



AGENDA

REGULAR MEETINGS OF THE HOUSING SUCCESSOR SUCCESSOR AGENCY AND CITY COUNCIL

**November 9, 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. Minutes of the October 12, 2017 of the Housing Successor Agency.

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

SUCCESSOR AGENCY

4. Minutes of the October 12, 2017 of the Successor Agency.

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

CITY COUNCIL

5. **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.

a. Minutes of the October 12, 2017 Regular City Council Meeting

Recommendation: That the City Council:

- Approve the minutes as submitted.

b. Los Nietos Park Activity Center Floor Resurfacing – Award of Contract

Recommendation: That the City Council:

- Accept the bids; and
- Award a contract to Geary Floors Inc. of El Cajon, California in the amount of \$56,480.00.

c. Custodial Services – Award of Contract

Recommendation: That the City Council:

- Accept the bids; and
- Award a Contract to United Maintenance Systems of Los Angeles, California (UMS) to provide Custodial Services; and
- Authorize the Mayor to execute a three (3) year Contract with UMS in the amount of \$38,885.00 per month beginning December 1, 2017 through December 31, 2020, and with the provision to renew the Agreement for an additional two (2) 1-year terms at the end of the first term based on performance and approval by the City Council.

NEW BUSINESS

6. Appropriation of Funds for the Printing of Department of Community Services Marketing Brochures

Recommendation: That the City Council:

- Accept the quote and appropriate funds in the amount of \$5,500 from the City Manager's Budget Account for the printing of the Department of Community Services Marketing Brochures for Facilities, Parks, and Weddings.

7. Procedure for Addressing Committee Member Absences

Recommendation: That the City Council:

- Provide staff with direction on the procedure for addressing committee member absences.

CLOSED SESSION

8. PUBLIC EMPLOYMENT APPOINTMENT

(Pursuant to California Government Code Section 54957(b)(1))

TITLE: City Manager

CLOSED SESSION

9. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION

Significant exposure to litigation Pursuant to California Government Code Section 54956.9(b)

Number of Potential Cases: One (1)

Please note: Item Nos. 10 – 18, will commence at the 7:00 p.m. hour.

10. **INVOCATION**

11. **PLEDGE OF ALLEGIANCE**

12. **INTRODUCTIONS**

- Representatives from the Chamber of Commerce

13. **ANNOUNCEMENTS**

14. **PRESENTATIONS**

- a. Introduction of New Santa Fe Springs Department of Fire-Rescue Firefighter Candidates

APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSIONS

15. Committee Appointments

16. **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.

17. CITY MANAGER'S AND EXECUTIVE TEAM REPORTS

18. 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

November 2, 2017
Date

FOR ITEM NO. 3
PLEASE SEE ITEM NO. 5A

FOR ITEM NO. 4
PLEASE SEE ITEM NO. 5A



APPROVED:

**MINUTES OF THE MEETINGS OF THE
PUBLIC FINANCING AUTHORITY, WATER UTILITY AUTHORITY, HOUSING
SUCCESSOR, SUCCESSOR AGENCY AND CITY COUNCIL
SPECIAL MEETING STUDY SESSION**

October 12, 2017

1. CALL TO ORDER

Mayor Rounds called the meeting to order at 5:12 p.m.

2. ROLL CALL

Members present: Councilmembers: Moore, Trujillo, and Zamora, Mayor Pro Tem Sarno and Mayor Rounds.

Members absent: None

**CITY COUNCIL/ PUBLIC FINANCING AUTHORITY/ WATER UTILITY AUTHORITY/
SUCCESSOR AGENCY**

STUDY SESSION

- 3. Resolutions 9559, PFA-2017-001, WUA-2017-001, and SA-2017-004– Adopting a Debt Management Policy for the City of Santa Fe Springs, the Santa Fe Springs Public Financing Authority, the Santa Fe Springs Water Utility Authority, and the Successor Agency to the Community Development Commission of the City of Santa Fe Springs**

Recommendation: That the City Council:

- Adopt City of Santa Fe Springs Resolution 9559, Santa Fe Springs Public Financing Authority Resolution PFA-2017-001, Santa Fe Springs Water Utility Authority Resolution WUA-2017-001, and Successor Agency Resolution SA-2017-004 Establishing a Debt Management Policy for Each Agency.

Travis Hickey, Director of Fiscal Services provided a brief presentation on Item No. 3.

Doug Anderson, Urban Futures Fiscal Consultant provided a brief Power Point presentation.

Council Member Moore inquired whether the agency issues any reports.

Mr. Anderson responded that the agency does not.

Discussion ensued amongst Council.

It was moved by Mayor Pro Tem Sarno, seconded by Council Member Trujillo, to adopt City of Santa Fe Springs Resolution 9559, Santa Fe Springs Public Financing Authority Resolution PFA-2017-001, Santa Fe Springs Water Utility Authority Resolution WUA-2017-001, and Successor Agency Resolution SA-2017-

ITEM NO. 5A

004 Establishing a Debt Management Policy for Each Agency, by the following vote:

Ayes: Moore, Trujillo, Zamora, Sarno, Rounds

Nayes: None

4. Discussion Item: Consideration of a Caretaker Residency at the Clarke Estate for Security Purposes

Recommendation: That the City Council:

- Ask the various appropriate Department Heads and staff people their opinion of a resident caretaker at the Clarke Estate.
- Consider the idea of the staff selecting a very responsible and mature City employee who is single and going to college as a resident caretaker on a pilot basis for one year.
- Direct the staff to develop a set of policy directives for this person to abide by.
- Direct the staff to develop the exact cost of furnishing the caretaker quarters.
- Direct the staff to bring this matter back to the City Council on a future agenda for final consideration.

Don Powell, Interim City Manager provided a brief presentation on Item No. 4.

Mayor Pro Tem Sarno expressed his concerned over having a young individual staying by themselves at the Clarke Estate.

Council Member Trujillo noted that times have changed over the years, and today's youth would be different in comparison to Alex, the young man that used to live at the Clark Estate.

Council Member Zamora noted that a person living at the Clarke Estate can be a PSO, he noted it does not have to be someone from Parks and Recreation. He expressed interest in having the City start a pilot program this year to see how it works, in addition of having cameras on site.

Council Member Moore noted that since it is a public building, he does not agree with having someone living at the premises.

Discussion ensued amongst Council and Staff.

Council Member Sarno requested a report of the incidents that have occurred the past two (2) years at the Clarke Estate.

Council Member Moore inquired when the last time was when a 24-hour ranger at the park was removed.

Jo Ann Madrid responded 3-4 years ago.

Council Member Moore requested to bring back a report, including adding a Park Ranger as one

Minutes of the October 12, 2017 Council Meeting Study Session

of the options as well.

Mayor Pro Tem Sarno suggested hiring a security company as one of the options as well.

Don Powell, Interim City Manager noted that the directions given to staff will be taken to consideration to list as options in the report that will be brought back to Council.

ADJOURNMENT

Mayor Rounds adjourned the meeting at 5:58 p.m.

William K. Rounds
Mayor

ATTEST:

Janet Martinez
City Clerk

Date



APPROVED:

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

October 12, 2017

1. **CALL TO ORDER**

Mayor Rounds called the meeting to order at 6:12p.m.

2. **ROLL CALL**

Members present: Councilmembers/Directors: Moore, Trujillo, and Zamora, Mayor Pro Tem/Vice Chair Sarno and Mayor/Chair Rounds.

Members absent: None

HOUSING SUCCESSOR

3. **CONSENT AGENDA**

Approval of Minutes

Minutes of the September 12, 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 Mayor Pro Tem Sarno, approved Item No. 3A by the following vote:

Ayes: Moore, Trujillo, Zamora, Sarno, Rounds

Nayes: None

SUCCESSOR AGENCY

4. **CONSENT AGENDA**

Approval of Minutes

Minutes of the September 12, 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, Sarno, Rounds

Nayes: None

CITY COUNCIL

5.

a. Minutes of the September 12, 2017 Regular City Council Meeting

Recommendation: That the City Council:

- Approve the minutes as submitted.

b. City Council Study Session Request – Critical Water Issues

Recommendation: That the City Council:

- Adjourn the October 12, 2017 City Council Meeting to a October 18, 2017 City Council Study Session to review critical City water supply issues and provide direction to Staff.

c. Water Well No. 12 Ground Water Treatment System – Rejection of Bids

Recommendation: That the City Council:

- Reject the bids submitted for the Water Well NO. 12 Ground Water Treatment System.

It was moved by Council Member Zamora, seconded by Council Member Trujillo, to approve items no. 5A, 5B, & 5C, by the following vote:

Ayes: Moore, Trujillo, Zamora, Sarno, Rounds

Nayes: None

OLD BUSINESS

6. Second Reading Ordinance No. 1091 – Amendment to Development Agreement 02-2016

An ordinance of the City Council of the City of Santa Fe Springs, amending Development Agreement 02-2016 to change height and setback requirements and ensure consistency with deviations granted by Modification Permit Case Nos. 1280, 1281, and 1282. (LeFiell Manufacturing Company)

Recommendation: That the City Council:

- Waive further reading and adopt Ordinance No. 1091.

It was moved by Mayor Pro Tem Sarno, seconded by Council Member Zamora, to adopt Ordinance No. 1091, by the following vote:

Ayes: Moore, Trujillo, Zamora, Sarno, Rounds

Nayes: None

NEW BUSINESS

7. Adoption of Resolution No. 9560 – Authorizing Library Services Division Director to Accept and Administer California State Library Pitch an Idea Grant for the “Tech To Go” Program

Recommendation: That the City Council:

- Approve Resolution No. 9560 authoring the Library Services Division Director in the Department of Community Services to accept and administer the California State Library Pitch an Idea Grant for the “Tech To Go” Program.

It was moved by Mayor Pro Tem Sarno, seconded by Council Member Trujillo, to

approve Resolution No. 9560 authorizing the Library Services Division Director in the Department of Community Services to accept and administer the California State Library Pitch an Idea Grant for the "Tech To Go" Program, by the following vote:

Ayes: Moore, Trujillo, Zamora, Sarno, Rounds

Nayes: None

8. Resolution No. 9561 – Request for Parking Restriction During Certain Hours on Burke Street between Dice Road and Sorensen Avenue

Recommendation: That the City Council:

- Adopt Resolution No. 9561 to implement a parking restriction between the hours of 10:00 p.m. and 3:00 a.m. on the north side of Burke Street from a point 70 feet east of Dice Road to a point 135 feet easterly and from a point 300 feet east of Dice Road to a point 1,145 feet easterly and on the south side of Burke Street from a point 72 feet east of Dice Road to a point 170 feet easterly and from a point 317 feet east of Dice Road to a point 1,142 feet easterly.

There was one citizen that spoke on item no. 8, Nate Shearer, from Steven Label.

It was moved by Council Member Moore, seconded by Council member Zamora, to adopt Resolution No. 9561 to implement a parking restriction between the hours of 10:00 p.m. and 3:00 a.m. on the north side of Burke Street from a point 70 feet east of Dice Road to a point 135 feet easterly and from a point 300 feet east of Dice Road to a point 1,145 feet easterly and on the south side of Burke Street from a point 72 feet east of Dice Road to a point 170 feet easterly and from a point 317 feet east of Dice Road to a point 1,142 feet easterly, by the following vote:

Ayes: Moore, Trujillo, Zamora, Sarno, Rounds

Nayes: None

9. City Council Directed Action Fund

Recommendation: That the City Council:

- Create a City Council Directed Action Fund by transferring \$100,000 from the General Plan Account number 454-395-C332-4800 to a new account number to be established.

It was moved by Mayor Pro Tem Sarno, seconded by Council Member Moore to create a Facility Improvement Fund by transferring \$100,000 from the General Plan Account number 454-395-C332-4800 to a new account number to be established, by the following vote:

Ayes: Moore, Trujillo, Zamora, Sarno, Rounds

Nayes: None

CLOSED SESSION

10. PUBLIC EMPLOYMENT

(Pursuant to California Government Code Section 54957(b)(1))

TITLE: City Manager

CLOSED SESSION

11. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Property: Property located on the southeast corner of Bloomfield and Telegraph Road and on the north side of Telegraph Road to the east of Bloomfield more particularly described by Assessor Parcel Numbers 8011-002-901, 8011-002-902, 8011-002-903, 8011-003-955, 8011-003-956, 8011-003-957, 8011-003-958, 8011-003-959, 8011-003-960, 8011-003-961, 8011-003-962, 8011-003-963, 8011-003-964, 8011-003-965, 8011-003-966, 8011-003-967, 8011-003-968, 8011-003-969, 8011-003-970, 8011-003-971, 8011-003-972, 8011-003-973, 8011-003-974, 8011-003-975, 8011-003-976, 8011-003-977, 8011-003-978, 8011-003-979, 8011-018-900, 8011-018-901, 8011-018-902, 8011-018-903, 8011-018-904, 8011-018-905, 8011-018-906

(Pursuant to California Government Code Section 54956.8)

Negotiating Parties: Wayne Morrell

Under Negotiation: Price and Terms for the Sale of Property

Mayor Rounds recessed the meetings at 6:18 p.m.

Mayor Rounds convened the meeting at 7:07 p.m.

CLOSED SESSION REPORT

City Attorney Yolanda Summerhill reported that there were no actions taken for the closed session items.

12. INVOCATION

Invocation was led by Mayor Pro Tem Sarno

13. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Bianca Vazquez, ASB President from Lake Center Middle School.

14. INTRODUCTIONS

- Chamber of Commerce Representatives: Susan Crowell from Healthfirst Medical.

15. ANNOUNCEMENTS

The Youth Leadership Committee Members made the following announcements:

- Ghost Stories Lantern Tour, Friday, October 13, 2017 at 7:00 p.m.
- Dia de los Muertos, Saturday, October 21, 2017 at 1:00 p.m.
- Food for Times, October 1 – 31, 2017
- Pumpkin Carving at the Parks, Friday, October 27, 2017 at 3:30 p.m.
- Haunted House & Carnival, Friday, October 27 thru Tuesday, October 31, 2017

Mayor rounds announced that the City is currently observing the month of October as Breast Cancer Awareness month, therefore, staff during council meetings will be wearing pink, and there will also be various facilities with pink ribbons. Including the Whittier Police Department will have pink patches for breast cancer awareness foundations.

16. PRESENTATIONS

- a. Department of Community Services Marketing Brochures for Facilities, Parks and Wedding & Recognition of Staff
- b. Proclaiming October 23-31, 2017 "Red Ribbon Week"

APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSIONS

17. Committee Appointments

Bernard Landin was appointed to the Youth Advisory Committee and Rudy Legarreta was appointed to the Parks & Recreation Advisory Committee.

18. ORAL COMMUNICATIONS

Three (3) Southern California Edison Representatives were present to speak to Council in regards to the projects that will begin November 1, 2017.

19. EXECUTIVE TEAM REPORTS

- Brent Hayward, Fire Division Chief, announced that 1) Monday, October 9, 2017 a canyon fire broke out from the 91 freeway. Crews were deployed that afternoon. Southern LNU Complex Fire, Sonoma/Napa/Santa Rosa, over 500 buildings lost. 2) Provided an update on the Relay for life event that was scheduled on September 29th, also spoke about the potatoe bake.
- Travis Hickey, Director of Fiscal Services provided an update on the SPRING System.
- Maricela Balderas, Community Services Director spoke in regards to the following: 1) local elementary schools participated (over 300 students) walk to school day on October 4, 2017, 2) Neighborhood center now accepting food canned items and toys for the holidays; over 300 patrons attended the library's harry potter event.
- Noe Negrete, Public Works Director, spoke in regards to the Gus Velasco Neighborhood Center; Child Care Lighting Upgrade project; 2) next Tuesday, will be the final community meeting for the Rosecrans/Marquardt grade separation project on October 17th, led by Metro.
- Wayne Morrell, Planning Director, spoke about October being Planning month, noted there are boards on the lobby for public to have an opportunity to express what businesses they would like to bring forward. One of the most popular items would be a grocery store and drug store, skate park, dog park, homeless shelter, police memorial. Those ideas will be used when compiling the general plan upgrade.
- Dino Torres, Police Services Director spoke about SEAACA being out in the area for 2 weeks
- Captain Aviv provided a brief presentation on how to prevent crimes. He spoke

about crimereports.com to view any crimes that have occurred in the area. Second, he spoke about writing an article about lost and found portable electronics, suggesting including a label on a phone if lost to identify whom it belongs to.

- Don Powell, Interim City Manager distributed copies of a list of park improvement projects to Council. He spoke with Maricela Balderas and Adam Matsumoto in regards to the parks. Mentioned meeting with Ivan Sulic, representative with Janice Hahns office for possibly obtaining funds for the park projects. They are looking to have the supervisor's office match half of the cost for each project.

The following comments were made by the City Council:

- Council Member Zamora spoke in regards to the Vegas incident, thanked Joyce Ryan for the Harry Potter event and thanked staff for their hard work and noted that more than 300 participated. Thanked Adam Matsumoto and his staff for the community services pamphlet that was compiled by them.
- Council Member Moore, thanked staff for their hard work, also thanked the Fire Department for their help with all the recent fires.
- Council Member Trujillo spoke in regards to the walk to school day, also thanked staff that is helping with the Navojoa project.
- Mayor Pro Tem Sarno commemorated the Police Department with all the tragic events going on. Thanked staff that put together the Community Services pamphlets.
- Mayor spoke in regards to the Library event, noted his granddaughters attended the story night, and mentioned there were quite a few participants. Also added that the library looks great and thanked staff for their hard work. Last, he announced that next week there will be a study session at 6:00 p.m. on October 18, 2017

ADJOURNMENT

20. Mayor Rounds adjourned the meeting at 8:13 p.m.

William K. Rounds
Mayor

ATTEST:

Janet Martinez
City Clerk

Date



City of Santa Fe Springs

City Council Meeting

November 9, 2017

CONSENT AGENDA

Los Nietos Park Activity Center Floor Resurfacing – Award of Contract

RECOMMENDATION

That the City Council take the following actions:

- Accept the bids; and
- Award a contract to Geary Floors Inc. of El Cajon, California in the amount of \$56,480.00.

BACKGROUND

The City Council, at their meeting of September 28, 2017, authorized the City Engineer to advertise for construction bids.

Bids were opened on October 31, 2017 and a total of two (2) bids were received. The low bidder for the project is Geary Floors Inc. of El Cajon, California in the amount of \$56,480.00. The following represents the bids received and the amount of each bid:

| | |
|--|-------------|
| Geary Floors Inc., El Cajon, CA | \$56,480.00 |
| Dynamic Sports Construction Inc., Leander TX | \$65,755.00 |

The bid submitted by Geary Floors Inc. is 5.8% lower than the Engineer's Construction Cost Estimate of \$60,000.

The Department of Public Works has reviewed the bids and has determined the low bid submitted by Geary Floors Inc. to be responsive and responsible.

FISCAL IMPACT

The Los Nietos Park Activity Center Floor Resurfacing is fully funded through the Utility User Tax (UUT) Capital Improvement Project Fund, with a total project budget of \$143,300.

INFRASTRUCTURE IMPACT

The Los Nietos Park Activity Center Floor Resurfacing project will reduce maintenance costs and the flooring will have a new service life.


Jose Gomez
Acting City Manager

Attachments:

Contract Agreement

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

Date of Report: November 2, 2017

ITEM NO. 5B

CITY OF SANTA FE SPRINGS
CONTRACT AGREEMENT
FOR
LOS NIETOS ACTIVITY CENTER-FLOOR RESURFACING
IN THE CITY OF SANTA FE SPRINGS

This Contract Agreement is made and entered into the above-stated project this 9th day of November, 2017 BY AND BETWEEN the City of Santa Fe Springs, as AGENCY, and Geary Floors, Inc. as CONTRACTOR in the amount of \$56,480.

WITNESSETH that AGENCY and CONTRACTOR have mutually agreed as follows:

ARTICLE I

The contract documents for the aforesaid project shall consist of the Notice Inviting Sealed Bids, Instructions to Bidders, Proposal, General Specifications, Standard Specifications, Special Provisions, Plans, and all referenced specifications, details, standard drawings, CDBG contract provisions and forms, and appendices; together with this Contract Agreement and all required bonds, insurance certificates, permits, notices, and affidavits; and also including any and all addenda or supplemental agreements clarifying, or extending the work contemplated as may be required to ensure its completion in an acceptable manner. All of the provisions of said contract documents are made a part hereof as though fully set forth herein.

ARTICLE II

For and in consideration of the payments and agreements to be made and performed by AGENCY, CONTRACTOR agrees to furnish all materials and perform all work required for the above-stated project, and to fulfill all other obligations as set forth in the aforesaid contract documents.

ARTICLE III

CONTRACTOR agrees to receive and accept the prices set forth in the Proposal as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. Said compensation shall cover all expenses, losses, damages, and consequences arising out of the nature of the work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole thereof in the manner and time specified in the aforesaid contract documents; and also including those arising from actions of the elements, unforeseen difficulties or obstructions encountered in the prosecution of the work, suspension or discontinuance of the work, and all other unknowns or risks of any description connected with the work.

ARTICLE IV

AGENCY hereby promises and agrees to employ, and does hereby employ, CONTRACTOR to provide the materials, do the work and fulfill the obligations according to the terms and conditions herein contained and referred to, for the prices aforesaid, and hereby contracts to pay the same at the time, in the manner, and upon the conditions set forth in the contract documents. No work or portion of the work shall be paid for until it is approved for payment by the City Engineer. Payment made for completed portions of the work shall not constitute final acceptance of those portions or of the completed project.

ARTICLE V

CONTRACTOR acknowledges the provisions of the State Labor Code requiring every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that code and certifies compliance with such provisions. Contractor further acknowledges the provisions of the State Labor Code requiring every employer to pay at least the minimum prevailing rate of per diem wages for each craft classification or type of workman needed to execute this contract as determined by the Director of Labor Relations of the State of California. The Contractor is required to pay the higher of either the State or Federal Wages.

ARTICLE VI

CONTRACTOR agrees to indemnify, defend and hold harmless AGENCY and all of its officers and agents from any claims, demand or causes of action, including related expenses, attorney's fees, and costs, based on, arising out of, or in any way related to the work undertaken by CONTRACTOR hereunder.

ARTICLE VII

CONTRACTOR affirms that the signatures, titles and seals set forth hereinafter in execution of this Contract Agreement represent all individuals, firm members, partners, joint ventures, and/or corporate officers having principal interest herein.

IN WITNESS WHEREOF, the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Contract Agreement to be executed in triplicate by setting hereunto their name, titles, hands, and seals as of the date noted above.

By:

CONTRACTOR

ADDRESS

THE CITY OF SANTA FE SPRINGS

By:

WILLIAM K. ROUNDS, MAYOR

ATTEST:

JANET MARTINEZ, CITY CLERK

APPROVED AS TO FORM:

YOLANDA SUMMERHILL, CITY ATTORNEY



City of Santa Fe Springs

City Council Meeting

November 9, 2017

CONSENT AGENDA

Custodial Services – Award of Contract

RECOMMENDATION

That the City Council take the following actions:

- Accept the bids; and
- Award a Contract to United Maintenance Systems of Los Angeles, California (UMS) to provide Custodial Services; and
- Authorize the Mayor to execute a three (3) year Contract with UMS in the amount of \$38,885.00 per month beginning December 1, 2017 through December 31, 2020, and with the provision to renew the Agreement for an additional two (2) 1-year terms at the end of the first term based on performance and approval by the City Council.

BACKGROUND

The City Council, at their meeting of September 12, 2017, authorized the City Engineer to advertise a Request for Proposals for Custodial Services.

Staff mailed a Request for Bids to eleven (11) custodial services contractors. Bids were opened on October 10, 2017 and a total of two (2) bids were received. The low bid was received from United Maintenance Systems of Los Angeles, California in the amount of \$38,885.00 per month.

Merchants Building Maintenance currently provides custodial services to the City for a monthly fee of \$50,210.00. Under the proposed UMS contract, the total annual estimated cost for custodial services is \$466,620 which results in a savings of approximately \$136,000.00 per year.

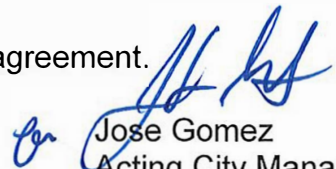
The Department of Public Works has reviewed the bids, checked references and confirmed that they are providing satisfactory custodial services for four (4) nearby municipalities. Staff has determined the bid submitted by UMS to be satisfactory.

The following represents the bids received and the amount of each bid:

| <u>Company Name</u> | <u>Monthly Bid Amount</u> |
|--------------------------------|---------------------------|
| United Maintenance Systems | \$ 38,885.00 |
| Merchants Building Maintenance | \$ 53,654.37 |

LEGAL REVIEW

The City Attorney's office has reviewed the proposed agreement.


Jose Gomez
Acting City Manager

Attachment:
Contract Agreement

Report Submitted By: Noe Negrete, Director  Date of Report: November 2, 2017
Department of Public Works

ITEM NO. 5C

THE CITY OF CITY OF SANTA FE SPRINGS

CUSTODIAL SERVICES AGREEMENT

THIS AGREEMENT is entered into this 1st day of December, 2017, by and between the **City of Santa Fe Springs**, a municipal corporation ("City"), and **United Maintenance Systems** ("Contractor").

RECITALS

WHEREAS, the City desires to employ the Contractor to provide custodial services for the City's facilities.

WHEREAS, the City has determined that the Contractor is willing to perform such services.

NOW, THEREFORE, THE PARTIES HERETO DO MUTUALLY AGREE AS FOLLOWS:

1. ENGAGEMENT OF CONTRACTOR

The City hereby agrees to engage the Contractor and the Contractor hereby agrees to perform the services hereinafter set forth in accordance with all terms and conditions contained herein.

The Contractor represents that all services required hereunder will be performed directly by the Contractor.

2. SCOPE OF SERVICES

The Contractor will perform services as set forth in the attached Scope of Services (Exhibit A).

The City may unilaterally, or upon request from the Contractor, from time to time reduce or increase the Scope of Services to be performed by the Contractor under this Agreement. Upon doing so, the City and the Contractor agree to meet in good faith to discuss changes in services and compensation shall be based on the established fee schedule.

3. PROJECT COORDINATION AND SUPERVISION

The City shall designate the Director of Public Works or his designee as a Contract Administrator to monitor the progress and execution of this Agreement. The Contractor shall assign a single Project Director to provide supervision and have overall responsibility for the progress and execution of this Agreement for the Contractor.

4. **COMPENSATION AND PAYMENT**

The Contractor shall be compensated a fixed monthly amount of **\$38,885.00** per month for services rendered in accordance with the Contractor's cost proposal which is made a part of this Agreement by reference. The Contract Administrator will review and approve the invoice for payment of services rendered consistent with the Agreement.

If after written notice to the Contractor of any deficiencies in the work, or of failure to comply with the Agreement provisions, or failure to comply with the schedule, the City may suspend all or a portion of the monthly payment due until the Contractor corrects any such deficiency.

Invoices will be processed monthly for payment and remitted within thirty (30) days from receipt of invoice, provided that work is accomplished consistent with Agreement as determined by the Contract Administrator.

Any extra work performed beyond the work described in the Scope of Services shall not be performed without prior authorization from the Contract Administrator or his/her designee. Compensation for Emergency or Call-out work shall be compensated based on the Contractor's hourly rate schedule which is made a part of this Agreement by reference.

In the event any City building or facility is not usable for any reason, including but not limited to acts of nature, vandalism, construction or renovation and is deemed out of use, the Contractor shall not be compensated for the period cleaning services are not provided. If a portion of any building or facility is partially out of use, the City and the Contractor shall negotiate the cost of providing limited cleaning services.

5. **LENGTH OF AGREEMENT**

The term of this Agreement shall be for three (3) years from the effective date of this Agreement. The AGENCY reserves the right to renew the Agreement for an additional two (2) 1-year terms at the end of the first term based on performance and approval by the City Council.

Contractor reserves the right to request from the City Council a cost-of-living increase to the annual fee for each of the two (2) 1-year terms if the Agreement is renewed at the end of the first term.

6. **INDEPENDENT CONTRACTOR**

Both parties hereto in the performance of this Agreement will be acting in an independent capacity and not as agents, employees, partners or joint ventures with one another. Neither the Contractor nor the Contractor's employees are employee of the City and are not entitled to any of the rights, benefits, or privileges of the City's employees, including but not limited to retirement, medical, unemployment, or workers' compensation insurance.

Neither this Agreement nor any interest herein may be assigned by the Contractor without the prior written consent of the City. Nothing herein contained is intended to prevent the Contractor from employing or hiring as many employees, or subcontractors, as the Contractor may deem necessary for the proper and efficient performance of this Agreement. All agreements by Contractor with its subcontractor(s) shall require the subcontractor to adhere to the applicable terms of this Agreement.

7. **CONTROL**

Neither the City nor its officers, agents or employees shall have any control over the conduct of the Contractor or any of the Contractor's employees except as herein set forth, and the Contractor expressly agrees not to represent that the Contractor or the Contractor's agents, servants, or employees are in any manner agents, servants or employees of the City, it being understood that the Contractor, its agents, servants, and employees are as to the City wholly independent contractors and that the Contractor's obligations to the City are solely such as are prescribed by this Agreement.

8. **COMPLIANCE WITH APPLICABLE LAW**

The Contractor, in the performance of the services to be provided herein, shall comply with all applicable State and Federal statutes and regulations, and all applicable ordinances, rules and regulations of the City of Santa Fe Springs, whether now in force or subsequently enacted. The Contractor, and each of its subcontractors, shall obtain and maintain a current City of Santa Fe Springs business license prior to and during performance of any work pursuant to this Agreement.

9. **LICENSES, PERMITS, ETC**

The Contractor represents and covenants that it has all licenses, permits, qualifications, and approvals of whatever nature that are legally required to practice its profession. The Contractor represents and covenants that the Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement, any license, permit, or approval which is legally required for the Contractor to practice its profession.

10. **STANDARD OF CARE**

The Contractor in performing any services under this Agreement shall perform in a manner consistent with that level of care and skill ordinarily exercised by members of the Contractor's trade or profession currently practicing under similar conditions and in similar locations. The Contractor shall take all special precautions necessary to protect the Contractor's employees and members of the public from risk of harm arising out of the nature of the work and/or the conditions of the work site.

All work shall be performed in accordance with the service level standards and schedule identified in the Scope of Work as to maintain the sanitary conditions, aesthetic appearance, safety and usefulness of the City buildings and facilities. Standards and frequencies may

be modified from time to time as deemed necessary by the City for proper maintenance of these areas.

The Contractor must employ sufficient personnel to perform all work as described in this Agreement at the various buildings and facilities.

The Contractor shall furnish all labor, equipment and required custodial materials, chemicals, and all other cleaning supplies needed to maintain all contracted areas to a level acceptable to the City. All materials are subject to City approval.

The Contractor shall provide all necessary vehicles for transportation and related duties. Contractor's vehicles must be maintained in top condition and identified with a company logo. The Contractor shall make arrangements for back-up equipment in the event primary equipment become inoperable to assure that all work activities are completed as scheduled.

Unless disclosed in writing prior to the date of this agreement, the Contractor warrants to the City that it is not now, nor has it for the five (5) years preceding, been debarred by a governmental agency or involved in debarment, arbitration or litigation proceedings concerning the Contractor professional performance or the furnishing of materials or services relating thereto.

11. **NON-DISCRIMINATION PROVISIONS**

The Contractor shall not discriminate against any employee or applicant for employment because of age, race, color, ancestry, religion, sex, sexual orientation, marital status, national origin, physical handicap, or medical condition. The Contractor will take positive action to insure that applicants are employed without regard to their age, race, color, ancestry, religion, sex, sexual orientation, marital status, national origin, physical handicap, or medical condition. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment any notices provided by the City setting forth the provisions of this non-discrimination clause.

12. **INDEMNIFICATION AND HOLD HARMLESS**

The Contractor agrees to defend, indemnify, and hold harmless the City of Santa Fe Springs, its officers and employees, against and from any and all liability, loss, damages to property, injuries to, or death of any person or persons, and all claims, demands, suits, actions, proceedings, reasonable attorneys' fees, and defense costs, of any kind or nature, including workers' compensation claims, of or by anyone whomsoever, resulting from or arising out of the Contractor's negligent performance of this Agreement.

13. **WORKERS' COMPENSATION**

The Contractor shall take out and maintain during the life of this Agreement, worker's compensation insurance for all Contractor's employees engaged as part of the required services and as required by the Labor Code of the State of California.

No member of the City Council or any other official or authorized assistant, employee, or agent of the City shall be personally responsible for any damage resulting from the performance liability arising under the Agreement, or nonperformance, negligently, or intentionally of any portion of the services contracted.

14. **LIABILITY INSURANCE**

- A. **Commercial General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract such public liability and property damage insurance as shall protect him and the City from all claims for personal injury, including accidental death, as well as from claims for property damage arising from operations under this Agreement. The amount of such insurance shall be as hereinafter set forth.

As provided above, the Contractor shall take out and maintain public liability insurance for injuries, including accidental death to any one person, in an amount not less than One Million Dollars (\$1,000,000); and subject to the same limit for each person; on account of any one accident in an amount of not less than Two Million Dollars (\$2,000,000); and property damage insurance in an amount of not less than Five Hundred Thousand Dollars (\$500,000); Contractor's contingent or protective insurance for public liability and property damage in amounts not less than the respective amounts noted above.

- B. **Business Auto Liability Insurance** - The Contractor shall carry and maintain insurance coverage for property damage resulting from the Contractor's operations, in the sum of not less than Two Million Dollars (\$2,000,000) resulting from any one occurrence, which may arise from the operation of the Contractor in the performance of the work that is provided herein. Said insurance coverage shall provide that Contractor and his/her insurers are primarily responsible for any claim which arises from Contractor's performance of this Agreement and that neither City nor any of its insurers shall be required to contribute to any such claim. The Contractor shall during the life of the Agreement, keep on file with the Public Works Department evidence that the Contractor is fully and properly insured as set forth herein and which evidence shall be approved by the Contract Administrator as to form and sufficiency.

All certificates of insurance with respect to liability insurance of any kind shall name the City of Santa Fe Springs with respect to the performance by the Contractor of the work which is the subject of the Agreement. The full and complete name of services shall be shown on the Certificate of Insurance.

- C. Notification of Cancellation of Insurance - Certificates of proof of carriage of insurance shall provide for not less than thirty (30) days notice of change or cancellation prior to acceptance of the work.
- D. Renewal of Insurance - The insurance required herein will be renewed annually as long as Contractor continues operations in any way related to this Agreement. This obligation applies whether the contract is canceled or terminated for any reason. Termination of this obligation is not effective until the City executes a written statement to that effect. This requirement is in addition to coverage required to be maintained for completed and discontinued operations as required elsewhere.

15. **LEGAL FEES**

If any party brings a suit or action against the other party arising from any breach of any of the covenants or agreements or any inaccuracies in any of the representations and warranties on the part of the other party arising out of this Agreement, then in that event, the prevailing party in such action or dispute, whether by final judgment or out-of-court settlement, shall be entitled to have and recover of and from the other party all costs and expenses of suit, including attorneys' fees.

For purposes of determining who is to be considered the prevailing party, it is stipulated that attorney's fees incurred in the prosecution or defense of the action or suit shall not be considered in determining the amount of the judgment or award. Attorney's fees to the prevailing party if other than the City shall, in addition, be limited to the amount of attorney's fees incurred by the City in its prosecution or defense of the action, irrespective of the actual amount of attorney's fees incurred by the prevailing party.

16. **MEDIATION/ARBITRATION**

If a dispute arises out of or relates to this Agreement, or the breach thereof, the parties agree first to try, in good faith, to settle the dispute by mediation in Santa Fe Springs, California, in accordance with the Commercial Mediation Rules of the American Arbitration Association (the "AAA") before resorting to arbitration. The costs of mediation shall be borne equally by the parties. Any controversy or claim arising out of, or relating to, this Agreement, or breach thereof, which is not resolved by mediation, shall be settled by arbitration in Santa Fe Springs, California, in accordance with the Commercial Arbitration Rules of the AAA then existing. Any award rendered shall be final and conclusive upon the parties, and a judgment thereon may be entered in any court having jurisdiction over the subject matter of the controversy. The expenses of the arbitration shall be borne equally by the parties to the arbitration, provided that each party shall pay for and bear the costs of its own experts, evidence and attorneys' fees, except that the arbitrator may assess such expenses or any part thereof against a specified party as part of the arbitration award.

17. **CANCELLATION OF AGREEMENT**

If at any time in the opinion of the Contract Administrator the Contractor has failed to supply adequate working force, or equipment of proper quality, or has failed in any other respect to prosecute the work with the diligence and force specified and intended in and by the terms of the Agreement, notice thereof in writing will be served upon the Contractor. Should the Contractor neglect or refuse to provide means for a satisfactory compliance with the agreement, as directed by the Contract Administrator, within the time specified in such notice, the City in such case shall have the power to terminate the Agreement and shall notify the Contractor, in writing, 30 days prior to cancellation.

18. **NOTICES**

All notices or other communications required or permitted hereunder shall be in writing, and shall be personally delivered; or sent by overnight mail (Federal Express or the like); or sent by registered or certified mail, postage prepaid, return receipt requested; or sent by ordinary mail, postage prepaid; or telegraphed or cabled; or delivered or sent by telex, telecopy, facsimile or fax; and shall be deemed received upon the earlier of (i) if personally delivered, the date of delivery to the address of the person to receive such notice, (ii) if sent by overnight mail, the business day following its deposit in such overnight mail facility, (iii) if mailed by registered, certified or ordinary mail, five (5) days (ten (10) days if the address is outside the State of California) after the date of deposit in a post office, mailbox, mail chute, or other like facility regularly maintained by the United States Postal Service, (iv) if given by telegraph or cable, when delivered to the telegraph company with charges prepaid, or (v) if given by telex, telecopy, facsimile or fax, when sent. Any notice, request, demand, direction or other communication delivered or sent as specified above shall be directed to the following persons:

IF TO CONSULTANT:

United Maintenance Systems
3800 Wilshire Boulevard, Suite 800
Los Angeles, CA 90010

Attn: Jae Kim

IF TO CITY:

City of Santa Fe Springs
11710 E. Telegraph Road
Santa Fe Springs, CA 90670
Tel: (562) 868-0511

Attn: Noe Negrete

Notice of change of address shall be given by written notice in the manner specified in this Section. Rejection or other refusal to accept or the inability to deliver because of changed address of which no notice was given shall be deemed to constitute receipt of the notice, demand, request or communication sent. Any notice, request, demand, direction or other communication sent by cable, telex, telecopy, facsimile or fax must be confirmed within forty-eight (48) hours by letter mailed or delivered as specified in this Section.

19. CONFLICT OF INTEREST AND POLITICAL REFORM ACT OBLIGATIONS

During the term of this Agreement, the Contractor shall not perform services of any kind for any person or entity whose interests conflict in any way with those of the City of Santa Fe Springs. The Contractor also agrees not to specify any product, treatment, process or material for the project in which the Contractor has a material financial interest, either direct or indirect, without first notifying the City of that fact. The Contractor shall at all times comply with the terms of the Political Reform Act and the City of Santa Fe Springs Conflict of Interest Code. The Contractor shall immediately disqualify itself and shall not use its official position to influence in any way any matter coming before the City in which the Contractor has a financial interest as defined in Government Code Section 87103. The Contractor represents that it has no knowledge of any financial interests that would require it to disqualify itself from any matter on which it might perform services for the City.

IN WITNESS WHEREOF the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Contract Agreement to be executed in triplicate by setting hereunto their name, titles, hands, and seals as of the date noted above.

CONTRACTOR

By:_____

CITY OF SANTA FE SPRINGS

By:_____
WILLIAM K. ROUNDS, MAYOR

ATTEST

JANET MARTINEZ, CITY CLERK

APPROVED AS TO FORM

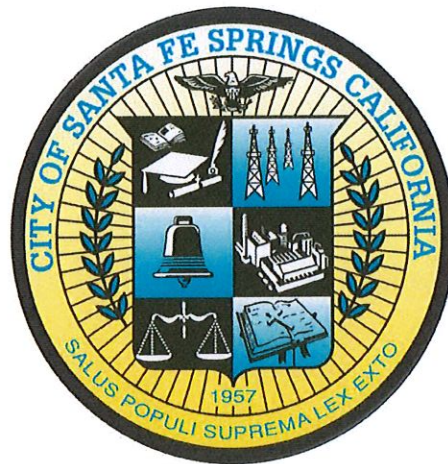
YOLANDA SUMMERHILL, CITY ATTORNEY

EXHIBIT A
REQUEST FOR PROPOSALS

CITY OF SANTA FE SPRINGS

REQUEST FOR BIDS

CUSTODIAL SERVICES



DEPARTMENT OF PUBLIC WORKS

INQUIRIES REGARDING THIS PROJECT MAY BE DIRECTED TO:

**Al Fuentes, Project Manager
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670
Phone (562) 868-0511, Extension 7355**

REQUEST FOR BIDS

CUSTODIAL SERVICES

The City of Santa Fe Springs invites sealed bids for the above-stated services and will receive such bids in the Director of Public Works Office, City of Santa Fe Springs, 11710 Telegraph Road, Santa Fe Springs, California 90670, until **11:00 a.m. on Tuesday, October 10, 2017.**

The work to be done consists of furnishing all supplies, materials, equipment, tools, labor and incidentals as required to perform custodial services at each of the City's listed facilities and parks.

A mandatory pre-bid visit to each of the City's facilities and parks has been scheduled for Wednesday, September 20, 2017. The first site visit is scheduled for 9:00 a.m. at Santa Fe Springs City Hall, located at 11710 Telegraph Road, Santa Fe Springs, California. A City representative will provide a schedule and directions to other facilities and parks at the City Hall location. The pre-bid site visits are intended to provide bidders with the opportunity to view the City's facilities and parks and ask questions. A City representative will be attendance. Both questions and answers will be posted on the City's Website. The City will not accept bids from Contractors that do not attend the pre-bid site visits.

Prior to commencing work under the Contract, Contractor shall perform, and submit to the City, complete background security investigation results on all of Contractors' employees providing services to the City, including any and all backup personnel.

Special attention is called to the General Provisions regarding liability insurance requirements. The successful bidder will be held to strict compliance with those requirements. Contractors who cannot comply should not bid. The successful Contractor will be required to possess business licenses from the City of Santa Fe Springs prior to commencement of work.

Bids must be prepared on the approved proposal forms, which are included in this request for bid package and submitted in a sealed envelope plainly marked on the outside.

The City reserves the right to reject any or all bids, to waive any irregularity in any bid received, and to be the sole judge of the merits of the respective bids received and to take all bids under advisement for a period of 45 days. The award, if made, will be made to the lowest responsible and responsive bidder as so determined by the City.

Further information regarding this project can be obtained by calling Al Fuentes, Project Manager at (562) 868-0511, ext. 7355.

BY ORDER OF the City of Santa Fe Springs.

NOE NEGRETE, CITY ENGINEER
CITY OF SANTA FE SPRINGS

INSTRUCTIONS TO BIDDERS

PROPOSAL FORMS

Bids shall be submitted in writing on the attached Proposal package. The Proposal Package shall include the following documents:

1. Proposal Form
2. Bid Schedule
3. Extra Work and Emergency Call-Out Hourly Rate Schedule
4. References

The Proposal package forms shall not be changed and no additions shall be made to the items mentioned therein. Unauthorized conditions, exemptions, limitations, or provisions attached to a proposal will render it informal and cause its rejection. The Proposal Form must be properly signed by the proposer, whose address, telephone number and e-mail address shall also be shown. **The City reserves the right to reject any proposal if all of the requested information is not furnished or is incomplete.**

PREPARATION OF BIDS

Bids must be submitted on the prescribed form. Bid prices must be written in **blue or black ink** in figures as requested. Erasures or other changes must be noted over the signature of the bidder. The City will not consider any proposal not meeting these requirements.

DELIVERY OF PROPOSAL

Proposals shall be enclosed in a sealed envelope plainly marked on the outside, "**SEALED BID FOR CUSTODIAL SERVICES - DO NOT OPEN WITH REGULAR MAIL.**" The sealed envelope shall also have clearly marked on the outside the company name and address of the bidder. Proposals may be mailed or delivered by messenger. However, it is the bidder's responsibility alone to ensure delivery of the proposal in the hands of the Director of Public Works or his designee at Santa Fe Springs City Hall, 11710 Telegraph Road prior to the bid opening time stipulated in the Request for Bids. Late proposals will not be accepted. A late proposal shall be defined as being received after the stipulated time in the appropriate receiving office, according to such clocks in use for bid reception, as determined by the Director of Public Works.

CONTRACTOR QUALIFICATION

Contractors must furnish satisfactory evidence to the City that they have provided custodial services as described in this document and that they have successfully done so for a municipality for a minimum of five (5) years.

QUESTIONS PRIOR TO OPENING OF BIDS

Questions regarding discrepancies or omissions in the Bid Documents shall be communicated to Mr. Al Fuentes, Project Manager, in writing, by letter, fax or e-mail, not less than five (5) working

days prior to opening of bids, to provide time for issuing and forwarding an addendum, should the City consider an addendum necessary. The City will not be responsible for over interpretation of the contract documents.

IRREGULAR PROPOSALS

Unauthorized conditions, limitations or provisions attached to a proposal will render it irregular and may cause its rejection. The completed proposal forms shall be without interlineations, alterations, or erasures. Alternative proposals will not be considered. No oral, telegraphic, or telephonic proposal, modification, or withdrawal will be considered.

REJECTION OF PROPOSALS

Proposals may, at the discretion of the City, be rejected if they show any alteration of form, additions not called for, conditional or alternative bids, incomplete bids, or irregularities of any kind. The right is reserved by City to reject any or all proposals.

TAXES

No mention shall be made in the proposal of Sales Tax, Use Tax or any other tax, as all amounts bid will be deemed and held to include any such taxes, which may be applicable.

BIDDERS INTERESTED IN MORE THAN ONE BID

No person, firm, or corporation shall be allowed to make, file or be interested in more than one bid for the same work, unless alternative bids are called for. A person, firm or corporation who has submitted a sub-proposal to a bidder or who has quoted a price on materials to a bidder, is not thereby disqualified from submitting a proposal or quoting prices to other bidders.

EXAMINATION OF BID DOCUMENTS

Bidders must satisfy themselves by the provided bid documents as to the actual physical conditions, requirements and difficulties under which the work must be performed. No bidder shall at any time after submission of a proposal make any claim or assertion that there was any misunderstanding or lack of information regarding the nature or amount of work necessary for the satisfactory completion of the job. The submission of a Bid will be conclusive evidence that the Bidder is satisfied as to the conditions to be encountered, as to the character, quality and quantities of work to be performed and materials to be furnished, the difficulties to be encountered, and to the requirements of the Proposal and other contract documents.

The Bidder shall read each and every clause of the contract documents, including all costs necessary to complete the specified work in his/her Bid prices, and agree that if he/she is awarded the Contract, no claim against the City will be made based upon ignorance of local conditions or misunderstanding of any provision of the Contract. Should the conditions turn out otherwise than anticipated by him/her, the Bidder shall agree to assume all risks incident thereto.

LEGAL RESPONSIBILITIES

All proposals must be submitted, filed, made and executed in accordance with State and Federal laws relating to bids for contracts of this nature whether the same or expressly referred to herein or not. Any bidder submitting a proposal shall by such action thereby agree to each and all of the terms, conditions, provisions and requirements set forth, contemplated and referred to in the Request for Bids and other contract documents, and to full compliance therewith. All bidders shall be held to comply with all laws of the State of California, rules and regulations promulgated thereunder, all applicable ordinances, rules and regulations of the City of Santa Fe Springs, and all regional and local laws, regulations, rules, ordinances and codes promulgated and enforced by any agency, district, board, department or other entity authorized under law, rules or ordinance, whether now in force or subsequently enacted.

LIABILITY INSURANCE REQUIREMENTS

Special attention is called to the liability insurance requirements. The successful bidder will be held to strict compliance with those requirements. Contractors who cannot comply should not bid.

AWARD OF CONTRACT

The award of contract, if made, will be to the lowest responsible and responsive bidder, based on the Base Bid only, as determined solely by the City. The City reserves the right to award the bid or the bid alternate, if applicable to the lowest responsible and responsive bidder. Additionally, the City reserves the right to reject any or all proposals, to waive any irregularity, and to take the bids under advisement for a period of 45 days, all as may be required to provide for the best interests of the City including the right to amend the scope of work. In no event will an award be made until all necessary investigations are made to the responsibility and qualifications of the bidder to whom the award is contemplated.

Submitted by: _____

PROPOSAL FOR CUSTODIAL SERVICES

To the Director of Public Works of the City of Santa Fe Springs, as City,

In accordance with the City's Request for Bids, the undersigned BIDDER hereby proposes to furnish all materials, equipment, tools, labor and incidentals required to perform the custodial services set forth in the Request for Bids and to perform all work in the manner and time described therein.

BIDDER declares that this **original** proposal is based on the Request for Bids, and all other applicable documents. If this proposal is accepted for award, BIDDER agrees to enter an Agreement with the City of Santa Fe Springs at the total lump sum price set forth in the following Bid Proposal.

BIDDER understands that a bid is required for the entire work, and that the Lump Sum price bid includes all appurtenant expenses, overhead, taxes, royalties and fees. Erasures or other changes must be noted over the signature of the BIDDER.

BIDDER'S INFORMATION:

Signatures

Name (Please print or type)

Title

Firm Name

Firm Business Phone No.

E-mail

Submitted by: _____

**CITY OF SANTA FE SPRINGS
CUSTODIAL SERVICES**

BID SCHEDULE

BASE BID

| Facility | Monthly Fee |
|--|--------------------|
| 1. Activity Center | \$ _____ |
| 2. Aquatic Center | \$ _____ |
| 3. Betty Wilson Center | \$ _____ |
| 4. City Hall | \$ _____ |
| 5. City Library | \$ _____ |
| 6. Clarke Estate | \$ _____ |
| 7. Community Gardens Restroom | \$ _____ |
| 8. Fire Station Headquarters | \$ _____ |
| 9. Fire Station No. 4 Employee Exercise Room/Restroom | \$ _____ |
| 10. Gus Velasco Neighborhood Center | \$ _____ |
| 11. Heritage Park | \$ _____ |
| 12. Heritage Park - Sculpture Garden | \$ _____ |
| 13. Lake Center Athletic Park | \$ _____ |
| 14. Lakeview Park Building | \$ _____ |
| 15. Lakeview School Childcare Classroom | \$ _____ |
| 16. Little Lake Park Buildings | \$ _____ |
| 17. Los Nietos Park Recreation Building | \$ _____ |
| 18. Los Nietos Park Childcare Classroom | \$ _____ |
| 19. Municipal Services Yard | \$ _____ |
| 20. Police Staging Facility | \$ _____ |
| 21. Police Services Center | \$ _____ |
| 22. SFS Athletic Fields Building | \$ _____ |
| 23. SFS Park Building | \$ _____ |
| 24. Town Center Hall | \$ _____ |
| 25. Three (3) Day Porters (total of 500 hours/month) | \$ _____ |
| Total Monthly Fees: | \$ _____ |
| *TOTAL <u>ANNUAL</u> BASE BID (TOTAL MONTHLY FEES x 12 MONTHS): | \$ _____ |

**Award of Contract will be determined by Base Bid Only.*

Submitted by: _____

ADDITIONAL SERVICES
FLOOR STRIPPING AND WAXING SERVICES
BID SCHEDULE

| Facility | Service Area Size | Frequency | Unit | Unit Price | Annual Fee |
|---|------------------------------|------------------|-------------|-------------------|-------------------|
| 1. Betty Wilson Center | 1,800 sq. ft. | Bi-Annual | 2 | \$ | \$ |
| 2. Little Lake Park - Community Room | 1,500 sq. ft. | Bi-Annual | 2 | \$ | \$ |
| 3. Municipal Services Yard – Building #1 | 3,475 sq. ft. | Annual | 1 | \$ | \$ |
| 4. Municipal Services Yard – Building #2 | 800 sq. ft. | Annual | 1 | \$ | \$ |
| 5. Municipal Services Yard – Building #3 | 594 sq. ft. | Annual | 1 | \$ | \$ |
| 6. Municipal Services Yard – Building #4 | 616 sq. ft. | Annual | 1 | \$ | \$ |
| 7. Town Center Hall | 11,500 sq. ft. | Quarterly | 4 | \$ | \$ |
| TOTAL ANNUAL COST: | | | | | \$ |

REFERENCES

Please list a minimum of three (3) references for similar custodial services work performed in the past five (5) years. Include the name of the city/agency, address and phone number of the contact person.

Complete information is important. Contractor qualifications and experience will be used as evaluation criteria and determining factor in award of contract recommendation by the Director of Public Works. A lack of references, or unsuitable summary of past performance as reported by references, may be considered by the City as sufficient reason to reject bid(s).

Agency: _____
Address: _____
Contact Name: _____ Phone No.: _____
Project Description: _____ Year Service Provided: _____

Agency: _____
Address: _____
Contact Name: _____ Phone No.: _____
Project Description: _____ Year Service Provided: _____

Agency: _____
Address: _____
Contact Name: _____ Phone No.: _____
Project Description: _____ Year Service Provided: _____

Agency: _____
Address: _____
Contact Name: _____ Phone No.: _____
Project Description: _____ Year Service Provided: _____

Agency: _____
Address: _____
Contact Name: _____ Phone No.: _____
Project Description: _____ Year Service Provided: _____

Agency: _____
Address: _____
Contact Name: _____ Phone No.: _____
Project Description: _____ Year Service Provided: _____

SCOPE OF SERVICES

SPECIAL PROVISIONS

PROJECT DESCRIPTION

Contractor will furnish all labor, supplies, paper products, chemicals, materials, equipment, transportation, supervision, management and incidentals required to provide Custodial Services in accordance with all terms and conditions of this Request for Bids. Contractor shall perform the Daily Standard Cleaning Services identified in Attachment A, and as scheduled for each location identified in Attachment B. Contractor shall perform the Quarterly Floor Stripping and Waxing for each location identified in Attachment C. Contractor shall perform the Quarterly Carpet Cleaning for each location identified in Attachment D.

SECTION 1. MATERIALS

Contractor will furnish toilet paper, (continuous and regular) all toilet seat covers, urinal screens, paper towels (sheet and rolls), soap, deodorizers, vending machine products, cleaning agents, trash can liners and cleaning supplies required to maintain the City's facilities. The cost of materials shall be included in the cost proposal. Contractor will use standard commercial grade materials of size and type to fit existing dispensers. All supplies required to carry out the cleaning operations within the scope of this contract shall meet the standards of the Federal Occupational Safety and Health Act. These items are subject to inspection and approval. Sustainable products are to be used whenever feasible.

SECTION 2. EQUIPMENT

Contractor shall furnish, and maintain in good working condition, all cleaning equipment required to maintain each service location including, but not limited to, vacuum cleaners, buffers, strippers, scrubbing machines, extension poles, ladders and carpet extraction equipment. All equipment shall meet Occupational Safety and Health Administration (OSHA) safety standards and will be kept clean by the Contractor. The City is not responsible for stolen or vandalized items.

Contractor shall provide all necessary vehicles for transportation, trash pick-up, supplies deliveries and park maintenance and related duties and tasks. Contractor's vehicles must be maintained in top condition and identified with the company logo. The Contractor shall make arrangements for back-up equipment in the event the primary equipment become inoperable to assure that all work activities are completed as scheduled.

The City will conduct quarterly inspections of all equipment. The City will reserve the right to determine if a piece of equipment is not meeting OSHA safety standards and request the Contractor to replace it within five (5) working days.

SECTION 3. STORAGE SPACE

The City will provide limited space at the various facilities for janitorial supplies, materials and equipment. Due to the limited amount of space, any storage spaces beyond that which City is

presently providing for janitorial equipment, is the responsibility of Contractor. Contractor is responsible for keeping janitorial closets clean and orderly.

SECTION 4. INSPECTION OF BUILDINGS AND FACILITIES

Monthly inspections of all areas included in the Contract shall be made by the Contractor's Supervisor, with any deficiencies noted and copied to the City's Facilities Supervisor. The results of each inspection shall be recorded and retained for reference as a Custodial Cleaning Inspection Report. The Contractor's Supervisor will conduct regular inspections with the City's Facilities Supervisor and as such other times as may be required by the City to review performance of the Agreement and to discuss any problems or matters as determined by the City. The City may also conduct unscheduled periodic inspections to assure compliance with Contract requirements.

SECTION 5. NON-PERFORMANCE OF CUSTODIAL SERVICES

If after written notice to the Contractor of any deficiencies in the work, or of failure to comply with the Agreement provisions, or failure to comply with the schedule, the City may suspend all or a portion of the monthly payment due until the Contractor corrects any such deficiency. After three (3) written notices to the Contractor pertaining to the same service item, e.g. Quarterly Carpet Cleaning, the City reserves the right to remove this service item from the Agreement.

SECTION 5. CONTRACTOR'S REPRESENTATIVES

The Contractor shall have present at all times when performing custodial services, an onsite representative who speaks fluent English whose duty shall be to supervise and coordinate cleaning services as they occur. This onsite representative shall carry on their person during working hours a cellular phone for contact purposes. All day porters must speak fluent English.

The Contractor shall have two responsible, dedicated supervisors on the job each workday. One (1) assigned to the day shift, one (1) to the night shift and weekends. The supervisors shall be provided with cellular phones so that City representatives will be able to contact them during normal business hours. The Contractor's representatives must immediately report to the City any evidence of security breach at a City building or facility.

SECTION 6. WORK SCHEDULES

All work must be accomplished within the hours identified by the City. The City reserves the right to revise schedules, adjust days and hours of the work, as necessary.

The Contractor shall provide in writing, schedules for all activities for all locations. The Contractor shall notify the City in writing and receive approval prior to any revisions in the schedule.

SECTION 7. EXTRA SERVICES

Extra services are defined as a reasonable request of general clean up, emergency or non-emergency, requested and authorized in advanced by the City. Emergency, after hours cleaning support shall be responded to within one (1) hour and billed at a two (2) hour minimum. All charges are included in the contract and the hourly rate schedule. Contractor shall notify the Contract Administrator within eight hours of the emergency service being completed.

SECTION 8. CONTRACTOR'S EMPLOYEES

The Contractor shall certify that employees' providing the custodial cleaning services under the terms, conditions and specifications of the Contract are paid above minimum wage, and receive medical, vacation and sick leave benefits.

The Contractor shall provide employees with uniforms that have the Contractor's company name and the employee's name clearly displayed on the shirt. All uniforms worn by the Contractor's employees shall be of the same color, material and style.

The Contractor shall submit a list of all employees who are authorized to work within the limits of the City's buildings and facilities maintained by the Contractor. At no time will there be permitted any person or persons not working directly for the Contractor to enter, loiter or be involved in any action dealing with the Contract. All workers assigned to the City facilities must be fingerprinted and submit to a background check by authorities at the Contractor's expense.

The Contractor shall not employ undocumented workers for work on this Agreement and shall make every reasonable effort to confirm legal resident status prior to assignment to the City. Failure to comply with this provision of the Contract may be grounds for termination of the Contract.

GENERAL PROVISIONS

SECTION 1. WORKER'S COMPENSATION

The Contractor shall take out and maintain during the life of this Agreement, worker's compensation insurance for all Contractor's employees engaged as part of the required services and as required by the Labor Code of the State of California.

No member of the City Council or any other official or authorized assistant, employee, or agent of the City shall be personally responsible for any damage resulting from the performance liability arising under the Agreement, or nonperformance, negligently, or intentionally of any portion of the services contracted.

SECTION 2. LIABILITY INSURANCE

A. Commercial General Liability Insurance - The Contractor shall take out and maintain during the life of this contract such public liability and property damage insurance as shall protect him and the City from all claims for personal injury, including accidental death, as well as from claims for property damage arising from operations under this Agreement. The amount of such insurance shall be as hereinafter set forth.

As provided above, the Contractor shall take out and maintain public liability insurance for injuries, including accidental death to any one person, in an amount not less than One Million Dollars (\$1,000,000); and subject to the same limit for each person; on account of any one accident in an amount of not less than Two Million Dollars (\$2,000,000); and property damage insurance in an amount of not less than Five Hundred Thousand Dollars (\$500,000); Contractor's contingent or protective insurance for public liability and property damage in amounts not less than the respective amounts noted above.

B. Business Auto Liability Insurance - The Contractor shall carry and maintain insurance coverage for property damage resulting from the Contractor's operations, in the sum of not less than Two Million Dollars (\$2,000,000) resulting from any one occurrence, which may arise from the operation of the Contractor in the performance of the work that is provided herein. Said insurance coverage shall provide that Contractor and his/her insurers are primarily responsible for any claim which arises from Contractor's performance of this Agreement and that neither City nor any of its insurers shall be required to contribute to any such claim. The Contractor shall during the life of the Agreement, keep on file with the Public Works Department evidence that the Contractor is fully and properly insured as set forth herein and which evidence shall be approved by the Contract Administrator as to form and sufficiency.

All certificates of insurance with respect to liability insurance of any kind shall name the City of Santa Fe Springs with respect to the performance by the Contractor of the work which is the subject of the Agreement. The full and complete name of services shall be shown on the Certificate of Insurance.

C. Notification of Cancellation of Insurance - Certificates of proof of carriage of insurance shall provide for not less than thirty (30) days-notice of change or cancellation prior to acceptance of the work.

D. Renewal of Insurance - The insurance required herein will be renewed annually as long as Contractor continues operations in any way related to this Agreement. This obligation applies whether the contract is canceled or terminated for any reason. Termination of this obligation is not effective until the City executes a written statement to that effect. This requirement is in addition to coverage required to be maintained for completed and discontinued operations as required elsewhere.

Section 3. Holidays

The following days are designated by City as holidays:

1. New Year's Day.
2. Martin Luther King Jr.'s Birthday.
3. Lincoln's Birthday.
4. Washington's Birthday.
5. Cesar Chavez's Birthday
6. Memorial Day.
7. Independence Day.
8. Labor Day.
9. Veteran's Day.
10. Thanksgiving Day.
11. Day after Thanksgiving Day.
12. The day before Christmas.
13. Christmas Day.
14. The day after Christmas.
15. Every day appointed by the President or Governor for a public holiday.
16. When a holiday falls on Sunday, the following Monday shall be observed. If the holiday falls on Saturday, the previous Friday is observed.

Section 4. Compensation and Payment

The Contractor shall be compensated a fixed monthly amount for services rendered in accordance with the Contractor's cost proposal. The Contract Administrator will review and approve the invoice for payment of services rendered consistent with the Agreement.

Invoices will be processed monthly for payment and remitted within thirty (30) days from receipt of invoice, provided that work is accomplished consistent with Agreement as determined by the Contract Administrator.

If after written notice to the Contractor of any deficiencies in the work, or of failure to comply with the Agreement provisions, or failure to comply with the schedule, the City may suspend all or a portion of the monthly payment due until the Contractor corrects any such deficiency.

Any extra work performed beyond the work described in the Scope of Services shall not be performed without prior authorization from the Contract Administrator or his/her designee. Compensation for Emergency or Call-out work shall be compensated based on the Contractor's hourly rate schedule.

In the event any City building or facility is not usable for any reason, including but not limited to acts of nature, vandalism, construction or renovation and is deemed out of use, the Contractor shall not be compensated for the period cleaning services are not provided. If a portion of any building or facility is partially out of use, the City and the Contractor shall negotiate the cost of providing limited cleaning services.

ATTACHMENT A

DAILY STANDARD CLEANING SERVICES – ALL FACILITIES

1. Furniture and Equipment - shall be free of dust, cobwebs and soil. This shall include the elimination of cleaner residue, streaks and film.
2. Telephones - shall be free of dust and soil. The cradle, earpiece & mouthpiece should be sanitized.
3. Lamps - shall be free of dust, cobwebs and soil. This shall include the elimination of streaks, cleaner residue and film.
4. Mats and Carpets - shall be free of spots, stains, gum, dirt and debris. Adjoining walls, doors and floor surfaces shall be free of dust, soil and cleaner residue.
5. Glass and Metal Surfaces - shall be streak-free, film-free and uniformly clean. This shall include the elimination of dust and soil from sills and ledges and heat registers.
6. Corners/Thresholds - shall be free of dust, cobwebs soil, finish build-up and debris.
7. Floors and Cove bases - shall be free of dust, cobwebs, soil, gum, spots, stains and debris. Hard/resilient floors shall have multiple coats of a slip-resistant seal and finish applied that result in a consistent high-shine, unless otherwise directed by the City. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film. Floors shall be stripped and waxed quarterly or as floor conditions warrant.
8. Walls and Fixtures - shall be free of dust, cobwebs, and soil. This shall include the elimination of film, streaks and cleaner residue. Walls behind waste/trash cans need to be cleaned.
9. Water Fountains - shall be free of dust, cobwebs, and soil, scale and water spots. Bright work shall be disinfected and polished to a streak-free shine.
10. Dispensers - shall be free of dust, and soil. These surfaces shall be cleaned and disinfected. This shall include the elimination of film, streaks and cleaner residue. Dispensers shall be refilled when required with proper expendable supply item.
11. Hardware - shall be free of dust, soil, bacteria and scale. Bright work shall cleaned, disinfected and polished to a streak-free shine. This shall include the elimination of polish residue.

12. Sinks and Countertops - shall be free of dust, bacteria, soil, cleaner residue and soap film. This shall include the elimination of streaks, embedded soil, and film and water spots.
13. Mirrors - shall be free of dust and soil. Mirrors and surrounding metal framework shall be streak-free, film-free and uniformly clean.
14. Toilets and Urinals - toilet seats and urinals shall be free of dust, cobwebs, bacteria, soil, organic matter, cleaner residue and scale. Fixtures shall be cleaned, disinfected and polished-dry. This shall include the elimination of streaks, film and water spots.
15. Dispensers – toilet seat cover and soap dispensers should be refilled as needed.
16. Restroom Partitions - shall be free of dust, cobwebs, soil and graffiti. Partitions shall be cleaned, disinfected and polished-dry. This shall include the elimination of streaks and film.
17. Showers – tile walls and floors shall be washed, disinfected, and sanitized. Shower stalls, fixtures, glass and doors shall be cleaned and polished.
18. Locker Rooms – sanitize showers and floor tile surfaces and locker doors, and clean counters.
19. Kitchen Areas – clean and sanitize all appliances, sinks, floor sinks, grease traps, counter areas, ceramic tile walls glass serving window and exhaust hoods and filters.
20. Waste Containers - contents shall be removed from waste containers and can liners replaced. Inside and outside of the container shall be cleaned and disinfected. This shall include the elimination of streaks, foodstuff and the presence of an offensive odor emitting from the container.
21. Air Vents - shall be free of dust, cobwebs, and soil. This also pertains to air distribution units and exhaust vents.
22. Cabinets, refrigerator and microwave - exterior tops, sides and front shall be cleaned and free of dust, soil, cleaner residue and soap film.
23. Light Fixtures - shall be free of dust, cobwebs, and soil.
24. Ceilings – All cobwebs shall be removed.
25. Trash Removal/Trash Containers - Contractor shall facilitate the City's waste recycling program that requires each building occupant to separate recyclable from non-recyclable waste. All work areas shall be provided with separate waste containers for this purpose, by the City. The contractor shall empty recyclable and non-recyclable waste into designated containers. Contractor shall comply with AB341. Waste removal

shall be to containers designated by the City and shall be deposited in such a manner that it will not fly around causing a mess or nuisance.

26. Formal Picnic Areas – clean table tops, food service areas, patio floors, barbeque grills, and sinks.
27. Parks and Plazas - clean all buildings, restrooms, sidewalks, bleachers, tables, benches, dugouts, gazebos, umbrellas, and playground areas.
28. Exercise Rooms, Boxing Rooms, Weight Rooms, Racquet Ball Courts, Indoor basketball courts – clean room surfaces, equipment surfaces with disinfectant cleaning solution.
29. Playground Equipment – clean playground equipment surfaces and play surfaces.
30. Outdoor Basketball Courts – clean basketball court surfaces.
31. Exterior Walkways – clean exterior walkway surfaces with handheld blowers or power wash as required.

DAY PORTERS

- A. Contractor shall provide three (3) “Day Porters” to provide custodial services during the workday from 8:30 a.m. – 5:30 p.m., Monday – Friday.
- B. Contractor must provide at least one vehicle for the Day Porter #2 below to travel between listed facilities.
- C. Day Porters must speak fluent English.
- D. Day Porters will perform Daily Standard Cleaning Services at the following listed facilities:

Day Porter #1

1. Aquatic Center
2. City Hall
3. City Library
4. FS #4 Exercise Room/Restroom
5. Town Center Hall

Day Porter #2

1. Activity Center
2. Childcare and Development Classrooms A & B
3. Gus Velasco Neighborhood Center
4. Los Nietos Park Childcare Classroom
5. Police Services Center

Day Porter #3

1. Heritage Park Buildings
2. Heritage Park Sculpture Garden

- E. In addition to the services identified above, Day Porters may be requested to perform service requests by the Contract Administrator on an as-needed basis during the work day.

ATTACHMENT B

LIST OF CITY FACILITIES AND CUSTODIAL SERVICES SCHEDULE

| Facility/Features | Building Size (Sq. Ft.) | No. Restrooms | Cleaning Schedule | Day Porter Schedule |
|--|-------------------------|------------------------|---|---|
| 1. Activity Center <ul style="list-style-type: none"> • 2nd Story • Boxing Room • Weight Room • Indoor Basketball Court | 17,460 | 2 | Mon-Fri 6:00pm Note: Indoor Basketball Court only | Day Porter #2 7:30am-5:30pm |
| 2. Aquatic Center <ul style="list-style-type: none"> • Locker Rooms • Showers • Picnic Area | 5,004 | 2 | Mon-Fri 6:00pm (Season: June-September) Off-Season: Bi-Weekly | Day Porter #1 7:30am-5:30pm Off-Season: No Porter Services |
| 3. Betty Wilson Center <ul style="list-style-type: none"> • Kitchen • Snack Bar | 8,170 | 4 | Mon-Sun 6:00 pm | No |
| 4. City Hall <ul style="list-style-type: none"> • Kitchen • Basement | 22,080 | 9 | Mon-Wed -Thur 6:00 pm | Day Porter #1 Mon-Fri 7:30am-5:30pm |
| 5. City Library <ul style="list-style-type: none"> • Kitchen • Reading Garden | 14,581 | 4 | Mon-Sat 6:00 pm | Day Porter #1 Mon-Fri 7:30am-5:30pm |
| 6. Clarke Estate <ul style="list-style-type: none"> • 2nd Story • Kitchen | 7,504 | 4 | Mon-Sun 6:00 pm | No |
| 7. Community Gardens Restroom | 65 | | Mon-Sat 6:00 pm | No |
| 8. Fire Depart. HQ <ul style="list-style-type: none"> • Offices • Conf. Rooms | 3,325 | 4 | Tues & Friday 6:00 pm | No |
| 9. FS No. 4-Exercise Room | 400 | 1-Shower 1-Restroom | No Night Services | Day Porter #1 Mon- Fri 7:30-5:30pm |
| 10. Gus Velasco Neighborhood Center <ul style="list-style-type: none"> • Kitchens (3) • Fitness Room • Classroom A • Classroom B | 17,554 | 9 | Mon-Sun 6:00 pm | Day Porter #2 Mon-Fri 7:30am-5:30pm |

ATTACHMENT B

LIST OF CITY FACILITIES AND CUSTODIAL SERVICES SCHEDULE

| Facility/Features | Building Size (Sq. Ft.) | No. Restrooms | Cleaning Schedule | Day Porter Schedule |
|--|------------------------------|---------------|--------------------|--|
| 11. Heritage Park Buildings <ul style="list-style-type: none"> • Train Depot • Caboose • Carriage Barn • Ranger Station • Tank House • Conservatory | 7,044 | 4 | Mon-Sun 6:00 pm | Day Porter #3 Mon-Fri 7:30am– 5:30 pm |
| 12. Heritage Park Sculpture Garden <ul style="list-style-type: none"> • Artwork • Walkways • Bridge | 7,000* *No Buildings | No | No Night Services | Day Porter #3 Mon-Fri 7:30am– 5:30 pm |
| 13. Lake Center Athletic Park <ul style="list-style-type: none"> • Walkways • Playground | 10,000* *No Buildings | 2 | Mon-Sun 6:00 pm | No |
| 14. Lakeview Park Building <ul style="list-style-type: none"> • Picnic Area • Playground | 1,413 | 4 | Mon-Sun 6:00 pm | No |
| 15. Lakeview School Childcare Classroom <ul style="list-style-type: none"> • Kitchen | 3,416 | 2 | Mon-Fri 6:00 pm | No |
| 16. Little Lake Park Buildings <ul style="list-style-type: none"> • Kitchen • Picnic Area • Playground | 3,312 | 4 | Mon-Sun 6:00 pm | No |
| 17. Los Nietos Park Recreation Building <ul style="list-style-type: none"> • 2nd Story • Kitchen • Playground | 1,968 | 2 | Mon-Sun 6:00 pm | No |
| 18. Los Nietos Park Childcare Classroom <ul style="list-style-type: none"> • Kitchen • Play area | 4,464 | 2 | Mon-Fri 6:00 pm | Day Porter #2 Mon-Fri 7:30am– 5:30 pm |

ATTACHMENT B

LIST OF CITY FACILITIES AND CUSTODIAL SERVICES SCHEDULE

| Facility/Features | Building Size (Sq. Ft.) | No. Restrooms | Cleaning Schedule | Day Porter Schedule |
|---|--|---|------------------------------|--|
| 19. Municipal Services Yard <ul style="list-style-type: none"> • 4-Buildings • Locker Rooms (2) • Showers (4) | 8,652 | 8 | Mon-Fri 6:00 pm | No |
| 20. Police Staging Facility | 1,9170 | 3-Restrooms 4-Showers 2-Locker Rms. | Mon-Sun 7:00 pm | No |
| 21. Police Services Center <ul style="list-style-type: none"> • 2nd Story • Kitchen | 7,667 | 4 | Mon-Sat 6:00 pm | Day Porter #2 Mon-Fri 7:30am– 5:30 pm |
| 22. SFS Athletic Fields Building <ul style="list-style-type: none"> • Kitchen • Playground | 3,136 | 2 | Mon-Sun 6:00 pm | No |
| 23. SFS Park Building <ul style="list-style-type: none"> • Picnic Area • Playground | 1,008 | 2 | Mon-Sun 6:00 pm | No |
| 24. Town Center Hall <ul style="list-style-type: none"> • 2nd Story • Kitchen | 16,940 | 4 | Mon-Sun 10:00 pm-6:00 am | Day Porter #1 Mon-Fri 7:30am- 5:30pm |

ATTACHMENT C

ADDITIONAL SERVICES - FLOOR STRIPPING AND WAXING SERVICES

LIST OF CITY FACILITIES/SCHEDULE

| Facility | Service Area Size | January | April | July | October |
|--|------------------------------|----------------|--------------|-------------|----------------|
| 1. Betty Wilson Center | 1,800 sq. ft. | X | | X | |
| 2. Little Lake Park - Community Room | 1,500 sq. ft. | X | | X | |
| 3. Municipal Services Yard – Building #1 | 3,475 sq. ft. | X | | | |
| 4. Municipal Services Yard – Building #2 | 800 sq. ft. | X | | | |
| 5. Municipal Services Yard – Building #3 | 594 sq. ft. | X | | | |
| 6. Municipal Services Yard – Building #4 | 616 sq. ft. | X | | | |
| 7. Town Center Hall | 11,500 sq. ft. | X | X | X | X |

EXHIBIT B

**CONSULTANT'S PROPOSAL
WITH BID SCHEDULE**

Submitted by: United Maintenance Systems

PROPOSAL FOR CUSTODIAL SERVICES

To the Director of Public Works of the City of Santa Fe Springs, as City,

In accordance with the City's Request for Bids, the undersigned BIDDER hereby proposes to furnish all materials, equipment, tools, labor and incidentals required to perform the custodial services set forth in the Request for Bids and to perform all work in the manner and time described therein.

BIDDER declares that this **original** proposal is based on the Request for Bids, and all other applicable documents. If this proposal is accepted for award, BIDDER agrees to enter an Agreement with the City of Santa Fe Springs at the total lump sum price set forth in the following Bid Proposal.

BIDDER understands that a bid is required for the entire work, and that the Lump Sum price bid includes all appurtenant expenses, overhead, taxes, royalties and fees. Erasures or other changes must be noted over the signature of the BIDDER.

BIDDER'S INFORMATION:



Signatures

Jae Kim

Name (Please print or type)

Manager

Title

United Maintenance Systems

Firm Name

(213) 7739-1405

Firm Business Phone No.

JKIM@UMSLA.COM

E-mail

Submitted by: United Maintenance Systems

**CITY OF SANTA FE SPRINGS
CUSTODIAL SERVICES**

BID SCHEDULE

BASE BID

| Facility | Monthly Fee |
|---|----------------------|
| 1. Activity Center | \$ 1,650.00 |
| 2. Aquatic Center | \$ 650.00 |
| 3. Betty Wilson Center | \$ 850.00 |
| 4. City Hall | \$ 2,350.00 |
| 5. City Library | \$ 2,650.00 |
| 6. Clarke Estate | \$ 850.00 |
| 7. Community Gardens Restroom | \$ 400.00 |
| 8. Fire Station Headquarters | \$ 680.00 |
| 9. Fire Station No. 4 Employee Exercise Room/Restroom | \$ 250.00 |
| 10. Gus Velasco Neighborhood Center | \$ 2,850.00 |
| 11. Heritage Park | \$ 1,650.00 |
| 12. Heritage Park - Sculpture Garden | \$ 250.00 |
| 13. Lake Center Athletic Park | \$ 950.00 |
| 14. Lakeview Park Building | \$ 650.00 |
| 15. Lakeview School Childcare Classroom | \$ 550.00 |
| 16. Little Lake Park Buildings | \$ 850.00 |
| 17. Los Nietos Park Recreation Building | \$ 675.00 |
| 18. Los Nietos Park Childcare Classroom | \$ 600.00 |
| 19. Municipal Services Yard | \$ 1,950.00 |
| 20. Police Staging Facility | \$ 2,650.00 |
| 21. Police Services Center | \$ 1,280.00 |
| 22. SFS Athletic Fields Building | \$ 850.00 |
| 23. SFS Park Building | \$ 650.00 |
| 24. Town Center Hall | \$ 2,950.00 |
| 25. Three (3) Day Porters (total of 500 hours/month) | \$ 9,200.00 |
| Total Monthly Fees: | \$ 38,885.00 |
| *TOTAL ANNUAL BASE BID (TOTAL MONTHLY FEES x 12 MONTHS): | \$ 466,620.00 |

**Award of Contract will be determined by Base Bid Only.*

Submitted by: United Maintenance Systems

HOURLY RATE SCHEDULE

BID SCHEDULE

| Employee | Labor Hourly Rate* |
|---|--------------------|
| Office Cleaning | \$ <u>16.50</u> |
| Restroom Cleaning and Stocking | \$ <u>16.50</u> |
| Strip and Wax Vinyl/Composition/Resilient Floor | \$ <u>18.50</u> |
| Strip and Wax Tile, Concrete and Ceramic Floor | \$ <u>18.50</u> |
| Carpet Cleaning | \$ <u>18.50</u> |

**Note: Equipment, supplies and materials shall be included in the Hourly Rates for Extra Work and Emergency Call-Out Custodial Services*

ADDITIONAL SERVICES
FLOOR STRIPPING AND WAXING SERVICES
BID SCHEDULE

| Facility | Service Area Size | Frequency | Unit | Unit Price | Annual Fee |
|--|-------------------|-----------|------|--------------------|---------------------|
| 1. Betty Wilson Center | 1,800 sq. ft. | Bi-Annual | 2 | \$ <u>450.00</u> | \$ <u>900.00</u> |
| 2. Little Lake Park - Community Room | 1,500 sq. ft. | Bi-Annual | 2 | \$ <u>375.00</u> | \$ <u>750.00</u> |
| 3. Municipal Services Yard - Building #1 | 3,475 sq. ft. | Annual | 1 | \$ <u>875.00</u> | \$ <u>875.00</u> |
| 4. Municipal Services Yard - Building #2 | 800 sq. ft. | Annual | 1 | \$ <u>200.00</u> | \$ <u>200.00</u> |
| 5. Municipal Services Yard - Building #3 | 594 sq. ft. | Annual | 1 | \$ <u>200.00</u> | \$ <u>200.00</u> |
| 6. Municipal Services Yard - Building #4 | 616 sq. ft. | Annual | 1 | \$ <u>200.00</u> | \$ <u>200.00</u> |
| 7. Town Center Hall | 11,500 sq. ft. | Quarterly | 4 | \$ <u>2,500.00</u> | \$ <u>10,000.00</u> |
| TOTAL ANNUAL COST: | | | | | \$ <u>13,125.00</u> |



City of Santa Fe Springs

City Council Meeting

November 20, 2017

NEW BUSINESS

Appropriation of Funds for the Printing of Department of Community Services Marketing Brochures

RECOMMENDATION

That the City Council take the following actions:

- Accept the quote from Guru Printers, Inc.
- Authorize and appropriate funds in the amount of \$5,500 from the City Manager's Budget Account for the printing of the Department of Community Services Marketing Brochures for Facilities, Parks and Weddings.

BACKGROUND

The Department of Community Services identified a need to create marketing brochures for rental facilities in the City. Although there had been some marketing of these services, there hasn't been a comprehensive marketing brochure. Through the efforts of the three Divisions (Library Services, Parks and Recreation Services, and Family and Human Services Divisions) within the Department of Community Services, staff created two brochures, one that focused on wedding venues and the other one focused on facilities and parks.

At the October 12, 2017 council meeting, staff made a presentation on the creation and development of the new Department of Community Services marketing brochures for facilities, parks and weddings. At this meeting, City Council also received copies of both marketing brochures.

The wedding brochure highlights the City's two main venues for weddings, the Clarke Estate and Heritage Park. The brochure focuses on highlighting the history, beauty, and amenities of both venue locations, and includes frequently asked questions. In addition, other reception locations are listed in the brochure for perspective patrons.

The facilities and parks brochure covers all facilities and parks within the three divisions of Community Services. The brochure consolidates the facilities and parks that are available to rent in one location, which includes amenities, pricing and how to reserve.

Both brochures have been created with the intent to increase exposure of the City's facilities while increasing reservation revenues. Listed below is a breakdown of three quotes staff received for printing both brochures. Staff is recommending the purchase of 500 wedding brochures and 2,500 facilities and parks brochures. Staff is requesting a larger number of facilities and parks brochures in order to distribute at the various office

Report Submitted By: Adam Matsumoto/Maricela Balderas
Department of Community Services

Date of Report: November 2, 2017

ITEM NO. 6

locations within the Department of Community Services as well as the much larger number of venues listed in this brochure compared to the wedding brochure.

| Comparison Chart | |
|---------------------|-------------|
| Guru Printers, Inc. | \$5,462.50 |
| Copy Cats | \$5,925.00 |
| Sunset Printer | \$10,499.00 |

In order to bring this project to fruition, staff is requesting an appropriation of \$5,500 from the City Manager's 2100 account to cover the cost of printing 500 copies of the wedding brochure and 2,500 copies of the facilities and parks brochure from Guru Printers, Inc.

FISCAL IMPACT

The cost of printing both marketing brochures is \$5,500. A request is being made to appropriate these funds from the City Manager's 2100 account and transfer the funds to the 9000 non-recurring account. No additional funds need to be appropriated.

The Mayor may call upon Parks and Recreation Services Manager Adam Matsumoto to answer any questions the Council may have regarding the Department of Community Services marketing brochures.



Jose Gomez
Acting City Manager

Attachment

- Guru Printers Quote



Guru Printers Inc
700 South Flower Street #1200
Los Angeles, CA 90017
(213) 612-4451
info@guruprinters.com

ADDRESS
Santa Fe Springs

SHIP TO
PICKUP

ESTIMATE 1011

DATE 10/30/2017

EXPIRATION DATE 01/01/2018

| ACTIVITY | QTY | RATE | AMOUNT |
|---|-----|----------|-------------------|
| Booklets Saddle Stitch 8.5" X 11" - 20 Page Booklet On 80LB GLOSS BOOK with AQ on both sides 500 Copies: \$1400.00 + Tax | 1 | 1,400.00 | 1,400.00T |
| Booklets Saddle Stitch 8.5" X 11" - 36 Page Booklet On 80LB GLOSS BOOK with AQ on both sides 2500 Copies: \$3600.00 + Tax | 1 | 3,600.00 | 3,600.00T |
| SUBTOTAL | | | 5,000.00 |
| TAX (9.25%) | | | 462.50 |
| TOTAL | | | \$5,462.50 |

Accepted By

Accepted Date



City of Santa Fe Springs

City Council Meeting

November 9, 2017

NEW BUSINESS

Procedure for Addressing Committee Member Absences.

RECOMMENDATION

That the City Council take the following actions:

- Provide staff with direction on the procedure for addressing committee member absences.

BACKGROUND

This item is presented to the City Council at the request of Councilmember Moore regarding the procedure for addressing committee member absences.

In or about June 2017, the bylaws for the various committees were revised. While the bylaws for all of the committees are not completely identical, many of the provisions were revised to reflect a uniform procedure in a number of areas including the application process, appointment process as well as addressing absences. In general, the City's past practice for addressing absences has been that a committee member would ask the council liaison or the councilmember who appointed the committee member to excuse an absence. However, some bylaws had been revised to limit the number of absences.

With respect to absences, the bylaws adopted in June 2017 limited the number of consecutive absences to three (3) and a maximum of five (5) total absences in a fiscal year. In the event that number was met, the seat was declared vacant subject to the right to appeal that decision to the City Council. ¹

If the City Council wishes to modify that procedure, it has the discretion to do so. State law provides for broad discretion of a city council with respect to appointments and/or removal of appointees. For example, Government Code section 65100 provides a city council has broad authority to appoint boards and commissions as part of the sub-government of the city, unless otherwise limited by city charter or, for general law cities, state law. Additionally, California Government Code section 36505 states that appointed officers hold office at the pleasure of the city council.

Although bylaws are not legally required, they can be helpful in setting basic procedures that serve as a guide to all interested persons. Several options, none of which the council is bound to adopt, are set forth below for the City Council's consideration.



City of Santa Fe Springs

City Council Meeting


November 9, 2017

| OPTIONS | EXPLANATION |
|--|---|
| Maintain the current procedure as set forth in the bylaws | |
| Define "excused" vs. "unexcused" absences and then limit the number of "unexcused" absences. i.e.) "Excused" absences could include vacation, illness or unforeseeable need. | Defining "excused" absences would help prevent removal of committee members' due to absences for legitimate reasons. |
| Increase (or decrease) the number of <i>consecutive</i> unexcused absences that will result in an automatic vacancy of seat | The # of <i>consecutive</i> unexcused absences before a seat is automatically vacated could be either increased or decreased. |
| Allow individual councilmembers that appointed the committee member to approve absences | This approach is consistent with the City Council's prior procedure. |
| Entire City Council approves removal of committee members | This practice is followed in some cities whereby the entire council considers removal of committee members. |

As stated above, these are some of the options that are available if the City Council wishes to modify the procedure for addressing absences.

FISCAL IMPACT

There is no fiscal impact to modifying the city's procedures related to committee member absences.


Jose Gomez
Acting City Manager

Attachment(s)
Committee member bylaws



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, 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 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 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.

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 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 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.

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 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 a 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.

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.

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 8th day of June, 2017.



MAYOR

ATTEST:


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.

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 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 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 held 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 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) 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.

Approved this 8th day of June, 2017.



MAYOR

ATTEST:



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 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 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 8th day of June, 2017.



MAYOR

ATTEST:


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 30th 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 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 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.

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 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 four times per year on the 2nd 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

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.

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) 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 a 2/3 majority vote of the Committee members. Any amendments to said By-Laws must be approved by the City Council.

Approved this 8th day of June, 2017.



MAYOR

ATTEST:


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

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.

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 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.
- 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) 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.

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 8th day of June, 2017.

William K. R.

MAYOR

ATTEST:

J. H.
CITY CLERK



SENIOR ADVISORY COMMITTEE BY-LAWS

I. NAME

The name of this Committee shall be **CITY OF SANTA FE SPRINGS SENIOR ADVISORY COMMITTEE.**

II. PURPOSE

The purpose of this Committee shall be to advise, plan, and conduct projects that will foster mutual understanding between Senior 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 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 30th 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 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.

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 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 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.**

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 ten times a year in the months of January, February, March, April, May, June, July, August, October, November. 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 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

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) 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 8th day of June, 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.

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.

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. 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. 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) 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 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 8th day of June, 2017.

Will. K. RL
MAYOR

ATTEST.

[Signature]
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 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

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 30th 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 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 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 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) 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 8th day of June, 2017



MAYOR

ATTEST:


CITY CLERK



City of Santa Fe Springs

City Council Meeting

November 9, 2017

PRESENTATION

Introduction of New Santa Fe Springs Department of Fire-Rescue Firefighter Candidates

RECOMMENDATION

The Mayor may wish to call upon Fire Chief Mike Crook to introduce the newest members of the Santa Fe Springs Department of Fire-Rescue.

BACKGROUND

Six (6) Firefighter Candidates were hired on October 23, 2017 to replace current vacancies in the Department of Fire-Rescue.

The six (6) new employees are currently in a four-week comprehensive academy instructed by Santa Fe Springs Fire-Rescue personnel. They will continue this training throughout their first year of employment and will be tested quarterly covering each of the many skills they will be tasked with learning. Upon successful completion of the academy, they will be assigned to one of the four (4) fire stations in the City.

The six (6) new firefighters are considered Firefighter Candidates until their successful completion of a one-year probation. At that time they will receive permanent status with the City and receive their Santa Fe Springs Department of Fire-Rescue firefighter badge.

New Santa Fe Springs Department of Fire-Rescue Firefighter Candidates

Thomas Amor
Cody Haney
Ryan Jones
Nima Kashani
Sergio Mejia
Andrew Ticich

A blue ink signature of Jose Gomez, Acting City Manager. The signature is stylized and cursive, written in blue ink.

Jose Gomez
Acting City Manager



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 | 2 | Rounds |
| Historical | 3 | Sarno |
| Historical | 3 | Trujillo |
| Historical | 3 | Zamora |
| Parks & Recreation | 2 | Sarno |
| Parks & Recreation | 1 | Zamora |
| Senior Citizens | 3 | Moore |
| Senior Citizens | 1 | Rounds |
| Senior Citizens | 2 | Sarno |
| Senior Citizens | 4 | Trujillo |
| Sister City | 3 | Rounds |
| Sister City | 4 | Sarno |
| Sister City | 3 | Trujillo |
| Sister City | 3 | Zamora |
| Traffic Commission | 1 | Trujillo |

Applications Received: None.

Recent Actions: None.


Jose Gomez
Acting 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

Planning Commission

Senior Citizens Advisory

Frank Aguayo Sr.

Sister City

Traffic Commission

Youth Leadership

BEAUTIFICATION COMMITTEE

updated 10/5/17

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 Residents appointed by City Council

| APPOINTED BY | NAME | TERM EXPIRES JUNE 30 OF |
|-----------------|---------------------|----------------------------|
| Moore | Juliet Ray | (18) |
| | Guadalupe Placencia | (19) |
| | Vacant | |
| | Vacant | |
| | Vacant | |
| Zamora | Mary Reed | (18) |
| | Charlotte Zevallos | (18) |
| | Doris Yarwood | (18) |
| | Vada Conrad | (19) |
| | Joseph Saiza | (19) |
| Rounds | Sadie Calderon | (18) |
| | Rita Argott | (18) |
| | Mary Arias | (19) |
| | Marlene Vernava | (19) |
| | Vacant | |
| Sarno | Irene Pasillas | (18) |
| | May Sharp | (19) |
| | Vacant | |
| | Vacant | |
| | Vacant | |
| Trujillo | Mary Jo Haller | (18) |
| | Nora Walsh | (18) |
| | Margaret Bustos* | (18) |
| | Vacant | |

**Indicates person currently serves on three committees*

FAMILY & HUMAN SERVICES ADVISORY COMMITTEE

updated 10/5/17

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 | Martha Villanueva | (18) |
| | Margaret Bustos* | (18) |
| | Vacant | |
| Zamora | Gaby Garcia | (18) |
| | Tina Delgado | (19) |
| | Gilbert Aguirre | (19) |
| Rounds | Annette Rodriguez | (18) |
| | Janie Aguirre | (19) |
| | Peggy Radoumis | (19) |
| Sarno | Debbie Belmontes | (18) |
| | Linda Vallejo | (18) |
| | Hilda Zamora | (19) |
| Trujillo | Dolores H. Romero* | (18) |
| | Laurie Rios | (18) |
| | Bonnie Fox | (19) |

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

updated 10/5/17

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 | 6/30/2019 |
| Zamora | Larry Oblea | 6/30/2019 |
| Rounds | Pauline Moore | 6/30/2019 |
| Sarno | Francis Carbajal | 6/30/2019 |
| Trujillo | Amparo Oblea | 6/30/2019 |

Committee Representatives

| | | |
|--------------------------|--------------------|-----------|
| Beautification Committee | Charlotte Zevallos | 6/30/2019 |
| Historical Committee | Sally Gaitan | 6/30/2019 |
| Planning Commission | Gabriel Jimenez | 6/30/2019 |
| Chamber of Commerce | Debbie Baker | 6/30/2019 |

Council/Staff Representatives

| | |
|--------------------------------|-------------------|
| Council Liaison | Richard Moore |
| Council Alternate | Jay Sarno |
| City Manager | Don Powell |
| Director of Community Services | Maricela Balderas |
| Director of Planning | Wayne Morrell |

**Indicates person currently serves on three committees*

HISTORICAL COMMITTEE

updated 10/12/17

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 |
|--------------|-------------------|----------------------------|
| Moore | Astrid Shesterkin | (18) |
| | Tony Reyes | (18) |
| | Amparo Oblea | (19) |
| | George Felix, Jr. | (19) |
| Zamora | Vacant | |
| | Vacant | |
| | Vacant | |
| | Larry Oblea | (18) |
| Rounds | Vacant | |
| | Vacant | |
| | Mark Scoggins* | (19) |
| | Janice Smith | (19) |
| Sarno | Vacant | |
| | Vacant | |
| | Vacant | |
| | Sally Gaitan | (19) |
| Trujillo | Vacant | |
| | Vacant | |
| | Merrie Hathaway | (19) |
| | Vacant | |

**Indicates person currently serves on three committees*

PARKS & RECREATION ADVISORY COMMITTEE

updated 10/17/17

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 |
|-----------------|--------------------|----------------------------|
| Moore | Mary Tavera | (18) |
| | Adrian Romero | (19) |
| | William Logan | (19) |
| | Ralph Aranda | (19) |
| | Kurt Hamra | (19) |
| Zamora | Michael Givens | (18) |
| | Ruben Gonzalez | (18) |
| | Frank Aguayo, Sr. | (18) |
| | Sally Gaitan | (19) |
| | Vacant | |
| Rounds | Kenneth Arnold | (18) |
| | Mary Anderson | (18) |
| | Johana Coca* | (18) |
| | Tim Arnold | (19) |
| | Mark Scoggins* | (19) |
| Sarno | Rudy Lagarreta Jr. | (18) |
| | Debbie Belmontes | (18) |
| | Lisa Garcia | (19) |
| | Vacant | (18) |
| | David Diaz-Infante | (19) |
| Trujillo | Dolores Romero | (19) |
| | Andrea Lopez | (18) |
| | Lydia Gonzalez | (19) |
| | Anthony Ambris | (19) |
| | Arcelia Miranda | (19) |

**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

updated 10/17/17

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

updated 10/9/2017

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 |
|-----------------|------------------------|----------------------------|
| Moore | Paul Nakamura | (18) |
| | Astrid Shesterkin | (19) |
| | Vacant | |
| | Vacant | |
| Zamora | Vacant | |
| | Dolores Duran | (18) |
| | Elena Lopez Armendariz | (18) |
| | Rebecca Lira | (18) |
| | Amelia Acosta | (19) |
| Rounds | Gloria Madrid | (19) |
| | Vacant | |
| | Bonnie Fox | (18) |
| | Gilbert Aguirre | (19) |
| | Lorena Huitron | (19) |
| Sarno | Janie Aguirre | (19) |
| | Yoko Nakamura | (18) |
| | Linda Vallejo | (18) |
| | Hilda Zamora | (19) |
| | Vacant | |
| Trujillo | Vacant | |
| | Vacant | |
| | Vacant | |
| | Margaret Bustos* | (19) |
| | Vacant | |

**Indicates person currently serves on three committees*

SISTER CITY COMMITTEE

updated 10/24/17

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 |
|-----------------|--------------------|----------------------------|
| Moore | Martha Villanueva | (18) |
| | Laurie Rios | (18) |
| | Mary K. Reed | (19) |
| | Peggy Radoumis | (19) |
| | Francis Carbajal | (19) |
| Zamora | Charlotte Zevallos | (18) |
| | Vacant | (19) |
| | Vacant | |
| | Doris Yarwood | (19) |
| | Vacant | |
| Rounds | Manny Zevallos | (18) |
| | Susan Johnston | (18) |
| | Vacant | |
| | Vacant | |
| | Vacant | |
| Sarno | Jeannette Wolfe | (18) |
| | Vacant | |
| | Vacant | |
| | Vacant | |
| | Vacant | |
| Trujillo | Vacant | (18) |
| | Andrea Lopez | (18) |
| | Vacant | |
| | Marcella Obregon | (19) |
| | Vacant | (18) |

**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

Bryan Collins

Rounds

Johana Coca

Sarno

Alma Martinez

Trujillo

Vacant

Zamora

Nancy Romo

*Albert Hayes removed on 7/19/17

YOUTH LEADERSHIP COMMITTEE

updated 10/18

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 | (19) |
| | Destiny Cornejo | (19) |
| | Zachary Varela | (18) |
| | Jazmine A. Duque | (19) |
| | Giovanni Sandoval | (18) |
| Zamora | Metztli Mercado-Garcia | (18) |
| | Savanna Aguayo | (19) |
| | Valerie Melendez | (19) |
| | Christian Zamora | (19) |
| Rounds | Andrew Chavez | (18) |
| | Jennisa Casillas | (19) |
| | Walter Alvarez | (18) |
| | Valerie Yvette A. Gonzales | (18) |
| Sarno | Angel M. Corona | (19) |
| | Rafael Gomez | (19) |
| | Ivan Aguilar | (19) |
| | Jennifer Centeno Tobar | (19) |
| Trujillo | Bernardo Landin | (18) |
| | Ionnis Panou | (18) |
| | Karla Cardenas | (19) |
| | Amber Marquez | (18) |