



---

**CITY OF SANTA FE SPRINGS**  
**MEETINGS OF THE PUBLIC FINANCING AUTHORITY,**  
**WATER UTILITY AUTHORITY, HOUSING SUCCESSOR,**  
**SUCCESSOR AGENCY, AND CITY COUNCIL**  
**AGENDA**

**TUESDAY, FEBRUARY 20, 2024**  
**AT 6:00 P.M.**

**CITY HALL COUNCIL CHAMBERS**  
**11710 TELEGRAPH ROAD**  
**SANTA FE SPRINGS, CA 90670**

---

**CITY COUNCIL**

**Jay Sarno, Mayor**  
**William K. Rounds, Mayor Pro Tem**  
**Juanita Martin, Councilmember**  
**Annette Rodriguez, Councilmember**  
**Joe Angel Zamora, Councilmember**

**CITY MANAGER**

**René Bobadilla, P.E.**

**CITY ATTORNEY**

**Ivy M. Tsai**

**CITY STAFF**

**Assistant City Manager**  
**Fire Chief**  
**Police Chief**  
**Director of Community Services**  
**Director of Finance**  
**Director of Planning**  
**Director of Police Services**  
**Director of Public Works**  
**City Clerk**

**Nicholas Razo**  
**Chad Van Meeteren**  
**Aviv Bar**  
**Maricela Balderas**  
**Lana Dich**  
**Wayne Morrell**  
**Dino Torres**  
**James Enriquez**  
**Janet Martinez**

---

**NOTICES**

This City Council Meeting ("Council") will be held in person and will meet at City Hall – City Council Chambers, 11710 E. Telegraph Road, Santa Fe Springs, California. The meeting will be live streamed on the City's YouTube Channel and can be accessed on the City's website via the following link:

[https://santafesprings.org/city\\_council/city\\_council\\_meetings/index.php](https://santafesprings.org/city_council/city_council_meetings/index.php)

**Americans with Disabilities Act:** In compliance with the ADA, if you need special assistance to participate in a City meeting or other services offered by this City, please contact the City Clerk's Office. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

**SB 1439:** Effective January 1, 2023, City Council Members are subject to SB 1439 and cannot participate in certain decisions for a year after accepting campaign contributions of more than \$250 from an interested person. The Council Member would need to disclose the donation and abstain from voting.

**Public Comments:** The public is encouraged to address City Council on any matter listed on the agenda or on any other matter within its jurisdiction. If you wish to address the City Council on the day of the meeting, please fill out a speaker card provided at the door and submit it to City Clerk staff. You may also submit comments in writing by sending them to the City Clerk's Office at [cityclerk@santafesprings.org](mailto:cityclerk@santafesprings.org). All written comments received by 12:00 p.m. the day of the City Council Meeting will be distributed to the City Council and made a part of the official record of the meeting. Written comments will not be read at the meeting, only the name of the person submitting the comment will be announced. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

**Please Note:** Staff reports and supplemental attachments are available for inspection at the office of the City Clerk in City Hall, during regular business hours 7:30 a.m. – 5:30 p.m., Monday – Thursday. Telephone: (562) 868-0511.

**CALL TO ORDER**

**ROLL CALL**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

**PRESENTATIONS**

1. THE BEST OF SFS – CELEBRATING 50 YEARS OF LOWERS WELDING & FABRICATION, INC. BUSINESS IN THE CITY OF SANTA FE SPRINGS (COMMUNITY SERVICES)
2. PROCLAMATION – PROCLAIMING MARCH 2024 AS “NATIONAL READING MONTH” (COMMUNITY SERVICES)
3. INTRODUCTION OF NEW EMPLOYEES

**CHANGES TO AGENDA**

**PUBLIC COMMENTS ON NON-AGENDA & NON-PUBLIC HEARING AGENDA ITEMS**

At this time, the general public may address the City Council on both non-agenda *and* non-public hearing agenda items. Comments relating to public hearing items will be heard during the public hearing. Please be aware that the maximum time allotted for members of the public to speak shall not exceed three (3) minutes per speaker. State Law prohibits the City Council from taking action or entertaining extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the Mayor.

**STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST**

PUBLIC FINANCING AUTHORITY, WATER UTILITY AUTHORITY, HOUSING SUCCESSOR, SUCCESSOR AGENCY, AND CITY COUNCIL AGENDA

**PUBLIC HEARING**

**4. ANNUAL WEED ABATEMENT PROGRAM (CITY CLERK)**

**RECOMMENDATION:** It is recommended that the City Council:

- 1) Open the Public Hearing;
- 2) Receive any comments from the public wishing to speak on this matter and thereafter close the Public Hearing; and

- 3) Direct the Los Angeles County Agricultural Commissioner/Weights & Measures to abate the nuisance by having weeds, rubbish, and refuse removed.

### **OLD BUSINESS – NONE**

### **REGULAR BUSINESS**

#### **5. FY 2023-2024 MIDYEAR BUDGET REVIEW AND MODIFICATIONS (FINANCE)**

##### **RECOMMENDATION: It is recommended that the City Council:**

- 1) Approve staff recommendation of a \$2.6 million increase adjustment to the revenue and an additional \$1.3 million to the expenditures in the General Fund detailed in attachments B & C.
- 2) Approve staff recommendation of \$800,000 reduction to the initial estimated revenue and an additional \$110,000 to the expenditures in the Water Fund detailed in attachments A & C.
- 3) Approve adjustments for twelve (12) positions (attachments C & D):
  - a. Seven (7) new full-time positions
  - b. Three (3) reclassifications to the current positions
  - c. Reclass two (2) hourly employees to one (1) full-time
  - d. Eliminate one (1) budgeted position

#### **6. POLICE SERVICES STAGING FACILITY STORM DAMAGE – EMERGENCY REPAIRS (PUBLIC WORKS)**

##### **RECOMMENDATION: It is recommended that the City Council:**

- 1) Pursuant to Santa Fe Springs Municipal Code Section 34.23 and California Public Contract Code Section 22050, by a four-fifths vote authorize the repairs to proceed without competitive bidding; and
- 2) Take such additional, related action that may be desirable.

### **CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered to be routine. Any items a Councilmember wishes to discuss should be designated at this time. All other items may be approved in a single motion. Such approval will also waive the reading of any Ordinance.

#### **PUBLIC FINANCING AUTHORITY**

#### **7. MINUTES OF THE JANUARY 23, 2024 PUBLIC FINANCING AUTHORITY MEETINGS (CITY CLERK)**

##### **RECOMMENDATION: It is recommended that the Public Financing Authority:**

1) Approve the minutes as submitted.

**8. MONTHLY REPORT ON THE STATUS OF DEBT INSTRUMENTS ISSUED THROUGH THE CITY OF SANTA FE SPRINGS PUBLIC FINANCING AUTHORITY (PFA) (FINANCE)**

**RECOMMENDATION:** It is recommended that the Public Financing Authority:

1) Receive and file the report.

**WATER UTILITY AUTHORITY**

**9. MINUTES OF THE JANUARY 23, 2024 WATER UTILITY AUTHORITY MEETINGS (CITY CLERK)**

**RECOMMENDATION:** It is recommended that the Water Utility Authority:

1) Approve the minutes as submitted.

**10. MONTHLY REPORT ON THE STATUS OF DEBT INSTRUMENTS ISSUED THROUGH THE CITY OF SANTA FE SPRINGS WATER UTILITY AUTHORITY (WUA) (FINANCE)**

**RECOMMENDATION:** It is recommended that the Water Utility Authority:

1) Receive and file the report.

**11. STATUS UPDATE OF WATER-RELATED CAPITAL IMPROVEMENT PROJECTS (PUBLIC WORKS)**

**RECOMMENDATION:** It is recommended that the Water Utility Authority:

1) Receive and file the report; and

2) Take such additional, related action that may be desirable.

**HOUSING SUCCESSOR**

**12. MINUTES OF THE JANUARY 23, 2024 HOUSING SUCCESSOR MEETINGS (CITY CLERK)**

**RECOMMENDATION:** It is recommended that the Housing Successor:

1) Approve the minutes as submitted.

SUCCESSOR AGENCY

**13. MINUTES OF THE JANUARY 23, 2024 SUCCESSOR AGENCY MEETINGS (CITY CLERK)**

**RECOMMENDATION:** It is recommended that the Successor Agency:

- 1) Approve the minutes as submitted.

CITY COUNCIL

**14. MINUTES OF THE JANUARY 23, 2024 SPECIAL CITY COUNCIL MEETINGS (CITY CLERK)**

**RECOMMENDATION:** It is recommended that the City Council:

- 1) Approve the minutes as submitted.

**15. FIRST AMENDMENT TO EMPLOYMENT AGREEMENT WITH CITY MANAGER (CITY ATTORNEY)**

**RECOMMENDATION:** It is recommended that the City Council:

- 1) Approve First Amendment to Employment Agreement Between the City of Santa Fe Springs and René Bobadilla.

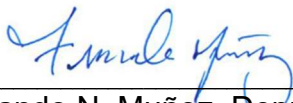
**APPOINTMENTS TO BOARDS, COMMITTEES, AND COMMISSIONS**

**COUNCIL COMMENTS/AB1234 COUNCIL CONFERENCE REPORTING**

Council member announcements; requests for future agenda items; conference/meetings reports. Members of the City Council will provide a brief report on meetings attended at the expense of the local agency as required by Government Code Section 53232.3(d).

**ADJOURNMENT**

I, Fernando N. Muñoz, Deputy City Clerk for the City of Santa Fe Springs hereby certify that a copy of this agenda has been posted no less than 72 hours at the following locations; City's website at [www.santafesprings.org](http://www.santafesprings.org); Santa Fe Springs City Hall, 11710 Telegraph Road; Santa Fe Springs City Library, 11700 Telegraph Road; and the Town Center Plaza (Kiosk), 11740 Telegraph Road.



Fernando N. Muñoz, Deputy City Clerk



**CITY OF SANTA FE SPRINGS**

**CITY COUNCIL AGENDA STAFF REPORT**

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

**FROM:** René Bobadilla, P.E., City Manager

**BY:** Fernando N. Muñoz, CMC, Deputy City Clerk

**SUBJECT: ANNUAL WEED ABATEMENT PROGRAM**

**DATE:** February 20, 2024

---

**RECOMMENDATION(S):**

It is recommended that the City Council:

- 1) Open the Public Hearing;
- 2) Receive any comments from the public wishing to speak on this matter and thereafter close the Public Hearing; and
- 3) Direct the Los Angeles County Agricultural Commissioner/Weights & Measures to abate the nuisance by having weeds, rubbish, and refuse removed.

**FISCAL IMPACT**

N/A

**BACKGROUND**

On February 6, 2024, the City Council adopted Resolution No. 9896 declaring weeds to be a public nuisance on certain properties that had been inspected and found to contain a growth of weeds or to contain flammable rubbish. A list of the parcels is attached as Attachment 'B'.

The date of Tuesday, February 20, 2024, at 6:00 P.M. is set for a Public Hearing of protests to the abatement of weeds. Proper notices and postings in accordance with the Government Code have been made and the hearing of protests should be conducted.

It would be appropriate for the Mayor to conduct the Public Hearing and hear from any person(s) who would like to address the City Council.

**ANALYSIS**

N/A

**ENVIRONMENTAL**

N/A

**DISCUSSION**

N/A

**SUMMARY/NEXT STEPS**

N/A

**ATTACHMENT(S):**

- A. Resolution No. 9896
- B. Declaration List

<b><u>ITEM STATUS:</u></b>	
<b>APPROVED:</b>	<input type="checkbox"/>
<b>DENIED:</b>	<input type="checkbox"/>
<b>TABLED:</b>	<input type="checkbox"/>
<b>DIRECTION GIVEN:</b>	<input type="checkbox"/>



**RESOLUTION NO. 9896**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS DECLARING THAT WEEDS, BRUSH, RUBBISH AND REFUSE UPON OR IN FRONT OF SPECIFIED PROPERTY IN THE CITY ARE A SEASONAL AND RECURRENT PUBLIC NUISANCE, AND DECLARING ITS INTENTION TO PROVIDE FOR THE ABATEMENT THEREOF**

THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS DOES RESOLVE AS FOLLOWS:

**BE IT RESOLVED THAT**, pursuant to the provisions of Title 4, Division 3, Part 2, Chapter 13, Article 2, of the California Government Code, Sections 39560 to 39588, inclusive, and evidence received by it, the City Council of the City of Santa Fe Springs specifically finds:

**SECTION 1.** That the weeds, brush or rubbish growing or existing upon the streets, sidewalks, or private property in the city attain such large growth as to become, when dry, a fire menace to adjacent improved property, or which are otherwise noxious, dangerous, or a public nuisance.

**SECTION 2.** That the presence of dry grass, stubble, refuse, or other flammable materials are conditions which endanger the public safety by creating a fire hazard.

**SECTION 3.** That by reason of the foregoing fact, the weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material growing or existing upon the private property hereinafter described, and upon the streets and sidewalks in front of said property constitute a seasonal and recurrent public nuisance and should be abated as such.

**SECTION 4.** That the private property, together with the streets and sidewalks in front of same herein referred to, is more particularly described as follows, to wit: That certain property described in the attached list hereto and by this reference made a part hereof as though set forth in full at this point.

**BE IT THEREFORE RESOLVED**, pursuant to the findings of fact, by this Council heretofore made, that the weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material in and upon and in front of the real property hereinbefore described constitute and are hereby declared to be a seasonal and recurrent public nuisance which should be abated. The Agricultural Commissioner/Director of Weights and Measures, County of Los Angeles, is hereby designated the person to give notice to destroy said weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material and shall cause notices to be given to each property owner by United States Mail and said notice shall be substantially in the following form to wit.

NOTICE TO DESTROY WEEDS,  
REMOVE BRUSH, RUBBISH AND REFUSE

Notice is hereby given that on February 6, 2024, the City Council of the City of Santa Fe Springs passed or will pass a resolution declaring noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish and refuse were growing or occurring upon or in front of said property on certain streets in said city or unincorporated area of the County of Los Angeles, and more particularly described in the resolution, and that they constitute a public nuisance which must be abated by the removal of said noxious or dangerous vegetation, rubbish and refuse. The resolution further declares that, if not abated, the vegetation and/or rubbish and refuse may be removed and the nuisance abated by County authorities in which case the cost of removal shall be assessed upon the land from or in front of which the noxious or dangerous vegetation, rubbish and refuse are removed. Such cost will constitute a special assessment against such lots or lands. Reference is hereby made to said resolution for further particulars. In addition, the Board of Supervisors of the County of Los Angeles authorized and directed the Agricultural Commissioner to recover its costs of details. All property owners having any objections to the proposed removal of noxious or dangerous vegetation, rubbish and refuse and the recovery of inspection costs, are hereby notified that they may attend a hearing of the City Council of said city to be held at 11710 East Telegraph Road, Santa Fe Springs, CA 90670, in the Council Chambers on February 20, 2024 at 6:00 p.m. where their objections will be heard and given due consideration. If the property owner does not want to present objections to the proposed removal of the noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish and refuse, or the recovery of inspection costs, the owner need not appear at the above mentioned hearing.

---

City Clerk of the City of Santa Fe Springs

**BE IT THEREFORE RESOLVED**, that the Agricultural Commissioner is hereby authorized and directed to recover its costs of inspection of the properties hereinabove described in a manner consistent with prior action of the Board adopting a fee schedule for such inspections. The recovery of these costs is vital to the ongoing operation governing the identification and abatement of those properties that constitute a seasonal and recurrent public nuisance and endanger the public safety.

**BE IT FURTHER RESOLVED THAT**, the 20th day of February, 2024, at the hour of 6:00 p.m. of said day is the day and hour, and the Meeting Room of the City Council of the City of Santa Fe Springs in the City Hall in the City of Santa Fe Springs is fixed by this City Council as the place when and where any and all property owners having any objections to the aforesaid proposed removal of weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material may appear before the City Council and show cause why said weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material should not be removed in accordance with this resolution, and said objections will then and there be heard and given due consideration; and

**BE IT RESOLVED THAT** the notices to destroy weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material hereinbefore referred to shall be mailed by said Agricultural Commissioner/Director of Weights and Measures at least ten days prior to February 20, 2024.

**PASSED and ADOPTED** this 6<sup>th</sup> day of February, 2024 by the following vote:

AYES: Councilmembers Martin, Rodriguez, Zamora, Mayor Pro Tem Rounds, and Mayor Sarno


NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:

  
\_\_\_\_\_  
Fernando N. Muñoz, CMC, Deputy City Clerk

  
\_\_\_\_\_  
Jay Sarno, Mayor

2024  
LOS ANGELES COUNTY DECLARATION LIST  
**CITY OF SANTA FE SPRINGS**  
KEY OF 8, CITY CODE 623 (UNIMPROVED)

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
7005001803	SHOEMAKER AVE	SO PAC CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
7005014801	CARMENITA	SO PAC CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
7005014803	ALONDRA BLVD	SO PAC CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
7005014913	13560 FIRESTONE BLVD	DEPARTMENT OF TRANSPORTATION	100 S MAIN ST MS 13	LOS ANGELES CA	90012
7005014915	13561 FIRESTONE BLVD	DEPARTMENT OF TRANSPORTATION	100 S MAIN ST MS 13	LOS ANGELES CA	90012
7005014917	13562 FIRESTONE BLVD	STATE OF CALIFORNIA DEPT OF TRANSPORTATION	100 S MAIN ST MS 6	LOS ANGELES CA	90012
7005014918	13563 FIRESTONE BLVD	STATE OF CALIFORNIA DEPT OF TRANSPORTATION	100 S MAIN ST STE 1300	LOS ANGELES CA	90012
8002019042	BELL RANCH DR	MCMASTER CARR SUPPLY COMPANY	PO BOX 54960	LOS ANGELES CA	90054
8002021803	LOS NIETOS RD	A T AND S F RY CO	8920 REX RD	PICO RIVERA CA	92660
8005012027	GEARY AVE	GEARY AVENUE PROPERTIES LLC	8536 WHITE FISH CIR	FOUNTAIN VALLEY CA	92708
8005012047	10137 NORWALK BLVD	GEMINIS PROPERTY DEVELOPMENT LLC	PO BOX 2767	SANTA FE SPRINGS CA	90670
8005012902	12171 TELEGRAPH RD	SANTA FE SPRINGS CITY	11710 TELEGRAPH RD	SANTA FE SPRINGS CA	90670
8005015047	10025 BLOOMFIELD AVE	WG HOLDINGS SPV LLC	109 N POST OAK LN STE 230	HOUSTON TX	77024
8005015048	SANTA FR SPRINGS RD	CENTRIS TELEGRAPH POINT LLC	448 N LASALLE DR 2ND FL	CHICAGO IL	60654
8005015049	SANTA FR SPRINGS RD	CENTRIS TELEGRAPH POINT LLC	448 N LASALLE DR 2ND FL	CHICAGO IL	60654
8005015050	SANTA FR SPRINGS RD	WG HOLDINGS SPV LLC	109 N POST OAK LN STE 230	HOUSTON TX	77024
8005015051	SANTA FR SPRINGS RD	WG HOLDINGS SPV LLC	109 N POST OAK LN STE 230	HOUSTON TX	77024
8009001095	GARDEN PARKWAY	TOWNLOT FEE LLC	515 S FLOWER ST STE 4800	LOS ANGELES CA	90071
8009001097	CLARK ST	TOWNLOT FEE LLC	515 S FLOWER ST STE 4800	LOS ANGELES CA	90071
8009001098	GARDEN PARKWAY	TOWNLOT FEE LLC	515 S FLOWER ST STE 4800	LOS ANGELES CA	90071
8009001101	GARDEN PARKWAY	TOWNLOT FEE LLC	515 S FLOWER ST STE 4800	LOS ANGELES CA	90071
8009004078	GARDEN PARKWAY	TOWNLOT FEE LLC	515 S FLOWER ST STE 4800	LOS ANGELES CA	90071
8009004079	GARDEN PARKWAY	TOWNLOT FEE LLC	515 S FLOWER ST STE 4800	LOS ANGELES CA	90071
8009004116	GARDEN PARKWAY	TOWNLOT FEE LLC	515 S FLOWER ST STE 4800	LOS ANGELES CA	90071
8009004117	GARDEN PARKWAY	TOWNLOT FEE LLC	515 S FLOWER ST STE 4800	LOS ANGELES CA	90071
8009004118	GARDEN PARKWAY	TOWNLOT FEE LLC	515 S FLOWER ST STE 4800	LOS ANGELES CA	90071
8009004119	GARDEN PARKWAY	TOWNLOT FEE LLC	515 S FLOWER ST STE 4800	LOS ANGELES CA	90071
8009004127	GARDEN PARKWAY	TOWNLOT FEE LLC	515 S FLOWER ST STE 4800	LOS ANGELES CA	90071
8009004128	GARDEN PARKWAY	TOWNLOT FEE LLC	515 S FLOWER ST STE 4800	LOS ANGELES CA	90071
8009022071	FLORENCE AVE	SFS REAL ESTATE AND RECOVERY LLC	14555 N 82ND ST	SCOTTSDALE AZ	85260
8011004031	FREEMAN AVE	12720 TELEGRAPH LLC	109 N POST OAK LN	HOUSTON TX	77024
8011004058	FREEMAN AVE	NAMMDM LLC	10029 GREENLEAF AVE	SANTA FE SPRING CA	90670

2024  
LOS ANGELES COUNTY DECLARATION LIST  
**CITY OF SANTA FE SPRINGS**  
KEY OF 8, CITY CODE 623 (UNIMPROVED)

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
8011004064	FREEMAN AVE	SFW SYSTEM LLC	PO BOX 235	RANCHO SANTA FE CA	92067
8011005013	13007 TELEGRAPH RD	GREEN LEAF XC, LLC	3010 OLD RANCH PARKWAY SUITE 470	SEAL BEACH CA	90740
8011005034	10330 GREENLEAF AVE	PLAINS WEST COAST TERMINALS LLC	333 CLAY ST STE 1600	HOUSTON TX	77002
8011007026	FREEMAN AVE	TALL PROPERTIES LLC	PO BOX 5547	FULLERTON CA	92838
8011007027	FREEMAN AVE	TALL PROPERTIES LLC	PO BOX 5547	FULLERTON CA	92838
8011007028	ROMANDEL AVE	TALL PROPERTIES LLC	PO BOX 5547	FULLERTON CA	92838
8011007029	ROMANDEL AVE	TALL PROPERTIES LLC	PO BOX 5547	FULLERTON CA	92838
8011007038	ROMANDEL AVE	12720 TELEGRAPH LLC	109 N POST OAK LN	HOUSTON TX	77024
8011007040	ROMANDEL AVE	12720 TELEGRAPH LLC	109 N POST OAK LN	HOUSTON TX	77024
8011007041	ROMANDEL AVE	PRODUCTOL INC	12243 BRANFORD ST	SUN VALLEY CA	91352
8011009935	10712 LAUREL AVE	SDG SANTA FE SPRINGS LLC	26400 LA ALAMEDA STE 100	MISSION VIEJO CA	92691
8011015041	10765 PAINTER AVE	WESTMONT PROPERTIES INC	10805 PAINTER AVE	SANTA FE SPRINGS CA	90670
8011017015	TELEGRAPH RD	WADE,CYNTHIA S CO TR ET AL	10720 S BLUE WATER BAY	MOHAVE VALLEY AZ	86440
8011017035	TELEGRAPH RD	12720 TELEGRAPH LLC	10345 W OLYMPIC BLVD	LOS ANGELES CA	90064
8011017036	TELEGRAPH RD	12720 TELEGRAPH LLC	10345 W OLYMPIC BLVD	LOS ANGELES CA	90064
8011017037	TELEGRAPH RD	12720 TELEGRAPH LLC	10345 W OLYMPIC BLVD	LOS ANGELES CA	90064
8011017064	SANDOVAL ST	YEH FAMILY LIMITED PTNSHP LTD	12928 SANDOVAL ST	SANTA FE SPRINGS CA	90670
8017018800	SANTA ANITA RTE 5 FWY	SOU PAC CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8017018801	FLORENCE AVE	SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8017018802	SANTA ANITA RTE 5 FWY	SO PAC CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8059029016	BORA SR	BPW INC	13639 BORA DR	SANTA FE SPRINGS CA	90670
8069004803	SHOEMAKER AVE	A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8069006044	14150 ROSECRANS AVE	VALLEY VIEW-SANTA FE SPRINGS LLC	26100 NORTHWESTERN HWY STE 1913	SOUTHFIELD MI	48076
8069011801	BONAVISTA AVE	A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8069011802	BONAVISTA AVE	A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8069013802	MICA ST	A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8069016913	EXCELSIOR DR	STATE OF CALIFORNIA DEPT OF	100 S MAIN ST MS 6	LOS ANGELES CA	90012
8167001807	BUSCH PL	SOUTHERN PAC TRANS CO	1700 FARMAN ST 10TH FL	OMAHA NE	68102
8167002055	SANTA FE SPRINGS RD	GREENLEAF BUSINESS CENTER LLC	5215 OLD ORCHARD RD STE 420	SKOKIE IL	60077
8168001815	NORWALK BLVD	UNION PACIFIC RAILROAD COMPANY	1400 DOUGLAS ST	OMAHA NE	68179
8168001816	NORWALK BLVD	UNION PACIFIC RAILROAD COMPANY	1400 DOUGLAS ST	OMAHA NE	68179
8168002901	SORENSEN AVE	LA COUNTY FLOOD CONTROL DISTRICT	900 S FREMONT AVE	ALHAMBRA CA	91803
8168007026	9005 SORESEN AVE	MCKESSON CORPORATION	PO BOX 92129	SOUTHLAKE TX	68179
8168007814	DICE RD	SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8168007816	DICE RD	SOU PACIFIC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8168009027	SORENSEN AVE	VALVOLINE LLC	100 VALVOLINE WAY	LEXINGTON KY	40509

2024  
LOS ANGELES COUNTY DECLARATION LIST  
**CITY OF SANTA FE SPRINGS**  
KEY OF 8, CITY CODE 623 (UNIMPROVED)

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
8168009030	SORENSEN AVE	VALVOLINE LLC	100 VALVOLINE WAY	LEXINGTON KY	40509
8168011802	SANTA FE SPRINGS RD	SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8168011803	SANTA FE SPRINGS RD	SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8168012814	SORENSEN AVE	SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8168023048	11790 SLAUSON AVE	CEM CONSTRUCTION CORPORATION	8207 BROOKGREEN RD	DOWNEY CA	90240
8177029810	PIONEER BLVD	SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8177029815	PIONEER BLVD	SO CALIF EDISON CO	2 INNOVATION WAY 2ND FL	POMONA CA	91768
8177029823	RANCHO SANTA GERTRUDES	SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8178004065	LOS NIETOS RD	CHAVEZ, WILLIAM AND	2923 VIA SAN DELARRO	MONTEBELLO CA	90640
8178035811	NORWALK BLVD	SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8178035812	DE COSTA AVE	A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8178035815	NORWALK BLVD	SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8178036803	RIVERA RD	A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8178036804	DE COSTA AVE	A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8178037805	PIONEER BLVD	A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8178037806	LOS NIETOS RD	SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8178037811	LOS NIETOS RD	SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179

TOTAL VACANT/IMPROVED RECORDS	0
TOTAL UNIMPROVED RECORDS	85
TOTAL RECORDS	85



**CITY OF SANTA FE SPRINGS**

**CITY COUNCIL AGENDA STAFF REPORT**

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

**FROM:** René Bobadilla, P.E., City Manager

**BY:** Lana Dich, Director of Finance & Administrative Services

**SUBJECT: FY 2023-2024 MIDYEAR BUDGET REVIEW AND MODIFICATIONS**

**DATE:** February 20, 2024

---

**RECOMMENDATION(S):**

It is recommended that the City Council:

- 1) Approve staff recommendation of a \$2.6 million increase adjustment to the revenue and an additional \$1.3 million to the expenditures in the General Fund detailed in attachments B & C.
- 2) Approve staff recommendation of \$800,000 reduction to the initial estimated revenue and an additional \$110,000 to the expenditures in the Water Fund detailed in attachments A & C.
- 3) Approve adjustments for twelve (12) positions (attachments C & D):
  - a. Seven (7) new full-time positions
  - b. Three (3) reclassifications to the current positions
  - c. Reclass two (2) hourly employees to one (1) full-time
  - d. Eliminate one (1) budgeted position

**FISCAL IMPACT**

If the recommended midyear changes to the budget are approved, the City's General Fund position will improve from an initial balanced budget to a budget surplus of \$1.7 million.

The City's Water Fund position anticipated an increase in the deficit of \$910,000; from \$149,900 to a budget deficit of \$1.1 million.

## **BACKGROUND**

Annually, the midyear budget review process presents an opportunity to adjust forecasted revenues, appropriation amounts, and budget assumptions based on fiscal year-to-date actual information. The fiscal year (“FY”) 2023-24 budget was originally adopted in June 2023. Since the pandemic, the City has been adapting to a rapidly evolving economic landscape, profoundly shaped by shifts in consumer behavior that emerged in its wake. This period has seen a slowdown in online sales, alongside a nominal growth in business-to-business transactions. Even with the downtrend, Sales Tax, and Transactions & Use Tax (Measure Y) revenues, which collectively constitute a significant share of our General Fund revenue, have exceeded our initial projections portion of our General Fund revenue, surpassing our initial forecasts.

The midyear adjustments being recommended have taken into account any potential disruption in the general economy that the current geopolitical climate may cause, staff will continue to monitor any adverse fluctuation in anticipated trends for the remaining part of the fiscal year.

## **ANALYSIS**

### **General Fund**

#### **Revenues (Attachments A and B)**

The originally adopted budget had a projected General Fund revenue of \$93.4 million. This includes “applied” General Fund revenues of \$14.2 million derived from specific departments’ operations. The revised midyear budget forecast is \$96.0 million, or \$2.6 million more than originally estimated. The vast majority of revenue sources are anticipated to come within the targeted budget range – barring any potential economic disruption.

The recommended adjustments are for the City’s Sales Tax of \$1.0 million and Measure Y of \$600,000. Modest increases are also expected in Franchise taxes of \$500,000, Utility User’s Tax (UUT) of \$500,000, and Vehicle In Lieu taxes of \$300,000, as follows:

- **Sales Tax Revenue**
  - The State of California’s Department of Tax and Fee Administration (CDTFA) disburses monies to counties and cities on a quarterly basis with advances paid monthly. Quarterly adjustments are made to reflect the actual funds collected. The Sales Tax is charged by the retailers who sell tangible property in the state. The tax is measured by gross receipts from retail sales at a rate of 10.5%. Effective April 1, 2019 the distribution of the tax of 10.5% is as follows: 8.5% to other governmental agencies and 2.0% to the City of Santa Fe Springs – 1% for Bradley-Burns and 1% for the Transaction & Use Tax (Measure Y).



- Historically, the City has benefitted greatly from the large business community and the sales tax revenue generated. During the Great Recession, however, the City's revenues were disproportionately impacted by the downturn in the economy. Since then, modest gains have generally provided for a slow but steady rise. In FY 2022-23, sales tax revenue reached a record high of \$39.9 million due to a shift in consumer spending during the pandemic. In addition, the favorable outcomes were in part impacted by the judgment of the Wayfair vs. South Dakota Supreme Court decision in 2018.
- As we are moving into the FY 2023-24, Sales tax receipts post-global pandemic experienced a drop in some of the biggest sectors; businesses & industries. Further losses were seen in light and heavy industrial, repair shops, electrical equipment, and medical/biotech. HdL Companies (HdL) reported a slight drop in estimate during the first quarter of the fiscal year. Even though taxable sales for all of Los Angeles County declined by 2.4% over the prior year's first quarter, HdL's estimate for the City exceeded the budget's initial estimate by approximately \$1.0 million at \$39.0 million. Staff is proposing an upward adjustment of \$1.0 million reflecting HdL's estimate.
- Transactions & Use tax (Measure Y)
  - In November 2018, the City of Santa Fe Springs voters approved a 1% transactions and use tax. The tax became effective April 1, 2019 with the first payment to the City beginning in June 2019. Transaction and use tax is essentially the same as the sales tax except that it is only subject to transactions delivered to customers within the City (i.e. point-of-destination) whereas sales tax applies to transactions originating within the City (i.e. point-of-sale).
  - According to HdL, transactions and use tax generated approximately 44.1% of the Bradley Burns amount during the first quarter, led by a solid performance from general consumer goods. Transactions and use tax continued to trend favorably for the City. Staff anticipates an increase of \$600,000 from the initial estimate.
- Utility Users' Tax
  - The Utility Users' Tax (UUT) is imposed on every individual or entity using a utility within the City. Utilities subject to the tax include electricity, gas, and telephone (including cellular telephones). Individuals and entities using these utility services pay a tax rate of 5.0% on all charges made for such services.
  - According to the Avenu Insights & Analytics (Avenu) forecast, the average U.S. retail price of electricity is projected to increase between 1.96% to

3.58% for residential and commercial and a slight decrease of .7% in the industrial sector. The market of supply and demand of natural gas continue to trend upward through a combination of low storage levels and increased demand during the winter season. Meanwhile, telecommunication revenues are forecasted to reflect a continued decrease due to competition among existing and new providers and the commoditization of products and services. Businesses are shifting to the utilization of streaming services as wired line usage is fast becoming obsolete. Based on the various factors, UUT is estimated to provide a slight increase of \$500,000 to the initial estimate.

- Vehicle In Lieu Taxes

- Prior to the 2004 budget act, the vehicle license fee tax rate was 2% of the value of the vehicle. In 2004, the vehicle license fees were permanently eliminated and replaced with a similar amount of property taxes, dollar-for-dollar. The amount increases annually in proportion to the growth in gross assessed valuation within the jurisdiction. In lieu of the growth in gross assessed value, staff is proposing an increase of \$300,000 to the initial estimate.

- Applied Revenue (Departmental Revenues)

- Additionally, applied revenues (departmental revenues) in Fire Rescue will be adjusted- Fire's emergency response reimbursements of \$275,000, Environmental Protection plan check activities of \$64,000, and Fire Prevention activities of \$60,000. These increases were partially offset by decreases in Paramedic emergency medical assessment by (\$40,000) and a reduction in ambulance cost recovery by (\$80,000) (attachment C).

### **Expenditures (Attachments A and C)**

The total budgeted expenditures and uses in the originally adopted budget were approximately \$93.4 million; this included one-time transfers of \$1.8 million to equipment replacement, capital improvement programs, and unfunded liability contributions. The proposed expenditure adjustments of \$1.3 million resulted in a revised budget of \$92.9 million or a 1.4% increase. While the net impact of the proposed adjustments results in a nominal increase, there are recommended adjustments in expenditures throughout departments.

The proposed adjustments include net funding for twelve (12) position adjustments in order to address needed staffing levels. This emerged subsequent to the initial budget adopted in June 2023 to recognize the need to address organizational structural needs and challenges such as:

- Continued progress requires a broader organizational structure; and

- Merging of two hourly employees to one full-time employee to address staffing needs at the full-time capacity.

The proposed personnel adjustments include:

- Funding for twelve (12) position adjustments including:
  - Seven (7) new full-time positions; and
    - Assistant City Manager
    - Administrative Assistant II
    - Program Coordinator
    - Communication Specialist
    - Community Development Director (\*)
    - Building Services and Housing Manager (\*)
    - Superintendent (\*)
  - Five (5) adjustments – including two (2) hourly positions to one (1) full-time position:
    - Municipal Affairs Manager to Administrative Services Officer (\*)
    - Executive Assistant to City Manager/City Council to Senior Executive Assistant (\*)
    - Parks & Recreation Manager to Parks & Recreation Director (\*)
    - Two (2) hourly Finance Office Aides to one (1) full-time Administrative Assistant II
    - Eliminate Economic Development Manager

The proposed personnel net adjustments of \$539,100 for the above positions are detailed in Attachment C. The personnel job specifications for newly created positions (\*) are in Attachment D, and the ranges for these positions are noted in the attached Salary Schedule (Attachment E).

Operationally, Staff also recommends an adjustment of \$209,200 in the City Manager's activity, which includes \$50,000 for Information Technology staff augmentation, \$29,200 to address the Public Records Act, \$30,000 for employees' physical examination and \$100,000 for General Contractual services to provide assessments throughout the City.

The City's Community Services Department is proposing an increase of \$410,800 across all divisions. Community Services established a new Media and Communications activity that will focus on promoting the City's Mission roles, including, but not limited to, community engagement, public awareness, brand building, communication, economic development, crisis management, community feedback, and data collection services, event/program promotion, enhancing legitimacy and trust, and policy advocacy. Staff requests an additional \$71,500 for supplies, consultant help, and software to enhance Media and Communications Activity. Parks & Recreation is requesting \$230,000 which includes \$130,000 to staff new events/programming, \$53,000 for supplies related to new events, \$32,000 for increased contractual costs related to new programming, and \$15,000 for supplies associated with the reopening of the aquatics center. Administration

is requesting \$125,000 for the TCH plaza wrap, a new Christmas tree, furniture for offices/conference room, replacement of the stage and canopy, and smart television for the Town Center Hall. The Library realizes a savings of \$15,700 by replacing the underperforming database and services with more popular products.

The Fire-Rescue Department is requesting an adjustment of \$255,000, which includes \$105,000 for mechanical parts and \$150,000 for the purchase of a mechanic vehicle to service fire engines. The recommended funding will cover the department's needs for the remaining months of the fiscal year. Staff also recommends recognizing an additional \$275,000 in Emergency Response Reimbursements from the strike team engagements, this is partially offset by a \$120,000 decrease in paramedics-related emergency medical assessment fees and ambulance cost recovery due to a decrease in activity. In addition, the department also recognizes a \$60,000 increase in fire permit revenue and \$64,000 in environmental protection plan check and permit revenues corresponding to increasing activity.

Police Services is requesting an adjustment of \$50,000 for police services consultant.

Public Works is requesting an adjustment of \$405,000, which includes \$160,000 increase in supplies and materials for various activities due to rising costs, \$100,000 for fleet repair cost, \$25,000 for transit services to supplement drivers, \$20,000 for catch basin cleaning, \$15,000 for vault cleaning of Imperial Highway, \$75,000 a grade separation study of Norwalk Blvd/Los Nietos, \$20,000 for overtime cost related to building regulation and public improvements, and \$15,000 for augmentation of on-call services for permit engineering.

The originally adopted budget included an anticipated \$1.8 million operating surplus (attachment A). Staff is now projecting a budget surplus of \$3.1 million. However, there are no recommendations on the use of the additional funding at this time. Once the fiscal year-end results are available, staff will present recommendations to the City Council.

### **Water Utility Fund**

The Water Utility Fund's originally adopted budget had a projected revenue of \$16.7 million. The revised midyear budget forecast is \$15.9 million, or \$800,000 less than originally estimated. The recommended adjustment is based on the monthly consumption compared to the prior year's.

The Water Utility Fund is requesting an adjustment of \$110,000, which includes valve replacement, a Cedardale saw, A-C pipe/hazardous waste disposal, an increase in emergency on-call contractors, and recycled water line repair/relocation.

The originally adopted budget included an anticipated \$149,900 operating deficit (attachment A). Staff is now projecting a budget deficit of \$1.1 million.

## **ENVIRONMENTAL**

NA

## **DISCUSSION**

### **Future Outlook**

As discussed on previous occasions, staff continues to monitor ongoing economic and organizational issues as we look forward to developing the FY 2024-25 budget. These include:

**Current Geopolitical Climate** – The invasion of Ukraine by Russia presents an undeniable level of uncertainty in the economy. As with any conflict, there are lasting and spillover effects on the national and local economy that can linger for years to come.

**CalPERS' Unfunded Liability** – The growth in the City's Unfunded Liability is also a significant challenge. There are a number of reasons for the substantial increase in the unfunded liability, including a smaller City workforce relative to the number of retirees, CalPERS investment losses, a lower investment discount rate, a shorter amortization period, changes in mortality assumptions, and changing the unfunded liability payment from a percentage of payroll to a fixed amount each year. If investment performance does not meet expectations, the discount rate is lowered further, or other assumption changes are made, these rates could escalate even higher. City staff have established a Pension Trust Fund and will be developing a plan to mitigate future impacts on the City's General Fund.

**Infrastructure Funding** – While there are funds and accounts that have been established by the City Council, the City will be challenged to provide an increased level of funding to address significant deferred maintenance needs moving forward.

**Rising inflation** – Inflation can also jeopardize the City's favorable financial position as it is directly tied to the rising cost of acquiring items and services necessary to deliver local programs and services. Earlier in February, the United States Department of Labor reported that consumer prices rose by 3.1% in January from a year earlier versus a 3.4 % increase in December. While this change is somewhat positive, it was higher than the 2.9% that was originally projected. As a result of the consumer price index rising higher than initially anticipated, recent disinflation progress has stalled, and plans to reduce interest rates will possibly be delayed by the Federal Reserve.

**FY 2024-2025 Operating Budget**

Staff has started the preparation and development of the FY 2024-25 operating budget. There are a variety of strategic assumptions that will be included in the upcoming budget to ensure the City's long-term financial viability. For both the General and Water Utility Funds, it is anticipated that the operational changes implemented over the last several years will provide stability in the long term. Staff will continue to work with the City Council to continue the pursuit of internal operating efficiencies and strategies to minimize costs and impacts to City services while exploring new and innovative revenue ideas.

**SUMMARY/NEXT STEPS**

The proposed FY 2023-24 mid-year adjustment is presented to the City Council for further input and direction. Staff will incorporate any further direction and input provided by the City Council.

**ATTACHMENT(S):**

- A. Attachment A – FY 2023-24 Midyear Budget Review Summary
- B. Attachment B – FY 2023-24 Midyear Budget Review Revenue Adjustments
- C. Attachment C – FY 2023-24 Midyear Budget Review Operating Exp Adjustments
- D. Attachment D – Personnel Job Specifications
- E. Attachment E – Proposed Salary Schedule

<b><u>ITEM STATUS:</u></b>	
<b>APPROVED:</b>	<input type="checkbox"/>
<b>DENIED:</b>	<input type="checkbox"/>
<b>TABLED:</b>	<input type="checkbox"/>
<b>DIRECTION GIVEN:</b>	<input type="checkbox"/>

**FY 2023-2024 Midyear Budget Review  
Summary**

**General Fund**

	Original Adopted Budget	Proposed Midyear Budget	Change Favorable / (Unfavorable)	
			\$	%
Revenues	\$ 93,362,300	\$ 95,983,300	\$ 2,621,000	2.8%
Expenditures				
Department	83,831,400	85,142,500	(1,311,100)	-1.6%
Non-Recurring	4,961,800	4,961,800	-	0.0%
Capital Improvement Program	2,800,000	2,800,000	-	0.0%
	91,593,200	92,904,300	(1,311,100)	-1.4%
<b>Operating Surplus / (Deficit) before Transfers</b>	<b>1,769,100</b>	<b>3,079,000</b>	<b>1,309,900</b>	<b>74.0%</b>
Fund Transfers:				
Equipment Replacement	(891,500)	(891,500)	-	0.0%
Capital Improvement Program Funding	(438,800)	(438,800)	-	0.0%
Unfunded Liability Contribution Reserve	(438,800)	(438,800)	-	0.0%
Total	(1,769,100)	(1,330,300)	-	0.0%
<b>Operating Surplus / (Deficit) Net of Transfers</b>	<b>\$ -</b>	<b>\$ 1,748,700</b>	<b>\$ 1,748,700</b>	<b>-</b>

**Water Fund**

	Original Adopted Budget	Proposed Midyear Budget	Change Favorable / (Unfavorable)	
			\$	%
Revenues	\$ 16,675,100	\$ 15,875,100	\$ (800,000)	-4.8%
Expenditures				
Department	14,431,600	14,541,600	(110,000)	-0.8%
Capital Improvement Projects	-	-	-	0.0%
Interfund Transfers	1,897,300	1,897,300	-	0.0%
Debt Service	496,100	496,100	-	0.0%
	16,825,000	16,935,000	(110,000)	-0.7%
<b>Surplus / (Deficit)</b>	<b>\$ (149,900)</b>	<b>\$ (1,059,900)</b>	<b>\$ (910,000)</b>	<b>-</b>

**2023-2024 Midyear Budget Review  
General Fund Revenues**

Account Number	Revenue Source	Actual		Adopted		Midyear Budget		Adopted FY 23-24 vs. Midyear FY 23-24 Variance	
		FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24			\$	%
	<u>Taxes</u>								
411010	Property	\$ 2,980,435	\$ 2,735,141	\$ 3,000,000	\$ 3,000,000	\$ -	0.0%		
411020	Property - Pass Thru to City	2,340,803	2,801,881	2,100,000	2,100,000	-	0.0%		
411060	Utility User's Tax (UUT)	7,568,007	8,513,512	7,000,000	7,500,000	500,000	7.1%		
411030	Sales & Use	39,335,559	39,980,366	38,000,000	39,000,000	1,000,000	2.6%		
411035	Transactions & Use (Measure Y)	15,661,416	16,807,006	15,600,000	16,200,000	600,000	3.8%		
411500	Transient Occupancy	158,797	165,381	150,000	150,000	-	0.0%		
411040	Franchise	3,790,928	4,575,994	3,642,000	4,142,000	500,000	13.7%		
411050	Business Operations	795,155	750,638	765,000	765,000	-	0.0%		
411530	Property Transfer	360,207	321,978	366,500	366,500	-	0.0%		
411510	Oil Well	145,024	143,924	140,000	140,000	-	0.0%		
411520	Barrel	1,310	210,631	106,000	106,000	-	0.0%		
	Total Taxes	73,137,639	77,006,451	70,869,500	73,469,500	\$ 2,600,000	3.7%		
	<u>Use of Money &amp; Property</u>								
415200	Interest Earnings	411,622	3,354,279	2,182,000	2,182,000	-	0.0%		
415210	Realized Gains/Loss on Inv	(2,078,390)	293,722	-	-	-			
415220	Unrealized Gains/Loss on Inv	(3,059,795)	(612,205)	-	-	-			
415300	Rentals	335,893	331,412	325,000	325,000	-	0.0%		
415310	Ground Lease	824,000	824,000	823,900	823,900	-	0.0%		
415320	Development	405,710	422,310	304,000	304,000	-	0.0%		
	Total Use Of Money & Property	(3,160,961)	4,613,519	3,634,900	3,634,900	\$ -	0.0%		
	<u>State Subventions</u>								
415100	Vehicle In Lieu Taxes	2,359,894	2,507,001	2,300,000	2,600,000	300,000	13.0%		
	Total State Subventions	2,359,894	2,507,001	2,300,000	2,600,000	\$ 300,000	13.0%		
	<u>Other</u>								
415900	Other	283,599	1,270,626	246,200	246,200	-	0.0%		
426000	Greenwaste Host Fee	977,589	1,053,423	900,000	900,000	-			
415330	Water Utility Lease Payment	1,000,000	1,200,000	1,200,000	1,200,000	-	0.0%		
	Total Other	2,261,187	3,524,049	2,346,200	2,346,200	\$ -	0.0%		
	Department Revenue	12,083,872	15,424,206	14,211,700	13,932,700	(279,000)			
	<b>Total General Fund Revenue</b>	<b>\$ 86,681,631</b>	<b>\$ 103,075,225</b>	<b>\$ 93,362,300</b>	<b>\$ 95,983,300</b>	<b>2,621,000</b>	<b>2.8%</b>		



**FY 2023-24 Midyear Budget Review**  
**Expenditure and Applied Revenue Adjustments**

**ATTACHMENT C**

Description

Budget Adjustments

**General Fund**

**Proposed Midyear Adjustments:**

**Personnel Adjustments (prorated)**

City Manager - Add Assistant City Manager	(1) \$	207,900
City Manager - Reclass Municipal Affairs Manager to Administrative Services Officer		18,700
City Manager - Reclass Executive Asst. to City Manager/City Council to Senior Executive Asst.		10,300
City Manager - Add Administrative Assistant II		35,400
Community Services - Reclass Parks & Recreation Manager to Parks & Recreation Director		24,400
Community Services - Add Communication Specialist		38,300
Community Services (Parks & Rec) - Add Program Coordinator		60,700
Planning - Eliminate Economic Development Manager		(174,900)
Planning - Add Community Development Director		104,600
Public Works (Maint)- Add Building Services and Housing Manager		96,700
Public Works (Maint) - Add Superintendent		99,400
Finance - Reclass two (2) hourly Finance Office Aides to one (1) Full-Time Adm Assistant II		17,600
<b>Net Costs /(Savings)</b>		<b>539,100</b>

**Operating/Departmental Expenditures**

**General Government**

City Manager - IT staff augmentation	\$	50,000
City Manager - Agenda management, Public Records Act (PRA), and Municipal Code software		29,200
City Manager - Physical examination		30,000
City Manager - General contractual services		100,000
<b>Net Costs /(Savings)</b>		<b>209,200</b>

**Community Services**

Media & Communications - Supplies, consultant and software	\$	71,500
Parks & Recreation - Increase in staff times in anticipating for increase in events demand		130,000
Parks & Recreation - Additional events supplies and contractual services		53,000
Parks & Recreation - Increase in contractual services for Volleyball program		32,000
Parks & Recreation - Reopening aquatics supplies		15,000
Library - Replacing databases and services		(15,700)
Community Services - Replacement of stage		35,000
Community Services - Replacement of canopies		12,000
Community Services - TCH Plaza Wrap, Christmas tree, and furniture for offices/conference room	(1)	83,000
Community Services - Town Center Hall smart television		20,000
Community Services - Teen center kitchen remodel saving		(25,000)
<b>Net Costs /(Savings)</b>		<b>410,800</b>

**Fire-Rescue**

Suppression - Increase in mechanical parts costs	\$	105,000
Suppression - Fire mechanic vehicle		150,000
Suppression - Increase in emergency response reimbursement	*	(275,000)
Paramedics - Decrease in emergency medical assessment fee	*	40,000
Paramedics - Decrease in ambulance cost recovery	*	80,000
Fire Prevention - Increase in Fire permit revenue	*	(60,000)
Environmental Protection - Increase in permit - haz waste generator	*	(24,000)
Environmental Protection - Increase in hazardous waste business plan fees	*	(40,000)
<b>Net Costs /(Savings)</b>		<b>(24,000)</b>

**Police Services**

Police Adm - Police services consultant	\$	50,000
<b>Net Costs /(Savings)</b>		<b>50,000</b>

**FY 2023-24 Midyear Budget Review**  
**Expenditure and Applied Revenue Adjustments**

**ATTACHMENT C**

**Public Works**

Maintenance - Outsourcing fleet repairs	\$ 100,000
Maintenance - Increase in cost of supplies and materials for various activities	160,000
Maintenance - Transit services supplement drivers (reimburse with Local Return)	25,000
Maintenance - Transit Services Supplement Drivers (Transfer from Local Return)	(25,000)
Maintenance - Pioneer/Los Nietos catch basin/drain line cleaning/jetting	20,000
Maintenance - Imperial highway vault cleaning	15,000
Engineering - Norwalk Blvd/Los Nietos grade separation study	75,000
Engineering - Building regulation & public improvements city inspector overtime	20,000
Engineering - Permit Engineer - On call staff augmentation	15,000
<b>Net Costs /(Savings)</b>	<b><u>405,000</u></b>

**General Fund - Total Expenditure Adjustments**

**\$ 1,590,100**

*\* applied revenues (departmental revenues)*

*(1) previously approved by City Council*

Description

Budget Adjustments

**Water Fund**

**Operating/Departmental Expenditures**

**Water Fund**

Carmenita/Foster road valve replacement	\$ 40,000
Cedardale saw cutting for replacement of three water line valves	10,000
A-C pipe/hazardous waste disposal	20,000
Increase emergency on-call contractor	20,000
Hawkins St. recycled water line repair/relocate (Omega Project)	20,000
<b>Net Costs /(Savings)</b>	<b><u>110,000</u></b>

**Water Fund - Total Expenditure Adjustments**

**\$ 110,000**

**CITY OF SANTA FE SPRINGS**  
**MUNICIPAL AFFAIRS-**  
**MANAGER ADMINISTRATIVE**  
**SERVICES OFFICER**

**Bargaining Unit:** ~~EMC~~ (Management)

**Job Code:** ~~05210~~

**FLSA Status:** Exempt

**Date Prepared:**  
~~08/17/2021~~03/05/2024

**Disclaimer:** *Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.*

**POSITION PURPOSE:**

Under direct supervision, provides professional level administrative support to projects, programs, and other department functions. Serves as liaison to Human Resources and Information Technology Departments.

**SUPERVISION RECEIVED:**

Supervision is provided by the City Manager and/or Assistant City Manager designee.

**SUPERVISION EXERCISED:**

Exercises supervision over professional, technical, clerical staff.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

**A. Held in Common:**

1. Supports the Mission of the City and its Elected and Appointed Officials.
2. Provides courteous and timely service to the public as the ultimate employer.
3. Works cooperatively with other City employees.
4. Exhibits integrity and displays ethical behavior.

**B. Essential Job Specific Duties:**

1. Coordinates communication and the flow of information from the City Manager to the city council, department directors and/or entire organization.
2. Participates in the development and implementation of goals objectives and priorities.
3. Conducts studies, surveys, and collects information.
4. Makes recommendations to solve difficult organizational issues.
5. Provides analytical support for financial, operational and organizational issues.

Administrative Services Officer

6. Coordinates and manages assigned projects.
7. Conducts studies of organizational, administrative and operational issues.
8. Reviews and analyzes processes, procedures and work methods.
9. Prepares and presents forecasts of effects of pending legislation, policy, and procedure changes.
10. Develops funding proposals, policy alternatives and strategies.
11. Prepares and presents reports and recommendations; maintains financial and administrative processes and records.
12. Develops and monitors assigned budgets.
13. Monitors contracts and their related documentation.
14. Attends City Council meetings as assigned
15. Investigates and prepares reports on specific requests and complaints pertaining to various governmental activities for staff, Commissions, and City Council information.
16. Represents the City Manager or designee when needed at meetings or public events.

### **C. Other Job Specific Duties**

1. Coordinates the research, development, review, and preparation of grant applications.
2. Leads budget preparation for a department or division; analyzes and monitors expenditures and revenue; may approve accounts payable, expense reports, and budget transfers.
3. Develops complex reports, memos, correspondence, contracts, and other written materials.
4. Collects, analyzes, and monitors data and information.
5. Plans and organizes, and/or provides support for special events.
6. Oversees and maintains a variety of records.
7. Explains City policies and programs to the public; responds effectively and resolves citizen complains.
8. Present effectively, clearly and concisely in formal and informal situations on behalf of the City Manager, City Council and/or organization.
9. Performs related duties as required.

### **REPRESENTATIVE COMPETENCIES AND QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the jobs essential duties and responsibilities.*

#### **Knowledge of:**

- Advanced principles and practices of municipal government and public administration, including budget preparation, contract administration and intergovernmental affairs.

- Organization and management principles and practices.
- Municipal fiscal policy.
- Federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Principles of statistical analysis.
- Supervision, training and employee performance evaluation.
- Advanced research techniques and information sources.
- English usage, spelling, grammar, and punctuation.
- Modern office procedures, methods, and computer software and hardware.
- Word processing and other related office software applications.

**Ability to:**

- Perform advanced research.
- Speak effectively before audiences.
- Coordinate department programs and administer projects.
- Collects and analyze information.
- Work independently in the absence of supervision.
- Communicate effectively verbally and in writing.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Prepare clear and concise City Council agenda item staff reports.
- Establish and maintain effective working relationships with other people.

**EDUCATION AND EXPERIENCE:**

*The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position. A typical way to obtain these would be:*

- Bachelor's degree in public/business administration, communications, business administration, or a related field. A Master's degree in public or business administration is desirable.
- Four (4) years of increasingly responsible governmental administrative experience or a related field, including supervisor experience.
- A valid State of California driver's license and an acceptable driving record.

**WORKING CONDITIONS:**

*The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.*

- *Work is primarily performed indoors.*
- *Noise level is quiet to moderate.*
- *Hazards are minimal.*

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

- *Sit for extended periods of time.*
- *Stand, walk, and bend.*
- *Push, pull, and reach overhead and above shoulders.*
- *See well enough to read documents and operate office equipment.*
- *Lift and move up to 25 pounds.*

**CITY OF SANTA FE SPRINGS  
BUILDING SERVICES MANAGER**

**Bargaining Unit: MC**

**Job Code:**

**FLSA Status: Non-Exempt**

**Date Prepared: 03/05/2024**

***Disclaimer:** Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.*

**POSITION PURPOSE:**

Under general direction, manages and provides administrative oversight for the building and safety activities within the Public Works Department. Provides broad oversight and management for Building and Safety functions.

**SUPERVISION RECEIVED:**

Receives supervision from the Director of Public Works/City Engineer or designee.

**SUPERVISION EXERCISED:**

Supervises and oversees all personnel providing services for building and safety tasks.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

1. Receives and directs the plan check submittals for review of complex buildings and structures to determine compliance with Building code.
2. Assigns plan check to Building Staff/Consultants and enters information into plan check submittal database; acts as liaison between the Building and Safety Division, other City Departments, County, and outside agencies.
3. Responds and researches difficult and complex inquiries and complaints related to permitting, building code, and regulations.
4. Coordinates permit processes with outside agencies to ensure that all permit requirements are being met for permit issuance; calculates Building fees based on established fee schedules.
5. Provides administrative support to the Building Division; prepares and oversees the creation of various documents and reports related to building and safety activities.
6. Provides technical and administrative assistance to the Building Department staff, customers, and counter; responds to telephone inquiries regarding planning and building permits, permit processes, building codes, and other related ordinances and local City law.
7. Responds to customer requests via the City's Customer Request Module (CRM).
8. Maintains, reconciles, and manages the Department petty cash funds and Department CalCard.

9. Maintains and manages the Building database; and provides permit statistics for reporting purposes.
10. Reviews and approves the Construction and Demolition Recycling Program applications.
11. Administers the City's record retention management and archiving programs; maintains custody and processing of official records for the Building Departments permanent storage and cataloging.
12. Interprets and explains related policies, requirements, and guidelines.
13. Performs related duties as required.

### **REPRESENTATIVE COMPETENCIES AND QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the jobs essential duties and responsibilities.*

#### **Knowledge of:**

- Permit and entitlement application procedures for the Building division.
- Building divisions computer systems.
- Departmental policies and procedures.
- Customer service practices and procedures.
- Federal, state, and local laws, codes, and regulations.
- Modern office procedures and equipment including computers.
- Word processing and other related software applications.

#### **Ability to:**

- Coordinate permit application requests.
- Coordinate the assembly of staff reports and agendas.
- Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- Communicate effectively with people of various cultural backgrounds.
- Follow written and oral instructions.
- Work independently in the absence of direct supervision.
- Communicate effectively verbally and in writing.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.

### **EDUCATION AND EXPERIENCE:**

*The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position. A typical way to obtain these would be:*

- Five (5) years of increasingly responsible experience in building and safety, plus two (2) years of administrative and/or supervisory experience.



- High School Diploma or an equivalent certificate or diploma recognized by the State of California supplemented by college level coursework in planning, public administration, business administration or a related field.
- Ability to speak and understand Spanish preferred.

**WORKING CONDITIONS:**

*The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.*

- *Work is primarily performed indoors.*
- *Noise level is quiet to moderate.*
- *Hazards are minimal.*

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

- *Sit for extended periods of time.*
- *Stand, walk, and bend.*
- *Push, pull, and reach overhead and above shoulders.*
- *Hear and speak both in person and on the telephone.*
- *See well enough to read documents and operate office equipment.*
- *Lift and move up to 25 pounds.*

**CITY OF SANTA FE SPRINGS  
DIRECTOR OF COMMUNITY DEVELOPMENT**

**Bargaining Unit: Executive**

**Job Code:**

**FLSA Status: Exempt**

**Date Prepared: 03/05/2024**

***Disclaimer:** Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.*

**POSITION PURPOSE:**

Under general administrative direction is responsible for all activities of the Community Development Department including business attraction and retention, expansion, public real estate acquisition and development; provides assistance to local businesses through coordination with the Chamber of Commerce, other non-profits and community-based organizations;; coordinates assigned activities with other departments, and various economic development entities; ensures compliance with all applicable federal, state, and local program guidelines and requirements. Provides highly responsible and complex administrative support to the City Manager.

**SUPERVISION RECEIVED:**

Receives general direction from the City Manager.

**SUPERVISION EXERCISED:**

Exercises direct supervision over Economic Development manager, professional, supervisory, technical, and clerical staff.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

**A. Held in Common:**

1. Supports the Mission of the City and its Elected and Appointed Officials.
2. Provides courteous and timely service to the public as the ultimate employer.
3. Works cooperatively with other City employees.
4. Exhibits integrity and displays ethical behavior.

**B. Essential Job Specific Duties:**

1. Develop and implement departmental goals, objectives, policies, and priorities.
2. Plan, supervise, coordinate and review all activities of consultants and City staff within the assigned department.

3. Advises the City Manager, City Council, the Planning Commission and other City departments/divisions on issues pertaining to applicable economic Development issues;
4. Serves as the City's representative in development and land use matters;
5. Represents the City in related issues before a variety of groups, the public and other agencies;
6. Resolve work problems and interpret administrative policies to subordinates, other departments, and the public.
7. Determine scope of projects, review plans of private contractors, make technical decisions, and establish technical criteria and standards.
8. Attend and participate in meetings and conferences with City boards and commissions, council, department, administrators, public officials, professional organizations, contractors, the City Manager's Office, and county, and Regional and State regulatory agencies regarding matters relating to areas of assigned responsibilities.
9. Prepare and administer the department budget, with responsibility for implementation. Coordinate department activities with other City departments and with State, regional and county agencies.
10. Prepare, review and edit a variety of complex reports, correspondences and special studies.
11. Investigate and resolve complex or sensitive citizen inquiries and complaints.
12. Supervise, train and evaluate assigned staff, either directly or through subordinate managers.
13. Initiate or approve and interpret departmental operating practices and procedures.
14. Makes oral and written presentations;
15. Attends a variety of City Council, Commission, other public meetings and civic functions and represents the City;

### **C. Other Job Specific Duties**

1. Oversees all Department functions.
2. Prepares and reviews meeting agendas and staff reports.
3. Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies.
4. Familiarity with City's Economic Development Element of the General Plan and ability to implement the City's Economic Development Strategic Plan
5. Communicates and coordinates with customers and clients such as developers, real estate brokers, business owners, and property owners.
6. Manages and participates in the development and administration of the Department budget; monitors and approves expenditures; implements adjustments.
7. Represents the Department to other City departments, elected officials, and outside agencies.
8. Makes informational presentations to City committees, civic organizations, business groups, and public gatherings.
9. Responds to, manages and resolves sensitive citizen inquiries and complaints.

10. Performs related duties as required.

**REPRESENTATIVE COMPETENCIES AND QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the jobs essential duties and responsibilities.*

**Knowledge of:**

- Municipal government and community development department organization, administration and operations;
- Principles, practices and methods used in contemporary urban and economic development planning and building;
- Special, social, political and economic trends and operating problems of community development organizations;
- Local, state, and federal economic development programs, issues, and trends;
- City Codes, Ordinances and Policies.  
Laws, codes, regulations, standards, rules and procedures governing environmental matters, zoning, land divisions, building and housing codes and general plan management;
- Negotiating and conflict resolution techniques;
- Effective methods of making oral and written presentations;
- Principles of supervision, training, and performance evaluation.
- Modern office procedures and equipment including computers and related applications.
- Practices and techniques for the development and implementation of economic development, marketing, and communication techniques.

**Ability to:**

- Plan, organize, direct, and coordinate the work of Community Development staff and programs;
- Manage and direct a comprehensive economic development program and monitor and evaluate the effectiveness of various program performance and efforts. select, supervise, train, motive and evaluate staff.
- Identify and respond to community issues, concerns and needs.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Analyze problems and recommend and implement effective solutions;
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Prepare clear and concise administrative and financial reports.
- Interpret and apply federal, state, and local policies, procedures, laws, and regulations.

- Work collaboratively as a member of the City's Executive and Management teams.
- Communicate effectively orally and in writing; prepare clear and comprehensive reports and make effective presentations;
- Prepare clear and comprehensive reports and make effective presentations.
- Establish and maintain effective working relationships with those contacted in the course of work;
- Think clearly, logically and rationally under pressure, adhere to multiple deadlines and handle multiple projects;
- Meet and serve the public with professionalism, courtesy and tact.

### **EDUCATION AND EXPERIENCE:**

*The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position. A typical way to obtain these would be:*

- Bachelor's degree with major course work in public administration, business administration, economics, urban planning, regional planning, or a related field; additional coursework and/or a Master's degree preferred.
- Six (6) years of recent increasingly responsible experience in community and economic development related experience, including two (2) years of administrative and supervisory experience. Municipal experience highly preferred.
- A valid State of California driver's license and an acceptable driving record.

### **WORKING CONDITIONS:**

*The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.*

- *Work is primarily performed indoors with some travel to different sites, within and outside of the City or state.*
- *Noise level is quiet to moderate.*
- *Hazards are minimal.*

### **PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

- *Sit for extended periods of time.*
- *Stand, walk, and bend.*
- *Push, pull, and reach overhead and above shoulders.*
- *See well enough to read documents and operate office equipment.*
- *Lift and move up to 25 pounds.*

**CITY OF SANTA FE SPRINGS**  
**DIRECTOR OF PARK AND RECREATION ~~RECREATION SERVICES~~**

**Bargaining Group:** Executive~~EMC~~

**Job Code:**

**FLSA Status:** Exempt  
03/05/2024~~1/14~~

**Date Prepared:**

***Disclaimer:** Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.*

**POSITION PURPOSE:**

Under general direction, plans, organizes, manages and oversees the programs and activities of the parks and recreation division ~~Recreation Services Division of the Community Services Department~~ including youth/adult sports, adaptive programs, special events, teen programs, etc. ~~a well-rounded municipal park and recreation program and the development of City parks and neighborhood playgrounds; provides administrative support to the Director of Community Services;~~ serves as a member of the City's Management Team.

**SUPERVISION RECEIVED:**

Receives general direction from the City Manager~~Director of Community Services~~.

**SUPERVISION EXERCISED:**

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

**A. Held in Common:**

1. Supports the Mission of the City and its Elected and Appointed Officials.  
Exhibits loyalty to the City and its representatives.
2. Provides courteous and timely service to the public as the ultimate employer.
3. Works cooperatively with other City employees.
4. Exhibits integrity and displays ethical behavior.

**B. Essential Job Specific Duties:**

1. Directs all activities of City's comprehensive park and recreation program; ensures enforcement of federal, state and local laws, regulations, codes and ordinances; manages assigned personnel.
2. Directs the development and implementation of goals, objectives, policies, and priorities; identifies resource needs; and assists in the development of same for the Department.
3. Directs, coordinates, and reviews staffing and operational activities; monitors work flow; reviews and evaluates work products, methods, and procedures; identifies opportunities for improving service delivery methods and implements improvements.
4. Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to resolve problems or correct deficiencies; implement discipline and termination procedures.
5. Develops and administers an assigned budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; conducts fee analyses; monitors fee collections and allocation of revenues; directs the monitoring of and approves expenditures; recommends adjustments as necessary.

### **C. Other Job Specific Duties**

1. Plans and coordinates the development of City parks and neighborhood playgrounds.
2. Represents the City in the community and at professional meetings; coordinate division activities with those of other divisions, departments, and outside agencies and organizations.
3. Responds to and resolves difficult and sensitive inquiries and complaints.
4. Prepares and presents staff reports and other necessary correspondence; oversees data and record management.
5. Coordinates activities with other departments, outside agencies and organizations, and the public.
6. Performs related duties as required.

### **REPRESENTATIVE COMPETENCIES AND QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the jobs essential duties and responsibilities.*

#### **Knowledge of:**

Principles of supervision, training, and performance evaluation.

Administration and organization; principles of municipal budget analysis, preparation and control.

Program and project management.

Federal, state, and local laws, codes, and regulations.

Park system planning and development methods.

Principles of public and press relations.

Modern office procedures and equipment including computers.

Word processing and other related software applications.

**Ability to:**

Plan, organize, and direct the operations of a division including the supervision, training, and evaluation of professional, technical, and support personnel.

Provide leadership and decision making.

Interpret and explain City and departmental policies and procedures.

Research, analyze, and evaluate new program techniques, methods and procedures.

Prepare clear and concise reports.

Supervise, train, and evaluate assigned staff.

Work collaboratively as a member of the City's Management Team.

Make effective public presentations.

Communicate effectively verbally and in writing.

Work with accuracy and attention to detail.

Operate and use modern office equipment.

Effectively organize and prioritize assigned work.

Establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups and the general public.

**EDUCATION AND EXPERIENCE:**

*The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position. A typical way to obtain these would be:*

- Bachelor's degree in recreation or a related field; additional coursework and/or a Master's degree in a related field is preferred.
- Three (3) years of increasingly responsible experience in recreation programs plus two (2) years of administrative and supervisory experience. Municipal experience highly preferred.
- A valid State of California driver's license and an acceptable driving record.

**WORKING CONDITIONS:**

*The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.*

- *Work is primarily performed indoors.*



- *Noise level is quiet to moderate.*
- *Hazards are minimal.*

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

- *Sit for extended periods of time.*
- *Stand, walk, and bend.*
- *Push, pull, and reach overhead and above shoulders.*
- *See well enough to read documents and operate office equipment.*
- *Lift and move up to 25 pounds.*

**CITY OF SANTA FE SPRINGS**  
**SENIOR EXECUTIVE ASSISTANT ~~TO THE CITY MANAGER AND CITY~~**  
**~~COUNCIL~~**

**Bargaining Unit:** ~~EMC~~ – Confidential  
**FLSA Status:** Non-Exempt  
**~~08/17/2021~~03/05/**

**Job Code:** ~~16630~~  
**Date Prepared:**

***Disclaimer:** Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.*

**POSITION PURPOSE:**

Under direct supervision, provides highly responsible, advanced, and complex clerical and administrative support services to the City Manager, Assistant City Manager and City Council.

**DISTINGUISHING CHARACTERISTICS:**

The distinguishing characteristic of this classification is the broader scope of responsibility, judgment, typing skills, and interpersonal contacts along with the specialized knowledge of City procedures, functions, and work practices. This is a confidential position.

**SUPERVISION RECEIVED:**

Receives direct supervision from the City Manager and/or designee.

**SUPERVISION EXERCISED:**

Provides functional direction to administrative and clerical support staff.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

**A. Held in Common:**

1. Supports the Mission of the City and its Elected and Appointed Officials.
2. Provides courteous and timely service to the public as the ultimate employer.
3. Works cooperatively with other City employees.
4. Exhibits integrity and displays ethical behavior.

**B. Essential Job Specific Duties:**

1. Provides high-level executive support to the City Manager and City Council.
2. Organizes, coordinates, and directs the day-to-day operations of the City Manager's Office workflow to assure efficiency and effectiveness.
3. Serves as the primary receptionist for the City Manager and City Council.
4. Organizes and assists in the coordination and execution of various city events.
5. Prepares, compiles, and designs various City materials such as flyers, programs, and signs for multiple City and City related events.

### **C. Other Job Specific Duties**

1. Schedules appointments and meetings for various department staff; makes travel arrangements; maintains calendars.
2. Manages work of special assignments and tasks with partnering cities or businesses.
3. Provides information and support to the public, various departments, boards, and committees.
4. Organizes interdepartmental collaboration and fund raising of various City sponsored events.
5. Researches and contracts services for city-wide employee computer software training.
6. Maintains department filing systems.
7. Maintains, certifies, and updates official City and Commission records and documents; assures compliance with legal requirements.
8. Takes and transcribes Council and Commission minutes.
9. Assists in conducting the general municipal elections.
10. Researches, compiles, and analyzes data for the preparation of staff reports, internal memoranda, and correspondence.
11. Performs related duties as required.

### **REPRESENTATIVE COMPETENCIES AND QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the jobs essential duties and responsibilities.*

Knowledge of:

- English usage, spelling, grammar and punctuation. Business letter writing and basic report preparation. Departmental policies and procedures.
- Office management practices, procedures, and operations. Principles and procedures of record keeping.
- Legal terminology, forms, procedures, and practices. Telephone etiquette and interpersonal skills.
- Applicable laws and regulations. Personnel policies and procedures. Basic principles of supervision.
- Modern office procedures and equipment including computers.
- Word processing, presentation, database, and other related software applications.

Ability to:

- Organize and manage the office and clerical support to meet department needs. Plan, organize, and coordinate events.
- Prepare presentations; create brochures and other written and video materials.
- Perform responsible administrative work involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply administrative and departmental policies and procedures. Independently prepare correspondences and memorandums.
- Take and transcribe dictation, if required by assigned position, at a speed necessary for successful job performance.
- Type at a speed necessary for successful job performance. Gather, compile, and analyze technical and statistical data. Prepare technical reports.
- Work independently in the absence of supervision.
- Work cooperatively with other departments, city officials and outside agencies. Communicate effectively verbally and in writing.
- Work with accuracy and attention to detail. Operate and use modern office equipment. Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.

### **EDUCATION AND EXPERIENCE:**

*The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position. A typical way to obtain these would be:*

- High School Diploma or an equivalent certificate or diploma recognized by the State of California supplemented by specialized secretarial training. Associates degree in English, business administration, or a related field preferred.
- Five (5) years of increasingly responsible clerical and/or administrative experience, including two (2) years experience as Administrative Clerk.
- May require a valid State of California driver's license and an acceptable driving record.
- Ability to obtain Notary Public certification within six (6) months of employment.

### **WORKING CONDITIONS:**

*The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.*

- *Work is primarily performed indoors.*
- *Noise level is quiet to moderately quiet.*
- *Hazards are minimal.*

### **ESSENTIAL PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

- *Sit for extended periods of time.*
- *Stand, walk, and bend.*
- *Push, pull, and reach overhead and above shoulders.*
- *Lift and move up to 25 pounds.*

**CITY OF SANTA FE SPRINGS  
SUPERINTENDENT**

**Bargaining Unit: MC**

**Job Code:**

**FLSA Status: Exempt**

**Date Prepared: 03/05/2024**

**Disclaimer:** *Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.*

**POSITION PURPOSE:**

Under general direction, performs highly responsible managerial work in the Municipal Services Division of the Public Works Department which includes, Streets, Grounds, Facilities, Fleet, Transportation, Signals & Street Lighting, and water; provides highly responsible and technical staff assistance; coordinates assigned activities with other departments and outside agencies.

**SUPERVISION RECEIVED:**

Receives general direction from the Director of Public Works/City Engineer.

**SUPERVISION EXERCISED:**

Exercises supervision over subordinate supervisory, technical, and clerical staff.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

**A. Held in Common:**

1. Supports the Mission of the City and its Elected and Appointed Officials. Exhibits loyalty to the City and its representatives.
2. Provides courteous and timely service to the public as the ultimate employer.
3. Works cooperatively with other City employees.
4. Exhibits integrity and displays ethical behavior.

**B. Essential Job Specific Duties:**

1. Directs, oversees and participates in the development of the Public Works work plan; develops and implements departmental goals, objectives, work plans, reports, policies and procedures.
2. Plans, directs, coordinates, and reviews the work plan for assigned staff; assign work activities, project and programs; review and evaluate work products, methods and procedures; and makes modifications, as needed.

3. Participates in the development and implementation of department short and long term goals.
4. Selects, trains, motivates, and evaluates personnel, provides and coordinates staff training; works with employees to correct deficiencies, makes recommendations on hiring, termination, promotion and discipline.
5. Develops, implements and enforces employee technical and safety measures and training programs; ensures that records are properly maintained.
6. Develops and administers a variety of contracts; develops and reviews specifications and requests for proposals; reviews bids and submittals; coordinates contract development and implementation; monitors and inspects contractor progress; handles contractor performance issues; negotiates with contractors for resolution to issues; works with contractors to resolve issues.
7. Manages maintenance contracts including development of specifications, bidding process, and approval/award of contracts; monitors and evaluates ongoing work and completion of contracted work.
8. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
9. Provides staff assistance to the Director of Public Works/City Engineer; conduct a variety of organizational studies, and operational studies; recommend modifications to public works operation programs, policies, and procedures as appropriate.
10. Oversees and participates in the development and administration of the Public Works Division annual budget; participates in the forecast of funds needed for staffing, equipment, material, and supplies; monitors and approves expenditures.
11. Prepares technical and administrative reports; prepares and presents staff reports.
12. Responds to complaints and concerns, implements corrective action; responds to public inquiries and requests relative to maintenance services.

### **C. Other Job Specific Duties:**

1. Communicates with City employees, contractors, residents, business owners, and the general public; provides information, respond to issues, and explain City policies, procedures, and programs.
2. Prepares, reviews, and proofreads reports, correspondence, and documentation generated by the division; ensures that all written information is accurate, complete, and demonstrates professionalism and customer focused attributes.
3. Conducts inspections of City infrastructure for compliance with safety regulations, general maintenance standards, and aesthetics requirements; prepares and maintains documentation on inspection activity.
4. Coordinates, administers, and manages assigned capital improvement projects; recommends projects; prepares cost estimates and plans and specifications; manages project budgets.

5. Provides technical advice and input on a variety of City issues including maintenance, safety management, facility construction, emergency management plans, budgetary considerations, and personnel management.
6. Oversees a variety of regulatory programs in various related areas requiring City compliance.
7. Represents the division to other City departments, elected officials, and outside agencies.
8. Performs related duties as required.

### **REPRESENTATIVE COMPETENCIES AND QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the jobs essential duties and responsibilities.*

#### **Knowledge of:**

Fleet, street, facility, grounds, signal and street lighting maintenance, water Transportation, bus service, taxi service, and reporting.  
 City policies and procedures.  
 Contract administration.  
 Safety standards and regulations.  
 Regulatory programs.  
 Principles of supervision, training, and performance evaluation.  
 Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.  
 Modern and complex principles and practices of program development and administration.  
 Advanced principles and practices of budget preparation and administration.  
 Federal, State, and local laws, codes, and regulations.  
 English usage, spelling, grammar, and punctuation.  
 Modern office procedures and equipment including computers.  
 Word processing and other related software applications.

#### **Ability to:**

Plan, organize, direct, and coordinate the work of supervisory and technical personnel.  
 Select, supervise, train, motivate and evaluate staff.  
 Provide administrative and professional leadership and direction.  
 Identify and respond to community issues, concerns and needs.  
 Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services.  
 Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.  
 Analyze problems; identify alternative solutions and project consequences of proposed actions; implement recommendations in support of goals.  
 Research, analyze, and evaluate new service delivery methods, procedures and techniques.



Prepare clear and concise administrative and financial reports.  
Interpret and apply federal, state, and local policies, procedures, laws, and regulations.  
Work collaboratively as a member of the City's Management team.  
Make effective public presentations.  
Communicate effectively verbally and in writing.  
Work with accuracy and attention to detail.  
Operate and use modern office equipment.  
Effectively organize and prioritize assigned work.  
Establish and maintain effective working relationships with other people.

### **EDUCATION AND EXPERIENCE:**

*The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position. A typical way to obtain these would be:*

- Five (5) years of increasingly responsible experience in municipal public works, plus two (2) years of administrative and/or supervisory experience.
- Bachelor's Degree in public works, public administration, business administration or related field is highly desirable. In lieu of a degree, additional work experience or other formal training in public works management and supervisor practices is acceptable.
- A valid State of California driver's license and an acceptable driving record.

### **WORKING CONDITIONS:**

*The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.*

- *Work is performed indoors and outdoors.*
- *Noise level is quiet to moderate.*
- *Occasionally works around machinery having moving parts.*
- *Occasional exposure to chemicals, fumes, gases, and odors.*

### **PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

- *Sit for extended periods of time.*
- *Stand, walk, and bend.*
- *Push, pull, and reach overhead and above shoulders.*
- *See well enough to read documents and operate office equipment.*
- *Lift and move up to 25 pounds.*

CLASS	UNIT	JOB TITLE	STEP	ANNUAL	MONTHLY	BI-WEEKLY	HOURLY	ANNUAL HOURS
01000	COUN	COUNCIL MEMBER	A- 1	11650.080	970.840	448.080	5.601	2080.00
01400	CMGR	CITY MANAGER	A- 1	280000.008	23333.334	10769.231	134.615	2080.00
01600	D/H	ASST CITY MANAGER	A- 1	201042.612	16753.551	7732.408	96.655	2080.00
			B- 2	212099.952	17674.996	8157.690	101.971	
			C- 3	223765.452	18647.121	8606.364	107.580	
			D- 4	236072.556	19672.713	9079.714	113.496	
			E- 5	249056.544	20754.712	9579.098	119.739	
01700	BAT	FIRE CHIEF	A- 1	152360.832	12696.736	5860.032	73.250	2080.00
			B- 2	160757.328	13396.444	6182.974	77.287	
			C- 3	169603.068	14133.589	6523.195	81.540	
			D- 4	178944.588	14912.049	6882.484	86.031	
			E- 5	188797.296	15733.108	7261.434	90.768	
02400	D/H	DIR COMM SVCS	A- 1	141025.836	11752.153	5424.071	67.801	2080.00
02410	D/H	DIR PLANNING	B- 2	148779.012	12398.251	5722.270	71.528	
02420	D/H	ECONOMIC DEV DIR	C- 3	156958.056	13079.838	6036.848	75.461	
02430	D/H	COMMUNITY DEV DIR	D- 4	165592.308	13799.359	6368.935	79.612	
02440	D/H	PARKS & REC DIRECTOR	E- 5	174681.720	14556.810	6718.528	83.982	
02700	D/H	DIR POLICE SERVICES	A- 1	133047.456	11087.288	5117.210	63.965	2080.00
02710	MT	ADMIN SVCS OFFICER	B- 2	144403.176	12033.598	5553.968	69.425	
02720	MT	SUPERINTENDENT	C- 3	148085.160	12340.430	5695.583	71.195	
			D- 4	156229.848	13019.154	6008.840	75.111	
			E- 5	164822.460	13735.205	6339.325	79.242	
02800	D/H	DIR PW/CITY ENGINEER	A- 1	157060.836	13088.403	6040.801	75.510	2080.00
02810	D/H	DIR FINANCE	B- 2	165695.064	13807.922	6372.887	79.661	
			C- 3	174813.900	14567.825	6723.612	84.045	
			D- 4	184431.960	15369.330	7093.537	88.669	
			E- 5	194578.656	16214.888	7483.794	93.547	
02910	BAT	ASSISTANT FIRE CHIEF	A- 1	146325.492	12193.791	5627.904	70.349	2080.00
			B- 2	153712.884	12809.407	5912.034	73.900	
			C- 3	161476.128	13456.344	6210.620	77.633	
			D- 4	169321.140	14110.095	6512.352	81.404	
			E- 5	177836.244	14819.687	6839.856	85.498	

CLASS UNIT	JOB TITLE	STEP	ANNUAL	MONTHLY	BI-WEEKLY	HOURLY	ANNUAL HOURS
03000 BAT	BATTALION CHIEF	A- 1	138697.152	11558.096	5334.506	47.630	2912.00
		B- 2	145699.416	12141.618	5603.824	50.034	
		C- 3	153057.936	12754.828	5886.844	52.561	
		D- 4	160493.976	13374.498	6172.845	55.115	
		E- 5	168565.152	14047.096	6483.275	57.886	
03900 MT	TECHNOLOGY SVCS MGR	A- 1	122935.056	10244.588	4728.271	59.103	2080.00
		B- 2	129689.712	10807.476	4988.066	62.351	
		C- 3	136840.884	11403.407	5263.111	65.789	
		D- 4	144344.424	12028.702	5551.709	69.396	
		E- 5	152288.532	12690.711	5857.251	73.216	
03910 MT	ASST DIR PUB WORKS	A- 1	122935.056	10244.588	4728.271	59.103	2080.00
		B- 2	129689.712	10807.476	4988.066	62.351	
		C- 3	136840.884	11403.407	5263.111	65.789	
		D- 4	144344.424	12028.702	5551.709	69.396	
		E- 5	152288.532	12690.711	5857.251	73.216	
03920 MT	ASST DIR FINANCE	A- 1	122935.056	10244.588	4728.271	59.103	2080.00
		B- 2	129689.712	10807.476	4988.066	62.351	
		C- 3	136840.884	11403.407	5263.111	65.789	
		D- 4	144344.424	12028.702	5551.709	69.396	
		E- 5	152288.532	12690.711	5857.251	73.216	
04000 MT	UTILITY SERVICES MGR	A- 1	120893.376	10074.448	4649.745	58.122	2080.00
		B- 2	127542.492	10628.541	4905.480	61.319	
		C- 3	134557.344	11213.112	5175.282	64.691	
		D- 4	141957.996	11829.833	5459.923	68.249	
		E- 5	149765.676	12480.473	5760.218	72.003	
04010 MT	MUNI SERVICES MGR	A- 1	120893.376	10074.448	4649.745	58.122	2080.00
		B- 2	127542.492	10628.541	4905.480	61.319	
		C- 3	134557.344	11213.112	5175.282	64.691	
		D- 4	141957.996	11829.833	5459.923	68.249	
		E- 5	149765.676	12480.473	5760.218	72.003	
04020 MT	BLDG SVCS & HSNG MGR	A- 1	120893.376	10074.448	4649.745	58.122	2080.00
		B- 2	127542.492	10628.541	4905.480	61.319	
		C- 3	134557.344	11213.112	5175.282	64.691	
		D- 4	141957.996	11829.833	5459.923	68.249	
		E- 5	149765.676	12480.473	5760.218	72.003	
05000 MT	HUMAN RESOURCE MGR	A- 1	116532.780	9711.065	4482.030	56.025	2080.00
		B- 2	122935.056	10244.588	4728.271	59.103	
		C- 3	129704.424	10808.702	4988.632	62.358	
		D- 4	136840.884	11403.407	5263.111	65.789	
		E- 5	144344.424	12028.702	5551.709	69.396	
05020 MT	REVENUE & BUDGET MGR	A- 1	116532.780	9711.065	4482.030	56.025	2080.00
		B- 2	122935.056	10244.588	4728.271	59.103	
		C- 3	129704.424	10808.702	4988.632	62.358	
		D- 4	136840.884	11403.407	5263.111	65.789	
		E- 5	144344.424	12028.702	5551.709	69.396	
05100 MT	CITY CLERK	A- 1	115286.568	9607.214	4434.099	55.426	2080.00
		B- 2	121050.900	10087.575	4655.804	58.198	
		C- 3	127103.448	10591.954	4888.594	61.107	
		D- 4	133458.612	11121.551	5133.024	64.163	
		E- 5	140131.548	11677.629	5389.675	67.371	
05200 MT	ASST DIR OF PLANNING	A- 1	106367.820	8863.985	4091.070	51.138	2080.00
		B- 2	112218.048	9351.504	4316.079	53.951	
		C- 3	118390.044	9865.837	4553.463	56.918	
		D- 4	124901.484	10408.457	4803.903	60.049	
		E- 5	131771.064	10980.922	5068.118	63.351	
05400 MT	PROCUREMENT MANAGER	A- 1	100688.688	8390.724	3872.642	48.408	2080.00
		B- 2	106239.264	8853.272	4086.126	51.077	
		C- 3	112083.528	9340.294	4310.905	53.886	
		D- 4	118250.844	9854.237	4548.109	56.851	
		E- 5	124755.876	10396.323	4798.303	59.979	
05410 MT	ASST DIR POLICE SVCS	A- 1	100688.688	8390.724	3872.642	48.408	2080.00
		B- 2	106239.264	8853.272	4086.126	51.077	
		C- 3	112083.528	9340.294	4310.905	53.886	
		D- 4	118250.844	9854.237	4548.109	56.851	
		E- 5	124755.876	10396.323	4798.303	59.979	
05440 MT	LIBRARY SVCS MANAGER	A- 1	100688.688	8390.724	3872.642	48.408	2080.00
		B- 2	106239.264	8853.272	4086.126	51.077	
		C- 3	112083.528	9340.294	4310.905	53.886	
		D- 4	118250.844	9854.237	4548.109	56.851	
		E- 5	124755.876	10396.323	4798.303	59.979	
05460 MT	FAM & HUMAN SVCS MGR	A- 1	100688.688	8390.724	3872.642	48.408	2080.00
		B- 2	106239.264	8853.272	4086.126	51.077	
		C- 3	112083.528	9340.294	4310.905	53.886	
		D- 4	118250.844	9854.237	4548.109	56.851	
		E- 5	124755.876	10396.323	4798.303	59.979	

CLASS	UNIT	JOB TITLE	STEP	ANNUAL	MONTHLY	BI-WEEKLY	HOURLY	ANNUAL HOURS
12200	FIRE	ENVIRON PROGRAM MGR	A- 1	118170.672	9847.556	4545.026	56.813	2080.00
12215	FIRE	FIRE MARSHAL	B- 2	124670.076	10389.173	4795.003	59.938	
			C- 3	131526.912	10960.576	5058.727	63.234	
			D- 4	138760.896	11563.408	5336.958	66.712	
			E- 5	146392.740	12199.395	5630.490	70.381	
12300	FIRE	FIRE&ENV SAF INSP II	A- 1	95820.000	7985.000	3685.385	46.067	2080.00
			B- 2	101090.076	8424.173	3888.080	48.601	
			C- 3	106650.024	8887.502	4101.924	51.274	
			D- 4	112515.792	9376.316	4327.530	54.094	
			E- 5	118704.168	9892.014	4565.545	57.069	
12400	MT	CAPITAL IMPRVMTS MGR	A- 1	112030.584	9335.882	4308.869	53.861	2080.00
			B- 2	118190.748	9849.229	4545.798	56.822	
			C- 3	124692.852	10391.071	4795.879	59.948	
			D- 4	131550.936	10962.578	5059.651	63.246	
			E- 5	138786.252	11565.521	5337.933	66.724	
12510	MISC	TRAFFIC ENGINEER	A- 1	100496.076	8374.673	3865.234	48.315	2080.00
			B- 2	106023.336	8835.278	4077.821	50.973	
			C- 3	111854.628	9321.219	4302.101	53.776	
			D- 4	118006.656	9833.888	4538.718	56.734	
			E- 5	124497.012	10374.751	4788.347	59.854	
12800	FIRE	FIRE CAPTAIN	A- 1	112717.560	9393.130	4335.291	37.662	2992.86
			B- 2	118650.900	9887.575	4563.496	39.645	
			C- 3	125203.872	10433.656	4815.534	41.834	
			D- 4	131694.900	10974.575	5065.188	44.003	
			E- 5	138883.032	11573.586	5341.655	46.405	
13110	FIRE	EPD-FPB SPECIALIST	A- 1	107249.004	8937.417	4124.962	51.562	2080.00
13120	FIRE	DEPUTY FIRE MARSHAL	B- 2	112949.940	9412.495	4344.228	54.303	
			C- 3	118898.772	9908.231	4573.030	57.163	
			D- 4	125203.872	10433.656	4815.534	60.194	
			E- 5	131865.324	10988.777	5071.743	63.397	
13200	MISC	ASSOC CIVIL ENGINEER	A- 1	94932.516	7911.043	3651.251	45.641	2080.00
13210	MISC	SENIOR PLANNER	B- 2	100204.092	8350.341	3854.004	48.175	
			C- 3	105842.772	8820.231	4070.876	50.886	
			D- 4	111731.112	9310.926	4297.350	53.717	
			E- 5	118192.116	9849.343	4545.851	56.823	

CLASS	UNIT	JOB TITLE	STEP	ANNUAL	MONTHLY	BI-WEEKLY	HOURLY	ANNUAL HOURS
13420	CONF	SENIOR HR ANALYST	A- 1	97601.712	8133.476	3753.912	46.924	2080.00
			B- 2	102969.804	8580.817	3960.377	49.505	
			C- 3	108633.144	9052.762	4178.198	52.227	
			D- 4	114607.980	9550.665	4407.999	55.100	
			E- 5	120911.424	10075.952	4650.439	58.130	
13680	MISC	ASSOCIATE PLANNER	A- 1	85270.404	7105.867	3279.631	40.995	2080.00
			B- 2	90042.720	7503.560	3463.182	43.290	
			C- 3	94932.516	7911.043	3651.251	45.641	
			D- 4	100350.948	8362.579	3859.652	48.246	
			E- 5	105842.772	8820.231	4070.876	50.886	
13810	FIRE	FIRE ENGINEER	A- 1	96776.616	8064.718	3722.178	32.336	2992.86
			B- 2	101842.392	8486.866	3917.015	34.028	
			C- 3	107326.452	8943.871	4127.940	35.861	
			D- 4	112717.560	9393.130	4335.291	37.662	
			E- 5	120306.744	10025.562	4627.182	40.198	
13900	CONF	SENIOR ACCOUNTANT	A- 1	89881.200	7490.100	3456.969	43.212	2080.00
			B- 2	94756.320	7896.360	3644.474	45.556	
			C- 3	99939.792	8328.316	3843.838	48.048	
			D- 4	105387.588	8782.299	4053.369	50.667	
			E- 5	111129.048	9260.754	4274.194	53.427	
14000	MISC	SYSTEMS ANALYST	A- 1	85816.164	7151.347	3300.622	41.258	2080.00
14020	CONF	HUMAN RESRCE ANALYST	B- 2	90536.052	7544.671	3482.156	43.527	
			C- 3	95515.536	7959.628	3673.674	45.921	
			D- 4	100768.908	8397.409	3875.727	48.447	
			E- 5	106311.192	8859.266	4088.892	51.111	
14300	CONF	ACCOUNTANT	A- 1	75373.320	6281.110	2898.974	36.237	2080.00
14310	CONF	PUBLIC INFO OFFICER	B- 2	79382.076	6615.173	3053.157	38.164	
			C- 3	83875.416	6989.618	3225.978	40.325	
			D- 4	88530.264	7377.522	3405.010	42.563	
			E- 5	93449.412	7787.451	3594.208	44.928	
14400	MISC	CIVIL ENGR ASST I	A- 1	77693.424	6474.452	2988.209	37.353	2080.00
14410	MISC	ASSISTANT PLANNER I	B- 2	81951.816	6829.318	3151.993	39.400	
			C- 3	86459.796	7204.983	3325.377	41.567	
			D- 4	91217.460	7601.455	3508.364	43.855	
			E- 5	96239.400	8019.950	3701.515	46.269	

CLASS	UNIT	JOB TITLE	STEP	ANNUAL	MONTHLY	BI-WEEKLY	HOURLY	ANNUAL HOURS
14510	MISC	WATER UTILITY SUPV	A- 1	87267.444	7272.287	3356.440	41.956	2080.00
			B- 2	91936.980	7661.415	3536.038	44.200	
			C- 3	96826.776	8068.898	3724.107	46.551	
			D- 4	102039.612	8503.301	3924.600	49.058	
			E- 5	107531.460	8960.955	4135.825	51.698	
14610	MISC	PUB WORKS INSPECTOR	A- 1	76548.060	6379.005	2944.156	36.802	2080.00
14620	MISC	CIVIL ENGR TECH II	B- 2	80762.388	6730.199	3106.246	38.828	
14630	MISC	FIRE EQUIP MECHANIC	C- 3	85196.976	7099.748	3276.807	40.960	
14640	CONF	SR EXEC ASSISTANT	D- 4	89881.200	7490.100	3456.969	43.212	
			E- 5	94815.060	7901.255	3646.733	45.584	
14740	MISC	COMPUTER SPECIALIST	A- 1	75314.604	6276.217	2896.716	36.209	2080.00
14754	MISC	LIBRARIAN II	B- 2	79528.932	6627.411	3058.805	38.235	
14755	MISC	LIBRARIAN II TECH	C- 3	84007.560	7000.630	3231.060	40.388	
14760	MISC	WTR SYSTEMS OPERATOR	D- 4	88530.264	7377.522	3405.010	42.563	
			E- 5	93449.412	7787.451	3594.208	44.928	
14810	FIRE	FIRE/ENV SFT INSP I	A- 1	83205.900	6933.825	3200.227	40.003	2080.00
14820	MISC	SR CODE ENFCMT INSP	B- 2	87574.548	7297.879	3368.252	42.103	
			C- 3	92160.096	7680.008	3544.619	44.308	
			D- 4	96993.516	8082.793	3730.520	46.631	
			E- 5	102090.252	8507.521	3926.548	49.082	
14910	MISC	CODE ENFORCMT INSP I	A- 1	72407.148	6033.929	2784.890	34.811	2080.00
14980	MISC	MECHANIC II	B- 2	76298.412	6358.201	2934.554	36.682	
			C- 3	80821.128	6735.094	3108.505	38.856	
			D- 4	85270.404	7105.867	3279.631	40.995	
			E- 5	89881.200	7490.100	3456.969	43.212	
15000	MISC	LIBRARIAN III	A- 1	80953.284	6746.107	3113.588	38.920	2080.00
15005	MISC	FLEET SEC SUPERVISOR	B- 2	85343.820	7111.985	3282.455	41.031	
15010	MISC	ELECTRICIAN SUPRVSR	C- 3	90013.356	7501.113	3462.052	43.276	
15021	MISC	GROUND MAINT SUPV	D- 4	94932.516	7911.043	3651.251	45.641	
15022	MISC	STREETS MAINT SUPV	E- 5	100101.312	8341.776	3850.050	48.126	
15023	MISC	FACILITY SEC SUPV						
15030	MISC	TRAF SGNL & LGT SUPV						
15040	MISC	COMMUNITY SVCS SUPVR						
15050	MISC	MUNICIPAL SVCS SUPV						
15060	MISC	YTH INTRVNTN PRG SUP						
15070	MISC	PSO SUPERVISOR						

CLASS UNIT	JOB TITLE	STEP	ANNUAL	MONTHLY	BI-WEEKLY	HOURLY	ANNUAL HOURS
15110 MISC	WTR CROSS CONN/BF SP	A- 1	75540.204	6295.017	2905.392	36.317	2080.00
		B- 2	79684.848	6640.404	3064.802	38.310	
		C- 3	84077.364	7006.447	3233.745	40.422	
		D- 4	88703.952	7391.996	3411.690	42.646	
		E- 5	93578.424	7798.202	3599.170	44.990	
15200 FIRE	FF/PARA II	A- 1	96527.304	8043.942	3712.589	32.253	2992.86
		B- 2	101836.296	8486.358	3916.781	34.026	
		C- 3	107437.296	8953.108	4132.204	35.898	
		D- 4	113346.336	9445.528	4359.474	37.872	
		E- 5	119580.396	9965.033	4599.246	39.955	
15300 FIRE	FF/PARA I	A- 1	91487.700	7623.975	3518.758	30.569	2992.86
		B- 2	96519.540	8043.295	3712.290	32.250	
		C- 3	101828.112	8485.676	3916.466	34.024	
		D- 4	107428.656	8952.388	4131.871	35.895	
		E- 5	113337.252	9444.771	4359.125	37.869	
15400 FIRE	FF/PARA TRAINEE	A- 1	86723.244	7226.937	3335.509	28.977	2992.86
		B- 2	91493.028	7624.419	3518.963	30.570	
		C- 3	96525.144	8043.762	3712.506	32.252	
		D- 4	101834.016	8486.168	3916.693	34.026	
		E- 5	107434.920	8952.910	4132.112	35.897	
15530 MISC	PROGRAM COORDINATOR	A- 1	74316.096	6193.008	2858.311	35.729	2080.00
		B- 2	78412.920	6534.410	3015.882	37.699	
		C- 3	82715.376	6892.948	3181.361	39.767	
		D- 4	87267.444	7272.287	3356.440	41.956	
		E- 5	92054.448	7671.204	3540.556	44.257	
15630 MISC	LEAD PSO	A- 1	68765.496	5730.458	2644.827	33.060	2080.00
15640 MISC	WTR UTILITY LEAD WKR	B- 2	72553.980	6046.165	2790.538	34.882	
		C- 3	76548.060	6379.005	2944.156	36.802	
		D- 4	80762.388	6730.199	3106.246	38.828	
		E- 5	85196.976	7099.748	3276.807	40.960	
15700 MISC	LIBRARIAN I	A- 1	70204.548	5850.379	2700.175	33.752	2080.00
15710 CONF	DEPUTY CITY CLERK	B- 2	74066.448	6172.204	2848.710	35.609	
		C- 3	78133.944	6511.162	3005.152	37.564	
		D- 4	82436.376	6869.698	3170.630	39.633	
		E- 5	86959.068	7246.589	3344.580	41.807	

CLASS	UNIT	JOB TITLE	STEP	ANNUAL	MONTHLY	BI-WEEKLY	HOURLY	ANNUAL HOURS
15820	MISC	MGMT ANALYST II	A- 1	78222.060	6518.505	3008.541	37.607	2080.00
15830	MISC	ELECTRICIAN	B- 2	82539.156	6878.263	3174.583	39.682	
			C- 3	87091.224	7257.602	3349.662	41.871	
			D- 4	91878.240	7656.520	3533.778	44.172	
			E- 5	96929.568	8077.464	3728.060	46.601	
16010	MISC	SR ACCOUNT CLERK	A- 1	67737.624	5644.802	2605.293	32.566	2080.00
16040	MISC	TRF SIG LGT TECH II	B- 2	71452.680	5954.390	2748.180	34.352	
			C- 3	75314.604	6276.217	2896.716	36.209	
			D- 4	79543.608	6628.634	3059.370	38.242	
			E- 5	83875.416	6989.618	3225.978	40.325	
16110	MISC	MGMT ANALYST I	A- 1	66181.092	5515.091	2545.427	31.818	2080.00
16120	CONF	FINANCE ANALYST	B- 2	69822.756	5818.563	2685.491	33.569	
			C- 3	73655.304	6137.942	2832.896	35.411	
			D- 4	77722.788	6476.899	2989.338	37.367	
			E- 5	81981.192	6831.766	3153.123	39.414	
16200	FIRE	FIREFIGHTER	A- 1	82208.868	6850.739	3161.880	27.468	2992.86
			B- 2	86730.360	7227.530	3335.783	28.979	
			C- 3	91500.540	7625.045	3519.252	30.573	
			D- 4	96533.064	8044.422	3712.810	32.254	
			E- 5	101842.392	8486.866	3917.015	34.028	
16450	MISC	HUMN SVC CASE WKR II	A- 1	65153.220	5429.435	2505.893	31.324	2080.00
16460	MISC	FACILITIES LEAD WKR	B- 2	68736.132	5728.011	2643.697	33.046	
			C- 3	72524.640	6043.720	2789.409	34.868	
			D- 4	76504.008	6375.334	2942.462	36.781	
			E- 5	80718.336	6726.528	3104.551	38.807	
16620	MISC	PUB WKS DEPT SECTY	A- 1	61261.944	5105.162	2356.229	29.453	2080.00
16640	MISC	PROGRAM ASSIST PLAN	B- 2	64624.596	5385.383	2485.561	31.070	
			C- 3	68178.144	5681.512	2622.236	32.778	
			D- 4	71937.264	5994.772	2766.818	34.585	
			E- 5	75887.280	6323.940	2918.742	36.484	
17080	MISC	YTH INTRVNTN CSE WKR	A- 1	61629.036	5135.753	2370.348	29.629	2080.00
17090	MISC	HUMAN SVCS CS WKR I	B- 2	64991.688	5415.974	2499.680	31.246	
			C- 3	68501.196	5708.433	2634.661	32.933	
			D- 4	72407.148	6033.929	2784.890	34.811	
			E- 5	76298.412	6358.201	2934.554	36.682	



CLASS	UNIT	JOB TITLE	STEP	ANNUAL	MONTHLY	BI-WEEKLY	HOURLY	ANNUAL HOURS
17210	MISC	ACCOUNT CLERK III	A- 1	59661.372	4971.781	2294.668	28.683	2080.00
17240	MISC	BUS DRIVER III	B- 2	62950.620	5245.885	2421.178	30.265	
17250	MISC	MECHANIC I	C- 3	66401.376	5533.448	2553.899	31.924	
17260	CONF	ACCOUNT CLERK III C	D- 4	70101.732	5841.811	2696.220	33.703	
			E- 5	73875.564	6156.297	2841.368	35.517	
17500	MISC	TRAF & LITE TECH I	A- 1	58765.656	4897.138	2260.218	28.253	2080.00
17510	MISC	FACILITY SPECIALIST	B- 2	62040.216	5170.018	2386.162	29.827	
17530	MISC	WATER UTILITY WORKER	C- 3	65432.220	5452.685	2516.624	31.458	
17550	CONF	HR SPECIALIST	D- 4	69029.820	5752.485	2654.993	33.187	
17560	MISC	MAINTENANCE WKR II	E- 5	72627.408	6052.284	2793.362	34.917	
17570	MISC	COMMUNICATION SPCLST						
18010	MISC	ACCOUNT CLERK II	A- 1	53523.432	4460.286	2058.594	25.732	2080.00
18020	MISC	MAINTENANCE WORKER	B- 2	56372.148	4697.679	2168.160	27.102	
18030	MISC	BUS DRIVER II	C- 3	59587.944	4965.662	2291.844	28.648	
18040	MISC	STOREKEEPER	D- 4	62818.440	5234.870	2416.094	30.201	
18050	MISC	WATER METER READER	E- 5	66195.780	5516.315	2545.992	31.825	
18060	MISC	ASST TRAF/LITE TECH						
18070	MISC	MECHANIC ASSISTANT						
18080	MISC	ELECTRICIAN ASSISTNT						
18090	MISC	BLDG PERMIT TECH II						
18510	MISC	COMM SVCS SPECIALIST	A- 1	50366.340	4197.195	1937.167	24.215	2080.00
			B- 2	53082.936	4423.578	2041.651	25.521	
			C- 3	55960.992	4663.416	2152.346	26.904	
			D- 4	59000.592	4916.716	2269.254	28.366	
			E- 5	62187.048	5182.254	2391.810	29.898	
18810	MISC	ACCOUNT CLERK I	A- 1	48149.064	4012.422	1851.887	23.149	2080.00
18815	MISC	ADMIN ASSISTANT II	B- 2	50821.572	4235.131	1954.676	24.433	
18840	MISC	BLDG PERMIT TECH	C- 3	53523.432	4460.286	2058.594	25.732	
			D- 4	56372.148	4697.679	2168.160	27.102	
			E- 5	59587.944	4965.662	2291.844	28.648	
19615	MISC	ADMIN ASSISTANT I	A- 1	43273.944	3606.162	1664.382	20.805	2080.00
19620	MISC	LIBRARY CLERK I	B- 2	45682.152	3806.846	1757.006	21.963	
			C- 3	48193.116	4016.093	1853.581	23.170	
			D- 4	50733.468	4227.789	1951.287	24.391	
			E- 5	53523.432	4460.286	2058.594	25.732	

CLASS UNIT	JOB TITLE	STEP	ANNUAL	MONTHLY	BI-WEEKLY	HOURLY	ANNUAL HOURS
52010 PART	COMM SVCS LEAD II B	A- 1				17.665	
		B- 2				18.555	
		C- 3				19.479	
		D- 4				20.447	
		E- 5				21.477	

PAYROLL SYSTEM  
TIME 4:31 PM

CITY OF SANTA FE SPRINGS  
SALARY TABLES BY CLASS

PAGE 10  
DATE 02-15-2024

CLASS	UNIT	JOB TITLE	STEP	ANNUAL	MONTHLY	BI-WEEKLY	HOURLY	ANNUAL HOURS
70400	NB	PUBLIC SAFETY OFCR	A- 1				21.421	
			B- 2				22.617	
			C- 3				23.919	
			D- 4				25.257	
			E- 5				26.604	
70580	NB	ADMIN INTERN N	A- 1				16.068	
			B- 2				16.882	
			C- 3				17.810	
			D- 4				18.789	
			E- 5				19.826	
70700	NB	HUMAN SVCS CS WKR I	A- 1				26.215	
			B- 2				27.691	
			C- 3				29.168	
			D- 4				30.744	
			E- 5				32.496	
72100	NB	INSTR LIFEGUARD IIIN	A- 1				22.617	
			B- 2				23.855	
			C- 3				25.231	
			D- 4				26.643	
			E- 5				28.066	
72300	NB	INSTR LIFEGUARD II N	A- 1				19.126	
72310	NB	COM SVCS LEAD III N	B- 2				20.178	
			C- 3				21.290	
			D- 4				22.459	
			E- 5				23.692	
72400	NB	INSTR LIFEGUARD I N	A- 1				18.132	
			B- 2				19.126	
			C- 3				20.178	
			D- 4				21.290	
			E- 5				22.459	
72540	NB	HERITAGE PK RANGER N	A- 1				16.068	
			B- 2				16.068	
			C- 3				16.737	
			D- 4				17.579	
			E- 5				18.456	

CLASS UNIT	JOB TITLE	STEP	ANNUAL	MONTHLY	BI-WEEKLY	HOURLY	ANNUAL HOURS
72600 NB	LIB INFO DESK ASST	A- 1				18.960	
		B- 2				20.004	
		C- 3				21.103	
		D- 4				22.266	
		E- 5				23.490	
72710 NB	ADMIN CLERK I NB	A- 1				16.068	
		B- 2				16.409	
		C- 3				17.313	
		D- 4				18.264	
		E- 5				19.269	
73000 NB	COMM SVCS LEAD II N	A- 1				16.068	
73010 NB	FINANCE OFFICE AIDE	B- 2				16.068	
		C- 3				16.492	
		D- 4				17.324	
		E- 5				18.187	
74410 NB	LIBRARY SVCS AIDE N	A- 1				16.068	
74420 NB	COMM SVCS LEAD I N	B- 2				16.068	
74430 NB	PUBLIC WORKS AIDE N	C- 3				16.068	
74440 NB	OFFICE AIDE N	D- 4				16.422	
74450 NB	AQUATICS AIDE N	E- 5				17.239	
78010 NB	COMPUTER TECHNICIAN	A- 1				17.237	
78020 NB	ENVIRONMENTAL INTERN	B- 2				18.184	
		C- 3				19.183	
		D- 4				20.240	
		E- 5				21.352	
79800 NB	REC INSTRUCTOR	A- 1				33.912	
		K-11				28.534	
		N-14				23.777	
		P-16				20.608	
		V-22				16.450	
		X-24				16.068	



**CITY OF SANTA FE SPRINGS**

**CITY COUNCIL AGENDA STAFF REPORT**

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

**FROM:** René Bobadilla, P.E., City Manager

**BY:** James Enriquez, P.E., Director of Public Works / City Engineer

**SUBJECT: POLICE SERVICES STAGING FACILITY STORM DAMAGE –  
EMERGENCY REPAIRS**

**DATE:** February 20, 2024

---

**RECOMMENDATION:**

It is recommended that the City Council:

- 1) Pursuant to Santa Fe Springs Municipal Code Section 34.23 and California Public Contract Code Section 22050, by a four-fifths vote authorize the repairs to proceed without competitive bidding; and
- 2) Take such additional, related, action that may be desirable.

**FISCAL IMPACT**

The extent of the storm damage and the cost to repair the facility is not known at this time. Staff is soliciting contractor proposals to complete demolition work in order to expose the damage so that it may be fully assessed. Staff will report at a future City Council meeting as information develops and the scope of the repairs is determined and priced.

**BACKGROUND**

The severe storms that hit Southern California the week of February 4, 2024 resulted in historic rainfall totals throughout the region prompting Governor Newsom to proclaim a state of emergency in various counties, including Los Angeles. The County of Los Angeles followed with the proclamation of a local state of emergency.

The intense and prolonged rainfall caused significant flooding of the City's Police Services Staging Facility located adjacent to the Municipal Services Yard. Flooding was experienced in both the Men's and Women's Locker Rooms and Restroom/Shower as

**POLICE SERVICES STAGING FACILITY STORM DAMAGE – EMERGENCY REPAIRS**

Page 2 of 3

well as the adjacent gym. The flooding rendered these areas uninhabitable and in need of repairs before the space can be reoccupied.

Public Works maintenance staff worked throughout the storms to sweep and vacuum the water to minimize the extent of the flooding, but they were ultimately unable to keep up with the volume of water entering the building from the rear wall adjacent to the rail road right-of-way. Eventually, maintenance crews ceased water removal and began removing gym equipment and mats so that the source of the flooding could be more easily identified.

Although one location was identified where the majority of the water was entering the building, the extent of the flooding has saturated the walls in a significant portion of the facility. Under the City Manager's authority pursuant to Santa Fe Springs Municipal Code Section 34.23, staff has begun contacting contractors to negotiate a scope of work to repair the damage.

The first step in the repair process requires demolition work to assess the full extent of the damage and expose the source of the flooding in order to develop a repair to prevent future flooding.

**ENVIRONMENTAL**

Not applicable.

**DISCUSSION**

Staff has been in close communication with the City of Whittier's City Manager and police administration since the flooding began. Given the extent of the flooding, the City of Whittier provided notice on February 7, 2024 that they will be temporarily vacating the facility until permanent repairs can be completed. Limited staff and equipment will be temporarily relocated to the City's Police Services Building on Jersey Avenue and the majority of the patrol operations will be moved to the Whittier Police Station.

Although the extent of the repairs has not been fully assessed and is pending further investigation following demolition work, the repairs are currently estimated to take 3 to 6 months to complete. It should also be noted that this assumes the repairs are completed as an emergency without competitive bidding. Competitive bidding would require solicitation of services by an architect to develop plans and specifications. The solicitation process and the time to develop documents could add an additional year to the schedule.

**SUMMARY/NEXT STEPS**

Upon the approval of the City Council of the recommended actions, City staff will continue to coordinate the emergency repairs of the facility. Pursuant to Public Contract Code Section 22050, staff will provide updated reports at subsequent City Council meetings as

**POLICE SERVICES STAGING FACILITY STORM DAMAGE – EMERGENCY REPAIRS**

Page 3 of 3

the situation develops, more information is gathered and a plan of action for the repairs is determined.

<u>ITEM STATUS:</u>	
APPROVED:	<input type="checkbox"/>
DENIED:	<input type="checkbox"/>
TABLED:	<input type="checkbox"/>
DIRECTION GIVEN:	<input type="checkbox"/>

**FOR ITEM # 7, PLEASE SEE ITEM # 14**





**CITY OF SANTA FE SPRINGS**

**PUBLIC FINANCING AUTHORITY AGENDA STAFF REPORT**

**TO:** Honorable Chair and Board Members

**FROM:** René Bobadilla, P.E., City Manager

**BY:** Lana Dich, Director of Finance & Administrative Services

**SUBJECT: MONTHLY REPORT ON THE STATUS OF DEBT INSTRUMENTS  
ISSUED THROUGH THE CITY OF SANTA FE SPRINGS PUBLIC  
FINANCING AUTHORITY (PFA)**

**DATE:** February 20, 2024

---

**RECOMMENDATION(S):**

It is recommended that the City Council:

- 1) Receive and file the report.

**FISCAL IMPACT**

None.

**BACKGROUND/DISCUSSION**

The Santa Fe Springs Public Financing Authority (PFA) is a City entity that has periodically issued debt for the benefit of the Santa Fe Springs community. The following is a brief status report on the debt instruments currently outstanding that were issued through the PFA.

**Consolidated Redevelopment Project 2006-A Tax Allocation Bonds**

Financing proceeds available for appropriation at 1/31/2024

None

Outstanding principal at 1/31/2024

\$35,908,028

**Bond Repayment**

The former Community Development Commission (CDC) issued a number of tax allocation bonds before it was dissolved by State law effective February 1, 2012 which are administered by the City acting as Successor Agency under the oversight of the appointed Oversight Board. The Successor Agency no longer receives tax increment.

**Monthly Report on the Status of Debt Instruments Issued through the City of Santa Fe Springs Public Financing Authority (PFA)**

Page 2 of 3

Instead, distributions from the Redevelopment Property Tax Trust Fund (RPTTF) are received based on approved obligations. It is anticipated that sufficient allocations from the RPTTF will continue to be made to the Successor Agency to meet ongoing debt service obligations.

Unspent Bond Proceeds

Under an approved Bond Expenditure Agreement, unspent bond proceeds of the former CDC in the amount of approximately \$19 million were transferred to the City in July 2014. The funds are to be spent in accordance with the original bond documents. The unspent proceeds continue to be a source of funding within the City's capital improvement program (CIP).

2016 Bond Refunding

In July 2016, the Successor Agency issued its 2016 Tax Allocation Refunding Bonds, which paid off several bond issuances of the former CDC. The bonds were originally issued through the Public Financing Authority and included the 2001 Series A, 2002 Series A, 2003 Series A, the current interest portion of the 2006 Series A, and 2006 Series B bond issuances.

2017 Bond Refunding

In December 2017, the Successor Agency issued its 2017 Tax Allocation Refunding Bonds, which paid off the 2007 Tax Allocation Bonds of the former CDC. The 2007 Bonds were originally issued through the Public Financing Authority.

**ANALYSIS**

The report is presented for informational purposes only.

**ENVIRONMENTAL**

N/A

**SUMMARY/NEXT STEPS**

The Successor Agency will continue to request sufficient distributions from the RPTTF to make required bond payments through maturity on September 1, 2028.

**ATTACHMENT(S):**

None.

**Monthly Report on the Status of Debt Instruments Issued through the City of Santa Fe Springs Public Financing Authority (PFA)**

Page 3 of 3

<u>ITEM STATUS:</u>	
APPROVED:	<input type="checkbox"/>
DENIED:	<input type="checkbox"/>
TABLED:	<input type="checkbox"/>
DIRECTION GIVEN:	<input type="checkbox"/>

**FOR ITEM # 9, PLEASE SEE ITEM # 14**



**CITY OF SANTA FE SPRINGS**

**WATER UTILITY AUTHORITY AGENDA STAFF REPORT**

**TO:** Honorable Chair and Board Members

**FROM:** René Bobadilla, P.E., City Manager

**BY:** Lana Dich, Director of Finance & Administrative Services

**SUBJECT: MONTHLY REPORT ON THE STATUS OF DEBT INSTRUMENTS  
ISSUED THROUGH THE CITY OF SANTA FE SPRINGS WATER UTILITY  
AUTHORITY (WUA)**

**DATE:** February 20, 2024

---

**RECOMMENDATION(S):**

It is recommended that the City Council:

- 1) Receive and file the report.

**FISCAL IMPACT**

None.

**BACKGROUND/DISCUSSION**

The Santa Fe Springs Water Utility Authority (WUA) is a City entity that has issued debt for the benefit of the Santa Fe Springs community. The following is a brief status report on the debt instruments currently outstanding that were issued through the WUA.

Water Revenue Bonds, 2013

Financing proceeds available for appropriation at 1/31/2024	None
Outstanding principal at 1/31/2024	\$6,890,000

Water Revenue Bonds, 2018

Financing proceeds available for appropriation at 1/31/2024	None
Outstanding principal at 1/31/2024	\$610,000

In May 2013 the Water Utility Authority issued the 2013 Water Revenue Bonds in the amount of \$6,890,000. The bonds refunded the existing 2003 Water Revenue Bonds

**Monthly Report on the Status of Debt Instruments Issued through the City of Santa Fe Springs Water Utility Authority (WUA)**

Page 2 of 2

(issued through the Public Financing Authority) and provided additional funds for water improvement projects in the amount of \$2,134,339. The funds were restricted for use on water system improvements. In August 2013 the Water Utility Authority Board appropriated the proceeds for the Equipping Water Well No. 12 Project and all proceeds were since used on this project.

In January 2018 the Water Utility Authority issued the 2018 Water Revenue Bonds in the amount of \$1,800,000. The bonds refunded the existing 2005 Water Revenue Bonds (issued through the Public Financing Authority). No additional funds were raised through the issuance of the 2018 Water Revenue Bonds.

The WUA was formed in June of 2009. Water revenue bonds issued prior to this date were issued through the City of Santa Fe Springs Public Financing Authority.

**ANALYSIS**

The report is presented for informational purposes only.

**ENVIRONMENTAL**

N/A

**SUMMARY/NEXT STEPS**

The WUA budget includes sufficient appropriations and adequate revenues are expected to be collected to meet the debt service obligations associated with the 2013 and 2018 Water Revenue Bonds.

**ATTACHMENT(S):**

None.

<b><u>ITEM STATUS:</u></b>	
<b>APPROVED:</b>	<input type="checkbox"/>
<b>DENIED:</b>	<input type="checkbox"/>
<b>TABLED:</b>	<input type="checkbox"/>
<b>DIRECTION GIVEN:</b>	<input type="checkbox"/>



**CITY OF SANTA FE SPRINGS**

**WATER UTILITY AUTHORITY AGENDA STAFF REPORT**

**TO:** Honorable Chair and Board Members

**FROM:** René Bobadilla, P.E., Executive Director

**BY:** James Enriquez, P.E., Director of Public Works

**SUBJECT: STATUS UPDATE OF WATER-RELATED CAPITAL IMPROVEMENT PROJECTS**

**DATE:** February 20, 2024

---

**RECOMMENDATION:**

It is recommended that the Water Utility Authority:

- 1) Receive and file the report; and
- 2) Take such additional, related action that may be desirable.

**FISCAL IMPACT**

N/A

**BACKGROUND**

This report is for informational purposes only. The following is a listing of current active water projects.

**ANALYSIS**

N/A

**ENVIRONMENTAL**

N/A

**Status Update of Water-Related Capital Improvement Projects**

PAGE 2 OF 3

**DISCUSSION**

Water Utility SCADA Programming and Maintenance Update

The Water Utility's Supervisory Control and Data Acquisition (SCADA) software and system components are vital in operating and monitoring the drinking water system pressure, imported water connections, and the City's five underpass pump stations. SCADA allows staff to remotely monitor and make changes to specific system parameters.

The City has received one proposal to bring in a qualified firm to assist the Water Utility Authority in meeting its normal SCADA operational and maintenance needs. The single proposal received has been rejected; staff will modify the RFQ before re-advertising it to ensure the City is able to select a firm that is not only well qualified, but will also be able to meet the City's current and future needs. A firm within the Southern California region will be sought to ensure minimal downtime of any of the City's critical infrastructure.

Water Well No. 2 Status Update

On July 20, 2021, the City Council approved awarding the contract to General Pump Company Inc. to assess Water Well No. 2. The contractor completed the initial assessment and has submitted to the City their final report, which confirmed one contaminant, and provided two scenarios for treatment. As part of the Water Utilities seven-year Capital Improvement Program to bring City-owned water wells into service, this project moves the City closer to becoming less dependent on imported water supplies.

The City has received one proposal for the engineering design of a temporary water treatment system for Water Well No. 2; the contract for Water Well No. 2 Treatment Engineering and Design was awarded to Hoch Consulting of Oceanside, California. Staff has verified the City's discharge permits and is working with Hoch Consulting to ensure the sampling procedures will be in compliance with water discharge permit requirements. City staff will be issuing Notice to Proceed (NTP) to Hoch Consulting to begin pilot testing so that a treatment system design can begin.

Water Well No. 12 Status Update

Drilled and constructed in August of 2012, the water produced by Water Well No. 12 has not met State and Federal drinking water standards due to various contaminants. The well has been evaluated several times over the last several years with no decision to implement treatment. With new and emerging contaminants of concern detected in water wells throughout the region, it is imperative to fully assess the current water quality produced by Water Well No. 12 to ensure a treatment system is designed to meet all Federal and State water quality requirements.

The City has received one proposal for the assessment of Water Well No. 12 and preparation of technical specifications to aid in the design of a treatment system; the contract for the Water Well No. 12 Assessment was awarded to Best Environmental



**Status Update of Water-Related Capital Improvement Projects**

PAGE 3 OF 3

Subsurface Sampling Technologies (BESST) Inc. of San Rafael, California. Before assessment work can begin, staff needs to modify existing piping at the Water Well No. 12 site to allow for full-flow testing; this work includes adding a secondary discharge line to the storm drain to ensure compliance with discharge permits. Staff received two quotes for the temporary drain line work and will award the temporary discharge line work to the lowest bidder. Once the temporary drain line work is complete the assessment of Water Well No. 12 will begin.

**SUMMARY/NEXT STEPS**

N/A

**ATTACHMENTS:**

None.

<b><u>ITEM STATUS:</u></b>	
<b>APPROVED:</b>	<input type="checkbox"/>
<b>DENIED:</b>	<input type="checkbox"/>
<b>TABLED:</b>	<input type="checkbox"/>
<b>DIRECTION GIVEN:</b>	<input type="checkbox"/>

**FOR ITEM # 12, PLEASE SEE ITEM # 14**

**FOR ITEM # 13, PLEASE SEE ITEM # 14**



**CITY OF SANTA FE SPRINGS**

**CITY COUNCIL AGENDA STAFF REPORT**

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

**FROM:** René Bobadilla, P.E., City Manager

**BY:** Fernando N. Muñoz, CMC, Deputy City Clerk

**SUBJECT: MINUTES OF THE JANUARY 23, 2024 SPECIAL CITY COUNCIL MEETINGS**

**DATE:** February 20, 2024

---

**RECOMMENDATION(S):**

It is recommended that the City Council:

- 1) Approve the minutes as submitted.

**FISCAL IMPACT**

N/A

**BACKGROUND**

Staff has prepared minutes for the following meeting:

- Special City Council Meeting of January 23, 2024

**ANALYSIS**

N/A

**ENVIRONMENTAL**

N/A

**DISCUSSION**

N/A

**SUMMARY/NEXT STEPS**

N/A

**ATTACHMENT(S):**

A. January 23, 2024 Special Meeting Minutes

<b><u>ITEM STATUS:</u></b>	
<b>APPROVED:</b>	<input type="checkbox"/>
<b>DENIED:</b>	<input type="checkbox"/>
<b>TABLED:</b>	<input type="checkbox"/>
<b>DIRECTION GIVEN:</b>	<input type="checkbox"/>



APPROVED:

## **MINUTES OF THE SPECIAL MEETINGS OF THE CITY COUNCIL**

**January 23, 2024**

### **CALL TO ORDER**

Mayor Pro Tem Rounds called the meeting to order at 6:03 p.m.

### **ROLL CALL**

**Members present:** Councilmembers/Directors: Martin, Rodriguez, Zamora, and Mayor Pro Tem/Vice Chair Rounds.

**Members absent:** Mayor/Chair Sarno.

### **INVOCATION**

Councilmember Rodriguez led the invocation.

### **PLEDGE OF ALLEGIANCE**

Youth Leadership Committee members Zulema Gamboa and Valerie Bojorquez led the pledge of allegiance.

### **INTRODUCTIONS**

Mayor Martin introduced the following members from the Chamber of Commerce:

1. Raman Venkat, CEO of LeFiell Manufacturing

### **PRESENTATIONS**

1. **PRESENTATION BY ASOCIACION DE JALISCIENSES UNIDOS EN ACCION (AJUA) (COMMUNITY SERVICES)**
2. **INTRODUCTION OF CITY'S NEW CREATIVE MEDIA COMMUNICATIONS TEAM (COMMUNITY SERVICES)**
3. **PLANNING PHOTO CONTEST WINNERS (PLANNING)**

### **CHANGES TO AGENDA**

No changes.

### **PUBLIC COMMENTS**

The following persons spoke under public comments: Adrian Montecinos from St. Paul High School

### **STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST**

Director of Community Services, Maricela Balderas provided information on the following upcoming events: 1) VITA Income Tax Preparation Workshops, and 2) 2024 Homeless Count.

**PUBLIC FINANCING AUTHORITY, WATER UTILITY AUTHORITY, HOUSING  
SUCCESSOR, SUCCESSOR AGENCY, AND CITY COUNCIL**

CITY COUNCIL

**PUBLIC HEARING**

**4. PUBLIC HEARING FOR APPROVAL OF ALCOHOL SALES CONDITIONAL USE PERMIT CASE NO. 87 AND ADOPTION OF RESOLUTION NO. 9894: AN ALCOHOL SALES CONDITIONAL USE PERMIT REQUEST TO ALLOW THE OPERATION AND MAINTENANCE OF THE STORAGE AND DISTRIBUTION OF AN ALCOHOLIC BEVERAGE USE (POLICE SERVICES)**

**RECOMMENDATION: It is recommended that the City Council:**

- 1) Open the Public Hearing and receive the written and oral report and any comments from the public regarding Alcohol Sales Conditional Use Permit (ASCUP) Case No. 87, and thereafter, close the Public Hearing; and
- 2) Find that the applicant's ASCUP request meets the criteria set forth in §§155.628 and 155.716 of the City's Zoning Ordinance, for the granting of a Conditional Use Permit; and
- 3) Approve Alcohol Sales Conditional Use Permit Case No. 87, subject to the conditions of approval as contained within Resolution No. 9894; and
- 4) Adopt Resolution No. 9894, which incorporates the City Council's findings and actions regarding this matter.

Mayor Pro Tem Rounds opened the public hearing at 6:42 p.m.

There was no one wishing to speak.

Mayor Sarno closed the public hearing at 6:42 p.m.

It was moved by Councilmember Zamora, seconded by Councilmember Martin, to find that the applicant's ASCUP request meets the criteria set forth in §§155.628 and 155.716 of the City's Zoning Ordinance, for the granting of a Conditional Use Permit, approve Alcohol Sales Conditional Use Permit Case No. 87, subject to the conditions of approval as contained within Resolution No. 9894, and adopt Resolution No. 9894, which incorporates the City Council's findings and actions regarding this matter, by the following vote:

**Ayes:** Martin, Rodriguez, Zamora, Rounds

**Nayes:** None

**Absent:** Sarno

**Recused:** None

**CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered to be routine. Any items a Councilmember wishes to discuss should be designated at this time. All other items may be approved in a single motion. Such approval will also waive the reading of any ordinance.

**PUBLIC FINANCING AUTHORITY**

**5. MINUTES OF THE DECEMBER 5, 2023 PUBLIC FINANCING AUTHORITY MEETINGS (CITY CLERK)**

**RECOMMENDATION:** It is recommended that the Public Financing Authority:

1) Approve the minutes as submitted.

**6. MONTHLY REPORT ON THE STATUS OF DEBT INSTRUMENTS ISSUED THROUGH THE CITY OF SANTA FE SPRINGS PUBLIC FINANCING AUTHORITY (PFA) (FINANCE)**

**RECOMMENDATION:** It is recommended that the Public Financing Authority:

1) Receive and file the report.

**WATER UTILITY AUTHORITY**

**7. MINUTES OF THE DECEMBER 5, 2023 WATER UTILITY AUTHORITY MEETINGS (CITY CLERK)**

**RECOMMENDATION:** It is recommended that the Water Utility Authority:

1) Approve the minutes as submitted.

**8. MONTHLY REPORT ON THE STATUS OF DEBT INSTRUMENTS ISSUED THROUGH THE CITY OF SANTA FE SPRINGS WATER UTILITY AUTHORITY (WUA) (FINANCE)**

**RECOMMENDATION:** It is recommended that the Water Utility Authority:

1) Receive and file the report.

**9. STATUS UPDATE OF WATER-RELATED CAPITAL IMPROVEMENT PROJECTS (PUBLIC WORKS)**

**RECOMMENDATION:** It is recommended that the Water Utility Authority:

1) Receive and file the report; and

2) Take such additional, related action that may be desirable.

**HOUSING SUCCESSOR**



**10. MINUTES OF THE DECEMBER 5, 2023 HOUSING SUCCESSOR MEETINGS (CITY CLERK)**

**RECOMMENDATION:** It is recommended that the Housing Successor:

- 1) Approve the minutes as submitted.

SUCCESSOR AGENCY

**11. MINUTES OF THE DECEMBER 5, 2023 SUCCESSOR AGENCY MEETINGS (CITY CLERK)**

**RECOMMENDATION:** It is recommended that the Successor Agency:

- 1) Approve the minutes as submitted.

CITY COUNCIL

**12. MINUTES OF THE DECEMBER 5, 2023 SPECIAL AND REGULAR CITY COUNCIL MEETINGS (CITY CLERK)**

**RECOMMENDATION:** It is recommended that the City Council:

- 1) Approve the minutes as submitted.

**13. WAIVE SECOND READING AND ADOPT ORDINANCE NO. 1134, APPROVING ZONE TEXT AMENDMENTS TO ENSURE THAT THE CITY'S ZONING ORDINANCE IS ALIGNED WITH THE STATE'S ACCESSORY DWELLING UNIT (ADU) AND JUNIOR ACCESSORY DWELLING UNIT (JADU) STATUTES AND FIND THAT THE AMENDMENTS ARE EXEMPT FROM CEQA (PLANNING)**

**RECOMMENDATION:** It is recommended that the City Council:

- 1) Find and determine that this Ordinance No. 1134 is exempt from California Environmental Quality Act (CEQA) pursuant to Public Resource Code (PRC) Section 21080.17 which provides an exemption for the adoption of an ordinance by a city or county to implement the provisions of Section 65852.2 of the Government Code (the state ADU law); and
- 2) Waive the second reading and adopt Ordinance 1134 approving Zone Text Amendments to ensure that the City's Zoning Ordinance is aligned with the State's Accessory Dwelling Unit (ADU) and Junior Accessory Dwelling Unit (JADU) statutes; and
- 3) Take such additional, related action that may be desirable.

**14. LIBRARY AND CARRIAGE BARN MISSION STATEMENTS (COMMUNITY SERVICES)**

**RECOMMENDATION: It is recommended that the City Council:**

- 1) Approve the new Mission Statements for the Library and the Carriage Barn.

**15. RESIDENTIAL ALLEY IMPROVEMENTS – AWARD OF CONTRACT (PUBLIC WORKS)**

**RECOMMENDATION: It is recommended that the City Council:**

- 1) Award a construction contract to R.J. Noble Company of Orange, California in the amount of \$2,031,630.75 for the construction of the Residential Alley Improvements Project; and
- 2) Appropriate an additional \$2,000,000 from the Utility Users Tax (UUT) Capital Improvements Fund to the Residential Alley Improvements project account (PW230008); and
- 3) Take such additional, related action that may be desirable.

**16. LITTLE LAKE PARK PARKING LOT IMPROVEMENTS – FINAL PAYMENT (PUBLIC WORKS)**

**RECOMMENDATION: It is recommended that the City Council:**

- 1) Approve the Final Payment to L.M.T. Enterprises Inc., dba: Tyner Paving Co. (Tyner Paving) of Alhambra, California for \$164,155.34 (Less 5% Retention) for the subject project; and
- 2) Approve the final contract amount with Tyner Paving in the amount of \$950,404.16, including the aggregate change order amount of \$102,256.26; and
- 3) Take such additional, related action that may be desirable.

It was moved by Councilmember Rodriguez, seconded by Councilmember Zamora, to approve the consent calendar, by the following vote:

**Ayes:** Martin, Rodriguez, Zamora, Rounds

**Nays:** None

**Absent:** Sarno

**Recused:** None

**APPOINTMENTS TO BOARDS, COMMITTEES, AND COMMISSIONS**

Albert Hayes was appointed to the Traffic Commission.

**COUNCIL COMMENTS/AB1234 COUNCIL CONFERENCE REPORTING**

Councilmember Martin spoke about the passport services at the library and thanked St. Paul High School representatives for being in attendance.

Councilmember Rodriguez thanked staff for their presentations and highlighted the great

work prepared by the Creative Media Communications Team. She also thanked Public Works and the Whittier Police Department.

Councilmember Zamora thanked City Manager Bobadilla for the creation of the Creative Media Communications Team.

Mayor Pro Tem Rounds thanked everyone in attendance and spoke about the Creative Media Communications Team. He looked forward to all the City offerings in the upcoming year.

**ADJOURNMENT**

Mayor Pro Tem Rounds adjourned the meeting at 6:48 p.m.

---

Jay Sarno  
Mayor

**ATTEST:**

---

Fernando N. Muñoz  
Deputy City Clerk

---

Date



**CITY OF SANTA FE SPRINGS**

**CITY COUNCIL AGENDA STAFF REPORT**

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

**FROM:** René Bobadilla, P.E., City Manager

**BY:** Ivy M. Tsai, City Attorney

**SUBJECT: FIRST AMENDMENT TO EMPLOYMENT AGREEMENT WITH CITY MANAGER**

**DATE:** February 20, 2024

---

**RECOMMENDATION(S):**

It is recommended that the City Council:

- 1) Approve First Amendment to Employment Agreement Between the City of Santa Fe Springs and René Bobadilla.

**FISCAL IMPACT**

The cost for the revisions to benefits as set forth in the Amendment will be incorporated into the fiscal year 2024-25 approved budget.

**BACKGROUND**

Pursuant to the Employment Agreement Between the City of Santa Fe Springs and René Bobadilla ("Agreement") effective July 19, 2023, the City Council conducted a review of the salary and performance of the City Manager on February 6, 2024. As part of the review, the City Council entered into negotiations with the City Manager and the attached First Amendment to the Agreement reflects the agreed-upon terms. The Amendment provides for a 5% increase to the City's match of the City Manager's contribution to the City's 401a deferred compensation plan. It also provides for the City to pay for an annual comprehensive physical medical examination from Scripps Center or comparable service provider.

**ENVIRONMENTAL**

N/A

**First Amendment to Employment Agreement with City Manager**

Page 2 of 2

**SUMMARY/NEXT STEPS**

If approved, the Amendment will be effective upon execution.

**ATTACHMENT(S):**

- A. Attachment A – First Amendment to Employment Agreement Between the City of Santa Fe Springs and René Bobadilla
- B. Attachment B – Employment Agreement Between the City of Santa Fe Springs and René Bobadilla

<b><u>ITEM STATUS:</u></b>	
<b>APPROVED:</b>	<input type="checkbox"/>
<b>DENIED:</b>	<input type="checkbox"/>
<b>TABLED:</b>	<input type="checkbox"/>
<b>DIRECTION GIVEN:</b>	<input type="checkbox"/>

**FIRST AMENDMENT TO  
EMPLOYMENT AGREEMENT BETWEEN  
THE CITY OF SANTA FE SPRINGS  
AND RENÉ BOBADILLA**

This First Amendment (“Amendment”) to the Employment Agreement between the City of Santa Fe Springs and René Bobadilla (“Agreement”) is entered into on February 20, 2024 (“Effective Date”), by and between the City of Santa Fe Springs (“CITY”), a California municipal corporation, and René Bobadilla (“EMPLOYEE”), an individual (sometimes collectively referred to herein as “the Parties”).

**RECITALS**

WHEREAS, the CITY and EMPLOYEE entered into the Agreement for EMPLOYEE to serve as the City Manager of the CITY effective July 19, 2023; and

WHEREAS, pursuant to Section 5(B) of the Agreement, the City Council conducted a review of EMPLOYEE’s salary and performance on February 6, 2024; and

WHEREAS, as part of this review, the CITY and EMPLOYEE desire to amend the Agreement as set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

1. Section 5(D) of the Agreement shall be deleted in its entirety and replaced with the following:

(D) EMPLOYEE may, at his own cost and expense, enroll and participate in the CITY’s deferred compensation plan. The CITY will match contributions by EMPLOYEE to the CITY’s 401a deferred compensation plan up to a maximum of 8% of base salary.

2. Section 6(B) of the Agreement shall be amended to include a new subsection (5) to read as follows:

(5) EMPLOYEE shall annually receive a CITY-paid comprehensive physical medical examination from Scripps Center, or comparable service provider. The CITY shall pay the cost of the “Whole Person Examination” and shall cover the cost of lodging for one night on a reimbursement basis upon presentation of appropriate documentation and receipts.

3. Except as amended herein, all terms, conditions, and provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have set their hand by their duly authorized representatives as of the day and year first above written.

CITY OF SANTA FE SPRINGS

EMPLOYEE

\_\_\_\_\_  
Jay Sarno, Mayor

\_\_\_\_\_  
René Bobadilla

APPROVED AS TO FORM:

\_\_\_\_\_  
Ivy M. Tsai, City Attorney

**EMPLOYMENT AGREEMENT BETWEEN  
THE CITY OF SANTA FE SPRINGS**

**AND**

**RENÉ BOBADILLA**

This employment agreement (“AGREEMENT”) is made effective as of July 19, 2023 (“EFFECTIVE DATE”) and is entered into by and between the City of Santa Fe Springs (“CITY”), a municipal corporation of the State of California, and René Bobadilla (“EMPLOYEE”), an individual. Under this AGREEMENT, the CITY offers, and EMPLOYEE accepts, employment as City Manager of the CITY.

**SECTION 1. TERM**

EMPLOYEE’s term as City Manager for CITY is five (5) years from the EFFECTIVE DATE. Such employment shall be on the terms set forth hereinafter. Except as otherwise provided for in this AGREEMENT, EMPLOYEE’s employment with the CITY shall be on an at-will basis, and will continue through the term unless terminated as provided in this AGREEMENT.

**SECTION 2. DUTIES**

EMPLOYEE shall perform, to the best of EMPLOYEE’s abilities, the duties and functions of the City Manager of the CITY, as prescribed by state law and in the CITY’s Municipal Code, and which are commonly assigned to a City Manager of a city in California. As the City Manager, EMPLOYEE shall serve as the CITY’s highest ranking executive officer and management employee.

EMPLOYEE shall perform, using his discretion and judgment, legally permissible duties and functions consistent with the office of the City Manager, and as the City Council requires from time to time. These duties may include, but are not limited to, the following:

(A) Administer and enforce policies established by the City Council and promulgate rules and regulations as necessary to implement such policies;

(B) Direct the work of all appointive CITY officers and departments that are the concern and responsibility of the City Council, except those that are directly appointed by or report directly to the City Council;

(C) Recommend to the City Council the adoption of measures that the City Manager deems necessary for or expedient to the health, safety, or welfare of the community or for the improvement of administrative services;

(D) Evaluate administrative practices that may result in greater operational effectiveness or economy in CITY government, and develop and recommend to the City Council long-range plans to improve CITY operations and prepare for the CITY’s growth and development;



(E) Provide for management development and training, and develop leadership qualities as necessary to ensure the highest standards of managerial practices;

(F) Act in the CITY's best interests at all times and perform City Manager duties in a competent and professional manner; and

(G) Exercise the highest degree of integrity and ethical conduct both on- and off-duty, so as to ensure the reputation of the CITY and its efficient and effective operation; and

(H) Supervise and dictate CITY business needs and requests to all CITY Department Heads and other managerial employees of the CITY, using his judgment and discretion, and in his capacity as the highest ranking executive officer of the CITY.

### **SECTION 3. DEVOTION TO CITY BUSINESS**

The City Manager position is considered a full-time position. Therefore, EMPLOYEE shall not engage in any outside business, educational, professional, charitable, or other activities, whether for compensation or otherwise, that would conflict or materially interfere with performance of the City Manager duties, without written prior approval by the City Council.

### **SECTION 4. TERMINATION OF EMPLOYMENT**

(A) It is understood and agreed that EMPLOYEE's employment with the CITY shall be on an at-will basis, and that this AGREEMENT may be terminated by the City Council at any time, with or without notice, as determined by the affirmative votes of a majority of the members of the City Council at a meeting of the City Council.

(B) If the CITY elects to terminate this AGREEMENT such that the termination date would occur before the end of the five-year term, and the EMPLOYEE delivers to the CITY an executed copy of the Separation and Release Agreement in the form attached hereto as Exhibit A within thirty (30) days of his termination, the CITY shall pay EMPLOYEE a lump sum amount of six (6) months of EMPLOYEE's base SALARY in compliance with and subject to any limitation in Government Code Section 53260, unless EMPLOYEE engaged in any of the following conduct:

- (1) A breach of the terms of this AGREEMENT;
- (2) Conviction of, or plea of guilty or *nolo contendere* to any crime or offense (other than minor traffic violations or similar offenses) which is likely to have a material adverse impact on the CITY;
- (3) Failure of the EMPLOYEE to observe or perform any of the City Manager duties and obligations if such failure continues for a period of not less than thirty (30) business days from the date of City Manager's receipt of notice from the City Council specifying the acts or omissions deemed to constitute that failure;
- (4) Conviction of any crime involving an "abuse of office or position," as that term is defined in Government Code Section 53243.4;

- (5) Failure to carry out a lawful directive or lawful directives of the City Council made by the City Council as a body at a Brown Act-compliant meeting;
- (6) Any grossly negligent action or inaction by EMPLOYEE that materially and adversely: (a) impedes or disrupts the operations of the CITY or its organizational units; (b) is detrimental to CITY employees or public safety; or (c) violates the CITY's established rules or procedures; or
- (7) Conduct unbecoming the position of the City Manager or likely to bring discredit or disrepute to the CITY.

(C) If EMPLOYEE elects to resign or to terminate this AGREEMENT, then the EMPLOYEE may terminate this AGREEMENT at any time upon thirty (30) days' written notice to the Mayor of the CITY or the City Attorney. EMPLOYEE's resignation shall be deemed accepted upon delivery to the Mayor or the City Attorney. In the event that EMPLOYEE voluntarily terminates this AGREEMENT prior to the end date of the AGREEMENT, no severance pay shall be payable to EMPLOYEE. The parties may consider the option to enter into a release and settlement agreement in the event of EMPLOYEE'S resignation and upon mutual agreement.

(D) EMPLOYEE shall not be entitled to any compensation upon termination except as set forth in Sections 4 (B) and (E).

(E) Upon termination of this AGREEMENT, the CITY shall pay EMPLOYEE an amount equal to the value of the EMPLOYEE's earned, but unpaid salary and EMPLOYEE's accumulated, but unpaid and unused vacation and flexible leave, and any other accrued leave time to which EMPLOYEE is entitled, except for sick leave.

## **SECTION 5. COMPENSATION**

(A) EMPLOYEE's annual base salary is two-hundred and eighty thousand dollars (\$280,000) ("SALARY"), which the CITY shall pay in equal bi-weekly payments. The annual SALARY shall be subject to deductions and withholding of any and all sums required for federal or state income tax, pension contributions, and all other taxes, deductions or withholdings required by state, federal or local law. EMPLOYEE waives the right to all CITY incentive pays, including but not limited to education pay, bilingual pay, etc.

(B) The City Council shall review EMPLOYEE's salary and performance in February of 2024, August of 2024, and thereafter on an annual basis. The City Council and EMPLOYEE may establish mutually-agreed upon objectives for the subsequent year at such reviews.

(C) The City Council may at its discretion, from time to time, increase EMPLOYEE's base salary. Such an increase shall not require an amendment to this AGREEMENT to be effective. Such an increase may be set forth in an annual salary resolution or minute action approved by the City Council and ratified by resolution.

(D) EMPLOYEE may, at his own cost and expense, enroll and participate in the CITY's deferred compensation plan. The CITY will match contributions by EMPLOYEE to the CITY's 401a deferred compensation plan at a ratio of 1:1 up to a maximum of 3% of base salary.

## **SECTION 6. BENEFITS**

### **(A) RETIREMENT BENEFITS**

EMPLOYEE shall be eligible for the following retirement benefits:

- (1) CITY shall provide EMPLOYEE the California Public Employees' Retirement System (CalPERS) retirement benefit formula known as 2% @ 55 with the average of the three (3) highest consecutive years of compensation. EMPLOYEE shall pay 7% pre-tax CalPERS member contribution.
- (2) 1959 Survivor's Benefit at funding Level 4 (Government Code Section 21574).
- (3) Credit for Unused Sick Leave (Government Code Section 20965).
- (4) Military Service Credit as Public Service (Government Code Section 21024).

Pursuant to Government Code section 53244, EMPLOYEE, if convicted of a felony for conduct arising out of the performance of his official duties, shall forfeit rights to retirement rights and benefits to which he would otherwise be entitled.

### **(B) HEALTH BENEFITS AND RETIREE MEDICAL**

- (1) The CITY contracts with CalPERS for health benefits. EMPLOYEE and his dependents are eligible for this benefit. A dependent may remain on the plan until age 26. If a dependent is qualified as disabled, the dependent may remain on the plan past their 26th birthday pending the approval from CalPERS Health Benefits Division. Health Plans include Anthem Blue Cross, Blue Shield of CA, Kaiser Permanente, and UnitedHealthcare.
- (2) The CITY shall pay the premium for health benefits for the EMPLOYEE and dependents as provided to CITY Department Heads.
- (3) If EMPLOYEE can provide proof of health insurance with another carrier, EMPLOYEE can opt out of the CITY medical plan and receive a rebate as provided to CITY Department Heads (currently \$214.61 single party; \$429.22 two party; \$557.98 family).
- (4) Following retirement from the CITY, Employee shall be eligible for retiree medical benefits if vested in CalPERS. The CITY shall pay the insurance premium up to the applicable medical cap.

### **(C) DENTAL INSURANCE**

EMPLOYEE is entitled to receive the same dental insurance benefits available to CITY Department Heads as they currently exist or as may be adjusted at any given time during the term of this AGREEMENT. The CITY currently contracts with Delta Dental Insurance. The CITY

pays the full premium for CITY Department Heads and eligible dependents in a HMO (Delta Care) Plan. Currently, if a CITY Department Head elects to receive Delta Dental PPO coverage, the CITY Department Head shall contribute fifty dollars (\$50.00) per month towards the monthly premium.

(D) VISION INSURANCE

EMPLOYEE is entitled to receive the same vision insurance benefits available to CITY Department Heads as they currently exist or as may be adjusted at any given time during the term of this AGREEMENT. The CITY currently has a vision reimbursement program. The CITY currently reimburses up to \$450 annually for eye examination and frames/lenses for CITY Department Heads and up to \$400 for eligible dependents. There is a \$20 deductible for eye examinations. Currently, the CITY also reimburses up to \$1,800 for laser eye surgery for CITY Department Heads and up to \$1,600 for eligible dependents.

(E) LIFE INSURANCE

The CITY shall provide EMPLOYEE with a two-hundred twenty-eight thousand dollar (\$228,000) group term life insurance policy. EMPLOYEE shall pay the premium costs associated with the purchase of any additional life insurance.

(F) LONG TERM DISABILITY INSURANCE

The CITY contracts with Standard Insurance for Long Term Disability benefits. The CITY does not pay into the State Disability system. This plan is used in lieu of State Disability. The premium is paid in full by the CITY. There is a 60-day elimination period for this insurance. If a claim is accepted, EMPLOYEE will be paid two-thirds of EMPLOYEE'S monthly salary up to 24 months.

(G) BUSINESS AND PROFESSIONAL EXPENSES

The CITY recognizes that EMPLOYEE may incur expenses of a non-personal, job-related nature that are reasonably necessary to the City Manager's service to the CITY. To the extent that such costs may be budgeted by the CITY, the CITY shall pay EMPLOYEE for professional membership dues and fees, and for attendance at professional conferences. The CITY shall reimburse EMPLOYEE upon presentation to the CITY of verified receipts for sums necessarily incurred by EMPLOYEE in the performance of EMPLOYEE's duties or as otherwise budgeted for by the CITY, so long as the expenses are in accordance with the CITY's policies and state laws.

(H) CAR ALLOWANCE

The CITY shall pay EMPLOYEE a car allowance of five-hundred dollars (\$500) per month.

(I) CELL PHONE

The CITY shall provide EMPLOYEE with a CITY issued cell phone for CITY business use, and the CITY shall pay for the associated phone bills and expenses.

(J) TUITION REIMBURSEMENT

EMPLOYEE is allowed up to \$350 per fiscal year for tuition and books. The maximum reimbursement for full-time employees engaged in a degree program is \$4,000 per year.

**SECTION 7. LEAVES**

(A) FLEXIBLE LEAVE

EMPLOYEE is entitled to sixty (60) hours of flexible leave each fiscal year. EMPLOYEE may carry over twenty-four (24) hours from one fiscal year to the subsequent year, not to exceed a maximum accrual of eighty-four (84) flexible leave hours.

(B) HOLIDAYS

EMPLOYEE is entitled to the following CITY observed holidays:

- |   |   |
|---|---|
| • New Year's Day  | January 1                                 |
| • Dr. Martin Luther King Jr.'s Birthday                         | Third Monday in January                   |
| • Lincoln's Birthday  | Second Monday in February                 |
| • President's Day   | Third Monday in February                  |
| • Cesar Chavez's Birthday                                       | March 31                                  |
| • Memorial Day  | Last Monday in May                        |
| • Juneteenth National Independence Day                          | June 19                                   |
| • Independence Day  | July 4                                    |
| • Labor Day   | First Monday in September                 |
| • Veteran's Day   | November 11                               |
| • Thanksgiving Day  | Fourth Thursday in November               |
| • Day after Thanksgiving  | Day following Fourth Thursday in November |
| • The day before Christmas                                      | December 24                               |
| • Christmas Day   | December 25                               |
| • Every day appointed by the President or Governor as a holiday |   |

When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. When a holiday falls on a Sunday, the following Monday shall be observed as the holiday.

(C) VACATION LEAVE

- (1) Accrual of, and eligibility to utilize, vacation leave shall commence upon EMPLOYEE's date of employment.
- (2) EMPLOYEE shall bank forty (40) hours of vacation leave upon EMPLOYEE's first date of employment.
- (3) Vacation leave shall accrue at the rate of fourteen (14) hours per month up to a maximum vacation leave bank of 240 hours. Once the vacation leave

bank reaches 240 hours, vacation accrual will temporarily stop. Vacation accrual will begin again once vacation time has been taken and the vacation leave bank falls below 240 hours.

- (4) Once per year, EMPLOYEE may elect to cash out up to eighty (80) hours of unused vacation leave.
- (5) In the event one or more municipal holidays fall within a vacation leave, the CITY shall not charge such holiday(s) against vacation leave.

(D) SICK LEAVE

- (1) EMPLOYEE is entitled to the use of sick leave with pay, which may be used upon commencement of employment. Sick leave shall accrue at the rate of eight (8) hours per full month of service.
- (2) Sick leave may be used for the following purposes:
  - a. Diagnosis, care, or treatment of an existing health condition of, or preventative care for EMPLOYEE or any of the following of the EMPLOYEE's family members: child of any age or dependency status; parent; parent-in-law; spouse; registered domestic partner; grandparent; grandchildren; or sibling; and
  - b. For EMPLOYEE, if EMPLOYEE is a victim of domestic violence, sexual assault, or stalking in order for EMPLOYEE to: i) obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health safety or welfare of the employee or his or her child; or ii) obtain medical attention or psychological counseling; services from a shelter; program or crisis center; or participate in safety planning or other actions to increase safety.
- (3) One-half (1/2) of the EMPLOYEE's accrued and available annual sick leave is protected, and may be used for any of the purposes stated above.

(E) BEREAVEMENT LEAVE

- (1) EMPLOYEE shall be granted bereavement of up to five (5) working days whenever death occurs to a member of the EMPLOYEE's family. The CITY will pay up to three (3) days of bereavement leave.
- (2) For the purpose of bereavement leave, family shall be defined as in Section 7(D)(2).

(F) MILITARY LEAVE

Military Leave of Absence shall be granted in accordance with provisions of the CITY's Personnel System Rules and Regulations, Administrative Policy 30-14, and as defined in Section 395 *et seq.* of the Military and Veteran's Code of the State of California.

## **(G) JURY DUTY**

Leave of absence with pay shall be granted to a maximum of fifteen (15) working days to EMPLOYEE when serves on a jury. In such cases, EMPLOYEE shall be paid his regular salary. Employees on call for jury duty are expected to report for work. Jury and witness fees EMPLOYEE may receive from court service shall be remitted to the CITY. Mileage reimbursement will be kept by EMPLOYEE.

## **SECTION 8. INDEMNIFICATION**

The CITY shall defend, hold harmless, and indemnify EMPLOYEE using legal counsel of the CITY's choosing, against expense or legal liability for acts or omissions by EMPLOYEE occurring within the course and scope of the EMPLOYEE's employment under this AGREEMENT, determination of the issues, including any and all losses, damages, judgments, interest, settlements, fines, court costs, and the reasonable costs and expenses of legal proceedings, including appeals, and including attorneys' fees, and expert witness fees and all other trial and appellate costs, and other liabilities incurred, imposed upon, or suffered by the EMPLOYEE in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened. In the event there is a conflict of interest between the CITY and the EMPLOYEE such that independent counsel is required for the EMPLOYEE, the EMPLOYEE may engage his own legal counsel, in which event the CITY shall indemnify the EMPLOYEE, including direct payment of all such reasonable costs related thereto.

## **SECTION 9. ABUSE OF OFFICE OR POSITION**

Notwithstanding anything to the contrary, pursuant to the requirements set forth in Government Code Section 53243, if EMPLOYEE is convicted of a crime involving an abuse of his office or position, all of the following shall apply: (i) if EMPLOYEE is provided with administrative leave pay pending an investigation, EMPLOYEE shall be required to fully reimburse CITY such amounts paid; (ii) if CITY pays for the criminal legal defense of EMPLOYEE (which would be in its sole discretion, as it is generally not obligated to pay for a criminal defense), EMPLOYEE shall be required to fully reimburse CITY such amounts paid; and (iii) if this AGREEMENT is terminated, any Severance Pay and Severance Benefits related to the termination that EMPLOYEE may receive from CITY shall be fully reimbursed to CITY or shall be void if not yet paid to EMPLOYEE.


For purposes of this Section, abuse of office or position means either: (i) an abuse of public authority, including, but not limited to waste, fraud, and violation of the law under color of authority; or (ii) a crime against public justice, including, but not limited to the crimes described in Titles 5 through 7 of Part 1 of the California Penal Code.

## **SECTION 10. NOTICES**

Any notices to be given hereunder by either party to the other in writing may be effected either by personal delivery, mail, or email. Mailed notices shall be addressed to the parties as set forth below, but each party may change his/her/its address by written notice given in accordance with this Section. Notices delivered personally or by email will be deemed communicated as of

actual receipt. Mailed notices will be deemed communicated and received as of three (3) calendar days following the date of mailing.

CITY: City of Santa Fe Springs  
Attention: Mayor  
11710 Telegraph Road  
Santa Fe Springs, CA 90670

CITY MANAGER: René Bobadilla  


#### **SECTION 11. ENTIRE AGREEMENT AND AMENDMENTS**

The CITY and EMPLOYEE acknowledge that no representation, inducement, promise or agreement, oral or written, has been made or is being relied upon which is not set forth in this AGREEMENT. This AGREEMENT supersedes all prior agreements with respect to the subject matter hereof and, to the extent permitted by law, any and all CITY Ordinances, Resolutions or Personnel Rules and Regulations of the CITY that have been or may be adopted. No amendment or modification to this AGREEMENT shall be effective unless such is in writing and signed by the parties.

#### **SECTION 12. EFFECT OF WAIVER/SEVERABILITY**

Failure by either party to insist on strict compliance with any term or condition of this AGREEMENT shall not be deemed a waiver of such term or condition, nor shall any such failure be deemed a waiver of that right at any other time. If any provision of this AGREEMENT is held by a court of competent jurisdiction to be unenforceable, the remaining provisions shall remain in full force and effect.

#### **SECTION 13. EMPLOYEE REPRESENTATION**

EMPLOYEE represents that he has reviewed this AGREEMENT and has had the opportunity to consult with legal counsel of EMPLOYEE's own choosing with respect to this AGREEMENT. This AGREEMENT shall be deemed to have been drafted by both parties and it shall not be interpreted against either party hereto based upon the drafting hereof.

#### **SECTION 14. GOVERNING LAW**

This AGREEMENT shall be governed by and construed in accordance with the laws of the State of California and the venue for any legal action relating to this AGREEMENT shall be the Superior Court of the State of California, County of Los Angeles.

#### **SECTION 15. COUNTERPARTS**

This AGREEMENT may be executed in counterparts.

**IN WITNESS WHEREOF**, the CITY has caused this AGREEMENT to be executed on its behalf by its Mayor and duly attested by its City Clerk; and EMPLOYEE has executed this AGREEMENT on the date first written above.



CITY:

By:

Juanita Martin, Mayor

EMPLOYEE:

By:

René Bobadilla

ATTEST:

By:

Janet Martinez, City Clerk

APPROVED AS TO FORM:

By:

Ivy M. Tsai, City Attorney

**EXHIBIT A**  
**SEPARATION AND RELEASE AGREEMENT**

1. **PARTIES**

This Separation, Severance and General Release Agreement (“AGREEMENT”) is made and executed as of \_\_\_\_\_, by and between René Bobadilla (“BOBADILLA”) and the City of Santa Fe Springs (“CITY”), collectively the PARTIES.

2. **RECITALS**

2.1 BOBADILLA commenced employment with the CITY as City Manager on or about \_\_\_\_\_, 2023, pursuant to an employment agreement entered into between the PARTIES on or about \_\_\_\_\_, 2023.

2.3 This AGREEMENT is made to amicably resolve all matters between BOBADILLA and the CITY regarding BOBADILLA’s employment and the cessation of said employment.

2.4 The PARTIES understand and agree that a material purpose of this AGREEMENT is to resolve any disputes and claims arising from or relating to BOBADILLA’s employment with the CITY, if any, and provide for a separation payment for BOBADILLA.

3. **CONSIDERATION**

3.1 In exchange for BOBADILLA’s execution, faithful performance and compliance with this AGREEMENT, including without limitation the granting of the releases set forth herein, and in full satisfaction and settlement of BOBADILLA’s claims, if any, the CITY shall pay BOBADILLA the sum of \$ [\_\_\_\_\_] (“SEVERANCE PAYMENT”) in the form of a check made payable to René Bobadilla, to be delivered within ten (10) days of the effective date of this AGREEMENT (“EFFECTIVE DATE”). Required tax withholdings and deductions will be made from the SEVERANCE PAYMENT.

3.2 Respecting the SEVERANCE PAYMENT referenced in paragraph 3.1 above, BOBADILLA understands and agrees that the employee’s portion of any federal, state or local taxes, if any, that may be owed or payable on the sums caused to be paid hereunder by the CITY are the sole and exclusive responsibility of BOBADILLA.

3.3 BOBADILLA and the CITY shall otherwise each bear their own attorney fees and costs incurred in connection with any disputes and this AGREEMENT.

3.4 Except as set forth in this Paragraph 3, the PARTIES agree that no other monies or benefits are due, owing or unpaid by reason of BOBADILLA’s employment or association with CITY and that no other monies or benefits will be paid or maintained by CITY to/for BOBADILLA, in BOBADILLA’s name, or on BOBADILLA’s behalf. BOBADILLA expressly agrees that the SEVRANCE PAYMENT described in Paragraph 3 supersede and are in substitution for any payments or benefits under any employment agreement(s), business

agreement(s) or arrangement(s), oral or written promises, or severance policy or plan respecting or regarding his employment or association with CITY.

4. **SPECIFIC ACKNOWLEDEEMENT OF WAIVER OF CLAIMS UNDER ADEA AND OWBPA**

The Age Discrimination in Employment Act of 1967 ("ADEA") makes it illegal for an employer to discharge any individual or otherwise discriminate with respect to the nature and privileges of an individual's employment on the basis that the individual is age forty (40) or older. The Older Workers Benefit Protection Act ("OWBPA"), 29 U.S.C. sections 626, *et seq.*, Pub. L. 101-433, 104 Stat. 978 (1990)) further augments the ADEA, and prohibits the waiver of any right or claim under the ADEA, unless the waiver is knowing and voluntary. By entering into this AGREEMENT, BOBADILLA acknowledges that he knowingly and voluntarily, for just compensation, waives and releases any rights he may have under the ADEA and/or OWBPA. BOBADILLA further acknowledges that he has been advised and understands, pursuant to the provisions of the ADEA and OWBPA, that:

- (a) This waiver/release is written in a manner understood by BOBADILLA;
- (b) BOBADILLA is aware of, and/or has been advised of, his rights under the ADEA and OWBPA, and of the legal significance of his waiver of any possible claims he currently may have under the ADEA, OWBPA and/or similar age discrimination laws;
- (c) BOBADILLA is entitled to a reasonable time of at least twenty-one (21) days within which to review and consider this AGREEMENT and the waiver and release of any rights he may have under the ADEA, the OWBPA and similar age discrimination laws; but may, in the exercise of his own discretion, sign or reject this AGREEMENT at any time before the expiration of the twenty-one (21) days;
- (d) The waivers and releases set forth in this AGREEMENT shall not apply to any rights or claims that may arise under the ADEA and/or OWBPA after the EFFECTIVE DATE of this AGREEMENT;
- (e) BOBADILLA has been advised by this writing that he should consult with an attorney prior to executing this AGREEMENT;
- (f) BOBADILLA has discussed, or had the opportunity to discuss, this waiver and release with, and been advised with respect thereto by, his counsel of choice, and that he does not need any additional time within which to review and consider this AGREEMENT;
- (g) BOBADILLA has seven (7) days following his execution of this AGREEMENT to revoke the AGREEMENT;
- (h) Notice of revocation within the seven (7) day revocation period must be provided, in writing, to the CITY pursuant to this paragraph and must state, "I hereby revoke my acceptance of our 'Separation and Release Agreement'"; and
- (i) This AGREEMENT shall not be effective until all PARTIES have signed the AGREEMENT and ten (10) days have passed since BOBADILLA's execution of the AGREEMENT.

**5. RELEASE**

In exchange for the SEVERANCE PAYMENT, representations and covenants made herein, and except only as to such rights or claims as may be created by this AGREEMENT, BOBADILLA hereby, and for his heirs, representatives, successors, and assigns, releases, acquits, and forever discharges the CITY, and all of its agents, officers, current and former elected and appointed officials, current and former employees, representatives, insurers, attorneys, and all persons acting by, through, under, or in concert with any of them, and each of them, from any and all claims (including without limitation all claims for workers compensation benefits, if any), charges, complaints, liabilities, obligations, promises, benefits, agreements, controversies, costs, losses, debts, expenses, damages, actions, causes of action, suits, rights, and demands of any nature whatsoever, known or unknown, suspected or unsuspected, which BOBADILLA now has or may acquire in the future, which relate to or arise out of any act, omission, occurrence, condition, event, transaction, or thing which was done, omitted to be done, occurred (including without limitation any circumstance(s) giving rise to liability for workers compensation benefits) or was in effect at any time from the beginning of time up to and including the EFFECTIVE DATE of this AGREEMENT ("CLAIMS"), without regard to whether such CLAIMS arise under the federal, state or local constitutions, statutes, rules, ordinances or regulations, workers compensation statutes or the common law. BOBADILLA expressly acknowledges that the CLAIMS forever barred by this AGREEMENT specifically include, but are not limited to, claims related to the disputes, his employment with the CITY and its cessation, any claims for wages, overtime or benefits (including without limitation workers compensation benefits), any alleged breach of any duty, any alleged employment discrimination, harassment, retaliation or unlawful discriminatory act, any alleged breach of any express or implied employment contract, breach of any duty arising out of contract, statute, regulation, ordinance or tort, constructive discharge, wrongful termination or constructive discharge in violation of public policy, or any claim or cause of action including, but not limited to, any and all claims whether arising under any federal, state or local law prohibiting or respecting wrongful termination, breach of employment contract, or employment discrimination, employee injury, death, workers compensation, wrongful hiring, harassment or retaliation based upon sex, race, age, color, religion, handicap or disability, national origin or any other protected category or characteristic, including but not limited to the Federal Fair Labor Standards Act, the California Fair Employment and Housing Act, the Americans With Disabilities Act, Title VII of the Civil Rights Act of 1964, and any other federal, state, or local human rights, civil rights, or employment discrimination or employee rights statute, rule, regulation, ordinance or decisional law.

Additionally, the CITY hereby agrees not to initiate, or proceed with any actions, causes of action, claims, etc., that could be or that have been asserted against BOBADILLA arising out of BOBADILLA' employment with the CITY, in any forum, whatsoever. To the extent that any such actions, causes of action, claims, etc., are, or become pending in any forum whatsoever, the CITY agrees to execute all documents necessary for the withdrawal of such actions, causes of action, claims, with prejudice, forthwith.

**6. UNKNOWN CLAIMS**

6.1 BOBADILLA on the one hand, and the CITY, on the other hand, each hereby waive and release any rights which the other and its successors, heirs, executives, administrators, may have directly or indirectly, if any, jointly or severally, directly or indirectly,

under the provisions of California Civil Code section 1542, and any similar state or federal statute, which reads in sum, substance or substantial part as follows:

**A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY.**

6.2 BOBADILLA and the CITY acknowledge that the facts with respect to which each gives this general release may turn out to be different from the facts they now believe to be true. BOBADILLA and the CITY hereby assume the risk of the facts turning out to be different, and agree that this AGREEMENT shall in all respects be effective and not subject to termination or rescission because of any such difference in facts.

7. **WAIVER OF ADDITIONAL CLAIMS**

BOBADILLA and the CITY hereby waive any provisions of state or federal law that might require a more detailed specification of the claims being released pursuant hereto.

8. **REPRESENTATIONS AND WARRANTIES**

Each of the PARTIES represent, warrant, and agree as follows:

8.1 No Other Claims: BOBADILLA and the CITY hereby represent and warrant that neither BOBADILLA nor the CITY has filed, nor will they file in the future, any complaint, charge, claim, legal action, or proceeding arising out of BOBADILLA's employment with the CITY, the disputes or the CLAIMS released hereby or in any way related to his employment with the CITY or separation therefrom with any court, agency, board, hearing officer or tribunal against the CITY or any of its agents, officers, current and former elected or appointed officials, current and former employees, representatives, insurers, attorneys, and all persons acting by, through, under, or in concert with any of them. BOBADILLA retains his right to request indemnification from the City pursuant to California Government Code Section 825 *et seq.* with respect to any action brought against BOBADILLA in his capacity as an employee.

8.2 Advice of Counsel: Each party has received, or has had the opportunity to receive, independent legal advice from their respective attorney(s) with respect to the advisability of making the settlement and releases provided herein, with respect to the advisability of executing this AGREEMENT, and with respect to the meaning of California Civil Code section 1542.

8.3 No Fraud in Inducement: No party (nor any officer, agent, employee, representative, or attorney of or for any party) has made any statement or representation or failed to make any statement or representation to any other party regarding any fact relied upon in entering into this AGREEMENT, and neither party relies upon any statement, representation, omission or promise of any other party (or of any officer, agent, employee, representative, or

attorney of or for any party) in executing this AGREEMENT, or in making the settlement provided for herein, except as expressly stated in this AGREEMENT.

8.4 Independent Investigation: Each party to this AGREEMENT has made such investigation of the facts pertaining to this severance and settlement and this AGREEMENT and all the matters pertaining hereto as it deems necessary.

8.5 Comprehension and Authority: Each party or responsible officer thereof has read this AGREEMENT and understands the contents hereof. Any of the officers executing this AGREEMENT on behalf of the CITY are empowered to do so and thereby bind the entity.

8.6 Mistake Waived: In entering into this AGREEMENT and the severance and settlement provided for herein, each party assumes the risk of any misrepresentation, concealment or mistake. If any party should subsequently discover that any fact relied upon by it in entering into this AGREEMENT was untrue, or that any fact was concealed from it, or that its understanding of the facts or of the law was incorrect, such party shall not be entitled to rescind or set aside the AGREEMENT. This AGREEMENT is intended to be and is final and binding between the PARTIES, regardless of any claims of misrepresentation, promise made without the intent to perform, concealment of fact, mistake of fact or law, or any other circumstance whatsoever.

8.7 Later Discovery: BOBADILLA and the CITY are aware that they may hereafter discover claims or facts in addition to or different from those they now know or believe to be true with respect to the matters related herein. Nevertheless, it is both PARTIES intention to fully, finally and forever settle and release all such matters, and all claims relative hereto, which do now exist, may exist or have previously existed between both PARTIES. In furtherance of such intention, the releases given here shall be and remain in effect as full and complete releases of all such matters, notwithstanding the discovery or existence of any additional or different claims or facts relative thereto.

8.8 Ownership of Claims: BOBADILLA represents and warrants as a material term of this AGREEMENT that he has not heretofore assigned, transferred, released or granted, or purported to assign, transfer, release or grant, any of the CLAIMS disposed of by this AGREEMENT. In executing this AGREEMENT, BOBADILLA further represents and warrants that none of the CLAIMS released by his hereunder will in the future be assigned, conveyed, or transferred in any fashion to any other person and/or entity.

8.9 Future Cooperation: The PARTIES will execute all such further and additional documents as shall be reasonable or necessary to carry out the provisions of this AGREEMENT.

## 9. MISCELLANEOUS

9.1 No Admission: Nothing contained herein shall be construed as an admission by the PARTIES of any liability of any kind. The PARTIES each deny any liability in connection with any claim or wrongdoing. Each party also intends hereby solely to amicably resolve all matters between the PARTIES.

9.2        Governing Law: This AGREEMENT and the rights and obligations of the PARTIES shall be construed and enforced in accordance with, and governed by, the laws of the State of California. The venue for any dispute arising out of or relating to this AGREEMENT shall be the Los Angeles Superior Court.

9.3        Full Integration: This AGREEMENT is the entire agreement between the PARTIES with respect to the subject matter hereof and supersedes all prior and contemporaneous oral and written agreements and discussions. This AGREEMENT may be amended only by a further agreement in writing, signed by the PARTIES hereto.

9.4        Continuing Benefit: This AGREEMENT is binding upon and shall inure to the benefit of the PARTIES hereto, their respective agents, employees, representatives, officers, and officials.

9.5        Joint Drafting: Each party has cooperated in the drafting and preparation of this AGREEMENT. Hence, in any construction to be made of this AGREEMENT, the same shall not be construed against any party.

9.6        Severability: In the event that any term, covenant, condition, provision or agreement contained in this AGREEMENT is held to be invalid or void by any court of competent jurisdiction, the invalidity of any such term, covenant, condition, provision or agreement shall in no way affect any other term, covenant, condition, provision or agreement and the remainder of this AGREEMENT shall still be in full force and effect.

9.8        Counterparts: This AGREEMENT may be executed in counterparts, and by facsimile and when each party has signed and delivered at least one such counterpart, each counterpart shall be deemed an original, and, when taken together with other signed counterparts, shall constitute one AGREEMENT, which shall be binding upon and effective as to all PARTIES.

9.9        Executed Copy: All PARTIES shall receive a fully executed copy of this AGREEMENT.

9.10       Notice: Any and all notices given to any party under this AGREEMENT shall be given as provided in this paragraph. All notices given to either party shall be made by certified or registered United States mail, or personal delivery, at the noticing party's discretion, and addressed to the PARTIES as set forth below. Notices shall be deemed, for all purposes, to have been given on the date of personal service or three (3) consecutive calendar days following deposit of the same in the United States mail.

As to BOBADILLA:

René Bobadilla

---

---

As to the CITY:

Attn: Director of Finance and Administrative Services  
City of Santa Fe Springs  
11710 Telegraph Road  
Santa Fe Springs, CA 90670

WHEREFORE, the PARTIES hereto have read all of the foregoing, understand the same, and agree to all of the provisions contained herein.

DATED: \_\_\_\_\_

CITY OF SANTA FE SPRINGS

By: \_\_\_\_\_  
\_\_\_\_\_, Mayor

DATED: \_\_\_\_\_

RENÉ BOBADILLA

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
RENÉ BOBADILLA

APPROVED AS TO FORM:

By: \_\_\_\_\_  
\_\_\_\_\_, City Attorney