



# REVISED AGENDA

## REGULAR MEETINGS OF THE HOUSING SUCCESSOR SUCCESSOR AGENCY AND CITY COUNCIL

June 8, 2017  
6:00 P.M.

Council Chambers  
11710 Telegraph Road  
Santa Fe Springs, CA 90670

**William K. Rounds, Mayor**  
**Jay Sarno, Mayor Pro Tem**  
**Richard J. Moore, Councilmember**  
**Juanita Trujillo, Councilmember**  
**Joe Angel Zamora, 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**

Richard J. Moore, Councilmember  
Juanita Trujillo, Councilmember  
Joe Angel Zamora, Councilmember  
Jay Sarno, Mayor Pro Tem  
William K. Rounds, Mayor

**HOUSING SUCCESSOR**

**3.**

**Approval of Minutes**

- a. Minutes of the May 11, 2017 of the Housing Successor Agency

**Recommendation:** That the Housing Successor approve the minutes as submitted.

**SUCCESSOR AGENCY**

**4.**

Minutes of the May 11, 2017 of the Successor Agency.

**Recommendation:** That the Successor Agency approve the minutes as submitted.

**CITY COUNCIL**

**5.**

**CITY MANAGER REPORT**

**6.**

**CONSENT AGENDA**

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

**Approval Minutes**

- a. Minutes of the May 11, 2017 Regular and Adjourned City Council Meetings

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

**NEW BUSINESS**

**7.**

FY 2016-17 and 2017-18 Mid-Budget Cycle Revisions and Modifications

**Recommendation:** That the City Council:

- Approve the proposed revenue, expenditure, and personnel adjustments as detailed in Attachments A through J.

**8.**

Adoption of the City's FY 2017-18 Investment Policy

**Recommendation:** That the City Council:

- Adopt the Investment Policy for FY 2017-18

**9.**

Resolution No. 9547 – Establishing the City's Maximum Contribution Under the Public Employees' Medical and Hospital Care Act

**Recommendation:** That the City Council:

- Adopt Resolution No. 9547, establishing the City's maximum contribution to medical insurance premiums under the Public Employees' Medical and Hospital Care Act.

10. Resolution No. 9548 – Adoption of Annual Appropriation (GANN) Limit for Fiscal Year 2017-18  
**Recommendation:** That the City Council:
  - Adopt Resolution No. 9548 setting the appropriation limit for Fiscal Year 2017-18.
11. Adopt Resolution No. 9549 Making a Finding as to the Industrial Disability of Robert Yellen  
**Recommendation:** That the City Council:
  - Approve Resolution No. 9549 making a finding as to the industrial disability of Robert Yellen.
12. Authorize the Purchase of a Computer “Backup” Appliance from Connection for the New SPRING Finance System  
**Recommendation:** That the City Council:
  - Authorize the Director of Purchasing Services to issue a purchase order in the amount of \$25,907.24 to Connection for the acquisition of one computer backup appliance.
13. Award of Contract for the Audio and Visual Renovations of the City Council Chamber and Council Conference Room  
**Recommendation:** That the City Council:
  - Authorize the Director of Purchasing Services to issue a purchase order in the amount of \$80,233.44 to Western Audio Visual to renovate the audio and visual systems in the Council Chambers and the Council Conference Room.
14. Department of Fire Rescue Fleet Maintenance Services, Performance Truck Repair-Award of Contract  
**Recommendation:** That the City Council:
  - Accept the proposals; and
  - Award a contract for Performance Truck Repair; and
  - Authorize the Fire Chief of the Department of Fire-Rescue to execute a contract with David Killackey SR., President, Performance Truck Repair.
15. On-Call Professional Engineering Services – Commercial Street Improvement Design Year – 1 (Florence Avenue) Award of Contract  
**Recommendation:** That the City Council:
  - Approve adding the Florence Avenue from Norwalk Boulevard to Bloomfield Avenue project to the Capital Improvement Plan;
  - Accept the Proposals;
  - Award a Contract to Anderson Penna from Newport Beach, California in the amount of \$75,400.00 for – Commercial Street Improvement Design Year-1 (Florence Avenue); and
  - Authorize the Mayor to execute the Agreement with Anderson Penna.

16. On-Call Professional Engineering Services – Residential North Streets Improvement Design – Year 1 (Terradell Street, Whiteland Street, Roma Street and Nova Street) – Award of Contract  
**Recommendation:** That the City Council:
- Accept the Proposal;
  - Award a Contract to BKF from Newport Beach, California in the amount of \$49,248.00 for Residential North Streets Improvement Design - Year 1 (Terradell Street, Whiteland Street, Roma Street and Nova Street); and
  - Authorize the Mayor to execute the agreement with BKF.
17. On-Call Professional Engineering Services – Residential South Streets Improvement Design-Year1 (Gridley Road, Dunning Street, Darcy Street) Award of Contract  
**Recommendation:** That the City Council:
- Accept the Proposals;
  - Award a contract to Psomas from Los Angeles, California in the amount of \$62,030.00 for the Residential South Streets Improvement Design-Year 1 (Gridley Road, Dunning Street, Darcy Street); and
  - Authorize the Mayor to execute the Agreement with Psomas.
18. Transportation Services Agreement with Pupil Transportation Cooperative (PTC) – Authorization for Renew Contract  
**Recommendation:** That the City Council:
- Authorize the Mayor to execute the agreement with Pupil Transportation Cooperative (PTC) effective 1, 2017 through June 30, 2019.
19. Water Well No. 12 Engineering Design Services for Water Treatment System – Contract Amendment No. 1  
**Recommendation:** That the City Council:
- Authorize and approve Contract Amendment No. 1 with CIVILTEC Engineering Inc. (Civiltec), in the amount of \$47,853.75, for additional design services, permitting process, and monitoring plan for Water Well No. 12.
20. Imperial Highway Underpass Pump Replacement – Authorize to Purchase  
**Recommendation:** That the City Council:
- Authorize the Director of Public Works to Purchase two (2) Yeomans Submersible Vertical Mounted Pumps from Charles P. Crowley Company of Irwindale, CA; and
  - Authorize a Purchase Order to be issued in the amount of \$43,642.78.
21. Foster Road Reservoir Anti-Nitrification System  
**Recommendation:** That the City Council:
- Authorize the Director of Public Works to purchase one (1) Anti-Nitrification Pax Water Mixer from D&H Water Systems, Oceanside, California as a sole source provider of this system.



**22. Review and Approval of Proposed Amended Committee By-Laws for Council Appointed Committees**

**Recommendation:** That the City Council:

- Review and approve the proposed amended committee by-laws for each of the council-appointed committees.

**Please note:** Item Nos. 23 – 31, will commence in the 7:00 p.m. hour.

**23. INVOCATION**

**24. PLEDGE OF ALLEGIANCE**

**25. INTRODUCTIONS**

- Representatives from the Chamber of Commerce

**26. ANNOUNCEMENTS**

**27. PRESENTATIONS**

- a. Recognition of 2017 Santa Fe Springs Older American Award Recipient
- b. Presentation of Badge and Firefighter Protective Gear to Firefighter Ryan Brosamer
- c. Recognition of Los Angeles Police Department Officer (LAPD) Edgar Bojorquez for his participation in the 2017 Police Unity Tour
- d. 2017 Teacher of the Year Award Recipients
- e. Recognition of Battle of the Books Event Winners
- f. Santa Fe Springs Chamber's Youth Enrichment Fund Poster Contest Winners
- g. SFS 2017 Art Fest Volunteer Recognition

**APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSIONS**

**28. Committee Appointments**

**29. 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.*

**30. EXECUTIVE TEAM REPORTS**

**31. 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.*

  
\_\_\_\_\_  
Janet Martinez, CMC  
City Clerk

June 5, 2017  
Date

**FOR ITEM NO. 3A**  
**PLEASE SEE ITEM NO. 6A**

**FOR ITEM NO. 4**  
**PLEASE SEE ITEM NO. 6A**



# *City of Santa Fe Springs*

City Council Meeting

June 8, 2017

## **APPROVAL OF MINUTES**

Minutes of the May 11, 2017 Regular City Council Meeting

### **RECOMMENDATION**

Staff recommends that the City Council:

- Approve the minutes as submitted.

### **BACKGROUND**

Staff has prepared minutes for the following meeting:

- May 11, 2017

Staff hereby submits the minutes for Council's approval.

A handwritten signature in blue ink, appearing to read "Thaddeus McCormack".

Thaddeus McCormack  
City Manager

### **Attachment:**

Minutes for May 11, 2017



APPROVED:

## MINUTES OF THE MEETINGS OF THE HOUSING SUCCESSOR, SUCCESSOR AGENCY AND CITY COUNCIL

May 11, 2017

1. **CALL TO ORDER**

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

2. **ROLL CALL**

**Members present:** Councilmembers/Directors: Moore, Trujillo, and Zamora, and Mayor Rounds.

**Members absent:** Mayor Pro Tem/Vice Chair Sarno (Excused)

### HOUSING SUCCESSOR

3. **CONSENT AGENDA**

**Approval of Minutes**

- a. Minutes of the April 13, 2017 of the Housing Successor Agency

**Recommendation:** That the Housing Successor approve the minutes as submitted.

It was moved by Council Member Zamora, seconded by Council Member Trujillo approved Item No. 3A by the following vote:

**Ayes:** Moore, Trujillo, Zamora, Rounds

**Nayes:** None

**Absent:** Sarno (Excused)

### SUCCESSOR AGENCY

4. **CONSENT AGENDA**

**Approval of Minutes**

- a. Minutes of the April 13, 2017 Successor Agency Meeting

**Recommendation:** That the Successor Agency approve the minutes as submitted.

It was moved by Council Member Moore, seconded by Council Member Zamora, approved Item No. 4a by the following vote:

**Ayes:** Moore, Trujillo, Zamora, Rounds

**Nayes:** None

**Absent:** Sarno (Excused)

**CITY COUNCIL**

**5. CITY MANAGER REPORT**

City Manager McCormack thanked staff for all their hard work on Saturday for the 60<sup>th</sup> anniversary celebration and for concurrently preparing for the upcoming Art Fest. He also spoke about attending the Board of Supervisors Meeting with Mayor Rounds on May 9, 2017 to accept a certificate on behalf of the City of Santa Fe Springs. Last, he spoke about Measure H, noted the city is trying lobbying for the homeless shelters and to educate staff on the clinical side for homeless as there law enforcement are usually the first responders for homeless shelters.

**6. Approval of Minutes**

A. Minutes of the April 13, 2017 City Council Meeting

**Recommendation:** That the City Council:

- Approve the minutes of the April 13, 2017, meeting as submitted.

It was moved by Council Member Zamora, seconded by Council Member Trujillo, to approve the minutes of the April 13, 2017, meeting as submitted, by the following vote:

**Ayes:** Moore, Trujillo, Zamora, Rounds

**Nayes:** None

**Absent:** Sarno (Excused)

**PUBLIC HEARING**

**7. Resolution No. 9545 – Approval of Programs/Projects Proposed for Funding During FY 2017/2018 Under the City's Community Development Block Grant (CDBG) Cooperation Agreement with the County of Los Angeles**

**Recommendation:** That the City Council:

- Open the Public Hearing and hear from anyone wishing to speak on this matter;
- Approve the acceptance of CDBG funds as described in the body of this report;
- Rescind Resolution No. 9534
- Adopt Resolution No. 9545; and
- Authorize the City Engineer to transmit the planning documents to the County of Los Angeles Community Development Commission.

Mayor Rounds opened the public hearing at 6:11 p.m.

No public comments were received.

Mayor Rounds closed the public hearing at 6:11 p.m.

It was moved by Council Member Moore, seconded by Council Member Trujillo, to approve the acceptance of CDBG funds as described in the body of this report; rescind resolution No. 9534; adopt Resolution No. 9545; and authorize the City Engineer to transmit the planning documents to the County of Los Angeles Community Development Commission, by the following vote:

**Ayes:** Moore, Trujillo, Zamora, Rounds



**Nayes:** None  
**Absent:** Sarno (Excused)

## **NEW BUSINESS**

8. Authorize the Purchase of one (1) Honda Police Motorcycle from Huntington Beach Honda

**Recommendation:** That the City Council:

- Authorize the Director of Purchasing Services to purchase one (1) Honda Police Motorcycle from Huntington Beach Honda and authorize a purchase order to be issued in the amount of \$29,332.97 for this transaction.

It was moved by Council Member Moore, seconded by Council Member Zamora, to authorize the Director of Purchasing Services to purchase one (1) Honda Police Motorcycle from Huntington Beach Honda and authorize a purchase order to be issued in the amount of \$29,332.97 for this transaction, by the following vote:

**Ayes:** Moore, Trujillo, Zamora, Rounds  
**Nayes:** None  
**Absent:** Sarno (Excused)

9. Single Jurisdiction Local Hazard Mitigation Plan (LHMP) – Award of Contract

**Recommendation:** That the City Council:

- Accept the Proposals; and
- Award a contract to Emergency Planning Consultants (EPC) of San Diego California, in the amount of \$25,000; and
- Authorize the Mayor to execute a contract with Emergency Planning Consultants

It was moved by Council Member Trujillo, seconded by Council Member Moore, to accept the proposals; and award a contract to Emergency Planning Consultants (EPC) of San Diego California, in the amount of \$25,000; and authorize the Mayor to execute a contract with Emergency Planning Consultants, by the following vote:

**Ayes:** Moore, Trujillo, Zamora, Rounds  
**Nayes:** None  
**Absent:** Sarno (Excused)

10. Resolution No. 9542 and Resolution No. 9543 – Request for Modifications of Parking Restrictions on Alburdis Avenue between Telegraph Road and Pioneer Boulevard

**Recommendation:** That the City Council:

- Approve the request to remove the existing “No Stopping Any Time” parking restrictions;
- Approve the maintaining of parking restrictions adjacent to existing driveways;
- Adopt Resolution No. 9542 which would prohibit the parking of vehicles weighing over 6000 Pounds and implement a tow-away provision for vehicles that violate the restriction on Alburdis Avenue; and
- Adopt Resolution No. 9543 which would prohibit the parking of vehicles on Tuesdays between 8:00 AM to 12:00 Noon for street sweeping

purposes.

It was moved by Council Member Zamora, seconded by Council Member Trujillo, to approve the request to remove the existing “No Stopping Any Time” parking restrictions; approve the maintaining of parking restrictions adjacent to existing driveways; adopt Resolution No. 9542 which would prohibit the parking of vehicles weighing over 6000 pounds and implement a tow-away provision for vehicles that violate the restriction on Alburdis Avenue; and adopt Resolution No. 9543 which would prohibit the parking of vehicles on Tuesdays between 8:00 AM to 12:00 Noon for street sweeping purposes, by the following vote:

**Ayes:** Moore, Trujillo, Zamora, Rounds

**Nayes:** None

**Absent:** Sarno (Excused)

**11. Resolution No. 9544 – Request for Parking Restriction on Spring Avenue north Excelsior Drive**

**Recommendation:** That the City Council:

- Adopt Resolution No. 9544, which would prohibit parking of vehicles weighing over 6,000 pounds on the east side of Spring Avenue from Excelsior Drive to a point 230 feet north of Excelsior Drive and implement a tow-away zone within the same limits for vehicles that violate the restriction.

It was moved by Council Member Trujillo, seconded by Council Member Moore, adopt Resolution No. 9544, which would prohibit parking of vehicles weighing over 6,000 pounds on the east side of Spring Avenue from Excelsior Drive to a point 230 feet north of Excelsior Drive and implement a tow-away zone within the same limits for vehicles that violate the restriction, by the following vote:

**Ayes:** Moore, Trujillo, Zamora, Rounds

**Nayes:** None

**Absent:** Sarno (Excused)

**12. Water Well No. 12 Ground Water Treatment System – Authorization to Advertise for Construction Bids**

**Recommendation:** That the City Council:

- Approve the Plans and Specifications; and
- Authorize the City Engineer to advertise for construction bids.

It was moved by Council Member Moore, seconded by Council Member Zamora, to approve the plans and specifications; and authorize the City Engineer to advertise for construction bids, by the following vote:

**Ayes:** Moore, Trujillo, Zamora, Rounds

**Nayes:** None

**Absent:** Sarno (Excused)

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***Mayor Rounds recessed the meetings at 6:13 p.m.***

***Mayor Rounds convened the meeting at 7:01 p.m.***

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**13. INVOCATION**

Invocation was led by Council Member Zamora

**14. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by the Youth Advisory Committee Members.

**15. INTRODUCTIONS**

- Chamber of Commerce Representatives: Teri Bazen, Norwalk/La Mirada Plumbing and HVAC and Sonya Kemp, EveryBusiness HR Essentials.

**16. ANNOUNCEMENTS**

The Youth Leadership Committee Members made the following announcements:

- SFS Art Fest, Tuesday, May 12, 2017 at 3:00 p.m. – 11:00 p.m.
- Kick Off party, Friday, June 2, 2017 at 6:00 p.m.
- Get Acquainted Cook Out, Friday, June 13, 2017 at 3:00 p.m.

MDA Fill the Boot Announcement, presentation given by Fire Captain Vic Marin.

**17. PRESENTATIONS**

- a. City's 60<sup>th</sup> Anniversary Presentation
- b. of Santa Fe Springs Gyros /Gymnastics Team
- c. Recognition of Library Division Bookmark Contest Winners
- d. Proclaiming May 15-21, 2017 as "Law Enforcement Week"
- e. Proclaiming May 21-27, 2017 as "National Public Works Week"

**18. APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSIONS**

No appointments were made.

**19. ORAL COMMUNICATIONS**

No speakers were present.

**20. EXECUTIVE TEAM REPORTS**

- Frank D. Beach, Utility Services Manager provided the status on current road projects and also announced that San Diego is now turning their sewage water as safe water to drink as tap water.
- Wayne Morrell, Planning Director spoke in regards of the new 76 Gas station, and how that is Santa Fe Springs' first digital gas sign. He also announced the following: Aldi Supermarket Grand Opening, Thursday, May 25, 2017 at 10:00 a.m.; Starbucks Grand Opening on May 24, 2017, Salt & Pepper Restaurant Sports Bar is now open. He wished everyone a Happy Mother's Day.

- Dino Torres, Police Services Director spoke in regards to the May 18, 2017 Cesar Chavez event at the Clarke of State. He also announced that as part of Law Enforcement week, the policing team will be visiting all local elementary's to interact with the children.
- Chief Mike Crook spoke in regards to firefighter will be out on May 15, 17 & 19, 2017, Thursday, June 1, 2017 Fire department will have the CPR training; yesterday's Quest for Burn Survivors.
- Jose Gomez, spoke in regards to the recent SPRING training and will have the auditors visit the city as usual for the week of May 21<sup>st</sup>; budget season, reviewing numbers to bring back at the June 8<sup>th</sup> meeting.
- Maricela Balderas, Director of Community Services spoke in regards the May 3<sup>rd</sup> traffic Box project was completed on time for 60<sup>th</sup> anniversary; 2017 tax program was successful with 250 successful tax returns; last, announced the library was awarded a Grant for Fifty-One Thousand Dollars.

The following comments were made by the City Council:

- Council Member Zamora wished everyone a Happy Mother's Day.
- Council Member Moore thanked staff for the wonderful work they did for the 60<sup>th</sup> Anniversary event, admired the positive mood of the residents, even with the weather; wished everyone a Happy Mother's Day.
- Council Member Trujillo announced that there as an issue of flooding last week on Longworth and commended Public Works staff for their help. In regards to Law Enforcement Week, she announced LAPD Officer Edgar Bojorquez, resident of Santa Fe Springs is at Washington to commemorate Police Officers such as Officer Boyer.
- Mayor Rounds spoke about the hail that fell on Sunday and in regards to the Longworth flooding. Noted Caltrans construction caused the blockage of the drainage which caused residents to have high water on their street;; spoke about the railroad ridge that is being built and noted might last up to 7 years; thanked staff for Saturday's 60<sup>th</sup> anniversary celebration; Fire Department is putting a memorial for their fire fighters at their headquarters, they are selling coins and if citizens are interested in purchasing to contact the fire department for 20 dollars. Wished everyone a Happy Mother's Day.

## **ADJOURNMENT**

21. Mayor Rounds adjourned the meeting at 8:10 p.m.

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William K. Rounds  
Mayor

**ATTEST:**

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Janet Martinez  
City Clerk

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Date



## **NEW BUSINESS**

### FY 2016-17 and 2017-18 Mid-Budget Cycle Revisions and Modifications

#### RECOMMENDATION

That the City Council approve the proposed revenue, expenditure, and personnel adjustments as detailed in Attachments A through J.

#### Background

In June 2016 the City Council adopted a two-year budget for Fiscal Years 2016-17 and 2017-18. As the City approaches the two-year budget's midpoint, it is appropriate to adjust forecasted revenues, appropriation amounts, and budget assumptions based on year-to-date information available. As a result, Staff has been working closely with the City Council Subcommittees in assessing various aspects of the City's fiscal condition and formulating proper funding and operational actions and adjustments.

Following is a more detailed view of the City's fiscal position, with updated information regarding estimated revenue and expenditure amounts for the City's largest funds, the General and Water Utility Funds.

#### General Fund

It is anticipated that the General Fund will end FY 2016-17 with a "net" deficit of \$440,000. This is \$272,800 less than the \$712,800 deficit anticipated earlier in the Midyear Budget Review. The overall deficit is primarily a result of revenues falling short of expectations. The deficit was not as large as anticipated during the Midyear Budget Review due to savings throughout the departmental expenditures.

FY 2017-18 is also expected to yield a year-end deficit. It is expected to be \$3,303,500, compared to the break-even budget projected in the two-year Adopted Budget. (See Attachment A) The primary reasons for the unfavorable change are revenues being less than originally forecasted as well as a number of changes anticipated in the departmental expenditures (discussed later in this report).

#### ***Budget Transfers / Use of Set-Aside Funds***

Several recommendations are being made to close the budget deficits for both fiscal years. The recommendations are a combination of the reduction or elimination of budgeted transfers along with the use of set-aside funds the City has built up over the past several fiscal years. Although long-term challenges still face the City's budget from a structural standpoint, these recommendations eliminate the near-term deficits without utilizing the City's unrestricted reserves (\$21.3 million). Additionally, adequate funds exist in the affected set-aside funds to maintain current operational levels for the remainder of the budget cycle. Most notably, the Capital Improvement Program





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("CIP") Fund is anticipated to have over \$9.9 million available to allocate to new improvement projects even after the recommended reduction and elimination of transfers for FY 2016-17 and FY 2017-18. The recommend actions are illustrated in Attachment B (along with revised fund balances) and summarized as follows:

### **FY 2016-17**

- Eliminate the budgeted transfer from the General Fund to the Equipment Replacement Fund in the amount of \$269,000
- Eliminate the budgeted transfer from the General Fund to the Employee Benefits Fund in the amount of \$121,500
- Reduce the budgeted transfer from the General Fund to the CIP Fund by \$49,500 to \$1,750,500

**Total Budget Savings for FY 2016-17: \$440,000**

### **FY 2017-18**

- Eliminate the budgeted transfer from the General Fund to the Equipment Replacement Fund in the amount of \$210,700
- Eliminate the budgeted transfer from the General Fund to the CIP Fund in the amount of \$1,800,000
- Transfer \$892,800 from the Employee Benefits Fund to the General Fund to offset higher personnel costs, primarily increasing California Public Employee Retirement System ("CalPERS") contributions
- Transfer \$400,000 from the Insurance Stabilization Fund to the General Fund to offset increases in insurance costs, primarily related to higher workers' compensation rates

**Total Budget Savings for FY 2017-18: \$3,303,500**

### ***Revenues (See Attachment C)***

The FY 2016-17 General Fund revenues (not including Applied Revenues) are projected to finish the year at \$43,414,000, which is \$200,000 higher than the Midyear Budget Review estimate. As a reminder, the revenue forecast was lowered \$1.6 million from \$44.8 million to \$43.2 million during the Midyear Budget Review. This was primarily a result of anticipated declines in Sales Tax and Utility Users Tax of \$830,000 and \$745,000, respectively. So, while the final estimate is slightly higher than the Midyear Budget Review, it is still down \$1.4 million from the original budgeted revenues.

In June 2016, the total General Fund revenues for FY 2017-18 were projected to be \$45,664,000. The revised budget forecast of \$43,675,000 is about \$2.0 million (4.4%) lower than originally estimated. The anticipated decline, as with FY 2016-17, is largely





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in Sales Tax (\$1.1 million) and Utility User's Tax (\$870,000). Additional declines in Franchise Tax and Development revenues are offset by expected increases in Property Tax Pass-Thru and Investment Earnings along with other minor adjustments to revenues.

### ***One-Time Funding Sources***

An important item to point out regarding both the FY 2016-17 and FY 2017-18 budgets is that significant non-recurring loan repayments are included as additional sources to help balance the budget. Beginning in FY 2015-16, the City began receiving repayments of balances owed from the Successor Agency (former Community Development Commission). Approximately \$2.1 million and \$1.8 million are expected to be received during FY 2016-17 and FY 2017-18, respectively. The repayments are expected to range from \$1.5 - \$2.0 million per year over the next three to four fiscal years. While the repayments provide a source of cash flow and become available to support operating expenditures, the flow of funds will cease once the balances are repaid.

### ***Expenditures (See Attachment D)***

As of the FY 2016-17 Midyear Budget Review, total budgeted departmental expenditures, net of applied revenues, were approximately \$43.19 million. These expenditures are expected to increase slightly to \$43.23 million. This increase is more than offset by an expected decline in non-recurring expenditures of \$108,200 to an anticipated total of \$498,100. As noted above, the current budget includes transfers to the CIP, Equipment Replacement, and Employee Benefits Funds. Due to the projected deficit of \$440,000, Staff recommends that the Equipment Replacement and Employee Benefits Fund transfer be eliminated (\$269,000 and \$121,500, respectively) and the CIP Fund transfer be reduced \$49,500 to \$1,750,500.

For FY 2017-18, total budgeted expenditures and uses were approximately \$47.42 million. The revised amount is \$48.74 million or \$1,314,500 greater than the Approved Budget, with about \$1,827,900 (4.1%) more in departmental expenditures and \$139,300 more in non-recurring expenditures. These increases are partially offset by the elimination of a budgeted transfer to the Employee Benefits Fund of \$658,000 which had been originally budgeted to set-aside the estimated cost associated with labor agreements that were pending at the time the budget was adopted. The \$1.8 million in additional department expenditures includes these costs and, consequently, the transfer is no longer necessary.

Noteworthy adjustments in the departments include the following:

- Inclusion of labor related costs pursuant to the Memoranda of Understanding (MOU) agreed to with the City's three labor groups (previously included in the budget as a transfer to the Employee Benefits Fund) - \$658,000





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- Denial of pension and other post-employment benefit ("OPEB") funding from the Successor Agency by the California Department of Finance ("DOF") - \$375,000
- Increase in CalPERS pension costs - \$175,000
- Decrease in Successor Agency administrative costs allowance (increasing salaries/benefits charged to the General Fund) - \$150,000
- Whittier Police Department (WPD) radio system upgrade (first year cost out of a total of approximately \$510,000) - \$100,000
- Increase in workers' compensation contributions - \$81,000
- Increase in CA State Board of Equalization charge for sales tax administration - \$30,000

As in prior years there are several recommended budget revisions in the Vehicle/Equipment Replacement (Activity #8000) and Non-Recurring Expenditure (Activity #9000) components of the budget. They are included as Attachments E and F, respectively.

### **Water Utility Fund (See Attachment G)**

For FY 2016-17 revenues and expenditures/transfers are generally consistent with the Midyear Budget Review. Revenues are expected to be slightly lower (\$7,100) at \$12,620,800, while expenditures/transfers are expected to be approximately \$91,800 higher at \$11,084,400. The expenditure increase is primarily related to additional labor costs charged to the water activities which were originally budgeted for within CIPs and other non-water activities (\$51,900) along with stand-by pay which had not historically been budgeted (\$18,000). Credit card merchant fees are also expected to increase by approximately \$20,600 over the previous estimate. Overall, a net surplus of \$303,800 is expected.

For FY 2017-18, revenues (mostly water sales) are anticipated to be \$12.46 million, or \$433,000 (3.6%) higher than the \$12.03 million originally anticipated. This is primarily related to a rate increase which took effect during FY 2016-17 and higher than anticipated consumption. Expenditures/transfers are expected to be about \$179,300 (1.5%) higher than the adopted \$12.28 million in uses. The increase is primarily related to an increase in the anticipated cost of water purchases of approximately \$150,000. Increases are also expected due to higher CalPERS contributions (\$26,250), credit card merchant fees (\$23,100), stand-by pay (\$18,000), and electricity costs for the production facilities (\$12,000). These increases are partially offset by a reduction in the anticipated transfers to the General Fund non-recurring activities due to the elimination of the water rate study (\$50,000) and the NPDES activity in the Engineering Division due to lower than expected intergovernmental charges (\$36,300). The overall adjustments result in a balanced budget for the water utility compared to an originally anticipated deficit of \$253,700.





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It should be noted, however, that the budgets for both FY 2016-17 and FY 2017-18 do not include any "set-aside" amounts for future water-related CIPs or the replacement of equipment and vehicles.

### **Proposed Organizational/Staffing Changes (See Attachment H)**

At this time there are no changes proposed to add or modify staffing levels. The only recommendation is to change the title of the City's four (4) Division Chiefs to Battalion Chiefs. This is the title they had up until about 10 years ago. The Fire Chief believes that this will help operationally during regional efforts with other agencies in better conveying their roles in the department.

### **New Salary Schedules (Attachments I and J)**

FY 2017-18 will be the second year of the Council-adopted two-year MOUs with the various employee labor associations. The MOUs include a 2% Cost of Living Allowance (COLA) for represented employees. The Council also extended the 2% to non-represented (part-time) employees. As required by CalPERS, it is now necessary for the Council to adopt the new salary schedule that incorporates the modification, to be effective at the start of the pay period that includes July 1, 2017 (see Attachment I – Citywide Salary Schedule). Costs associated with the modifications have already been incorporated into the budget information.

January 1, 2018 marks the effective date of the next increase in the State's minimum wage from \$10.50 to \$11.00 per hour. As a result, it would be appropriate for the Council to adopt the new salary schedule that incorporates the modification, to be effective at the start of the pay period that includes January 1, 2018. The only wages impacted are those below the \$11.00 mark and those slightly above it. Costs associated with the modifications have already been incorporated into the budget information. (See Attachment J – Citywide Salary Schedule).

### **Future Outlook Concerns**

As discussed on previous occasions, there are items of concern when looking to meet the organization's ongoing needs. The most significant is the growth in CalPERS' pension contributions for all full-time personnel. While all full-time employees now pay all of the employee equivalent contribution rates (Safety 9% and Miscellaneous 8%), employer contributions are projected to continue increasing significantly through 2023. There are a number of reasons for this including a smaller City workforce relative to the number of retirees, CalPERS investment losses, a lower CalPERS investment discount rate, and adopted changes in mortality assumptions. While these conditions have existed for the past few fiscal years, the CalPERS Board again approved a further reduction in the investment discount rate during FY 2016-17. The discount rate will be reduced from 7.5% to 7.0% over the next three fiscal years. This change, in conjunction with the other factors noted above, are expected to add approximately \$6.2 million in annual required contributions from a current level of approximately \$8.7 million to an anticipated \$14.9 million in FY 2022-23.





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With the decline in Sales Tax and Utility User's Tax experienced during FY 2016-17 and anticipated for FY 2017-18, and most other revenue sources expected to remain fairly flat, the challenge of rising expenditures facing the City is significant. As noted above, the one-time loan repayments received play a significant role in balancing the City budget in the near-term. However, in the long-term the City will need to consider other recurring revenue options as well as expenditure containment strategies. Staff is currently working with the Council Subcommittees to discuss these issues in greater detail. Along with the Council, by mid to late summer we anticipate initiating conversations with the City's labor groups, independent subject-matter consultants, and community stakeholders to help provide ideas that can help shape the City's long-term direction.

A handwritten signature in blue ink, appearing to read "Thaddeus McCormack".

Thaddeus McCormack  
City Manager

Attachments:

- A – General Fund - Sources and Uses Summary
- B – Use of City "Set Aside" Funds
- C – Revenue Adjustments
- D – Department Expenditure Summaries
- E – Vehicle Acquisition and Replacement (Activity #8000)
- F – Non-Recurring Expenditures (Activity #9000)
- G – Water Utility - Sources and Uses Summary
- H – Proposed Organizational / Staffing Changes
- I – Employee Salary Tables – Effective pay period including July 1, 2017
- J – Employee Salary Tables – Effective pay period including January 1, 2018

## SOURCES AND USES OF FUNDS

FY 2016-17 & FY 2017-18 Approved Budget								
	Actual FY 2015-16	Final Estimate FY 2016-17	Council Approved FY 2017-2018	Variance		Revised Budget FY 2017-2018	Variance	
				\$	%		\$	%
<b>Sources</b>								
Estimated General Revenues	\$ 44,208,735	\$ 43,414,000	\$ 45,664,000	2,250,000	5.2%	\$ 43,675,000	(1,989,000)	-4.4%
Loan Repayments	3,395,094	2,062,900	1,760,000	(302,900)	-14.7%	1,760,000	-	0.0%
Total Sources	47,603,829	45,476,900	47,424,000	1,947,100	4.3%	45,435,000	(1,989,000)	-4.2%
<b>Uses</b>								
Department Expenditures	39,208,282	43,228,300	44,649,300	1,421,000	3.3%	46,477,200	1,827,900	4.1%
Non-Recurring Expenditures	158,265	498,100	111,300	(386,800)	-77.7%	250,600	139,300	125.2%
Vehicle/Equipment Acquisition	-	-	-	-	0.0%	-	-	0.0%
Fund Transfers:								
Capital Improvement Program	6,156,000	1,800,000	1,800,000	-	0.0%	1,800,000	-	0.0%
Equipment Replacement	545,000	269,000	205,400	(63,600)	-23.6%	210,700	5,300	2.6%
Employee Benefits Fund	1,130,000	121,500	658,000	536,500	441.6%	-	(658,000)	—
Insurance Stabilization	73,700	-	-	-	—	-	-	0.0%
Total Uses	47,271,247	45,916,900	47,424,000	1,507,100	3.3%	48,738,500	1,314,500	2.8%
<b>Surplus / (Deficit)</b>	<b>\$ 332,582</b>	<b>\$ (440,000)</b>	<b>\$ -</b>	<b>\$ 440,000</b>	<b>-100.0%</b>	<b>\$ (3,303,500)</b>	<b>\$ (3,303,500)</b>	<b>-750.8%</b>

**ATTACHMENT B****FY 2017-18 Revised Budget  
City "Set-Aside" Funds**

	Projected Fund Balance 6/30/18	Proposed Add'l Uses:		Revised Fund Balance 6/30/18
		6/30/17	6/30/18	
<b>Funds Proposed to be Used</b>				
Capital Improvement Project (CIP)	\$ 11,840,000 *	\$ 49,500	\$1,800,000	\$ 9,990,500
Equipment Replacement Fund (General)	794,528	269,000	210,700	314,828
Employee Benefits	1,026,085	121,500	892,800	11,785
Risk Management	534,500	-	400,000	134,500
<b>Funds Not Proposed to be Used</b>				
General Fund Reserve - Uncommitted	21,301,702	-	-	21,301,702
General Fund - Economic Uncertainties (Assigned)	530,000	-	-	530,000
Equipment Replacement Fund (Fire)	228,196	-	-	228,196
Equipment Replacement Fund (Fire CUPA Fines)	47,981	-	-	47,981

\*As of 5/15/17, total projected balance is \$16.68 million, with \$11.84 million unallocated.  
CIP Admin. expenditures (\$500,000) factored in 2-year period.



**ATTACHMENT C**

**FY 2017-18 Revised Budget  
Revenue Adjustments**

Account Number	Revenue Source	Actual FY 2015-16	Approved Budget FY 2016-17	Final Estimate FY 2016-17	Approved Budget FY 2017-18	Revised Budget FY 2017-18	Revised vs. Approved Budget	
							\$	%
<b>General Fund</b>								
	<u>Taxes</u>							
0110	Property	\$ 2,306,103	\$ 2,329,000	\$ 2,390,000	\$ 2,375,000	\$ 2,375,000	\$ -	0.0%
0145	Property - Pass Thru to City	753,822	1,086,000	1,134,000	954,000	1,187,000	233,000	24.4%
0155	Utility User's Tax (UUT)	6,669,155	6,950,000	6,205,000	7,075,000	6,205,000	(870,000)	-12.3%
0160	Sales & Use	25,518,717	25,914,000	25,250,000	26,550,000	25,470,000	(1,080,000)	-4.1%
0165	Transient Occupancy	165,397	163,000	164,000	166,000	166,000	-	0.0%
0170	Franchise	2,888,135	2,925,000	2,704,000	2,975,000	2,704,000	(271,000)	-9.1%
0175	Business Operations	801,658	780,000	802,000	780,000	802,000	22,000	2.8%
0180	Property Transfer	378,464	150,000	152,000	150,000	152,000	2,000	1.3%
0185	Oil Well	153,460	154,000	153,000	154,000	154,000	-	0.0%
0186	Barrel	365,648	368,000	368,000	375,000	375,000	-	0.0%
	Subtotal	40,000,559	40,819,000	39,322,000	41,554,000	39,590,000	(1,964,000)	-4.8%
	<u>Use of Money &amp; Property</u>							
0410	Interest Earnings	250,304	95,000	370,000	100,000	400,000	300,000	300.0%
0420	Rentals	94,408	100,000	100,000	102,000	102,000	-	0.0%
0430	Ground Lease	710,100	710,000	710,000	710,000	710,000	-	0.0%
0430	Development	-	350,000	98,000	476,000	106,000	(370,000)	-77.7%
	Subtotal	1,054,812	1,255,000	1,278,000	1,388,000	1,318,000	(70,000)	-5.6%
	<u>State Subventions</u>							
0530	Vehicle In Lieu Taxes	1,716,181	1,719,000	1,767,000	1,722,000	1,767,000	45,000	2.6%
	Subtotal	1,716,181	1,719,000	1,767,000	1,722,000	1,767,000	45,000	2.6%
	<u>Other</u>							
0660	Other	437,183	-	47,000	-	-	-	0.0%
0850	Water Utility Lease Payment	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	-	0.0%
	Subtotal	1,437,183	1,000,000	1,047,000	1,000,000	1,000,000	-	0.0%
	<b>Total General Fund</b>	<b>\$ 44,208,735</b>	<b>\$ 44,793,000</b>	<b>\$ 43,414,000</b>	<b>\$ 45,664,000</b>	<b>\$ 43,675,000</b>	<b>\$ (1,989,000)</b>	<b>-4.4%</b>

## DEPARTMENT SUMMARIES



### FY 2016-17 & FY 2017-18 Budget

#### Summary By Department

Activity Name	Actual FY 2015-16	Mid-Year Budget FY 2016-17	Final Estimate FY 2016-17	Council Approved FY 2017-18	Revised Budget FY 2017-18
<b>Operating Expenditures</b>					
General Government	\$ 2,683,352	\$ 2,596,000	\$ 2,660,400	\$ 2,709,800	\$ 2,755,300
Finance and Administrative Services	203,329	659,400	716,400	562,900	674,000
Police Services	9,920,925	10,246,100	10,243,900	10,535,200	10,812,400
Fire-Rescue	15,696,116	17,212,600	17,337,900	17,838,800	18,348,300
Planning and Community Development	(229,377)	243,200	147,700	303,700	639,600
Public Works					
Engineering	352,390	544,300	578,500	700,300	691,500
Maintenance	5,937,736	6,165,400	5,834,200	6,318,200	6,492,100
Community Services					
Administration	71,912	707,800	729,500	726,400	772,400
Parks and Recreation Services	1,677,296	1,881,800	2,003,300	1,913,500	2,048,100
Library and Cultural Services	1,509,717	1,675,200	1,684,100	1,721,700	1,755,600
Family and Human Services	1,384,885	1,259,600	1,292,400	1,318,800	1,487,900
<b>Total</b>	<b>\$ 39,208,282</b>	<b>\$ 43,191,400</b>	<b>\$ 43,228,300</b>	<b>\$ 44,649,300</b>	<b>\$ 46,477,200</b>

## Vehicle Acquisition and Replacement (8000)

### Activity Detail

Acct No.	Description	Actual FY 2015-16	FY 2016-17			FY 2017-18		
			Mid-Year Budget	Final Estimate	Variance	Council Approved	Revised Budget	Variance
2200	Supplies	\$ 20,995	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2211	Mechanical Parts	-	-	-	-	-	-	-
7300	Furniture/Equipment	324,596	1,100,000	499,300	(600,700)	423,000	1,243,000	820,000
	<b>Total Maintenance and Operations</b>	<b>345,591</b>	<b>1,100,000</b>	<b>499,300</b>	<b>(600,700)</b>	<b>423,000</b>	<b>1,243,000</b>	<b>820,000</b>
BR00	Damage to City Property	-	-	-	-	-	-	-
EA00	State Grant	-	(10,100)	(10,100)	-	-	(10,000)	(10,000)
GA00	Sale of Property	(25,779)	-	(5,500)	(5,500)	-	-	-
HD00	Transfer from County Transit Prop A	-	(110,000)	(102,500)	7,500	-	-	-
HW00	Trans from Water Utility	-	-	-	-	-	(105,000)	(105,000)
HX00	Trans from Equipment Replacement Fund	(319,813)	(249,900)	(170,900)	79,000	(423,000)	(498,000)	(75,000)
HX01	Trans from Environmental Fines Cap Fund	-	(130,000)	(210,300)	(80,300)	-	(30,000)	(30,000)
HX02	Trans from Fire Equipment Replacement Fund	-	-	-	-	-	-	-
JB00	Proceeds from Borrowing	-	(600,000)	-	600,000	-	(600,000)	(600,000)
	<b>Total Applied Revenues</b>	<b>(345,591)</b>	<b>(1,100,000)</b>	<b>(499,300)</b>	<b>600,700</b>	<b>(423,000)</b>	<b>(1,243,000)</b>	<b>(820,000)</b>
	<b>- Activity Total -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* Additional detail on following page(s)

**Vehicle Acquisition and Replacment (8000) - Detail by Department**

<b>Public Works - 7300</b>	<b>Mid-Year FY 2016-17</b>	<b>Final FY 2016-17</b>	<b>Approved FY 2017-18</b>	<b>Revised FY 2017-18</b>
Ford Passanger Bus/CNG	\$ 110,000	\$ 102,500	\$ -	\$ -
Grounds Electric Vehicle #621 Heritage Park)	15,000	14,500	-	-
Case Backhoe Loader (#336 Streets)	-	-	120,000	120,000
TrailKing Trailer (#395 Streets)	-	-	18,000	18,000
Ford F550 Aerial Truck #37' (#681 Signals)	-	-	120,000	120,000
Ford F-150 Pickup (#603 Water)	-	-	-	35,000
Ford F-150 Pickup (#665 Water)	-	-	-	35,000
Ford F-150 Pickup (#683 Water)	-	-	-	35,000
Ford F-150 Pickup (#607 Streets)	-	-	-	35,000
Ford Passenger Van (#488 GVNC)	-	-	-	30,000
Vehicle Upgrades	-	-	-	10,000
	<u>\$ 125,000</u>	<u>\$ 117,000</u>	<u>\$ 258,000</u>	<u>\$ 438,000</u>

<b>Fire - 7300</b>	<b>Mid-Year FY 2016-17</b>	<b>Final FY 2016-17</b>	<b>Approved FY 2017-18</b>	<b>Revised FY 2017-18</b>
Air Light Unit Vehicle Emergency Response	\$ 600,000	\$ -	\$ -	\$ 600,000
Ford C-Max SE Hybrid (#802)	30,000	-	-	30,000
Chevy Tahoe (#801)	-	-	40,000	-
Vehicle Upgrades	-	-	5,000	-
Utility Truck - Response Vehicle - Environmental	100,000	210,300	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$ 730,000</u>	<u>\$ 210,300</u>	<u>\$ 45,000</u>	<u>\$ 630,000</u>

<b>Police - 7300</b>	<b>Mid-Year FY 2016-17</b>	<b>Final FY 2016-17</b>	<b>Approved FY 2017-18</b>	<b>Revised FY 2017-18</b>
Ford Explorer (Replacement #508)	\$ 40,000	\$ 34,000	\$ -	\$ -
Ford Explorer (Replacement #509)	40,000	34,000	-	-
Ford Explorer (Replacement #510)	40,000	-	-	40,000
Ford Explorer New PSO	35,000	34,000	-	-
Honda Motorcycle (Replacement #554)	30,000	30,000	-	-
Chevorlet Tahoe (Replacement #538)	-	-	65,000	65,000
Ford Explorer PSO (Replacement #561)	-	-	35,000	35,000
Vehicle Upgrades	60,000	40,000	20,000	35,000
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$ 245,000</u>	<u>\$ 172,000</u>	<u>\$ 120,000</u>	<u>\$ 175,000</u>

## Non-Recurring (9000)

## Activity Detail

Acct No.	Description	Actual FY 2015-16	FY 2016-17			FY 2017-18		
			Mid-Year Budget	Final Estimate	Variance	Council Approved	Revised Budget	Variance
1310	Retirements	87,860	65,000	142,800	77,800	-	-	-
2200	Supplies	228,077	193,100	169,800	(23,300)	112,500	100,800	(11,700)
4250	Travel and Meetings	-	5,000	5,000	-	-	-	-
4400	Contractual Services	60,592	235,700	117,500	(118,200)	76,300	84,100	7,800
4800	Construction	10,000	-	6,000	6,000	-	115,000	115,000
4900	Intergovernmental Charges	-	20,000	264,300	244,300	-	29,000	29,000
7300	Furniture / Equipment	49,518	164,000	114,000	(50,000)	62,500	627,500	565,000
	Total Maintenance and Operations	436,048	682,800	819,400	136,600	251,300	956,400	705,100
BJ00	Contracted Svcs / Rio Hondo Reimb.	-	-	-	-	-	(115,000)	(115,000)
BR00	Damage to City Property	(5,000)	-	-	-	-	-	-
CE00	Contributions	(41,299)	-	-	-	-	-	-
EA00	State Grants/Subventions (SF HS Shuttle Bus Mit)	-	-	(217,300)	(217,300)	-	-	-
HL00	Transfer from Art in Public Places	(6,920)	(5,000)	(4,800)	200	-	-	-
HM00	Transfer from Waste Management	(1,626)	(1,900)	(2,200)	(300)	(1,900)	(1,900)	-
HW00	Transfer from Water Utility	(4,364)	(45,100)	(46,100)	(1,000)	(95,100)	(45,100)	50,000
HX00	Trans from Equipment Replacement Fund	(218,573)	(43,000)	(50,900)	(7,900)	(43,000)	(33,800)	9,200
JB00	Proceeds from Borrowing	-	-	-	-	-	(510,000)	(510,000)
	Total Applied Revenues	(277,782)	(95,000)	(321,300)	(226,300)	(140,000)	(705,800)	(565,800)
	- Activity Total -	\$ 158,265	\$ 587,800	\$ 498,100	\$ (89,700)	\$ 111,300	\$ 250,600	\$ 139,300

\* Additional detail on following page(s)

**Non-Recurring (9000) - Department Detail**

<b>General Government</b>	<b>Dept</b>	<b>Mid-Year FY 2016-17</b>	<b>Final FY 2016-17</b>	<b>Approved FY 2017-18</b>	<b>Revised FY 2017-18</b>
Color Printer	CM	\$ 800	\$ 800	\$ -	\$ -
Laserfiche Records Retention	CM	34,200	3,500	6,300	29,100
Outreach I-5 JPA (Appropriated 7/14/16)	CM	10,000	5,000	-	-
City's 60th Anniversary	CM	50,000	65,000	-	-
Prop 218 Public Opinion Survey	CM	20,000	-	-	20,000
City Clerk Cabinets/Hard bound Ordinances/Consulting	CM	15,000	-	-	-
		<u>\$ 130,000</u>	<u>\$ 74,300</u>	<u>\$ 6,300</u>	<u>\$ 49,100</u>

<b>Community Services</b>	<b>Dept</b>	<b>Mid-Year FY 2016-17</b>	<b>Final FY 2016-17</b>	<b>Approved FY 2017-18</b>	<b>Revised FY 2017-18</b>
Replace existing Pool Lane lines	CS Rec	\$ 1,000	\$ 1,000	\$ -	\$ -
Clarke Estate Office Furniture (Mid-year budget adjustment)	CS Rec	2,500	2,600	-	-
Aquatic Picnic Tables w/Picnic Umbrellas (Mid-year budget adjustment)	CS Rec	14,700	14,800	-	-
Four (4) computers for The Club Program	CS Rec	4,800	4,600	-	-
The Club "Teen" Couches	CS Rec	5,000	10,300	-	-
Security Camera Systems for TCH, Clarke Estate, & Activity Center	CS Rec	1,500	1,500	-	-
Commercial Refrigerator and Freezer - Town Center Hall	CS Rec	-	-	6,000	6,000
White Reception Chairs - Clarke Estate & Heritage Park	CS Rec	-	-	4,500	4,500
20 Custom Canopies for Clarke Estate & special events	CS Rec	5,000	4,700	5,000	5,000
Social Hall Chair Replacements	CS Rec	-	-	9,000	9,000
Christmas Float Refurbishment	CS Rec	6,000	6,000	-	-
Heritage Park Carriage Barn Refurbishment	CS Rec	5,000	-	-	-
PRS Division Office Furniture	CS Rec	18,000	-	-	-
Replace lobby furniture at Town Center Hall	CS Rec	7,000	7,000	-	-
Rolling Dance Mirrors for dance/exercise classes	CS Rec	4,000	-	-	-
Heritage Park Café Patio Furniture	CS Rec	-	-	-	7,500
Chairs, Tables & Re-Upholstery of the Café Seating Area	CS LJB	7,500	8,500	-	-
GVNC Tables and Chairs	CS Fam	10,000	6,000	-	-
Replacement of Furniture-2 classrooms - Lakeview & Los Nietos	CS Fam	3,000	-	-	-
10 EZ up Canopy Replacements	CS Fam	-	-	5,000	5,000
Replacement of Furniture - 2 classrooms - Child Care & GVNC	CS Fam	-	-	3,000	3,000
Lateral File Cabinets (GVNC)-Heritage Arts in Public Places	CS Fam	5,000	4,800	-	-
Office Furniture - Family & Human Svcs Manager Office	CS Fam	5,000	-	-	-
Childcare Technology Package - Lakeview & Los Nietos Facilities	CS Fam	4,500	3,300	-	-
Desktop Computer for Childcare Teachers - Los Nietos Site	CS Fam	1,500	1,400	-	-
Connex Box	CS Fam	4,000	3,300	-	-
ADA Door Installation at Gus Velasco Neigh. Center	CS Fam	6,000	6,000	-	-
		<u>\$ 121,000</u>	<u>\$ 85,800</u>	<u>\$ 32,500</u>	<u>\$ 40,000</u>



**Non-Recurring (9000) - Department Detail (Continued)**

<u>Finance &amp; Administrative Services</u>	<u>Dept</u>	<u>Mid-Year FY 2016-17</u>	<u>Final FY 2016-17</u>	<u>Approved FY 2017-18</u>	<u>Revised FY 2017-18</u>
Citywide Computer Replacement	FA	\$ 50,000	\$ 59,200	\$ 50,000	\$ 40,800
Office Furniture - Accounting Manager	FA	5,000	5,000	-	-
		\$ 55,000	\$ 64,200	\$ 50,000	\$ 40,800

<u>Fire</u>	<u>Dept</u>	<u>Mid-Year FY 2016-17</u>	<u>Final FY 2016-17</u>	<u>Approved FY 2017-18</u>	<u>Revised FY 2017-18</u>
Smoke Alarms for Fire Prevention Week	FIRE	\$ -	\$ -	\$ -	\$ -
Hazardous Material Monitor Replacement and Mtc (Supplies)	FIRE	10,000	10,000	10,000	10,000
Environmental Clean-ups (Supplies)	FIRE	10,000	-	10,000	10,000
Fire Personnel Immunization Assessment	FIRE	10,000	-	-	-
Haz Mat Support Equipment	FIRE	10,000	-	10,000	-
Hazardous Material Monitor Replacement and Mtc (Consulting Services)	FIRE	10,000	-	10,000	10,000
Environmental Clean-ups (Consulting Services)	FIRE	10,000	-	10,000	10,000
Overhaul Fire Engine-Rescue 1953 "Wheezier" (Appropriated 10/20/16)	FIRE	11,500	13,000	-	-
Legal Settlement (Mid-Year budget adjustment)	FIRE	65,000	65,000	-	-
Hurst "Jaws of Life" eDRAULIC Equipment	FIRE	35,000	34,000	15,000	15,000
Headquarters Fuel Dispenser Replacement	FIRE	-	-	-	35,000
Station Two Workout Building/Equipment	FIRE	-	-	-	40,000
Headquarters Training Tower Refurbishment	FIRE	-	-	-	75,000
		\$ 171,500	\$ 122,000	\$ 65,000	\$ 205,000

<u>Public Works</u>	<u>Dept</u>	<u>Mid-Year FY 2016-17</u>	<u>Final FY 2016-17</u>	<u>Approved FY 2017-18</u>	<u>Revised FY 2017-18</u>
Vehicle Engine Diagnostic Scanner	PW	\$ 5,500	\$ 5,100	\$ -	\$ -
Two (2) MULTIQUEIP Trailers - (one per year)	PW	-	-	7,500	7,500
Anti-Nitrification Mixer System at each Reservoir (Purchase one/year)	PW	40,000	40,000	40,000	40,000
Replaster Santa Fe Springs Handball Court	PW	15,000	-	-	-
Street Pump Purchase (Imperial Underpass) - (Mid-year budget adj)	PW	40,000	40,000	-	-
Commercial Freezers/Refrigerators (Mid-year budget adjustment)	PW	9,800	9,900	-	-
Environmental Spill -Rosecrans/Coyote Creek (Mid-year budget adj)	PW	20,000	36,000	-	-
Environmental Clean-up - Fire Imperial Hwy/Carmenita Rd	PW	-	15,800	-	-
High School Shuttle Bus Mitigation	PW	-	217,300	-	-
Water Rate Study	PW	-	-	50,000	-
		\$ 130,300	\$ 364,100	\$ 97,500	\$ 47,500

<u>Police Services</u>	<u>Dept</u>	<u>Mid-Year FY 2016-17</u>	<u>Final FY 2016-17</u>	<u>Approved FY 2017-18</u>	<u>Revised FY 2017-18</u>
Radio System Upgrade	PS	\$ -	\$ -	\$ -	\$ 510,000
EOC Equipment	PS	20,000	-	-	20,000
Topographic Survey-Promenade Entry, Next to PSC	PW	-	5,200	-	-
Hazardous Mitigation Plan	PS	50,000	10,000	-	15,000
		\$ 70,000	\$ 15,200	\$ -	\$ 545,000

<u>Planning</u>	<u>Dept</u>	<u>Mid-Year FY 2016-17</u>	<u>Final FY 2016-17</u>	<u>Approved FY 2017-18</u>	<u>Revised FY 2017-18</u>
Evaluation of CRIA (Appropriated 1/12/17)	PLNG	\$ 40,000	\$ 11,000	\$ -	\$ 29,000
		\$ 40,000	\$ 11,000	\$ -	\$ 29,000

## WATER UTILITY

## SOURCES AND USES OF FUNDS

**Fiscal Year 2016-17 Final Estimates & FY 2017-18 Revised Budget**

Activity Name	Actual FY 2015-16	Mid Year Approved FY 2016-17	Final Estimate FY 2016-17	Council Approved FY 2017-18	Revised Budget FY 2017-18
<b>Sources</b>					
Estimated General Revenues	11,510,416	12,627,900	12,620,800	12,027,900	12,460,900
<b>Uses</b>					
Department Expenditures	9,560,425	10,992,600	11,084,400	10,999,000	11,264,600
Capital Improvement Projects	-	-	-	-	-
Equipment Replacement	-	-	-	-	-
Interfund Transfers	1,073,642	1,232,600	1,232,600	1,282,600	1,196,300
<b>Total Uses</b>	<b>10,634,066</b>	<b>12,225,200</b>	<b>12,317,000</b>	<b>12,281,600</b>	<b>12,460,900</b>
<b>Surplus / (Deficit)</b>	<b>\$ 876,350</b>	<b>\$ 402,700</b>	<b>\$ 303,800</b>	<b>\$ (253,700)</b>	<b>\$ -</b>

**Proposed Organizational/Staffing Changes**

- Change the title of four (4) Fire-Rescue Department Division Chiefs to Battalion Chief. This would only be a change in title with no financial impact to the City.

CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
01000 COUN	COUNCIL MEMBER	A- 1	990.257	457.042	5.713					2080.00
01300 C/A	CITY ATTORNEY	A- 1	16635.996	7678.152	95.977					2080.00
01400 CMGR	CITY MANAGER	A- 1	15189.840	7010.695	87.634	A- 1	16025.281	7396.284	92.453	2080.00
01600 D/H	ASST CMGR/DIR OF FIN	A- 1	11840.351	5464.777	68.310	A- 1	12490.861	5765.013	72.062	2080.00
		B- 2	12490.861	5765.013	72.063	B- 2	13177.629	6081.983	76.024	
		C- 3	13177.629	6081.983	76.025	C- 3	13902.788	6416.671	80.208	
		D- 4	13902.788	6416.671	80.208	D- 4	14667.403	6769.571	84.619	
		E- 5	14667.403	6769.571	84.620	E- 5	15474.676	7142.158	89.276	
01700 BAT	FIRE CHIEF	A- 1	10488.143	4840.681	60.509					2080.00
		B- 2	11066.137	5107.448	63.843					
		C- 3	11675.057	5388.488	67.356					
		D- 4	12318.102	5685.278	71.066					
		E- 5	12996.339	5998.310	74.979					
02400 D/H	DIR COMM SVCS	A- 1	9707.531	4480.399	56.005	A- 1	10241.802	4726.986	59.087	2080.00
		B- 2	10241.802	4726.986	59.087	B- 2	10804.866	4986.861	62.335	
		C- 3	10804.866	4986.861	62.336	C- 3	11398.857	5261.011	65.762	
		D- 4	11398.857	5261.011	65.763	D- 4	12025.906	5550.418	69.380	
		E- 5	12025.906	5550.418	69.380	E- 5	12686.013	5855.083	73.188	
02700 D/H	DIR POLICE SERVICES	A- 1	8022.603	3702.740	46.284	A- 1	8464.097	3906.506	48.831	2080.00
02710 D/H	DIR PLANNING	B- 2	8464.097	3906.506	48.831	B- 2	8930.117	4121.592	51.519	
		C- 3	8930.117	4121.592	51.520	C- 3	9421.733	4348.492	54.356	
		D- 4	9419.600	4347.508	54.344	D- 4	9940.008	4587.696	57.346	
		E- 5	9937.875	4586.712	57.334	E- 5	10487.076	4840.189	60.502	
02800 D/H	DIR PUBLIC WORKS	A- 1	10811.265	4989.815	62.373	A- 1	11406.321	5264.456	65.805	2080.00
		B- 2	11406.321	5264.456	65.806	B- 2	12033.370	5553.863	69.423	
		C- 3	12033.370	5553.863	69.423	C- 3	12695.612	5859.513	73.243	
		D- 4	12695.612	5859.513	73.244	D- 4	13394.110	6181.897	77.273	
		E- 5	13394.110	6181.897	77.274	E- 5	14130.999	6522.000	81.524	
03000 BAT	BATTALION CHIEF	A- 1	9547.569	4406.570	39.344					2912.00
		B- 2	10029.587	4629.040	41.331					
		C- 3	10536.131	4862.830	43.418					
		D- 4	11048.008	5099.081	45.528					
		E- 5	11603.608	5355.511	47.817					

PAYROLL SYSTEM  
TIME 6:01 PM

CITY OF SANTA FE SPRINGS  
SALARY TABLES BY CLASS  
AS OF PERIOD ENDING: 07/09/2017

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CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
03900	MT	DIR TECHNOLOGY SVC M	A- 1	8463.030	3906.014	48.825	A- 1	8927.985	4120.608	51.507	2080.00
03910	MT	DIR FISCAL SERVICES	B- 2	8927.985	4120.608	51.508	B- 2	9418.533	4347.015	54.337	
			C- 3	9419.600	4347.508	54.344	C- 3	9937.875	4586.712	57.333	
			D- 4	9937.875	4586.712	57.334	D- 4	10482.810	4838.220	60.477	
			E- 5	10482.810	4838.220	60.478	E- 5	11059.739	5104.495	63.806	
05400	MT	DIR PURCHASING SVCS	A- 1	6931.665	3199.230	39.990	A- 1	7312.374	3374.942	42.186	2080.00
			B- 2	7312.374	3374.942	42.187	B- 2	7715.477	3560.989	44.512	
			C- 3	7715.477	3560.989	44.512	C- 3	8139.908	3756.881	46.961	
			D- 4	8139.908	3756.881	46.961	D- 4	8587.800	3963.600	49.545	
			E- 5	8587.800	3963.600	49.545	E- 5	9060.219	4181.640	52.270	
08540	MT	LIBRARY SVCS DIV DIR	A- 1	6931.665	3199.230	39.990	A- 1	7312.907	3375.188	42.189	2080.00
08550	MT	PARK & REC SVCS MGR	B- 2	7312.374	3374.942	42.187	B- 2	7714.554	3560.563	44.507	
08560	MT	FAM & HUMAN SVCS MGR	C- 3	7715.477	3560.989	44.512	C- 3	8139.827	3756.843	46.960	
			D- 4	8139.908	3756.881	46.961	D- 4	8587.602	3963.509	49.543	
			E- 5	8587.800	3963.600	49.545	E- 5	9060.129	4181.598	52.269	

CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
12000 FIRE	DIR OF EPD-FPB	A- 1	9547.569	4406.570	55.082					2080.00
		B- 2	10029.587	4629.040	57.863					
		C- 3	10536.131	4862.830	60.785					
		D- 4	11048.008	5099.081	63.739					
		E- 5	11603.608	5355.511	66.944					
12100 FIRE	DEPUTY FIRE MARSHALL	A- 1	9028.994	4167.228	52.090					2080.00
		B- 2	9525.588	4396.425	54.955					
		C- 3	10049.496	4638.229	57.978					
		D- 4	10602.219	4893.332	61.167					
		E- 5	11185.340	5162.465	64.531					
12200 FIRE	DEPUTY DIR EPD	A- 1	8134.577	3754.420	46.930					2080.00
		B- 2	8581.979	3960.913	49.511					
		C- 3	9053.987	4178.763	52.235					
		D- 4	9551.957	4408.596	55.107					
		E- 5	10077.314	4651.068	58.138					
12300 FIRE	FIRE&ENV SAF INSP II	A- 1	6596.012	3044.313	38.054					2080.00
		B- 2	6958.792	3211.750	40.147					
		C- 3	7341.525	3388.396	42.355					
		D- 4	7745.310	3574.758	44.684					
		E- 5	8171.302	3771.370	47.142					
12400 MT	CAPITAL IMPRVMTS MGR	A- 1	7711.908	3559.342	44.492	A- 1	8136.064	3755.106	46.938	2080.00
		B- 2	8136.064	3755.106	46.939	B- 2	8583.436	3961.586	49.519	
		C- 3	8583.547	3961.637	49.520	C- 3	9055.642	4179.527	52.244	
		D- 4	9055.642	4179.527	52.244	D- 4	9553.701	4409.400	55.117	
		E- 5	9553.701	4409.400	55.118	E- 5	10079.156	4651.918	58.148	
12500 MT	ASST MUNI SVCS MGR	A- 1	6917.900	3192.877	39.911	A- 1	7298.386	3368.486	42.106	2080.00
		B- 2	7298.386	3368.486	42.106	B- 2	7699.796	3553.752	44.421	
		C- 3	7699.796	3553.752	44.422	C- 3	8123.285	3749.208	46.865	
		D- 4	8123.285	3749.208	46.865	D- 4	8570.067	3955.416	49.442	
		E- 5	8570.067	3955.416	49.443	E- 5	9041.420	4172.963	52.162	
12800 FIRE	FIRE CAPTAIN	A- 1	7759.199	3581.169	31.111					2992.86
		B- 2	8167.635	3769.678	32.748					
		C- 3	8618.726	3977.874	34.557					
		D- 4	9065.552	4184.101	36.349					
		E- 5	9560.366	4412.477	38.333					

CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
12900 MT	MUNICIPAL SVCS MGR	A- 1	7237.725	3340.488	41.756	A- 1	7635.496	3524.075	44.050	2080.00
		B- 2	7635.496	3524.075	44.051	B- 2	8055.661	3717.997	46.474	
		C- 3	8055.661	3717.997	46.475	C- 3	8498.222	3922.256	49.028	
		D- 4	8498.222	3922.256	49.028	D- 4	8965.309	4137.835	51.722	
		E- 5	8965.309	4137.835	51.723	E- 5	9458.401	4365.416	54.567	
		F- 6	9458.401	4365.416	54.568	F- 6	9978.612	4605.513	57.568	
		G- 7	9978.612	4605.513	57.569	G- 7	10527.433	4858.815	60.735	
		H- 8	10527.433	4858.815	60.735	H- 8	11106.441	5126.050	64.075	
13110 FIRE	EPD-FPB SPECIALIST	A- 1	7382.757	3407.426	42.593					2080.00
		B- 2	7775.196	3588.552	44.857					
		C- 3	8184.697	3777.552	47.219					
		D- 4	8618.726	3977.874	49.723					
		E- 5	9077.282	4189.515	52.369					
13200 MISC	ASSOC CIVIL ENGINEER	A- 1	6539.226	3018.104	37.726	A- 1	6894.341	3182.004	39.775	2080.00
		B- 2	6900.740	3184.957	39.812	B- 2	7277.182	3358.699	41.983	
		C- 3	7287.846	3363.621	42.045	C- 3	7686.683	3547.700	44.346	
		D- 4	7700.547	3554.099	44.426	D- 4	8114.314	3745.068	46.813	
		E- 5	8140.974	3757.373	46.967	E- 5	8583.535	3961.632	49.520	
13300 MT	UTILITY SVCS MANAGER	A- 1	6870.880	3171.175	39.640	A- 1	7248.389	3345.410	41.817	2080.00
		B- 2	7248.389	3345.410	41.818	B- 2	7647.227	3529.489	44.118	
		C- 3	7647.227	3529.489	44.119	C- 3	8067.392	3723.412	46.542	
		D- 4	8067.392	3723.412	46.543	D- 4	8511.019	3928.163	49.102	
		E- 5	8511.019	3928.163	49.102	E- 5	8979.172	4144.233	51.802	
13400 MT	ACCOUNTING MANAGER	A- 1	6718.660	3100.920	38.762	A- 1	7088.187	3271.471	40.893	2080.00
		B- 2	7088.187	3271.471	40.893	B- 2	7478.037	3451.402	43.142	
		C- 3	7478.037	3451.402	43.143	C- 3	7889.330	3641.229	45.515	
		D- 4	7889.330	3641.229	45.515	D- 4	8323.243	3841.497	48.018	
		E- 5	8323.243	3841.497	48.019	E- 5	8781.021	4052.779	50.659	
13673 MISC	ST & GRNDS MTC SUPT	A- 1	5869.521	2709.010	33.863	A- 1	6192.643	2858.143	35.726	2080.00
		B- 2	6192.643	2858.143	35.727	B- 2	6539.226	3018.104	37.726	
		C- 3	6539.226	3018.104	37.726	C- 3	6894.341	3182.004	39.775	
		D- 4	6894.341	3182.004	39.775	D- 4	7287.846	3363.621	42.045	
		E- 5	7287.846	3363.621	42.045	E- 5	7686.683	3547.700	44.346	
		F- 6	7686.683	3547.700	44.346	F- 6	8140.974	3757.373	46.967	
		G- 7	8140.974	3757.373	46.967	G- 7	8593.132	3966.061	49.575	
		H- 8	8593.132	3966.061	49.576	H- 8	9057.021	4180.164	52.252	

CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
13700 MISC	CHLDREN'S SVCS ADM E	A- 1	6231.722	2876.179	35.952	A- 1	6573.740	3034.034	37.925	2080.00
		B- 2	6573.740	3034.034	37.925	B- 2	6934.886	3200.717	40.008	
		C- 3	6934.886	3200.717	40.009	C- 3	7317.407	3377.265	42.215	
		D- 4	7317.407	3377.265	42.216	D- 4	7719.054	3562.640	44.533	
		E- 5	7719.054	3562.640	44.533	E- 5	8143.203	3758.401	46.980	
13810 FIRE	FIRE ENGINEER	A- 1	6661.864	3074.706	26.711					2992.86
		B- 2	7010.579	3235.652	28.109					
		C- 3	7388.088	3409.887	29.623					
		D- 4	7759.199	3581.169	31.111					
		E- 5	8170.833	3771.154	32.761					
13910 MT	SENIOR PLANNER	A- 1	6190.511	2857.159	35.714	A- 1	6527.496	3012.690	37.658	2080.00
		B- 2	6527.496	3012.690	37.659	B- 2	6881.544	3176.097	39.701	
		C- 3	6881.544	3176.097	39.701	C- 3	7257.986	3349.840	41.872	
		D- 4	7257.986	3349.840	41.873	D- 4	7653.625	3532.442	44.155	
		E- 5	7653.625	3532.442	44.156	E- 5	8070.591	3724.888	46.561	
14100 MT	CITY CLERK	A- 1	6015.619	2776.440	34.705	A- 1	6337.675	2925.081	36.563	2080.00
14110 MT	SENIOR HR ANALYST	B- 2	6337.675	2925.081	36.564	B- 2	6676.794	3081.597	38.519	
		C- 3	6676.794	3081.597	38.520	C- 3	7031.908	3245.496	40.568	
		D- 4	7031.908	3245.496	40.569	D- 4	7410.484	3420.223	42.752	
		E- 5	7410.484	3420.223	42.753	E- 5	7809.321	3604.302	45.053	
14200 MT	ASST TO DIR POL SVCS	A- 1	5577.324	2574.150	32.177	A- 1	5879.119	2713.440	33.917	2080.00
		B- 2	5879.119	2713.440	33.918	B- 2	6197.975	2860.604	35.757	
		C- 3	6197.975	2860.604	35.758	C- 3	6537.093	3017.120	37.713	
		D- 4	6537.093	3017.120	37.714	D- 4	6894.341	3182.004	39.775	
		E- 5	6894.341	3182.004	39.775	E- 5	7269.717	3355.254	41.940	
14300 CONF	ACCOUNTANT	A- 1	5190.218	2395.485	29.944	A- 1	5473.883	2526.408	31.580	2080.00
		B- 2	5469.617	2524.439	31.555	B- 2	5765.012	2660.775	33.259	
		C- 3	5775.677	2665.697	33.321	C- 3	6091.334	2811.385	35.142	
		D- 4	6100.932	2815.815	35.198	D- 4	6429.386	2967.409	37.092	
		E- 5	6434.718	2969.870	37.123	E- 5	6786.633	3132.292	39.153	
14400 MISC	CIVIL ENGR ASST I	A- 1	5348.047	2468.329	30.854	A- 1	5642.376	2604.174	32.552	2080.00
		B- 2	5642.376	2604.174	32.552	B- 2	5951.635	2746.908	34.336	
		C- 3	5951.635	2746.908	34.336	C- 3	6279.022	2898.010	36.225	
		D- 4	6279.022	2898.010	36.225	D- 4	6624.539	3057.480	38.218	
		E- 5	6624.539	3057.480	38.218	E- 5	6989.251	3225.808	40.322	



CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
14500	CONF	SR MGMT ASSISTANT	A- 1	6015.619	2776.440	34.705	A- 1	6337.675	2925.081	36.563	2080.00
			B- 2	6337.675	2925.081	36.564	B- 2	6676.794	3081.597	38.519	
			C- 3	6676.794	3081.597	38.520	C- 3	7031.908	3245.496	40.568	
			D- 4	7031.908	3245.496	40.569	D- 4	7410.484	3420.223	42.752	
			E- 5	7410.484	3420.223	42.753	E- 5	7809.321	3604.302	45.053	
14620	MISC	CIVIL ENGR TECH II	A- 1	5269.132	2431.907	30.399	A- 1	5559.196	2565.783	32.072	2080.00
			B- 2	5559.196	2565.783	32.072	B- 2	5865.255	2707.041	33.838	
			C- 3	5865.255	2707.041	33.838	C- 3	6187.311	2855.682	35.696	
			D- 4	6187.311	2855.682	35.696	D- 4	6527.496	3012.690	37.658	
			E- 5	6527.496	3012.690	37.659	E- 5	6885.810	3178.066	39.725	
14705	MISC	FLEET SEC SUPERVISOR	A- 1	5190.218	2395.485	29.944	A- 1	5469.617	2524.439	31.555	2080.00
14720	MISC	WATER UTILITY SEC SUPV	B- 2	5469.617	2524.439	31.555	B- 2	5775.677	2665.697	33.321	
14721	MISC	ST & GRNDS MTC SUPV	C- 3	5775.677	2665.697	33.321	C- 3	6100.932	2815.815	35.197	
14723	MISC	FACILITY SEC SUPV	D- 4	6100.932	2815.815	35.198	D- 4	6429.386	2967.409	37.092	
14730	MISC	TRAF SGNL & LGT SUPV	E- 5	6429.386	2967.409	37.093	E- 5	6786.633	3132.292	39.153	
14740	MISC	COMPUTER SPECLST III	F- 6	6786.633	3132.292	39.154	F- 6	7172.674	3310.465	41.380	
14754	MISC	LIBRARIAN II	G- 7	7172.674	3310.465	41.381	G- 7	7575.777	3496.512	43.706	
			H- 8	7575.777	3496.512	43.706	H- 8	7992.743	3688.958	46.111	
14810	FIRE	FIRE/ENV SFT INSP I	A- 1	5727.689	2643.549	33.044					2080.00
			B- 2	6028.416	2782.346	34.779					
			C- 3	6344.074	2928.034	36.600					
			D- 4	6676.794	3081.597	38.520					
			E- 5	7027.642	3243.527	40.544					
14910	MISC	CODE ENFORCMT INSP I	A- 1	4991.866	2303.938	28.799	A- 1	5258.468	2426.985	30.337	2080.00
14920	MISC	ELECTRICIAN	B- 2	5258.468	2426.985	30.337	B- 2	5541.066	2557.415	31.967	
14975	MISC	P/W INSPECTOR I	C- 3	5557.063	2564.798	32.060	C- 3	5869.521	2709.010	33.862	
14980	MISC	MECHANIC II	D- 4	5869.521	2709.010	33.863	D- 4	6192.643	2858.143	35.726	
			E- 5	6192.643	2858.143	35.727	E- 5	6527.496	3012.690	37.658	
15000	MISC	LIBRARIAN III	A- 1	5577.324	2574.150	32.177	A- 1	5879.119	2713.440	33.917	2080.00
15040	MISC	COMMUNITY SVCS SUPVR	B- 2	5879.119	2713.440	33.918	B- 2	6197.975	2860.604	35.757	
			C- 3	6197.975	2860.604	35.758	C- 3	6537.093	3017.120	37.713	
			D- 4	6537.093	3017.120	37.714	D- 4	6894.341	3182.004	39.775	
			E- 5	6894.341	3182.004	39.775	E- 5	7269.717	3355.254	41.940	

CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
15200 FIRE	FF/PARA II	A- 1	6277.956	2897.518	25.172					2992.86
		B- 2	6496.570	2998.417	26.048					
		C- 3	6711.985	3097.839	26.912					
		D- 4	6929.532	3198.246	27.784					
		E- 5	7143.881	3297.176	28.644					
		F- 6	7359.296	3396.598	29.507					
		G- 7	7581.109	3498.973	30.397					
		H- 8	7797.590	3598.888	31.265					
		I- 9	8011.939	3697.818	32.124					
		J-10	8231.619	3799.209	33.005					
15300 FIRE	FF/PARA I	A- 1	5950.568	2746.416	23.859					2992.86
		B- 2	6157.451	2841.900	24.689					
		C- 3	6361.136	2935.909	25.505					
		D- 4	6568.020	3031.394	26.335					
		E- 5	6772.770	3125.894	27.156					
		F- 6	6976.454	3219.902	27.972					
		G- 7	7186.538	3316.864	28.815					
		H- 8	7391.288	3411.364	29.636					
		I- 9	7594.972	3505.372	30.452					
		J-10	7801.856	3600.857	31.282					
15400 FIRE	FF/PARA TRAINEE	A- 1	5640.243	2603.189	22.615					2992.86
		B- 2	5836.462	2693.752	23.402					
		C- 3	6030.549	2783.330	24.180					
		D- 4	6281.155	2898.995	25.185					
		E- 5	6418.722	2962.487	25.736					
		F- 6	6613.875	3052.558	26.519					
		G- 7	6811.161	3143.613	27.310					
		H- 8	7006.314	3233.683	28.092					
		I- 9	7198.268	3322.278	28.862					
		J-10	7395.554	3413.333	29.653					
15500 CONF	HUMAN RESRCE ANALYST	A- 1	5115.569	2361.032	29.513	A- 1	5397.102	2490.970	31.137	2080.00
		B- 2	5397.102	2490.970	31.137	B- 2	5694.629	2628.290	32.853	
		C- 3	5694.629	2628.290	32.854	C- 3	6007.088	2772.502	34.656	
		D- 4	6007.088	2772.502	34.656	D- 4	6337.675	2925.081	36.563	
		E- 5	6337.675	2925.081	36.564	E- 5	6685.325	3085.535	38.569	
15630 MISC	LEAD PSO	A- 1	4733.795	2184.828	27.310	A- 1	4993.999	2304.923	28.811	2080.00
15650 MISC	YTH INTRVNTN PRG SUP	B- 2	4993.999	2304.923	28.812	B- 2	5269.132	2431.907	30.398	
		C- 3	5269.132	2431.907	30.399	C- 3	5559.196	2565.783	32.072	
		D- 4	5559.196	2565.783	32.072	D- 4	5865.255	2707.041	33.838	
		E- 5	5865.255	2707.041	33.838	E- 5	6187.311	2855.682	35.696	

CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
15700 MISC	LIBRARIAN I	A- 1	4832.970	2230.602	27.883	A- 1	5098.507	2353.157	29.414	2080.00
		B- 2	5098.507	2353.157	29.414	B- 2	5378.972	2482.602	31.032	
		C- 3	5378.972	2482.602	31.033	C- 3	5674.368	2618.939	32.736	
		D- 4	5674.368	2618.939	32.737	D- 4	5986.826	2763.150	34.539	
		E- 5	5986.826	2763.150	34.539	E- 5	6315.280	2914.745	36.434	
15810 CONF	MANAGEMENT ASST II C	A- 1	5386.437	2486.048	31.076	A- 1	5680.767	2621.892	32.773	2080.00
		B- 2	5680.767	2621.892	32.774	B- 2	5994.291	2766.596	34.582	
		C- 3	5994.291	2766.596	34.582	C- 3	6324.878	2919.174	36.489	
		D- 4	6324.878	2919.174	36.490	D- 4	6672.528	3079.628	38.495	
		E- 5	6672.528	3079.628	38.495	E- 5	7039.373	3248.941	40.611	
		Y-25	7410.484	3420.223	42.753	Y-25	7809.321	3604.302	45.053	
15900 MISC	PUB RELATIONS TECH	A- 1	4716.916	2177.038	27.213	A- 1	4976.346	2296.775	28.709	2080.00
		B- 2	4976.346	2296.775	28.710	B- 2	5250.046	2423.098	30.288	
		C- 3	5250.046	2423.098	30.289	C- 3	5538.798	2556.368	31.954	
		D- 4	5538.798	2556.368	31.955	D- 4	5843.431	2696.968	33.712	
		E- 5	5843.431	2696.968	33.712	E- 5	6164.821	2845.302	35.566	
16010 MISC	WATER WELL OPERATOR	A- 1	4663.411	2152.344	26.904	A- 1	4919.350	2270.469	28.380	2080.00
16040 MISC	TRF SIG LGT TECH II	B- 2	4919.350	2270.469	28.381	B- 2	5189.151	2394.993	29.937	
		C- 3	5189.151	2394.993	29.937	C- 3	5469.617	2524.439	31.555	
		D- 4	5469.617	2524.439	31.555	D- 4	5776.743	2666.189	33.327	
		E- 5	5776.743	2666.189	33.327	E- 5	6091.334	2811.385	35.142	
16100 CONF	MANAGEMENT ASST I C	A- 1	4556.770	2103.125	26.289	A- 1	4806.310	2218.297	27.728	2080.00
		B- 2	4806.310	2218.297	27.729	B- 2	5070.780	2340.360	29.254	
		C- 3	5070.780	2340.360	29.255	C- 3	5349.113	2468.821	30.860	
		D- 4	5349.113	2468.821	30.860	D- 4	5644.509	2605.158	32.564	
		E- 5	5644.509	2605.158	32.564	E- 5	5953.768	2747.893	34.348	
16200 FIRE	FIREFIGHTER	A- 1	5346.980	2467.837	21.439					2992.86
		B- 2	5531.469	2552.986	22.179					
		C- 3	5715.958	2638.134	22.918					
		D- 4	5901.513	2723.775	23.662					
		E- 5	6083.870	2807.940	24.394					
		F- 6	6269.425	2893.581	25.138					
		G- 7	6456.046	2979.714	25.886					
		H- 8	6640.536	3064.863	26.626					
		I- 9	6823.958	3149.519	27.361					
		J-10	7010.579	3235.652	28.109					

CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
16300 MISC	MANAGEMENT ASST I	A- 1	4556.770	2103.125	26.289	A- 1	4806.310	2218.297	27.728	2080.00
		B- 2	4806.310	2218.297	27.729	B- 2	5070.780	2340.360	29.254	
		C- 3	5070.780	2340.360	29.255	C- 3	5349.113	2468.821	30.860	
		D- 4	5349.113	2468.821	30.860	D- 4	5644.509	2605.158	32.564	
		E- 5	5644.509	2605.158	32.564	E- 5	5953.768	2747.893	34.348	
16440 MISC	WTR UTILITY LEAD WKR	A- 1	4485.320	2070.148	25.877	A- 1	4731.662	2183.844	27.298	2080.00
		B- 2	4717.798	2177.445	27.218	B- 2	4991.866	2303.938	28.799	
		C- 3	4991.866	2303.938	28.799	C- 3	5267.000	2430.923	30.386	
		D- 4	5267.000	2430.923	30.387	D- 4	5555.996	2564.306	32.053	
		E- 5	5555.996	2564.306	32.054	E- 5	5862.056	2705.564	33.819	
16450 MISC	HUMN SVC CASE WKR II	A- 1	4485.320	2070.148	25.877	A- 1	4731.662	2183.844	27.298	2080.00
		B- 2	4717.798	2177.445	27.218	B- 2	4991.866	2303.938	28.799	
		C- 3	4991.866	2303.938	28.799	C- 3	5267.000	2430.923	30.386	
		D- 4	5267.000	2430.923	30.387	D- 4	5555.996	2564.306	32.053	
		E- 5	5555.996	2564.306	32.054	E- 5	5862.056	2705.564	33.819	
16500 MISC	TRANSPORT SVCS SUPV	A- 1	4398.942	2030.281	25.379	A- 1	4639.950	2141.515	26.768	2080.00
		B- 2	4639.950	2141.515	26.769	B- 2	4895.889	2259.641	28.245	
		C- 3	4895.889	2259.641	28.246	C- 3	5164.624	2383.673	29.795	
		D- 4	5164.624	2383.673	29.796	D- 4	5448.289	2514.595	31.432	
		E- 5	5448.289	2514.595	31.432	E- 5	5750.083	2653.884	33.173	
16620 MISC	PUB WKS DEPT SECTY	A- 1	4217.652	1946.609	24.333	A- 1	4449.063	2053.414	25.667	2080.00
		B- 2	4449.063	2053.414	25.668	B- 2	4693.271	2166.125	27.076	
		C- 3	4693.271	2166.125	27.077	C- 3	4951.342	2285.235	28.565	
		D- 4	4951.342	2285.235	28.565	D- 4	5224.343	2411.235	30.140	
		E- 5	5224.343	2411.235	30.140	E- 5	5511.207	2543.634	31.795	
16700 MISC	PRG COORD-LIB OUTRCH	A- 1	4475.499	2065.615	25.820	A- 1	4723.116	2179.900	27.248	2080.00
		B- 2	4723.116	2179.900	27.249	B- 2	4983.137	2299.909	28.748	
		C- 3	4983.137	2299.909	28.749	C- 3	5255.030	2425.398	30.317	
		D- 4	5255.030	2425.398	30.317	D- 4	5538.797	2556.368	31.954	
		E- 5	5538.797	2556.368	31.955	E- 5	5843.431	2696.968	33.712	
16710 MISC	PRG COORD-PARK/YOUTH	A- 1	4475.499	2065.615	25.820	A- 1	4723.116	2179.900	27.248	2080.00
		B- 2	4723.116	2179.900	27.249	B- 2	4983.137	2299.909	28.748	
		C- 3	4983.137	2299.909	28.749	C- 3	5255.030	2425.398	30.317	
		D- 4	5255.030	2425.398	30.317	D- 4	5538.797	2556.368	31.954	
		E- 5	5538.797	2556.368	31.955	E- 5	5843.431	2696.968	33.712	
16800 CONF	ACCOUNT CLERK SUPV	A- 1	4663.411	2152.344	26.904	A- 1	4919.350	2270.469	28.380	2080.00
		B- 2	4919.350	2270.469	28.381	B- 2	5189.151	2394.993	29.937	
		C- 3	5189.151	2394.993	29.937	C- 3	5469.617	2524.439	31.555	
		D- 4	5469.617	2524.439	31.555	D- 4	5776.743	2666.189	33.327	
		E- 5	5776.743	2666.189	33.327	E- 5	6091.334	2811.385	35.142	
16990 CONF	PUB RELATIONS SPEC	A- 1	4365.883	2015.023	25.188	A- 1	4606.891	2126.257	26.578	2080.00
		B- 2	4606.891	2126.257	26.578	B- 2	4859.631	2242.907	28.036	
		C- 3	4859.631	2242.907	28.036	C- 3	5126.233	2365.954	29.574	
		D- 4	5126.233	2365.954	29.574	D- 4	5408.832	2496.384	31.204	
		E- 5	5408.832	2496.384	31.205	E- 5	5706.360	2633.705	32.921	

CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
17010	MISC	PROGRAM COORDINATOR	A- 1	4242.179	1957.929	24.474	A- 1	4475.723	2065.718	25.821	2080.00
17050	MISC	PUB SAF OFFCR/ADMIN	B- 2	4475.723	2065.718	25.821	B- 2	4719.931	2178.430	27.230	
17070	MISC	PUB SAF OFFCR/FIELD	C- 3	4719.931	2178.430	27.230	C- 3	4974.803	2296.063	28.700	
17080	MISC	YTH INTRVNTN CSE WKR	D- 4	4974.803	2296.063	28.701	D- 4	5258.468	2426.985	30.337	
17090	MISC	HUMAN SVCS CS WKR I	E- 5	5258.468	2426.985	30.337	E- 5	5541.066	2557.415	31.967	
17210	MISC	ACCOUNT CLERK III	A- 1	4106.745	1895.421	23.693	A- 1	4332.824	1999.765	24.997	2080.00
17240	MISC	BUS DRIVER III	B- 2	4332.824	1999.765	24.997	B- 2	4571.700	2110.015	26.375	
			C- 3	4571.700	2110.015	26.375	C- 3	4822.306	2225.680	27.820	
			D- 4	4822.306	2225.680	27.821	D- 4	5091.041	2349.711	29.371	
			E- 5	5091.041	2349.711	29.371	E- 5	5365.109	2476.204	30.952	
17400	CONF	ACCOUNT CLERK III C	A- 1	4106.745	1895.421	23.693	A- 1	4332.824	1999.765	24.997	2080.00
			B- 2	4332.824	1999.765	24.997	B- 2	4571.700	2110.015	26.375	
			C- 3	4571.700	2110.015	26.375	C- 3	4822.306	2225.680	27.820	
			D- 4	4822.306	2225.680	27.821	D- 4	5091.041	2349.711	29.371	
			E- 5	5091.041	2349.711	29.371	E- 5	5365.109	2476.204	30.952	
17500	MISC	TRAF & LITE TECH I	A- 1	4045.960	1867.366	23.342	A- 1	4267.773	1969.741	24.621	2080.00
17510	MISC	FACILITY SPECIALIST	B- 2	4267.773	1969.741	24.622	B- 2	4505.583	2079.500	25.993	
17540	MISC	TREE WORKER SPCLALST	C- 3	4505.583	2079.500	25.994	C- 3	4751.923	2193.195	27.414	
			D- 4	4751.923	2193.195	27.415	D- 4	5013.194	2313.782	28.922	
			E- 5	5013.194	2313.782	28.922	E- 5	5274.464	2434.368	30.429	
			F- 6	5274.464	2434.368	30.430	F- 6	5580.524	2575.626	32.195	
			G- 7	5580.524	2575.626	32.195	G- 7	5888.716	2717.869	33.973	
			H- 8	5888.716	2717.869	33.973	H- 8	6210.772	2866.510	35.831	
17800	MISC	WATER UTILITY WORKER	A- 1	3882.799	1792.061	22.401	A- 1	4095.014	1890.006	23.625	2080.00
17850	MISC	COMM SVCS SPECIALIST	B- 2	4095.014	1890.006	23.625	B- 2	4321.093	1994.351	24.929	
17860	MISC	HEAD TEACHER	C- 3	4321.093	1994.351	24.929	C- 3	4558.903	2104.109	26.301	
			D- 4	4558.903	2104.109	26.301	D- 4	4809.509	2219.773	27.747	
			E- 5	4809.509	2219.773	27.747	E- 5	5069.713	2339.868	29.248	
18010	MISC	ACCOUNT CLERK II	A- 1	3684.447	1700.514	21.256	A- 1	3887.065	1794.030	22.425	2080.00
18020	MISC	MAINTENANCE WORKER	B- 2	3887.065	1794.030	22.425	B- 2	4093.949	1889.515	23.618	
18085	MISC	BLDG PERMIT CLERK II	C- 3	4093.949	1889.515	23.619	C- 3	4327.492	1997.304	24.966	
18097	MISC	PROG ASST/CMO	D- 4	4327.492	1997.304	24.966	D- 4	4562.102	2105.586	26.319	
18098	MISC	PROGRAM ASSIST PLAN	E- 5	4562.102	2105.586	26.320	E- 5	4807.376	2218.789	27.734	

CITY OF SANTA FE SPRINGS  
SALARY TABLES BY CLASS  
AS OF PERIOD ENDING: 07/09/2017

CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
18400 MISC	ENVR PROTEC CLRK II	A- 1	3497.361	1614.167	20.177	A- 1	3689.715	1702.945	21.286	2080.00
		B- 2	3689.715	1702.945	21.287	B- 2	3892.649	1796.607	22.457	
		C- 3	3892.649	1796.607	22.458	C- 3	4106.745	1895.421	23.692	
		D- 4	4106.745	1895.421	23.693	D- 4	4332.616	1999.669	24.995	
		E- 5	4332.616	1999.669	24.996	E- 5	4570.910	2109.651	26.370	
18510 MISC	RECREATION SPECIALIS	A- 1	3470.098	1601.584	20.020	A- 1	3657.786	1688.209	21.102	2080.00
		B- 2	3657.786	1688.209	21.103	B- 2	3855.073	1779.264	22.240	
		C- 3	3855.073	1779.264	22.241	C- 3	4064.089	1875.733	23.446	
		D- 4	4064.089	1875.733	23.447	D- 4	4284.835	1977.616	24.720	
		E- 5	4284.835	1977.616	24.720	E- 5	4516.247	2084.422	26.055	
		F- 6	4516.247	2084.422	26.055	F- 6	4761.521	2197.625	27.470	
18815 MISC	ADMIN CLERK II	A- 1	3315.469	1530.216	19.128	A- 1	3496.759	1613.889	20.173	2080.00
18820 MISC	HUMAN RSRC ASSISTANT	B- 2	3496.759	1613.889	20.174	B- 2	3690.846	1703.467	21.293	
18860 MISC	ENVR PROTECT CLERK I	C- 3	3690.846	1703.467	21.293	C- 3	3887.065	1794.030	22.425	
		D- 4	3887.065	1794.030	22.425	D- 4	4093.949	1889.515	23.618	
		E- 5	4106.745	1895.421	23.693	E- 5	4327.492	1997.304	24.966	
19615 MISC	ADMIN CLERK I	A- 1	2979.550	1375.177	17.190	A- 1	3142.711	1450.482	18.131	2080.00
19620 MISC	LIBRARY CLERK I	B- 2	3142.711	1450.482	18.131	B- 2	3317.602	1531.201	19.140	
		C- 3	3317.602	1531.201	19.140	C- 3	3499.958	1615.365	20.192	
		D- 4	3499.958	1615.365	20.192	D- 4	3684.447	1700.514	21.256	
		E- 5	3684.447	1700.514	21.256	E- 5	3887.065	1794.030	22.425	

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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
50300 PART	HEAD TEACHER B	A- 1			22.401					
		B- 2			23.625					
		C- 3			24.929					
		D- 4			26.302					
		E- 5			27.747					
50410 PART	BUS DRIVER II B	A- 1			21.115					
		B- 2			22.271					
		C- 3			23.555					
		D- 4			24.873					
		E- 5			26.201					
50610 PART	TEACHER III	A- 1			19.999					
		B- 2			21.115					
		C- 3			22.330					
		D- 4			23.579					
		E- 5			24.837					
51010 PART	COMM SVCS LEAD III B	A- 1			17.833					
		B- 2			18.822					
		C- 3			19.892					
		D- 4			21.015					
		E- 5			22.156					
		F- 6			23.373					
52010 PART	COMM SVCS LEAD II B	A- 1			15.397					
52080 PART	CHILD CARE TEACH IIB	B- 2			16.172					
		C- 3			16.977					
		D- 4			17.821					
		E- 5			18.718					
52500 PART	CHILD CARE TEACH I B	A- 1			13.966					
		B- 2			14.667					
		C- 3			15.397					
		D- 4			16.172					
		E- 5			16.977					
53530 PART	CLD CARE AST TEACH B	A- 1			13.054					
		B- 2			13.703					
		C- 3			14.377					
		D- 4			15.098					
		E- 5			15.850					

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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
57000 PART	ADMIN CLERK I	A- 1			16.082					
		B- 2			17.002					
		C- 3			17.971					
		D- 4			18.983					
		E- 5			19.999					



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CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
70400	NB	PUBLIC SAFETY OFCR	A- 1			19.999					
70410	NB	CODE ENFORCMT INSP I	B- 2			21.115					
			C- 3			22.330					
			D- 4			23.579					
			E- 5			24.837					
70545	NB	LITERACY INTERN N	A- 1			14.938					
70580	NB	ADMIN INTERN N	B- 2			15.761					
			C- 3			16.627					
			D- 4			17.541					
			E- 5			18.509					
71010	NB	TRAF SIGNAL APRENT N	A- 1			14.228					
71040	NB	WATER UTILTY APPRENT	B- 2			14.938					
71050	NB	ELECTRICIAN APPRENT	C- 3			15.681					
			D- 4			16.469					
			E- 5			17.290					
71520	NB	CLD CARE TEACH IISUB	A- 1			13.764					
			B- 2			14.521					
			C- 3			15.364					
			D- 4			16.240					
			E- 5			17.109					
72000	NB	FIRE HSNQ INSPEC PTN	A- 1			28.799					
			B- 2			30.382					
			C- 3			32.052					
			D- 4			33.815					
			E- 5			35.731					
72100	NB	INSTR LIFEGUARD IIIN	A- 1			21.115					
			B- 2			22.271					
			C- 3			23.555					
			D- 4			24.873					
			E- 5			26.201					
72220	NB	POLICE SVCS CLERK	A- 1			14.932					
			B- 2			15.754					
			C- 3			16.619					
			D- 4			17.533					
			E- 5			18.500					

CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
72300 NB	INSTR LIFEGUARD II N	A- 1			17.855					
		B- 2			18.838					
		C- 3			19.875					
		D- 4			20.967					
		E- 5			22.118					
72400 NB	INSTR LIFEGUARD I N	A- 1			16.927					
		B- 2			17.855					
		C- 3			18.838					
		D- 4			19.875					
		E- 5			20.967					
72530 NB	CHILD CARE TEACH I N	A- 1			12.648					
72540 NB	HERITAGE PK RANGER N	B- 2			13.282					
72560 NB	PSO APPRENTICE N	C- 3			13.944					
		D- 4			14.646					
		E- 5			15.377					
72600 NB	LIB INFO DESK ASST	A- 1			17.700					
		B- 2			18.675					
		C- 3			19.701					
		D- 4			20.787					
		E- 5			21.929					
72710 NB	ADMIN CLERK I NB	A- 1			14.521					
		B- 2			15.320					
		C- 3			16.163					
		D- 4			17.051					
		E- 5			17.989					
72900 NB	BUS DRIVER I NB	A- 1			12.967					
		B- 2			13.680					
		C- 3			14.434					
		D- 4			15.227					
		E- 5			16.065					
73000 NB	COMM SVCS LEAD II N	A- 1			12.055					
		B- 2			12.657					
		C- 3			13.282					
		D- 4			13.959					
		E- 5			14.646					

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CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
73100	NB	FINANCE OFFICE AIDE	A- 1			12.479					
73110	NB	WAREHOUSE ASSISTANT	B- 2			13.099					
			C- 3			13.742					
			D- 4			14.435					
			E- 5			15.153					
74300	NB	PUB WORKS AIDE II N	A- 1			11.477					
			B- 2			12.108					
			C- 3			12.774					
			D- 4			13.474					
			E- 5			14.216					
74560	NB	LIBRARY SVCS AIDE N	A- 1			11.350					
			B- 2			11.918					
			C- 3			12.512					
			D- 4			13.138					
			E- 5			13.794					
75000	NB	CLD CARE AST TEACH N	A- 1			11.240					
75010	NB	C/C ASST TEACH SUB N	B- 2			11.801					
			C- 3			12.392					
			D- 4			13.012					
			E- 5			13.664					
75400	NB	COMM SVCS LEAD I N	A- 1			11.303					
			B- 2			11.869					
			C- 3			12.462					
			D- 4			13.085					
			E- 5			13.740					
75500	NB	PUBLIC WORKS AIDE N	A- 1			10.710					
75530	NB	OFFICE AIDE N	B- 2			11.246					
75550	NB	AQUATICS AIDE N	C- 3			11.809					
75580	NB	COMM SVC FACILITY WK	D- 4			12.398					
75590	NB	FOOD SERVICE AIDE N	E- 5			13.018					
77000	NB	SYSTEMS ANALYST PTNB	A- 1			38.633					
			B- 2			40.756					
			C- 3			42.999					
			D- 4			45.363					
			E- 5			47.858					

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CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
78000	NB	LITERACY ASSISTANT N	A- 1			16.092					
78010	NB	COMPUTER TECHNICIAN	B- 2			16.976					
78020	NB	ENVIRONMENTAL INTERN	C- 3			17.909					
			D- 4			18.896					
			E- 5			19.934					
79800	NB	REC INSTRUCTOR	A- 1			31.659					
			K-11			26.638					
			N-14			22.198					
			P-16			19.239					
			V-22			13.320					
			X-24			10.710					
79901	NB	TEMP-ACCT CLERK III	O-15			26.440					
79960	NB	TEMP-NEW BUS INSP SP	P-16			52.369					

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CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
78000	NB	LITERACY ASSISTANT N	A- 1			16.092					
78010	NB	COMPUTER TECHNICIAN	B- 2			16.976					
78020	NB	ENVIRONMENTAL INTERN	C- 3			17.909					
			D- 4			18.896					
			E- 5			19.934					
79800	NB	REC INSTRUCTOR	A- 1			31.659					
			K-11			26.638					
			N-14			22.198					
			P-16			19.239					
			V-22			13.320					
			X-24			10.710					
79901	NB	TEMP-ACCT CLERK III	O-15			26.440					
79960	NB	TEMP-NEW BUS INSP SP	P-16			52.369					



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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
01000 COUN	COUNCIL MEMBER	A- 1	990.257	457.042	5.713					2080.00
01300 C/A	CITY ATTORNEY	A- 1	16635.996	7678.152	95.977					2080.00
01400 CMGR	CITY MANAGER	A- 1	15189.840	7010.695	87.634	A- 1	16025.281	7396.284	92.453	2080.00
01600 D/H	ASST CMGR/DIR OF FIN	A- 1	11840.351	5464.777	68.310	A- 1	12490.861	5765.013	72.062	2080.00
		B- 2	12490.861	5765.013	72.063	B- 2	13177.629	6081.983	76.024	
		C- 3	13177.629	6081.983	76.025	C- 3	13902.788	6416.671	80.208	
		D- 4	13902.788	6416.671	80.208	D- 4	14667.403	6769.571	84.619	
		E- 5	14667.403	6769.571	84.620	E- 5	15474.676	7142.158	89.276	
01700 BAT	FIRE CHIEF	A- 1	10488.143	4840.681	60.509					2080.00
		B- 2	11066.137	5107.448	63.843					
		C- 3	11675.057	5388.488	67.356					
		D- 4	12318.102	5685.278	71.066					
		E- 5	12996.339	5998.310	74.979					
02400 D/H	DIR COMM SVCS	A- 1	9707.531	4480.399	56.005	A- 1	10241.802	4726.986	59.087	2080.00
		B- 2	10241.802	4726.986	59.087	B- 2	10804.866	4986.861	62.335	
		C- 3	10804.866	4986.861	62.336	C- 3	11398.857	5261.011	65.762	
		D- 4	11398.857	5261.011	65.763	D- 4	12025.906	5550.418	69.380	
		E- 5	12025.906	5550.418	69.380	E- 5	12686.013	5855.083	73.188	
02700 D/H	DIR POLICE SERVICES	A- 1	8022.603	3702.740	46.284	A- 1	8464.097	3906.506	48.831	2080.00
02710 D/H	DIR PLANNING	B- 2	8464.097	3906.506	48.831	B- 2	8930.117	4121.592	51.519	
		C- 3	8930.117	4121.592	51.520	C- 3	9421.733	4348.492	54.356	
		D- 4	9419.600	4347.508	54.344	D- 4	9940.008	4587.696	57.346	
		E- 5	9937.875	4586.712	57.334	E- 5	10487.076	4840.189	60.502	
02800 D/H	DIR PUBLIC WORKS	A- 1	10811.265	4989.815	62.373	A- 1	11406.321	5264.456	65.805	2080.00
		B- 2	11406.321	5264.456	65.806	B- 2	12033.370	5553.863	69.423	
		C- 3	12033.370	5553.863	69.423	C- 3	12695.612	5859.513	73.243	
		D- 4	12695.612	5859.513	73.244	D- 4	13394.110	6181.897	77.273	
		E- 5	13394.110	6181.897	77.274	E- 5	14130.999	6522.000	81.524	
03000 BAT	BATTALION CHIEF	A- 1	9547.569	4406.570	39.344					2912.00
		B- 2	10029.587	4629.040	41.331					
		C- 3	10536.131	4862.830	43.418					
		D- 4	11048.008	5099.081	45.528					
		E- 5	11603.608	5355.511	47.817					

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CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
03900	MT	DIR TECHNOLOGY SVC M	A- 1	8463.030	3906.014	48.825	A- 1	8927.985	4120.608	51.507	2080.00
03910	MT	DIR FISCAL SERVICES	B- 2	8927.985	4120.608	51.508	B- 2	9418.533	4347.015	54.337	
			C- 3	9419.600	4347.508	54.344	C- 3	9937.875	4586.712	57.333	
			D- 4	9937.875	4586.712	57.334	D- 4	10482.810	4838.220	60.477	
			E- 5	10482.810	4838.220	60.478	E- 5	11059.739	5104.495	63.806	
05400	MT	DIR PURCHASING SVCS	A- 1	6931.665	3199.230	39.990	A- 1	7312.374	3374.942	42.186	2080.00
			B- 2	7312.374	3374.942	42.187	B- 2	7715.477	3560.989	44.512	
			C- 3	7715.477	3560.989	44.512	C- 3	8139.908	3756.881	46.961	
			D- 4	8139.908	3756.881	46.961	D- 4	8587.800	3963.600	49.545	
			E- 5	8587.800	3963.600	49.545	E- 5	9060.219	4181.640	52.270	
08540	MT	LIBRARY SVCS DIV DIR	A- 1	6931.665	3199.230	39.990	A- 1	7312.907	3375.188	42.189	2080.00
08550	MT	PARK & REC SVCS MGR	B- 2	7312.374	3374.942	42.187	B- 2	7714.554	3560.563	44.507	
08560	MT	FAM & HUMAN SVCS MGR	C- 3	7715.477	3560.989	44.512	C- 3	8139.827	3756.843	46.960	
			D- 4	8139.908	3756.881	46.961	D- 4	8587.602	3963.509	49.543	
			E- 5	8587.800	3963.600	49.545	E- 5	9060.129	4181.598	52.269	

CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
12000 FIRE	DIR OF EPD-FPB	A- 1	9547.569	4406.570	55.082					2080.00
		B- 2	10029.587	4629.040	57.863					
		C- 3	10536.131	4862.830	60.785					
		D- 4	11048.008	5099.081	63.739					
		E- 5	11603.608	5355.511	66.944					
12100 FIRE	DEPUTY FIRE MARSHALL	A- 1	9028.994	4167.228	52.090					2080.00
		B- 2	9525.588	4396.425	54.955					
		C- 3	10049.496	4638.229	57.978					
		D- 4	10602.219	4893.332	61.167					
		E- 5	11185.340	5162.465	64.531					
12200 FIRE	DEPUTY DIR EPD	A- 1	8134.577	3754.420	46.930					2080.00
		B- 2	8581.979	3960.913	49.511					
		C- 3	9053.987	4178.763	52.235					
		D- 4	9551.957	4408.596	55.107					
		E- 5	10077.314	4651.068	58.138					
12300 FIRE	FIRE&ENV SAF INSP II	A- 1	6596.012	3044.313	38.054					2080.00
		B- 2	6958.792	3211.750	40.147					
		C- 3	7341.525	3388.396	42.355					
		D- 4	7745.310	3574.758	44.684					
		E- 5	8171.302	3771.370	47.142					
12400 MT	CAPITAL IMPRVMTS MGR	A- 1	7711.908	3559.342	44.492	A- 1	8136.064	3755.106	46.938	2080.00
		B- 2	8136.064	3755.106	46.939	B- 2	8583.436	3961.586	49.519	
		C- 3	8583.547	3961.637	49.520	C- 3	9055.642	4179.527	52.244	
		D- 4	9055.642	4179.527	52.244	D- 4	9553.701	4409.400	55.117	
		E- 5	9553.701	4409.400	55.118	E- 5	10079.156	4651.918	58.148	
12500 MT	ASST MUNI SVCS MGR	A- 1	6917.900	3192.877	39.911	A- 1	7298.386	3368.486	42.106	2080.00
		B- 2	7298.386	3368.486	42.106	B- 2	7699.796	3553.752	44.421	
		C- 3	7699.796	3553.752	44.422	C- 3	8123.285	3749.208	46.865	
		D- 4	8123.285	3749.208	46.865	D- 4	8570.067	3955.416	49.442	
		E- 5	8570.067	3955.416	49.443	E- 5	9041.420	4172.963	52.162	
12800 FIRE	FIRE CAPTAIN	A- 1	7759.199	3581.169	31.111					2992.86
		B- 2	8167.635	3769.678	32.748					
		C- 3	8618.726	3977.874	34.557					
		D- 4	9065.552	4184.101	36.349					
		E- 5	9560.366	4412.477	38.333					

CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
12900 MT	MUNICIPAL SVCS MGR	A- 1	7237.725	3340.488	41.756	A- 1	7635.496	3524.075	44.050	2080.00
		B- 2	7635.496	3524.075	44.051	B- 2	8055.661	3717.997	46.474	
		C- 3	8055.661	3717.997	46.475	C- 3	8498.222	3922.256	49.028	
		D- 4	8498.222	3922.256	49.028	D- 4	8965.309	4137.835	51.722	
		E- 5	8965.309	4137.835	51.723	E- 5	9458.401	4365.416	54.567	
		F- 6	9458.401	4365.416	54.568	F- 6	9978.612	4605.513	57.568	
		G- 7	9978.612	4605.513	57.569	G- 7	10527.433	4858.815	60.735	
		H- 8	10527.433	4858.815	60.735	H- 8	11106.441	5126.050	64.075	
13110 FIRE	EPD-FPB SPECIALIST	A- 1	7382.757	3407.426	42.593					2080.00
		B- 2	7775.196	3588.552	44.857					
		C- 3	8184.697	3777.552	47.219					
		D- 4	8618.726	3977.874	49.723					
		E- 5	9077.282	4189.515	52.369					
13200 MISC	ASSOC CIVIL ENGINEER	A- 1	6539.226	3018.104	37.726	A- 1	6894.341	3182.004	39.775	2080.00
		B- 2	6900.740	3184.957	39.812	B- 2	7277.182	3358.699	41.983	
		C- 3	7287.846	3363.621	42.045	C- 3	7686.683	3547.700	44.346	
		D- 4	7700.547	3554.099	44.426	D- 4	8114.314	3745.068	46.813	
		E- 5	8140.974	3757.373	46.967	E- 5	8583.535	3961.632	49.520	
13300 MT	UTILITY SVCS MANAGER	A- 1	6870.880	3171.175	39.640	A- 1	7248.389	3345.410	41.817	2080.00
		B- 2	7248.389	3345.410	41.818	B- 2	7647.227	3529.489	44.118	
		C- 3	7647.227	3529.489	44.119	C- 3	8067.392	3723.412	46.542	
		D- 4	8067.392	3723.412	46.543	D- 4	8511.019	3928.163	49.102	
		E- 5	8511.019	3928.163	49.102	E- 5	8979.172	4144.233	51.802	
13400 MT	ACCOUNTING MANAGER	A- 1	6718.660	3100.920	38.762	A- 1	7088.187	3271.471	40.893	2080.00
		B- 2	7088.187	3271.471	40.893	B- 2	7478.037	3451.402	43.142	
		C- 3	7478.037	3451.402	43.143	C- 3	7889.330	3641.229	45.515	
		D- 4	7889.330	3641.229	45.515	D- 4	8323.243	3841.497	48.018	
		E- 5	8323.243	3841.497	48.019	E- 5	8781.021	4052.779	50.659	
13673 MISC	ST & GRNDS MTC SUPT	A- 1	5869.521	2709.010	33.863	A- 1	6192.643	2858.143	35.726	2080.00
		B- 2	6192.643	2858.143	35.727	B- 2	6539.226	3018.104	37.726	
		C- 3	6539.226	3018.104	37.726	C- 3	6894.341	3182.004	39.775	
		D- 4	6894.341	3182.004	39.775	D- 4	7287.846	3363.621	42.045	
		E- 5	7287.846	3363.621	42.045	E- 5	7686.683	3547.700	44.346	
		F- 6	7686.683	3547.700	44.346	F- 6	8140.974	3757.373	46.967	
		G- 7	8140.974	3757.373	46.967	G- 7	8593.132	3966.061	49.575	
		H- 8	8593.132	3966.061	49.576	H- 8	9057.021	4180.164	52.252	

CITY OF SANTA FE SPRINGS  
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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
13700 MISC	CHLDREN'S SVCS ADM E	A- 1	6231.722	2876.179	35.952	A- 1	6573.740	3034.034	37.925	2080.00
		B- 2	6573.740	3034.034	37.925	B- 2	6934.886	3200.717	40.008	
		C- 3	6934.886	3200.717	40.009	C- 3	7317.407	3377.265	42.215	
		D- 4	7317.407	3377.265	42.216	D- 4	7719.054	3562.640	44.533	
		E- 5	7719.054	3562.640	44.533	E- 5	8143.203	3758.401	46.980	
13810 FIRE	FIRE ENGINEER	A- 1	6661.864	3074.706	26.711					2992.86
		B- 2	7010.579	3235.652	28.109					
		C- 3	7388.088	3409.887	29.623					
		D- 4	7759.199	3581.169	31.111					
		E- 5	8170.833	3771.154	32.761					
13910 MT	SENIOR PLANNER	A- 1	6190.511	2857.159	35.714	A- 1	6527.496	3012.690	37.658	2080.00
		B- 2	6527.496	3012.690	37.659	B- 2	6881.544	3176.097	39.701	
		C- 3	6881.544	3176.097	39.701	C- 3	7257.986	3349.840	41.872	
		D- 4	7257.986	3349.840	41.873	D- 4	7653.625	3532.442	44.155	
		E- 5	7653.625	3532.442	44.156	E- 5	8070.591	3724.888	46.561	
14100 MT	CITY CLERK	A- 1	6015.619	2776.440	34.705	A- 1	6337.675	2925.081	36.563	2080.00
14110 MT	SENIOR HR ANALYST	B- 2	6337.675	2925.081	36.564	B- 2	6676.794	3081.597	38.519	
		C- 3	6676.794	3081.597	38.520	C- 3	7031.908	3245.496	40.568	
		D- 4	7031.908	3245.496	40.569	D- 4	7410.484	3420.223	42.752	
		E- 5	7410.484	3420.223	42.753	E- 5	7809.321	3604.302	45.053	
14200 MT	ASST TO DIR POL SVCS	A- 1	5577.324	2574.150	32.177	A- 1	5879.119	2713.440	33.917	2080.00
		B- 2	5879.119	2713.440	33.918	B- 2	6197.975	2860.604	35.757	
		C- 3	6197.975	2860.604	35.758	C- 3	6537.093	3017.120	37.713	
		D- 4	6537.093	3017.120	37.714	D- 4	6894.341	3182.004	39.775	
		E- 5	6894.341	3182.004	39.775	E- 5	7269.717	3355.254	41.940	
14300 CONF	ACCOUNTANT	A- 1	5190.218	2395.485	29.944	A- 1	5473.883	2526.408	31.580	2080.00
		B- 2	5469.617	2524.439	31.555	B- 2	5765.012	2660.775	33.259	
		C- 3	5775.677	2665.697	33.321	C- 3	6091.334	2811.385	35.142	
		D- 4	6100.932	2815.815	35.198	D- 4	6429.386	2967.409	37.092	
		E- 5	6434.718	2969.870	37.123	E- 5	6786.633	3132.292	39.153	
14400 MISC	CIVIL ENGR ASST I	A- 1	5348.047	2468.329	30.854	A- 1	5642.376	2604.174	32.552	2080.00
		B- 2	5642.376	2604.174	32.552	B- 2	5951.635	2746.908	34.336	
		C- 3	5951.635	2746.908	34.336	C- 3	6279.022	2898.010	36.225	
		D- 4	6279.022	2898.010	36.225	D- 4	6624.539	3057.480	38.218	
		E- 5	6624.539	3057.480	38.218	E- 5	6989.251	3225.808	40.322	



CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
14500	CONF	SR MGMT ASSISTANT	A- 1	6015.619	2776.440	34.705	A- 1	6337.675	2925.081	36.563	2080.00
			B- 2	6337.675	2925.081	36.564	B- 2	6676.794	3081.597	38.519	
			C- 3	6676.794	3081.597	38.520	C- 3	7031.908	3245.496	40.568	
			D- 4	7031.908	3245.496	40.569	D- 4	7410.484	3420.223	42.752	
			E- 5	7410.484	3420.223	42.753	E- 5	7809.321	3604.302	45.053	
14620	MISC	CIVIL ENGR TECH II	A- 1	5269.132	2431.907	30.399	A- 1	5559.196	2565.783	32.072	2080.00
			B- 2	5559.196	2565.783	32.072	B- 2	5865.255	2707.041	33.838	
			C- 3	5865.255	2707.041	33.838	C- 3	6187.311	2855.682	35.696	
			D- 4	6187.311	2855.682	35.696	D- 4	6527.496	3012.690	37.658	
			E- 5	6527.496	3012.690	37.659	E- 5	6885.810	3178.066	39.725	
14705	MISC	FLEET SEC SUPERVISOR	A- 1	5190.218	2395.485	29.944	A- 1	5469.617	2524.439	31.555	2080.00
14720	MISC	WATER UTLTY SEC SUPV	B- 2	5469.617	2524.439	31.555	B- 2	5775.677	2665.697	33.321	
14721	MISC	ST & GRNDS MTC SUPV	C- 3	5775.677	2665.697	33.321	C- 3	6100.932	2815.815	35.197	
14723	MISC	FACILITY SEC SUPV	D- 4	6100.932	2815.815	35.198	D- 4	6429.386	2967.409	37.092	
14730	MISC	TRAF SGNL & LGT SUPV	E- 5	6429.386	2967.409	37.093	E- 5	6786.633	3132.292	39.153	
14740	MISC	COMPUTER SPECLST III	F- 6	6786.633	3132.292	39.154	F- 6	7172.674	3310.465	41.380	
14754	MISC	LIBRARIAN II	G- 7	7172.674	3310.465	41.381	G- 7	7575.777	3496.512	43.706	
			H- 8	7575.777	3496.512	43.706	H- 8	7992.743	3688.958	46.111	
14810	FIRE	FIRE/ENV SFT INSP I	A- 1	5727.689	2643.549	33.044					2080.00
			B- 2	6028.416	2782.346	34.779					
			C- 3	6344.074	2928.034	36.600					
			D- 4	6676.794	3081.597	38.520					
			E- 5	7027.642	3243.527	40.544					
14910	MISC	CODE ENFORCMT INSP I	A- 1	4991.866	2303.938	28.799	A- 1	5258.468	2426.985	30.337	2080.00
14920	MISC	ELECTRICIAN	B- 2	5258.468	2426.985	30.337	B- 2	5541.066	2557.415	31.967	
14975	MISC	P/W INSPECTOR I	C- 3	5557.063	2564.798	32.060	C- 3	5869.521	2709.010	33.862	
14980	MISC	MECHANIC II	D- 4	5869.521	2709.010	33.863	D- 4	6192.643	2858.143	35.726	
			E- 5	6192.643	2858.143	35.727	E- 5	6527.496	3012.690	37.658	
15000	MISC	LIBRARIAN III	A- 1	5577.324	2574.150	32.177	A- 1	5879.119	2713.440	33.917	2080.00
15040	MISC	COMMUNITY SVCS SUPVR	B- 2	5879.119	2713.440	33.918	B- 2	6197.975	2860.604	35.757	
			C- 3	6197.975	2860.604	35.758	C- 3	6537.093	3017.120	37.713	
			D- 4	6537.093	3017.120	37.714	D- 4	6894.341	3182.004	39.775	
			E- 5	6894.341	3182.004	39.775	E- 5	7269.717	3355.254	41.940	

CITY OF SANTA FE SPRINGS  
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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
15200 FIRE	FF/PARA II	A- 1	6277.956	2897.518	25.172					2992.86
		B- 2	6496.570	2998.417	26.048					
		C- 3	6711.985	3097.839	26.912					
		D- 4	6929.532	3198.246	27.784					
		E- 5	7143.881	3297.176	28.644					
		F- 6	7359.296	3396.598	29.507					
		G- 7	7581.109	3498.973	30.397					
		H- 8	7797.590	3598.888	31.265					
		I- 9	8011.939	3697.818	32.124					
		J-10	8231.619	3799.209	33.005					
15300 FIRE	FF/PARA I	A- 1	5950.568	2746.416	23.859					2992.86
		B- 2	6157.451	2841.900	24.689					
		C- 3	6361.136	2935.909	25.505					
		D- 4	6568.020	3031.394	26.335					
		E- 5	6772.770	3125.894	27.156					
		F- 6	6976.454	3219.902	27.972					
		G- 7	7186.538	3316.864	28.815					
		H- 8	7391.288	3411.364	29.636					
		I- 9	7594.972	3505.372	30.452					
		J-10	7801.856	3600.857	31.282					
15400 FIRE	FF/PARA TRAINEE	A- 1	5640.243	2603.189	22.615					2992.86
		B- 2	5836.462	2693.752	23.402					
		C- 3	6030.549	2783.330	24.180					
		D- 4	6281.155	2898.995	25.185					
		E- 5	6418.722	2962.487	25.736					
		F- 6	6613.875	3052.558	26.519					
		G- 7	6811.161	3143.613	27.310					
		H- 8	7006.314	3233.683	28.092					
		I- 9	7198.268	3322.278	28.862					
		J-10	7395.554	3413.333	29.653					
15500 CONF	HUMAN RESRCE ANALYST	A- 1	5115.569	2361.032	29.513	A- 1	5397.102	2490.970	31.137	2080.00
		B- 2	5397.102	2490.970	31.137	B- 2	5694.629	2628.290	32.853	
		C- 3	5694.629	2628.290	32.854	C- 3	6007.088	2772.502	34.656	
		D- 4	6007.088	2772.502	34.656	D- 4	6337.675	2925.081	36.563	
		E- 5	6337.675	2925.081	36.564	E- 5	6685.325	3085.535	38.569	
15630 MISC	LEAD PSO	A- 1	4733.795	2184.828	27.310	A- 1	4993.999	2304.923	28.811	2080.00
15650 MISC	YTH INTRVNTN PRG SUP	B- 2	4993.999	2304.923	28.812	B- 2	5269.132	2431.907	30.398	
		C- 3	5269.132	2431.907	30.399	C- 3	5559.196	2565.783	32.072	
		D- 4	5559.196	2565.783	32.072	D- 4	5865.255	2707.041	33.838	
		E- 5	5865.255	2707.041	33.838	E- 5	6187.311	2855.682	35.696	

CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
15700 MISC	LIBRARIAN I	A- 1	4832.970	2230.602	27.883	A- 1	5098.507	2353.157	29.414	2080.00
		B- 2	5098.507	2353.157	29.414	B- 2	5378.972	2482.602	31.032	
		C- 3	5378.972	2482.602	31.033	C- 3	5674.368	2618.939	32.736	
		D- 4	5674.368	2618.939	32.737	D- 4	5986.826	2763.150	34.539	
		E- 5	5986.826	2763.150	34.539	E- 5	6315.280	2914.745	36.434	
15810 CONF	MANAGEMENT ASST II C	A- 1	5386.437	2486.048	31.076	A- 1	5680.767	2621.892	32.773	2080.00
		B- 2	5680.767	2621.892	32.774	B- 2	5994.291	2766.596	34.582	
		C- 3	5994.291	2766.596	34.582	C- 3	6324.878	2919.174	36.489	
		D- 4	6324.878	2919.174	36.490	D- 4	6672.528	3079.628	38.495	
		E- 5	6672.528	3079.628	38.495	E- 5	7039.373	3248.941	40.611	
		Y-25	7410.484	3420.223	42.753	Y-25	7809.321	3604.302	45.053	
15900 MISC	PUB RELATIONS TECH	A- 1	4716.916	2177.038	27.213	A- 1	4976.346	2296.775	28.709	2080.00
		B- 2	4976.346	2296.775	28.710	B- 2	5250.046	2423.098	30.288	
		C- 3	5250.046	2423.098	30.289	C- 3	5538.798	2556.368	31.954	
		D- 4	5538.798	2556.368	31.955	D- 4	5843.431	2696.968	33.712	
		E- 5	5843.431	2696.968	33.712	E- 5	6164.821	2845.302	35.566	
16010 MISC	WATER WELL OPERATOR	A- 1	4663.411	2152.344	26.904	A- 1	4919.350	2270.469	28.380	2080.00
16040 MISC	TRF SIG LGT TECH II	B- 2	4919.350	2270.469	28.381	B- 2	5189.151	2394.993	29.937	
		C- 3	5189.151	2394.993	29.937	C- 3	5469.617	2524.439	31.555	
		D- 4	5469.617	2524.439	31.555	D- 4	5776.743	2666.189	33.327	
		E- 5	5776.743	2666.189	33.327	E- 5	6091.334	2811.385	35.142	
16100 CONF	MANAGEMENT ASST I C	A- 1	4556.770	2103.125	26.289	A- 1	4806.310	2218.297	27.728	2080.00
		B- 2	4806.310	2218.297	27.729	B- 2	5070.780	2340.360	29.254	
		C- 3	5070.780	2340.360	29.255	C- 3	5349.113	2468.821	30.860	
		D- 4	5349.113	2468.821	30.860	D- 4	5644.509	2605.158	32.564	
		E- 5	5644.509	2605.158	32.564	E- 5	5953.768	2747.893	34.348	
16200 FIRE	FIREFIGHTER	A- 1	5346.980	2467.837	21.439					2992.86
		B- 2	5531.469	2552.986	22.179					
		C- 3	5715.958	2638.134	22.918					
		D- 4	5901.513	2723.775	23.662					
		E- 5	6083.870	2807.940	24.394					
		F- 6	6269.425	2893.581	25.138					
		G- 7	6456.046	2979.714	25.886					
		H- 8	6640.536	3064.863	26.626					
		I- 9	6823.958	3149.519	27.361					
		J-10	7010.579	3235.652	28.109					

CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
16300	MISC	MANAGEMENT ASST I	A- 1	4556.770	2103.125	26.289	A- 1	4806.310	2218.297	27.728	2080.00
			B- 2	4806.310	2218.297	27.729	B- 2	5070.780	2340.360	29.254	
			C- 3	5070.780	2340.360	29.255	C- 3	5349.113	2468.821	30.860	
			D- 4	5349.113	2468.821	30.860	D- 4	5644.509	2605.158	32.564	
			E- 5	5644.509	2605.158	32.564	E- 5	5953.768	2747.893	34.348	
16440	MISC	WTR UTILITY LEAD WKR	A- 1	4485.320	2070.148	25.877	A- 1	4731.662	2183.844	27.298	2080.00
16450	MISC	HUMN SVC CASE WKR II	B- 2	4717.798	2177.445	27.218	B- 2	4991.866	2303.938	28.799	
			C- 3	4991.866	2303.938	28.799	C- 3	5267.000	2430.923	30.386	
			D- 4	5267.000	2430.923	30.387	D- 4	5555.996	2564.306	32.053	
			E- 5	5555.996	2564.306	32.054	E- 5	5862.056	2705.564	33.819	
16500	MISC	TRANSPORT SVCS SUPV	A- 1	4398.942	2030.281	25.379	A- 1	4639.950	2141.515	26.768	2080.00
			B- 2	4639.950	2141.515	26.769	B- 2	4895.889	2259.641	28.245	
			C- 3	4895.889	2259.641	28.246	C- 3	5164.624	2383.673	29.795	
			D- 4	5164.624	2383.673	29.796	D- 4	5448.289	2514.595	31.432	
			E- 5	5448.289	2514.595	31.432	E- 5	5750.083	2653.884	33.173	
16620	MISC	PUB WKS DEPT SECTY	A- 1	4217.652	1946.609	24.333	A- 1	4449.063	2053.414	25.667	2080.00
			B- 2	4449.063	2053.414	25.668	B- 2	4693.271	2166.125	27.076	
			C- 3	4693.271	2166.125	27.077	C- 3	4951.342	2285.235	28.565	
			D- 4	4951.342	2285.235	28.565	D- 4	5224.343	2411.235	30.140	
			E- 5	5224.343	2411.235	30.140	E- 5	5511.207	2543.634	31.795	
16700	MISC	PRG COORD-LIB OUTRCH	A- 1	4475.499	2065.615	25.820	A- 1	4723.116	2179.900	27.248	2080.00
16710	MISC	PRG COORD-PARK/YOUTH	B- 2	4723.116	2179.900	27.249	B- 2	4983.137	2299.909	28.748	
			C- 3	4983.137	2299.909	28.749	C- 3	5255.030	2425.398	30.317	
			D- 4	5255.030	2425.398	30.317	D- 4	5538.797	2556.368	31.954	
			E- 5	5538.797	2556.368	31.955	E- 5	5843.431	2696.968	33.712	
16800	CONF	ACCOUNT CLERK SUPV	A- 1	4663.411	2152.344	26.904	A- 1	4919.350	2270.469	28.380	2080.00
			B- 2	4919.350	2270.469	28.381	B- 2	5189.151	2394.993	29.937	
			C- 3	5189.151	2394.993	29.937	C- 3	5469.617	2524.439	31.555	
			D- 4	5469.617	2524.439	31.555	D- 4	5776.743	2666.189	33.327	
			E- 5	5776.743	2666.189	33.327	E- 5	6091.334	2811.385	35.142	
16990	CONF	PUB RELATIONS SPEC	A- 1	4365.883	2015.023	25.188	A- 1	4606.891	2126.257	26.578	2080.00
			B- 2	4606.891	2126.257	26.578	B- 2	4859.631	2242.907	28.036	
			C- 3	4859.631	2242.907	28.036	C- 3	5126.233	2365.954	29.574	
			D- 4	5126.233	2365.954	29.574	D- 4	5408.832	2496.384	31.204	
			E- 5	5408.832	2496.384	31.205	E- 5	5706.360	2633.705	32.921	

CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
17010	MISC	PROGRAM COORDINATOR	A- 1	4242.179	1957.929	24.474	A- 1	4475.723	2065.718	25.821	2080.00
17050	MISC	PUB SAF OFFCR/ADMIN	B- 2	4475.723	2065.718	25.821	B- 2	4719.931	2178.430	27.230	
17070	MISC	PUB SAF OFFCR/FIELD	C- 3	4719.931	2178.430	27.230	C- 3	4974.803	2296.063	28.700	
17080	MISC	YTH INTRVNTN CSE WKR	D- 4	4974.803	2296.063	28.701	D- 4	5258.468	2426.985	30.337	
17090	MISC	HUMAN SVCS CS WKR I	E- 5	5258.468	2426.985	30.337	E- 5	5541.066	2557.415	31.967	
17210	MISC	ACCOUNT CLERK III	A- 1	4106.745	1895.421	23.693	A- 1	4332.824	1999.765	24.997	2080.00
17240	MISC	BUS DRIVER III	B- 2	4332.824	1999.765	24.997	B- 2	4571.700	2110.015	26.375	
			C- 3	4571.700	2110.015	26.375	C- 3	4822.306	2225.680	27.820	
			D- 4	4822.306	2225.680	27.821	D- 4	5091.041	2349.711	29.371	
			E- 5	5091.041	2349.711	29.371	E- 5	5365.109	2476.204	30.952	
17400	CONF	ACCOUNT CLERK III C	A- 1	4106.745	1895.421	23.693	A- 1	4332.824	1999.765	24.997	2080.00
			B- 2	4332.824	1999.765	24.997	B- 2	4571.700	2110.015	26.375	
			C- 3	4571.700	2110.015	26.375	C- 3	4822.306	2225.680	27.820	
			D- 4	4822.306	2225.680	27.821	D- 4	5091.041	2349.711	29.371	
			E- 5	5091.041	2349.711	29.371	E- 5	5365.109	2476.204	30.952	
17500	MISC	TRAF & LITE TECH I	A- 1	4045.960	1867.366	23.342	A- 1	4267.773	1969.741	24.621	2080.00
17510	MISC	FACILITY SPECIALIST	B- 2	4267.773	1969.741	24.622	B- 2	4505.583	2079.500	25.993	
17540	MISC	TREE WORKER SPCLALST	C- 3	4505.583	2079.500	25.994	C- 3	4751.923	2193.195	27.414	
			D- 4	4751.923	2193.195	27.415	D- 4	5013.194	2313.782	28.922	
			E- 5	5013.194	2313.782	28.922	E- 5	5274.464	2434.368	30.429	
			F- 6	5274.464	2434.368	30.430	F- 6	5580.524	2575.626	32.195	
			G- 7	5580.524	2575.626	32.195	G- 7	5888.716	2717.869	33.973	
			H- 8	5888.716	2717.869	33.973	H- 8	6210.772	2866.510	35.831	
17800	MISC	WATER UTILITY WORKER	A- 1	3882.799	1792.061	22.401	A- 1	4095.014	1890.006	23.625	2080.00
17850	MISC	COMM SVCS SPECIALIST	B- 2	4095.014	1890.006	23.625	B- 2	4321.093	1994.351	24.929	
17860	MISC	HEAD TEACHER	C- 3	4321.093	1994.351	24.929	C- 3	4558.903	2104.109	26.301	
			D- 4	4558.903	2104.109	26.301	D- 4	4809.509	2219.773	27.747	
			E- 5	4809.509	2219.773	27.747	E- 5	5069.713	2339.868	29.248	
18010	MISC	ACCOUNT CLERK II	A- 1	3684.447	1700.514	21.256	A- 1	3887.065	1794.030	22.425	2080.00
18020	MISC	MAINTENANCE WORKER	B- 2	3887.065	1794.030	22.425	B- 2	4093.949	1889.515	23.618	
18085	MISC	BLDG PERMIT CLERK II	C- 3	4093.949	1889.515	23.619	C- 3	4327.492	1997.304	24.966	
18097	MISC	PROG ASST/CMO	D- 4	4327.492	1997.304	24.966	D- 4	4562.102	2105.586	26.319	
18098	MISC	PROGRAM ASSIST PLAN	E- 5	4562.102	2105.586	26.320	E- 5	4807.376	2218.789	27.734	

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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
18400 MISC	ENVR PROTEC CLRK II	A- 1	3497.361	1614.167	20.177	A- 1	3689.715	1702.945	21.286	2080.00
		B- 2	3689.715	1702.945	21.287	B- 2	3892.649	1796.607	22.457	
		C- 3	3892.649	1796.607	22.458	C- 3	4106.745	1895.421	23.692	
		D- 4	4106.745	1895.421	23.693	D- 4	4332.616	1999.669	24.995	
		E- 5	4332.616	1999.669	24.996	E- 5	4570.910	2109.651	26.370	
18510 MISC	RECREATION SPECIALIS	A- 1	3470.098	1601.584	20.020	A- 1	3657.786	1688.209	21.102	2080.00
		B- 2	3657.786	1688.209	21.103	B- 2	3855.073	1779.264	22.240	
		C- 3	3855.073	1779.264	22.241	C- 3	4064.089	1875.733	23.446	
		D- 4	4064.089	1875.733	23.447	D- 4	4284.835	1977.616	24.720	
		E- 5	4284.835	1977.616	24.720	E- 5	4516.247	2084.422	26.055	
		F- 6	4516.247	2084.422	26.055	F- 6	4761.521	2197.625	27.470	
18815 MISC	ADMIN CLERK II	A- 1	3315.469	1530.216	19.128	A- 1	3496.759	1613.889	20.173	2080.00
18820 MISC	HUMAN RSRC ASSISTANT	B- 2	3496.759	1613.889	20.174	B- 2	3690.846	1703.467	21.293	
18860 MISC	ENVR PROTECT CLERK I	C- 3	3690.846	1703.467	21.293	C- 3	3887.065	1794.030	22.425	
		D- 4	3887.065	1794.030	22.425	D- 4	4093.949	1889.515	23.618	
		E- 5	4106.745	1895.421	23.693	E- 5	4327.492	1997.304	24.966	
19615 MISC	ADMIN CLERK I	A- 1	2979.550	1375.177	17.190	A- 1	3142.711	1450.482	18.131	2080.00
19620 MISC	LIBRARY CLERK I	B- 2	3142.711	1450.482	18.131	B- 2	3317.602	1531.201	19.140	
		C- 3	3317.602	1531.201	19.140	C- 3	3499.958	1615.365	20.192	
		D- 4	3499.958	1615.365	20.192	D- 4	3684.447	1700.514	21.256	
		E- 5	3684.447	1700.514	21.256	E- 5	3887.065	1794.030	22.425	

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CITY OF SANTA FE SPRINGS  
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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
50300 PART	HEAD TEACHER B	A- 1			22.401					
		B- 2			23.625					
		C- 3			24.929					
		D- 4			26.302					
		E- 5			27.747					
50410 PART	BUS DRIVER II B	A- 1			21.115					
		B- 2			22.271					
		C- 3			23.555					
		D- 4			24.873					
		E- 5			26.201					
50610 PART	TEACHER III	A- 1			19.999					
		B- 2			21.115					
		C- 3			22.330					
		D- 4			23.579					
		E- 5			24.837					
51010 PART	COMM SVCS LEAD III B	A- 1			17.833					
		B- 2			18.822					
		C- 3			19.892					
		D- 4			21.015					
		E- 5			22.156					
		F- 6			23.373					
52010 PART	COMM SVCS LEAD II B	A- 1			15.397					
52080 PART	CHILD CARE TEACH IIB	B- 2			16.172					
		C- 3			16.977					
		D- 4			17.821					
		E- 5			18.718					
52500 PART	CHILD CARE TEACH I B	A- 1			13.966					
		B- 2			14.667					
		C- 3			15.397					
		D- 4			16.172					
		E- 5			16.977					
53530 PART	CLD CARE AST TEACH B	A- 1			13.407					
		B- 2			14.073					
		C- 3			14.766					
		D- 4			15.507					
		E- 5			16.279					

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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
57000 PART	ADMIN CLERK I	A- 1			16.082					
		B- 2			17.002					
		C- 3			17.971					
		D- 4			18.983					
		E- 5			19.999					



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CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
70400	NB	PUBLIC SAFETY OFCR	A- 1			19.999					
70410	NB	CODE ENFORCMT INSP I	B- 2			21.115					
			C- 3			22.330					
			D- 4			23.579					
			E- 5			24.837					
70545	NB	LITERACY INTERN N	A- 1			14.938					
70580	NB	ADMIN INTERN N	B- 2			15.761					
			C- 3			16.627					
			D- 4			17.541					
			E- 5			18.509					
71010	NB	TRAF SIGNAL APRENT N	A- 1			14.228					
71040	NB	WATER UTILTY APPRENT	B- 2			14.938					
71050	NB	ELECTRICIAN APPRENT	C- 3			15.681					
			D- 4			16.469					
			E- 5			17.290					
71520	NB	CLD CARE TEACH IISUB	A- 1			13.764					
			B- 2			14.521					
			C- 3			15.364					
			D- 4			16.240					
			E- 5			17.109					
72000	NB	FIRE HSNG INSPEC PTN	A- 1			28.799					
			B- 2			30.382					
			C- 3			32.052					
			D- 4			33.815					
			E- 5			35.731					
72100	NB	INSTR LIFEGUARD IIIN	A- 1			21.115					
			B- 2			22.271					
			C- 3			23.555					
			D- 4			24.873					
			E- 5			26.201					
72220	NB	POLICE SVCS CLERK	A- 1			14.932					
			B- 2			15.754					
			C- 3			16.619					
			D- 4			17.533					
			E- 5			18.500					

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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
72300 NB	INSTR LIFEGUARD II N	A- 1			17.855					
		B- 2			18.838					
		C- 3			19.875					
		D- 4			20.967					
		E- 5			22.118					
72400 NB	INSTR LIFEGUARD I N	A- 1			16.927					
		B- 2			17.855					
		C- 3			18.838					
		D- 4			19.875					
		E- 5			20.967					
72530 NB	CHILD CARE TEACH I N	A- 1			12.991					
72540 NB	HERITAGE PK RANGER N	B- 2			13.642					
72560 NB	PSO APPRENTICE N	C- 3			14.323					
		D- 4			15.043					
		E- 5			15.794					
72600 NB	LIB INFO DESK ASST	A- 1			17.700					
		B- 2			18.675					
		C- 3			19.701					
		D- 4			20.787					
		E- 5			21.929					
72710 NB	ADMIN CLERK I NB	A- 1			14.521					
		B- 2			15.320					
		C- 3			16.163					
		D- 4			17.051					
		E- 5			17.989					
72900 NB	BUS DRIVER I NB	A- 1			13.318					
		B- 2			14.051					
		C- 3			14.825					
		D- 4			15.639					
		E- 5			16.500					
73000 NB	COMM SVCS LEAD II N	A- 1			12.382					
		B- 2			13.001					
		C- 3			13.643					
		D- 4			14.337					
		E- 5			15.044					

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CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
73100	NB	FINANCE OFFICE AIDE	A- 1			12.817					
73110	NB	WAREHOUSE ASSISTANT	B- 2			13.453					
			C- 3			14.114					
			D- 4			14.826					
			E- 5			15.564					
74300	NB	PUB WORKS AIDE II N	A- 1			11.788					
			B- 2			12.436					
			C- 3			13.120					
			D- 4			13.839					
			E- 5			14.600					
74560	NB	LIBRARY SVCS AIDE N	A- 1			11.657					
			B- 2			12.240					
			C- 3			12.852					
			D- 4			13.494					
			E- 5			14.169					
75000	NB	CLD CARE AST TEACH N	A- 1			11.545					
75010	NB	C/C ASST TEACH SUB N	B- 2			12.122					
			C- 3			12.728					
			D- 4			13.365					
			E- 5			14.034					
75400	NB	COMM SVCS LEAD I N	A- 1			11.609					
			B- 2			12.190					
			C- 3			12.800					
			D- 4			13.439					
			E- 5			14.112					
75500	NB	PUBLIC WORKS AIDE N	A- 1			11.000					
75520	NB	OFFICE AIDE N	B- 2			11.550					
75550	NB	AQUATICS AIDE N	C- 3			12.128					
75580	NB	COMM SVC FACILITY WK	D- 4			12.734					
75590	NB	FOOD SERVICE AIDE N	E- 5			13.370					
77000	NB	SYSTEMS ANALYST PTNB	A- 1			38.633					
			B- 2			40.756					
			C- 3			42.999					
			D- 4			45.363					
			E- 5			47.858					

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CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
78000	NB	LITERACY ASSISTANT N	A- 1			16.092					
78010	NB	COMPUTER TECHNICIAN	B- 2			16.976					
78020	NB	ENVIRONMENTAL INTERN	C- 3			17.909					
			D- 4			18.896					
			E- 5			19.934					
79800	NB	REC INSTRUCTOR	A- 1			31.659					
			K-11			26.638					
			N-14			22.198					
			P-16			19.239					
			V-22			13.320					
			X-24			11.000					
79901	NB	TEMP-ACCT CLERK III	O-15			26.440					
79960	NB	TEMP-NEW BUS INSP SP	P-16			52.369					



# *City of Santa Fe Springs*

City Council Meeting

June 8, 2017

## **NEW BUSINESS**

### Adoption of the City's FY 2017-18 Investment Policy

#### RECOMMENDATION

That the City Council adopt the Investment Policy for FY 2017-18.

#### BACKGROUND

Prior to January 1, 2005, State statute required the City Treasurer to render to the City Council an annual Investment Policy (Policy). Although the law changed to eliminate this requirement, an annual review of the Policy for legal compliance and subsequent submittal to the City Council is a good fiscal practice.

Staff meets quarterly with the City Council Finance Subcommittee (consisting of Mayor Pro Tem Jay Sarno and Councilmember Richard Moore) and Ms. Sarah Meacham (Director with PFM Asset Management, LLC) to review the City's investment portfolio performance, including discussion on compliance with the City's investment policy and any recommended changes to the policy.

There are a few minor changes to the policy being recommended for FY 2017-18. Effective January 1, 2017, Government Code Section 53601 et seq. ("Code") was changed to clarify how rating information should be interpreted with respect to minimum rating requirements for securities purchased by government agencies. The Code codifies the already common practice of disregarding any rating modifiers such as +, -, 1, 2, 3, etc. For example, the current investment policy requires that corporate notes have a minimum rating of "A". The proposed policy would clarify that all notes in a rating category of "A" are eligible for purchase. This would include A, A-, A1, A2, etc.

The proposed changes do not change the minimum rating requirements for the various different investment types. A redline copy of the policy is attached showing the current language and proposed changes.

The current and proposed policies are in compliance with the requirements of the Code and are modeled after the recommended language endorsed by the California Municipal Treasurer's Association (CMTA). The proposed policy retains the existing overall investment objectives, in priority order, to be (1) safety (2) liquidity and (3) return on investment:

**Safety** — Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure preservation of capital in the portfolio.



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**Liquidity** — The investment portfolio will remain sufficiently liquid to enable the City to meet its cash flow requirements.

**Return on Investment** — The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into consideration with the investment risk constraints of safety and liquidity needs.

A handwritten signature in blue ink, appearing to read "Thaddeus McCormack".

Thaddeus McCormack  
City Manager

**ATTACHMENT(S)**

Proposed City Investment Policy

Current City Investment Policy With Redline Changes

# City of Santa Fe Springs

## Investment Policy

June 8, 2017

### 1. Policy

The intent of the Investment Policy of City of Santa Fe Springs is to define the parameters within which funds are to be managed. In methods, procedures and practices, the policy formalizes the framework for the City's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds. The guidelines are intended to be broad enough to allow the investment officer to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

The City will invest its funds in such a manner as to comply with applicable state laws (California Government Code Section 53600, et seq. and 53630, et seq.), ensure prudent money management, provide for daily cash flow needs, and meet the City's investment objectives.

### 2. Scope

The Investment Policy applies to all funds and investment activities of the City except for the investment of bond proceeds, which are governed by the appropriate bond documents, and any pension or other post-employment benefit funds held in a trust that has a separate investment policy.

Except for funds in certain restricted and special funds, the City commingles its funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration.

### 3. Prudence

The standard of prudence to be used by those authorized to invest on behalf of the City will be the "prudent investor" standard and will be applied in the context of managing an overall portfolio. The "prudent investor" standard states that:

*"When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."*

### 4. Objectives

The primary objectives, in priority order, of the investment activities of the City are:

1. **Safety** — Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure preservation of capital in the portfolio.
2. **Liquidity** — The investment portfolio will remain sufficiently liquid to enable the City to meet its cash flow requirements.
3. **Return on Investment** — The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into consideration with the investment risk constraints of safety and liquidity needs.

## **5. Delegation of Authority**

The City Council's management responsibility for the investment program is hereby delegated for a one-year period to the City Treasurer. Subject to review, the City Council may renew the delegation of authority pursuant to this section each year. The City Treasurer, and the Treasurer's designees, will monitor and review all investments for consistency with this Investment Policy. The City Treasurer may delegate day-to-day investment decision making and execution authority to an investment advisor. Eligible investment advisors must be registered with the Securities and Exchange Commission (SEC) under the Investment Advisors Act of 1940. The advisor will follow the Policy and such other written instructions as are provided.

## **6. Ethics and Conflict of Interest**

Officers and employees involved in the investment process will refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions. Employees and investment officials will disclose to the City Manager any material financial interests in financial institutions that conduct business within their jurisdiction, and they will further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio.

## **7. Authorized Financial Dealers and Institutions**

The City Treasurer will maintain a list of financial dealers and institutions qualified and authorized to transact business with the City.

The purchase by the City of any investment other than those purchased directly from the issuer, will be purchased either from an institution licensed by the State as a broker-dealer, as defined in Section 25004 of the Corporations Code, who is a member of Financial Industry Regulatory Authority (FINRA), or a member of a Federally regulated securities exchange, a National or State Chartered Bank a Federal or State Association (as defined by Section 5102 of the Financial Code), or a brokerage firm designated as a Primary Government Dealer by the Federal Reserve Bank.

The City Treasurer will investigate all institutions that wish to do business with the City, in order to determine if they are adequately capitalized, make markets in securities appropriate to the City's needs, and agree to abide by the conditions set forth in the City's Investment Policy and any other guidelines that may be provided. This



will be done annually by having the financial institutions submit in writing that they have read and will abide by the City's Investment Policy and submit its most recent audited Financial Statement within 120 days of the institution's fiscal year end.

If the City has an investment advisor, the investment advisor may use its own list of authorized broker/dealers to conduct transactions on behalf of the City.

Purchase and sale of securities will be made on the basis of competitive bids and offers with a minimum of three quotes being obtained, whenever possible.

## **8. Authorized and Suitable Investment**

The City will limit investments in any one issuer, except U.S. Treasuries, Federal Agencies, supranationals, and pooled funds (i.e., money market funds, local government investment pools, and LAIF), to no more than 5% regardless of security type.

Where this section specifies a percentage limitation for a particular security type, that percentage is applicable only at the date of purchase. Credit criteria listed in this section refers to the credit rating category (inclusive of modifiers) at the time the security is purchased. If an investment's credit rating falls below the minimum rating required at the time of purchase, the City Treasurer will perform a timely review and decide whether to sell or hold the investment.

1. **U.S. Treasuries.** United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest.
2. **U.S. Agency Obligations.** Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
3. **California State and Local Agency Obligations.** Obligations of the State of California or any local agency within the state, including bonds payable solely out of revenues from a revenue producing property owned, controlled or operated by the state or any local agency or by a department, board, agency or authority of the state or any local agency. Obligations eligible for investment under this subdivision with maturities in excess of one year must be rated in a rating category of "A," its equivalent, or better by a nationally recognized statistical rating organization (NRSRO). Obligations eligible for investment under this subdivision with maturities under one year must be rated in a rating category of "A-1," its equivalent, or better by a NRSRO. No more than 30% of the City's portfolio may be invested in municipal obligations (includes 4. Other State Obligations).
4. **Other State Obligations.** Registered treasury notes or bonds of any of the other 49 United States in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California. Obligations eligible for investment under this subdivision with maturities in excess of one year must be rated in a rating category of "A," its equivalent, or better by a NRSRO. Obligations eligible for investment under this subdivision with maturities under one year

must be rated in a rating category "A-1," its equivalent, or better by a NRSRO. No more than 30% of the City's portfolio may be invested in municipal obligations (includes 3. California State and Local Agency Obligations).

5. **Bankers' Acceptances.** Purchases of bankers' acceptances will have a maximum maturity of 180 days. No more than 40% of the City's portfolio may be invested in bankers' acceptances. Eligible bankers' acceptances must be rated in a rating category of "A-1," its equivalent, or better by a NRSRO.
6. **Commercial Paper.** Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a NRSRO. The entity that issues the commercial paper will meet all of the following conditions in either paragraph a or paragraph b:
  - a. The entity meets the following criteria: (i) Is organized and operating in the United States as a general corporation. (ii) Has total assets in excess of five hundred million dollars (\$500,000,000). (iii) Has debt other than commercial paper, if any, that is rated in a rating category of "A," its equivalent or higher by a NRSRO.
  - b. The entity meets the following criteria: (i) Is organized within the United States as a special purpose corporation, trust, or limited liability company. (ii) Has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond. (iii) Has commercial paper that is rated in a rating category of "A-1," its equivalent or higher, or the equivalent, by a NRSRO.

Eligible commercial paper will have a maximum maturity of 270 days or less. No more than 25% of the City's portfolio may be invested in commercial paper. The City may purchase no more than 10% of the outstanding commercial paper of any single issuer.

7. **Medium-Term Notes.** Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the U.S. or any state, and operating within the U.S. Medium-term notes must be rated in a rating category of "A," its equivalent, or better by a NRSRO. No more than 30% of the City's portfolio may be invested in medium-term notes.
8. **Bank Deposits.** FDIC-insured or fully collateralized demand deposit accounts, savings accounts, market rate accounts, time certificates of deposits ("TCDs") and other types of bank deposits in a state or national bank, savings association or federal association, federal or state credit union in California. The amount on deposit in any financial institution shall not exceed the shareholder's equity. In accordance with California Government Code Section 53635.2, to be eligible to receive City deposits, a financial institution will have received an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California's communities. The City will have a signed agreement with any depository accepting City funds per Government Code Section 53649.

The maturity of TCDs may not exceed three years. No more than 30% of the City's portfolio may be invested in TCDs.

9. **Deposit Placement Services.** The City may invest a portion of its portfolio in deposits at a commercial bank, savings bank, savings and loan association, or credit union in the State of California (the selected depository) that uses a private sector entity that assists in the placement of deposits in the United States. The full amount of each deposit placed and the interest that may accrue on each such deposit will at all times be insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration. Additional required criteria for this investment type can be found in California Government Code Section 53601.8.

If the City also uses a negotiable CDs, the 30% limit applies to the combined total invested in negotiable CDs and with deposit placement services. No more than 10% of the City's portfolio may be invested with any one selected depository for placement services.

The City will monitor the financial institutions selected by deposit placement services to ensure that the City does not deposit more than the amount eligible for FDIC insurance in a single financial institution through non-negotiable CDs and deposit placement services. California Government Code Section 53601.8 expires January 1, 2017 unless legislation is enacted to extend the expiration date.

10. **Negotiable Certificates of Deposit.** Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federally- or state-licensed branch of a foreign bank. Eligible negotiable CDs with maturities in excess of one year must be rated in a rating category of "A," its equivalent, or better by a NRSRO. Eligible negotiable CDs with maturities under one year must be rated in a rating category of "A-1," its equivalent, or better by a NRSRO. No more than 30% of the City's investment portfolio may be invested in negotiable CDs. If the City also uses a deposit placement service, the 30% limit applies to the combined total invested in negotiable CDs and with deposit placement services.
11. **State of California's Local Agency Investment Fund (LAIF).** The State Treasurer established LAIF for the benefit of local agencies. The City can invest up to the maximum amount permitted by the State Treasurer.
12. **Los Angeles County Pooled Fund.** The Los Angeles County Treasurer manages a Pooled Fund, in which the City can invest funds that are needed for short-term liquidity.
13. **Money Market Funds.** Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1, et seq.). To be eligible for investment pursuant to this subdivision these companies will either:
- a. Attain the highest ranking letter or numerical rating provided by not less than two of the three largest NRSRO or
  - b. Have an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds and with assets under management in excess of \$500,000,000.

No more than 20% of the City's portfolio may be invested in money market funds.

**14. Local Government Investment Pools (LGIPs).** Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (q) of Government Code Section 53601, inclusive. Each share will represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares will have retained an investment adviser that meets all of the following criteria:

- a. The adviser is registered or exempt from registration with the Securities and Exchange Commission.
- b. The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q) California Government Code Section 53601, inclusive.
- c. The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).

**15. Supranationals.** United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), or Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision must be rated in a rating category of "AA," its equivalent or better by a NRSRO. No more than 30% of the City's portfolio may be invested in supranationals.

**16. Asset-Backed Securities (ABS).** Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-back certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years maturity. Eligible securities must be rated, by a NRSRO, in a rating category of "AA," its equivalent or higher, and the issuer of the security must be rated in a rating category of "A," its equivalent or higher for its debt as provided by a NRSRO. No more than 20% of the City's portfolio may be invested in ABS.

## **9. Prohibited Investments**

Investments not described herein, including but not limited to stocks, inverse floaters, range notes, mortgage-derived, interest-only strips, or any security that could result in zero interest accrual if held to maturity are prohibited for purchased by the City. The City will not leverage or borrow money for the purpose of investing.

## **10. Local Investment**

The City will strive to make investments that benefit the local area. Placing monies in local commercial banks is one method of promoting this goal. Deposits may be placed with local commercial banks up to the amount insured by the FDIC.

**11. Non Discrimination**

The City has an obligation to be aware of the social and political impacts of its investments and to act responsibly in making its investment decisions. The City will not knowingly make any investments in any institution, company, corporation, subsidiary or affiliate that practices or supports directly or indirectly through its actions, discrimination on the basis of race, religion, color, creed, national or ethnic origin, age, sex, sexual preference, or physical disability.

**12. Review of Investment Portfolio**

California Government Code requires compliance be measured only at the time of purchase. Balance fluctuations can cause sector and issuer percentages to rise above the limits described above and changes in the financial environment can cause ratings to fall below minimum requirements. While these situations do not constitute non-compliance, the City Treasurer will monitor for these situations and decide whether they warrant making changes to the portfolio. Instances of non-compliance will be reported to the City Council at least quarterly, if any arise.

**13. Investment Pools**

The City will complete due diligence for any pooled investments the City invests in. The City Treasurer will collect and evaluate the following information for each pool/fund:

- Permitted investments and objectives
- Description of interest calculations
- Method/frequency of interest distribution
- Treatment of gains and losses
- Method/frequency of audits
- Description of eligible investors
- Limits/minimum account sizes, type of assets, transaction sizes, and number of transactions
- Limits on withdrawals
- Frequency of statements and reporting of underlying investments
- Reserves or retained earnings
- Fee schedules

**14. Collateralization**

Collateralization is required for deposits. Deposits must be collateralized as specified under Government Code Section 53630, et seq. The City, at its discretion, may waive the collateralization requirements for any portion that is covered by federal deposit insurance. Funds may be deposited in active or inactive accounts, but may not exceed the total paid-up capital and surplus in any depository.

**15. Safekeeping and Custody**

All deliverable securities owned by the City, will be kept in safekeeping/custody by a third-party bank's trust department. All trades of marketable securities will be executed (cleared and settled) on a delivery vs. payment (DVP) basis to ensure that securities are deposited in the City's safekeeping/custody bank prior to the release of funds.

**16. Maximum Maturities**

Maturities will be based on a review of cash flow forecasts. Maturities will be scheduled to permit the City to meet all projected obligations.

The City may not invest in a security that exceeds five years from the date of purchase unless the City Council has provided at least 90 days prior approval for a specific purpose.

**17. Internal Controls**

The City Treasurer will establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

**18. Performance Standards**

The City Treasurer will establish a performance benchmark consistent with the City's investment strategy and supportive of the City's investment objectives.

**19. Reporting Requirements**

The City Treasurer will render a quarterly report to the City Council and City Manager within 30 days following the end of the quarter covered. The report will include at least:

- List of all investments owned by the City
- List transactions as required by California Government Code 53607 when City Council has delegated authority
- Investment type
- Issuer
- Maturity date
- Total par and dollar amount invested
- Description of any funds, investments, or programs managed by an advisor or other outside party
- Market value of the investment portfolio as of the date of the report, and the source of this valuation
- Statement as to whether the City's investments comply with the Investment Policy, and if not, why not
- Statement denoting the ability of the City to meet its expenditure requirements for the next six months

## **20. Investment Policy Adoption**

The City's Investment Policy will be adopted by resolution of the City Council. The Policy will be reviewed annually by the City Council and any modifications made thereto must be approved by the Council.

## **21. Glossary**

See attached Appendix A.

## **APPENDIX A**

### **GLOSSARY**

**AGENCIES:** Federal agency securities and/or Government-sponsored enterprises.

**BENCHMARK:** A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

**BROKER:** A broker brings buyers and sellers together for a commission.

**CERTIFICATE OF DEPOSIT (CD):** A deposit with a specific maturity evidenced by a Certificate. Large-denomination CDs are typically negotiable.

**COLLATERAL:** Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR):** The official annual report of the City. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

**DEALER:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**DELIVERY VERSUS PAYMENT:** There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

**DIVERSIFICATION:** Dividing investment funds among a variety of securities offering independent returns.

**DURATION:** A measure of the sensitivity of the price (the value of principal) of a fixed-income investment to a change in interest rates. Duration is expressed as a number of years. Rising interest rates mean falling bond prices, while declining interest rates mean rising bond prices.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):** A federal agency that insures bank deposits, currently up to \$250,000 per entity.

**LIQUIDITY:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

**MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.

**MONEY MARKET:** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

**PORTFOLIO:** Collection of securities held by an investor.



## APPENDIX A

**PRIMARY DEALER:** A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

**RATE OF RETURN:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

**SAFEKEEPING:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

**SECURITIES & EXCHANGE COMMISSION:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.

**SEC RULE 15(C)3-1:** See Uniform Net Capital Rule.

**UNIFORM NET CAPITAL RULE:** Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

# City of Santa Fe Springs

## Investment Policy

XXX XX, 2017

### 1. Policy

The intent of the Investment Policy of City of Santa Fe Springs is to define the parameters within which funds are to be managed. In methods, procedures and practices, the policy formalizes the framework for the City's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds. The guidelines are intended to be broad enough to allow the investment officer to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

The City will invest its funds in such a manner as to comply with applicable state laws (California Government Code Section 53600, et seq. and 53630, et seq.), ensure prudent money management, provide for daily cash flow needs, and meet the City's investment objectives.

### 2. Scope

The Investment Policy applies to all funds and investment activities of the City except for the investment of bond proceeds, which are governed by the appropriate bond documents, and any pension or other post-employment benefit funds held in a trust that has a separate investment policy.

Except for funds in certain restricted and special funds, the City commingles its funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration.

### 3. Prudence

The standard of prudence to be used by those authorized to invest on behalf of the City will be the "prudent investor" standard and will be applied in the context of managing an overall portfolio. The "prudent investor" standard states that:

*"When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."*

### 4. Objectives

The primary objectives, in priority order, of the investment activities of the City are:

1. **Safety** — Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure preservation of capital in the portfolio.
2. **Liquidity** — The investment portfolio will remain sufficiently liquid to enable the City to meet its cash flow requirements.
3. **Return on Investment** — The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into consideration with the investment risk constraints of safety and liquidity needs.

#### **5. Delegation of Authority**

The City Council's management responsibility for the investment program is hereby delegated for a one-year period to the City Treasurer. Subject to review, the City Council may renew the delegation of authority pursuant to this section each year. The City Treasurer, and the Treasurer's designees, will monitor and review all investments for consistency with this Investment Policy. The City Treasurer may delegate day-to-day investment decision making and execution authority to an investment advisor. Eligible investment advisors must be registered with the Securities and Exchange Commission (SEC) under the Investment Advisors Act of 1940. The advisor will follow the Policy and such other written instructions as are provided.

#### **6. Ethics and Conflict of Interest**

Officers and employees involved in the investment process will refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions. Employees and investment officials will disclose to the City Manager any material financial interests in financial institutions that conduct business within their jurisdiction, and they will further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio.

#### **7. Authorized Financial Dealers and Institutions**

The City Treasurer will maintain a list of financial dealers and institutions qualified and authorized to transact business with the City.

The purchase by the City of any investment other than those purchased directly from the issuer, will be purchased either from an institution licensed by the State as a broker-dealer, as defined in Section 25004 of the Corporations Code, who is a member of Financial Industry Regulatory Authority (FINRA), or a member of a Federally regulated securities exchange, a National or State Chartered Bank a Federal or State Association (as defined by Section 5102 of the Financial Code), or a brokerage firm designated as a Primary Government Dealer by the Federal Reserve Bank.

The City Treasurer will investigate all institutions that wish to do business with the City, in order to determine if they are adequately capitalized, make markets in securities appropriate to the City's needs, and agree to abide by the conditions set forth in the City's Investment Policy and any other guidelines that may be provided. This



will be done annually by having the financial institutions submit in writing that they have read and will abide by the City's Investment Policy and submit its most recent audited Financial Statement within 120 days of the institution's fiscal year end.

If the City has an investment advisor, the investment advisor may use its own list of authorized broker/dealers to conduct transactions on behalf of the City.

Purchase and sale of securities will be made on the basis of competitive bids and offers with a minimum of three quotes being obtained, whenever possible.

## 8. Authorized and Suitable Investment

The City will limit investments in any one issuer, except U.S. Treasuries, Federal Agencies, supranationals, and pooled funds (i.e., money market funds, local government investment pools, and LAIF), to no more than 5% regardless of security type.

Where this section specifies a percentage limitation for a particular security type, that percentage is applicable only at the date of purchase. Credit criteria listed in this section refers to the credit rating category (inclusive of modifiers) at the time the security is purchased. If an investment's credit rating falls below the minimum rating required at the time of purchase, the City Treasurer will perform a timely review and decide whether to sell or hold the investment.

1. **U.S. Treasuries.** United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest.
2. **U.S. Agency Obligations.** Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
3. **California State and Local Agency Obligations.** Obligations of the State of California or any local agency within the state, including bonds payable solely out of revenues from a revenue producing property owned, controlled or operated by the state or any local agency or by a department, board, agency or authority of the state or any local agency. Obligations eligible for investment under this subdivision with maturities in excess of one year must be rated in a rating category of "A," its equivalent, or better by a nationally recognized statistical rating organization (NRSRO). Obligations eligible for investment under this subdivision with maturities under one year must be rated at least in a rating category of "A-1," its equivalent, or better by a NRSRO. No more than 30% of the City's portfolio may be invested in municipal obligations (includes 4. Other State Obligations).
4. **Other State Obligations.** Registered treasury notes or bonds of any of the other 49 United States in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California. Obligations eligible for investment under this subdivision with maturities in excess of one year must be rated in a rating category of "A," its equivalent, or better by a NRSRO. Obligations eligible for investment under this subdivision with maturities under one year



must be rated at least in a rating category "A-1," its equivalent, or better by a NRSRO. No more than 30% of the City's portfolio may be invested in municipal obligations (includes 3. California State and Local Agency Obligations).

5. **Bankers' Acceptances.** Purchases of bankers' acceptances will have a maximum maturity of 180 days. No more than 40% of the City's portfolio may be invested in bankers' acceptances. Eligible bankers' acceptances must be rated at least in a rating category of "A-1," its equivalent, or better by a NRSRO.
6. **Commercial Paper.** Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a NRSRO. The entity that issues the commercial paper will meet all of the following conditions in either paragraph a or paragraph b:
  - a. The entity meets the following criteria: (i) Is organized and operating in the United States as a general corporation. (ii) Has total assets in excess of five hundred million dollars (\$500,000,000). (iii) Has debt other than commercial paper, if any, that is rated in a rating category of "A," its equivalent or higher by a NRSRO.
  - b. The entity meets the following criteria: (i) Is organized within the United States as a special purpose corporation, trust, or limited liability company. (ii) Has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond. (iii) Has commercial paper that is rated in a rating category of "A-1," its equivalent or higher, or the equivalent, by a NRSRO.

Eligible commercial paper will have a maximum maturity of 270 days or less. No more than 25% of the City's portfolio may be invested in commercial paper. The City may purchase no more than 10% of the outstanding commercial paper of any single issuer.

7. **Medium-Term Notes.** Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the U.S. or any state, and operating within the U.S. Medium-term notes must be rated in a rating category of "A," its equivalent, or better by a NRSRO. No more than 30% of the City's portfolio may be invested in medium-term notes.
8. **Bank Deposits.** FDIC-insured or fully collateralized demand deposit accounts, savings accounts, market rate accounts, time certificates of deposits ("TCDs") and other types of bank deposits in a state or national bank, savings association or federal association, federal or state credit union in California. The amount on deposit in any financial institution shall not exceed the shareholder's equity. In accordance with California Government Code Section 53635.2, to be eligible to receive City deposits, a financial institution will have received an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California's communities. The City will have a signed agreement with any depository accepting City funds per Government Code Section 53649.

The maturity of TCDs may not exceed three years. No more than 30% of the City's portfolio may be invested in TCDs.



9. **Deposit Placement Services.** The City may invest a portion of its portfolio in deposits at a commercial bank, savings bank, savings and loan association, or credit union in the State of California (the selected depository) that uses a private sector entity that assists in the placement of deposits in the United States. The full amount of each deposit placed and the interest that may accrue on each such deposit will at all times be insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration. Additional required criteria for this investment type can be found in California Government Code Section 53601.8.

If the City also uses a negotiable CDs, the 30% limit applies to the combined total invested in negotiable CDs and with deposit placement services. No more than 10% of the City's portfolio may be invested with any one selected depository for placement services.

The City will monitor the financial institutions selected by deposit placement services to ensure that the City does not deposit more than the amount eligible for FDIC insurance in a single financial institution through non-negotiable CDs and deposit placement services. California Government Code Section 53601.8 expires January 1, 2017 unless legislation is enacted to extend the expiration date.

10. **Negotiable Certificates of Deposit.** Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federally- or state-licensed branch of a foreign bank. Eligible negotiable CDs with maturities in excess of one year must be rated in a rating category of "A," its equivalent, or better by a NRSRO. Eligible negotiable CDs with maturities under one year must be rated at least in a rating category of "A-1," its equivalent, or better by a NRSRO. No more than 30% of the City's investment portfolio may be invested in negotiable CDs. If the City also uses a deposit placement service, the 30% limit applies to the combined total invested in negotiable CDs and with deposit placement services.
11. **State of California's Local Agency Investment Fund (LAIF).** The State Treasurer established LAIF for the benefit of local agencies. The City can invest up to the maximum amount permitted by the State Treasurer.
12. **Los Angeles County Pooled Fund.** The Los Angeles County Treasurer manages a Pooled Fund, in which the City can invest funds that are needed for short-term liquidity.
13. **Money Market Funds.** Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1, et seq.). To be eligible for investment pursuant to this subdivision these companies will either:
- a. Attain the highest ranking letter or numerical rating provided by not less than two of the three largest NRSRO or
  - b. Have an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds and with assets under management in excess of \$500,000,000.

No more than 20% of the City's portfolio may be invested in money market funds.



**14. Local Government Investment Pools (LGIPs).** Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (q) of Government Code Section 53601, inclusive. Each share will represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares will have retained an investment adviser that meets all of the following criteria:

- a. The adviser is registered or exempt from registration with the Securities and Exchange Commission.
- b. The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q) California Government Code Section 53601, inclusive.
- c. The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).

**15. Supranationals.** United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), or Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision must be rated at least in a rating category of "AA," its equivalent or better by a NRSRO. No more than 30% of the City's portfolio may be invested in supranationals.

**16. Asset-Backed Securities (ABS).** Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-back certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years maturity. Eligible securities must be rated, by a NRSRO, in a rating category of as "AA," its equivalent or higher, and the issuer of the security must ~~have an~~ be rated in a rating category of "A," its equivalent or higher ~~rating~~ for its debt as provided by a NRSRO. No more than 20% of the City's portfolio may be invested in ABS.

## **9. Prohibited Investments**

Investments not described herein, including but not limited to stocks, inverse floaters, range notes, mortgage-derived, interest-only strips, or any security that could result in zero interest accrual if held to maturity are prohibited for purchased by the City. The City will not leverage or borrow money for the purpose of investing.

## **10. Local Investment**

The City will strive to make investments that benefit the local area. Placing monies in local commercial banks is one method of promoting this goal. Deposits may be placed with local commercial banks up to the amount insured by the FDIC.

**11. Non Discrimination**

The City has an obligation to be aware of the social and political impacts of its investments and to act responsibly in making its investment decisions. The City will not knowingly make any investments in any institution, company, corporation, subsidiary or affiliate that practices or supports directly or indirectly through its actions, discrimination on the basis of race, religion, color, creed, national or ethnic origin, age, sex, sexual preference, or physical disability.

**12. Review of Investment Portfolio**

California Government Code requires compliance be measured only at the time of purchase. Balance fluctuations can cause sector and issuer percentages to rise above the limits described above and changes in the financial environment can cause ratings to fall below minimum requirements. While these situations do not constitute non-compliance, the City Treasurer will monitor for these situations and decide whether they warrant making changes to the portfolio. Instances of non-compliance will be reported to the City Council at least quarterly, if any arise.

**13. Investment Pools**

The City will complete due diligence for any pooled investments the City invests in. The City Treasurer will collect and evaluate the following information for each pool/fund:

- Permitted investments and objectives
- Description of interest calculations
- Method/frequency of interest distribution
- Treatment of gains and losses
- Method/frequency of audits
- Description of eligible investors
- Limits/minimum account sizes, type of assets, transaction sizes, and number of transactions
- Limits on withdrawals
- Frequency of statements and reporting of underlying investments
- Reserves or retained earnings
- Fee schedules

**14. Collateralization**

Collateralization is required for deposits. Deposits must be collateralized as specified under Government Code Section 53630, et seq. The City, at its discretion, may waive the collateralization requirements for any portion that is covered by federal deposit insurance. Funds may be deposited in active or inactive accounts, but may not exceed the total paid-up capital and surplus in any depository.



**15. Safekeeping and Custody**

All deliverable securities owned by the City, will be kept in safekeeping/custody by a third-party bank's trust department. All trades of marketable securities will be executed (cleared and settled) on a delivery vs. payment (DVP) basis to ensure that securities are deposited in the City's safekeeping/custody bank prior to the release of funds.

**16. Maximum Maturities**

Maturities will be based on a review of cash flow forecasts. Maturities will be scheduled to permit the City to meet all projected obligations.

The City may not invest in a security that exceeds five years from the date of purchase unless the City Council has provided at least 90 days prior approval for a specific purpose.

**17. Internal Controls**

The City Treasurer will establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

**18. Performance Standards**

The City Treasurer will establish a performance benchmark consistent with the City's investment strategy and supportive of the City's investment objectives.

**19. Reporting Requirements**

The City Treasurer will render a quarterly report to the City Council and City Manager within 30 days following the end of the quarter covered. The report will include at least:

- List of all investments owned by the City
- List transactions as required by California Government Code 53607 when City Council has delegated authority
- Investment type
- Issuer
- Maturity date
- Total par and dollar amount invested
- Description of any funds, investments, or programs managed by an advisor or other outside party
- Market value of the investment portfolio as of the date of the report, and the source of this valuation
- Statement as to whether the City's investments comply with the Investment Policy, and if not, why not
- Statement denoting the ability of the City to meet its expenditure requirements for the next six months

**20. Investment Policy Adoption**

The City's Investment Policy will be adopted by resolution of the City Council. The Policy will be reviewed annually by the City Council and any modifications made thereto must be approved by the Council.

**21. Glossary**

See attached Appendix A.

## **APPENDIX A**

### **GLOSSARY**

**AGENCIES:** Federal agency securities and/or Government-sponsored enterprises.

**BENCHMARK:** A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

**BROKER:** A broker brings buyers and sellers together for a commission.

**CERTIFICATE OF DEPOSIT (CD):** A deposit with a specific maturity evidenced by a Certificate. Large-denomination CDs are typically negotiable.

**COLLATERAL:** Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR):** The official annual report of the City. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

**DEALER:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**DELIVERY VERSUS PAYMENT:** There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

**DIVERSIFICATION:** Dividing investment funds among a variety of securities offering independent returns.

**DURATION:** A measure of the sensitivity of the price (the value of principal) of a fixed-income investment to a change in interest rates. Duration is expressed as a number of years. Rising interest rates mean falling bond prices, while declining interest rates mean rising bond prices.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):** A federal agency that insures bank deposits, currently up to \$250,000 per entity.

**LIQUIDITY:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

**MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.

**MONEY MARKET:** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

**PORTFOLIO:** Collection of securities held by an investor.

## APPENDIX A

**PRIMARY DEALER:** A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

**RATE OF RETURN:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

**SAFEKEEPING:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

**SECURITIES & EXCHANGE COMMISSION:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.

**SEC RULE 15(C)3-1:** See Uniform Net Capital Rule.

**UNIFORM NET CAPITAL RULE:** Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.



## **NEW BUSINESS**

### **Resolution No 9547 - Establishing the City's Maximum Contribution under the Public Employees' Medical and Hospital Care Act**

#### **RECOMMENDATION** That the City Council:

- Adopt Resolution No. 9547, establishing the City's maximum contribution to medical insurance premiums under the Public Employees' Medical and Hospital Care Act.

#### **BACKGROUND**

The various Memoranda of Understanding (MOUs) between the General Employees Association, the Executive Management Confidential Association and the Firefighters Association provide for an increase in the maximum amount that the City contributes towards medical insurance for employees and annuitants, based on the March 2016 to March 2017 Consumer Price Index (CPI) for all Urban Consumers for the Los Angeles/Riverside/Orange County Areas.

The CPI for this period is 2.68%, therefore, the City contribution to medical premiums will be adjusted as follows, effective January 1, 2018:

Executive, Management & Confidential Association and General Employees Association:

Tier 1 – Employees hired on or before November 18, 2012 - from: \$1,420.68 to \$1,458.75 per month

Tier 2 – Employees hired after November 18, 2012 (Classic, and Tier 2 – PEPR) - from: \$1,032.31 to \$1,059.98 per month

Firefighters Association (Per the MOU agreement, the percentage adjustment was converted to a dollar amount and applied evenly among the Tier's):

Tier 1 – Employees hired on or before November 18, 2012- from: \$1,420.05 to \$1,456.44 per month

Tier 2 – Employees hired after November 18, 2012 (Classic, and Tier 2 – PEPR) - from: \$1,038.17 to \$1,074.56 per month

Retirees – From: \$1,420.68 to \$1,458.75



# *City of Santa Fe Springs*

City Council Meeting

June 8, 2017

Government Code Section 22892 requires that a resolution be adopted fixing this maximum amount for medical coverage.

## **FISCAL IMPACT**

The financial impact of this adjustment has already been incorporated and approved in the FY2016-18 Two-Year Budget as part of the applied benefits and labor costs.

A handwritten signature in blue ink, appearing to read "Thaddeus J. McCormack".

Thaddeus J. McCormack  
City Manager

## **ATTACHMENT:**

Resolution No. 9547

**RESOLUTION NO. 9547**  
**FIXING THE EMPLOYER CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS UNDER**  
**THE PUBLIC EMPLOYEES' MEDICAL HOSPITAL CARE ACT**

- WHEREAS, (1) City of Santa Fe Springs is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "ACT"); and
- WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and
- RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of \$1,458.75 per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further
- RESOLVED (b) City of Santa Fe Springs has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED (c) That the participation of the employees and annuitants of the City of Santa Fe Springs shall be subject to determination of its status as an "agency or instrumentality of the state of political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that City of Santa Fe Springs would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.
- RESOLVED (d) That the executive body appoint and direct, and it does hereby appoint and direct, Jose Gomez, Assistant City Manager to file with the Board a verified copy of this resolution, and to perform on behalf of the City of Santa Fe Springs Councilmembers all functions required of it under the ACT.

Adopted at a regular meeting of the City Council at Santa Fe Springs, this 8<sup>th</sup> day of June, 2017.

Signed: \_\_\_\_\_  
Richard J. Moore, Mayor

Attest: \_\_\_\_\_  
Janet Martinez, CMC, City Clerk



# City of Santa Fe Springs

Council Meeting

June 8, 2017

## NEW BUSINESS

Resolution No. 9548 – Adoption of Annual Appropriation (GANN) Limit for Fiscal Year 2017-18

### **RECOMMENDATION** That the City Council:

- Adopt Resolution No. 9548 setting the appropriation limit for Fiscal Year 2017-18 (roll call vote required).

## **BACKGROUND**

As required by Article XIII B of the State Constitution, the City Council annually revises the appropriation limit for each upcoming fiscal year. The limit establishes the maximum amount of taxes the City is allowed to collect and appropriate. We recently received information regarding the various factors that we may use to adjust the appropriations limit for Fiscal Year 2017-18.

The limit is adjusted each year based on two categories of adjustments, changes in (1) cost of living and (2) population. Within each adjustment category there are two factors from which the City can choose in calculating the new limit.

For the cost of living adjustment, the law allows a choice between the following:

- The increase in California per capita income (3.69%)
- The percentage change in the local assessment roll due to the addition of non-residential new construction (2.95%)

For the population growth adjustment, the law allows a choice between the following:

- Los Angeles County population increase (0.57%)
- The City of Santa Fe Springs' own population growth (-0.02%).

Using the most advantageous factors above (percentage change in California per capita income and the change in population of Los Angeles County), the City's appropriation limit for Fiscal Year 2017-18 is calculated to be \$1,591,275,223. The City's Fiscal Year 2016-17 budget subject to this limit is calculated at \$38,894,800.

The majority of California cities report appropriation limits well in excess of actual appropriations subject to the limit. For the City of Santa Fe Springs, the large excess of the limit over subject appropriations is primarily a result of the fact that the change in local assessment roll due to the addition of non-residential new construction ranged from 10.76% to 33.15% between fiscal years 2006-07 and 2009-10.





## *City of Santa Fe Springs*

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The appropriations limit, which seeks to cap increases in government spending, was established by the passage of Proposition 4 in 1979. The limit was put in place one year following the passage of Proposition 13 in 1978, which limited cities' ability to increase property tax revenue. Proposition 218, passed in November 1996, also limited cities' ability to implement or raise general-purpose taxes, assessments, and certain property-related fees without voter approval. Although the City has the capacity to increase spending under the appropriations limit restriction, the City's budget is constrained by limits on increasing revenues.

The appropriation limit calculation and appropriations subject to the limit are detailed in Exhibit A of Resolution No. 9548.

A handwritten signature in blue ink, appearing to read "Thaddeus McCormack".

Thaddeus McCormack  
City Manager

### **ATTACHMENT(S)**

Resolution No. 9548 (including Exhibit A)

Adjustment factors information from the State of California and the County of Los Angeles

**RESOLUTION NO. 9548**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS  
ADOPTING THE ANNUAL APPROPRIATION LIMIT FOR THE FISCAL YEAR 2017-18**

**WHEREAS**, the City Council must annually adjust the appropriation limit based on either the change in the California per capita personal income or the percentage change in local assessment roll from the preceding year due to the addition of local non-residential construction in the City and either the City's own population growth or the population growth of the entire county; and

**WHEREAS**, the decision as to which of the options to select must be done by a recorded vote of the City Council;

**NOW, THEREFORE**, THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS DOES RESOLVE AS FOLLOWS:

Section 1: In calculating the appropriation limit, the City has utilized the percentage change in California per capita personal income applicable to the fiscal year 2017-18 limit of 3.69%.

Section 2: In calculating the appropriation limit, the City has utilized the population growth factor for the County of Los Angeles from January 1, 2016 to January 1, 2017 of 0.57%.

Section 3: The appropriation limit for Fiscal Year 2017-18 is \$1,591,275,223 as calculated on Exhibit "A" attached hereto.

Section 4: The City reserves the right to change or revise any growth factors associated with the calculation of the appropriation limit in the present or future.

Section 5: The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 8th day of June, 2017.

\_\_\_\_\_  
William K. Rounds, Mayor

**ATTEST:**

\_\_\_\_\_  
Janet Martinez, CMC, City Clerk

# EXHIBIT A

## CALCULATION OF APPROPRIATION LIMIT FISCAL YEAR 2017-18

	Amount
Fiscal Year 2015-16 Appropriation Limit	\$ 1,525,963,965
Adjustment Factor (Rounded to 4 Decimal Places)	1.0428 (A)
Adjustment	65,311,258
<b>Fiscal Year 2017-18 Appropriation Limit</b>	<b>\$ 1,591,275,223 (B)</b>

		Change
	%	As a Ratio
Adjustment Factor Calculation:		
Adjustment for increase in per capita personal income:	3.69%	1.0369
Adjustment for growth in County of Los Angeles population:	0.57%	1.0057
Combined Adjustment Factor	1.0369 X 1.0057	1.0428 (A)

### Appropriations Subject to the Limit (2017-18 Proposed Budget Figures):

Property Tax	\$ 3,562,000
Utility User's Tax	6,205,000
Sales & Use Tax	25,470,000
Transient Occupancy Tax	166,000
Business Operations Tax	802,000
Property Transfer Tax	152,000
Barrel Tax	375,000
Vehicle in Lieu Tax	1,767,000
Interest (50% allocated to proceeds from taxes)	200,000
Public Safety Augmentation Fund	95,800
Supplemental Law Enforcement Services Fund	100,000
Total Appropriations Subject to the Limit	38,894,800
Appropriations Limit	1,591,275,223 (B)
<b>Amount Under the Limit</b>	<b>\$ 1,552,380,423</b>



**DEPARTMENT OF  
FINANCE**  
OFFICE OF THE DIRECTOR

EDMUND G. BROWN JR. • GOVERNOR

STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO, CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

May 2017

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

**Appropriations Limit**

The California Revenue and Taxation Code, section 2227, requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2017, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2017-18. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2017-18 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. The Revenue and Taxation Code, section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2017.**

**Please Note:** Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN  
Director  
By:

AMY M. COSTA  
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2017-18 appropriation limit is:

## Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year	
2017-18	3.69	*

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2017-18 appropriation limit.

**2017-18:**

Per Capita Cost of Living Change = 3.69 percent  
Population Change = 0.85 percent

Per Capita Cost of Living converted to a ratio:  $\frac{3.69 + 100}{100} = 1.0369$

Population converted to a ratio:  $\frac{0.85 + 100}{100} = 1.0085$

Calculation of factor for FY 2017-18:  $1.0369 \times 1.0085 = 1.0457$

Fiscal Year 2017-18

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2016 to January 1, 2017 and Total Population, January 1, 2017**

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2016-2017	1-1-16	1-1-17	1-1-2017
La Canada Flintridge	-0.04	20,505	20,497	20,497
La Habra Heights	0.46	5,438	5,463	5,463
Lakewood	0.04	79,239	79,272	79,272
La Mirada	-0.03	49,448	49,434	49,434
Lancaster	-0.03	153,328	153,289	157,820
La Puente	0.04	40,440	40,455	40,455
La Verne	0.35	33,058	33,174	33,174
Lawndale	0.02	33,357	33,365	33,365
Lomita	0.20	20,363	20,403	20,403
Long Beach	0.09	479,679	480,096	480,173
Los Angeles	1.06	3,996,347	4,038,817	4,041,707
Lynwood	0.19	71,863	71,997	71,997
Malibu	-0.04	12,747	12,742	12,742
Manhattan Beach	0.45	35,329	35,488	35,488
Maywood	-0.02	28,023	28,016	28,016
Monrovia	2.95	37,411	38,514	38,514
Montebello	0.20	63,792	63,917	63,917
Monterey Park	0.38	61,372	61,606	61,606
Norwalk	0.00	104,784	104,760	105,526
Palmdale	-0.02	158,643	158,805	158,605
Palos Verdes Estates	-0.08	13,674	13,663	13,663
Paramount	0.10	55,868	55,923	55,923
Pasadena	1.68	140,960	143,333	143,333
Pico Rivera	0.02	64,031	64,046	64,046
Pomona	0.75	154,151	155,306	155,306
Rancho Palos Verdes	0.31	42,736	42,867	42,884
Redondo Beach	0.09	68,844	68,907	68,907
Rolling Hills	0.00	1,922	1,922	1,922
Rolling Hills Estates	-0.02	8,081	8,059	8,059
Rosemead	-0.01	54,990	54,984	54,984
San Dimas	0.05	34,215	34,231	34,231
San Fernando	0.05	24,473	24,488	24,486
San Gabriel	1.69	40,339	41,020	41,020
San Marino	0.00	13,467	13,467	13,467
Santa Clarita	2.97	210,101	216,350	216,350
Santa Fe Springs	-0.02	18,250	18,246	18,291
Santa Monica	0.59	93,282	93,834	93,834
Sierra Madre	-0.03	11,013	11,010	11,010
Signal Hill	0.02	11,607	11,609	11,609
South El Monte	0.31	20,798	20,862	20,862

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2017-18

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2016 to January 1, 2017 and Total Population, January 1, 2017**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2016-2017	1-1-16	1-1-17	1-1-2017
South Gate	0.05	98,581	98,633	98,633
South Pasadena	0.00	25,993	25,992	25,992
Temple City	0.00	36,389	36,389	36,389
Torrance	-0.01	147,116	147,101	147,101
Vernon	0.00	209	209	209
Walnut	0.11	30,101	30,134	30,134
West Covina	-0.01	107,819	107,813	107,813
West Hollywood	0.31	35,770	35,882	35,882
Westlake Village	0.00	8,370	8,370	8,370
Whittier	0.10	87,622	87,708	87,708
Unincorporated	-0.25	1,054,688	1,052,097	1,053,030
County Total	0.57	10,173,616	10,231,933	10,241,278

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



JEFFREY PRANG  
Assessor

OFFICE OF THE ASSESSOR  
COUNTY OF LOS ANGELES

500 WEST TEMPLE STREET  
LOS ANGELES, CALIFORNIA 90012-2770  
assessor@lacounty.gov  
(800) 807-2111



Valuing People  
and Property

May 8, 2017

Mr. Travis Hickey  
Director of Fiscal Services  
City of Santa Fe Springs  
11710 Telegraph Rd.  
Santa Fe Springs, CA 90670-3679

Dear Mr. Hickey:

Your agency, the City of Santa Fe Springs, in order to effect an adjustment of its Gann Limit, has requested that the Assessor's Office supply the percentage change in total assessed valuation for the city over that of the preceding year, due to nonresidential new construction.

For the City of Santa Fe Springs, the 2016-2017 net change in nonresidential new construction, applicable to the 2017-2018 budget, is 2.95%. \*

If we can be of further service, please call Kevin Quon at (213) 893-6838.

Sincerely,

Kevin Quon  
Appraiser  
Statistical Support

Enclosures



**COUNTY OF LOS ANGELES - OFFICE OF THE ASSESSOR**

**Proposition 111 Analysis**

Non-Residential New Construction (SE City Report) Current - 7/1/16		New Construction	Lesser Maintenance	Other Construction	Total New Construction
Commercial - Industrial	Authorizations	(\$195,748)	\$153,166	(\$552,212)	(\$594,794)
	Current	\$0	\$2,845,387	\$750,000	\$3,595,387
Other	Authorizations	\$0	\$5,218	\$0	\$5,218
	Current	\$0	\$0	\$0	\$0
Total New Construction		(\$195,748)	\$3,003,771	\$197,788	\$3,005,811
Add Fixtures (SV16 Report) Current - 7/7/16				\$494,920,023	
Less Fixtures (SV16 Report) Prior - 7/9/15				\$491,725,492	
Net Fixtures Adjustment					\$3,194,531
Net Increase in New Non-Res Construction from Prior Year					\$6,200,342
City Total (SV 16 Report)		Secured RE & PP Exemptions	Unsecured PP Exemption	Net Assessed Values	Total Assessed Values
Current Year - 7/7/16		\$80,157,547	\$198,100	\$7,075,767,586	\$7,156,123,233
Prior Year - 7/9/15		\$73,125,786	\$198,100	\$6,872,605,206	\$6,945,929,092
Net Increase in Local Assessment Roll From Prior Year					\$210,194,141
Percentage Increase Allowable = New Non-Res Growth / Total Roll Growth X 100					= 2.95%
Percentage Increase Allowable (without Fixtures)					1.43%

**YEAR**      2016-2017

**AGENCY**      City of Santa Fe Springs

**AGENCY NO.**      250.00



# *City of Santa Fe Springs*

City Council Meeting

June 8, 2017

## **NEW BUSINESS**

Adopt Resolution No. 9549 Making a Finding as to the Industrial Disability of Robert Yellen

### **RECOMMENDATION**

That the City Council approve Resolution No. 9549 making a finding as to the industrial disability of Robert Yellen.

### **BACKGROUND**

Robert Yellen retired from his position as Fire Division Chief on December 31, 2015, after 29 years of City service. At that time, Mr. Yellen applied for a service retirement pending industrial disability determination with CalPERS.

York Insurance Services Group (York), the City's third party workers compensation administrator through the California Joint Powers Authority (CJPIA), has been working to obtain competent medical opinion and evidence that would be the basis for the City to make a determination regarding Mr. Yellen's disability.

According to York, they recently obtained competent medical opinion and evidence to find Mr. Yellen to be permanent and stationary, and incapacitated within the meaning of the Public Employees Retirement Law for performance of his duties as a Fire Division Chief. Furthermore, Mr. Yellen's disability is a result of injury 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 Robert Yellen.

A handwritten signature in blue ink, appearing to read "Thaddeus J. McCormack".

Thaddeus J. McCormack  
City Manager

Attachment(s)  
Resolution

Report Submitted by:  
Jose Gomez, Assistant City Manager  
Debbie Ford, Sr. Human Resources Analyst

Date of Report: June 1, 2017

**ITEM NO. 11**

## **RESOLUTION NO. 9549**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS MAKING A FINDING AS TO THE INDUSTRIAL DISABILITY OF ROBERT YELLEN**

**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 Robert Yellen, who was employed by the Agency in the position of Fire Division Chief, 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 that Robert Yellen is incapacitated within the meaning of the California Public Employees' Retirement Law for performance of his duties in the position of Fire Division Chief and does hereby certify under penalty of perjury that this determination was made on the basis of competent medical opinion and was not used as a substitute for any disciplinary process in accordance with Government Code section 21156(a)(2). Robert Yellen filed a Workers' Compensation claim for his disabling condition. The Workers' Compensation claim was accepted.

**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 Robert Yellen nor the agency, City of Santa Fe Springs, has applied to the Workers' Compensation Appeals Board for a determination pursuant to Government Code Section 21166 whether such disability is industrial.

**BE IT FURTHER RESOLVED** that the member has retired from his employment in the position of Fire Division Chief, effective December 31, 2015, and that no dispute as to the expiration of such leave rights is pending. His last day on paid status was December 30, 2015. Advanced disability payments will not be made. There is not a possibility of third party liability. The primary disabling conditions are orthopedic. The duration of the disabling condition is expected to be permanent.

**PASSED AND ADOPTED this 8<sup>th</sup> day of June, 2017.**

---

WILLIAM K. ROUNDS, MAYOR

ATTEST:

JANET MARTINEZ, CITY CLERK



**NEW BUSINESS**

Authorize the Purchase of a Computer "Backup" Appliance from Connection for the New SPRING Finance System

**RECOMMENDATION**

That the City Council authorize the Director of Purchasing Services to issue a purchase order in the amount of \$25,907.24 to Connection for the acquisition of one computer backup appliance.

**BACKGROUND**

As part of the new SPRING "finance system" implementation, a new computer hardware device must be purchased to allow for proper backing up, or copying and archiving of data. The proposed appliance copies the system's program and data files onto the device's hard drive. The Director of Technology Services contacted four vendors who expressed interest in recommending a backup solution and submitting a proposal. Below are their proposed solutions and bid amounts:

Vendor	Proposed Solution/Model	Bid Amount
Connection	Unitrends 824s	\$25,907.24
Boomerang	Quorum 416	33,097.85
BarraGuard	Barracuda Backup 891	45,705.88
Nth Generation	Commvault A410	67,416.85

Connection and Unitrends 824s

Connection proposed the Unitrends 824s system which meets the City's equipment requirements and presents the lowest bid amount. The backup device provides a standard disk backup system with added options to backup to tape or the cloud. According to a respected industry periodical, the Unitrends 824s backup appliance is recommended when compared to other devices and backup solutions.

**FISCAL IMPACT**

The recommended purchase is fully budgeted within the existing SPRING Capital Improvement Project (CIP) budget.

  
Thaddeus McCormack  
City Manager

**ATTACHMENT:**

Vendor Quote - Connection



WE SOLVE IT

we solve IT

## SALES QUOTE

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

Account Executive: David Spence  
Phone: (800) 800-0019 ext. 75046  
Fax: 603-883-1133  
Email: david.spence@connection.com

Account Manager:  
Phone:  
Fax:  
Email:

# 24349821.03-W1

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

Date: 6/31/2017  
Valid Through: 6/30/2017  
Account #: S03064

Customer Contact: Alex Tong  
Email: alextong@santafesprings.org

Phone: (562) 868-0511 x7339  
Fax: (562) 868-7112

<b>QUOTE PROVIDED TO:</b> AB#: 6014477 CITY OF SANTA FE SPRINGS FINANCE DEPARTMENT 11710 TELEGRAPH RD SANTA FE SPRINGS, CA 90670  (562) 868-0511	<b>SHIP TO:</b> AB#: 8337097 CITY OF SANTA FE SPRINGS ALEX TONG CITY HALL 11710 TELEGRAPH RD SANTA FE SPRINGS, CA 90670  (562) 868-0511 x299
---	--

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	78.00 lbs	NET 30	

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: [www.govconnection.com](http://www.govconnection.com) or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	1	33774504	RS-824SHDW-EDU-P	Education PRM Price Instant Recovery Service 824S Unitrends	Unitrends	\$ 7,888.23	\$ 7,888.23
2	1	33206531	RS-824SPL-UNT38	3-year Platinum Support Renewal for Recovery 824 Appliance Unitrends	Unitrends	\$ 17,548.46	\$ 17,548.46
3	1	34032131	SURECAREHW-P	Per-premise SureCare Installation service; 1-10 assets supported. Unitrends	Unitrends	\$ -	\$ -
4	1	34032140	TR-101-SYSADMIN-P	Upon Completion of This 3 Day Blended Learning Program (eLearning and Instructor Supported Labs) Unitrends	Unitrends	\$ -	\$ -
5	1	16359464	IRX500	EQR-500 Mailboxes Unitrends	Unitrends	\$ -	\$ -
6	1	18002115	ADA-SAS	SCSI Adapter, Supporting SAS Unitrends	Unitrends	\$ -	\$ -
						Subtotal	\$ 25,234.69
						Fee	\$ 0.00
						Shipping and Handling	\$ 0.00
						Tax	\$ 672.55
						Total	\$ 25,907.24





## **NEW BUSINESS**

### Award of Contract for the Audio and Visual Renovations of the Council Chamber and Council Conference Room

#### RECOMMENDATION

That the City Council authorize the Director of Purchasing Services to issue a purchase order in the amount of \$80,233.44 to Western Audio Visual to renovate the audio and visual systems in the Council Chambers and the Council Conference Room.

#### BACKGROUND

The core of the audio and visual system in the Council Chambers and the Council Conference Room has been in place since 2001. Since then, various components have failed and been replaced and upgraded. The last major enhancements were done in 2007 where a new screen, a new Samsung LCD monitor and a replacement projector were installed. More recently, some issues with the system have arisen. The projector screen does not freely move upward and downward. Additionally, compatibility issues have been encountered when integrating Apple computer devices with the current system. Lastly, while not a new issue, the Samsung LCD audience monitor on the west side of the Council Chambers is less than the ideal size for the audience to view. Since the last upgrades in 2007, larger monitors have dropped significantly in price.

In the Council Chambers, the Director of Technology Services recommends replacing the projector, the screen, the audience monitor, the dais monitors, and adding functionality to the audio and visual system. In the Council Conference Room, it is recommended that the TV be replaced. Technology Services contacted five vendors who specialize in audio and visual systems and encouraged them to submit a proposal to the City, itemizing their recommended solution. Proposals are summarized in the table below:

Vendor	Bid Amount
Western Audio Visual	\$ 80,233.44
Lightwerks	86,914.71
Vertex Audio Visual	Declined to submit
Compview Corporation	Declined to submit
Sound Decision	No response

After careful review of the above, the Director of Technology Services is recommending awarding a contract to Western Audio Visual. A three-year maintenance agreement is included in the bid amount.



## *City of Santa Fe Springs*

City Council Meeting

June 8, 2017

### Western Audio Visual

Western Audio Visual is based in Orange, CA and has over 30 years of experience in this field. They list over 70 city and county jobs in the Southern California region ranging from \$10,000 to \$1.2 million.

### FISCAL IMPACT

The purchase and installation of the audio and visual equipment is within the budgeted amount (\$85,000) and funded by the Capital Improvement Project (CIP) fund (Account #454-397-C379-4400).

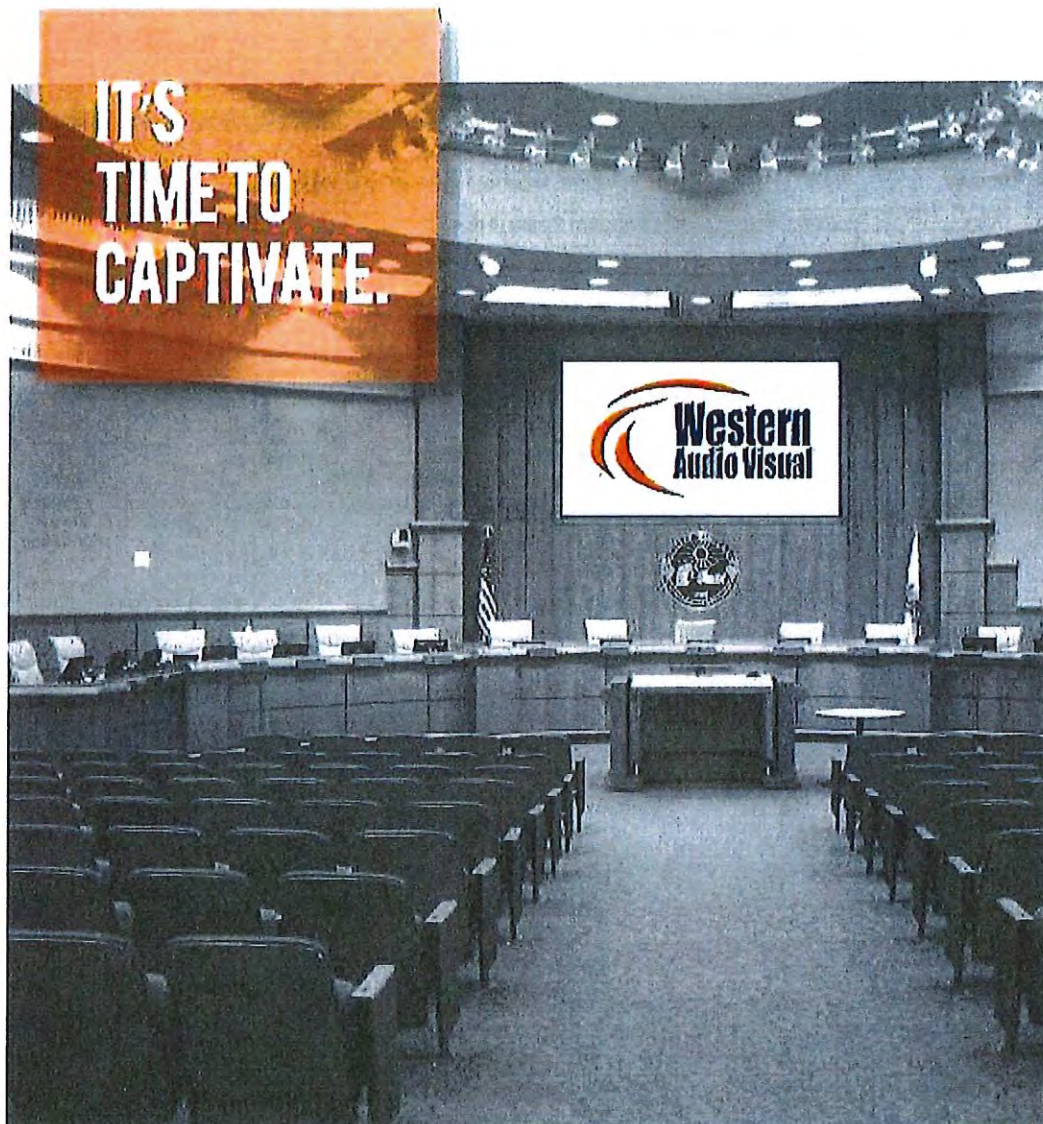
A handwritten signature in blue ink, appearing to read "Thaddeus McCormack".

Thaddeus McCormack  
City Manager

### ATTACHMENTS:

Western Audio Visual quote and listing of City and County Projects  
Request for Proposals – Council Chamber Audio and Visual Equipment Upgrade





**City of Santa Fe Springs**

Council Chamber AV Project C379 - FINAL

Attn: Anthony Triolo

[Technologyservices@santafesprings.org](mailto:Technologyservices@santafesprings.org)

11710 Telegraph Rd

Santa Fe Springs, CA, 90670

Due: May 9, 2017

Revised Proposal: 5/31/17



PROJECT NAME: City of Santa Fe Springs										DATE: 5/31/2017					
ROOM	EQUIPMENT	ENGINEERING, DRAFTING & DSP	PROGRAMMING	PROJECT MANAGEMENT	AV INSTALL	TRAINING	SUB-CONTRACT TOTALS	PREVENTATIVE MAINTENANCE (3 Years)	G&A	ELECTRONIC WASTE RECYCLING FEE	SHIPPING AND HANDLING	BOND	PRE-TAX TOTAL	TAX	TOTAL
Council Chamber	\$ 35,270.00	\$ 3,094.00	\$ 4,032.00	\$ 616.00	\$ 12,320.00	\$ 308.00	\$ -	\$ 1,494.00	\$ 423.24	\$ 72.00	\$ 686.45	\$ 942.00	\$ 59,257.69	\$ 3,146.19	\$ 62,403.88
Council Conference Room	\$ 5,011.00	\$ 952.00	\$ -	\$ 308.00	\$ 4,158.00	\$ 154.00	\$ -	\$ 1,494.00	\$ 72.13	\$ 12.00	\$ 121.23	\$ 942.00	\$ 14,224.37	\$ 536.57	\$ 14,760.94
(ALLOWS SWITCHING DIFFERENT SOURCES TO DISPLAYS)	\$ 1,537.00	\$ -	\$ 1,344.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18.44		\$ 31.90		\$ 2,931.34	\$ 137.28	\$ 3,068.62
Total	\$ 42,818.00	\$ 4,046.00	\$ 5,376.00	\$ 924.00	\$ 16,478.00	\$ 462.00	\$ -	\$ 2,988.00	\$ 513.82	\$ 84.00	\$ 839.59	\$ 1,884.00	\$ 76,413.41	\$ 3,820.04	\$ 80,233.44

This proposal includes prevailing wage rates.





# City of Santa Fe Springs

Submitted by:

Western Audio Visual

Date: 5/31/2017

Revision: A

Item	Qty	Manuf	Model	Description	Unit Price	Ext Price
<b>Council Chamber</b>						
<b>Display System</b>						
	2	Sharp	PN-LE901	90" LED Display, 1920 x 1080, 3-Year Warranty	\$ 6,995.00	\$ 13,990.00
	2	Premier	P5080T	Tilting Low-Profile Mount for Flat-Panels up to 300 lb.	\$ 112.00	\$ 224.00
	9	Asus	VW199T-P	19" Widescreen Monitor (8 plus 1 Spare)	\$ 101.00	\$ 909.00
	8	Ergomart	EGT SL102-100	Low Profile Desk-Top Mount	\$ 79.00	\$ 632.00
	5	Microsoft	Surface Pro 3 MQ2-00001	Intel 4th Generation Core i5 Processor, 12-Inch HD (2160 x 1440) Touchscreen Display, 4 GB RAM, 128 GB Storage Capacity (97 GB Available), Windows 8.1 Pro, 36W Power Supply and Surface Pen Included	\$ 799.00	\$ 3,995.00
<b>Input Sources</b>						
				Tech PC and Display (Both Must Have Digital Connections)		Owner Furnished
				Document Camera		Owner Furnished
				Cable Box (Must Have HDMI Output)		Owner Furnished
	1	Barco	CSE200	Clickshare Wireless Presentation Gateway	\$ 1,374.00	\$ 1,374.00
	1	Sony	BDP-S3500	Blu-ray Disc™ player with Super WI-FI®	\$ 128.00	\$ 128.00
				Owner Furnished Wireless USB Device		Owner Furnished
<b>Audio System</b>						
	1	Denon	DN-700R	Network and USB/SD Audio Recorder	\$ 635.00	\$ 635.00



# City of Santa Fe Springs

Submitted by:

Western Audio Visual

Date: 5/31/2017  
Revision: A

Item	Qty	Manuf	Model	Description	Unit Price	Ext Price
<b>Switching and Distribution System</b>						
	1	Creston	DMPS3-200-C	3-Series® DigitalMedia™ Presentation System 200	\$ 2,862.00	\$ 2,862.00
	1	Creston	DM-DA4-4K-C	1:4 4K HDMI® to DM 8G+® & HDBaseT® Splitter	\$ 1,431.00	\$ 1,431.00
	4	Creston	DM-RMC-SCALER-C	DigitalMedia 8G+® Receiver & Room Controller w/Scaler (LED Left, LED Right, Dais, Lobby)	\$ 742.00	\$ 2,968.00
	1	Creston	HD-DA8-4K-E	1-to-8 4K HDMI® Distribution Amplifier (Dais)	\$ 530.00	\$ 530.00
	1	Creston	HD-DA-2	1-to-2 HDMI® Distribution Amplifier & Audio Converter (Tech PC)	\$ 265.00	\$ 265.00
	1	Creston	CAPTURE-HD	Capture HD® High-Definition Capture Recorder	\$ 2,014.00	\$ 2,014.00
<b>Control System</b>						
	1	Creston	TSW-760	7" Touch Screen, Black Smooth	\$ 742.00	\$ 742.00
	1	Netgear	GS108PE-300NAS	8-Port Ethernet Switch	\$ 111.00	\$ 111.00
<b>Miscellaneous</b>						
	1	Western AV	LOT	Miscellaneous Materials, Cabling and Connectors	\$ 1,776.00	\$ 1,776.00
	1	Middle Atlantic	RSH4A3S CRESTRON TSW760BS	Custom Rackshelf for Touch Screen	\$ 196.00	\$ 196.00
	1	Middle Atlantic	RSH4A2S SONY BDPS3500	Custom Rackshelf for Blu Ray Player	\$ 196.00	\$ 196.00
	1	Middle Atlantic	Various	Miscellaneous Rack Accessories (Shelves, Lacing Bars, etc.)	\$ 292.00	\$ 292.00
<b>System 1 Equipment Sub-Total:</b>						<b>35,270.00</b>
<b>Council Conference Room</b>						
<b>Display System</b>						
	1	Sharp	LC-70LE661U	70" LED Display, 1920 x 1080, 3-Year Warranty	1,899.00	1,899.00
	1	Premier	P5080T	Tilting Low-Profile Mount for Flat-Panels up to 300 lb.	112.00	112.00
<b>Input Sources</b>						
	1	Barco	CSE200	HDMI and VGA Connection at Table Clickshare Wireless Presentation Gateway	1,374.00	1,374.00
	1	Sony	BDP-S3500	Blu-ray Disc™ player with Super Wi-Fi®	128.00	128.00
<b>Switching and Distribution System</b>						
	1	Creston	HD-MD-400-C-E	HD Scaling Auto-Switcher & Extender 400	689.00	689.00
<b>Control System</b>						
				User to Use Display's Handheld Remote for Power ON/OFF, Source Selection and Volume Control		
<b>Miscellaneous</b>						
	1	Western AV	LOT	Miscellaneous Materials, Cabling and Connectors	\$ 504.00	\$ 504.00
	1	Western AV	LOT	USB Extender	\$ 318.00	\$ 318.00
	1	Extron	60-570-01	Hideaway HSA 822	\$ 854.00	\$ 854.00
	1	Extron	Misc.	Misc. Input Modules for HAS 822	\$ 133.00	\$ 133.00
<b>System 2 Equipment Sub-Total:</b>						<b>6,011.00</b>







## Recent City & County Projects

### City Projects:

1. City of Anaheim (\$44k)
2. City of Azusa (\$50k)
3. City of Beaumont\* (\$10k)
4. City of Big Bear Lake\* (\$175k)
5. **City of Brea** (\$576k)
6. **City of Buena Park\*** (\$489k)
7. **City of Carlsbad** (\$458k)
8. **City of Chino\*** (\$464k)
9. **City of Chino Hills\*** (\$225k)
10. **City of Chula Vista** (\$10K)\*
11. **City of Corona\*** (\$425k)
12. **City of Covina\*** (\$10k)
13. **City of Del Mar** (\$105K)\*
14. **City of Downey** (\$110K)\*
15. **City of El Monte** (\$31k)
16. City of Encinitas\* (\$42k)
17. **City of Fullerton** (\$205k)
18. **City of Glendora\*** (\$183k)
19. **City of Hesperia\*** (\$605k)
20. **City of Huntington Park\*** (\$4k)
21. **City of Irvine\*** (\$152k)
22. **City of La Habra\*** (\$303K)
23. City of La Puente (\$34k)
24. **City of Laguna Beach** (\$163K)\*
25. City of Lomita\* (\$10k)
26. City of Manhattan Beach\* (\$305k)
27. **City of Mission Viejo\*** (\$613k)
28. City of Moreno Valley (\$11k)
29. City of Murrieta\* (\$283k)
30. City of National City\* (30k)
31. City of Ontario (\$150k)
32. City of Perris\* (\$6k)
33. **City of Pomona** (\$120K)\*
34. City of Rancho Palos Verdes\* (\$91k)
35. City of Redlands (\$20k)
36. City of Riverside\* (\$225k)
37. **City of Rolling Hills Estates** (\$117K)\*
38. **City of San Clemente\*** (\$25k)
39. **City of San Juan Capistrano\*** (\$136k)

40. **City of San Marcos\*** (\$383k)
41. City of Santa Clarita\* (\$67k)
42. **City of Santa Ana** (\$146K)
43. **City of Santa Barbara** (\$516k)
44. City of Signal Hill (\$6k)
45. **City of Solana Beach\*** (\$46k)
46. **City of Temecula\*** (1.2M)
47. **City of Tustin\*** (\$583k)
48. **City of Upland\*** (\$115k)
49. City of Victorville\* (\$1.6M)
50. City of Walnut\* (\$71k)
51. **City of West Hollywood** (\$877k)
52. **City of Westminster** (\$20k)
53. City of Whittier\* (\$182k)
54. City of Yorba Linda\* (\$24k)

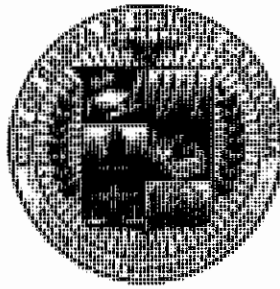
### County Projects:

1. County of Los Angeles (\$300k)
2. County of Riverside\* (\$225k)
3. **Co. of San Bernardino** (\$825K)\*
4. County of San Diego\* (\$250k)
5. **San Diego Medical Examiner\*** (\$375k)
6. **San Diego District Attorney\*** (\$244k)
7. **Irvine Ranch Water District\*** (\$300k)
8. Columbia Space Center\* (\$200k)
9. Reg. County OCC Center (\$120K)\*
10. **LA County Bar Assoc.** (\$345k)
11. **Orange County Fire Authority\*** (\$515k)
12. **Santa Margarita Water District\*** (\$50k)
13. **Inland Empire Utilities Agency\*** (570k)
14. South Orange Community College District\* (\$150k)
15. **Los Angeles Fire Police Pension** (\$200k)
16. **SDCERS\*** (\$250k)
17. **SBCERA\*** (\$110k)

**Blue indicates projects in progress**

**Red indicates maintenance contracts**

**\* indicates design/build**



April 18, 2017

To prospective vendor:

The City of Santa Fe Springs is requesting a quote for an upgrade to their council chamber and conference room's audio visual equipment. There are minimum requirements that must be met (see below) to be considered for this project.

**Minimum Requirements:**

**Council Chamber**

- Solution must replace a wall mounted monitor with a 90" monitor
- Solution must replace a projector and screen with a 90" monitor
- Solution must add a wireless presentation system. The wireless presentation system must give the ability to connect wirelessly a laptop (mac and PC) or a mobile devices (cell phones, tablets, etc... {any platform}). NOTE: All connectivity must including audio
- Solution must add the ability to record the sound from the pre-existing mics and video that is being displayed to the monitors
- Solution must replace VHS unit with DVD/Blu-Ray/Media Player
- Solution give the audio visual controller the ability to select different inputs to different monitors
- Solution must give the audio visual controller the ability to turn off all Dias's Monitors with one button from the audio visual controllers station
- Solution should provide a tablet (minimum size – 9") for each of the five council members to receive and view council agendas (capable of supporting PDF, PowerPoint and Word)
- We would like to replace all 8 Dias's 10.4" monitors (maximum height – 10.5" with stand) with 1 spare unit
- Solution must provide Wireless USB Connectivity from podium to PC in desk. NOTE: There is no power availability at podium

**Council Conference Room**

- Solution must replace a wall mounted 50" monitor with a minimum size of 60" monitor
- Solution must add a wireless presentation system. The wireless presentation system must give the ability to connect wirelessly a laptop (mac and PC) or a mobile devices (cell phones, tablets, etc... {any platform}). NOTE: All connectivity must including audio
- Solution must replace VHS unit with DVD/Blu-Ray/Media Player
- Solution must Fix/Replace pop up connections that exist in the center of the conference table
- Solution must provide USB Connectivity from pop up that exist in the center of the conference table

If you are interested in this project, please format your response in the following manner:

1. **Please schedule a preview meeting with IT staff to go over the layout prior to submitting bid**
2. A brief description of the product, including the product name and model number
3. Hardware Cost
4. Installation Cost
5. Support Cost

Email your response to [Technologyservices@santafesprings.org](mailto:Technologyservices@santafesprings.org) no later than 5:00 pm on May 9, 2017 with a subject heading of "Council Chamber AV Project C379 – Final".

Email any questions to [Technologyservices@santafesprings.org](mailto:Technologyservices@santafesprings.org) with a subject heading of "Council Chamber AV Project C379 - Question".





# City of Santa Fe Springs

City Council Meeting

June 8, 2017

## **NEW BUSINESS**

Department of Fire Rescue Fleet Maintenance Services, Performance Truck Repair – Award of Contract

### **RECOMMENDATION**

That the City Council take the following actions:

- Accept the Proposals; and
- Award a contract to Performance Truck Repair; and
- Authorize the Mayor to execute a contract with Performance Truck Repair.

### **BACKGROUND**

The City Council, at the March 9, 2017 meeting, authorized the Fire Chief of the Department of Fire-Rescue to request proposals from qualified Fire Fleet Maintenance firms to submit bids for hourly service, emergency recall service, and parts cost mark-up for their fleet of fire apparatus and other fire fleet vehicles. The purpose of the RFP was to secure Fleet Services that would augment the Department of Fire-Rescue Mechanics during times of immediate need due to volume of work, technical requirement, and after-hours emergency service/repairs.

The City received proposals from the following three (3) firms:

1. Performance Truck Repair Inc., Azusa, CA
2. Southern California Fleet Services Inc., Corona, CA
3. Fire Apparatus Solutions, Vista, CA

The proposals were evaluated based on three tier rates of call for equipment maintenance, Tier-I Standard Hourly Rate, Tier-II Overtime Hourly Rate, and Tier-III Emergency Call Hourly Rate. All bidders had to provide the ability to respond within one hour of a service call on a 24-hour basis. Also evaluated was the amount of cost "mark-up" over parts provided by the fleet service that the Department would be additionally charged. All bids were provided on a single "proposal form" and bids were qualified by evaluation of their bid package which included references, certification of mechanics, distance of travel to Santa Fe Springs, insurance requirements and financial statements.

All bidders attended a mandatory pre-bidders meeting on March 30, 2017 conducted by Division Chief Brent Hayward and Fire Mechanic Ed Andrade. All follow-up questions were addressed and e-mailed to the bidders on April 14<sup>th</sup>, 2017. The Evaluation Team included Fire Chief Mike Crook, Division Chief Brent Hayward, and Fire Mechanic Ed Andrade.

Report Submitted By:

Brent Hayward, Division Chief  
Department of Fire-Rescue

Date of Report: June 1, 2017

**ITEM NO. 14**

Performance Truck Repair was the lowest bidder and the Fire Chief is recommending that the City Council award a contract to Performance Truck Repair for a performance period of three (3) years.

**FISCAL IMPACT**

There is no anticipated fiscal impact to the City's General Fund or increase to the Fire Rescue Maintenance budget for FY 2017-18.

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

Thaddeus McCormack  
City Manager

**Attachments:**

1. Original RFP
2. Proposal sheets from all bidders (pg-22)
3. RFP from Performance Truck Repair

**CITY OF SANTA FE SPRINGS**

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**DEPARTMENT OF FIRE-RESCUE**

**REQUEST FOR PROPOSALS**

**“FIRE FLEET MAINTENANCE AND SERVICES”**

Department of Fire-Rescue  
City of Santa Fe Springs  
11300 Greenstone Ave  
Santa Fe Springs, CA 90670

**Key RFP Dates**

<b>Issued:</b>	<b>March 16, 2017</b>
<b>Mandatory Bidders Mtg:</b>	<b>March 30, 2017</b>
<b>Written Questions:</b>	<b>April 6, 2017</b>
<b>Response to Questions:</b>	<b>April 14, 2017</b>
<b>Proposals Due:</b>	<b>April 28, 2017</b>

**CITY OF SANTA FE SPRINGS  
FIRE FLEET MAINTENANCE AND SERVICES**

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CITY OF SANTA FE SPRINGS  
FIRE FLEET MAINTENANCE AND SERVICES

**CITY OF SANTA FE SPRINGS**

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DEPARTMENT OF FIRE-RESCUE

**REQUEST FOR PROPOSALS (RFP)**

**“FIRE FLEET MAINTENANCE AND SERVICES PER THE CITY OF SANTA FE SPRINGS”**

**March 16, 2017**

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PROPOSAL SUBMITTALS: Responses to the RFP are to be submitted to:

**City Clerk's Office City of  
Santa Fe Springs  
11710 E. Telegraph Rd  
Santa Fe Springs, CA 90670**

**No later than 5:00 P. M. on Wednesday, May 18, 2016.** Original and three (3) copies of the proposal shall be submitted in a sealed envelope and marked: “Fire Fleet Maintenance and Services.” **Proposals received after the specified time will not be accepted and will be returned unopened.** Questions regarding this request may be directed to:

**Division Chief Brent Hayward Phone:  
562-944-9713  
Email: [Brenthayward@santafesprings.org.org](mailto:Brenthayward@santafesprings.org.org)**

## **SECTION I**

### **FIRE FLEET MAINTENANCE AND SERVICES REQUIREMENTS**

The objective of this Request for Proposals (RFP) is to provide fire fleet maintenance and services. The City of Santa Fe Springs maintains approximately 14 Fire apparatus. The number of Fire apparatus referenced is subject to change.

#### **REQUIRED SUBMITTALS**

1. Submit with RFP packet.
  - A. A Business Profile, which shall include a list of employees including their names, training, experience and number of years with your firm.
  - B. A schedule with the number of employees you propose to assign to cover the contract.
  - C. Your firm's methodology for ensuring coverage in the event of staff absences (i.e. illness, vacations, and/or terminations).
  - D. A brief overview of your firm's hiring practices, screening, background checks, Department of Motor Vehicle checks, etc.
  - E. Your firm's methodology that will be used to correct deficiencies and prevent re-occurrences.
  - F. Relevant documentation that demonstrates compliance in General Requirements A-E.

#### **GENERAL REQUIREMENTS**

1. Before award of the contract can be approved, the City shall be satisfied that the contractor meets the following requirements:
  - A. Contractor has obtained one or more accounts of the same size, scope or value of the type of work specified in this contract. References shall be provided to the City.
  - B. Contractor has all necessary equipment and has organizational capacity and technical competence necessary to complete all specifications listed in this contract.
  - C. Contractor maintains an office within a 45-mile radius of job site and to provide the office with phone service during normal working hours. If a telephone answering service is utilized, the answering service shall be capable of contacting the Contractor by phone.

**CITY OF SANTA FE SPRINGS  
FIRE FLEET MAINTENANCE AND SERVICES**

Should the Contractor maintain an office beyond a 45-mile radius of the job site, the following criteria are required:

- i. The Contractor shall provide the City with the name, address and telephone number of an employee residing within a 45-mile radius of the job site. This employee shall be required to maintain 24-hour phone service with the City. If a telephone answering service is utilized, the employee of the Contractor shall be required to respond to the City by phone on a 24-hour basis, and report to the project site within one (1) hour after such notification.
- ii. This employee shall have supervisory or foreman capacity.
- iii. Should this employee of the Contractor move out of the 45-mile radius of the job site, a new employee may be substituted upon prior approval of the City.

D. **Emergency Call Out** - Regardless of the location of the Contractor's office, the Contractor is required to provide the City with a 24-hour phone number for emergency call out and contact outside normal working hours. Contractor's response to the project site following an emergency call-out shall not be more than one (1) hour after notification. **Failure to comply with this on-call / emergency call out requirement or failure to report to the project site within one-hour after notification may result in liquidated damages in the sum of \$200.00 for each occurrence.** Should the Contractor fail to respond as specified by the contract, the Contractor shall be liable for any loss and/or cost sustained by the City to correct said emergency in addition to any other damages or remedies.

E. Contractor must provide sworn financial statement upon request, which evidences the Contractor has adequate financial resources, to complete the work proposed, as well as all other work the Contractor is presently under contract to perform.

2. **Personnel Qualifications** – All Contractors' employees shall be required to comply with the work rules established by the City. All personnel working in the City of Santa Fe Springs shall be of good character, neat in appearance, and in appropriate uniforms (including company name and name badges for each worker). Appearance and uniforms are subject to the approval of the Contract Officer. All actions taken by the Contractor in regard to employee discipline shall be at the sole discretion of the Contractor. The City shall be held harmless in any disputes the Contractor may have with the Contractor's employees. This shall include, but is not limited to, charges of discrimination, harassment, and discharge without just cause.
3. **Increase/Decrease in Scope of Work** - It is understood that this specification's description of work is the City's present service requirements only, and the scope of work may increase or decrease during the term of the contract. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by



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altering, adding to or deducting from said work. No such extra work may be undertaken unless a written change order is first given by the Contract Officer to the Contractor, incorporating therein any adjustment in (i) the Contract Sum, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of Contractor. Increases in compensation of ten percent (10%) or less of the Contract Sum may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively must be approved by the City Council. It is expressly understood by Contractor that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein.

4. **Public Safety – All operations will be conducted so as to provide maximum safety for the public.**
5. **Transportation to Facilities** - It shall be the responsibility of the Contractor to provide consistent, reliable transportation for equipment and staff to service identified equipment/apparatus. All costs related to the maintenance and operation of said transportation vehicle(s) shall be the sole responsibility of the Contractor.
6. **Licenses, Permits, Fees and Assessments** - Contractor shall obtain at its sole cost and expense such licenses, permits and approvals that are required by law for the performance of the services required by this Agreement. The successful bidder shall obtain a valid City of Santa Fe Springs Business License prior to commencing work under this contract. Contractor shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Contractor's performance of the services required by this Agreement, and shall indemnify, defend and hold harmless City against any such fees, assessments, taxes penalties or interest levied, assessed or imposed against City hereunder. Contractor shall be responsible for all subcontractors' compliance with this section.
7. **Interpretation of Specifications** – The City of Santa Fe Springs Contract Officer shall be the interpreting authority of technical specifications for these services.
8. **Responsibility, Coordination, Meetings** –Work shall be performed by competent workers supervised by a supervisor who is competent in speaking English and has experience in fire fleet maintenance & services field. The Contractor shall meet with the City Representative once weekly or daily if required. The contractor shall attend additional meetings if deemed necessary by the City. Extra or project work authorized by the City will also be inspected on a regular basis and performed to the standards of the City.
9. **Inspection of Fire Fleet** - The City reserves the right to make all final determinations as to whether the work has been satisfactorily completed. In the event that results of fire fleet maintenance and services are considered unsatisfactory by Contract Officer, the Contractor shall be required provide the necessary corrections to the vehicle/vehicles identified at no cost to the City. Said service shall be performed without interruption in the regular fire fleet maintenance and services schedule.

**10. Records and Reports**

**A. Reports**

The Contractor shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require. Contractor hereby acknowledges that City is greatly concerned about the cost of work and services to be performed pursuant to this Agreement. For this reason, Contractor agrees that if Contractor becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services contemplated Contractor shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto.

**B. Records**

Contractor shall keep, and require subcontractors to keep, such books and records (including but not limited to payroll records as required herein) as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of five (5) years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required.

**C. Ownership of Documents**

All drawings, specifications, reports, records, documents and other materials prepared by Contractor, its employees, subcontractors and agents in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement, and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of the documents and materials hereunder. Contractor may retain copies of such documents for his/her own use. Contractor shall have an unrestricted right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Contractor fails to secure such assignment, Contractor shall indemnify City for all resulting damages.

## **SECTION II**

### **TERMS AND CONDITIONS**

**A. EXAMINATION OF PROPOSAL DOCUMENTS**

By submitting a proposal, Contractor represents that he/she has thoroughly examined and become familiar with the work required under this RFP and that he/she is capable of performing quality work to achieve the City's objectives.

**B. CONTRACT TERMS**

Contract terms shall be for a period of three (3) years, agreement may be extended thereafter for up to two subsequent one-year terms upon mutual agreement of the parties without soliciting proposals upon the agreed terms, including pricing.

**C. ADDENDA**

Any changes to the requirements will be made by written addendum to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. City will not be bound to any modifications to or deviations from the requirements set forth in this RFP as the result of oral instructions. Contractor shall acknowledge receipt of addenda in their proposals.

**D. CITY CONTACT**

All questions and/or contacts with City staff/representative regarding this RFP are to be directed to the following:

**Division Chief Brent Hayward  
Department of Fire-Rescue  
City of Santa Fe Springs  
11300 Greenstone Ave., Santa Fe Springs, CA 90670  
Phone: 562-944-9713, Fax: 562-941-1817  
Email: [Brenthayward@santafesprings.org](mailto:Brenthayward@santafesprings.org)**

**E. CLARIFICATIONS**

**1. Examination of Documents**

Should a Contractor require clarifications of this RFP, the Contractor shall notify the City in writing in accordance with Section E.2 below. Should it be found that the point in question is not clearly and fully set forth; the City will issue a written addendum clarifying the matter which will be posted on the City's website.

**2. Submitting Requests**

**CITY OF SANTA FE SPRINGS  
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- a. All questions must be put in writing and must be received by the City no later than 5:00 pm, April 6, 2017
- b. Requests for clarifications, questions and comments must be clearly labeled, "Written Questions – RFP Fire Fleet Maintenance and Services". City is not responsible for failure to respond to a request that has not been labeled as such.
- c. Any of the following methods of delivering written questions are acceptable as long as the questions are received no later than the date and time specified above:
  - (1) U.S. Mail or Personal Courier:  
Division Chief Brent Hayward, Santa Fe Springs Fire-Rescue  
11300 Greenstone Ave., Santa Fe Springs, CA 90670
  - (2) Facsimile: Fax number is 562-941-1817.
  - (3) E-Mail: Brent Hayward, Division Chief\_  
[Brenthayward@santafesprings.org](mailto:Brenthayward@santafesprings.org)

**3. City Responses**

Responses from the City will be posted on the City's website no later than close of business on April 14, 2017

**F. SUBMISSION OF PROPOSALS**

**1. Date and Time**

**Proposals must be submitted on or before 5:00 pm on April 28, 2017**

Proposals received after the above specified date and time will not be accepted by the City and will be returned to the Contractor unopened.

**2. Address**

Proposals delivered in person, using the U.S. Postal Service or other means shall be submitted to the following:

**City Clerk's Office  
City of Santa Fe Springs  
11710 E. Telegraph Rd.  
Santa Fe Springs, CA 90670**

Contractor shall ensure that proposals are received by the City on or before the specified date and time.

**CITY OF SANTA FE SPRINGS  
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**3. Identification of Proposals**

Contractor shall submit original and three (3) copies of its proposal in a sealed package, addressed as shown above, bearing Contractor and address and clearly marked as follows:

**“Santa Fe Springs Fire Fleet Maintenance and Services”**

**4. Acceptance of Proposals**

- a. City reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals.
- b. City reserves the right to withdraw or cancel this RFP at any time without prior notice, and the City makes no representations that any contract will be awarded to any Contractor responding to this RFP.
- c. City reserves the right to postpone proposal openings for its own convenience.
- d. Proposals received by the City are public information and must be made available to any person upon request.
- e. Submitted proposals are not to be copyrighted.

**G. PRE-CONTRACTUAL EXPENSES**

City shall not, in any event, be liable for any pre-contractual expenses incurred by contractor in the preparation of its proposal. Contractor shall not include any such expenses as part of its proposal.

Pre-contractual expenses are defined as expenses incurred by contractor in:

1. Preparing its proposal in response to this RFP;
2. Submitting that proposal to the City;
3. Negotiating with the City any matter related to this proposal; or
4. Any other expenses incurred by Contractor prior to date of award, if any, of the Agreement.

**H. JOINT OFFERS**

Where two or more Contractors desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. City intends to contract with a single firm and not with multiple firms doing business as a joint venture.

**CITY OF SANTA FE SPRINGS  
FIRE FLEET MAINTENANCE AND SERVICES**

**I. PROTEST PROCEDURES**

Any protests filed by a Contractor in connection with this RFP must be submitted in writing via certified mail to the following:

**Division Chief Brent Hayward  
Department of Fire-Rescue  
City of Santa Fe Springs  
11300 Greenstone Ave., Santa Fe Springs, CA 90670**

**J. FEE PROPOSAL**

The Contractor shall submit in a separate sealed envelope a schedule of hourly rates anticipated in order to provide requested services. It is anticipated that the agreement resulting from this solicitation, if awarded, will be on a Not-to-Exceed price contract.

The Contractor shall enter into an agreement with the City based upon the contents of the RFP and the Contractor's proposal. The City's standard form of agreement is included in Section VIII. The Contractor shall carefully review the agreement, especially with regard to the indemnity and insurance provisions, and include with the proposal a description of any exceptions, technical or contractual, requested to the standard contract. If there are no exceptions, a statement to that effect shall be included in the proposal.

**K. INSURANCE REQUIREMENTS**

The Contractor shall take out and maintain at all times during the term of the contract the insurance specified in the agreement and acceptable to the City. Insurance "Acceptable to the City" shall be defined as a company admitted (licensed) to write insurance in California and having a Best's Guide rating of not less than A VII. These minimum levels of coverage are required to be maintained for the duration of the project:

A. **General Liability Coverage** - \$1,000,000 per occurrence for bodily injury and property damage. If Commercial General Liability Insurance or other form with a general limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

B. **Worker's Compensation Coverage** - State statutory limits.

Deductibles, Self-Insurance Retentions, or Similar Forms of Coverage Limitations or Modifications, must be declared to and approved by the City of Santa Fe Springs.

All insurance policies required shall name as additional insured the City, its elected officials, officers, employees, attorneys and agents, and any other parties, including subcontractors, specified by City to be included.

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The Contractor is encouraged to review details of insurance requirements as noted in Section IV, "Contract Services Agreement" and contact its insurance carriers during the proposal stage to ensure that the insurance requirements can be met if selected for negotiation of a contract agreement.

- C. **Vehicle Liability Coverage** – \$1,000,000 limit Contractor shall provide proof of Comprehensive Automobile Liability Insurance (includes owned, non-owned, and hired automobile hazard)



### **SECTION III**

## **PROPOSAL CONTENT**

### **A. PROPOSAL FORMAT AND CONTENT**

Although no specific format is required by the City, this section is intended to provide guidelines to the contractor regarding features which the City will look for and expect to be included in the proposal.

#### **1. Presentation**

Proposals shall be typed with 12 pt. font submitted on 8 1/2 x 11" size paper using a single method of fastening. Contractors should not include any unnecessarily elaborate or promotional material. Lengthy narrative is discouraged and presentations should be brief and concise.

#### **2. Letter of Transmittal**

A Letter of Transmittal shall be addressed to Division Chief Brent Hayward, Santa Fe Springs Fire-Rescue and must, at a minimum, contain the following:

- a. Identification of Contractor that will have contractual responsibility with the City. Identification shall include legal name of company, corporate address, telephone and fax number. Include name, title, address and telephone number of the contact person identified during period of proposal evaluation.
- b. Identification of all proposed subcontractors including legal names of companies, contact person's names and addresses, phone numbers and fax numbers and relationships between Contractor and subcontractors, if applicable.
- c. Acknowledgment of receipt of all RFP addenda, if any.
- d. A statement to the effect that the proposal shall remain valid for a period of not less than 90 days from the date of submittal.
- e. Signature of a person authorized to bind Contractor to the terms of the proposal.
- f. Signed statement attesting that all information submitted with the proposal is true and correct.

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**3. Technical Proposal**

**a. Qualifications, Related Experience and References of Contractor**

This section of the proposal shall establish the ability of Contractor to satisfactorily perform the required work by reasons of: experience in performing work of same or similar nature to the Scope of Services specified in Section IV; proven competence in the services provided; financial strength and stability of the Contractor; staffing capability; work load; track record of meeting schedules on similar services provided and supportive client references.

Contractor shall:

- (1) Provide a brief profile of the firm, including the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size and location of offices; number of employees.
- (2) Provide a general description of the firm's financial condition, identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede Contractor's ability to provide these services.
- (3) Describe the firm's experience in performing work of a similar nature to that solicited in this RFP and highlight participation in such work by the key personnel proposed for assignment to the City.
- (4) Describe experience in working with various government agencies that may have jurisdiction over the approval of work or services specified in this RFP. Include specialized experience and professional competence in areas directly related to this RFP.
- (5) Provide a list of past joint work by the Contractor and each subcontractor, if applicable. The list should include a summary of the roles and responsibilities of each subcontractor.
- (6) A minimum of three (3) references should be given. Furnish the name, title, address and telephone number of the person(s) at the client organization who is most knowledgeable about the work performed.
- (7) Provide proof or documentation that the personnel who will be performing the requested maintenance services as described in Section IV, Scope of Services possess the appropriate California Fire Mechanic certification from the California State Marshall or equivalent.

## **SECTION IV**

### **SCOPE OF SERVICES** **Fire Fleet Maintenance & Service**

1. **General Scope**

Furnish all labor, equipment, materials and supervision to perform general repair services, preventative maintenance services, emergency repair services and inspection for Fire apparatus.

2. **FIRE APPARATUS PREVENTATIVE MAINTENANCE**

The City's fire apparatus preventative maintenance shall be defined as routine inspection, servicing, repair and replacement of equipment components on a regular basis so as to facilitate operations with downtime at a minimum. The program shall be in accordance with industry recognized best fleet management practices, and shall comply with the original equipment manufacturer (OEM) specifications, warranties and recommendations. The successful contractor's program shall at a minimum, include the specifications outlined herein, however, are subject to modification upon approval by the Fire Department's representative. The Contractor shall have means to repair, and or replace all parts of the fire apparatus when approved by the Fire Department's representative. All fire apparatus will be picked up and delivered to the appropriate fire station where that apparatus is assigned and a Fire Department representative at which time the work being requested and/or that has been performed will be confirmed and finalized. Additionally, work may be completed at the fire station to reduce apparatus down time.

The following items, and all listed safety inspections on every fire apparatus shall be completed prior to its being returned for service. It is imperative that every vehicle returned for service shall be complete as to repairs and safety checks. All safety issues will be immediately brought to the attention of the Fire Department representative.

A. **Frame / Suspension**

- |                                |                                 |
|--------------------------------|---------------------------------|
| 1. Frame rails / cross members | 9. Spindles and Bushings        |
| 2. Frame fasteners             | 10. Axle Beam/housing           |
| 3. Leaf springs / fasteners    | 11. Axle shafts                 |
| 4. Air springs / fasteners     | 12. Axle power divider          |
| 5. Torque arm                  | 13. Differential/2-speed shift  |
| 6. Shocks                      | 14. Upper/Lower control arms    |
| 7. Ball joints                 | 15. Wheel seals/lubricant level |
| 8. Kingpins                    | 16. Tires/lugs/wheels           |

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**B. Engine**

- |                                |                               |
|--------------------------------|-------------------------------|
| 1. Oil level / condition       | 10. Fuel lines/fittings       |
| 2. Oil leaks                   | 11. Fuel/water separator      |
| 3. Engine mounts / hardware    | 12. Fuel tanks/mounting       |
| 4. Electronic controls / codes | 13. Air inlet piping/mounting |
| 5. Operation (running)         | 14. Turbo                     |
| 6. Coolant level / condition   | 15. Blower                    |
| 7. Radiator                    | 16. Charge-air cooler         |
| 8. Hoses / lines / fittings    | 17. Exhaust manifold          |
| 9. Fan / clutch / belts        | 18. Exhaust pipe/muffler      |
- 

**C. Transmission**

1. Mounts / hardware
2. Oil condition / level
3. Oil leaks
4. Shifter / linkage
5. Electronic control / codes
6. PTO

**Driveline**

1. Universal joints/slip yoke
  2. Carrier bearings
  3. Output and input yokes
  4. Fasteners
  5. Driveline brake
- 

**D. Electrical System**

- |                                    |                                  |
|------------------------------------|----------------------------------|
| 1. Batteries / cables / connectors | 15. Dash lighting                |
| 2. Starter motor / ignition switch | 16. Headlamps                    |
| 3. Solenoids / relays / switches   | 17. Marker/clearance lamps       |
| 4. Interlock systems               | 18. Turn indicators/hazard lamps |
| 5. Alternator / wiring / belts     | 19. Brake/back up lamps          |
| 6. Rectifiers                      | 20. Ground/step/clearance lamps  |
| 7. Isolators                       | 21. Flood/spot/scene lights      |
| 8. Inverter / convertor            | 22. Compartment lighting         |
| 9. Voltage warning device          | 23. Air Conditioning System      |
| 10. Auto load management           | 24. Wipers/washers               |
| 11. Auxiliary battery charger      | 25. Emergency warning lights     |
| 12. Shore power receptacle         | 26. Electronic/mechanical sirens |
| 13. Radio / intercom               | 27. City horn/Air horns          |
| 14. Operator alert devices         | 28. Backup alarm                 |
- 

**E. Cab and Interior**

- |                          |                                     |
|--------------------------|-------------------------------------|
| 1. Glass/windows/mirrors | 6. Cab lift system                  |
| 2. Seats/mounting        | 7. Cab lift motor/lines/cylinders   |
| 3. Doors/hinges/latches  | 8. Cab lift supports                |
| 4. Cab mounts/structure  | 9. Cab lift pivots/latches          |
| 5. Equipment mounting    | 10. Air conditioning repair/service |

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FIRE FLEET MAINTENANCE AND SERVICES**

**F. Braking System**

- |                         |                        |
|-------------------------|------------------------|
| 1. Park brake/controls  | 8. Drain valves        |
| 2. 2. Drums/rotors      | 9. Air tanks/mounting  |
| 3. 3. Air compressor    | 10. Brake air chambers |
| 4. Pedal assembly       | 11. Slack adjusters    |
| 5. Brake air valves     | 12. Cams/wedges        |
| 6. Hoses/lines/switches | 13. Brake shoes/pads   |
| 7. Air dryer            | 14. Calipers           |
- 

**G. Body and Compartments**

- |                               |                               |
|-------------------------------|-------------------------------|
| 1. Compartment structures     | 5. Tread plate/diamond plate  |
| 2. Hinges/seals/latches/stops | 6. Equipment mounting devices |
| 3. Hazard warning system      | 7. Paint/corrosion            |
| 4. Steps/platforms/grab rails |                               |
- 

**H. Pumps and Tanks**

- |                            |                            |
|----------------------------|----------------------------|
| 1. Tank mounting/fasteners | 6. Pump transmission leaks |
| 2. Tank condition          | 7. Pump piping/valves      |
| 3. Pump mounting/fasteners | 8. Pump water/leaks        |
| 4. Pump transmission fluid | 9. Pump control panel      |
| 5. Foam system             | 10. Annual NFPA Pump Test  |
- 

**I. Aerial Ladder Service**

1. 25, 100, 400-hour service based on manufacturer's recommendation. Inspection, clean and lube cables, slide pad adjustment or replace.
2. Annual Aerial Ladder Testing

**3. FIRE DEPARTMENT FLEET:**

- 2006 Pierce 100' Platform Aerial  
Detroit Series 60  
Allison  
1500 GPM Waterous Single Stage Pump
- 2012 Pierce- Dash/ Engine 82  
Detroit DD 13  
Allison Automatic  
1500 GPM Waterous Single Stage Pump (and CAF System)
- 2008 Pierce - Dash/ Engine 83  
Detroit 60 Series DDEC  
Allison Automatic  
1500 GPM Waterous Single Stage Pump

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- 2008 Pierce – Dash/ Engine 84  
Detroit Series 60  
Allison Automatic  
1500 GPM Waterous Single Stage Pump
- 2007 Pierce – Dash/ Engine 821  
Detroit Series 60  
Allison Automatic  
1500 GPM Waterous Single Stage Pump
- 2001 Pierce – Dash/ Engine 823  
Detroit Series 60  
Allison Automatic  
1500 GPM Waterous Single Stage Pump
- 2016 Dodge 4500/ BME Paramedic Sq-841  
Cummins
- 2005 Ford F-350 UT Paramedics Sq-841-R  
Ford 6.7L V8 Turbo Diesel  
Automatic
- 2015 Ford F-450 UT Paramedics Sq-841-R2  
Ford 6.7L V8 Turbo Diesel  
Automatic
- 1998 E-1 Air & Light / Air & Light 828
- 2006 Spartan / USAR 8  
Detroit Series 60  
Allison Automatic
- 1998 Spartan / HazMat 851  
Cummins  
Allison Automatic
- 2013 HME Ahrens-Fox / OES 378  
Ford E-350 6.0 Power Stroke  
Cummins  
Allison Automatic  
Hale 1250 GPM Single Stage

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- 1958 Segrave Pumper / “Wheezer” (Historical)  
6V53 Detroit Diesel

**OTHER FD VEHICLES – STAFF/PREVENTION/ENVIRONMENTAL/MISC.**

- 2015 Chevy Tahoe/ Chief 800 (Plate# 4551), GAS
- 2007 Chevy Tahoe/ Chief 801 (Plate# 7489), GAS
- 2016 Ford Explorer Police Interceptor/ Assistant Chief 802 (Plate # 7511), GAS
- 2012 Ford F-250 4x4/ 803 Command Reserve (Plate# 9842), Turbo Diesel
- 2007 Chevy Suburban/ Command 804 (Plate# 7607), GAS
- 2004 Ford Crown Victoria/ 806 RTG Capt. (Plate# 0562), GAS
- 2001 Ford Taurus/ 807 Admin Pool (Plate# 7490), GAS
- 2006 Ford Escape/ 808 DC Reserve (Plate# 7428), GAS
- 2013 Ford F-250 PU/ 825 HazMat Utility (Plate# 6636), Diesel
- 2005 Ford F-250/ 826 Stakebed PU/ Pool Utility (Plate# 2764), GAS
- 2008 Ford F-350/ 827 Shop Utility (Plate# 3002), GAS
- 2016 Ford C-Max/ 832 Fire Marshal (Plate# 3297), GAS
- 2006 Ford Escape/ 835 Fire Prev. (Plate# 7429), GAS
- 2003 Dodge Durango/ 833 Fire Prev. (Plate# 4210), GAS
- 2007 Ford Fusion/ 834 Fire Prev. (Plate# 7608), GAS
- 2013 Ford Escape/ 855 Env. Director (Plate# 2292), GAS
- 2013 Ford Escape/ 853 Env. Inspector (Plate# 2293), GAS
- 2015 Ford C-Max Hybrid/ 852 Env Inspector (Plate# 0111), GAS/Hybrid
- 2006 Ford Escape/ 854 Env Inspector (Plate# 7433), GAS
- 2014 Ford C-Max Hybrid/ 857 Env Inspector (Plate# 9937), GAS/Hybrid



**CITY OF SANTA FE SPRINGS  
FIRE FLEET MAINTENANCE AND SERVICES**

- 2014 Ford C-Max Hybrid/ 858 Env Inspector (Plate# 9938), GAS/Hybrid
- 1998 GMC 3500UT/ 859 ERU (Plate#5047), GAS

**CITY OF SANTA FE SPRINGS  
FIRE FLEET MAINTENANCE AND SERVICES**

**4. REPAIRS**

Estimates for equipment repair are not to exceed the industry standard. If it is determined that a Fire Department apparatus needs repairs beyond regular maintenance, such as new brakes, tires, major electrical improvements, or other repairs deemed as necessary, the Fire Department representative will be contacted to obtain authorization to proceed before any repairs are performed, as required by California State law.

The Contractor will not perform the repair until receiving approval from the Fire Department representative via phone call or e-mail. Contractor will also advise the Fire Department representative of the estimated downtime before beginning any repairs.

Work shall not be sub-contracted without approval from the City representative. Any subcontractor to be utilized for maintenance or repair work shall meet the Fire Department's required qualifications, repair certificates, licenses, and insurance requirements and provide.

Upon completion of all repairs and/ or inspections (quarterly, annual, pump test, ladder test), an invoice and any inspection (quarterly, annual, pump test, ladder test) documentation completed shall be provided to the Fire Department representative within 10 business days electronically and/or hard copy.

**5. WARRANTY**

Contractor or Manufacturer shall fully warrant all vehicle/equipment replacement parts furnished under the terms of this contract, against failure and poor workmanship, for a period of not less than **one (1) year** including installation labor from the date of final acceptance by the City of Santa Fe Springs Fire-Rescue representative. While under warranty, Contractor shall repair or replace failed replacement parts in a timely manner to minimize the equipment downtime, thus minimizing the impact to the City of Santa Fe Springs Fire-Rescue operations. A copy or description of the manufacturer's warranty shall accompany each bid for the item(s) proposed, detailing the scope and length of the warranty. Beyond the warranties identified herein, the contractor shall provide one (1) year written labor repair warranty on all approved repairs with no commercial exceptions.

**6. TURN AROUND TIME**

In the course of maintenance and repair of City-owned Fire apparatus, any time more than one engine or one Paramedic unit is out of service, the on-duty Division Chief shall be notified. The Fire Department strives to maintain three fire engines, One Paramedic Squad and one

**CITY OF SANTA FE SPRINGS  
FIRE FLEET MAINTENANCE AND SERVICES**

ladder truck in service at any given time. Repairs shall be coordinated with the Fire Department representative to minimize equipment downtime for response.

7. **RESPONSIBILITY**

The Contractor shall be responsible for any and all loss or damage to the City's Fire apparatus vehicles while they are in the Contractor's possession, commencing at time of pick up and ending with the examination and acceptance by the City's representative at the time the vehicle is dropped off. Liability shall include, but not be limited to loss or damage from fire, theft, handling, loss in transit, overnight storage, etc.

8. **EQUIPMENT FACILITIES**

The Contractor shall have a shop adequately equipped for satisfactory performance of the services required hereunder. The equipment and facilities may be subject to inspection prior to an award of the Contract. At the option of the City representative, the bidder may be required to submit sufficient evidence that bidder has immediately available, or will have available as needed, sufficient resources to provide the necessary equipment, materials and personnel to perform the services required.

9. **Office Location/Emergency Call-Out**

Contractor is asked to maintain an office within a 45-mile radius of job site and provide the office with phone service during normal working hours. If a telephone answering service is utilized, the answering service shall be capable of contacting Contractor by radio or pager. Contractor is required to provide City with a 24-hour emergency number for contact outside normal working hours. The response to an emergency call-out by the contractor shall not be more than one hour after notification.

Should the contractor maintain an office beyond a 45-mile radius of the job site, the following criteria is required:

- a) Contractor shall provide the City with the name, address and telephone number of an employee residing within a 45-mile radius of the job site. This employee will be required to maintain 24-hour phone service with the city. If a telephone answering service is utilized, the employee of the contractor shall be required to respond to the City by radio or pager on a 24-hour basis.
- b) This employee should be of supervisory or foreman capacity with access to the contractor and Santa Fe Springs Fire-Rescue crew on a 24 hour basis.
- b) Should this employee of the contractor move out of the 45-mile radius of the job site, a new employee may be substituted upon prior approval of the City.
- c) Failure to be in compliance with this on-call requirement as part of the contract agreement shall result in termination of contract by the City.

**SECTION V**

**PROPOSAL FORM**

Proposal rate for all items listed in this Request for Proposal to be inclusive with all labor, shop fees, management fees, and environmental fees as described in Section IV Scope of Services of the Standards Specifications, and all other items as listed as listed in the specifications.

Cost proposal for directed work items such as maintenance, mechanical repairs, component replacement and reconditioning as described above.

Tier I- Standard Hourly Rate.....\$ \_

Tier II-Overtime Hourly Rate.....\$ \_

Cost proposal for emergency conditions (after hours) work items such as mechanical repairs, component replacement and reconditioning. Proposer to provide written description of emergency conditions procedures and hours for applications of stated rates.

Tier III- Emergency Call Hourly Rate..... \$ \_

Parts Markup\_\_\_\_\_ (%) (Indicate publication & price base, i.e. wholesale, dealer cost, list cost. etc.)

The City of Santa Fe Springs reserves the right to adjust this schedule as necessary.

CITY OF SANTA FE SPRINGS  
FIRE FLEET MAINTENANCE AND SERVICES

## AGREEMENT FOR INDEMNIFICATION BY CONTRACTOR/VENDOR

The City of Santa Fe Springs requires contractors and suppliers of service to the City to indemnify and hold the City of Santa Fe Springs harmless for claims or losses arising from or in connection with the contracting party's work for the City of Santa Fe Springs before a purchase order is issued. To eliminate misunderstandings between contracting parties and the City in case of a claim or lawsuit, the City of Santa Fe Springs requires that contracting parties who perform services for the City sign this Agreement. This Agreement will act as and become a part of each contract/purchase order between the City of Santa Fe Springs and the contracting parties signing the Agreement. In consideration of the opportunity of doing work for the City of Santa Fe Springs and benefits to be received thereby, the contracting party agrees as follows: 1. That where a contract, purchase order or confirming order is issued by the City of Santa Fe Springs awarding a contract, this Agreement is to be considered part of that contract. 2. Contractor agrees to indemnify the City of Santa Fe Springs and any officer, employee or agent, and hold the City of Santa Fe Springs and any officer, employee or agent thereof harmless from any and all claims, liabilities, obligations and causes of action of whatsoever kind or nature for injury to, or death of, any person (including officers, employees and agents of the City of Santa Fe Springs), resulting from any and all actions or omissions of contractor or contractor's employees, agents or invitees, or any subcontractor of contractor or any of such subcontractor's employees, agents or invitees. 3. That the contracting party specifically waives the benefits and protection of Labor Code Section 3864 which provides, "If an action as provided in this chapter is prosecuted by the employee, the employer, or both jointly against the third person results in judgment against such third person or settlement by such third person, the employer shall have no liability to reimburse or hold such third person harmless on such judgment or settlement in the absence of a written agreement so to be executed prior to the injury." This waiver will occur as to any contracts awarded by the City of Santa Fe Springs to the contracting party to this Agreement while this Agreement is in force. 4. That this Agreement has been signed by an authorized representative of the contracting party, and such representative has the authority to bind the contractor/vendor to all terms and conditions of this Agreement. 5. That this Agreement shall be binding upon the successors and assignees of the contracting party to any contract with the City of Santa Fe Springs. As a condition precedent to acceptance, and contracts from the City of Santa Fe Springs and contracting party agree to advise its successors or assignees of this Agreement and to obtain their consent to its writing before the work of the representative successor or assignees begin; such assignment shall be effective with the written consent of the City of Santa Fe Springs. 6. To promptly notify the City of Santa Fe Springs of any change in ownership of the contracting party while this Agreement is in force. 7. In the event that this Agreement, contract, or purchase order is entered into with the Santa Fe Springs Community Development Commission, wherever the term "City of Santa Fe Springs" is indicated, it shall also be applicable to the Santa Fe Springs Community Development Commission.

This Agreement cannot be modified or changed without the express written consent of the City Attorney of the City of Santa Fe Springs.

On behalf of \_\_\_\_\_  
(Name of Contractor/Vendor)

\_\_\_\_\_  
(Address)

I agree to the terms of this Agreement.

Signature \_\_\_\_\_ Title \_\_\_\_\_

## Statement of Non Collusion by Contractor

The undersigned who submits herewith to the City of Santa Fe Springs a bid or proposal does hereby certify:

- a. That all statements of fact in such bid or proposal are true;
- b. That such bid or proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;
- c. That such bid or proposal is genuine and not collusive or sham;
- d. That said bidder has not, directly or indirectly by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the City of Santa Fe Springs or of any other bidder or anyone else interested in the proposed procurement;
- e. Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham bid or proposal, or that anyone should refrain from bidding or withdraw his bid or proposal;
- f. Did not in any manner, directly or indirectly seek by agreement, communication or conference with anyone to raise or fix the bid or proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of his bid or proposal price, or that of anyone else;
- g. Did not, directly or indirectly, submit his bid or proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member agent thereof, or to any individual or group of individuals, except to the City of Santa Fe Springs, or to any person/ persons who have a partnership or financial interest with said bidder in his business.
- h. Did not provide, directly or indirectly to any officer or employee of the City of Santa Fe Springs any gratuity, entertainment, meals, or anything of value, whatsoever, which could be objectively construed as intending to invoke any form of reciprocation or favorable treatment.
- i. That no officer or principal of the undersigned firm is related to any officer or employee of the city by blood or marriage within the third degree or is employed, either full or part time, by the City of Santa Fe Springs either currently or within the last year.
- j. That no officer or principal of the undersigned firm nor any subcontractor to be engaged by the principal has been convicted by a court of competent jurisdiction of any charge of fraud, bribery, collusion, conspiracy or any other act in violation of any state or federal antitrust law in connection with the bidding upon award of, or performance of, any public work contract, with any public entity, within the last three years.

I certify, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct and that this certification was executed:

On \_\_\_\_\_ at California \_\_\_\_\_.

Firm \_\_\_\_\_  
(Signature)

Street \_\_\_\_\_  
(Print Name & Title)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**CITY OF SANTA FE SPRINGS  
FIRE FLEET MAINTENANCE AND SERVICES**

Form **W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

**Give Form to the  
requester. Do not  
send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applied to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

<b>Part I Taxpayer Identification Number (TIN)</b>																																																																							
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.  Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td align="center" colspan="10">Social security number</td></tr> <tr> <td style="width:10%; text-align: center;">[ ]</td> <td style="width:10%; text-align: center;">[ ]</td> <td style="width:10%; text-align: center;">[ ]</td> <td style="width:10%; text-align: center;">[ ]</td> <td style="width:10%; text-align: center;">[ ]</td> <td style="width:10%; text-align: center;">[ ]</td> <td style="width:10%; text-align: center;">[ ]</td> <td style="width:10%; text-align: center;">[ ]</td> <td style="width:10%; text-align: center;">[ ]</td> <td style="width:10%; text-align: center;">[ ]</td> </tr> <tr><td align="center" colspan="10">- [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ]</td></tr> <tr><td align="center" colspan="10">or</td></tr> <tr><td align="center" colspan="10">Employer identification number</td></tr> <tr> <td style="width:10%; text-align: center;">[ ]</td> <td style="width:10%; text-align: center;">[ ]</td> <td style="width:10%; text-align: center;">[ ]</td> <td style="width:10%; text-align: center;">[ ]</td> <td style="width:10%; text-align: center;">[ ]</td> <td style="width:10%; text-align: center;">[ ]</td> <td style="width:10%; text-align: center;">[ ]</td> <td style="width:10%; text-align: center;">[ ]</td> <td style="width:10%; text-align: center;">[ ]</td> <td style="width:10%; text-align: center;">[ ]</td> </tr> <tr><td align="center" colspan="10">- [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]</td></tr> </table>	Social security number										[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	- [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ]										or										Employer identification number										[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	- [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]									
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<b>Part II Certification</b>	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	
<b>Sign Here</b>	Signature of U.S. person ▶ _____  Date ▶ _____

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

# City of Santa Fe Springs

## REFERENCES

Proposer shall submit references where similar work of similar size and nature is currently in process or recently completed. Include name of firm, telephone, and name of contact person.

These references will be checked and may affect the award of the contract. The City of Santa Fe Springs reserves the right to contact any of the organizations or individuals listed or any others that may stem from the inquiry.

1. Firm \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact \_\_\_\_\_ Telephone \_\_\_\_\_  
Project \_\_\_\_\_  
Completion Date \_\_\_\_\_ Approximate Cost: \_\_\_\_\_

---

2. Firm \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact \_\_\_\_\_ Telephone \_\_\_\_\_  
Project \_\_\_\_\_  
Completion Date \_\_\_\_\_ Approximate Cost: \_\_\_\_\_

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# City of Santa Fe Springs

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3. Firm \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact \_\_\_\_\_ Telephone \_\_\_\_\_  
Project \_\_\_\_\_  
Completion Date \_\_\_\_\_ Approximate Cost: \_\_\_\_\_

---

4. Firm \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact \_\_\_\_\_ Telephone \_\_\_\_\_  
Project \_\_\_\_\_  
Completion Date \_\_\_\_\_ Approximate Cost: \_\_\_\_\_

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# City of Santa Fe Springs

5. Firm \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact \_\_\_\_\_ Telephone \_\_\_\_\_  
Project \_\_\_\_\_  
Completion Date \_\_\_\_\_ Approximate Cost: \_\_\_\_\_

**CITY OF Santa Fe Springs  
FIRE FLEET MAINTENANCE AND SERVICES**

**SECTION VI**

**CITY OF SANTA FE SPRINGS  
CONTRACT SERVICES AGREEMENT WITH \_\_\_\_\_**

THIS CONTRACT SERVICES AGREEMENT (herein "Agreement"), is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by and between the CITY OF SANTA FE SPRINGS, (herein "City") \_\_\_\_\_ (herein "Contractor"). The parties hereto agree as follows:

**RECITALS**

A. WHEREAS, City requires \_\_\_\_\_ has represented to City that Contractor is qualified to perform said services and has submitted a proposal to City for same.

B. WHEREAS, City desires to have Contractor perform said services on the terms and conditions set forth herein.

NOW, THEREFORE, based on the foregoing Recitals and for good and valuable consideration, the receipt and sufficiency of which is acknowledged by both parties, City and Contractor hereby agree as follows:

**1. SERVICES OF CONTRACTOR**

J. 1.1 **Scope of Services** - In compliance with all terms and conditions of this Agreement, the Contractor shall provide those services specified in the "Scope of Services" attached hereto as Exhibit "A". As a material inducement to the City entering into this Agreement, Contractor represents and warrants that Contractor is a provider of first class work and services and Contractor is experienced in performing the work and services contemplated herein and, in light of such status and experience, Contractor covenants that it shall follow the highest professional standards in performing the work and services required hereunder and that all materials will be of good quality, fit for the purpose intended.

1.2 **Documents Included in Contract** - This contract consists of the Proposal, Statement of Non-collusion by Contractor, this Contract Services Agreement, Workers' Compensation Certification, and any and all schedules and attachments to it which are incorporated as if fully set forth herein. In the event of an inconsistency, this Agreement shall govern.

**CITY OF Santa Fe Springs**  
**FIRE FLEET MAINTENANCE AND SERVICES**

**1.3 Compliance with Law** - All services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency having jurisdiction in effect at the time service is rendered.

**1.4 Licenses, Permits, Fees, and Assessments** - Contractor shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Contractor shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Contractor's performance of the services required by this Agreement, and shall indemnify, defend and hold harmless City against any such fees, assessments, taxes penalties or interest levied, assessed or imposed against City hereunder. Contractor shall be responsible for all sub-contractors' compliance with this Section 1.4.

**1.5 Familiarity with Work** - By executing this Contract, Contractor warrants that Contractor (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, Contractor warrants that Contractor has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services hereunder. Should the Contractor discover any latent or unknown conditions, which will materially affect the performance of the services hereunder, Contractor shall immediately inform the City of such fact and shall not proceed except at Contractor's risk until written instructions are received from the Contract Officer.

**1.6 Care of Work** - The Contractor shall adopt reasonable methods during the life of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and/or other components thereof to prevent losses or damages, and shall be responsible for all such damages, to persons or property, until acceptance of the work by City, except such losses or damages as may be caused by City's own negligence.

**1.7 Further Responsibilities of Parties** - Both parties agree to use reasonable care and diligence to perform their respective obligations under this Agreement. Both parties agree to act in good faith to execute all instruments, prepare all documents and take all actions as may be reasonably necessary to carry out the purposes of this Agreement. Unless hereafter specified, neither party shall be responsible for the service of the other. Contractor shall require all sub-contractors to comply with the provisions of this agreement.

**1.8 Additional Services** - City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written change order is first given by the Contract Officer to the Contractor, incorporating therein any adjustment in (i) the Contract Sum, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written

**CITY OF Santa Fe Springs**  
**FIRE FLEET MAINTENANCE AND SERVICES**

approval of the Contractor. Any increase in compensation of twenty-five percent (25%) or less of the Contract Sum, or in the time to perform of one hundred eighty (180) days or less may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively must be approved by the City Council. It is expressly understood by Contractor that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein. Contractor hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation therefore.

**1. COMPENSATION**

**2.1 Contract Sum** - For the services rendered pursuant to this Agreement, the Contractor shall be compensated as specified herein, but not exceeding the maximum contract amount of \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_) (herein "Contract Sum"), established in the "Bid Sheet" attached hereto as Exhibit "B", except as provided in Section 1.8. The Contract Sum shall include the attendance of Contractor at all project meetings reasonably deemed necessary by the City; Contractor shall not be entitled to any additional compensation for attending said meetings.

**2.2 Progress Payments** – City agrees to pay Contractor and Contractor agrees to accept as payment in full for the work to performed hereunder, payments during the twelve (12) month period of this Agreement of \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_) per month. Payments will be made upon satisfactory completion and acceptance of work by the Contract Officer and presentation of a monthly statement to the City. Prior to payment, Contractor will adhere to and provide upon request to the Fire Department, documented proof of compliance with Division 2, Part 7, Chapter 1, Article 2, of the Labor Code. If Contractor fails to perform its obligations or fails to cure defaults within the time frames specified in Section 7.2 of this Agreement, in addition to liquidated damages specified in Section 7.7 of this Agreement, City may withhold payment to Contractor until such defaults are cured.

**3. PERFORMANCE SCHEDULE**

**3.1 Time of Essence** - Time is of the essence in the performance of the Agreement.

**3.2 Schedule of Performance** - Contractor shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services. When requested by the Contractor, extensions to the time period(s) specified in this Agreement may be approved in writing by the Contract Officer.

**CITY OF Santa Fe Springs**  
**FIRE FLEET MAINTENANCE AND SERVICES**

3.3 **Force Majeure** - The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Contractor shall within ten (10) days of the commencement of such delay notify the Contract Officer in writing of the causes for the delay. The Contract Officer shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Officer such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement.

3.4 **Term** - Unless earlier terminated in accordance with Section 7.8 of this Agreement, this Agreement shall continue in full force and effect for a period of three (3) years, commencing on the date contractor commences work pursuant to Section 3.2 of this Agreement. This agreement may be extended thereafter for up to 2 subsequent one-year terms upon mutual agreement of the parties without soliciting proposals and upon the agreed terms, including pricing. The parties also, upon negotiated written amendment hereto, may extend and /or modify the reimbursement rate, levels of service, types of service, change of vehicles, or any other terms which the parties determine necessary.

4. COORDINATION OF WORK

4.1 **Representative of Contractor** - The following principals of Contractor are hereby designated as being the principals and representatives of Contractor authorized to act in its behalf with respect to the work specified herein and make all decisions in connection therewith:

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

It is expressly understood that the experience, knowledge, capability and reputation of the foregoing principals were a substantial inducement for City to enter into this Agreement. Therefore, the foregoing principals shall be responsible during the term of this Agreement for directing all activities of Contractor and devoting sufficient time to personally supervise the services hereunder. For purposes of this Agreement, the foregoing principals may not be replaced nor may their responsibilities be substantially reduced by Contractor without the express written approval of City.

**CITY OF Santa Fe Springs**  
**FIRE FLEET MAINTENANCE AND SERVICES**

4.2 **Contract Officer** - The Contract Officer shall be such person as may be designated by the City Manager or Santa Fe Springs Fire Chief. It shall be the Contractor's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Contractor shall refer any decisions which must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer. The Contract Officer shall have authority to sign all documents on behalf of the City required hereunder to carry out the terms of this Agreement.

4.3 **Prohibition Against Assignment** - The experience, knowledge, capability and reputation of Contractor, its principals and employees were a substantial inducement for the City to enter into this Agreement. Neither this Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Contractor, taking all transfers into account on a cumulative basis. In the event of any such unapproved transfer, including any bankruptcy proceeding, this Agreement shall be void. No approved transfer shall release the Contractor or any surety of Contractor of any liability hereunder without the express consent of City.

4.4 **Independent Contractor** - Neither the City nor any of its employees shall have any control over the manner, mode or means by which Contractor, its sub-contractors, agents or employees, performs the services required herein, except as otherwise set forth herein. City shall have no voice in the selection, discharge, supervision or control of Contractor's employees, sub-contractors, servants, representatives or agents, or in fixing their number, compensation or hours of service. Contractor shall perform all services required herein as an independent contractor of City and shall remain at all times as to City a wholly independent contractor with only such obligations as are consistent with that role. Contractor shall not at any time or in any manner represent that it or any of its sub-contractors, agents or employees are agents or employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise or a joint venture or a member of any joint enterprise with Contractor.

4.5 **Identity of Persons Performing Work** - Contractor represents that it employs or will employ at its own expense all personnel required for the satisfactory performance of any and all tasks and services set forth herein. Contractor represents that the tasks and services required herein will be performed by Contractor or under its direct supervision, and that all personnel engaged in such work shall be fully qualified and shall be authorized and permitted under applicable State and local law to perform such tasks and services.

**5. INSURANCE, INDEMNIFICATION AND BONDS**

5.1 **Insurance** - The Contractor shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance:

**CITY OF Santa Fe Springs  
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<b>Coverage (Check if applicable)</b>		<b>Minimum Limits</b>
(X)	Comprehensive General Liability Insurance (including premises and operations)	\$1,000,000 per occurrence combined single limit
( )	Contractual Liability Insurance Products Liability Insurance	\$1,000,000 limit
(X)	Comprehensive Automobile Liability Insurance (includes owned, non-owned, and hired automobile hazard)	\$1,000,000 per occurrence combined single limit
( )	Professional Liability Insurance (providing for a one year discovery period)	\$1,000,000 limit
(X)	Workers' Compensation/Employers' Liability Insurance	Statutory \$1,000,000 per occurrence

**CONDITIONS:**

In accordance with Public Code Section 20170, the insurance of surety companies who provide or issue the policy shall have been admitted to do business in the State of California with a credit rating of "A" minus or better.

This insurance shall not be canceled, limited in scope or coverage or non-renewed until after thirty (30) days prior written notice has been given to the Santa Fe Springs Fire Chief, City of Santa Fe Springs, 11710 E. Telegraph Rd., Santa Fe Springs, CA 90670.

Any insurance maintained by the City of Santa Fe Springs shall apply in excess of and not combined with insurance provided by this policy.

The City of Santa Fe Springs, its officers, employees, representatives, attorneys, and volunteers shall be named as additional named insureds.



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Prior to commencement of any work under this contract, Contractor shall deliver to the City insurance endorsements confirming the existence of the insurance required by this contract, and including the applicable clauses referenced above.

Such endorsements shall be signed by an authorized representative of the insurance company and shall include the signator's company affiliation and title. Should it be deemed necessary by the City, it shall be Contractor's responsibility to see that the City receives documentation, acceptable to the City, which sustains that the individual signing said endorsements is indeed authorized to do so by the insurance company.

If the Contractor fails to maintain the aforementioned insurance, or secure and maintain the aforementioned endorsement, the City may obtain such insurance, and deduct and retain the amount of the premiums for such insurance from any sums due under the agreement. However, procuring of said insurance by the City is an alternative to other remedies the City may have, and is not the exclusive remedy for failure of Contractor to maintain said insurance or secure said endorsement. In addition to any other remedies the City may have upon Contractor's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Contractor to stop work hereunder, and/or withhold any payment(s) which became due to Contractor hereunder until Contractor demonstrates compliance with the requirements hereof.

Nothing herein contained shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from Contractor's or its sub-contractor's performance of the work covered under this agreement.

Each contract between the Contractor and any sub-contractor shall require the sub-contractor to maintain the same policies of insurance that the Contractor is required to maintain pursuant to this Section 5.1.

5.2           **Indemnification** - Contractor shall indemnify the City, its officers, agents and employees against, and will hold and save them and each of them harmless from, any and all actions, suits, claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities, (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising or alleged to arise out of or in connection with the negligent performance of the work, operations or activities of Contractor, its agents, employees, sub-contractors, or invitees, provided for herein, or arising or alleged to arise from the negligent acts or omissions of Contractor hereunder, or arising or alleged to arise from Contractor's negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, but excluding such claims or

**CITY OF Santa Fe Springs**  
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liabilities or portion of such claims or liabilities arising or alleged to arise from the negligence or willful misconduct of the City, its officers, agents or employees, and in connection therewith:

1. Contractor will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorneys' fees incurred in connection therewith;

2. Contractor will promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims or liabilities arising or alleged to arise out of or in connection with Contractor's (or its agents', employees', sub-contractors', or invitees') negligent performance of or failure to perform such work, operations or activities hereunder; and Contractor agrees to save and hold the City, its officers, agents, and employees harmless therefrom;

3. In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising or alleged to arise out of or in connection with the negligent performance of or failure to perform the work, operation or activities of Contractor hereunder, Contractor shall pay to the City, its officers, agents or employees, any and all costs and expenses incurred by the City, its officers, agents or employees in such action or proceeding, including but not limited to, legal costs and attorneys' fees for counsel acceptable to City.

d) Contractor's duty to defend and indemnify as set out in this Section 5.2 shall include any claims, liabilities, obligations, losses, demands, actions, penalties, suits, costs, expenses or damages or injury to persons or property arising or alleged to arise from, in connection with, as a consequence of or pursuant to any state or federal law or regulation regarding hazardous substances, including but not limited to the Federal Insecticide, Fungicide and Rodenticide Act ("FIFRA"), Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA"), Resource Conservation and Recovery Act of 1976 ("RCRA"), the Hazardous and Solid Waste Amendments of 1984, the Hazardous Material Transportation Act, the Toxic Substances control Act, the Clean Air Act, the Clean Water Act, the California Hazardous Substance Account Act, the California Hazardous Waste Control Law or the Porter-Cologne Water Quality Control Act, as any of those statutes may be amended from time to time.

The Contractor's indemnification obligations pursuant to this Section 5.2 shall survive the termination of this Agreement. Contractor shall require the same indemnification from all sub-contractors.

**5.3 Labor and Materials and Performance Bonds – N/A**

**5.4 Sufficiency of Insurer or Surety** - Insurance or bonds required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the

**CITY OF Santa Fe Springs**  
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Federal Register, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the City due to unique circumstances. In the event the Risk Manager of City ("Risk Manager") determines that the work or services to be performed under this Agreement creates an increased risk of loss to the City, the Contractor agrees that the minimum limits of the insurance policies and the performance bond required by this Section 5 may be changed accordingly upon receipt of written notice from the Risk Manager; provided that the Contractor shall have the right to appeal a determination of increased coverage by the Risk Manager to the City Council of City within ten (10) days of receipt of notice from the Risk Manager.

**5.5 Substitution of Securities - Pursuant to California Public**

Contract Code Section 22300, substitution of eligible equivalent securities for any moneys withheld to ensure performance under the contract for the work to be performed will be permitted at the request and expense of the successful bidder.

**6. RECORDS AND REPORTS**

**6.1 Reports - Contractor shall periodically prepare and submit to the**

Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require. Contractor hereby acknowledges that the City is greatly concerned about the cost of work and services to be performed pursuant to this Agreement. For this reason, Contractor agrees that if Contractor becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services contemplated herein or, if Contractor is providing design services, the cost of the project being designed, Contractor shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Contractor is providing design services, the estimated increased or decreased cost estimate for the project being designed.

**6.2 Records - Contractor shall keep, and require sub-contractors to keep,**

such books and records (including but not limited to payroll records as required herein) as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of five (5) years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required.

**6.3 Ownership of Documents - All drawings, specifications, reports,**

records, documents and other materials prepared by Contractor, its employees, sub-contractors and agents in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement, and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of the documents and materials hereunder. Contractor may retain copies of such documents for its own use. Contractor shall have an unrestricted right to use the

**CITY OF Santa Fe Springs**  
**FIRE FLEET MAINTENANCE AND SERVICES**

concepts embodied therein. All sub-contractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Contractor fails to secure such assignment, Contractor shall indemnify City for all damages resulting therefrom.

**7. ENFORCEMENT OF AGREEMENT**

**7.1 California Law** - This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California, or any other appropriate court in such county, and Contractor covenants and agrees to submit to the personal jurisdiction of such court in the event of such action.

**7.2 Disputes** - In the event either party fails to perform its obligations hereunder, the nondefaulting party shall provide the defaulting party written notice of such default. The defaulting party shall have ten (10) days to cure the default; provided that, if the default is not reasonably susceptible to being cured within said ten (10) day period, the defaulting party shall have a reasonable time to cure the default, not to exceed a maximum of thirty (30) days, so long as the defaulting party commences to cure such default within ten (10) days of service of such notice and diligently prosecutes the cure to completion; provided further that if the default is an immediate danger to the health, safety and general welfare, the defaulting party shall take such immediate action as may be necessary. Notwithstanding the foregoing, the nondefaulting party may, in its sole and absolute discretion, grant a longer cure period. Should the defaulting party fail to cure the default within the time period provided in this Section, the nondefaulting party shall have the right, in addition to any other rights the nondefaulting party may have at law or in equity, to terminate this Agreement. Compliance with the provisions of this Section 7.2 shall be a condition precedent to bringing any legal action, and such compliance shall not be a waiver of any party's right to take legal action in the event that the dispute is not cured.

**7.3 Retention of Funds – N/A**

**7.4 Waiver** - No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

**7.5 Rights and Remedies are Cumulative** - Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall

**CITY OF Santa Fe Springs**  
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not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

7.6 **Legal Action** - In addition to any other rights or remedies, either party may take legal action, law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement.

7.7 **Liquidated Damages** - Since the determination of actual damages for any delay in performance of this Agreement would be extremely difficult or impractical to determine in the event of a breach of this Agreement, the Contractor and its sureties shall be liable for and shall pay to the City the sum of Two Hundred Dollars (\$200.00) as liquidated damages for each deficiency for each day of delay in excess of the time allowed for correction of deficiencies. In addition, liquidated damages may be assessed for failure to comply with the emergency call out requirements described in the scope of services. The City may withhold from any moneys payable on account of services performed by the Contractor any accrued liquidated damages.

7.8 **Termination for Default of Contractor** - If termination is due to the failure of the Contractor to fulfill its obligations under this Agreement, Contractor shall vacate any City owned property which Contractor is permitted to occupy hereunder and City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Contractor for the purpose of setoff or partial payment of the amounts owed the City as previously stated.

7.9 **Attorneys' Fees** - If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees. Attorney's fees shall include attorney's fees on any appeal, and in addition a party entitled to attorney's fees shall be entitled to all other reasonable costs for investigating such action, taking depositions and discovery and all other necessary costs the court allows which are incurred in such litigation. All such fees shall be deemed to have accrued on commencement of such action and shall be enforceable whether or not such action is prosecuted to judgment.

**8. CITY OFFICERS AND EMPLOYEES, NONDISCRIMINATION**

8.1 **Non-liability of City Officers and Employees** - No officer or employee of the City shall be personally liable to the Contractor, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.

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8.2     **Conflict of Interest** - The Contractor warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

8.3     **Covenant Against Discrimination** - Contractor covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement. To the extent required by law, contractor shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, marital status, national origin, or ancestry.

9. MISCELLANEOUS PROVISIONS

9.1     **Notice** - Any notice, demand, request, document, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and shall be deemed to be given when served personally or deposited in the US Mail, prepaid, first-class mail, return receipt requested, addressed as follows:

To City:           City of Santa Fe Springs  
                      11710 E. Telegraph Rd.  
  
                      Santa Fe Springs, California 90670  
  
                      Attention: Division Chief Brent Hayward

To Contractor: \_\_\_\_\_  
                      \_\_\_\_\_  
                      \_\_\_\_\_  
                      \_\_\_\_\_

9.2     **Interpretation** - The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

9.3     **Integration; Amendment** - It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any,

**CITY OF Santa Fe Springs**  
**FIRE FLEET MAINTENANCE AND SERVICES**

between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.

9.4 **Severability** - In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

9.5 **Hiring of Illegal Aliens Prohibited** - Contractor shall not hire or employ any person to perform work within the City of West Covina or allow any person to perform work required under this Agreement unless such person is properly documented and legally entitled to be employed within the United States.

9.6 **Unfair Business Practices Claims** - In entering into a public works contract or a subcontract to supply goods, services or materials pursuant to a public works contract, the contractor or sub-contractor offers and agrees to assign to the awarding body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2, (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body renders final payment to the contractor without further acknowledgment by the parties. (Section 7103.5, California Public Contract Code.)

9.7 **Corporate Authority** - The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

9.8 **Legal Responsibilities** - The Contractor shall keep itself informed of City, State, and Federal laws, ordinances and regulations, which may in any manner affect the performance of its services pursuant to this Agreement. The Contractor shall at all times observe and comply with all such laws, ordinances and regulations. Neither the City, nor their officers, agents or employees shall be liable at law or in equity as a result of the Contractor's failure to comply with this section.

9.9 **Termination for Convenience** - The City may terminate this Agreement without cause for convenience of the City upon giving contractor 30 days prior written notice of termination of the Agreement. Upon receipt of the notice of termination the Contractor shall cease all further work pursuant to the Agreement. Upon such termination by the City the Contractor shall

**CITY OF Santa Fe Springs  
FIRE FLEET MAINTENANCE AND SERVICES**

not be entitled to any other remedies, claims, actions, profits, or damages except as provided in this paragraph. Upon the receipt of such notice of termination Contractor shall be entitled to the following compensation:

1. The contract value of the work completed to and including the date of receipt of the notice of termination, less the amount of progress payments received by contractor.
2. Actual move-off costs including labor, rental fees, equipment transportation costs, the costs of maintaining on-site construction office for supervising the mover-off.
3. The cost of materials custom made for this Agreement which cannot be used by the Contractor in the normal course of his business, and which have not been paid for by City in progress payments.
4. All costs shall not include any markups as might otherwise be allowed by any plans or specifications which were a part of the Agreement

The provisions of this paragraph shall supersede any other provision of the Agreement or any provision of any plans, specification, addendums or other documents which are or may become a part of this Agreement. City and Contractor agree that the provisions of this paragraph are a substantive part of the consideration for this Agreement

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

CITY OF SANTA FE SPRINGS

\_\_\_\_\_

Date: \_\_\_\_\_

Michael Crook

Fire Chief



**CITY OF Santa Fe Springs**  
**FIRE FLEET MAINTENANCE AND SERVICES**

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
OWNER/PRESIDENT

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Assistant City Clerk of the  
City of West Covina

Date: \_\_\_\_\_

APPROVED AS TO FORM:

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

Date: \_\_\_\_\_

APPROVED AS TO INSURANCE

\_\_\_\_\_  
Risk Management

Date: \_\_\_\_\_

**CITY OF Santa Fe Springs  
FIRE FLEET MAINTENANCE AND SERVICES**

**EXHIBIT A**

**SCOPE OF SERVICES**

**CITY OF Santa Fe Springs**  
**FIRE FLEET MAINTENANCE AND SERVICES**

**EXHIBIT B**

**FEE SCHEDULE**

**CITY OF SANTA FE SPRINGS  
FIRE FLEET MAINTENANCE AND SERVICES**

**SECTION V**

**PROPOSAL FORM**

Proposal rate for all items listed in this Request for Proposal to be inclusive with all labor, shop fees, management fees, and environmental fees as described in Section IV Scope of Services of the Standards Specifications, and all other items as listed as listed in the specifications.

Cost proposal for directed work items such as maintenance, mechanical repairs, component replacement and reconditioning as described above.

Tier I- Standard Hourly Rate.....\$ \_ 89.00

Tier II-Overtime Hourly Rate.....\$ \_ 89.00

Cost proposal for emergency conditions (after hours) work items such as mechanical repairs, component replacement and reconditioning. Proposer to provide written description of emergency conditions procedures and hours for applications of stated rates.

Tier III- Emergency Call Hourly Rate..... \$ \_ 105.00

Parts Markup Cost +17.5% (%) (Indicate publication & price base, i.e. wholesale, dealer cost, list cost. etc.)

The City of Santa Fe Springs reserves the right to adjust this schedule as necessary.

We offer free pick up / delivery of units that need to be brought to our shop.

Proposed rates will remain valid for a period of 90 days from the date of submittal.



**Trevor Mayfield**  
Operations Manager

2855 Sampson Avenue • Corona, CA 92879

TMayfield@socalfleet.com • www.SoCalFleet.com

Cell (951) 377-4992 • Phone (951) 272-8655 • Fax (951) 272-8408

Factory Authorized Warranty Centers for:



See Reverse for Locations

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CITY OF SANTA FE SPRINGS  
FIRE FLEET MAINTENANCE AND SERVICES

**SECTION V**  
**PROPOSAL FORM**

Proposal rate for all items listed in this Request for Proposal to be inclusive with all labor, shop fees, management fees, and environmental fees as described in Section IV Scope of Services of the Standards Specifications, and all other items as listed in the specifications.

Cost proposal for directed work items such as maintenance, mechanical repairs, component replacement and reconditioning as described above.

Tier I- Standard Hourly Rate.....\$88.00

Tier II-Overtime Hourly Rate.....\$99.00

Cost proposal for emergency conditions (after hours) work items such as mechanical repairs, component replacement and reconditioning. Proposer to provide written description of emergency conditions procedures and hours for applications of stated rates.

Tier III- Emergency Call Hourly Rate..... \$ 105.00 .

Parts Markup\_\_\_\_\_ 15 Percent \_\_\_\_\_ (%) (Indicate publication & price base, i.e. wholesale, dealer cost, list cost. etc.)

The City of Santa Fe Springs reserves the right to adjust this schedule as necessary.





**CITY OF SANTA FE SPRINGS  
FIRE FLEET MAINTENANCE AND SERVICES**

**SECTION V**  
**PROPOSAL FORM**

Proposal rate for all items listed in this Request for Proposal to be inclusive with all labor, shop fees, management fees, and environmental fees as described in Section IV Scope of Services of the Standards Specifications, and all other items as listed in the specifications.

Cost proposal for directed work items such as maintenance, mechanical repairs, component replacement and reconditioning as described above.

Tier I- Standard Hourly Rate.....\$ 85

Tier II-Overtime Hourly Rate.....\$ 95

Cost proposal for emergency conditions (after hours) work items such as mechanical repairs, component replacement and reconditioning. Proposer to provide written description of emergency conditions procedures and hours for applications of stated rates.

Tier III- Emergency Call Hourly Rate..... \$ 95

Parts Markup\_\_\_\_\_ 10 \_\_\_\_\_ (%) (Indicate publication & price  
base, i.e. wholesale, dealer cost, list cost. etc.)

The City of Santa Fe Springs reserves the right to adjust this schedule as necessary.

**PERFORMANCE TRUCK REPAIR**

**David Killackey Sr.**  
President  
892 W. 10th St.  
Azusa, Ca 91702

cell (626)393-6003  
cell (626)864-0995  
fax (626)334-6003

Performancetruckrepair@verizon.net



**CITY OF SANTA FE SPRINGS  
FIRE FLEET MAINTENANCE AND SERVICES**

**CITY OF SANTA FE SPRINGS**

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**DEPARTMENT OF FIRE-RESCUE**

**REQUEST FOR PROPOSALS**

**“FIRE FLEET MAINTENANCE AND SERVICES”**

**Department of Fire-Rescue  
City of Santa Fe Springs  
11300 Greenstone Ave  
Santa Fe Springs, CA 90670**

**Key RFP Dates**

<b>Issued:</b>	<b>March 21, 2017</b>	
<b>Mandatory Bidders Meeting</b>	<b>March 30, 2017</b>	<b>10:00 am</b>
	<b>11300 Greenstone Avenue   SFS 90670</b>	
<b>Written Questions Deadline:</b>	<b>April 6, 2017</b>	<b>5:00 pm</b>
<b>Response to Questions:</b>	<b>April 14, 2017</b>	<b>5:30 pm</b>
<b>Proposals Due:</b>	<b>April 28, 2017</b>	<b>5:00 pm</b>

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# PERFORMANCE TRUCK REPAIR INC.

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892 W. Tenth St.

Azusa, Ca 91702

Dave Killackey Sr. (626)393-6003: [Davidsr@ptrcorp.com](mailto:Davidsr@ptrcorp.com)

Dave Killackey Jr. (626)664-0995: [Davidjr@ptrcorp.com](mailto:Davidjr@ptrcorp.com)

PTRCORP.COM

Fax: (626)334-6003

April 25, 2017

Santa Fe Springs Fire-Rescue

11300 Greenstone Ave

Santa Fe Springs, CA 90670

RFP : City of Santa Fe Springs Fire Fleet Maintenance and Services

**Dear Division Chief Brent Hayward,**

Thank you for allowing Performance Truck Repair Inc. the opportunity to discuss with you your emergency fire apparatus maintenance and repair needs. We are confident that you will be very satisfied with the services we offer.

Performance Truck Repair Inc. strives to provide superior support with all your vehicle repair needs 24/7. We are a family owned business with over 30 years of experience. We offer after hour's field service technical support. We provide detailed analysis reports of all findings while performing any and all work to equipment. We at PTR Inc. take a lot of pride in our process of educating the equipment operator of proper preventative measures to ensure minimal equipment failures.

The accompanying proposal provides a compressive response to all of the requirements outlined. We have also enclosed a list of references and employee certifications (all certifications are available upon request)  
Again, thank you for your time and we look forward to working with you.

Sincerely,

David Killackey Sr.

PRESIDENT

PERFORMANCE TRUCK REPAIR INC.



# TECHNICAL PROPOSAL/EXECUTIVE SUMMARY

Thank you for your consideration,

Since 1995 Performance Truck Repair. (PTR) has successfully built a company and assembled a team that is second to none in the emergency equipment repair industry. At PTR we pride ourselves in holding the highest qualifications and certifications. In addition to being highly qualified we also have made an enormous investment in our facility and tooling. PTR's willingness to purchase any and all tools necessary to perform inspections and repairs combined with highly educated technicians inside a perfectly constructed and laid out shop make for a repair experience unmatched in So Cal.

PTR has the facility, equipment, and experienced crew to tackle any heavy truck overhaul repair. Our technicians are thoroughly trained in Allison transmission overhaul/repair, light-medium vehicle overhaul/repair, major engine overhaul on internal and external componentry, brake assemblies, clutch assemblies, drive-line overhaul/repair, off-highway equipment and aerial device overhaul/repair, just to name a few.

That being said we understand that the above mentioned is not always enough. We consider a quick response to the needs of our customers as critical to keeping their fleet in service. Due to our quality of work and response time we have had the privilege of obtaining the fire fleet maintenance contracts with Arcadia fire department, West Covina Fire Department, Alhambra Fire Department and as of Jan. 1 Los Angeles County Fire Department.

Accessibility is key therefore we are available to our customers 24/7. In addition to our shop PTR Maintains two service trucks for on-site repairs for regular and after hours repair needs including weekends and holidays.

PTR operates a full line machine shop, welding shop and fabrication shop. Our employees have acquired all certifications needed to rebuild and repair all styles of water pump applications (Hale, Waterous, Darley, ect.). We have acquired all certifications in recertifying and testing aerial apparatus as well as certifications with Cummins, Detroit diesel, CAT, Allison, Bendix, Foam Pro, CAFS systems, TAK-4, steering, air brake, electronics, suspension, ect.. PTR is also a service center for Boise Mobile Equipment.

PTR is family owned and operated therefore we enjoy the "family" style approach to running our business with not only professionalism and expertise but also a strong sense of concern for the needs of the customers as well as our vendors. Maintaining a sense of urgency throughout the repair process until the equipment is returned to service is critical to both the success of the customer and PTR.

As regards to PTR's financial condition, we have never been through a bankruptcy and do not have any outstanding loans. Due to the fact that we pay our bills on time we have developed a strong relationship with our vendors ensuring that we receive parts on a timely manner.

PTR personnel has a deep sense of appreciation to the commitment displayed throughout the fire fighter community. We feel it is our duty to contribute all of our efforts in keeping the equipment in proper working condition and do to so in a cost effective manner.



# BUSINESS PROFILE / LIST OF EMPLOYEE'S

## AND CERTIFICATIONS

Below is a list of employees that will be assigned to cover the contract set forth in this RFP. As you can see from the list above in the event of a staff absence we have more than enough man power to handle the work load that the City of Santa Fe Springs would require. Most of the employee's at PTR inc. were hired through a process of referral. After conducting an interview with the individual we perform multiple background checks, one being through a company called Spokeo, which performs a full criminal and driving record check. If in the case there be any deficiencies on PTR'S part, we as a company will reassess our work load and hire more employee's if need be.

### EMPLOYEE's

- 1) David Killackey Sr.\* -(626)393-6003
  - a) 21 years with firm
  - b) Job title: President
- 2) Kimberly Killackey
  - a) 21 years with firm
  - b) Job title: Vice President
- 3) David Killackey Jr. \* - (626)664-0995
  - a) 17 years with firm
  - b) Job title: secretary
- 4) Joe Avina\* - (626)367-7520
  - a) 14 years with firm
  - b) Job title: shop foreman
  - c) Certifications:
    - i) Allison Transmissions 3k and 4k maintenance
- 5) James Killackey\* - (626)664-7827
  - a) 9 years with firm
  - b) Job title: Fire Mechanic
  - c) Certification:
    - i) California Fire Mechanic Academy (Fire Mechanic 1)- Fire pumps and accessories
    - ii) Darley Auto CAFS Academy

- iii) Darley Pump Maintenance and Operations
- iv) Hale Pump Maintenance and operations
- v) Waterous Pump Maintenance and Operations

6) Don Rakasits

- a) 5 years with firm
- b) Job title: Fire Master Technician
- c) Certifications:
  - i) California Fire Mechanic Academy (Fire Mechanic 1, 2 and 3 Master Mechanic)
  - ii) Fire management 1
  - iii) Fire Mechanic 2A & 2B: Allison Transmissions
  - iv) Fire Mechanic 3A & 3B: Ambulance & Aerial Apparatus service and maintenance
  - v) Fire Pumps and accessories
  - vi) ASE Automotive Heavy & Medium Duty Master Fire Truck Mechanic
    - (1) Gasoline engines
    - (2) Diesel engines
    - (3) Drivetrain
    - (4) Brakes
    - (5) Suspension and steering
    - (6) Electrical / electronics systems
    - (7) Preventative maintenance inspection
    - (8) Air conditioning systems

7) Adam Navarro\* - (626)664-4708

- a) 4 ½ year with the firm
- b) Job title: Engine rebuilder / Maintenance Manager
- c) Certifications:
  - i) ASE-Automotive technician- Automotive Heavy & Medium Duty Master Truck Mechanic
    - (1) Gasoline engines
    - (2) Diesel engines
    - (3) Drive train
    - (4) Brakes
    - (5) Suspension and steering
    - (6) Electrical / electronic systems
    - (7) Preventative maintenance inspections

(8) Air conditioning systems

8) Amado Trejo\* (626)482-2502

- a) 1 years with the firm
- b) Job title: Parts Manager

9) Edgar Sanchez

- a) 1 Year with firm
- b) Job title: Diesel mechanic
- c) Certifications:
  - i) UTI- Associates Degree in Automotive Diesel maintenance and repair
  - ii) Diesel Engine 1, 2 & 3
  - iii) Bendix Air brakes
  - iv) Hydraulics
  - v) Refer units
  - vi) Transmission removal and replacement

10) Andrew Navarro

- a) 3 ½ years with firm
- b) Job title: Electronics specialist / diesel mechanic

11) David Castellon

- a) 3 years with firm
- b) Job title: Diesel mechanic

12) Donasiano Zacarias

- a) 4 years with the firm
- b) Job title: Diesel mechanic
- c) Certifications:
  - i) Bendix Air brake systems
  - ii) Haldex ABS
  - iii) Stemco wheel end installation
  - iv) Cooling system chemistry and maintenance
  - v) Heavy duty diesel engine emissions control

13) Jessie Corral

- a) 14 years with firm
- b) Job title: Diesel Mechanic

14) Alfonso Arvizo

- a) 2 years with firm
- b) Job title: Fire Mechanic Trainee / Diesel mechanic
- c) Certifications:
  - i) Business management 1, 2 & 3

15) Xavier Casas

- a) 3 months with firm
- b) Job title: Diesel Mechanic

16) Roxy Gonzales

- a) 3 months with firm
- b) Job title: front office

17) Brigido Melgoza

- a) 1 year with firm
- b) Job title: diesel mechanic

18) Alberto Ortiez

- a) 2 months with firm
- b) Job title: diesel mechanic

19) Armondo Olmedo

- a) 2 months with firm
- b) Job title: parts driver

\*Point of contact



# ACCEPTANCE OF TERMS AND CONDITIONS

On behalf of Performance Truck Repair Inc. we certify that we have reviewed and accept the terms contained in this RFP. We acknowledge and agree that by signing this acceptance we shall be personally responsible for upholding the obligations under the agreement within this RFP. This Proposal shall remain valid for a period of not less than 90 days from the date of submittal.

DATE: 04/25/2017

SIGNATURE: 

NAME: David Killackey

POSITION: President

# CALIFORNIA FIRE SERVICE TRAINING AND EDUCATION SYSTEM

This is to certify that  
**JAMES R. KILLACKEY**

successfully completed the  
California State Fire Marshal accredited course

**FIRE MECHANIC 1**  
Fire Pumps and Accessories

on  
November 8, 2013

Course Number C130320



  
Tonya L. Hoover  
State Fire Marshal





# CALIFORNIA FIRE SERVICE TRAINING AND EDUCATION SYSTEM


This is to certify that  
**ALFONSO ARVIZO**

successfully completed the  
California State Fire Marshal accredited course

**FIRE MECHANIC 1**  
**Fire Pumps and Accessories**

on  
June 17, 2016



  
Tonya L. Hoover  
State Fire Marshal



Course Number C151332

# CALIFORNIA FIRE SERVICE TRAINING AND EDUCATION SYSTEM

This is to certify that  
**DONALD A. RAKISITS**  
successfully completed the  
California State Fire Marshal's accredited course  
**MECHANIC 2A**

on  
March 29, 2002



  
**JOHN TENNANT**, Chief  
California State Fire Marshal



# CALIFORNIA FIRE SERVICE TRAINING AND EDUCATION SYSTEM

This is to certify that

**DONALD A. RAKISITS**

successfully completed the

California State Fire Marshal's accredited course

**FIRE MECHANIC 2B**

on  
March 21, 2003



  
\_\_\_\_\_  
**JOHN TENNANT**, Chief  
California State Fire Marshal



**CITY OF SANTA FE SPRINGS  
FIRE FLEET MAINTENANCE AND SERVICES**


**AGREEMENT FOR INDEMNIFICATION BY  
CONTRACTOR/VENDOR**

The City of Santa Fe Springs requires contractors and suppliers of service to the City to indemnify and hold the City of Santa Fe Springs harmless for claims or losses arising from or in connection with the contracting party's work for the City of Santa Fe Springs before a purchase order is issued. To eliminate misunderstandings between contracting parties and the City in case of a claim or lawsuit, the City of Santa Fe Springs requires that contracting parties who perform services for the City sign this Agreement. This Agreement will act as and become a part of each contract/purchase order between the City of Santa Fe Springs and the contracting parties signing the Agreement. In consideration of the opportunity of doing work for the City of Santa Fe Springs and benefits to be received thereby, the contracting party agrees as follows: 1. That where a contract, purchase order or confirming order is issued by the City of Santa Fe Springs awarding a contract, this Agreement is to be considered part of that contract. 2. Contractor agrees to indemnify the City of Santa Fe Springs and any officer, employee or agent, and hold the City of Santa Fe Springs and any officer, employee or agent thereof harmless from any and all claims, liabilities, obligations and causes of action of whatsoever kind or nature for injury to, or death of, any person (including officers, employees and agents of the City of Santa Fe Springs), resulting from any and all actions or omissions of contractor or contractor's employees, agents or invitees, or any subcontractor of contractor or any of such subcontractor's employees, agents or invitees. 3. That the contracting party specifically waives the benefits and protection of Labor Code Section 3864 which provides, "If an action as provided in this chapter is prosecuted by the employee, the employer, or both jointly against the third person results in judgment against such third person or settlement by such third person, the employer shall have no liability to reimburse or hold such third person harmless on such judgment or settlement in the absence of a written agreement so to be executed prior to the injury." This waiver will occur as to any contracts awarded by the City of Santa Fe Springs to the contracting party to this Agreement while this Agreement is in force. 4. That this Agreement has been signed by an authorized representative of the contracting party, and such representative has the authority to bind the contractor/vendor to all terms and conditions of this Agreement. 5. That this Agreement shall be binding upon the successors and assignees of the contracting party to any contract with the City of Santa Fe Springs. As a condition precedent to acceptance, and contracts from the City of Santa Fe Springs and contracting party agree to advise its successors or assignees of this Agreement and to obtain their consent to its writing before the work of the representative successor or assignees begin; such assignment shall be effective with the written consent of the City of Santa Fe Springs. 6. To promptly notify the City of Santa Fe Springs of any change in ownership of the contracting party while this Agreement is in force. 7. In the event that this Agreement, contract, or purchase order is entered into with the Santa Fe Springs Community Development Commission, wherever the term "City of Santa Fe Springs" is indicated, it shall also be applicable to the Santa Fe Springs Community Development Commission.

This Agreement cannot be modified or changed without the express written consent of the City Attorney of the City of Santa Fe Springs.

On behalf of Performance Truck Repair inc.  
(Name of Contractor/Vendor)  
892 W. Tenth St., Azusa CA 91702  
(Address)

I agree to the terms of this Agreement.

Signature  Title General Manager

**CITY OF SANTA FE SPRINGS  
FIRE FLEET MAINTENANCE AND SERVICES**

## Statement of Non Collusion by Contractor

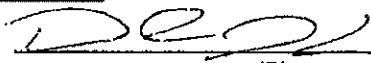
The undersigned who submits herewith to the City of Santa Fe Springs a bid or proposal does hereby certify:

- a. That all statements of fact in such bid or proposal are true;
- b. That such bid or proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;
- c. That such bid or proposal is genuine and not collusive or sham;
- d. That said bidder has not, directly or indirectly by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the City of Santa Fe Springs or of any other bidder or anyone else interested in the proposed procurement;
- e. Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham bid or proposal, or that anyone should refrain from bidding or withdraw his bid or proposal;
- f. Did not in any manner, directly or indirectly seek by agreement, communication or conference with anyone to raise or fix the bid or proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of his bid or proposal price, or that of anyone else;
- g. Did not, directly or indirectly, submit his bid or proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member agent thereof, or to any individual or group of individuals, except to the City of Santa Fe Springs, or to any person/ persons who have a partnership or financial interest with said bidder in his business.
- h. Did not provide, directly or indirectly to any officer or employee of the City of Santa Fe Springs any gratuity, entertainment, meals, or anything of value, whatsoever, which could be objectively construed as intending to invoke any form of reciprocation or favorable treatment.
- i. That no officer or principal of the undersigned firm is related to any officer or employee of the city by blood or marriage within the third degree or is employed, either full or part time, by the City of Santa Fe Springs either currently or within the last year.
- j. That no officer or principal of the undersigned firm nor any subcontractor to be engaged by the principal has been convicted by a court of competent jurisdiction of any charge of fraud, bribery, collusion, conspiracy or any other act in violation of any state or federal antitrust law in connection with the bidding upon award of, or performance of, any public work contract, with any public entity, within the last three years.

I certify, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct and that this certification was executed:

On 04/25/2017 at California Azusa

Firm Performance Truck Repair Inc.

  
(Signature)

Street 892 W. Tenth St.

David Killackey / General Manager  
(Print Name & Title)

City Azusa State CA Zip 91702

**CITY OF SANTA FE SPRINGS  
FIRE FLEET MAINTENANCE AND SERVICES**

Form **W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Performance Truck Repair inc.</b>		
	<b>2</b> Business name/disregarded entity name, if different from above		
	<b>3</b> Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____		
	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>Applies to accounts maintained outside the U.S.</small>	<b>5</b> Address (number, street, and apt. or suite no.) <b>892 W. Tenth St.</b>	
	<b>6</b> City, state, and ZIP code <b>Azusa, CA 91702</b>		
<b>7</b> List account number(s) here (optional)			
<b>Requester's name and address (optional)</b>			

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
8	0		0	8	5	1	8	9	5

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
  2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
  3. I am a U.S. citizen or other U.S. person (defined below); and
  4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
- Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <b>4-25-17</b>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/tx9](http://www.irs.gov/tx9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**CITY OF Santa Fe Springs  
FIRE FLEET MAINTENANCE AND SERVICES**

# City of Santa Fe Springs

## **REFERENCES**

Proposer shall submit references where similar work of similar size and nature is currently in process or recently completed. Include name of firm, telephone, and name of contact person.

These references will be checked and may affect the award of the contract. The City of

Santa Fe Springs reserves the right to contact any of the organizations or individuals listed or any others that may stem from the inquiry.

1. Firm Arcadia Fire Department  
Address 710 S. Santa Anita  
City Arcadia State CA Zip 91006  
Contact Battalion Chief Kevin Valentine Telephone (626) 862-6581  
Project Fire pump, chassis & body, electrical and mechanical repair  
Completion Date 02/25/2010 to present Approximate Cost: \$601,425.25

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2. Firm United States Forestry Service  
Address 701 N. Santa Anita Ave.  
City Arcadia State CA Zip 91006  
Contact Myron Hoffman Telephone (626) 261-3191  
Project Fire pump, chassis & body, electrical and mechanical repair  
Completion Date 04/05/2011 to present Approximate Cost: \$1,310,830.55

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CITY OF Santa Fe Springs  
FIRE FLEET MAINTENANCE AND SERVICES

## City of Santa Fe Springs

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3. Firm Alhambra Fire Department

Address 301 N. First St.

City Alhambra State CA Zip 91801

Contact Ed Guerrero Telephone (626) 570-5199

Project Fire pump, Chassis & body, mechanical and electrical repair

Completion Date 01/21/2016 to present Approximate Cost: \$234,380.42

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4. Firm West Covina Fire Department

Address 825 S. Sunset Ave

City West Covina State CA Zip 91791

Contact Battalion Chief Brian McDermott Telephone (626) 939-8458

Project Fire pump, chassis & body, mechanical and electrical repair

Completion Date 08/19/2015 to present Approximate Cost: \$329,783.74

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**CITY OF Santa Fe Springs  
FIRE FLEET MAINTENANCE AND SERVICES**

## **City of Santa Fe Springs**

5. Firm CAL OES Fire  
Address 3650 Schriever Ave.  
City Mather State CA Zip 95655  
Contact Laura Wright Telephone (916) 845-8723  
Project Fire pump, chassis & body, mechanical and electrical repair  
Completion Date 08/19/2013 to present Approximate Cost: \$162,061.57



**NEW BUSINESS**

**On-Call Professional Engineering Services – Commercial Street Improvement Design Year-1 (Florence Avenue) – Award of Contract**

**RECOMMENDATION**

That the City Council take the following actions:

- Approve adding the Florence Avenue from Norwalk Boulevard to Bloomfield Avenue project to the Capital Improvement Plan;
- Accept the Proposals;
- Award a Contract to Anderson Penna from Newport Beach, California in the amount of \$75,400.00 for – Commercial Street Improvement Design Year-1 (Florence Avenue); and
- Authorize the Mayor to execute the Agreement with Anderson Penna.

**BACKGROUND**

The City Council, at their October 8, 2015 meeting, awarded a contract to seven firms to provide On-Call Professional Engineering Services for a broad range of engineering services including various capital improvement projects. The following is the list of firms:

**Firms**

1. Anderson Penna
2. BKF
3. Fountain Head (Psomas Sub-consultant)
4. Onward Engineering
5. PreScience
6. South Star Engineering
7. VA Consulting (Firm Disbanded)

On April 14, 2016 the City Council adopted the three-year street improvement plan and on April 27, 2017 staff solicited proposals from the six (6) On-Call Professional Engineering firms for the Commercial Street Improvement Design Year-1 for Florence Avenue (Norwalk Boulevard to Bloomfield Avenue).

The City received proposals from the following three (3) firms:

1. BKF
2. Anderson Penna
3. FountainHead (Psomas Sub-consultant)

The three-member evaluation team consisting of Robert A. Garcia, Capital Improvements Manager; Jose Larios, Engineering Intern; and Noe Negrete, Director of Public Works, reviewed each of the proposals based on project-specific criteria to include the firm's capability to perform the work, project understanding, project team qualifications and relevant experience, references and cost proposal.

The results reflect Anderson Penna as the highest rated firm. Attached evaluation summary of the proposals is included with the report along with the agreement and the proposal submitted to the City on May 17, 2017. The proposals submitted to the City, the evaluation and interview score sheets are on file in the Public Works Department

#### **FISCAL IMPACT**

The proposed funding for the design and construction of the project is from private development street resurfacing fees, primarily the Goodman Development located on the southwest corner of Florence Avenue and Bloomfield Avenue in the amount of \$524,400. The projected estimated cost is \$860,000. Additional funds may be requested at a future Council meeting.

#### **INFRASTRUCTURE IMPACT**

The proposed Commercial Street Improvement Design Year-1 (Florence Avenue) will extend the service life by approximately 10 years and reduce pothole repairs and maintenance costs.



Thaddeus McCormack  
City Manager

#### **Attachment:**

1. Evaluation Summary
2. Agreement
3. Anderson Penna Proposal

**City of Santa Fe Springs**  
**On-Call Profesional Engineering Services**  
**Commercial Street Improvment Design Year 1-Florence Avenue**  
**Evaluation Summary**

Criteria	1			2			3		
	Anderson Penna			Psomas			BKF		
	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3
Expreience and Capability of the Firm	14	10	11	14	12	12	14	13	11
Project Manager	17	18	17	17	17	16	17	16	16
Project Team	17	15	15	16	17	15	15	15	15
Project Understading and Approach	17	16	15	18	18	16	15	16	12
Past Experience and References	10	8	8	8	8	9	8	8	8
Pricing	15	14	12	7	6	4	5	7	8
Subtotal Scores:	90	81	78	80	78	72	74	75	70
Avergae Scores:	83			77			73		

**CITY OF SANTA FE SPRINGS  
SHORT FORM PROFESSIONAL SERVICE AGREEMENT**

THIS AGREEMENT, made and entered into this 8th day of June 2017 by and between the CITY OF SANTA FE SPRINGS (CITY), and AndersonPenna, (CONSULTANT) is entered into in consideration of the mutual covenants and promises contained herein. The Parties do mutually agree as follows:

1. CONSULTANT will provide services (SERVICES) as outlined in attached proposal and shall organize, supervise, prepare and complete said SERVICES as set forth therein.
2. CITY shall compensate CONSULTANT for the SERVICES as detailed in the letter of quote, dated May 17, 2017, in the total amount of \$75,400.00. CONSULTANT shall not receive additional compensation in excess of the above amount unless previously approved in writing by the CITY. Such compensation shall become payable on a periodic time schedule as approved and agreed to by CITY and the CONSULTANT.
3. CONSULTANT hereby acknowledges that obtaining a City business license may be required to perform the SERVICES specified in this Agreement.
4. The parties hereto acknowledge and agree that the relationship between CITY and CONSULTANT is one of principal and independent CONSULTANT and no other. CONSULTANT is solely responsible for all labor and expenses associated with the performance of the SERVICES. Nothing contained in the Agreement shall create or be construed as creating a partnership, joint venture, employment relationship, or any other relationship except as set forth between the parties. This includes, but is not limited to the application of the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provision of the Internal Revenue Code, the State Revenue and Taxation Code relating to income tax withholding at the source of income, the Workers' Compensation Insurance Code, 401(k) and other benefit payments and third party liability claims. CONSULTANT specifically acknowledges that CITY is not required to, nor shall, provide Worker's Compensation Benefits Insurance for CONSULTANT. Notwithstanding the above, CONSULTANT hereby specifically waives any claims and/or demands for such benefits.
5. CONSULTANT shall defend, indemnify, hold free and harmless the CITY and its appointed and elected officials, officers, employees and agents from and against any and all damages to property or injuries to or death of any person or persons, including attorney fees and shall defend, indemnify, save and hold harmless CITY and its appointed and elected officials, officers, employees and agents from any and all claims, demands, suits, actions or proceedings of any kind or nature, including but not by way of limitation, all civil claims, worker's compensation claims, and all other claims resulting from or arising out of the negligent or willful acts, errors or omission of CONSULTANT, in the performance of the Agreement.
6. CONSULTANT will not be required to follow or establish a regular or daily work schedule. Any advice given to the CONSULTANT regarding the accomplishment of SERVICES shall be considered a suggestion only, not an instruction. The CITY retains the right to inspect, stop, or alter the work of the CONSULTANT to assure its conformity with this Agreement.
7. CONSULTANT shall comply with CITY's Harassment Policy. CITY prohibits any and all harassment in any form.
8. CONSULTANT shall obtain the following forms of insurance and provide City with copies therewith:
  - a. Commercial General Liability Insurance with minimum limits of one million dollars (\$1,000,000) per occurrence and,
  - b. Automobile Insurance covering all bodily injury and property damage incurred during the

performance of this Agreement, with a minimum coverage of \$500,000 combined single limit per accident. Such automobile insurance shall include all vehicles used, whether or not owned by CONSULTANT.

c. CONSULTANT shall comply with Workers' Compensation insurance laws of California.

CONSULTANT shall maintain the required insurances throughout the term of the contract, and shall have insurance agent send Certificate of Insurance to CITY, with CITY named as additional insured. A 30 day notice of cancellation is required.

9. This Agreement may be terminated by Agency for any reason at any time by providing written notice of such termination to the CONSULTANT.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

\_\_\_\_\_  
CONTRACTOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME (PRINT)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY NAME

Corporation ☐

Sole Proprietor ☐

Partnership ☐

LLC ☐

\_\_\_\_\_  
SSN OR TAX ID#

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP

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TELEPHONE NO.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

\_\_\_\_\_  
DATE

**City of Santa Fe Springs  
11710 Telegraph Road  
Santa Fe Springs, CA 90670  
(562) 868-0511**





May 17, 2017

Mr. Noe Negrete  
DPW/City Engineer  
11710 Telegraph Road  
Santa Fe Springs, CA 90670

**Subject: Commercial Street Improvement Design Proposal - Year 1**

Noe:

AndersonPenna Partners, Inc. (APP) appreciates the opportunity to submit this proposal to provide street design for the identified commercial street in the City of Santa Fe Springs (City). The following is a brief outline of our recommended scope of work and fee to complete the objectives of the project.

### **Project Understanding**

Per the City's RFP, the project entails the design of street, curb/gutter, driveway and sidewalk and potential removal/replacement of the street trees. The specific streets are as follows:

- Florence Avenue – Norwalk to Bloomfield

One of APP's discriminating factors is our desire to understand the project issues at the proposal level, so that we can provide the most-appropriate personnel, level of effort, and see that that surprises are eliminated or minimized during the design process. To that end, we have identified the following observations:

- The intersection of Florence and Norwalk is in good condition (pavement and curb ramps). A likely join for Florence would be approximately 80 feet east of the ECRs.
- The asphalt concrete on the north side of Florence is in poor condition. There is evidence of AC spalling and temporary patches were observed. The condition of pavement improves approximately 150 feet west of Springdale to the east.
- The asphalt concrete along the south side of Florence is in fair condition.
- The curb ramp at the NW corner of Florence and Springdale is not ADA compliant.
- There are no curb ramps at Florence and Forest.
- The curb ramps at Bloomfield are not ADA compliant.
- There are isolated areas of sidewalk uplifting.

### **Scope of Work**

#### **1. Research, Review and Utilities**

APP will research and obtain relevant base data documents, reports and other data pertinent to the project at the City. An initial field walk will be convened with City staff to obtain preliminary confirmation of reconstruction items. Thorough field reviews will be conducted by APP throughout the duration of the project as needed.

Given the tight design and construction time constraints, utility coordination will consist of the following:

3737 BIRCH STREET, SUITE 250 • NEWPORT BEACH, CA 92660 • 949 428 1500  
1225 W. 190TH STREET, SUITE 255 • GARDENA, CA 90248 • 310 359 1203  
16801 VAN BUREN BLVD • RIVERSIDE, CA 92504 • 951 200 3021

[WWW.ANDPEN.COM](http://WWW.ANDPEN.COM)

CERTIFIED DBE



- Prepare the initial request for utility atlas sheets, mapping, or as-built plans;
- Cross-check the utility base map with field review information to verify that existing lines are shown in the proper location;
- Provide the pertinent utility agencies with plans at the 90 percent level of completion.

## **2. Survey**

Provide ground survey on Florence Avenue for the project limits ( $\pm 2,600$  LF). Work includes research, recovery of street centerline monumentation and level run. Provide cross-sections at 50-foot intervals, from curb to curb. The topographic information collected will include the location of all surface utilities, signs, street lights, trees, and visible appurtenant improvements in the specific project area. One additional survey shot will be taken at the bottom of driveway "x", as needed to determine the height of the driveway lip where they will be reconstructed.

## **3. Geotech**

Associated Soils, Inc. (ASE) will perform the geotechnical work for the project. Coring at six (6) locations will be done to determine existing pavement and base thickness and excavation to two to four feet to determine other soil parameters. A bulk sample will be obtained at each location at subgrade and two to three feet below subgrade. Upon completion of the field exploration, all test holes will be backfilled with cuttings from the borings and patched with cold patch asphalt. ASE shall provide the traffic control per the MUTCD Manual, as necessary to protect the traveling public and work force.

Appropriate laboratory testing will be performed including classification, in-situ moisture/density, soil corrosivity, "R"-value and laboratory maximum density. ASE will prepare a single Geotechnical Investigation Report addressing results of the site inspections, existing pavement survey, field sampling, laboratory testing, R-Value testing, structural section recommendations, and prioritized listing of pavement rehabilitation methods. The report will include recommendations based on The Traffic Index provided by the City. The final report will discuss and summarize all methodologies, findings, data, and conclusions made during the project.

## **4. Street/Striping Improvements**

We are proposing plan and profile sheets at 1" = 20' horizontal scale (6 sheets). The plans will depict all proposed roadway improvements, including the removal/replacement of existing curb and gutter and other concrete improvements as necessary, including uplifted sidewalk. Inclusion of all required ADA improvements at curb ramps will be depicted on these drawings. Roadway cross-sections will also be prepared at 50-foot intervals to aid in the design of the street rehabilitation and to verify that crossfall is within an acceptable range.

Striping plans will be completed at 1"=40' scale in double plan format (2 sheets). Any observed signing and striping deficiencies will be corrected with the new plans.

## **5. Landscape and Irrigation**

Construction notes will be developed for the parkway landscape details, if necessary, consisting of replacement trees.

## **6. Water Quality (optional)**

Prepare a Standard Urban Stormwater Mitigation Plan for the proposed street reconstruction. This will identify Best Management Practices (BMP's) to prevent and monitor potential pollutant sources from entering storm water runoff for the post-construction condition. This plan will include actions that should be abided by at project completion. We are anticipating the use of catch basin inserts or Filterra units.

### **7. Specifications and Cost Estimate**

Specifications will be prepared in conformance with the City's boilerplate and technical specifications, including a bid schedule.

Construction quantities and cost estimates will be prepared at the fifty percent (50%) and final completion stages. APP will provide the quantity calculations back-up data with the final submittal.

### **8. Meetings/QA/QC/Coordination**

In conjunction with the above items, we have assumed attendance at two meetings with City staff, but have not included attendance at any public meetings. APP will also coordinate with subconsultants and conduct appropriate QA/QC procedures through the duration of the project.

### **Schedule**

APP will complete our work within the schedule indicated in the RFP.

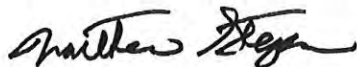
### **Fee**

APP proposes to provide the required engineering services described above for a not-to-exceed fee of \$79,360 as reflected on the attached spreadsheet.

Please feel free to contact me at (949) 370-3164 or at [mstepien@andpen.com](mailto:mstepien@andpen.com) if you have any questions or need any additional information.

Sincerely,

AndersonPenna Partners, Inc.



Matt Stepien, PE

Senior Project Manager

**CITY OF SANTA FE SPRINGS**  
**Commercial Street Improvement Design - Year 1**

**FEE SCHEDULE**

TASK	APP					APP Subtotal	Subconsultant KelSurvey	Subconsultant Associated Soils	Subconsultant Walden (WQ)	TOTAL
	PM (\$185)	PE (\$130)	Des Eng (\$110)	CADD (\$90)	ODC					
1 Research, Review and Utilities	6	8	16	4	\$100	\$4,370				\$4,370
2 Survey		4	4			\$960	\$12,954			\$13,914
3 Geotechnical (Street Coring/Analysis)	3					\$555		\$9,731		\$10,286
4 Street Improvement Plans (1+6)	30	60	48	120	\$200	\$29,630				\$29,630
5 Landscape & Irrigation Plans		2	4			\$700				\$700
6 Water Quality (SUSMP) - <i>optional</i>	2	4				\$890			\$6,600	\$7,490
7 Specifications and Cost Estimate	6	10	16			\$4,170				\$4,170
8 Meetings / QA / QC / Coordination	20	8			\$100	\$4,840				\$4,840
<b>MANHOUR TOTALS</b>	<b>67</b>	<b>96</b>	<b>88</b>	<b>124</b>		<b>375</b>				
<b>FEE TOTALS</b>	<b>\$12,395</b>	<b>\$12,480</b>	<b>\$9,680</b>	<b>\$11,160</b>	<b>\$400</b>	<b>\$46,115</b>	<b>\$12,954</b>	<b>\$9,731</b>	<b>\$6,600</b>	<b>\$75,400</b>



# ***City of Santa Fe Springs***

## ***City Council Meeting***

***June 8, 2017***

### **NEW BUSINESS**

On-Call Professional Engineering Services – Residential North Streets Improvement Design -Year 1 (Terradell Street, Whiteland Street, Roma Street and Nova Street) – Award of Contract

### **RECOMMENDATION**

That the City Council take the following actions:

- Accept the Proposal;
- Award a Contract to BKF from Newport Beach, California in the amount of \$49,248.00 for Residential North Streets Improvement Design - Year 1 (Terradell Street, Whiteland Street, Roma Street and Nova Street); and
- Authorize the Mayor to execute the agreement with BKF.

### **BACKGROUND**

The City Council, at their October 8, 2015 meeting, awarded a contract to seven firms to provide On-Call Professional Engineering Services for a broad range of engineering services including various capital improvement projects. The following is the list of firms:

#### **Firms**

1. Anderson Penna
2. BKF
3. Fountain Head (Psomas Sub-consultant)
4. Onward Engineering
5. PreScience
6. South Star Engineering
7. VA Consulting (Firm Disbanded)

On April 14, 2016 the City Council adopted the three-year street improvement plan and on April 27, 2017 staff solicited proposals from the six (6) On-Call Professional Engineering firms for the Residential North Streets Improvement Design-Year 1 for the following residential streets:

1. Terradell Street (Bradwell Avenue to Orr & Day Road)
2. Whiteland Street (Orr & Day Road to Westerly End of Street)
3. Roma Street (Bradwell Avenue to Westerly End of Street)
4. Nova Street (Bradwell Avenue to Westerly End of Street)

The City received proposals from the following three (3) firms:

1. BKF
2. Anderson Penna
3. Fountain Head (Psomas Sub-consultant)

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

Date of Report: June 1, 2017

**ITEM NO. 16**



The three-member evaluation team consisting of Robert A. Garcia, Capital Improvements Manager; Jose Larios, Engineering Intern; and Noe Negrete, Director of Public Works, reviewed each of the proposals based on project-specific criteria to include the firm's capability to perform the work, project understanding, project team qualifications and relevant experience, references and cost proposal.

The results reflect BKF as the highest rated firm. Attached evaluation summary of the proposals is included with the report along with the agreement and the proposal submitted to the City on May 17, 2017. The proposals submitted to the City, the evaluation and interview score sheets are on file in the Public Works Department

**FISCAL IMPACT**

Proposed funding for the Residential North Streets Improvement Design -Year 1 (Terradell Street, Whiteland Street, Roma Street and Nova Street) project is included in the Utility Users Tax/Capital Improvement Plan Fund.

**INFRASTRUCTURE IMPACT**

The proposed Residential North Streets Improvement Design -Year 1 (Terradell Street, Whiteland Street, Roma Street and Nova Street) will extend the service life by approximately 10 years and reduce pothole repairs maintenance costs.



Thaddeus McCormack  
City Manager

**Attachment:**

1. Evaluation Summary
2. Agreement
3. BKF Proposal

**City of Santa Fe Springs**  
**On-Call Profesional Engineering Services**  
**Residential North Streets Improvemtn Design-Year 1**  
**(Terradell Street, Whiteland Street, Roma Street, Nova Street)**  
**Evaluation Summary**

	<b>1</b>			<b>2</b>			<b>3</b>		
	<b>BKF</b>			<b>Anderson Penna</b>			<b>Psomas</b>		
<b>Criteria</b>	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3
Expereince and Capability of the Firm	14	13	11	14	11	10	14	13	11
Project Manager	17	17	16	17	17	17	16	15	16
Project Team	18	17	15	17	17	15	16	17	15
Project Understading and Approach	18	17	16	17	16	11	18	16	16
Past Experience and References	8	8	8	8	6	8	8	9	9
Pricing	15	13	6	15	13	7	6	8	5
Subtotal Scores:	90	85	72	88	80	68	78	78	72
Avergae Scores:	<b>82</b>			<b>79</b>			<b>76</b>		

**CITY OF SANTA FE SPRINGS  
SHORT FORM PROFESSIONAL SERVICE AGREEMENT**

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\_\_\_\_\_  
CONTRACTOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME (PRINT)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY NAME

Corporation ☐

Sole Proprietor ☐

Partnership ☐

LLC ☐

\_\_\_\_\_  
SSN OR TAX ID#

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ADDRESS

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CITY, STATE, ZIP

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TELEPHONE NO.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

\_\_\_\_\_  
DATE

**City of Santa Fe Springs  
11710 Telegraph Road  
Santa Fe Springs, CA 90670  
(562) 868-0511**

May 17, 2017

**Noe Negrete**

Director of Public Works/City Engineer  
City of Santa Fe Springs  
11710 Telegraph Road  
Santa Fe Springs, CA 90670

**Subject: On-Call Professional Engineering Services Street Improvements Design  
Year 1 Request for Quote**

Dear Mr. Negrete:

BKF Engineers (BKF) is excited to submit this proposal to provide the City of Santa Fe Springs civil engineering, land surveying, and geotechnical services for the street improvements design of categories **South-Residential 1**, **North-Residential 2**, and **Commercial**. After completing the design and construction of Bartley Avenue Street Improvement earlier this year, BKF is ready and eager to have another opportunity to work with the City.

Enclosed are three (3) separate envelopes with the estimated effort required by our office and our geotechnical subconsultant for each of the categories aforementioned. We have outlined a proposed scope of services, assumptions, and associated fee based on our understanding of the Project.

## PROJECT UNDERSTANDING

All the streets within the three categories: Gridley Road, Dunning Street, Darcy Street, Terradell Street, Whiteland Street, Roma Street, Nova Street and Florence Avenue, are in need of rehabilitation and in some areas reconstruction. The approach we would take with each street segment will be similar to the process done for Bartley Avenue, in order to optimize the budget allocated for these projects.

Performing a site visit segment by segment with the City to review, assess, and identify, by painting the ground, the course of action for localized complete reconstruction or grind and overlay of the pavement, localized replacement of curb and gutter, and localized removal or grind (varying in depth) of sidewalk and driveway. Record drawings were used to establish the project base mapping. With this approach, the cost to design Bartley Avenue was minimized and from the start of the project, our design team was on the same page with the City as to the work that needed to be performed.

We understand, based on the RFQ that the City wants to perform ground survey and the plans "must" have the profile of the street. We have included in our fee the associated costs for the ground surveying to capture the cross section of the street, flowline at the gutter and top of curb. Our initial thought was to perform survey only on segments of the street that showed evidence of water ponding. However, during our site visit, the street grades on majority of the streets were noticeably flat and evidence of ponding were on long segments of the street. Performing ground survey only on certain segments of the streets would not be a cost savings nor provide a complete picture of the flowline the City wants.



More specific observations from our site visit include:

## **South-Residential**

### ***Gridley Road***

The pavement conditions along Gridley Avenue from Darcy Street to Longworth Avenue are very poor. This segment of Gridley Avenue will more likely be a complete reconstruction. The grades are extremely flat, and we noticed during our site walk that water was trapped along the gutter midblock of Gridley Avenue. Installation of new curb ramps and reconstruction of existing curb ramps, sidewalks and driveways to meet ADA requirements are recommended. Using supplemental survey information along Gridley Avenue, the data will assist in determining the location of low points that are causing the water to pond and localize the limits of improvements as much as possible to reduce the construction costs. Reconstruction of the cross gutter at Longworth Avenue, localized removal and reconstruction of sidewalk, curb and gutter are also recommended.



### ***Dunning Street***

Dunning Street from Longworth Avenue to the cul-de-sac has damaged pavement that has been patched or sealed to prevent further moisture from seeping through the pavement. This segment of Dunning Street will likely need to be fully reconstructed with a new pavement section similar to portions of our Bartley Avenue Project. We will field verify the curb ramps with ground survey to ensure ADA requirements are satisfied. Localized reconstruction of sidewalk, or grinding minor uplifts are recommended depending on the severity of buckling and uneven grades.



### ***Darcy Street***

From block to alligator cracking, Darcy Street is showing signs of base failure, and with evidence of water ponding along the gutter, poor drainage was likely a contributor to the alligator and block cracks on the pavement. Locations where base failures are confirmed by the geotechnical assessment, full pavement reconstruction is recommended. The cross gutters at Harvest Street and Longworth Avenue are damaged and cracked. Full reconstruction of the cross gutters is recommended to ensure further degradation of the cross gutter and adjacent pavements does not occur.



Sidewalks that are uneven, depending on the severity of the uplift, a simple grind with specified depth to localized removal and replacement are recommended. Reconstruction of driveways and curb ramps to meet ADA requirements are recommended.



## **North-Residential 2**

### ***Terradell Street***

Terradell Street is in various state of pavement distress with intersecting streets, Bartley Avenue and Bradwell Avenue, already constructed as recently as early 2017. Curb ramps at Bartley Avenue have been updated to meet current ADA standards during our Bartley Avenue Project. The driveway to the alley and at certain sidewalk locations will require reconstruction. We anticipate to provide several pavement options to increase the life of the pavement on Terradell Street.



### ***Whiteland Street***

Whiteland Street is also in various state of pavement distress intersecting Bartley Avenue and Bradwell Avenue south of Terradell Street. Curb ramps have been updated to meet current ADA standards at Bartley Avenue and Bradwell Avenue, and cross gutters reconstructed at Bartley Avenue only. The driveways to the alley, localize curb, gutter and sidewalk, and cross gutters at Bradwell Avenue will require reconstruction. Whiteland Street is anticipated to have full pavement reconstruction and grind and overlay. We will identify the logical conform location to join Bartley Avenue and Bradwell Avenue.





## ***Roma Street and Nova Street***

Roma Street and Nova Street from Bradwell Avenue to the cul-de-sac are in very poor conditions with water ponding along the gutters. The curb ramps seem to have been recently reconstructed, but water seems to not flow around the curb return to drain into the catch basins located at the cul-de-sacs. There is also ponding water at driveways. Ground surveys will determine the locations of the low points. Possible reconstruction of the curb returns and vertical grades of the street may be required. Portions of the sidewalk will be reconstructed or grinded to mitigate minor uplifts.



## ***Design Consideration***

There are a few design features we would like the City to consider. Jacaranda trees at Roma Street, Bradwell Avenue, and the south corners of Dunning Street and Longworth Avenue, produce beautiful purple trumpet-shaped flowers in the spring. When these flowers fall to the ground, they are still in their beautiful state and bees are drawn to them. The fallen flowers blanket the street and sidewalk along with the bees. Pedestrians will less likely use the sidewalk and travel along the street to avoid any encounter with the bees, which poses safety issues with pedestrians and vehicular traffic. Our recommendation is to remove/relocate the existing Jacaranda trees to a different location, where sidewalks and storm drain systems will not be obstructed by the flowers, which could impact the drainage system.

In addition, Bradwell Avenue from Whiteland Avenue to Nova Street has water trapped along the gutter. Pavement along Bradwell Avenue are in good condition, but the longitudinal grades are relatively flat, which does not allow water to flow. We recommend to survey this stretch of Bradwell Avenue to determine the locations of the low points causing water to pond within the gutter area. Upon review of the survey data, recommendations and possible course of actions will be discussed with the City for direction.





## Commercial

### ***Florence Avenue***

Florence Avenue from Norwalk Boulevard to Bloomfield Avenue has extensive pavement damage with patch work already performed to extend the life span of the pavement. Areas will be identified which will require complete pavement reconstruction and rehabilitation. Portions of sidewalk will require reconstruction and widening along this segment of Florence Avenue to ensure ADA compliance. There are a few active construction work within the project limits that will affect the Florence Avenue improvements, and coordination with these projects will be required.



## SCOPE OF SERVICES

### TASK 1 – SITE INVESTIGATION AND BASE MAPPING

- 1) **Base Mapping** – BKF will utilize City provided record drawings as well as ground topo surveying to create the project base mapping and provide the profile grade of the flowline. BKF will also document the existing utilities based on the visual assessment and site inventory during our field review.
- 2) **Project Coordination** – Prior to conducting the field surveying, BKF will walk the Project Limits with the City to confirm limits of detailed surveying.
- 3) **Geotechnical Testing/Report** – BKF will utilize our On-Call geotechnical engineer Diaz Yourman & Associates (DYA) to conduct boring and other geotechnical data gathering and provide recommendations for pavement reconstruction in Letter Report format. Letter will provide recommendations for the possible rehabilitation/reconstruction of pavement segment by segment for each street.
- 4) **Submittals** – We will submit the base mapping and the geotechnical report to the City at the end of Task 1.

### TASK 2 – CONSTRUCTION DOCUMENTS

- 1) **Drawings** – Using the base mapping developed in Task 1 BKF will prepare the following documents:
  - a. Title Sheet
  - b. General Notes
  - c. Street Improvement Plan and Profiles
  - d. Construction Details
  - e. Quantity Take-off and Cost Estimate
  - f. Technical Specifications

Traffic Control Plans: We assume Traffic Control Plans will be developed and submitted to the City (BKF) for review prior to construction.

- 2) **Submittals** – BKF will provide submittals at the 75%, 90% and 100% level of completion.
- 3) **QSD Services/Storm Water Pollution and Prevention Plan (SWPPP)** – A SWPPP, the Notice of Intent, and Notice of Termination will be provided in the scope of work.
- 4) **Meetings** – BKF anticipates one (1) field review meeting with the City staff and one (1) coordination meeting between the 75% and 90% submittals for a total of two (2) meetings.

## TASK 3 – CONSTRUCTION SUPPORT

- 1) **Site Observation Visits** – BKF will visit the site to provide clarification of the consultant's design intent for the contractor, architect or owner. We have allocated a fee for two (2) visits.
- 2) **Requests for Information** – BKF will respond in writing to written requests for information associated with civil design items.
- 3) **Submittal Review** – BKF will review and return submittals for those items included in the scope of work.
- 4) **Record Drawings** – Using Contractor provided red-line drawings, BKF will develop and deliver to the City Record Drawings.

## SCOPE ASSUMPTIONS

For the scope of work identified, we have assumed the following:

### 1) Basis of Design and Site Information

- a. **Existing Utilities** – We have assumed the reconstruction of the curb and gutter and possibly modifying the profile grades of the street will be sufficient to convey the drainage to the downstream catch basin, while protecting the existing storm drain facilities in place. No storm drain construction documents are anticipated, thus excluded from this proposal.
- b. **Potholing** – Potholing services are not included in this proposal unless specifically identified.

### 2) Responsibilities

- a. **Mapping** – We have assumed the right-of-way shown on the City supplied Record Drawings is sufficient to add to the Base Mapping.

### 3) Deliverables

- a. **Drawings** – All drawings will be prepared in AutoCAD format. We will submit copies of all drawings in both electronic and paper format.

## SCHEDULE

We understand the schedule will be aggressive per the RFP with 75% Design due August 7<sup>th</sup> and 100% PS&E due on September 15, 2017. We will overlap Tasks 1 and 2 as necessary to meet this schedule. We have reviewed our current commitments on other projects and can state we have the resources to meet the City's schedule.



## COMPENSATION

We have included three (3) separate envelopes with the estimated fee for our Design Team based on our understanding of the work required for each project. Unlike, the Bartley Avenue Project, both residential categories are not linear and require assessment at three to four different locations. While Florence Avenue is linear in nature, this street is heavily traveled with truck traffic, and will require traffic control during geotechnical activities.

We performed an initial fee assessment should the three projects be combined under one contract. Our finding is that the cost savings are most significant with the Geotechnical Services. A detailed fee for the option of all three categories combined may be provided upon request.

We thank you for the opportunity for us to submit on this project as part of the City's On-Call roster and continuing the good working relationship we have established on the Bartley Avenue Project. Please contact me at (949) 526-8462 if you have any questions or need additional information regarding our scope of services.

Sincerely,

**BKF ENGINEERS**



Chris Rideout, PE  
Project Manager/Vice President



# RESIDENTIAL NORTH STREETS IMPROVEMENT DESIGN - YEAR 1

## CITY OF SANTA FE SPRINGS

### BKF FEE PROPOSAL

Task		BKF Engineers								DIAZ YOURMAN								
		Senior Associate	Project Manager	Engineer IV	Engineer III Surveyor III	Engineer II Surveyor II	Engineer I Surveyor I	2 Man Survey Crew	Subtotal Hours	Subtotal Cost	Principal	Associate II	Project I	Staff II	Processor	Editor	Subtotal Hours	Subtotal Cost
Rate		\$208	\$190	\$178	\$162	\$142	\$124	\$270			\$254	\$227	\$160	\$145	\$90	\$126		
TASK 1 COORDINATION/MEETINGS/ADMINISTRATION																		
1.1	Project Management		6						6	\$1,140							0	\$0
1.2	Kick-Off Meeting (1)		2					2	4	\$628							0	\$0
1.3	Meetings (1 Field Review, 1 Coordination)		8					8	16	\$2,512							0	\$0
1.4	Utility Research/Inventory		1				8	12	21	\$2,814							0	\$0
1.5	Ground Survey		2				8		35	\$8,266							0	\$0
1.6	Base Mapping Preparation		1			2	4	16	23	\$3,066							0	\$0
1.7	Geotechnical Testing/Report								0	\$0	2	10	14	19	2	2	49	\$8,205
Task 1 Subtotal Hours		0	20	0	2	20	38	25	105		2	10	14	19	2	2	49	
Task 1 Subtotal (\$)		\$0	\$3,800	\$0	\$324	\$2,840	\$4,712	\$6,750		\$18,426	\$508	\$2,270	\$2,240	\$2,755	\$180	\$252		\$8,205
TASK 2 CONSTRUCTION DOCUMENTS																		
2.1	75% Plans		1		4	10	18		31	\$4,242							0	\$0
2.2	Prepare and Develop 90% PS&E		6		4	12	20		44	\$6,352							0	\$0
2.3	Prepare and Develop 100% FINAL PS&E		2		2	4	8		16	\$2,264							0	\$0
Task 2 Subtotal Hours		0	11	0	10	26	44	0	91		0	0	0	0	0	0	0	
Task 2 Subtotal (\$)		\$0	\$2,090	\$0	\$1,620	\$3,692	\$5,456	\$0		\$12,858	\$0	\$0	\$0	\$0	\$0	\$0		\$0
TASK 3 CONSTRUCTION SUPPORT																		
3.1	Respond to RFIs		2		2	2			6	\$988							0	\$0
3.2	Prepare Record Drawings/As-builts		1				6		7	\$934							0	\$0
Task 3 Subtotal Hours		0	3	0	2	2	6	0	13		0	0	0	0	0	0	0	
Task 3 Subtotal (\$)		\$0	\$570	\$0	\$324	\$284	\$744	\$0		\$1,922	\$0	\$0	\$0	\$0	\$0	\$0		\$0
TOTAL																		
Total Hours		0	34	0	14	46	88	25	209		2	10	14	19	2	2	49	
Total Dollars		\$0	\$8,460	\$0	\$2,268	\$8,816	\$10,912	\$6,750		\$33,206	\$508	\$2,270	\$2,240	\$2,755	\$180	\$252		\$8,205
Total Reimbursable(s)										\$500								
Direct Cost																		\$7,337
SUBTOTAL										\$33,706								\$15,542
GRAND TOTAL \$49,248																		
Optional Service																		
Aerial Survey for all three categories (R/L)*										\$16,900								

\* Aerial Survey if separated per category will significantly increase the cost.

\* Fee includes survey control



# City of Santa Fe Springs

## City Council Meeting

June 8, 2017

### **NEW BUSINESS**

On-Call Professional Engineering Services – Residential South Streets Improvement Design-Year 1 (Gridley Road, Dunning Street, Darcy Street) – Award of Contract

#### **RECOMMENDATION**

That the City Council take the following actions:

- Accept the Proposals;
- Award a contract to Psomas from Los Angeles, California in the amount of \$62,030.00 for the Residential South Streets Improvement Design-Year 1 (Gridley Road, Dunning Street, Darcy Street); and
- Authorize the Mayor to execute the Agreement with Psomas.

#### **BACKGROUND**

The City Council, at their October 8, 2015 meeting, awarded a contract to seven firms to provide On-Call Professional Engineering Services for a broad range of engineering services including various capital improvement projects. The following is the list of firms:

##### **Firms**

1. Anderson Penna
2. BKF
3. Fountain Head (Psomas Sub-consultant)
4. Onward Engineering
5. PreScience
6. South Star Engineering
7. VA Consulting (Firm Disbanded)

On April 14, 2016 the City Council adopted the three-year street improvement plan and on April 27, 2017 staff solicited proposals from the six (6) On-Call Professional Engineering firms for the Residential South Streets Improvement Design-Year 1 which are:

1. Gridley Road (Darcy Street to Longworth Avenue)
2. Dunning Street (Longworth Avenue to Westerly End of Street)
3. Darcy Street (Orr & Day Road to Westerly End of Street)

The City received proposals from the following three (3) firms:

1. BKF
2. Anderson Penna
3. Fountain Head (Psomas Sub-consultant)

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

Date of Report: June 1, 2017

**ITEM NO. 17**

The three-member evaluation team consisting of Robert A. Garcia, Capital Improvements Manager; Jose Larios, Engineering Intern; and Noe Negrete, Director of Public Works, reviewed each of the proposals based on project-specific criteria to include the firm's capability to perform the work, project understanding, project team qualifications and relevant experience, references and cost proposal.

The results reflect Psomas as the highest rated firm. Attached evaluation summary of the proposals is included with the report along with the agreement and the proposal submitted to the City on May 17, 2017. The proposals submitted to the City, the evaluation and interview score sheets are on file in the Public Works Department.

**FISCAL IMPACT**

Proposed funding for Residential South Streets Improvement Design-Year 1 (Gridley Road, Dunning Street, Darcy Street) is included in the Users Utility Tax/ Capital Improvement Plan Fund.

**INFRASTRUCTURE IMPACT**

The proposed Residential South Streets Improvement Design-Year 1 (Gridley Road, Dunning Street, Darcy Street) will extend the service life by approximately 10 years and reduce pothole repairs maintenance costs.



Thaddeus McCormack  
City Manager

**Attachment:**

1. Evaluation Summary
2. Agreement
3. Psomas Proposal

**City of Santa Fe Springs**  
**On-Call Profesional Engineering Services**  
**Residential South Streets Improvement Design-Year 1**  
**(Gridley Road, Dunning Street, Darcy Street)**  
**Evaluation Summary**

Criteria	1			2			3		
	Psomas			Anderson Penna			BKF		
	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3
Expereince and Capability of the Firm	14	13	11	14	10	10	14	13	11
Project Manager	17	15	16	17	18	17	17	17	16
Project Team	16	18	15	16	16	15	15	18	15
Project Understading and Approach	18	18	16	16	16	11	16	14	16
Past Experience and References	8	8	9	10	7	8	7	8	8
Pricing	14	14	10	11	13	8	12	7	7
Subtotal Scores:	87	86	77	84	80	69	81	77	73
Avergae Scores:	83			78			77		



**CITY OF SANTA FE SPRINGS  
SHORT FORM PROFESSIONAL SERVICE AGREEMENT**

THIS AGREEMENT, made and entered into this 8th day of June 2017 by and between the **CITY OF SANTA FE SPRINGS** (CITY), and **Psomas**, (CONSULTANT) is entered into in consideration of the mutual covenants and promises contained herein. The Parties do mutually agree as follows:

1. CONSULTANT will provide services (SERVICES) as outlined in attached proposal and shall organize, supervise, prepare and complete said SERVICES as set forth therein.
2. CITY shall compensate CONSULTANT for the SERVICES as detailed in the letter of quote, dated May 17, 2017, in the total amount of \$62,030.00. CONSULTANT shall not receive additional compensation in excess of the above amount unless previously approved in writing by the CITY. Such compensation shall become payable on a periodic time schedule as approved and agreed to by CITY and the CONSULTANT.
3. CONSULTANT hereby acknowledges that obtaining a City business license may be required to perform the SERVICES specified in this Agreement.
4. The parties hereto acknowledge and agree that the relationship between CITY and CONSULTANT is one of principal and independent CONSULTANT and no other. CONSULTANT is solely responsible for all labor and expenses associated with the performance of the SERVICES. Nothing contained in the Agreement shall create or be construed as creating a partnership, joint venture, employment relationship, or any other relationship except as set forth between the parties. This includes, but is not limited to the application of the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provision of the Internal Revenue Code, the State Revenue and Taxation Code relating to income tax withholding at the source of income, the Workers' Compensation Insurance Code, 401(k) and other benefit payments and third party liability claims. CONSULTANT specifically acknowledges that CITY is not required to, nor shall, provide Worker's Compensation Benefits Insurance for CONSULTANT. Notwithstanding the above, CONSULTANT hereby specifically waives any claims and/or demands for such benefits.
5. CONSULTANT shall defend, indemnify, hold free and harmless the CITY and its appointed and elected officials, officers, employees and agents from and against any and all damages to property or injuries to or death of any person or persons, including attorney fees and shall defend, indemnify, save and hold harmless CITY and its appointed and elected officials, officers, employees and agents from any and all claims, demands, suits, actions or proceedings of any kind or nature, including but not by way of limitation, all civil claims, worker's compensation claims, and all other claims resulting from or arising out of the negligent or willful acts, errors or omission of CONSULTANT, in the performance of the Agreement.
6. CONSULTANT will not be required to follow or establish a regular or daily work schedule. Any advice given to the CONSULTANT regarding the accomplishment of SERVICES shall be considered a suggestion only, not an instruction. The CITY retains the right to inspect, stop, or alter the work of the CONSULTANT to assure its conformity with this Agreement.
7. CONSULTANT shall comply with CITY's Harassment Policy. CITY prohibits any and all harassment in any form.
8. CONSULTANT shall obtain the following forms of insurance and provide City with copies therewith:
  - a. Commercial General Liability Insurance with minimum limits of one million dollars (\$1,000,000) per occurrence and,
  - b. Automobile Insurance covering all bodily injury and property damage incurred during the

performance of this Agreement, with a minimum coverage of \$500,000 combined single limit per accident. Such automobile insurance shall include all vehicles used, whether or not owned by CONSULTANT.

c. CONSULTANT shall comply with Workers' Compensation insurance laws of California.

CONSULTANT shall maintain the required insurances throughout the term of the contract, and shall have insurance agent send Certificate of Insurance to CITY, with CITY named as additional insured. A 30 day notice of cancellation is required.

9. This Agreement may be terminated by Agency for any reason at any time by providing written notice of such termination to the CONSULTANT.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

\_\_\_\_\_  
CONTRACTOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME (PRINT)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY NAME

Corporation ☐

Sole Proprietor ☐

Partnership ☐

LLC ☐

\_\_\_\_\_  
SSN OR TAX ID#

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
TELEPHONE NO.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

\_\_\_\_\_  
DATE

**City of Santa Fe Springs  
11710 Telegraph Road  
Santa Fe Springs, CA 90670  
(562) 868-0511**



May 17, 2017

**Noe Negrete**  
**Director of Public Works/City Engineer**  
City of Santa Fe Springs  
11710 Telegraph Road  
Santa Fe Springs, CA 90670

Re: Request for Quote – RESIDENTIAL SOUTH STREETS IMPROVEMENT DESIGN –  
YEAR 1

Dear Mr. Negrete:

Addressing the resurfacing needs within the Residential South Streets project are critical to providing safe and sustainable routes for motorists and residents alike. Psomas understands this need and has the plan in place to address pavement rehabilitation and ADA compliance while keeping costs within budget. The City of Santa Fe Springs can be confident in the professionalism, expertise, and experience that our team brings, having a proven track record of successfully delivering similar projects for multiple municipalities in Los Angeles County and throughout Southern California.

As our proposal demonstrates, Psomas is uniquely qualified to deliver this project within the allotted design period for the following reasons:

- *Pavement Design Specialist* | Psomas' pavement rehabilitation design experience is enhanced by the support of GMU Geotechnical, Inc., led by its Director of Pavement Engineering, Roger Schlierkamp, PE.
- *Experienced & Cohesive Team* | Every member of our project team has had hands-on experience on recent, similar projects with local agencies which allows minimal to no learning curve in the delivery of this project. Psomas' team will be led by Anissa Voyiatzes, PE, ENV SP, QSD serving as Project Manager. The City can rest assured that key personnel identified within the proposal will be committed to perform their tasks throughout the duration of the contract.
- *Our Commitment to Quality* | Psomas has the responsibility for the accuracy and completeness of the maps, plans, reports, and construction cost estimates under its scope of work and will meet

555 South Flower Street  
Suite 4300  
Los Angeles, CA 90071-2405

Tel 213.223.1400  
Fax 213.223.1444  
[www.Psomas.com](http://www.Psomas.com)

Mr. Noe Negrete

Page 2 of 2

May 17, 2017

Request for Quote – RESIDENTIAL SOUTH STREETS IMPROVEMENT DESIGN – YEAR 1

that responsibility through the implementation of a quality assurance plan. Our QA/QC Program is based upon the belief that *“Nothing is more important than design quality.”*

- *Responsiveness* | Psomas' company headquarters are in downtown Los Angeles. Anissa can be on-site or at your City Hall in 25 minutes. We pride ourselves with our commitment to being available and adaptive to every project. The Psomas Team will provide exemplary responsiveness.
- *Cost Control* | In these challenging economic times it is incumbent upon every agency and its consultants to optimize the return on every dollar spent on capital improvement projects. Psomas is highly cognizant of this obligation and has the schedule, cost and quality control methods that have produced an excellent track record of delivering complete and accurate PS&E packages that meet the schedule and are within budget.

Most importantly, the Psomas Team has the necessary resources and expertise to get the job done. As a premiere engineering and surveying firm, Psomas offers the City a team of professional experts that specialize in Public Works transportation projects. The team we offer to you has a history of working together on similar projects. Our work plan and schedule are structured to satisfy the City's budget and schedule.

Thank you for the opportunity to submit the enclosed proposal.. We are confident you will find our Team's experience and capabilities to be an excellent match to the needs of this project, and we stand ready to commence work immediately. If you have any questions or need additional information, feel free to contact me at (213) 223-1461, or at [avoyiatzes@psomas.com](mailto:avoyiatzes@psomas.com). We look forward to developing our relationship with the City and to building one with you, Mr. Negrete.

Sincerely,

PSOMAS



Anissa Voyiatzes, PE, ENV SP, QSD  
Vice President / Senior Project Manager





## Firm Overview and Personnel Experience

### FIRM OVERVIEW

Founded over 70 years ago, Psomas is a leading consulting engineering firm serving clients with a focus in the transportation and public works markets. Since 1978, we have been consistently providing top-notch professional design services to the public and private sector.

#### *Transportation and Public Works Services*

Over the past decade, our Transportation and Public Works Group has provided roadway and highway planning, design, and program management services to various agencies on State, Federal and locally-funded projects. Our clients have included Caltrans, numerous cities throughout Orange and Los Angeles counties, and the Ports of Long Beach and Los Angeles. Our services include:

- Highway and Roadway Planning and Engineering Design Services
- Design Surveys
- Right-of-Way Engineering and Mapping
- Environmental Planning and Documentation
- Construction Observation and Contract Administration
- Constructability Reviews
- Program Management Services

In the following pages of this proposal, our team demonstrates an approach that takes into consideration the City's short-and long-term objectives proposed for the residential street rehabilitation.

### PSOMAS TEAM PARTNER

#### GMU Geotechnical, Inc.

##### *Geotechnical/Pavement Recommendations*

GMU Geotechnical, Inc. (GMU) has built a strong reputation as a trusted consultant for some of the most challenging and recognizable projects located in Southern California. GMU approaches each project with the objective of developing innovative geotechnical and pavement engineering solutions. They make it a personal goal to find cost-effective and implementable solutions.

### SIMILAR ROAD REHABILITATION EXPERIENCE

The Psomas Team has a proven record of successfully completing similar projects for various cities and municipalities in Southern California. This record demonstrates our capability and expertise to address the challenges in delivering improvements needed for this project. Psomas is supported by partner, GMU Geotechnical, a respected firm who we partner with frequently, and who are specialists in pavement engineering. Our team's experience working on recent and relevant projects is summarized in the table below.





## Firm Overview and Personnel Experience

PROJECT	Pavement Design	Drainage Design	Traffic Engineering	ADA Compliance
<b>Lantern District Pacific Coast Highway/Del Prado Town Center</b> City of Dana Point, CA	✓	✓	✓	✓
<b>Gilbert Street Reconstruction</b> Orange County, CA	✓	✓	✓	✓
<b>Anaheim Street Rehabilitation and Reconstruction</b> Port of Long Beach, CA	✓	✓	✓	✓
<b>Crenshaw Boulevard Rehabilitation</b> City of Torrance, CA	✓	✓	✓	✓
<b>Rosecrans Avenue Arterial Improvements</b> City of Gardena, CA	✓	✓	✓	✓
<b>Hawthorne Boulevard Rehabilitation</b> City of Torrance, CA	✓	✓	✓	✓
<b>Pacific Coast Highway Traffic Congestion Relief</b> City of Dana Point, CA	✓	✓	✓	✓
<b>Vermont Avenue Arterial Improvements</b> City of Gardena, CA	✓	✓	✓	✓
<b>El Toro Road Traffic and Landscape Improvements</b> Lake Forest, CA	✓	✓	✓	✓
<b>Arterial Highway Rehabilitation Program</b> Dana Point, CA	✓	✓	✓	✓
<b>Avenue R Complete Streets and Safe Routes to Schools</b> City of Palmdale, CA	✓	✓	✓	✓
<b>Pearblossom Highway Street Reconstruction</b> City of Palmdale, CA	✓	✓	✓	✓
<b>Wilshire Bus Rapid Transit (BRT)</b> City of Los Angeles, CA	✓	✓	✓	✓
<b>Avenue S Widening Phase II Improvement Project</b> City of Palmdale, CA		✓	✓	✓
<b>Various Pavement Rehabilitation Projects (GMU Geotechnical)</b> City of San Juan Capistrano, CA	✓	✓	✓	✓
<b>MacArthur Boulevard Pavement Rehabilitation Project (GMU Geotechnical)</b> City of Newport Beach, CA	✓	✓	✓	✓
<b>Portola Parkway Rehabilitation Project (GMU Geotechnical)</b> City of Lake Forest, CA	✓	✓	✓	✓
<b>2015 Residential Street Rehabilitation Project (GMU Geotechnical)</b> City of Garden Grove, CA	✓	✓	✓	✓





## Firm Overview and Personnel Experience

### TEAM OVERVIEW

The team members we are proposing were handpicked specifically to address the requirements of this project and have the necessary experience and expertise to get the job done correctly. As demonstrated in this section, each team member is an experienced professional, capable of delivering elements to this project for allowing it to be completed on schedule and within budget constraints.

As Vice President, and a Transportation and Public Works Team Leader, **Steven Frieson, PE, ENV SP**, will serve as Officer-In-Charge and QA/QC Manager. Steven offers more than 34 years of extensive experience in managing roadway and transportation projects throughout Southern California. Steven will ensure this project is submitted accurately and completely, and that all required resources are provided to deliver the assignments on time and on budget, achieving the City's goals and objectives.

#### Project Manager

**Anissa Voyiatzes, PE, ENV SP, QSD**

Psomas is proud to offer Anissa Voyiatzes to serve as Project Manager and the City's main point of contact for this project. She has outstanding organizational and leadership skills, and extensive experience working with Public Agency staffs, County Boards of Supervisors, Commissions, and the general public. Anissa's 24 years of experience in managing and delivering roadway rehabilitation/reconstruction and public works capital improvement projects and programs for cities throughout Orange, Los Angeles, and Riverside Counties, as well as her current experience as Project Manager for contracts with local and regionally funded projects, will serve the City well on this contract. She has a proven approach and engaging management style, coupled with her comprehensive understanding of typical key issues for this type of project, makes Anissa a perfect fit for the Project Manager role.

Ms. Voyiatzes has 24 years of experience in civil engineering planning, design, program and project management for transportation and public works facilities. These projects have included roadway rehabilitation, reconstruction, beautification and streetscape projects that required extensive coordination, utility engineering, vehicular and pedestrian bridges, roadway widening, site grading, food control facilities, drainage systems, sewer and water systems, parking lots and retaining walls. She specializes in public works projects for clients in Southern California. Her experience includes project management and design for improvement roadway plans, grading plans, and storm drain plans that incorporate sustainable design practices.





Over the past decade, our Transportation and Public Works Group has provided roadway and highway planning, design, and program management services to various agencies on State, Federal and locally-funded projects. Our clients have included Caltrans, numerous cities throughout Orange and Los Angeles counties, and the Ports of Long Beach and Los Angeles. Our services include:

Public transportation is all about the public. The focal points and primary public facilities should be readily visible, easily accessible, and promote a sense of a safe, secure, and comfortable environment. The City of Santa Fe Springs intends to retain a consultant engineer to perform an evaluation of the existing roadway pavement conditions, develop rehabilitation recommendations and prepare the construction documents (PS&E) for the pavement rehabilitation of the following residential streets:

#### South – Residential 1

Street	From	To	Length (ft)	Area (sf)
1. Gridley Road	Darcy Street	Longworth Avenue	910	28,210
2. Dunning Street	Longworth Avenue	END	520	18,720
3. Darcy Street	Orr and Day Road	END	915	31,110



Figure 1 – Typical Project Street Condition

Psomas has assembled a comprehensive, dedicated, and experienced team of professionals who have performed a site and roadway conditions evaluation to ensure we have a thorough understanding of the surrounding community and necessary improvements. Cost effective roadway rehabilitation and ADA compliance is our specialty, making the Psomas Team the perfect fit for this project. Our Team will be led by Anissa Voyiatzes, a California-licensed Civil Engineer whose vast amount of experience and expertise will help guide this project to success. The benefit to the City is that we can hit the ground running since our team has

a wide range of experience in various aspects of roadway/highway design, pavement/materials engineering, and has recently completed projects similar to the Residential South Streets Improvement Design project.

**Site Conditions** | These streets are classified as minor residential, therefore care will be needed to be taken in developing the directions to the Contractor that provides the utmost safety and accessibility during construction. In addition to the rehabilitation of the pavement, the design will address deficiencies in the curb and gutter, as well as the pedestrian pathway of travel. The City of Santa Fe Springs has lovely, well-maintained





residential neighborhoods and well-built sidewalks and driveways. The majority of these improvements have aged well and are in good condition. There is evidence of minor degradation in curb, gutter, and sidewalks, but overall the



Figure 3 - Curb and Gutter Uplift

they are compliant.

Psomas specializes in the compliance evaluation and design of curb ramps. Our ADA experts will verify if the ramp needs to be fully replaced, or if modifications will bring it to code, thereby finding the most economical solution. If a full replacement is necessary, most cases will be addressed by using current ADA standard plans, but in the unique cases where a standard needs to be modified to join the existing improvements, our designer will develop details for the construction of a compliant ramp. We also will locate and document impacts to the pedestrian path of travel, such as sidewalk uplift and lack of an ADA path at alleys. Based on discussions with the City, the 4-foot sidewalk width is acceptable.



Figure 2 - Localized Gutter Depression

streets look great.

**ADA Compliance** | The design team will evaluate each street for its compliance with current American with Disabilities Act (ADA) Standards. Top priority will be to install curb ramps where none currently exist. The team will also evaluate existing curb ramps to determine if



Figure 4 - Non-Compliant Ramp





Figure 5 - No Curb Ramp

valves, will be needed and will be shown accordingly on the improvement plans. We assume no utility impacts will require relocations, but based on the City's past experience of shallow water laterals, the construction documents will make clear the Contractor's responsibility to locate and protect all utilities. We intend to map known underground utilities using the ASCE Subsurface Utility Depiction Guidelines, SUE, in full removal areas. If, during the design there is a concern for the safety of utilities in a specific area, we will discuss with the City the need to add utility investigation services to the design phase as an additional service.

**Pavement Evaluation |** The pavement of the streets shows signs of degradation and the need for rehabilitation. Our team of pavement experts, including our geotechnical team partner, GMU, will evaluate the roadway conditions and develop pavement recommendations based on cost, constructability, and factors that are unique to residential streets. Areas of full pavement section replacement will be clearly identified in the construction documents.

**Utility Research |** Psomas will perform research and submit notification to the relevant utility companies within the project limits. Adjustments to grade of existing utility surface features, such as manholes and

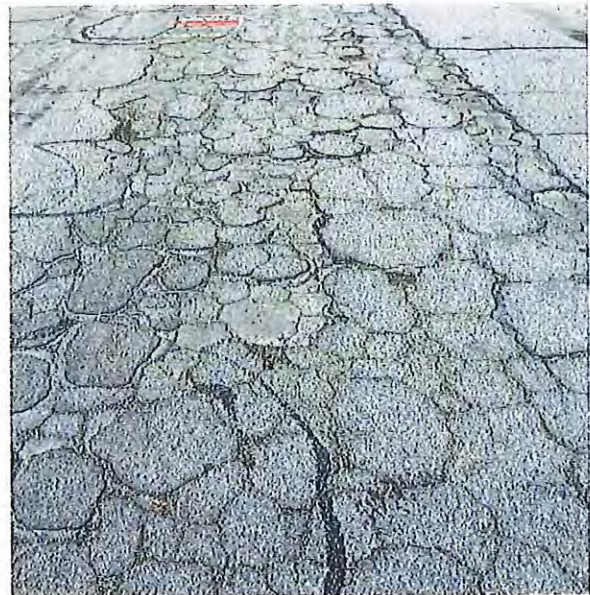


Figure 6 - Roadway Pavement Condition





## Project Management Approach

Psomas' approach to project delivery involves a combination of administrative or management steps and procedures that ensure the project scope objectives are met, on time and within budget. The elements of the project management effort can generally be identified as communication, documentation and quality control. Anissa has the project management tools in place to ensure all aspects of the delivery process are implemented, and the goal and expectation of the City staff are met.

### **Communication**

Communication starts with scope negotiation, a signed contract and a kick-off meeting and continues through the completion of the project. Without communication, a project will simply not be delivered. Psomas takes great pride in our communication protocols, and abilities. Our ultimate goal is to be an extension of City staff, ensure the City's project manager is always up-to-date on the status of each task, and there are no surprises.

### **Documentation**

Proper documentation is critical for all projects, but especially for projects funded with multiple funding sources including local, state, and federal dollars. Psomas Team members have a wealth of experience delivering projects for local agencies that used local, state, and federal funds. We have excellent working relationships with METRO and Caltrans District 7 Local Assistance staff, which has proven quite valuable to our clients, and have a thorough understanding of the document control procedures required.

Psomas' document control management policies ensure files are complete and accurate and meet the requirements of the funding source. Our typical monthly project progress reports include the status of deliverables, utility and outside-agency efforts, cost and schedule snapshot and analysis, and issues discussion and recommended resolution actions. These monthly progress reports will be tailored to the needs and desires of the City.

In combination, Psomas' skills and efficiency in communications, coordination and documentation will provide the City with a transparent process for the duration of the project. From individual accountability to stakeholder communications and coordination; minor design decisions to recommendations for project funding sources, a well-conceived and accurate document control system must be in place as part of the overall project delivery methodology.

### **Quality Assurance / Quality Control**

Psomas has the responsibility for the accuracy and completeness of the maps, plans, reports, and construction cost estimates under its scope of work and will meet that responsibility through the implementation of a quality assurance plan. Our QA/QC Program is based upon the belief that "Nothing is more important than design quality."

The individuals responsible for our Quality Control Program (QCP) are the project manager, and the quality control manager. Our QCP will be implemented over the length of the project, and is not merely a series of individual events/plan checks at a few points on the schedule. There are three major stages in our QCP: quality assurance (are we doing the right things?), quality control (are we doing things right?), and post-completion





quality evaluation (what can we do better?). Couple the three stages with a robust training program, and you have a staff with the experience, expertise, and the QA/QC tools to ensure a quality product every time.

In the quality planning stage Psomas uses the kickoff meeting to determine your QCP expectations. Steven Frieson, our Quality Assurance Manager, will then develop a work plan with the project manager based upon the client's input, the schedule, and the budget. The work plan identifies specific work products and establishes a set of relevant measures and standards of quality for each of those products.

Once work on the project begins, we move on to the quality control stage. In this stage we track the execution of the work plan, review our designs and work products, and communicate with the client and team members. We provide project information through our cloud based file sharing tools, allowing all team members to monitor the progress of our work plan. In this stage, the Quality Control Manager also facilitates detailed technical reviews of our field work, and design and those of all team members, to ensure that they meet the quality standards defined in the quality planning stage. This review is continuous throughout the life of the project and ensures a smooth and buildable final product.

We have enhanced this stage by taking advantage of new technologies and now save a master plan set in a cloud environment to reduce the amount of coordination errors. By having all team members reviewing, and commenting on only one document, we can track the comments and the coordination effort.

Finally, during the post-completion quality evaluation stage, we solicit verbal and written feedback from our client and team partners to assess our overall performance and identify improvement opportunities. All of these elements contribute to the success of our design review process.





## Scope of Work

### Task 1. Pre-Design Phase

The Psomas Team has the scope outlined in the Request for Quote and provides the follow scope of work to respond to the Request. This scope is based on a field review, discussion with City staff, and our knowledge and experience gain from years of successfully completing similar pavement rehabilitation projects.

#### 1.1 – Project Management & Administration

Following the Psomas Project Management Approach, The Psomas Team, led by Anissa Voyiatzes, will provide management and coordination through the life of the project. Starting with a kickoff meeting and continuing throughout the design phase, Psomas will provide on-going coordination with the City's project manage and stakeholders. The number of meetings and hours of coordination is defined in the project fee schedule

#### 1.2 – Preliminary Engineering

**Research and Data Collection** | Psomas will perform research, collect and review available information pertaining to the project, including existing survey data from as-built improvement plans, City maps, mylars of aerial photographs, utility information, and other available record data.

**Field Investigation** | The Psomas Team will conduct field investigations to verify all the topo base file and the existing features, and to identify all the relevant features. The field review will include design work necessary to inspect the project site with respect to needs for preparing engineering plans, including ADA accessibility and compliance. Existing physical street improvements, utilities and obstructions, signing and striping and other relevant items would be located in the field with sufficient precision to be shown accurately on the design plans. All information obtained from records would be verified in the field in conjunction with this review.

**Utility Investigation and Base Mapping** | Psomas will request maps and records from utility owners with facilities within the project limits and field verify the major utilities that are impacted. Utilities will be plotted on the project base sheets from the data received combined with the above ground utility features obtained from the field review. Based maps will be prepared following the guidelines of the Subsurface Utility Engineering (SUE) process, ASCE Guidelines for Depicting Underground Utilities.

Psomas has developed a detailed Utility Notification Matrix (Notification and Response Log) that will be used to record the utility's information and to document the coordination. The matrix will be kept up to date, and will be made available to the City, along with all responses and atlas maps.

Psomas will send out the first utility notice within five (5) days of the Notice to Proceed. We will follow up with the utility companies that have not responded within the first two weeks. As soon as the 75% plans are complete, second notices will be sent which detail the potential conflicts. At that point, if necessary,





Psomas will schedule field meetings with the affected agencies. One (1) utility field meeting is estimated and provided for in our scope and fee herein.

**Topographic and Boundary Survey** | Psomas will prepare Survey Base Maps for the project that will be used as the basis for design for the Team. The Base Map will be prepared using both Scanning and Conventional Surveying. The Scanning will provide maximum safety for the survey crews and the public by keeping the crews off of the streets while the Conventional Surveying will fill in the gaps missed by the Scanning and tie it all together. The following will be included in the mapping:

1. The extent of the mapping will be centered on those portions of Gridley Road, Dunning Street and Darcy Street noted per the RFP and will extend from back of walk to back of walk, full width of the street.
2. The centerline of the streets will be established based on found city centerline monuments of record while the Right-of-Way will be based on either LA County Assessor's Maps and/or underlying maps of record.
3. The centerline of the streets will be based on record data. In addition, the horizontal and vertical location of intersecting streets curbs will be obtained 50 feet past the BCR's.
4. Plan view cross section elevations will be shown every 50 feet and will be taken at back of walk, top of curb, flow line, edge of gutter, grade breaks, lane stripes and centerline as well as half of the intersections of intersecting streets.
5. All surface visible signs of improvements within the Right of Way will be located, including visible signs of utilities (excluding any invert elevations), signs, trees with trunk sizes, shrubs, cross gutters, local depressions, driveways, etc.

The Final Deliverable will consist of an AutoCAD file and accompanying DTM and will be based on State Plane coordinate values (NAD83) and a locally based vertical datum (NAVD88).

#### EXCLUSIONS

Obtaining the location of any monuments of record, including street centerline monuments, in support of Monument Preservation. It is assumed that the Contractor will be responsible for both monument Preservation and Restoration services.

**Pavement Evaluation** | The Psomas Team led by GMU will perform the Pavement Evaluation and provide recommendations based on the follow tasks:

1. Document Review, Pavement Surface Condition Assessment, and Dig Alert Coordination
  - GMU will perform a document review of existing as-built drawings. The information gathered from this review will be considered when performing engineering analysis (i.e., existing pavement section thicknesses, location of underground utilities, date of pavement construction, etc.).





- GMU will perform a limited pavement surface condition assessment to identify the type, extent, and severity levels of the pavement distresses in general accordance with ASTM D 6433.
- Pavement coring locations will be marked and Dig Alert (Underground Service Alert) will be notified to assess potential conflict with known underground utilities prior to performing pavement corings.

## 2. Subsurface Exploration

GMU will obtain a "No-Fee Excavation Permit" from the City of Santa Fe Springs for the proposed subsurface exploration. We have assumed permits from other agencies are not required.

- Pavement corings will be performed to a maximum depth of four feet below the top of the existing asphalt concrete surface using an electric-powered core drill. Sampling and digging below the AC section will be performed using hand tools. The thickness of the existing asphalt concrete (AC) and aggregate base (AB), if present, will be recorded. A bulk sample of the subgrade soil will be collected. At select locations, drive sample will be collected at the top approximate six inches of the subgrade to gather in-place density and moisture information. Upon completion of the sampling, the core hole will be back-filled with soil cuttings or other suitable backfill materials and asphalt concrete cold patch.
- GMU will perform the following number of pavement corings:
  - Project 1: South – Residential 1: 6 corings (1 day)
    - Gridley Road (Darcy Street to Longworth Avenue): 2 corings total (1 near each end)
    - Dunning Street (Longworth Avenue to Cul-de-sac): 2 corings total (1 near each end)
    - Darcy Street (Orr and Day Road to Cul-de-sac): 2 corings total (1 near each end)
- Traffic control for Project 1 will consist of cones to redirect vehicles around the work zone,

## 3. Laboratory Testing

Laboratory testing will be conducted on the samples collected from the field investigation program. Laboratory tests will include:

- R-value;
- Sieve No. 200 wash for soil classification;
- Atterberg Limits for soil classification;
- Maximum density and optimum moisture content;
- In-place moisture/density; and





- Sulfate content.

The quantity of testing has been estimated based on our experience on similar past projects. Additional lab testing may be required to develop specific types of pavement repair recommendations (i.e., unconfined compressive strength when implementing full-depth reclamation pavement reconstruction).

#### 4. Pavement Analysis

Pavement engineering analysis will be performed in accordance with the Caltrans Highway Design Manual. This methodology considers the relationship between the traffic index (TI), subgrade soil strength (through R-value testing), and the gravel factors of the various pavement layers. We assume that 10- and 20-year traffic indexes (TI) will be provided to us for use in our analysis.

#### 5. Pavement Evaluation Report

A final report will be prepared to summarize our findings, conclusions, and recommendations. The final report will include:

- Summary of information gathered from the document review;
- Project location map;
- Subsurface exploration location map;
- Pavement coring information (asphalt concrete thickness, fabric if encountered, aggregate base thickness, subgrade soil type, etc.)
- Select photographs of the pavement surface condition;
- Laboratory testing results;
- Conclusions regarding the potential causes of the pavement deterioration; and
- Pavement repair and rehabilitation recommendations (including thickness recommendations);

The final deliverable will include two pavement repair recommendations will be provided for each segment. The final report will be signed and stamped by a California registered geotechnical engineer.

#### **ASSUMPTIONS**

- We have assumed that traffic control plans are not required. If required, traffic control plans can be developed for an additional cost.
- We have assumed that pavement corings will be performed outside of Caltrans' or other agencies' right-of-way. Costs to obtain an encroachment permit to perform pavement corings within the Caltrans or other agencies' right-of-way is not included.
- We have assumed that the City will provide a free of charge permit for our field investigations. We have assumed that permits from other agencies will not be required and costs to obtain such permits have not been included.





- We have assumed backfilling the boreholes with the soil cuttings and surfacing them with AC cold patch is acceptable. Sand blasting spray mark, pavement grinding, and hot asphalt patch were not considered in our cost estimate.
- This proposal specifically excludes the assessment of environmental characteristics, particularly those involving hazardous substances at the site. In the event that obviously suspicious subsurface materials are encountered visually or by odor in the geotechnical test borings, such drilling will be immediately terminated until we receive direction from you. GMU will notify you as soon as possible of such an occurrence, and we will both mutually decide whether to continue, modify, or cease the remainder of the drilling program and whether an environmental assessment should be conducted. All added costs incurred because of suspected hazardous substances will be charged on a time-and-expense basis over and above the established fees for the site investigation.

## **Task 2. Design Phase**

### **2.1 – Design Plans**

The improvement plans will address the internal QA/QC comments, all surface utility feature dispositions, the limits of full removal areas in the roadway and parkway, and the reconstruction in kind of existing improvements damaged during construction.

Plans will be prepared for the 75%, 90%, and 100 % design level of completion based on the findings of the Preliminary Design Phase. It is assumed that the PS&E will be submitted as one package and that each submittal will be subject to review by the City. Comments from each review cycle received within the established time frames will be reviewed, discussed, and incorporated into the next scheduled PS&E submittal. Signature blocks for City will be added to the plans as appropriate.

The Psomas Team will meet with the City, as-needed, at each review to discuss the design and to clarify any comments, or responses to comments prior to finalizing the submittal. Comments received by the utilities and third party entities will be incorporated into subsequent submittals. All comments will be reduced to a matrix so that the responses can be tracked by Psomas and the City.

The plans will include the following:

- Title Sheet - 1 sheet
- Construction Notes, Details, and Typical Cross Sections - 2 sheet
- Roadway Rehabilitation Plan and Profile (1 inch=20 feet H, 1 inch=2 feet V) - 7 sheets
- Pavement Delineation Plans (to be shown on the Roadway Plans) -0 sheets

### **2.2 – Cost Estimate**

The Psomas Team will prepare an Engineer's Construction Cost Estimate to be included in the 75%, 90% and 10% final submittals. A final Contract Item List (Bid Sheet) for all work items shown on the plans will be





prepared for the final submittal. The cost estimate will include quantities and unit costs with back up information as necessary.

This opinion of probable construction cost is based on recent bid results on similar projects and will be reviewed by our Construction Management team. The Engineer's Estimate will be developed based on our database of unit costs, with consideration of project size and location. Nevertheless, the competitive and unstable nature of the construction market creates an environment that can have differing outcomes of the Contractor bid pricing. Psomas cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost as prepared by the Engineer.

### **2.3 Specifications and Contract Documents**

The Psomas Team will prepare specifications and Contract Documents using the City of Santa Fe Springs' boilerplate. The specifications will be submitted along with the plans to the City at 90% and 100% final submittals for approval. An outline only will be included with the 75% submittal. The Team will also prepare any special provisions relating to our design work, if needed. The traffic engineering design will conform to the Caltrans standard specifications and Standard Plans, while the roadway improvement design will conform to the Greenbook: Standard Specifications for Public Works Construction.

The following services can be provided upon request, but are not a part of this proposal:

1. Storm water system improvements
2. Construction Phase services
3. Record Drawing Preparation
4. Community Outreach Services
5. Traffic Engineering Services, beyond replacement striping plans
6. Utility Investigation Services, including potholing
7. Traffic Control / Detouring Plans

City of Santa Fe Springs  
On-Call Engineering Services  
Street Improvement Design Year 1  
Residential South Streets  
May 17, 2017  
Revised May 25, 2017

PSOMAS

WORK BREAKDOWN STRUCTURE (WBS) DISCRIPTION	QA \ QC Manager & Constructibility Manager	Project Manager: Anissa Voylatzes	Project Engineer: Vincent Hellens	Staff Engineer: Hugo Camberos	Project Assistant: Giovanna Tsouloufas	Total Hours	Direct Labor Subtotal	PSOMAS SURVEY	Geotechnical: GMU	Total Cost	
	\$215	\$190	\$145	\$110	\$80						
Task 1. Project Management & Administration						53	\$ -	\$ -	\$ -	\$ -	
1.1 Project Management & Administration (including 5 meetings)	8	18	22		5		\$ 8,730	\$ -	\$ -	\$ 8,730	
1.2 Preliminary Engineering							\$ -	\$ -	\$ -	\$ -	
Research And Data Collection			2	4			\$ 730	\$ -	\$ -	\$ 730	
Field Investigation		1.5	8	8			\$ 2,325	\$ -	\$ -	\$ 2,325	
Utility Investigation and Base Mapping		1.5	8	16	3		\$ 3,445	\$ -	\$ -	\$ 3,445	
Topographic and Boundary Survey				4			\$ 440	\$ 11,520	\$ -	\$ 11,960	
Pavement Evaluation			4				\$ 580	\$ -	\$ 13,750	\$ 14,330	
Task 2. Design Phase						269	\$ -	\$ -	\$ -	\$ -	
2.1 Design Plans							\$ -	\$ -	\$ -	\$ -	
Title Sheet (1 Sheet)				4			\$ 440	\$ -	\$ -	\$ 440	
Construction Notes, Details, and Typical Cross Sections - 2 sheet		1.5	4	14			\$ 2,405	\$ -	\$ -	\$ 2,405	
Roadway Rehabilitation Plan and Profile (1 inch=20 feet H, 1 inch=2 feet V) - 7 sheets		6	25	51			\$ 10,375	\$ -	\$ -	\$ 10,375	
Pavement Delineation Plans (to be shown on the Roadway Plans) - 0 sheets							\$ -	\$ -	\$ -	\$ -	
2.2 Cost Estimate		2	6	16			\$ 3,010	\$ -	\$ -	\$ 3,010	
2.3 Specifications and Contract Documents (Outline Only with 75% submittal)		6	16		4		\$ 3,780	\$ -	\$ -	\$ 3,780	
						\$ -	\$ -	\$ -	\$ -		
PROJECT TOTAL =	8	37	95	117	12	269	\$ 36,260	\$ 11,520	\$ 13,750	\$ 61,530	
STAFF UTILIZATION =	3%	14%	35%	44%	4%		Reimbursables (Final Submittal Bond Only)				\$ 500
							Sub Total				\$ 61,530
							TOTAL FEE =				\$ 62,030





# *City of Santa Fe Springs*

City Council Meeting

June 8, 2017

## **NEW BUSINESS**

Transportation Services Agreement with Pupil Transportation Cooperative (PTC) - Authorization to Renew Contract

### **RECOMMENDATION**

That the City Council authorize the Mayor to execute the agreement with Pupil Transportation Cooperative (PTC) effective July 1, 2017 through June 30, 2019.

### **BACKGROUND**

Transportation Services coordinates excursion transportation for various City sponsored programs through charter services. Examples of transportation services provided are: transportation for area high school students to the Museum of Tolerance and for participants of the Every 15 minutes program through our Family and Youth Intervention Department. An average of 20 trips are provided every summer for participants of the summer camp program to places such as Seal Beach, Knott's Berry Farm and Medieval Times. The Parks and Recreation Services Division of Community Services sponsors trips for residents to enjoy such as the Strawberry Festival in Oxnard and Whale Watching.

Pupil Transportation Cooperative (PTC) has provided reliable charter services for City programs for the past 10 years and as such, we are seeking authorization to renew our agreement with PTC for a period of two years effective, July 1, 2017 through June 30, 2019. Our current contract expires on June 30, 2017; in order to continue utilizing PTC services a new contract agreement is required.

### **FISCAL IMPACT**

The Public Works FY 2017-2018 budget includes \$58,800 for Charter Services.

A handwritten signature in blue ink, appearing to read "Thaddeus McCormack".

Thaddeus McCormack  
City Manager

### **Attachment:**

1. Contract Agreement
2. Field Trip Rate

Report Submitted By:

Noe Negrete, Director  
Department of Public Works

Date of Report: May 25, 2017

**ITEM NO. 18**

# CONTRACT AGREEMENT FOR TRANSPORTATION SERVICES

## CONTRACTOR

Pupil Transportation Cooperative

## CITY

City of Santa Fe Springs

Hereby mutually agree to the following:

### I. Service

- (a) The Contractor shall provide transportation services to the City of Santa Fe Springs as needed, to perform extra curricular and athletic services transportation when the Contractor's vehicles and personnel are available for hire.

### II. Vehicle & Driver Requirements

- (a) The Contractor shall comply with all the provisions of the California Vehicle Code and Rules and Regulations pertaining to pupil transportation established by the California State Department of Education and the California Highway Patrol.
- (b) Contractor's drivers must possess a valid California Driver's License (Class A or B), valid medical certificate, and a California Special Driver's Certificate for a school bus or SPAB (School Pupil Activity Bus) vehicle.
- (c) Prior to departure from the requisitioning site, the City of Santa Fe Springs has the right to perform a visual inspection of the vehicle and to inspect the driver's license and certificates for validity to insure proper compliance with all safety and driver regulations.

### III. Insurance

Contractor shall obtain, at its sole cost and expense and keep in force throughout the term of the Agreement the following insurance coverage:

- a. Minimum two million dollars (\$2,000,000.00) combined single limit public policy liability insurance for bodily injury and property damage with the City named as an additional insured. This coverage shall include business automobile liability insurance or an equivalent form with a limit of not less than \$1,000,000 each accident with the City named as additional insured. Such insurance shall include coverage for owned, leased, hired, and non-owned automobiles.



- b. Workers' Compensation Insurance in the statutory amount required by the State of California with the City named as an additional insured.

Further, Contractor shall obtain any additional kinds and amounts of insurance which, in its own judgment, may be necessary for the proper protection of any of its officers', employees', agents, or authorized subcontractors' own actions during the performance of this Agreement. Said policy or policies shall be in a form to be reasonably approved by the City and shall name the City, the City Council, its officers, agents and employees as additional insured by an endorsement to the policy. Said endorsement shall provide that the City shall receive not less than thirty (30) days prior written notice of cancellation of any policies of insurance required hereunder.

**IV. Hold Harmless & Indemnification**

- (a) Pupil Transportation Cooperative agrees to defend, indemnify and hold harmless the City of Santa Fe Springs, its trustees, employees and agents, from any and all claims, liabilities, or losses, including attorney fees, for injuries and/or damages resulting from the actions and/or omissions of Pupil Transportation Cooperative, its employees and agents.
- (b) The City of Santa Fe Springs agrees to defend, indemnify and hold harmless Pupil Transportation Cooperative, its employees and agents, individually and collectively, from and against any and all claims, liabilities, or losses, including attorney fees, for injuries and/or damages resulting from the acts and/or omissions of the City of Santa Fe Springs, its employees and agents.

**V. Tariff Rates & Invoices**

- (a) The Contractor shall provide the City of Santa Fe Springs with a current copy of its trip rates. Rate changes shall be mailed when available. Additional charges for cancellation, one-time charge, clean-up, etc. shall also be included.
- (b) The City of Santa Fe Springs will be responsible for payment to the Pupil Transportation Cooperative. Invoices should be submitted to the City of Santa Fe Springs in duplicate and must be itemized by trip location and date.

**VI. Miscellaneous**

- (a) The City of Santa Fe Springs has the right to cancel any excursion without liability for breach of contract if the Contractor does not comply with the conditions as set forth in this agreement.

- (b) If cancellation of any excursion occurs less than twenty-four (24) hours before a scheduled trip, a three (3) hour minimum will be charged. If cancellation occurs after bus(es) has/have departed the terminal, or if cancellation occurs at trip departure, a three (3) hour minimum plus mileage will be charged.
- (c) The Contractor shall be considered an independent contractor for the purpose of this agreement and not an employee or agent of the City of Santa Fe Springs.
- (d) This Agreement may not be sold, transferred or assigned by either party, or by operation of law, to any other person or persons or business entity, without the other party's written permission. Any such sale, transfer or assignment, or attempted sale, transfer or assignment without written permission may be deemed by the other party to constitute a voluntary termination of this Agreement and this Agreement shall thereafter be deemed terminated and void.
- (e) In the event any legal proceedings is instituted to enforce any term or provision of this Agreement, the prevailing party in said legal proceedings shall be entitled to recover attorneys' fees and costs from the opposing party in an amount determined by the Court to be reasonable.
- (f) Either party may terminate this Agreement with or without cause upon service of a thirty day (30) written notice to the other party.

This Agreement shall commence on July 1, 2017, and extend through June 30, 2019.

Signed by the authorized representatives of the Contractor and the City.

**CONTRACTOR:**

PUPIL TRANSPORTATION COOPERATIVE  
9401 South Painter Avenue  
Whittier, California 90605

By: Steve Bui

Title: Director

**CITY:**

City of Santa Fe Springs  
11710 Telegraph Road  
Santa Fe Springs

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

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

Board Approved: May 11, 2017

/dlw

**PUPIL TRANSPORTATION COOPERATIVE**

**FIELD TRIP RATE**

for

**NON-MEMBER DISTRICTS**

Effective November 1, 2011

**Weekdays/Weeknights:**

Minimum Flat Rate: \$255.94 (incl. 3hr min. + 40 miles)  
Additional hours & miles will be charged as follows:

\$49.30 per hr.

\$ 1.93 per mile

**Weekends and Holidays (see below):**

Minimum Flat Rate: \$285.34 (includes 3 hour minimum + 40 miles)  
Additional hours & miles will be charged as follows:

\$ 59.28 per hour

\$ 1.93 per mile

**Holidays:** There will be an additional assessment of \$11.67 per hour for Holidays.

**Cancellation:** If cancellation occurs less than twenty-four (24) hours before a scheduled trip, a Minimum Flat rate may be charged.

**CARGO VAN NOW AVAILABLE FOR TRANSPORTING BAND EQUIPMENT, SPORTS EQUIPMENT, OR LUGGAGE FOR YOUR MOUNTAIN TRIPS.**

10/01/11

dlb



# City of Santa Fe Springs

City Council Meeting

June 8, 2017

## **NEW BUSINESS**

Water Well No. 12 Engineering Design Services for Water Treatment System – Contract Amendment No.1

### **RECOMMENDATION**

That the City Council authorize and approve the Mayor to execute Contract Amendment No. 1 with CIVILTEC Engineering Inc. (Civiltec), in the amount of \$47,853.75, for additional design services, permitting process, and monitoring plan for Water Well No. 12.

### **BACKGROUND**

The City Council, at their meeting of July 28, 2016 authorized the Director of Public Works to award a contract to Civiltec in the amount of \$229,840.00 to design a water treatment system for Water Well No. 12. The original design concept was based on a Sodium Hypochlorite System with Multiple Pressure Vessels to remove the contaminants at Water Well No. 12. Traditionally, the contaminants associated with the water produced by Well No. 12 are easily treated and removed by a Sodium Hypochlorite System. During the pilot study conducted by Pure Flow in conjunction with Civiltec, obtaining the desired water quality results utilizing the Sodium Hypochlorite System was determined to be extremely labor intensive and not cost effective. With the Sodium Hypochlorite Treatment System not producing favorable results for the contaminants in Water Well No. 12, a second pilot study was then conducted utilizing an Ozone Generation System. The Ozone Generation System pilot study achieved the desired quality of water throughout the duration of the second study. At the conclusion of the second pilot study, It was determined that an Ozone Generation Treatment System would provide the more favorable and most cost effective results possible. At that time, a change in the design was determined necessary due to the poor results provided by the Sodium Hypochlorite System when compared to the results of the Ozone Generation System.

### **CURRENT STATUS**

The Water Well No. 12 Ground Water Treatment System design is currently complete with plans and specs out to bid and due on June 13, 2017. Due to the change in the overall treatment process from a Sodium Hypochlorite System to an Ozone Generation System, the permit to operate Water Well No. 12 issued by the Division of Drinking Water (DDW) must be resubmitted for DDW approval. Furthermore, a change in the amount of chemicals that are required to be stored to integrate with the Ozone Generation System requires a hazardous waste business plan per Chapter 6.95 of the California Health and Safety Code. In addition, Civiltec will be responsible for the implementation of a water quality monitoring plan which monitors water quality effluent results of the treated water.

Report Submitted By:

Noe Negrete, Director  
Department of Public Works

 Date of Report: June 1, 2017

**ITEM NO. 19**

The monitoring plan will be in place ensuring compliance will all of the DDW potable water goals and standards during the wells initial, and all future operations.

**FISCAL IMPACT**

The cost of the proposed contract will be funded by the Utility Users Tax Capital Improvement Fund.

**INFRASTRUCTURE IMPACT**

With the addition of a water treatment system, Water Well No. 12 will provide a high capacity source of potable water for the City's residents and businesses. This new source of water will improve system reliability and efficiency throughout the City's water distribution network. Furthermore, it will reduce the City's cost of purchasing water from outside sources which continue to increase their water rates and charges.



Thaddeus McCormack  
City Manager

**Attachment:**

1. Contract Amendment No. 1
2. Original Agreement



**CONTRACT AMENDMENT NO. 1**  
**WATER WELL NO 12 ENGINEERING DESIGN SERVICES FOR**  
**WATER TREATMENT SYSTEM**

Amendment No. 1 shall constitute full compensation for all the changes associated with Amendment No. 1. In accordance with the Contract Agreement dated July 23, 2016 as executed by Civiltec Engineering, Inc. (CIVILTEC), a California corporation, and the City of Santa Fe Springs (CITY), a municipal corporation, Contract Amendment No. 1 modifies the Scope of Services for purposes of providing additional design, permitting, start-up, commissioning and monitoring plan services for Water Well No. 12 Water Treatment System.

**CITY OF SANTA FE SPRINGS:**

**Authorized Representative:** Noe Negrete, Director of Public Works/City Engineer  
**Address:** 11710 Telegraph Road  
City of Santa Fe Springs, California 90670  
Telephone No.: (562) 868-0511

**CIVILTEC ENGINEERING, INC.:**

**Authorized Representative:** C. Shem Hawes, Principal  
**Address:** 118 W Lime Avenue  
Monrovia, CA 90670  
Telephone No.: (626) 357-0588

**SERVICES:** CITY hereby proposes that CIVILTEC perform the following additional work for the subject project:

1. **ADDITIONAL DESIGN SERVICES** CIVILTEC to provide additional design services to include an Ozone Generation System for the treatment of Iron, Manganese, Color and Hydrogen Sulfide. The additional Ozone Generation System design was determined necessary as negative results were returned during the initial pilot study utilizing the Sodium Hypochlorite System. In addition, CIVILTEC is to modify/expand existing site perimeter security system, design barbed fence along perimeter wall; and prepare and issue an additional RFP to select the treatment system vendor. The total compensation for task no. 1 is **\$25,220.00**.
2. **PERMITTING** Prepare an industrial waste permit application and implement requirements in design to discharge filtered wastewater into the nearby sanitary sewer system, assist and prepare an application for a hazardous waste business plan enabling the storage of chemicals to be utilized in Ozone treatment and disinfection process, and to assist the CITY and coordinate with the Division of Drinking Water (DDW) to amend the existing permit to operate for Water Well No. 12. The total compensation for task no. 2 is **\$14,988.75**.
3. **START-UP, COMMISSIONING AND MONITORING PLAN** CIVILTEC will coordinate with the DDW, Contractor, Treatment System Manufacturer, and the CITY to develop the start-up, testing, and monitoring plan for the treatment system. CIVILTEC will review and process all documents sent to the DDW for approval of the treatment system. CIVILTEC will review all water quality results established within the monitoring plan ensuring that the treated effluent meets all of the DDW potable water goals and standards. The total compensation for task no. 3 is **\$7,645.00**.

The total compensation for Amendment No. 1 is **\$47,853.75.**

**ACCEPTANCE** of the terms of Contract Amendment No. 1 is acknowledged by the following signatures of the Authorized Representatives.

**SUBMITTED BY:**

**CITY OF SANTA FE SPRINGS**

**ACCEPTED BY:**

**Civiltec Engineering, Inc.**

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William K. Rounds  
Mayor

---

C. Shem Hawes  
Principal

---

Date

---

Date

Date

**CITY OF SANTA FE SPRINGS  
PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT, made and entered into this 28<sup>th</sup> day of July 2016, by and between the City of Santa Fe Springs (CITY), and Civiltec Engineering, Inc. (CONSULTANT), CITY and CONSULTANT (PARTIES) hereby enter into in consideration of the mutual covenants and promises contained herein. The Parties do mutually agree as follows:

1. CONSULTANT will provide the services (SERVICES) proposed in a Proposal from CONSULTANT, dated May 12, 2016, and which Proposal is hereby incorporated by reference and made a part of this Agreement, and CONSULTANT shall organize, supervise, prepare and complete said SERVICES as set forth therein. Said services shall be referred to as "Water Well No. 12 Engineering Design Services for Water Treatment System".
2. It is the intent of the CITY to enter into this Agreement with the CONSULTANT for a not to exceed fee of **\$229,840.00**.
3. CITY shall compensate CONSULTANT for the SERVICES as detailed in the CONSULTANT'S Fee Proposal, and which Fee Proposal is hereby incorporated by reference and made part of this Agreement. Compensation shall become payable on a periodic time schedule as approved and agreed to by CITY and the CONSULTANT.
4. The parties hereto acknowledge and agree that the relationship between CITY and CONSULTANT is one of principal and independent CONSULTANT and no other. CONSULTANT is solely responsible for all labor and expenses associated with the performance of the SERVICES. Nothing contained in the Agreement shall create or be construed as creating a partnership, joint venture, employment relationship, or any other relationship except as set forth between PARTIES. This includes, but is not limited to the application of the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provision of the Internal Revenue Code, the State Revenue and Taxation Code relating to income tax withholding at the source of income, the Workers' Compensation Insurance Code, 401(k) and other benefit payments and third party liability claims. CONSULTANT specifically acknowledges that CITY is not required to, nor shall, provide Worker's Compensation Benefits Insurance for CONSULTANT. Notwithstanding the above, CONSULTANT hereby specifically waives any claims and/or demands for such benefits.
5. CONSULTANT shall defend, indemnify, hold free and harmless the CITY and its appointed and elected officials, officers, employees and agents from and against any and all damages to property or injuries to or death of any person or persons, including attorney fees and shall defend, indemnify, save and hold harmless CITY and its appointed and elected officials, officers, employees and agents from any and all claims, demands, suits, actions or proceedings of any kind or nature, including but not by way of limitation, all civil claims, worker's' compensation claims, and all other claims resulting from or arising out of the acts, errors or omission of CONSULTANT, whether intentional or negligent, in the performance of this Agreement.
6. CONSULTANT will not be required to follow or establish a regular or daily work schedule. Any advice given to the CONSULTANT regarding the accomplishment of SERVICES shall be considered a suggestion only, not an instruction. The CITY retains the right to inspect, stop, or alter the work of the CONSULTANT to assure its conformity with this Agreement.

7. CONSULTANT shall comply with CITY'S Harassment Policy. CITY prohibits any and all harassment in any form.

8. CONSULTANT is required to obtain the following forms of insurance and provide City with copies therewith:

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

CONSULTANT shall maintain the required insurances throughout the term of the contract, and shall have insurance agent send Certificate of Insurance to CITY, with CITY named as additional insured. A 30 day notice of cancellation is required.

9. This Agreement may be terminated by either party for any reason at any time by providing written notice of such termination to the other party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

C. Smith 8/4/2016  
CONTRACTOR SIGNATURE DATE

C. STEVE HAWES  
NAME (PRINT)

Principal  
TITLE

CIVILTEC ENGINEERING INC.  
COMPANY NAME

Corporation ☒ Sole Proprietor ☐ Partnership ☐ LLC ☐

95-4043476  
SSN OR TAX ID#

118 W. LIME AVENUE  
ADDRESS

Monterey, CA, 93026  
CITY, STATE, ZIP

626-857-0588  
TELEPHONE NO.

CITY MANAGER DATE

[Signature] 8/11/16  
DEPARTMENT HEAD SIGNATURE DATE

City of Santa Fe Springs  
11710 Telegraph Road  
Santa Fe Springs, CA 90670  
(562) 868-0511





# City of Santa Fe Springs

City Council Meeting

June 8, 2017

## NEW BUSINESS

### Imperial Highway Underpass Pump Replacement – Authorize to Purchase

#### RECOMMENDATION

That the City Council take the following actions:

- Authorize the Director of Public Works to Purchase two (2) Yeomans Submersible Vertical Mounted Pumps from Charles P. Crowley Company of Irwindale, CA; and
- Authorize a Purchase Order to be issued in the amount of \$43,642.78.

#### BACKGROUND

A midyear budget adjustment in the amount of \$40,000 was approved for the purchase of two flood control pumps for the Imperial Highway underpass just north of the Norwalk/Santa Fe Springs Transportation Center. The existing pumps were installed in 1968 and have far exceeded their service life. Although one of the pumps is working the other is non-operational. Notwithstanding the one functioning pump, the pump has become obsolete because of its age and the fact that there are no vendors that carry replacement parts in the case of an unforeseen failure.

In light of what seems to be the resumption of regular fall and wintertime rainstorm patterns, we are recommending replacing the pumps where replacement parts are readily available. Replacing the pumps will ensure that we prevent the possibility of severe flooding on Imperial Highway, a heavily traveled thoroughfare in Los Angeles County.

We have had an exhaustive procurement effort in order to identify the specialized pumps needed to work even when fully submersed in water. Staff has identified the Yeomans Submersible Vertical Mounted Pump, a pump that most closely resembles the existing PACO pumps which is recommended in order to match existing pump station requirements and original pump configurations. In fact the vendor, Charles P. Crowley Company bought out PACO Pumps and is now manufacturing similar pumps.

Staff requested bids from the following vendors, with the results showing below.

<u>Vendor</u>	<u>Bid Amount</u>
1. Charles P. Crowley Company	\$43,642.78
2. Multi W Systems	\$50,602.01
3. Core-Rosion Products	\$51,209.60
4. Phoenix Pumps, Inc.	\$51,350.37
5. Cascade Pump Company	\$56,550.00

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

Date of Report: June 1, 2017

**ITEM NO. 20**

**FISCAL IMPACT**

The majority of the expenditure (\$40,000.00) will be paid by the one-time non-recurring 9000 account. The remaining balance amount of \$3,642.78 will be paid out of the Public Works FY 16/17 Budget (Activity 110-397-5310).

**INFRASTRUCTURE IMPACT**

Replacement of the existing pumps at the Imperial Highway Underpass will provide improved street drainage and ensure that replacement parts are available in case they are needed.



Thaddeus McCormack  
City Manager

Attachments:  
Bids





CHARLES P.  
**CROWLEY**  
Since 1932  
COMPANY

**Manufacturers' Representatives • Systems Integrators**

15861 Business Center Drive Phone: (626) 856-5656

Irwindale, California 91706 USA Fax: (626) 856-5658

E-Mail: jt.blancett@cpcrowley.com Website: [www.cpcrowley.com](http://www.cpcrowley.com)

**QUOTATION NUMBER Q20507CMU**

Date: 2/14/17	Page 1 of 8
From:	JT Blancett
To:	City of Santa Fe Springs
Attention:	Heleo Espinoza
Phone:	(562) 755-5847
FAX:	
Subject:	PACO Pump Replacement
	Norwalk / SFS Transportation Center

The CHARLES P. CROWLEY COMPANY (hereinafter "CPC Co.") is pleased to offer our quotation for the following section(s) of equipment. This quotation and any purchase order, contract, requisition or purchasing directives given to CPC Co. based on this quotation is subject to CPC Co.'s Sales Agreement and Standard Terms and Conditions which is attached.

**QTY. Two (2) Yeomans 9235-6123 Dry Pit Submersible Vertical Mounted Pump** rated for duty point of **1125 GPM @ 38' TDH to match station requirements and original pump configuration.** Material of Construction: cast iron casing and impeller, fabricated steel base support, cast iron 6" suction elbow, permanently lubricated bearings with b-10 bearing life of 50,000 hours and dual mechanical seals. Pump is fitted with a **20 HP @ 1160 RPM**, submersible 230/460v/60Hz/3Ph, 250CLC Frame submersible motor, complete with class h insulation, 1.15 Service Factor, thermal protection and moisture detection sensors. Motor cables (power and controls) are 75'. Pump can pass solids up to 3" with 6" suction and discharge flanged connections. Ship Loose accessories includes Combination Seal Failure / Overtemp Alarm relay which will be installed in Motor Control Center and monitors seal leakage in containment area of motor which is liquid (oil) cooled.

Note: Refer to pump curve for more information. Standard Lead Time: 10 weeks after receipt of order.

Price Each: \$18,313.00

Freight Charges from Aurora, IL: Price Each: \$ 1,906.00

**TOTAL PRICE (LESS SALES TAX) 2 PUMPS: \$40,438.00**

Note: Above pump is not a drop-in replacement for the current obsolete PACO pumps. Pipe and electrical modifications will need to be made for new pumps to be installed. All labor and pipe modifications will be quoted through CPC Systems, Inc. Proposed dry-pit submersible pumps take into consideration that the pump house has and could in the future become flooded up to ground level. These pumps will still be operational in a flooded condition, as all wiring / cables are potted and sealed for submergence.

**GENERAL EXCLUSIONS:**

- This quotation is valid for thirty (30) days and is limited to items specifically listed herein.
- Submittals: N/A. Delivery: Refer to pump information provided above. All equipment quoted shall be released immediately to manufacturing. Delayed deliveries / releases by customer will require payment by CUSTOMER of any escalation costs incurred by CPC Co. Any product storage will need to be discussed on a case by case situation, and will still require payment for product and may require additional storage fees.
- Freight: FOB Factory, Aurora, IL. Customer can also choose to work with 3<sup>rd</sup> Party Freight Forwarder. Customer is responsible for making 3<sup>rd</sup> party arrangements well in advance of shipment.
- Installation labor, common piping and valves, instrumentation, relocation of existing equipment are expressly excluded.
- Common pipe, gauges, valves, anchoring mechanisms, electrical controls or other non-mentioned items are not included.
- Oils, greases and lubricants are not included unless specifically included above.
- Field services, start-up service/training provided only as specifically included above and provided by **CPC Systems** (CSLB # A-947472) or factory.
- If additional field service is required, it will be quoted by CSI subject to current rates at time of requested service.
- Payments due one hundred percent (100%) net thirty (30) days from invoice. Overdue payments are subject to 1.5% per month (18% per year) finance charge. Collection activities subject to attorney's fees provision as stated in CPC Co.'s Terms and Conditions.
- Consequential and Liquidated Damages, late charges, retentions or bonding requirements are not acceptable or allowed.
- CPC Co.'s or Factory Limited Warranty shall apply.
- Sales Taxes are expressly excluded.

Thank you for your consideration.

If you have any questions, please do not hesitate to contact our office.

Yours truly,

JT Blancett  
Charles P Crowley Company  
Representatives for **Grundfos/Yeomans Chicago**





Thursday, May 25, 2017

Mr. Paul Martinez  
City of Santa Fe Springs  
562-755-5847  
[paul.martinez@santafesprings.org](mailto:paul.martinez@santafesprings.org)

Reference: PACO Pump Replacement

Dear Paul,

Thank you for the opportunity to provide the following Quote:

**(2) Yeomans 9235-6123 Dry Pit Submersible Vertical Mounted Pump** rated for duty point of **1125 GPM @ 38' TDH**

230/460v/60Hz/3Ph, 250CLC Frame submersible motor, complete with class h insulation, 1.15 Service Factor, thermal protection and moisture detection sensors. Motor cables (power and controls) are 75'. Pump can pass solids up to 3" with 6" suction and discharge flanged connections. Ship Loose accessories includes Combination Seal Failure / Overtemp Alarm relay which will be installed in Motor Control Center and monitors seal leakage in containment area of motor which is liquid (oil) cooled.

Material of Construction: cast iron casing and impeller, fabricated steel base support, cast iron 6" suction elbow, permanently lubricated bearings with b-10 bearing life of 50,000 hours and dual mechanical seals. Pump is fitted with a **20 HP @ 1160 RPM**, submersible

Price Each:.....	\$21,792.00
Freight FOB Aurora, IL (ea).....	\$1,906.00.00
<b>TOTAL Delivered PRICE (Not including Sales Tax) 2 PUMPS.....</b>	<b>\$47,396.00</b>

Sincerely,

*Douglas Roughen*

Douglas Roughen, Sales Representative  
Core-Rosion Products  
[doug@core-rosion.com](mailto:doug@core-rosion.com)

3300 E. 19<sup>th</sup> Street  
Signal Hill, CA 90755  
562-986-5238 FAX 562-986-5246

[info@core-rosion.com](mailto:info@core-rosion.com)

[www.core-rosion.com](http://www.core-rosion.com)

12861 E. Wethersfield Road  
Scottsdale, AZ 85259  
480-391-9298 FAX 480-391-2298



2615 Strozier Ave.  
El Monte, CA 91733

Tel: 626-401-2627  
Fax: 626-442-0839

Date 5/25/2017  
Quotation # 23246JS

To: City of Santa Fe Springs  
Attn: Paul Martinez

Ship to: TBD

Subj.: PACO Pump Replacement

Fax: Tel.: 562-755-5847 E-mail paul.martinez@santafesprings... Terms: Net 30

Q'ty	Item	Description	Net ea.	Total
2	9235-6123	Yeomans 9235-6123 Dry Pit Submersible Vertical Mounted Pump rated for duty point 1125 GPM @ 38' TDH to match station requirements and original pump configuration. Cast iron casing and impeller, fabricated steel base support, cast iron 6" suction elbow, lubricated bearings with B-10 bearing life of 50,000 hours dual mechanical seals. Pump fitted with 20HP, 1160 RPM, 230/460Volt, 60Hz, 3-Phase, 250CLC Frame submersible motor with 75 ft long cables,	21,426.21	42,852.42T
2	Freight	Shipping and handling charges for above listed pumps  Pricing is good for 30 days Lead Time: 12-15 weeks ARO Shipping to be added (Estimated Above)	2,000.00	4,000.00

1. Freight is not included and needs to be added unless mentioned in this quotation.
2. Unloading by others.
3. Quotation is valid for 30 days.
4. 30% restocking fees to be charged for all cancelled items.

<b>Subtotal</b>	\$46,852.42
<b>Sales tax (8.75%)</b>	\$3,749.59
<b>Total</b>	\$50,602.01

Thanks for your interest in our products and please feel free to contact us should you need further information on this matter.

Sincerely yours,

Jamie Sutton, Office Manager, jamie.sutton@multiwsystems.com





# PHOENIX PUMPS, INC.

5100 S 36th Street • PHOENIX, AZ 85040  
 PHONE: 602-232-2994 • FAX: 602-232-2995  
 www.PhoenixPumps.com • AZ License #ROC245283

## QUOTATION

No.	4309640
QUOTE DATE	5/30/2017
SALES REPRESENTATIVE	Brandon Blaettler
DIRECT PHONE NO.	(602) 726-8467
E-MAIL ADDRESS	bblaettler@phoenixpumps.com
ACCOUNT MANAGER	Administrator

ACCT. NO.	CUSTOMER
-	City of Santa Fe Springs
TAX STATUS	PROJECT NAME / REFERENCE
Taxable	Paco Pump Replacement

CONTACT	Paul Martinez
PHONE NO.	(562) 755-5847
FAX NO.	
E-MAIL ADDRESS	paulmartinez@santafesprings.org

BILL TO ADDRESS:	SHIP TO ADDRESS:	PAYMENT TERMS
City of Santa Fe Springs 11710 E Telegraph Rd Santa Fe Springs, CA	City of Santa Fe Springs 11710 E Telegraph Rd Santa Fe Springs, CA	CREDIT CARD
		FREIGHT TERMS
		FOB POINT Factory
		INCOMING Pre-Pay & Add
		OUTGOING Pre-Pay & Add
		SHIP VIA Truck

### PHOENIX PUMPS IS PLEASED TO PROVIDE THE FOLLOWING ITEMS FOR YOUR CONSIDERATION:

ITEM#	DESCRIPTION	QTY	PRICE EA.	EXT	LEAD TIME**
	<b>Paco Pump Replacement:</b>				
*92356123	Yeomans 9235-6123 Dry Pit Submersible Vertical Mounted Pump rated for duty point of 1125 GPM @38' TOH to match station requirements and original pump configuration. Material of Construction: cast iron casing and impeller, fabricated steel base support, cast iron 6" suction elbow, permanently lubricated bearings with b-10 bearing life of 50,000 hours and dual mechanical seals. Pump is fitted with a 20 HP @ 1160 RPM, submersible 230/460v/60Hz/3Ph, 250CLC Frame submersible motor, complete with class h insulation, 1.15 Service Factor, thermal protection and moisture detection sensors. Motor cables (power and controls) are 75'. Pump can pass solids up to 3" with 6" suction and discharge flanged connections. Ship Loose accessories includes Combination Seal Failure I Overtemp Alarm relay which will be installed in Motor Control Center and monitors seal leakage in containment area of motor which is liquid (oil) cooled.	2	\$21,545.00	\$43,090.00	10-12 Weeks
FREIGHT	Estimated Freight Charges			\$4,490.00	

\* Denotes a non-stock, special order item.

\*\* Product lead times are estimates only.

**TOTAL SELL PRICE** \$47,580.00  
*Excludes Tax*

This quotation is valid for 30 days. Stock items are subject to prior sale. We cannot be responsible for delays due to conditions beyond our control.  
 Phoenix Pumps Terms and Conditions shall apply.





**CASCADE PUMP COMPANY**  
MANUFACTURERS OF AXIAL AND MIXED FLOW PUMPING EQUIPMENT  
10107 SOUTH NORWALK BOULEVARD, P.O. BOX 2767 • SANTA FE SPRINGS, CALIFORNIA 90670-0767  
E-MAIL: PUMPINFO@CASCADEPUMP.COM • WWW.CASCADEPUMP.COM  
TEL: 562.946.1414 • FAX: 562.941.3730

VIA EMAIL

HELEO ESPINOZA(HELEODOROESPINOZA@SANTAFESPRINGS.ORG)

February 27, 2017

CITY OF SANTA FE SPRINGS  
Santa Fe Springs, CA

ATTENTION: HELIO ESPINOZA  
  
SUBJECT: REQUEST FOR QUOTE  
STORMWATER REPLACEMENT PUMPS  
CASCADE QUOTATION NO. 16-197-A

We are pleased to submit the following price information for the 2 pump & motor per your email dated April 26<sup>th</sup>, 2016.

#### SCOPE OF SUPPLY

**Rated Condition: 1.125 GPM at 38.0 feet total head.**

**Pump:** 6MF mixed flow pump, 2 stage, Horizontal design, 10" diameter suction, 8" flange end discharge, product lubrication, 1760 RPM, bowl efficiency 80%, brake horsepower 13.5, weight ≈ 850 lbs., catalog curve MF0604CD4

**Motor:** 15 HP, 1800 RPM, horizontal solid shaft, ODP enclosure, 230 volts, 3 phase, 60 Hz, 1.15 service factor, 40°C ambient temperature, class F insulation with class B rise, premium efficiency, weight ≈ 150 lbs.

**Price, F.O.B. Shipping Point, net each pump & motor .....\$26,000.00**

Pump price includes engineering drawings, O & M Manuals, mounting base, discharge flange, flexible coupling, 3 piece adjustable coupling, coupling guards, 416 stainless steel lineshaft, NPT drain, non witness hydrostatic testing and an allowance for special paint. All other materials are Cascade standard materials of construction.

Submittals 5 to 6 weeks after receipt of acceptable Purchase Order.

Shipment 14 to 16 weeks after drawing approval and release to production. Manufacture lead-time is estimated and is subject to availability of materials.

Price is firm for shipment not later than August 28<sup>th</sup>, 2017. Shipment after that date will be subject to the price in effect.

**General Comments:**

- Anchor bolts, installation, start-up services, field testing, training, controls, lubricants, etc. not included.
- Delivery terms are F.O.B. Shipping Point. **Freight charges are not included.**

**Terms of Payment:** Normal payment terms are net 30 days of invoice. Invoices are dated as of the date of shipment or notice of completion of manufacture if shipment is delayed at Purchaser's request. Purchaser's request shall be any cause whatsoever not reasonably within control of the Seller. If completion of manufacture is delayed at Purchaser's request, Seller may invoice according to percentage of completion. Storage of equipment shall be at Purchaser's risk and expense. We reserve the right to make partial shipments of equipment and pro rata invoice for that equipment as shipments are made. Retention of a percentage of the contract sale amount is prohibited unless agreed to in writing prior to our acceptance of contract. Credit worthiness of the purchaser will be determined upon receipt of contract. Credit terms, if authorized, are subject to change during the life of the contract if the financial condition of the Purchaser changes.

**Sales and Similar Taxes:** Unless otherwise stated in this quotation, prices do not include any Federal, State, or Local sales, use or other taxes that may be applicable to the sales of offered products or services. The amount of any such applicable taxes will be added to the invoice at the rate in effect at the time of shipment.

**Terms and Conditions:** This quotation is based solely upon the terms and conditions set forth herein including attachments. They supersede and reject any conflicting terms and conditions of yours. Any other terms and conditions that you may propose are subject to re-quotation.

This quotation will remain open for acceptance until January 1<sup>st</sup>, 2017. Due to current price increases in materials the quoted prices must be reviewed after this date. Please notify us prior to placing order to determine price increase, if any,

If you have any questions, feel free to call the sales office.

Sincerely,

A.J. Villalobos

CASCADE PUMP COMPANY

Attachments: Additional Terms and Conditions  
Outline Drawing 16-197-A  
Catalog Curve MF0604CD4

CASCADE PUMP COMPANY  
ADDITIONAL TERMS AND CONDITIONS

1. Prices are based on direct factory shipment or as noted.
2. The time for shipment given herein is approximate and is estimated from the date of receipt of order with complete manufacturing information and approval of drawings as may be necessary. The Seller shall not be liable for any loss or damage for delay or non-delivery due to the acts of civil or military authority, acts of the Purchaser or by reason of "force majeure", which shall be deemed to mean all other causes whatsoever not reasonably within the control of the Seller, including, but not limited to acts of God, war, riot or insurrection, blockades, embargoes, sabotage, epidemics, fires, strikes, lockouts or other industrial disturbances, delays of carriers, and inability to secure materials, labor or manufacturing facilities. Any delay resulting from any such cause shall extend shipping dates correspondingly. The Seller shall in no event be liable for any special, indirect or consequential damages arising from delay irrespective of the reason thereof, and receipt by the Purchaser shall constitute acceptance of delivery and waiver of any claims due to delay.
3. If quantities vary from those indicated we reserve the right to revise our prices. Where a quantity of material is quoted according to our takeoff, such quantity is believed to be accurate but cannot be guaranteed.
4. If an item quoted is not approved by the Consulting Engineer we assume no responsibility to furnish the item manufactured by others.
5. Orders shall not be subject to cancellation or change by the Purchaser unless agreed to in writing by the Seller. Purchaser will reimburse Seller for all losses and expenses incurred by such cancellation or change. Due to the custom nature of the product, cancellation charges may be up to 100% of order value.
6. Our Warranty on equipment and material covered herein is limited to that which is extended by the Manufacturer involved. We shall not be responsible for any damage arising directly or indirectly from the installation or use of this equipment. Copies of Warranty available on request.
7. Any preliminary drawings and illustrative materials herewith show general arrangement and approximate dimensions only. Certified drawings will be submitted after receipt of order if required.
8. No equipment or parts shall be returned to Seller without prior written authorization from the Seller. Partial credit may be allowed for returned material or equipment freight charges prepaid, F.O.B. Sellers factory. Amount of credit authorized will be determined after inspection.
9. Unless Purchaser specifies otherwise in writing, (a) goods will be boxed or crated as Seller may deem proper for protection against normal handling, and extra charge will be made for preservation, waterproofing, export boxing and similar added protection of goods; (b) routing and manner of shipment will be at Sellers discretion, and may be insured at Purchaser's expense, value to be stated at order price. On all shipments F.O.B. Sellers factory, delivery of goods to the initial carrier will constitute delivery to Purchaser and all goods will be shipped at Purchaser's risk. A claim for loss or damage in transit must be entered with the carrier and prosecuted by Purchaser. Acceptance of material from a common carrier constitutes a waiver of any claims against the Seller for delay or damage or loss.
10. Unless specifically stated herein, all material and/or equipment shall be installed and placed in service by and at the expense and under the exclusive responsibility of the Purchaser.
11. Purchaser shall be responsible for care, maintenance and protection of material and/or equipment after delivery. Purchaser agrees to provide and maintain adequate insurance for equipment and/or materials covered herein against loss or damage by fire, explosion or other causes during the time between shipment and final payment in an amount fully protecting Seller. The title and right of possession to the machinery shall remain with the Seller and the machinery shall remain personal property irrespective of attachment to or location on any foundation or in any structure, until all payments shall have been made in cash. The Purchaser will do all acts necessary to protect the above title and right. In the event of any default by the Purchaser, the Seller shall have the right to repossess the machinery as well as all other rights afforded to a conditional seller under the provisions of the Uniform Conditional Sales Act and any other applicable laws.
12. All agreements are contingent upon strikes, accidents or other causes beyond our control.
13. Interest chargeable at maximum legal rate on past due items still unpaid after 30 days from date of shipment. In addition to the prices and freight specified, Buyer shall pay all sales, consumers, or other taxes lawfully assessed or levied by the United States, a state or political subdivision thereof, or a municipal corporation, which are chargeable specifically to the transaction covered by the contract between Seller and Buyer, as well as additional freight rates and additional costs created by legislation or operation thereof.
14. These terms and conditions shall constitute a part of any contract which may be entered into and shall not be altered, modified, or added to unless specifically and expressly agreed to in writing by Seller, and all oral agreements and representations of Seller shall be embodied in any written contract of which they are a part. No statement, recommendation or assistance made or offered by the Seller or its representative to the Buyer or his representative, in connection with the use of any products or services sold by the Seller, shall be or constitute a waiver by the Seller of any of the provisions hereof or change the Seller's liability, as herein defined or constitute any guarantee or warranty.
15. The validity, interpretation, and performance of any purchase order issued accepting this proposal shall be controlled by and construed under the laws of the State of California. If legal action is brought to enforce any conditions of the purchase order or because of an alleged dispute, breach or default the successful or prevailing party shall be entitled to recover reasonable attorney's fees and other costs incurred in that action, in addition to any other relief to which it may be entitled.



# City of Santa Fe Springs

City Council Meeting

June 8, 2017

## **NEW BUSINESS**

### **Foster Road Reservoir Anti-Nitrification Mixer System**

#### **RECOMMENDATION**

That the City Council Authorize the Director of Public Works to purchase one (1) Anti-Nitrification Pax Water Mixer from D&H Water Systems, Oceanside, California as a sole source provider of this system.

#### **BACKGROUND**

The City has two (2) reservoirs. Reservoir 1 is located at the Municipal Services Yard. Reservoir 2 is located on Foster Road west of Marquardt Avenue. Each reservoir has a storage capacity of 4 million gallons (4MG).

The combination of constant warm temperatures, intake and discharge structure design, and utilizing a total chlorine residual for disinfection creates a water quality issue termed Nitrification. Nitrification is a microbial process that destroys healthy organic nitrogen compounds and creates nuisance nitrite and nitrate compounds. At certain levels the presence of nitrite and nitrate compounds in drinking water promotes bacterial growth.

Currently, Staff manages the nitrification process in the reservoirs by adding chemicals to the water manually. In addition, the reservoirs are only utilized at a 40-50% capacity in order to cycle the water in the reservoir and avoid aged water which triggers the nitrification process.

#### **PROPOSED MIXING SYSTEM**

Staff has researched available technology and treatment methods. Staff has determined a continuously operating centrally mounted mixer would provide the best ongoing results for water quality, and allow greater utilization of the reservoir's capacity to store water longer without compromising water quality.

After extensive research, Staff is recommending the PAX Water Mixer for installation in one of the City's reservoirs (at Foster Road site). Staff is confident that the PAX Water Mixer system will resolve the nitrification issues affecting the City's reservoirs. The PAX Mixer has the ability to keep large quantities of stored water 'moving' so as to not stratify and become aged. The mixer installs without service disruptions or tank modifications, and mixes on-demand to rapidly eliminate stratification, uniformly distribute disinfectants, and prevent conditions favorable to nitrification.

The PAX Water Mixer is sold through a single authorized dealer, D&H Water Systems. Staff has received a proposal from D&H Water Systems to provide the PAX Water Mixer system for \$35,600 (including optional training). Staff is

Report Submitted By:

Noe Negrete, Director  
Department of Public Works

Date of Report: June 1, 2017

**ITEM NO. 21**

recommending that the City Council authorize the Director of Public Works to purchase the PAX Water Mixer from D&H Water Systems as a sole source provider. Since this item can only be provided by D&H Systems, staff is requesting that bidding be dispensed with in accordance with Section 34.19 of the City's Purchasing Policy. Purchasing this item will result in a cost to the City not greater than the projected costs of a purchase through a bidding process and the best interest of the City require a negotiated purchase because of the compatibility of this item with our reservoirs.

**INFRASTRUCTURE IMPACT**

1. Water quality will be maintained over longer periods of time.
2. Larger quantities of water can be stored for operational and emergency use.
3. Lower treatment costs due to the favorable effects of continuous mixing.
4. Increased available time for the water system operators.
5. Improved water quality throughout the water distribution system.

**FISCAL IMPACT**

The cost for the PAX Water Mixer will be funded from a one-time non-reoccurring 9000 Account for FY2016-17 created for this purchase, which budgeted \$40,000 for the Anti-Nitrification Mixer System. Staff has budgeted to purchase one Anti-Nitrification Mixer System at each reservoir over the course of the next two years. The first purchase will be for the Foster Reservoir location, followed by the purchase of Reservoir One next year. Staff will request that purchase at a future Council meeting in the next fiscal year.



Thaddeus McCormack  
City Manager

**Attachment:**

PAX Water Mixer Proposal and Specifications



860 Harbour Way South  
Richmond, CA 94804



## **Submersible Mixer Sales Proposal**

To: Paul Martinez  
Project: Santa Fe Springs CA  
Tank Details: 4MG 40'D x 132' T  
Offer Date: May 19, 2017  
Offer Valid: 90 Days

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Authorized Sales Representative:  
Brian Doane  
**D&H Water Systems**  
603 Seagaze Dr.  
Oceanside, CA 92054  
T: (949) 637-0705



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PAX Water Technologies is pleased to provide a proposal for a PWM400 mixer for your 4MG Reservoir Project. Our pricing, equipment specifications, and purchasing terms and conditions are attached. Standard lead time is 2-4 weeks from the receipt of the purchase order. Equipment can be shipped UPS or common carrier to the tank site or receiving yard directly and installed in less than a day.

If the tank will be drained during installation, the Utility or contractor can perform the "wet-side" mixer installation as well as the dry-side. If the equipment will be installed while the tank is full, two options are available: 1) installation by a local dive inspection company (your local sales rep can provide that contact), or 2) including a bale handle/chain attachment which will allow the mixer unit to be lowered to a position directly below the hatch. If the hatch is located to the side of the tank, the blend time may be approximately 20% longer than if the mixer is placed in the center of the tank.

Equipment start-up can be provided by PAX or the local PAX representative. PAX will provide installation check-list and start-up forms.

If you have any questions or comments, please contact me by email or cell phone.

Best Regards,

**Kevin Sanner**  
WESTERN REGIONAL MANAGER  
CELL 310-975-9719  
EMAIL [ksanner@ugsicorp.com](mailto:ksanner@ugsicorp.com)

### Scope of Supply

Scope of Supply - Equipment	Included
Mixer Wet Assembly (PWM400-70-T)	Yes
SCADA-enabled Control Center (PCC405)	Yes
PAX Mixer Operation & Maintenance Manual	Yes

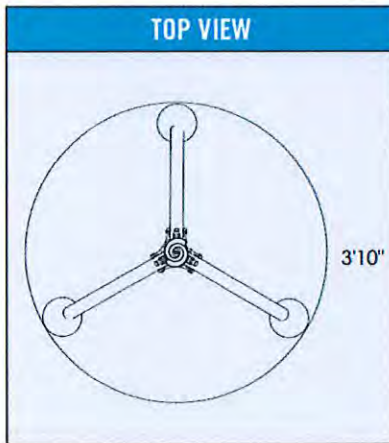
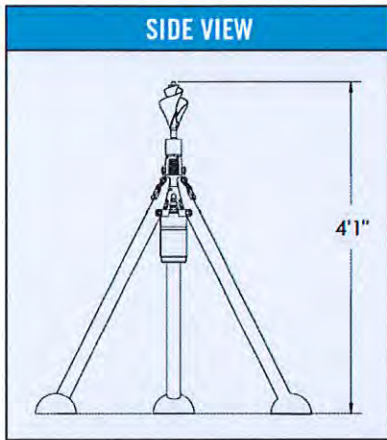
### Pricing

Project Costs		
Item	Units	Total Cost
PAX Water Mixer (PWM400-70-T)	1	\$32,800
Shipping & Handling	1	\$400
Long Bail Handle and Chain	Optional	\$900
Installation (Municipality/Contractor/ Diver)	TBD	Not Included
Start-up & Operator Training (by PAX or local rep) <sup>1</sup>	optional	\$1,500
<b>Total Project Costs (not including tax<sup>2</sup>, installation, options)</b>	<b>1</b>	<b>\$35,600</b>

1. Start-up and operator training can be provided by PAX or PAX representative.  
PAX will provide start-up checklist and forms. Only one training is typically required per utility.
2. If Utility is tax exempt they must submit a Tax Exempt certificate to PAX Water Technologies.

## **PWM400 Product Specifications**

The PAX Water Mixer is an active, submersible mixing system for cost-effective management of drinking water quality in storage tanks and reservoirs. The mixer installs easily without service disruptions or tank modifications, and mixes on-demand to rapidly eliminate stratification, uniformly distribute disinfectants and prevent conditions favorable to nitrification. Efficient and effective mixing of large volumes is made possible by the patented impeller's characteristic axial jet which establishes a stable flow structure throughout the storage volume.



MIXER SPECIFICATIONS	
Power Supply Requirement	120/240 VAC, 50/60 Hz, 15 amp circuit
Customer Supplied Power Switch	3R, fused, safety disconnect switch
Motor Type	115-230 VAC, water-filled, water-lubricated
RPM	1200
Nominal Power Draw	0.345 kVA (345 watts)
Impeller Specifications	316 stainless steel 8.3" (21.1 cm) tall x 4.5" (11.4 cm) diameter
Footprint Diameter	3' 10" (1.17 m)
Height	4' 1" (1.24 m)
Weight: Mixer Assembly	53 lbs (24 kg)
Weight: Control Center	29.5 lbs (13.4 kg)
Material: Control Center	Powder-coated carbon steel, 3R enclosure
Material: Stand	316 stainless steel
Material: Motor Seals	Chlorine/chloramine-resistant NBR rubber
Material: Feet	Chlorine/chloramine-resistant EPDM rubber
Wiring	NSF 61 & UL-listed submersible pump cable 14 AWG (2.1 mm <sup>2</sup> ) XLPE



**PAX Mixer Control Center Power Requirements (grid power)**

120 VAC, 15 amp circuit located within 75 feet of control center

**Safety Switch Requirements**

A NEMA 3R or better "Safety Disconnect Switch" installed by customer and located within 6 feet of the mixer Control Center.

**Standards, Environmental & Temperature Specifications**  
Control Center Temperature Ranges

Operating temperature\*: -22°F to 129°F (-30°C to 54°C)

Storage temperature: -40°F to 155°F (-40°C to 70°C)

\*outside ambient temperature

**Motor Specifications**

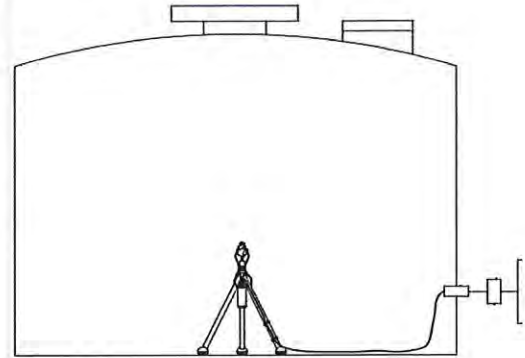
Water-filled, water-lubricated, maintenance-free brushless AC motor, carbon/ceramic thrust bearing construction. No electronics inside motor housing.

**Maintenance / Existing Customer Replacement Cost:**

No recommended maintenance, other than inspecting the unit whenever a tank is taken down for routine cleaning. The PWM400 comes with a standard 5 year warranty. Beyond the warranty period, PAX Water offers to replace the mixer with a refurbished unit at a significantly reduced cost in return for the existing mixer. This effort by PAX R&D is an attempt to better understand any wear characteristics of mixers in the field so we can continue to manufacture the highest quality solutions.

**SCADA Addition**

The PAX SCADA system can connect to existing systems through hard-wire connections, or a robust line of sight wireless connection if trenching and conduit runs are not feasible.



*Figure 1: Typical mixer application – mixer is centered in water tank*

SCADA Specifications	
Input to board (dry contact)	Mixer On/Off
Output 1 (dry contact)	Mixer operating at required RPM
Output 2 (dry contact)	Mixer requires attention
Nominal power draw	2 watts

## **Purchasing Terms and Conditions**

All products sold by PAX Water Technologies, Inc. ("Seller") are sold in accordance with, and subject to, the following terms & conditions:

### **TERMS OF PURCHASE ORDER ACCEPTANCE AND COMPLETE AGREEMENT.**

Buyer's order for the Product is hereby accepted by Seller pursuant to the terms and conditions set forth herein, which constitute the complete agreement between the parties. This Agreement may not be altered or modified except in writing duly executed by both parties. Except as set forth herein, the parties agree there are no other contracts or agreements between them, oral or written, with respect to the Product sold hereunder (including any made or implied from past dealings or discussions). No additional or different terms and conditions stated in or attached to Buyer's communications to Seller, including but not limited to Buyer's purchase orders, are applicable to this transaction in any way, and are hereby rejected and shall not be considered as Buyer's exceptions to these terms and conditions. Trade custom, trade usage and past performance are hereby superseded and shall not be used to interpret these terms and conditions.

### **SHIPPING AND INSTALLATION DATES**

Shipping and installation dates are estimates and are not guaranteed. Seller will use commercially reasonable efforts to make shipments and installations as scheduled. The completion of the order is subject to acts of God or public enemy, fires, severe weather, delays caused by governments (including government priority, preference or allocation), delays of suppliers in furnishing materials or services, and any causes beyond Seller's control.

### **PRICES.**

Unless expressly stated and agreed to in writing by Seller, all quoted prices do not include sales, use, excise, VAT or similar taxes or duties, if any. Buyer shall pay these taxes directly if the law permits or will reimburse Seller if Seller is required to collect and pay them. If applicable, Buyer will provide certificates of tax exemption in advance, or will provide evidence of tax payment upon request. All payments are due in US Dollars unless otherwise agreed by the Seller in writing.

### **TITLE AND RISK OF LOSS.**

Title to and risk of loss for the Product shall pass to Buyer when Product is shipped from a designated PAX facility (Incoterm Ex works), unless otherwise expressly agreed to in writing by an authorized officer of Seller.

### **PAYMENT.**

Payment terms are net thirty (30) days from date of invoice subject to approved credit and Seller's credit terms. Where credit is not established or at Seller's reasonable discretion, Seller reserves the right to require payment or the issuance of an irrevocable letter of credit prior to shipment or installation. Any amounts not paid when due shall bear interest at the lesser rate of (i) 1 1/2% per month or (ii) at the highest rate permitted by law; from the date of shipment until paid. Seller may also refuse to sell to any person or replace or service any Product until all prior overdue accounts are paid in full.



#### **MANUFACTURE.**

Seller reserves the right to discontinue the manufacture of, or to change or modify the design or construction of products sold, without incurring any obligation to Buyer.

#### **WARRANTY.**

For the period of time beginning with shipment to Buyer and ending on the time periods listed below, the Product is warranted to be substantially free from defects in material and workmanship and to conform to Seller's specifications applicable to the Product –

- **Five (5) years** on all supplied parts with the original sale.
- One hundred and twenty (120) days on labor on installations completed by PAX Water Technologies, Inc. or approved third party installation contractors.

Warranty does not cover damage due to: (i) lightning, flood or other acts of nature, or failure of or inappropriate application of peripheral devices including lightning or surge protectors; (ii) negligence of Buyer or any third party; (iii) vandalism or any other misuse or mistreatment of the product; or (iv) installation by non-licensed contractor. Lightning protection is recommended in areas historically prone to lightning AND is the responsibility of the Buyer for proper installation in accordance with local, state, and national code requirements.

No warranty is given for products or components manufactured by companies not affiliated by ownership with Seller, or for products which have been subject to misuse, corrosion, or which have been disassembled, moved, tampered, modified or repaired by persons not authorized by Seller. Seller must receive immediate written notice of any defect. Seller's liability is limited solely to the repair or replacement of any Product, including replacing any defective parts therein or, at Seller's option, refunding to Buyer the purchase price allocable to the nonconforming Product. Seller reserves the right to provide new or reconditioned warranty replacement product(s). The product(s) will be warranted for the remainder of the original warranty or for ninety (90) day from date of install whichever is greater. Any product(s) replaced under warranty must be returned, at Seller's option, to the Seller's designated location. Prior authorization is required before returning product(s) as Seller will not accept any shipment for which prior authorization has not first been obtained. If Seller determines fault has been caused by improper maintenance or use, or by abnormal conditions of operation, Seller may bill repairs at Seller's normal rates.

EXCEPT AS EXPRESSLY SET FORTH HEREIN, SELLER DISCLAIMS ALL WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, SUCH AS WARRANTIES OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE. SELLER DISCLAIMS ALL WARRANTIES REGARDING ANY ANCILLARY SERVICES RENDERED, IF APPLICABLE.

#### **CONFIDENTIALITY.**

Buyer agrees that all drawings, prints and other technical material that Seller provides to Buyer, whether prepared by Seller or by third parties under contract to Seller, may contain data that embody trade secrets and confidential know-how of commercial value to Seller or third parties. Buyer agrees (a) to keep such information confidential; (b) that it will not disclose such information to any other person, corporate division or entity; (c) will not use such information except in connection with the products supplied hereunder; and (d) will not sell, lease, loan or permit any other person, corporate division or entity to use such information for any purpose, without Seller's prior written



consent. Nothing herein shall restrict the use of information available to the general public. Further, shall not create derivative works, nor shall it attempt to disassemble, decipher, reverse engineer, or otherwise determine the Product.

**PATENT INDEMNITY.**

If a product manufactured by Seller and furnished to Buyer becomes or, in Seller's opinion, may become the subject of any claim, suit or proceeding for infringement of any United States patent, Seller may at its option and expense (i) obtain for Buyer the right to use, lease or sell the product, (ii) replace the product, (iii) modify the product, or (iv) remove the product and refund the purchase price paid by Buyer less a reasonable amount for use or obsolescence. Seller will not be liable for any infringement arising from the combination of products. Seller's total liability to Buyer will not, under any circumstances exceed the purchase price paid for the allegedly infringing product. Buyer agrees, at its expense, to protect and defend Seller against any claim of patent infringement arising from compliance with Buyer's designs, specifications or instructions and to hold Seller harmless from damages, costs and expenses attributable to any such claim.

**INDEMNITY & INSURANCE.**

Buyer agrees to defend, indemnify and hold the Seller (and its agents, representatives, employees, officers, related companies, affiliates, successors and assigns, and customers) harmless from all claims, demands, actions, damages, and liabilities (including attorney's fees and consequential and incidental damages) arising out of any injury (including death) to any person or damage to any property in any way connected with any act or omission of Buyer, its agents, employees, or subcontractors.

**LIMITATION OF DAMAGES.**

IN NO EVENT SHALL SELLER BE LIABLE, IN CONTRACT, TORT, STRICT LIABILITY, OR UNDER ANY OTHER LEGAL THEORY, FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL AND/OR PUNITIVE DAMAGES OR FOR LOSS OF PROFIT, REVENUE OR DATA, REGARDLESS OF WHETHER IT WAS INFORMED ABOUT THE POSSIBILITY OF SUCH DAMAGES, AND IN NO EVENT SHALL SELLER'S TOTAL LIABILITY EXCEED AN AMOUNT EQUAL TO THE SALES PRICE.

**FORCE MAJEURE.**

Seller shall be excused for delays in delivery or performance where such delay is due to acts of God, acts of Buyer not within its rights, actors of civil or military authority, fires, strikes, floods, epidemics, war, riot or other similar causes beyond Seller's control which Seller could not have reasonably foreseen.

**ASSIGNMENT.**

These terms and conditions may not be assigned by Buyer without the prior written consent of Seller. Any such assignment without Seller's prior written consent shall be void.

**SOLVENCY.**

Buyer's order represents that Buyer is solvent and able to pay for the Product. If Buyer fails to make payment when due or makes an assignment for the benefit of creditors or if bankruptcy or insolvency proceedings are instituted by or against Buyer, Buyer will be deemed to be in default and Seller will

have the right to terminate its obligations by written notice to Buyer, but such termination will not affect Buyer's obligation to pay for products delivered and works in progress.

**U.S. EXPORT CONTROL REGULATIONS.**

All products sold by Seller to Buyer are subject to the export control laws of the United States and Buyer agrees not to divert or resell any such products contrary to such laws.

**WAIVER.**

No failure or delay by Seller in exercising any right hereunder will operate as a waiver thereof nor will any single or partial exercise of any right hereunder preclude further exercise of the same.

**JURISDICTION AND DISPUTES.**

These terms and conditions shall be governed by the laws of the state of California, USA, without regard to conflict of law provisions. Unless otherwise agreed by both parties, disputes related to the sale of products hereunder shall be resolved by the courts located in California and the parties hereby consent to such jurisdiction, agree to accept service process by mail, and hereby waive any jurisdiction or venue defenses otherwise available.

**VALIDITY OF PROVISIONS.**

In the event any provision or portion of any provision of these terms and conditions shall be held invalid, void or otherwise unenforceable, such holding shall not affect the remaining part or portions of that provision, or any other provision hereof.





## **NEW BUSINESS**

### Review and Approval of Proposed Amended City Committee By-Laws for Council Appointed Committees

#### RECOMMENDATION

That the City Council review and approve the proposed amended committee by-laws for each of the council-appointed committees.

#### BACKGROUND

Staff reviewed all City committee by-laws with the City Clerk and identified some areas that were not consistent across all the committees. The goal was to ensure that committee by-laws were implemented consistently across all council-appointed committees. As a result, Executive Secretaries worked with each of the council-appointed committees to review the by-laws, specifically the guidelines related to applications for appointment, appointments, absences, meetings per year, and selection of officers.

The City committee by-laws were last amended and approved by City Council in July, 2009. The following sections were amended:

- The "Absences" section was added to the Family & Human Services Advisory (FHSAC), the Senior Citizens Advisory (SCAC), and the Historical Committee by-laws.
- The "Vacancies" section was amended in the FHSAC, SCAC, Beautification, and Parks & Rec Advisory Committee by-laws.
- The "Officer Duties" section was modified in the Beautification and Parks & Recreation Committee (PRAC) by-laws.
- The "Purpose" section was re-written in the Historical Committee by-laws
- The "Expiration of Terms" section was changed in the Youth Leadership Committee by-laws.

Attached are the proposed amended City committee by-laws for Council's review and approval. All proposed amendments are highlighted in yellow and the items for removal are strikethrough. The City Clerk and Department of Community Services staff consulted with the City Attorney, specifically in relation to the aforementioned areas. The proposed amended by-laws are for the following committees:

- Beautification Committee
- Family & Human Services Advisory Committee (FHAC)
- Historical Committee
- Parks & Recreation Advisory Committee (PRAC)
- Senior Citizens Advisory Committee (SCAC)



# **City of Santa Fe Springs**

City Council Meeting

June 8, 2017

- Sister City Committee
- Youth Leadership Committee

The following information summarizes all the proposed amendments made to committee by-laws:

## **Section V. APPLICATIONS**

This section is new to the following committee by-laws: Beautification, Historical, Parks & Recreation Advisory, Sister City, and Youth Leadership Committees.

## **Section VII. ABSENCES**

This section is new to the following committee by-laws: Beautification, Parks & Recreation Advisory, Sister City, and Youth Leadership Committees.

## **Section XII. ORGANIZATION, Subheading A. Meetings**

This section has been amended in the following committee by-laws: Senior Citizens and Family & Human Services Advisory Committees.

## **Section XII. ORGANIZATION, Subheading B. Officers**

Text has been amended for all committee by-laws.

Additionally, committee by-laws were developed for the Heritage Arts Advisory Committee (HAAC). By-laws for HAAC were never previously developed or approved for this committee. All sections of the by-laws, with the exception of the "Membership" section, are consistent with the aforementioned committee by-laws. The "Membership" section was directly pulled from Ordinance No. 1054, titled, "City of Santa Fe Springs Heritage Artwork in Public Places (HAPP)". A copy of these proposed by-laws are also attached for City Council review and approval.

The Mayor may call upon Maritza Sosa-Nieves, Management Assistant to answer any questions the Council may have regarding the proposed by-law amendments.

Thaddeus McCormack  
City Manager

## **Attachment(s)**

Committee By-laws for the following committees:

- Beautification Committee
- Family & Human Services Advisory Committee
- Heritage Arts Advisory Committee





# *City of Santa Fe Springs*

City Council Meeting

June 8, 2017

- Historical Committee
- Parks & Recreation Advisory Committee
- Senior Citizens Advisory Committee
- Sister City Committee
- Youth Leadership Committee



## **~~SANTA FE SPRINGS~~ BEAUTIFICATION COMMITTEE**

### **BY-LAWS**

#### **I. NAME**

The name of this Committee shall be **CITY OF SANTA FE SPRINGS BEAUTIFICATION COMMITTEE.**

#### **II. PURPOSE**

The purpose of this Committee shall be:

- To prepare suggestions for policy determination by the City Council concerning beautification in the City of Santa Fe Springs;
- To recommend programs it deems advisable for recognizing individuals, groups, organizations, or companies that have improved or are working toward beautifying their homes, businesses, industries, property or area;
- To make recommendations for educational programs concerning City beautification to be conducted in the schools, in service clubs, PTA groups, and other community organizations.

#### **III. AUTHORITY**

This Committee shall be advisory only to the City Council. A report of the Committee Minutes and/or actions of this Committee shall be presented to the City Council following each meeting.

#### **IV. MEMBERSHIP**

This Committee shall be compromised of no more than twenty five (25) members appointed by the City Council from a cross section of persons residing in or active in the City. Committee membership may include representatives from the schools, local businesses, various social agencies, and civic and service organizations.

#### **V. APPLICATIONS**

Applications for appointment shall be made available in the City Clerk's Office. Applications must be submitted to the City Clerk. Once received and date-



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stamped, eligibility of the applicant will be determined by the City Clerk based on applicable Committee/Commission by-laws. Eligible applicants will be included in the next Council Agenda Packet for Council members' and staff's review under Prospective Members for Various Committees/Commissions. The City Clerk shall notify non-eligible applicants by mail.

Applications shall be valid for six months. The City Clerk shall be responsible to notify the appropriate Executive Secretary of the name of any applicant who has remained on the list for five months without appointment. The Executive Secretary shall be responsible to send a letter to the prospective applicant that shall include: the date on which the current application will expire, a blank application, and directions to return the updated application to the City Clerk within 30 days if they wish to remain on the eligibility list. It shall be the responsibility of the City Clerk to maintain updated eligibility lists for all Council-Appointed Committees/Commissions.

### **VI. APPOINTMENTS**

All Committee members shall be nominated by Council Members and appointed by the Mayor, with the approval of the City Council to a two year term. Members may be reappointed or removed at the discretion of the City Council.

Following the appointment of any Committee member or Commissioner, the City Clerk shall notify said appointee by mail of their term of appointment. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the Executive Secretary. It shall be the responsibility of the Executive Secretary to: contact the new appointee to advise him/her of the next meeting, provide all documents necessary to function on the Committee/Commission, and notify the Chair of new appointments.

By April 30 of each year, the City Clerk shall provide Executive Secretaries with a list of members whose term is due to expire at the end of the fiscal year (June 30th.) Executive Secretaries shall then notify members and provide blank applications to be completed and returned within 30 days if the member wishes to be re-appointed. The Executive Secretaries shall then submit a complete audit of re-appointments, including applications, to the City Clerk.

### **VII. ABSENCES**

Absences from three consecutive meetings, or a total of five meetings per fiscal year, shall result in that member's seat being declared vacant by the secretary of the committee. Any declaration of vacancy based on absences from regularly scheduled meetings per Fiscal Year shall be appealable to the City Council. Council shall take into consideration board member attendance records, including tardiness, when evaluating the overall performance of board members.



**DRAFT**

**Long – term** absences cannot be longer than six (6) months due to extenuating circumstance, and must be excused by the City Council. **Such requests must be submitted in writing to the City Council for approval.**

It shall be the responsibility of the Executive Secretary to monitor the attendance of Committee members/Commissioners according to their respective by-laws. Recently-adopted Council policy states that long-term absence excuses shall be limited to six months, at which time the Committee member/Commissioner shall be removed from service. The Executive Secretary shall be responsible to notify by mail any member in danger of being removed due to absence from one meeting prior to such removal. Attempts should also be made to contact the Committee member/Commissioner by phone. Such notification shall include the absence policy for the Committee/Commission and directions for obtaining an excused absence if necessary. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the City Clerk. If after receiving said notification, a Committee member/Commissioner misses the subsequent meeting, the Executive Secretary shall notify the City Clerk. The City Clerk shall then notify the City Manager and the appointing Councilmember

**VIII. VACANCIES**

Vacancies shall be filled by the Council Member whose appointment has been vacated with the approval of the Mayor and City Council to complete the unexpired term.

**IX. EXPIRATION OF TERMS**

One half of the Committee membership terms will expire on June 30<sup>th</sup> of even numbered years and one half will expire on June 30<sup>th</sup> of odd numbered years.

**X. COUNCIL LIAISON**

With the approval of the City Council, the Mayor may designate a Member of the Council to act as a Liaison to the Committee. The duties of the Liaison shall include reporting to the Committee any actions of the City Council relative to the Committee's programs or sphere of influence and to act as spokesperson on behalf of the committee to the City Council.

**XI. ORGANIZATION**

**A. Meetings**

The Committee shall meet regularly each month as decided by the Committee.



## **DRAFT**

The Committee will select a meeting time and date by general consensus convenient to most members and adhere to that schedule. The meetings of this committee shall be held nine times a year, the months of January, February, March, April, May, June, September, October and November and go dark in the months of July, August, and December. The Chairperson shall have the power to call special meetings but all members shall have at least two (2) days notice for a special meeting. All meetings shall be public.

### **B. Officers**

At the a regular meeting in September May of each year, the Committee shall organize by nominating and electing a Chairperson and Vice-Chairperson from its membership to serve for a one-year term. Successful candidates must receive a majority vote of members present. Both, the nominations and elections of officers will be conducted by ballot. Successful candidates must receive a majority vote of members present and must have attended at least 6 meetings in the previous year.

#### **1. Duties:**

- a. The Chairperson shall preside at Committee meetings, shall represent the Committee at various functions, and shall make necessary decisions affecting the Committee when a meeting is not possible.
- b. The Vice-Chairperson shall assume the Chairperson's duties in the Chairperson's absence or inability to perform said duties.
- c. In the absence or disability of both the Chairperson and Vice-Chairperson, the Executive Secretary shall chair the meeting.
- d. The Executive Secretary shall be a member of the City staff assigned by the City Manager. The duties shall include: 1) provide for the recording of Minutes for each meeting; 2) keep an accurate record of attendance and notify the City Clerk and Chairperson of members missing three (3) consecutive meetings; 3) provide staff assistance as required for the conduct of the Committee's business; and, 4) act as principal staff advisor.

### **C. RULES, REGULATIONS, AND RECORDS**

All rules and regulations governing the Committee shall be approved by the City Council and shall be kept on file in the office of the City Clerk. The Committee shall keep a written record of its transactions, findings, and determinations. Copies of such materials as well as Minutes of each meeting shall be forwarded to the City Clerk and the City Council.



## **DRAFT**

Committee will operate under parliamentary procedure.

### **D. QUORUM**

A simple majority of the Committee members (50% + 1) shall constitute a quorum for the transaction of business. The affirmative or negative vote of a majority of the members present shall be necessary for the final transaction of any business.

### **E. SUB-COMMITTEES**

Sub-Committees which are needed to successfully carry forth a Committee project shall be established by the Chairperson. The Chairperson shall appoint all sub-committee Chairpersons from members of the Committee.

## **XII. FINANCE**

**A.** It is contemplated that only under unusual circumstances would the Committee collect or spend money. If the Committee's purpose does allow for the collection or expenditure of money, such collection or expenditures shall be consistent with City Council policy.

**B.** Committee members shall serve without monetary compensation.

## **XIII. AMENDMENTS**

Amendments to these By-Laws may be recommended to the City Council upon a two-thirds majority vote of the active Committee members. Any amendments to said By-Laws must be approved by the City Council.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2017.

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MAYOR

ATTEST:

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CITY CLERK



## **FAMILY AND HUMAN SERVICES ADVISORY COMMITTEE**

### **BY-LAWS**

#### **I. NAME**

The name of this Committee shall be **CITY OF SANTA FE SPRINGS FAMILY AND HUMAN SERVICES ADVISORY COMMITTEE**

#### **II. PURPOSE**

The Family and Human Services Advisory Committee was developed to advise the City Council on human services needs that exist in the community and also work with City staff on improving and developing social services programs. The Committee will also evaluate existing services/programs and recommend changes to improve services.

#### **III. AUTHORITY**

This Committee shall be advisory only to the City Council. A report of the Committee Minutes and/or actions of this Committee shall be presented to the City Council following each meeting.

#### **IV. MEMBERSHIP**

This Committee shall be comprised of no more than fifteen (15) Council appointed members from a cross section of persons residing in or active in the City. Five (5) additional members who represent public and private social service agencies and are active in the City shall be appointed by the Committee. Appointees may include representatives from the schools, local businesses, civic and social service organizations.

#### **V. APPLICATIONS**

Applications for appointment shall be made available in the City Clerk's Office. Applications must be submitted to the City Clerk. Once received and date-stamped, eligibility of the applicant will be determined by the City Clerk based on applicable Committee/Commission by-laws. Eligible applicants will be included in the next Council Agenda Packet for Council members' and staff's review under

Prospective Members for Various Committees/Commissions. The City Clerk shall notify non-eligible applicants by mail.

Applications shall be valid for six months. The City Clerk shall be responsible to notify the appropriate Executive Secretary of the name of any applicant who has remained on the list for five months without appointment. The Executive Secretary shall be responsible to send a letter to the prospective applicant that shall include: the date on which the current application will expire, a blank application, and directions to return the updated application to the City Clerk within 30 days if they wish to remain on the eligibility list. It shall be the responsibility of the City Clerk to maintain updated eligibility lists for all Council-Appointed Committees/Commissions.

## **VI. APPOINTMENTS**

Fifteen (15) Committee members shall be nominated by Council Members and appointed by the Mayor, with the approval of the City Council to a two year term. Members may be reappointed or removed at the discretion of the City Council. The Committee members shall appoint the five (5) social service agency representatives to a two year term.

Following the appointment of any Committee member or Commissioner, the City Clerk shall notify said appointee by mail of their term of appointment. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the Executive Secretary. It shall be the responsibility of the Executive Secretary to: contact the new appointee to advise him/her of the next meeting, provide all documents necessary to function on the Committee/Commission, and notify the Chair of new appointments.

By April 30 of each year, the City Clerk shall provide Executive Secretaries with a list of members whose term is due to expire at the end of the fiscal year (June 30th.) Executive Secretaries shall then notify members and provide blank applications to be completed and returned within 30 days if the member wishes to be re-appointed. The Executive Secretaries shall then submit a complete audit of re-appointments, including applications, to the City Clerk.

## **VII. ABSENCES**

Absences from three consecutive meetings, or a total of five meetings per fiscal year, shall result in that member's seat being declared vacant by the secretary of the committee. Any declaration of vacancy based on absences from regularly scheduled meetings per Fiscal Year shall be appealable to the City Council. Council shall take into consideration board member attendance records, including tardiness, when evaluating the overall performance of board members.



## **DRAFT**

**Long – term** absences cannot be longer than six (6) months due to extenuating circumstance, and must be excused by the City Council. **Such requests must be submitted in writing to the City Council for approval.**

It shall be the responsibility of the Executive Secretary to monitor the attendance of Committee members/Commissioners according to their respective by-laws. Recently-adopted Council policy states that long-term absence excuses shall be limited to six months, at which time the Committee member/Commissioner shall be removed from service. The Executive Secretary shall be responsible to notify by mail any member in danger of being removed due to absence from one meeting prior to such removal. Attempts should also be made to contact the Committee member/Commissioner by phone. Such notification shall include the absence policy for the Committee/Commission and directions for obtaining an excused absence if necessary. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the City Clerk. If after receiving said notification, a Committee member/Commissioner misses the subsequent meeting, the Executive Secretary shall notify the City Clerk. The City Clerk shall then notify the City Manager and the appointing Councilmember.

### **VIII. VACANCIES**

Vacancies shall be filled by the Council Member whose appointment has been vacated, with the approval of the Mayor and City Council, to complete the unexpired term.

### **IX. EXPIRATION OF TERMS**

One half of the Committee membership terms will expire on June 30<sup>th</sup> of even numbered years and one half will expire on June 30<sup>th</sup> of odd numbered years.

### **X. COUNCIL LIAISON**

With the approval of the City Council, the Mayor may designate a Member of the City Council to act as Liaison to the Committee. The duties of the Liaison shall include reporting to the Community any actions of the City Council relative to the Committee's programs or sphere of influence and to act as spokesperson on behalf of the Committee to the City Council.

### **XI. ORGANIZATION**

#### **A. Meetings**

The Committee shall meet regularly each month as decided by the Committee.

The Committee will select a meeting time and date by general consensus convenient to most members and adhere to that schedule. The meetings of this Committee shall be held ~~eight times a year, the months of January, February, March, April, May, June, October and November, on the third Wednesday of each month.~~ ten times a year, the months of January, February, March, April, May, June, July, August, October and November and go dark in the months of September and December. The Chairperson shall have the power to call special meetings but all members shall have at least two (2) days notice for a special meeting. All meetings shall be public.

## **B. Officers**

~~At a regular June meeting each year, the Committee shall organize by electing a Chairperson and Vice Chairperson from its membership to serve for a one year term. Successful candidates must receive a majority vote of members present.~~

At the regular meeting in **October** of each year, the Committee shall organize by nominating and electing a Chairperson and Vice-Chairperson from its membership to serve for a one-year term. Successful candidates must receive a majority vote of members present. Both, the nominations and elections of officers will be conducted by ballot. Successful candidates must receive a majority vote of members present and must have attended at least 6 meetings in the previous year.

### **1. Duties:**

- a. The Chairperson shall preside at Committee meetings, shall represent the Committee at various functions, and shall make necessary decisions affecting the Committee when a meeting is not possible.
- b. The Vice Chairperson shall assume the Chairperson's duties in the absence or inability to perform said duties.
- c. In the absence or the disability of both the Chairperson and Vice Chairperson, the Executive Secretary shall chair the meeting.
- d. The Executive Secretary shall be a member of the City staff. The duties shall include: 1.) provide for the recording of the Minutes for each meeting; 2.) keep an accurate record of attendance and notify the Chairperson of members missing three (3) consecutive



meetings; 3.) provide staff assistance as required for the conduct of the Committee's business; 4.) and, act as the principal staff advisor.

### **C. RULES, REGULATIONS AND RECORDS**

All rules and regulations governing the Committee shall be approved by the City Council and shall be kept on file in the Office of the City Clerk. The Committee shall keep a written record of its transactions, findings and determinations. Copies of such materials, as well as Minutes of each meeting, shall be forwarded to the City Clerk and the City Council.

The Committee will operate under parliamentary procedure.

### **D. QUORUM**

A simple majority of the Committee members (50% + 1) A majority of the Committee members shall constitute a quorum for the transaction of business. The affirmative or negative vote of the majority of the members present shall be necessary for the final transaction of any business.

### **E. SUB-COMMITTEES**

Sub-committees which are needed to successfully carry forth a Committee project shall be established by the Chairperson. The Chairperson shall appoint all sub-committee chairpersons from the Committee.

## **XII. FINANCE**

- A.** It is contemplated that only under unusual circumstances would the Committee collect or spend money. If the Committee's purpose does allow for the collection or expenditure of money, such collection or expenditures shall be consistent with City Council policy.
- B.** The Family & Human Services Community Support Fund (FHSCSF) is administered through the FHS Division under the guidance of the committee. A financial report for this fund is prepared and submitted by city staff each quarter to the committee for their review and approval.
- C.** Committee members shall serve without compensation.

## **XIII. AMENDMENTS**

Amendments to these By-Laws may be recommended to the City Council upon 2/3 majority vote of the Committee members. Any amendments to said By-Laws must be approved by the City Council.

**DRAFT**

Approved this \_\_\_\_ day of \_\_\_\_\_, 2017.

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MAYOR

ATTEST:

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CITY CLERK



## **HERITAGE ARTS ADVISORY COMMITTEE**

### **BY-LAWS**

#### **I. NAME**

The name of this Committee shall be **CITY OF SANTA FE SPRINGS HERITAGE ARTS ADVISORY COMMITTEE**

#### **II. PURPOSE**

The Heritage Arts Advisory Committee was created as a committee appointed by the City Council to advise the City's Heritage Artwork in Public Places Program.

#### **III. AUTHORITY**

This Committee shall be advisory only to the City Council. A report of the Committee Minutes and/or actions of this Committee shall be presented to the City Council following each meeting.

#### **IV. MEMBERSHIP**

This Committee shall consist of a maximum of nine (9) voting and six (6) non-voting members from a cross section of persons residing in or active in the City who may be reappointed at the discretion of the City Council.

- 1) A member of the Beautification Committee to serve a minimum of two years.
- 2) A member of the Historical Committee to serve a minimum of two years.
- 3) A member of the Planning Commission to serve a minimum of two years.
- 4) A member of the Chamber of Commerce to serve a minimum of two years.
- 5) Each member of the City Council shall appoint/reappoint one member to serve a minimum of two years.
- 6) A member of the City Council shall serve in a nonvoting capacity as Council representative to this committee.
- 7) The City Manager or designee shall serve in a nonvoting capacity.
- 8) The Director of Community Services Department or designee shall serve in a nonvoting capacity.
- 9) The Director of the Department of Planning or his appointed representative shall serve in a nonvoting capacity.
- 10) A staff member from the Department of Community Services shall serve in a nonvoting capacity as executive secretary for this committee.

- 11)A staff member from the Department of Planning and Development shall serve in a nonvoting capacity.

## **V. APPLICATIONS**

Applications for appointment shall be made available in the City Clerk's Office. Applications must be submitted to the City Clerk. Once received and date-stamped, eligibility of the applicant will be determined by the City Clerk based on applicable Committee/Commission by-laws. Eligible applicants will be included in the next Council Agenda Packet for Council members' and staff's review under Prospective Members for Various Committees/Commissions. The City Clerk shall notify non-eligible applicants by mail.

Applications shall be valid for six months. The City Clerk shall be responsible to notify the appropriate Executive Secretary of the name of any applicant who has remained on the list for five months without appointment. The Executive Secretary shall be responsible to send a letter to the prospective applicant that shall include: the date on which the current application will expire, a blank application, and directions to return the updated application to the City Clerk within 30 days if they wish to remain on the eligibility list. It shall be the responsibility of the City Clerk to maintain updated eligibility lists for all Council-Appointed Committees/Commissions.

## **VI. APPOINTMENTS**

A maximum of nine (9) Committee members shall be nominated by Council Members and appointed by the Mayor, with the approval of the City Council to a two year term. Members may be reappointed or removed at the discretion of the City Council.

Following the appointment of any Committee member or Commissioner, the City Clerk shall notify said appointee by mail of their term of appointment. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the Executive Secretary. It shall be the responsibility of the Executive Secretary to: contact the new appointee to advise him/her of the next meeting, provide all documents necessary to function on the Committee/Commission, and notify the Chair of new appointments.

By April 30 of each year, the City Clerk shall provide Executive Secretaries with a list of members whose term is due to expire at the end of the fiscal year (June 30th.) Executive Secretaries shall then notify members and provide blank applications to be completed and returned within 30 days if the member wishes to be re-appointed. The Executive Secretaries shall then submit a complete audit of re-appointments, including applications, to the City Clerk.

## **VII. ABSENCES**

Absences from three consecutive meetings, or a total of five meetings per fiscal year, shall result in that member's seat being declared vacant by the secretary of the committee. Any declaration of vacancy based on absences from regularly scheduled meetings per Fiscal Year shall be appealable to the City Council. Council shall take into consideration board member attendance records, including tardiness, when evaluating the overall performance of board members.

**Long – term** absences cannot be longer than six (6) months due to extenuating circumstance, and must be excused by the City Council. **Such requests must be submitted in writing to the City Council for approval.**

It shall be the responsibility of the Executive Secretary to monitor the attendance of Committee members/Commissioners according to their respective by-laws. Recently-adopted Council policy states that long-term absence excuses shall be limited to six months, at which time the Committee member/Commissioner shall be removed from service. The Executive Secretary shall be responsible to notify by mail any member in danger of being removed due to absence from one meeting prior to such removal. Attempts should also be made to contact the Committee member/Commissioner by phone. Such notification shall include the absence policy for the Committee/Commission and directions for obtaining an excused absence if necessary. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the City Clerk. If after receiving said notification, a Committee member/Commissioner misses the subsequent meeting, the Executive Secretary shall notify the City Clerk. The City Clerk shall then notify the City Manager and the appointing Councilmember.

#### **VIII. VACANCIES**

Vacancies shall be filled by the Council Member whose appointment has been vacated, with the approval of the Mayor and City Council, to complete the unexpired term.

#### **IX. EXPIRATION OF TERMS**

One half of the Committee membership terms will expire on June 30<sup>th</sup> of even numbered years and one half will expire on June 30<sup>th</sup> of odd numbered years.

#### **X. COUNCIL LIAISON**

With the approval of the City Council, the Mayor may designate a Member of the City Council to act as Liaison to the Committee. The duties of the Liaison shall include reporting to the Community any actions of the City Council relative to the Committee's programs or sphere of influence and to act as spokesperson on behalf of the Committee to the City Council.

#### **XI. ORGANIZATION**



## **A. Meetings**

The Committee shall meet regularly each month as decided by the Committee.

The Committee will select a meeting time and date by general consensus and adhere to that schedule. The meetings of this Committee shall be eleven times a year, the months of January, February, March, April, May, June, July, August, September, October and November and go dark in the month of December. The Chairperson shall have the power to call special meetings but all members shall have at least two (2) days notice for a special meeting. All meetings shall be public.

## **B. Officers**

At the regular July meeting each year, the Committee shall organize by nominating and electing a Chairperson and Vice-Chairperson from its membership to serve a one-year term. Both, the nominations and elections of officers will be conducted by ballot. Successful candidates must receive a majority vote of members present and must have attended at least 6 meetings in the previous year.

### **1. Duties:**

- a. The Chairperson shall preside at Committee meetings, shall represent the Committee at various functions, and shall make necessary decisions affecting the Committee when a meeting is not possible.
- b. The Vice Chairperson shall assume the Chairperson's duties in the absence or inability to perform said duties.
- c. In the absence or the disability of both the Chairperson and Vice Chairperson, the Executive Secretary shall chair the meeting.
- d. The Executive Secretary shall be a member of the City staff. The duties shall include: 1.) provide for the recording of the Minutes for each meeting; 2.) keep an accurate record of attendance and notify the Chairperson of members missing three (3) consecutive meetings; 3.) provide staff assistance as required for the conduct of the Committee's business; 4.) and, act as the principal staff advisor.

## **C. RULES, REGULATIONS AND RECORDS**

All rules and regulations governing the Committee shall be approved by the City Council and shall be kept on file in the Office of the City Clerk. The Committee shall keep a written record of its transactions, findings and determinations. Copies of such materials, as well as Minutes of each meeting, shall be forwarded to the City Clerk and the City Council.

The Committee will operate under parliamentary procedure.

#### **D. QUORUM**

A simple majority of the Committee members (50% + 1) shall constitute a quorum for the transaction of business. The affirmative or negative vote of the majority of the members present shall be necessary for the final transaction of any business.

#### **E. SUB-COMMITTEES**

Sub-committees which are needed to successfully carry forth a Committee project shall be established by the Chairperson. The Chairperson shall appoint all sub-committee chairpersons from the Committee.

### **XII. FINANCE**

**A.** It is contemplated that only under unusual circumstances would the Committee collect or spend money. If the Committee's purpose does allow for the collection or expenditure of money, such collection or expenditures shall be consistent with City Council policy.

**B.** Committee members shall serve without compensation.

### **XIII. AMENDMENTS**

Amendments to these By-Laws may be recommended to the City Council upon 2/3 majority vote of the Committee members. Any amendments to said By-Laws must be approved by the City Council.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2017.

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MAYOR

ATTEST:

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CITY CLERK



## **HISTORICAL COMMITTEE BY-LAWS**

### **I. NAME**

The name of this Committee shall be **CITY OF SANTA FE SPRINGS HISTORICAL COMMITTEE.**

### **II. PURPOSE**

The purpose of this Committee shall be: 1) To collect factual data on the Native American, European and Spanish-Mexican history and culture as it is woven together into the fabric of Santa Fe Springs' daily life; 2) To share these resources with the schools and citizens in order to supplement any curriculum which may need historical data concerning the Santa Fe Springs area; 3) To chronicle and display the diverse cultural influences on Santa Fe Springs and its impact on city life.

### **III. AUTHORITY**

This Committee shall be advisory only to the City Council. A report on the findings and/or actions of this Committee shall be presented to the City Council at least once a year. Yearly reports will be due on or before June 30<sup>th</sup> of each year.

### **IV. MEMBERSHIP**

The Committee shall be comprised of no more than twenty (20) members appointed by the City Council from a cross section of persons residing in or active in the City. Committee membership may include representatives from the schools, local businesses, various social agencies and civic and service organizations.

### **V. APPLICATIONS**

Applications for appointment shall be made available in the City Clerk's Office. Applications must be submitted to the City Clerk. Once received and date-stamped, eligibility of the applicant will be determined by the City Clerk based on applicable Committee/Commission by-laws. Eligible applicants will be included in the next Council Agenda Packet for Council members' and staff's review under



Prospective Members for Various Committees/Commissions. The City Clerk shall notify non-eligible applicants by mail.

Applications shall be valid for six months. The City Clerk shall be responsible to notify the appropriate Executive Secretary of the name of any applicant who has remained on the list for five months without appointment. The Executive Secretary shall be responsible to send a letter to the prospective applicant that shall include: the date on which the current application will expire, a blank application, and directions to return the updated application to the City Clerk within 30 days if they wish to remain on the eligibility list. It shall be the responsibility of the City Clerk to maintain updated eligibility lists for all Council-Appointed Committees/Commissions.

## **VI. APPOINTMENTS**

All Committee members shall be nominated by Council Members and appointed by the Mayor, with the approval of the City Council, for terms of two years. Members may be reappointed or removed at the discretion of the City Council.

Following the appointment of any Committee member or Commissioner, the City Clerk shall notify said appointee by mail of their term of appointment. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the Executive Secretary. It shall be the responsibility of the Executive Secretary to: contact the new appointee to advise him/her of the next meeting, provide all documents necessary to function on the Committee/Commission, and notify the Chair of new appointments.

By April 30 of each year, the City Clerk shall provide Executive Secretaries with a list of members whose term is due to expire at the end of the fiscal year (June 30<sup>th</sup>). Executive Secretaries shall then notify members and provide blank applications to be completed and returned within 30 days if the member wishes to be re-appointed. The Executive Secretaries shall then submit a complete audit of re-appointments, including applications, to the City Clerk.

## **VII. ABSENCES**

Absences of two meetings, **not necessarily consecutive** during one fiscal year (July through June), result in that member's seat being declared vacant by the secretary of the committee. Any declaration of vacancy based on absences from regularly scheduled meetings per Fiscal Year shall be appealable to the City Council. Council shall take into consideration board member attendance records, including tardiness, when evaluating the overall performance of board members.

Long-term absences, due to extenuating circumstances, may be excused by the City Council. Such requests must be submitted in writing to the City Council for approval.



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It shall be the responsibility of the Executive Secretary to monitor the attendance of Committee members/Commissioners according to their respective by-laws. Recently-adopted Council policy states that long-term absence excuses shall be limited to six months, at which time the Committee member/Commissioner shall be removed from service. The Executive Secretary shall be responsible to notify by mail any member in danger of being removed due to absence from one meeting prior to such removal. Attempts should also be made to contact the Committee member/Commissioner by phone. Such notification shall include the absence policy for the Committee/Commission and directions for obtaining an excused absence if necessary. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the City Clerk. If after receiving said notification, a Committee member/Commissioner misses the subsequent meeting, the Executive Secretary shall notify the City Clerk. The City Clerk shall then notify the City Manager and the appointing Councilmember.

### **VIII. VACANCIES**

Vacancies shall be filled by the Council member whose appointment has been vacated, with the approval of the Mayor and City Council, to complete the unexpired term.

The Vice-Chairperson shall succeed to the office of Chairperson for the unexpired term in the event the latter office is vacated, following official announcement by the Executive Secretary of said vacation of office.

### **IX. EXPIRATION OF TERMS**

One-half of the Committee membership terms will expire on June 30<sup>th</sup> of even numbered years and one half will expire on June 30<sup>th</sup> of odd numbered years.

### **X. COUNCIL LIAISON**

With the approval of the City Council, the Mayor may designate a Member of the City Council to act as Liaison to the Committee. The duties of the Liaison shall include reporting to the Committee any actions of the City Council relative to the Committee's programs or sphere of influence and to act as spokesperson on behalf of the Committee to the City Council.

### **XI. ORGANIZATION**

#### **A. Meetings**

The Committee shall meet four times per year on the 2<sup>nd</sup> Tuesday of the month at 5:30 p.m. **or as decided by the Committee.**

The Committee will select a meeting time and date by general consensus and adhere to that schedule. The meetings of this Committee shall be held four times a year, the months of January, April, July, and October. The



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Chairperson shall have the power to call special meetings but all members shall have at least two (2) days notice for a special meeting. All meetings shall be public.

### **B. Officers**

At the regular meeting in July each year, the Committee shall organize by nominating and electing a Chairperson and Vice Chairperson from its membership to serve a one-year term. Successful candidates must receive a majority vote of members present. Nomination and elections will be done by blind paper ballot (an anonymous ballot) for Chairperson, Vice Chairperson and Liaison to Heritage Arts Advisory Committee (HAAC). Liaison to Heritage Arts Advisory Committee is nominated and elected every two years, per ordinance. Liaison to the HAAC reports on relevant issues pertaining to this and attends the HAAC meeting (last Tuesday of every month) and begins at the July meeting following the election.

#### **1. Duties**

- a. The Chairperson shall preside at Committee meetings, shall represent the Committee at various functions and shall make necessary decisions affecting the Committee when a meeting is not possible.
- b. The Vice Chairperson shall assume the Chairperson's duties in the Chairperson's absence or inability to perform said duties.
- c. In the absence or the disability of both the Chairperson and Vice Chairperson, the Executive Secretary shall chair the meeting.
- d. The Executive Secretary shall be a member of the City staff assigned by the City Manager. The duties shall include: Provide for the recording of the Minutes for each meeting; keep an accurate record of attendance and notify the Chairperson of members missing two (2) consecutive meetings; provide staff assistance as required for the conduct of the Committee's business; and act as the principal staff advisor.

#### **~~Vacancies (moved)~~**

~~The Vice Chairperson shall succeed to the office of Chairperson for the unexpired term in the event the latter office is vacated, following official announcement by the Executive Secretary of said vacation of office.~~

#### **~~ABSENCES (MOVED)~~**

~~It shall be the responsibility of the Executive Secretary to monitor the attendance of Committee members/Commissioners according to their~~

## **DRAFT**

~~respective by laws. Recently adopted Council policy states that long term absence excuses shall be limited to six months, at which time the Committee member/Commissioner shall be removed from service. The Executive Secretary shall be responsible to notify by mail any member in danger of being removed due to absence one meeting prior to such removal. Attempts should also be made to contact the Committee member/Commissioner by phone. Such notification shall include the absence policy for the Committee/Commission and directions for obtaining an excused absence if necessary. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison and the City Clerk. If after receiving said notification, a Committee member/Commissioner misses the subsequent meeting, the Executive Secretary shall notify the City Clerk. The City Clerk shall then notify the City Manager and the appointing Councilmember.~~

### **C. RULES, REGULATIONS AND RECORDS**

All rules and regulations governing the Committee shall be approved by the City Council and shall be kept on file in the Office of the City Clerk. The Committee shall keep a written record of its transactions, findings and determinations. Copies of such materials, as well as Minutes of each meeting shall be forwarded to the City Clerk and the City Council.

### **D. QUORUM**

A simple majority of the Committee members (50% + 1) A majority of the Committee members shall constitute a quorum for the transaction of business. The affirmative or negative vote of the majority of the members present shall be necessary for the final transaction of any business.

### **E. SUB-COMMITTEES**

Sub-committees which are needed to successfully carry forth a Committee project shall be established by the Chairperson. The Chairperson shall appoint all Sub-committee Chairpersons from the Committee.

## **XII. FINANCE**

- A.** It is contemplated that only under unusual circumstances would the Committee collect or spend money. If the Committee's purpose does allow for the collection or expenditure of money, such collection or expenditures shall be consistent with City Council policy.
- B.** Committee members shall serve without compensation.

## **XIII. AMENDMENTS**

**DRAFT**

Amendments to these By-Laws may be recommended to the City Council upon a 2/3 majority vote of the Committee members. Any amendments to said By-Laws must be approved by the City Council.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2017.

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MAYOR

ATTEST:

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CITY CLERK





## **PARKS & RECREATION ADVISORY COMMITTEE**

### **BY-LAWS**

#### **I. NAME**

The name of this Committee shall be **CITY OF SANTA FE SPRINGS PARKS & RECREATION ADVISORY COMMITTEE.**

- i. City Council voted on January 12, 2017 to consolidate the Community Program Committee to the Parks & Recreation Advisory Committee. Effective January 12, 2017, all CPC responsibilities have been transferred to the Parks & Recreation Advisory Committee.*

#### **II. PURPOSE**

The purpose of this Committee shall be:

- To advise the City Council on the types of programs that would best meet the recreational needs of the people of all ages and interests;
- To provide more public participation in policy making as to recreation programs;
- To evaluate the effectiveness of recreation programs and park facilities;
- To assist in policy formation regarding conservation, nature, open spaces, and cultural development.
- To provide cultural and educational events and activities, both with City facilities and commercial establishments, i.e. trips, concerts, plays, historical events, art shows

#### **III. AUTHORITY**

This Committee shall be advisory only to the City Council. A report of the Committee Minutes and/or actions of this Committee shall be presented to the City Council following each meeting.



#### **IV. MEMBERSHIP**

This Committee shall be comprised of no more than twenty five (25) members appointed by the City Council from a cross section of the various segments of the community. Twenty-two of the members must be residents of Santa Fe Springs.

#### **V. APPLICATIONS**

Applications for appointment shall be made available in the City Clerk's Office. Applications must be submitted to the City Clerk. Once received and date-stamped, eligibility of the applicant will be determined by the City Clerk based on applicable Committee/Commission by-laws. Eligible applicants will be included in the next Council Agenda Packet for Council members' and staff's review under Prospective Members for Various Committees/Commissions. The City Clerk shall notify non-eligible applicants by mail.

Applications shall be valid for six months. The City Clerk shall be responsible to notify the appropriate Executive Secretary of the name of any applicant who has remained on the list for five months without appointment. The Executive Secretary shall be responsible to send a letter to the prospective applicant that shall include: the date on which the current application will expire, a blank application, and directions to return the updated application to the City Clerk within 30 days if they wish to remain on the eligibility list. It shall be the responsibility of the City Clerk to maintain updated eligibility lists for all Council-Appointed Committees/Commissions.

#### **VI. APPOINTMENTS**

All Committee members shall be nominated by Council Members and appointed by the Mayor, with the approval of the City Council, for terms of two years. Members may be reappointed or removed at the discretion of the City Council.

Following the appointment of any Committee member or Commissioner, the City Clerk shall notify said appointee by mail of their term of appointment. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the Executive Secretary. It shall be the responsibility of the Executive Secretary to: contact the new appointee to advise him/her of the next meeting, provide all documents necessary to function on the Committee/Commission, and notify the Chair of new appointments.

By April 30 of each year, the City Clerk shall provide Executive Secretaries with a list of members whose term is due to expire at the end of the fiscal year (June 30th.) Executive Secretaries shall then notify members and provide blank applications to be completed and returned within 30 days if the member wishes to be re-appointed. The Executive Secretaries shall then submit a complete audit of re-appointments, including applications, to the City Clerk.



## **VII. ABSENCES**

Absences from three consecutive meetings, or a total of five meetings per fiscal year, shall result in that member's seat being declared vacant by the secretary of the committee. Any declaration of vacancy based on absences from regularly scheduled meetings per Fiscal Year shall be appealable to the City Council. Council shall take into consideration board member attendance records, including tardiness, when evaluating the overall performance of board members.

**Long – term** absences cannot be longer than six (6) months due to extenuating circumstance, and must be excused by the City Council. **Such requests must be submitted in writing to the City Council for approval.**

It shall be the responsibility of the Executive Secretary to monitor the attendance of Committee members/Commissioners according to their respective by-laws. Recently-adopted Council policy states that long-term absence excuses shall be limited to six months, at which time the Committee member/Commissioner shall be removed from service. The Executive Secretary shall be responsible to notify by mail any member in danger of being removed due to absence from one meeting prior to such removal. Attempts should also be made to contact the Committee member/Commissioner by phone. Such notification shall include the absence policy for the Committee/Commission and directions for obtaining an excused absence if necessary. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the City Clerk. If after receiving said notification, a Committee member/Commissioner misses the subsequent meeting, the Executive Secretary shall notify the City Clerk. The City Clerk shall then notify the City Manager and the appointing Councilmember.

## **VIII. VACANCIES**

~~If a member is absent from three consecutive meetings per fiscal year, his/her office shall become vacant.~~

~~Long-term absences, due to extenuating circumstances, may be excused by the City Council. Long-term absence excuses shall be limited to six months, at which time the Committee member shall be removed from service. Such requests must be submitted in writing to the City Council.~~

Vacancies shall be filled by the Council Member whose appointment has been vacated, with the approval of the Mayor and City Council, to complete the unexpired term.

## **IX. EXPIRATION OF TERMS**

One half of the Committee membership terms will expire on June 30th of even numbered years and one half will expire on June 30th of odd numbered years. ~~The terms will be established by the drawing of lots at the first official meeting of this Committee following approval of these By-Laws.~~



## **X. COUNCIL LIAISON**

With the approval of the City Council, the Mayor may designate a Member of the City Council to act as Liaison to the Committee. The duties of the Liaison shall include reporting to the Community any actions of the City Council relative to the Committee's programs or sphere of influence and to act as spokesperson on behalf of the Committee to the City Council.

## **XI. ORGANIZATION**

### **A. Meetings**

The Committee shall meet ~~each month with the exception of July, August and December.~~ regularly each month as decided by the Committee.

The Committee will select a meeting time and date by general consensus convenient to the majority of the members and adhere to that schedule. The meetings of this Committee shall be held nine times a year, the months of January, February, March, April, May, June, September, October and November and go dark in the months of July, August, and December. The Chairperson shall have the power to call special meetings but all members shall have at least two (2) days notice for a special meeting. All meetings shall be public.

### **B. Officers**

At the regular meeting in September of each year, the Committee shall organize by nominating and electing a Chairperson and Vice Chairperson from its membership to serve a one-year term. Both, the nominations and elections of officers will be conducted by ballot. Successful candidates must receive a majority vote of members present and must have attended at least 6 meetings in the previous year. The selection of a Chairperson and Vice Chairperson will be the first item on the agenda after Roll Call.

#### **1. Duties:**

- a. The Chairperson shall preside at Committee meetings, shall represent the Committee at various functions, and shall make necessary decisions affecting the Committee when a meeting is not possible.
- b. The Vice Chairperson shall assume the Chairperson's duties in the absence or inability to perform said duties.
- c. In the absence or the disability of both the Chairperson and Vice Chairperson, the Executive Secretary shall chair the meeting.

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- d. The Executive Secretary shall be a member of the City staff assigned by the City Manager. The duties shall include: Provide for the recording of the Minutes for each meeting; keep an accurate record of attendance and notify the City Clerk of members missing three (3) consecutive meetings; provide staff assistance as required for the conduct of the Committee's business; and, act as the principal staff advisor.

### **C. RULES, REGULATIONS AND RECORDS**

All rules and regulations governing the Committee shall be approved by the City Council and shall be kept on file in the Office of the City Clerk. The Committee shall keep a written record of its transactions, findings and determinations. Copies of such materials, as well as Minutes of each meeting, shall be forwarded to the City Clerk and the City Council.

Committee will operate under parliamentary procedure.

### **D. QUORUM**

A simple majority of the Committee members (50% + 1) Majority of the Committee members shall constitute a quorum for the transaction of business. The affirmative or negative vote of the majority of the members present shall be necessary for the final transaction of any business.

### **E. SUB-COMMITTEES**

Sub-committees which are needed to successfully carry forth a Committee project shall be established by the Chairperson. The Chairperson shall appoint all Sub-committee Chairpersons from the Committee. Sub-committee members may include non-members of the Committee.

There shall be a specified Sub-committee which shall be known as the Christmas Float Sub-committee. The Chairperson shall appoint the Sub-Committee Chairperson from the Committee each year in the month of January. This appointment must be affirmed by the Committee as a whole. There are no restrictions on the number of terms for a Sub-committee Chairperson.

## **XII. FINANCE**

- A. It is contemplated that only under unusual circumstances would the Committee collect or spend money. If the Committee's purpose does allow for the collection or expenditure of money, such collection or expenditures shall be consistent with City Council policy.
- B. Committee members shall serve without compensation.

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**XIII. AMENDMENTS**

Amendments to these By-Laws may be recommended to the City Council upon a 2/3 majority vote of the Committee members. Any amendments to said By-Laws must be approved by the City Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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MAYOR

ATTEST:

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CITY CLERK





## **SENIOR CITIZENS ADVISORY COMMITTEE BY-LAWS**

### **I. NAME**

The name of this Committee shall be **CITY OF SANTA FE SPRINGS SENIOR CITIZENS ADVISORY COMMITTEE.**

### **II. PURPOSE**

The purpose of this Committee shall be to advise, plan, and conduct projects that will foster mutual understanding between Senior citizens of Santa Fe Springs and the Honorable city Council of the City of Santa Fe Springs in order to improve the well-being of the Senior citizens in the City of Santa Fe Springs and to the community at large.

### **III. AUTHORITY**

This committee shall be advisory only to the City Council. A report on the findings and/or actions of this Committee shall be presented to the City Council at least once a year. Yearly reports will be due on or before June 30<sup>th</sup> of each year.

### **IV. MEMBERSHIP**

The Committee shall be comprised of no more than twenty five (25) members appointed by the City Council from a cross section of persons residing in or active in the city. Committee membership may include representatives from the schools, local businesses, various social agencies, and civic and service organizations.

### **V. APPLICATIONS**

Applications for appointment shall be made available in the City Clerk's Office. Applications must be submitted to the City Clerk. Once received and date-stamped, eligibility of the applicant will be determined by the City Clerk based on applicable committee/Commission By-Laws. Eligible applicants will be included in the next Council Agenda Packet for Council members' and staff's review under



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prospective Members for Various Committees/Commissions. The City Clerk shall notify non-eligible applicants by mail.

Applications shall be valid for six months. The City Clerk shall be responsible to notify the appropriate Executive Secretary of the name of any applicant who has remained on the list for five months without appointment. The Executive Secretary shall be responsible to send a letter to the prospective applicant that shall include: the date on which the current application will expire, a blank application, and directions to return the updated application to the City Clerk within 30 days if they wish to remain on the eligibility list. It shall be the responsibility of the City Clerk to maintain updated eligibility lists for all Council-Appointed Committees/Commissions.

### **VI. APPOINTMENTS**

All Committee members shall be nominated by Council Members and appointed by the Mayor, with the approval of the City Council, for terms of two years. Members may be reappointed or removed at the discretion of the Council.

Following the appointment of any Committee member or Commissioner, the City Clerk shall notify said appointee by mail of their term of appointment. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the Executive Secretary. It shall be the responsibility of the Executive Secretary to: contact the new appointee to advise him/her of the next meeting, provide all documents necessary to function on the Committee/Commission, and notify the Chair of new appointments.

By April 30 of each year, the City Clerk shall provide Executive Secretaries with a list of members whose term is due to expire at the end of the fiscal year (June 30). Executive Secretaries shall then notify members and provide blank applications to be completed and returned within 30 days if the member wishes to be reappointed. The Executive Secretaries shall then submit a complete audit of reappointments, including applications, to the City Clerk.

### **VII. ABSENCES**

Absences from three consecutive meetings, or a total of five meetings per fiscal year, shall result in that member's seat being declared vacant by the secretary of the committee. Any declaration of vacancy based on absences from regularly scheduled meetings per Fiscal Year shall be appealable to the City Council. Council shall take into consideration board member attendance records, including tardiness, when evaluating the overall performance of board members.

~~Vacancies shall be filed by the Council Member whose appointment has been vacated, with the approval of the Mayor and the City Council to complete the unexpired term.~~



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**Long-term** absences may only be for 6 months, and must be excused by the City Council. **Such requests must be submitted in writing to the City Council for approval.**

It shall be the responsibility of the Executive Secretary to monitor the attendance of Committee members/Commissioners according to their respective by-laws. Recently adopted Council policy states that long-term absence excuses shall be limited to six months, at which time the Committee member/Commissioner shall be removed from service. The Executive Secretary shall be responsible to notify by mail any member in danger of being removed due to absence from one meeting prior to such removal. Attempts should also be made to contact the Committee member/Commissioner by phone. Such notification shall include the absence policy for the Committee/ Commission and directions for obtaining an excused absence if necessary. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the City Clerk. If after receiving said notification, a Committee member/Commissioner misses the subsequent meeting, the Executive Secretary shall notify the City Clerk. The City Clerk shall then notify the City Manager and the appointing Councilmember.

## **VIII. VACANCIES**

Vacancies shall be filled by the Council Member whose appointment has been vacated, with the approval of the Mayor and City Council, to complete the unexpired term.

## **IX. EXPIRATION OF TERMS**

One-half of the Committee membership terms will expire on June 30<sup>th</sup> of even numbered years and one-half will expire on June 30<sup>th</sup> of odd numbered years.

## **X. COUNCIL LIAISON**

With the approval of the City Council, the Mayor may designate a Member of the City Council to act as a Liaison to the Committee. The duties of the Liaison shall include reporting to the Community any actions of the City Council relative to the Committee's programs or sphere of influence and to act as spokesperson on behalf of the Committee to the City Council.

## **XI. ORGANIZATION**

### **A. Meetings**

The Committee shall meet regularly each month **as decided by the Committee.**

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The Committee will select a meeting time and date by general consensus convenient to most members and adhere to that schedule. The meetings of this Committee shall be held ten times a year in the months of January, February, March, April, May, June, July, August, October, November, ~~on the second Tuesday of each month.~~ The Committee shall select a day and time that is convenient to most members and shall adhere to schedule. The Chairperson shall have the power to call special meetings, but all members shall have at least two (2) day notice for a special meeting. All meetings shall be public.

### **B. Officers**

~~At the regular June meeting each year, the Committee shall organize by electing a Chairperson and Vice Chairperson from its membership to serve for a one-year term. Successful candidates must receive a majority vote of members present and must have attended 6 meetings in the previous year.~~

At the regular August meeting each year, the Committee shall organize by nominating and electing a Chairperson and Vice-Chairperson from its membership to serve a one-year term. Both, the nominations and elections of officers will be conducted by ballot. Successful candidates must receive a majority vote of members present and must have attended at least 6 meetings in the previous year.

#### **1. Duties:**

- a. The Chairperson shall preside at Committee meetings, shall represent the Committee at various functions, and shall make necessary decisions affecting the Committee when a meeting is not possible.
- b. The Vice Chairperson shall assume the Chairperson's duties in the absence or inability to perform said duties.
- c. In the absence or the disability of both the Chairperson and Vice Chairperson, the Executive Secretary shall chair the meeting.
- d. The Executive Secretary shall be a member of the City staff. The duties shall include: 1) provide for the recording of the Minutes for each meeting; 2) keep an accurate record of attendance and notify the Chairperson of members missing three (3) consecutive meetings; 3) provide staff assistance as required for the conduct of the Committee's business; and 4) act as the principal staff advisor.

### **C. RULES, REGULATIONS AND RECORDS**



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All rules and regulations governing the Committee shall be approved by the City Council and shall be kept on file in the Office of the City Clerk. The Committee shall keep a written record of its transactions, findings, and determinations. Copies of such material, as well as Minutes of each meeting, shall be forwarded to the City Clerk and the City Council.

Committee will operate under parliamentary procedure.

**D. QUORUM**

A simple majority of the Committee members (50% + 1) A majority of the Committee members shall constitute a quorum for the transaction of business. The affirmative or negative vote of the majority of the members present shall be necessary for the final for the transaction of any business.

**E. SUB-COMMITTEES**

Sub-Committees, which are needed to successfully carry forth a Committee project, shall be established by the Chairperson. The Chairperson shall appoint all sub-committee chairpersons from the Committee.

**XII. FINANCE**

A. It is contemplated that only under unusual circumstances would the Committee collect or spend money. If the If the Committee's purpose does allow for the collection or expenditure of money, such collection or expenditures shall be consistent with City Council policy.

B. Committee members shall serve without compensation.

**XIV. AMENDMENTS**

Amendments to these By-Laws may be recommended to the City Council upon a 2/3 majority vote of the Committee members. Any amendments to said By-Laws must be approved by the City Council.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK



## **SISTER CITY COMMITTEE**

### **BY-LAWS**

#### **I. NAME**

The name of this Committee shall be the **CITY OF SANTA FE SPRINGS SISTER CITY COMMITTEE.**

#### **II. PURPOSE**

The purpose of this Committee shall be to plan and conduct projects which will foster mutual understanding and goodwill between the citizenry of Santa Fe Springs and the citizenry of any foreign city duly designated by the City Council of the City of Santa Fe Springs as a "Sister City" of the City of Santa Fe Springs.

#### **III. AUTHORITY**

This Committee shall be advisory only to the City Council, and shall act as goodwill ambassadors of the City of Santa Fe Springs. A report on the activities and/or actions of this Committee shall be presented to the Council at least once a year. Yearly reports will be due on or before June 30th of each year.

No act of this Committee shall be contrary to the established policy of the City Council of the City of Santa Fe Springs; the Town Affiliation Association of the United States, Inc. - Sister Cities International; the U.S./Mexico Sister City Association; or the various Departments of the United States Government.

The Committee shall adhere to all applicable provisions of sections 54950 through 54963 of the State of California Government Code (herein referred to as "The Brown Act.")

#### **IV. MEMBERSHIP**

The Committee shall be composed of no more than 25 members appointed by the City Council from a cross section of persons who either reside or work in the City, which may include representatives from schools, local businesses, various social agencies, and civic and service organizations, within the City. Each of these members is entitled to one vote.

#### **V. APPLICATIONS**



Applications for appointment shall be made available in the City Clerk's Office. Applications must be submitted to the City Clerk. Once received and date-stamped, eligibility of the applicant will be determined by the City Clerk based on applicable Committee/Commission by-laws. Eligible applicants will be included in the next Council Agenda Packet for Council members' and staff's review under Prospective Members for Various Committees/Commissions. The City Clerk shall notify non-eligible applicants by mail.

Applications shall be valid for six months. The City Clerk shall be responsible to notify the appropriate Executive Secretary of the name of any applicant who has remained on the list for five months without appointment. The Executive Secretary shall be responsible to send a letter to the prospective applicant that shall include: the date on which the current application will expire, a blank application, and directions to return the updated application to the City Clerk within 30 days if they wish to remain on the eligibility list. It shall be the responsibility of the City Clerk to maintain updated eligibility lists for all Council-Appointed Committees/ Commissions.

## **VI. APPOINTMENTS**

All Committee members shall be nominated by Council Members and appointed by the Mayor, with the approval of the City Council, for terms of two years. Members may be reappointed or removed at the discretion of the Council.

Following the appointment of any Committee member or Commissioner, the City Clerk shall notify said appointee by mail of their term of appointment. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the Executive Secretary. It shall be the responsibility of the Executive Secretary to: contact the new appointee to advise him/her of the next meeting, provide all documents necessary to function on the Committee/Commission, and notify the Chair of new appointments.

By April 30 of each year, the City Clerk shall provide Executive Secretaries with a list of members whose term is due to expire at the end of the fiscal year (June 30th.) Executive Secretaries shall then notify members and provide blank applications to be completed and returned within 30 days if the member wishes to be re-appointed. The Executive Secretaries shall then submit a complete audit of re-appointments, including applications, to the City Clerk.

## **VII. ABSENCES**

Absences from three consecutive meetings, or a total of five meetings per fiscal year, shall result in that member's seat being declared vacant by the secretary of the committee. Any declaration of vacancy based on absences from regularly scheduled meetings per Fiscal Year shall be appealable to the City Council. Council shall take into consideration board member attendance records, including tardiness, when evaluating the overall performance of board members.



**Long – term** absences cannot be longer than six (6) months due to extenuating circumstance, and must be excused by the City Council. **Such requests must be submitted in writing to the City Council for approval.**

It shall be the responsibility of the Executive Secretary to monitor the attendance of Committee members/Commissioners according to their respective by-laws. Recently-adopted Council policy states that long-term absence excuses shall be limited to six months, at which time the Committee member/Commissioner shall be removed from service. The Executive Secretary shall be responsible to notify by mail any member in danger of being removed due to absence from one meeting prior to such removal. Attempts should also be made to contact the Committee member/Commissioner by phone. Such notification shall include the absence policy for the Committee/Commission and directions for obtaining an excused absence if necessary. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the City Clerk. If after receiving said notification, a Committee member/Commissioner misses the subsequent meeting, the Executive Secretary shall notify the City Clerk. The City Clerk shall then notify the City Manager and the appointing Councilmember.

## **VIII. VACANCIES**

Vacancies shall be filled by the Council member whose appointment has been vacated, with the approval of the Mayor and City Council, to complete the unexpired term.

~~For unexpired terms, nominations to fill vacancies shall be filled consistent with Section VI.~~  
Committee members appointed to fill vacancies shall complete the unexpired term.

## **IX. EXPIRATION OF TERMS**

One half of the Committee membership terms will expire on June 30th of even numbered years and one half will expire on June 30th of odd numbered years.

## **X. COUNCIL LIAISON**

With the approval of the City Council, the Mayor may designate a member of the City Council to act as Liaison to the Committee. The duties of the Liaison shall include reporting to the Committee any actions of the City Council relative to the Committee's programs or sphere of influence and to act as spokesperson on behalf of the Committee to the City Council.

## **XI. ORGANIZATION**

### **A. Meetings**

The Committee shall meet the first Monday of each month **or as decided by the Committee.** ~~unless otherwise specified,~~



The Committee will select a meeting time and date by general consensus and adhere to that schedule. The meetings of this Committee shall be held eleven (11) times a year, the months of January through November and go dark in December. ~~and at least eleven times each calendar year.~~ The Chair shall have the power to call special meetings, but all members shall have at least two (2) days notice for a special meeting. All meetings shall be open to the public and subject to the Brown Act.

**B. Elections Officers**

At the regular meeting in August, the Chair, with concurrence of the Committee, shall appoint five (5) members from the Committee who shall constitute a Nominating Committee. Members cannot serve on the Nominating Committee for two (2) consecutive years. The Nominating Committee will report its selections for the elected offices of the Committee at the regular September meeting. Nominations from the Sister City Committee as a whole will also be accepted at the September meeting. Elections shall be held annually at the regular September meeting. New officers will take office in October.

**1. Duties of Officers**

- a. Officers' terms shall be for one year.
- b. The Chair shall preside at Committee meetings, shall represent the Committee at various functions pertaining to Sister City activities, and shall make necessary decisions affecting the Committee when a meeting is not possible. All members shall be contacted regarding any business that is conducted outside of a regular meeting. Such decisions must be approved by the Council Liaison and not in conflict with the Brown Act. The Chair shall be the ex-officio member of all sub-committees and shall be the Chair of the By-Laws Revision Committee and shall keep an official copy of the By-Laws. The Chair may appoint a Committee member, with approval of the Committee, to fill the unexpired term of any officer who is unable to perform their duties.
- c. The Vice Chair shall assume the Chair's duties in the absence or inability to perform said duties.
- d. In the absence or the disability of both the Chair and Vice Chair, the Executive Secretary shall chair the meeting.
- e. The Treasurer shall prepare and submit a financial report at each regular meeting which shall include all transactions of both the Sister City Committee and the Young Ambassadors' Association. All transactions shall indicate payee, amount, and purpose of expenditure or origin of deposit. All monies assigned to students' accounts shall be listed by date, amount, and origin. Encumbered and unencumbered funds shall be noted.

- f. The Staff Liaison shall write all Committee correspondence and give the Executive Secretary and Chair a copy for the Sister City files.
- g. The Executive Secretary shall be a member of the City staff assigned by the City Manager. The duties shall include: provide for the recording of the Minutes for each meeting; keep an accurate record of attendance and notify the Chair and City Clerk of members missing three consecutive meetings; provide staff assistance as required for the conduct of the Committee's business; and, act as the principal staff advisor.

**C. RULES, REGULATIONS, AND RECORDS**

All rules and regulations governing the Committee shall be approved by the City Council and shall be kept on file in the office of the City Clerk. The Committee shall keep a written record of its activities and determinations. Copies of such materials, as well as Minutes of each meeting, shall be forwarded to the City Clerk and the City Council.

Committee will operate under parliamentary procedure.

**D. QUORUM**

A simple majority of the Committee members (50% + 1) A majority of the Committee members shall constitute a quorum for the transaction of business. The affirmative or negative vote of the majority of the members present shall be necessary for the final transaction of any business.

**E. SUB-COMMITTEES**

Two sub-committees consisting of no fewer than 5 members, one each dedicated to the respective sister cities of Navojoa, Mexico and Tirschenreuth, Germany, shall be created by the Chair to work with the Executive Secretary and Staff Liaison to plan for business pertaining to these sister cities.

Additional sub-committees which are needed to successfully carry forth a Committee project shall be established by the Chair. The Chair shall appoint all sub-committee Chairs from the Committee.

**XII. FINANCE**

- A. The Committee's purpose does allow for the collection and expenditure of money, such collection or expenditures shall be consistent with City Council policy.
- B. Committee members shall serve without compensation.
- C. No Committee member may impose any fees or fines upon another member unless



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specified in the Standing Rules.

- D. The Treasurer shall not disburse any funds without prior Committee approval. Such approval shall occur at a public meeting. The Committee shall have the books audited at least once a year.

**XIII. AMENDMENTS**

Amendments to these By-Laws may be recommended to the City Council upon a 2/3 majority vote of the Committee members. Any amendments to said By-Laws must be approved by the City Council.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK





## **YOUTH LEADERSHIP COMMITTEE BY-LAWS**

### **I. NAME**

The name of this Committee shall be the **CITY OF SANTA FE SPRINGS YOUTH LEADERSHIP COMMITTEE.**

### **II. PURPOSE**

The Committee purpose shall be to foster greater involvement of youth in the community and municipal government. The Committee shall study problems, activities, and concerns of youth, especially as they relate to municipal programs or projects of the City and recommend solutions to the City Council.

### **III. AUTHORITY**

This committee shall report to the City Council. A report on the findings and/or actions of this Committee shall be presented to the City Council at least once a year.

### **IV. MEMBERSHIP**

The committee shall be comprised of no more than 20 members appointed by the City Council from a cross section of youth residing in the City. Committee members will be between the ages of 13 and 18 years of age during the next committee term following his/her appointment.

No more than two (2) **immediate** family members may participate on the Committee during any appointed term.

### **V. APPLICATIONS**

Applications for appointment shall be made available in the City Clerk's Office. Applications must be submitted to the City Clerk. Once received and date-stamped, eligibility of the applicant will be determined by the City Clerk based on applicable Committee/Commission by-laws. Eligible applicants will be included in the next Council Agenda Packet for Council members' and staff's review under



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Prospective Members for Various Committees/Commissions. The City Clerk shall notify non-eligible applicants by mail.

Applications shall be valid for six months. The City Clerk shall be responsible to notify the appropriate Executive Secretary of the name of any applicant who has remained on the list for five months without appointment. The Executive Secretary shall be responsible to send a letter to the prospective applicant that shall include: the date on which the current application will expire, a blank application, and directions to return the updated application to the City Clerk within 30 days if they wish to remain on the eligibility list. It shall be the responsibility of the City Clerk to maintain updated eligibility lists for all Council-Appointed Committees/ Commissions.

### VI. APPOINTMENTS

All Committee members will be appointed by City Council, for terms of two years. Members may be reappointed or removed at the discretion of the appointing City Council Member.

Following the appointment of any Committee member or Commissioner, the City Clerk shall notify said appointee by mail of their term of appointment. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the Executive Secretary. It shall be the responsibility of the Executive Secretary to: contact the new appointee to advise him/her of the next meeting, provide all documents necessary to function on the Committee/Commission, and notify the Chair of new appointments.

By April 30 of each year, the City Clerk shall provide Executive Secretaries with a list of members whose term is due to expire at the end of the fiscal year (June 30th.) Executive Secretaries shall then notify members and provide blank applications to be completed and returned within 30 days if the member wishes to be re-appointed. The Executive Secretaries shall then submit a complete audit of re-appointments, including applications, to the City Clerk.

### VII. ABSENCES

Absences from three consecutive meetings, or a total of five meetings per fiscal year, shall result in that member's seat being declared vacant by the secretary of the committee. Any declaration of vacancy based on absences from regularly scheduled meetings per Fiscal Year shall be appealable to the City Council. Council shall take into consideration board member attendance records, including tardiness, when evaluating the overall performance of board members.

Long-term absences, due to extenuating circumstances, may be excused by the City Council. **Such requests must be submitted in writing to the City Council for approval.** Long-term absence excuses shall be limited to six months, at which time the Committee member shall be removed from service.



It shall be the responsibility of the Executive Secretary to monitor the attendance of Committee members/Commissioners according to their respective by-laws. Recently-adopted Council policy states that long-term absence excuses shall be limited to six months, at which time the Committee member/Commissioner shall be removed from service. The Executive Secretary shall be responsible to notify by mail any member in danger of being removed due to absence from one meeting prior to such removal. Attempts should also be made to contact the Committee member/Commissioner by phone. Such notification shall include the absence policy for the Committee/Commission and directions for obtaining an excused absence if necessary. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the City Clerk. If after receiving said notification, a Committee member/Commissioner misses the subsequent meeting, the Executive Secretary shall notify the City Clerk. The City Clerk shall then notify the City Manager and the appointing Councilmember.

## **VIII. VACANCIES**

Vacancies shall be filled by the Council member whose appointment has been vacated, with the approval of the Mayor and City Council, to complete the unexpired term.

## **IX. EXPIRATION OF TERMS**

~~Each committee member will serve a 2-year term.~~ Upon the completion of the 2 year term each committee member in good standing shall be eligible for re-appointment. Once a committee member graduates from High School their term ends June 30<sup>th</sup> following graduation.

## **X. COUNCIL LIAISON**

With the approval of the City Council, the Mayor may designate a Member of the City Council to act as Liaison to the Committee. The duties of the Liaison shall include reporting to the Committee any actions of the City Council relative to the Committee's programs or sphere of influence and to act as spokesperson on behalf of the Committee to the City Council.

## **XI. ORGANIZATION**

### **A. Meetings**

The Committee shall meet on the first Monday of each month **or as decided by the Committee**. In the case of a meeting scheduled on a holiday, the meeting will be held on the second Monday of that month. The Committee will regularly meet each month as decided by the Committee ~~with the exception of July.~~



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The Committee will select a meeting time and date by general consensus and adhere to that schedule. The meetings of this Committee shall be held eleven times a year, January through June and August through December and go dark in July. ~~The Committee will select a meeting time and date convenient to most members and adhere to that schedule.~~ The Chairperson will have power to call special meetings but all members shall have at least two (2) days notice for a special meeting.

### **B. OFFICERS**

At a regular meeting in August each year, the Committee shall organize by **nominating** and electing a Chairperson, Vice Chairperson, Secretary and Treasurer from its membership to serve for one year. Successful candidates must receive a majority vote of members present by way of ballot. **Nomination and elections will be done by blind paper ballot (an anonymous ballot)**

**An eligible candidate for Chairperson shall, at the beginning of their term, be in the eleventh or twelfth grade with tenure of at least one year on the Committee.**

**An eligible candidate for Vice Chairperson shall, at the beginning of their term, be in the tenth or eleventh grade with tenure of at least one year on the Committee.**

**An eligible candidate for Secretary and Treasurer shall, at the beginning of their term, be an underclassman in the ninth or tenth grade.**

#### **1. Duties:**

- a. The Chairperson shall preside all Committee meetings, shall represent the Committee at various functions, and make necessary decisions affecting the Committee when a meeting is not possible.
- b. The Vice Chairperson shall assume the Chairperson's duties in the absence or inability to perform said duties. **The Vice Chairperson shall also assume the Secretary's responsibilities at meetings when the Secretary is absent.**
- c. **The Secretary shall call roll at Committee meetings, keep record of meeting minutes and inform Committee members of upcoming events.** In the absence of both the Chairperson, Vice Chairperson, the Secretary shall chair the meeting.
- d. **The Treasurer shall collect and document all money generated through fundraising at Committee events. The Treasurer will submit all funds to Executive Secretary for proper depositing.**
- e. The Executive Secretary or their designee shall be a member of the City Staff assigned by the Director of Community Services. The duties shall include: Provide assistance in recording of the Minutes



## **DRAFT**

for Each meeting; keep an accurate record of attendance and notify the City Clerk of members missing three (3) consecutive meetings; provide staff assistance in the depositing of all funds, aid as required for the conduct of the Committee's business; and, act as the principal staff advisor.

### **C. RULES, REGULATIONS AND RECORDS**

All rules and regulations governing the Committee shall be approved by the City Council and shall be kept on file in the Office of the City Clerk. The Committee shall keep written record of its transactions, findings, and determinations. Copies of such materials, as well as Minutes of each meeting, shall be forwarded to the City Clerk and the City Council.

Committee will operate under parliamentary procedure.

Committee members shall attend at least one City Council meeting per month.

### **D. QUORUM**

A simple majority of the Committee members (50% + 1). A majority of the ~~Committee members~~ shall constitute a quorum for the transaction of business. The affirmation or negative vote of the majority of the members present shall be necessary for the final transaction of any business.

### **E. SUB-COMMITTEES**

Sub-committees which are needed to successfully carry forth a Committee project shall be established by the Chairperson. The Chairperson shall appoint all Sub-committee Chairpersons from the Committee.

### **F. ADVISORY COMMITTEE**

Graduating Youth Leadership Committee members may be appointed to the Advisory Committee to assist in committee projects. This Advisory Committee will have no voting power and be appointed by the Executive Secretary.

## **XII. AMENDMENTS**

Amendments to these By-Laws may be recommended to the City Council upon a 2/3 majority vote of the Committee members. Any amendments to the aforementioned By-Laws must be approved by the City Council.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2017

**DRAFT**

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MAYOR

ATTEST:

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CITY CLERK



# *City of Santa Fe Springs*

City Council Meeting

June 8, 2017

## **PRESENTATION**

Recognition of the 2017 Santa Fe Springs Older American Award Recipient – Ms. Bonnie Fox

## **RECOMMENDATION**

That the City Council recognize Ms. Bonnie Fox as 2017 Santa Fe Springs' Older American Award recipient.

## **BACKGROUND**

Every year, the City of Santa Fe Springs accepts nominations and recognizes an Older American who is a resident of Santa Fe Springs, to receive the annual Older American Award.

The 2017 Santa Fe Springs Older American Award recipient is Bonnie Fox. Ms. Fox is a longtime resident and volunteer of Santa Fe Springs. She has been actively involved with civic service for many years and has made Santa Fe Springs' "Gus' Kitchen" her primary focus for the last 5 years. Ms. Fox has been instrumental with the management and organization of "Gus' Kitchen" with food and clothing donations, especially during the holiday season when donations are constantly being delivered for our annual "Thankful Neighbor" and "Neighborly Elf" programs. In addition, Ms. Fox helps distribute food baskets and toys to over 350 families during the holidays.

Ms. Fox serves on two city service committees, assists with election polls and is involved with the American Diabetes Association. The City recognizes Ms. Fox's passion and commitment to community service and is honored to present her the 2017 Older American Award.

The Mayor may wish to call on Carlos Mendoza, Community Services Supervisor, to assist with the presentation.

A handwritten signature in blue ink, appearing to read "Thaddeus McCormack".

Thaddeus McCormack  
City Manager



# *City of Santa Fe Springs*

## *City Council Meeting*

*June 8, 2017*

### **PRESENTATION**

Presentation of Badge and Firefighter Protective Gear to Firefighter Ryan Brosamer

### **RECOMMENDATION**

The Mayor may wish to call upon Fire Chief Mike Crook to assist with the presentation.

### **BACKGROUND**

Candidate Firefighter Ryan Brosamer was hired by the City of Santa Fe Springs on June 13, 2016. Ryan was not available when we introduced the three new hire "Candidate Firefighters" to the City Council at the August 25th City Council Meeting due to Ryan being deployed with other Santa Fe Springs Fire Rescue personnel to the Chimney Fire in San Luis Obispo.

Traditionally, a Firefighter Candidate is not presented his badge and new equipment until he/she meets the minimum probationary requirements as established by the Department of Fire Rescue.

Over the past year, Ryan has received comprehensive training in all fire service disciplines to assure a safe and successful career with the City. Additionally, he has successfully completed four (4) quarterly performance exams scoring a minimum of 80% on each exam and he has received four (4) satisfactory and above performance evaluations upon completion of each quarter by four (4) different Fire Captain supervisors.

Ryan has met the minimum requirements to pass the one-year "Firefighter Candidate" probation and will be declared a City of Santa Fe Springs "Firefighter" as of June 13, 2017.

Firefighter Brosamer will receive his badge and new protective personalized protective gear at this presentation.

A handwritten signature in blue ink, appearing to read "Thaddeus McCormack".

Thaddeus McCormack  
City Manager





# *City of Santa Fe Springs*

## *City Council Meeting*

*June 8, 2017*

### **RECOGNITION**

Recognition of Los Angeles Police Department Officer (LAPD) Edgar Bojorquez for his participation in the 2017 Police Unity Tour

### **RECOMMENDATION**

The Mayor may wish to call upon Dino Torres, Director of Police Services to assist with this presentation.

### **BACKGROUND**

In May 1997, the Police Unity Tour was organized, by Officer Patrick P. Montuore of the Florham Park Police Department, with the hope of bringing public awareness of Police Officers who have died in the line of duty and to honor their sacrifices. This year, Los Angeles Police Department Officer (LAPD) Edgar Bojorquez participated in the 2017 Police Unity Tour in memory of Whittier Police Officer Keith Boyer who was killed in the line of duty on February 20, 2017. The Candlelight Vigil took place May 13th at the National Law Enforcement Officers Memorial (NLEOM).

The City of Santa Fe Springs and Whittier Police Department would like to thank and recognize LAPD Officer Edgar Bojorquez for honoring our Fallen Officer Keith Boyer during the 2017 Police Unity Tour.

A handwritten signature in blue ink, appearing to read "Thaddeus McCormack".

Thaddeus McCormack  
City Manager



# *City of Santa Fe Springs*

City Council Meeting

June 8, 2017

## **PRESENTATION**

To the 2017 Teacher of the Year Award Recipients

Christopher Aquino, St. Paul High School  
Erin Dunroe, Little Lake City School District  
Desiree Chavez, Los Nietos Middle School

## **RECOMMENDATION**

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

## **BACKGROUND**

Each year, our local school districts and St. Paul High School select and recognize a Teacher of the Year for their outstanding accomplishments in the field of education. This year's recipients have been invited to tonight's Council meeting to be recognized by the City Council for their outstanding contributions to the youth of our community. School Principals are in attendance to help make the introductions.

A handwritten signature in blue ink, appearing to read "Thaddeus McCormack".

Thaddeus McCormack  
City Manager

Attachment(s)

None



# *City of Santa Fe Springs*

## *City Council Meeting*

June 9, 2016

### **PRESENTATION**

#### Recognition of Battle of the Books Event Winners

### **RECOMMENDATION**

That the City Council recognize the 2017 Battle of the Books Event Winners from Rancho Santa Gertrudes Elementary School.

### **BACKGROUND**

For 10 years, the Santa Fe Springs City Library has celebrated reading by hosting a Battle of the Books. Fourth and fifth grade students from four local schools (Rancho Santa Gertrudes, Lakeview, Jersey Avenue, and Cresson Elementary schools) participate. Students read 30 books during the course of the school year and two teams are chosen to represent each school. Questions about the book are asked and students must say the title and author of the book where the answer is found. The team with the most correct answers wins the perpetual trophy that is proudly displayed at the school during the following school year. The winning school name and team name are added to the trophy that year.

Preparation for Battle of the Books is intense. Schools perform mock battles in order to better prepare themselves. Literacy staff read and prepare the questions and visit each school to help them prepare for the battle. During the summer, the new list of books is chosen by Library staff and released at the beginning of the school year.

Although the competition was intense, the team "The Name of This Team is Secret" from Rancho Santa Gertrudes Elementary School won the 2017 Battle of the Books. We would like to recognize the winning team members for their hard work.

The Mayor may wish to call upon Ryan Peña, Librarian I, to assist with this presentation.

Thaddeus McCormack  
City Manager



# *City of Santa Fe Springs*

City Council Meeting

June 8, 2017

## **PRESENTATION**

Chamber of Commerce Youth Enrichment Fund Poster Contest Winners

## **RECOMMENDATION**

That the City Council call upon the Santa Fe Spring Chamber of Commerce Representative.

## **BACKGROUND**

The Santa Fe Springs Chamber's Youth Fund held a poster contest for students in grades 5-8<sup>th</sup> asking them to research careers they are interested in. Chamber representatives will be introducing the winners.

A handwritten signature in blue ink, appearing to read "Thaddeus McCormack".

Thaddeus McCormack  
City Manager





# *City of Santa Fe Springs*

City Council Meeting

June 8, 2017

## **PRESENTATION**

### SFS 2017 Art Fest Volunteer Recognition

## **RECOMMENDATION**

That the City Council recognize the Knight of Columbus Council 15874 St. Pius X and Santa Fe Springs Firefighters Local 3507.

## **BACKGROUND**

The City of Santa Fe Springs hosted its 5th annual SFS Art Fest event on Friday, May 12, 3-11 p.m. It was held at the Clarke Estate which consisted of 258 artists, 44 artist vendors, and 10 local food vendors. The event featured and guest artists were Pola Lopez, David Botello, Wayne Healy, and Roberto Chavez. The evening consisted of various entertainment and various live installations

To help reduce cost, this year two organizations volunteered their time to help bartend the drink booths throughout the evening. Both the Knights of Columbus Council 15874 from St. Pius X Church and the Santa Fe Springs Firefighters Local 3507 assisted in serving beverages to the Art Fest participants. Their generosity of manning the three booths help save \$2,500.00 on labor costs. We sincerely thank them who helped make the 2017 SFS Art Fest one of the very best not only in Santa Fe Springs but throughout the surrounding communities.

The Mayor may wish to call on Ed Ramirez, Family & Human Services Manager to assist with the presentation.

## **FISCAL IMPACT**

Labor Savings of \$2,500.00

A handwritten signature in blue ink, appearing to read "Thaddeus McCormack".

Thaddeus McCormack  
City Manager

Report Submitted By: Maricela Balderas, Director of Community Services  
Date of Report: June 1, 2017

**ITEM NO. 27G**



# City of Santa Fe Springs

City Council Meeting

June 8, 2017

## APPOINTMENTS TO COMMITTEES AND COMMISSIONS

Committee	Vacancies	Councilmember
Beautification	3	Moore
Beautification	1	Rounds
Beautification	3	Sarno
Beautification	1	Trujillo
Family & Human Services	1	Moore
Historical	1	Rounds
Historical	3	Sarno
Historical	3	Trujillo
Historical	3	Zamora
Parks & Recreation	1	Rounds
Parks & Recreation	2	Sarno
Parks & Recreation	1	Trujillo
Parks & Recreation	2	Zamora
Senior Citizens	3	Moore
Senior Citizens	1	Rounds
Senior Citizens	1	Sarno
Senior Citizens	4	Trujillo
Senior Citizens	1	Zamora
Sister City	2	Rounds
Sister City	3	Sarno
Sister City	2	Trujillo
Sister City	2	Zamora
Youth Leadership	1	Moore
Youth Leadership	1	Sarno
Youth Leadership	1	Trujillo
Youth Leadership	3	Zamora

**Applications Received:** None.

**Recent Actions:** None.

  
Thaddeus McCormack  
City Manager

Attachments:

Committee Lists

Prospective Members

## **Prospective Members for Various Committees/Commissions**

**Beautification**

**Community Program**

**Family & Human Services**

**Heritage Arts**

**Historical**

**Personnel Advisory Board**

**Parks & Recreation**

Frank Aguayo Sr.

Rudy Legarreta Jr.

**Planning Commission**

**Senior Citizens Advisory**

Frank Aguayo Sr.

**Sister City**

**Traffic Commission**

**Youth Leadership**

## BEAUTIFICATION COMMITTEE

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

9:30 a.m., Town Center Hall

Qualifications: 18 Years of age, reside or active in the City

Membership: 25

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
Moore	Juliet Ray	(18)
	Vacant	(18)
	Vacant	(17)
	Guadalupe Placansia	(17)
	Vacant	(17)
Zamora	Mary Reed	(18)
	Charlotte Zevallos	(18)
	Doris Yarwood	(18)
	Vada Conrad	(17)
	Joseph Saiza	(17)
Rounds	Sadie Calderon	(18)
	Rita Argott	(18)
	Mary Arias	(17)
	Marlene Vernava	(17)
	Vacant	(17)
Sarno	Vacant	(18)
	Irene Pasillas	(18)
	Vacant	(18)
	May Sharp	(17)
	Vacant	(17)
Trujillo	Mary Jo Haller	(18)
	Nora Walsh	(18)
	Margaret Bustos*	(18)
	Vacant	(17)

*\*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 5:45 p.m., Gus Velasco Neighborhood Center

Qualifications: 18 Years of age, reside or active in the City

Membership: 15 Residents Appointed by City Council

5 Social Service Agency Representatives Appointed by the Committee

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
Moore	Vacant	(18)
	Martha Villanueva	(17)
	Margaret Bustos*	(17)
Zamora	Gaby Garcia	(18)
	Tina Delgado	(17)
	Gilbert Aguirre	(17)
Rounds	Annette Rodriguez	(18)
	Janie Aguirre	(17)
	Peggy Radoumis	(17)
Sarno	Debbie Belmontes	(18)
	Linda Vallejo	(18)
	Hilda Zamora	(17)
Trujillo	Dolores H. Romero*	(18)
	Laurie Rios	(18)
	Bonnie Fox	(17)

Organizational Representatives: Nancy Stowe  
(Up to 5) Evelyn Castro-Guillen  
Elvia Torres  
(SPIRITT Family Services)

*\*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 Gus Velasco Neighborhood Center Room 1

Qualifications: 18 Years of age, reside or active in the City

Membership:       9 Voting Members  
                      6 Non-Voting Members

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
Moore	Laurie Rios	6/30/2018
Zamora	Larry Oblea	6/30/2018
Rounds	Pauline Moore	6/30/2018
Sarno	Francis Carbajal	6/30/2018
Trujillo	Amparo Oblea	6/30/2018

### Committee Representatives

Beautification Committee	Marlene Vernava*	6/30/2017
Historical Committee	Sally Gaitan	6/30/2017
Planning Commission	Gabriel Jimenez	6/30/2017
Chamber of Commerce	Debbie Baker	6/30/2017

### Council/Staff Representatives

Council Liaison	Richard Moore
Council Alternate	Jay Sarno
City Manager	Thaddeus McCormack
Director of Community Services	Maricela Balderas
Director of Planning	Wayne Morrell

*\*Indicates person currently serves on three committees*

## HISTORICAL COMMITTEE

Meets Quarterly - The 2nd Tuesday of Jan., April, July, and Oct., at 5:30 p.m.,  
Heritage Park Train Depot

Qualifications: 18 Years of age, reside or active in the City

Membership: 20

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
<b>Moore</b>	Astrid Shesterkin	(18)
	Tony Reyes	(18)
	Amparo Oblea	(17)
	George Felix, Jr.	(17)
<b>Zamora</b>	<b>Vacant</b>	(18)
	<b>Vacant</b>	(18)
	<b>Vacant</b>	(17)
	Larry Oblea	(17)
<b>Rounds</b>	<b>Vacant</b>	(18)
	Linda Vallejo	(18)
	Mark Scoggins*	(17)
	Janice Smith	(17)
<b>Sarno</b>	<b>Vacant</b>	(18)
	<b>Vacant</b>	(18)
	<b>Vacant</b>	(17)
	Sally Gaitan	(17)
<b>Trujillo</b>	<b>Vacant</b>	(18)
	<b>Vacant</b>	(18)
	Merrie Hathaway	(17)
	<b>Vacant</b>	(17)

*\*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., Town Center Hall, Meeting Room #1

Subcommittee Meets at 6:00 p.m.

Qualifications: 18 Years of age, reside or active in the City

Membership: 25

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
<b>Moore</b>	Mary Tavera	(18)
	Adrian Romero	(17)
	William Logan	(17)
	Ralph Aranda	(17)
	Kurt Hamra	(17)
<b>Zamora</b>	Michael Givens	(18)
	Ruben Gonzalez	(18)
	<b>Vacant</b>	(18)
	Sally Gaitan	(17)
	<b>Vacant</b>	(17)
<b>Rounds</b>	Kenneth Arnold	(18)
	<b>Vacant</b>	(18)
	Johana Coca*	(18)
	Tim Arnold	(17)
	Mark Scoggins*	(17)
<b>Sarno</b>	<b>Vacant</b>	(18)
	Debbie Belmontes	(18)
	Lisa Garcia	(17)
	<b>Vacant</b>	(18)
	David Diaz-Infante	(17)
<b>Trujillo</b>	<b>Vacant</b>	(18)
	Andrea Lopez	(18)
	<b>Vacant</b>	(17)
	Anthony Ambria	(17)
	Arcelia Miranda	(17)

*\*Indicates person currently serves on three committees*



## PERSONNEL ADVISORY BOARD

Meets Quarterly on an As-Needed Basis

Membership: 5 (2 Appointed by City Council, 1 by Personnel Board, 1 by Firemen's Association, 1 by Employees' Association)

Terms: Four Years

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
Council	Angel Munoz	6/30/2017
	Ron Biggs	6/30/2017
Personnel Advisory Board	Neal Welland	6/30/2020
Firemen's Association	Jim De Silva	6/30/2017
Employees' Association	Johnny Hernandez	6/30/2020

## PLANNING COMMISSION

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

Qualifications: 18 Years of age, reside or active in the City

Membership: 5

### APPOINTED BY

### NAME

Moore

Ken Arnold

Rounds

Ralph Aranda

Sarno

John Mora

Trujillo

Frank Ybarra

Zamora

Gabriel Jimenez

## SENIOR ADVISORY COMMITTEE

Meets the Second Tuesday of the month, except Jul., Aug., Sep., and Dec., at 9:30 a.m.,  
Gus Velasco Neighborhood Center

Qualifications: 18 Years of age, reside or active in the City

Membership: 25

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
<b>Moore</b>	<b>Vacant</b>	(18)
	<b>Vacant</b>	(18)
	Paul Nakamura	(18)
	Astrid Shesterkin	(17)
	<b>Vacant</b>	(17)
<b>Zamora</b>	Dolores Duran	(18)
	Elena Lopez Armendariz	(18)
	Rebecca Lira	(18)
	Amelia Acosta	(17)
	<b>Vacant</b>	(17)
<b>Rounds</b>	<b>Vacant</b>	(18)
	Bonnie Fox	(18)
	Gilbert Aguirre	(17)
	Lorena Huitron	(17)
	Janie Aguirre	(17)
<b>Sarno</b>	Yoko Nakamura	(18)
	Linda Vallejo	(18)
	Hilda Zamora	(17)
	<b>Vacant</b>	(17)
	<b>Vacant</b>	(17)
<b>Trujillo</b>	<b>Vacant</b>	(18)
	<b>Vacant</b>	(18)
	<b>Vacant</b>	(18)
	Margaret Bustos*	(17)
	<b>Vacant</b>	(17)

*\*Indicates person currently serves on three committees*

# SISTER CITY COMMITTEE

Meets the First Monday of every month, except Dec., at 6:45 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.

Qualifications: 18 Years of age, reside or active in the City

Membership: 25

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
<b>Moore</b>	Martha Villanueva	(18)
	Laurie Rios	(18)
	Mary K. Reed	(17)
	Peggy Radcumis	(17)
	Francis Carbajal	(17)
<b>Zamora</b>	Charlotte Zevallos	(18)
	Josefina Canchola	(18)
	<b>Vacant</b>	(17)
	Doris Yarwood	(17)
	<b>Vacant</b>	(17)
<b>Rounds</b>	Manny Zevallos	(18)
	Susan Johnston	(18)
	Robert Wolfe	(18)
	<b>Vacant</b>	(17)
	<b>Vacant</b>	(17)
<b>Sarno</b>	Jeannette Wolfe	(18)
	<b>Vacant</b>	(18)
	<b>Vacant</b>	(18)
	<b>Vacant</b>	(17)
	Cathy Guerrero	(17)
<b>Trujillo</b>	<b>Vacant</b>	(18)
	Andrea Lopez	(18)
	Dolores H. Romero*	(17)
	Marcella Obregon	(17)
	<b>Vacant</b>	(17)

*\*Indicates person currently serves on three committees*



## TRAFFIC COMMISSION

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

Membership: 5

Qualifications: 18 Years of age, reside or active in the City

### APPOINTED BY

### NAME

Moore

Albert J. Hayes

Rounds

Johana Coca

Sarno

Alma Martinez

Trujillo

Greg Berg

Zamora

Nancy Romo

# YOUTH LEADERSHIP COMMITTEE

Meets the First Monday of every month, at 6:30 p.m., Gus Velasco Neighborhood Center

Qualifications: Ages 13-18, reside in Santa Fe Springs

Membership: 20

APPOINTED BY	NAME	Term Expires in Year Listed or upon Graduation
Moore	Richard Aguilar	(17)
	Evony Reyes	(18)
	Zachary Varela	(17)
	Vacant	(17)
	Giovanni Sandoval	(18)
Zamora	Metztli Mercado-Garcia	(17)
	Vacant	(17)
	Vacant	(18)
	Vacant	(18)
Rounds	Andrew Chavez	(18)
	Jennisa Casillas	(17)
	Walter Alvarez	(18)
	Valerie Yvette A. Gonzales	(17)
Sarno	Vacant	(18)
	Rafael Gomez	(17)
	Ivan Aguilar	(18)
	Jennifer Centeno Tobar	(18)
Trujillo	Paul Legarreta	(17)
	Ionnis Panou	(18)
	Vacant	(17)
	Amber Marquez	(18)