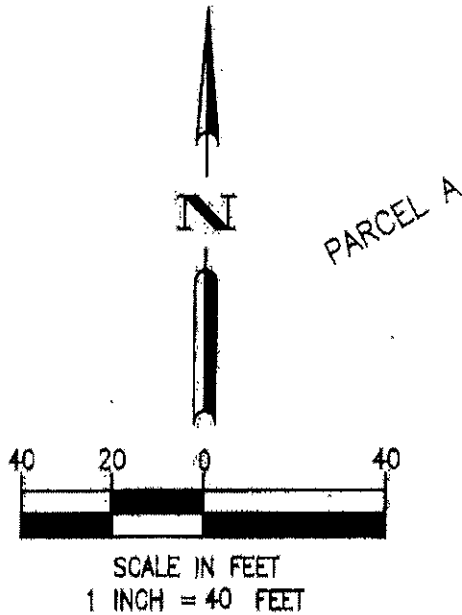
Date 01/19/2024  
Sheet 1 of 2

**BASIS OF BEARINGS:**

THE BEARINGS SHOWN HEREON ARE BASED UPON THE CENTERLINE OF CARSON STREET BEING NORTH 89°47'44" WEST AS SHOWN ON PARCEL MAP NO. 24831, M.B. 285/62-65.

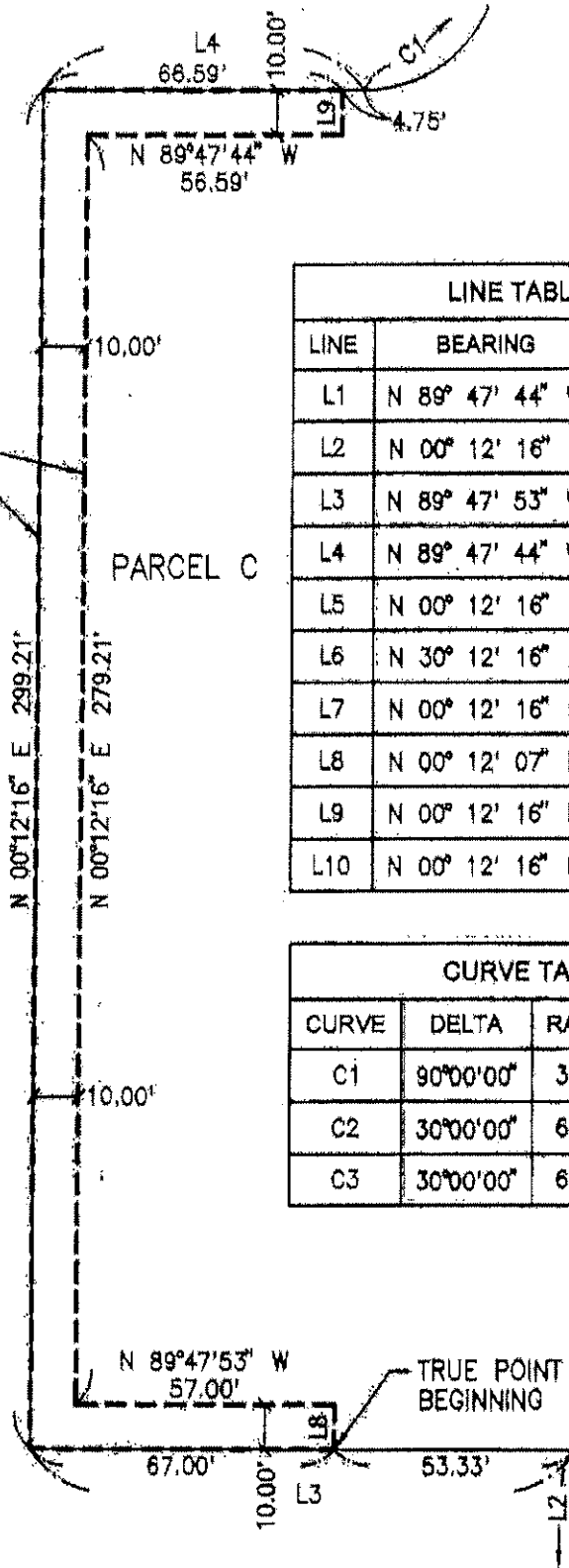
EASEMENT AREA  
4,128 SQ. FT.

PARCEL C



| LINE TABLE |                 |          |
|------------|-----------------|----------|
| LINE       | BEARING         | DISTANCE |
| L1         | N 89° 47' 44" W | 146.00'  |
| L2         | N 00° 12' 16" E | 129.25'  |
| L3         | N 89° 47' 53" W | 120.33'  |
| L4         | N 89° 47' 44" W | 71.34'   |
| L5         | N 00° 12' 16" E | 97.44'   |
| L6         | N 30° 12' 16" E | 138.57'  |
| L7         | N 00° 12' 16" E | 189.91'  |
| L8         | N 00° 12' 07" E | 10.00'   |
| L9         | N 00° 12' 16" E | 10.00'   |
| L10        | N 00° 12' 16" E | 55.00'   |

| CURVE TABLE |           |        |        |
|-------------|-----------|--------|--------|
| CURVE       | DELTA     | RADIUS | LENGTH |
| C1          | 90°00'00" | 30.00' | 47.12' |
| C2          | 30°00'00" | 60.00' | 31.42' |
| C3          | 30°00'00" | 61.00' | 31.94' |



**WALDEN & ASSOCIATES**

CIVIL ENGINEERS - LAND SURVEYORS - PLANNERS  
2552 WHITE ROAD, SUITE B • IRVINE, CA 92614-6236  
(949) 660-0110 FAX: 660-0418

**EXHIBIT "B"**

SKETCH TO ACCOMPANY A LEGAL DESCRIPTION  
FOR A WATER EASEMENT  
A.P.N. 7149-015-013

W.O. No. 2053-935-001  
Engr. B.J.W. Chk'd. M.V.

Date 01/19/2024  
Sheet 2 of 2

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

RESOLUTION NO. 2024-1

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD ADDING A JOB CLASSIFICATION AND AMENDING EXISTING PAY RATE IN ATTACHMENT B OF RESOLUTION NO 2023-32

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

SECTION 1. The following job classification and monthly pay rate is hereby added to Schedule B, attached to Resolution No. 2023-32:

| Schedule | Classification           | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|----------|--------------------------|--------|--------|--------|--------|--------|
| 38B      | Principal Civil Engineer | 9508   | 9983   | 10483  | 11007  | 11557  |

ADOPTED AND APPROVED THIS 13TH DAY OF FEBRUARY, 2024.

\_\_\_\_\_  
Mayor

ATTEST:

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



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

**COUNCIL AGENDA**

February 13, 2024

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

**SUBJECT:** Resolution Approving the Application for specified grant funds from the State of California for Improvements at the Weingart Senior Center

**INTRODUCTION**

The City of Lakewood is eligible to receive \$2.7 million in grant funding courtesy of California State Assembly Speaker Anthony Rendon who requested the appropriation from the recently passed state budget. Funds are available through the Department of Parks and Recreation Office of Grants and Local Services, and are specified for city selected capital outlay projects.

**STATEMENT OF FACT**

Staff have identified the use of the \$2.7 million in grant funds to be allocated to the Weingart Senior Center project. This funding combined with federal Community Development Block Grant funds and other state and local funding allows for completion of the Weingart Senior Center remodel.

In order to receive these funds the City Council must adopt and sign Resolution No. 2024-2 as required by the State Department of Parks and Recreation as the first step in the application process.

**RECOMMENDATION**

Staff recommends that the City Council adopt the resolution approving the filing of an application for specified grant funds from the California State Department of Parks and Recreation Office of Grants and Local Services to receive funds for the improvement project at the Weingart Senior Center.

Valarie Frost, Director *VF*  
Recreation and Community Services

Thaddeus McCormack *PB for TM*  
City Manager

RESOLUTION NO. 2024-2

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAKEWOOD, CALIFORNIA, APPROVING APPLICATION(S)  
FOR SPECIFIED GRANT FUNDS

The Budget Act of 2023, 19.561(b)(33) \$2,700,000 to the City of Lakewood, for the City of Lakewood capital outlay

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of a grant to the City of Lakewood, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the applicant's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the applicant will enter into a contract with the State of California to complete project(s);

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lakewood hereby:

1. Approves the filing of project application(s) for specified grant project(s); and
2. Certifies that said applicant has or will have available, prior to commencement of project work utilizing specified grant funds, sufficient funds, including those provided by this grant, to complete the project; and
3. Certifies that the applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in this Procedural Guide; and
4. Delegates the authority to the City Manager, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the project scope(s); and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

ADOPTED AND APPROVED THIS 13TH DAY OF FEBRUARY, 2024.

\_\_\_\_\_  
Mayor

ATTEST:

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

I, the undersigned, hereby certify that the foregoing Resolution No. 2024-2 was duly adopted by the City Council following a roll call vote:

|                       | AYES  | NAYS  | ABSENT |
|-----------------------|-------|-------|--------|
| Mayor Pe              | _____ | _____ | _____  |
| Council Member Chase  | _____ | _____ | _____  |
| Council Member Croft  | _____ | _____ | _____  |
| Council Member Rogers | _____ | _____ | _____  |
| Council Member Wood   | _____ | _____ | _____  |

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

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

# Public Hearings

## CITY COUNCIL AGENDA

February 13, 2024

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

**SUBJECT:** Community Development Block Grant Action Plan Fiscal Year 2023-2024, Substantial Amendment No. 1

### INTRODUCTION

The City of Lakewood ("City") is seeking a Substantial Amendment of the Fiscal Year (FY) 2023-2024 Action Plan to shift funds dedicated to the Weingart Senior Center Project to a Curb Replacement Project. The City Council approved the Weingart Senior Center Improvement Project that was proposed in the FY 19-20 Annual Action Plan. Since then, the City has earmarked \$1,071,253 of the City's annual Community Development Block Grant (CDBG) entitlement funds for the Weingart Senior Center Project. The City has also secured grant funding from State Senator Lena Gonzalez and Congresswoman Nanette Barragan. The City received funding from Senator Gonzalez but Federal budgetary delays have delayed funds from Congresswoman Barragan. Federal funding is now expected in November 2024.

### STATEMENT OF FACTS

The Department of Housing and Urban Development (HUD) requires that grantees retain no more than 1.5 times their annual allocation at any time. Each year on May 2, HUD runs a timeliness test to determine compliance of this regulation. On May 2, 2023, the City's ratio of unspent funds to the annual entitlement amount was 1.51 times the allocation, or just 0.01 over the maximum allowed. HUD met with City staff to discuss a strategy to expend some of the allocated funds to fall below the 1.5 ratio threshold prior to May 2, 2024, which is when HUD will conduct the next timeliness test.

While the City has earmarked \$1,026,512 in CDBG funds for the project, per California Public Contract Code, the City cannot go out to bid for a project until all funding is secured. Because of this regulation, construction on the Weingart Senior Center Project cannot start in time to bring the City in to compliance with the 1.5 ratio, therefore the City is seeking approval to transfer \$200,000 of the Weingart CDBG funds to a Curb Replacement Project in order to meet the May 2, 2024 deadline.

The Curb Replacement Project is located within Census Tract No. 5551.05 which is designated by HUD as Target Area because at least 51% of the population in that Tract is defined as low income. The existing curbs do not comply with Americans With Disabilities Act (ADA), in terms of slope and many lack detectable warning strips, therefore the curbs are in need of replacement.

If approved, the City will have enough time to complete the Curb Replacement Project by the May 2, 2024 deadline. The City anticipates receiving the federal grant in November of 2024, and additional CDBG funding which can be allocated to replace the transferred funds from this amendment. With funding in place, the Weingart Senior Center Improvements is expected begin in early 2025.

### **PUBLIC NOTICE**

HUD has previously approved the City's required Citizen Participation Plan. Pursuant to the Participation Plan, a notice of the public hearing and commencement of a 30-day comment period to obtain citizen input on the Action Plan Substantial Amendment was published in the Press Telegram, posted at Lakewood City Hall in the City Clerk's office, and posted in two Lakewood public parks, Bloomfield Park and Mayfair Park on December 21, 2023.

The notice advertised that the FY 2023-2024 Action Plan, Substantial Amendment No. 1 would be considered by the Planning and Environment Commission during their January 4, 2024 meeting and at the City Council meeting on February 13, 2024. A copy of the Action Plan Substantial Amendment has been made available for public review on Thursday, January 4, 2024 through February 13, 2024 in the City Clerk's office and Community Development Department at Lakewood City Hall and at the Angelo M. Iacoboni Library. All comments received will be reviewed and considered at the public hearing by the City Council on February 13, 2024.

### **RECOMMENDATION**

Staff recommends that the City Council conduct a public hearing to receive comments on the proposed Action Plan Amendment and following the public hearing, approve the FY 2023-2024 Action Plan, Substantial Amendment No. 1 and authorize the City Manager to direct staff to submit to HUD the approved Action Plan Amendment.

  
Abel Avalos  
Director of Community Development

Thaddeus McCormack *PB for TM*  
City Manager



# CDBG ANNUAL ACTION PLAN, SUBSTANTIAL AMENDMENT No.1

## **FY 2023-2024**

---

**L  
A  
K  
E  
W  
O  
O  
D**

CDBG Grantee Number: B-23-MC-06-0521  
UEI PPJ8LS5XBN34  
DUNS Number: 076943638

Prepared By:  
City of Lakewood  
Community Development Department  
5050 Clark Avenue  
Lakewood, CA 90712

**City Lakewood**

**FY 2023-2024 Action Plan, Substantial Amendment No. 1**

**TABLE OF CONTENTS**

Standard Form 424-M..... 1

AP-05 Executive Summary..... 2

    1. Introduction ..... 2

    2. Summary of Objectives and Outcomes ..... 3

    3. Evaluation of Past Performance ..... 4

    4. Summary of Citizen Participation and Consultation Process ..... 4

    5. Summary of Public Comments..... 5

    6. Summary of Comments not Accepted..... 5

    7. Summary ..... 5

PR-05 Lead and Responsible Agencies ..... 7

AP-10 Consultation ..... 8

AP-12 Participation..... 13

AP-15 Expected Resources ..... 14

AP-20 Annual Goals and Objectives ..... 16

AP-35 Projects ..... 19

AP-38 Projects Summary ..... 20

AP-50 Geographic Distribution..... 26

AP-55 Affordable Housing ..... 29

AP-60 Public Housing..... 31

AP-65 Homeless and Other Special Needs Activities ..... 32

AP-75 Barriers to Affordable Housing ..... 35

AP-85 Other Actions ..... 36

AP-90 Program Specific Requirements..... 38

Certifications ..... 39

Assurances.....40

Application for Federal Assistance (SF -424).....41

Site Location Maps..... 42

Citizen Participation Plan ..... 43

Residential Anti-Displacement and Relocation Plan ..... 44

### HUD-424-M Funding Matrix

The applicant must provide the funding matrix shown below, listing each program or program component for which HUD funding is being requested and submit this information with the application for federal financial assistance.

| Grant Program*      | HUD Share | Matching Funds | Carry-over CDBG Funds | Other Federal Share | State Share | Local/Tribal Share | Other Funds | Program Income | Total       |
|---------------------|-----------|----------------|-----------------------|---------------------|-------------|--------------------|-------------|----------------|-------------|
| CDBG                | \$445,734 |                | \$610,185             |                     |             |                    | \$14,904    | \$18,000       | \$1,073,919 |
|                     |           |                |                       |                     |             |                    |             |                |             |
|                     |           |                |                       |                     |             |                    |             |                |             |
|                     |           |                |                       |                     |             |                    |             |                |             |
|                     |           |                |                       |                     |             |                    |             |                |             |
|                     |           |                |                       |                     |             |                    |             |                |             |
|                     |           |                |                       |                     |             |                    |             |                |             |
|                     |           |                |                       |                     |             |                    |             |                |             |
|                     |           |                |                       |                     |             |                    |             |                |             |
|                     |           |                |                       |                     |             |                    |             |                |             |
|                     |           |                |                       |                     |             |                    |             |                |             |
|                     |           |                |                       |                     |             |                    |             |                |             |
|                     |           |                |                       |                     |             |                    |             |                |             |
|                     |           |                |                       |                     |             |                    |             |                |             |
| <b>Grand Totals</b> | \$445,734 |                | \$610,185             |                     |             |                    | \$14,904    | \$18,000       | \$1,073,919 |

# Executive Summary

## AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

The City of Lakewood (“City”) is seeking a Substantial Amendment of the Fiscal Year (FY) 2023-2024 Action Plan to shift funds dedicated to the Weingart Senior Center Project to a Curb Replacement Project. The City Council approved the Weingart Senior Center Improvement Project that was proposed in the FY 19-20 Annual Action Plan. Since then, the City has diligently earmarked approximately \$1,071,000 of the City’s annual Community Development Block Grant (CDBG) entitlement funds for the Weingart Senior Center Project. The City has also secured funding with the State well as some other Federal funding. Initially, these funds were to be available in November of 2023 but budget delays within the State and Federal governments has delayed the grants from coming to Lakewood. State funding is now expected in April of 2024 and Federal funding is now expected in November 2024.

The Department of Housing and Urban Development (HUD) requires that grantees retain no more than 1.5 times their annual allocation. HUD runs a timeliness test on May 2 of each year for each entitlement community to determine compliance. On May 2, 2023, the City’s ratio of unspent funds to entitlement amount was 1.51 times the allocation or just 0.01 over the maximum allowed. Because of this non-compliance, the City received a letter from HUD explaining that non-compliance could lead to a reduction of next year’s allocation to bring the City in to compliance. On May 2, 2024, HUD will conduct another timeliness test to verify compliance with the 1.5 ratio.

During FYs 21-22 and 22-23, the City spent a total of \$340,512 on plans for the Weingart Senior Center. The plans are now complete and ready to go out for bid. However, the City is subject to California Public Contract Code which stipulates that a government cannot go out to bid for a project until all funding is secured. Because of this regulation, construction on the Weingart Senior Center Project cannot start in time to bring the City in to compliance with the 1.5 ratio, therefore the City is seeking approval to reallocate \$200,000 of CDBG funds to the Curb Replacement Project in order to bring the City in compliance with HUD’s regulations before the May 2, 2024 test.

The FY 2023-2024 Action Plan for the City satisfies the statutory HUD requirements for the CDBG Program. The Action Plan is prepared as an annual implementing tool for the 2020-2024 Consolidated Plan to establish current year priorities, resources and strategies. The City is an entitlement community for the CDBG Program. The CDBG Program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. Pursuant to the Act, the primary objective of the CDBG Program is to develop viable urban communities by providing decent housing, promoting a suitable living environment, and expanding economic opportunities, primarily for low and moderate income persons. To achieve these goals, CDBG activities must meet at least one of the three national objectives:

- Benefit low to moderate income persons.
- Aid in the prevention of slum and blight.
- Meet other community development needs having a particular urgency.

CDBG activities implemented by the City are used to pursue the above-listed statutory goals for CDBG as detailed by the Community Development and Housing programs listed in the City's FY 2020-2024 Consolidated Plan. These activities are designed to improve Lakewood's neighborhoods and increase its capacity to address the needs of low and moderate income households, including special needs groups, seniors, and persons with disabilities.

## **2. Summarize the objectives and outcomes identified in the Plan**

*This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.*

The City of Lakewood has prepared a strategy for addressing the housing and community development needs described in the Consolidated Plan during the fiscal years 2020-2024.

During FY 2023-2024, the City of Lakewood will assist the homeless through a contract with the Los Angeles County Sheriff Department and partnerships with People Assisting the Homeless (PATH), Los Angeles Homeless Services Authority (LAHSA), Housing Authority of the County of Los Angeles (HACOLA), and Gateway Cities Council of Governments (COG). Lakewood will also assist homeless persons at the Burns Community Center by providing referrals to services, bus vouchers, and use of the phone. Using CDBG funds, the City will assist Su Casa Ending Domestic Violence, a non-profit organization providing a continuum of care program for victims of domestic violence. Su Casa provides emergency and temporary shelter to women and their children who would otherwise be homeless.

The City also uses CDBG funds to help support other various public service organizations including Human Services Association, a non-profit organization that provides congregate and home delivered meals to Lakewood's elderly residents; Meals on Wheels which provides home delivered meals to Lakewood's elderly residents; Community Family Guidance, an organization that provides counseling to emotionally disturbed children; and to Pathways Volunteer Hospice, an organization that provides care to terminally ill patients. Lakewood also contracts with a Fair Housing consultant to assist Lakewood's residents in housing discrimination, complaints, and education.

The City is in preparation for a renovation of the Weingart Senior Center. Structural plans have been approved and construction is now expected to begin by winter 2024. The improvements include removing the existing barriers to the disabled, replacing the flooring, converting excess assembly space to offices for social service delivery, enclosing the billiards room, remodeling the lobby and installing a new HVAC system designed to eliminate viruses including Corona Virus.

Lakewood will continue its efforts to eliminate slum and blight throughout the City through the use code enforcement. Other means to eliminate slum and blight include providing loans and grants to low income residents to rehabilitate their homes.

Lastly, the City is proposing to replace existing curbs with ADA compliant curb ramps in CDBG Target Area Census Tract 5551.05.

See Table 9 under AP 38 Projects Summary.

### **3. Evaluation of past performance**

*This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.*

Lakewood, in partnership with non-profit organizations continues to monitor and evaluate the performance of the City's CDBG Programs to ensure regulatory compliance. The following list identifies some of the accomplishments realized during FY 2015-2019 (five year period covered by the previous Consolidated Plan) and FYs 2020-2022:

- During Fiscal Years 2015-2019 Five-Year Consolidated Plan:
  - 42 Single-Family Rehabilitation Loans and 28 Fix-Up, Paint-Up Grants were processed to assist Lakewood's low income residents improve their homes.
  - 1,481 households received services from Lakewood's public service providers. Services include delivered meals through Meals on Wheels, congregate meals with Human Services Association, non-medical hospice care with Pathways Volunteer Hospice, and counseling services to children with Community Family Guidance. Lakewood's Fair Housing Consultant served 1,199 residents.
  - Burns Community Center received necessary upgrades to provide a safe and modernized ADA compliant building.
- During Fiscal Year 2020-2021:
  - Nine Single-Family Rehabilitation Loans and six Fix-Up, Paint-Up Grants were processed to assist Lakewood's Low income residents improve their homes.
  - 375 households received services from Lakewood's public services providers. Services include delivered meals through Meals on Wheels, and Human Services Association, non-medical hospice care with Pathways Volunteer Hospice, child care services from Mothers At work, continuum of care for victims of domestic violence through Su Casa Ending Domestic Violence, and counseling services to children with Community Family Guidance. Lakewood's Fair Housing Consultant served 229 residents.
- During Fiscal Year 2021-2022:
  - Eight Single-Family Rehabilitation Loans and six Fix-Up, Paint-Up Grants were processed to assist Lakewood's Low income residents improve their homes.
  - 338 households received services from Lakewood's public services providers. Services include delivered meals through Meals on Wheels, congregate meals with Human Services Association, non-medical hospice care with Pathways Volunteer Hospice, and counseling services to children with Community Family Guidance. Lakewood's Fair Housing Consultant served 272 residents.

### **4. Summary of Citizen Participation Process and consultation process**

*Summary from citizen participation section of plan.*

The City has developed a detailed Citizen Participation Plan, which encourages the participation of all citizens and emphasizes the involvement of low to moderate income persons, particularly where housing and community development funds are spent. The citizen participation process includes a public review period of a minimum of 30 days to obtain citizen input on the projects or strategy proposed. The Citizen

Participation Plan is available for public inspection through the City's Community Development Department, the City Clerk's Office, and the Angelo M. Iacoboni Library.

In accordance with the Lakewood Citizen Participation Plan, the following hearings were conducted for the development of the Action Plan, Substantial Amendment No. 1:

- Public Hearing #1 (Planning and Environment Commission): January 4, 2024
- Public Hearing #2 (Lakewood City Council): February 13, 2024
- 30-Day Public Review Period: January 4, 2024 – February 13, 2024

On December 21, 2023, a notice was published in the [Press Telegram](#) announcing the public hearing before the Planning and Environment Commission on January 4, 2024 and announced a 30-day public comment period that concluded on February 13, 2024 at the Lakewood City Council meeting. The Draft Action Plan, Substantial Amendment No. 1 was available for public review at the following locations:

- Lakewood City Website [www.lakewoodcity.org](http://www.lakewoodcity.org)
- Lakewood City Hall, Community Development Department, 5050 Clark Avenue, Lakewood, CA 90712
- Lakewood City Hall, City Clerk's Office, 5050 Clark Avenue, Lakewood, CA 90712
- Angelo M. Iacoboni Library, 4990 N. Clark Avenue, Lakewood, CA 90712

The City welcomed any written recommendations, suggestions, or other input. Any opinions or comments related to the Action Plan, Substantial Amendment No. 1 were to be addressed to the following person:

Abel Avalos, Director of Community Development City of Lakewood 5050 North Clark Avenue Lakewood, CA 90712 (562) 866-9771 extension 2301.

## **5. Summary of public comments**

*This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.*

The City of Lakewood did not receive any public comments related to the Annual Action Plan, Substantial Amendment No. 1.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

The City of Lakewood did not received any public comments related to the Annual Action Plan, Substantial Amendment No. 1 and therefore did not reject any comments.

## **7. Summary**

The City of Lakewood FY 2023-2024 Action Plan, Substantial Amendment No. 1 was considered by the Planning and Environment Commission on January 4, 2024 and by the Lakewood City Council on February 13, 2024. In accordance with the City of Lakewood Citizen Participation plan, notice of the public hearings

was published in the Press Telegram on December 21, 2023, posted in three locations throughout the City, and draft copies of the FY 2023-2024 Action Plan, Substantial Amendment No. 1 were available for public review between January 4, 2024 and February 13, 2024.



## PR-05 Lead & Responsible Agencies – 91.200(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

*Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.*

Table 1 – Responsible Agencies

| <b>Agency Role</b> | <b>Name</b> | <b>Department/Agency</b>         |
|--------------------|-------------|----------------------------------|
| CDBG Administrator | Lakewood    | Community Development Department |
|                    |             |                                  |

### **Narrative (optional)**

Community Development staff are responsible for the administration of the CDBG grant.

### **Consolidated Plan Public Contact Information**

Carolyn Lehouillier  
Housing Specialist  
5050 Clark Avenue  
Lakewood, CA 90712  
(562) 866-9771, ext. 2320  
clehouillier@lakewoodcity.org

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

The Consolidated Plan was prepared by the City of Lakewood Community Development Department. In preparing the Plan, input was sought from a variety of public agencies and non-profit and for-profit housing groups to determine the housing needs for the community. The Department facilitated consultation with, and participation of, public and private social and homeless services agencies as well as citizens concerned with these services.

### **Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The City is located within Service Planning Area (SPA) 7, a division within Los Angeles County designated by LAHSA to target the specific needs of the homeless in the community. City staff attends regular monthly SPA meetings to address homeless issues through the Continuum of Care (CoC) Model. The City along with LAHSA conduct an annual homeless count. The official numbers for FY 2022-2023 have not been released, however, the count for FY 2021-2022 revealed that there are approximately 86 persons experiencing homelessness within the City of Lakewood.

Services are provided to people experiencing homelessness in Lakewood by PATH. Services begin with outreach and continue up to one year after a person is permanently housed. An outreach worker (Lakewood Sheriff) and case manager provide services in Lakewood. Activities in the outreach phase are focused on decreasing the barriers to housing and include:

- Providing **Basic Needs** such as: clothing, hygiene products and showers and transportation.
- Assistance **obtaining documents** necessary for housing i.e. social security card, picture identification, DD214, proof of income, disability verification etc.
- **Emergency and temporary housing** via SPA 7 facilities and motel placements.
- **Liaison and referral** to subsidy providers that include: Los Angeles Homeless Services Authority, Veteran’s Administration, Department of Mental Health and non-profit providers like PATH Ventures.
- **Access** to medical and mental health, substance addiction treatment services, and primary care home establishment i.e. Department of Mental Health, Veterans Administration, and federally qualified health centers located in the SPA.
- **Benefit establishment assistance** for General Relief, Social Security programs, Temporary Assistance to Needy Families, and Veteran’s Administration.
- **Referral** to employment and education services i.e. Goodwill Industries and local centers of the Workforce Investment Board.
- **Housing** location and re-location and rapid re-housing assistance.

Once a person is permanently housed, retention services can continue up to one year and include:

- **Household** set up assistance
- **Case management**, including prevention assistance to maintain housing
- **Home** visits
- **Linkage** to mainstream support services.

During the program year 2023-2024 the following services are expected to be provided in Lakewood:

- 174 outreach contacts including those assessed at hot spots
- 63 unduplicated individuals and families contacts
- 18 people are expected to receive case management
- 23 people are expected to be linked to mainstream resources including: medical, mental health, employment, veteran's benefits and income supports
- 2 people are expected to be permanently housed and linked with move in assistance programs

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The City coordinates with Su Casa Family Crisis and Support Center, a private non-profit organization in the City which operates a CoC Program. Su Casa provides both short-term emergency housing and transitional housing in two different locations within the City. The City has secured the transitional shelter with affordable housing covenants, which run through December 2063.

Burns Community Center staff will also provide information and referrals to social service agencies, emergency food, assistance for transportation and use of the telephone to approximately 15 homeless individuals and families when specific needs arise as part of the CoC Model.

LAHSA's 2022 Los Angeles CoC Housing Inventory Count includes a total of 49,243 county wide units with 60,800 beds available within emergency shelters, transitional housing, safe havens, rapid re-housing, permanent supportive housing and other forms of permanent housing. SPA 7 has a total of 2,347 units with 3,408 beds available.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

Emergency Solutions Grants (ESG) are grants offered through HUD. The City does not receive ESG funds for the operation and administration of Homeless Management Information Systems (HMIS).

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

|   |  |   |
|---|--|---|
| 1 | <b>Agency/Group/Organization</b>   | <b>Los Angeles Homeless Services Authority</b>  |
|   | <b>Agency/Group/Organization Type</b>  | Services-homeless   |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Homeless Needs - Chronically homeless<br>Homeless Needs - Families with children<br>Homelessness Needs - Veterans<br>Homelessness Needs - Unaccompanied youth<br>Homelessness Strategy  |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | City of Lakewood staff attends monthly LAHSA meetings to discuss strategies to assist the homeless population. The anticipated outcomes of the consultation are to devise a strategy to end homelessness.   |
| 2 | <b>Agency/Group/Organization</b>   | <b>Su Casa Ending Domestic Violence</b>   |
|   | <b>Agency/Group/Organization Type</b>  | Services-Victims of Domestic Violence   |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Homeless Needs - Families with children   |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | The City coordinates with Su Casa Ending Domestic Violence, a private non-profit organization in the City which operates a CoC Program. Su Casa provides both short-term emergency housing and transitional housing in two different locations within the City. The City has secured the transitional shelter with affordable housing covenants, which run through December 2063. The anticipated outcome of the consultation is a total of 40 Lakewood residents will be provided shelter served by Su Casa- Ending Domestic Violence. |
| 3 | <b>Agency/Group/Organization</b>   | <b>PATH (People Assisting the Homeless)</b>   |
|   | <b>Agency/Group/Organization Type</b>  | Services-homeless   |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Homeless Needs - Chronically homeless<br>Homeless Needs - Families with children<br>Homelessness Needs - Veterans<br>Homelessness Needs - Unaccompanied youth<br>Homelessness Strategy  |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | City of Lakewood staff regularly attends PATH meetings to discuss strategies to assist the homeless population. The anticipated outcomes of the consultation are to devise a strategy to end homelessness.  |
| 4 | <b>Agency/Group/Organization</b>   | <b>Community Family Guidance Center</b>   |
|   | <b>Agency/Group/Organization Type</b>  | Services-Children   |

|   |  |   |
|---|--|---|
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Non-Homeless Special Needs  |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | Community Family Guidance Center was provided an application that requested extensive information regarding its operation. The anticipated outcome of the consultation is a total of 72 Lakewood residents will receive services by Community Family Guidance Center. |
| 5 | <b>Agency/Group/Organization</b>   | <b>Pathways Volunteer Hospice</b>   |
|   | <b>Agency/Group/Organization Type</b>  | Services-Elderly Persons  |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Non-Homeless Special Needs  |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | Pathways Volunteer Hospice was provided an application that requested extensive information regarding its operation. The anticipated outcome of the consultation is a total of 30 Lakewood residents will be served by Pathways Volunteer Hospice.                    |
| 6 | <b>Agency/Group/Organization</b>   | <b>Human Services Association</b>   |
|   | <b>Agency/Group/Organization Type</b>  | Services-Elderly Persons  |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Non-Homeless Special Needs  |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | Human Services Association was provided an application that requested extensive information regarding its operation. The anticipated outcome of the consultation is a total of 75 Lakewood residents will be served by Human Services Association                     |
| 7 | <b>Agency/Group/Organization</b>   | <b>Long Beach Meals on Wheels</b>   |
|   | <b>Agency/Group/Organization Type</b>  | Services-Elderly Persons  |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Non-Homeless Special Needs  |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | Meals on Wheels was provided an application that requested extensive information regarding its operation. The anticipated outcome of the consultation is a total of 105 Lakewood residents will be served by Meals on Wheels.   |

**Identify any Agency Types not consulted and provide rationale for not consulting**

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

**Table 3 – Other local / regional / federal planning efforts**

| <b>Name of Plan</b> | <b>Lead Organization</b> | <b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>   |
|---------------------|--------------------------|---|
| Continuum of Care   | LAHSA                    | The Continuum of Care works to alleviate the impact of homelessness in the community through the cooperation and collaboration of social service providers. This effort aligns with the Strategic Plan’s goal to provide supportive services for homeless individuals and families. |

**Narrative (optional)**

## AP-12 Participation – 91.105, 91.200(c)

### 1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The City of Lakewood's citizen participation process involves a published notice in the local paper (Long Beach Press Telegram) advertising two public hearings. One with the Planning and Environment Commission which makes a recommendation to the City Council of either approval or denial of the Action Plan and the other hearing is with the City Council.

The Notice is also posted online, in two parks (Mayfair and Bloomfield parks) and in the City of Lakewood's City Clerk's office. Copies of the draft Action Plan were made available for public review on line, at Iacobni Library and in City Hall.

This process of advertising the public hearing and making available the Draft Action Plan in various ways impacts Lakewood's goal of serving its aging residents.

### Citizen Participation Outreach

Table 4 – Citizen Participation Outreach

| Sort Order | Mode of Outreach | Target of Outreach | Summary of response/ attendance | Summary of comments received | Summary of comments not accepted and reasons | URL (If applicable) |
|------------|------------------|--------------------|---------------------------------|------------------------------|--|---------------------|
| 1          | Public meeting   | Broad Community    | n/a                             | n/a                          | n/a  |                     |

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The City received \$445,734 in CDBG allocation and will receive approximately \$18,000 in program income for FY 2023-2024. With the allocation, program income and carry-over funding from the previous year, the City will fund subrecipients that serve Lakewood's low income residents, support a Code Enforcement Program, a Fair Housing Program, a loan and grant program, and a Capital Improvement Project.

|          |          |             |
|----------|----------|-------------|
| \$14,904 | \$18,000 | \$1,073,918 |
|----------|----------|-------------|

#### Anticipated Resources

**Table 5 - Expected Resources – Priority Table**

| Program | Source of Funds  | Uses of Funds  | Expected Amount Available Year 1 |                    |  |           | Expected Amount Available Remainder of ConPlan \$ | Narrative Description |
|---------|------------------|--|----------------------------------|--------------------|--|-----------|---|-----------------------|
|         |                  |  | Annual Allocation: \$            | Program Income: \$ | Prior Year Resources: \$   | Total: \$ |   |                       |
| CDBG    | public - federal | Acquisition<br>Admin and Planning<br>Economic Development<br>Housing<br>Public Improvements<br>Public Services | 445,734                          | 18,000             | 610,185<br>(Unspent)<br><br>14,904<br>(Returned to Line of Credit) | 1,073,919 | 0   |                       |

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

While the City does not leverage additional funds, the City partners with a private waste disposal company to offer an annual Neighborhood Clean-Up Program that is operated through the City's Code Enforcement program. The program provides assistance to tenants and property owners in disposing of unsightly and unwanted debris in neighborhoods identified as needing assistance. Each year a total of six clean-up events are scheduled and each event has three 40-yard roll-off bins or more available to the residents in the vicinity of the bin. Neighborhood residents are notified of the event date and community volunteer assistance is provided. The private waste disposal company donates the bins for this yearly event saving the City \$11,111.94 in rental fees.



**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

Lakewood's City facilities that are used to address the needs identified in the plan includes the Weingart Senior Center and Burns Community Center. Both facilities serve Lakewood's senior population. The Weingart Senior Center hosts a wide variety of services for Lakewood's 50 plus population. Services include educational and social engagement programs, fitness programs, special events, passive recreational programs, case management referrals, food assistance programs such as the congregate meals provided by Human Services Association, tax assistance and volunteer opportunities. Burns Community Center provides many services, including Meals on Wheels, senior exercise programs, Continuum of Care, and Mothers At Work, a day care operation.

**Discussion**

See discussion above.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives Goals Summary Information

**Table 6 – Goals Summary**

| Sort Order | Goal Name                            | Start Year | End Year | Category                   | Geographic Area  | Needs Addressed                      | Funding                                 | Goal Outcome Indicator   |
|------------|--------------------------------------|------------|----------|----------------------------|--|--------------------------------------|---|--|
| 1          | Equal Housing Opportunity            | 2023       | 2024     | Non-Homeless Special Needs | City Wide  | Equal Housing Opportunity            | CDBG: \$37,000<br>General Fund: \$1,700 | Public service activities for a Fair Housing Program Low/Moderate Income Housing Benefit : 250 Households Assisted |
| 2          | Housing Preservation and Improvement | 2023       | 2024     | Affordable Housing         | City Wide  | Housing Preservation and Improvement | CDBG: \$105,790                         | Homeowner Housing Rehabilitated: 16 Household Housing Unit   |
| 3          | Housing Preservation and Improvement | 2023       | 2024     | Affordable Housing         | Census Tracts<br>5550.01<br>BG 1, 2, 3 & 4;<br>5550.02 BG 1&2;<br>5551.02<br>BG 1&2;<br>5551.03 BG 3;<br>5551.04 BG 1;<br>5700.01<br>BG 2&4;<br>5700.03<br>BG 1,3,&4;<br>5708.00 BG 1;<br>5714.00 BG 3;<br>& 5715.03<br>BG 1 | Housing Preservation and Improvement | CDBG: \$43,909                          | 250 Code Enforcement Cases   |
| 4          | Housing Development                  | 2023       | 2024     | Affordable Housing         | Census Tract<br>5550.01<br>BG 4  | Housing Development                  | CDBG: \$0                               | Homeowner Housing Added: 37 Household Housing Unit   |

| Sort Order | Goal Name                                | Start Year | End Year | Category                          | Geographic Area             | Needs Addressed                          | Funding                                    | Goal Outcome Indicator  |
|------------|--|------------|----------|-----------------------------------|-----------------------------|--|--|---|
| 5          | Improve and Provide Community Facilities | 2023       | 2024     | Non-Housing Community Development | Census Tract 5707.01 BG 2   | Improve and Provide Community Facilities | CDBG: \$155,935                            | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 200 Persons Assisted |
| 6          | Improve and Provide Community Facilities | 2023       | 2024     | Non-Housing Community Development | Census Tract 5551.05 BG 1&3 | Improve and Provide Community Facilities | CDBG: \$200,000<br>GENERAL FUND: \$100,000 | Replace 40 curbs with ADA compliant curb ramps  |
| 7          | Provide Assistance to Continuum of Care  | 2023       | 2024     | Homeless                          | City Wide                   | Assistance to Continuum of Care          | CDBG: \$3,180                              | Homelessness Prevention: 40 Persons Assisted  |
| 8          | Provide Community Services               | 2023       | 2024     | Non-Housing Community Development | City Wide                   | Provide Community Services               | CDBG: \$28,820                             | Public service activities other than Low/Moderate Income Housing Benefit: 300 Persons Assisted                    |

## Goal Descriptions

**Table 7 – Goals Descriptions**

|          |                         |   |
|----------|-------------------------|---|
| <b>1</b> | <b>Goal Name</b>        | Equal Housing Opportunity   |
|          | <b>Goal Description</b> | Provide CDBG funds to operate a Fair Housing program  |
| <b>2</b> | <b>Goal Name</b>        | Housing Preservation and Improvement  |
|          | <b>Goal Description</b> | Provide CDBG funds for rehabilitation delivery costs to rehabilitate 16 single-family residential homes                           |
| <b>3</b> | <b>Goal Name</b>        | Housing Preservation and Improvement  |
|          | <b>Goal Description</b> | Provide CDBG funds to operate a code enforcement program  |
| <b>4</b> | <b>Goal Name</b>        | Housing Development   |
|          | <b>Goal Description</b> | Provide Housing Successor Agency properties for the development of 37 affordable townhomes  |
| <b>5</b> | <b>Goal Name</b>        | Improve and Provide Community Facilities  |
|          | <b>Goal Description</b> | Provide CDBG funds for a capital improvement project benefiting senior citizens   |
|          | <b>Goal Name</b>        | Improve and Provide Community Facilities  |
|          | <b>Goal Description</b> | Provide CDBG funds for a capital improvement project benefiting senior citizens, handicapped individuals and low income residents |
| <b>7</b> | <b>Goal Name</b>        | Assistance to Continuum of Care   |
|          | <b>Goal Description</b> | Provide CDBG funds to shelter victims of domestic violence  |
| <b>8</b> | <b>Goal Name</b>        | Provide Community Services  |
|          | <b>Goal Description</b> | Provide CDBG funds to various non-profit agencies for public services   |

# Projects

## AP-35 Projects – 91.220(d)

### Introduction

Included in this Action Plan Amendment is a listing of projects approved by FY 2023-2024 Action Plan and the proposed new activity ADA Compliant Curb Ramp Replacement. These activities will be conducted during the FY 2023-2024 using CDBG funds. Anticipated accomplishments for each activity are also listed. All activities are expected to start and/or be completed during FY 2023-2024. Each activity identified in the following table includes a description of the FY 2020-2024 Consolidated Plan priority and local Action Plan objectives that will be addressed during the FY 2023-2024.

### Projects

**Table 8 - Project Information**

| #  | Project Name                               |
|----|--|
| 1  | Code Enforcement                           |
| 2  | Fair Housing Program                       |
| 3  | Community Family Guidance                  |
| 4  | Meals on Wheels                            |
| 5  | Pathways Volunteer Hospice                 |
| 6  | Human Services Association                 |
| 7  | Su Casa Ending Domestic Violence           |
| 8  | Rehabilitation Delivery Costs              |
| 9  | Program Administration                     |
| 10 | Weingart Senior Center Improvement Project |
| 11 | ADA Compliant Curb Ramp Installation       |

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

According to the five year 2011-2015 American Community Survey, the City has about 37% of its households earning low and moderate incomes. Additionally, according to a 2016 Survey conducted by Southern California Association of Governments (SCAG), approximately 13% of Lakewood’s population consists of persons 65 years and older. Programs such as those offered by Human Services Association which provide congregate meals and delivered meals to low income seniors helps low income seniors stay in their homes.

Lakewood is also prioritizing completing improvements for the Weingart Senior Center. This center provides services to over 200 seniors monthly. Services include educational and social engagement programs, fitness programs, special events, passive recreational programs, case management referrals, food assistance programs such as the congregate meals provided by Human Services Association, tax assistance and volunteer opportunities. The biggest obstacle to addressing the underserved needs is lack of funding.

# AP-38 Project Summary

## Project Summary Information

Table 9 - Project Summary

|                           |  |  |
|---------------------------|--|--|
| 1                         | <b>Project Name</b>  | <b>Code Enforcement</b>  |
|                           | <b>Target Area</b>   | City Wide  |
|                           | <b>Goals Supported</b>   | Housing Preservation and Improvement   |
|                           | <b>Needs Addressed</b>   | Housing Preservation and Improvement   |
|                           | <b>Funding</b>   | CDBG: \$43,909   |
|                           | <b>Description</b>   | Under this program, the City will continue to enforce existing building codes with Community Conservation Officers working in conjunction with the Crime, Public Nuisance, and Property Abatement Team serving CDBG-eligible areas.  |
|                           | <b>Target Date</b>   | 6/30/2024  |
|                           | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | Approximately 500 households will be served during FY 2022-2023. Of those 500 households approximately 250 households will be low to moderate income households located within CDBG Eligible Areas.  |
|                           | <b>Location Description</b>  | CDBG Eligible Areas- Census Tract 5550.01, BG 1, 2, 3 and 4; Census Tract 5550.02 BG 1 and 2; Census Tract 5551.02 BG 1 and 2; Census Tract 5551.03, BG 2; Census Tract 5551.04, BG 1; 5700.01, BG 2 and 4; Census Tract 5700.03, BG 3 and 4; Census Tract 5708.00, BG 1; Census Tract 5714.00, BG 3; Census Tract 5715.03, BG 1.  |
| <b>Planned Activities</b> | Enforce building and zoning codes.   |  |
| 2                         | <b>Project Name</b>  | <b>Fair Housing Program</b>  |
|                           | <b>Target Area</b>   | City Wide  |
|                           | <b>Goals Supported</b>   | Equal Housing Opportunity  |
|                           | <b>Needs Addressed</b>   | Equal Housing Opportunity  |
|                           | <b>Funding</b>   | CDBG: \$37,000; General Fund: \$1,700  |
|                           | <b>Description</b>   | Provide CDBG funds for a fair housing counseling program and landlord tenant services for residents and property owners. The Fair Housing Consultant will function as a central source for fair housing information and education; investigate and conciliate housing discrimination complaints; make referrals to appropriate sources for the formal resolution of complaints when information conciliation efforts fail; distribute information on landlord tenant rights and assist low and moderate income families in maintaining suitable housing. |
|                           | <b>Target Date</b>   | 6/30/2024  |

|          |  |  |
|----------|--|--|
|          | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | The City will actively implement the Fair Housing Programs, including conducting education, counseling, and special projects. A total of 250 low to moderate income households shall be assisted annually. |
|          | <b>Location Description</b>  | Citywide.  |
|          | <b>Planned Activities</b>  | Administer a Fair Housing Program.   |
| <b>3</b> | <b>Project Name</b>  | <b>Community Family Guidance</b>   |
|          | <b>Target Area</b>   | City Wide  |
|          | <b>Goals Supported</b>   | Provide Community Services   |
|          | <b>Needs Addressed</b>   | Provide Community Services   |
|          | <b>Funding</b>   | CDBG: \$6,580  |
|          | <b>Description</b>   | This program provides counseling services for emotionally disturbed children.  |
|          | <b>Target Date</b>   | 6/30/2024  |
|          | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | Through this program, an estimated 90 children from low to moderate income households, who are emotionally disturbed will receive counseling annually.   |
|          | <b>Location Description</b>  | City Wide.   |
|          | <b>Planned Activities</b>  | Counsel emotionally disturbed children.  |
| <b>4</b> | <b>Project Name</b>  | <b>Meals on Wheels</b>   |
|          | <b>Target Area</b>   | City Wide  |
|          | <b>Goals Supported</b>   | Provide Community Services   |
|          | <b>Needs Addressed</b>   | Provide Community Services   |
|          | <b>Funding</b>   | CDBG: \$8,480  |
|          | <b>Description</b>   | This program provides in-home meal delivery to low income, senior, and disabled persons.   |
|          | <b>Target Date</b>   | 6/30/2024  |
|          | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | Under this program, the City will serve an estimated 105 low income and special needs individuals.   |
|          | <b>Location Description</b>  | City Wide  |
|          | <b>Planned Activities</b>  | Prepare and deliver meals to senior citizens.  |

|   |  |  |
|---|--|--|
| 5 | <b>Project Name</b>  | <b>Pathways Volunteer Hospice</b>  |
|   | <b>Target Area</b>   | City Wide  |
|   | <b>Goals Supported</b>   | Provide Community Services   |
|   | <b>Needs Addressed</b>   | Provide Community Services   |
|   | <b>Funding</b>   | CDBG: \$6,580  |
|   | <b>Description</b>   | This program provides in-home non-medical services to terminally ill persons.  |
|   | <b>Target Date</b>   | 6/30/2024  |
|   | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | Through this program, the City will serve 30 low and moderate income households annually with in-home services for terminally ill persons. |
|   | <b>Location Description</b>  | Citywide   |
|   | <b>Planned Activities</b>  | Provide in home non-medical care to terminally ill persons.  |
| 6 | <b>Project Name</b>  | <b>Human Services Association</b>  |
|   | <b>Target Area</b>   | City Wide  |
|   | <b>Goals Supported</b>   | Provide Community Services   |
|   | <b>Needs Addressed</b>   | Provide Community Services   |
|   | <b>Funding</b>   | CDBG: \$7,180  |
|   | <b>Description</b>   | This activity will support senior citizen congregate meals at the Weingart Senior Center and home delivered meals to Lakewood residents.   |
|   | <b>Target Date</b>   | 6/30/2024  |
|   | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | Through this program, Human Services Association will provide congregate and home delivered meals to 75 seniors annually.                  |
|   | <b>Location Description</b>  | City Wide  |
|   | <b>Planned Activities</b>  | Provide congregate meals to senior citizens.   |
| 7 | <b>Project Name</b>  | <b>Su Casa Ending Domestic Violence</b>  |
|   | <b>Target Area</b>   | City Wide  |
|   | <b>Goals Supported</b>   | Provide Assistance Continuum of Care   |
|   | <b>Needs Addressed</b>   | Assistance to the Continuum of Care  |



|                           |  |  |
|---------------------------|--|--|
|                           | <b>Funding</b>   | CDBG: \$3,180  |
|                           | <b>Description</b>   | Provide immediate shelter from danger and case management and counseling, shelter-based certified childhood education, community awareness training, and transitional housing.   |
|                           | <b>Target Date</b>   | 6/30/2024  |
|                           | <b>Estimate the number and type of families that will benefit from the proposed activities</b>                         | Su Casa will provide safety, protection, and resources to 40 residents of the City of Lakewood. Victims of domestic violence and their children will have access to suitable housing at Su Casa’s Emergency and Transitional Shelters where they will learn the skills necessary to stay safe, find permanent housing, and become self-sufficient. |
|                           | <b>Location Description</b>  | City Wide  |
|                           | <b>Planned Activities</b>  | Provide shelter to victims of domestic violence.   |
| <b>8</b>                  | <b>Project Name</b>  | <b>Rehabilitation Delivery Costs</b>   |
|                           | <b>Target Area</b>   | City Wide  |
|                           | <b>Goals Supported</b>   | Housing Preservation and Improvement   |
|                           | <b>Needs Addressed</b>   | Housing Preservation and Improvement   |
|                           | <b>Funding</b>   | CDBG: \$105,790  |
|                           | <b>Description</b>   | This program provides funds for the payment of reasonable administrative costs and carrying charges such as rehabilitation counseling, work specifications, loan processing, site inspections, reporting, processing loan paybacks and all administrative work related to loan and grant processing.   |
|                           | <b>Target Date</b>   | 6/30/2024  |
|                           | <b>Estimate the number and type of families that will benefit from the proposed activities</b>                         | 16 low income families will benefit from the proposed activities   |
|                           | <b>Location Description</b>  | City Wide  |
| <b>Planned Activities</b> | Process 10 Single-Family Rehabilitation Loans and 6 Fix-Up, Paint-Up Grants and process approximately 11 loan paybacks |  |
| <b>9</b>                  | <b>Project Name</b>  | <b>Program Administration</b>  |
|                           | <b>Target Area</b>   | N/A  |
|                           | <b>Goals Supported</b>   | N/A  |
|                           | <b>Needs Addressed</b>   | N/A  |
|                           | <b>Funding</b>   | CDBG: \$89,100   |

|           |  |  |
|-----------|--|--|
|           | <b>Description</b>   | This program ensures the effective use of limited CDBG funds, for the community’s priorities and federal regulations. Activities include the preparation of the Consolidated Plan, Action Plan, and Annual Performance Report, and continuous outreach to address the changing needs of the community. Staff is trained on CDBG requirements and future program development. |
|           | <b>Target Date</b>   | 6/30/2024  |
|           | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | N/A  |
|           | <b>Location Description</b>  | Citywide   |
|           | <b>Planned Activities</b>  | Effectively manage CDBG funds  |
| <b>10</b> | <b>Project Name</b>  | <b>Weingart Senior Center Improvement Project</b>  |
|           | <b>Target Area</b>   | City Wide  |
|           | <b>Goals Supported</b>   | Improve and Provide Community Facilities   |
|           | <b>Needs Addressed</b>   | Improve and Provide Community Facilities   |
|           | <b>Funding</b>   | CDBG; \$155,935  |
|           | <b>Description</b>   | Bring facility into compliance with current ADA standards  |
|           | <b>Target Date</b>   | 6/30/2024  |
|           | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | Approximately 2,000 unduplicated low-moderate income senior households will benefit from the proposed improvements.  |
|           | <b>Location Description</b>  | 5220 Oliva Avenue  |
|           | <b>Planned Activities</b>  | Conduct improvements to bring facility into ADA compliance   |
| <b>11</b> | <b>Project Name</b>  | <b>ADA Compliant Curb Ramp Replacement Project</b>   |
|           | <b>Target Area</b>   | Census Tract 5551.05   |
|           | <b>Goals Supported</b>   | Improve and Provide Community Facilities   |
|           | <b>Needs Addressed</b>   | Improve and Provide Community Facilities   |
|           | <b>Funding</b>   | CDBG; \$200,000  |
|           | <b>Description</b>   | Replace existing curbs with ADA compliant curb ramps   |
|           | <b>Target Date</b>   | April 15, 2024   |

|  |  |  |
|--|--|--|
|  | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | The City estimates that approximately 2,000 families will benefit from the proposed activity. The types of families benefitting from this activity include those who have household members over 65 years in age and those that have members who are disabled. |
|  | <b>Location Description</b>  | City street intersections  |
|  | <b>Planned Activities</b>  | Replace existing curbs with ADA compliant curb ramps   |

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The City's housing programs are marketed and available throughout the City which assists in the reduction of concentration of low income persons. The program is not directed to any one geographical area but rather to extremely low to low income (0 to 80% of the County MFI) persons and households. The City wants to promote a balanced and integrated community and is committed to providing assistance throughout the City.

The only exception to this policy is that some activities (Code Enforcement, Public Facilities and Street Improvements) are limited to special CDBG Target Areas, which are known as area benefit activities. An area benefit activity is an activity that meets the identified needs of low income persons residing in an area where at least 51 percent of the residents (or less if the exception criteria are applicable) are low income persons. An area where at least 44.19 percent of the residents are low to moderate income persons is considered an area where the exception criteria are applied. The proposed curb replacement project will be conducted in Census Tract 5551.05 which is designated as a Target area. This Census Tract has at least 51% of the population below the low-moderate income level.

The benefits of the activity are available to everyone in that area despite their income. A map of these Target Areas is included in the Action Plan. The City has traditionally used 80 percent or more of its CDBG resources to benefit these special areas and/or to operate programs available exclusively to low and moderate income people (whereas HUD regulations only require a minimum 70 percent low and moderate benefit for CDBG activities). To continue to achieve this high ratio of low and moderate benefit for its CDBG resources, and because of the compelling need to assist these target areas, the City will continue to target CDBG resources to these special geographic areas. The allocation of funds is evenly distributed to the targeted Census Tracts.

The geographic areas of entitlement include 17 Block Groups within 10 Census Tracts where the majority of land is dedicated to residential uses and are populated with low-income families. There are a total of 5,712 parcels of land within those 17 Block Groups. Of those 5,712 parcels, 4,437 parcels are zoned Single-Family Residential, 1,087 parcels are zoned Multiple-Family Residential, two parcels are located in the Mobile Home Park zone, and the remaining 186 parcels are zoned for open space, agricultural, commercial uses, and manufacturing uses.

## Geographic Distribution

Table 10 - Geographic Distribution

| Target Area | Percentage of Funds |
|-------------|---------------------|
| 5550.01     | 10                  |
| 5550.02     | 10                  |
| 5551.02     | 10                  |
| 5551.03     | 10                  |
| 5551.04     | 10                  |
| 5700.01     | 10                  |
| 5700.03     | 10                  |
| 5708.00     | 10                  |
| 5714.00     | 10                  |
| 5715.03     | 10                  |

### Rationale for the priorities for allocating investments geographically

Lakewood's Housing and Community Development Strategy includes general priorities for allocating funds geographically in the City; the rationale for assigning the priority; the quantifiable objective to meet the priority; the funding sources used to meet the objective; and the activities approved to meet the objectives. To prevent the concentration of low-income persons, the majority of the City's programs are provided throughout the City and marketed to all neighborhood areas. However, based on federal eligibility issues for low-income households, some areas of the City may experience greater CDBG investment than others.

HUD defines a community's priority need levels as follows:

- *High Priority:* Activities to address this need will be funded by the City during the five-year period.
- *Medium Priority:* If funds are available, activities to address this need may be funded during the five-year period. Also, the City may take other actions to help this group locate other sources of funds.
- *Low Priority:* The City will not directly fund activities using funds to address this need during the five-year period, but other agencies' applications for federal assistance might be supported and found to be consistent with this plan.
- *No Such Need:* The City finds there is no need or that this need is already substantially addressed. The City will not support other entities applications for federal assistance for

activities where no such need has been identified.

The Lakewood Consolidated Plan Strategy is outlined and presented as follows:

- Affordable Housing, Homeless, and Other Special Needs Strategy
- Non-Housing Community Development Strategy Plan
- Summary of Eligible Housing and Non-Housing Community Development Block Grant Activities
- Anti-Poverty Strategy
- Reduction of Barriers to Affordable Housing
- Institutional Structure and Intergovernmental Cooperation

### **Discussion**

See above discussion

# Affordable Housing

## AP-55 Affordable Housing – 91.220(g)

### Introduction

Lakewood’s one-year goals for the number of households to be supported are quantified as those homeless assisted by Su Casa Ending Domestic Violence, Burns Center staff, LAHSA, the Department of the Los Angeles County Sheriff, and PATH, and the number of affordable housing units that are located in the City. There are three senior developments, a three-unit Neighborhood Stabilization Program (NSP) development and two Redevelopment Agency properties each with one affordable unit for a total of five affordable units. The senior housing developments include Candlewood Apartments, an 81 one-bedroom unit development, Whispering Fountains, a 201 unit development and Seasons Senior Apartments, an 85 unit development. The special needs to be supported are quantified as Adult Residential Facilities, Residential Care Facilities for the Elderly, Group Homes, and Small Family Homes.

The City amended its zoning ordinance in 2018 to allow the construction of Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) on Single-Family Residentially (R-1) zoned properties as mandated by the State of California. In January of 2022, Senate Bill 9 (SB9) was mandated by the State of California to requiring cities to allow the construction of up to two units on a single lot. SB9 also mandates that cities allow single family lots to be split in two allowing for the construction of two units on each of the newly formed lots for up to four units replacing the one single-family dwelling unit. The City has not yet received an application to split a lot, however, the city has received several applications for a second unit in conjunction with an ADU and JADU.

During FY 21-22 the construction of 43 ADUs were approved by the City and completed. Currently, 39 ADUs have been and approved and completed during FY 22-23. It is anticipated that during FY 23-24, the construction of 75 ADUs will be approved by the City and construction completed.

The one-year goals for the number of households supported through Rental Assistance are quantified through Section 8 Rental Assistance which is operated by HACOLA. The number of households supported through the rehabilitation of existing units is derived from the number of loans and grants the City processes each year.

**Table 11 - One Year Goals for Affordable Housing by Support Requirement**

| <b>One Year Goals for the Number of Households to be Supported</b> |     |
|--|-----|
| Homeless   | 98  |
| Non-Homeless   | 5   |
| Special Needs  | 164 |
|  |     |
| Total  | 339 |

**Table 12 - One Year Goals for Affordable Housing by Support Type**

| <b>One Year Goals for the Number of Households Supported Through</b> |    |
|--|----|
| Rental Assistance  | 0  |
| The Production of New Units  | 75 |
| Rehab of Existing Units  | 16 |
| Acquisition of Existing Units  | 0  |

**Discussion**

As shown in Table 11, the City proposes to assist 98 homeless persons. This number is derived from the number of victims of domestic violence Su Casa Ending Domestic Violence proposes to house (40), the number of homeless persons (43) PATH proposes to assist in Lakewood during FY 23-24 plus the proposed number of homeless persons (15) to be assisted at Burns Community Center during FY 23-24.

Su Casa provides transitional housing for up to one year in an apartment complex, which facilitates residents’ ability to adapt to independent living and break the cycle of abuse. The City has provided funding for Su Casa operations in the past. The City has secured the transitional shelter with affordable housing covenants, which will run through December 2063.

The City anticipates the construction of 75 ADUs which contributes to the City’s low-income housing inventory. Lakewood has one Neighborhood Stabilization Property (NSP) and two Redevelopment Agency properties that are developed with a total of five units and are occupied by extremely low to moderate-income families.

There are three affordable senior housing developments located in the City offering a combined total of 367 affordable units. The City has secured a covenant on each development to maintain as affordable senior housing.

Although Lakewood does not directly provide affordable housing, the City is in the negotiation process of an affordable housing developer to develop 37 affordable for-sale townhomes on nine vacant properties remaining from the Housing Successor Agency.



## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The City of Lakewood does not have public housing units located within city limits. The City continues its participation of the Section Housing Voucher Program through the County of Los Angeles.

### **Actions planned during the next year to address the needs to public housing**

The City of Lakewood does not have public housing units located within city limits. The City continues its participation of the Section Housing Voucher Program through the County of Los Angeles.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

The City of Lakewood does not have public housing units located within city limits. The City continues its participation of the Section Housing Voucher Program through the County of Los Angeles.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The City of Lakewood does not have public housing units located within city limits. The City continues its participation of the Section Housing Voucher Program through the County of Los Angeles.

### **Discussion**

The City of Lakewood does not have public housing units located within city limits. The City continues its participation of the Section Housing Voucher Program through the County of Los Angeles.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The City assists the homeless at the Burns Community Center and partners with PATH, Gateway Cities Council of Governments, HACOLA and LAHSA. The City also partners and provides CDBG funding to Su Casa Ending Domestic Violence.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City of Lakewood contracts with the Los Angeles County Sheriff Department. A sheriff's deputy routinely performs outreach to persons experiencing homeless to connect the homeless to services. Services are provided to people experiencing homelessness in Lakewood by LAHSA and PATH.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Su Casa Family Crisis and Support Center is a private non-profit organization that provides both short term emergency housing and transitional housing in two separate locations in the city. Su Casa's 26 bed and emergency shelter serves 6-8 families at a time and meeting all their needs at no cost. Families receive individual and group counseling, case management, legal social advocacy, and life skills training.

At the second location, Su Casa provides a 24-bed transitional housing with five shared apartments, a children's area, counseling offices, and an outside area that provide families with longer term housing (3-12 months) and space for ongoing services. The maximum capacity at this facility is 24 persons and the residents are provided counseling, parenting classes, life skills training, case management, financial literacy training, household establishment assistance, budgeting and job search assistance. All clients in the shelter programs save 75% of their incomes, which provides the financial resources necessary to help obtain permanent housing in the future.

Admittance to the program is strictly on a referral basis. The City has secured the transitional shelter with affordable housing covenants, which run through December 2063.

The City will continue to coordinate efforts to provide information and resources for transitional housing through the Burns Community Center. It is anticipated that City staff will assist 15 individuals by providing information and referrals to appropriate social service agencies, provide emergency food (canned good and can openers), assistance for transportation on local bus services and use of the telephone for local calls when seeking assistance.

In February 2012, the City amended the Zoning Ordinance to permit emergency shelters by right in the M-2 zone. This is to comply with State law (SB2) requiring that a zone be identified to permit emergency shelters by right. This was also identified as a program in the certified Housing Element.

In January 2022, LAHSA released the Los Angeles Continuum of Care Housing Inventory Count. The Count shows that there are 14,402 emergency shelters within Los Angeles County offering 20,087 beds. There are 3,053 transitional housing units offering 4,144 transitional housing beds. SPA 7 offers 1,315 emergency shelters with 1,497 beds and 323 transitional housing units with 329 beds. The City will continue its work with community non-profit groups and community based organizations interested in providing transitional housing services to the homeless.

Another form of transitional housing in the City is Adult Residential Facilities, Residential Care Facilities for the Elderly, Group Homes and Small Family Homes and is described as follows:

- There are a total of 16 Adult Residential Facilities located in the City of Lakewood. The facilities provide 24 hour non-medical care to individuals who may be physically, mentally or developmentally disabled. Each home can house up to six adults aged 18-59.
- There are a total of 10 Residential Care Facilities for the Elderly located in the City of Lakewood. Each of these facilities house up to six persons aged 60 or older. These facilities were accepted as transitional housing by the State Department of Housing and Community Development during the FY 2013-2021 Housing Element update.
- There is one Small Family Home located in the City of Lakewood that provides 24-hour care for families with less than six children who are in need of assistance because of a physical, mental or developmental disability.

In addition to assisting in providing emergency shelter and transitional housing, the City will continue to provide support services such as job training and counseling. The County of Los Angeles also offers an array of work training programs, housing placement assistance, and other support resources.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City contracts with the Los Angeles County Sheriff Department. A sheriff's deputy takes the lead in providing duplicated outreach to over 750 homeless persons annually in the City of Lakewood connecting them to PATH and LAHSA for services. Many homeless persons reject the services offered while many accept the support services provided.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The City will continue its work with community non-profit groups and community based organizations interested in assisting individuals and families avoid becoming homeless by providing rapid-rehousing, emergency shelter and transitional housing, the City will continue to provide support services such as job training and counseling. The County of Los Angeles also offers an array of work training programs, housing placement assistance, and other support resources.

Section 8 Housing Choice Voucher Program was voluntarily transferred back to the Housing Authority of the County of Los Angeles (HACOLA) as of July 1, 2011. Residents on the program's waiting list who are seeking Section 8 Housing Assistance are still given priority over non-residents, even though affordable housing within the city limits is difficult to find. New potential participants who are not currently on the waiting list are referred to the HACOLA for further assistance.

The Assistance Directory at the Burns Community Center enables staff to assist the low-income individuals and families, especially extremely low-income individuals and families, who are likely to become homeless or who are receiving assistance from public or private agencies to address housing, health, social services, employment, education or youth needs.

## **Discussion**

See discussion above

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

The City is committed to addressing the negative effects of public policies over which it has control. In order to promote integration and prevent low income concentrations, the City has designed its affordable housing programs to be available Citywide. This priority also serves to make sure that the City does not have any policies, rules, or regulations that would lead to minority or racial concentrations.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

Since 1989, Lakewood has demonstrated a willingness to encourage housing development of all types. It has approved several zone changes to allow the construction of housing including General Commercial (C-4) to Multiple Family Residential (M-F-R) to allow for the building of a 201-unit senior citizen apartment complex in 1989, Light Manufacturing (M-1) to Planned Development Single Family (PDSF), to allow for the building of 184 single family residences in 1994, Open Space (O-S) to MFR, to allow for the building of a 85-unit senior citizen apartment complex in 1996, C-4 to MFR, to allow for the conversion a motel into apartments in 1999, Intermediate Commercial (C-3) to PDSF to all a 20 unit single-family residential project in 2003, C-4 to M-F-R in 2014 allowing an existing apartment complex to expand by adding 22 additional apartments, O-S to M-F-R to allow a three-unit condominium project in 2015, and Code amendments to allow for development of a variety of housing types, including those that benefit low and moderate income people. The City makes an effort to fast track projects and process permits in a timely manner. The City intends to maintain its current posture of openness and willingness to consider new ideas and eliminate any regulatory barriers under its control in the provision of a variety of housing to meet the needs of all income groups.

During 2018, the City amended its zoning ordinance to allow the construction of ADUs in Single-Family Residential (R-1) zoned properties, as mandated by State Law. The California Government Code provides that ADUs facilitate and expedite the construction of affordable housing; they provide housing for family members, students, the elderly, in-home health providers, the disabled, and others at below market prices within existing neighborhoods; they may add income and an increased sense of security to homeowners; they will provide additional rental housing stock; they offer lower cost housing to meet the needs of existing and future residents within existing neighborhoods, while respecting architectural character; and they are an essential component of California's housing supply. The ordinance is consistent with current state law and establishes local control of the regulations related to ADUs.

During the next year, the City will continue to work cooperatively within existing legislatively mandated constraints to develop or encourage public policies that foster affordable housing development and assistance.

### **Discussion:**

See discussion above

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The City continues to address obstacles to meeting underserved needs, to foster and maintain affordable housing, to reduce lead-based paint hazards, to reduce the number of poverty-level families, to develop institutional structure, enhance coordination between public and private housing and social service agencies. These efforts are discussed in more detail below.

### **Actions planned to address obstacles to meeting underserved needs**

Like most communities, a major obstacle to meeting the needs of the community is funding. Over the years, community partnerships with county, state, and federal agencies have been integral to meeting the needs of the underserved community. During the FY 2023-2024 program year, the City intends to aggressively continue these relationships as well as foster new ones to ensure that the needs of the community are adequately fulfilled.

The City promotes its housing and community service programs in the areas with the highest concentration of low and moderate income households to address the continuing needs of the underserved population. The City will use the Chamber of Commerce, local newspaper, City newsletter, and community events to promote these services. The City will continue to provide the services listed below for low and moderate income Renter Households and Owner-occupied Households.

### **Actions planned to foster and maintain affordable housing**

As articulated in the Consolidated Plan, the City will implement Coordination with Los Angeles County Housing Authority and will collaborate with the Los Angeles County Community Development Department for the following actions to foster and maintain affordable housing:

- Mortgage assistance program referrals
- Coordination with neighborhood networks to elaborate on the needs of the community
- Code enforcement
- Home Improvement Programs
- Infrastructure improvements
- Provision of Fair Housing Services
- Approve the construction of 75 ADUs
- Partner with a developer for the construction of 37 new for-sale affordable housing units

### **Actions planned to reduce lead-based paint hazards**

To reduce lead-based paint hazards in Lakewood, the City will continue to disseminate information and monitor the lead-poisoning data provided by the County. In addition, the City's Residential Rehabilitation Program will provide funding to low and moderate-income households in making necessary improvements and correcting code violations. Finally, the City will continue to attend HUD training on lead based paint reduction requirements and continue to evaluate City programs to address lead hazards.

## **Actions planned to reduce the number of poverty-level families**

A fundamental way to reduce poverty is through job creation and enhancement. There are a number of local, state and Federal programs that focus on job creation and retention. The most notable is the State of California's welfare reform plan, known as CalWORKS. CalWORKS is designed to move welfare recipients from dependency to self-sufficiency through employment and to divert potential recipients from dependency. Job related education and training are provided through the County of Los Angeles, Department of Public Social Services.

The County's Department of Public Social Services also administers various programs that provide cash aid and other benefits and services to individuals and families in need. These programs are designed to alleviate hardship and promote family health, personal responsibility, and economic independence. According to the County, the majority of persons who seek these programs are primarily in need of medical assistance and in-home support services.

## **Actions planned to develop institutional structure**

The institutions involved in carrying out the aforesaid Priority actions include the Lakewood Community Development Department, the Housing Authority of the County of Los Angeles, and private sector owners of rental property. The City, for its part, will promote and encourage fair housing, housing assistance and single-family home rehabilitation through:

- Continued utilization of the services of a Fair Housing Contractor or organization to promote, educate and enforce fair housing in the community.
- Continued use of the Los Angeles County Housing Authority to refer residents who are interested in receiving affordable housing assistance.
- Continued use of CDBG funds to assist low income homeowners in rehabilitating their homes and in eliminating substandard conditions. The City will continue to encourage the Single Family Residential Rehabilitation Loan Program by advertising in local publications to attract qualified applicants.

## **Actions planned to enhance coordination between public and private housing and social service agencies**

The City's housing programs, which will be administered over the next year, are limited by resources to housing rehabilitation and rental assistance referral (Section 8). These two programs do not require a lot of coordination efforts.

The Single Family Residential Rehabilitation Loan and Fix-Up Paint-Up Grant Program are funded with Housing Successor Agency Loan Payback funds. The Section 8 Existing Housing Program is federally funded and is administered entirely by Housing Authority of County of Los Angeles. City staff continues to refer residents who are interested in affordable housing to contact HACOLA. No other special coordination efforts will be required during the next Federal Fiscal Year to administer these programs.

## **Discussion:**

See discussion above.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction:

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The City intends to use CDBG funds to provide public services, to improve public facilities, operate a rehabilitation loan and grant program, provide Fair Housing services, and fund a code enforcement program.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

- |   |   |
|---|---|
| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed.  | 0 |
| 2. The amount of proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee’s strategic plan | 0 |
| 3. The amount of surplus funds from urban renewal settlements   | 0 |
| 4. The amount of any grant returned to the line of credit for which the planned use has not been included in a prior statement or plan.   | 0 |
| 5. The amount of income from float-funded activities.   | 0 |

#### Other CDBG Requirements

- |   |     |
|---|-----|
| 1. The amount of urgent need activities.  | 0   |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. | 80% |

Overall Benefit – A consecutive period of two or three years may be used to determine that minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

#### Discussion

While the City does not use CDBG funds for urgent need activities, the City is committed to providing comprehensive emergency management and preparedness services to address the needs of the Lakewood community by spending approximately \$127,000 in general fund monies in FY 23-24. The Office of Emergency Management oversees Lakewood's emergency response and preparedness activities and programs for staff and community members. Services and programs are delivered through trainings, educational campaigns and community and staff engagement. During FY 23-24 the City of Lakewood will:

- Provide emergency response and preparedness activities in line with national, state, and county guidance, to prepare Lakewood staff and community members to respond to natural and manmade disasters and emergencies.
- Utilize public education campaigns and engagement to ready Lakewood community members to identify emergency situations, and know how to respond.



# CERTIFICATIONS

**CERTIFICATIONS**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

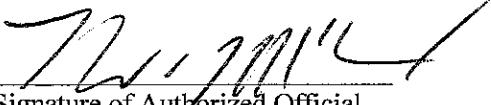
**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.

  
Signature of Authorized Official

5/10/2023  
Date

City Manager  
Title

## Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2023-2024 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.



Signature of Authorized Official

5/10/2023

Date

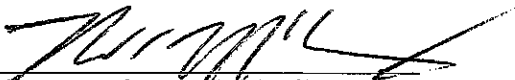
City Manager

Title

**OPTIONAL Community Development Block Grant Certification**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

  
\_\_\_\_\_  
Signature of Authorized Official

5/10/2023  
Date

City Manager  
Title

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Subsidy layering** -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

  
\_\_\_\_\_  
Signature of Authorized Official

5/10/2023  
\_\_\_\_\_  
Date

City Manager \_\_\_\_\_  
Title

## **Emergency Solutions Grants Certifications**

The Emergency Solutions Grants Program recipient certifies that:

**Major rehabilitation/conversion/renovation** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

**Matching Funds** – The recipient will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

**Discharge Policy** – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.



Signature of Authorized Official

5/10/2023

Date

City Manager

Title



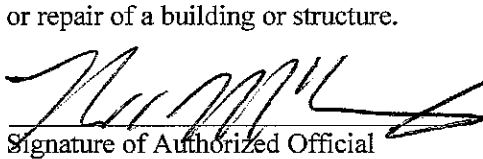
**Housing Opportunities for Persons With AIDS Certifications**

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For a period of not less than 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

  
Signature of Authorized Official

5/10/2023  
Date

City Manager  
Title

## **APPENDIX TO CERTIFICATIONS**

### **INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**

#### **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

# ASSURANCES

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

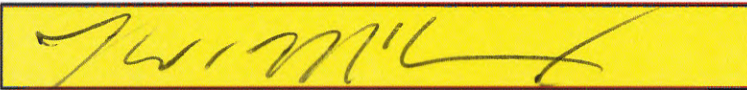
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant:, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. § 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

|  |                              |
|--|------------------------------|
| SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL<br> | TITLE<br>City Manager        |
| APPLICANT ORGANIZATION<br>City of Lakewood   | DATE SUBMITTED<br>05/10/2023 |

# APPLICATION FOR FEDERAL ASSISTANCE SF-424

**Application for Federal Assistance SF-424**

\* 1. Type of Submission:

- Preapplication  
 Application  
 Changed/Corrected Application

\* 2. Type of Application:

- New  
 Continuation  
 Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

06/01/2023

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

City of Lakewood

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

95-6005417

\* c. Organizational DUNS:

0769436380000

**d. Address:**

\* Street1:

5050 Clark Avenue

Street2:

\* City:

Lakewood

County/Parish:

\* State:

CA: California

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

907121000

**e. Organizational Unit:**

Department Name:

Community Development

Division Name:

Housing

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

\* First Name:

Carolyn

Middle Name:

\* Last Name:

Lehouillier

Suffix:

Title: Housing Specialist

Organizational Affiliation:

\* Telephone Number:

(562) 866-9771, ext. 2320

Fax Number:

\* Email:

clehouillier@lakewoodcity.org

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

CFDA Title:

**\* 12. Funding Opportunity Number:**

14-218

\* Title:

Community Development Block Grant (CDBG)

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Fiscal Year 2023-2024 Action Plan for the City's CDBG program.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments



**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

|                     |   |
|---------------------|---|
| * a. Federal        | <input type="text" value="445,734.00"/> |
| * b. Applicant      | <input type="text" value=""/>           |
| * c. State          | <input type="text" value=""/>           |
| * d. Local          | <input type="text" value=""/>           |
| * e. Other          | <input type="text" value=""/>           |
| * f. Program Income | <input type="text" value="18,000.00"/>  |
| * g. TOTAL          | <input type="text" value="463,734.00"/> |

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:




\* Email:

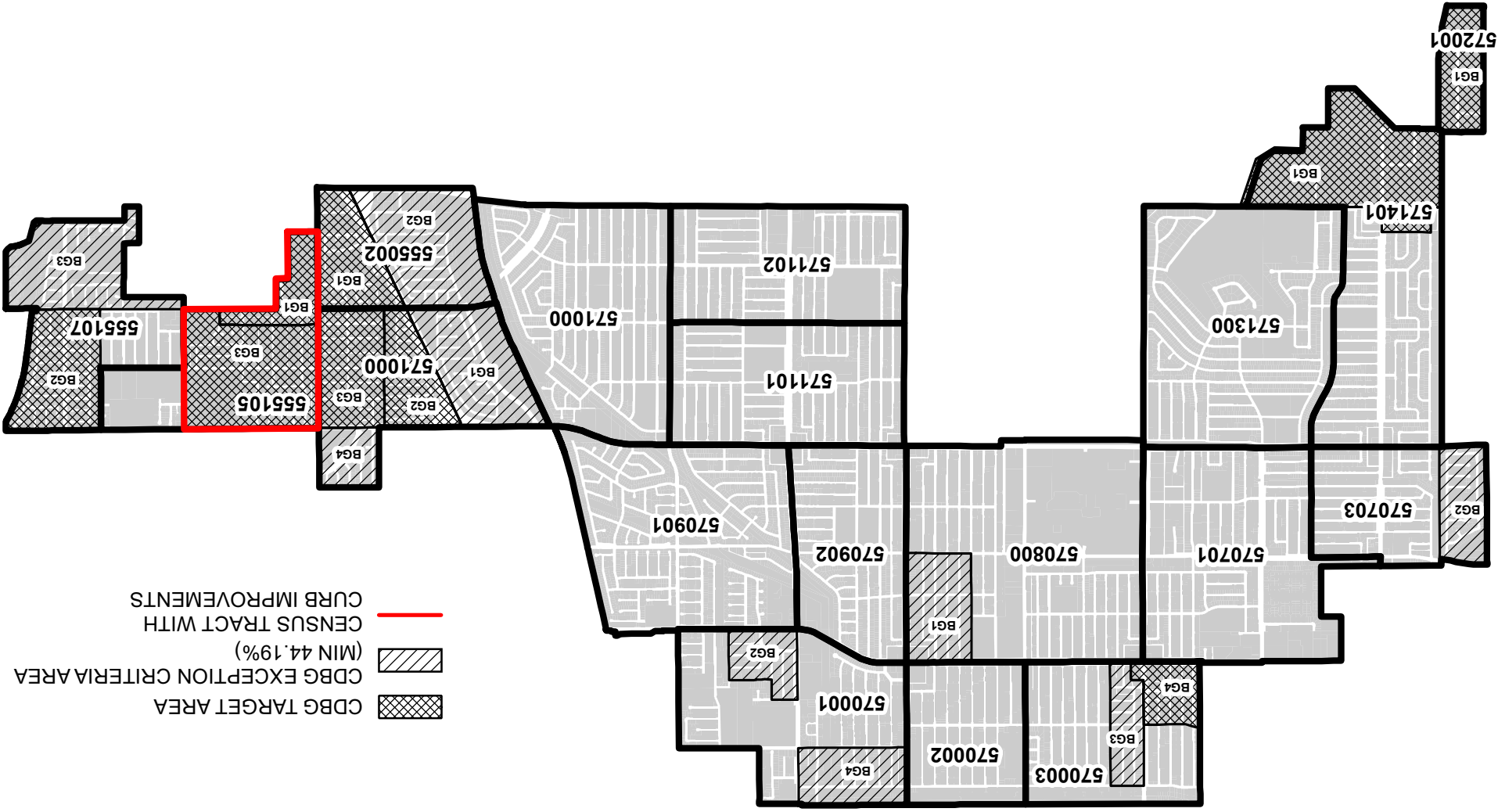
\* Signature of Authorized Representative: 

\* Date Signed:

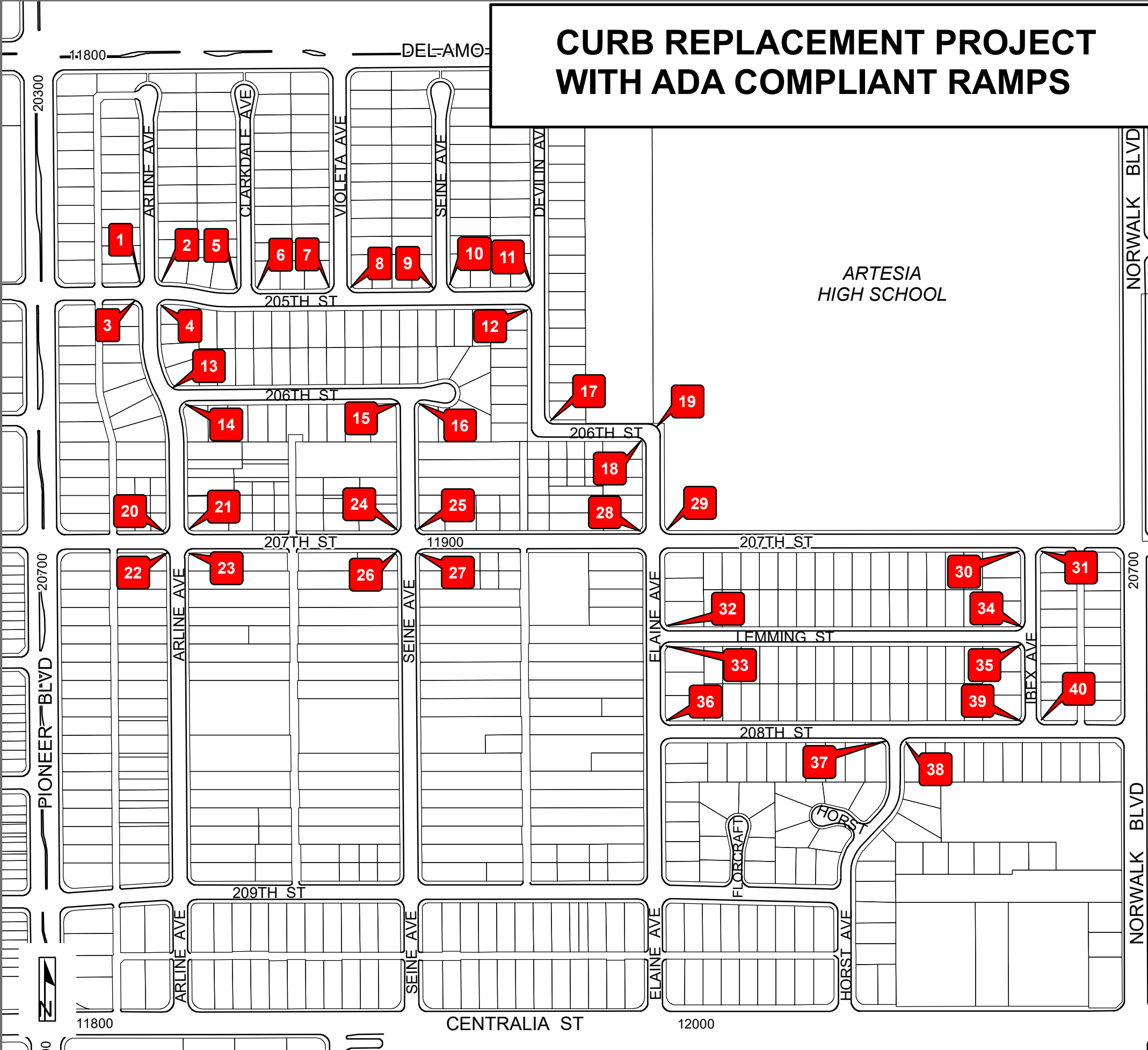
# SITE LOCATION MAPS

# ADA CURB REPLACEMENT PROJECT CDBG ELIGIBLE CENSUS TRACT 5551.05

-  CDBG TARGET AREA
-  CDBG EXCEPTION CRITERIA AREA (MIN 44.19%)
-  CENSUS TRACT WITH CURB IMPROVEMENTS



# CURB REPLACEMENT PROJECT WITH ADA COMPLIANT RAMPS

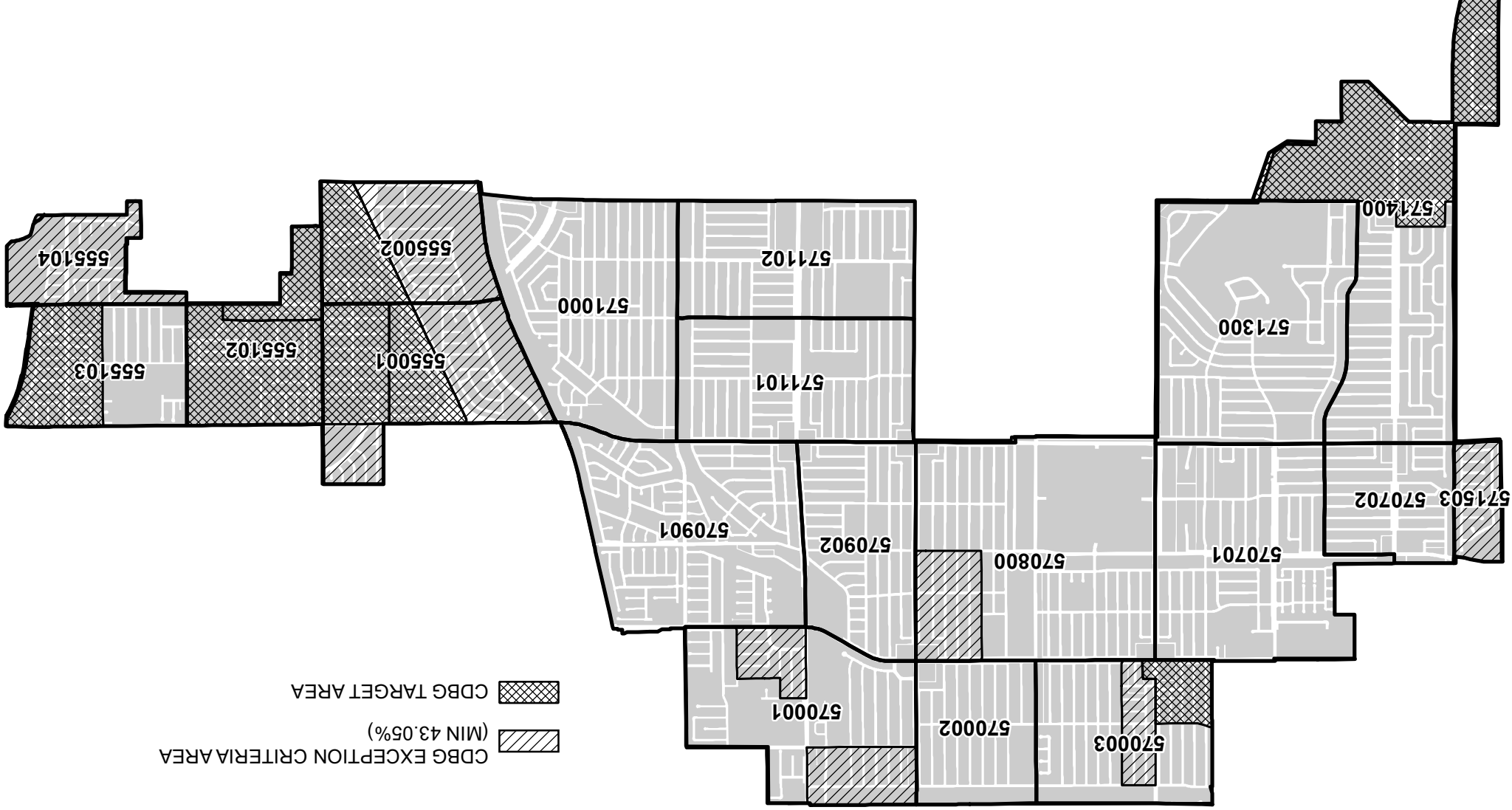


| #  | Street Name | Cross Street  | Corner | Case | Type | Domes  |
|----|-------------|---------------|--------|------|------|--------|
| 1  | 205th St    | Arline Ave    | NW     | A    | 6    | Yellow |
| 2  | 205th St    | Arline Ave    | NE     | A    | 6    | Yellow |
| 3  | 205th St    | Arline Ave    | SW     | A    | 6    | Yellow |
| 4  | 205th St    | Arline Ave    | SE     | A    | 6    | Yellow |
| 5  | 205th St    | Clarkdale Ave | NW     | A    | 6    | Yellow |
| 6  | 205th St    | Clarkdale Ave | NE     | A    | 6    | Yellow |
| 7  | 205th St    | Violeta Ave   | NW     | A    | 6    | Yellow |
| 8  | 205th St    | Violeta Ave   | NE     | A    | 6    | Yellow |
| 9  | 205th St    | Seine Ave     | NW     | A    | 6    | Yellow |
| 10 | 205th St    | Seine Ave     | NE     | A    | 6    | Yellow |
| 11 | 205th St    | Devlin Ave    | NW     | A    | 6    | Yellow |
| 12 | 205th St    | Devlin Ave    | SW     | A    | 6    | Yellow |
| 13 | 206th St    | Arline Ave    | NE     | A    | 6    | Yellow |
| 14 | 206th St    | Arline Ave    | SE     | A    | 6    | Yellow |
| 15 | 206th St    | Seine Ave     | SW     | A    | 6    | Yellow |
| 16 | 206th St    | Seine Ave     | SE     | A    | 6    | Yellow |
| 17 | 206th St    | Devlin Ave    | NE     | A    | 6    | Yellow |
| 18 | 206th St    | Elaine Ave    | SW     | A    | 6    | Yellow |
| 19 | 206th St    | Elaine Ave    | NE     | A    | 6    | Yellow |
| 20 | 207th St    | Arline Ave    | NW     | A    | 6    | Yellow |
| 21 | 207th St    | Arline Ave    | NE     | A    | 6    | Yellow |
| 22 | 207th St    | Arline Ave    | SW     | A    | 6    | Yellow |
| 23 | 207th St    | Arline Ave    | SE     | A    | 6    | Yellow |
| 24 | 207th St    | Seine Ave     | NW     | A    | 6    | Yellow |
| 25 | 207th St    | Seine Ave     | NE     | A    | 6    | Yellow |
| 26 | 207th St    | Seine Ave     | SW     | A    | 6    | Yellow |
| 27 | 207th St    | Seine Ave     | SE     | A    | 6    | Yellow |
| 28 | 207th St    | Elaine Ave    | NW     | A    | 6    | Yellow |
| 29 | 207th St    | Elaine Ave    | NE     | A    | 6    | Yellow |
| 30 | 207th St    | Ibx Ave       | SW     | A    | 6    | Yellow |
| 31 | 207th St    | Ibx Ave       | SE     | A    | 6    | Yellow |
| 32 | Elaine Ave  | Lemming St    | NE     | A    | 6    | Yellow |
| 33 | Elaine Ave  | Lemming St    | SE     | A    | 6    | Yellow |
| 34 | Ibx Ave     | Lemming St    | NW     | A    | 6    | Yellow |
| 35 | Ibx Ave     | Lemming St    | SW     | A    | 6    | Yellow |
| 36 | 208th St    | Elaine Ave    | NE     | A    | 6    | Yellow |
| 37 | 208th St    | Horst Ave     | SW     | A    | 6    | Yellow |
| 38 | 208th St    | Horst Ave     | SE     | A    | 6    | Yellow |
| 39 | 208th St    | Ibx Ave       | NW     | A    | 6    | Yellow |
| 40 | 208th St    | Ibx Ave       | NE     | A    | 6    | Yellow |

\*All ramps may be modified as needed to match existing conditions so long as ADA specs are still met.  
\*Truncated Domes shall be yellow in color and shall be set in the concrete. No glue down ramps.

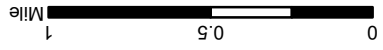
# CDBG ELIGIBLE AREAS

CDBG EXCEPTION CRITERIA AREA (MIN 43.05%)  
CDBG TARGET AREA



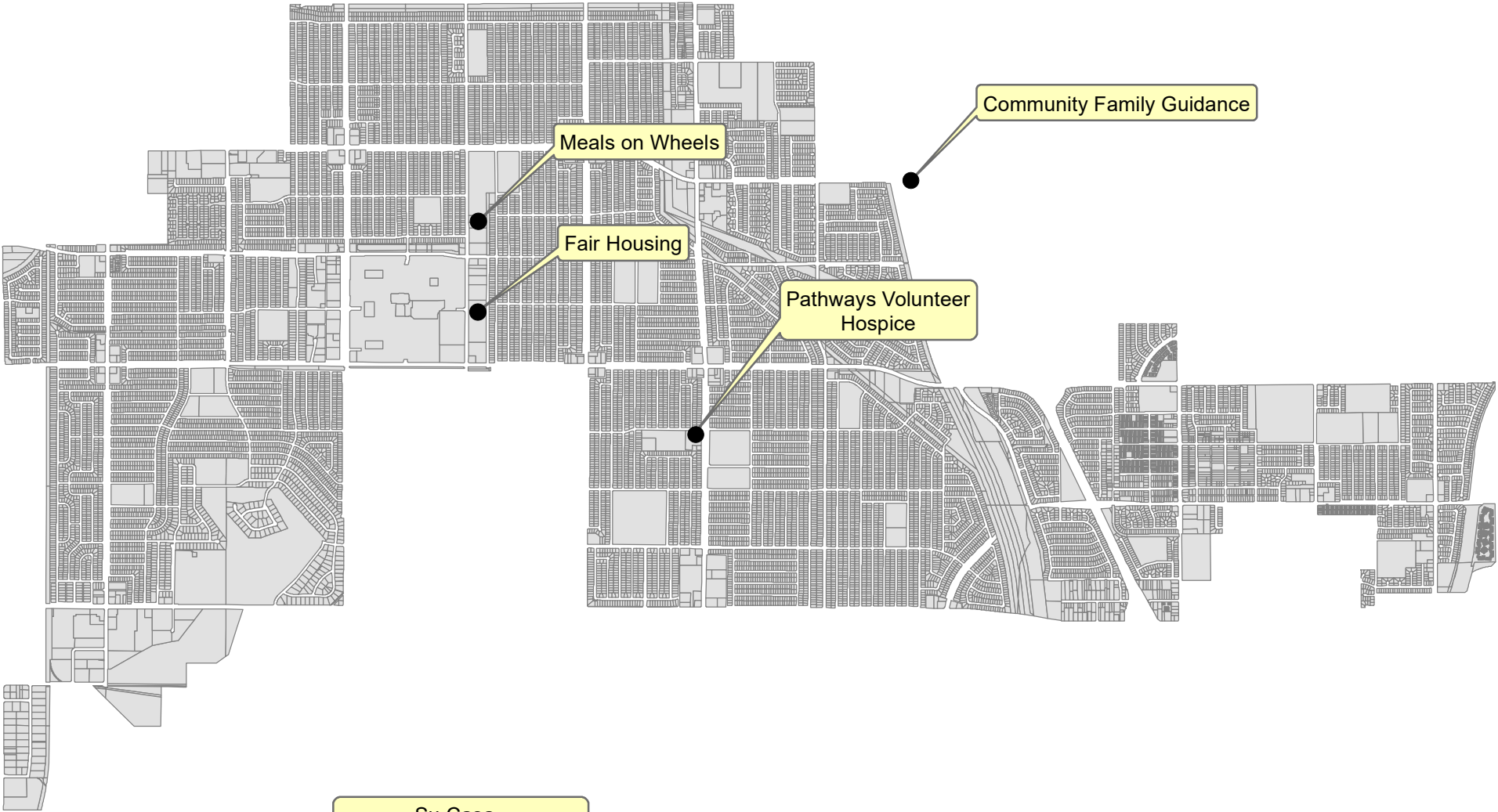
# FISCAL YEAR ACTION PLAN 2022-2024

DATA FROM FY 2018 CDBG GRANTEES AND 2010-2015 ACS LMISD,  
BY HUD OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT



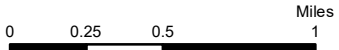
# PUBLIC SERVICE PROGRAMS

Human Services Association  
(Bell Gardens, CA)



Su Casa-  
Ending Domestic Violence

# ACTION PLAN FY 2023-2024



# CITIZEN PARTICIPATION PLAN

**CITY OF LAKEWOOD**  
**CITIZEN PARTICIPATION PLAN**  
**(For all Federally Funded Grant Programs)**

---

---

**A. INTRODUCTION**

Pursuant to Section 104(a)(3) of the Housing and Community Development Act of 1974, as amended, the City adopted this Citizen Participation Plan in July 1978 (revised October 1981, June 1988, June 1995, May 2001, May 2005, and April 2020.) By doing so, the City acknowledges the integral role of citizen participation in the process of planning and development and the execution of the Community Development Block Grant Program (CDBG) and all other Federally funded grant programs.

The plan outlines basic tenets of the citizen participation process and regulations. The citizen participation regulations remain in effect throughout the implementation of the City's entitlement award from the federal government, or until the funds are completely exhausted.

The Lakewood's Citizen Participation Plan is composed of the following parts:

- A. Lakewood Citizen Participation Plan (Purpose)
- B. Definitions
- C. Role of Citizens
- D. Guidelines for Citizen Participation
  - 1. Consolidated Plan and Action Plan
  - 2. Consolidated Annual Performance and Evaluation Report (CAPER)
  - 3. Public Hearings
  - 4. Information Access
  - 5. Non-English Speaking Residents
  - 6. Persons with Disabilities
  - 7. Program Amendments
  - 8. Technical Assistance
- E. Citizen Service Requests and Grievance Procedure

**B. LAKEWOOD CITIZEN PARTICIPATION PLAN**

The Citizen Participation Plan is designed to facilitate two-way communication between the City and its residents on matters pertaining to the use of all Federal Grant funding from the US Department of Housing and Urban Development (HUD). Under this plan, citizens are encouraged to participate in application development, program implementation, assessment of performance, submission of views and proposals, consideration of objections to applications,



complaints, technical assistance, public hearings, bilingual dissemination, when appropriate, and program amendments. The Lakewood Citizen Participation Plan:

- Provides greater visibility of the City of Lakewood Community Development Department's improvement programs;
- Encourages citizen involvement in neighborhood improvement activities;
- Ensures equitable representation of all segments of the population; and
- Describes the process to enlist citizen participation in the development of the City's Five-year Consolidated Plan, the Annual Action Plan, the Consolidated Annual Performance and Evaluation Report (CAPER), and any Substantial Amendments to the Consolidated Plan or Action Plan.

|             |
|-------------|
| DEFINITIONS |
|-------------|

Five-Year Consolidated Plan: This document is submitted to HUD every five years and serves as the 5-year planning document of the City and application for funding for CDBG, HOME, and other federally funded programs. The Consolidated Plan consists of the following primary components: a needs assessment and an analysis which identifies priorities and a strategy which establishes goals and objectives for addressing priority needs and time frames for achievements.

One-Year Action Plan: This document is submitted to HUD every year and updates the Consolidated Plan and allocates one year's CDBG funding, including any program income generated from CDBG. The Action Plan is developed to identify the actions that will be taken and projects that will be funded to meet the strategy's goals and objectives.

Consolidated Annual Performance and Evaluation Report (CAPER): This document reports on the progress made in carrying out the Consolidated Plan and Action Plan.

Public Hearing: A public hearing is a public meeting that has been publicly noticed in a local newspaper of general circulation, or noticed in a fashion which otherwise follows local procedures for formal noticing of public hearings. Public hearings are required prior to the adoption of the Consolidated Plan, Action Plan, and Substantial Amendments to either plan.

Urgency Needs: A Federal, State or Local declared Emergency or Crisis.

### **C.     *ROLE OF CITIZENS***

Citizen involvement is vital to assure that neighborhood improvement policies, procedures, programs and activities are well suited to local needs. Individual neighborhoods possess unique qualities that are more fully understood at the community level among those who reside, own property, or work within these areas. This knowledge is invaluable to the successful revitalization of communities.

Residents' concerns and ideas may be articulated to the City's Planning and Environment Commission (PEC). The PEC is an advisory body to the City Council regarding community

development improvement issues. The PEC addresses itself to the development, review, and adoption of the following ideas:

- The City's Consolidated Plan and Action Plan (includes all Federal Grant Applications);
- The submission of the City's Performance Report (CAPER);
- Community development strategies, programs, policies, and procedures;
- The Citizen Participation Plan

Regular meetings of the PEC are conducted on a monthly basis, and special meetings may also be held during any month at the order the Commission Chairperson, should the need arise. A current schedule of PEC meetings can be obtained from the City Clerk's office located at City Hall, 5050 North Clark Avenue, Lakewood, California 90712, or by calling (562) 866-9771.

All meetings take place in the Council Chambers at the Civic Center, 5000 Clark Avenue, Lakewood, California 90712 unless another location is publicized in advance. In the event of Urgency Needs, specific procedural changes such as conducting virtual meetings or via tele/video conferencing may be implemented. The agenda for each PEC meeting is posted at the Council Chambers and on the City's website at [www.lakewoodcity.org](http://www.lakewoodcity.org) at least 72 hours prior to the meeting. Public hearing notices for PEC meetings are posted at the following locations at least 72 hours prior to any hearing:

Lakewood City Hall  
City Clerk's Office  
5050 Clark Avenue  
Lakewood, CA 90712

Bloomfield Park  
21420 Pioneer Blvd.  
Lakewood, CA 90715

Mayfair Park  
5720 N. Clark Avenue  
Lakewood, CA 90712

#### **D. GUIDELINES FOR CITIZEN PARTICIPATION**

The Citizen Participation Plan process provides residents of the City the formal opportunity to take part in the development of community development programs and amendments to adopted plans, at the community wide-level in a public forum, before the PEC. The specific guidelines governing information access, public notices, and technical assistance, among others, that the City will follow to encourage citizen participation in the preparation of the Consolidated Plan and submission of the Performance Report are listed below:

### **Consolidated Plan and Action Plan:**

Following the preparation of the Consolidated Plan/Action Plan, the following steps will be taken to afford the public an adequate opportunity to review and comment on the document:

1. Summary describing the contents of the purpose of the proposed Consolidated Plan/Action Plan will be public in at least one local City newspaper of general circulation. The summary will also include a list of locations where a complete draft of the Consolidated Plan/Action Plan can be obtained.
2. The publication of the summary will commence a 30-day public review period during which citizens will have the opportunity to examine the proposed Consolidated Plan/Action Plan and submit comments regarding the draft document. Complete copies of the draft Consolidated Plan/Action Plan will be available for review at the City's website at [www.lakewoodcity.org](http://www.lakewoodcity.org) and at the following locations:

Lakewood City Hall  
Community Development Department  
5050 Clark Avenue  
Lakewood, CA 90712

Lakewood City Hall  
City Clerk's Office  
5050 Clark Avenue  
Lakewood, CA 90712

Iacoboni Library  
4990 N. Clark Avenue  
Lakewood, CA 90712

3. A public hearing before the PEC will be held to further provide citizens an opportunity to comment on the draft Consolidated Plan/Action Plan. All guidelines set forth under the Public Hearing section of this document will be followed to ensure and encourage citizen participation.

### **Consolidated Plan Amendments**

The City shall complete a substantial amendment to the Consolidated Plan when a Priority Need is added or removed from the Consolidated Plan.

### **Action Plan Amendments**

The City shall follow the following procedure to complete substantial and minor amendments to the Action Plan, as needed.

The City shall substantially amend the Action Plan if a substantial change is proposed by City staff or the City Council. For the purpose of the Action Plan, a "substantial change" is defined as:

- Addition of a new activity not previously identified in the Action Plan, without regard to funding source;
- Cancellation of an existing activity identified in the Action Plan, without regard to funding source;
- A change in the purpose, scope, location or beneficiaries of an activity; or
- Changes in the use of CDBG funds from one eligible activity to another eligible activity meeting the following thresholds:

| <b>Net Increase or Decrease</b> | <b>Trigger of Substantial Amendment*</b>  | <b>Minor Amendment*</b>                  |
|---------------------------------|---|--|
| Net Increase                    | ≥ 30% of the most recent grant allocation | <30% of the most recent grant allocation |
| Net Decrease                    | ≥ 30% of the most recent grant allocation | <30% of the most recent grant allocation |

\* (Amended amounts will not be cumulative, that is, each amendment will stand on its own for purposes of determining the 30 percent threshold.)

The City may make minor changes to the Action Plan, including any changes not included in the definition of a "substantial change" above, as needed, so long as the changes do not constitute a substantial amendment as described above. Such minor changes to the Action Plan do not require a public review and comment period or a public hearing. However, City Council approval of activity funding changes may be required based on the amount and City policy.

**Urgency Needs:**

Upon the Declaration of a Federal, State, or Local Emergency, the public participation process may be modified as determined by the HUD.

**Performance Report**

Upon completion of the Performance Report, and prior to its submission to HUD, a public notice will be published in at least one local newspaper servicing the residents of Lakewood announcing the availability of the report for review and comment. Publication of this notice will commence a 15-day period during which citizens will have the opportunity to examine the Performance Report and submit comments regarding the document.

### **Analysis of Impediments or Assessment of Fair Housing (AI or AFH)**

The Analysis of Impediments to Fair Housing Choice (AI) or Assessment of Fair Housing (AFH) is a five-year plan completed by the City individually or as part of a local consortium of other HUD grantees pursuant to HUD guidance for the evaluation of local housing conditions, economics, policies and practices and the extent to which these factors impact the range of housing choices and opportunities available to all residents in an environment free from discrimination. As of April 2019, HUD has suspended the AFH planning framework. HUD currently requires the submission of an AI for grantees submitting Consolidated Plans for FY 2020-2024. If HUD renews the AFH planning framework, the AFH will replace the AI in the context and implementation of this section.

### **Public Hearings:**

Public hearings shall provide the major source of citizen input on the proposed community development program, activities, policies, and procedures. At a minimum, the City will conduct two separate public hearings—one for the purpose of reviewing the draft Consolidated Plan and the second for the purpose of reviewing program performance and progress through the submission of the Performance Report. All public hearings will be made accessible to persons with disabilities upon request.

To ensure that all City residents have ample opportunity to take notice of all scheduled public hearings, all notices regarding such hearings, including the date, time, and location shall be published in at least one local City newspaper of general circulation a minimum of 14 days prior to the date of the public hearing.

### **Information Access**

Included in the Consolidated Plan will be the estimated amount of federal funding available to the City, and the range of eligible activities, programs, and projects designed to utilize these available funds. Copies of the Consolidated Plan, Action Plan, Citizen Participation Plan, CAPER, and documents regarding other important program requirements, including contracting procedures, environmental policies, fair housing/equal opportunity requirements, and relocation provisions will be available to the public at the City's website at [www.lakewoodcity.org](http://www.lakewoodcity.org) and during the regular business hours of 7:30 a.m. to 5:30 p.m., Monday through Thursday and alternative Fridays from 7:30 a.m. to 5:00 p.m. City Hall is closed every other Friday.

The City's Community Development Department is located at 5050 N. Clark Avenue, Lakewood, CA 90712. Additional information and assistance may be obtained by calling 562-866-9771.

### **Non-English Speaking Residents**

It is the intent of the City to also allow for input by all non-English speaking persons, as well as English speaking residents, in the public hearing process. The City will provide bilingual assistance whenever it has been determined necessary to adequately allow persons to express

their views regarding the planning, implementation, monitoring, and evaluation of community development improvement activities. All advertisement for public hearing will note that arrangements for an interpreter can be made by contacting the City's Community Development Department.

**E. CITIZEN SERVICES REQUESTS AND GRIEVANCE PROCEDURE**

Citizens should be aware that any questions or grievances, regarding any facet of City operations, can be submitted to the Community Development Department located at 5050 N. Clark Ave., Lakewood, CA 90712. During the development of the Consolidated Plan submission, written concerns or complaints regarding the Plan shall initiate a written response indicating assessment of the complaint and/or proposals and actions taken to address the complaints and/or proposals before the final submission of the Consolidated Plan to HUD. The City shall ensure that reasonable attempts are made to respond to questions or complaints in a timely manner, usually within 15 working days after receipt of the inquiry. If the content of the complaint is based on a probable misunderstanding (i.e., scope of block grant activities), the response communication will so state and give the complaining party the opportunity of alternative forms of redress.

Although HUD will consider objections submitted at any time, such objections should be submitted within 30 days of the submission of the Consolidated Plan, Action Plan, or CAPER to HUD. Any written inquiries submitted to HUD should be addressed as follows:

US DEPT. OF HOUSING AND URBAN DEVELOPMENT  
Los Angeles Area Office  
Community Planning and Development Division  
300 North Los Angeles Street, Suite 4045  
Los Angeles, CA 90012

Objections submitted to HUD must meet one or more of the following criteria:

- The description of the needs and objectives are plainly inconsistent with available facts and data.
- The activities to be undertaken are plainly inappropriate to meeting the needs and objectives defined by jurisdiction.
- The submission does not comply with specific requirements or law.
- The submission proposed the undertaking of ineligible activities.

# RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION PLAN

## **RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN – CITY OF LAKEWOOD FISCAL YEAR 2016-2017**

### ***I. INTRODUCTION***

Section 509 of the Housing and Community Development Act of 1987 amended Section 104 of the Housing and Community Development Act of 1974 by adding a new subsection.

The new Section 104(d) of the Act became effective October 1, 1988, and provides that a grant under Section 106, Community Development Block Grant (CDBG) Programs may be made only if the grantee certifies that it is following a residential anti-displacement and relocation assistance plan. The residential anti-displacement and relocation assistance plan under Section 104(d) must contain two components: (1) A requirement to replace all low and moderate income dwelling units that are demolished or converted to a use other than low and moderate income housing as a direct result of the use of CDBG assistance and, (2) a relocation assistance component.

A certification and plan is required even if the grant will not result in demolition or in the conversion of a low and moderate income unit to use other than low and moderate income housing.

The document serves as the residential anti-displacement and relocation assistance plan for the 2021-2022 fiscal year. In implementation of the relocation activities related to this plan, Section 104(d) of the Housing and Community Development Act of 1974, as amended and the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970 as amended will be followed. The following details the City of Lakewood's Plan.

### ***II. RESIDENTIAL ANTI DISPLACEMENT AND RELOCATION ASSISTANCE PLAN UNDER SECTION 104 (d) OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED.***

- A. The City of Lakewood will replace all occupied and vacant unoccupied low and moderate income dwelling units demolished or converted to a use other than as low and moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR, 570.606 (b)(1).
- B. All replacement housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funding that will directly result in such demolition or conversion, the City of Lakewood will make public and submit to the HUD Field Office the following information in writing.
  - 1. A description of the proposed assisted activity;
  - 2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use



other than low and moderate income dwelling units as a result of the assisted activity;

3. A time schedule for the commencement and completion of the demolition or conversion;
  4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
  5. The source of funding and a time schedule for the provision of replacement dwelling units, and
  6. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least ten (10) years from the date of initial occupancy.
- C. The City of Lakewood will provide relocation assistance, as described in 24 CFR 570.606 (b)(2), to each low and moderate income household displaced by the demolition of housing or by the conversion of a low and moderate income dwelling unit to another use as a direct result to assisted activities.
- D. Consistent with the goals and objectives of activities assisted under the Act, the City of Lakewood will take the following steps to minimize the displacement of persons from their homes:

1. Provide replacement housing as described in 24 CFR 570.606 (b)(1) and outlined as follows:

One for One replacement units – all occupied and vacant low and moderate income dwelling units (units that could be occupied) that are demolished or converted to a use other than low and moderate income dwelling units as a direct result of CDBG activities will be replaced by the City by private developers with low and moderate income dwelling units.

The replacement of low and moderate income dwelling units may include public housing or existing housing receiving Section 8 project-based assistance.

The replacement of low and moderate income dwelling units will be provided within three years of the commencement of the demolition or rehabilitation related to the conversion and will meet the following requirements;

- a. The unit will be located within the City's jurisdiction.
- b. The units will be sufficient in number and size to house the number of occupants that could have been housed in the units that are demolished or converted. The number of occupants that may be housed shall be determined in accordance with local housing occupancy codes.

- c. The units will be provided in standard condition and may include units which have been raised from substandard to standard.

### **III. RELOCATION ADVISORY ASSISTANCE**

- A. The City will administer its relocation program, including providing relocation assistance and the preparation of claims for processing by the Community Development Department, City of Lakewood.
- B. The Relocation Program will provide maximum assistance to minimize the hardship of displacement to all persons displaced from their dwellings and to displaced businesses to assure their re-establishment with a minimum of delay.
- C. Personal and continuing contact will be maintained with those to be displaced until they are satisfactorily relocated, and where hardship is evident, a follow-up call will be made to ease the transition of the move.
  - 1. The following specific services will be provided;
    - a. Each person or business required to move will be personally interviewed, and a detailed and clear explanation of benefits will be made. The interview will be conducted in the language most easily understood by the displaced person.
    - b. The U.S. Department of Housing Development informational brochures will be delivered to residential and commercial owners and tenants in a timely manner.
    - c. A member of the staff will continuously make field surveys to locate housing resources and business vacancies for referrals. Referrals will be made to standard housing comparable to the occupied housing and in close proximity to employment, medical, shopping, transportation and eating facilities. Additionally, real estate brokers will be informed of the displacement, and their cooperation will be solicited in making referrals. Referrals to commercial sites will be made relative to commercial operators' needs in location, square footage requirements, trade area, and other business location criteria. Inspection of housing resources will be undertaken prior to referral and after the move of the displaced person.
    - d. If transportation is needed to field check referrals, the staff member or consultant will provide such transportation.
    - e. Assistance will be given by explaining procedures to purchase a home, including the purpose of and charges made through escrow.
    - f. If social service agencies in the community could provide a needed service, referrals will be made and follow-up programs will be instituted. The referral services could be Social Security Administration, Department

of Public Social Services, Veteran's Administration, Lakewood Housing Authority, and other local service agencies.

- g. Where necessary, efforts will be made to trace self-relocatees.
- h. Assistance will be given in filing relocation claims, and these claims will be submitted to the Community Development Department, City of Lakewood.
- i. Delivery of benefit check will be made promptly and follow-up claims will be made.

#### **IV. RELOCATION ASSISTANCE**

Each low and moderate income household that is displaced as a direct result of CDBG assisted activities shall be provided with relocation assistance. The low and moderate income household may elect to receive assistance described in 24 CFR Part 49 (HUD's regulations implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970) or assistance as described under Section 104 (d) of the Housing and Community Development Act of 1974, as amended by Section 509 of the 1987 HCD Act provisions.

Displaced low and moderate income households will receive relocation assistance provided to displaced persons required under 24 CFR 49, Subpart C (General Relocation Requirements) and Subpart D (Payment for Moving and Related Expenses) whether the households receive assistance under the CFR or Section 104 (d) of the Act. Briefly, those benefits are as follows:

##### **Residential Benefits:**

1. Actual moving and related expenses, as the Agency determines to be reasonable and necessary, including expenses outlined in 49 CFR 24.301.
2. Fixed payment for moving expenses as described in 49 CFR 24.302.

##### **Non Residential Benefits:**

1. Payment for actual reasonable moving and related expenses as described in 49 CFR 24.303.
2. Reestablishment expense as described in 49 CFR 24.304.
3. Ineligible moving and related expenses as described in 49 CFR 24.304 (b) and 49 CFR 24.305 will not be provided.
4. Fixed payments for moving expenses as described in 49 CFR.306.

#### **V. COST ESTIMATE OF RELOCATION BENEFITS**

Since no relocation activity is contemplated, it is not possible to provide a cost estimate of relocating payment at this time. However, should it become necessary to make relocation payments, these payments will be funded with CDBG funds.

## **VI. PLAN FOR DISBURSEMENTS OF RELOCATION BENEFITS**

The disbursement of relocation benefits will be made in an orderly and readily available manner.

All claims for relocation payments must be submitted within 18 months after the displacement of the claimant. Relocation claim forms will be prepared by the relocation staff; the forms will be explained in detail to the claimant. Once the signature of the displacee has been obtained, the prepared forms, accompanied by a memorandum explaining the particular need, etc., of the claimant will be promptly delivered to the Community Development Department, City of Lakewood, for review, approval and preparation of warrants. Upon verification of vacating the acquired property, the relocation benefits will be delivered.

Advanced payments will be processed when it is evident that there is a hardship. These payments will be delivered in a timely way to assure ease in securing relocated housing commitments.

A claim must be supported by the necessary documentation which may include itemized receipted moving bills, income tax returns, opening/closing escrow statements, verification of rental data and any other information deemed appropriate and necessary to support the claim.

Payments will be processed in All claim papers and related evidence will become permanent records of the Community Development Department, City of Lakewood, as part of the individual files maintained for each displaced person or business.

If a business does not file a claim for any of the above benefits, it may file for In-Lieu of Moving and Related Expenses Payment. No payment of this kind shall be made unless the Community Development Department, City of Lakewood, is satisfied that the business cannot be relocated without substantial loss of patronage and is not part of a commercial enterprise having at least one other establishment not being acquired, which is engaged in the same or similar business.

This payment represents the average annual net income for the two years prior to displacement, except that the payment may not be less than \$1,000 or more than \$20,000 (49 FR 24.306 {a}).

Payments will be processed in a timely manner to minimize hardship.

## **VII. LAST RESORT HOUSING**

Last resort housing is not contemplated as it has been determined comparable replacement housing will be available for project residents within a reasonable period prior to displacement. However, if it is necessary, procedures as referenced in the Uniform Act will be followed.

**NOTICE OF PUBLIC HEARING INVITING PUBLIC REVIEW AND COMMENT FOR FISCAL YEAR 2023-2024 ACTION PLAN, SUBSTANTIAL AMENDMENT NO. 1**

**NOTICE IS HEREBY GIVEN** that Thursday, January 4, 2024, a public hearing will be held before the City of Lakewood's Planning and Environment Commission at 7:00 p.m. concerning FY 2023-2024 Action Plan, Substantial Amendment No. 1 in the Council Chambers at the Civic Center, 5000 Clark Avenue, Lakewood, California 90712. The proposed Substantial Amendment seeks approval to shift partial funding dedicated to Weingart Senior Center Project to a Curb Replacement Project occurring in the City. All persons interested may be present and heard at the date, time and place of the meeting. In keeping with our citizen participation plan, staff is requesting that the Planning and Environment Commission take public testimony at this hearing and review the proposed Substantial Amendment submitted by staff.

A copy of FY 23-24 Action Plan, Substantial Amendment No. 1 will be available for public review on Thursday, January 4, 2024 through Tuesday, February 13, 2024. The City of Lakewood welcomes any written recommendations, suggestions, or other input on FY 23-24 Action Plan, Substantial Amendment No. 1. FY 23-24 Action Plan, Substantial Amendment No. 1 must be prepared according to the U.S. Department of Housing and Urban Development (HUD) regulations.

During FY 2023-2024, the City received \$ 445,734 in CDBG Entitlement funds. The City is proposing to shift a portion of its CDBG entitlement earmarked for Weingart Senior Center Improvement Project to the proposed Curb Replacement Project. The curbs will be replaced with Americans With Disabilities Act compliant curb ramps. At least 70% or more of the FY 2023-2024 entitlement total must be used for activities benefiting low and moderate-income residents of Lakewood.

This publication will commence a 30-day comment period for the Substantial Amendment of the Action Plan in compliance with the City's approved Citizen Participation Plan. A copy of FY 23-24 Action Plan, Substantial Amendment No. 1 will be available for public review on Thursday, January 4, 2024 through Tuesday, February 13, 2024 in the City Clerk's office and Community Development Department at Lakewood City Hall, 5050 Clark Avenue, Lakewood, California, and at the Angelo M. Iacoboni Library, 4990 Clark Avenue, Lakewood, California.

The City will provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990 and to individuals who are non-English speaking and, if special accommodations are required, please call Carolyn Lehouillier, Housing Specialist, at 562-866-9771, ext. 2320 at least 48 hours prior to the public hearing.

Citizens wishing to comment on FY 23-24 Action Plan, Substantial Amendment No. 1 after the Public Hearing of the Planning and Environment Commission meeting on January 4, 2024 must do so in writing by Monday, February 13, 2024. Written comments must be addressed to:

City of Lakewood  
Community Development Department  
5050 N. Clark Avenue  
Lakewood, California 90712  
Attention: Abel Avalos  
Director of Community Development

**NOTICE IS FURTHER GIVEN** that on Tuesday, February 13, 2024, at 7:30 p.m., members of the City Council and staff of the City of Lakewood will hold a public hearing for the solicitation of public comment on the proposed FY 23-24 Action Plan, Substantial Amendment No. 1. It is anticipated that at this public hearing, the Mayor and City Council will take final action on FY 23-24 Action Plan, Substantial Amendment No. 1.

Dated this 21st day of December, 2023.  
Thaddeus McCormack  
City Manager  
City of Lakewood

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

# Reports

**COUNCIL AGENDA**

February 13, 2024

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

**SUBJECT:** Fiscal Year (FY) 2023-24 Midyear Budget Review and Adjustments  
and Presentation of the FY 2024-26 Two-Year Budget Preparation Calendar

**INTRODUCTION**

The City is currently in the second year of the FY 2022-24 Two-Year Budget adopted in June 2023. With approximately seven months of FY 2023-24 data available, it is appropriate to review current budget estimates and revise where needed. Despite volatility and levels of uncertainty regarding the state of the economy, the City is faring well and expects to continue on this path. Revenues have trended favorably and anticipated expenditures have been largely in-line with forecasted amounts. The City is positioned to continue providing services and funding infrastructure improvements without foreseeable difficulties.

The focus of this report is on the City's operations and the two major funds, the General Fund and the Water Utility Enterprise Fund. Subsequently, however, there are several recommended adjustments to a few Special Revenue Fund accounts.

**STATEMENT OF FACT**

General Fund

The General Fund is the City's largest fund and one which the Council has discretionary authority. The Council approved the City's budget last summer and has since adopted various adjustments to General Fund expenditures. As a result, the currently adopted budget projects a surplus of \$1,562,600 where revenues would be greater than expenditures by this amount at the end the year. After taking into account year-to-date information, fiscal trends, and organizational needs, a newly calculated revised budget projection is expected to result in a surplus of \$1,698,053, or \$135,453 more than anticipated in the Adopted Budget. The table below summarizes the Adopted and Revised Budget snapshots:

|                                       | <b>ADOPTED<br/>BUDGET</b> | <b>REVISED<br/>BUDGET</b> | <b>FAVORABLE /<br/>(UNFAVORABLE)</b> |
|---------------------------------------|---------------------------|---------------------------|--------------------------------------|
| SOURCES / REVENUES                    | \$ 78,090,078             | \$ 78,654,770             | \$ 564,692                           |
| USES / EXPENDITURES                   | 76,527,478                | 76,956,717                | (429,239)                            |
| <b>PROJECTED GENERAL FUND SURPLUS</b> | <b>\$ 1,562,600</b>       | <b>\$ 1,698,053</b>       | <b>\$ 135,453</b>                    |



*General Fund - Revenues*

As a whole, General Fund revenues are expected to total \$78,654,770 for the year, or \$564,692 more than previously budgeted. Within the increase there are a number of contributing items that are worth highlighting. The following table provides an overall view of General Fund revenues, with further noteworthy details below:

| <b>ACCOUNT DESCRIPTION</b>      | <b>ADOPTED<br/>BUDGET</b> | <b>REVISED<br/>BUDGET</b> | <b>FAVORABLE /<br/>(UNFAVORABLE)</b> |
|---------------------------------|---------------------------|---------------------------|--------------------------------------|
| PROPERTY TAXES                  | \$ 6,875,000              | \$ 6,900,000              | \$ 25,000                            |
| SALES TAX - BRADLEY BURNS       | 18,351,111                | 18,041,000                | (310,111)                            |
| SALES TAX- MEASURE L            | 14,254,000                | 13,986,000                | (268,000)                            |
| FRANCHISE FEES                  | 1,075,000                 | 1,100,000                 | 25,000                               |
| BUSINESS LICENSE TAX            | 680,000                   | 680,000                   | -                                    |
| DOCUMENTARY TRANSFER TAX        | 250,000                   | 250,000                   | -                                    |
| TRANSIENT OCCUPANCY TAX         | 95,000                    | 100,000                   | 5,000                                |
| UTILITY USERS TAX               | 3,175,000                 | 3,553,000                 | 378,000                              |
| OTHER TAXES                     | 654,000                   | 647,000                   | (7,000)                              |
| LICENSES & PERMITS              | 2,160,400                 | 2,060,400                 | (100,000)                            |
| FINES / FORFEITURES / PENALTIES | 662,100                   | 674,100                   | 12,000                               |
| USE OF MONEY & PROPERTY         | 2,008,095                 | 3,049,167                 | 1,041,072                            |
| FROM OTHER AGENCIES             | 11,914,800                | 11,914,800                | -                                    |
| CURRENT SERVICE CHARGE          | 11,611,372                | 11,375,103                | (236,269)                            |
| BUDGETED TRANSFERS              | 4,324,200                 | 4,324,200                 | -                                    |
| <b>TOTAL REVENUE</b>            | <b>\$ 78,090,078</b>      | <b>\$ 78,654,770</b>      | <b>\$ 564,692</b>                    |

- Sales and Use Tax: Bradley Burns and Measure L – Combined for a projected decrease of \$578,111 or 1.8%. Overall, the City’s major industry sectors (i.e., general consumer goods and building & construction) have remained strong through a fairly mixed economic environment. Yet, the City is not immune to broader economic factors. In addition to anticipated lower fuel prices, higher interest rates adversely impacted local auto sales and building/construction sales particularly early in the fiscal year. Despite some headwinds, most economists forecast modest growth in the foreseeable future with no economic contraction.
- Use of Money & Property - \$1,041,072 increase. The majority of this amount is due to an anticipated increase in investment earnings (\$500,000) and similarly a decrease (\$500,000) in projected unrealized investment losses as interest rates have risen sharply.
- Utility User’s Tax - \$378,000 increase. This adjustment is largely the result of higher electricity and natural gas costs over the course of the year. This phenomenon positively affects City revenues, however, it is offset on the expenditure side as the City is also a consumer.

- Current Service Charge - \$236,269 decrease. This category includes a wide range of revenue items with sizable increases and decreases. The City exchanged more Proposition A Funds in the year than anticipated, generating an extra \$700,000 in General Fund proceeds. Additionally, the state provided \$158,000 in state mandated cost reimbursements that are issued sporadically and not included in the original budget. In contrast, annual building plan check fees are expected to decrease by \$250,000 as a result of overall slower building and construction activity. Likewise, anticipated contributions of \$419,000 from neighboring cities choosing to participate in the Los Angeles County Sheriff's Departments' (LASD) Mental Health Evaluation Team (MET) will not be realized as the program will not materialize this year. Lastly, revenue generated by the sale of feed/hay at the Lakewood Equestrian Center (LEC) is expected to be significantly lower than anticipated as fewer boarders are purchasing feed. For practical purposes these revenues were combined with monthly boarding fees reflected in the Use of Money & Property category. Combined, this presents a decrease of \$460,800 in Current Service Charge with a somewhat commensurate decrease in anticipated expenditures for LEC feed/hay.

*General Fund - Expenditures*

Operational expenditures are largely trending as expected and in alignment with the adopted budget. That said, it is anticipated that they will increase by \$429,239 or about 0.6%, with greater adjustments stemming from changes in Employee Services, Contractual Services, and Capital Outlay categories. Following is a table summarizing those changes, with further specifics for the more substantive change below the table:

| <b>ACCOUNT DESCRIPTION</b>          | <b>ADOPTED<br/>BUDGET</b> | <b>REVISED<br/>BUDGET</b> | <b>FAVORABLE /<br/>(UNFAVORABLE)</b> |
|-------------------------------------|---------------------------|---------------------------|--------------------------------------|
| EMPLOYEE SERVICES                   | \$ 28,272,568             | \$ 28,350,558             | \$ (77,990)                          |
| CONTRACT SERVICES                   | 33,124,822                | 33,350,542                | (225,720)                            |
| FACILITIES EXPENSES                 | 2,363,340                 | 2,361,863                 | 1,477                                |
| OFFICE EXPENSES                     | 207,450                   | 208,702                   | (1,252)                              |
| MEETING EXPENSES                    | 202,136                   | 214,280                   | (12,144)                             |
| SPECIAL DEPT SUPPLIES               | 3,344,659                 | 3,151,429                 | 193,230                              |
| OTHER OPERATING EXP                 | 3,489,474                 | 3,491,214                 | (1,740)                              |
| CAPITAL OUTLAY                      | 2,423,029                 | 2,728,129                 | (305,100)                            |
| OPERATIONAL EXPENDITURES            | 73,427,478                | 73,856,717                | (429,239)                            |
| CAPITAL PROJECTS (CIPs) SET-ASIDE * | 3,100,000                 | 3,100,000                 | -                                    |
| <b>TOTAL EXPENDITURES</b>           | <b>\$ 76,527,478</b>      | <b>\$ 76,956,717</b>      | <b>\$ (429,239)</b>                  |

\* As part of the CIP budget, an additional \$5.5 million from prior year CIP set-aside amounts will be spent.

- Employee Services - \$77,990 increase. On a Citywide basis, this category includes various items that offset each other. An additional \$105,000 are needed in employee overtime to support after-hour emergency call-outs and construction activities at City facilities. \$37,000 have been added to fund part-time employee sick leave pay as a result of a new State law increasing the number of hours employers must provide. The increased amounts

are partially offset by savings realized during the required closure of Mayfair Pool last summer.

- **Contract Services - \$225,720 increase.** This amount includes \$248,000 in additional Public Works traffic/survey engineering services, street light relamping, and HVAC repairs. \$50,000 are included for the development of an economic development plan for the City. Additionally, there is an increase of \$71,725 for contractual preschool and youth classes in order to accommodate higher demand. These increases are partially offset by decreases totaling \$111,500 in the Building & Safety Division where plan check activity has slowed and various Los Angeles County contract positions have not been filled. Lastly, it is worth noting that while the LASD MET will not be in place, existing expenditure allocations to fund the program are being maintained and intended to fund additional programs and projects that will be presented to the Public Safety Committee and subsequently the City Council for approval.
- **Special Department Supplies – \$193,230 decrease.** As indicated in the revenue section, LEC feed/hay expenditures are also anticipated to decrease (\$350,110) as a large number of boarders provide their own feed. This is offset by a \$50,775 increase in the amount budgeted for LEC horse stall shavings as well as additional Public Works and Recreation and Community Services (RCS) supplies.
- **Capital Outlay - \$305,100 increase.** The primary item is the purchase of replacement computers for all 200 PC workstations at City facilities (\$255,100). Current PCs are approaching the end of their useful life, with some already failing. The replacement would be made in conjunction with an upgrade in system software for all PCs.

Water Utility Enterprise Fund

The Water Utility Enterprise Fund is the City’s second largest fund. It accounts for the full operation of the City’s robust water system.

The adopted budget anticipated a deficit of \$21,203. After taking into account year-to-date information and fiscal trends, a new budget projection results in a revised deficit amount of \$563,253 or an increase to the deficit by \$542,050. The table below summarizes the adopted and revised budget snapshots:

| <b>WATER FUND SUMMARY</b>           | <b>ADOPTED<br/>BUDGET</b> | <b>REVISED<br/>BUDGET</b> | <b>FAVORABLE /<br/>(UNFAVORABLE)</b> |
|-------------------------------------|---------------------------|---------------------------|--------------------------------------|
| SOURCES / REVENUES                  | \$ 15,115,500             | \$ 14,581,500             | \$ (534,000)                         |
| USES / EXPENSES                     | \$ 15,136,703             | \$ 15,144,753             | (8,050)                              |
| <b>PROJECTED WATER FUND DEFICIT</b> | <b>\$ (21,203)</b>        | <b>\$ (563,253)</b>       | <b>\$ (542,050)</b>                  |

*Water Fund - Revenues*

Overall, water revenues are anticipated to be \$14,581,500 or \$534,000 less than originally budgeted. As the City has experienced historically, water meter sales (the largest revenue source) are highly sensitive to weather patterns and may vary significantly. The table below provides an overall view of revenues, followed by some brief notations.

| <b>ACCOUNT DESCRIPTION</b>     | <b>ADOPTED<br/>BUDGET</b> | <b>REVISED<br/>BUDGET</b> | <b>FAVORABLE /<br/>(UNFAVORABLE)</b> |
|--------------------------------|---------------------------|---------------------------|--------------------------------------|
| INVESTMENT EARNINGS            | \$ 105,000                | \$ 105,000                | \$ -                                 |
| RENTS AND CONCESSIONS          | 64,000                    | 64,000                    | -                                    |
| ENERGY UTILITY REBATES         | 11,000                    | 11,000                    | -                                    |
| OTHER REVENUE                  | 274,000                   | 274,000                   | -                                    |
| METERED WATER SALES            | 11,800,000                | 11,800,000                | -                                    |
| METERED WTR SALES-INTERCONNECT | 1,134,000                 | 600,000                   | (534,000)                            |
| FIRE PROTECTION SERVICES       | 205,000                   | 205,000                   | -                                    |
| RECYCLED WATER                 | 551,000                   | 551,000                   | -                                    |
| LEASE OF WATER RIGHTS          | 858,000                   | 858,000                   | -                                    |
| SERVICE INITIATION FEES        | 43,500                    | 43,500                    | -                                    |
| SERVICE RESTORATION CHARGES    | 70,000                    | 70,000                    | -                                    |
| <b>TOTAL REVENUES</b>          | <b>\$ 15,115,500</b>      | <b>\$ 14,581,500</b>      | <b>\$ (534,000)</b>                  |

- Metered Water Sales (Interconnect) - \$534,000 decrease. Interconnection water sales to the City of Long Beach have been significantly less than originally anticipated.

*Water Fund - Expenses*

Water expenses are expected to be \$15,144,753, or \$8,050 more than projected in the adopted budget.

| <b>ACCOUNT DESCRIPTION</b>    | <b>ADOPTED<br/>BUDGET</b> | <b>REVISED<br/>BUDGET</b> | <b>FAVORABLE /<br/>(UNFAVORABLE)</b> |
|-------------------------------|---------------------------|---------------------------|--------------------------------------|
| EMPLOYEE SERVICES             | \$ 3,298,748              | \$ 3,310,748              | \$ (12,000)                          |
| CONTRACT SERVICES             | 1,220,727                 | 1,209,277                 | 11,450                               |
| FACILITIES EXPENSES           | 2,052,000                 | 2,055,000                 | (3,000)                              |
| OFFICE EXPENSES               | 3,500                     | 3,500                     | -                                    |
| MEETING EXPENSES              | 9,000                     | 9,000                     | -                                    |
| SPECIAL DEPT SUPPLIES         | 866,976                   | 871,476                   | (4,500)                              |
| OTHER OPERATING EXP           | 5,467,100                 | 5,467,100                 | -                                    |
| CAPITAL OUTLAY                | 294,452                   | 294,452                   | -                                    |
| TRANSFERS                     | 1,924,200                 | 1,924,200                 | -                                    |
| <b>OPERATIONAL EXPENSES *</b> | <b>\$ 15,136,703</b>      | <b>\$ 15,144,753</b>      | <b>\$ (8,050)</b>                    |

\* As part of the CIP budget, an additional \$5.2 million will be spent.

- Employee Services - \$12,000 increase. Additional employee overtime is necessary to support overnight flushing operations and after-hour customer service calls.

#### Special Revenue Funds

There is a need to modify several allocations that are designated for specific projects as allowed by the restricted funding source. Following is brief description for each:

- County Measure W Local Fund - Increase revenue by \$1,098,616. This is to formally allocate available funds for the Local Safe Clean Water Program.
- County Proposition A and State's Natural Resources Agency Grant – Combined revenue increase of \$80,478. This is to recognize revenue reimbursements from the previous fiscal year.
- County Proposition A Local Return Incentive Fund - Increase revenue by \$51,991 and appropriations by \$1,000,000. Formally allocate available funds for the Incentive Fund and to increase the Prop A exchange with the City of West Hollywood by an additional \$1,000,000.
- County Proposition C Local Return - Increase appropriation by \$8,900 due to the increase in sick leave usage by part-time employees.
- Community Development Block Grant Funds (CDBG) for Non-Profit Organizations - Decrease revenue by \$2,314. CDBG program requirements cap the amount of funds that can be allocated to groups under the Public Services category based on a percentage of CDBG monies available. While historically this has not been an issue, lower revenues this year limited the funds that could be allocated. As a result, the groups were made whole with General Fund monies.
- State Road Maintenance and Rehabilitation Account (RMRA) and Los Angeles County Measure R Funds - Increase each fund appropriations by \$180,000 to cover additional cost for hardscape repair.
- State SB1383 Grant - Increase appropriation by \$114,000. Formally allocate available funds for the efforts to reduce, recycle and reuse solid waste generated by residents/businesses.

#### American Rescue Plan Act (ARPA) Funds – Internal Exchange

This year's midyear budget review includes an additional component as staff proposes addressing funds previously received through the American Rescue Plan Act (ARPA).

The ARPA was signed into law by the federal government in March 2021, providing funds for state and local governments to build an equitable economic recovery from the devastating effects caused by the COVID-19 pandemic. As a result, the City of Lakewood received a one-time allocation of \$11.3 million. Subsequently, the City Council appropriated the majority of the funds into several operating programs and capital improvement projects with varying expenditure

timeframes. Since then, the City has spent \$2,776,531 of the \$11.3 million through December 31, 2023, with about \$8.5 million remaining. ARPA guidelines specify that all funds must be committed for specific uses by December 31, 2024 and fully spent by December 31, 2026.

After discussion at the staff level, it is proposed that the City internally exchange all remaining ARPA funds with City General Fund monies (on a dollar for dollar basis) to more effectively and efficiently pursue the programs and projects adopted by the City Council. The structure of the exchange would call for ARPA funds to be spent on basic governmental services (i.e., public safety, maintenance, etc.) usually funded by the General Fund. In return, the “savings” realized by the General Fund would be used to fund the ARPA programs and projects previously adopted by the City Council. Given that ARPA guidelines recognize the City’s \$11.3 million allocation as lost revenue due to the pandemic, the City is not restricted and able to spend it on broader basic governmental services.

The exchange would allow for ARPA funds to be fully spent in an expedited manner while providing for more time to complete the programs and projects. Additionally, it would allow for capital projects to proceed without having to follow more onerous and costly federal requirements.

Review: FY 2024-26 Two-Year Budget Preparation Calendar

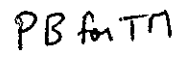
As planning begins for the review of the City’s FY 2024-26 Two-Year Budget, staff has prepared a calendar of milestone dates culminating with the Council’s review and scheduled adoption of the revised budget on June 11, 2024. Attached is a draft calendar.

**RECOMMENDATION**

It is recommended that the City Council:

- 1) Adopt the noted changes for inclusion into the City’s FY 2023-24 Revised Budget and direct staff to make all related adjustments to the City’s budget appropriations.
- 2) Receive and file the FY 2024-26 Two-Year Budget Preparation Calendar and provide direction to staff regarding the preparation of the upcoming budget.

  
Jose Gomez  
Director of Finance & Administrative Services

Thaddeus McCormack   
City Manager



## Budget Preparation Calendar

### Two-Year Budget FY 2024-25 and FY 2025-26

| Due Date?      | Who?                               | What?   |
|----------------|------------------------------------|---|
| Feb. 15th      | Fin & Admin.<br>Services<br>(FASD) | Provide departments with the Budget Development reports:<br><ul style="list-style-type: none"> <li>◆ Full-time Position Labor Allocation report (MS Excel)</li> <li>◆ Part-time (hourly) and OT 5-year actual expenditure report (MS Excel)</li> <li>◆ Updated department-specific expenditure &amp; revenue report (MS Excel)</li> </ul> <p><b><i>All files will be emailed by the assigned Budget Analyst</i></b></p> |
| Feb 20th       | All<br>Depts.                      | City Manager Kick-off Meeting   |
| Feb. 26th      | All<br>Depts.                      | Make changes / scan / email Full-time Position Labor allocation report (MS Excel) to Budget Analyst   |
| Feb. 28th      | All<br>Depts.                      | Make changes / scan / email to Budget Analyst the following:<br><ul style="list-style-type: none"> <li>◆ Part-time (hourly) Budget for Object #50200 (MS Excel)</li> <li>◆ OT Budget for Objects #50150 &amp; 50250 (MS Excel)</li> </ul>   |
| Mar. 11-14th   | All<br>Depts.                      | Enter department revenue & expenditure data in MUNIS Budget Module for 3 years: FY 2023-24 Final Est., FY 2024-25 & FY 2025-26 Proposed Budgets<br><i>(All object codes #51000-58799 - except: #55560)</i><br><br>Provide budget memo to FASD highlighting noteworthy items   |
| Mar 25th       | FASD                               | Provide Budget Narratives - "Top side of budget book division detail" (PDF)   |
| Mar. 25-28th   | CM / FASD                          | Hold Council Budget Committee Meetings  |
| Apr 4th        | FASD                               | Print Budget draft for City Manager and Depts. to review  |
| Apr 8-11th     | All Depts.                         | 1st round of Dept. Directors' Budget Meetings with City Manager   |
| Apr. 11th      | All Depts.                         | Make changes / scan / email dept. budget narratives to Budget Analyst   |
| Apr 15-18th    | All Depts.                         | If needed - 2nd round of Dept. Directors' Budget Meetings with City Manager   |
| Apr. 25th      | FASD                               | Review and finalize budget narratives   |
| May 13-17th    | CM / FASD                          | Hold Council Budget Committee Meetings  |
| May 23rd       | FASD                               | Distribute Proposed Budget to all departments   |
| May 28 / Jun 4 | All Depts.                         | City Council - Budget Study Session   |
| June 11th      | All Depts.                         | City Council - Budget Presentation and Adoption   |

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



**COUNCIL AGENDA**  
February 13, 2024

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

**SUBJECT:** Bid Award – HSIP Traffic Signals, 12 locations, State Funds - PW Project 24-01

**INTRODUCTION**

Bids have been received for a project to modify traffic signals at twelve intersections as indicated in the below table.

| <b>Traffic Signal Improvements at Twelve Intersections</b> |  |
|--|--|
| Del Amo Blvd @   | Downey Ave<br>Graywood Ave<br>Clark Ave<br>Palo Verde Ave      |
| Paramount Blvd @   | Candlewood St<br>Cover St<br>Del Amo Blvd<br>Carson St         |
| Centralia St @   | Pioneer Blvd<br>Norwalk Blvd<br>Claretta Ave<br>Bloomfield Ave |

**STATEMENT OF FACT**

The City applied for State funds from the Highway Safety Improvement Program (HSIP) for traffic signal modifications at various intersections. HSIP State funds were approved in the amount of \$2,243,900. On August 9, 2022, the City Council approved Willdan Engineering’s proposal for design of this project using Measure R funds in an amount of \$238,000.

The City Clerk received and opened two bids for the proposed project on January 31, 2024. Following is the bid summary:

| <b>RANK</b> | <b>BIDDER</b>           | <b>CITY</b> | <b>BID AMOUNT</b> |
|-------------|-------------------------|-------------|-------------------|
| 1           | Elecnor Belco Electric  | Chino       | \$1,525,888       |
| 2           | PTM General Engineering | Riverside   | \$1,669,696       |

The lowest responsible bidder is Elecnor Belco of Chino in the bid amount of \$1,525,888. Staff has verified with the State Contractors License Board that Elecnor Belco is properly licensed for the work. Prior project references were checked with favorable results.


The consulting engineering firm of Willdan has an agreement with the City of Lakewood to assist with various engineering matters and has submitted a proposal in an amount of \$135,317 to provide construction inspection services for this project.

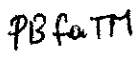
The Contractor will order traffic signal poles and other equipment soon after the contract is executed. However, due to a lead time of six or more months, construction is anticipated to start in September and be completed in November, 2024.

### **RECOMMENDATION**

That the City Council:

1. Award a contract for "HSIP Traffic Signals, 12 locations, State Funds - PW Project 24-01" in the amount of \$1,525,888 to Elecnor Belco Electric of Chino and authorize the Mayor to sign the contract in a form approved by the City Attorney.
2. Authorize staff to approve a cumulative total of contract change orders, as needed, not to exceed \$200,000.
3. Authorize staff to approve Willdan's proposal to provide construction inspection for the "HSIP Traffic Signals, 12 locations, State Funds - PW Project 24-01" under their existing Agreement for Engineering Services, in an amount of \$135,317 to be funded with Measure M funds.
4. Adopt the plans, specifications and working details for "HSIP Traffic Signals, 12 locations, State Funds - PW Project 24-01."

Kelli Pickler   
Director of Public Works

Thaddeus McCormack   
City Manager



January 31, 2024

Max Withrow  
Asst Director of Public Works  
City of Lakewood  
5050 Clark Avenue  
Lakewood, CA 90712

**Subject: Proposal for Construction Engineering Services – HSIP Traffic Signal, 12 Locations, State Funds, Public Works Project No. 24-01**

Dear Mr. Withrow:

Willdan Engineering is pleased to present the City of Lakewood with this proposal to assist in inspecting the City of Lakewood’s upcoming traffic signal project. Willdan Engineering has been providing traffic signal inspection services to California cities and counties for 60 years, including Paramount, Brea, Burbank, Pico Rivera, Downey, Inglewood, **Lakewood**, and Bellflower. We are well suited to partner with the City of Lakewood to achieve a fast-track approach for planned infrastructure projects.

Willdan will provide staffing professionals who are committed to providing the City with top-quality service. Willdan maintains a large pool of qualified public works inspectors that have a wide range of experience with local-, state-, and federally-funded projects. Serving public agencies is the cornerstone of Willdan’s business. Willdan’s proposed staff members are experienced in working together as an integral part of municipal agency improvement projects and can provide exemplary staff for the City’s role requests. The following strengths are what set us apart from the competition and make us the best-qualified team for this assignment:



**Highly Skilled Construction Inspectors.** Our proposed Construction Inspector, Mr. Macy Eskandari, brings more than 35 years of construction inspection experience including constructability reviews, traffic signals, slurry seals, asphalt concrete overlays, roadways, curbs, gutters, sidewalks, driveways, retaining walls, drainage facilities, wet and dry utilities, BMPs, and bio-retentions.

**Mr. Eskandari is highly knowledgeable in construction activities, including preparation of working documents related to CIP construction and contract administration.**



**Close Proximity to the City.** Our office located in Industry is within **18 miles** of Lakewood’s City Hall. This proximity allows us to respond to requests for services, meetings, and/or documents with prompt, dependable service.

**Our office located in Industry is within 18 miles of Lakewood City Hall.**



**Traffic Signal Improvement Project Experience.** Willdan has provided inspection on many traffic signal improvement projects over the past 60 years, including new traffic signals, signal upgrades, video detection, CCTV, and fiber optic, as well as curb & gutter, sidewalk reconstruction, ADA compliant curb ramps, and pavement delineation.

**Our project team has experience working together on hundreds of public works and permitted projects throughout the region, including projects similar to the scope requested by the City of Lakewood.**

Willdan looks forward to the opportunity to assist the City of Lakewood on this very important project. Should you have any questions regarding our proposal, please do not hesitate to contact me at (562) 502-6335 or cbaca@willdan.com.

Respectfully submitted,  
**WILLDAN ENGINEERING**

Chris Baca, RCI, CESSWI  
Director of Construction Management  
and Inspection Services

Approval and Authorization to Proceed By:  
**CITY OF LAKEWOOD**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

910005\06-140\P24-018\_26026

**WILLDAN CONSTRUCTION SERVICES EXPERTISE**

Willdan provides expertise in all areas of project and construction management, contract administration, construction inspection and observation, grant funding administration and compliance, labor compliance, and community relations. Willdan's corporate philosophy emphasizes strong leadership, cost effectiveness, timely performance, and consistent reciprocal communication with clients and internal and external resources.

Our resident engineers, construction managers, and construction inspectors offer reliable service, quality workmanship, use of good judgment, fair and equitable treatment, and adherence to our corporate integrity.

Our professionals are adept at anticipating issues before they arise through continual review of project plans, specifications, contractors' schedules, and contract documents. Potential problems are brought to the attention of the City's Project Manager and/or the contractor, along with constructive recommendations for solutions, so that costly delays and negative impacts to the public and the project are mitigated.

**Comprehensive Construction Inspection**

- *Pre-construction Conditions Documentation*
- *Field Inspection*
- *Detailed Reporting*
- *Material Sampling and Testing*
- *Construction Observation*
- *Claims Review*
- *QSP, ACIA, and APWA Inspector Reviews*

**METHODOLOGY**

**Project Understanding**

Willdan's reputation for providing construction management and inspection services is well known within the construction industry. Our staff possesses the required registrations and certifications to provide comprehensive support. Willdan understands the City of Lakewood requires the services of a qualified construction manager and construction inspector to provide oversight and inspection for a 105 working day procurement period and a 45 working day construction duration. The City's State-Funded project includes traffic signal improvements including installation of advanced dilemma zone detection and upgrade of existing signal hardware, including vehicle heads, back plates and mounting, and LED lighting at the following 12 intersections:

- Del Amo Blvd at Downey Ave
- Del Amo Blvd at Graywood Ave
- Del Amo Blvd at Clark Ave
- Del Amo Blvd at Palo Verde Ave
- Paramount Blvd at Candlewood St
- Paramount Blvd at Cover St
- Centralia St at Pioneer Blvd
- Centralia St at Norwalk Blvd
- Centralia St at Claretta Ave
- Centralia St at Bloomfield Ave
- Paramount Blvd at Del Amo Blvd
- Paramount Blvd at Carson St

**Project Approach**

Willdan provides expertise in all areas of construction management, inspection, labor compliance, and community relations to residents and businesses affected by construction. Our experienced team members serve as construction managers, resident engineers, and inspectors and provide significant insight for identifying and correcting discrepancies, ambiguities, omissions, or conflicts in contract documents that could generate misinterpretation and/or disagreements between the City and the contractor. Our goal is to anticipate or diminish potential problems before they arise through continual review of project plans, specifications, contractor's schedule, and other contract documents.

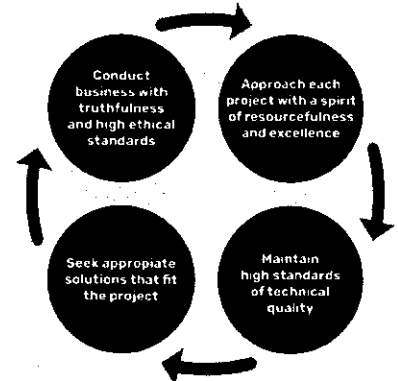
**Our team is adept at:**

- Anticipating job site problems and dealing with issues in a professional, straightforward fashion
- Calling job site problems to the project manager's and/or contractor's attention
- Offering constructive recommendations and achieving cooperation from the contractor
- Addressing concerns of the public

**Our approach to issue resolution is to:**

- Obtain and document the facts surrounding the issue
- Develop reasonable solutions in conjunction with the contractor and City project manager
- Respond quickly and effectively so that job progress and quality do not suffer

Through close communication with the City's project staff, timely corrective action is taken to alleviate potential adverse impacts of work progress, costly change orders, and construction claims.



**Basic Principles to Project Approach**



**SCOPE OF WORK****Construction Management**

1. Review plans, specifications, and all other contract- and construction-related documents, including grant requirements.
2. Assist City with public awareness and information program to keep residents and local stakeholders advised of project status along with impacts to traffic flow circulation, including answering public's questions about project.
3. Prepare construction file, including establishment of document control systems. A copy of Willdan's construction file checklist can be provided upon request.
4. Ensure contractor distributes public construction notices and places construction and information signs.
5. Prepare special concerns to be presented at preconstruction conference.
6. Conduct preconstruction meeting, prepare meeting minutes, and distribute to attendees.
7. Review contractor's safety program in consultation with City staff.
8. Through Willdan's system of project control, monitor activities related to project such that project is constructed in timely fashion pursuant to contract documents.
9. Log, track, and process submittals, RFIs, releases for construction (RFCs), contract change orders (CCOs), field directives, notices of proposed change (NOPCs), non-conformance reports (NCRs), construction schedule, and detailed traffic control plan.
10. Closely review schedule and advise contractor to take action on schedule slippage.
11. Document contractor's 20-day notices, mechanic's liens, and stop notices.
12. Assume responsibility for coordination with inspection staff and City staff.
13. Monitor and coordinate activities of design engineering support, surveying, testing, and work by utilities or other agencies.
14. Coordinate contractor's field work with utility companies and other agencies.
15. Prepare weekly statement of working days and submit to contractor and City.
16. Establish and conduct weekly construction progress meetings to:
  - a. Resolve all old business issues to maximum extent possible
  - b. Address all items of new business as presented by any party
  - c. Review project schedule and address any deviations
  - d. Review submittal log in terms of items needed and resubmittals required and review RFI, RFC, CCO, NCR, and NOPC logs
  - e. List status of construction items recently undertaken or ongoing
  - f. List planned construction items for next two weeks (two-week look ahead schedule)
  - g. Review SWPPP issues
  - h. Review contractor's safety program
17. Prepare minutes for weekly construction progress meeting.
18. Coordinate with Willdan's City's labor compliance specialist to ensure compliance with state code on labor compliance.
19. Provide claims mitigation monitoring, including proactively applying foresight to discover unforeseen conflicts prior to contractor encounter.
20. Evaluate and respond to contractor's requests for clarification of plans and specifications.
21. Ensure that all questions, conflicts, and issues are immediately brought to City's attention and addressed with appropriate directives to contractor.
22. Conduct special site meetings, when necessary, with contractor and City staff to review job progress, scheduling, and coordination.
23. Perform quantity, time, and cost analyses required for negotiation of contract changes.



24. Negotiate and prepare change orders, including memorandum of explanation and cost estimates, to substantiate change order and send to City for review.
25. Monitor and perform immediate and thorough analysis of validity of all potential claims that arise.
26. Maintain all data for change orders and record information with regard to time of dispute, time of notification by contractor, and action taken by inspector.
27. Monitor materials documentation and testing results and enforce corrections.
28. Review for approval contractor's progress payment requests, including verifying LAPM compliance status and impact on payment; negotiate differences over amount with contractor; and process payments through City's Project Manager.
29. Monitor preparation of punch list at substantial completion and follow up.
30. Routinely review construction files to ensure conformance to City standards and good construction management practices.
31. Ensure City receives as-built set of drawings at completion.
32. Assist City with stop notices and release of retention.
33. Provide memorandum of clearance to issue notice of completion.
34. Finalize and deliver all construction files and supplies to City for their records.

### **Construction Inspection**

1. Review plans, specifications, and all other contract- and construction-related documents.
2. Conduct a field investigation of the project area to become familiar with the existing facilities and the project environment.
3. Become familiar with traffic control plans, construction schedule, construction sequence, and permit requirements from other agencies.
4. Verify that the contractor conforms to the design survey line and grades.
5. Attend weekly progress meetings with the construction manager, contractor, and subcontractors.
6. Inspector will provide full-time and as-needed construction inspection, including night inspection, of the work to monitor materials and methods for compliance with plans, specifications, and contract documents; and address and document non-conforming items as they are discovered.
7. Monitor compliance with Cal OSHA requirements and compliance with all local, state, and federal regulations. Although Willdan will monitor the activities, it is the contractor's sole responsibility to provide workers with a safe working environment.
8. Monitor compliance with the Clean Air Act and the Clean Water Act (National Pollutant Discharge Elimination System – NPDES best management practices). Also, monitor the contractor's compliance with approved SWPPP.
9. Provide Willdan's labor compliance manager with federally-compliant labor and equipment reports.
10. Meet with the contractor at the beginning of each day and review the proposed work plan, including specific details that may affect progress.
11. Conduct daily measurements of quantities of work with the contractor.
12. Review actual contractor performance throughout the day and discuss discrepancies with the contractor as they occur.
13. Assist in coordination of engineering support, surveying, specialty inspections, and fieldwork by utility companies.
14. Coordinate with Contractor and utility companies to assist in the identification of unknown utilities and possible relocation of interfering structures or lines.
15. Ensure contractor restores centerline ties and provides updated centerline tie-out notes, if any are disturbed.
16. Ensure compliance of Underground Service Alert notification/delineation.
17. Evaluate the contractor's operation and production with respect to quality and progress and report to the construction manager.



18. Photograph continuous property frontages along the street alignment once prior to construction and once immediately following construction. Maintain a photographic record of key elements of each major operation of work each day, with increased detail in situations of potential changes or claims.
19. Coordinate testing and closely monitor testing results and require the contractor to provide corrective measures to achieve compliance.
20. Maintain copies of all permits needed to construct the projects and enforce special requirements of each.
21. Prepare and maintain detailed daily diary inspector reports on construction progress.
22. Prepare clear and concise letters and memoranda, as needed. Establish a solid paper trail.
23. Assist with the review and evaluation of change order work.
24. Provide complete measurements and calculations documentation to administer progress payments.
25. Maintain and submit a clean set of plans marked in red for as-built corrections on record drawings to be filed with the City.
26. Prepare a punch list at substantial completion and follow up with the contractor regarding progress of corrections.

### **Labor Compliance**

1. Verify applicable wage determination ten (10) days prior to bid opening; document verification as required. If wage determination has changed from what appears in project specifications, provide addendum and proof of receipt by plan holders.
2. Verify eligibility of selected contractor and its subcontractors to receive contract awards by confirming current, active license status with Contractors State License Board; current registration with California Department of Industrial Relations; current, valid contractor's bond and workers' compensation coverage; non-appearance on Federal List of Parties Excluded and State Division of Labor Standards Enforcement debarment lists.
3. Attend preconstruction conference to present labor compliance requirements to contractor and subcontractors; prepare minutes and attendance record thereof.
4. Verify and document job-site posting of wage rate information and labor compliance posters.
5. Receive and review labor compliance documentation from public works observers or inspectors and compare with contractor-submitted documents. Monitor contractor-submitted payroll documentation on a continuous basis, including weekly certified payroll reports, fringe benefit statements, apprenticeship documentation, and payroll deduction authorizations.
6. Follow up with contractor by telephone, email, and/or certified mail regarding required document submittals and payroll discrepancies and deficiencies. Provide detailed description of alleged deficiencies; outline corrective action to be taken; and enforce regulatory deadlines for compliance.
7. Receive, pursue, and document labor complaints; prepare violation reports to oversight agencies as required; recommend special action to be taken if contractor continuously fails to comply with requests and requirements.
8. Coordinate with City staff the withholding of progress and/or retention payments if contractor fails to abide by labor compliance requirements.
9. Maintain content and format of federal labor compliance file in conformance with applicable government requirements.
10. Coordinate project file reviews by authorized county, state, and federal agencies.
11. Submit complete labor compliance file to City for retention.

### **Material Testing**

1. Attend meetings, as needed, with project team.
2. Review existing geotechnical reports and project plans and specifications.
3. Perform laboratory testing.
4. Verify compliance with approved project plans, specifications, and applicable code requirements.



5. Provide compaction testing for subgrade soils.
6. Provide sampling and compressive strength testing for (1) day of signal foundation pour.
7. Provide engineering support, inspector/technician coordination, dispatch, material engineering review, test reporting, QA/QC, and administrative support services.
8. Submit reports/updates of ongoing tests, i.e., seven-day and off-schedule breaks.
9. Submit final report of completed laboratory tests, i.e., 28-day results for concrete.
10. Submit – for City review – daily field-testing and inspection reports indicating information pertinent to inspections performed and compliance/non-compliance with project documents and applicable codes.

### **State Funding Administration**

**Task 1 - Progress Invoicing** – Following execution of the Program Supplement Agreement, prepare progress invoices quarterly (minimum every 6 months).

Task 1 Deliverables:

1. Prepare LAPM Exhibit 5-A based on the following items provided by the City: contractor's contract progress payments and cancelled checks and submit to the Caltrans DLAE.

**Task 2 - Final Invoice & Final Report of Expenditures** – Prepare Final Invoice package to close out the project.

Task 2 Deliverables:

1. Prepare LAPM Exhibits 17-M and 5-A along with the following items to be provided by the City: contractor progress payments, final retention payment, and copies of cancelled checks.
2. Submit package to the Caltrans DLAE.





**PROJECT FEE**

Willdan proposes to perform the required inspection services on a time and materials (T&M) basis. Willdan’s proposal is based upon the City’s estimated 105 working days for procurement and 45 working days for construction. Our proposed not-to-exceed fee for the Scope of Work identified above is **\$135,317**.

**City of Lakewood**  
**FEE PROPOSAL**  
**FOR**  
**Construction Engineering Services for**  
**HSIP Traffic Signals, 12 Locations, State Funded Project HSIPSL-5315(015)**  
**1/26/2024**

| TASK / CLASSIFICATION             | Special Funding Engineer | Construction Manager | Labor Compliance Manager | Construction Inspector <sup>2</sup> | Labor Compliance Specialist | Material Testing <sup>2</sup> | TOTAL LABOR <sup>1</sup> | MISC. EXPENSE  | TOTAL COST       |
|-----------------------------------|--------------------------|----------------------|--------------------------|-------------------------------------|-----------------------------|-------------------------------|--------------------------|----------------|------------------|
| <b>PRECONSTRUCTION SERVICES</b>   | 2                        | 62                   | 0                        | 40                                  | 2                           | \$0                           | \$17,684                 | \$0            | \$17,684         |
| <b>CONSTRUCTION SERVICES</b>      | 10                       | 144                  | 15                       | 360                                 | 65                          | \$7,500                       | \$101,119                | \$7,500        | \$108,619        |
| <b>POST CONSTRUCTION SERVICES</b> | 6                        | 20                   | 0                        | 20                                  | 8                           | \$0                           | \$9,014                  | \$0            | \$9,014          |
| <b>TOTALS</b>                     | <b>18</b>                | <b>226</b>           | <b>15</b>                | <b>420</b>                          | <b>75</b>                   | <b>\$7,500</b>                | <b>\$127,817</b>         | <b>\$7,500</b> | <b>\$135,317</b> |

<sup>1</sup> Willdan’s fee is based on a 105 working day procurement period (no inspection during procurement period) and a 45 working day construction duration, with inspection services assumed at no more than 8 hours per day, Monday through Friday. Additional services needed beyond this duration will be provided on a time-and-material basis at Willdan’s standard hourly rates. Overtime inspection services are not included, but will be billed at 1.5 times normal hourly rate if required and may require adjustment to the approved budget. Work performed by support staff with titles not explicitly listed herein will be charged in accordance with Willdan’s City of Lakewood on-call current standard hourly rates.

<sup>2</sup> This proposal assumes prevailing wage inspection is required. For prevailing wage classifications, hourly rates will be increased when the predetermined increases stipulated by the State of California Department of Industrial Relations take effect. Hourly rate increases will be equivalent to the % increase in wages mandated by the State of California.



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

## **COUNCIL AGENDA**

February 13, 2024

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

**SUBJECT:** Meals on Wheels of Long Beach Update

### **INTRODUCTION**

Since February 6, 2023, Meals on Wheels of Long Beach has delivered nutritious meals to disabled and elderly homebound residents in Lakewood. This report will provide an update on Meals on Wheels of Long Beach and the services they provide to Lakewood clients.

### **STATEMENT OF FACT**

Meals on Wheels of Long Beach (MOWL B) continues to serve Lakewood clients enrolled in the program, utilizing one office and a kitchen/storage space at the Burns Community Center. Meals on Wheels of Long Beach has obtained 56 new clients since taking over last year. Clients start and stop service on an as needed basis. With this in mind, the program is currently serving 38 Lakewood clients.

MOWL B charges clients \$10.50 a day for a hot dinner, cold lunch, dessert and beverage. The organization is currently utilizing Community Development Block Grant (CDBG) funding to subsidize all Lakewood clients, only charging them \$9.75 per day. They are also fully subsidizing five Lakewood clients, covering the full cost of the meal.

Donations from Lakewood fundraisers also continue to benefit Lakewood clients. Donations are utilized to reduce or fully pay for the meal price for low-income clients, pay volunteers mileage, and cover direct costs associated with serving Lakewood clients not covered by CDBG funding. MOWL B hosted a car show at Bolivar Park in August 2023. City staff connected MOWL B with opportunities to host a food truck at Lakewood Youth Sports Opening Day and the Lollipop Lane craft boutique, with a percentage of sales being donated back to the organization. Additionally, MOWL B was featured in Lakewood Briefs, with a donation return envelope included in resident water bills. These fundraising efforts will continue to help offset rising costs and keep daily pricing low for Lakewood clients.

MOWL B organizes 61 volunteers to deliver to four Lakewood routes. Forty-one volunteers from the east Long Beach routes also report to the site manager at the Lakewood location. MOWL B utilizes interns from California State University, Long Beach each semester to assist with program operations and as alternate route drivers. A volunteer appreciation picnic was held at Monte Verde Park last June as a thank you to all volunteers.

MOWLB is dedicated to providing service to the Lakewood community, as evidenced by their staff participation in the quarterly Lakewood Non-Profit and Religious Organizations Brown Bag meetings, as well as the Senior Health Fair and the Benefits Information Fair at the Weingart Senior Center. The organization's leadership is continually seeking outreach and community involvement in Lakewood.

MOWLB has many operations in place to serve Lakewood clients well.

- Online bill payment on the MOWLB website
- Online donations
- Pathways assessment and case management services. Two clients have continued to receive case management services from Pathways and all new Lakewood clients will continue to be evaluated.
- Use of ServTracker software to manage clients and organize routes. The ServTracker app is utilized by volunteers to view the client's information and notes, get route directions and communicate with Meals on Wheels staff in real time.
- Dedicated client manager, client support program manager, and site manager to efficiently carry out the program operations and provide excellent customer service to clients and volunteers.
- Starting in 2024, a new Telephone Reassurance Program will also be put into place for additional client support.

### **RECOMMENDATION**

It is the recommendation of staff that the City Council receive and file the Meals on Wheels of Long Beach Update.

Valarie Frost, Director *VF*  
Recreation and Community Services

Thaddeus McCormack *PB for TM*  
City Manager

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

## COUNCIL REPORT

February 13, 2024

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

**SUBJECT:** Revisions to Administering the Recreation Contract Class Program amid California Assembly Bill 506 and Introduction of Proposed Ordinance Regarding Tax Free Certification Provisions

### INTRODUCTION

The Recreation and Community Services Department offers a slate of recreation classes which are coordinated by independent and contracted class instructors. These classes are offered three times annually through the Recreation Catalog. Classes include everything from arts, crafts, sewing and handiwork, to dance, fitness and educational programs. These offerings reach the entire spectrum of residents from two years old to seniors, while also encompassing opportunities for families and small groups to register. Currently, risk is transferred to these instructors through contractual agreement with the city.

The department's seasonal recreation catalog for the spring session is currently underway and the summer session of classes is scheduled to be ready for publishing on April 9, 2024. In preparation for organizing a varied slate of recreation classes offered by contracted class instructors, staff needs to make revisions in how the program is administered to be in compliance with California Assembly Bill 506 and to mitigate the city's exposure to risk.

### STATEMENT OF FACT

#### Existing Conditions

The Recreation and Community Services Department began offering specialized recreation classes coordinated by contracted class instructors in the early 1980s. The contract class program has functioned as a means to offer broad recreational programs for all residents without having to maintain an extensive cadre of specifically trained staff at a high cost to the city and participant. Lakewood, like most municipalities, works with independent and contracted class instructors to limit payroll and offer affordable classes to a broad variety of interests.

Lakewood has maintained a model in which instructors sign a contractual agreement limiting the city's liabilities and ensuring that the contract class instructor assumes the majority of the risk associated with these class offerings. The existing agreement, a copy of which is attached to this report, denotes that the contract class instructor is responsible for the content of the class; the revenue share for services—65% for the contract class instructor, 35% for the city, and 80%/20%, respectively for senior classes to help keep costs low for seniors—the requirement of self-insuring themselves for workers compensation and medical; a hold-harmless clause; and an overall assumption of risk for the contract class instructor.

Currently, the city maintains approximately 50 active contract class instructors. It is important to note that most contract instructors are individuals not running a business (e.g. Corporation, LLC, DBA, etc.) and work as a contract class instructor to supplement their primary income. There are a few businesses with which the city has worked to offer recreation classes. Businesses such as Tumble-N-Kids Gymnastics are offered spaces to teach at city facilities, while the city also partners to offer joint registration for facilities like Kick It Up Dance and The Rinks for ice skating which take place at non-city facilities.

For fiscal year 2022/2023, the following represents earnings for high and low end contract class instructors as well as an average for all instructors. The highest earning instructor is the organization Tumble-N-Kids at \$102,520, however this is not a representative number for the sample as the next nearest organization is BEST Sports at \$21,870 for the year. The highest earning individual, not associated with an organization is Stephanie Fontela at \$19,680, teaching youth hula dance. It is important to note that Ms. Fontela maintains a small group of assistants whom she pays from her income. While the lowest earning onsite individual contract instructor is Fahtiem Fahtiem at just \$287. Among the 45 active contract instructors the average annual income from the fiscal year is equal to \$4,421. Note that the outlier \$102,520 from Tumble-N-Kids was removed from this average so as not to skew the data.

### **California Assembly Bill 506**

California Assembly Bill 506 (AB 506) was sponsored by CA Assembly Member Lena Gonzalez and approved by Governor Gavin Newsome in September 2021, going into effect in January 2022.

California's Assembly Bill 506 adds further protections for minors by requiring youth service organizations to adopt and implement a child abuse prevention policy which includes requirements for mandated reporting training and background checks for administrators, employees, and full-time volunteers. Mandated Reporter training can be obtained online, free of charge. Background checks require Live Scan fingerprinting in which the employer makes a request for all convictions or arrests pending adjudication from the California Department of Justice (CDOJ) using a form approved by the CDOJ. In addition, AB 506 authorizes insurers to request information demonstrating compliance before writing liability insurance for youth service organizations.

Live Scan fingerprints can be obtained at multiple local outlets for a set DOJ fee of \$32 applicable to every applicant and rolling fees starting as low as \$24, but each vendor sets their own prices for rolling prints.

### **Contractual Risk Transfer**

Currently, classes are offered on site at Lakewood recreation facilities which are supervised by city staff. All Recreation and Community Services staff are fingerprinted and screened by the Department of Justice prior to hiring. This is in compliance with several state bills which protect youth from individuals with prior convictions involving abuse. Currently, contract class instructors are not required by the city to obtain a fingerprint background check due to their independent contract class instructor status since they are being supervised by park and recreation staff on site.

Due to AB 506 the city will also enact a Child Abuse Mitigation Plan, using a template provided by the California Joint Powers Insurance Authority (CJPIA) and update current Instructor Agreements to include language regarding AB 506, fingerprint policies, and a Child Abuse Mitigation Plan.

General liability insurance is currently not required to be maintained by contract instructors. Though assumption of risk is noted in the existing agreement and places that risk on the instructor, the lack of liability insurance does appear to expose Lakewood to some risk in offering these classes. As noted above, most instructors act as individuals with minimal capital exposed and should a lawsuit be filed, the city could be named as a plaintiff. Once again, instructors can be required to maintain general liability insurance to cover incidents, however the cost could be substantial to the instructors and their small class offerings may preclude them from continuing to offer classes at low cost or reasonable rates. Moving forward, all contract class instructors should be required to provide proof of insurance coverage for their classes. A list of possible insurance options will be provided to all contract class instructors by staff.

One organization with which municipal recreation departments often partner is the Southern California Municipal Athletic Federation (SCMAF), which has been endorsed by CJPIA. SCMAF offers a Class Insurance Program which requires instructors to maintain an annual membership of \$35 per year, plus pay \$4 per class participant. The insurance provides coverage of \$1,000,000 per occurrence and \$5,000,000 general aggregate. The insurance offered by SCMAF may be one option should instructors be required to obtain insurance. The policy includes coverage for sexual abuse and molestation with a clean background check with no records from the city where the class is being held.

### **Business Licenses for Independent Contract Class Instructors**

With California SB946 passed in 2018, the city initiated the requirement for anyone vending in Lakewood to first obtain a business license to permit sales. Contract class instructors are not presently required to obtain a business license, yet are conducting business for profit at public facilities. However, provision of these recreational classes for Lakewood residents serve the city's greater good, by offering recreational, health-based and personal betterment opportunities at affordable costs. Requiring a business license would further drive up costs for residents for these classes. A revision to LMC 6507 is proposed which would allow for contract instructors making modest income to be exempt while still requiring other entities to obtain the license. The municipal code is noted below with recommended revisions that require a business license, yet except contract instructors (note: underlined text is that to be added, while ~~struck~~ text is to be deleted).

#### **6507. TAX-FREE CERTIFICATE PROVISION. APPLICATION TO CERTAIN TEACHERS**

The provisions of this ordinance shall not require the payment of a business tax for the teaching of musical, artistic or educational subjects when the following conditions exist:

1. The teaching is done at the residence of the teacher or at the residence of the pupil or at a public building under an agreement with City to provide teaching of certain recreation classes for the general public welfare.



2. The teacher employs no assistants, does not display an advertising sign at the residence, and does not make a general practice of selling merchandise in connection with the teaching.

3. The teaching is performed by and on behalf of an individual not associated with, represented by, or in operation of a business entity such as a Corporation, LLC, DBA or Partnership.

In any case where the general intent of this section will be carried out and the general public welfare will be served, the ~~City Council~~ Director of Finance may authorize the issuance of a tax-free certificate.

Any person claiming an exemption pursuant to this section shall file a sworn statement with the Director of Finance stating the facts upon which exemption is claimed, and in the absence of such statement substantiating the claim, such person shall be liable for the payment of the taxes imposed by this ordinance.

Those individuals or firms exempted by the above paragraphs engaged in other business activities not exempted by applicable statutes of the United States or of the State of California shall pay business taxes as prescribed herein on the portion of business activities not exempted.

To note in the above recommended amendment to the Lakewood Municipal Code, those corporate organizations which operate contract classes such as Tumble-N-Kids, Kick It Up and The Rinks would not be exempt under the revised code. Staff do not foresee a path, nor recommend that these organizations would be exempt.

## SUMMARY

The contract class program offering recreational classes and activities for residents is a long-standing program which provides fun and learning at affordable costs to all ages and interest levels. The above report offers areas in which risk can be further transferred and ensure compliance with new state regulations. Staff would immediately begin implementing approved changes to the contract class program ensuring that contracted classes advertised in the 2024 Summer Recreation Catalog meet new state regulations and mitigate the city's exposure to risk.

## RECOMMENDATION

Staff recommends the City Council require Lakewood's independent contract class instructors to obtain Livescan fingerprint background checks, obtain general liability insurance for incidents occurring within the scope of their class offerings, and obtain business licenses to operate their contract classes within Lakewood; and introduce the proposed ordinance amending the Lakewood Municipal Code regarding tax-free certificate provisions.

Valarie Frost, Director *VF*  
Recreation and Community Services

Thaddeus McCormack *PB fm TM*  
City Manager

ORDINANCE NO. 2024-1

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD AMENDING THE LAKEWOOD MUNICIPAL CODE REGARDING TAX FREE CERTIFICATE PROVISIONS

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

SECTION 1. The text of Section 6507.C of the Lakewood Municipal Code is hereby amended to read as follows:

“C. APPLICATION TO CERTAIN TEACHERS. The provisions of this ordinance shall not require the payment of a business tax for the teaching of musical, artistic or educational subjects when the following conditions exist:

1. The teaching is done at the residence of the teacher or at the residence of the pupil or at a public building under an agreement with City to provide teaching of certain recreation classes for the general public welfare.

2. The teacher employs no assistants, does not display an advertising sign at the residence, and does not make a general practice of selling merchandise in connection with the teaching.

3. The teaching is performed by and on behalf of an individual not associated with, represented by, or in operation of a business entity such as a Corporation, LLC, DBA or Partnership.

In any case where the general intent of this section will be carried out and the general public welfare will be served, ~~the City Council~~ Director of Finance may authorize the issuance of a tax-free certificate.

Any person claiming an exemption pursuant to this section shall file a sworn statement with the Director of Finance stating the facts upon which exemption is claimed, and in the absence of such statement substantiating the claim, such person shall be liable for the payment of the taxes imposed by this ordinance.

Those individuals or firms exempted by the above paragraphs engaged in other business activities not exempted by applicable statutes of the United States or of the State of California shall pay business taxes as prescribed herein on the portion of business activities not exempted.”

SECTION 2. The City Council hereby declares it would have passed this Ordinance sentence by sentence, paragraph by paragraph and section by section, and does hereby declare the provisions of this Ordinance are severable, and if for any reason any section of this Ordinance should be held invalid, such decision shall not affect the validity of the remaining parts of this Ordinance.

SECTION 3. The City Clerk shall certify to the adoption of this Ordinance. The City Council hereby finds and determines there are no newspapers of general circulation both published and circulated within the City and, in compliance with Section 36933 of the Government Code, directs the City Clerk to cause said Ordinance within fifteen (15) days after its passage to be posted in at least three (3) public places within the City as established by ordinance. This Ordinance shall take effect thirty (30) days after its adoption.

ADOPTED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by the following roll call vote:

|                       | AYES  | NAYS  | ABSENT |
|-----------------------|-------|-------|--------|
| Mayor Pe              | _____ | _____ | _____  |
| Council Member Chase  | _____ | _____ | _____  |
| Council Member Croft  | _____ | _____ | _____  |
| Council Member Rogers | _____ | _____ | _____  |
| Council Member Wood   | _____ | _____ | _____  |

\_\_\_\_\_  
Mayor

ATTEST:

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

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

## **COUNCIL AGENDA**

February 13, 2024

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

**SUBJECT:** Lakewood Youth Hall of Fame Program

### **INTRODUCTION**

The 42<sup>nd</sup> Annual Lakewood Youth Hall of Fame Banquet will be held Monday, February 26, 2024, beginning at 6:30 p.m. at The Centre. The annual program recognizes the athletic achievements of high school and youth athletes who live in Lakewood or attend school in Lakewood. Awards will be presented for Performer of the Year in each sport, various Special Achievement awards, including Scholar Athlete of the Year, and the highlight of the event, the crowning of the Athlete of the Year. The Hall of Fame Board of Electors convened January 11, 2024, to select the 2023 Athlete of the Year and honors for other athletes and coaches.

### **STATEMENT OF FACT**

The Lakewood Youth Hall of Fame event is a prime example of combining the resources and efforts of public, private and non-profit organizations for a community sports recognition program. The program is sponsored primarily by the City of Lakewood and Piazza Family McDonald's Restaurants. More than a dozen other local businesses and service organizations such as the Rotary Club of Lakewood, and Soroptimist International of Lakewood/Long Beach participate as program sponsors.

Each year, representatives from Lakewood-based high schools and area sports organizations, as well as members of the community, are invited to submit nominations and detailed information on athletes' achievements for the consideration of awards. The Board of Electors, a volunteer panel of community members and school administrators, meets, deliberates and votes by secret ballot for each award category and selects those individuals and teams who will be enshrined in the Hall of Fame. In addition to Athlete of the Year, the Board of Electors considers nominees for Performer of the Year in nearly 20 sports and several additional Special Achievement categories. Every year, new honorees are added to the display at the Lakewood Youth Hall of Fame gallery located in the McDonald's restaurant on Woodruff Avenue. In addition to being immortalized in the Hall of Fame at the McDonald's restaurant, state and local elected officials recognize the honorees with certificates of commendation for their accomplishments.

The Hall of Fame Board of Electors selected Chaz Gilbreath from Mayfair High School as the 2023 Athlete of the Year. In 2023, Chaz played both offense and defense for the Mayfair Monsoons Varsity Football Team. On offense, Chaz put up outstanding numbers with 84 receptions totaling 1,468 yards with an average gain of 17.5 yards per reception and scoring 12 touchdowns. Chaz was ranked eighth in receiving yards for the state of California. On the defensive end, he claimed

42 unassisted tackles, and assisted on 15 more, for a total of 57 tackles on the season. His efforts helped fuel the Mayfair Monsoons' successful run for the California Interscholastic Federation (CIF) Southern Section Division Seven Championship, and continue on to the CIF State Finals. Chaz earned All CIF, 1<sup>st</sup> Team Gateway League, and Team MVP all while continuing to succeed in the classroom with an unweighted grade point average of 3.33.

### **SUMMARY**

On Monday, February 26, the 42<sup>nd</sup> Annual Lakewood Youth Hall of Fame Banquet will be held at The Centre honoring Lakewood's young athletes for notable achievements in sports seasons concluding in the 2023 calendar year. In total, 21 Performers of the Year, 34 Distinguished Nominees, 14 Special Achievement Winners and 15 Championship Teams will be recognized. It is anticipated that this year's banquet will draw more than 400 members of the community to recognize the inductees for 2023. Tickets for the Hall of Fame Banquet are on sale for \$46 for adults and \$36 for students through February 15.

### **RECOMMENDATION**

Staff recommends the City Council receive and file this report.

Valarie Frost, Director *VF*  
Recreation and Community Services

Thaddeus McCormack *PB Au TM*  
City Manager