



AGENDA

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

January 24, 2013 – 6:00 P.M.

Council Chambers
11710 Telegraph Road
Santa Fe Springs, CA 90670

Richard J. Moore, Mayor
Juanita A. Trujillo, Mayor Pro Tem
Luis M. González, Councilmember
Laurie M. Rios, Councilmember
William K. Rounds, 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.

1. CALL TO ORDER

2. ROLL CALL

Luis M. González, Director/Councilmember
Laurie M. Rios, Director/Councilmember
William K. Rounds, Director/Councilmember
Juanita A. Trujillo, Vice Chair/Mayor Pro Tem
Richard J. Moore, Chair/Mayor

PUBLIC FINANCING AUTHORITY

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 Public Financing Authority.

Approval of Minutes

- A. Minutes of the December 20, 2012 Regular Public Financing Authority Meeting
Recommendation: That the Public Financing Authority approve the minutes as submitted.

Monthly Report

- B. Monthly Report on the Status of Debt Instruments Issued through the City of Santa Fe Springs Public Financing Authority (PFA)
Recommendation: That the Public Financing Authority receive and file the report.

WATER UTILITY AUTHORITY

4. 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 Water Utility Authority.

Approval of Minutes

- A. Minutes of the December 20, 2012 Regular Water Utility Authority Meeting
Recommendation: That the Water Utility Authority approve the minutes as submitted.

Monthly Report

- B. Status Update of Water-Related Capital Improvement Projects
Recommendation: That the Water Utility Authority receive and file the report.

HOUSING SUCCESSOR

There are no items on the Housing Successor agenda for this meeting.

SUCCESSOR AGENCY

There are no items on the Successor Agency agenda for this meeting.

CITY COUNCIL

5. CITY MANAGER REPORT

6. 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. Minutes of the December 20, 2012 Regular City Council Meetings

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

ORDINANCE FOR PASSAGE

7. Ordinance No. 1038 – Granting a Franchise to Crimson California Pipeline, L.P. for Maintenance and Operation of Pipelines in City Streets

Recommendation: That the City Council waive further reading and adopt Ordinance No. 1038 granting a franchise to Crimson California Pipeline, L.P.

8. Ordinance No. 1039 – Granting a Franchise to Cardinal Pipeline, L.P. for Maintenance and Operation of Pipelines in City Streets

Recommendation: That the City Council waive further reading and adopt Ordinance No. 1039 granting a franchise to Cardinal Pipeline, L.P.

NEW BUSINESS

9. Resolution No. 9400 Making a Finding as to the Industrial Disability of Patrick Craddick

Recommendation: That the City Council approve Resolution No. 9400 making a finding as to the industrial disability of Patrick Craddick.

10. Engineering Design Services for City Hall Heating, Ventilation, and Air Conditioning System Upgrade – Authorization to Issue Request for Proposals

Recommendation: That the City Council authorize the Director of Public Works to issue a Request for Proposals for Engineering Design Services for City Hall Heating, Ventilation, and Air Conditioning System Upgrade.

11. Imported Water Purchase - Approval of Extended Purchase Agreement with Central Basin Municipal Water District

Recommendation: That the City Council: 1). Approve the Extended Purchase Agreement with Central Basin Municipal Water District; and 2). Authorize the City Manager to execute the extended purchase agreement with the Central Basin Municipal Water District until December 31, 2014.

12. Resolution No. 9401 - Parking Restriction on Street Sweeping Days on Fulton Wells Avenue

Recommendation: That the City Council: 1). Adopt Resolution No. 9401, prohibiting parking for street sweeping purposes on Wednesdays between 11:00 a.m. and 4:00 p.m. on the west side of Fulton Wells Avenue between Lakeland Road and Florence Avenue; and 2). Direct staff to install signage along Fulton Wells Avenue denoting the aforementioned street sweeping parking restrictions.

13. Child Care and Development Program - Relocation to the Gus Velasco Neighborhood Center Temporary Office Units

Recommendation: That the City Council: 1). Authorize the Director of Public Works to relocate the Child Care and Development Program to the Gus Velasco Neighborhood Center Temporary Office Units; 2). Authorize the City Manager to execute an amendment to the Family Center office lease extending the term of the lease to January 31, 2013, and specifying the amount of credit to be paid to the City upon the termination of the lease; and, 3). Authorize the City Manager to allocate the Family Center office rent credit to pay for relocation costs.

14. Resolution No. 9402 – Reappointment of City's Treasurer and Assistant City Treasurer

Recommendation: That the City Council adopt Resolution No. 9402 reappointing the City Treasurer and Assistant City Treasurer to their respective offices for the City, Public Finance Authority, Successor Agency, Housing Successor Agency, Water Utility Authority, and any other related City entity.

15. Authorization to Issue a Request for Qualifications to Provide Private Security for City Facility Rentals

Recommendation: That the City Council authorize the Director of Police Services to issue a Request for Qualifications to Provide Private Security for City Facility Rentals.

Please note: *Item Nos. 16–28 will commence in the 7:00 p.m. hour.*

16. **INVOCATION**

17. **PLEDGE OF ALLEGIANCE**

INTRODUCTIONS

18. Representatives from the Youth Leadership Committee

19. Representatives from the Chamber of Commerce

20. **ANNOUNCEMENTS**

PRESENTATIONS

21. Introduction of New Santa Fe Springs Policing Team Members

22. 2012 Neighborly Elf Christmas Basket Program – Recognition of Donors and Volunteers

23. 2012 Holiday Home Decorating Contest Winners

APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSION

24. Committee Appointments

COUNCIL REORGANIZATION

25. Selection of Liaisons to Various City Committees and Representatives to Governmental Organizations

26. **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.

27. **EXECUTIVE TEAM REPORTS**

28. 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, CMC

Deputy City Clerk

January 17, 2013

Date

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

**DECEMBER 20, 2012
6:00 p.m.**

1. CALL TO ORDER

Mayor Rounds called the meetings to order at 6:05 p.m.

2. ROLL CALL

Present: Councilmembers González, Rios, Trujillo, Mayor Pro Tem Moore, Mayor Rounds

The Deputy City Clerk announced that members of the Public Financing Authority and Water Utility Authority received \$150 for their attendance at meetings.

Also present: Thaddeus McCormack, City Manager; Steven Skolnik, City Attorney; Wayne Morrell, Director of Planning; Noe Negrete, Director of Public Works; Dino Torres, Director of Police Services; Maricela Balderas, Director of Community Services; Jose Gomez, Assistant City Manager/Director of Finance; Mike Crook, Fire Chief; Anita Jimenez, Deputy City Clerk

The Mayor called on the City Attorney to provide members of the audience with the Public Participation guidelines. The City Attorney stated that Under the Brown Act, audience members can address the City Council on any item prior to the Council taking action. He requested that any interested speaker submit a comment card to the Clerk so that the Mayor would know to call on the speaker prior to the Council taking action. Comments are limited to three minutes and should be directed to the Council as a whole. The Council will determine how to respond on the comments.

PUBLIC FINANCING AUTHORITY

3. CONSENT AGENDA

Approval of Minutes

- A. November 20, 2012 Regular Public Financing Authority Meeting

Recommendation: That the Authority approve the minutes as submitted.

Monthly Report

- B. Status of Debt Instruments Issued through the Public Financing Authority

Recommendation: That the Authority receive and file the report.

Director Rios moved the approval of Items 3A and B; Vice Chair Moore seconded the motion which passed unanimously.

WATER UTILITY AUTHORITY

4. CONSENT AGENDA

Approval of Minutes

- A. November 20, 2012 Regular Water Utility Authority Meeting

Recommendation: That the Authority approve the minutes as submitted.

Monthly Report

- B. Update on the Status of the Water-Related Capital Improvement Projects

Recommendation: That the Authority receive and file the report.

Director Trujillo moved the approval of Items 4A and B; Director González seconded the motion which passed unanimously.

NEW BUSINESS

5. Water Well No. 12 (13939 Borate Street) Drilling and Construction – Final Progress Payment

Recommendation: That the Water Utility Authority approve the Final Progress Payment (less 5% Retention) to Best Drilling and Pump, Inc. of Colton, CA in the amount of \$136,857.00 for the subject project.

Director González moved the approval of Item 5; Vice Chair Moore seconded the motion which passed unanimously.

HOUSING SUCCESSOR

There were no items on the Housing Successor agenda for this meeting.

SUCCESSOR AGENCY

There were no items on the Successor Agency agenda for this meeting.

CITY COUNCIL

6. CITY MANAGER REPORT

The City Manager reported that the LA County Flood Control will send out information on a proposed parcel tax measure. Staff will give Council and the community an update at the next Council meeting. The County has also scheduled a webinar on January 3. Councilmembers should let the City Manager know if they are interested in participating.

A successful Core Strategies kickoff meeting was held with staff this week. Six task forces will develop implementation plans to bring back to the Council by March.

The Department of Toxic Substance Control (DTSC) has scheduled a meeting regarding Phibro-tech on January 3, 2013 from 6:00-8:00 p.m., at the Gus Velasco Neighborhood Center. DTSC will send out notices to surrounding residents.

City facilities will be closed Dec. 21, 2012-Jan. 2, 2013. This is a result of negotiated concessions with the labor groups resulting in \$185,000 in labor cost savings.

7. CONSENT AGENDA

Approval of Minutes

A. November 20, 2012 Regular City Council Meeting

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

B. Annual Special Tax Levy Report for Community Facilities District No. 2009-1 (Villages at Heritage Springs) for Fiscal Year 2011-12

Recommendation: That the City Council receive and file the Special Tax Levy Annual Report for Community Facilities District (CFD) 2009-1 for Fiscal Year 2011-12.

Councilmember Trujillo moved the approval of Items 7A and B; Councilmember Rios seconded the motion which passed unanimously.

8. ORDINANCE FOR PASSAGE

Ordinance No. 1037 - Amending Section 93.24 (Q) of the City Code Relating to Fireworks

Recommendation: That the City Council waive further reading and adopt Ordinance No. 1037, an ordinance amending Section 93.24 (Q) of the City Code relating to fireworks.

The City Attorney read the Ordinance by title and stated that the motion should be to waive further reading adopt the Ordinance. Councilmember González moved the approval of Item 8; Councilmember Trujillo seconded the motion which passed by the following roll call vote:

Ayes:	González, Rios, Trujillo, Moore, Rounds
Noes:	None
Absent:	None

NEW BUSINESS

9. FY 2011-12 Preliminary Financial Year-End Review and FY 2013-14 Budget Preparation

Recommendation: That the City Council receive and file the report.

Jose Gomez stated that normally at this time of year the CAFR would be presented, however due to the many tasks involved in the dissolution of redevelopment

agencies, Council is being presented with a snapshot of budget to date. A more comprehensive report will be provided in February.

Councilmember González moved the approval of Item 9; Councilmember Rios seconded the motion which passed unanimously.

Mayor Pro Tem Moore stated that the budget looked good. The City Manager added that the City is in a good place because of actions that the City Council took several months ago to address the fiscal issues at hand.

10. Resolutions No. 9398 and 9399 - City Council Electing to Receive Its Share of the Tax Increment Pass-Through for Amendment No. 4 to the Amended Consolidated Project Area and Amendment No. 2 to the Washington Boulevard Project Area

Recommendation: That the City Council: 1). Approve and adopt Resolution No. 9398 electing to receive its share of the tax increment pass-through for Amendment No. 4 to the Amended Consolidated Project Area; and 2). Approve and adopt Resolution No. 9399 electing to receive its share of the tax increment pass-through for Amendment No. 2 to the Washington Boulevard Project Area.

Councilmember González moved the approval of Item 10; Mayor Pro Tem Moore seconded the motion which passed unanimously.

11. Award of Contract to Provide Services for the Preparation of the 2013-2021 Housing Element Update

Recommendation: That the City Council: 1). Award a contract to Karen Warner Associates in the amount of \$49,682.00 to prepare the 2013-2021 Housing Element Update; and 2). Authorize the Director of Planning to execute the agreement with Karen Warner Associates to prepare the 2013-2021 Housing Element Update.

Mayor Pro Tem Moore moved the approval of Item 11; Councilmember Rios seconded the motion which passed unanimously.

Mayor Pro Tem Moore asked if the City is required to provide a certain amount of low-income housing. The City Manager responded that in the past, the City used housing set-aside funds which are no longer available. The mandate is to change the City's Housing Development plan to accommodate low-income housing. The City Attorney stated that properties acquired with low-income funds must be sold as low-income properties.

12. Rosecrans Avenue/Marquardt Avenue Grade Crossing – Award of Contract

Recommendation: That the City Council: 1). Accept the bids; and 2). Award a contract to Hardy & Harper, Inc. of Santa Ana, California, in the amount of \$606,000.00.

Councilmember Rios moved the approval of Item 12; Mayor Pro Tem Moore seconded the motion which passed unanimously.

13. Norwalk/Santa Fe Springs Transportation Center Parking Lot Improvement Project Phase 2 - Approval to Defer Construction

Recommendation: That the City Council: 1). Defer construction of Norwalk/Santa Fe Springs Transportation Center Parking Improvement Project Phase 2; and 2). Authorize the City Manager take the necessary action(s) to communicate with the granting agencies in accordance with funding guidelines.

Mayor Pro Tem Moore moved the approval of Item 13; Councilmember Trujillo seconded the motion. Councilmember González asked if the City would incur costs if the construction were not deferred. The City Manager stated the City's costs would increase if the construction occurred. Councilmember González stated that it does not make sense for the City to keep spending money on the Transportation Center because a survey indicated that only ½ percent of Santa Fe Springs residents use the center. Currently, only Santa Fe Springs and Norwalk pay all costs associated with the center despite the fact that residents of many surrounding cities use the facility. A parking fee was implemented to recover some of the costs. Mayor Pro Tem Moore asked if there have been any comments from Norwalk City Council regarding the construction deferral. The City Manager stated that, to date, there have been no comments from Norwalk. The City Manager added that the lot had recently been expanded and is not at capacity at this time. He stated that it is not likely that Norwalk will want to expand at this time either. Councilmember González stated that if more people want to park there, they should pay for it through parking fees. The City Manager stated that staff has been talking to Norwalk about contracting out the maintenance. Mayor Pro Tem Moore asked who owns the facility. The City Manager stated that ownership is split between SFS and Norwalk, but Norwalk operates the facility. The City Manager stated that the property could come into the mix of the RDA dissolution. The Neville property was purchased with a combination of grant funds and CDC matching funds. Santa Fe Springs' share was \$288,000. Mayor Pro Tem Moore asked if we would be required to sell it. The City Manager stated that it could be developed as a public facility and added that the Oversight Board should make that decision in the future. The City Attorney stated that the City should take the position that it is devoted to and purchased for the future development of a public facility. The motion passed unanimously.

14. Carmenita Road/Painter Avenue Landscape Improvement Project – Approval of Cooperative Agreement with Los Angeles County

Recommendation: That the City Council: 1). Appropriate \$104,000.00 from the Capital Improvement Plan Reserve Fund to the Carmenita Road/Painter Avenue Landscape Improvement Project; 2). Approve the Cooperative Agreement with the County of Los Angeles for the Carmenita Road/Painter Avenue Landscape Improvement Project; and, 3). Authorize the Mayor to execute said agreement.

Councilmember González moved the approval of Item 14; Councilmember Rios seconded the motion which passed unanimously.

15. Imperial Highway Street Improvements (Shoemaker Avenue to Duffield Avenue) - Approval of Amendment to Agreement 77647 with the County of Los Angeles

Recommendation: That the City Council: 1). Appropriate \$125,500 from the Capital Improvement Plan Reserve Fund to the Imperial Highway Street Improvement project; 2). Approve the Amendment to Agreement 77647 with the County of Los Angeles; and 3). Authorize the Mayor to execute the Amendment to the Agreement.

Mayor Pro Tem Moore moved the approval of Item 15; Councilmember Rios seconded the motion which passed unanimously.

16. Florence Avenue/Interstate 5 Freeway Widening Project - Approval of Utility Agreement No. 7UA-12199 with the State Department of Transportation

Recommendation: That the City Council: 1). Approve Utility Agreement No. 7UA-12199 between the State Department of Transportation and City of Santa Fe Springs for the Florence Avenue/Interstate 5 Freeway Widening Project; and 2). Authorize the Director of Public Works to execute the Utility Agreement.

Councilmember González moved the approval of Item 16; Mayor Pro Tem Moore seconded the motion which passed unanimously.

17. Community Facilities District No. 2002-1 (Bloomfield-Lakeland) – Annual Special Tax Levy Report for Fiscal Year 2011-12

Recommendation: That the City Council receive and file the Special Tax Levy Annual Report for Community Facilities District 2002-1 for Fiscal Year 2011-12.

Mayor Pro Tem Moore moved the approval of Items 17 and 18; Councilmember Trujillo seconded the motion which passed unanimously.

18. Community Facilities District No. 2004-1 (Bloomfield-Florence) – Annual Special Tax Levy Report for Fiscal Year 2011-12

Recommendation: That the City Council: receive and file the Special Tax Levy Annual Report for Community Facilities District 2004-1 for Fiscal Year 2011-12.

See Item 17.

19. Gus Velasco Neighborhood Center Renovation and Modernization Project – Approval of Contract Change Order No. 14 and Final Progress Payment

Recommendation: That the City Council: 1). Approve Contract Change Order No. 14 in the amount of \$71,388; 2). Authorize the Director of Public Works to execute

Contract Change Order No. 14; and, 3). Approve the Final Progress Payment (less 5% Retention) to First National Insurance Company of America in the amount of \$421,870.46.

Councilmember González moved the approval of Item 19; Councilmember Rios seconded the motion which passed unanimously.

20. Award Bid to Downtown Ford Sales for the Purchase of Two (2) 2013 Ford Escape Vehicles

Recommendation: That the City Council award a bid to Downtown Ford Sales for the purchase of two (2) Ford Escape vehicles.

Councilmember González moved the approval of Item 20; Mayor Pro Tem Moore seconded the motion which passed unanimously.

Councilmember González asked if this item went out to bid in the normal fashion and if Carmenita Ford, a Santa Fe Springs company, presented a bid. Jose Gomez stated that the bid was advertised in the normal fashion, but that Downtown Ford had the lowest bid.

21. Authorize the Disposal of Two Surplus Vehicles by Way of Public Auction

Recommendation: That the City Council authorize the disposal of two (2) surplus vehicles and authorize the City Manager or his designee to proceed with the disposal of the vehicles at public auction.

Councilmember Trujillo moved the approval of Item 21; Councilmember Rios seconded the motion which passed unanimously.

22. Request for Approval of a Recyclable Materials Dealer Permit for Fortune Metal Inc. of Rhode Island (Marry Harris, Applicant)

Recommendation: That the City Council approve the issuance of Recyclable Materials Dealer Permit No.27 to Fortune Metal Inc. of Rhode Island for an annual renewal period set to expire on June 30, 2013, subject to the conditions of approval as contained within this report.

Councilmember Rios moved the approval of Item 22; Councilmember Trujillo seconded the motion.

The City Manager stated that this item had been tabled at a previous meeting. Councilmember González would like the Council to put a hold on approving any new recycling permits. The City Manager stated that in this instance, only electronics and scrap metal will be collected. Councilmember González stated that maybe the Council would like to wait on this item until a policy is in place. The City Manager stated that a policy already exists; the challenge is enforcing the policy. Councilmember González asked if it would be cost prohibitive for staff to police this

process. The City Manager stated that it is possible, but he did not feel that it would generate enough revenue to pay for a full-time position. He added that staff is looking into having an audit performed that would uncover underpayment and deter illegal activity. The City Manager stated that the franchised haulers usually are the policing body; they alert us to illegal activity. The City Manager stated that we need these types of facilities to show that we are making "good faith" efforts to divert disposal. Councilmember González stated that we keep adding recycling companies, so it seems we are making it harder to police. The City Manager agreed, but added that the audit should help in this area. The motion passed unanimously.

23. Approval of Out-of-State Travel for Gymnastic Coaches

Recommendation: That the City Council approve out-of-state travel for Gymnastic Coaches Shari Sanchez, Feliciano Castillo, and Christine Gonzalez to attend the Las Vegas Gymnastic Competition called Lady Luck at the South Point Hotel, January 18-20, 2013.

Councilmember González moved the approval of Items 23 and 24; Mayor Pro Tem Moore seconded the motion which passed unanimously.

24. Approval of Out-of-State Travel for Boxing Coach Danny Zamora

Recommendation: That the City Council approve out-of-state travel for Boxing Coach Danny Zamora to attend the 2013 Junior World Team Open Fact Sheet, January 6-11, 2013, in Reno, Nevada.

See Item 23.

Mayor Rounds recessed the meetings at 6:46 p.m.

Mayor Rounds reconvened the meetings at 7:08 p.m.

25. INVOCATION

Councilmember Trujillo gave the Invocation.

26. PLEDGE OF ALLEGIANCE

A member of the Youth Leadership Committee led the Pledge of Allegiance.

INTRODUCTIONS

27. Representative from the Youth Leadership Committee

Wendy Pasillas of the Youth Leadership Committee introduced herself.

28. Representatives from the Chamber of Commerce

Mayor Rounds introduced former Whittier City Councilman Greg Nordbak.

The Mayor introduced the Masters of Harmony who entertained the audience.

29. ANNOUNCEMENTS

The Mayor called upon Maricela Balderas for the community announcements.

APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSION

30. Committee Appointments

None.

31. ORAL COMMUNICATIONS

Mayor Rounds opened Oral Communications at 7:20 p.m. Greg Nordbak wished the Council a Happy Holiday season. Santa made an appearance. Mayor Rounds closed Oral Communications at 7:24 p.m.

32. EXECUTIVE TEAM REPORTS

Councilmember Rios commended JoAnn Madrid and staff at Heritage Park for the excellent Las Posadas event. Wayne Morrell gave "Complements of the Season." A number of items in Planning have been accomplished – staff was able to keep Superior Press and Western Corrugated Design from leaving Santa Fe Springs, and Waku International, a new company, has located in the City. Noe Negrete gave Council a quarterly update on the Valley View Grade Separation. Mayor Pro Tem Moore asked if there have been any industrial accidents. Mr. Negrete reported that there had been some gas leaks and thefts on the job, but no industrial accidents. Dino Torres reported that he met with various school superintendents to let them know Police Services was available if they wanted to assistance in dealing with the tragic school shooting and/or to review emergency plans. Fire Chief Mike Crook stated that the Department of Fire Rescue would be hosting a toy drive at the Four Winds Apartments on Friday. The toys will be donated to various churches in the City. Jose Gomez reported good news from State Dept of Finance; the City successfully appealed a decision that previously disallowed an expenditure listed on the City's ROPS. Maricela Balderas reported that with the help of 285 volunteers, 350 Christmas baskets were distributed at the Neighborly Elf event. Family & Human Servics staff is packing and preparing to move into the renovated center on Jan. 7. The Council wished everyone Happy Holidays.

33. ADJOURNMENT

At 7:48 p.m., Mayor Rounds adjourned the meetings in memory of Edila Barba, Councilmember Trujillo's aunt.

Richard J. Moore, Mayor

ATTEST:

Anita Jimenez, CMC
Deputy City Clerk

Date



City of Santa Fe Springs

Public Financing Authority Meeting

January 24, 2013

NEW BUSINESS

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

RECOMMENDATION

That the Public Financing Authority receive and file the report.

BACKGROUND

The Santa Fe Springs Public Financing Authority is the City entity that is utilized to facilitate the issuance of public purpose debt in Santa Fe Springs. The following is a brief status report on the debt instruments currently outstanding that were issued through this financing authority.

Consolidated Redevelopment Project 2001 Tax Allocation Refunding Bonds

Financing proceeds available for appropriation at 12/31/12	None
Outstanding principal at 12/31/12	\$18,240,000

Consolidated Redevelopment Project 2002 Tax Allocation Refunding Bonds

Financing proceeds available for appropriation at 12/31/12	None
Outstanding principal at 12/31/12	\$10,785,000

Consolidated Redevelopment Project 2003 Taxable Tax Allocation Refunding Bonds

Financing proceeds available for appropriation at 12/31/12	None
Outstanding principal at 12/31/12	\$3,690,000

Water Revenue Bonds, 2003 Series A

Financing proceeds available for appropriation at 12/31/12	None
Outstanding principal at 12/31/12	\$4,270,000

Water Revenue Bonds, 2005 Series A

Financing proceeds available for appropriation at 12/31/12	None
Outstanding principal at 12/31/12	\$2,780,000

Consolidated Redevelopment Project 2006-A Tax Allocation Bonds

Financing proceeds available for appropriation at 12/31/12	1,538,121*
Outstanding principal at 12/31/12	\$32,512,769

Consolidated Redevelopment Project 2006-B Taxable Tax Allocation Bonds

Financing proceeds available for appropriation at 12/31/12

None

Outstanding principal at 12/31/12

\$12,045,000

Consolidated Redevelopment Project 2007-A Tax Allocation Refunding Bonds

Financing proceeds available for appropriation at 12/31/12

None

Outstanding principal at 12/31/12

\$40,700,000

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

The former Community Development Commission was dissolved by State law effective 2/1/12 and is administered by the City acting as Successor Agency under the oversight of the appointed Oversight Board. The Successor Agency will no longer receive tax increment. It is anticipated that sufficient allocations from the Redevelopment Property Tax Trust Fund will be made to Successor Agency to meet the debt service obligations.



Thaddeus McCormack
City Manager/Executive Director

* \$1,538,121 of 2006-A tax exempt bond funds had been used for property acquisitions in relation to the Valley View Grade Separation Project. These funds were reimbursed from Federal, State and County sources in May 2011. However, due to the Supreme Court decision upholding AB1X 26 it is recommended that the Commission does not spend any additional bond proceeds until clarification is reached about the impact of AB1X 26 on the use of unspent bond proceeds.

Additionally, appropriated but unspent proceeds on hand are currently not being spent pending further clarification about the future of unspent bond proceeds.

PLEASE SEE ITEM 3A



City of Santa Fe Springs

Water Utility Authority Meeting

January 24, 2013

NEW BUSINESS

Status Update of Water-Related Capital Improvement Projects

RECOMMENDATION

That the Water Utility Authority receive and file the report.

BACKGROUND

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

Interstate 5 Water Main Relocation for the Carmenita Road Segment

Staff continues to coordinate with Caltrans and the City's construction contractor, Vido Artukovich & Son, on completing the I-5 water main relocation project. Final connections are currently being made tying in the newly installed water mains thus eliminating the old water mains. Staff continues to coordinate with local business owners affected by the I-5 widening project.

New Water Well Located Within Zone II (Well No. 12)

The results of all pump tests conducted during the initial stages of well development are currently being used to design the mechanical portion of the well. The well is currently in the final design phase.

FISCAL IMPACT

The projects are fully funded through the Water Fund. The water main relocation project costs will be reimbursed by Caltrans.

INFRASTRUCTURE IMPACT

A fully functioning water production well will provide a source of potable water within Zone II and the water well will enhance the reliability of the City's water system.


Thaddeus McCormack
Executive Director

Attachment(s):

None.

Report Submitted By: Noe Negrete, Director
Department of Public Works

Date of Report: January 16, 2013

4B

PLEASE SEE ITEM 3A



City of Santa Fe Springs

City Council Meeting

January 24, 2013

ORDINANCE FOR PASSAGE

Ordinance No. 1038 – Granting a Franchise to Crimson California Pipeline, L.P. for Maintenance and Operation of Pipelines in City Streets

RECOMMENDATION

That the City Council waive further reading and adopt Ordinance No. 1038 granting a franchise to Crimson California Pipeline, L.P.

BACKGROUND

Ordinance No. 1038 passed its first reading at the January 10, 2013 City Council meeting. This ordinance would grant Crimson California Pipeline, L.P. a franchise to continue operating its pipelines in the City for a 10-year period.

Thaddeus McCormack
City Manager

Attachment(s):
Ordinance No. 1038

Report Submitted By: Noe Negrete, Director
Department of Public Works

Date of Report: January 11, 2013

ORDINANCE NO. 1038

**AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF SANTA FE SPRINGS, CALIFORNIA
GRANTING A FRANCHISE TO CRIMSON CALIFORNIA PIPELINE, L.P.
IN THE CITY OF SANTA FE SPRINGS**

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS as follows:

Section 1: The franchise is hereby granted to Crimson California Pipeline, L.P., its successors and assigns, for a period of ten (10) years, to construct, maintain, operate, renew, repair, change the size of, remove and/or abandon in place pipelines for the transportation of petroleum, oil and liquid hydrocarbon products thereof, gas or water, together with all manholes, valves, communication cables, appurtenances and service connections used in connection therewith, necessary or convenient for the operation of such lines, in, under, along and across any and all public streets, alleys and highways now or hereafter dedicated to public use in the City of Santa Fe Springs.

Section 2. The Grantee shall, during the life of this franchise, pay to the City of Santa Fe Springs, in lawful money of the United States, and in the manner provided by law, an annual franchise fee computed by multiplying the sum of four cents (\$.04) times the nominal internal diameter of the pipe, expressed in inches, times the number of lineal feet of such pipe within the public streets, ways, alleys, or other public places within the City. In the event that such payment is not made, the City Council of the City of Santa Fe Springs may declare said franchise forfeited.

The City reserves the right, upon one year's written notice to the Grantee, to revise the foregoing annual franchise fee to any fee or fee basis which is then allowable under the laws of the State of California and of the City. If the franchise fee as determined by the City is unacceptable to Grantee, Grantee shall have the right, upon six months advance written notice to City, to terminate this franchise. Any such change shall be prospective in operation.

Section 3. CRIMSON CALIFORNIA PIPELINE, L.P. shall hydro-test all underground pipelines subject to this franchise, pursuant to the California Pipeline Safety Act of 1982. Soil testing under the pipelines shall be conducted pursuant to State and Federal requirements and in the event a leak has occurred involving Crimson California Pipeline, L.P.'s facility at a specific location.

At all times during the term of this franchise, CRIMSON CALIFORNIA PIPELINE, L.P. shall maintain emergency response equipment and trained personnel for the purposes of implementing emergency response. Personnel shall be trained and equipment shall be maintained pursuant to Federal and State laws, rules or regulations.

Section 4. Abandonment of pipelines shall be done according to City specification. Said specification shall include that all above ground pipes, valves, etc., shall be removed, ends shall be plated after filling pipes with slurry sand, or other product as approved by the City Engineer, and a fee of one-half (½) the estimated cost of removal shall be paid to the City of Santa Fe Springs. The franchise holder shall then have no further responsibility for the abandoned facilities, nor shall Grantee pay any annual fees for such facilities. If these conditions are not satisfied, the proposed abandoned facilities shall be considered as being deactivated and shall remain the responsibility of the Grantee, and shall remain on their records and maps and the annual fees shall be paid. In the event that such payment is not made, the City Council of the City of Santa Fe Springs may declare said franchise forfeited and Grantee shall pay to the City all costs for removal of the pipelines and appurtenances.

CRIMSON CALIFORNIA PIPELINE, L.P. shall prepare and furnish to the City Fire Department an environmental assessment for the removal or abandonment of any underground pipeline covered by this franchise. For the purpose of this section, "environmental assessment" shall mean excavation activities and the discovery and handling of environmental contamination during a preliminary site investigation in compliance with applicable Federal and/or State laws, rules or regulations.

Section 5. This franchise is issued subject to and pursuant to the provisions of Chapter 114 of the Santa Fe Springs City Code entitled "Franchises," except as otherwise specified herein. Said Chapter 114 shall be deemed to be a part of any franchise granted hereunder.

Section 6. This franchise is subject to the provisions of the Franchise Act of 1937 (Sections 6201, et seq. of the Public Utilities Code of the State of California).

Section 7. Prior to the issuance of any excavation permit or the construction of any pipeline, the Grantee shall obtain approval from the Director of Public Works of the City. In granting or withholding such approval, the Director of Public Works shall take into consideration the following factors:

- (a) Whether or not the proposed route or location of the pipeline will create excessive problems during construction or during maintenance of said pipelines.
- (b) Traffic density along the proposed route.
- (c) The condition of existing pavement in the public right-of-way when pavement reconstruction is required for the installation of the proposed pipeline.
- (d) The density of population or structural development in the area through which the pipeline is proposed to be routed.
- (e) The extent of other subsurface structures in the vicinity of the proposed route.

(f) The need for the City to install City facilities within the trench.

PASSED and ADOPTED this ____ day of _____ 2013, by the following
called vote at a regular meeting of the City Council of the City of Santa Fe Springs:

AYES:

NOES:

ABSENT:

MAYOR

ATTEST:

DEPUTY CITY CLERK



City of Santa Fe Springs

City Council Meeting

January 24, 2013

ORDINANCE FOR PASSAGE

Ordinance No. 1039 – Granting a Franchise to Cardinal Pipeline, L.P. for Maintenance and Operation of Pipelines in City Streets

RECOMMENDATION

That the City Council waive further reading and adopt Ordinance No. 1039 granting a franchise to Cardinal Pipeline, L.P.

BACKGROUND

Ordinance No. 1039 passed its first reading at the January 10, 2013 City Council meeting. This ordinance would grant Cardinal Pipeline, L.P. a franchise to continue operating its pipelines in the City for a 10-year period.

Thaddeus McCormack
City Manager

Attachment(s):

Ordinance No. 1039

Report Submitted By: Noe Negrete, Director
Department of Public Works

Date of Report: January 11, 2013

ORDINANCE NO. 1039

**AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF SANTA FE SPRINGS, CALIFORNIA
GRANTING A FRANCHISE TO CARDINAL PIPELINE, L.P.
IN THE CITY OF SANTA FE SPRINGS**

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS as follows:

Section 1: The franchise is hereby granted to Cardinal Pipeline, L.P., its successors and assigns, for a period of ten (10) years, to construct, maintain, operate, renew, repair, change the size of, remove and/or abandon in place pipelines for the transportation of petroleum, oil and liquid hydrocarbon products thereof, gas or water, together with all manholes, valves, communication cables, appurtenances and service connections used in connection therewith, necessary or convenient for the operation of such lines, in, under, along and across any and all public streets, alleys and highways now or hereafter dedicated to public use in the City of Santa Fe Springs.

Section 2. The Grantee shall, during the life of this franchise, pay to the City of Santa Fe Springs, in lawful money of the United States, and in the manner provided by law, an annual franchise fee computed by multiplying the sum of four cents (\$.04) times the nominal internal diameter of the pipe, expressed in inches, times the number of lineal feet of such pipe within the public streets, ways, alleys, or other public places within the City. In the event that such payment is not made, the City Council of the City of Santa Fe Springs may declare said franchise forfeited.

The City reserves the right, upon one year's written notice to the Grantee, to revise the foregoing annual franchise fee to any fee or fee basis which is then allowable under the laws of the State of California and of the City. If the franchise fee as determined by the City is unacceptable to Grantee, Grantee shall have the right, upon six months advance written notice to City, to terminate this franchise. Any such change shall be prospective in operation.

Section 3. CARDINAL PIPELINE, L.P. shall hydro-test all underground pipelines subject to this franchise, pursuant to the California Pipeline Safety Act of 1982. Soil testing under the pipelines shall be conducted pursuant to State and Federal requirements and in the event a leak has occurred involving an Cardinal Pipeline, L.P. facility at a specific location.

At all times during the term of this franchise, CARDINAL PIPELINE, L.P. shall maintain emergency response equipment and trained personnel for the purposes of implementing emergency response. Personnel shall be trained and equipment shall be maintained pursuant to Federal and State laws, rules or regulations.

Section 4. Abandonment of pipelines shall be done according to City specification. Said specification shall include that all above ground pipes, valves, etc., shall be removed, ends shall be plated after filling pipes with slurry sand, or other product as approved by the City Engineer, and a fee of one-half ($\frac{1}{2}$) the estimated cost of removal shall be paid to the City of Santa Fe Springs. The franchise holder shall then have no further responsibility for the abandoned facilities, nor shall Grantee pay any annual fees for such facilities. If these conditions are not satisfied, the proposed abandoned facilities shall be considered as being deactivated and shall remain the responsibility of the Grantee, and shall remain on their records and maps and the annual fees shall be paid. In the event that such payment is not made, the City Council of the City of Santa Fe Springs may declare said franchise forfeited and Grantee shall pay to the City all costs for removal of the pipelines and appurtenances.

CARDINAL PIPELINE, L.P. shall prepare and furnish to the City Fire Department an environmental assessment for the removal or abandonment of any underground pipeline covered by this franchise. For the purpose of this section, "environmental assessment" shall mean excavation activities and the discovery and handling of environmental contamination during a preliminary site investigation in compliance with applicable Federal and/or State laws, rules or regulations.

Section 5. This franchise is issued subject to and pursuant to the provisions of Chapter 114 of the Santa Fe Springs City Code entitled "Franchises," except as otherwise specified herein. Said Chapter 114 shall be deemed to be a part of any franchise granted hereunder.

Section 6. This franchise is subject to the provisions of the Franchise Act of 1937 (Sections 6201, et seq. of the Public Utilities Code of the State of California).

Section 7. Prior to the issuance of any excavation permit or the construction of any pipeline, the Grantee shall obtain approval from the Director of Public Works of the City. In granting or withholding such approval, the Director of Public Works shall take into consideration the following factors:

- (a) Whether or not the proposed route or location of the pipeline will create excessive problems during construction or during maintenance of said pipelines.
- (b) Traffic density along the proposed route.
- (c) The condition of existing pavement in the public right-of-way when pavement reconstruction is required for the installation of the proposed pipeline.
- (d) The density of population or structural development in the area through which the pipeline is proposed to be routed.
- (e) The extent of other subsurface structures in the vicinity of the proposed route.
- (f) The need for the City to install City facilities within the trench.

PASSED and ADOPTED this ____ day of _____ 2013, by the following
called vote at a regular meeting of the City Council of the City of Santa Fe Springs:

AYES:

NOES:

ABSENT:

MAYOR

ATTEST:

DEPUTY CITY CLERK



City of Santa Fe Springs

City Council Meeting

January 24, 2013

NEW BUSINESS

Resolution No. 9400 – Making a Finding as to the Industrial Disability of Patrick Craddick

RECOMMENDATION

That the City Council approve Resolution No. 9400 making a finding as to the industrial disability of Patrick Craddick.

BACKGROUND

Patrick Craddick retired from his position as Fire Captain on December 31, 2012, after 30 years of City service.

On January 15, 2013, at an interactive accommodations meeting with Mr. Craddick, it was determined that there is sufficient medical evidence that Mr. Craddick would not be able to return to his usual and customary employment as a Fire Captain.

According to York Insurance Services Group, the City's third party workers compensation administrator through the California Joint Powers Authority (CJPIA), the available competent medical opinion and evidence finds Mr. Craddick to be permanent and stationary, and incapacitated within the meaning of the Public Employees Retirement Law for performance of his duties as a Fire Captain. Furthermore, Mr. Craddick's disability is a result of injury or diseases that has arisen out of and in the course of his employment.

Staff therefore recommends that the City Council approve the attached Resolution, making a finding as to the industrial disability of Patrick Craddick.

A handwritten signature in black ink, appearing to read "Thaddeus McCormack", is positioned above the printed name.

Thaddeus McCormack
City Manager

Attachment:
Resolution 9400

RESOLUTION NO. 9400

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA
FE SPRINGS MAKING A FINDING AS TO THE INDUSTRIAL
DISABILITY OF PATRICK CRADDICK**

WHEREAS, the City of Santa Fe Springs (hereinafter referred to as Agency) is a contracting agency of the Public Employees' Retirement System;

WHEREAS, the Public Employees' Retirement Law requires that a contracting agency determine whether an employee of such agency in employment in which he is classified as a local safety member is disabled for purposes of the Public Employee's Retirement Law and whether such disability is "industrial" within the meaning of such Law;

WHEREAS, an application for industrial disability retirement of Patrick Craddick, employed by the Agency in the position of Fire Captain, has been filed with the Public Employees' Retirement System; and

WHEREAS, the City of Santa Fe Springs has reviewed the available medical reports and other evidence relevant to such alleged disability;

NOW, THEREFORE, BE IT RESOLVED that the City of Santa Fe Springs find and determine and it does hereby find and determine that Patrick Craddick is incapacitated within the meaning of the Public Employees' Retirement Law for performance of his duties in the position of Fire Captain; and

BE IT FURTHER RESOLVED that the City of Santa Fe Springs find and determine and it does hereby find and determine that such disability is a result of injury or disease arising out of and in the course of employment. Neither said Patrick Craddick nor the agency, City of Santa Fe Springs, has applied to the Workers' Compensation Appeals Board for a determination pursuant to Section 21166 whether such disability is industrial.

BE IT FURTHER RESOLVED that the member will retire from his employment in the position of Fire Captain, effective December 31, 2012, and that no dispute as to the expiration of such leave rights is pending. His last day on pay status is December 30, 2012. Advanced Disability Pension payments will be made in the amount of \$5948 per month, beginning January 1, 2013. There is not a possibility of third party liability. The primary disabling conditions are orthopedic.

PASSED AND ADOPTED this 24th day of January, 2013.

MAYOR

ATTEST:

DEPUTY CITY CLERK



City of Santa Fe Springs

City Council Meeting

January 24, 2013

NEW BUSINESS

Engineering Design Services for City Hall Heating, Ventilation and Air Conditioning System Upgrade – Authorization to Issue Request for Proposals

RECOMMENDATION

That the City Council authorize the Director of Public Works to issue a Request for Proposals for Engineering Design Services for City Hall Heating, Ventilation, and Air Conditioning System Upgrade.

BACKGROUND

In the summer of 2012, due to equipment malfunctions and its antiquated nature, the City Hall south section central HVAC system failed. The original HVAC system was installed in 1966 at the time City Hall was constructed. Modifications to the system were implemented as part of the south section expansion in 1977, with further changes implemented in 1981 and 1989. The north section of City Hall was separated from the rest of City Hall in 2006, leading to still further modifications in the south section, resulting in a centralized south section HVAC system that at best represented a patch work of short term fixes, repairs, and minor upgrades.

Subsequent to the system failure, staff retained two firms to independently inspect, evaluate and provide recommendations to repair the system. The results indicated extensive repairs, as well as an inability to assure that such repairs would prove worth the investment. As such, both firms recommended that a new system be installed; even temporary repairs were not considered feasible.

The City has obtained nearly 50 years of service life from the existing system; however, at this time significant upgrade is necessary. As such, staff has prepared the attached Request For Proposals.

FISCAL IMPACT

An appropriation of funds will be recommended by staff upon award of contract.

INFRASTRUCTURE IMPACT

Upgrading the existing HVAC system will improve City Hall for residents and businesses alike who routinely conduct business in this building. The upgrade will also provide for a better working environment for staff as well.


Thaddeus McCormack
City Manager

Attachment(s):

Request for Proposals

Report Submitted By: Noe Negrete, Director
Department of Public Works

Date of Report: January 16, 2013

CITY OF SANTA FE SPRINGS

REQUEST FOR PROPOSALS

ENGINEERING DESIGN SERVICES FOR CITY HALL HEATING, VENTILATION, AND AIR CONDITIONING SYSTEM UPGRADE



DEPARTMENT OF PUBLIC WORKS



11710 Telegraph Road CA 90670-3679 (562) 868-0511 Fax (562) 868-7112 www.santafesprings.org

"A great place to live, work, and play"

January 25, 2013

SUBJECT: NOTICE OF REQUEST FOR PROPOSALS

PROJECT: ENGINEERING DESIGN SERVICES FOR CITY HALL HEATING,
VENTILATION, AND AIR CONDITIONING SYSTEM UPGRADE

To All Interested Parties:

The City of Santa Fe Springs (SFS) is seeking proposals from qualified firms to provide engineering design services to prepare plans, specifications and estimates for City Hall Heating, Ventilation, and Air Conditioning (HVAC) System Upgrade. The consultant selected by the City shall have extensive experience and familiarity with the design and installation of package unit HVAC systems to all electrical, mechanical and Fire Department Codes and ASHRAE standards. All work is to be performed under the supervision of a Professional Engineer or Structural Engineer currently licensed to practice in the State of California. Proposers are asked to submit their Proposals and written statements of technical qualifications for completing the work in accordance with and as specified in this Request for Proposals (RFP). Failure to comply with the requirements identified in the RFP may render a Proposal non-responsive. The specific services requested are described in the Scope of Services included in this RFP.

- A. **Submission of Proposals. In order to be considered, the Proposal must be received by the Department of Public Works, City of Santa Fe Springs, by 3:00 p.m. on Tuesday, February 26, 2013.**

Interested Proposers must submit six (6) copies of their Proposal labeled "Proposal for Engineering Design Services for City Hall Heating, Ventilation, and Air Conditioning System Upgrade" to:

Noe Negrete, Director of Public Works
City of Santa Fe Springs
11710 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 Proposer unopened.

The RFP can be downloaded from the SFS website which can be found at (http://www.santafesprings.org/depts/public_works/results.asp). In the event information cannot be downloaded from the SFS website, Proposers should contact the Engineering Division, by fax at (562) 409-7651 or by email at publicworks@santafesprings.org, to request copies of the information they are unable to obtain through the SFS website.

Pre-Submittal Meeting. A non-mandatory Pre-Submittal Meeting for this Proposal has been scheduled to begin at 9:00 a.m. and conclude by 11:00 a.m., Wednesday February 13, 2013. Attendees will be granted two hours to access City Hall roof and attic crawl space to observe, measure and verify the condition of the existing City Hall building and HVAC infrastructure, in support of their Proposal.

- B. Requests for Information. All questions regarding this RFP must be directed to Mr. Ted Rigoni, Senior Project Manager, who can be reached by email at onward@santafesprings.org, or at (562) 868-0511, extension 7547. Do not otherwise call or contact City staff.

Sincerely,

Noe Negrete
Director of Public Works

NN/tcr/mc

REQUEST FOR PROPOSALS

ENGINEERING DESIGN SERVICES FOR CITY HALL HEATING, VENTILATION, AND AIR CONDITIONING SYSTEM UPGRADE

1. PROJECT DESCRIPTION

The City of Santa Fe Springs (SFS) is seeking Proposals from qualified firms to provide engineering design services to prepare plans, specifications and estimates for City Hall Heating, Ventilation, and Air Conditioning (HVAC) System Upgrade. Specifically, the system upgrade shall include the design of HVAC package units, zone heating/cooling system, including zones with efficient climate control and operation. The upgraded HVAC components shall be designed with the required size and number of unit components to provide the necessary heating, ventilation and cooling for the area designated as the south section of City Hall, and the basement computer server room, meeting all electrical, mechanical and Fire Department Codes and ASHRAE standards. The design shall also include structural calculations prepared by a registered Civil/Structural Engineer in the State of California, to confirm the new rooftop package units are placed meeting all applicable codes. The HVAC system upgrade may utilize any or all of the existing ducting, registers, vents, components and any other portions of the existing system that may be repaired or reused, and still meet current standards. The City Hall ceiling in the south section shall be protected in place to the greatest extent possible, with new ducting to be located in the attic crawl space, atop the building roof, or suspended from the existing ceiling. The HVAC system upgrade shall be of the latest technology and highest in energy efficiency. The abandoned portions of the existing HVAC system shall be removed from City Hall to accommodate the system upgrade. The Firm selected by the City shall have extensive experience and familiarity with the design of HVAC systems.

Proposers are asked to submit their Proposals and written statements of technical qualifications for completing the work in accordance with and as specified in this Request for Proposals (RFP). Firms that cannot meet the schedule as outlined in Section 10 of this RFP are discouraged in submitting a Proposal. Failure to comply with the requirements identified in the RFP may render a Proposal non-responsive. The specific services requested are described in the Scope of Services included within this RFP.

2. TIMELINE TO SOLICIT PROPOSALS

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

Activity Description	Date/Time
Request for Proposals Released	Monday, January 25, 2013 10:00 a.m.
Pre-Submittal Meeting (<i>Non-Mandatory</i>)	Wednesday, February 13, 2013 9:00 a.m. – 11:00 a.m.
Deadline to Submit Questions	Thursday, February 14, 2013 at 4:00 p.m.
Deadline to Receive Proposals	Tuesday, February 26, 2013 at 3:00 p.m.

SFS reserves the right to modify any element of the timeline should that become necessary.

3. **PRE-SUBMITTAL MEETING**

A non-mandatory Pre-Submittal Meeting for this Proposal has been scheduled for 9:00 a.m., Wednesday, February 13, 2013. Attendees will be granted two hours to access City Hall roof and attic crawl space to observe, measure and verify the condition of the existing City Hall building and HVAC infrastructure, in support of their Proposal.

4. **SUBMISSION OF PROPOSALS**

To be considered, the Proposals must be received by the Department of Public Works, City of Santa Fe Springs, by 3:00 p.m. on Tuesday, February 26, 2013. Interested firms shall submit six (6) copies of their Proposal labeled "Proposal for Engineering Design Services for Santa Fe Springs City Hall, South Section, HVAC System Upgrade" to:

Noe Negrete, Director of Public Works
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670-3658

The firm's name and address shall be clearly marked on the outside of the envelope. Proposals, and amendments to Proposals, received after the date and time specified above will not be accepted and will be returned to the Firm unopened. The RFP can be downloaded from the SFS website. Faxed or e-mailed Proposals will not be accepted nor will the City entertain any sales calls or presentations during the RFP process.

5. **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/depts/public_works/results.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 the Consultant to check the SFS website regularly during the solicitation period for updated information. No requests for additional information shall be accepted 48 hours prior to Proposal deadline. **By submitting a Proposal, Consultant(s) 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, Consultants should contact the Engineering Division, at (562) 409-7540 or by email at publicworks@santafesprings.org, to request copies of the information they are unable to obtain through the SFS website.

6. **QUESTIONS AND REQUESTS FOR CLARIFICATIONS**

- A. Contact Person for the Project. All questions or contacts regarding this RFP must be directed to Mr. Ted Rigoni, Senior Project Manager, who can be reached by email at onward@santafesprings.org, or at (562) 868-0511, extension 7547.
- B. Clarifications of the RFP. Consultants are encouraged to promptly notify SFS of any apparent errors or inconsistencies in the RFP, inclusive of all attachments, exhibits and appendices. Should a Consultant require clarifications to this RFP, the Consultant 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/depts/public_works/results.asp.
- C. Questions must be received in writing prior to Thursday, February 14, 2013 at 4:00 p.m. Questions can be sent via e-mail or facsimile to onward@santafesprings.org or (562) 409-7651. Questions received after this date and time will not be responded to.

7. **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. Consultants will be required to document that they are aware of all addenda issued by SFS in their Proposal.

8. **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 Firm who elects to submit a Proposal in response to this RFP or by any Firm that is selected. Pre-Contractual expenses are defined as expenses incurred by Firms and the selected Consultant, if any, in:

- Preparing a Proposal and related information in response to this RFP, including project site and background investigations;
- 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 Firm prior to the date of award, if any, of an agreement, and formal notice to proceed.

SFS will provide 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 Consultant. SFS will be responsible for providing available technical data as well as consultation as requested by the Consultant.

9. **SCOPE OF SERVICES**

The selected Firm will be responsible for doing all things necessary to investigate, plan, design, prepare plans, technical specifications and engineer's estimate, provide construction support, and any other professional services the City requires for the design of an upgraded HVAC system, comprised of package units, servicing the south section of City Hall, and the basement computer service room, meeting ASHRAE Standards, and electrical, mechanical and City Fire Codes. The Firm shall be responsible for all associated building utility research/investigation of existing and proposed utilities service/capacity/connection points.

All labor and materials related to the Project, including research and materials, shall be the responsibility of the Consultant.

- A. Task No. 1: Review Record Information. The Consultant shall meet with City engineering and facilities staff to obtain available record information, data, electronic files of existing facilities, to assist with Consultant's preparation of plans, specifications and construction estimate, sequencing of the work, etc.
- B. Task No. 2: Prepare Detailed Plans, Specifications, and Estimates. The Consultant shall prepare a complete set of plans, technical specifications and estimates as needed to advertise and complete the Project in accordance with City's standard format for specifications. The Consultant shall not begin preparation on the specifications without first having received the City's boilerplate specification documents. The information shall be sufficiently detailed in order to receive uniform bids and to provide for accurate construction methods.
- C. Task No. 3 Define Construction Method: The selected Consultant shall provide a recommended construction sequencing methodology to ensure that the upgrade work can occur without disrupting City Hall employees or operations. The provided sequencing methodology shall include recommendations of likely crane characteristics (type, size, length of time to install, etc.) needed to install the final designed HVAC package units, demolition and removal of the abandoned existing HVAC components, and modifications to the remaining portions of the existing HVAC system so as not to interfere with the maintenance and operation of the new HVAC upgrade.
- D. Task No. 4: Provide Construction Support. The Consultant shall provide construction support to the City and the City's Consultant as needed to facilitate

completion of the work as described herein. This includes assisting the City in responding to all requests for information and reviewing submittals and shop drawings as necessary.

10. **SCHEDULE FOR PHASES OF WORK**

The following represents the schedule for completing all design, plans and specifications and construction cost estimate (design documents):

Task Description	Date
Advertise RFP	January 25, 2013
<i>Pre-Submittal Meeting (Non-Mandatory)</i>	February 13, 2013
Deadline to Submit Questions	February 14, 2013
Proposals Due	February 26, 2013
Issue Contract NTP (design)	April 8, 2013
Complete Design Documents	May 7, 2013

The City reserves the right to alter the schedule for selecting a Firm and awarding a Contract, should such action be needed to accommodate the City.

11. **DELIVERABLES**

- A. Three (3) hardcopies (24" x 36") on bond of 75%, 90% and final plans and specifications for each segment and supporting documentation for City review and comment.
- B. One (1) hardcopy and one (1) digital copy of final plans, specifications and estimates, not limited to the following information:
 - i. Mylar set of final signed HVAC upgrade plans.
 - ii. Electronic files of construction plans, specifications and estimates. The plans shall be in an AutoCAD 2004 format.
 - iii. Electronic files in Microsoft Excel or Microsoft Word formats are acceptable for all other documentation. PDF files for final submittal will not be accepted.

12. **CONFLICT OF INTEREST**

Firms are advised that SFS intends to award a Contract through a process of full and open competition. By responding to this RFP, each Firm represents to the best of its knowledge that:

- Neither Consultant, nor any of its affiliates, proposed Subconsultants, and associated staff, have communicated with any member of the SFS since the release of this RFP on any matter related to this RFP except to the extent specified in this RFP;

- Neither Consultant, nor any of its affiliates, proposed Subconsultants and associated staff, has obtained or used any information regarding this RFP and the proposed services that has not been generally available to all Consultants;
- 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 Consultant, nor any of its affiliates, proposed Subconsultants, or associated staff, have any financial interest in any property that will be affected by this project; and
- Neither Consultant, 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 SFS who exercises any functions or responsibilities in connection with the referenced projects.

13. **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 thirty-five (35) double-spaced 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 or Project exhibits. 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.

Consultants are required to prepare their written Proposals in accordance with the instructions outlined below. Deviations from these instructions may be construed as non-responsive and may be cause for disqualification. Emphasis should be placed on accuracy, completeness, and clarity of content.

The written Proposal should be organized as described below. Each section of the written Proposal should contain the title of that section, with the response following the title. The following are the required titles with a brief statement as to that section's desired content:

A. Letter of Offer. The Letter of Offer shall be addressed to Noe Negrete, Director of Public Works, City of Santa Fe Springs, and at a minimum, must contain the following:

- Identification of Consultant, including name, address, and telephone number;
- Name, title, address, e-mail, and telephone number of contact person;
- A statement to the effect that the Proposal shall remain valid for a period of not less than one-hundred eighty (180) calendar days from the date of submittal; and

- Signature of a person authorized to bind the Consultant to the terms of the Proposal.
- B. Cover Letter/Executive Summary. The cover letter shall be limited to three (3) 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 Consultant's Firm. The cover letter shall, at a minimum, contain the following:
- Identification of the person within the Consultant's firm that has the authority to negotiate with SFS and to execute on behalf of the Consultant 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 Consultant during the period of Proposal evaluation.
 - Identification of all proposed Consultants or Subconsultants, including legal name of the company, address and contact person.
 - Acknowledgement that Consultant is obligated by all addenda to this RFP.
 - A statement that the Proposal submitted shall remain valid for one-hundred eighty (180) calendar days from the submittal deadline.
 - Signature of a person authorized to bind Consultant to the terms of the Proposal.
 - Signed statement attesting that all information submitted with the Proposal is true and correct.
- C. Qualifications of the Firm. This section of the Proposal shall explain the ability of the Consultant to satisfactorily perform the required work. More specifically, in this section, the Consultant shall:
- Provide a profile of the Consultant 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 Consultant'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 Consultant's ability to provide services in accordance with this RFP.)

- Provide information on the strength and stability of the Consultant; current staffing capability and availability; current work load; and proven record of meeting schedules on similar types of projects.
 - A list of similar projects that the firm has completed within the last five years. Information on the completed projects should include project name and description, agency and client name along with the person to contact and telephone number, year completed, Contract fee, and the final project cost.
- D. Proposed Staffing and Project Organization. This section of the Proposal should establish the method that will be used by the Consultant to organize and provide services as required in this RFP. In addition, this section should also identify key personnel to be assigned and their qualifications and experience.

The Proposal should include the following information:

- The education, experience and applicable professional credentials of project staff. Include applicable professional credentials of “key” staff.
 - Brief resumes, not more than two (2) pages each, for the individuals proposed as key personnel.
 - The identity of key personnel proposed to perform the work in the specified tasks, including major areas of the work. Include the person’s name, current location, and proposed position for this project, current assignment, and level of commitment to that assignment, availability for this assignment and how long each person has been with the firm. Include two (2) references for each key person with contact information for the reference.
 - A statement that key personnel will be available to the extent proposed for the duration of the project and an acknowledgement that no person designated as key personnel shall be removed or replaced without the prior written concurrence of SFS. Identify any constraints, conflicts or situations that would prevent the Consultant from being able to begin work on this assignment.
 - A description of any potential work not included in the Consultant's scope of services or which has not been identified in this Request for Proposals, which the Consultant feels is essential to the successful completion of the project. This would include additional services by the Consultant or any other necessary tasks to be provided by the City. This potential work must be clearly identified, along with a suggested basis for payment, should those services be necessary or elected by the City.
- E. Consultants and/or Subconsultants. The City desires to enter into a Contract with one Consultant that will be responsible for all work, products, and services. There is to be no assignment of any aspect of this project without the prior written

authorization of the City. If the Consultant plans on using Consultants and/or Subconsultants as part of its implementation plan, then company profile, name, address, and telephone for all Consultants and/or Subconsultants providing support during the term of this project is required. Define the responsibilities and give a description of services to be provided by Consultants and/or Subconsultants. Describe the Firm's business and reporting relationship with any Consultants and/or Subconsultants. Include references and resumes for all third party firms shall be included in the Proposal. The City has the right to accept or reject any changes made to the proposed project team members, including the use of Consultants and/or Subconsultants.

- F. Work Approach. This section of the Proposal shall include a narrative that addresses the Scope of Services and demonstrates that Consultant understands the scope of this project and the construction timeline. More specifically, the Proposal should include the following:
- Consultant's general approach for completing the activities specified in the Scope of Services. The work approach shall be of sufficient detail to demonstrate Consultant's ability to accomplish the project tasks.
 - An outline of the activities that would be undertaken in completing the Scope of Services in a timely manner and specify who in the firm will perform them.
 - An explanation of the efforts that the firm would undertake to maintain effective communication with the City.
- G. Client References. List your five (5) most recent similar clients (including name, address, contact person, phone number, start and end dates of service, client Contract manager name, phone number, and e-mail address). The City is most interested in government and California clients and may randomly select agencies to contact from your list as part of the evaluation process.
- H. Appendices. This part shall include brief resumes of proposed staff. Consultant information and general marketing materials will not be considered in the ranking of the Proposals.
- I. Rights to Materials. All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the Consultant that are submitted as part of the Proposal and not withdrawn shall, upon receipt by City, become property of City.
- J. Fee Proposal. A Fee Proposal and Schedule of Performance shall be provided in a separately sealed envelope and shall comply with the following guidelines:
- i. Two copies of a Fee Proposal and Schedule of Performance shall be submitted in a separately sealed envelope plainly labeled "Fee Proposal" with the name of the company and project title. This information shall be

presented in a manner that allows the City to understand the Fee and Schedule for each segment.

- ii. The Schedule of Performance shall depict individual project tasks, and basic hourly rates for specific personnel to be used on the project. Personnel hourly rates will reflect all 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. A pre-award audit may be required to confirm and establish a final not-to-exceed fee.
- iii. The terms and conditions for obtaining 'reimbursable costs' shall be identified in the Proposal.

14. **PROPOSAL EVALUATION PROCESS AND CRITERIA**

- A. General. 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. Requests for clarifications and/or additional information from any proposer may be requested at any point in the evaluation process. Pricing will be an important criterion; however, the City reserves the right to select a firm that presents the best qualifications, but not necessarily at the lowest price. Criteria for the evaluation of the Proposals may include but is not limited to the following:
 - i. Completeness of Proposal;
 - ii. Consultant and key project team member's experience in performing similar work;
 - iii. Methodology and quality control;
 - iv. Consultant and key project team member's record in accomplishing work assignments for projects in the agreed upon timeframe;
 - v. Consultant's demonstrated understanding of the scope of work;
 - vi. Quality of work previously performed by the firm as verified by reference checks;
 - vii. Ability to provide continuity of personnel;
 - viii. Ability to provide timely services;
 - ix. Relevant project experience;
 - x. Verification that Consultant can meet scheduled project dates; and
 - xi. Fee Proposal.

- B. Evaluation. After evaluating all Proposals received, SFS will rank the firms and the three (3) most qualified firms will be invited to an interview with the City evaluation committee.
- C. Interview. The Consultant should have available the project manager and key project personnel to discuss the following:
 - i. The major elements of the Proposal and be prepared to answer questions clarifying their Proposal.
 - ii. A description of previously related experience for key project team member(s). Work sample exhibits may also be used.
 - iii. The proposed project schedule.
 - iv. The proposed personnel resources.
- D. Final Selection. The final selection will be the Consultant which, in the City's opinion, is the most responsive and responsible, meets the City's requirements in providing this service, and is in the City's best interest. The City maintains the sole and exclusive right to evaluate the merits of the Proposals received. The City also reserves the right to reject any and all Proposals, and accept or reject all or any part of any Proposal, as well as re-issue or modify the RFP.

15. **EXCEPTIONS 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 Consultant's submittal is contingent and which shall take precedence over this RFP.

16. **INSURANCE REQUIREMENTS**

Prior to the start of Contract negotiations, the highest qualified Consultant will be required to submit to SFS the required insurance certificates for the Consultant and its team. Insurance certificates will also be required, in advance, for any Consultant subsequently identified for negotiations with SFS.

The successful Consultant shall indemnify and hold SFS and its officers, agents, employees, and assigns harmless from any liability imposed for injury whether arising before or after completion of work hereunder or in any manner directly or indirectly caused, occasioned, or contributed to, or claims to be caused, occasioned, or contributed to, in whole or in part, by reason of any act or omission, including strict liability or negligence of Consultant, or of anyone acting under Consultant's direction or control or on its behalf, in connection with, or incident to, or arising out of the performance of this Contract.

The Consultant selected will be required to maintain the following levels of insurance coverage for the duration of the services provided, as well as any Subconsultants hired by the Consultant:

- 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
- Business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles
- Professional liability (errors and omissions) insurance, with a combined single limit of not less than \$2,000,000 per occurrence.
- All Certificates of Insurance of any kind shall name the City of Santa Fe Springs as additional insured with respect to the performance by the Consultant and all sub-Consultants. The City will accept only Additional Insured (Form B), CG2010, with an edition date prior to 1993, unless approved otherwise by the City Attorney.

17. **BASIS FOR AWARD OF CONTRACT**

- A. Basis. SFS intends to select the Consultant 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 Consultant whose Proposal best meets the technical requirements of the RFP as determined by SFS. Should an award be made, the Proposal submitted by Consultant shall be incorporated as part of the final Contract accordingly.
- B. Negotiations. Negotiations regarding a fair and reasonable price will begin after selection of the Preferred Consultant has been approved by the Director of Public Works. Should SFS be unable to obtain a fair and reasonable price through negotiations with the highest technically qualified Consultant, SFS shall enter into negotiations with the next highest qualified Consultant 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 Consultant in sequence until an agreement is reached.
- C. Agreement. A professional services agreement shall be signed by the Consultant prior to a Notice to Proceed being issued. No change in the scope of Consultant services will be permitted without mutual written approval by the City and the Consultant.

18. **COMPENSATION AND PROGRESS PAYMENTS**

Consultant will be compensated on the basis of a fixed-fee Contract with a final not-to-exceed cost to be negotiated following selection of a Preferred Consultant. Progress payments to the Consultant will be based on the percentage of individual work tasks that

have been satisfactorily completed and accepted by the City. Under no circumstances will the Consultant be paid more than 90% of the total project fee or the fee for any specific task until the final Plans, Specifications and Estimate package has been approved by the City Engineer of the City of Santa Fe Springs.

19. **RIGHTS OF THE CITY**

A. 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 the Project; to modify SFS obligations or selection criteria; or take other actions needed to meet SFS' goals. In addition, SFS reserves the following rights:

- i. 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.
- ii. The right to amend, withdraw or cancel this RFP at any time without prior notice.
- iii. The right to postpone Proposal openings for its own convenience.
- iv. The right to request or obtain additional information about any and all Proposals.
- v. The right to conduct a background check of any Consultant. This may include, but is not limited to, contacting individuals and organizations regarding capabilities and experience of the potential candidate.
- vi. The right to waive minor discrepancies, informalities and/or irregularities in the RFP or in the requirements for submission of a Proposal.
- vii. 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 RFP decisions and the schedule for presentations.
- viii. 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.
- ix. 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 qualified.
- x. Although cost is an important factor in deciding which Proposal will be selected, it is only one of the criteria used to evaluate Consultants. City reserves the absolute right, in its sole discretion, to award a Contract, if any, which under all the circumstances will best serve the public interest.

- xi. City reserves the right to reject any or all Proposals or to make no award at all, to determine whether any alternate Proposals are equal to the specifications and general requirements, and to accept Proposals with minor variations from the Request for Proposals and/or conditions. The City reserves the right to negotiate for a higher level, lower level or additional services.
- B. All costs incurred in the preparation of the Proposal, the submission of additional information and/or any aspect of the Proposal prior to award of a written Contract will be born by the respondent. The City will provide 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 respondent. All Proposals submitted to the City become the property of the City.
- C. This RFP is not a Contract or commitment of any kind by SFS, it does not commit SFS to enter into negotiations with any Consultant and SFS makes no representations that any Contract will be awarded to any Consultant 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.
- D. Should a Contract be subsequently entered into between SFS and Consultant, it shall be duly noted that entering into such an agreement shall be interpreted, construed, and given effect in all respects according to the laws of the State of California. The successful Consultant shall secure a SFS business license through the City's Finance and Administrative Services Department at the time the Contract is awarded.

20. **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.

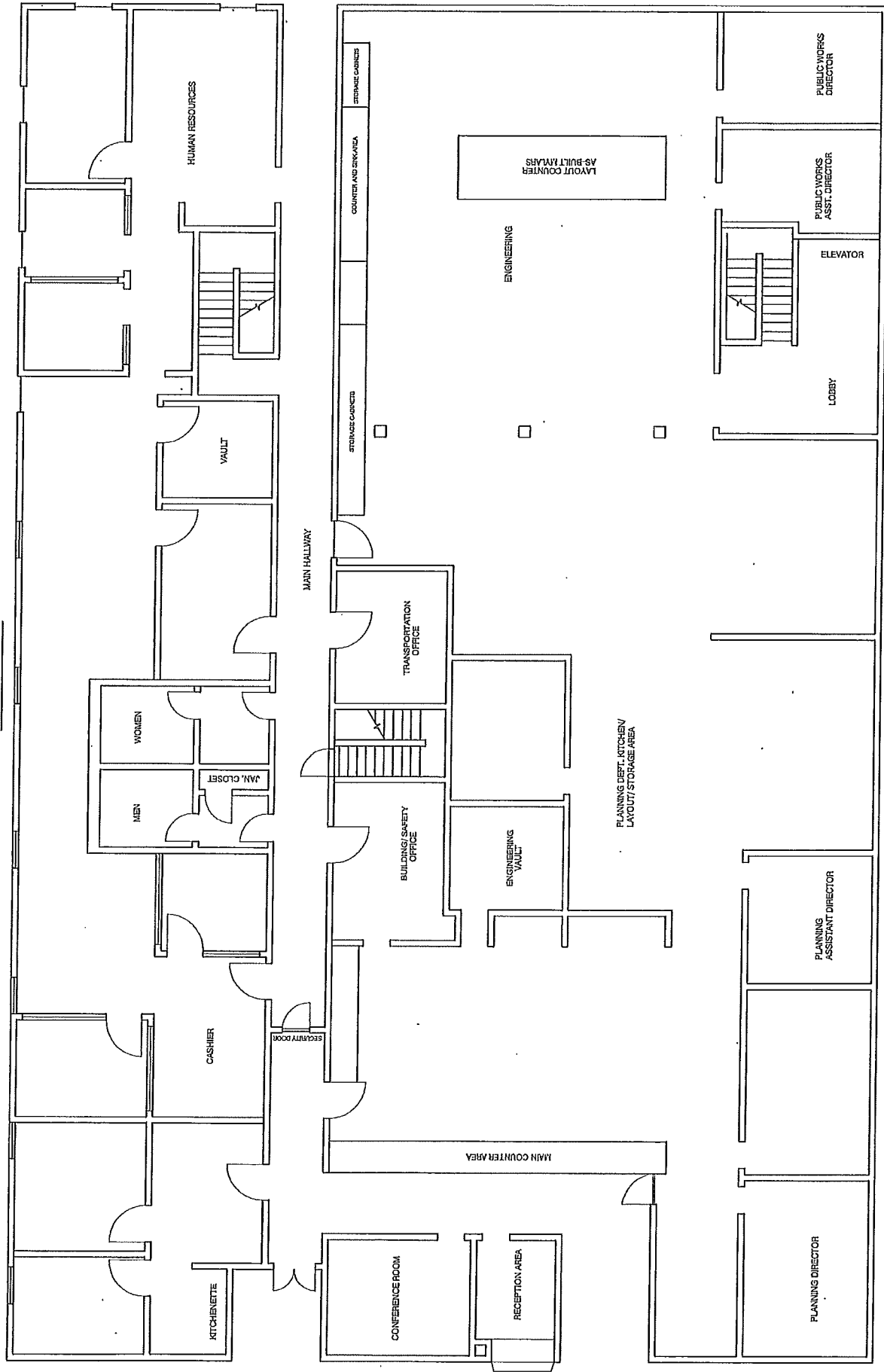
21. **CALIFORNIA PUBLIC RECORDS ACT DISCLOSURES**

The Consultant 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 Consultant 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. **Any Proposal submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.** 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.

EXHIBIT "A"



CITY HALL FLOOR PLAN - SOUTH SIDE

NTS

Basement Plan

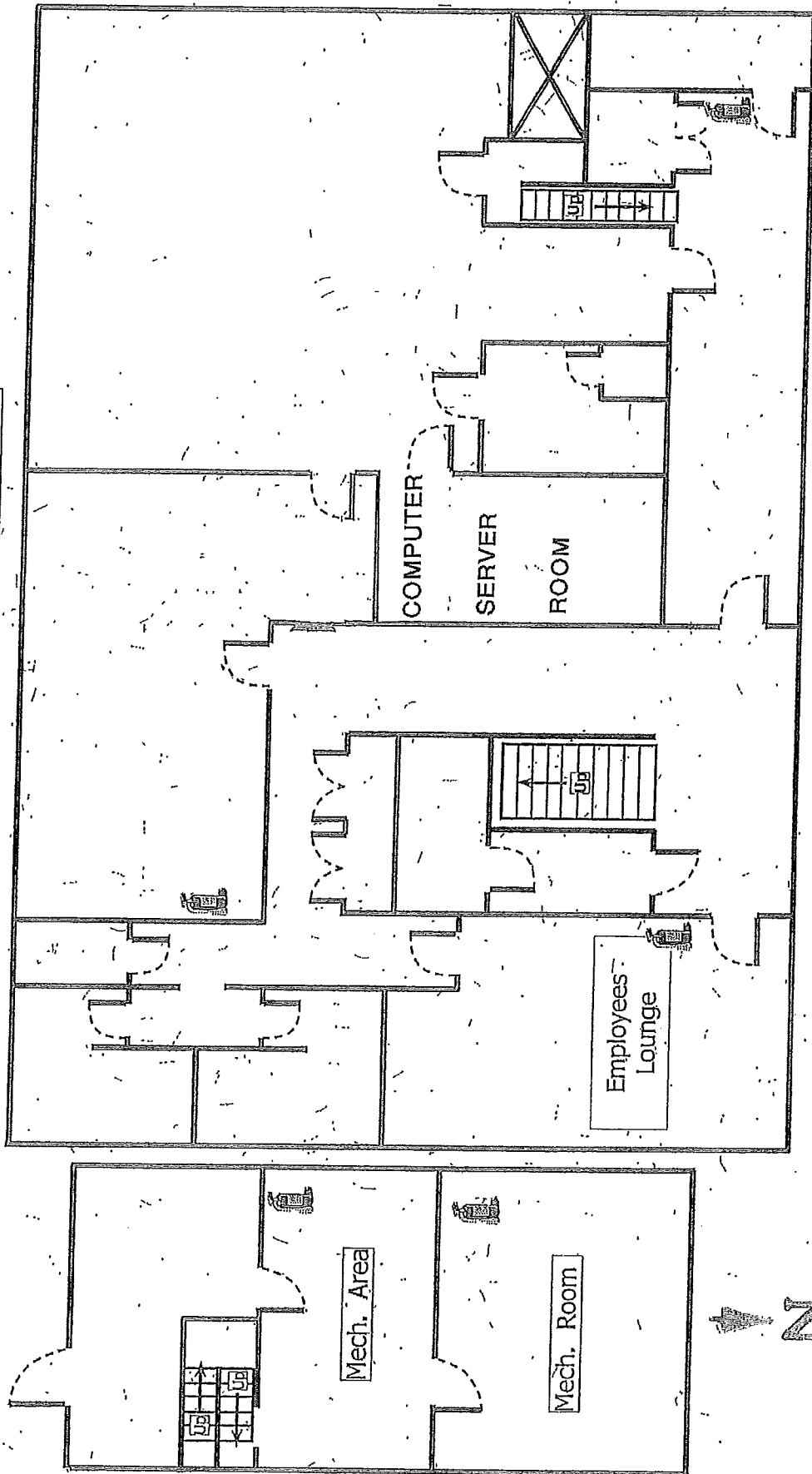


EXHIBIT "B"



City of Santa Fe Springs

City Council Meeting

January 24, 2013

NEW BUSINESS

Imported Water Purchase - Approval of Extended Purchase Agreement with Central Basin Municipal Water District

RECOMMENDATION

That the City Council take the following actions:

1. Approve the Extended Purchase Agreement with Central Basin Municipal Water District; and
2. Authorize the City Manager to execute the extended purchase agreement with the Central Basin Municipal Water District until December 31, 2014.

BACKGROUND

The Water Quality Protection Plan (WQPP) began operations in December 2004. The facilities are owned by Central Basin Municipal Water District (Central Basin) and in 2004 operated under contract by the Whittier Utility Authority (WUA). The purpose of the WQPP is to safeguard the Central Groundwater Basin from contaminants migrating from the Upper San Gabriel Basin by acting as a second line of defense to the Whittier Narrows Operational Unit (WNOU).

WQPP facility construction and operations were envisioned to be funded entirely by the federal government via the Bureau of Reclamation for at least a period of ten years. Construction funding fell far short of what was needed and as a result, annual operations could only be funded for three years. In June of 2007, the City Santa Fe Springs, the City of Pico Rivera, the City of Whittier, and Central Basin developed a purchase agreement to keep the WQPP in operation with the three partner cities (Santa Fe Springs, Pico Rivera, and Whittier) to cover the annual costs of operations.

At their December 19, 2012 Board Meeting, the Central Basin approved an extension of the purchase agreement to December 31, 2014. The current agreement expired on December 31, 2012. The WQPP has proven to be a cost-effective and reliable source of potable water since commencing operations in 2004.

FISCAL IMPACT

A minimum of nineteen hundred acre-feet of potable water will be extracted as ground water consumption at an amount of \$ 494.00 per metered acre-foot as compared to purchasing surface water from the Metropolitan Water District (MWD) at a rate of \$966.00 per acre-foot. This amount is currently budgeted within the Water Fund.

INFRASTRUCTURE IMPACT

The WQPP provides a reliable and economical source of potable water for all customers within Zone I.



Thaddeus McCormack
City Manager

Attachment(s):
Purchase Agreement

Report Submitted By: Don Jensen, Director
Department of Public Works



Date of Report: January 17, 2013

AMENDMENT
to
PURCHASE AGREEMENT FOR IMPORTED WATER
between
CENTRAL BASIN MUNICIPAL WATER DISTRICT
and
CITY OF SANTA FE SPRINGS

Effective December 19, 2012, the Central Basin Municipal Water District, herein "DISTRICT", and AGENCY Name, herein "Purchaser", agree as follows:

RECITALS

The DISTRICT entered into purchase agreement with Purchaser to provide imported water as of January 1, 2008, hereinafter called "Original Purchase Agreement". The parties desire to modify the "Original Purchase Agreement" to reflect an extended termination date.

SECTION 1 - PURCHASE COMMITMENT

This amendment extends the termination date of the agreement by two years through December 31, 2014.

SECTION 2 - OTHER

Except as provided herein, the Original Agreement is affirmed.

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[SIGNATURES TO FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the date first written above.

APPROVED:

Central Basin Municipal Water District

By: _____
Chuck Fuentes, Chief Operating Officer

Date _____

APPROVED:

Purchaser
City of Santa Fe Springs

By: _____

Date _____

Title: _____



City of Santa Fe Springs

City Council Meeting

January 24, 2013

NEW BUSINESS

Resolution No. 9401 - Parking Restriction on Street Sweeping Days on Fulton Wells Avenue

RECOMMENDATION

That the City Council take the following actions:

1. Adopt Resolution No. 9401, prohibiting parking for street sweeping purposes on Wednesdays between 11:00 a.m. and 4:00 p.m. on the west side of Fulton Wells Avenue between Lakeland Road and Florence Avenue; and
2. Direct staff to install signage along Fulton Wells Avenue denoting the aforementioned street sweeping parking restrictions.

BACKGROUND

At the City Council meeting of March 24, 2005, the City Council directed staff to implement a citywide street sweeping parking restriction program. This action essentially eliminated the previous petition process and required parking on all residential streets to be restricted on certain days between specific hours to allow for unobstructed street sweeping. The only exceptions to this program were streets adjacent to public parks, school facilities, public facilities, or dense multi-family apartment dwellings.

The City has received a request from the property manager of the South Fulton Village Senior apartment complex requesting the installation of a street sweeping parking restriction on the west side of Fulton Wells Avenue between Florence Avenue and Lakeland Road. The property manager cites the street is not regularly swept due to the long-term parking of vehicles, as well as it becoming a storage area for inoperative vehicles.

Currently, the east side of Fulton Wells Avenue and the south side of Florence Avenue are posted with signage indicating "No Parking on Tuesdays 11:00 a.m. to 4:00 p.m." for street sweeping purposes. Lakeland Road, which is in the City of Norwalk is posted "No Parking on Tuesdays to 10:00 a.m. to 3:00 p.m." for street sweeping purposes as well.

After reviewing the request and speaking with the property manager of the south Fulton Village Complex, staff is recommending the implementation of a "No Parking on Wednesdays 11:00 a.m. to 4:00 p.m." for street sweeping purposes on the west side of Fulton Wells Avenue between Florence Avenue and Lakeland Road, which is immediately adjacent to the apartment complex.

Thaddeus McCormack
City Manager

Attachment(s):

Resolution No. 9401

Letter from South Fulton Village

Report Submitted By: Noe Negrete, Director
Department of Public Works

Date of Report: January 17, 2013

RESOLUTION NO. 9401

A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA
ESTABLISHING RESTRICTIONS ON PARKING FOR
STREET SWEEPING PURPOSES

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

Section 1. Pursuant to the provision of Section 72.19 of the City Code, when authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle upon the street hereinafter designated between the hours of 11:00 a.m. and 4:00 p.m. on Wednesdays designated for any purpose other than the loading or unloading of passengers or materials:

West Side of Fulton Wells Avenue from Florence Avenue to Lakeland Road

APPROVED and ADOPTED this 24th day of January, 2013.

MAYOR

ATTEST:

DEPUTY CITY CLERK



SOUTH FULTON VILLAGE
"APARTMENT COMMUNITY FOR ACTIVE SENIORS"

November 14, 2012

City of Santa Fe Springs
Public Works Department
11710 E. Telegraph Road
Santa Fe Springs, CA 90670

Dear Gentleperson,

My name is John Song at South Fulton Village in Santa Fe Springs.

The purpose of this letter is to request the city of Santa Fe Springs to resume the street cleaning services on West side of Fulton Wells Avenue between Florence Avenue and Lakeland Road. Since this side of the street has not been swept for a long time it attracts more and more inoperable vehicles to park.

It is neither safe nor healthy for the community.

I have found the neighboring streets are being cleaned as below.

- | | |
|--------------------------------------|---------------------------------|
| 1. East side of Fulton Wells Avenue: | Tue. 11:00 AM to 4:00 PM |
| 2. South side of Florence Avenue: | Tue. 11:00 AM to 4:00 PM |
| 3. North side of Lakeland Road: | Tue. 10:00 AM to 3:00 PM |
| 4. South side of Lakeland Road: | Tue. & Wed. 10:00 AM to 3:00 PM |

Since East side of Fulton Wells Avenue is cleaned on Tuesday, it would be better to have West side of the street cleaned on Wednesday.

I look forward to seeing sweeping truck start cleaning the street as soon as possible.

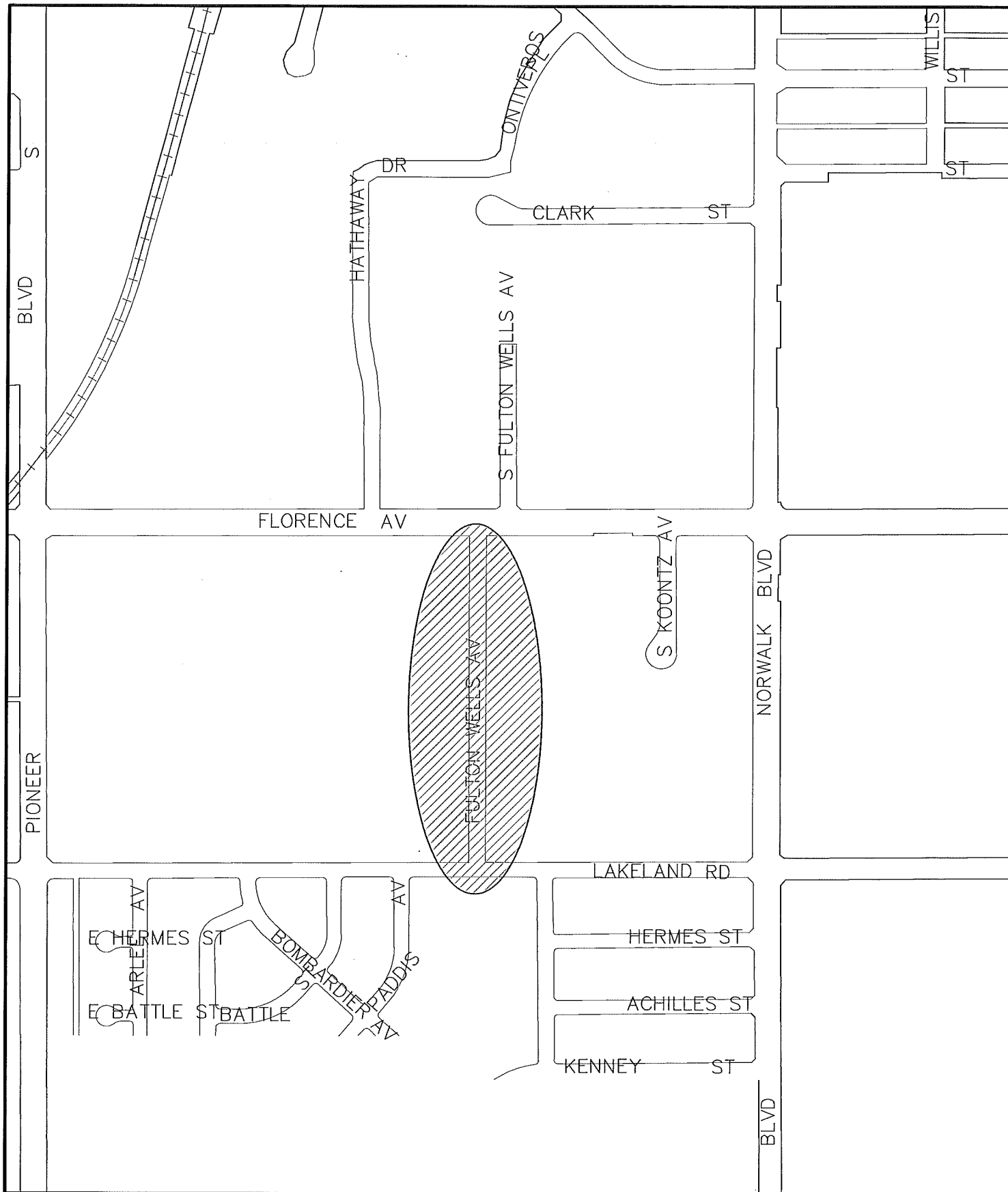
Regards,

John Song


Property Manager
South Fulton Village
562-944-4999 office
562-944-5322 fax
www.southfultonvillage.com
sfvapartment@gmail.com
southfultonvillage@verizon.net

10829 SOUTH FULTON WELLS AVENUE • SANTA FE SPRINGS, CALIFORNIA 90670 • 562 944-4999

RECEIVED
CITY OF SANTA FE SPRINGS
PUBLIC WORKS
2012 NOV 15 AM 10:10



LOCATION MAP



City of Santa Fe Springs

City Council Meeting

January 24, 2013

NEW BUSINESS

Child Care and Development Program - Relocation to the Gus Velasco Neighborhood Center Temporary Office Units

RECOMMENDATION

That the City Council take the following actions:

1. Authorize the Director of Public Works to relocate the Child Care and Development Program to the Gus Velasco Neighborhood Center Temporary Office Units.
2. Authorize the City Manager to execute an amendment to the Family Center office lease extending the term of the lease to January 31, 2013, and specifying the amount of credit to be paid to the City upon the termination of the lease.
3. Authorize the City Manager to allocate the Family Center office rent credit to pay for relocation costs.

BACKGROUND

In 1995, the City signed a 5-year lease agreement to lease office space in the Heritage Corporate Center (Family Center) for the Child Care and Development Program and Youth Intervention Program. The term of the lease was amended in 2000, 2005 and 2010. The 2010 amendment extended the term of the lease for an additional 24 months, expiring on November 10, 2012. The 2010 lease amendment also contained a rent credit of \$500,000 to be applied to the cost of the rent and share of operating expenses and taxes during the extended term of the lease.

The process and timeframe required to relocate the Child Care and Development Program has necessitated the need to extend the Family Center office lease for an additional two (2) months, ending January 31, 2013. During this two month period, the balance of the rent credit will be applied to the monthly rent and the City's share of operating expenses and taxes. Effective February 1, 2013, the remaining balance of approximately \$75,000 will be remitted to the City by the office building landlord (Legacy Partners II Santa Fe Springs, LLC).

The City's Child Care and Development Program is currently provided to the community from three locations: Heritage Corporate Center offices (Family Center), Los Nietos Park and Lakeview School. Staff initiated discussions with Little Lake School District officials regarding relocation of the Family Center's Child Care and Development Program to the Lakeview School location. Following these discussions, staff determined that the State Department of Education requirements to house a program on a school site were numerous, costly and required a long

lead time. We are grateful to the School District for working with the City to find an on-site location for the Child Care Program, and intend to bring a joint use agreement to the City Council to preserve the two School classrooms as an option in the future, should the Council decide to relocate the services down the road.

As a result of the State Department of Education and School District's time-consuming conditions for the proposed relocation to the Lakeview School site, the staff identified the recently vacated Temporary Office Units at the Gus Velasco Neighborhood Center as a cost-efficient and logistically viable alternative site.

Modifications to the Temporary Office Units are underway and anticipated to be completed on or before January 25, 2013. Following completion of these facility modifications and relocation of required furniture and furnishings, staff will schedule a State Department of Education inspection to secure certification necessary to provide the Child Care and Development Program services to the community. Staff is scheduled to vacate the Family Center offices on or before January 31, 2013. Child Care and Development Program services are scheduled to be provided from the Gus Velasco Neighborhood Center on Monday, February 4, 2013.

The total cost for relocation of the Child Care and Development Program to the Gus Velasco Neighborhood Center, including monthly lease costs through June 30, 2013, is \$89,500. These costs are summarized below:

• Office Modifications	\$ 35,000
• Space design costs	18,200
• Staff Costs	12,600
• Monthly lease cost (through June 30)	<u>23,700</u>
Total	\$ 89,500

Funding for the relocation costs include:

- California Department of Education Grant-Repair and Renovation Budget of \$19,000,
- Lease Agreement-Amendment 3 Rent Credit Balance of \$70,500.

Based on the summarized costs above, sufficient funding is available to relocate the Child Care and Development Program to the Gus Velasco Neighborhood Center Temporary Office Units.

Staff will implement the City Council and Art Committee decision and direction to relocate the sculpture "the Journey" from its current location in front of the Family Center to the selected location at Little Lake School. The cost for relocating the sculpture will be paid from the Art Fund. The relocation is scheduled to be completed on or before April 1, 2013.

FISCAL IMPACT

Funding for the cost to relocate is provided by the California Department of Education Grant-Repair and Renovation Budget and a Rent Credit from the Lease Agreement for the Family Center office space. The monthly lease cost for the 5-month period ending June 30, 2013 is also funded by the Rent Credit balance.

The current monthly rental cost for the Family Center offices at Heritage Corporate Center is \$14,550. The monthly rental cost for the two Temporary Office Units at the Gus Velasco Neighborhood Center is \$4,724. This is a savings of approximately \$9,826 per month in rental costs.

INFRASTRUCTURE IMPACT

Relocating the Child Care and Development Program to the Gus Velasco Neighborhood Center allows the City to continue providing a vital service to the community at a reduced cost.



Thaddeus McCormack
City Manager

Attachment(s):
None.





City of Santa Fe Springs

City Council Meeting

January 24, 2013

NEW BUSINESS

Resolution No. 9402 – Reappointment of City's Treasurer and Assistant City Treasurer

RECOMMENDATION

That the City Council adopt Resolution No. 9402 reappointing the City Treasurer and Assistant City Treasurer to their respective offices for the City, Public Finance Authority, Successor Agency, Housing Successor Agency, Water Utility Authority, and any other related City entity.

BACKGROUND

California Government Code Section 53607 requires that the City formally appoint those individuals acting in the treasury capacity on an annual basis. Therefore, the necessity arises for the City's legislative body, the City Council, to reappoint Jose Gomez and Travis Hickey to serve as City Treasurer and Assistant City Treasurer, respectively. This action will appoint the employees to services in the same capacity for the Public Finance Authority, Successor Agency, Housing Successor Agency, Water Utility Authority, and any other related City entity that has this position as an established officer.

Thaddeus McCormack
City Manager

Attachment

Resolution No. 9402

RESOLUTION NO. 9402

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS
APPOINTING A CITY TREASURER AND ASSISTANT CITY TREASURER**

In accordance with California Government Code Section 53607, the City Council hereby appoints Jose Gomez to act as City Treasurer and Travis Hickey to act as Assistant City Treasurer.

PASSED and ADOPTED this 24th day of January 2013.

Richard J. Moore, Mayor

ATTEST:

Deputy City Clerk



City of Santa Fe Springs

City Council Meeting

January 24, 2013

NEW BUSINESS

Authorization to Issue a Request for Qualifications (RFQ) to Provide Private Security for City Facility Rentals

RECOMMENDATION

That the City Council authorize the Director of Police Services to issue a Request for Qualifications (RFQ) to Provide Private Security for City Facility Rentals.

BACKGROUND

Department of Police Services Public Safety Officers (PSOs), among other duties, provide on-site security at City facilities that have been rented out to the public for events such as weddings, birthdays, and other social and business activities. These duties have been carried out by the PSOs since the inception of the Public Safety Officer program; providing patrons, City Staff, and Police personnel with essential public safety needs.

Although these duties continue to be performed by the PSOs, their ability to fully devote their time to the rental events while still attending to other duties and assignments has been challenging, given the redevelopment related reductions to staff. As a result, Staff has explored different methods of providing this service without sacrificing safety and incurring additional costs.

After a careful review of the options available to the Department, including alternative staffing schedules, it is Staff's recommendation that the City seek qualifications from private security firms to provide this function. Contracting out to a private security firm will maximize the broader use of PSOs to enhance public safety and be cost neutral, in that a portion of the rental fees is already set aside for security purposes. It will also allow for heightened security at the rental events because the events will be guaranteed a security presence for the entire duration of the event. Upon approval from the Council, the RFQ will be issued and advertised accordingly. Proposals received in response to the RFQ 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

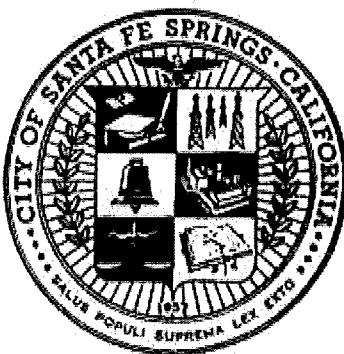
Attachment:

Request for Qualifications to Provide Private Security for City Facility Rentals

CITY OF SANTA FE SPRINGS

REQUEST FOR QUALIFICATIONS

PRIVATE SECURITY FOR CITY FACILITY RENTALS



DEPARTMENT OF POLICE SERVICES

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REQUEST FOR QUALIFICATIONS (RFQ)

PRIVATE SECURITY FOR CITY FACILITY RENTALS

The Santa Fe Springs Department of Police Services is requesting qualifications from professional firms to provide on-site security at City facilities rented to the public.

1. SERVICE DESCRIPTION

The City of Santa Fe Springs Department of Police Services is requesting qualifications from professional firms ("Provider") to provide on-site security at City facilities rented to the public. Submittals should reflect expertise in performing security services in the public and private sector, and state recent related experience. The provider selected will be expected to work with designated City representatives to tailor security personnel responsibilities 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.

2. TIMELINE TO SOLICIT RFQ

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

RFQ EVENT	DATE/TIME
Request for Qualifications Released	Friday, January 25, 2013
Deadline to Receive Qualifications	Thursday, February 14, 2013

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

3. SUBMISSION OF RFQ

To be considered, RFQs must be received by the Department of Police Services, City of Santa Fe Springs, by 1:00 p.m. on Thursday, February 14, 2013. Providers must submit three (3) copies of their qualifications labeled "Private Security for City Facility Rentals" to:

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

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

4. DISSEMINATION OF RFQ 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 RFQ, 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 qualifications, 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 arodriguez2@santafesprings.org to request copies of the information they are unable to obtain through the SFS website.

5. ADDENDA TO THE RFQ

Any change(s) to the requirements of this RFQ initiated by SFS will be made by written addenda to this RFQ. Any written addenda issued pertaining to this RFQ 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 RFQ unless they have been documented by addenda to this RFQ. 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 RFQ must be directed to Dino Torres, Director of Police Services, who can be reached by email at dinotorres@santafesprings.org.

b. Clarifications of the RFQ

Providers submitting an RFQ are encouraged to promptly notify SFS of any apparent errors or inconsistencies in the RFQ, inclusive of all attachments, exhibits and appendices. Should a Provider require clarifications to this RFQ, 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 RFQ, 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 QUALIFICATION DOCUMENT PREPARATION

Any party responding to this RFQ 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 their qualifications in response to this RFQ 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 Qualifications document and related information in response to this RFQ;
- Submitting a Qualifications document to SFS;
- Negotiations with SFS on any matter related to this RFQ;
- 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 "Private Security for City Facility Rentals" through a process of full and open competition. By responding to this RFQ, 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 RFQ on any matter related to this RFQ except to the extent specified in this RFQ;
- Neither Provider, nor any of its affiliates, proposed subconsultants and associated staff, has obtained or used any information regarding this RFQ and the proposed "Private Security for City Facility Rentals" 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**

The City of Santa Fe Springs avails many of its facilities for rent to the public. Typical events occurring at these locations are weddings and birthdays, however, other business and celebratory events do occur at these sites on a consistent basis. Alcohol consumption may be permitted at these functions as part of the permit process. It is also common for multiple facility rentals to occur at the same time, on any given day of the week, and at one or more facilities. Therefore, it is essential that the chosen security firm have the resources and ability to provide multiple on-site professional and qualified security personnel to enforce the guidelines set forth by the City.

The ability for on-site security personnel to actively and cooperatively work with City and public safety personnel is imperative. The City of Santa Fe Springs prides itself on providing the public with professional and courteous service and expects the same from all of its contractors.

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.

10. **DELIVERABLES**

- Three (3) copies of the qualifications document.

11. FEE PROPOSAL

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

- A. One copy of a Fee Proposal shall be submitted in a separate sealed envelope plainly labeled "Fee Proposal" with the name of the company and the contract title.
- B. "Fee Proposal" shall include, but not be limited to, the name of the designated contract manager, and the name of the company representative empowered to sign contracts on behalf of the firm. Basic hourly rates for specific personnel to be used for this service. Personnel hourly rates will reflect all costs for office overhead, if any, including direct and indirect costs. In addition, the fees shall reflect all anticipated fee increases during the contract duration.
- C. A statement that the work will be performed for a not to exceed contract price, which will become fixed upon completion of contract negotiations.

12. 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 qualifications best meets the requirements of the RFQ as determined by SFS.

13. 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.

14. CONTRACT TERM

The initial term of the agreement shall be for two (2) years. The contract may be renewed contingent upon satisfactory performance of the Provider and mutual agreement of both the City of Santa Fe Springs and Provider on an annual basis following the two-year award period with City Council approval.

15. REQUIRED FORMAT FOR THE RFQ

SFS is requiring all proposals submitted in response to this RFQ to follow a specific format. The proposal, including the appendices, shall not exceed ten (10) 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 RFQ.
- 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 contract work.
- List your five (5) most recent clients that you have provided similar type services as the ones described in section 9.

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 through the contract duration. 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 the services required. More specifically, the Proposal should include the following:

- Provider's general approach for completing the type of work specified in the Scope of Services. The work approach shall be of sufficient detail to demonstrate Provider's ability to accomplish the services required.
- The methods Provider will use to ensure quality control throughout the contract period.
- A description of any special issues or problems that are likely to be encountered 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 contract management staff. Provider information and general marketing materials will not be considered in the ranking of the Proposals.

16. PROPOSAL EVALUATION PROCESS AND CRITERIA

All proposals will be evaluated based on the 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 assigned contract team member's experience in performing similar work.
- C. Quality of work previously performed by the Provider as verified by reference checks.
- D. Relevant experience.
- E. Verification that Provider can meet the scope of contract requirements.

In addition to the written proposal, it is anticipated that the two most qualified Providers will be interviewed by the City of Santa Fe Springs evaluation committee. The Provider should have available the contract manager and key 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 contract team member(s).
- C. The proposed personnel resources.

17. EXCEPTIONS OR ADDITIONS

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

18. 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.
- Business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.

19. RIGHTS OF THE CITY

SFS reserves the right, in its sole discretion and without prior notice, to terminate this RFQ; to issue subsequent RFQs; 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 RFQ 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 RFQ or in the requirements for submission of a proposal.
- The right to modify the response requirements for this RFQ. This may include a requirement to submit additional information; an extension of the due date for submittals; and modification of any part of this RFQ, 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 qualified

This RFQ 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 RFQ. 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.

20. CALIFORNIA PUBLIC RECORDS ACT DISCLOSURES

The Provider acknowledges that all information submitted in response to this RFQ 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 and a contract is awarded.

21. DISCLAIMERS

This RFQ 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 RFQ 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 RFQ.



City of Santa Fe Springs

City Council Meeting

January 24, 2013

PRESENTATION

Introduction of New Santa Fe Springs Policing Team Members

RECOMMENDATION

The Mayor may wish to call upon Dino Torres, Director of Police Services to introduce the newest members of the Santa Fe Springs Policing Team.

Kristian Rios, Detective
Esteban Medina, Officer

Thaddeus McCormack
City Manager



City of Santa Fe Springs

City Council Meeting

January 24, 2013

PRESENTATION

2012 Neighborly Elf Christmas Basket Program – Recognition of Donors and Volunteers

BACKGROUND

The Family and Human Services (FHS) Division hosted the annual Neighborly Elf Christmas Basket Program on Saturday, December 15, 2012, at the Gus Velasco Neighborhood Center.

With the assistance of 285 volunteers, the contributions made by our community, and the support provided by partnering community agencies, the FHS Division was able to provide over 350 needy families an abundant food basket and toys during the holiday season. Additionally, through the Neighborly Elf Christmas Program, the FHS Division was able to assist community agencies with the low income families that they serve throughout the year.

Families were again welcomed with an ambience of festive holiday décor and activities. As families checked in, they were led to visit Santa Claus. After sharing their holiday wishes with Santa, the children received a toy gift from our very own Santa Fe Springs (SFS) firemen, Policemen, and volunteers. As families walked through Santa's workshop with gifts and toys they were also provided a food basket that contained a variety of food items along with a dessert donated by Jon Donaire.

This program was made possible because of the tremendous generosity from numerous business and residential donors, donations from the local schools, service clubs, community organizations, and all the volunteers who took the time to assist in this worthwhile event.

The following is a listing of monetary donors as well as those who collected canned food and toy donations and generously volunteered their time:

Monetary Donations

Smart & Final
The Valvoline Co.
SFS Women's Club
Prime of Life Club
Ramona Littlefield
Annie Velasco



City of Santa Fe Springs

City Council Meeting

January 24, 2013

Serv-Wel Disposal
LeFiell Manufacturing Co.
Premier Packaging/Assembly
Golden Springs Development Co.
Control Cables
The Framery c/o Ivan Haros
Rev-Co Spring Manufacturing, Inc.
Good Neighbor Senior Citizens Club
Ed & Gloria Duran
Graphic Dies, Inc.
CA School Employees Assn Chapter 596
Rotary Club of Santa Fe Springs
John & Ana Price
Robert L. Williams
Donald & Dee Morgan Nuttall
Ted Spaseff
Bettyann & Neal Welland
Kathleen Goin
Warren & Marilyn Jannak
Harry & Vickie De Silva
Marina Sueiro
Raymond & Sharon O'Leary
Norbert & Deanna Schnabel
James & Susan Bergeron-Vance
Fernando & Eloisa Tarin
George & Judy Beaty
Robert & Claudia Orpin
Retiree Donation Cash
LA County Commissioners for Older
Adults/Gloria Duran
LA County Commissioners for Older
Adults/Gloria Duran
Masters of Harmony
Tom R. Lopez
Narcotics Anonymous
Phibro-Tech
Summerfield Foundation
Michael & Denise Foley
HealthFirest Medical Group
McMaster-Carr Supply Company
California Teachers Association

TOTAL \$10,944.00



City of Santa Fe Springs

City Council Meeting

January 24, 2013

Toy Donations

Kiwanis Club
Santa Fe Springs Sister Cities Committee
California Highway Patrol
Santa Fe Springs Employees (Breakfast w/the Boys & Employee Holiday
Breakfast events)
Santa Fe Springs Chamber of Commerce
Goodrich Company
Little Lake School Dist – Jersey, Lakeview, Lake Center schools & District Office
K&S Company
R.F. Macdonald Co.
Vans Employees
Toys for Tots Christmas Baseball Tournament – Youth Leadership Committee
Johnson Peltier
Executive Mgmt. & Confidential Employee's Assoc.
R.F Macdonald
Med- Coast Ambulance

Volunteers

Vans
St. Paul High School
Allen House
Santa Fe Springs Rotary Club
Santa Fe Springs Firemen's Association
Santa Fe Springs Sister Cities Committee
Santa Fe Springs Women's Club
Councilmember Richard Moore
Councilmember Laurie Rios
Monica Ceballos
Eskarlethe Juarez
Mike Ceballos
Berta Serta
Gilbert & Janie Aguirre
Ed & Gloria Duran
Paul & Yoko Nakamura
Star Gonzalez
Josephina Santa-Anna
Amelia Acosta
Ted & Peggy Radoumis
Gloria Vasquez
Mishi Werbeck
Yoshi Komaki
Dolores Duran
Al & Margie Castillo
Margarita Camacho



City of Santa Fe Springs

City Council Meeting

January 24, 2013

Food Donations

Jon Donaire Cheesecakes
Santa Fe High School
Lakeview Elementary School
Johnny & Mary Lou Perez
Leslie Elchert
Starbucks Coffee

Apparel Donations

Vans
McKesson Corporation

The Mayor may wish to call upon Ed Ramirez, Family Services Supervisor, to assist with the presentation to recognize the various donors and volunteers.

Thaddeus McCormack
City Manager



City of Santa Fe Springs

City Council Meeting

January 24, 2013

PRESENTATIONS

2012 Holiday Home Decorating Contest Winners

RECOMMENDATION

The Mayor may wish to call upon Carole Joseph, Director of Parks and Recreation Services Division, to assist in the presentations.

The Holiday Home Decorating Contest Committee toured the City on Monday, December 10, 2012. The Committee, chaired by Mayor Bill Rounds, consisted of Beautification Committee members and members of the Youth Leadership Advisory Committee.

After touring the neighborhoods of decorated homes, the committee decided upon 19 homes which they felt best embodied the spirit of the contest and the holiday season.

This year's contest winners have been invited to tonight's meeting to be recognized by Council for their creativity and civic participation. The winners are:

Manny Valdez
Robert Aguirre
Philip Coppin
Tom & Noriko Fletcher
Connie Fuentes
Tommy Murray
Kenneth Jacobs
Jose Aleman
Craig and Monica Piper
Ruth Garcia
Olga Gutierrez
Gloria Vasquez
Albert Hayes
Ramon & Consuelo Cardoso
Saiza Family
Jose Sepulveda
Elena Gomez
Carmen Arteaga
Domingo Vallejo

Spectacular Christmas Award
Hometown Spirit Award
Mayor's Choice Award
Spirit of Christmas Award
Candy Cane Lane Award
Festival of Lights Award
Magic of Disney Award
Happy Holidays Award
Winter Wonderland Award
Christmas Joy Award
Spirit of Christmas Award
Winter Wonderland Award
Taste of Christmas Award
Festival of Lights Award
Magic of Disney Award
White Christmas Award
Spirit of Christmas Award
Special Mention
Special Mention

Thaddeus McCormack
City Manager



City of Santa Fe Springs

City Council Meeting

January 24, 2013

APPOINTMENT TO BOARDS, COMMITTEES, COMMISSIONS

Committee	Vacancy	Councilmember
Beautification	3	González
Beautification	1	Moore
Community Program	2	Rios
Community Program	3	Rounds
Community Program	5	Trujillo
Historical	2	Rios
Historical	2	Rounds
Historical	2	Trujillo
Senior Citizens Advisory	1	González
Senior Citizens Advisory	1	Moore
Senior Citizens Advisory	2	Rios
Senior Citizens Advisory	2	Rounds
Senior Citizens Advisory	3	Trujillo
Sister City	1	Moore
Sister City	1	Rios
Sister City	2	Rounds
Sister City	2	Trujillo
Youth Leadership	1	Rios
Youth Leadership	1	Rounds

Applications received: None.

Thaddeus McCormack
City Manager

Attachments:
Committee Lists
Prospective Member List

Prospective Members for Various Committees/Commissions

Beautification

Community Program

Family & Human Services

Jimmy Mendoza, Jr.
Francis Carbajal

Heritage Arts

Vaibhav Narang

Historical

Personnel Advisory Board

Parks & Recreation

Planning Commission

Alma Martinez
Janet Rock
Vaibhav Narang

Senior Citizens Advisory

Sister City

Traffic Commission

Alma Martinez
Janet Rock
Vaibhav Narang

Youth Leadership

BEAUTIFICATION COMMITTEE

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

9:30 a.m., Town Center Tall

Mary Jo Haller 25

APPOINTED BY	NAME	TERM EXPIRATION YR.
Gonzalez	Vacant	(14)
	Irene Pasillas	(14)
	Vacant	(14)
	May Sharp	(13)
	Vacant	(13)
Moore	Juliet Ray	(14)
	Paula Minnehan	(14)
	Annie Petris	(13)
	Guadalupe Placencia	(13)
	Vacant	(13)
Rios	Mary Reed	(14)
	Charlotte Zevallos	(14)
	Vaibrav Narang	(14)
	Vada Conrad	(13)
	Sally Gaitan*	(13)
Rounds	Sadie Calderon	(14)
	Rita Argott	(14)
	Mary Arias	(13)
	Marlene Vernava	(13)
	Debra Cabrera	(13)
Trujillo	Mary Jo Haller	(14)
	Eleanor Connelly	(14)
	Margaret Bustos*	(14)
	Rosalie Miller	(13)
	A.J. Hayes	(13)

*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.

Mary Jo Haller 25

APPOINTED BY	NAME	TERM EXPIRATION YR.
Gonzalez	Jeanne Teran	(14)
	Miguel Estevez	(14)
	Kim Mette	(14)
	Cecilia Leader	(13)
	Frank Leader	(13)
Moore	Rosalie Miller	(14)
	Margaret Palomino	(14)
	Mary Jo Haller	(13)
	Lynda Short	(13)
	Bryan Collins	(13)
Rios	Francis Carbajal	(14)
	Mary Anderson	(13)
	Dolores H. Romero*	(13)
	Vacant	(14)
	Vacant	(13)
Rounds	Mark Scoggins*	(14)
	Marlene Vernava	(14)
	Vacant	(14)
	Vacant	(13)
	Vacant	(13)
Trujillo	Vacant	(14)
	Vacant	(14)
	Vacant	(14)
	Vacant	(13)
	Vacant	(13)

*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

Mary Jo Haller 15 Residents Appointed by City Council
5 Social Service Agency Representatives Appointed by the Committee

APPOINTED BY	NAME	TERM EXPIRATION YR.
Gonzalez	Mercedes Diaz	(14)
	Josephine Santa-Anna	(14)
	Angelica Miranda	(13)
Moore	Arcelia Miranda	(14)
	Brandy Ordway-Roach	(13)
	Margaret Bustos*	(13)
Rios	Lydia Gonzales	(14)
	Manny Zevallos	(13)
	Gilbert Aguirre*	(13)
Rounds	Annette Rodriguez	(14)
	Janie Aguirre*	(13)
	Ted Radoumis	(13)
Trujillo	Dolores H. Romero*	(14)
	Gloria Duran*	(14)
	Alicia Mora	(13)

Organizational Representatives: Nancy Stowe
Evelyn Castro-Guillen
Elvia Torres
(SPIRRIT Family Services)

**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

Mary Jo Haller 9 Voting Members
 6 Non-Voting Members

APPOINTED BY	NAME	TERM EXP.
Gonzalez	Gloria Duran*	6/30/2014
Moore	May Sharp	6/30/2014
Rios	Paula Minnehan	6/30/2014
Rounds	A.J. Hayes	6/30/2014
Trujillo	Amparo Oblea	6/30/2014

Committee Representatives

Beautification Committee	Marlene Vernava	6/30/2013
Historical Committee	Larry Oblea	6/30/2013
Planning Commission	Frank Ybarra	6/30/2013
Chamber of Commerce	Tom Summerfield	6/30/2013

Council/Staff Representatives

Council	Richard Moore
Council Alternate	Laurie Rios
City Manager	Thaddeus McCormack
Director of Library & Cultural Services	Hilary Keith
Director of Planning	Wayne Morrell

**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., Train Depot

Mary Jo Haller

Membership: 20

APPOINTED BY	NAME	TERM EXPIRATION YR.
Gonzalez	Ed Duran	(14)
	Gilbert Aguirre*	(13)
	Janie Aguirre*	(13)
	Sally Gaitan*	(13)
Moore	Astrid Gonzalez	(14)
	Tony Reyes	(14)
	Amparo Oblea	(13)
	Francine Rippy	(13)
Rios	Vacant	(14)
	Hilda Zamora	(14)
	Vacant	(13)
	Larry Oblea	(13)
Rounds	Vacant	(14)
	Vacant	(14)
	Mark Scoggins*	(13)
	Janice Smith	(13)
Trujillo	Vacant	(14)
	Alma Martinez	(14)
	Merrie Hathaway	(13)
	Vacant	(13)

**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
Mary Jo Haller

Membership: 25

APPOINTED BY	NAME	TERM EXPIRATION YR.
Gonzalez	Jennie Carlos	(14)
	Frank Leader	(14)
	Brandy Ordway-Roach	(13)
	Raul Miranda, Jr.	(14)
	Vaibhav Narang	(13)
Moore	Jimmy Mendoza	(14)
	John Salgado	(14)
	Janet Rock	(13)
	David Gonzalez	(13)
	Sheila Archuleta	(13)
Rios	Lynda Short	(14)
	Bernie Landin	(14)
	Joe Avila	(14)
	Sally Gaitan*	(13)
	Fred Earl	(13)
Rounds	Kenneth Arnold	(14)
	Richard Legarreta, Sr.	(14)
	Luigi Trujillo	(14)
	Angelica Miranda	(13)
	Mark Scoggins*	(13)
Trujillo	Miguel Estevez	(14)
	Andrea Lopez	(14)
	Christina Maldonado	(13)
	Jesus Mendoza	(13)
	Arcelia Miranda	(13)

**Asterisk indicates person currently serves on three committees*

PERSONNEL ADVISORY BOARD

Meets Quarterly on an As-Needed Basis

Mary Jo Haller 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	6/30/2015
	Ron Biggs	6/30/2013
Personnel Advisory Board	Jim Contreras	6/30/2013
Firemen's Association	Wayne Tomlinson	6/30/2013
Employees' Association	Anita Ayala	6/30/2015

PLANNING COMMISSION

Meets the second Monday of every Month at 4:30 p.m.,
Chambers

Council

Mary Jo Haller 5

APPOINTED BY

NAME

Gonzalez	Jaime Velasco
Moore	Manny Zevallos
Rios	Michael Madrigal
Rounds	Susan Johnston
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

Mary Jo Haller 25

APPOINTED BY	NAME	TERM EXPIRATION YR.
Gonzalez	Gloria Duran*	(14)
	Josephine Santa-Anna	(14)
	Vacant	(13)
	Janie Aguirre*	(13)
	Ed Duran	(13)
Moore	Yoshi Komaki	(14)
	Yoko Nakamura	(14)
	Paul Nakamura	(14)
	Vacant	(13)
	Pete Vallejo	(13)
Rios	Vacant	(14)
	Louis Serrano	(14)
	Vacant	(14)
	Amelia Acosta	(13)
	Jessie Serrano	(13)
Rounds	Vacant	(14)
	Vacant	(14)
	Gloria Vasquez	(13)
	Lorena Huitron	(13)
	Berta Sera	(13)
Trujillo	Vacant	(14)
	Vacant	(14)
	Gilbert Aguirre*	(13)
	Margaret Bustos*	(13)
	Vacant	(13)

**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.

Mary Jo Haller 25

APPOINTED BY	NAME	TERM EXPIRATION YR.
Gonzalez	Amanda Tomsick	(14)
	Kimberly Mette	(14)
	Jimmy Mendoza	(13)
	Dominique Velasco	(14)
	Lucy Gomez	(13)
Moore	Martha Villanueva	(14)
	Vacant	(14)
	Mary K. Reed	(13)
	Peggy Radoumis	(13)
	Jeannette Wolfe	(13)
Rios	Charlotte Zevallos	(14)
	Francis Carbajal	(14)
	Marlene Vernava	(13)
	Doris Yarwood	(13)
	Vacant	(13)
Rounds	Manny Zevallos	(14)
	Susan Johnston	(14)
	Vacant	(14)
	Ted Radoumis	(13)
	Vacant	(13)
Trujillo	Vacant	(14)
	Andrea Lopez	(14)
	Dolores H. Romero*	(13)
	Marcella Obregon	(13)
	Vacant	(13)

*Asterisk indicates person currently serves on three committees.

TRAFFIC COMMISSION

Meets the Third Thursday of every month, at 6:00 p.m., Council Chambers

Mary Jo Haller 5

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

YOUTH LEADERSHIP COMMITTEE

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

Mary Jo Haller

Membership: 20

APPOINTED BY	NAME	TERM EXPIRATION YR.
Gonzalez	Dominique Walker	()
	Victoria Molina	()
	Felipe Rangel	(14)
	Victor Garza	()
Moore	Destiny Cardona	(14)
	Gabriela Rodriguez	(13)
	Wendy Pasillas	(13)
	Daniel Wood	(13)
Rios	Vacant	()
	Danielle Garcia	(14)
	Marisa Gonzalez	(15)
	Ariana Gonzalez	(13)
Rounds	Drew Bobadilla	(13)
	Andrea Valencia	(13)
	Vacant	()
	Lisa Baeza	(13)
Trujillo	Maxine Berg	(15)
	Martin Guerrero	(13)
	Cameron Velasco	()
	Kevin Ramirez	(13)



COUNCIL REORGANIZATION

Selection of Liaisons to Various City Committees and Representatives to Governmental Organizations

BACKGROUND

It would be appropriate at this time to select Council Liaisons to the various City Committees and Council Delegates/Representatives for selected governmental organizations for 2013.

Attached for your information and review is a listing of Council Liaison Appointments and Organization Representatives.

Thaddeus McCormack
City Manager

Attachments

Council Liaison Appointments
Organization Representatives List

Council Appointed City Committees/Commissions

Organization	Council Liaison	Executive Secretary	Meeting Frequency	Meeting Date	Meeting Time	Meeting Location
Beautification	Moore Alternate: Rios	Jeff Mahlstede	Monthly except July, Aug, Dec	4th Wed	9:30 AM	Town Center
Community Program Committee	Rounds	Carole Joseph	Jan, May, Sept	3rd Wed in Jan, May, Sep	7:00 PM	City Hall Council Chambers
Family & Human Services Advisory Committee	Rios	Eddie Ramirez	Monthly except Jul/Aug/Sep/Dec	3rd Wed of the month	5:30 PM	Neighborhood Ctr
Heritage Arts Advisory Committee	Moore Alternate: Rios	Jerry Edwards	Monthly except Dec	Last Tues	9:00 AM	Library Community Room
Historical Committee	Moore Alternate: Rios	Hilary Keith	4 times per year	Jan/Apr/July 2nd Tues Oct 1st Tues	5:30 PM	Heritage Park Train Depot
Parks & Recreation Advisory Committee	Rounds	Carole Joseph	Monthly except Jul, Aug/Dec	1st Wed	7:00 PM Subcom 6:00 pm	City Hall Council Chambers
Personnel Advisory Board		Andrea Cutler	Quarterly on an as-needed basis	Varies	Varies	Varies
Planning Commission		Wayne Morrell	2 times per month	2nd & 4th Mon of the month	4:30 PM	City Hall Council Chambers
SFS/PIH Health Center Joint Oversight Committee	Trujillo Alternate: Moore Community Rep: Alicia Gonzalez	Maricela Balderas	Twice per year	TBD	10:00 AM	Neighborhood Ctr
Senior Citizens Advisory Committee	Moore	Ed Ramirez	Monthly except Jul, Aug/Sep/Dec	2nd Tues of the month	10:00 AM	Neighborhood Ctr
Sister City Committee	Rios Alternate: Trujillo	Michelle Smith	Monthly	1st Mon	6:30 PM	Town Center
Traffic Commission		Noe Negrete	Monthly	3rd Thursday	6:00 PM	City Hall Council Chambers
Youth Leadership Committee	Gonzalez Alternate: Trujillo	Jeff Mahlstede	Monthly	1st Mon	6:30 PM	City Hall Council Chambers

Non-Council Appointed City Committees

Organization	Council Liaison	Executive Secretary	Meeting Frequency	Meeting Day	Meeting Time	Meeting Location
Holiday Home Decorating Contest	Rounds Moore	Carole Joseph	Second week in Dec		4:30 PM	City Hall
Friends of the Library Board of Directors	Rounds	Hilary Keith	Quarterly	2nd Wed Mar/Jun/Sep & Dec	5:30 PM	Library
READI Committee	Rounds - Dir Trujillo - Alternate	Cee Del Toro	Quarterly (Jan/Apr/July/Oct)	1st Tues	6:30 PM	Town Center Hall
Scholarship Interview Panels	Mora: Trujillo Sandoval: Gonzalez Sharp: Rounds	Wayne Bergeron	April-May	TBD-Changes annually	Varies	City Hall

External Organizations

Organization	Council Liaison	Staff	Meeting Day	Meeting Time	Meeting Location
Ability First Governing Board	Moore Vacant - Alternate	Thaddeus McCormack	Varies	Varies	Sierra Home 3053 1/2 Del Mar Blvd, Pasadena
Area "E" Disaster Board	Trujillo Police Svcs- Alternate	Darryl Pedigo	3rd Wed	8:30am	Norwalk Sports Complex, 13200 S. Clarkdale, Norwalk
California Contract Cities Assn	Gonzalez Trujillo - Alternate	Thaddeus McCormack	3rd Wed	6:00pm	Host City
Chamber of Commerce Economic Development Committee	Moore Vacant - Alternate	Thaddeus McCormack	Varies	Varies	Varies
Chamber Youth Enrichment Fund Board	Trujillo - Does not attend mtgs	Thaddeus McCormack	2nd Wed bi-month	2:00pm	Chamber Office
City Selection Committee (League of Cal Cities)	Moore				
Gateway Cities Council of Governments	Gonzalez Rounds - Alternate	Thaddeus McCormack	1st Wed	6:00pm	16401 Paramount Bl, 2nd Floor, Board Room, Paramount
91/605/405 Committee (Subcommittee of COG)	Gonzalez Trujillo	Thaddeus McCormack	4th Wed	6:00pm	Gateway COG, 16401 Paramount Bl, Paramount
Committee on Homelessness (Subcommittee of COG)	Per the COG, only Directors can be on this subcommittee; they will send a notice to LG to see if he is interested.	Thaddeus McCormack	On-Call Basis		Gateway COG, 16401 Paramount Bl, Paramount
SFS/PIH Health Center Joint Oversight Committee	NA	Frank Beach Noe Negrete-Alternate.	3rd Thur	12 noon	Lakewood
Hispanic Outreach Taskforce	Trujillo Moore-Alternate Community Rep: Alicia Gonzalez				6706 Friends Avenue Whittier, CA 90601-4432
I-5 Consortium Policy Board	Moore Trujillo - Alternate	Thaddeus McCormack	4th Mon	2:00pm	Norwalk City Hall, 12700 Norwalk Blvd, Norwalk
Independent Cities of Los Angeles	Gonzalez Trujillo - Alternate	Thaddeus McCormack			Feb-Santa Barbara, Jul- Rancho Bernardo, Sep- President's City
Joint Powers Insurance Authority	Gonzalez Moore - Alternate	Thaddeus McCormack	3rd Wed in Jul	6:00pm Dinner 7:00pm Meeting	JPIA Offices, 8081 Moody, La Palma
LA CADA	Vacant	Thaddeus McCormack	Last Wed	7:00pm	Allen House, 10425 Painter Ave, SFS

External Organizations

Organization	Council Liaison	Staff	Meeting Day	Meeting Time	Meeting Location
League of California Cities	Gonzalez Trujillo - Alternate	Thaddeus McCormack	1st Thur	6:30pm	MWD Courtyard Café, 700 N. Alameda, LA
Metropolitan Little League	Rounds	Michelle Smith	Wed	7:00pm	Lake Center Park
Sanitation District	Moore - Alternate Gonzalez	Noe Negrete	4th Wed	1:30pm	1955 Workman Mill Rd, Whittier
SFHS Education Foundation	Rounds	Thaddeus McCormack	Varies	Varies	SFHS
SFS/South Whittier Education Center Advisory Committee	Trujillo	Thaddeus McCormack	Varies	9:00am	Southwest Resource Center, 10750 Laurel Ave, Whittier
SFS/South Whittier Education Center Advisory Committee - President's Advisory Committee	Trujillo	Thaddeus McCormack	Varies	8:00am	Rio Hondo College Board Room
SFS Baseball Association	Trujillo	Michelle Smith	1st Thur	6:30pm	SFS Athletic Field
SASSFA	Moore Trujillo - Alternate	Maricela Balderas	4th Thur	12:00pm	9825 Painter Ave, Whittier
SEAACA	Trujillo Moore - Alternate	Dino Torres	3rd Thur	2:00pm	9777 SEAACA Way, Downey
Southeast Water Coalition Administrative Entity		Frank Beach Noe Negrete - Alt	3rd Thur of odd months	11:30am/Lunch 12:00pm/Meet	Pico Rivera
Southeast Water Coalition Board	Gonzalez Moore - Alternate	Frank Beach	1st Thur of every even mo.	6:30pm Dinner 7:00pm Meet	City of Pico Rivera Parks & Rec Community Room 6767 Passons Blvd Pico Rivera, CA 90660 Contact Gladis Deras 562-801-4351
Southern California Association of Governments (SCAG)	Moore Trujillo - Alternate		Annual Meeting in June		
Vector Control Appt can be for 2 or 4 yrs.	Mike Madrigal		Jan 2012 - Dec 2015		
Washington Blvd Coalition to the Gold Line Extension	Moore				