

### **AGENDA**

ADJOURNED MEETING OF THE CITY COUNCIL FEBRUARY 16, 2012 6:00 P.M.

Council Chambers 11710 Telegraph Road Santa Fe Springs, CA 90670

William K. Rounds, Mayor Richard J. Moore, Mayor Pro Tem Luis M. González, Councilmember Joseph D. Serrano, Sr., Councilmember Juanita A. Trujillo, Councilmember

Public Comment: 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, please complete the card that is provided at the rear entrance to the Council Chambers and hand the card to the City Clerk or a member of staff. City Council will hear public comment on items listed on the agenda during discussion of the matter and prior to a vote. City Council will hear public comment on matters not listed on the agenda during the Oral Communications period.

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.

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.

Please Note: Staff reports, and supplemental attachments, are available for inspection at the office of the City Clerk, City Hall, 11710 E. Telegraph Road during regular business hours 7:30 a.m. – 5:30 p.m., Monday – Thursday and every other Friday. Telephone (562) 868-0511.

### 6:00 p.m.

### 1. CALL TO ORDER

### 2. ROLL CALL

Luis M. González, Councilmember

Joseph D. Serrano, Sr., Councilmember

Juanita A. Trujillo, Councilmember

Richard J. Moore, Mayor Pro Tem

William K. Rounds, Mayor

### **SUCCESSOR AGENCY**

### 3. CONSENT AGENDA

Consent Agenda items are considered routine matters which may be enacted by one motion and roll call vote. Any item may be removed from the Consent Agenda and considered separately by the City Council.

### **Approval Minutes**

A. Regular Community Development Commission Meeting of January 12, 2012

**Recommendation:** That the City Council approve the minutes as submitted.

### **NEW BUSINESS**

5.

4. Approval of Enforceable Obligation Payment Schedule

**Recommendation:** That the Successor Agency approves the Enforceable Obligation Payment Schedule adopted by Resolution No. 267-2012 of the Community Development Commission of the City of Santa Fe Springs.

Resolution No. SA-2012-001 – Authorizing Investment in the State of California Local Agency Investment Fund and Authorizing the Persons Who Can Transact Business for the City of Santa Fe Springs and the City of Santa Fe Springs acting as Successor Agency to the Community Development Commission of the City of Santa Fe Springs

**Recommendation:** That the City Council adopt Resolution No. HS-2012-001 authorizing investment in the State of California Local Agency Investment Fund (LAIF) and authorizing the persons who can transact business for the City of Santa Fe Springs and the City of Santa Fe Springs acting as Successor Agency to the Community Development Commission of the City of Santa Fe Springs.

### **HOUSING SUCCESSOR**

Resolution No. HS-2012-001 – Authorizing Investment in the State of California Local Agency Investment Fund and Authorizing the Persons Who Can Transact Business for the City of Santa Fe Springs and the City of Santa Fe Springs acting as Housing Successor to the Community Development Commission of the City of Santa Fe Springs

**Recommendation:** That the City Council adopt Resolution No. HS-2012-001 authorizing investment in the State of California Local Agency Investment Fund (LAIF) and authorizing the persons who can transact business for the City of Santa Fe Springs and the City of Santa Fe Springs acting as Housing Successor to the Community Development Commission of the City of Santa Fe Springs.

### CITY COUNCIL

### 7. CITY MANAGER REPORT

### 8. CONSENT AGENDA

Consent Agenda items are considered routine matters which may be enacted by one motion and roll call vote. Any item may be removed from the Consent Agenda and considered separately by the City Council.

### **Approval Minutes**

A. Special City Council Meeting of January 12, 2012

Recommendation: That the City Council approve the minutes as submitted.

B. Regular City Council Meeting of January 12,2012

**Recommendation:** That the City Council approve the minutes as submitted.

### **NEW BUSINESS**

9. Review and Approve Budget Adjustments Recommendations in Response to the Elimination of Redevelopment

**Recommendation:** Authorize the actions recommended herein to achieve necessary budget savings in response to the elimination of Redevelopment.

10. Resolution No. 9359 – Authorizing Investment in the State of California Local Agency Investment Fund and Authorizing the Persons Who Can Transact Business for the City of Santa Fe Springs

**Recommendation:** That the City Council adopt Resolution No. 9359 authorizing investment in the State of California Local Agency Investment Fund (LAIF) and authorizing the persons who can transact business for the City of Santa Fe Springs.

Authorization to Issue a Request for Proposals to Process and Manage Parking and Administrative Citations

**Recommendation:** That the City Council authorize the Director of Police Services to issue a Request for Proposals to Process and Manage Parking and Administrative Citations.

12. Alcohol Sales Conditional Use Permit Case No. 8-4

A request to allow the continued operation and maintenance of an alcohol beverage sales use for off-site consumption involving JR Liquor Store located at 13418 Imperial Highway in the M-2, Heavy Manufacturing Zone, within the Consolidated Redevelopment Project Area. (Mr. Janak Joshi, Owner)

**Recommendation:** That the City Council approve Alcohol Sales Conditional Use Permit (ASCUP) Case No. 8-4 subject to a compliance review in five (5) years, to ensure the use is still operating in strict compliance with the conditions of approval.

13. Alcohol Sales Conditional Use Permit Case No. 16-3

A request to allow the continued operation and maintenance of an alcohol beverage sales use for on-site consumption involving La Rubia Restaurant located at 14060 Gannet St. in the M2, Heavy Manufacturing Zone. (Nancy Olvera, Owner)

**Recommendation:** That the City Council Approve Alcohol Sales Conditional Use Permit (ASCUP) Case No. 16-3 subject to a compliance review in five (5) years, to ensure the use is still operating in strict compliance with the conditions of approval.

14. <u>Valley View Avenue Grade Separation Project – Approval of Plans and Specifications and Authorization to Advertise for Construction Bids</u>

**Recommendation:** That the City Council: (1) Approve the Plans and Specifications for the Valley View Avenue Grade Separation project; and (2) Authorize the City Engineer to advertise the project once the City receives approval from Caltrans to proceed with construction.

City Council Meetings

15. <u>Valley View Avenue Grade Separation Project – Recertification of the Pre-Qualified</u>
Contractor List

**Recommendation:** That the City Council recertify the Pre-Qualified Contractor List for the Valley View Avenue Grade Separation Project.

16. <u>Miscellaneous Park Improvements at Los Nietos Park and Santa Fe Springs Park –</u>
Award of Contract

**Recommendation:** That the City Council: (1) Accept the bids; and (2) Award a Contract to Cinbad Industry, Inc. of Chatsworth, California, in the amount of \$44,450.83.

17. Revision of City of Santa Fe Springs Personnel Policies and Procedures

**Recommendation:** That the City Council approve the revisions of specific City of Santa Fe Springs Personnel Policies and Procedures and direct Staff to update corresponding sections of the Personnel Policies and Procedures Manual.

### **CLOSED SESSION**

18. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Significant Exposure to Litigation Pursuant to Subdivision (b) of Section 54956.9

**Number of Cases:** 

One

19. PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Subdivision (b) of Section 54956.9

Title: City Manager

Please note: Item Nos. 20 -29 will commence in the 7:00 p.m. hour.

- 20. INVOCATION
- 21. PLEDGE OF ALLEGIANCE

### INTRODUCTIONS

- 22. Representatives from the Youth Leadership Committee
- 23. Representatives from the Chamber of Commerce

City Council Meetings

### 24. ANNOUNCEMENTS

### **PRESENTATIONS**

**25.** Presentation to Santa Fe Springs Schools from Superior Grocers

### APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSIONS

**26.** Committee Appointments

### 27. ORAL COMMUNICATIONS

This is the time when comments may be made by interested persons on matters not on the agenda having to do with City business.

### 28. EXECUTIVE TEAM REPORTS

### 29. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted at the following locations; 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, not less than 72 hours prior to the meeting.

Anita Jimenez

Anita Jimenez Deputy City Clerk February 10, 2012

Date

### MINUTES FOR THE REGULAR MEETINGS OF THE CITY OF SANTA FE SPRINGS COMMUNITY DEVELOPMENT COMMISSION AND CITY COUNCIL

### **JANUARY 12, 2012**

### 1. CALL TO ORDER

Mayor Serrano called the Regular Community Development Commission and City Council meetings to order at 6:08 p.m.

The Deputy City Clerk announced that members of the City Council receive the statutory compensation for attendance at the CDC meeting.

### 2. ROLL CALL

Present: Commissioners/Councilmembers González, Moore, Trujillo, Vice Chairperson/Mayor Pro Tem Rounds, and Chairperson/Mayor Serrano

Also present: Thaddeus McCormack, City Manager; Steve Skolnik, City Attorney; Paul Ashworth, Director of Planning & Community Development; Don Jensen, Director of Public Works; Dino Torres, Director of Police Services; Maricela Balderas, Director of Family & Human Services; Jose Gomez, Director of Finance & Administrative Services; Alex Rodriguez, Fire Chief; Anita Jimenez, Deputy City Clerk

### COMMUNITY DEVELOPMENT COMMISSION

### 4. REPORTS OF THE CITY MANAGER AND EXECUTIVE DIRECTOR

Paul Ashworth reported that Building Permit activity was high for the month of December with 181 Building Permits being issued. Two additional homes have closed in the Far West portion of the Villages, totaling 14. Comstock is proceeding with new construction on the next phase of the project.

### 5. CONSENT AGENDA

### **Approval of Minutes**

A. December 8, 2011 Regular Community Development Commission Meeting

**Recommendation:** That the Community Development Commission approve the minutes as submitted.

Commissioner González moved the approval of Item 5A; Commissioner Trujillo seconded the motion, which carried unanimously.

### CITY COUNCIL

### 6. CONSENT AGENDA

### **Approval Minutes**

A. December 8, 2011 Regular City Council Meeting

Recommendation: That the City Council approve the minutes as submitted.

Mayor Pro Tem Rounds moved the approval of Item 6A; Councilmember Moore seconded the motion which carried unanimously.

### **NEW BUSINESS**

7. Resolution No. 9354 – A Resolution of the City Council of the City of Santa Fe Springs

Declaring the City's Election to Retain the Housing Assets and Functions Previously Held
and performed by the Community Development Commission of the City of Santa Fe Springs

Recommendation: That the City Council approve Resolution No. 9354, declaring its intention to retain the housing assets and function of the Community Development Commission.

Councilmember González moved the approval of Item 7; Councilmember Trujillo seconded the motion, which carried unanimously.

8. Presentation and Consideration of the Community Development Commission's Fiscal Statement, Annual Financial Report, State Controller's Financial Transactions Report, Housing and Community Development (HCD) Financial Report, and the City's Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ending June 30, 2011

**Recommendation:** That the City Council receive and file the attached annual reports of the City and Community Development Commission.

Jose Gomez introduced Linda Hurley who presented a report to the Council.

Mayor Pro Tem Rounds moved the approval of Item 8; Councilmember Trujillo seconded the motion which carried unanimously.

9. <u>Approval of Sewer Relocation Agreement with County Sanitation District No. 18 of Los Angeles County for the Valley View Avenue Grade Separation Project</u>

**Recommendation:** That the City Council: (1) Approve the Sewer Relocation Agreement with County Sanitation District No. 18 of Los Angeles County for the Valley View Avenue Grade Separation Project; and (2) Authorize the Mayor to execute the Sewer Relocation Agreement with County Sanitation District No. 18 of Los Angeles County for the Valley View Avenue Grade Separation Project.

Because he is an employee of the Sanitation Districts, Mayor Pro Tem Rounds recused himself from voting on this item.

Councilmember González moved the approval of Item 9; Councilmember Moore seconded the motion, which carried unanimously.

### **10.** <u>Designation of a City Council Ad-Hoc Subcommittee for the Valley View Avenue Grade</u> Separation Project

**RECOMMENDATION:** That the City Council designate two Councilmembers to serve on an Ad-Hoc Subcommittee to assist staff with preparations to advertise the Valley View Avenue Grade Separation Project.

Mayor Serrano appointed Mayor Pro Tem Rounds and Councilmember Trujillo to the Ad-Hoc committee.

### 11. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION Subdivision (a) of Section 54956.9)

One Case: Heather Lopez vs. City of Santa Fe Springs

Mayor Serrano recessed the meeting for the Closed Session at 6:20 p.m.

Mayor Serrano reconvened the meetings at 7:13 p.m.

### 12. INVOCATION

The Invocation was given by Councilmember González.

### 13. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember González.

### 14. COUNCIL REORGANIZATION

<u>Selection of Mayor, Mayor Pro Tem, Liaisons to Various City Committees, and Representatives to Governmental Organizations</u>

The Deputy City Clerk declared the office of Mayor vacant and called for nominations. Councilmember Serrano nominated Councilmember Rounds for Mayor. Councilmember Trujillo seconded the motion which carried by the following roll call vote:

Aves: Councilmembers González, Moore, Rounds, Serrano, and Trujillo

Noes: None

The Deputy City Clerk declared William K. Rounds to be Mayor.

Mayor Rounds declared the office of Mayor Pro Tem vacant and called for nominations. Councilmember Trujillo nominated Councilmember Moore. Councilmember González seconded the motion which carried by the following roll call vote:

Ayes: Councilmembers González, Moore, Serrano, and Trujillo, Mayor Rounds

Noes: None

Mayor Rounds declared Richard J. Moore to be Mayor Pro Tem.

Mayor Pro Tem Moore said that he was honored and humbled by this opportunity and thanked Councilmember González for giving up his position in the mayoral rotation.

Mayor Rounds thanked the Council for their support and thanked outgoing Mayor Serrano for his leadership.

### INTRODUCTIONS

- 15. No members from the Youth Leadership Committee were present.
- 16. Mayor Serrano introduced the Chamber Executive Director Kathie Fink and Chamber Representatives Julia McConaghy of Presbyterian Intercommunity Hospital, Wendy Meador of Tangram Interiors, Dennis Turner of PDQ Rentals, and Jim Cusick of Shaw Industries. Also present were former Councilmember Betty Putnam and school board representatives Lynn Berg, Richard Martinez, and Hilda Zamora.

### 17. ANNOUNCEMENTS

Hilary Keith gave the Community Announcements.

### **PRESENTATIONS**

Linda Hurley, the City's Audit Partner from MGO, presented the Government Finance Officers' Association Certificate for Achievement in Financial Reporting for the City's FY 2009-10 Comprehensive Annual Financial Report to the City Council.

**18.** <u>2011 Neighborly Elf Christmas Basket Program – Recognition of Donors and Volunteers</u>

Family & Humans Services Supervisor Ed Ramirez introduced donors and volunteers. Mayor Rounds presented them with certificates of appreciation and thanked them for volunteering to serve their community.

19. APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSIONS No appointments were made.

### 20. ORAL COMMUNICATIONS

Mayor Rounds opened Oral Communications at 7:50 p.m. Lynn Berg stated her concerns regarding u-turns on Orr & Day Road near Florence Ave. Mayor Rounds closed Oral Communications at 7:52 p.m.

### 21. EXECUTIVE TEAM REPORTS

Chief Rodriguez reminded attendees that the Rio Hondo Homeland Security Training Facility Grand Opening was scheduled for Thursday, January 19 at 10:00 a.m. Maricela Balderas reported that the Youth Leadership Committee would be taking their annual trip to Green Valley this weekend. The City Manager congratulated Mayor Rounds and Mayor Pro Tem Moore and thanked Councilmember Serrano for his leadership. Councilmember González

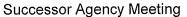
thanked Councilmember Serrano for his dedication. He stated that it has been a pleasure working with Richard Moore and that he was glad to give him the chance to be Mayor Pro Tem. He also congratulated Mayor Rounds. Councilmember Serrano thanked the Council for their support over the past four years. Councilmember Trujillo congratulated Mayor Rounds and thanked him for encouraging her to run for City Council. She also congratulated Mayor Pro Tem Moore. Mayor Pro Tem Moore thanked the Council and congratulated Mayor Rounds.

### 22. ADJOURNMENT

Mayor Rounds invited the audience to join the Council for a reception at the Library.

At 8:03 p.m., Mayor Rounds adjourned the meetings in memory of: Longtime Santa Fe Springs resident Domingo Rangel; Santa Fe Springs businesswoman Joyce Christian; and Former Public Works Employee Bob "Bubba" Oton.

ATTEST:	William K. Rounds Mayor
Anita Jimenez, Deputy City Clerk	Date



February 16, 2012

### **NEW BUSINESS**

Approve an Enforceable Obligation Payment Schedule

### RECOMMENDATION

That the Successor Agency approves the Enforceable Obligation Payment Schedule Adopted by Resolution No. 267-2012 of the Community Development Commission of the City of Santa Fe Springs.

### **BACKGROUND**

AB1X 26 calls for Redevelopment Agencies to adopt an Enforceable Obligation Payment Schedule (EOPS) within 60 days of the Governor's signing of the bill. The EOPS was originally adopted on August 25, 2011, and then subsequently amended and re-adopted by the Community Development Commission (CDC) on January 26, 2012. Upon dissolution of the CDC on February 1, 2012, the City Council, acting as Successor Agency is charged with winding down the affairs of the CDC. In this capacity it is considered appropriate for the Successor Agency to affirm and approve the EOPS adopted by the CDC prior to its dissolution.

The EOPS identifies bond debt service and other payments that must be made by the Successor Agency upon dissolution of the CDC. The EOPS may be amended by the Successor Agency at any time. The EOPS, and any amendments, are subject to review and direction to modify from the Successor Agency Oversight Board, the State of California Department of Finance, the California State Controller's Office, and/or the Los Angeles County Auditor-Controller.

Thaddeus McCormack

City Manager

Attachment

Enforceable Obligation Payment Schedule

### RESOLUTION NO. 267-2012

A RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION OF THE CITY OF SANTA FE SPRINGS ADOPTING THE ENFORCEABLE OBLIGATIONS PAYMENT SCHEDULE, AS AMENDED

THE COMMUNITY DEVELOPMENT COMMISSION OF THE CITY OF SANTA FE SPRINGS DOES RESOLVE AS FOLLOWS:

SECTION 1. Pursuant to section 34169(g) of the California Health and Safety Code, the Commission hereby an Enforceable Obligations Payment Schedule attached hereto as Exhibit "A" and originally adopted August 11, 2011 under Resolution No. 265-2011 and amended on September 29, 2011.

SECTION 2. The Commission Secretary shall certify to the adoption of this Resolution.

APPROVED and ADOPTED this 26<sup>th</sup> day of January 2012.

Will. K. Pl

Attest:

Commission Secretary

Page 1 of 1 Pages

Santa Fe Springs Community Development Commission Combined

Name of Redevelopment Agency: Project Area(s)

**EXHIBIT A** 

## ENFORCEABLE OBLIGATION PAYMENT SCHEDULE Per AB 26 - Section 34167 and 34169

			1				Payments by month - 2012	onth - 2012		
Project Name / Debt Obligation	Payee	Description	Debt or Obligation	Fiscal Year	Feb	Mar	Apr	May	Jun	Total
Items 1-8 Relate Solely to the Consolidated Project Area										
1) 2001 Tax Allocation Bonds Series A (Housing)	US Bank	Refund Housing Portion of 1993 Bonds	7,130,675	322,055	322,055					322,055
2) 2001 Tax Allocation Bonds Series A	US Bank	Redevelopment Activities	18,385,442	1,702,295	1,702,295					1,702,295
3) 2002 Tax Allocation Refunding Bonds Series A	US Bank	Redevelopment Activities/Refund 1992 Bonds	17,278,511	4,126,721	4,126,721					4,126,721
4) 2003 Taxable Tax Allocation Refunding Bonds Series A	US Bank	Refunded 1993 Bonds (Housing)	5,785,762	673,208	673,208			_		673,208
5) 2006 Tax Allocation Bonds Series A	US Bank	Redevelopment Activities	53,517,624	171,113	171,113					171,113
6) 2006 Taxable Tax Allocation Bonds Series B	US Bank	Redevelopment Activities	16,715,924	2,208,855	2,208,855					2,208,855
7) 2007 Tax Allocation Refunding Bonds Series A	US Bank	Refund 1997, 1998, and Portion of 2002 Bonds	55,185,750	2,463,250	2,463,250					2,463,250
8) 2004 ERAF Loan From CDC Housing Fund (Consolidated)	CDC Housing Fund	Loan to Fund 2004 ERAF Payment	1,000,000							0
	CSCDA	Loan to Fund 2005 ERAF Payment	974,120	243,630	121,815					121,815
	CSCDA	Loan to Fund 2006 ERAF Payment	1,287,344	257,432	128,716					128,716
11) 2010 SERAF Loan (Consolidated)	CDC 2006B Bond Fund	Loan to Fund 2010 SERAF Payment	10,504,722							0
12) 2010 SERAF Loan (Washington Blvd.)	CDC 2006B Bond Fund	Loan to Fund 2010 SERAF Payment	149,154							0
	CDC Housing Fund	Loan to Fund 2011 SERAF Payment	2,193,445							0
14) Tax Increment Loan (Washington Blvd.)	Los Angeles County	Loan of future tax increment (as of June 30, 2011)	000'006'2							0
15) Tax Increment Loan - Sales Tax (Washington Blvd.)	City of SFS	Loan per agreement with LA County	4,895,000							0
16) Cooperation Agreement For Payment of Capital Improvement Costs (Combined)	City of SFS	Obligation to Fund Certain Capital Projects*	26,916,754							0
17) Agreement For Payment of Proportional Share of Unfunded Liabilities (Combined)	City of SFS	Obligation to Share in Payment of Unfunded Liabilities	11,265,000							0
18) 2011-12 Housing Activity Expenditures	Various	Payment of Expenditures for Ongoing Operations	4,700,000	4,700,000	391,667	391,667	391,667	391,667	391,667	1,958,335
19) Villages at Heritage Springs Development and Disposition Agreement	Villages at Heritage Springs	Villages at Heritage Springs   Land Purchase Not to Exceed 15 Years Tax Increment	17,275,000							٥
20) Neighboorhood Center Renovation Project	City of SFS	Renovation of Neighborhood Center*	4,748,730	4,787,730	957,546	957,546	957,546	957,546	957,546	4,787,730
	City of SFS	Design and Construction of New Water Well*	1,964,840	1,178,904	235,781	235,781	235,781	235,781	235,781	1,178,905
	CAL JPIA	Liability and Property Insurance	104,800	104,800						٥
THE PROPERTY OF THE PROPERTY O	MGO	Audit Services	24,000	24,000	12,000					12,000
	US Bank	Fiscal Agent Fees	30,000	30,000	5,000	5,000				10,000
	Bond Logistix	Arbitrage Consulting Services	4,500	4,500	1,500	1,500	1,500			4,500
	Various	Property Management Costs	247,700	247,700	20,642	20,642	20,642	20,642	20,642	103,210
	Various	Successor Agency Administration	1,500,000	1,500,000	125,000	125,000	125,000	125,000	125,000	625,000
28) Construction Assistance for Readerboard Sign	Tom's Truck Center, Inc.	Assistance for Construction of Readerboard Sign	320,000	320,000					320,000	320,000
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The state of the s			272,004,797	25,066,193	13,667,164	1,737,136	1,732,136	1,730,636	2,050,636	20,917,708
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Note: Initial obligation reported is the estimated amount for fiscal year 2011-12 only.

\*Unspent bond proceeds may be used to liquidate these obligations

**EXHIBIT A** 

Santa Fe Springs Community Development Commission Combined

Name of Redevelopment Agency: Project Area(s)

## OTHER OBLIGATION PAYMENT SCHEDULE Per AB 26 - Section 34167 and 34169

				Total Outstanding	Total Due During			Раутеп	Payments by month	-		-
	Project Name / Debt Obligation	Payee	Description	(Note 1)	Fiscal Year	Feb	Mar	Apr	May	nnf	Total	
												7
1)	1) Pass Through Payment	LA County General	2010-11 and 2011-12 Pass Through Paym	2,071,000.00	1,025,000.00					1,025,000.00	\$ 1,025,000.00	
2	2) Pass Through Payment	LA County Fire	2010-11 and 2011-12 Pass Through Paym	52,700.00	26,100.00					26,100.00 \$	\$ 26,100.00	
ြ	3) Pass Through Payment	LA County Flood Control	2010-11 and 2011-12 Pass Through Paym	74,100.00	36,700.00					36,700.00	36,700.00	
4	4) Pass Through Payment	Little Lake Cemetary Dist.	2010-11 and 2011-12 Pass Through Paym	3,325.00	1,650.00					1,650.00	1,650.00	
9	5) Pass Through Payment	Greater LA West Vector Control Dist.	2010-11 and 2011-12 Pass Through Paym	3,270.00	1,620.00					1,620.00	1,620.00	
9	6) Pass Through Payment	LA County Sanitation Dist.	2010-11 and 2011-12 Pass Through Paym	101,150.00	50,100.00					50,100.00 \$	50,100.00	
7	7) Pass Through Payment	City of La Mirada	2010-11 and 2011-12 Pass Through Paym	870.00	430.00					430.00 \$	3 430.00	$\sim$
8	8) Pass Through Payment	City of Norwalk	2010-11 and 2011-12 Pass Through Paym	940.00	465.00					465.00 \$	465.00	_
6	9) Pass Through Payment	City of SFS	2010-11 and 2011-12 Pass Through Paym	392,000.00	194,000.00					194,000,00	194,000.00	
10)	10) Pass Through Payment	Central Basin MWD	2010-11 and 2011-12 Pass Through Paym	22,000.00	10,900.00					10,900.00	10,900.00	
1	11) Pass Through Payment	Water Replenishment Dist.	2010-11 and 2011-12 Pass Through Paym	1,070.00	530.00					\$30.00	530.00	
12)	12) Pass Through Payment	LA County Office of Ed	2010-11 and 2011-12 Pass Through Paym	25,200.00	12,500.00					12,500.00	12,500.00	
13)	13) Pass Through Payment	Little Lake City School Dist.	2010-11 and 2011-12 Pass Through Paym	190,000,00	94,000,00					94,000.00	\$ 94,000,00	
14)	14) Pass Through Payment	Los Nietos School Dist,	2010-11 and 2011-12 Pass Through Paym		53,000,00					53,000.00	\$ 53,000.00	اے
15)	(5) Pass Through Payment	South Whittier School Dist.	2010-11 and 2011-12 Pass Through Paym	107,000,00	53,000,00					_	\$ 53,000.00	
16)	16) Pass Through Payment	Whittier City School Dist.	2010-11 and 2011-12 Pass Through Paym	1,070.00	530.00					530.00	\$ 530,00	
17)	17) Pass Through Payment	Whittier Union High School Dist.	2010-11 and 2011-12 Pass Through Payn	691,000.00	342,000.00					342,000.00	\$ 342,000.00	
18)	18) Pass Through Payment	Cerritos Comm College Dist.	2010-11 and 2011-12 Pass Through Paym	30,200.00	15,000.00					15,000.00	\$ 15,000.00	ام
19)	19) Pass Through Payment	Rio Hondo Comm College Dist.	2010-11 and 2011-12 Pass Through Paym	104,500.00	52,000.00					52,000.00	\$ 52,000.00	اے
20)	20) Pass Through Payment	ABC Unified School Dist.	2010-11 and 2011-12 Pass Through Paym	17,400.00	8,600.00					8,600.00	\$ 8,600.00	ام
21)	21) Pass Through Payment	Norwalk-La Mirada Unified School Dist.	2010-11 and 2011-12 Pass Through Paym	218,000,00	108,000.00					108,000.00	\$ 108,000,00	_
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	Totals - Other Obligations			\$ 4,213,795.00	\$ 2,086,125.00	\$ - \$	•	- \$	•	\$ 2,086,125.00 \$ 2,086,125.00	\$ 2,086,125.0	ਗ
	Note: The reported obligation inclu	Note: The reported obligation includes only the 2010-11 and 2011-12 payments. Pass through	ents. Pass through payments are required through the entire life of the project areas	d through the entire	life of the project are	385						_
												_

\*\*\* All payment amounts are estimates

### **NEW BUSINESS**

Resolution No. SA-2012-001 - Authorizing Investment in the State of California Local Agency Investment Fund and Authorizing the Persons Who Can Transact Business for the City of Santa Fe Springs and the City of Santa Fe Springs acting as Successor Agency to the Community Development Commission of the City of Santa Fe Springs

### RECOMMENDATION

That the City Council adopt Resolution No. SA-2012-001 authorizing investment in the State of California Local Agency Investment Fund (LAIF) and authorizing the persons who can transact business for the City of Santa Fe Springs and the City of Santa Fe Springs acting as Successor Agency to the Community Development Commission of the City of Santa Fe Springs.

### BACKGROUND

As a result of the recent State Supreme Court's decision, the Community Development Commission of the City of Santa Fe Springs (CDC) was dissolved as of February 1, 2012. The City is the Successor Agency to the CDC, responsible for winding down the affairs of the CDC. The City, as Successor Agency, is responsible for the fiscal management of former CDC assets, including reserve funds maintained in the State Treasury's Local Agency Investment Fund ("LAIF").

In a letter dated January 25, 2012, the State Treasurer's Office indicated that they will be unable to process any transaction with respect to the existing LAIF Account until the Successor Agency has taken formal authorization action. This includes officially allowing the investment of Successor Agency moneys in LAIF and designating authorized representatives of the Successor Agency to make deposits in and withdrawals from the Agency LAIF Account on behalf of the Successor Agency.

The Treasurer and Assistant Treasurer of the former CDC were the City officials authorized to make transactions on the previous LAIF account. The attached resolution authorizes the same individuals to conduct transactions for the proposed LAIF account.

Thaddeus McCormack

City Manager

Attachment

Resolution No. SA-2012-001

### RESOLUTION NO. SA-2012-001

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS ACTING AS SUCCESSOR AGENCY TO THE COMMUNITY DEVELOPMENT COMMISSION OF THE CITY OF SANTA FE SPRINGS AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND AND AUTHORIZING THE PERSONS WHO CAN TRANSACT BUSINESS FOR THE CITY OF SANTA FE SPRINGS ACTING AS SUCCESSOR AGENCY TO THE COMMUNITY DEVELOPMENT COMMISSION OF THE CITY OF SANTA FE SPRINGS

WHEREAS, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

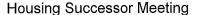
WHEREAS, the City Council does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the City of Santa Fe Springs acting as the Successor Agency to the Community Development Commission of the City of Santa Fe Springs.

NOW, THEREFORE, BE IT RESOLVED, that the City Council does hereby authorize the deposit and withdrawal of City of Santa Fe Springs Successor Agency monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED, that the following City of Santa Fe Springs officers or their successors in office shall be authorized to order the deposit and withdrawal of monies in the Local Agency Investment Fund:

investment i and.	,
Jose A. Gomez, City Treasurer	Travis C. Hickey, Assistant City Treasurer
	of the City of Santa Fe Springs acting as Successor Agency the City of Santa Fe Springs of State of California on
	Mayor
ATTEST:	

City Clerk



February 16, 2012

### **NEW BUSINESS**

Resolution No. HS-2012-001 – Authorizing Investment in the State of California Local Agency Investment Fund and Authorizing the Persons Who Can Transact Business for the City of Santa Fe Springs and the City of Santa Fe Springs acting as Housing Successor to the Community Development Commission of the City of Santa Fe Springs

### RECOMMENDATION

That the City Council adopt Resolution No. HS-2012-001 authorizing investment in the State of California Local Agency Investment Fund (LAIF) and authorizing the persons who can transact business for the City of Santa Fe Springs and the City of Santa Fe Springs acting as Housing Successor to the Community Development Commission of the City of Santa Fe Springs.

### **BACKGROUND**

As a result of the recent State Supreme Court's decision, the Community Development Commission of the City of Santa Fe Springs (CDC) was dissolved as of February 1, 2012. The City, as Housing Successor, assumes all assets previously held in the CDC's Housing Set-Aside Fund, including reserve funds maintained in the State Treasury's Local Agency Investment Fund ("LAIF").

In a letter dated January 25, 2012, the State Treasurer's Office indicated that they will be unable to process any transaction with respect to the existing LAIF Account until the Housing Successor has taken formal authorization action. This includes officially allowing the investment of Housing Successor moneys in LAIF and designating authorized representatives of the Housing Successor to make deposits in and withdrawals from the LAIF Account on behalf of the Housing Successor.

The Treasurer and Assistant Treasurer of the former CDC were the City officials authorized to make transactions on the previous LAIF account. The attached resolution authorizes the same individuals to conduct transactions for the proposed LAIF account.

Thaddeus McCormack

City Manager

<u>Attachment</u>

Resolution No. HS-2012-001

Report Submitted By: Jose Gomez

Finance and Administrative Services

Date of Report: February 9, 2012



### **RESOLUTION NO. HS-2012-001**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS ACTING AS HOUSING SUCCESSOR TO THE COMMUNITY DEVELOPMENT COMMISSION OF THE CITY OF SANTA FE SPRINGS AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND AND AUTHORIZING THE PERSONS WHO CAN TRANSACT BUSINESS FOR THE CITY OF SANTA FE SPRINGS ACTING AS HOUSING SUCCESSOR TO THE COMMUNITY DEVELOPMENT COMMISSION OF THE CITY OF SANTA FE SPRINGS

WHEREAS, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the City Council does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the City of Santa Fe Springs acting as Housing Successor to the Community Development Commission of the City of Santa Fe Springs.

NOW, THEREFORE, BE IT RESOLVED, that the City Council does hereby authorize the deposit and withdrawal of City of Santa Fe Springs Housing Successor monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED, that the following City of Santa Fe Springs officers or their successors in office shall be authorized to order the deposit and withdrawal of monies in the Local Agency Investment Fund:

Jose A. Gomez, City Treasurer	Travis C. Hickey, Assistant City Treasurer
· · ·	ouncil of the City of Santa Fe Springs acting as Housing t Commission of the City of Santa Fe Springs of State of
ATTEST:	Mayor

City Clerk

### CITY OF SANTA FE SPRINGS MINUTES FOR THE SPECIAL MEETING OF THE CITY COUNCIL

### **JANUARY 12, 2012**

### 1. CALL TO ORDER

Mayor Serrano called the Special City Council meeting to order at 5:12 p.m.

### 2. ROLL CALL

Present: Councilmembers González, Moore, Trujillo, Mayor Pro Tem Rounds, and Mayor Serrano

Also present: Thaddeus McCormack, City Manager; Steve Skolnik, City Attorney; Paul Ashworth, Director of Planning & Community Development; Don Jensen, Director of Public Works; Dino Torres, Director of Police Services; Maricela Balderas, Director of Family & Human Services; Jose Gomez, Director of Finance & Administrative Services; Alex Rodriguez, Fire Chief; Anita Jimenez, Deputy City Clerk

### 3. BUDGET STUDY SESSION

The City Manager stated that the State Supreme Court upheld legislation that eliminated redevelopment agencies, so the City needs to proceed without redevelopment funds.

The City Attorney reviewed the steps necessary to dissolve the City's redevelopment agency. First, a successor agency needs to be named. The City Attorney provided the Council with a revised version of Resolution No. 9354, which would declare the City's election to retain the Housing assets and functions previously held and performed by the Community Development Commission of the City of Santa Fe Springs and to be the successor agency to the CDC for all purposes. The City Attorney reviewed the benefits of the City becoming the successor agency. Councilmember Moore asked if there would be a cost to the City if it became the successor agency. The City Attorney stated that there would be a cost, but that the State will provide the successor agency with an administration budget to perform the necessary functions involved with dissolving the CDC, but not for programming activities. Councilmember González asked if the City would be able to do any housing projects if it retained or received any amount of housing set-aside funds. The City Attorney stated that the City would be able to continue low-income housing projects with any remaining funds. The City Attorney also pointed out that the City would retain ownership of any property previously owned by the CDC. Councilmember González stressed that the City's focus should be on proceeding with projects that benefit residents.

The City Attorney stated that all successor agencies will have an oversight board for the next 4 to 4½ years. The board will approve the budget and all projects of the successor agencies. The Mayor is allowed to name two members of the seven-member oversight board. Other appointments are made by the Board of Supervisors, School District Boards, etc. One mayoral appointment could be either a Councilmember or the City Manager. The

other mayoral appointment should be a qualified City employee. Staff will provide a list of qualified employees for Council consideration. Boardmembers will not be compensated. In  $4\frac{1}{2}$  years, all oversight boards will be replaced by a single board.

The City Manager stated that redevelopment would not be coming back and that the City needs to adapt to meet the needs of the community with a new focus.

The City Attorney stated that staff was recommending that the Council designate two Councilmembers to serve on an Ad Hoc committee. Councilmember Moore nominated Mayor Pro Tem Rounds and Councilmember González to serve on the committee. Mayor Serrano appointed the nominated Councilmembers.

### 4. ADJOURNMENT

Mayor Serrano adjourned the meeting at 6:08 p.	May	or Serrano	adjourned	the n	neeting	at 6:08	p.m
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	Joseph D. Serrano, Sr. Mayor
ATTEST:	
Anita Jimenez, Deputy City Clerk	Date

### PLEASE SEE ITEM 3A

### City of Santa Fe Springs

City Council Meeting

February 16, 2012

### **NEW BUSINESS**

Review and Approve Budget Adjustments Recommendations in Response to the State Elimination of Redevelopment

### RECOMMENDATION

Authorize the actions recommended herein to achieve necessary budget savings in response to the elimination of Redevelopment.

### BACKGROUND

On December 29, 2011, the California Supreme Court upheld AB 1X 26 (the redevelopment "elimination" bill), but struck down AB 1X 27, the bill that would have allowed agencies to remain in operation as long as they made a payment to the State. The California Supreme Court also amended certain dates contained in AB 1X 26. Most notably, the October 1, 2011 date for dissolution of redevelopment agencies was changed to February 1, 2012. The Court ruling gave the City exactly one month to eliminate Redevelopment by February 1st. In so much as Redevelopment has been at the core of our existence for so long, and because so much of our City was in Redevelopment Project areas, the elimination of redevelopment will affect us in a disproportionately vis-à-vis surrounding communities.

The proof of the success of Redevelopment and the positive way it was used in Santa Fe Springs is evident in the attractive transportation corridors, thriving businesses and multitude of high paying jobs that have brought benefit to our community, the regional economy and the State coffers. The City of Santa Fe Springs has used redevelopment as a means to advance development activity and transform economically and environmentally depressed areas. And, now the State has taken that tool away.

Clearly, the City of Santa Fe Springs can no longer do business as usual. If we are to successfully transform ourselves from a small city with a large redevelopment agency (formerly the 20<sup>th</sup> largest in the State), to just a small city with no redevelopment agency, we will need to do more than make superficial cuts. We will need to retool City government for greater efficiency and a more streamlined organization to maintain as many services as possible and the jobs that support those services.

Over the past few weeks, the City Manager and Director of Finance and Administrative Services have been working with a City Council Ad hoc Sub-Committee on devising a plan to respond to what is clearly the greatest financial crisis the City has ever faced. The Sub-Committee has met for over eight hours over two sessions and the City Council has held two additional study sessions on the matter on January 23 and February 4.

Budget Adjustment in Response to the Elimination of Redevelopment Page 2 of 5

As outlined and discussed at the meetings of January 23 and February 4, the elimination of redevelopment presents a budgetary challenge of \$13.4 million. The City's Community Development Commission received approximately \$30 million a year, \$10.4 million of which went to support (directly and indirectly) the City's \$55 million City Budget. In addition, Redevelopment funds were used to pay for infrastructure-related Capital Improvement Projects (CIPs). The elimination of redevelopment, therefore, deprives the City of its main source of funding for CIPs. Accordingly, we are recommending that the Post-Redevelopment Plan (the Plan) allot an additional \$3 million to fund future CIPs; thus the net impact of the elimination of Redevelopment to the City's operations is a \$13.4 million challenge.

Furthermore, it is my recommendation that the City Council identify \$3 million of ongoing funding sources to fund CIPs, so that our ability to repair and maintain infrastructure is not annually pitted against other operational needs as part of the annual budget. Accordingly, I recommend "earmarking" 1.5% of the UUT (note: it is recommended below that the current UUT of 3.5% be adjusted to its maximum authority of 5%) to fund CIPs, as well as new Property Tax that the City will receive in-lieu of our former Tax increment, which is estimated at \$1.3 million. In addition, I recommend shifting \$200,000 of Local Return Transportation funds to make up the balance of the \$3 million.

Staff has been working collaboratively with the Council Subcommittee to devise a plan consistent with identified City Council Budget Priorities, and that addresses the \$13.4 million challenge. This plan is being presented for the Council's consideration tonight. It will realize significant savings for the current fiscal year and, more importantly, lay the ground work for a balanced Fiscal Year 2012-13 budget. Staff will bring back more precise current year budget modifications in March. Some of the Plan's actions will be more easily implementable than others, and therefore the savings (or revenue enhancements) more easily realizable. Most actions will entail additional steps beyond the Council's approval, and therefore, are not as easy to predict when we can begin realizing the savings. All actions will be in place before the end of the fiscal year.

I am attaching the power point presentation given at the two recent budget study sessions, which outlines the strategy that guided us in devising the plan. summarize, rather than merely cutting the areas formerly funded through about devisina that recognizes redevelopment. we set а plan Council/Community's priorities with the intent of minimizing loss of services. We felt it was important to develop a plan that allows the City to still meet the overall needs of the community from day one, and did not leave the organization so diminished and depleted that it could only perform minimal functions. I have used the metaphor (perhaps overly so) that it is important that we are still able to deliver a wide range of quality services and do not cut so deeply in one area such that we become a threelegged dog hopping down the street. I believe the proposed plan still enables us to do a wide variety of things, and do them well. However, it requires us to do many things differently. And, indeed, it will entail cuts to some programs and services -

Budget Adjustment in Response to the Elimination of Redevelopment Page 3 of 5

and, therefore, the elimination of positions. As difficult as that is, the State's actions leave us no choice. We did, however, try to balance those cuts with a strategy that spreads the pain across all stakeholders (Residents, Businesses and Employees).

A key component of the plan is predicated on the elimination of between 20 - 30 positions. The Council took action on February 4, 2012 to initiate a 2-year retirement incentive. Eligible employees have been asked to provide a tentative (non-binding) indication of their interest by Monday, February 27<sup>th</sup>. I am hopeful that many employees will avail themselves of this program, which would greatly reduce the number of positions that will need to be eliminated through lay-offs.

As mentioned above, many of the proposed actions require "next steps," that make it difficult to identify the precise savings that will be achieved. Nonetheless, below is a general outline of the proposed budget actions, with what staff believes are "achievable" budget amounts:

Revenues – New/Revisions		Amount
New:		
Post AB 1X 26 - Additional Property Tax		\$1,300,000
Post AB 1X 26 - Admin. Fee from State		330,000
Raise UUT Rate from 3.5% to 5%		1,500,000
Revisions:		
Projected Higher UUT Revenues (with 3.5% Rate)		1,500,000
Projected Higher Sales Tax Revenues		1,000,000
	Sub-Total	\$5,630,000
General Expenditures		
Seek greater Employee (Miscellaneous and Fire) contributions to Employee B	enefits	
For savings up to or greater than \$1.5 million		<u>\$1,500,000</u>
	Sub-Total	\$1,500,000
Labor (General/Management)		
Seek Salary and Benefit reductions from approximately 20-30 Full-Time position	ons	
through a combination of retirements and/or layoffs		<u>\$2,900,000</u>
	Sub-Total	\$2,900,000
Fire-Rescue		
Seek agreement to reduce minimum staffing, while still maintaining the same	number	
of personnel, so as to reduce overtime costs		<u>\$1,750,000</u>
	Sub-Total	\$1,750,000
Alternative Service Delivery		
Seek reductions in existing vendor contracts (including Law Enforcement)		
Seek bids on all contracts that have terminated or are near termination		
Where feasible, seek proposals from outside vendors (public or private) for the	9	
provision of certain services currently provided in-house.		\$ 550,000
	Sub-Total	\$ 550,000
Planning/Housing		
*Unless the State restores the funding to Housing programs, the following cuts	s will be neces	sary
Eliminate Housing Rebates, Home Repair Program, Housing HARP Program		<u>\$ 1,205,000</u>
	Sub-Total	\$ 1,205,000
	Grand Total	\$13,535,000

### Budget Adjustment in Response to the Elimination of Redevelopment Page 4 of 5

As well as authority to implement the above budget actions, Staff is seeking the approval of the following proposed actions, some of which relate to items listed in the above budget outline:

- 1. Authorize the City Manager to declare a fiscal emergency and communicate as such to the various labor groups for the purpose of "opening up" the current year labor agreements for possible amendment.
- 2. Direct the City Manager and Director of Police Services to discuss potential changes to the Law Enforcement Contract with the City of Whittier.
- 3. Direct the City Manager and Director of Public Works to work with Complete Landscaping to seek reductions in cost/service to existing contract.
- 4. Direct the City Manager and Director of Public Works to work with Merchants Janitorial Services to seek reductions in cost/service to existing contract.
- 5. Direct the City Manager to pursue contracting out for various services currently provided by City personnel, including developing RFPs, which would be brought back to the Council for approval before going out to bid.
- 6. Reduce Full-Time and Part-Time Benefitted employee labor cost appropriations by authorizing the City Manager to take actions in the following categories. Such actions may include, but not be limited to, the elimination of budgeted positions, the initiation of lay-off and/or employee bumping procedures, the creation of employment classifications and pay ranges, down classifying of positions, reassignment of employees, re-organization of functions, and reduction of hours worked for part-time employees. Notices to impacted employees as to their respective options would be made starting in March.
- 7. Authorize City Manager to discuss potential for 2-year retirement incentive for Firefighter Association employees, concurrent with discussions on reduction of staffing.
- 8. Approve the following Severance Program for City Full-Time or Part-Time Benefitted employees, subject to consultation with the various labor groups, whose positions have been eliminated and who choose not to exercise "bumping rights, if appropriate to their circumstances, or who, as a consequence of the "bumping" process have been laid-off:
  - Minimum of 1 Month Pay with a Maximum of \$35,000
  - One week of pay for each year of service (for full credit of one year, the employee must have six months service, within that year)
  - For Part-Time employees, one-half year credit for each full year of Part-Time service
  - Cobra medical insurance would be paid for the "Term of Severance."
- 9. Again, subject to consultation with the various labor groups, as was the case when the City last implemented layoffs, in the case of ties in seniority as measured by hire date when applying City seniority bumping policies, the employee with the lower "employee number" would be considered the most senior.

Report Submitted By: Thaddeus McCormack Date of Report: February 10, 2012
City Manager

Budget Adjustment in Response to the Elimination of Redevelopment Page 5 of 5

10. Authorize the City Manager and Director of Finance and Administrative Services to bring back to the Council the necessary actions needed to approve raising the Utility User's Tax to 5% from the existing 3.5%.

If approved, implementation of these recommendations will occur over the next few weeks. Critical to success will be communication with all community stakeholders, including City employees, the various labor groups, residents and the business community. The City Manager and Director of Finance and Administrative Services intend to immediately commence communication with the abovementioned groups through a variety of formats and forums. It would be our intent to begin labor negotiations as soon as possible, in order to maximize the potential for savings in this current fiscal year. Accordingly, we expect to meet with leaders from the labor groups on February 17, with official "meet and confer" negotiations beginning as early as the following week. Through the months of February and March, presentations on the plan will be made to all City Council Advisory groups. As well, we have already made outreach to the Chamber of Commerce and Business Community. These efforts will be ongoing.

Thaddeus McCormack City Manager

16/1/11/1-6

Attachment(s)
Powerpoint Slide Presentation

### Redevelopment Elimination City of Santa Fe Springs City Council Study Session



# Redevelopment Study Session

streamlined organization to maintain as many government for greater efficiency and a more services as possible and the jobs that support Clearly, the City of Santa Fe Springs can no Redevelopment cuts. We MUST retool City challenge is greater than responding to the longer do business as usual. As well, our those services.

# Fundamentals

- Tax Increment = \$32 million
- \$10 mil (Pays Debt)
- \$10.4 mil impact on City Budget (Direct/Indirect)
- \$10 mil balance = pass thrus, State Take-aways and discretionary reserves
- Gross Impact \$13.4 mil

# Council Priorities

### A Safe Community

Public safety is the city's top priority. All other programs and services hinge on...remaining a safe community.

## A Fiscally Sound Community

The city's conservative fiscal philosophy and its approach to budgeting ensure programs and services are provided efficiently. Efforts to protect local control of city revenues are critical to the city's future success.

# Responsive City Government

City officials and staff embody the city's motto...and are responsive to community

# **Quality Planning and Infrastructure**

.. is a clean and attractive community. Comprehensive strategic planning efforts serve to enhance future residential, commercial and industrial development. Capital projects are prioritized to ensure infrastructure and public facilities are properly maintained

### A Strong Local Economy

The city promotes a business friendly environment that creates good jobs and generates needed revenues.

### Quality of Life

The city strives to serve the community's social, recreational and cultural needs to enhance our high quality of life.

# General Ideas for Savings

- Restructuring/Consolidate Departments and Functions
- Merge job responsibilities (eliminate duplication of efforts)
- Outsource services to the County/other cities
- Reduce subsidies to non-profits
- Change in employee pension benefit
- Early Retirement—offering incentives
- Permanent Reduced work week; additional furlough days
- Utilize Technology
- Reduce Overtime
- Make full time positions part time
- Reduce spending on employee perks

# Cornerstones/Foundation



This category outlines organizational restructuring, service reductions or eliminations, and alternative service delivery methods that are recommended to reduce cost and achieve a balanced Amended Policy Budget.



This category outlines short-term opportunities to assess revenue generating opportunities. Medium- and long-term solutions can only be achieved through efforts that require more time and/or other measures not within the City Council's immediate control (e.g., ballot measures, etc.). In the current year, the following revenue generating opportunity will be evaluated: UUT, Transportation Center Parking Fees, Oil Barrel Tax, MRF Host Fee, Street Light District Assessment



This category reflects efforts to obtain direction from the City Council to authorize the City's negotiating team to seek compensation concessions and/or cost reduction measures in an effort to minimize on-going service cuts.



This category represents immediate measures that the City can put in place to contain expenditures in an effort to minimize on-going service cuts.

## Cornerstones

- Employees Paying their Share of retirement
- Look at UUT
- Dedicate Funding for CIPS
- Early Retirement Incentive
- Service Reductions

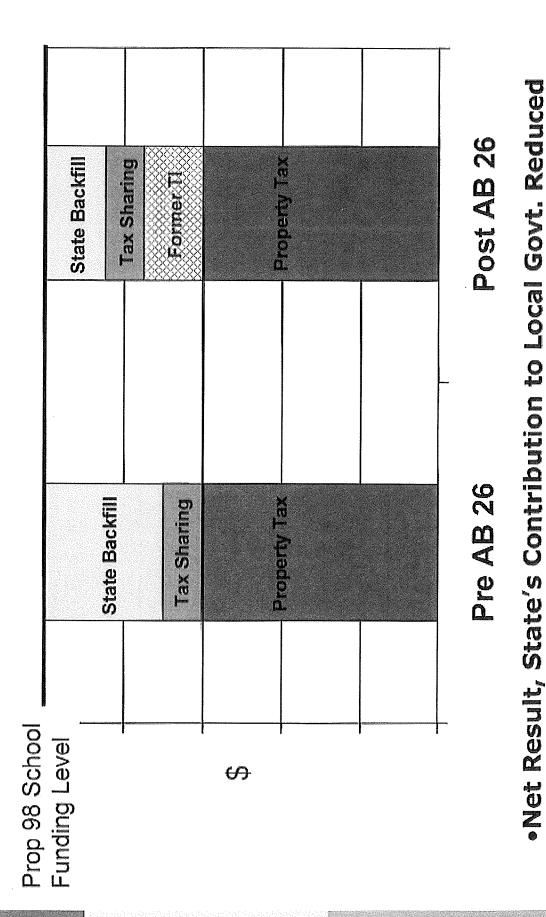
# Issues/challenges

- Build a New Santa Fe Springs (without RDA)
- Ready to Serve the Public from Day One
- Avoid Three-legged Dog Syndrome
- Communication to Stakeholders
- Labor Negotiations
- Elimination of Positions
- Restructuring
- RFPs

# Redevelopment Study Session

- RDA Sub-Committee Meeting January 24 & 31
- Council Budget Study Session February 4
- Council Approval of Budget Strategy Feb. 16
- Discussions with Labor Groups late Feb
- Committees, Employee Meetings March/April Community Meetings, Council Advisory
- FY 2012-13 Budget Refined and Approved -May

# WINDER SEAR MAIN RECENE OF THE



# City of Santa Fe Springs

City Council Meeting

February 16, 2012

### **NEW BUSINESS**

Resolution No. 9359 – Authorizing Investment in the State of California Local Agency Investment Fund and Authorizing the Persons Who Can Transact Business for the City of Santa Fe Springs

### RECOMMENDATION

That the City Council adopt Resolution No. 9359 authorizing investment in the State of California Local Agency Investment Fund (LAIF) and authorizing the persons who can transact business for the City of Santa Fe Springs.

### **BACKGROUND**

As a result of the recent State Supreme Court's decision, the Community Development Commission of the City of Santa Fe Springs (CDC) was dissolved as of February 1, 2012. The City is the Successor Agency to the CDC responsible for winding down the affairs of the former CDC and managing all non-housing assets and liabilities. Similarly, the City as Housing Successor assumes all assets previously held in the CDC's Housing Set-Aside Fund. Included in the assets of the Successor Agency and the Housing Successor are reserve funds maintained in the State Treasury's Local Agency Investment Fund ("LAIF").

In a letter dated January 25, 2012, the State Treasurer's Office indicated that they will be unable to process any transaction with respect to the existing LAIF Account until the Successor Agency and Housing Successor have taken formal authorization action. This includes officially allowing the investment of Successor Agency and Housing Successor monies in LAIF and designating authorized representatives of the Successor Agency and Housing Successor to make deposits in and withdrawals from the LAIF Account on behalf of the Successor Agency and Housing Successor.

The Treasurer and Assistant Treasurer of the former CDC were the City officials authorized to make transactions on the previous LAIF account. The attached resolution authorizes the same individuals to conduct transactions for the proposed LAIF account.

Thaddeus McCormack

City Manager

Attachment Resolution No. 9359

### **RESOLUTION NO. 9359**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND AND AUTHORIZING THE PERSONS WHO CAN TRANSACT BUSINESS FOR THE CITY OF SANTA FE SPRINGS

WHEREAS, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the City Council does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the City of Santa Fe Springs.

NOW, THEREFORE, BE IT RESOLVED, that the City Council does hereby authorize the deposit and withdrawal of City of Santa Fe Springs monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED, that the following City of Santa Fe Springs officers or their successors in office shall be authorized to order the deposit and withdrawal of monies in the Local Agency Investment Fund:

Investment Fund:	
Jose A. Gomez, City Treasurer	Travis C. Hickey, Assistant City Treasurer
PASSED AND ADOPTED, by the City February 16, 2012.	Council of the City of Santa Fe Springs of State of California on
	Mayor
ATTEST:	

City Clerk

### **NEW BUSINESS**

<u>Authorization to Issue a Request for Proposals to Process and Manage Parking and Administrative Citations</u>

### RECOMMENDATION

That the City Council authorize the Director of Police Services to issue a Request for Proposals to Process and Manage Parking and Administrative Citations.

### **BACKGROUND**

On February 11, 2010, the City Council approved Ordinance No. 1008 amending the City's Municipal Code to include an administrative citation program. This amendment was the first step taken to enhance the City's ability in dealing with violations of the municipal code; providing a tool that promotes voluntary compliance, persuades prompt abatement, and gives staff latitude in handling special circumstances surrounding those violations. In order to implement the program, a schedule of progressive judicial civil fines ranging from \$100 to \$1,000 in accordance with California Government Code Sections 25132 and 36900 was also adopted by the Council on March 11, 2010.

In addition, staff also received approval from the Council to move forward and solicit proposals from private contractors to administer both its parking ticket operation and newly established administrative citation program. Currently, the administration of parking tickets is handled through an external source with Staff oversight. Combining both programs under one contractor would potentially cut overall costs, improve customer and client interface, and increase revenue generated form violations.

Due to the lapse in time since this item was last brought before the Council, staff is reintroducing it for consideration and prepared to move forward and request for proposals from qualified and reputable contractors to process and manage parking and administrative citations. Upon Council approval, the RFP will be issued and advertised accordingly. Proposals received in response to the RFP will be evaluated by staff and a recommendation for award of a professional services contract will be brought back to the Council.

Thaddeus McCormack

City Manager

### Attachment(s):

- 1. Request for Proposals to Process and Manage Parking and Administrative Citations
- 2. SFS Ordinance No. 1008
- 3. Resolution No. 9236

# CITY OF SANTA FE SPRINGS

### **REQUEST FOR PROPOSALS**

# PROCESSING AND MANAGEMENT OF PARKING AND ADMINISTRATIVE CITATIONS



**DEPARTMENT OF POLICE SERVICES** 

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### **REQUEST FOR PROPOSALS**

# PROCESSING AND MANAGEMENT OF PARKING AND ADMINISTRATIVE CITATIONS

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### **REQUEST FOR PROPOSALS (RFP)**

# PROCESSING AND MANAGEMENT OF PARKING AND ADMINISTRATIVE CITATIONS

The Santa Fe Springs Department of Police Services is seeking proposals from qualified professional service providers to process and manage both parking and administrative citation programs.

### 1. SERVICE DESCRIPTION

The City of Santa Fe Springs Department of Police Services (SFSDPS) is seeking proposals from qualified professional service providers ("provider") for the processing and management of both parking and administrative citations. SFSDPS will select a provider which demonstrates proven capabilities in processing and managing both parking and administrative citations that can successfully abide by the guidelines set forth in California Vehicle Code Division 17, Chapter1, Article 3 (Procedures on Parking Violations) and Chapter 11 of the Santa Fe Springs Municipal Code – Administrative Citations. Proposals should reflect expertise managing both types of programs, state recent related experience, proposed scope of work, and tentative implementation schedule. The provider selected will be expected to work with designated City representatives to tailor the program(s) to the City's needs.

Santa Fe Springs is located in southeast Los Angeles County, generally situated southwest of Whittier, east of Downey, west of La Mirada, and north of Norwalk. The City is approximately nine (9) square miles with a residential population of about 17,000 and a daytime population of approximately 90,000.

The City of Santa Fe Springs annually issues approximately 3,400 parking citations. Currently, parking citations are sent to an outside contractor for processing and collections. Tickets are issued via manual ticket books and the hard copies are sent via U.S. mail to the contractor to be manually entered into the contractors system.

### 2. <u>TIMELINE TO SOLICIT PROPOSALS</u>

In support of the selection process, the following timeline has been established:

PROPOSAL EVENT	DATE/TIME
Request for Proposals Released	Tuesday, February 21, 2012
Deadline to Receive Proposals	Thursday, March 22, 2012

The City of Santa Fe Springs reserves the right to modify any element of the timeline should that become necessary.

### 3. SUBMISSION OF PROPOSALS

To be considered, the Proposal must be received by the Department of Police Services, City of Santa Fe Springs, by 4:00 p.m. on Thursday, March 22, 2012. Providers must submit three (3) copies of their Proposal labeled "Processing and Management of Parking and Administrative Citations" to:

Dino Torres, Director of Police Services City of Santa Fe Springs 11576 Telegraph Road Santa Fe Springs, CA 90670-3658

Proposals, and amendments to proposals, received after the date and time specified above will not be accepted and will be returned to the Provider unopened. The RFP can be downloaded from the SFS website.

### 4. DISSEMINATION OF RFP INFORMATION

Information will be posted and available for downloading on the SFS website which can be found at (http://www.santafesprings.org/services/bids.asp).

From time to time, SFS may issue responses to requests for clarifications, questions, comments, addenda to this RFP, or other material related to this solicitation. It is the responsibility of Providers to check the SFS website regularly during the solicitation period for updated information. **By submitting a proposal, Providers are deemed to have constructive knowledge and notice of all information on the website.** 

In the event information cannot be downloaded from the SFS website, Providers should contact Angie Rodriguez, Administrative Clerk II, by fax at (562) 409-1854 or by email at <a href="mailto:arodriguez2@santafesprings.org">arodriguez2@santafesprings.org</a> to request copies of the information they are unable to obtain through the SFS website.

### 5. ADDENDA TO THE RFP

Any change(s) to the requirements of this RFP initiated by SFS will be made by written addenda to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into and made a part of the terms and conditions of any resulting agreement. SFS will not be bound to any modifications to or deviations from the requirements set forth in this RFP unless they have been documented by addenda to this RFP. Providers will be required to document that they are aware of all addenda issued by SFS in their proposal.

### 6. QUESTIONS AND REQUESTS FOR CLARIFICATIONS

### a. Contact Person for the Project

All questions or contacts regarding this RFP must be directed to Dino Torres, Director of Police Services, who can be reached by email at dinotorres@santafesprings.org.

### b. Clarifications of the RFP

Providers submitting a proposal are encouraged to promptly notify SFS of any apparent errors or inconsistencies in the RFP, inclusive of all attachments, exhibits and appendices. Should a Provider require clarifications to this RFP, the Provider shall notify SFS in writing in accordance with Subsection "a" above. Should it be found that the point in question is not clearly and fully set forth in the RFP, a written addendum clarifying the matter will be issued and posted on the SFS website at (http://www.santafesprings.org/services/bids.asp).

### 7. COST OF PROPOSAL PREPARATION

Any party responding to this RFP shall do so at their own risk and cost. SFS shall not, under any circumstances, be liable for any pre-contractual expenses incurred by any Provider who elects to submit a proposal in response to this RFP or by any Provider that is selected. Pre-contractual expenses are defined as expenses incurred by Provider and the selected Provider, if any, in:

- Preparing a Proposal and related information in response to this RFP;
- Submitting a Proposal to SFS;
- Negotiations with SFS on any matter related to this RFP;
- Costs associated with interviews, meetings, travel or presentations; or
- Any and all other expenses incurred by a Provider prior to the date of award, if any, of an agreement, and formal notice to proceed.

SFS will afford only the staff assistance and documentation specifically referred to herein and will not be responsible for any other cost or obligation of any kind, which may be incurred by the Provider.

### 8. CONFLICT OF INTEREST

Providers are advised that SFS intends to award a contract for the Processing and Management of Parking and Administrative Citations through a process of full and open competition. By responding to this RFP, each Provider represents to the best of its knowledge that:

- Neither Provider, nor any of its affiliates, proposed subconsultants, and associated staff, have communicated with any member of the Santa Fe Springs Department of Police Services Authority since the release of this RFP on any matter related to this RFP except to the extent specified in this RFP;
- Neither Provider, nor any of its affiliates, proposed subconsultants and associated staff, has obtained or used any information regarding this RFP and the proposed processing and management of parking and administrative citations that has not been generally available to all Providers, and
- No conflict of interest exists under any applicable statute or regulation or as a result of any past or current contractual relationship with SFS.
- Neither Provider, nor any of its affiliates, proposed subconsultants, or associated staff, have any financial interest in any property that will be affected by the services provided.
- Neither Provider, nor any of its affiliates, proposed subconsultants, or associated staff, have a personal relationship with any member of the governing body, officer or employee of the Santa Fe Springs Department of Police Services who exercises any functions or responsibilities in connection with the services provided.

### 9. SCOPE OF SERVICES – ADMINISTRATIVE CITATION PROCESSING

# PURSUANT TO CHAPTER 11 OF THE SANTA FE SPRINGS MUNICIPAL CODE:

### 1. PROCESSING OF ADMINISTRATIVE CITATIONS

The provider will receive a copy and process all administrative citations written by designated employees of the City. The provider will create a secure database to store, monitor, and track the process of all administrative citations. All administrative citation files must be readily available to City staff upon request. The provider will provide consistent payment noticing to the responsible person issued administrative citations(s).

There shall be a real time secure website for public and City Staff inquiry. The public shall be able to make citation payments on a secure website at any time. City staff shall have access to reports at any time.

### 2. REVENUE COLLECTION

The provider will receive all administrative citation payments and hearing deposits. Administrative citation payments and hearing deposits will be deposited daily in the corresponding department account. All payments and

deposits will be reconciled monthly and confirmed with a monthly report to all participating departments or any additional documentation requested by the City.

The provider shall track delinquent citations and subsequent delinquent notices. The provider shall refer delinquent accounts to collection agencies as necessary. The provider must have the ability to utilize the Franchise Tax Board Interagency Intercept Program for tracking and reporting delinquent citations.

Responsible persons shall have the option of paying by check, money order, or credit/debit card. The provider must have the ability to process the payments quickly. There shall be no charge to the City for credit card payments. Citation payments are to be posted and updated daily.

### 3. CUSTOMER SERVICE

A toll free automated customer service line must be available for public inquiry at any time. A toll free live customer service line must be available during normal business hours (Pacific Standard Time). A complaint tracking system must be implemented to track and describe customer service complaints.

Although the City is attempting to identify the limits and services required, this should not unnecessarily limit the provider in the development of a scope believed necessary to meet the City's goals and objectives. Additional information that will assist in determining the most qualified provider is encouraged as part of the RFP process.

### 10. SCOPE OF SERVICES - PARKING CITATION PROCESSING

### 1. PROCESSING OF PARKING CITATIONS

The provider will receive a copy and process all parking citations written by City Public Safety Staff. The provider will create a secure database to store, monitor, and track the process of all parking citations. All parking citation files must be readily available to City staff upon request. The provider will provide consistent payment noticing to the responsible person issued parking citations(s).

There shall be a real time secure website for public and City Staff inquiry. The public shall be able to make citation payments on a secure website at any time. City staff shall have access to reports at any time.

### 2. REVENUE COLLECTION

The provider will receive all parking citation payments and hearing deposits. Parking citation payments and hearing deposits will be deposited daily in the Police Services Department account. All payments and deposits will be reconciled monthly and confirmed with a monthly report to the Police Services Department.

The provider shall track delinquent citations and subsequent delinquent notices. The provider shall refer delinquent accounts to collection agencies. The provider

must have the ability to utilize the Franchise Tax Board Interagency Intercept Program for tracking and reporting delinquent citations.

Responsible persons shall have the option of paying by check, money order, or credit/debit card. The provider must have the ability to process the payments quickly. There shall be no charge to the City for credit card payments. Citation payments are to be posted and updated daily.

### 3. CUSTOMER SERVICE

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Although the City is attempting to identify the limits and services required, this should not unnecessarily limit the Provider in the development of a scope believed necessary to meet the City's goals and objectives. Additional information that will assist in determining the most qualified provider is encouraged as part of the RFP process.

**BID PROCESS.** The bid process shall include but not be limited to the elements listed:

- Assist with bidders' questions during the bid period and preparation of modifications to the service documents and addenda, as necessary. (The City's Police Services Department will administer all bid processes).
- Assist with review and evaluation of bids.
- Provide recommendations concerning the contract award, and assistance with contract negotiations as necessary.

### 11. DELIVERABLES

• Three (3) copies of the proposal.

### 12. FEE PROPOSAL

The Provider's submittal shall comply with the following requirements:

- A. One copy of a Fee Proposal and Schedule of Performance shall be submitted in a separate sealed envelope plainly labeled "Fee Proposal" with the name of the company and the project title.
- B. "Fee Proposal" shall include, but not be limited to, the fee proposed by the Provider, the name of the designated project manager, and the name of the company representative empowered to sign contracts on behalf of the firm.

- C. The Schedule of Performance shall depict individual project tasks, and basic hourly rates for specific personnel to be used for this service. Personnel hourly rates will reflect <u>all</u> costs for office overhead, including direct and indirect costs. The proposal shall include a breakdown of the estimated number of hours, by personnel category, needed to complete each task. In addition, the fee shall reflect all anticipated fee increases during the contract duration.
- D. The total cost of each major task shall be identified in the Scope of Services.
- E. The terms and conditions for obtaining 'reimbursable costs' shall be identified in the proposal.
- F. A statement that the work will be performed for a not to exceed contract price, which will become fixed upon completion of contract negotiations.

### 13. BASIS FOR AWARD OF CONTRACT

SFS intends to select the Provider on the basis of fair and competitive negotiations, demonstrated competence and professional qualifications in accordance with applicable State and Federal regulations. To that end, the contract is to be awarded to the Provider whose proposal best meets the requirements of the RFP as determined by SFS.

### 14. NEGOTIATIONS AND AWARD OF CONTRACT

Negotiations regarding a fair and reasonable price will begin after selection of the preferred provider has been approved by the Director of Police Services. Should SFS be unable to obtain a fair and reasonable price through negotiations with the highest qualified provider, SFS shall enter into negotiations with the next highest qualified provider and may award that contract if the parties are able to arrive at a fair and reasonable price. If that is unattainable, SFS shall enter into negotiations with the next highest qualified provider in sequence until an agreement is reached.

### 15. TERM OF AGREEMENT

The initial term of the agreement shall be for three (3) years. The contract may be renewed contingent upon satisfactory performance of the vendor and mutual agreement of both the City of Santa Fe Springs and vendor on an annual basis following the three-year award period.

### 16. REQUIRED FORMAT FOR PROPOSALS

SFS is requiring all proposals submitted in response to this RFP to follow a specific format. The Proposal, including the Appendices, shall not exceed twenty (20) pages in length, utilizing 8.5" x 11" pages with one-inch margins. As an exception, 11" x 17" pages may be used to display organizational charts. Font

size shall not be smaller than 12 point for text or eight (8) point for graphics. Dividers used to separate sections will not be counted. Creative use of dividers to portray team qualifications, etc. is discouraged. The proposal format shall be as follows:

### a. Cover Letter

The cover letter shall be limited to two (2) pages maximum and will not be counted as part of the total page count for the Proposal. One copy of the Proposal (Cover Letter) shall be signed by a duly authorized official of the prime Service Provider's firm. The cover letter shall, at a minimum, contain the following:

- Identification of the person within the Provider's firm that has the authority to negotiate with SFS and to execute on behalf of the Provider any agreement that may result from such negotiations. Identification shall include legal name of the company, corporate address, telephone and fax number. Include name, title, address, telephone number and email address of the individual who will be responsible for any negotiations with SFS and any contact person for Provider during the period of proposal evaluation.
- Acknowledgement that Provider is obligated by all addenda to this RFP.
- A statement that the Proposal submitted shall remain valid for ninety (90) days from the submittal deadline.
- Signature of a person authorized to bind Provider to the terms of the Proposal.
- Signed statement attesting that all information submitted with the Proposal is true and correct.

### b. Qualifications of the Firm

This section of the Proposal shall explain the ability of the Provider to satisfactorily perform the required work. More specifically, in this section, the Proposer shall:

- Provide a profile of the Provider including the types of services offered; the year founded; form of organization (corporate, partnership, sole proprietorship); number, size and location of offices; number of employees.
- Provide a detailed description of Provider's financial condition, including any conditions (e.g., bankruptcy, pending litigation, outstanding claims in excess of twenty-five thousand dollars (\$25,000) for or against the firm; planned office closures or mergers

that may impede Provider's ability to provide the services requested.)

 Provide information on the strength and stability of the Provider; current staffing capability and availability; current work load; and proven record of meeting a client's needs on similar types of projects.

### c. Assigned Representatives

The City will assign a responsible representative to administer the contract, and to assist the provider in obtaining information. The provider also shall assign a responsible representative (service provider's manager) and an alternate, who shall be identified in the proposal. The provider's representative will remain in responsible charge of the provider's duties from the notice-to-proceed through completion. If the provider's primary representative should be unable to continue with the provider's services, then the alternate representative identified in the proposal shall become the service provider's manager. The City's representative shall first approve any substitution of representatives identified in the proposal in writing. The City reserves the right to review and approve/disapprove all key staff substitutions or removals, and may consider such changes not approved to be a breach of contract.

### d. Work Approach

This section of the Proposal shall include a narrative that addresses the Scope of Services and demonstrates that Provider understands the scope of this program. More specifically, the Proposal should include the following:

- Provider's general approach for completing the activities specified in the Scope of Services. The work approach shall be of sufficient detail to demonstrate Provider's ability to accomplish the project tasks.
- An outline of the activities that would be undertaken in completing the Scope of Services and specify who in the firm will perform them.
- The methods Provider will use to ensure quality control during implementation of the program.
- A description of any special issues or problems that are likely to be encountered in for a service of this type and the approach Provider would use to address them.

### e. Appendices

This part shall include brief resumes of proposed staff. Provider information and general marketing materials will not be considered in the ranking of the Proposals.

### 17. PROPOSAL EVALUATION PROCESS AND CRITERIA

All proposals will be evaluated based on the technical information and qualifications presented in the proposal, reference checks, and other information, which may be gathered independently. Criteria for the evaluation of the proposals will include:

- A. Completeness of proposal.
- B. Provider and key project team member's experience in performing similar work.
- C. Provider and key project team member's record in accomplishing work assignments for projects.
- D. Provider's demonstrated understanding of the scope of work.
- E. Quality of work previously performed by the Provider as verified by reference checks.
- F. Relevant experience.
- G. Verification that Provider can meet scope of work requirements.

In addition to the written proposal, it is anticipated that the three most qualified providers will be interviewed by the City of Santa Fe Springs evaluation committee. The provider should have available the project manager and key project personnel to discuss the following:

- A. The major elements of the proposal and be prepared to answer questions clarifying their proposal.
- B. A description of previously related experience for key project team member(s). Work sample exhibits may also be used.
- C. The proposed project schedule.
- D. The proposed personnel resources.

### 18. EXCEPTION OR ADDITIONS

The Proposal shall include a detailed description of all of the exceptions to the provisions and conditions of this RFP upon which the Proposer's submittal is contingent and which shall take precedence over this RFP.

### 19. INSURANCE REQUIREMENTS

Prior to the start of contract negotiations, the highest qualified Provider will be required to submit to SFS the required insurance certificates for the Provider and its team. Insurance certificates will also be required, in advance, for any Provider subsequently identified for negotiations with SFS. The Provider selected will be required to maintain the following levels of insurance coverage for the duration of the contract:

- Worker's Compensation insurance with statutory limits, and employer's liability insurance with limits not less than \$1,000,000 per accident.
- Commercial general liability insurance or equivalent form, with a combined single limit of not less than \$2,000,000 per occurrence.

### 20. RIGHTS OF THE CITY

SFS reserves the right, in its sole discretion and without prior notice, to terminate this RFP; to issue subsequent RFPs; to procure any project-related service by other means; to modify the scope of Service; to modify SFS obligations or selection criteria; or take other actions needed to meet SFS' goals. In addition, SFS reserves the following rights:

- The right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in any proposal.
- The right to amend, withdraw or cancel this RFP at any time without prior notice.
- The right to postpone proposal openings for its own convenience.
- The right to omit or add to the pre-defined Service.
- The right to request or obtain additional information about any and all proposals.
- The right to conduct a background check of any Provider. This may include, but is not limited to, contacting individuals and organizations regarding capabilities and experience of the potential candidate.
- The right to waive minor discrepancies, informalities and/or irregularities in the RFP or in the requirements for submission of a Proposal.

- The right to modify the response requirements for this RFP. This may include a requirement to submit additional information; an extension of the due date for submittals; and modification of any part of this RFP, including timing of SFS decisions and the schedule for presentations.
- The right to disqualify any potential candidate on the basis of real or perceived conflict of interest that is disclosed or revealed by information available to SFS.
- The right at any time, subject only to restrictions imposed by a written contractual agreement, to terminate negotiations with any potential candidate and to negotiate with other potential candidates who are deemed gualified

This RFP is not a contract or commitment of any kind by SFS, it does not commit SFS to enter into negotiations with any provider and SFS makes no representations that any contract will be awarded to any provider that responds to this RFP. Proposals received by SFS are public information and will be made available to any person upon request after SFS has completed the proposal evaluation. Submitted proposals are not to be copyrighted.

### **Waiver of Proposals**

Proposals may be withdrawn by submitting written notice to the SFS Contact Person at any time prior to the submittal deadline. Upon submission, the Proposal and all collateral material shall become the property of SFS.

### 21. CALIFORNIA PUBLIC RECORDS ACT DISCLOSURES

The Provider acknowledges that all information submitted in response to this RFP is subject to public inspection under the California Public Records Act unless exempted by law. If the Provider believes any information submitted should be protected from such disclosure due to its confidential, proprietary nature or other reasons, it must identify such information and the basis for the belief in its disclosure. Notwithstanding that disclaimer, it is the intention of the City to keep all submittals confidential until such time as negotiations are successfully concluded.

### 22. **DISCLAIMERS**

This RFP is not a contract or a commitment of any kind by the City and does not commit the City to enter into negotiations, or to accept any part of any proposal. The contents of this RFP and any and all attachments are not warranted or guaranteed by the City, and respondents are urged to make independent investigations and evaluations as they deem advisable and to reach independent conclusions concerning statements made in this RFP.

# City of Santa Fe Springs



February 11, 2010

### ORDINANCE FOR PASSAGE

Ordinance No. 1008 – Amending the City Municipal Code to Include an Administrative Citation Program

### RECOMMENDATION

That the City Council waive further reading and adopt Ordinance No. 1008, an ordinance amending the City's Municipal Code establishing an Administrative Citation Program.

### BACKGROUND

An administrative citation is an effective tool that can be used to obtain voluntary compliance through education and, when necessary, a persuasive administrative process. It provides an opportunity for code violations to be rectified within a reasonable amount of time and gives staff latitude in handling special circumstances surrounding those violations. It curtails the arduous tasks of documentation, record keeping, and time restraints that are associated with the City's current code violation process.

Administrative Citation Programs have proven to be effective in promoting and sustaining voluntary compliance because they allow for an "in-house" process to managing code violations while still providing due process to those cited. They are particularly effective in dealing with lower level, but nonetheless, aggravating violations and repeat offenders which are familiar with the lengthy legal process staff currently utilizes.

Administrative citations reach their full potential with the addition of non-judicial civil fines that promote prompt abatement or correction of code violations. At the same time, they encourage deterrence against future violations of the City's laws. At a future Council Meeting, staff will present the proposed fine schedule, and, in addition, a plan to administer the program through an external source in order to minimize the cost of administering the program.

Report Submitted By: Fernando Tarin, Police Services

Date of Report: February 9, 2012

### FISCAL IMPACT

The cost of purchasing cite books (\$2,000) will be distributed amongst the issuing departments through existing 2009/2010 fiscal year funds and offset by fines that will be levied as part of the administrative citation process.

INFRASTRUCTURE IMPACT NONE

<u>/s/ Frederick W. Latham</u> Frederick W. Latham City Manager

Attachment(s)

Ordinance No. 1008

### ORDINANCE NO. 1008

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS ESTABLISHING AN ADMINISTRATIVE CITATION PROGRAM AND AMENDING THE SANTA FE SPRINGS MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. The City Council of the City of Santa Fe Springs hereby finds:

- A. Enforcement of the Santa Fe Springs Municipal Code and adopted ordinances throughout the City is an important public service. A program for enforcement of local codes is vital to protect public health, safety, and welfare. The establishment of a comprehensive and effective code enforcement program that provides both administrative and judicial remedies for use against violations of the City's laws is best equipped to protect public health, safety, and welfare.
- B. Government Code Section 53069.4 authorizes local jurisdictions to establish an administrative citation program. The City Council intends, pursuant to this statute, to establish an administrative citation program that:
  - 1. Creates an additional remedy allowing the imposition of non-judicial civil fines and correction orders for violations of the Santa Fe Springs Municipal Code;
  - 2. Encourages prompt abatement or correction of prohibited conditions, uses or activities in the City; and,
  - 3. Creates deterrence against future violation of the City's laws.
- C. The administrative citation remedy is not intended to replace any other remedy allowed by the Santa Fe Springs Municipal Code or state law. It is intended to provide an additional means by which the City's laws may be enforced.

Section 2. Title 1 "General Provisions" of the Santa Fe Springs Municipal Code is hereby amended by adding a new Chapter 11 to read as follows:

### Chapter 11 - Administrative Citations

### Section 11.01 Applicability

- A. Use of this Chapter is at the sole discretion of the City and is one remedy that the City has to address violations of the Santa Fe Springs Municipal Code. By adopting this Chapter, the City does not intend to limit its discretion or ability to use any criminal, civil or other remedies, or any combination thereof, to address any violations of the City's laws.
- B. This Chapter makes any violation of the provisions of the Santa Fe Springs Municipal Code subject to administrative civil fines.
- C. This Chapter establishes the administrative procedures for the imposition, enforcement, collection, and administrative review of civil fines in accord with Government Code Section 53069.4.
- D. An administrative fine shall be imposed by an administrative citation issued by an Officer, and shall be paid directly to the City of Santa Fe Springs. Payment of a fine shall not excuse a failure to correct a violation, nor shall it bar concurrent or further enforcement actions by the City.
- E. The City Manager, or a designee thereof, may dismiss a citation at any time if a determination is made that it was issued in error, in which event any deposit of a fine shall be refunded. Notice of such action shall be given to the Citee in writing.
- F. The City Manager, or a designee thereof, is authorized to establish procedural rules and regulations governing the provisions in this Chapter.

### Section 11.02. Definitions

As used in this Chapter, the following words have the meanings shown below. The following defined words have the meanings below whether the words are capitalized or not in this Chapter.

- A. "Citation" means an administrative citation that is issued to a Responsible Person.
- B. "Citee" means a Responsible Person to whom a citation is issued.
- C. "City" means the City of Santa Fe Springs, California.
- D. "Civil fine" or "fine" means the monetary sanction established by resolution of the City Council. A civil fine is imposed by a Citation.

- E. "Code" means: (i) the entire Santa Fe Springs Municipal Code and all Los Angeles County codes or ordinances incorporated in it by adoption or reference; (ii) all uniform, technical or other codes or ordinances incorporated in the Santa Fe Springs Municipal Code by adoption or reference; and, (iii) any uncodified ordinance adopted by the Santa Fe Springs City Council.
- F. "City Manager" means the chief administrative official of the City as appointed by the City Council.
- G. "Enforcement officer" or "Officer" means any City employee whose assigned duties include enforcing the Santa Fe Springs Municipal Code. The City Manager may designate additional persons to act as Officers for purposes of implementing the provisions of this Chapter.
- H. "Hearing officer" means a private entity, organization, association or person, or a public official, or duly constituted reviewing authority or commission that the City Manager designates or appoints to consider all timely requests for an administrative hearing after issuance of a citation.
- I. "Owner" means any person having legal title to, or who leases, rents, occupies or has charge, control, possession of, or responsibility for, any real property in the City, including all persons identified as owners on the last equalized assessment roll of the County Assessor's Office. An owner of personal property, including animals, is any person who has legal title, charge, control, possession of, or responsibility for, personal property. An owner includes the owner's agent, manager or representative.
- J. "Person" means any individual, partnership, corporation, limited liability company, association, joint venture or other organization or entity, however formed, as well as fiduciaries, trustees, heirs, executors, administrators, assigns, or any combination of such persons. "Person" also includes any public entity or agency that acts as an owner in the City.
- K. "Property" or "premises" means any real property, improvements on real property, and portions of real property. "Property" includes any parkway or unimproved public easement abutting such real property. "Property" also includes all forms of personal property including animals.
- L. "Responsible Person" means any person who allows, causes, creates, or maintains a Violation of the Code.
- M. "Violation" means an act that is prohibited by the Code, omission of any act that is required by the Code, and a use or condition of Property that is not allowed by any permit, approval, or license issued in accord with the Code. A continuing violation exists from day to day.

### Section 11.03. Scope

This Chapter provides for civil fines imposed by a Citation for any violation. A citation may be used in place of, or in addition to, any other remedy allowed by the Code or state law. The City Manager and designees thereof, have discretion to use any remedies authorized by law.

### Section 11.04. Administrative Citation

- A. Whenever an Officer determines that a Violation has occurred, the Officer may issue a Citation imposing a civil fine or fines on the Responsible Persons. A Citation may charge more than one violation of the Code.
- B. Warning Requirement. When the Violation pertains to building, plumbing, electrical or other similar structural or zoning issues that create an immediate danger to health or safety, a Citation may be issued forthwith. In the absence of an immediate danger, a Citation for such a violation shall not be issued unless the Responsible Person has first been given a reasonable period, as determined by the Officer, in which to correct the violation.
- C. Acts Committed Outside an Officer's Presence. An Officer may issue a Citation for a Violation not committed in the Officer's presence if the Officer has determined through investigation that the Citee is the Responsible Person.
- D. Continuing Violations. Each day that a Violation exists is a separate violation for which a citation may be issued.
- E. Each Citation shall contain the following information:
  - 1. Name and mailing address of the Responsible Person.
  - 2. The address or description of the location of the Violation.
  - 3. The date the Citation is issued.
  - 4. The Code or ordinance sections violated;
  - 5. A description of the violations;
  - 6. The amount of the fine for each violation, when and where to pay the fine, and late charges that apply if the fine is not paid on time.
  - 7. When appropriate, a brief description of the actions required to correct the violations and, if applicable, deadlines for correcting the violations.

- 8. A description of the administrative citation appeal process including how and when to request a hearing on a Citation.
- 9. The name and signature of the Officer and the signature of the Citee, if he or she is physically present and will sign the Citation at the time it is issued. If a Citee refuses to sign a citation the citation and any related proceeding are valid. Signing a Citation acknowledges receipt of a copy of it and is not an admission that a person has committed a Violation.
- 10. Any other information required by the City Manager.

### Section 11.05. Serving a Citation

- A. A Citation may be served either by personal delivery to the Citee or the Citee's agent, by certified U.S. mail, return receipt requested, or by posting the citation on the Property.
- B. If served by certified mail, the Citation must be sent with postage prepaid and addressed to the Citee at his or her last-known business or residence address. The date a Citation is deposited with the United States Postal Service is the date that service is complete. An additional copy of the Citation may also be sent to the Responsible Person by first class mail.
- C. Service is complete when a Citee or an agent, manager or representative of the Citee is either personally served with a citation or served by mail.
- D. If service cannot be accomplished personally or by mail for Citations involving a real property-related Violation, the officer shall post the Citation on the real property. The date of posting shall be the issuance date of the Citation and the date service by posting is complete.
- E. Any notice or order regarding a citation may be served by personal delivery or by first class mail. Service of notices and orders is complete the day they are personally delivered or deposited in the mail.
- F. If a Citee does not receive a Citation or notice, any subsequent fine, late charge, action or proceeding under this Chapter is valid if service was given as required by this section.

### Section 11.06. Civil Fines, Late Charges; Collection of Fees and Costs

A. Civil Fine Amounts. The amounts of the civil fines imposed by a citation shall be established by resolution of the City Council. The City Council may impose escalating fines for repeat offenses in a twelve-month period. The amounts of fines may be modified from time to time by resolution of the City Council.

- B. Infraction Fine Limits. If a violation is classified as an infraction under the Code, the civil fine shall not exceed \$100.00 for a first offense, \$200.00 for a second offense within one year, and \$500.00 for a third offense within one year in accord with California Government Code Sections 25132 and 36900.
- C. Late Fees. Failure to pay a civil fine within the period required from the issuance date of a citation shall result in a late charge as established by resolution of the City Council.
- D. Payment Location. Civil fines and any late charges due shall be paid to the City at the address stated on the citation.
- E. Due Date. The due date for the City's receipt of a civil fine payment (or complete deposit in the event a hearing is requested) shall be fifteen (15) calendar days from the issuance date of a citation. Thereafter, a late charge shall be due as imposed by this Chapter.
- F. Effect of Payment. Paying a civil fine does not relieve a Citee from the duty to immediately abate a Violation of the Code, nor from any other responsibility or legal consequences for a continuous Violation.
- G. Effect of Abatement. Abating a violation does not excuse the obligation of a Citee to pay a civil fine or late charge.
- H. Collection. Unpaid civil fines and late charges are a personal obligation and debt of the citee which may be collected in any manner allowed by law, including a special assessment on real property if the property is the location of the Violation and the Citee has title to the property by deed.
- I. Attorney Fees. The City is entitled to recover its attorney fees and all related collection costs arising from any action to collect or foreclose any unpaid civil fine, late charge, or fee imposed in accord with this Chapter.

# Section 11.07. Right to an Administrative Hearing; Waiver of Advance Deposit of Fine

A. Contesting the Citation. Any Citee may contest a violation, or that he or she is a Responsible Person, by filing a request for an administrative hearing on a City-approved form with the Office of the City Clerk, Santa Fe Springs City Hall, 11710 E. Telegraph Road, Santa Fe Springs, CA 90670 within fifteen (15) calendar days from the issuance date of a citation. If the Office of the City Clerk does not receive the request in the required period, the Citee shall have waived the right to a hearing and the citation shall be final.

- B. No Fee Required. No fee shall be charged for filing a request for a hearing.
- C. Deposit Required. Requests for a hearing shall be accompanied by the entire amount of the fine stated in the Citation. Failing to deposit a fine, or submitting a non-negotiable check in the required period, makes a request for an administrative hearing incomplete and untimely. Fines that are deposited with the City do not accrue interest. If a Citation is not upheld, fines deposited shall be returned to the person who deposited them.
- D. Hardship Waiver. A Citee who is financially unable to deposit the civil fine with his or her request for a hearing may complete a City-approved application form for an advance deposit hardship waiver (hereafter the "Hardship Waiver"). This form and all required accompanying records must be submitted with a request for a hearing, to the Office of the City Clerk, Santa Fe Springs City Hall, 11710 E. Telegraph Road, Santa Fe Springs, CA 90670 within fifteen (15) calendar days from the issuance date of a Citation.
- E. Hardship Waiver Form. To be considered for a Hardship Waiver, the application form must be complete, signed, and must be accompanied by documents that enable the City to reasonably determine the Citee's present inability to deposit the fine. Documents suitable for consideration, may include, without limitation, accurate, complete and legible copies of state and federal income tax returns and all schedules for the preceding tax year; financial statements, loan applications, bank account records, income and expense records for twelve months preceding submittal of the waiver form, as well as other documentation demonstrating the Citee's financial hardship. The City may, at a time chosen in its sole discretion and after a Citation is final, destroy or discard the documents submitted by a Citee for a Hardship Waiver without prior notice to the Citee.
- F. Hardship Waiver Application. A Hardship Waiver application form that is incomplete or late is not a timely request for a hearing. In this event, the Citee shall have waived the right to a hearing and the Citation shall be final.
- G. Hardship Waiver Decision. The City shall issue a written decision specifying the reasons for issuing or not issuing the Hardship Waiver. This decision is final and non-appealable. The decision shall be served upon the person requesting the Hardship Waiver by first class mail.
  - 1. If the City approves a Hardship Waiver application it must set a hearing in accord with subpart I of this section.
  - 2. If the City determines that the Citee is not entitled to a Hardship Waiver, the Citee must deposit the full amount of the civil fine with the Office of the City Clerk within ten (10) calendar days from the date the decision is deposited with the U.S. Postal Service. If the City Clerk does not receive the full amount of the fine in the required period:
    - (i) a late charge shall be imposed;

- (ii) the request for a hearing is incomplete and untimely; and,
- (iii) the Citee shall have waived the right to a hearing and the Citation shall be final.

### H. A request for a hearing shall contain the following:

- 1. The citation number.
- 2. The name, address, and telephone numbers of the Citee contesting the citation.
- 3. A statement of the reasons a citation is being contested.
- 4. The date of the request and signature of the Citee.
- I. The person filing the request for a hearing shall be notified in writing by first class mail of the date, time and place set for hearing, which shall be conducted within sixty (60) days of the date a timely and complete request is received by the Office of the City Clerk. The hearing notice must be mailed at least ten (10) calendar days before the date of the hearing. Service of the hearing notice is complete at the time of mailing. Even if a Citee does not receive a properly addressed, properly served hearing notice, the Citation, the hearing, and the hearing decision are valid.
- J. If the Officer submits an additional written report concerning the Citation to the Office of the City Clerk for consideration at the hearing, then a copy of the report shall also be served by first class mail on the person requesting an administrative hearing no less than three (3) calendar days before the hearing. Failure to receive the report does not invalidate the Citation, the hearing, or the hearing decision.
- K. A timely request for a hearing does not excuse a Citee from the duty to immediately abate a Violation, nor from any other responsibility or legal consequences for a continuing violation of the Code.

### Section 11.08. Administrative Hearing Procedures

- A. The City Manager shall designate or appoint a hearing officer who shall be selected in a manner that avoids the potential for pecuniary or other bias and in no event shall the citing Officer, nor any other officer or employee in the Officer's department, be the hearing officer.
- B. Administrative hearings are informal and formal rules of evidence and discovery do not apply. The City bears the burden of proof to establish a violation and responsibility for it by a preponderance of evidence. The citation is prima-facie evidence of the violation, however, and the Officer who issued the Citation is not required to attend or participate at the hearing. The Citee(s), and Officer, if present, shall have an opportunity to present evidence and witnesses and to cross-examine witnesses. A Citee may bring an interpreter to the hearing provided there is no expense to the City therefore. The hearing officer may question any person who presents evidence at any hearing.

- C. A Citee may appear at the hearing in person or by written declaration executed under penalty of perjury. The declaration and any supporting documents must be received by the Office of the City Clerk at least three (3) City business days before the hearing. If the Citee does not attend the scheduled hearing, or does not submit a written declaration in a timely manner, he or she shall have waived the right to a hearing. In such an instance, the hearing officer shall cancel the hearing and not render a decision. In such an instance, the Citation shall be final.
- D. Hearings may be continued once at the request of a Citee or the Officer who issued the citation. The hearing officer may continue the hearing for cause.

### Section 11.09. Hearing Officer Decision; Appeal

- A. After considering the testimony and other evidence submitted at the hearing, the Hearing officer shall issue a written decision to uphold or overturn the Citation including reasons for the decision. Each decision must advise the Citee of the 20-day appeal right in Government Code Section 53069.4(b), the court filing fee for its exercise, and the Citee's responsibility to serve a copy of the court-filed Notice of Appeal with the City Clerk within five (5) calendar days of filing the original. If the Citation is upheld and the Violation has not been fully corrected by the date of the hearing, the hearing officer shall order correction and a time to complete it. The decision of the hearing officer is final.
- B. The hearing officer's written decision shall be served on the Citee by first class mail within 15 days after the hearing. The date the decision is deposited with the U.S. Postal Service is the date of service. The failure of a Citee to receive a properly addressed decision shall not invalidate any hearing, decision, City action, or proceeding regarding the Citation.
- C. If a hearing officer's decision is not appealed within 20 days after the decision is mailed to the Citee, the decision is final.
- D. The superior court is the sole reviewing authority. The hearing officer's decision cannot be appealed to the City Council. If a Citee prevails on appeal, the City shall reimburse the court filing fee, as well as the fine deposit in accord with the court judgment. The filing fee and fine deposit shall be mailed to the Citee within thirty (30) calendar days of the City's receipt of a notice of judgment or ruling from the superior court clerk.

### Section 11.10. Failure to Comply with Final Order to Correct a Violation

Failure of a Citee to comply with a corrective order stated in any uncontested citation, or in any hearing officer decision that is not appealed to the superior court, or in a hearing

officer decision that is upheld in superior court, is a new and separate misdemeanor offense.

### Section 11.11. Severability

If any section, subsection, sentence, clause, phrase or portion of this chapter is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remainder of this chapter. The city council declares that it would have adopted this chapter and each section, subsection, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections, subsections, phrases or portions is declared invalid or unconstitutional.

Section 3. The City Clerk shall certify to the adoption of this Ordinance, and shall cause the same to be posted in at least three (3) public places in the City, such posting to be completed not later than fifteen (15) days after the passage hereof.

PASSED, APPROVED AND ADOPTED THIS	_11 <sup>th</sup>	DAY OF	February	, 2010.
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AYES:

Councilmembers Gonzalez, Serrano, Trujillo, Mayor Putnam

NOES:

ABSENT:

Councilmember Rounds

ATTEST:

Deputy City Clerk

# City of Santa Fe Springs

City Council Meeting

March 11, 2010

### **NEW BUSINESS**

<u>Resolution No. 9236 – Establishing a Schedule of Fines for Violations of the</u> City Municipal Code

### **RECOMMENDATION**

That the City Council take the following actions:

- 1. Adopt Resolution No. 9236, a resolution establishing a schedule of fines for violations of the City's Municipal Code;
- Authorize Staff to solicit proposals from private contractors for the processing and collection of administrative citations and parking citations;
- Direct staff to present within sixty (60) days to the City Council a report that contains the following:
  - A. The outcome of the solicitation process.
  - B. A recommendation from Staff as to the most suitable contractor to provide the processing and collection of administrative and parking citations.

### **BACKGROUND**

On February 11, 2010, the City Council passed Ordinance No. 1008, amending the City's Municipal Code to include an administrative citation program. The agenda report regarding this item noted that in order for administrative citations to be implemented, civil judicial fines would need to be established and that Staff would bring back to the City Council a proposed schedule of progressive fines which are in compliance with State Government Code guidelines.

Attached is Resolution No. 9236, the proposed fine schedule with penalties ranging from \$100 to \$1,000 in accordance with California Government Code Sections 25132 and 36900.

Also mentioned in the previous agenda report was Staff's desire to seek proposals from external sources to administer the program in order to minimize the City's overall costs. After initial research, Staff has discovered that both the administrative and parking citation programs can be combined through one provider to cut overall costs, improve customer and client interface, and potentially increase revenue generated from violations.

Report Prepared By: Dino Torres, Police Services Date of Report: March 3, 1

If Staff's recommendations are approved, proposals would then be developed, bids solicited, and subsequently, report back to the City Council with its findings.

FISCAL IMPACT
There is no fiscal impact

INFRASTRUCTURE IMPACT
There is no infrastructure impact

/s/ Frederick W. Latham
Frederick W. Latham
City Manager

<u>Attachments:</u> Resolution No. 9236

Report Prepared By: Dino Torres, Police Services

Date of Report: March 3, 2010

### RESOLUTION NO. 9236

# A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS ESTABLISHING A SCHEDULE OF FINES FOR VIOLATIONS OF THE SANTA FE SPRINGS MUNICIPAL CODE THAT ARE CITED IN ADMINISTRATIVE CITATIONS

WHEREAS Santa Fe Springs Municipal Code Title I, Chapter 11 authorizes administrative citations for violations of the Santa Fe Springs Municipal Code; and

WHEREAS, Santa Fe Springs Municipal Code §11.06.A provides that the City Council shall establish by resolution a schedule of fines for the violations; and

WHEREAS, enforcement of the Santa Fe Springs Municipal Code is vital to the protection of the public's health, safety, and welfare;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Santa Fe Springs determines and orders as follows:

Section 1. Adoption of Schedule of Fines. The schedule of fines in this Resolution is adopted as the schedule of administrative fines required by Santa Fe Springs Municipal Code §11.06.A and shall be applied to violations of the Santa Fe Springs Municipal Code. Fines shall be paid to the City of Santa Fe Springs and collected by the Finance Department.

Section 2. <u>Separate Fine for Each Violation</u>. Fines established by this Resolution are for each separate violation of the Santa Fe Springs Municipal Code.

### Section 3. Schedule of Fines.

A. Not Building Code Violations. The fines shown below are for offenses that are not for a violation of building and safety codes and are for the same violation committed by the same legally responsible person in any 12-month period.

	<u>Fine</u>
First offense	\$100
Second offense	\$200
Third offense	\$500

Fines for a fourth or greater offense within any 12-month period shall be the same as the fine for a third offense.

B. Building Code Violations. The fines shown below are for offenses that are for a violation of building codes and are for the same violation committed by the same legally responsible person in any 12-month period.

	<u>Fine</u>
First offense	\$100
Second offense	\$500
Third offense	\$1,000

Fines for a fourth or greater offense within any 12-month period shall be the same as the fine for a third offense.

Section 4. <u>Charge For Late Payment.</u> Any person who fails to pay to the city, on or before the due date, any administrative fine shall be liable for the payment of the administrative fine plus applicable late payment charges as follows:

A. For fine payments received within ninety days after the due date, the late charge is fifty percent of the administrative fine due;

B. For fine payments received more than ninety days after the due date, the late charge is one hundred percent of the overdue administrative fine.

Section 5. <u>Effective Date.</u> This resolution shall go into effect on the date it is adopted.

APPROVED AND ADOPTED this 11th day of March, 2010.

Gethy Gutnam Mayor

ATTEST:

Deputy City Clerk

## City of Santa Fe Springs

City Council Meeting

February 16, 2012



### **NEW BUSINESS**

### Alcohol Sales Conditional Use Permit Case No. 8-4

A request to allow the continued operation and maintenance of an alcohol beverage sales use for off-site consumption involving JR Liquor Store located at 13418 Imperial Highway in the M-2, Heavy Manufacturing Zone, within the Consolidated Redevelopment Project Area. (Mr. Janak Joshi, Owner)

### RECOMMENDATION

That the City Council approve Alcohol Sales Conditional Use Permit (ASCUP) Case No. 8-4 subject to a compliance review in five (5) years, to ensure the use is still operating in strict compliance with the conditions of approval.

### **BACKGROUND**

The subject liquor store has existed at its current location before the City incorporated. During that time the liquor store business has gone through several ownership changes. The present owner and applicant, Mr. Janak Joshi, purchased the store in 2000 and has operated it ever since.

In compliance with Section 155.628 of the City Zoning Code, the Applicant requested and was granted Alcohol Sales Conditional Use Permit (ASCUP) Case No. 8 to allow the sale of alcoholic beverages for off-site consumption.

ASCUP Case No. 8 was initially approved by the Planning Commission and the City Council at their respective meetings of July 10 and 13, 2000. Subsequent reviews of the ASCUP have been conducted by the Planning Commission and the City Council; the last permit review was conducted in 2008.

### CALLS FOR SERVICE

Within the past 2 years there have been a total of two calls for service, one relating to a false alarm call and one relating to suspicious subjects on the premises of the location.

### STAFF CONSIDERATIONS - STATUS REPORT

As part of the alcohol sales conditional use permit process, staff conducted a review of the applicant's operation and the site to ensure compliance with the conditions of approval as set forth in the initial approval of this Permit.

After conducting the said investigation, Staff from the Planning Department, Fire Department, and Police Services Department found that the establishment is being operated in full compliance with the conditions of approval as set forth in the initial approval of ASCUP Case No. 8 and is in compliance with the ABC regulations.

It should be noted that the business recently upgraded their digital surveillance camera system as a result of the staff inspection. Staff is recommending that a compliance review be conducted by the Planning Commission and City Council in five years, no later than March 14, 2017.

### **CONDITIONS OF APPROVAL**

- 1. That "Customer Parking Only, Unauthorized Vehicles will be Towed Away" signs be maintained along the on-site parking area.
- 2. That the Applicant shall continue to comply with the Zoning Regulations in respect to not exceeding 25% coverage of the window area of the premises.
- 3. That the Applicant shall continue to provide and maintain adequate on-site parking as required by Zoning Regulations.
- 4. That the sale of alcoholic beverages shall be permitted only during business hours or as indicated by the Alcoholic Beverage Control.
- 5. That the Type 21 Alcoholic Beverage Control license allowing offsite sale of general sales of beer, wine and liquor shall be restricted to the sale for consumption of alcoholic beverages off the subject site only.
- 6. That it shall be the responsibility of the ownership and/or its employees to assure that no alcoholic beverages purchased on the subject site shall be consumed on the subject site or any adjacent property within the applicant's control.
- 7. That the applicant and/or his employees shall be responsible for maintaining control of litter on the subject property.
- 8. That the applicant and/or his employees shall not allow any person who is obviously intoxicated or under the influence of any drug to enter, be at, or remain upon the licensed premises as set forth in Section 25602(a) of the State Business and Professions Code.
- 9. That the applicant and/or his employees shall not sell, furnish or give any alcohol to any habitual drunkard or to any obviously-intoxicated person, as set forth in Section 25602 (a) of the State Business and Professions Code.
- 10. That the applicant shall not have upon the subject premises any alcoholic beverage(s) other than the alcoholic beverage(s) which the licensee is authorized to sell under the licensee's license as set forth in Section 25607 (a) of the State Business and Professions Code.

- 11. That the applicant and/or his employees shall not sell, furnish or give any alcoholic beverage to any person under 21 years of age as set forth in Section 25658 (a) of the State Business and Professions Code.
- 12. That the applicant and/or his employees shall not permit any person under 18 years of age to sell alcoholic beverages.
- 13. That there will be a corporate officer or manager on the licensed premises during all public business hours that will be responsible for alcohol sales activities.
- 14. That the applicant and/or his employees shall not allow any person to loiter on the subject premises, shall report all such instances to the City's Police Services Center and shall post signs, approved by the Department of Police Services, prohibiting loitering.
- 15. That the applicant shall obtain approval from the Department of Police Services for the installation of pay telephones outside of the premise, and such phones shall not be capable of receiving incoming calls.
- 16. That this permit is contingent upon the approval by the Department of Police Services of an updated security plan. The updated security plans shall be submitted to the Police Services Center within 60 Days of the approval of this Permit and shall address the following for the purposes of minimizing risks to the public's health, welfare and safety:
  - (A) A description of the storage and accessibility of alcoholic beverages on display as well as surplus alcoholic beverages in storage;
  - (B) A description of crime prevention barriers in place at the subject premises, including, but not limited to, placement of signage, landscaping, ingress and egress controls, security systems and site plan layouts;
  - (C) A description of how the permittee plans to educate employees on their responsibilities and the actions required of them with respect to enforcement of laws dealing with the sale of alcohol to minors and the conditions of approval set forth herein;
  - (D) A business policy requiring employees to notify the Police Services
    Center of any potential violations of law or this Conditional Use Permit
    occurring on the subject premises and the procedures for such
    notifications.
- 17. The City's Director of Police Services may, at his discretion, require amendments to the Security Plan to assure the protection of the public's health, welfare and safety.
- 18. That the owner, corporate officers and managers shall cooperate fully with all city officials, law enforcement personnel and code enforcement officers and shall not obstruct or impede their entrance into the licensed premises while in the course of their official duties.

- 19. That vending machines, water machines, soda machines and other similar equipment shall not be placed outdoors visible from the street, parking lot or adjacent properties.
- 20. That a copy of these conditions be maintained with a copy of the City Business License and Fire Department Permits in a place conspicuous to all employees of the location.
- 21. That in the event the owner(s) intend to sell, lease or sublease the subject business operation or transfer the subject Permit to another owner/applicant or licensee, the Director of Police Services shall be notified in writing of said intention not less than (60) days prior to signing of the agreement to sell lease or sublease.
- 22. That this Permit shall be subject to a compliance review in five years, no later than March 14, 2017, to ensure the alcohol sales activity is still operating in strict compliance with the original conditions of approval. At which time the applicant may request an extension of the privileges granted herein, provided that the use has been continuously maintained in strict compliance with these conditions of approval.
- 23. That all other applicable requirements of the City Zoning Ordinance, Uniform Building Code, Uniform Fire Code, the determinations of the City and State Fire Marshall, the security plan as submitted under Condition No. 17 and all other applicable regulations shall be strictly complied with.
- 24. That failure to comply with the foregoing conditions shall be cause for suspension and/or revocation of this Permit.
- 25. That Alcohol Sales Conditional Use Permit Case No. 8 shall not be valid until approved by the City Council and shall be subject to any other conditions the City Council may deem necessary to impose.
- 26. It is hereby declared to be the intent that if any provision of this permit is violated or held to be invalid, or if any law, statute or ordinance is violated, the Permit shall be void and the privileges granted hereunder shall lapse.

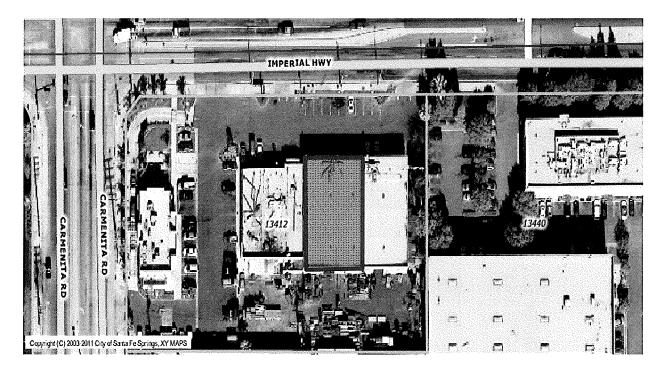
Thaddeus McCormack

City Manager

### Attachment(s)

1. Aerial Photograph

## **Location Map**



# CITY OF SANTA FE SPRINGS

Alcohol Sales Conditional Use Permit Case No. 8-4 JR Liquor Store 13418 Imperial Hwy.

# City of Santa Fe Springs

City Council Meeting

February 16, 2012

#### **NEW BUSINESS**

#### Alcohol Sales Conditional Use Permit Case No. 16-3

A request to allow the continued operation and maintenance of an alcohol beverage sales use for on-site consumption involving La Rubia Restaurant located at 14060 Gannet St. in the M2, Heavy Manufacturing Zone. (Nancy Olvera, Owner)

### **RECOMMENDATION**

That the City Council Approve Alcohol Sales Conditional Use Permit (ASCUP) Case No. 16-3 subject to a compliance review in five (5) years, to ensure the use is still operating in strict compliance with the conditions of approval.

#### **BACKGROUND**

Ms. Nancy Olvera recently took ownership of El Unico Restaurant and changed the name to La Rubia Restaurant. Accordingly, the Department of Alcoholic Beverage Control (ABC) transferred the Type 41 ABC license to Ms. Olvera. The new owner still provides a full service, sit down restaurant including a full food menu and the sale of bottled beer for on-site consumption.

The Planning Commission and City Council initially approved Alcohol Sales Conditional Use Permit (ASCUP) Case No. 16 at their respective meetings of July 24 and 27, 2006 for a period of one year. Since that time, several time extensions have been granted.

## **CALLS FOR SERVICE**

Staff has not received any complaints generated by the restaurant use, and the Department of Police Services has not received any calls for service at the location.

#### STAFF CONSIDERATIONS

As part of the alcohol sales conditional use permit process, staff conducted a review of the applicant's operation and the site to ensure compliance with the conditions of approval as set forth in the initial approval of this Permit.

After conducting the said investigation, Staff found that the new owner of the establishment is operating in full compliance with the conditions of approval as set forth in the initial approval of ASCUP Case No. 16 and is in compliance with the ABC regulations.

Based on its findings, staff is recommending that a compliance review be conducted by the Planning Commission and City Council in five (5) years, no later than March 14, 2017.

Staff did not add any additional Conditions of Approval, but made a time change to Item No. 22.

### **CONDITIONS OF APPROVAL**

- 1. That the sales, service and consumption of alcoholic beverages shall be permitted only between the business hours of 9:00 a.m. to 10:00 p.m., each day of the week or as permitted by the Alcohol Beverage Control.
- 2. That the Type 41 Alcoholic Beverage Control license allowing onsite consumption of beer and wine in connection with a bonafide eating establishment shall be restricted to the sale for consumption of alcoholic beverages on the subject site only; the use shall not sell alcoholic beverages for transport and\or consumption off the subject premises.
- 3. That the Type 41 Alcoholic Beverage Control license allowing the sale of alcoholic beverages only in conjunction with a bonafide public eating place shall not be exchanged for a public premises type license, nor operated as a public premises (thus alcoholic beverage sales shall not comprise more than 25% of gross sales.
- 4. That the applicant and/or his employees shall not allow any person who is intoxicated or under the influence of any drug, to enter, be at, or remain upon the licensed premises, as set forth in Section 25602(a) of the Business and Professions Code.
- 5. That the applicant and/or his employees shall not sell, furnish or give any alcoholic beverage to any person under 21 years of age, as set forth in Section 25658 (a) of the State Business and Professions Code.
- 6. That the applicant and/or his employees shall not permit any person under 18 years of age to sell alcoholic beverages.
- 7. That solicitation of drinks is prohibited; that is, an employee of the licensed premises shall not solicit alcoholic drinks from customers. Refer to Section 303 of the California Penal Code and Section 25657 of the Business and Professions Code.
- 8. That it shall be the responsibility of the owner and/or his employees to ensure that all alcoholic beverages purchased on the subject site shall be consumed within the business establishment.
- 9. That the applicant and/or his employees shall not allow any person to loiter on the subject premises, shall report all such instances to the City's Police Services Center and shall post signs, as approved by the Department of Police Services, prohibiting loitering.

- 10. That a maximum occupancy placard shall be maintained posted over each doorway. This occupancy limitation shall not be violated at anytime.
- 11. That streamers, banners, pennants, whirling devices or similar objects that wave, float, fly, rotate or move in the breeze shall be prohibited unless approved by the Director of Planning and Development.
- 12. That the owner/operator must receive approval by the Director of Public Works for any installation of newspaper racks on the exterior of the premises.
- 13. That vending machines, water machines, pay telephones and other similar equipment shall not be placed outdoors visible from the street or adjacent properties.
- 14. That there shall be no live entertainment, amplified music or dancing permitted on the premises at any time.
- 15. That there shall be no pool tables or coin-operated games maintained upon the premises at any time.
- 16. That there shall be no bar or lounge area upon the licensed premises maintained for the primary purpose of alcohol sales or consumption of alcoholic beverages directly to patrons for consumption.
- 17. That this permit is contingent upon the approval by the Department of Police Services of a security plan that shall be submitted within thirty (30) days of the effective date of this approval that shall address the following for the purposes of minimizing risks to the public=s health, welfare and safety:
  - (A) A description of the storage and accessibility of alcoholic beverages on display as well as surplus alcoholic beverages in storage;
  - (B) A description of crime prevention barriers in place at the subject premises, including, but not limited to, placement of signage, landscaping, ingress and egress controls, security systems, and site plan layouts;
  - (C) A description of how the permittee plans to educate employees on their responsibilities and the actions required of them with respect to enforcement of laws dealing with the sale of alcohol to minors and the conditions of approval set forth herein;
  - (D) A business policy requiring employees to notify the Police Services Center of any potential violations of law or this Conditional Use Permit occurring on the subject premises and the procedures for such notifications.
  - (E) The City's Director of Police Services may, at his discretion, require amendments to the Security Plan to ensure the protection of the public's health, welfare and safety.

- 18. That in the event the owner(s) intend to sell, lease or sublease the subject business operation or transfer the subject permit to another owner/applicant or licensee, the Director of Police Services shall be notified in writing of said intention not less than 60 (sixty) days prior to signing of the agreement to sell, lease or sublease.
- 19. That a copy of these conditions be posted and maintained with a copy of the City Business License and Fire Department permits, in a place conspicuous to all employees of the location.
- 20. That failure to comply with the foregoing conditions of approval shall be cause for procedures to suspend and/or revoke this permit.
- 21. That this Permit shall be subject to a compliance review in five years, no later than March 14, 2017, to ensure the alcohol sales activity is still operating in strict compliance with the original conditions of approval. At which time the applicant may request an extension of the privileges granted herein, provided that the use has been continuously maintained in strict compliance with these conditions of approval.
- 22. That all other applicable requirements of the City Zoning Ordinance, Uniform Fire Code, Uniform Building Code, and the determinations of the City and State Fire Marshall, and all other applicable regulations shall be strictly complied with.
- 23. That Alcohol Sales Conditional Use Permit Case No. 16 shall not be valid until approved by the City Council and shall be subject to any other conditions the City Council may deem necessary to impose.
- 24. It is hereby declared to the intent that if any provision of this permit is violated or held to be invalid, or if any law, statute, or ordinance is violated the permit shall be void and the privileges granted hereunder shall lapse.

Thaddeus McCormack

City Manager

### Attachment(s)

1. Location Map

#### **LOCATION MAP**



# CITY OF SANTA FE SPRINGS

Alcohol Sales Conditional Use Permit Case No. 16-3
La Rubia Restaurant
14060 Gannet St.

# City of Santa Fe Springs

City Council Meeting

February 16, 2012

#### **NEW BUSINESS**

<u>Valley View Avenue Grade Separation Project – Approval of Plans and Specifications and Authorization to Advertise for Construction Bids</u>

#### RECOMMENDATION

That the City Council take the following actions:

- 1. Approve the Plans and Specifications for the Valley View Avenue Grade Separation project; and
- 2. Authorize the City Engineer to advertise the project once the City receives approval from Caltrans to proceed with construction.

#### BACKGROUND

The Valley View Avenue Grade Separation Project involves the elimination of the existing at-grade crossing of the BNSF Railroad on Valley View Avenue south of Stage Road. The intersection of those streets will be lowered and a new bridge will be constructed to accommodate up to four railroad tracks. Once the project has been completed, traffic on Valley View Avenue will be able to flow under the railroad tracks, thereby improving the flow of traffic and enhancing the safety for motorists, pedestrians, freight trains and railroad commuters. The project is a joint effort of the Cities of Santa Fe Springs and La Mirada and is the largest capital improvement project ever undertaken by either City. It has taken over ten years to get the project ready for construction and a variety of financial and engineering challenges had to be resolved to keep the project moving forward.

Caltrans Approval to Proceed

The City is required to obtain approval from Caltrans before the project can be advertised. Our request to proceed was submitted to Caltrans in December 2011 and we expect to receive approval from Caltrans to proceed with construction by the end of February. Advertisement of the project is therefore contingent upon receiving approval from Caltrans.

#### Action Being Requested

At this time staff is recommending that the City Council approve the plans and specifications and authorize staff to solicit bids for construction.

#### **Pre-Qualified Bidders**

In a separate agenda report, the City Council is being asked to recertify the Pre-Qualified Bidder list. The City will only be accepting bids from the companies on the list that has been approved by the City Council.

Report Submitted By:

Don Jensen, Director Department of Public Works

Date of Report: February 7, 2012

#### Project Status

The overall status of the project is as follows:

#### Project Design

Construction drawings and specifications have been completed and are being presented at this time for formal approval by the City Council. Plans for the relocation of utilities have also been completed and agreements have been executed for the relocation of all utilities affected by the Project.

#### **Environmental Clearance**

The project was issued a Categorical Exemption from the California Environmentally Quality Act (CEQA) and the National Environmental Policy Act (NEPA). Appropriate mitigation measures have been included to minimize the temporary impacts of construction.

#### Right-of-Way Acquisition

The project will not directly impact any privately-owned structure, but easements are needed to construct retaining walls and to accommodate the temporary and permanent relocation of affected utilities. Although eminent domain proceedings are still in progress, the Court has granted Orders of Possession to the City for all right-of-way needed to complete the Project.

#### Project Cost and Funding

The Project cost breakdown is as follows:

•	Design & Project Management	\$ 4,000,000
•	Right-of-Way	\$ 15,278,000
•	Construction Management	\$ 6,699,000
	Civil Construction	<u>\$ 49,119,000</u> **
	Total	\$ 75,096,000

<sup>\*\*</sup> This amount includes approximately \$4,000,000 in contingency funding.

#### Project Schedule

It is anticipated that 27 months will be needed to complete all work once construction starts. The current schedule is as follows:

•	Approval From Caltrans	February 2012
	Advertise for Bids	February 2012
•	Award Construction Contract	April 2012
6	Begin Construction	June 2012
0	Complete Construction	August 2014

Report Submitted By:

Don Jensen, Director

Department of Public Works

Date of Report: February 7, 2012

#### **FISCAL IMPACT**

The project is funded through a combination of Federal, State and Railroad funds. Agreements are in place for all funding sources. Funding is available on a reimbursement basis and City funds are only needed to cover the initial payments. The funding breakdown is as follows:

•	Federal Funds	\$ 18,091,000
•	State Funds	\$ 54,268,000
•	Railroad Funds	<u>\$ 2,737,000</u>
	Total	\$ 75,096,000

#### INFRASTRUCTURE IMPACT

The project will result in the elimination of an at-grade railroad crossing. Benefits to be gained from the project include improved safety for motorists, better traffic circulation and enhanced rail operations.

Thaddeus McCormack City Manager

Attachment(s)

Plans and Specifications (On file with the City Clerk)

# City of Santa Fe Springs

City Council Meeting

February 16, 2012

#### **NEW BUSINESS**

<u>Valley View Avenue Grade Separation Project - Recertification of the Pre-Qualified</u>
Contractor List

#### RECOMMENDATION

That the City Council Recertify the Pre-Qualified Contractor List for the Valley View Avenue Grade Separation Project.

#### **BACKGROUND**

The Public Contract Code allows a city to require licensed contractors to "prequalify" for the right to bid on public works projects. In July 2010, the City Council authorized the pre-qualification process to be used to screen potential bidders for the Valley View Avenue Grade Separation Project. That action was taken to ensure companies bidding on this particular project would have the experience, resources and financial strength to undertake a project of this size. A total of fifteen (15) companies responded to the City's request and on October 14, 2010 the City Council approved the staff recommendation that fourteen (14) of the companies be Pre-Qualified to submit bids on the Valley View Avenue Grade Separation Project. The companies pre-qualified at that time are shown on Attachment 1 to this report.

### Recertification of the List

The City is nearly ready to advertise the project and staff is recommending that the initial list be updated and recertified at this time. All fourteen companies previously pre-qualified by the City in October 2010 have been requested to confirm that no changes have taken place that would affect the ability of their company to undertake and complete the Project. Attachment 2 is the letter that was sent to those companies. The City has asked that the companies respond by 5:00 p.m. on February 15. Staff will provide the City Council with a supplemental report once responses have been received from all fourteen (14) companies.

#### FISCAL IMPACT

There is no fiscal impact to this action. Recertification of the list will ensure that bids will only be submitted by companies that have previously demonstrated that they have the financial resources to complete a project of this size.

#### **INFRASTRUCTURE IMPACT**

No impact.

Thaddeus McCormack

City Manager

#### Attachment(s):

- 1. Approved Pre-Qualified Contractor List
- 2. Letter Sent to Pre-Qualified Contractors

Report Submitted By:

Don Jensen, Director Department of Public Works

Date of Report: February 8, 2012

## Valley View Avenue Grade Separation Approved List of Pre-Qualified Bidders October 14, 2010

The Following Contractors Have Successfully Completed the Pre-Qualification Process			Passing Score 150 Points
			Overall Score Achleved
	Atkinson Construction	27422 Portola Parkway, Suite 250	211
1	Atkinson Construction	Foothill Ranch, CA 92610	211
2	Balfour Beatty	10397 Alder Avenue	182
2	Ballour Beatty	Bloomgton, CA 92316	102
3 -	C. A. Rasmussen Inc.		182
٠ ډ	C. A. Rasmussen mc.	Valencia, CA 91355	102
4	CO Misera Inc	1822 S. Lewis Street	218
4	CC Myers Inc.	Anahelm, CA 92805	210
	Platium	1770 La Costa Meadows Drive	214
O.	5 Flatiron San Marcos, CA 92078		414
6 Griffith Company		12200 Bloomfield Avenue	205
		Santa Fe Springs, CA 90670 .	200
-	VFO Facility and as	200 N. Sherman	242
7	KEC Engineering	Corona, CA 92882	242
	Outo Enternations	6 Cushing Way, Sulte 200	186
8	Ortiz Enterprises	Irvine, CA 92618	100
_	BAONA Occasion in the	6413 32nd Street P.O. Box 620	- 186
9	MCM Construction, Inc.	North Highlands, CA 95660	100
10	Riverside Construction Inc.	4225 Garner Road	240
10	Riverside Construction Inc.	Riverside, CA 92501	240
,,	OP 188A	6 Orchard, Ste 150	222
11	SEMA	Lake Forest, CA 92630	244
12	Skanska	1995 Aqua Mansa Road	211
12	okanska	Riverside, CA 92509	211
13	Steve P. Rados Inc.	2002 E. McFadden Avenue, Ste 200 .	213
13	Steve F. Rados IIIC.	Santa Ana, CA 92709	210
14	Sully Millor Contracting Co	135 S. State College Blvd., Suite 400	223
14 1	Sully-Miller Contracting Co.	Brea, CA 92821	220

February 1, 2012

«Company\_Name» «Address\_Line\_1» «City», «State» «ZIP\_Code»

Attention:

«First Name» «Last Name»

Subject:

Valley View Avenue Grade Separation Project Pre-Qualified Contractor List

Dear «Salutation» «Last\_Name»:

In October 2010, the City of Santa Fe Springs determined that your firm had met all requirements to be pre-qualified to bid on the Valley View Avenue Grade Separation Project. The purpose of this letter is to inform you that the City is preparing to advertise the project in February 2012 with the goal of awarding a construction contract in April 2012.

Prior to advertising for bids, the City intends to recertify the Pre-Qualified Contractor list that was approved by the Santa Fe Springs City Council on October 14, 2010. Enclosed is the Final List of Pre-Qualified Bidders, a copy of the Pre-Qualification Application submitted by your company, and a template letter for you to use in responding to this letter. At this time, we ask that you do the following:

- 1. Please review the application submitted to the City and determine if there have been any changes in the status of your company that would affect your ability to bid on and complete the project.
- 2. Print the attached letter on your company letterhead and indicate appropriate responses.
- 3. Return the letter and the application to the City in the enclosed envelope.

The City needs to receive your application and response letter by 5:00 p.m. on Wednesday, February 15, 2012. Failure to return the form to the City by that deadline may result in disqualification of your company.

«Company\_Name» February 1, 2012 Page 2

If you have any questions, please contact Mr. Noe Negrete, Assistant Director of Public Works at (562) 868-0511. Thank you for your cooperation.

Sincerely,

Original Signed By DONALD K. JENSEN

Donald K. Jensen Director of Public Works/City Engineer

#### Enclosures:

- 1. Final List of Pre-Qualified Bidders (October 14, 2010)
- 2. Pre-Qualification Application for Your Company
- 3. Template Letter

Office\_Address\_List

Company Name	7	יייין ייין יייין יייין יייין יייין יייין יייין יייין ייין יייין ייין יייין ייין י	-				מ	2/1/20
Atkinson Contractors 1 P	27422 Bortola Bortonia: State and	Cify	State	ZIP Code	State ZIP Code Salutation	First Name	Last Name	
	4/422 FOLDIA Parkway, Suite 250   Foothill Ranch	Foothill Ranch	<u>გ</u>	92610	Mr.	John	Harrington	
Balfour Beatty Infrastructure, Inc.	10397 Adler Avenue	Bloomington	8	92316	Mr.	Mike	Orear	
C.A. Rasmussen, Inc.	28548 Livingston Avenue	Valencia	S S	91355	Mr.	Dong	Misley	
C.C. Meyers, Inc.	3286 Fitzgerald Road	Rancho Cordova	Q A	92805	Mr.	Daniel E.	Himick	
Flatiron West, Inc.	1770 La Costa Meadows Drive	San Marcos	ర్త	92078	Mr.	Jeffrey A.	Tumer	
Griffith Company	12200 Bloomfield Avenue	Santa Fe Springs	ర	90670	Mr.	Ryan J.	Aukerman	
KEC Engineering	200 N. Sherman Avenue	Corona	8	92882	Mr.	Leslie R.	Card	
MCM Construction, Inc.	P.O. Box 620	North Highlands	8	95660		e entre des des des des des des des des des de		
Ortiz Enterprises, Incorporated	6 Cushing Way, Suite 200	Irvine	₹ S	92618	Mr.	Patrick A.	Ortiz	
Riverside Construction Company, Inc. 4225 Garner Road	c.4225 Garner Road	Riverside	ర	92501	Mr.	Brian	Pim	
SEMA Construction, Inc.	6 Orchard, Suite 150	Lake Forest	Ą.	92630	Mr.	Melvín L.	Browning	
Skanska USA Civil West California District, Inc.	1995 Agua Mansa Road	Riverside	ర్ట	92509	Mr.	Chad	Mathes	
Steve P. Rados, Inc.	2002 E. McFadden Avenue, Suite 200	Santa Ana	8	92705	Mr.	Jack	Oiknine	
Sully-Miller Contracting Company	135 S. State College Boulevard, Suite 400	Brea	Ş	92821	Mr.	Gary	Downey	
en in der	ten jabraten (1800-) eta in senia menembanan menembanan pendagan in den pendagan promi den pendagan dan dengan pendagan pe	Military . Transport agenting photogrammer in a graph of	-	,				

# City of Santa Fe Springs

City Council Meeting

February 16, 2012

#### **NEW BUSINESS**

<u>Miscellaneous Park Improvements at Los Nietos Park and Santa Fe Springs Park –</u> Award of Contract

#### RECOMMENDATION

That the City Council take the following actions:

- 1. Accept the bids; and
- 2. Award a contract to Cinbad Industry, Inc. of Chatsworth, California, in the amount of \$44,450.83.

#### BACKGROUND

The City Council, at their meeting of December 8, 2011 authorized the City Engineer to advertise for construction bids. The project includes the removal of existing playground sand and replacing it with International Play Equipment Manufacturers Association (IPEMA) Certified engineered wood chips/fiber. In addition, the existing rubberized playground walkways and landings will be removed and replaced in kind. Lastly, the existing playground equipment will be pressure washed and repainted.

Bids were opened on January 19, 2012 and a total of seven bids were received. The low bidder for the project was Cinbad Industry, Inc. of Chatsworth, California in the amount of \$44,450.83. The following represents the bids received and the amount of each bid:

Company Name	<u>Bid Amount</u>
Cinbad Industry, Inc.	\$ 44,450.83
Pacific Construction Co., Inc.	\$ 58,520.00
G Coast Construction, Inc.	\$ 64,880.00
Micon Construction	\$ 66,665.58
A.J. Fistes Corporation	\$ 69,243.27
Color New Company	\$ 73,322.50
Nature Tech Landscaping, Inc.	\$ 76,409.80

The bid submitted by Cinbad Industry, Inc. is approximately 12% below the Engineer's Estimate of \$50,678.50.

The Department of Public Works has reviewed the bids and has determined the low bid submitted by Cinbad Industry, Inc. to be satisfactory.

Report Submitted By:

Don Jensen, Director Department of Public Works

Date of Report: February 8, 2012

#### **FISCAL IMPACT**

The total estimated cost for this project, including engineering, inspection, overhead, and contingency is \$62,000. The City will be reimbursed by the State of California Department of Parks and Recreation 2002 Resources Bond Act Per Capita Grant in the amount of \$62,000.

Thaddeus McCormack

City Manager

Attachment(s):

None.

#### **NEW BUSINESS**

Revision of City of Santa Fe Springs Personnel Policies and Procedures

#### RECOMMENDATION

That the City Council approve the revisions of specific City of Santa Fe Springs Personnel Policies and Procedures and direct Staff to update corresponding sections of the Personnel Policies and Procedures Manual.

#### **BACKGROUND**

As part of negotiations with the General Employees Association and the Firefighters Association in July 2011, it was agreed that certain Personnel Policies and Procedures were to be revisited and revised. The purpose for the discussions and the resulting revisions was to clarify processes and procedures that were already in place or to update the policies to meet current needs.

The specific Policies and Procedures that are presented for approval are, as follows:

- 1. Section 6-10: Jury or Witness Duty– Establishes 15 days as a maximum Leave of Absence with Pay for Jury or Witness Duty.
- 2. Section 6-13: Voluntary Vacation and Flexible Leave Donation Expands the criteria for employees to receive voluntary leave donations from other employees for a personal medical crisis, to include those who are experiencing catastrophic events.
- 3. Section 6-8: Bereavement Leave Includes the death of a parent of a minor child who is not otherwise defined as an immediate family member (ex-spouse) to be eligible for bereavement leave.

The specific Sections referenced above are attached for your review and information.

Thaddeus McCormack

City Manager

**Attachments** 

Personnel Policies and Procedures Manual – Sections 6-10; 6-13; 6-8

Report Submitted By: Andrea Cutler

Human Resources Manager

Date of Report: February 9, 2012

### CITY OF SANTA FE SPRINGS PERSONNEL POLICIES AND PROCEDURES MANUAL

**Effective Date:** 

11-13-75

Section:

**Revision Date:** 11-10-92, 5-25-95, 7-2-01

Subject:

Jury or Witness Duty

02-16-12

**Entered By:** 

Council Action

Page:

1 of 1

6-10

#### **PURPOSE**:

To establish policy regarding leave of absence for jury or witness duty.

#### **APPLICABLE FORM OR REFERENCE:**

Personnel Resolution No. 5969, Section IX.13; MOU 1992-93, 2001-02, 2011-12.

#### **POLICY:**

Leave of absence with pay shall be granted to a full-time employee or benefited part-time employee who serves on a jury or is called as a witness for cases encountered in the course and scope of his/her employment up to a maximum of fifteen (15) working days. In such cases, the employee shall be paid their regular salary, or in the case of benefited part-time employees, their normal hours scheduled to work. Jury and witness fees the employee may receive from court service shall be remitted to the City. Travel, parking, and meal allowance granted by the court shall be retained by the employee. Department Heads will verify jury or witness duty service. The employee is expected to discuss the hours they intend to be at work during non-jury duty service hours with their Supervisor or Department Head. Employees on-call for jury duty are expected to report to work.

### CITY OF SANTA FE SPRINGS PERSONNEL POLICIES AND PROCEDURES MANUAL

**Effective Date:** 

2-14-02

Section: 6-13

**Revision Date:** 02-16-12 Subject:

Voluntary Vacation and

Flexible Leave Donation

**Entered By:** 

Council Action

Page:

1 of 1

#### **PURPOSE:**

To establish policy that allows employees to voluntarily donate vacation and flexible leave to another employee who is suffering from a personal medical crisis or catastrophic event.

#### APPLICABLE FORM OR REFERENCE:

City Council meeting 2-14-02; Internal Revenue Service regulations.

#### **POLICY:**

Employees who suffer a personal medical crisis or catastrophic event that requires a prolonged absence from duty that will result in a substantial loss of income to the employee, because the employee has exhausted all paid leave time available, may request assistance from other employees by means of leave donation.

The request for leave donation may be made either by the employee needing assistance or by someone on their behalf to Human Resources in writing. Human Resources will then publicize the request and employees choosing to donate can do so.

Leave donation may be in the form of vacation leave, flexible leave and/or any combination of these two leave types. Sick leave may not be donated. The donor employee will fill out a Leave Slip that includes the type and amount of time to be donated and submit it to Finance and Administrative Services.

The value of the donated leave will be paid to the recipient employee at the recipient's normal rate of compensation. The amounts paid to the recipient employee under the conditions of this policy are included in the gross income of the recipient under Internal Revenue Code Section 61. Employee(s) who donate leave do not incur any income and any deductible expense or loss upon the donation of this leave.

Any leave accrued by the recipient employee during a pay period will first be applied, supplemented by voluntary leave donations in order for the recipient to receive a regular paycheck. Under no circumstances will the recipient employee be paid for more than their regular number of hours in a pay period.

On a case-by-case basis, the City Manager may allow voluntary donations of vacation and flex leave to an employee who suffers a catastrophic event. The City Manager may seek recommendation from a committee, made up of one member from each of the recognized employee associations and the Human Resources Manager, regarding the determination of a catastrophic event. The City's Manager's decision shall be final and not subject to appeal.

#### CITY OF SANTA FE SPRINGS PERSONNEL POLICIES AND PROCEDURES MANUAL

**Effective Date:** 

11-13-75

Section:

6-8

**Revision Date:** 

8-23-93, 5-25-95, 7-1-05

**Subject:** Bereavement Leave

02-16-12

**Entered By:** 

Council Action

Page:

1 of 1

#### **PURPOSE:**

To establish policy on bereavement leave.

#### APPLICABLE FORM OR REFERENCE:

Personnel Resolution No. 5969, Section No. IX.7; MOU 1977-78, 2004-05.

#### **POLICY:**

For general employees and safety employees not on a 24-hour schedule, a maximum absence of 3 days with pay for bereavement purposes in the event of death of a member of the immediate family may be taken by a full-time employee or benefited part-time employee. Leave for benefited part-time employees shall be consistent with the employee's regularly scheduled hours. For Safety employees on a 24-hour schedule, the maximum absence for bereavement purposes is two 24-hour shifts. An employee may take additional leave for bereavement purposes which will be charged to sick leave. Such leave shall be granted up to the employee's accumulated sick leave with the approval of the employee's Department Head.

Immediate family, for purposes of bereavement leave, is defined as: father, mother, sister, brother, son, daughter, spouse, domestic partner, grandparent, grandchild, father-in-law, motherin-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law, step-mother, step-father, step-sister, step-brother, step-child and step-grandchild.

An employee will be allowed bereavement leave to accompany a minor child in the employee's legal custody, if a parent of the child, who is not defined as a member of the immediate family (such as an ex-spouse), passes away. (General Employees Labor Relations Committee 11/8/07)



City Council Meeting

February 16, 2012

#### **PRESENTATION**

Presentation to Santa Fe Springs Schools from Superior Grocers

#### RECOMMENDATION

The Mayor may wish to call upon Julie Herrera, Public Relations Specialist, to assist with this presentation.

### **BACKGROUND**

Superior Grocers, one of the largest independently-owned grocery chains in the State, has annually donated to schools in the community for the past 15 years. In total they have donated over \$2.3 million!

Their contribution of \$10,000 to a school in the City has made a tremendous difference in furthering the education of the students in Santa Fe Springs.

This year, Superior Grocers is distributing their \$10,000 donation among the following four schools:

Jersey Avenue Elementary School Lakeview Elementary School Lake Center Middle School Rancho Santa Gertrudes Elementary School

Mr. Brad Maehara, Vice President Center Store Procurement, and other representatives of Superior Grocers, are in attendance to make the \$2,500 presentation to each of the schools. School Principals and Superintendents have been invited to tonight's meeting to accept the generous donation.

Thaddeus McCormack

City Manager

Report Submitted By: Julie Herrera
City Manager's Office

rera Date of Report: February 8, 2012

City Council Meeting

February 16, 2012

## APPOINTMENT TO BOARDS, COMMITTEES, COMMISSIONS

Below is a list of current vacancies:

Committee	Vacancy	Councilmember
Beautification	2	González
Beautification	3	Serrano
Community Program	3 3 2 5	González
Community Program	3	Rounds
Community Program	2	<u>S</u> errano
Community Program	5	Trujillo
Historical	1	Moore
Historical	2 1	Rounds
Historical	1	Serrano
Historical	2	Trujillo
Parks & Recreation	2 1	González
Parks & Recreation	1	Trujillo
Senior Citizens Advisory	1	González
Senior Citizens Advisory	1	Moore
Senior Citizens Advisory	2	Rounds
Senior Citizens Advisory	1	Trujillo
Sister City	3	González
Sister City	1	Moore
Sister City	2 2 1	Rounds
Sister City	2	Serrano
Sister City	1	Trujillo
Youth Leadership	1	González
Youth Leadership	1	Serrano

Francis Carbajal was removed from the Committee, per Committee Bylaws, due to absences.

Please direct any questions regarding this report to the Deputy City Clerk.

Thaddeus McCormack

City Manager

Attachments:

**Committee Lists** 

**Prospective Member List** 

Submitted By: Anita Jimenez, Deputy City Clerk

February 8, 2012

# Prospective Members for Various Committees/Commissions

Beautification
Community Program
Family & Human Services Miguel Estevez
Raul Miranda, Jr.
A.J. Hayes Heritage Arts
Historical
Personnel Advisory Board
Parks & Recreation
Planning Commission
Senior Citizens Advisory
Sister City
Traffic Commission
Youth Leadership Yardley Castellanos
Cristian Garcia
Irie Garcia
Yesenia Maciel

Victoria Ramirez Felipe Rangel

# **BEAUTIFICATION COMMITTEE**

Meets the fourth Wednesday of each month, except July, Aug, Dec.

9:30 a.m., Town Center Tall

Membership: 25

APPOINTED BY	NAME	TERM EXPIRATION YR.
Gonzalez	Juanita Montes Irene Pasillas	(12)
	Vacant	(12)
	May Sharp	(13)
	Vacant	(13)
Moore	Juliet Ray	(12)
	Paula Minnehan	(12)
	Annie Petris	(13)
	Guadalupe Placensia	(13)
	Ruth Gray	(13)
Rounds	Sadie Calderon	(12)
	Rita Argott	(12)
	Annette Ledesma	(13)
	Marlene Vernava	(13)
	Debra Cabrera	(13)
Serrano	Vacant	(12)
	Vacant	(12)
	Vacant	(12)
	Vada Conrad	(13)
	Sally Gaitan*	(13)
Trujillo	Sylvia Takata	(12)
	Eleanor Connelly	(12)
	Margaret Bustos*	(12)
	Rosalie Miller	[13]
	A.J. Hayes	(13)

<sup>\*</sup>Asterisk indicates person currently serves on three committees

## **COMMUNITY PROGRAM COMMITTEE**

Meets the third Wednesday in Jan., May, and Sept., at 7:00 p.m., in City Hall.

Membership: 25

APPOINTED BY	NAME	TERM EXPIRATION YR.
Gonzalez	Jeanne Teran	(12)
	Miguel Estevez  Vacant	(12)
	Vacant	(13)
	Vacant	(13)
Moore	Rosalie Miller	(12)
	Margaret Palomino	(12)
	Mary Jo Haller	(13)
	Lynda Short	(13)
	Bryan Collins	(13)
Rounds	Mark Scoggins*	(12)
	Marlene Vernava	(12)
	Vacant	(12)
	Vacant Vacant	(13)
		decent for the education of the process of the education
Serrano	Ruth Gray	(12)
	Mary Anderson	(13)
	Dolores H. Romero* Vacant	(13)
	Vacant	(12) (13)
	vacam	(13)
Trujillo	Vacant	(12)
	Vacant	(12)
	Vacant	(12)
	Vacant Vacant	(13)
	YUCUIII	(13)

<sup>\*</sup>Asterisk indicates person currently serves on three committees

## **FAMILY & HUMAN SERVICES ADVISORY COMMITTEE**

Meets the third Wednesday of the month, except Jul., Aug., Sept., and Dec., at 5:30 p.m., Neighborhood Center

Membership:

15 Residents Appointed by City Council

5 Social Service Agency Representatives Appointed by the

Committee

APPOINTED BY	NAME	TERM EXPIRATION YR.
Gonzalez	Mercedes Diaz Josephine Santa-Anna Angelica Miranda	(12) (12) (13)
Moore	Arcelia Miranda Laurie Rios* Margaret Bustos*	(12) (13) (13)
Rounds	Annette Rodriguez Janie Aguirre* Ted Radoumis	(12) (13) (13)
Serrano	Lydia Gonzales Manny Zevallos Gilbert Aguirre*	(12) (13) (13)
Trujillo	Dolores H. Romero* Gloria Duran* Alicia Mora	(12) (12) (13)
Organizational Representatives:	Nancy Stowe Evelyn Castro-Guillen Elvia Torres (SPIRRIT Family Services)	

<sup>\*</sup>Asterisk indicates person currently serves on three committees

### HERITAGE ARTS ADVISORY COMMITTEE

Meets the Last Tuesday of the month, except Dec., at 9:00 a.m., at the Library Community Room

Membership:

9 Voting Members

6 Non-Voting Members

APPOINTED BY	NAME
Gonzalez	Laurie Rios*
Moore	May Sharp
Rounds	A.J. Hayes
Serrano	Paula Minnehan
Trujillo	Amparo Oblea

NIABAE

### **Committee Representatives**

Beautification Committee Marlene Vernava
Historical Committee Larry Oblea
Planning Commission Frank Ybarra
Chamber of Commerce Tom Summerfield

## Council/Staff Representatives

Council Richard Moore
City Manager Thaddeus McCormack
Director of Library & Cultural Services Hilary Keith
Director of Planning & Development Paul Ashworth

<sup>\*</sup>Asterisk indicates person currently serves on three committees

## HISTORICAL COMMITTEE

Meets Quarterly - The second Tuesday of Jan. and the first Tuesday of April, July, and Oct., at 5:30 p.m., Carriage Barn

Membership:

APPOINTED BY	NAME	TERM EXPIRATION YR.
Gonzalez	Ed Duran Gilbert Aguirre*	(12) (13)
	Janie Aguirre*	(13)
	Sally Gaitan*	(13)
Moore	Astrid Gonzalez	(12)
	Vacant	(12)
	Amparo Oblea	(13)
	Francine Rippy	(13)
Rounds	Vacant	(12)
	Vacant	(12)
	Mark Scoggins*	(13)
	Janice Smith	(13)
Serrano	Gloria Duran*	(12)
	Hilda Zamora	(12)
	Vacant	(13)
	Larry Oblea	(13)
Trujillo	Vacant	(12)
	Alma Martinez	(12)
	Merrie Hathaway	(13)
	Vacant	(13)

<sup>\*</sup>Asterisk indicates person currently serves on three committees

## PARKS & RECREATION ADVISORY COMMITTEE

Meets the First Wednesday of the month, except Jul., Aug., and Dec., 7:00 p.m., Council Chambers.

Subcommittee Meets at 6:00 p.m., Council Chambers

Membership:

APPOINTED BY	NAME	TERM EXPIRATION YR.
Gonzalez	Jennie Carlos Frank Leader Vacant Raul Miranda, Jr. Vacant	(12) (12) (13) (12) (13)
Moore	Jimmy Mendoza Michele Carbajal Janet Rock David Gonzalez Daniel Baca	(12) (12) (13) (13) (13)
Rounds	Kenneth Arnold Richard Legarreta, Sr. Luigi Trujillo Angelica Miranda Mark Scoggins*	(12) (12) (12) (13) (13)
Serrano	Lynda Short Bernie Landin Joe Avila Sally Gaitan* Fred Earl	(12) (12) (12) (13) (13)
Trujillo	Miguel Estevez Andrea Lopez Christina Maldonado Vacant Arcelia Miranda	(12) (12) (13) (13)

<sup>\*</sup>Asterisk indicates person currently serves on three committees

## PERSONNEL ADVISORY BOARD

Meets Quarterly on an As-Needed Basis

Membership:

5 (2 Appointed by City Council, 1 by

Personnel Board, 1 by Firemen's Association,

1 by Employees' Association)

Terms:

Four Years

APPOINTED BY	NAME	TERM EXPIRES
Council	Angel Munoz Ron Biggs	6/30/2015 6/30/2013
Personnel Advisory Board	Jim Contreras	6/30/2011
Firemen's Association	Wayne Tomlinso	on 6/30/2013
Employees' Association	Anita Ayala	6/30/2015

# **PLANNING COMMISSION**

Meets the second and fourth Mondays of every Month at 4:30 p.m., Council Chambers

Membership:

APPOINTED BY	NAME
Gonzalez	Laurie Rios
Moore	Manny Zevallos
Rounds	Susan Johnston
Serrano	Michael Madrigal
Trujillo	Frank Ybarra

## SENIOR CITIZENS ADVISORY COMMITTEE

Meets the Second Tuesday of the month, except Jul., Aug., Sep., and Dec., at 10:00 a.m., Neighborhood Center

Membership:

APPOINTED BY	NAME	TERM EXPIRATION YR.
Gonzalez	Gloria Duran* Josephine Santa-Anna Vacant Janie Aguirre* Ed Duran	(12) (12) (13) (13)
Moore	Yoshi Komaki Yoko Nakamura Paul Nakamura Vacant Pete Vallejo	(12) (12) (12) (13) (13)
Rounds	Vacant Vacant Gloria Vasquez Lorena Huitron Berta Sera	(12) (12) (13) (13) (13)
Serrano	Gusta Vicuna Louis Serrano Mary Bravo Amelia Acosta Jessie Serrano	(12) (12) (12) (13) (13)
Trujillo	Julia Butler James Hogan Gilbert Aguirre* Margaret Bustos* Vacant	(12) (12) (13) (13) (13)

<sup>\*</sup>Asterisk indicates person currently serves on three committees

## SISTER CITY COMMITTEE

Meets the First Monday of every month, except Dec., at 6:30 p.m., Town Center Hall, Mtg. Room #1. If the regular meeting date falls on a holiday, the meeting is held on the second Monday of the month.

Membership:

APPOINTED BY	NAME	TERM EXPIRATION YR.
Gonzalez	Vacant Kimberly Mette Jimmy Mendoza Vacant Vacant	(12) (12) (13) (12) (12) (13)
Moore	Martha Villanueva Vacant Mary K. Reed Peggy Radoumis Jeannette Wolfe	(12) (12) (13) (13) (13)
Rounds	Manny Zevallos Susan Johnston Vacant Ted Radoumis Vacant	(12) (12) (12) (13) (13)
Serrano	Charlotte Zevallos Vacant Laurie Rios* Doris Yarwood Vacant	(12) (12) (13) (13) (13)
Trujillo	Alicia Mora Andrea Lopez Dolores H. Romero* Marcella Obregon Vacant	(12) (12) (13) (13) (13)

<sup>\*</sup>Asterisk indicates person currently serves on three committees.

# TRAFFIC COMMISSION

Meets the Third Thursday of every month, at 7:00 p.m., Council Chambers

Membership: 5

APPOINTED BY	NAME 
Gonzalez	Ruben Madrid
Moore	Lillian Puentes
Rounds	Ted Radoumis
Serrano	Sally Gaitan
Trujillo	Greg Berg

# YOUTH LEADERSHIP COMMITTEE

Meets the First Monday of every month, at 6:30 p.m., Council Chambers

Membership:

APPOINTED BY	NAME	TERM EXPIRATION YR.
Gonzalez	Dominique Walker Victoria Molina Vacant Marilyn Llanos	(12)
Moore	Destiny Cardona Gabriela Rodriguez Wendy Pasillas Daniel Wood	(14) (13) (13) (13)
Rounds	Drew Bobadilla Siboney Ordaz Alexandra Vergara Lisa Baeza	(13) (12) (12) (13)
Serrano	Vacant Julio Correa Marisa Gonzalez Ariana Gonzalez	() (12) (15) (13)
Trujillo	Maxine Berg Martin Guerrero Omar Rodriguez Kevin Ramirez	() (13) (12) (13)