



# AGENDA

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

February 13, 2020  
6:00 P.M.

Council Chambers  
11710 Telegraph Road  
Santa Fe Springs, CA 90670

**Annette Rodriguez, Councilmember**  
**Juanita Trujillo, Councilmember**  
**Joe Angel Zamora, Councilmember**  
**John M. Mora, Mayor Pro Tem**  
**William K. Rounds, Mayor**

**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**

Annette Rodriguez, Councilmember  
Juanita Trujillo, Councilmember  
Joe Angel Zamora, Councilmember  
John M. Mora, Mayor Pro Tem  
William K. Rounds, Mayor

**HOUSING SUCCESSOR**

**3. 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 Housing Successor.*

Minutes of the January 9, 2020 Housing Successor Meeting (City Clerk)

**Recommendation:**

- Approve the minutes as submitted.

**SUCCESSOR AGENCY**

**4. 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 Successor Agency.*

Minutes of the January 9, 2020 Successor Agency Meeting (City Clerk)

**Recommendation:**

- 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 January 9, 2020 Regular City Council Meeting (City Clerk)

**Recommendation:**

- Approve the minutes as submitted.

b. Quarterly Treasurer's Report of Investments for the Quarter Ended December 31, 2019 (Finance)

**Recommendation:**

- Receive and file the report.

c. Greenstone Avenue Street Improvements – Final Payment (Public Works)

**Recommendation:**

- Approve the Final Payment to Sully-Miller Contracting Company of Brea, California for a total of \$1,603,586.41 (less 5% Retention).

d. General Motion to Waive Full Reading and Read Ordinance by Title Only Pursuant to California Government Code Section 36934 (City Clerk)

**Recommendation:**

- Approve a general motion to waive full reading and read Ordinance titles only, pursuant to California Government Code Section 36934.

e. Amendment Number Two to Landscape Maintenance Services Agreement with Complete Landscape Care, Inc. to increase the fixed monthly compensation fee by 4.5% (City Attorney)

**Recommendation:**

- Approve Amendment Number Two to the Landscape Maintenance Services Agreement with Complete Landscape Care, Inc., effective January 1, 2020, to increase the fixed monthly compensation fee by 4.5%; and
- Authorize the Mayor to execute Amendment Number Two.

**PUBLIC HEARING**

6. State of California Citizens' Option for Public Safety (COPS) Grant Program (Police Services)

**Recommendation:**

- Open the Public Hearing;
- Receive any comments from the public wishing to speak on this matter and thereafter close the Public Hearing; and
- Approve the expenditure of the State of California Citizens' Option for Public Safety (COPS) grant funds as outlined in the plan contained herein.

**NEW BUSINESS**

7. First Reading of Ordinance No. 1112 Amending the Heritage Arts Advisory Committee Membership and Adoption of Resolution No. 9661 Relating to Establishment of and Rules for City Advisory Committees (City Attorney)

**Recommendation:**

- Have first reading by title only and waive further reading of Ordinance No. 1112 amending the Heritage Arts Advisory Committee Membership.
- Adopt Resolution No. 9661 relating to the establishment of and rules for City advisory committees.
- Direct the appointment of the current members of the Beautification and Historical Advisory Committees to the new consolidated committee.
- Direct that the new consolidated committee meet at the current date, time, and location of the Beautification Advisory Committee meetings, with the understanding that the committee has the discretion to make future changes.
- Provide direction regarding the name of the new consolidated committee.



8. Resolution No. 9660 – Weed Abatement (City Clerk)  
**Recommendation:**
- Adopt Resolution No. 9660 declaring weeds a public nuisance, declaring its intention to remove them, and setting Thursday, February 27, 2020 as the date for the Public Hearing.
9. Award of Contract – General Plan and Targeted Zoning Code Update (Planning)  
**Recommendation:**
- Accept the proposal from MIG; and
  - Award a contract to MIG, in an amount not to exceed \$1,294,510.00, for the General Plan and Targeted Zoning Code Update; and
  - Appropriate \$121,110.73 from the General Fund to project PL180001 (General Plan) to cover project costs in excess of the current appropriation and available grant funding; and
  - Appropriate \$493,670.57 to account PL180001 from the Caltrans Sustainable Community Planning grant and the SB2 Planning grant (grant funded costs); and
  - Authorize the Mayor or designee to execute a Professional Services Agreement, subject to the final review and approval of the City Attorney, with MIG for the General Plan and Targeted Zoning Code Update.
10. Florence Avenue Widening – Award of Contract (Public Works)  
**Recommendation:**
- Accept the bids; and
  - Award a contract to Hardy & Harper Company of Lake Forest, California, in the amount of \$2,708,500.00.
11. Resolution No. 9659 – 9051 Sorensen Avenue No Stopping Any Time Parking Restriction and Tow- Away Zone (Public Works)  
**Recommendation:**
- Adopt Resolution No. 9659, which would prohibit the parking and stopping of vehicles on the west side of Sorensen Avenue from 250 feet south of the southerly limit of the Union Pacific right of way to a point 420 feet southerly and implement a tow-away zone within the same limits for vehicles that violate the restriction.
12. Modification of Job Specification - Streets and Grounds Lead Worker (Finance)  
**Recommendation:**
- Approve the Proposed Modification of the Job Specification for the Position of Streets and Grounds Leads Worker.
13. Dunning Street Improvements Project – Authorization of Contract Change Order Number One (Public Works)  
**Recommendation:**
- Approve adding Dunning Street Improvements (Orr & Day Road to Longworth Avenue) to the Capital Improvements Plan Year Two Street

Improvement Project List;

- Appropriate \$85,000 from CIP Utility User Tax Fund to Activity Number PW 190501; and
- Approve the Ann Street Improvements Contract Change Order Number One, for the construction of the Dunning Street Improvements project; and
- Authorize the Mayor to execute Contract Change Order Number One.

**14. On-Call Transportation Services Agreement – Approval of Agreement (Public Works)**

**Recommendation:**

- Approve the agreement with A&D Transportation L.P., of Santa Fe Springs, California, to provide On-Call Transportation Services; and
- Authorize the Mayor to execute the agreement on behalf of the City.

**CLOSED SESSION**

**15. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Consideration of initiation of litigation pursuant to Government Code section 54956.9(d)(4): One case

**CLOSED SESSION**

**16. PUBLIC EMPLOYMENT**

(Pursuant to California Government Code Section 54957(b)(1))  
TITLE: City Manager Evaluation

**CLOSED SESSION**

**17. CONFERENCES WITH LABOR NEGOTIATORS**

(Pursuant to California Government Code Section 54957.6)

**Agency Designated Representatives:** City Manager, Director of Finance, Human Resources Manager, City Attorney

**Employee Organizations:** Santa Fe Springs City Employees' Association and Santa Fe Springs Firefighters' Association

**CLOSED SESSION**

**18. CONFERENCES WITH LABOR NEGOTIATORS**

(Pursuant to California Government Code Section 54957.6)

**Agency Designated Representatives:** City Manager, City Attorney, Labor Negotiator

**Employee Organization:** Santa Fe Springs Executive, Management and Confidential Employees' Association

**Please note:** Item Nos. 19 – 28, will commence at the 6:30 p.m. hour.

**19. INVOCATION**

**20. PLEDGE OF ALLEGIANCE**

**21. INTRODUCTIONS**

- Representatives from the Chamber of Commerce



**22. ANNOUNCEMENTS**

**23. CITY MANAGER'S AND EXECUTIVE TEAM REPORTS**

**24. PRESENTATIONS**

- a. Recognition of St. Paul High School Football Team
- b. Recognition of the Norwalk/Santa Fe Springs Saints Youth Football Conference Super Bowl Winning Teams & Cheer
- c. Introduction of New Finance and Administrative Services Employees, Senior Budget Analyst, Alvaro Castellon and Systems Analyst, Jennifer Glaze
- d. 2020 Youth Leadership Committee Report on Retreat to Green Valley Lake, CA and Recognition of Retreat Sponsor Serv-Wel Disposal & Recycling
- e. Proclamation in support of the 2020 Earned Income Tax Credit and Volunteer Income Tax Assistance (VITA) Program
- f. Presentation to Milestone Event Celebrants

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

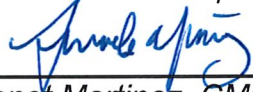
- a. Advisory Committee Appointments

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

**27. COUNCIL COMMENTS**

**28. ADJOURNMENT**

*I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted at the following locations; Santa Fe Springs City Hall, 11710 Telegraph Road; Santa Fe Springs City Library, 11700 Telegraph Road; and the Town Center Plaza (Kiosk), 11740 Telegraph Road, not less than 72 hours prior to the meeting.*

  
for Janet Martinez, CMC, City Clerk

February 6, 2020  
Date

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



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



# City of Santa Fe Springs

City Council Meeting

ITEM NO. 5A

February 13, 2020

## CONSENT AGENDA

Minutes of the January 9, 2020 Regular City Council Meeting

### RECOMMENDATION(S)

- Approve the minutes as submitted.

### BACKGROUND

Staff has prepared minutes for the following meeting:

- January 9, 2020

Staff hereby submits the minutes for Council's approval.

Raymond R. Cruz  
City Manager

### Attachment:

1. January 9, 2020 Meeting Minutes





APPROVED:

## MINUTES OF THE MEETINGS OF THE CITY COUNCIL

January 9, 2020

1. **CALL TO ORDER**

Mayor Trujillo called the meeting to order at 6:00 p.m.

2. **ROLL CALL**

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

**Members absent:** None

### HOUSING SUCCESSOR

*There were no items to be considered under Housing Successor.*

### SUCCESSOR AGENCY

**NEW BUSINESS**

3. Consideration of Entering Into an Exclusive Negotiating Agreement (ENA) by and Between the Successor Agency to the City of Santa Fe Springs Community Development Commission, a California Public Body ("Successor Agency") and Spectrum Development Group Inc., a California Corporation ("Developer") for the Development of the Property located at 12171 Telegraph Road (APN No. 8005-012-902) Santa Fe Springs, CA 90670 (Planning)

**Recommendation:**

- Authorize Entering Into an Exclusive Negotiating Agreement by and Between the Successor Agency to the City of Santa Fe Springs Community Development Commission, a California Public Body ("Successor Agency") and Spectrum Development Group Inc., a California Corporation ("Developer"), for the Development of the Property located at 12171 Telegraph Road (APN No. 8005-012-902), Santa Fe Springs, CA 90670
- Authorize the Mayor or designee to execute the ENA, in a form acceptable to the City Attorney, on behalf of the City.

It was moved by Mayor Pro Tem Rounds, seconded by Councilmember Rodriguez, to authorize entering into an Exclusive Negotiating Agreement by and Between the Successor Agency to the City of Santa Fe Springs Community Development Commission, a California Public Body ("Successor Agency") and Spectrum Development Group Inc., a California Corporation ("Developer"), for the Development of the Property located at 12171 Telegraph Road (APN No. 8005-012-902), Santa Fe Springs, CA 90670, and authorize the Mayor or designee to execute the ENA, in a form acceptable to the City Attorney, on behalf of the City,

by the following vote:

**Ayes:** Mora, Rodriguez, Zamora, Rounds, Trujillo

**Nayes:** None

**Absent:** None

4. Adopt Resolution No. SA-2020-001 – Approving the Successor Agency’s Recognized Obligation Payment Schedule (ROPS 20-21) for the period July 1, 2020 through June 30, 2021 (Finance)

**Recommendation:**

- Adopt Resolution No. SA-2020-001.

It was moved by Councilmember Rodriguez, seconded by Councilmember Mora, to adopt Resolution No. SA-2020-001, by the following vote:

**Ayes:** Mora, Rodriguez, Zamora, Rounds, Trujillo

**Nayes:** None

**Absent:** None

5. Adopt Resolution No. SA-2020-002 – Approving the Successor Agency’s Administrative Budget for the Period July 1, 2020 through June 30, 2021 (Finance)

**Recommendation:**

- Adopt Resolution No. SA-2020-002.

It was moved by Mayor Pro Tem Rounds, seconded by Councilmember Zamora, to adopt Resolution No. SA-2020-002, by the following vote:

**Ayes:** Mora, Rodriguez, Zamora, Rounds, Trujillo

**Nayes:** None

**Absent:** None

**CITY COUNCIL**

6. **CONSENT AGENDA**

- a. General Motion to Waive Full Reading and Read Ordinance by Title Only Pursuant to California Government Code Section 36934 (City Clerk)

**Recommendation:**

- Approve a general motion to waive full reading and read Ordinance titles only, pursuant to California Government Code Section 36934.

- b. Second Reading of Ordinance No. 1109 – An ordinance of the City of Santa Fe Springs amending the City Code and adopt by reference, the 2020 Edition of the Los Angeles County Building code (Title 26), Electrical Code (Title 27), Plumbing Code (Title 28), Mechanical Code (Title 29), Residential Code (Title 30), Green Building Standards Code (Title 31) excluding county amendments to CALGreen Code, and Existing Building Codes (Title 33), except as to the establishment of fees. (City of Santa Fe Springs) (Planning)

**Recommendation:**

- Adopt Ordinance No. 1109.

- c. Second Reading of Ordinance No. 1111 – An Ordinance Revising Provisions of the Code of Santa Fe Springs Relating to City Commissions and Committees (City

Clerk)

**Recommendation:**

- Have second reading by title only and adopt Ordinance No. 1111 amending the Code of Santa Fe Springs to revise existing provisions and include new provisions relating to City commissions and committees.

**d. Approval of Agreement Between the City of Santa Fe Springs and the Santa Fe Springs Executive, Management and Confidential Association and Approval of Side Letter #1 Between the City of Santa Fe Springs and the Santa Fe Springs City Employees Association (Finance)**

**Recommendation:**

- Approve the Fiscal Year (FY) 2019-20 labor agreement with the Santa Fe Springs Executive, Management & Confidential Association and authorize the Mayor to execute said agreement.
- Approve Side Letter #1 to the FY 2019-20 Memorandum of Understanding with the Santa Fe Springs City Employees Association regarding longevity incentive pay.

It was moved by Councilmember Zamora, seconded by Mayor Pro Tem Rounds, to approve Items No. 6A, 6B, and 6D, by the following vote:

**Ayes:** Mora, Rodriguez, Zamora, Rounds, Trujillo

**Nayes:** None

**Absent:** None

Councilmember Zamora inquired about Item No. 6C. He commented that some residents had concerns about the recent consolidation of certain advisory committees. He also inquired about the membership of the Heritage Arts Advisory Committee members.

City Attorney Ivy M. Tsai provided clarifications to the questions brought forward by Councilmember Zamora. City Manager Ray Cruz also clarified some of the concerns that were brought forward to City staff.

Councilmembers Zamora and Rodriguez raised concerns about the recent changes made to the advisory committees in Resolution No. 9657, including the elimination of Council liaisons.

It was moved by Mayor Pro Tem Rounds, seconded by Councilmember Zamora, to approve Item No. 6C by the following vote:

**Ayes:** Mora, Rodriguez, Zamora, Rounds, Trujillo

**Nayes:** None

**Absent:** None

The City Council gave direction to the City Attorney to bring back the issue of the Heritage Arts Advisory Committee membership and the issue of Council liaisons for review at the next City Council meeting.

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**NEW BUSINESS**

7. Approval of a Subaward Agreement by and between the County of Los Angeles and the City of Santa Fe Springs for Census 2020 Education and Outreach Activities (Planning)

**Recommendation:**

- Authorize the City Manager to execute the Subaward Agreement by and between the County of Los Angeles and the City of Santa Fe Springs.

It was moved by Councilmember Zamora, seconded by Councilmember Rodriguez, to authorize the City Manager to execute the Subaward Agreement by and between the County of Los Angeles and the City of Santa Fe Springs, by the following vote:

**Ayes:** Mora, Rodriguez, Zamora, Rounds, Trujillo

**Nayes:** None

**Absent:** None

8. Ann Street Improvements – Award of Contract (Public Works)

**Recommendation:**

- Accept the bids;
- Award a contract to R.J. Noble Company of Orange, California, in the amount of \$511,650.80; and
- Authorize the Mayor to execute the Agreement with R.J. Noble Company.

It was moved by Councilmember Zamora, seconded by Councilmember Mora, accept the bids, award a contract to R.J. Noble Company of Orange, California in the amount of \$511,650.80, and authorize the Mayor to execute the Agreement with R.J. Noble Company, by the following vote:

**Ayes:** Mora, Rodriguez, Zamora, Rounds, Trujillo

**Nayes:** None

**Absent:** None

9. Custodial Services EE Building Maintenance Request for Contract Increase (Public Works)

**Recommendation:**

- Provide direction on the request from EE Building Maintenance for a 5% increase to the existing Custodial Services contract amount.

Director of Public Works, Noe Negrete gave a brief explanation on Item No. 9, along with a history of previous bidders. He stated that EE Building Maintenance is requesting the 5% increase to justify for the minimum wage increase.

Mayor Pro Tem Rounds and Councilmember Zamora expressed that they do not believe an increase is warranted at this time. Councilmember Mora echoed similar sentiments.

Council directed staff to revisit this item at the end of EE Building Maintenance's current three-year contract agreement.

10. Acceptance of 2017 State Homeland Security Grant Program (SHSGP) Funds for the

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Purchase of a MX908-c Hazardous Material Monitor for the Department of Fire-Rescue (Fire)

**Recommendation:**

- Accept 2017 State Homeland Security Grant Program (SHSGP) funds in the amount of \$96,564.85 and authorize the purchase of one (1) MX908-c hazardous materials monitor from 908 Devices Inc.

Fire Chief Brent Hayward clarified that there was a clerical error in the title amount of \$91,564.85, and that the correct amount is \$96,564.85.

It was moved by Councilmember Zamora, seconded by Mayor Pro Tem Rounds, to accept the 2017 State Homeland Security Grant Program (SHSGP) funds in the amount of \$96,564.85 and authorize the purchase of one (1) MX908-c hazardous materials monitor from 908 Devices Inc., by the following vote:

**Ayes:** Mora, Rodriguez, Zamora, Rounds, Trujillo

**Nayes:** None

**Absent:** None

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***Mayor Trujillo recessed the meetings at 6:25 p.m.***

***Mayor Trujillo convened the meeting at 6:36 p.m.***

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**11. INVOCATION**

Invocation was led by Mayor Pro Tem Rounds.

**12. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Itzel Ramirez, 5<sup>th</sup> grade student from Rancho Santa Gertrudes Elementary.

**13. INTRODUCTIONS**

- Representative from the Chamber of Commerce: Debbie Baker from Simpson Advertising, and Bruce Lazenby from Rose Hills Memorial Park.

**14. ANNOUNCEMENTS**

The Youth Leadership Committee Members made the following announcements:

- Stuffed Animal Sleepover at the Library – January 17, 2020
- Free Income Tax Preparation – January 21 and 27, 2020
- Personal Pizzas – January 23, 2020 at 4:00 P.M.
- Black & White Ball – January 25, 2020 at 9:00 A.M.

**15. CITY MANAGER AND EXECUTIVE TEAM REPORTS**

- City Manager, Ray Cruz spoke about being a speaker at the monthly Gateway Cities City

Manager's Breakfast. He spoke about the city's financial condition before and after Measure Y, economic development status, and the homeless housing project.

- Director of Public Works, Noe Negrete spoke about the Greenstone/Sunshine Ave Project completion. He also spoke about a water main break on Rosecrans Ave. on Christmas Eve. Lastly, he spoke about the left turn availability from Orr & Day Rd to Florence Ave.
- Director of Planning, Wayne Morrell spoke about a new poké restaurant opening up in the Santa Fe Springs Promenade. He also spoke about a new poké place opening in the Santa Fe Springs Plaza on Telegraph Rd and Carmenita Rd.
- Director of Police Services, Dino Torres spoke about the annual Silver Shield awards banquet occurring on February 21<sup>st</sup>. He also spoke about former Police Captain Mike Davis.
- Fire Chief, Brent Hayward spoke about developing a memorandum of understanding for resource partners with the Cities of El Segundo, Torrance, and West Covina. He also spoke about being able to attain a grant for \$18,000 from CAL OES to update the Fire Department's hazardous materials business plan. Lastly, he spoke about promoting Ryan Brosamer to Apparatus Operator Engineer.
- Director of Finance, Travis Hickey spoke about a power outage affecting City Hall over Christmas night. He also spoke about the position of Senior Budget Analyst being filled.
- Director of Community Services, Maricela Balderas, spoke about the success of the Christmas Float program. She also spoke about the "Las Posadas" event. Lastly, she thanked Public Works for their help in constructing the backdrops for the event.

## **16. PRESENTATIONS**

- a. Introduction of Public Works New Employee – Kevin Periman, Municipal Services Manager
- b. Introduction of Department of Community Services New Employee – Gustavo Hernandez, Parks & Recreation Services Manager
- c. Recognition of 2019 Holiday Home Decorating Contest Winners
- d. Presentations for outgoing Mayor

City Manager Ray Cruz presented a brief slideshow with highlights of Mayor Trujillo's term.

Members of the City Council proceeded to thank and congratulate Mayor Trujillo on her year as Mayor. They highlighted her leadership and mentoring skills, and expressed their gratitude in working alongside her.

City Manager Ray Cruz then invited the following individuals in attendance to make comments:

Ruby Dueñez on behalf of Assembly Majority Leader Ian Calderon, Alfonso Manzo on behalf of Congresswoman Linda Sanchez, Tony Perez on behalf of State Senator Bob Archuleta, Ivan Sulic on behalf of L.A. County Supervisor Janice Hahn's office, City of Norwalk representative on behalf of Norwalk City Council, Little Lake City School District Superintendent and Board, and ABC Unified School District Board Vice President Leticia Mendoza.



Mayor Trujillo thanked her family, city employees, and department heads for their support during her term as Mayor.

### **COUNCIL REORGANIZATION**

#### **17. Nomination of Mayor and Mayor Pro Tem for 2020**

Mayor Trujillo announced her intent to vacate the Office of the Mayor. The City Attorney provided a brief overview of the nomination procedure. The City Clerk Technician declared the Office of the Mayor vacant and opened nominations for Mayor. Councilmember Trujillo nominated Mayor Pro Tem Rounds as Mayor. There were no other nominations received. It was moved by Councilmember Zamora, seconded by Councilmember Mora, to close nominations and appoint Mayor Pro Tem Rounds as Mayor. The City Clerk Technician took a roll call vote for William K. Rounds as Mayor:

**AYES:** Councilmembers Mora, Rodriguez, Trujillo, Zamora, and Mayor Pro Tem Rounds

**NAYES:** None

**ABSTAIN:** None

The City Clerk Technician announced that William K. Rounds was now Mayor.

The City Clerk Technician declared the Office of Mayor Pro Tem vacant. Mayor Rounds opened the nominations for Mayor Pro Tem. Councilmember Rodriguez nominated Councilmember Zamora as Mayor Pro Tem. Mayor Rounds nominated Councilmember Mora as Mayor Pro Tem. It was moved by Councilmember Rodriguez, seconded by Councilmember Zamora, to close nominations and appoint Councilmember Zamora as Mayor Pro Tem. Councilmember Trujillo made a substitute motion, seconded by Mayor Rounds, to close nominations and appoint Councilmember Mora as Mayor Pro Tem. The City Clerk Technician took a roll call vote for John M. Mora as Mayor Pro Tem:

**AYES:** Councilmembers Mora, Trujillo, and Mayor Rounds

**NAYES:** Councilmember Rodriguez

**ABSTAIN:** Councilmember Zamora

The City Clerk Technician announced that John M. Mora was now Mayor Pro Tem.

#### **18. ORAL COMMUNICATIONS**

Whittier resident Tim Nally and Santa Fe Springs resident Francis Carbajal spoke during oral communications.

#### **19. COUNCIL COMMENTS**

Councilmember Trujillo expressed her gratitude for her previous year as Mayor. She thanked city staff, law enforcement, and firefighters for their commitment to their work.

She also thanked all those in attendance for their love and support.

Councilmember Rodriguez thanked Councilmember Trujillo for her term as Mayor. She also congratulated Mayor Rounds and Mayor Pro Tem Mora on their new positions. She thanked her family, firefighters, and city staff for their work. She thanked members of Little Lake City School district for their attendance. Lastly, she thanked all the members who serve on commissions and committees.

Councilmember Zamora noted some of the unfortunate events that occurred last year and hoped that the upcoming year would yield improved results. He stated that he is looking forward to work alongside Council this upcoming year.

Mayor Pro Tem Mora thanked everyone in attendance. He emphasized the great work done by the police and firefighters in the City. He congratulated Mayor Rounds and vowed to work together as a team with the rest of the Council. He wished everyone a happy upcoming year.

Mayor Rounds promised to represent the City with dignity and honor. He stated that both the residential and business communities are an integral part of the City.

**20. ADJOURNMENT**

Mayor Rounds adjourned the meeting at 8:18 P.M. in memory of former Councilmember George Minnehan and longtime resident Annie Carbajal.

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

**ATTEST:**

\_\_\_\_\_  
Fernando N. Muñoz  
City Clerk Technician

\_\_\_\_\_  
Date



# City of Santa Fe Springs

City Council Meeting

February 13, 2020

## CONSENT CALENDAR

Quarterly Treasurer's Report of Investments for the Quarter Ended December 31, 2019.

### RECOMMENDATION

Receive and file the report.

### BACKGROUND

Beginning January 2016, the City retained PFM Asset Management LLC ("PFMAM") to manage \$20.8 million of the City's reserve funds ("managed portfolio").

Based on a cash flow analysis and discussion with PFMAM and the Council Finance Subcommittee, an additional \$10.0 million of the City's reserve funds were added to the portfolio in May 2017 bringing the total principal invested to \$30.8 million.

At the end of each calendar quarter, PFMAM provides a detailed written report covering general market conditions as well as the balances and transactions of the City's portfolio for the previous quarter. PFMAM's detailed report is attached to this Treasurer's Report. The Treasurer's Report for the Quarter Ended December 31, 2019 was also provided to each Councilmember on January 23, 2020.

Ms. Sarah Meacham, a Director with PFMAM, along with her staff, have regularly provided an update to the Council Finance Subcommittee, including a detailed review of the results of the portfolio for the quarter, a discussion of the investment strategies and policies which govern the City's portfolio, and general market conditions. Staff will coordinate a meeting with the PFMAM to perform a detailed review of the portfolio and answer any questions that may arise.

### CITY INVESTMENT PORTFOLIO

The City's managed portfolio generated interest income in the amount of \$195,118 for the most recent quarter. The interest income represents actual cash receipts received by the City plus the amortization of any discounts or premiums. The figure does not include unrealized gains or losses.

The overall performance of the City's managed portfolio account is expressed in a "yield" and "total return". The yield is a forward-looking measurement which shows the income and dividends on the investments to be expected in the future based on current holdings, expressed as an annual rate of return. The City's yield (at cost value) at December 31, 2019 was 2.39%, down from 2.42% the previous quarter.





# City of Santa Fe Springs

## City Council Meeting

February 13, 2020

Total return on the other hand, is a backward-looking measurement focused on not only interest earned, but also realized and unrealized gains/losses. Realized gains/losses result from selling a security at a price higher or lower than was actually paid to purchase it. Unrealized gains/losses result from market value increases and decreases in security values for securities which are still held in the portfolio.

Of particular importance to the City's portfolio is the inverse relationship between yield and market value. In general, when yields go up, market values go down, and vice versa. For example, if the City is holding a bond which pays 1.0% and the market yield increases to 1.1% the market value of the City's 1.0% security will decline so that an investor purchasing the security would pay a price below face value which would cause the security to yield 1.1% even though it only pays 1.0%. If held until maturity, the security would pay the full face value along with the 1.0% stated interest throughout the term. In other words, "unrealized" gains/losses are not "realized" unless the security is actually sold prior to maturity.

The City generally experienced a rising yield market since July 2016. The yield at June 30, 2016 was 1.25% and rose to 2.39% as of December 31, 2019. This has resulted in unrealized losses, however, it is important to point out that the investments continue to pay the stated interest on the security. The unrealized losses simply represent the amount that the City would lose, if the security was sold in the current market conditions. It is not an actual loss of the City's principal value invested. It is also important to remember that rising yield markets are good in the sense that as securities mature, they are replaced with higher rate securities, increasing the overall interest income of the portfolio.

Because the total return (as opposed to the yield) takes into account realized and unrealized gains/losses, it is generally compared against a target benchmark to evaluate portfolio performance. The City's benchmark is the 1-5 Year U.S. Treasury Index. The total return for the City's portfolio for the quarter ended December 31, 2019 was 0.39% while the benchmark total return was 0.35%. The City's overall portfolio performance was .04% better than the benchmark.

Aside from the PFMAM managed portfolio, the City's other investments are the Local Agency Investment Fund ("LAIF"), a pooled investment fund managed by the California State Treasurer, and the First American Treasury Obligations Fund, a U.S. Treasury money market fund ("MMF") used by the City's bond trustee. LAIF returned an annualized rate of 2.29% for the quarter while the MMF returned 1.08%. The LAIF accounts returned a total of \$306,098 in interest income.



# City of Santa Fe Springs

City Council Meeting

February 13, 2020

The attached Treasurer's Report contains all investments under the control of the City. The investments at market value are summarized as follows:

Pooled Cash and Investments	\$70.8 million
Successor Agency Bond Funds	17.9 million
Bonds Reserves and Debt Service	<u>2.9 million</u>
Total Investments	\$91.6 million

Pooled cash and investments consist of the PFMAM managed account and LAIF. The Successor Agency bond funds are held in LAIF and are the source of funds for ongoing capital improvement projects.

The bond reserves and debt service funds consist of the MMF accounts held, as required, by the City's third party trustee, U.S. Bank. These funds are held for debt service payments and reserves for bond issuances of the water utility, the Successor Agency, and the Heritage Springs Assessment District.

The investments at market value are summarized by type as follows:

PFMAM Managed Portfolio	\$32.8 million
LAIF	55.9 million
MMF	<u>2.9 million</u>
Total Investments	\$91.6 million

PFMAM and Staff will continue to work with the Council Finance Subcommittee to review any proposed changes to the portfolio make up.

A handwritten signature in blue ink, appearing to read "Raymond R. Cruz".

Raymond R. Cruz  
City Manager

Attachments:

1. Treasurer's Report of Investments (Quarter Ended December 31, 2019)
2. PFMAM Investment Performance Review (Quarter Ended December 31, 2019)

Report Submitted By: Travis Hickey, City Treasurer  
Lana Dich, Asst. City Treasurer

Date of Report: February 5, 2020



**CITY OF SANTA FE SPRINGS  
TREASURER'S REPORT OF INVESTMENTS  
QUARTER ENDED DECEMBER 31, 2019**

DESCRIPTION	BEGINNING BALANCE	DEPOSITS/ PURCHASES	WITHDRAWALS/ SALES	ENDING BALANCE	MARKET VALUE	QUARTERLY INVESTMENT EARNING	ANNUAL YIELD
<b>POOLED INVESTMENTS:</b>							
PFM MANAGED PORTFOLIO (1)	\$ 32,111,356.40	\$ 3,098,023.43	\$ 2,900,215.90	\$ 32,309,163.93	\$ 32,819,858.46	\$ 195,118.03	2.39%
LOCAL AGENCY INVESTMENT FUND	31,153,679.80	13,796,343.03	7,000,000.00	37,950,022.83	38,017,205.68	203,524.87	2.29%
SUBTOTAL POOLED INVESTMENTS	63,265,036.20	16,894,366.46	9,900,215.90	70,259,186.76	70,837,064.14	398,642.90	
<b>SUCCESSOR AGENCY BOND FUNDS (2):</b>							
LOCAL AGENCY INVESTMENT FUND	17,745,808.37	109,308.95	-	17,855,117.32	17,886,726.20	102,572.69	2.29%
<b>SUCCESSOR AGENCY FUNDS:</b>							
LOCAL AGENCY INVESTMENT FUND	0.92	-	-	0.92	0.92	-	2.29%
<b>INVESTMENTS HELD BY FISCAL AGENT (3):</b>							
<b>U.S. BANK CORPORATE TRUST MONEY MARKET FUNDS:</b>							
First American Treasury Obligations Fund Class D:							
City of Santa Fe Springs	560,611.74	146,916.35	145,247.50	562,280.59	562,280.59	1,903.48	1.08%
Successor Agency	2,171,067.94	8,021.88	-	2,179,089.82	2,179,089.82	8,021.88	1.08%
Heritage Springs Assessment District	172,134.23	584.46	-	172,718.69	172,718.69	793.54	1.08%
Subtotal First American Treasury Obligations Fund Class D	2,903,813.91	155,522.69	145,247.50	2,914,089.10	2,914,089.10	10,718.90	
SUBTOTAL INVESTMENTS HELD BY FISCAL AGENT (U.S. BANK)	2,903,813.91	155,522.69	145,247.50	2,914,089.10	2,914,089.10	10,718.90	
<b>TOTAL INVESTMENTS</b>	<b>\$ 83,914,659.40</b>	<b>\$ 17,159,198.10</b>	<b>\$ 10,045,463.40</b>	<b>\$ 91,028,394.10</b>	<b>\$ 91,637,880.36</b>	<b>\$ 511,934.49</b>	

Notes:

(1) See attached report prepared by PFM, the City's investment manager, for detailed analysis of the managed portfolio. All information except for the market value is reported on the amortized cost basis. Investment earnings on the amortized cost basis do not include unrealized gains and losses.

(2) Unspent bond proceeds of the former redevelopment agency to be used for ongoing capital improvement projects.

(3) Fiscal agent accounts are held by U.S. Bank as Trustee for debt service reserves and payment of bond principal and interest.

**CERTIFICATION:**

The investment transactions are in compliance with the investment policy approved by the City Council.  
There is sufficient liquidity within the portfolio to meet all anticipated expenditures for the next six months.



\_\_\_\_\_  
TRAVIS HICKEY, CITY TREASURER



# CITY OF SANTA FE SPRINGS

## Investment Performance Review For the Quarter Ended December 31, 2019

Client Management Team

Sarah Meacham, Managing Director

Richard Babbe, CCM, Senior Managing Consultant

601 South Figueroa, Suite 4500

Los Angeles, CA 90017

213-489-4075

PFM Asset Management LLC

213 Market Street

Harrisburg, PA 17101-2141

717-232-2723



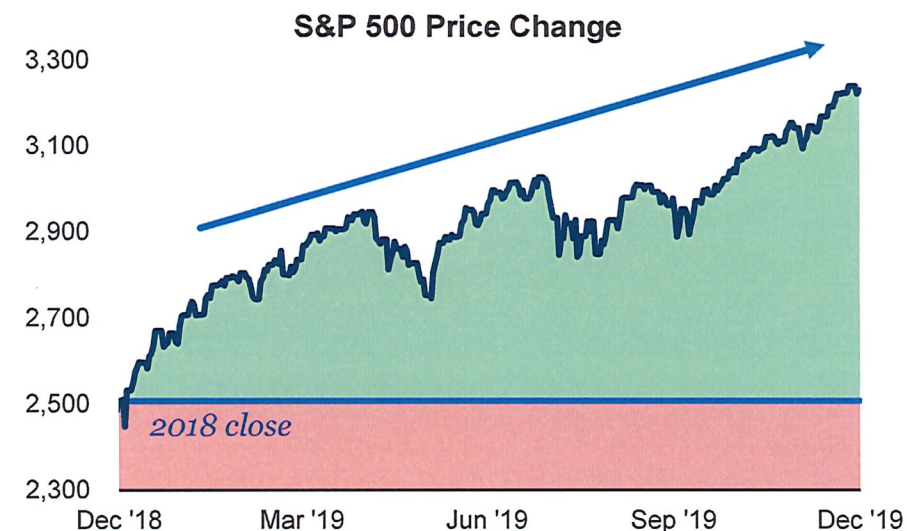
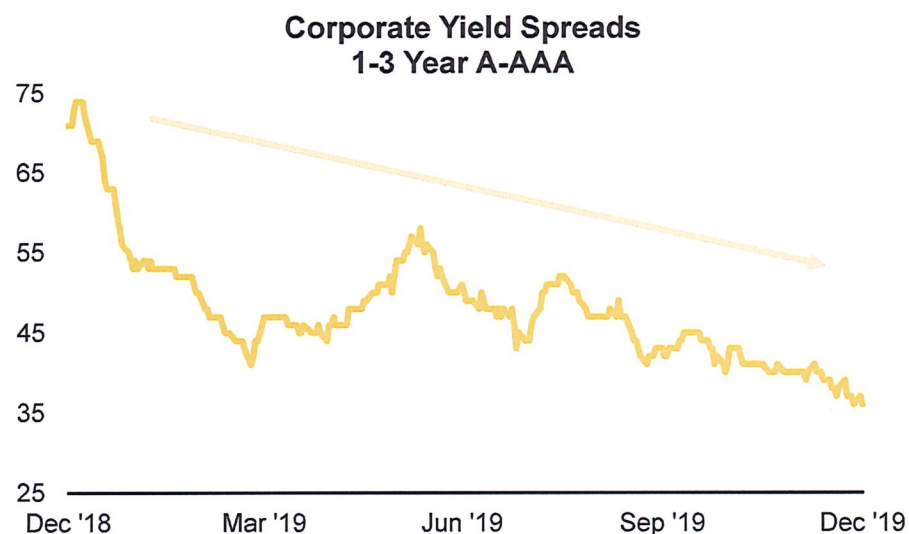
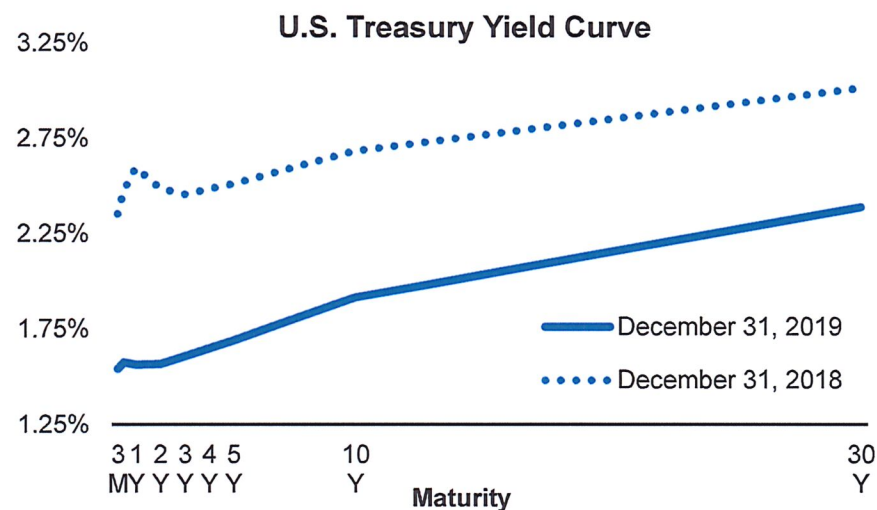
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# Market Update

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## Major Moves in 2019

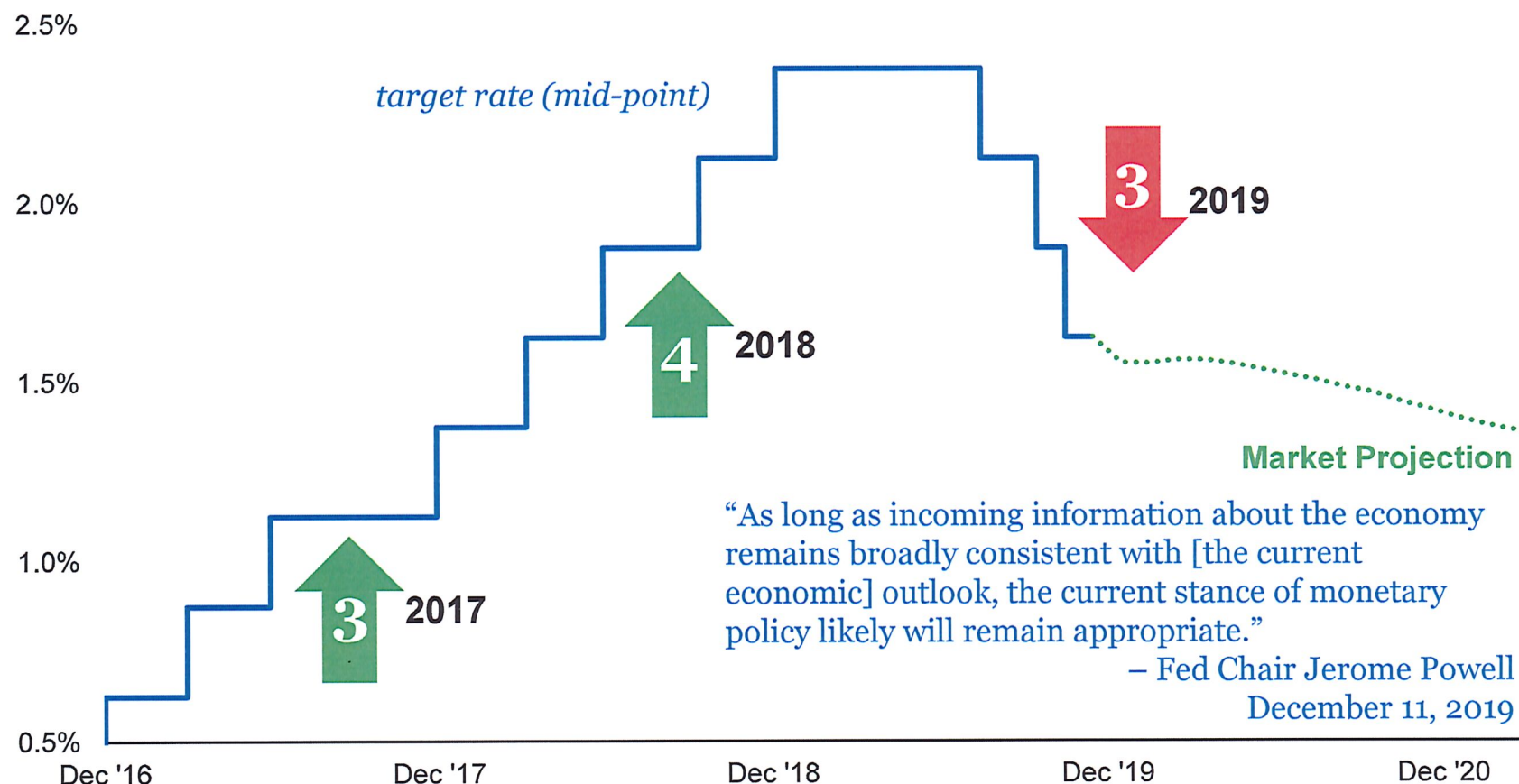
Federal Funds Target Range			
Year	Starting Range	Ending Range	# of Hikes/Cuts
2015	0.00%-0.25%	0.25%-0.50%	1 hike
2016	0.25%-0.50%	0.50%-0.75%	1 hike
2017	0.50%-0.75%	1.25%-1.50%	3 hikes
2018	1.25%-1.50%	2.25%-2.50%	4 hikes
2019	2.25%-2.50%	1.50%-1.75%	3 cuts



Source: Bloomberg, as of December 31, 2019.

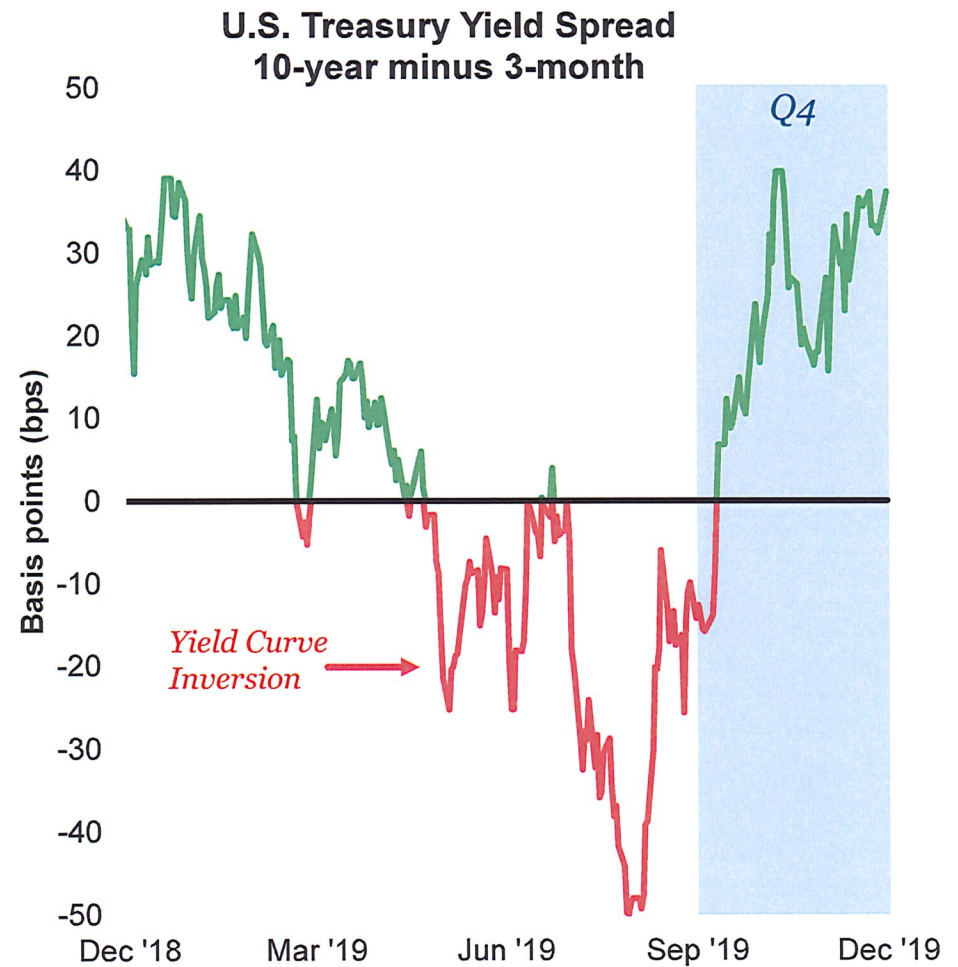
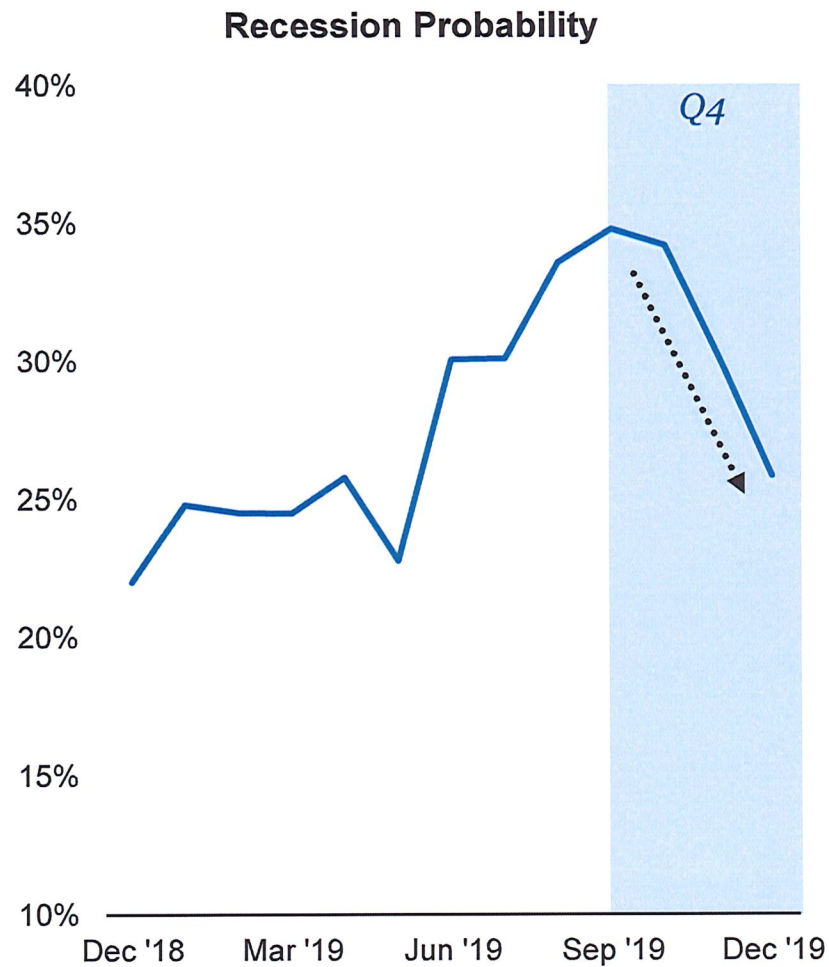
## The Fed Signals It Is Likely on Hold for an Extended Period of Time

### Federal Reserve Target Overnight Rate



Source: Bloomberg. Market Projection as of December 31, 2019.

## Recession Fears Subsided and Yield Curve Un-Inverted in Fourth Quarter



Source: Data as of December 31, 2019. Wall Street Journal Economic Forecasting Survey (left); Bloomberg (right).



## Treasury Yields Have Settled into a New, Lower Range

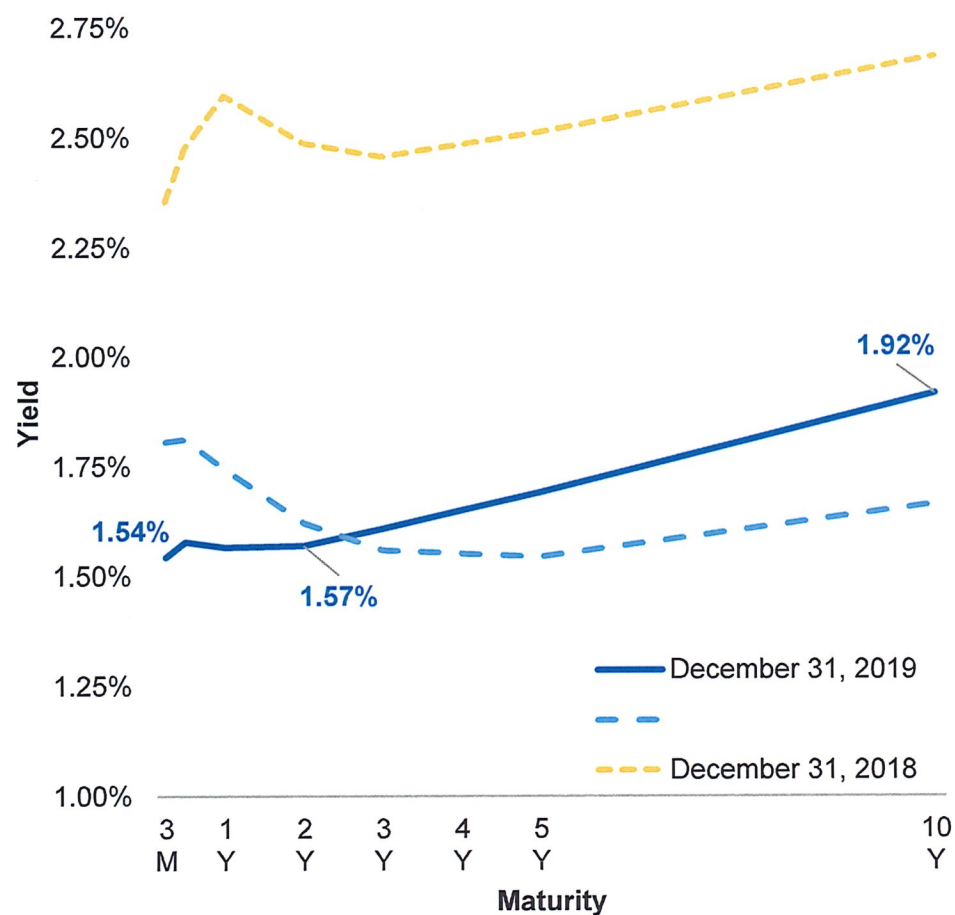
## 3-Year Treasury



Source: Bloomberg, as of December 31, 2019.

## Yields Un-Invert in the Fourth Quarter

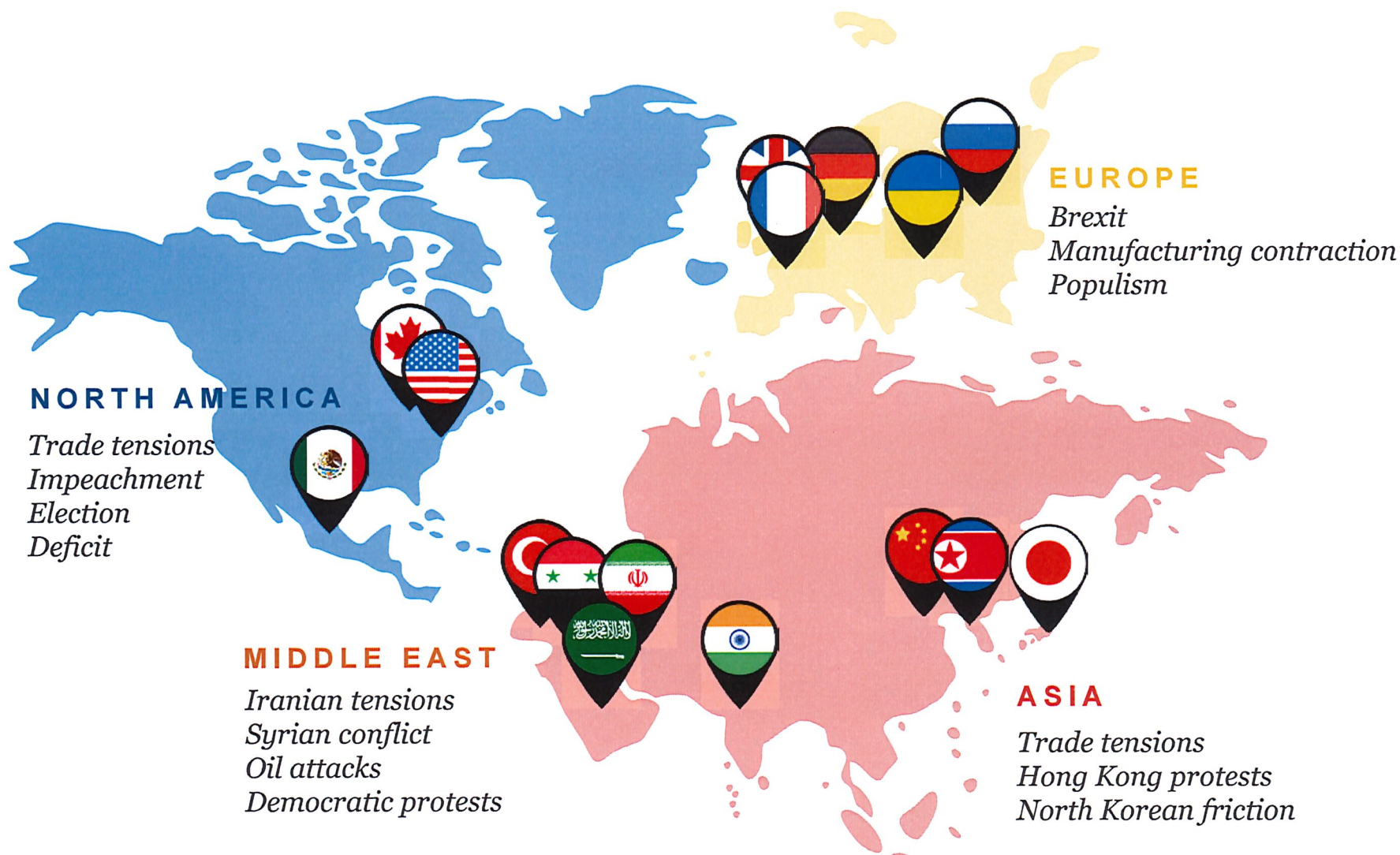
### U.S. Treasury Yield Curve



	12/31/19	9/30/19	12/31/18
3-Mo	1.54%	1.81%	2.35%
1-Yr	1.57%	1.74%	2.60%
2-Yr	1.57%	1.62%	2.49%
3-Yr	1.61%	1.56%	2.46%
5-Yr	1.69%	1.54%	2.51%
10-Yr	1.92%	1.66%	2.68%
30-Yr	2.39%	2.11%	3.01%

Source: Bloomberg, as of December 31, 2019.

## Trade Is Among Many Global Concerns





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# Investment Strategy & Portfolio Review

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## Portfolio Recap

- Our strategy throughout the fourth quarter included the following elements:
  - Following three consecutive Fed rate cuts, we continued to maintain portfolio durations in line with benchmarks for the quarter as market expectations called for stable rates well into 2020.
  - Maintained broad diversification across all permitted fixed income sectors. Although most sector spread levels were on the tighter end of their recent trading history, the incremental income was generally additive to performance in a range-bound interest rate environment in Q4.
  - We continued to de-emphasize agencies and supranationals, generally reducing allocations in favor of other sectors. Value in federal agency and supranational issuers remained extremely limited, largely on scarce supply. Spreads remained near historically tight levels, capping both sectors' excess returns in Q4. In some instances, agencies were trading at yields less than similar maturity Treasuries. We also largely avoided callable agencies during the quarter as early redemption risk remained elevated.
  - Corporate bonds performed top-of-class once again, as yield spreads tightened to their lowest in 2019 and approached post-recession lows. As a result, investment-grade (IG) corporates generated attractive excess returns for Q4, with lower-quality issuers once again outperforming those of higher quality. Year-to-date excess returns from IG corporates were fantastic, generating 100 to 200 basis points (1% to 2%) of incremental return relative to similar duration Treasuries. Our corporate sector strategy during Q4 included opportunistic selling, booking profits on the most expensive issues and modestly de-risking portfolios as spreads moved to very narrow levels.
  - Following a volatile Q3 in which we opportunistically added to mortgage-backed security (MBS) allocations, Q4 saw a retracement of both volatility and spreads. As a result, the prior period purchases were a boon for portfolio performance as MBS generated relatively attractive excess returns in the quarter.

## Sector Allocation and Compliance

- The portfolio is in compliance with the City's Investment Policy and the California Government Code.

Security Type	Market Value as of 12/31/19	% of Portfolio	% Change vs. 9/30/19	Permitted by Policy	In Compliance
U.S. Treasury	\$13,773,636	42.0%	5.6%	100%	✓
Federal Agency	\$1,544,704	4.7%	-0.8%	100%	✓
Agency CMOs	\$1,777,837	5.4%	0.1%	100%	✓
Supranationals	\$981,867	3.0%	-0.7%	30%	✓
Asset-Backed Securities	\$3,395,676	10.3%	-1.3%	20%	✓
Negotiable CDs	\$2,206,742	6.7%	-1.6%	30%	✓
Corporate Notes	\$8,937,456	27.2%	-1.3%	25%	✓
<b>Securities Sub-Total</b>	<b>\$32,617,919</b>	<b>99.4%</b>			
Accrued Interest	\$148,061				
<b>Securities Total</b>	<b>\$32,765,980</b>				
PFM Funds	\$201,940	0.6%	-	100%	✓
<b>Total Investments</b>	<b>\$32,967,920</b>	<b>100.0%</b>			

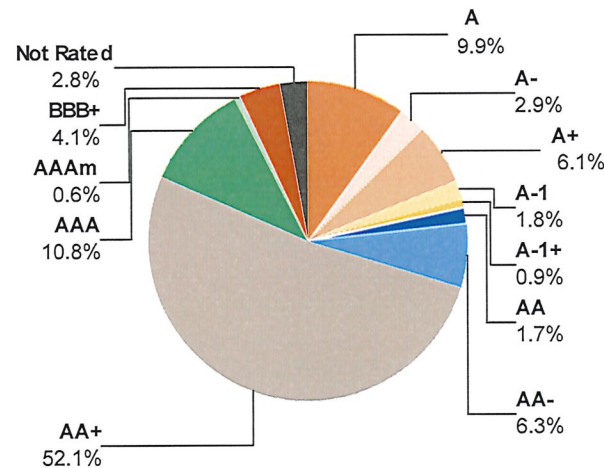
Market values, excluding accrued interest. Detail may not add to total due to rounding. Current investment policy as of June 25, 2015.

## Portfolio Statistics

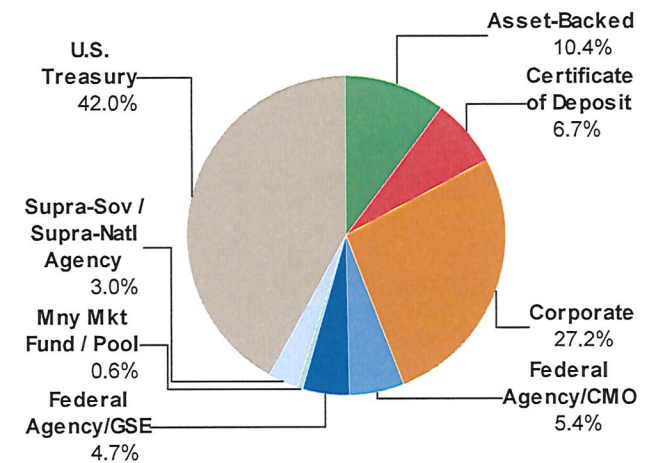
As of December 31, 2019

Par Value:	\$32,378,172
Total Market Value:	\$32,967,920
Security Market Value:	\$32,617,919
Accrued Interest:	\$148,061
Cash:	-
PFM Funds	\$201,940
Amortized Cost:	\$32,309,164
Yield at Market:	1.79%
Yield at Cost:	2.39%
Effective Duration:	2.57 Years
Duration to Worst:	2.55 Years
Average Maturity:	2.91 Years
Average Credit: *	AA

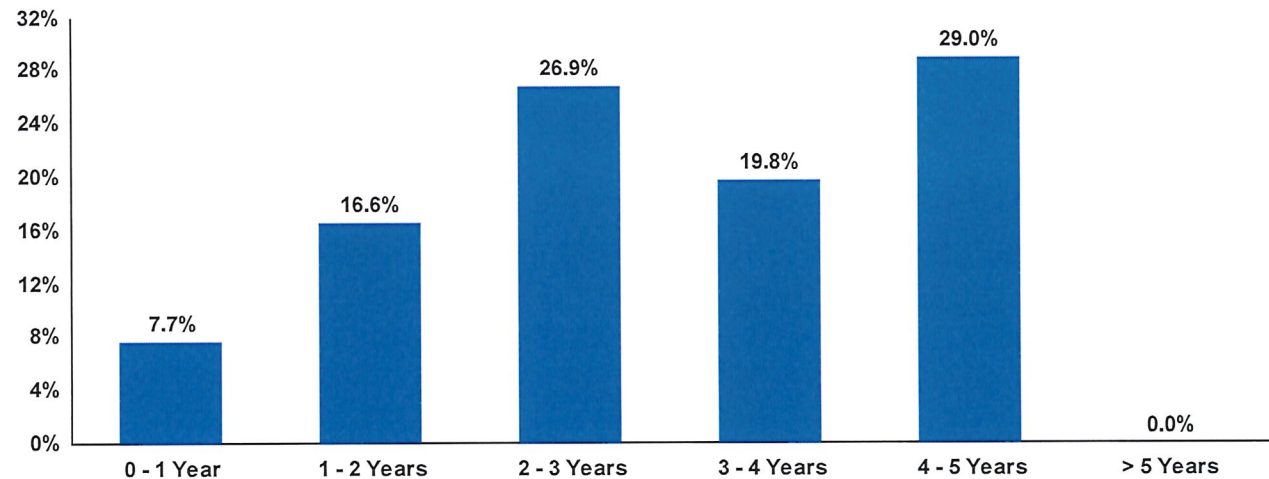
## Credit Quality (S&amp;P Ratings)\*\*



## Sector Allocation



## Maturity Distribution



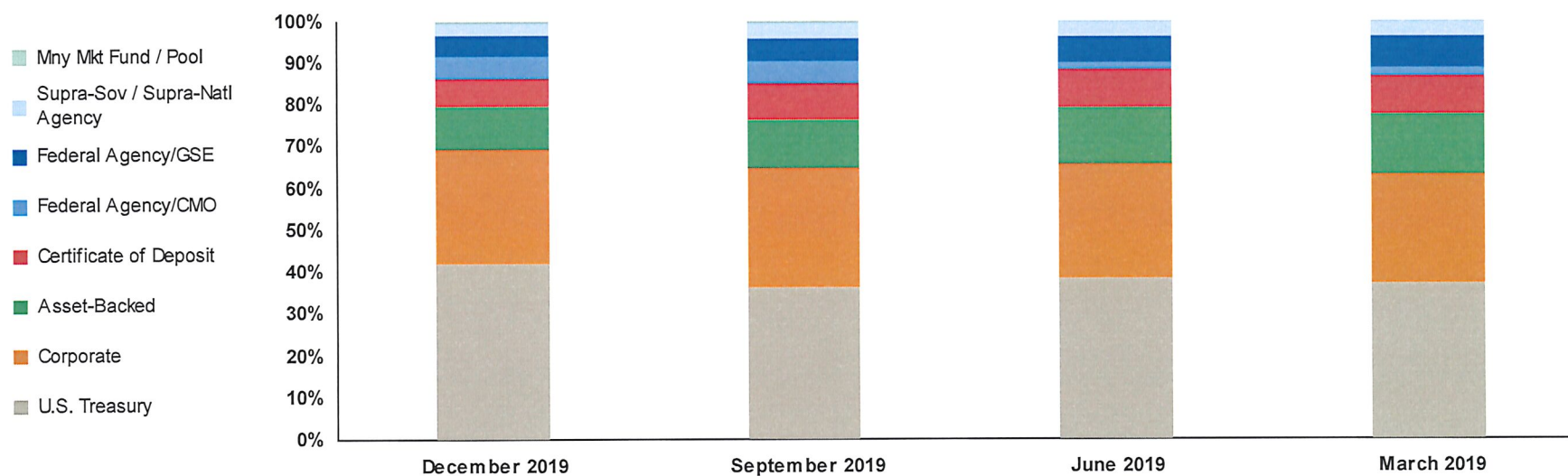
\* An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.

\*\*Securities held in the City's portfolio are in compliance with California Government Code and the City's investment policy dated June 25, 2015.



## Sector Allocation

Sector	December 31, 2019		September 30, 2019		June 30, 2019		March 31, 2019	
	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total
U.S. Treasury	13.8	42.0%	11.9	36.3%	12.4	38.2%	11.8	37.0%
Corporate	8.9	27.2%	9.3	28.6%	8.8	27.3%	8.4	26.2%
Asset-Backed	3.4	10.4%	3.8	11.7%	4.4	13.7%	4.5	14.3%
Certificate of Deposit	2.2	6.7%	2.7	8.3%	2.9	9.1%	2.9	9.2%
Federal Agency/CMO	1.8	5.4%	1.7	5.3%	0.5	1.6%	0.6	1.8%
Federal Agency/GSE	1.5	4.7%	1.8	5.5%	2.0	6.2%	2.4	7.6%
Supra-Sov / Supra-Natl Agency	1.0	3.0%	1.2	3.7%	1.2	3.8%	1.2	3.8%
Mny Mkt Fund / Pool	0.2	0.6%	0.2	0.6%	0.0	0.1%	0.0	0.1%
<b>Total</b>	<b>\$32.8</b>	<b>100.0%</b>	<b>\$32.7</b>	<b>100.0%</b>	<b>\$32.3</b>	<b>100.0%</b>	<b>\$31.8</b>	<b>100.0%</b>

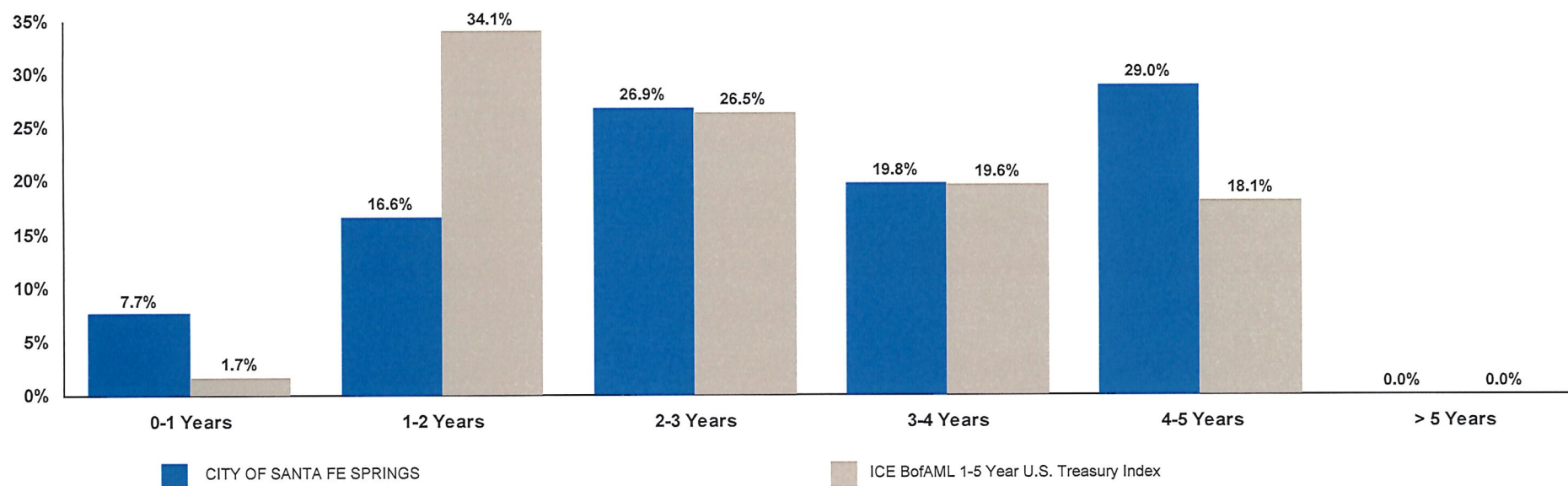


Detail may not add to total due to rounding.

## Maturity Distribution

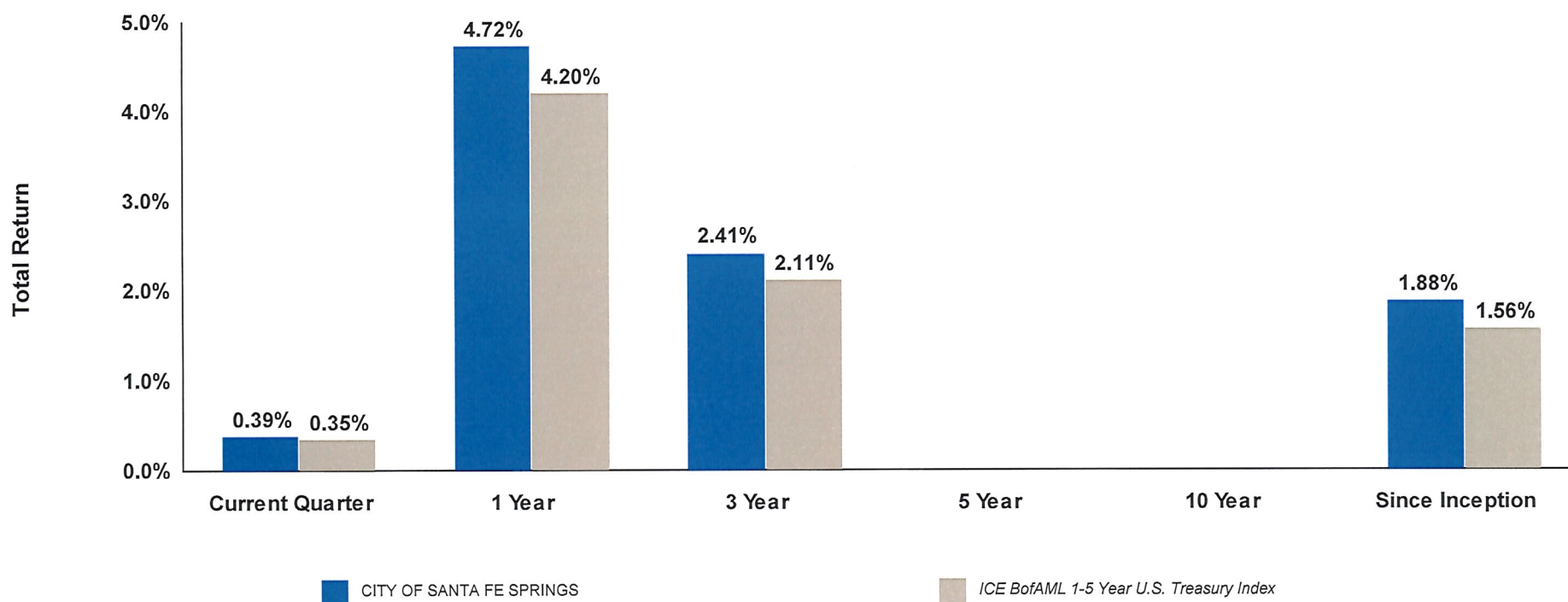
As of December 31, 2019

Portfolio/Benchmark	Yield at Market	Average Maturity	0-1 Years	1-2 Years	2-3 Years	3-4 Years	4-5 Years	>5 Years
CITY OF SANTA FE SPRINGS	1.79%	2.91 yrs	7.7%	16.6%	26.9%	19.8%	29.0%	0.0%
ICE BofAML 1-5 Year U.S. Treasury Index	1.62%	2.72 yrs	1.7%	34.1%	26.5%	19.6%	18.1%	0.0%



## Portfolio Performance (Total Return)

Portfolio/Benchmark	Effective Duration	Current Quarter	1 Year	Annualized Return			
				3 Year	5 Year	10 Year	Since Inception (03/31/16) **
CITY OF SANTA FE SPRINGS	2.57	0.39%	4.72%	2.41%	-	-	1.88%
ICE BofAML 1-5 Year U.S. Treasury Index	2.55	0.35%	4.20%	2.11%	-	-	1.56%
Difference		0.04%	0.52%	0.30%	-	-	0.32%



Portfolio performance is gross of fees unless otherwise indicated. \*\*Since Inception performance is not shown for periods less than one year.



**Portfolio Earnings**  
*Quarter-Ended December 31, 2019*

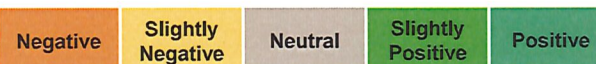
	<b>Market Value Basis</b>	<b>Accrual (Amortized Cost) Basis</b>
<b>Beginning Value (09/30/2019)</b>	\$32,688,601.57	\$32,111,356.40
<b>Net Purchases/Sales</b>	\$193,723.45	\$193,723.45
<b>Change in Value</b>	(\$62,466.56)	\$4,084.08
<b>Ending Value (12/31/2019)</b>	\$32,819,858.46	\$32,309,163.93
<b>Interest Earned</b>	\$191,033.95	\$191,033.95
<b>Portfolio Earnings</b>	\$128,567.39	\$195,118.03

## Fixed Income Sector Outlook – January 2020

Sector	Our Investment Preferences	Comments
<b>COMMERCIAL PAPER / CD</b>		<ul style="list-style-type: none"> <li>Money market credit spreads remain attractive. New issue supply may increase in the new year.</li> </ul>
<b>TREASURIES</b>		
<b>T-Bill</b>		<ul style="list-style-type: none"> <li>T-Bills have rallied further on Fed purchases and low repo rates. Other short-term instruments remain relatively more attractive.</li> </ul>
<b>T-Note</b>		<ul style="list-style-type: none"> <li>T-Notes offer attractive yield pickup vs. T-Bills in certain maturities.</li> </ul>
<b>FEDERAL AGENCIES</b>		
<b>Bullets</b>		<ul style="list-style-type: none"> <li>Bullet valuations remain near historical tightness across the curve and continue to trade in a relatively narrow range. New issues should be evaluated for opportunities to add relative value; otherwise, Treasuries should be preferred.</li> </ul>
<b>Callables</b>		<ul style="list-style-type: none"> <li>Redemptions remained elevated during Q4 but have started to slow as rates have begun to stabilize. As a result, new issue supply has slowed as well. Spread pickup vs. bullets remains well below YTD averages, with little chance for outperformance. Accounts should favor bullet structures vs. callable.</li> </ul>
<b>SUPRANATIONALS</b>		<ul style="list-style-type: none"> <li>Spreads remain anchored across the curve. Expect modestly wider spreads in Q1 on account of higher issuer funding targets and favorable USD basis. New issues should be evaluated for opportunities to add relative value.</li> </ul>
<b>CORPORATES</b>		
<b>Financials</b>		<ul style="list-style-type: none"> <li>Solid economic data, an accommodative Fed, and positive technicals continue to support the corporate sector. Tight valuations limit the potential for outperformance in 2020. A growing list of uncertainties and pending supply could result in wider spreads and better buying opportunities.</li> </ul>
<b>Industrials</b>		
<b>SECURITIZED</b>		
<b>Asset-Backed</b>		<ul style="list-style-type: none"> <li>AAA-rated ABS yield spreads widened during December and are currently near their 3-year historic average. Broad measures of auto ABS spreads are comparable to spreads on high-quality corporate securities.</li> </ul>
<b>Agency Mortgage-Backed</b>		<ul style="list-style-type: none"> <li>Q4 saw strong excess returns from MBS as spreads narrowed significantly. Buyers were enticed by higher spreads, lower volatility, and the expectation that the Fed is on hold.</li> </ul>
<b>Agency CMBS</b>		<ul style="list-style-type: none"> <li>Agency CMBS spreads widened in December. The sector has good relative value compared to less structured MBS and other government sectors.</li> </ul>
<b>MUNICIPALS</b>		<ul style="list-style-type: none"> <li>Value remains in new issue taxable deals which continue to be driven by the surge in taxable issuance, an alternative to tax-exempt advance refundings.</li> </ul>

● Current outlook

○ Outlook one month ago



## Investment Strategy Outlook

- We expect the Fed to remain on hold for an extended period and rates to remain mostly range-bound in the near-term. As a result, we plan to continue a duration-neutral strategy relative to benchmarks.
- Our outlook for the major investment-grade fixed income sectors is as follows:
  - Federal agency yield spreads remain very tight after trading in a close range for most of 2019. We do not expect this to change. We continue to favor further reductions in agency holdings as their benefit and upside is limited.
  - In the supranational sector, we are positioned to take advantage of any seasonal uptick in new issuance, if yield spreads represent fair value relative to other government sector alternatives. But, we plan to remain on the sidelines until such opportunities are available.
  - In the IG corporate sector, we plan to continue to modestly reduce allocations and target a modestly higher average credit quality. Although the credit markets are benefitting from stable fundamentals, positive earnings growth and strong demand, yield spreads have recently approached post-recession lows, making them less attractive.
  - Yield spreads on AAA-rated asset backed securities (ABS) gradually ascended off multi-year lows to close 2019. In some instances, ABS spreads are now wider than those on some high-grade corporate bonds. As a result, we view the ABS sector as a strong alternative to corporates.
  - A seasonal slowdown and a more stable rate environment are expected to restrain mortgage-backed securities (MBS) prepayments, improving their risk-adjusted return prospects. Although we continue to favor structures that are less sensitive to interest rate movements, like commercial MBS (CMBS) and well-seasoned mortgage pools, the spread environment across structures and coupons make the sector more broadly attractive for longer-term allocations.
  - In the money market space, a positively sloped yield curve and wide spreads have created opportunities for incremental earnings potential.



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## Issuer Distribution

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## Issuer Distribution

As of December 31, 2019

Issuer	Market Value (\$)	% of Portfolio	Top 5 = 54.4%	Top 10 = 61.4%
UNITED STATES TREASURY	13,773,636	42.0%		
FANNIE MAE	1,656,134	5.1%		
FREDDIE MAC	1,342,413	4.1%		
CITIGROUP INC	581,644	1.8%		
PFIZER INC	501,926	1.5%		
TOYOTA MOTOR CORP	498,876	1.5%		
HONDA AUTO RECEIVABLES	493,783	1.5%		
UNITED PARCEL SERVICE INC	488,941	1.5%		
DEERE & COMPANY	414,813	1.3%		
INTER-AMERICAN DEVELOPMENT BANK	384,584	1.2%		
PACCAR FINANCIAL CORP	364,068	1.1%		
BB&T CORPORATION	337,327	1.0%		
ALLY AUTO RECEIVABLES TRUST	334,703	1.0%		
AMERICAN EXPRESS CO	331,116	1.0%		
3M COMPANY	328,417	1.0%		
CREDIT AGRICOLE SA	326,246	1.0%		
SKANDINAVISKA ENSKILDA BANKEN AB	325,615	1.0%		
NORDEA BANK AB	325,529	1.0%		

## CITY OF SANTA FE SPRINGS

## Portfolio Composition

Issuer	Market Value (\$)	% of Portfolio
DNB ASA	324,651	1.0%
CAPITAL ONE FINANCIAL CORP	324,002	1.0%
FEDERAL HOME LOAN BANKS	323,994	1.0%
THE WALT DISNEY CORPORATION	322,534	1.0%
GENERAL DYNAMICS CORP	313,469	1.0%
WAL-MART STORES INC	310,423	1.0%
AMERICAN HONDA FINANCE	309,511	0.9%
GOLDMAN SACHS GROUP INC	308,852	0.9%
US BANCORP	306,952	0.9%
INTERNATIONAL FINANCE CORPORATION	302,462	0.9%
MORGAN STANLEY	302,275	0.9%
BANK OF MONTREAL	302,040	0.9%
BANK OF NOVA SCOTIA	301,842	0.9%
IBM CORP	301,644	0.9%
STATE STREET CORPORATION	301,196	0.9%
SWEDBANK AB	300,819	0.9%
INTL BANK OF RECONSTRUCTION AND DEV	294,821	0.9%
NISSAN AUTO RECEIVABLES	287,460	0.9%
BANK OF AMERICA CO	267,018	0.8%
UNILEVER PLC	263,119	0.8%
MERCK & CO INC	260,076	0.8%



## CITY OF SANTA FE SPRINGS

## Portfolio Composition

Issuer	Market Value (\$)	% of Portfolio
CATERPILLAR INC	256,527	0.8%
JP MORGAN CHASE & CO	204,769	0.6%
VOLKSWAGEN OF AMERICA	203,116	0.6%
FORD CREDIT AUTO OWNER TRUST	202,709	0.6%
PFM FUNDS - GOVT SELECT, INSTL CL	201,940	0.6%
CHARLES SCHWAB	193,707	0.6%
HOME DEPOT INC	177,458	0.5%
CARMAX AUTO OWNER TRUST	177,323	0.5%
VERIZON OWNER TRUST	174,835	0.5%
MERCEDES-BENZ AUTO RECEIVABLES	161,575	0.5%
THE BANK OF NEW YORK MELLON CORPORATION	152,311	0.5%
BOEING COMPANY	151,350	0.5%
VISA INC	150,597	0.5%
HERSHEY COMPANY	127,116	0.4%
GENERAL ELECTRIC CO	126,937	0.4%
GM FINANCIAL SECURITIZED TERM	126,534	0.4%
NATIONAL RURAL UTILITIES CO FINANCE CORP	126,407	0.4%
DISCOVER FINANCIAL SERVICES	124,844	0.4%
JOHN DEERE OWNER TRUST	106,334	0.3%
TEXAS INSTRUMENTS INC	101,030	0.3%
FORD CREDIT AUTO LEASE TRUST	85,594	0.3%



## CITY OF SANTA FE SPRINGS

## Portfolio Composition

Issuer	Market Value (\$)	% of Portfolio
PROCTER & GAMBLE CO	85,073	0.3%
HONEYWELL INTERNATIONAL	65,598	0.2%
JOHNSON & JOHNSON	65,116	0.2%
NISSAN AUTO LEASE TRUST	60,563	0.2%
GM FINANCIAL AUTO LEASING TRUST	60,297	0.2%
HYUNDAI AUTO RECEIVABLES	11,269	0.0%
<b>Grand Total:</b>	<b>32,819,858</b>	<b>100.0%</b>

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# Portfolio Transactions

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## Quarterly Portfolio Transactions

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
INTEREST	10/1/19	10/1/19	200,000.00	46647PBB1	JPMORGAN CHASE & CO BONDS	3.20%	4/1/23	3,367.35		
INTEREST	10/1/19	10/1/19	175,000.00	911312BP0	UNITED PARCEL SERVICE CORPORATE BOND	2.05%	4/1/21	1,793.75		
INTEREST	10/1/19	10/1/19	65,000.00	06051GGS2	BANK OF AMERICA CORP (CALLABLE)	2.32%	10/1/21	756.60		
SELL	10/1/19	10/3/19	195,158.76	44932GAD7	HYUNDAI ABS 2017-B A3	1.77%	1/18/22	195,026.55	1.91%	(287.01)
BUY	10/1/19	10/8/19	175,000.00	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/24	(174,986.51)	1.94%	
INTEREST	10/1/19	10/25/19	160,000.00	3137BM6P6	FHLMC SERIES K721 A2	3.09%	8/25/22	412.00		
INTEREST	10/1/19	10/25/19	180,709.11	3136ABPW7	FNA 2013-M1 A2	2.36%	8/25/22	373.90		
INTEREST	10/1/19	10/25/19	150,000.00	3137AWQH1	FHLMC MULTIFAMILY STRUCTURED P	2.30%	8/25/22	288.38		
INTEREST	10/1/19	10/25/19	141,146.54	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	427.85		
INTEREST	10/1/19	10/25/19	78,609.07	3137B5JL8	FHLMC MULTIFAMILY STRUCTURED P	2.66%	2/25/23	174.84		
INTEREST	10/1/19	10/25/19	125,000.00	3137AWQH1	FHLMC MULTIFAMILY STRUCTURED P	2.30%	8/25/22	240.31		
INTEREST	10/1/19	10/25/19	143,839.05	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/25/22	339.60		
INTEREST	10/1/19	10/25/19	105,980.38	3137FKK39	FHMS KP05 A	3.20%	7/1/23	282.88		
INTEREST	10/1/19	10/25/19	325,000.00	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/25/22	637.81		
INTEREST	10/1/19	10/25/19	300,000.00	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/25/22	627.50		
PAYDOWNS	10/1/19	10/25/19	8,947.97	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/25/22	8,947.97		0.00
PAYDOWNS	10/1/19	10/25/19	1,891.66	3137B5JL8	FHLMC MULTIFAMILY STRUCTURED P	2.66%	2/25/23	1,891.66		0.00
PAYDOWNS	10/1/19	10/25/19	24,460.46	3137FKK39	FHMS KP05 A	3.20%	7/1/23	24,460.46		0.00
PAYDOWNS	10/1/19	10/25/19	4,762.34	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	4,762.34		0.00
PAYDOWNS	10/1/19	10/25/19	2,912.91	3136ABPW7	FNA 2013-M1 A2	2.36%	8/25/22	2,912.91		0.00



## CITY OF SANTA FE SPRINGS

## Portfolio Activity

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
SELL	10/2/19	10/4/19	162,105.81	34531HAD1	FORD ABS 2017-B A3	1.69%	11/15/21	161,978.12	1.85%	(268.70)
BUY	10/3/19	10/4/19	200,000.00	9128282S8	US TREASURY NOTES	1.62%	8/31/22	(201,842.63)	1.35%	
INTEREST	10/5/19	10/5/19	400,000.00	3135G0T45	FANNIE MAE NOTES	1.87%	4/5/22	3,750.00		
INTEREST	10/13/19	10/13/19	180,000.00	89236TEU5	TOYOTA MOTOR CREDIT CORP NOTES	2.95%	4/13/21	2,655.00		
INTEREST	10/15/19	10/15/19	70,000.00	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	155.17		
INTEREST	10/15/19	10/15/19	259,705.35	43814UAC3	HAROT 2018-1 A3	2.64%	2/15/22	571.35		
INTEREST	10/15/19	10/15/19	185,752.74	02007YAC8	ALLYA 2017-5 A3	1.99%	3/15/22	308.04		
INTEREST	10/15/19	10/15/19	85,000.00	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	225.96		
INTEREST	10/15/19	10/15/19	100,000.00	65478HAD0	NAROT 2017-C A3	2.12%	4/15/22	176.67		
INTEREST	10/15/19	10/15/19	200,000.00	89238KAD4	TAOT 2017-D A3	1.93%	1/15/22	321.67		
INTEREST	10/15/19	10/15/19	170,448.21	43811BAC8	HONDA ABS 2017-2 A3	1.68%	8/15/21	238.63		
INTEREST	10/15/19	10/15/19	100,000.00	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	223.33		
INTEREST	10/15/19	10/15/19	65,391.66	47788BAD6	JOHN DEERE ABS 2017-B A3	1.82%	10/15/21	99.18		
INTEREST	10/15/19	10/15/19	205,000.00	65478DAD9	NAROT 2018-A A3	2.65%	5/15/22	452.71		
INTEREST	10/15/19	10/15/19	87,530.04	02007MAE0	ALLYA 2018-1 A3	2.35%	6/15/22	171.41		
INTEREST	10/15/19	10/15/19	26,475.50	44891EAC3	HYUNDAI ABS 2016-B A3	1.29%	4/15/21	28.46		
INTEREST	10/15/19	10/15/19	325,000.00	14041NFU0	COMET 2019-A2 A2	1.72%	8/15/24	621.11		
INTEREST	10/15/19	10/15/19	60,000.00	65479PAD1	NALT 2019-A A3	2.76%	3/15/22	138.00		
INTEREST	10/15/19	10/15/19	160,000.00	58772RAD6	MBART 2018-1 A3	3.03%	1/15/23	404.00		
INTEREST	10/15/19	10/15/19	200,000.00	34533FAD3	FORDO 2019-A A3	2.78%	9/15/23	463.33		
INTEREST	10/15/19	10/15/19	75,000.00	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	195.62		
INTEREST	10/15/19	10/15/19	1,994.59	14314RAH5	CARMX 2017-4 A2A	1.80%	4/15/21	2.99		



## CITY OF SANTA FE SPRINGS

## Portfolio Activity

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
INTEREST	10/15/19	10/15/19	172,628.76	02007FAC9	ALLY ABS 2017-4 A3	1.75%	12/15/21	251.75		
PAYDOWNS	10/15/19	10/15/19	5,021.35	44891EAC3	HYUNDAI ABS 2016-B A3	1.29%	4/15/21	5,021.35		0.00
PAYDOWNS	10/15/19	10/15/19	1,994.59	14314RAH5	CARMX 2017-4 A2A	1.80%	4/15/21	1,994.59		0.00
PAYDOWNS	10/15/19	10/15/19	16,455.69	02007FAC9	ALLY ABS 2017-4 A3	1.75%	12/15/21	16,455.69		0.00
PAYDOWNS	10/15/19	10/15/19	952.84	65478HAD0	NAROT 2017-C A3	2.12%	4/15/22	952.84		0.00
PAYDOWNS	10/15/19	10/15/19	6,251.29	47788BAD6	JOHN DEERE ABS 2017-B A3	1.82%	10/15/21	6,251.29		0.00
PAYDOWNS	10/15/19	10/15/19	16,289.18	02007YAC8	ALLYA 2017-5 A3	1.99%	3/15/22	16,289.18		0.00
PAYDOWNS	10/15/19	10/15/19	16,527.80	43814UAC3	HAROT 2018-1 A3	2.64%	2/15/22	16,527.80		0.00
PAYDOWNS	10/15/19	10/15/19	14,883.68	43811BAC8	HONDA ABS 2017-2 A3	1.68%	8/15/21	14,883.68		0.00
PAYDOWNS	10/15/19	10/15/19	6,352.74	02007MAE0	ALLYA 2018-1 A3	2.35%	6/15/22	6,352.74		0.00
PAYDOWNS	10/15/19	10/15/19	14,087.30	89238KAD4	TAOT 2017-D A3	1.93%	1/15/22	14,087.30		0.00
INTEREST	10/16/19	10/16/19	125,000.00	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	314.58		
INTEREST	10/18/19	10/18/19	205,361.71	43814PAC4	HAROT 2017-3 A3	1.79%	9/18/21	306.33		
PAYDOWNS	10/18/19	10/18/19	17,229.27	43814PAC4	HAROT 2017-3 A3	1.79%	9/18/21	17,229.27		0.00
INTEREST	10/19/19	10/19/19	200,000.00	06051GFW4	BANK OF AMERICA CORP NOTE	2.62%	4/19/21	2,625.00		
INTEREST	10/19/19	10/19/19	380,000.00	4581X0DB1	INTER-AMERICAN DEVELOPMENT BANK NOTE	2.62%	4/19/21	4,987.50		
INTEREST	10/20/19	10/20/19	200,000.00	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	541.67		
INTEREST	10/20/19	10/20/19	60,000.00	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	159.00		
INTEREST	10/21/19	10/21/19	200,000.00	61746BEA0	MORGAN STANLEY CORP NOTES	2.50%	4/21/21	2,500.00		
INTEREST	10/21/19	10/21/19	100,000.00	61746BEA0	MORGAN STANLEY CORP NOTES	2.50%	4/21/21	1,250.00		
INTEREST	10/23/19	10/23/19	85,000.00	742718FA2	THE PROCTER & GAMBLE CO CORP NOTES	1.90%	10/23/20	807.50		
BUY	10/24/19	10/28/19	175,000.00	828807CS4	SIMON PROPERTY GROUP LP CORP NOTES	3.37%	10/1/24	(185,095.97)	2.19%	



## CITY OF SANTA FE SPRINGS

## Portfolio Activity

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
BUY	10/24/19	10/31/19	125,000.00	254683CM5	DCENT 2019-A3 A	1.89%	10/15/24	(124,973.15)	1.90%	
INTEREST	10/26/19	10/26/19	305,000.00	38141GWC4	GOLDMAN SACHS GROUP INC (CALLABLE) NOTE	3.00%	4/26/22	4,575.00		
INTEREST	10/27/19	10/27/19	275,000.00	172967LQ2	CITIGROUP INC CORP NOTES	2.70%	10/27/22	3,712.50		
SELL	10/30/19	11/1/19	175,000.00	828807CS4	SIMON PROPERTY GROUP LP CORP NOTES	3.37%	10/1/24	184,725.19	2.24%	(404.49)
INTEREST	10/31/19	10/31/19	300,000.00	912828X70	US TREASURY N/B NOTES	2.00%	4/30/24	3,000.00		
BUY	10/31/19	11/4/19	500,000.00	912828YH7	UNITED STATES TREASURY NOTES	1.50%	9/30/24	(500,189.87)	1.52%	
SELL	10/31/19	11/4/19	250,000.00	3135G0N82	FNMA NOTES	1.25%	8/17/21	249,188.40	1.59%	(1,110.23)
INTEREST	11/1/19	11/1/19	50,000.00	097023CG8	BOEING CO CORP NOTE	2.70%	5/1/22	671.25		
INTEREST	11/1/19	11/25/19	76,717.41	3137B5JL8	FHLMC MULTIFAMILY STRUCTURED P	2.66%	2/25/23	170.63		
INTEREST	11/1/19	11/25/19	150,000.00	3137AWQH1	FHLMC MULTIFAMILY STRUCTURED P	2.30%	8/25/22	288.38		
INTEREST	11/1/19	11/25/19	177,796.20	3136ABPW7	FNA 2013-M1 A2	2.36%	8/25/22	384.78		
INTEREST	11/1/19	11/25/19	125,000.00	3137AWQH1	FHLMC MULTIFAMILY STRUCTURED P	2.30%	8/25/22	240.31		
INTEREST	11/1/19	11/25/19	136,384.21	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	412.15		
INTEREST	11/1/19	11/25/19	160,000.00	3137BM6P6	FHLMC SERIES K721 A2	3.09%	8/25/22	412.00		
INTEREST	11/1/19	11/25/19	300,000.00	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/25/22	627.50		
INTEREST	11/1/19	11/25/19	325,000.00	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/25/22	637.81		
INTEREST	11/1/19	11/25/19	81,519.92	3137FKK39	FHMS KP05 A	3.20%	7/1/23	217.59		
INTEREST	11/1/19	11/25/19	134,891.08	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/25/22	269.33		
PAYDOWNS	11/1/19	11/25/19	131.06	3137FKK39	FHMS KP05 A	3.20%	7/1/23	131.06		0.00
PAYDOWNS	11/1/19	11/25/19	2,519.83	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/25/22	2,519.83		0.00
PAYDOWNS	11/1/19	11/25/19	4,390.70	3136ABPW7	FNA 2013-M1 A2	2.36%	8/25/22	4,390.70		0.00
PAYDOWNS	11/1/19	11/25/19	1,787.12	3137B5JL8	FHLMC MULTIFAMILY STRUCTURED P	2.66%	2/25/23	1,787.12		0.00



## CITY OF SANTA FE SPRINGS

## Portfolio Activity

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
PAYDOWNS	11/1/19	11/25/19	2,965.94	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	2,965.94		0.00
INTEREST	11/10/19	11/10/19	65,000.00	478160CH5	JOHNSON & JOHNSON CORP NOTE	1.95%	11/10/20	633.75		
INTEREST	11/10/19	11/10/19	100,000.00	69371RP83	PACCAR FINANCIAL CORP CORP NOTES	2.65%	5/10/22	1,325.00		
INTEREST	11/13/19	11/13/19	85,000.00	69371RN85	PACCAR FINANCIAL CORP NOTES	2.05%	11/13/20	871.25		
INTEREST	11/13/19	11/13/19	300,000.00	037833DJ6	APPLE INC CORP NOTES	2.00%	11/13/20	3,000.00		
INTEREST	11/15/19	11/15/19	100,000.00	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	223.33		
INTEREST	11/15/19	11/15/19	160,000.00	58772RAD6	MBART 2018-1 A3	3.03%	1/15/23	404.00		
INTEREST	11/15/19	11/15/19	60,000.00	65479PAD1	NALT 2019-A A3	2.76%	3/15/22	138.00		
INTEREST	11/15/19	11/15/19	21,454.16	44891EAC3	HYUNDAI ABS 2016-B A3	1.29%	4/15/21	23.06		
INTEREST	11/15/19	11/15/19	169,463.56	02007YAC8	ALLYA 2017-5 A3	1.99%	3/15/22	281.03		
INTEREST	11/15/19	11/15/19	125,000.00	427866BA5	HERSHEY COMPANY CORP NOTES	3.10%	5/15/21	1,937.50		
INTEREST	11/15/19	11/15/19	85,000.00	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	225.96		
INTEREST	11/15/19	11/15/19	225,000.00	912828VB3	US TREASURY NOTES	1.75%	5/15/23	1,968.75		
INTEREST	11/15/19	11/15/19	99,047.16	65478HAD0	NAROT 2017-C A3	2.12%	4/15/22	174.98		
INTEREST	11/15/19	11/15/19	125,000.00	254683CM5	DCENT 2019-A3 A	1.89%	10/15/24	98.44		
INTEREST	11/15/19	11/15/19	243,177.55	43814UAC3	HAROT 2018-1 A3	2.64%	2/15/22	534.99		
INTEREST	11/15/19	11/15/19	300,000.00	369550BD9	GENERAL DYNAMICS CORP NOTES	3.37%	5/15/23	5,062.50		
INTEREST	11/15/19	11/15/19	70,000.00	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	155.17		
INTEREST	11/15/19	11/15/19	205,000.00	65478DAD9	NAROT 2018-A A3	2.65%	5/15/22	452.71		
INTEREST	11/15/19	11/15/19	185,912.70	89238KAD4	TAOT 2017-D A3	1.93%	1/15/22	299.01		
INTEREST	11/15/19	11/15/19	75,000.00	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	195.62		
INTEREST	11/15/19	11/15/19	156,173.07	02007FAC9	ALLY ABS 2017-4 A3	1.75%	12/15/21	227.75		



## CITY OF SANTA FE SPRINGS

## Portfolio Activity

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
INTEREST	11/15/19	11/15/19	325,000.00	14041NFU0	COMET 2019-A2 A2	1.72%	8/15/24	465.83		
INTEREST	11/15/19	11/15/19	155,564.53	43811BAC8	HONDA ABS 2017-2 A3	1.68%	8/15/21	217.79		
INTEREST	11/15/19	11/15/19	59,140.37	47788BAD6	JOHN DEERE ABS 2017-B A3	1.82%	10/15/21	89.70		
INTEREST	11/15/19	11/15/19	200,000.00	34533FAD3	FORDO 2019-A A3	2.78%	9/15/23	463.33		
INTEREST	11/15/19	11/15/19	81,177.30	02007MAE0	ALLYA 2018-1 A3	2.35%	6/15/22	158.97		
PAYDOWNS	11/15/19	11/15/19	7,508.44	65478HAD0	NAROT 2017-C A3	2.12%	4/15/22	7,508.44		0.00
PAYDOWNS	11/15/19	11/15/19	15,274.13	02007YAC8	ALLYA 2017-5 A3	1.99%	3/15/22	15,274.13		0.00
PAYDOWNS	11/15/19	11/15/19	16,557.05	43814UAC3	HAROT 2018-1 A3	2.64%	2/15/22	16,557.05		0.00
PAYDOWNS	11/15/19	11/15/19	16,334.59	02007FAC9	ALLY ABS 2017-4 A3	1.75%	12/15/21	16,334.59		0.00
PAYDOWNS	11/15/19	11/15/19	6,944.60	47788BAD6	JOHN DEERE ABS 2017-B A3	1.82%	10/15/21	6,944.60		0.00
PAYDOWNS	11/15/19	11/15/19	6,357.93	02007MAE0	ALLYA 2018-1 A3	2.35%	6/15/22	6,357.93		0.00
PAYDOWNS	11/15/19	11/15/19	15,052.56	43811BAC8	HONDA ABS 2017-2 A3	1.68%	8/15/21	15,052.56		0.00
PAYDOWNS	11/15/19	11/15/19	5,213.11	44891EAC3	HYUNDAI ABS 2016-B A3	1.29%	4/15/21	5,213.11		0.00
PAYDOWNS	11/15/19	11/15/19	14,300.27	89238KAD4	TAOT 2017-D A3	1.93%	1/15/22	14,300.27		0.00
PAYDOWNS	11/15/19	11/15/19	7,194.73	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	7,194.73		0.00
INTEREST	11/16/19	11/16/19	310,000.00	911312BC9	UNITED PARCEL SERVICE (CALLABLE) NOTES	2.35%	5/16/22	3,642.50		
INTEREST	11/16/19	11/16/19	125,000.00	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	314.58		
INTEREST	11/16/19	11/16/19	150,000.00	06406RAC1	BANK OF NY MELLON CORP NOTES	2.66%	5/16/23	1,995.75		
INTEREST	11/17/19	11/17/19	200,000.00	025816BU2	AMERICAN EXPRESS CO	3.37%	5/17/21	3,375.00		
INTEREST	11/18/19	11/18/19	300,000.00	87019U6D6	SWEDBANK (NEW YORK) CERT DEPOS	2.27%	11/16/20	3,518.50		
INTEREST	11/18/19	11/18/19	188,132.44	43814PAC4	HAROT 2017-3 A3	1.79%	9/18/21	280.63		
PAYDOWNS	11/18/19	11/18/19	16,847.35	43814PAC4	HAROT 2017-3 A3	1.79%	9/18/21	16,847.35		0.00



## CITY OF SANTA FE SPRINGS

## Portfolio Activity

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
INTEREST	11/20/19	11/20/19	125,000.00	025816CD9	AMERICAN EXPRESS CO	2.75%	5/20/22	1,718.75		
INTEREST	11/20/19	11/20/19	200,000.00	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	541.67		
INTEREST	11/20/19	11/20/19	60,000.00	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	159.00		
INTEREST	11/20/19	11/20/19	175,000.00	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/24	396.08		
BUY	11/20/19	11/26/19	120,000.00	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	(120,171.45)	2.03%	
INTEREST	11/21/19	11/21/19	190,000.00	808513AW5	CHARLES SCHWAB CORP NOTES	3.25%	5/21/21	3,087.50		
INTEREST	11/30/19	11/30/19	1,225,000.00	912828XT2	US TREASURY N/B NOTES	2.00%	5/31/24	12,250.00		
INTEREST	11/30/19	11/30/19	550,000.00	912828U57	US TREASURY NOTES	2.12%	11/30/23	5,843.75		
INTEREST	12/1/19	12/25/19	325,000.00	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/25/22	637.81		
INTEREST	12/1/19	12/25/19	133,418.27	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	401.72		
INTEREST	12/1/19	12/25/19	173,405.50	3136ABPW7	FNA 2013-M1 A2	2.36%	8/25/22	355.42		
INTEREST	12/1/19	12/25/19	160,000.00	3137BM6P6	FHLMC SERIES K721 A2	3.09%	8/25/22	412.00		
INTEREST	12/1/19	12/25/19	150,000.00	3137AWQH1	FHLMC MULTIFAMILY STRUCTURED P	2.30%	8/25/22	288.38		
INTEREST	12/1/19	12/25/19	74,930.29	3137B5JL8	FHLMC MULTIFAMILY STRUCTURED P	2.66%	2/25/23	166.66		
INTEREST	12/1/19	12/25/19	120,000.00	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	209.20		
INTEREST	12/1/19	12/25/19	132,371.25	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/25/22	251.51		
INTEREST	12/1/19	12/25/19	125,000.00	3137AWQH1	FHLMC MULTIFAMILY STRUCTURED P	2.30%	8/25/22	240.31		
INTEREST	12/1/19	12/25/19	81,388.86	3137FKK39	FHMS KP05 A	3.20%	7/1/23	217.24		
INTEREST	12/1/19	12/25/19	300,000.00	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/25/22	627.50		
PAYDOWNS	12/1/19	12/25/19	4,447.60	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	4,447.60		0.00
PAYDOWNS	12/1/19	12/25/19	2,129.86	3136ABPW7	FNA 2013-M1 A2	2.36%	8/25/22	2,129.86		0.00
PAYDOWNS	12/1/19	12/25/19	188.62	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	188.62		0.00



## CITY OF SANTA FE SPRINGS

## Portfolio Activity

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
PAYDOWNS	12/1/19	12/25/19	5,692.58	3137FKK39	FHMS KP05 A	3.20%	7/1/23	5,692.58		0.00
PAYDOWNS	12/1/19	12/25/19	1,903.59	3137B5JL8	FHLMC MULTIFAMILY STRUCTURED P	2.66%	2/25/23	1,903.59		0.00
PAYDOWNS	12/1/19	12/25/19	273.00	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/25/22	273.00		0.00
BUY	12/2/19	12/4/19	575,000.00	912828YM6	UNITED STATES TREASURY NOTES	1.50%	10/31/24	(570,662.08)	1.69%	
SELL	12/2/19	12/4/19	300,000.00	037833DJ6	APPLE INC CORP NOTES	2.00%	11/13/20	300,893.00	1.80%	623.73
SELL	12/2/19	12/4/19	230,000.00	45950KCM0	INTERNATIONAL FINANCE CORPORATION NOTE	2.25%	1/25/21	233,206.78	1.73%	1,615.20
SELL	12/3/19	12/4/19	540,000.00	96121T4A3	WESTPAC BANKING CORP NY CD	2.05%	8/3/20	543,911.20	1.87%	313.45
BUY	12/4/19	12/6/19	325,000.00	23341VZT1	DNB BANK ASA/NY LT CD	2.04%	12/2/22	(325,000.00)	2.04%	
SELL	12/4/19	12/6/19	300,000.00	22549LFR1	CREDIT SUISSE NEW YORK CERT DEPOS	2.67%	2/7/20	314,961.50	1.99%	321.00
INTEREST	12/5/19	12/5/19	100,000.00	437076BQ4	HOME DEPOT INC CORP NOTES	1.80%	6/5/20	900.00		
INTEREST	12/5/19	12/5/19	300,000.00	06417GU22	BANK OF NOVA SCOTIA HOUSTON CD	3.08%	6/5/20	4,620.00		
INTEREST	12/8/19	12/8/19	305,000.00	3130A0F70	FEDERAL HOME LOAN BANKS NOTES	3.37%	12/8/23	5,146.88		
SELL	12/10/19	12/10/19	100,000.00	172967LF6	CITIGROUP INC (CALLABLE) CORP NOTE	2.45%	1/10/20	101,020.80	2.43%	1.14
BUY	12/11/19	12/12/19	275,000.00	9128286Z8	UNITED STATES TREASURY NOTES	1.75%	6/30/24	(277,866.76)	1.69%	
BUY	12/11/19	12/12/19	400,000.00	912828V72	US TREASURY NOTES	1.87%	1/31/22	(404,449.73)	1.67%	
INTEREST	12/13/19	12/13/19	60,000.00	24422EVA4	JOHN DEERE CAPITAL CORP CORP NOTES	1.95%	6/13/22	295.75		
INTEREST	12/14/19	12/14/19	150,000.00	92826CAB8	VISA INC (CALLABLE) CORP NOTES	2.20%	12/14/20	1,650.00		
INTEREST	12/15/19	12/15/19	125,000.00	254683CM5	DCENT 2019-A3 A	1.89%	10/15/24	196.88		
INTEREST	12/15/19	12/15/19	226,620.50	43814UAC3	HAROT 2018-1 A3	2.64%	2/15/22	498.57		
INTEREST	12/15/19	12/15/19	62,805.27	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	139.22		
INTEREST	12/15/19	12/15/19	85,000.00	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	225.96		
INTEREST	12/15/19	12/15/19	310,000.00	931142EA7	WAL-MART STORES INC CORP NOTE	1.90%	12/15/20	2,945.00		



## CITY OF SANTA FE SPRINGS

## Portfolio Activity

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
INTEREST	12/15/19	12/15/19	171,612.43	89238KAD4	TAOT 2017-D A3	1.93%	1/15/22	276.01		
INTEREST	12/15/19	12/15/19	205,000.00	65478DAD9	NAROT 2018-A A3	2.65%	5/15/22	452.71		
INTEREST	12/15/19	12/15/19	140,511.96	43811BAC8	HONDA ABS 2017-2 A3	1.68%	8/15/21	196.72		
INTEREST	12/15/19	12/15/19	52,195.77	47788BAD6	JOHN DEERE ABS 2017-B A3	1.82%	10/15/21	79.16		
INTEREST	12/15/19	12/15/19	74,819.37	02007MAE0	ALLYA 2018-1 A3	2.35%	6/15/22	146.52		
INTEREST	12/15/19	12/15/19	325,000.00	14041NFU0	COMET 2019-A2 A2	1.72%	8/15/24	465.83		
INTEREST	12/15/19	12/15/19	200,000.00	34533FAD3	FORDO 2019-A A3	2.78%	9/15/23	463.33		
INTEREST	12/15/19	12/15/19	16,241.05	44891EAC3	HYUNDAI ABS 2016-B A3	1.29%	4/15/21	17.46		
INTEREST	12/15/19	12/15/19	160,000.00	58772RAD6	MBART 2018-1 A3	3.03%	1/15/23	404.00		
INTEREST	12/15/19	12/15/19	60,000.00	65479PAD1	NALT 2019-A A3	2.76%	3/15/22	138.00		
INTEREST	12/15/19	12/15/19	100,000.00	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	223.33		
INTEREST	12/15/19	12/15/19	154,189.43	02007YAC8	ALLYA 2017-5 A3	1.99%	3/15/22	255.70		
INTEREST	12/15/19	12/15/19	91,538.72	65478HAD0	NAROT 2017-C A3	2.12%	4/15/22	161.72		
INTEREST	12/15/19	12/15/19	75,000.00	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	195.62		
INTEREST	12/15/19	12/15/19	139,838.48	02007FAC9	ALLY ABS 2017-4 A3	1.75%	12/15/21	203.93		
PAYDOWNS	12/15/19	12/15/19	12,919.68	89238KAD4	TAOT 2017-D A3	1.93%	1/15/22	12,919.68		0.00
PAYDOWNS	12/15/19	12/15/19	3,631.10	65478DAD9	NAROT 2018-A A3	2.65%	5/15/22	3,631.10		0.00
PAYDOWNS	12/15/19	12/15/19	13,837.15	02007YAC8	ALLYA 2017-5 A3	1.99%	3/15/22	13,837.15		0.00
PAYDOWNS	12/15/19	12/15/19	4,653.40	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	4,653.40		0.00
PAYDOWNS	12/15/19	12/15/19	4,190.42	47788BAD6	JOHN DEERE ABS 2017-B A3	1.82%	10/15/21	4,190.42		0.00
PAYDOWNS	12/15/19	12/15/19	14,130.66	43811BAC8	HONDA ABS 2017-2 A3	1.68%	8/15/21	14,130.66		0.00
PAYDOWNS	12/15/19	12/15/19	5,679.88	02007MAE0	ALLYA 2018-1 A3	2.35%	6/15/22	5,679.88		0.00



## CITY OF SANTA FE SPRINGS

## Portfolio Activity

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
PAYDOWNS	12/15/19	12/15/19	4,963.94	44891EAC3	HYUNDAI ABS 2016-B A3	1.29%	4/15/21	4,963.94		0.00
PAYDOWNS	12/15/19	12/15/19	15,273.40	43814UAC3	HAROT 2018-1 A3	2.64%	2/15/22	15,273.40		0.00
PAYDOWNS	12/15/19	12/15/19	6,399.05	65478HAD0	NAROT 2017-C A3	2.12%	4/15/22	6,399.05		0.00
PAYDOWNS	12/15/19	12/15/19	14,703.58	02007FAC9	ALLY ABS 2017-4 A3	1.75%	12/15/21	14,703.58		0.00
INTEREST	12/16/19	12/16/19	125,000.00	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	314.58		
INTEREST	12/18/19	12/18/19	171,285.09	43814PAC4	HAROT 2017-3 A3	1.79%	9/18/21	255.50		
PAYDOWNS	12/18/19	12/18/19	15,922.81	43814PAC4	HAROT 2017-3 A3	1.79%	9/18/21	15,922.81		0.00
INTEREST	12/20/19	12/20/19	60,000.00	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	159.00		
INTEREST	12/20/19	12/20/19	200,000.00	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	541.67		
INTEREST	12/20/19	12/20/19	175,000.00	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/24	282.92		
INTEREST	12/22/19	12/22/19	120,000.00	24422ETS8	JOHN DEERE CAPITAL CORP NOTES	1.95%	6/22/20	1,170.00		
INTEREST	12/31/19	12/31/19	500,000.00	9128284U1	US TREASURY N/B NOTES	2.62%	6/30/23	6,562.50		
INTEREST	12/31/19	12/31/19	1,050,000.00	912828V23	US TREASURY NOTES	2.25%	12/31/23	11,812.50		
INTEREST	12/31/19	12/31/19	600,000.00	912828XG0	US TREASURY N/B NOTES	2.12%	6/30/22	6,375.00		
INTEREST	12/31/19	12/31/19	450,000.00	9128286Z8	UNITED STATES TREASURY NOTES	1.75%	6/30/24	3,937.50		
INTEREST	12/31/19	12/31/19	1,600,000.00	9128285U0	US TREASURY N/B	2.62%	12/31/23	21,000.00		
INTEREST	12/31/19	12/31/19	275,000.00	9128286Z8	UNITED STATES TREASURY NOTES	1.75%	6/30/24	2,406.25		
<b>TOTALS</b>								<b>14,977.75</b>		<b>804.09</b>

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# Portfolio Holdings

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## Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 01/31/2017 1.875% 01/31/2022	912828V72	400,000.00	AA+	Aaa	12/11/2019	12/12/2019	401,718.75	1.67	3,138.59	401,676.90	402,343.60
US TREASURY NOTES DTD 03/31/2017 1.875% 03/31/2022	912828W89	270,000.00	AA+	Aaa	12/1/2017	12/5/2017	267,816.80	2.07	1,286.37	268,842.33	271,719.09
US TREASURY NOTES DTD 03/31/2017 1.875% 03/31/2022	912828W89	250,000.00	AA+	Aaa	12/7/2017	12/8/2017	247,734.38	2.10	1,191.09	248,796.01	251,591.75
US TREASURY N/B NOTES DTD 06/30/2015 2.125% 06/30/2022	912828XG0	600,000.00	AA+	Aaa	5/21/2018	5/22/2018	583,335.94	2.85	35.03	589,644.58	607,921.80
US TREASURY NOTES DTD 07/31/2017 1.875% 07/31/2022	9128282P4	500,000.00	AA+	Aaa	11/1/2017	11/3/2017	497,207.03	2.00	3,923.23	498,450.30	503,535.00
US TREASURY NOTES DTD 08/31/2017 1.625% 08/31/2022	9128282S8	200,000.00	AA+	Aaa	10/3/2019	10/4/2019	201,539.06	1.35	1,098.21	201,412.20	200,164.00
US TREASURY NOTES DTD 09/30/2015 1.750% 09/30/2022	912828L57	625,000.00	AA+	Aaa	1/2/2018	1/3/2018	611,596.68	2.23	2,779.20	617,069.15	627,514.38
US TREASURY NOTES DTD 02/01/2016 1.750% 01/31/2023	912828P38	1,000,000.00	AA+	Aaa	6/4/2018	6/6/2018	956,171.88	2.76	7,323.37	970,359.97	1,004,141.00
US TREASURY NOTES DTD 05/15/2013 1.750% 05/15/2023	912828VB3	225,000.00	AA+	Aaa	8/2/2019	8/5/2019	225,465.82	1.69	508.41	225,418.91	225,870.08
US TREASURY N/B NOTES DTD 07/02/2018 2.625% 06/30/2023	9128284U1	500,000.00	AA+	Aaa	7/3/2018	7/6/2018	496,816.41	2.76	36.06	497,721.86	516,914.00
US TREASURY NOTES DTD 08/31/2016 1.375% 08/31/2023	9128282D1	125,000.00	AA+	Aaa	6/28/2019	6/28/2019	123,095.70	1.75	580.79	123,322.78	123,847.63
UNITED STATES TREASURY NOTES DTD 08/31/2018 2.750% 08/31/2023	9128284X5	230,000.00	AA+	Aaa	9/12/2018	9/14/2018	228,867.97	2.86	2,137.29	229,150.57	239,002.43
UNITED STATES TREASURY NOTES DTD 08/31/2018 2.750% 08/31/2023	9128284X5	220,000.00	AA+	Aaa	9/20/2018	9/21/2018	217,989.06	2.95	2,044.37	218,484.30	228,611.02
UNITED STATES TREASURY NOTES DTD 08/31/2018 2.750% 08/31/2023	9128284X5	125,000.00	AA+	Aaa	9/5/2018	9/7/2018	124,887.70	2.77	1,161.57	124,916.29	129,892.63
US TREASURY NOTES DTD 10/01/2018 2.875% 09/30/2023	9128285D8	150,000.00	AA+	Aaa	11/2/2018	11/6/2018	148,863.28	3.04	1,095.80	149,118.06	156,662.10



## Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>U.S. Treasury Bond / Note</b>											
US TREASURY NOTES DTD 10/01/2018 2.875% 09/30/2023	9128285D8	400,000.00	AA+	Aaa	10/31/2018	10/31/2018	398,046.88	2.98	2,922.13	398,490.99	417,765.60
US TREASURY NOTES DTD 11/30/2016 2.125% 11/30/2023	912828U57	550,000.00	AA+	Aaa	12/10/2018	12/11/2018	534,359.38	2.74	1,021.86	537,515.01	559,796.60
US TREASURY NOTES DTD 01/03/2017 2.250% 12/31/2023	912828V23	1,050,000.00	AA+	Aaa	1/30/2019	1/31/2019	1,034,906.25	2.56	64.90	1,037,590.39	1,073,911.65
US TREASURY N/B DTD 12/31/2018 2.625% 12/31/2023	9128285U0	1,600,000.00	AA+	Aaa	1/29/2019	1/31/2019	1,605,500.00	2.55	115.38	1,604,540.38	1,659,688.00
US TREASURY N/B NOTES DTD 01/31/2017 2.250% 01/31/2024	912828V80	125,000.00	AA+	Aaa	2/7/2019	2/11/2019	123,720.70	2.47	1,176.97	123,938.53	127,895.50
US TREASURY NOTES DTD 02/15/2014 2.750% 02/15/2024	912828B66	425,000.00	AA+	Aaa	3/1/2019	3/6/2019	428,303.71	2.58	4,414.57	427,783.96	443,311.55
US TREASURY N/B DTD 03/31/2017 2.125% 03/31/2024	912828W71	650,000.00	AA+	Aaa	4/1/2019	4/3/2019	644,337.89	2.31	3,509.73	645,144.57	662,086.10
US TREASURY N/B NOTES DTD 05/01/2017 2.000% 04/30/2024	912828X70	300,000.00	AA+	Aaa	5/1/2019	5/3/2019	296,167.97	2.27	1,021.98	296,652.48	304,113.30
US TREASURY N/B NOTES DTD 05/31/2017 2.000% 05/31/2024	912828XT2	1,225,000.00	AA+	Aaa	6/3/2019	6/5/2019	1,231,316.41	1.89	2,142.08	1,230,620.35	1,241,987.08
UNITED STATES TREASURY NOTES DTD 07/01/2019 1.750% 06/30/2024	9128286Z8	450,000.00	AA+	Aaa	7/1/2019	7/3/2019	448,980.47	1.80	21.63	449,077.73	451,423.80
UNITED STATES TREASURY NOTES DTD 07/01/2019 1.750% 06/30/2024	9128286Z8	275,000.00	AA+	Aaa	12/11/2019	12/12/2019	275,708.98	1.69	13.22	275,701.76	275,870.10
UNITED STATES TREASURY NOTES DTD 09/30/2019 1.500% 09/30/2024	912828YH7	500,000.00	AA+	Aaa	10/31/2019	11/4/2019	499,472.66	1.52	1,905.74	499,489.92	495,840.00
UNITED STATES TREASURY NOTES DTD 10/31/2019 1.500% 10/31/2024	912828YM6	575,000.00	AA+	Aaa	12/2/2019	12/4/2019	569,856.45	1.69	1,469.09	569,934.54	570,216.00
<b>Security Type Sub-Total</b>		<b>13,545,000.00</b>					<b>13,423,784.21</b>	<b>2.32</b>	<b>48,138.66</b>	<b>13,460,864.82</b>	<b>13,773,635.79</b>
<b>Supra-National Agency Bond / Note</b>											



## Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Supra-National Agency Bond / Note</b>											
INTERNATIONAL FINANCE CORPORATION NOTE DTD 03/16/2018 2.635% 03/09/2021	45950VLQ7	300,000.00	AAA	Aaa	3/9/2018	3/16/2018	299,775.00	2.66	2,459.33	299,907.79	302,461.80
INTER-AMERICAN DEVELOPMENT BANK NOTE DTD 04/19/2018 2.625% 04/19/2021	4581X0DB1	380,000.00	AAA	Aaa	4/12/2018	4/19/2018	379,164.00	2.70	1,995.00	379,629.68	384,584.32
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 07/25/2018 2.750% 07/23/2021	459058GH0	290,000.00	AAA	Aaa	7/18/2018	7/25/2018	289,321.40	2.83	3,500.14	289,639.02	294,821.25
<b>Security Type Sub-Total</b>		<b>970,000.00</b>					<b>968,260.40</b>	<b>2.73</b>	<b>7,954.47</b>	<b>969,176.49</b>	<b>981,867.37</b>
<b>Federal Agency Collateralized Mortgage Obligation</b>											
FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/25/2021	3136B1XP4	128,970.67	AA+	Aaa	4/11/2018	4/30/2018	131,536.00	2.27	382.61	130,225.11	130,256.00
FHLMC MULTIFAMILY STRUCTURED P DTD 12/01/2012 2.355% 07/25/2022	3137AVXN2	325,000.00	AA+	Aaa	8/14/2019	8/19/2019	328,960.94	1.44	637.81	328,493.83	327,508.87
FHLMC MULTIFAMILY STRUCTURED P DTD 12/01/2012 2.307% 08/25/2022	3137AWQH1	150,000.00	AA+	Aaa	9/6/2019	9/11/2019	151,746.09	1.45	288.38	151,567.86	151,037.30
FNA 2013-M1 A2 DTD 01/01/2013 2.365% 08/25/2022	3136ABPW7	171,275.64	AA+	Aaa	9/10/2019	9/13/2019	172,593.65	1.76	337.50	172,456.12	172,460.80
FHLMC MULTIFAMILY STRUCTURED P DTD 12/01/2012 2.307% 08/25/2022	3137AWQH1	125,000.00	AA+	Aaa	9/4/2019	9/9/2019	126,845.70	1.25	240.31	126,654.98	125,864.41
FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/25/2022	3137BM6P6	160,000.00	AA+	Aaa	4/4/2018	4/9/2018	161,362.50	2.61	412.00	160,728.73	163,372.26
FHLMC MULTIFAMILY STRUCTURED P DTD 05/01/2013 2.510% 11/25/2022	3137B1BS0	300,000.00	AA+	Aaa	8/12/2019	8/15/2019	305,531.25	1.32	627.50	304,926.44	304,155.27
FNA 2013-M7 A2 DTD 05/01/2013 2.280% 12/25/2022	3136AEGQ4	132,098.25	AA+	Aaa	9/4/2019	9/9/2019	133,828.87	1.42	250.99	133,666.07	132,707.32
FHLMC MULTIFAMILY STRUCTURED P DTD 11/01/2013 2.669% 02/25/2023	3137B5JL8	73,026.71	AA+	Aaa	6/13/2018	6/18/2018	72,653.01	2.81	162.42	72,727.85	73,780.67



## Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Federal Agency Collateralized Mortgage Obligation</b>											
FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	75,696.28	AA+	Aaa	12/7/2018	12/17/2018	75,696.05	3.11	202.05	75,696.05	77,397.77
FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/25/2024	3137FQ3V3	119,811.38	AA+	Aaa	11/20/2019	11/26/2019	119,808.50	2.03	208.87	119,808.50	119,296.07
<b>Security Type Sub-Total</b>		<b>1,760,878.93</b>					<b>1,780,562.56</b>	<b>1.77</b>	<b>3,750.44</b>	<b>1,776,951.54</b>	<b>1,777,836.74</b>
<b>Federal Agency Bond / Note</b>											
FNMA NOTES DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	300,000.00	AA+	Aaa	9/1/2016	9/2/2016	298,164.00	1.38	1,395.83	299,383.66	298,415.10
FNMA NOTES DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	25,000.00	AA+	Aaa	8/17/2016	8/19/2016	24,898.75	1.33	116.32	24,966.26	24,867.93
FANNIE MAE NOTES DTD 04/10/2017 1.875% 04/05/2022	3135G0T45	400,000.00	AA+	Aaa	4/6/2017	4/10/2017	398,204.00	1.97	1,791.67	399,163.76	402,577.20
FEDERAL HOME LOAN BANKS NOTES DTD 12/09/2013 3.375% 12/08/2023	3130A0F70	305,000.00	AA+	Aaa	1/30/2019	1/31/2019	313,989.54	2.72	657.66	312,385.82	323,994.18
FANNIE MAE NOTES DTD 02/08/2019 2.500% 02/05/2024	3135G0V34	480,000.00	AA+	Aaa	2/7/2019	2/8/2019	478,214.40	2.58	4,866.67	478,518.39	494,849.76
<b>Security Type Sub-Total</b>		<b>1,510,000.00</b>					<b>1,513,470.69</b>	<b>2.20</b>	<b>8,828.15</b>	<b>1,514,417.89</b>	<b>1,544,704.17</b>
<b>Corporate Note</b>											
HOME DEPOT INC CORP NOTES DTD 06/05/2017 1.800% 06/05/2020	437076BQ4	100,000.00	A	A2	5/24/2017	6/5/2017	99,942.00	1.82	130.00	99,991.54	99,946.40
JOHN DEERE CAPITAL CORP NOTES DTD 06/22/2017 1.950% 06/22/2020	24422ETS8	120,000.00	A	A2	6/19/2017	6/22/2017	119,926.80	1.97	58.50	119,988.12	120,022.56
STATE STREET CORP NOTES DTD 08/18/2015 2.550% 08/18/2020	857477AS2	300,000.00	A	A1	6/8/2017	6/13/2017	305,550.00	1.95	2,826.25	301,127.69	301,195.50
CATERPILLAR FINL SERVICE NOTE DTD 09/07/2017 1.850% 09/04/2020	14913Q2A6	60,000.00	A	A3	9/5/2017	9/7/2017	59,949.60	1.88	360.75	59,988.38	59,973.00

## Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Corporate Note</b>											
GENERAL ELECTRIC CAPITAL CORP CORP NOTE DTD 09/16/2010 4.375% 09/16/2020	36962G4R2	125,000.00	BBB+	Baa1	8/30/2017	8/31/2017	134,350.00	1.84	1,595.05	127,222.52	126,937.38
THE PROCTER & GAMBLE CO CORP NOTES DTD 10/25/2017 1.900% 10/23/2020	742718FA2	85,000.00	AA-	Aa3	10/23/2017	10/25/2017	84,869.95	1.95	305.06	84,964.04	85,073.36
JOHNSON & JOHNSON CORP NOTE DTD 11/10/2017 1.950% 11/10/2020	478160CH5	65,000.00	AAA	Aaa	11/8/2017	11/10/2017	64,930.45	1.99	179.56	64,979.69	65,115.70
PACCAR FINANCIAL CORP NOTES DTD 11/13/2017 2.050% 11/13/2020	69371RN85	85,000.00	A+	A1	11/6/2017	11/13/2017	84,992.35	2.05	232.33	84,997.74	85,141.44
VISA INC (CALLABLE) CORP NOTES DTD 12/14/2015 2.200% 12/14/2020	92826CAB8	150,000.00	AA-	Aa3	8/25/2017	8/30/2017	151,650.00	1.85	155.83	150,458.26	150,597.45
WAL-MART STORES INC CORP NOTE DTD 10/20/2017 1.900% 12/15/2020	931142EA7	310,000.00	AA	Aa2	10/11/2017	10/20/2017	309,550.50	1.95	261.78	309,859.95	310,423.15
BRANCH BANKING & TRUST (CALLABLE) NOTES DTD 10/26/2017 2.150% 02/01/2021	05531FAZ6	155,000.00	A-	A3	10/23/2017	10/26/2017	154,928.70	2.17	1,388.54	154,975.03	155,440.05
IBM CORP CORP NOTES DTD 02/06/2018 2.650% 02/05/2021	44932HAG8	100,000.00	A	A2	2/1/2018	2/6/2018	99,951.00	2.67	1,074.72	99,981.65	100,915.20
IBM CORP NOTES DTD 02/19/2016 2.250% 02/19/2021	459200JF9	200,000.00	A	A2	6/8/2017	6/13/2017	202,028.00	1.96	1,650.00	200,640.15	200,728.40
PACCAR FINANCIAL CORP NOTES DTD 02/27/2018 2.800% 03/01/2021	69371RN93	175,000.00	A+	A1	2/22/2018	2/27/2018	174,914.25	2.82	1,633.33	174,965.79	177,060.98
TEXAS INSTRUMENTS INC (CALLABLE) NOTE DTD 03/12/2014 2.750% 03/12/2021	882508AY0	100,000.00	A+	A1	4/27/2017	5/4/2017	102,279.00	2.13	832.64	100,692.67	101,030.30
NATIONAL RURAL UTIL COOP NOTE DTD 02/26/2018 2.900% 03/15/2021	63743HER9	125,000.00	A	A2	2/21/2018	2/26/2018	124,861.25	2.94	1,067.36	124,943.26	126,406.88
CATERPILLAR FINANCIAL SERVICES CORP NOTE DTD 03/15/2018 2.900% 03/15/2021	14913Q2G3	100,000.00	A	A3	3/12/2018	3/15/2018	99,946.00	2.92	853.89	99,977.75	101,361.70



## Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Corporate Note</b>											
UNILEVER CAPITAL CORP NOTES DTD 03/22/2018 2.750% 03/22/2021	904764AZ0	260,000.00	A+	A1	3/19/2018	3/22/2018	258,671.40	2.93	1,966.25	259,443.85	263,118.96
UNITED PARCEL SERVICE CORPORATE BOND DTD 11/14/2017 2.050% 04/01/2021	911312BP0	175,000.00	A	A2	11/9/2017	11/14/2017	174,723.50	2.10	896.88	174,894.90	175,468.65
TOYOTA MOTOR CREDIT CORP NOTES DTD 04/13/2018 2.950% 04/13/2021	89236TEU5	180,000.00	AA-	Aa3	4/10/2018	4/13/2018	179,928.00	2.96	1,150.50	179,968.44	182,714.76
BANK OF AMERICA CORP NOTE DTD 04/19/2016 2.625% 04/19/2021	06051GFW4	200,000.00	A-	A2	6/8/2017	6/13/2017	201,422.00	2.43	1,050.00	200,495.90	201,832.40
MORGAN STANLEY CORP NOTES DTD 04/21/2016 2.500% 04/21/2021	61746BEA0	200,000.00	BBB+	A3	6/8/2017	6/13/2017	200,510.00	2.43	972.22	200,179.02	201,516.60
MORGAN STANLEY CORP NOTES DTD 04/21/2016 2.500% 04/21/2021	61746BEA0	100,000.00	BBB+	A3	2/13/2018	2/15/2018	98,320.00	3.06	486.11	99,292.72	100,758.30
HERSHEY COMPANY CORP NOTES DTD 05/10/2018 3.100% 05/15/2021	427866BA5	125,000.00	A	A1	5/3/2018	5/10/2018	124,913.75	3.12	495.14	124,959.56	127,116.13
AMERICAN EXPRESS CO DTD 05/17/2018 3.375% 05/17/2021	025816BU2	200,000.00	BBB+	A3	5/14/2018	5/17/2018	199,966.00	3.38	825.00	199,983.97	203,824.40
CHARLES SCHWAB CORP NOTES DTD 05/22/2018 3.250% 05/21/2021	808513AW5	190,000.00	A	A2	5/17/2018	5/22/2018	189,994.30	3.25	686.11	189,997.23	193,706.52
BOEING CO DTD 07/31/2019 2.300% 08/01/2021	097023CL7	100,000.00	A-	A3	7/29/2019	7/31/2019	99,996.00	2.30	964.72	99,996.85	100,565.90
BRANCH BANKING & TRUST CORP NOTES DTD 06/05/2018 3.200% 09/03/2021	05531FBD4	55,000.00	A-	A3	5/31/2018	6/5/2018	54,934.55	3.24	576.89	54,964.51	56,056.83
AMERICAN HONDA FINANCE CORP NOTES DTD 09/09/2016 1.700% 09/09/2021	02665WBG5	310,000.00	A	A2	9/9/2016	9/14/2016	307,882.70	1.84	1,639.56	309,261.37	309,511.13
3M COMPANY DTD 09/14/2018 3.000% 09/14/2021	88579YBA8	75,000.00	AA-	A1	9/11/2018	9/14/2018	74,846.25	3.07	668.75	74,911.06	76,308.15



## Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Corporate Note</b>											
PFIZER INC CORP NOTE DTD 09/07/2018 3.000% 09/15/2021	717081EM1	185,000.00	AA-	A1	9/4/2018	9/7/2018	184,750.25	3.05	1,634.17	184,855.82	188,920.71
BANK OF AMERICA CORP (CALLABLE) DTD 09/18/2017 2.328% 10/01/2021	06051GGS2	65,000.00	A-	A2	9/13/2017	9/18/2017	65,000.00	2.33	378.30	65,000.00	65,185.19
JOHN DEERE CAPITAL CORP NOTES DTD 01/06/2017 2.650% 01/06/2022	24422ETL3	100,000.00	A	A2	3/10/2017	3/15/2017	99,559.00	2.75	1,288.19	99,809.17	101,676.90
HOME DEPOT INC DTD 12/06/2018 3.250% 03/01/2022	437076BV3	75,000.00	A	A2	11/27/2018	12/6/2018	74,794.50	3.34	812.50	74,858.35	77,511.45
US BANCORP (CALLABLE) NOTE DTD 03/02/2012 3.000% 03/15/2022	91159HHC7	300,000.00	A+	A1	6/8/2017	6/13/2017	309,087.00	2.32	2,650.00	304,252.23	306,951.90
GOLDMAN SACHS GROUP INC (CALLABLE) NOTE DTD 01/26/2017 3.000% 04/26/2022	38141GWC4	305,000.00	BBB+	A3	6/8/2017	6/13/2017	308,412.95	2.75	1,652.08	306,205.07	308,852.15
BOEING CO CORP NOTE DTD 05/02/2019 2.700% 05/01/2022	097023CG8	50,000.00	A-	A3	4/30/2019	5/2/2019	49,911.50	2.76	225.00	49,930.48	50,784.40
PACCAR FINANCIAL CORP CORP NOTES DTD 05/10/2019 2.650% 05/10/2022	69371RP83	100,000.00	A+	A1	5/3/2019	5/10/2019	99,946.00	2.67	375.42	99,957.20	101,865.20
UNITED PARCEL SERVICE (CALLABLE) NOTES DTD 05/16/2017 2.350% 05/16/2022	911312BC9	310,000.00	A	A2	6/8/2017	6/13/2017	312,979.10	2.14	910.63	311,450.65	313,472.31
AMERICAN EXPRESS CO DTD 05/20/2019 2.750% 05/20/2022	025816CD9	125,000.00	BBB+	A3	5/15/2019	5/20/2019	124,850.00	2.79	391.49	124,879.72	127,291.25
JOHN DEERE CAPITAL CORP CORP NOTES DTD 09/12/2019 1.950% 06/13/2022	24422EVA4	60,000.00	A	A2	9/9/2019	9/12/2019	59,922.60	2.00	58.50	59,930.27	60,127.56
HONEYWELL INTERNATIONAL CORPORATE NOTE DTD 08/08/2019 2.150% 08/08/2022	438516BT2	65,000.00	A	A2	7/30/2019	8/8/2019	64,934.35	2.19	555.12	64,942.81	65,598.46
CATERPILLAR FINANCIAL SERVICES CORP NOTE DTD 09/06/2019 1.900% 09/06/2022	14913Q3A5	95,000.00	A	A3	9/3/2019	9/6/2019	94,867.95	1.95	576.60	94,881.67	95,191.81



## Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Corporate Note</b>											
CITIGROUP INC CORP NOTES DTD 10/27/2017 2.700% 10/27/2022	172967LQ2	275,000.00	BBB+	A3	12/31/2018	12/31/2018	265,102.75	3.72	1,320.00	267,567.62	279,578.20
3M COMPANY CORP NOTES DTD 10/02/2017 2.250% 03/15/2023	88579YAX9	250,000.00	AA-	A1	1/14/2019	1/16/2019	241,772.50	3.10	1,656.25	243,579.38	252,108.75
BB&T CORPORATION DTD 09/16/2019 2.200% 03/16/2023	05531FBJ1	125,000.00	A-	A3	9/9/2019	9/16/2019	124,907.50	2.22	802.08	124,914.96	125,830.38
JPMORGAN CHASE & CO BONDS DTD 03/22/2019 3.207% 04/01/2023	46647PBB1	200,000.00	A-	A2	3/15/2019	3/22/2019	200,000.00	3.21	1,603.50	200,000.00	204,769.40
GENERAL DYNAMICS CORP NOTES DTD 05/11/2018 3.375% 05/15/2023	369550BD9	300,000.00	A+	A2	1/11/2019	1/15/2019	302,661.00	3.15	1,293.75	302,108.05	313,468.80
BANK OF NY MELLON CORP NOTES DTD 05/16/2017 2.661% 05/16/2023	06406RAC1	150,000.00	A	A1	1/11/2019	1/15/2019	147,006.00	3.16	498.94	147,638.21	152,310.90
PFIZER INC CORP NOTES DTD 09/07/2018 3.200% 09/15/2023	717081EN9	300,000.00	AA-	A1	1/11/2019	1/15/2019	301,983.00	3.05	2,826.67	301,603.28	313,005.30
TOYOTA MOTOR CREDIT CORP CORP NOTES DTD 01/08/2019 3.350% 01/08/2024	89236TFS9	150,000.00	AA-	Aa3	1/11/2019	1/15/2019	149,883.00	3.37	2,414.79	149,904.73	157,491.15
JOHN DEERE CAPITAL CORP CORP NOTES DTD 06/07/2019 2.600% 03/07/2024	24422EUX5	130,000.00	A	A2	6/4/2019	6/7/2019	129,777.70	2.64	1,070.33	129,800.38	132,985.84
MERCK & CO INC DTD 03/07/2019 2.900% 03/07/2024	58933YAU9	250,000.00	AA	A1	3/13/2019	3/15/2019	251,002.50	2.81	2,295.83	250,852.46	260,075.75
WALT DISNEY COMPANY/THE DTD 09/06/2019 1.750% 08/30/2024	254687FK7	325,000.00	A	A2	9/3/2019	9/6/2019	323,674.00	1.84	1,816.84	323,755.30	322,533.90
<b>Security Type Sub-Total</b>		<b>8,815,000.00</b>					<b>8,827,513.45</b>	<b>2.58</b>	<b>56,090.70</b>	<b>8,810,781.42</b>	<b>8,937,455.84</b>
<b>Certificate of Deposit</b>											
BANK OF NOVA SCOTIA HOUSTON CD DTD 06/07/2018 3.080% 06/05/2020	06417GU22	300,000.00	A-1	P-1	6/5/2018	6/7/2018	299,886.00	3.10	667.33	299,974.90	301,841.70



## Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Certificate of Deposit</b>											
BANK OF MONTREAL CHICAGO CERT DEPOS DTD 08/03/2018 3.190% 08/03/2020	06370REU9	300,000.00	A-1	P-1	8/1/2018	8/3/2018	300,000.00	3.23	3,960.92	300,000.00	302,040.00
SWEDBANK (NEW YORK) CERT DEPOS DTD 11/17/2017 2.270% 11/16/2020	87019U6D6	300,000.00	A-1+	P-1	11/16/2017	11/17/2017	300,000.00	2.30	832.33	300,000.00	300,819.30
CREDIT AGRICOLE CIB NY CERT DEPOS DTD 04/04/2019 2.830% 04/01/2022	22535CDV0	320,000.00	A+	Aa3	4/3/2019	4/4/2019	320,000.00	2.86	6,842.31	320,000.00	326,246.40
SKANDINAV ENSKILDA BANK LT CD DTD 09/03/2019 1.860% 08/26/2022	83050PDR7	325,000.00	A+	Aa2	8/29/2019	9/3/2019	325,000.00	1.88	2,015.00	325,000.00	325,614.58
NORDEA BANK ABP NEW YORK CERT DEPOS DTD 08/29/2019 1.850% 08/26/2022	65558TLL7	325,000.00	AA-	Aa3	8/27/2019	8/29/2019	325,000.00	1.87	2,087.67	325,000.00	325,529.43
DNB BANK ASA/NY LT CD DTD 12/04/2019 2.040% 12/02/2022	23341VZT1	325,000.00	AA-	Aa2	12/4/2019	12/6/2019	325,000.00	2.04	497.25	325,000.00	324,650.95
<b>Security Type Sub-Total</b>		<b>2,195,000.00</b>					<b>2,194,886.00</b>	<b>2.46</b>	<b>16,902.81</b>	<b>2,194,974.90</b>	<b>2,206,742.36</b>
<b>Asset-Backed Security</b>											
HYUNDAI ABS 2016-B A3 DTD 09/21/2016 1.290% 04/15/2021	44891EAC3	11,277.12	AAA	Aaa	9/14/2016	9/21/2016	11,275.61	1.30	6.47	11,276.77	11,269.46
GMALT 2018-3 A3 DTD 09/26/2018 3.180% 06/20/2021	36256GAD1	60,000.00	AAA	Aaa	9/18/2018	9/26/2018	59,995.26	3.19	58.30	59,997.37	60,296.82
HONDA ABS 2017-2 A3 DTD 06/27/2017 1.680% 08/15/2021	43811BAC8	126,381.31	AAA	Aaa	6/20/2017	6/27/2017	126,370.38	1.68	94.36	126,376.83	126,263.84
HAROT 2017-3 A3 DTD 09/29/2017 1.790% 09/18/2021	43814PAC4	155,362.28	AAA	NR	9/25/2017	9/29/2017	155,345.45	1.94	100.42	155,354.73	155,290.97
JOHN DEERE ABS 2017-B A3 DTD 07/15/2017 1.820% 10/15/2021	47788BAD6	48,005.35	NR	Aaa	7/11/2017	7/18/2017	48,001.84	1.82	38.83	48,003.68	47,962.55



## Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Asset-Backed Security</b>											
FORDL 2018-B A3 DTD 09/21/2018 3.190% 12/15/2021	34531LAD2	85,000.00	NR	Aaa	9/18/2018	9/21/2018	84,992.82	3.41	120.51	84,995.56	85,594.16
ALLY ABS 2017-4 A3 DTD 08/23/2017 1.750% 12/15/2021	02007FAC9	125,134.90	AAA	NR	8/15/2017	8/23/2017	125,133.28	1.75	97.33	125,134.15	125,045.73
TAOT 2017-D A3 DTD 11/15/2017 1.930% 01/15/2022	89238KAD4	158,692.75	AAA	Aaa	11/7/2017	11/15/2017	158,678.12	2.26	136.12	158,685.39	158,669.60
HAROT 2018-1 A3 DTD 02/28/2018 2.640% 02/15/2022	43814UAC3	211,347.10	AAA	Aaa	2/22/2018	2/28/2018	211,319.77	2.65	247.98	211,332.03	212,227.80
NALT 2019-A A3 DTD 04/15/2019 2.760% 03/15/2022	65479PAD1	60,000.00	AAA	Aaa	4/9/2019	4/15/2019	59,995.64	2.89	73.60	59,996.67	60,563.48
ALLYA 2017-5 A3 DTD 11/22/2017 1.990% 03/15/2022	02007YAC8	140,352.28	AAA	Aaa	11/14/2017	11/22/2017	140,341.38	1.99	124.13	140,346.56	140,370.60
NAROT 2017-C A3 DTD 12/13/2017 2.120% 04/15/2022	65478HAD0	85,139.67	NR	Aaa	12/6/2017	12/13/2017	85,125.27	2.13	80.22	85,134.42	85,226.59
JDOT 2018-A A3 DTD 02/28/2018 2.660% 04/15/2022	47788CAC6	58,151.87	NR	Aaa	2/21/2018	2/28/2018	58,147.69	2.66	68.75	58,149.35	58,370.98
NAROT 2018-A A3 DTD 02/28/2018 2.650% 05/15/2022	65478DAD9	201,368.90	AAA	Aaa	2/21/2018	2/28/2018	201,345.89	2.66	237.17	201,355.60	202,233.05
ALLYA 2018-1 A3 DTD 01/31/2018 2.350% 06/15/2022	02007MAE0	69,139.49	AAA	NR	1/23/2018	1/31/2018	69,131.50	2.32	72.21	69,134.88	69,286.61
MBART 2018-1 A3 DTD 07/25/2018 3.030% 01/15/2023	58772RAD6	160,000.00	AAA	Aaa	7/17/2018	7/25/2018	159,993.86	3.03	215.47	159,995.81	161,574.91
CCCIT 2018-A1 A1 DTD 01/31/2018 2.490% 01/20/2023	17305EGK5	300,000.00	NR	Aaa	1/25/2018	1/31/2018	299,958.48	2.54	3,340.75	299,973.54	302,065.95
VALET 2018-2 A3 DTD 11/21/2018 3.250% 04/20/2023	92869BAD4	200,000.00	AAA	Aaa	11/15/2018	11/21/2018	199,991.60	3.25	198.61	199,993.65	203,116.04
GMCAR 2018-3 A3 DTD 07/18/2018 3.020% 05/16/2023	36255JAD6	125,000.00	AAA	NR	7/11/2018	7/18/2018	124,970.85	3.03	157.29	124,979.32	126,533.76
CARMAX AUTO OWNER TRUST DTD 07/25/2018 3.130% 06/15/2023	14313FAD1	75,000.00	AAA	NR	7/18/2018	7/25/2018	74,989.78	3.36	104.33	74,992.67	76,067.89

## Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Asset-Backed Security</b>											
FORDO 2019-A A3 DTD 03/22/2019 2.780% 09/15/2023	34533FAD3	200,000.00	NR	Aaa	3/19/2019	3/22/2019	199,966.34	2.79	247.11	199,971.92	202,708.70
CARMX 2019-2 A3 DTD 04/17/2019 2.680% 03/15/2024	14316LAC7	100,000.00	AAA	NR	4/9/2019	4/17/2019	99,989.78	2.90	119.11	99,991.20	101,255.36
VZOT 2019-C A1A DTD 10/08/2019 1.940% 04/22/2024	92348AAA3	175,000.00	AAA	NR	10/1/2019	10/8/2019	174,986.51	1.94	103.74	174,987.31	174,834.85
COMET 2019-A2 A2 DTD 09/05/2019 1.720% 08/15/2024	14041NFU0	325,000.00	AAA	NR	8/28/2019	9/5/2019	324,918.17	1.73	248.44	324,923.81	324,002.45
DCENT 2019-A3 A DTD 10/31/2019 1.890% 10/15/2024	254683CM5	125,000.00	NR	Aaa	10/24/2019	10/31/2019	124,973.15	1.90	105.00	124,973.84	124,844.23
<b>Security Type Sub-Total</b>		<b>3,380,353.02</b>					<b>3,379,938.42</b>	<b>2.44</b>	<b>6,396.25</b>	<b>3,380,057.06</b>	<b>3,395,676.38</b>
<b>Managed Account Sub Total</b>		<b>32,176,231.95</b>					<b>32,088,415.73</b>	<b>2.39</b>	<b>148,061.48</b>	<b>32,107,224.12</b>	<b>32,617,918.65</b>
<b>Money Market Mutual Fund</b>											
PFM Funds - Govt Select, Instl CI		201,939.81	AAAm	NR			201,939.81		0.00	201,939.81	201,939.81
<b>Money Market Sub Total</b>		<b>201,939.81</b>					<b>201,939.81</b>		<b>0.00</b>	<b>201,939.81</b>	<b>201,939.81</b>
<b>Securities Sub-Total</b>		<b>\$32,378,171.76</b>					<b>\$32,290,355.54</b>	<b>2.39%</b>	<b>\$148,061.48</b>	<b>\$32,309,163.93</b>	<b>\$32,819,858.46</b>
<b>Accrued Interest</b>											<b>\$148,061.48</b>
<b>Total Investments</b>											<b>\$32,967,919.94</b>

Bolded items are forward settling trades.

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# Appendix

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**IMPORTANT DISCLOSURES**

This material is based on information obtained from sources generally believed to be reliable and available to the public; however, PFM Asset Management LLC cannot guarantee its accuracy, completeness or suitability. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation. All statements as to what will or may happen under certain circumstances are based on assumptions, some, but not all of which, are noted in the presentation. Assumptions may or may not be proven correct as actual events occur, and results may depend on events outside of your or our control. Changes in assumptions may have a material effect on results. Past performance does not necessarily reflect and is not a guaranty of future results. The information contained in this presentation is not an offer to purchase or sell any securities.

- Market values that include accrued interest are derived from closing bid prices as of the last business day of the month as supplied by Interactive Data, Bloomberg, or Telerate. Where prices are not available from generally recognized sources, the securities are priced using a yield based matrix system to arrive at an estimated market value.
- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.
- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. Past performance is not indicative of future returns.
- Bank of America/Merrill Lynch Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

## GLOSSARY

- **ACCRUED INTEREST:** Interest that is due on a bond or other fixed income security since the last interest payment was made.
- **AGENCIES:** Federal agency securities and/or Government-sponsored enterprises.
- **AMORTIZED COST:** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short-term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer-term securities is amortized using the constant yield basis.
- **BANKERS' ACCEPTANCE:** A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the insurer.
- **COMMERCIAL PAPER:** An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- **CONTRIBUTION TO DURATION:** Represents each sector or maturity range's relative contribution to the overall duration of the portfolio measured as a percentage weighting. Since duration is a key measure of interest rate sensitivity, the contribution to duration measures the relative amount or contribution of that sector or maturity range to the total rate sensitivity of the portfolio.
- **DURATION TO WORST:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years, computed from cash flows to the maturity date or to the put date, whichever results in the highest yield to the investor.
- **EFFECTIVE DURATION:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- **EFFECTIVE YIELD:** The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- **FDIC:** Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- **INTEREST RATE:** Interest per year divided by principal amount and expressed as a percentage.
- **MARKET VALUE:** The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- **MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.
- **NEGOTIABLE CERTIFICATES OF DEPOSIT:** A CD with a very large denomination, usually \$1 million or more, that can be traded in secondary markets.
- **PAR VALUE:** The nominal dollar face amount of a security.

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**GLOSSARY**

- **PASS THROUGH SECURITY:** A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.
- **REPURCHASE AGREEMENTS:** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- **SETTLE DATE:** The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction (i.e., coupon payments and maturity proceeds) occurs on a non-business day, the funds are exchanged on the next business day.
- **TRADE DATE:** The date on which the transaction occurred; however, the final consummation of the security transaction and payment has not yet taken place.
- **UNSETTLED TRADE:** A trade which has been executed; however, the final consummation of the security transaction and payment has not yet taken place.
- **U.S. TREASURY:** The department of the U.S. government that issues Treasury securities.
- **YIELD:** The rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.
- **YTM AT COST:** The yield to maturity at cost is the expected rate of return based on the original cost, the annual interest receipts, maturity value, and the time period from purchase date to maturity, stated as a percentage on an annualized basis.
- **YTM AT MARKET:** The yield to maturity at market is the rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.





# City of Santa Fe Springs

City Council Meeting

ITEM NO. 5C

February 13, 2020

## CONSENT AGENDA

### Greenstone Avenue Street Improvements – Final Payment

#### **RECOMMENDATION**

- Approve the Final Payment to Sully-Miller Contracting Company of Brea California for a total of \$1,603,586.41 (less 5% Retention).

#### **BACKGROUND**

On April 11, 2019, the City Council awarded a contract to Sully-Miller Contracting Company of Brea California for \$3,444,361.00 for the Greenstone Avenue Street Improvements project. The project consists of the removal of asphalt concrete pavement surface, and the placement of new roller-compacted concrete (RCC) thereon. The project includes the removal and replacement of curb and gutters, sidewalks, curb ramps, driveways as needed, as well as the installation of stormwater screen covers.

The following payment detail represents the Final Payment (less 5% Retention) due per terms of the contract for the work, which has been completed and found to be satisfactory.

The final construction cost is \$3,556,151.78. The final project cost including construction, engineering, inspection, and contingency is within the budgeted amount of \$4,211,361.00.

#### **FISCAL IMPACT**

The Greenstone Avenue Street Improvements project is a fully-funded Capital Improvement Plan (CIP) Bond project.

A handwritten signature in blue ink, appearing to read "Raymond R. Cruz".

Raymond R. Cruz  
City Manager

#### **Attachment:**

Attachment No. 1: Final Payment Detail

Report Submitted By:

Noe Negrete  
Director of Public Works

A handwritten signature in blue ink, appearing to read "Noe Negrete".

Date of Report: February 3, 2020

Payment Detail:  
**GREENSTONE AVENUE STREET IMPROVEMENTS**

Contractor:  
**SULLY-MILLER CONTRACTING COMPANY**  
**135 S. State College Boulevard**  
**Brea, CA 92821**

**Final Payment \$ 1,603,586.41**

Item No.	Description	Contract				Completed This Period		Completed To Date	
		Quantity	Units	Unit Price	Total	Quantity	Amount	Quantity	Amount
Contract Work									
1.	Mobilization.	1	LS	\$ 175,700.00	\$ 175,700.00	25%	\$ 43,925.00	100%	\$ 175,700.00
2.	Construction surveying.	1	LS	\$ 30,000.00	\$ 30,000.00	4%	\$ 1,200.00	100%	\$ 30,000.00
3.	Traffic control.	1	LS	\$ 85,000.00	\$ 85,000.00	25%	\$ 21,250.00	100%	\$ 85,000.00
4.	Preparation, implementation and modification of the SWPPP.	1	LS	\$ 9,500.00	\$ 9,500.00	25%	\$ 2,375.00	100%	\$ 9,500.00
5.	Traffic striping, markers and markings.	1	LS	\$ 10,000.00	\$ 10,000.00	100%	\$ 10,000.00	100%	\$ 10,000.00
6.	Cold mill uniform 2" depth existing asphalt pavement.	25,000	SF	\$ 0.37	\$ 9,250.00	26,272	\$ 9,720.64	26,272	\$ 9,720.64
7.	Roadway unclassified excavation.	9,200	CY	\$ 48.00	\$ 441,600.00	4,634.00	\$ 222,432.00	9,153.60	\$ 439,372.80
8.	Construct 2" ARHM GG-C surface course.	120	TON	\$ 150.00	\$ 18,000.00	120	\$ 18,000.00	120	\$ 18,000.00
9.	Construct 9" RCC pavement.	8,400	CY	\$ 267.00	\$ 2,242,800.00	4,207	\$ 1,123,269.00	8,347	\$ 2,228,649.00
10.	Construct and compact new 6" CMB to 95% over compacted native soil.	820	CY	\$ 36.00	\$ 29,520.00	426.0	\$ 15,336.00	814.4	\$ 29,318.40
11.	Sawcut and remove existing asphalt curb and construct new asphalt curb type D1-8 per SPPWC Standard Plan 120-2.	350	LF	\$ 11.00	\$ 3,850.00	346	\$ 3,806.00	346	\$ 3,806.00
12.	Sawcut and remove existing asphalt pavement and construct 2" type III C3 PG 64-10 asphalt pavement compacted to 95%.	200	TON	\$ 130.00	\$ 26,000.00	201.5	\$ 26,195.00	201.5	\$ 26,195.00
13.	Sawcut and remove existing concrete curb / asphalt pavement. Construct concrete cross gutter and integrated curb in place per City of Santa Fe Springs Std. Plan No. R3.4.	1,300	SF	\$ 17.50	\$ 22,750.00		\$ -	1,219	\$ 21,332.50
14.	Sawcut and remove existing slotted concrete cross gutter and reconstruct in place per City of Santa Fe Springs Std. Plan No. R3.4. Match existing flowline.	1,500	SF	\$ 14.50	\$ 21,750.00		\$ -	1,573	\$ 22,808.50
15.	Sawcut and remove existing PCC pavement and construct 6" PCC pavement. Match existing grades.	433	SF	\$ 12.00	\$ 5,196.00		\$ -	413	\$ 4,956.00
16.	Sawcut 1' wide and remove existing AC and base to a 6" depth. Construct new 6" AC Pavement.	5	TON	\$ 270.00	\$ 1,350.00		\$ -	6	\$ 1,620.00
17.	Sawcut and remove existing AC and base to a 6" depth. Construct new 6" AC. Match existing grades.	27	TON	\$ 270.00	\$ 7,290.00	8.4	\$ 2,268.00	46.0	\$ 12,420.00
18.	Sawcut and remove existing PCC curb and gutter. Construct new PCC Type A2 curb and gutter per City of Santa Fe Springs Std. Dwg. No. R-7. Match existing curb height and existing flowline.	610	LF	\$ 43.00	\$ 26,230.00		\$ -	696	\$ 29,928.00



Payment Detail:

**GREENSTONE AVENUE STREET IMPROVEMENTS**

Contractor:

**SULLY-MILLER CONTRACTING COMPANY****135 S. State College Boulevard****Brea, CA 92821****Final Payment \$ 1,603,586.41**

Item No.	Description	Contract				Completed This Period		Completed To Date	
		Quantity	Units	Unit Price	Total	Quantity	Amount	Quantity	Amount

**Contract Work**

19.	Sawcut and remove existing PCC sidewalk. Construct new PCC Sidewalk per City of Santa Fe Springs Std. Dwg. No. R-2.2.	1,650	SF	\$ 9.00	\$ 14,850.00		\$ -	2,125.32	\$ 19,127.88
20.	Sawcut and remove existing PCC drive approach and construct new PCC drive approach per City of Santa Fe Springs Std. Plan No. R-6.2, R-6.4A, R-6.4C and R-6.4D.	4,800	SF	\$ 15.00	\$ 72,000.00		\$ -	4,612	\$ 69,180.00
21.	Sawcut and remove existing PCC drive approach and construct new PCC special drive approach per City of Santa Fe Springs Std. Plan No. R-6.4C with #4 rebar @ 18" O.C. E/W.	1,465	SF	\$ 16.00	\$ 23,440.00		\$ -	1,296	\$ 20,736.00
22.	Sawcut and remove existing PCC drive approach and construct new PCC special drive approach per City of Santa Fe Springs Std. Plan No. R-6.4C and Curb and Gutter modified Std. R-7 Type A2 with 1" C.F. with #4 rebar @ 18" O.C. E/W.	855	SF	\$ 17.00	\$ 14,535.00		\$ -	976	\$ 16,592.00
23.	Sawcut and remove existing fire station driveway panels and construct in place new panels with #4 rebar @ 18" O.C. E/W.	820	SF	\$ 17.50	\$ 14,350.00		\$ -	836	\$ 14,630.00
24.	Sawcut existing and construct new 4" PCC curb ramps with black truncated domes per Caltrans Standard Plans A88A and A88B.	6	EA	\$ 4,400.00	\$ 26,400.00		\$ -	6	\$ 26,400.00
25.	Remove existing and install new surface mounted black truncated domes per Caltrans Standard Plans A88A and A88B.	6	EA	\$ 950.00	\$ 5,700.00		\$ -	6	\$ 5,700.00
26.	Sawcut and remove existing curb drain and construct new curb drain per SPPWC Std. Plan No. 150-3.	1	EA	\$ 3,000.00	\$ 3,000.00		\$ -	1	\$ 3,000.00
27.	Sawcut and remove existing parkway drain and construct new parkway drain per SPPWC Std. Plan No. 151-2.	4	EA	\$ 4,900.00	\$ 19,600.00	2	\$ 9,800.00	4	\$ 19,600.00
28.	Remove existing bent and / or broken catch basin face plate assembly and protection bar hardware and replace with new hardware per SPPWC Std. Plan 310-3.	6	EA	\$ 1,500.00	\$ 9,000.00		\$ -		\$ -
29.	Furnish and install catch basin storm water wing-gate ARS cover or approved equivalent (sized to fit each unique catch basin) and catch basin stencil .	6	EA	\$ 3,700.00	\$ 22,200.00	6	\$ 22,200.00	6	\$ 22,200.00
30.	Adjust sewer and storm drain manhole frame and cover to grade.	26	EA	\$ 1,050.00	\$ 27,300.00	13	\$ 13,650.00	26	\$ 27,300.00
31.	Adjust existing pull box / vault (electrical/ telephone) frame and cover to grade.	1	EA	\$ 3,800.00	\$ 3,800.00		\$ -		\$ -
32.	Adjust water valve frame and cover to grade.	20	EA	\$ 900.00	\$ 18,000.00	11	\$ 9,900.00	23	\$ 20,700.00



Payment Detail:  
**GREENSTONE AVENUE STREET IMPROVEMENTS**

Contractor:  
**SULLY-MILLER CONTRACTING COMPANY**  
**135 S. State College Boulevard**  
**Brea, CA 92821**

**Final Payment \$ 1,603,586.41**

Item No.	Description	Contract				Completed This Period		Completed To Date	
		Quantity	Units	Unit Price	Total	Quantity	Amount	Quantity	Amount

**Contract Work**

33.	Adjust water meter box to grade.	1	EA	\$ 1,700.00	\$ 1,700.00		\$ -		\$ -
34.	Remove existing tree and backfill.	1	EA	\$ 2,700.00	\$ 2,700.00		\$ -		\$ -
CO 1	Disposal Fees for AC Pavement with Petromat Fabric.	1	LS	\$ 30,396.60	\$ 30,396.60	100%	\$ 30,396.60	100%	\$ 30,396.60
CO 2	Various T&M for Subgrade Remediation.	1	LS	\$ 97,922.41	\$ 97,922.41	100%	\$ 97,922.41	100%	\$ 97,922.41
CO 3	Change Striping from Paint to Thermoplastic.	1	LS	\$ 2,729.10	\$ 2,729.10	100%	\$ 2,729.10	100%	\$ 2,729.10
CO 4	Striping Restoration on Lakeland Road @ Greenstone Avenue.	1	LS	\$ 1,610.95	\$ 1,610.95	100%	\$ 1,610.95	100%	\$ 1,610.95

Contract Total: \$ 3,444,361.00 \$ 1,687,985.70 \$ 3,556,151.78

Total Completed Items to Date: \$ 3,556,151.78

**CONTRACT PAYMENTS:**

Total Items Completed to Date:	\$	3,556,151.78
Progress Payment No. 1:	\$	124,264.75
Progress Payment No. 2:	\$	328,107.20
Progress Payment No. 3:	\$	399,042.83
Progress Payment No. 4:	\$	923,343.00
<b>Less 5% Retention:</b>	<b>\$</b>	<b>177,807.59</b>
<b>Final Payment</b>	<b>\$</b>	<b>1,603,586.41</b>

Invoice Date	Invoice No.	Warrant Billing Period		Amount	Retention Amount
		Invoice Due Date	Invoice Pay Date		
07/26/2019	1572246	07/30/2019	08/08/2019	\$ 124,264.75	\$ 6,540.25
08/23/2019	1607609	09/10/2019	09/19/2019	\$ 328,107.20	\$ 17,268.80
09/27/2019	1656370	11/05/2019	11/14/2019	\$ 399,042.83	\$ 21,002.25
10/24/2019	1691471	12/03/2019	12/12/2019	\$ 923,343.00	\$ 48,597.00
	Final Payment	02/25/2020	03/05/2020	\$ 1,603,586.41	\$ 84,399.29

	Amount	Account
Finance Please Pay:	\$ 1,603,586.41	PW180521
<b>5% Retention Completed this Period:</b>	<b>\$ 84,399.29</b>	
Recommended by Project Manager:	Robert Garcia	
Approved by PW Director:	Noe Negrete	



# City of Santa Fe Springs

City Council Meeting

February 13, 2020

## **CONSENT AGENDA**

General Motion to Waive Full Reading and Read Ordinance by Title Only Pursuant to California Government Code Section 36934

### **RECOMMENDATION(S)**

- Approve a general motion to waive full reading and read Ordinance titles only, pursuant to California Government Code Section 36934.

### **BACKGROUND**

In order to expedite the conduct of business at City Council meetings, California State Law (California Government Code Section 36934) allows Ordinances to be read by title if a majority of the legislative body supports the motion to waive the full reading.

Raymond R. Cruz  
City Manager

Attachment(s):

None



# City of Santa Fe Springs

City Council Meeting

February 13, 2020

## CONSENT AGENDA

Amendment Number Two to Landscape Maintenance Services Agreement with Complete Landscape Care, Inc. to increase the fixed monthly compensation fee by 4.5%

### RECOMMENDATION

- Approve Amendment Number Two to the Landscape Maintenance Services Agreement with Complete Landscape Care, Inc., effective January 1, 2020, to increase the fixed monthly compensation fee by 4.5%; and
- Authorize the Mayor to execute Amendment Number Two.

### BACKGROUND

At its January 23, 2020 regular meeting, the City Council approved a 4.5% increase to the fixed monthly compensation fee for services provided by Complete Landscape Care, Inc., effective January 1, 2020 through the end of the current term, which is June 30, 2020. The City Attorney has prepared Amendment Number Two to the agreement with Complete Landscape Care pursuant to the City Council's action.

### FISCAL IMPACT

Amendment Number Two to the agreement with Complete Landscape Care, Inc. will increase the fixed monthly cost for landscape services from \$75,961.20 per month to \$79,379.45 per month.

Raymond R. Cruz  
City Manager

### Attachment:

1. Amendment Number Two to Agreement with Complete Landscape Care, Inc.



**THE CITY OF SANTA FE SPRINGS  
LANDSCAPE MAINTENANCE SERVICES AGREEMENT  
AMENDMENT NUMBER TWO**

This Amendment Number Two ("Amendment") to the Landscape Maintenance Services Agreement ("Agreement") dated July 1, 2016, by and between Complete Landscape Care, Inc., a California corporation (Contractor), and the City of Santa Fe Springs, a municipal corporation (City), is entered into by the parties with an effective date of January 1, 2020.

1. Contractor shall receive a 4.5% increase in the fixed monthly compensation fee for services for the period of January 1, 2020 through the current term of the Agreement ending June 30, 2020.

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

The parties have caused this Amendment to be executed by and through their respective authorized officers.

CITY OF SANTA FE SPRINGS

COMPLETE LANDSCAPE CARE, INC.

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

\_\_\_\_\_  
Thomas C. Murray, President/Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# City of Santa Fe Springs

City Council Meeting

ITEM NO. 6

February 13, 2020

## **PUBLIC HEARING**

State of California Citizens' Option for Public Safety (COPS) Grant Program

### **RECOMMENDATION(S)**

- Open the Public Hearing;
- Receive any comments from the public wishing to speak on this matter and thereafter close the Public Hearing; and
- Approve the expenditure of the State of California Citizens' Option for Public Safety (COPS) grant funds as outlined in the plan contained herein.

### **BACKGROUND**

The Citizens' Option for Public Safety (COPS) program provides grants to every city and county and five special districts that provide law enforcement within California. COPS funds are allocated among cities and counties and special districts that provide law enforcement services in proportion to population, except that: A). County populations are the populations in incorporated areas, and B). Each agency is to be allocated a minimum of \$100,000. As a result, the City is entitled to a State of California Citizens' Option for Public (COPS) Grant of \$100,000. In addition, there is \$55,947 in additional grant allocation relating to FY 2018/2019 that was received on September 20, 2019. Funds from the COPS program must be used exclusively to fund the frontline municipal police services. Based on a review of law enforcement priorities, staff is recommending that funds be expended on the payment of:

- The cost for a Traffic Officer (for FY 2019/2020, the cost of the Traffic Officer assigned to the City is \$224,900; \$155,947 would be paid with COPS funds and the remaining balance covered by the City (General Fund)).

The expenditure of these funds requires that the City conduct a Public Hearing to seek input as to how these funds should be spent.

### **FISCAL IMPACT**

The State COPS program has been a much needed supplemental funding source, which has provided the City with the means for additional public safety resources and equipment.

A handwritten signature in blue ink, appearing to read "Raymond R. Cruz", followed by a stylized "for" in blue ink.

Raymond R. Cruz  
City Manager



# City of Santa Fe Springs

City Council Meeting

ITEM NO. 7

February 13, 2020

## NEW BUSINESS

First Reading of Ordinance No. 1112 Amending the Heritage Arts Advisory Committee Membership and Adoption of Resolution No. 9661 Relating to Establishment of and Rules for City Advisory Committees

### RECOMMENDATION(S)

- Have first reading by title only and waive further reading of Ordinance No. 1112 amending the Heritage Arts Advisory Committee Membership.
- Adopt Resolution No. 9661 relating to the establishment of and rules for City advisory committees.
- Direct the appointment of the current members of the Beautification and Historical Advisory Committees to the new consolidated committee.
- Direct that the new consolidated committee meet at the current date, time, and location of the Beautification Advisory Committee meetings, with the understanding that the committee has the discretion to make future changes.
- Provide direction regarding the name of the new consolidated committee.

### BACKGROUND

At its January 23, 2020 regular meeting, the City Council gave direction to the City Attorney to amend the membership of the Heritage Arts Advisory Committee to include a member of the Family and Human Services Advisory Committee, in light of the recent consolidation of City advisory committees. The City Council also directed the City Attorney to revise the recent City advisory committee consolidation to exclude the Family and Human Services Advisory Committee. Finally, the City Council directed the City Attorney to revise the committee rules to include the appointment of City Council liaisons.

The attached draft ordinance amends the Santa Fe Springs Municipal Code section 38.45 to provide that the membership of the Heritage Arts Advisory Committee shall include a member of the Family and Human Services Advisory Committee. The attached draft resolution restates recently adopted Resolution No. 9657 with the following changes:

- Reinstatement of the Family and Human Services Advisory Committee
- Inclusion of language providing that the City Council may appoint a City Council member to serve as a liaison to any City advisory committee.
- Consolidation of only the Beautification and Historical Advisory Committees.

With respect to the consolidation of the Beautification and Historical Advisory Committees, the proposed membership is 20 members. The Beautification Advisory Committee currently has 12 members and the Historical Advisory Committee currently has 8 members. Staff recommends that the City Council appoint the existing members to the new consolidated advisory committee to avoid creating a reapplication burden



to the existing members. Staff also recommends that the City Council direct the new committee to meet at the current date and time for the Beautification Advisory Committee meetings, which is the fourth Wednesday of every month at 9:30 a.m. at Town Center, with the understanding that the new committee will have the discretion to change its meeting time and location in the future.

Lastly, the draft resolution identifies the new consolidated committee as the Beautification and Historical Advisory Committee, but the City Council may choose another name for the committee. Staff has provided the following options for the City Council's consideration:

- Community Preservation Advisory Committee (CPAC)
- Citizens Preservation Advisory Committee (CPAC)
- Pride and Beautification Advisory Committee (PRAC)
- Community Affairs Advisory Committee (CAAC)
- Community Affairs Advisory Committee (CAAC), Preserving and Beautifying Santa Fe Springs
- Historical and Beautification Committee (HBAC)



Raymond R. Cruz  
City Manager

Attachments:

1. Draft Ordinance No. 1112 amending the Heritage Arts Advisory Committee Membership.
2. Draft Resolution No. 9661 relating to the establishment of and rules for City advisory committees.

**ORDINANCE NO. 1112**

**AN ORDINANCE OF THE CITY OF SANTA FE SPRINGS AMENDING SECTION 38.45 OF CHAPTER 38 OF TITLE III OF THE CODE OF SANTA FE SPRINGS RELATING TO MEMBERSHIP OF THE HERITAGE ARTS ADVISORY COMMITTEE**

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

**SECTION 1.** Subsection (A) of Section 38.45 of Chapter 38 of Title III of the Code of Santa Fe Springs is deleted in its entirety and replaced with the following:

(A) The Heritage Arts Advisory Committee (HAAC) is hereby created as a committee appointed by the City Council to advise on the city's Heritage Artwork in Public Places Program. The HAAC shall consist of a maximum of nine voting and six non-voting members who may be reappointed at the discretion of the City Council and shall include the following unless otherwise directed by the City Council:

- (1) A member of the Planning Commission.
- (2) A member of the Chamber of Commerce and Industrial League.
- (3) A member of the Beautification and Historical Services Advisory Committee.
- (4) A member of the Family and Human Services Advisory Committee.
- (5) A member directly appointed by a City Council member, with each City Council member being entitled to one direct appointment.
- (6) The City Manager or designee, in a nonvoting capacity.
- (7) The Director of Community Services or designee, in a nonvoting capacity.
- (8) The Director of Planning and Development or designee, in a nonvoting capacity.

**SECTION 2.** Any provision of the Code of Santa Fe Springs inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to that extent necessary to effect the provisions of this Ordinance.

**SECTION 3.** If any section, subsection, phrase, or clause of this Ordinance is for any reason held to be unconstitutional, such decision will not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each section, subsection, phrase or clause thereof irrespective of the fact that any one or more sections, subsections, phrases, or clauses may be declared unconstitutional.

**SECTION 4.** The City Clerk shall certify to the adoption of this Ordinance, including the vote for and against and shall post a certified copy of this ordinance, within 15 days after its passage to be posted in at least three (3) public places within the City as established by ordinance, and, in compliance with Section 36933 of the Government Code.

PASSED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020, by the following roll call vote:

AYES:

NOES:

ABSENT:

ATTEST:

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

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



**RESOLUTION NO. 9661**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA AFFIRMING CERTAIN EXISTING ADVISORY COMMITTEES, ESTABLISHING A NEW BEAUTIFICATION AND HISTORICAL ADVISORY COMMITTEE, SETTING RULES FOR ADVISORY COMMITTEES, AND REPEALING PREVIOUS COMMITTEE BY-LAWS**

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

**SECTION 1.** The City Council affirms the establishment of the following advisory committees to the City Council and sets forth the following provisions for each:

**CITY OF SANTA FE SPRINGS FAMILY AND HUMAN SERVICES ADVISORY COMMITTEE**

Purpose: The purpose of this Committee shall be to advise the City Council on human services needs that exist in the community and work with City staff on improving and developing social services programs. The purpose is also to evaluate existing services/programs and make recommendations as needed to improve services.

Membership: This Committee shall be comprised of no more than fifteen (15) members appointed by the City Council from a cross-section of eligible persons. Each City Council member shall have up to three (3) direct appointments.

Meeting Schedule: This Committee shall meet on a monthly basis as business requires.

**CITY OF SANTA FE SPRINGS PARKS & RECREATION ADVISORY COMMITTEE**

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 parks and recreation programs and services, and facility/park operations.
- 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 other establishments (e.g., trips, concerts, plays, historical events, art shows).

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. Each City Council Member shall have up to five (5) direct appointments. Twenty-two of the members must be residents of the City.

Meeting Schedule: This Committee shall meet on a monthly basis as business requires.

#### **CITY OF SANTA FE SPRINGS SENIOR ADVISORY COMMITTEE**

Purpose: The purpose of this Committee shall be to advise, plan, and conduct projects that will foster mutual understanding between the senior population of the City and the City Council in order to improve the well-being of the seniors in the City and the community at large.

Membership: The Committee shall be comprised of no more than twenty five (25) members appointed by the City Council. Members must be 50 years of age or older. Each City Council Member shall have up to five (5) direct appointments.

Meeting Schedule: This Committee shall meet on a monthly basis as business requires.

#### **CITY OF SANTA FE SPRINGS SISTER CITY COMMITTEE**

Purpose: The purpose of this Committee shall be to plan and conduct projects which will foster mutual understanding and goodwill between the citizenry of the City and the citizenry of any foreign city duly designated by the City Council as a "Sister City" of the City.

Membership: The Committee shall be composed of no more than 25 members appointed by the City Council from a cross section of eligible persons. Each City Council Member shall have up to five (5) direct appointments.

Meeting Schedule: This Committee shall meet on a monthly basis as business requires.

#### **CITY OF SANTA FE SPRINGS YOUTH LEADERSHIP COMMITTEE**

Purpose: The purpose of this Committee shall be to foster greater involvement of youth in the community and in municipal government. The Committee shall study problems, activities, and concerns of the youth population, especially as they relate to municipal programs or projects of the City and make recommendations to the City Council as needed.

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 or attending school in the City. Each City Council member shall have up to four (4) direct appointments. Committee members must be between the ages of 13 and 18 years of age during their terms. No more than two (2) immediate family members may participate on the Committee during

any appointed term.

Meeting Schedule: This Committee shall meet on a monthly basis as business requires.

**SECTION 2.** The City Council hereby establishes a Beautification and Historical Advisory Committee as follows:

**CITY OF SANTA FE SPRINGS BEAUTIFICATION AND HISTORICAL ADVISORY COMMITTEE**

Purpose: The purpose of this Committee shall be to serve the beautification and historical needs of the community as follows:

(A) Beautification:

- To prepare suggestions for policy determination by the City Council concerning beautification in the City.
- 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.

(B) Historical:

- 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.
- To share these resources with the schools and citizens in order to supplement any curriculum that may need historical data concerning the Santa Fe Springs area.
- To chronicle and display the diverse cultural influences and impacts on the City and its population.

Membership: This Committee shall be comprised of no more than twenty (20) members appointed by the City Council from a cross-section of eligible persons. Each City Council member shall have up to four (4) direct appointments.

Meeting Schedule: This Committee shall meet on a monthly basis as business requires.

**SECTION 3.** The following rules shall govern all advisory committees of the City, whether established by ordinance or resolution:



- A. All committees shall comply with the Ralph M. Brown Act (Government Code §§ 54950 *et seq.*).
- B. All committees serve as advisory bodies to the City Council. The jurisdiction of each committee is limited to the purpose and duties set forth herein. Unless otherwise granted by the City Council, no committee shall have the power or authority to commit City funds.
- C. In January of each year, each committee shall appoint a chairperson and a vice-chairperson to serve for a one-year period. The chairperson shall preside at committee meetings and represent the committee at various functions. The vice-chairperson shall assume the chairperson's duties in the absence of the chairperson.
- D. In the absence of both the chairperson and vice-chairperson at a meeting, the voting members of the committee shall select amongst themselves an acting chairperson for that meeting.
- E. Each committee may propose changes to its meeting schedule or governing rules, subject to approval by the City Council.
- F. Each committee member shall be entitled to one vote, except for emeritus members.
- G. The City Council may appoint any number of emeritus members to any committee. An emeritus member shall serve as a non-voting member of the committee.
- H. Each committee shall have a secretary, who shall be a member of City staff assigned that function. The duties of the secretary shall include: 1) preparing minutes for each meeting; 2) keeping an accurate record of attendance and notifying the City Clerk of absences that violate the City's code; 3) providing staff assistance as required for the conduct of the committee's business; and 4) acting as the principal staff advisor to the committee.
- I. Each committee shall report to the City Council as requested by the City Council.
- J. Each committee may establish one or more temporary subcommittees if deemed necessary or beneficial by that committee, so long as a subcommittee is composed solely of less than a quorum of the committee, serves a single or limited purpose, and is not perpetual. Such subcommittee will be deemed dissolved once its purpose is completed.
- K. The City Council may appoint a City Council member to serve as a liaison to each committee.

**SECTION 4.** This Resolution repeals and supersedes Resolution No. 9657 previously adopted by the City Council.

APPROVED and ADOPTED this 13<sup>th</sup> day of February, 2020.

AYES:

NOES:

ABSENT:

ABSTAIN:

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

ATTEST:

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



# City of Santa Fe Springs

City Council Meeting

ITEM NO. 8

February 13, 2020

## NEW BUSINESS

### Resolution No. 9660 – Weed Abatement

#### RECOMMENDATION(S)

- Adopt Resolution No. 9660 declaring weeds a public nuisance, declaring its intention to remove them, and setting Thursday, February 27, 2020 as the date for the Public Hearing.

#### BACKGROUND

The City contracts with the Los Angeles County Agricultural Commissioner for the abatement of weeds. The county has conducted their annual inspection of the properties in the City and listed those needing weeds abated. If the proposed resolution is passed, it will declare hazardous weeds, brush, rubbish, etc., growing or occurring upon or in front of the listed properties as a seasonal and recurrent public nuisance. Weed abatement notices will be mailed to all property owners listed on or before February 1<sup>st</sup>, 2020.

Resolution No. 9660 declares the weeds to be a public nuisance and sets a Public Hearing on the matter for Thursday, February 27, 2020, at 6:00 p.m. where property owners will have an opportunity to object to any part of the weed abatement process.

Resolution No. 9660 provides property owners with the option of abating the weeds themselves, contracting the work to others, or having the County Agricultural Commissioner's contractor perform the work. Costs for work performed by the County, if approved by the City Council, will be assessed to the respective property owner's tax bill.

Raymond R. Cruz  
City Manager

#### Attachment(s):

1. Resolution No. 9660
2. Declaration List



**RESOLUTION NO. 9660**

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

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

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

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

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

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

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

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

NOTICE TO DESTROY WEEDS,  
REMOVE BRUSH, RUBBISH AND REFUSE

Notice is hereby given that on February 27, 2020, the City Council of the City of Santa Fe Springs passed or will pass a resolution declaring noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish and refuse were growing or occurring upon or in front of said property on certain streets in said city or unincorporated area of the County of Los Angeles, and more particularly described in the resolution, and that they constitute a public nuisance which must be abated by the removal of said noxious or dangerous vegetation, rubbish and refuse. The resolution further declares that, if not abated, the vegetation and/or rubbish and refuse may be removed and the nuisance abated by County authorities in which case the cost of removal shall be assessed upon the land from or in front of which the noxious or dangerous vegetation, rubbish and refuse are removed. Such cost will constitute a special assessment against such lots or lands. Reference is hereby made to said resolution for further particulars. In addition, the Board of Supervisors of the County of Los Angeles authorized and directed the Agricultural Commissioner to recover its costs of details. All property owners having any objections to the proposed removal of noxious or dangerous vegetation, rubbish and refuse and the recovery of inspection costs, are hereby notified that they may attend a hearing of the City Council of said city to be held at 11710 East Telegraph Road, Santa Fe Springs, CA 90670, in the Council Chambers on February 27, 2020 at 6:00 p.m. where their objections will be heard and given due consideration. If the property owner does not want to present objections to the proposed removal of the noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish and refuse, or the recovery of inspection costs, the owner need not appear at the above mentioned hearing.

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City Clerk of the City of Santa Fe Springs

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

BE IT FURTHER RESOLVED THAT the 27th day of February, 2020, at the hour of 6:00 p.m. of said day is the day and hour, and the Meeting Room of the City Council of the City of Santa Fe Springs in the City Hall in the City of Santa Fe Springs is fixed by this City Council as the place when and where any and all property owners having any objections to the aforesaid proposed removal of weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material may appear before the City Council and show cause why said weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material should not be removed in accordance with this resolution, and said objections will then and there be heard and given due consideration; and

BE IT RESOLVED THAT the notices to destroy weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material hereinbefore referred to shall be mailed by said Agricultural Commissioner/Director of Weights and Measures at least ten days prior to February 27, 2020.

**APPROVED and ADOPTED** this 13<sup>th</sup> day of February, 2020 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

William K. Rounds, Mayor

ATTEST:

---

Janet Martinez, CMC, City Clerk



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

DATE: 01/07/2020

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
7005 001 803	SHOEMAKER AVE	SO PAC CO	10031 FOOTHILL BLVD.	ROSEVILLE CA	95747
7005 014 801	CARMENITA	SO PAC CO	10031 FOOTHILL BLVD.	ROSEVILLE CA	95747
7005 014 803	ALONDRA BLVD	SO PAC CO	10031 FOOTHILL BLVD.	ROSEVILLE CA	95747
7005 014 913	13560 FIRESTONE BLVD	DEPARTMENT OF TRANSPORTATION	100 S MAIN ST MS 13	LOS ANGELES CA	90012
7005 014 915	13580 FIRESTONE BLVD	STATE OF CALIFORNIA	100 S MAIN ST MS 13	LOS ANGELES CA	90012
7005 014 917	13460 FIRESTONE BLVD	STATE OF CALIFORNIA	100 S MAIN ST MS 6	LOS ANGELES CA	90012
7005 014 918	13500 FIRESTONE BLVD	STATE OF CALIFORNIA	100 S MAIN ST STE 1300	LOS ANGELES CA	90012
8002 019 042	BELL RANCH DR	MCMASTER CARR SUPPLY CO	9630 NORWALK BLVD	SANTA FE SPRINGS CA	90670
8005 012 027	GEARY AVE	GEARY AVENUE PROPERTIES LLC	8536 WHITE FISH CIR	FOUNTAIN VLY CA	92708
8005 012 047	10137 NORWALK BLVD	GEMINIS PROPERTY DEV LLC	P O BOX 2767	SANTA FE SPRINGS CA	90670
8005 012 902	12171 TELEGRAPH RD	SANTA FE SPRINGS CITY	11710 TELEGRAPH RD	SANTA FE SPRINGS CA	90670
8005 015 046	10025 BLOOMFIELD AVE	BREITBURN OPERATING LP	707 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 001 095	GARDEN PARKWAY	TOWNLOT FEE LLC	707 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 001 097	CLARK ST	TOWNLOT FEE LLC	707 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 001 098	GARDEN PARKWAY	TOWNLOT FEE LLC	707 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 001 101	GARDEN PARKWAY	TOWNLOT FEE LLC	707 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 004 078	GARDEN PARKWAY	TOWNLOT FEE LLC	707 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 004 079	GARDEN PARKWAY	TOWNLOT FEE LLC	707 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 004 116	GARDEN PARKWAY	TOWNLOT FEE LLC	707 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 004 117	GARDEN PARKWAY	TOWNLOT FEE LLC	707 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017

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

DATE: 01/07/2020

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
8009 004 118	GARDEN PARKWAY	TOWNLOT FEE LLC	707 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 004 119	GARDEN PARKWAY	TOWNLOT FEE LLC	707 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 004 127	GARDEN PARKWAY	TOWNLOT FEE LLC	707 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 004 128	GARDEN PARKWAY	TOWNLOT FEE LLC	707 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 022 071	FLORENCE AVE	SFS REAL ESTATE & RECOVERY LLC	2140 S DUPONT HWY	CAMDEN DC	19934
8011 004 031	FREEMAN AVE	FELYBY ASSOCIATES LLC	630 VIA LIDO NORD	NEWPORT BEACH CA	92663
8011 004 058	FREEMAN AVE	FELYBY ASSOCIATES LLC	630 VIA LIDO NORD	NEWPORT BEACH CA	92663
8011 004 064	FREEMAN AVE	FELYBY ASSOCIATES LLC	630 VIA LIDO NORD	NEWPORT BEACH CA	92663
8011 005 013	13007 TELEGRAPH RD	PITTS,MARVIN E TR	P O BOX 3033	WHITTIER CA	90605
8011 005 034	10330 GREENLEAF AVE	PLAINS WEST COAST TERMINALS LLC	333 CLAY ST STE 1600	HOUSTON TX	77002
8011 007 026	FREEMAN AVE	FELYBY ASSOCIATES LLC	630 VIA LIDO NORD	NEWPORT BEACH CA	92663
8011 007 027	FREEMAN AVE	FELYBY ASSOCIATES LLC	630 VIA LIDO NORD	NEWPORT BEACH CA	92663
8011 007 028	ROMANDEL AVE	FELYBY ASSOCIATES LLC	630 VIA LIDO NORD	NEWPORT BEACH CA	92663
8011 007 029	ROMANDEL AVE	FELYBY ASSOCIATES LLC	630 VIA LIDO NORD	NEWPORT BEACH CA	92663
8011 007 038	ROMANDEL AVE	FELYBY ASSOCIATES LLC	630 VIA LIDO NORD	NEWPORT BEACH CA	92663
8011 007 040	ROMANDEL AVE	FELYBY ASSOCIATES LLC	630 VIA LIDO NORD	NEWPORT BEACH CA	92663
8011 007 041	ROMANDEL AVE	PRODUCTOL INC	PO BOX 1367	SUN VALLEY CA	91353
8011 007 056	12636 LOS NIETOS RD	RCS ADRIA MARU PROPERTY LLC	23820 HAWTHORNE BLVD UNIT 100	TORRANCE CA	90505
8011 009 935	10712 LAUREL AVE	SANTA FE SPRINGS CITY	11710 TELEGRAPH RD	SANTA FE SPRINGS CA	90670
8011 011 906	LAUREL AVE	SUCCESSOR AGENCY OF SFS	11710 TELEGRAPH RD	SANTA FE SPRINGS CA	90670

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

DATE: 01/07/2020

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
8011 011 907	LAKELAND RD	SUCCESSOR AGENCY OF SFS	11710 TELEGRAPH RD	SANTA FE SPRINGS CA	90670
8011 011 912	LAUREL AVE	COMMUNITY DEV COMMISSION SFS	11710 TELEGRAPH RD	SANTA FE SPRINGS CA	90670
8011 015 041	10765 PAINTER AVE	WESTMONT PROPERTIES INC	10805 PAINTER AVE	SANTA FE SPRINGS CA	90670
8011 017 015	TELEGRAPH RD	BUTLER,ROBERT F TR ET AL	17110 BROOK CT	MOUNT VERNON WA	98274
8011 017 035	TELEGRAPH RD	SFSA INVESTMENT CO INC	2271 W MALVERN AVE 521	FULLERTON CA	92833
8011 017 036	TELEGRAPH RD	SFSA INVESTMENT CO INC	2271 W MALVERN AVE 521	FULLERTON CA	92833
8011 017 037	TELEGRAPH RD	SFSA INVESTMENT CO INC	2271 W MALVERN AVE 521	FULLERTON CA	92833
8011 017 064	SANDOVAL ST	YEH FAMILY LIMITED PTNSHP LTD	12928 SANDOVAL ST	SANTA FE SPRINGS CA	90670
8011 018 901	TELEGRAPH RD	COMMUNITY DEV COMMISSION	11710 TELEGRAPH RD	SANTA FE SPRINGS CA	90670
8011 018 902	TELEGRAPH RD	COMMUNITY DEV COMMISSION	11710 TELEGRAPH RD	SANTA FE SPRINGS CA	90670
8011 018 903	TELEGRAPH RD	COMMUNITY DEV COMMISSION	11710 TELEGRAPH RD	SANTA FE SPRINGS CA	90670
8011 018 904	TELEGRAPH RD	COMMUNITY DEV COMMISSION	11710 TELEGRAPH RD	SANTA FE SPRINGS CA	90670
8011 018 905	TELEGRAPH RD	COMMUNITY DEV COMMISSION	11710 TELEGRAPH RD	SANTA FE SPRINGS CA	90670
8011 018 906	TELEGRAPH RD	COMMUNITY DEV COMMISSION	11710 TELEGRAPH RD	SANTA FE SPRINGS CA	90670
8011 019 911	PARK AVE	COMMUNITY DEV COMMISSION	11710 TELEGRAPH RD	SANTA FE SPRINGS CA	90670
8017 018 800	SANTA ANITA RTE 5 FWY	SOU PAC CO	10031 FOOTHILL BLVD.	ROSEVILLE CA	95747
8017 018 801	FLORENCE AVE	SOU PAC TRANS CO	10031 FOOTHILL BLVD.	ROSEVILLE CA	95747
8017 018 802	SANTA ANITA RTE 5 FWY	SO PAC CO	10031 FOOTHILL BLVD.	ROSEVILLE CA	95747
- 8059 001 017	13215 CAMBRIDGE ST	FSFS LLC, C/O EDWARD FINEMAN	10314 SUNNINGDALE DR	RANCHO MIRAGE CA	92270
8059 029 016	BORA DR	BPW INC	13639 BORA DR	SANTA FE SPRINGS CA	90670



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PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
8069 004 803	SHOEMAKER AVE	A T AND S F RY CO	8920 REX RD	PICO RIVERA CA	92660
8069 006 044	14150 ROSECRANS AVE	CONNECTICUT GENERAL LIFE	1420 BRISTOL ST N STE 100	NEWPORT BEACH CA	92660
8069 011 801	BONAVISTA AVE	A T AND S F RY CO	8920 REX RD	PICO RIVERA CA	92660
8069 011 802	BONAVISTA AVE	A T AND S F RY CO	8920 REX RD	PICO RIVERA CA	92660
8069 013 802	MICA ST	A T AND S F RY CO	8920 REX RD	PICO RIVERA CA	92660
8069 016 032	EXCELSIOR DR	ALT DRIVEWAYS LLC	PO BOX 2688	SANTA FE SPRINGS CA	90607
8069 016 913	EXCELSIOR DR	DEPARTMENT OF TRANSPORTATION	100 S MAIN ST MS 6	LOS ANGELES CA	90670
8167 001 807	BUSCH PL	SOUTHERN PAC TRANS CO	1700 FARMAN ST FL-10	OMAHA NE	68102
8167 002 025	9648 SANTA FE SPRINGS RD	MANDELL, STAN TR	411 N CENTRAL AVE STE 200	GLENDALE CA	91203
- 8167 002 026	SANTA FE SPRINGS RD	MANDELL, STAN TR	411 N CENTRAL AVE STE 200	GLENDALE CA	91203
8167 002 051	GREENLEAF AVE	MANDELL, STAN TR	411 N CENTRAL AVE STE 200	GLENDALE CA	91203
8167 002 052	GREENLEAF AVE	USA CONSOLIDATED INC.	11115 KILKERRAN CT	LAS VEGAS NV	89141
8167 002 053	GREENLEAF AVE	USA CONSOLIDATED INC.	11115 KILKERRAN CT	LAS VEGAS NV	89141
8168 001 048	11770 BURKE ST	AYALA INDUSTRIAL INVESTORS LLC	7901 CROSSWAY DR	PICO RIVERA CA	90670
8168 001 050	BURKE ST	AYALA INDUSTRIAL INVESTORS LLC	7901 CROSSWAY DR	PICO RIVERA CA	90670
8168 001 051	BURKE ST	AYALA INDUSTRIAL INVESTORS LLC	7901 CROSSWAY DR	PICO RIVERA CA	90670
8168 001 815	NORWALK BLVD	UNION PACIFIC RAILROAD CO.	1400 DOUGLAS ST	OMAHA NE	68179
8168 001 816	NORWALK BLVD	UNION PACIFIC RAILROAD CO.	1400 DOUGLAS ST	OMAHA NE	68179
8168 002 900	SORENSEN AVE	FLOOD MAINTENANCE DIVISION	900 S. FREMONT AVENUE	ALHAMBRA CA	91803
8168 002 901	SORENSEN AVE	FLOOD MAINTENANCE DIVISION	900 S. FREMONT AVENUE	ALHAMBRA CA	91803

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PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
8168 007 814	DICE RD	SOU PAC TRANS CO	10031 FOOTHILL BLVD.	ROSEVILLE CA	95747
8168 007 816	DICE RD	SOU PACIFIC TRANS CO	10031 FOOTHILL BLVD.	ROSEVILLE CA	95747
8168 009 030	SORENSEN AVE	VALVOLINE INC	9520 JOHN ST	SANTE FE SPRINGS CA	90670
8168 011 802	SANTA FE SPRINGS RD	SOU PAC TRANS CO	10031 FOOTHILL BLVD.	ROSEVILLE CA	95747
8168 011 803	SANTA FE SPRINGS RD	SOU PAC TRANS CO	10031 FOOTHILL BLVD.	ROSEVILLE CA	95747
8168 012 814	SORENSEN AVE	SOU PAC TRANS CO	10031 FOOTHILL BLVD.	ROSEVILLE CA	95747
8168 022 036	8721 SANTA FE SPRINGS RD	COCHRAN,TERRY K	14302 CULLEN ST	WHITTIER CA	90605
8168 023 048	11790 SLAUSON AVE	CLEMENTE,FELIPE AND	2505 KANSAS AVE	SOUTH GATE CA	90280
8177 029 810	PIONEER BLVD	SOU PAC TRANS CO	10031 FOOTHILL BLVD.	ROSEVILLE CA	95747
8177 029 815	PIONEER BLVD	SO CALIF EDISON CO	2 INNOVATION WAY 2ND FLOOR	POMONA CA	91768
8177 029 823	RANCHO SANTA GERTRUDES	SOU PAC TRANS CO	10031 FOOTHILL BLVD.	ROSEVILLE CA	95747
8178 004 065	NORWALK BLVD	CHAVEZ,WILLIAM AND	2923 VIA SAN DELARRO	MONTEBELLO CA	90640
8178 035 811	LOS NIETOS RD	SOU PAC TRANS CO	10031 FOOTHILL BLVD.	ROSEVILLE CA	95747
8178 035 812	DE COSTA AVE	A T AND S F RY CO	8920 REX RD	PICO RIVERA CA	90660
8178 035 815	NORWALK BLVD	SOU PAC TRANS CO	10031 FOOTHILL BLVD.	ROSEVILLE CA	95747
8178 036 803	RIVERA RD	A T AND S F RY CO	8920 REX RD	PICO RIVERA CA	90660
8178 036 804	DE COSTA AVE	A T AND S F RY CO	8920 REX RD	PICO RIVERA CA	90660
8178 037 805	PIONEER BLVD	A T AND S F RY CO	8920 REX RD	PICO RIVERA CA	90660
8178 037 806	LOS NIETOS RD	SOU PAC TRANS CO	10031 FOOTHILL BLVD.	ROSEVILLE CA	95747
8178 037 811	LOS NIETOS RD	SOU PAC TRANS CO	10031 FOOTHILL BLVD.	ROSEVILLE CA	95747

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DATE: 01/07/2020

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
TOTAL VACANT/IMPROVED RECORDS					2
TOTAL UNIMPROVED RECORDS					98
TOTAL RECORDS					100





## **NEW BUSINESS**

### Award of Contract –General Plan and Targeted Zoning Code Update

#### RECOMMENDATIONS

- Accept the Proposal from MIG; and
- Award a contract to MIG, in an amount not to exceed \$1,294,510.00, for the General Plan and Targeted Zoning Code Update; and
- Appropriate \$121,110.73 from the General Fund to project PL180001 (General Plan) to cover project costs in excess of the current appropriation and available grant funding; and
- Appropriate \$493,670.57 to account PL180001 from the Caltrans Sustainable Community Planning grant and the SB2 Planning grant (grant funded costs);
- Authorize the Mayor or designee to execute a Professional Services Agreement, subject to the final review and approval of the City Attorney, with MIG for the General Plan and Targeted Zoning Code Update.

#### BACKGROUND

At the City Council meeting of September 26, 2019, the City Council authorized the Director of Planning to release a Request For Proposal (RFP) for the preparation of a comprehensive update to the City's General Plan, the preparation of the California Environmental Quality Act (CEQA), documentation necessary for approval and to update specific sections of the City's Zoning Ordinance to reflect new General Plan policies. At the Special Meeting-Study Session, of the City Council on December 12, 2019, Staff from the Planning Department spoke on the need to comprehensively update the City's General Plan.

In both meetings, Staff emphasized the importance of having an updated plan and a zoning code that is consistent with the general plan. It was stated that the City's 1993-1994 General Plan and 1960's Zoning Regulations were severely antiquated. General plans that are older than eight (8) years are not necessarily legally defensible. Furthermore, the Governor's Office of Planning and Research has already reported to the Attorney General that the Santa Fe Springs General Plan has not been revised in ten years (Government Code Section 6504.5(B)).

On October 3, 2019, an RFP was sent to eleven (11) professional firms soliciting proposals for the preparation of the comprehensive update to the City's General Plan. By the submittal deadline of November 8, 2019, the City received three (3) proposals. Those proposals were from MIG, De Novo Planning Group and CSG Consultants, Inc. Upon review of the proposals, one of the City's consultant noticed that the RFP did not contain recommended changes that would tie the RFP more closely to two grants that were awarded to the City. As a result, a revised RFP was sent to only the three firms that had earlier submitted proposals. By the January 6, 2020 submittal deadline, all three firms resubmitted proposals.

A committee consisting of the Director of Planning, the City's Senior Planner and two consultants reviewed and rated all of the proposals. Based on the evaluation criteria and point system as outlined in the City's RFP, two of the three firms were invited to participate in the next step of the selection process: the oral interview. The same committee that rated the proposals also served on the oral interview panel and evaluated the two firms, based again, on the evaluation criteria and point system as outlined in the City's RFP.

Although MIG's cost was not the lowest, after reviewing the proposals and rating the oral interviews, the evaluation teams concluded that MIG was the most qualified firm for the comprehensive update to the City's General Plan. The rationale for this determination was based on the following:

- They had the best understanding of Santa Fe Springs and the issues facing the city.
- They had the most relevant experience working with other industrial cities.
- They had the best experience managing grant-funded projects, which is extremely important because 25% of the project is funded by grants.
- They had the fastest timeline, which ensures the completion of the General Plan update before the grant-mandated deadlines.
- They brought their entire team so all questions were answered without the need for answers at another time.

The attached chart shows the interview scores.

### **LEGAL REVIEW**

The City Attorney's office has reviewed the professional services agreement.

### **FISCAL IMPACT:**

In 2015, when Planning first issued an RFP to update the General Plan, the budget to do so was \$1,000,000. Although one million dollars (\$1,000,000.00) was budgeted, the cost of both firms selected as finalist exceeded \$1,000,000.00, with one firm's cost, approaching 1.5 million. For various reasons, the Update was placed on hold. In the interim, \$150,000.00 was taken from the \$1,000,000.00: \$50,000.00 for the Hotel Project and the other \$100,000.00 went into the Facility Improvement Fund.

MIG's contract cost is \$1,294,510.00. Currently \$850,000.00 is appropriated for the General Plan update, which is supplemental with two grants: an SB2 Planning Grant of \$160,000.00 and the other, a Caltrans Sustainable Community Planning Grant of \$333,670.57. Most of the Gateway Cities have agreed that 1% of the monies awarded under the SB2 grant amount would go to the Gateway Council of Government for a future hiree. Therefore \$1,600.00 of the \$160,000.00 will go to the Gateway COG. An additional \$19,200.00 would be allocated to the consultant hired by the City to manage the SB2 grant. For the Caltrans Sustainable Community Planning Grant of \$333,670.57, the cost of the consultant to manage the grant is \$20,020.234 or 6% of the grant total. The following table illustrates the above.

Table I

Budgeted	\$850,000.00
Caltrans Sustainable Community Planning Grant	\$333,670.57
SB2 Planning Grant	\$160,000.00
<b>Total Budget</b>	<b>\$1,343,670.50</b>
1% of SB2 Grant (Gateway COG)	\$1,600.00
12% of SB2 Grant (Consultant)	\$19,200.00
6% of Caltrans Sustainable Community Planning Grant (Consultant)	\$20,020.234
Contingency	\$129,451.00
MIG Proposal	\$1,294,510.00
<b>Total Cost</b>	<b>\$1,464,781.23</b>
<b>Deficiency</b>	<b>\$121,110.73</b>

Staff is requesting an appropriation of \$121,110.73 to cover the above deficiency. The comprehensive update will take approximately two years. Within that period of time, there could be changes in laws that affect how general plans are prepared. For example, previous general plan updates did not require an environmental justice component nor did they require measuring traffic impacts using vehicle miles travels instead of level of service. Based on comments received during the review of the required Environmental Impact Report, costly mitigation measures may be required to address identified impacts. Between their December swearing-in and a late February cutoff, the legislature introduced an average of 32 bills a day and by the June cut-off deadline, they had to decide which of those 2,628 ideas would advance out of either the Assembly or state Senate. Many of those bills were housing-related. Because the general plan update also includes an update of the Housing Element (HE), many of those laws could add additional cost to the HE update. An unanticipated cost could also be something as simple as needing an additional outreach meeting based on input received during the outreach process. Finally, specific parts of the Zoning Code will be updated, because by law, a city's zoning code shall be consistent with the city's general plan. To produce a digital general plan (ePlan) and for 3D visualization, the estimated cost is \$80,000.00. This cost is not included within MIG's scope of work.

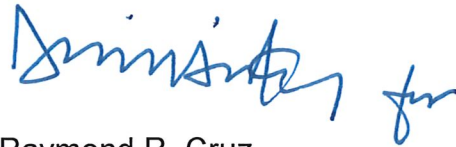
To reiterate, the original general plan budget was \$1,000,000.00, until \$50,000.00 was removed for the Hotel Project and \$100,000.00 went into the Facility Improvement Fund. While it appears that the remaining \$850,000.00, coupled with the two planning grants will cover the proposal from MIG, without a contingency, there will be no mechanism to address the aforementioned potential costs or any other future cost affecting the proposed update. Staff is, therefore, requesting that to cover project costs in excess of the current



appropriation and available grant funding, that \$121,110.73 be appropriated from the General Fund to project PL180001 (General Plan) .

**INFRASTRUCTURE IMPACTS:**


There are no immediate infrastructure impacts associated with awarding the contract to MIG for the General Plan and Targeted Zoning Code Update.

A handwritten signature in blue ink, appearing to read "Raymond R. Cruz", followed by a small "for" in cursive.

Raymond R. Cruz  
City Manager

**Attachments:**

1. Interview Scores
2. Staff Report-September 26, 2019: Authorization For RFP
3. Staff Report-December 12, 2019 Study Session
4. Professional Services Agreement
  - Exhibit A: City's Request For Proposal (RFP)
  - Exhibit B: Consultant's Response to City's RFP
  - Exhibit C: Fee Schedule
  - Exhibit D: Project Schedule
  - Exhibit E: Certificate of Insurance

City of Santa Fe Springs Request for Proposal for General Plan and Targeted Zoning Code Update Evaluation Summary									
Evaluation Criteria	Possible Point					<a href="#">DE NOVO PLANNING GROUP</a>			
		Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #4	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #4
Experience and past performance and quality on similar projects, including qualifications and experience of the key project staff members as demonstrated by their past experience and performance on similar projects that were funded with third-party planning grants, such as Caltrans Sustainable Transportation Communities Grant and HCD SB 2	25	24	24	24	25	22	22	24	22
Public participation experience in working with the public formulating goals and consensus; proposed public engagement program should demonstrate Consultant's awareness of issues and ability to engage community residents and business owner. The proposal should contain a strategy that is inclusive, innovative, and ability to engage hard to reach segments of the community.	20	19	19	19	19	19	18	18	18
Familiarity with the City of Santa Fe Springs and its policies, ordinances, procedures, as well as its challenges and opportunities.	10	9	9	9	10	8	7	6	5
Ability to begin work upon issuance of the notice to proceed	5	5	5	5	5	5	5	5	5
Demonstrated ability to complete projects within proposed time limits and cost and substantiating adequate staffing levels to complete the project within the time specified in Consultant's proposal	20	19	18	20	20	18	17	19	17
Completeness, accuracy and clarity of Proposal submittal.	10	9	9	10	10	9	9	9	9
Overall cost to the City	10	8	8	7	7	10	10	9	8
Cost in dollars	/	\$1,300,000				\$1,130,000			
Total	100	93	92	94	96	91	88	90	84
Average Score		93.75				88.25			

## ITEM NO. 12

*City of Santa Fe Springs*

City Council Meeting

September 26, 2019

**NEW BUSINESS**

Authorize the Director of Planning to Release a Request for Proposal for the Preparation of a Comprehensive Update to the City's General Plan, Preparation of the California Environmental Quality Act (CEQA) Documentation Necessary for Approval, and to Update Specific Sections of the City's Zoning Regulations to Reflect New General Plan Policies.

**RECOMMENDATION**

- Authorize the Director of Planning to Release a Request for Proposal (RFP) to Provide Services for the Preparation of a Comprehensive Update to the City's General Plan, Preparation of the California Environmental Quality Act (CEQA) Documentation Necessary for Approval, and to Update Specific Sections of the City's Zoning Regulations to Reflect New General Plan Policies.

**BACKGROUND:**

Through the RFP process, the City is seeking proposals from qualified firms to provide services for the preparation of a comprehensive update to the City's General Plan and preparation of California Environmental Quality Act ("CEQA") documentation necessary for approval. Additionally, specific sections of the City's Zoning Regulations would be updated to reflect new General Plan policies, including, but not limited to, the new Land Use, Circulation and Environmental Justice policies and strategies. The City anticipates that the Consultant Team (Consultant) may be comprised of a lead consultant and one or more sub-consultants.

**WHAT IS THE GENERAL PLAN?**

A general plan is the City's blueprint, or constitution, for future development. It documents the City's long-range vision and establishes clear goals, objectives, and actions to guide the community through its next 20 to 30 years of change. The City must update its General Plan periodically to keep up with the changing needs and conditions of the City and region. It should also be updated to reflect new local, regional, state, and national laws.

Periodically, the City receives a letter from the Governor's Office of Planning and Research notifying the City that the General Plan has not been revised within the last eight (8) years (Government Code section 65040.5(a)). Additionally, the Governor's Office of Planning and Research has reported to the Attorney General that the Santa Fe Springs General Plan has not been revised in ten (10) years (Government Code section 65040.5(b)). The State considers a comprehensive update to be a revision of at least five (5) of the seven (7) State mandated General Plan Elements, which have been adopted by the City.



General Plans that are older than eight (8) years are not necessarily legally inadequate. The State, however, cites the California Supreme Court, which has noted that local governments have an implied duty to keep their General Plans current. The State General Plan Statutes do not provide a mandatory minimum time frame for revision of elements except for housing elements, which must be revised based on a schedule established in the Government Code.

The General Plan is intended to guide and influence future development related decisions. It is long range in that it seeks to provide for the needs of the community for as far into the future as is useful and possible to anticipate. The General Plan is also flexible enough to respond to the changing needs and concerns of those who live, work, and frequent the City. It contains goals and policies that provide guidance to City Officials and City Staff. The goals describe general conditions that are desired and the policies provide a framework for how to achieve those goals.

With the exception of the Housing Element, which was last adopted in 2014, the remaining Elements of the City's General Plan was last updated in 1993-1994. The current General Plan includes the seven (7) mandatory elements listed in Government Code section 65302. The seven (7) mandatory elements and adoption dates are: • Land Use (June 24, 1993) • Housing (January 30, 2014) • Open Space/Conservation (March 10, 1994) • Safety (April 14, 1994) • Circulation (January 11, 1994) • Noise (February 24, 1994) • Environmental (September 7, 1994). Cities and counties that have identified disadvantaged communities must also address environmental justice in their general plans.

#### **FUNDING:**

In 2015, the City issued an RFP to update the General Plan, and received proposals from five (5) consulting firms. In addition to the seven (7) mandatory elements, the 2015 RFP included two additional elements: an Economic Development Element and a Health and Wellness Element. Based on the proposals and interview scores, the two highest scoring consulting firms were selected as finalists. Although one million dollars (\$1,000,000) was budgeted for the General Plan and Zoning Regulations update, the cost of both firms selected as finalist exceeded \$1,000,000, with one firm's cost, approaching \$1.5 million. For this and other reasons, including a change in city managers, change in Council, and the perception of spending monies at a time when the City was experiencing a structural deficit, the Update was placed on hold.

Five (5) years later and with a budget of eight hundred fifty thousand (\$850,000) instead of one million (\$1,000,000), the City is again attempting to update its General Plan and Zoning Regulations. This time, however, additional monies for the General Plan Update will be partially subsidized by a Caltrans Sustainable Transportation Communities Grant. The Land Use and Circulation Element updates, new Environmental Justice Element, as well as corresponding updates to the Zoning Regulations to implement the new Land Use, Circulation and Environmental Justice

policies and strategies will also be funded through this grant. Additionally, the City intends to utilize monies from a non-competitive SB 2 planning grant to help fund a Housing Element update and a program/project EIR that will help housing developers streamline future CEQA analysis for potential housing sites identified throughout the City via the creation of an Overlay Zone.

The Consultant will work closely with City staff for all grant reporting requirements related to the both the Caltrans grant as well as the SB2 grant. The consultant must also commit to a schedule to ensure that required milestones are achieved in accordance with the Caltrans grant, and ensure that the Housing Element update is adopted and related CEQA analysis is approved by June 30, 2022.

### **CHALLENGES:**

There are current and future challenges facing the City that need to be addressed in this General Plan Update:

- **Economic Development:** Santa Fe Springs voters approved Measure Y, a one-cent sales tax, in November 2018 to address a structural deficit in the budget. Revenue protection and development will be keys to ensuring long-term fiscal sustainability. The City aims to enhance economic development activities, business retention and expansion, business incentives and leverage the City's assets for increased regional competitiveness in the areas of new retail and professional services and diversity of housing types and price ranges.
- **Global Warming:** Addressing State and Federal requirements for Greenhouse gas emission reductions. GHG reduction will be addressed within CEQA compliance but the City will consider additional initiatives that may be incorporated into the General Plan Update to comply with Assembly Bill 32 "Global Warming Solutions Act of 2006."
- **Land Use Changes:** The majority of recent developments in Santa Fe Springs have been large-scale industrial buildings that cater to the ever-growing logistics industry, which typically involves a sizeable amount of truck traffic and adverse air quality. Additionally, existing city zoning and general plan designations limit opportunities for commercial, residential and mixed-use developments. The city would like to encourage higher density, mixed-use, Transit Oriented Development (TOD) near public transit, Light Rail Transit (LRT) stations, commercial corridors, as well as destination-type developments to help improve the city's nighttime population. A new downtown area near the intersection of Telegraph Road and Norwalk Boulevard, where the City owns several large parcels, with one parcel entitled for a 110-room Hilton Garden Inn hotel, is just one of several ideas to that end.
- **Environmental Justice:** Santa Fe Springs is identified as a Disadvantaged Community based on income level, environmental burden and health inequities. The City is burdened by poor air quality and emissions generated from three nearby freeways, manufacturing uses, and heavy truck traffic associated with the City's large industrial base. The City hopes to identify objectives and policies to reduce the health risks in disadvantaged communities by reducing exposure to pollution, improving air quality, and accessibility to healthy foods, jobs, and affordable housing.

- **Limited Opportunities for Residential:** As mentioned previously, Santa Fe Springs is mostly zoned for industrial uses. Consequently, there are limited opportunities for housing developments in the City. The City is looking to not only identify goals and policies, but also to identify and evaluate specific sites throughout the city that are suitable for housing. An alternative could be to provide additional housing sites through the implementation of a Housing Overlay as well as a program/project level EIR that will streamline future projects and incentivize the production of new housing units.

### **OBJECTIVES:**

Aside from a new Environmental Justice Element, the City is not interested in adding any additional elements to the General Plan at this time. The City's main objectives are to:

- Provide incentives for new and diverse residential developments.
- Reduce the health risks in disadvantage communities.
- Facilitate economic and job development.
- Implement streamlined housing and commercial development.
- Maintain and enhance the City's fiscal health.
- Preserve and enhance the residents' quality of life.
- Maintain and preserve single-family residential neighborhoods.
- Maintain and diversify active public transportation infrastructure (e.g. walking, biking, public transportation).
- Maintain and preserve public utilities and infrastructure (e.g. roads, walls, sidewalks, public facilities, water, sewer, etc.).
- Comply with State Code and Regional Plans.
- Revise ineffective goals and policies.
- Address the growing impact of logistics developments on City's infrastructure.
- Remove completed action items.

### **WHY UPDATE THE GENERAL PLAN?**

Simply stated, the City's 1993-1994 General Plan and 1960's Zoning Regulations are severely antiquated. Neither could anticipate Uber, Lyft, Amazon, fulfillment centers, autonomous vehicles, the Internet, or macro and micro wireless telecommunication facilities. In summary, the current vision, goal, policies, and zoning do not necessarily reflect today's and tomorrow's community conditions and needs.

The existing plan:

- Does not contain policies that promote sustainability or reduce GHG emissions
- Does not identify the existing Metrolink station and planned Metro Gold Line Extension LRT station in the northern portion of the City.
- Does not acknowledge the City's planning efforts to link the transit stations to a new pedestrian-friendly "Downtown Village" at the intersection of Telegraph Road and Norwalk Boulevard.



- Promotes vehicular travel and low-density development, which conflicts with State planning and sustainability goals.
- Does not encourage higher density, mixed-use, TOD developments near public transit, LRT stations, commercial corridors, and a new "Downtown Village" all connected to major job centers and residential areas with attractive active transportation corridors and pedestrian linkages (pedestrian amenities, shade trees, bike lanes, bike lockers).
- Promotes private automobile and goods movement with large trucks on major arterials, causing congestion and spewing toxins into the air.
- Discourages active transportation, walkability, and First Mile/Last Mile strategies
- Lacks environmental justice policies, yet the community is burdened by poor air quality and GHG emissions generated from three nearby freeways and heavy truck traffic associated with the City's large industrial base.

#### **WHO IS PART OF THE GENERAL PLAN UPDATE?**

All of Santa Fe Springs is invited to collaborate in the process! The Plan is relevant to all who live, work, play and invest in the City. In addition to local residents, businesses and employees, community groups and nonprofits, developers, institutions, residents, regional agencies and partners, schools, and many others will be invited to participate. Everyone will have a voice in the update process. The City Council, its appointed committees, commissions, and all City departments will be working to lead the community through the General Plan update. Additionally, an experienced, creative and skilled consulting team will help ensure the highest quality outcome. The process of updating the General Plan is a collaborative, multi-year effort.

#### **CONSULTANT TEAM**

The City is seeking a consultant with extensive experience in preparing general plans, a proven ability to assess a City's current conditions, and knowledge of current State and Federal regulations as it applies to the completion of general plan updates and CEQA compliance. It is anticipated that this update will result in significant changes to the City's Land Use Map, Zoning Map and Municipal Code. In addition, the Consultant must be familiar with innovative public participation techniques to maximize public input within the decision-making process. The Consultant should be knowledgeable and competent in environmental analysis and CEQA compliance documents. Knowledge of past consultants that have worked with the City on prior General Plan Amendments, Zone Changes, Housing Element Updates, Environmental Documents, etc. is desirable. Prior experience with preparing a comprehensive General Plan update that involved the use of one or more grants is also desirable.

The update of the City's General Plan should include a separate Existing Conditions Report, an Administrative Draft General Plan, Draft General Plan, and Final General Plan. The policy document must be technically accurate, user-friendly, concise and written in a manner that is easily understood by the public. There shall be an emphasis

on providing information visually with the use of diagrams, photographs, tables, and maps.

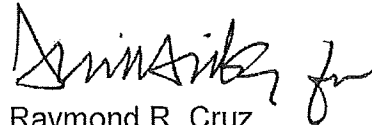
Technical appendices containing well-organized formats for ease in reference must be provided. The document text must clearly indicate where supporting documentation/evidences for conclusions, policies or synopsis of data is located. The relationship must be clear, concise and consistent between the comprehensive General Plan Update, technical appendices and the Environmental Impact Report (EIR).

### **CONCLUSION**

The purpose of the RFP is to solicit and select a consulting firm to administer and draft the General Plan Update and any requisite CEQA documentation. The RFP will be in circulation from September 30, 2019 through November 8, 2019. The deadline for firms to submit proposals is November 8, 2019 by 5:00 p.m. Review of submittals will occur November 11, 2019 through November 22, 2019 with interviews scheduled between December 4, 2019 and December 6, 2019. A recommendation for the preferred consultant will be brought before the City Council in January 2020.

### **FISCAL IMPACT:**

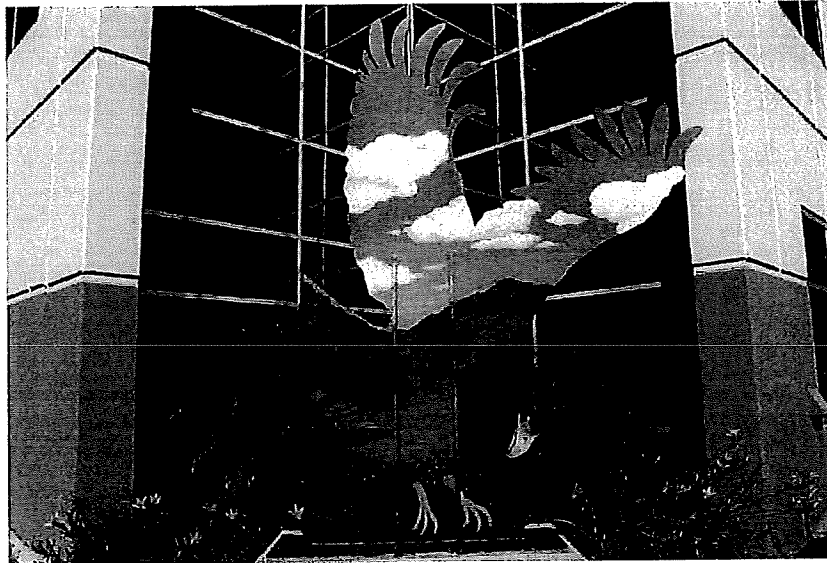
There are no significant fiscal impacts associated with approving and circulating a RFP. The cost of eventually hiring a consultant is budgeted and approved. Funding will also be partially subsidized through a Caltrans Sustainable Transportation Communities Grant and a non-competitive SB 2 planning grant.

  
Raymond R. Cruz  
City Manager

### **Attachment:**

- Request For Proposal

# REQUEST FOR PROPOSALS (RFP) GENERAL PLAN AND TARGETED ZONING CODE UPDATE



PLANNING

  
CITY OF  
**SANTA FE SPRINGS**



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**APPENDICES:**

APPENDIX A – STANDARD CONSULTING SERVICES AGREEMENT

## I. INTRODUCTION

The City of Santa Fe Springs ("City") invites proposals from qualified firms to provide services for the preparation of a comprehensive update to the City's General Plan and preparation of California Environmental Quality Act ("CEQA") documentation necessary for approval. Additionally, specific sections of the City's Zoning Regulations shall be updated to reflect new General Plan policies, such, but not limited to, the new Land Use, Circulation and Environmental Justice policies and strategies. The tasks are more particularly described in the Scope of Work. The City anticipates that the Consultant Team (Consultant) may be comprised of a lead consultant and one or more sub-consultants.

A portion of the General Plan Update is funded by a Caltrans Sustainable Transportation Communities Grant. The Land Use and Circulation Element updates, new Environmental Justice Element, as well as corresponding updates to the Zoning Regulations to implement the new Land Use, Circulation and Environmental Justice policies and strategies are all funded through the grant. The consultant will work closely with City staff for all grant reporting requirements related to the Caltrans grant.

Additionally, the City plans to utilize the non-competitive SB2 planning grant monies to help fund a Housing Element update and a program/project EIR that will help housing developers streamline future CEQA analysis for potential housing sites identified throughout the City via the creation of an Overlay Zone.

The Consultant will work closely with City staff for all grant reporting requirements related to the both the Caltrans grant as well as the SB2 grant. The consultant must also commit to a schedule to ensure that required milestones are achieved in accordance with the Caltrans grant, and also ensure that the Housing Element update is adopted and related CEQA analysis is approved by June 30, 2022.

**The deadline for submitting proposals is 5:00 pm, November 8, 2019. No facsimiles or electronic transmissions will be accepted. For more information concerning the submission requirements, please refer to Section VI.**

For further information and questions concerning the RFP, please send your questions no later than **October 25, 2019** to Mr. Wayne M. Morrell, Director of Planning, at [waynemorrell@santafesprings.org](mailto:waynemorrell@santafesprings.org). All requests for information and responses to questions will be posted on the City's website. Please check the City's website for latest information and queries concerning this RFP.

The City intends to follow, but will not be bound by, the following timeline:

- |   |                                 |
|---|---------------------------------|
| • Distribution of the RFP                   | September 30, 2019              |
| • Deadline to Submit Proposals              | November 8, 2019, 5:00 pm       |
| • Review of Submittals                      | November 11 – November 22, 2019 |
| • Scheduled Interviews                      | December 4-6, 2019              |
| • Contract Review by City Council for Award | January 9, 2020                 |



## II. BACKGROUND

The City wishes to undertake a comprehensive update to its General Plan in response to the numerous changes in State Statutes that have occurred since its last update in 1993-1994. In addition, the City is looking to establish a new vision for the city's long term growth and development. Although the City does not plan to add a new Economic Development Element, we still would like to establish policies and programs to enhance the local economy and facilitate business expansion, retention, and attraction.

**A. City of Santa Fe Springs:** The City Santa Fe Springs was incorporated in 1957. It is approximately 8.7 square miles and located in Los Angeles County. Santa Fe Springs is surrounded by the cities of Downey, Norwalk, La Mirada, Whittier and Pico Rivera. It is served by the 5 and 605 Freeways and Telegraph Road is the city's main thoroughfare. Per the 2017 American Community Survey, the city has 17,669 residents and 5,292 housing units. The racial composition of Santa Fe Springs is 79.4% Hispanic or Latino, 9.6% White, 5.1% Asian, 3.9% Black or African American, 0.4% American Indian and Alaska Native, and 1.6% other.

Santa Fe Springs is a largely built-out community and is mostly zoned for industrial uses: 3,500 acres industrial, 520 acres residential, 315 acres commercial, 115 acres public/institutional facilities, and 125 acres designated as parks and open space. The vast majority of the City is designated as a disadvantaged community by CalEPA for the purpose of SB 535, and much of the city qualifies as an AB 1550 low-income community.

**B. Government:** The City Council consists of five members elected from the City at-large who serve staggered four-year terms. The City Council annually appoints a Mayor and a Mayor Pro Tem from its own membership to serve a one-year term.

As a legislative body, the City Council is responsible for the enactment of local laws (Ordinances), the adoption of the annual City Budget and Capital Improvement Plan, and the review and adoption of proposed policies, agreements, contracts and other City business items.

The City of Santa Fe Springs has eight (8) citizen committees and two (2) commissions that are appointed by the City Council:

### Committees:

1. Beautification Committee
2. Family and Human Services Advisory Committee
3. Heritage Arts Advisory Committee
4. Historical Committee
5. Parks & Recreation Advisory Committee
6. Senior Advisory Committee
7. Sister City Committee
8. Youth Leadership Committee

Commissions:

1. Planning Commission
2. Traffic Commission

**C. General Plan:** With the exception of the adoption of the Housing Element in 2014, the City's General Plan was last updated in 1993-1994. The current General Plan includes the following Elements:

- Land Use (June 24, 1993)
- Housing (January 30, 2014)
- Open Space/Conservation (March 10, 1994)
- Safety (April 14, 1994)
- Circulation (January 11, 1994)
- Noise (February 24, 1994)
- Environmental (September 7, 1994)

The Consultant shall ensure internal consistency within the updated General Plan, Zoning Regulations, Land Use Map, and Zoning Map.

**D. Amendments:** The following are a list of the known Amendments to the General Plan and corresponding Ordinances, in chronological order, since its adoption in 1993-1994. Copies of the resolutions and ordinances are available upon request.

General Plan Amendment Number	Resolution & Ordinance Numbers	Date	Zone Change Number	Zone Change Resolution & Ordinance Numbers	Date
13	Reso #28-94 (PC) Reso #5935 (CC)	12/12/1994 12/12/1994	117	Reso #29-94 (PC) Ord #847 (CC)	12/12/1994 12/12/1994
14	n.a.	n.a.	n.a.	n.a.	n.a.
15	Reso #7-98 (PC) Reso #6328 (CC)	6/8/1998 6/25/1998	120	Reso #8-98 (PC) Ord #888 (CC)	6/8/1998 6/25/1998
16	Reso #19-98 (PC)	9/28/1998	121	Reso #17-98 Ord # 891	9/28/1998 10/22/1998
17	Reso #1-2000 (PC) Ord #6482 (CC)	1/24/2000 1/27/2000	123	Reso #2-2000 Ord #905	1/24/2000 2/10/2000
18	Reso #3-2001 (PC) Ord #6702 (CC)	11/26/2001 12/13/2001	124	Reso #4-2001	11/26/2001
19	Reso# 5-02	7/22/2002	n.a.	n.a.	n.a.
20	Ord #6822	12/17/2002	126	Ord #932	2/27/2003
21	Reso#01-2003	6/9/2003	127	Reso #02-2003	6/9/2003

22	Reso #14-2005 (PC) Ord #8024 (CC)	9/26/2005	128	Reso #13-2005	10/13/2005
23	Ord #9048 (CC)	3/27/2013	131	Ord #1042	4/11/2013
25	Reso #39-2013 (PC) Reso #9428 (CC)	9/26/2013	134	Reso #38-2013 (PC) Ord #1047 (CC)	10/8/2013
26	Reso #56-2016 (PC) Reso #9508 (CC)	5/26/2016	136	Reso #58-2016 (PC) Ord #1074(CC)	6/9/2016
27	Reso #71-2018 (PC) Reso #9576 (CC)	7/12/2018	137	Reso #72-2018 (PC) Ord #1093 (CC)	7/26/2018

**E. Challenges:** Current and future challenges face the City of Santa Fe Springs that need to be addressed in this General Plan Update. Some of the current and anticipated challenges are:

- **Economic Development:** Santa Fe Springs voters approved Measure Y, a one-cent sales tax, in November 2018 to address a structural deficit in the budget. Revenue protection and development will be keys to ensuring long-term fiscal sustainability. The City aims to enhance economic development activities, business retention and expansion, business incentives and leverage the City's assets for increased regional competitiveness in the areas of new retail and professional services and diversity of housing types and price ranges.
- **Global Warming:** Addressing State and Federal requirements for Greenhouse gas emission reductions. GHG reduction will be addressed within CEQA compliance but the City will consider additional initiatives that may be incorporated into the General Plan Update to comply with Assembly Bill 32 "Global Warming Solutions Act of 2006."
- **Land Use Changes:** The majority of recent developments in Santa Fe Springs have been large-scale industrial buildings that cater to the ever-growing logistics industry, which typically involves a sizeable amount of truck traffic. Additionally, existing city zoning and general plan designations limit opportunities for commercial, residential and mixed use developments. The city would like to encourage higher density, mixed-use, TOD developments near public transit, LRT stations, commercial corridors, as well as destination-type developments to help improve the city's nighttime population. A new downtown area near the intersection of Telegraph Road and Norwalk Boulevard, where the City owns several large parcels of underutilized properties (64-acres), is just one of several ideas to that end.
- **Environmental Justice:** Santa Fe Springs is identified as a Disadvantaged Community based on income level, environmental burden and health inequities. The City is burdened by poor air quality and emissions generated from three nearby freeways, manufacturing uses, and heavy truck traffic associated with the City's large industrial base. The City hopes to identify objectives and policies to reduce the health risks in disadvantaged communities by reducing exposure to pollution, improving air quality, and accessibility to healthy foods, jobs, and affordable housing.
- **Limited Opportunities for Residential:** As mentioned previously, Santa Fe Springs is mostly zoned for industrial uses. Consequently, there are limited opportunities for housing developments in the City. The City is looking to not only identify goals and policies, but also to identify and evaluate specific sites throughout the City that are suitable for housing. An alternative could be to provide additional housing sites through the



implementation of a Housing Overlay as well as a program/project level EIR that will streamline future projects and incentivize the production of new housing units.

**F. Objectives:** Aside from a new Environmental Justice Element, the City of Santa Fe Springs is not interested in adding any additional elements to the General Plan at this time. The City's main objectives are to:

1. Provide incentives for new and diverse residential developments.
2. Reduce the health risks in disadvantage communities.
3. Facilitate economic and job development.
4. Implement streamlined housing and commercial development.
5. Maintain and enhance the City's fiscal health.
6. Preserve and enhance the residents' quality of life.
7. Maintain and preserve single-family residential neighborhoods.
8. Maintain and diversify active public transportation infrastructure (e.g. walking, biking, public transportation).
9. Maintain and preserve public utilities and infrastructure (e.g. roads, walls, sidewalks, public facilities, water, sewer, etc.).
10. Comply with State Code and Regional Plans.
11. Revise ineffective goals and policies.
12. Remove completed action items.

### **III. SCOPE OF WORK**

The City is seeking a Consultant that has extensive experience in preparing general plans, a proven ability to assess a City's current conditions, and knowledge of current State and Federal regulations as it applies to the completion of general plan updates and CEQA compliance. It is anticipated that this update will result in significant changes to the City's Land Use Map, Zoning Map and Municipal Code. In addition, the Consultant must be familiar with innovative public participation techniques to maximize public input within the decision-making process. The Consultant should be knowledgeable and competent in environmental analysis and CEQA compliance documents. Knowledge of past consultants that have worked with the City on prior General Plan Amendments, Zone Changes, Housing Element Updates, Environmental Documents, etc. is desirable. Prior experience with preparing a comprehensive General Plan update that involved the use of one or more grants is also highly desirable.

The update of the Santa Fe Springs General Plan should include a separate Existing Conditions Report, an Administrative Draft General Plan, Draft General Plan, and Final General Plan. The policy document must be technically accurate, user-friendly, concise and written in a manner that is easily understood by the public. There shall be an emphasis on providing information visually with the use of diagrams, photographs, tables, and maps.

Technical appendices containing well-organized formats for ease in reference must be provided. The document text must clearly indicate where supporting documentation/ evidences for conclusions, policies or synopsis of data is located. The relationship must be clear, concise and consistent between the comprehensive General Plan Update, technical appendices and the Environmental Impact Report (EIR).

**Assumptions:** Proposals should include a list of the Consultant's assumptions made in preparation of the proposal on a separate page entitled, "Assumptions upon Which This Proposal is Based." This section should also specifically set forth those documents, maps, and studies which the Consultant expects to be provided by the City.

**A. Preparation of General Plan:** The Consultant shall be responsible for the preparation of a screen check, draft and final General Plan Update, and EIR. In addition, the Consultant shall also be responsible for the preparation of administrative draft(s) and required environmental documentation. The Consultant shall be prepared to provide the City with all background files and information used in preparation and completion of the work. All figures, maps and exhibits shall be of a size approved by the City and also be clearly legible.

The City wishes for a visioning component within the development of the comprehensive General Plan update. The existing General Plan, with the exemption of the Housing Element, is almost three decades old and thus it is important that the Consultant facilitates the development of a **Vision** for the overall community as well as for individual and identifiable neighborhoods. The Vision will help inform the City's marketing and branding efforts as well as the development of unique characteristics and public improvements for the respective neighborhoods, for example in neighborhood markers or monument signs, street signs and tree planting. Please include the visioning process within the **Community Engagement Program**.

The City desires to promote a business friendly environment, identify its weaknesses, and to realize potential opportunities within the marketplace. Although the City does not plan to add a new Economic Development Element at this time, the Consultant shall incorporate policies and programs to address the City's competitiveness within the marketplace, provide strategies to improve the economic vitality of its residential, commercial and industrial land uses, attract new developments, and retain and expand existing businesses. The City is committed to completing a **Market Study** to understand its current market demand for housing, retail, hospitality (restaurants and hotels), and industrial uses. The Market Study shall analyze and discuss the different types, categories, and affordability levels, in the case of housing, within the report. Said Market Study will describe and analyze existing trade area demographics, identify retail leakage, absorption rate, void analysis for specific categories of retail uses, opportunity sites for development, and an inventory and description of competing retail centers (existing and proposed) within the trade area. The Market Study will include preliminary development pro formas for four development or opportunity sites that will be identified by City staff in consultation with the Consultant. It is anticipated that the four opportunity sites can be a combination of commercial, residential, and mixed-use development opportunity sites. The Consultant shall list the cost for the market study separately within the budget.

To fulfill requirements associated with the Caltrans Sustainable Transportation Communities Grant, the City also wishes to adopt its first **Environmental Justice Element** to address environmental justice through a set of comprehensive objectives and policies aimed at increasing the influence of target populations in the public decision-making process and

reducing their exposure to environmental hazards. A targeted **Zoning Code Update** will then implement the new Land Use, Circulation and Environmental Justice policies and strategies. Additionally, to fulfill requirements associated with the SB 2 grant, the City wishes to identify new housing sites throughout the city. Creation of a new Overlay Zone and a Program/Project EIR with build-out scenarios for said housing sites could then be utilized to help streamline future projects, and thus incentivize the actual production of new housing units in the City.

Consultant shall prepare monthly status reports to City staff concerning the status of the work and completed and pending activities. Consultant shall prepare all public notices, staff reports, resolutions, ordinances, maps, charts, and other documents necessary as part of the planning review process and public outreach program.

Following initial research and public outreach efforts, the Consultant shall evaluate the City's existing policies and land use patterns, identification of amendments to the General Plan and Zoning Regulations, and recommend adjustments deemed appropriate, including new policies and/or land use alternatives. An **Existing Conditions Report** shall be prepared addressing recommendations including their feasibility, potential impacts, ramifications, and outcomes. From this analysis, the Consultant shall develop a series of policy and land use recommendations to be considered for incorporation into the General Plan.

Elements shall conform to the most current General Plan Guidelines prepared by the State Office of Planning and Research. Each draft element shall contain text, diagrams, and documentation material sufficient to demonstrate its scope and intent and shall be internally consistent with the balance of the General Plan. Goals, objectives, and policies shall be stated clearly and in a manner easily understood by the general public and a clear set of policies for each land use designation with viable implementation strategies should be developed. A Table of Contents shall be provided for each element which includes a comprehensive list of tables, figures, maps, and appendices.

Textual data provided in each element should be supplemented with graphics consisting of maps, drawings, charts, and tables. All data sources utilized to prepare the plan text and graphics shall be documented, referenced, and included in the plan.

Consultant is to provide a detailed **Project Schedule/Work Plan** which includes a list of required key tasks, activities, durations and milestones to complete the Comprehensive General Plan Update, Targeted Zoning Update, and related CEQA documentation. Time frames should be stated in terms of the number of calendar days required to complete the specified tasks using the City's Notice to Proceed as the start date. The schedule should identify time periods as the total elapsed time from the start date. The schedule should track the independent timing for each of the major work components (e.g. general plan elements, public participation, CEQA, technical studies, etc.), and the different documents to be developed, reviewed, and adopted. The schedule should include the public participation process, interviews, community workshops, and public hearings. The Consultant must also consider various milestones that must be achieved as part of the two previously-mentioned grants. The Caltrans planning grant funded activities (Land Use, Circulation, Environmental



Justice elements, and the Community Engagement Program) must be adopted by February 28, 2022. The HCD SB 2 planning grant funded activities (EIR) must be adopted by June 30, 2022. The Consultant shall assist and provide data and information on a timely basis for the completion of various reporting requirements of each grant.

City staff will discuss the Work Plan with the selected Consultant prior to execution of a contract for this project. The Work Plan shall identify the steps and types of data to be prepared, which shall include, but not be limited to:

- **Review Relevant Planning and Circulation Documents:** Compile and review baseline planning data. Sources will include the current General Plan, other existing plans, policies, regulations and related materials.
- **Review Maps, Databases, etc.:** Review existing maps, GIS layers and databases to understand context and identify issues to be addressed in the General Plan Update and set the stage for the mapping component of the General Plan Update.
- **Field Reconnaissance:** Conduct extensive field reconnaissance to understand public infrastructure conditions, land use, circulation, and environmental justice issues, identify areas of stability and change, and highlight areas of conflict.
- **Technical Reports and Analysis:** Conduct technical reports and analysis to inform the General Plan Update, which may include base maps and an inventory/summary of the following:
  - Housing, Population, Demographics and Social Characteristics: Research demographic data and prepare a summary report of the socioeconomic profile of the City. The report shall include demographic forecasts through 2040.
  - Land Use Patterns: Review the current General Plan and Zoning maps to identify land use patterns, land use compatibilities and conflicts and development trends in the City.
  - Open Space, Recreation, Schools, Library, Cultural, Civic, Historical and Park Facilities
  - Prevalent community identify, public perception and image.
  - Economics: economic conditions and factors, base market analysis, economic multiplier effects on the City economy, critical analysis of existing economic generators and a forecast of potential significance in the near future (i.e. 10-20 years), local business conditions, including recent commercial and industrial development trends.
  - Zoning Consistency Evaluation: Conduct in-depth evaluation of the consistency of the current and proposed General Plan and Zoning Regulations, giving special attention to the Land Use and Circulation Elements and specific Zoning sections.
  - Prevailing physical constraints and opportunities (transportation systems, infrastructure conditions/capacities, etc.)

- Public infrastructure conditions primarily related to additional capacity to accommodate projected growth.
- Traffic counts and modelling: Traffic counts and modeling will be conducted at pre-approved intersections (up to 45 locations) and street segments (up to 45 locations).
- Circulation Study: Prepare a comprehensive circulation study that evaluates the existing and proposed circulation system and identify areas of improvement to improve multimodal transportation use and efficiency. The goal of the Circulation Study is to create a circulation system that increases the use of alternative modes of transportation, makes travel safer for pedestrians and cyclists, and enhances mobility for all travel modes.
- Analyze Multi-modal System and Identify Multi-modal Transportation Needs: Analyze accessibility of the routes and facilities for the following travel modes- pedestrian, bicycle, transit access (bus and light rail stations); analyze truck traffic and routes; identify safety and security concerns.
- Update SCAG RTP 2012 Model: Update the RTP to identify existing and future conditions at build-out under the existing and proposed Land Use Element.
- Alternative Land Use and Circulation Alternatives: Identify and test up to three land use or circulation scenarios as part of this task.
- Crime statistics by neighborhood
- Assess the need for additional public facilities, based upon projected increases in land use intensity, population and the correlated need for additional services.
- Potential hazards presented along subterranean natural gas, liquid gas transmission lines.
- Identify and evaluate potential housing overlay sites throughout the city and determine the feasibility to construct either housing or mixed-use development.
- **Air Quality and GHG Emissions:** Conduct air quality impact analysis to evaluate the proposed land use impacts on air quality specific to the City pursuant to SCAQMD requirements. Utilize baseline data from California Air Resources Board and air quality profile data from SCAQMD. The Update may potentially impact the number of vehicle trips in the City and emissions from mobile and stationary sources shall be considered. Greenhouse gas emissions shall be analyzed and recent OPR CEQA Guidelines changes shall be followed. The project total GHG emissions shall be compared to the Regional and State-wide emissions. GHG emissions from construction and mobile sources shall be considered and analyzed. Emissions of carbon dioxide and other major greenhouse gases such as methane and nitrous oxide shall be calculated. Mitigation measures shall be developed for potential air quality and GHG impacts.
- **Market Study:** Consultant shall conduct an economic/market demand study that analyzes the City with respect to locational factors, visibility, access, traffic counts, circulation, amenities, synergies, walkability, crime statistics, and impact of surrounding land uses with specific focus on market potential and constraints.

- **Define Trade Area:** Define the Trade Area from which the majority of demand for potential land uses (housing, retail, restaurants, hotels, office parks, industrial) will emanate.
- **Macro-level Demographic and Economic Characteristics:** Determine trends and forecast future market conditions. This evaluation shall include a survey of population, households, income, age, employment trends and spending patterns.
- **Identify Potential Catalytic Projects:** Identify potential catalytic projects within the Trade Area and determine their likelihood impact on future market dynamics.
- **Financial Feasibility:** Assess financial feasibility for each of the four development opportunity site (residential, mixed-use, commercial), using preliminary pro forma valuation.
- **Market Demand Report:** The results of the market study shall be presented in a Market Demand Report. The Report shall include the findings as well as recommendations concerning the four development opportunity sites, and recommend a strategy that includes development trends and locational benefits relative to transportation systems and surrounding land uses.
- **Equity Analysis and GHG Emission Reduction:** The Consultant shall develop a demand analysis of transportation modal shifts and equity analysis to determine the number of new users that are projected to use alternative active transportation. Projected GHG emission reductions will be used as an evaluation criteria to help evaluate the land use and circulation system improvements.
- **Selection of Preferred Land Use Alternative:** Discuss and determine preferred land use alternative based upon information and analysis to date. Explore, and develop if necessary, new land use designations on specific sites, such as housing overlay sites, and mixed-use sites to serve future growth.
- **Preparation of Outline, Template, and Format of General Plan and Zoning Code Update:** Consultant shall prepare framework of the General Plan update and Zoning Code update for City approval.
- **Preparation of Existing Conditions Report:** This report shall summarize the results of the technical analysis and include preliminary policy and recommendations.

The final work plan shall identify the types of graphics to be provided in the General Plan, as well as the types of large-scale colored exhibits to be prepared for workshops and public hearings.

- B. Community Engagement Program:** The City considers public participation an integral component to the overall success of the General Plan Update. The Community Engagement Program is critical and is paramount in the collection and understanding of the community. The Program should be designed to engage all segments of the community and to permit individuals to enter and exit the process as their time and interests allow.



The Consultant will be expected to develop as one of the first work efforts, a comprehensive community outreach and engagement program that will include a strategy to maximize public participation throughout the entire process, from the initial introduction of the project to solicit interest, through the initial review of the existing General Plan and Zoning Code and subsequent public hearing process for the adoption of the new General Plan. In accordance with the time frame set forth in the final Work Plan, the Consultant shall prepare a draft Community Engagement Program for City review and approval prior to its implementation. Consideration of requirements set forth in both the Caltrans Sustainable Transportation Communities Grant and non-competitive SB2 Grant is crucial.

The Consultant will organize and facilitate all public participation events. The Consultant will be responsible for providing Spanish translation services and sufficient number of wireless headsets for translating purposes at all community meetings/workshops.

Integral to the Community Engagement Program, the Consultant will work closely with the **General Plan Advisory Committee (GPAC)**, comprised of community representatives and with the **City Council Sub-Committee**, comprised of two City Councilmembers.

The Community Engagement Program should include the following elements:

- **Vision Statement:** Consultant shall develop a long-range Vision Statement, which will establish the planning principles and policies for the completion of the General Plan Update.
- **Outreach and Marketing Plan:** Consultant shall develop an outreach and marketing strategy, for City pre-approval, which will direct efforts to engage City residents, business and property owners. The strategy will include a draft outreach schedule and proposed methods of engagement to heighten community awareness and to drive attendance at the public workshops, focus group meetings, and stakeholder meetings. The outreach strategy should include an identity or brand that is easily recognized by a project template or logo design. The outreach methods shall include, at a minimum, public notices, posters, press releases (6), social media, on-line survey, fact sheet and frequently asked questions sheet. Also, the Consultant will develop and maintain a project dedicated webpage which is linked to the City's Homepage. The project webpage can be updated with new information and progress reports supplied by the Consultant. All posted information and material will be pre-approved by the City. The General Plan Update informational literature, notices, and articles shall be bi-lingual (Spanish).
- **Community Needs Assessment:** Consultant shall develop a Community Needs Assessment, for City pre-approval, to identify transportation and mobility barriers confronting low-income households and at-risk individuals (disabled, language, single parents). This Assessment shall be utilized during the Community Workshops and Focus Group Meetings. The Assessment forms a substantial component of the foundation from which land use, circulation, and environmental justice strategies will be developed. Consultant shall utilize CARB's Final Guidance Document- "Low Income Barriers Study, Part B: Overcoming Barriers to Clean Transportation Access for Low-Income Residents." The findings will be presented in a final Community Needs Assessment report.

- **Online Website:** Consultant shall work with City's IT Department to develop a dedicated webpage on the City's existing website to provide resources that includes, but is not limited to: project description; project milestones; meeting and event calendar; online interactive surveys; and space to provide information about the Update and to gather community feedback. The Consultant will be responsible for providing content-information, data, etc. to the City IT Department to update the webpage as needed throughout the duration of the project.
- **Community Workshops (4), Focus Group Meetings (8), Stakeholder Meetings (8), and General Plan Advisory Committee Meetings (6):** Consultant shall market, coordinate, and conduct meetings with the community and stakeholders to engage the community into the decision-making process. The completion of this task shall be performed in coordination with City staff, who will also attend all public meetings. The Consultant shall facilitate discussion and develop a list of key stakeholders, problem or challenge areas to study, and strategies for engaging residents. The meeting dates, times, and locations shall be conducted during convenient times and locations to ensure maximum participation.
  - Community Workshops: Four Community Workshops are planned and will occur at key milestones of the Update. The Consultant shall market, prepare, lead, and present at the Workshops. At all Workshops, City staff will be present. The Consultant shall initiate the discussions that will solicit community input and opinions. Consultant shall incorporate Community Needs Assessment in each of the Workshops.
  - Focus Group Meetings: These meetings, up to eight, provide a more intimate setting during which specific topics can be examined and discussed in greater detail. It is envisioned that the Community Needs Assessment can be administered during one or more of these meetings as well.
  - Stakeholder Meetings: These meetings, up to eight, are one-on-one and provides a more discreet setting for possibly more candid discussion.
  - General Plan Advisory Committee Meetings: The GPAC is comprised of individuals representing a cross-section of the community and represents interests of the rental, property owner, business, education, health, youth, senior, low-income, special needs communities. At specific meetings, representatives from special interest, advocacy organizations will be invited to attend. The GPAC meetings provide another forum in which the Update can be discussed and evaluated.

Simultaneous interpretation services shall be provided by Consultant (two interpreters) using wireless headsets. The Consultant shall also facilitate and attend GPAC meetings, comprised of individuals representing a cross section of the City.

- **Study Sessions (2) and Public Hearings (4):** During the approval and adoption phase of the Update, the Consultant shall conduct presentations of the Update at key milestones of the project. Study sessions are encouraged and should be held with the Planning Commission, Traffic Commission, and City Council, either individually or jointly. Two Study Sessions and four Public Hearings are scheduled for consideration and adoption of the targeted General Plan and Zoning Code Update. Consultant shall facilitate discussion

and present a PowerPoint presentation at these meetings, which will also be attended by City staff.

- **Community Engagement Report:** Consultant shall prepare a Community Engagement Report, which documents and summarizes the community outreach efforts. This report will summarize the online engagement tools and results, project database, project meetings, public questions, comments and conclusions reached at these meetings, samples of collateral materials that were employed throughout the process and any feedback received through the project webpage.

**C. Environmental Analysis:** The Consultant shall be responsible for all CEQA work on the General Plan Update and related activities. An Initial Study shall be prepared in conformance with CEQA to evaluate the potential for environmental impacts associated with the General Plan Update as well as project level analysis of four development opportunity sites. Any resulting mitigation measures shall be accompanied by a mitigation and monitoring program prepared by the Consultant, for the adoption of the General Plan and related documents as well as enabling the future development of the four development opportunity sites.

The Consultant shall prepare a comprehensive Environmental Impact Report (EIR) for the work contemplated in this RFP in accordance with the latest procedural and substantive requirements of the California Environmental Quality Act (CEQA). The EIR shall encompass the geographic area to include current City limits and Sphere of Influence. Additionally, the EIR shall also include sufficient analysis for the build-out scenarios of up to four development opportunity sites (potential housing, mixed-use, and commercial sites) to streamline future projects, thus incentivize the actual production of new housing units and commercial projects in the City.

Timing for the preparation of the General Plan Update and the EIR shall be overlapping so that the information collection and analysis can be used for both documents. This will ensure the preparation of both documents will be parallel, iterative, and consistent.

The Consultant shall be responsible for any and all procedural steps, including (but not limited to) the preparation of public notices, AB 52 & SB 52 Notifications, Resolutions, Ordinances, Initial Study, Notice of Preparation, Notice of Completion, Notice of Determination, Filing Notices with County Offices, Filing Notices with the State Clearinghouse, providing notices to local and state agencies as needed, Statement of Overriding Considerations (if necessary), Facts and Findings and Responses to Comments. The Consultant shall also be responsible for scheduling, noticing and conducting scoping meetings. The scoping meeting shall include either meeting individually with or soliciting comments from all responsible, affected and trustee agencies in order to identify and discuss issues, actions, alternatives, potential and significant environmental effects, and potential mitigation measures.

The Consultant will prepare technical support reports, appendices, including but not limited to traffic modelling, geotechnical, biological, air quality, noise, GHG emission reduction, and archeological reports. Traffic modelling may involve LOS and/or VMT.

The City shall review all documents prior to distribution by the Consultant. Policy and implementation programs shall be assessed for their impacts and mitigation measures shall be identified. The EIR shall reference pertinent analysis of the General Plan sufficient to allow for enactment of future development in the City. Cumulative and growth inducing impacts shall also be included in specific sections of the document (CEQA Guidelines Section 15130); the EIR shall consider full "build-out" of the General Plan, including but not limited to four potential development opportunity sites (housing, mixed-use, and commercial sites). A technical appendix clearly identifying all supporting documents shall be a part of the EIR. The EIR shall also be provided in electronic version and GIS maps.

A Mitigation and Monitoring Program shall be prepared pursuant to CEQA. This document shall be a separately bound document from the EIR. The Consultant shall develop recommended implementation measures appropriate for each element and also identify the appropriate party responsible for implementation, monitoring, capital costs, and confirmation of implementation. The implementation program should also include an estimated time frame for completion. Recommendations shall be developed for a mitigation and monitoring system designed to ensure accomplishment of the General Plan goals and streamline the future development of the four development opportunity sites (housing, mixed-use, and commercial).

Note: Number of requested copies is preliminary and may be adjusted as necessary.

**D. City Meeting Schedule and Communication:** Consultant will keep City staff fully apprised of the status of the project by providing timely meetings and other forms of communication.

- Consultant will designate a Lead Consultant who will be the point-of-contact for the City. This individual will attend all meetings and be responsible for the overall coordination of activities and completion of the General Plan Update.
- Monthly meetings with City staff. It is anticipated that these meetings will be comprised of the Project Manager and team members, if appropriate, as well as City staff. These monthly meetings will be held in City Hall.
- It is also anticipated that the use of conference calls will be necessary at various times throughout the process. These calls will be coordinated by the Project Manager for the necessary participants. The number of such meetings is indeterminate and is not to be in lieu of the monthly on-site meetings at City Hall.
- Attendance at a minimum of two (2) but up to four (4) Planning Commission meetings and two (2) City Council meetings should be included in the Proposal Budget. Please note that at the discretion of the City, a joint meeting of the City Council and Planning Commission may be convened and shall constitute as one (1) meeting. Please list the cost for each individual Planning Commission and City Council meeting as a separate cost items and include these meetings in the Work Plan and Budget.
- Prepare informative PowerPoint presentations for public meetings.



## **E. Deliverables:**

1. Project Schedule/Work Plan with major work components and milestones
2. Provide, update, and manage a dedicated website for the General Plan Update that will be linked to the City of Santa Fe Springs website
3. Maps and graphics for all community and public hearing meetings
4. Existing Conditions Report containing a summary or findings, data, assumptions, and a draft outline of the preliminary General Plan Update. The report should also contain preliminary policy and land use recommendations and implementation measures.
5. Market Demand Study
6. Community Engagement Report
7. Community Needs Assessment concerning transportation and mobility issues
8. Draft General Plan Elements submitted in accordance with the time frames set forth in the final work plan
9. Administrative Draft General Plan – five (5) printed, bound copies and five (5) digital versions (CD or USB/flash drive) in both Word and PDF
10. Administrative Final General Plan Update – five (5) printed, bound copies and five (5) digital versions (CD or USB/flash drive) in both Word and PDF
11. Draft General Plan Update – ten (10) printed, bound copies and ten (10) digital versions (CD or USB/flash drive) in both Word and PDF
12. Final General Plan Update – ten (10) printed, bound copies and ten (10) digital versions (CD or USB/flash drive) in both Word and PDF
13. Administrative Draft EIR – five (5) printed, bound copies and five (5) digital versions (CD or USB/flash drive) in both Word and PDF
14. Draft EIR – five (5) printed, bound copies and five (5) digital versions (CD or USB/flash drive) in both Word and PDF
15. Final EIR – five (5) printed, bound copies and five (5) digital versions (CD or USB/flash drive) in both Word and PDF
16. Facts and Findings and Statement of Overriding Considerations (if applicable) – one printed copy and one (1) digital copy in both Word and PDF
17. Mitigation and Monitoring Program – to be included in Final EIR, one (1) digital copy in both Word and PDF
18. Final resolution/ordinance adoption materials for the General Plan Update
19. Updated color Land Use Map (1" = 500') – five (5) wall copies (30x40 )
20. Updated color Zoning Map showing areas of inconsistency (1"=500') – five (5) wall copies
21. Updated color Land Use Map in PDF and GIS format on USB/flash drive – one (1) copy
22. General Plan maps and tables in format capable of being uploaded onto City website
23. Administrative Draft Targeted Zoning Code Update Amendment
24. Draft Targeted Zoning Code Update Amendment
25. Final Targeted Zoning Code Update Amendment

Note: Number of required copies is preliminary and may be adjusted as necessary. However, indicate the cost of each item in the budget proposal.

**F. Budget Proposal:** Although an important aspect of consideration, the financial cost estimate will not be the sole justification for consideration. The City does expect a fair and reasonable project cost, backed by itemization of how the costs per phase and task were developed. Negotiations may or may not be conducted with the firm; therefore, the proposal submitted should contain the firm's most favorable terms and conditions, since selection and award may be made without discussion with any firm. All prices should reflect "not to exceed" amounts per item.

Proposals should include, at a minimum, the costs for the completion of each major task in the work program. Each task should clearly identify the Consultant team member who will be primarily responsible for completing the task. Costs should be segregated into a time and materials rate schedule and a not-to-exceed maximum amount for all work. Indicate hourly rates of individuals involved, number of hours for each component, task or product, and the fee structure for additional work outside of the contract and optional items. Prices shall represent the cost of finished products and cost estimates shall identify expenditures for graphics, base maps, public meeting and hearing participation, printing, legal notices, postage, mailing, advertising and other incidental and administrative costs.

- A cost analysis for the entire project and separated by major tasks within the General Plan Update (i.e. fee for each of the elements), consistency analysis, and public participation.
- Separate price quotes for:
  - Market Study
  - Community Engagement Program
  - Website hosting and content maintenance
  - Environmental Review and CEQA compliance work

**NOTE:** *At the City's discretion, City reserves the right to award separate contracts to different consultants for the CEQA work and the General Plan/Community Engagement work. The Consultant's budget should take this into consideration and state if there will be an impact on the work schedule or budget should the Consultant not be awarded a contract for both the General Plan Update and CEQA work. This statement should appear in the Consultant's Proposal cover letter.*

#### **IV. WORK PRODUCTS**

The format for all textual materials and products will be 8-1/2" x 11", black ink on white paper. The format of graphic elements may vary from said standard but shall be approved by staff prior to inclusion in any document. Final products shall be in a form that is workable, amendable, and easily reproducible. The General Plan Update shall be bound in a loose leaf, three-hole binder to easily accommodate amendments.

All studies, charts, graphs, and materials used in preliminary and public review processes shall become the property of the City of Santa Fe Springs. In addition, the Consultant shall provide the final textual documents in a format consistent with the word processing program in use by the

City at the time of final document delivery (the City currently utilizes the Microsoft Office 2013 suite). All map-based exhibits shall be developed using ArcView 10.0 or above, or ESRI GIS products, and provided in both a GIS format (as a shapefile and map package) and Adobe Portable Document Format (PDF) to the City.

All software applications or computer files generated for graphics, texts or pictorials will be supplied to the City on a disk, memory stick or CD-ROM. The Consultant shall be responsible for ensuring that submitted files and/or programs function properly on the City's computer system, for example, posting the new General Plan, maps, and tables onto the City website.

## **V. SELECTION PROCESS**

### **A. Selection Process:**

City staff will evaluate all eligible responses in accordance with the criteria listed below. Upon completion of the evaluation phase, staff will interview the appropriate consultants to determine those most eligible. The decision on the number of consultants to interview is solely within the discretion of the Director of Planning, who will forward a recommendation to the City Council for final consideration and award of contract.

The City of Santa Fe Springs will select a principal consultant or consultant team for this work on the basis of qualifications and experience. The following are the minimum qualifications to be used to evaluate responses to this Request for Proposal:

1. Firm has five or more years of relevant experience performing services on similar public projects.
2. Firm is to provide, with proposal, three or more satisfactory municipal references for work performed in the past five years. Include references from cities of a similar size and character to Santa Fe Springs, the responsibilities of the consultant/sub-consultant, proposed and final budget, and proposed and actual completion dates.
3. Firm can demonstrate understanding of the project, the challenges and opportunities, and knowledge of the disciplines necessary to complete the project.

### **B. Evaluation Criteria and Point System**

Firms responding to this RFP will be evaluated on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. Each proposal will be evaluated, in the following areas:

- Firm's experience and past performance and quality on similar projects, including qualifications and experience of the key project staff members as demonstrated by their past experience and performance on similar projects that were funded with third-party planning grants, such as Caltrans and HCD SB 2. Include resumes of

supervisory staff that will have direct charge of the project with educational background and qualifications. Submit General Plan experience, Housing Element and Housing Overlay experience, Environmental Justice Element experience, creation of a downtown area experience and demonstrated record of success on work previously performed for other government agencies. City may request copies of such work later in the evaluation process but consultant may submit work samples as part of the Proposal for City consideration. (25 points)

- Public participation experience in working with the public formulating goals and consensus and CEQA experience (5 + 5 points)
- Familiarity with the City of Santa Fe Springs and its policies, ordinances, procedures, as well as its challenges and opportunities e.g. prior experience with the City of Santa Fe Springs working on General Plan and Zoning Regulations (10 points);
- Ability to begin work upon issuance of the notice to proceed (5 points);
- Demonstrated ability to complete projects within proposed time lines and cost and substantiating adequate staffing levels to complete the project within the time specified in Consultant's proposal (25 points);
- Completeness, accuracy and clarity of Proposal submittal (10 points); and
- Overall cost to the City. Price is not the sole determining factor. The cost estimate is to be submitted in a separate sealed envelope (15 points).

## VI. SUBMITTAL REQUIREMENTS

Six (6) bound copies and one (1) electronic copy of the proposal must be received by the City of Santa Fe Springs Planning Department no **later than 5:00pm on November 8, 2019**. Late proposals, electronic transmittals and facsimiles will not be accepted.

All proposal and documents submitted become the property of the City of Santa Fe Springs. Information considered proprietary shall be identified as such when the proposal is submitted. The envelope(s) shall be clearly marked with the notation "**DO NOT OPEN - GENERAL PLAN UPDATE AND EIR PROPOSAL**".

The **Budget Proposal must be submitted in a separate sealed envelope** with the firm's name and "**DO NOT OPEN - BUDGET FOR GENERAL PLAN UPDATE AND EIR PROPOSAL**".

Proposals may be submitted by mail or in person to the address shown below.

Mr. Wayne M. Morrell  
Director of Planning  
City of Santa Fe Springs  
11710 E. Telegraph Road  
Santa Fe Springs, CA 90623

Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City reserves the right to reject any or all proposals, to accept any proposal, or portion thereof, to waive any irregularity, and to take the proposals under advisement for a 90-day time period as may be required to provide for the best interests of the City of Santa Fe Springs. In no event



will an award be made until all necessary investigations are made as to the qualifications of the applicant and a standard consulting services agreement has been awarded by the City Council.

## **VII. PROPOSAL AND FORMAT REQUIREMENTS**

The City of Santa Fe Springs desires a work product that is reflective of the needs and expectations of the residents, not just a restatement of the existing goals, policies and objectives. The Consultant should demonstrate not only an ability to be a problem solver, but also be capable of presenting innovative approaches to existing community issues.

The Consultant will submit a detailed Work Plan with a budget. The City may elect to eliminate or modify specific features of any proposal. Therefore, it is imperative that the Consultant provides a meticulously detailed breakdown of the proposal, by each of the identified items under the Scope of Work (where appropriate), project function, timeline, man-hours, hourly rates, and costs.

Proposals must be concise and focused on the specific Scope of Work specified in this RFP and, at a minimum, shall contain the following information in the following order:

- A. Letter of Transmittal**, signed by an individual authorized to bind the proposing entity to the proposal for a period of 90 days. The letter shall also include a) a statement concerning any personal, financial, and/or organizational conflicts of interest prohibited by law, b) a statement that Consultant understands that the City may award separate contracts to different consultants for the General Plan Update and CEQA work, and c) a statement that the Consultant has read and agrees to the Standard Consulting Services Agreement and Insurance Requirements or, if there are areas of clarification or disagreement, the Consultant will indicate such in the cover letter. If there are no exceptions, then the proposer agrees to be bound by, and thereby represent its ability to satisfy all terms of the Agreement, if awarded a contract. Alterations or changes to the agreement which were not in the Consultant's response will not be made after the selection of the Consultant. This includes alterations, exceptions, or changes to the insurance and indemnity provisions. By requiring these requests up front, the City can compare all respondents on an equal footing.
- B. Table of Contents**: Include page numbers.
- C. Executive Summary**: Briefly summarize your understanding of the City's intent and purpose for completing the General Plan Update. The Executive Summary should introduce your Proposal and your understanding of the City of Santa Fe Springs, the proposed project, significant steps, methods and procedures to be employed by your firm to ensure quality end products that can be delivered within the required time frames and your identified budget.
- D. Qualifications**: General description of, and capabilities and qualifications of your firm, relative to the Scope of Work and Proposal Requirements of this RFP.
  - General information about the firm including company size, location of offices, years in business, organization chart and number and classifications of staff.

- Identification of prior work history of the prime and/or subprime consultants with the City of Santa Fe Springs as well as prior work experience on grant-funded General Plan updates and familiarity of grant reporting requirements.
- Identification of each proposed subcontractor, if any, their responsibilities and Lead Consultant or key contact person. The person(s) who will attend and facilitate public meetings and presentations shall be identified.
- Identification of the proposed Lead Consultant for the team who will be the sole point of contact for the City for day-to-day operations. This person must not be removed from the project without the prior approval of the City.
- List the key personnel who will participate in performing the Scope of Work. Provide a resume of each listed team member (include subcontractor's key personnel, if any, who will be completing a portion of the Scope of Work). There shall be no changes in key staff without City written pre-approval.
- Provide an organizational chart depicting the relationships between the primary consultant and sub-contractors and the various staff members within each agency for this project.
- Demonstrate ability to obtain and maintain adequate equipment, technical, and financial resources for performance (including ability to meet work schedule time frames and deliverables).
- List of three (3) or more references for recently performed comparable work, that indicates the past performances and abilities of the proposed team (primary and sub-contractors). Include a key client contact person with a current daytime phone number and email address for each reference.
- Include a summary of the firm's understanding of CEQA and the issues confronting the City, including potential issues, which may arise, based upon the Consultant's work and experience in other comparable jurisdictions.

**E. Format:** Limit your proposal to no more than thirty (30) typed 8.5" x 11" pages on white bond paper of at least 20-pound weight single sided (excluding cover letter and attachments). You may attach company brochure materials if you wish, but these must be as separate attachments and independent from the required elements noted above.

- Use a conventional serif or sans serif typeface with a minimum font size of 11 points. Use a 1" margin on all borders.
- Organize your submittal in the order described above.
- Provide six (6) bound copies of your firm's response and one electronic version (PDF on CD or USB/flash drive). City may request the Proposal to be electronically submitted.
- Prominently label the package: "2019 General Plan Update" and include the name of the lead or primary respondent.

**F. Insurance:** The consultant shall at their own cost and expense, procure and maintain during the term of this agreement, the following:

- Commercial General Liability Insurance, in an amount not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury, personal injury and property damage.
- Comprehensive Automobile Liability Insurance, which provides for total limits of not less than \$1,000,000 combined single limits per accident applicable to all owned, non-owned and hired vehicles.
- Statutory Workers' Compensation required by the Labor Code of the State of California and Employers' Liability Insurance in an amount not less than \$1,000,000 per occurrence. Both the Workers' Compensation and Employees' Liability policies shall contain the insurer's waiver of subrogation in favor of Agency and City, and their elected officials, appointed officials, agents, employees, officers, volunteers and servants.
- Professional Liability (Errors and Omissions) Insurance, appropriate to Consultant's profession, against loss due to error or omission in an amount not less than \$1,000,000. Said policy shall contain a provision that the same shall not be canceled without at least thirty (30) days noticed to the City thereof. Consultant's insurance shall be written by insurers authorized to do business in State of California with a minimum "Best's" insurance guide rating of "A:VII +"

## **VIII. ADDENDA, CHANGES, AND AMENDMENTS TO THIS SOLICITATION**

At any time prior to the due date for responses, the City may make changes, amendments, and addenda to this solicitation, including changing the date due to allow respondents time to address such changes. Addenda, changes, and amendments, if made, will be posted on the City's website ([www.santafesprings.org](http://www.santafesprings.org)), which is deemed adequate notice. Any prospective respondent may submit, via U.S. mail or by e-mail, a request to the City's project coordinator to be placed on a list of persons to receive notice of any such addenda, changes, or amendments. The preferred manner of communications is via e-mail due to its timeliness.

## **IX. CONDITIONS FOR RESPONSES TO RFP**

The following conditions apply to this RFP process:

- Nothing contained in this RFP shall create any contractual relationship between the respondent and the City.
- This RFP does not obligate the City to establish a list of service providers qualified as prime contractors, or award a contract to any respondent. The City reserves the right to amend or cancel this RFP without prior notice, at any time, at its sole discretion, to procure any project-related service by other means, to modify the scope of the project, to modify its obligation or selection criteria, or take other actions needed to meet its goal.
- The City shall not be liable for any expenses incurred by any organization in connection with this RFP.

- No conversations or agreements with any officer, agent, or employee of the City shall affect or modify any terms of this RFP. Oral communications or any written/e-mail materials provided by any person other than designated contact staff of City shall not be considered binding.
- The City reserves the right, in its sole discretion, to accept or reject any or all Proposals without prior notice and to waive any minor irregularities or defects in a Proposal. The City reserves the right to seek clarification on a Proposal with any source. The City may, at its sole discretion and for any reason whatsoever, withdraw this solicitation at any time.
- The City reserves the right at any time, subject only to restrictions imposed by a written contractual agreement, to terminate negotiations with any potential candidate and to negotiate with other potential candidates who are deemed qualified.
- The City reserves the right to conduct a background check of any respondent. This may include, but is not limited to, contacting individuals and organizations regarding capabilities and experience of the potential respondent.
- The dates, times, and sequence of events related to this RFP shall ultimately be determined by the City. The schedule shown above is subject to change, at the sole discretion of the City; the City will attempt to provide reasonable notice of the changes.
- Respondents shall not issue any news release pertaining to this RFP, without prior written approval of the City.
- All submitted proposals and information included therein or attached thereto shall become public record upon delivery to the Planning Department. If the respondent believes any information submitted should be protected from such disclosure due to its confidential, proprietary nature or other reasons, it must identify such information and the basis for the belief in its disclosure. **Any proposal submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.** Notwithstanding that disclaimer, it is the intention of the City to keep all submittals confidential until such time as negotiations are successfully concluded.
- The City reserves the right to hire a different consultant to complete the CEQA compliance work separate from the principal consultant completing the General Plan Update, Public Participation and Zoning Consistency work.
- Although cost is an important factor in deciding which proposal will be selected, it is only one of the criteria used to evaluate respondents. The City reserves its absolute right, in its sole discretion, to award a contract, if any, which under all the circumstances will best serve the public interest.
- The City reserves the right to reject any or all proposals or to make no award at all, to determine whether any alternate proposals are equal to the specifications and general requirements, and to accept proposals with minor variations from the Request for Proposals and/or conditions. The City reserves the right to negotiate for a higher level, lower level, or additional services.



- Should a contract be subsequently entered into between the City and respondent, it shall be duly noted that entering into such an agreement shall be interpreted, construed, and given effect in all respects according to the laws of the State of California. The successful respondent shall secure a SFS business license through the City's Department of Finance & Administrative Services at the time the contract is awarded.
- The respondent shall perform such services in its own way and as an independent contractor in the pursuit of its own calling and not as an employee of the City, and it shall be under the control of the City only as to the results to be accomplished and not as to the means or manner by which said results are to be accomplished.



## City of Santa Fe Springs

City Council Meeting

December 12, 2019

### STUDY SESSION

#### Comprehensive General Plan Update.

#### RECOMMENDATION

- This report is for informational purposes only and does not require any action by the Council.

### BACKGROUND

#### WHAT IS THE GENERAL PLAN?

A general plan is the City's blueprint, or constitution, for future development. It documents the City's long-range vision and establishes clear goals, objectives, and actions to guide the community through its next 20 to 30 years of change. The City must update its General Plan periodically to keep up with the changing needs and conditions of the City and region. It should also be updated to reflect new local, regional, state, and national laws.

Periodically, the City receives a letter from the Governor's Office of Planning and Research notifying the City that the General Plan has not been revised within the last eight (8) years (Government Code section 65040.5(a)). Additionally, the Governor's Office of Planning and Research has reported to the Attorney General that the Santa Fe Springs General Plan has not been revised in ten (10) years (Government Code section 65040.5(b)). The State considers a comprehensive update to be a revision of at least five (5) of the seven (7) State mandated General Plan Elements, which have been adopted by the City.

General Plans that are older than eight (8) years are not necessarily legally inadequate. The State, however, cites the California Supreme Court, which has noted that local governments have an implied duty to keep their General Plans current. The State General Plan Statutes do not provide a mandatory minimum time frame for revision of elements except for housing elements, which must be revised based on a schedule established in the Government Code.

The General Plan is intended to guide and influence future development related decisions. It is long range in that it seeks to provide for the needs of the community for as far into the future as is useful and possible to anticipate. The General Plan is also flexible enough to respond to the changing needs and concerns of those who live, work, and frequent the City. It contains goals and policies that provide guidance to City Officials and City Staff. The goals describe general conditions that are desired and the policies provide a framework for how to achieve those goals.

With the exception of the Housing Element, which was last adopted in 2014, the remaining Elements of the City's General Plan was last updated in 1993-1994. The current General Plan includes the seven (7) mandatory elements listed in Government Code section 65302. The seven (7) mandatory elements and adoption dates are: •

Land Use (June 24, 1993) • Housing (January 30, 2014) • Open Space/Conservation (March 10, 1994) • Safety (April 14, 1994) • Circulation (January 11, 1994) • Noise (February 24, 1994) • Environmental (September 7, 1994). Cities and counties that have identified disadvantaged communities must also address environmental justice in their general plans.

#### **FUNDING:**

In 2015, the City issued an RFP to update the General Plan, and received proposals from five (5) consulting firms. In addition to the seven (7) mandatory elements, the 2015 RFP included two additional elements: an Economic Development Element and a Health and Wellness Element. Based on the proposals and interview scores, the two highest scoring consulting firms were selected as finalists. Although one million dollars (\$1,000,000) was budgeted for the General Plan and Zoning Regulations update, the cost of both firms selected as finalist exceeded \$1,000,000, with one firm's cost, approaching 1.5 million. For this and other reasons, including a change in city managers, change in Council, and the perception of spending monies at a time when the City was experiencing a structural deficit, the Update was placed on hold.

Five (5) years later and with a budget of eight hundred fifty thousand (\$850,000) instead of one million (\$1,000,000), the City is again attempting to update its General Plan and Zoning Regulations. This time, however, additional monies for the General Plan Update will be partially subsidized by a Caltrans Sustainable Transportation Communities Grant. The Land Use and Circulation Element updates, new Environmental Justice Element, as well as corresponding updates to the Zoning Regulations to implement the new Land Use, Circulation and Environmental Justice policies and strategies will also be funded through this grant. Additionally, the City intends to utilize monies from a non-competitive SB 2 planning grant to help fund a Housing Element update and a program/project EIR that will help housing developers streamline future CEQA analysis for potential housing sites identified throughout the City via the creation of an Overlay Zone.

#### **CHALLENGES:**

There are current and future challenges facing the City that need to be addressed in this General Plan Update.:

- **Economic Development:** Santa Fe Springs voters approved Measure Y, a one-cent sales tax, in November 2018 to address a structural deficit in the budget. Revenue protection and development will be keys to ensuring long-term fiscal sustainability. The City aims to enhance economic development activities, business retention and expansion, business incentives and leverage the City's assets for increased regional competitiveness in the areas of new retail and professional services and diversity of housing types and price ranges.
- **Global Warming:** Addressing State and Federal requirements for Greenhouse gas emission reductions. GHG reduction will be addressed within CEQA compliance but

the City will consider additional initiatives that may be incorporated into the General Plan Update to comply with Assembly Bill 32 "Global Warming Solutions Act of 2006."

- **Land Use Changes:** The majority of recent developments in Santa Fe Springs have been large-scale industrial buildings that cater to the ever-growing logistics industry, which typically involves a sizeable amount of truck traffic and adverse air quality. Additionally, existing city zoning and general plan designations limit opportunities for commercial, residential and mixed-use developments. The city would like to encourage higher density, mixed-use, Transit Oriented Development (TOD) near public transit, Light Rail Transit (LRT) stations, commercial corridors, as well as destination-type developments to help improve the city's nighttime population. A new downtown area near the intersection of Telegraph Road and Norwalk Boulevard, where the City owns several large parcels, with one parcel entitled for a 110-room Hilton Garden Inn hotel, is just one of several ideas to that end.
- **Environmental Justice:** Santa Fe Springs is identified as a Disadvantaged Community based on income level, environmental burden and health inequities. The City is burdened by poor air quality and emissions generated from three nearby freeways, manufacturing uses, and heavy truck traffic associated with the City's large industrial base. The City hopes to identify objectives and policies to reduce the health risks in disadvantaged communities by reducing exposure to pollution, improving air quality, and accessibility to healthy foods, jobs, and affordable housing.
- **Limited Opportunities for Residential:** As mentioned previously, Santa Fe Springs is mostly zoned for industrial uses. Consequently, there are limited opportunities for housing developments in the City. The City is looking to not only identify goals and policies, but also to identify and evaluate specific sites throughout the city that are suitable for housing. An alternative could be to provide additional housing sites through the implementation of a Housing Overlay as well as a program/project level EIR that will streamline future projects and incentivize the production of new housing units.

#### **OBJECTIVES:**

Aside from a new Environmental Justice Element, the City is not interested in adding any additional elements to the General Plan at this time. The City's main objectives are to:

- Provide incentives for new and diverse residential developments.
- Reduce the health risks in disadvantage communities.
- Facilitate economic and job development.
- Implement streamlined housing and commercial development.
- Maintain and enhance the City's fiscal health.
- Preserve and enhance the residents' quality of life.
- Maintain and preserve single-family residential neighborhoods.
- Maintain and diversify active public transportation infrastructure (e.g. walking, biking, public transportation).
- Maintain and preserve public utilities and infrastructure (e.g. roads, walls, sidewalks, public facilities, water, sewer, etc.).



- Comply with State Code and Regional Plans.
- Revise ineffective goals and policies.
- Address the growing impact of logistics developments on City's infrastructure.
- Remove completed action items.

### **WHY UPDATE THE GENERAL PLAN?**

The existing plan:

- Does not contain policies that promote sustainability or reduce GHG emissions.
- Does not identify the existing Metrolink station and planned Metro Gold Line Extension LRT station in the northern portion of the City.
- Promotes vehicular travel and low-density development, which conflicts with State planning and sustainability goals.
- Does not encourage higher density, mixed-use, TOD developments near public transit, LRT stations, commercial corridors, nor connectivity to major job centers and residential areas with attractive active transportation corridors and pedestrian linkages (pedestrian amenities, shade trees, bike lanes, bike lockers).
- Promotes private automobile and goods movement with large trucks on major arterials, causing congestion and spewing toxins into the air.
- Discourages active transportation, walkability, and First Mile/Last Mile strategies
- Lacks environmental justice policies, yet the community is burdened by poor air quality and GHG emissions generated from three nearby freeways and heavy truck traffic associated with the City's large industrial base.

### **WHO IS PART OF THE GENERAL PLAN UPDATE?**

All of Santa Fe Springs is invited to collaborate in the process! The Plan is relevant to all who live, work, plan and invest in the City. In addition to local residents, businesses and employees, community groups and nonprofits, developers, institutions, residents, regional agencies and partners, schools, and many others will be invited to participate. Everyone will have a voice in the update process. The City Council, its appointed committees, commissions, and all City departments will be working to lead the community through the General Plan update. Additionally, an experienced, creative and skilled consulting team will help ensure the highest quality outcome. The process of updating the General Plan is a collaborative, multi-year effort.

### **CONCLUSION**

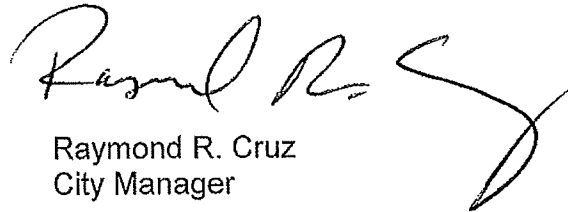
Simply stated, the City's 1993-1994 General Plan and 1960's Zoning Regulations are severely antiquated. Neither could anticipate Uber, Lyft, Amazon, fulfillment centers, autonomous vehicles, the Internet, or macro and micro wireless telecommunication facilities. In summary, the current vision, goal, policies, and zoning do not necessarily reflect today's and tomorrow's community conditions and needs.

**FISCAL IMPACT:**

Staff may need to go back to Council to appropriate the \$150,000 that was originally budgeted, but used for other projects. . This would be dependent on the firm selected for the General Plan update and their cost. Moreover, additional monies will be needed to update the Zoning Regulations to be consistent with the goals and policies of the updated General Plan. A future RFP will be done for a comprehensive Zoning Regulations update.

**INFRASTRUCTURE IMPACTS:**

There are no infrastructure impacts.



Raymond R. Cruz  
City Manager

Attachment:  
None

**CITY OF SANTA FE SPRINGS  
PROFESSIONAL SERVICES AGREEMENT  
WITH MIG**

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 13th day of February, 2020 ("Effective Date"), by and between the CITY OF SANTA FE SPRINGS, a municipal corporation ("City"), and MIG, a California Corporation ("Consultant").

**W I T N E S S E T H :**

WHEREAS, City proposes to utilize the services of Consultant as an independent contractor FOR THE City's General Plan and Targeted Zoning Code Update, as more fully described herein; and

WHEREAS, Consultant represents that it has that degree of specialized expertise contemplated within California Government Code section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

WHEREAS, City and Consultant desire to contract for the specific services described in Exhibit "A" (the "Project") and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

WHEREAS, no official or employee of City has a financial interest, within the provisions of sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

**1.0. SERVICES PROVIDED BY CONSULTANT**

1.1. Scope of Services. Consultant shall provide the professional services described in the City's Request for Proposals ("RFP"), attached hereto as Exhibit "A," and Consultant's Response to City's RFP ("Consultant's Proposal"), attached hereto as Exhibit "B," both incorporated herein by this reference.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement.

1.3. Performance to Satisfaction of City. Consultant agrees to perform all the work to the complete satisfaction of the City and within the hereinafter specified. Evaluations of the work will be done by the City Manager or his or her designee. If the quality of work is not satisfactory, City in its discretion has the right to:

- (a) Meet with Consultant to review the quality of the work and resolve the matters of concern;

(b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or

(c) Terminate the Agreement as hereinafter set forth.

1.4. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

1.5. Non-Discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status, except as permitted pursuant to section 12940 of the Government Code.

1.6. Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.7. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense.

1.8. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

## **2.0. COMPENSATION AND BILLING**

2.1. Compensation. Consultant shall be paid in accordance with the fee schedule set forth in Exhibit "C," attached hereto and made a part of this Agreement by this reference (the "Fee Schedule"). Consultant's total compensation shall not exceed one million two hundred ninety-four thousand five hundred Dollars (\$1,294,510.00).



2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal unless the City or the Project Manager for this Project, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

2.3. Method of Billing. Consultant may submit invoices to the City for approval on a progress basis, but no more often than two times a month. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail, the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City or its Project Manager for inspection and/or audit at mutually convenient times from the Effective Date until three (3) years after termination of this Agreement.

### **3.0. TIME OF PERFORMANCE**

3.1. Commencement and Completion of Work. The professional services to be performed pursuant to this Agreement shall commence within sixteen (16) days from the Effective Date of this Agreement. Said services shall be performed in strict compliance with the Project Schedule approved by City as set forth in Exhibit "D," attached hereto and incorporated herein by this reference. The Project Schedule may be amended by mutual agreement of the parties. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party.

### **4.0. TERM AND TERMINATION**

4.1. Term. This Agreement shall commence on the Effective Date and continue for a period of 21 months, ending on November , 2021, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the City or in the possession of the Consultant.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

## **5.0. INSURANCE**

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated "A," Class X, or better in the most recent Best's Key Insurance Rating Guide, and approved by City:

- (a) Commercial general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or shall be twice the required occurrence limit.
- (b) Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence for bodily injury and property damage.
- (c) Workers' compensation insurance as required by the State of California. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers arising from work performed by Consultant for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.
- (d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars (\$1,000,000.00), combined single

limits, per occurrence and aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.

5.2. Endorsements. The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions:

- (a) Additional insureds: "The City of Santa Fe Springs and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant."
- (b) Notice: "Said policy shall not terminate, be suspended, or voided, nor shall it be cancelled, nor the coverage or limits reduced, until thirty (30) days after written notice is given to City."
- (c) Other insurance: "The Consultant's insurance coverage shall be primary insurance as respects the City of Santa Fe Springs, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of Santa Fe Springs shall be excess and not contributing with the insurance provided by this policy."
- (d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of Santa Fe Springs, its officers, officials, agents, employees, and volunteers.
- (e) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5.3. Deductible or Self Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

5.4. Certificates of Insurance. Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement. The certificates of insurance shall be attached hereto as Exhibit "E" and incorporated herein by this reference.

5.5. Non-Limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

## 6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The City Manager or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. City shall designate a Project Manager to work directly with Consultant in the performance of this Agreement.

Consultant shall designate a Project Manager who shall represent it and be its agent in all consultations with City during the term of this Agreement. Consultant or its Project Manager shall attend and assist in all coordination meetings called by City.

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: (a) at the time of delivery if such communication is sent by personal delivery, and (b) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Tel: \_\_\_\_\_  
Attn: \_\_\_\_\_

IF TO CITY:

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

Courtesy copy to:

City of Santa Fe Springs  
11710 E. Telegraph Road  
Santa Fe Springs, CA 90670  
Attn: Finance Director



6.5. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.6. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Los Angeles, California.

6.7. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.8. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents and employees arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected officials, officers, agents and employees based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

6.9. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the

services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.10. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.11. Cooperation. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City.

6.13. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code section 6250 *et seq.*).

Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code section 6254.7, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.14. Conflict of Interest. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code sections 81000, *et seq.*) and Government Code section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.15. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

6.16. Prohibited Employment. Consultant will not employ any regular employee of City while this Agreement is in effect.

6.17. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

6.18. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.19. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.20. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.21. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.22. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.23. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.24. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.25. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.26. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

**CONSULTANT**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
[Name and Title]

\_\_\_\_\_  
Social Security or Taxpayer ID Number

**CITY OF SANTA FE SPRINGS**

\_\_\_\_\_

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



William K. Rounds  
Mayor

ATTEST:

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

APPROVED AS TO FORM:

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

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

APPROVED AS TO INSURANCE:

\_\_\_\_\_

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

APPROVED AS TO CONTENT:

\_\_\_\_\_  
[Name]  
Project Manager

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

DEPARTMENTAL APPROVAL:

\_\_\_\_\_  
Wayne M. Morrell  
Director of Planning

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

**EXHIBIT A**

**REQUEST FOR PROPOSALS**

**EXHIBIT B**  
**CONSULTANT'S PROPOSAL**

**EXHIBIT C**  
**FEE SCHEDULE**



**EXHIBIT D**  
**PROJECT SCHEDULE**

**delete**

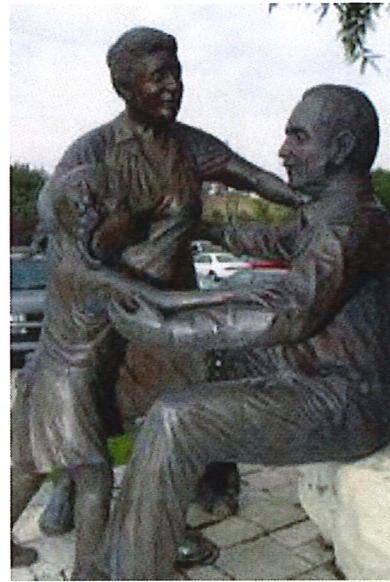
**CERTIFICATES OF INSURANCE**





EXHIBIT A

# REQUEST FOR PROPOSALS GENERAL PLAN AND TARGETED ZONING CODE UPDATE (Revised December 5, 2019)



PLANNING

  
CITY OF  
SANTA FE SPRINGS



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APPENDIX A – STANDARD CONSULTING SERVICES AGREEMENT

## I. INTRODUCTION

The City of Santa Fe Springs ("City") invites proposals from qualified firms to prepare a comprehensive update to the City's General Plan and preparation of California Environmental Quality Act ("CEQA") documentation necessary for approval. **Additionally, specific sections of the City's Zoning Regulations shall be updated to reflect the comprehensive General Plan Update, such as, but not limited to, the new Land Use, Housing, Circulation and Environmental Justice policies and strategies.** The tasks are more particularly described in the Scope of Work. The City anticipates that the Consultant Team (Consultant) may be comprised of a lead consultant and one or more sub-consultants.

A portion of the General Plan Update is funded by a Caltrans Sustainable Transportation Communities Grant, more specifically, the Land Use and Circulation Element updates, new Environmental Justice Element, as well as corresponding updates to the Zoning Regulations that are required to implement the General Plan Update.

**Additionally, the City has been awarded with a Housing and Community Development (HCD) SB2 planning grant to help fund the development of a Housing/Mixed Use Overlay and a program/project EIR that will streamline future CEQA analysis for potential housing sites identified throughout the City via the creation of the Overlay Zone. The Housing Element shall contain progressive policies and strategies that will facilitate the development of housing.**

**The completion of the General Plan Update, Targeted Zoning Code Update, and EIR shall be coordinated closely with the Caltrans and HCD SB2 grant requirements and it is expected that the Consultant will work closely with City staff for all grant reporting requirements related to the two grants. The Consultant shall ensure that required milestones are achieved in accordance with the grants, and adopt the General Plan Update and Targeted Zoning Code Update no later than February 28, 2022.**

**The deadline for submitting proposals is 5:00 pm, January 6, 2020.** No facsimiles or electronic transmissions will be accepted. For more information concerning the submission requirements, please refer to Section VI. The City intends to follow, but will not be bound by, the following timeline:

Distribution of Updated RFP	December 5, 2019
Deadline for Submitting Written Questions	December 17, 2019 at 5:00 p.m.
<b>Deadline to Submit Proposals</b>	<b>January 6, 2020 at 5:00 p.m.</b>
Review of Submittals	January 8-17, 2020
Schedule Interviews	January 20-24, 2020
City Council Award of Contract	February 13, 2020

For further information and questions concerning the RFP, please send your questions to Mr. Wayne M. Morrell, Director of Planning, at [waynemorrell@santafesprings.org](mailto:waynemorrell@santafesprings.org). All requests for information and responses to questions will be posted on the City's website. Please check the City's website for latest information and queries concerning this RFP.



## II. BACKGROUND

The City wishes to undertake a comprehensive update to its General Plan in response to the numerous changes in State Statutes that have occurred since its last update in 1993-1994. In addition, the City is looking to establish a new vision for the city's long term growth and development.

**A. City of Santa Fe Springs:** The City Santa Fe Springs was incorporated in 1957. It is approximately 8.7 square miles and is located in Los Angeles County. Santa Fe Springs is surrounded by the cities of Downey, Norwalk, La Mirada, Whittier and Pico Rivera. It is served by the 5 and 605 Freeways and Telegraph Road is the city's main thoroughfare. Per the 2017 American Community Survey, the city has 17,669 residents and 5,292 housing units. The racial composition of Santa Fe Springs is 79.4% Hispanic or Latino, 9.6% White, 5.1% Asian, 3.9% Black or African American, 0.4% American Indian and Alaska Native, and 1.6% other.

Santa Fe Springs is a largely built-out community and is mostly zoned for industrial uses: 3,500 acres industrial, 520 acres residential, 315 acres commercial, 115 acres public/institutional facilities, and 125 acres parks and open space. The vast majority of the City is designated as a disadvantaged community by CalEPA for the purpose of SB 535, and much of the city qualifies as an AB 1550 low-income community.

**B. Government:** The City Council consists of five members elected from the City at-large who serve staggered four-year terms. The City Council annually appoints a Mayor and a Mayor Pro Tem from its own membership to serve a one-year term.

As a legislative body, the City Council is responsible for the enactment of local laws (Ordinances), the adoption of the annual City Budget and Capital Improvement Plan, and the review and adoption of proposed policies, agreements, contracts and other City business items.

The City of Santa Fe Springs has eight (8) citizen committees and two (2) commissions that are appointed by the City Council:

### Committees:

1. Beautification Committee
2. Family and Human Services Advisory Committee
3. Heritage Arts Advisory Committee
4. Historical Committee
5. Parks & Recreation Advisory Committee
6. Senior Advisory Committee
7. Sister City Committee
8. Youth Leadership Committee

### Commissions:

1. Planning Commission



## 2. Traffic Commission

**C. General Plan:** With the exception of the adoption of the Housing Element in 2014, the City's General Plan was last updated in 1993-1994. The current General Plan includes the following Elements:

- Land Use (June 24, 1993)
- Housing (January 30, 2014)
- Open Space/Conservation (March 10, 1994)
- Safety (April 14, 1994)
- Circulation (January 11, 1994)
- Noise (February 24, 1994)

The Consultant shall ensure internal consistency within the updated General Plan, Zoning Ordinance, Land Use Map, and Zoning Map.

**D. Amendments:** The following are a list of the known Amendments to the General Plan and corresponding Ordinances, in chronological order, since its adoption in 1993-1994. Copies of the resolutions and ordinances are available upon request.

General Plan Amendment Number	Resolution & Ordinance Numbers	Date	Zone Change Number	Zone Change Resolution & Ordinance Numbers	Date
13	Reso #28-94 (PC) Reso #5935 (CC)	12/12/1994  12/12/1994	117	Reso #29-94 (PC) Ord #847 (CC)	12/12/1994  12/12/1994
14	n.a.	n.a.	n.a.	n.a.	n.a.
15	Reso #7-98 (PC) Reso #6328 (CC)	6/8/1998  6/25/1998	120	Reso #8-98 (PC) Ord #888 (CC)	6/8/1998  6/25/1998
16	Reso #19-98 (PC)	9/28/1998	121	Reso #17-98 Ord # 891	9/28/1998 10/22/1998
17	Reso #1-2000 (PC) Ord #6482 (CC)	1/24/2000  1/27/2000	123	Reso #2-2000 Ord #905	1/24/2000 2/10/2000
18	Reso #3-2001 (PC) Ord #6702 (CC)	11/26/2001  12/13/2001	124	Reso #4-2001	11/26/2001
19	Reso# 5-02	7/22/2002	n.a.	n.a.	n.a.
20	Ord #6822	12/17/2002	126	Ord #932	2/27/2003
21	Reso#01-2003	6/9/2003	127	Reso #02-2003	6/9/2003
22	Reso #14-2005 (PC) Ord #8024 (CC)	9/26/2005	128	Reso #13-2005	10/13/2005
23	Ord #9048 (CC)	3/27/2013	131	Ord #1042	4/11/2013

25	Reso #39-2013 (PC) Reso #9428 (CC)	9/26/2013	134	Reso #38-2013 (PC) Ord #1047 (CC)	10/8/2013
26	Reso #56-2016 (PC) Reso #9508 (CC)	5/26/2016	136	Reso #58-2016 (PC) Ord #1074(CC)	6/9/2016
27	Reso #71-2018 (PC) Reso #9576 (CC)	7/12/2018	137	Reso #72-2018 (PC) Ord #1093 (CC)	7/26/2018

**E. Challenges:** Current and future challenges face the City of Santa Fe Springs that need to be addressed in this General Plan Update. Some of the current and anticipated challenges are:

- **Economic Development:** Santa Fe Springs voters approved Measure Y, a one-cent sales tax, in November 2018 to address a structural deficit in the budget. Revenue protection and development will be keys to ensuring long-term fiscal sustainability. The City wishes to enhance economic development activities, business retention and expansion, business incentives and leverage the City's assets for increased regional competitiveness in the areas of new retail and professional services and diversity of housing types and price ranges.
- **Global Warming:** The City wishes to address SB 379, which requires all cities to include climate adaptation and resiliency strategies in the Safety Element of the General Plan. Santa Fe Springs wishes to consider policies, initiatives, and programs that may be incorporated into the General Plan Update to comply with Assembly Bill 32 "Global Warming Solutions Act of 2006."
- **Land Use Changes:** The majority of recent developments in Santa Fe Springs have been large-scale industrial buildings that cater to the ever-growing logistics industry, which typically involves a sizeable amount of truck traffic. Additionally, existing city zoning and general plan designations limit opportunities for commercial, residential and mixed use developments. The city would like to encourage higher density, mixed-use, TOD developments near public transit, LRT stations, commercial corridors, as well as destination-type developments to help improve the city's nighttime population. A new downtown area near the intersection of Telegraph Road and Norwalk Boulevard, where the City owns several large parcels of underutilized properties (64-acres), is one example of a destination-type project that the City is seeking.
- **Environmental Justice:** Santa Fe Springs is identified as a Disadvantaged Community based on income level, environmental burden and health inequities. The City is burdened by poor air quality and emissions generated from three nearby freeways, manufacturing uses, and heavy truck traffic associated with the City's large industrial base. The City hopes to identify objectives and policies to reduce the health risks in disadvantaged communities by reducing exposure to pollution, improving air quality, and accessibility to healthy foods, jobs, and affordable housing.
- **Limited Opportunities for Residential:** As mentioned previously, Santa Fe Springs is mostly zoned for industrial uses. Consequently, there are limited opportunities for housing developments in the City. However, the City is looking to not only identify goals and policies, but also to identify and evaluate specific sites throughout the city that are suitable for housing. The City wishes to identify potential housing opportunity sites that may be possible locations for the implementation of an overlay zone to promote the development of high density residential and/or mixed-use development projects. In addition to the Overlay Zone, the Consultant must determine if a program/project level



EIR that will streamline future projects and further incentivize the production of new housing units is required to satisfy the SB2 grant.

**F. Objectives:** Aside from a new Environmental Justice Element, the City is not adding any additional elements to the General Plan. The City's objectives are to:

1. Provide incentives for new and diverse residential developments.
2. Implement streamlined housing and commercial development
3. Reduce the health risks in disadvantage communities.
4. Preserve and enhance the residents' quality of life.
5. Maintain and preserve single-family residential neighborhoods.
6. Maintain and diversify active public transportation infrastructure (e.g. walking, biking, public transportation).
7. Maintain and preserve public utilities and infrastructure (e.g. roads, walls, sidewalks, public facilities, water, sewer, etc.).
8. Facilitate economic and job development.
9. Maintain and enhance the City's fiscal health.
10. Comply with State Code and Regional Plans.
11. Revise ineffective goals and policies.

### III. SCOPE OF WORK

The City is seeking a Consultant that has extensive experience in preparing general plans that are funded, in part or entirely, by planning grants, a proven ability to assess a City's current conditions, and knowledge of current State and Federal regulations as it applies to the completion of General Plan updates, Housing Element and housing-related policies, and CEQA compliance. It is anticipated that this update will result in significant changes to the City's Land Use Map, Zoning Map and Municipal Code. In addition, the Consultant must be familiar with innovative public participation techniques to maximize public input within the decision-making process. The Consultant should be knowledgeable and competent in environmental analysis and CEQA compliance documents. Consultant's past working experience with the City on prior General Plan Amendments, Zone Changes, Housing Element Updates, Environmental Documents, etc. is desirable. Prior experience with preparing a comprehensive General Plan update that involved the use of one or more grants is also highly desirable.

The Consultant's proposal will be evaluated by the City against the criteria listed in this RFP as well as its compatibility and furtherance of the City's two planning grants (see attached planning grants). Therefore, the Proposal activities /tasks shall closely mirror or resemble those identified in the grants as closely as possible. The activities/tasks and timeline are subject to discussion and revision prior to award of contract. The Consultant shall assist and provide data and information on a timely basis for the completion of various reporting requirements of each grant.

The update of the Santa Fe Springs General Plan shall include a separate Existing Conditions Report, a Screen Check, Administrative Draft, and Final General Plan. The policy document must be technically accurate, user-friendly, concise and written in a manner that is easily understood by the public. There shall be an emphasis on providing information visually with the use of diagrams, photographs, tables, and maps.

Technical appendices containing well-organized formats for ease in reference must be provided. The document text must clearly indicate where supporting documentation/ evidences for conclusions, policies or synopsis of data is located. The relationship must be clear, concise and consistent between the comprehensive General Plan Update, technical appendices and the Environmental Impact Report (EIR).

**Assumptions:** Proposals should include a list of the Consultant's assumptions made in preparation of the proposal on a separate page entitled, "Assumptions upon Which This Proposal is Based." This section should also specifically set forth those documents, maps, and studies which the Consultant expects to be provided by the City.

**The Consultant shall complete and adopt the General Plan Update, the Targeted Zoning Code Update, and EIR no later than February 28, 2022.**

**A. Preparation of General Plan:** The Consultant shall be responsible for the preparation of a **screen checks, administrative drafts and final General Plan Update, Zoning Code Update, and EIR**. The Consultant shall be prepared to provide the City with all background files and information used in preparation and completion of the work. All figures, maps and exhibits shall be of a size approved by the City and also be clearly legible.

The City wishes for a visioning component within the development of the comprehensive General Plan update. The existing General Plan, with the exemption of the Housing Element, is almost three decades old and thus it is important that the Consultant facilitates the development of a **Vision** for the overall community as well as for individual and identifiable neighborhoods. The Vision will help inform the City's marketing and branding efforts as well as the identification of unique characteristics and the development public improvements for the respective neighborhoods, such as neighborhood markers, monument signs, street signs and tree planting. Please include the visioning process within the **Community Engagement Program**.

The City desires to promote a business-friendly environment, identify its weaknesses, and to realize potential opportunities within the marketplace. Although the City does not plan to add a new Economic Development Element at this time, the Consultant shall incorporate policies and programs to address the City's competitiveness within the marketplace, provide strategies to improve the economic strength and vitality of its **residential**, commercial and industrial land uses, attract new developments, and retain and expand existing businesses. The City is committed to completing a **Market Study** to understand its current market demand for **housing**, retail, hospitality (restaurants and hotels), and industrial uses. **The Market Study shall analyze and discuss the different classifications or categories within each dominant land use; for example, the residential market demand should identify the different types, categories, and affordability levels of housing.** The Market Study will describe and analyze existing trade area demographics, identify retail leakage, absorption rate, void analysis for specific categories of retail uses, opportunity sites for development, and an inventory and description of



competing retail centers (existing and proposed) within the trade area. **The Market Study will include preliminary development pro-formas for four development or opportunity sites that will be identified by City staff in consultation with the Consultant. It is anticipated that the four opportunity sites may be a combination of commercial, residential, and mixed-use development opportunity sites. The Consultant shall list the cost for the market study separately within the budget.**

To fulfill requirements associated with the Caltrans Sustainable Transportation Communities Grant, the City also wishes to adopt its first **Environmental Justice Element** to address environmental justice through a set of comprehensive objectives and policies aimed at increasing the participation of target populations in the public decision-making process and reducing their exposure to environmental hazards. A targeted Zoning Code Update will implement the new Land Use, Circulation and Environmental Justice policies and strategies. Additionally, to fulfill requirements associated with the SB 2 grant, **the City wishes to identify new housing and/or mixed-use opportunity sites throughout the City** for the creation of a new **Overlay Zone and a Program/Project EIR** with build-out scenarios for said housing sites could then be utilized to help streamline future projects, and thus incentivize the actual production of new housing units in the City.

**Consultant shall prepare and submit monthly status reports, within three (3) business days of the reporting period,** to City staff concerning the status of the work i.e. completed and pending activities. Consultant shall prepare all public notices, staff reports, resolutions, ordinances, maps, charts, and other documents necessary as part of the planning review process **and the public outreach program.**

Following initial research and public outreach efforts, the Consultant shall evaluate the City's existing policies and land use patterns, identification of amendments to the General Plan and Zoning Ordinance, and recommend adjustments deemed appropriate, including new policies and/or land use alternatives. An **Existing Conditions Report** shall be prepared addressing recommendations including their feasibility, potential impacts, ramifications, and outcomes. From this analysis, the Consultant shall develop a series of policy and land use recommendations to be considered for incorporation into the General Plan.

Elements shall conform to the most current General Plan Guidelines prepared by the State Office of Planning and Research. Each draft element shall contain text, diagrams, and documentation material sufficient to demonstrate its scope and intent and shall be internally consistent with the balance of the General Plan. Goals, objectives, and policies shall be stated clearly and in a manner easily understood by the general public and a clear set of policies for each land use designation with viable implementation strategies should be developed. A Table of Contents shall be provided for each element which includes a comprehensive list of tables, figures, maps, and appendices.

Textual data provided in each element should be supplemented with graphics consisting of maps, drawings, charts, and tables. All data sources utilized to prepare the plan text and graphics shall be documented, referenced, and included in the plan.



Consultant is to provide a detailed **Project Schedule/Scope of Work** which includes a list of required key tasks, activities, durations and milestones to complete the Comprehensive General Plan Update, Targeted Zoning Update, and related CEQA documentation. **The activities/tasks and timeline shall approximate, as closely as possible, the activities/tasks and timeline as contained in the grant applications (see attached).** Time frames should be stated in terms of the number of calendar days required to complete the specified tasks using the City's Notice to Proceed as the start date. The schedule should identify time periods as the total elapsed time from the start date. The schedule should track the independent timing for each of the major work components (e.g. general plan elements, public participation, CEQA, technical studies, etc.), and the different documents to be developed, reviewed, and adopted. The schedule should include the public participation process, interviews, community workshops, and public hearings.

The deadline to complete the Caltrans planning grant-funded activities (Land Use, Circulation, Environmental Justice elements, and the Community Engagement Program) is February 28, 2022. The deadline to complete the HCD SB 2 planning grant-funded activities (Housing/Mixed-Use Overlay and program/project level EIR) must be adopted by June 30, 2022. Although the deadline dates are different, the City wishes to use the earlier date of February 28, 2022 date as the deadline to adopt the whole project- the General Plan Update, Targeted Zoning Code Update, Housing/Mixed-use Overlay, and EIR. For purposes of developing the timeline, the Consultant shall use a start date of March 2, 2020.

City staff will discuss the Scope of Work with the selected Consultant prior to execution of a contract for this project. The Scope of Work shall identify the steps and types of data to be prepared, which shall include, but not be limited to:

- **Review Relevant Planning and Circulation Documents:** Compile and review baseline planning data. Sources will include the current General Plan, other existing plans, policies, regulations and related materials.
- **Review Maps, Databases, etc.:** Review existing maps, GIS layers and databases to understand context and identify issues to be addressed in the General Plan Update and set the stage for the mapping component of the General Plan Update.
- **Field Reconnaissance:** Conduct extensive field reconnaissance to understand public infrastructure conditions, land use, circulation, and environmental justice issues, identify areas of stability and change, and highlight areas of conflict.
- **Technical Reports and Analysis:** Conduct technical reports and analysis to inform the General Plan Update, which may include base maps and an inventory/summary of the following:
  - Housing, Population, Demographics and Social Characteristics: Research demographic data and prepare a summary report of the socioeconomic profile of the City. The report shall include demographic forecasts through 2040.

- Land Use Patterns: Review the current General Plan and Zoning maps to identify land use patterns, land use compatibilities and conflicts and development trends in the City.
- Open Space, Recreation, Schools, Library, Cultural, Civic, Historical and Park Facilities
- Prevalent community identify, public perception and image.
- Economics: economic conditions and factors, base market analysis, economic multiplier effects on the City economy, critical analysis of existing economic generators and a forecast of potential significance in the near future (i.e. 10-20 years), local business conditions, including recent commercial and industrial development trends.
- Zoning Consistency Evaluation: Conduct an in-depth evaluation of the consistency of the **current and proposed** General Plan and Zoning Ordinance.
- Prevailing physical constraints and opportunities (transportation systems, infrastructure conditions/capacities, etc.)
- Public infrastructure conditions primarily related to additional capacity to accommodate projected growth.
- Traffic counts and modelling: Traffic counts and modeling will be conducted at pre-approved intersections (up to 45 locations) and street segments (up to 45 locations).
- Circulation Study: Prepare a comprehensive circulation study that evaluates the existing and proposed circulation system and identify areas of improvement to improve multimodal transportation use and efficiency. The goal of the Circulation Study is to create a circulation system that increases the use of alternative modes of transportation, makes travel safer for pedestrians and **cyclists**, and enhances mobility for all travel modes.
- Analyze Multi-modal System and Identify Multi-modal Transportation Needs: Analyze accessibility of the routes and facilities for the following travel modes- pedestrian, bicycle, transit access (bus and light rail stations); analyze truck traffic and routes; identify safety and security concerns.
- Update SCAG RTP **2012-2035** Model: Update the **2012-2035** RTP to identify existing and future conditions at build-out under the existing and proposed Land Use Element.
- Alternative Land Use and Circulation Alternatives: Identify and test up to three land use or circulation scenarios as part of this task.
- Crime statistics by neighborhood.
- Assess the need for additional public facilities, based upon projected increases in land use intensity, population and the correlated need for additional services.
- Potential hazards presented along subterranean natural gas, liquid gas transmission lines.



- **Identify and evaluate potential housing overlay sites** throughout the city and determine the feasibility to construct either housing or mixed-use development.
- **Air Quality and GHG Emissions:** Conduct air quality impact analysis to evaluate the proposed land use impacts on air quality specific to the City pursuant to SCAQMD requirements. Utilize baseline data from California Air Resources Board and air quality profile data from SCAQMD. The Update may potentially impact the number of vehicle trips in the City and emissions from mobile and stationary sources shall be considered. Greenhouse gas emissions shall be analyzed and recent OPR CEQA Guidelines changes shall be followed. The project total GHG emissions shall be compared to the Regional and State-wide emissions. GHG emissions from construction and mobile sources shall be considered and analyzed. Emissions of carbon dioxide and other major greenhouse gases such as methane and nitrous oxide shall be calculated. Mitigation measures shall be developed for potential air quality and GHG impacts.
- **Market Study:** Consultant shall conduct an economic/market demand study that analyzes the **entire** City with respect to locational factors, visibility, access, traffic counts, circulation, amenities, synergies, walkability, crime statistics, and impact of surrounding land uses with specific focus on market potential and constraints.
  - **Define Trade Area:** Define the Trade Area from which the majority of demand for potential land uses (housing, retail, restaurants, hotels, office parks, industrial) will emanate.
  - **Macro-level Demographic and Economic Characteristics:** Determine trends and forecast future market conditions. This evaluation shall include a survey of population, households, income, age, employment trends and spending patterns.
  - **Identify Potential Catalytic Projects:** Identify potential catalytic projects within the Trade Area and determine their likelihood impact on future market dynamics within Santa Fe Springs.
  - **Financial Feasibility:** Assess financial feasibility for each **of the four development opportunity sites (residential, mixed-use, commercial)**, using preliminary pro forma valuation.
  - **Market Demand Report:** The results of the **city-wide** market study shall be presented in a Market Demand Report. **The Market Study shall include an evaluation of dominant land use categories and analyze its demand by category, type, and level of affordability.** The Report shall also include the findings and recommendations concerning the **four development opportunity sites.** **The Market Study shall also recommend an economic strategy or reuse of properties adjacent to or in close proximity to transportation corridors.**
- **Equity Analysis and GHG Emission Reduction:** The Consultant shall develop a demand analysis of transportation modal shifts and equity analysis to determine the number of new users that are projected to use alternative active transportation. Projected GHG emission reductions will be used as an evaluation criteria to help evaluate the land use and circulation system improvements.



- **Selection of Preferred Land Use Alternative:** Discuss and determine preferred land use alternative based upon information and analysis to date. Explore, and develop if necessary, new land use designations **on specific sites, such as housing and/or mixed-use overlay sites to serve future growth. The analysis and recommendations shall reflect the most current and proposed RHNA target numbers.**
- **Preparation of Outline, Template, and Format of General Plan and Zoning Code Update:** Consultant shall prepare framework of the **General Plan update** and Zoning Code update for City approval.
- **Preparation of Existing Conditions Report:** This report shall summarize the results of the technical analysis and include preliminary policy and recommendations.

The final Scope of Work shall identify the types of graphics to be provided in the General Plan, as well as the types of large-scale colored exhibits to be prepared for workshops and public hearings.

- B. Community Engagement Program:** The City considers public participation an integral component to the overall success of the General Plan **and Zoning Code** Update. The Community Engagement Program is critical and is paramount in the collection and understanding of the community. The Community Engagement Program should be designed to engage all segments of the community and to permit individuals to enter and exit the process as their time and interests allow.

The Consultant will be expected to develop as one of the first work efforts, a comprehensive community outreach and engagement program that will include a strategy to maximize public participation throughout the entire process, **from the initial introduction of the project to solicit interest, through the** initial review of the existing General Plan and Zoning Code **and subsequent** public hearing process for the adoption of the new General Plan. In accordance with the time frame set forth in the final Scope of Work, the Consultant shall prepare a draft Community Engagement Program for City review and approval prior to its implementation. **The Community Engagement Program shall include the use of the Community Needs Assessment, more particularly discussed below, and shall include other requirements set forth in both the Caltrans Sustainable Transportation Communities Grant and HCD SB2 Grant.**

The Consultant will organize and facilitate all public participation events. The Consultant will be responsible for providing Spanish **interpretation and** translation services and sufficient number of wireless headsets for **simultaneous interpretation** purposes at all **community-wide meetings/workshops.**

Integral to the Community Engagement Program, the Consultant will work closely with the **General Plan Advisory Committee (GPAC)**, comprised of community representatives and with the **City Council Sub-Committee**, comprised of two City Councilmembers.

The Community Engagement Program should include the following elements:

- **Vision Statement:** Consultant shall develop a long-range Vision Statement, which will establish the planning principles and policies for the completion of the General Plan Update.



- **Outreach and Marketing Plan:** Consultant shall develop an outreach and marketing strategy, for City pre-approval, which will direct efforts to engage City residents, business and property owners. The strategy will include a draft outreach schedule and proposed methods of engagement to **increase** community awareness and to drive attendance at the public workshops, focus group meetings, and stakeholder meetings. **The outreach strategy should include** an identity or brand that is easily recognized by a project template or logo design. The outreach methods shall include, at a minimum, public notices, posters, press releases (6), social media, on-line survey, fact sheet and frequently asked questions sheet. **All posted information and material will be pre-approved by the City.** The General Plan Update informational literature, notices, and articles shall be bi-lingual (Spanish).
- **Community Needs Assessment:** Consultant shall develop a Community Needs Assessment, for City pre-approval, to identify transportation and mobility barriers confronting low-income households and at-risk individuals (disabled, language, single parents). This Assessment shall be utilized during the Community Workshops and Focus Group Meetings. The Assessment forms a substantial component of the foundation from which land use, circulation, and environmental justice strategies will be developed. Consultant shall utilize CARB's Final Guidance Document- "Low Income Barriers Study, Part B: Overcoming Barriers to Clean Transportation Access for Low-Income Residents." The findings will be presented in a final Community Needs Assessment report.
- **Online Website:** Consultant shall work with City's IT Department to develop a dedicated webpage on the City's existing website to provide resources that includes, but is not limited to: project description; project milestones; meeting and event calendar; online interactive surveys; and space to provide information about the Update and to gather community feedback. The Consultant will be responsible for providing content-information, data, etc. to the City IT Department to update the webpage as needed throughout the duration of the project.
- **Community Workshops (4), Focus Group Meetings (8), Stakeholder Meetings (8), and General Plan Advisory Committee Meetings (6):** Consultant shall market, coordinate, and conduct meetings with the community and stakeholders to engage the community into the decision-making process. The completion of this task shall be performed in coordination with City staff, who will also attend all public meetings. The Consultant shall develop a list of key stakeholders, problem or challenge areas to study, and strategies for engaging residents. The meeting dates, times, and locations shall be conducted during convenient times and locations to ensure maximum participation.
  - Community Workshops: Four **(4)** Community Workshops are planned and will occur at key milestones of the Update. The Consultant shall market, prepare, lead, and present at the Workshops. At all Workshops, City staff will **be present to introduce the Consultant and to observe the proceedings.** The Consultant shall initiate the discussions that will solicit community input and opinions. Consultant shall incorporate Community Needs Assessment **in each of the** Workshops.
  - Focus Group Meetings: These meetings, **up to eight (8)**, provide a more intimate setting during which specific topics can be examined and discussed in greater detail. It is envisioned that the Community Needs Assessment can be administered during one or more of these meetings as well.



- Stakeholder Meetings: These meetings, **up to eight (8)**, are one-on-one and provides a more discreet setting for possibly more candid discussion.
- General Plan Advisory Committee Meetings (**up to six (6)**): The GPAC is comprised of individuals representing a cross-section of the community and represents interests of the rental, property owner, business, education, health, youth, senior, low-income, special needs communities. At specific meetings, representatives from special interest, advocacy organizations will be invited to attend. The GPAC meetings provide another forum in which the Update can be discussed and evaluated.

Simultaneous interpretation services shall be provided by Consultant (two interpreters) using wireless headsets. The Consultant shall also facilitate and attend GPAC meetings, comprised of individuals representing a cross section of the City.

- **Study Sessions (2) and Public Hearings (4):** During the approval and adoption phase of the Update, the Consultant shall conduct presentations of the Update at key milestones of the project. Study sessions are encouraged and should be held with the Planning Commission, Traffic Commission, and City Council, either individually or jointly. Two **(2)** Study Sessions and four **(4)** Public Hearings are scheduled for consideration and adoption of the targeted General Plan and Zoning Code Update (**also refer to Section D below, which refers to the same meetings**). Consultant shall facilitate discussion and present a PowerPoint presentation at these meetings, which will also be attended by City staff.
- **Community Engagement Report:** Consultant shall prepare a Community Engagement Report, which documents and summarizes the **city-wide** community outreach efforts, **and in particular, special tools and strategies to engage the hard to reach and disadvantaged communities**. This report will summarize the online engagement tools and results, project database, project meetings, public questions, comments and conclusions reached at these meetings, samples of collateral materials that were employed throughout the process and any feedback received through the project webpage.

**C. Environmental Analysis:** The Consultant shall be responsible for all CEQA work on the General Plan Update **and related activities**. An Initial Study shall be prepared in conformance with CEQA to evaluate the potential for environmental impacts associated with the General Plan Update **as well as project level analysis of four development opportunity sites**. Any resulting mitigation measures shall be accompanied by a mitigation and monitoring program prepared by the Consultant.

The Consultant shall prepare a comprehensive Environmental Impact Report (EIR) for the work contemplated in this RFP in accordance with the latest procedural and substantive requirements of the California Environmental Quality Act (CEQA). The EIR shall encompass the geographic area to include current City limits and Sphere of Influence. Additionally, the EIR shall also include sufficient analysis for the build-out scenarios of **up to four development opportunity sites (potential housing, mixed-use, and commercial sites)** to streamline future projects, thus incentivize the actual production of new housing units **and commercial projects** in the City.

Timing for the preparation of the General Plan Update and the EIR shall be overlapping so that the information collection and analysis can be used for both documents. This will ensure the preparation of both documents will be parallel, iterative, and consistent.

The Consultant shall be responsible for any and all procedural steps, including (but not limited to) the preparation of public notices, AB 52 Notifications, Resolutions, Ordinances, Initial Study, Notice of Preparation, Notice of Completion, Notice of Determination, Filing Notices with County Offices, Filing Notices with the State Clearinghouse, providing notices to local and state agencies as needed, Statement of Overriding Considerations (if necessary), Facts and Findings and Responses to Comments. The Consultant shall also be responsible for scheduling, noticing and conducting scoping meetings. The scoping meeting shall include either meeting individually with or soliciting comments from all responsible, affected and trustee agencies in order to identify and discuss issues, actions, alternatives, potential and significant environmental effects, and potential mitigation measures. **Caltrans should be notified in writing and a physical meeting should be scheduled to discuss the General Plan Update and Targeted Zoning Code Update.**

The Consultant will prepare technical support reports, appendices, including but not limited to traffic modelling, geotechnical, biological, air quality, noise, GHG emission reduction, and archeological reports.

The City shall review **and approve** all documents prior to distribution by the Consultant. Policy and implementation programs shall be assessed for their impacts and mitigation measures shall be identified. The EIR shall reference pertinent analysis of the General Plan sufficient to allow for enactment of future development in the City. Cumulative and growth inducing impacts shall also be included in specific sections of the document (CEQA Guidelines Section 15130); the EIR shall consider full “build-out” of the General Plan, including but not limited to **four potential development opportunity sites** (housing, **mixed-use, and commercial** sites). A technical appendix clearly identifying all supporting documents shall be a part of the EIR. The **entire** EIR, **including technical studies and GIS maps**, shall also be provided in electronic version. **GIS layers used to produce all provided maps shall also be provided to the City.**

A Mitigation and Monitoring Program shall be prepared pursuant to CEQA. This document shall be a separately bound document from the EIR. The Consultant shall develop recommended implementation measures appropriate for each element and also identify the appropriate party responsible for implementation, monitoring, capital costs, and confirmation of implementation. The implementation program should also include an estimated time frame for completion. Recommendations shall be developed for a mitigation and monitoring system designed to ensure accomplishment of the General Plan **goals and streamline the future development of the four development opportunity sites (housing, mixed-use, and commercial).**

Note: Number of requested copies is preliminary and may be adjusted as necessary.



**D. City Meeting Schedule and Communication:** Consultant will keep City staff fully apprised of the status of the project by providing timely meetings and other forms of communication.

- Consultant will designate a Lead Consultant who will be the point-of-contact for the City. This individual will attend all meetings and be responsible for the overall coordination of activities and completion of the General Plan Update.
- Monthly meetings with City staff. It is anticipated that these meetings will be comprised of the Project Manager and team members, if appropriate, as well as City staff. These monthly meetings will be held in the City Hall.
- It is also anticipated that the use of conference calls will be necessary at various times throughout the process. These calls will be coordinated by the Project Manager for the necessary participants. The number of such **conference calls** is indeterminate and is not to be in lieu of the monthly on-site meetings at City Hall.
- Attendance at a minimum of two (2) but up to four (4) Planning Commission meetings and two (2) City Council meetings should be included in the Proposal Budget. Please note that at the discretion of the City, a joint meeting of the City Council and Planning Commission may be convened and shall constitute as one (1) meeting. **Please list the cost for each individual Planning Commission and City Council meeting as a separate cost items and include these meetings in the Scope of Work and Budget.**
- Prepare informative PowerPoint presentations for **public** meetings.

**E. Deliverables:**

1. Project Schedule/Work Plan with major work components and milestones
2. Provide, update, and manage a dedicated website for the General Plan Update that will be linked to the City of Santa Fe Springs website
3. Maps and graphics for all community and public hearing meetings
4. Existing Conditions Report containing a summary or findings, data, assumptions, and a draft outline of the preliminary General Plan Update. The report should also contain preliminary policy and land use recommendations and implementation measures.
5. Market **Demand** Study
6. **Community Engagement Report**
7. **Community Needs Assessment Report (concerning transportation and mobility issues)**
8. Draft General Plan Elements submitted in accordance with the time frames set forth in the final work plan
9. Administrative Draft General Plan – five (5) printed, bound copies and five (5) digital versions (CD or USB/flash drive) in both Word and PDF
10. Administrative Final General Plan Update – five (5) printed, bound copies and five (5) digital versions (CD or USB/flash drive) in both Word and PDF
11. Draft General Plan Update – ten (10) printed, bound copies and ten (10) digital versions (CD or USB/flash drive) in both Word and PDF
12. Final General Plan Update – ten (10) printed, bound copies and ten (10) digital versions (CD or USB/flash drive) in both Word and PDF

13. Administrative Draft EIR – five (5) printed, bound copies and five (5) digital versions (CD or USB/flash drive) in both Word and PDF
14. Draft EIR – five (5) printed, bound copies and five (5) digital versions (CD or USB/flash drive) in both Word and PDF
15. Final EIR – five (5) printed, bound copies and five (5) digital versions (CD or USB/flash drive) in both Word and PDF
16. Facts and Findings and Statement of Overriding Considerations (if applicable) – one printed copy and one (1) digital copy in both Word and PDF
17. Mitigation and Monitoring Program – to be included in Final EIR, one (1) digital copy in both Word and PDF
18. Final resolution/ordinance adoption materials for the General Plan Update
19. Updated color Land Use Map (1" = 600') – two (2) wall copies
20. Updated color Zoning Map showing areas of inconsistency (1"=600') – two (2) wall copies
21. Updated color Land Use Map in PDF and GIS format on USB/flash drive – one (1) copy
22. Updated color Zoning Map in PDF and GIS format on USB/flash drive – one (1) copy
23. General Plan maps and tables in format capable of being uploaded onto City website
24. Administrative Draft Targeted Zoning Code Update Amendment
25. Draft Targeted Zoning Code Update Amendment
26. Final Targeted Zoning Code Update Amendment

Note: Number of required copies is preliminary and may be adjusted as necessary. However, indicate the cost of each item in the budget proposal.

- F. Budget Proposal:** Although an important aspect of consideration, the financial cost estimate will not be the sole justification for consideration. The City does expect a fair and reasonable project cost, backed by itemization of how the costs per phase and task were developed. Negotiations may or may not be conducted with the firm; therefore, the proposal submitted should contain the firm's most favorable terms and conditions, since selection and award may be made without discussion with any firm. All prices should reflect "not to exceed" amounts per item.

Proposals should include, at a minimum, the costs for the completion of each major task in the work program. Each task should clearly identify the Consultant team member who will be primarily responsible for completing the task. Costs should be segregated into a time and materials rate schedule and a not-to-exceed maximum amount for all work. Indicate hourly rates of individuals involved, number of hours for each component, task or product, and the fee structure for additional work outside of the contract and optional items. Prices shall represent the cost of finished products and cost estimates shall identify expenditures for graphics, base maps, public meeting and hearing participation, printing, legal notices, postage, mailing, advertising and other incidental and administrative costs.

- A cost analysis for the entire project and separated by major tasks within the General Plan Update (i.e. fee for each of the elements), consistency analysis, and public participation.
- Separate price quotes for:



- Market Study
- Community Engagement Program
- Website hosting and content maintenance
- Environmental Review and CEQA compliance work

**NOTE:** *At the City's discretion, City reserves the right to award separate contracts to different consultants for the CEQA work and the General Plan/Community Engagement work.* The Consultant's budget should take this into consideration and state if there will be an impact on the work schedule or budget should the Consultant not be awarded a contract for both the General Plan Update and CEQA work. This statement should appear in the Consultant's Proposal cover letter.

#### **IV. WORK PRODUCTS**

The format for all textual materials and products will be 8-1/2" x 11", black ink on white paper. The format of graphic elements may vary from said standard but shall be approved by staff prior to inclusion in any document. Final products shall be in a form that is workable, amendable, and easily reproducible. The General Plan Update shall be bound in a loose leaf, three-hole binder to easily accommodate amendments.

All studies, charts, graphs, and materials used in preliminary and public review processes shall become the property of the City of Santa Fe Springs. In addition, the Consultant shall provide the final textual documents in a format consistent with the word processing program in use by the City at the time of final document delivery (the City currently utilizes the Microsoft Office 2013 suite). All map-based exhibits shall be developed using ArcView 10.0 or above, or ESRI GIS products, and provided in both a GIS format (as a shapefile and map package) and Adobe Portable Document Format (PDF) to the City.

All software applications or computer files generated for graphics, texts or pictorials will be supplied to the City on a **USB/flash drive**. The Consultant shall be responsible for ensuring that submitted files and/or programs function properly on the City's computer system, for example, posting the new General Plan, maps, and tables onto the City website.

#### **V. SELECTION PROCESS**

##### **A. Selection Process:**

City staff will evaluate all eligible responses in accordance with the criteria listed below. Upon completion of the evaluation phase, staff will interview the appropriate consultants to determine those most eligible. The decision on the number of consultants to interview is solely within the discretion of the Director of Planning, who will forward a recommendation to the City Council for final consideration and award of contract.

The City of Santa Fe Springs will select the Consultant on the basis of qualifications and experience. The following are the minimum qualifications to be used to evaluate responses to this Request for Proposal:

1. Firm has five or more years of relevant experience performing services on similar projects.
2. Firm is to provide, with proposal, three to five satisfactory municipal references for work performed in the past five years. Include references from cities of a similar size and character to Santa Fe Springs, the responsibilities of the consultant/sub-consultant, proposed and final budget, and proposed and actual completion dates.
3. Firm can demonstrate understanding of the project, the challenges and opportunities, and knowledge of the disciplines necessary to complete the project.

## **B. Evaluation Criteria and Point System**

Firms responding to this RFP will be evaluated on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. Each proposal will be evaluated, in the following areas:

- Firm's experience and past performance and quality on similar projects, including qualifications and experience of the key project staff members as demonstrated by their past experience and performance on similar projects that were funded with third-party planning grants, such as Caltrans Sustainable Transportation Communities Grant and HCD SB 2. Include resumes of supervisory staff that will have direct charge of the project with educational background and qualifications. Indicate the level of experience working on General Plans, Housing Elements, Housing Overlays, Environmental Justice Elements, creation of a downtown area plans, and, in particular, demonstrated record of success on work previously performed for other government agencies. City may request copies of such work later in the evaluation process but the Consultant may submit work samples as part of the Proposal for City consideration. (25 points)
- Public participation experience in working with the public formulating goals and consensus; proposed public engagement program should demonstrate Consultant's awareness of issues and ability to engage community residents and business owners. The proposal should contain a strategy that is inclusive, innovative, and ability to engage hard to reach segments of the community. (20 points)
- Familiarity with the City of Santa Fe Springs and its policies, ordinances, procedures, as well as its challenges and opportunities **(10 points)**
- Ability to begin work upon issuance of the notice to proceed **(5 points)**
- Demonstrated ability to complete projects within proposed time limits and cost and substantiating adequate staffing levels to complete the project within the time specified in Consultant's proposal **(20 points)**
- Completeness, accuracy and clarity of Proposal submittal **(10 points)**
- Overall cost to the City. Price is not the sole determining factor. The cost estimate is to be submitted in a separate sealed envelope **(10 points)**



## VI. SUBMITTAL REQUIREMENTS

Six (6) bound copies and one (1) electronic copy of the proposal must be received by the City of Santa Fe Springs Planning Department no **later than 5:00pm on January 6, 2020**. Late proposals, electronic transmittals and facsimiles will not be accepted.

All proposal and documents submitted become the property of the City of Santa Fe Springs. Information considered proprietary shall be identified as such when the proposal is submitted. The envelope(s) shall be clearly marked with the notation **"DO NOT OPEN - GENERAL PLAN UPDATE AND EIR PROPOSAL"**.

The **Budget Proposal must be submitted in a separate sealed envelope** with the firm's name and **"DO NOT OPEN - BUDGET FOR GENERAL PLAN UPDATE AND EIR PROPOSAL"**.

Proposals may be submitted by mail or in person to the address shown below.

Mr. Wayne M. Morrell  
Director of Planning  
City of Santa Fe Springs  
11710 E. Telegraph Road  
Santa Fe Springs, CA 90623

Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City reserves the right to reject any or all proposals, to accept any proposal, or portion thereof, to waive any irregularity, and to take the proposals under advisement for a 90-day time period as may be required to provide for the best interests of the City of Santa Fe Springs. In no event will an award be made until all necessary investigations are made as to the qualifications of the applicant and a standard consulting services agreement has been awarded by the City Council.

## VII. PROPOSAL AND FORMAT REQUIREMENTS

The City of Santa Fe Springs desires a work product that is reflective of the needs and expectations of the residents, not just a restatement of the existing goals, policies and objectives. The Consultant should demonstrate not only an ability to be a problem solver, but also be capable of presenting innovative approaches to existing community issues.

The Consultant will submit a detailed Scope of Work with a budget. The City may elect to eliminate or modify specific features of any proposal. Therefore, it is imperative that the Consultant provides a meticulously detailed breakdown of the proposal, by each of the identified items under the Scope of Work (where appropriate), project function, timeline, man-hours, hourly rates, and costs.

**The City of Santa Fe Springs is requesting that the Consultant make the necessary revisions within the original Proposal and resubmit the updated Proposal by the deadline date of this RFP i.e. January 6, 2020. The revisions should be in red text to facilitate City staff review.**

Proposals must be concise and focused on the specific Scope of Work specified in this RFP and, at a minimum, shall contain the following information in the following order:

- A. Letter of Transmittal**, signed by an individual authorized to bind the proposing entity to the proposal for a period of 90 days. The letter shall also include a) a statement concerning any personal, financial, and/or organizational conflicts of interest prohibited by law, b) a statement that Consultant understands that the City may award separate contracts to different consultants for the General Plan Update and CEQA work, and c) a statement that the Consultant has read and agrees to the Standard Consulting Services Agreement and Insurance Requirements or, if there are areas of clarification or disagreement, the Consultant will indicate such in the cover letter. If there are no exceptions, then the proposer agrees to be bound by, and thereby represent its ability to satisfy all terms of the Agreement, if awarded a contract. Alterations or changes to the agreement which were not in the Consultant's response will not be made after the selection of the Consultant. This includes alterations, exceptions, or changes to the insurance and indemnity provisions. By requiring these requests up front, the City can compare all respondents on an equal footing.
- B. Table of Contents:** Include page numbers.
- C. Executive Summary:** Briefly summarize your understanding of the City's intent and purpose for completing the General Plan Update. The Executive Summary should introduce your Proposal and your understanding of the City of Santa Fe Springs, the proposed project, significant steps, methods and procedures to be employed by your firm to ensure quality end products that can be delivered within the required time frames and your identified budget.
- D. Scope of Work:** The Consultant shall provide sufficient information and data to evidence their clear understanding of the City, objective of updating the General Plan and Zoning Code and EIR. The Consultant shall outline precise pathway as to the methodology, steps, actions, and strategies that will be employed in completing the General Plan Update, Zoning Code Update, EIR, Market Demand Study, and community engagement. Include reference to the assumptions on which your Scope of Work is developed and a project timeline and budget that results in the completion and adoption of the work products by February 28, 2022.
- E. Qualifications:** General description of, and capabilities and qualifications of your firm, relative to the Scope of Work and Proposal Requirements of this RFP.
- General information about the firm including company size, location of offices, years in business, organization chart and number and classifications of staff.
  - Identification of prior work history of the prime and/or subprime consultants with the City of Santa Fe Springs as well as prior work experience on grant-funded General Plan updates and familiarity of grant reporting requirements.
  - Identification of each proposed subcontractor, if any, their responsibilities and Lead Consultant or key contact person. The person(s) who will attend and facilitate public meetings and presentations shall be identified.
  - Identification of the proposed Lead Consultant for the team who will be the sole



point of contact for the City for day-to-day operations. This person must not be removed from the project without the prior approval of the City.

- List the key personnel who will participate in performing the Scope of Work. Provide a resume of each listed team member (include subcontractor's key personnel, if any, who will be completing a portion of the Scope of Work). There shall be no changes in key staff without City written pre-approval.
- Provide an organizational chart depicting the relationships between the primary consultant and sub-contractors and the various staff members within each agency for this project.
- Demonstrate ability to obtain and maintain adequate equipment, technical, and financial resources for performance (including ability to meet work schedule time frames and deliverables).
- List three (3) **to five (5)** references for recently performed comparable work, that indicates the past performances and abilities of the proposed team (primary and sub-contractors). Include a key client contact person with a current daytime phone number and email address for each reference. **Include your responsibilities, proposed project timeline and budget, and the completed timeline and final budget.**
- Include a summary of the firm's **CEQA experience and the firm's understanding of potential challenges** confronting the City, which may arise, based upon the Consultant's work and experience in other comparable jurisdictions.

**F. Format:** Limit your proposal to no more than thirty **five (35)** typed 8.5" x 11" pages on white bond paper of at least 20-pound weight single sided (excluding cover letter and attachments). You may attach company brochure materials if you wish, but these must be as separate attachments and independent from the required elements noted above.

- Use a conventional serif or sans serif typeface with a minimum font size of 11 points. Use a 1" margin on all borders.
- Organize your submittal in the order described above.
- Provide six (6) bound copies of your firm's response and one electronic version (PDF on CD or USB/flash drive). **City may request the Proposal to be electronically submitted.**
- Prominently label the package: "General Plan **and Targeted Zoning Code** Update" and include the name of the lead or primary respondent.

**G. Insurance:** The consultant shall at their own cost and expense, procure and maintain during the term of this agreement, the following:

- Commercial General Liability Insurance, in an amount not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury, personal injury and property damage.

- Comprehensive Automobile Liability Insurance, which provides for total limits of not less than \$1,000,000 combined single limits per accident applicable to all owned, non-owned and hired vehicles.
- Statutory Workers' Compensation required by the Labor Code of the State of California and Employers' Liability Insurance in an amount not less than \$1,000,000 per occurrence. Both the Workers' Compensation and Employees' Liability policies shall contain the insurer's waiver of subrogation in favor of Agency and City, and their elected officials, appointed officials, agents, employees, officers, volunteers and servants.
- Professional Liability (Errors and Omissions) Insurance, appropriate to Consultant's profession, against loss due to error or omission in an amount not less than \$1,000,000. Said policy shall contain a provision that the same shall not be canceled without at least thirty (30) days noticed to the City thereof. Consultant's insurance shall be written by insurers authorized to do business in State of California with a minimum "Best's" insurance guide rating of "A:VII +"

## **VIII. ADDENDA, CHANGES, AND AMENDMENTS TO THIS SOLICITATION**

At any time prior to the due date for responses, the City may make changes, amendments, and addenda to this solicitation, including changing the date due to allow respondents time to address such changes. Addenda, changes, and amendments, if made, will be posted on the City's website ([www.santafesprings.org](http://www.santafesprings.org)), which is deemed adequate notice. Any prospective respondent may submit, via U.S. mail or by e-mail, a request to the City's project coordinator to be placed on a list of persons to receive notice of any such addenda, changes, or amendments. The preferred manner of communications is via e-mail due to its timeliness.

## **IX. CONDITIONS FOR RESPONSES TO RFP**

The following conditions apply to this RFP process:

- Nothing contained in this RFP shall create any contractual relationship between the respondent and the City.
- This RFP does not obligate the City to establish a list of service providers qualified as prime contractors, or award a contract to any respondent. The City reserves the right to amend or cancel this RFP without prior notice, at any time, at its sole discretion, to procure any project-related service by other means, to modify the scope of the project, to modify its obligation or selection criteria, or take other actions needed to meet its goal.
- The City shall not be liable for any expenses incurred by any organization in connection with this RFP.
- No conversations or agreements with any officer, agent, or employee of the City shall affect or modify any terms of this RFP. Oral communications or any written/e-mail materials provided by any person other than designated contact staff of City shall not be considered binding.
- The City reserves the right, in its sole discretion, to accept or reject any or all Proposals without prior notice and to waive any minor irregularities or defects in



a Proposal. The City reserves the right to seek clarification on a Proposal with any source. The City may, at its sole discretion and for any reason whatsoever, withdraw this solicitation at any time.

- The City reserves the right at any time, subject only to restrictions imposed by a written contractual agreement, to terminate negotiations with any potential candidate and to negotiate with other potential candidates who are deemed qualified.
- The City reserves the right to conduct a background check of any respondent. This may include, but is not limited to, contacting individuals and organizations regarding capabilities and experience of the potential respondent.
- The dates, times, and sequence of events related to this RFP shall ultimately be determined by the City. The schedule shown above is subject to change, at the sole discretion of the City; the City will attempt to provide reasonable notice of the changes.
- Respondents shall not issue any news release pertaining to this RFP, without prior written approval of the City.
- All submitted proposals and information included therein or attached thereto shall become public record upon delivery to the Planning Department. If the respondent believes any information submitted should be protected from such disclosure due to its confidential, proprietary nature or other reasons, it must identify such information and the basis for the belief in its disclosure. **Any proposal submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.** Notwithstanding that disclaimer, it is the intention of the City to keep all submittals confidential until such time as negotiations are successfully concluded.
- The City reserves the right to hire a different consultant to complete the CEQA compliance work separate from the principal consultant completing the General Plan Update, Public Participation and Zoning Consistency work. Although cost is an important factor in deciding which proposal will be selected, it is only one of the criteria used to evaluate respondents. The City reserves its absolute right, in its sole discretion, to award a contract, if any, which under all the circumstances will best serve the public interest.
- The City reserves the right to reject any or all proposals or to make no award at all, to determine whether any alternate proposals are equal to the specifications and general requirements, and to accept proposals with minor variations from the Request for Proposals and/or conditions. The City reserves the right to negotiate for a higher level, lower level, or additional services.
- Should a contract be subsequently entered into between the City and respondent, it shall be duly noted that entering into such an agreement shall be interpreted, construed, and given effect in all respects according to the laws of the State of California. The successful respondent shall secure a Santa Fe Springs business license through the City's Department of Finance & Administrative Services at the time the contract is awarded.

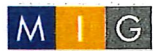
- The respondent shall perform such services in its own way and as an independent contractor in the pursuit of its own calling and not as an employee of the City, and it shall be under the control of the City only as to the results to be accomplished and not as to the means or manner by which said results are to be accomplished.





# general plan and targeted zoning code update

Revised Proposal | January 6, 2020



537 S. Raymond Avenue | Pasadena, CA 91105  
(619) 744-9872 | [www.migcom.com](http://www.migcom.com)

In association with: Kosmont Companies | Fehr & Peers

1/22  
@ 2:00 PM





537 S. Raymond Avenue | Pasadena, CA 91105  
(626) 744-9872 | [www.migcom.com](http://www.migcom.com)

January 6, 2020

Attn: Wayne Morrell, *Director of Planning*  
City of Santa Fe Springs  
11710 E. Telegraph Road  
Santa Fe Springs, CA 90623

**RE: Santa Fe Springs General Plan and Targeted Zoning Code Update**

Dear Mr. Morrell and Selection Committee Members,

MIG is pleased to submit this revised proposal to the updated Request for Proposals (RFP) of December 5, 2019. Per your request, all revisions in the proposal are indicated in red typeface. We include below our original introductory text to highlight our understanding of the City's objectives and MIG's overall approach to this important planning program.

The Santa Fe Springs community has established itself as a business-friendly city with abundant employment opportunities, stable residential neighborhoods, quality parks with unique historic sites, and excellent freeway access to the region. The combination of these characteristics makes Santa Fe Springs unique.

As a mature industrial and residential community, with very limited opportunities for new housing development, the City looks to evaluate specific sites to help streamline and incentivize production of new housing units to meet the upcoming sixth cycle of the Housing Element, for which the City has been assigned a preliminary Regional Housing Needs Assessment allocation of 950 units. Additionally, economic development strategies—coupled with a financial sustainability plan—will provide Santa Fe Springs a roadmap to be more financially stable and sustainable over the long-term. **Our approach also addresses environmental justice and equity**, ensuring that established residential neighborhoods are not burdened by pollution exposure and that strategies are in place to address the transportation barriers and mobility options for low-income and at-risk populations.

A comprehensive update to the General Plan provides the opportunity for a deep community conversation about imagining and planning for Santa Fe Springs over the next 20 years. The MIG Team is pleased to submit this proposal to help the City of Santa Fe Springs update its General Plan and **complete a Targeted Zoning Code amendment**.

**RIGHT TEAM:** The General Plan Update process allows the City to reaffirm its values and vision. In looking to the future, the City needs an innovative approach that engages residents who are impassioned about where they live and local business owners who look for continued success. To achieve its goals, **Santa Fe Springs looks to work with a creative and equally passionate consultant team** that can guide the process and craft a concise, useable, action-oriented General Plan and **complete Zoning Code amendments to implement land use policies**. **The MIG Team is that team** — this project taps into the full range and many strengths of our multidisciplinary firm. The MIG Team will be led by **Laura Stetson, AICP** and **Genevieve Sharrow**, both of whom are seasoned planners with extensive experience preparing general plans, housing elements, and zoning codes for diverse cities throughout California.





They will be supported by our in-house staff of urban planners and designers, housing experts, CEQA specialists, and engineers. To complement MIG staff, we have selected a team of professionals with whom we frequently partner to address the technical specialties of transportation and land use economics.

Our team includes mobility consultant **Fehr & Peers** and economic development and real estate consultant **Kosmont Companies**. Fehr & Peers and MIG are currently working together on the Whittier General Plan update. Kosmont Companies is working in Santa Fe Springs for implementation of a tax increment financing district. Steve Masura of Kosmont Companies has local knowledge of the City of Santa Fe Springs, having worked for six years as the City's Redevelopment Manager and Assistant Executive Director of the Community Development Commission.

**RIGHT EXPERIENCE:** For nearly four decades, MIG has been connecting people with places through engaging, contextual, reality-based planning processes. Our in-house planning and urban design team has a proven record of managing projects that reveal and reflect a community's vision. We work collaboratively with staff, policy makers, and community members to tailor each General Plan. Cities we have helped achieve success include Arcadia, Commerce, Cudahy, La Palma, Long Beach, Vernon and Walnut, among many others.

**RIGHT APPROACH:** Our approach includes a robust community engagement process that is the foundation of all MIG work. We will seek out those who are not normally civically engaged. **Our goal is to hear all voices and reflect those voices in plans and action programs.** For Santa Fe Springs, we propose many opportunities for engagement, including four interactive workshops, which includes an expanded engagement process beyond the workshop itself, with each workshop including face-to-face meetings at existing City events and citywide input through online and **printed** surveys. Also, through stakeholder interviews, focus group meetings, a General Plan Advisory Committee, and social media campaign, we will tap deep to discover community objectives.

MIG works collaboratively with its clients to assure the community's character is protected and its vision implemented. MIG's work will capitalize on what is working well in Santa Fe Springs; we will surgically fine-tune what can be improved. We will use UrbanFootprint scenario planning to analyze land use scenarios to identify locations for potential for change, **with a focus on housing sites**; potentially creating a new downtown; and identifying mixed-use development opportunities along corridors or around existing and future transit stations and stops.

Overall, our aim is to produce an easy-to-use, actionable General Plan and Zoning Code **amendments** that can be used as a tool **to encourage and streamline housing production** and establish the long-term vision for the City. The MIG Team is very excited about this opportunity.

Please note that MIG's scope and budget are flexible and can be adjusted to meet your specific requirements and goals. If you have any questions or would like additional information, please contact Genevieve Sharrow [genevieves@migcom.com](mailto:genevieves@migcom.com) or me at [lstetson@migcom.com](mailto:lstetson@migcom.com) or the Pasadena office by phone at (626) 744-9872.

Sincerely,

A handwritten signature in blue ink that reads "Laura f Stetson".

Laura Stetson, AICP  
Principal-in-Charge





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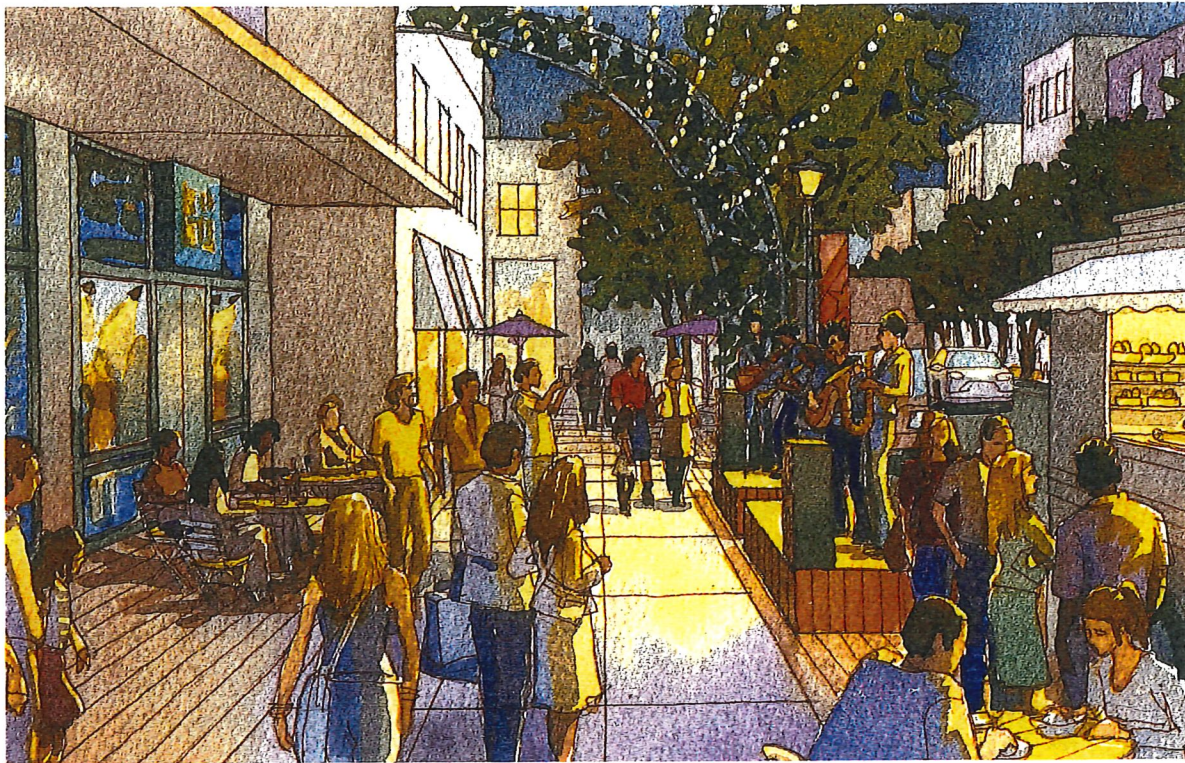
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### 04 Cost Proposal

*Under Separate Envelope*





MIG wrote the book on future streets, recently publishing *Streets Reconsidered*, a follow-on print publication to our many years of successful work rethinking and redesigning streets and an outgrowth of the re:Streets website ([www.restreets.org](http://www.restreets.org)) MIG started years ago.



# 01 Executive Summary

At MIG, every project is viewed as a new opportunity to apply our expertise and to collaborate on new approaches and techniques that advance the sustainability, livability, and economic vibrancy of a community. MIG's experience in creating integrated, forward-thinking, and implementable plans has resulted in noticeable, positive change for our client communities.

## Our Understanding

The history of Santa Fe Springs extends back more than 250 years to the Spanish rancho period. As many Easterners and people from abroad migrated to California in the mid-1800s, the ranching activities transitioned to agricultural and, with the discovery of natural sulfur springs in the late 1800s, to a modest level of health-based tourism. In the early 1900s, the earth revealed an even more valuable resource: oil. Beginning in 1907, a successful oil industry drove economic development in the town and continued to do so through the 1980s. As the petroleum businesses waned, industry moved in to take advantage of large properties, the City's proximity to Interstate 5, and Santa Fe Springs' business-friendly character.

This history is evident today, with Heritage Park showcasing restored buildings and the grounds of a once prosperous, elegant ranch. The Hathaway Ranch and Oil Museum now proudly display relics from the ranching, farming, and oil periods. Additionally, the Clarke Estate, a historic mansion where a wealthy and socially prominent couple built their country home (but later moved away when the oil boom transformed the community), is listed on the National Register of Historic Places.

Santa Fe Springs' evolution is now taking a new direction. While nearly 65% of the City's land area consists of industrial and business-related lands, the growth of the logistics industry and the regional—and statewide—demand for housing are driving owners of large properties to consider alternative uses for those properties. For example, a 54-acre property in the heart of the Santa Fe Springs Oil Field has been developed into a 546-unit residential community, showing that land once used as an oilfield can be cleaned up for new uses.

This transition also underscores the strength of the City's former redevelopment program and the City's resolve to respond to evolving markets.





Today, City leaders recognize that new economic forces, technological advances, and housing demand are shaping how businesses operate and where residents choose to live. Also, the long-awaited arrival of regional commuter rail service is making it easier for people to get to work at more distant locations without facing long hours in the car. These forces are reshaping how cities look and function. With these circumstances in mind, the City describes in the Request for Proposals the following issues be addressed today to have **Santa Fe Springs continue to achieve success for its residents and the business community.**

#### ECONOMIC DEVELOPMENT

With the loss of redevelopment, the City has limited revenue sources to promote new development that benefits the community, such as the Villages at Heritage Springs project. Additionally, as traditional retail stores adjust to competition from online retailing, commercial spaces are transitioning to more service-oriented, local concepts, but with limited sales tax return. Industrial uses can also be a source of revenue, with point-of-sales transactions and business-to-business taxes, but logistics businesses do not offer the same potential as manufacturing industries. Given its commitment to providing quality services to its residents, the City knows that a downward trend in overall revenue makes it harder to ensure expected service levels can be

maintained unless a new strategy for long-term financial stability can be put in place.

#### ENVIRONMENTAL JUSTICE

Santa Fe Springs has been designated by the State as a Disadvantaged Community, meaning the community as a whole suffers from a combination of economic, health, and environmental burdens. In the City, the CalEnviroScreen 3.0 results reveal high scores with respect to toxic release, cleanup sites, groundwater threats, and the presence of hazardous and solids wastes. High scores have also been assigned regarding the cardiovascular disease rate, persons with less than a high school education, linguistic isolation, and higher poverty rates. All together, these community characteristics present concerns about environmental justice and environmental burdens borne by vulnerable populations.

#### LACK OF HOUSING SITES

Santa Fe Springs is built out and mostly industrial. Very few sites exist that are suitable for new housing. With California's housing crisis putting pressure on local communities to accommodate the need for more housing, the question is, where can the City accommodate additional housing sites? With the sixth cycle of the Housing Element, Santa Fe Springs has been assigned a preliminary Regional Housing Needs Assessment allocation of 950 units. Land use policy will need to be crafted to identify how this RHNA can be achieved.







As part of this update, the City wants to examine feasible sites for new housing. This will include conducting a market study that examines residential demand and affordability specific to Santa Fe Springs, and conducting pro-forma analysis for four opportunity sites. The outcome of the market and land use analyses likely will be a housing and/or mixed-use overlay zone that works to streamline development approvals.

#### A NEED FOR A FOCAL DOWNTOWN DESTINATION

As expressed in the RFP, and as we have learned in talking with Santa Fe Springs residents, there are limited commercial services and entertainment options in the City and specifically, central gathering spaces that create “place” and locations for public activities. Many residents currently travel to the Los Cerritos Center or Downtown Los Angeles for commercial goods and services, entertainment, and an experiential atmosphere.

#### CLIMATE CHANGE AND RESILIENCY

State laws, including SB 375, are requiring cities to reduce greenhouse gas emissions in response to global warming. But our changing climate will also impact how local cities respond and adapt to higher temperatures and unpredictable weather conditions, and if they can emerge more resilient.

#### KEY OUTCOMES

To prepare a successful General Plan, the RFP identifies the following main objectives:

- » Facilitate economic development
- » Maintain and enhance the City’s fiscal health
- » Preserve residents’ quality-of-life
- » Maintain the aging housing stock and neighborhoods
- » Maintain infrastructure (e.g. roads, walls, sidewalks, public facilities, water, etc.)
- » Comply with State code and regional plans
- » Revise ineffective goals and policies
- » Remove completed action items
- » Reduce the health risks in disadvantaged communities
- » Provide streamlined opportunities for new residential development

#### GRANT ADMINISTRATION AND PROJECT SCHEDULE

The City has received two grants to help fund this program: a Caltrans Sustainable Communities Grant and an SB 2 Planning Grant. The approved work scopes for each grant detail the work to be performed under the General Plan and Zoning Code update contract. The City asks that the consultant have experience working on grant-funded planning programs and helping administer the grants.

All work must be completed by February 28, 2022 to comply with grant provisions. We note that the deadline for Housing Element adoption is October 15, 2021 (for the Southern California Association of Governments region). We are committed to meeting this deadline.



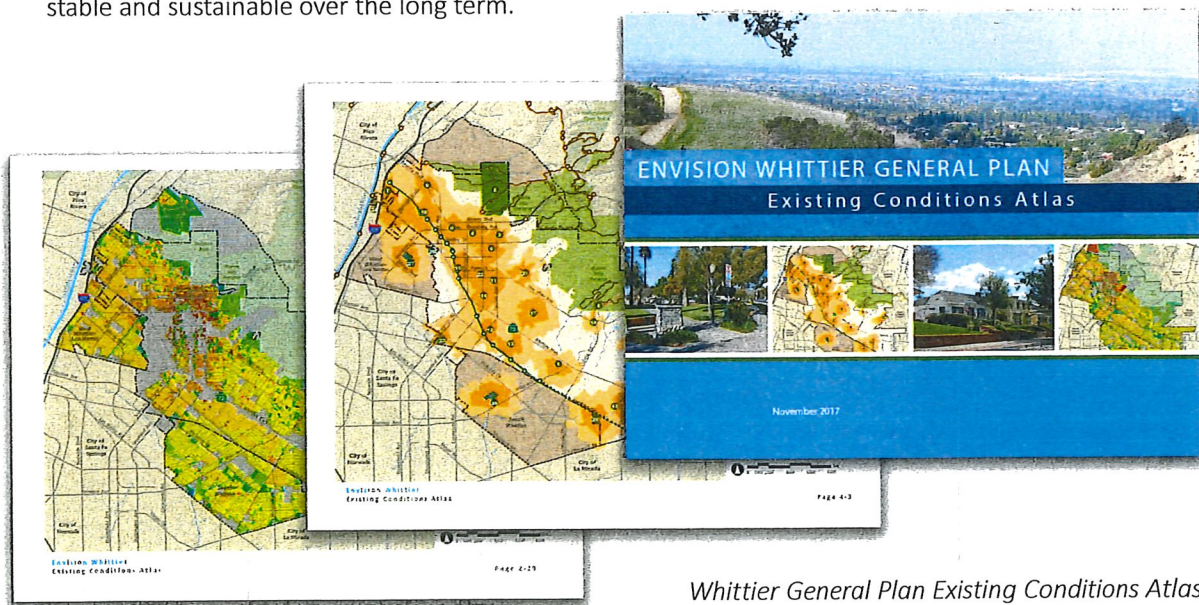
## Our Approach

MIG has identified the approach and detailed steps our team will take to craft an inspirational and practical General Plan and targeted Zoning Code Amendment. Using an inclusive and creative public engagement program, we will prepare a new General Plan focused on achieving the community's vision through a set of well-defined objectives.

This robust community engagement program will employ MIG's signature high-touch and high-tech methods for involving broad constituencies and reaching a wide audience in ways they feel most comfortable participating.

The General Plan will have a solid technical foundation, informed by focused work of the team's specialists, including:

- » A **market and economic analysis** that identifies the demand for housing, commercial services, retail, office, business parks, warehousing and logistics, and other industrial uses. We will offer a pro forma analysis of specific sites to be evaluated as potential housing sites.
- » A **financial sustainability plan** that will identify strategies for making the City more financially stable and sustainable over the long term.
- » A comprehensive Existing Conditions Analysis, including a detailed **Housing Opportunities Evaluation Study** to assist in identifying potential locations for housing sites that can be used as the Sixth Cycle Housing Element sites inventory analysis to meet the RHNA obligations. **As part of the General Plan—and implemented via an amendment to the Zoning Code—these sites will be identified via a housing and/or mixed-use overlay, with objective design standards that will streamline project review and housing production, consistent with the City's SB 2 grant.**
- » The **Community Needs Assessment** analysis will identify transportation and mobility barriers confronting low-income households and at-risk individuals, and the findings will provide guidance to transportation policies.
- » An **Environmental Justice Element** that focuses on reducing and mitigating the pollution burdens and health risks on vulnerable populations, but also provides a thorough understanding of the disadvantaged community and establishes relevant goals, policies, and actions to minimize environmental burdens on adjoining residential neighborhoods.



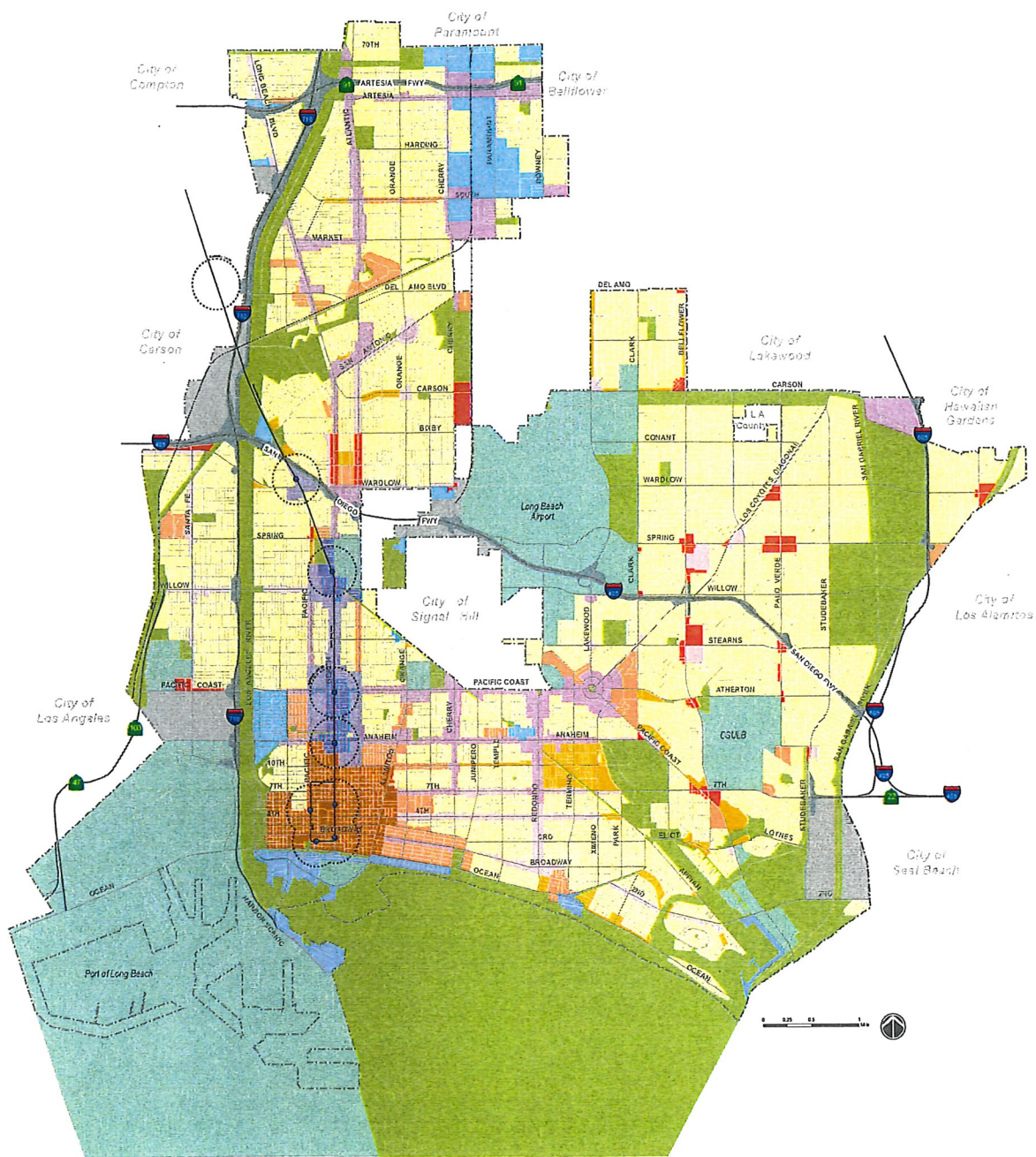
*Whittier General Plan Existing Conditions Atlas*



- » Detailed **land use scenario analyses using UrbanFootprint** focusing on reinventing existing corridors, establishing a new downtown, and setting the framework for new transit-oriented development opportunities around the extensions of the Metro Gold Line and Green Line light rail lines. UrbanFootprint will allow us to evaluate the potential impacts of land use scenarios with a suite of analysis modules, including emissions, resilience, water use, vehicle-miles traveled, and accessibility.
- » A **Safety Element that includes climate adaption and resiliency strategies tailored for Santa Fe Springs.**
- » A **robust and comprehensive community engagement program** that will yield a new Vision statement and Guiding Principles using innovative high-tech and high-touch tools and methods. These include focus group and stakeholder meetings, standalone website, communications collaterals (e.g., fact sheets and posters), social media campaign, and four interactive workshops. To expand the reach of the four workshops, each workshop will include three elements: face-to-face community events, the interactive workshop event, and online surveys that parallel the workshop's interactive materials. **We will offer interpretation and translation to allow people to communicate in the language they are most comfortable.**
- » A **Preliminary Policy and Implementation Evaluation Report** will examine the viability of existing policies and implementation program. Integrating the results of our existing conditions analysis, public engagement, and our knowledge of general plan programs will allow us to introduce relevant and modern policies and programs to address the City's most pressing challenges.
- » A traffic study examining up to **45 intersections/roadway segments** that will aid in evaluating existing and future traffic conditions, as well as understanding truck traffic and routes. We will identify where to make transportation system investments to improve pedestrian and bicycle mobility, minimize truck traffic, make the streets more multimodal, and reduce greenhouse gases.
- » **Targeted Zoning Code amendments** that implement the revisions in the General Plan Update and focus on creating a Housing Overlay and regulatory adjustments to allow streamlined process for new housing development in the City.
- » A Program EIR that will serve two functions: 1) as the document required by law to analyze project impacts, and 2) as a **development tool to streamline CEQA review of future housing development projects.**







## Legend

### PlaceTypes

OS - Open Space

### Neighborhoods

N - Founding and Contemporary Neighborhood

MFR-L - Multi-Family Residential - Low

MFR-M - Multi-Family Residential - Moderate

### Mixed Use

NSC-L - Neighborhood-Serving Center or Corridor - Low

NSC-M - Neighborhood-Serving Center or Corridor - Moderate

TOD-L - Transit-Oriented Development - Low

TOD-M - Transit-Oriented Development - Moderate

### Employment

CC - Community Commercial

I - Industrial

NI - Neo-Industrial

### Unique

RSF - Regional-Serving Facility

DT - Downtown

WF - Waterfront

### Light Rail Transit

Metro Blue Line Station and 1/4 Mile Radius

Long Beach Land Use Element Map

# 02 Scope of Work

## Detailed Work Plan

MIG has developed this detailed work plan to respond directly to the City's expectations outlined in the RFP. **The work scope is structured to respond to both the Caltrans and SB 2 grants to facilitate grant administration. We have added other tasks that we believe will benefit the work program. In parentheses after each task, we indicate the corresponding Caltrans grant task number. For the SB 2 grant, our task numbers 2.3, 2.4, 4.4, 5.2, and 6.3 will implement the overlay zone and subsequent streamlined CEQA review. Tasks not included in either grant but recommended by MIG are shown as (MIG).**

### **TASK 1: PROJECT INITIATION, MANAGEMENT, AND COORDINATION**

#### **1.1: Project Initiation (1.4)**

The MIG Team and City staff will meet to refine the scope of work, schedule, and budget to align with City objectives. As part of the meeting, City staff will lead the MIG Team on a driving tour highlighting Santa Fe Springs's key areas. **In particular, we will want to identify the housing opportunity sites.**

#### **1.2: Project Management (1.3, 1.5, 1.7)**

MIG will lead the team to manage the process to ensure the project remains on budget and schedule. This task accounts for MIG's project management and coordination (emails, calls, data transfers, etc.) with both City staff and the subconsultant team, as well as regular invoicing, schedule, and budget management. MIG will prepare monthly status reports to identify work completed and upcoming tasks. **MIG will also assist City staff with grant reporting by structuring status reports to mirror the reporting requirements. We will review the City's quarterly reports prior to the City submitting them to Caltrans and the Department of Housing and Community Development (HCD).**

#### **1.3: Client and Caltrans Coordination Meetings (1.1, 1.6)**

The MIG Project Management Team will meet monthly with City staff at City Hall to review work products, plan upcoming workshops and meetings, discuss strategies, and otherwise coordinate project activities. MIG will conduct a bi-weekly teleconference with the City's project manager to discuss progress, confirm upcoming milestones, and anticipate upcoming challenges. Task leaders and other experts will join meetings and calls as need. **We will also meet with Caltrans staff at key points in the work program.**

#### **1.4: Document Review and Field Reconnaissance (3.1, 3.2, 3.3)**

MIG will review all available background materials to understand the City's context and identify a preliminary list of challenges. Additionally, MIG will conduct a one-day field reconnaissance trip to review street patterns, residential neighborhoods, commercial and industrial districts, and identify existing physical assets, issues, and opportunities.

#### **1.5: Logo, Branding, and Template (MIG)**

MIG will develop a logo and a document branding approach for the new General Plan. We will produce three draft logo/brand concepts for your review and will develop one final brand. MIG will apply the brand to a document template for communication materials and summary reports.

### **TASK 2: SETTING THE FOUNDATION: TECHNICAL REPORT AND ANALYSIS**

#### **2.1: Existing Conditions Technical Report (3.4.1, 3.4.2, 3.10)**

The MIG Team will conduct an analysis of existing conditions and prepare a state-of-the-art Existing Conditions Technical Report to comprehensively and concisely summarize existing technical information. The report will focus on General Plan topics relevant to Santa Fe Springs from the



physical environment to the economic setting and social conditions, as outlined in Tasks 2.2 through 2.6. The report will also focus on key General Plan topics, including, but not limited to, land use, housing, parks, environmental justice, infrastructure, public services and facilities, health and sustainability, schools and libraries, fire and police services, noise, safety, crime, and hazards. This report will include findings and provide a basis for preliminary policy and implementation recommendations.

In addition to the detailed sections described below, MIG and Kosmont will prepare a socioeconomic profile of the City, including demographic forecasts through 2040. MIG will also analyze existing land use patterns, conflicts, and trends.

## **2.2: Circulation Study (3.4.4, 3.4.5, 3.4.8)**

Fehr & Peers will prepare a background report summarizing existing mobility conditions, which will include an inventory of transportation facilities (roadway, public parking, transit, pedestrian, bicycle), and a summary of their current operation.

Traffic counts and modeling will be conducted at up to 45 intersections and 45 street segments.

Parking issues will also be looked into, especially given the recent changes in parking ordinances in neighboring jurisdictions that prohibit RV parking on public roadways. The report will also include existing functional classification of City streets; an inventory of existing signalized intersections; collision statistics in the City over past five years; pertinent traffic and travel information available from the City, SCAG, the US Census, and other sources; existing transit services and facilities; existing bicycle facilities; and existing pedestrian facilities. Mobility safety and security concerns will be addressed as well.

## **2.3: Market Study (3.6, SB 2)**

Kosmont will prepare an economic and demographic profile and market analysis study. The economic and demographic profile will

highlight trends in household and business social and economic characteristics across a defined Trade Area. Kosmont will analyze current and historic residential, hospitality (hotel), and commercial (retail, office, industrial) supply conditions within a defined Trade Area. Lastly, Kosmont will evaluate the market demand for residential, hospitality, and commercial uses, including major retail subcategories and analysis of retail sales surplus/leakage and retailer voids by retail subcategories.

With City staff, the MIG Team will confirm the four opportunity sites to be subject to detailed pro-forma analysis. For these sites, Kosmont will conduct a SWOT analysis examining such characteristics as access, walkability, synergies, and public safety. Catalytic projects will be identified, with a focus on housing and mixed-use projects that will "pencil."

## **2.4: Housing Opportunities Evaluation Study (SB 2)**

MIG will evaluate specific sites that could provide suitable locations for new housing and mixed-use opportunities and will project housing development capacity for each site. The analysis will look at the feasibility of housing opportunities within industrial lands and consider transit access, access to services, and proximity to industrial hazards and truck traffic. This study will inform the Housing Resources section of the Housing Element, as well as development of the Housing/Mixed-Use Overlay.

## **2.5: Community Needs Assessment (2.3)**

As a component of the Existing Conditions Report, the MIG Team will conduct a Community Needs Assessment to identify transportation and mobility barriers confronting low-income households and at-risk populations. We will analyze transit accessibility, Census data, UrbanFootprint spatial data, and CalEnviroScreen 3.0 datasets. We will utilize the California Air Resources Board's Barriers Report Final Guidance Document, and the findings

will inform land use, circulation, and environmental justice strategies. The Community Needs Assessment will be a tool used in workshops, General Plan Advisory Group (GPAC) meetings, and focus group meetings to solicit further input.

### **2.6: Equity Analysis and GHG Emission Reduction Study (3.5)**

With assistance from Fehr & Peers, MIG will develop a demand analysis of transportation mode shifts and equity analysis to determine the change to active transportation use based on projected alternative transportation options. We will project greenhouse gas (GHG) emission reductions and create a set of criteria to gauge reductions related to potential land use and transportation improvements.

### **2.7: Zoning Consistency Evaluation (3.4.3)**

MIG will prepare a map illustrating inconsistencies between current General Plan land use policy and the zoning map to identify where revisions will be necessary. We will also assess where there may be disconnect between policies in the Land Use and Circulation Elements, both between the two and relative to the Zoning Code.

## **TASK 3: LISTENING TO THE COMMUNITY: COMMUNITY ENGAGEMENT PROGRAM**

### **3.1: Outreach and Marketing Plan (2.2)**

MIG will develop an Outreach and Marketing Plan that describes a set of strategies to create awareness of the General Plan Update program, promote participation in participation activities, and elicit input into the plan. The Outreach and Marketing Plan will describe the goals and objectives for the community engagement program and outline key audiences, messaging, and communication outlets. The Outreach and Marketing Plan will also outline proposed activities, informational materials, collaterals, and other communication tools.

A schedule describing the timing for proposed community involvement activities and releasing project materials will be developed for review by the City's project manager. Team roles for implementation will also be delineated. The Outreach and Marketing Plan will identify key audiences from residential neighborhoods and industrial and business communities and strategies to successfully engage with populations within disadvantaged community (DAC) areas.

### **3.2: Collaterals (MIG)**

MIG's communications team will prepare print media (posters, fact sheets, and press releases; see assumptions for deliverables). MIG will translate all written and digital engagement materials into Spanish.

### **3.3: Communications and Social Media Campaign (MIG)**

To keep the community abreast of General Plan update activities and milestones, the MIG Team will launch and maintain a multi-media campaign. Throughout the 24-month work program, MIG will provide updates and information via social media and other web-based platforms, the General Plan's dedicated website (see Subtask 3.4), and print media (posters, fact sheets, and press releases; see assumptions for deliverables). MIG will translate all written and digital engagement materials into Spanish.

### **3.4: Website (2.4)**

MIG will create and host a stand-alone website for the project using MIG's proprietary TownSquare™ software. MIG will work with the City's IT staff to direct traffic from the City's website to the General Plan website. The website will include schedule and process information, ways to get involved, upcoming meetings, how to provide input, and public documents. MIG will work with City staff and the project team to determine final website design and content. All webpages will translate into Spanish using the Google Translate toolbar.



### 3.5: Stakeholder Interviews and Focus Groups (2.5)

MIG will conduct eight one-on-one interviews and six small focus group meetings with key community stakeholders. City staff will be responsible for contacting the interviewees, coordinating interview times, and securing a meeting room to hold the interviews.

For budgeting purposes, MIG assumes interviews with individuals and/or groups conducted over three days and that two MIG staff members will attend. Following the conclusion of all interviews, MIG will prepare a summary memorandum of findings.

### 3.6: General Plan Advisory Group (GPAC) (2.5)

The MIG Team will facilitate six two-hour GPAC meetings. We will work with the GPAC to confirm the community vision, identify economic development opportunities, develop land use and circulation alternatives, receive input on the big ideas for each element, review the revised goals and policies, and comment on the draft Implementation Plan. For all GPAC meetings, MIG will prepare an agenda, meeting materials, and a post-meeting action summary for City staff distribution to GPAC members.

### 3.7: Community Workshops (2.5)

MIG will facilitate four informative, engaging, and interactive community-wide workshops. To extend the reach of the workshops, each workshop will include three elements: small interactive face-to-face meetings at key public events (e.g., Santa Fe Springs's President's Day Penny Carnival or Santa Fe Springs Gus Velasco Neighborhood Center), community wide workshop, and online and hardcopy surveys that mirrors the content and materials of each workshop.

The topics for each workshop are as follows:

1) the first workshop informs the community on the General Plan process and identify community

challenges and opportunities; 2) at the second workshop, MIG will present the Community Needs Assessment and elicit input on environmental burdens within disadvantaged community areas; 3) the third workshop will identify land use and housing opportunities; and 4) the last workshop will allow the community to comment on the proposed land use plan and big ideas.

Spanish translation services will be provided using interpreters and wireless headsets at each workshop. Following each workshop, MIG will collect and tabulate the results of the surveys and prepare a key findings summary that will be integrated into Task 3.9 Community Engagement Summary Report.

### 3.8: Community Engagement Summary Report (2.7)

MIG will summarize the community engagement tasks and input in a Community Engagement Summary Report.

### 3.9: General Plan Vision Statement and Guiding Principles (2.1)

Based on the findings from the earlier tasks, MIG will develop vision statement, along with a series of draft General Plan Guiding Principles that will depict the City's long-term identity and vision for growth.

## TASK 4: UPDATING THE PLAN

### 4.1: Preliminary Policy and Implementation Evaluation Report (MIG)

Using the findings from the Existing Conditions Report and Community Engagement Program Summary Report and building from the Vision and Guiding Principles, MIG will evaluate all existing General Plan goals, policies, and implementation measures and prepare a new set of goals, policies, and implementation measures for each General Plan element.



#### 4.2: Land Use and Transportation Alternatives and Charrette (3.8)

MIG will develop up to three scenarios for up to eight focus areas, including locations for transit-oriented development around future transit stations, mixed-use development, reinventing existing corridors, and locating a new downtown. We propose to analyze land use and transportation scenarios using the UrbanFootprint application. The application includes analytical engines that measure the environmental, transportation, public health, and community impacts of future scenarios, and output specialized indicators regarding existing conditions and future scenarios. This subtask includes a land use/transportation alternatives charrette, with key economic, transportation, and design team leads, along with City staff. The alternatives scenarios will be presented at a joint meeting with the Planning Commission and City Council for selection of a preferred alternative that will be analyzed in the Environmental Impact Report.

#### 4.3: Financial Sustainability Strategy Plan (3.6.4)

Kosmont will create a Financial Stability Strategic Plan by observing the City's financial standing and providing, at a high-level, financial policies/strategies the City can utilize for further financial stability in the long term.

#### 4.4: Screencheck Draft General Plan (3.9, 4.1, 4.2, 4.3, 4.5)

Prior to preparing the **Screencheck** Draft General Plan, the MIG Team will prepare the General Plan outline and format for each element for the City to review. Upon approval of the outline and format, the MIG Team will prepare a **Screencheck** Draft General Plan based on input received during earlier tasks and State legal requirements, including aligning with the General Plan Guidelines. **Specifically, climate adaption and resiliency strategies will be included in the Safety Element, the Circulation Element will address multimodal**

**mobility, and the Housing Element will respond to new 2017 and 2019 laws.** The General Plan will be concise, user-friendly, easy to comprehend, and highly graphic, with photos, maps, tables, charts and illustrations to provide ongoing guidance. The General Plan structure will mirror the existing General Plan with the inclusion of a new Environmental Justice Element, and each element will include a table of contents. The Housing Element will also be updated, including HCD coordination.

**The updated plan will be crafted to inspire investment and allow the City to achieve economic growth and stability and what it has defined to be the three priorities for this new plan:**

- » **Facilitate new and diverse housing construction**
- » **Diversify the active transportation infrastructure**
- » **Provide the means to enhance all infrastructure and public facilities**

#### 4.5: Administrative Draft and Public Review Draft General Plan (4.6, 4.7)

City staff will provide comments to MIG on the **Screencheck** Draft, consolidating all comments in a single document using MS Word's track changes function. MIG will then prepare an **Administrative Draft** for City review. We will incorporate those **comments to produce** the Public Review Draft General Plan for release to the public for review and to the MIG environmental team for the environmental analysis process.

### TASK 5: SETTING IMPLEMENTATION

#### 5.1: Implementation Plan (4.4, 5.2)

The Implementation Plan will provide action-oriented measures to support the General Plan vision and overarching goals. The Implementation Plan will be drafted to be easily amended to respond to shifting City priorities and changing physical, financial, or political circumstances in the future. We will use the knowledge, experience,

and practical creativity of all team members to identify opportunities for new strategies, especially as related to economic development and environmental justice initiatives and other important issues identified by City staff and the community during the process.

### **5.2: Targeted Zoning Amendments (5.1, 5.3, 5.4, 5.5)**

In concert with the General Plan Update, MIG will revise Chapter 155 (Zoning) of Title XV (Land Usage) of the Municipal Code to implement the General Plan Land Use Policy Map, Environmental Justice Element, and Housing Element. MIG assumes this scope of work may include adding **the new Housing and Mixed-Use Overlay**, updating the Zoning Map, and revising other chapters and sections to help streamline future housing or mixed-use projects.

## **TASK 6: UNDERSTANDING IMPACTS: ENVIRONMENTAL DOCUMENTATION**

### **6.1: EIR Initiation (SB 2)**

MIG CEQA staff will meet with City staff to review City requirements for CEQA documents, including formatting and specific thresholds of significance. **In particular, we will discuss the approach to conducting focused analysis of the housing and mixed-use overlay areas so that future development projects can be streamlined.**

### **6.2: Initial Study, Notice of Preparation, Scoping Meeting (SB 2)**

Once a stable Project Description has been developed, a Notice of Preparation (NOP) and Initial Study (IS) will be prepared. The (IS) will identify key issue areas and screen from further review impacts that are not significant. City staff will provide the NOP mailing list, secure the scoping meeting location, and provide appropriate public notice related to the meeting.

### **6.3: Administrative Draft Program EIR (3.4.6, 3.5, SB 2)**

The Draft Program EIR will consider all aspects of General Plan implementation. Environmental topic areas and potential CEQA-defined impacts will be aligned with potential policies, implementation programs and other components of the General Plan. The EIR will include all CEQA required components, including existing conditions, project description, cumulative impacts, growth inducing impacts, and project alternatives. Where necessary to address potentially significant impacts, practical, implementable, and enforceable mitigation measures will be developed. The following technical studies to support the EIR are:

- » **Traffic Study and Impact Analysis** – Fehr & Peers will summarize the previously developed existing conditions analysis and any updated future conditions analysis in a technical traffic study for the Program General Plan EIR. **Specifically, Fehr & Peers will update the 2012 SCAG RTP/SCS model (or more recent) and create TAZs particular for Santa Fe Springs. Model validation will occur to replicate base year conditions. Future scenarios will be tested, with the preferred land use plan examined in the EIR. Fehr & Peers will work with City staff during policy development on how to address SB 743's requirements for the City of Santa Fe Springs. The traffic analysis will include an assessment of VMT, which will support the newly adopted Senate Bill 743 (SB 743) analysis.**
- » **Air Quality Technical Analysis** – Includes up to eight CalEEMod runs
- » **Greenhouse Gas/Energy Technical Analysis** – Includes up to four Energy Consumption spreadsheets, but does not include a Climate Action Plan
- » **Noise and Vibration Technical Analysis** – Includes four long-term and six short-term monitoring locations, and up to 120 roadway segments and six rail segments



**6.4: Draft EIR for Public Review (SB 2)**

The City will provide MIG with a single set of consolidated comments on the administrative draft. MIG will revise the document based on City comments. MIG will circulate the Draft EIR to public agencies and interested parties for the 45-day public review period.

**6.5: Response to Comments/FEIR &**

**MMRP (SB 2).** MIG will prepare a Response to Comments/Final EIR (RTC/FEIR) that includes responses to public and agency comments received during the 45-day public review period and, as necessary, revisions to the text or exhibits contained in the DEIR. This task will also include a Mitigation Monitoring and Reporting Program (MMRP) bound separately from the FEIR. The budget assumes up to 80 individual comments will require a response (note: each comment letter may include multiple comments).

**6.6: Findings of Fact and Statement of Overriding Considerations (SB 2)**

MIG will prepare the CEQA-required findings and statement of overriding considerations.

**6.7: Notice of Determination (NOD) (SB 2)**

Within five working days of certification of the Final EIR by the City Council, MIG will prepare and file the NOD with the County Clerk and the State Clearinghouse. **The City will be responsible for paying all filing fees.**

**TASK 7: ADOPTING THE PLAN: PUBLIC HEARINGS AND FINAL DOCUMENTATION****7.1: SB 18 and AB 52 Consultation (MIG)**

The General Plan update will require formal government-to-government consultation between the City of Santa Fe Springs and Native American Heritage Commission-listed tribes pursuant to Senate Bill 18 and Assembly Bill 52. MIG will provide the City a letter template, detailed instructions, and a communications log to ensure the City complies with SB 18. As an optional task, MIG can provide additional Native American coordination services.

**7.2: Joint Study Sessions (2.6, 4.9)**

MIG proposes to conduct **two joint study sessions on the General Plan and Zoning Code amendments** at key points in the work program to test ideas and concepts and to confirm decision-maker direction before proceeding to a subsequent task. The meetings can include joint sessions with the City Council, Planning Commission, and/or Traffic Commission, at the choice of the City. MIG will facilitate the two meetings and prepare two PowerPoint presentations, including maps and graphics.

**7.3: Public Hearings (2.6, 4.10, 5.7)**

The MIG project manager will conduct presentations at **two Planning Commission** public hearings and **two City Council hearings**. MIG will prepare staff reports, resolutions, and ordinances for the first of each Planning Commission and City Council public hearing. **With regard to changes to the Draft General Plan and Zoning Code amendments recommended by the Planning Commission during the public hearing process, we do not plan to revise either document for City Council hearings. Instead, we will incorporate into the staff report, in either matrix form or other method that clearly identifies the Commission's recommended changes, those revisions. Our experience shows that this approach facilitates review and direction by the Council.**

**7.4: Final Documents (4.11, 5.8)**

MIG will prepare the final General Plan and Zoning Code Amendment based on the outcome of the City Council adoption hearing. Following adoption, MIG will submit all project files to the City, including all GIS shapefiles developed during the process. Because the extent of any revisions based on City Council direction cannot be known at this time, our budget includes an allowance for this task. MIG will also provide five wall maps each for the Land Use Policy Plan and Zoning Map (see assumptions for deliverables).).



## Optional Tasks

### TASK A: DIGITAL GENERAL PLAN (TANGERINE™ EPLAN)

As an optional task, MIG will set up and customize Tangerine™ software for single click website creation using the MS Word template, including the implementation of the personalization features. Tangerine™ will convert the General Plan into a searchable, interactive ePlan that works well on both desktop computers and mobile phones.

Visit [www.hayward2040generalplan.com](http://www.hayward2040generalplan.com) to see an ePlan example prepared by MIG.

### TASK B: 3D VISUALIZATION

As an optional task, MIG will create a collection of graphics illustrating the visual conditions proposed within each of the housing areas and land use scenarios. MIG will work with City staff to identify how best to illustrate the visual conditions and what combination of visualization tools and methods best tell the story about potential changes for each area and alternative, and how the changes will fit into the surrounding context.

## Assumptions, Meetings, and Deliverables

MIG has assumed the following in crafting our proposed scope and assumes the following will occur throughout the course of the work program:

- » **Reference Materials.** The City will provide to MIG all reference materials needed to prepare the General Plan, such as GIS files, crime data from the Police Services Department, recently prepared CEQA documents, and other printed documents and electronic files that we can readily use to finish the work program.
- » **Coordination Teleconferences.** Bi-weekly check-in calls are assumed to be 30 minutes.
- » **Monthly Meetings.** The budget assumes 20 monthly meetings. *length of time?*
- » **General Plan Structure.** MIG will work within the structure of the current General Plan, not adding any new Elements except for the Environmental Justice Element. The final



General Plan will be suitable for posting on the City's website as a searchable PDF document.

- » **Printed Copies.** The budget assumes digital copies unless a specific number of printed copies is stated.
- » **City Review of Materials.** One round of review is budgeted for all product, except for the Administrative Draft General Plan and Administrative Draft Targeted Zoning Code Amendment, which is budgeted for two rounds of review. All comments from City staff will be consolidated into a single set of comments in a single document, using Word track-changes function. This will allow MIG to clearly understand direction from City staff.

### DELIVERABLES

#### Existing Conditions Technical Report Deliverables

- » The Existing Conditions Technical Report will consist of one compiled report (Word/PDF format) including the following components:
  - » Existing Conditions Study – all relevant General Plan and Environmental Justice topics
  - » Circulation Study
  - » Market Study
  - » Housing Opportunity Evaluation Study Technical Memorandum
  - » Community Needs Assessment Study Technical Memorandum

- » Equity Analysis and GHG Emissions Reduction Study Technical Memorandum

### **Community Engagement Program Deliverables**

- » Logo, branding and template includes 3 logo/brand concepts, 1 final brand, templates
- » Outreach and Marketing Plan identifying key audiences, communication methods, types and numbers of meetings, and work products that will be produced (Word/PDF format)
- » Communication collaterals include 2 public notices, 2 posters, 3 press releases, 1 fact sheet, and 1 FAQ (selected materials to be translated in Spanish as determined by City staff)
- » Summary notes of all meetings, workshops, and public hearings that the MIG Team attends to be integrated into Community Engagement Summary Report (Word/PDF format)
- » Facilitation, participation, and preparation of materials for 8 one-on-one stakeholder interviews; 6 focus group meetings; 6 GPAC meetings; 4 community workshops; 2 study session meetings, and 4 public hearings (Word and PowerPoint format)
- » Workshops include 4 community workshops, 4 event meetings (intercepts), 4 surveys (online and 100 hardcopies each), and development all displays and related materials for each workshop

### **General Plan Deliverables**

- » Preliminary Policy and Implementation Evaluation Report (Word/PDF format)
- » General Plan Alternatives Development: 3 scenarios of 8 focus areas (Maps and Summary Memorandum- Word/PDF format)
- » One Land Use/Transportation Alternatives Scenario Charrette and Summary (Word/PDF format)
- » Templates for SB 18 and AB 52 consultation (Word format)
- » **Screencheck and** Administrative Draft General Plan (5 copies and 5 digital versions (Word/PDF format)

- » The Housing Element budget allows for Department of Housing & Community Development (HCD) consultation
- » Public Review Draft General Plan (10 copies and 10 digital versions Word/PDF format)
- » Pre-press Final General Plan (1 copy and 1 digital version- Word/PDF format)
- » Final Adopted General Plan (10 copies and 10 digital versions- Word/PDF format)
- » Updated Color Land Use Policy Map (5 copies: 30" x 40" wall size, PDF, and GIS files)

### **Targeted Zoning Code Amendment Deliverables**

- » **Screencheck and** Administrative Draft Targeted Zoning Code Amendment (Word/PDF format)
- » Public Review Draft Targeted Zoning Code Amendment (Word/PDF format)
- » Final Adopted Targeted Zoning Code Amendment (Word/PDF format)
- » Updated Color Zoning Code Map (5 copies: 30" x 40" wall size, PDF, and GIS files)

### **Program Environmental Impact Report (EIR) Deliverables**

- » Administrative Draft EIR (5 copies and 5 digital versions- Word/PDF format)
- » Draft EIR for Public Review and Comment (5 copies and 5 digital versions- Word/PDF format)
- » Administrative Final EIR for staff review, including Statement of Overriding Considerations, Findings of Fact, Responses to Comments, and Mitigation Monitoring and Reporting Program (Word/PDF format)
- » Final EIR for public hearings (5 copies and 5 digital versions- Word/PDF format)

### **Schedule**

The task sequence diagram on page 2.10 graphically illustrates our proposed approach to the Scope of Work.



CITY OF SANTA FE SPRINGS

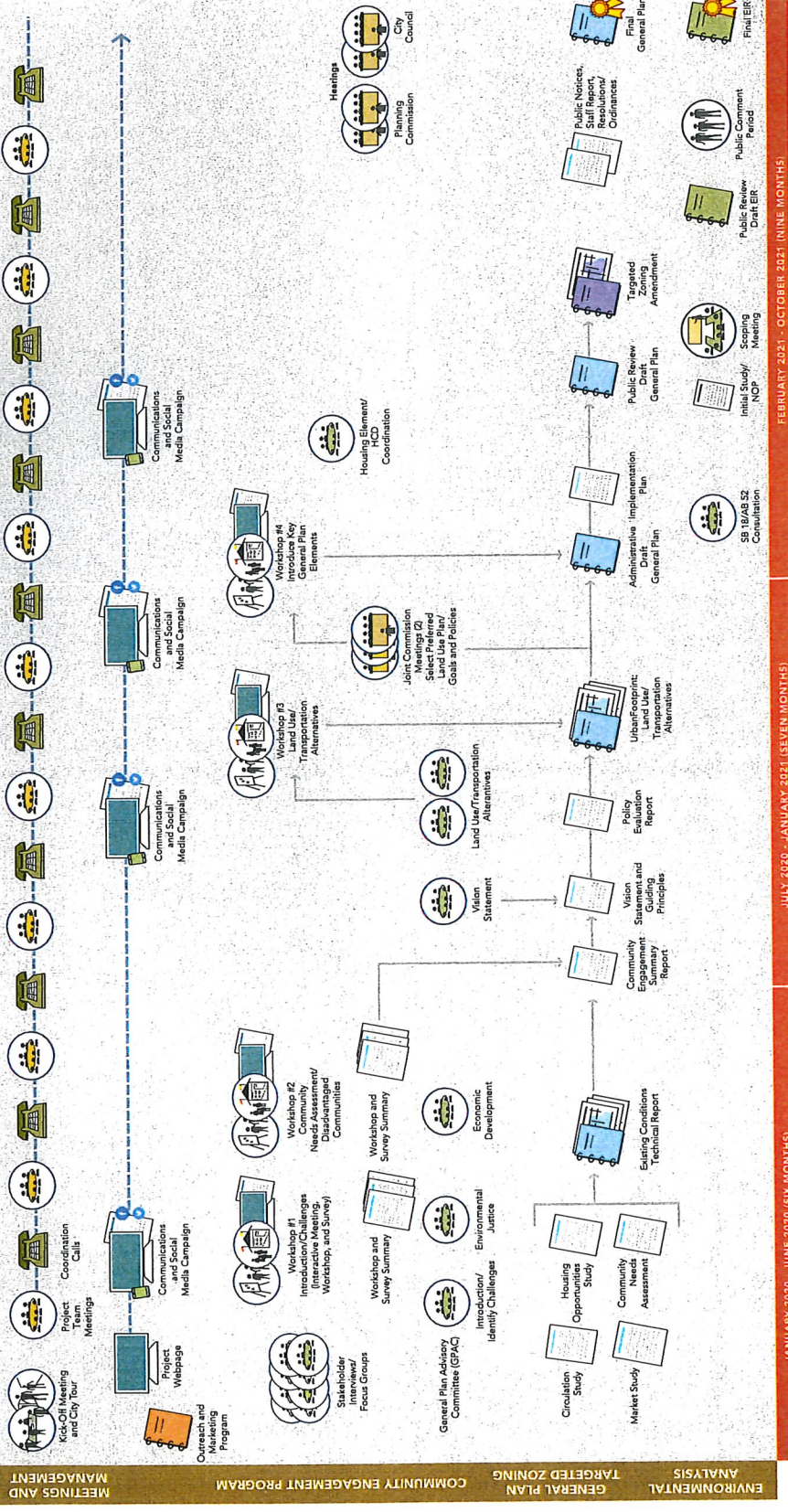
# General Plan and Targeted Zoning Code Update

PROCESS SCHEDULE

SETTING THE FOUNDATION/LISTENING TO THE PUBLIC

UPDATING THE PLAN/SETTING IMPLEMENTATION

UNDERSTANDING IMPACTS/ADOPTING THE PLAN





## 03 Qualifications

### **Critical thinking. Strategic focus.**

#### **Innovative solutions.**

For nearly four decades, MIG has engaged top professionals in planning, design, communications, management, and technology who work together to ensure our clients achieve the results they seek. We look beyond convention to produce meaningful plans and durable solutions that meet our world's increasing **social, economic, and environmental challenges.**

#### **AREAS OF EXPERTISE**

- » General Plan Update Process Strategy, Policy Development, and Legal Adequacy
- » Housing Elements
- » Zoning/Development Codes
- » Design Guidelines and Development Standards
- » Visioning and Community-Based Planning
- » Urban Design, Complete Streets, and Placemaking
- » Sustainability and Healthy Community Planning
- » Community Engagement and Public Outreach
- » Landscape Architecture and Green Infrastructure
- » Environmental Planning and Analysis
- » Web Design and Technology
- » Mapping, GIS Analysis, and Graphic Design
- » Grant Administration

### **About MIG, Inc.**

For nearly four decades, MIG has served public and private clients of every size and jurisdiction—from cities, counties, and special districts to regulatory agencies and developers—as a full-service planning and design firm. Our dedicated staff has the background and experience to prepare plans and design documents for a wide variety of projects, including site-specific infrastructure, residential, institutional, mixed-use, and transit-oriented developments; downtowns and streetscapes; and broader policy initiatives like specific, general, and regional plans, as well as open space and river corridor plans.

MIG offers a unique combination of community planning, urban design, and public engagement expertise that brings community interests together to frame land use, transportation, and urban design issues. We have a successful record of preparing General and Comprehensive Plans and developing subsequent efforts like Specific Plans and Zoning Codes that can advance the sustainability, livability, and economic vibrancy of a community. We strive to conduct land use planning in a highly interactive process involving key constituent groups. This process generates a clear and collective vision of development and growth that serves as an inspirational expression of future possibilities, as well as an overarching framework for implementation. Our approach is based on a thorough understanding of existing conditions and guiding regulations; efficiency and accuracy in information gathering and analysis; and creativity and innovation in collaborative problem-solving and strategic development.

## Our Teaming Partners

We have included subconsultants with whom we partner frequently to provide specialized expertise for General Plans and EIRs, and who will complement MIG's multidisciplinary internal team. These firms' qualifications—including relevant experience and key staff qualifications—are presented as follows.

### KOSMONT COMPANIES

**Kosmont Companies (Kosmont)**, a certified Minority Business Enterprise (MBE) and certified Small Business Enterprise (SBE), is a real estate and economic development services firm offering a full range of real estate and financial advisory, retail strategies, project finance, transaction structuring, negotiations, market analysis, special district analysis, and project implementation services for both the public and private sectors. Kosmont Companies was founded in 1986 and is nationally recognized.

Kosmont has served clients throughout California for over 33 years and has in-depth expertise in creating economic development plans, updating economic development elements for general plans and specific plans, producing real estate market studies, and conducting economic and fiscal impact analyses. Kosmont is currently retained by the City of Santa Fe Springs for analysis and initial implementation of a tax increment financing ("TIF") district (either a Community Revitalization and Investment Authority or Enhanced Infrastructure Financing District) including various opportunity site areas in the City. As part of Kosmont's special district advisory work for the Southern California Association of Governments (SCAG), Kosmont is additionally preparing an infrastructure funding and financing strategy for the Federal Interstate Route 5 Corridor from the I-5 /710 Interchange to the I-5 /State Route 91 Interchange, including portions of Santa Fe Springs.

Kosmont understands the local and Gateway Cities regional economic context and knows first-hand that the Santa Fe Springs General Plan will be critical to the City's financial health and future success. The Kosmont project team also includes former Redevelopment Manager and Assistant Executive Director of the City's Community Development Commission, Steve Masura.

### FEHR & PEERS

**Fehr & Peers (F&P)** has specialized in providing transportation planning and engineering services to public and private sector clients since 1985. They have developed creative, cost-effective, and results-oriented solutions to planning and design problems associated with all modes of transportation. F&P offered their clients the right combination of leading-edge technical skills and extensive knowledge of the communities in which they work to deliver comprehensive solutions and superior client service.

F&P has assisted jurisdictions in California with General Plans and Circulation Elements for more than 30 years and has been assisting communities in Southern California for more than 15 years, including nearby cities of Whittier, Cudahy, Carson, and Temple City and employs several staff who grew up nearby and spend time in the City. They have assisted the Gateway Cities COG, Downey, Huntington Park, and LA Metro with local complete streets and first/last mile planning efforts. Their experience in the area includes data collection and visualization, environmental traffic analysis (LOS and VMT), complete streets/active transportation network and concept development, and policy development ranging from safety, curbside management, TDM, and urban freight.

F&P has teamed with MIG on more than 60 projects throughout Southern California since 2007. Currently, the two firms are working together on the Whittier General Plan.

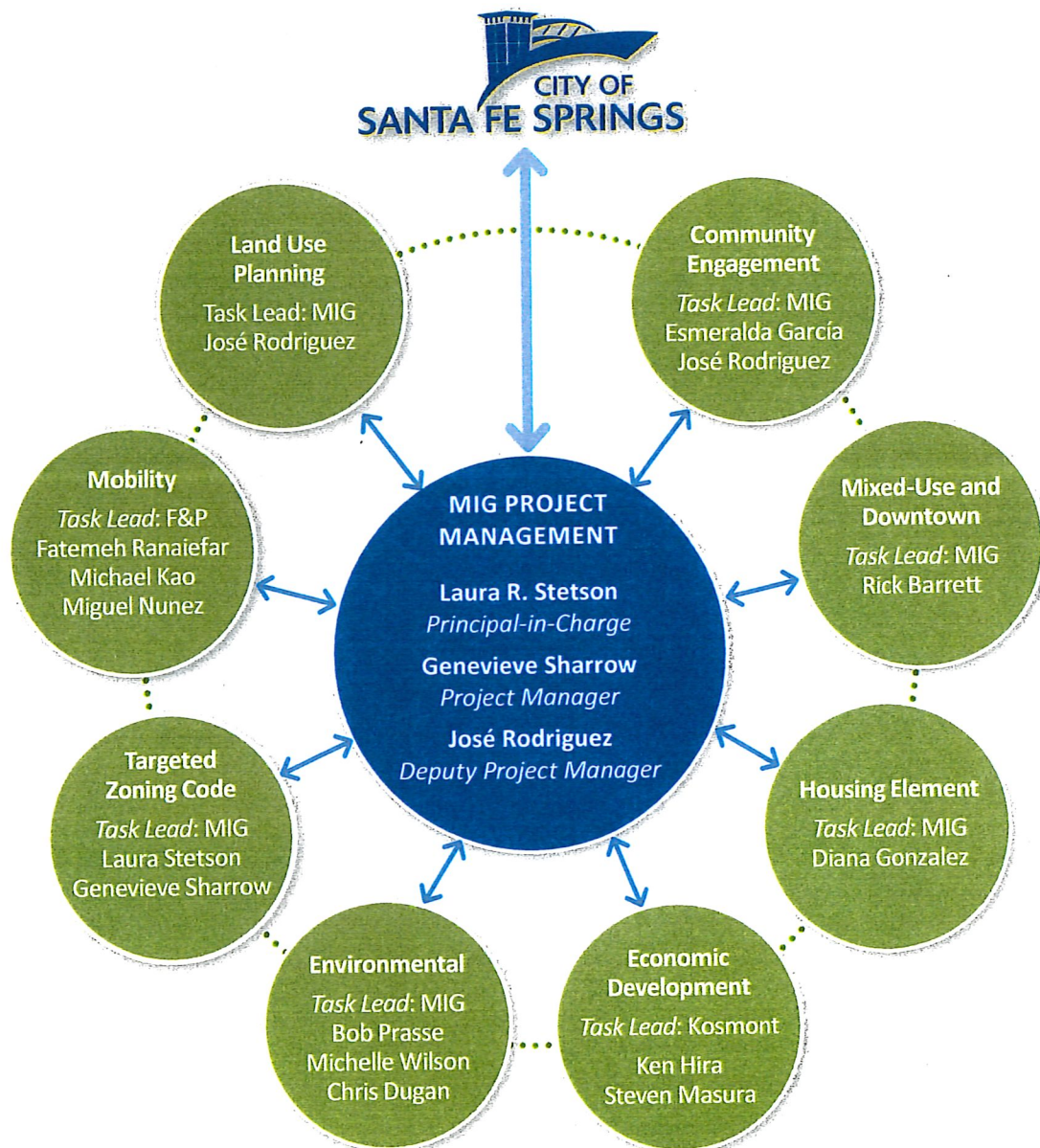


## Team Organizational Chart

The organizational chart below outlines the overall MIG Team structure and how the consultant team will interact with City staff and stakeholders.

## Team Commitment

We selected our team members based on their expertise, passion for the project, and overall availability. Each member is **committed for the duration of the project**.





## Key Personnel Qualifications

MIG Staff/Role	Credentials	Relevant Experience
<p><b>Laura R. Stetson, AICP</b> Principal-in-Charge</p> <p><b>Areas of Expertise:</b> Land Use Planning, General Plans, Zoning Codes, Specific Plans, Meeting Facilitation, Project Management</p>	<ul style="list-style-type: none"> <li>» BS, Environmental Earth Science, Stanford University</li> <li>» Graduate Coursework, Public Administration, American University</li> <li>» Member, AICP</li> <li>» Member, California Planning Roundtable</li> </ul>	<ul style="list-style-type: none"> <li>» Over 30 years of experience preparing general plans and other community planning studies; zoning and development codes and other regulatory documents; and CEQA documentation, programmatic- and project-level</li> <li>» General Plan updates in Arcadia, Baldwin Park, Brea, Costa Mesa, La Puente, La Palma, Rancho Cucamonga, Rialto, Colton, Long Beach, Torrance, Burlingame, Redwood City, Walnut, Whittier, and Commerce, as well as zoning code updates for Arcadia, Baldwin Park, La Palma, La Puente, La Mirada, Duarte, Garden Grove, and San Luis Obispo</li> </ul>
<p><b>Genevieve Sharrow</b> Project Manager</p> <p><b>Areas of Expertise:</b> General Plans, Housing Element, Land Use Planning, CEQA, Zoning</p>	<ul style="list-style-type: none"> <li>» MA, Urban Planning, University of California, Los Angeles</li> <li>» BA, Social Anthropology, University of Michigan</li> </ul>	<ul style="list-style-type: none"> <li>» Over 10 years of experience preparing general plans, specific plans and similar land use plans, zoning codes and environmental analysis and CEQA documentation</li> <li>» Experience includes general plan updates in La Palma, Baldwin Park, Vernon, Rialto, Redwood City, and Rosemead and development of zoning regulations for Arcadia, Redwood City, Duarte, and Baldwin Park</li> </ul>
<p><b>José M. Rodriguez</b> Deputy Project Manager/ Planning and Land Use</p> <p><b>Areas of Expertise:</b> Land Use Planning, General Plans, GIS</p>	<ul style="list-style-type: none"> <li>» MA, Urban Planning, University of California, Los Angeles</li> <li>» BS, Urban and Regional Planning, Cal Poly Pomona</li> <li>» AICP, 2002</li> </ul>	<ul style="list-style-type: none"> <li>» Over 20 years of experience managing and preparing general plan elements and comprehensive general plan updates for cities throughout California, including Brea, Claremont, Rancho Cucamonga, Rialto, Long Beach, Colton, Redwood City, Torrance, Long Beach, Costa Mesa, Walnut, and Whittier</li> </ul>
<p><b>Esmeralda García</b> Community Engagement</p> <p><b>Areas of Expertise:</b> Community Engagement, Diverse Communities, Environmental Justice, Strategic Communications</p>	<ul style="list-style-type: none"> <li>» BA, Art History, California State University, Los Angeles</li> <li>» Member, Transportation Research Board, Environmental Justice Committee</li> <li>» Bilingual Spanish Speaker</li> </ul>	<ul style="list-style-type: none"> <li>» Over 20 years of experience managing complex planning projects addressing a wide range of issues, from land use and transportation to social equity, health, and environmental justice</li> <li>» Extensive public engagement experience with disadvantaged communities with projects such as Engage Moval Outreach Toolbox for Disadvantaged Communities, LA Metro I-710 Major Corridor Study and Locally Preferred Strategy, and RCTC Environmental Justice Analysis and Outreach Study</li> </ul>



## Key Personnel Qualifications, *continued*

MIG Staff/Role	Credentials	Relevant Experience
<b>Rick Barrett</b> Consulting Principal/ Urban Designer  <b>Areas of Expertise:</b> Landscape Design, Park Design, Streetscape Design, Land Use Planning	» BS, Landscape Architecture and Environmental Planning, Utah State University  » Certificate in Project Management, George Washington University	» Accomplished designer and planner with expertise in leading complex, large-scale urban and open space projects, as well as those in more intimate suburban and neighborhood settings  » Designs projects and places that get built; Palm Springs Fashion Plaza, Poway Road Corridor, Euclid/National Avenues
<b>Diana Gonzalez</b> Housing Element  <b>Areas of Expertise:</b> Housing, General Plans, GIS	» MA, Urban Planning, University of California, Los Angeles, CA  » BA, Political Science and Communications, University of California, Los Angeles, CA	» She has a broad range of land use planning experience in both advance and current planning and a high level of expertise and experience in graphic and geographic information system (GIS) mapping.  » Experience with public participation and outreach as an integral component of projects, especially as related to General Plans and HUD compliance documents.
<b>Bob Prasse</b> CEQA/EIR  <b>Areas of Expertise:</b> CEQA/NEPA, General Plan EIRs	» MURP and BA, Public Affairs (Urban Planning), University of Southern California	» Over 30 years of urban planning and environmental analysis experience providing planning and project management services for EIRs, general plans, specific plans, and zoning ordinances throughout Southern CA
<b>Chris Dugan</b> Air Quality, GHG, and Noise Specialist  <b>Areas of Expertise:</b> CEQA/NEPA, Air Quality, GHG, Noise Analysis	» BS, Natural Resource Management, Rutgers University	» 12 years of CEQA clearance experience with particular skill in noise, air quality, and GHG impact analyses  » Experience includes the Burlingame 2040 General Plan Update, Program EIR, and Climate Action Plan Update; Cudahy 2040 General Plan and Program EIR; and Smoky Hollow Specific Plan Program EIR in El Segundo
<b>Michelle Wilson</b> Gas and Toxic Sites  <b>Areas of Expertise:</b> CEQA/NEPA. Oil and Gas, Permit Compliance Tracking, Biological Assessments	» BA, Environmental Science, University of California, Berkeley	» A senior planner/biologist with 24 years of prior experience, specializing in both CEQA/NEPA compliance and biological services.  » Michelle has authored and managed over 26 CEQA, NEPA or joint documents for the oil and gas industry, Caltrans and the Federal Highway Administration (FHWA), the Air Force, the National Oceanic and Atmospheric Administration (NOAA).



## Key Personnel Qualifications, *continued*

Subconsultant Staff/Role	Credentials	Relevant Experience
<b>Ken K. Hira</b> Economic Development Specialist, <i>Kosmont</i>  <b>Areas of Expertise:</b> Economic Development, Commercial Retail	» BA, Economics and Business, University of California, Los Angeles	» Over 25 years of experience in economic development, financing, downtown revitalization, and strategic plans » Keen understanding of retail trends, business retention/attraction, negotiating public-private transactions, and implementing blended-use projects that revitalize communities and assist in economic development/tax generation programs.
<b>Steven M. Masura</b> Economic Development/ Fiscal Analysis Specialist, <i>Kosmont</i>  <b>Areas of Expertise:</b> Economic Development, Urban Planning	» Master of Planning, USC » MBA, College of William and Mary » BS, Computer/Electrical Engineering, Lawrence Technological University » Certified Econ. Devt Finance Professional	» Over 30 years of diverse public agency and consulting experience in economic development, redevelopment, and planning for a wide range of complex and award-winning commercial, industrial, and residential development and public facilities/infrastructure projects. » Experience includes innovative public/private transactions and finance; all aspects of development feasibility and fiscal impact; tax increment district formations, administration, and financing.
<b>Fatemeh Ranaiefar, PhD</b> Senior Transportation Planner, <i>Fehr &amp; Peers</i>  <b>Areas of Expertise:</b> Transportation Planning	» PhD, Transportation Science, University of California, Irvine » M.S.c. (Eng.), Industrial Engineering, Socioeconomic System Eng., Tarbiat Modares University, Tehran, Iran	» Leads the freight technical group at Fehr & Peers. She specializes in freight transportation modeling, developing performance measures, and developing decision support tools for prioritizing projects. » Leads a team of national consultants assisting Caltrans with development of the 2019 California Freight Mobility plan.
<b>Michael Kao</b> Senior Transportation Planner, <i>Fehr &amp; Peers</i>  <b>Areas of Expertise:</b> Transportation Planning	» Master of Civil Engineering, UCLA » BS, Civil Engineering, UCLA » Engineer-in-Training, State of California	» 20 years of experience developing custom software in the transportation industry and is passionate in creating efficient tools. » Leads interactive graphical dashboard projects that combines the best attributes of graphics, tables, charts, and advanced analytical tools.
<b>Miguel Núñez, AICP</b> Senior Associate, <i>Fehr &amp; Peers</i>  <b>Areas of Expertise:</b> Transportation Planning, Multimodal Planning	» MA, Urban Planning, University of California, Los Angeles » BA, Political Science, University of California Los Angeles » American Institute of Certified Planners	» 11 years of experience in transportation planning, with areas of expertise in complete streets, traffic impact analysis, Specific/General Plans, and multi-modal planning. » He has managed pedestrian safety assessments throughout California and presents at industry conferences on emerging and innovative multi-modal practices.



## Project Experience

The tables below and on the following pages highlight MIG and our team members' experience preparing general plans, housing elements, and similar planning documents relevant to the Santa Fe Springs General Plan and Targeted Zoning Code Update program. We also identify projects which have been funded by planning grants and for which MIG has helped administer the grants. Many of our projects have been recognized by APA and other professional organizations for their excellence in planning. Please refer to pages 2.9-2.12 for detailed descriptions of successfully completed similar projects.

MIG General Plan Experience	Relevant Components													
	Economic Development	Growth Management	Reuse and/or Intensification	Neighborhood Compatibility	Housing	Urban Design/Placemaking/Community Identity	Sustainability	Complete Streets	Traffic Impacts	Air Quality/GHG	Healthy Communities	Infrastructure	Public Participation Strategy	CEQA Documentation
Arcadia General Plan* and Development Code	•	•	•	•	•	•	•	•	•		•	•	•	•
Baldwin Park General Plan, Health & Sustainability Element*+, and Zoning Code	•	•	•	•	•		•		•	•	•	•	•	•
Blueprint Denver	•	•	•	•	•	•	•	•	•		•	•	•	
Brea General Plan*	•	•	•	•	•	•			•	•	•	•	•	
Burlingame General Plan ePlan+	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Claremont General Plan*	•	•	•	•	•	•	•		•		•	•	•	•
Commerce General Plan and Zoning Code Updates and EIR	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Colton General Plan - Land Use, Circulation, and Housing	•	•	•	•	•	•		•	•			•	•	•
Costa Mesa General Plan	•	•	•	•	•	•	•		•		•	•	•	•
Cudahy General Plan and Zoning Code+	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Garden Grove Mixed-Use Zoning Regulations	•	•	•	•	•	•	•	•	•		•	•	•	•
Hayward General Plan ePlan	•	•	•	•	•	•	•	•	•	•	•	•	•	•
La Palma General Plan	•	•	•	•	•	•		•	•			•	•	•
La Puente General Plan and Zoning Code	•	•	•	•	•	•			•			•	•	•

\* APA Award

+ Grant Funded (whole or in part)

continued on next page

**Project Experience, continued**

	Relevant Components													
	Economic Development	Growth Management	Reuse and/or Intensification	Neighborhood Compatibility	Housing	Urban Design/Placemaking/ Community Identity	Sustainability	Complete Streets	Traffic Impacts	Air Quality/GHG	Healthy Communities	Infrastructure	Public Participation Strategy	CEQA Documentation
MIG General Plan Experience														
Long Beach 2030 Focused General Plan - Land Use	●	●	●	●	●		●		●		●		●	●
Monterey Park General Plan	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Redwood City General Plan* and Mixed-Use Zoning Ordinance	●	●	●	●	●	●	●	●	●		●	●	●	●
Rancho Cucamonga General Plan*	●	●	●	●	●	●	●	●	●		●	●	●	●
Rialto General Plan*	●	●	●	●	●	●		●	●		●	●	●	●
Richmond General Plan <sup>+</sup>	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Riverside General Plan, Zoning and Subdivision Codes	●	●	●	●	●	●		●	●		●	●	●	●
San Antonio Comprehensive Plan and Area Plans	●	●	●	●	●	●	●	●	●		●	●	●	
San Luis Obispo Zoning Ordinance		●	●	●	●	●	●		●		●	●	●	
Santa Ana General Plan Technical Studies - Land Use, Urban Design, and Green Infrastructure <sup>+</sup>		●	●	●	●	●	●				●	●		
Santa Monica Land Use and Circulation Element*		●	●	●	●	●	●		●		●	●	●	
Torrance General Plan	●	●	●	●	●	●		●	●			●	●	●
Vernon General Plan and Zoning Ordinance	●	●	●	●	●			●	●	●		●	●	●
Walnut General Plan	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Whittier General Plan	●	●	●	●	●	●	●	●	●	●	●	●	●	●

\* APA Award

<sup>+</sup> Grant Funded (whole or in part)

## Project Experience, *continued*

MIG Housing Element Experience	Unique Housing Issues					
	Certified	Mid-Cycle	Rezoning	Built Out	High RHNA	RHNA
Adelanto	•				•	
Alhambra (2008)	•			•		
Azusa (last two cycles)	•			•		
Baldwin Park (last two cycles)	•			•		
Buena Park	•			•		
Burbank	•			•		
Colton	•		•	•	•	1,923
Cupertino	•		•	•	•	1,064
Cypress	•			•		
Desert Hot Springs	In Process	•			•	7,683
Fresno	•				•	23,565
Garden Grove (last two cycles)	•			•		
La Palma	•		•	•		
La Puente (2008)	•			•		
Laguna Woods (2008)	•			•		
Lake Elsinore	•					
Loma Linda	•			•		1,095
Monterey Park (last two cycles)	•			•		
Palo Alto	•			•		
Redwood City (last two cycles)	•		•	•	•	2,789
Rialto	•		•		•	2,715
San Bernardino	•				•	4,384
San Juan Capistrano	•	•		•		
San Marcos	•			•	•	4,183
South El Monte	In Process	•		•		
Temple City	•			•		
Torrance	•			•		
Vernon (last two cycles)	•		•	•		



**Project Experience, *continued***

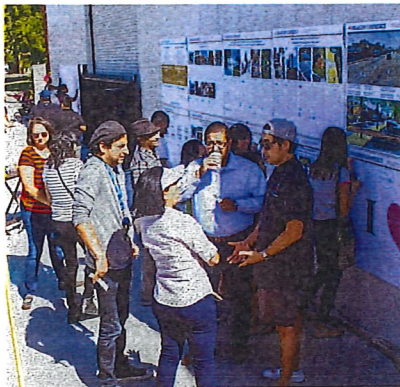
<b>Project/Jurisdiction</b>	<b>Grant Funding Source</b>
<b>Bascom Corridor Complete Streets Study – San Jose</b>	Caltrans
<b>TOD Action Plan - SACOG</b>	Caltrans
<b>North Adelanto 2035 Sustainability Plan - Adelanto</b>	Prop 84 (Sustainable Communities Planning Grant)
<b>Anaheim Canyon Specific Plan – Anaheim</b>	Prop 84 (Sustainable Communities Planning Grant)
<b>General Plan Health and Sustainability Element – Baldwin Park</b>	Prop 84 (Sustainable Communities Planning Grant)
<b>Burlingame General Plan - Burlingame</b>	Prop 84 (Sustainable Communities Planning Grant)
<b>Downtown Specific Plan - Hawthorne</b>	Prop 84 (Sustainable Communities Planning Grant)
<b>Duarte Town Center Specific Plan - Duarte</b>	LA Metro
<b>Covina Town Center Specific Plan - Covina</b>	LA Metro
<b>Downtown Fairfield Specific Plan - Fairfield</b>	ABAG/MTC PDA Grant
<b>Route 66 Specific Plan - Barstow</b>	SCAG
<b>Duarte Town Center Specific Plan Implementation - Duarte</b>	SCAG
<b>Santa Ana General Plan Buildout Analysis and Corridor Planning – Santa Ana</b>	SCAG
<b>Brownfields Assessment - Stockton</b>	EPA
<b>Water Conservation and Parks Plan - Cudahy</b>	San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy
<b>Sacramento River District Placemaking - Sacramento</b>	HUD Choice Neighborhood Grant
<b>Saint Louis Downtown Placemaking</b>	HUD Choice Neighborhood Grant

## Experience with Similar Projects



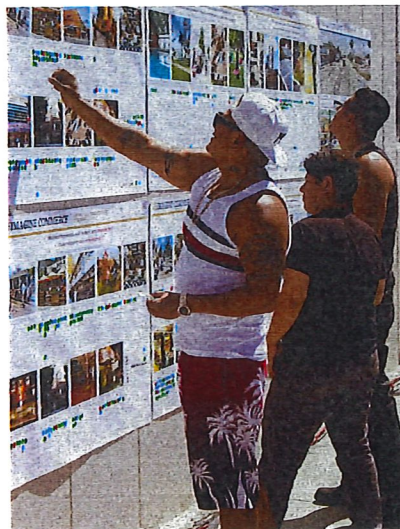
### Commerce General Plan and Zoning Ordinance Update, Corridor Specific Plans, and EIR

Commerce, CA



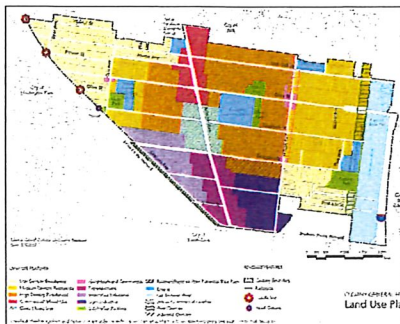
MIG is currently preparing the Commerce **General Plan Update** following our successful efforts leading the Green Zones Working Group, an appointed group of community members, representatives from different business sectors, city staff, and technical experts charged with identifying strategies and developing policy recommendations to address harmful industrial uses and promote green economic development that will improve quality of life by attaining a healthier and more livable community. We also prepared the Green Zones Action Plan that set a course and provided a **foundation for the comprehensive update** to the General Plan and Zoning Ordinance and developing specific plans for the city's major corridors.

#### KEY PROJECT RELEVANCE



- » **General Plan goals and policies and implementation measures** will balance opportunities to attract new business to the City, **re-envisioning new and different business sectors**, and identifying planning tools to realize a transitioning economy with **neighborhood preservation/compatibility, environmental justice, climate change/resiliency, and community health and wellness**.
- » The Specific Plans, in conjunction with the General Plan and Zoning Ordinance Update, **create a development framework and identify street infrastructure and urban design opportunities** to achieve economic development, improved connectivity, and enhancing quality of life.
- » As part of the **robust community engagement process**, a pop-up demonstration event was designed as an interactive environment with activities organized at several different stations aimed to attract and engage participants of all ages and backgrounds, including families, youth, and seniors, with all materials translated to Spanish.



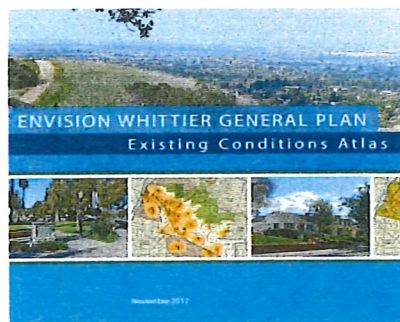


## Cudahy General Plan Update

Cudahy, CA

### KEY PROJECT RELEVANCE

- » Cudahy is a 1.2 square mile city in southeastern Los Angeles County. Cudahy consists of dense residential development with limited retail, commercial, and industrial uses
- » The General Plan, Cudahy 2040 is built around the land use and urban design concepts of neighborhoods and districts. Also, the plan focused on environmental justice issues and improving the community's health and sustainability
- » MIG designed and implemented a community engagement program to gather input from the Cudahy business and residential community. We met with community members during events to engage in dialogue about the future of Cudahy. These conversations were conducted in both English and Spanish. The effort lead to the adoption of the General Plan and updated Zoning Code
- » **Grant-funded program**



## Whittier General Plan

Whittier, CA

MIG is working with the City of Whittier to update their General Plan. The Plan defines the City's vision, guiding principles and options for a successful future. As part of the planning process, MIG developed an extensive community engagement program to keep residents informed and engaged throughout the process.

### KEY PROJECT RELEVANCE

- » The community engagement program includes traditional outreach techniques, such as stakeholder interviews and community workshops, as well as innovative techniques, such as a multimedia campaign. MIG conducted a workshop with the City's commissions, committees, and boards to affirm a city-wide vision that reflects community values and needs





## Walnut General Plan Update

MIG led the Walnut General Plan Update, which focused on retaining Walnut's rural charm, maintaining its quality neighborhoods, and continuing to provide trail connectivity for pedestrian and equestrians.

### KEY PROJECT RELEVANCE

- » MIG developed an engagement strategy that focused on stakeholder interviews, intercept meetings at local businesses, grassroots visioning process and several joint Planning Commission and City Council meetings to affirm vision and land use alternatives
- » MIG prepared a comprehensive background report that analyzed crime data using heat maps; evaluated park and recreation accessibility; vehicle collisions with pedestrian and bicyclists hot spot areas; identifying recreational trail gaps; and used digital elevation models in GIS to calculate steep slope areas that constrain future development



## Long Beach Land Use Element

Long Beach, CA

### KEY PROJECT RELEVANCE

- » Comprehensively updated Land Use Element with the introduction of PlaceTypes designations, which provides collaborative direction on land uses and physical design characteristics of neighborhoods, districts and corridors
- » Developed goals and policies related to environmental justice and resiliency and recovery
- » Prepared an expansive build-out model that recognizes that each PlaceType designation allows for a range of uses, from residential to non-residential uses



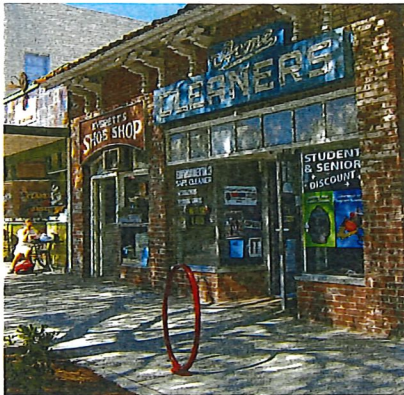


## Claremont General Plan

Claremont, CA

### KEY PROJECT RELEVANCE

- » To help Claremont residents craft a vision for a city in the 21st century, the team facilitated a multi-layered public involvement program, including working with a 100+ member General Plan Committee with topic-oriented subcommittees
- » One of the first general plans to holistically integrate environmental sustainability, fiscal sustainability, and government transparency, and community engagement
- » Sets forth specific direction for creating mixed-use development within this built-out community, including the reinvention of Foothill Boulevard as a pedestrian-friendly corridor and the transit-oriented development around the future Metro light rail station
- » Unanimous support from the community and a previously divided City Council



## Richmond General Plan

Richmond, CA

### KEY PROJECT RELEVANCE

- » **Comprehensive General Plan Update** process designed to achieve the City's goal of using the update as a catalyst for citywide revitalization and to instill pride in the community by promoting **inclusivity, sustainability, and economic development**
- » Community Health and Wellness Element and an **Energy and Climate Change Element** considered a broad range of issues with lasting impacts, including air pollution, asthma rates, local food production, heavy industry, and the City's business climate
- » Implementation strategies address the linkages between **land use, public health, and natural resources**
- » **Extensive community outreach and participation process** that combined traditional public engagement methods with creative outreach techniques such as mobile workshops, computerized land use simulations, a youth engagement program with a school curriculum, and an interactive website featuring a community character survey
- » **Grant-funded program**





## References

### Whittier General Plan Update

Conal McNamera, Director of Community Development | City of Whittier  
(562) 567-9320 | cmcnamara@cityofwhittier.org

**Role/Responsibility:** Prime consultant, comprehensive General Plan update, community engagement, EIR

**Proposed Timeline:** 2017-2019

**Proposed Budget:** \$830,000

**Final Timeline:** Ongoing

**Final Budget:** Ongoing

### Arcadia General Plan and Development Code Updates

Lisa Flores, Planning Manager  
City of Arcadia  
(626) 574-5400 | lflores@ci.arcadia.ca.us

**Role/Responsibility:** Prime consultant, comprehensive General Plan update, downtown planning and urban design, community engagement; subsequent Development Code update

**Proposed Timeline:** \$890,000 (General Plan); 2014-2016 (Development Code)

**Proposed Budget:** \$500,000 (General Plan); \$127,000 (Development Code)

**Final Timeline:** 2010-2012 (General Plan); 2014-2017 (Development Code; project was put on hold by City)

**Final Budget:** \$856,000 (General Plan); \$185,000 (Development Code; budget increased for more outreach and expanded scope)

### Walnut General Plan Update, West Valley Specific Plan, and EIR

Justin Carlson, City Planner  
City of Walnut  
(909) 348-0739 | jcarlson@cityofwalnut.org

**Role/Responsibility:** Prime consultant, comprehensive General Plan update, Corridor Specific Plan, community engagement, EIR

**Proposed Timeline:** 2016-2018

**Proposed Budget:** \$575,000

**Final Timeline:** 2016-2018

**Final Budget:** \$500,000

### Redwood City General Plan and Focused Zoning Code Updates

Jill Ekas, Community Development Director  
City of Half Moon Bay (former Redwood City Planning Manager)  
(650) 726-8264 | jekas@hmbcity.com

**Role/Responsibility:** Prime consultant, comprehensive General Plan update, focused Zoning Code update with Mixed-Use Overlay, community engagement

**Proposed Timeline:** 2008-2010

**Proposed Budget:** \$1.2M

**Final Timeline:** 2008-2010

**Final Budget:** \$1.2M

### Cudahy General Plan and Focused Zoning Code Update, and EIR

Sal Lopez, Contract Community Development Director, City of Cudahy  
(323) 773-5413 | slopez@cityofcudahyca.gov

**Role/Responsibility:** Prime consultant, comprehensive General Plan update, focused Zoning code Update, community engagement, EIR

**Proposed Timeline:** 2016-2018

**Proposed Budget:** \$380,000

**Final Timeline:** 2016-2018

**Final Budget:** \$488,000



## Understanding of CEQA

MIG's environmental team consists of highly experienced planners with expertise in the preparation and management of environmental impact assessments pursuant to CEQA and NEPA. We have a proven record of quickly becoming familiar with, and adhering to, local jurisdictional requirements. We ensure that all environmental documents are prepared to meet legal requirements and withstand public scrutiny. MIG staff has managed and prepared all types of CEQA environmental documents, from simple Initial Studies and Addendums to complex, multiphase EIRs and specifically EIRs for many of our general plan updates.

MIG recognizes that Santa Fe Springs is primarily an industrial city, with historic and ongoing oil production operations. The following is a list of potential CEQA issues that may arise from this project:

- » Evaluating potential housing sites within industrial lands where contamination by industrial activities and toxic chemical release hazards may be present
- » CARB and SCAQMD push for the City to use its CEQA documentation and land use authority to support clean freight options, transition to electric trucks, and other similar strategies
- » Changing the focus of CEQA impacts from level of service (LOS) to vehicle miles traveled (VMT), with compliance required by July 1, 2020, pursuant to SB 743 (2013)
- » Ensuring the Program EIR is tailored to streamline the CEQA review of development projects approved under the new General Plan and Targeted Zoning Code Update

# 01 Executive Summary

At MIG, every project is viewed as a new opportunity to apply our expertise and to collaborate on new approaches and techniques that advance the sustainability, livability, and economic vibrancy of a community. MIG's experience in creating integrated, forward-thinking, and implementable plans has resulted in noticeable, positive change for our client communities.

## Our Understanding

The history of Santa Fe Springs extends back more than 250 years to the Spanish rancho period. As many Easterners and people from abroad migrated to California in the mid-1800s, the ranching activities transitioned to agricultural and, with the discovery of natural sulfur springs in the late 1800s, to a modest level of health-based tourism. In the early 1900s, the earth revealed an even more valuable resource: oil. Beginning in 1907, a successful oil industry drove economic development in the town and continued to do so through the 1980s. As the petroleum businesses waned, industry moved in to take advantage of large properties, the City's proximity to Interstate 5, and Santa Fe Springs' business-friendly

character.

This history is evident today, with Heritage Park showcasing restored buildings and the grounds of a once prosperous, elegant ranch. The Hathaway Ranch and Oil Museum now proudly display relics from the ranching, farming, and oil periods. Additionally, the Clarke Estate, a historic mansion where a wealthy and socially prominent couple built their country home (but later moved away when the oil boom transformed the community), is listed on the National Register of Historic Places.

Santa Fe Springs' evolution is now taking a new direction. While nearly 65% of the City's land area consists of industrial and business-related lands, the growth of the logistics industry and the regional—and statewide—demand for housing are driving owners of large properties to consider alternative uses for those properties. For example, a 54-acre property in the heart of the Santa Fe Springs Oil Field has been developed into a 546-unit residential community, showing that land once used as an oilfield can be cleaned up for new uses.

This transition also underscores the strength of the City's former redevelopment program and the City's resolve to respond to evolving markets.





Today, City leaders recognize that new economic forces, technological advances, and housing demand are shaping how businesses operate and where residents choose to live. Also, the long-awaited arrival of regional commuter rail service is making it easier for people to get to work at more distant locations without facing long hours in the car. These forces are reshaping how cities look and function. With these circumstances in mind, the City describes in the Request for Proposals the following issues be addressed today to have **Santa Fe Springs continue to achieve success for its residents and the business community.**

### ECONOMIC DEVELOPMENT

With the loss of redevelopment, the City has limited revenue sources to promote new development that benefits the community, such as the Villages at Heritage Springs project. Additionally, as traditional retail stores adjust to competition from online retailing, commercial spaces are transitioning to more service-oriented, local concepts, but with limited sales tax return. Industrial uses can also be a source of revenue, with point-of-sales transactions and business-to-business taxes, but logistics businesses do not offer the same potential as manufacturing industries. Given its commitment to providing quality services to its residents, the City knows that a downward trend in overall revenue makes it harder to ensure expected service levels can be maintained unless a new strategy for long-term financial stability can be put in place.

### ENVIRONMENTAL JUSTICE

Santa Fe Springs has been designated by the State as a Disadvantaged Community, meaning the community as a whole suffers from a combination of economic, health, and environmental burdens. In the City, the CalEnviroScreen 3.0 results reveal high scores with respect to toxic release, cleanup sites, groundwater threats, and the presence of hazardous and solids wastes. High scores have also been assigned regarding the cardiovascular disease rate, persons with less than a high school education, linguistic isolation, and higher poverty rates. All together, these community characteristics present concerns about environmental justice and environmental burdens borne by vulnerable populations.

### LACK OF HOUSING SITES

Santa Fe Springs is built out and mostly industrial. Very few sites exist that are suitable for new housing. With California's housing crisis putting pressure on local communities to accommodate the need for more housing, the question is, where can the City accommodate additional housing sites? With the sixth cycle of the Housing Element, Santa Fe Springs has been assigned a preliminary Regional Housing Needs Assessment allocation of 950 units. Land use policy will need to be crafted to identify how this RHNA can be achieved.







As part of this update, the City wants to examine feasible sites for new housing. This will include conducting a market study that examines residential demand and affordability specific to Santa Fe Springs, and conducting pro-forma analysis for four opportunity sites. The outcome of the market and land use analyses likely will be a housing and/or mixed-use overlay zone that works to streamline development approvals.

#### **A NEED FOR A FOCAL DOWNTOWN DESTINATION**

As expressed in the RFP, and as we have learned in talking with Santa Fe Springs residents, there are limited commercial services and entertainment options in the City and specifically, central gathering spaces that create “place” and locations for public activities. Many residents currently travel to the Los Cerritos Center or Downtown Los Angeles for commercial goods and services, entertainment, and an experiential atmosphere.

#### **CLIMATE CHANGE AND RESILIENCY**

State laws, including SB 375, are requiring cities to reduce greenhouse gas emissions in response to global warming. But our changing climate will also impact how local cities respond and adapt to higher temperatures and unpredictable weather conditions, and if they can emerge more resilient.

#### **KEY OUTCOMES**

To prepare a successful General Plan, the RFP identifies the following main objectives:

- » Facilitate economic development

- » Maintain and enhance the City’s fiscal health
- » Preserve residents’ quality-of-life
- » Maintain the aging housing stock and neighborhoods
- » Maintain infrastructure (e.g. roads, walls, sidewalks, public facilities, water, etc.)
- » Comply with State code and regional plans
- » Revise ineffective goals and policies
- » Remove completed action items
- » Reduce the health risks in disadvantaged communities
- » Provide streamlined opportunities for new residential development

#### **GRANT ADMINISTRATION AND PROJECT SCHEDULE**

The City has received two grants to help fund this program: a Caltrans Sustainable Communities Grant and an SB 2 Planning Grant. The approved work scopes for each grant detail the work to be performed under the General Plan and Zoning Code update contract. The City asks that the consultant have experience working on grant-funded planning programs and helping administer the grants.

All work must be completed by February 28, 2022 to comply with grant provisions. We note that the deadline for Housing Element adoption is October 15, 2021 (for the Southern California Association of Governments region). We are committed to meeting this deadline.



## Our Approach

MIG has identified the approach and detailed steps our team will take to craft an inspirational and practical General Plan and targeted Zoning Code Amendment. Using an inclusive and creative public engagement program, we will prepare a new General Plan focused on achieving the community's vision through a set of well-defined objectives.

This robust community engagement program will employ MIG's signature high-touch and high-tech methods for involving broad constituencies and reaching a wide audience in ways they feel most comfortable participating.

The General Plan will have a solid technical foundation, informed by focused work of the team's specialists, including:

- » A **market and economic analysis** that identifies the demand for housing, commercial services, retail, office, business parks, warehousing and logistics, and other industrial uses. We will offer a pro forma analysis of specific sites to be evaluated as potential housing sites.

- » A **financial sustainability plan** that will identify strategies for making the City more financially stable and sustainable over the long term

- » A comprehensive Existing Conditions Analysis, including a detailed **Housing Opportunities Evaluation Study** to assist in identifying potential locations for housing sites that can be used as the Sixth Cycle Housing Element sites inventory analysis to meet the RHNA obligations. As part of the General Plan—and implemented via an amendment to the Zoning Code—these sites will be identified via a housing and/or mixed-use overlay, with objective design standards that will streamline project review and housing production, consistent with the City's SB 2 grant.

- » The **Community Needs Assessment** analysis will identify transportation and mobility barriers confronting low-income households and at-risk individuals, and the findings will provide guidance to transportation policies.

- » An **Environmental Justice Element** that

focuses on reducing and mitigating the pollution burdens and health risks on vulnerable populations, but also provides a thorough understanding of the disadvantaged community and establishes relevant goals, policies, and actions to minimize environmental burdens on adjoining residential neighborhoods.

- » Detailed **land use scenario analyses using UrbanFootprint** focusing on reinventing existing corridors, establishing a new downtown, and setting the framework for new transit-oriented development opportunities around the extensions of the Metro Gold Line and Green Line light rail lines. UrbanFootprint will allow us to evaluate the potential impacts of land use scenarios with a suite of analysis modules, including emissions, resilience, water use, vehicle-miles traveled, and accessibility.

- » A Safety Element that includes **climate adaption and resiliency strategies** tailored for Santa Fe Springs.

- » A **robust and comprehensive community engagement program** that will yield a new Vision statement and Guiding Principles using innovative high-tech and high-touch tools and methods. These include focus group and stakeholder meetings, standalone website, communications collaterals (e.g., fact sheets and posters), social media campaign, and four interactive workshops. To expand the reach of the four workshops, each workshop will include three elements: face-to-face community events, the interactive workshop event, and online surveys that parallel the workshop's interactive materials. We will offer interpretation and translation to allow people to communicate in the language they are most comfortable.

- » A **Preliminary Policy and Implementation Evaluation Report** will examine the viability of existing policies and implementation program. Integrating the results of our existing conditions analysis, public engagement, and our knowledge of general plan programs will allow us to introduce relevant and modern policies and programs to address the City's most pressing challenges.

- » A traffic study examining up to **45 intersections/roadway segments** that will aid in

evaluating existing and future traffic conditions, as well as understanding truck traffic and routes. We will identify where to make transportation system investments to improve pedestrian and bicycle mobility, minimize truck traffic, make the streets more multimodal, and reduce greenhouse gases.

» **Targeted Zoning Code amendments** that implement the revisions in the General Plan Update and focus on creating a Housing Overlay and regulatory adjustments to allow streamlined process for new housing development in the City.

» A Program EIR that will serve two functions:  
1) as the document required by law to analyze project impacts, and 2) as a **development tool to streamline CEQA review of future housing development projects.**



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## 02 Scope of Work

### Detailed Work Plan

MIG has developed this detailed work plan to respond directly to the City's expectations outlined in the RFP. The work scope is structured to respond to both the Caltrans and SB 2 grants to facilitate grant administration. We have added other tasks that we believe will benefit the work program. In parentheses after each task, we indicate the corresponding Caltrans grant task number. For the SB 2 grant, our task numbers 2.3, 2.4, 4.4, 5.2, and 6.3 will implement the overlay zone and subsequent streamlined CEQA review. Tasks not included in either grant but recommended by MIG are shown as (MIG).

#### **TASK 1: PROJECT INITIATION, MANAGEMENT, AND COORDINATION**

##### **1.1 : Project Initiation (1.4)**

The MIG Team and City staff will meet to refine the scope of work, schedule, and budget to align with City objectives. As part of the meeting, City staff will lead the MIG Team on a driving tour highlighting Santa Fe Springs's key areas. In particular, we will want to identify the housing opportunity sites.

##### **1.2 : Project Management (1.3, 1.5, 1.7)**

MIG will lead the team to manage the process to ensure the project remains on budget and schedule. This task accounts for MIG's project management and coordination (emails, calls, data transfers, etc.) with both City staff and the subconsultant team, as well as regular invoicing, schedule, and budget management. MIG will prepare monthly status reports to identify work completed and upcoming tasks. MIG will also assist City staff with grant reporting by structuring status reports to mirror the reporting requirements. We will review the City's quarterly reports prior to the City submitting them to Caltrans and the Department of Housing and Community

Development (HCD).

##### **1.3 : Client and Caltrans Coordination Meetings (1.1, 1.6)**

The MIG Project Management Team will meet monthly with City staff at City Hall to review work products, plan upcoming workshops and meetings, discuss strategies, and otherwise coordinate project activities. MIG will conduct a bi-weekly teleconference with the City's project manager to discuss progress, confirm upcoming milestones, and anticipate upcoming challenges. Task leaders and other experts will join meetings and calls as need. We will also meet with Caltrans staff at key points in the work program.

##### **1.4 : Document Review and Field Reconnaissance (3.1, 3.2, 3.3)**

MIG will review all available background materials to understand the City's context and identify a preliminary list of challenges. Additionally, MIG will conduct a one-day field reconnaissance trip to review street patterns, residential neighborhoods, commercial and industrial districts, and identify existing physical assets, issues, and opportunities.

##### **1.5 : Logo, Branding, and Template (MIG)**

MIG will develop a logo and a document branding approach for the new General Plan. We will produce three draft logo/brand concepts for your review and will develop one final brand. MIG will apply the brand to a document template for communication materials and summary reports.

#### **TASK 2: SETTING THE FOUNDATION: TECHNICAL REPORT AND ANALYSIS**

##### **2.1: Existing Conditions Technical Report (3.4.1, 3.4.2, 3.10)**

The MIG Team will conduct an analysis of existing conditions and prepare a state-of-the-art Existing Conditions Technical Report to comprehensively and concisely summarize existing technical information. The report will focus on General Plan topics relevant to Santa Fe Springs from the

physical environment to the economic setting and social conditions, as outlined in Tasks 2.2 through 2.6. The report will also focus on key General Plan topics, including, but not limited to, land use, housing, parks, environmental justice, infrastructure, public services and facilities, health and sustainability, schools and libraries, fire and police services, noise, safety, crime, and hazards. This report will include findings and provide a basis for preliminary policy and implementation recommendations.

In addition to the detailed sections described below, MIG and Kosmont will prepare a socioeconomic profile of the City, including demographic forecasts through 2040. MIG will also analyze existing land use patterns, conflicts, and trends.

## **2.2: Circulation Study (3.4.4, 3.4.5, 3.4.8)**

Fehr & Peers will prepare a background report summarizing existing mobility conditions, which will include an inventory of transportation facilities (roadway, public parking, transit, pedestrian, bicycle), and a summary of their current operation. Traffic counts and modeling will be conducted at up to 45 intersections and 45 street segments. Parking issues will also be looked into, especially given the recent changes in parking ordinances in neighboring jurisdictions that prohibit RV parking on public roadways. The report will also include existing functional classification of City streets; an inventory of existing signalized intersections; collision statistics in the City over past five years; pertinent traffic and travel information available from the City, SCAG, the US Census, and other sources; existing transit services and facilities; existing bicycle facilities; and existing pedestrian facilities. Mobility safety and security concerns will be addressed as well.

## **2.3: Market Study (3.6, SB 2)**

Kosmont will prepare an economic and demographic profile and market analysis study. The economic and demographic profile will highlight trends in household and business social and economic characteristics across a defined Trade Area. Kosmont will analyze current and

historic residential, hospitality (hotel), and commercial (retail, office, industrial) supply conditions within a defined Trade Area. Lastly, Kosmont will evaluate the market demand for residential, hospitality, and commercial uses, including major retail subcategories and analysis of retail sales surplus/leakage and retailer voids by retail subcategories.

With City staff, the MIG Team will confirm the four opportunity sites to be subject to detailed pro-forma analysis. For these sites, Kosmont will conduct a SWOT analysis examining such characteristics as access, walkability, synergies, and public safety. Catalytic projects will be identified, with a focus on housing and mixed-use projects that will "pencil."

## **2.4: Housing Opportunities Evaluation Study (SB 2)**

MIG will evaluate specific sites that could provide suitable locations for new housing and mixed-use opportunities and will project housing development capacity for each site. The analysis will look at the feasibility of housing opportunities within industrial lands and consider transit access, access to services, and proximity to industrial hazards and truck traffic. This study will inform the Housing Resources section of the Housing Element, as well as development of the Housing/Mixed-Use Overlay.

## **2.5: Community Needs Assessment (2.3)**

As a companion document to the Existing Conditions Report, the MIG Team will conduct a Community Needs Assessment to identify transportation and mobility barriers confronting low-income households and at-risk populations. We will analyze transit accessibility, Census data, UrbanFootprint spatial data, and CalEnviroScreen 3.0 datasets. We will utilize the California Air Resources Board's Barriers Report Final Guidance Document, and the findings will inform land use, circulation, and environmental will inform land use, circulation, and environmental justice strategies. The Community Needs Assessment will be produced as a stand-alone report to be used in workshops, General



Plan Advisory Group (GPAC) meetings, and focus group meetings to solicit further input.

## **2.6: Equity Analysis and GHG Emission Reduction Study (3.5)**

With assistance from Fehr & Peers, MIG will develop a demand analysis of transportation mode shifts and equity analysis to determine the change to active transportation use based on projected alternative transportation options. We will project greenhouse gas (GHG) emission reductions and create a set of criteria to gauge reductions related to potential land use and transportation improvements.

## **2.7: Zoning Consistency Evaluation (3.4.3)**

MIG will prepare a map illustrating inconsistencies between current General Plan land use policy and the zoning map to identify where revisions will be necessary. We will also assess where there may be disconnect between policies in the Land Use and Circulation Elements, both between the two and relative to the Zoning Code.

### **TASK 3: LISTENING TO THE COMMUNITY: COMMUNITY ENGAGEMENT PROGRAM**

#### **3.1 : Outreach and Marketing Plan (2.2)**

MIG will develop an Outreach and Marketing Plan that describes a set of strategies to create awareness of the General Plan Update program, promote participation in participation activities, and elicit input into the plan. The Outreach and Marketing Plan will describe the goals and objectives for the community engagement program and outline key audiences, messaging, and communication outlets. The Outreach and Marketing Plan will also outline proposed activities, informational materials, collaterals, and other communication tools.

A schedule describing the timing for proposed community involvement activities and releasing project materials will be developed for review by the City's project manager. Team roles for implementation will also be delineated. The Outreach and Marketing Plan will identify key audiences from residential neighborhoods and

industrial and business communities and strategies to successfully engage with populations within disadvantaged community (DAC) areas.

#### **3.2 : Collaterals (MIG)**

MIG's communications team will prepare print media (posters, fact sheets, and press releases; see assumptions for deliverables). MIG will translate all written and digital engagement materials into Spanish.

#### **3.3 : Communications and Social Media Campaign (MIG)**

To keep the community abreast of General Plan update activities and milestones, the MIG Team will launch and maintain a multi-media campaign. Throughout the 24-month work program, MIG will provide updates and information via social media and other web-based platforms, the General Plan's dedicated website (see Subtask 3.4), and print media (posters, fact sheets, and press releases; see assumptions for deliverables). MIG will translate all written and digital engagement materials into Spanish.

#### **3.4 : Website (2.4)**

MIG will create and host a stand-alone website for the project using MIG's proprietary TownSquare™ software. MIG will work with the City's IT staff to direct traffic from the City's website to the General Plan website. The website will include schedule and process information, ways to get involved, upcoming meetings, how to provide input, and public documents. MIG will work with City staff and the project team to determine final website design and content. All webpages will translate into Spanish using the Google Translate toolbar.

#### **3.5 : Stakeholder Interviews and Focus Groups (2.5)**

MIG will conduct eight one-on-one interviews and six small focus group meetings with key community stakeholders. City staff will be responsible for contacting the interviewees, coordinating interview times, and securing a

meeting room to hold the interviews.

For budgeting purposes, MIG assumes interviews with individuals and/or groups conducted over three days and that two MIG staff members will attend. Following the conclusion of all interviews, MIG will prepare a summary memorandum of findings.

### **3.6 : General Plan Advisory Group (GPAC) (2.5)**

The MIG Team will facilitate six two-hour GPAC meetings. We will work with the GPAC to confirm the community vision, identify economic development opportunities, develop land use and circulation alternatives, receive input on the big ideas for each element, review the revised goals and policies, and comment on the draft Implementation Plan. For all GPAC meetings, MIG will prepare an agenda, meeting materials, and a post-meeting action summary for City staff distribution to GPAC members.

### **3.7 : Community Workshops (2.5)**

MIG will facilitate four informative, engaging, and interactive community-wide workshops. To extend the reach of the workshops, each workshop will include three elements: small interactive face-to-face meetings at key public events (e.g., Santa Fe Springs's President's Day Penny Carnival or Santa Fe Springs Gus Velasco Neighborhood Center), community wide workshop, and online and hardcopy surveys that mirrors the content and materials of each workshop.

The topics for each workshop are as follows:

- 1) the first workshop informs the community on the General Plan process and identify community challenges and opportunities; 2) at the second workshop, MIG will present the Community Needs Assessment and elicit input on environmental burdens within disadvantaged community areas;
- 3) the third workshop will identify land use and housing opportunities; and 4) the last workshop will allow the community to comment on the proposed land use plan and big ideas.

Spanish translation services will be provided using interpreters and wireless headsets at each workshop. Following each workshop, MIG will collect and tabulate the results of the surveys and prepare a key findings summary that will be integrated into Task 3.9 Community Engagement Summary Report.

### **3.8 : Community Engagement Summary Report (2.7)**

MIG will summarize the community engagement tasks and input in a Community Engagement Summary Report.

### **3.9 : General Plan Vision Statement and Guiding Principles (2.1)**

Based on the findings from the earlier tasks, MIG will develop vision statement, along with a series of draft General Plan Guiding Principles that will depict the City's long-term identity and vision for growth.

## **TASK 4: UPDATING THE PLAN**

### **4.1 : Preliminary Policy and Implementation Evaluation Report (MIG)**

Using the findings from the Existing Conditions Report and Community Engagement Program Summary Report and building from the Vision and Guiding Principles, MIG will evaluate all existing General Plan goals, policies, and implementation measures and prepare a new set of goals, policies, and implementation measures for each General Plan element.

### **4.2 : Land Use and Transportation Alternatives and Charrette (3.8)**

MIG will develop up to three scenarios for up to eight focus areas, including locations for transit-oriented development around future transit stations, mixed-use development, reinventing existing corridors, and locating a new downtown. We propose to analyze land use and transportation scenarios using the UrbanFootprint application. The application includes analytical engines that measure the environmental, transportation, public health, and community impacts of future scenarios, and output specialized



indicators regarding existing conditions and future scenarios. This subtask includes a land use/ transportation alternatives charrette, with key economic, transportation, and design team leads, along with City staff. The alternatives scenarios will be presented at a joint meeting with the Planning Commission and City Council for selection of a preferred alternative that will be analyzed in the Environmental Impact Report.

#### **4.3 : Financial Sustainability Strategy Plan (3.6.4)**

Kosmont will create a Financial Stability Strategic Plan by observing the City's financial standing and providing, at a high-level, financial policies/ strategies the City can utilize for further financial stability in the long term.

Kosmont will examine, but not limit itself, to the following policy recommendations: observing whether a warehouse is considered "point of sale" for sales tax purposes, determining the best ways to maximize and market the identified opportunity sites as economic drivers, and highlighting Santa Fe Springs as a prime destination for future businesses/retailers/restaurants/hotels.

Kosmont will also identify relevant infrastructure and economic development funding sources and financing mechanisms, such as Enhanced Infrastructure Financing Districts ("EIFDs"), state and federal grants (e.g. Infill Infrastructure Grants, Affordable Housing and Sustainable Communities grants), California Infrastructure Bank (I-Bank) financing, taxable or tax-exempt debt financing, and/or other tools.

#### **4.4 : Screencheck Draft General Plan (3.9, 4.1, 4.2, 4.3, 4.5)**

Prior to preparing the Screencheck Draft General Plan, the MIG Team will prepare the General Plan outline and format for each element for the City to review. Upon approval of the outline and format, the MIG Team will prepare a Screencheck Draft General Plan based on input received during earlier tasks and State legal

requirements, including aligning with the General Plan Guidelines. Specifically, climate adaption and resiliency strategies will be included in the Safety Element, the Circulation Element will address multimodal mobility, and the Housing Element will respond to new 2017 and 2019 laws. The General Plan will be concise, user-friendly, easy to comprehend, and highly graphic, with photos, maps, tables, charts and illustrations to provide ongoing guidance.

The General Plan structure will mirror the existing General Plan with the inclusion of a new Environmental Justice Element, and each element will include a table of contents. The Housing Element will also be updated, including HCD coordination.

The updated plan will be crafted to inspire investment and allow the City to achieve economic growth and stability and what it has defined to be the three priorities for this new plan:

- » Facilitate new and diverse housing construction
- » Diversify the active transportation infrastructure
- » Provide the means to enhance all infrastructure and public facilities

#### **4.5 : Administrative Draft and Public Review Draft General Plan (4.6, 4.7)**

City staff will provide comments to MIG on the Screencheck Draft, consolidating all comments in a single document using MS Word's track changes function. MIG will then prepare an Administrative Draft for City review. We will incorporate those comments to produce the Public Review Draft General Plan for release to the public for review and to the MIG environmental team for the environmental analysis process.

### **TASK 5: SETTING IMPLEMENTATION**

#### **5.1 : Implementation Plan (4.4, 5.2)**

The Implementation Plan will provide action-oriented measures to support the General Plan vision and overarching goals. The Implementation Plan will be drafted to be easily amended to



respond to shifting City priorities and changing physical, financial, or political circumstances in the future. We will use the knowledge, experience, and practical creativity of all team members to identify opportunities for new strategies, especially as related to economic development and environmental justice initiatives and other important issues identified by City staff and the community during the process.

## **5.2 : Targeted Zoning Amendments (5.1, 5.3, 5.4, 5.5)**

In concert with the General Plan Update, MIG will revise Chapter 155 (Zoning) of Title XV (Land Usage) of the Municipal Code to implement the General Plan Land Use Policy Map, Environmental Justice Element, and Housing Element. MIG assumes this scope of work may include adding the new Housing and Mixed-Use Overlay, updating the Zoning Map, and revising other chapters and/ sections to help streamline future housing or mixed-use projects.

### **TASK 6: UNDERSTANDING IMPACTS: ENVIRONMENTAL DOCUMENTATION**

#### **6.1 : EIR Initiation (SB 2)**

MIG CEQA staff will meet with City staff to review City requirements for CEQA documents, including formatting and specific thresholds of significance. In particular, we will discuss the approach to conducting focused analysis of the housing and mixed-use overlay areas so that future development projects can be streamlined.

#### **6.2 : Initial Study, Notice of Preparation, Scoping Meeting (SB 2)**

Once a stable Project Description has been developed, a Notice of Preparation (NOP) a brief Initial Study (IS) will be prepared for the purposes of informing the public as required by CEQA. The (IS) will identify all issue areas in the checklist to be addressed in the EIR. City staff will provide the NOP mailing list, secure the scoping meeting location, and provide appropriate public notice related to the meeting.

#### **6.3: Administrative Draft Program EIR (3.4.6, 3.5, SB 2)**

The Draft Program EIR will consider all aspects of General Plan implementation. Environmental topic areas and potential CEQA-defined impacts will be aligned with potential policies, implementation programs and other components of the General Plan. The EIR will include all CEQA required components, including existing conditions, project description, cumulative impacts, growth inducing impacts, and project alternatives. Where necessary to address potentially significant impacts, practical, implementable, and enforceable mitigation measures will be developed. The following technical studies to support the EIR are:

» **Traffic Study and Impact Analysis** – Fehr & Peers will summarize the previously developed existing conditions analysis and any updated future conditions analysis in a technical traffic study for the Program General Plan EIR. Specifically, Fehr & Peers will update the 2012 SCAG RTP/SCS model (or more recent) and create TAZs particular for Santa Fe Springs. Model validation will occur to replicate base year conditions. Future scenarios will be tested, with the preferred land use plan examined in the EIR. Fehr & Peers will work with City staff during policy development on how to address SB 743's requirements for the City of Santa Fe Springs. The traffic analysis will include an assessment of VMT, which will support the newly adopted Senate Bill 743 (SB 743) analysis.

» **Air Quality Technical Analysis** – Includes up to eight CalEEMod runs

» **Greenhouse Gas/Energy Technical Analysis** – Includes up to four Energy Consumption spreadsheets, but does not include a Climate Action Plan

» **Noise and Vibration Technical Analysis** – Includes four long-term and six short-term monitoring locations, and up to 120 roadway segments and six rail segments

**6.4 : Draft EIR for Public Review (SB 2)** The City will provide MIG with a single set of

consolidated comments on the administrative draft. MIG will revise the document based on City comments. MIG will circulate the Draft EIR to public agencies and interested parties for the 45-day public review period.

**6.5 : Response to Comments/FEIR & MMRP (SB 2).** MIG will prepare a Response to Comments/Final EIR (RTC/FEIR) that includes responses to public and agency comments received during the 45-day public review period and, as necessary, revisions to the text or exhibits contained in the DEIR. This task will also include a Mitigation Monitoring and Reporting Program (MMRP) bound separately from the FEIR. The budget assumes up to 80 individual comments will require a response (note: each comment letter may include multiple comments).

**6.6 : Findings of Fact and Statement of Overriding Considerations (SB 2)**  
MIG will prepare the CEQA-required findings and statement of overriding considerations.

**6.7 : Notice of Determination (NOD) (SB 2)**  
Within five working days of certification of the Final EIR by the City Council, MIG will prepare and file the NOD with the County Clerk and the State Clearinghouse. The City will be responsible for paying all filing fees.

#### **TASK 7: ADOPTING THE PLAN: PUBLIC HEARINGS AND FINAL DOCUMENTATION**

**7.1 : SB 18 and AB 52 Consultation (MIG)**  
The General Plan update will require formal government-to-government consultation between the City of Santa Fe Springs and Native American Heritage Commission-listed tribes pursuant to Senate Bill 18 and Assembly Bill 52. MIG will provide the City a letter template, detailed instructions, and a communications log to ensure the City complies with SB 18 and AB 52. As an optional task, MIG can provide additional Native American coordination services.

**7.2 : Joint Study Sessions (2.6, 4.9)**  
MIG proposes to conduct two joint study sessions on the General Plan and Zoning Code amendments at key points in the work program to test ideas

and concepts and to confirm decision-maker direction before proceeding to a subsequent task. The meetings can include joint sessions with the City Council, Planning Commission, and/or Traffic Commission, at the choice of the City. MIG will facilitate the two meetings and prepare two PowerPoint presentations, including maps and graphics.

**7.3: Public Hearings (2.6, 4.10, 5.7)**  
The MIG project manager will conduct presentations at two Planning Commission public hearings and two City Council hearings. MIG will prepare staff reports, resolutions, and ordinances for the first of each Planning Commission and City Council public hearing. With regard to changes to the Draft General Plan and Zoning Code amendments recommended by the Planning Commission during the public hearing process, we do not plan to revise either document for City Council hearings. Instead, we will incorporate into the staff report, in either matrix form or other method that clearly identifies the Commission's recommended changes, those revisions. Our experience shows that this approach facilitates review and direction by the Council.

**7.4: Final Documents (4.11, 5.8)**  
MIG will prepare the final General Plan and Zoning Code Amendment based on the outcome of the City Council adoption hearing. Following adoption, MIG will submit all project files to the City, including all GIS shapefiles developed during the process. Because the extent of any revisions based on City Council direction cannot be known at this time, our budget includes an allowance for this task. MIG will also provide five wall maps each for the Land Use Policy Plan and Zoning Map (see assumptions for deliverables).).

### **Optional Tasks**

#### **TASK A: DIGITAL GENERAL PLAN (TANGERINE™ EPLAN)**

As an optional task, MIG will set up and customize Tangerine™ software for single click website creation using the MS Word template, including the implementation of the personalization



features. Tangerine™ will convert the General Plan into a searchable, interactive ePlan that works well on both desktop computers and mobile phones.

Visit [www.hayward2040generalplan.com](http://www.hayward2040generalplan.com) to see an ePlan example prepared by MIG.

#### TASK B: 3D VISUALIZATION

As an optional task, MIG will create a collection of graphics illustrating the visual conditions proposed within each of the housing areas and land use scenarios. MIG will work with City staff to identify how best to illustrate the visual conditions and what combination of visualization tools and methods best tell the story about potential changes for each area and alternative, and how the changes will fit into the surrounding context.

### Assumptions, Meetings, and Deliverables

MIG has assumed the following in crafting our proposed scope and assumes the following will occur throughout the course of the work program:

- » **Reference Materials.** The City will provide to MIG all reference materials needed to prepare the General Plan, such as GIS files, crime data from the Police Services Department, recently prepared CEQA documents, and other printed documents and electronic files that we can readily use to finish the work program.
- » **Coordination Teleconferences.** Bi-weekly check-in calls are assumed to be 30 minutes.
- » **Monthly Meetings.** The budget assumes 20 monthly meetings.
- » **General Plan Structure.** MIG will work within the structure of the current General Plan, not adding any new Elements except for the Environmental Justice Element. The final General Plan will be suitable for posting on the City's website as a searchable PDF document.
- » **Printed Copies.** The budget assumes digital copies unless a specific number of printed copies is stated.
- » **City Review of Materials.** One round of review is budgeted for all product, except for the

Administrative Draft General Plan and Administrative Draft Targeted Zoning Code Amendment, which are budgeted for two rounds of review. All comments from City staff will be consolidated into a single set of comments in a single document, using Word track-changes function. This will allow MIG to clearly understand direction from City staff.

#### DELIVERABLES

##### Existing Conditions Technical Report Deliverables

- » The Existing Conditions Technical Report will consist of one compiled report (Word/PDF format) including the following components.
- » Existing Conditions Study – all relevant General Plan and Environmental Justice topics
- » Circulation Study
- » Market Study
- » Housing Opportunity Evaluation Study Technical Memorandum
- » Equity Analysis and GHG Emissions Reduction Study Technical Memorandum
- » The Community Needs Assessment, which will be provided as a stand-alone report

##### Community Engagement Program Deliverables

- » Logo, branding, and template includes 3 logo/brand concepts, 1 final brand, templates
- » Outreach and Marketing Plan identifying key audiences, communication methods, types and numbers of meetings, and work products that will be produced (Word/PDF format)
- » Communication collaterals include 2 public notices, 2 posters, 3 press releases, 1 fact sheet, and 1 FAQ (selected materials to be translated in Spanish in requested)
- » Summary notes of all meetings, workshops, and public hearings that the MIG Team attends to be integrated into Community Engagement Summary Report (Word/PDF format)
- » Facilitation, participation, and preparation of materials for 8 one-on-one stakeholder interviews; 6 focus group meetings; 6 GPAC meetings; 4 community workshops; 2 study



session meetings, and 4 public hearings (Word and PowerPoint format)

- » Workshops include 4 community workshops, 4 event meetings (intercepts), 4 surveys (online and 100 hardcopies each), and development of all displays and related materials for each workshop within the budgeted allowance

### **General Plan Deliverables**

- » Preliminary Policy and Implementation Evaluation Report (Word/PDF format)
- » General Plan Alternatives Development: 3 scenarios of 8 focus areas (Maps and Summary Memorandum in Word/PDF format)
- » One Land Use/Transportation Alternatives Scenario Charrette and Summary (Word/PDF format)
- » Templates for SB 18 and AB 52 consultation (Word format)
- » Screencheck and Administrative Draft General Plan (5 copies and digital version in Word/PDF format)
- » The Housing Element budget allows for Department of Housing & Community Development (HCD) consultation
- » Public Review Draft General Plan (10 copies and digital version in Word/PDF format)
- » Pre-press Final General Plan (1 copy and digital version in Word/PDF format)
- » Final Adopted General Plan (10 copies and digital version in Word/PDF format)
- » Updated Color Land Use Policy Map (5 copies: 30" x 40" wall size, PDF, and GIS files)

### **Targeted Zoning Code Amendment Deliverables**

- » Screencheck and Administrative Draft Targeted Zoning Code Amendment (Word/PDF format)
- » Public Review Draft Targeted Zoning Code Amendment (Word/PDF format)
- » Final Adopted Targeted Zoning Code Amendment (Word/PDF format)
- » Updated Color Zoning Code Map (5 copies: 30" x 40" wall size, PDF, and GIS files)

### **Program Environmental Impact Report (EIR) Deliverables**

- » Administrative Draft EIR (5 copies and digital version in Word/PDF format)
- » Draft EIR for Public Review and Comment (5 copies and digital version in Word/PDF format)
- » Administrative Final EIR for staff review, including Statement of Overriding Considerations, Findings of Fact, Responses to Comments, and Mitigation Monitoring and Reporting Program (Word/PDF format)
- » Final EIR for public hearings (5 copies and digital version in Word/PDF format)



## EXHIBIT C

## fee proposal

		MIG, Inc.																Subconsultants					MIG Totals	Fehr & Peers	Kosmont	Subconsultant Totals	Direct Costs	Professional Fees Totals									
		L. Stetson Principal-in-Charge	G. Sharrow Project Manager	J. Rodriguez Deputy Project Manager	E. Garcia Community Engagement Lead	R. Barrett Design Lead	B. Prasse Environmental Lead	M. Gibbs Environmental O/Gas	C. Dugan Environmental Air/GHG/Noise	D. Gonzalez Housing	Communications/ Public Relations	S. Kokotas Website	Associates Planning/GIS/ Engagement	Associates Environmental																							
		Hrs@ \$225	Hrs@ \$145	Hrs@ \$145	Hrs@ \$105	Hrs@ \$225	Hrs@ \$190	Hrs@ \$175	Hrs@ \$195	Hrs@ \$150	Hrs@ \$130	Hrs@ \$110	Hrs@ \$100	Hrs@ \$125																							
Task 1: Project Initiation, Management, and Coordination																																					
1.1	Project Initiation	12	\$2,700	8	\$1,160	8	\$1,160		\$0		2	\$380		\$0		\$0		\$0		\$0		\$0		\$0		30	\$5,400	\$3,956	\$4,000	\$7,956	\$100	\$13,456					
1.2	Project Management	80	\$18,000	180	\$26,100	80	\$8,700		\$0			\$8,700		\$0		\$0		\$0		\$0		\$0		\$0		320	\$52,800			\$0	\$500	\$53,300					
1.3	Client Coordination Meetings (Allowance)	60	\$13,500	80	\$11,600	80	\$11,600	12	\$2,460			\$0		\$0		\$0		\$0		\$0		\$0		\$0		232	\$39,160		\$16,090	\$16,090	\$500	\$55,750					
1.4	Document Review and Field Reconnaissance	2	\$450	8	\$1,160	8	\$1,160		\$0			\$0		\$0		\$0		\$0		\$0		\$0		\$0		40	\$4,000		\$14,986	\$14,986	\$100	\$21,856					
1.5	Logo, Branding, and Templates				\$0	8	\$1,160	4	\$820			\$0		\$0		\$0		\$0		\$0		\$0		\$0		76	\$10,300			\$0		\$10,300					
Subtotal		154	\$34,650	276	\$40,020	164	\$23,780	16	\$3,280	0	\$0	2	\$380	0	\$0	0	\$0	64	\$8,320	0	\$0	40	\$4,000	0	\$0	716	\$114,430	\$18,942	\$20,090	\$39,032	\$1,200	\$154,662					
Task 2: Setting the Foundation: Technical Report and Analysis																																					
2.1	Existing Conditions Technical Report	8	\$1,800	30	\$4,350	30	\$4,350		\$0			\$0		\$0		\$0		24	\$3,600			\$0		\$0		400	\$40,000		\$0	492	\$54,100	\$8,029	\$8,029	\$800	\$62,929		
2.2	Circulation Study	1	\$225	8	\$1,160		\$0		\$0			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$9	\$1,385	\$33,041	\$33,041		\$34,426		
2.3	Market Study			8	\$1,160		\$0		\$0			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		8	\$1,160		\$17,925	\$17,925		\$19,085	
2.4	Housing Opportunities Evaluation Study	1	\$225	10	\$1,450	10	\$1,450		\$0			\$0		\$0		\$0		48	\$7,200			\$0		\$0		20	\$2,000		\$0	89	\$12,325		\$15,480	\$15,480		\$27,805	
2.5	Community Needs Assessment				\$0		\$0	16	\$2,320	8	\$1,640		\$0		\$0		\$0				\$0		\$0		\$0		60	\$6,000		\$0	84	\$9,960	\$9,880	\$9,880		\$19,840	
2.6	Equity Analysis and GHG Emission Reduction Study				\$0		\$0		\$0			\$0		\$0		\$0		36	\$7,020			\$0		\$0		36	\$3,600		\$0	80	\$11,780	\$5,803	\$5,803		\$17,583		
2.7	Equity Analysis and GHG Emission Reduction Study	6	\$1,350	16	\$2,320	20	\$2,900		\$0			\$0		\$0		\$0				\$0		\$0		\$0		24	\$2,400		\$0	66	\$8,970		\$5,803		\$8,970		
Subtotal		16	\$3,600	80	\$11,600	76	\$11,020	8	\$1,640	0	\$0	0	\$0	36	\$7,020	72	\$10,800	0	\$0	0	\$0	540	\$54,000	0	\$0	628	\$99,680	\$56,753	\$33,405	\$90,158	\$800	\$190,638					
Task 3: Listening to the Community: Community Engagement Program																																					
3.1	Outreach and Marketing Plan			2	\$290		\$0	4	\$820		\$0		\$0		\$0		\$0				\$0		\$0		16	\$1,600		\$0	22	\$2,710			\$0		\$2,710		
3.2	Collaterals				\$0		\$0	8	\$1,640		\$0		\$0		\$0		\$0		40	\$5,200			\$0		80	\$8,000		\$0	128	\$14,840			\$0	\$1,200	\$16,040		
3.3	Communications and Social Media Campaign	4	\$900	4	\$580	4	\$580	16	\$3,280		\$0		\$0		\$0		\$0		40	\$5,200			\$0		40	\$4,000		\$0	108	\$14,540			\$0		\$14,540		
3.4	Website				\$0		\$0		\$0			\$0		\$0		\$0				\$0		\$0		180	\$19,800	40	\$4,000	\$0	228	\$24,960			\$0	\$100	\$25,060		
3.5	Stakeholder Interviews and Focus Groups	8	\$1,800		\$0	48	\$6,960	8	\$1,640		\$0		\$0		\$0		\$0				\$0		\$0		40	\$4,000			104	\$14,400		\$6,220	\$6,220	\$400	\$12,020		
3.6	General Plan Advisory Committee (6)	24	\$5,400	48	\$6,960		\$0		\$0		\$0		\$0		\$0		\$0				\$0		\$0		120	\$12,000		\$3,955	192	\$24,360		\$3,955	\$1,000	\$29,315			
3.7	Community Workshops (4)	24	\$5,400	40	\$5,800	40	\$5,800	40	\$8,200		\$0		\$0		\$0		\$0				\$0		\$0		360	\$36,000		\$3,955	504	\$61,200		\$3,955	\$5,200	\$70,355			
3.8	Community Engagement Summary Report	4	\$900	8	\$1,160		\$0	8	\$1,640		\$0		\$0		\$0		\$0				\$0		\$0		40	\$4,000		\$0	60	\$7,700			\$0		\$7,700		
3.9	General Plan Vision Statement and Guiding Principles	4	\$900	16	\$2,320		\$0		\$0			\$0		\$0		\$0				\$0		\$0		20	\$2,000		\$0	40	\$5,220			\$0		\$5,220			
Subtotal		68	\$15,300	122	\$17,680	96	\$13,920	84	\$17,220	0	\$0	0	\$0	0	\$0	0	\$0	80	\$10,400	180	\$19,800	756	\$75,600	0	\$0	1366	\$169,330	\$7,910	\$6,220	\$14,130	\$7,900	\$191,960					
Task 4: Updating the Plan																																					
4.1	Preliminary Policy and Implementation Evaluation Report	2	\$450	12	\$1,740	12	\$1,740		\$0			\$0		\$0		\$0		20	\$3,000			\$0		\$0		100	\$10,000		\$0	146	\$16,930			\$0		\$16,930	
4.2	Land Use and Transportation Alternatives and Charrette	16	\$3,600	24	\$3,480	24	\$3,480		\$0	24	\$5,400		\$0		\$0		\$0		12	\$1,800			\$0		140	\$14,000		\$0	240	\$31,760	\$25,220	\$17,505	\$42,725	\$1,200	\$75,685		
4.3	Financial Sustainability Strategy Plan			2	\$290		\$0		\$0			\$0		\$0		\$0				\$0		\$0		\$0				2	\$290			\$0		\$10,060	\$10,060		\$10,350
4.4	Administrative Draft General Plan						\$0		\$0			\$0		\$0		\$0						\$0		\$0													
4.4.1	Introduction	2	\$450	5	\$725	5	\$725		\$0			\$0		\$0		\$0				\$0		\$0		\$0		80	\$8,000		\$0	92	\$9,900			\$0	\$200	\$10,100	
4.4.2	Land Use Element	8	\$1,800	20	\$2,900	20	\$2,900		\$0	24	\$5,400		\$0		\$0		\$0				\$0		\$0		240	\$24,000		\$0	312	\$37,000			\$0	\$200	\$37,200		
4.4.3	Housing Element and HCD Consultation	8	\$1,800	20	\$2,900	20	\$2,900		\$0			\$0		\$0		\$0		120	\$18,000			\$0		\$0		120	\$12,000		\$0	288	\$37,600			\$0	\$200	\$37,800	
4.4.4	Open Space/Conservation Element	4	\$900	8	\$1,160	8	\$1,160		\$0			\$0		\$0		\$0				\$0		\$0		\$0		120	\$12,000		\$0	140	\$15,220			\$0	\$200	\$15,420	
4.4.5	Safety Element	4	\$900	10	\$1,450	10	\$1,450		\$0			\$0		\$0		\$0				\$0		\$0		\$0		120	\$12,000		\$0	144	\$15,800			\$0	\$200	\$16,000	
4.4.6	Circulation Element	4	\$900	10	\$1,450	10	\$1,450		\$0			\$0		\$0		\$0				\$0		\$0		\$0		160	\$16,000		\$0	184	\$19,800		\$13,811	\$13,811	\$200	\$33,811	
4.4.7	Noise Element	4	\$900	10	\$1,450	10	\$1,450		\$0			\$0		\$0		\$0				\$0		\$0		\$0		120	\$12,000		\$0	144	\$15,800			\$0	\$200	\$16,000	
4.4.8	Environmental Justice Element	8	\$1,800	10	\$1,450	10	\$1,450	8	\$1,640		\$0		\$0		\$0		\$0				\$0		\$0		120	\$12,000		\$0	156	\$18,340			\$0	\$200	\$18,540		
4.5	Public Review Draft General Plan	4	\$900	20	\$2,900	20	\$2,900		\$0			\$0		\$0		\$0		0	\$0	0	\$0		\$0		120	\$12,000		\$0	164	\$18,700			\$0	\$3,500	\$22,200		
Subtotal		64	\$14,400	151	\$21,895	149	\$21,805	8	\$1,640	48	\$10,800	0	\$0	0	\$0	152	\$22,800	0	\$0	0	\$0	1440	\$144,000	0	\$0	2012	\$237,140	\$39,031	\$27,565	\$66,596	\$6,300	\$310,036					
Task 5: Setting Implementation																																					
5.1	Implementation Plan	4	\$900		\$0	24	\$3,480		\$0			\$0		\$0		\$0		36	\$5,400			\$0		\$0		80	\$8,000		\$0	144	\$17,780			\$0	\$200	\$17,980	
5.2	Targeted Zoning Amendment (Text and Map)	40	\$9,000	72	\$10,440		\$0		\$0			\$0		\$0		\$0		20	\$3,000			\$0		\$0		300	\$30,000		\$0	432	\$52,440			\$0	\$200	\$52,640	
Subtotal		44	\$9,900	72	\$10,440	24	\$3,480	0	\$0	0	\$0	0	\$0	0	\$0	56	\$8,400	0	\$0	56	\$8,400	0	\$0	0	\$0	380	\$38,000	0	\$0	576	\$70,220	\$0	\$0	\$0	\$400	\$70,620	
Task 6: Understanding Impacts: Environmental Documentation																																					
6.1	EIR Initiation	2	\$450	2	\$290		\$0		\$0	8	\$1,520		\$0		\$0		\$0				\$0		\$0		10	\$1,250	22	\$3,510				\$0	\$150	\$3,660			
6.2	Brief Initial Study, Notice of Preparation, Scoping Meeting	2	\$450	2	\$290		\$0		\$0	12	\$2,280		\$0	3	\$585		\$0				\$0		\$0		40	\$5,000	59	\$8,605				\$0		\$8,605			
6.3	Administrative Draft Program Environmental Impact Report (EIR)	4	\$900	24	\$3,480		\$0		\$0	100	\$19,000	40	\$7,000		\$0		\$0				\$0		\$0		400	\$50,000	568	\$80,380				\$0	\$500	\$80,880			
6.3.1	Traffic Modeling and Impact Analysis				\$0		\$0		\$0	8	\$1,520		\$0		\$0		\$0				\$0		\$0		\$0		8	\$1,520		\$103,293		\$103,293			\$104,813		
6.3.2	Air Quality Technical Analysis				\$0		\$0		\$0	80	\$15,200		\$0	20	\$3,900		\$0				\$0		\$0		\$0		100	\$19,100				\$0		\$19,100			
6.3.3	Greenhouse Gas/Energy Technical Analysis				\$0		\$0		\$0	80	\$15,200		\$0	20	\$3,900		\$0				\$0		\$0		\$0		100	\$19,100				\$0		\$19,100			
6.3.4	Noise and Vibration Technical Analysis				\$0		\$0		\$0	60	\$11,400		\$0	20	\$3,900		\$0				\$0		\$0		\$0		80	\$15,300				\$0		\$15,300			
6.4	Draft EIR for Public Review	4	\$900	16	\$2,320		\$0		\$0	10	\$1,900		\$0		\$0		\$0				\$0		\$0		72	\$9,000	102	\$14,120				\$0	\$500				



# EXHIBIT C

fee proposal

		MIG, Inc.																				Subconsultants												
		L. Stetson Principal-in-Charge	G. Sharrow Project Manager	J. Rodriguez Deputy Project Manager	E. Garcia Community Engagement Lead	R. Barrett Design Lead	B. Prasse Environmental O/V/Gas	M. Gibbs Environmental Air/GHG/Noise	C. Dugan Housing	D. Gonzalez Communications/ Public Relations	S. Kokotas Website	Associates Planning/GIS/ Engagement	Associates Environmental	MIG Totals	Fehr & Peers	Kosmont	Subconsultant Totals	Direct Costs	Professional Fees Totals															
		Hrs@ \$225	Hrs@ \$145	Hrs@ \$145	Hrs@ \$105	Hrs@ \$225	Hrs@ \$190	Hrs@ \$125	Hrs@ \$125	Hrs@ \$150	Hrs@ \$130	Hrs@ \$110	Hrs@ \$100	Hrs@ \$125																				
Subtotal		44	\$9,900	100	\$14,500	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	124	\$12,400	20	\$2,500	288	\$39,300		\$0	\$0	\$0	\$3,650	\$42,950	
SUBTOTAL		406	\$91,350	853	\$123,685	509	\$73,805	116	\$23,780	48	\$10,800	386	\$73,340	40	\$7,000	111	\$21,645	280	\$42,000	144	\$18,720	180	\$19,800	3,280	\$328,000	660	\$82,500	5,518	\$916,425	\$231,930	\$87,280	\$319,210	\$21,400	\$1,257,035
Subconsultant Direct and Administration Costs																																\$55,537	\$3,475	
FINAL TOTAL																																	\$1,294,510	



EXHIBIT C

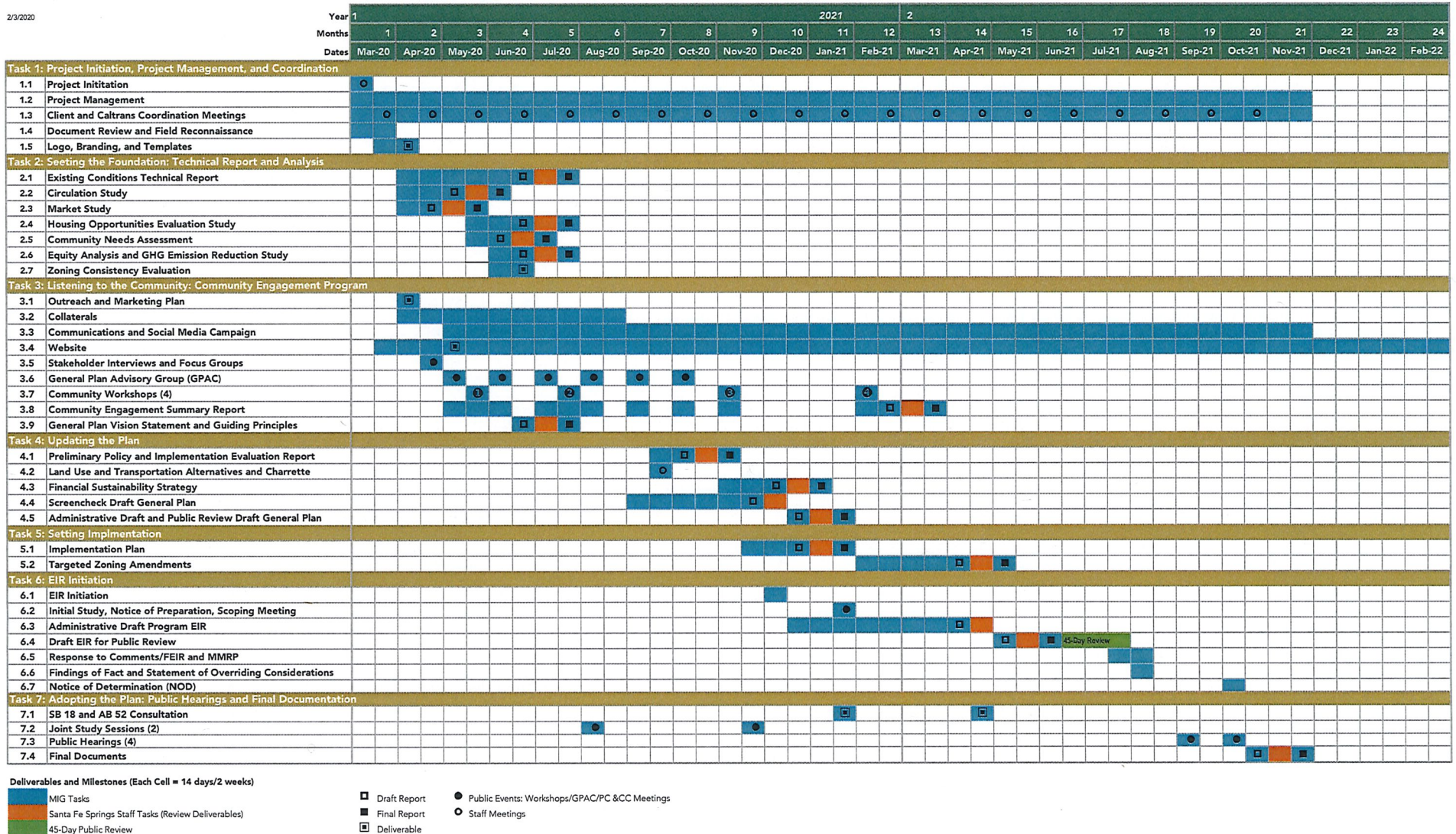
fee proposal

MIG, Inc.														Subconsultants					
L. Stetson Principal-in-Charge	G. Sharrow Project Manager	J. Rodriguez Deputy Project Manager	E. Garcia Community Engagement Lead	R. Barrett Design Lead	B. Prasse Environmental Lead	M. Gibbs Environmental Oil/Gas	C. Dugan Environmental Air/GHG/Noise	D. Gonzalez Housing	Communications/ Public Relations	S. Kokotas Website	Associates Planning/GIS/ Engagement	Associates Environmental	MIG Totals	Fehr & Peers	Kosmont	Subconsultant Totals	Direct Costs	Professional Fees Totals	
Hrs@ \$225	Hrs@ \$145	Hrs@ \$145	Hrs@ \$105	Hrs@ \$225	Hrs@ \$190	Hrs@ \$175	Hrs@ \$195	Hrs@ \$150	Hrs@ \$130	Hrs@ \$110	Hrs@ \$100	Hrs@ \$125							
Separate Price Quotes																			
SubTask 2.3: Market Study																			\$19,085
Task 3: Learning from the Public: Community Engagement Plan																			\$191,960
SubTask 3.4: Website - Creation and Curation																			\$25,060
Task 3: Understanding Impacts: Environmental Documentation																			\$296,169
Optional Tasks																			
A	Digital General Plan (ePLAN)																	\$30,000	
B	3D Visualization																	\$50,000	

# EXHIBIT D

## Santa Fe Springs General Plan and Targeted Zoning Code Update

2/3/2020







# City of Santa Fe Springs

City Council Meeting

ITEM NO. 10

February 13, 2020

## NEW BUSINESS

### Florence Avenue Widening – Award of Contract

#### RECOMMENDATION

- Accept the bids; and
- Award a contract to Hardy & Harper Company of Lake Forest, California, in the amount of \$2,708,500.00.

#### BACKGROUND

The Florence Avenue Widening project limits are from Orr & Day Road to Pioneer Boulevard. The primary project objective is to accommodate approximately one-half mile of three lanes of travel in the Westbound and Eastbound directions on Florence Avenue between Orr & Day Road to Pioneer Boulevard. The widening will be accomplished by narrowing the existing frontage and center median islands along Florence Avenue. The project consists of the removal and replacement of existing median frontage trees, construction of a new landscaped median bioswale, and removal of existing asphalt concrete pavement surface and the placement of new asphalt concrete pavement thereon. Additionally, the project includes the removal and replacement of curb and gutter, sidewalks, curb ramps, bus pads, relocation of catch basins and the installation of storm water screen covers. Lastly, a new traffic signal will be installed at Ringwood Avenue/Lake Center Park Lane and Florence Avenue, which will facilitate vehicular turn movements and pedestrian access.

Bids were opened on January 28, 2020, and a total of eight bids were received. City staff reviewed the proposals and determined that all bid proposals comply with the project specifications. The low bidder for the project was Hardy & Harper Company of Lake Forest, California, with a bid totaling \$2,708,500.00. The following represents the bids received and the amount of each bid:

<u>Company Name</u>		<u>Bid Amount</u>
Hardy & Harper	\$	2,708,500.00*
Sequel Contractors Inc.	\$	2,833,822.00
R.J. Noble Company	\$	2,924,294.61*
All American Asphalt.	\$	2,957,532.00
GMC Engineering Inc.	\$	2,977,000.45
Excel Paving Company	\$	2,998,894.30
Sully-Miller Contracting Co.	\$	3,127,344.00
Griffith Company	\$	3,255,850.00*

\*The bid proposal received from Hardy & Harper was publicly read at \$2,711,000.00, the audited bid is \$2,708,500.00, and is approximately 8.34% above the Engineer's Estimate of \$2,500,000.00. The bids from R.J. Noble Company were read at \$2,923,254.61 and Griffith Company at \$3,256,350.00 respectively.

Report Submitted By:

Noe Negrete  
Director of Public Works

A handwritten signature in blue ink, appearing to be "NN", is written over the printed name of Noe Negrete.

Date of Report: February 3, 2020



The Department of Public Works has reviewed the bids and determined the low bid submitted by Hardy & Harper Company to be responsive and responsible.

**LEGAL REVIEW**

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

**FISCAL IMPACT**

The Florence Widening project is approved and funded by Metropolitan Transportation Authority (MTA). The City will be reimbursed for the project costs at the conclusion of the project. The total project cost including construction, engineering and inspection, and contingency is \$3,200,000. The estimate is derived from the most current cost of similar street rehabilitation projects. The total project cost breakdown is as follows:

<b><u>ITEM</u></b>		<b><u>BUDGET</u></b>
Construction	\$	2,708,500
Design	\$	235,000
Engineering	\$	100,000
Inspection	\$	100,000
Contingency	\$	56,500
<b>Total Construction Cost:</b>		<b>\$ 3,200,000</b>

**INFRASTRUCTURE IMPACT**

The proposed Florence Avenue Widening Project will increase vehicle capacity by adding one additional lane of travel in the Westbound and Eastbound directions from Orr & Day Road to Pioneer Boulevard.



Raymond R. Cruz  
City Manager

**Attachments:**

Attachment No. 1: Agreement

**CITY OF SANTA FE SPRINGS**

**CONTRACT AGREEMENT**

FOR

**FLORENCE AVENUE WIDENING  
(Orr and Day Road to Pioneer Boulevard)**

IN THE CITY OF SANTA FE SPRINGS

This Contract Agreement is made and entered into the above-stated project this 13<sup>th</sup> day of **February, 2020** BY AND BETWEEN the City of Santa Fe Springs, as AGENCY, and **Hardy & Harper Company**, as CONTRACTOR in the amount of **\$2,708,500.00**

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

Except as to the sole or active negligence or willful misconduct of the AGENCY and notwithstanding the existence of insurance coverage required of CONTRACTOR pursuant to this contract, CONTRACTOR shall save, keep defend, indemnify, hold free and harmless AGENCY, its officers, officials, employees, agents and volunteers from and against any and all damages to property or injuries to or death of any person or persons, and shall defend, indemnify, save and hold harmless AGENCY, its officers, officials, employees, agents and volunteers from any and all



claims, demands, suits, actions or proceedings of any kind or nature, including, but not by way of limitation, all civil claims, workers' compensation claims, and all other claims resulting from or arising out of the acts, errors or omissions of CONTRACTOR, its employees and/or authorized subcontractors, whether intentional or negligent, in the performance of this Agreement.

This indemnification provision is independent of and shall not in any way be limited by the Insurance Requirements of this Agreement. AGENCY approval of the Insurance contracts required by this Agreement does not in any way relieve the CONTRACTOR from liability under this section.

AGENCY shall notify CONTRACTOR of the receipt of any third party claim related to this Agreement within seven (7) business days of receipt. The City is entitled to recover its reasonable costs incurred in providing the notification. (Pubic Contracts Code Section 9201)

## ARTICLE VII

AGENCY shall comply with Pub Cont. Code §20104.50 as follows:

20104.50.

(a) (1) It is the intent of the Legislature in enacting this section to require all local governments to pay their contractors on time so that these contractors can meet their own obligations. In requiring prompt payment by all local governments, the Legislature hereby finds and declares that the prompt payment of outstanding receipts is not merely a municipal affair, but is, instead, a matter of statewide concern.

(2) It is the intent of the Legislature in enacting this article to fully occupy the field of public policy relating to the prompt payment of local governments' outstanding receipts. The Legislature finds and declares that all government officials, including those in local government, must set a standard of prompt payment that any business in the private sector which may contract for services should look towards for guidance.

(b) Any local agency which fails to make any progress payment within 30 days after receipt of an undisputed and properly submitted payment request from a contractor on a construction contract shall pay interest to the contractor equivalent to the legal rate set forth in subdivision (a) of Section 685.010 of the Code of Civil Procedure.

(c) Upon receipt of a payment request, each local agency shall act in accordance with both of the following:

(1) Each payment request shall be reviewed by the local agency as soon as practicable after receipt for the purpose of determining that the payment request is a proper payment request.

(2) Any payment request determined not to be a proper payment request suitable for payment shall be returned to the contractor as soon as practicable, but not later than seven days, after receipt. A

request returned pursuant to this paragraph shall be accompanied by a document setting forth in writing the reasons why the payment request is not proper.

(d) The number of days available to a local agency to make a payment without incurring interest pursuant to this section shall be reduced by the number of days by which a local agency exceeds the seven-day return requirement set forth in paragraph (2) of subdivision (c).

(e) For purposes of this article:

(1) A “local agency” includes, but is not limited to, a city, including a charter city, a county, and a city and county, and is any public entity subject to this part.

(2) A “progress payment” includes all payments due contractors, except that portion of the final payment designated by the contract as retention earnings.

(3) A payment request shall be considered properly executed if funds are available for payment of the payment request, and payment is not delayed due to an audit inquiry by the financial officer of the local agency.

(f) Each local agency shall require that this article, or a summary thereof, be set forth in the terms of any contract subject to this article.

ARTICLE VIII

CONTRACTOR affirms that the signatures, titles and seals set forth hereinafter in execution of this Contract Agreement represent all individuals, firm members, partners, joint venturers, 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.

**CONTRACTOR  
HARDY & HARPER**

By:

\_\_\_\_\_  
STEVE KIRSCHNER, VICE PRESIDENT

\_\_\_\_\_  
ADDRESS  
\_\_\_\_\_

**THE CITY OF SANTA FE SPRINGS**

By:

\_\_\_\_\_  
WILLIAM K. ROUNDS, MAYOR

ATTEST:

\_\_\_\_\_  
JANET MARTINEZ, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
IVY M. TSAI, CITY ATTORNEY

**(Contractor signature must be notarized with proper acknowledgement attached.)**

\_\_\_\_\_  
2020-04 Florence Avenue Widening  
(Orr & Day Road to Pioneer Boulevard)





# City of Santa Fe Springs

City Council Meeting

ITEM NO. 11

February 13, 2020

## NEW BUSINESS

Resolution No. 9659 - 9051 Sorensen Avenue No Stopping Any Time Parking Restriction and Tow-Away Zone

### RECOMMENDATION

- Adopt Resolution No. 9659, which would prohibit the parking and stopping of vehicles on the west side of Sorensen Avenue from 250 feet south of the southerly limit of the Union Pacific right of way to a point 420 feet southerly and implement a tow-away zone within the same limits for vehicles that violate the restriction.

### BACKGROUND

The Traffic Commission at their meeting of January 16, 2020, reviewed the attached report for the proposed parking restriction along the street frontage of Northstar Chemical located at 9051 Sorensen Avenue. The Traffic Commission voted 4 to 0 to recommend to the City Council the approval of the proposed "No Stopping Any Time" parking restriction along the Northstar Chemical street frontage at 9051 Sorensen Avenue along with a tow-away provision as stated herein.

City staff concurs with the request from Northstar Chemical and recommends the implementation of the requested No Stopping Any Time parking restriction, along with the addition of the tow-away zone provision that will facilitate enforcement and deter disregard of the parking restriction.

A handwritten signature in blue ink, appearing to read "Raymond R. Cruz".

Raymond R. Cruz  
City Manager

### Attachments:

Attachment No. 1: Resolution No. 9659

Attachment No. 2: Traffic Commission Report 1/16/20

Report Submitted By:

Noe Negrete  
Director of Public Works

A handwritten signature in blue ink, appearing to read "Noe Negrete".

Date of Report: February 3, 2020

**RESOLUTION NO. 9659**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS,  
CALIFORNIA RESTRICTING PARKING AND STOPPING OF VEHICLES AND  
ESTABLISHMENT OF A TOW-AWAY ZONE ON PORTIONS OF SORENSEN AVENUE**

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

Section 1: Pursuant to the provisions of Chapter 72, Section 72.20 of the City  
Code, the following locations are designated as places where no person shall stop, stand  
or park a vehicle at any time:

*West side of Sorensen Avenue beginning at a point 250 feet south of the southerly limit  
of the Union Pacific Rail Railroad right-of-way to a point 420 feet south of the southerly  
limit of the Union Pacific Railroad right-of-way*

When signs are posted giving notice thereof, any vehicle which is parked or left standing  
in violation of the provisions of this Resolution, shall be removed pursuant to the  
provisions of Vehicle Code Section 22651 (n).

APPROVED and ADOPTED this **13<sup>th</sup>** day of **February 2020**.

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

ATTEST:

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



**TRAFFIC ENGINEER'S REPORT**

Request for No Stopping/Tow-Away Zone at 9051 Sorensen Avenue

**RECOMMENDATION**

That the Traffic Commission recommend to the City Council that a No Parking/Stopping restriction along with a Tow-Away Zone provision be implemented along the frontage of 9051 Sorensen Avenue as requested by the adjacent property owner, Northstar Chemical.

**BACKGROUND**

The city received an email from Aaron Cothran, the Technical Service Manager for Northstar Chemical, which is located at 9051 Sorensen Avenue. Northstar is requesting the implementation of additional measures to deter the parking of large vehicles along their property frontage on Sorensen Avenue. Currently, there is a No Stopping Any Time (NSAT) zone that was installed as a Condition of Approval when the site was redeveloped in 2016. However, the current restriction is frequently ignored by truck drivers. Therefore, Northstar is requesting the painting of red curbs along their frontage, which is about 92 feet long.

The current City policy for the painting curbs red is that the red curb is to restrict parking for short distances of up to 50 feet or less. Primarily due to the high maintenance costs associated with keeping red curbs bright and enforceable. The change in traffic paint formula from an oil-based to water-based causes the red curbs to fade to a shade of pink if not maintained annually. Therefore, the installation of traffic signs is used to denote the parking restriction to avoid maintenance costs.

Consequently, city staff is proposing the implementation of a tow-away provision along the frontage of Northstar Chemical. The email from Northstar Chemical (Attachment No. 2) outlines the visibility issues they are experiencing as a result of trucks parking illegally along their frontage, near their driveways.

Sorensen Avenue is classified as a secondary arterial highway which is striped for one lane in each direction between Slauson Avenue and Santa Fe Springs Road. The roadway width is sixty-four (64) feet from curb-to-curb. This section of Sorensen Avenue is approximately .93 miles long. At Slauson Avenue, Sorensen Avenue has a north/south orientation and continues in a horizontal curve that ends at Santa Fe Springs Road in an east/west orientation. There is a Union Pacific Railroad (UPRR) grade crossing north of Northstar Chemical. The current speed limit is a posted forty (40) miles-per-hour based on the critical speed of forty-five (45) miles per hour. The average daily weekday traffic flow in 2016 was 9,600 vehicles, with a parking restriction along both sides of the Sorensen Avenue between the UPRR grade crossing and John Street (Attachment No. 1).

Report Submitted By:

Noe Negrete  
Director of Public Works

A handwritten signature in blue ink, appearing to be "N. Negrete", is written over the printed name.

Date of Report: January 8, 2020



Again, due to the high costs associated with maintaining the curbs red, staff cannot endorse the request to paint the curb red along their street frontage. Subsequent conversations with Mr. Cothran have indicated that Northstar is amenable to the setting up of a tow-away zone along their Sorensen Avenue frontage instead of painting the curb red. The addition of a Tow-Away Zone provision will go a long way towards eliminating parking violations and making it easier for parking enforcement.

Staff recommends the approval of Northstar's request to reinforce the existing parking restriction with the addition of the tow-away zone provision along their Sorensen Avenue frontage to facilitate enforcement and deter the disregard of the parking restriction.



Noe Negrete  
Director of Public Works

Attachments:

Attachment No. 1: Location Map

Attachment No. 2: Email from Northstar Chemical





**LOCATION MAP**  
**(9051 SORENSEN AVENUE)**



## Thomas R. Lopez

---

**From:** Aaron Cothran <ACothran@northstarchemical.com>  
**Sent:** Monday, December 16, 2019 10:54 AM  
**To:** Thomas R. Lopez  
**Cc:** Bob Cavey  
**Subject:** Safety Concern for 9051 Sorensen ave, Santa Fe Springs, CA 90670. No parking request due to poor visibility when exiting business.  
**Attachments:** Truck parked in front of sign 12-16-19.JPG; Truck parked in front of sign 12-12-19.JPG; Truck parked in front of sign 12-13-19.JPG; Visibility with no truck.JPG; Visibility with truck.JPG; Curb with Sign.JPG

Tom,  
Thank you for taking my call today to discuss the issue I have regarding the safety of employees accessing my place of business. I would like to request that additional measures be taken to prevent vehicles from parking in front of my property located at 9051 Sorensen Ave, Santa Fe Springs, CA 90670. There are currently signs posted that say (No Stopping any time) but have proven to be ineffective as a deterrent. When larger commercial trucks are parked in this area they block all visibility for vehicles exiting the driveway creating a serious safety concern. Please see attached pictures for your reference. These photos show commercial trucks parked in the no stopping area with complete disregard to the posted signage. I would like to have the curb painted red as an additional deterrent or at a minimum additional signage stating tow away zone. I hope to have this issue addressed as soon as possible. Let me know if you require any additional explanation, or documentation addressing this issue.

Thank you

**Aaron Cothran**

Technical Service Manager

M:(714)292-3174 P:(562)944-0453

*Northstar Chemical*

**9051 Sorensen Ave, Santa Fe Springs, CA 90670**

The information contained in this email message is intended only for the personal and confidential use of the recipient(s) named above. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this message and any attachments in error and that any review, dissemination, distribution, copying or alteration of this message and/or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately by electronic mail, and delete the original message.





# City of Santa Fe Springs

City Council Meeting

ITEM NO. 12

February 13, 2020

## NEW BUSINESS

### Modification of Job Specification – Streets and Grounds Lead Worker

#### **RECOMMENDATION**

- Approve the Proposed Modification of the Job Specification for the Position of Streets and Grounds Lead Worker.

#### **BACKGROUND**

##### Streets and Grounds Lead Worker

The Fiscal Year 2019/20 Budget created the full-time, benefited position of Streets and Grounds Lead Worker within the Public Works Maintenance Division. This position replaces the previous full-time, benefitted Tree Specialist position. The recruitment for Streets and Grounds Lead Worker was conducted and 87 applications were received. However, while many applicants met the majority of the minimum qualifications, none met the requirement of having an Arborist certification.

City staff requests to eliminate the Arborist Certification requirement from the Job Specification. The Arborist certification is increasingly rare within the ranks of Public Works Maintenance workers and is not an essential function of the position. The current Streets and Grounds Supervisor has an Arborist Certification. Furthermore, the City's current contract vendor, West Coast Arborist, can provide additional personnel with Arborist Certification at our request, on an as-needed basis.

The Streets and Grounds Lead Worker position will provide supervision over staff, as well as provide additional worksite safety supervision, specifically on traffic control, asphalt concrete and Portland cement concrete repairs. Additionally, the Supervisor will be able to delegate authority to the Streets and Grounds Lead Worker to manage and operate the daily activities. Staff is confident that removing the certification requirement will not reduce the scope of work performed by the position and will allow in-house candidates an opportunity to qualify for the position.

#### **FISCAL IMPACT**

There is no fiscal impact associated with the request, as the Fiscal Year 2019/20 Public Works budget has been approved and budgeted for this position.

A handwritten signature in blue ink, appearing to read "Raymond R. Cruz".

Raymond R. Cruz  
City Manager

#### Attachment:

Attachment No. 1: Revised Job Specification

**CITY OF SANTA FE SPRINGS  
STREET & GROUNDS MAINTENANCE LEAD WORKER**

**Bargaining Unit: Miscellaneous**

**Job Code: 16445**

**FSLA Status: Non-Exempt**

**Date Prepared: 02/13/20**

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

**POSITION PURPOSE:**

Under general direction, leads and performs proper maintenance of City streets, medians, parkways, parks, landscaped areas, and residential trees.

**SUPERVISION RECEIVED:**

Receives general supervision from the Street and Grounds Supervisor.

**SUPERVISION EXERCISED:**

Exercises functional and technical supervision over Streets and Grounds Maintenance Workers and other subordinate staff.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

**A. Held in Common:**

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

**B. Essential Job Specific Duties:**

1. Leads and inspects work crews involved in maintenance functions including asphalt and concrete operations related to streets, curbs/gutters, sidewalks, driveways, cross gutters and catch basin repairs, traffic control, special events, traffic signs, graffiti removal, and tree maintenance.
2. Leads and inspects the maintenance and repairs of irrigation pipelines at parks.
3. Leads and performs the cleanup of graffiti at all city right a ways, parks and facilities.

4. Performs a variety of general, skilled, and specialized tasks related to streets and grounds repair.
5. Leads small to medium sized crews involved in the maintenance and repair of City streets and grounds.
6. Inspects ballfield maintenance operations and implements proper procedures.
7. Responds to illegal dumping's in city streets or right a ways.
8. Leads and assists in the use of traffic control delineation and devices.

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

1. Leads and participates in work of concrete, asphalt, striping and stenciling, sign installs, traffic control, and graffiti removal.
2. Trains workers to operate hand and power tools and equipment safely and properly.
3. Inspects and monitors work activities of subordinate personnel.
4. Promotes and demonstrates safety practices and regulations and the proper use of specialized equipment.
5. Assists with cost accounts, bids, and job walks.
6. Responds and takes appropriate action with regard to resident tree requests.
7. Assists in directing and inspecting contract tree landscape services pertaining to trimming, removing, treating and planting.
8. Performs related duties as required.

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

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

#### **GROUND**

##### **Knowledge of:**

Theory and practices of landscape construction and maintenance.  
Operation and maintenance of irrigation systems.  
Tree trimming practices.  
Horticulture practices.  
Parks and athletic field maintenance.  
Pest control practices.

#### **STREETS**

##### **Knowledge of:**

Theory and practices of street construction, maintenance and management.  
Traffic Safety.  
Storm Drain maintenance.  
Signing and striping practices.



OSHA Regulations.  
Basic Principles and methods of traffic Safety  
Basic crew leadership/directional technique.  
Knowledge of trees and landscape  
Federal, state, and local laws, codes, and regulations.  
Safety techniques, practices, and regulations.

**Ability to:**

Demonstrate and direct the work of grounds and street maintenance personnel.  
Train and direct assigned staff.  
Follow written and oral instruction.  
Communicate effectively verbally and in writing.  
Maintain records and prepare reports.  
Prepare cost estimates.  
Work with accuracy and attention to detail.  
Operate and use modern office equipment.  
Effectively organize and prioritize assigned work.  
Establish and maintain effective working relationships with other people.

**EDUCATION AND EXPERIENCE:**

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

- High School Diploma or an equivalent certificate or diploma recognized by the State of California.
- Five (5) years of progressively responsible experience in the maintenance and repair of streets and landscaping.
- Some college level coursework and/or training in horticulture, park management or turf management preferred.
- A valid State of California Class B Driver's license and an acceptable driving record.

**WORKING CONDITIONS:**

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

- *Work is performed indoors and outdoors.*
- *Noise level is quiet to loud.*
- *Utilizes hand and power tools.*
- *Works around machinery having moving parts.*
- *Occasional exposure to chemicals, fumes, gases, and odors.*

**PHYSICAL DEMANDS:**

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

- *Stand, walk, kneel, crouch, stoop, squat, climb, and bend.*
- *Push, pull, and reach overhead and above shoulders.*
- *Perform heavy manual labor.*
- *Hear and speak both in person and on the telephone.*
- *See well enough to read documents and operate equipment.*
- *Lift and move up to 75 pounds.*



# City of Santa Fe Springs

City Council Meeting

ITEM NO. 13

February 13, 2020

## NEW BUSINESS

Dunning Street Improvements Project - Authorization of Contract Change Order Number One

### RECOMMENDATION

- Approve adding Dunning Street Improvements (Orr & Day Road to Longworth Avenue) to the Capital Improvements Plan Year Two Street Improvement Project List;
- Appropriate \$85,000 from CIP Utility User Tax Fund to Activity Number PW 190501; and
- Approve the Ann Street Improvements Contract Change Order Number One, for the construction of the Dunning Street Improvements project; and
- Authorize the Mayor to execute Contract Change Order Number One.

### BACKGROUND

On April 14, 2016, the City Council approved the Three-Year Street Improvement Plan identified by the Citywide Street Pavement Evaluation and Analysis Study, and as recommended by the Capital Improvement Plan (CIP) Subcommittee. The Year One Street Improvements Projects (2017/18) are complete. The Year Two Street Improvements Projects (2018/19) will be completed in the coming months. On September 26, 2019, the City Council approved a revised Third Year Street Improvements Project list. Currently these streets are in the design phase. Staff requests approval of the addition of Dunning Street to the Year Two Street Improvement Project list. Please see revised Year Two Street Improvement Project list below:

#### **Year Two Street Improvement List (2018/2019)**

- |                          |  |
|--------------------------|--|
| 1. Santa Fe Springs Road | Los Nietos Road to City Boundary <b>(Complete)</b> |
| 2. Rivera Road           | Sorensen Avenue to Chetle Avenue                   |
| 3. Ann Street            | Santa Fe Springs Road to end of cul-de-sac         |
| 4. Painter Avenue        | Florence Avenue to Lakeland Road <b>(Complete)</b> |
| 5. Dunning Street        | Orr & Day Road Longworth Avenue                    |

On January 9, 2020, the City Council awarded a contract for the Ann Street Improvements project to R.J. Noble Company of Orange, California for \$511,650.80. On February 3, 2020, the notice to proceed for the Ann Street Improvements project was issued. In 2015 the street evaluation ranking for Dunning Street results reflected a poor condition ranking, which has since deteriorated rapidly, requiring immediate rehabilitation. Therefore, City staff is proposing to add the Dunning Street Improvements project to the Ann Street Improvements project scope of work through a contract change order to avoid further deterioration. (See Attachment No. 1).

Report Submitted By:

Noe Negrete  
Director of Public Works

 Date of Report: February 5, 2020



At the Mayors request, staff was asked to reevaluate the pavement condition on Dunning Street. The Dunning Street Improvements project boundary is from Orr & Day Road to Longworth Avenue. Additionally, the project includes adjustment of water valves, sewer, and storm drain manholes. The installation of the storm water catch basin wing gate covers, and the reestablishment of thermoplastic striping. The negotiated contract change order amount is \$84,387.50.

**LEGAL REVIEW**

The City Attorney's office has reviewed the Contract Change Order Number One.

**FISCAL IMPACT**

Staff is proposing to add Dunning Street Improvements project to the Ann Street Improvements project scope of work through a contract change order approximately \$85,000, which will be funded by the CIP Utility Users Tax.

**INFRASTRUCTURE IMPACT**

The Dunning Street Improvement project will improve the structural condition of the existing road, and enhance operational safety and reduce maintenance costs moving forward.



Raymond R. Cruz  
City Manager

**Attachment:**

Attachment No. 1: Contract Change Order Number One



11710 E. TELEGRAPH ROAD ♦ CA ♦ 90670-3679 ♦ (562) 868-0511 ♦ (562) 868-7112 ♦ WWW.SANTAFESPRINGS.ORG

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**DEPARTMENT OF PUBLIC WORKS**

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February 5, 2020

R.J. Noble Company  
15505 East Lincoln Avenue  
Orange, CA 92865

Attention: Mr. Francis Garcia, Project Manager

Subject: Ann Street Improvements Project  
Contract Change Order Number One: Dunning Street Improvements

Dear Mr. Garcia:

Under the Contract Agreement with the City, Contract Change Order Number One shall constitute full compensation for all the changes associated with "Change Order Request # 001 – Dunning Street Improvements". Said changes are a result of negotiations between the City and R.J. Noble Company for purposes of addressing the additional scope of work.

Change Order Number One pertains to:

1. The Contractor is to perform and complete the following work for the subject project as it pertains to Dunning Street:
  - A. Cold mill 3 inches of asphalt concrete.
  - B. Pave 3" of Type III C3 PG 64-10 asphalt concrete.
  - C. Adjust water valves.
  - D. Adjust sewer and storm water manholes.
  - E. Install storm water catch basin wing gate covers.
  - F. Reestablish striping (thermoplastic) and signage.
  - G. Mobilization and prepare a SWPPP and traffic control plan.

The total compensation for Contract Change Order Number One is **\$84,387.50**. This sum constitutes full compensation, including all markups and all overhead costs for the work of this change. Ten (10) additional working days will be granted for this work.

WILLIAM K. ROUNDS, MAYOR ♦ JOHN MORA, MAYOR PRO TEM  
CITY COUNCIL

ANNETTE RODRIGUEZ ♦ JUANITA TRUJILLO ♦ JOE ANGEL ZAMORA  
CITY MANAGER  
RAYMOND R. CRUZ

<b>FIRST WORKING DAY.....</b>		<b>February 3, 2020</b>
Working days specified in Contract.....	<b>30 Working Days</b>	
<b>ORIGINAL COMPLETION DATE.....</b>		<b>March 17, 2020</b>
Administrative Delay.....	0	working days
Non-working days due to weather delays by previous Change Orders.....	0	working days
Non-working days due to weather delays by this Change Order.....	0	working days
Contract Time Extensions by previous Change Orders.....	0	working days
<b>Contract Time Extensions by this Change Order.....</b>	<b>10</b>	<b>working days</b>
<b>Total Contract Time Extensions by this and previous Change Orders..</b>	<b>0</b>	<b>working days</b>
<b>REVISED COMPLETION DATE.....</b>		<b>April 1, 2020</b>

The Contractor shall sign, date and return this change for final acceptance by the City.

SUBMITTED BY:

**CITY OF SANTA FE SPRINGS**

ACCEPTED BY:

**R. J. NOBLE COMPANY**

\_\_\_\_\_  
 Robert Garcia, Project Manager

\_\_\_\_\_  
 Francis Garcia, Project Manager

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

APPROVED BY:

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

\_\_\_\_\_  
 Date





# City of Santa Fe Springs

City Council Meeting

ITEM NO. 14

February 13, 2020

## NEW BUSINESS

### On-Call Transportation Services Agreement – Approval of Agreement

#### **RECOMMENDATION**

- Approve the agreement with A&D Transportation L.P., of Santa Fe Springs California, to provide On-Call Transportation Services; and
- Authorize the Mayor to execute the agreement on behalf of the City.

#### **BACKGROUND**

Public Works Staff is requesting that the City Council approve entering into an On-Call agreement with A&D Transportation L.P. (A&D), located in the City of Santa Fe Springs, to provide on-call transportation services. The services include Staff Augmentation, Charter Services, and Commercial Driver Behind the Wheel and Classroom Training. A&D is currently providing the services and has done so for the past 15 years through an annual open Purchase Order.

Recently, we increased our utilization of staff augmentation services due to a driver that is out on extended medical leave. As a result, we project that expenditures will exceed the City's purchasing policy threshold for open purchase orders of \$25,000 in a fiscal year. At this time staff requests to enter into an agreement with A&D rather than to request an adjustment to the existing open purchase order. The driver that is out on medical leave is not expected to return until the next fiscal year.


Staff requests that the City Council approve a three year not-to-exceed agreement in the amount of \$65,000 (sixty-five thousand dollars) per year agreement (\$195,000 total for 3 years). As stated above, A&D has provided transportation services to the City for the past 15 years and is familiar with our high standards of service delivery to our residents. They are knowledgeable with the City routes, programs, and residents.

#### **LEGAL REVIEW**

The City Attorney's office has reviewed the On-call Transportation Services Agreement.

#### **FISCAL IMPACT**

The cost associated with the agreement will be paid using Local Return funds and will have no impact on the General Fund or Fiscal Year 2019/20 Public Works Budget.

  
Raymond R. Cruz  
City Manager

#### **Attachment:**

Attachment No. 1: On-call Transportation Services Agreement

Report Submitted By: Noe Negrete  
Director of Public Works

 Date of Report: February 6, 2020

**CITY OF SANTA FE SPRINGS  
PROFESSIONAL SERVICES AGREEMENT  
WITH  
A&D TRANSPORTATION L.P.**

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 13<sup>TH</sup> day of **February, 2020** ("Effective Date"), by and between the CITY OF SANTA FE SPRINGS, a municipal corporation ("City"), and **A&D Transportation L.P.**, a transportation service provider ("Consultant").

**W I T N E S S E T H :**

WHEREAS, City proposes to utilize the services of Consultant as an independent contractor to provide on-call transportation services, as more fully described herein; and

WHEREAS, Consultant represents that it has that degree of specialized expertise contemplated within California Government Code section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

WHEREAS, City and Consultant desire to contract for the specific services described in Exhibit "A" Transportation services Rates and Conditions sheet and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

WHEREAS, no official or employee of City has a financial interest, within the provisions of sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

**1.0. SERVICES PROVIDED BY CONSULTANT**

1.1. Scope of Services. Consultant shall provide the professional services described in the Consultant's Rates and Conditions sheet dated 10/21/2019 attached hereto as Exhibit "A," incorporated herein by this reference.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement.

1.3. Performance to Satisfaction of City. Consultant agrees to perform all the work to the complete satisfaction of the City and within the hereinafter specified. Evaluations of the work will be done by the City Manager or his or her designee. If the quality of work is not satisfactory, City in its discretion has the right to:

- (a) Meet with Consultant to review the quality of the work and resolve the matters of concern;

- (b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or
- (c) Terminate the Agreement as hereinafter set forth.

1.4. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

1.5. Non-Discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status, except as permitted pursuant to section 12940 of the Government Code.

1.6. Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.7. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense.

1.8. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

## **2.0. COMPENSATION AND BILLING**

2.1. Compensation. Consultant shall be paid in accordance with the fee schedule set forth in Exhibit "A," attached hereto and made a part of this Agreement. Consultant's total compensation shall not exceed Sixty-Five Thousand Dollars (\$65,000.00) per year.



2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Rates and Conditions Sheet unless the City or the Project Manager for this Project, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

2.3. Method of Billing. Consultant may submit invoices to the City for at the completion of each trip or at the end of the work week for staff augmentation services. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail, the services performed, the date of performance, and the amount of passengers transported on each trip. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City or its Project Manager for inspection and/or audit at mutually convenient times from the Effective Date until three (3) years after termination of this Agreement.

### **3.0. TIME OF PERFORMANCE**

3.1. Commencement and Completion of Work. The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party.

### **4.0. TERM AND TERMINATION**

4.1. Term. This Agreement shall commence on the Effective Date and continue for a period of 36 months, ending on February 13, 2023, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties. This Agreement may be extended by 1 additional year upon mutual written agreement of both parties.

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination.

## 5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated "A," Class X, or better in the most recent Best's Key Insurance Rating Guide, and approved by City:

- (a) Commercial general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or shall be twice the required occurrence limit.
- (b) Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence for bodily injury and property damage.
- (c) Workers' compensation insurance as required by the State of California. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers arising from work performed by Consultant for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.
- (d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.

5.2. Endorsements. The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions:

- (a) Additional insureds: "The City of Santa Fe Springs and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant."
- (b) Notice: "Said policy shall not terminate, be suspended, or voided, nor shall it be cancelled, nor the coverage or limits reduced, until thirty (30) days after written notice is given to City."
- (c) Other insurance: "The Consultant's insurance coverage shall be primary insurance as respects the City of Santa Fe Springs, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of Santa

Fe Springs shall be excess and not contributing with the insurance provided by this policy.”

- (d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of Santa Fe Springs, its officers, officials, agents, employees, and volunteers.
- (e) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5.3. **Deductible or Self Insured Retention.** If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

5.4. **Certificates of Insurance.** Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement. The certificates of insurance shall be attached hereto as Exhibit “E” and incorporated herein by this reference.

5.5. **Non-Limiting.** Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

## **6.0. GENERAL PROVISIONS**

6.1. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. **Representatives.** The City Manager or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. **Project Managers.** City shall designate a Project Manager to work directly with Consultant in the performance of this Agreement.

Consultant shall designate a Project Manager who shall represent it and be its agent in all consultations with City during the term of this Agreement. Consultant or its Project Manager shall attend and assist in all coordination meetings called by City.



6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: (a) at the time of delivery if such communication is sent by personal delivery, and (b) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

A&D Transportation L.P.  
10016 Pioneer Blvd.  
Santa Fe Springs, CA 90670  
Tel: (562) 942-8099  
Attn: Andy Hernandez

IF TO CITY:

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

6.5. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.6. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Los Angeles, California.

6.7. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.8. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents and employees arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected officials, officers, agents and employees based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful

misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

6.9. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.10. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.11. Cooperation. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to

Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City.

6.13. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code section 6250 et seq.). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code section 6254.7, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.14. Conflict of Interest. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code sections 81000, et seq.) and Government Code section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.15. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

6.16. Prohibited Employment. Consultant will not employ any regular employee of City while this Agreement is in effect, nor shall the City employ any regular employee of the Consultant while this Agreement is in effect.

6.17. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

6.18. Costs. Each party shall bear its own costs and fees incurred in the preparation



and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.19. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.20. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.21. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.22. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.23. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.24. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.25. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.26. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

**CONSULTANT**  
**A&D TRANSPORTATION L.P.**

\_\_\_\_\_  
Andy Hernandez, President

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

\_\_\_\_\_  
Social Security or Taxpayer ID Number

**CITY OF SANTA FE SPRINGS**

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

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Ivy Tsai, City Attorney

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

**EXHIBIT A**  
**RATES AND CONDITIONS**



A & D Transportation  
"The Company That Cares."  
10016 Pioneer Boulevard Suite 225  
Santa Fe Springs, California 90670-6202  
(562) 942-8099 Fax (562) 942-8210  
E-MAIL: [ibus4u3@aol.com](mailto:ibus4u3@aol.com)

**BELOW OUTLINES THE 2020/2023 RATES FOR:**

**CITY OF SANTA FE SPRINGS**

ATTN: Mr. Jose Barrios: Transportation  
11710 Telegraph Rd.  
Santa Fe Springs, Ca 90670  
Voice (562) 409-7572  
Fax (562) 409-7612

Date: February 4, 2020  
REVISED

**RATES & CONDITIONS**

**A. Schedule Trip Bus Rate:**

BUS CAPACITY	DAILY RATE 3 HOUR (Minimum)	DAILY RATE 5 HOUR (Minimum)	ADDITIONAL OVER HOUR * RATE
25/17	\$315.00	\$325.00	\$55.00
56/84	\$330.00	\$365.00	\$55.00

**B. SPLIT or TAKE-RETURN Trip (Flat) Rate:**

BUS CAPACITY	DAILY RATE (Same Day Split)	DAILY RATE (Take or Return)
25/17	\$375.00	\$335.00
56/84	\$410.00	\$355.00

**C. Driver/State Cert Trainer Only NO Bus:**

DRIVER ONLY	DAILY RATE PER HOUR (5) Hour Minimum	Time and Half over 8 Hours
Driver	\$35.00	\$55.00
Trainer	\$65.00	N/A

**Additional rate information:**

- All rates are based on "Live Time Only" and "Ends" when the bus leaves the "Drop Off" location.
- A "Fuel Surcharge" of 10% will be added to all final invoice/s should fuel rise above \$4.00(+)per gallon an adjustment will be made once the fuel is lowered.
- Rates to be adjusted annually in accordance with the Consumer Price Index increases, and or general/worker's compensation Insurance increases.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_



A&D Transportation L.P.  
"The Company That Cares."  
10016 Pioneer Boulevard Suite 225  
Santa Fe Springs, California 90670-6202  
(562) 942-8099 Fax (562) 942-8210  
E-MAIL: [ibus4u3@gmail.com](mailto:ibus4u3@gmail.com)



### **TERMS AND CONDITIONS**

The following outlines the TERMS and CONDITIONS between A&D Transportation and our valuable customer. Please read it over carefully and then sign and E-MAIL back to A&D Transportation at [ibus4u3@gmail.com](mailto:ibus4u3@gmail.com) before any scheduled trip.

- 1) **Bus Rules** - All Passengers must follow these rules. A representative from your location will need to work with the A&D driver to insure compliance.
  - a) Passengers will remain seated at all times.
  - b) No body part or items are to go out of the windows.
  - c) No loud noises or conversations.
  - d) No eating or drinking on the bus to insure safety of all Passengers.
  - e) Passengers must adhere to driver's instructions at all times.
- 2) **Insurance** - A&D will maintain insurance by a carrier certified and licensed to do business in the State of California.
- 3) **Payment of Services** - A bill will be issued for services rendered by the end of the next working day. Payment is due within 15 days of receiving a bill, after 30 days a **10%** late fee will be added.
- 4) **Left Items** - A&D is not responsible for items left on the bus.
- 5) **Damages** - The customer will be responsible for any and all damages created by their passengers. Someone from your location will need to do a walk through with A&D driver after each trip to look for left items and damages if any. The representative needs to sign on the drivers work order-stating trip ending time and any damages if any.
- 6) **Fuel Surcharge** - There will be a fuel surcharge of 10% on each invoice after each trip has been completed. If fuel costs rise above \$4.00(+) plus per gallon; an adjustment will be made once fuel prices are lowered.
- 7) **Cancellation** - Trip cancellations must be done in writing. Please note the following policies in the event of a cancellation:
  - SAME DAY CANCELLATION or CANCEL AT PICK UP - full price.
  - Cancellation with more than one business day for one bus only - no fee.
  - Cancellation with three or more business days notice for 2 or more buses will be half of the total estimate cost rate per bus.
- 8) **Acceptance of Agreement** - I have read and fully understand this agreement. And I elect to contract with A&D Transportation for 3 three years with a 2 two option to insure the safe, courteous and professional transportation of my passengers.

Accepted by: Name: \_\_\_\_\_ Authorized Agent for: \_\_\_\_\_  
Title: \_\_\_\_\_



**EXHIBIT E**  
**CERTIFICATES OF INSURANCE**





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/4/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> TIB Transportation Insurance Brokers 425 West Broadway, Suite 300 Glendale CA 91204		<b>CONTACT NAME:</b> Rita Shahbandarian <b>PHONE (A/C, No, Ext):</b> 818-246-2800 <b>FAX (A/C, No):</b> 818-246-4690 <b>E-MAIL ADDRESS:</b> rshahbandarian@tibinsurance.com		
<b>INSURED</b> A & D Transportation LP 9850 Terradell Street Pico Rivera CA 90660		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		INSURER A : Lancer Insurance Company		26077
		INSURER B :		
		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

**COVERAGES****CERTIFICATE NUMBER:** 1034261192**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	GL158381#6	7/17/2019	7/17/2020	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	BA168583#6	7/17/2019	7/17/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is included as Additional Insured on the Auto and General Liability policies with respects to their interest in the operations of the named insured.

**CERTIFICATE HOLDER****CANCELLATION**

CITY OF SANTA FE SPRINGS  
11710 Telegraph Rd.  
Santa Fe Springs CA 90670

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# City of Santa Fe Springs

City Council Meeting

ITEM NO. 24A

February 13, 2020

## **PRESENTATION**

Recognition of St. Paul High School Football Team

### **RECOMMENDATION:**

- The Mayor may wish to call upon Raelene Barraza, Public Relations Specialist, to assist with this presentation.

### **BACKGROUND**

St. Paul High School's football team had an outstanding season and their hard work earned them a spot in the CIF Division 5 Championship game. Unfortunately, their efforts fell short and they lost the championship game. The Council has invited the team to be recognized for their hard work and participation in the championship game.

A handwritten signature in blue ink, appearing to read "Raymond R. Cruz", followed by a stylized flourish.

Raymond R. Cruz  
City Manager

Attachment(s):

None



# City of Santa Fe Springs

City Council Meeting

ITEM NO. 24B

February 13, 2020

## **PRESENTATION**

Recognition of the Norwalk/Santa Fe Springs Saints Youth Football Conference Super Bowl Winning Teams & Cheer

## **RECOMMENDATION**

- Recognize the Norwalk-Santa Fe Springs Saints Youth Football and Cheer Squads for winning championships in their respective competitions.

## **BACKGROUND**

The Norwalk/Santa Fe Springs Saints Youth Football & Cheer has provided community youth an opportunity to learn and play football and cheer for more than 50 years. The 2019-20 season was a highly successful one for both its football and cheer as squads in their respective disciplines won championships.

On November 24, 2019 at Warren High School in Downey, CA, the Saints 5 & 6-year old flag football squad defeated the Buena Park Chargers to capture the Pacific Coast Conference Super Bowl for their age group. Additionally, the 12-under division tackle football squad played the Buena Park Chargers and beat them to win the Conference title for its division on the same day.

Not to be outdone, the 5 & 6 year old flag cheer squad won the Pacific Coast Conference at a competition on November 23, 2019 at the Long Beach Pyramid.

The 11-under cheer squad were crowned the JAMZ Cheer & Dance National Champions on January 24, 2020 in Las Vegas, NV. They took first place in two routines in their division and went on to capture their second consecutive cheer & dance national championship.

Members of the football and cheer squads have been invited to tonight's City Council meeting to be recognized for their tremendous accomplishments. The Mayor may call upon Community Services Supervisor Wayne Bergeron to assist with the presentation.

Raymond R. Cruz  
City Manager





# City of Santa Fe Springs

City Council Meeting

ITEM NO. 24C

February 13, 2020

## **PRESENTATION**

Introduction of New Finance and Administrative Services Employees, Senior Budget Analyst, Alvaro Castellon and Systems Analyst, Jennifer Glaze

## **RECOMMENDATION(S)**

- The Mayor may wish to call upon Director of Finance and Administrative Services, Travis Hickey, to introduce Alvaro Castellon and Jennifer Glaze.

## **BACKGROUND**

Alvaro Castellon, Senior Budget Analyst, recently began full-time employment with the City after spending several years at the City of Santa Ana, CA. Jennifer Glaze, Systems Analyst, began full-time employment with the City after serving in a part-time capacity as well as an independent contractor capacity prior to that. Both Alvaro and Jennifer are at tonight's Council meeting to be introduced to the City Council and the community.

A handwritten signature in blue ink, which appears to read "Raymond R. Cruz", followed by a small flourish.

Raymond R. Cruz  
City Manager



# City of Santa Fe Springs

City Council Meeting

February 13, 2020

## **PRESENTATION**

2020 Youth Leadership Committee Report on Retreat to Green Valley Lake, CA and Recognition of Retreat Sponsor Serv-Wel Disposal & Recycling

### **RECOMMENDATION(S)**

- Receive the Youth Leadership Committee's report on its annual planning and team building retreat;
- Recognize Serv-Wel Disposal & Recycling for its generous support of this program.

### **BACKGROUND**

On January 17 – 19, 2020, the Youth Leadership Committee participated in its annual leadership retreat in Green Valley, CA. There, the Committee members had an opportunity to supportively work together in a placid and serene setting to discuss several topics related to their role as committee members as well as engage in different and fun activities.

Highlights of the retreat include:

- Discussion on importance of civic engagement and responsibility;
- Team building activities to enhance self-confidence, teamwork, leadership, and presenting skills;
- Integrating new members into the Committee;
- Develop goals for the year
- Recreational and free time activities

This retreat would not have been possible without the generous and continuing contribution of Serv-Wel Disposal & Recycling. The Youth Leadership Committee would also like to recognize Serv-Wel for its ongoing support of this retreat.

The Mayor may wish to call upon Program Coordinator, Manuel Cantu, to assist with the presentation.

Raymond R. Cruz  
City Manager





# City of Santa Fe Springs

City Council Meeting

February 13, 2020

## **PROCLAMATION**

Proclamation in support of the 2020 Earned Income Tax Credit and Volunteer Income Tax Assistance (VITA) Program

## **RECOMMENDATION**

- Adopt proclamation to support the 2020 Earned Income Tax Credit (EITC) initiative and the Volunteer Income Tax Assistance (VITA) program.

## **BACKGROUND**

On February 4, 2020, the City began its annual Volunteer Income Tax Assistance program (VITA) at the Gus Velasco Neighborhood Center. This program is offered by the Family & Human Services Division in the Department of Community Services. The Santa Fe Springs VITA Program provides free quality tax preparation for low to moderate-income families in the community. The tax preparations are completed by volunteers and staff who have been trained and certified by the Internal Revenue Services (IRS). The Santa Fe Springs VITA Program continues to strive to improve the quality of tax preparation, as well as increase the number of community members we serve.

The City continues to join the California State Board of Equalization to promote and endorse the Earned Income Tax Credit (EITC). Each year, the Earned Income Tax Credit (EITC) supports low-to moderate-income workers nationally by reducing their federal tax burden. In 2019, the average EITC refund was \$2,504. In California alone, the EITC directly benefited an estimated 2,670,000 residents who received more than \$6.3 billion in EITC refunds, with an average of \$2,360 per household. In Santa Fe Springs, 215 tax returns were completed, which amounted to approximately \$287,168 in tax refunds.

The Santa Fe Springs VITA program is currently taking appointments for the 2019 tax year. The program offers free tax assistance to people who generally make \$54,000 or less per year, persons with disabilities, the elderly, and limited English speaking taxpayers who need assistance in preparing their tax returns.

The Mayor may wish to call upon Acting Community Services Supervisor, Leanne Iezza, to assist with the proclamation.

Raymond R. Cruz  
City Manager

## **Attachment:**

1. Proclamation - Earned Income Tax Credit (EITC) and Volunteer Income Tax Assistance (VITA) program



**WHEREAS**, the Earned Income Tax Credit (EITC) benefits more than 25 million low- to moderate-income workers nationally; and,

**WHEREAS**, increasing the use of EITC by qualified citizens of the City of Santa Fe Springs will help stimulate our local economy and increase millions of dollars in income; and,

**WHEREAS**, every resident earning less than \$54,000 a year may qualify for EITC which may be used to lower their taxes or increase their tax refund; and,

**NOW, THEREFORE, I**, William K. Rounds, Mayor of the City of Santa Fe Springs on behalf of the entire City Council, encourage all residents to join the effort in advocating for and utilizing the Earned Income Tax Credit and Volunteer Income Tax Assistance programs for qualified families and individuals.

Dated this 13<sup>th</sup> day of February 2020.

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WILLIAM K. ROUNDS, MAYOR

ATTEST:

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JANET MARTINEZ, CITY CLERK



# City of Santa Fe Springs

City Council Meeting

ITEM NO. 24F

February 13, 2020

## **PRESENTATION**

Presentation to Milestone Event Celebrant

## **RECOMMENDATION:**

- The Mayor may wish to call upon Raelene Barraza, Public Relations Specialist, to assist with this presentation.

## **BACKGROUND**

Quarterly, the City Council holds a Milestone Celebration to recognize residents for significant "milestone" achievements (e.g., significant birthdays or wedding anniversaries). Tonight, the following City resident has been invited to be recognized:

- Annette Cobos – 80<sup>th</sup> Birthday

A handwritten signature in blue ink, appearing to read "Raymond R. Cruz".

Raymond R. Cruz  
City Manager

Attachment(s):

None



# City of Santa Fe Springs

City Council Meeting

February 13, 2020

## APPOINTMENTS TO COMMITTEES AND COMMISSIONS

Committee	Vacancies	Councilmember
Comm. Svcs	4	Mora
Comm. Svcs	4	Rounds
Comm. Svcs	4	Rodriguez
Comm. Svcs	4	Zamora
Comm. Svcs	4	Trujillo
Heritage Arts	1	Mora
Parks & Recreation	1	Mora
Parks & Recreation	4	Zamora
Parks & Recreation	1	Trujillo
Senior	3	Mora
Senior	1	Zamora
Senior	1	Rodriguez
Senior	4	Trujillo
Sister City	1	Mora
Sister City	3	Rodriguez
Sister City	3	Zamora
Sister City	2	Rounds
Sister City	3	Trujillo
Youth Leadership Committee	2	Rodriguez
Traffic Commission	1	Zamora

**Applications Received:** None

**Recent Actions:** Nancy Krueger was appointed to the Parks & Recreation Advisory Committee and Beverly Radoumis was removed from the Sister City Advisory Committee

Raymond R. Cruz  
City Manager

Attachment(s):

1. Prospective Members
2. Committee Lists



## **Prospective Members for Various Committees/Commissions**

**Community Services Advisory**

**Heritage Arts**

**Personnel Advisory Board**

**Parks & Recreation**

**Planning Commission**

**Senior Citizens Advisory**

**Sister City**

**Traffic Commission**

**Youth Leadership**

## COMMUNITY SERVICES ADVISORY COMMITTEE

Meets the fourth Wednesday of each month

10:00 a.m., Library Community Room

Qualifications: 18 Years of age, reside or active in the City

Membership: 20 Residents appointed by City Council

APPOINTED BY	NAME	TERM EXPIRES
Mora	Vacant	JAN 2021
	Vacant	
	Vacant	
	Vacant	
Zamora	Vacant	
	Vacant	
	Vacant	
	Vacant	
Rounds	Vacant	
	Vacant	
	Vacant	
	Vacant	
Rodriguez	Vacant	
	Vacant	
	Vacant	
	Vacant	
Trujillo	Vacant	
	Vacant	
	Vacant	
	Vacant	

## HERITAGE ARTS ADVISORY COMMITTEE

Meets the Last Tuesday of the month, except Dec., at 9:00 a.m., at the Gus Velasco Neighborhood Center Room 1

Qualifications: 18 Years of age, reside or active in the City

Membership: 9 Voting Members  
6 Non-Voting Members

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
Mora	Vacant	6/30/2021
Zamora	Larry Oblea	6/30/2020
Rounds	Richard Moore	6/30/2021
Rodriguez	Francis Carbajal	6/30/2021
Trujillo	Laurie Rios	6/30/2021

### Committee Representatives

Beautification Committee	Jacqueline Martinez	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	Bill Rounds
Council Alternate	Vacant
City Manager	Ray Cruz
Director of Community Services	Maricela Balderas
Director of Planning	Wayne Morrell

*\*Indicates person currently serves on three committees*



# PARKS & RECREATION ADVISORY COMMITTEE

Meets the First Wednesday of the month, except Jul., Aug., and Dec., 7:00 p.m., Town Center Hall, Meeting Room #1

Subcommittee Meets at 6:00 p.m.

Qualifications: 18 Years of age, reside or active in the City

Membership: 25

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
<b>Mora</b>	Joe Avila	(20)
	<b>Vacant</b>	(21)
	William Logan	(21)
	Ralph Aranda	(21)
	Kurt Hamra	(21)
<b>Zamora</b>	<b>Vacant</b>	(20)
	<b>Vacant</b>	(20)
	Frank Aguayo, Sr.	(20)
	<b>Vacant</b>	(21)
	<b>Vacant</b>	(21)
<b>Rounds</b>	Kenneth Arnold	(20)
	Mary Anderson	(20)
	Jeannette Lizarraga	(20)
	Tim Arnold	(21)
	Mark Scoggins*	(21)
<b>Rodriguez</b>	Kayla Perez	(20)
	Priscilla Rodriguez	(20)
	Lisa Garcia	(21)
	Sylvia Perez	(20)
	David Diaz-Infante	(21)
<b>Trujillo</b>	Dolores Romero	(21)
	Andrea Lopez	(20)
	Elizabeth Ford	(21)
	Nancy Krueger	(21)
	<b>Vacant</b>	(20)

*\*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	6/30/2019
	Ron Biggs	6/30/2019
Personnel Advisory Board	Neal Welland	6/30/2020
Firemen's Association	Jim De Silva	6/30/2019
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

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**Mora**

Ken Arnold

**Rounds**

Ralph Aranda

**Rodriguez**

Francis Carbajal

**Trujillo**

Frank Ybarra

**Zamora**

Gabriel Jimenez



## SENIOR ADVISORY COMMITTEE

Meets the Second Tuesday of the month, except Jun., Sep., and Dec., at 9:30 a.m., Gus Velasco Neighborhood Center

Qualifications: 18 Years of age, reside or active in the City

Membership: 25

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
<b>Mora</b>	Paul Nakamura	(20)
	Astrid Shesterkin	(21)
	<b>Vacant</b>	(21)
	<b>Vacant</b>	(20)
	<b>Vacant</b>	(20)
<b>Zamora</b>	Dolores Duran	(20)
	Elena Lopez Armendariz	(20)
	Josefina Lara	(20)
	Amelia Acosta	(21)
	<b>Vacant</b>	(21)
<b>Rounds</b>	Sally Gaitan	(20)
	Bonnie Fox	(20)
	Gilbert Aguirre	(21)
	Lorena Huitron	(21)
	Janie Aguirre	(21)
<b>Rodriguez</b>	Yoko Nakamura	(20)
	Linda Vallejo	(20)
	Hilda Zamora	(21)
	Martha Villanueva	(20)
	<b>Vacant</b>	(20)
<b>Trujillo</b>	Eduardo Duran	(20)
	<b>Vacant</b>	(20)
	<b>Vacant</b>	(21)
	<b>Vacant</b>	(21)
	<b>Vacant</b>	(21)

*\*Indicates person currently serves on three committees*

## SISTER CITY COMMITTEE

Meets the First Monday of every month, except Dec., at 6:45 p.m., Town Center Hall, Mtg. Room #1. If the regular meeting date falls on a holiday, the meeting is held on the second Monday of the month.

Qualifications: 18 Years of age, reside or active in the City

Membership: 25

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
<b>Mora</b>	Martha Villanueva	(20)
	<b>Vacant</b>	(20)
	Laurie Rios	(21)
	Peggy Radoumis	(21)
	Francis Carbajal	(21)
<b>Zamora</b>	Charlotte Zevallos	(20)
	<b>Vacant</b>	(20)
	<b>Vacant</b>	(21)
	Doris Yarwood	(21)
	<b>Vacant</b>	(21)
<b>Rounds</b>	Manny Zevallos	(20)
	Susan Johnston	(20)
	Jacqueline Martinez	(20)
	<b>Vacant</b>	(20)
	<b>Vacant</b>	(21)
<b>Rodriguez</b>	Jeannette Wolfe	(20)
	Kayla Perez	(20)
	<b>Vacant</b>	(21)
	<b>Vacant</b>	(21)
	<b>Vacant</b>	(21)
<b>Trujillo</b>	<b>Vacant</b>	(20)
	Andrea Lopez	(20)
	<b>Vacant</b>	(21)
	Marcella Obregon	(21)
	<b>Vacant</b>	(21)

*\*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

**Mora**

Bryan Collins

**Rounds**

Johana Coca

**Rodriguez**

Felix Miranda

**Trujillo**

Linda Vallejo

**Zamora**

**Vacant**

\*Albert Hayes removed on 7/19/17



# YOUTH LEADERSHIP COMMITTEE

Meets the First Monday of every month, at 6:30 p.m., Gus Velasco Neighborhood Center

Qualifications: Ages 13-18, reside in Santa Fe Springs

Membership: 20

APPOINTED BY	NAME	Term Expires in Year Listed or upon Graduation
<b>Mora</b>	Kharisma Ruiz	(20)
	Destiny Cornejo	(21)
	Zachary Varela	(20)
	Jazmine A. Duque	(21)
<b>Zamora</b>	Joseph Casillas	(20)
	Savanna Aguayo	(21)
	Valerie Melendez	(21)
	Christian Zamora	(21)
<b>Rounds</b>	Abraham Walters	(21)
	Aaron D. Doss	(21)
	Gabriel Romero	(20)
	Maya Mercado-Garcia	(21)
<b>Rodriguez</b>	Angel M. Corona	(21)
	Jasmine Rodriguez	(21)
	<b>Vacant</b>	
	<b>Vacant</b>	
<b>Trujillo</b>	Bernardo Landin	(20)
	Isaac Aguilar	(21)
	Andrew Bojorquez	(20)
	Alan Avalos	(21)