



PALMDALE

a place to call home

**CITY COUNCIL
SUCCESSOR AGENCY
HOUSING AUTHORITY
CITY COUNCIL CHAMBER
38300 SIERRA HIGHWAY
SUITE B
PALMDALE, CA 93550
WEDNESDAY, JANUARY 8, 2025
5:00 pm
www.cityofpalmdaleca.gov**

WELCOME

1. CALL MEETING TO ORDER

Note: All City Council memberships are reflected in their City Council titles.

2. ROLL CALL

MAYOR LOA, MAYOR PRO TEM BETTENCOURT, COUNCILMEMBERS BISHOP,
OHLSEN, ALARCÓN
COMMISSIONERS FRAGA-SAENZ, BETTS

3. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

4. PRESENTATIONS

- 4.1 Presentation of Government Finance Officers Association (GFOA) Distinguished Budget Award for Fiscal Year 2024-25.

PUBLIC COMMENT RULES

“(California Government Code Section 54954.3).

(a) Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body’s consideration of the item, that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2 [section omitted].

(b) (1) The legislative body of a local agency may adopt reasonable regulations to ensure that the intent of the subdivision (a) is carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.

(2) Notwithstanding paragraph (1), when the legislative body of a local agency limits time for public comment, the legislative body of a local agency shall provide at least twice the allotted time to a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the legislative body of a local agency.”

In furtherance of Section 54954.3 of the Brown Act, the public is allotted to speak a total of two (2) minutes on the entirety of the Consent Calendar, Appointment(s), New Business and Closed Session, with two (2) minutes on each Public Hearing, and, if desired, an additional two (2) minutes on items not on the agenda that are within the subject matter jurisdiction of the City Council. As specified in the Brown Act, a speaker utilizing a translator will receive twice the amount of time specified.

5. PUBLIC COMMENTS

CONSENT CALENDAR, APPOINTMENT(S), NEW BUSINESS, AND CLOSED SESSION: Now is the time for public participation on items listed on the Consent Calendar, Appointment(s), New Business, and Closed Session. Each speaker is allotted two (2) minutes in total for the entirety of the above sections.

6. JOINT CITY COUNCIL/HOUSING AUTHORITY CONSENT CALENDAR

All matters listed under the Joint Consent Calendar will be enacted by one motion unless an item(s) is pulled by Council/Authority, in which case the item(s) will be removed from the Joint Consent Calendar and will be considered separately following this portion of the Agenda.

- 6.1 Approve Project Authorizations A through G under Master Services Agreement with Good Guard Security, Inc., for unarmed security guard services for the Housing Authority of the City of Palmdale facilities for an amount not to exceed \$2,858,300; and approve Project Authorizations A and B under Master Services Agreement with Good Guard Security, Inc. for City of Palmdale facilities and special events for an amount not to exceed \$7,429,900, each for a term of three years with an option to extend for two additional one-year terms.

[SR Project Authorizations Agrmt No. A-9189 A through G and A-9190 A and B with Good Guard Security, Inc.docx](#)

[Agrmt No. A-9189 Master Services Agreement with Good Guard Security, Inc.pdf](#)

[Agrmt No. A-9189-A Project Authorization - Housing Authority.pdf](#)

[Agrmt No. A-9189-B Project Authorization - Housing Authority.pdf](#)

[Agrmt No. A-9189-C Project Authorization - Housing Authority.pdf](#)

[Agrmt No. A-9189-D Project Authorization - Housing Authority.pdf](#)
[Agrmt No. A-9189-E Project Authorization - Housing Authority.pdf](#)
[Agrmt No. A-9189-F Project Authorization - Housing Authority.pdf](#)
[Agrmt No. A-9189-G Project Authorization - Housing Authority.pdf](#)
[Agrmt No. A-9190 Master Services Agreement with Good Guard Services Security, Inc.pdf](#)
[Agrmt No. A-9190-A Project Authorization - Parks and Recreation.pdf](#)
[Agrmt No. A-9190-B Project Authorization - Public Safety.pdf](#)

7. **CONSENT CALENDAR**

All matters listed under the Consent Calendar will be enacted by one motion unless an item(s) is pulled by Council, in which case the item(s) will be removed from the Consent Calendar and will be considered separately following this portion of the Agenda.

- 7.1 Waive full reading of the Resolution(s) and/or Ordinance(s) to be considered and voted on at this meeting. (This allows for reading the title only in lieu of reciting the entire text).
- 7.2 Receive and file the monthly investment activity reports for November 2024.
[SR Monthly Investment Reports November 2024.docx](#)
[Rpt. Monthly Investment Reports November 2024.pdf](#)
- 7.3 Adopt Resolution No. CC 2025-003, a Resolution of the City Council of the City of Palmdale designating by title and name those officials who are authorized to sign checks and warrants, and repeal Resolution No. CC 2024-004, and adopt Resolution No. SA 2025-001, a Resolution of the Successor Agency to the Community Redevelopment Agency of the City of Palmdale designating by title and name those officials who are authorized to sign checks and warrants, and repeal Resolution No. SA 2024-011.
[SR Check Signers City and SA.docx](#)
[Reso. No. CC 2025-003 Check Signers City.docx](#)
[Reso No. SA 2025-001 Check Signers SA.docx](#)
- 7.4 Approve Energy for Palmdale's Independent Choice's (EPIC) 2023 Power Content Label (PCL) and Attestation.
[SR EPIC 2023 PCL Attestment.docx](#)
[EPIC 2023 Power Content Label.pdf](#)
[Rpt. EPIC Power 100 2023 PSD Annual Report.pdf](#)
[Rpt. EPIC Power 100 2023 PSD Annual Report.pdf](#)
- 7.5 Adopt Ordinance No. 1649, an Ordinance of the City of Palmdale amending Palmdale Municipal Code Section 2.08.040 changing the regular meeting day and time of the City Council.

[SR Ord. No. 1649.docx](#)
[Ord. No. 1649 Option One.docx](#)
[Ord. No. 1649 Option Two.docx](#)

8. APPOINTMENTS

- 8.1 Discussion and possible action regarding City Council committee appointments.
[SR City Council Committee Appointments.docx](#)

9. CITY MANAGER'S REPORT

10. NON-AGENDA PUBLIC COMMENTS :

Now is the time for public participation on items not listed on the agenda. Each speaker is allotted two (2) minutes total.

11. COUNCIL REPORTS, ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

12. PRESENTATION BY CITY ATTORNEY

12.1 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Case No. 23AVCV01005

This closed session is being held pursuant to the authority of California Government Code Section 54956.9.

13. ANNOUNCEMENT BY CITY ATTORNEY

14. **ADJOURN** meeting to January 22, 2025, at 5:00 p.m. in the City Hall Council Chamber located at 38300 Sierra Highway, Suite B, Palmdale, California.

Americans with Disabilities Act (ADA) Accommodations

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to participate in this meeting, please contact the City Clerk's Office at (661) 267-5151 at least 48 hours prior to the meeting.

If you require oral translation, please contact the City Clerk's Office at (661) 267-5151 at least 48 hours prior to the meeting.



Joint Staff Report

DATE: JANUARY 8, 2025

TO: HONORABLE CHAIR AND COMMISSIONERS
HONORABLE MAYOR AND CITY COUNCIL

FROM: PUBLIC SAFETY DEPARTMENT

DISTRICT: ALL

SUBJECT: APPROVE PROJECT AUTHORIZATIONS A THROUGH G UNDER MASTER SERVICES AGREEMENT WITH GOOD GUARD SECURITY, INC., FOR UNARMED SECURITY GUARD SERVICES FOR THE HOUSING AUTHORITY OF THE CITY OF PALMDALE FACILITIES FOR AN AMOUNT NOT TO EXCEED \$2,858,300; AND APPROVE PROJECT AUTHORIZATIONS A AND B UNDER MASTER SERVICES AGREEMENT WITH GOOD GUARD SECURITY, INC. FOR CITY OF PALMDALE FACILITIES AND SPECIAL EVENTS FOR AN AMOUNT NOT TO EXCEED \$7,429,900, EACH FOR A TERM OF THREE YEARS WITH AN OPTION TO EXTEND FOR TWO ADDITIONAL ONE-YEAR TERMS

RECOMMENDATION

Staff recommends that the Housing Authority of the City of Palmdale (Housing Authority):

1. Approve Project Authorizations A through G under Master Services Agreement No. A-9189 with Good Guard Security, Inc., for unarmed security guard services for the Housing Authority-owned facilities in the combined amount not to exceed \$2,858,300, for a term of three years with an option to extend for two additional one-year terms; and,
2. Authorize the Executive Director or her designee to execute Project Authorizations A through G under Master Services Agreement No. A-9189 with Good Guard Security, Inc., including minimal and/or non-substantial changes.

Staff recommends that the City Council:

1. Approve Project Authorizations A and B under Master Services Agreement No. A-9190 with Good Guard Security, Inc., for unarmed security guard services for City-owned facilities and special events in the combined amount not to exceed \$7,429,900, for a term of three years with an option to extend for two additional one-year terms; and,

Report to Mayor, City Council, Chair and Commissioners

Re: Approve Project Authorizations A through G under Agreement No. 9189 and Project Authorizations A and B under Agreement No. A-9190 with Good Guard Security, Inc.

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2. Authorize the City Manager or her designee to execute Project Authorizations A and B under Master Services Agreement No. A-9190 with Good Guard Security, Inc., including minimal and/or non-substantial changes.

BACKGROUND

Enhancing public safety and quality of life is a top priority for all. To support this, effective security operations are implemented to deter crime and suspicious activities at Housing Authority and City-owned facilities.

The Housing Authority oversees three mobile home parks and four apartment complexes, each with a security program that includes unarmed security guard services, access control, parking enforcement, asset protection, and crime deterrence through observation.

The City provides security across all facilities, including the Civic Center, Palmdale Transportation Center, park-and-ride locations, neighborhood houses, and parks. By enhancing security, the City aims to improve residents' daily lives by fostering safety, reducing crime, and creating a secure environment for people to work, live and play.

DISCUSSION

A Request for Proposal (RFP) No. 23-002-4400 for Unarmed Security Guard Services was released on December 12, 2023, to align and consolidate citywide security efforts. Notifications were distributed through PlanetBids to 164 security service vendors, and 18 complete bids were received, with no bidders from the Antelope Valley.

Interviews were held with the top four bidders on March 14, 2024, and Good Guard Security, Inc. was one of the top-rated candidates. While based in Chatsworth, CA, its goal is to recruit and employ from within the Antelope Valley.

Master Services Agreement No. A-9189 for the Housing Authority will house Project Authorizations A through G. Master Services Agreement No. A-9190 will house Project Authorizations A and B. All agreements/project authorizations are attached for reference.

FISCAL IMPACT

\$10,288,200; Funds for Fiscal Year 2024-25 are budgeted and available in Contract Services-Security accounts. Agreement amounts are comprised as follows:

Report to Mayor, City Council, Chair and Commissioners

Re: Approve Project Authorizations A through G under Agreement No. 9189 and Project Authorizations A and B under Agreement No. A-9190 with Good Guard Security, Inc.

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- \$2,858,300; Agreement No. A-9189, Housing Authority Project Authorizations A through G.
- \$1,175,800; Agreement No. A-9190, Parks & Recreation Project Authorization A.
- \$6,254,100; Agreement No. A-9190, Public Safety Project Authorization B.

As represented in the chart below, sufficient funds will be requested in each subsequent year's budget.

Department	2/1/2025 – 6/30/2025	FY 2025-26	FY 2026-27	7/1/2027 – 1/31/2028
<i>Housing Authority</i>	\$ 374,200	\$ 931,000	\$ 967,500	\$ 585,600
<i>Parks and Recreation</i>	\$ 166,000	\$ 352,000	\$ 364,600	\$ 293,300
<i>Public Safety</i>	\$ 796,200	\$ 2,039,400	\$ 2,120,500	\$ 1,297,900

STRATEGIC PLAN

Goal I: Maintain effective public safety and protection for life, property, and the environment.

A. Provide comprehensive and innovative safety services to prevent crime and promote a safe community.

Prepared by:	Jarret Palmieri, Director of Public Safety
Certified as to availability of Funds:	Janelle Samson, Director of Operations
Approved by:	Ronda Perez, City Manager
Approved as to form:	William P. Curley, III, City Attorney

ATTACHMENTS

Agrmt No. A-9189 Master Services Agreement with GGS, Inc.

Agrmt Nos. A-9189-A through G Project Authorizations with GGS, Inc. (HA)

Agrmt No. A-9190 Master Services Agreement with GGS, Inc.

Agrmt No. A-9190-A Project Authorization with GGS, Inc. (P&R)

Agrmt No. A-9190-B Project Authorization with GGS, Inc. (PS)

**AGREEMENT NO. A-9189
CONTRACT FOR SERVICES
BETWEEN THE HOUSING AUTHORITY OF THE CITY OF PALMDALE AND
GOOD GUARD SECURITY, INC.**

This CONTRACT for services ("Contract" herein) is made and entered into by and between the Housing Authority of the City of Palmdale, a public body corporate and politic, (hereinafter called "HOUSING AUTHORITY"), and GOOD GUARD SECURITY, INC., a CONTRACTOR, (hereinafter called "CONTRACTOR"). This Contract shall become effective on the date of the last signatory.

RECITALS

WHEREAS, CONTRACTOR represents that CONTRACTOR has the expertise and is qualified to perform the services described in this Contract.

NOW THEREFORE, HOUSING AUTHORITY and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

1 HOUSING AUTHORITY PROJECT MANAGER

To provide the services required by this Contract, CONTRACTOR shall act under the authority and approval of Housing Director/designee, who shall oversee this Contract, the work performed by CONTRACTOR, assist CONTRACTOR with any necessary information, audit billings, and approve payments. The CONTRACTOR shall channel all contacts and requests through the Housing Authority project manager.

2 DESCRIPTION OF WORK

2.1 CONTRACTOR shall provide the following services in a manner satisfactory to HOUSING AUTHORITY:

This agreement will serve as the Master Agreement for multiple Project Authorization Agreements (PAAs) with Exhibit A Scope of Services providing requirements, locations and related schedules. Agreement to commence on February 1, 2025 - January 31, 2028.

2.2 CONTRACTOR shall have no claim for compensation for any services or work, which has not been authorized by HOUSING AUTHORITY's Authorization to Proceed.

2.3 CONTRACTOR shall not accept any change of scope, or change in contract provisions, to this Contract unless issued in writing, as a contract change order or amendment and signed by HOUSING AUTHORITY. Any extensions of time must be mutually agreed upon in writing and executed by both parties.

2.4 CONTRACTOR shall maintain in current status all Federal, State, and local licenses and permits required for the operation of the business conducted by the CONTRACTOR as applicable to this contract.

2.5 All work supplied under this Contract shall be fully guaranteed by CONTRACTOR for a minimum period of 1095 days from the date of acceptance by HOUSING AUTHORITY. Any defects of design, workmanship, or materials that would result in non-compliance with the Contract specifications shall be fully corrected by CONTRACTOR (including parts and labor) without cost to HOUSING AUTHORITY. The written warranty shall be included with the delivered products to the using Department.

HOUSING AUTHORITY shall provide to CONTRACTOR, without charge, all data, program information, including reports, records, maps, and other information, now in HOUSING AUTHORITY's possession, which may facilitate the timely performance of the work.

3 CONTRACTOR'S KEY PERSONNEL

3.1 **Key Staff.** HOUSING AUTHORITY reserves the right to review and approve CONTRACTOR'S staff including all subcontractors to be assigned to any project by CONTRACTOR during the term of this Contract.

This Contract has been awarded to CONTRACTOR based partially on the key personnel proposed to perform the services required herein. CONTRACTOR shall not change nor substitute any of these key staff for work on this Contract without prior written approval by HOUSING AUTHORITY.

CONTRACTOR's Team and Key Personnel are as follows:

Shawn Helmandi, Region President
Security Guards

This Services Contract has been awarded to CONTRACTOR based on its representation that those personnel and subcontractors submitted as part of its bid and listed above will perform the portions of the work listed above.

CONTRACTOR shall not deviate nor substitute any of these team members without prior written approval by HOUSING AUTHORITY.

3.2 **Subcontractors.** During the performance of the Agreement, CONTRACTOR may engage such additional SUBCONTRACTORS as may be required for the timely completion of this Agreement. In the event of subcontracting, the sole responsibility for fulfillment of all terms and conditions of this Agreement rests with CONTRACTOR.

CONTRACTOR shall not enter into any Subcontract under this Contract for the performance of this Contract without the advance written approval of HOUSING

AUTHORITY. The subcontract shall incorporate by reference the terms and conditions of this Contract.

3.3 Direct Responsibility. All services required under this Contract shall be performed by CONTRACTOR, or under CONTRACTOR's direct supervision, and all personnel shall possess the qualifications, permits and licenses required by State and local law to perform such services.

3.3.1 CONTRACTOR shall be solely responsible for the satisfactory work performance of all personnel engaged in performing services required by this Contract, and compliance with all reasonable performance standards established by HOUSING AUTHORITY.

3.3.2 CONTRACTOR shall be responsible for payment of all CONTRACTOR's employees' and subcontractor's wages and benefits and shall comply with all requirements pertaining to the employer's liability, workers' compensation, unemployment insurance, and Social Security.

3.3.3 CONTRACTOR shall indemnify and hold harmless HOUSING AUTHORITY, and its respective officers, agents and employees from and against all claims, demands, damages or costs arising from CONTRACTOR's acts or omissions with respect to any liability, damages, claims, costs and expenses of any nature arising from alleged violations of personnel practices.

4 CONTRACT TERM

The term of this Contract is THREE (3) YEARS, commencing on the effective date, with HOUSING AUTHORITY reserving the option to extend the agreement for TWO additional terms of one year each.

5 ACCEPTANCE AND DOCUMENTATION

Each task shall be reviewed and approved by the Contract Project Manager to determine acceptable completion.

5.1 Records. The CONTRACTOR shall retain and shall contractually require each SUBCONTRACTOR to retain all data and other "records" relating to the acquisition and performance of the Contract for a period of five years after the completion of the Contract.

5.2 Property of HOUSING AUTHORITY. All materials, including reports, computer programs and other deliverables, supplied or created under this Contract are the sole property of HOUSING AUTHORITY. CONTRACTOR is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. CONTRACTOR shall not use or release these materials without the prior written consent of HOUSING AUTHORITY.

5.3 **Products.** All equipment, materials, parts, and other components incorporated in the work or services performed pursuant to this Contract shall be new, or the latest model and of the most suitable grade for the purpose intended. All work shall be performed in a skilled and workmanlike manner.

6 PRICE

HOUSING AUTHORITY shall pay to CONTRACTOR an amount not to exceed ZERO dollars (\$0) for the completion of all the work and services described in Section 2, which sum shall include all costs or expenses incurred by CONTRACTOR, payable as follows:

SEE EXHIBIT B See the attached cost proposal, which will be applied to each PAA based on the scope of work detailed within that PAA.

6.1 An application for payment form must be submitted to HOUSING AUTHORITY which shall include the following: a clear, detailed invoice reflecting work being billed for, a summary sheet showing percentage of work completed to date, amount/percent billed to date and current status of all tasks within a project; any/all backup documentation supporting the above items. Work schedule updates must also be included with the payment requests.

6.2 CONTRACTOR shall maintain adequate records and shall permit inspection and audit by HOUSING AUTHORITY of CONTRACTOR's charges under this Contract. CONTRACTOR shall make such records available to HOUSING AUTHORITY during normal business hours upon reasonable notice. Nothing herein shall convert such records into public records, and they will be available only to HOUSING AUTHORITY and any specified public agencies. Such records shall be maintained by CONTRACTOR for one (1) year following completion of the work under this Contract unless a longer period of time is required by state or federal law, in which event CONTRACTOR shall retain its records for the time required by such laws.

6.3 **Payment.** A separate invoice shall be issued for each shipment of material or service performed, and no payment will be issued prior to receipt of material and/or completion of specified services and receipt of a correct invoice.

7 TAXES

7.1 CONTRACTOR shall pay all sales, consumer, use, and other similar taxes required to be paid by CONTRACTOR in accordance with state and local laws.

7.2 CONTRACTOR is an independent contractor and shall have no power or authority to incur any debt, obligation, or liability on behalf of HOUSING AUTHORITY. No person employed by CONTRACTOR or acting on its behalf, in connection with this Contract shall be considered the Agent or employee of HOUSING AUTHORITY.

7.3 CONTRACTOR shall be required to obtain a current City of Palmdale business license, as required by the Palmdale Municipal Code, before an Authorization to Proceed is issued.

7.4 When equipment, materials or supplies generally taxable to CONTRACTOR are eligible for a tax exemption due to the nature of the work, CONTRACTOR shall assist the HOUSING AUTHORITY in applying for and obtaining such tax credits and exemptions, which shall be paid or credited to the HOUSING AUTHORITY.

8 PATENT FEES AND ROYALTIES

CONTRACTOR shall pay all license fees and royalties and assume all costs incident to the use, in the performance of the work or the incorporation in the work of any invention, design, process, program, product or device which is the subject of patent rights or copyrights held by others. If a particular invention, design, process, program, product or device is specified in the contract documents for use in the performance of the work and if, to the actual knowledge of HOUSING AUTHORITY, its use is subject to patent rights or copyrights calling for the payment of any license fee or royalty to others, the existence of such rights shall be disclosed by HOUSING AUTHORITY in the contract documents. CONTRACTOR shall indemnify and hold harmless HOUSING AUTHORITY and anyone directly or indirectly employed by HOUSING AUTHORITY from and against all claims, damages, losses and expenses (including attorneys' fees) arising out of any infringement of patent rights or copyrights incident to the use in the performance of the work, or resulting from the incorporation in the work of any invention, design, process, program, product or device not specified in the contract documents, and shall defend all such claims in connection with any alleged infringement of such rights.

9 INDEMNIFICATION

To the fullest extent permitted by law, CONTRACTOR and any subcontractors working on its behalf agree to indemnify HOUSING AUTHORITY, its officers, employees, agents and elected and appointed boards (hereinafter "Indemnified Parties") for any loss, claim, demand, cause of action, cost, expense, damage, obligation or liability which arises out of or is in any way connected with the performance of any work under this agreement, including any acts or omissions, willful misconduct or negligent conduct, whether active or passive, on the part of CONTRACTOR, or its subcontractors, and regardless of any acts, omissions or negligence (whether active or passive) of any person or entity indemnified hereunder. At their own expense, CONTRACTOR and, as applicable, any subcontractors working on its behalf, shall defend any suit, claim or action against the Indemnified Parties founded upon such loss, claim, demand, cause of action, cost, expense, damage, obligation or liability. CONTRACTOR shall ensure that the contract of any subcontractor working under this agreement contain an indemnity agreement, requiring the subcontractor to indemnify and defend the Indemnified Parties pursuant to the terms set forth above. CONTRACTOR shall indemnify the Indemnified Parties,

and save it harmless from any and all loss, damage, costs, expenses and attorney's fees suffered or incurred on account of any breach of the aforesaid obligations and covenants, and any other provision or covenant of this agreement.

10 INSURANCE

10.1 CONTRACTOR, at its expense, shall maintain in effect at all times during the performance of work under this Contract not less than the following coverage and limits of insurance, which shall be maintained with insurers listed "A" or better in the Best's Insurance Guide and authorized to do business in the State of California.

Proof of Insurance, as identified in Section 10.8, must be reviewed and accepted by the Housing Authority Attorney.

10.1.1 Workers' Compensation and Employer's Liability

- Workers' Compensation -- coverage as required by the State of California
- Employer's Liability
 - \$1,000,000 each accident
 - \$1,000,000.00 policy limit bodily injury
 - \$1,000,000.00 each employee bodily injury by disease

10.1.2 Commercial General Liability

- \$1,000,000.00 limit on a per occurrence basis
- \$2,000,000.00 general aggregate limit

10.1.3 Commercial Automobile Liability

- \$1,000,000.00 combined single limit including owned, non-owned and hired automobile coverage

10.2 All of CONTRACTOR's policies shall contain an endorsement providing that written notice shall be given to HOUSING AUTHORITY at least thirty (30) calendar days prior to termination, cancellation, or reduction of coverage in the policy.

10.3 Policies providing for bodily injury and property damage coverage shall contain the following:

- A. An endorsement extending coverage to the HOUSING AUTHORITY as an additional insured, as respects liability arising out of the performance of any work under the Contract. Such insurance shall be primary insurance, as respects the interest of the HOUSING AUTHORITY, and any other insurance maintained by the HOUSING AUTHORITY shall be considered excess coverage and not contributing insurance with the insurance required hereunder. The certificates shall state: "The City of Palmdale, Successor Agency to the Community Redevelopment Agency of the City of Palmdale, Palmdale Civic Authority, Housing Authority, Industrial Development Authority, Airport Authority, their officers, agents, employees and volunteers are named as additional insured".
- B. "Severability of Interest" Clause.

10.4 Promptly upon execution of this Contract, and prior to commencement of any work, CONTRACTOR shall deliver to HOUSING AUTHORITY certificates of insurance and endorsements to all required policies demonstrating that CONTRACTOR has the required coverage and showing the required named insured. Within five (5) days of written request from HOUSING AUTHORITY, CONTRACTOR shall deliver to HOUSING AUTHORITY full and complete copies of all insurance policies required by this Contract.

10.5 The requirements as to the types and limits of insurance to be maintained by CONTRACTOR are not intended to and shall not in any manner limit or qualify CONTRACTOR's liabilities and obligations under this Contract.

10.6 Any policy or policies of insurance that CONTRACTOR elects to carry as insurance against loss or damage to its equipment and tools or other personal property used in the performance of this Contract shall include a provision waiving the insurer's right of subrogation against HOUSING AUTHORITY.

10.7 All insurance coverage must be maintained throughout the duration of this Contract.

10.8 Acceptable Proof of Insurance:

10.8.1 ACORD Certificate of Insurance listing all coverage, limits, deductibles and insured; and endorsements for all applicable coverage if agent has authority to issue it; or additional insured Form CG20100704 and CG20370704 or equivalent must be provided for general liability coverage. Additional insured form CA0001 must be provided for automobile liability coverage.

10.8.2 Binders of insurance for all coverage. Agents must confirm that policy endorsements have been ordered from the respective insurance companies. Upon issuance, policy endorsements and a corresponding Certificate of Insurance listing all insurers and coverage must be submitted to the Housing Authority Attorney.

10.9 Notwithstanding any other provision of this Contract, HOUSING AUTHORITY may immediately terminate this Contract if, at any time CONTRACTOR fails to maintain the required insurance for any period of time or fails to comply with any of the insurance requirements listed above.

10.10 CONTRACTOR shall require any and all subcontractor's working on its behalf to provide insurance coverages and limits that are based on the scope of work and nature of risk being performed by the subcontractor. Any and all subcontractors working on behalf of CONTRACTOR shall be subject to all other insurance requirements that are stated herein.

Any deviation in this requirement will be CONTRACTOR's sole risk. CONTRACTOR's insurance requirements in Section 10 will not be impacted and/or limited by such deviation.

11 TERMINATION WITHOUT CAUSE

HOUSING AUTHORITY reserves the right to terminate this Contract or any part thereof for its sole convenience with fifteen (15) days written notice. In the event of such termination, CONTRACTOR shall immediately stop all work hereunder, and shall immediately cause any of its suppliers and subcontractors to cease such work. CONTRACTOR shall also surrender to HOUSING AUTHORITY all finished or unfinished documents, processes, programs and other supplies and materials, which shall be HOUSING AUTHORITY's property. As compensation in full for services performed to the date of such termination, the CONTRACTOR shall receive an amount equal to the value of the work completed as of the termination date in accordance with the fee schedule or as negotiated between the parties. In no event shall the amount payable upon termination exceed the total maximum compensation provided for in this Contract.

12 TERMINATION FOR CAUSE

If HOUSING AUTHORITY determines that CONTRACTOR has failed to supply an adequate working force, or to provide services of proper quality, or has failed in any other respect to satisfactorily perform the services specified in this Contract, HOUSING AUTHORITY shall give written notice to CONTRACTOR specifying all defaults to be remedied within thirty (30) days. Such notice shall set forth the basis for HOUSING AUTHORITY's dissatisfaction and suggest corrective measures. If, after thirty days, CONTRACTOR has failed to implement appropriate corrective measures, HOUSING AUTHORITY may elect to terminate this Contract in whole or in part.

12.1 In the event HOUSING AUTHORITY terminates this Contract, in whole or in part, for cause, HOUSING AUTHORITY may procure, upon such terms and in such manner, as it may deem appropriate, services similar to those terminated.

12.2 CONTRACTOR shall provide all finished or unfinished documents, data, studies, software, drawings, programs, processes, maps, photographs, reports, etc., prepared by CONTRACTOR within fifteen (15) working days after notice of termination. Upon such termination, CONTRACTOR shall be paid an amount equal to the value of the services provided and work performed as of the date of termination, taking into consideration the costs associated with hiring another CONTRACTOR to complete the services. In ascertaining the value of the work performed up to the date of termination, consideration shall be given to both completed work and work in progress, to complete and incomplete documents when such are delivered to HOUSING AUTHORITY, and to authorized reimbursement expenses. The above is in addition to any other remedies available by law or equity to HOUSING AUTHORITY.

12.3 If, after notice of termination of the Contract under the provisions of this Section 12, it is determined, for any reason, that CONTRACTOR was not in default,

or that the default was excusable, then the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Section 11.

13 DISPUTE RESOLUTION

All claims, disputes, and other matters in question between HOUSING AUTHORITY and CONTRACTOR arising out of or relating to this Contract or the breach thereof shall, to the extent reasonably feasible, be resolved through good faith negotiations between the parties.

14 OWNERSHIP OF PRODUCT

All product, data, documents, programs and software including, but not limited to, research, field notes, investigations, analysis, studies, processes, software, instructions for use and other manuals, whether complete or incomplete, which are prepared or produced in the performance of this Contract are to be, and remain the property of HOUSING AUTHORITY and shall be delivered to or left with HOUSING AUTHORITY upon the completion or termination of this Agreement. CONTRACTOR shall furnish HOUSING AUTHORITY, upon its request, originals and reproducible and electronic copies of product, data reports, studies and of all other documents listed above. Electronic copies shall be provided in an unprotected format which allows HOUSING AUTHORITY to copy, reproduce and makes changes as HOUSING AUTHORITY deems necessary.

15 DELEGATION AND ASSIGNMENT

15.1 CONTRACTOR shall not delegate or assign its duties or rights hereunder, either in whole or in part, without the prior written consent of HOUSING AUTHORITY; provided, however, that claims for money due or to become due to CONTRACTOR from HOUSING AUTHORITY under this Contract may be assigned to a bank, trust company or other financial institution without such approval.

15.2 Any assignment, delegation or subcontract shall be made in the name of CONTRACTOR and shall not bind or purport to bind HOUSING AUTHORITY and shall not release CONTRACTOR from any obligations under this Contract including, but not limited to, the duty to properly supervise and coordinate the work of employees, assignees, delegates and subcontractors. No such assignment, delegation or subcontract shall result in any increase in the amount of total compensation payable to CONTRACTOR under this Contract.

16 NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

16.1 In performance of this Contract, CONTRACTOR shall not discriminate against any employee, subcontractor, or applicant for employment because of sex, color, race, religion, ancestry, national origin, disability, medical condition, marital status, sexual orientation, or age. CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without

regard to their sex, color, race, religion, ancestry, national origin, disability, medical condition, marital status, sexual orientation or age. Affirmative action relating to employment shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

16.2 The provisions of subsection 16.1 above shall be included in all solicitations or advertisements placed by or on behalf of CONTRACTOR for personnel to perform any services under this Contract. HOUSING AUTHORITY shall have access to all documents, data and records of CONTRACTOR and its subcontractors for purposes of determining compliance with the equal employment opportunity and non-discrimination provisions of this Section, and all applicable provisions of Executive Order No. 11246 which is incorporated herein by this reference. A copy of Executive Order No. 11246 is available for inspection at, and on file with, the Palmdale City Clerk's Office.

17 FINANCIAL INTEREST CERTIFICATION

17.1 CONTRACTOR warrants that no person has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee; and that no officer or employee of the HOUSING AUTHORITY has any interest, financially or otherwise, in CONTRACTOR's firm.

17.2 For breach or violation of this warranty, HOUSING AUTHORITY shall have the right to annul this Contract without liability or at its discretion to deduct from the Contract Price or consideration, the full amount of such commission, percentage, brokerage or contingent fee.

18 CONFLICT OF INTEREST

18.1 CONTRACTOR stipulates that its officers and employees do not now have a conflict of interest and it further agrees for itself, its officers and its employees that it will not contract for or accept employment for the performance of any work or services with any individual business, corporation or government unit that would create a conflict of interest in the performance of its obligations pursuant to this Contract or which would cause CONTRACTOR to be "financially interested" (as provided in California Government Code Section 1090 et seq. or 87100 et seq.) in any contract or decision made by HOUSING AUTHORITY on any matter.

18.2 CONTRACTOR shall not employ any City official or employee to perform any work required pursuant to this Contract.

18.3 To the extent required by the City Manager or his designee, CONTRACTOR shall complete and file with the City Clerk a Form 700 Statement of Economic Interests disclosing any reportable property interests, income, gifts, investments, or business positions.

19 COMPLIANCE WITH LAW

19.1 CONTRACTOR shall comply with all state and federal laws, including but not limited to, the requirement to hire only those persons authorized by federal law to work in the United States. If CONTRACTOR uses any subcontractors to complete this Contract, this same requirement shall be included in all subcontracts and strictly enforced by CONTRACTOR.

19.2 The law of the state of California shall govern this Contract. The venue of any legal action, either formal or informal, shall be the County of Los Angeles.

20 NOTICES

Any notice required under this Contract shall be in writing, addressed to the appropriate party at its address on the signature page and given personally or by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.

21 ENTIRE AGREEMENT AND AMENDMENTS

21.1 This Contract is the complete Agreement between the parties and supersedes all prior proposals, agreements, and understandings between the parties and may not be modified or terminated orally.

21.2 No attempted waiver of any of the provisions hereof, nor any modification in the nature, extent or duration of the work to be performed by CONTRACTOR hereunder, shall be binding unless in writing and signed by the party against whom the same is sought to be enforced.

21.3 The failure of any party to enforce against another party any provision of this Contract shall not constitute a waiver of that party's right to enforce such a provision at a later time, and shall not serve to vary the terms of this Contract.

22 ATTORNEY’S FEES

If any action at law or in equity is brought to enforce or interpret any provisions of this Contract, the prevailing party in such action shall be entitled to reasonable attorney’s fees, costs and necessary disbursements, in addition to such other relief as may be sought and awarded.

In Witness Whereof, the parties hereto have caused this Contract to be executed and attested by their respective officers thereunto duly authorized.

HOUSING AUTHORITY OF THE
CITY OF PALMDALE

GOOD GUARD SECURITY, INC.:

SIGNATURE AREA

SIGNATURE AREA

Ronda Perez
Executive Director

Shawn Helmandi
Region President

SIGNATURE AREA

ADDRESS FOR NOTICE:
HOUSING AUTHORITY OF THE
CITY OF PALMDALE
38300 Sierra Highway, Suite A
Palmdale, CA 93550

ADDRESS FOR NOTICE:
GOOD GUARD SECURITY, INC.
21622 Plummer St, Ste. 200
Chatsworth, CA 91311

APPROVE AS TO FORM:

SIGNATURE AREA

William P. Curley, III
Authority Counsel

ATTEST:

SIGNATURE AREA

Roxanne Faber
Authority Secretary

----- INTERNAL USE ONLY -----

- ☐ Certificate(s) and Endorsement(s) attached
- ☒ Confirmed business name on contract with certificate(s)
- ☒ Attached Agreement Checklist and met all requirements

Exhibit A
A-9189 A through G
Housing Authority of the City of Palmdale
Scope of Work

Good Guard Security, Inc. shall provide appropriately equipped and well-trained, certified, and/or licensed security guards for the protection of the Housing Authority of the City of Palmdale's (Housing Authority) employees, the public, and property. Good Guard Security, Inc. shall plan, schedule, and coordinate with the Housing Authority and On-Site Property Management to ensure the effective performance of all services described herein. The quality and experience of security guards and the services provided will be critical elements of the contract.

A. Contractor Service Requirements:

- Good Guard Security, Inc. shall comply with all applicable federal, state, and local laws, rules, and regulations, including but not limited to those regarding wages, and cover all rest and meal periods to ensure continuous coverage.
- Good Guard Security, Inc. shall agree and ensure that security personnel fully perform their duties in accordance with City-imposed policies, procedures, and conditions for continued service at this account.
 - Good Guard Security, Inc. shall ensure that security personnel are fully aware of the political sensitivities that exist in a municipal government. Good Guard Security, Inc. shall immediately transfer/remove security personnel from the account at the Housing Authority's request.
- Good Guard Security, Inc. shall provide standard uniforms to security personnel.
 - Security guards are to be dressed in appropriate uniforms that comply with the "name and patch" requirements of the State of California Department of Consumer Affairs for security guards. Uniforms are to be neat, clean, pressed, and lint-free. Uniforms are to include dress or leather work shoes that are clean, in good repair, and color coordinated with the uniform. No tennis or athletic shoes are permitted.
 - This also includes a visual depiction of uniforms as part of the proposal, including any overcoats, jackets, headgear, and photo ID badges.
- Good Guard Security, Inc. shall ensure all security personnel have proper communication equipment (radios, cell phones, etc.).
- Good Guard Security, Inc. shall ensure that security guards are provided with or bring their own water or hydration drinks for their assignment and are supported in all weather conditions.
- Good Guard Security, Inc. shall designate a Supervisor/Manager who will be the point of contact for the Housing Authority and who will ensure all work tasks are performed by each security guard and staff to meet contract obligations. The Supervisor/Manager shall coordinate all phases of security services.
- The Supervisor/Manager shall work continuously with the Housing Authority representative to improve or modify the schedules, service model, and reporting protocols as needed.
- The Supervisor/Manager shall address all issues relating to this contract, staffing, performance, etc.

- Good Guard Security, Inc. shall not replace the Supervisor/Manager unless prior written notice is provided to and approved by the Housing Authority.
- Good Guard Security, Inc. shall supervise on-site security guards and must periodically check security guard staff during assigned shifts. The assigned supervisor shall provide the Housing Authority Representative with any identified issues and any resolution, as necessary.
- Good Guard Security, Inc. shall offer a patrol motoring system. For further system criteria, please refer to the "Reporting and Notification" section.
- Good Guard Security, Inc. shall not be entitled to be paid or reimbursed by the City for any services or any other labor, supervision, or material that is in excess of the Scope of Services.
- Good Guard Security, Inc. shall ensure security guards provide exceptional service through checks and balances, audits, and/or inspections.
- Good Guard Security, Inc. shall, at the firm's expense, have all assigned guards complete Good Guard Security, Inc. established training program, and shall make evidence of completion of the training available upon request. In addition, Good Guard Security, Inc. must provide a copy of their training plan/schedule.
- Good Guard Security, Inc. will conduct personal background checks on all personnel before they are assigned work under the Award Contract with the Housing Authority. Background checks must include fingerprinting. The Housing Authority reserves the right to review all background checks and to conduct security clearances on all personnel assigned. The Housing Authority may verify each license and obtain Good Guard Security, Inc.'s complaint history from the Department of Consumer Affairs, Bureau of Collection, and Investigative Services.

B. Security Guard Requirements

- All unarmed security guards shall meet the requirements, including a valid Security Guard Registration (California Guard Card) of the California State Department of Consumer Affairs, Bureau of Collections, and Investigations. The Security guard shall act as a polite and professional "ambassador" for the Housing Authority, educating visitors on current site rules and regulations and requesting compliance.
- Upon arrival, security guards shall contact Site Management personnel to confirm the guard is onsite.
- Security guards' appearance, personal hygiene, attitude, courtesy, and job knowledge need to present a favorable image. No smoking, reading unauthorized material, eating, or grooming shall be permitted while guards are in public view.
- Security guards shall arrive in uniform provided by Good Guard Security, Inc., before arriving on site. The uniform must have the Good Guard Security, Inc. name. A photo ID badge is to be worn at all times. Security guards shall maintain CPR and First Aid Training certification and remain certified to remain compliant. No personal phone calls will be permitted, except in an emergency.
- All Security personnel are responsible for documenting any security incidents in a formal report and shall provide electronic copies to the Housing Authority. Further criteria are noted in the "Reporting and Notification" section below.
- Security guards shall be adequately trained and experienced in their specific duties, and in addition, the use of all-purpose fire extinguishers, drug/narcotics

identification, bomb threat situations, the avoidance of violent situations, and be specifically trained for each piece of security equipment carried or used.

- Security guards shall protect the safety of persons and properties on site.
- Security guards shall always be clearly visible when on foot patrol.
- Security Guards shall not be permitted to carry a weapon of any type.
- Security Guards shall not be permitted to carry or possess any unauthorized equipment such as firearms, knives, batons, Tasers, chemical agents, concealed weapons, or any other items, not specifically approved in the Contract.
- Security Guard must be of a temperament to work and communicate with adults, teens, and children of all ages and be capable of controlling a crowd in all circumstances.
- Security guard shall prohibit entry into secured sites by anyone other than persons with authorized access to the premises and assist/escort patrons on/off the property as necessary.
- Good Guard Security, Inc. will fully cooperate with the Housing Authority, City of Palmdale, Los Angeles County Sheriff's Department, and any other public agency, in addition to making any assigned security guard available to said agencies/entities in the event of any investigation.
- Good Guard Security, Inc. shall be responsible for any loss or damage to property, including money securities, merchandise, fixtures, and equipment belonging to the Housing Authority if the Contractor caused any such loss or damage.

C. Security Guard Patrol Vehicle Requirements/Duties

- When required, as needed, or as requested, Good Guard Security, Inc. shall provide a clearly marked and professional Patrol Vehicle. Vehicle type, markings, lights, etc. are to be of a type approved by the Housing Authority.
- Patrol Vehicles shall be equipped with a heavy-duty/rechargeable flashlight, traffic cones, flares, a first aid kit, a blanket, and a fire extinguisher.
- Security Guards operating Patrol Vehicles shall conduct patrols in Good Guard Security, Inc.-provided vehicles. Patrol Security Guards shall have valid Class "C" California driver's licenses.

D. Reporting and Notification

- Security guards shall log and report all serious incidents to the Onsite Management and Housing Authority Representative.
 - Items to be documented include, but are not limited to, suspicious persons, security breaches, system failures, facility maintenance issues, safety hazards, any bomb threats, criminal activity, or incidents that occur to any member of the public.
 - These forms should be used to document any damage, such as graffiti or vandalism, noted at any of the Housing Authority facilities.
 - Security personnel shall document any security incidents on the incident report form and provide electronic copies to the Onsite Management and Housing Authority Representative.

- The Vendor must have a patrol monitoring system in place to allow security guards to scan assigned QR-code checkpoints located at Housing Authority facility locations including building entrances, doors, window frames, etc.
 - The function is to be used on regular patrol, for tracking, and to generate real-time reports. Special events would be requested on an as-needed basis.
 - Guard tours are to be monitored by Good Guard Security, Inc., the Onsite Management, and the Housing Authority Representative remotely and sent by email to ensure required patrols are being conducted.

E. Customer Service and After-Hours Notification

- Good Guard Security, Inc. is required to have a dedicated after-hours notification line monitored and answered by an employee who can dispatch crews should an after-hour emergency or urgent issue occur.

F. Hours of Operation

- Work hours vary by facility and times are subject to change at any time. The Contractor will be notified by the Onsite Management or the Housing Authority Representative of any changes to department hours or any adjustments needed to be made to the existing schedule prior to implementation.

G. Requests from the Public

- Good Guard Security, Inc. and its security guards are prohibited from taking direct requests from any residents, visitors to the facilities, or any other organizations. The security guard will make every effort to politely inform the requesting individual or party to contact Onsite Management or the Housing Authority Representative.

H. Requests from the Media

- Good Guard Security, Inc. and its security guards shall not speak to the media on the Housing Authority's behalf without prior approval. All media inquiries should be directed to the City's Public Information Officer (PIO) or City Representative.

I. Locations and Areas of Service

Facility	Address	Number of Units	Schedule
Boulders at the Ranch I	40707 Rancho Vista Blvd	358 spaces	One Security guard is posted at the gate for 24/7 coverage. Shared vehicle random patrol Mon–Fri, 4 days, 6-hour shift; Sat-Sun 8hr shift with Boulders at the Ranch II.
Boulders at the Ranch II	5200 Entrar Drive	206 spaces	One Security guard is posted at the gate for 24/7 coverage. Shared vehicle random patrol with Boulders at the Ranch I.
Boulders at the Lake	1030 East Avenue S	223 spaces	One Vehicle patrol, Mon-Fri, 6hr shift, Sat-Sun, 8hr shift.
Impressions Apartments	38045 10 th Street East	109 units	One Security Guard foot patrol; Mon-Sun, 8hr shift.
La Quinta Apartments	38301 11 th Street East	100 units	One Security Guard foot patrol; Mon-Sun, 8hr shift.

Summerwood Apartments and Park Vista Apartments	38272 11 th Street East 38204 11 th Street East	54 units 28 units	One shared Security Guard foot patrol; Mon-Sun, 8hr shift.
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Exhibit B
A-9189 A through G
Cost Proposal for Good Guard Security, Inc.

PROPOSED PRICING (UNARMED SECURITY GUARD)				
Fiscal Year (July 1 – June 30)	Regular Hourly Rate	Overtime Hourly Rate (1.5x)	Double Overtime Hourly Rate (2x)	Holiday Hourly Rate
2023/24	\$26.80	\$40.20	\$53.60	\$40.20
2024/25	\$27.87	\$41.80	\$55.74	\$41.80
2025/26	\$28.98	\$43.47	\$57.96	\$43.47
2026/27	\$30.13	\$45.19	\$60.26	\$45.19
2027/28	\$31.33	\$46.99	\$62.66	\$46.99

PROPOSED PRICING (PATROL VEHICLE W/ A SECURITY GUARD)				
Fiscal Year (July 1 – June 30)	Regular Hourly Rate	Overtime Hourly Rate (1.5x)	Double Overtime Hourly Rate (2x)	Holiday Hourly Rate
2023/24	\$32.80	\$49.20	\$65.60	\$49.20
2024/25	\$34.11	\$51.16	\$68.22	\$51.16
2025/26	\$35.47	\$53.20	\$70.94	\$53.20
2026/27	\$36.88	\$55.32	\$73.76	\$55.32
2027/28	\$38.35	\$57.52	\$76.70	\$57.52

Rate Type	When Does This Rate Apply or Start?
Regular Rate	Hours of service from 0 – 8 hour shifts
OvertimeRate (1.5x)	If personnel are requested to stay over 8 hours but less than 12 consecutive hours
Double Overtime (2x)	If personnel are requested to stay over 12 consecutive hours
Holiday Rate	New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day.

Other Costs: In the space below, please indicate any other costs that may be associated with providing the requested services in this RFP that are not included in the tables above. The costs provided in this section will not be used in the determination of the contract award. Should additional space be required, use a separate page(s) and attach it as part of the Cost File.

Please Specify: N/a.

**AGREEMENT NO. A-9189-A
AUTHORIZATION AGREEMENT
WITH GOOD GUARD SECURITY, INC.
PURSUANT TO ONGOING CONTRACT NO. A-9189**

This AGREEMENT is made and entered into by and between the Housing Authority of the City of Palmdale, a municipal corporation (hereinafter referred to as "HOUSING AUTHORITY") and GOOD GUARD SECURITY, INC. (hereinafter referred to as "CONTRACTOR/CONSULTANT") and is an Authorization Agreement entered into pursuant to Ongoing Contract No. A-9189. This Contract shall become effective on the date of the last signatory.

WHEREAS, the term of Ongoing Contract No. A- 9189 between the HOUSING AUTHORITY and CONTRACTOR/CONSULTANT is from 02/01/2025 to 01/31/2028.

HOUSING AUTHORITY and CONTRACTOR/CONSULTANT, in consideration of the mutual covenants herein set forth, agree as follows:

ARTICLE 1. DESCRIPTION OF WORK

The scope of work for this project consists of the following work:

Pursuant to Exhibit A Scope of Services of the Master Agreement and Section I for Boulders at the Ranch I

The CONTRACTOR/CONSULTANT shall not accept any change of scope, or change in contract provisions, unless issued in writing, as a Change Order, or amendment to this Agreement and signed by HOUSING AUTHORITY.

ARTICLE 2. PROJECT STAFF

CONTRACTOR/CONSULTANT shall use only those employees, and sub consultants listed below:

Shawn Helmandi, Region President
Security Guards

ARTICLE 3. CONTRACT PRICE

HOUSING AUTHORITY shall pay CONTRACTOR/CONSULTANT for completion of the Work in accordance with the Contract Documents a fee not to exceed Eight Hundred Ninety Two Thousand Six Hundred Thirty Nine Dollars (\$892,639) determined and payable as set forth in Ongoing Contract No. A-9189 at the following Fee Schedule:

See Exhibit B Cost Proposal

No payment made hereunder by HOUSING AUTHORITY to CONTRACTOR/CONSULTANT, shall be construed as an acceptance by HOUSING

AUTHORITY of any work or materials, nor as evidence of satisfactory performance by CONTRACTOR/CONSULTANT of its obligations under this Contract.

ARTICLE 4. CONTRACT TIME

CONTRACTOR/CONSULTANT agrees to complete all work within One Thousand Ninety-Five (1095) CALENDAR days of the date this Agreement is executed by HOUSING AUTHORITY and in accordance with the following Project Schedule:

The term of this Contract is Three (3) years, commencing on February 1, 2025 to January 31, 2028, with Housing Authority reserving the option to extend the agreement for Two (2) additional terms of one (1) year each.

This Agreement is the Notice to Proceed directing CONTRACTOR/CONSULTANT to commence work on February 1, 2025.

ARTICLE 5. GENERAL

This Authorization Agreement is entered into pursuant to Ongoing Contract No. A-9189 and the terms and conditions contained therein are incorporated herein by reference as if set forth in full.

In Witness Whereof, the parties hereto have caused this Contract to be executed and attested by their respective officers thereunto duly authorized.

HOUSING AUTHORITY OF THE
CITY OF PALMDALE

GOOD GUARD SECURITY, INC.

SIGNATURE AREA

SIGNATURE AREA

Ronda Perez
Executive Director

Shawn Helmandi
Region President

SIGNATURE AREA

ADDRESS FOR NOTICE:
HOUSING AUTHORITY FOR THE
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38300 Sierra Highway, Suite A
Palmdale, CA 93550

ADDRESS FOR NOTICE:
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APPROVE AS TO FORM:

SIGNATURE AREA

William P. Curley, III
Authority Counsel

ATTEST:

SIGNATURE AREA

Rochelle Scott
Authority Secretary

----- INTERNAL USE ONLY -----

- ☐ Certificate(s) and Endorsement(s) attached
- ☒ Confirmed business name on contract with certificate(s)
- ☒ Original agreement and previous amendment(s) (if any) are attached
- ☒ Attached Agreement Checklist and met all requirements

Exhibit A
A-9189 A through G
Housing Authority of the City of Palmdale
Scope of Work

Good Guard Security, Inc. shall provide appropriately equipped and well-trained, certified, and/or licensed security guards for the protection of the Housing Authority of the City of Palmdale's (Housing Authority) employees, the public, and property. Good Guard Security, Inc. shall plan, schedule, and coordinate with the Housing Authority and On-Site Property Management to ensure the effective performance of all services described herein. The quality and experience of security guards and the services provided will be critical elements of the contract.

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- The Supervisor/Manager shall work continuously with the Housing Authority representative to improve or modify the schedules, service model, and reporting protocols as needed.
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identification, bomb threat situations, the avoidance of violent situations, and be specifically trained for each piece of security equipment carried or used.

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 - These forms should be used to document any damage, such as graffiti or vandalism, noted at any of the Housing Authority facilities.
 - Security personnel shall document any security incidents on the incident report form and provide electronic copies to the Onsite Management and Housing Authority Representative.

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 - The function is to be used on regular patrol, for tracking, and to generate real-time reports. Special events would be requested on an as-needed basis.
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F. Hours of Operation

- Work hours vary by facility and times are subject to change at any time. The Contractor will be notified by the Onsite Management or the Housing Authority Representative of any changes to department hours or any adjustments needed to be made to the existing schedule prior to implementation.

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Facility	Address	Number of Units	Schedule
Boulders at the Ranch I	40707 Rancho Vista Blvd	358 spaces	One Security guard is posted at the gate for 24/7 coverage. Shared vehicle random patrol Mon–Fri, 4 days, 6-hour shift; Sat-Sun 8hr shift with Boulders at the Ranch II.
Boulders at the Ranch II	5200 Entrar Drive	206 spaces	One Security guard is posted at the gate for 24/7 coverage. Shared vehicle random patrol with Boulders at the Ranch I.
Boulders at the Lake	1030 East Avenue S	223 spaces	One Vehicle patrol, Mon-Fri, 6hr shift, Sat-Sun, 8hr shift.
Impressions Apartments	38045 10 th Street East	109 units	One Security Guard foot patrol; Mon-Sun, 8hr shift.
La Quinta Apartments	38301 11 th Street East	100 units	One Security Guard foot patrol; Mon-Sun, 8hr shift.

Summerwood Apartments and Park Vista Apartments	38272 11 th Street East 38204 11 th Street East	54 units 28 units	One shared Security Guard foot patrol; Mon-Sun, 8hr shift.
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Exhibit B
A-9189 A through G
Cost Proposal for Good Guard Security, Inc.

PROPOSED PRICING (UNARMED SECURITY GUARD)				
Fiscal Year (July 1 – June 30)	Regular Hourly Rate	Overtime Hourly Rate (1.5x)	Double Overtime Hourly Rate (2x)	Holiday Hourly Rate
2023/24	\$26.80	\$40.20	\$53.60	\$40.20
2024/25	\$27.87	\$41.80	\$55.74	\$41.80
2025/26	\$28.98	\$43.47	\$57.96	\$43.47
2026/27	\$30.13	\$45.19	\$60.26	\$45.19
2027/28	\$31.33	\$46.99	\$62.66	\$46.99

PROPOSED PRICING (PATROL VEHICLE W/ A SECURITY GUARD)				
Fiscal Year (July 1 – June 30)	Regular Hourly Rate	Overtime Hourly Rate (1.5x)	Double Overtime Hourly Rate (2x)	Holiday Hourly Rate
2023/24	\$32.80	\$49.20	\$65.60	\$49.20
2024/25	\$34.11	\$51.16	\$68.22	\$51.16
2025/26	\$35.47	\$53.20	\$70.94	\$53.20
2026/27	\$36.88	\$55.32	\$73.76	\$55.32
2027/28	\$38.35	\$57.52	\$76.70	\$57.52

Rate Type	When Does This Rate Apply or Start?
Regular Rate	Hours of service from 0 – 8 hour shifts
OvertimeRate (1.5x)	If personnel are requested to stay over 8 hours but less than 12 consecutive hours
Double Overtime (2x)	If personnel are requested to stay over 12 consecutive hours
Holiday Rate	New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day.

Other Costs: In the space below, please indicate any other costs that may be associated with providing the requested services in this RFP that are not included in the tables above. The costs provided in this section will not be used in the determination of the contract award. Should additional space be required, use a separate page(s) and attach it as part of the Cost File.

Please Specify: N/a.

**AGREEMENT NO. A-9189-B
AUTHORIZATION AGREEMENT
WITH GOOD GUARD SECURITY, INC.
PURSUANT TO ONGOING CONTRACT NO. A-9189**

This AGREEMENT is made and entered into by and between the Housing Authority of the City of Palmdale, a municipal corporation (hereinafter referred to as "HOUSING AUTHORITY") and GOOD GUARD SECURITY, INC. (hereinafter referred to as "CONTRACTOR/CONSULTANT") and is an Authorization Agreement entered into pursuant to Ongoing Contract No. A-9189. This Contract shall become effective on the date of the last signatory.

WHEREAS, the term of Ongoing Contract No. A- 9189 between the HOUSING AUTHORITY and CONTRACTOR/CONSULTANT is from 02/1/2025 to 01/31/2028.

HOUSING AUTHORITY and CONTRACTOR/CONSULTANT, in consideration of the mutual covenants herein set forth, agree as follows:

ARTICLE 1. DESCRIPTION OF WORK

The scope of work for this project consists of the following work:

Pursuant to Exhibit A Scope of Services of the Master Agreement and Section I for Boulders at the Ranch II

The CONTRACTOR/CONSULTANT shall not accept any change of scope, or change in contract provisions, unless issued in writing, as a Change Order, or amendment to this Agreement and signed by HOUSING AUTHORITY.

ARTICLE 2. PROJECT STAFF

CONTRACTOR/CONSULTANT shall use only those employees, and sub consultants listed below:

Shawn Helmandi, Region President
Security Guards

ARTICLE 3. CONTRACT PRICE

HOUSING AUTHORITY shall pay CONTRACTOR/CONSULTANT for completion of the Work in accordance with the Contract Documents a fee not to exceed Eight Hundred Ninety Two Thousand Six Hundred Thirty Nine Dollars (\$892,639) determined and payable as set forth in Ongoing Contract No. A-9189 at the following Fee Schedule:

See Exhibit B Cost Proposal

No payment made hereunder by HOUSING AUTHORITY to CONTRACTOR/CONSULTANT, shall be construed as an acceptance by HOUSING

AUTHORITY of any work or materials, nor as evidence of satisfactory performance by CONTRACTOR/CONSULTANT of its obligations under this Contract.

ARTICLE 4. CONTRACT TIME

CONTRACTOR/CONSULTANT agrees to complete all work within One Thousand Ninety-Five (1095) CALENDAR days of the date this Agreement is executed by HOUSING AUTHORITY and in accordance with the following Project Schedule:

The term of this Contract is Three (3) years, commencing on February 1, 2025 to January 31, 2028, with Housing Authority reserving the option to extend the agreement for Two (2) additional terms of one (1) year each.

This Agreement is the Notice to Proceed directing CONTRACTOR/CONSULTANT to commence work on February 1, 2025.

ARTICLE 5. GENERAL

This Authorization Agreement is entered into pursuant to Ongoing Contract No. A-9189 and the terms and conditions contained therein are incorporated herein by reference as if set forth in full.

In Witness Whereof, the parties hereto have caused this Contract to be executed and attested by their respective officers thereunto duly authorized.

HOUSING AUTHORITY OF THE
CITY OF PALMDALE

GOOD GUARD SECURITY, INC.

SIGNATURE AREA

SIGNATURE AREA

Ronda Perez
Executive Director

Shawn Helmandi
Region President

SIGNATURE AREA

ADDRESS FOR NOTICE:
HOUSING AUTHORITY FOR THE
CITY OF PALMDALE
38300 Sierra Highway, Suite A
Palmdale, CA 93550

ADDRESS FOR NOTICE:
GOOD GUARD SECURITY, INC.
21622 Plummer St., Ste 200
Chatsworth, CA 91311

APPROVE AS TO FORM:

SIGNATURE AREA

William P. Curley, III
Authority Counsel

ATTEST:

SIGNATURE AREA

Rochelle Scott
Authority Secretary

----- INTERNAL USE ONLY -----

- ☐ Certificate(s) and Endorsement(s) attached
- ☒ Confirmed business name on contract with certificate(s)
- ☒ Original agreement and previous amendment(s) (if any) are attached
- ☒ Attached Agreement Checklist and met all requirements

Exhibit A
A-9189 A through G
Housing Authority of the City of Palmdale
Scope of Work

Good Guard Security, Inc. shall provide appropriately equipped and well-trained, certified, and/or licensed security guards for the protection of the Housing Authority of the City of Palmdale's (Housing Authority) employees, the public, and property. Good Guard Security, Inc. shall plan, schedule, and coordinate with the Housing Authority and On-Site Property Management to ensure the effective performance of all services described herein. The quality and experience of security guards and the services provided will be critical elements of the contract.

A. Contractor Service Requirements:

- Good Guard Security, Inc. shall comply with all applicable federal, state, and local laws, rules, and regulations, including but not limited to those regarding wages, and cover all rest and meal periods to ensure continuous coverage.
- Good Guard Security, Inc. shall agree and ensure that security personnel fully perform their duties in accordance with City-imposed policies, procedures, and conditions for continued service at this account.
 - Good Guard Security, Inc. shall ensure that security personnel are fully aware of the political sensitivities that exist in a municipal government. Good Guard Security, Inc. shall immediately transfer/remove security personnel from the account at the Housing Authority's request.
- Good Guard Security, Inc. shall provide standard uniforms to security personnel.
 - Security guards are to be dressed in appropriate uniforms that comply with the "name and patch" requirements of the State of California Department of Consumer Affairs for security guards. Uniforms are to be neat, clean, pressed, and lint-free. Uniforms are to include dress or leather work shoes that are clean, in good repair, and color coordinated with the uniform. No tennis or athletic shoes are permitted.
 - This also includes a visual depiction of uniforms as part of the proposal, including any overcoats, jackets, headgear, and photo ID badges.
- Good Guard Security, Inc. shall ensure all security personnel have proper communication equipment (radios, cell phones, etc.).
- Good Guard Security, Inc. shall ensure that security guards are provided with or bring their own water or hydration drinks for their assignment and are supported in all weather conditions.
- Good Guard Security, Inc. shall designate a Supervisor/Manager who will be the point of contact for the Housing Authority and who will ensure all work tasks are performed by each security guard and staff to meet contract obligations. The Supervisor/Manager shall coordinate all phases of security services.
- The Supervisor/Manager shall work continuously with the Housing Authority representative to improve or modify the schedules, service model, and reporting protocols as needed.
- The Supervisor/Manager shall address all issues relating to this contract, staffing, performance, etc.

- Good Guard Security, Inc. shall not replace the Supervisor/Manager unless prior written notice is provided to and approved by the Housing Authority.
- Good Guard Security, Inc. shall supervise on-site security guards and must periodically check security guard staff during assigned shifts. The assigned supervisor shall provide the Housing Authority Representative with any identified issues and any resolution, as necessary.
- Good Guard Security, Inc. shall offer a patrol motoring system. For further system criteria, please refer to the "Reporting and Notification" section.
- Good Guard Security, Inc. shall not be entitled to be paid or reimbursed by the City for any services or any other labor, supervision, or material that is in excess of the Scope of Services.
- Good Guard Security, Inc. shall ensure security guards provide exceptional service through checks and balances, audits, and/or inspections.
- Good Guard Security, Inc. shall, at the firm's expense, have all assigned guards complete Good Guard Security, Inc. established training program, and shall make evidence of completion of the training available upon request. In addition, Good Guard Security, Inc. must provide a copy of their training plan/schedule.
- Good Guard Security, Inc. will conduct personal background checks on all personnel before they are assigned work under the Award Contract with the Housing Authority. Background checks must include fingerprinting. The Housing Authority reserves the right to review all background checks and to conduct security clearances on all personnel assigned. The Housing Authority may verify each license and obtain Good Guard Security, Inc.'s complaint history from the Department of Consumer Affairs, Bureau of Collection, and Investigative Services.

B. Security Guard Requirements

- All unarmed security guards shall meet the requirements, including a valid Security Guard Registration (California Guard Card) of the California State Department of Consumer Affairs, Bureau of Collections, and Investigations. The Security guard shall act as a polite and professional "ambassador" for the Housing Authority, educating visitors on current site rules and regulations and requesting compliance.
- Upon arrival, security guards shall contact Site Management personnel to confirm the guard is onsite.
- Security guards' appearance, personal hygiene, attitude, courtesy, and job knowledge need to present a favorable image. No smoking, reading unauthorized material, eating, or grooming shall be permitted while guards are in public view.
- Security guards shall arrive in uniform provided by Good Guard Security, Inc., before arriving on site. The uniform must have the Good Guard Security, Inc. name. A photo ID badge is to be worn at all times. Security guards shall maintain CPR and First Aid Training certification and remain certified to remain compliant. No personal phone calls will be permitted, except in an emergency.
- All Security personnel are responsible for documenting any security incidents in a formal report and shall provide electronic copies to the Housing Authority. Further criteria are noted in the "Reporting and Notification" section below.
- Security guards shall be adequately trained and experienced in their specific duties, and in addition, the use of all-purpose fire extinguishers, drug/narcotics

identification, bomb threat situations, the avoidance of violent situations, and be specifically trained for each piece of security equipment carried or used.

- Security guards shall protect the safety of persons and properties on site.
- Security guards shall always be clearly visible when on foot patrol.
- Security Guards shall not be permitted to carry a weapon of any type.
- Security Guards shall not be permitted to carry or possess any unauthorized equipment such as firearms, knives, batons, Tasers, chemical agents, concealed weapons, or any other items, not specifically approved in the Contract.
- Security Guard must be of a temperament to work and communicate with adults, teens, and children of all ages and be capable of controlling a crowd in all circumstances.
- Security guard shall prohibit entry into secured sites by anyone other than persons with authorized access to the premises and assist/escort patrons on/off the property as necessary.
- Good Guard Security, Inc. will fully cooperate with the Housing Authority, City of Palmdale, Los Angeles County Sheriff's Department, and any other public agency, in addition to making any assigned security guard available to said agencies/entities in the event of any investigation.
- Good Guard Security, Inc. shall be responsible for any loss or damage to property, including money securities, merchandise, fixtures, and equipment belonging to the Housing Authority if the Contractor caused any such loss or damage.

C. Security Guard Patrol Vehicle Requirements/Duties

- When required, as needed, or as requested, Good Guard Security, Inc. shall provide a clearly marked and professional Patrol Vehicle. Vehicle type, markings, lights, etc. are to be of a type approved by the Housing Authority.
- Patrol Vehicles shall be equipped with a heavy-duty/rechargeable flashlight, traffic cones, flares, a first aid kit, a blanket, and a fire extinguisher.
- Security Guards operating Patrol Vehicles shall conduct patrols in Good Guard Security, Inc.-provided vehicles. Patrol Security Guards shall have valid Class "C" California driver's licenses.

D. Reporting and Notification

- Security guards shall log and report all serious incidents to the Onsite Management and Housing Authority Representative.
 - Items to be documented include, but are not limited to, suspicious persons, security breaches, system failures, facility maintenance issues, safety hazards, any bomb threats, criminal activity, or incidents that occur to any member of the public.
 - These forms should be used to document any damage, such as graffiti or vandalism, noted at any of the Housing Authority facilities.
 - Security personnel shall document any security incidents on the incident report form and provide electronic copies to the Onsite Management and Housing Authority Representative.

- The Vendor must have a patrol monitoring system in place to allow security guards to scan assigned QR-code checkpoints located at Housing Authority facility locations including building entrances, doors, window frames, etc.
 - The function is to be used on regular patrol, for tracking, and to generate real-time reports. Special events would be requested on an as-needed basis.
 - Guard tours are to be monitored by Good Guard Security, Inc., the Onsite Management, and the Housing Authority Representative remotely and sent by email to ensure required patrols are being conducted.

E. Customer Service and After-Hours Notification

- Good Guard Security, Inc. is required to have a dedicated after-hours notification line monitored and answered by an employee who can dispatch crews should an after-hour emergency or urgent issue occur.

F. Hours of Operation

- Work hours vary by facility and times are subject to change at any time. The Contractor will be notified by the Onsite Management or the Housing Authority Representative of any changes to department hours or any adjustments needed to be made to the existing schedule prior to implementation.

G. Requests from the Public

- Good Guard Security, Inc. and its security guards are prohibited from taking direct requests from any residents, visitors to the facilities, or any other organizations. The security guard will make every effort to politely inform the requesting individual or party to contact Onsite Management or the Housing Authority Representative.

H. Requests from the Media

- Good Guard Security, Inc. and its security guards shall not speak to the media on the Housing Authority's behalf without prior approval. All media inquiries should be directed to the City's Public Information Officer (PIO) or City Representative.

I. Locations and Areas of Service

Facility	Address	Number of Units	Schedule
Boulders at the Ranch I	40707 Rancho Vista Blvd	358 spaces	One Security guard is posted at the gate for 24/7 coverage. Shared vehicle random patrol Mon–Fri, 4 days, 6-hour shift; Sat-Sun 8hr shift with Boulders at the Ranch II.
Boulders at the Ranch II	5200 Entrar Drive	206 spaces	One Security guard is posted at the gate for 24/7 coverage. Shared vehicle random patrol with Boulders at the Ranch I.
Boulders at the Lake	1030 East Avenue S	223 spaces	One Vehicle patrol, Mon-Fri, 6hr shift, Sat-Sun, 8hr shift.
Impressions Apartments	38045 10 th Street East	109 units	One Security Guard foot patrol; Mon-Sun, 8hr shift.
La Quinta Apartments	38301 11 th Street East	100 units	One Security Guard foot patrol; Mon-Sun, 8hr shift.

Summerwood Apartments and Park Vista Apartments	38272 11 th Street East 38204 11 th Street East	54 units 28 units	One shared Security Guard foot patrol; Mon-Sun, 8hr shift.
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Exhibit B
A-9189 A through G
Cost Proposal for Good Guard Security, Inc.

PROPOSED PRICING (UNARMED SECURITY GUARD)				
Fiscal Year (July 1 – June 30)	Regular Hourly Rate	Overtime Hourly Rate (1.5x)	Double Overtime Hourly Rate (2x)	Holiday Hourly Rate
2023/24	\$26.80	\$40.20	\$53.60	\$40.20
2024/25	\$27.87	\$41.80	\$55.74	\$41.80
2025/26	\$28.98	\$43.47	\$57.96	\$43.47
2026/27	\$30.13	\$45.19	\$60.26	\$45.19
2027/28	\$31.33	\$46.99	\$62.66	\$46.99

PROPOSED PRICING (PATROL VEHICLE W/ A SECURITY GUARD)				
Fiscal Year (July 1 – June 30)	Regular Hourly Rate	Overtime Hourly Rate (1.5x)	Double Overtime Hourly Rate (2x)	Holiday Hourly Rate
2023/24	\$32.80	\$49.20	\$65.60	\$49.20
2024/25	\$34.11	\$51.16	\$68.22	\$51.16
2025/26	\$35.47	\$53.20	\$70.94	\$53.20
2026/27	\$36.88	\$55.32	\$73.76	\$55.32
2027/28	\$38.35	\$57.52	\$76.70	\$57.52

Rate Type	When Does This Rate Apply or Start?
Regular Rate	Hours of service from 0 – 8 hour shifts
OvertimeRate (1.5x)	If personnel are requested to stay over 8 hours but less than 12 consecutive hours
Double Overtime (2x)	If personnel are requested to stay over 12 consecutive hours
Holiday Rate	New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day.

Other Costs: In the space below, please indicate any other costs that may be associated with providing the requested services in this RFP that are not included in the tables above. The costs provided in this section will not be used in the determination of the contract award. Should additional space be required, use a separate page(s) and attach it as part of the Cost File.

Please Specify: N/a.

**AGREEMENT NO. A-9189-C
AUTHORIZATION AGREEMENT
WITH GOOD GUARD SECURITY, INC.
PURSUANT TO ONGOING CONTRACT NO. A-9189**

This AGREEMENT is made and entered into by and between the Housing Authority of the City of Palmdale, a municipal corporation (hereinafter referred to as "HOUSING AUTHORITY") and GOOD GUARD SECURITY, INC. (hereinafter referred to as "CONTRACTOR/CONSULTANT") and is an Authorization Agreement entered into pursuant to Ongoing Contract No. A-9189. This Contract shall become effective on the date of the last signatory.

WHEREAS, the term of Ongoing Contract No. A- 9189 between the HOUSING AUTHORITY and CONTRACTOR/CONSULTANT is from 02/01/2025 to 01/31/2028.

HOUSING AUTHORITY and CONTRACTOR/CONSULTANT, in consideration of the mutual covenants herein set forth, agree as follows:

ARTICLE 1. DESCRIPTION OF WORK

The scope of work for this project consists of the following work:

Pursuant to Exhibit A Scope of Services of the Master Agreement and Section I for Boulders at the Lake

The CONTRACTOR/CONSULTANT shall not accept any change of scope, or change in contract provisions, unless issued in writing, as a Change Order, or amendment to this Agreement and signed by HOUSING AUTHORITY.

ARTICLE 2. PROJECT STAFF

CONTRACTOR/CONSULTANT shall use only those employees, and sub consultants listed below:

Shawn Helmandi, Region President
Security Guards

ARTICLE 3. CONTRACT PRICE

HOUSING AUTHORITY shall pay CONTRACTOR/CONSULTANT for completion of the Work in accordance with the Contract Documents a fee not to exceed Two Hundred Sixty Nine Thousand Seven Hundred Eighty Two Dollars (\$269,782) determined and payable as set forth in Ongoing Contract No. A-9189 at the following Fee Schedule:

See Exhibit B Cost Proposal

No payment made hereunder by HOUSING AUTHORITY to CONTRACTOR/CONSULTANT, shall be construed as an acceptance by HOUSING

AUTHORITY of any work or materials, nor as evidence of satisfactory performance by CONTRACTOR/CONSULTANT of its obligations under this Contract.

ARTICLE 4. CONTRACT TIME

CONTRACTOR/CONSULTANT agrees to complete all work within One Thousand Ninety-Five (1095) CALENDAR days of the date this Agreement is executed by HOUSING AUTHORITY and in accordance with the following Project Schedule:

The term of this Contract is Three (3) years, commencing on February 1, 2025 to January 31, 2028, with Housing Authority reserving the option to extend the agreement for Two (2) additional terms of one (1) year each.

This Agreement is the Notice to Proceed directing CONTRACTOR/CONSULTANT to commence work on February 1, 2025.

ARTICLE 5. GENERAL

This Authorization Agreement is entered into pursuant to Ongoing Contract No. A-9189 and the terms and conditions contained therein are incorporated herein by reference as if set forth in full.

In Witness Whereof, the parties hereto have caused this Contract to be executed and attested by their respective officers thereunto duly authorized.

HOUSING AUTHORITY OF THE
CITY OF PALMDALE

GOOD GUARD SECURITY, INC.

SIGNATURE AREA

SIGNATURE AREA

Ronda Perez
Executive Director

Shawn Helmandi
Region President

SIGNATURE AREA

ADDRESS FOR NOTICE:
HOUSING AUTHORITY FOR THE
CITY OF PALMDALE
38300 Sierra Highway, Suite A
Palmdale, CA 93550

ADDRESS FOR NOTICE:
GOOD GUARD SECURITY, INC.
21622 Plummer St., Ste 200
Chatsworth, CA 91311

APPROVE AS TO FORM:

SIGNATURE AREA

William P. Curley, III
Authority Counsel

ATTEST:

SIGNATURE AREA

Rochelle Scott
Authority Secretary

----- INTERNAL USE ONLY -----

- ☐ Certificate(s) and Endorsement(s) attached
- ☒ Confirmed business name on contract with certificate(s)
- ☒ Original agreement and previous amendment(s) (if any) are attached
- ☒ Attached Agreement Checklist and met all requirements

Exhibit A
A-9189 A through G
Housing Authority of the City of Palmdale
Scope of Work

Good Guard Security, Inc. shall provide appropriately equipped and well-trained, certified, and/or licensed security guards for the protection of the Housing Authority of the City of Palmdale's (Housing Authority) employees, the public, and property. Good Guard Security, Inc. shall plan, schedule, and coordinate with the Housing Authority and On-Site Property Management to ensure the effective performance of all services described herein. The quality and experience of security guards and the services provided will be critical elements of the contract.

A. Contractor Service Requirements:

- Good Guard Security, Inc. shall comply with all applicable federal, state, and local laws, rules, and regulations, including but not limited to those regarding wages, and cover all rest and meal periods to ensure continuous coverage.
- Good Guard Security, Inc. shall agree and ensure that security personnel fully perform their duties in accordance with City-imposed policies, procedures, and conditions for continued service at this account.
 - Good Guard Security, Inc. shall ensure that security personnel are fully aware of the political sensitivities that exist in a municipal government. Good Guard Security, Inc. shall immediately transfer/remove security personnel from the account at the Housing Authority's request.
- Good Guard Security, Inc. shall provide standard uniforms to security personnel.
 - Security guards are to be dressed in appropriate uniforms that comply with the "name and patch" requirements of the State of California Department of Consumer Affairs for security guards. Uniforms are to be neat, clean, pressed, and lint-free. Uniforms are to include dress or leather work shoes that are clean, in good repair, and color coordinated with the uniform. No tennis or athletic shoes are permitted.
 - This also includes a visual depiction of uniforms as part of the proposal, including any overcoats, jackets, headgear, and photo ID badges.
- Good Guard Security, Inc. shall ensure all security personnel have proper communication equipment (radios, cell phones, etc.).
- Good Guard Security, Inc. shall ensure that security guards are provided with or bring their own water or hydration drinks for their assignment and are supported in all weather conditions.
- Good Guard Security, Inc. shall designate a Supervisor/Manager who will be the point of contact for the Housing Authority and who will ensure all work tasks are performed by each security guard and staff to meet contract obligations. The Supervisor/Manager shall coordinate all phases of security services.
- The Supervisor/Manager shall work continuously with the Housing Authority representative to improve or modify the schedules, service model, and reporting protocols as needed.
- The Supervisor/Manager shall address all issues relating to this contract, staffing, performance, etc.

- Good Guard Security, Inc. shall not replace the Supervisor/Manager unless prior written notice is provided to and approved by the Housing Authority.
- Good Guard Security, Inc. shall supervise on-site security guards and must periodically check security guard staff during assigned shifts. The assigned supervisor shall provide the Housing Authority Representative with any identified issues and any resolution, as necessary.
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- Good Guard Security, Inc. shall, at the firm's expense, have all assigned guards complete Good Guard Security, Inc. established training program, and shall make evidence of completion of the training available upon request. In addition, Good Guard Security, Inc. must provide a copy of their training plan/schedule.
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B. Security Guard Requirements

- All unarmed security guards shall meet the requirements, including a valid Security Guard Registration (California Guard Card) of the California State Department of Consumer Affairs, Bureau of Collections, and Investigations. The Security guard shall act as a polite and professional "ambassador" for the Housing Authority, educating visitors on current site rules and regulations and requesting compliance.
- Upon arrival, security guards shall contact Site Management personnel to confirm the guard is onsite.
- Security guards' appearance, personal hygiene, attitude, courtesy, and job knowledge need to present a favorable image. No smoking, reading unauthorized material, eating, or grooming shall be permitted while guards are in public view.
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- Security guards shall always be clearly visible when on foot patrol.
- Security Guards shall not be permitted to carry a weapon of any type.
- Security Guards shall not be permitted to carry or possess any unauthorized equipment such as firearms, knives, batons, Tasers, chemical agents, concealed weapons, or any other items, not specifically approved in the Contract.
- Security Guard must be of a temperament to work and communicate with adults, teens, and children of all ages and be capable of controlling a crowd in all circumstances.
- Security guard shall prohibit entry into secured sites by anyone other than persons with authorized access to the premises and assist/escort patrons on/off the property as necessary.
- Good Guard Security, Inc. will fully cooperate with the Housing Authority, City of Palmdale, Los Angeles County Sheriff's Department, and any other public agency, in addition to making any assigned security guard available to said agencies/entities in the event of any investigation.
- Good Guard Security, Inc. shall be responsible for any loss or damage to property, including money securities, merchandise, fixtures, and equipment belonging to the Housing Authority if the Contractor caused any such loss or damage.

C. Security Guard Patrol Vehicle Requirements/Duties

- When required, as needed, or as requested, Good Guard Security, Inc. shall provide a clearly marked and professional Patrol Vehicle. Vehicle type, markings, lights, etc. are to be of a type approved by the Housing Authority.
- Patrol Vehicles shall be equipped with a heavy-duty/rechargeable flashlight, traffic cones, flares, a first aid kit, a blanket, and a fire extinguisher.
- Security Guards operating Patrol Vehicles shall conduct patrols in Good Guard Security, Inc.-provided vehicles. Patrol Security Guards shall have valid Class "C" California driver's licenses.

D. Reporting and Notification

- Security guards shall log and report all serious incidents to the Onsite Management and Housing Authority Representative.
 - Items to be documented include, but are not limited to, suspicious persons, security breaches, system failures, facility maintenance issues, safety hazards, any bomb threats, criminal activity, or incidents that occur to any member of the public.
 - These forms should be used to document any damage, such as graffiti or vandalism, noted at any of the Housing Authority facilities.
 - Security personnel shall document any security incidents on the incident report form and provide electronic copies to the Onsite Management and Housing Authority Representative.

- The Vendor must have a patrol monitoring system in place to allow security guards to scan assigned QR-code checkpoints located at Housing Authority facility locations including building entrances, doors, window frames, etc.
 - The function is to be used on regular patrol, for tracking, and to generate real-time reports. Special events would be requested on an as-needed basis.
 - Guard tours are to be monitored by Good Guard Security, Inc., the Onsite Management, and the Housing Authority Representative remotely and sent by email to ensure required patrols are being conducted.

E. Customer Service and After-Hours Notification

- Good Guard Security, Inc. is required to have a dedicated after-hours notification line monitored and answered by an employee who can dispatch crews should an after-hour emergency or urgent issue occur.

F. Hours of Operation

- Work hours vary by facility and times are subject to change at any time. The Contractor will be notified by the Onsite Management or the Housing Authority Representative of any changes to department hours or any adjustments needed to be made to the existing schedule prior to implementation.

G. Requests from the Public

- Good Guard Security, Inc. and its security guards are prohibited from taking direct requests from any residents, visitors to the facilities, or any other organizations. The security guard will make every effort to politely inform the requesting individual or party to contact Onsite Management or the Housing Authority Representative.

H. Requests from the Media

- Good Guard Security, Inc. and its security guards shall not speak to the media on the Housing Authority's behalf without prior approval. All media inquiries should be directed to the City's Public Information Officer (PIO) or City Representative.

I. Locations and Areas of Service

Facility	Address	Number of Units	Schedule
Boulders at the Ranch I	40707 Rancho Vista Blvd	358 spaces	One Security guard is posted at the gate for 24/7 coverage. Shared vehicle random patrol Mon–Fri, 4 days, 6-hour shift; Sat-Sun 8hr shift with Boulders at the Ranch II.
Boulders at the Ranch II	5200 Entrar Drive	206 spaces	One Security guard is posted at the gate for 24/7 coverage. Shared vehicle random patrol with Boulders at the Ranch I.
Boulders at the Lake	1030 East Avenue S	223 spaces	One Vehicle patrol, Mon-Fri, 6hr shift, Sat-Sun, 8hr shift.
Impressions Apartments	38045 10 th Street East	109 units	One Security Guard foot patrol; Mon-Sun, 8hr shift.
La Quinta Apartments	38301 11 th Street East	100 units	One Security Guard foot patrol; Mon-Sun, 8hr shift.

Summerwood Apartments and Park Vista Apartments	38272 11 th Street East 38204 11 th Street East	54 units 28 units	One shared Security Guard foot patrol; Mon-Sun, 8hr shift.
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Exhibit B
A-9189 A through G
Cost Proposal for Good Guard Security, Inc.

PROPOSED PRICING (UNARMED SECURITY GUARD)				
Fiscal Year (July 1 – June 30)	Regular Hourly Rate	Overtime Hourly Rate (1.5x)	Double Overtime Hourly Rate (2x)	Holiday Hourly Rate
2023/24	\$26.80	\$40.20	\$53.60	\$40.20
2024/25	\$27.87	\$41.80	\$55.74	\$41.80
2025/26	\$28.98	\$43.47	\$57.96	\$43.47
2026/27	\$30.13	\$45.19	\$60.26	\$45.19
2027/28	\$31.33	\$46.99	\$62.66	\$46.99

PROPOSED PRICING (PATROL VEHICLE W/ A SECURITY GUARD)				
Fiscal Year (July 1 – June 30)	Regular Hourly Rate	Overtime Hourly Rate (1.5x)	Double Overtime Hourly Rate (2x)	Holiday Hourly Rate
2023/24	\$32.80	\$49.20	\$65.60	\$49.20
2024/25	\$34.11	\$51.16	\$68.22	\$51.16
2025/26	\$35.47	\$53.20	\$70.94	\$53.20
2026/27	\$36.88	\$55.32	\$73.76	\$55.32
2027/28	\$38.35	\$57.52	\$76.70	\$57.52

Rate Type	When Does This Rate Apply or Start?
Regular Rate	Hours of service from 0 – 8 hour shifts
OvertimeRate (1.5x)	If personnel are requested to stay over 8 hours but less than 12 consecutive hours
Double Overtime (2x)	If personnel are requested to stay over 12 consecutive hours
Holiday Rate	New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day.

Other Costs: In the space below, please indicate any other costs that may be associated with providing the requested services in this RFP that are not included in the tables above. The costs provided in this section will not be used in the determination of the contract award. Should additional space be required, use a separate page(s) and attach it as part of the Cost File.

Please Specify: N/a.

**AGREEMENT NO. A-9189-D
AUTHORIZATION AGREEMENT
WITH GOOD GUARD SECURITY, INC
PURSUANT TO ONGOING CONTRACT NO. A-9189**

This AGREEMENT is made and entered into by and between the Housing Authority of the City of Palmdale, a municipal corporation (hereinafter referred to as "HOUSING AUTHORITY") and GOOD GUARD SECURITY, INC (hereinafter referred to as "CONTRACTOR/CONSULTANT") and is an Authorization Agreement entered into pursuant to Ongoing Contract No. A-9189. This Contract shall become effective on the date of the last signatory.

WHEREAS, the term of Ongoing Contract No. A-9189 between the HOUSING AUTHORITY and CONTRACTOR/CONSULTANT is from 02/01/2025 to 01/31/2028.

HOUSING AUTHORITY and CONTRACTOR/CONSULTANT, in consideration of the mutual covenants herein set forth, agree as follows:

ARTICLE 1. DESCRIPTION OF WORK

The scope of work for this project consists of the following work:

Pursuant to Exhibit A Scope of Services of the Master Agreement and Section I for Impressions Apartments

The CONTRACTOR/CONSULTANT shall not accept any change of scope, or change in contract provisions, unless issued in writing, as a Change Order, or amendment to this Agreement and signed by HOUSING AUTHORITY.

ARTICLE 2. PROJECT STAFF

CONTRACTOR/CONSULTANT shall use only those employees, and sub consultants listed below:

Shawn Helmandi, Region President
Security Guards

ARTICLE 3. CONTRACT PRICE

HOUSING AUTHORITY shall pay CONTRACTOR/CONSULTANT for completion of the Work in accordance with the Contract Documents a fee not to exceed Two Hundred Sixty Seven Thousand Seven Hundred Forty Seven Dollars (\$267,747) determined and payable as set forth in Ongoing Contract No. A-9189 at the following Fee Schedule:

See Exhibit B Cost Proposal

No payment made hereunder by HOUSING AUTHORITY to CONTRACTOR/CONSULTANT, shall be construed as an acceptance by HOUSING

AUTHORITY of any work or materials, nor as evidence of satisfactory performance by CONTRACTOR/CONSULTANT of its obligations under this Contract.

ARTICLE 4. CONTRACT TIME

CONTRACTOR/CONSULTANT agrees to complete all work within One Thousand Ninety-Five (1095) CALENDAR days of the date this Agreement is executed by HOUSING AUTHORITY and in accordance with the following Project Schedule:

The term of this Contract is Three (3) years, commencing on February 1, 2025 to January 31, 2028, with Housing Authority reserving the option to extend the agreement for Two (2) additional terms of one (1) year each.

This Agreement is the Notice to Proceed directing CONTRACTOR/CONSULTANT to commence work on February 1, 2025.

ARTICLE 5. GENERAL

This Authorization Agreement is entered into pursuant to Ongoing Contract No. A-9189 and the terms and conditions contained therein are incorporated herein by reference as if set forth in full.

In Witness Whereof, the parties hereto have caused this Contract to be executed and attested by their respective officers thereunto duly authorized.

HOUSING AUTHORITY OF THE
CITY OF PALMDALE

GOOD GUARD SECURITY, INC

SIGNATURE AREA

SIGNATURE AREA

Ronda Perez
Executive Director

Shawn Helmandi
Region President

SIGNATURE AREA

ADDRESS FOR NOTICE:
HOUSING AUTHORITY FOR THE
CITY OF PALMDALE
38300 Sierra Highway, Suite A
Palmdale, CA 93550

ADDRESS FOR NOTICE:
GOOD GUARD SECURITY, INC
21622 Plummer St., Ste 200
Chatsworth, CA 91311

APPROVE AS TO FORM:

SIGNATURE AREA

William P. Curley, III
Authority Counsel

ATTEST:

SIGNATURE AREA

Rochelle Scott
Authority Secretary

----- INTERNAL USE ONLY -----

- ☐ Certificate(s) and Endorsement(s) attached
- ☒ Confirmed business name on contract with certificate(s)
- ☒ Original agreement and previous amendment(s) (if any) are attached
- ☒ Attached Agreement Checklist and met all requirements

Exhibit A
A-9189 A through G
Housing Authority of the City of Palmdale
Scope of Work

Good Guard Security, Inc. shall provide appropriately equipped and well-trained, certified, and/or licensed security guards for the protection of the Housing Authority of the City of Palmdale's (Housing Authority) employees, the public, and property. Good Guard Security, Inc. shall plan, schedule, and coordinate with the Housing Authority and On-Site Property Management to ensure the effective performance of all services described herein. The quality and experience of security guards and the services provided will be critical elements of the contract.

A. Contractor Service Requirements:

- Good Guard Security, Inc. shall comply with all applicable federal, state, and local laws, rules, and regulations, including but not limited to those regarding wages, and cover all rest and meal periods to ensure continuous coverage.
- Good Guard Security, Inc. shall agree and ensure that security personnel fully perform their duties in accordance with City-imposed policies, procedures, and conditions for continued service at this account.
 - Good Guard Security, Inc. shall ensure that security personnel are fully aware of the political sensitivities that exist in a municipal government. Good Guard Security, Inc. shall immediately transfer/remove security personnel from the account at the Housing Authority's request.
- Good Guard Security, Inc. shall provide standard uniforms to security personnel.
 - Security guards are to be dressed in appropriate uniforms that comply with the "name and patch" requirements of the State of California Department of Consumer Affairs for security guards. Uniforms are to be neat, clean, pressed, and lint-free. Uniforms are to include dress or leather work shoes that are clean, in good repair, and color coordinated with the uniform. No tennis or athletic shoes are permitted.
 - This also includes a visual depiction of uniforms as part of the proposal, including any overcoats, jackets, headgear, and photo ID badges.
- Good Guard Security, Inc. shall ensure all security personnel have proper communication equipment (radios, cell phones, etc.).
- Good Guard Security, Inc. shall ensure that security guards are provided with or bring their own water or hydration drinks for their assignment and are supported in all weather conditions.
- Good Guard Security, Inc. shall designate a Supervisor/Manager who will be the point of contact for the Housing Authority and who will ensure all work tasks are performed by each security guard and staff to meet contract obligations. The Supervisor/Manager shall coordinate all phases of security services.
- The Supervisor/Manager shall work continuously with the Housing Authority representative to improve or modify the schedules, service model, and reporting protocols as needed.
- The Supervisor/Manager shall address all issues relating to this contract, staffing, performance, etc.

- Good Guard Security, Inc. shall not replace the Supervisor/Manager unless prior written notice is provided to and approved by the Housing Authority.
- Good Guard Security, Inc. shall supervise on-site security guards and must periodically check security guard staff during assigned shifts. The assigned supervisor shall provide the Housing Authority Representative with any identified issues and any resolution, as necessary.
- Good Guard Security, Inc. shall offer a patrol motoring system. For further system criteria, please refer to the "Reporting and Notification" section.
- Good Guard Security, Inc. shall not be entitled to be paid or reimbursed by the City for any services or any other labor, supervision, or material that is in excess of the Scope of Services.
- Good Guard Security, Inc. shall ensure security guards provide exceptional service through checks and balances, audits, and/or inspections.
- Good Guard Security, Inc. shall, at the firm's expense, have all assigned guards complete Good Guard Security, Inc. established training program, and shall make evidence of completion of the training available upon request. In addition, Good Guard Security, Inc. must provide a copy of their training plan/schedule.
- Good Guard Security, Inc. will conduct personal background checks on all personnel before they are assigned work under the Award Contract with the Housing Authority. Background checks must include fingerprinting. The Housing Authority reserves the right to review all background checks and to conduct security clearances on all personnel assigned. The Housing Authority may verify each license and obtain Good Guard Security, Inc.'s complaint history from the Department of Consumer Affairs, Bureau of Collection, and Investigative Services.

B. Security Guard Requirements

- All unarmed security guards shall meet the requirements, including a valid Security Guard Registration (California Guard Card) of the California State Department of Consumer Affairs, Bureau of Collections, and Investigations. The Security guard shall act as a polite and professional "ambassador" for the Housing Authority, educating visitors on current site rules and regulations and requesting compliance.
- Upon arrival, security guards shall contact Site Management personnel to confirm the guard is onsite.
- Security guards' appearance, personal hygiene, attitude, courtesy, and job knowledge need to present a favorable image. No smoking, reading unauthorized material, eating, or grooming shall be permitted while guards are in public view.
- Security guards shall arrive in uniform provided by Good Guard Security, Inc., before arriving on site. The uniform must have the Good Guard Security, Inc. name. A photo ID badge is to be worn at all times. Security guards shall maintain CPR and First Aid Training certification and remain certified to remain compliant. No personal phone calls will be permitted, except in an emergency.
- All Security personnel are responsible for documenting any security incidents in a formal report and shall provide electronic copies to the Housing Authority. Further criteria are noted in the "Reporting and Notification" section below.
- Security guards shall be adequately trained and experienced in their specific duties, and in addition, the use of all-purpose fire extinguishers, drug/narcotics

identification, bomb threat situations, the avoidance of violent situations, and be specifically trained for each piece of security equipment carried or used.

- Security guards shall protect the safety of persons and properties on site.
- Security guards shall always be clearly visible when on foot patrol.
- Security Guards shall not be permitted to carry a weapon of any type.
- Security Guards shall not be permitted to carry or possess any unauthorized equipment such as firearms, knives, batons, Tasers, chemical agents, concealed weapons, or any other items, not specifically approved in the Contract.
- Security Guard must be of a temperament to work and communicate with adults, teens, and children of all ages and be capable of controlling a crowd in all circumstances.
- Security guard shall prohibit entry into secured sites by anyone other than persons with authorized access to the premises and assist/escort patrons on/off the property as necessary.
- Good Guard Security, Inc. will fully cooperate with the Housing Authority, City of Palmdale, Los Angeles County Sheriff's Department, and any other public agency, in addition to making any assigned security guard available to said agencies/entities in the event of any investigation.
- Good Guard Security, Inc. shall be responsible for any loss or damage to property, including money securities, merchandise, fixtures, and equipment belonging to the Housing Authority if the Contractor caused any such loss or damage.

C. Security Guard Patrol Vehicle Requirements/Duties

- When required, as needed, or as requested, Good Guard Security, Inc. shall provide a clearly marked and professional Patrol Vehicle. Vehicle type, markings, lights, etc. are to be of a type approved by the Housing Authority.
- Patrol Vehicles shall be equipped with a heavy-duty/rechargeable flashlight, traffic cones, flares, a first aid kit, a blanket, and a fire extinguisher.
- Security Guards operating Patrol Vehicles shall conduct patrols in Good Guard Security, Inc.-provided vehicles. Patrol Security Guards shall have valid Class "C" California driver's licenses.

D. Reporting and Notification

- Security guards shall log and report all serious incidents to the Onsite Management and Housing Authority Representative.
 - Items to be documented include, but are not limited to, suspicious persons, security breaches, system failures, facility maintenance issues, safety hazards, any bomb threats, criminal activity, or incidents that occur to any member of the public.
 - These forms should be used to document any damage, such as graffiti or vandalism, noted at any of the Housing Authority facilities.
 - Security personnel shall document any security incidents on the incident report form and provide electronic copies to the Onsite Management and Housing Authority Representative.

- The Vendor must have a patrol monitoring system in place to allow security guards to scan assigned QR-code checkpoints located at Housing Authority facility locations including building entrances, doors, window frames, etc.
 - The function is to be used on regular patrol, for tracking, and to generate real-time reports. Special events would be requested on an as-needed basis.
 - Guard tours are to be monitored by Good Guard Security, Inc., the Onsite Management, and the Housing Authority Representative remotely and sent by email to ensure required patrols are being conducted.

E. Customer Service and After-Hours Notification

- Good Guard Security, Inc. is required to have a dedicated after-hours notification line monitored and answered by an employee who can dispatch crews should an after-hour emergency or urgent issue occur.

F. Hours of Operation

- Work hours vary by facility and times are subject to change at any time. The Contractor will be notified by the Onsite Management or the Housing Authority Representative of any changes to department hours or any adjustments needed to be made to the existing schedule prior to implementation.

G. Requests from the Public

- Good Guard Security, Inc. and its security guards are prohibited from taking direct requests from any residents, visitors to the facilities, or any other organizations. The security guard will make every effort to politely inform the requesting individual or party to contact Onsite Management or the Housing Authority Representative.

H. Requests from the Media

- Good Guard Security, Inc. and its security guards shall not speak to the media on the Housing Authority's behalf without prior approval. All media inquiries should be directed to the City's Public Information Officer (PIO) or City Representative.

I. Locations and Areas of Service

Facility	Address	Number of Units	Schedule
Boulders at the Ranch I	40707 Rancho Vista Blvd	358 spaces	One Security guard is posted at the gate for 24/7 coverage. Shared vehicle random patrol Mon–Fri, 4 days, 6-hour shift; Sat-Sun 8hr shift with Boulders at the Ranch II.
Boulders at the Ranch II	5200 Entrar Drive	206 spaces	One Security guard is posted at the gate for 24/7 coverage. Shared vehicle random patrol with Boulders at the Ranch I.
Boulders at the Lake	1030 East Avenue S	223 spaces	One Vehicle patrol, Mon-Fri, 6hr shift, Sat-Sun, 8hr shift.
Impressions Apartments	38045 10 th Street East	109 units	One Security Guard foot patrol; Mon-Sun, 8hr shift.
La Quinta Apartments	38301 11 th Street East	100 units	One Security Guard foot patrol; Mon-Sun, 8hr shift.

Summerwood Apartments and Park Vista Apartments	38272 11 th Street East 38204 11 th Street East	54 units 28 units	One shared Security Guard foot patrol; Mon-Sun, 8hr shift.
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Exhibit B
A-9189 A through G
Cost Proposal for Good Guard Security, Inc.

PROPOSED PRICING (UNARMED SECURITY GUARD)				
Fiscal Year (July 1 – June 30)	Regular Hourly Rate	Overtime Hourly Rate (1.5x)	Double Overtime Hourly Rate (2x)	Holiday Hourly Rate
2023/24	\$26.80	\$40.20	\$53.60	\$40.20
2024/25	\$27.87	\$41.80	\$55.74	\$41.80
2025/26	\$28.98	\$43.47	\$57.96	\$43.47
2026/27	\$30.13	\$45.19	\$60.26	\$45.19
2027/28	\$31.33	\$46.99	\$62.66	\$46.99

PROPOSED PRICING (PATROL VEHICLE W/ A SECURITY GUARD)				
Fiscal Year (July 1 – June 30)	Regular Hourly Rate	Overtime Hourly Rate (1.5x)	Double Overtime Hourly Rate (2x)	Holiday Hourly Rate
2023/24	\$32.80	\$49.20	\$65.60	\$49.20
2024/25	\$34.11	\$51.16	\$68.22	\$51.16
2025/26	\$35.47	\$53.20	\$70.94	\$53.20
2026/27	\$36.88	\$55.32	\$73.76	\$55.32
2027/28	\$38.35	\$57.52	\$76.70	\$57.52

Rate Type	When Does This Rate Apply or Start?
Regular Rate	Hours of service from 0 – 8 hour shifts
OvertimeRate (1.5x)	If personnel are requested to stay over 8 hours but less than 12 consecutive hours
Double Overtime (2x)	If personnel are requested to stay over 12 consecutive hours
Holiday Rate	New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day.

Other Costs: In the space below, please indicate any other costs that may be associated with providing the requested services in this RFP that are not included in the tables above. The costs provided in this section will not be used in the determination of the contract award. Should additional space be required, use a separate page(s) and attach it as part of the Cost File.

Please Specify: N/a.

**AGREEMENT NO. A-9189-E
AUTHORIZATION AGREEMENT
WITH GOOD GUARD SECURITY, INC.
PURSUANT TO ONGOING CONTRACT NO. A-9189**

This AGREEMENT is made and entered into by and between the Housing Authority of the City of Palmdale, a municipal corporation (hereinafter referred to as "HOUSING AUTHORITY") and GOOD GUARD SECURITY, INC. (hereinafter referred to as "CONTRACTOR/CONSULTANT") and is an Authorization Agreement entered into pursuant to Ongoing Contract No. A-9189. This Contract shall become effective on the date of the last signatory.

WHEREAS, the term of Ongoing Contract No. A-9189 between the HOUSING AUTHORITY and CONTRACTOR/CONSULTANT is from 02/01/2025 to 01/31/2028.

HOUSING AUTHORITY and CONTRACTOR/CONSULTANT, in consideration of the mutual covenants herein set forth, agree as follows:

ARTICLE 1. DESCRIPTION OF WORK

The scope of work for this project consists of the following work:

Pursuant to Exhibit A Scope of Services of the Master Agreement and Section I for La Quinta Apartments

The CONTRACTOR/CONSULTANT shall not accept any change of scope, or change in contract provisions, unless issued in writing, as a Change Order, or amendment to this Agreement and signed by HOUSING AUTHORITY.

ARTICLE 2. PROJECT STAFF

CONTRACTOR/CONSULTANT shall use only those employees, and sub consultants listed below:

Shawn Helmandi, Region President
Security Guards

ARTICLE 3. CONTRACT PRICE

HOUSING AUTHORITY shall pay CONTRACTOR/CONSULTANT for completion of the Work in accordance with the Contract Documents a fee not to exceed Two Hundred Sixty Seven Thousand Seven Hundred Forty Seven Dollars (\$267,747) determined and payable as set forth in Ongoing Contract No. A-9189 at the following Fee Schedule:

See Exhibit B Cost Proposal

No payment made hereunder by HOUSING AUTHORITY to CONTRACTOR/CONSULTANT, shall be construed as an acceptance by HOUSING

AUTHORITY of any work or materials, nor as evidence of satisfactory performance by CONTRACTOR/CONSULTANT of its obligations under this Contract.

ARTICLE 4. CONTRACT TIME

CONTRACTOR/CONSULTANT agrees to complete all work within One Thousand Ninety-Five (1095) CALENDAR days of the date this Agreement is executed by HOUSING AUTHORITY and in accordance with the following Project Schedule:

The term of this Contract is Three (3) years, commencing on February 1, 2025 to January 31, 2028, with Housing Authority reserving the option to extend the agreement for Two (2) additional terms of one (1) year each.

This Agreement is the Notice to Proceed directing CONTRACTOR/CONSULTANT to commence work on February 1, 2025.

ARTICLE 5. GENERAL

This Authorization Agreement is entered into pursuant to Ongoing Contract No. A-9189 and the terms and conditions contained therein are incorporated herein by reference as if set forth in full.

In Witness Whereof, the parties hereto have caused this Contract to be executed and attested by their respective officers thereunto duly authorized.

HOUSING AUTHORITY OF THE
CITY OF PALMDALE

GOOD GUARD SECURITY, INC.

SIGNATURE AREA

SIGNATURE AREA

Ronda Perez
Executive Director

Shawn Helmandi
Region President

SIGNATURE AREA

ADDRESS FOR NOTICE:
HOUSING AUTHORITY FOR THE
CITY OF PALMDALE
38300 Sierra Highway, Suite A
Palmdale, CA 93550

ADDRESS FOR NOTICE:
GOOD GUARD SECURITY, INC.
21622 Plummer St., Ste 200
Chatsworth, CA 91311

APPROVE AS TO FORM:

SIGNATURE AREA

William P. Curley, III
Authority Counsel

ATTEST:

SIGNATURE AREA

Rochelle Scott
Authority Secretary

----- INTERNAL USE ONLY -----

- ☐ Certificate(s) and Endorsement(s) attached
- ☒ Confirmed business name on contract with certificate(s)
- ☒ Original agreement and previous amendment(s) (if any) are attached
- ☒ Attached Agreement Checklist and met all requirements

Exhibit A
A-9189 A through G
Housing Authority of the City of Palmdale
Scope of Work

Good Guard Security, Inc. shall provide appropriately equipped and well-trained, certified, and/or licensed security guards for the protection of the Housing Authority of the City of Palmdale's (Housing Authority) employees, the public, and property. Good Guard Security, Inc. shall plan, schedule, and coordinate with the Housing Authority and On-Site Property Management to ensure the effective performance of all services described herein. The quality and experience of security guards and the services provided will be critical elements of the contract.

A. Contractor Service Requirements:

- Good Guard Security, Inc. shall comply with all applicable federal, state, and local laws, rules, and regulations, including but not limited to those regarding wages, and cover all rest and meal periods to ensure continuous coverage.
- Good Guard Security, Inc. shall agree and ensure that security personnel fully perform their duties in accordance with City-imposed policies, procedures, and conditions for continued service at this account.
 - Good Guard Security, Inc. shall ensure that security personnel are fully aware of the political sensitivities that exist in a municipal government. Good Guard Security, Inc. shall immediately transfer/remove security personnel from the account at the Housing Authority's request.
- Good Guard Security, Inc. shall provide standard uniforms to security personnel.
 - Security guards are to be dressed in appropriate uniforms that comply with the "name and patch" requirements of the State of California Department of Consumer Affairs for security guards. Uniforms are to be neat, clean, pressed, and lint-free. Uniforms are to include dress or leather work shoes that are clean, in good repair, and color coordinated with the uniform. No tennis or athletic shoes are permitted.
 - This also includes a visual depiction of uniforms as part of the proposal, including any overcoats, jackets, headgear, and photo ID badges.
- Good Guard Security, Inc. shall ensure all security personnel have proper communication equipment (radios, cell phones, etc.).
- Good Guard Security, Inc. shall ensure that security guards are provided with or bring their own water or hydration drinks for their assignment and are supported in all weather conditions.
- Good Guard Security, Inc. shall designate a Supervisor/Manager who will be the point of contact for the Housing Authority and who will ensure all work tasks are performed by each security guard and staff to meet contract obligations. The Supervisor/Manager shall coordinate all phases of security services.
- The Supervisor/Manager shall work continuously with the Housing Authority representative to improve or modify the schedules, service model, and reporting protocols as needed.
- The Supervisor/Manager shall address all issues relating to this contract, staffing, performance, etc.

- Good Guard Security, Inc. shall not replace the Supervisor/Manager unless prior written notice is provided to and approved by the Housing Authority.
- Good Guard Security, Inc. shall supervise on-site security guards and must periodically check security guard staff during assigned shifts. The assigned supervisor shall provide the Housing Authority Representative with any identified issues and any resolution, as necessary.
- Good Guard Security, Inc. shall offer a patrol motoring system. For further system criteria, please refer to the "Reporting and Notification" section.
- Good Guard Security, Inc. shall not be entitled to be paid or reimbursed by the City for any services or any other labor, supervision, or material that is in excess of the Scope of Services.
- Good Guard Security, Inc. shall ensure security guards provide exceptional service through checks and balances, audits, and/or inspections.
- Good Guard Security, Inc. shall, at the firm's expense, have all assigned guards complete Good Guard Security, Inc. established training program, and shall make evidence of completion of the training available upon request. In addition, Good Guard Security, Inc. must provide a copy of their training plan/schedule.
- Good Guard Security, Inc. will conduct personal background checks on all personnel before they are assigned work under the Award Contract with the Housing Authority. Background checks must include fingerprinting. The Housing Authority reserves the right to review all background checks and to conduct security clearances on all personnel assigned. The Housing Authority may verify each license and obtain Good Guard Security, Inc.'s complaint history from the Department of Consumer Affairs, Bureau of Collection, and Investigative Services.

B. Security Guard Requirements

- All unarmed security guards shall meet the requirements, including a valid Security Guard Registration (California Guard Card) of the California State Department of Consumer Affairs, Bureau of Collections, and Investigations. The Security guard shall act as a polite and professional "ambassador" for the Housing Authority, educating visitors on current site rules and regulations and requesting compliance.
- Upon arrival, security guards shall contact Site Management personnel to confirm the guard is onsite.
- Security guards' appearance, personal hygiene, attitude, courtesy, and job knowledge need to present a favorable image. No smoking, reading unauthorized material, eating, or grooming shall be permitted while guards are in public view.
- Security guards shall arrive in uniform provided by Good Guard Security, Inc., before arriving on site. The uniform must have the Good Guard Security, Inc. name. A photo ID badge is to be worn at all times. Security guards shall maintain CPR and First Aid Training certification and remain certified to remain compliant. No personal phone calls will be permitted, except in an emergency.
- All Security personnel are responsible for documenting any security incidents in a formal report and shall provide electronic copies to the Housing Authority. Further criteria are noted in the "Reporting and Notification" section below.
- Security guards shall be adequately trained and experienced in their specific duties, and in addition, the use of all-purpose fire extinguishers, drug/narcotics

identification, bomb threat situations, the avoidance of violent situations, and be specifically trained for each piece of security equipment carried or used.

- Security guards shall protect the safety of persons and properties on site.
- Security guards shall always be clearly visible when on foot patrol.
- Security Guards shall not be permitted to carry a weapon of any type.
- Security Guards shall not be permitted to carry or possess any unauthorized equipment such as firearms, knives, batons, Tasers, chemical agents, concealed weapons, or any other items, not specifically approved in the Contract.
- Security Guard must be of a temperament to work and communicate with adults, teens, and children of all ages and be capable of controlling a crowd in all circumstances.
- Security guard shall prohibit entry into secured sites by anyone other than persons with authorized access to the premises and assist/escort patrons on/off the property as necessary.
- Good Guard Security, Inc. will fully cooperate with the Housing Authority, City of Palmdale, Los Angeles County Sheriff's Department, and any other public agency, in addition to making any assigned security guard available to said agencies/entities in the event of any investigation.
- Good Guard Security, Inc. shall be responsible for any loss or damage to property, including money securities, merchandise, fixtures, and equipment belonging to the Housing Authority if the Contractor caused any such loss or damage.

C. Security Guard Patrol Vehicle Requirements/Duties

- When required, as needed, or as requested, Good Guard Security, Inc. shall provide a clearly marked and professional Patrol Vehicle. Vehicle type, markings, lights, etc. are to be of a type approved by the Housing Authority.
- Patrol Vehicles shall be equipped with a heavy-duty/rechargeable flashlight, traffic cones, flares, a first aid kit, a blanket, and a fire extinguisher.
- Security Guards operating Patrol Vehicles shall conduct patrols in Good Guard Security, Inc.-provided vehicles. Patrol Security Guards shall have valid Class "C" California driver's licenses.

D. Reporting and Notification

- Security guards shall log and report all serious incidents to the Onsite Management and Housing Authority Representative.
 - Items to be documented include, but are not limited to, suspicious persons, security breaches, system failures, facility maintenance issues, safety hazards, any bomb threats, criminal activity, or incidents that occur to any member of the public.
 - These forms should be used to document any damage, such as graffiti or vandalism, noted at any of the Housing Authority facilities.
 - Security personnel shall document any security incidents on the incident report form and provide electronic copies to the Onsite Management and Housing Authority Representative.

- The Vendor must have a patrol monitoring system in place to allow security guards to scan assigned QR-code checkpoints located at Housing Authority facility locations including building entrances, doors, window frames, etc.
 - The function is to be used on regular patrol, for tracking, and to generate real-time reports. Special events would be requested on an as-needed basis.
 - Guard tours are to be monitored by Good Guard Security, Inc., the Onsite Management, and the Housing Authority Representative remotely and sent by email to ensure required patrols are being conducted.

E. Customer Service and After-Hours Notification

- Good Guard Security, Inc. is required to have a dedicated after-hours notification line monitored and answered by an employee who can dispatch crews should an after-hour emergency or urgent issue occur.

F. Hours of Operation

- Work hours vary by facility and times are subject to change at any time. The Contractor will be notified by the Onsite Management or the Housing Authority Representative of any changes to department hours or any adjustments needed to be made to the existing schedule prior to implementation.

G. Requests from the Public

- Good Guard Security, Inc. and its security guards are prohibited from taking direct requests from any residents, visitors to the facilities, or any other organizations. The security guard will make every effort to politely inform the requesting individual or party to contact Onsite Management or the Housing Authority Representative.

H. Requests from the Media

- Good Guard Security, Inc. and its security guards shall not speak to the media on the Housing Authority's behalf without prior approval. All media inquiries should be directed to the City's Public Information Officer (PIO) or City Representative.

I. Locations and Areas of Service

Facility	Address	Number of Units	Schedule
Boulders at the Ranch I	40707 Rancho Vista Blvd	358 spaces	One Security guard is posted at the gate for 24/7 coverage. Shared vehicle random patrol Mon–Fri, 4 days, 6-hour shift; Sat-Sun 8hr shift with Boulders at the Ranch II.
Boulders at the Ranch II	5200 Entrar Drive	206 spaces	One Security guard is posted at the gate for 24/7 coverage. Shared vehicle random patrol with Boulders at the Ranch I.
Boulders at the Lake	1030 East Avenue S	223 spaces	One Vehicle patrol, Mon-Fri, 6hr shift, Sat-Sun, 8hr shift.
Impressions Apartments	38045 10 th Street East	109 units	One Security Guard foot patrol; Mon-Sun, 8hr shift.
La Quinta Apartments	38301 11 th Street East	100 units	One Security Guard foot patrol; Mon-Sun, 8hr shift.

Summerwood Apartments and Park Vista Apartments	38272 11 th Street East 38204 11 th Street East	54 units 28 units	One shared Security Guard foot patrol; Mon-Sun, 8hr shift.
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Exhibit B
A-9189 A through G
Cost Proposal for Good Guard Security, Inc.

PROPOSED PRICING (UNARMED SECURITY GUARD)				
Fiscal Year (July 1 – June 30)	Regular Hourly Rate	Overtime Hourly Rate (1.5x)	Double Overtime Hourly Rate (2x)	Holiday Hourly Rate
2023/24	\$26.80	\$40.20	\$53.60	\$40.20
2024/25	\$27.87	\$41.80	\$55.74	\$41.80
2025/26	\$28.98	\$43.47	\$57.96	\$43.47
2026/27	\$30.13	\$45.19	\$60.26	\$45.19
2027/28	\$31.33	\$46.99	\$62.66	\$46.99

PROPOSED PRICING (PATROL VEHICLE W/ A SECURITY GUARD)				
Fiscal Year (July 1 – June 30)	Regular Hourly Rate	Overtime Hourly Rate (1.5x)	Double Overtime Hourly Rate (2x)	Holiday Hourly Rate
2023/24	\$32.80	\$49.20	\$65.60	\$49.20
2024/25	\$34.11	\$51.16	\$68.22	\$51.16
2025/26	\$35.47	\$53.20	\$70.94	\$53.20
2026/27	\$36.88	\$55.32	\$73.76	\$55.32
2027/28	\$38.35	\$57.52	\$76.70	\$57.52

Rate Type	When Does This Rate Apply or Start?
Regular Rate	Hours of service from 0 – 8 hour shifts
OvertimeRate (1.5x)	If personnel are requested to stay over 8 hours but less than 12 consecutive hours
Double Overtime (2x)	If personnel are requested to stay over 12 consecutive hours
Holiday Rate	New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day.

Other Costs: In the space below, please indicate any other costs that may be associated with providing the requested services in this RFP that are not included in the tables above. The costs provided in this section will not be used in the determination of the contract award. Should additional space be required, use a separate page(s) and attach it as part of the Cost File.

Please Specify: N/a.

**AGREEMENT NO. A-9189-F
AUTHORIZATION AGREEMENT
WITH GOOD GUARD SECURITY, INC.
PURSUANT TO ONGOING CONTRACT NO. A-9189**

This AGREEMENT is made and entered into by and between the Housing Authority of the City of Palmdale, a municipal corporation (hereinafter referred to as "HOUSING AUTHORITY") and GOOD GUARD SECURITY, INC. (hereinafter referred to as "CONTRACTOR/CONSULTANT") and is an Authorization Agreement entered into pursuant to Ongoing Contract No. A-9189. This Contract shall become effective on the date of the last signatory.

WHEREAS, the term of Ongoing Contract No. A-9189 between the HOUSING AUTHORITY and CONTRACTOR/CONSULTANT is from 02/01/2025 to 01/31/2028.

HOUSING AUTHORITY and CONTRACTOR/CONSULTANT, in consideration of the mutual covenants herein set forth, agree as follows:

ARTICLE 1. DESCRIPTION OF WORK

The scope of work for this project consists of the following work:

Pursuant to Exhibit A Scope of Services of the Master Agreement and Section I for Summerwood Apartments

The CONTRACTOR/CONSULTANT shall not accept any change of scope, or change in contract provisions, unless issued in writing, as a Change Order, or amendment to this Agreement and signed by HOUSING AUTHORITY.

ARTICLE 2. PROJECT STAFF

CONTRACTOR/CONSULTANT shall use only those employees, and sub consultants listed below:

Shawn Helmandi, Region President
Security Guards

ARTICLE 3. CONTRACT PRICE

HOUSING AUTHORITY shall pay CONTRACTOR/CONSULTANT for completion of the Work in accordance with the Contract Documents a fee not to exceed One Hundred Thirty Three Thousand Eight Hundred Seventy Three Dollars (\$133,873) determined and payable as set forth in Ongoing Contract No. A-9189 at the following Fee Schedule:

See Exhibit B Cost Proposal

No payment made hereunder by HOUSING AUTHORITY to CONTRACTOR/CONSULTANT, shall be construed as an acceptance by HOUSING

AUTHORITY of any work or materials, nor as evidence of satisfactory performance by CONTRACTOR/CONSULTANT of its obligations under this Contract.

ARTICLE 4. CONTRACT TIME

CONTRACTOR/CONSULTANT agrees to complete all work within One Thousand Ninety-Five (1095) CALENDAR days of the date this Agreement is executed by HOUSING AUTHORITY and in accordance with the following Project Schedule:

The term of this Contract is Three (3) years, commencing on February 1, 2025 to January 31, 2028, with Housing Authority reserving the option to extend the agreement for Two (2) additional terms of one (1) year each.

This Agreement is the Notice to Proceed directing CONTRACTOR/CONSULTANT to commence work on February 1, 2025.

ARTICLE 5. GENERAL

This Authorization Agreement is entered into pursuant to Ongoing Contract No. A-9189 and the terms and conditions contained therein are incorporated herein by reference as if set forth in full.

In Witness Whereof, the parties hereto have caused this Contract to be executed and attested by their respective officers thereunto duly authorized.

HOUSING AUTHORITY OF THE
CITY OF PALMDALE

GOOD GUARD SECURITY, INC.

SIGNATURE AREA

SIGNATURE AREA

Ronda Perez
Executive Director

Shawn Helmandi
Region President

SIGNATURE AREA

ADDRESS FOR NOTICE:
HOUSING AUTHORITY FOR THE
CITY OF PALMDALE
38300 Sierra Highway, Suite A
Palmdale, CA 93550

ADDRESS FOR NOTICE:
GOOD GUARD SECURITY, INC.
21622 Plummer St., Ste 200
Chatsworth, CA 91311

APPROVE AS TO FORM:

SIGNATURE AREA

William P. Curley, III
Authority Counsel

ATTEST:

SIGNATURE AREA

Rochelle Scott
Authority Secretary

----- INTERNAL USE ONLY -----

- ☐ Certificate(s) and Endorsement(s) attached
- ☐ Confirmed business name on contract with certificate(s)
- ☐ Original agreement and previous amendment(s) (if any) are attached
- ☐ Attached Agreement Checklist and met all requirements

Exhibit A
A-9189 A through G
Housing Authority of the City of Palmdale
Scope of Work

Good Guard Security, Inc. shall provide appropriately equipped and well-trained, certified, and/or licensed security guards for the protection of the Housing Authority of the City of Palmdale's (Housing Authority) employees, the public, and property. Good Guard Security, Inc. shall plan, schedule, and coordinate with the Housing Authority and On-Site Property Management to ensure the effective performance of all services described herein. The quality and experience of security guards and the services provided will be critical elements of the contract.

A. Contractor Service Requirements:

- Good Guard Security, Inc. shall comply with all applicable federal, state, and local laws, rules, and regulations, including but not limited to those regarding wages, and cover all rest and meal periods to ensure continuous coverage.
- Good Guard Security, Inc. shall agree and ensure that security personnel fully perform their duties in accordance with City-imposed policies, procedures, and conditions for continued service at this account.
 - Good Guard Security, Inc. shall ensure that security personnel are fully aware of the political sensitivities that exist in a municipal government. Good Guard Security, Inc. shall immediately transfer/remove security personnel from the account at the Housing Authority's request.
- Good Guard Security, Inc. shall provide standard uniforms to security personnel.
 - Security guards are to be dressed in appropriate uniforms that comply with the "name and patch" requirements of the State of California Department of Consumer Affairs for security guards. Uniforms are to be neat, clean, pressed, and lint-free. Uniforms are to include dress or leather work shoes that are clean, in good repair, and color coordinated with the uniform. No tennis or athletic shoes are permitted.
 - This also includes a visual depiction of uniforms as part of the proposal, including any overcoats, jackets, headgear, and photo ID badges.
- Good Guard Security, Inc. shall ensure all security personnel have proper communication equipment (radios, cell phones, etc.).
- Good Guard Security, Inc. shall ensure that security guards are provided with or bring their own water or hydration drinks for their assignment and are supported in all weather conditions.
- Good Guard Security, Inc. shall designate a Supervisor/Manager who will be the point of contact for the Housing Authority and who will ensure all work tasks are performed by each security guard and staff to meet contract obligations. The Supervisor/Manager shall coordinate all phases of security services.
- The Supervisor/Manager shall work continuously with the Housing Authority representative to improve or modify the schedules, service model, and reporting protocols as needed.
- The Supervisor/Manager shall address all issues relating to this contract, staffing, performance, etc.

- Good Guard Security, Inc. shall not replace the Supervisor/Manager unless prior written notice is provided to and approved by the Housing Authority.
- Good Guard Security, Inc. shall supervise on-site security guards and must periodically check security guard staff during assigned shifts. The assigned supervisor shall provide the Housing Authority Representative with any identified issues and any resolution, as necessary.
- Good Guard Security, Inc. shall offer a patrol motoring system. For further system criteria, please refer to the "Reporting and Notification" section.
- Good Guard Security, Inc. shall not be entitled to be paid or reimbursed by the City for any services or any other labor, supervision, or material that is in excess of the Scope of Services.
- Good Guard Security, Inc. shall ensure security guards provide exceptional service through checks and balances, audits, and/or inspections.
- Good Guard Security, Inc. shall, at the firm's expense, have all assigned guards complete Good Guard Security, Inc. established training program, and shall make evidence of completion of the training available upon request. In addition, Good Guard Security, Inc. must provide a copy of their training plan/schedule.
- Good Guard Security, Inc. will conduct personal background checks on all personnel before they are assigned work under the Award Contract with the Housing Authority. Background checks must include fingerprinting. The Housing Authority reserves the right to review all background checks and to conduct security clearances on all personnel assigned. The Housing Authority may verify each license and obtain Good Guard Security, Inc.'s complaint history from the Department of Consumer Affairs, Bureau of Collection, and Investigative Services.

B. Security Guard Requirements

- All unarmed security guards shall meet the requirements, including a valid Security Guard Registration (California Guard Card) of the California State Department of Consumer Affairs, Bureau of Collections, and Investigations. The Security guard shall act as a polite and professional "ambassador" for the Housing Authority, educating visitors on current site rules and regulations and requesting compliance.
- Upon arrival, security guards shall contact Site Management personnel to confirm the guard is onsite.
- Security guards' appearance, personal hygiene, attitude, courtesy, and job knowledge need to present a favorable image. No smoking, reading unauthorized material, eating, or grooming shall be permitted while guards are in public view.
- Security guards shall arrive in uniform provided by Good Guard Security, Inc., before arriving on site. The uniform must have the Good Guard Security, Inc. name. A photo ID badge is to be worn at all times. Security guards shall maintain CPR and First Aid Training certification and remain certified to remain compliant. No personal phone calls will be permitted, except in an emergency.
- All Security personnel are responsible for documenting any security incidents in a formal report and shall provide electronic copies to the Housing Authority. Further criteria are noted in the "Reporting and Notification" section below.
- Security guards shall be adequately trained and experienced in their specific duties, and in addition, the use of all-purpose fire extinguishers, drug/narcotics

identification, bomb threat situations, the avoidance of violent situations, and be specifically trained for each piece of security equipment carried or used.

- Security guards shall protect the safety of persons and properties on site.
- Security guards shall always be clearly visible when on foot patrol.
- Security Guards shall not be permitted to carry a weapon of any type.
- Security Guards shall not be permitted to carry or possess any unauthorized equipment such as firearms, knives, batons, Tasers, chemical agents, concealed weapons, or any other items, not specifically approved in the Contract.
- Security Guard must be of a temperament to work and communicate with adults, teens, and children of all ages and be capable of controlling a crowd in all circumstances.
- Security guard shall prohibit entry into secured sites by anyone other than persons with authorized access to the premises and assist/escort patrons on/off the property as necessary.
- Good Guard Security, Inc. will fully cooperate with the Housing Authority, City of Palmdale, Los Angeles County Sheriff's Department, and any other public agency, in addition to making any assigned security guard available to said agencies/entities in the event of any investigation.
- Good Guard Security, Inc. shall be responsible for any loss or damage to property, including money securities, merchandise, fixtures, and equipment belonging to the Housing Authority if the Contractor caused any such loss or damage.

C. Security Guard Patrol Vehicle Requirements/Duties

- When required, as needed, or as requested, Good Guard Security, Inc. shall provide a clearly marked and professional Patrol Vehicle. Vehicle type, markings, lights, etc. are to be of a type approved by the Housing Authority.
- Patrol Vehicles shall be equipped with a heavy-duty/rechargeable flashlight, traffic cones, flares, a first aid kit, a blanket, and a fire extinguisher.
- Security Guards operating Patrol Vehicles shall conduct patrols in Good Guard Security, Inc.-provided vehicles. Patrol Security Guards shall have valid Class "C" California driver's licenses.

D. Reporting and Notification

- Security guards shall log and report all serious incidents to the Onsite Management and Housing Authority Representative.
 - Items to be documented include, but are not limited to, suspicious persons, security breaches, system failures, facility maintenance issues, safety hazards, any bomb threats, criminal activity, or incidents that occur to any member of the public.
 - These forms should be used to document any damage, such as graffiti or vandalism, noted at any of the Housing Authority facilities.
 - Security personnel shall document any security incidents on the incident report form and provide electronic copies to the Onsite Management and Housing Authority Representative.

- The Vendor must have a patrol monitoring system in place to allow security guards to scan assigned QR-code checkpoints located at Housing Authority facility locations including building entrances, doors, window frames, etc.
 - The function is to be used on regular patrol, for tracking, and to generate real-time reports. Special events would be requested on an as-needed basis.
 - Guard tours are to be monitored by Good Guard Security, Inc., the Onsite Management, and the Housing Authority Representative remotely and sent by email to ensure required patrols are being conducted.

E. Customer Service and After-Hours Notification

- Good Guard Security, Inc. is required to have a dedicated after-hours notification line monitored and answered by an employee who can dispatch crews should an after-hour emergency or urgent issue occur.

F. Hours of Operation

- Work hours vary by facility and times are subject to change at any time. The Contractor will be notified by the Onsite Management or the Housing Authority Representative of any changes to department hours or any adjustments needed to be made to the existing schedule prior to implementation.

G. Requests from the Public

- Good Guard Security, Inc. and its security guards are prohibited from taking direct requests from any residents, visitors to the facilities, or any other organizations. The security guard will make every effort to politely inform the requesting individual or party to contact Onsite Management or the Housing Authority Representative.

H. Requests from the Media

- Good Guard Security, Inc. and its security guards shall not speak to the media on the Housing Authority's behalf without prior approval. All media inquiries should be directed to the City's Public Information Officer (PIO) or City Representative.

I. Locations and Areas of Service

Facility	Address	Number of Units	Schedule
Boulders at the Ranch I	40707 Rancho Vista Blvd	358 spaces	One Security guard is posted at the gate for 24/7 coverage. Shared vehicle random patrol Mon–Fri, 4 days, 6-hour shift; Sat-Sun 8hr shift with Boulders at the Ranch II.
Boulders at the Ranch II	5200 Entrar Drive	206 spaces	One Security guard is posted at the gate for 24/7 coverage. Shared vehicle random patrol with Boulders at the Ranch I.
Boulders at the Lake	1030 East Avenue S	223 spaces	One Vehicle patrol, Mon-Fri, 6hr shift, Sat-Sun, 8hr shift.
Impressions Apartments	38045 10 th Street East	109 units	One Security Guard foot patrol; Mon-Sun, 8hr shift.
La Quinta Apartments	38301 11 th Street East	100 units	One Security Guard foot patrol; Mon-Sun, 8hr shift.

Summerwood Apartments and Park Vista Apartments	38272 11 th Street East 38204 11 th Street East	54 units 28 units	One shared Security Guard foot patrol; Mon-Sun, 8hr shift.
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Exhibit B
A-9189 A through G
Cost Proposal for Good Guard Security, Inc.

PROPOSED PRICING (UNARMED SECURITY GUARD)				
Fiscal Year (July 1 – June 30)	Regular Hourly Rate	Overtime Hourly Rate (1.5x)	Double Overtime Hourly Rate (2x)	Holiday Hourly Rate
2023/24	\$26.80	\$40.20	\$53.60	\$40.20
2024/25	\$27.87	\$41.80	\$55.74	\$41.80
2025/26	\$28.98	\$43.47	\$57.96	\$43.47
2026/27	\$30.13	\$45.19	\$60.26	\$45.19
2027/28	\$31.33	\$46.99	\$62.66	\$46.99

PROPOSED PRICING (PATROL VEHICLE W/ A SECURITY GUARD)				
Fiscal Year (July 1 – June 30)	Regular Hourly Rate	Overtime Hourly Rate (1.5x)	Double Overtime Hourly Rate (2x)	Holiday Hourly Rate
2023/24	\$32.80	\$49.20	\$65.60	\$49.20
2024/25	\$34.11	\$51.16	\$68.22	\$51.16
2025/26	\$35.47	\$53.20	\$70.94	\$53.20
2026/27	\$36.88	\$55.32	\$73.76	\$55.32
2027/28	\$38.35	\$57.52	\$76.70	\$57.52

Rate Type	When Does This Rate Apply or Start?
Regular Rate	Hours of service from 0 – 8 hour shifts
OvertimeRate (1.5x)	If personnel are requested to stay over 8 hours but less than 12 consecutive hours
Double Overtime (2x)	If personnel are requested to stay over 12 consecutive hours
Holiday Rate	New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day.

Other Costs: In the space below, please indicate any other costs that may be associated with providing the requested services in this RFP that are not included in the tables above. The costs provided in this section will not be used in the determination of the contract award. Should additional space be required, use a separate page(s) and attach it as part of the Cost File.

Please Specify: N/a.

**AGREEMENT NO. A-9189-G
AUTHORIZATION AGREEMENT
WITH GOOD GUARD SECURITY, INC.
PURSUANT TO ONGOING CONTRACT NO. A-9189**

This AGREEMENT is made and entered into by and between the Housing Authority of the City of Palmdale, a municipal corporation (hereinafter referred to as "HOUSING AUTHORITY") and GOOD GUARD SECURITY, INC. (hereinafter referred to as "CONTRACTOR/CONSULTANT") and is an Authorization Agreement entered into pursuant to Ongoing Contract No. A-9189. This Contract shall become effective on the date of the last signatory.

WHEREAS, the term of Ongoing Contract No. A-9189 between the HOUSING AUTHORITY and CONTRACTOR/CONSULTANT is from 02/01/2025 to 01/31/2028.

HOUSING AUTHORITY and CONTRACTOR/CONSULTANT, in consideration of the mutual covenants herein set forth, agree as follows:

ARTICLE 1. DESCRIPTION OF WORK

The scope of work for this project consists of the following work:

Pursuant to Exhibit A Scope of Services of the Master Agreement and Section I for Park Vista Apartments

The CONTRACTOR/CONSULTANT shall not accept any change of scope, or change in contract provisions, unless issued in writing, as a Change Order, or amendment to this Agreement and signed by HOUSING AUTHORITY.

ARTICLE 2. PROJECT STAFF

CONTRACTOR/CONSULTANT shall use only those employees, and sub consultants listed below:

Shawn Helmandi, Region President
Security Guards

ARTICLE 3. CONTRACT PRICE

HOUSING AUTHORITY shall pay CONTRACTOR/CONSULTANT for completion of the Work in accordance with the Contract Documents a fee not to exceed One Hundred Thirty Three Thousand Eight Hundred Seventy Three Dollars (\$133,873) determined and payable as set forth in Ongoing Contract No. A-9189 at the following Fee Schedule:

See Exhibit B Cost Proposal

No payment made hereunder by HOUSING AUTHORITY to CONTRACTOR/CONSULTANT, shall be construed as an acceptance by HOUSING

AUTHORITY of any work or materials, nor as evidence of satisfactory performance by CONTRACTOR/CONSULTANT of its obligations under this Contract.

ARTICLE 4. CONTRACT TIME

CONTRACTOR/CONSULTANT agrees to complete all work within One Thousand Ninety-Five (1095) CALENDAR days of the date this Agreement is executed by HOUSING AUTHORITY and in accordance with the following Project Schedule:

The term of this Contract is Three (3) years, commencing on February 1, 2025 to January 31, 2028, with Housing Authority reserving the option to extend the agreement for Two (2) additional terms of one (1) year each.

This Agreement is the Notice to Proceed directing CONTRACTOR/CONSULTANT to commence work on February 1, 2025.

ARTICLE 5. GENERAL

This Authorization Agreement is entered into pursuant to Ongoing Contract No. A-9189 and the terms and conditions contained therein are incorporated herein by reference as if set forth in full.

In Witness Whereof, the parties hereto have caused this Contract to be executed and attested by their respective officers thereunto duly authorized.

HOUSING AUTHORITY OF THE
CITY OF PALMDALE

GOOD GUARD SECURITY, INC.

SIGNATURE AREA

SIGNATURE AREA

Ronda Perez
Executive Director

Shawn Helmandi
Region President

SIGNATURE AREA

ADDRESS FOR NOTICE:
HOUSING AUTHORITY FOR THE
CITY OF PALMDALE
38300 Sierra Highway, Suite A
Palmdale, CA 93550

ADDRESS FOR NOTICE:
GOOD GUARD SECURITY, INC.
21622 Plummer St., Ste 200
Chatsworth, CA 91311

APPROVE AS TO FORM:

SIGNATURE AREA

William P. Curley, III
Authority Counsel

ATTEST:

SIGNATURE AREA

Rochelle Scott
Authority Secretary

----- INTERNAL USE ONLY -----

- ☐ Certificate(s) and Endorsement(s) attached
- ☒ Confirmed business name on contract with certificate(s)
- ☒ Original agreement and previous amendment(s) (if any) are attached
- ☒ Attached Agreement Checklist and met all requirements

Exhibit A
A-9189 A through G
Housing Authority of the City of Palmdale
Scope of Work

Good Guard Security, Inc. shall provide appropriately equipped and well-trained, certified, and/or licensed security guards for the protection of the Housing Authority of the City of Palmdale's (Housing Authority) employees, the public, and property. Good Guard Security, Inc. shall plan, schedule, and coordinate with the Housing Authority and On-Site Property Management to ensure the effective performance of all services described herein. The quality and experience of security guards and the services provided will be critical elements of the contract.

A. Contractor Service Requirements:

- Good Guard Security, Inc. shall comply with all applicable federal, state, and local laws, rules, and regulations, including but not limited to those regarding wages, and cover all rest and meal periods to ensure continuous coverage.
- Good Guard Security, Inc. shall agree and ensure that security personnel fully perform their duties in accordance with City-imposed policies, procedures, and conditions for continued service at this account.
 - Good Guard Security, Inc. shall ensure that security personnel are fully aware of the political sensitivities that exist in a municipal government. Good Guard Security, Inc. shall immediately transfer/remove security personnel from the account at the Housing Authority's request.
- Good Guard Security, Inc. shall provide standard uniforms to security personnel.
 - Security guards are to be dressed in appropriate uniforms that comply with the "name and patch" requirements of the State of California Department of Consumer Affairs for security guards. Uniforms are to be neat, clean, pressed, and lint-free. Uniforms are to include dress or leather work shoes that are clean, in good repair, and color coordinated with the uniform. No tennis or athletic shoes are permitted.
 - This also includes a visual depiction of uniforms as part of the proposal, including any overcoats, jackets, headgear, and photo ID badges.
- Good Guard Security, Inc. shall ensure all security personnel have proper communication equipment (radios, cell phones, etc.).
- Good Guard Security, Inc. shall ensure that security guards are provided with or bring their own water or hydration drinks for their assignment and are supported in all weather conditions.
- Good Guard Security, Inc. shall designate a Supervisor/Manager who will be the point of contact for the Housing Authority and who will ensure all work tasks are performed by each security guard and staff to meet contract obligations. The Supervisor/Manager shall coordinate all phases of security services.
- The Supervisor/Manager shall work continuously with the Housing Authority representative to improve or modify the schedules, service model, and reporting protocols as needed.
- The Supervisor/Manager shall address all issues relating to this contract, staffing, performance, etc.

- Good Guard Security, Inc. shall not replace the Supervisor/Manager unless prior written notice is provided to and approved by the Housing Authority.
- Good Guard Security, Inc. shall supervise on-site security guards and must periodically check security guard staff during assigned shifts. The assigned supervisor shall provide the Housing Authority Representative with any identified issues and any resolution, as necessary.
- Good Guard Security, Inc. shall offer a patrol motoring system. For further system criteria, please refer to the "Reporting and Notification" section.
- Good Guard Security, Inc. shall not be entitled to be paid or reimbursed by the City for any services or any other labor, supervision, or material that is in excess of the Scope of Services.
- Good Guard Security, Inc. shall ensure security guards provide exceptional service through checks and balances, audits, and/or inspections.
- Good Guard Security, Inc. shall, at the firm's expense, have all assigned guards complete Good Guard Security, Inc. established training program, and shall make evidence of completion of the training available upon request. In addition, Good Guard Security, Inc. must provide a copy of their training plan/schedule.
- Good Guard Security, Inc. will conduct personal background checks on all personnel before they are assigned work under the Award Contract with the Housing Authority. Background checks must include fingerprinting. The Housing Authority reserves the right to review all background checks and to conduct security clearances on all personnel assigned. The Housing Authority may verify each license and obtain Good Guard Security, Inc.'s complaint history from the Department of Consumer Affairs, Bureau of Collection, and Investigative Services.

B. Security Guard Requirements

- All unarmed security guards shall meet the requirements, including a valid Security Guard Registration (California Guard Card) of the California State Department of Consumer Affairs, Bureau of Collections, and Investigations. The Security guard shall act as a polite and professional "ambassador" for the Housing Authority, educating visitors on current site rules and regulations and requesting compliance.
- Upon arrival, security guards shall contact Site Management personnel to confirm the guard is onsite.
- Security guards' appearance, personal hygiene, attitude, courtesy, and job knowledge need to present a favorable image. No smoking, reading unauthorized material, eating, or grooming shall be permitted while guards are in public view.
- Security guards shall arrive in uniform provided by Good Guard Security, Inc., before arriving on site. The uniform must have the Good Guard Security, Inc. name. A photo ID badge is to be worn at all times. Security guards shall maintain CPR and First Aid Training certification and remain certified to remain compliant. No personal phone calls will be permitted, except in an emergency.
- All Security personnel are responsible for documenting any security incidents in a formal report and shall provide electronic copies to the Housing Authority. Further criteria are noted in the "Reporting and Notification" section below.
- Security guards shall be adequately trained and experienced in their specific duties, and in addition, the use of all-purpose fire extinguishers, drug/narcotics

identification, bomb threat situations, the avoidance of violent situations, and be specifically trained for each piece of security equipment carried or used.

- Security guards shall protect the safety of persons and properties on site.
- Security guards shall always be clearly visible when on foot patrol.
- Security Guards shall not be permitted to carry a weapon of any type.
- Security Guards shall not be permitted to carry or possess any unauthorized equipment such as firearms, knives, batons, Tasers, chemical agents, concealed weapons, or any other items, not specifically approved in the Contract.
- Security Guard must be of a temperament to work and communicate with adults, teens, and children of all ages and be capable of controlling a crowd in all circumstances.
- Security guard shall prohibit entry into secured sites by anyone other than persons with authorized access to the premises and assist/escort patrons on/off the property as necessary.
- Good Guard Security, Inc. will fully cooperate with the Housing Authority, City of Palmdale, Los Angeles County Sheriff's Department, and any other public agency, in addition to making any assigned security guard available to said agencies/entities in the event of any investigation.
- Good Guard Security, Inc. shall be responsible for any loss or damage to property, including money securities, merchandise, fixtures, and equipment belonging to the Housing Authority if the Contractor caused any such loss or damage.

C. Security Guard Patrol Vehicle Requirements/Duties

- When required, as needed, or as requested, Good Guard Security, Inc. shall provide a clearly marked and professional Patrol Vehicle. Vehicle type, markings, lights, etc. are to be of a type approved by the Housing Authority.
- Patrol Vehicles shall be equipped with a heavy-duty/rechargeable flashlight, traffic cones, flares, a first aid kit, a blanket, and a fire extinguisher.
- Security Guards operating Patrol Vehicles shall conduct patrols in Good Guard Security, Inc.-provided vehicles. Patrol Security Guards shall have valid Class "C" California driver's licenses.

D. Reporting and Notification

- Security guards shall log and report all serious incidents to the Onsite Management and Housing Authority Representative.
 - Items to be documented include, but are not limited to, suspicious persons, security breaches, system failures, facility maintenance issues, safety hazards, any bomb threats, criminal activity, or incidents that occur to any member of the public.
 - These forms should be used to document any damage, such as graffiti or vandalism, noted at any of the Housing Authority facilities.
 - Security personnel shall document any security incidents on the incident report form and provide electronic copies to the Onsite Management and Housing Authority Representative.

- The Vendor must have a patrol monitoring system in place to allow security guards to scan assigned QR-code checkpoints located at Housing Authority facility locations including building entrances, doors, window frames, etc.
 - The function is to be used on regular patrol, for tracking, and to generate real-time reports. Special events would be requested on an as-needed basis.
 - Guard tours are to be monitored by Good Guard Security, Inc., the Onsite Management, and the Housing Authority Representative remotely and sent by email to ensure required patrols are being conducted.

E. Customer Service and After-Hours Notification

- Good Guard Security, Inc. is required to have a dedicated after-hours notification line monitored and answered by an employee who can dispatch crews should an after-hour emergency or urgent issue occur.

F. Hours of Operation

- Work hours vary by facility and times are subject to change at any time. The Contractor will be notified by the Onsite Management or the Housing Authority Representative of any changes to department hours or any adjustments needed to be made to the existing schedule prior to implementation.

G. Requests from the Public

- Good Guard Security, Inc. and its security guards are prohibited from taking direct requests from any residents, visitors to the facilities, or any other organizations. The security guard will make every effort to politely inform the requesting individual or party to contact Onsite Management or the Housing Authority Representative.

H. Requests from the Media

- Good Guard Security, Inc. and its security guards shall not speak to the media on the Housing Authority's behalf without prior approval. All media inquiries should be directed to the City's Public Information Officer (PIO) or City Representative.

I. Locations and Areas of Service

Facility	Address	Number of Units	Schedule
Boulders at the Ranch I	40707 Rancho Vista Blvd	358 spaces	One Security guard is posted at the gate for 24/7 coverage. Shared vehicle random patrol Mon–Fri, 4 days, 6-hour shift; Sat-Sun 8hr shift with Boulders at the Ranch II.
Boulders at the Ranch II	5200 Entrar Drive	206 spaces	One Security guard is posted at the gate for 24/7 coverage. Shared vehicle random patrol with Boulders at the Ranch I.
Boulders at the Lake	1030 East Avenue S	223 spaces	One Vehicle patrol, Mon-Fri, 6hr shift, Sat-Sun, 8hr shift.
Impressions Apartments	38045 10 th Street East	109 units	One Security Guard foot patrol; Mon-Sun, 8hr shift.
La Quinta Apartments	38301 11 th Street East	100 units	One Security Guard foot patrol; Mon-Sun, 8hr shift.

Summerwood Apartments and Park Vista Apartments	38272 11 th Street East 38204 11 th Street East	54 units 28 units	One shared Security Guard foot patrol; Mon-Sun, 8hr shift.
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Exhibit B
A-9189 A through G
Cost Proposal for Good Guard Security, Inc.

PROPOSED PRICING (UNARMED SECURITY GUARD)				
Fiscal Year (July 1 – June 30)	Regular Hourly Rate	Overtime Hourly Rate (1.5x)	Double Overtime Hourly Rate (2x)	Holiday Hourly Rate
2023/24	\$26.80	\$40.20	\$53.60	\$40.20
2024/25	\$27.87	\$41.80	\$55.74	\$41.80
2025/26	\$28.98	\$43.47	\$57.96	\$43.47
2026/27	\$30.13	\$45.19	\$60.26	\$45.19
2027/28	\$31.33	\$46.99	\$62.66	\$46.99

PROPOSED PRICING (PATROL VEHICLE W/ A SECURITY GUARD)				
Fiscal Year (July 1 – June 30)	Regular Hourly Rate	Overtime Hourly Rate (1.5x)	Double Overtime Hourly Rate (2x)	Holiday Hourly Rate
2023/24	\$32.80	\$49.20	\$65.60	\$49.20
2024/25	\$34.11	\$51.16	\$68.22	\$51.16
2025/26	\$35.47	\$53.20	\$70.94	\$53.20
2026/27	\$36.88	\$55.32	\$73.76	\$55.32
2027/28	\$38.35	\$57.52	\$76.70	\$57.52

Rate Type	When Does This Rate Apply or Start?
Regular Rate	Hours of service from 0 – 8 hour shifts
OvertimeRate (1.5x)	If personnel are requested to stay over 8 hours but less than 12 consecutive hours
Double Overtime (2x)	If personnel are requested to stay over 12 consecutive hours
Holiday Rate	New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day.

Other Costs: In the space below, please indicate any other costs that may be associated with providing the requested services in this RFP that are not included in the tables above. The costs provided in this section will not be used in the determination of the contract award. Should additional space be required, use a separate page(s) and attach it as part of the Cost File.

Please Specify: N/a.

**AGREEMENT NO. A-9190
CONTRACT FOR SERVICES
BETWEEN THE CITY OF PALMDALE AND GOOD GUARD SECURITY, INC.**

This CONTRACT for services ("Contract" herein) is made and entered into by and between the City of Palmdale, a public body corporate and politic, (hereinafter called "CITY"), and GOOD GUARD SECURITY, INC., a CONTRACTOR, (hereinafter called "CONTRACTOR"). This Contract shall become effective on the date of the last signatory.

RECITALS

WHEREAS, CONTRACTOR represents that CONTRACTOR has the expertise and is qualified to perform the services described in this Contract.

NOW THEREFORE, CITY and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

1 CITY PROJECT MANAGER

To provide the services required by this Contract, CONTRACTOR shall act under the authority and approval of Public Safety Director/designee, who shall oversee this Contract, the work performed by CONTRACTOR, assist CONTRACTOR with any necessary information, audit billings, and approve payments. The CONTRACTOR shall channel all contacts and requests through the City project manager.

2 DESCRIPTION OF WORK

2.1 CONTRACTOR shall provide the following services in a manner satisfactory to CITY:

This agreement will serve as the master agreement for multiple Project Authorization Agreement (PAAs). The scope of work will be detailed individually within each Project Authorization Agreement.

2.2 CONTRACTOR shall have no claim for compensation for any services or work, which has not been authorized by CITY's Authorization to Proceed.

2.3 CONTRACTOR shall not accept any change of scope, or change in contract provisions, to this Contract unless issued in writing, as a contract change order or amendment and signed by CITY. Any extensions of time must be mutually agreed upon in writing and executed by both parties.

2.4 CONTRACTOR shall maintain in current status all Federal, State, and local licenses and permits required for the operation of the business conducted by the CONTRACTOR as applicable to this contract.

2.5 All work supplied under this Contract shall be fully guaranteed by CONTRACTOR for a minimum period of 1,095 days from the date of acceptance by CITY. Any defects of design, workmanship, or materials that would result in non-compliance with the Contract specifications shall be fully corrected by CONTRACTOR (including parts and labor) without cost to CITY. The written warranty shall be included with the delivered products to the using Department.

2.6 CITY shall provide to CONTRACTOR, without charge, all data, program information, including reports, records, maps, and other information, now in CITY's possession, which may facilitate the timely performance of the work.

3 CONTRACTOR'S KEY PERSONNEL

3.1 **Key Staff.** CITY reserves the right to review and approve CONTRACTOR'S staff including all subcontractors to be assigned to any project by CONTRACTOR during the term of this Contract.

This Contract has been awarded to CONTRACTOR based partially on the key personnel proposed to perform the services required herein. CONTRACTOR shall not change nor substitute any of these key staff for work on this Contract without prior written approval by CITY.

CONTRACTOR's Team and Key Personnel are as follows:

Shawn Helmandi, Region President
Security Guards

This Services Contract has been awarded to CONTRACTOR based on its representation that those personnel and subcontractors submitted as part of its bid and listed above will perform the portions of the work listed above.

CONTRACTOR shall not deviate nor substitute any of these team members without prior written approval by CITY.

3.2 **Subcontractors.** During the performance of the Agreement, CONTRACTOR may engage such additional SUBCONTRACTORS as may be required for the timely completion of this Agreement. In the event of subcontracting, the sole responsibility for fulfillment of all terms and conditions of this Agreement rests with CONTRACTOR.

CONTRACTOR shall not enter into any Subcontract under this Contract for the performance of this Contract without the advance written approval of CITY. The subcontract shall incorporate by reference the terms and conditions of this Contract.

3.3 **Direct Responsibility.** All services required under this Contract shall be performed by CONTRACTOR, or under CONTRACTOR's direct supervision, and all personnel shall possess the qualifications, permits and licenses required by State and local law to perform such services.

3.3.1 CONTRACTOR shall be solely responsible for the satisfactory work performance of all personnel engaged in performing services required by this Contract, and compliance with all reasonable performance standards established by CITY.

3.3.2 CONTRACTOR shall be responsible for payment of all CONTRACTOR's employees' and subcontractor's wages and benefits and shall comply with all requirements pertaining to the employer's liability, workers' compensation, unemployment insurance, and Social Security.

3.3.3 CONTRACTOR shall indemnify and hold harmless CITY, and its respective officers, agents and employees from and against all claims, demands, damages or costs arising from CONTRACTOR's acts or omissions with respect to any liability, damages, claims, costs and expenses of any nature arising from alleged violations of personnel practices.

4 CONTRACT TERM

The term of this Contract is THREE (3) YEARS, commencing on the effective date, with CITY reserving the option to extend the agreement for TWO additional terms of one year each.

5 ACCEPTANCE AND DOCUMENTATION

Each task shall be reviewed and approved by the Contract Project Manager to determine acceptable completion.

5.1 **Records.** The CONTRACTOR shall retain and shall contractually require each SUBCONTRACTOR to retain all data and other "records" relating to the acquisition and performance of the Contract for a period of five years after the completion of the Contract.

5.2 **Property of CITY.** All materials, including reports, computer programs and other deliverables, supplied or created under this Contract are the sole property of CITY. CONTRACTOR is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. CONTRACTOR shall not use or release these materials without the prior written consent of CITY.

5.3 **Products.** All equipment, materials, parts, and other components incorporated in the work or services performed pursuant to this Contract shall be new, or the latest model and of the most suitable grade for the purpose intended. All work shall be performed in a skilled and workmanlike manner.

6 PRICE

CITY shall pay to CONTRACTOR an amount not to exceed ZERO dollars (\$0) for the completion of all the work and services described in Section 2, which sum shall include all costs or expenses incurred by CONTRACTOR, payable as follows:

See Exhibit B - Cost Proposal under each PAA, which will be applied based on the scope of work detailed within that PAA.

6.1 An application for payment form must be submitted to CITY which shall include the following: a clear, detailed invoice reflecting work being billed for, a summary sheet showing percentage of work completed to date, amount/percent billed to date and current status of all tasks within a project; any/all backup documentation supporting the above items. Work schedule updates must also be included with the payment requests.

6.2 CONTRACTOR shall maintain adequate records and shall permit inspection and audit by CITY of CONTRACTOR's charges under this Contract. CONTRACTOR shall make such records available to CITY during normal business hours upon reasonable notice. Nothing herein shall convert such records into public records, and they will be available only to CITY and any specified public agencies. Such records shall be maintained by CONTRACTOR for one (1) year following completion of the work under this Contract unless a longer period of time is required by state or federal law, in which event CONTRACTOR shall retain its records for the time required by such laws.

6.3 **Payment.** A separate invoice shall be issued for each shipment of material or service performed, and no payment will be issued prior to receipt of material and/or completion of specified services and receipt of a correct invoice.

7 TAXES

7.1 CONTRACTOR shall pay all sales, consumer, use, and other similar taxes required to be paid by CONTRACTOR in accordance with state and local laws.

7.2 CONTRACTOR is an independent contractor and shall have no power or authority to incur any debt, obligation, or liability on behalf of CITY. No person employed by CONTRACTOR or acting on its behalf, in connection with this Contract shall be considered the Agent or employee of CITY.

7.3 CONTRACTOR shall be required to obtain a current City of Palmdale business license, as required by the Palmdale Municipal Code, before an Authorization to Proceed is issued.

7.4 When equipment, materials or supplies generally taxable to CONTRACTOR are eligible for a tax exemption due to the nature of the work, CONTRACTOR shall assist the City in applying for and obtaining such tax credits and exemptions, which shall be paid or credited to the City.

8 PATENT FEES AND ROYALTIES

CONTRACTOR shall pay all license fees and royalties and assume all costs incident to the use, in the performance of the work or the incorporation in the work of any invention, design, process, program, product or device which is the subject of patent rights or copyrights held by others. If a particular invention, design, process, program, product or device is specified in the contract documents for use in the performance of the work and if, to the actual knowledge of CITY, its use is subject to patent rights or copyrights calling for the payment of any license fee or royalty to others, the existence of such rights shall be disclosed by CITY in the contract documents. CONTRACTOR shall indemnify and hold harmless CITY and anyone directly or indirectly employed by CITY from and against all claims, damages, losses and expenses (including attorneys' fees) arising out of any infringement of patent rights or copyrights incident to the use in the performance of the work, or resulting from the incorporation in the work of any invention, design, process, program, product or device not specified in the contract documents, and shall defend all such claims in connection with any alleged infringement of such rights.

9 INDEMNIFICATION

To the fullest extent permitted by law, CONTRACTOR and any subcontractors working on its behalf agree to indemnify CITY, its officers, employees, agents and elected and appointed boards (hereinafter "Indemnified Parties") for any loss, claim, demand, cause of action, cost, expense, damage, obligation or liability which arises out of or is in any way connected with the performance of any work under this agreement, including any acts or omissions, willful misconduct or negligent conduct, whether active or passive, on the part of CONTRACTOR, or its subcontractors, and regardless of any acts, omissions or negligence (whether active or passive) of any person or entity indemnified hereunder. At their own expense, CONTRACTOR and, as applicable, any subcontractors working on its behalf, shall defend any suit, claim or action against the Indemnified Parties founded upon such loss, claim, demand, cause of action, cost, expense, damage, obligation or liability. CONTRACTOR shall ensure that the contract of any subcontractor working under this agreement contain an indemnity agreement, requiring the subcontractor to indemnify and defend the Indemnified Parties pursuant the terms set forth above. CONTRACTOR shall indemnify the Indemnified Parties, and save it harmless from any and all loss, damage, costs, expenses and attorney's fees suffered or incurred on account of any breach of the aforesaid obligations and covenants, and any other provision or covenant of this agreement.

10 INSURANCE

10.1 CONTRACTOR, at its expense, shall maintain in effect at all times during the performance of work under this Contract not less than the following coverage and limits of insurance, which shall be maintained with insurers listed "A" or better in the Best's Insurance Guide and authorized to do business in the State of California.

Proof of Insurance, as identified in Section 10.8, must be reviewed and accepted by the City Attorney.

10.1.1 Workers' Compensation and Employer's Liability

- Workers' Compensation -- coverage as required by the State of California
- Employer's Liability
 - \$1,000,000 each accident
 - \$1,000,000.00 policy limit bodily injury
 - \$1,000,000.00 each employee bodily injury by disease

10.1.2 Commercial General Liability

- \$1,000,000.00 limit on a per occurrence basis
- \$2,000,000.00 general aggregate limit

10.1.3 Commercial Automobile Liability

- \$1,000,000.00 combined single limit including owned, non-owned and hired automobile coverage

10.2 All of CONTRACTOR's policies shall contain an endorsement providing that written notice shall be given to CITY at least thirty (30) calendar days prior to termination, cancellation, or reduction of coverage in the policy.

10.3 Policies providing for bodily injury and property damage coverage shall contain the following:

- A. An endorsement extending coverage to the City as an additional insured, as respects liability arising out of the performance of any work under the Contract. Such insurance shall be primary insurance, as respects the interest of the City, and any other insurance maintained by the City shall be considered excess coverage and not contributing insurance with the insurance required hereunder. The certificates shall state: "The City of Palmdale, Successor Agency to the Community Redevelopment Agency of the City of Palmdale, Palmdale Civic Authority, Housing Authority, Industrial Development Authority, Airport Authority, their officers, agents, employees and volunteers are named as additional insured".
- B. "Severability of Interest" Clause.

10.4 Promptly upon execution of this Contract, and prior to commencement of any work, CONTRACTOR shall deliver to CITY certificates of insurance and endorsements to all required policies demonstrating that CONTRACTOR has the required coverage and showing the required named insured. Within five (5) days of written request from CITY, CONTRACTOR shall deliver to CITY full and complete copies of all insurance policies required by this Contract.

10.5 The requirements as to the types and limits of insurance to be maintained by CONTRACTOR are not intended to and shall not in any manner limit or qualify CONTRACTOR's liabilities and obligations under this Contract.

10.6 Any policy or policies of insurance that CONTRACTOR elects to carry as insurance against loss or damage to its equipment and tools or other personal property used in the performance of this Contract shall include a provision waiving the insurer's right of subrogation against CITY.

10.7 All insurance coverage must be maintained throughout the duration of this Contract.

10.8 Acceptable Proof of Insurance:

10.8.1 ACORD Certificate of Insurance listing all coverage, limits, deductibles and insured; and endorsements for all applicable coverage if agent has authority to issue it; or additional insured Form CG20100704 and CG20370704 or equivalent must be provided for general liability coverage. Additional insured form CA0001 must be provided for automobile liability coverage.

10.8.2 Binders of insurance for all coverage. Agents must confirm that policy endorsements have been ordered from the respective insurance companies. Upon issuance, policy endorsements and a corresponding Certificate of Insurance listing all insurers and coverage must be submitted to the City Attorney.

10.9 Notwithstanding any other provision of this Contract, CITY may immediately terminate this Contract if, at any time CONTRACTOR fails to maintain the required insurance for any period of time or fails to comply with any of the insurance requirements listed above.

10.10 CONTRACTOR shall require any and all subcontractors working on its behalf to provide insurance coverages and limits that are based on the scope of work and nature of risk being performed by the subcontractor. Any and all subcontractors working on behalf of CONTRACTOR shall be subject to all other insurance requirements that are stated herein.

Any deviation in this requirement will be CONTRACTOR's sole risk. CONTRACTOR's insurance requirements in Section 10 will not be impacted and/or limited by such deviation.

11 TERMINATION WITHOUT CAUSE

City reserves the right to terminate this Contract or any part thereof for its sole convenience with fifteen (15) days written notice. In the event of such termination, CONTRACTOR shall immediately stop all work hereunder, and shall immediately cause any of its suppliers and subcontractors to cease such work. CONTRACTOR shall also surrender to CITY all finished or unfinished documents, processes, programs and other supplies and materials, which shall be City's property. As compensation in full for services performed to the date of such termination, the CONTRACTOR shall receive an amount equal to the value of the work completed as of the termination date in accordance with the fee schedule or as negotiated between

the parties. In no event shall the amount payable upon termination exceed the total maximum compensation provided for in this Contract.

12 TERMINATION FOR CAUSE

If CITY determines that CONTRACTOR has failed to supply an adequate working force, or to provide services of proper quality, or has failed in any other respect to satisfactorily perform the services specified in this Contract, CITY shall give written notice to CONTRACTOR specifying all defaults to be remedied within thirty (30) days. Such notice shall set forth the basis for CITY's dissatisfaction and suggest corrective measures. If, after thirty days, CONTRACTOR has failed to implement appropriate corrective measures, CITY may elect to terminate this Contract in whole or in part.

12.1 In the event CITY terminates this Contract, in whole or in part, for cause, CITY may procure, upon such terms and in such manner, as it may deem appropriate, services similar to those terminated.

12.2 CONTRACTOR shall provide all finished or unfinished documents, data, studies, software, drawings, programs, processes, maps, photographs, reports, etc., prepared by CONTRACTOR within fifteen (15) working days after notice of termination. Upon such termination, CONTRACTOR shall be paid an amount equal to the value of the services provided and work performed as of the date of termination, taking into consideration the costs associated with hiring another CONTRACTOR to complete the services. In ascertaining the value of the work performed up to the date of termination, consideration shall be given to both completed work and work in progress, to complete and incomplete documents when such are delivered to CITY, and to authorized reimbursement expenses. The above is in addition to any other remedies available by law or equity to CITY.

12.3 If, after notice of termination of the Contract under the provisions of this Section 12, it is determined, for any reason, that CONTRACTOR was not in default, or that the default was excusable, then the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Section 11.

13 DISPUTE RESOLUTION

All claims, disputes, and other matters in question between CITY and CONTRACTOR arising out of or relating to this Contract or the breach thereof shall, to the extent reasonably feasible, be resolved through good faith negotiations between the parties.

14 OWNERSHIP OF PRODUCT

All product, data, documents, programs and software including, but not limited to, research, field notes, investigations, analysis, studies, processes, software, instructions for use and other manuals, whether complete or incomplete, which are prepared or produced in the performance of this Contract are to be, and remain the property of CITY and shall be delivered to or left with CITY upon the completion or

termination of this Agreement. CONTRACTOR shall furnish CITY, upon its request, originals and reproducible and electronic copies of product, data reports, studies and of all other documents listed above. Electronic copies shall be provided in an unprotected format which allows CITY to copy, reproduce and makes changes as CITY deems necessary.

15 DELEGATION AND ASSIGNMENT

15.1 CONTRACTOR shall not delegate or assign its duties or rights hereunder, either in whole or in part, without the prior written consent of CITY; provided, however, that claims for money due or to become due to CONTRACTOR from CITY under this Contract may be assigned to a bank, trust company or other financial institution without such approval.

15.2 Any assignment, delegation or subcontract shall be made in the name of CONTRACTOR and shall not bind or purport to bind CITY and shall not release CONTRACTOR from any obligations under this Contract including, but not limited to, the duty to properly supervise and coordinate the work of employees, assignees, delegates and subcontractors. No such assignment, delegation or subcontract shall result in any increase in the amount of total compensation payable to CONTRACTOR under this Contract.

16 NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

16.1 In performance of this Contract, CONTRACTOR shall not discriminate against any employee, subcontractor, or applicant for employment because of sex, color, race, religion, ancestry, national origin, disability, medical condition including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, sexual orientation, age, gender, gender identity, gender expression, genetic information, or military and veteran status. CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their sex, color, race, religion, ancestry, national origin, disability, medical condition including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, sexual orientation, age, gender, gender identity, gender expression, genetic information, or military and veteran status. Affirmative action relating to employment shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

16.2 The provisions of subsection 16.1 above shall be included in all solicitations or advertisements placed by or on behalf of CONTRACTOR for personnel to perform any services under this Contract. CITY shall have access to all documents, data and records of CONTRACTOR and its subcontractors for purposes of determining compliance with the equal employment opportunity and non-discrimination provisions

of this Section, and all applicable provisions of Executive Order No. 11246 which is incorporated herein by this reference. A copy of Executive Order No. 11246 is available for inspection at, and on file with, the Palmdale City Clerk's Office.

17 FINANCIAL INTEREST CERTIFICATION

17.1 CONTRACTOR warrants that no person has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee; and that no officer or employee of the CITY has any interest, financially or otherwise, in CONTRACTOR's firm.

17.2 For breach or violation of this warranty, CITY shall have the right to annul this Contract without liability or at its discretion to deduct from the Contract Price or consideration, the full amount of such commission, percentage, brokerage or contingent fee.

18 CONFLICT OF INTEREST

18.1 CONTRACTOR stipulates that its officers and employees do not now have a conflict of interest and it further agrees for itself, its officers and its employees that it will not contract for or accept employment for the performance of any work or services with any individual business, corporation or government unit that would create a conflict of interest in the performance of its obligations pursuant to this Contract or which would cause CONTRACTOR to be "financially interested" (as provided in California Government Code Section 1090 et seq. or 87100 et seq.) in any contract or decision made by CITY on any matter.

18.2 CONTRACTOR shall not employ any City official or employee to perform any work required pursuant to this Contract.

18.3 To the extent required by the City Manager or his designee, CONTRACTOR shall complete and file with the City Clerk a Form 700 Statement of Economic Interests disclosing any reportable property interests, income, gifts, investments, or business positions.

19 COMPLIANCE WITH LAW

19.1 CONTRACTOR shall comply with all state and federal laws, including but not limited to, the requirement to hire only those persons authorized by federal law to work in the United States. If CONTRACTOR uses any subcontractors to complete this Contract, this same requirement shall be included in all subcontracts and strictly enforced by CONTRACTOR.

19.2 The law of the state of California shall govern this Contract. The venue of any legal action, either formal or informal, shall be the County of Los Angeles.

19.3 If applicable, CONTRACTOR acknowledges and understands it must comply with the prevailing wage requirements as set forth in Exhibit "A" attached hereto and

incorporated herein by reference, as well as the execution of a Worker's Compensation Certificate attached hereto as Exhibit "B" and incorporated herein by reference.

20 NOTICES

Any notice required under this Contract shall be in writing, addressed to the appropriate party at its address on the signature page and given personally or by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.

21 ENTIRE AGREEMENT AND AMENDMENTS

21.1 This Contract is the complete Agreement between the parties and supersedes all prior proposals, agreements, and understandings between the parties and may not be modified or terminated orally.

21.2 No attempted waiver of any of the provisions hereof, nor any modification in the nature, extent or duration of the work to be performed by CONTRACTOR hereunder, shall be binding unless in writing and signed by the party against whom the same is sought to be enforced.

21.3 The failure of any party to enforce against another party any provision of this Contract shall not constitute a waiver of that party's right to enforce such a provision at a later time, and shall not serve to vary the terms of this Contract.

22 ATTORNEY'S FEES

If any action at law or in equity is brought to enforce or interpret any provisions of this Contract, the prevailing party in such action shall be entitled to reasonable attorney's fees, costs and necessary disbursements, in addition to such other relief as may be sought and awarded.

In Witness Whereof, the parties hereto have caused this Contract to be executed and attested by their respective officers thereunto duly authorized.

CITY OF PALMDALE:

GOOD GUARD SECURITY, INC.:

SIGNATURE AREA

SIGNATURE AREA

Ronda Perez
City Manager

Shawn Helmandi
Region President

SIGNATURE AREA

ADDRESS FOR NOTICE:
CITY OF PALMDALE
38300 Sierra Highway, Suite A
Palmdale, CA 93550

ADDRESS FOR NOTICE:
GOOD GUARD SECURITY, INC.
21622 Plummer St, Ste. 200
Chatsworth, CA 91311

APPROVE AS TO FORM:

SIGNATURE AREA

William P. Curley, III
City Attorney

ATTEST:

SIGNATURE AREA

Roxanne Faber
City Clerk

----- INTERNAL USE ONLY -----

- ☐ Certificate(s) and Endorsement(s) attached
- ☒ Confirmed business name on contract with certificate(s)
- ☒ Attached Agreement Checklist and met all requirements

**AGREEMENT NO. A-9190-A
AUTHORIZATION AGREEMENT
WITH GOOD GUARD SECURITY, INC.
PURSUANT TO ONGOING CONTRACT NO. A-9190**

This AGREEMENT is made and entered into by and between the City of Palmdale, a municipal corporation (hereinafter referred to as "CITY") and GOOD GUARD SECURITY, INC. (hereinafter referred to as "CONTRACTOR/CONSULTANT") and is an Authorization Agreement entered into pursuant to Ongoing Contract No. A-9190. This Contract shall become effective on the date of the last signatory.

WHEREAS, the term of Ongoing Contract No. A-9190-A between the CITY and CONTRACTOR/CONSULTANT is from 02/01/2025 to 01/31/2028.

CITY and CONTRACTOR/CONSULTANT, in consideration of the mutual covenants herein set forth, agree as follows:

ARTICLE 1. DESCRIPTION OF WORK

The scope of work for this project consists of the following work:

See Item 1 - Exhibit A: Scope of Work

The CONTRACTOR/CONSULTANT shall not accept any change of scope, or change in contract provisions, unless issued in writing, as a Change Order, or amendment to this Agreement and signed by CITY.

ARTICLE 2. PROJECT STAFF

CONTRACTOR/CONSULTANT shall use only those employees, and sub consultants listed below:

Shawn Helmandi, Region President
Security Guards

ARTICLE 3. CONTRACT PRICE

CITY shall pay CONTRACTOR/CONSULTANT for completion of the Work in accordance with the Contract Documents a fee not to exceed One Million One Hundred Seventy-Five Thousand Seven Hundred Seventy Dollars (\$1,175,800) determined and payable as set forth in Ongoing Contract No. A-9190-A at the following Fee Schedule:

See Item 2 - Exhibit B: Cost Proposal

No payment made hereunder by CITY to CONTRACTOR/CONSULTANT, shall be construed as an acceptance by CITY of any work or materials, nor as evidence of satisfactory performance by CONTRACTOR/CONSULTANT of its obligations under this Contract.

ARTICLE 4. CONTRACT TIME

CONTRACTOR/CONSULTANT agrees to complete all work within One Thousand Ninety-Five (1,095) CALENDAR days of the date this Agreement is executed by CITY and in accordance with the following Project Schedule:

The term of this Contract is Three (3) years, commencing on February 1, 2025 to January 31, 2028, with CITY reserving the option to extend the agreement for Two (2) additional terms of one (1) year each.

This Agreement is the Notice to Proceed directing CONTRACTOR/CONSULTANT to commence work on February 1, 2025.

ARTICLE 5. GENERAL

This Authorization Agreement is entered into pursuant to Ongoing Contract No. 9190-A and the terms and conditions contained therein are incorporated herein by reference as if set forth in full.

In Witness Whereof, the parties hereto have caused this Contract to be executed and attested by their respective officers thereunto duly authorized.

CITY OF PALMDALE

GOOD GUARD SECURITY, INC.

Ronda Perez
City Manager

SIGNATURE AREA

Shawn Helmandi
Region President

ADDRESS FOR NOTICE:
CITY OF PALMDALE
827 East Avenue Q-9
Palmdale, CA 93550

ADDRESS FOR NOTICE:
GOOD GUARD SECURITY, INC.
21622 Plummer St., Ste 200
Chatsworth, CA 91311

APPROVE AS TO FORM:

William P. Curley, III
City Attorney

ATTEST:

Roxanne Faber
City Clerk

----- INTERNAL USE ONLY -----

- ☐ Certificate(s) and Endorsement(s) attached
- ☒ Confirmed business name on contract with certificate(s)
- ☒ Original agreement and previous amendment(s) (if any) are attached
- ☒ Attached Agreement Checklist and met all requirements

SCOPE OF WORK

The Contractor shall provide appropriately equipped and well-trained, certified, and/or licensed security guards for the protection of the City's employees, the public, and property, and shall plan, schedule, and coordinate with the City of Palmdale to ensure the effective performance of all services described herein. The quality and experience of security guards and the services provided will be critical elements of the contract, particularly in the following "Scope of Work (Specifications)."

A. Contractor Service Requirements:

- The Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations, including but not limited to those regarding wages, and cover all rest and meal periods to ensure continuous coverage.
- The Contractor shall agree and ensure that security personnel fully perform their duties in accordance with City-imposed policies, procedures, and conditions for continued service at this account.
 - The Contractor shall ensure that security personnel are fully aware of the political sensitivities that exist in a municipal government.
 - The Contractor shall immediately transfer/remove security personnel from the account at the City's request.
- The Contractor shall provide standard uniforms to security personnel.
 - Security guards are to be dressed in appropriate uniforms that comply with the "name and patch" requirements of the State of California Department of Consumer Affairs for security guards. Uniforms are to be neat, clean, pressed, and lint-free. Uniforms are to include dress or leather work shoes that are clean, in good repair, and color coordinated with the uniform. No tennis or athletic shoes are permitted.
 - This also includes a visual depiction of uniforms, including any overcoats, jackets, headgear, and photo ID badge.
- The Contractor shall ensure all security personnel have proper communication equipment (radios, cell phones, etc.).
- The Contractor shall ensure that security guards are provided with or bring their water/hydration drinks for events and are provided support for all weather conditions.
- The Contractor shall designate a Supervisor/Manager who will be the point of contact for the City and who will ensure all work tasks are performed by each security guard and staff to meet contract obligations.
 - The Supervisor/Manager shall coordinate all phases of security services.
 - The Supervisor/Manager shall work continuously with the City representative to improve or modify the schedules, service model, and reporting protocols as needed.
 - The Supervisor/Manager shall address all issues relating to this contract, staffing, performance, etc.
 - The Contractor shall not replace the Supervisor/Manager unless prior written notice is given to and approved by the City.
- The Contractor shall provide supervision of on-site security guards and must provide sporadic checks of security guard staff during assigned shifts. The assigned supervisor shall provide the City Representative with any issues identified and any resolutions, as necessary.

- The Contractor shall offer a patrol motoring system. Please refer to the “**Reporting and Notification**” section for further system criteria.
- The Contractor shall not be entitled to be paid or reimbursed by the City for any services or any other labor, supervision, or material that is in excess of the Scope of Services.
- The Contractor shall ensure security guards provide exceptional service through checks and balances, audits, and/or inspections.
- The Contractor shall, at the firm’s expense, have all assigned guards complete the Contractor’s established training program and shall make evidence of such training available upon request.
- The Contractor will conduct personal background checks on all personnel before they are assigned work under the Award Contract with the City of Palmdale. Background checks must include fingerprinting. The City of Palmdale reserves the right to review all background checks and to conduct security clearances on all personnel assigned. The City of Palmdale may verify each license and obtain a complaint history of the successful Proposer from the Department of Consumer Affairs, Bureau of Collection, and Investigative Services.

B. Security Guard Requirements

- All unarmed security guards shall meet the requirements, including a valid Security Guard Registration (California Guard Card) of the California State Department of Consumer Affairs, Bureau of Collections, and Investigations. The Security guard shall act as a polite and professional “ambassador” for the City, educating visitors on current site rules and regulations and requesting compliance.
- Designated City representative shall have access to verify arrival/departure times from assigned locations.
- Security guards’ appearance, personal hygiene, attitude, courtesy, and job knowledge need to present a favorable image. No smoking, reading unauthorized material, eating, or grooming shall be permitted while guards are in public view.
 - Security guards shall arrive in uniform provided by the Contractor before arriving on site.
 - The uniform must have the Contractor’s name. A photo ID badge is to be always worn.
- No personal phone calls will be permitted except in an emergency.
- All Security personnel are responsible for documenting any security incidents in a formal report and shall provide electronic copies to the City. Further criteria are noted in the “**Reporting and Notification**” section below.
- Security guards shall escort City staff as requested. A dispatch number shall be provided to accommodate escort services upon award of contract services.
- Security guards shall be adequately trained and experienced in their specific duties, and in addition, the use of all-purpose fire extinguishers, drug/narcotics identification, bomb threat situations, the avoidance of violent situations, and be specifically trained for each piece of security equipment carried or used.
 - Security guards shall maintain CPR and First Aid Training certification and remain certified to remain compliant.
- Security guards shall protect the safety of persons and properties on site.
- Security guards shall always be clearly visible when on foot patrol.
- Security Guards shall not be permitted to carry a weapon of any type.

- Security personnel shall not be permitted to carry or possess any unauthorized equipment such as firearms, knives, batons, Tasers, chemical agents, concealed weapons, or any other items not specifically approved in the Contract.
- Security Guard must have the temperament to work and communicate with adults, teens, and children of all ages and be capable of controlling a crowd in all circumstances.
- Security guard shall prohibit entry into secured sites by anyone other than persons with authorized access to the premises and assist/escort patrons on/off the property as necessary.
- The Contractor will fully cooperate with the City of Palmdale, Los Angeles County Sheriff's Department, and any other public agency, in addition to making any assigned security guard available to said agencies/entities in the event of any investigation.
- The Contractor shall be responsible for any loss or damage to property, including money securities, merchandise, fixtures, and equipment belonging to the City if the Contractor caused any such loss or damage.

C. Security Guard Patrol Vehicle Requirements/Duties

- When required, as needed, or as requested, the Contractor shall provide a clearly marked and professional Patrol Vehicle.
 - Vehicle type, markings, lights, etc., are to be of a type approved by the City.
- Patrol Vehicles shall be equipped with a heavy-duty/Rechargeable flashlight, Traffic Cones, Flares, a First Aid Kit, a Blanket, and a Fire Extinguisher.
- Security Guards operating Patrol Vehicles shall conduct patrols in Contractor-provided vehicles.

Patrol Security Guards shall have valid Class "C" California driver's licenses.

D. Reporting and Notification

- Security guards shall log and report all serious incidents, as defined by the City.
 - Items to be documented include, but are not limited to, suspicious persons, security breaches, system failures, facility maintenance issues, safety hazards, any bomb threats, criminal activity, or incidents that occur to any member of the public.
 - The Contractor's patrol monitoring system should report electronically to the City's reporting system for any damage, such as graffiti or vandalism, noted at any of the city facilities.
 - Security personnel shall document any security incidents on the Contractor's reporting platform/software and provide electronic copies to the City.
- The Vendor must have a patrol monitoring system in place to allow security guards to scan assigned QR-code checkpoints located at City entrances, doors, window frames, etc.
 - The function is to be used on regular patrol, for tracking, and to generate real-time reports.
 - Guard tours are to be monitored by the Contractor & City representative remotely and sent by email to ensure required patrols are being conducted.
- Customer Service and After-Hours Notification
 - The Contractor is required to have a dedicated after-hours notification line monitored and answered by an employee who can dispatch crews should an after-hour emergency or urgent issue occur.

E. Hours of Operation

- Work hours vary by department, and times are subject to change at any time. Events, dates, and times will vary throughout the year. The Contractor will be notified by the Department City Representative of any changes to department hours or adjustments to the existing schedule prior to implementation.

F. Requests from the Public

- The Contractor and its security guards are prohibited from taking direct requests from any residents, park patrons, or any other organizations. The security guard will make every effort to politely inform the requesting individual or party to contact the City Staff/Representative.

G. Requests from the Media

- The Contractor and its security guards shall not speak to the media on the City's behalf without prior approval. All media inquiries should be directed to the City's Public Information Officer (PIO) or City Representative.

CONTRACTOR will provide Security Services for the following areas and locations:

1. Special Events Support: (Various City Locations)

- **Special Event Days/Hours:**
 - Varies based on the size, duration, and scope of the event.
 - Estimated one to thirty Security Guards Coverage per event. *The quantity of guards fluctuates depending on the size and scope of the event, and may be more than thirty.*
- **Event Operations:**
 - Security guards shall provide perimeter, gate, and interior patrol of special events.
 - Perimeter patrol shall ensure no unauthorized / un-ticketed persons enter the grounds.
 - Gate Control shall ensure that every patron entering undergoes a thorough screening process, including checks of bags and personal belongings for unauthorized items (which may vary by event). This process may involve metal detection and other advanced screening technologies, such as X-ray scanners or artificial intelligence-based security systems, to enhance safety and security.
 - Interior patrol shall ensure patrons follow event rules and procedures and provide an immediate response to altercations that may arise, including removing patrons from the facility.
 - Seating patrol shall ensure that patrons are located/seated in their specific zone based on the correct entry media (e.g., ticket, wristband, etc.). Unauthorized patrons not ticketed to be in a specific area are subject to removal.
 - Stage and Backstage Patrol must ensure that only authorized personnel and patrons with proper clearance are allowed in high-security areas (e.g., stage, backstage, artist basecamp). These guards should remain vigilant and maintain a strong, authoritative presence to deter and prevent unauthorized access. Additional services based on event needs.

Overnight Patrol of Event Grounds:

- Security guards shall routinely walk and monitor the special event facilities to ensure no unauthorized persons enter the grounds, ensure all equipment and supplies are secure, and report any intruders to Law Enforcement and/or City Personnel.
- A marked security guard vehicle may be required for overnight outdoor patrol services and during inclement weather.
- Estimated one to two Security Guards Coverage per event.

On-site Supervisor:

- A minimum of one on-site supervisor will be required at all special events for the entire event duration. This supervisor will serve as the primary point of contact between the City and the security company, maintaining clear and effective communication with City personnel. The supervisor must be a strong presence and leader among the security team, ensuring that all guards are working in accordance with event guidelines and providing guidance and support as needed. Additional supervisors may be requested based on the size and scope of the event.

On-site Equipment and Supplies:

- Contractor shall provide at least one patrol vehicle for each event requested.
- The Security Contractor shall provide their staff with appropriate uniforms, equipment, and supplies to ensure high visibility, effective communication with both their team and the event operations team, and a consistently professional appearance.
- The City will provide a designated area with a water jug on-site at events to serve as a basecamp for security personnel. The Contractor is responsible for ensuring that their staff have bottles or cups to access and consume the water.
- Smoking is not permitted on-site at events except in designated smoking areas.

1. DryTown Water Park: (3850-B East Avenue S, Palmdale, CA 93550)

- **DryTown Days/Hours:**
 - Days and Hours vary based on park needs.
 - Estimated one to two Security Guards Coverage in-season per day.
 - Facility patrols three to four days per week during the off-season and various dates within the operating calendar.
- **In-Season Park Operations Support:** (Open Memorial Day Weekend through weekends in September)
 - Security guards shall provide perimeter, gate, and interior patrol of the Waterpark.
 - Perimeter patrol shall ensure no unauthorized / un-ticketed persons enter the facility.
 - Gate control shall ensure every patron entering has their bags and personal belongings screened for unauthorized items (vary per event) and may provide metal detection.
 - Interior patrol shall ensure patrons follow park rules and procedures and provide immediate response to altercations that may arise, including removing patrons from the facility.
- **Off-season and Overnight Patrol of the Facility:** (After Labor Day through Memorial Day)
 - Security guards shall routinely walk and monitor the facility to ensure no unauthorized persons enter or have entered the grounds, ensure all equipment and supplies are secure, and report any intruders or suspicious activity to law enforcement and/or city personnel.

2. Palmdale Playhouse: (38334 10th St E, Palmdale, CA 93550)

○ **Palmdale Playhouse Days/Hours:**

- Varies based on select needs (not a regular/reoccurring location)
- Estimated one to two security guard coverage, to provide perimeter, inside building patrols and patron screening.

○ **Event Support:**

- Security guards shall provide perimeter and building patrols of Playhouse.
- Security guards shall ensure no unauthorized/un-ticketed persons enter the facility.
- Security guards shall provide support to Playhouse Staff as needed.

3. SAVES (South Antelope Valley Emergency Services): (1002 E. Ave Q-12, Palmdale, CA 93550)

SAVES Days/Hours:

- Varies based on select needs (not a regular/reoccurring location)

Operation Support:

- Security guards shall ensure the lines are kept orderly and keep the peace & order with the clients. (Ensure clients do not cut in line and ensure clients arrive during scheduled times, if applicable).
- Security guards shall provide support to SAVES Staff as needed.

4. Palmdale City Library: (700 E. Palmdale Blvd, Palmdale, CA 93550)

Palmdale Library Days/Hours:

- Operating hours

Operation Support:

- Security guards shall routinely walk and monitor the facility both inside and outside to ensure no unauthorized persons enter or have entered the grounds, ensure all equipment and supplies are secure, and report any intruders or suspicious activity to law enforcement and/or city personnel.
- Security guards will greet and interact with library customers and enforce the Library's Rules of Conduct with Library users.
- Security guards shall provide support to Palmdale City Library Staff as needed.

5. Joe Davis Heritage Airpark: (2001 E Avenue P, Palmdale, CA 93550)

Joe Davies Heritage Airpark Days/Hours:

- Operating hours

Operation Support:

- Security guards shall open and close/secure entrance gate and restrooms at designated/posted time.
- Security shall monitor traffic in and out of facility to ensure patrons are parking in designated parking areas and posted rules and regulations.
- Security guards shall routinely walk and monitor the facility to ensure no unauthorized persons enter or have entered the grounds, ensure all equipment and supplies are secure, and report any intruders or suspicious activity to law enforcement and/or city personnel.

Exhibit B
A-9190-A
Cost Proposal for Good Guard Security, Inc.

PROPOSED PRICING (UNARMED SECURITY GUARD)				
Fiscal Year (July 1 – June 30)	Regular Hourly Rate	Overtime Hourly Rate (1.5x)	Double Overtime Hourly Rate (2x)	Holiday Hourly Rate
2023/24	\$26.80	\$40.20	\$53.60	\$40.20
2024/25	\$27.87	\$41.80	\$55.74	\$41.80
2025/26	\$28.98	\$43.47	\$57.96	\$43.47
2026/27	\$30.13	\$45.19	\$60.26	\$45.19
2027/28	\$31.33	\$46.99	\$62.66	\$46.99

PROPOSED PRICING (PATROL VEHICLE W/ A SECURITY GUARD)				
Fiscal Year (July 1 – June 30)	Regular Hourly Rate	Overtime Hourly Rate (1.5x)	Double Overtime Hourly Rate (2x)	Holiday Hourly Rate
2023/24	\$32.80	\$49.20	\$65.60	\$49.20
2024/25	\$34.11	\$51.16	\$68.22	\$51.16
2025/26	\$35.47	\$53.20	\$70.94	\$53.20
2026/27	\$36.88	\$55.32	\$73.76	\$55.32
2027/28	\$38.35	\$57.52	\$76.70	\$57.52

Rate Type	When Does This Rate Apply or Start?
Regular Rate	Hours of service from 0 – 8 hour shifts
OvertimeRate (1.5x)	If personnel are requested to stay over 8 hours but less than 12 consecutive hours
Double Overtime (2x)	If personnel are requested to stay over 12 consecutive hours
Holiday Rate	New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day.

Other Costs: In the space below, please indicate any other costs that may be associated with providing the requested services in this RFP that are not included in the tables above. The costs provided in this section will not be used in the determination of the contract award. Should additional space be required, use a separate page(s) and attach it as part of the Cost File.

Please Specify: N/a.

**AGREEMENT NO. A-9190-B
AUTHORIZATION AGREEMENT
WITH GOOD GUARD SECURITY, INC.
PURSUANT TO ONGOING CONTRACT NO. A-9190**

This AGREEMENT is made and entered into by and between the City of Palmdale, a municipal corporation (hereinafter referred to as "CITY") and GOOD GUARD SECURITY, INC. (hereinafter referred to as "CONTRACTOR/CONSULTANT") and is an Authorization Agreement entered into pursuant to Ongoing Contract No. A-9190. This Contract shall become effective on the date of the last signatory.

WHEREAS, the term of Ongoing Contract No. A-9190-B between the CITY and CONTRACTOR/CONSULTANT is from 02/01/2025 to 01/31/2028.

CITY and CONTRACTOR/CONSULTANT, in consideration of the mutual covenants herein set forth, agree as follows:

ARTICLE 1. DESCRIPTION OF WORK

The scope of work for this project consists of the following work:

See Item 1 - Exhibit A: Scope of Work

The CONTRACTOR/CONSULTANT shall not accept any change of scope, or change in contract provisions, unless issued in writing, as a Change Order, or amendment to this Agreement and signed by CITY.

ARTICLE 2. PROJECT STAFF

CONTRACTOR/CONSULTANT shall use only those employees, and sub consultants listed below:

Shawn Helmandi, Region President
Security Guards

ARTICLE 3. CONTRACT PRICE

CITY shall pay CONTRACTOR/CONSULTANT for completion of the Work in accordance with the Contract Documents a fee not to exceed Six Million Two Hundred Fifty-Four Thousand One Hundred Dollars (\$6,254,100) determined and payable as set forth in Ongoing Contract No. A-9190-B at the following Fee Schedule:

See Item 2 - Exhibit B: Cost Proposal

No payment made hereunder by CITY to CONTRACTOR/CONSULTANT, shall be construed as an acceptance by CITY of any work or materials, nor as evidence of satisfactory performance by CONTRACTOR/CONSULTANT of its obligations under this Contract.

ARTICLE 4. CONTRACT TIME

CONTRACTOR/CONSULTANT agrees to complete all work within One Thousand Ninety-Five (1,095) CALENDAR days of the date this Agreement is executed by CITY and in accordance with the following Project Schedule:

The term of this Contract is Three (3) years, commencing on February 1, 2025 to January 31, 2028, with CITY reserving the option to extend the agreement for Two (2) additional terms of one (1) year each.

This Agreement is the Notice to Proceed directing CONTRACTOR/CONSULTANT to commence work on February 1, 2025.

ARTICLE 5. GENERAL

This Authorization Agreement is entered into pursuant to Ongoing Contract No. 9190-B and the terms and conditions contained therein are incorporated herein by reference as if set forth in full.

In Witness Whereof, the parties hereto have caused this Contract to be executed and attested by their respective officers thereunto duly authorized.

CITY OF PALMDALE

GOOD GUARD SECURITY, INC.

SIGNATURE AREA

SIGNATURE AREA

Ronda Perez
City Manager

Shawn Helmandi
Region President

SIGNATURE AREA

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CITY OF PALMDALE
38300 Sierra Highway, Suite A
Palmdale, CA 93550

ADDRESS FOR NOTICE:
GOOD GUARD SECURITY, INC.
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Chatsworth, CA 91311

APPROVE AS TO FORM:

SIGNATURE AREA

William P. Curley, III
City Attorney

ATTEST:

SIGNATURE AREA

Roxanne Faber
City Clerk

----- INTERNAL USE ONLY -----

- ☐ Certificate(s) and Endorsement(s) attached
- ☒ Confirmed business name on contract with certificate(s)
- ☒ Original agreement and previous amendment(s) (if any) are attached
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SCOPE OF WORK

The Contractor shall provide appropriately equipped and well-trained, certified, and/or licensed security guards for the protection of the City's employees, the public, and property, and shall plan, schedule, and coordinate with the City of Palmdale to ensure the effective performance of all services described herein. The quality and experience of security guards and the services provided will be critical elements of the contract, particularly in the following "Scope of Work (Specifications)."

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 - The Contractor shall ensure that security personnel are fully aware of the political sensitivities that exist in a municipal government.
 - The Contractor shall immediately transfer/remove security personnel from the account at the City's request.
- The Contractor shall provide standard uniforms to security personnel.
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 - This also includes a visual depiction of uniforms, including overcoats, jackets, headgear, and photo ID badge.
- The Contractor shall ensure all security personnel have proper communication equipment (radios, cell phones, etc.).
- The Contractor shall make available for guards on duty to check in/out keys for CITY-identified city facilities, park gates, and restrooms.
- The Contractor shall ensure that security guards are provided with or bring their own water or hydration drinks for events and are supported in all weather conditions.
- The Contractor shall designate a Supervisor/Manager who will be the point of contact for the City and who will ensure each security guard and staff performs all work tasks to meet contract obligations.
 - The Supervisor/Manager shall coordinate all phases of security services.
 - The Supervisor/Manager shall work continuously with the City representatives to improve or modify the schedules, service model, and reporting protocols as needed.
 - The Supervisor/Manager shall address all issues relating to this contract, staffing, performance, etc.
 - The Contractor shall not replace the Supervisor/Manager unless prior written notice is given to and approved by the City.
- The Contractor shall supervise on-site security guards and provide sporadic security guard staff checks during assigned shifts. The assigned supervisor shall provide the City Representative with any issues identified and any resolutions, as necessary.

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- The Contractor shall, at the contractor’s expense, have all assigned guards complete the Contractor’s established training program and shall make evidence of such training available upon request.
- The Contractor will conduct personal background checks on all personnel before they are assigned work under the Award Contract with the City of Palmdale. Background checks must include fingerprinting. The City of Palmdale reserves the right to review all background checks and to conduct security clearances on all personnel assigned. The City of Palmdale may verify each license and obtain a complaint history of the successful Proposer from the Department of Consumer Affairs, Bureau of Collection, and Investigative Services.

B. Security Guard Requirements

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- Designated City representatives shall have access to verify arrival/departure times from assigned locations.
- Security guards’ appearance, personal hygiene, attitude, courtesy, and job knowledge must present a favorable image. Smoking, reading unauthorized material, eating, or grooming shall be prohibited while guards are in public view.
 - Security guards shall arrive in uniform provided by the Contractor before arriving on site.
The uniform must have the contractor’s name. A photo ID badge is to be always worn.
- No personal phone calls will be permitted except in an emergency.
- All Security personnel are responsible for documenting any security incidents in a formal report and shall provide electronic copies to the City. Further criteria are noted in the **“Reporting and Notification”** section below.
- Security guards shall escort City staff as requested. Upon award of contract services, a 24/7 dispatch number shall be provided to accommodate escort services.
- Security guards shall be adequately trained and experienced in their specific duties. They shall also use all-purpose fire extinguishers, drug/narcotics identification, bomb threat situations, and the avoidance of violent situations. They shall be specifically trained for each piece of security equipment carried or used.
 - Security guards shall maintain CPR and First Aid Training certification and remain certified to remain compliant.
- Security guards shall protect the safety of persons and properties on site.
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- The Contractor will fully cooperate with the City of Palmdale, Los Angeles County Sheriff's Department, and any other public agency, in addition to making any assigned security guard available to said agencies/entities in case of any investigation.
- The Contractor shall be responsible for any loss or damage to property, including money securities, merchandise, fixtures, and equipment belonging to the City, if the Contractor caused any such loss or damage.

C. Security Guard Patrol Vehicle Requirements/Duties

- When required, as needed, or requested, the Contractor shall provide a clearly marked and well-maintained professional Patrol Vehicle.
 - Vehicle type, markings, lights, etc., are to be of a type approved by the City.
- Patrol Vehicles shall be equipped with a heavy-duty/Rechargeable flashlight, Traffic Cones, Flares, a First Aid Kit, a Blanket, and a Fire Extinguisher.
- Security Guards operating Patrol Vehicles shall conduct patrols in Contractor-provided vehicles. Patrol Security Guards shall have valid Class "C" California driver's licenses.

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 - Items to be documented include, but are not limited to, suspicious persons, security breaches, system failures, facility maintenance issues, safety hazards, any bomb threats, criminal activity, or incidents that occur to any member of the public.
 - The Contractor's patrol monitoring system should report electronically to the City's reporting system for any damage noted at any of the city facilities, such as graffiti or vandalism.
- Security personnel shall document any security incidents on the Contractor's reporting platform/software and provide the City with electronic copies.
- The Contractor must have a patrol monitoring system in place to allow security guards to scan assigned QR-code checkpoints at City entrances, doors, window frames, etc.
 - The Contractor shall provide the proper equipment to each/every on guard while on duty.
 - The function is to be used on regular patrol, tracking, and generating real-time reports.
 - Guard tours are to be monitored by the Contractor & City representative remotely and sent by email to ensure required patrols are being conducted.
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 - The Contractor must have a dedicated 24/7 dispatch number that will be monitored and answered by an employee who can dispatch crews should an after-hour emergency or urgent issue occur.

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- Work hours vary by department, and times are subject to change at any time. Events, dates, and times will vary throughout the year. The Department City Representative will notify the

Contractor of any changes to department hours or adjustments to the existing schedule before implementation.

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- The Contractor and its security guards are prohibited from taking direct requests from residents, park patrons, or other organizations. The security guard will make every effort to politely inform the requesting individual or party to contact the City Staff/Representative.

G. Requests from the Media

- The Contractor and its security guards shall not speak to the media on the City's behalf without prior approval. All media inquiries should be directed to the City's Public Information Officer (PIO) or City Representative.

H. Locations and Areas of Service

- **CONTRACTOR will provide Security Services for the following areas and locations:**

Palmdale Transportation Center: 24/7

Guard
1 Security
1 Security with vehicle

Location Address
39000 Clock Tower Plaza Drive

Park & Ride: 24/7

Guard
1 Security with vehicle

Location Address
434 Avenue S
210 Avenue S
37800 Tierra Subida Avenue

Patrol: 24/7

Guard
1 Security with vehicle

Primary Locations	
Name of Location	Location Address
Palmdale Amphitheater	2723 Rancho Vista Boulevard
DryTown Waterpark	3850-B Avenue S
Anaverde Park**	2820 Greenbrier Street
Arnie Quinones Park**	41003 50th Street West
Desert Sands Park**	39117 3rd Street East
Domenic Massari Park*	37716 55th Street East
East Avenue S Park and Ride	210 Avenue S
Foothill Park**	2525 The Groves
Gabriel Neighborhood House	38553 4th Street East
Joe Davies Heritage Air Park	2001 Avenue P
Joshua Hills Park**	3110 Fairfield Avenue
Manzanita Heights Park**	431 Mesa Verde Avenue
Manzanita Neighborhood House	38627 32nd Street East
Marie Kerr Park*	39700 30th Street West
Palmdale Oasis Park**	3850 Avenue S
Palmdale Transportation Center	39000 Clock Tower Plaza Drive
Pelona Vista Park**	37800 Tierra Subida Avenue
Public Works Maintenance Facility	39110 3rd Street East
Records Center	616 Ave P / Rancho Vista Boulevard
Sam Yellen Park & Dog Park*	5100 Avenue S
Tumbleweed Neighborhood House	1129 Avenue R-4
West Avenue S Park and Ride	434 Avenue S
William J. McAdam Park*	38115 30th Street East
Yucca Neighborhood House	503 Avenue Q-3

Secondary Locations – when other coverage is not provided	
Name of Location	Location Address
Poncitlán Square	38315 9th Street East
Palmdale Playhouse	38334 10th Street East
SAVES	1002 Avenue Q-12
Aero Institute	38256 Sierra Highway
Chimbole Cultural Center (1st & 2nd Floor)	38350 Sierra Highway
City Hall	38300 Sierra Highway
Development Services (including interior during normal business hours)	38250 Sierra Highway
Legacy Commons Senior Center	930 Avenue Q-9
Melville J. Courson Park (including pool area)*	38226 10th Street East
Palmdale City Library (1st & 2nd Floor)	700 East Palmdale Blvd
Dr Robert C St Clair Parkway (North and South of Palmdale Blvd)	38741 Sierra Hwy
Palmdale Film Stage	38448 Sierra Highway

*Patrol is needed outside of “Park Patrol” hours: 1430 – 2300

**Patrol must close the vehicle gate(s) and restroom(s) where applicable at all indicated locations.

Parks: 1430 – 2300

Guard (each location)
1 Security with vehicle

Name of Location	Location Address
Marie Kerr Park	39700 30th Street West
Domenic Massari Park	37716 55th Street East
William J. McAdam Park	38115 30th Street East
Melville J. Courson Park	38226 10th Street East
Sam Yellen Park & Dog Park	5100 Avenue S

Civic Center: 24/7

Guard
1 Security with vehicle

Locations include:

Name of Location	Location Address
Poncitlán Square	38315 9th Street East
Palmdale Playhouse	38334 10th Street East
SAVES	1002 Avenue Q-12
Aero Institute	38256 Sierra Highway
Chimbole Cultural Center (1st & 2nd Floor)	38350 Sierra Highway
City Hall	38300 Sierra Highway
Development Services (including interior during normal business hours)	38250 Sierra Highway
Legacy Commons Senior Center	930 Avenue Q-9
Melville J. Courson Park (including pool area)	38226 10th Street East
Palmdale City Library (1st & 2nd Floor)	700 East Palmdale Blvd
Dr Robert C St Clair Parkway (North and South of Palmdale Blvd)	38741 Sierra Hwy
Palmdale Film Stage	38448 Sierra Highway

- The City shall adjust the security/guard coverage needs as necessary in the City's best interest.
- The City's park maintenance staff will need to restrict access to certain areas of the park(s) on an "as needed" and scheduled basis. Security Guards shall post at the location and restrict access to non-authorized personnel.
- **Overnight Patrol:**
 - Security Guards shall routinely walk and monitor the City facilities/parks to ensure no unauthorized persons enter the grounds, ensure all equipment and supplies are secure, and report any intruders to Law Enforcement and/or City Personnel.
 - Security Guards shall close/secure all parking lot gates and restrooms at designated/posted time.
- **On-site Supervisor:**
 - A supervisor shall be available to City personnel 24/7. This supervisor will be the main communicator with City personnel and ensure that guards work according to guidelines.

Exhibit B
A-9190-B
Cost Proposal for Good Guard Security, Inc.

PROPOSED PRICING (UNARMED SECURITY GUARD)				
Fiscal Year (July 1 – June 30)	Regular Hourly Rate	Overtime Hourly Rate (1.5x)	Double Overtime Hourly Rate (2x)	Holiday Hourly Rate
2023/24	\$26.80	\$40.20	\$53.60	\$40.20
2024/25	\$27.87	\$41.80	\$55.74	\$41.80
2025/26	\$28.98	\$43.47	\$57.96	\$43.47
2026/27	\$30.13	\$45.19	\$60.26	\$45.19
2027/28	\$31.33	\$46.99	\$62.66	\$46.99

PROPOSED PRICING (PATROL VEHICLE W/ A SECURITY GUARD)				
Fiscal Year (July 1 – June 30)	Regular Hourly Rate	Overtime Hourly Rate (1.5x)	Double Overtime Hourly Rate (2x)	Holiday Hourly Rate
2023/24	\$32.80	\$49.20	\$65.60	\$49.20
2024/25	\$34.11	\$51.16	\$68.22	\$51.16
2025/26	\$35.47	\$53.20	\$70.94	\$53.20
2026/27	\$36.88	\$55.32	\$73.76	\$55.32
2027/28	\$38.35	\$57.52	\$76.70	\$57.52

Rate Type	When Does This Rate Apply or Start?
Regular Rate	Hours of service from 0 – 8 hour shifts
OvertimeRate (1.5x)	If personnel are requested to stay over 8 hours but less than 12 consecutive hours
Double Overtime (2x)	If personnel are requested to stay over 12 consecutive hours
Holiday Rate	New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day.

Other Costs: In the space below, please indicate any other costs that may be associated with providing the requested services in this RFP that are not included in the tables above. The costs provided in this section will not be used in the determination of the contract award. Should additional space be required, use a separate page(s) and attach it as part of the Cost File.

Please Specify: N/a.



City Council Staff Report

DATE: JANUARY 8, 2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: OPERATIONS DEPARTMENT
FINANCE DIVISION

DISTRICT: ALL

SUBJECT: RECEIVE AND FILE THE MONTHLY INVESTMENT ACTIVITY
REPORTS FOR NOVEMBER 2024

RECOMMENDATION

Staff recommends that the City Council receive and file the monthly investment activity reports for the City of Palmdale and Successor Agency for November 2024.

BACKGROUND

Pursuant to Section 16 of the City and Successor Agency Investment Policy, the City Treasurer shall prepare and present monthly and quarterly reports on investments to the City Manager/Executive Director and the City Council/Directors. The reports shall detail the type of investment, issuer's name, purchase date, maturity date, amount of deposit, and interest rate. This information shall be provided for all City and Successor Agency pooled investments and for Certificates of Participation, Revenue Bonds, Tax Allocation Bonds, Assessment Districts, and Community Facilities District accounts managed by outside Fiscal Agents.

The monthly investment reports provide a synopsis of the City and Successor Agency's investment activity. They provide information on assets, allocations, average maturities, yields, and book valuations. The interest rates presented are the most current rates available as of the date of this report.

The market values presented for pooled City and Successor Agency investments are based on closing prices for the related investment as of the date of this report. This information was obtained from the Wall Street Journal, Bloomberg Financial Markets, Capital Market Finances, or other reliable sources of market prices.

DISCUSSION

Compliance with Investment Policy

For November, the City's invested portfolio totaled \$322,732,852, a decrease of \$11,745,486 from the previous month and an increase of \$16,604,784 compared to the prior year. The monthly decrease resulted from the transferring of funds between the City's operating and LAIF accounts to pay for ongoing operating expenses.

The par value of Successor Agency's portfolio as of November was \$5,493,576. The balance increased by \$967,572 from the prior month due to the transfer of funds from the City's operating account to fund the upcoming debt service payment, due December 1, 2024.

All investments meet criteria appropriate to Section 8 of the Investment Policy. The portfolios are based on a combination of various investments, including CDs, Corporate Notes, US Treasury Securities, and Government Agency Paper, each adhering to portfolio percentage limitations.

The Finance Division is the custodian for the City and Successor Agency's investment portfolio and follows the three main principles of both entities' investment policies: 1) Investment in financial instruments that mitigate the risk of monetary losses stemming from market fluctuations; 2) Establish and maintain a portfolio that has sufficient liquidity to allow the City and Successor Agency to meet all anticipated cash requirements; and, 3) Seek out investment instruments that provide a competitive market rate of return.

Liquidity

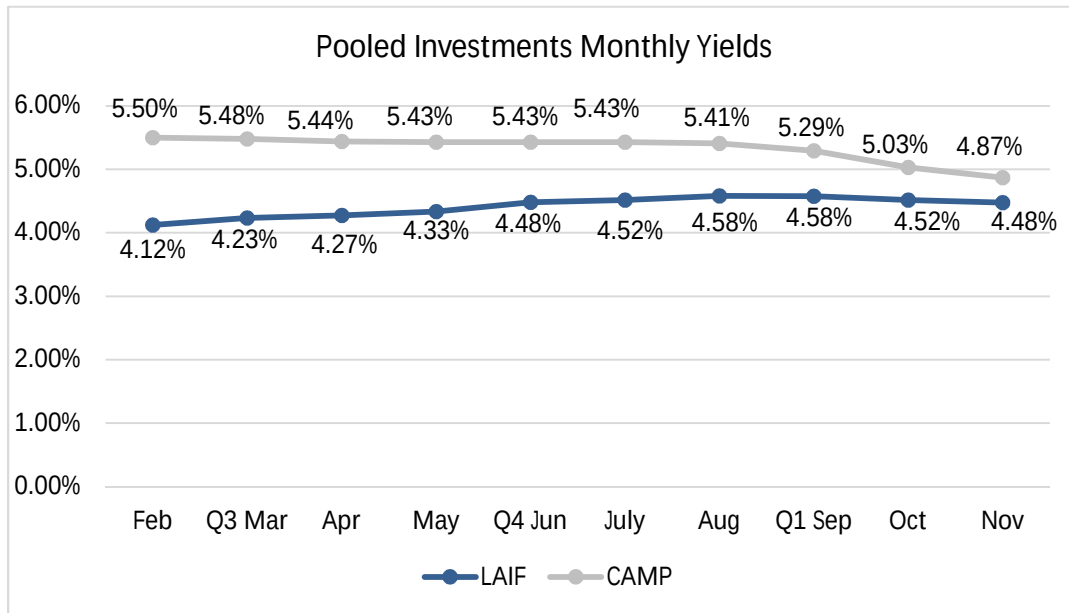
One core approach the Finance Division focuses on is providing liquidity to meet the City and Successor Agency's operational requirements. Thus, the City invests in two pooled funds, Local Agency Investment Fund (LAIF) and the California Asset Management Program (CAMP). These are intended for daily operational activities and can be used during economic uncertainties for ongoing operating and maintenance needs. The pooled funds provide a higher liquidity ratio to ensure the City and Successor Agency meet cash flow requirements.

The City's LAIF balance at the end of November was \$100,310,289, a decrease of \$10,000,000 due to the transfer of funds between LAIF and the City's general checking account to fund ongoing operating expenses for the month.

The Successor Agency's LAIF balance at the end of November was \$3,813,014, with no changes from the prior month.

The City's CAMP balance at the end of November was \$53,580,131 compared to \$53,367,078 in October. The increase is due to interest earned during the month.

The interest rates presented are the most current rates available as of the date of this report. As of November 30, 2024, the interest rates for LAIF and CAMP investments were at 4.48 percent and 4.87 percent, respectively. By comparison, the LAIF and CAMP interest rates at the end of October were 4.52 percent and 5.03 percent. This time last year, LAIF and CAMP rates were at 3.84 percent and 5.58, respectively.



The chart above shows the LAIF and CAMP average monthly yields from February 2024 through November 2024. The difference between the two funds' performance is primarily due to their varying pool characteristics. CAMP's portfolio composition is more prone to market volatility, resulting in performance variations.

Diversity

The Finance Division aims to diversify the investment portfolios to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

The City and Successor Agency's investment portfolios remain strongly diversified. The monthly reports include all investments held by both entities and current book values as of November 30, 2024.

The City and Successor Agency are expected to have sufficient funds to meet its expenditure requirements for the next six months. The Finance Division will continue to monitor current economic conditions and the impact on interest rates.

Attached are summaries of the investments in the City and Successor Agency's books as of November 30, 2024.

FISCAL IMPACT

\$0; There is no fiscal impact associated with the recommended actions for this report.

STRATEGIC PLAN

Goal II: Ensure long-term fiscal health of the City and maintain funding for services.

- B. Manage resources, costs, and liabilities to ensure the City's long-term fiscal health.
- C. Involve and expand engagement to enhance public oversight and transparency.

Prepared by:	Janelle Samson, Director of Operations
Certified as to availability of Funds:	Janelle Samson, Director of Operations
Approved by:	Ronda Perez, City Manager
Approved as to form:	William P. Curley, III, City Attorney

ATTACHMENTS

Rpt. Monthly Investment Reports November 2024

CITY OF PALMDALE
TREASURER'S REPORT OF INVESTMENTS
NOVEMBER 30, 2024

CITY OF PALMDALE INVESTMENTS

PURCHASE DATE	MATURITY DATE	FUND	ACCOUNT/ INSTITUTION	INTEREST RATE	PAR AMOUNT	PURCHASE AMOUNT	INVESTED AMOUNT
<u>U.S. TREASURY SECURITIES</u>				Yield			
03-19-21	12-31-25	CITY	9128285T3 U.S. Treasury Note	2.63	3,000,000.00	3,260,634.36	2,902,140.00
05-11-21	02-28-26	CITY	9128286F2 U.S. Treasury Note	0.66	3,000,000.00	3,261,331.50	2,888,310.00
05-11-21	12-31-24	CITY	9128283P3 U.S. Treasury Note	0.40	3,000,000.00	3,200,040.56	2,954,940.00
07-12-21	12-31-25	CITY	9128285T3 U.S. Treasury Note	2.63	5,000,000.00	5,451,958.35	4,836,900.00
12-17-21	12-15-24	CITY	91282CDN8 U.S. Treasury Note	0.85	10,000,000.00	10,045,505.25	9,807,400.00
12-22-21	12-15-24	CITY	91282CDN8 U.S. Treasury Note	0.88	5,000,000.00	5,018,208.38	4,903,700.00
12-20-21	12-15-24	CITY	91282CDN8 U.S. Treasury Note	1.00	5,000,000.00	5,017,187.50	4,903,710.95
03-08-23	03-31-26	CITY	9128286L9 U.S. Treasury Note	2.25	3,200,000.00	3,029,330.80	3,064,000.00
01-03-24	12-31-26	CITY	912828YX2 U.S. Treasury Note	0.04	5,000,000.00	4,696,880.23	4,666,600.00
01-03-24	06-30-27	CITY	91282CEW7 U.S. Treasury Note	0.04	5,000,000.00	4,897,630.28	4,825,200.00
01-03-24	09-30-27	CITY	91282CFM8 U.S. Treasury Note	0.04	2,500,000.00	2,523,771.66	2,472,450.00
01-08-24	02-15-26	CITY	91282CGL9 U.S. Treasury Note	0.04	5,000,000.00	4,987,205.23	4,932,250.00
01-08-24	06-15-26	CITY	91282CHH7 U.S. Treasury Note	0.04	5,000,000.00	5,001,760.94	4,942,800.00
TOTAL U.S. TREASURY SECURITIES					\$ 59,700,000.00	\$ 60,391,445.04	\$ 58,100,400.95
<u>GOVERNMENT AGENCY PAPER</u>							
06-10-20	06-16-25	CITY	3133ELK37 Federal Farm Credit	0.78	5,000,000.00	5,000,000.00	4,781,500.00
04-01-21	04-01-25	CITY	3133EMUP5 Federal Farm Credit	0.71	5,000,000.00	5,000,000.00	4,826,404.05
05-11-21	09-04-25	CITY	3133EJYM5 Federal Farm Credit	0.59	1,000,000.00	1,103,275.25	976,880.00
05-11-21	09-04-25	CITY	3133EJYM5 Federal Farm Credit	0.57	2,000,000.00	2,208,460.00	1,953,760.00
06-04-21	11-07-25	CITY	3135G06G3 Fannie Mae	0.55	3,000,000.00	2,993,675.25	2,826,750.00
06-30-21	12-30-25	CITY	3130AMRQ7 Federal Home Loan Note	0.88	3,000,000.00	3,000,000.00	2,821,947.30
07-29-21	04-29-26	CITY	3130AN5C0 Federal Home Loan Note	1.05	4,000,000.00	4,010,455.13	3,734,320.00
12-17-21	11-12-25	CITY	3134GXB5 Federal Home Loan Note	1.15	1,150,000.00	1,125,785.50	1,082,265.00
12-17-21	12-30-24	CITY	3130AQDY6 Federal Home Loan Note	1.00	6,750,000.00	6,750,000.00	6,603,527.70
12-17-21	06-23-25	CITY	3133ENHW3 Federal Farm Credit	1.17	10,000,000.00	10,000,000.00	9,595,310.20
12-20-21	07-30-25	CITY	3136G4ZP1 Fannie Mae	0.65	3,500,000.00	3,444,175.00	3,339,331.94
12-20-21	09-24-25	CITY	3134GWUG9 Freddie Mac	0.57	10,000,000.00	9,806,600.00	9,459,892.40
12-21-21	12-22-26	CITY	3133ENJC5 Federal Farm Credit	1.29	5,000,000.00	5,000,000.00	4,589,481.35
01-14-22	01-14-25	CITY	3130AQEA7 Federal Home Loan Note	1.05	7,000,000.00	7,000,000.00	6,839,056.49
06-29-22	08-12-25	CITY	3133EL3P7 Federal Farm Credit	3.34	1,810,000.00	1,660,349.20	1,722,111.58
06-29-22	03-28-25	CITY	3130A5DH9 Federal Home Loan Note	3.34	1,950,000.00	1,937,715.00	1,920,301.71
06-24-22	02-26-27	CITY	3130AL5A8 Federal Home Loan Note	3.33	5,000,000.00	4,479,000.00	4,533,218.00
08-17-22	10-27-26	CITY	3134GW4C7 Freddie Mac	0.80	5,000,000.00	4,539,500.00	4,562,202.10
01-06-23	02-25-27	CITY	3130AQRH8 Federal Home Loan Note	4.38	5,000,000.00	4,590,638.89	4,670,265.65
01-06-23	04-19-27	CITY	3130ARHJ3 Federal Home Loan Note	4.38	5,000,000.00	4,801,354.86	4,801,570.80
05-18-23	05-18-27	CITY	3133EPKC8 Federal Farm Credit	5.39	5,000,000.00	5,000,000.00	4,991,602.80
06-05-23	05-30-28	CITY	3133EPLE3 Federal Farm Credit	4.67	2,815,000.00	2,822,746.50	2,790,565.80
05-03-24	05-01-28	CITY	3133ERCX7 Federal Farm Credit	5.17	5,000,000.00	5,000,000.00	5,000,777.50
TOTAL GOVERNMENT AGENCY PAPER					\$ 102,975,000.00	\$ 101,273,730.58	\$ 98,423,042.37

CITY OF PALMDALE
TREASURER'S REPORT OF INVESTMENTS
NOVEMBER 30, 2024

PURCHASE DATE	MATURITY DATE	FUND	ACCOUNT/ INSTITUTION	INTEREST RATE	PAR AMOUNT	PURCHASE AMOUNT	INVESTED AMOUNT
<u>CERTIFICATES OF DEPOSIT</u>							
01-04-24	06-15-26	CITY	05580A4Y7 BMW Bank of NA NA	4.03	240,000.00	243,434.40	238,848.00
01-04-24	11-30-27	CITY	46656MVH1 JPMorgan Chase Bank DE US	4.76	240,000.00	242,022.91	240,415.20
01-04-24	12-28-28	CITY	09582YAV4 Blue Ridge Bank NA VA US RT	4.09	240,000.00	240,948.00	234,677.60
06-11-24	06-12-28	CITY	59541KCV7 Mid-Missouri Bank	5.15	245,000.00	245,034.57	243,510.50
06-11-24	06-11-26	CITY	38150VUZ0 Goldman Sachs Bank	5.05	245,000.00	245,033.90	245,615.57
06-13-24	06-13-29	CITY	89235MPP0 Toyota Financial SGS	4.65	245,000.00	245,000.00	246,281.17
06-14-24	06-15-26	CITY	34520LBC6 Forbright Bank	5.05	245,000.00	245,000.00	245,699.42
06-14-24	06-14-28	CITY	307811KA6 Farmers & Merchs Bank	5.00	245,000.00	245,000.00	242,169.22
06-14-24	06-14-29	CITY	69503PAB7 Pacific Valley Bank	5.20	245,000.00	245,000.00	243,313.18
06-17-24	06-17-26	CITY	8562855V9 State Bank of India	5.10	245,000.00	245,000.00	245,875.30
06-18-24	06-18-29	CITY	229083AA8 Evangeline Bank & Trust	5.30	245,000.00	245,000.00	245,000.16
06-20-24	06-22-26	CITY	06051XER9 Bank of America NA	5.05	245,000.00	245,000.00	245,737.44
06-21-24	06-22-26	CITY	35634MAE1 Freedom Bank/Maywood NJ	5.05	245,000.00	245,000.00	245,737.72
06-25-24	06-25-29	CITY	09776DAG9 BOM Bank	5.35	245,000.00	245,000.00	245,000.11
TOTAL CERTIFICATES OF DEPOSIT					\$ 1,210,000.00	\$ 3,421,473.78	\$ 3,407,880.59
05-17-23	03-01-26	CITY	30231GAT9 Exxon Mobile Corporation	3.04	1,000,000.00	982,084.11	967,125.82
05-17-23	03-02-26	CITY	194162AQ6 Colgate-Palmolive CO GlobalL	4.80	1,000,000.00	1,035,553.33	997,703.43
05-17-23	01-26-26	CITY	742718FY0 Procter & Gamble CO/The Glob	4.10	1,000,000.00	1,018,471.67	987,387.46
01-04-24	07-27-26	CITY	61761J3R8 Morgan Stanley	4.70	500,000.00	481,185.25	478,020.00
01-04-24	06-15-26	CITY	46625HRS1 JPMorgan Chase & CO	4.52	500,000.00	484,840.25	481,325.00
01-04-24	03-02-28	CITY	718172CE7 Philip Morris Intl Inc	4.49	500,000.00	474,395.25	466,815.00
01-04-24	04-01-27	CITY	808513BW4 Charles Schaw Corp	4.68	500,000.00	479,390.25	477,190.00
01-09-24	06-02-26	CITY	11271LAA0 Brookfield Fin Inc	5.13	500,000.00	490,115.25	489,610.00
01-09-24	11-28-28	CITY	05565QDH8 BP Capital Markets PLC	4.48	500,000.00	483,460.25	475,490.00
01-09-24	01-28-26	CITY	06406RAQ0 Bank OF NY Mellon Corp	4.52	500,000.00	463,355.25	466,490.00
01-09-24	07-09-27	CITY	22550L2K6 Crdit Suisse New York	4.92	500,000.00	500,910.25	495,950.00
01-09-24	08-15-28	CITY	797440CE2 San Diego G & E	4.49	500,000.00	509,340.25	497,940.00
01-09-24	07-01-27	CITY	75973QAA5 Reneissance Financial	5.01	500,000.00	475,470.25	473,980.00
01-09-24	01-27-26	CITY	780082AD5 Royal Bank of Canada	4.97	500,000.00	496,930.25	492,915.00
08-27-24	02-01-29	CITY	06406RBN6 Bank of NY Mellon Corp	4.20	656,000.00	\$ 663,116.29	\$ 663,116.29
TOTAL CORPORATE BONDS					\$9,156,000	\$8,375,502	\$ 8,911,058.00
<u>STATE OF CALIFORNIA LOCAL AGENCY INVESTMENT FUND</u>							
09-01-84	n/a	CITY	98-19-620	0.78	49,241,881.10	49,241,881.10	49,241,881.10
6-23-2008	n/a	PCA	40-19-060	0.78	0.00	0.00	0.00
9-19-2024	n/a	PFA	40-19-078		36,500,000.00	36,500,000.00	36,500,000.00
9-28-2021	n/a	ARPA	19-19-004	0.78	14,568,407.79	14,568,407.79	14,568,407.79
TOTAL LAIF ACCOUNTS					\$ 100,310,288.89	\$ 100,310,288.89	\$ 100,310,288.89
<u>CAMP- CALIFORNIA ASSET MANAGEMENT PROGRAM</u>							
6080-01	n/a	CITY	6080-01	0.30	53,580,131.00	53,580,131.00	53,580,131.00
TOTAL CAMP ACCOUNTS					\$ 53,580,131.00	\$ 53,580,131.00	\$ 53,580,131.00
<u>UBS FINANCIAL SERVICES</u>							
n/a	n/a	CITY		0.00	49.91	49.91	49.91
TOTAL UBS FINANCIAL SERVICES ACCOUNTS					\$ 49.91	\$ 49.91	\$ 49.91
TOTAL CITY INVESTMENTS					\$ 326,931,469.80	\$ 327,352,621.06	\$ 322,732,851.71

CITY OF PALMDALE
TREASURER'S REPORT OF INVESTMENTS
NOVEMBER 30, 2024

PURCHASE DATE	MATURITY DATE	FUND	ACCOUNT/ INSTITUTION	INTEREST RATE	PAR AMOUNT	PURCHASE AMOUNT	INVESTED AMOUNT
LIBRARY INVESTMENTS							
STATE OF CALIFORNIA LOCAL AGENCY INVESTMENT FUND							
11-20-84	n/a	LIBRARY	16-19-012	0.78			13,469.86
TOTAL LIBRARY INVESTMENTS						\$	13,469.86
FISCAL AGENT CASH							
SIERRA GATEWAY COMMUNITY FACILITIES DISTRICT 91-1							
Fiscal Agent: U.S. Bank National Association (fka First Trust)							
05-10-95	n/a	BOND	95421220	0.35			117.82
05-10-95	n/a	IMPROVEMENT	95421222	0.10			171,240.85
TOTAL SIERRA GATEWAY COMMUNITY FACILITIES DISTRICT 91-1						\$	171,358.67
BOND PROCEEDS							
BITTER RANCH COMMUNITY FACILITIES DISTRICT 93-1							
Fiscal Agent: U.S. Bank National Association (fka First Trust)							
04-06-95	n/a	RESERVE-SEN	95420880	n/a			13.58
04-06-95	n/a	IMPV-ACQUI	95420884	0.01			2,850,311.38
04-06-95	n/a	BOND	95420887	0.15			0.15
TOTAL BITTER RANCH COMMUNITY FACILITIES DISTRICT 93-1						\$	2,850,325.11
BOND PROCEEDS							
ANAVERDE COMMUNITY FACILITIES DISTRICT 2003-1							
Fiscal Agent: U.S. Bank National Association (fka First Trust)							
08-01-19	n/a	SP TAX - B BOND	242969000	0.00			101,451.50
08-01-19	n/a	RESERVE	242969003	0.00			1,447,063.27
08-01-19	n/a	SP TAX - REFUNDING BOND	242969004	0.01			15,151.19
TOTAL ANAVERDE COMMUNITY FACILITIES DISTRICT 2003-1						\$	1,563,665.96
BOND PROCEEDS							
2005 \$7.2M COMMUNITY FACILITIES DISTRICT 05-1 (TRADE AND COMMERCE CENTER) REFUNDED 2021							
Fiscal Agent: U.S. Bank National Association (fka First Trust)							
	n/a	SPEC TRB SER A/B	251009000	0.01			460,574.32
	n/a	RESERVE FUND	251009001	0.01			646,439.93
TOTAL 2005 \$7.2M COMMUNITY FACILITIES DISTRICT 05-1 (TRADE AND COMMERCE CENTER) REFUNDED 2021						\$	1,107,014.25

CITY OF PALMDALE
TREASURER'S REPORT OF INVESTMENTS
NOVEMBER 30, 2024

PURCHASE DATE	MATURITY DATE	FUND	ACCOUNT/ INSTITUTION	INTEREST RATE	PAR AMOUNT	PURCHASE AMOUNT	INVESTED AMOUNT
BOND PROCEEDS							
<u>2006-1 Godde Hill Estate Sewer Improvements LOIB</u>							
Fiscal Agent: U.S. Bank National Association (fka First Trust)							
11-08-06	n/a	REDEMPTION FUND	106844000	0.01			115,037.39
11-08-06	n/a	ADM EXP	106844002	0.01			1,762.09
11-08-06	n/a	RESERVE FUND	106844003	0.01			92,081.84
TOTAL 2006-1 Godde Hill Estate Sewer Improvements LOIB						\$	208,881.32
<u>2013 HA PALMDALE TRANSIT VILLAGE HOMES LLC ESCROW</u>							
Fiscal Agent: U.S. Bank National Association (fka First Trust)							
10-11-13	n/a	ESCROW FUND	206455000	0.00			2,979,512.65
TOTAL 2013 HA TRANSIT VILLAGE HOMES ESCROW						\$	2,979,512.65
<u>2015 HA DEBT SERVICE RESERVE</u>							
Fiscal Agent: Bank of America							
11-19-15	n/a	DEBT SVC RESERVE	1257964992	0.08			40,475.59
TOTAL 2015 HA DEBT SERVICE RESERVE						\$	40,475.59
<u>PARS RESTRICTED CASH FOR PENSION STABILIZATION TRUST FUND</u>							
05-23-18	n/a	CITY	04790895775 Public Agency Retirement Servi	2.60			10,057,572.07
TOTAL PARS PENSION TRUST FUND						\$	10,057,572.07
BOND PROCEEDS							
<u>2015 HA \$4.3M MULTIFAMILY HOUSING REVENUE BONDS</u>							
Fiscal Agent: U.S. Bank National Association (fka First Trust)							
09-03-15	n/a	BOND FUND	277067000	0.00			159,421.78
09-03-15	n/a	INTEREST ACCT	277067001	0.01			8.19
09-03-15	n/a	BOND RESERVE	277067003	0.00			281,020.87
09-03-15	n/a	REPAIR & REPLACE FUND	277067004	0.00			1,325,875.57
TOTAL 2015 HA \$4.3M MULTIFAMILY HOUSING REVENUE BONDS						\$	1,766,326.41

CITY OF PALMDALE
TREASURER'S REPORT OF INVESTMENTS
NOVEMBER 30, 2024

PURCHASE DATE	MATURITY DATE	FUND	ACCOUNT/ INSTITUTION	INTEREST RATE	PAR AMOUNT	PURCHASE AMOUNT	INVESTED AMOUNT
BOND PROCEEDS							
2017 PFA \$17.4M LEASE REVENUE BONDS							
Fiscal Agent: U.S. Bank National Association (fka First Trust)							
04-05-17	n/a	REVENUE FUND	271128000	0.00			0.98
04-05-17	n/a	REVENUE REFUNDING BON	271128001	n/a			0.03
\$42,830	n/a	REVENUE REFUNDING BON	271128002				0.10
TOTAL 2017 PFA \$17.4M LEASE REVENUE BONDS							\$ 1.11

BOND PROCEEDS							
2023 A&B SERIES ACQUISITION & CONSTRUCTION REVENUE BOND							
Fiscal Agent: U.S. Bank National Association (fka First Trust)							
			248041000				6.33
11-30-23	n/a	INTEREST	248041001				604,381.26
11-30-23	n/a	REVENUE FUND	248041004				13.54
11-30-23	n/a	INTEREST	248041007				456,676.44
11-30-23	n/a	REVENUE FUND	248041008				4,800,161.30
TOTAL 2023 A&B SERIES B ACQUISITION & CONSTRUCTION REV BOND							\$ 5,861,238.87

GRAND TOTAL - FISCAL AGENT CASH	\$ 26,606,372.01
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SUMMARY OF CASH AND INVESTMENTS
Page 1 of 1

Cash on Hand		\$ 6,083,468
Pooled Cash Investments		
City:	\$ 322,514,964	
Insur Fund:	\$217,887	\$ 322,732,851
Library Investments		\$13,470
Subtotal		\$ 328,829,789
City/AD/CFD/PCA/PFA/HA		
Fiscal Agent Cash		\$ 26,606,372
Grand total		\$ 355,436,161

The interest rate quoted on LAIF, AIM, and Fiscal Agent/Trustee accounts is the most current rate available.
LAIF & AIM interest rates are as of November 30, 2024.

CITY OF PALMDALE
TREASURER'S REPORT OF INVESTMENTS
NOVEMBER 30, 2024

CITY OF PALMDALE

POOLED CASH - LOCAL AGENCY INVESTMENT FUND (LAIF), CALIFORNIA ASSET MANAGEMENT PROGRAM (CAMP), & UBS FINANCIAL SERVICES
[November 30, 2024](#)

TRANSACTION DATE	DEPOSIT	WITHDRAWAL	INTEREST RECEIVED	BALANCE
<u>LAIF - CITY ACCOUNT 98-19-620</u>				
Beginning Balance				\$ 59,241,881.10
11-06-24		\$ (8,000,000.00)		
11-13-24		\$ (2,000,000.00)		
Subtotal	\$ -	\$ (10,000,000.00)	\$ -	\$ 49,241,881.10
<u>LAIF - PFA ACCOUNT 40-19-078</u>				
Beginning Balance				\$ 36,545,708.74
11-20-24		\$ (10,000,000.00)		
Subtotal	\$ -	\$ (10,000,000.00)	\$ -	\$ 26,545,708.74
<u>LAIF - LIBRARY ACCOUNT 16-19-012</u>				
Beginning Balance				\$ 13,469.86
Subtotal	\$ -	\$ -	\$ -	\$ 13,469.86
<u>LAIF - ARPA ACCOUNT 19-19-004</u>				
Beginning Balance				\$ 14,568,407.79
Subtotal	\$ -	\$ -	\$ -	\$ 14,568,407.79
<u>CAMP</u>				
Beginning Balance				\$ 53,367,078.01
11-30-24			\$ 213,052.99	
Subtotal	\$ -	\$ -	\$ 213,052.99	\$ 53,580,131.00
<u>UBS Financial Services</u>				
Beginning Balance				\$ 46.73
11-30-24			\$ 20,260.68	
11-30-24		\$ (20,257.50)		
Subtotal	\$ -	\$ (20,257.50)	\$ 20,260.68	\$ 49.91
Total	\$ -	\$ (20,295,583.10)	\$ 508,639.27	\$ 143,949,648.40

ISSUER	PURCHASE DATE	MATURITY DATE	VALUE REDEEMED	INTEREST RECEIVED	NET FUNDS	INVESTED AMOUNT	GAIN/ (LOSS)
3134GWNG7 Freddie Mac	08-27-20	11-27-24	2,000,000.00	\$ 2,500.00	\$ -	1,958,542.76	-
				\$	2,002,500.00		41,457.24
				\$	-		-
				\$	-		-
			<u>\$ 2,000,000.00</u>	<u>\$ 2,500.00</u>	<u>\$ 2,002,500.00</u>	<u>\$ 1,958,542.76</u>	<u>\$41,457.24</u>
Total Number of Transactions:	1						

CITY OF PALMDALE
TREASURER'S REPORT OF INVESTMENTS
NOVEMBER 30, 2024

POOLED CASH - INVESTMENTS PURCHASED
November 30, 2024

TN = US Treasury
FP = Federal Paper
CD = Certificate of Deposit
CN = Corporate Notes

MATURITY
DATE

ISSUER	PURCHASE DATE	FACE VALUE	PREMIUM / (DISCOUNT)	PURCHASE PRICE	ACCRUED INTEREST PURCHASED	NET PURCHASE	Yield
			-			\$	-
			-			\$	-
			-			\$	-
			-			\$	-
		\$ -	\$ -	\$ -	\$ -	\$ -	

Total Number of Transactions: 0

SUCCESSOR AGENCY TO THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF PALMDALE
TREASURER'S REPORT OF INVESTMENTS
November 30, 2024

POOLED CASH - STATE OF CALIFORNIA LOCAL AGENCY INVESTMENT FUND (LAIF)

PURCHASE DATE	MATURITY DATE	FUND	ACCOUNT/ INSTITUTION	INTEREST RATE	INVESTED AMOUNT	TOTAL
<u>LAIF - SA ACCOUNT 65-19-035</u>						
09-01-84	n/a	SA Account	65-19-035	0.78	3,813,014.43	
						\$ 3,813,014.43

FISCAL AGENT CASH

BOND PROCEEDS

CRA - 2002 Sub Lien Tax Allocation Bonds \$5.3M (\$5,329,748.25)

Fiscal Agent: U.S. Bank National Association

08-20-02	n/a	Reserve Fund	94460700	2.54	529,630.70
08-20-02	n/a	Interest Acct	94460701	0.04	710,511.32
08-20-02	n/a	Principal Acct	94460702	0.04	287,107.84

TOTAL CRA - 2002 Sub Lien Tax Allocation Bonds \$5.3M (\$5,329,748.25)	\$ 1,527,249.86
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BOND PROCEEDS

2016 SA \$31.5M Tax Allocation Refunding Bonds Series A

Fiscal Agent: U.S. Bank National Association (fka First Trust)

04-26-16	n/a	Debt Service	245113000	0.00	5.96
04-26-16	n/a	Interest Acc	245113001	N/A	0.00

TOTAL 2016 SA \$31.5M Tax Allocation Refunding Bonds Series A	\$ 5.96
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GRAND TOTAL - FISCAL AGENT CASH	\$1,527,256
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SUMMARY OF CASH AND INVESTMENTS

Cash on Hand	\$ 153,306
Pooled Cash Investments	\$ 3,813,014
Successor Agency Fiscal Agent Cash	\$ 1,527,256
Grand total	\$ 5,493,576

* The interest rate quoted on LAIF and Fiscal Agent/Trustee accounts is the most current rate available.
LAIF interest rates are as of November 30, 2024.

SUCCESSOR AGENCY TO THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF PALMDALE
TREASURER'S REPORT OF INVESTMENTS

POOLED CASH - STATE OF CALIFORNIA LOCAL AGENCY INVESTMENT FUND (LAIF)
November 30, 2024

TRANSACTION DATE	DEPOSIT	WITHDRAWAL	INTEREST RECEIVED	BALANCE
<u>LAIF - SA ACCOUNT 65-19-035</u>				
Beginning Balance				\$ 3,813,014.43
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,813,014.43</u>



City Council Staff Report

DATE: JANUARY 8, 2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: OPERATIONS DEPARTMENT
FINANCE DIVISION

DISTRICT: ALL

SUBJECT: ADOPT RESOLUTION NO. CC 2025-003, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALMDALE DESIGNATING BY TITLE AND NAME THOSE OFFICIALS WHO ARE AUTHORIZED TO SIGN CHECKS AND WARRANTS, AND REPEAL RESOLUTION NO. CC 2024-004, AND ADOPT RESOLUTION NO. SA 2025-001, A RESOLUTION OF THE SUCCESSOR AGENCY TO THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF PALMDALE DESIGNATING BY TITLE AND NAME THOSE OFFICIALS WHO ARE AUTHORIZED TO SIGN CHECKS AND WARRANTS, AND REPEAL RESOLUTION NO. SA 2024-011

RECOMMENDATION

Staff recommends that the City Council:

1. Adopt Resolution No. CC 2025-003, a Resolution of the City Council of the City of Palmdale designating by title and name those officials who are authorized to sign checks and warrants, and repeal Resolution No. CC 2024-004; and,
2. Adopt Resolution No. SA 2025-001, a Resolution of the Successor Agency to the Community Redevelopment Agency of the City of Palmdale designating by title and name those officials who are authorized to sign checks and warrants, and repeal Resolution No. SA 2024-011.

BACKGROUND

The Palmdale Municipal Code (PMC) Section 3.14.030 requires that the City Council designate by Resolution the names of those individuals holding offices identified in PMC 03.14.020 as authorized signers of checks, drafts, warrants, or other orders for payment of money drawn in the name of the City and the Successor Agency.

DISCUSSION

Resolution Nos. CC 2025-003 and SA 2025-001 set forth the list of individuals holding such positions who are designated as authorized signers of checks and warrants for the City of Palmdale and the Successor Agency.

City Manager/Executive Director	Ronda Perez
Assistant City Manager	Salvador Mendez
Director of Finance*	Janelle Samson
Deputy Director of Finance	TBD
City Treasurer	Janelle Samson
Deputy City Treasurer	TBD

*The Director of Finance is titled Director of Operations, effective November 15, 2023.

FISCAL IMPACT

\$0; There is no fiscal impact associated with the recommended actions for this report.

STRATEGIC PLAN

Goal II: Ensure long-term fiscal health of the City and maintain funding for services.

- B. Manage resources, costs, and liabilities to ensure the City's long-term fiscal health.
- C. Involve and expand engagement to enhance public oversight and transparency.

Prepared by:	Janelle Samson, Director of Operations
Certified as to availability of Funds:	Janelle Samson, Director of Operations
Approved by:	Ronda Perez, City Manager
Approved as to form:	William P. Curley, III, City Attorney

ATTACHMENTS

Reso No. CC 2025-003
Reso No. SA 2025-001

CITY COUNCIL
CITY OF PALMDALE, CALIFORNIA
RESOLUTION NO. CC 2025-003

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALMDALE DESIGNATING BY TITLE AND NAME THOSE OFFICIALS WHO ARE AUTHORIZED TO SIGN CHECKS AND WARRANTS, AND REPEAL RESOLUTION NO. CC 2024-004.

WHEREAS, the City has engaged various financial institutions as depositories of City moneys: and

WHEREAS, the City Council has, by ordinance, heretofore designated by title certain officials who are authorized to sign checks, drafts, warrants or other orders for the payment of money drawn in the name of the City.

NOW THEREFORE, BE IT RESOLVED, THE CITY COUNCIL OF THE CITY OF PALMDALE DOES HEREBY FIND, DETERMINE, RESOLVE AND ORDER AS FOLLOWS:

SECTION 1. For purposes of implementing Section 3.14.020 and 3.14.030 of the Palmdale Municipal Code, the following persons are designated by name and are expressly authorized to sign checks, drafts, warrants or other orders for the payment of money drawn in the name of the City:

City Manager	- RONDA PEREZ
or	
Assistant City Manager	- SALVADOR MENDEZ
or	
Director of Finance*	- JANELLE SAMSON
or	
City Treasurer	- JANELLE SAMSON
or	
Deputy Director of Finance	- TBD
or	
Deputy City Treasurer	- TBD

*Director of Finance is titled as Director of Operations, effective November 15, 2023

SECTION 2. Resolution No. CC 2024-004 is repealed in its entirety.

SECTION 3. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED and ADOPTED this 8th day of January, 2025.

Approved as to form:

Richard J. Loa, Mayor

ATTEST:

William P. Curley, III
City Attorney

Rochelle Scott, City Clerk

I, Rochelle Scott, City Clerk of Palmdale, California, do hereby certify that the foregoing resolution was duly passed, approved, and adopted by the City Council of the City of Palmdale at a regular meeting of said Council held on the 8th day of January, 2025 by the following roll call vote:

AYES: _____

NOES: _____

ABSTAIN: _____ ABSENT: _____

Date: _____
Rochelle Scott, City Clerk

SUCCESSOR AGENCY
TO THE COMMUNITY REDEVELOPMENT AGENCY
OF THE CITY OF PALMDALE, CALIFORNIA
RESOLUTION NO. SA 2025-001

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF PALMDALE DESIGNATING, BY TITLE AND NAME, THOSE OFFICIALS WHO ARE AUTHORIZED TO SIGN CHECKS AND WARRANTS, AND REPEALING RESOLUTION NO. SA 2024-011.

WHEREAS, the Successor Agency to the Community Redevelopment Agency of the City of Palmdale is engaging a financial institution as a depository of Successor Agency moneys and funds: and

WHEREAS, the Chair and Directors of the Agency have, by ordinance, heretofore designated by title certain officials who are authorized to sign checks, drafts, warrants or other orders for the payment of money drawn in the name of the Successor Agency to the Community Redevelopment Agency of the City of Palmdale.

NOW THEREFORE, BE IT RESOLVED, THE SUCCESSOR AGENCY TO THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF PALMDALE DOES HEREBY FIND, DETERMINE, RESOLVE AND ORDER AS FOLLOWS:

SECTION 1. For purposes of implementing Section 3.14.020 and 3.14.030 of the Palmdale Municipal Code, the following persons are designated by name and are expressly authorized to sign checks, drafts, warrants or other orders for the payment of money drawn in the name of the Successor Agency to the Community Redevelopment Agency of the City of Palmdale:

Executive Director	- RONDA PEREZ
or	
Assistant City Manager	- SALVADOR MENDEZ
or	
Director of Finance*	- JANELLE SAMSON
or	
City Treasurer	- JANELLE SAMSON
or	
Deputy Director of Finance	- TBD
or	
Deputy City Treasurer	- TBD

*Director of Finance is titled as Director of Operations, effective November 15, 2023

SECTION 2. Resolution No. SA 2024-011 is repealed in its entirety.

SECTION 3. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED and ADOPTED this 8TH day of January 2025.

Approved as to form:

Richard J. Loa, Chair

ATTEST:

William P. Curley, III
General Counsel

Rochelle Scott, Agency Secretary

I, Rochelle Scott, Agency Secretary of the Successor Agency to the Community Redevelopment Agency of the City of Palmdale, California, do hereby certify that the foregoing resolution was duly passed, approved, and adopted by the Successor Agency at a regular meeting of said Agency held on the 8th day of January 2025 by the following roll call vote:

AYES: _____

NOES: _____

ABSTAIN: _____ ABSENT: _____

Date: _____

Rochelle Scott, Agency Secretary



City Council Staff Report

DATE: JANUARY 8, 2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: PUBLIC WORKS DEPARTMENT
INNOVATION AND ENVIRONMENTAL DIVISION

DISTRICT: ALL

SUBJECT: APPROVE ENERGY FOR PALMDALE'S INDEPENDENT CHOICE'S
(EPIC) 2023 POWER CONTENT LABEL (PCL) AND ATTESTATION

RECOMMENDATION

Staff recommends that the City Council approve EPIC's 2023 PCL and Attestation.

BACKGROUND

The attestation specified under California's Power Source Disclosure (PSD) Program requires the governing council of a public agency providing retail electric service to endorse the accuracy of the previous year's annual report and PCL submitted to the California Energy Commission (CEC). For EPIC, such attestations will be based on the California Choice Energy Authority's (CalChoice) technical review, and they will address the 2023 Annual Reports and PCL prepared for the EPIC Community Choice Aggregation (CCA) program.

The PCL is analogous to a nutrition label, conveying information regarding the various power sources/products procured for each retail electricity customer. California's retail electricity sellers, including EPIC, will each have unique PCLs based on internally adopted procurement policies, statutory procurement mandates, and related power purchases completed during the reporting year.

The PCL format is highly prescriptive, offering little flexibility to retail sellers when presenting such information to customers. The CEC administers these requirements under California's PSD Program.

DISCUSSION

Information presented in each PCL includes the proportionate share of total energy supply related to specific fuel sources/resource categories, including both renewable and conventional generating technologies. An emission factor for each retail service

offering, as calculated using the CEC's prescribed methodology, is also provided in the PCL. It is very common for most retail electricity sellers to utilize "unspecified power". For example, suppose a retail seller procures a certain percentage of its energy requirements from the market at large (sources of power that cannot be traced back to a specific generator), the PCL must identify such purchases as unspecified sources of power.

In 2002, Senate Bill (SB) 1078 established California's Renewable Portfolio Standard (RPS). The RPS established a timetable outlining the minimum percentage of renewable energy provided to ratepayers with the ultimate goal of providing 100 percent renewable energy by 2045 (as established in 2018 through the passage of SB 100). Renewable fuel sources may include biomass and waste, hydroelectricity, solar, geothermal, and wind. Per RPS and internally adopted planning targets, EPIC procured a substantial portion of its electric energy supply from generating resources utilizing various renewable fuel sources in 2023. For EPIC Power customers, 41.3% of the total energy supply was sourced from RPS-eligible (CEC-certified) renewable energy resources in 2023. When comparing percentages in Schedule 3 of the PSD report and PCL, please note that these distinct reports apply different numeric rounding conventions so percentages may not match exactly. For EPIC Power100 customers, 100% of energy deliveries were sourced from renewable energy resources, including bundled and unbundled renewable energy products.

Recent changes to power source disclosure regulations have also altered how certain renewable energy purchases must be reported/reflected on the PCL. More specifically, "unbundled" renewable energy certificates (renewable energy attributes that are sold/purchased separately from associated electric power) must now be displayed outside the area in which "bundled" renewable energy purchases (renewable energy attributes that are sold/purchased with associated electric power) are reported. This adaptation to the PCL format may result in some customer confusion, as determining the total quantity of renewable energy purchased on behalf of each customer now requires the summation of two values: "Eligible Renewable" plus "Percentage of Retail Sales Covered by Retired Unbundled RECs". EPIC is prepared to answer related questions, should they arise.

To fulfill its PSD Program reporting obligations for 2023, EPIC as a public agency, must provide the CEC with the City Council's attestation regarding the accuracy of information included in each annual Power Source Disclosure Report (submitted to the CEC earlier in 2024, according to the applicable reporting deadline) and PCL, consistent with the following element of PSD Program regulations.

In the following excerpt from applicable regulations, subdivision (a)(1) refers to a third-party audit, which is unnecessary for public agencies, including the City.

"A retail supplier that is a public agency providing electric services is not required to comply with the provisions of subdivision (a)(1) if the board of directors of the public agency submits to the Energy Commission an attestation of the veracity of each annual report and power content label for the previous year."

While developing EPIC's PCL, CalChoice and its technical consultants performed a detailed review of all power purchases completed for the 2023 calendar year. The review resulted in no inaccuracies or inconsistencies, which was subsequently entered in EPIC's annual PSD report(s) and PCL. Consistent with applicable regulations, the PCL will be transmitted to all enrolled customers in the EPIC program via electronic communication or U.S. mail.

FISCAL IMPACT

\$0; There is no fiscal impact associated with this action.

STRATEGIC PLAN

Goal I: Maintain effective public safety and protection for life, property and the environment.

- C. Use a variety of methods to communicate timely, useful, and trusted information about city programs, services and policies.
- D. Strengthen regional, state and national partnerships to enhance our legislative presence.

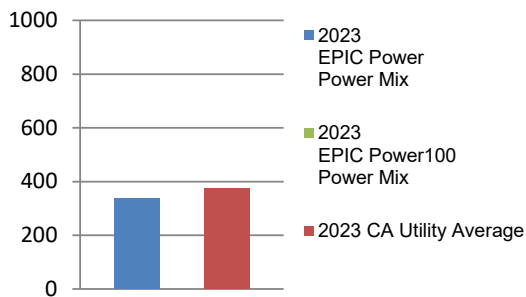
Goal II: Ensure long-term fiscal health of the City and maintain funding for services.

- C. Involve and expand engagement to enhance public oversight and transparency.

Prepared by:	Leonardo Torres, P.E. Director of Public Works
Certified as to availability of Funds:	Janelle Samson, Director of Operations
Approved by:	Ronda Perez, City Manager
Approved as to form:	William P. Curley, III, City Attorney

ATTACHMENTS

EPIC 2023 Power Content Label
EPIC Power 2023 PSD Annual Report
EPIC Power100 2023 PSD Annual Report

2023 POWER CONTENT LABEL						
Energy for Palmdale’s Independent Choice (EPIC, City of Palmdale)						
https://palmdaleepicenergy.com/about/notifications/						
Greenhouse Gas Emissions Intensity (lbs CO ₂ e/MWh)			Energy Resources	2023 EPIC Power Power Mix	2023 EPIC Power100 Power Mix	2023 CA Power Mix
2023 EPIC Power Power Mix	2023 EPIC Power100 Power Mix	2023 CA Utility Average	Eligible Renewable¹ Biomass & Biowaste Geothermal Eligible Hydroelectric Solar Wind Coal Large Hydroelectric Natural Gas Nuclear Other Unspecified Power² TOTAL	35.8%	100.0%	36.9%
				0.0%	0.0%	2.1%
				9.9%	0.0%	4.8%
				0.4%	0.0%	1.8%
				12.5%	0.0%	17.0%
				13.0%	100.0%	11.2%
				0.0%	0.0%	1.8%
				6.9%	0.0%	11.7%
				0.0%	0.0%	36.6%
				26.8%	0.0%	9.3%
				0.0%	0.0%	0.1%
				30.5%	0.0%	3.7%
			100.0%	100.0%	100.0%	
Percentage of Retail Sales Covered by Retired Unbundled RECs³:				5%	0%	
2023 EPIC Power Power Mix 2023 EPIC Power100 Power Mix 2023 CA Utility Average 						
1The eligible renewable percentage above does not reflect RPS compliance, which is determined using a different methodology. 2Unspecified power is electricity that has been purchased through open market transactions and is not traceable to a specific generation source. 3Renewable energy credits (RECs) are tracking instruments issued for renewable generation. Unbundled renewable energy credits (RECs) represent renewable generation that was not delivered to serve retail sales. Unbundled RECs are not reflected in the power mix or GHG emissions intensities above.						
For specific information about this electricity portfolio, contact:			Energy for Palmdale’s Independent Choice (661) 267-5419			
For general information about the Power Content Label, visit:			https://www.energy.ca.gov/programs-and-topics/programs/power-source-disclosure-program			

2023 POWER SOURCE DISCLOSURE ANNUAL REPORT

For the Year Ending December 31, 2023

Retail suppliers are required to use the posted template and are not allowed to make edits to this format. Please complete all requested information.

GENERAL INSTRUCTIONS

RETAIL SUPPLIER NAME	
City of Palmdale d/b/a "Energy for Palmdale's Independent Choice"	
ELECTRICITY PORTFOLIO NAME	
EPIC Power100	
CONTACT INFORMATION	
NAME	Kirby Dusel
TITLE	Consultant
MAILING ADDRESS	1839 Iron Point Road, Suite 120
CITY, STATE, ZIP	Folsom, CA 95630
PHONE	916-936-3300
EMAIL	kirby@pacifiea.com
WEBSITE URL FOR PCL POSTING	https://palmdaleepicenergy.com/

Submit the Annual Report and signed Attestation in PDF format with the Excel version of the Annual Report to PSDprogram@energy.ca.gov. Remember to complete the Retail Supplier Name, Electricity Portfolio Name, and contact information above, and submit separate reports and attestations for each additional portfolio if multiple were offered in the previous year.

NOTE: Information submitted in this report is not automatically held confidential. If your company wishes the information submitted to be considered confidential an authorized representative must submit an application for confidential designation (CEC-13), which can be found on the California Energy Commissions's website at <https://www.energy.ca.gov/about/divisions-and-offices/chief-counsels-office>.

If you have questions, contact Power Source Disclosure (PSD) staff at PSDprogram@energy.ca.gov or (916) 639-0573.

Retail Sales (MWh)	135
Net Specified Procurement (MWh)	136
Unspecified Power (MWh)	-
Procurement to be adjusted	1
Net Specified Natural Gas	-
Net Specified Coal & Other Fossil Fuels	-
Net Specified Nuclear, Large Hydro, Renewables, and ACS Power	136
GHG Emissions (excludes grandfathered emissions)	0
GHG Emissions Intensity (in MT CO ₂ -e/MWh)	0.0000

[illegible]

[illegible]

2023 POWER SOURCE DISCLOSURE ANNUAL REPORT
SCHEDULE 3: POWER CONTENT LABEL DATA
For the Year Ending December 31, 2023
of Palmdale d/b/a "Energy for Palmdale's Independent Choice Energy"
EPIC Power100

Instructions: No data input is needed on this schedule. Retail suppliers should use these auto-populated calculations to fill out their Power Content Labels.

	Adjusted Net Procured (MWh)	Percent of Total Retail Sales
Renewable Procurements	135	100.0%
Biomass & Biowaste	-	0.0%
Geothermal	-	0.0%
Eligible Hydroelectric	-	0.0%
Solar	-	0.0%
Wind	135	100.0%
Coal	-	0.0%
Large Hydroelectric	-	0.0%
Natural gas	-	0.0%
Nuclear	-	0.0%
Other	-	0.0%
Unspecified Power	-	0.0%
Total	135	100.0%

Total Retail Sales (MWh)	135
---------------------------------	------------

GHG Emissions Intensity (converted to lbs CO₂e/MWh)	-
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Percentage of Retail Sales Covered by Retired Unbundled RECs	0.0%
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**2023 POWER SOURCE DISCLOSURE ANNUAL REPORT
ATTESTATION FORM
For the Year Ending December 31, 2023
City of Palmdale d/b/a "Energy for Palmdale's Independent Choice"
EPIC Power100**

I, Ronda Perez, Interim City Manager declare under penalty of perjury, that the information provided in this report is true and correct and that I, as an authorized agent of City of Palmdale, have authority to submit this report on the retail supplier's behalf. I further declare that all of the electricity claimed as specified purchases as shown in this report was sold once and only once to retail customers.

Name: Ronda Perez

Representing (Retail Supplier: City of Palmdale d/b/a "Energy for Palmdale's Independent Choice"

Signature: 

Dated: 7/25/2024

Executed at: Palmdale, CA

2023 POWER SOURCE DISCLOSURE ANNUAL REPORT

For the Year Ending December 31, 2023

Retail suppliers are required to use the posted template and are not allowed to make edits to this format. Please complete all requested information.

GENERAL INSTRUCTIONS

RETAIL SUPPLIER NAME	
City of Palmdale d/b/a "Energy for Palmdale's Independent Choice"	
ELECTRICITY PORTFOLIO NAME	
EPIC Power100	
CONTACT INFORMATION	
NAME	Kirby Dusel
TITLE	Consultant
MAILING ADDRESS	1839 Iron Point Road, Suite 120
CITY, STATE, ZIP	Folsom, CA 95630
PHONE	916-936-3300
EMAIL	kirby@pacifiea.com
WEBSITE URL FOR PCL POSTING	https://palmdaleepicenergy.com/

Submit the Annual Report and signed Attestation in PDF format with the Excel version of the Annual Report to PSDprogram@energy.ca.gov. Remember to complete the Retail Supplier Name, Electricity Portfolio Name, and contact information above, and submit separate reports and attestations for each additional portfolio if multiple were offered in the previous year.

NOTE: Information submitted in this report is not automatically held confidential. If your company wishes the information submitted to be considered confidential an authorized representative must submit an application for confidential designation (CEC-13), which can be found on the California Energy Commissions's website at <https://www.energy.ca.gov/about/divisions-and-offices/chief-counsels-office>.

If you have questions, contact Power Source Disclosure (PSD) staff at PSDprogram@energy.ca.gov or (916) 639-0573.

Retail Sales (MWh)	135
Net Specified Procurement (MWh)	136
Unspecified Power (MWh)	-
Procurement to be adjusted	1
Net Specified Natural Gas	-
Net Specified Coal & Other Fossil Fuels	-
Net Specified Nuclear, Large Hydro, Renewables, and ACS Power	136
GHG Emissions (excludes grandfathered emissions)	0
GHG Emissions Intensity (in MT CO ₂ e/MWh)	0.0000

[illegible]

[illegible]

2023 POWER SOURCE DISCLOSURE ANNUAL REPORT
SCHEDULE 3: POWER CONTENT LABEL DATA
For the Year Ending December 31, 2023
of Palmdale d/b/a "Energy for Palmdale's Independent Choice Energy"
EPIC Power100

Instructions: No data input is needed on this schedule. Retail suppliers should use these auto-populated calculations to fill out their Power Content Labels.

	Adjusted Net Procured (MWh)	Percent of Total Retail Sales
Renewable Procurements	135	100.0%
Biomass & Biowaste	-	0.0%
Geothermal	-	0.0%
Eligible Hydroelectric	-	0.0%
Solar	-	0.0%
Wind	135	100.0%
Coal	-	0.0%
Large Hydroelectric	-	0.0%
Natural gas	-	0.0%
Nuclear	-	0.0%
Other	-	0.0%
Unspecified Power	-	0.0%
Total	135	100.0%

Total Retail Sales (MWh)	135
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GHG Emissions Intensity (converted to lbs CO₂e/MWh)	-
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Percentage of Retail Sales Covered by Retired Unbundled RECs	0.0%
---	-------------

**2023 POWER SOURCE DISCLOSURE ANNUAL REPORT
ATTESTATION FORM
For the Year Ending December 31, 2023
City of Palmdale d/b/a "Energy for Palmdale's Independent Choice"
EPIC Power100**

I, Ronda Perez, Interim City Manager declare under penalty of perjury, that the information provided in this report is true and correct and that I, as an authorized agent of City of Palmdale, have authority to submit this report on the retail supplier's behalf. I further declare that all of the electricity claimed as specified purchases as shown in this report was sold once and only once to retail customers.

Name: Ronda Perez

Representing (Retail Supplier: City of Palmdale d/b/a "Energy for Palmdale's Independent Choice"

Signature: 

Dated: 7/25/2024

Executed at: Palmdale, CA



City Council Staff Report

DATE: JANUARY 8, 2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: CITY MANAGER DEPARTMENT
CITY MANAGER'S OFFICE

DISTRICT: ALL

SUBJECT: ADOPT ORDINANCE NO. 1649, AN ORDINANCE OF THE CITY OF PALMDALE AMENDING PALMDALE MUNICIPAL CODE SECTION 2.08.040 CHANGING THE REGULAR MEETING DAY AND TIME OF THE CITY COUNCIL

RECOMMENDATION

Discuss proposed Ordinance No. 1649 amending Palmdale Municipal Code (PMC) Section 2.08.040 relating to the setting of regular meeting day and time of the City Council and adopt or reject as necessary.

BACKGROUND

Conducting effective City Council meetings is indispensable. Council meetings are the platform for the Council to conduct the City's corporate business affairs with the various businesses, developers, contractors, finance firms, and lobbyists that require focused City Council attention. The meetings also allow the Council to address policy and administration issues, such as contracts and approvals. The meetings provide a platform for elected and appointed people to unite in making key decisions on various aspects such as health, agriculture, environment, education, transport, development, and safety.

The measure of a City Council meeting's effectiveness dramatically impacts the outcome of positive progress and effective decision-making.

It is also important to address some of the challenges arising from ineffective meetings, leading to intense and critical problems requiring prolonged solutions. Ineffectiveness contributes to:

- Poor focus on critical issues and matters;
- Slowed development and growth;
- Disorganized meetings and events;
- Conflicts and delays in meaningful discussions; and,
- Inadequate characterization of public policies.

DISCUSSION

A meeting day and time change is being proposed to maximize the effectiveness of Palmdale's council meetings.

The proposed change in the day would align Palmdale City Council meetings with the day of the week (Tuesday) on which most legislative bodies hold their meetings.

Each version of the Ordinance provides a different time for the Council to consider: 1) The time change to a 2:00 pm closed session and a 3:00 pm regular meeting allows the City Council to conduct City business during hours that align with the corporate, development, legislative, and business community. This will allow the City Council, staff, businesses, and community to conduct business during standard working hours instead of late into the evening, which can negatively affect health and wellbeing and lead to decisions being compromised due to fatigue; and 2) The 5:00 pm time would keep the time as currently set. The proposed changes to the PMC are as follows:

Version one of Ordinance 1649:

Regular meetings of the City Council will be held on the first and third Tuesday of each month. Meetings of the City Council shall be held at 38300 Sierra Highway, Suite B, Palmdale, California. The closed session will begin at 2:00 pm, followed by the meeting at 3:00 pm. If all closed session items are not addressed by 3:00 pm, the closed session will resume after the regular meeting. If all matters on the agenda for any regular meeting have not been considered by the City Council by the hour of 10:30 pm, or such earlier or later time as may be fixed by a majority vote of the City Council, then the regular meeting may be adjourned to the next succeeding Tuesday, at the same time and the exact location, unless a different day, time or location is specified in the order of adjournment. When so adjourned, each adjourned meeting shall be a regular meeting for all purposes. At least twice a year, the City Council shall meet to receive and/or present recognitions to and/or from the community. Notice of all meetings of the City Council, whether regular, adjourned, special, or emergency, will be given in the manner required by state statute (Brown Act or successor law). When a regular Tuesday meeting of the City Council falls on an election day or a national or state holiday and City offices are scheduled to be closed. Such meetings shall not be held and will be deemed adjourned for all purposes with no further action required by the City Council or the City Clerk except such written notices of adjournment as may be required by law. The ordinances codified in this section shall take effect 30 days after adoption.

Version two of Ordinance 1649:

Regular meetings of the City Council will be held on the first and third Tuesday of each month. Meetings of the City Council shall be held at 38300 Sierra Highway, Suite B, Palmdale, California. The regular meetings will begin at 5:00 pm, followed by the closed session. If all matters on the agenda for any regular meeting have not been considered

by the City Council by the hour of 10:30 pm, or such earlier or later time as may be fixed by a majority vote of the City Council, then the regular meeting may be adjourned to the next succeeding Tuesday, at the same time and the exact location, unless a different day, time or location is specified in the order of adjournment. When so adjourned, each adjourned meeting shall be a regular meeting for all purposes. At least twice a year, the City Council shall meet to receive and/or present recognitions to and/or from the community. Notice of all meetings of the City Council, whether regular, adjourned, special, or emergency, will be given in the manner required by state statute (Brown Act or successor law). When a regular Tuesday meeting of the City Council falls on an election day or a national or state holiday and City offices are scheduled to be closed. Such meetings shall not be held and will be deemed adjourned for all purposes with no further action required by the City Council or the City Clerk except such written notices of adjournment as may be required by law. The ordinances codified in this section shall take effect 30 days after adoption.

FISCAL IMPACT

\$0; There is no fiscal impact associated with this action.

STRATEGIC PLAN

Goal II: Ensure long-term fiscal health of the City and maintain funding for services.

C. Involve and expand engagement to enhance public oversight and transparency.

Prepared by:	William P. Curley, III, City Attorney Ronda Perez, City Manager
Certified as to availability of Funds:	Janelle Samson, Director of Operations
Approved by:	Ronda Perez, City Manager
Approved as to form:	William P. Curley, III, City Attorney

ATTACHMENTS

Ord. No.1649 Version One
Ord. No.1649 Version Two

ORDINANCE NO. 1649

AN ORDINANCE OF THE CITY COUNCIL OF THE CHARTERED CITY OF PALMDALE, CALIFORNIA, AMENDING SECTION 2.08.040 OF CHAPTER 2.08 OF TITLE 2 OF THE PALMDALE MUNICIPAL CODE, ESTABLISHING THE CITY COUNCIL'S REGULAR MEETING DAY, TIME AND PLACE.

I. Intent of the City Council

- a) The City Council is a strict supporter of the open meeting law known and referenced as the Brown Act. The Brown Act is a transparency-driven law that requires all non-privileged City business to be conducted in public so that all can follow, participate in and communicate upon the business of the City.

As business meetings under the Brown Act, it is clear that the intent and focus of public business meetings is to conduct the business affairs of the City rather than such meetings being town halls, study sessions or opinion gathering sessions. The Brown Act makes clear that nonbusiness items, regardless of the source, are not to be discussed, resolved or acted upon by the City Council as they are not accepted and agendaized business matters. Speakers are provided public comment rights, but those are primarily directed to properly agendaized, rather than ad hoc topics or issues.

- b) The business, adjudicative and legislative items the City Council addresses generally are in relation to business which the City is contracting with, regulating or taking legislative actions that apply to the business entity, industry or group that are most able to participate during standard working hours. The interaction between the City Council and those directly involved in the business matters is best conducted during these regular business hours.
- c) All legal conditions precedent to the adoption of this Ordinance have occurred as required by law.

II. Ordinance

Now, Therefore:

The City Council of the City of Palmdale does ordain as follows:

1. In all respects as set forth in Part I, Intent of the City Council, which section is hereby incorporated by reference herein.
2. Section "2.08.040 – Regular meeting day, time and place" shall be revoked and removed in its entirety and replaced with a new Section 2.08.040 of Chapter 2.08 of Title 2 of the Palmdale Municipal Code, to read, in words and figures, as follows:

"2.08.040 Regular meeting day, time, and place.

Regular meetings of the City Council will be held on the first and third Tuesday of each month. Meetings of the City Council shall be held at 38300 Sierra Highway, Suite B, Palmdale, California. The closed session will begin at 2:00 pm., followed by the regular meeting at 3:00 pm. If all closed session items are not addressed by 3:00 pm, the closed session will resume after the regular meeting. If all matters on the agenda for any regular meeting have not been considered by the City Council by the hour of 10:30 pm, or such earlier or later time as may be fixed by a majority vote of the City Council, then the regular meeting may be adjourned to the next succeeding Tuesday, at the same time and the exact location, unless a different day, time or location is specified in the order of adjournment. When so adjourned, each adjourned meeting shall be a regular meeting for all purposes. At least twice a year, the City Council shall meet to receive and/or present recognitions to and/or from the community. Notice of all meetings of the City Council, whether regular, adjourned, special, or emergency, will be given in the manner required by state statute (Brown Act or successor law). When a regular Tuesday meeting of the City Council falls on an election day or a national or state holiday and City offices are scheduled to be closed, then such meetings shall not be held and will be deemed adjourned for all purposes with no further action required by the City Council or the City Clerk except such written notices of adjournment as may be required by law. The ordinances codified in this section shall take effect 30 days after adoption.”

3. This Ordinance, being an administrative regulation only, has no foreseeable adverse impact on the environment and pursuant to Section 15061 (b) (3) of the State CEQA Guidelines is exempt from further evaluation under the California Environmental Quality Act of 1970, as amended.
4. Any Ordinance previously enacted by the City Council shall, to the extent of any conflict, be deemed repealed and provided that each section or element of any Ordinance that is non-conflicting shall remain in full force and effect.
5. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is held for any reason to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions be declared invalid or unconstitutional.
6. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published and posted pursuant to the provisions of law in that regard and this Ordinance shall take effect 30 days after adoption.

PASSED, APPROVED and ADOPTED this 8th day of January, 2025.

Richard J. Loa, Mayor

APPROVED AS TO FORM:

ATTEST:

William P. Curley, III
City Attorney

Rochelle Scott, City Clerk

I, Rochelle Scott, City Clerk of the City of Palmdale, California, do hereby certify that the foregoing Ordinance was duly introduced, passed, approved, and adopted by the City Council of the City of Palmdale at a regular meeting of said Council held on the 8th day of January 2025 effective on the 7th day of February 2025 by the following roll call vote:

AYES: _____

NOES: _____

ABSTAIN: _____ ABSENT: _____

Date: _____
Rochelle Scott, City Clerk

ORDINANCE NO. 1649

AN ORDINANCE OF THE CITY COUNCIL OF THE CHARTERED CITY OF PALMDALE, CALIFORNIA, AMENDING SECTION 2.08.040 OF CHAPTER 2.08 OF TITLE 2 OF THE PALMDALE MUNICIPAL CODE, ESTABLISHING THE CITY COUNCIL'S REGULAR MEETING DAY, TIME AND PLACE.

I. Intent of the City Council

- a) The City Council is a strict supporter of the open meeting law known and referenced as the Brown Act. The Brown Act is a transparency-driven law that requires all non-privileged City business to be conducted in public so that all can follow, participate in and communicate upon the business of the City.

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- b) The business, adjudicative and legislative items the City Council addresses generally are in relation to business which the City is contracting with, regulating or taking legislative actions that apply to the business entity, industry or group that are most able to participate during standard working hours. The interaction between the City Council and those directly involved in the business matters is best conducted during these regular business hours.
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Now, Therefore:

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4. Any Ordinance previously enacted by the City Council shall, to the extent of any conflict, be deemed repealed and provided that each section or element of any Ordinance that is non-conflicting shall remain in full force and effect.
5. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is held for any reason to be invalid or unconstitutional by the decision of any court of competent jurisdiction. such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections. subsections. sentences. clauses. phrases or portions be declared invalid or unconstitutional.
6. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published and posted pursuant to the provisions of law in that regard and this Ordinance shall take effect 30 days after adoption.

PASSED, APPROVED and ADOPTED this 8th day of January, 2025.

Richard J. Loa, Mayor

APPROVED AS TO FORM:

ATTEST:

William P. Curley, III
City Attorney

Rochelle Scott, City Clerk

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AYES: _____

NOES: _____

ABSTAIN: _____ ABSENT: _____

Date: _____
Rochelle Scott, City Clerk



City Council Staff Report

DATE: JANUARY 8, 2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: OFFICE OF THE CITY MANAGER
CITY CLERK DIVISION

DISTRICT: ALL

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING CITY
COUNCIL COMMITTEE APPOINTMENTS

RECOMMENDATION

City Council discussion and possible action regarding City Council committee appointments

BACKGROUND

Each year, the City Council reviews its committee appointments. The Council may nominate and then approve the appointment of a Councilmember and alternates by a majority vote. Councilmembers serve on committees at the pleasure of the City Council. A removal request is required if a councilmember can no longer serve on a committee. If there is an alternate, the alternate may serve until a new appointment is made.

DISCUSSION

This item is brought forth to determine if the City Council desires to change existing committee assignments.

ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT (AVAQMD)

Health and Safety Code Section 41310 states, "The AVAQMD shall be governed by a district board consisting of seven members as follows: (a) Two members of the City Council of the City of Lancaster appointed by the city council. (b) Two members of the City Council of the City of Palmdale appointed by the City Council. (c) Two persons appointed by the member of the Board of Supervisors of the County of Los Angeles who represent a majority of the population of the Antelope Valley District, one of whom may be that supervisor. (d) A public member who shall be appointed by the members appointed under subdivisions (a) to (c), inclusive."

Meetings are held on the third Tuesday of each month at 10:00 am at the Lancaster District office, 43301 Division Street, Suite 206, Lancaster, CA.

Delegate: Councilmember Bishop
Delegate: Mayor Loa
Alternate: Mayor Pro Tem Bettencourt

ANTELOPE VALLEY TRANSIT AUTHORITY (AVTA)

The AVTA is governed by a Joint Powers Agreement between the cities of Lancaster and Palmdale, and Los Angeles County. AVTA was established in 1992 after Antelope Valley residents expressed a strong desire for public transportation in the high desert. AVTA's total service area covers 1,200 square miles and is bounded by the Kern County line to the north, the San Bernardino County line to the east, the Angeles National Forest to the south, and Interstate 5 to the West. The fixed route service area consists of approximately 100 square miles.

Meetings are held on the fourth Tuesday of each month at 10:00 am at the AVTA office at 42210 6th Street West, Lancaster, CA.

Delegate: Mayor Loa
Delegate: Councilmember Ohlsen
Alternate: Mayor Pro Tem Bettencourt
Alternate: Citizen Kathryn Mac Laren-Gomez

CALIFORNIA CONTRACT CITIES ASSOCIATION (CCCA)

The general purpose of the CCCA is to serve as a rallying point for cities contracting for municipal services to ensure constituents receive the best service at the minimum cost. Through municipal seminars, education, and the exchange of ideas and information, the association combines resources to influence policy decisions affecting member cities.

Meetings are held as needed at various locations determined by the CCCA.

Delegate: Councilmember Bishop
Alternate: Councilmember Ohlsen

CITY OF PALMDALE AUDIT COMMITTEE

The goal of the Audit Committee is to maintain the public's confidence in the City's financial functions, enhance the accessibility of the City's financial matters to our citizens, and promote the city's financial transparency. Under the Committee's by-laws, it shall be comprised of five members: two councilmembers, the City Manager, the Finance Manager, and one public member. Committee members shall not receive compensation nor be eligible for reimbursement.

Meetings are held in the spring and fall of each year at a time to be determined in the Palmdale Council Chamber at 38300 Sierra Highway, Suite B, Palmdale, CA.

Delegate: Councilmember Bishop
Delegate: Mayor Pro Tem Bettencourt
Alternate: Mayor Loa
Public Member: Cinthia Zelaya (Term expires June 2026)

CITY OF PALMDALE INVESTMENT OVERSIGHT COMMITTEE

The Investment Oversight Committee was created under the City's Investment Policy and is comprised of the Mayor, one rotating Councilmember, the City Manager, the City Treasurer, and the City Attorney. Committee members serve without compensation and shall meet at least quarterly to determine general strategies and monitor results.

Meetings are scheduled as needed and are held in the City's Finance Division.

Member: Councilmember Bishop (Must be Mayor per Investment Policy)
Member: Councilmember Ohlsen (Council rotates per Investment Policy)

ENHANCED INFRASTRUCTURE FINANCING DISTRICT (EIFD) PUBLIC FINANCING AUTHORITY (PFA)

The City of Palmdale, in partnership with the County of Los Angeles, established an Enhanced Infrastructure Financing District (EIFD) in the boundaries of Palmdale and unincorporated Los Angeles County. The District's purpose is to create a funding mechanism that can facilitate the construction of public infrastructure improvements in this area. The EIFD PFA membership is comprised of two Councilmembers, one public member selected by the Council, one member of the County, and a member of the public selected by the County. Members shall serve at the pleasure of their respective appointing legislative bodies.

Meetings are held as needed in the Palmdale Council Chamber at 38300 Sierra Highway, Suite B, Palmdale, CA.

Member: Councilmember Bishop
Member: Mayor Loa
Public Member: Laura Gordon (term expires June 2025)

HIGH DESERT CORRIDOR JOINT POWERS AUTHORITY (HDC JPA)

The purpose of the HDC JPA is to enhance the quality of life for our communities by developing and maintaining public infrastructure and providing a variety of municipal services that complement our natural resources and environment. Under the Joint Exercise of Powers Agreement, one member shall be the Fifth District Supervisor of Los

Angeles County, and the alternate member shall be appointed by the Fifth District Supervisor.

Meetings are held as needed, and the location rotates between Los Angeles and San Bernardino counties. Occasionally, meetings are held in Palmdale and Victorville. The City's appointments are to be ratified by the Authority.

Director: Councilmember Ohlsen
Alternate: Mayor Loa

CAL CITIES DESERT MOUNTAIN DIVISION (DMD)

Cal Cities' policy-making process allows the issues facing California cities to be debated and the organization's policy directions to be established. Member cities generally appoint a Councilmember as a delegate and an alternate.

Meetings are held quarterly on the last Friday of the month at 10:00 am in various cities.

Delegate: Mayor Pro Tem Bettencourt
Alternate: Councilmember Bishop
Second Alternate: Mayor Loa

LOS ANGELES COUNTY SANITATION DISTRICTS (NOS. 14 AND 20)

The Sanitation Districts are a public agency created under state law to manage wastewater and solid waste on a regional scale. They consist of 24 independent special districts serving about 5.6 million people in Los Angeles County. The service area covers approximately 850 square miles and encompasses 78 cities and unincorporated territory within the County. Health and Safety Code Section 4730 states, "The presiding officer of the governing body of each city, the whole or part of which is included in the sanitation district, is a member of the board, and an alternate director may act in the place of the presiding officer." **The Mayor is the presiding officer of the Palmdale City Council and, therefore, automatically serves as a delegate.**

Meetings are held at 1:30 pm on the fourth Wednesday of each month at the Sanitation Districts office at 1955 Workman Mill Road in Whittier or a venue in the Antelope Valley.

District No. 14

Delegate: Councilmember Bishop (**Must be Mayor per H&S Code §4730**)
Alternate Director: Mayor Loa

District No. 20

Delegate: Councilmember Bishop (**Must be Mayor per H&S Code §4730**)
Second Director: Mayor Pro Tem Bettencourt
Alternate Director: Mayor Loa

NORTH LOS ANGELES COUNTY TRANSPORTATION COALITION (NCTC)

The NCTC was assembled in 1995 to coordinate information and provide a forum for discussion on regional issues of mutual interest and concern among the cities of Lancaster, Palmdale, Santa Clarita, and the unincorporated areas of North Los Angeles County. NCTC Joint Powers Authority states, "The cities of Lancaster, Palmdale, and Santa Clarita shall have three representatives each: A City Councilmember, a business or community organization representative appointed by the City Council, and a representative at large appointed by the City Council."

Meetings are held as needed in rotating Palmdale, Lancaster, and Santa Clarita locations.

Delegate:	Councilmember Bishop
Alternate:	City Manager Perez
Business Rep:	Councilmember Ohlsen
At-Large Rep:	Mayor Loa

PALMDALE RECYCLED WATER AUTHORITY (PRWA)

The PRWA was established in 2012 through a Joint Exercise of Powers Agreement between the City of Palmdale and the Palmdale Water District (PWD) to jointly study, promote, develop, distribute, construct, install, finance, use and manage recycled water resources created by the Los Angeles County Sanitation Districts Nos. 14 and 20 for any and all reasonable and beneficial uses, including irrigation and recharge, and to finance the acquisition and construction or installation of recycled water facilities, recharge facilities, and irrigation systems.

The First Amendment to the Joint Exercise of Powers Agreement provides for a five-member Authority Board wherein each entity appoints two members from their respective governing boards to serve on the Authority Board and jointly appoint the "Fifth Director" (Public Member Director). The City and PWD appoint the Fifth Director (and Authority Board ratifies the appointment. Under the PRWA, an alternate may be appointed.

Meetings are held on the third Monday of the month at 6:00 pm in the Palmdale Council Chamber, 38300 Sierra Highway, Suite B, Palmdale, CA.

Director:	Councilmember Bishop
Director:	Mayor Pro Tem Bettencourt
Alternate:	Mayor Loa
Public Member:	Zakeya Anson – Term expires January 2025. (Per JPA, appointed jointly by the City and PWD and ratified by the PRWA Board

PALMDALE TOURISM IMPROVEMENT DISTRICT (PTID)

The City and local hoteliers developed the PTID to promote Palmdale's tourism and tourism business environment through the development and operation of the PTID. The Board consists of seven Directors; four representatives from the hotels that pay into the TID assessment; one City Councilmember, one City staff, and one public member, who may be a representative of a non-lodging hospitality or tourism sector in the City. The City Councilmember, staff person, and public members are appointed by the Council. Directors serve a three-year term and receive no compensation or reimbursement.

Meetings are held bi-annually and rotate locations between hotels.

Director: Councilmember Bishop

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) GENERAL ASSEMBLY

The SCAG General Assembly approves the bylaws, ratifies election of officers, and SCAG's budget. The General Assembly Delegate Representative has the opportunity to propose any policy matter for determination by the General Assembly in the form of a proposed Resolution or revisions to the SCAG Bylaws. All proposed resolutions and/or bylaw revisions will be reviewed by SCAG's Bylaws and Resolutions Committee and the Regional Council before being considered at the General Assembly business meeting.

Delegate: Mayor Loa
Alternate: Councilmember Bishop

PALMDALE SISTER CITY ASSOCIATION

President Eisenhower initiated the United States/Mexico Sister City Program in 1956. The program works to develop one-on-one community relations with cities in other countries so that people can cross national boundaries, get to know each other personally and form mutual respect and understanding of other cultures. City officials and the Palmdale Sister City Association members exchange visits to each city to foster the Sister City Program relationship. The Council may appoint as many representatives as desired.

Palmdale Sister City Association meetings are held on the second and fourth Wednesdays of each month at 6:00 pm at Legacy Commons, 930 E Avenue Q-9, Palmdale, CA.

Delegate: Councilmember Bishop
Delegate: Mayor Loa
Alternate: Mayor Pro Tem Bettencourt
Alternate: Councilmember Ohlsen

CALIFORNIA STATE PRISON – LOS ANGELES COUNTY, CITIZENS ADVISORY COMMITTEE

The primary objective of the Citizen's Advisory Committee is to promote communication between the institution and the community. This includes building goodwill and support, allaying community fears, and increasing public awareness and support by receiving and sharing information about the prison and the Department's policies, regulations, and programs.

Meetings are held quarterly in the Warden's Conference Room at the prison.

Delegate: Mayor Pro Tem Bettencourt
Alternate: Mayor Loa

FISCAL IMPACT

\$0; There is no fiscal impact associated with this item.

STRATEGIC PLAN

Goal I: Maintain adequate public safety and protection for life, property, and the environment.

D. Strengthen regional, state, and national partnerships to enhance our legislative presence.

Goal II: Ensure long-term fiscal health of the City and maintain funding for services.

C. Involve and expand engagement to enhance public oversight and transparency.

Prepared by:	Rochelle Scott, City Clerk
Certified as to availability of Funds:	Janelle Samson, Director of Operations
Approved by:	Ronda Perez, City Manager
Approved as to form:	William P. Curley, III, City Attorney