



NEW BUSINESS

Adoption of New Salary Schedule – Hourly Employee Minimum Wage Modifications

RECOMMENDATION

That the City Council adopt the new salary schedule, effective December 24, 2018, for impacted hourly employees to comply with California minimum wage requirements.

BACKGROUND

On April 4, 2016, Governor Brown signed California Senate Bill 3 that made California the first state in the nation to commit to raising the minimum wage to \$15 per hour statewide by January 1, 2022. The State legislation increases the minimum wage over time consistent with anticipated economic expansion.

The first increase in the series became effective January 1, 2017, taking the minimum wage from \$10 per hour to \$10.50 per hour. The second increase in the series became effective January 1, 2018, taking the minimum wage from \$10.50 to \$11.00.

Effective January 1, 2019, the minimum wage in California will increase from \$11.00 to \$12.00 per hour (9.1% increase). California's current law requires a higher minimum wage than does the federal law which is currently \$7.25 per hour.

The new minimum wage impacts hourly positions currently held by employees paid under \$12.00 per hour in the departments of Community Services and Public Works. The positions affected are Public Works Aide I & II, Library Services Aide, Community Services Program Leader I, Office Aide, Aquatics Aide, Recreation Instructor, and Community Services Facility Worker. There is also a compaction issue for some positions and those positions are also being proposed for adjustment. The compaction positions affected are Finance Office Aide, Warehouse Assistant, Community Services Leader II and Heritage Park Ranger.

There are approximately 99 employees actively on payroll that will benefit from the 9.1% increase effective the first pay period that includes January 1, 2019 (December 24, 2018 – January 6, 2019). Of the total, approximately 73 are in positions with steps below the new minimum wage level and approximately 26 are in positions proposed for adjustment due to compaction. The increase is 9.1% for all affected positions/steps, which equates to increases ranging from \$1.00/hour to \$1.44/hour.

FISCAL IMPACT

The estimated cost of the above increases was incorporated in the Council-adopted

Budget for FY 2018-19. The cost is approximately \$61,800 for FY 2018-19 (increase effective only during six months of the fiscal year). Approximately 99 hourly employees will be impacted by the increase.



Raymond R. Cruz
City Manager

Attachment(s)

Salary Schedule for Impacted Positions
State of California – Minimum Wage Fact Sheet

Minimum Wage Effective January 1, 2019
Salary Schedule for Impacted Positions

Class Code	Position Title(s)	Step	Current Hourly Rate	Proposed Hourly Rate
798	Recreation Instructor	X	11.000	12.000
755	Public Works Aide I	A	11.000	12.000
	Office Aide	B	11.550	12.600
	Aquatic Aide	C	12.128	13.231
	Community Services Facility Worker	D	12.734	13.892
		E	13.370	14.586
754	Community Services Leader I	A	11.609	12.664
		B	12.190	13.298
		C	12.800	13.963
		D	13.439	14.661
		E	14.112	15.395
745	Library Services Aide	A	11.657	12.717
		B	12.240	13.353
		C	12.852	14.020
		D	13.494	14.720
		E	14.169	15.457
743	Public Works Aide II	A	11.788	12.860
		B	12.436	13.567
		C	13.120	14.313
		D	13.839	15.097
		E	14.600	15.928
731	Finance Office Aide	A	12.817	13.982
	Warehouse Assistant	B	13.453	14.676
		C	14.114	15.397
		D	14.826	16.174
		E	15.564	16.979
730	Community Services Leader II	A	12.382	13.508
		B	13.001	14.183
		C	13.643	14.883
		D	14.337	15.641
		E	15.044	16.411
725	Heritage Park Ranger	A	12.991	14.172
		B	13.642	14.883
		C	14.323	15.625
		D	15.043	16.411
		E	15.794	17.230

Fact Sheet: Boosting California's Minimum Wage to \$15/Hour

Scheduled Wage Increases (If No Increases Are Paused)

	<u>26 Employees or More</u>	<u>25 Employees or Less</u>
\$10.50/hour	January 1, 2017	January 1, 2018
\$11/hour	January 1, 2018	January 1, 2019
\$12/hour	January 1, 2019	January 1, 2020
\$13/hour	January 1, 2020	January 1, 2021
\$14/hour	January 1, 2021	January 1, 2022
\$15/hour	January 1, 2022	January 1, 2023

Off-Ramp Provisions

Governor can choose to pause any scheduled increase for one year if either economy or budget conditions are met. The increase to \$10.50/hour is not subject to off-ramps. Initial determination of Governor by August 1 of each year prior to a January increase. The Governor makes the final determination by September 1.

1. Economy

Governor has the ability to pause an increase if seasonally adjusted statewide job growth for either the prior 3 or 6 months is negative and retail sales receipts for the prior 12 months is negative.

2. Budget

Governor has the ability to pause an increase if any year from the current budget year to two additional years is forecasted to be in deficit when including the next scheduled increase. Pursuant to Proposition 2, a multiyear forecast is adopted as part of the annual Budget Act. A deficit is if the operating reserve is projected to be negative by more than 1 percent of annual revenues, currently about \$1.2 billion. The budget off-ramp can only be used twice.

Indexing

Index annually for inflation (national CPI) beginning the first January 1 after small businesses are at \$15/hour. Floor of 0 percent (no decreases) and a ceiling of 3.5 percent. Off-ramps do not apply once the state gets to \$15/hour.

IHSS Sick Days

Implementation of one sick day in July 2018. Second day added in the first July following \$13/hour implementation for larger businesses, and third day added following \$15/hour implementation.

Effect on Workers

There are approximately 7 million hourly workers in California. Almost 2.2 million workers are currently paid minimum wage.

Annual income of full-time work at minimum wage:

2016 at \$10 per hour:	\$20,800
2022 at \$15 per hour:	\$31,200

For comparison, the Federal Poverty Level for 2016 is \$24,300 for a family of 4.



City of Santa Fe Springs

City Council Meeting

ITEM NO. 15

December 13, 2018

NEW BUSINESS

Street and Parking Lot Lighting LED Retrofit Evaluation – Award of Contract

RECOMMENDATION

That the City Council take the following actions:

- Accept the Proposals to provide a Street and Parking Lot Lighting LED Retrofit Evaluation;
- Award a Contract to Tanko Lighting from San Francisco, California;
- Authorize the Mayor to execute a contract with Tanko Lighting in the amount of \$20,370.90; and
- Appropriate \$21,000 from the Utility Users Tax (UUT) Capital Improvements Fund for Activity No. PW190002.

BACKGROUND

The City Council, at the September 27, 2018 meeting, authorized the Director of Public Works to advertise for proposals from qualified consultants to evaluate replacing existing City street and parking lot lighting with energy efficient Light Emitting Diode (LED) equivalents.

Three (3) firms responded to the City's RFP, Borrelli & Associates, P2S, Inc., and Tanko Lighting. A panel evaluated the proposals. The panel included Robert Garcia, Public Works CIP Manager, Arthur Cervantes, Assistant Civil Engineer, Johnny Chavarria, Traffic Signal and Lighting Supervisor, and Al Fuentes, Consultant. The panel is recommending that a contract be awarded to Tanko Lighting. A summary of the panel's evaluation is attached.

The evaluation is intended to establish whether retrofitting the City's street and parking lot lighting with LED lights will reduce energy consumption and maintenance costs without compromising current lighting levels. A report will be presented to the City Council for further direction on retrofitting the City's street and parking lot lighting with LED lights.

LEGAL REVIEW

The City Attorney's office has reviewed the Professional Services Agreement.

FISCAL IMPACT

The Utility Users Tax Capital Improvement Project Fund will provide funding for the Street and Parking Lot Lighting LED Retrofit Evaluation.

Report Submitted By:

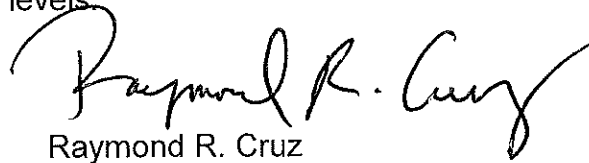
Noe Negrete
Director of Public Works

A handwritten signature in blue ink, appearing to be "NN", is written over the printed name of Noe Negrete.

Date of Report: December 3, 2018

INFRASTRUCTURE IMPACT

The evaluation is intended to establish whether retrofitting the City's street and parking lot lighting with LED luminaires will reduce energy consumption and maintenance costs without compromising current lighting levels.



Raymond R. Cruz
City Manager

Attachments:

1. Evaluation Panel Summary
2. Professional Services Agreement

**CITY OF SANTA FE SPRINGS
STREET AND PARKING LOT LIGHTING LED RETROFIT EVALUATION
PROPOSAL EVALUATION RATINGS**

CRITERIA:	Borrelli and Associates				P2S Engineering				Tanko Lighting			
	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #4	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #4	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #4
Qualifications of Consultant	13	13	13	13	14	14	14	15	14	14	15	15
Consultant's Staffing	14	15	14	15	17	17	15	16	16	18	17	16
Key Personnel	14	15	15	15	17	17	16	16	16	18	17	17
Project Understanding / Approach	15	15	9	8	15	14	14	14	17	18	19	20
Past Experience / References	8	7	8	9	10	10	10	10	9	10	9	9
Pricing	2	3	3	5	12	12	11	12	14	14	15	15
Total Score:	66	68	62	65	85	84	80	83	86	92	92	92
Average Score:	65				83				91			

**CITY OF SANTA FE SPRINGS
PROFESSIONAL SERVICES AGREEMENT
WITH
TANKO LIGHTING**

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this **13th** day of **December, 2018** ("Effective Date"), by and between the CITY OF SANTA FE SPRINGS, a municipal corporation ("City"), and , a ("Consultant").

WITNESSETH:

WHEREAS, City proposes to utilize the services of the Consultant as an independent contractor to evaluate replacing existing City street and parking lot lighting with energy efficient Light Emitting Diode (LED) equivalents, 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 twenty thousand three hundred seventy dollars and ninety cents (\$20,370.90).

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 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

4.2. 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

Street and Parking Lot Lighting Retrofit Evaluation

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:

Tanko Lighting
220 Bayshore Boulevard
San Francisco, CA 94124
Tel: (415) 254-7579
Attn: Joseph Tanko, Chief Executive
Officer.

IF TO CITY:

City of Santa Fe Springs
11710 E. Telegraph Road
Santa Fe Springs, CA 90670
Tel: (562) 868-0511
Attn: Noe Negrete, Director of
Public Works

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

Street and Parking Lot Lighting Retrofit Evaluation

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

Street and Parking Lot Lighting Retrofit Evaluation

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

Street and Parking Lot Lighting Retrofit Evaluation

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
TANKO LIGHTING**

Jason Tanko, Chief Executive Officer

Date: _____

Social Security or Taxpayer ID Number

CITY OF SANTA FE SPRINGS

Mayor

Date: _____

ATTEST:

Janet Martinez, City Clerk

APPROVED AS TO FORM:

Yolanda M. Summerhill, City Attorney

Date: _____

EXHIBIT A
REQUEST FOR PROPOSALS

CITY OF SANTA FE SPRINGS

REQUEST FOR PROPOSALS

STREET AND PARKING LOT LIGHTING LED RETROFIT EVALUATION



DEPARTMENT OF PUBLIC WORKS

**INQUIRIES REGARDING THIS PROJECT
MAY BE DIRECTED TO:**

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

REQUEST FOR PROPOSALS
STREET AND PARKING LOT
LIGHTING LED RETROFIT EVALUATION

The City of Santa Fe Springs (AGENCY) is soliciting written proposals from qualified firms or individuals (Consultant) to evaluate replacing existing City street and parking lot lighting with energy efficient Light Emitting Diode (LED) equivalents.

Consultants are requested to submit their proposals and written statements of technical qualifications for completing the work in accordance with and as specified in this Request for Proposals (RFP). Failure to comply with the requirements identified in the RFP may render a proposal non-responsive. The specific services requested are described in the RFP Scope of Services.

The AGENCY invites proposals for the above-stated services and will receive such proposals in the Director of Public Works Office, City of Santa Fe Springs, 11710 Telegraph Road, Santa Fe Springs, California 90670, **until 3:00 p.m. on Tuesday, October 23, 2018**. Interested Consultants must submit six (6) copies of their proposal labeled **"STREET AND PARKING LOT LIGHTING RETROFIT EVALUATION"** to:

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

Proposals received after the time and date specified above will not be accepted and will be returned to the proposer unopened. No pre-submittal meeting has been scheduled for this project.

The AGENCY reserves the right to reject any or all proposals, to waive any irregularity in any proposal received, and to be the sole judge of the merits of the respective proposals received and to take all proposals under advisement for a period of 45 days. The award, if made, will be made to the Consultant whose proposal best meets the technical requirements of the RFP as determined by the AGENCY. The proposal submitted by the selected Consultant shall be incorporated as part of the final contract accordingly.

All questions regarding this project must be directed to Al Fuentes, Project Manager at (562) 868-0511, ext. 7355.

INSTRUCTIONS TO PROPOSERS
STREET AND PARKING LOT
LIGHTING LED RETROFIT EVALUATION

1. PROPOSED SCHEDULE

DESCRIPTION	DATE/TIME
Request for Proposals Released	10/01/2018
Deadline to Submit Questions	10/15/2018 at 4:00 pm
Deadline to Receive Proposals	10/23/2018 at 3:00 pm
Contract Award	12/13/2018
Notice to Proceed	01/02/2019

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

2. PRE-SUBMITTAL MEETING

A Pre-Submittal Meeting has not been scheduled for this project.

3. SUBMISSION OF PROPOSALS

To be considered, the Proposals must be received by the **Department of Public Works, City of Santa Fe Springs, by 3:00 p.m. on October 23, 2018.**

Consultants must submit six (6) copies of their Proposal labeled: **“STREET AND PARKING LOT LIGHTING LED RETROFIT EVALUATION”** to:

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

Proposals, and amendments to proposals, received after the date and time specified above will not be accepted and will be returned to the Consultant unopened.

4. DISSEMINATION OF RFP INFORMATION

From time to time, the AGENCY may issue responses to requests for clarifications, questions, comments, and addenda to this Request for Proposals (“RFP”), or other material related to this solicitation. **By submitting a proposal, Consultants are deemed to have constructive knowledge and notice of all information pertaining to this RFP.**

5. ADDENDA TO THE RFP

Any change(s) to the requirements of this RFP initiated by the AGENCY will be made by written addenda to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into and made a part of the terms and conditions of any resulting agreement. The AGENCY will not be bound to any modifications to or deviations from the

requirements set forth in this RFP unless they have been documented by addenda to this RFP. Consultants will be required to document that they are aware of all addenda issued, if any, by the AGENCY in their proposal.

6. QUESTIONS AND REQUESTS FOR CLARIFICATIONS

A. Contact Person for the Project

All questions or contacts regarding this RFP must be directed to Al Fuentes, who can be reached at (562) 868-0511, ext. 7355 or by email at alfuentes@santafesprings.org.

B. Clarifications of the RFP

Consultants are encouraged to promptly notify Al Fuentes of any apparent errors or inconsistencies in the RFP. If a Consultant requires clarifications to this RFP, the Consultant shall notify the AGENCY in writing in accordance with Subsection "A" above. Should it be found that the point in question is not clearly and fully set forth in the RFP, a written addendum clarifying the matter will be issued.

C. Submitting Requests

All questions must be submitted to the AGENCY by 4:00 p.m. on Monday, October 15, 2018. The AGENCY is not responsible for failure to respond to a request or question that has not been labeled correctly. Questions can be submitted via U.S. Mail, Personal Courier, Fax or Email as long as they are received no later than the date and time specified above. The AGENCY is not liable for any late arrivals due to courier method or electronic delivery.

Requests for clarifications, questions and comments received after 4:00 p.m. on Monday, October 15, 2018 will not be responded to.

D. Agency Responses

The AGENCY, in its sole discretion, will respond to requests for clarifications, questions and comments. Responses will be emailed to proposers on or before 5:00 p.m. on October 18, 2018.

7. COST OF PROPOSAL PREPARATION

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

- Preparing a Proposal and related information in response to this RFP;
- Submitting a Proposal to the AGENCY;
- Negotiations with the AGENCY on any matter related to this RFP;
- Costs associated with interviews, meetings, travel or presentations; or

- Any and all other expenses incurred by a Consultant prior to the date of award, if any, of an agreement, and formal notice to proceed.

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

8. **CONFLICT OF INTEREST**

By responding to this RFP, each Consultant represents to the best of its knowledge that:

- Neither Consultant, nor any of its affiliates, proposed sub-consultants, and associated staff, have communicated with any member of the AGENCY since the release of this RFP on any matter related to this RFP except to the extent specified in this RFP;
- Neither Consultant, nor any of its affiliates, proposed sub-consultants and associated staff, has obtained or used any information regarding this RFP and the proposed services that has not been generally available to all Consultants, and
- No conflict of interest exists under any applicable statute or regulation or as a result of any past or current contractual relationship with the AGENCY;
- Neither Consultant, nor any of its affiliates, proposed sub-consultants, or associated staff, have any financial interest in any property that will be affected by any of the referenced projects.

Neither Consultant, nor any of its affiliates, proposed sub-consultants, or associated staff, have a personal relationship with any member of the governing body, officer or employee of the AGENCY who exercises any functions or responsibilities in connection with the referenced projects.

KEY PERSONNEL

It is imperative that key personnel proposed to provide services have the background, experience and qualifications to properly undertake all necessary services for the successful completion of the referenced project. The Consultant must identify all proposed key personnel in its Proposal. Key personnel must be well qualified and have sufficient experience in the areas described in the Scope of Services.

The AGENCY reserves the right to approve all key personnel individually for any and all projects authorized by the AGENCY as a result of this solicitation. After an agreement has been executed, the selected consultant may not replace any key staff without written approval from the AGENCY. The AGENCY must approve replacement staff before a substitute person is assigned to a project. The AGENCY reserves the right to require the Consultant to replace a staff person assigned to the contract should the AGENCY consider replacement to be for the good of the project. Replacement staff will be subject to the AGENCY's approval prior to assignment by Consultant.

9. **BASIS FOR AWARD OF CONTRACT**

The contract is to be awarded to the Consultant whose proposal best meets the technical

requirements of the RFP as determined by the AGENCY. Should an award be made, the proposal submitted by Consultant shall be incorporated as part of the final contract accordingly.

The AGENCY intends to select the Consultant on the basis of demonstrated competence and professional qualifications and accreditation in accordance with applicable State and Federal regulations.

10. FEE SCHEDULE

The AGENCY will compensate the Consultant for actual hours worked by assigned personnel on a monthly basis. Compensation will be based on the fee schedule in the proposal. The consultant will provide an invoice clearly documenting the services performed each day and the number of hours worked.

11. TERM OF AGREEMENT

The Agreement shall commence on the Effective Date and continue for a period of _____ months, ending on _____, 20__, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

12. REQUIRED FORMAT FOR PROPOSALS

The AGENCY is requiring all proposals submitted in response to this RFP to follow a specific format. The Proposal, including the Appendices, shall not exceed thirty (30) pages in length, utilizing 8.5" x 11" pages with one-inch margins. As an exception, 11" x 17" pages may be used to display organizational charts. Font size shall not be smaller than 12 point for text or eight (8) point for graphics. Dividers used to separate sections will not be counted. Creative use of dividers to portray team qualifications, etc. is discouraged.

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

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

A. Letter of Offer

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

- Identification of Consulting firm or individual, including name, address and telephone number.
- Name, title, address, and telephone number of Contact Person.
- Federal Tax ID or Social Security No. for firm or individual.
- A statement to the effect that the Proposal shall remain valid for a period of not less than 90 calendar days from the date of submittal.

- Identification of all proposed sub-consultants or subcontractors, including legal name of the company, address and contact person.
- Acknowledgement that Consultant is obligated by all addenda to this RFP.
- Signature of a person authorized to bind Consulting firm to the terms of the Proposal.
- Signed statement attesting that all information submitted with the Proposal is true and correct.

B. Qualifications of the Firm

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

- Provide a profile of the Consultant including the types of services offered; the year founded; form of organization (corporate, partnership, sole proprietorship); number, size and location of offices; number of employees.
- Provide a detailed description of Consultant's financial condition, including any conditions (e.g., bankruptcy, pending litigation, outstanding claims in excess of twenty-five thousand dollars (\$25,000) for or against the firm; planned office closures or mergers that may impede Consultant's ability to provide Traffic Engineering Services.
- Provide a list of previous projects in which the Consultant and sub-consultants have worked together. The list should clearly identify the previous projects and include a summary of the roles and responsibilities of each party.
- Provide information on the strength and stability of the Consultant; current staffing capability and availability; current work load; and proven record of meeting schedules on similar types of projects.

C. Proposed Staffing and Project Organization

The Proposal should include the following information:

- The education, experience and applicable professional credentials of project staff. Include applicable professional credentials of "key" staff.
- Brief resumes, not more than two (2) pages each, for the individuals proposed as key personnel. Key personnel must have extensive knowledge and experience with engineering and design of water treatment systems.
- A statement that key personnel will be available to the extent proposed for the duration of the contract and an acknowledgement that no person designated as key personnel shall be removed or replaced without the prior written concurrence of the AGENCY. Identify any constraints, conflicts or situations.

D. Consultants and/or Sub-consultants

The AGENCY desires to enter into a contract with one Consultant that will be responsible for all work, products, and services. There is to be no assignment of

any aspect of this project without the prior written authorization of the AGENCY. If the Consultant plans on using consultants and/or subcontractors as part of its implementation plan, then company profile, name, address, and telephone for all consultants and/or subcontractors providing support during the term of this project is required. Define the responsibilities and give a description of services to be provided by consultants and/or subcontractors. Describe the Firm's business and reporting relationship with any consultants and/or subcontractors. Include references and resumes for all third party Firms in your proposal. The AGENCY has the right to accept or reject any changes made to the proposed project team members, including the use of consultants and/or subcontractors.

E. Work Approach

This section of the Proposal shall include a narrative that addresses the Scope of Services and demonstrates that Consultant understands the scope of this project. More specifically, the Proposal should include the Consultant's general approach for completing the activities specified in the Scope of Services. The work approach shall be of sufficient detail to demonstrate Consultant's ability to accomplish the project tasks.

F. Client References

List your three (3) most recent similar clients (including name, address, contact person, and phone number). The AGENCY is most interested in government and California clients and may randomly select agencies to contact from your list as part of the evaluation process.

G. Appendices

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

H. Rights to Materials

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the Consultant that are submitted as part of the proposal and not withdrawn shall, upon receipt by AGENCY, become property of AGENCY.

I. Fee Proposal.

A Fee Proposal shall be provided in a separately sealed envelope and shall comply with the following guidelines:

Two copies of a Fee Proposal shall be submitted in a separately sealed envelope plainly labeled "Fee Proposal" with the name of the Consultant and project title "**STREET AND PARKING LOT LIGHTING EVALUATION**" shall be presented in a manner that allows the AGENCY to understand the Fee Schedule. The terms and conditions for obtaining 'reimbursable costs' shall be identified in the Proposal.

13. PROPOSAL EVALUATION PROCESS AND CRITERIA

A. GENERAL

All proposals will be evaluated based on the technical information and qualifications presented in the proposal, reference checks, and other information, which may be gathered independently. Requests for clarification and/or additional information from any proposer may be requested at any point in the evaluation process. Pricing (Consultant fees) will be an important criterion; however, the AGENCY reserves the right to select a firm that presents the best qualifications, but not necessarily the lowest price.

B. EVALUATION CRITERIA

- Completeness of proposal.
- Consultant and key project team member's experience in performing similar work.
- Consultant and key project team member's record in accomplishing work assignments for projects.
- Consultant's demonstrated understanding of the scope of work.
- Quality of work previously performed by the firm as verified by reference checks.
- Relevant project experience.
- Fee proposal.

C. EVALUATION PROCESS

After evaluating all proposals received, the AGENCY will rank the firms and a maximum the three (3) most qualified firms will be invited to an interview with the AGENCY Evaluation Committee, if deemed necessary by the AGENCY.

D. INTERVIEW (If Necessary)

For the interview, the Consultant should have available the project manager and key project personnel to discuss the following:

- Major elements of the proposal
- Proposed project team
- Description of related experience for key project personnel
- Proposed project schedule

E. FINAL SELECTION

The final selection will be the consultant which, as determined by the AGENCY, is the most responsive and responsible, meets the AGENCY's requirements in providing this service, and is in the AGENCY's best interest. The AGENCY maintains the sole and exclusive right to evaluate the merits of the proposals received.

14. EXCEPTIONS OR ADDITIONS

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

15. INSURANCE REQUIREMENTS

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

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

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

- Worker's Compensation insurance with statutory limits, and employer's liability insurance with limits not less than \$1,000,000 per accident
- Commercial general liability insurance or equivalent form, with a combined single limit of not less than \$2,000,000 per occurrence
- Business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.
- Professional liability (errors and omissions) insurance, with a combined single limit of not less than \$1,000,000 per occurrence.

16. RIGHTS OF THE AGENCY

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

- The right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in any proposal.
- The right to amend, withdraw or cancel this RFP at any time without prior notice.
- The right to postpone proposal openings for its own convenience.

- The right to request or obtain additional information about any and all proposals.
- The right to conduct a back-ground checks of any Consultant. This may include, but is not limited to, contacting individuals and organizations regarding capabilities and experience of the potential candidate.
- The right to waive minor discrepancies, informalities and/or irregularities in the RFP or in the requirements for submission of a Proposal.
- The right to modify the response requirements for this RFP. This may include a requirement to submit additional information; an extension of the due date for submittals; and modification of any part of this RFP, including timing of RFP decisions and the schedule for presentations.
- The right to disqualify any potential candidate on the basis of real or perceived conflict of interest that is disclosed or revealed by information available to the AGENCY.
- 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.
- Although cost is an important factor in deciding which proposal will be selected, it is only one of the criteria used to evaluate consultants. The AGENCY reserves the absolute right, in its sole discretion, to award a contract, if any, which under all the circumstances will best serve the public interest.
- The AGENCY 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 AGENCY reserves the right to negotiate for a higher level, lower level or additional services.

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

Should a contract be subsequently entered into between the AGENCY and Consultant, it shall be duly noted that entering into such an agreement shall be interpreted, construed, and given effect in all respects according to the laws of the State of California.

Waiver of Proposals

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

17. CALIFORNIA PUBLIC RECORDS ACT DISCLOSURES

The Consultant acknowledges that all information submitted in response to this RFP is subject to public inspection under the California Public Records Act unless exempted by

law. If the Consultant believes any information submitted should be protected from such disclosure due to its confidential, proprietary nature or other reasons, it must identify such information and the basis for the belief in its disclosure. **Any proposal submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.** Notwithstanding that disclaimer, it is the intention of the AGENCY to keep all submittals confidential until such time as negotiations are successfully concluded.

STREET AND PARKING LOT LIGHTING LED RETROFIT EVALUATION

SCOPE OF SERVICES

PROJECT PURPOSE

The purpose of the project is to prepare a detailed technical and financial analysis of retrofitting the City's street and parking lot lighting with LED luminaires. The project will compare LED luminaires from various manufacturers against the City's current high-pressure sodium (HPS) streetlights. The evaluation is intended to establish whether retrofitting the City's street and parking lot lighting with LED luminaires will reduce energy consumption and maintenance costs without compromising current lighting levels. The City has approximately 6,500 street and parking lot lights.

PROJECT SCOPE

- Task 1.0 Review the Street Light Survey (2016)
- Task 2.0 Identify a minimum of three (3) different LED luminaires to evaluate.
- Task 3.0 Install the LED luminaires to be evaluated in three different areas of the City.
- Task 4.0 Perform photometric measurements of illuminance for each LED luminaire.
- Task 5.0 Compare lifecycle energy costs to operate and maintain HPS lights vs. LED luminaires.
- Task 6.0 Identify any financial incentives for LED luminaire retrofit programs.
- Task 7.0 Prepare a detailed technical and financial analysis report of retrofitting the City's street and parking lot lighting with LED luminaires.

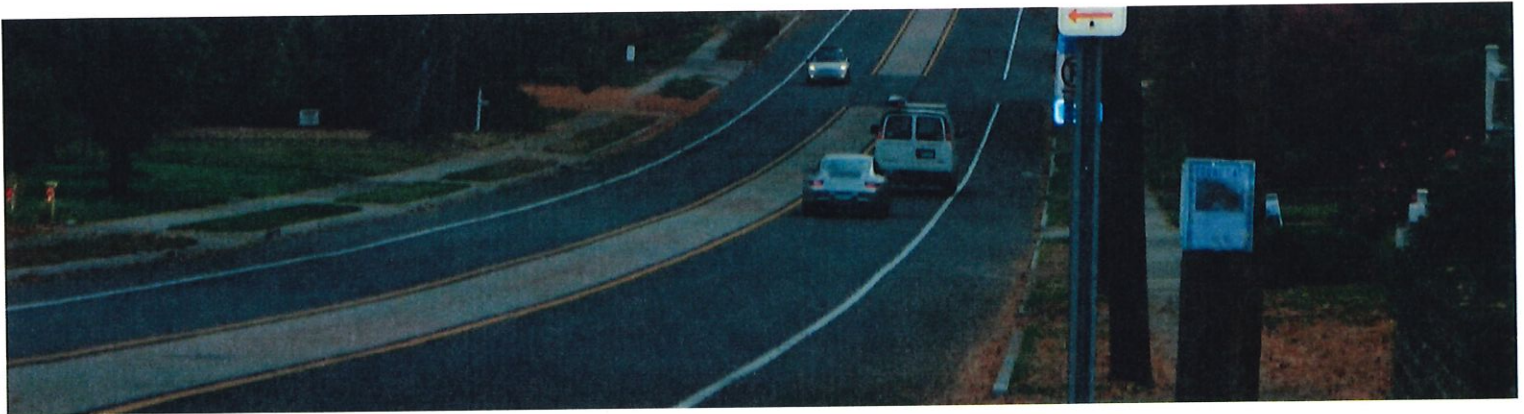
EXHIBIT B
CONSULTANT'S PROPOSAL



TankoLighting



PROPOSAL IN RESPONSE TO THE CITY OF SANTA FE
SPRINGS' REQUEST FOR PROPOSALS FOR STREET AND
PARKING LOT LIGHTING LED RETROFIT EVALUATION



Submitted by:

Jason Tanko
Chief Executive Officer
Tanko Streetlighting, Inc.
220 Bayshore Boulevard
San Francisco, CA 94124

Submitted to:

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

October 23, 2018

Copyright
October 23, 2018
By Tanko Lighting
All rights reserved

A. LETTER OF OFFER

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

October 23, 2018

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

Dear Mr. Negrete,

Tanko Streetlighting, Inc. ("Tanko Lighting") appreciates the opportunity to submit for review this proposal in response to the City of Santa Fe Springs' Request for Proposals for Street and Parking Lot Lighting LED Retrofit Evaluation.

Identification of Consulting firm or individual, including name, address and telephone number.

Our firm is Tanko Streetlighting, Inc. ("Tanko Lighting"), located at 220 Bayshore Blvd., San Francisco, CA 94124; 415-254-7579.

Name, title, address, and telephone number of Contact Person.

Our contact person is: Jason Tanko, Chief Executive Officer, 220 Bayshore Blvd., San Francisco, CA 94124; 415-254-7579.

Federal Tax ID or Social Security No. for firm or individual.

Tanko Streetlighting, Inc.'s Federal Tax ID number is: 26-2819585.

A statement to the effect that the Proposal shall remain valid for a period of not less than 90 calendar days from the date of submittal.

This proposal shall remain valid for a period of not less than 90 calendar days from the date of submittal.

Identification of all proposed sub-consultants or subcontractors, including legal name of the company, address and contact person.

Tanko Lighting will be utilizing California Street Lighting (C-10 License No. 1034194; DIR #100056457) to perform the in-field installation of the pilot fixtures. California Street Lighting's address is: 3200 Guasti Road, Suite 100, Ontario, CA 91761 and the contact person is: Abel Munoz, President (abel@californiastreetlighting.us); (909) 456-1424.

Acknowledgement that Consultant is obligated by all addenda to this RFP.

Tanko Lighting acknowledges that we are obligated by all addenda to this RFP.

Signature of a person authorized to bind Consulting firm to the terms of the Proposal.

I, Jason Tanko, Chief Executive Officer, am authorized to bind Tanko Streetlighting, Inc. to the terms of this proposal. Please find my signature below.

Signed statement attesting that all information submitted with the Proposal is true and correct.

I attest that all information submitted with this proposal is true and correct.

We understand that the City is seeking to partner with a firm that can assist in evaluating the feasibility of replacing existing City street and parking lot lighting with energy efficient Light Emitting Diode (LED) equivalents.



B. QUALIFICATIONS OF THE FIRM

This section of the Proposal shall explain the ability of the Consultant to satisfactorily perform the required work. More specifically, in this section, the Consultant shall: Provide a profile of the Consultant including the types of services offered; the year founded; form of organization (corporate, partnership, sole proprietorship); number, size and location of offices; number of employees.

For more than fifteen years – since 2003 – Tanko Lighting has been assisting municipalities with their streetlighting needs and has evolved into a national firm focused solely on providing professional services for turn-key municipal energy efficiency streetlight conversion projects. These services typically include: acquisition support, GIS audit, data reconciliation, feasibility analysis, design, financing options, financial analysis, product procurement, installation management, commissioning, rebate/rate change, and final reporting.



Tanko Lighting's office – where streetlighting is integrated into the fabric of everything it does.

Tanko Lighting holds electrical contractor licenses in the States of California (C-10 License Number 992782) and Arizona. Additionally, our firm is a Certified Contractor by the Commonwealth of Massachusetts' Division of Capital Management and Maintenance (DCAMM), a Qualified Vendor with the Connecticut Conference of Municipalities, a registered Energy Services Company (ESCO) with the United States Department of Energy, and a registered Small Business Entity with the Small Business Administration.

We currently have one office – located at 220 Bayshore Blvd. in San Francisco – which allows us to centralize all our operations and maximize the collaboration amongst our staff – which currently is comprised of thirty-five employees.

As a municipal streetlighting expert, Tanko Lighting is uniquely qualified to assist the City with this project. Please find several elements demonstrating our firm's qualifications below:

- Municipal Streetlight Conversion Experience:** Tanko Lighting's extensive knowledge of and experience with streetlighting conversion projects is unsurpassed. The company has previously been or is currently involved with the energy efficiency conversion of more than 425,000 streetlights nationwide. Additionally, our firm's work has spanned more than twenty-three states, and fifty-five utilities. Further, we have conducted more pilot and design projects than any of other firm – most have led to subsequent conversion contracts, which shows the level of our team's expertise. Finally, our expertise has been forged by diverse project types – including various sized projects (ranging from as large as 38,000+ fixtures to as few as 49 fixtures), as well as incredibly complex projects, derived from such factors as square mileage/area, complicated data, inconsistent existing design, and complex scopes of work.
- Technical Knowledge:** Tanko Lighting has significant technical expertise centered on municipal streetlighting infrastructure. Led by an electrical engineer and licensed electrical contractor, Jason Tanko (Chief Executive Officer), Tanko Lighting understands the field conditions and system constraints that are often involved with municipal streetlighting projects. This enables the team to accurately design projects to prevent anticipated challenges, as well as as quickly respond with streamlined solutions in the event of technical difficulties during a project.

- **Financial Analysis:** Tanko Lighting has conducted hundreds of financial analyses for municipalities nationwide, representing thousands of fixtures, to ascertain the value of converting to energy efficient streetlight systems. Leveraging its vast industry knowledge to accurately estimate relevant costs and savings and integrating the information into the implementation phase of a project is one of our team's core competencies.



Tanko Lighting's project in Modesto, CA

- **Accessibility:** As a mid-sized firm, Tanko Lighting provides its municipal clients with all the necessary resources to successfully accomplish complex streetlighting projects – without the challenges of a large, bureaucratic firm. This enables every client to receive personal attention, with a primary point of contact (the Project Manager) providing superior customer service through responsiveness, accessibility, and the agility to create expedited decisions and solutions leading to effective results. Further, our firm's size enables all clients to have direct access to the company's Chief Executive Officer, Jason Tanko, at any point during the project – which results in clients having an industry expert available at their fingertips.

Provide a detailed description of Consultant's financial condition, including any conditions (e.g., bankruptcy, pending litigation, outstanding claims in excess of twenty-five thousand dollars (\$25,000) for or against the firm; planned office closures or mergers that may impede Consultant's ability to provide....

Tanko Lighting is a privately-held S corporation and a financially stable company that has successively operated profitably for more than a decade. As a privately-held company with just two shareholders, our firm is tightly controlled, enabling sound financial and business decisions. Since 2010, our company has experienced rapid growth and expanded its core business model – all while maintaining zero long-term debt. Our firm does not have any conditions (e.g. bankruptcy, pending litigation, outstanding claims, planned office closures or mergers) that would impede with our ability to provide the services for this project. With a clear understanding of our core competencies, significant knowledge of the municipal streetlighting market, and sound leadership, Tanko Lighting continues to experience sustainable growth while reinforcing its triple bottom line values: People, Planet, and Profit.

Provide a list of previous projects in which the Consultant and sub-consultants have worked together. The list should clearly identify the previous projects and include a summary of the roles and responsibilities of each party.

Tanko Lighting is currently working with California Street Lighting on two municipal streetlighting projects – one for the City of Rancho Cucamonga, CA, in which Tanko Lighting is the prime contractor (providing data management, procurement, 24-hour call center, website outage reporting, and dispatch) and California Street Lighting is our subcontractor, providing ongoing in-field maintenance services for the City's 16,000 streetlight fixtures that were recently converted by Tanko Lighting to LED, and the other project for the City of La Puente, in which Tanko Lighting is the prime contractor (providing acquisition support, audit, data reconciliation, design, materials procurement, installation management, rebate/rate changes and commissioning) and California Street Lighting is providing in-field LED installations for the City's 1,400 streetlight fixtures.

Provide information on the strength and stability of the Consultant; current staffing capability and availability; current work load; and proven record of meeting schedules on similar types of projects.

Tanko Lighting has been successfully operating since 2003. In that time, we have evolved our business model to match the needs of the industry and have remained a stable service provider as a result. We currently have a staff of thirty-five employees – all focused exclusively on municipal streetlighting projects. Our current workload includes more than sixty projects nationwide, but our current staffing resources are structured to support more than eighty projects, so we have the

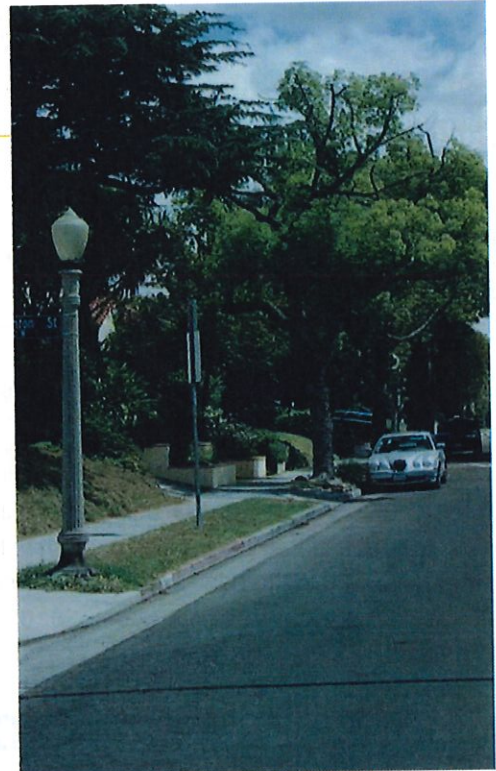
and is currently a candidate for a Master of Business Administration in Sustainability from the San Francisco Institute of Architecture.

**Tori Evins,
Project Manager**

Role: Ms. Evins will serve as the primary point of contact and the project manager for this project, responsible for coordinating schedules, design, and coordination of deliverables.

Relevant Experience: Ms. Evins has extensive experience with research, energy efficiency engineering, and project management. She currently leads the management, implementation and coordination of projects. Ms. Evins has served on a variety of Tanko Lighting projects during her tenure with the company. Recent projects include the LED streetlight acquisition and/or conversion projects for the Cities of Leominster, MA, Kearney, NE, Andover, MA, Wayland, MA, Sunnyvale, CA, Lowell, MA, and Tustin, CA.

Applicable Training/Education: Ms. Evins holds a Bachelor of Science degree in Civil Engineering from the University of the Pacific and has a LEED Green Associate Accreditation.



Tanko Lighting's project in West Hollywood, CA

**Nicholas Fiore,
Project Associate**

Role: Mr. Fiore will support the project management needs of the project, assisting with design, logistics, documentation and reporting.

Relevant Experience: Nick Fiore has extensive experience with GIS data analysis, project management, and logistics management. He currently assists with the management, implementation and coordination of projects. He currently leads the management, implementation and coordination of projects. Mr. Fiore has served on a variety of Tanko Lighting projects during his tenure with the company. Recent projects include the LED streetlight conversion projects for the Cities of Sterling, CT, Dracut, CT, Ayer, CT, West Hartford, CT, Medford, CT, Farmington, CT, Norwich, CT, Groton, CT, Burlington, MA, Bell, CA, Sunnyvale, CA, and Santa Ana, CA.

Applicable Training/Education: Mr. Fiore holds a Bachelor of Science degree in Environmental Earth Sciences from the California Polytechnic State University, San Luis Obispo.

**Rebecca
Rodriguez,
Data Program
Manager**

Role: Ms. Rodriguez will lead data collection and mapping efforts for the project.

Relevant Experience: Ms. Rodriguez has been at the helm of Tanko Lighting's Data Analyst Team for several years. Her leadership skills, technical knowledge, and analytical skills are paramount to her role. A small sample of recent projects involving Ms. Rodriguez in the role of GIS Lead Analyst include LED streetlight inventory audit and LED conversion projects for Leominster, MA, Watertown, MA, Warren, MA, Marion, MA, Santa Ana, CA, West Hollywood, CA, Signal Hill, CA, Dalton, MA, Northridge, MA, Franklin, MA, and Simi Valley, CA, Berkeley, CA, Oakland, CA, Lowell, MA, Malden, MA, Meriden, CT, Warren, MA, Miami Lakes, FL, Geneva, NY, and Londonderry, CT.

Tanko Lighting's approach to successfully completing this project includes the following tasks:

Task 1.0: Review of Street Light Survey

We understand that the City conducted a previous Street Light Survey in 2016. While the details are not known at this time (as they were not included in the City's RFP), we will provide a thorough review of the existing data, feedback/recommendations of the data, and identify any inadequate data (e.g. sometimes the existing data is not sufficient for a thorough design process because not all characteristics of an existing street light are collected). If the City would like additional review, our team can provide an additional scope of work and pricing upon request. Please note that we have extensive experience conducting in-field GIS street light audits – particularly in Southern California – and can dispatch staff to the field to augment any existing data, if needed. We also have significant experience with data reconciliation and can provide an additional scope of work and pricing for a comprehensive comparison of the existing data with SCE's data, upon request.

Deliverables:

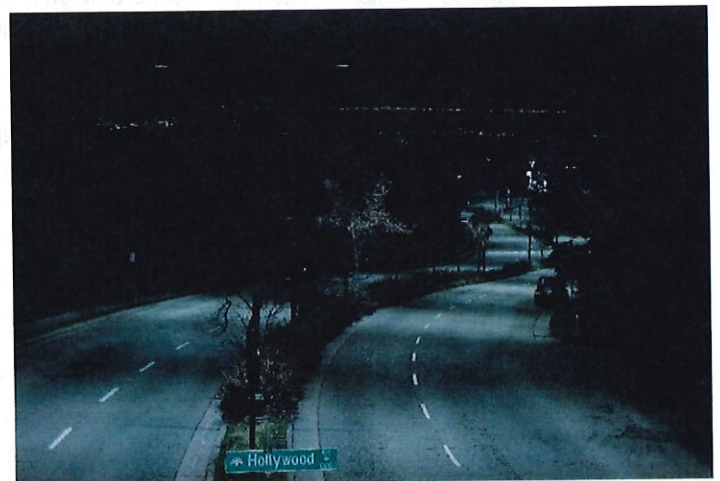
- Street Light Survey Analysis: A report indicating feedback and recommendations for the City's Street Light Survey and identification of any inadequate data.

Task 2.0: Identification of LED Luminaires

Tanko Lighting is uniquely positioned for this project in that it has worked with a wide variety of products across multiple manufacturers – in fact, no one in the market has worked with a broader set of brands than our team, and all the major manufacturers have projects with us. This extensive experience enables our team with an understanding of the best products currently available in the market and which manufacturers are leading the industry with innovative products. As a full-service, solutions-based company focused on customer satisfaction, we strive to ensure that our customers obtain the products they desire, regardless of the type or brand. Thus, we employ a neutral approach to products – our team specifies the highest quality, energy efficient fixtures to meet each customer's unique needs – regardless of brand. This allows an approach that considers the City's preferences and needs devoid of any ulterior motives. (It should be noted that Tanko Lighting's product expertise and project experience extends beyond just LED cobra head fixture replacements, and also includes conversions of decorative fixtures, outdoor area lighting, parking facility lighting, and lighting controls.) Given that technology advances rapidly, our team is constantly reviewing the marketplace to track new and/or enhanced product lines that could be beneficial to its clients – which means that its brand and product recommendations never remain static but evolve as available products in the industry evolve.

Further, our national reach translates into an unequalled level of exposure to a variety of products. Familiarity with how various products are deployed in different regions – including in extreme weather conditions (such as extreme heat, snow, coastal climates with high salt exposure, etc.) – is essential to our team's understanding of the quality and longevity of streetlight brands and products.

For this proposal, we were required to develop costs based on specific products. Thus, we are recommending Eaton/Cooper, Philips, GE products for the cobra head fixtures. We are open to reviewing other manufacturers at the City's request, but included these brands for this



Tanko Lighting's Project in Oakland, CA

variety of brands and will provide product recommendations that maximize the products' cost-effective flexibility and available options. Further, our team will ensure that each sub-group is aware of the options that might impact their ability to use the required seven-pin receptacle with wireless/smart controls for dimming in the future.

- Product Quality: Our team is very familiar with requirements of rebate programs and will focus on quality brands and products that have Design Lights Consortium (DLC) listings, high quantities of installations throughout the nation, and superb brand reputation (including proven longevity and a history of high-quality streetlight manufacturing – including pre-LED technologies).
- Cost: We are cognizant that taxpayer dollars are invested in municipal streetlight projects and thus strive to recommend products that are the most cost-effective as possible. We will consider cost of the products as a parameter in our recommendations to the sub-groups, as well as the long-term lifetime costs and savings of each recommendation (as some fixtures may have a slightly higher upfront cost but will last longer and are also more efficient and thus save far more than a less expensive fixture over the lifetime of the fixture).
- Historical Performance & Longevity: Our team will ensure that the product options include reputable manufacturers with longevity in the market and will provide information to the City about how long the manufacturer has been operating, their financial strength, and how tested and proven its products are. This will reduce warranty risks and confirm quality of the products.



Tanko Lighting's project in Signal Hill, CA

Tanko Lighting's approach to product education and eventual selection is rooted in the initial needs assessment. We work with the City each step of the way. This includes providing a list of questions that the City should ask, as well as walking the City through each option and the pros and cons. Further, given our team's extensive experience, we can also provide other municipal contacts from completed installations with a variety of product brands for the City to connect to if it has any specific questions about in-field performance. It is because of this that our system not only helps the City make a decision but specifically guides it to make an informed decision.

Deliverables:

- Fixture Recommendations: Recommendations of a minimum of three (3) different LED luminaires for the City to review, including product technical specifications (cut sheets).

Task 3.0: Installation of Pilot LED Luminaires

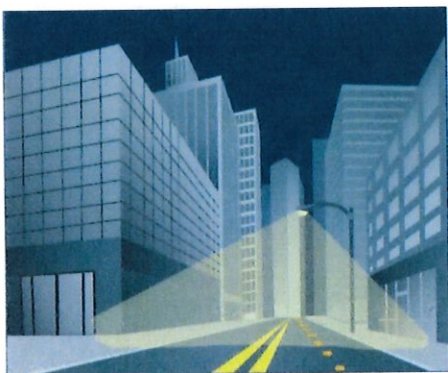
Once the City has approved the LED luminaires and their locations, Tanko Lighting will coordinate the procurement and installation of the pilot LED luminaires, utilizing our subcontractor, California Street Lighting, for the installation services. We recommend installing two cobra head LED fixtures per brand (total of three brands) per major street type (residential and arterial), for a total of twelve installed pilot LED cobra head fixtures. Further, we recommend installing one LED flood light fixture per brand in one parking lot, and one LED shoebox fixture per brand in another parking lot, for a total of three LED



the eyes typically perceive from light) and scotopic (which measures the rods that the eyes typically perceive from light) field measurements obtained from directly under the fixture and at varying distances to the sides of and across the street from the fixture. The results from these models portray the most accurate existing and replacement conditions that verify that the replacement LED fixtures will improve the system.

Our pre-installation measurements will measure photopic/scotopic measurements for the existing fixtures. Upon installation of the sample fixtures, we will conduct the same field measurements for the replacement fixtures. We will also develop theoretic photometric layouts for both the pre-installation and post-installation locations. This compiled data will provide a baseline of the light quality of the existing fixtures, as well as a thorough understanding of how the proposed replacement fixtures will enhance existing conditions.

It is important to note that other bidders may propose field light measurements via a drive-through methodology that uses photometrics equipment on a vehicle to measure the light distribution while the vehicle drives out the municipality's streets at night. While this may sound compelling and efficient, our team believes that this methodology is ultimately insufficient because it only captures light measurements from the single point on the roadway – from wherever the vehicle's position is on the road – and not from the multiple points (such as from directly under the fixture and at varying distances to the sides and across the street from the fixture) that are required to assess the overall performance of the fixture. (Please see the graphics below that depict the insufficiency of the drive-through method (on the left) vs. the comprehensive method that our team employs (on the right).



The dotted line in the graphic above represents the typical path of car collecting data during a drive-through in-field light measurement.



The dotted lines in the graphic above represent our method – which collects light measurements from significantly more locations – providing a comprehensive understanding of the fixture's light distribution pattern and photopic/scotopic performance.

Our photometric analyses consider existing fixture distribution patterns (see sample in Graphic 1 below), as well as replacement fixture distribution patterns (see sample in Graphic 2 below), and layouts on minimum standard foot candles analytics based on roadway classifications (see sample in Graphic 3 below).

to the energy consumption of the lamp. To properly identify baseline energy use with HPS fixtures, it is necessary to account for true consumption – which combines lamp consumption with total fixture consumption (which includes ballast losses). True consumption wattages are derived from industry standard for expected losses for 120 volt and multi-tap ballasts. (For example, an existing HPS fixture with a rated wattage of 70 watts actually consumes a total of 86 watts if the true fixture consumption is considered.) Once the true consumption wattage is established for each fixture, our team applies the location-specific regulated assumptions for operation – for example, 4,150 hours of operation per year – to derive the annual baseline energy usage. In this way, we can comprehensively capture the true consumption of the existing HPS fixtures.



Tanko Lighting's project in Orange, CA

To establish the energy use of improvements, our team utilizes manufacturer-rated wattages. Unlike HPS fixtures, the rated wattage of LED fixtures includes the loss rates and is therefore representative of the fixture's true consumption wattage. Thus, our team applies the location-specific regulated assumptions for operation – again, 4,150 hours of operation a year – to the rated LED wattage to derive annual use of improvements.

Our approach uses industry standards, published rates and operational hours, as well as conservative estimates on energy rate increases, savings and costs, which enable greater actual savings than the model. These elements – in conjunction with the fact that streetlight measures are not subject to the behavioral, weather, and other factors that can result in shifts in expected savings – enable minimal risk and maximized return for the City.

Deliverables:

- **Life Cycle Energy Cost Analysis:** A comparison of lifecycle energy costs to operate and maintain the HPS lights vs. LED luminaires – please note that this deliverable will be integrated into the final Technical and Financial Analysis deliverable (for Task 7.0 – see below for more details).

Task 6.0: Identification of Financial Incentives

We have extensive experience working with utility rebate programs – and SCE programs in particular – to document and verify rebates for City streetlight conversion projects. Further, we have extensive recent experience working with the Energy Coalition to coordinate municipal streetlighting project rebates – including recent applications for the Cities of Corona, Rancho Cucamonga, and Fullerton. We will leverage this experience to identify any available financial incentives for LED luminaire retrofit programs for which the City may be eligible.

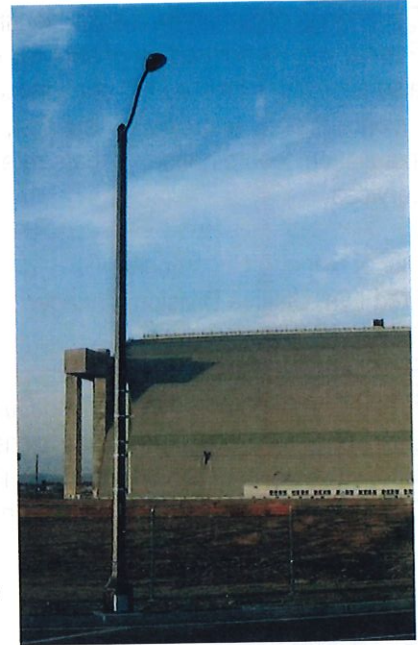
Additionally, if the City is interested, we can identify financing options for the project. Our team has worked on numerous contracts in which it facilitated project financing for municipal streetlighting projects, including both public and private financing. Our team has assisted municipalities by providing an investment grade audit, determining project costs, life cycle costs, savings models, grant options and payback schedules, as well as directly coordinating with the financing entity and the municipality, providing documentation, and reporting about project progress to the financing entity.

The industry standard for financing municipal turn-key streetlight conversion projects is typically through either a public bond or private financing. While there are advantages to public bond financing, there are several factors that make it less appealing than private financing, such as:

- The need for voter approval
- Advertising and election costs

- Estimated sources of funding, including rebates and financing
- Calculation of estimated total conversion cost, energy reduction, energy savings, net present value, return on investment, and simple payback
- Estimated twenty-year projected savings and cash flows
- Itemized savings – which provide transparency and allows the City to fact check the savings calculations and line-item costs

Based on our experience, the projected energy savings associated with streetlighting measures are in line with (or are often understated compared with) realized energy savings upon completion of the project. Because the use of the streetlight facilities is constant, elaborate verification approaches over time are not necessary and the City's utility bills are the best indicators of consistency of savings. Given that the rated life of all the LED fixtures that we will recommend is greater than twenty years, as well as the consistency of the annual operating hours, the savings verified from the first-year utility bills will be consistent for the rated life of the fixtures – and will maximize return for the City for more than twenty years. Our team will present the financial analysis to the City for final review of all energy savings and construction cost estimates to ensure accuracy and compliance.



Tanko Lighting's Tustin, CA Project

Deliverables:

- **Financial Analysis:** A report outlining baseline conditions, as well as estimated project costs and savings associated with retrofitting the City's street and parking lot lighting with LED luminaires.

F. CLIENT REFERENCES

List your three (3) most recent similar clients (including name, address, contact person, and phone number). The AGENCY is most interested in government and California clients and may randomly select agencies to contact from your list as part of the evaluation process.

City of Tustin, CA

Stacey Cueva, Public Works Manager
714-573-3037

SCuevas@tustinca.org
300 Centennial Way, Tustin CA 92780

Description of Services: Tanko Lighting provided audit, data reconciliation, feasibility analysis, and acquisition support for the City's LED streetlight conversion project.

City of La Puente, CA

John DiMario, Director of Development Services
626-855-1500

jdimalio@lapuente.org
15900 East Main Street, La Puente, CA 91744



APPENDIX A

Bringing passion to light.

Jason Tanko

Chief Executive Officer and Founder, Tanko Lighting

A life-long street light enthusiast, Jason Tanko created Tanko Streetlighting, Inc. (DBA: "Tanko Lighting") more than a decade ago with a focus on manufacturing, engineering and technical support for municipal street light projects. Given the need for street lighting-specific expertise, this quickly expanded into project management services. Today, Tanko Lighting functions as a full-service street lighting company, providing tailored, turnkey solutions for any street lighting project. Mr. Tanko continues to lead the company, serving as President, and provides oversight on engineering, product development, business development, and project management.

Mr. Tanko's success with Tanko Lighting is a result of his extensive educational and professional background. Prior to founding Tanko Lighting, Mr. Tanko enjoyed a long career in energy efficiency and electrical engineering. As a Project Manager for Newcomb Anderson Associates, Mr. Tanko implemented the highly-successful Power Savers program – an energy efficiency program for small businesses in San Francisco. During his tenure as an Electrical Engineer for the Massachusetts Institute of Technology Lincoln Laboratory, Mr. Tanko designed energy efficient low and medium voltage power and lighting systems. As an Electrical Engineer/Project Manager with Wilson Construction Engineering Services, Mr. Tanko engineered and managed new construction and major electrical infrastructure projects. Mr. Tanko served as a District Engineer for Puget Sound Energy, in which he coordinated outage management, operations, budget and maintenance activities and supervised line crews for East King County, WA. As a Senior Engineer with Boeing Commercial Airplane Group, Mr. Tanko designed and drafted electrical systems for airplane equipment. During his tenure as an Electrical Engineer/Designer with Team Engineering, Inc., Mr. Tanko designed and drafted power distribution, lighting, and building control systems for commercial and public buildings.

With a Bachelor of Science in Electrical Engineering (Seattle University), a Master of Business Administration (Seattle University), a C-10 Electrical Contractor's License in the State of California, and an A-17 Contractor's License in the State of Arizona, Mr. Tanko is well-versed in electrical principles and has remarkable acumen for business.

Mr. Tanko has served on every Tanko Lighting project since the company's inception in 2003. The majority of these projects have focused on municipal street lighting. A small sample of successful projects involving Mr. Tanko include LED street light conversion projects for the following municipalities: Sharon, MA; Winchester, MA; New London, CT; Somerville, MA; Lowell, MA; Berkeley, CA; Santa Ana, CA; West Hollywood, CA; Vacaville, CA; Rancho Cordova, CA; Rancho Cucamonga, CA; Mountain View, CA; Pleasanton, CA; Napa, CA; Hayward, CA; Corona, CA; Orange, CA; Tustin, CA; Vallejo, CA; and Morgan Hill, CA.



Bringing passion to light.

Tori Evins

Project Manager, Tanko Lighting

Tori Evins has extensive experience with research, energy efficiency engineering, and project management. She currently leads the management, implementation and coordination of projects.

Prior to joining Tanko Lighting, Ms. Evins served on a variety energy efficiency projects. As an Associate Engineer for Cadmus, Ms. Evins performed evaluation, measurement and verification, as well as energy modeling, auditing, commissioning and project management for both public and commercial facilities. As an Associate Research Engineer for ConCol, Ms. Evins performed energy analyses, research, and cost analyses for energy efficient buildings – both public and commercial.

Ms. Evins holds a Bachelor of Science degree in Civil Engineering from the University of the Pacific and has a LEED Green Associate Accreditation.

Ms. Evins has served on a variety of Tanko Lighting projects during her tenure with the company. Recent projects include the LED streetlight acquisition and/or conversion projects for the Cities of Leominster, MA, Kearney, NE, Andover, MA, Wayland, MA, Sunnyvale, CA, Lowell, MA, and Tustin, CA.



Bringing passion to light.

Rebecca Rodriguez

Data Program Manager, Tanko Lighting

Rebecca Rodriguez has extensive experience with Geographic Information Systems (GIS) focused on urban street infrastructure. She currently serves as Tanko Lighting's Lead GIS Analyst, responsible for overseeing the company's data management services.

Prior to joining Tanko Lighting, Ms. Rodriguez served as a Research Fellow for the US Department of Energy's National Energy Technology Laboratory, where she performed lead mapping for a water quality monitoring project, analyzed environmental impacts of shale oil/gas development and hydraulic fracturing, and examined water management practices of the oil and gas industry. As a Teaching Assistant with the Virginia Tech Geoscience Field Observations, Ms. Rodriguez explained topographic and geologic map creation, and provided guidance to students with safety, as well as outcrop sketches, data collection and feature identification. As a Research Assistant with Duke University Geochemistry Laboratory, Ms. Rodriguez established the first-ever recycling program for plastic sample vials and bottles, managed laboratory data, samples, analytical equipment and supplies, supported climate reconstruction research via isotopic analysis of marine microfossils, and analyzed major and trace chemical components of water, soil, and rock samples.

Ms. Rodriguez holds a Bachelor of Science degree in Earth and Ocean Sciences from Duke University and a Master of Science in Geosciences from Virginia Tech.

Ms. Rodriguez has been involved in numerous projects during her tenure with Tanko Lighting, including the Cities of Berkeley, CA; Rancho Cucamonga, CA; Tustin, CA; Fullerton, CA; Corona, CA; Oakland, CA; Santa Ana, CA; West Hollywood, CA; Lowell, MA; Malden, MA; Meriden, CT; Warren, MA; Miami Lakes, FL; Simi Valley, CA; Geneva, NY; and Londonderry, CT.

EXHIBIT C
FEE SCHEDULE



Santa Fe Springs Fee Proposal Sheet

Phase	Billing Unit	Quantity	Cost Per Unit	Total or Not to Exceed Amount
Task 1.0 - Review of Light Study	Lump Sum	1	\$ 1,000.00	\$1,000
Task 2.0 - Identification of LED Luminaires	Lump Sum	1	\$ 1,000.00	\$1,000
Task 3.0 - Installation of Pilot LEDs*	Cost Per Cobrahead - Neighborhood	6	\$ 586.67	\$3,520
	Cost Per Cobrahead - Arterial	6	\$ 631.67	\$3,790
	Cost Per Flood - Parking Lot	3	\$ 834.67	\$2,504
	Cost Per Shoebox - Parking Lot	3	\$ 901.67	\$2,705
Task 4.0 Photometric Measurements	Cost Per Pole	18	\$ 55.56	\$1,000.00
Task 5.0 - Lifecycle Energy Costs	Lump Sum	1	\$ 1,000.00	\$1,000.00
Task 6.0 Identification of Financial Incentives	Lump Sum	1	\$ 1,000.00	\$1,000.00
Task 7.0 - Technical and Financial Analysis	Lump Sum	1	\$ 1,000.00	\$1,000.00
			Subtotal total:	\$18,519
			10% Contingency**:	\$ 1,851.90
			Grand Total:	\$ 20,370.90

* Please note that the prices provided are based on wattages recommended by Tanko Lighting. Should the City wish to adjust the recommended wattages, costs may vary slightly. In addition, the quoted cost includes installation and removal of the LED fixtures (to restore each location back to its original HPS fixture). Should the City wish to leave the LED fixtures in place, this cost can be **The contingency is in the event that the City wishes to pilot more lights than is currently recommended.



City of Santa Fe Springs

City Council Meeting

December 13, 2018

NEW BUSINESS

City Hall Public Counters and Accessibility Improvements Project - Authorization to Advertise Request for Bids

RECOMMENDATION

That the City Council authorize the Director of Public Works to advertise a Request for Bids to construct the City Hall Public Counters and Accessibility Improvements Project.

BACKGROUND

The City Council, at the May 11, 2017 meeting, adopted Resolution No. 9545 which approved allocating \$91,230 of the FY 2017-2018 Community Development Block Grant (CDBG) funds to the City Hall Public Counters and Accessibility Improvements Project. The project includes installing an automatic entry door to the public counter area (west entry) and modifications to the public counter for Community Development/Planning services, Public Works services and Building and Safety Services (permits, plan checks and inspections). In addition, the City's Cashier Counter and staff support will be modified. The proposed project will remove the applicable barriers identified as part of the City's Americans with Disabilities Act (ADA) self-evaluation process.

Staff recommends the City Council authorize the Director of Public Works to advertise the Request for Bids to construct the proposed City Hall Public Counters and Accessibility Improvement Project.

The project Plans and Specifications are complete and the Public Works Department is ready to advertise for the construction bids for this project, upon City Council approval. A copy of the project specifications will be on file with the City Clerk.

FISCAL IMPACT

The City Council approved a CDBG funding allocation of \$91,230 for this project. Architectural services to prepare Plans and Specifications cost \$12,500, leaving a balance of \$78,730 for construction of the proposed improvements.

INFRASTRUCTURE IMPACT

The proposed City Hall Public Counters and Accessibility Improvements Project will improve service delivery to City Hall patrons.

Raymond R. Cruz
City Manager

Attachments:
None

Report Submitted By:

Noe Negrete
Director of Public Works

Date of Report: December 4, 2018



City of Santa Fe Springs

City Council Meeting

December 13, 2018

NEW BUSINESS

Resolution No. 9613 – Request for Parking Restriction on Romandel Avenue West of Freeman Avenue

RECOMMENDATION

That the City Council adopt Resolution No. 9613, which would prohibit parking of vehicles between 10:00 PM and 5:00 AM on both sides of Romandel Avenue from Freeman Avenue to a point 470 feet west of Freeman Avenue and on the east side of Romandel Avenue from the ninety-degree horizontal curve to a point 300 feet north of the ninety-degree horizontal curve and implement a tow-away zone within the same limits for vehicles that violate the restriction.

BACKGROUND

The Traffic Commission at their meeting of November 15, 2018 reviewed the attached report for the proposed parking restriction. The Commission voted 3 to 0 to recommend to the City Council for consideration and approve the proposed "No Parking 10:00 PM to 5:00 AM restriction on both sides of Romandel west of Freeman Avenue and on the east side of Romandel Avenue from the ninety-degree horizontal curve to a point 300 feet to the north and the provision for a tow-away zone as stated herein.

Staff recommends implementation of the parking restriction as requested by Anthony Electric Company, located at 10207 Freeman Avenue plus the addition of a tow-away provision that will facilitate enforcement and deter the disregard of the parking restriction.

Raymond R. Cruz
City Manager

Attachments:

1. Resolution No. 9613
2. Traffic Commission Report

RESOLUTION NO. 9613

A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA
PROHIBITING PARKING OF VEHICLES AT CERTAIN LOCATIONS DURING
CERTAIN HOURS

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

Section 1. Pursuant to the provision of Section 72.21 of the City Code, when authorized signs are in place giving notice thereof, the following location is designated as a place where no person shall stop, stand or park a vehicle for any purpose other than the loading or unloading of passengers or materials between the hours of 10:00 PM to 5:00 AM:

*Both sides of Romandel Avenue from Freeman Avenue
to a point 470 feet west of Freeman Avenue*

*The east side of Romandel Avenue from the ninety-degree horizontal curve located
west of Freeman Avenue to a point 300 feet north of the ninety-degree horizontal curve.*

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 13th day of **December, 2018**.

MAYOR

ATTEST:

JANET MARTINEZ, CMC, CITY CLERK



City of Santa Fe Springs

Traffic Commission Meeting

November 15, 2018

TRAFFIC ENGINEER'S REPORT

Request for Parking Restriction on Romandel Avenue west of Freeman Avenue

RECOMMENDATION

That the Commission recommend to the City Council that a parking restriction between the hours of 10:00 p.m. and 5:00 a.m. be implemented on the both sides of Romandel Avenue from Freeman Avenue to a point 470 feet westerly and from the 90-degree horizontal curve on Romandel Avenue to a point 300 feet north of the curve along with a provision for the towing of vehicles that violate the restriction.

BACKGROUND

The owner of Anthony Electric Company located at 10207 Freeman Avenue has requested that an overnight parking restriction be installed along Romandel Avenue due to the impacts of long-term recreational vehicle parking. Note that this area is immediately adjacent to the section of Romandel Avenue that has a posted "No Parking from 10:00 PM to 5:00 AM" parking restriction that went in effect in January 2016.

Romandel Avenue is a local industrial street with a curb-to-curb width of 64 feet. The street is striped with a broken yellow centerline and is wide enough for one lane in each direction with room for parking on both sides of the street. The street is flat and it has a series of four horizontal curves separated by short stretches of straight alignment. Romandel Avenue begins as an east-west oriented street and then at about 483 feet west of Freeman Avenue the centerline of Romandel Avenue curves 90-degrees to the north. Romandel Avenue continues in a north/south orientation an additional 1,950 feet to the north where it intersects and terminates at Los Nietos Road. The 2016 Average Daily Traffic (ADT) for Romandel Avenue is approximately 600 vehicles on a typical weekday. The speed limit for Romandel Avenue is a posted 35 miles-per-hour based on a critical speed of 38 miles per hour. The abutting development along the east and north sides of Romandel Avenue is light industrial-type development while on the west and south sides the land is generally vacant except where there is light-industrial type development up to a point 750 feet south of Los Nietos Road on the west side and up to a point 300 feet west of Freeman Avenue on the south side.

The implementation of the parking restriction will facilitate the Police Services Center ability to cite all vehicles engaged in long-term parking on this section of Romandel Avenue. Staff recommends that the Traffic Commission concur with the request of the property owner and recommend to the City Council that parking be prohibited on both sides of Romandel Avenue between the hours of 10:00 p.m. and 5:00 a.m. from Freeman Avenue to a point 470 feet westerly and on the east side of Romandel

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: November 5, 2018

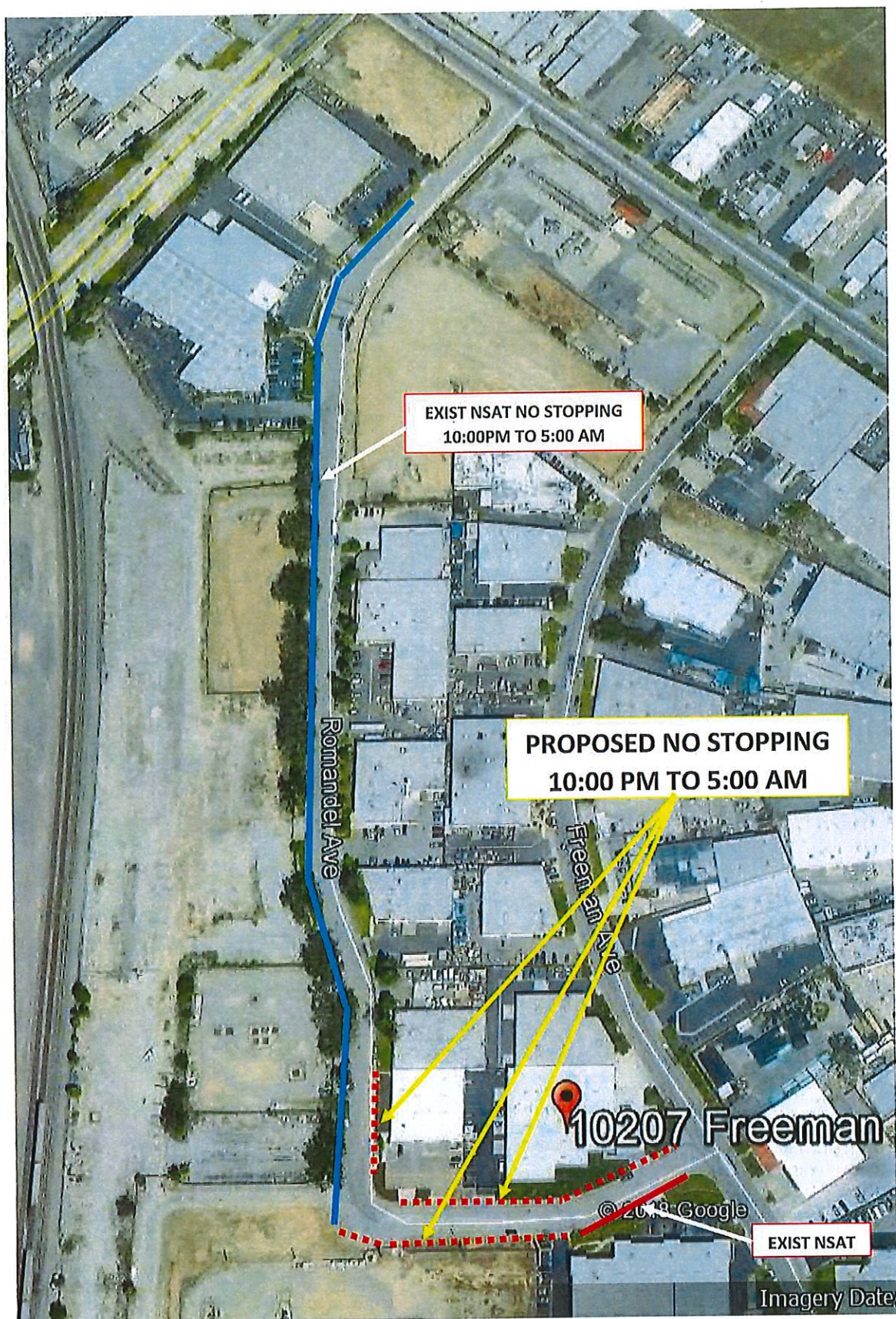
ITEM 08

Avenue from the 90-degree horizontal curve to a point 300 feet north of the curve along with a provision for the towing of vehicles that violate the restriction.

Noe Negrete
Director of Public Works

Attachments:

1. Location Map
2. Email from Anthony Electric dated 9/25/18



LOCATION MAP

(NO STOPPING TOW-AWAY 10PM-5AM REQUEST)

----- Forwarded message -----

From: "Geno Pantleo" <geno@anthonyelectric.com>

Date: Tue, Sep 25, 2018 at 4:54 AM -0700

Subject: Our City - Geno Pantleo - Anthony Electric 10207 Freeman Ave, Santa Fe Springs

To: "Jay Sarno" <JaySarno@santafesprings.org>, "Ray Cruz" <RCruz@santafesprings.org>

Cc: "Toni Whiting" <Toni@rga.company>

Gentleman,

Good morning we need to discuss and execute a plan for over-night parking of motor homes on Freeman Ave and especially Romandel Ave I have made several calls to Whittier PD and my voice is not being heard and there is a reason "out of sight out of mind" I run my business here I own investments properties here I spend 7 days a week in this beautiful city that we all care for.

This morning @ 4:27am coming down Romandel there is a gentleman/father that has been around here on the street for some time use to be in a motorhome and now that's gone so he and his daughter are living in his SUV what caught my eye this morning is the child "about 11 yrs. old" was standing on the street talking to her dad thru car window I don't need to say no more. This is not a crime but at 4:27am this child should be resting her eyes!!!!

The city is condoning this!!!!!! Lets get it fixed!!!! I cannot be calling the PD every time I see this because they know my vehicle im around all the time and these people all talk to each other: @ 10140 Romandel parked in front of my building is another family Husband/Wife/3 children one is a new born we need to wrap are hands around this issue please let me know if this can be addressed at the next City Council meeting so we can develop a plan.

Thank You.

Geno Pantleo | President | Anthony Electric Inc.

10207 Freeman Avenue | Santa Fe Springs, CA 90670

Office: 562.941.6380 | Mobile: 323.353.1149 | Fax: 562.941.6382



City of Santa Fe Springs

City Council Meeting

December 13, 2018

NEW BUSINESS

Resolution No. 9614 – Request for Parking Restrictions during Certain Hours on Dice Road south of Altamar Place

RECOMMENDATION

That the City Council adopt Resolution No. 9614 to implement a parking restriction between the hours of 9:00 p.m. and 6:00 a.m. on the east side of Dice Road from Altamar Place to a point 225 feet south of Altamar Place and implement a tow-away zone within the same limits for vehicles that violate the restriction.

BACKGROUND

The Traffic Commission at their meeting of November 15, 2018 reviewed the attached report for implementing overnight parking restrictions during the hours of 9:00 p.m. and 6:00 a.m. on the east side of Dice Road south of Altamar Place, specifically along the frontage of 9070 Dice Road, including a provision that could allow the towing of vehicles that violate the restriction. The restriction was requested by Industrial Control and Supply located at 9070 Dice Road to deal with the impacts of long-term truck parking along their frontage. The Commission voted 3 to 0 to recommend to the City Council for consideration and approval of the proposed parking restriction along with the provision for the towing of vehicles that violate the restriction.

Staff recommends implementation of the requested parking restriction that has been requested by Industrial Control and Supply along their Dice Road frontage.


Raymond R. Cruz
City Manager

Attachments:

1. Resolution No. 9614
2. Traffic Commission Report

APPROVED:
ITEM NO.:

RESOLUTION NO. 9614

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA
PROHIBITING PARKING OF VEHICLES AT CERTAIN LOCATIONS DURING
CERTAIN HOURS**

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

Section 1. Pursuant to the provision of Section 72.21 of the City Code, when authorized signs are in place giving notice thereof, the following location is designated as a place where no person shall stop, stand or park a vehicle for any purpose other than the loading or unloading of passengers or materials between the hours of 9:00 PM to 6:00 AM:

*East side of Dice Road from Altamar Place
to a point 225 feet south of Altamar Place*

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 13th day of **December, 2018**.

MAYOR

ATTEST:

JANET MARTINEZ, CMC, CITY CLERK



City of Santa Fe Springs

Traffic Commission Meeting

November 15, 2018

TRAFFIC ENGINEER'S REPORT

Request for Parking Restriction on Dice Road South of Altamar Place

RECOMMENDATION

That the Commission recommend to the City Council that a parking restriction between the hours of 9:00 p.m. and 6:00 a.m. be implemented on the east side of Dice Road from Altamar Place to a point 225 feet south of Altamar Place along with a provision for the towing of vehicles that violate the restriction be approved.

BACKGROUND

A request was received via the City's on-line resident service request from Industrial Control & Supply (ICS) located at 9070 Dice Road. They noted that trucks are parking in front of their building for days at a time, typically exceeding the 72-hour parking limit per the California Vehicle Code. Based on conversations with ICS they had originally requested a one-hour parking restriction along the Dice Road frontage. After it was explained that that type of restriction was not practical from an enforcement standpoint, they have opted for an overnight parking restriction. It was decided that a parking restriction during the hours of 9:00 PM to 6:00 AM along with a provision for the towing of vehicles that violate the restriction would resolve the problem.

Dice Road is an industrial collector street with a curb-to-curb width of 64 feet and runs in a north/south direction between Los Nietos Road and Slauson Avenue, a distance of .70 miles. The street is striped with a double yellow stripe and is one lane in each direction. Parking is generally permitted on both sides of Dice Road but there are several areas where parking is prohibited. Dice Road is flat and the alignment is straight except for horizontal curves located about 500 feet south of Burke Street and 500 feet south of Slauson Avenue. The speed limit on Dice Road is a posted 45 miles-per-hour based on a critical speed of 47 miles-per-hour. The Average Daily Traffic (ADT) for this section of Dice Road is 5,400 vehicles per day. Dice Road traffic is controlled by a Stop sign at Los Nietos Road and a traffic signal at Slauson Avenue. The abutting development along Dice Road is light industrial-type development.

After a review of the situation along Dice Road, staff recommends that the Traffic Commission concur with the request for a parking restriction between the hours of 9:00 p.m. and 6:00 a.m. on the east side of Dice Road from Altamar Place to a point 225 feet south of Altamar Place along with a provision for the towing of vehicles that violate the restriction.

Noe Negrete
Director of Public Works

Attachments:

1. Resident Service Request Received 10/22/18
2. Location Map

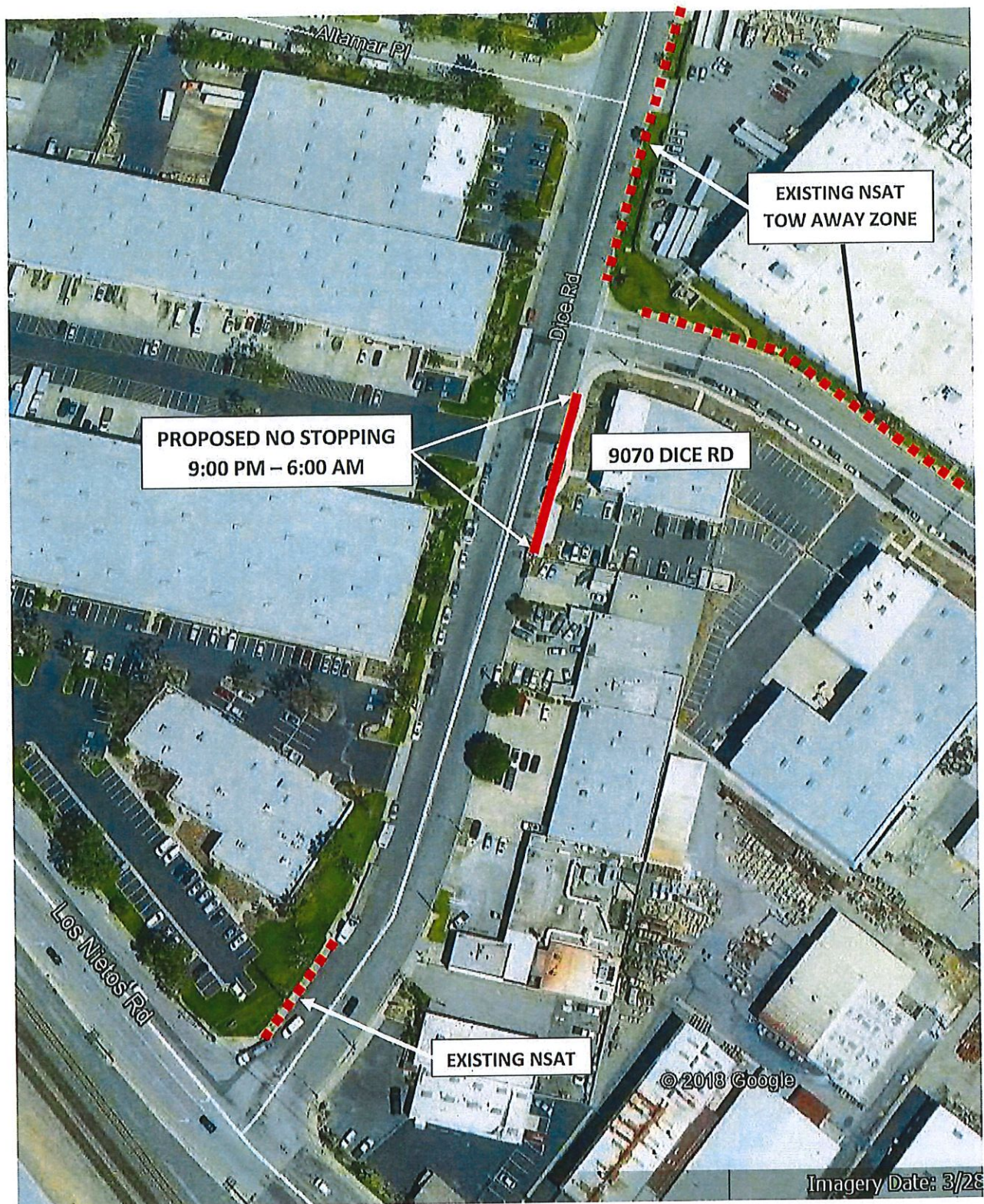
Report Submitted By:

Noe Negrete
Director of Public Works

A handwritten signature in blue ink, appearing to be "N. Negrete", is written over the printed name and title.

Date of Report: November 7, 2018

ITEM 07



LOCATION MAP
9070 DICE ROAD
(NO STOPPING 9:00 PM – 6:00 AM)

CivicaAssist



**City of Santa Fe Springs
Resident Service Request**

**11710 Telegraph Road
Santa Fe Springs, CA 90670
(562) 868-0511**

CONFIDENTIAL INFORMATION

Printed on 11/5/2018

Streets, Sidewalks or Signs - Streets, Sidewalks or Signs [Request Id: 270972]

◆ **Subject Location**

Street Info: 9070 DICE ROAD
City / Zip
Details LOCATED OFF OF DICE AND
LOS NIETOS

◆ **Citizen Contact Information**

Citizen Name: Frank Rocha
Email: frank@fergleman.com
Phone1 / Phone2: 5626920228 / na
Address: 9070 DICE ROAD

◆ **Request Details [Information provided by Citizen]**

Request Description:

We have vehicles parking in front of the business for days at a time. This is taking up all of the parking for our customers. We would like to have a 1 hour parking sign put in front of the building.

Item of Concern:

**Traffic
Signs**

If Other, please describe:

◆ **Staff Request Admin**

Request ID: **270972** Priority: **Normal**
Received/Entered: 10/22/2018 9:36:53 AM Status: **Closed**
Target Complete Date: 10/29/2018 Color
Actual Complete Date: 10/25/2018 10:51:11 AM Flag:
Request Source: Internet (N)

Original Assigned Staff:

◆ **Staff / Citizen Action Log**

ACTION TAKEN	DATE	BY WHOM
Staff Action: Status was changed from "Received" to "Closed"	25 OCT 2018 10:51	VDELEON
Actual Complete Date was changed from "(blank)" to "10/25/2018". Reason:		
Staff Action: Property representative came in 10/25 to City Hall to follow-up on request. He spoke to Tom Lopez. Tom will handle this item, as he needs to review request and then submit request to the Traffic and City Council for approval.	25 OCT 2018 10:50	VDELEON



City of Santa Fe Springs

City Council Meeting

ITEM NO. 19

December 13, 2018

NEW BUSINESS

Resolution No. 9615 – Request for Parking Restrictions during Certain Hours along the frontage of 14422 Best Avenue

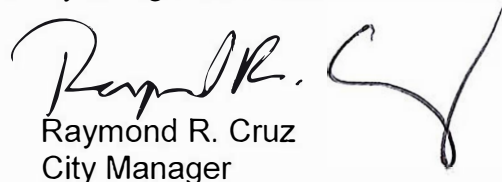
RECOMMENDATION

That the City Council adopt Resolution No. 9615 to implement a parking restriction between the hours of 9:00 p.m. and 6:00 a.m. on the east side of Best Avenue from a point 620 south of Rosecrans Avenue to a point 1,300 feet south of Rosecrans Avenue and implement a tow-away zone within the same limits for vehicles that violate the restriction.

BACKGROUND

The Traffic Commission at their meeting of November 15, 2018 reviewed the attached report for implementing overnight parking restrictions during the hours of 9:00 p.m. and 6:00 a.m. on the east side of Best Avenue between Rosecrans Avenue and Pumice Street, specifically along the frontage of 14422 Best Avenue, including a provision that could allow the towing of vehicles that violate the restriction. The restriction was requested by Premier Packaging/Assembly located at 14422 Best Avenue to deal with the impacts of long-term RV and homeless parking along their frontage. The Commission voted 3 to 0 to recommend to the City Council for consideration and approval of the proposed parking restriction along with the provision for the towing of vehicles that violate the restriction.

Staff recommends implementation of the requested parking restriction that has been requested by Premier Packaging/Assembly along their Best Avenue frontage.


Raymond R. Cruz
City Manager

Attachments:

1. Resolution No. 9615
2. Traffic Commission Report

Report Submitted By:

Noe Negrete
Director of Public Works



Date of Report: December 3, 2018

RESOLUTION NO. 9615

A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA
PROHIBITING PARKING OF VEHICLES AT CERTAIN LOCATIONS DURING
CERTAIN HOURS

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

Section 1. Pursuant to the provision of Section 72.21 of the City Code, when authorized signs are in place giving notice thereof, the following location is designated as a place where no person shall stop, stand or park a vehicle for any purpose other than the loading or unloading of passengers or materials between the hours of 9:00 PM to 6:00 AM:

*East side of Best Avenue from a point 620 feet south of Rosecrans Avenue
to a point 1,300 feet south of Rosecrans Avenue*

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 13th day of **December, 2018**.

MAYOR

ATTEST:

JANET MARTINEZ, CMC, CITY CLERK



City of Santa Fe Springs

Traffic Commission Meeting

November 15, 2018

TRAFFIC ENGINEER'S REPORT

Request for Parking Restriction on Best Avenue south of Rosecrans Avenue

RECOMMENDATION

That the Commission recommend to the City Council that a parking restriction between the hours of 9:00 p.m. and 6:00 a.m. be implemented on the east side of Best Avenue from a point 620 feet south of Rosecrans to a point 1,300 feet south of Rosecrans along with a provision for the towing of vehicles that violate the restriction be approved.

BACKGROUND

Premier Packaging/Assembly located at 14422 Best Avenue is requesting that the City install an overnight parking restriction on Best Avenue south of Rosecrans Avenue along their street frontage. They have been dealing with the impact of trash and waste disposal on their property as a result of long-term parking of recreational vehicles, transients sleeping in their cars, and semi-trucks along Best Avenue south of Rosecrans Avenue.

Best Avenue is an industrial collector street with a curb-to-curb width of 48 feet and is oriented in a north/south direction between Rosecrans Avenue and Pumice Street, a distance of .33 miles. The street is not striped but is wide enough for one lane in each direction with parking generally permitted on both sides of the street. The street is flat and the alignment is straight. The speed limit on Best Avenue is a posted 30 miles-per-hour based on a critical speed of 35 miles-per-hour. The Average Daily Traffic (ADT) for this section of Best Avenue is 2,800 vehicles per day. Note that at about 1,310 feet south of Rosecrans Avenue, Best Avenue is totally within the City of Norwalk. Best Avenue traffic is controlled by a Stop sign at Rosecrans Avenue. The abutting development along Best Avenue is light industrial-type development.

After reviewing the situation along Best Avenue, staff recommends that the Traffic Commission concur with the request for a parking restriction between the hours of 9:00 p.m. and 6:00 a.m. along with a provision for the towing of vehicles that violate the restriction on the east side of Best Avenue along the frontage of Premier Packaging/Assembly.

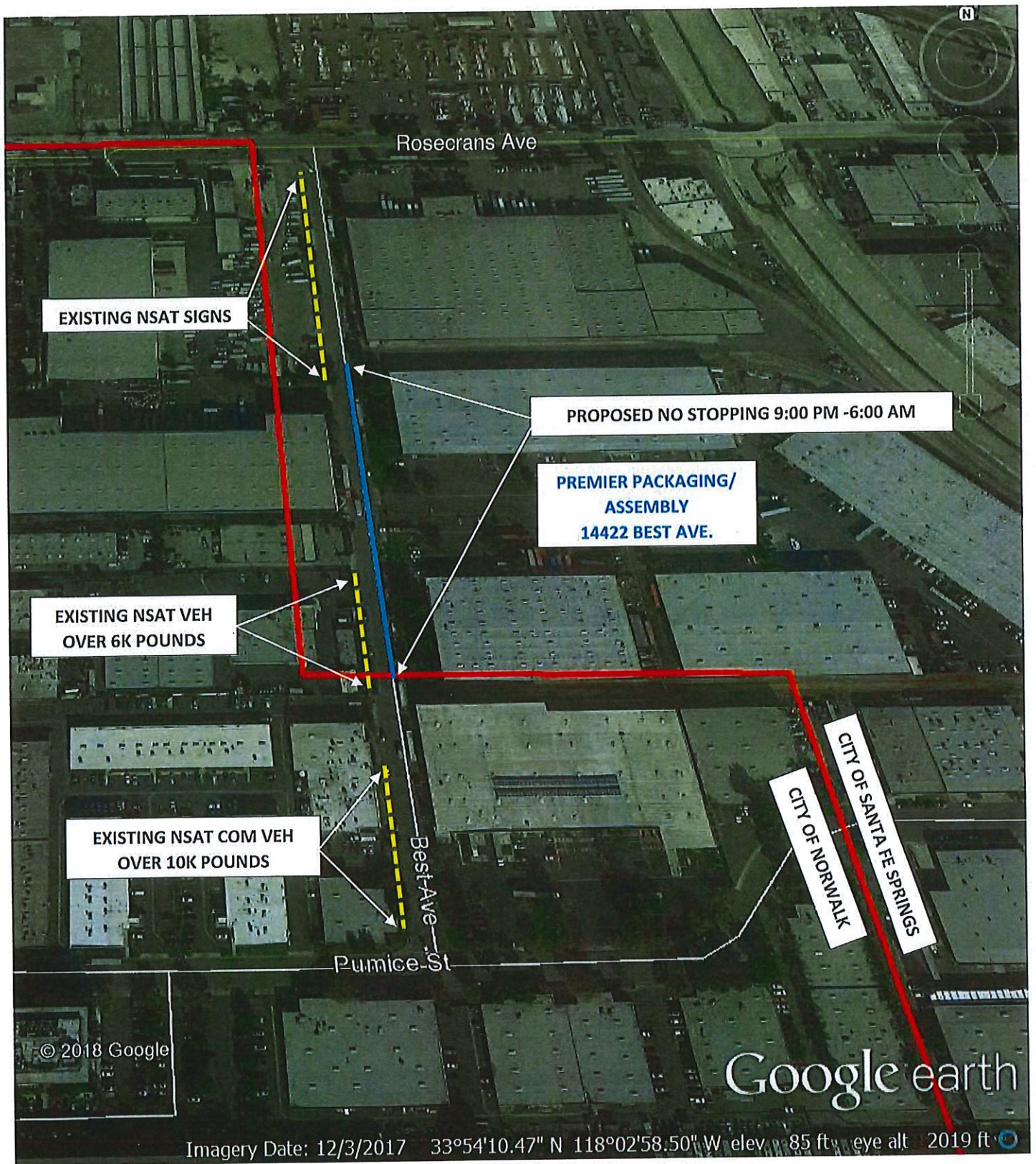
Noe Negrete
Director of Public Works

Attachments:

1. Location Map
2. Letter from Premier Packaging/Assembly dated 9/28/18

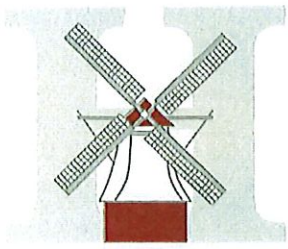
Report Submitted By: Noe Negrete
Director of Public Works

 Date of Report: November 5, 2018
ITEM 06



LOCATION MAP

**NO STOPPING 9:00 PM – 6:00 AM FOR PREMIER PACKAGING/ASSEMBLY
(14422 BEST AVENUE)**



PREMIER
PACKAGING/ASSEMBLY
a division of Haringa, Inc.

RECEIVED
CITY OF SANTA FE SPRINGS
PUBLIC WORKS

2018 OCT -1 AM 10:25

September 28, 2018

ATTN: City of Santa Fe Springs
Mr. Noe Negrete
11710 Telegraph Rd.
Santa Fe Springs, CA. 90670

RE: Conditions on Best Avenue

Mr. Negrete:

For over 20 years I have run a business on Best Avenue between Rosecrans Avenue and Pumice Street. We have been battling the ongoing transient presence and subsequent unsafe waste conditions that are occurring on our street for multiple years. The maintenance group from Santa Fe Springs has been very helpful about cleaning up when I contact them and make them aware of the buildup of trash piles that have been dumped by transient residents on the street.

After many requests, one of the areas was designated a no-parking zone. It has been a big help for all of the vehicles and big rig trucks that turn from Rosecrans onto Best Ave. We appreciate the assistance and would like to request another restriction on this section of Best Ave.

I would like to request Best Ave. to be designated a non-overnight stay zone. We have many transient residents sleeping in their cars, recreational vehicles, and semi-trucks. The waste that is being left behind by these individuals are not the most pleasant, safe, or hygienic (e.g. food waste, trash, hypodermic needles, feces, etc.)

We have a large grass area adjacent to the frontage of our buildings on Best Ave. that our employees and other lessees on the campus try to enjoy their breaks and lunches on and the area has been abused.

We request your assistance with this matter for the safety and security of our employees and the general public.

Please do not hesitate to contact me with any questions or concerns regarding this matter.

Thank you in advance for your assistance,

Vicki Haringa CEO
Premier Packaging/Assembly div. Of Haringa Inc.



City of Santa Fe Springs

City Council Meeting

December 13, 2018

NEW BUSINESS

Resolution No. 9616 – Request for Parking Restriction along the frontage of 13208 Arctic Circle

RECOMMENDATION

That the City Council adopt Resolution No. 9616, which would prohibit parking of vehicles weighing over 6,000 pounds on the south side of Arctic Circle from a point 1400 feet east of Shoemaker Avenue to a point 1,570 feet east of Shoemaker Avenue and implement a tow-away zone within the same limits for vehicles that violate the restriction.

BACKGROUND

The Traffic Commission at their meeting of November 15, 2018 reviewed the attached report for the proposed parking restriction. The Commission voted 3 to 0 to recommend to the City Council for consideration and approval the proposed "No Parking Vehicles Over 6,000 Pounds" restriction along the frontage of 13208 Arctic Circle and the provision for a tow-away zone as stated herein.

Staff recommends implementation of the parking restriction as requested by Phoenix Custom Packaging along their frontage at 13208 Arctic Circle plus the addition of a tow-away provision that will facilitate enforcement and deter the disregard of the parking restriction.

A handwritten signature in black ink, reading "Raymond R. Cruz".

Raymond R. Cruz
City Manager

Attachments:

1. Resolution No. 9616
2. Traffic Commission Report

APPROVED:
ITEM NO.:

RESOLUTION NO. 9616

**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 ARTIC CIRCLE**

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 75, Schedule II of the City Code, the following locations are designated as places where no person shall stop, stand or park a vehicle weighing in excess of 6,000 pounds at any time and is hereby established as a tow-away zone:

*South side of Arctic Circle east of Shoemaker Avenue beginning
at a point 1400 feet east of the centerline of Shoemaker Avenue
to a point 1570 feet east of the centerline of Shoemaker Avenue*

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 13th day of **December, 2018**.

MAYOR

ATTEST:

JANET MARTINEZ, CMC, CITY CLERK



City of Santa Fe Springs

Traffic Commission Meeting

November 15, 2018

TRAFFIC ENGINEER'S REPORT

Request for Parking Restriction on Arctic Circle east of Shoemaker Avenue

RECOMMENDATION

That the Traffic Commission recommend to the City Council that the request from Phoenix Custom Packaging to install a "No Parking Vehicles Over 6,000 Pounds" parking restriction on the south side of Arctic Circle along the frontage of 13208 Arctic Circle be approved along with a provision for the towing of vehicles that violate the restriction be approved.

BACKGROUND

Phoenix Custom Packaging is located at 13208 Arctic Circle has submitted a request to the City to install a parking restriction along their street frontage. They are having the typical problems with the long-term parking of RV's along their street frontage and are requesting a restriction that would prohibit the parking of vehicles over 6,000 Pounds on Arctic Circle. Note, they are located immediately west of Fry Steel Company where a "No Stopping Any Time" restriction was installed last month.

Arctic Circle is an industrial collector street that runs in an east-west direction. Arctic Circle is not striped and has a curb to curb width of 44 feet which is wide enough for one lane of traffic in each direction in addition to room for a parking lane. Arctic Circle begins at Shoemaker Avenue and continues easterly until it curves and ends at Carmenita Place. In 2017, Arctic Circle was realigned between Molette Street and Carmenita Road due to the reconstruction of the Carmenita Road Overcrossing that was part of the I-5 Freeway Widening Project. The Average Daily Traffic (ADT) for this section of Arctic Circle is 1,050 vehicles per day. The current speed limit is a posted thirty-five miles per hour and the 85th percentile speed was found to be 37 miles per hour. Currently, parking is generally restricted on the sections of Arctic Circle near Shoemaker Avenue and near Molette Street. Most of the surrounding development is light industrial and manufacturing type.

Staff is recommending that the Traffic Commission recommend to the City Council that the request by Phoenix Custom Packaging to install a "No Parking Vehicles over 6,000 Pounds" along their Arctic Circle frontage be approved.

Noe Negrete
Director of Public Works

Attachments:

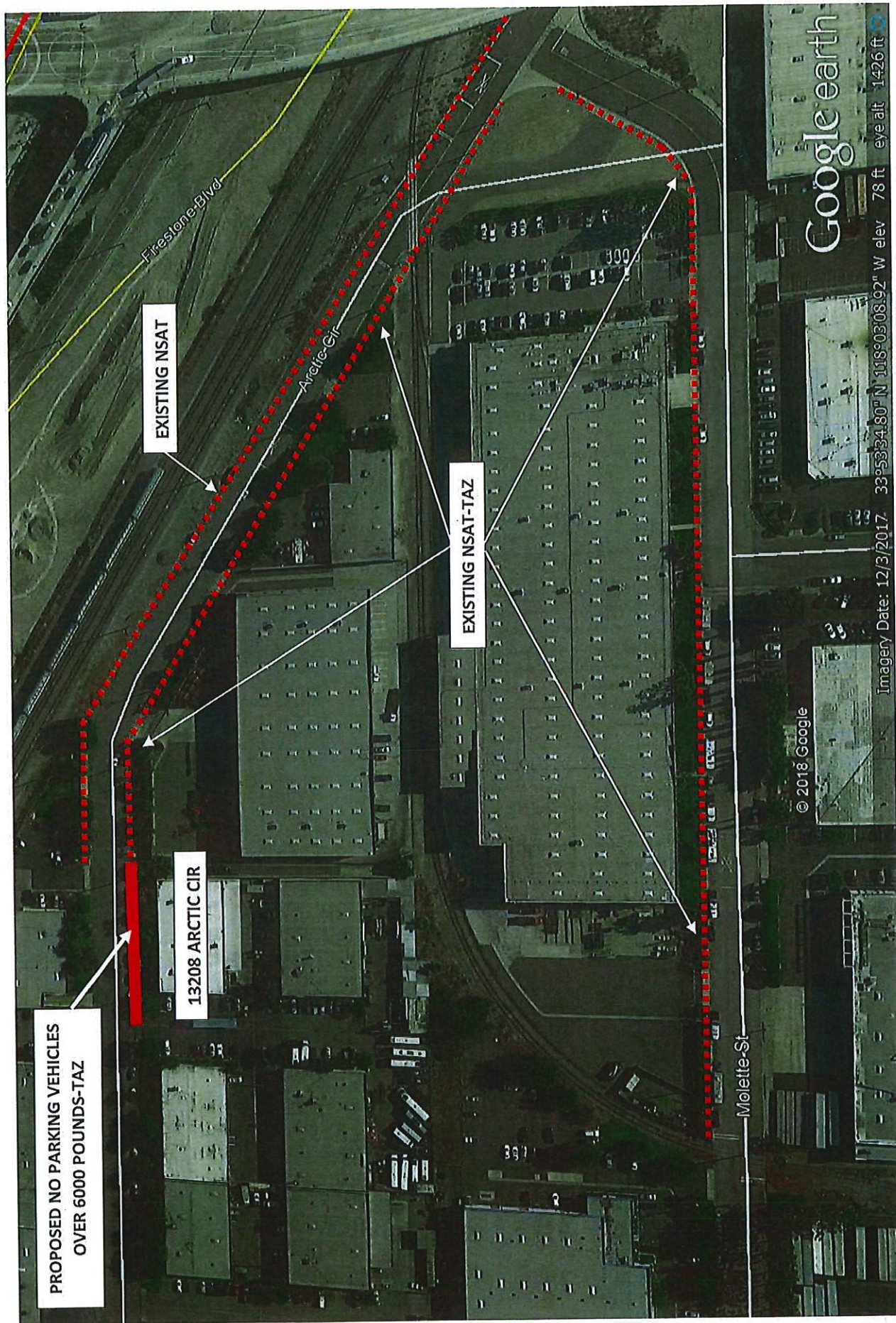
1. Location Map
2. Email from Phoenix Custom Packaging

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: November 5, 2018

ITEM 05



LOCATION MAP

13208 ARCTIC CIRCLE (NO PARKING VEHICLES OVER 6000 POUNDS)

Thomas R. Lopez

From: accounting phoenixcustompackaging.com
<accounting@phoenixcustompackaging.com>
Sent: Thursday, October 18, 2018 10:05 AM
To: Thomas R. Lopez
Subject: street signs

Good Morning,

I am writing to request street signs that say " no parking of vehicles over 6000 lbs " in front of our property at 13208 Arctic Circle. Fry Steel installed no parking signs and now the homeless are starting to migrate our direction.

Please let me know if there is anything else you need from me.

Have a wonderful day.

Thank you.

Lici Szarka

PHOENIX 
CUSTOM PACKAGING

13208 Arctic Circle
Santa Fe Springs, CA 90670
P: 562-407-0512 Ext. 222



City of Santa Fe Springs

City Council Meeting

ITEM NO. 21

December 13, 2018

NEW BUSINESS

Interstate 5 Freeway Widening / Carmenita Road Segment Amendment No. 3 with the State Department of Transportation

RECOMMENDATION

That the City Council take the following actions:

- Approve Amendment No. 3 to Utility Agreement No. 7UA-11565 with the State Department of Transportation; and
- Authorize the Director of Public Works to execute Amendment No. 3.

BACKGROUND

On July 14, 2011, the City Council approved Utility Agreement No. 7UA-11565. Subsequently, the City Council approved Amendment No. 1 on November 10, 2011 and Amendment No. 2 on February 11, 2016. The Utility Agreement and all Amendments are prepared by the State (Caltrans) to formalize the State's obligation to reimburse the City of Santa Fe Springs for all utility relocation work to be done by the City associated with the I-5 Freeway Carmenita Road Segment.

Amendment No. 3 is necessary due to an increase in costs associated with the water main relocation work. In addition, increased materials costs occurred due to delayed bidding, construction coordination conflicts resulting in night work instead of day work necessary to comply with the City of Norwalk's encroachment permit, Caltrans' contractor scheduling installation of underground utility work conflicting with our water main and additional labor costs for the City to complete the project.

Caltrans has approved Amendment No. 3 in the amount of \$564,147.00 for a revised total Agreement amount of \$5,788,113.20. All other terms of the original agreement remain the same. Amendment No. 3 to the Utility Agreement has been reviewed by staff and is now ready to be executed.

LEGAL REVIEW

The City Attorney's office has reviewed Amendment No. 3.

FISCAL IMPACT

The City of Santa Fe Springs will be reimbursed up to \$5,788,113.20 for work completed in connection with utility relocation work associated with the I-5 Freeway Carmenita Road Segment. Amendment No. 3 will provide for complete funding of the water main relocation work for the Carmenita Segment.

INFRASTRUCTURE IMPACT

Execution of Amendment No. 3 will allow the City to be reimbursed for relocation of City-owned utilities/facilities in conflict with the proposed widening of the I-5 Freeway, Carmenita Road Segment.


Raymond R. Cruz
City Manager

Attachment:
Amendment No. 3

Report Submitted By:

Noe Negrete

Director of Public Works

 Date of Report: December 3, 2018

<u>District</u> 07	<u>County</u> LA	<u>Route</u> 5	<u>Post Mile</u> 2.9/4.9	<u>Project ID No.</u> 0700000339	<u>EA</u> 2159C
Federal Aid No.:			<u>ACNH 52(926)</u>		
Owner's File:			<u>CITY OF SANTA FE SPRINGS</u>		
FEDERAL PARTICIPATION:			On the Project	☒ Yes	☐ No
			On the Utilities	☒ Yes	☐ No

THIRD AMENDMENT TO UTILITY AGREEMENT NO. 11565

WHEREAS, the State of California, acting by and through its Department of Transportation, hereinafter called STATE, and City of Santa Fe Springs, hereinafter called OWNER, have entered into that certain Utility Agreement No. 11565, dated July 28, 2011, which Agreement sets forth the terms and conditions pursuant to which OWNER has to relocate five hydrants and water lines, to accommodate STATE's construction on Route 5 in the County of Los Angeles and,

WHEREAS, in the performance of said work, increased costs over and above those estimated at the time of the execution of said Agreement were incurred due to the fact that delayed bidding created an increase cost of materials, construction coordination conflicts resulting in night work instead of day work necessary to comply with the City of Norwalk's encroachment permit, Caltrans' contractor scheduling installation of storm drains in of Lowe's, and the additional labor cost for the City of Santa Fe Springs to completing the project.

WHEREAS, it has been determined that, since final costs have overrun the amount shown in said Agreement by 125%, and when the increased cost exceeds by 25% the estimated amount set forth in said Agreement, said Agreement shall be amended to show the increased cost of the work to the STATE; and,

WHEREAS, the estimated cost to the STATE of the work to be performed under said Agreement was \$5,223,996.20, and by reason of the increased costs referred to above, the amended estimated cost to the STATE is \$564,147.00.

NOW, THEREFORE, it is agreed between the parties as follows:

1. The estimated cost to the STATE of \$5,223,996.20 as set forth in said Agreement is hereby amended to read \$564,147.00.
2. All other terms and conditions of said Agreement remain unchanged.

AMENDMENT TO UTILITY AGREEMENT EXAMPLE (Cont.)
(Form #)

EXHIBIT
13-EX-24 (REV 1/2014)
Page 2 of 2

IN WITNESS WHEREOF, the parties hereto have executed this Third Amendment to Utility Agreement No. 11565
this _____ day of _____, 2018

STATE

OWNER

By

MICHELE, GRAVES
Senior Right of Way Agent

Date

By

Name/Title

Date

APPROVAL RECOMMENDED:

By

TRACIE BANKS
Utility Coordinator

Date

By

Utility Coordinator

Date

DO NOT WRITE BELOW - FOR ACCOUNTING PURPOSES ONLY

PLANNING AND MANAGEMENT TO COMPLETE UNSHADED FIELDS:

PLANNING AND MANAGEMENT TO COMPLETE UNSHADED FIELDS:										UTILITY COMPLETES:		
T CODE	DOCUMENT NUMBER	SUF FIX	DIST	UNIT	CHG DIST	PROJ ID/EA	SUB JOB	SPECIAL DESIGNATION	FFY	FA	OBJ CODE	DOLLAR AMOUNT
	UA											
	UA											

PROJECT ID/EA FUNDING VERIFIED:

Sign> _____

Print> _____

R/W Planning and Management

Date

REVIEW/REQUEST FUNDING:

Sign> _____

Print> _____

Utility Coordinator

Date

Distribution: 2 originals to R/W Accounting
1 original to Utility Owner
1 original to File



City of Santa Fe Springs

City Council Meeting

ITEM NO. 21.5

December 13, 2018

NEW BUSINESS

Authorization to Perform Mechanical Repairs by Fire Apparatus Solutions, Inc.

RECOMMENDATION

That the City Council take the following actions:

- Appropriate \$45,782 from General Fund Reserve to Activity 10431001; and
- Authorize the City Manager to execute a contract with Fire Apparatus Solutions to perform mechanical repair work and services on the City's fire apparatus (Engine 84) in the amount, not to exceed \$45,781.89.

BACKGROUND

Santa Fe Springs Department of Fire-Rescue is required to maintain its apparatus according to the frequency as determined by the Department of Transportation. The required maintenance includes service, inspection, and routine maintenance. Currently, this preventative maintenance work is handled through three City mechanics and occasionally, through three on-call contract fleet service providers that have been authorized through previous Council action.

One of Fire-Rescue's engines, Fire Engine 84 (2008 Pierce), suffered a mechanical breakdown of the motor after servicing of the vehicle. This was due to an unintentional error caused during the servicing of the apparatus. The vehicle was towed to one of the outside contract mechanics for detailed inspection and it was found that the motor had "seized" and had suffered terminal failure. The recommended repair of the engine involves replacing the motor and replacing it with a factory warranted Detroit Diesel re-manufactured motor, and utilizing many exterior parts salvaged from the damaged motor. General service-life of this apparatus is approximately 12-15 years of front-line service and another 5-10 years of "reserve" life depending on condition and mileage. Replacement cost of an entire fire apparatus is approximately \$600,000.

The Department of Fire-Rescue solicited for bids for the mechanical repair work described above. Below is a summary of the quotes for the vehicle repair:

<u>Company</u>	<u>Bid Amount</u>
1. Fire Apparatus Solutions	\$45,781.89
2. Valley Power Systems, Inc.	\$45,907.50
3. Bakersfield Truck Center	\$47,915.21

Fire Engine 84 is stationed at Fire Station No. 4 next to City Hall. It functions as a first-in apparatus to both Emergency Medical Services (EMS) and fire related events in its residential district and also throughout the City. Repair of the motor with a warranted, Detroit Diesel certified motor provides the Department of Fire-Rescue the ability to respond to calls for emergencies on a front-line, quality apparatus for the community we serve.

Report Submitted By: Fire Chief Brent Hayward
Department of Fire-Rescue

Date of Report: December 10, 2018

LEGAL REVIEW

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

FISCAL IMPACT

Since this mechanical work was not budgeted, staff is requesting an appropriation of \$45,782 from General Fund Reserves to Activity 10431001.

A handwritten signature in black ink, appearing to read "Raymond R. Cruz", with a stylized flourish at the end.

Raymond R. Cruz
City Manager

Attachment:

1. Agreement
2. Fire Apparatus Solutions Estimate

CITY OF SANTA FE SPRINGS

CONTRACT AGREEMENT

FOR

**MECHANICAL REPAIRS
Fire Engine 84 (2008 Pierce)**

IN THE CITY OF SANTA FE SPRINGS

This Contract Agreement is made and entered into the above-stated project this **13** day of **December, 2018** BY AND BETWEEN the City of Santa Fe Springs, as AGENCY, and **Fire Apparatus Solutions** as CONTRACTOR in the amount of **\$45,781.89.**

WITNESSETH that AGENCY and CONTRACTOR have mutually agreed as follows:

ARTICLE I

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

ARTICLE II

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

ARTICLE III

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

ARTICLE IV

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

ARTICLE V

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

ARTICLE VI

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

ARTICLE VII

CONTRACTOR affirms that the signatures, titles and seals set forth hereinafter in execution of this Contract Agreement represent all individuals, firm members, partners, joint 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.

FIRE APPARATUS SOLUTIONS

By:

WILLIAM KALMIKOV

1762 S. SYCAMORE AVENUE
ADDRESS

RIALTO, CA 92376

THE CITY OF SANTA FE SPRINGS

By:

MAYOR

ATTEST:

JANET MARTINEZ, CITY CLERK

APPROVED AS TO FORM:

YOLANDA SUMMERHILL, CITY ATTORNEY

(Contractor signature must be notarized with proper acknowledgement attached.)



Estimate

Date: 11/28/2018

Customer: Santa Fe Springs F.D.

Unit number: E84

Make of Truck: Pierce

Contact name:

Labor Rate at

\$92.50

Repair Description	Hours	labor rate	Labor	Qty	Parts Each	Parts Extended
1 Unit complained of having been ran without oil.		\$ 92.50	\$ -	1		\$ -
2		\$ 92.50	\$ -	1	\$ -	\$ -
3		\$ 92.50	\$ -	1		\$ -
4		\$ 92.50	\$ -	1		\$ -
5 replace coolant		\$ 92.50	\$ -	12	\$ 16.50	\$ 198.00
6 Remove radiator and have clean out, psi test.	7.5	\$ 92.50	\$ 693.75	1		\$ -
7 Remove transmission, swap motor flex plate. Topp fluid only	8.5	\$ 92.50	\$ 786.25	1	\$ 125.00	\$ 125.00
8 Remove engine and replace with detroit factory reman 3/4 unit. To use genuine detroit part # 240D/DDE R23535340J	45	\$ 92.50	\$ 4,162.50	1	\$ 30,324.00	\$ 30,324.00
9 Remove accessories from old engine, such as heat exchanger, alternator, air cleaner brackery, fan drive set up, starter, air compressor, remote oil filter heads.	32	\$ 92.50	\$ 2,960.00	1	\$ -	\$ -
10 reprogram ecu for pumper configuration, parameters	2.5	\$ 92.50	\$ 231.25	1	\$ -	\$ -
11		\$ 92.50	\$ -	1	\$ -	\$ -
12		\$ 92.50	\$ -	1		\$ -
13 Replace motor mount rubber isolaters	1.25	\$ 92.50	\$ 115.63	4	\$ 165.00	\$ 660.00
14 Replace belts		\$ 92.50	\$ -	1	\$ 270.00	\$ 270.00
15 Perform basic service to truck/engine. Replacing engine filters, fluids	1	\$ 92.50	\$ 92.50	1	\$ 650.00	\$ 650.00
16 Replace starter, due to excess cranking and fuel soaked		\$ 92.50	\$ -	1	\$ 343.00	\$ 343.00
17 Misc zip ties, o rings, grease.				1	\$ 250.00	\$ 250.00
18 Replace ps hoses to pump and resivour, replace resivour lid seal	2.5				\$ 415.00	\$ -
19 Repair oil leaking at a/c compressoor. To replace oil in compressor and both sight glass o rings	1.5	\$ 92.50	\$ 138.75	1	\$ 35.00	\$ 35.00
20 **note quote does not include any freight, core charges** Also all accessories like air compressor, ps pump, alternator etc. will be re-used. Any unforeseen items will be advised if any additional repairs/replacement recommeneded.					\$ -	\$ -
21				1		

Estimate Created By: William Kalmikov

Office: (909) 879-7354

Email: Fasfire@gmail.com

Address: 1762 S SYCAMORE AVE

RIALTO, CA 92376

Parts	\$ 32,855.00
Tax	\$ 2,546.26
Misc. Shop Supplies	\$ 250.00
Sublet	\$ 725.00
Labor	\$ 9,180.63
Freight	\$ 225.00
Total	\$ 45,781.89



City of Santa Fe Springs

City Council Meeting

December 13, 2018

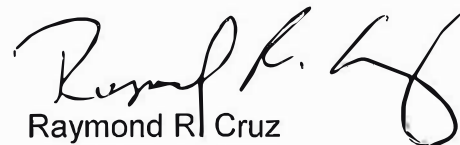
APPOINTMENTS OF LIAISONS

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

BACKGROUND

Each year, the City Council makes appointments to the various committees listed on the attached rosters. There are three (3) different types of committees that include: 1) Committee/Commission Council Liaisons; 2) External Agency Representatives; and 3) City Council Subcommittees.

It is recommended that the City Council discuss, make recommendations/changes and approve the 2019 calendar year City Council Committee assignments.


Raymond R. Cruz
City Manager

Attachments:

- a. Council Liaison Appointments
- b. Non-Council Appointed City Committees
- c. External Agency Representatives
- d. City Council Subcommittees
- e. 2019 Calendar of Meeting Dates

2018 Council Liaison Appointment List

Organization	Council Liaison	Executive Secretary	Meeting Frequency	Meeting Date	Meeting Time	Meeting Location
Beautification	VACANT Alternate: Zamora	Adam Matsumoto	Monthly except July, Aug, Dec	4th Wed	9:30 AM	Town Center
Family & Human Services Advisory Committee	VACANT	Ed Ramirez	Monthly except Sept/Dec.	3rd Wed of the month	5:45 PM	Gus Velasco Neighborhood Center
Heritage Arts Advisory Committee (2-year appointment)	Moore Alternate: Sarno	Ed Ramirez	Monthly except Dec	Last Tues	9:00 AM	Gus Velasco Neighborhood Center
Historical Committee	Sarno	Joyce Ryan	4 times per year	Jan/Apr/July/ Oct 2nd Tues	5:30 PM	Heritage Park Train Depot
Parks & Recreation Advisory Committee	Rounds	Adam Matsumoto	Monthly except Jul, Aug, Dec	1st Wed	7:00 PM Subcom 6:00 pm	Town Center Hall Mtg Room #1
Senior Citizens Advisory Committee	VACANT Alternate: Rounds	Ed Ramirez	Monthly except Sept./Dec.	2nd Tues of the month	9:30 AM	Gus Velasco Neighborhood Center
Sister City Committee	VACANT	Michelle Smith	Monthly except Dec.	1st Mon	6:30 PM	Town Center
Youth Leadership Committee (2-year appointment)	Zamora Trujillo	Wayne Bergeron	Monthly except July	1st Mon	6:30 PM	Town Center

2018 Non-Council Appointed City Committees

Organization	Council Liaison	Executive Secretary	Meeting Frequency	Meeting Day	Meeting Time	Meeting Location
Holiday Home Decorating Contest	Rounds	Adam Matsumoto	Third week in Dec		4:30 PM	City Hall
Friends of the Library Board of Directors	Zamora	Joyce Ryan	Quarterly	Varies	5:30 PM	Library
READI Committee SAFE Neighborhood	Zamora Alt -	Darryl Pedigo	Bi-Monthly Jan, March, May July, Sept, Nov	1st Tues	6:30 PM	Town Center Hall
Scholarship Interview Panels	Mora: Trujillo Sandoval: Sharp: Rounds	Wayne Bergeron	April-May	TBD-Changes annually	Varies	City Hall

2018 External Organizations with Stipends

Organization	Council Liaison	Stipend	Meeting Day	Meeting Time	Meeting Location
Gateway Cities Council of Governments	Zamora Trujillo - Alt	\$125/mo	1st Wed	6:00pm	Attn: Genny Cisneros 16401 Paramount Bl, 2nd Floor, Board Room, Paramount
91/605/405 Committee (Subcommittee of COG)	Zamora	\$100/mo	4th Wed	6:00pm	Attn: Genny Cisneros 16401 Paramount Bl, 2nd Floor, Board Room, Paramount
I-5 Consortium Policy Board	Moore Sarno - Alt	\$150/mo	4th Mon	2:00pm	Norwalk City Hall, 12700 Norwalk Blvd, Norwalk
Joint Powers Insurance Authority	Moore Rounds - Alt	\$100/yr	2nd Wed in July	6:00pm Dinner 7:00pm Meeting	JPIA Offices, 8081 Moody, La Palma
Sanitation District	Mayor Rounds - Alt	\$125/mo	4th Wed	1:30pm	1955 Workman Mill Rd, Whittier
SEAACA	Trujillo Moore - Alt	\$225/mo	3rd Thur	2:00pm	Attn: Cathy 9777 SEAACA Way, Downey
Southeast Water Coalition Board	Trujillo Moore - Alt	\$150/bi-monthly	1st Thur of every even mo.	6:30pm Dinner 7:00pm Meeting	City of South Gate Attn: Guillermo Petra 8650 California Ave. South Gate, CA 90280

2018 External Organizations

Organization	Council Liaison	Staff	Meeting Day	Meeting Time	Meeting Location
Area "E" Disaster Board	Trujillo	Darryl Pedigo	3rd Wed	8:30am	Norwalk Sports Complex, 13200 S. Clarkdale, Norwalk
California Contract Cities Assn	Sarno Alt- Trujillo	TBD	3rd Wed	6:00pm	Host City
Chamber of Commerce Economic Development	Moore Alt- Sarno	TBD	Varies	Varies	Varies
Chamber Youth Enrichment Fund Board	Bill	TBD	2nd Wed bi-month	2:00pm	Chamber Office
City Selection Committee (League of Cal Cities) Mayor is Rep	Sarno Trujillo - Alt				
Gateway Cities Council of Governments	Zamora Alt-Trujillo	TBD	1st Wed	6:00pm	16401 Paramount, 2nd Floor, Board Room, Paramount
91/605/405 Committee (Subcommittee of COG)	Zamora	TBD	4th Wed	6:00pm	Gateway COG, 16401 Paramount Bl, Paramount
Hispanic Outreach Taskforce	Moore				6706 Friends Avenue Whittier, CA 90601-4432
I-5 Consortium Policy Board	Moore Alt-Sarno	TBD	4th Mon	2:00pm	Norwalk City Hall, 12700 Norwalk Blvd, Norwalk
Independent Cities of Los Angeles	Trujillo	TBD			Feb-Santa Barbara, Jul-Rancho Bernardo, Sep-President's City

2018 External Organizations

Organization	Council Liaison	Staff	Meeting Day	Meeting Time	Meeting Location
Joint Powers Insurance Authority	Trujillo Alt-Moore	Travis Hickey	3rd Wed in Jul	6:00pm Dinner 7:00pm Meeting	JPIA Offices, 8081 Moody, La Palma
LA CADA	Vacant	TBD	Last Wed	7:00pm	Allen House, 10425 Painter Ave, SFS
League of California Cities	Sarno Alt-Trujillo	TBD	1st Thur	6:30pm	MWD Courtyard Café, 700 N. ...
Metropolitan Little League	Rounds	Wayne Bergeron	Wed	7:00pm	Lake Center Park
Sanitation District (Mayor is Rep)	Sarno Alt-Sanitation	Noe Negrete	4th Wed	1:30pm	1955 Workman Mill Rd, Whittier
SFHS Education Foundation	Rounds	TBD	Varies	Varies	SFHS
SFS/South Whittier Education Center Advisory Committee	Trujillo	TBD	Varies	9:00am	Southwest Resource Center, 10750 Laurel Ave, Whittier
SFS/South Whittier Education Center Advisory Committee - President's Advisory Committee	Trujillo	TBD	Varies	8:00am	Rio Hondo College Board Room
SASSFA	Rounds Alt-Trujillo	Maricela Balderas	4th Thur	12:00pm	10400 Pioneer Blvd. #9 SFS
SEAACA	Trujillo Alt-Moore	Dino Torres	3rd Thur	2:00pm	9777 SEAACA Way, Downey
Southeast Water Coalition Administrative Entity		Frank Beach Noe Negrete - Alt	3rd Thur of odd months	11:30am - Lunch 12:00pm - Meeting	City of Downey

2018 External Organizations

Organization	Council Liaison	Staff	Meeting Day	Meeting Time	Meeting Location
Southeast Water Coalition Board	Trujillo Moore - Alternate	Frank Beach	1st Thur of every even mo.	6:30pm Dinner 7:00pm Meet	City of Downey Rebecca Guerrero (562) 904-7102
Southern California Association of Governments (SCAG)	Moore Trujillo - Alternate		Annual Meeting in May or June	May	Palm Desert, CA
Vector Control Appt can be for 2 or 4 yrs.	Louie Gonzales		Jan 2018 - Dec 2020		
Washington Blvd Coalition to the Gold Line Extension	Moore Sarno				

2018 Council Subcommittees

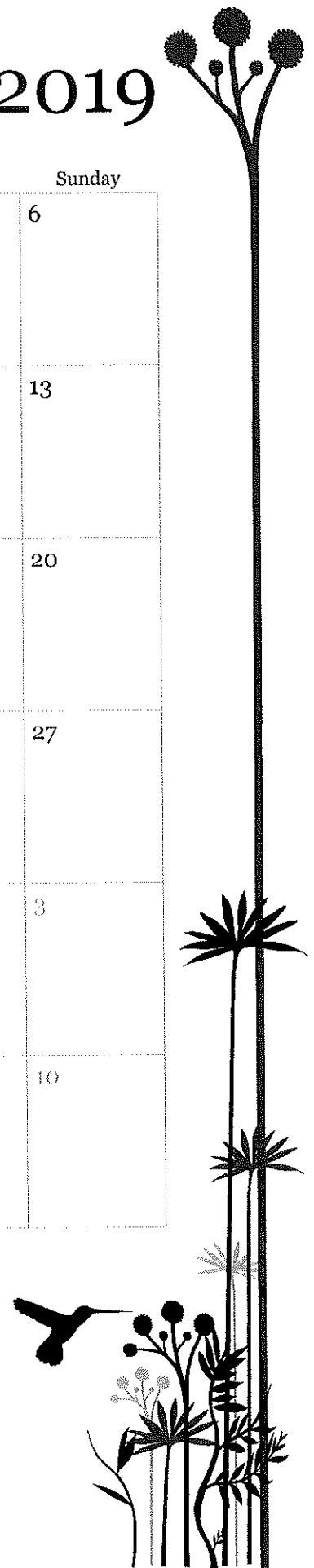
NAME	TYPE	FORMED	MEMBERS
Audit Committee	Standing	06/14/12 01/09/14	Moore Sarno
Billboards	Ad Hoc	04/23/15 04/23/15	Moore Sarno
Budget Events and Programs	Standing	02/13/14 02/13/14	Rounds Sarno
Budget Revenue and Fees	Standing	02/13/14 02/13/14	Moore Zamora
Capital Improvements Projects	Standing	03/12/15	Rounds
Drought Tolerance			Rounds
Child Care	Standing		Moore Sarno
City Manager Recruitment	Standing		Rounds Trujillo
Economic Development Strategy	Standing	08/07/12 08/07/12	Moore Sarno
Edison	Ad Hoc	05/22/14 05/22/14	Moore Sarno
Election	Ad Hoc	01/30/18	Trujillo Rounds
General Plan	Ad Hoc	12/18/14 12/18/14	Moore Sarno
High Speed Rail Authority	Ad Hoc	01/24/13	Trujillo
Housing	Standing		Rounds Sarno
I-5 Expansion Project	Standing	01/09/14	Sarno Moore
I-5 Florence Avenue Segment	Ad Hoc	01/09/14	Sarno
Lake View Memorial	Ad Hoc	02/11/16	Rounds Sarno
Long-Term Housing Plan	Ad Hoc	01/09/14	Sarno
Marquardt /Rosecrans	Ad Hoc	01/12/12 01/12/12	Rounds Trujillo
Relay for Life	Ad Hoc	Will be appointed at a later date	
Strategic Plan	Ad Hoc	01/08/15 01/08/15	Trujillo Sarno
Successor Agency Subcommittee	Ad Hoc	04/09/15 04/09/15	Moore Sarno
Waste Management	Ad Hoc	01/30/18	Moore Zamora
Water Rate	Ad Hoc	12/04/14 12/04/14	Rounds Moore
Water Conservation	Ad Hoc	08/14/14 08/14/14	Zamora Rounds
Whittier PD Contract	Ad Hoc	05/14/14 05/14/14	Sarno Trujillo

January

2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31	1 Safe Neighborhood @6:30 p.m.	2 Parks & Rec. Mtg. @7:00 p.m.	3	4	5	6
7 Sister City @6:30p.m. Youth Leadership @6:30p.m.	8 Historical Committee @5:30 p.m.	9 Senior Committee @9:30 a.m.	10 Council Mtg. @ 6p.m.	11	12	13
14	15	16 FHS 5:45 p.m.	17 SEAACA @2p.m.	18	19	20
21	22	23 Beautification @9:30 a.m. Sanitation Mtg. @ 1:30pm	24 SASSFA @12pm Council Mtg. @ 6p.m.	25	26	27
28 I-5 Mtg. @2pm	29 Heritage Mtg. @9a.m	30	31	1	2	3
4	5	6	7	8	9	10

Notes:

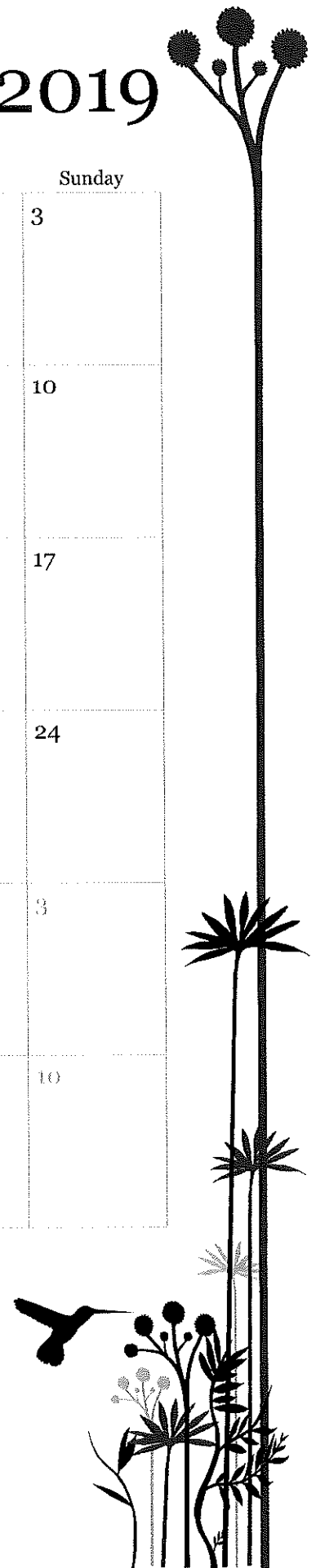
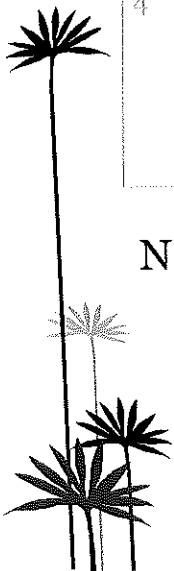


February

2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28	29	30	31	1	2	3
4 Sister City @6:30p.m. Youth Leadership @6:30p.m.	5	6 Parks & Rec. Mtg. @7:00 p.m.	7	8	9	10
11	12 Senior Committee @9:30 a.m.	13	14 Council Mtg. @ 6p.m.	15	16	17
18	19	20 FHS 5:45 p.m.	21 SEAACA @2p.m.	22	23	24
25 I-5 Mtg. @2pm	26 Heritage Mtg. @9a.m	27 Beautification @9:30 a.m. Sanitation Mtg. @ 1:30pm	28 SASSFA @12pm Council Mtg. @ 6p.m.	1	2	3
4	5	6	7	8	9	10

Notes:

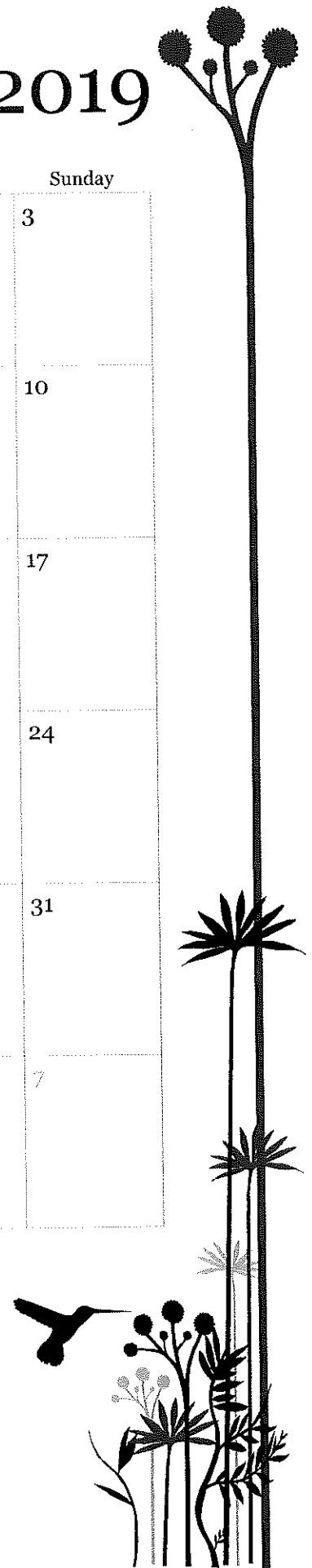


March

2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
25	26	27	28	1	2	3
4 Sister City @6:30p.m. Youth Leadership @6:30p.m.	5 Safe Neighborhood @6:30 p.m.	6 Parks & Rec. Mtg. @7:00 p.m.	7	8	9	10
11	12 Senior Committee @9:30 a.m.	13	14 Council Mtg. @ 6p.m.	15	16	17
18	19	20 FHS 5:45 p.m.	21 SEAACA @2p.m.	22	23	24
25 I-5 Mtg. @2pm	26 Heritage Mtg. @9a.m	27 Beautification @9:30 a.m. Sanitation Mtg. @ 1:30pm	28 SASSFA @12pm Council Mtg. @ 6p.m.	29	30	31
1	2	3	4	5	6	7

Notes:

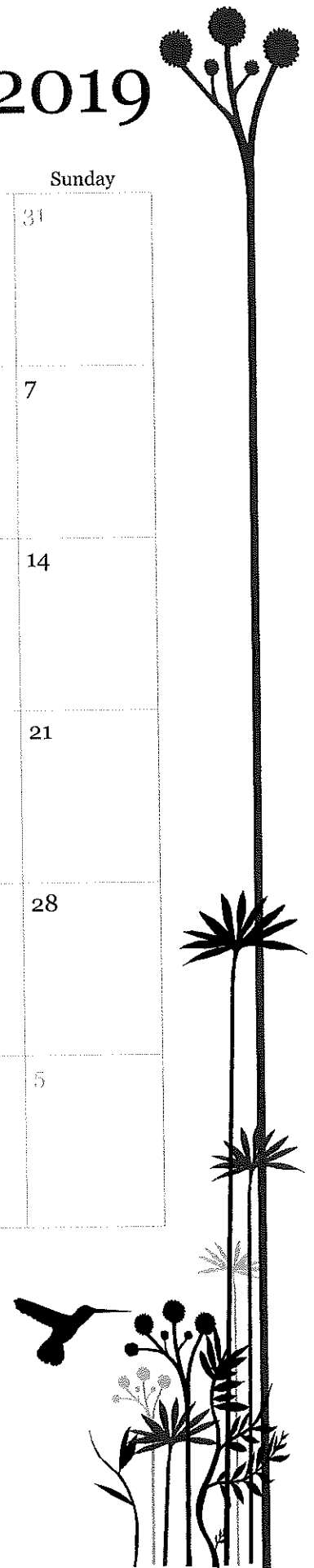
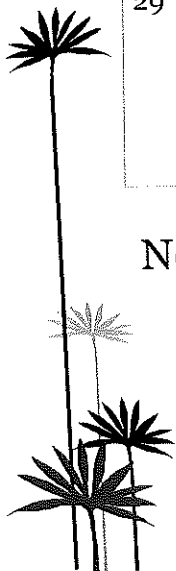


April

2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
25	26	27	28	29	30	31
1 Sister City @6:30p.m. Youth Leadership @6:30p.m.	2	3 Parks & Rec. Mtg. @7:00 p.m.	4	5	6	7
8	9 Senior Committee @9:30 a.m. Historical @5:30 p.m.	10	11 Council Mtg. @ 6p.m.	12	13	14
15	16	17 FHS 5:45 p.m.	18 SEAACA @2p.m.	19	20	21
22 I-5 Mtg. @2pm	23	24 Beautification @9:30 a.m. Sanitation Mtg. @ 1:30pm	25 SASSFA @12pm Council Mtg. @ 6p.m.	26	27	28
29	30 Heritage Mtg. @9a.m	1	2	3	4	5

Notes:

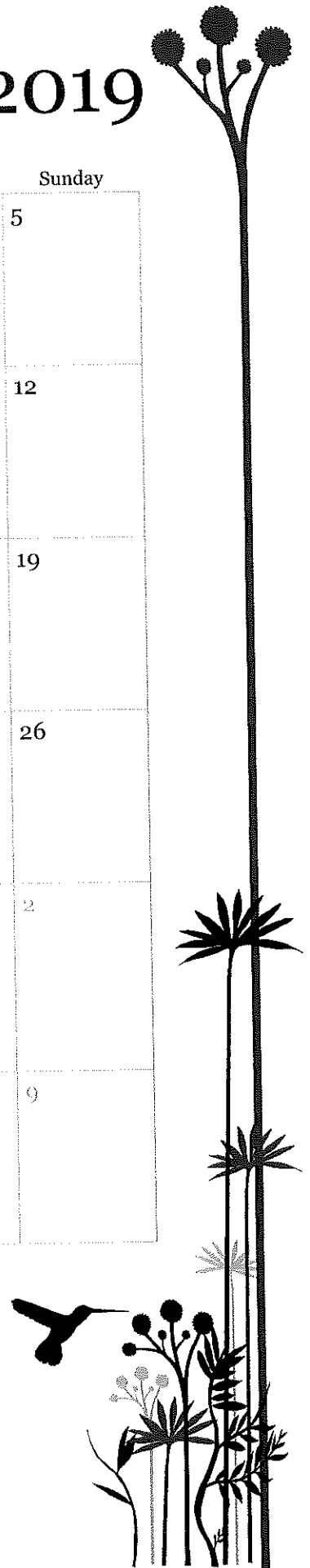


May

2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	1 Gateway Cities @6pm Parks & Rec. Mtg. @7:00 p.m.	2	3	4	5
6 Sister City @6:30p.m. Youth Leadership @6:30p.m.	7 Safe Neighborhood @6:30 p.m.	8	9 Council Mtg. @ 6p.m.	10	11	12
13	14 Senior Committee @9:30 a.m.	15 FHS 5:45 p.m.	16 SEAACA @2p.m.	17	18	19
20	21	22 Beautification @9:30 a.m. Sanitation Mtg. @ 1:30pm	23 SASSFA @12pm Council Mtg. @ 6p.m.	24	25	26
27 I-5 Mtg. @2pm	28 Heritage Mtg. @9a.m	29	30	31	1	2
3	4	5	6	7	8	9

Notes:

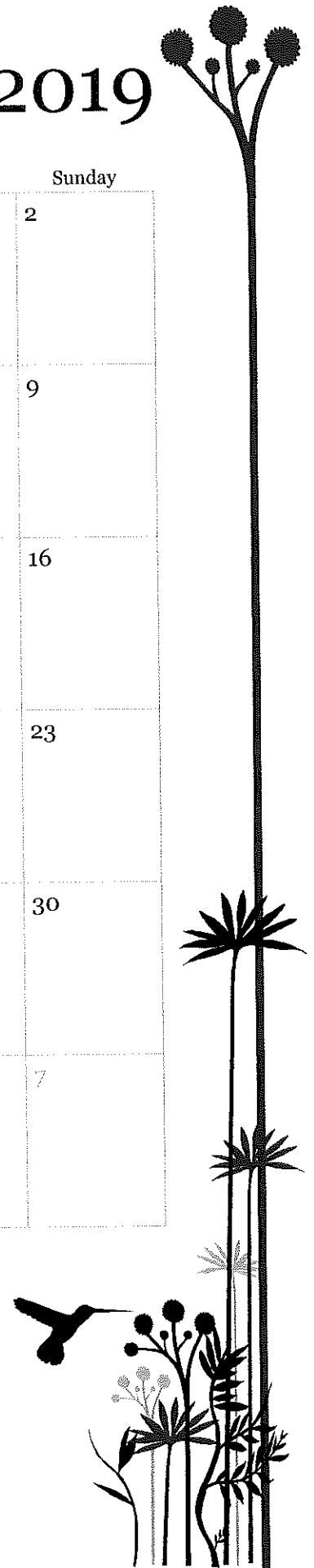
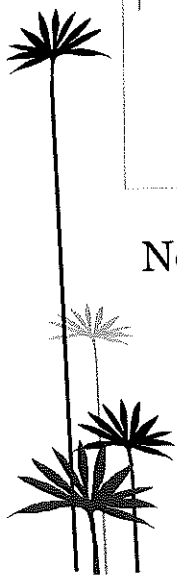


June

2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	31	1	2
3 Sister City @6:30p.m. Youth Leadership @6:30p.m.	4	5 Gateway Cities @6pm Parks & Rec. Mtg. @7:00 p.m.	6	7	8	9
10	11 Senior Committee @9:30 a.m.	12	13 Council Mtg. @ 6p.m.	14	15	16
17	18	19 FHS 5:45 p.m.	20 SEAACA @2p.m.	21	22	23
24 I-5 Mtg. @2pm	25 Heritage Mtg. @9a.m	26 Beautification @9:30 a.m. Sanitation Mtg. @ 1:30pm	27 SASSFA @12pm Council Mtg. @ 6p.m.	28	29	30
1	2	3	4	5	6	7

Notes:

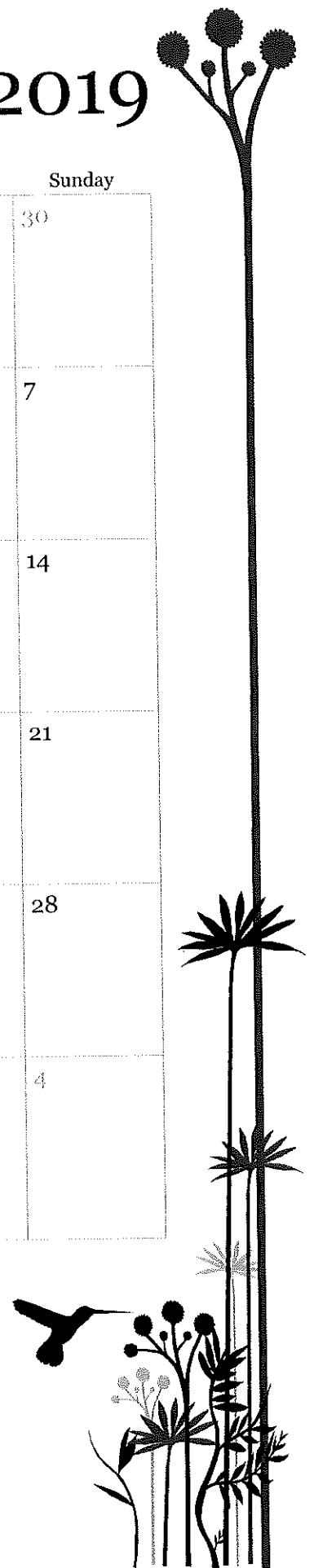


July

2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
24	25	26	27	28	29	30
1 Sister City @6:30p.m.	2 Safe Neighborhood @6:30 p.m.	3 Gateway Cities @6pm	4	5	6	7
8	9 Senior Committee @9:30 a.m. Historical @5:30 p.m.	10	11 Council Mtg. @ 6p.m.	12	13	14
15	16	17 FHS 5:45 p.m.	18 SEAACA @2p.m.	19	20	21
22 I-5 Mtg. @2pm	23	24 Sanitation Mtg. @ 1:30pm	25 SASSFA @12pm Council Mtg. @ 6p.m.	26	27	28
29	30 Heritage Mtg. @9a.m	31	1	2	3	4

Notes:

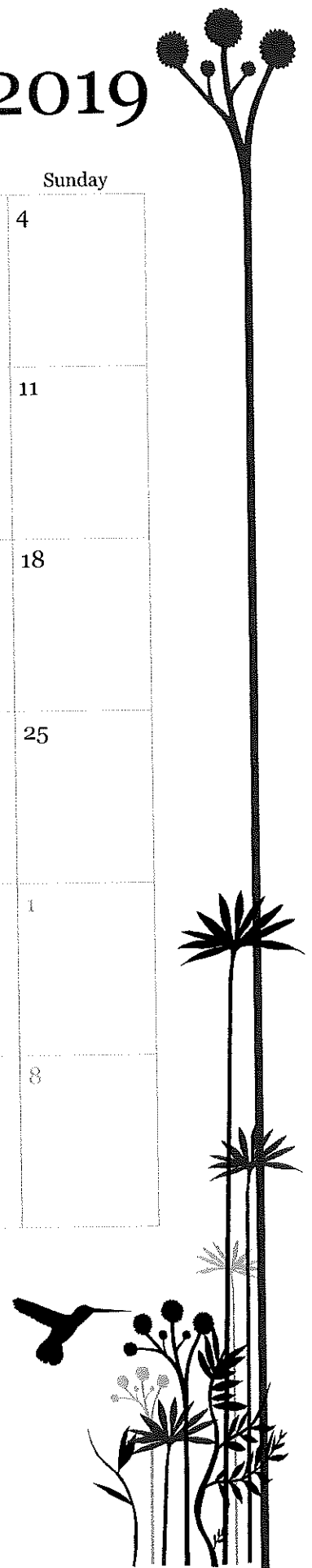
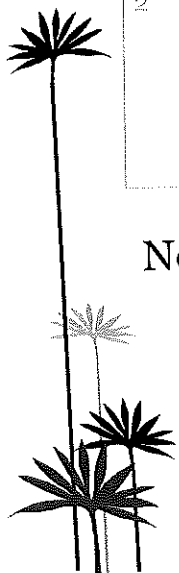


August

2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31	1	2	3	4
5 Sister City @6:30p.m. Youth Leadership @6:30p.m.	6	7 Gateway Cities @6pm	8 Council Mtg. @ 6p.m.	9	10	11
12	13 Senior Committee @9:30 a.m.	14	15 SEAACA @2p.m.	16	17	18
19	20	21 FHS 5:45 p.m.	22 SASSFA @12pm Council Mtg. @ 6p.m.	23	24	25
26 I-5 Mtg. @2pm	27 Heritage Mtg. @9a.m	28 Sanitation Mtg. @ 1:30pm	29	30	31	1
2	3	4	5	6	7	8

Notes:

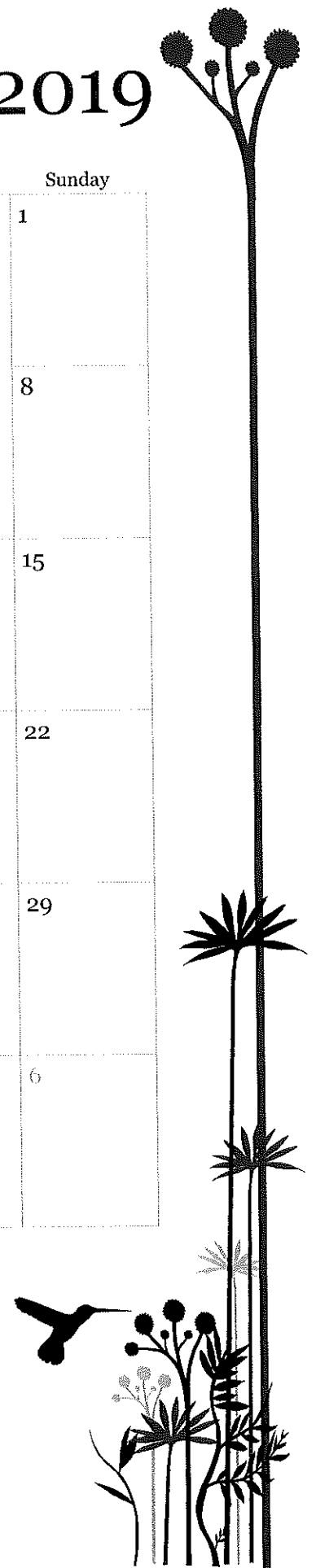
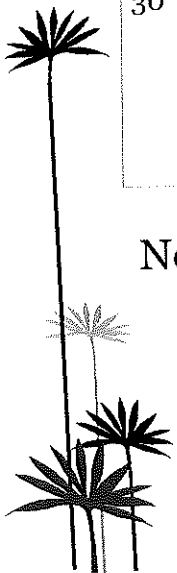


September

2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	31	1
2 Sister City @6:30p.m. Youth Leadership @6:30p.m.	3 Safe Neighborhood @6:30 p.m.	4 Gateway Cities @6pm Parks & Rec. Mtg. @7:00 p.m.	5	6	7	8
9	10	11	12 Council Mtg. @ 6p.m.	13	14	15
16	17	18 FHS 5:45 p.m.	19 SEAACA @2p.m.	20	21	22
23 I-5 Mtg. @2pm	24 Heritage Mtg. @9a.m	25 Beautification @9:30 a.m. Sanitation Mtg. @ 1:30pm	26 SASSFA @12pm Council Mtg. @ 6p.m.	27	28	29
30	1	2	3	4	5	6

Notes:

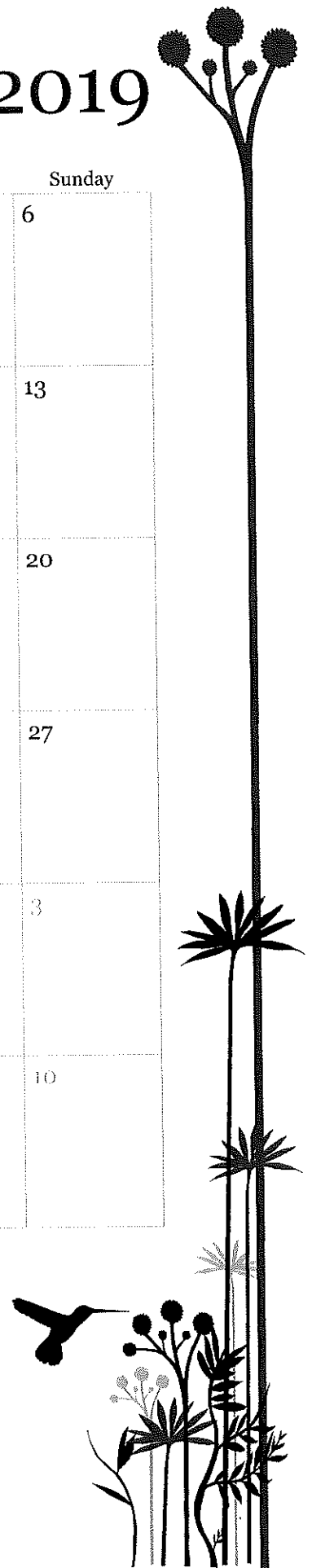
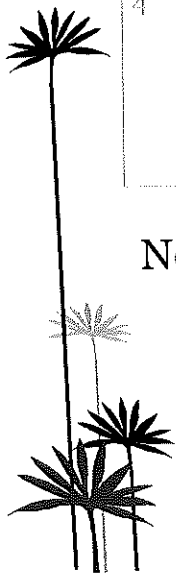


October

2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	1	2 Gateway Cities @6pm Parks & Rec. Mtg. @7:00 p.m.	3	4	5	6
7 Sister City @6:30p.m. Youth Leadership @6:30p.m.	8 Senior Committee @9:30 a.m. Historical @5:30 p.m.	9	10 Council Mtg. @ 6p.m.	11	12	13
14	15	16 FHS 5:45 p.m.	17 SEAACA @2p.m.	18	19	20
21	22	23 Beautification @9:30 a.m. Sanitation Mtg. @ 1:30pm	24 SASSFA @12pm Council Mtg. @ 6p.m.	25	26	27
28 I-5 Mtg. @2pm	29 Heritage Mtg. @9a.m	30	31	1	2	3
4	5	6	7	8	9	10

Notes:

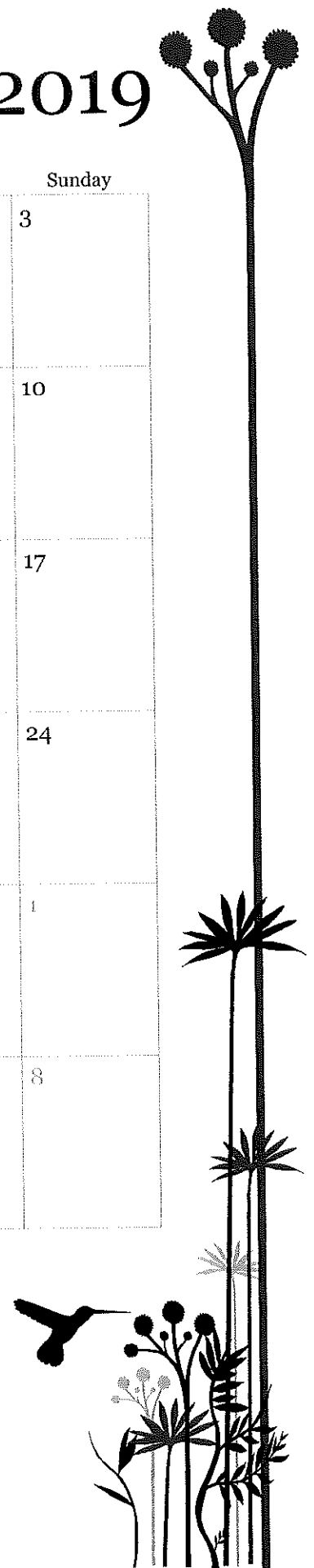


November

2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28	29	30	31	1	2	3
4 Sister City @6:30p.m. Youth Leadership @6:30p.m.	5 Safe Neighborhood @6:30 p.m.	6 Gateway Cities @6pm Parks & Rec. Mtg. @7:00 p.m.	7	8	9	10
11	12 Senior Committee @9:30 a.m.	13	14 Council Mtg. @ 6p.m.	15	16	17
18	19	20 FHS 5:45 p.m.	21 SEAACA @2p.m.	22	23	24
25 I-5 Mtg. @2pm	26 Heritage Mtg. @9a.m Council Mtg. @ 6p.m.	27 Beautification @9:30 a.m. Sanitation Mtg. @ 1:30pm	28 SASSFA @12pm	29	30	1
2	3	4	5	6	7	8

Notes:

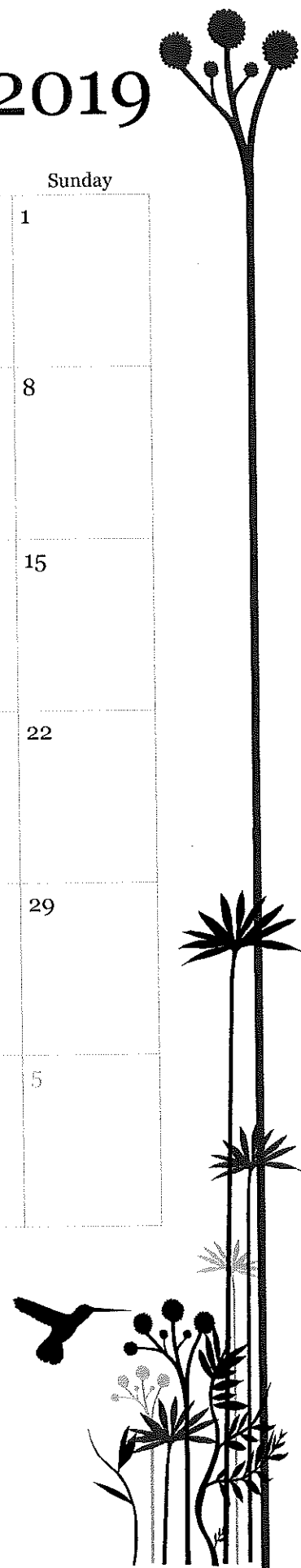


December

2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
25	26	27	28	29	30	1
2 Youth Leadership @6:30p.m.	3	4 Gateway Cities @6pm	5	6	7	8
9	10	11	12 Council Mtg. @ 6p.m.	13	14	15
16	17	18 FHS 5:45 p.m.	19 SEAACA @2p.m.	20	21	22
23 I-5 Mtg. @2pm	24	25 Sanitation Mtg. @ 1:30pm	26 SASSFA @12pm Council Mtg. @ 6p.m.	27	28	29
30	31 Heritage Mtg. @9a.m	1	2	3	4	5

Notes:





City of Santa Fe Springs

City Council Meeting

December 13, 2018

APPOINTMENTS TO COMMITTEES AND COMMISSIONS

Advisory Committee Appointments

RECOMMENDATION

That the City Council appoint members to fill the vacant advisory committees and commission seats.

BACKGROUND

At each Council Meeting, the City Council has an opportunity to make an appointment to any vacancy available in the advisory committees or commissions. However, after November 6, 2018 the City of Santa Fe Springs has two (2) new Council Members, therefore they will have an opportunity to leave the previous Council appointed members or replace them with different members.

Prior to considering any appointments, we recommend Council reviews the attached advisory committee by-laws to ensure the members qualify.

Applications Received: Joseph Casillas (resident) requesting appointment to Youth Leadership Committee.

Recent Actions: None

Attachments:

Committee/Commission Lists
Advisory Committee By-Laws
Planning Commission By-Laws
Traffic Commission By-Laws

Raymond R. Cruz
City Manager

BEAUTIFICATION COMMITTEE

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

9:30 a.m., Town Center Hall

Qualifications: 18 Years of age, reside or active in the City

Membership: 25 Residents appointed by City Council

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
Moore Mora	Juliet Ray	(18)
	Guadalupe Placencia	(19)
	Francis Carbajal	
	Eileen Ridge	(19)
	Jeannie Hale	(19)
Zamora	Vacant	
	Charlotte Zevallos	(18)
	Doris Yarwood	(18)
	Vada Conrad	(19)
	Vacant	
Rounds	Sadie Calderon	(18)
	Vacant	(18)
	Mary Arias	(19)
	Marlene Vernava	(19)
	Vacant	(19)
Sarno Rodriguez	Vacant	
	Vacant	
	Vacant	
	Vacant	
	Vacant	
Trujillo	Jacqueline Martinez	(18)
	AJ Hayes	(18)
	Margaret Bustos*	(18)
	Debra Cabrera	(19)
	Kay Gomez	

**Indicates person currently serves on three committees*

HERITAGE ARTS ADVISORY COMMITTEE

Meets the Last Tuesday of the month, except Dec., at 9:00 a.m., at the Gus Velasco Neighborhood Center Room 1

Qualifications: 18 Years of age, reside or active in the City

Membership: 9 Voting Members
6 Non-Voting Members

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
Moore Mora	Laurie Rios	6/30/2019
Zamora	Larry Oblea	6/30/2019
Rounds	Pauline Moore	6/30/2019
Sarno Rodriguez	Vacant	
Trujillo	Vacant	

Committee Representatives

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

Council/Staff Representatives

Council Liaison	Richard Moore
Council Alternate	Jay Sarno
City Manager	Ray Cruz
Director of Community Services	Maricela Balderas
Director of Planning	Wayne Morrell

**Indicates person currently serves on three committees*

HISTORICAL COMMITTEE

Meets Quarterly - The 2nd Tuesday of Jan., April, July, and Oct., at 5:30 p.m.,
Heritage Park Train Depot

Qualifications: 18 Years of age, reside or active in the City

Membership: 20

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
Moore	Astrid Shesterkin	(18)
Mora	Tony Reyes	(18)
	Amparo Oblea	(19)
	Wayne M. Morrell	(20)
Zamora	Francis Carbajal	(19)
	Vacant	
	Vacant	
	Larry Oblea	(18)
Rounds	Vacant	
	Adrienne Matte	(20)
	Mark Scoggins*	(19)
	Janice Smith	(19)
Sarno	Vacant	
Rodriguez	Vacant	
	Vacant	
	Sally Gaitan	(19)
Trujillo	Vacant	
	Vacant	
	Merrie Hathaway	(19)
	Vacant	

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

**Indicates person currently serves on three committees*

PERSONNEL ADVISORY BOARD

Meets Quarterly on an As-Needed Basis

Membership: 5 (2 Appointed by City Council, 1 by Personnel Board, 1 by Firemen's Association, 1 by Employees' Association)

Terms: Four Years

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
Council	Angel Munoz	6/30/2019
	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

Moore Mora

Ken Arnold

Rounds

Ralph Aranda

Sarno Rodriguez

Vacant

Trujillo

Frank Ybarra

Zamora

Gabriel Jimenez

SENIOR CITIZENS ADVISORY COMMITTEE

Meets the Second Tuesday of the month, except Jul., Aug., Sep., and Dec., at 9:30 a.m.,
Gus Velasco Neighborhood Center

Qualifications: 18 Years of age, reside or active in the City

Membership: 25

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
Moore	Paul Nakamura	(18)
Mora	Astrid Shesterkin	(19)
	Vacant	
	Vacant	
	Vacant	
Zamora	Dolores Duran	(18)
	Elena Lopez Armendariz	(18)
	Rebecca Lira	(18)
	Amelia Acosta	(19)
	Gloria Madrid	(19)
Rounds	Sally Gaitan	(20)
	Bonnie Fox	(18)
	Gilbert Aguirre	(19)
	Lorena Huitron	(19)
	Janie Aguirre	(19)
Sarno	Yoko Nakamura	(18)
Rodriguez	Linda Vallejo	(18)
	Hilda Zamora	(19)
	Vacant	
	Vacant	
Trujillo	Vacant	
	Vacant	
	Vacant	
	Margaret Bustos*	(19)
	Vacant	

**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
Moore Mora	Martha Villanueva	(18)
	Laurie Rios	(18)
	Vacant	
	Peggy Radoumis	(19)
	Francis Carbajal	(19)
Zamora	Charlotte Zevallos	(18)
	Vacant	(19)
	Vacant	
	Doris Yarwood	(19)
	Vacant	
Rounds	Manny Zevallos	(18)
	Susan Johnston	(18)
	Jacqueline Martinez	(19)
	Vacant	
	Vacant	
Sarno Rodriguez	Jeannette Wolfe	(18)
	Vacant	
	Vacant	
	Vacant	
	Vacant	
Trujillo	Beverly Radoumis	(19)
	Andrea Lopez	(18)
	A.J. Hayes	(19)
	Marcella Obregon	(19)
	Debra Cabrera	(19)

**Indicates person currently serves on three committees*

TRAFFIC COMMISSION

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

Membership: 5

Qualifications: 18 Years of age, reside or active in the City

APPOINTED BY

NAME

Moore Mora

Bryan Collins

Rounds

Johana Coca

Sarno Rodriguez

Alma Martinez

Trujillo

Vacant

Zamora

Nancy Romo

*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
Moore Mora	Kharisma Ruiz	(20)
	Destiny Cornejo	(19)
	Zachary Varela	(18)
	Jazmine A. Duque	(19)
Zamora	Vacant	
	Savanna Aguayo	(19)
	Valerie Melendez	(19)
	Christian Zamora	(19)
Rounds	Vacant	
	Vacant	
	Vacant	
	Vacant	
Sarno Rodriguez	Angel M. Corona	(19)
	Vacant	
	Ivan Aguilar	(19)
	Jennifer Centeno Tobar	(19)
Trujillo	Bernardo Landin	(18)
	Vacant	
	Andrew Bojorquez	(20)
	Vacant	



BEAUTIFICATION COMMITTEE

BY-LAWS

I. NAME

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

II. PURPOSE

The purpose of this Committee shall be:

- To prepare suggestions for policy determination by the City Council concerning beautification in the City of Santa Fe Springs;
- To recommend programs it deems advisable for recognizing individuals, groups, organizations, or companies that have improved or are working toward beautifying their homes, businesses, industries, property or area;
- To make recommendations for educational programs concerning City beautification to be conducted in the schools, service clubs, PTA groups, and other community organizations.

III. AUTHORITY

This Committee shall be advisory only to the City Council. A report of the Committee Minutes and/or actions of this Committee shall be presented to the City Council following each meeting.

IV. MEMBERSHIP

This Committee shall be comprised of no more than twenty five (25) members appointed by the City Council from a cross section of persons residing in or active in the City. Committee membership may include representatives from the schools, local businesses, various social agencies, and civic and service organizations.

V. APPLICATIONS

Applications for appointment shall be made available in the City Clerk's Office. Applications must be submitted to the City Clerk. Once received and date-

stamped, eligibility of the applicant will be determined by the City Clerk based on applicable Committee/Commission by-laws. Eligible applicants will be included in the next Council Agenda Packet for Council members' and staff's review under Prospective Members for Various Committees/Commissions. The City Clerk shall notify non-eligible applicants by mail.

Applications shall be valid for six months. The City Clerk shall be responsible to notify the appropriate Executive Secretary of the name of any applicant who has remained on the list for five months without appointment. The Executive Secretary shall be responsible to send a letter to the prospective applicant that shall include: the date on which the current application will expire, a blank application, and directions to return the updated application to the City Clerk within 30 days if they wish to remain on the eligibility list. It shall be the responsibility of the City Clerk to maintain updated eligibility lists for all Council-Appointed Committees/Commissions.

VI. APPOINTMENTS

All Committee members shall be nominated by Council Members and appointed by the Mayor, with the approval of the City Council to a two year term. Members may be reappointed or removed at the discretion of the City Council.

Following the appointment of any Committee member or Commissioner, the City Clerk shall notify said appointee by mail of their term of appointment. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the Executive Secretary. It shall be the responsibility of the Executive Secretary to: contact the new appointee to advise him/her of the next meeting, provide all documents necessary to function on the Committee/Commission, and notify the Chair of new appointments.

By April 30 of each year, the City Clerk shall provide Executive Secretaries with a list of members whose term is due to expire at the end of the fiscal year (June 30th.) Executive Secretaries shall then notify members and provide blank applications to be completed and returned within 30 days if the member wishes to be re-appointed. The Executive Secretaries shall then submit a complete audit of re-appointments, including applications, to the City Clerk.

VII. ABSENCES

Absences from three consecutive meetings, or a total of five meetings per fiscal year, shall result in that member's seat being declared vacant by the secretary of the committee. Any declaration of vacancy based on absences from regularly scheduled meetings per Fiscal Year shall be appealable to the City Council. Council shall take into consideration board member attendance records, including tardiness, when evaluating the overall performance of board members.

Long – term absences cannot be longer than six (6) months due to extenuating circumstance, and must be excused by the City Council. Such requests must be submitted in writing to the City Council for approval.

It shall be the responsibility of the Executive Secretary to monitor the attendance of Committee members/Commissioners according to their respective by-laws. Recently-adopted Council policy states that long-term absence excuses shall be limited to six months, at which time the Committee member/Commissioner shall be removed from service. The Executive Secretary shall be responsible to notify by mail any member in danger of being removed due to absence from one meeting prior to such removal. Attempts should also be made to contact the Committee member/Commissioner by phone. Such notification shall include the absence policy for the Committee/Commission and directions for obtaining an excused absence if necessary. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the City Clerk. If after receiving said notification, a Committee member/Commissioner misses the subsequent meeting, the Executive Secretary shall notify the City Clerk. The City Clerk shall then notify the City Manager and the appointing Councilmember

VIII. VACANCIES

Vacancies shall be filled by the Council Member whose appointment has been vacated with the approval of the Mayor and City Council to complete the unexpired term.

IX. EXPIRATION OF TERMS

One half of the Committee membership terms will expire on June 30th of even numbered years and one half will expire on June 30th of odd numbered years.

X. COUNCIL LIAISON

With the approval of the City Council, the Mayor may designate a Member of the Council to act as a Liaison to the Committee. The duties of the Liaison shall include reporting to the Committee any actions of the City Council relative to the Committee's programs or sphere of influence and to act as spokesperson on behalf of the committee to the City Council.

XI. ORGANIZATION

A. Meetings

The Committee shall meet regularly each month as decided by the Committee.

The Committee will select a meeting time and date by general consensus and adhere to that schedule. The meetings of this committee shall be held nine times a year, the months of January, February, March, April, May, June, September, October and November and go dark in the months of July, August, and December. The Chairperson shall have the power to call special meetings but all members shall have at least two (2) days notice for a special meeting. All meetings shall be public.

B. Officers

At a regular meeting in September of each year, the Committee shall organize by nominating and electing a Chairperson and Vice-Chairperson from its membership to serve a one-year term. Both, the nominations and elections of officers will be conducted by ballot. Successful candidates must receive a majority vote of members present and must have attended at least 6 meetings in the previous year.

1. Duties:

- a. The Chairperson shall preside at Committee meetings, shall represent the Committee at various functions, and shall make necessary decisions affecting the Committee when a meeting is not possible.
- b. The Vice-Chairperson shall assume the Chairperson's duties in the Chairperson's absence or inability to perform said duties.
- c. In the absence or disability of both the Chairperson and Vice-Chairperson, the Executive Secretary shall chair the meeting.
- d. The Executive Secretary shall be a member of the City staff assigned by the City Manager. The duties shall include: 1) provide for the recording of Minutes for each meeting; 2) keep an accurate record of attendance and notify the City Clerk and Chairperson of members missing three (3) consecutive meetings; 3) provide staff assistance as required for the conduct of the Committee's business; and, 4) act as principal staff advisor.

C. RULES, REGULATIONS, AND RECORDS

All rules and regulations governing the Committee shall be approved by the City Council and shall be kept on file in the office of the City Clerk. The Committee shall keep a written record of its transactions, findings, and determinations. Copies of such materials as well as Minutes of each meeting shall be forwarded to the City Clerk and the City Council.

Committee will operate under parliamentary procedure.

D. QUORUM

A simple majority of the Committee members (50% + 1) shall constitute a quorum for the transaction of business. The affirmative or negative vote of a majority of the members present shall be necessary for the final transaction of any business.

E. SUB-COMMITTEES

Sub-Committees which are needed to successfully carry forth a Committee project shall be established by the Chairperson. The Chairperson shall appoint all sub-committee Chairpersons from members of the Committee.

XII. FINANCE

A. It is contemplated that only under unusual circumstances would the Committee collect or spend money. If the Committee's purpose does allow for the collection or expenditure of money, such collection or expenditures shall be consistent with City Council policy.

B. Committee members shall serve without monetary compensation.

XIII. AMENDMENTS

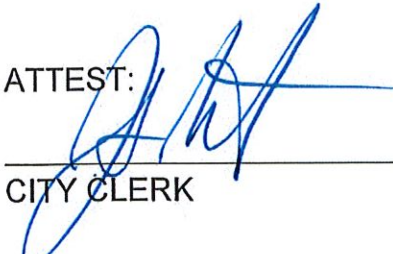
Amendments to these By-Laws may be recommended to the City Council upon a two-thirds majority vote of the active Committee members. Any amendments to said By-Laws must be approved by the City Council.

Approved this 8th day of June, 2017.



MAYOR

ATTEST:


CITY CLERK



FAMILY AND HUMAN SERVICES ADVISORY COMMITTEE

BY-LAWS

I. NAME

The name of this Committee shall be CITY OF SANTA FE SPRINGS FAMILY AND HUMAN SERVICES ADVISORY COMMITTEE

II. PURPOSE

The Family and Human Services Advisory Committee was developed to advise the City Council on human services needs that exist in the community and also work with City staff on improving and developing social services programs. The Committee will also evaluate existing services/programs and recommend changes to improve services.

III. AUTHORITY

This Committee shall be advisory only to the City Council. A report of the Committee Minutes and/or actions of this Committee shall be presented to the City Council following each meeting.

IV. MEMBERSHIP

This Committee shall be comprised of no more than fifteen (15) Council appointed members from a cross section of persons residing in or active in the City. Five (5) additional members who represent public and private social service agencies and are active in the City shall be appointed by the Committee. Appointees may include representatives from the schools, local businesses, civic and social service organizations.

V. APPLICATIONS

Applications for appointment shall be made available in the City Clerk's Office. Applications must be submitted to the City Clerk. Once received and date-stamped, eligibility of the applicant will be determined by the City Clerk based on applicable Committee/Commission by-laws. Eligible applicants will be included in the next Council Agenda Packet for Council members' and staff's review under

Prospective Members for Various Committees/Commissions. The City Clerk shall notify non-eligible applicants by mail.

Applications shall be valid for six months. The City Clerk shall be responsible to notify the appropriate Executive Secretary of the name of any applicant who has remained on the list for five months without appointment. The Executive Secretary shall be responsible to send a letter to the prospective applicant that shall include: the date on which the current application will expire, a blank application, and directions to return the updated application to the City Clerk within 30 days if they wish to remain on the eligibility list. It shall be the responsibility of the City Clerk to maintain updated eligibility lists for all Council-Appointed Committees/Commissions.

VI. APPOINTMENTS

Fifteen (15) Committee members shall be nominated by Council Members and appointed by the Mayor, with the approval of the City Council to a two year term. Members may be reappointed or removed at the discretion of the City Council. The Committee members shall appoint the five (5) social service agency representatives to a two year term.

Following the appointment of any Committee member or Commissioner, the City Clerk shall notify said appointee by mail of their term of appointment. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the Executive Secretary. It shall be the responsibility of the Executive Secretary to: contact the new appointee to advise him/her of the next meeting, provide all documents necessary to function on the Committee/Commission, and notify the Chair of new appointments.

By April 30 of each year, the City Clerk shall provide Executive Secretaries with a list of members whose term is due to expire at the end of the fiscal year (June 30th.) Executive Secretaries shall then notify members and provide blank applications to be completed and returned within 30 days if the member wishes to be re-appointed. The Executive Secretaries shall then submit a complete audit of re-appointments, including applications, to the City Clerk.

VII. ABSENCES

Absences from three consecutive meetings, or a total of five meetings per fiscal year, shall result in that member's seat being declared vacant by the secretary of the committee. Any declaration of vacancy based on absences from regularly scheduled meetings per Fiscal Year shall be appealable to the City Council. Council shall take into consideration board member attendance records, including tardiness, when evaluating the overall performance of board members.

Long – term absences cannot be longer than six (6) months due to extenuating circumstance, and must be excused by the City Council. **Such requests must be submitted in writing to the City Council for approval.**

It shall be the responsibility of the Executive Secretary to monitor the attendance of Committee members/Commissioners according to their respective by-laws. Recently-adopted Council policy states that long-term absence excuses shall be limited to six months, at which time the Committee member/Commissioner shall be removed from service. The Executive Secretary shall be responsible to notify by mail any member in danger of being removed due to absence from one meeting prior to such removal. Attempts should also be made to contact the Committee member/Commissioner by phone. Such notification shall include the absence policy for the Committee/Commission and directions for obtaining an excused absence if necessary. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the City Clerk. If after receiving said notification, a Committee member/Commissioner misses the subsequent meeting, the Executive Secretary shall notify the City Clerk. The City Clerk shall then notify the City Manager and the appointing Councilmember.

VIII. VACANCIES

Vacancies shall be filled by the Council Member whose appointment has been vacated, with the approval of the Mayor and City Council, to complete the unexpired term.

IX. EXPIRATION OF TERMS

One half of the Committee membership terms will expire on June 30th of even numbered years and one half will expire on June 30th of odd numbered years.

X. COUNCIL LIAISON

With the approval of the City Council, the Mayor may designate a Member of the City Council to act as Liaison to the Committee. The duties of the Liaison shall include reporting to the Community any actions of the City Council relative to the Committee's programs or sphere of influence and to act as spokesperson on behalf of the Committee to the City Council.

XI. ORGANIZATION

A. Meetings

The Committee shall meet regularly each month **as decided by the Committee.**

The Committee will select a meeting time and date by general consensus and adhere to that schedule. The meetings of this Committee shall be held ten times a year, the months of January, February, March, April, May, June, July, August, October and November and go dark in the months of September and December. The Chairperson shall have the power to call special meetings but all members shall have at least two (2) days notice for a special meeting. All meetings shall be public.

B. Officers

At the regular meeting in October of each year, the Committee shall organize by nominating and electing a Chairperson and Vice-Chairperson from its membership to serve for a one-year term. Successful candidates must receive a majority vote of members present. Both, the nominations and elections of officers will be conducted by ballot. Successful candidates must receive a majority vote of members present and must have attended at least 6 meetings in the previous year.

1. Duties:

- a. The Chairperson shall preside at Committee meetings, shall represent the Committee at various functions, and shall make necessary decisions affecting the Committee when a meeting is not possible.
- b. The Vice Chairperson shall assume the Chairperson's duties in the absence or inability to perform said duties.
- c. In the absence or the disability of both the Chairperson and Vice Chairperson, the Executive Secretary shall chair the meeting.
- d. The Executive Secretary shall be a member of the City staff. The duties shall include: 1.) provide for the recording of the Minutes for each meeting; 2.) keep an accurate record of attendance and notify the Chairperson of members missing three (3) consecutive meetings; 3.) provide staff assistance as required for the conduct of the Committee's business; 4.) and, act as the principal staff advisor.

C. RULES, REGULATIONS AND RECORDS

All rules and regulations governing the Committee shall be approved by the City Council and shall be kept on file in the Office of the City Clerk. The Committee shall keep a written record of its transactions, findings and determinations. Copies of such materials, as well as Minutes of each meeting, shall be forwarded to the City Clerk and the City Council.

The Committee will operate under parliamentary procedure.

D. QUORUM

A simple majority of the Committee members (50% + 1) shall constitute a quorum for the transaction of business. The affirmative or negative vote of the majority of the members present shall be necessary for the final transaction of any business.

E. SUB-COMMITTEES

Sub-committees which are needed to successfully carry forth a Committee project shall be established by the Chairperson. The Chairperson shall appoint all sub-committee chairpersons from the Committee.

XII. FINANCE

- A.** It is contemplated that only under unusual circumstances would the Committee collect or spend money. If the Committee's purpose does allow for the collection or expenditure of money, such collection or expenditures shall be consistent with City Council policy.
- B.** The Family & Human Services Community Support Fund (FHSCSF) is administered through the FHS Division under the guidance of the committee. A financial report for this fund is prepared and submitted by city staff each quarter to the committee for their review and approval.
- C.** Committee members shall serve without compensation.

XIII. AMENDMENTS

Amendments to these By-Laws may be recommended to the City Council upon 2/3 majority vote of the Committee members. Any amendments to said By-Laws must be approved by the City Council.

Approved this 8th day of June, 2017.



MAYOR

ATTEST:



CITY CLERK



HERITAGE ARTS ADVISORY COMMITTEE

BY-LAWS

I. NAME

The name of this Committee shall be **CITY OF SANTA FE SPRINGS HERITAGE ARTS ADVISORY COMMITTEE**

II. PURPOSE

The Heritage Arts Advisory Committee was created as a committee appointed by the City Council to advise the City's Heritage Artwork in Public Places Program.

III. AUTHORITY

This Committee shall be advisory only to the City Council. A report of the Committee Minutes and/or actions of this Committee shall be presented to the City Council following each meeting.

IV. MEMBERSHIP

This Committee shall consist of a maximum of nine (9) voting and six (6) non-voting members from a cross section of persons residing in or active in the City who may be reappointed at the discretion of the City Council.

- 1) A member of the Beautification Committee to serve a minimum of two years.
- 2) A member of the Historical Committee to serve a minimum of two years.
- 3) A member of the Planning Commission to serve a minimum of two years.
- 4) A member of the Chamber of Commerce to serve a minimum of two years.
- 5) Each member of the City Council shall appoint/reappoint one member to serve a minimum of two years.
- 6) A member of the City Council shall serve in a nonvoting capacity as Council representative to this committee.
- 7) The City Manager or designee shall serve in a nonvoting capacity.
- 8) The Director of Community Services Department or designee shall serve in a nonvoting capacity.
- 9) The Director of the Department of Planning or his appointed representative shall serve in a nonvoting capacity.
- 10) A staff member from the Department of Community Services shall serve in a nonvoting capacity as executive secretary for this committee.

- 11)A staff member from the Department of Planning and Development shall serve in a nonvoting capacity.

V. APPLICATIONS

Applications for appointment shall be made available in the City Clerk's Office. Applications must be submitted to the City Clerk. Once received and date-stamped, eligibility of the applicant will be determined by the City Clerk based on applicable Committee/Commission by-laws. Eligible applicants will be included in the next Council Agenda Packet for Council members' and staff's review under Prospective Members for Various Committees/Commissions. The City Clerk shall notify non-eligible applicants by mail.

Applications shall be valid for six months. The City Clerk shall be responsible to notify the appropriate Executive Secretary of the name of any applicant who has remained on the list for five months without appointment. The Executive Secretary shall be responsible to send a letter to the prospective applicant that shall include: the date on which the current application will expire, a blank application, and directions to return the updated application to the City Clerk within 30 days if they wish to remain on the eligibility list. It shall be the responsibility of the City Clerk to maintain updated eligibility lists for all Council-Appointed Committees/Commissions.

VI. APPOINTMENTS

A maximum of nine (9) Committee members shall be nominated by Council Members and appointed by the Mayor, with the approval of the City Council to a two year term. Members may be reappointed or removed at the discretion of the City Council.

Following the appointment of any Committee member or Commissioner, the City Clerk shall notify said appointee by mail of their term of appointment. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the Executive Secretary. It shall be the responsibility of the Executive Secretary to: contact the new appointee to advise him/her of the next meeting, provide all documents necessary to function on the Committee/Commission, and notify the Chair of new appointments.

By April 30 of each year, the City Clerk shall provide Executive Secretaries with a list of members whose term is due to expire at the end of the fiscal year (June 30th.) Executive Secretaries shall then notify members and provide blank applications to be completed and returned within 30 days if the member wishes to be re-appointed. The Executive Secretaries shall then submit a complete audit of re-appointments, including applications, to the City Clerk.

VII. ABSENCES

Absences from three consecutive meetings, or a total of five meetings per fiscal year, shall result in that member's seat being declared vacant by the secretary of the committee. Any declaration of vacancy based on absences from regularly scheduled meetings per Fiscal Year shall be appealable to the City Council. Council shall take into consideration board member attendance records, including tardiness, when evaluating the overall performance of board members.

Long – term absences cannot be longer than six (6) months due to extenuating circumstance, and must be excused by the City Council. **Such requests must be submitted in writing to the City Council for approval.**

It shall be the responsibility of the Executive Secretary to monitor the attendance of Committee members/Commissioners according to their respective by-laws. Recently-adopted Council policy states that long-term absence excuses shall be limited to six months, at which time the Committee member/Commissioner shall be removed from service. The Executive Secretary shall be responsible to notify by mail any member in danger of being removed due to absence from one meeting prior to such removal. Attempts should also be made to contact the Committee member/Commissioner by phone. Such notification shall include the absence policy for the Committee/Commission and directions for obtaining an excused absence if necessary. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the City Clerk. If after receiving said notification, a Committee member/Commissioner misses the subsequent meeting, the Executive Secretary shall notify the City Clerk. The City Clerk shall then notify the City Manager and the appointing Councilmember.

VIII. VACANCIES

Vacancies shall be filled by the Council Member whose appointment has been vacated, with the approval of the Mayor and City Council, to complete the unexpired term.

IX. EXPIRATION OF TERMS

One half of the Committee membership terms will expire on June 30th of even numbered years and one half will expire on June 30th of odd numbered years.

X. COUNCIL LIAISON

With the approval of the City Council, the Mayor may designate a Member of the City Council to act as Liaison to the Committee. The duties of the Liaison shall include reporting to the Community any actions of the City Council relative to the Committee's programs or sphere of influence and to act as spokesperson on behalf of the Committee to the City Council.

XI. ORGANIZATION

A. Meetings

The Committee shall meet regularly each month as decided by the Committee.

The Committee will select a meeting time and date by general consensus and adhere to that schedule. The meetings of this Committee shall be eleven times a year, the months of January, February, March, April, May, June, July, August, September, October and November and go dark in the month of December. The Chairperson shall have the power to call special meetings but all members shall have at least two (2) days notice for a special meeting. All meetings shall be public.

B. Officers

At the regular July meeting each year, the Committee shall organize by nominating and electing a Chairperson and Vice-Chairperson from its membership to serve a one-year term. Both, the nominations and elections of officers will be conducted by ballot. Successful candidates must receive a majority vote of members present and must have attended at least 6 meetings in the previous year.

1. Duties:

- a. The Chairperson shall preside at Committee meetings, shall represent the Committee at various functions, and shall make necessary decisions affecting the Committee when a meeting is not possible.
- b. The Vice Chairperson shall assume the Chairperson's duties in the absence or inability to perform said duties.
- c. In the absence or the disability of both the Chairperson and Vice Chairperson, the Executive Secretary shall chair the meeting.
- d. The Executive Secretary shall be a member of the City staff. The duties shall include: 1.) provide for the recording of the Minutes for each meeting; 2.) keep an accurate record of attendance and notify the Chairperson of members missing three (3) consecutive meetings; 3.) provide staff assistance as required for the conduct of the Committee's business; 4.) and, act as the principal staff advisor.

C. RULES, REGULATIONS AND RECORDS

All rules and regulations governing the Committee shall be approved by the City Council and shall be kept on file in the Office of the City Clerk. The Committee shall keep a written record of its transactions, findings and determinations. Copies of such materials, as well as Minutes of each meeting, shall be forwarded to the City Clerk and the City Council.

The Committee will operate under parliamentary procedure.

D. QUORUM

A simple majority of the Committee members (50% + 1) shall constitute a quorum for the transaction of business. The affirmative or negative vote of the majority of the members present shall be necessary for the final transaction of any business.

E. SUB-COMMITTEES

Sub-committees which are needed to successfully carry forth a Committee project shall be established by the Chairperson. The Chairperson shall appoint all sub-committee chairpersons from the Committee.

XII. FINANCE

A. It is contemplated that only under unusual circumstances would the Committee collect or spend money. If the Committee's purpose does allow for the collection or expenditure of money, such collection or expenditures shall be consistent with City Council policy.

B. Committee members shall serve without compensation.

XIII. AMENDMENTS

Amendments to these By-Laws may be recommended to the City Council upon 2/3 majority vote of the Committee members. Any amendments to said By-Laws must be approved by the City Council.

Approved this 8th day of June, 2017.



MAYOR

ATTEST:



CITY CLERK



HISTORICAL COMMITTEE BY-LAWS

I. NAME

The name of this Committee shall be CITY OF SANTA FE SPRINGS HISTORICAL COMMITTEE.

II. PURPOSE

The purpose of this Committee shall be: 1) To collect factual data on the Native American, European and Spanish-Mexican history and culture as it is woven together into the fabric of Santa Fe Springs' daily life; 2) To share these resources with the schools and citizens in order to supplement any curriculum which may need historical data concerning the Santa Fe Springs area; 3) To chronicle and display the diverse cultural influences on Santa Fe Springs and its impact on city life.

III. AUTHORITY

This Committee shall be advisory only to the City Council. A report on the findings and/or actions of this Committee shall be presented to the City Council at least once a year. Yearly reports will be due on or before June 30th of each year.

IV. MEMBERSHIP

The Committee shall be comprised of no more than twenty (20) members appointed by the City Council from a cross section of persons residing in or active in the City. Committee membership may include representatives from the schools, local businesses, various social agencies and civic and service organizations.

V. APPLICATIONS

Applications for appointment shall be made available in the City Clerk's Office. Applications must be submitted to the City Clerk. Once received and date-stamped, eligibility of the applicant will be determined by the City Clerk based on applicable Committee/Commission by-laws. Eligible applicants will be included in the next Council Agenda Packet for Council members' and staff's review under

Prospective Members for Various Committees/Commissions. The City Clerk shall notify non-eligible applicants by mail.

Applications shall be valid for six months. The City Clerk shall be responsible to notify the appropriate Executive Secretary of the name of any applicant who has remained on the list for five months without appointment. The Executive Secretary shall be responsible to send a letter to the prospective applicant that shall include: the date on which the current application will expire, a blank application, and directions to return the updated application to the City Clerk within 30 days if they wish to remain on the eligibility list. It shall be the responsibility of the City Clerk to maintain updated eligibility lists for all Council-Appointed Committees/Commissions.

VI. APPOINTMENTS

All Committee members shall be nominated by Council Members and appointed by the Mayor, with the approval of the City Council, for terms of two years. Members may be reappointed or removed at the discretion of the City Council.

Following the appointment of any Committee member or Commissioner, the City Clerk shall notify said appointee by mail of their term of appointment. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the Executive Secretary. It shall be the responsibility of the Executive Secretary to: contact the new appointee to advise him/her of the next meeting, provide all documents necessary to function on the Committee/Commission, and notify the Chair of new appointments.

By April 30 of each year, the City Clerk shall provide Executive Secretaries with a list of members whose term is due to expire at the end of the fiscal year (June 30th). Executive Secretaries shall then notify members and provide blank applications to be completed and returned within 30 days if the member wishes to be re-appointed. The Executive Secretaries shall then submit a complete audit of re-appointments, including applications, to the City Clerk.

VII. ABSENCES

Absences of two meetings, **not necessarily consecutive** during one fiscal year (July through June), result in that member's seat being declared vacant by the secretary of the committee. Any declaration of vacancy based on absences from regularly scheduled meetings per Fiscal Year shall be appealable to the City Council. Council shall take into consideration board member attendance records, including tardiness, when evaluating the overall performance of board members.

Long-term absences, due to extenuating circumstances, may be excused by the City Council. **Such requests must be submitted in writing to the City Council for approval.**

It shall be the responsibility of the Executive Secretary to monitor the attendance of Committee members/Commissioners according to their respective by-laws. Recently-adopted Council policy states that long-term absence excuses shall be limited to six months, at which time the Committee member/Commissioner shall be removed from service. The Executive Secretary shall be responsible to notify by mail any member in danger of being removed due to absence from one meeting prior to such removal. Attempts should also be made to contact the Committee member/Commissioner by phone. Such notification shall include the absence policy for the Committee/Commission and directions for obtaining an excused absence if necessary. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the City Clerk. If after receiving said notification, a Committee member/Commissioner misses the subsequent meeting, the Executive Secretary shall notify the City Clerk. The City Clerk shall then notify the City Manager and the appointing Councilmember.

VIII. VACANCIES

Vacancies shall be filled by the Council member whose appointment has been vacated, with the approval of the Mayor and City Council, to complete the unexpired term.

The Vice-Chairperson shall succeed to the office of Chairperson for the unexpired term in the event the latter office is vacated, following official announcement by the Executive Secretary of said vacation of office.

IX. EXPIRATION OF TERMS

One-half of the Committee membership terms will expire on June 30th of even numbered years and one half will expire on June 30th of odd numbered years.

X. COUNCIL LIAISON

With the approval of the City Council, the Mayor may designate a Member of the City Council to act as Liaison to the Committee. The duties of the Liaison shall include reporting to the Committee any actions of the City Council relative to the Committee's programs or sphere of influence and to act as spokesperson on behalf of the Committee to the City Council.

XI. ORGANIZATION

A. Meetings

The Committee shall meet four times per year on the 2nd Tuesday of the month at 5:30 p.m. or as decided by the Committee.

The Committee will select a meeting time and date by general consensus and adhere to that schedule. The meetings of this Committee shall be held four times a year, the months of January, April, July, and October. The

Chairperson shall have the power to call special meetings but all members shall have at least two (2) days notice for a special meeting. All meetings shall be public.

B. Officers

At the regular meeting in July each year, the Committee shall organize by nominating and electing a Chairperson and Vice Chairperson from its membership to serve a one-year term. Successful candidates must receive a majority vote of members present. Nomination and elections will be done by blind paper ballot (an anonymous ballot) for Chairperson, Vice Chairperson and Liaison to Heritage Arts Advisory Committee (HAAC). Liaison to Heritage Arts Advisory Committee is nominated and elected every two years, per ordinance. Liaison to the HAAC reports on relevant issues pertaining to this and attends the HAAC meeting (last Tuesday of every month) and begins at the July meeting following the election.

1. Duties

- a. The Chairperson shall preside at Committee meetings, shall represent the Committee at various functions and shall make necessary decisions affecting the Committee when a meeting is not possible.
- b. The Vice Chairperson shall assume the Chairperson's duties in the Chairperson's absence or inability to perform said duties.
- c. In the absence or the disability of both the Chairperson and Vice Chairperson, the Executive Secretary shall chair the meeting.
- d. The Executive Secretary shall be a member of the City staff assigned by the City Manager. The duties shall include: Provide for the recording of the Minutes for each meeting; keep an accurate record of attendance and notify the Chairperson of members missing two (2) consecutive meetings; provide staff assistance as required for the conduct of the Committee's business; and act as the principal staff advisor.

C. RULES, REGULATIONS AND RECORDS

All rules and regulations governing the Committee shall be approved by the City Council and shall be kept on file in the Office of the City Clerk. The Committee shall keep a written record of its transactions, findings and determinations. Copies of such materials, as well as Minutes of each meeting shall be forwarded to the City Clerk and the City Council.

D. QUORUM

A simple majority of the Committee members (50% + 1) shall constitute a quorum for the transaction of business. The affirmative or negative vote of the majority of the members present shall be necessary for the final transaction of any business.

E. SUB-COMMITTEES

Sub-committees which are needed to successfully carry forth a Committee project shall be established by the Chairperson. The Chairperson shall appoint all Sub-committee Chairpersons from the Committee.

XII. FINANCE

A. It is contemplated that only under unusual circumstances would the Committee collect or spend money. If the Committee's purpose does allow for the collection or expenditure of money, such collection or expenditures shall be consistent with City Council policy.

B. Committee members shall serve without compensation.

XIII. AMENDMENTS

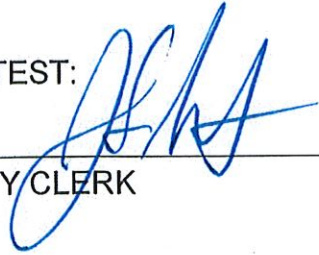
Amendments to these By-Laws may be recommended to the City Council upon a 2/3 majority vote of the Committee members. Any amendments to said By-Laws must be approved by the City Council.

Approved this 8th day of June, 2017.



MAYOR

ATTEST:


CITY CLERK



PARKS & RECREATION ADVISORY COMMITTEE

BY-LAWS

I. NAME

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

- i. City Council voted on January 12, 2017 to consolidate the Community Program Committee to the Parks & Recreation Advisory Committee. Effective January 12, 2017, all CPC responsibilities have been transferred to the Parks & Recreation Advisory Committee.*

II. PURPOSE

The purpose of this Committee shall be:

- To advise the City Council on the types of programs that would best meet the recreational needs of the people of all ages and interests;
- To provide more public participation in policy making as to recreation programs;
- To evaluate the effectiveness of recreation programs and park facilities;
- To assist in policy formation regarding conservation, nature, open spaces, and cultural development.
- To provide cultural and educational events and activities, both with City facilities and commercial establishments, i.e. trips, concerts, plays, historical events, art shows

III. AUTHORITY

This Committee shall be advisory only to the City Council. A report of the Committee Minutes and/or actions of this Committee shall be presented to the City Council following each meeting.

IV. MEMBERSHIP

This Committee shall be comprised of no more than twenty five (25) members appointed by the City Council from a cross section of the various segments of the community. Twenty-two of the members must be residents of Santa Fe Springs.

V. APPLICATIONS

Applications for appointment shall be made available in the City Clerk's Office. Applications must be submitted to the City Clerk. Once received and date-stamped, eligibility of the applicant will be determined by the City Clerk based on applicable Committee/Commission by-laws. Eligible applicants will be included in the next Council Agenda Packet for Council members' and staff's review under Prospective Members for Various Committees/Commissions. The City Clerk shall notify non-eligible applicants by mail.

Applications shall be valid for six months. The City Clerk shall be responsible to notify the appropriate Executive Secretary of the name of any applicant who has remained on the list for five months without appointment. The Executive Secretary shall be responsible to send a letter to the prospective applicant that shall include: the date on which the current application will expire, a blank application, and directions to return the updated application to the City Clerk within 30 days if they wish to remain on the eligibility list. It shall be the responsibility of the City Clerk to maintain updated eligibility lists for all Council-Appointed Committees/Commissions.

VI. APPOINTMENTS

All Committee members shall be nominated by Council Members and appointed by the Mayor, with the approval of the City Council, for terms of two years. Members may be reappointed or removed at the discretion of the City Council.

Following the appointment of any Committee member or Commissioner, the City Clerk shall notify said appointee by mail of their term of appointment. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the Executive Secretary. It shall be the responsibility of the Executive Secretary to: contact the new appointee to advise him/her of the next meeting, provide all documents necessary to function on the Committee/Commission, and notify the Chair of new appointments.

By April 30 of each year, the City Clerk shall provide Executive Secretaries with a list of members whose term is due to expire at the end of the fiscal year (June 30th.) Executive Secretaries shall then notify members and provide blank applications to be completed and returned within 30 days if the member wishes to be re-appointed. The Executive Secretaries shall then submit a complete audit of re-appointments, including applications, to the City Clerk.

VII. ABSENCES

Absences from three consecutive meetings, or a total of five meetings per fiscal year, shall result in that member's seat being declared vacant by the secretary of the committee. Any declaration of vacancy based on absences from regularly scheduled meetings per Fiscal Year shall be appealable to the City Council. Council shall take into consideration board member attendance records, including tardiness, when evaluating the overall performance of board members.

Long – term absences cannot be longer than six (6) months due to extenuating circumstance, and must be excused by the City Council. **Such requests must be submitted in writing to the City Council for approval.**

It shall be the responsibility of the Executive Secretary to monitor the attendance of Committee members/Commissioners according to their respective by-laws. Recently-adopted Council policy states that long-term absence excuses shall be limited to six months, at which time the Committee member/Commissioner shall be removed from service. The Executive Secretary shall be responsible to notify by mail any member in danger of being removed due to absence from one meeting prior to such removal. Attempts should also be made to contact the Committee member/Commissioner by phone. Such notification shall include the absence policy for the Committee/Commission and directions for obtaining an excused absence if necessary. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the City Clerk. If after receiving said notification, a Committee member/Commissioner misses the subsequent meeting, the Executive Secretary shall notify the City Clerk. The City Clerk shall then notify the City Manager and the appointing Councilmember.

VIII. VACANCIES

Vacancies shall be filled by the Council Member whose appointment has been vacated, with the approval of the Mayor and City Council, to complete the unexpired term.

IX. EXPIRATION OF TERMS

One half of the Committee membership terms will expire on June 30th of even numbered years and one half will expire on June 30th of odd numbered years.

X. COUNCIL LIAISON

With the approval of the City Council, the Mayor may designate a Member of the City Council to act as Liaison to the Committee. The duties of the Liaison shall include reporting to the Community any actions of the City Council relative to the Committee's programs or sphere of influence and to act as spokesperson on behalf of the Committee to the City Council.

XI. ORGANIZATION

A. Meetings

The Committee shall meet regularly each month as decided by the Committee.

The Committee will select a meeting time and date by general consensus and adhere to that schedule. The meetings of this Committee shall be held nine times a year, the months of January, February, March, April, May, June, September, October and November and go dark in the months of July, August, and December. The Chairperson shall have the power to call special meetings but all members shall have at least two (2) days notice for a special meeting. All meetings shall be public.

B. Officers

At the regular meeting in September of each year, the Committee shall organize by nominating and electing a Chairperson and Vice Chairperson from its membership to serve a one-year term. Both, the nominations and elections of officers will be conducted by ballot. Successful candidates must receive a majority vote of members present and must have attended at least 6 meetings in the previous year. The selection of a Chairperson and Vice Chairperson will be the first item on the agenda after Roll Call.

1. Duties:

- a. The Chairperson shall preside at Committee meetings, shall represent the Committee at various functions, and shall make necessary decisions affecting the Committee when a meeting is not possible.
- b. The Vice Chairperson shall assume the Chairperson's duties in the absence or inability to perform said duties.
- c. In the absence or the disability of both the Chairperson and Vice Chairperson, the Executive Secretary shall chair the meeting.
- d. The Executive Secretary shall be a member of the City staff assigned by the City Manager. The duties shall include: Provide for the recording of the Minutes for each meeting; keep an accurate record of attendance and notify the City Clerk of members missing three (3) consecutive meetings; provide staff assistance as required for the conduct of the Committee's business; and, act as the principal staff advisor.

C. RULES, REGULATIONS AND RECORDS

All rules and regulations governing the Committee shall be approved by the City Council and shall be kept on file in the Office of the City Clerk. The Committee shall keep a written record of its transactions, findings and determinations. Copies of such materials, as well as Minutes of each meeting, shall be forwarded to the City Clerk and the City Council.

Committee will operate under parliamentary procedure.

D. QUORUM

A simple majority of the Committee members (50% + 1) shall constitute a quorum for the transaction of business. The affirmative or negative vote of the majority of the members present shall be necessary for the final transaction of any business.

E. SUB-COMMITTEES

Sub-committees which are needed to successfully carry forth a Committee project shall be established by the Chairperson. The Chairperson shall appoint all Sub-committee Chairpersons from the Committee. Sub-committee members may include non-members of the Committee.

There shall be a specified Sub-committee which shall be known as the Christmas Float Sub-committee. The Chairperson shall appoint the Sub-Committee Chairperson from the Committee each year in the month of January. This appointment must be affirmed by the Committee as a whole. There are no restrictions on the number of terms for a Sub-committee Chairperson.

XII. FINANCE

A. It is contemplated that only under unusual circumstances would the Committee collect or spend money. If the Committee's purpose does allow for the collection or expenditure of money, such collection or expenditures shall be consistent with City Council policy.

B. Committee members shall serve without compensation.

XIII. AMENDMENTS

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

Approved this 8th day of June, 2017.

William K. R.

MAYOR

ATTEST:

J. H.
CITY CLERK



SENIOR CITIZENS ADVISORY COMMITTEE BY-LAWS

I. NAME

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

II. PURPOSE

The purpose of this Committee shall be to advise, plan, and conduct projects that will foster mutual understanding between Senior citizens of Santa Fe Springs and the Honorable city Council of the City of Santa Fe Springs in order to improve the well-being of the Senior citizens in the City of Santa Fe Springs and to the community at large.

III. AUTHORITY

This committee shall be advisory only to the City Council. A report on the findings and/or actions of this Committee shall be presented to the City Council at least once a year. Yearly reports will be due on or before June 30th of each year.

IV. MEMBERSHIP

The Committee shall be comprised of no more than twenty five (25) members appointed by the City Council from a cross section of persons residing in or active in the city. Committee membership may include representatives from the schools, local businesses, various social agencies, and civic and service organizations.

V. APPLICATIONS

Applications for appointment shall be made available in the City Clerk's Office. Applications must be submitted to the City Clerk. Once received and date-stamped, eligibility of the applicant will be determined by the City Clerk based on applicable committee/Commission By-Laws. Eligible applicants will be included in the next Council Agenda Packet for Council members' and staff's review under

prospective Members for Various Committees/Commissions. The City Clerk shall notify non-eligible applicants by mail.

Applications shall be valid for six months. The City Clerk shall be responsible to notify the appropriate Executive Secretary of the name of any applicant who has remained on the list for five months without appointment. The Executive Secretary shall be responsible to send a letter to the prospective applicant that shall include: the date on which the current application will expire, a blank application, and directions to return the updated application to the City Clerk within 30 days if they wish to remain on the eligibility list. It shall be the responsibility of the City Clerk to maintain updated eligibility lists for all Council-Appointed Committees/Commissions.

VI. APPOINTMENTS

All Committee members shall be nominated by Council Members and appointed by the Mayor, with the approval of the City Council, for terms of two years. Members may be reappointed or removed at the discretion of the Council.

Following the appointment of any Committee member or Commissioner, the City Clerk shall notify said appointee by mail of their term of appointment. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the Executive Secretary. It shall be the responsibility of the Executive Secretary to: contact the new appointee to advise him/her of the next meeting, provide all documents necessary to function on the Committee/Commission, and notify the Chair of new appointments.

By April 30 of each year, the City Clerk shall provide Executive Secretaries with a list of members whose term is due to expire at the end of the fiscal year (June 30). Executive Secretaries shall then notify members and provide blank applications to be completed and returned within 30 days if the member wishes to be reappointed. The Executive Secretaries shall then submit a complete audit of reappointments, including applications, to the City Clerk.

VII. ABSENCES

Absences from three consecutive meetings, or a total of five meetings per fiscal year, shall result in that member's seat being declared vacant by the secretary of the committee. Any declaration of vacancy based on absences from regularly scheduled meetings per Fiscal Year shall be appealable to the City Council. Council shall take into consideration board member attendance records, including tardiness, when evaluating the overall performance of board members.

Long-term absences may only be for 6 months, and must be excused by the City Council. **Such requests must be submitted in writing to the City Council for approval.**

It shall be the responsibility of the Executive Secretary to monitor the attendance of Committee members/Commissioners according to their respective by-laws. Recently adopted Council policy states that long-term absence excuses shall be limited to six months, at which time the Committee member/Commissioner shall be removed from service. The Executive Secretary shall be responsible to notify by mail any member in danger of being removed due to absence from one meeting prior to such removal. Attempts should also be made to contact the Committee member/Commissioner by phone. Such notification shall include the absence policy for the Committee/ Commission and directions for obtaining an excused absence if necessary. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the City Clerk. If after receiving said notification, a Committee member/Commissioner misses the subsequent meeting, the Executive Secretary shall notify the City Clerk. The City Clerk shall then notify the City Manager and the appointing Councilmember.

VIII. VACANCIES

Vacancies shall be filled by the Council Member whose appointment has been vacated, with the approval of the Mayor and City Council, to complete the unexpired term.

IX. EXPIRATION OF TERMS

One-half of the Committee membership terms will expire on June 30th of even numbered years and one-half will expire on June 30th of odd numbered years.

X. COUNCIL LIAISON

With the approval of the City Council, the Mayor may designate a Member of the City Council to act as a Liaison to the Committee. The duties of the Liaison shall include reporting to the Community any actions of the City Council relative to the Committee's programs or sphere of influence and to act as spokesperson on behalf of the Committee to the City Council.

XI. ORGANIZATION

A. Meetings

The Committee shall meet regularly each month as decided by the Committee.

The Committee will select a meeting time and date by general consensus and adhere to that schedule. The meetings of this Committee shall be held ten times a year in the months of January, February, March, April, May,

June, July, August, October, November. The Committee shall select a day and time that is convenient to most members and shall adhere to schedule. The Chairperson shall have the power to call special meetings, but all members shall have at least two (2) day notice for a special meeting. All meetings shall be public.

B. Officers

At the regular August meeting each year, the Committee shall organize by nominating and electing a Chairperson and Vice-Chairperson from its membership to serve a one-year term. Both, the nominations and elections of officers will be conducted by ballot. Successful candidates must receive a majority vote of members present and must have attended at least 6 meetings in the previous year.

1. Duties:

- a. The Chairperson shall preside at Committee meetings, shall represent the Committee at various functions, and shall make necessary decisions affecting the Committee when a meeting is not possible.
- b. The Vice Chairperson shall assume the Chairperson's duties in the absence or inability to perform said duties.
- c. In the absence or the disability of both the Chairperson and Vice Chairperson, the Executive Secretary shall chair the meeting.
- d. The Executive Secretary shall be a member of the City staff. The duties shall include: 1) provide for the recording of the Minutes for each meeting; 2) keep an accurate record of attendance and notify the Chairperson of members missing three (3) consecutive meetings; 3) provide staff assistance as required for the conduct of the Committee's business; and 4) act as the principal staff advisor.

C. RULES, REGULATIONS AND RECORDS

All rules and regulations governing the Committee shall be approved by the City Council and shall be kept on file in the Office of the City Clerk. The Committee shall keep a written record of its transactions, findings, and determinations. Copies of such material, as well as Minutes of each meeting, shall be forwarded to the City Clerk and the City Council.

Committee will operate under parliamentary procedure.

D. QUORUM

A simple majority of the Committee members (50% + 1) shall constitute a quorum for the transaction of business. The affirmative or negative vote of the majority of the members present shall be necessary for the final for the transaction of any business.

E. SUB-COMMITTEES

Sub-Committees, which are needed to successfully carry forth a Committee project, shall be established by the Chairperson. The Chairperson shall appoint all sub-committee chairpersons from the Committee.

XII. FINANCE

A. It is contemplated that only under unusual circumstances would the Committee collect or spend money. If the If the Committee's purpose does allow for the collection or expenditure of money, such collection or expenditures shall be consistent with City Council policy.

B. Committee members shall serve without compensation.

XIV. AMENDMENTS

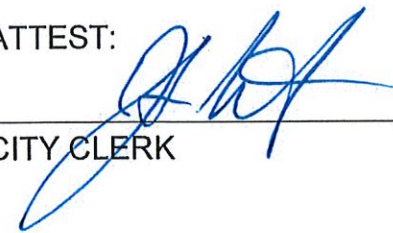
Amendments to these By-Laws may be recommended to the City Council upon a 2/3 majority vote of the Committee members. Any amendments to said By-Laws must be approved by the City Council.

Approved this 8th day of June, 2017.



MAYOR

ATTEST:



CITY CLERK



SISTER CITY COMMITTEE

BY-LAWS

I. NAME

The name of this Committee shall be the CITY OF SANTA FE SPRINGS SISTER CITY COMMITTEE.

II. PURPOSE

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

III. AUTHORITY

This Committee shall be advisory only to the City Council, and shall act as goodwill ambassadors of the City of Santa Fe Springs. A report on the activities and/or actions of this Committee shall be presented to the Council at least once a year. Yearly reports will be due on or before June 30th of each year.

No act of this Committee shall be contrary to the established policy of the City Council of the City of Santa Fe Springs; the Town Affiliation Association of the United States, Inc. - Sister Cities International; the U.S./Mexico Sister City Association; or the various Departments of the United States Government.

The Committee shall adhere to all applicable provisions of sections 54950 through 54963 of the State of California Government Code (herein referred to as "The Brown Act.")

IV. MEMBERSHIP

The Committee shall be composed of no more than 25 members appointed by the City Council from a cross section of persons who either reside or work in the City, which may include representatives from schools, local businesses, various social agencies, and civic and service organizations, within the City. Each of these members is entitled to one vote.

V. APPLICATIONS

Applications for appointment shall be made available in the City Clerk's Office. Applications must be submitted to the City Clerk. Once received and date-stamped, eligibility of the applicant will be determined by the City Clerk based on applicable Committee/Commission by-laws. Eligible applicants will be included in the next Council Agenda Packet for Council members' and staff's review under Prospective Members for Various Committees/Commissions. The City Clerk shall notify non-eligible applicants by mail.

Applications shall be valid for six months. The City Clerk shall be responsible to notify the appropriate Executive Secretary of the name of any applicant who has remained on the list for five months without appointment. The Executive Secretary shall be responsible to send a letter to the prospective applicant that shall include: the date on which the current application will expire, a blank application, and directions to return the updated application to the City Clerk within 30 days if they wish to remain on the eligibility list. It shall be the responsibility of the City Clerk to maintain updated eligibility lists for all Council-Appointed Committees/ Commissions.

VI. APPOINTMENTS

All Committee members shall be nominated by Council Members and appointed by the Mayor, with the approval of the City Council, for terms of two years. Members may be reappointed or removed at the discretion of the Council.

Following the appointment of any Committee member or Commissioner, the City Clerk shall notify said appointee by mail of their term of appointment. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the Executive Secretary. It shall be the responsibility of the Executive Secretary to: contact the new appointee to advise him/her of the next meeting, provide all documents necessary to function on the Committee/Commission, and notify the Chair of new appointments.

By April 30 of each year, the City Clerk shall provide Executive Secretaries with a list of members whose term is due to expire at the end of the fiscal year (June 30th.) Executive Secretaries shall then notify members and provide blank applications to be completed and returned within 30 days if the member wishes to be re-appointed. The Executive Secretaries shall then submit a complete audit of re-appointments, including applications, to the City Clerk.

VII. ABSENCES

Absences from three consecutive meetings, or a total of five meetings per fiscal year, shall result in that member's seat being declared vacant by the secretary of the committee. Any declaration of vacancy based on absences from regularly scheduled meetings per Fiscal Year shall be appealable to the City Council. Council shall take into consideration board member attendance records, including tardiness, when evaluating the overall performance of board members.

Long – term absences cannot be longer than six (6) months due to extenuating circumstance, and must be excused by the City Council. Such requests must be submitted in writing to the City Council for approval.

It shall be the responsibility of the Executive Secretary to monitor the attendance of Committee members/Commissioners according to their respective by-laws. Recently-adopted Council policy states that long-term absence excuses shall be limited to six months, at which time the Committee member/Commissioner shall be removed from service. The Executive Secretary shall be responsible to notify by mail any member in danger of being removed due to absence from one meeting prior to such removal. Attempts should also be made to contact the Committee member/Commissioner by phone. Such notification shall include the absence policy for the Committee/Commission and directions for obtaining an excused absence if necessary. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the City Clerk. If after receiving said notification, a Committee member/Commissioner misses the subsequent meeting, the Executive Secretary shall notify the City Clerk. The City Clerk shall then notify the City Manager and the appointing Councilmember.

VIII. VACANCIES

Vacancies shall be filled by the Council member whose appointment has been vacated, with the approval of the Mayor and City Council, to complete the unexpired term.

Committee members appointed to fill vacancies shall complete the unexpired term.

IX. EXPIRATION OF TERMS

One half of the Committee membership terms will expire on June 30th of even numbered years and one half will expire on June 30th of odd numbered years.

X. COUNCIL LIAISON

With the approval of the City Council, the Mayor may designate a member of the City Council to act as Liaison to the Committee. The duties of the Liaison shall include reporting to the Committee any actions of the City Council relative to the Committee's programs or sphere of influence and to act as spokesperson on behalf of the Committee to the City Council.

XI. ORGANIZATION

A. Meetings

The Committee shall meet the first Monday of each month or as decided by the Committee.

The Committee will select a meeting time and date by general consensus and

adhere to that schedule. The meetings of this Committee shall be held eleven (11) times a year, the months of January through November and go dark in December. The Chair shall have the power to call special meetings, but all members shall have at least two (2) days notice for a special meeting. All meetings shall be open to the public and subject to the Brown Act.

B. Officers

At the regular meeting in August, the Chair, with concurrence of the Committee, shall appoint five (5) members from the Committee who shall constitute a Nominating Committee. Members cannot serve on the Nominating Committee for two (2) consecutive years. The Nominating Committee will report its selections for the elected offices of the Committee at the regular September meeting. Nominations from the Sister City Committee as a whole will also be accepted at the September meeting. Elections shall be held annually at the regular September meeting. New officers will take office in October.

1. Duties of Officers

- a. Officers' terms shall be for one year.
- b. The Chair shall preside at Committee meetings, shall represent the Committee at various functions pertaining to Sister City activities, and shall make necessary decisions affecting the Committee when a meeting is not possible. All members shall be contacted regarding any business that is conducted outside of a regular meeting. Such decisions must be approved by the Council Liaison and not in conflict with the Brown Act. The Chair shall be the ex-officio member of all sub-committees and shall be the Chair of the By-Laws Revision Committee and shall keep an official copy of the By-Laws. The Chair may appoint a Committee member, with approval of the Committee, to fill the unexpired term of any officer who is unable to perform their duties.
- c. The Vice Chair shall assume the Chair's duties in the absence or inability to perform said duties.
- d. In the absence or the disability of both the Chair and Vice Chair, the Executive Secretary shall chair the meeting.
- e. The Treasurer shall prepare and submit a financial report at each regular meeting which shall include all transactions of both the Sister City Committee and the Young Ambassadors' Association. All transactions shall indicate payee, amount, and purpose of expenditure or origin of deposit. All monies assigned to students' accounts shall be listed by date, amount, and origin. Encumbered and unencumbered funds shall be noted.
- f. The Staff Liaison shall write all Committee correspondence and give

the Executive Secretary and Chair a copy for the Sister City files.

- g.** The Executive Secretary shall be a member of the City staff assigned by the City Manager. The duties shall include: provide for the recording of the Minutes for each meeting; keep an accurate record of attendance and notify the Chair and City Clerk of members missing three consecutive meetings; provide staff assistance as required for the conduct of the Committee's business; and, act as the principal staff advisor.

C. RULES, REGULATIONS, AND RECORDS

All rules and regulations governing the Committee shall be approved by the City Council and shall be kept on file in the office of the City Clerk. The Committee shall keep a written record of its activities and determinations. Copies of such materials, as well as Minutes of each meeting, shall be forwarded to the City Clerk and the City Council.

Committee will operate under parliamentary procedure.

D. QUORUM

A simple majority of the Committee members (50% + 1) shall constitute a quorum for the transaction of business. The affirmative or negative vote of the majority of the members present shall be necessary for the final transaction of any business.

E. SUB-COMMITTEES

Two sub-committees consisting of no fewer than 5 members, one each dedicated to the respective sister cities of Navojoa, Mexico and Tirschenreuth, Germany, shall be created by the Chair to work with the Executive Secretary and Staff Liaison to plan for business pertaining to these sister cities.

Additional sub-committees which are needed to successfully carry forth a Committee project shall be established by the Chair. The Chair shall appoint all sub-committee Chairs from the Committee.

XII. FINANCE

- A.** The Committee's purpose does allow for the collection and expenditure of money, such collection or expenditures shall be consistent with City Council policy.
- B.** Committee members shall serve without compensation.
- C.** No Committee member may impose any fees or fines upon another member unless specified in the Standing Rules.
- D.** The Treasurer shall not disburse any funds without prior Committee approval. Such

approval shall occur at a public meeting. The Committee shall have the books audited at least once a year.

XIII. AMENDMENTS

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

Approved this 8th day of June, 2017.



MAYOR

ATTEST.



CITY CLERK



YOUTH LEADERSHIP COMMITTEE BY-LAWS

I. NAME

The name of this Committee shall be the **CITY OF SANTA FE SPRINGS YOUTH LEADERSHIP COMMITTEE.**

II. PURPOSE

The Committee purpose shall be to foster greater involvement of youth in the community and municipal government. The Committee shall study problems, activities, and concerns of youth, especially as they relate to municipal programs or projects of the City and recommend solutions to the City Council.

III. AUTHORITY

This committee shall report to the City Council. A report on the findings and/or actions of this Committee shall be presented to the City Council at least once a year.

IV. MEMBERSHIP

The committee shall be comprised of no more than 20 members appointed by the City Council from a cross section of youth residing in the City. Committee members will be between the ages of 13 and 18 years of age during the next committee term following his/her appointment.

No more than two (2) immediate family members may participate on the Committee during any appointed term.

V. APPLICATIONS

Applications for appointment shall be made available in the City Clerk's Office. Applications must be submitted to the City Clerk. Once received and date-stamped, eligibility of the applicant will be determined by the City Clerk based on applicable Committee/Commission by-laws. Eligible applicants will be included in the next Council Agenda Packet for Council members' and staff's review under Prospective Members for Various Committees/Commissions. The City Clerk shall notify non-eligible applicants by mail.

Applications shall be valid for six months. The City Clerk shall be responsible to notify the appropriate Executive Secretary of the name of any applicant who has remained on the list for five months without appointment. The Executive Secretary shall be responsible to send a letter to the prospective applicant that shall include: the date on which the current application will expire, a blank application, and directions to return the updated application to the City Clerk within 30 days if they wish to remain on the eligibility list. It shall be the responsibility of the City Clerk to maintain updated eligibility lists for all Council-Appointed Committees/ Commissions.

VI. APPOINTMENTS

All Committee members will be appointed by City Council, for terms of two years. Members may be reappointed or removed at the discretion of the appointing City Council Member.

Following the appointment of any Committee member or Commissioner, the City Clerk shall notify said appointee by mail of their term of appointment. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the Executive Secretary. It shall be the responsibility of the Executive Secretary to: contact the new appointee to advise him/her of the next meeting, provide all documents necessary to function on the Committee/Commission, and notify the Chair of new appointments.

By April 30 of each year, the City Clerk shall provide Executive Secretaries with a list of members whose term is due to expire at the end of the fiscal year (June 30th.) Executive Secretaries shall then notify members and provide blank applications to be completed and returned within 30 days if the member wishes to be re-appointed. The Executive Secretaries shall then submit a complete audit of re-appointments, including applications, to the City Clerk.

VII. ABSENCES

Absences from three consecutive meetings, or a total of five meetings per fiscal year, shall result in that member's seat being declared vacant by the secretary of the committee. Any declaration of vacancy based on absences from regularly scheduled meetings per Fiscal Year shall be appealable to the City Council. Council shall take into consideration board member attendance records, including tardiness, when evaluating the overall performance of board members.

Long-term absences, due to extenuating circumstances, may be excused by the City Council. **Such requests must be submitted in writing to the City Council for approval.** Long-term absence excuses shall be limited to six months, at which time the Committee member shall be removed from service.

It shall be the responsibility of the Executive Secretary to monitor the attendance of Committee members/Commissioners according to their respective by-laws.

Recently-adopted Council policy states that long-term absence excuses shall be limited to six months, at which time the Committee member/Commissioner shall be removed from service. The Executive Secretary shall be responsible to notify by mail any member in danger of being removed due to absence from one meeting prior to such removal. Attempts should also be made to contact the Committee member/Commissioner by phone. Such notification shall include the absence policy for the Committee/Commission and directions for obtaining an excused absence if necessary. Copies of such letters shall be sent to the appointing Councilmember, the Council Liaison, and the City Clerk. If after receiving said notification, a Committee member/Commissioner misses the subsequent meeting, the Executive Secretary shall notify the City Clerk. The City Clerk shall then notify the City Manager and the appointing Councilmember.

VIII. VACANCIES

Vacancies shall be filled by the Council member whose appointment has been vacated, with the approval of the Mayor and City Council, to complete the unexpired term.

IX. EXPIRATION OF TERMS

Upon the completion of the 2 year term each committee member in good standing shall be eligible for re-appointment. Once a committee member graduates from High School their term ends June 30th following graduation.

X. COUNCIL LIAISON

With the approval of the City Council, the Mayor may designate a Member of the City Council to act as Liaison to the Committee. The duties of the Liaison shall include reporting to the Committee any actions of the City Council relative to the Committee's programs or sphere of influence and to act as spokesperson on behalf of the Committee to the City Council.

XI. ORGANIZATION

A. Meetings

The Committee shall meet on the first Monday of each month or as decided by the Committee. In the case of a meeting scheduled on a holiday, the meeting will be held on the second Monday of that month.

The Committee will select a meeting time and date by general consensus and adhere to that schedule. The meetings of this Committee shall be held eleven times a year, January through June and August through December and go dark in July. The Chairperson will have power to call special meetings but all members shall have at least two (2) days notice for a special meeting.

B. OFFICERS

At a regular meeting in August each year, the Committee shall organize by nominating and electing a Chairperson, Vice Chairperson, Secretary and Treasurer from its membership to serve for one year. Successful candidates must receive a majority vote of members present by way of ballot. Nomination and elections will be done by blind paper ballot (an anonymous ballot)

An eligible candidate for Chairperson shall, at the beginning of their term, be in the eleventh or twelfth grade with tenure of at least one year on the Committee.

An eligible candidate for Vice Chairperson shall, at the beginning of their term, be in the tenth or eleventh grade with tenure of at least one year on the Committee.

An eligible candidate for Secretary and Treasurer shall, at the beginning of their term, be an underclassman in the ninth or tenth grade.

1. Duties:

- a. The Chairperson shall preside all Committee meetings, shall represent the Committee at various functions, and make necessary decisions affecting the Committee when a meeting is not possible.
- b. The Vice Chairperson shall assume the Chairperson's duties in the absence or inability to perform said duties. The Vice Chairperson shall also assume the Secretary's responsibilities at meetings when the Secretary is absent.
- c. The Secretary shall call roll at Committee meetings, keep record of meeting minutes and inform Committee members of upcoming events. In the absence of both the Chairperson, Vice Chairperson, the Secretary shall chair the meeting.
- d. The Treasurer shall collect and document all money generated through fundraising at Committee events. The Treasurer will submit all funds to Executive Secretary for proper depositing.
- e. The Executive Secretary or their designee shall be a member of the City Staff assigned by the Director of Community Services. The duties shall include: Provide assistance in recording of the Minutes for Each meeting; keep an accurate record of attendance and notify the City Clerk of members missing three (3) consecutive meetings; provide staff assistance in the depositing of all funds, aid as required for the conduct of the Committee's business; and, act as the principal staff advisor.

C. RULES, REGULATIONS AND RECORDS

All rules and regulations governing the Committee shall be approved by the City Council and shall be kept on file in the Office of the City Clerk. The Committee shall keep written record of its transactions, findings, and determinations. Copies of such materials, as well as Minutes of each meeting, shall be forwarded to the City Clerk and the City Council.

Committee will operate under parliamentary procedure.

Committee members shall attend at least one City Council meeting per month.

D. QUORUM

A simple majority of the Committee members (50% + 1) shall constitute a quorum for the transaction of business. The affirmation or negative vote of the majority of the members present shall be necessary for the final transaction of any business.

E. SUB-COMMITTEES

Sub-committees which are needed to successfully carry forth a Committee project shall be established by the Chairperson. The Chairperson shall appoint all Sub-committee Chairpersons from the Committee.

F. ADVISORY COMMITTEE

Graduating Youth Leadership Committee members may be appointed to the Advisory Committee to assist in committee projects. This Advisory Committee will have no voting power and be appointed by the Executive Secretary.

XII. AMENDMENTS

Amendments to these By-Laws may be recommended to the City Council upon a 2/3 majority vote of the Committee members. Any amendments to the aforementioned By-Laws must be approved by the City Council.

Approved this 8th day of June, 2017



MAYOR

ATTEST:


CITY CLERK

PLANNING COMMISSION

§ 32.01 ESTABLISHED.

There shall be established a Planning Commission for the city.

('64 Code, § 2-30) (Ord. 15, passed - -)

Statutory reference:

Local planning generally, see Cal. Gov't Code §§ 65000 et seq.

Planning Commissions, see Cal. Gov't Code §§ 65400 to 65404

Requirement that city create a Planning Commission, see Cal. Gov't Code § 65300

§ 32.02 COMPOSITION; APPOINTMENT; TERMS; VACANCIES.

The Planning Commission shall consist of five members who shall be qualified electors of the city. Except as otherwise provided herein, Planning Commissioners shall be appointed and shall serve for terms of four years and until appointment and qualification of their respective successors. If vacancies shall occur, otherwise than by expiration of term, they shall be filled by appointment for the unexpired portion of the term. Each member of the City Council shall nominate one person for appointment to the Planning Commission by the Mayor with the approval of the City Council. Notwithstanding anything to the contrary herein contained, when a member of the City Council who has nominated a particular Planning Commissioner is no longer a member of the City Council, the successor member of the City Council shall have the option of terminating the term of the Planning Commissioner nominated by his predecessor, and of nominating a successor Planning Commissioner to serve out the remainder of the term of the Planning Commissioner whose term has been so terminated.

('64 Code, § 2-31) (Ord. 15, passed - - ; Am. Ord. 635, passed 7-28-83)

§ 32.03 ORGANIZATION.

(A) The Planning Commission shall elect its chairman from among its appointed members for a term of one year and, subject to other provisions of law, may create and fill such other offices as it may determine.

(B) The Planning Commission shall elect a vice-chairman from among its appointed members. The Planning Commission shall also appoint a secretary who need not be a member of the Commission.

('64 Code, § 2-32) (Ord. 15, passed - -)

§ 32.04 MEETINGS; RULES; RECORD OF BUSINESS.

(A) The Planning Commission shall hold at least one regular meeting in each month. It shall adopt rules for transaction of business and shall keep a record of the resolutions, transactions, findings and determinations of the Commission, which record shall be a public record.

(B) A regular meeting as provided for by law or by rule of the Planning Commission, or any regularly advertised public hearing, shall be deemed a regular meeting.

('64 Code, § 2-33) (Ord. 15, passed - -)

 § 32.05 TERMINATION OF MEMBERSHIP FOR ABSENCE FROM MEETINGS; ABSENCE FOR CAUSE DEFINED.

(A) If a member of the Planning Commission shall be absent from three successive regular meetings of such Commission without cause, the office of such member shall be deemed to be vacant and the term of such member ipso facto terminated. The Planning Commission shall immediately inform the City Council of such termination.

('64 Code, § 2-34)

(B) An absence due to illness or an unavoidable absence from the city and written notice thereof to the Planning Commission on or before the day of any regular meeting of the Commission shall be deemed absence for cause.

('64 Code, § 2-35)

(Ord. 15, passed - -)

 § 32.06 POWERS AND DUTIES.

The Planning Commission shall perform the duties and shall have all rights, powers and privileges specified and provided for by municipal ordinance or resolution or by state law.

('64 Code, § 2-36) (Ord. 15, passed - -)

 § 32.07 EXPENSES AND COMPENSATION.

The Planning Commission and the respective members thereof shall be entitled to compensation or reimbursement for all necessary and proper expenses incurred by the Commission or by such members in connection with the meetings of the Commission and in connection with the business of the city transacted by or in connection with the activities, duties and responsibilities of the Commission. In addition, the members thereof shall be entitled to compensation at a rate set by City Council resolution for each meeting of the Commission attended, for not to exceed two meetings per calendar month. For purposes of determining compensation, all meetings held on a single calendar date shall be deemed to be one meeting.

('64 Code, § 2-37) (Ord. 15, passed - - ; Am. Ord. 293, passed 6-9-66; Am. Ord. 597, passed 1-8-81)

TRAFFIC COMMISSION

§ 70.40 ESTABLISHED; COMPOSITION; APPOINTMENT OF MEMBERS.

There is hereby established an Advisory Traffic Commission consisting of five lay members appointed by the Mayor with the approval of the City Council, the City Traffic Engineer, and the Chief of Police or his representative who shall be non-voting members of the Commission. The lay members shall select from among themselves a chairperson and a vice-chairperson to serve as such for a one-year term.

('64 Code, § 14-36) (Ord. 148, passed - - ; Ord. 426, passed 7-13-72; Ord. 578, passed 2-14-80; Am. Ord. 585, passed 7-10-80)

§ 70.41 VOTING MEMBERS.

Only the five lay members on the Traffic Commission shall be voting members of the Traffic Commission. All other members may take part in the discussions, but shall be non-voting.

('64 Code, § 14-37) (Ord. 148, passed - - ; Ord. 426, passed 7-13-72)

§ 70.42 COMPENSATION.

The lay members of the Traffic Commission shall be entitled to compensation at a rate to be established from time to time by City Council resolution for each meeting of the Commission attended, not to exceed one meeting per calendar month. For purposes of determining compensation, all meetings held on a single calendar date shall be deemed to be one meeting.

('64 Code, § 14-37.1) (Am. Ord. 597, passed 1-8-81)

§ 70.43 APPOINTMENT; TERMS; VACANCIES.

Each member of the City Council shall nominate one lay person for appointment to the Traffic Commission by the Mayor with the approval of the City Council. Notwithstanding anything to the contrary herein contained, when a member of the City Council who has nominated a particular Traffic Commissioner is no longer a member of the City Council, the successor member of the City Council shall have the option of terminating the term of the Traffic Commissioner nominated by his predecessor, and of nominating a successor Traffic Commissioner to serve out the remainder of the term of the Traffic Commissioner whose term has been so terminated.

('64 Code, § 14-38) (Ord. 148, passed - - ; Am. Ord. 636, passed 8-11-83)

§ 70.44 DUTIES.

It shall be the duty of the Traffic Commission to do the following:

(A) Suggest the most practicable means for coordinating the activities of all officers and agencies of the city having authority with respect to the administration or enforcement of traffic regulations.

(B) Stimulate and assist in the preparation and publication of traffic reports.

(C) Receive complaints having to do with traffic matters.

(D) Recommend to the legislative body of the city and to the City Traffic Engineer, the Chief of the Traffic Division and other city officials, ways and means for improving traffic conditions and the administration and enforcement of traffic regulations.

(E) Consider matters involving the safety of the whole community which may be brought to its attention or which may be referred to it by the City Council.

(F) Make such recommendations as it may deem advisable, concerning the safety of the community, to the City Council or to other agencies and individuals.

(G) Prepare and submit, annually, a budget of the estimated expenditures to be made during the following fiscal year in connection with safety programs.

(H) Make an annual report each fiscal year of all activities and of all disbursements made in connection with programs sponsored by the Traffic Commission.

('64 Code, § 14-39) (Ord. 17, passed - -)