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

TUESDAY, FEBRUARY 18, 2025
AT 5:00 P.M.

CITY HALL COUNCIL CHAMBERS
11710 TELEGRAPH ROAD
SANTA FE SPRINGS, CA 90670

CITY COUNCIL

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

CITY MANAGER	CITY ATTORNEY
René Bobadilla, P.E.	Rick Olivarez

CITY STAFF

Assistant City Manager	Nicholas Razo
Fire Chief	Chad Van Meeteren
Police Chief	Aviv Bar
Director of Community Development	Cuong Nguyen
Director of Community Services	Maricela Balderas
Director of Finance	Lana Dich
Director of Parks & Recreation	Gus Hernandez
Director of Police Services	Arlene Salazar
Director of Public Works	James Enriquez
City Clerk	Fernando N. Muñoz

NOTICES

This City Council Meeting ("Council") will be held in person and will meet at City Hall – City Council Chambers, 11710 E. Telegraph Road, Santa Fe Springs, California. The meeting will be live streamed on the City's YouTube Channel and can be accessed on the City's website via the following link:
https://santafesprings.gov/city_council/city_council_meetings/index.php

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a City meeting or other services offered by this City, please contact the City Clerk's Office. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

SB 1439: Effective January 1, 2025, City Council Members are subject to SB 1439 and cannot participate in certain decisions for a year after accepting campaign contributions of more than $500 from an interested person. The Council Member would need to disclose the donation and abstain from voting.

Public Comments: The public is encouraged to address City Council on any matter listed on the agenda or on any other matter within its jurisdiction. If you wish to address the City Council on the day of the meeting, please fill out a speaker card provided at the door and submit it to City Clerk staff. You may also submit comments in writing by sending them to the City Clerk's Office at cityclerk@santafesprings.gov. All written comments received by 12:00 p.m. the day of the City Council Meeting will be distributed to the City Council and made a part of the official record of the meeting. Written comments will not be read at the meeting, only the name of the person submitting the comment will be announced. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

Council Meeting Start Times: If there is a closed session or study session scheduled on the agenda, the regular meeting shall be scheduled to start at 5:00 p.m. and open session shall start at 6:00 p.m. If there is no closed session or study session scheduled on the agenda, the regular meeting shall be scheduled to start at 6:00 p.m.

Please Note: Staff reports and supplemental attachments are available for inspection online and at the office of the City Clerk in City Hall, during regular business hours 7:30 a.m. – 5:30 p.m., Monday – Thursday. Telephone: (562) 868-0511.

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

At this time, the general public may address the City Council on closed session tems *only*. Please be aware that the maximum time allotted for members of the public to speak shall not exceed three (3) minutes per speaker. State Law prohibits the City Council from taking action or entertaining extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the City Council.

1. **CLOSED SESSION**
   CONFERENCE WITH REAL PROPERTY NEGOTIATIORS
   (Pursuant to Government Code Section 54956.8)
   Property: Assessor Parcel No. 8001-003-934
   Agency negotiator: René Bobadilla, City Manager, and Cuong Nguyen, Director of Community Development
   Negotiating parties: Jamboree Housing Corporation
   Under negotiation: Price and Terms

2. **CLOSED SESSION**
   CONFERENCE WITH REAL PROPERTY NEGOTIATIORS
   (Pursuant to Government Code Section 54956.8)
   Property: Assessor Parcel Nos. 8005-012-031, 8005-012-902, and 8005-012-041
   Agency negotiator: René Bobadilla, City Manager, and Cuong Nguyen, Director of Community Development
   Negotiating parties: KAMLA Hotels
   Under negotiation: Price and Terms

CLOSED SESSION REPORT

REGULAR SESSION – BEGINNING AT 6:00 P.M.

INVOCATION

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

PRESENTATIONS

3. **ADVISORY COMMITTEE REPORT – YOUTH LEADERSHIP COMMITTEE (PARKS & RECREATION)**

4. **BLACK HISTORY MONTH; STAND IN THE SCHOOLHOUSE DOOR (PARKS & RECREATION)**

5. RECOGNITION OF THE PEREZ-MACIAS FAMILY 2024 FIREFIGHTERS TOY DRIVE (FIRE)

<u>CHANGES TO AGENDA</u>

<u>PUBLIC COMMENTS ON NON-AGENDA & NON-PUBLIC HEARING AGENDA ITEMS</u>

At this time, the general public may address the City Council on both non-agenda *and* non-public hearing agenda items. Comments relating to public hearing items will be heard during the public hearing. Please be aware that the maximum time allotted for members of the public to speak shall not exceed three (3) minutes per speaker. State Law prohibits the City Council from taking action or entertaining extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the City Council.

<u>STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST</u>

<u>PUBLIC HEARING</u>

6. ANNUAL WEED ABATEMENT PROGRAM (CITY CLERK)

RECOMMENDATION: It is recommended that the City Council:

1) Open the Public Hearing;

2) Receive any comments from the public wishing to speak on this matter and thereafter close the Public Hearing; and

3) Direct the Los Angeles County Agricultural Commissioner/Weights & Measures to abate the nuisance by having weeds, rubbish, and refuse removed.

<u>OLD BUSINESS – NONE</u>

<u>REGULAR BUSINESS</u>

7. FY 2024-2025 2ND QUARTER BUDGET REVIEW AND MODIFICATIONS (FINANCE)

RECOMMENDATION: It is recommended that the City Council:

1) Approve staff recommendation of an additional $851,100 to the expenditures in the General Fund detailed in Attachment D;

2) Approve staff recommendation of adjustment to the revenue & expenditures of $585,000 from other funding sources detailed in Attachment D;

3) Approve adjustments for six (6) positions (Attachment D):
   a. Five (5) new full-time positions
   b. One (1) adjustment to a full-time position

c. Eliminate 1,040 part-time hours

4) Adopt Resolution No. 9946 New Salary Schedule.

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine. Any items a Councilmember wishes to discuss should be designated at this time. All other items may be approved in a single motion. Such approval will also waive the reading of any Ordinance.

PUBLIC FINANCING AUTHORITY

8. MINUTES OF THE JANUARY 21, 2025 PUBLIC FINANCING AUTHORITY MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the Public Financing Authority:

1) Approve the minutes as submitted.

9. MONTHLY REPORT ON THE STATUS OF DEBT INSTRUMENTS ISSUED THROUGH THE CITY OF SANTA FE SPRINGS PUBLIC FINANCING AUTHORITY (PFA) (FINANCE)

RECOMMENDATION: It is recommended that the Public Financing Authority:

1) Receive and file the report.

WATER UTILITY AUTHORITY

10. MINUTES OF THE JANUARY 21, 2025 WATER UTILITY AUTHORITY MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the Water Utility Authority:

1) Approve the minutes as submitted.

11. MONTHLY REPORT ON THE STATUS OF DEBT INSTRUMENTS ISSUED THROUGH THE CITY OF SANTA FE SPRINGS WATER UTILITY AUTHORITY (WUA) (FINANCE)

RECOMMENDATION: It is recommended that the Water Utility Authority:

1) Receive and file the report.

12. LOS ANGELES GATEWAY REGION INTEGRATED REGIONAL WATER MANAGEMENT JOINT POWERS AUTHORITY - ADOPTION OF RESOLUTION NO. 9945, APPOINTING PRIMARY BOARD MEMBER AND ALTERNATES (FINANCE)

RECOMMENDATION: It is recommended that the Water Utility Authority:

1) Adopt Resolution No. 9945 appointing a primary member and alternates to the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority governing board; and

2) Take such additional, related, action that may be desirable.

HOUSING SUCCESSOR

13. MINUTES OF THE JANUARY 21, 2025 HOUSING SUCCESSOR MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the Housing Successor:

1) Approve the minutes as submitted.

SUCCESSOR AGENCY

14. MINUTES OF THE JANUARY 21, 2025 SUCCESSOR AGENCY MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the Successor Agency:

1) Approve the minutes as submitted.

CITY COUNCIL

15. MINUTES OF THE JANUARY 21, 2025 CITY COUNCIL MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the City Council:

1) Approve the minutes as submitted.

16. RESOLUTION NO. 9886 – DECLARING A TRUSTED SYSTEM FOR THE MANAGEMENT OF CITY RECORDS AND THE AUTOMATION OF RETENTION REQUIREMENTS (CITY CLERK)

RECOMMENDATION: It is recommended that the City Council:

1) Adopt Resolution No. 9886, designating Laserfiche as a Trusted Records Management System.

17. TREASURER'S REPORT OF INVESTMENTS FOR THE QUARTER ENDED DECEMBER 31, 2024 (FINANCE)

RECOMMENDATION: It is recommended that the City Council:

1) Receive and file the report.

18. AUTHORIZE BID AWARDS FOR TRAFFIC SIGNAL AND LIGHTING EQUIPMENT, HARDWARE, SUPPLIES (FINANCE)

RECOMMENDATION: It is recommended that the City Council:

1) Authorize awarding an annual blanket purchase order to Cal-Duct, Inc. (Cal-Duct) in the not-to-exceed amount of $175,000 per fiscal year thru June 30, 2027; and

2) Authorize awarding an annual blanket purchase order to Econolite Control Products, Inc. (Econolite) in the not-to-exceed amount of $175,000 per fiscal year thru June 30, 2027; and

3) Authorize awarding an annual blanket purchase order to Main Street Materials, Inc. (Main Street) in the not-to-exceed amount of $175,000 per fiscal year thru June 30, 2027; and

4) Authorize awarding an annual blanket purchase order to SWARCO McCain, Inc. (SWARCO McCain) in the not-to-exceed amount of $175,000 per fiscal year thru June 30, 2027; and

5) Authorize awarding an annual blanket purchase order to Western Systems (Western) in the not-to-exceed amount of $150,000 per fiscal year thru June 30, 2027; and

6) Authorize the City Manager to take any further necessary actions regarding this matter.

19. AUTHORIZE PROFESSIONAL SERVICES AGREEMENT WITH KTUA FOR A PARKS, RECREATION, AND COMMUNITY SERVICES MASTER PLAN (PARKS & RECREATION)

RECOMMENDATION: It is recommended that the City Council:

1) Award a Professional Service Agreement between the City of Santa Fe Springs and KTUA for consulting services to produce a Parks, Recreation, and Community Services Master Plan in the amount of $229,660; and

2) Directs the City Attorney to make clarifying changes necessary to effectuate the intent of the Agreement; and

3) Authorize the City Manager to execute the agreement; and

4) Take such additional, related action that may be desirable.

20. SECOND READING OF ORDINANCE NO. 1156 TO AMEND SECTION 70.01 (DEFINITIONS) OF CHAPTER 70 (GENERAL PROVISIONS) AND TO ADD SECTION 72.26 (PARKING RECREATIONAL VEHICLES IS PROHIBITED ON ANY CITY STREET) TO CHAPTER 72 (STOPPING, STANDING, AND PARKING) WITHIN TITLE VII (TRAFFIC CODE) OF THE SANTA FE SPRINGS MUNICIPAL CODE (POLICE SERVICES)

RECOMMENDATION: It is recommended that the City Council:

1) Adopt Ordinance No. 1156:

   AN ORDINANCE OF THE CITY OF SANTA FE SPRINGS TO AMEND SECTION 70.01 (DEFINITIONS) OF CHAPTER 70 (GENERAL PROVISIONS) AND TO ADD SECTION 72.26 (PARKING RECREATIONAL VEHICLES IS PROHIBITED ON ANY CITY STREET) TO CHAPTER 72 (STOPPING, STANDING, AND PARKING) WITHIN TITLE VII (TRAFFIC CODE) OF THE SANTA FE SPRINGS MUNICIPAL CODE

2) Take such additional, related, action that may be desirable.

21. SECOND READING OF ORDINANCE NO. 1157 TO AMEND TITLE XIII, CHAPTER 136 OF THE SANTA FE SPRINGS MUNICIPAL CODE ADDING NEW DEFINITIONS AND SECTIONS 136.03 TO 136.07 TO ESTABLISH REGULATIONS CONCERNING THE ABANDONMENT OF PERSONAL PROPERTY ON PUBLIC PROPERTY (POLICE SERVICES)

RECOMMENDATION: It is recommended that the City Council:

1) Adopt Ordinance No. 1157:

   AN ORDINANCE OF THE CITY OF SANTA FE SPRINGS AMENDING TITLE XIII, CHAPTER 136 OF THE SANTA FE SPRINGS MUNICIPAL CODE ADDING NEW DEFINITIONS AND SECTIONS 136.03 TO 136.07 TO ESTABLISH REGULATIONS CONCERNING THE ABANDONMENT OF PERSONAL PROPERTY ON PUBLIC PROPERTY

2) Take such additional, related, action that may be desirable.

22. AUTHORIZE RECOMMENDED MODIFICATIONS TO THE HOME SECURITY CAMERA REBATE PROGRAM (POLICE SERVICES)

RECOMMENDATION: It is recommended that the City Council:

1) Authorize recommended modifications to the Home Security Rebate Program to extend eligibility to business owners, include security enhancements such as but

not limited to surveillance cameras, alarm monitoring systems, accessories, tracking devices and other hardware necessary to safeguard property, and increase the one-time rebate amount for residents from $150 to $250; and

2) Take such additional; related, action that may be desirable.

23. APPROVAL OF TRANSFER AGREEMENT NO. 2024MP72 FOR THE SAFE CLEAN WATER MUNICIPAL PROGRAM WITH THE LOS ANGELES FLOOD CONTROL DISTRICT (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

1) Approve Transfer Agreement No. 2024MP72 with the Los Angeles County Flood Control District; and

2) Authorize the Mayor to execute Transfer Agreement No. 2024MP72; and

3) Take such additional, related, action that may be desirable.

APPOINTMENTS TO BOARDS, COMMITTEES, AND COMMISSIONS

COUNCIL COMMENTS/AB1234 COUNCIL CONFERENCE REPORTING

Council member announcements; requests for future agenda items; conference/meetings reports. Members of the City Council will provide a brief report on meetings attended at the expense of the local agency as required by Government Code Section 53232.3(d).

ADJOURNMENT

I, Fernando N. Muñoz, City Clerk for the City of Santa Fe Springs hereby certify that a copy of this agenda has been posted no less than 72 hours at the following locations; City's website at www.santafesprings.gov; Santa Fe Springs City Hall, 11710 Telegraph Road; Santa Fe Springs City Library, 11700 Telegraph Road; and the Town Center Plaza (Kiosk), 11740 Telegraph Road.

ITEM # 6

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Fernando N. Muñoz, CMC, City Clerk

SUBJECT: **ANNUAL WEED ABATEMENT PROGRAM**

DATE: February 18, 2025

RECOMMENDATION(S):

It is recommended that the City Council:

1) Open the Public Hearing;

2) Receive any comments from the public wishing to speak on this matter and thereafter close the Public Hearing; and

3) Direct the Los Angeles County Agricultural Commissioner/Weights & Measures to abate the nuisance by having weeds, rubbish, and refuse removed.

FISCAL IMPACT

N/A

BACKGROUND

On February 4, 2025, the City Council adopted Resolution No. 9944 declaring weeds to be a public nuisance on certain properties that had been inspected and found to contain a growth of weeds or to contain flammable rubbish. A list of the parcels is attached as Attachment ‘B’.

The date of Tuesday, February 18, 2025, at 6:00 P.M. is set for a Public Hearing of protests to the abatement of weeds. Proper notices and postings in accordance with the Government Code have been made and the hearing of protests should be conducted.

It would be appropriate for the Mayor to conduct the Public Hearing and hear from any person(s) who would like to address the City Council.

ANALYSIS

N/A

ENVIRONMENTAL

N/A

DISCUSSION

N/A

SUMMARY/NEXT STEPS

N/A

ATTACHMENT(S):

A. Resolution No. 9944
B. Declaration List

ITEM STATUS:

APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

RESOLUTION NO. 9944

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

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

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

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

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

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

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

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

NOTICE TO DESTROY WEEDS,
REMOVE BRUSH, RUBBISH AND REFUSE

Notice is hereby given that on February 4, 2025, the City Council of the City of Santa Fe Springs passed or will pass a resolution declaring noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish and refuse were growing or occurring upon or in front of said property on certain streets in said city or unincorporated area of the County of Los Angeles, and more particularly described in the resolution, and that they constitute a public nuisance which must be abated by the removal of said noxious or dangerous vegetation, rubbish and refuse. The resolution further declares that, if not abated, the vegetation and/or rubbish and refuse may be removed and the nuisance abated by County authorities in which case the cost of removal shall be assessed upon the land from or in front of which the noxious or dangerous vegetation, rubbish and refuse are removed. Such cost will constitute a special assessment against such lots or lands. Reference is hereby made to said resolution for further particulars. In addition, the Board of Supervisors of the County of Los Angeles authorized and directed the Agricultural Commissioner to recover its costs of details. All property owners having any objections to the proposed removal of noxious or dangerous vegetation, rubbish and refuse and the recovery of inspection costs, are hereby notified that they may attend a hearing of the City Council of said city to be held at 11710 East Telegraph Road, Santa Fe Springs, CA 90670, in the Council Chambers on February 18, 2025 at 6:00 p.m. where their objections will be heard and given due consideration. If the property owner does not want to present objections to the proposed removal of the noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish and refuse, or the recovery of inspection costs, the owner need not appear at the above-mentioned hearing.

____

City Clerk of the City of Santa Fe Springs

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

BE IT FURTHER RESOLVED THAT, the 18th day of February, 2025, at the hour of 6:00 p.m. of said day is the day and hour, and the Meeting Room of the City Council of the City of Santa Fe Springs in the City Hall in the City of Santa Fe Springs is fixed by this City Council as the place when and where any and all property owners having any objections to the aforesaid proposed removal of weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material may appear before the City Council and show cause why said weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material should not be removed in accordance with this resolution, and said objections will then and there be heard and given due consideration; and

BE IT RESOLVED THAT the notices to destroy weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material hereinbefore referred to shall be mailed by said Agricultural Commissioner/Director of Weights and Measures at least ten days prior to February 18, 2025.

PASSED and ADOPTED this **4th** day of **February, 2025** by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

Will. K. Rl

William K. Rounds, Mayor

ATTEST:

Fernando N. Muñoz, City Clerk

2025
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SANTA FE SPRINGS
KEY OF 8, CITY CODE 623 (UNIMPROVED)

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
7005 001 803		SO PAC CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
7005 014 801		SO PAC CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
7005 014 803		SO PAC CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
7005 014 913	13560 FIRESTONE BLVD	DEPARTMENT OF TRANSPORTATION	100 S MAIN ST MS 13	LOS ANGELES CA	90012
7005 014 915	13580 FIRESTONE BLVD	DEPARTMENT OF TRANSPORTATION	100 S MAIN ST MS 13	LOS ANGELES CA	90012
7005 014 917	13460 FIRESTONE BLVD	STATE OF CALIFORNIA	100 S MAIN ST MS 6	LOS ANGELES CA	90012
7005 014 918	13500 FIRESTONE BLVD	STATE OF CALIFORNIA	100 S MAIN ST STE 1300	LOS ANGELES CA	90012
8002 013 801		SOU PAC TRANS CO S B OF E PAR 1 MAP 872-19-130			
8002 013 803		SOU PAC TRANS CO S B OF E PAR 1 MAP 872-19-130			
8002 015 800		SOU PAC CO SBE PAR 13 72-19-130D			
8002 015 801		SOU PAC COS B OF E PAR 8 MAP 72-19-56			
8002 015 805		SOU PAC TRANS CO SBE PAR 12 MAP 72-19-130C			
8002 015 806		SOU PAC TRANS CO S B E PAR 12 AP 872-19-129E			
8002 017 803		A T&S F RY COS B OF E PAR 7 MAP 04-19-43			
8002 019 042		MCMASTER CARR SUPPLY COMPANY	PO BOX 54960	LOS ANGELES CA	90054
8002 021 801		A T&S F RY COS B OF E PAR 8 MAP 04-19-43			
8002 021 803	LOS NIETO RD	A T AND S F RY CO	8920 REX RD	PICO RIVERA CA	92660

2025
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SANTA FE SPRINGS
KEY OF 8, CITY CODE 623 (UNIMPROVED)

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
8002 021 804		A T&S F RY COS B OF E PAR 9 MAP 04-19-43			
8005 009 800		SOU PAC COS B OF E PAR 3 MAP 72-19-129A			
8005 010 801		SOU PAC TRANS CO SBE PAR 15 MAP 72-19-129F			
8005 012 027		GEARY AVENUE PROPERTIES LLC	8536 WHITE FISH CIR	FOUNTAIN VALLEY CA	92708
8005 012 047	10137 NORWALK BLVD	GEMINIS PROPERTY DEVELOPMENT LLC	PO BOX 2767	SANTA FE SPRINGS CA	90670
8005 012 800		SOU PAC TRANS CO SBE PAR 13 MAP 72-19-129E			
8005 015 047		WG HOLDINGS SPV LLC	109 N POST OAK LN STE 230	HOUSTON TX	77024
8005 015 048		CENTRIS TELEGRAPH POINT LLC	448 N LASALLE DR 2ND FL	CHICAGO IL	60654
8005 015 049		CENTRIS TELEGRAPH POINT LLC	448 N LASALLE DR 2ND FL	CHICAGO IL	60654
8005 015 050		WG HOLDINGS SPV LLC	249 OCEAN BLVD	LONG BEACH CA	90802
8005 015 051		WG HOLDINGS SPV LLC	109 N POST OAK LN STE 230	HOUSTON TX	77024
8008 017 800		SOU PAC TRANS CO SBE PAR 10 MP 72-19-128F 2 PT			
8009 001 095		TOWNLOT FEE LLC	707 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 001 097		TOWNLOT FEE LLC	717 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 001 098		TOWNLOT FEE LLC	717 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 001 101		TOWNLOT FEE LLC	717 WILSHIRE BLVD., 46TH FL	LOS ANGELES CA	90017
8009 004 078		TOWNLOT FEE LLC	707 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 004 079		TOWNLOT FEE LLC	707 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017

DATE: 1/15/2025

2025
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SANTA FE SPRINGS
KEY OF 8, CITY CODE 623 (UNIMPROVED)

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
8009 004 116		TOWNLOT FEE LLC	717 WILSHIRE BLVD., 46TH FL	LOS ANGELES CA	90017
8009 004 117		TOWNLOT FEE LLC	717 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 004 118		TOWNLOT FEE LLC	717 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 004 119		TOWNLOT FEE LLC	717 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 004 127		TOWNLOT FEE LLC	717 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 004 128		TOWNLOT FEE LLC	717 WILSHIRE BLVD., 46TH BLVD	LOS ANGELES CA	90017
8009 022 071		SFS REAL ESTATE AND RECOVERY LLC	14555 N 82ND ST	SCOTTSDALE AZ	85260
8009 025 800		SOU PAC TRANS CO SBE PAR 11 MAP 72-19-128F			
8009 026 809		SOU PAC TRANS CO SBE 72-19-129G PAR 17	1700 FARNAM ST 10 FL	OMAHA NE	68102
8011 002 807		AT AND SF RY CO SBE PAR 34&35 M 804-19-43 M			
8011 002 808		AT AND SF RY CO S B OF E PAR 38 AP 804-19-43P			
8011 004 031		12720 TELEGRAPH LLC	109 N POST OAK LN	HOUSTON TX	77024
8011 004 064		SFW SYSTEMS LLC	PO BOX 235	RANCHO SANTA FE CA	92067
8011 005 013	13007 TELEGRAPH RD	GREEN LEAF XC, LLC	3010 OLD RANCH PARKWAY SUITE 470	SEAL BEACH CA	90740
8011 005 034	10330 GREENLEAF AVE	PLAINS WEST COAST TERMINALS LLC	333 CLAY ST STE 1600	HOUSTON TX	77002
8011 007 026		TALL PROPERTIES LLC	PO BOX 5547	FULLERTON CA	92838
8011 007 027		TALL PROPERTIES LLC	PO BOX 5547	FULLERTON CA	92838
8011 007 028		TALL PROPERTIES LLC	PO BOX 5547	FULLERTON CA	92838

2025
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SANTA FE SPRINGS
KEY OF 8, CITY CODE 623 (UNIMPROVED)

DATE: 1/15/2025

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
8011 007 029		TALL PROPERTIES LLC	PO BOX 5547	FULLERTON CA	92838
8011 007 038		12720 TELEGRAPH LLC	109 N POST OAK LN	HOUSTON TX	77024
8011 007 039		PRODUCTOL INC	12243 BRANFORD ST	SUN VALLEY CA	91352
8011 007 040		12720 TELEGRAPH LLC	109 N POST OAK LN STE	HOUSTON TX	77024
8011 007 041		PRODUCTOL INC	12243 BRANFORD ST	SUN VALLEY CA	91352
8011 015 041	10765 PAINTER AVE	WESTMONT PROPERTIES INC	10805 PAINTER AVE	SANTA FE SPRINGS CA	90670
8011 016 802		A T AND S F RY CO SBE PAR 27 MA 804-19-43J W PT			
8011 017 015		WADE,CYNTHIA S CO TR ET AL	10720 S BLUE WATER BAY	MOHAVE VALLEY AZ	86440
8011 017 035		12720 TELEGRAPH LLC	10345 W OLYMPIC BLVD	LOS ANGELES CA	90064
8011 017 036		SFSA INVESTMENT CO INC	10345 W OLYMPIC BLVD	LOS ANGELES CA	90064
8011 017 037		12720 TELEGRAPH LLC	10345 W OLYMPIC BLVD	LOS ANGELES CA	90064
8011 017 064		YEH FAMILY LIMITED PTNSHP LTD	12928 SANDOVAL ST	SANTA FE SPRINGS CA	90670
8011 017 808		A T AND S F RY CO S B E PAR 2 M 804-19-44			
8011 017 809		A T AND S F RY CO S B OF E PAR MAP 804-19-43J			
8011 017 810		A T AND S F RY CO S B OF E PAR MAP 804-19-43J			
8017 018 800		SOU PAC CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8017 018 801		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8017 018 802		SO PAC CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179

2025
LOS ANGELES COUNTY
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PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
8026 001 800		A T&S F RY COS B OF E PAR 19 MAP 04-19-43			
8044 001 801		AT AND SF RY CO SBE PAR 82 MAP 4-19-45Z			
8059 029 016		BPW INC	13639 BORA DR	SANTA FE SPRINGS CA	90670
8059 029 800		A T AND S F RY CO S B E PAR 2 M 804-19-45B			
8069 004 803		A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8069 006 044	14150 ROSECRANS AVE	VALLEY VIEW-SANTA FE SPRINGS LLC	26100 NORTHWESTERN HWY STE 1913	SOUTHFIELD MI	48076
8069 006 801		A T&S F RY COS B OF E PAR 1 MAP 04-19-45C			
8069 007 802		A T AND S F RY CO S B OF E PAR MAP 804-19-45L			
8069 011 801		A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8069 011 802		A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8069 013 802		A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8069 016 903		STATE OF CA	100 S MAIN ST MS 6	LOS ANGELES CA	90012
8069 016 907		STATE OF CA	100 S MAIN ST MS 6	LOS ANGELES CA	90012
8069 016 908		STATE OF CA	100 S MAIN ST MS 6	LOS ANGELES CA	90012
8069 016 910		STATE OF CA	100 S MAIN ST MS 6	LOS ANGELES CA	90012
8069 016 911		STATE OF CA	100 S MAIN ST MS 6	LOS ANGELES CA	90012
8069 016 915		State of California Department of Transportation	100 S Main St MS 6	Los Angeles CA	90012

2025
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DATE: 1/15/2025

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
8082 003 801		SOU PAC TRANS CO SB OF E PAR 1 AP 872-19-55			
8082 003 806		SOU PAC CO SBE PAR 30 MP 72-19-54H 2 PT			
8167 001 807		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8167 002 055		GREENLEAF BUSINESS CENTER LLC	5215 OLD ORCHARD RD STE 420	SKOKIE IL	60077
8168 001 815		UNION PACIFIC RAILROAD COMPANY	1400 DOUGLAS ST	OMAHA NE	68179
8168 001 816		UNION PACIFIC RAILROAD COMPANY	1400 DOUGLAS ST	OMAHA NE	68179
8168 002 901		LA COUNTY FLOOD CONTROL DISTRICT	900 S FREMONT AVE	ALHAMBRA CA	91803
8168 007 026	9005 SORENSEN AVE, SANTA FE SPRINGS CA 90670	MCKESSON CORPORATION	PO BOX 92129	SOUTHLAKE TX	68179
8168 007 814		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8168 007 816		SOU PACIFIC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8168 009 027		VALVOLINE LLC	100 VALVOLINE WAY	LEXINGTON KY	40509
8168 009 030		VALVOLINE LLC	100 VALVOLINE WAY	LEXINGTON KY	40509
8168 011 802		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8168 011 803		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8168 012 814		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8168 023 048	11790 SLAUSON AVE	CEM CONSTRUCTION CORPORATION	8207 BROOKGREEN RD	DOWNEY CA	90240
8177 029 810		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8177 029 815		SO CALIF EDISON CO	2 INNOVATION WAY 2ND FL	POMONA CA	91768
8177 029 823		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179

2025
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PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
8177 029 825		SOUTHERN PACIFIC TRANS COSBE 72-19-283B PAR 7	1700 FARMAN ST. 10TH FLR	OMAHA NE	68102
8178 004 065		CHAVEZ,WILLIAM AND	2923 VIA SAN DELARRO	MONTEBELLO CA	90640
8178 035 811		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8178 035 812		A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8178 035 814		AT AND SF RY CO SBE PAR 36 MAP 4-19-43N	2500 LOU MENK DR	FORT WORTH TX	76131
8178 035 815		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8178 036 803		A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8178 036 804		A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8178 037 805		A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8178 037 806		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8178 037 810		SOU PAC TRANS CO S B E PAR 6 AP 872-19-284 A			
8178 037 811		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
				TOTAL VACANT/IMPROVED RECORDS	**0**
				TOTAL UNIMPROVED RECORDS	**119**
				TOTAL RECORDS	**119**

ITEM # 7

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Lana Dich, Director of Finance & Administrative Services

SUBJECT: **FY 2024-2025 2ND QUARTER BUDGET REVIEW AND MODIFICATIONS**

DATE: February 18, 2025

RECOMMENDATION(S):

It is recommended that the City Council:

1) Approve staff recommendation of an additional $851,100 to the expenditures in the General Fund detailed in Attachment D;

2) Approve staff recommendation of adjustment to the revenue & expenditures of $585,000 from other funding sources detailed in Attachment D;

3) Approve adjustments for six (6) positions (Attachment D):
    a. Five (5) new full-time positions
    b. One (1) adjustment to a full-time position
    c. Eliminate 1,040 part-time hours

4) Adopt Resolution No. 9946 – New Salary Schedule

FISCAL IMPACT

In the 2nd quarter of FY 2024-25, departments submitted budget adjustment requests for City Council approval, as summarized in attachment D and in the summary below.

The 2nd quarter review, staff recommended a net adjustment of $851,100, which included an increase in expenditures of $1,436,100 and an increase in revenue of $585,000. As a result of these recommended adjustments, the 2nd quarter proposed surplus for the City's General Fund will decrease to $319,900.

The proposed adjustments include net funding for six (6) position adjustments aimed at addressing necessary staffing levels to enhance operational efficiency, strategic planning and address organizational needs. These adjustments emerged after the initial budget adoption in June 2024 and the first-quarter revisions, in response to the need to address organizational structural requirements and challenges. This includes the continued progress that necessitates a broader organizational structure.

Staffing Recommendations Summary:

Parks & Recreation

- **New Position**: Full-time Management Analyst
    - **Justification**: To support departmental management functions, streamline operations, and improve program efficiency.

Finance

- **New Position**: Full-time Finance Manager
    - **Justification**: To provide oversight of accounting, investment, accounts payable, and cash receipts functions, ensuring financial accuracy and efficiency.
- **New Position**: Full-time Finance Analyst
    - **Justification**: To support multi-year project budget management and enhance financial planning capabilities.

Community Services

- **Position Upgrade:** Part-time Case Worker (1040 annual hours) → Full-time Social Services Case Manager
    - **Justification**: To provide support to the increasing demand of programs.

Police Services

- **New Position**: Full-time Code Enforcement
    - **Justification**: To provide additional coverage for addressing homelessness and enforcing municipal codes more effectively.

Public Works

- **Position Upgrade**: Street Signal & Lighting Technician I → Street Signal & Lighting Technician II
    - **Justification**: To reflect added responsibilities and ensure continued efficiency in street signal and lighting operations.

The proposed personnel net adjustments of $341,100 prorated for the remaining part of the year (six months) are detailed in Attachment D.

Operationally, staff recommends the following adjustments:

- The City's Community Services Department proposes an increase of **$10,000** for the creation of a memory lab.

- The Fire-Rescue Department requests an increase of **$575,000** for additional overtime related to emergency response, which will be reimbursed by the State.

- Parks & Recreation requests an increase of **$10,000** for the Every Fifteen Minutes program, to be funded by a California Highway Patrol Grant.

- Police Services is requesting an increase of **$15,000** for copier lease services maintenance and shredding services.

- Public Works is requesting an increase of **$485,000**, which includes:
  - **$75,000** for engineering contractual services,
  - **$10,000** for waste management supplies,
  - **$150,000** for vehicle repairs,
  - **$200,000** for facility repairs, and
  - **$50,000** for landscaping maintenance."

FY 2024-2025 2NDQUARTER BUDGET REVIEW
EXPENDITURE SUMMARY

General Fund

Department/Activity	Adopted Budget FY 2024-25	1Q Amended Budget FY 2024-25	Previously Approved Adjustments [1] FY 2024-25	New Adjustment Request *Require City Council Approval* [2] FY 2024-25	2Q Amended Budget FY 2024-25	YTD Adjustments Amended vs. Original FY 2024-25
City Manager's Office	$ 9,498,050	$ 9,498,050	$ 200,000		$ 9,698,050	$ 200,000
Finance	7,012,840	7,012,840		166,600	7,179,440	166,600
Police	20,169,100	20,292,641		81,300	20,373,941	204,841
Fire-Rescue	26,790,700	26,865,700	150,000	575,000	27,590,700	800,000
Community Development	2,914,200	3,982,725			3,982,725	1,068,525
Public Works					-	
Engineering	4,517,000	4,517,000		75,000	4,592,000	75,000
Maintenance	13,692,950	13,954,950		428,200	14,383,150	690,200
Community Services					-	
Administration	2,492,150	2,582,975			2,582,975	90,825
Library & Cultural Services	2,509,400	2,701,972	5,627	10,000	2,717,599	208,199
Family & Human Services	3,334,800	3,334,800	8,812	25,100	3,368,712	33,912
Parks and Recreation Services	6,479,380	6,616,051		74,900	6,690,951	211,571
Subtotal - Departmental/Operating	$ 99,410,570	$ 101,359,704	$ 364,439	$ 1,436,100	$ 103,160,243	$ 3,749,673
Equipment Acquisitions and Fund Transfers						
Vehicle Acquisitions/Replacements	1,142,050	1,430,821	-	-	1,430,821	288,771
Interfund Transfers	-	-			-	-
Subtotal Equipment Acquisition & Fund Transfers	$ 1,142,050	$ 1,430,821	$ -	$ -	$ 1,430,821	$ 288,771
Grand Total	$ 100,552,620	$ 102,790,525	$ 364,439	$ 1,436,100	$ 104,591,064	$ 4,038,444

Footnote:
[1] *Attachment E Items approved by City Council October 01, 2024 through December 31, 2024*
[2] *Attachment D New Adjustment Request; Items Require City Council Action/Approval*

No impacts to the Water Utility Fund

BACKGROUND

The quarterly budget review process provides an opportunity to adjust forecasted appropriation amounts and budget assumptions based on fiscal year-to-date actuals. The Fiscal Year (FY) 2024-25 budget was initially adopted in June 2024. Since then, the City has been navigating a rapidly evolving economic landscape, significantly influenced by shifts in consumer behavior. This period has been marked by a slowdown in online sales and modest growth in business-to-business transactions, both aligning with the trends anticipated in the original forecast.

The initial forecast accounted for potential disruptions in the general economy stemming from the current geopolitical climate. Staff will continue to closely monitor any adverse fluctuations in anticipated trends throughout the remainder of the fiscal year.

In addition to the quarterly review, staff prepares an *unaudited* summary of the City's actual General Fund and Water Fund revenues and operating expenditures for FY 2023-24. While these figures are neither final nor official, the summary serves as a valuable tool for assessing prior year expenditures and identifying current financial trends. This information is essential for informing future budget estimates and evaluating the City's current financial position. Staff anticipates providing finalized, audited year-end figures in the full Annual Comprehensive Financial Report (ACFR) upon completion of the audit.

ANALYSIS

The Second Quarter Report (covering October to December) will provide updated projections for both expenditures and revenues for the fiscal year. The General Fund budget was originally adopted with an initial surplus of $2.1 million. Since its adoption in June, departments have submitted budget appropriation requests, and new revenue sources have been identified. By analyzing six months of fiscal data alongside unaudited figures from FY 2023-24, staff can identify trends in expenditure patterns. This information will inform the updated estimates to be presented in the report.

FY 2023-24 Narrative

Overall, the unaudited year-end financial information for the General Fund shows favorable results for both revenues and expenditures. Revenues exceeded projections by 12%, while expenditures came in 3% below budgeted amounts. This combination of higher-than-expected revenue and significant savings in departmental operating costs has resulted in an operating surplus of approximately $6.6 million, after replenishing the targeted General Fund reserve for FY 2023-24.

Conversely, revenues in the Water Fund were approximately 5% lower than anticipated. However, expenditures were 11% below budgeted amounts, resulting in a surplus of $847,000.

FY 2024-2025 YTD through Second Quarter Ended December 31, 2024 Narrative

The results of the first six-month review indicate that actual General Fund revenues and expenditures are tracking as anticipated.

Revenues
During the first half of the fiscal year (July – December), the majority of revenues were received as projected, totaling 43.9% or $45.2 million of the FY 2024-25 budget. Year-over-year variances are attributed to the following factors:

1) **Sales Tax and Transactions Tax:** Sales tax applies to all retail sales of goods and merchandise. The City receives two advance payments and a quarterly adjustment. Year-to-date receipts met the target at 50% of the annual budget, though this reflects a 1% decrease compared to the same period last year. The decline is primarily due to decreases in the following sectors:
   - Business & Industry: ↓ 5.5%
   - Fuel & Service Stations: ↓ 13.8%
   - General Consumer Goods: ↓ 11.2%

   These declines were partially offset by increases in:
   - Building & Construction: ↑ 9.1%
   - Autos & Transportation: ↑ 13.5%

2) **Property Tax**: Property tax is an annual charge, typically received in two large increments at the end of December and April. The Redevelopment Property Tax Trust Fund (RPTTF) residual cash receipt is expected at the end of January.

3) **Utility Users' Tax (UUT)**: Collected monthly, quarter-to-date UUT cash receipts are at 34.3% of the total budget. One UUT payment from Southern California Edison (SCE) is pending, as staff anticipates a delay in second-quarter receipts.

Expenditures
Actual year-to-date expenditures totaled 58.1% or $58.4 million of the FY 2024-25 budget. The primary drivers of the over-budget expenditure were significant prepayments made at the beginning of the fiscal year:

1) **Prepayments**:
   - Actuarial Unfunded Liability: $12,561,044
   - Workers' Compensation and Liability: $1,876,611
   - Other Post-Employment Benefits (OPEB): $91,000
   - Property Insurance: $663,207

   These prepayments totaled $15,191,862, accounting for 15% of the total budget and were paid in July 2024.

2) **Adjusted Expenditures**: Excluding the substantial prepayments, expenditures were just under 42.2% of the total budget for the six months ending December 31, 2024. Salary and benefits totaled $21.5 million, or 37% of the budget, primarily due to staffing vacancies.
   a. Of the 229 full-time positions funded by the City through the 1st quarter, 200 were filled as of December 31, 2024, reflecting a 13% vacancy rate.

b. Overtime expenses exceeded the budget by $1.0 million, representing a 67% overage.

The net effect of staffing vacancies and overtime overages resulted in estimated vacancy savings of approximately 3%, or $1.8 million, for the first half of FY 2024-25.

3) Maintenances & Operations were $20.3 million or 46%, primarily reflecting spending trends consistent with the same period in the prior fiscal year.

FY 2024-25	Budget	Q1 +	Filled	Vacancy
City Manager's Office	17		11	6
Community Developmer	8		7	1
Community Services	28	1	24	5
Finance	18		17	1
Fire	60		57	3
Parks & Recreation	16		15	1
Police Services	15		13	2
Public Works	67		57	10
Total	**229**	**1**	**201**	**29**
Vacancy Rate %				**13%**

FY 2024-2025 Summary

General Fund

ATTACHMENT A

FY 2024-2025 2ND QUARTER BUDGET REVIEW
Overall Summary

General Fund

	Actuals FY 2023-24	Adopted Budget FY 2024-25	1Q Amended Budget FY 2024-25	2Q Amended Budget FY 2024-25	YTD 2Q Actual FY 2024-25	YTD Actual/Adopted Variance $ Available $	/ (% Used) %
Revenues	$ 104,330,005	$ 102,818,350	$ 104,329,164	$ 105,072,976	$ 45,183,303	**$ 59,889,673**	**43.9%**
Expenditures							
Department	84,294,739	99,410,570	101,359,704	103,160,243	41,960,482	61,199,761	**42.2%**
Non-Recurring	1,387,605	-	-	-	-	-	
Vehicle/Equipment Acquisition	673,166	1,142,050	1,430,821	1,430,821	905,849	524,972	**79.3%**
Capital Improvement Program	2,800,000	-	-	-	-	-	
	89,155,510	100,552,620	102,790,525	104,591,064	58,400,133	69,252,217	**58.1%**
Operating Surplus / (Deficit) before Transfers	**15,174,496**	**2,265,730**	**1,538,639**	**481,912**	**(13,216,830)**	**13,698,742**	**-583.3%**
Fund Transfers:							
Replenish Targeted Reserve	(6,509,000)	-	-	-	-	-	
Renovation & Replacement	(250,000)	(162,000)	(162,000)	(162,000)	-	(162,000)	
Equipment Replacement	(891,500)	-	-	-	-	-	
Employee Benefits Fund	-	-	-	-	-	-	
Capital Improvement Program Funding	(438,800)	-	-	-	-	-	
Unfunded Liability Contribution Reserve	(438,800)	-	-	-	-	-	
Economic Contingency Reserve	-	-	-	-	-	-	
Unexpected Events	-	-	-	-	-	-	
Total	(8,528,100)	(162,000)	(162,000)	(162,000)	-		
Operating Surplus / (Deficit) Net of Transfers	**$ 6,646,396**	**$ 2,103,730**	**$ 1,376,639**	**$ 319,912**			

Revenues

ATTACHMENT B

FY 2024-2025 2ND QUARTER BUDGET REVIEW
General Fund Revenues

Revenue Source	Unaudited Actual FY 2023-24	Adopted Budget FY 2024-25	1Q Amended Budget FY 2024-25	2Q Amended Budget FY 2024-25	YTD Actual FY 2024-25	YTD Actual vs Adopted Variance $ Available / (% Rc'd) $	%
Taxes							
Property	$ 2,757,943	$ 2,700,000	$ 2,700,000	$ 2,700,000	$ 1,053,088	$ (1,646,912)	39.0%
Property - Pass Thru to City	3,210,906	2,800,000	2,800,000	2,800,000	-	(2,800,000)	0.0%
Utility User's Tax (UUT)	8,533,099	8,000,000	8,000,000	8,000,000	2,741,755	(5,258,245)	34.3%
Sales & Use	40,205,065	39,440,000	39,440,000	39,440,000	19,310,760	(20,129,240)	49.0%
Transactions & Use (Measure Y)	17,251,079	17,560,000	17,560,000	17,560,000	8,582,148	(8,977,852)	48.9%
Transient Occupancy	166,966	150,000	150,000	150,000	77,458	(72,542)	51.6%
Franchise	4,563,369	4,140,000	4,140,000	4,140,000	1,695,300	(2,444,700)	40.9%
Business Operations	938,214	770,000	770,000	770,000	402,403	(367,597)	52.3%
Property Transfer	353,376	370,000	370,000	370,000	61,965	(308,035)	16.7%
Oil Well	144,870	140,000	140,000	140,000	145,970	5,970	104.3%
Barrel	49,298	110,000	110,000	110,000	91,196	(18,804)	82.9%
Total Taxes	78,174,187	76,180,000	76,180,000	76,180,000	34,162,044	(42,017,956)	44.8%
Use of Money & Property							
Net Interest Earnings	5,323,142	1,000,000	1,000,000	1,000,000	663,903	(336,097)	66.4%
Rentals	337,269	330,000	330,000	330,000	228,647	(101,353)	69.3%
Ground Lease	824,000	820,000	820,000	820,000	412,000	(408,000)	50.2%
Development	385,723	400,000	400,000	400,000	-	(400,000)	0.0%
Total Use Of Money & Property	6,870,134	2,550,000	2,550,000	2,550,000	1,304,550	(1,245,450)	51.2%
Vehicle In Lieu Taxes	2,739,793	2,600,000	2,600,000	2,600,000	-	(2,600,000)	0.0%
Total Vehicle In Lieu Taxes	2,739,793	2,600,000	2,600,000	2,600,000	-	(2,600,000)	0.0%
Other							
Other	268,912	250,000	250,000	250,000	263,224	13,224	105.3%
Greenwaste Host Fee	657,014	960,000	960,000	960,000	173,563	(786,437)	18.1%
Water Utility Lease Payment	1,200,000	1,200,000	1,200,000	1,200,000	600,000	(600,000)	50.0%
Total Other	2,125,926	2,410,000	2,410,000	2,410,000	1,036,788	(1,373,212)	43.0%
Total Program Revenues	9,898,158	11,157,000	11,157,000	11,157,000	5,838,145	(5,318,855)	52.3%
One-Time Funding Source	-	1,142,050	1,430,821	1,430,821	905,849	(524,972)	79.3%
Other Funding Sources	4,521,808	6,779,300	8,001,343	8,745,155	1,935,928	(6,809,227)	28.6%
Total General Fund Revenue	**$ 104,330,005**	**$ 102,818,350**	**$ 104,329,164**	**$ 105,072,976**	**$ 45,183,303**	**$ (59,889,673)**	**43.9%**

The originally adopted budget projected General Fund revenue at $102.8 million, which included $11.2 million in charges for services generated from specific departmental operations. The revised budget forecast now stands at $105.1 million, representing an increase of $2.3 million over the original estimate. This revision reflects adjustment requests and previously approved changes, as detailed in the first quarter's approved adjustments and Attachments D and E.

The recommended adjustments are for the City's Grant from various government agencies as follows:

Emergency Response State Reimbursement: $575,000
California Highway Patrol: $10,000

The following adjustments have been previously approved:

Arts & Public Places Fund: $150,000
California State Library Grant: $5,627
Pro A: $ 8,812

<u>Expenditures (Attachments A and C)</u>

ATTACHMENT C

FY 2024-2025 2ND QUARTER BUDGET REVIEW
EXPENDITURE SUMMARY

General Fund

Department/Activity	Unaudited Actual FY 2023-24	Adopted Budget FY 2024-25	1Q Amended Budget FY 2024-25	2Q Amended Budget FY 2024-25	YTD Actual FY 2024-25	YTD Actual vs Adopted Variance $ Available / (% Used) $	%
City Manager's Office	$ 4,696,595	$ 9,498,050	$ 9,498,050	9,698,050	3,915,014	$ 5,583,036	41.2%
Finance	7,771,023	7,012,840	7,012,840	7,179,440	2,496,449	4,516,391	35.6%
Police	16,765,140	20,169,100	20,292,641	20,373,941	11,028,312	9,140,788	54.7%
Fire-Rescue	24,005,222	26,790,700	26,865,700	27,590,700	10,949,075	15,841,625	40.9%
Community Development	3,541,133	2,914,200	3,982,725	3,982,725	829,351	2,084,849	28.5%
Public Works						-	
Engineering	1,877,975	4,517,000	4,517,000	4,592,000	1,446,034	3,070,966	32.0%
Maintenance	15,862,951	13,692,950	13,954,950	14,383,150	5,450,765	8,242,185	39.8%
Community Services						-	
Administration	1,359,692	2,492,150	2,582,975	2,582,975	665,979	1,826,171	26.7%
Library & Cultural Services	2,034,109	2,509,400	2,701,972	2,707,599	1,008,642	1,500,758	40.2%
Family & Human Services	2,194,511	3,334,800	3,334,800	3,378,712	1,153,132	2,181,668	34.6%
Parks and Recreation Services	4,186,388	6,479,380	6,616,051	6,690,951	3,017,730	3,461,650	46.6%
Total - Departmental/Operating	**$ 84,294,739**	**$ 99,410,570**	**$ 101,359,704**	**$ 103,160,243**	**$ 41,960,482**	**$ 57,450,088**	**42.2%**
Equipment Acquisitions and Fund Transfers							
Vehicle Acquisitions/Replacements	673,166	1,142,050	1,430,821	1,430,821	905,849	236,201	79.3%
Interfund Transfers	101,247	-	-			-	NA
Subtotal	$ 774,413	$ 1,142,050	$ 1,430,821	$ 1,430,821	$ 905,849	$ 236,201	79.3%
Annual Prepayment	-	-	-	-	15,533,802	$ (15,533,802)	NA
Non-Recurring	1,387,605	-	-	-	-	-	NA
Total - Non Departmental	**$ 2,162,018**	**$ 1,142,050**	**$ 1,430,821**	**$ 1,430,821**	**$ 16,439,651**	**$ (15,008,830)**	
Grand Total	**$ 86,456,757**	**$ 100,552,620**	**$ 102,790,525**	**$ 104,591,064**	**$ 58,400,133**	**$ 46,190,931**	**58.1%**

The originally adopted budget for total expenditures and uses was approximately $100.6 million, which included one-time transfers of $162,000 to renovation and replacement. Following proposed adjustments in the first quarter, the revised budget increased to $102.8 million, reflecting a 2.5% rise. Between October and December, staff recommend additional net adjustments totaling $851,100. While the overall impact of these proposed adjustments is nominal, they involve recommended changes in expenditures across various departments.

The second proposed adjustments include net funding for six (6) position adjustments outlined under fiscal impact.

The originally adopted budget included an anticipated $2.1 million operating surplus (attachment A). Staff is now projecting a budget surplus of $319,900. However, there are no recommendations on the use of the surplus at this time. Once the fiscal year-end results are available, staff will present recommendations to the City Council.

Salary Schedule

On December 6, 2022, the City Council awarded a contract to Public Sector Personnel Consultants to conduct a Classification and Compensation Study. Based on the study's findings, the City proposed a new salary schedule for the City of Santa Fe Springs effective July 1, 2024. The updated schedule introduces ten salary steps, with a 3% increase per step, replacing the previous structure of five steps with a 5.5% increase per step. This new structure aims to provide a more gradual and sustainable salary progression while maintaining competitive and equitable compensation for employees.

Staff recommends adopting Resolution No. 9946 – New Salary Schedule.

Water Utility Fund

Water Fund	Actuals FY 2023-24	Adopted Budget FY 2024-25	1Q Amended Budget FY 2024-25	2Q Amended Budget FY 2024-25	YTD 2Q Actual FY 2024-25	YTD Actual vs Adopted Variance $ Available / (% Used) $	%
Revenues	$ 16,155,881	$ 16,409,100	$ 16,409,100	$ 16,409,100	$ 7,795,514	$ 13,644,100	47.5%
Expenditures							
Department	13,537,830	17,514,450	17,514,450	17,514,450	7,425,259	15,276,781	42.4%
Capital Improvement Projects	129,554	-	150,000	150,000	216,472	150,000	
Interfund Transfers	1,347,588	1,338,700	1,338,700	1,338,700	2,659	1,214,700	0.2%
Debt Service	293,857	496,000	496,000	496,000	-	-	0.0%
	15,308,830	19,349,150	19,499,150	19,499,150	7,644,391	16,641,481	39.5%
Surplus / (Deficit)	**$ 847,051**	**$ (2,940,050)**	**$ (3,090,050)**	**$ (3,090,050)**	**$ 151,123**		

The Water Utility Fund's originally adopted budget had a projected revenue of $16.4 million. Staff is not recommending a change to revenue assumption at this time.

During the first quarter review, the Water Utility Fund is requesting an adjustment of $150,000. The city has been utilizing an old and antiquated system to run water billing, but in August of 2024, the system stopped working. The City's IT consultant created a calculator in Excel to generate water bills temporarily. Due to the amount of manual work involved in maintaining these Excel worksheets, our staff have been working an excessive amount of overtime. Staff is proposing to bring in contractors to help manage the billing component of the process. This will lessen staff's overtime until the City onboard a water utility billing system. Staff is tracking to onboard a system around January/February of 2025. No additional requests for the second quarter.

The originally adopted budget included an anticipated $2.9 million operating deficit (attachment A). Staff is tracking a budget deficit of $3.1 million.

ENVIRONMENTAL

N/A

DISCUSSION

Future Outlook

As discussed previously, staff continues to monitor ongoing economic and organizational issues as we prepare to develop the FY 2024-25 budget. Key factors include:

- **Current Geopolitical Climate** – The invasion of Ukraine by Russia has created significant uncertainty in the global economy. Like any conflict, its effects will likely have lasting consequences on both national and local economies for years to come.

- **CalPERS' Unfunded Liability** – The City faces a growing challenge related to its Unfunded Liability. Several factors contribute to the increase, including a smaller City workforce relative to the number of retirees, CalPERS investment losses, a lower investment discount rate, a shorter amortization period, changes in mortality assumptions, and the shift in unfunded liability payments from a percentage of payroll to a fixed amount each year. If investment performance falls short, the discount rate is further lowered, or assumptions are revised, these liabilities could increase even more. To address this, City staff have established a Pension Trust Fund and will be developing a plan to mitigate the future impact on the General Fund.

- **Infrastructure Funding** – At the end of 2024, the Council and voters approved Measure SFS (parcel tax), securing $6 million annually for City streets and road projects. However, the City will still face challenges in securing adequate funding to address significant deferred maintenance needs for other infrastructure projects.

- **Rising Inflation** – Inflation poses a risk to the City's financial stability, as it directly impacts the rising costs of items and services needed to support local programs and services.

Operating Budget

There are a variety of strategic assumptions that will be included in the upcoming budget to ensure the City's long-term financial viability. For both the General and Water Utility Funds, it is anticipated that the operational changes implemented over the last several years will provide stability in the long term. Staff will continue to work with the City Council to continue the pursuit of internal operating efficiencies and strategies to minimize costs and impacts to City services while exploring new and innovative revenue ideas.

SUMMARY/NEXT STEPS

The proposed FY 2024-25 first quarter adjustment is presented to the City Council for further input and direction. Staff will incorporate any further direction and input provided by the City Council.

ATTACHMENT(S):

A. FY 2024-25 2nd Quarter Budget Review Summary
B. & B1 – FY 2024-25 2nd Quarter Budget Review Revenue Adjustments
C. & C1 – FY 2024-25 2nd Quarter Budget Review Operating Exp Adjustments
D. Revenues and Expenditures Adjustments Department Request
E. Revenues and Expenditures Adjustments Previously approved
F. Resolution No. 9946 - New Salary Schedule

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

ATTACHMENT A

FY 2024-2025 2ND QUARTER BUDGET REVIEW
Overall Summary

General Fund

	Actuals FY 2023-24	Adopted Budget FY 2024-25	1Q Amended Budget FY 2024-25	2Q Amended Budget FY 2024-25	YTD 2Q Actual FY 2024-25	YTD Actual/Adopted Variance $ Available / (% Used) $	%
Revenues	$ 104,330,005	$ 102,818,350	$ 104,329,164	$ 105,072,976	$ 45,183,303	**$ 59,889,673**	**43.9%**
Expenditures							
Department	84,294,739	99,410,570	101,359,704	103,160,243	41,960,482	61,199,761	**42.2%**
Non-Recurring	1,387,605	-	-	-	-	-	
Vehicle/Equipment Acquisition	673,166	1,142,050	1,430,821	1,430,821	905,849	524,972	**79.3%**
Capital Improvement Program	2,800,000	-	-	-	-	-	
	89,155,510	100,552,620	102,790,525	104,591,064	58,400,133	69,252,217	**58.1%**
Operating Surplus / (Deficit) before Transfers	**15,174,496**	**2,265,730**	**1,538,639**	**481,912**	**(13,216,830)**	**13,698,742**	**-583.3%**
Fund Transfers:							
Replenish Targeted Reserve	(6,509,000)	-	-	-	-	-	
Renovation & Replacement	(250,000)	(162,000)	(162,000)	(162,000)	-	(162,000)	
Equipment Replacement	(891,500)	-	-	-	-	-	
Employee Benefits Fund	-	-	-	-	-	-	
Capital Improvement Program Funding	(438,800)	-	-	-	-	-	
Unfunded Liability Contribution Reserve	(438,800)	-	-	-	-	-	
Economic Contingency Reserve	-	-	-	-	-	-	
Unexpected Events	-	-	-	-	-	-	
Total	(8,528,100)	(162,000)	(162,000)	(162,000)	-		
Operating Surplus / (Deficit) Net of Transfers	**$ 6,646,396**	**$ 2,103,730**	**$ 1,376,639**	**$ 319,912**			

Water Fund

	Actuals FY 2023-24	Adopted Budget FY 2024-25	1Q Amended Budget FY 2024-25	2Q Amended Budget FY 2024-25	YTD 2Q Actual FY 2024-25	YTD Actual vs Adopted Variance $ Available / (% Used) $	%
Revenues	$ 16,155,881	$ 16,409,100	$ 16,409,100	$ 16,409,100	$ 7,795,514	$ 13,644,100	47.5%
Expenditures							
Department	13,537,830	17,514,450	17,514,450	17,514,450	7,425,259	15,276,781	42.4%
Capital Improvement Projects	129,554	-	150,000	150,000	216,472	150,000	
Interfund Transfers	1,347,588	1,338,700	1,338,700	1,338,700	2,659	1,214,700	0.2%
Debt Service	293,857	496,000	496,000	496,000	-	-	0.0%
	15,308,830	19,349,150	19,499,150	19,499,150	7,644,391	16,641,481	39.5%
Surplus / (Deficit)	**$ 847,051**	**$ (2,940,050)**	**$ (3,090,050)**	**$ (3,090,050)**	**$ 151,123**		

FY 2024-2025 2ND QUARTER BUDGET REVIEW
General Fund Revenues

Revenue Source	Unaudited Actual FY 2023-24	Adopted Budget FY 2024-25	1Q Amended Budget FY 2024-25	2Q Amended Budget FY 2024-25	YTD Actual FY 2024-25	YTD Actual vs Adopted Variance $ Available / (% Rc'd) $	%
Taxes							
Property	$ 2,757,943	$ 2,700,000	$ 2,700,000	$ 2,700,000	$ 1,053,088	$ (1,646,912)	39.0%
Property - Pass Thru to City	3,210,906	2,800,000	2,800,000	2,800,000	-	(2,800,000)	0.0%
Utility User's Tax (UUT)	8,533,099	8,000,000	8,000,000	8,000,000	2,741,755	(5,258,245)	34.3%
Sales & Use	40,205,065	39,440,000	39,440,000	39,440,000	19,310,760	(20,129,240)	49.0%
Transactions & Use (Measure Y)	17,251,079	17,560,000	17,560,000	17,560,000	8,582,148	(8,977,852)	48.9%
Transient Occupancy	166,966	150,000	150,000	150,000	77,458	(72,542)	51.6%
Franchise	4,563,369	4,140,000	4,140,000	4,140,000	1,695,300	(2,444,700)	40.9%
Business Operations	938,214	770,000	770,000	770,000	402,403	(367,597)	52.3%
Property Transfer	353,376	370,000	370,000	370,000	61,965	(308,035)	16.7%
Oil Well	144,870	140,000	140,000	140,000	145,970	5,970	104.3%
Barrel	49,298	110,000	110,000	110,000	91,196	(18,804)	82.9%
Total Taxes	78,174,187	76,180,000	76,180,000	76,180,000	34,162,044	(42,017,956)	44.8%
Use of Money & Property							
Net Interest Earnings	5,323,142	1,000,000	1,000,000	1,000,000	663,903	(336,097)	66.4%
Rentals	337,269	330,000	330,000	330,000	228,647	(101,353)	69.3%
Ground Lease	824,000	820,000	820,000	820,000	412,000	(408,000)	50.2%
Development	385,723	400,000	400,000	400,000	-	(400,000)	0.0%
Total Use Of Money & Property	6,870,134	2,550,000	2,550,000	2,550,000	1,304,550	(1,245,450)	51.2%
Vehicle In Lieu Taxes	2,739,793	2,600,000	2,600,000	2,600,000	-	(2,600,000)	0.0%
Total Vehicle In Lieu Taxes	2,739,793	2,600,000	2,600,000	2,600,000	-	(2,600,000)	0.0%
Other							
Other	268,912	250,000	250,000	250,000	263,224	13,224	105.3%
Greenwaste Host Fee	657,014	960,000	960,000	960,000	173,563	(786,437)	18.1%
Water Utility Lease Payment	1,200,000	1,200,000	1,200,000	1,200,000	600,000	(600,000)	50.0%
Total Other	2,125,926	2,410,000	2,410,000	2,410,000	1,036,788	(1,373,212)	43.0%
Total Program Revenues	9,898,158	11,157,000	11,157,000	11,157,000	5,838,145	(5,318,855)	52.3%
One-Time Funding Source	-	1,142,050	1,430,821	1,430,821	905,849	(524,972)	79.3%
Other Funding Sources	4,521,808	6,779,300	8,001,343	8,745,155	1,935,928	(6,809,227)	28.6%
Total General Fund Revenue	**$ 104,330,005**	**$ 102,818,350**	**$ 104,329,164**	**$ 105,072,976**	**$ 45,183,303**	**$ (59,889,673)**	**43.9%**

ATTACHMENT C

FY 2024-2025 2ND QUARTER BUDGET REVIEW
EXPENDITURE SUMMARY

General Fund

Department/Activity	Unaudited Actual FY 2023-24	Adopted Budget FY 2024-25	1Q Amended Budget FY 2024-25	2Q Amended Budget FY 2024-25	YTD Actual FY 2024-25	YTD Actual vs Adopted Variance $ Available / (% Used) $	%
City Manager's Office	$ 4,696,595	$ 9,498,050	$ 9,498,050	9,698,050	3,915,014	$ 5,583,036	41.2%
Finance	7,771,023	7,012,840	7,012,840	7,179,440	2,496,449	4,516,391	35.6%
Police	16,765,140	20,169,100	20,292,641	20,373,941	11,028,312	9,140,788	54.7%
Fire-Rescue	24,005,222	26,790,700	26,865,700	27,590,700	10,949,075	15,841,625	40.9%
Community Development	3,541,133	2,914,200	3,982,725	3,982,725	829,351	2,084,849	28.5%
Public Works						-	
Engineering	1,877,975	4,517,000	4,517,000	4,592,000	1,446,034	3,070,966	32.0%
Maintenance	15,862,951	13,692,950	13,954,950	14,383,150	5,450,765	8,242,185	39.8%
Community Services						-	
Administration	1,359,692	2,492,150	2,582,975	2,582,975	665,979	1,826,171	26.7%
Library & Cultural Services	2,034,109	2,509,400	2,701,972	2,707,599	1,008,642	1,500,758	40.2%
Family & Human Services	2,194,511	3,334,800	3,334,800	3,378,712	1,153,132	2,181,668	34.6%
Parks and Recreation Services	4,186,388	6,479,380	6,616,051	6,690,951	3,017,730	3,461,650	46.6%
Total - Departmental/Operating	**$ 84,294,739**	**$ 99,410,570**	**$ 101,359,704**	**$ 103,160,243**	**$ 41,960,482**	**$ 57,450,088**	**42.2%**
Equipment Acquisitions and Fund Transfers							
Vehicle Acquisitions/Replacements	673,166	1,142,050	1,430,821	1,430,821	905,849	236,201	79.3%
Interfund Transfers	101,247	-	-			-	NA
Subtotal	$ 774,413	$ 1,142,050	$ 1,430,821	$ 1,430,821	$ 905,849	$ 236,201	79.3%
Annual Prepayment	-	-	-	-	15,533,802	$ (15,533,802)	NA
Non-Recurring	1,387,605	-	-	-	-	-	NA
Total - Non Departmental	**$ 2,162,018**	**$ 1,142,050**	**$ 1,430,821**	**$ 1,430,821**	**$ 16,439,651**	**$ (15,008,830)**	
Grand Total	**$ 86,456,757**	**$ 100,552,620**	**$ 102,790,525**	**$ 104,591,064**	**$ 58,400,133**	**$ 46,190,931**	**58.1%**

Water Fund

Department/Activity	Unaudited Actual FY 2023-24	Adopted Budget FY 2024-25	1Q Amended Budget FY 2024-25	2Q Amended Budget FY 2024-25	YTD Actual FY 2024-25	YTD Actual vs Adopted Variance $ Available / (% Used) $	%
Water Utility							
Administration	1,272,086	1,896,750	1,896,750	1,896,750	809,555	1,087,195	42.7%
Purchases	7,420,445	8,682,950	8,682,950	8,682,950	3,993,426	4,689,524	46.0%
Billing and Collection	1,478,422	2,391,100	2,391,100	2,391,100	913,843	1,477,257	38.2%
Backflow	347,501	426,500	426,500	426,500	235,419	191,081	55.2%
Distribution System Maintenance	1,950,632	2,712,500	2,712,500	2,712,500	926,740	1,785,760	34.2%
Production Facilities Maintenance	1,017,409	1,404,650	1,404,650	1,404,650	543,769	860,881	38.7%
Debt Service	293,857	496,000	496,000	496,000	-	496,000	0.0%
Meter Installation	51,335	-	-	-	2,508	(2,508)	0.0%
Transfer to other funds	1,347,588	1,338,700	1,338,700	1,338,700	2,659	1,336,041	0.2%
Grand Total	**$ 15,179,276**	**$ 19,349,150**	**$ 19,349,150**	**$ 19,349,150**	**$ 7,427,918**	**$ 11,921,232**	**38.4%**

FY 2024-25 2nd Quarter Updates
Revenue and Expenditure Adjustments

ATTACHMENT D

Proposed Quarterly Adjustments:		Revenue	Expenditures
Personnel Adjustments			
CS- Social Services Case Manager *(Eliminate PT Case Worker in FY 2024-25)*		$ -	$ 25,100
Finance- Finance Manager		-	100,800
Finance- Finance Analyst		-	65,800
Parks & Recreation- Management Analyst		-	64,900
Police Services- Code Enforcement Inspector		-	66,300
Public Works Street Signal & Lighting Tech II *(Reclass previously a I)*		-	18,200
	Net Costs /(Savings)	**$ -**	**$ 341,100**
Operating/Departmental Expenditures			
Community Services (CS)			
CS- Memory lab creation.		$ -	$ 10,000
	Net Costs /(Savings)	**$ -**	**$ 10,000**
Fire-Rescue			
Fire- Additional FT OT for Emergency response *(Will be reimbursed by State).*		575,000	575,000
	Net Costs /(Savings)	**$ 575,000**	**$ 575,000**
Parks & Recreation (PR)			
PR - Recognition and appropriation of California Highway Patrol for every 15 minutes program.		$ 10,000	$ 10,000
	Net Costs /(Savings)	**$ 10,000**	**$ 10,000**
Police Services (PLS)			
PLS- Additional funds for copier lease services, copier maintenance, and shredding services		-	15,000
	Net Costs /(Savings)	**$ -**	**$ 15,000**
Public Works (PWM or PWE)			
PWE - Engineering Contractual services.		$ -	$ 75,000
PWM- Purchase supplies for daily waste management activities.		-	10,000
PWM - Contracted repairs to vehicle (outsourcing)		-	150,000
PWM - Contracted repairs for facility repairs.		-	50,000
PWM- Contracted services for landscaping maintenance.		-	50,000
PWM- Contracted services for facility repairs.		-	150,000
	Net Costs /(Savings)	**$ -**	**$ 485,000**
Total Expenditures & Revenue Adjustments		**585,000**	**1,436,100**
Net Total			***$ 851,100***

FY 2024-25 2nd Quarterly Updates
Adjustments Approved by Council through 2nd Quarter (October - December)

ATTACHMENT E

		Revenue	Expenditures	
City Manager's Office				
City-Wide Scanning Project		$ -	$ 200,000	
	Net Costs /(Savings)	**$ -**	**$ 200,000**	
Fire-Rescue				
Historic Fire Engine Restoration *(Arts & Public Places Fund)*		$ 150,000	$ 150,000	*
	Net Costs /(Savings)	**$ 150,000**	**$ 150,000**	
Community Services (CS)				
Library - Books & Subscription *(California State Library Grant)*		$ 5,627	$ 5,627	**
FHS - Collection and Reporting ridership data *(Fund by Pro A)*		8,812	8,812	**
	Net Costs /(Savings)	**$ 8,812**	**$ 14,439**	
Total Expenditures & Revenue Adjustments		**$ 158,812**	**$ 364,439**	
Net Total		***$***	***205,627***	

* *Restricted Funding*

*** Fund with Equipment Replacement Reserve*

RESOLUTION NO. 9946

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA, APPROVING CHANGES TO THE FISCAL YEAR 2024-2025 SALARY SCHEDULE

WHEREAS, the City Council considered proposing the city's new salary schedule; and

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

1. The City Council approves and adopts the changes to the Salary Schedule effective July 1, 2024. attached hereto as Attachment "A" and incorporated herein by this reference.

APPROVED and ADOPTED this 18th day of February, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

____

William K. Rounds, Mayor

ATTEST:

____

Fernando Munoz, City Clerk

City of Santa Fe Springs
Fiscal Year 2024-2025 Salary Schedule
Effective July 1, 2024

JOB TITLE	JOB ID	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Account Clerk	18011	10	4,568.446	4,705.499	4,846.664	4,992.064	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.79
Account Clerk Supervisor	16801	19	5,901.768	6,078.821	6,261.186	6,449.021	6,642.492	6,841.767	7,047.020	7,258.430	7,476.183	7,700.47
Accountant	14300	22	6,449.021	6,642.492	6,841.767	7,047.020	7,258.430	7,476.183	7,700.469	7,931.483	8,169.427	8,414.51
Administrative Assistant	18816	9	4,435.384	4,568.446	4,705.499	4,846.664	4,992.064	5,141.826	5,296.081	5,454.963	5,618.612	5,787.17
Administrative Services Officer	05210	40	10,979.027	11,308.398	11,647.650	11,997.079	12,356.991	12,727.701	13,109.532	13,502.818	13,907.903	14,325.14
Assistant City Manager	01600	54	16,606.763	17,104.966	17,618.115	18,146.659	18,691.058	19,251.790	19,829.344	20,424.224	21,036.951	21,668.06
Assistant Civil Engineer	15100	20	6,139.609	6,323.797	6,513.511	6,708.917	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.80
Assistant Director of Finance	03920	39	10,659.249	10,979.027	11,308.398	11,647.650	11,997.079	12,356.991	12,727.701	13,109.532	13,502.818	13,907.90
Assistant Director of Police Services	05410	34	9,194.762	9,470.605	9,754.723	10,047.365	10,348.786	10,659.249	10,979.027	11,308.398	11,647.650	11,997.08
Assistant Director of Public Works	03910	40	10,979.027	11,308.398	11,647.650	11,997.079	12,356.991	12,727.701	13,109.532	13,502.818	13,907.903	14,325.14
Assistant Fire Chief	02900	46	13,109.532	13,502.818	13,907.903	14,325.140	14,754.894	15,197.541	15,653.467	16,123.071	16,606.763	17,104.97
Assistant Planner	14411	22	6,513.511	6,708.917	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.66
Associate Civil Engineer	13200	29	8,010.797	8,251.121	8,498.655	8,753.615	9,016.223	9,286.710	9,565.311	9,852.270	10,147.839	10,452.27
Associate Planner	13680	25	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.655	8,753.615	9,016.223	9,286.71
Battalion Chief	03000	42	11,647.650	11,997.079	12,356.991	12,727.701	13,109.532	13,502.818	13,907.903	14,325.140	14,754.894	15,197.54
Building Permit Technician	18840	7	4,180.775	4,306.198	4,435.384	4,568.446	4,705.499	4,846.664	4,992.064	5,141.826	5,296.081	5,454.96
Building Services Manager	05471	31	8,414.510	8,666.945	8,926.954	9,194.762	9,470.605	9,754.723	10,047.365	10,348.786	10,659.249	10,979.03
Business Liaison	02421	37	10,047.365	10,348.786	10,659.249	10,979.027	11,308.398	11,647.650	11,997.079	12,356.991	12,727.701	13,109.53
Capital Improvements Manager	12400	36	9,754.723	10,047.365	10,348.786	10,659.249	10,979.027	11,308.398	11,647.650	11,997.079	12,356.991	12,727.70
City Clerk	05100	38	10,348.786	10,659.249	10,979.027	11,308.398	11,647.650	11,997.079	12,356.991	12,727.701	13,109.532	13,502.82
Civil Engineering Assistant	14401	23	6,708.917	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.655	8,753.62
Civil Engineering Technician	14621	22	6,513.511	6,708.917	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.66
Code Enforcement Inspector	14910	21	6,323.797	6,513.511	6,708.917	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.12
Code Enforcement Manager	14821	31	8,414.510	8,666.945	8,926.954	9,194.762	9,470.605	9,754.723	10,047.365	10,348.786	10,659.249	10,979.03
Code Enforcement Supervisor	14822	24	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.655	8,753.615	9,016.22
Community Services Manager	05461	34	9,194.762	9,470.605	9,754.723	10,047.365	10,348.786	10,659.249	10,979.027	11,308.398	11,647.650	11,997.08
Community Services Supervisor	15040	24	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.655	8,753.615	9,016.22
Deputy City Clerk	15710	21	6,261.186	6,449.021	6,642.492	6,841.767	7,047.020	7,258.430	7,476.183	7,700.469	7,931.483	8,169.43
Deputy Fire Marshal	13120	33	8,926.954	9,194.762	9,470.605	9,754.723	10,047.365	10,348.786	10,659.249	10,979.027	11,308.398	11,647.65
Director of Community Development	02410	47	13,502.818	13,907.903	14,325.140	14,754.894	15,197.541	15,653.467	16,123.071	16,606.763	17,104.966	17,618.12
Director of Community Services	02400	46	13,109.532	13,502.818	13,907.903	14,325.140	14,754.894	15,197.541	15,653.467	16,123.071	16,606.763	17,104.97
Director of Economic Development	02420	47	13,502.818	13,907.903	14,325.140	14,754.894	15,197.541	15,653.467	16,123.071	16,606.763	17,104.966	17,618.12
Director of Finance	02810	48	13,907.903	14,325.140	14,754.894	15,197.541	15,653.467	16,123.071	16,606.763	17,104.966	17,618.115	18,146.66
Director of Parks and Recreation	02440	46	13,109.532	13,502.818	13,907.903	14,325.140	14,754.894	15,197.541	15,653.467	16,123.071	16,606.763	17,104.97

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JOB TITLE	JOB ID	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Director of Police Services	02700	46	13,109.532	13,502.818	13,907.903	14,325.140	14,754.894	15,197.541	15,653.467	16,123.071	16,606.763	17,104.97
Director of Public Works/City Engineer	02800	50	14,754.894	15,197.541	15,653.467	16,123.071	16,606.763	17,104.966	17,618.115	18,146.659	18,691.058	19,251.79
Electrician	15830	17	5,618.612	5,787.171	5,960.786	6,139.609	6,323.797	6,513.511	6,708.917	6,910.184	7,117.490	7,331.01
Electrician Assistant	18080	12	4,846.664	4,992.064	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.786	6,139.609	6,323.80
Environmental Program Manager	12200	36	9,754.723	10,047.365	10,348.786	10,659.249	10,979.027	11,308.398	11,647.650	11,997.079	12,356.991	12,727.70
Executive Assistant	16621	15	5,296.081	5,454.963	5,618.612	5,787.171	5,960.786	6,139.609	6,323.797	6,513.511	6,708.917	6,910.18
Facilities Maintenance Specialist	17511	13	4,992.064	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.786	6,139.609	6,323.797	6,513.51
Facilities Maintenance Supervisor	15024	26	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.655	8,753.615	9,016.223	9,286.710	9,565.31
Finance Analyst	16120	21	6,261.186	6,449.021	6,642.492	6,841.767	7,047.020	7,258.430	7,476.183	7,700.469	7,931.483	8,169.43
Finance Manager	05010	37	10,047.365	10,348.786	10,659.249	10,979.027	11,308.398	11,647.650	11,997.079	12,356.991	12,727.701	13,109.53
Finance Technician	14301	16	5,400.954	5,562.982	5,729.872	5,901.768	6,078.821	6,261.186	6,449.021	6,642.492	6,841.767	7,047.02
Fire Captain	12800	35	9,470.605	9,754.723	10,047.365	10,348.786	10,659.249	10,979.027	11,308.398	11,647.650	11,997.079	12,356.99
Fire Chief	01700	52	15,653.467	16,123.071	16,606.763	17,104.966	17,618.115	18,146.659	18,691.058	19,251.790	19,829.344	20,424.22
Fire Engineer	13810	31	8,414.510	8,666.945	8,926.954	9,194.762	9,470.605	9,754.723	10,047.365	10,348.786	10,659.249	10,979.03
Fire Equipment Mechanic	14630	22	6,513.511	6,708.917	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.66
Fire Marshal	12210	36	9,754.723	10,047.365	10,348.786	10,659.249	10,979.027	11,308.398	11,647.650	11,997.079	12,356.991	12,727.70
Fire/Environmental Safety Inspector	14811	24	6,841.767	7,047.020	7,258.430	7,476.183	7,700.469	7,931.483	8,169.427	8,414.510	8,666.945	8,926.95
Fire/Environmental Safety Specialist	13111	33	8,926.954	9,194.762	9,470.605	9,754.723	10,047.365	10,348.786	10,659.249	10,979.027	11,308.398	11,647.65
Firefighter	16200	25	7,047.020	7,258.430	7,476.183	7,700.469	7,931.483	8,169.427	8,414.510	8,666.945	8,926.954	9,194.76
Firefighter Paramedic	15201	29	7,931.483	8,169.427	8,414.510	8,666.945	8,926.954	9,194.762	9,470.605	9,754.723	10,047.365	10,348.79
Firefighter Paramedic Trainee	15400	27	7,476.183	7,700.469	7,931.483	8,169.427	8,414.510	8,666.945	8,926.954	9,194.762	9,470.605	9,754.72
Fleet Maintenance Supervisor	15006	24	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.655	8,753.615	9,016.22
Grants Analyst	15822	25	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.655	8,753.615	9,016.223	9,286.71
Grounds Maintenance Supervisor	15021	24	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.655	8,753.615	9,016.22
Human Resource Manager	05000	39	10,659.249	10,979.027	11,308.398	11,647.650	11,997.079	12,356.991	12,727.701	13,109.532	13,502.818	13,907.90
Human Resources Analyst	14020	27	7,476.183	7,700.469	7,931.483	8,169.427	8,414.510	8,666.945	8,926.954	9,194.762	9,470.605	9,754.72
Human Resources Specialist	17550	16	5,400.954	5,562.982	5,729.872	5,901.768	6,078.821	6,261.186	6,449.021	6,642.492	6,841.767	7,047.02
Human Resources Technician	15720	14	5,090.917	5,243.644	5,400.954	5,562.982	5,729.872	5,901.768	6,078.821	6,261.186	6,449.021	6,642.49
Information Technology Specialist	14741	21	6,323.797	6,513.511	6,708.917	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.12
Lead Account Clerk	16811	14	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.786	6,139.609	6,323.797	6,513.511	6,708.92
Lead Bus Driver	17241	14	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.786	6,139.609	6,323.797	6,513.511	6,708.92
Lead Facilities Maintenance Specialist	16461	17	5,618.612	5,787.171	5,960.786	6,139.609	6,323.797	6,513.511	6,708.917	6,910.184	7,117.490	7,331.01
Lead Public Safety Officer	15630	21	6,323.797	6,513.511	6,708.917	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.12

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Lead Water Utility Worker	15641	19	5,960.786	6,139.609	6,323.797	6,513.511	6,708.917	6,910.184	7,117.490	7,331.014	7,550.945	7,777.47
Librarian I	15700	19	5,960.786	6,139.609	6,323.797	6,513.511	6,708.917	6,910.184	7,117.490	7,331.014	7,550.945	7,777.47
Librarian II	14754	21	6,323.797	6,513.511	6,708.917	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.12
Librarian II Technical Services	14755	21	6,323.797	6,513.511	6,708.917	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.12
Librarian III	15000	24	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.655	8,753.615	9,016.22
Library Services Manager	5440	31	8,414.510	8,666.945	8,926.954	9,194.762	9,470.605	9,754.723	10,047.365	10,348.786	10,659.249	10,979.03
Management Analyst	16111	20	6,139.609	6,323.797	6,513.511	6,708.917	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.80
Mechanic Assistant	18070	10	4,568.446	4,705.499	4,846.664	4,992.064	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.79
Mechanic I	17250	13	4,992.064	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.786	6,139.609	6,323.797	6,513.51
Mechanic II	14980	20	6,139.609	6,323.797	6,513.511	6,708.917	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.80
Media and Communication Specialist I	17571	14	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.786	6,139.609	6,323.797	6,513.511	6,708.92
Media and Communication Specialist II	17572	17	5,618.612	5,787.171	5,960.786	6,139.609	6,323.797	6,513.511	6,708.917	6,910.184	7,117.490	7,331.01
Parks and Recreation Services Manager	05450	32	8,666.945	8,926.954	9,194.762	9,470.605	9,754.723	10,047.365	10,348.786	10,659.249	10,979.027	11,308.40
Parks and Recreation Supervisor	15041	24	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.655	8,753.615	9,016.22
Payroll Specialist	17261	15	5,243.644	5,400.954	5,562.982	5,729.872	5,901.768	6,078.821	6,261.186	6,449.021	6,642.492	6,841.77
Principal Accountant	13901	31	8,414.510	8,666.945	8,926.954	9,194.762	9,470.605	9,754.723	10,047.365	10,348.786	10,659.249	10,979.03
Principal Civil Engineer	12401	37	10,047.365	10,348.786	10,659.249	10,979.027	11,308.398	11,647.650	11,997.079	12,356.991	12,727.701	13,109.53
Principal Planner	05204	32	8,666.945	8,926.954	9,194.762	9,470.605	9,754.723	10,047.365	10,348.786	10,659.249	10,979.027	11,308.40
Procurement Manager	05400	37	10,047.365	10,348.786	10,659.249	10,979.027	11,308.398	11,647.650	11,997.079	12,356.991	12,727.701	13,109.53
Procurement Specialist	18075	10	4,568.446	4,705.499	4,846.664	4,992.064	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.79
Program Coordinator I	18511	12	4,846.664	4,992.064	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.786	6,139.609	6,323.80
Program Coordinator II	15531	21	6,323.797	6,513.511	6,708.917	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.12
Public Information Officer	14310	23	6,642.492	6,841.767	7,047.020	7,258.430	7,476.183	7,700.469	7,931.483	8,169.427	8,414.510	8,666.95
Public Safety Officer II	70402	15	5,296.081	5,454.963	5,618.612	5,787.171	5,960.786	6,139.609	6,323.797	6,513.511	6,708.917	6,910.18
Public Safety Officer Supervisor	15070	26	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.655	8,753.615	9,016.223	9,286.710	9,565.31
Public Safety Program Coordinator	70403	13	4,992.064	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.786	6,139.609	6,323.797	6,513.51
Public Works Inspector	14610	22	6,513.511	6,708.917	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.66
Public Works Maintenance Worker	18021	10	4,568.446	4,705.499	4,846.664	4,992.064	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.79
Public Works Manager	04011	37	10,047.365	10,348.786	10,659.249	10,979.027	11,308.398	11,647.650	11,997.079	12,356.991	12,727.701	13,109.53
Public Works Superintendent	03931	39	10,659.249	10,979.027	11,308.398	11,647.650	11,997.079	12,356.991	12,727.701	13,109.532	13,502.818	13,907.90
Revenue & Budget Manager	05020	37	10,047.365	10,348.786	10,659.249	10,979.027	11,308.398	11,647.650	11,997.079	12,356.991	12,727.701	13,109.53
Risk Analyst	14022	27	7,476.183	7,700.469	7,931.483	8,169.427	8,414.510	8,666.945	8,926.954	9,194.762	9,470.605	9,754.72
Senior Account Clerk	17211	13	4,992.064	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.786	6,139.609	6,323.797	6,513.51

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Senior Accountant	13900	27	7,476.183	7,700.469	7,931.483	8,169.427	8,414.510	8,666.945	8,926.954	9,194.762	9,470.605	9,754.72
Senior Administrative Analyst (PW)	13431	28	7,777.473	8,010.797	8,251.121	8,498.655	8,753.615	8,753.615	9,016.223	9,286.710	9,565.311	9,852.27
Senior Building Permit Technician	18086	13	4,992.064	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.786	6,139.609	6,323.797	6,513.51
Senior Bus Driver	18031	10	4,568.446	4,705.499	4,846.664	4,992.064	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.79
Senior Executive Assistant	16630	21	6,261.186	6,449.021	6,642.492	6,841.767	7,047.020	7,258.430	7,476.183	7,700.469	7,931.483	8,169.43
Senior Facilities Maintenance Specialist	17512	15	5,296.081	5,454.963	5,618.612	5,787.171	5,960.786	6,139.609	6,323.797	6,513.511	6,708.917	6,910.18
Senior Fire/Environmental Safety Inspector	12301	29	7,931.483	8,169.427	8,414.510	8,666.945	8,926.954	9,194.762	9,470.605	9,754.723	10,047.365	10,348.79
Senior Human Resources Analyst	13420	31	8,414.510	8,666.945	8,926.954	9,194.762	9,470.605	9,754.723	10,047.365	10,348.786	10,659.249	10,979.03
Senior Management Analyst	15821	25	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.655	8,753.615	9,016.223	9,286.71
Senior Planner	13210	29	8,010.797	8,251.121	8,498.655	8,753.615	9,016.223	9,286.710	9,565.311	9,852.270	10,147.839	10,452.27
Senior Public Works Maintenance Worker	17561	13	4,992.064	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.786	6,139.609	6,323.797	6,513.51
Senior Social Services Case Manager	16451	16	5,454.963	5,618.612	5,787.171	5,960.786	6,139.609	6,323.797	6,513.511	6,708.917	6,910.184	7,117.49
Senior Water Utility Worker	17532	15	5,296.081	5,454.963	5,618.612	5,787.171	5,960.786	6,139.609	6,323.797	6,513.511	6,708.917	6,910.18
Social Services Case Manager	17091	14	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.786	6,139.609	6,323.797	6,513.511	6,708.92
Streets Maintenance Supervisor	15022	24	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.655	8,753.615	9,016.22
Systems Analyst	14000	26	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.655	8,753.615	9,016.223	9,286.710	9,565.31
Technology Services Manager	03900	39	10,659.249	10,979.027	11,308.398	11,647.650	11,997.079	12,356.991	12,727.701	13,109.532	13,502.818	13,907.90
Traffic Engineer	12510	31	8,498.655	8,753.615	9,016.223	9,286.710	9,565.311	9,852.270	10,147.839	10,452.274	10,765.842	11,088.82
Traffic Signal and Lighting Assistant	18061	10	4,568.446	4,705.499	4,846.664	4,992.064	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.79
Traffic Signal and Lighting Supervisor	15030	24	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.655	8,753.615	9,016.22
Traffic Signal and Lighting Technician I	17500	13	4,992.064	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.786	6,139.609	6,323.797	6,513.51
Traffic Signal and Lighting Technician II	16040	18	5,787.171	5,960.786	6,139.609	6,323.797	6,513.511	6,708.917	6,910.184	7,117.490	7,331.014	7,550.95
Transportation Supervisor	15051	24	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.655	8,753.615	9,016.22
Water Meter Reader	18050	10	4,568.446	4,705.499	4,846.664	4,992.064	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.79
Water Quality & Backflow Cross Connection Specialist	15110	22	6,513.511	6,708.917	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.66
Water Systems Operator	14760	22	6,513.511	6,708.917	6,910.184	7,117.490	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.66
Water Utility Manager	04001	37	10,047.365	10,348.786	10,659.249	10,979.027	11,308.398	11,647.650	11,997.079	12,356.991	12,727.701	13,109.53

City of Santa Fe Springs
Fiscal Year 2024-2025 Salary Schedule
Effective July 1, 2024

JOB TITLE	JOB ID	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Water Utility Supervisor	14511	26	7,331.014	7,550.945	7,777.473	8,010.797	8,251.121	8,498.655	8,753.615	9,016.223	9,286.710	9,565.31
Water Utility Worker	17530	13	4,992.064	5,141.826	5,296.081	5,454.963	5,618.612	5,787.171	5,960.786	6,139.609	6,323.797	6,513.51

City of Santa Fe Springs
Fiscal Year 2024-2025 Salary Schedule
Effective July 1, 2024

JOB TITLE	JOB ID	UNIT	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Administrative Clerk I	72710	Hourly/Part-Time	9	20.268	20.876	21.503	22.148	22.812	23.497	24.201	24.927	25.675	26.446
Administrative Intern	70580	Hourly/Part-Time	1	16.000	16.480	16.974	17.484	18.008	18.548	19.105	19.678	20.268	20.876
Aquatics Aide	74450	Hourly/Part-Time	1	16.000	16.480	16.974	17.484	18.008	18.548	19.105	19.678	20.268	20.876
Bus Driver	72800	Hourly/Part-Time	8	19.678	20.268	20.876	21.503	22.148	22.812	23.497	24.201	24.927	25.675
Code Enforcement Inspector	70410	Hourly/Part-Time	15	24.201	24.927	25.675	26.446	27.239	28.056	28.898	29.765	30.658	31.577
Community Resources Aide	74411	Hourly/Part-Time	1	16.000	16.480	16.974	17.484	18.008	18.548	19.105	19.678	20.268	20.876
Community Services Program Leader I	74420	Hourly/Part-Time	3	16.974	17.484	18.008	18.548	19.105	19.678	20.268	20.876	21.503	22.148
Community Services Program Leader II	73000	Hourly/Part-Time	5	18.008	18.548	19.105	19.678	20.268	20.876	21.503	22.148	22.812	23.497
Community Services Program Leader II (PTB)	52010	Hourly/Part-Time	5	18.008	18.548	19.105	19.678	20.268	20.876	21.503	22.148	22.812	23.497
Community Services Program Leader III	72310	Hourly/Part-Time	10	20.876	21.503	22.148	22.812	23.497	24.201	24.927	25.675	26.446	27.239
Computer Technician	78010	Hourly/Part-Time	9	20.268	20.876	21.503	22.148	22.812	23.497	24.201	24.927	25.675	26.446
Environmental Intern	78020	Hourly/Part-Time	3	16.974	17.484	18.008	18.548	19.105	19.678	20.268	20.876	21.503	22.148
Heritage Park Ranger	72540	Hourly/Part-Time	3	16.974	17.484	18.008	18.548	19.105	19.678	20.268	20.876	21.503	22.148
Instructor Lifeguard I	72400	Hourly/Part-Time	4	17.484	18.008	18.548	19.105	19.678	20.268	20.876	21.503	22.148	22.812
Instructor Lifeguard II	72300	Hourly/Part-Time	7	19.105	19.678	20.268	20.876	21.503	22.148	22.812	23.497	24.201	24.927
Instructor Lifeguard III	72100	Hourly/Part-Time	12	22.148	22.812	23.497	24.201	24.927	25.675	26.446	27.239	28.056	28.898
Lead Recreation Instructor	70420	Hourly/Part-Time	16	24.927	25.675	26.446	27.239	28.056	28.898	29.765	30.658	31.577	32.525
Library Information Desk Assistant	72600	Hourly/Part-Time	10	20.876	21.503	22.148	22.812	23.497	24.201	24.927	25.675	26.446	27.239
Library Services Aide	74410	Hourly/Part-Time	1	16.000	16.480	16.974	17.484	18.008	18.548	19.105	19.678	20.268	20.876
Office Aide	74440	Hourly/Part-Time	1	16.000	16.480	16.974	17.484	18.008	18.548	19.105	19.678	20.268	20.876
Public Safety Officer	70400	Hourly/Part-Time	16	24.927	25.675	26.446	27.239	28.056	28.898	29.765	30.658	31.577	32.525
Public Works Aide	74430	Hourly/Part-Time	2	16.480	16.974	17.484	18.008	18.548	19.105	19.678	20.268	20.876	21.503
Recreation Instructor	79800	Hourly/Part-Time	6	18.548	19.105	19.678	20.268	20.876	21.503	22.148	22.812	23.497	24.201

*Effective January 1, 2025 State Minimum Wage Increase

FOR ITEM NO. 8, PLEASE SEE ITEM NO. 15

ITEM # 9

CITY OF SANTA FE SPRINGS

PUBLIC FINANCING AUTHORITY AGENDA STAFF REPORT

TO: Honorable Chair and Board Members

FROM: René Bobadilla, P.E., Executive Director

BY: Lana Dich, Director of Finance & Administrative Services

SUBJECT: **MONTHLY REPORT ON THE STATUS OF DEBT INSTRUMENTS ISSUED THROUGH THE CITY OF SANTA FE SPRINGS PUBLIC FINANCING AUTHORITY (PFA)**

DATE: February 18, 2025

RECOMMENDATION(S):

It is recommended that the City Council:

1) Receive and file the report.

FISCAL IMPACT

None.

BACKGROUND/DISCUSSION

The Santa Fe Springs Public Financing Authority (PFA) is a City entity that has periodically issued debt for the benefit of the Santa Fe Springs community. The following is a brief status report on the debt instruments currently outstanding that were issued through the PFA.

Consolidated Redevelopment Project 2006-A Tax Allocation Bonds

Financing proceeds available for appropriation at 1/31/2025	None
Outstanding principal at 1/31/2025	$25,205,601

Bond Repayment

The former Community Development Commission (CDC) issued a number of tax allocation bonds before it was dissolved by State law effective February 1, 2012 which are administered by the City acting as Successor Agency under the oversight of the appointed Oversight Board. The Successor Agency no longer receives tax increment.

Instead, distributions from the Redevelopment Property Tax Trust Fund (RPTTF) are received based on approved obligations. It is anticipated that sufficient allocations from the RPTTF will continue to be made to the Successor Agency to meet ongoing debt service obligations.

Unspent Bond Proceeds
Under an approved Bond Expenditure Agreement, unspent bond proceeds of the former CDC in the amount of approximately $19 million were transferred to the City in July 2014. The funds are to be spent in accordance with the original bond documents. The unspent proceeds continue to be a source of funding within the City's capital improvement program (CIP).

2016 Bond Refunding
In July 2016, the Successor Agency issued its 2016 Tax Allocation Refunding Bonds, which paid off several bond issuances of the former CDC. The bonds were originally issued through the Public Financing Authority and included the 2001 Series A, 2002 Series A, 2003 Series A, the current interest portion of the 2006 Series A, and 2006 Series B bond issuances.

2017 Bond Refunding
In December 2017, the Successor Agency issued its 2017 Tax Allocation Refunding Bonds, which paid off the 2007 Tax Allocation Bonds of the former CDC. The 2007 Bonds were originally issued through the Public Financing Authority.

ANALYSIS

The report is presented for informational purposes only.

ENVIRONMENTAL

N/A

SUMMARY/NEXT STEPS

The Successor Agency will continue to request sufficient distributions from the RPTTF to make required bond payments through maturity on September 1, 2028.

ATTACHMENT(S):

None.

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

FOR ITEM NO. 10, PLEASE SEE ITEM NO. 15

ITEM # 11

CITY OF SANTA FE SPRINGS

WATER UTILITY AUTHORITY AGENDA STAFF REPORT

TO: Honorable Chair and Board Members

FROM: René Bobadilla, P.E., Executive Director

BY: Lana Dich, Director of Finance

SUBJECT: **MONTHLY REPORT ON THE STATUS OF DEBT INSTRUMENTS ISSUED THROUGH THE CITY OF SANTA FE SPRINGS WATER UTILITY AUTHORITY (WUA)**

DATE: February 18, 2025

RECOMMENDATION(S):

It is recommended that the City Council:

1) Receive and file the report.

FISCAL IMPACT

None.

BACKGROUND/DISCUSSION

The Santa Fe Springs Water Utility Authority (WUA) is a City entity that has issued debt for the benefit of the Santa Fe Springs community. The following is a brief status report on the debt instruments currently outstanding that were issued through the WUA.

Water Revenue Bonds, 2013	
Financing proceeds available for appropriation at 1/31/2025	None
Outstanding principal at 1/31/2025	$6,890,000

Water Revenue Bonds, 2018	
Financing proceeds available for appropriation at 1/31/2025	None
Outstanding principal at 1/31/2025	$395,000

In May 2013 the Water Utility Authority issued the 2013 Water Revenue Bonds in the amount of $6,890,000. The bonds refunded the existing 2003 Water Revenue Bonds (issued through the Public Financing Authority) and provided additional funds for water improvement projects in the amount of $2,134,339. The funds were restricted for use on water system improvements. In August 2013 the Water Utility Authority Board appropriated the proceeds for the Equipping Water Well No. 12 Project and all proceeds were since used on this project.

In January 2018 the Water Utility Authority issued the 2018 Water Revenue Bonds in the amount of $1,800,000. The bonds refunded the existing 2005 Water Revenue Bonds (issued through the Public Financing Authority). No additional funds were raised through the issuance of the 2018 Water Revenue Bonds.

The WUA was formed in June of 2009. Water revenue bonds issued prior to this date were issued through the City of Santa Fe Springs Public Financing Authority.

ANALYSIS

The report is presented for informational purposes only.

ENVIRONMENTAL

N/A

SUMMARY/NEXT STEPS

The WUA budget includes sufficient appropriations and adequate revenues are expected to be collected to meet the debt service obligations associated with the 2013 and 2018 Water Revenue Bonds.

ATTACHMENT(S):

None.

ITEM STATUS:

APPROVED: ☐

DENIED: ☐

TABLED: ☐

DIRECTION GIVEN: ☐

ITEM # 12

CITY OF SANTA FE SPRINGS

WATER UTILITY AUTHORITY AGENDA STAFF REPORT

TO: Honorable Chair and Board Members

FROM: René Bobadilla, P.E., Executive Director

BY: James Enriquez, P.E., Director of Public Works / City Engineer

SUBJECT: **LOS ANGELES GATEWAY REGION INTEGRATED REGIONAL WATER MANAGEMENT JOINT POWERS AUTHORITY - ADOPTION OF RESOLUTION NO. 9945, APPOINTING PRIMARY BOARD MEMBER AND ALTERNATES**

DATE: February 18, 2025

RECOMMENDATION:

It is recommended that the Water Utility Authority:

1) Adopt Resolution No. 9945 appointing a primary member and alternates to the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority governing board; and

2) Take such additional, related, action that may be desirable.

FISCAL IMPACT

There may be potential financial benefits resulting from future approvals of regional project grants.

BACKGROUND

In 2007, the City Council authorized the City's participation in the Los Angeles Gateway Cities Integrated Regional Water Management Joint Powers Authority (GWMA). The GWMA was created to promote regional solutions to water issues and has successfully secured State and Federal funding for water quality-related improvements.

ANALYSIS

The City of Santa Fe Springs is a voting member of the Joint Powers Authority. The benefits of membership include, but are not limited to, the following:

- Participation in cost-sharing on critical watershed issues and regional programs
- Inclusion in regional projects proposed for State and Federal grants
- Specialized administrative support is necessary to meet State and Federal Funding requirements, and
- Equitable input on regional water issues.

ENVIRONMENTAL

There is no environmental impact associated with this action

DISCUSSION

Not applicable.

SUMMARY/NEXT STEPS

Not applicable.

ATTACHMENTS:

A. Resolution No. 9945

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

APPROVED:
ITEM NO.:

RESOLUTION NO. 9945

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA APPOINTING A MEMBER AND ALTERNATES TO THE LOS ANGELES GATEWAY REGION INTEGRATED REGIONAL WATER MANAGEMENT JOINT POWERS AUTHORITY GOVERNING BOARD

WHEREAS, the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority (GWMA) was formed in 2007 in response to the passage of two voter approved water bonds; Proposition 50, passed in 2002 and Proposition 84, passed in 2006; and

WHEREAS, the City of Santa Fe Springs is a member of the GWMA; and

WHEREAS, each member agency shall appoint one Member and up to three Alternate Members to the Governing Board in accordance with the GWMA Bylaws; and

WHEREAS, pursuant to the GWMA Bylaws, the Member and Alternate Members appointed by this Resolution shall hold office until replaced.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Effective February 18, 2025, Public Works Director, James Enriquez, is appointed to serve as the GWMA Board Member representing the City of Santa Fe Springs.

2. Effective February 18, 2025, Water Utility Manager, Frank Sanchez, Civil Engineering Assistant I, Sarina Morales-Choate, and Water Utility Supervisor, Hector Rodriguez are appointed to serve as alternate Board Members representing the City of Santa Fe Springs.

3. The Board Member and alternate Board Member(s) designated above shall continue in their respective positions as if re-appointed for each successive year, unless the Board Member or alternate Board Member(s) is replaced by subsequent action of this legislative body, or he or she ceases to be employed by the agency.

PASSED, APPROVED, AND ADOPTED this 18th day of February 2025.

____
William K. Rounds, Mayor

ATTEST:

____
Fernando Munoz, City Clerk

FOR ITEM NO. 13, PLEASE SEE ITEM NO. 15

FOR ITEM NO. 14, PLEASE SEE ITEM NO. 15

ITEM # 15

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Fernando N. Muñoz, City Clerk

SUBJECT: **MINUTES OF THE JANUARY 21, 2025 CITY COUNCIL MEETINGS**

DATE: February 18, 2025

RECOMMENDATION(S):

It is recommended that the City Council:

1) Approve the minutes as submitted.

FISCAL IMPACT

N/A

BACKGROUND

Staff has prepared minutes for the following meeting:

- Council Meeting of January 21, 2025

ANALYSIS

N/A

ENVIRONMENTAL

N/A

DISCUSSION

N/A

SUMMARY/NEXT STEPS

N/A

ATTACHMENT(S):

A. January 21, 2025 Meeting Minutes

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

APPROVED:

MINUTES OF THE MEETINGS OF THE CITY COUNCIL

January 21, 2025

CALL TO ORDER
Mayor Rounds called the meeting to order at 6:00 p.m.

ROLL CALL
Members present: Councilmembers/Directors: Mora, Martin, Rodriguez, Mayor Pro Tem/Vice Chair Zamora, and Mayor/Chair Rounds.

Members absent: None

INVOCATION
Cindy Jarvis led the invocation.

PLEDGE OF ALLEGIANCE
Boy Scout Troop 5530 led the pledge of allegiance.

INTRODUCTIONS
Mayor Rounds introduced the following members from the Chamber of Commerce:
1. Ross Guile – DigiCal Web Designs
2. Diego De Lama – State Farm Insurance
3. Kathie Fink – SFS Chamber CEO

PRESENTATIONS

1. RECOGNITION OF HOLIDAY BASKET PROGRAM DONORS

2. RECOGNITION OF PHOTO CONTEST WINNERS

CHANGES TO AGENDA
None

PUBLIC COMMENTS
None

STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST
None

OLD BUSINESS

3. APPOINTMENT OF MEMBERS TO CITIZENS' OVERSIGHT COMMITTEE

RECOMMENDATION: It is recommended that the City Council:

1) Make appointments to Citizens' Oversight Committee; and

2) Take such additional, related action that may be desirable.

It was moved by Councilmember Mora, seconded by Councilmember Martin, to approve Jeff Hamilton, Stephane Wandel, and Wendy Meador-Kunert as the three members submitted for consideration by the Santa Fe Springs Chamber of Commerce to serve on the Citizens' Oversight Committee. The motion carried unanimously.

Council deliberated on the two resident appointments for the Citizens' Oversight Committee. After some discussion, Council agreed to nominate Sergio Valenzuela and Jay Sarno as the resident appointments to the committee.

It was moved by Mayor Rounds, seconded by Mayor Pro Tem Zamora, to appoint Sergio Valenzuela and Jay Sarno as resident appointments, and Stephane Wandel, Jeff Hamilton, and Wendy Meador-Kunert as business appointments to the Citizens' Oversight Committee, by the following vote:

Ayes:	Mora, Martin, Rodriguez, Zamora, Rounds
Noes:	None
Absent:	None
Recuse:	None

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine. Any items a Councilmember wishes to discuss should be designated at this time. All other items may be approved in a single motion. Such approval will also waive the reading of any ordinance.

PUBLIC FINANCING AUTHORITY

4. MINUTES OF THE DECEMBER 10, 2024 PUBLIC FINANCING AUTHORITY MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the Public Financing Authority:

1) Approve the minutes as submitted.

5. MONTHLY REPORT ON THE STATUS OF DEBT INSTRUMENTS ISSUED THROUGH THE CITY OF SANTA FE SPRINGS PUBLIC FINANCING AUTHORITY (PFA) (FINANCE)

RECOMMENDATION: It is recommended that the Public Financing Authority:

1) Receive and file the report.

WATER UTILITY AUTHORITY

6. MINUTES OF THE DECEMBER 10, 2024 WATER UTILITY AUTHORITY MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the Water Utility Authority:

1) Approve the minutes as submitted.

7. MONTHLY REPORT ON THE STATUS OF DEBT INSTRUMENTS ISSUED THROUGH THE CITY OF SANTA FE SPRINGS WATER UTILITY AUTHORITY (WUA) (FINANCE)

RECOMMENDATION: It is recommended that the Water Utility Authority:

1) Receive and file the report.

HOUSING SUCCESSOR

8. MINUTES OF THE DECEMBER 10, 2024 HOUSING SUCCESSOR MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the Housing Successor:

1) Approve the minutes as submitted.

SUCCESSOR AGENCY

9. MINUTES OF THE DECEMBER 10, 2024 SUCCESSOR AGENCY MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the Successor Agency:

1) Approve the minutes as submitted.

10. ADOPT RESOLUTION SA-2025-001 APPROVING THE SUCCESSOR AGENCY'S RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS 25-26) AND ADMINISTRATIVE BUDGET FOR THE PERIOD JULY 1, 2025 THROUGH JUNE 30, 2026 (FINANCE)

RECOMMENDATION: It is recommended that the Successor Agency:

1) Adopt Resolution SA-2025-001 Approving the Successor Agency's Recognized Obligation Payment Schedule (ROPS 25-26) and Administrative Budget for the Period July 1, 2025 through June 30, 2026.

CITY COUNCIL

11. MINUTES OF THE DECEMBER 10, 2024 CITY COUNCIL MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the City Council:

1) Approve the minutes as submitted.

12. FLEET MAINTENANCE HOSE REEL SYSTEM – APPROVAL TO ISSUE PURCHASE ORDER (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

1) Award a purchase order in the amount not-to-exceed $80,000 to Autolift Services, Inc. for the installation of a new hose reel system for the City's vehicle maintenance garage; and

2) Authorize the Procurement Manager to issue a purchase order in the amount not-to-exceed $2,500 per fiscal year for three (3) years to Autolift Services for ongoing and preventative maintenance of the new hose reel system; and

3) Take such additional, related, action that may be desirable.

13. CITY HALL WEST WING OFFICE RENOVATION – AWARD OF CONTRACT (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

1) Award a construction contract to CTG Construction, Inc. dba C.T. Georgiou Painting Co., of Wilmington, California in the amount of $481,424.80 for the construction of the City Hall West Wing Office Renovation and authorize the City Manager to execute the agreement; and

2) Authorize the City Manager to execute Task Order No. 86 to Southstar Engineering, Inc., for On-Call Professional Engineering Services for Construction Management and Inspection Services for $ 114,975.00; and

3) Take such additional, related action that may be desirable.

14. FIRE STATION HEADQUARTERS OFFICE RENOVATION – AWARD OF CONTRACT (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

1) Award a construction contract to RAMCO General Engineering Contractors, Inc., of Sylmar, California in the amount of $404,313.00 for the Fire Station Headquarters Office Renovation project, and authorize the City Manager to execute the agreement; and

2) Authorize the City Manager to execute Task Order No. 87 to Southstar Engineering, Inc., for On-Call Professional Engineering Services for Construction Management and Inspection Services for $114,975.00; and

3) Take such additional, related action that may be desirable.

15. CITY-WIDE STREET LIGHT CONVERSION PROJECT – AWARD OF CONTRACT (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

1) Award a construction contract to Yunex, LLC., of Anaheim, California in the amount of $114,945.00 for the City-Wide Street Light Conversion Project and authorize the City Manager to execute the agreement; and

2) Authorize the City Manager to execute Task Order No. 88 to Southstar Engineering, Inc., for On-Call Professional Engineering Services for Construction Management and Inspection Services for $ 44,800.00; and

3) Take such additional, related action that may be desirable.

16. AUTHORIZATION TO AWARD CITY-WIDE BRANDING SERVICES RFP 25-5 TO WE THE CREATIVE (COMMUNITY SERVICES)

RECOMMENDATION: It is recommended that the City Council:

1) Authorize the award of RFP 25-5 to *We The Creative* for City-Wide Branding Services; and

2) Approve the Professional Service Agreement between the City of Santa Fe Springs and We The Creative; and

3) Take such additional, related action that may be desirable.

17. ORDINANCE NO. 1154 – ADDING SECTION 10.24 (NAMING OF PUBLIC FACILITIES AND STREETS) TO CHAPTER 10 (GENERAL PROVISIONS) OF TITLE I (GENERAL PROVISIONS) OF THE SANTA FE SPRINGS MUNICIPAL CODE AND DETERMINE THAT THE ACTION IS EXEMPT UNDER CEQA (COMMUNITY DEVELOPMENT)

RECOMMENDATION: It is recommended that the City Council:

1) Find and determine that the Ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3); and

2) Introduce by title only and waive further reading of Ordinance No. 1154: An Ordinance of the City of Santa Fe Springs Municipal Code relating to the Naming of Public Facilities and Streets; and

3) Take such additional, related action that may be desirable.

It was moved by Councilmember Martin, seconded by Councilmember Rodriguez, to approve the consent calendar, by the following vote:

Ayes: Mora, Martin, Rodriguez, Zamora, Rounds
Noes: None
Absent: None
Recuse: None

APPOINTMENTS TO BOARDS, COMMITTEES, AND COMMISSIONS
Councilmember Mora appointed Eddie Barrios to the Parks and Recreation Advisory Committee.

COUNCIL COMMENTS/AB1234 COUNCIL CONFERENCE REPORTING
Councilmember Mora had nothing to report.

Councilmember Martin talked about the homeless encampments on Telegraph Road that Director of Police Services, Arlene Salazar addressed.

Councilmember Rodriguez thanked Whittier Police Department for relocating the homeless encampment in her neighborhood. She also promoted LA CADA.

Mayor Pro Tem Zamora spoke about attending the transportation meeting at the city of Downey where some of the issues discussed were the synchronization of lights. He also brought up statistics regarding the amount of money provided vs received in regards to homeless contributions. He promoted Quartermania on Feb 21st and thanked the local Anheuser-Busch distribution center for donations to the fire victims.

Mayor Rounds asked for prayers to those affected by the Eaton and Palisades fires, and noted all of the great contributions from the community.

ADJOURNMENT

Mayor Rounds adjourned the meeting in memory of Samantha Haun and Frank Martene at 7:00 p.m.

____
William K. Rounds
Mayor

ATTEST:

____
Fernando N. Muñoz
City Clerk

____
Date

ITEM # 16

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Fernando N. Muñoz, City Clerk

SUBJECT: **RESOLUTION NO. 9886 - DECLARING A TRUSTED SYSTEM FOR THE MANAGEMENT OF CITY RECORDS AND THE AUTOMATION OF RETENTION REQUIREMENTS**

DATE: February 18, 2025

RECOMMENDATION(S):

It is recommended that the City Council:

1) Adopt Resolution No. 9886, designating Laserfiche as a Trusted Records Management System.

FISCAL IMPACT

The City currently spends approximately $36,000 annually on off-site records storage with Certified USA. On November 12, 2024 Council approved funding for this project and award a contract to Viatron Systems for city-wide document imaging. As documents are scanned and stored in the trusted electronic system, the need for off-site storage will decrease, thereby reducing storage costs.

BACKGROUND

The California Public Records Act defines records as any "writing containing information relating to the conduct of the public's business, prepared, owned, used, or retained by any state or local agency, regardless of physical form or characteristics." While many records are now received in electronic format, the City still retains a significant volume of paper records.

State laws and regulations have been enacted to allow government agencies to convert paper records to electronic formats. Storing records electronically offers significant cost savings by reducing the need for both onsite and offsite storage, while also improving access to records.

Furthermore, the Secretary of State has established regulations (Chapter 15, Division 7, Title 2 of the California Code of Regulations) to govern the electronic recording, storage, and reproduction of records. These regulations ensure that when paper records are converted to electronic versions, the original hardcopy can be destroyed, and the electronic version will serve as the official record.

The City Clerk's Office has worked with other City departments to ensure that the City's enterprise content management system, Laserfiche, complies with these regulations and meets the requirements for a "Trusted System."

Laserfiche is used to store records electronically in PDF and/or TIFF format. The system includes audit capabilities to track actions taken on records, such as additions, deletions, and views. Security measures are in place to restrict access to records based on user permissions.

ANALYSIS

In accordance with California law (Government Code Section 12168.7), the City Council must declare a "trusted system" to legally dispose of paper records once they have been digitized. A "trusted system" refers to a combination of technologies, policies, and procedures ensuring that no plausible scenario exists in which a public record retrieved or reproduced from the system differs substantially from the original.

ENVIRONMENTAL

The proposed activity has been reviewed for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines because it will not result in a physical change to the environment. Therefore, pursuant to Section 15060(c)(3) of the State CEQA guidelines, the activity is not subject to CEQA.

DISCUSSION

Adopting the proposed resolution and designating Laserfiche as a Trusted Records Management System will help the City comply with applicable laws and regulations. This designation will also allow for the automation of retention requirements for electronic records, streamlining the overall records management process.

No records will be destroyed without the prior written approval of the Department Head of the Office of Record, the City Clerk, and the City Attorney. Retention periods for records may be suspended in cases of litigation, claims, audits, Public Records Act requests, or investigations. Once these matters are resolved, the records will be subject to the established retention periods.

SUMMARY/NEXT STEPS

The City Clerk and City Attorney will periodically review and update the Records Retention Schedule with input from relevant departments. The City Clerk will also ensure that all staff involved in scanning records into the trusted system receive the necessary training before any records are digitized or destroyed.

ATTACHMENT(S):

A. Resolution No. 9886

ITEM STATUS:

APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

RESOLUTION NO. 9886

A RESOLUTION OF THE SANTA FE SPRINGS CITY COUNCIL DECLARING A TRUSTED SYSTEM FOR THE MANAGEMENT OF RECORDS AND THE AUTOMATION OF RETENTION REQUIREMENTS AND ADOPTING THE TRUSTED ELECTRONIC SYSTEM POLICY

WHEREAS, on August 25, 2008 the City Council adopted Resolution No. 9136 adopting a Records Retention Schedule and granting authority to revise all City Records Retention Schedules by written approval of the City Clerk, City Manager, and City Attorney. ;and

WHEREAS, California Government Code Section 12168.7 provides uniform statewide standards for storing documents in electronic medium; and

WHEREAS, the Secretary of State has adopted Trustworthy Electronic Document or Record Preservation regulations, located in Chapter 15, Division 7, Title 2 of the California Code of Regulations, which govern the recording, storing, and reproducing of Records in electronic media where the intent is to destroy the original hardcopy and maintain the electronic copy as the official Record; and

WHEREAS, Section 34090, et seq, of the Government Code of the State of California provides parameters whereby any City Record which has served its purpose and is no longer required may be destroyed including the requirement that certain Records be reproduced prior to destruction on a "Trusted System," as defined in California Government Code Section 12167.7; and

WHEREAS, the City uses Laserfiche as the repository of storing electronic Records for the City in compliance with Government Code Section 34090.5 and stores those Records in TIFF and/or PDF format; and

WHEREAS, the City Clerk and Information Technology Departments have worked together to ensure the City's document management system, and all Records stored within the system, are kept in accordance with the State's "Trusted System" requirements; and

WHEREAS, Laserfiche has audit capabilities to track Records as they are added, deleted, and viewed in the system; and

WHEREAS, folder-level permissions and restrictions have been established in Laserfiche to ensure only appropriate personnel have access to records; and

WHEREAS, a Trusted Electronic System Policy, attached hereto as Exhibit A, has been developed to define the requirements of the City of Santa Fe Springs to follow for the protection and management of records and to provide guidance to employees, contractors, and volunteers of the City that are authorized to scan, import, create, modify or delete Records in the Laserfiche system; and

WHEREAS, procedures have been developed for the implementation of the Retention Schedule and to provide for the routine disposition of Records during the normal course of business; and

WHEREAS, a Trusted System consists of adopted policies, procedures and technology that meet the State of California requirements; and

WHEREAS, collectively the City's comprehensive Retention Schedule, Trusted System Policy, and established procedures, and Laserfiche technology constitute a Trusted System in accordance with State Law.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Santa Fe Springs does hereby resolve as follows:

SECTION 1. The Recitals set forth above are true and correct and incorporated in full, herein.

SECTION 2. Laserfiche is declared the City's records storage repository.

SECTION 3. Laserfiche is backed up and the backup copy is stored offsite on a routine schedule in a format that cannot be altered.

SECTION 4. The City Council hereby adopts the Trusted Electronic System Policy instituting the City's standards for proper management of Records set forth in Exhibit A, attached hereto and incorporated herein by this reference.

SECTION 5. The City Council hereby declares that the adopted Retention Schedule, Trusted System Policy, and Laserfiche technology collectively establish the City of Santa Fe Springs' Trusted System.

SECTION 6. The City Council hereby considers electronic records stored in Laserfiche as the City's official records and approves the destruction of paper, microfiche, or other electronic media copies of those records upon completion of quality control (i.e., verification of document entirety and image quality).

SECTION 7. The City Clerk is hereby directed to establish training for the proper storage and administration of the Retention Schedule and Trusted System Policy for electronically stored records for the City of Santa Fe Springs.

SECTION 8. This resolution is exempt from the California Environmental Quality Act ("CEQA") under Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. Where, as here, it can be seen with certainty that there is no possibility that the activity in question would have a significant effect on the environment, the activity is not subject to CEQA.

SECTION 9. If any section, subsection, sentence, clause, or phrase of this resolution is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this resolution. The City Council hereby declares that it would have passed this resolution, and each and every section, subsection, sentence, clause and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 10. The City Clerk shall certify to the adoption of this Resolution.

SECTION 11. The Resolution shall take effect immediately upon its adoption by City Council.

APPROVED AND ADOPTED this 18th day of February, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
William K. Rounds, Mayor

ATTEST:

____
Fernando N. Muñoz, City Clerk

EXHIBIT A

TRUSTED ELECTRONIC SYSTEM POLICY

PURPOSE

This Policy provides for a Trusted Electronic System that meets State and federal laws and requirements for the management of City Records, and provides guidance to employees, contractors, and volunteers of the City that are authorized to scan, import, create, modify or delete Records into the Laserfiche system where the electronic Record is to serve as the City's official Record.

SCOPE

This Policy applies to employees, volunteers, or contractors who scan, import, create, search for, modify or delete information into the City's systems where the electronic document is to serve as the City's official Record.

DEFINITIONS

For the purpose of this policy, the following terms are defined as provided below:

ECMS: Electronic Content Management System

Official Records: For purposes of this Policy and compliance with the Retention Schedule an "official record" is defined as a lasting indication of a writing, event or other information, which is in the custody of City employees or elected or appointed City officials or bodies, and is kept either (1) because a law requires it to be kept or (2) because it is necessary or convenient to the discharge of the City's duties and was made or retained for the purpose of preserving its informational content for future reference.
This policy applies to all types of records, including records in any of the following forms:

a) Hard copy, including but not limited to paper documents, forms, photos, reports, manuals, maps, drawings, microfilm, and video; and
b) Electronic form, in structured or unstructured format, including electronic communication, and associated metadata, regardless of the location or device upon which the information is stored.

Even though records include a broad spectrum of recorded information, not all information held by the City is a record. Information that is not a record (for example Convenience Information) does not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy Convenience Information as soon as its use has been met. City staff should take care not to file Convenience Information with records. For a list of examples of Convenience Information see *Attachment A.*

Retention Period: The length of time an official record is retained, according to the Retention Schedule.

POLICY

1. Full Compliance with Law. The City will be in full compliance with all applicable Federal and State laws and regulations to ensure the integrity of official Records.

2. City Clerk Responsible for City-wide Records Management Policies. The City Clerk is responsible for developing Retention Schedule, deletion procedure, and standards for the management of City Records in the electronic repository.

3. Electronic Official Records Must Follow Procedures. When relying on an electronic record as the City's official record, written procedures in compliance with this policy must be developed and followed by each department.

4. Prior Approval for Systems. The City has purchased and supports Laserfiche as the ECMS, which serves as the repository for the City's Official Records. No department may acquire a system intended to store "Trusted Electronic Records," without the approval of the City Manager, City Clerk, and Information Technology department and a corresponding amendment to this Policy.

5. Retention Periods Apply. Retention periods from the City's Retention Schedule for records are to be configured into the ECMS software and a procedure created for the deletion of records.

6. New Records Series Require Prior Approval. Whether scanning is done "in-house" (by City employees,) or "outsourced" (by contracted services,) any new records series to be imaged or which is intended to serve as the City's official record must be approved by the City Clerk prior to commencement, this approval request must be submitted in writing by using the designated forms assigned by the City Clerk.

7. Office of Record Responsible. In general, only the department who is listed as the "Office of Record," responsible for maintaining the City's original record, is the department who is responsible for assuring that documents are input into the system that will serve as the City's original record.

8. Location of Electronic Official Records Require Prior Approval. It is not desirable to store electronic records intended to serve as the City's official record on "File Shares" (on your shared hard drives,) or an email repository which generally support drafts or copies, and which are difficult to store on unalterable media as required by law (or separate the final official record from the draft or copy so they can be properly managed.) Electronic records intended to serve as the City's official record shall be maintained in the Trusted System repository approved by the City Clerk and Information Technology. Unofficial records or convenience information (Attachment A) do not need to be listed on the disposition log and may be destroyed at any time without adhering to a retention period.

Attachment A

Examples of Convenience Information

- Identical copies of documents;
- Extra copies of printed or processed materials kept only for convenience or reference;
- Superseded manuals and other directives (maintained outside the office of record);
- Working papers, such as miscellaneous notices of community affairs, employee meetings, holiday notices, library and reference materials;
- Appointment logs;
- Notes or drafts assembled or created in the preparation of other documents; worksheets, rough drafts of letters, memoranda, or reports;
- Catalogs, trade journals and other publications or papers received from external companies or agencies require no action and are not part of an official record; and
- Stocks of publications or blank forms that are kept for supply purposes only.

ITEM # 17

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Lana Dich, Director of Finance and Administrative Services

SUBJECT: TREASURER'S REPORT OF INVESTMENTS FOR THE QUARTER ENDED DECEMBER 31, 2024

DATE: February 18, 2025

RECOMMENDATION(S):

It is recommended that the City Council:

1) Receive and file the report.

FISCAL IMPACT

Investment earnings for the quarter ended December 2024 amounted to $1,685,152.

BACKGROUND/DISCUSSION

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

Based on a cash flow analysis and discussion with PFMAM and the City Council Audit Subcommittee, an additional $10.0 million of the City's reserve funds were added to the portfolio in May 2017, and $35.0 million in January 2023 bringing the total principal invested to $65.8 million.

At the end of each calendar quarter, PFMAM provides a detailed written report covering general market conditions as well as the balances and transactions of the City's portfolio for the previous quarter. PFMAM's detailed report is attached to this Treasurer's Report.

Mr. Richard Babbe, Senior Management Consultant with PFMAM, along with his staff, have also regularly provided an update, including a detailed review of the results of the portfolio for the quarter, a discussion of the investment strategies and policies which govern the City's portfolio, and general market conditions.

ANALYSIS

The City's managed portfolio generated interest income in the amount of $723,721 for the most recent quarter. The interest income represents actual cash receipts received by the City, plus the amortization of any discounts or premiums, as well as realized gains and losses. The figure does not include unrealized gains or losses (i.e. changes in market value).

The overall performance of the City's managed portfolio account is expressed in a "yield" and "total return". The yield is a forward-looking measurement which shows the income and dividends on the investments to be expected in the future based on current holdings, expressed as an annual rate of return. The City's yield (at cost value) at December 31, 2024 was 4.32%, increase from 4.28% the previous quarter.

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

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

The yield at June 30, 2016 was 1.25% and rose to 4.32% as of December 31, 2024. This has resulted in unrealized losses, however, it is important to point out that the investments continue to pay the stated interest on the security. The unrealized losses simply represent the amount that the City would lose, if the security was sold in the current market conditions. It is not an actual loss of the City's principal value invested. It is also important to remember that rising yield markets are good in the sense that as securities mature, they are replaced with higher rate securities, increasing the overall interest income of the portfolio.

Because the total return (as opposed to the yield) takes into account realized and unrealized gains/losses, it is generally compared against a target benchmark to evaluate portfolio performance. The City's benchmark is the 1-5 Year U.S. Treasury Index. The total return for the City's portfolio for the quarter ended December 31, 2024 was -0.54% vs. the benchmark's total return of -0.77%; the City's portfolio outperformed the benchmark by 0.23%. Since inception of the managed portfolio (January 2016) the total return for the City's portfolio was 1.63% vs. the benchmark total return of 1.27% through December 31, 2024. Due to a system glitch with PFMAM, the benchmark information for the quarter ending December 2024 is currently unavailable.

Aside from the PFMAM managed portfolio, the City's other investments are the Local Agency Investment Fund ("LAIF"), a pooled investment fund managed by the California State Treasurer; the California Asset Management Program ("CAMP"), a pooled investment fund managed by PFMAM; and the First American Treasury Obligations Fund, a U.S. Treasury money market fund ("MMF") used by the City's bond trustee. LAIF returned an annualized rate of 4.62% for the quarter while CAMP returned 4.65% and the MMF returned 3.92%. Interest earnings for the quarter amounted to $291,441, $625,630, and $44,358, respectively, for the LAIF, CAMP, and the MMF accounts.

ENVIRONMENTAL

None.

SUMMARY/NEXT STEPS

The attached Treasurer's Report contains all investments under the control of the City.

The investments, at market value, are summarized as follows:

Pooled Cash and Investments	$ 120.2 million
Successor Agency Bond Fund	19.7 million
Bonds Reserves and Debt Service	3.8 million
Total Investments	$ 143.7 million

Pooled cash and investments consist of the PFMAM managed account, LAIF, and CAMP. The Successor Agency bond funds are held in LAIF and are the source of funds for ongoing capital improvement projects. Spending on multiple capital projects has occurred and these funds will be drawn down for deposit into the City's pooled cash and investments.

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

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

PFMAM Managed Portfolio	$ 72.4 million
LAIF	25.1 million
CAMP (including TERM CAMP)	42.4 million
MMF	3.8 million
Total Investments	$143.7 million

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

ATTACHMENT(S):

A. Treasurer's Report of Investments (Quarter Ended December 31, 2024)
B. PFMAM Investment Performance Review (Quarter Ended December 31, 2024)

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

CITY OF SANTA FE SPRINGS
TREASURER'S REPORT OF INVESTMENTS
QUARTER ENDED DECEMBER 31, 2024

DESCRIPTION	BEGINNING BALANCE	DEPOSITS/ PURCHASES	WITHDRAWALS/ SALES	ENDING BALANCE	MARKET VALUE	QUARTERLY INVESTMENT EARNING	ANNUAL YIELD
POOLED INVESTMENTS:							
PFM MANAGED PORTFOLIO (1)	$ 72,919,256.00	$ 4,960,871.47	$ 5,406,207.27	$ 72,473,920.20	$ 72,473,920.02	$ 723,721.00	4.32%
CALIFORNIA ASSET MANAGEMENT PROGRAM	42,419,005.36	10,552,382.30	19,846,869.97	33,124,517.69	42,419,005.36	625,630.39	4.65%
LOCAL AGENCY INVESTMENT FUND	5,271,367.99	62,512.83	-	5,333,880.82	5,331,864.53	62,034.49	4.62%
SUBTOTAL POOLED INVESTMENTS	120,609,629.35	15,575,766.60	25,253,077.24	110,932,318.71	120,224,789.91	1,411,385.88	
SUCCESSOR AGENCY BOND FUNDS (2):							
LOCAL AGENCY INVESTMENT FUND	19,507,524.44	231,176.29	-	19,738,700.73	19,731,239.21	229,407.35	4.62%
SUCCESSOR AGENCY FUNDS:							
LOCAL AGENCY INVESTMENT FUND	0.96	-	-	0.96	0.96	-	4.62%
INVESTMENTS HELD BY FISCAL AGENT (3):							
U.S. BANK CORPORATE TRUST MONEY MARKET FUNDS:							
First American Treasury Obligations Fund Class D:							
City of Santa Fe Springs	579,306.82	122,615.81	128,218.75	573,703.88	573,703.88	7,926.47	3.92%
Successor Agency	13,034,373.35	21,018.43	10,057,325.15	2,998,066.63	2,998,066.63	34,527.53	3.92%
Heritage Springs Assessment District	177,855.70	134,254.00	137,630.00	174,479.70	174,479.70	1,904.99	3.92%
Subtotal First American Treasury Obligations Fund Class D	13,791,535.87	277,888.24	10,323,173.90	3,746,250.21	3,746,250.21	44,358.99	
SUBTOTAL INVESTMENTS HELD BY FISCAL AGENT (U.S. BANK)	13,791,535.87	277,888.24	10,323,173.90	3,746,250.21	3,746,250.21	44,358.99	
TOTAL INVESTMENTS	$153,908,690.62	$ 16,084,831.13	$ 35,576,251.14	$ 134,417,270.61	$143,702,280.29	$ 1,685,152.22	

Notes:

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

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

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

CERTIFICATION:

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

Lana Dich

LANA DICH, CITY TREASURER

City of Santa Fe Springs

Investment Performance Review
For the Quarter Ended December 31, 2024

Client Management Team

PFM Asset Management
A division of U.S. Bancorp Asset Management, Inc

Monique Spyke, Managing Director
James Sims, CFA, Managing Director
Richard Babbe, CCM, Senior Managing Consultant
Robert Montoya, Relationship Manager

633 W 5th St., 25th Floor
Los Angeles, CA 90071
949-230-6896

213 Market Street
Harrisburg, PA 17101-2141
717-232-2723

Market Update

Current Market Themes

- U.S. economic soft landing remains on track
  - Inflation and labor markets are in line with Fed expectations despite slower recent progress
  - Strong economic growth prospects remain intact, aided by a resilient consumer
  - Changes to fiscal policy may impact growth and inflation trajectory

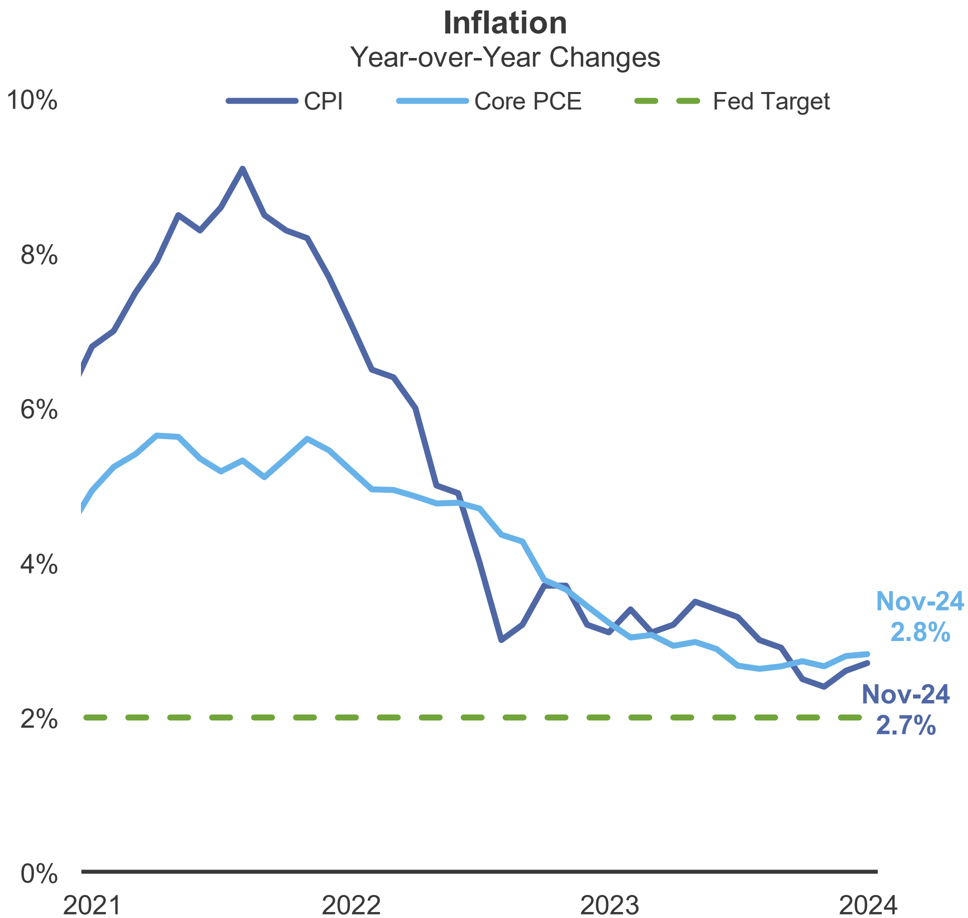
- Fed easing cycle moves forward as expected, but looks to slow in 2025
  - The Fed cut the federal funds target rate by an additional 50 basis points (bps) during the fourth quarter to 4.25% - 4.50%
  - The Fed's December "dot plot" implies another 50 bps of cuts in 2025, less than the 100 bps of cuts previously projected in September
  - Fed Chair Powell noted the slower pace of cuts reflect "stickier" inflation heading into 2025

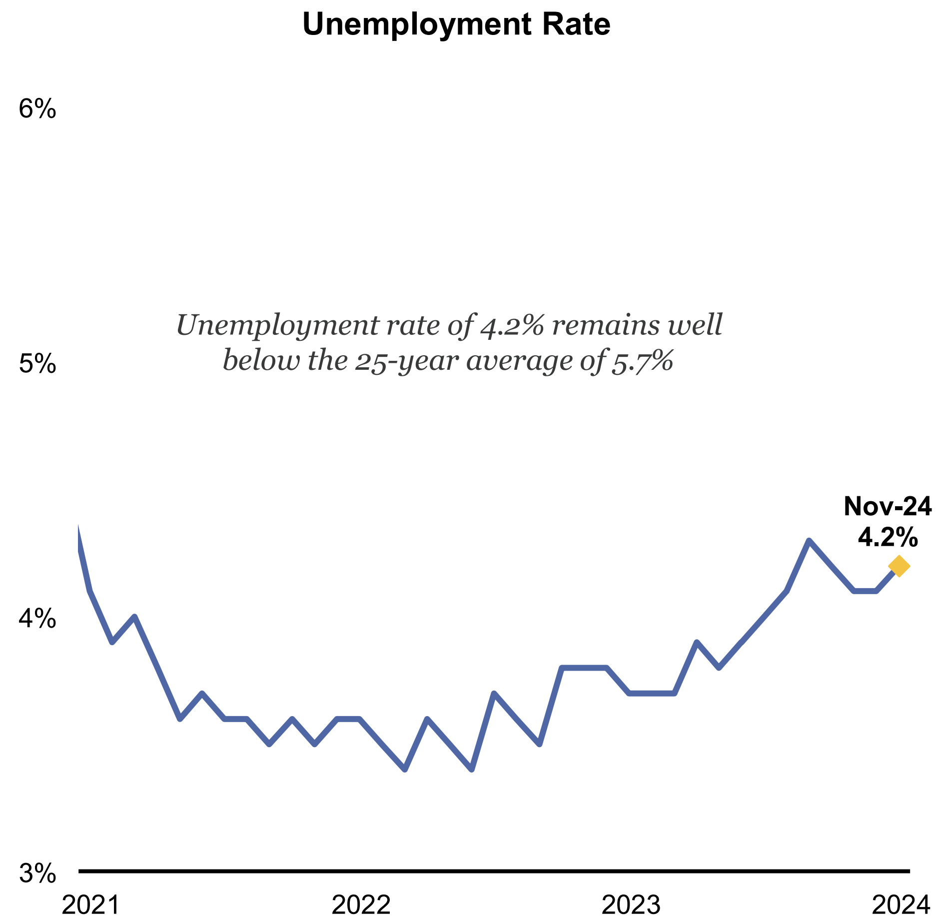
- Treasury yields responded to expected monetary and fiscal policy
  - Yields on maturities between 2 years and 10 years rose 60-83 bps during the 4th quarter
  - The yield curve disinversion continued and was flatter at the front end and positively sloped beyond 1-year
  - Yield spreads remained near historically tight levels across most sectors aided by robust demand and strength in the economy

Source: Details on market themes and economic indicators provided throughout the body of the presentation. Bloomberg Finance L.P., as of December 31, 2024.

The Fed's Dual Mandate

Fed Chair Powell: "Downside risks to the labor market do appear to have diminished … Inflation, we see that story as still broadly on track."





Source: FOMC Chair Jerome Powell Press Conference, December 18, 2024. Bureau of Labor Statistics, Bureau of Economic Analysis, and Bloomberg Finance L.P., as of November 2024. Data is seasonally adjusted. Historical average unemployment rate calculated from January 1990-November 2024.

Election & Potential Policy Implications on the Fed

Taxes

Lower taxes viewed as positive for growth but negative for the deficit

Tariffs

Uncertainty surrounding the scope and scale of tariff policy and viewed as inflationary

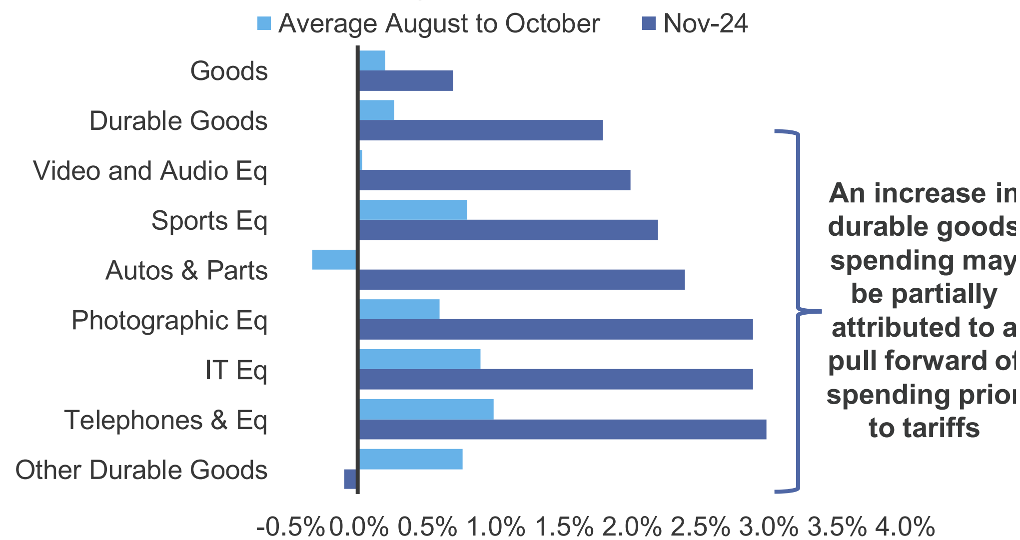
Immigration

Tighter border policy may have adverse impacts on the labor market

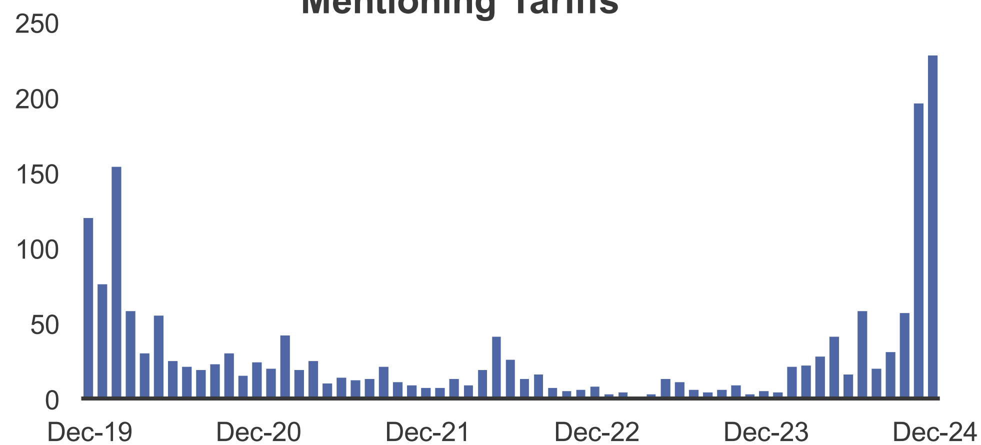
Regulation

Easing regulation is generally viewed as positive for growth

MoM % Change In Real Consumption



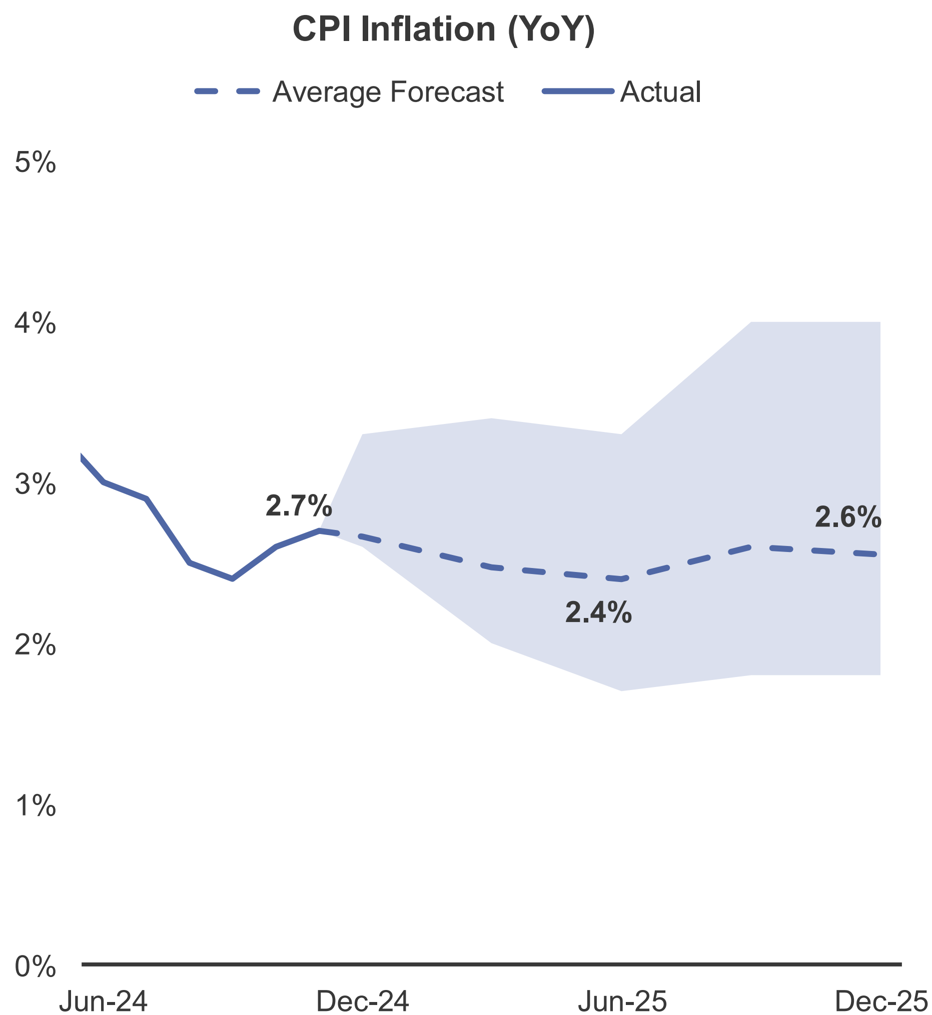
Word Count of S&P500 Companies Mentioning Tariffs

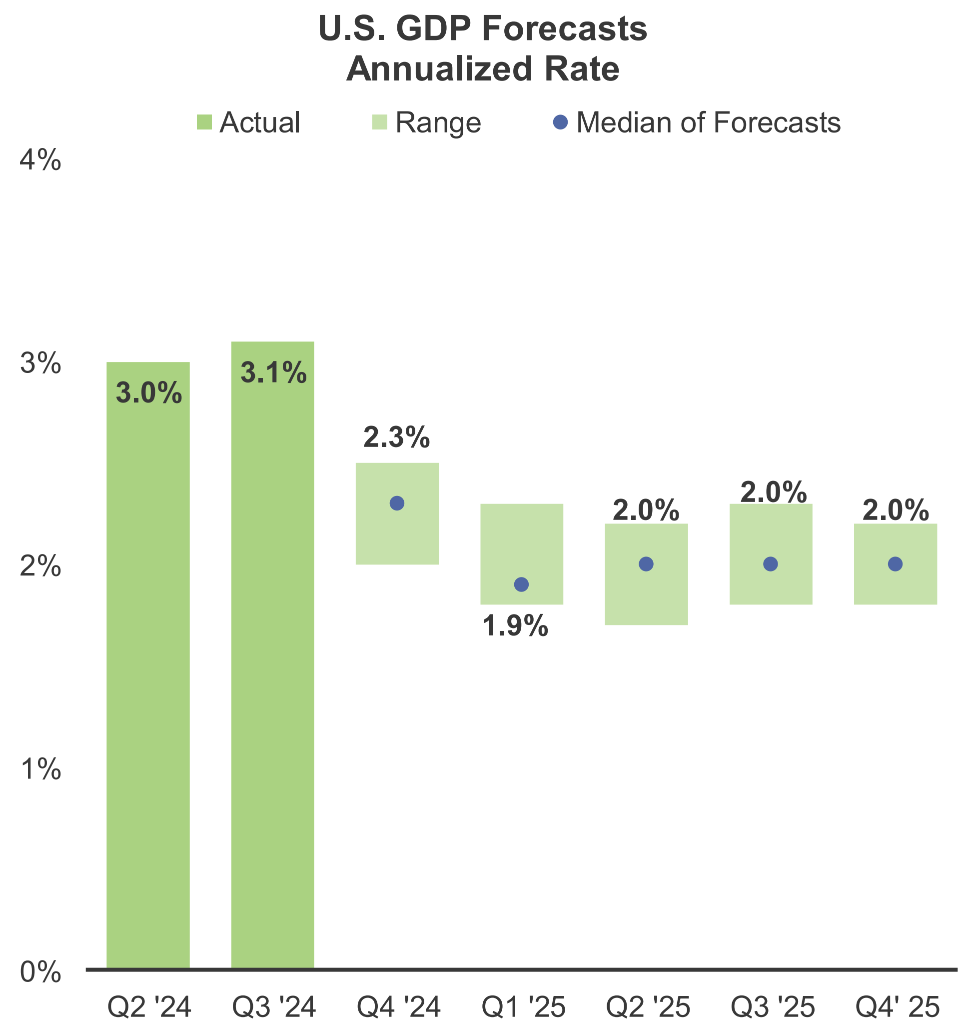


Sources: U.S. Bank: Stock Market Under The Trump Administration | U.S. Bank (usbank.com); Bloomberg Finance L.P. and Bureau of Economic Analysis as of November 2024 (top right). Bloomberg Finance L.P. as of December 2024 (bottom right).

Inflation and Growth Forecasted To Remain Stable

Fed Chair Powell: "I think it's pretty clear we've avoided a recession. I think growth this year has been solid, it really has...Again the U.S. economy has just been remarkable."

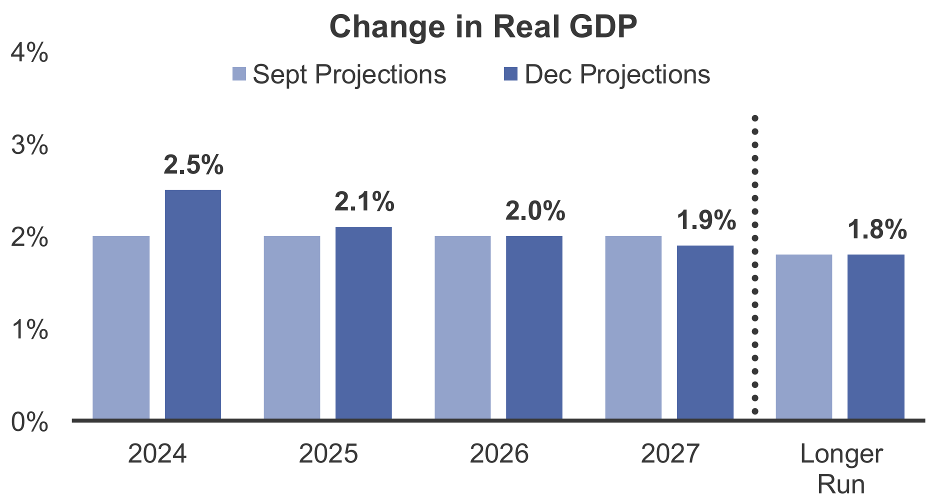


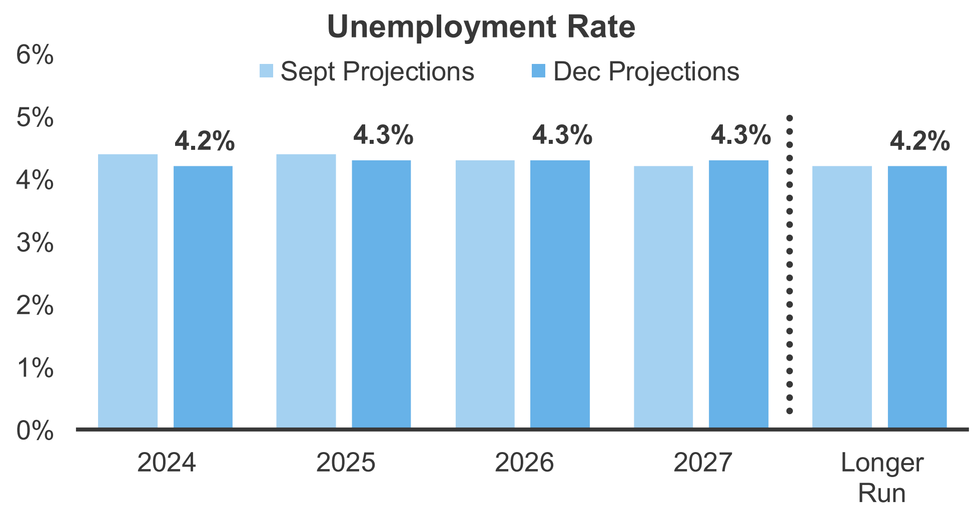


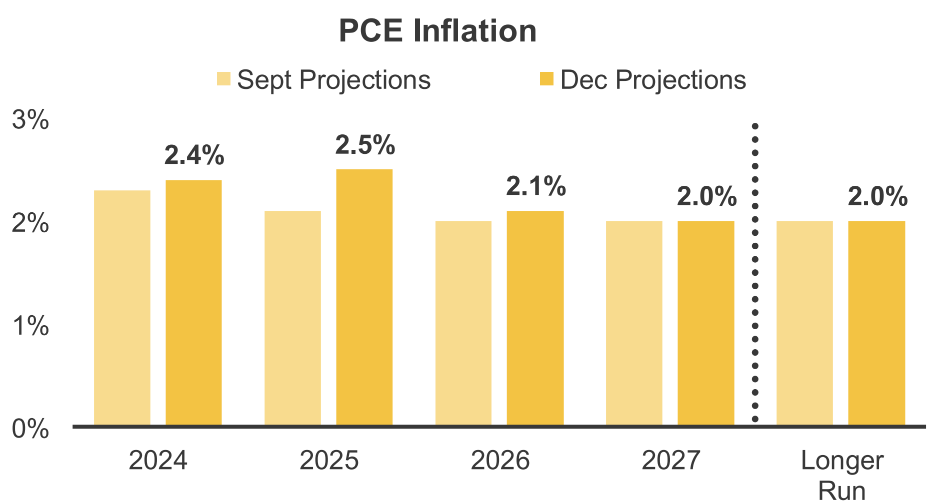
Source: Federal Reserve Chair Jerome Powell Press Conference as of December 18, 2024; Bureau of Labor Statistics and Bloomberg Finance L.P. as of December 2024 (left). Bureau of Economic Analysis and Bloomberg Finance L.P., as of December 2024 (right).

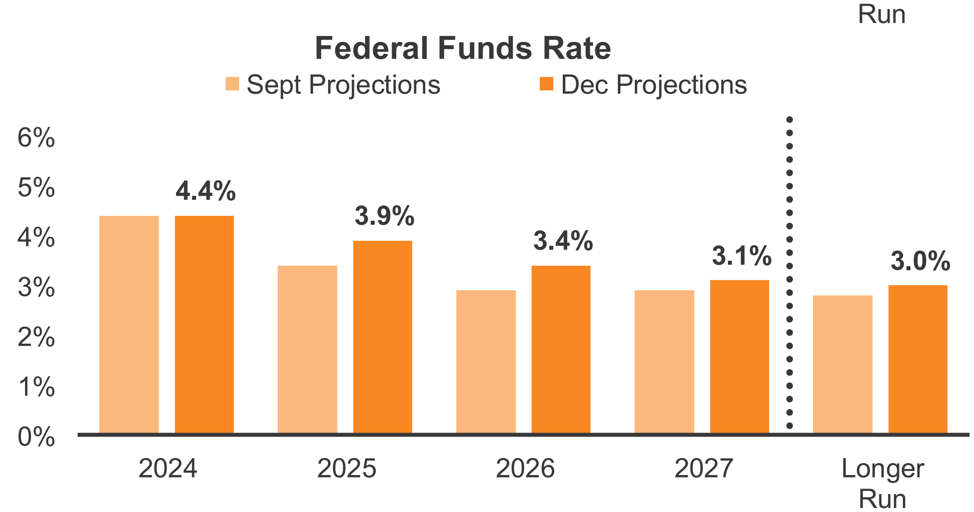
Fed's Updated Summary of Economic Projections

Fed Chair Powell: "These median projections are somewhat higher than in September, consistent with the firmer inflation projection."





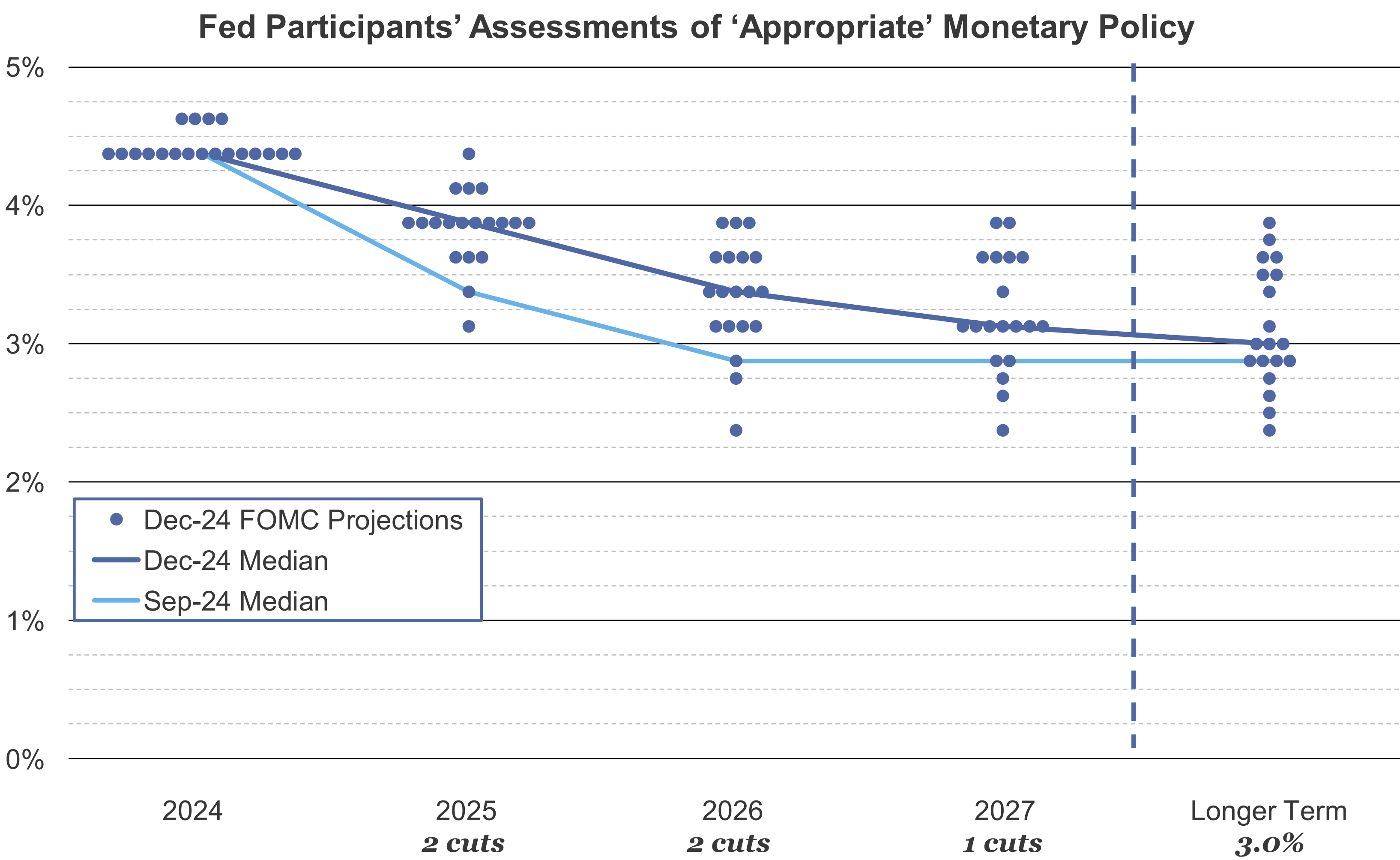




Source: Federal Reserve Chair Jerome Powell Press Conference as of December 18, 2024; Federal Reserve. As of December 2024.

The Fed's Latest "Dot Plot

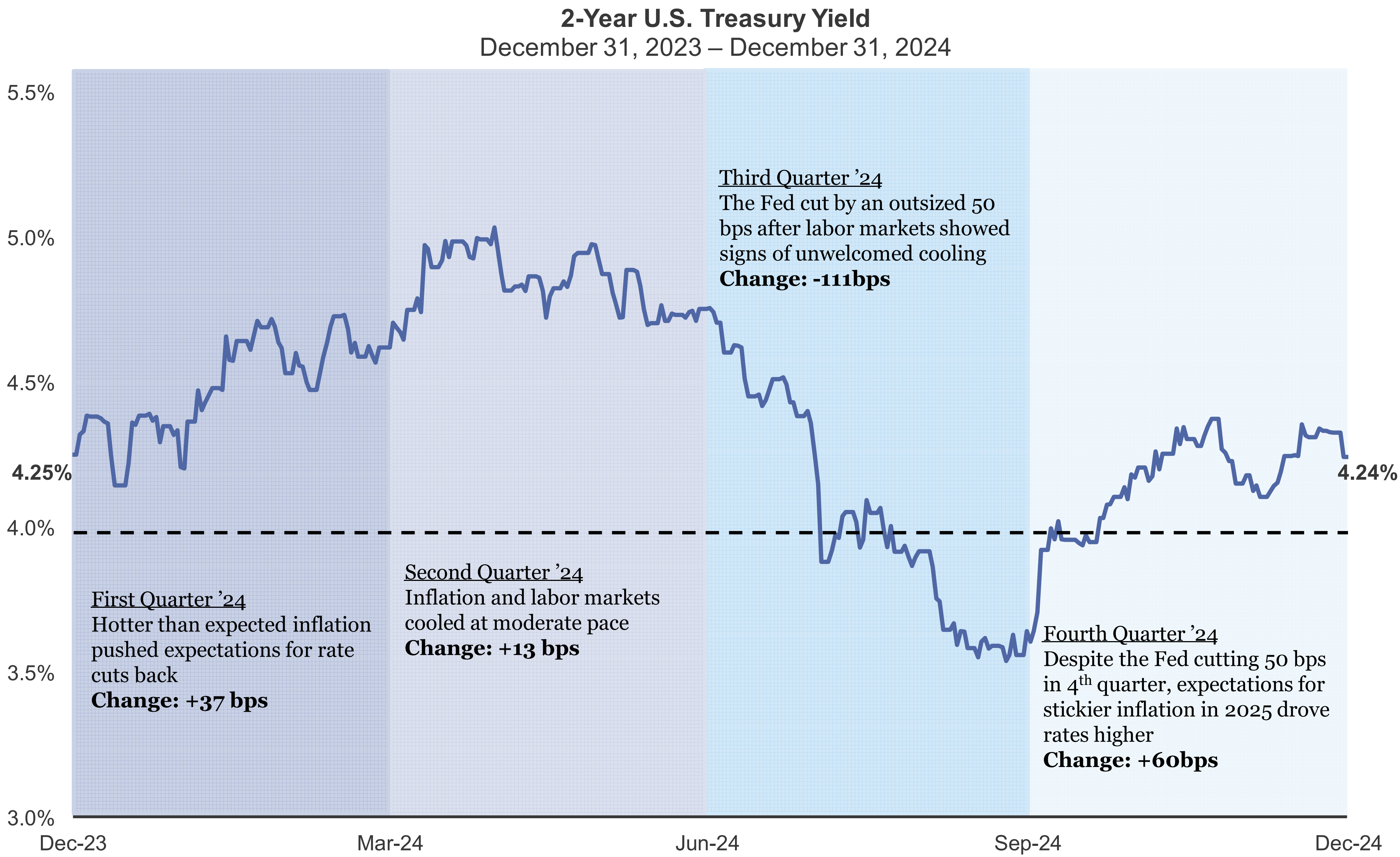
Fed Chair Powell: "You see a slower path … meaningful progress to get inflation down to [2.5%] … we have the labor market forecast as being in good shape, we are also mindful that it is … very gradually cooling"



The longer-term neutral rate has drifted up from 2.5% in Dec '23 to 3% currently

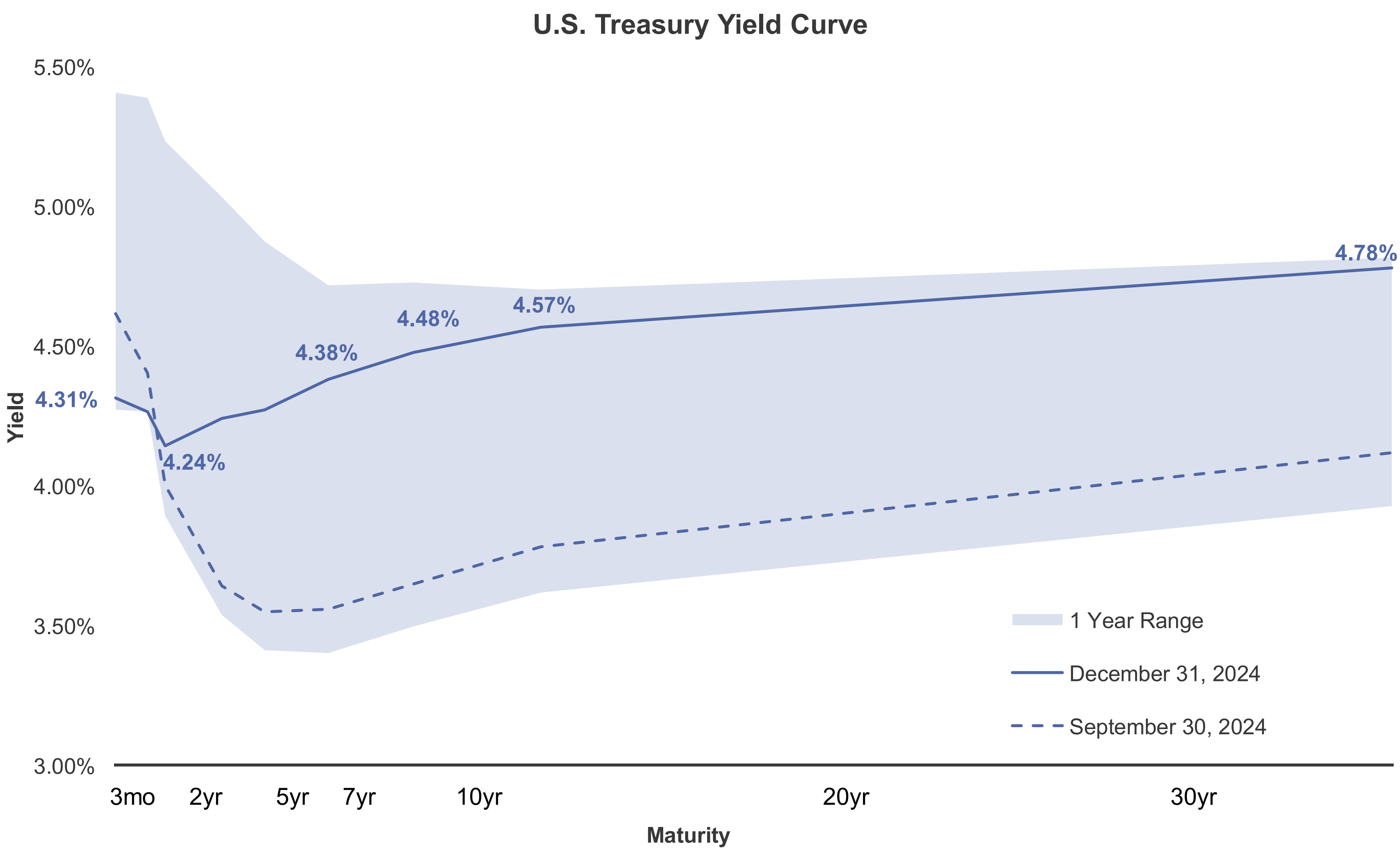
Source: Federal Reserve Chair Jerome Powell Press Conference as of December 18, 2024; Federal Reserve; Bloomberg Finance L.P.. Individual dots represent each Fed members' judgement of the midpoint of the appropriate target range for the federal funds rate at each year-end. As of December 2024.

Despite 100 Bps of Rate Cuts, 2-Year Finishes Year Nearly Unchanged



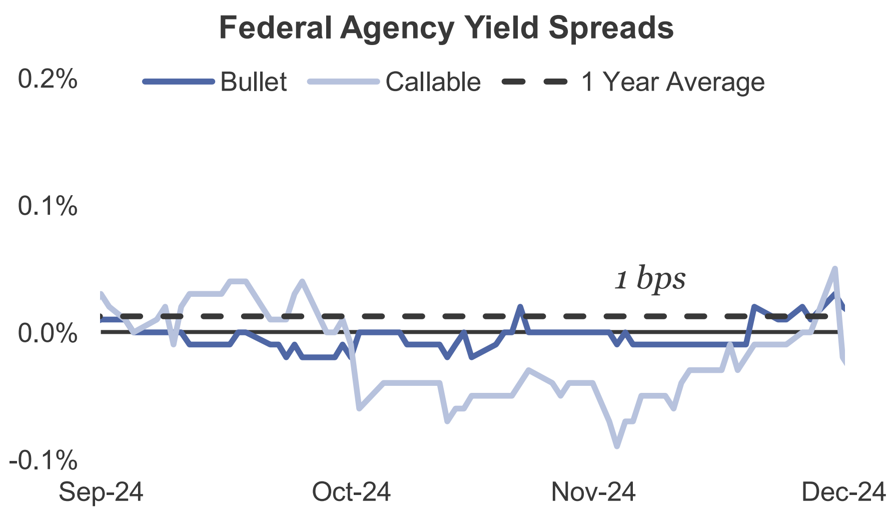
Source: Bloomberg Finance L.P., as of December 31, 2024.

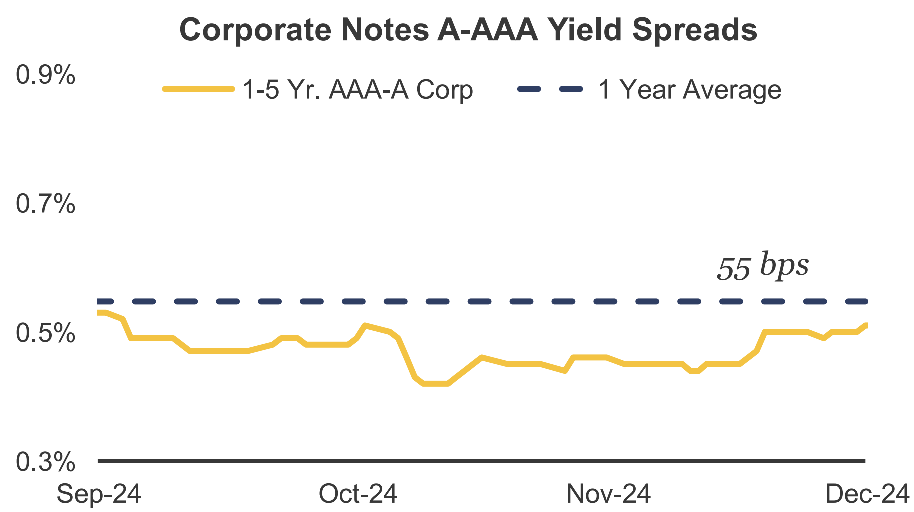
U.S. Treasury Yield Curve Steepens

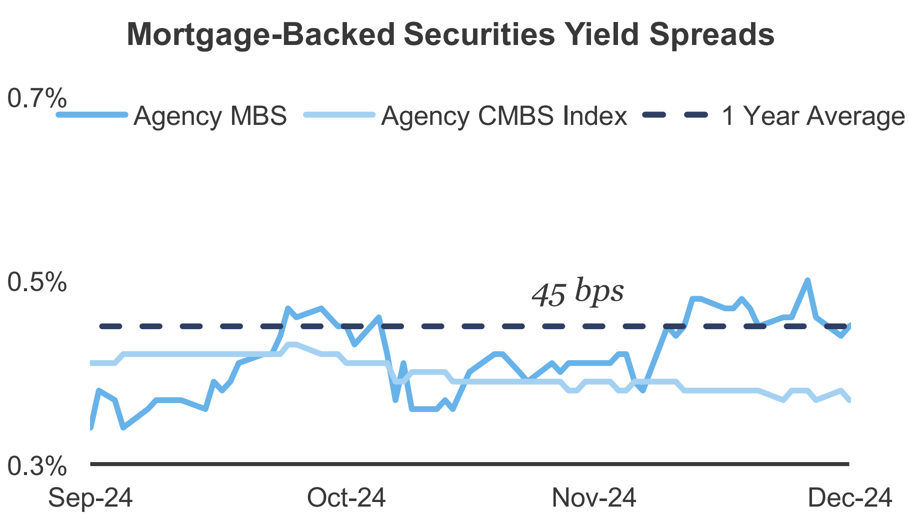


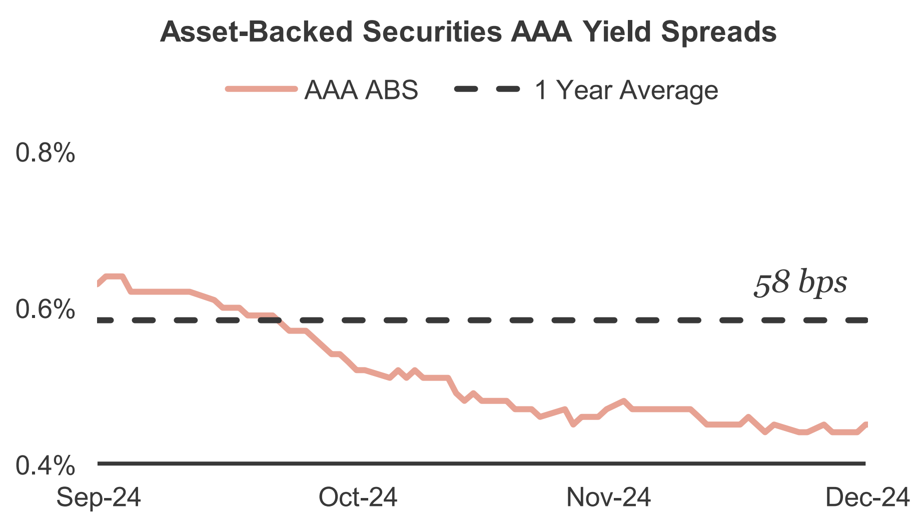
Source: Bloomberg Finance L.P., as of December 31, 2024.

Sector Yield Spreads









Source: ICE BofA 1-5 year Indices via Bloomberg, MarketAxess and PFMAM as of December 31, 2024. Spreads on ABS and MBS are option-adjusted spreads of 0-5 year indices based on weighted average life; spreads on agencies are relative to comparable maturity Treasuries.
CMBS is Commercial Mortgage-Backed Securities and represented by the ICE BofA Agency CMBS Index.

Factors to Consider for 6-12 Months

Monetary Policy (Global):

- The Fed continued its easing cycle with a total of 100 basis points (bps) of rate cuts in 2024. The FOMC's December median "dot plot" projection suggests another 50 bps in cuts by the end of 2025, which is significantly less than previously implied, in large part due to uncertainty surrounding implications of potential fiscal policy changes.
- While the Fed and other major central banks (excluding the Bank of Japan) continue to ease, expectations are for policy rates to settle higher in the longer term given the higher inflation outlook.

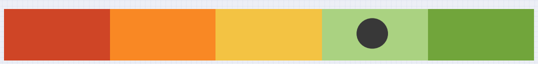
Economic Growth (Global):

- U.S. economic growth remains strong on consumer spending which remains quite resilient.
- Fiscal policies discussed on the campaign trial are expected to boost growth, however actual policy implementation and timing are uncertain and subject to change.
- Economic growth outside the U.S. remains modest. Tariffs pose some risks with trading partners.
- Declines in foreign direct investment and weak domestic demand continue to impact China.

Inflation (U.S.):

- While inflation has fallen since its peak in 2022, progress has stalled in the past few months.
- The Fed has acknowledged higher inflation expectations going into 2025. Further rate cuts will depend on inflation moving closer to its 2% target.
- Proposed fiscal policies may put pressure on wages and goods costs. Some policymakers have already incorporated these impacts into their outlooks.

Financial Conditions (U.S.):

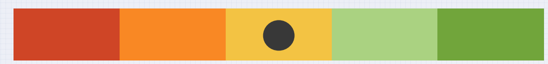


- Market metrics such as narrow corporate yield spreads and strong equity returns continue to point to the stability of financial conditions. The potential for decreased regulation under the incoming administration has buoyed economic confidence.
- We remain attentive to further cooling in the labor markets and fiscal policy considerations as these will play a large role in the evolution of future conditions. While our base case is not for a dramatic shift in conditions, the potential impact of future policies warrants attention.

Consumer Spending (U.S.):

- Broad consumer metrics show spending fueled by the stability of the labor market continuing to support economic strength. A growing divergence among consumers exists as lower-income cohorts continue to feel more strain due to the higher overall level of prices.
- An unexpected material deterioration of labor market conditions is the biggest risk factor to consumer spending. Other headwinds may include slower real wage growth, which could reduce purchasing power, and higher interest rates persisting.

Labor Markets:



- The labor market remains well-positioned and in balance despite intra-quarter data volatility caused by weather events and strikes which have now been resolved.
- Layoffs remain near historically low levels; however, the pace of hiring has slowed considerably. The Fed has acknowledged labor market conditions have loosened, and a further cooling of labor conditions is not necessary to achieve its dual mandate of maximum employment and stable prices.

● Current outlook **○ Outlook one quarter ago**

Negative	Slightly Negative	Neutral	Slightly Positive	Positive

Statements and opinions expressed about the next 6-12 months were developed based on our independent research with information obtained from Bloomberg and FactSet. The views expressed within this material constitute the perspective and judgment of PFM Asset Management at the time of distribution (12/31/2024) and are subject to change. Information is obtained from sources generally believed to be reliable and available to the public; however, PFM Asset Management cannot guarantee its accuracy, completeness, or suitability.

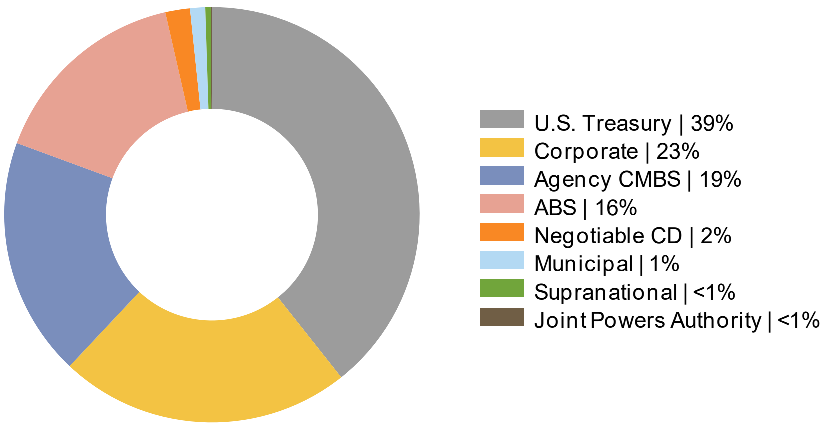
Portfolio Review

Portfolio Snapshot[1]

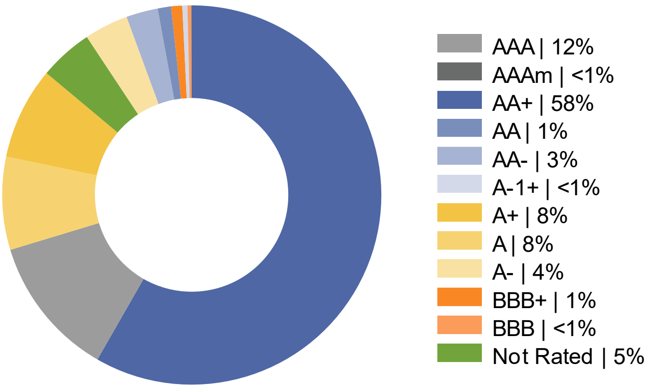
Portfolio Statistics

Total Market Value	$72,990,547.81
Managed Account Sub-Total	*$72,438,196.05*
Accrued Interest	*$516,627.79*
Pool	*$35,724.15*
Portfolio Effective Duration	2.46 years
Benchmark Effective Duration	2.48 years
Yield At Cost	4.32%
Yield At Market	4.52%
Portfolio Credit Quality	AA

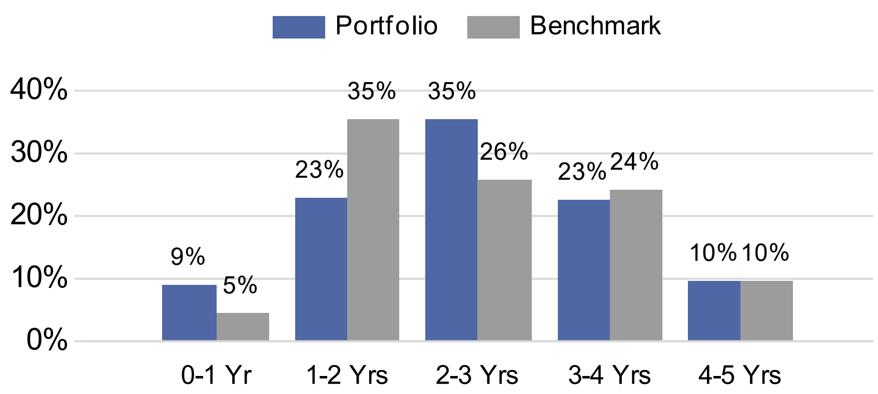
Sector Allocation



Credit Quality - S&P

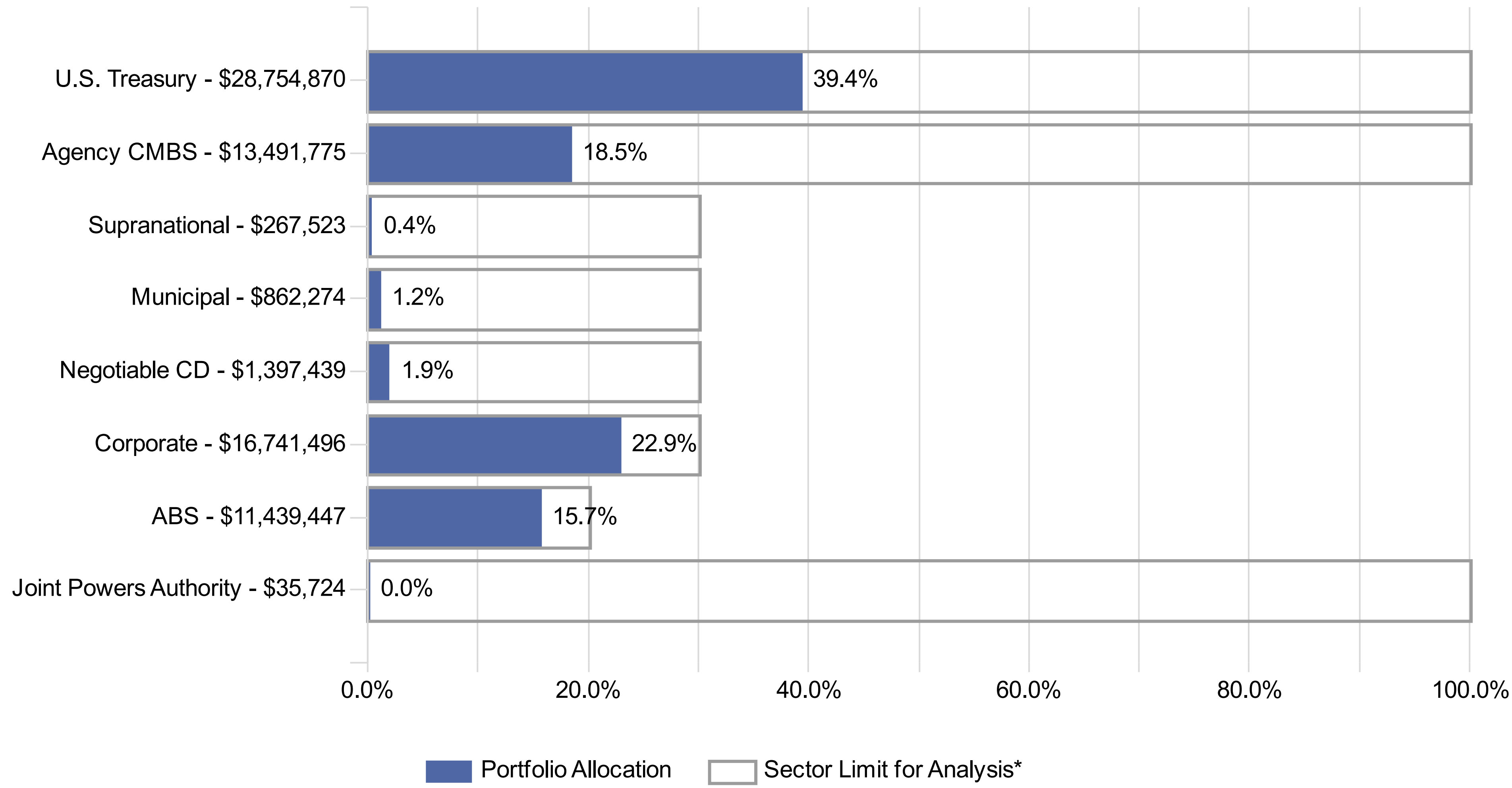


Duration Distribution



1. *Total market value includes accrued interest and balances invested in CAMP, as of December 31, 2024.*
Yield and duration calculations exclude balances invested in CAMP.
The portfolio's benchmark is the ICE BofA 1-5 Year U.S. Treasury Index. Source: Bloomberg Financial LP.
An average of each security's credit rating was assigned a numeric value and adjusted for its relative weighting in the portfolio.

Sector Allocation Analytics



For informational/analytical purposes only and is not provided for compliance assurance. Includes accrued interest.
**Sector Limit for Analysis is as derived from our interpretation of your most recent Investment Policy as provided.*

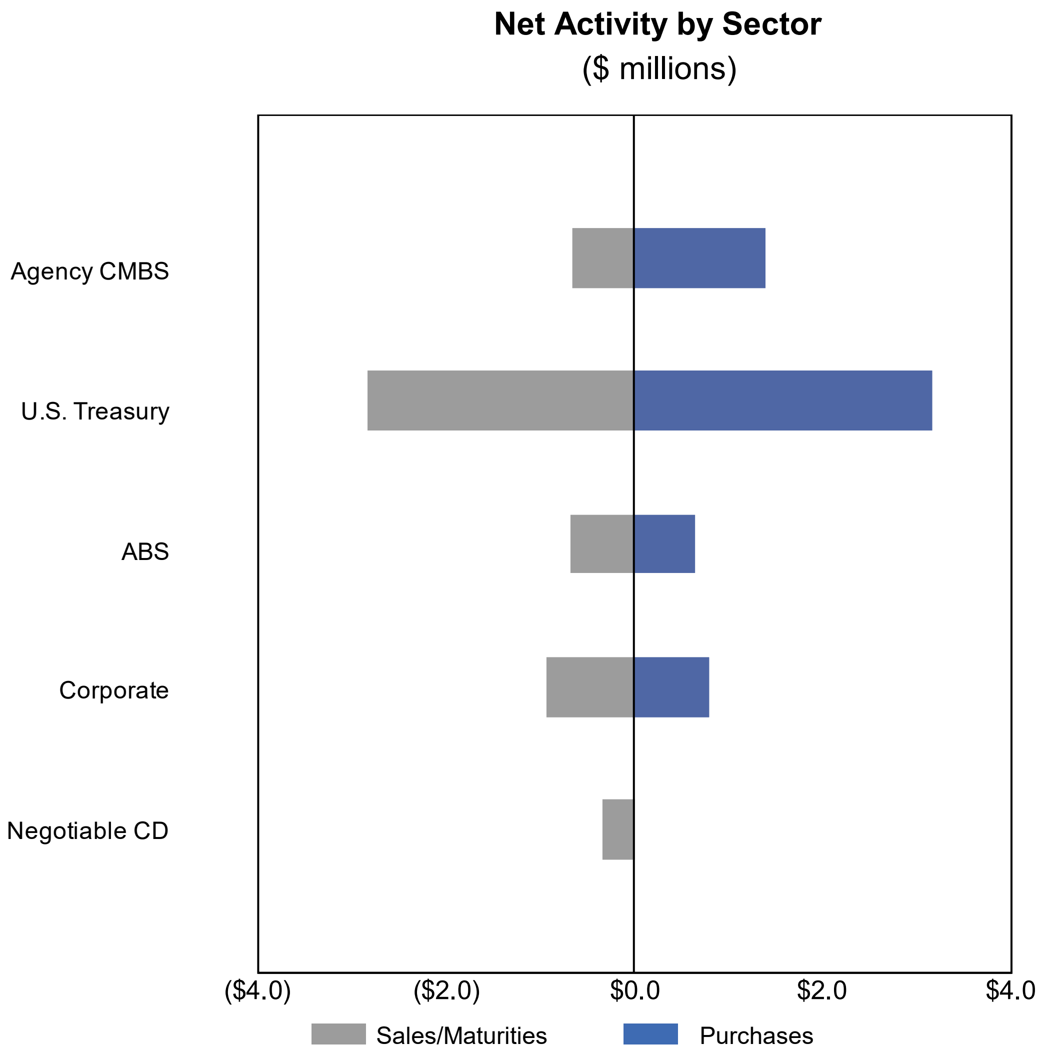
Certificate of Compliance

During the reporting period for the quarter ended December 31, 2024, the account(s) managed by PFM Asset Management ("PFMAM") were in compliance with the applicable investment policy and guidelines as furnished to PFMAM.

Acknowledged : *PFM Asset Management, a division of U.S. Bancorp Asset Management, Inc.*

Note: Pre- and post-trade compliance for the account(s) managed by PFM Asset Management is provided via Bloomberg Financial LP Asset and Investment Management ("AIM").

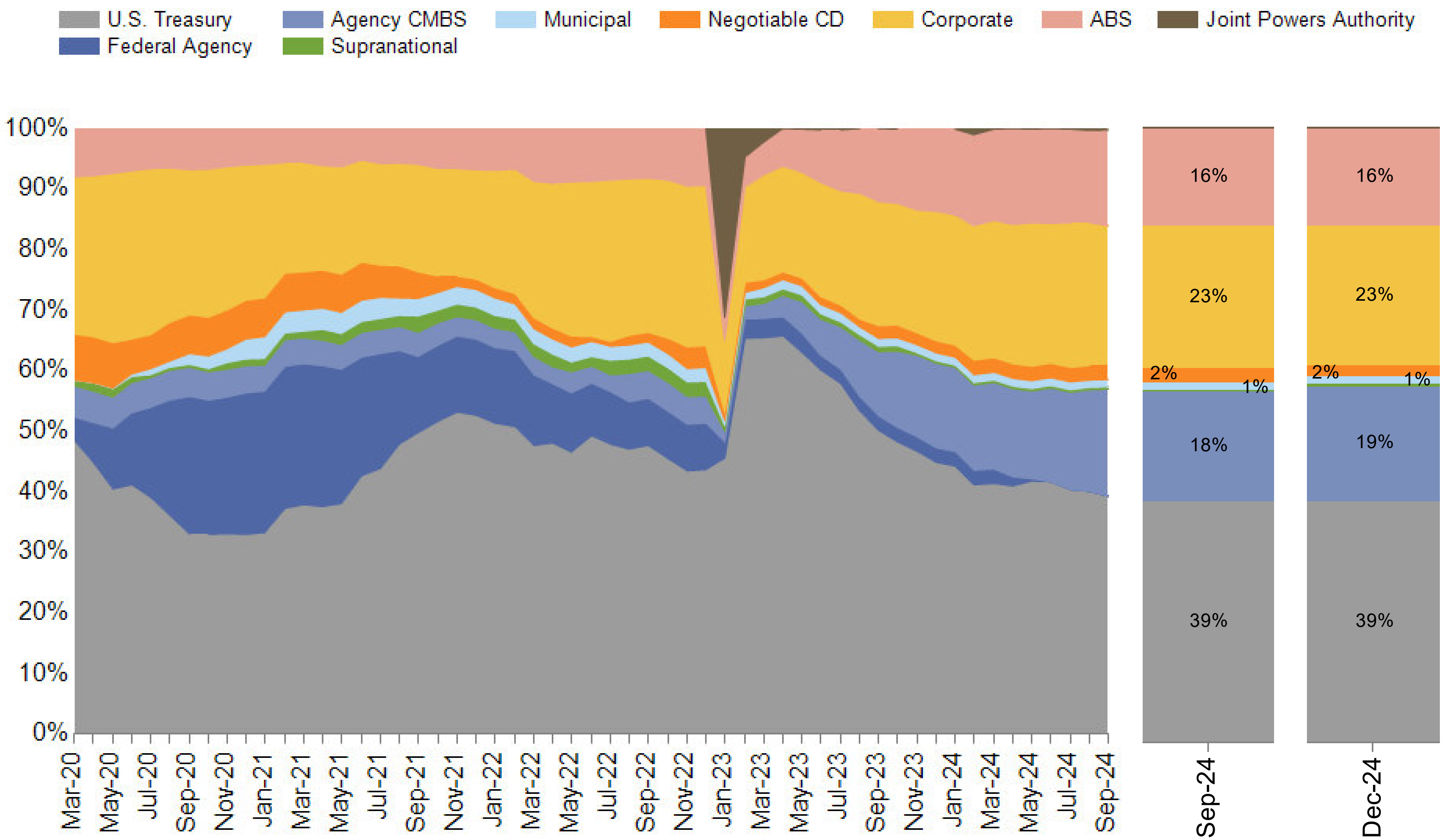
Portfolio Activity



Sector	Net Activity
Agency CMBS	$737,568
U.S. Treasury	$330,551
ABS	($34,577)
Corporate	($140,956)
Negotiable CD	($328,722)
Total Net Activity	**$563,864**

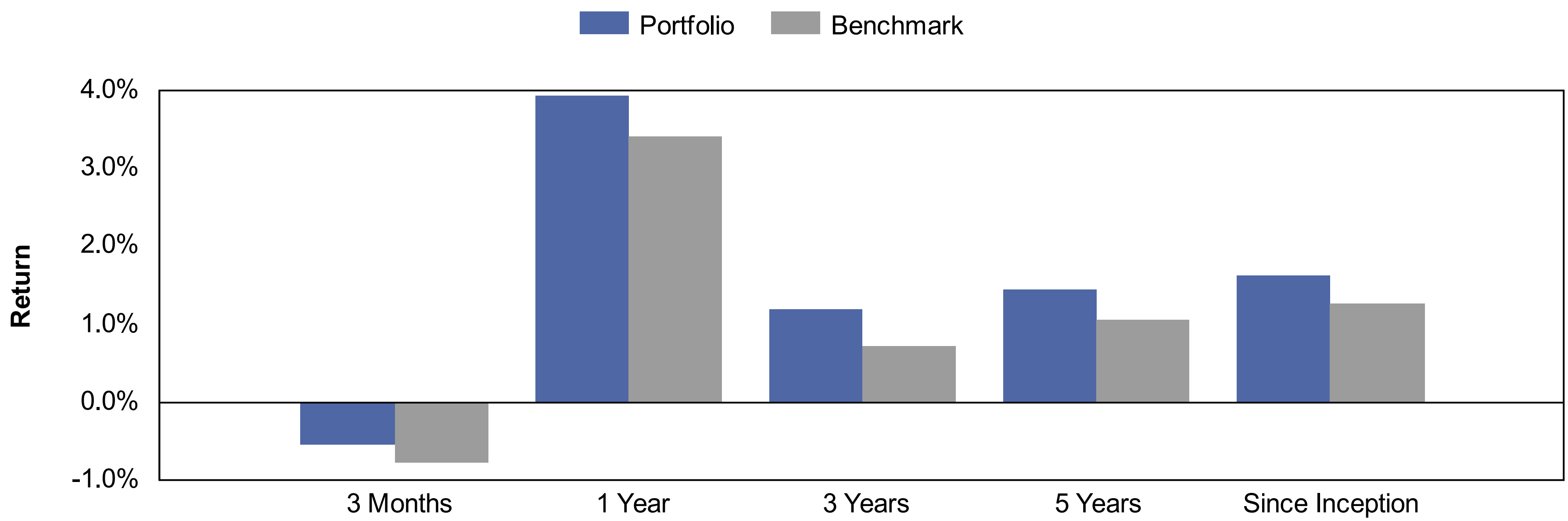
Based on total proceeds (principal and accrued interest) of buys, sells, maturities, and principal paydowns. Detail may not add to total due to rounding.

Historical Sector Allocation



Only includes fixed-income securities held within the separately managed account(s) and LGIPs managed by PFMAM.

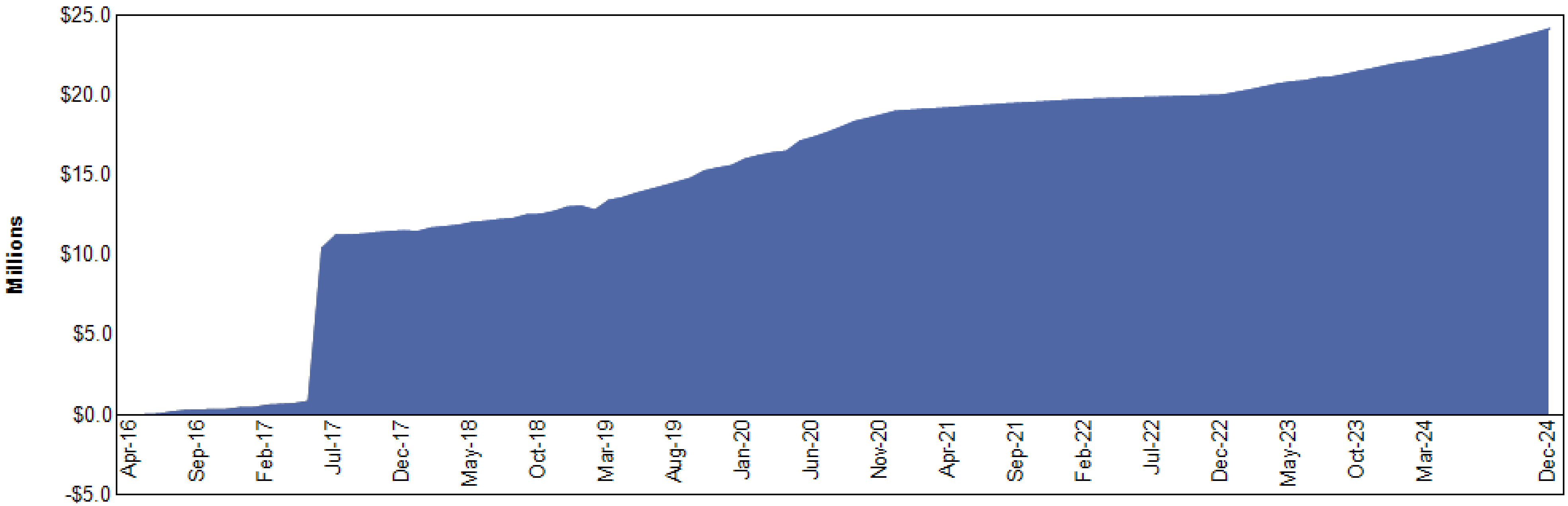
Portfolio Performance



Market Value Basis Earnings	3 Months	1 Year	3 Years	5 Years	Since Inception[1]
Interest Earned[2]	$728,419	$2,679,037	$5,210,699	$6,340,770	$8,478,067
Change in Market Value	($1,129,003)	$94,987	($1,027,239)	($221,087)	$11,595,711
Total Dollar Return	**($400,584)**	**$2,774,024**	**$4,183,460**	**$6,119,683**	**$20,073,778**
Total Return[3]					
Portfolio	-0.54%	3.95%	1.19%	1.44%	1.63%
Benchmark[4]	-0.77%	3.41%	0.73%	1.05%	1.27%
Difference	0.23%	0.53%	0.46%	0.39%	0.36%

1. *The lesser of 10 years or since inception is shown. Since inception returns for periods one year or less are not shown. Performance inception date is March 31, 2016.*
2. *Interest earned calculated as the ending accrued interest less beginning accrued interest, plus net interest activity.*
3. *Returns for periods one year or less are presented on a periodic basis. Returns for periods greater than one year are presented on an annualized basis.*
4. *The portfolio's benchmark is the ICE BofA 1-5 Year U.S. Treasury Index. Source: Bloomberg Financial LP.*

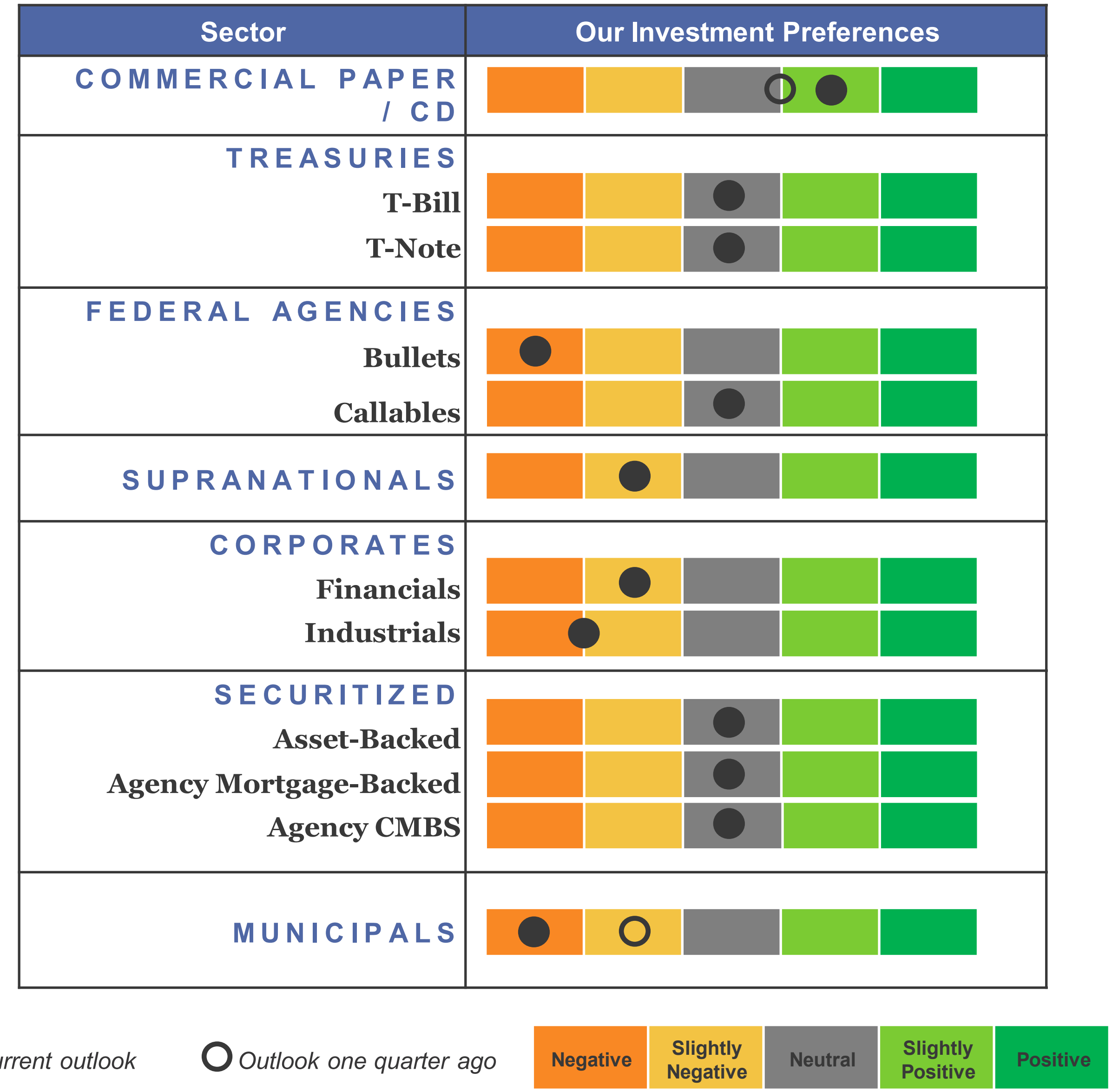
Accrual Basis Earnings



Accrual Basis Earnings	3 Months	1 Year	3 Years	5 Year	Since Inception[1]
Interest Earned[2]	$728,419	$2,679,037	$5,210,699	$6,340,770	$8,478,067
Realized Gains / (Losses)[3]	($57,319)	($607,149)	($1,179,681)	($659,124)	($949,473)
Change in Amortized Cost	$52,621	$254,852	$505,926	$2,909,434	$16,645,215
Total Earnings	**$723,721**	**$2,326,740**	**$4,536,945**	**$8,591,080**	**$24,173,809**

1. *The lesser of 10 years or since inception is shown. Performance inception date is March 31, 2016.*
2. *Interest earned calculated as the ending accrued interest less beginning accrued interest, plus net interest activity.*
3. *Realized gains / (losses) are shown on an amortized cost basis.*

Fixed-Income Sector Outlook – 1Q 2025



Issuer Distribution

Issuer Diversification

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
U.S. Treasury	**39.4%**	
United States Treasury	39.4%	AA / Aaa / AA
Agency CMBS	**18.5%**	
Federal Home Loan Mortgage Corp	16.8%	AA / Aaa / AA
Federal National Mortgage Association	1.7%	AA / Aaa / AA
Supranational	**0.4%**	
International Bank for Reconstruction &	0.4%	AAA / Aaa / AAA
Municipal	**1.2%**	
New York State Urban Development Corp	0.5%	NR / NR / AA
State Board of Administration Finance C	0.3%	AA / Aa / AA
State of California	0.4%	AA / Aa / AA
Negotiable CD	**1.9%**	
Credit Agricole Group	0.7%	A / A / AA
Groupe BPCE	0.7%	A / A / A
Nordea Bank Abp	0.5%	AA / Aa / AA
Corporate	**22.9%**	
Accenture PLC	0.1%	AA / Aa / A
Adobe Inc	0.3%	A / A / NR
Air Products and Chemicals Inc	0.5%	A / A / NR
American Express Co	0.1%	A / A / A
Apple Inc	0.3%	AA / Aaa / NR
AstraZeneca PLC	0.2%	A / A / A
Bank of America Corp	0.9%	A / Aa / AA
Bank of New York Mellon Corp	0.6%	A / Aa / AA
Bayerische Motoren Werke AG	0.6%	A / A / NR
Berkshire Hathaway Inc	0.2%	AA / A / NR

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
Corporate	**22.9%**	
BlackRock Inc	0.3%	AA / Aa / NR
BP PLC	0.5%	A / A / A
Bristol-Myers Squibb Co	0.1%	A / A / NR
Caterpillar Inc	0.3%	A / A / A
Cintas Corp	0.1%	A / A / NR
Cisco Systems Inc	0.4%	AA / A / NR
Citigroup Inc	0.8%	A / A / A
Commonwealth Bank of Australia	0.1%	AA / Aa / AA
Cooperatieve Rabobank UA	0.5%	A / Aa / AA
Deere & Co	0.6%	A / A / A
Eli Lilly & Co	0.4%	A / A / NR
General Dynamics Corp	0.4%	A / A / NR
Goldman Sachs Group Inc	0.2%	BBB / A / A
Hershey Co	0.9%	A / A / NR
Home Depot Inc	0.3%	A / A / A
Honda Motor Co Ltd	0.6%	A / A / A
Honeywell International Inc	0.5%	A / A / A
Hormel Foods Corp	0.2%	A / A / NR
HSBC Holdings PLC	0.4%	A / A / A
Intel Corp	0.3%	BBB / Baa / BBB
JPMorgan Chase & Co	1.2%	A / Aa / AA
Mastercard Inc	0.2%	A / Aa / NR
Mercedes-Benz Group AG	0.7%	A / A / A
Morgan Stanley	0.5%	A / A / A
National Rural Utilities Cooperative Fi	0.7%	A / A / A
Northern Trust Corp	0.2%	A / A / A

Ratings shown are calculated by assigning a numeral value to each security rating, then calculating a weighted average rating for each security type / issuer category using all available security ratings, excluding Not-Rated (NR) ratings. For security type / issuer categories where a rating from the applicable NRSRO is not available, a rating of NR is assigned. Includes accrued interest and excludes balances invested in overnight funds.

Issuer Diversification

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
Corporate	**22.9%**	
Novartis AG	0.6%	AA / Aa / NR
PACCAR Inc	0.7%	A / A / NR
PepsiCo Inc	0.3%	A / A / NR
PNC Financial Services Group Inc	0.1%	A / A / A
Roche Holding AG	0.4%	AA / Aa / AA
State Street Corp	1.5%	A / Aa / AA
Target Corp	0.3%	A / A / A
Texas Instruments Inc	0.6%	A / Aa / NR
Toyota Motor Corp	0.7%	A / A / A
Truist Financial Corp	0.3%	A / Baa / A
Unilever PLC	0.1%	A / A / NR
United Services Automobile Association	0.4%	AA / Aa / NR
UnitedHealth Group Inc	0.3%	A / A / A
Wells Fargo & Co	1.2%	A / Aa / AA
ABS	**15.7%**	
Ally Auto Receivables Trust	0.3%	NR / Aaa / AAA
American Express Co	1.2%	AAA / NR / AAA
BA Credit Card Trust	0.6%	AAA / Aaa / AAA
Bank of America Corp	1.0%	NR / Aaa / AAA
BMW Vehicle Lease Trust	0.2%	AAA / NR / AAA
Capital One Financial Corp	1.4%	AAA / Aaa / AAA
CarMax Inc	0.2%	AAA / Aaa / AAA
Discover Card Execution Note Trust	0.9%	AAA / Aaa / AAA
Fifth Third Auto Trust	0.7%	AAA / Aaa / NR
Ford Credit Auto Owner Trust	0.5%	AAA / NR / AAA
GM Financial Consumer Automobile Receiv	1.0%	AAA / Aaa / AAA

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
ABS	**15.7%**	
Harley-Davidson Inc	1.0%	AAA / Aaa / AAA
Honda Auto Receivables Owner Trust	0.2%	NR / Aaa / AAA
Hyundai Auto Receivables Trust	1.4%	AAA / NR / AAA
JPMorgan Chase & Co	0.7%	AAA / NR / AAA
Kubota Credit Owner Trust	1.3%	NR / Aaa / AAA
Mercedes-Benz Auto Receivables Trust	0.4%	AAA / Aaa / AAA
Toyota Auto Receivables Owner Trust	0.6%	AAA / Aaa / AAA
USAA Auto Owner Trust	0.7%	AAA / Aaa / NR
Volkswagen Auto Loan Enhanced Trust	0.0%	AAA / Aaa / NR
WF Card Issuance Trust	1.2%	AAA / Aaa / AAA
World Omni Auto Trust	0.0%	AAA / NR / AAA
Total	**100.0%**	

Ratings shown are calculated by assigning a numeral value to each security rating, then calculating a weighted average rating for each security type / issuer category using all available security ratings, excluding Not-Rated (NR) ratings. For security type / issuer categories where a rating from the applicable NRSRO is not available, a rating of NR is assigned. Includes accrued interest and excludes balances invested in overnight funds.

Portfolio Transactions

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
CALL									
10/28/2024	10/28/2024	105,000.00	693475BH7	PNC FINANCIAL SERVICES (CALLABLE)	5.67%	10/28/2025	105,000.00	5.67%	
Total CALL		**105,000.00**					**105,000.00**		**0.00**
INTEREST									
10/1/2024	10/1/2024		12189LAV3	BURLINGTN NORTH SANTA FE (CALLABLE)	3.00%	4/1/2025	1,650.00		
10/1/2024	10/1/2024		05565ECA1	BMW US CAPITAL LLC (CALLABLE)	3.45%	4/1/2027	2,587.50		
10/1/2024	10/25/2024		3137HAMH6	FHMS K506 A2	4.65%	8/1/2028	2,518.75		
10/1/2024	10/25/2024		3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	1,802.07		
10/1/2024	10/25/2024		3137HBLV4	FHMS K514 A2	4.57%	12/1/2028	1,257.30		
10/1/2024	10/25/2024		3137HB3G7	FHMS K511 A2	4.86%	10/1/2028	1,458.00		
10/1/2024	10/25/2024		3137BNGT5	FHMS K054 A2	2.74%	1/1/2026	1,200.94		
10/1/2024	10/25/2024		3137HCKV3	FHMS K520 A2	5.18%	3/1/2029	1,273.42		
10/1/2024	10/25/2024		3137H14B9	FHMS K743 A2	1.77%	5/1/2028	737.50		
10/1/2024	10/25/2024		3137BN6G4	FHMS K053 A2	2.99%	12/1/2025	623.96		
10/1/2024	10/25/2024		3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	656.69		
10/1/2024	10/25/2024		3136AY6X6	FNA 2017-M15 A2	2.96%	9/1/2027	875.02		
10/1/2024	10/25/2024		3137BMTX4	FHMS K052 A2	3.15%	11/1/2025	656.46		
10/1/2024	10/25/2024		3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	1,831.21		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
10/1/2024	10/25/2024		3137BKRJ1	FHMS K047 A2	3.32%	5/1/2025	823.31		
10/1/2024	10/25/2024		3137BLMZ8	FHMS K049 A2	3.01%	7/1/2025	806.84		
10/1/2024	10/25/2024		3137HAQ74	FHMS K508 A2	4.74%	8/1/2028	2,567.50		
10/1/2024	10/25/2024		3137FNWX4	FHMS K736 A2	2.28%	7/1/2026	760.67		
10/1/2024	10/25/2024		3137HB3D4	FHMS K510 A2	5.06%	10/1/2028	992.68		
10/1/2024	10/25/2024		3137BRQJ7	FHMS K057 A2	2.57%	7/1/2026	642.50		
10/1/2024	10/25/2024		3137BVZ82	FHMS K063 A2	3.43%	1/1/2027	2,000.83		
10/1/2024	10/25/2024		3136AX7E9	FNA 2017-M12 A2	3.06%	6/1/2027	615.00		
10/1/2024	10/25/2024		3137HDXL9	FHMS K526 A2	4.54%	7/1/2029	1,873.99		
10/1/2024	10/25/2024		3137HDJJ0	FHMS K522 A2	4.80%	5/1/2029	2,701.69		
10/1/2024	10/25/2024		3137F1G44	FHMS K065 A2	3.24%	4/1/2027	1,621.50		
10/1/2024	10/25/2024		3137BSP72	FHMS K058 A2	2.65%	8/1/2026	994.87		
10/1/2024	10/25/2024		3137HC2L5	FHMS K518 A2	5.40%	1/1/2029	2,362.50		
10/1/2024	10/25/2024		3137HAST4	FHMS K509 A2	4.85%	9/1/2028	1,818.75		
10/1/2024	10/25/2024		3137HBCF9	FHMS K512 A2	5.00%	11/1/2028	1,104.17		
10/1/2024	10/25/2024		3137HDV56	FHMS K524 A2	4.72%	5/1/2029	2,045.33		
10/1/2024	10/25/2024		3137HFNZ4	FHMS K528 A2	4.50%	7/1/2029	732.55		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
10/1/2024	10/25/2024		3137BM7C4	FHMS K051 A2	3.30%	9/1/2025	402.44		
10/1/2024	10/25/2024		3137HACX2	FHMS K505 A2	4.81%	6/1/2028	2,811.08		
10/1/2024	10/25/2024		3136ARTE8	FNA 2016-M3 A2	2.70%	2/1/2026	353.76		
10/4/2024	10/4/2024		00724PAE9	ADOBE INC (CALLABLE)	4.85%	4/4/2027	5,213.75		
10/15/2024	10/15/2024		448977AD0	HART 2022-A A3	2.22%	10/15/2026	161.44		
10/15/2024	10/15/2024		14318UAD3	CARMX 2022-4 A3	5.34%	8/16/2027	795.13		
10/15/2024	10/15/2024		44933XAD9	HART 2023-B A3	5.48%	4/17/2028	639.33		
10/15/2024	10/15/2024		41284YAD8	HDMOT 2022-A A3	3.06%	2/15/2027	184.38		
10/15/2024	10/15/2024		448979AD6	HART 2023-A A3	4.58%	4/15/2027	839.67		
10/15/2024	10/15/2024		58770AAC7	MBART 2023-1 A3	4.51%	11/15/2027	500.31		
10/15/2024	10/15/2024		05522RDH8	BACCT 2023-A2 A2	4.98%	11/15/2028	954.50		
10/15/2024	10/15/2024		50117XAE2	KCOT 2021-2A A3	0.56%	11/17/2025	10.49		
10/15/2024	10/15/2024		14314QAC8	CARMX 2021-2 A3	0.52%	2/17/2026	3.04		
10/15/2024	10/15/2024		44935FAD6	HART 2021-C A3	0.74%	5/15/2026	10.88		
10/15/2024	10/15/2024		05522RDG0	BACCT 2023-A1 A1	4.79%	5/15/2028	918.08		
10/15/2024	10/15/2024		89239FAD4	TAOT 2023-D A3	5.54%	8/15/2028	600.17		
10/15/2024	10/15/2024		44918CAD4	HART 2023-C A3	5.54%	10/16/2028	923.33		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
10/15/2024	10/15/2024		02582JKH2	AMXCA 2024-1 A	5.23%	4/16/2029	2,723.96		
10/15/2024	10/15/2024		41285YAC9	HDMOT 2023-B A3	5.69%	8/15/2028	2,204.88		
10/15/2024	10/15/2024		254683CY9	DCENT 2023-A1 A	4.31%	3/15/2028	808.13		
10/15/2024	10/15/2024		344928AD8	FORDO 2023-A A3	4.65%	2/15/2028	697.50		
10/15/2024	10/15/2024		14317DAC4	CARMX 2021-3 A3	0.55%	6/15/2026	17.14		
10/15/2024	10/15/2024		90291VAC4	USAOT 2023-A A3	5.58%	5/15/2028	2,418.00		
10/15/2024	10/15/2024		50117BAC4	KCOT 2024-1A A3	5.19%	7/17/2028	843.38		
10/15/2024	10/15/2024		50117KAC4	KCOT 2023-1A A3	5.02%	6/15/2027	1,004.00		
10/15/2024	10/15/2024		98163KAC6	WOART 2021-D A3	0.81%	10/15/2026	24.03		
10/15/2024	10/15/2024		92970QAA3	WFCIT 2024-A1 A	4.94%	2/15/2029	2,675.83		
10/15/2024	10/15/2024		31680EAD3	FITAT 2023-1 A3	5.53%	8/15/2028	2,188.96		
10/15/2024	10/15/2024		41285JAD0	HDMOT 2023-A A3	5.05%	12/15/2027	967.92		
10/15/2024	10/15/2024		50117DAC0	KCOT 2024-2A A3	5.26%	11/15/2028	1,030.08		
10/15/2024	10/15/2024		58768PAC8	MBART 2022-1 A3	5.21%	8/16/2027	988.29		
10/15/2024	10/15/2024		89238JAC9	TAOT 2021-D A3	0.71%	4/15/2026	17.03		
10/15/2024	10/15/2024		50117EAC8	KCOT 2022-1A A3	2.67%	10/15/2026	256.42		
10/15/2024	10/15/2024		254683CZ6	DCENT 2023-A2 A	4.93%	6/15/2028	1,869.29		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
10/15/2024	10/15/2024		14041NFZ9	COMET 2022-A1 A1	2.80%	3/15/2027	758.33		
10/15/2024	10/15/2024		06054YAC1	BAAT 2023-2A A3	5.74%	6/15/2028	2,200.33		
10/15/2024	10/15/2024		500945AC4	KCOT 2023-2A A3	5.28%	1/18/2028	770.00		
10/15/2024	10/15/2024		891941AD8	TAOT 2023-B A3	4.71%	2/15/2028	1,059.75		
10/15/2024	10/15/2024		44933DAD3	HART 2022-C A3	5.39%	6/15/2027	801.73		
10/15/2024	10/15/2024		02007WAC2	ALLYA 2023-1 A3	5.46%	5/15/2028	1,137.50		
10/15/2024	10/15/2024		14044CAC6	COPAR 2021-1 A3	0.77%	9/15/2026	19.84		
10/15/2024	10/15/2024		344930AD4	FORDO 2023-B A3	5.23%	5/15/2028	871.67		
10/15/2024	10/15/2024		06428AAC2	BAAT 2023-1A A3	5.53%	2/15/2028	1,082.96		
10/15/2024	10/15/2024		161571HV9	CHAIT 2024-A1 A	4.60%	1/16/2029	1,993.33		
10/15/2024	10/15/2024		14041NGD7	COMET 2023-A1 A	4.42%	5/15/2028	1,528.58		
10/15/2024	10/15/2024		02582JJZ4	AMXCA 2023-1 A	4.87%	5/15/2028	1,034.87		
10/16/2024	10/16/2024		362554AC1	GMCAR 2021-4 A3	0.68%	9/16/2026	14.78		
10/16/2024	10/16/2024		380146AC4	GMCAR 2022-1 A3	1.26%	11/16/2026	31.46		
10/16/2024	10/16/2024		379930AD2	GMCAR 2023-4 A3	5.78%	8/16/2028	1,035.58		
10/16/2024	10/16/2024		36267KAD9	GMCAR 2023-3 A3	5.45%	6/16/2028	635.83		
10/16/2024	10/16/2024		362583AD8	GMCAR 2023-2 A3	4.47%	2/16/2028	670.50		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
10/20/2024	10/20/2024		92868KAC7	VALET 2021-1 A3	1.02%	6/22/2026	25.62		
10/21/2024	10/21/2024		438123AC5	HAROT 2023-4 A3	5.67%	6/21/2028	543.38		
10/24/2024	10/24/2024		06406RAN7	BANK OF NY MELLON CORP (CALLABLE)	1.60%	4/24/2025	920.00		
10/24/2024	10/24/2024		06051GJK6	BANK OF AMERICA CORP (CALLABLE)	1.19%	10/24/2026	1,346.63		
10/24/2024	10/24/2024		06406RAL1	BANK OF NY MELLON CORP	2.10%	10/24/2024	1,155.00		
10/25/2024	10/25/2024		89115B6K1	TORONTO DOMINION BANK NY	5.60%	10/27/2025	18,503.33		
10/25/2024	10/25/2024		05592XAD2	BMWOT 2023-A A3	5.47%	2/25/2028	524.21		
10/26/2024	10/26/2024		06406RBQ9	BANK OF NY MELLON CORP (CALLABLE)	4.94%	4/26/2027	8,038.88		
10/26/2024	10/26/2024		46647PCZ7	JPMORGAN CHASE & CO (CALLABLE)	4.08%	4/26/2026	2,040.00		
10/28/2024	10/28/2024		693475BH7	PNC FINANCIAL SERVICES (CALLABLE)	5.67%	10/28/2025	2,977.28		
10/28/2024	10/28/2024		89788MAJ1	TRUIST FINANCIAL CORP (CALLABLE)	5.90%	10/28/2026	3,245.00		
10/30/2024	10/30/2024		63743HFF4	NATIONAL RURAL UTIL COOP	5.45%	10/30/2025	817.50		
10/31/2024	10/31/2024		91282CEN7	US TREASURY N/B	2.75%	4/30/2027	4,468.75		
11/1/2024	11/1/2024		46647PAF3	JPMORGAN CHASE & CO (CALLABLE)	3.54%	5/1/2028	4,425.00		
11/1/2024	11/1/2024		90327QD89	USAA CAPITAL CORP	3.37%	5/1/2025	2,531.25		
11/1/2024	11/1/2024		17252MAP5	CINTAS CORPORATION NO. 2 (CALLABLE)	3.45%	5/1/2025	1,207.50		
11/1/2024	11/25/2024		3137HB3G7	FHMS K511 A2	4.86%	10/1/2028	1,458.00		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
11/1/2024	11/25/2024		3137HAMH6	FHMS K506 A2	4.65%	8/1/2028	2,518.75		
11/1/2024	11/25/2024		3137HAQ74	FHMS K508 A2	4.74%	8/1/2028	2,567.50		
11/1/2024	11/25/2024		3137HAST4	FHMS K509 A2	4.85%	9/1/2028	2,425.00		
11/1/2024	11/25/2024		3137HFNZ4	FHMS K528 A2	4.50%	7/1/2029	732.55		
11/1/2024	11/25/2024		3137HDJJ0	FHMS K522 A2	4.80%	5/1/2029	2,701.69		
11/1/2024	11/25/2024		3137BM7C4	FHMS K051 A2	3.30%	9/1/2025	401.57		
11/1/2024	11/25/2024		3137HC2L5	FHMS K518 A2	5.40%	1/1/2029	2,362.50		
11/1/2024	11/25/2024		3137BSP72	FHMS K058 A2	2.65%	8/1/2026	994.87		
11/1/2024	11/25/2024		3137F1G44	FHMS K065 A2	3.24%	4/1/2027	1,621.50		
11/1/2024	11/25/2024		3137HBCF9	FHMS K512 A2	5.00%	11/1/2028	1,104.17		
11/1/2024	11/25/2024		3137BRQJ7	FHMS K057 A2	2.57%	7/1/2026	642.50		
11/1/2024	11/25/2024		3137HH6C0	FHMS K529 A2	4.79%	9/1/2029	1,237.68		
11/1/2024	11/25/2024		3137H14B9	FHMS K743 A2	1.77%	5/1/2028	737.50		
11/1/2024	11/25/2024		3137FNWX4	FHMS K736 A2	2.28%	7/1/2026	760.20		
11/1/2024	11/25/2024		3136AY6X6	FNA 2017-M15 A2	2.96%	9/1/2027	902.61		
11/1/2024	11/25/2024		3136AX7E9	FNA 2017-M12 A2	3.06%	6/1/2027	628.69		
11/1/2024	11/25/2024		3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	655.34		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
11/1/2024	11/25/2024		3137HDV56	FHMS K524 A2	4.72%	5/1/2029	2,045.33		
11/1/2024	11/25/2024		3136ARTE8	FNA 2016-M3 A2	2.70%	2/1/2026	353.17		
11/1/2024	11/25/2024		3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	1,835.06		
11/1/2024	11/25/2024		3137HDXL9	FHMS K526 A2	4.54%	7/1/2029	1,873.99		
11/1/2024	11/25/2024		3137HB3D4	FHMS K510 A2	5.06%	10/1/2028	992.68		
11/1/2024	11/25/2024		3137HCKV3	FHMS K520 A2	5.18%	3/1/2029	1,273.42		
11/1/2024	11/25/2024		3137HACX2	FHMS K505 A2	4.81%	6/1/2028	2,811.08		
11/1/2024	11/25/2024		3137BVZ82	FHMS K063 A2	3.43%	1/1/2027	2,000.83		
11/1/2024	11/25/2024		3137BNGT5	FHMS K054 A2	2.74%	1/1/2026	1,200.94		
11/1/2024	11/25/2024		3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	1,183.43		
11/1/2024	11/25/2024		3137BMTX4	FHMS K052 A2	3.15%	11/1/2025	656.46		
11/1/2024	11/25/2024		3137BN6G4	FHMS K053 A2	2.99%	12/1/2025	623.96		
11/1/2024	11/25/2024		3137HBLV4	FHMS K514 A2	4.57%	12/1/2028	1,257.30		
11/3/2024	11/3/2024		65558UYF3	NORDEA BANK ABP NEW YORK	5.53%	11/3/2025	8,986.25		
11/4/2024	11/4/2024		857477BX0	STATE STREET CORP (CALLABLE)	5.75%	11/4/2026	1,293.98		
11/4/2024	11/4/2024		427866BH0	HERSHEY COMPANY (CALLABLE)	4.25%	5/4/2028	6,906.25		
11/10/2024	11/10/2024		713448FW3	PEPSICO INC (CALLABLE)	5.12%	11/10/2026	1,537.50		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
11/10/2024	11/10/2024		665859AW4	NORTHERN TRUST CORP (CALLABLE)	4.00%	5/10/2027	3,000.00		
11/11/2024	11/11/2024		037833CR9	APPLE INC (CALLABLE)	3.20%	5/11/2027	4,000.00		
11/13/2024	11/13/2024		63743HFK3	NATIONAL RURAL UTIL COOP (CALLABLE)	5.60%	11/13/2026	3,220.00		
11/13/2024	11/13/2024		771196CE0	ROCHE HOLDINGS INC (CALLABLE)	5.26%	11/13/2026	6,712.88		
11/15/2024	11/15/2024		89238JAC9	TAOT 2021-D A3	0.71%	4/15/2026	14.66		
11/15/2024	11/15/2024		41285JAD0	HDMOT 2023-A A3	5.05%	12/15/2027	967.92		
11/15/2024	11/15/2024		90291VAC4	USAOT 2023-A A3	5.58%	5/15/2028	2,418.00		
11/15/2024	11/15/2024		448977AD0	HART 2022-A A3	2.22%	10/15/2026	144.98		
11/15/2024	11/15/2024		254683CZ6	DCENT 2023-A2 A	4.93%	6/15/2028	1,869.29		
11/15/2024	11/15/2024		06428AAC2	BAAT 2023-1A A3	5.53%	2/15/2028	1,082.96		
11/15/2024	11/15/2024		58768PAC8	MBART 2022-1 A3	5.21%	8/16/2027	923.42		
11/15/2024	11/15/2024		14041NGD7	COMET 2023-A1 A	4.42%	5/15/2028	1,528.58		
11/15/2024	11/15/2024		50117BAC4	KCOT 2024-1A A3	5.19%	7/17/2028	843.38		
11/15/2024	11/15/2024		254683CY9	DCENT 2023-A1 A	4.31%	3/15/2028	808.13		
11/15/2024	11/15/2024		05522RDG0	BACCT 2023-A1 A1	4.79%	5/15/2028	918.08		
11/15/2024	11/15/2024		14317DAC4	CARMX 2021-3 A3	0.55%	6/15/2026	14.87		
11/15/2024	11/15/2024		44935FAD6	HART 2021-C A3	0.74%	5/15/2026	8.86		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
11/15/2024	11/15/2024		891941AD8	TAOT 2023-B A3	4.71%	2/15/2028	1,059.75		
11/15/2024	11/15/2024		344930AD4	FORDO 2023-B A3	5.23%	5/15/2028	871.67		
11/15/2024	11/15/2024		41284YAD8	HDMOT 2022-A A3	3.06%	2/15/2027	165.88		
11/15/2024	11/15/2024		14041NGE5	COMET 2024-A1 A	3.92%	9/15/2029	3,415.30		
11/15/2024	11/15/2024		05522RDH8	BACCT 2023-A2 A2	4.98%	11/15/2028	954.50		
11/15/2024	11/15/2024		50117XAE2	KCOT 2021-2A A3	0.56%	11/17/2025	7.74		
11/15/2024	11/15/2024		14314QAC8	CARMX 2021-2 A3	0.52%	2/17/2026	1.54		
11/15/2024	11/15/2024		344928AD8	FORDO 2023-A A3	4.65%	2/15/2028	697.50		
11/15/2024	11/15/2024		448976AD2	HART 2024-C A3	4.41%	5/15/2029	852.60		
11/15/2024	11/15/2024		98163KAC6	WOART 2021-D A3	0.81%	10/15/2026	20.89		
11/15/2024	11/15/2024		161571HV9	CHAIT 2024-A1 A	4.60%	1/16/2029	1,993.33		
11/15/2024	11/15/2024		448979AD6	HART 2023-A A3	4.58%	4/15/2027	839.67		
11/15/2024	11/15/2024		50117KAC4	KCOT 2023-1A A3	5.02%	6/15/2027	1,004.00		
11/15/2024	11/15/2024		91324PEC2	UNITEDHEALTH GROUP INC (CALLABLE)	1.15%	5/15/2026	1,437.50		
11/15/2024	11/15/2024		92970QAE5	WFCIT 2024-A2 A	4.29%	10/15/2029	588.09		
11/15/2024	11/15/2024		89239FAD4	TAOT 2023-D A3	5.54%	8/15/2028	600.17		
11/15/2024	11/15/2024		500945AC4	KCOT 2023-2A A3	5.28%	1/18/2028	770.00		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
11/15/2024	11/15/2024		02007WAC2	ALLYA 2023-1 A3	5.46%	5/15/2028	1,137.50		
11/15/2024	11/15/2024		14044CAC6	COPAR 2021-1 A3	0.77%	9/15/2026	17.49		
11/15/2024	11/15/2024		50117DAC0	KCOT 2024-2A A3	5.26%	11/15/2028	1,030.08		
11/15/2024	11/15/2024		50117EAC8	KCOT 2022-1A A3	2.67%	10/15/2026	237.49		
11/15/2024	11/15/2024		14318UAD3	CARMX 2022-4 A3	5.34%	8/16/2027	750.74		
11/15/2024	11/15/2024		92970QAA3	WFCIT 2024-A1 A	4.94%	2/15/2029	2,675.83		
11/15/2024	11/15/2024		31680EAD3	FITAT 2023-1 A3	5.53%	8/15/2028	2,188.96		
11/15/2024	11/15/2024		44933XAD9	HART 2023-B A3	5.48%	4/17/2028	639.33		
11/15/2024	11/15/2024		02582JKH2	AMXCA 2024-1 A	5.23%	4/16/2029	2,723.96		
11/15/2024	11/15/2024		02582JJZ4	AMXCA 2023-1 A	4.87%	5/15/2028	1,034.87		
11/15/2024	11/15/2024		41285YAC9	HDMOT 2023-B A3	5.69%	8/15/2028	2,204.88		
11/15/2024	11/15/2024		44933DAD3	HART 2022-C A3	5.39%	6/15/2027	751.56		
11/15/2024	11/15/2024		58770AAC7	MBART 2023-1 A3	4.51%	11/15/2027	470.61		
11/15/2024	11/15/2024		44918CAD4	HART 2023-C A3	5.54%	10/16/2028	923.33		
11/15/2024	11/15/2024		369550BC1	GENERAL DYNAMICS CORP (CALLABLE)	3.75%	5/15/2028	5,156.25		
11/15/2024	11/15/2024		06054YAC1	BAAT 2023-2A A3	5.74%	6/15/2028	2,200.33		
11/16/2024	11/16/2024		362554AC1	GMCAR 2021-4 A3	0.68%	9/16/2026	12.94		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
11/16/2024	11/16/2024		362583AD8	GMCAR 2023-2 A3	4.47%	2/16/2028	670.50		
11/16/2024	11/16/2024		379930AD2	GMCAR 2023-4 A3	5.78%	8/16/2028	1,035.58		
11/16/2024	11/16/2024		38014AAD3	GMCAR 2024-4 A3	4.40%	8/16/2029	645.33		
11/16/2024	11/16/2024		380146AC4	GMCAR 2022-1 A3	1.26%	11/16/2026	27.94		
11/16/2024	11/16/2024		36267KAD9	GMCAR 2023-3 A3	5.45%	6/16/2028	635.83		
11/17/2024	11/17/2024		10373QBY5	BP CAP MARKETS AMERICA (CALLABLE)	5.01%	11/17/2027	9,532.30		
11/20/2024	11/20/2024		92868KAC7	VALET 2021-1 A3	1.02%	6/22/2026	21.38		
11/21/2024	11/21/2024		438123AC5	HAROT 2023-4 A3	5.67%	6/21/2028	543.38		
11/25/2024	11/25/2024		05592XAD2	BMWOT 2023-A A3	5.47%	2/25/2028	524.21		
11/30/2024	11/30/2024		91282CFZ9	US TREASURY N/B	3.87%	11/30/2027	12,109.38		
11/30/2024	11/30/2024		91282CHE4	US TREASURY N/B	3.62%	5/31/2028	18,125.00		
11/30/2024	11/30/2024		91282CKT7	US TREASURY N/B	4.50%	5/31/2029	27,000.00		
11/30/2024	11/30/2024		91282CJN2	US TREASURY N/B	4.37%	11/30/2028	5,468.75		
11/30/2024	11/30/2024		91282CET4	US TREASURY N/B	2.62%	5/31/2027	9,515.63		
12/1/2024	12/1/2024		90327QD97	USAA CAPITAL CORP	5.25%	6/1/2027	7,917.29		
12/1/2024	12/25/2024		3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	1,831.18		
12/1/2024	12/25/2024		3137HBLV4	FHMS K514 A2	4.57%	12/1/2028	1,257.30		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
12/1/2024	12/25/2024		3137HBCF9	FHMS K512 A2	5.00%	11/1/2028	1,104.17		
12/1/2024	12/25/2024		3137FNWX4	FHMS K736 A2	2.28%	7/1/2026	759.17		
12/1/2024	12/25/2024		3137HH6C0	FHMS K529 A2	4.79%	9/1/2029	1,237.68		
12/1/2024	12/25/2024		3137F64P9	FHMS K739 A2	1.33%	9/1/2027	501.00		
12/1/2024	12/25/2024		3137BM7C4	FHMS K051 A2	3.30%	9/1/2025	400.74		
12/1/2024	12/25/2024		3136AY6X6	FNA 2017-M15 A2	2.96%	9/1/2027	872.05		
12/1/2024	12/25/2024		3137BVZ82	FHMS K063 A2	3.43%	1/1/2027	2,000.83		
12/1/2024	12/25/2024		3137BSP72	FHMS K058 A2	2.65%	8/1/2026	994.87		
12/1/2024	12/25/2024		3137HDV56	FHMS K524 A2	4.72%	5/1/2029	2,045.33		
12/1/2024	12/25/2024		3137HAMH6	FHMS K506 A2	4.65%	8/1/2028	2,518.75		
12/1/2024	12/25/2024		3137HC2L5	FHMS K518 A2	5.40%	1/1/2029	2,362.50		
12/1/2024	12/25/2024		3137BMTX4	FHMS K052 A2	3.15%	11/1/2025	656.46		
12/1/2024	12/25/2024		3137HACX2	FHMS K505 A2	4.81%	6/1/2028	2,811.08		
12/1/2024	12/25/2024		3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	1,180.94		
12/1/2024	12/25/2024		3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	654.05		
12/1/2024	12/25/2024		3136AX7E9	FNA 2017-M12 A2	3.06%	6/1/2027	607.75		
12/1/2024	12/25/2024		3137H14B9	FHMS K743 A2	1.77%	5/1/2028	737.50		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
12/1/2024	12/25/2024		3137HDXL9	FHMS K526 A2	4.54%	7/1/2029	1,873.99		
12/1/2024	12/25/2024		3137HAST4	FHMS K509 A2	4.85%	9/1/2028	2,425.00		
12/1/2024	12/25/2024		3137F1G44	FHMS K065 A2	3.24%	4/1/2027	1,621.50		
12/1/2024	12/25/2024		3137HB3G7	FHMS K511 A2	4.86%	10/1/2028	1,458.00		
12/1/2024	12/25/2024		3137BRQJ7	FHMS K057 A2	2.57%	7/1/2026	642.50		
12/1/2024	12/25/2024		3137HAQ74	FHMS K508 A2	4.74%	8/1/2028	2,567.50		
12/1/2024	12/25/2024		3136ARTE8	FNA 2016-M3 A2	2.70%	2/1/2026	352.63		
12/1/2024	12/25/2024		3137HCKV3	FHMS K520 A2	5.18%	3/1/2029	1,273.42		
12/1/2024	12/25/2024		3137HHJL6	FHMS K530 A2	4.79%	9/1/2029	1,976.70		
12/1/2024	12/25/2024		3137BN6G4	FHMS K053 A2	2.99%	12/1/2025	623.96		
12/1/2024	12/25/2024		3137HFNZ4	FHMS K528 A2	4.50%	7/1/2029	732.55		
12/1/2024	12/25/2024		3137BNGT5	FHMS K054 A2	2.74%	1/1/2026	1,200.94		
12/1/2024	12/25/2024		3137HDJJ0	FHMS K522 A2	4.80%	5/1/2029	2,701.69		
12/1/2024	12/25/2024		3137HB3D4	FHMS K510 A2	5.06%	10/1/2028	992.68		
12/4/2024	12/4/2024		17325FBC1	CITIBANK NA (CALLABLE)	5.48%	12/4/2026	6,860.00		
12/8/2024	12/8/2024		48125LRU8	JP MORGAN CHASE BANK NA (CALLABLE)	5.11%	12/8/2026	10,220.00		
12/11/2024	12/11/2024		94988J6F9	WELLS FARGO BANK NA (CALLABLE)	5.25%	12/11/2026	10,508.00		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
12/15/2024	12/15/2024		14041NGD7	COMET 2023-A1 A	4.42%	5/15/2028	1,528.58		
12/15/2024	12/15/2024		05522RDH8	BACCT 2023-A2 A2	4.98%	11/15/2028	954.50		
12/15/2024	12/15/2024		41284YAD8	HDMOT 2022-A A3	3.06%	2/15/2027	147.33		
12/15/2024	12/15/2024		14318UAD3	CARMX 2022-4 A3	5.34%	8/16/2027	702.68		
12/15/2024	12/15/2024		02582JJZ4	AMXCA 2023-1 A	4.87%	5/15/2028	1,034.87		
12/15/2024	12/15/2024		92970QAE5	WFCIT 2024-A2 A	4.29%	10/15/2029	840.13		
12/15/2024	12/15/2024		161571HV9	CHAIT 2024-A1 A	4.60%	1/16/2029	1,993.33		
12/15/2024	12/15/2024		02582JKH2	AMXCA 2024-1 A	5.23%	4/16/2029	2,723.96		
12/15/2024	12/15/2024		63743HFE7	NATIONAL RURAL UTIL COOP	3.45%	6/15/2025	517.50		
12/15/2024	12/15/2024		02007WAC2	ALLYA 2023-1 A3	5.46%	5/15/2028	1,137.50		
12/15/2024	12/15/2024		41285JAD0	HDMOT 2023-A A3	5.05%	12/15/2027	956.69		
12/15/2024	12/15/2024		58768PAC8	MBART 2022-1 A3	5.21%	8/16/2027	859.97		
12/15/2024	12/15/2024		891941AD8	TAOT 2023-B A3	4.71%	2/15/2028	1,059.75		
12/15/2024	12/15/2024		98163KAC6	WOART 2021-D A3	0.81%	10/15/2026	17.78		
12/15/2024	12/15/2024		448976AD2	HART 2024-C A3	4.41%	5/15/2029	882.00		
12/15/2024	12/15/2024		44918CAD4	HART 2023-C A3	5.54%	10/16/2028	923.33		
12/15/2024	12/15/2024		459058KJ1	INTL BK RECON & DEVELOP	3.12%	6/15/2027	4,298.25		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
12/15/2024	12/15/2024		50117XAE2	KCOT 2021-2A A3	0.56%	11/17/2025	4.97		
12/15/2024	12/15/2024		14317DAC4	CARMX 2021-3 A3	0.55%	6/15/2026	12.43		
12/15/2024	12/15/2024		50117BAC4	KCOT 2024-1A A3	5.19%	7/17/2028	843.38		
12/15/2024	12/15/2024		44933XAD9	HART 2023-B A3	5.48%	4/17/2028	639.33		
12/15/2024	12/15/2024		06054YAC1	BAAT 2023-2A A3	5.74%	6/15/2028	2,200.33		
12/15/2024	12/15/2024		41285YAC9	HDMOT 2023-B A3	5.69%	8/15/2028	2,204.88		
12/15/2024	12/15/2024		31680EAD3	FITAT 2023-1 A3	5.53%	8/15/2028	2,188.96		
12/15/2024	12/15/2024		50117KAC4	KCOT 2023-1A A3	5.02%	6/15/2027	1,004.00		
12/15/2024	12/15/2024		254683CY9	DCENT 2023-A1 A	4.31%	3/15/2028	808.13		
12/15/2024	12/15/2024		14044CAC6	COPAR 2021-1 A3	0.77%	9/15/2026	15.15		
12/15/2024	12/15/2024		58770AAC7	MBART 2023-1 A3	4.51%	11/15/2027	441.41		
12/15/2024	12/15/2024		500945AC4	KCOT 2023-2A A3	5.28%	1/18/2028	770.00		
12/15/2024	12/15/2024		90291VAC4	USAOT 2023-A A3	5.58%	5/15/2028	2,418.00		
12/15/2024	12/15/2024		44935FAD6	HART 2021-C A3	0.74%	5/15/2026	6.80		
12/15/2024	12/15/2024		44933DAD3	HART 2022-C A3	5.39%	6/15/2027	699.97		
12/15/2024	12/15/2024		344930AD4	FORDO 2023-B A3	5.23%	5/15/2028	871.67		
12/15/2024	12/15/2024		89239FAD4	TAOT 2023-D A3	5.54%	8/15/2028	600.17		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
12/15/2024	12/15/2024		14041NGE5	COMET 2024-A1 A	3.92%	9/15/2029	2,009.00		
12/15/2024	12/15/2024		448979AD6	HART 2023-A A3	4.58%	4/15/2027	839.67		
12/15/2024	12/15/2024		92970QAA3	WFCIT 2024-A1 A	4.94%	2/15/2029	2,675.83		
12/15/2024	12/15/2024		06428AAC2	BAAT 2023-1A A3	5.53%	2/15/2028	1,082.96		
12/15/2024	12/15/2024		50117EAC8	KCOT 2022-1A A3	2.67%	10/15/2026	217.76		
12/15/2024	12/15/2024		89238JAC9	TAOT 2021-D A3	0.71%	4/15/2026	12.23		
12/15/2024	12/15/2024		05522RDG0	BACCT 2023-A1 A1	4.79%	5/15/2028	918.08		
12/15/2024	12/15/2024		448977AD0	HART 2022-A A3	2.22%	10/15/2026	128.12		
12/15/2024	12/15/2024		344928AD8	FORDO 2023-A A3	4.65%	2/15/2028	697.50		
12/15/2024	12/15/2024		254683CZ6	DCENT 2023-A2 A	4.93%	6/15/2028	1,869.29		
12/15/2024	12/15/2024		50117DAC0	KCOT 2024-2A A3	5.26%	11/15/2028	1,030.08		
12/16/2024	12/16/2024		38014AAD3	GMCAR 2024-4 A3	4.40%	8/16/2029	605.00		
12/16/2024	12/16/2024		380146AC4	GMCAR 2022-1 A3	1.26%	11/16/2026	24.53		
12/16/2024	12/16/2024		379930AD2	GMCAR 2023-4 A3	5.78%	8/16/2028	1,035.58		
12/16/2024	12/16/2024		362554AC1	GMCAR 2021-4 A3	0.68%	9/16/2026	11.16		
12/16/2024	12/16/2024		362583AD8	GMCAR 2023-2 A3	4.47%	2/16/2028	670.50		
12/16/2024	12/16/2024		36267KAD9	GMCAR 2023-3 A3	5.45%	6/16/2028	635.83		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
12/20/2024	12/20/2024		92868KAC7	VALET 2021-1 A3	1.02%	6/22/2026	17.04		
12/21/2024	12/21/2024		438123AC5	HAROT 2023-4 A3	5.67%	6/21/2028	543.38		
12/25/2024	12/25/2024		05592XAD2	BMWOT 2023-A A3	5.47%	2/25/2028	524.21		
12/31/2024	12/31/2024		91282CEW7	US TREASURY N/B	3.25%	6/30/2027	12,187.50		
12/31/2024	12/31/2024		91282CEV9	US TREASURY N/B	3.25%	6/30/2029	13,000.00		
12/31/2024	12/31/2024		91282CJR3	US TREASURY N/B	3.75%	12/31/2028	30,000.00		
12/31/2024	12/31/2024		91282CKX8	US TREASURY N/B	4.25%	6/30/2029	24,437.50		
12/31/2024	12/31/2024		91282CGC9	US TREASURY N/B	3.87%	12/31/2027	58,125.00		
Total INTEREST		**0.00**					**633,205.42**		**0.00**
MATURITY									
10/24/2024	10/24/2024	110,000.00	06406RAL1	BANK OF NY MELLON CORP	2.10%	10/24/2024	110,000.00		
Total MATURITY		**110,000.00**					**110,000.00**		**0.00**
PAYDOWNS									
10/1/2024	10/25/2024	3.30	3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	3.32		0.12
10/1/2024	10/25/2024	2,593.66	3136AX7E9	FNA 2017-M12 A2	3.06%	6/1/2027	2,593.66		120.63
10/1/2024	10/25/2024	633.12	3137BKRJ1	FHMS K047 A2	3.32%	5/1/2025	633.12		-0.88
10/1/2024	10/25/2024	10,834.08	3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	10,834.08		0.04

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
BUY									
10/1/2024	10/4/2024	105,000.00	00440KAA1	ACCENTURE CAPITAL INC (CALLABLE)	3.90%	10/4/2027	104,864.55	3.95%	
10/2/2024	10/4/2024	600,000.00	91282CLN9	US TREASURY N/B	3.50%	9/30/2029	598,894.83	3.55%	
10/7/2024	10/10/2024	130,000.00	89236TMS1	TOYOTA MOTOR CREDIT CORP	4.35%	10/8/2027	129,949.30	4.36%	
10/8/2024	10/16/2024	310,000.00	3137HH6C0	FHMS K529 A2	4.79%	9/1/2029	316,814.81	4.34%	
10/8/2024	10/16/2024	165,000.00	38014AAD3	GMCAR 2024-4 A3	4.40%	8/16/2029	164,968.22	4.40%	
10/8/2024	10/16/2024	240,000.00	448976AD2	HART 2024-C A3	4.41%	5/15/2029	239,982.43	4.41%	
10/9/2024	10/15/2024	150,000.00	3137HAST4	FHMS K509 A2	4.85%	9/1/2028	152,732.14	4.40%	
10/17/2024	10/22/2024	300,000.00	857477CP6	STATE STREET CORP (CALLABLE)	4.33%	10/22/2027	300,000.00	4.33%	
10/17/2024	10/24/2024	235,000.00	92970QAE5	WFCIT 2024-A2 A	4.29%	10/15/2029	234,965.08	4.29%	
10/28/2024	10/29/2024	250,000.00	91282CJN2	US TREASURY N/B	4.37%	11/30/2028	256,807.39	4.13%	
10/30/2024	11/4/2024	450,000.00	3137F64P9	FHMS K739 A2	1.33%	9/1/2027	415,509.08	4.14%	
11/1/2024	11/4/2024	500,000.00	91282CLR0	US TREASURY N/B	4.12%	10/31/2029	499,075.56	4.18%	
11/12/2024	11/15/2024	250,000.00	14913UAU4	CATERPILLAR FINL SERVICE	4.70%	11/15/2029	249,592.50	4.74%	
11/19/2024	11/27/2024	495,000.00	3137HHJL6	FHMS K530 A2	4.79%	9/1/2029	499,290.61	4.67%	
12/6/2024	12/10/2024	800,000.00	91282CMA6	US TREASURY N/B	4.12%	11/30/2029	802,344.09	4.08%	
12/23/2024	12/26/2024	1,000,000.00	91282CMA6	US TREASURY N/B	4.12%	11/30/2029	990,172.99	4.42%	
Total BUY		**5,980,000.00**					**5,955,963.58**		**0.00**

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
10/1/2024	10/25/2024	675.34	3137BLMZ8	FHMS K049 A2	3.01%	7/1/2025	675.34		2.64
10/1/2024	10/25/2024	259.34	3136ARTE8	FNA 2016-M3 A2	2.70%	2/1/2026	259.34		6.10
10/1/2024	10/25/2024	316.93	3137BM7C4	FHMS K051 A2	3.30%	9/1/2025	316.93		0.73
10/1/2024	10/25/2024	486.96	3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	486.96		9.20
10/1/2024	10/25/2024	620.35	3136AY6X6	FNA 2017-M15 A2	2.96%	9/1/2027	620.35		31.26
10/1/2024	10/25/2024	245.25	3137FNWX4	FHMS K736 A2	2.28%	7/1/2026	245.25		11.53
10/15/2024	10/15/2024	3,464.83	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/2026	3,464.82		0.20
10/15/2024	10/15/2024	3,274.06	44935FAD6	HART 2021-C A3	0.74%	5/15/2026	3,274.06		0.25
10/15/2024	10/15/2024	5,900.44	50117XAE2	KCOT 2021-2A A3	0.56%	11/17/2025	5,900.44		0.06
10/15/2024	10/15/2024	7,254.73	41284YAD8	HDMOT 2022-A A3	3.06%	2/15/2027	7,254.73		0.59
10/15/2024	10/15/2024	4,959.91	14317DAC4	CARMX 2021-3 A3	0.55%	6/15/2026	4,959.91		0.28
10/15/2024	10/15/2024	8,895.19	448977AD0	HART 2022-A A3	2.22%	10/15/2026	8,895.19		0.15
10/15/2024	10/15/2024	7,901.14	58770AAC7	MBART 2023-1 A3	4.51%	11/15/2027	7,901.14		0.61
10/15/2024	10/15/2024	3,996.16	89238JAC9	TAOT 2021-D A3	0.71%	4/15/2026	3,996.16		0.03
10/15/2024	10/15/2024	3,662.34	14044CAC6	COPAR 2021-1 A3	0.77%	9/15/2026	3,662.34		0.03
10/15/2024	10/15/2024	11,171.45	44933DAD3	HART 2022-C A3	5.39%	6/15/2027	11,171.45		0.03
10/15/2024	10/15/2024	8,507.65	50117EAC8	KCOT 2022-1A A3	2.67%	10/15/2026	8,507.65		0.53

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
10/15/2024	10/15/2024	14,941.22	58768PAC8	MBART 2022-1 A3	5.21%	8/16/2027	14,941.22		1.77
10/15/2024	10/15/2024	9,975.45	14318UAD3	CARMX 2022-4 A3	5.34%	8/16/2027	9,975.45		1.39
10/15/2024	10/15/2024	4,642.13	98163KAC6	WOART 2021-D A3	0.81%	10/15/2026	4,642.13		0.26
10/16/2024	10/16/2024	3,255.20	362554AC1	GMCAR 2021-4 A3	0.68%	9/16/2026	3,255.20		0.03
10/16/2024	10/16/2024	3,354.47	380146AC4	GMCAR 2022-1 A3	1.26%	11/16/2026	3,354.47		0.12
10/20/2024	10/20/2024	4,984.70	92868KAC7	VALET 2021-1 A3	1.02%	6/22/2026	4,984.70		0.07
11/1/2024	11/25/2024	460.41	3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	460.41		8.36
11/1/2024	11/25/2024	2.98	3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	2.98		0.09
11/1/2024	11/25/2024	259.50	3136AX7E9	FNA 2017-M12 A2	3.06%	6/1/2027	259.48		11.68
11/1/2024	11/25/2024	542.98	3137FNWX4	FHMS K736 A2	2.28%	7/1/2026	542.98		24.35
11/1/2024	11/25/2024	581.00	3136AY6X6	FNA 2017-M15 A2	2.96%	9/1/2027	581.02		28.48
11/1/2024	11/25/2024	243.07	3136ARTE8	FNA 2016-M3 A2	2.70%	2/1/2026	243.07		5.37
11/1/2024	11/25/2024	567.04	3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	567.04		
11/1/2024	11/25/2024	299.32	3137BM7C4	FHMS K051 A2	3.30%	9/1/2025	299.32		0.63
11/15/2024	11/15/2024	5,918.29	50117XAE2	KCOT 2021-2A A3	0.56%	11/17/2025	5,918.29		0.05
11/15/2024	11/15/2024	14,614.30	58768PAC8	MBART 2022-1 A3	5.21%	8/16/2027	14,614.30		1.69
11/15/2024	11/15/2024	8,866.86	50117EAC8	KCOT 2022-1A A3	2.67%	10/15/2026	8,866.86		0.53

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
11/15/2024	11/15/2024	7,273.84	41284YAD8	HDMOT 2022-A A3	3.06%	2/15/2027	7,273.84		0.57
11/15/2024	11/15/2024	9,113.55	448977AD0	HART 2022-A A3	2.22%	10/15/2026	9,113.55		0.15
11/15/2024	11/15/2024	7,770.70	58770AAC7	MBART 2023-1 A3	4.51%	11/15/2027	7,770.70		0.58
11/15/2024	11/15/2024	5,315.15	14317DAC4	CARMX 2021-3 A3	0.55%	6/15/2026	5,315.15		0.29
11/15/2024	11/15/2024	3,653.19	14044CAC6	COPAR 2021-1 A3	0.77%	9/15/2026	3,653.19		0.03
11/15/2024	11/15/2024	3,544.82	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/2026	3,544.82		0.20
11/15/2024	11/15/2024	10,797.86	14318UAD3	CARMX 2022-4 A3	5.34%	8/16/2027	10,797.86		1.45
11/15/2024	11/15/2024	3,344.08	44935FAD6	HART 2021-C A3	0.74%	5/15/2026	3,344.08		0.25
11/15/2024	11/15/2024	11,483.64	44933DAD3	HART 2022-C A3	5.39%	6/15/2027	11,483.64		0.03
11/15/2024	11/15/2024	4,617.70	98163KAC6	WOART 2021-D A3	0.81%	10/15/2026	4,617.70		0.25
11/15/2024	11/15/2024	4,110.56	89238JAC9	TAOT 2021-D A3	0.71%	4/15/2026	4,110.56		0.03
11/15/2024	11/15/2024	2,667.48	41285JAD0	HDMOT 2023-A A3	5.05%	12/15/2027	2,667.48		0.17
11/16/2024	11/16/2024	3,245.72	380146AC4	GMCAR 2022-1 A3	1.26%	11/16/2026	3,245.72		0.12
11/16/2024	11/16/2024	3,131.26	362554AC1	GMCAR 2021-4 A3	0.68%	9/16/2026	3,131.26		0.03
11/20/2024	11/20/2024	5,106.64	92868KAC7	VALET 2021-1 A3	1.02%	6/22/2026	5,106.64		0.07
12/1/2024	12/25/2024	624.57	3136AY6X6	FNA 2017-M15 A2	2.96%	9/1/2027	624.57		29.72
12/1/2024	12/25/2024	728.71	3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	728.71		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
12/1/2024	12/25/2024	279.76	3136AX7E9	FNA 2017-M12 A2	3.06%	6/1/2027	279.76		12.22
12/1/2024	12/25/2024	6,110.14	3137BNGT5	FHMS K054 A2	2.74%	1/1/2026	6,110.14		141.90
12/1/2024	12/25/2024	582.11	3137FNWX4	FHMS K736 A2	2.28%	7/1/2026	582.11		24.84
12/1/2024	12/25/2024	3.36	3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	3.36		0.10
12/1/2024	12/25/2024	490.04	3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	490.04		8.54
12/1/2024	12/25/2024	319.11	3137BM7C4	FHMS K051 A2	3.30%	9/1/2025	319.11		0.61
12/1/2024	12/25/2024	261.26	3136ARTE8	FNA 2016-M3 A2	2.70%	2/1/2026	261.26		5.41
12/1/2024	12/25/2024	6,721.15	3137BNGT5	FHMS K054 A2	2.74%	1/1/2026	6,721.15		115.10
12/1/2024	12/25/2024	19.99	3137BMTX4	FHMS K052 A2	3.15%	11/1/2025	19.99		0.06
12/15/2024	12/15/2024	3,182.20	44935FAD6	HART 2021-C A3	0.74%	5/15/2026	3,182.20		0.22
12/15/2024	12/15/2024	5,669.97	50117XAE2	KCOT 2021-2A A3	0.56%	11/17/2025	5,669.97		0.05
12/15/2024	12/15/2024	8,749.32	448977AD0	HART 2022-A A3	2.22%	10/15/2026	8,749.32		0.13
12/15/2024	12/15/2024	13,498.21	448979AD6	HART 2023-A A3	4.58%	4/15/2027	13,498.21		0.77
12/15/2024	12/15/2024	13,308.06	58768PAC8	MBART 2022-1 A3	5.21%	8/16/2027	13,308.06		1.49
12/15/2024	12/15/2024	9,693.31	14318UAD3	CARMX 2022-4 A3	5.34%	8/16/2027	9,693.31		1.26
12/15/2024	12/15/2024	3,473.20	14044CAC6	COPAR 2021-1 A3	0.77%	9/15/2026	3,473.20		0.02
12/15/2024	12/15/2024	12,824.36	41285JAD0	HDMOT 2023-A A3	5.05%	12/15/2027	12,824.36		0.80

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
12/15/2024	12/15/2024	7,435.96	58770AAC7	MBART 2023-1 A3	4.51%	11/15/2027	7,435.96		0.54
12/15/2024	12/15/2024	4,729.80	14317DAC4	CARMX 2021-3 A3	0.55%	6/15/2026	4,729.80		0.24
12/15/2024	12/15/2024	6,496.60	41284YAD8	HDMOT 2022-A A3	3.06%	2/15/2027	6,496.60		0.49
12/15/2024	12/15/2024	10,915.28	44933DAD3	HART 2022-C A3	5.39%	6/15/2027	10,915.28		0.03
12/15/2024	12/15/2024	8,417.58	50117EAC8	KCOT 2022-1A A3	2.67%	10/15/2026	8,417.58		0.49
12/15/2024	12/15/2024	3,798.70	89238JAC9	TAOT 2021-D A3	0.71%	4/15/2026	3,798.70		0.03
12/15/2024	12/15/2024	4,381.53	98163KAC6	WOART 2021-D A3	0.81%	10/15/2026	4,381.53		0.22
12/16/2024	12/16/2024	2,910.25	362554AC1	GMCAR 2021-4 A3	0.68%	9/16/2026	2,910.25		0.03
12/16/2024	12/16/2024	3,172.30	380146AC4	GMCAR 2022-1 A3	1.26%	11/16/2026	3,172.30		0.11
12/20/2024	12/20/2024	4,671.85	92868KAC7	VALET 2021-1 A3	1.02%	6/22/2026	4,671.85		0.06
Total PAYDOWNS		**387,810.02**					**387,810.03**		**618.70**
SELL									
10/2/2024	10/4/2024	296,144.92	3137BKRJ1	FHMS K047 A2	3.32%	5/1/2025	293,670.52		-2,961.97
10/2/2024	10/4/2024	320,987.02	3137BLMZ8	FHMS K049 A2	3.01%	7/1/2025	317,343.58		-2,480.15
10/9/2024	10/10/2024	350,000.00	912828U24	US TREASURY N/B	2.00%	11/15/2026	338,965.61		-1,665.59
10/9/2024	10/15/2024	150,000.00	912828U24	US TREASURY N/B	2.00%	11/15/2026	145,335.17		-724.47
10/16/2024	10/16/2024	350,000.00	912828U24	US TREASURY N/B	2.00%	11/15/2026	339,667.63		-1,173.13

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
SELL									
10/17/2024	10/18/2024	325,000.00	14041NFZ9	COMET 2022-A1 A1	2.80%	3/15/2027	322,447.90		-2,616.03
10/21/2024	10/22/2024	200,000.00	912828U24	US TREASURY N/B	2.00%	11/15/2026	193,895.38		-990.52
10/31/2024	11/4/2024	400,000.00	912828U24	US TREASURY N/B	2.00%	11/15/2026	387,135.87		-3,154.86
11/1/2024	11/4/2024	325,000.00	89115B6K1	TORONTO DOMINION BANK NY	5.60%	10/27/2025	328,721.70		3,216.14
11/1/2024	11/4/2024	150,000.00	91282CDK4	US TREASURY N/B	1.25%	11/30/2026	142,132.43		-8,752.23
11/15/2024	11/15/2024	100,000.00	91282CDK4	US TREASURY N/B	1.25%	11/30/2026	94,663.61		-5,962.96
11/22/2024	11/25/2024	50,000.00	91282CDK4	US TREASURY N/B	1.25%	11/30/2026	47,352.79		-2,977.21
11/22/2024	11/25/2024	50,000.00	912828V98	US TREASURY N/B	2.25%	2/15/2027	48,136.04		-702.36
11/22/2024	11/25/2024	325,000.00	91282CDQ1	US TREASURY N/B	1.25%	12/31/2026	306,829.14		-19,078.02
12/9/2024	12/10/2024	400,000.00	20271RAR1	COMMONWEALTH BK AUSTR NY	5.31%	3/13/2026	409,546.80		4,408.00
12/9/2024	12/10/2024	150,000.00	90327QD89	USAA CAPITAL CORP	3.37%	5/1/2025	149,792.44		-690.44
12/9/2024	12/10/2024	150,000.00	641062BA1	NESTLE HOLDINGS INC	4.00%	9/12/2025	151,022.67		-431.52
12/23/2024	12/26/2024	800,000.00	912828V98	US TREASURY N/B	2.25%	2/15/2027	772,630.43		-11,200.27
Total SELL		**4,892,131.94**					**4,789,289.71**		**-57,937.59**

Portfolio Holdings

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury											
US TREASURY N/B DTD 02/15/2017 2.250% 02/15/2027	912828V98	4,150,000.00	AA+	Aaa	1/26/2023	1/27/2023	3,927,099.61	3.69	35,269.36	4,033,278.51	3,982,215.50
US TREASURY N/B DTD 02/15/2017 2.250% 02/15/2027	912828V98	1,000,000.00	AA+	Aaa	2/6/2023	2/7/2023	938,828.13	3.91	8,498.64	967,727.57	959,570.00
US TREASURY N/B DTD 03/31/2022 2.500% 03/31/2027	91282CEF4	600,000.00	AA+	Aaa	4/14/2022	4/18/2022	592,851.56	2.76	3,832.42	596,761.85	577,687.80
US TREASURY N/B DTD 05/02/2022 2.750% 04/30/2027	91282CEN7	325,000.00	AA+	Aaa	5/4/2022	5/6/2022	320,886.72	3.03	1,530.73	323,081.22	314,171.00
US TREASURY N/B DTD 05/31/2022 2.625% 05/31/2027	91282CET4	375,000.00	AA+	Aaa	6/9/2022	6/10/2022	367,309.57	3.07	865.38	371,273.36	360,966.75
US TREASURY N/B DTD 05/31/2022 2.625% 05/31/2027	91282CET4	350,000.00	AA+	Aaa	6/1/2022	6/6/2022	344,818.36	2.95	807.69	347,494.59	336,902.30
US TREASURY N/B DTD 06/30/2022 3.250% 06/30/2027	91282CEW7	750,000.00	AA+	Aaa	6/1/2023	6/5/2023	733,623.05	3.83	67.33	739,971.05	732,333.75
US TREASURY N/B DTD 07/15/2024 4.375% 07/15/2027	91282CKZ3	700,000.00	AA+	Aaa	8/1/2024	8/5/2024	708,039.06	3.96	14,147.42	706,988.96	701,722.70
US TREASURY N/B DTD 08/15/2024 3.750% 08/15/2027	91282CLG4	1,500,000.00	AA+	Aaa	9/5/2024	9/10/2024	1,506,035.16	3.60	21,246.60	1,505,431.62	1,480,782.00
US TREASURY N/B DTD 11/30/2022 3.875% 11/30/2027	91282CFZ9	625,000.00	AA+	Aaa	12/28/2022	12/29/2022	622,265.63	3.97	2,129.12	623,382.51	617,871.25
US TREASURY N/B DTD 01/03/2023 3.875% 12/31/2027	91282CGC9	3,000,000.00	AA+	Aaa	1/26/2023	1/27/2023	3,035,507.81	3.61	321.13	3,021,592.85	2,965,194.00
US TREASURY N/B DTD 01/31/2023 3.500% 01/31/2028	91282CGH8	2,000,000.00	AA+	Aaa	1/31/2023	2/1/2023	1,987,109.38	3.64	29,293.48	1,992,053.73	1,953,906.00
US TREASURY N/B DTD 02/28/2023 4.000% 02/29/2028	91282CGP0	1,700,000.00	AA+	Aaa	12/8/2023	12/11/2023	1,684,128.91	4.24	23,104.97	1,688,114.71	1,684,327.70
US TREASURY N/B DTD 05/31/2023 3.625% 05/31/2028	91282CHE4	1,000,000.00	AA+	Aaa	6/29/2023	6/30/2023	977,656.25	4.13	3,186.81	984,507.34	977,969.00
US TREASURY N/B DTD 10/02/2023 4.625% 09/30/2028	91282CJA0	425,000.00	AA+	Aaa	10/2/2023	10/4/2023	423,572.27	4.70	5,022.06	423,898.81	428,918.07

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury											
US TREASURY N/B DTD 11/30/2023 4.375% 11/30/2028	91282CJN2	250,000.00	AA+	Aaa	10/28/2024	10/29/2024	252,294.92	4.13	961.54	252,204.92	250,068.25
US TREASURY N/B DTD 01/02/2024 3.750% 12/31/2028	91282CJR3	1,600,000.00	AA+	Aaa	1/4/2024	1/5/2024	1,584,062.50	3.97	165.75	1,586,984.64	1,563,875.20
US TREASURY N/B DTD 02/29/2024 4.250% 02/28/2029	91282CKD2	650,000.00	AA+	Aaa	3/19/2024	3/20/2024	648,121.09	4.32	9,386.40	648,394.85	646,876.75
US TREASURY N/B DTD 04/01/2024 4.125% 03/31/2029	91282CKG5	825,000.00	AA+	Aaa	5/23/2024	5/24/2024	810,369.14	4.54	8,694.80	812,035.88	816,782.18
US TREASURY N/B DTD 04/01/2024 4.125% 03/31/2029	91282CKG5	1,250,000.00	AA+	Aaa	4/15/2024	4/16/2024	1,220,849.61	4.66	13,173.94	1,224,648.16	1,237,548.75
US TREASURY N/B DTD 05/31/2024 4.500% 05/31/2029	91282CKT7	500,000.00	AA+	Aaa	6/10/2024	6/11/2024	500,507.81	4.48	1,978.02	500,457.73	502,324.00
US TREASURY N/B DTD 05/31/2024 4.500% 05/31/2029	91282CKT7	700,000.00	AA+	Aaa	6/6/2024	6/7/2024	706,398.44	4.29	2,769.23	705,736.39	703,253.60
US TREASURY N/B DTD 07/01/2024 4.250% 06/30/2029	91282CKX8	1,150,000.00	AA+	Aaa	7/1/2024	7/5/2024	1,141,195.31	4.42	135.01	1,141,980.35	1,143,486.40
US TREASURY N/B DTD 06/30/2022 3.250% 06/30/2029	91282CEV9	800,000.00	AA+	Aaa	9/26/2024	9/30/2024	790,718.75	3.52	71.82	791,173.32	763,281.60
US TREASURY N/B DTD 09/30/2024 3.500% 09/30/2029	91282CLN9	600,000.00	AA+	Aaa	10/2/2024	10/4/2024	598,664.06	3.55	5,365.38	598,726.84	577,242.00
US TREASURY N/B DTD 10/31/2024 4.125% 10/31/2029	91282CLR0	500,000.00	AA+	Aaa	11/1/2024	11/4/2024	498,847.66	4.18	3,532.46	498,882.52	494,179.50
US TREASURY N/B DTD 12/02/2024 4.125% 11/30/2029	91282CMA6	1,000,000.00	AA+	Aaa	12/23/2024	12/26/2024	987,226.56	4.42	3,626.37	987,268.39	988,516.00
US TREASURY N/B DTD 12/02/2024 4.125% 11/30/2029	91282CMA6	800,000.00	AA+	Aaa	12/6/2024	12/10/2024	801,437.50	4.08	2,901.10	801,421.63	790,812.80
Security Type Sub-Total		**29,125,000.00**					**28,710,424.82**	**3.91**	**202,084.96**	**28,875,474.30**	**28,552,784.85**
Supranational											
INTL BK RECON & DEVELOP DTD 07/19/2022 3.125% 06/15/2027	459058KJ1	275,000.00	AAA	Aaa	7/12/2022	7/19/2022	274,857.00	3.14	381.94	274,928.42	267,141.05
Security Type Sub-Total		**275,000.00**					**274,857.00**	**3.14**	**381.94**	**274,928.42**	**267,141.05**

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Negotiable CD											
NORDEA BANK ABP NEW YORK DTD 11/03/2022 5.530% 11/03/2025	65558UYF3	325,000.00	A-1+	P-1	11/2/2022	11/3/2022	325,000.00	5.53	2,895.57	325,000.00	328,668.93
NATIXIS NY BRANCH DTD 09/20/2023 5.610% 09/18/2026	63873QP65	500,000.00	A+	A1	9/18/2023	9/20/2023	500,000.00	5.61	8,181.25	500,000.00	512,307.00
CREDIT AGRICOLE CIB NY DTD 02/05/2024 4.760% 02/01/2027	22536DWD6	525,000.00	A+	A1	2/1/2024	2/5/2024	525,000.00	4.76	22,976.92	525,000.00	522,409.65
Security Type Sub-Total		**1,350,000.00**					**1,350,000.00**	**5.27**	**34,053.74**	**1,350,000.00**	**1,363,385.58**
Municipal											
NY ST URBAN DEV-F-1 DTD 12/23/2020 0.870% 03/15/2025	650036DT0	340,000.00	NR	NR	12/16/2020	12/23/2020	340,000.00	0.87	870.97	340,000.00	337,491.14
FLORIDA ST BRD OF ADM DTD 09/16/2020 1.258% 07/01/2025	341271AD6	255,000.00	AA	Aa2	9/3/2020	9/16/2020	255,000.00	1.26	1,603.95	255,000.00	250,746.60
CA ST DTD 03/15/2023 4.846% 03/01/2027	13063D3N6	265,000.00	AA-	Aa2	3/9/2023	3/15/2023	265,000.00	4.85	4,280.63	265,000.00	267,280.59
Security Type Sub-Total		**860,000.00**					**860,000.00**	**2.23**	**6,755.55**	**860,000.00**	**855,518.33**
Joint Powers Authority											
CAMP Pool		35,724.15	AAAm	NR			35,724.15		0.00	35,724.15	35,724.15
Security Type Sub-Total		**35,724.15**					**35,724.15**		**0.00**	**35,724.15**	**35,724.15**
Corporate											
PACCAR FINANCIAL CORP DTD 02/06/2020 1.800% 02/06/2025	69371RQ66	80,000.00	A+	A1	10/22/2020	10/29/2020	83,608.80	0.72	580.00	80,082.18	79,777.36
TOYOTA MOTOR CREDIT CORP DTD 02/13/2020 1.800% 02/13/2025	89236TGT6	20,000.00	A+	A1	5/20/2020	5/26/2020	20,195.40	1.58	138.00	20,004.84	19,931.56
TOYOTA MOTOR CREDIT CORP DTD 02/13/2020 1.800% 02/13/2025	89236TGT6	50,000.00	A+	A1	5/20/2020	5/26/2020	50,488.50	1.58	345.00	50,012.09	49,828.90
HSBC USA INC DTD 03/17/2023 5.625% 03/17/2025	40428HVL3	275,000.00	A-	A2	3/9/2023	3/17/2023	274,532.50	5.72	4,468.75	274,950.65	275,503.53

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
BURLINGTN NORTH SANTA FE (CALLABLE) DTD 03/09/2015 3.000% 04/01/2025	12189LAV3	110,000.00	AA-	A2	3/5/2021	3/9/2021	118,429.30	1.07	825.00	110,000.00	109,560.88
BANK OF NY MELLON CORP (CALLABLE) DTD 04/24/2020 1.600% 04/24/2025	06406RAN7	115,000.00	A	Aa3	3/11/2021	3/15/2021	117,725.50	1.01	342.44	115,156.12	113,886.80
CINTAS CORPORATION NO. 2 (CALLABLE) DTD 05/03/2022 3.450% 05/01/2025	17252MAP5	70,000.00	A-	A3	4/26/2022	5/3/2022	69,984.60	3.46	402.50	69,998.29	69,671.21
NATIONAL RURAL UTIL COOP DTD 05/04/2022 3.450% 06/15/2025	63743HFE7	30,000.00	A-	A2	4/27/2022	5/4/2022	29,991.90	3.92	46.00	29,998.81	29,828.85
NATIONAL RURAL UTIL COOP DTD 10/31/2022 5.450% 10/30/2025	63743HFF4	30,000.00	A-	A2	10/20/2022	10/31/2022	29,959.80	5.50	277.04	29,988.87	30,216.96
CITIGROUP INC (CALLABLE) DTD 01/25/2022 2.014% 01/25/2026	17327CAN3	60,000.00	BBB+	A3	1/18/2022	1/25/2022	60,000.00	2.01	523.64	60,000.00	59,866.32
STATE STREET CORP (CALLABLE) DTD 01/26/2023 4.857% 01/26/2026	857477BZ5	50,000.00	A	Aa3	1/23/2023	1/26/2023	50,000.00	4.86	1,045.60	50,000.00	49,993.75
STATE STREET CORP (CALLABLE) DTD 02/07/2022 1.746% 02/06/2026	857477BR3	75,000.00	A	Aa3	2/2/2022	2/7/2022	75,000.00	1.75	527.44	75,000.00	74,755.05
GOLDMAN SACHS GROUP INC (CALLABLE) DTD 02/12/2021 0.855% 02/12/2026	38141GXS8	140,000.00	BBB+	A2	2/12/2021	2/17/2021	140,285.60	0.81	462.18	140,063.80	139,309.24
JPMORGAN CHASE & CO (CALLABLE) DTD 02/24/2022 2.595% 02/24/2026	46647PCV6	100,000.00	A	A1	2/16/2022	2/24/2022	100,000.00	2.60	915.46	100,000.00	99,658.50
COMMONWEALTH BK AUSTR NY DTD 03/13/2023 5.316% 03/13/2026	20271RAR1	100,000.00	AA-	Aa2	3/6/2023	3/13/2023	100,000.00	5.32	1,594.80	100,000.00	100,906.80
NATIONAL RURAL UTIL COOP (CALLABLE) DTD 02/09/2023 4.450% 03/13/2026	63743HFH0	65,000.00	A-	A2	2/2/2023	2/9/2023	64,953.85	4.47	867.75	64,982.10	64,857.46
CITIGROUP INC (CALLABLE) DTD 03/17/2022 3.290% 03/17/2026	172967NL1	65,000.00	BBB+	A3	3/10/2022	3/17/2022	65,000.00	3.29	617.79	65,000.00	64,759.44
STATE STREET CORP (CALLABLE) DTD 10/29/2020 2.901% 03/30/2026	857477BM4	200,000.00	A	Aa3	2/17/2022	2/22/2022	204,026.00	2.38	1,466.62	200,320.49	199,000.00

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
PACCAR FINANCIAL CORP DTD 03/30/2023 4.450% 03/30/2026	69371RS49	350,000.00	A+	A1	3/27/2023	3/30/2023	349,765.50	4.47	3,937.01	349,902.51	349,732.60
JPMORGAN CHASE & CO (CALLABLE) DTD 04/26/2022 4.080% 04/26/2026	46647PCZ7	100,000.00	A	A1	4/19/2022	4/26/2022	100,000.00	4.08	736.67	100,000.00	99,740.20
UNITEDHEALTH GROUP INC (CALLABLE) DTD 05/19/2021 1.150% 05/15/2026	91324PEC2	250,000.00	A+	A2	5/17/2021	5/19/2021	249,565.00	1.19	367.36	249,880.35	238,931.75
AMERICAN HONDA FINANCE DTD 07/07/2023 5.250% 07/07/2026	02665WEK3	155,000.00	A-	A3	7/5/2023	7/7/2023	154,809.35	5.29	3,933.13	154,903.62	156,199.24
MORGAN STANLEY DTD 07/25/2016 3.125% 07/27/2026	61761J3R8	175,000.00	A-	A1	12/2/2021	12/6/2021	184,782.50	1.86	2,339.41	178,313.52	170,936.50
TRUIST FINANCIAL CORP (CALLABLE) DTD 07/28/2022 4.260% 07/28/2026	89788MAH5	105,000.00	A-	Baa1	7/25/2022	7/28/2022	105,000.00	4.26	1,901.03	105,000.00	104,586.93
STATE STREET CORP (CALLABLE) DTD 08/03/2023 5.272% 08/03/2026	857477CD3	195,000.00	A	Aa3	7/31/2023	8/3/2023	195,000.00	5.27	4,226.39	195,000.00	196,922.51
WELLS FARGO BANK NA (CALLABLE) DTD 08/09/2023 5.450% 08/07/2026	94988J6D4	250,000.00	A+	Aa2	8/3/2023	8/9/2023	249,782.50	5.48	5,450.00	249,883.78	252,992.75
TOYOTA MOTOR CREDIT CORP DTD 08/14/2023 5.000% 08/14/2026	89236TKX2	275,000.00	A+	A1	8/9/2023	8/14/2023	274,667.25	5.04	5,232.64	274,820.38	276,834.53
HERSHEY COMPANY (CALLABLE) DTD 08/09/2016 2.300% 08/15/2026	427866AX6	350,000.00	A	A1	1/26/2023	1/30/2023	326,788.00	4.34	3,041.11	339,367.99	338,349.55
BANK OF AMERICA NA (CALLABLE) DTD 08/18/2023 5.526% 08/18/2026	06428CAA2	450,000.00	A+	Aa1	8/14/2023	8/18/2023	450,000.00	5.53	9,186.98	450,000.00	455,922.00
JOHN DEERE CAPITAL CORP DTD 09/08/2023 5.150% 09/08/2026	24422EXD6	300,000.00	A	A1	9/5/2023	9/8/2023	299,787.00	5.18	4,849.58	299,876.65	303,464.70
BANK OF AMERICA CORP (CALLABLE) DTD 10/21/2020 1.197% 10/24/2026	06051GJK6	225,000.00	A-	A1	12/2/2021	12/6/2021	219,908.25	1.68	501.24	223,108.70	218,589.52
TRUIST FINANCIAL CORP (CALLABLE) DTD 10/28/2022 5.900% 10/28/2026	89788MAJ1	110,000.00	A-	Baa1	10/26/2022	10/28/2022	110,000.00	5.90	1,135.75	110,000.00	110,853.27

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
STATE STREET CORP (CALLABLE) DTD 11/04/2022 5.751% 11/04/2026	857477BX0	45,000.00	A	Aa3	11/1/2022	11/4/2022	45,000.00	5.75	409.76	45,000.00	45,360.36
PEPSICO INC (CALLABLE) DTD 11/10/2023 5.125% 11/10/2026	713448FW3	60,000.00	A+	A1	11/8/2023	11/10/2023	59,983.80	5.13	435.63	59,989.71	60,746.04
ROCHE HOLDINGS INC (CALLABLE) DTD 11/13/2023 5.265% 11/13/2026	771196CE0	255,000.00	AA	Aa2	11/6/2023	11/13/2023	255,000.00	5.27	1,790.10	255,000.00	258,573.83
NATIONAL RURAL UTIL COOP (CALLABLE) DTD 11/02/2023 5.600% 11/13/2026	63743HFK3	115,000.00	A-	A2	10/30/2023	11/2/2023	114,959.75	5.61	858.67	114,974.47	116,888.99
CITIBANK NA (CALLABLE) DTD 12/04/2023 5.488% 12/04/2026	17325FBC1	250,000.00	A+	Aa3	11/27/2023	12/4/2023	250,000.00	5.49	1,029.00	250,000.00	253,690.50
JP MORGAN CHASE BANK NA (CALLABLE) DTD 12/08/2023 5.110% 12/08/2026	48125LRU8	400,000.00	AA-	Aa2	12/5/2023	12/8/2023	400,000.00	5.11	1,305.89	400,000.00	404,228.80
WELLS FARGO BANK NA (CALLABLE) DTD 12/11/2023 5.254% 12/11/2026	94988J6F9	400,000.00	A+	Aa2	12/4/2023	12/11/2023	400,000.00	5.25	1,167.56	400,000.00	404,732.00
AMERICAN HONDA FINANCE DTD 01/10/2020 2.350% 01/08/2027	02665WDJ7	250,000.00	A-	A3	2/6/2023	2/8/2023	230,772.50	4.51	2,823.26	240,086.25	238,585.00
TARGET CORP (CALLABLE) DTD 01/24/2022 1.950% 01/15/2027	87612EBM7	45,000.00	A	A2	1/19/2022	1/24/2022	44,923.50	1.99	404.63	44,968.65	42,807.15
TARGET CORP (CALLABLE) DTD 01/24/2022 1.950% 01/15/2027	87612EBM7	155,000.00	A	A2	1/28/2022	2/1/2022	154,446.65	2.03	1,393.71	154,772.33	147,446.85
PNC FINANCIAL SERVICES (CALLABLE) DTD 01/24/2023 4.758% 01/26/2027	693475BL8	40,000.00	A-	A3	1/19/2023	1/24/2023	40,000.00	4.76	819.43	40,000.00	39,943.68
MORGAN STANLEY (CALLABLE) DTD 01/19/2023 5.050% 01/28/2027	61747YEZ4	200,000.00	A-	A1	1/17/2023	1/19/2023	199,996.00	5.05	4,292.50	199,997.94	200,700.40
TEXAS INSTRUMENTS INC (CALLABLE) DTD 02/08/2024 4.600% 02/08/2027	882508CE2	310,000.00	A+	Aa3	2/5/2024	2/8/2024	309,801.60	4.62	5,664.39	309,858.74	311,301.38
ELI LILLY & CO (CALLABLE) DTD 02/09/2024 4.500% 02/09/2027	532457CJ5	270,000.00	A+	A1	2/7/2024	2/9/2024	269,856.90	4.52	4,792.50	269,898.10	270,615.87
BRISTOL-MYERS SQUIBB CO (CALLABLE) DTD 02/22/2024 4.900% 02/22/2027	110122EE4	95,000.00	A	A2	2/14/2024	2/22/2024	94,897.40	4.94	1,668.04	94,925.42	95,793.82

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
ASTRAZENECA FINANCE LLC (CALLABLE) DTD 02/26/2024 4.800% 02/26/2027	04636NAK9	175,000.00	A+	A2	2/21/2024	2/26/2024	174,706.00	4.86	2,916.67	174,785.11	176,005.90
CISCO SYSTEMS INC (CALLABLE) DTD 02/26/2024 4.800% 02/26/2027	17275RBQ4	305,000.00	AA-	A1	2/21/2024	2/26/2024	304,603.50	4.85	5,083.33	304,710.43	307,207.59
JOHN DEERE CAPITAL CORP DTD 03/07/2022 2.350% 03/08/2027	24422EWD7	125,000.00	A	A1	3/8/2022	3/10/2022	124,690.00	2.40	922.05	124,864.31	119,272.63
STATE STREET CORP (CALLABLE) DTD 03/18/2024 4.993% 03/18/2027	857477CL5	210,000.00	A	Aa3	3/13/2024	3/18/2024	210,000.00	4.99	2,999.96	210,000.00	211,728.93
HORMEL FOODS CORP (CALLABLE) DTD 03/08/2024 4.800% 03/30/2027	440452AK6	150,000.00	A-	A1	3/5/2024	3/8/2024	149,854.50	4.84	1,820.00	149,898.97	150,647.10
BMW US CAPITAL LLC (CALLABLE) DTD 04/01/2022 3.450% 04/01/2027	05565ECA1	150,000.00	A	A2	4/1/2022	4/5/2022	150,480.00	3.38	1,293.75	150,212.00	145,820.40
ADOBE INC (CALLABLE) DTD 04/04/2024 4.850% 04/04/2027	00724PAE9	215,000.00	A+	A1	4/1/2024	4/4/2024	214,892.50	4.87	2,519.98	214,917.77	216,532.31
BANK OF NY MELLON CORP (CALLABLE) DTD 04/26/2023 4.947% 04/26/2027	06406RBQ9	325,000.00	A	Aa3	4/19/2023	4/26/2023	325,000.00	4.95	2,902.93	325,000.00	326,397.83
NORTHERN TRUST CORP (CALLABLE) DTD 05/10/2022 4.000% 05/10/2027	665859AW4	150,000.00	A+	A2	5/11/2022	5/13/2022	151,750.50	3.74	850.00	150,811.35	148,022.55
APPLE INC (CALLABLE) DTD 05/11/2017 3.200% 05/11/2027	037833CR9	250,000.00	AA+	Aaa	5/23/2022	5/25/2022	247,552.50	3.42	1,111.11	248,835.18	243,008.00
USAA CAPITAL CORP DTD 06/03/2024 5.250% 06/01/2027	90327QD97	305,000.00	AA	Aa1	5/29/2024	6/3/2024	304,118.55	5.36	1,334.38	304,278.49	308,455.65
BLACKROCK FUNDING INC (CALLABLE) DTD 07/26/2024 4.600% 07/26/2027	09290DAH4	230,000.00	AA-	Aa3	7/17/2024	7/26/2024	229,993.10	4.60	4,555.28	229,994.49	230,560.74
HONEYWELL INTERNATIONAL (CALLABLE) DTD 08/01/2024 4.650% 07/30/2027	438516CX2	160,000.00	A	A2	7/29/2024	8/1/2024	159,995.20	4.65	3,100.00	159,996.15	160,570.72
INTEL CORP (CALLABLE) DTD 08/05/2022 3.750% 08/05/2027	458140BY5	225,000.00	BBB	Baa1	8/5/2022	8/9/2022	224,340.75	3.81	3,421.88	224,657.16	218,212.65
UNILEVER CAPITAL CORP (CALLABLE) DTD 08/12/2024 4.250% 08/12/2027	904764BU0	100,000.00	A+	A1	8/7/2024	8/12/2024	99,733.00	4.35	1,640.97	99,765.76	99,406.60

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
HOME DEPOT INC (CALLABLE) DTD 09/14/2017 2.800% 09/14/2027	437076BT8	250,000.00	A	A2	2/6/2023	2/8/2023	234,095.00	4.34	2,080.56	240,654.85	239,513.50
ACCENTURE CAPITAL INC (CALLABLE) DTD 10/04/2024 3.900% 10/04/2027	00440KAA1	105,000.00	AA-	Aa3	10/1/2024	10/4/2024	104,864.55	3.95	989.63	104,874.98	103,471.73
TOYOTA MOTOR CREDIT CORP DTD 10/10/2024 4.350% 10/08/2027	89236TMS1	130,000.00	A+	A1	10/7/2024	10/10/2024	129,949.30	4.36	1,272.38	129,953.02	129,075.31
STATE STREET CORP (CALLABLE) DTD 10/22/2024 4.330% 10/22/2027	857477CP6	300,000.00	A	Aa3	10/17/2024	10/22/2024	300,000.00	4.33	2,489.75	300,000.00	298,208.40
BP CAP MARKETS AMERICA (CALLABLE) DTD 05/17/2024 5.017% 11/17/2027	10373QBY5	380,000.00	A-	A1	5/15/2024	5/17/2024	380,000.00	5.02	2,330.12	380,000.00	384,123.00
CITIGROUP INC (CALLABLE) DTD 01/10/2017 3.887% 01/10/2028	172967LD1	175,000.00	BBB+	A3	6/12/2023	6/14/2023	165,800.25	5.19	3,231.07	168,913.41	171,559.33
MASTERCARD INC (CALLABLE) DTD 09/05/2024 4.100% 01/15/2028	57636QBA1	160,000.00	A+	Aa3	9/3/2024	9/5/2024	159,912.00	4.12	2,113.78	159,920.33	158,248.00
HONEYWELL INTERNATIONAL (CALLABLE) DTD 11/02/2022 4.950% 02/15/2028	438516CJ3	225,000.00	A	A2	6/1/2023	6/5/2023	231,572.25	4.26	4,207.50	229,371.13	227,532.60
TEXAS INSTRUMENTS INC (CALLABLE) DTD 11/18/2022 4.600% 02/15/2028	882508BV5	115,000.00	A+	Aa3	5/11/2023	5/18/2023	117,764.60	4.04	1,998.44	116,803.50	115,206.89
WELLS FARGO & COMPANY (CALLABLE) DTD 03/24/2022 3.526% 03/24/2028	95000U2V4	250,000.00	BBB+	A1	6/1/2023	6/5/2023	235,302.50	4.91	2,375.15	240,113.83	242,440.00
JPMORGAN CHASE & CO (CALLABLE) DTD 04/25/2017 3.540% 05/01/2028	46647PAF3	250,000.00	A	A1	6/12/2023	6/14/2023	234,055.00	5.03	1,475.00	239,109.85	242,897.00
HERSHEY COMPANY (CALLABLE) DTD 05/04/2023 4.250% 05/04/2028	427866BH0	325,000.00	A	A1	5/8/2023	5/10/2023	326,979.25	4.11	2,186.98	326,316.13	321,896.90
GENERAL DYNAMICS CORP (CALLABLE) DTD 05/11/2018 3.750% 05/15/2028	369550BC1	275,000.00	A	A2	6/1/2023	6/5/2023	266,582.25	4.45	1,317.71	269,258.91	266,976.05
AMERICAN EXPRESS CO (CALLABLE) DTD 07/26/2024 5.043% 07/26/2028	025816DV8	70,000.00	A-	A2	7/22/2024	7/26/2024	70,000.00	5.04	1,519.90	70,000.00	70,359.03

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
MERCEDES-BENZ FIN NA DTD 08/03/2023 5.100% 08/03/2028	58769JAL1	475,000.00	A	A2	8/21/2023	8/23/2023	469,015.00	5.39	9,959.17	470,655.83	475,336.77
BMW US CAPITAL LLC (CALLABLE) DTD 08/11/2023 5.050% 08/11/2028	05565ECE3	300,000.00	A	A2	8/11/2023	8/15/2023	297,564.00	5.24	5,891.67	298,236.75	300,568.20
COOPERAT RABOBANK UA/NY DTD 01/09/2024 4.800% 01/09/2029	21688ABC5	350,000.00	A+	Aa2	1/17/2024	1/19/2024	349,688.50	4.82	8,026.67	349,743.03	349,447.00
NATIONAL RURAL UTIL COOP (CALLABLE) DTD 02/05/2024 4.850% 02/07/2029	63743HFN7	275,000.00	A-	A2	2/7/2024	2/9/2024	275,178.75	4.83	5,335.00	275,150.72	275,126.23
AIR PRODUCTS & CHEMICALS (CALLABLE) DTD 02/08/2024 4.600% 02/08/2029	009158BH8	350,000.00	A	A2	2/8/2024	2/12/2024	349,751.50	4.62	6,395.28	349,792.90	348,388.25
PEPSICO INC (CALLABLE) DTD 07/17/2024 4.500% 07/17/2029	713448FX1	175,000.00	A+	A1	7/22/2024	7/23/2024	174,636.00	4.55	3,587.50	174,665.04	174,648.25
NOVARTIS CAPITAL CORP (CALLABLE) DTD 09/18/2024 3.800% 09/18/2029	66989HAT5	465,000.00	AA-	Aa3	9/16/2024	9/18/2024	463,870.05	3.85	5,055.58	463,931.24	447,743.39
PACCAR FINANCIAL CORP DTD 09/26/2024 4.000% 09/26/2029	69371RT48	90,000.00	A+	A1	9/23/2024	9/26/2024	89,814.60	4.05	950.00	89,823.61	87,066.63
CATERPILLAR FINL SERVICE DTD 11/15/2024 4.700% 11/15/2029	14913UAU4	250,000.00	A	A2	11/12/2024	11/15/2024	249,592.50	4.74	1,501.39	249,602.88	249,128.50
Security Type Sub-Total		**16,630,000.00**					**16,541,373.15**	**4.42**	**203,901.90**	**16,564,706.46**	**16,537,593.89**
Agency CMBS											
FHMS K051 A2 DTD 12/01/2015 3.308% 09/01/2025	3137BM7C4	145,053.27	AA+	Aaa	8/5/2022	8/10/2022	143,999.37	3.55	399.86	144,805.95	143,707.46
FHMS K052 A2 DTD 02/01/2016 3.151% 11/01/2025	3137BMTX4	249,980.01	AA+	Aaa	7/21/2022	7/26/2022	247,089.62	3.53	656.41	249,198.95	247,148.73
FHMS K053 A2 DTD 03/01/2016 2.995% 12/01/2025	3137BN6G4	250,000.00	AA+	Aaa	8/4/2022	8/9/2022	247,119.14	3.35	623.96	249,161.33	246,620.00
FHMS K054 A2 DTD 04/01/2016 2.745% 01/01/2026	3137BNGT5	268,278.85	AA+	Aaa	4/11/2023	4/14/2023	257,170.43	4.32	613.69	264,017.48	263,695.84

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Agency CMBS											
FHMS K054 A2 DTD 04/01/2016 2.745% 01/01/2026	3137BNGT5	243,889.86	AA+	Aaa	3/1/2023	3/6/2023	229,675.66	4.90	557.90	238,636.49	239,723.49
FNA 2016-M3 A2 DTD 03/01/2016 2.702% 02/01/2026	3136ARTE8	156,345.08	AA+	Aaa	10/6/2022	10/12/2022	147,501.82	4.51	352.04	153,326.85	153,199.11
FHMS K057 A2 DTD 09/01/2016 2.570% 07/01/2026	3137BRQJ7	300,000.00	AA+	Aaa	5/18/2023	5/23/2023	285,257.81	4.22	642.50	292,719.27	292,089.90
FHMS K736 A2 DTD 09/01/2019 2.282% 07/01/2026	3137FNWX4	398,629.66	AA+	Aaa	10/5/2023	10/11/2023	369,869.16	5.05	758.06	382,473.36	386,927.09
FHMS K058 A2 DTD 11/01/2016 2.653% 08/01/2026	3137BSP72	450,000.00	AA+	Aaa	4/12/2023	4/17/2023	429,521.48	4.10	994.88	439,930.26	436,750.20
FHMS K061 A2 DTD 01/01/2017 3.347% 11/01/2026	3137BTUM1	234,006.84	AA+	Aaa	5/19/2023	5/24/2023	226,803.81	4.29	652.68	230,099.72	228,393.95
FHMS K063 A2 DTD 03/01/2017 3.430% 01/01/2027	3137BVZ82	700,000.00	AA+	Aaa	5/18/2023	5/23/2023	679,765.63	4.28	2,000.83	688,612.43	684,791.80
FHMS K065 A2 DTD 07/01/2017 3.243% 04/01/2027	3137F1G44	600,000.00	AA+	Aaa	6/12/2023	6/15/2023	573,585.94	4.48	1,621.50	584,151.56	582,480.00
FNA 2017-M12 A2 DTD 10/01/2017 3.061% 06/01/2027	3136AX7E9	237,976.41	AA+	Aaa	8/24/2023	8/29/2023	222,498.64	5.09	607.04	227,920.36	229,794.78
FNA 2017-M15 A2 DTD 12/01/2017 2.960% 09/01/2027	3136AY6X6	352,881.08	AA+	Aaa	8/24/2023	8/29/2023	328,606.71	4.85	870.44	336,587.78	339,225.29
FHMS K739 A2 DTD 11/01/2020 1.336% 09/01/2027	3137F64P9	450,000.00	AA+	Aaa	10/30/2024	11/4/2024	415,458.98	4.14	501.00	417,234.87	416,112.75
FHMS K743 A2 DTD 06/01/2021 1.770% 05/01/2028	3137H14B9	500,000.00	AA+	Aaa	8/10/2023	8/15/2023	437,617.19	4.68	737.50	455,606.65	455,302.50
FHMS K505 A2 DTD 07/01/2023 4.819% 06/01/2028	3137HACX2	700,000.00	AA+	Aaa	7/13/2023	7/20/2023	706,991.60	4.59	2,811.08	704,939.42	701,593.90
FNA 2023-M6 A2 DTD 07/01/2023 4.181% 07/01/2028	3136BQDE6	525,546.98	AA+	Aaa	8/22/2023	8/25/2023	505,674.73	5.07	1,831.09	511,131.18	515,147.98
FHMS KJ47 A1 DTD 09/01/2023 5.272% 08/01/2028	3137HAMN3	268,073.27	AA+	Aaa	9/19/2023	9/28/2023	268,071.93	5.27	1,177.74	268,072.38	270,506.31
FHMS K506 A2 DTD 09/01/2023 4.650% 08/01/2028	3137HAMH6	650,000.00	AA+	Aaa	9/7/2023	9/14/2023	640,384.55	4.99	2,518.75	642,673.58	648,590.80
FHMS K508 A2 DTD 10/01/2023 4.740% 08/01/2028	3137HAQ74	650,000.00	AA+	Aaa	10/11/2023	10/19/2023	635,741.60	5.25	2,567.50	638,928.76	649,810.85

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Agency CMBS											
FHMS K509 A2 DTD 10/01/2023 4.850% 09/01/2028	3137HAST4	150,000.00	AA+	Aaa	10/9/2024	10/15/2024	152,449.22	4.40	606.25	152,329.52	150,585.00
FHMS K509 A2 DTD 10/01/2023 4.850% 09/01/2028	3137HAST4	450,000.00	AA+	Aaa	10/25/2023	10/31/2023	435,652.65	5.60	1,818.75	438,540.79	451,755.00
FHMS K511 A2 DTD 12/01/2023 4.860% 10/01/2028	3137HB3G7	360,000.00	AA+	Aaa	11/28/2023	12/7/2023	358,965.72	4.93	1,458.00	359,170.32	361,161.72
FHMS K510 A2 DTD 11/01/2023 5.069% 10/01/2028	3137HB3D4	235,000.00	AA+	Aaa	11/14/2023	11/21/2023	234,320.62	5.14	992.68	234,458.90	237,550.22
FHMS K512 A2 DTD 12/01/2023 5.000% 11/01/2028	3137HBCF9	265,000.00	AA+	Aaa	12/11/2023	12/21/2023	267,474.57	4.79	1,104.17	267,007.49	267,287.48
FHMS K514 A2 DTD 02/01/2024 4.572% 12/01/2028	3137HBLV4	330,000.00	AA+	Aaa	2/1/2024	2/8/2024	333,299.67	4.34	1,257.30	332,747.13	327,684.39
FHMS K518 A2 DTD 03/01/2024 5.400% 01/01/2029	3137HC2L5	525,000.00	AA+	Aaa	9/26/2024	9/30/2024	552,644.53	4.05	2,362.50	551,632.93	537,405.75
FHMS K520 A2 DTD 04/01/2024 5.180% 03/01/2029	3137HCKV3	295,000.00	AA+	Aaa	4/23/2024	4/30/2024	296,197.41	5.09	1,273.42	296,068.00	299,405.83
FHMS K522 A2 DTD 06/01/2024 4.803% 05/01/2029	3137HDJJ0	675,000.00	AA+	Aaa	6/5/2024	6/13/2024	674,997.98	4.80	2,701.69	675,000.00	675,353.03
FHMS K524 A2 DTD 07/01/2024 4.720% 05/01/2029	3137HDV56	520,000.00	AA+	Aaa	7/16/2024	7/25/2024	523,193.32	4.58	2,045.33	522,983.03	518,933.48
FHMS K528 A2 DTD 09/01/2024 4.508% 07/01/2029	3137HFNZ4	195,000.00	AA+	Aaa	9/4/2024	9/12/2024	198,896.10	4.06	732.55	198,676.71	192,878.60
FHMS K526 A2 DTD 08/01/2024 4.543% 07/01/2029	3137HDXL9	495,000.00	AA+	Aaa	8/7/2024	8/15/2024	499,630.23	4.33	1,873.99	499,312.00	490,132.17
FHMS K530 A2 DTD 11/01/2024 4.792% 09/01/2029	3137HHJL6	495,000.00	AA+	Aaa	11/19/2024	11/27/2024	497,577.47	4.67	1,976.70	497,572.41	495,137.12
FHMS K529 A2 DTD 10/01/2024 4.791% 09/01/2029	3137HH6C0	310,000.00	AA+	Aaa	10/8/2024	10/16/2024	316,195.97	4.34	1,237.68	315,961.88	309,954.74
Security Type Sub-Total		**13,630,661.31**					**13,339,901.26**	**4.62**	**44,937.46**	**13,461,689.74**	**13,446,837.26**

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
ABS											
KCOT 2021-2A A3 DTD 07/28/2021 0.560% 11/17/2025	50117XAE2	4,988.64	NR	Aaa	7/20/2021	7/28/2021	4,988.45	0.56	1.24	4,988.60	4,980.85
TAOT 2021-D A3 DTD 11/15/2021 0.710% 04/15/2026	89238JAC9	16,872.94	AAA	NR	11/9/2021	11/15/2021	16,872.58	0.71	5.32	16,872.84	16,750.02
HART 2021-C A3 DTD 11/17/2021 0.740% 05/15/2026	44935FAD6	7,837.05	AAA	NR	11/9/2021	11/17/2021	7,835.31	0.75	2.58	7,836.52	7,805.63
CARMX 2021-3 A3 DTD 07/28/2021 0.550% 06/15/2026	14317DAC4	22,400.77	AAA	Aaa	7/21/2021	7/28/2021	22,397.08	0.56	5.48	22,399.67	22,231.51
VALET 2021-1 A3 DTD 12/13/2021 1.020% 06/22/2026	92868KAC7	15,374.95	AAA	Aaa	12/7/2021	12/13/2021	15,374.35	1.02	4.79	15,374.76	15,293.70
COPAR 2021-1 A3 DTD 10/27/2021 0.770% 09/15/2026	14044CAC6	20,133.36	AAA	Aaa	10/19/2021	10/27/2021	20,132.98	0.77	6.89	20,133.23	19,931.79
GMCAR 2021-4 A3 DTD 10/21/2021 0.680% 09/16/2026	362554AC1	16,787.25	AAA	Aaa	10/13/2021	10/21/2021	16,786.82	0.68	4.76	16,787.10	16,630.99
HART 2022-A A3 DTD 03/16/2022 2.220% 10/15/2026	448977AD0	60,504.49	AAA	NR	3/9/2022	3/16/2022	60,502.16	2.22	59.70	60,503.58	60,051.49
KCOT 2022-1A A3 DTD 03/23/2022 2.670% 10/15/2026	50117EAC8	89,451.52	NR	Aaa	3/15/2022	3/23/2022	89,438.72	2.69	106.15	89,446.50	88,648.96
WOART 2021-D A3 DTD 11/03/2021 0.810% 10/15/2026	98163KAC6	21,951.93	AAA	NR	10/26/2021	11/3/2021	21,948.94	0.82	7.90	21,950.85	21,785.84
GMCAR 2022-1 A3 DTD 01/19/2022 1.260% 11/16/2026	380146AC4	20,187.04	AAA	NR	1/11/2022	1/19/2022	20,185.29	1.26	10.60	20,186.36	20,004.29
HDMOT 2022-A A3 DTD 04/20/2022 3.060% 02/15/2027	41284YAD8	51,279.95	AAA	Aaa	4/12/2022	4/20/2022	51,271.41	3.06	69.74	51,276.19	51,027.50
HART 2023-A A3 DTD 04/12/2023 4.580% 04/15/2027	448979AD6	206,501.79	AAA	NR	4/4/2023	4/12/2023	206,481.64	4.58	420.35	206,490.28	206,567.87
HART 2022-C A3 DTD 11/09/2022 5.390% 06/15/2027	44933DAD3	144,923.17	AAA	NR	11/1/2022	11/9/2022	144,922.48	5.39	347.17	144,922.80	145,678.51
KCOT 2023-1A A3 DTD 03/31/2023 5.020% 06/15/2027	50117KAC4	240,000.00	NR	Aaa	3/28/2023	3/31/2023	239,962.44	5.08	535.47	239,978.07	241,260.24
CARMX 2022-4 A3 DTD 10/31/2022 5.340% 08/16/2027	14318UAD3	148,213.33	AAA	NR	10/26/2022	10/31/2022	148,178.57	5.35	351.76	148,194.29	148,951.73
MBART 2022-1 A3 DTD 11/22/2022 5.210% 08/16/2027	58768PAC8	184,764.49	AAA	Aaa	11/15/2022	11/22/2022	184,727.94	5.21	427.83	184,744.22	185,606.65

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
ABS											
MBART 2023-1 A3 DTD 01/25/2023 4.510% 11/15/2027	58770AAC7	110,011.66	AAA	NR	1/18/2023	1/25/2023	109,998.46	4.51	220.51	110,003.77	110,025.19
HDMOT 2023-A A3 DTD 02/23/2023 5.050% 12/15/2027	41285JAD0	214,508.15	NR	Aaa	2/13/2023	2/23/2023	214,486.55	5.05	481.45	214,494.88	215,211.09
KCOT 2023-2A A3 DTD 07/26/2023 5.280% 01/18/2028	500945AC4	175,000.00	NR	Aaa	7/18/2023	7/26/2023	174,955.80	5.29	410.67	174,969.92	176,816.50
FORDO 2023-A A3 DTD 03/31/2023 4.650% 02/15/2028	344928AD8	180,000.00	AAA	NR	3/28/2023	3/31/2023	179,981.23	4.65	372.00	179,987.97	180,224.64
BAAT 2023-1A A3 DTD 07/31/2023 5.530% 02/15/2028	06428AAC2	235,000.00	NR	Aaa	7/25/2023	7/31/2023	234,991.09	5.53	577.58	234,993.87	237,335.67
TAOT 2023-B A3 DTD 05/23/2023 4.710% 02/15/2028	891941AD8	270,000.00	NR	Aaa	5/16/2023	5/23/2023	269,984.91	4.71	565.20	269,990.03	270,828.90
GMCAR 2023-2 A3 DTD 04/12/2023 4.470% 02/16/2028	362583AD8	180,000.00	AAA	Aaa	4/4/2023	4/12/2023	179,995.05	4.47	335.25	179,996.81	179,993.70
BMWOT 2023-A A3 DTD 07/18/2023 5.470% 02/25/2028	05592XAD2	115,000.00	AAA	NR	7/11/2023	7/18/2023	114,979.62	5.47	104.84	114,986.05	116,056.27
DCENT 2023-A1 A DTD 04/11/2023 4.310% 03/15/2028	254683CY9	225,000.00	NR	Aaa	4/4/2023	4/11/2023	224,986.95	4.31	431.00	224,991.51	224,487.90
HART 2023-B A3 DTD 07/19/2023 5.480% 04/17/2028	44933XAD9	140,000.00	AAA	NR	7/11/2023	7/19/2023	139,993.92	5.48	340.98	139,995.78	141,529.78
USAOT 2023-A A3 DTD 09/15/2023 5.580% 05/15/2028	90291VAC4	520,000.00	AAA	Aaa	9/7/2023	9/15/2023	519,909.00	5.58	1,289.60	519,933.01	524,948.32
AMXCA 2023-1 A DTD 06/14/2023 4.870% 05/15/2028	02582JJZ4	255,000.00	AAA	NR	6/7/2023	6/14/2023	254,977.38	4.87	551.93	254,984.49	256,344.36
BACCT 2023-A1 A1 DTD 06/16/2023 4.790% 05/15/2028	05522RDG0	230,000.00	AAA	NR	6/8/2023	6/16/2023	229,947.93	4.79	489.64	229,964.27	231,006.02
FORDO 2023-B A3 DTD 06/26/2023 5.230% 05/15/2028	344930AD4	200,000.00	AAA	NR	6/21/2023	6/26/2023	199,997.30	5.23	464.89	199,998.14	201,735.80
COMET 2023-A1 A DTD 05/24/2023 4.420% 05/15/2028	14041NGD7	415,000.00	AAA	NR	5/17/2023	5/24/2023	414,904.84	4.45	815.24	414,935.50	415,030.71
ALLYA 2023-1 A3 DTD 07/19/2023 5.460% 05/15/2028	02007WAC2	250,000.00	NR	Aaa	7/11/2023	7/19/2023	249,957.38	5.48	606.67	249,970.20	252,391.50
DCENT 2023-A2 A DTD 06/28/2023 4.930% 06/15/2028	254683CZ6	455,000.00	AAA	Aaa	6/21/2023	6/28/2023	454,938.53	4.93	996.96	454,957.21	457,974.34

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
ABS											
BAAT 2023-2A A3 DTD 11/21/2023 5.740% 06/15/2028	06054YAC1	460,000.00	NR	Aaa	11/15/2023	11/21/2023	459,991.67	5.74	1,173.51	459,994.24	466,809.84
GMCAR 2023-3 A3 DTD 07/19/2023 5.450% 06/16/2028	36267KAD9	140,000.00	AAA	Aaa	7/11/2023	7/19/2023	139,994.60	5.45	317.92	139,996.20	141,510.88
HAROT 2023-4 A3 DTD 11/08/2023 5.670% 06/21/2028	438123AC5	115,000.00	NR	Aaa	11/1/2023	11/8/2023	114,979.75	5.67	181.13	114,984.45	116,825.40
KCOT 2024-1A A3 DTD 02/21/2024 5.190% 07/17/2028	50117BAC4	195,000.00	NR	Aaa	2/14/2024	2/21/2024	194,992.38	5.19	449.80	194,994.33	197,148.51
FITAT 2023-1 A3 DTD 08/23/2023 5.530% 08/15/2028	31680EAD3	475,000.00	AAA	Aaa	8/15/2023	8/23/2023	474,970.55	5.53	1,167.44	474,978.57	480,209.80
HDMOT 2023-B A3 DTD 09/27/2023 5.690% 08/15/2028	41285YAC9	465,000.00	AAA	Aaa	9/20/2023	9/27/2023	464,894.86	5.74	1,175.93	464,242.77	470,246.60
TAOT 2023-D A3 DTD 11/14/2023 5.540% 08/15/2028	89239FAD4	130,000.00	AAA	NR	11/7/2023	11/14/2023	129,985.99	5.54	320.09	129,989.36	131,905.67
GMCAR 2023-4 A3 DTD 10/11/2023 5.780% 08/16/2028	379930AD2	215,000.00	AAA	Aaa	10/3/2023	10/11/2023	214,955.84	5.78	517.79	214,966.33	218,633.93
HART 2023-C A3 DTD 11/13/2023 5.540% 10/16/2028	44918CAD4	200,000.00	AAA	NR	11/3/2023	11/13/2023	199,973.70	5.54	492.44	199,979.52	202,940.80
BACCT 2023-A2 A2 DTD 12/14/2023 4.980% 11/15/2028	05522RDH8	230,000.00	NR	Aaa	12/7/2023	12/14/2023	229,969.11	4.98	509.07	229,975.75	232,215.13
KCOT 2024-2A A3 DTD 06/25/2024 5.260% 11/15/2028	50117DAC0	235,000.00	NR	Aaa	6/18/2024	6/25/2024	234,994.36	5.26	549.38	234,995.07	238,164.04
CHAIT 2024-A1 A DTD 01/31/2024 4.600% 01/16/2029	161571HV9	520,000.00	AAA	NR	1/24/2024	1/31/2024	519,920.80	4.60	1,063.11	519,934.91	521,303.64
WFCIT 2024-A1 A DTD 03/01/2024 4.940% 02/15/2029	92970QAA3	650,000.00	AAA	Aaa	2/21/2024	3/1/2024	649,823.59	4.95	1,427.11	649,852.41	656,130.15
AMXCA 2024-1 A DTD 04/23/2024 5.230% 04/16/2029	02582JKH2	625,000.00	AAA	NR	4/16/2024	4/23/2024	624,871.88	5.23	1,452.78	624,871.88	634,496.25
HART 2024-C A3 DTD 10/16/2024 4.410% 05/15/2029	448976AD2	240,000.00	AAA	NR	10/8/2024	10/16/2024	239,982.43	4.41	470.40	239,983.80	238,983.12
GMCAR 2024-4 A3 DTD 10/16/2024 4.400% 08/16/2029	38014AAD3	165,000.00	AAA	Aaa	10/8/2024	10/16/2024	164,968.22	4.40	302.50	164,969.67	164,488.67
COMET 2024-A1 A DTD 09/24/2024 3.920% 09/15/2029	14041NGE5	615,000.00	AAA	NR	9/17/2024	9/24/2024	614,879.95	3.92	1,071.47	614,886.54	604,394.94

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
ABS											
WFCIT 2024-A2 A DTD 10/24/2024 4.290% 10/15/2029	92970QAE5	235,000.00	AAA	Aaa	10/17/2024	10/24/2024	234,965.08	4.29	448.07	234,966.49	233,379.44
Security Type Sub-Total		**11,351,692.49**					**11,350,107.86**	**4.95**	**24,512.08**	**11,349,801.56**	**11,414,935.07**
Managed Account Sub Total		**73,222,353.80**					**72,426,664.09**	**4.32**	**516,627.63**	**72,736,600.48**	**72,438,196.03**
Securities Sub Total		**$73,258,077.95**					**$72,462,388.24**	**4.32%**	**$516,627.63**	**$72,772,324.63**	**$72,473,920.18**
Accrued Interest											**$516,627.63**
Total Investments											**$72,990,547.81**

Important Disclosures

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- Generally, PFMAM's market prices are derived from closing bid prices as of the last business day of the month as supplied by ICE Data Services. There may be differences in the values shown for investments due to accrued but uncollected income and the use of differing valuation sources and methods. Non-negotiable FDIC-insured bank certificates of deposit are priced at par. Although PFMAM believes the prices to be reliable, the values of the securities may not represent the prices at which the securities could have been bought or sold. Explanation of the valuation methods for a registered investment company or local government investment program is contained in the appropriate fund offering documentation or information statement.

- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.

- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. **Past performance is not indicative of future returns.**

- ICE Bank of America Indices provided by Bloomberg Financial Markets.

- Money market fund/cash balances are included in performance and duration computations.

- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.

- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.

- MBS maturities are represented by expected average life.

Glossary

- Accrued Interest: Interest that is due on a bond or other fixed income security since the last interest payment was made.
- Agencies: Federal agency securities and/or Government-sponsored enterprises.
- Amortized Cost: The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short-term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer-term securities is amortized using the constant yield basis.
- Asset-Backed Security: A financial instrument collateralized by an underlying pool of assets – usually ones that generate a cash flow from debt, such as loans, leases, credit card balances, and receivables.
- Bankers' Acceptance: A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the insurer.
- Commercial Paper: An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- Contribution to Total Return: The weight of each individual security multiplied by its return, then summed for each sector to determine how much each sector added or subtracted from the overall portfolio performance.
- Effective Duration: A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- Effective Yield: The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- FDIC: Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- Interest Rate: Interest per year divided by principal amount and expressed as a percentage.
- Market Value: The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- Maturity: The date upon which the principal or stated value of an investment becomes due and payable.
- Negotiable Certificates of Deposit: A CD with a very large denomination, usually $1 million or more, that can be traded in secondary markets.
- Par Value: The nominal dollar face amount of a security.
- Pass-through Security: A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.

Glossary

- Repurchase Agreements: A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- Settle Date: The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction (i.e., coupon payments and maturity proceeds) occurs on a non-business day, the funds are exchanged on the next business day.
- Supranational: A multinational union or association in which member countries cede authority and sovereignty on at least some internal matters to the group, whose decisions are binding on its members.
- Trade Date: The date on which the transaction occurred; however, the final consummation of the security transaction and payment has not yet taken place.
- Unsettled Trade: A trade which has been executed; however, the final consummation of the security transaction and payment has not yet taken place.
- U.S. Treasury: The department of the U.S. government that issues Treasury securities.
- Yield: The rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.
- YTM at Cost: The yield to maturity at cost is the expected rate of return based on the original cost, the annual interest receipts, maturity value, and the time period from purchase date to maturity, stated as a percentage on an annualized basis.
- YTM at Market: The yield to maturity at market is the rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.

ITEM # 18

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Lana Dich, Director of Finance

SUBJECT: **AUTHORIZE BID AWARDS FOR TRAFFIC SIGNAL AND LIGHTING EQUIPMENT, HARDWARE, SUPPLIES**

DATE: February 18, 2025

RECOMMENDATIONS

It is recommended that the City Council:

1) Authorize awarding an annual blanket purchase order to Cal-Duct, Inc. (Cal-Duct) in the not-to-exceed amount of $175,000 per fiscal year thru June 30, 2027; and

2) Authorize awarding an annual blanket purchase order to Econolite Control Products, Inc. (Econolite) in the not-to-exceed amount of $175,000 per fiscal year thru June 30, 2027; and

3) Authorize awarding an annual blanket purchase order to Main Street Materials, Inc. (Main Street) in the not-to-exceed amount of $175,000 per fiscal year thru June 30, 2027; and

4) Authorize awarding an annual blanket purchase order to SWARCO McCain, Inc. (SWARCO McCain) in the not-to-exceed amount of $175,000 per fiscal year thru June 30, 2027; and

5) Authorize awarding an annual blanket purchase order to Western Systems (Western) in the not-to-exceed amount of $150,000 per fiscal year thru June 30, 2027; and

6) Authorize the City Manager to take any further necessary actions regarding this matter.

FISCAL IMPACT

Related expenditure funds will be primarily budgeted annually within the allocation for Public Works—Maintenance Services in Traffic Signal Maintenance (10433501), Traffic Signal Maintenance—Contract Cities (10433502), and Street Lighting Maintenance (10433503). Purchase orders will be issued as needed, and funds will not be encumbered until a specific need arises. This will remain in effect thru June 30, 2027

BACKGROUND

The Department of Public Works - Maintenance manages and maintains the City's traffic signals and street lighting. Maintenance includes routine inspections, repairs, and replacements of traffic signal equipment. In addition, they provide on-call, after-hours maintenance services during emergencies. The overall goal is to ensure traffic and pedestrian safety. In addition to providing these services within the City, the operation is contracted to cities within the region, including Bellflower, La Habra Heights, Paramount, Pico Rivera, and Irwindale. For this reason, it is imperative to have negotiated contracts with suppliers that can provide the items when needed.

DISCUSSION

A competitive bid was released to ensure that the City has access to the items required to maintain the City's traffic signal and lighting infrastructure. In December 2024, the City issued the bid (RFQ No. 25-3) for Traffic Signal and Lighting Equipment, Hardware, and Supplies. The bid was posted via PlanetBids on December 2, 2024. In addition to posting on the City's PlanetBids site, the notice was advertised in local newspapers and other electronic sources.

Prospective bidders were provided details regarding a comprehensive list of items related to the City's traffic and lighting maintenance and repair operations. The list identified approximately 40 commonly used items, including poles, signal lights, framework, and miscellaneous hardware. The bid closed on Thursday, January 16, 2025, with five (5) bidders. The following is a list of the bidders that responded:

Cal-Duct (Bloomington, CA)
Econolite Control Products (Anaheim, CA)
Main Street Materials (San Juan Capistrano, CA)
SWARCO McCain (Vista, CA)
Western Systems (Everett, WA)

The bidders provided competitive pricing for most items; however, because of the diverse item list, none were able to provide pricing for all of the items. For this reason, the City recommends awarding each contractor a not-to-exceed contract for specific items. Doing so will ensure that staff has access to all items necessary to perform maintenance and repair services.

If approved, staff will purchase items manufactured/produced by SWARCO-McCain and Econolite directly. These manufacturers typically use distributors for their products; however, they decided to participate in the bidding process directly and supply items to the City due to the anticipated volume. As a result, the City should receive items with limited mark-up over the actual cost. In addition, Western Systems only provided pricing for traffic signal cabinets. While the City does not currently use cabinets supplied by Western Systems, they are capable of delivering compatible alternatives if needed in a shorter timeframe.

Cal-Duct and Main Street Materials both provided the most extensive list of general hardware, supplies, and poles. For this reason, staff suggests selecting them to offer other items on an as-needed basis based upon lowest bid price and their ability to provide the items in the most timely manner. Items such as traffic signal poles typically have to be constructed and an extended lead time depending on various factors. Having multiple contractors will help to reduce lead times by providing alternative options. When considering local demand for these items and the CIty's traffic signal and lighting enterprise operation, awarding multiple vendors is the best option to ensure items can be obtained in the most efficient and effective manner.

Upon awarding the agreement, the City's Procurement Division will work directly with the contractors to ensure inventory is delivered in a timely manner, as needed.

SUMMARY/NEXT STEPS

Staff recommends awarding multi-year purchase orders to Cal-Duct, Econolite, Main Street Materials, SWARCO-McCain, and Western Systems for traffic signal and lighting equipment, hardware, and supplies. These vendors were the lowest, responsive bidders in response to a bid issued by the City. If approved, staff will issue annual blanket purchase order authorizations to each vendor for the designated not-to-exceed amount.

ATTACHMENTS

A. RFQ 25 – 3 Traffic Signal and Lighting Equipment, Hardware, Supplies
B. Bid Results

ITEM STATUS:

APPROVED: ☐

DENIED: ☐

TABLED: ☐

DIRECTION GIVEN: ☐

REQUEST FOR QUOTES

RFQ 25-3

Traffic Signal and Lighting Equipment, Hardware, Supplies

Issue Date:	**Wednesday, December 4, 2024**
Questions Due Date:	**Thursday, January 2, 2025, at 2 pm Pacific**
Proposal Due Date:	**Thursday, January 16, 2025, at 2 pm Pacific**

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TABLE OF CONTENTS

I. Introduction

The City of Santa Fe Springs Department of Public Works is responsible for providing repair and maintenance services on most of the traffic signal and lighting fixtures in the City. In addition, it is contracted to provide services in the City/areas of Bellflower, La Habra Heights, Paramount, Pico Rivera, and Irwindale. For this reason, the City is soliciting competitive bids from qualified vendors capable of providing traffic signal and lighting equipment, hardware, and supplies in accordance with the specifications and terms and conditions identified in this Request for Quotes (RFQ).

Through this solicitation process, the City hopes to establish a minimum two (2) year purchase order/agreement with possible extension options. The City may select multiple vendors to ensure the availability and timely delivery of items when needed.

II. About the City of Santa Fe Springs

Santa Fe Springs is located in the southeast segment of the County of Los Angeles. Though incorporated in May 1957, the City's history dates back to 1871 when Dr. James E. Fulton came to the area and discovered a sulfur spring that was later developed into a health spa. Today, the City has approximately 18,800 residents and over 3,000 businesses.

The City provides a full range of municipal services, including police and fire, street maintenance, water utilities, recreational services, public library, and cultural events. Additionally, the City is responsible for two (2) other legally separate entities, which include the Successor Agency to the Redevelopment Agency and the Housing Successor Agency to the Housing Authority. The City's vision statement affirms, "The City of Santa Fe Springs is a great place to live, work, and play." The mission statement is, "The City of Santa Fe Springs is committed to enhancing the quality of life of its residents and businesses by providing a safe environment, a thriving business community, quality family, youth, and senior services, and sound financial management of the community's resources."

The guiding values are as follows:

- Personal integrity, honesty, and ethics
- Public service
- Compassion
- Responsibility, accessibility, and accountability
- Dedication

III. Schedule/Timeline

- Release Solicitation — Wednesday, December 4, 2024
- Online Q&A Deadline — Thursday, January 2, 2025, 2 pm Pacific
- Deadline to Submit Responses — Thursday, January 16, 2025, at 2 pm Pacific
- City Review of Submissions — Mid-January 2025
- Interviews — TBD (If Necessary)

- Notifications to Vendors Early/Mid-February 2025
- Award Mid-February 2025

IV. Scope of Work/Specifications

The Department of Public Works is responsible for maintaining and repairing traffic signals and lighting fixtures at various locations in the City and the contract cities. For this reason, the City must maintain purchase orders/agreements for related items.

The vendor(s) selected through this process is/are expected to furnish traffic signal and lighting equipment, hardware, supplies, and related items as the City needs.

For a list of the items required, please visit the City's PlanetBids Portal and click on the "Line Items" tab.

The Line Item list is limited to the City's commonly used items. The City may require related items that are not included on this list. Additional information regarding the specifications for some items can be found in the attachments under the "Documents" tab (See Attachments C – R).

Please note that the City makes no commitment to any specific quantities during the agreement's term; actual quantities may vary depending on local needs. Quantities shown in the Line Items (PlanetBids) are annual estimates used to evaluate bid results.

For pole and cabinet orders, vendors must provide submittal documents for review by the City along with the anticipated delivery time. In addition, poles and cabinets must have an anti-graffiti coating and may require reflective coating.

Delivery

All items must be packaged safely for transport to ensure a damage-free arrival. Items delivered damaged or with apparent defects will not be accepted or returned.

Unless otherwise requested, all items will be delivered to:

City of Santa Fe Springs
Municipal Services Yard
12636 Emmens Way
Santa Fe Springs, CA 90670

Deliveries must occur during normal City Warehouse operating hours, Monday thru Thursday, 5:30am – 3:30pm. Excluding City observed holidays. Upon delivery, the City will have a representative on-hand to inspect items.

Warranty
All items must carry a manufacturer's warranty, which begins when the City installs the item. The vendor is required to handle all warranty-related issues.

Price Changes/Adjustments
Any price changes after the initial twelve (12) month period must be negotiated with the City, but they shall not exceed the most recent available Los Angeles—Long Beach—Anaheim, CA Consumer Price Index (CPI) for all urban consumers. In the event that prices increase beyond the CPI, the bidder must provide verifiable evidence from the product manufacturer to support a requested increase. It will be at the sole discretion of the City to accept or reject such an increase.

V. Qualifications/Requirements

- When applicable, items furnished must conform to the Department of Transportation Standards
- General knowledge of the State of California's Manual on Uniform Traffic Control Devices (MUTCD) requirements
- Vendors within the City of Santa Fe Springs are preferred; however, this is not a requirement

VI. Instructions to Bidders

Interested vendors should submit a complete bid for the items/services they can provide to the City. When preparing your submittal, please reference the list below to ensure all items have been included. All submissions must consist of the following:

A. Cover/Introductory Letter that includes the following:
- Business name
- Address
- Contact Person Name/Title
- E-mail Address
- Phone Number
- Statement of Capabilities (description of your firm's ability to provide the items/services described in the scope of work/services, and describe any relevant experience)

B. Cost Proposal (Please use the Line-Item Tab in PlanetBids to submit your pricing for the requested items. Supplemental attachments that provide additional information are acceptable)

C. References (See Attachment A)

D. Non-Collusion Affidavit (See Attachment B)

VII. Process for Submitting Bids

All bids must be submitted electronically via PlanetBids. Submissions must be received by Thursday, January 16, 2025, at 2 pm Pacific. Submissions will not be accepted after this deadline. Faxed, mailed, or e-mailed submissions will not be accepted.

To access the City's PlanetBids website, please visit:

https://vendors.planetbids.com/portal/65093/portal-home

Prospective bidders must register with PlanetBids before being able to view or submit a response.

VIII. Inquiries/Questions

Inquiries/questions regarding this solicitation must be submitted via PlanetBids by Thursday, January 2, 2025, at 2pm Pacific.

IX. Submission Criteria

The City may contact and evaluate the bidder's references; contact any bidder to clarify any response; contact any current users of a bidder's services; solicit information from any available source concerning any aspect of submission; and seek and review any other information deemed pertinent to the evaluation process.

After submissions have been reviewed, discussions with prospective firms may or may not be required. An electronic notice may be sent to the vendors selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing vendors unless an agreement is reached. If contract negotiations cannot be concluded successfully and expeditiously, the City may negotiate with another bidder or withdraw the solicitation.

X. Prevailing Wages (If Applicable)

Legislation by the State of California imposes prevailing wage requirements on the work to be performed by the vendor/contractor during the term of this agreement.

Department of Industrial Relations (DIR) Registration Requirements:

> No vendor/contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations under Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.l(a)].
>
> No vendor/contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations under Labor Code section 1725.5.

This vendor/contract is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Vendor/Contractor acknowledges and agrees that it is responsible for compliance with all state law requirements governing employment and payment of apprentices, as outlined in Labor Code section 1777.5, and elsewhere, which are fully incorporated herein by this reference.

XI. Wage Rates for State-funded Projects/Contracts (if Applicable)

Bid specifications require the vendor/contractor and any subcontractors to pay prevailing wage ("Prevailing Wage Rates") to persons employed by them for work under this contract. Following the provisions of Section 1773 of the Labor Code of the State of California, the City has ascertained the general prevailing wage scales applicable to the work to be done. The prevailing wage scales are those determined by the Director of Industrial Relations, State of California.

The State prevailing wage rates determination is available directly from the State of California Director of Industrial Relations home page under www.dir.ca.gov/dlsr/ .

XII. Standard Terms and Conditions

A. **Specifications and Qualifications:** Bidders shall carefully review all specifications, drawings, scopes of work, and any other bid requirements, including but not limited to insurance, bonding, licensing, references, affidavits, certifications, etc. that may be called for in the bid documents, to ensure qualifications and submission of a responsive bid or proposal. All requirements specified in the bid documents will be made a part of any contract with the successful bidder.

B. **Questions:** Any questions concerning this bid request are to be directed in writing to the City's Procurement Manager or the person named in the bid documents, electronically, by the date indicated in the bid. In the event no specific date is indicated, questions are due no later than seven (7) calendar days prior to the scheduled bid submittal date. Attempts to obtain information from other City employees or representatives during the bid cycle may disqualify a bidder. Answers to such inquiries, as well as any revision, deletion, or addition to the bid, will be posted on the City's PlanetBids website. Bidders should check the website for any addendums prior to submitting their bid.

C. **Price Errors/Discrepancies:** In the event of discrepancies between totals, unit price extensions and summaries of totals, the unit price correctly extended will control.

D. **Single or Multiple Awards:** If more than one item appears on the bid proposal form and no statement to the contrary is set forth therein, the City reserves the right to:
   1. Make multiple awards based upon prices submitted; or
   2. Make one award based upon the total price of all items.

E. **Open Competition:** The City encourages all qualified business firms to submit proposals. The Department of Finance will assist by providing detailed instructions, procurement policies, and other relevant information upon request to any potential bidder seeking assistance.

F. **Federally Funded Purchases:** For projects designated as federally funded, the successful bidder will be required to certify prior to award that it has a written affirmative action program and complies with all federal, state, and local laws and regulations pertaining to affirmative action and non-discrimination.

   Vendor/contractor must also certify that they have not been disbarred and comply with any additional Federal regulations that may be indicated within the specific bid documents. When this provision is applicable to the bid, this certification shall be made on the bid form that will be provided with the bid documents.

G. **New Materials:** Unless a bid specification calls for used, refurbished or recycled materials, all items or materials bid and supplied to the City are to be new, unused products.

H. **Alternates/Substitutions:** When bidding an item believed to be equal to that specified where equals are called for, sufficient supporting data to enable the City to determine whether the proposed item is equal must accompany your bid. Vendors should refer to the specification pages to determine if alternate products or specifications will be considered, and to determine any pre-qualification requirements that may be applicable.

I. **Exceptions:** Exceptions to the City's specifications, terms, or conditions taken at time of, or after bid submittal, may render the bid non-responsive and result in disqualification. Vendors wishing to request such exceptions are requested to notify the City of such a request prior to the bid due date, to allow for consideration and notification of acceptance or rejection of such request.

J. **Lowest Responsive, Responsible Bidder:** It is understood that, except as may be otherwise expressly provided in the bid documents, the award will be made to the lowest responsive, responsible bidder where the bids are for identical items or supplies, subject to the right to reject any and all bids. When bids call for articles or supplies that are similar but of different brand or make, the City may accept the bid of the bidder who submits the article or supply which, in the City's judgment, is deemed best for the City although it may not be the lowest bid.

K. **Sales Tax/Taxes:** The City's sales tax rate is 10.25%. When submitting their response, bidders should submit their bid prices without including sales taxes. The City is exempt from Federal Excise tax.

L. **Informality or Irregularity:** The City reserves the right to waive any informality or irregularity in a bid when it is to the advantage and best interest of the City to do so. It is further understood that if the bidder to whom any award is made fails to enter into an agreement in a timely manner, award may be made to the next lowest responsible bidder who shall be bound to perform as if he had received the award in the first instance.

M. **Discounts/Rebates:** All discounts or proposed rebates must be incorporated as reductions in the bid prices and not shown separately. The price as shown in the unit price and its extension shall be the price used in determining award.

N. **Payment Terms:** The City's standard payment terms are net 30 days. Payment will be made within thirty days of acceptance of goods or services and receipt of invoice, whichever occurs last. Discount payment terms may be offered; however, they will not be considered in determining lowest responsive bid award.

O. **Non-Collusion:** By submitting a bid, bidder certifies they have not divulged, discussed or compared their bid with other bidders, nor colluded with any other bidder or parties to the request for bid.

P. **Applicable Laws:** All applicable laws and regulations of the State of California, County of Los Angeles, and City of Santa Fe Springs will apply to any resulting agreement, contract, or purchase order. Bidders are responsible to comply with all Federal, State and local rules, regulations and requirements applicable to their provision of the items and/or services to the City.

Q. **Patents, Royalties and License Fees:** Should any articles being bid be protected by patent, copyright, royalties and/or license fees, the successful bidder shall include any such royalties or license fees in their bid price, and defend all suits or claims for infringement of any patent right against the City. Successful bidder shall hold the City of Santa Fe Springs harmless from any loss on account thereof and cost and attorney's fees incurred, therefore.

R. **Quality Guaranty:** All items furnished shall be new, of good workmanship, in full accordance with the specifications, and free of defects. Items will be subject to inspection by the City. If any product or service delivered shows evidence of shipping damage or defects, does not meet applicable specifications, or does not perform to the standards represented by the supplier, the City shall reject same. Supplier will refund money which has been paid and bear all costs of removal and return of the products. Unless otherwise specified, all products provided shall have a warranty of at least twelve (12) months on workmanship, parts, and labor.

S. Hold Harmless and Indemnification: The successful bidder shall agree to indemnify, defend and hold harmless the City (including its officers and employees) from and against any and all claims of any kind or nature presented against the City arising out of vendor's (including vendor's employees, representatives, products and subcontractors) performance under any purchase order or agreement resulting from this bid, excepting only such claims, costs or liability which may arise out of the sole negligence of the City.

T. Bonding and Insurance Requirements: Some purchases may require bonding and/or insurance. Specific requirements will be stated in the applicable bid documents. In the event bonding is required, bonds shall be submitted in a form acceptable to the City. When work will be performed on City property, the City's standard insurance requirements (shown below) will apply, unless otherwise indicated in the bid specifications.

Commercial General Liability	**$2,000,000**
Business Automobile Liability	**$1,000,000**
Professional Liability or Errors and Omissions	**$2,000,000**
Workers' Compensation and Employer's Liability	**$1,000,000**
Cyber Liability Insurance	**$1,000,000**
Tech. Professional Liability Errors & Omissions	**$2,000,000**

City of Santa Fe Springs to be named as an Additional Insured. In addition, coverage shall be primary non-contributory. All policies shall provide for a minimum of thirty (30) days written notice of any change or cancellation. Insurance policies to be in a form and written through companies acceptable to the City.

Vendors/contractors may request a waiver or modification of these insurance requirements. Waiver or modification requests must be submitted in writing. The request should state the specific insurance requirement that is being considered for waiver or modification and provide a brief explanation for the request. Requests will be reviewed on a case-by-case basis, and the decision will ultimately depend on the scope of services. The final decision to approve or deny a request will be at the City's legal authority and/or an authorized designee's discretion.

U. Addenda: Any changes, deletions, or additions to this bid solicitation will be made by addendum numbered sequentially and posted via PlanetBids.

V. Right to Reject: The City of Santa Fe Springs reserves the right to accept or reject any/all bids.

W. Extension to Other Public Agencies: The awarded vendor(s), at their discretion, offer the prices, terms, and conditions of this bid may be extended to governmental agencies with the mutual agreement of both the entity and vendor. All requirements of the specifications, purchase orders, invoices, and payments with other agencies would be directly with the vendor. The City will not be held responsible for any dispute that arise as a result of such an agreement.

Please review:

Attachment A – References
Attachment B – Non-Collusion Affidavit
Attachments C thru R – Item Specifications

Attachment No. 2

City of Santa Fe Springs
Bid Results for Project Traffic Signal and Lighting Equipment, Hardware, Supplies (RFQ 25-3)
Issued on 12/02/2024
Bid Due on January 16, 2025 8:00 PM (PST)

Item Num	Section	Description	Reference	Unit of Measure	Quantity	Econolite Control Products Inc	Western Systems	SWARCO McCain	Cal-Duct	Main Street Materials
1	Misc. Hardware	Thru Bolt 1/2" -13 x 6" Galvanized (Complete w/Nut & Washers)	4505059	/Unit	200	no bid	no bid	$14.87	$2.75	no bid
2	Misc. Hardware	Thru Bolt 1/2" - 13 x 7" Galvanized (Complete w/Nut & Washers)	4505060	/Unit	200	no bid	no bid	$22.83	$3.05	no bid
3	Misc. Hardware	Thru Bolt 1/2" - 13 x 8" Galvanized (Complete w/Nut & Washers)	4505060	/Unit	200	no bid	no bid	$17.64	$3.37	no bid
4	Misc. Hardware	Thru Bolt 1/2" - 13 x 12" Galvanized (Complete w/Nut & Washers)	4505064	/Unit	200	no bid	no bid	$36.66	$8.87	no bid
5	Traffic/Street Light Poles (w/ Anti-Graffiti Coating)	Type 1-D Pole, Slotted Base Plate, No Anchor Bolts (See Attachment C)	N/A	/Unit	15	no bid	no bid	no bid	$1,596.00	$1,003.00
6	Traffic/Street Light Poles (w/ Anti-Graffiti Coating)	Type 17-2-70 Pole (See Attachment D)	N/A	/Unit	1	no bid	no bid	no bid	$4,576.80	$13,913.00
7	Traffic/Street Light Poles (w/ Anti-Graffiti Coating)	Type 18-1-70 Pole (See Attachment E)	N/A	/Unit	1	no bid	no bid	no bid	$3,555.78	$7,747.00
8	Traffic/Street Light Poles (w/ Anti-Graffiti Coating)	Type 24-3-70 Pole (See Attachement F)	N/A	/Uni	1	no bid	no bid	no bid	$6,239.12	$17,445.00
9	Traffic/Street Light Poles (w/ Anti-Graffiti Coating)	Type 29-5-70 Pole (See Attachment G)	N/A	/Unit	1	no bid	no bid	no bid	$9,026.89	$34,292.11
10	Traffic/Street Light Poles (w/ Anti-Graffiti Coating)	Concrete Pole (See Attachment H)	N/A	/Unit	20	no bid	no bid	no bid	no bid	$8,208.80
11	Traffic/Street Light Poles (w/ Anti-Graffiti Coating)	Octagonal Poles (1C4 Series) w/ 8' Aluminum Top Mount Pipe Arm & Dome (See Attachment I)	N/A	/Unit	15	no bid	no bid	no bid	$5,821.50	$8,682.00
12	Traffic/Street Light Poles (w/ Anti-Graffiti Coating)	Octagonal Poles (5B1 Series) w/ 8' Aluminum Top Mount Pipe Arm & Dome (See Attachment J)	N/A	/Unit	15	no bid	no bid	no bid	$4,799.88	$8,676.80
13	Signal & Ped Hardware	16" Pedestrial Signal Hardware - Hand/Man Module - Black (See Attachment K)	N/A	/Unit	10	no bid	no bid	$437.32	no bid	no bid
14	Signal & Ped Hardware	5" x 7" - 2" Pedestrian Pushbuttons, ADA Compliant (See Attachment L)	N/A	/Unit	10	no bid	no bid	$76.02	no bid	no bid
15	Signal & Ped Hardware	5" x 7" - Pedestrian Pushbutton Plate (MUTCD R10-4B) (See Attachment M)	N/A	/Unit	10	no bid	no bid	$13.97	no bid	no bid
16	Signal & Ped Hardware	5" x 7" - Pedestrian Pushbutton Plate (MUTCD R10-3E) (See Attachment M)	N/A	/Unit	10	no bid	no bid	$15.96	no bid	no bid
17	Traffic Signals	Standard 3-Section, Veritlcal Traffic Signal - 12" Housing - Black (See Attachment N)	N/A	/Unit	5	no bid	no bid	$257.54	no bid	no bid
18	Traffic Signals	Standard 4-Section, Veritlcal Traffic Signal - 12" Housing - Black (See Attachment N)	N/A	/Unit	5	no bid	no bid	$297.20	no bid	no bid
19	Traffic Signals	Standard 5-Section, Veritlcal Traffic Signal - 12" Housing - Black (See Attachment N)	N/A	/Unit	5	no bid	no bid	$420.25	no bid	no bid
20	Traffic Signals	Standard Doghouse, 5-Section, Veritlcal Traffic Signal - 12" Housing - Black (See Attachment N)	N/A	/Unit	5	no bid	no bid	$626.16	no bid	no bid
21	Traffic Signals	Programmable 3-Section, Veritlcal Traffic Signal - 12" Housing - Black (See Attachment O)	N/A	/Unit	5	no bid	no bid	$2,132.72	no bid	no bid
22	Traffic Signals	Traffic Signal Visors - 12" Full Circle Visor	N/A	/Unit	40	no bid	no bid	$14.46	no bid	no bid
23	Traffic Signals	Traffic Signal Visors - 12" Cap Visor	N/A	/Unit	20	no bid	no bid	$11.91	no bid	no bid
24	Traffic Signal LEDs (Dialight Only)	Ball 12" 120V ITE Long Life Red		/Unit	25	no bid	no bid	no bid	$53.34	no bid
25	Traffic Signal LEDs (Dialight Only)	Ball 12" 120V ITE Long Life Red Clear Lens		/Unit	25	no bid	no bid	no bid	$53.34	no bid
26	Traffic Signal LEDs (Dialight Only)	Ball 12" 120V ITE Long Life Yellow		/Unit	10	no bid	no bid	no bid	$56.67	no bid
27	Traffic Signal LEDs (Dialight Only)	Ball 12" 120V ITE Long Life Yellow Clear Lens		/Unit	10	no bid	no bid	no bid	$56.67	no bid
28	Traffic Signal LEDs (Dialight Only)	Ball 12" 120V ITE Long Life Green		/Unit	25	no bid	no bid	no bid	$53.34	no bid
29	Traffic Signal LEDs (Dialight Only)	Ball 12" 120V ITE Long Life Green Clear Lens		/Unit	25	no bid	no bid	no bid	$53.34	no bid
30	Traffic Signal LEDs (Dialight Only)	Ball 12" 120V ITE Long Life Red Arrow		/Unit	20	no bid	no bid	no bid	$62.23	no bid
31	Traffic Signal LEDs (Dialight Only)	Ball 12" 120V ITE Long Life Red Arrow Clear Lens		/Unit	20	no bid	no bid	no bid	$62.23	no bid
32	Traffic Signal LEDs (Dialight Only)	Ball 12" 120V ITE Long Life Yellow Arrow		/Unit	10	no bid	no bid	no bid	$62.23	no bid
33	Traffic Signal LEDs (Dialight Only)	Ball 12" 120V ITE Long Life Yellow Arrow Clear Lens		/Unit	10	no bid	no bid	no bid	$62.23	no bid
34	Traffic Signal LEDs (Dialight Only)	Ball 12" 120V ITE Long Life Green Arrow		/Unit	20	no bid	no bid	no bid	$63.34	no bid
35	Traffic Signal LEDs (Dialight Only)	Ball 12" 120V ITE Long Life Green Arrow Clear Lens		/Unit	20	no bid	no bid	no bid	$63.34	no bid
36	Traffic Signal Cabinets (w/ Anti-Graffiti Coating)	NEMA TS1-P Cabinet (See Attachment P)		/Unit	5	no bid	$14,054.00	$10,413.00	no bid	no bid
37	Traffic Signal Cabinets (w/ Anti-Graffiti Coating)	NEMA TS2-P Cabinet (See Attachment Q)		/Unit	5	no bid	$14,054.00	$9,824.00	no bid	no bid
38	Traffic Signal Cabinets (w/ Anti-Graffiti Coating)	332L Cabinet (See Attachment R)		/Unit	5	no bid	no bid	$15,590.00	no bid	no bid
39	Traffic Signal Controllers	Econolite Cobalt G-Series TS1/TS2 Shlefmount Signal Controller		/Unit	10	$4,287.00	no bid	no bid	no bid	no bid
40	Wire/Cabling	100' Spool - 10 AWG Cooper Wire Thermoplastic High-Heat / Water Resistant Nylon (THHN/THWN) - White		/Spool	2	no bid	no bid	no bid	no bid	no bid
41	Wire/Cabling	100' Spool - 14 AWG - 3-Conductor CALTRANS Cable		/Spool	2	no bid	no bid	no bid	no bid	no bid

ITEM # 19

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Gus Hernandez, Director of Parks & Recreation

SUBJECT: **AUTHORIZE PROFESSIONAL SERVICES AGREEMENT WITH KTUA FOR A PARKS, RECREATION, AND COMMUNITY SERVICES MASTER PLAN**

DATE: February 18, 2025

RECOMMENDATION(S):

It is recommended that the City Council:

1) Award a Professional Service Agreement between the City of Santa Fe Springs and KTUA for consulting services to produce a Parks, Recreation, and Community Services Master Plan in the amount of $229,660; and

2) Directs the City Attorney to make clarifying changes necessary to effectuate the intent of the Agreement; and

3) Authorize the City Manager to execute the agreement; and

4) Take such additional, related action that may be desirable.

FISCAL IMPACT

The Parks, Recreation, and Community Services Master Plan is projected to cost $229,660 over the course of a 12-15 month period. The Fiscal Year (FY) 2024-25 approved budget allocates sufficient funds within the Parks and Recreation Contractual Services account (10106110-542050) to initiate this project. Additionally, appropriations for this project will be incorporated into the proposed FY 2025-26 budget.

BACKGROUND

The City of Santa Fe Springs City Council authorized the issuance of the Parks, Recreation, and Community Services Master Plan Request for Proposals 25-7 (RFP 25-

7) on September 17, 2024 a to secure a qualified firm to assist with the development of a cohesive and comprehensive Parks, Recreation, and Community Services Master Plan. The goal of this project is to provide a strategic framework for decision-making over the next 20 years. The plan will take a system-wide approach to evaluate the current state of parks, recreation facilities, and services, while identifying future needs in response to community growth, demographic changes, and evolving recreation trends.

The RFP was advertised on October 7, 2024, and proposals were due by November 7, 2024. The City received 5 proposals from highly qualified firms ranging in prices between $229,600 and $405,000. A selection panel comprised of staff from the Departments of Parks and Recreation and Community Services evaluated the proposals based on criteria including qualifications, experience, proposed approach/work plan, proposed fees, responsiveness to the RFP, and local vendor preference.

ANALYSIS

Following an extensive evaluation process, the selection committee identified KTUA as the most qualified firm to undertake the Parks, Recreation, and Community Services Master Plan. KTUA has demonstrated a deep understanding of the City's needs and proposed a comprehensive approach that aligns with the City's objective of analyzing community and capital needs, provide financial solutions, identify alternative funding and partnership opportunities, and recommends investment strategies, all while fostering community engagement in the development of a Parks, Recreation, and Community Services Master Plan. With a proven track record of successfully delivering similar master plan projects in the cities of Moreno Valley, Desert Hot Springs, Menifee, Bellflower, Whittier, and Ontario, KTUA's extensive experience makes them a highly qualified and dependable partner for this initiative.

The scope of work under this agreement includes, but is not limited to:

- Working with City staff, community partners, and the project team to develop a Community Engagement Plan;
- Working with the City’s communications staff to develop a branding effort related to the project;
- Conducting a demographic analysis, park inventory and assessment, level of service study, and walkability assessment;
- Conducting a recreation programs and services analysis to review how well the City aligns itself with community needs;
- Conducting a per capita spending analysis;
- Developing a parks Capital Improvement Program;
- Provide an action plan for park programming, financial sustainability, and maintenance.

ENVIRONMENTAL

N/A

DISCUSSION

N/A

SUMMARY/NEXT STEPS

Upon City Council approval of the award to KTUA, City staff will proceed with executing the agreement and scheduling an initial kickoff meeting with KTUA to establish project timelines, milestones, and deliverables. Staff will also initiate stakeholder engagement activities, including workshops and surveys, to collect valuable input from residents, businesses, and City officials. Regular progress updates will be provided to the City Manager's Office to ensure the Master Plan project remains on track and is completed within the approved timeline.

ATTACHMENT(S):

A. Professional Services Agreement

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

CITY OF SANTA FE SPRINGS PROFESSIONAL SERVICES AGREEMENT WITH KTUA

This Professional Services Agreement ("Agreement") is made and effective as of February 4, 2025 ("Effective Date"), by and between the City of Santa Fe Springs, a California municipal corporation, ("City") and KTUA ("Consultant"). For the purposes of this Agreement, City and Consultant may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to City or Consultant interchangeably, as appropriate

RECITALS

WHEREAS, City requires professional consulting services for a Parks, Recreation, and Community Services Master Plan; and

WHEREAS, City staff has determined that Consultant possesses the experience, skills, and training necessary to competently provide such services to City; and

WHEREAS, the execution of this Agreement was approved by the City of Santa Fe Springs City Council ("City Council") at its Regular Meeting of February 18, 2025, under Agenda Item No. _____;

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

AGREEMENT

1. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until December 31, 2026 ("Term"), or until services described herein are completed, unless sooner terminated pursuant to the provisions of this Agreement. This Agreement may be extended for one (1) additional, one (1) year term, if mutually agreed upon in writing.

2. SERVICES

Subject to the terms and conditions of this Agreement, Consultant shall perform the services and tasks described and set forth in the City's Request for Proposals, attached hereto as Exhibit A, and Consultant's Proposal, attached hereto as Exhibit B, both incorporated herein as though set forth in full ("Scope of Work"). Consultant further agrees to furnish to City all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Work. Consultant shall complete the services and tasks set forth in the Scope of Work according to any schedule of performance set forth in Exhibit A. To the extent that Exhibit B contains provisions inconsistent with this Agreement and/or Exhibit A, the provisions of this Agreement and Exhibit A shall govern. For the purposes of this Agreement, the aforementioned services and tasks set forth in the Scope of Work shall hereinafter be referred to generally by the capitalized term "Work."

3. PERFORMANCE

A. Time is of importance for this Agreement and every provision contained herein. The Work shall commence upon mutual consent of the Parties subsequent the City's issuance of a written Notice to Proceed. Consultant shall perform the various tasks identified in, and within the timeframes set forth in, the Scope of Work, and shall complete all of the Work in accordance with the schedule and timeline established by the Parties;

B. Consultant shall at all times faithfully, competently and to the best of Consultant's ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant under this Agreement;

C. Consultant shall not claim or be entitled to receive any compensation or damage because of the failure of Consultant, or its subconsultants, to have related services or tasks completed in a timely manner;

D. Consultant shall at all times enforce strict discipline and good order among Consultant's employees; and

E. Consultant, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law

4. PAYMENT OF COMPENSATION

A. Consultant's total compensation for the performance of all Work contemplated under this Agreement shall not exceed Two Hundred Twenty Nine Thousand Six Hundred Sixty Dollars ($229,660) during the Term of this Agreement unless additional payment is first approved as provided in this Agreement. In the event Consultant's charges are projected to exceed the Not-to-Exceed Sum prior to the expiration of this Agreement, City may suspend Consultant's performance for the relevant Work pending City approval of any anticipated expenditures in excess of the Not-to-Exceed Sum or any other City approved amendment to the compensation terms of this Agreement.

B. Consultant shall not be compensated for any Work rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager or his/her designee. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to in writing by the City and Consultant at the time the City's written authorization is given to Consultant for the performance of said services.

C. The Not-to-Exceed Sum will be paid to Consultant in monthly increments as the Work is completed. Following the conclusion of each calendar month, Consultant will submit to City an itemized invoice indicating the services performed and tasks completed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. Within thirty (30) calendar days of receipt of each invoice, City will notify Consultant in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar days of receipt of each invoice, City will pay all undisputed amounts included on the invoice. City will not withhold applicable taxes or other authorized deductions from payments made to Consultant..

D. Consultant agrees to participate in the City's Electronic Funds Transfer program and to receive electronic payments for the Work.

5. ACCOUNTING RECORDS

Consultant will maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. City will have the right to access and examine such records, without charge, during normal business hours. City will further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

6. ABANDONMENT BY CONSULTANT

In the event Consultant ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this Agreement or prior to completion of any or all tasks set forth in the Scope of Work, Consultant will deliver to City immediately and without delay, all materials, records and other work product prepared or obtained by Consultant in the performance of this Agreement. Furthermore, Consultant will only be compensated for the reasonable value of the services, tasks and other Work performed up to the time of cessation or abandonment, less a deduction for any damages, costs or additional expenses which City may incur as a result of Consultant's cessation or abandonment.

7. CITY'S REPRESENTATIVE

City hereby designates Rene Bobadilla, City Manager (the "City Representative") to act as its representative for the performance of this Agreement. The City Representative or his/her designee will act on behalf of the City for all purposes under this Agreement. Consultant will not accept directions or orders from any person other than the City Representative or his/her designee.

8. CONSULTANT REPRESENTATIVE

Consultant hereby designates Joe Punsalan, Principal, to act as its representative for the performance of this Agreement (the "Consultant Representative"). Consultant Representative will have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. Consultant Representative or his/her designee will supervise and direct the performance of the Work, using his best skill and attention, and will be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the Consultant Representative will constitute notice to Consultant.

9. COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS

Consultant agrees to work closely with City staff in the performance of the Work and this Agreement and will be reasonably available to City staff and the City Representative at all reasonable times. All work prepared by Consultant will be subject to inspection and approval by City Representative or his or her designees.

10. STANDARD OF CARE; PERFORMANCE OF EMPLOYEES

Consultant represents, acknowledges and agrees to the following:

A. Consultant will perform all Work skillfully, competently and to the highest standards of Consultant's profession;

B. Consultant shall at all times employ such force, plant, materials, and tools as will be sufficient in the opinion of the City to perform the Services within the time limits established, and as provided herein. It is understood and agreed that said tools, equipment, apparatus, facilities, labor, and material shall be furnished and said Services performed and completed as required by the Agreement, and subject to the approval of the City's authorized representative;

C. Consultant will perform all Work in a manner reasonably satisfactory to the City;

D. Consultant will comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.). Consultant shall be liable for all violations of such laws and regulations in connection with Services. If Consultant performs any work knowing it to be contrary to such laws, rules and regulations, Consultant shall be solely responsible for all costs arising therefrom;

E. Consultant understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;

F. All of Consultant's employees and agents possess sufficient skill, knowledge, training and experience to perform those services and tasks assigned to them by

Consultant; and

G. All of Consultant's employees and agents (including, but not limited to, subcontractors and subconsultants) possess all licenses, permits, certificates, qualifications and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications and approvals will be maintained throughout the term of this Agreement and made available to City for copying and inspection.

The Parties acknowledge and agree that Consultant will perform, at Consultant's own cost and expense and without any reimbursement from City, any services necessary to correct any errors or omissions caused by Consultant's failure to comply with the standard of care set forth under this Section or by any like failure on the part of Consultant's employees, agents, contractors, subcontractors and subconsultants. Such effort by Consultant to correct any errors or omissions will be commenced immediately upon their discovery by either Party and will be completed within seven (7) calendar days from the date of discovery or such other extended period of time authorized by the City Representative in writing and in her sole and absolute discretion. The Parties acknowledge and agree that City's acceptance of any work performed by Consultant or on Consultant's behalf will not constitute a release of any deficiency or delay in performance. The Parties further acknowledge, understand and agree that City has relied upon the foregoing representations of Consultant, including but not limited to the representation that Consultant possesses the skills, training, knowledge and experience necessary to perform the Work skillfully, competently and to the highest standards of Consultant's profession.

11. ASSIGNMENT

The skills, training, knowledge and experience of Consultant are material to City's willingness to enter into this Agreement. Accordingly, City has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by Consultant or on behalf of Consultant in the performance of this Agreement. In recognition of this interest, Consultant agrees that it will not assign or transfer, either directly or indirectly or by operation of law, this Agreement or the performance of any of Consultant's duties or obligations under this Agreement without the prior written consent of the City. In the absence of City's prior written consent, any attempted assignment or transfer will be ineffective, null and void and will constitute a material breach of this Agreement.

12. SUBSTITUTION OF KEY PERSONNEL

Consultant has represented to City that certain key personnel will perform and coordinate the Services under this agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the CITY.

13. CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR

The Work will be performed by Consultant or under Consultant's strict supervision. Consultant will determine the means, methods and details of performing the Work subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Consultant reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with Consultant's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of City's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of Consultant are not employees of City and will at all times be under Consultant's exclusive direction and control. Consultant will pay all wages, salaries and other amounts due to such personnel and will assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. Consultant will be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation insurance and the like.

14. REMOVAL OF EMPLOYEES OR AGENTS

If any of Consultant's officers, employees, agents, contractors, subcontractors or subconsultants is determined by the City Representative to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to Consultant, a threat to persons or property, or if any of Consultant's officers, employees, agents, contractors, subcontractors or subconsultants fail or refuse to perform the Work in a manner acceptable to the City, such officer, employee, agent, contractor, subcontractor or subconsultant will be promptly removed by Consultant and will not be reassigned to perform any of the Work.

15. COMPLIANCE WITH LAWS

Consultant will keep itself informed of and in compliance with all applicable federal, state or local laws to the extent such laws control or otherwise govern the performance of the Work. Consultant's compliance with applicable laws will include, without limitation, compliance with all applicable Cal/OSHA requirements, Federal Labor Standards Provisions including the prevailing wage requirements of the DBRA, and all applicable regulations of the U.S. Department of Housing and Urbanization.

16. NON-DISCRIMINATION

Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

17. INDEPENDENT CONTRACTOR STATUS

The Parties acknowledge, understand and agree that Consultant and all persons retained or employed by Consultant are, and will at all times remain, wholly independent contractors and are not officials, officers, employees, departments or subdivisions of City. Consultant will be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors and subconsultants. Consultant and all persons retained or employed by Consultant will have no authority, express or implied, to bind City in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, City, whether by contract or otherwise, unless such authority is expressly conferred to Consultant under this Agreement or is otherwise expressly conferred by City in writing.

18. INSURANCE

Prior to the beginning of and throughout the duration of the Work, Consultant will procure and maintain policies of insurance that meet the requirements and specifications set forth in **Exhibit C**. Consultant will procure and maintain the required insurance coverage, at its own expense.

19. INDEMNIFICATION

A. The Parties agree that City and City's elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "City Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the City Indemnitees with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant's commitment to indemnify, defend and protect City as set forth herein. Notwithstanding the foregoing, to the extent Consultant's services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to Claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its officials, officers, employees, agents or volunteers.

B. To the fullest extent permitted by law, Consultant shall indemnify, hold harmless and defend the City Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs, and fees of litigation) of every nature arising out of or in connection with Consultant's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole negligence or willful misconduct of the City.

C. City shall have the right to offset against the amount of any compensation due to Consultant under this Agreement, any amount due to City from Consultant as a result of Consultant's failure to either pay City promptly for any costs associated with Consultant's obligations to indemnify the City Indemnitees under this Section, or related to Consultant's failure to either (i) pay taxes on amounts received pursuant to this Agreement, or (ii) comply with applicable workers' compensation laws.

D. The obligations of Consultant under this Section will not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City and City's elected and appointed officials, officers, employees, agents, and volunteers.

E. Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth herein this Section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, hold harmless and defend City and City's elected and appointed officials, officers, employees, agents, and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

F. City does not and shall not waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.

G. This Section and all provisions contained herein (including but not limited to the duty to indemnify, defend, and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the City may have at law or in equity.

20. TERMINATION WITHOUT CAUSE

City may immediately terminate this Agreement at any time for convenience and without cause by giving prior written notice of City's intent to terminate this Agreement which notice shall specify the effective date of such termination. Upon such termination for convenience, Consultant will be compensated only for those services and tasks which have been performed by Consultant up to the effective date of the termination. Consultant may not terminate this Agreement except for cause as provided under Section 21, below. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data, as defined in Section 24, below, and other information of any kind prepared by Consultant in connection with the performance of the Work. Consultant will be required to provide such Documents and Data within fifteen (15) calendar days of City's written request. No actual or asserted breach of this Agreement on the part of City pursuant to Section 21, below, will operate to prohibit or otherwise restrict City's ability to terminate this Agreement for convenience as provided under this Section.

21. EVENTS OF DEFAULT; BREACH OF AGREEMENT

A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") will occur. For all Events of Default, the Party alleging an Event of Default will give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which will specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default will be cured, which will not be less than the applicable cure period set forth herein, or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default will constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.

B. Consultant will cure the Event of Default within the following time periods:

   i. Within ten (10) business days of City's issuance of a Default Notice for any failure of Consultant to timely provide City or City's employees or agents with any information and/or written reports, documentation or work product which Consultant is obligated to provide to City or City's employees or agents under this Agreement. Prior to the expiration of the 10-day cure period, Consultant may submit a written request for additional time to cure the Event of Default upon a showing that Consultant has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 10-day cure period. The foregoing notwithstanding, City will be under no obligation to grant additional time for the cure of an Event of Default under this subsection B.i. that exceeds seven (7) calendar days from the end of the initial 10-day cure period; or

ii. Within fourteen (14) calendar days of City's issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 14-day cure period, Consultant may submit a written request for additional time to cure the Event of Default upon a showing that Consultant has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 14-day cure period. The foregoing notwithstanding, City will be under no obligation to grant additional time for the cure of an Event of Default under this Subsection B.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

In addition to any other failure on the part of Consultant to perform any duty, obligation, service or task set forth under this Agreement (or the failure to timely perform or properly perform any such duty, obligation, service or task), an Event of Default on the part of Consultant will include, but will not be limited to the following: (i) Consultant's refusal or failure to perform any of the services or tasks called for under the Scope of Work; (ii) Consultant's failure to fulfill or perform its obligations under this Agreement within the specified time or if no time is specified, within a reasonable time; (iii) Consultant's and/or its employees' disregard or violation of any federal, state, local law, rule, procedure or regulation; (iv) the initiation of proceedings under any bankruptcy, insolvency, receivership, reorganization, or similar legislation as relates to Consultant, whether voluntary of involuntary; (v) Consultant's refusal or failure to perform or observe any covenant, condition, obligation or provision of this Agreement; and/or (vii) CITY's discovery that a statement representation or warranty by Consultant relating to this Agreement is false, misleading or erroneous in any material respect.

C. City will cure any Event of Default asserted by Consultant within forty-five (45) calendar days of Consultant's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, City may submit a written request for additional time to cure the Event of Default upon a showing that City has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with City's failure to timely pay any undisputed sums to Consultant pursuant to this Agreement will be cured by City within five (5) calendar days from the date of Consultant's Default Notice to City.

D. City, in its sole and absolute discretion, may also immediately suspend Consultant's performance under this Agreement pending Consultant's cure of any Event of Default by giving Consultant written notice of City's intent to suspend Consultant's performance (hereinafter, a "Suspension Notice"). City may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, Consultant will be compensated only for those services and tasks which have been rendered by Consultant to the reasonable satisfaction of City up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of City will operate to prohibit or otherwise restrict City's ability to suspend this Agreement as provided herein.

E. No waiver of any Event of Default or breach under this Agreement will constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder will be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to City at law or under this Agreement in the event of any breach of this Agreement, City, in its sole and absolute discretion, may also pursue any one or more of the following remedies:

   i. Upon written notice to Consultant, the City may immediately terminate this Agreement in whole or in part;

   ii. Upon written notice to Consultant, the City may extend the time of performance;

   iii. The City may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for Consultant's breach of the Agreement or to terminate the Agreement; or

   iv. The City may exercise any other available and lawful right or remedy.

   Consultant will be liable for all legal fees plus other costs and expenses that City incurs upon a breach of this Agreement or in the City's exercise of its remedies under this Agreement.

G. In the event City is in breach of this Agreement, Consultant's sole remedy will be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to Consultant under this Agreement for completed services and tasks.

22. SCOPE OF WAIVER OF DEFAULT

No waiver of any default or breach under this Agreement will constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

23. SURVIVING ARTICLES, SECTIONS AND PROVISIONS

The termination of this Agreement pursuant to any provision of this Agreement or by normal expiration of its term or any extension thereto will not operate to terminate any Section or provision contained herein which provides that it will survive the termination or normal expiration of this Agreement.

24. DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY

All Documents and Data will be and remain the property of City without restriction or limitation upon their use or dissemination by City. For purposes of this Agreement, the term “Documents and Data” means and includes all reports, analyses, correspondence, plans, designs, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of Consultant in the performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no cost to City, a perpetual license for City to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. Consultant will require all subcontractors and subconsultants working on behalf of Consultant in the performance of this Agreement to agree in writing that City will be granted the same right to copy, use, reuse, disseminate and retain Documents and Data prepared or assembled by any subcontractor or subconsultant as applies to Documents and Data prepared by Consultant in the performance of this Agreement.

25. CONFIDENTIALITY

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and will not be disclosed by Consultant without prior written consent by City. City will grant such consent of disclosure as legally required. Upon request, all City data will be returned to City upon the termination or expiration of this Agreement. Consultant will not use City’s name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

26. FALSE CLAIMS ACT

Consultant warrants and represents that neither Consultant nor any person who is an officer of, in a managing position with, or has an ownership interest in Consultant has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., Section 3789 et seq. and the California False Claims Act, Government Code Section 12650 et seq.

27. PROHIBITED INTERESTS

Consultant warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants and represents that it has not paid, nor has it agreed to pay, any company or person, other than a *bona fide* employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City will have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with CITY, will have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

28. RELEASE OF INFORMATION

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without the City's prior written authorization, unless the information is clearly public. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Manager or designee, or unless requested by the City’s attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the Services performed under this Agreement or relating to the City. Response to a subpoena or court order shall not be considered “voluntary” provided Consultant gives the City notice of such court order or subpoena.

B. Consultant shall promptly notify the City should Consultant, its officers, employees, agents, and/or subconsultants be served with any summons, complaint, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request (“Discovery”), court order, or subpoena from any person or party regarding this Agreement and the Services performed hereunder or with respect to any project or property located within the City, unless the City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from informing the City of such Discovery. The City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless the City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, the City's right to review any such response does not imply or mean the right by the City to control, direct, or rewrite said response, or that the City has an obligation to review any such response or verifies any response it has reviewed.

29. COOPERATION; FURTHER ACTS

The Parties will fully cooperate with one another and will take any additional acts or sign any additional documents as are reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.

30. SUBCONTRACTING

Consultant will not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of City. Subcontracts (including without limitation subcontracts with subconsultants), if any, will contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.

31. NOTICES

All notices permitted or required under this Agreement will be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

To the City:	City of Santa Fe Springs 11710 E. Telegraph Road Santa Fe Springs, CA 90670 Attention: City Clerk's Office
To Consultant:	KTUA 3916 Normal Street San Diego, CA 92103 Attention: Joe Punsalan

Such notices will be deemed effective when personally delivered or successfully transmitted by facsimile as evidenced by a fax confirmation slip or when mailed, forty-eight (48) hours after deposit with the United States Postal Service, first class postage prepaid and addressed to the Party at its applicable address.

32. TIME IS OF THE ESSENCE

Time is of the essence for each and every provision of this Agreement.

33. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

34. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

35. FORCE MAJEURE

The Completion Date shall be extended in the event of any delays due to unforeseeable causes beyond the control of Consultant and without the fault or negligence of Consultant, including but not limited to severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall within three (3) calendar days of the commencement of such delay notify the City Representative in writing of the causes of the delay. The City Representative shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the City Representative such delay is justified. The City Representative's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Consultant's sole remedy being extension of the Agreement pursuant to this Section.

36. AMENDMENTS; MODIFICATIONS

No amendment, modification or supplement of this Agreement will be valid or binding unless executed in writing and signed by both Parties, subject to City approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver will be void and invalid.

37. NON-EXCLUSIVE AGREEMENT

Consultant acknowledges that the 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.

38. 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.

39. NO THIRD-PARTY BENEFIT

There are no intended third-party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.

40. SUCCESSORS AND ASSIGNS

This Agreement will be binding on the successors and assigns of the Parties

41. CONSTRUCTION

The parties hereto 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.

42. WAIVER

The delay or failure of any 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.

43. SEVERABILITY

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

44. 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.

45. AUTHORITY TO EXECUTE THIS AGREEMENT

The persons executing this Agreement on behalf of the parties warrant and represents that they have the authority to execute this Agreement on behalf of said parties and has the authority to bind the parties to the provisions of this Agreement.

46. ELECTRONIC SIGNATURES

The parties acknowledge and agree that execution of this Agreement by electronic signature or electronic transmittal of signatures shall have the same effect as handwritten signatures for the purposes of validity, enforceability, and admissibility.

[SIGNATURE PAGE TO FOLLOW]

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

CITY OF SANTA FE SPRINGS	KTUA
	DocuSigned by: Joe Punsalan, Principal 78BF98D2F885464...
______________________________	______________________________
	Name: Joe Punsalan
	Title: Principal
Date: ______________________	Date: 2/3/2025
ATTEST:	CONSULTANT
______________________________	______________________________
Fernando Munoz, Deputy City Clerk	Name: ______________________
	Title: ______________________
	Date: ______________________

APPROVED AS TO FORM:

____

Rick Olivarez, City Attorney

Attachments:	Exhibit A	City's Request for Proposals
	Exhibit B	Consultant's Proposal
	Exhibit C	Insurance Requirements

EXHIBIT A

CITY'S REQUEST FOR PROPOSALS

REQUEST FOR PROPOSALS
No. 25 - 7

Parks, Recreation, and Community Services Master Plan

Issue Date:	**Monday, October 7, 2024**
Questions Due Date:	**Wednesday, October 23, 2024, at 2 pm Pacific**
Proposal Due Date:	**Thursday, November 7, 2024, at 2 pm Pacific**

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TO PROSPECTIVE PROPOSERS

The City of Santa Fe Springs ("City") invites proposal submissions under this Request for Proposals ("RFP"). The City will evaluate responses to this solicitation to determine qualifications. Submissions must adhere to the format and content described. Only proposals that adhere to the requirements will be evaluated. The information set forth is the minimum required to qualify for consideration. The successful Proposer will be required to enter into a Professional Services Agreement based on the specifications outlined in this RFP.

DATE OF SOLICITATION
Monday, October 7, 2024

PROJECT
Parks, Recreation, and Community Services Master Plan

PROPOSAL OWNER
City of Santa Fe Springs – Department of Parks and Recreation
11740 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Gustavo Hernandez, Director of Parks and Recreation
Contact Phone: (562) 868 - 0511
Contact E-Mail: gustavohernandez@santafesprings.org

PROPOSAL CONTACT
City of Santa Fe Springs – Department of Finance
11710 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Micah Herd, Procurement Manager
Contact Phone: (562) 868 - 0511
Contact E-Mail: micahherd@santafesprings.org

Any questions about this RFP should be submitted via the City's PlanetBids Portal by **Wednesday, October 23, 2024, at 2 PM Pacific**.

Proposals must be submitted by **Thursday, November 7, 2024, at 2 PM Pacific**.

Prospective proposers must register their business with PlanetBids before being able to submit questions and/or proposals. To access the City's PlanetBids Portal, please go to:

https://vendors.planetbids.com/portal/65093/bo/bo-detail/122617

CONTENTS

I. Notice Inviting Proposals

The City of Santa Fe Springs seeks proposals from qualified consultants/firms to develop a parks, recreation, and community services master plan following the specifications, terms, and conditions identified in RFP No. 25 - 7. Prospective respondents are advised to carefully read information related to this opportunity before submitting a response.

To view the complete RFP package, please visit:

https://vendors.planetbids.com/portal/65093/bo/bo-detail/122617

Prospective firms must register with PlanetBids before being able to view all documentation or submit a response.

Questions must be submitted by Wednesday, October 23, 2024, at 2 pm Pacific.

*******QUESTIONS MUST BE SUBMITTED VIA PLANETBIDS*******

Proposals must be submitted via PlanetBids by Thursday, November 7, 2024, at 2 pm Pacific. Responses to this RFP will be evaluated to determine the most qualified consultant. Responses must adhere to the format and content described in the RFP.

II. Introduction

The City has identified the need to develop a comprehensive Parks, Recreation, and Community Services Master Plan. This plan will take a system-wide approach to evaluating existing recreation services, parks, and facilities and identifying potential open space and facilities demands. The goal is to develop clear and actionable goals, policies, and standards that will meet the community's needs and establish priorities for the next twenty (20) years.

To achieve this, the City seeks services from a qualified consultant with proven expertise in recreation facility planning, community outreach, recreation program assessment, financial analysis, and organizational analysis. The selected consultant must demonstrate the experience and professionalism required to perform a comprehensive assessment. This assessment will culminate in a concise, user-friendly Master Plan that will provide a strategic framework for decision-makers. This plan will guide the planning, programming, operation, maintenance, acquisition of land, and development or redevelopment of the City's parks, recreation areas, open spaces, trails, and facilities in the future.

The goals developed should align with the City’s health and wellness initiatives, the California State Parks Make Life Better Campaign, the California Action Plan, the Commission for Accreditation of Parks and Recreation Agencies (CAPRA) standards and reflect the unique nature of the City of Santa Fe Springs.

The Master Plan should also support equity of user access and connectivity and create a positive sense of place for all users. It should improve the overall condition of the parks, facilities, and services, intending to encourage greater use by community members.

The selected Firm will work closely with City staff to prepare the Master Plan and will be required to create a document to distribute to the public. The Parks, Recreation, and Community Services Master Plan will become an element of the City's general master plan and, as such, will require approval and adoption by the City Council.

III. About the City of Santa Fe Springs

Santa Fe Springs is located in the southeast of the County of Los Angeles. Though incorporated in May 1957, the City's history dates back to 1871 when Dr. James E. Fulton came to the area and discovered a sulfur spring that was later developed into a health spa. Today, the City has approximately 18,800 residents and over 3,000 businesses.

The City provides a full range of municipal services, including police and fire, street maintenance, water utilities, recreational services, public library, and cultural events. Additionally, the City is responsible for two (2) other legally separate entities, which include the Successor Agency to the Redevelopment Agency and the Housing Successor Agency to the Housing Authority.

The City has a vision statement that affirms: "The City of Santa Fe Springs is a great place to live, work and play," with the following mission statement: "The City of Santa Fe Springs is committed to enhancing the quality of life of its residents and businesses by providing: a safe environment, a thriving business community, quality family, youth, and senior services, and sound financial management of the community's resources."

The guiding values are as follows:
- Personal integrity, honesty, and ethics
- Public service
- Compassion
- Responsibility, accessibility, and accountability
- Dedication

IV. Timeline

- Release RFP — Monday, October 7, 2024
- Online Q&A Deadline — Wednesday, October 23, 2024, 2 pm Pacific
- Deadline to Submit Responses — Thursday, November 7, 2024, at 2 pm Pacific
- City Review of Submissions — Mid-November 2024
- Interviews — TBD (If Necessary)
- Notifications Sent to Consultants — Mid-December 2024
- Award — January 2025

V. Scope of Work/Services

The City is seeking a system-wide approach to assess existing recreation services, programs, and parks and identify potential open space land and facility demands to develop goals, policies, and guidelines along with achievable strategies to meet the needs of community residents and determine the impact on enhancing health, wellness, and quality of life.

The parks/facilities that will be included in this assessment are in Santa Fe Springs. The following is a list of all the parks/facilities:

EXISTING PARKS

Heritage Park	12100 Mora Dr.
Lake Center Athletic Park	11641 Florence Ave.
Lakeview Park	10225 Jersey Ave.
Little Lake Park	10900 Pioneer Blvd.
Los Nietos Park	11143 Charlesworth Rd.
Santa Fe Springs Athletic Fields	9720 Pioneer Blvd.
Santa Fe Springs Park	10068 Cedardale Dr.
Parkette – Bradwell Parkette	Bradwell Ave./Terradell St.
Parkette – Davenrich Parkette	Davenrich St/Elgrace St
Parkette – Longworth Parkette	Longworth Ave/Darcy St. (aka Prescott Park)

EXISTING FACILITIES

Activity Center	11155 Charlesworth Rd.
Aquatic Center	10145 Pioneer Blvd.
Betty Wilson Center	11641 Florence Ave.
Clarke Estate	10211 Pioneer Blvd.
Gus Velasco Neighborhood Center	9255 Pioneer Blvd.
Town Center Hall	11740 Telegraph Rd.

At a minimum, the City envisions a process that will involve the following stages/elements:

A. PUBLIC PROCESS:

1. Identify, describe, and implement a comprehensive strategy and methodology for citizen involvement in the Master Plan development process. This may include digital engagement in the form of social media campaigns or interactive web portals to reach a broader audience.

2. Assure a diverse representation of key stakeholders, including but not limited to residents, schools, businesses, user groups, associations, advisory committees, and other stakeholders approved by the City are provided an opportunity to participate in the development of this plan.

3. Conduct at least three (3) public community meetings, a minimum of four (4) focus groups (participants to be determined), individual stakeholder interviews, and four (4) pop-up workshops at community events.

4. Create a link or embed a webpage on the City's website where community members can share ideas and stay updated on the progress of the Master Plan. This platform should provide ongoing opportunities for feedback and ensure transparency throughout the planning process.

5. Facilitate community outreach efforts to ensure community engagement.

6. Act as professional facilitators to gather specific information about services, use, preferences, and agency strengths, weaknesses, opportunities, and threats.

7. Provide well-organized and directed activities, techniques, and formats to ensure a positive, open, and proactive public participation process.

8. Provide written records and summaries of the results of all public processes and communication strategies.

9. Provide methods to receive input from as many people as possible, including users and nonusers of the services and facilities.

10. All project documents, including meeting notices, meeting minutes, etc. shall be provided in Adobe Acrobat portable document format (.pdf).

B. <u>STATISTICALLY VALID SURVEY</u>

1. Provide a citywide statistically valid community needs assessment survey with a return rate that accurately represents a sampling of the community population to identify community needs and issues on the recreation and park programs and facilities. This survey will be used as a baseline to determine needs, desires, and willingness to pay.

C. <u>DEMOGRAPHIC TRENDS</u>

1. Review and interpret demographic trends and characteristics of the City of Santa Fe Springs using information from the City's General Plan and regional and local sources.

D. <u>EXISTING AND FUTURE FACILITIES- ANALYSIS OF LEVEL OF SERVICE</u>

1. Utilize information gathered from surveys, interviews, and analysis from community stakeholders, staff, and city council to evaluate incomplete projects and the extent to which the goals have been accomplished or may no longer be relevant.

2. Compile an inventory and assessment of the existing recreation programs and services, parks, amenities, trails, open space, and facilities in GIS and CSV format. (A list of parks and public facilities is attached). The assessment should include a comparative analysis of communities of similar size and density regionally and using the nationally accepted standards as well as National Recreation & Parks Association and CAPRA standards. The study should consider the capacity of each amenity found within the system (playgrounds, ball fields, trails, natural areas, special facilities., appropriate storage, restrooms, picnic tables, seating, safety lighting, sports field lighting, drinking fountains, playground equipment, signage/wayfinding signage, outdoor fitness equipment, storage facilities, courts, trash cans, parking lots, trails, etc.) functionality, accessibility, condition, comfort, and convenience. Evaluation criteria should be based on the expressed values of the community. The analysis will also include the identification of the best possible providers of community and recreation services and recommendations for minimizing duplication and enhancing possibilities for partnerships where appropriate.

3. Assess the current state of facilities, projected usage, and other impacts to formulate a plan for necessary maintenance, repairs, and enhancements, including budget and staffing levels to accomplish this.

4. Analyze current facility usage policies and fees for consistency, relevance, and effectiveness.

5. Develop an inventory on the walkability to parks from adjacent neighborhoods and walkability within parks, bicycling to parks, and an assessment of accessibility for visitors of all capacities within parks. This includes but is not limited to, the following: Accessibility to bike paths, accessibility to riverbeds, accessibility to and from parking lots and within parks for different ability groups, surrounding pedestrian and bike infrastructure leading to parks and open spaces, average safe route distances leading to/from residences and/or nearby schools, the number of park and open space entrances and entrance locations, and connectivity to mass transportation.

6. In evaluating existing parks, recreation facilities, and programs, the analysis should address accessibility needs by ensuring that facilities meet ADA standards (Americans with Disabilities Act). Recommendations should identify areas where accessibility improvements are necessary to provide inclusive access to all community members, including those with disabilities. The Firm should also assess the usability of facilities for individuals with diverse mobility needs.

E. <u>CITY STAFF INTERVIEWS</u>

1. Meet with City Staff to seek input on procedures and needs. The City wants to incorporate field, administrative, and planning staff insights effectively.

F. <u>CAPITAL IMPROVEMENT PROGRAM</u>

1. Outline priorities for maintenance, repair, and rehabilitation of existing parks, trails, facilities, and open space infrastructure, as well as opportunities for enhancement, expansion, and the introduction of new infrastructure. The Firm should provide cost estimates for all project recommendations. All recommendations should also reflect incremental staffing required above current maintenance staff levels. Existing infrastructure that should remain as-is should be identified. Incorporate capital projects into short-term (five years) and long-term (ten, fifteen, or twenty years) capital improvement programs.

2. A strong focus on environmental sustainability initiatives is desirable. These include, but are not limited to, drought-resistant landscaping, solar power integration, and eco-friendly maintenance practices.

3. All proposed projects identified through the planning process should consider cost estimates and the City's ability to meet CEQA requirements (California Environmental Quality Act), particularly for acquiring, developing, or expanding current infrastructure.

G. <u>RANK AND PRIORITIZE DEMAND AND OPPORTUNITY</u>

1. Prioritize recommendations for needs regarding land acquisition and development of new parks in alignment with connectivity to the trails for accessibility to active transportation routes to all parks.

2. Develop a set of prioritized recommendations for the maintenance and renovation of parks.

3. Develop a set of prioritized recommendations for the development, maintenance, and renovations of facilities per community needs and anticipated use

H. ANALYSIS OF PROGRAMS AND SERVICES

1. Provide an inventory, assessment, and analysis of the City's current level of recreation programs, services, transportation, and maintenance in relation to present and future goals, objectives, and directives.

2. The Firm shall compare the City's level of service with those of comparable regional cities, including fee comparison.

3. Evaluate and determine necessary staffing levels, allocate staff to specific divisions or programs, and budget to accommodate future needs.

4. Provide recommendations for minimizing duplications or enhancing possibilities for collaborative partnerships where appropriate.

I. ACTION PLAN

1. Collect and analyze demographic information.

2. Collect and analyze information on participation, needs, desires, operations, programming, and land use trends and Level of Service recommendations.

3. Identify areas of service shortfalls and the projected impact of future trends.

4. Provide usable and workable definitions and recommendations for designated parks and open spaces with appropriate acreages and parameters.

5. Develop recommendations for operations, staffing, maintenance, programming, and funding needs.

6. Provide a clear plan for developing programming direction based on CAPRA standards and demand analysis.

7. Develop a definitive program for the acquisition and development of parkland, recreation facilities, open space, trails, and parks, as well as for future maintenance and administration of facilities.

8. Develop design guidelines for developing and using parks in relation to acreage size.

9. Provide a maintenance and operation analysis for Parks and Right of Way areas maintained by Facilities and Maintenance Staff.

10. Identify opportunities for available funding and acquisition alternatives.

11. Develop an action plan, including strategies, priorities, and budget analysis.

12. Determine the best alternative funding sources for the City, recommend options to address any funding gaps, and identify best funding practices in other cities that the City can explore.

J. DEVELOPMENT OF FINAL PLANS AND SUPPORTING MATERIALS

1. The Master Plan must include a needs assessment, written goals, plans, objectives, and policy statements that articulate a clear vision and framework for the City regarding the accessibility of quality parks, routes of active transportation to parks, maintenance sustainability of parks, and programming offered at parks.

2. A summary of existing conditions, inventories, and Level of Service analysis.

3. Charts, graphs, maps, schematic plans, and other data as needed to support the plan and its presentation to the appropriate audiences.

4. A Financial Plan.

5. An Action Plan.

6. The consultant shall attend a minimum of two (2) meetings with the City Council: one (1) at the presentation of the draft Master Plan and one (1) at its adoption.

K. FINAL MASTER PLAN

1. A color version of the final Master Plan document consisting of fifteen (15) printed and bound color copies and an electronic copy in a format compatible with the City's software.

2. A color version of the final Executive Summary consisting of ten (10) printed and bound color copies and an electronic copy in a format compatible with the City's software.

3. All project documents, including meeting notes, meeting minutes, etc., shall be provided to the City in electronic form using Microsoft Office and Adobe Acrobat with integrated graphics.

4. All maps and renderings are to be provided as separate high-resolution electronic files in Adobe Acrobat portable document format (.pdf) with integrated graphics in GIS format where applicable.

5. All data, information, material, and work produced in final text, maps, and graphics, including all digital files, shall become the sole property of the City of Santa Fe Springs.

L. <u>PER CAPITA SPENDING ANALYSIS</u>

The consultant will compile budget and expenditure information from City documents to establish the City's current per capita spending investment for parks/community services and recreation operations in Santa Fe Springs. The per capita spending analysis should include expenditures related to maintenance, operations, staffing, programming, administration, and capital improvements. The consultant will utilize best practice research to establish the methodology for this task and provide local comparisons.

M. <u>OPTIONAL SCOPE OF WORK ITEMS</u>

The consultant shall provide a separate line-item proposal for the following optional task. Once a preferred consultant is chosen, optional items may or may not be added to the final scope of work, as determined by the City.

N. <u>PROGRESS REPORTING</u>

The selected Firm and the City's Project Manager shall hold regular progress meetings as often as necessary, but at least twice per month until the City Council approves the final plan for progress reporting. The Firm shall supply the Project Manager with at least one (1) copy of all completed or partially completed reports, studies, forecasts, maps, or plans as deemed necessary by the Project Manager at least three (3) working days before each progress meeting. The Project Manager shall schedule the meetings, as required, at key times during the development of the Master Plan.

VI. Proposal Submittal

Responses to this solicitation must be submitted electronically:

Please *see* ***Section VII – Proposal Format and Content*** for specific details regarding the information that needs to be included in your submission. Failure to provide all requested information may be considered "non-responsive" and rejected.

Responses to this RFP must be submitted electronically via the City's PlanetBids Portal by the deadline. Any responses transmitted and/or time-stamped after the deadline will not be accepted. Consultants planning to submit responses to this request are highly encouraged to submit all documentation before the deadline to avoid technical difficulties/errors.

VII. Proposal Content and Format

Proposal Content

Firms shall prepare a compelling, clear, and concise proposal. The City is requesting proposals which contain, at a minimum, the following information:

A. **Letter of Interest** - Please include a letter expressing your interest in being considered for the project. Include a statement regarding the consultant's availability to dedicate time, personnel, and resources to this effort. The letter of interest must include a commitment to the availability of the Consultant and all key project staff during the planning period and a proposed schedule designed to meet the City's needs for the project.

B. **Project Understanding and Approach** - Please include a statement demonstrating your understanding of the proposed project. Describe your general approach to completing the project successfully, the methodologies and technologies you would employ, and the key milestones and processes you would use. Describe what information you would expect the City to supply.

C. **Relevant Experience** - Please include information describing your experience providing similar services for public agencies. Provide a minimum of three (3) specific examples of relevant experience. At a minimum, the Consultant should provide a list of the most recent projects (i.e., completed within the last five (5) years is preferred, but samples outside of this timeframe will be accepted if relevant) for which the consultant has performed similar services of similar size, scope, and complexity.

   Using **Attachment A – References**, please provide details regarding each reference. This should include the name, contact person, address, phone number, and e-mail address of each party for whom the service was provided, as well as a description of the service performed, the dollar amount of the contract, and the date of performance. The City may contact the individual listed at its discretion. Resumes may also be included in this section for any key staff associated with the project.

D. **Proposed Statement of Work** - Please provide a proposed Statement of Work, based on the Scope of Work contained in this RFP; and discuss any ideas for modifying, clarifying, or improving the City's proposed scope of work. Provide a realistic working schedule with key deliverables, milestones, and tasks.

   This section should also identify the number of staff that will be provided to address the City's needs. In addition, the section may be used to propose any procedural or technical enhancements/innovations to the Scope of Work that are consistent with the objectives or required content of this RFP.

E. **Conflict of Interest Statement** – The Consultant shall disclose any financial, business, or other relationship with the City that may impact the selection process.

If the Consultant has no such conflicts, a statement declaring such should be included in their submission.

F. Cost Proposal – Cost proposal should include the following:

Total All-Inclusive Not-To-Exceed Maximum Price: The cost proposal should contain all pricing information relative to performing the scope of work as described in this request and identified in the Line-Item list (See “Line-Item” tab in PlanetBids)

The total all-inclusive maximum not-to-exceed price should contain all direct and indirect costs, including all out-of-pocket expenses. Provide a budget for each significant milestone for the entire scope of services. The proposed budget should include all meetings, conference calls, site visits, and deliverables. It should also include a list of anticipated reimbursable expenses with rates charged for each.

Component Costs: Include separate schedules of all fees and expenses for each of the work tasks and deliverables described in this RFP. These schedules should include hourly rates and the number of hours anticipated for each staff level and out-of-pocket expenses such as travel and transportation, meals, communications, and duplication costs. The total of these separate schedules should be directly related to the total all-inclusive maximum price.

Rates for Additional Services: If it should become necessary for the City to request the successful consultant to render additional services to either supplement services requested in this RFP or to perform any additional work as a result of the specific recommendations included in any report issued resulting from this engagement, then such additional work shall be performed only if outlined in an addendum to the contract between the City and the Consultant. Unless otherwise noted in the proposal, any such additional work would be performed at the same rates submitted in the dollar cost bid.

Proposal Format

To facilitate the evaluation process, all responses must adhere to the following format requirements. The City strongly encourages respondents to thoroughly review their proposals prior to submission to ensure they adhere to the requirements. If the proposal is not formatted or does not include all the listed items/sections, it may be deemed non-responsive.

Responses shall not exceed thirty (30) pages when printed on 8-½ -inch by 11-inch paper. Font Times New Roman Font (preferred), 12pt font size. The thirty (30) page requirement does not include a cover letter/letter of transmittal or any items included as additional attachments. Proposals should also include the following:

A. Title Page showing the request for proposals subject; the Vendor's name; the name, address, e-mail, and telephone number of the contact person; and the date of the proposal.

B. Table of Contents identifying the items/section listed in the “Proposal Content” section of this RFP.

C. Detailed proposal following the order set forth in the "Proposal Content" of this RFP.

VIII. Evaluation Criteria

The City will establish an evaluation committee to review and rate each proposal. The proposal evaluation process will be conducted using a multi-step method, which will include the following steps:

A. **Preliminary Proposal Review** - The evaluation committee will review each submission to ensure adherence to the minimum/proposal format requirements.

B. **Proposal Evaluation** - In the second part of this process, the evaluation committee will review and rate proposals based on the following:

1. **Experience of Firm and Project Personnel (35 points)**
   - Experience, resources, and qualifications of the Firm and assigned individuals to perform tasks identified in the scope of work
   - Good reference checks from primary and/or secondary sources

2. **Proposed Approach & Work Plan (30 points)**
   - Proposer has a clearly defined approach, strategy, and execution plan.
   - The timeline meets the City’s requirements.
   - Proposal clearly defines what is required from the City.

3. **Proposed fees for items/services (25 points)**
   - Proposed fees are reasonable

4. **Responsiveness to RFP (5 points)**
   - Compliance with the required format
   - Offered new/innovative services, suggestion

5. **Local Vendor Preference (5 points)**
   Vendors physically located within the City will be given an additional five (5) points. To be considered, vendors must submit a copy of their current City of Santa Fe Springs business license listing an address with the city limits.

   Vendors outside the City of Santa Fe Springs are still highly encouraged to submit a response.

Interviews
If necessary, the City may require top-rated proposers to participate in an interview. The City will e-mail proposers selected for the interview to schedule a date and time.

IX. Proposal Protests

Proposal Protest Procedures (Before Proposal Opening)
A protest filed before the proposal opening must be filed in writing no later than ten (10) working days before opening. The most common types of protest that might be filed before a proposal opening include those based upon restrictive specifications or alleged improprieties in any solicitation that is apparent before the scheduled proposal opening.

When a protest is filed before a scheduled proposal opening, certain steps must be followed:

A. The protest must be submitted in writing within the specified time frame (no later than ten (10) working days prior to a proposal opening). All protests must be filed with the City's Director of Finance for determination. Protest must be submitted to the Director of Finance by mail or e-mail within the specified time frame. Protests can be sent to:

Mail:
Lana Dich
City of Santa Fe Springs
Attn: Finance Department
11710 Telegraph Road
Santa Fe Springs, CA 90670

Or

E-mail:
lanadich@santafesprings.org

B. The protest must contain factual and legal reason(s) and should recommend a proposed remedy. Nevertheless, it should be noted that the City reserves the right not to implement the proposed remedy but to offer alternative solutions where applicable.

C. Where appropriate, the City will hold an informal conference on the merits of a protest with all interested parties allowed to attend. Interested parties may include all proposers, subcontractors, or suppliers, provided they have a substantial economic interest in a portion of the RFP.

D. All potential proposers will be advised of a pending protest.

E. The City shall not open proposals prior to the resolution of the protest unless it is determined that:

- The items to be procured are urgently required;
- Delivery or performance will be unduly delayed by failure to make the award promptly; or
- Failure to make a prompt award will otherwise cause undue harm to the City.

The City will respond in writing within ten (10) business days after receipt of a properly filed protest. The Director of Finance will respond and include a response to each substantive issue raised in the protest.

After the exhaustion of administrative remedies, the protesting party will be given the City's final decision. The Director of Finance has the authority to decide on all protests.

Proposal Protest Procedures (After Proposal Opening/Post Award)
A protest filed after a proposal opening must be filed within three (3) working days after the aware. The City will grant the protesting party a fair review and shall have up to ten (10) business days to review the protest and render its decision.

X. Execution of Agreement

The resulting agreement (see attached sample Attachment B) shall be signed by the successful Consultant and returned within the required insurance within ten (10) business days after the City has provided written notice that the Consultant has been awarded. Failure to execute the agreement and file acceptable insurance documents as provided herein shall cause, at the City's option, for annulment of the award. Please review the insurance requirements and indemnification clause in the attached sample agreement.

Should the successful Consultant decline to execute the agreement, the City can either reject all proposals, accept one of the other proposals, or issue a new solicitation.

XI. Insurance Requirements

Any Consultant conducting services for the City of Santa Fe Springs must obtain and maintain insurance at their own expense. Insurance must be held until completion of services and formal acceptance by the City. The following insurance placed with an insurer admitted to write insurance in California or a non-admitted insurer on California's List of Eligible Surplus Lines Insurers (LESL):

A. Commercial General Liability

Commercial General Liability (CGL) (equivalent in coverage scope to Insurance Services Office, Inc. Form CG 00 01) shall cover on an "occurrence" basis for bodily injury and property damage, including premise-operations, products-completed, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury, and advertising injury with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, the limit shall be twice the required occurrence limit.

If requested, the "City of Santa Fe Springs, its officials, employees, and agents" must be separately endorsed to the policy as additional insureds on an endorsement equivalent to the Insurance Services Office, Inc. Form CG 20 10 11 85 of CG 20 26 1185.

B. Business Automobile Liability
For owned vehicles, hired, and non-owned vehicles, Insurance Services Office Form CA 00 01 covering, Code 1 (any auto), or if Consultant has not owned autos, Code 8 (hired) and 9 (non-owned) with limit no less than $1,000,000 per accident for bodily injury and property damage.

If an automobile is not necessary to perform services, the Consultant must submit a written request for a waiver of this requirement.

C. **Professional Liability or Errors and Omissions**
Depending on the work or services to be performed, professional liability or errors and omissions liability insurance may be required. The City will require the Consultant to provide professional liability or errors and omissions liability insurance in an amount not less than $2,000,000 per occurrence or claim. Architects' and engineers' coverage shall be endorsed to include contractual liability.

D. **Workers' Compensation and Employer's Liability**
Workers' Compensation as required by the California Labor Code and Employer's Liability in an amount not less than $1,000,000 per accident for bodily injury or disease.

E. **Cyber Liability Insurance (if applicable)**
With limits not less than $2,000,000 per occurrence or claim, $2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

F. **Technology Professional Liability Errors & Omissions (if applicable)**
Coverage must be appropriate to Vendor’s profession and work hereunder, with limits not less than $2,000,000 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations undertaken by Consultant shall

include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

The policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the City in the care, custody, or control of Consultant. If not covered under Consultant's liability policy, such "property" coverage of City may be endorsed onto Consultant's Cyber Liability Policy as covered property.

Required insurance documentation

A. Certificate of Insurance
The Certificate Holder must be listed as follows:

City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670
Attn: Risk Management

B. Endorsements (if requested)
In addition to the Certificate of Insurance, the Consultant must provide the following endorsements:

1. **Additional insured endorsements to the general liability and auto liability* insurance policies.** The "City of Santa Fe Springs, its officials, employees, and agents" must be endorsed to the Consultant's general liability policy as well as the auto liability policy as additional insureds on an endorsement equivalent to ISO forms CG 20 10 11 85 or CG 20 26 11 85.

2. **Cancellation notice endorsements.** Each policy must be endorsed to cerify that it will be not be cancelled or non-renewed by either party or reduced in coverage or limits (except by paid claims) unless the insurer has provided the City with thirty (30) days prior written notice of cancellation (ten (10) days for cancellation due to nonpayment of premium is acceptable).

3. **Primary, non-contributory coverage endorsements.** The general liability and professional liability (if required) policies must be endorsed to provide that each policy shall apply on a primary, non-contributing basis with any insurance or self-insurance, primary or excess, maintained by or available to the City or its officials, employees and agents.

C. Waiver and Modifications of the Insurance Requirements

The City has the authority to modify these insurance requirements at any time at its discretion.

In general, any contract deemed sole source, professional/professional services, involve the disclosure of proprietary information, and/or a public works project, may require revisions to the City's standard insurance requirements. Any revisions to the insurance requirements will be identified within the associated service contract terms and conditions.

Consultants may request a waiver or modification of these insurance requirements. Waiver or modification requests must be submitted in writing. The request should state the specific insurance requirement that is being considered for waiver or modification and provided a brief explanation for the request. Requests will be reviewed on a case-by-case basis, and the decision will ultimately depend on the scope of services. The final decision to approve or deny a request will be at the City's legal authority or an authorized designee's discretion.

XII. Business License Requirements

Consultants that conduct business within city limits may be required to obtain City of Santa Fe Springs business license if selected. The business license must be acquired before commencing any work. Additional information regarding the City's Business License program may be obtained by visiting the City's website at:

https://www.santafesprings.org/business/opening_a_business/new_application.php

Or by calling the City of Santa Fe Springs Business Support Center at (562) 264 - 5219.

XIII. Use of Federal Funds

The City may elect to use funding from Federal sources for a portion of or all expenses related to this project. The United States Federal Government requires purchases of items and services to meet specific standards when using Federal funds, including grants, cooperative agreements, contracts, and Federal funds "passed-through" to the City from a non-Federal entity (i.e., sub-recipient agreements). These requirements are codified under the Code of Federal Regulation's (CFR) Title 2, Subtitle A, Chapter II, Part 200 (also referred to as "2 CFR 200" or "Uniform Guidance") and the Federal Acquisition Regulations (FAR), as applicable.

The following standards apply to all purchases of items and services using Federal funds:

- Transactions shall be conducted lawfully and ethically
- Unnecessary/duplicative purchases are not permitted
- Utilizing a vendor or supplier on the U.S. Federal Government's Debarred and Suspended List (available at SAM.gov) is prohibited

- All individuals involved in the expenditure of federal monies must avoid any actual or apparent conflict of interest
- Procurement transactions must be conducted in a manner providing full and open competition
- Opportunities should be provided to minority businesses, women's business enterprises, and labor surplus area firms when possible
- Contracts and purchase orders should include the contract provisions required by 2 CFR 200 Appendix A
- Purchases of goods and services must include documentation detailing the procurement history

XIV. Non-Commitment of City

While the City intends to select a Consultant through this process, this intention is subject to change at any time during the process. The City does not commit to awarding an agreement, paying any costs incurred in preparing the proposal for this request, and/or procuring or contracting any items or services.

XV. Labor Requirements

A. **Background:** All personnel engaged in the performance of this work shall be employees of the Consultant and, as such, shall be warranted to possess sufficient experience and reliability to perform this work.

B. **Health:** All personnel engaged in the performance of this work shall be in good health and free of contagious diseases. The Consultant shall not allow any person(s) under the influence of alcohol or drugs on the premises or in the building. Neither shall the Consultant allow the use of or presence of alcohol or drugs on the premises or in the building.

C. **Non-Discrimination:** The Consultant shall not engage in discrimination in the employment of persons because of race, color, national origin, ancestry, mental/physical disabilities, sex, or religion of such persons.

D. **Conduct:** No person(s) shall be employed for this work that is found to be incompetent, disorderly, and troublesome, under the influence of alcohol and drugs, which fails or otherwise refuses to perform the work properly and acceptably or is otherwise objectionable. Any person found to be objectionable shall be discharged immediately and not re-employed for this work.

E. **Age:** The Consultant will only hire individuals who are of legal age to work.

XVI. Records

The Consultant agrees to permit the City Manager or designee access to records, reports, files, and other papers or property of the Consultant to audit any performance aspect under this agreement.

XVII. Use of Subcontractors

The Consultant shall be responsible for all work performed under the final agreement and shall keep all work under their control. No portion of the work may be subcontracted without the prior written consent of the City. All subcontractors used on this work shall 18 be under the direct supervision of the Consultant and shall be considered as their employees. Any approved subcontractors must provide insurance indemnifying the City with limits at or exceeding the limits of the primary's insurance.

XVIII. Modifications/Changes

Changes in the areas serviced and/or specifications may be necessary during the agreement term. Changes in the agreement requirements and corresponding changes in compensation may be implemented upon mutual understanding between the City and the Consultant. These changes will be processed by the City Manager.

XIX. Disclosure of Information

A. The Consultant agrees that it will not, during or after the term of the agreement, disclose any proprietary information or confidential business information of the City, including but not limited to its costs, charges, operating procedures, or methods of doing business to any person, consultant, corporation, association, or other entity or the general public for any reason or purpose whatsoever, without the prior written consent of the City. Such confidential or proprietary information received by the Consultant shall be used exclusively in connection with the performance of services.

B. The Consultant shall not issue or release for publication any articles, advertising, or publicity matters relating to the services performed by the Consultant hereunder or mentioning or implying the name of the City or its respective personnel without the prior written consent of the City.

XX. Ex-Parte Communications

Consultants and their representatives should not engage in unauthorized communications with elected officials, officers, employees, or agents of the City about this RFP. This requirement also includes any evaluation panel member, except for designated RFP facilitators. This requirement remains in effect until after award notifications have been made.

This restriction does not prohibit consultants and their representatives from making oral statements or presentations to City representatives during a scheduled public meeting.

XXI. General Rights of the City

At its discretion, the City reserves the right to:

A. Reject any and/or all proposals for no reason or any reason including, but not limited to, the following:

1. The proposal is incomplete, non-responsive, obscure, irregular, or lacking necessary detail and specificity.
2. The Consultant, in the sole judgment of the City, lacks the qualifications, experience, and/or responsibility necessary to provide the services.
3. The Consultant failed or neglected to complete and submit any information within the time specified by the City and as may be otherwise required herein.

B. Reject any proposal that, in the opinion of the City, is so unbalanced in comparison to other proposals received and/or to the City's internal estimates that it does not accurately reflect the cost to perform;

C. Accept all or any part of a proposal;

D. Make multiple awards;

E. Cancel the entire RFP;

F. Issue subsequent RFPs; or

G. Waive any errors or informalities in any proposal to the extent law permits

PLEASE REVIEW
Attachment A – References
Attachment B – Sample PSA

CITY OF
SANTA FE SPRINGS
11710 Telegraph Road • CA • 90670-3679 • (562) 868-0511 • Fax (562) 868-7112 • www.santafesprings.org
"A great place to live, work, and play"

RFP 25-7
Parks, Recreation, and Community Services Master Plan
ATTACHMENT A – References
(COMPLETE AND RETURN WITH YOUR PROPOSAL)

Entity Name ____________________

Entity Address ____________________

Name of Contact____________________

Telephone Number of Contact____________________

Email of Contact ____________________

Project Title____________________

Date of Project____________________

Entity Name ____________________

Entity Address ____________________

Name of Contact____________________

Telephone Number of Contact____________________

Email of Contact ____________________

Project Title____________________

Date of Project____________________

Entity Name ____________________

Entity Address ____________________

Name of Contact____________________

Telephone Number of Contact____________________

Email of Contact ____________________

Project Title____________________

Date of Project____________________

CITY OF SANTA FE SPRINGS
PROFESSIONAL SERVICES AGREEMENT
WITH
____

This Professional Services Agreement ("Agreement") is made and effective as of ________________ ("Effective Date"), by and between the City of Santa Fe Springs, a California municipal corporation, ("City") and ________________, a [State and Entity Type: Example – California limited liability company] ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until the services described herein are completed, unless sooner terminated pursuant to the provisions of this Agreement.

2. SERVICES

Consultant shall perform the services described and set forth in the City's Request for Proposals, attached hereto as Exhibit A, and Consultant's Proposal, attached hereto as Exhibit B, both incorporated herein as though set forth in full ("Services"). Consultant shall complete the Services according to any schedule of performance set forth in Exhibit A. To the extent that Exhibit B contains provisions inconsistent with this Agreement and/or Exhibit A, the provisions of this Agreement and Exhibit A shall govern.

3. PERFORMANCE

Consultant shall at all times faithfully, competently and to the best of Consultant's ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant under this Agreement.

4. CITY MANAGEMENT

The City Manager or designee shall represent the City in all matters pertaining to the administration of this Agreement, including review and approval of all products submitted by Consultant.

5. PAYMENT

A. City agrees to pay Consultant monthly, [in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks]. This amount shall not exceed [Insert amount] dollars ($__.00) for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager or designee. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to in writing by the City and Consultant at the time the City's written authorization is given to Consultant for the performance of said services.

C. Consultant will submit invoices monthly for actual Services performed. Consultant agrees to participate in the City's Electronic Funds Transfer program and to receive electronic payments for the Services. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's Services or fees, it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this Agreement shall be made within forty-five (45) days of receipt of an invoice therefor.

6. **<u>TERMINATION OF AGREEMENT WITHOUT CAUSE</u>**

A. The City may at any time, for any reason, without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon Consultant at least ten (10) days' prior written notice. Upon receipt of said notice, Consultant shall immediately cease all Services under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this section, the City shall pay to Consultant the actual value of the Services performed up to the time of termination, unless the City disputes any of the Services performed or fees. Upon termination of the Agreement pursuant to this section, Consultant will submit an invoice to the City pursuant to Section 5.

7. **<u>DEFAULT OF CONSULTANT</u>**

If the City determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, the City shall serve Consultant a written notice of the default. Consultant shall have seven (7) days after service of said notice to cure the default. In the event that Consultant fails to cure the default within such period of time or fails to present the City with a written plan for the diligent cure of default if such default cannot be cured within seven days, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement. Consultant shall be responsible for costs incurred by the City due to Consultant's failure to comply with this section. The City shall have the right to offset against the amount of any fees due to Consultant any costs incurred by the City as a result of Consultant's default.

8. OWNERSHIP OF DOCUMENTS

A. Consultant shall maintain complete and accurate records with respect to tasks, costs, expenses, receipts, and other such information required by the City that relate to the performance of Services under this Agreement. Consultant shall maintain adequate records of Services provided in sufficient detail to permit an evaluation of Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of the City or its designees at reasonable times to such books and records; shall give the City the right to examine and audit said books and records; shall permit the City to make transcripts or copies therefrom as necessary; and shall allow inspection of all Services, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the Services shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. Consultant hereby grants to the City all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by Consultant in the course of providing the Services under this Agreement.

9. INDEMNIFICATION AND DEFENSE

A. Indemnification. To the fullest extent permitted by law, Consultant shall indemnify and hold harmless the City and any and all of its officials, employees, agents, and/or volunteers ("Indemnified Parties"), from and against any and all claims, demands, actions, suits, losses, liabilities, damages, costs, and expenses, including attorney's fees and costs, arising out of or in any way connected with the performance of Consultant, its officers, agents, employees, and/or subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) under this Agreement, including all acts or omissions, willful misconduct, or negligent conduct, whether active or passive, on the part of Consultant, its officers, agents, employees, and/or subconsultants. Consultant's duty to indemnify and hold harmless the Indemnified Parties shall not extend to the sole negligence or willful misconduct of the Indemnified Parties.

B. Duty to Defend. In the event the Indemnified Parties, individually or collectively, are made a party to any claim, action, lawsuit, or other adversarial proceeding arising or alleged to arise out of or is in any way connected with the performance of Consultant's services under this Agreement, and upon demand by the City, Consultant shall immediately defend the Indemnified Parties at Consultant's cost or at the City's option to reimburse the City for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters, regardless of whether or not Consultant, its officers, agents, employees, and/or subconsultants are specifically named or otherwise asserted to be liable, and regardless of whether or not there is any evidence of finding of fault or wrongdoing by Consultant, its officers, agents, employees and/or subconsultants. Payment by the City is not a condition precedent to enforcement of this provision.

C. In the event of any dispute between Consultant and the City as to whether liability arises from the sole negligence or willful misconduct of the City or its officials, employees, agents, and/or volunteers, Consultant will be obligated to pay for the City's defense until such time as a final judgment has been entered adjudicating the Indemnified Parties as solely negligent or to have acted with willful misconduct. Consultant will not be entitled in the absence of such a determination to any reimbursement of defense costs, including but not limited to attorney's fees, expert fees, and costs of litigation.

10. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached hereto and made a part of this Agreement.

11. INDEPENDENT CONTRACTOR

A. Consultant is and shall at all times remain as to the City a wholly independent consultant and/or independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither the City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against the City, or bind the City in any manner.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, the City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for the City. The City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder. 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 the City harmless from any and all taxes, assessments, penalties, and interest asserted against the City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold the City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. The City shall have the right to offset against the amount of any fees due to Consultant under this Agreement as a result of Consultant's failure to promptly pay to the City any reimbursement or indemnification arising under this paragraph.

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

D. Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subconsultants 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 the City, including but not limited to eligibility to enroll in CalPERS as an employee of the City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for CalPERS benefits.

12. LEGAL RESPONSIBILITIES

Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of Services pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws and regulations. The City and its officials, officers, employees, and agents, shall not be liable at law or in equity occasioned by failure of Consultant to comply with this Section.

13. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with this Agreement or any Services to be conducted as a result of this Agreement. Violation of this section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

14. NO BENEFIT TO ARISE TO CITY EMPLOYEES

No member, officer, or employee of the City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Services during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any Agreement or sub-agreement, or the proceeds thereof, for Services to be performed under this Agreement.

15. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without the City's prior written authorization, unless the information is clearly public. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Manager or designee, or unless requested by the City’s attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the Services performed under this Agreement or relating to the City. Response to a subpoena or court order shall not be considered “voluntary” provided Consultant gives the City notice of such court order or subpoena.

B. Consultant shall promptly notify the City should Consultant, its officers, employees, agents, and/or subconsultants be served with any summons, complaint, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request (“Discovery”), court order, or subpoena from any person or party regarding this Agreement and the Services performed hereunder or with respect to any project or property located within the City, unless the City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from informing the City of such Discovery. The City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless the City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, the City's right to review any such response does not imply or mean the right by the City to control, direct, or rewrite said response, or that the City has an obligation to review any such response or verifies any response it has reviewed.

16. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mail by the United States Postal Service, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To the City:	City of Santa Fe Springs 11710 E. Telegraph Road Santa Fe Springs, CA 90670 Attention:
To Consultant:	______________________________ ______________________________

17. ASSIGNMENT

Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. [Because of the personal nature of the Services to be rendered pursuant to this Agreement, only ______________ shall perform the Services described in this Agreement, unless otherwise agreed to by City. Consultant shall provide City fourteen (14) days' notice prior to the departure of _____________ from Consultant's employ. Should he/she leave Consultant's employ, City shall have the option to immediately terminate this Agreement, within three (3) days of the close of said notice period. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual Services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City and Consultant.] Before retaining or contracting with any subconsultant for any services under this Agreement, Consultant shall provide the City with the identity of the proposed subconsultant, a copy of the proposed written contract between Consultant and such subconsultant which shall include and indemnity provision similar to the one provided herein and identifying the City as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed subconsultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from the City for such insurance.

18. LICENSES

At all times during the term of this Agreement, Consultant shall have in full force and effect all licenses required of it by law for the performance of the Services described in this Agreement.

19. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

20. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

21. AMENDMENTS

Any amendments to this Agreement must be in writing and executed by the parties hereto, or their respective successors and assigns, in order to be valid.

22. NON-EXCLUSIVE AGREEMENT

Consultant acknowledges that the 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.

23. 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.

24. CONSTRUCTION

The parties hereto 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.

25. WAIVER

The delay or failure of any 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.

26. SEVERABILITY

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

27. 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.

28. AUTHORITY TO EXECUTE THIS AGREEMENT

The persons executing this Agreement on behalf of the parties warrant and represents that they have the authority to execute this Agreement on behalf of said parties and has the authority to bind the parties to the provisions of this Agreement.

29. ELECTRONIC SIGNATURES

The parties acknowledge and agree that execution of this Agreement by electronic signature or electronic transmittal of signatures shall have the same effect as handwritten signatures for the purposes of validity, enforceability, and admissibility.

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

[If Consultant is a corporation, two signatures are required: Signature 1 – the Chairperson of the Board, the President, or any Vice President; Signature 2 – the Secretary, any Assistant Secretary, the Chief Financial Officer, or any Assistant Treasurer (Corp. Code § 313).]

CITY OF SANTA FE SPRINGS CONSULTANT

______________________________	______________________________
	Name: ________________________
	Title: ________________________
Date: ________________________	Date: ________________________
ATTEST:	CONSULTANT
______________________________	______________________________
Fernando Muñoz, Deputy City Clerk	Name: ________________________
	Title: ________________________
	Date: ________________________

APPROVED AS TO FORM:

____
Ivy M. Tsai, City Attorney

Attachments:	Exhibit A	City’s Request for Proposals
	Exhibit B	Consultant’s Proposal
	Exhibit C	Insurance Requirements

EXHIBIT A

CITY'S REQUEST FOR PROPOSALS

EXHIBIT B

CONSULTANT'S PROPOSAL

EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of the City, and prior to commencement of Services, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to the City. If Consultant maintains higher limits than the minimum limits shown below, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

[Note: May need to delete workers' compensation and employer's liability insurance requirements for certain sole proprietorships, partnerships, or corporations without employees.]

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000 per accident for bodily injury or disease).

Consultant shall submit to the City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of the City, its officers, agents, employees, and volunteers.

[Note: If the required limits for general liability, auto and employer's liability are $1 million or less, the following paragraph may be omitted.]

Umbrella or excess liability insurance. Consultant shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance to the City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by the City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

Duration of coverage. Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Services hereunder by Consultant, or Consultant's agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by the City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

The City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, the City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by the City will be promptly reimbursed by Consultant or the City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, the City may immediately terminate this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against the City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of Agreement provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Agreement are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that the City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to the City and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the Services who is brought onto or involved in the Services by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subconsultants, and others engaged in the Services will be submitted to the City for review.

The City's right to revise specifications. The City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to Consultant, City and Consultant may renegotiate Consultant's compensation or come to some other agreement to address the additional cost.

Self-insured retentions. Any self-insured retentions must be declared to and approved by the City. The City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City.

Timely notice of claims. Consultant shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Services.

Notice Inviting Proposals
City of Santa Fe Springs
Parks, Recreation, and Community Services Master Plan

The City of Santa Fe Springs invites proposals from qualified consultants to develop a parks, recreation, and community services master plan in accordance with the terms and conditions of Request for Proposals (RFP) No. 25-7.

To view the complete proposal package and associated documents visit: https://pbsystem.planetbids.com/portal/65093/portal-home and click “Bid Opportunities” or https://vendors.planetbids.com/portal/65093/bo/bo-detail/122617 to access the project directly. You can also visit the City's website and find the link on the "Bids & Proposals" webpage.

Questions/inquiries regarding this opportunity must be submitted via the PlanetBids Portal by **Wednesday, October 23, 2024, at 2 p.m. Pacific**. The City will not respond to any questions/inquiries submitted after this deadline.

Please review all related documents in their entirety before submitting a response. Responses must be submitted electronically via the City’s PlanetBids Portal by **Thursday, November 7, 2024, at 2 p.m. Pacific**. Any proposals received after this deadline will be deemed non-responsive, and the City reserves the right to reject them.

Responses to this request will be evaluated to determine the most qualified and responsive consultants. Responses must adhere to the format and content described.

EXHIBIT B

CONSULTANT'S PROPOSAL

Docusign Envelope ID: 26EFFC73-AC55-46CE-BBC7-F7ADCF2E8BB7

CITY OF SANTA FE SPRINGS

PARKS, RECREATION, AND COMMUNITY SERVICES MASTER PLAN

PROPOSAL | RFP NO. 25-7 | NOVEMBER 7, 2024

ktua

Joe Punsalan
3916 Normal Street
San Diego, CA 92103
619-294-4477
joe@ktua.com

Contents

ktua

3916 Normal Street
San Diego, CA 92103
619-294-4477
www.ktua.com

November 7, 2024

Gustavo Hernandez, Director of Parks and Recreation
City of Santa Fe Springs
11740 Telegraph Road
Santa Fe Springs, CA 90670

Dear Mr. Hernandez and Members of the Selection Committee,

KTUA is excited to submit our proposal for this transformative project, which has the potential to shape the City's park system for years to come. A modern master plan must go beyond traditional amenities like ball-fields and playgrounds. To truly meet the needs of the community, it must incorporate innovative, sustainable solutions that address both environmental concerns and the changing needs of park users.

KTUA's park improvement recommendations include strategies for managing stormwater runoff, such as diversion and filtration systems, along with other eco-friendly approaches where applicable. We also recognize the importance of adapting public spaces to address climate challenges, such as using urban forestry to reduce heat, cold, or wind. Our focus on safety will include applying Crime Prevention through Environmental Design (CPTED) principles to create safer park environments.

In today's funding environment, data-driven solutions are essential. Our planning process uses GIS tools, park service assessments, pressure modeling, demographic analysis, and travelshed development to ensure parks are accessible, especially for those who use non-motorized transportation. This approach ensures our plans are equitable, practical, and supported by the community. Our plans are tailored to each neighborhood, balancing local needs with national benchmarks for park amenities. We aim to close gaps in park distribution, offering recreational opportunities for all ages and increasing park acreage to meet community standards. Our community engagement strategies ensure that all voices are heard, helping us create meaningful, positive recreational experiences for residents.

With over 50 years of experience, KTUA has deep knowledge of park and recreation planning in the region. Our team of 30 professionals has contributed to projects such as the Bellflower Bicycle and Pedestrian Master Plan, Montebello's Parks Master Plan, Pico Rivera's Urban Greening Plan, Whittier's Parks and Recreation Master Plan, and active transportation plans for Artesia and Pioneer Boulevard. We are currently finalizing Bellflower's Parks and Recreation Master Plan, further demonstrating our commitment to thoughtful park planning in the Gateway Cities region.

KTUA is uniquely qualified to guide the City through this important planning process, ensuring a vibrant, accessible, and sustainable park system that reflects the community's needs and aspirations. I will serve as the Principal-In-Charge and Alex Samarin, who grew up in nearby Hacienda Heights, will serve as the Project Manager with Nicole Rogge serving as Deputy Project Manager. Both are either engaged in or have recently completed Parks Master Plans for the cities of Bellflower, Desert Hot Springs, Montclair, La Mesa, Whittier and Moreno Valley. Alex also has experience in active transportation planning and will provide a holistic planning focus for this project. Jacob Leon will provide outreach support and as a bilingual team member and fluent in Spanish, Jacob specializes in identifying strategies and tools to get the most out of the engagement process. Nicole Rogge will be a key team member to analyze, oversee and assist with all major tasks on the project. PROS Consulting services include an analysis of programs and services, maintenance and operations evaluation, and financial strategy plan and long-time partner RRC will provide the statistically valid survey services.

We are fully committed to dedicating our time, expertise, and resources to this project. Our core team and consultants will be available throughout the entire planning process, and we have outlined a detailed schedule to ensure we meet the City's needs. Our proposal highlights the anticipated collaboration with City staff, our inclusive approach to community outreach, and a clear workflow for developing the master plan. We welcome the opportunity to discuss our approach and qualifications in more detail.

Respectfully submitted,

Joe Punsalan, Principal

KTUA AUTHORIZED REPRESENTATIVE
Joe Punsalan, Principal
3916 Normal Street, San Diego, CA 92103
619-294-4477 x127; Cell: 619-851-1870; joe@ktua.com

Executive Summary

The City of Santa Fe Springs needs a plan that analyzes community and capital needs, provides financial solutions, identifies alternative funding and partnership opportunities, and recommends investment strategies. The KTUA team provides the resources and expertise to meet these needs. We will work together to develop comprehensive community engagement strategies, identify inequities in park and programming resources, and develop sound and implementable recommendations. We will do this by creating a collaborative working relationship with City staff, stakeholders, and residents. The following are some of our key approaches to successfully completing this project.

Values and Vision – The City of Santa Fe Springs's values reflect the community, leadership, and staff. These values direct the City's vision for the future and help determine the community conditions that represent priorities of change. From visiting your city in preparation for this proposal, Santa Fe Springs values investment in parks. KTUA brings a desire to become familiar with your residents and parks to bring about positive changes to an already great city park system.

KTUA is pleased to highlight the array of exceptional park amenities in your city, which contribute significantly to the vibrancy and quality of life for residents and visitors alike. The variety of recreational facilities, ranging from baseball fields and racquetball courts to playgrounds, horseshoe pits, and well-maintained restrooms, demonstrates a commitment to providing diverse and accessible outdoor spaces for all ages and interests.

Noteworthy during KTUA's initial site visit was the impressive condition of the playgrounds at Lake Center Park, Little Lake Park, and Longworth Parkette, which stand out as safe, inviting spaces for children and families. The clean, well-maintained restrooms, particularly at Heritage Park, underscore the city's attention to the comfort and convenience of park visitors, fostering a positive experience for all.

The presence of mature trees throughout the park, especially at Little Lake Park and Los Nietos Park, adds an invaluable layer of natural beauty and shade, enhancing the recreational experience during warm weather. These trees also offer a calming atmosphere, creating inviting spaces for relaxation and socializing. This thoughtful integration of nature into the parks provides both functional shade and a sense of tranquility that is especially appreciated during hotter months.

One of the standout features observed was the expansive group picnic areas, particularly at Santa Fe Springs Park and Los Nietos Park. These large, well-designed spaces cater to family gatherings, social events, and community functions, supporting the city's commitment to fostering a sense of connection among residents. At Los Nietos Park, the picnic tables were in active use, with families enjoying meals together demonstrating the park's central role in community life.

Additionally, the rare and unique wading pools at several parks provide an exciting and refreshing amenity for families with young children, setting your parks apart from many others in Southern California. These features not only enhance the recreational opportunities available but also create a family-friendly environment that promotes outdoor activity and community engagement. What also felt unique to the City were the handmade programming banners at the various parks. They were more eye-catching than manufactured banners and were a nice local touch.

KTUA recognizes the tremendous potential for enhancing these already vibrant spaces and is eager to collaborate on projects that further elevate the city's parks, integrating active transportation and mobility planning to ensure even greater accessibility and community connection. By building upon these existing strengths, KTUA will help create a network of parks that are not only beautiful but also more connected and accessible to all.

Strong and Comprehensive Public Involvement – Inclusive and engaging communication strategies are needed to establish detailed issue identification, determine the value of public services, and provide a vision for the future that the community supports. This process should form the basis for measuring quantitative and qualitative performance for fiscal operating stewardship, managing taxpayer investments, establishing mandatory fees and charges, and funding capital development. The City has already laid out several meetings to involve the City Council, various commissions, and stakeholders which will be key to a successful and supported project.

Focus groups will also be important to gain valuable insight from a users' perspective. These meetings can be held as virtual meetings to garner as much participation as possible and can also help advertise for the Plan workshops. KTUA can also hold these focus group meetings in-person and possibly on the same day as workshops or other meetings to provide efficiency on staff time while visiting the city. These are just a few ideas that KTUA will work with the City to refine as part of the community engagement plan.

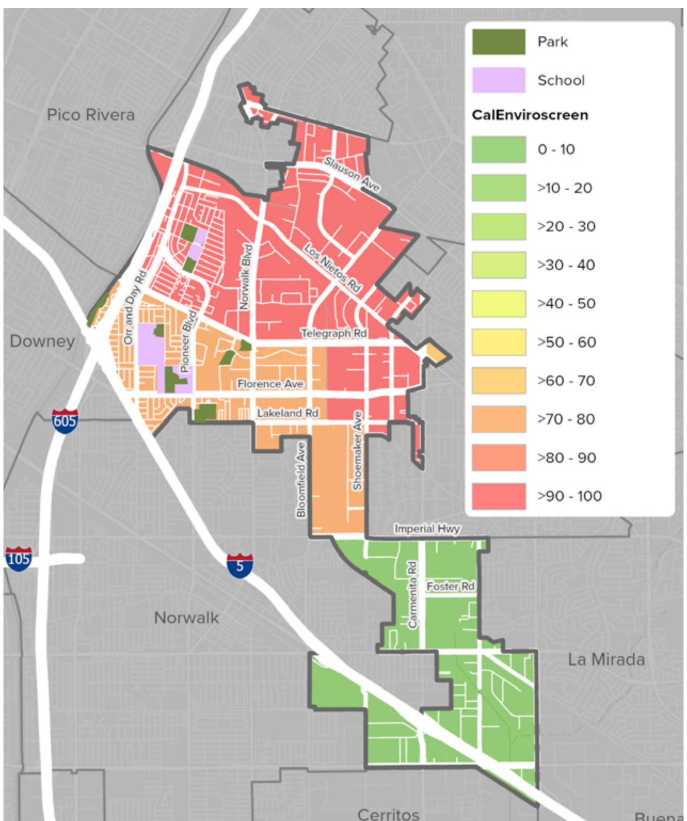
Focus on Equity Across the City while Recognizing Context and Needs of Individual Neighborhoods
With quantitative analysis, it is easier to find consensus on the definition of equity. However, the project should not lose sight of individual differences between neighborhoods and the historic way certain newer developer-built communities paid for their current assets. It must also recognize the role of equivalents in helping to reach these equity goals.

Upon initial assessment of the City's underserved communities using CalEnviroScreen, KTUA identified the area north of Imperial Highway as a disadvantaged region, with neighborhoods north of Telegraph Road ranking in the highest percentile, over 90% disadvantaged. This information underscores the critical need for equitable improvements in these communities. The parks in these areas, however, offer a strong foundation from which to build, with well-maintained grassy areas, inviting playgrounds, and thoughtful seating amenities, such as shaded gazebos and benches, that enhance the public spaces.

While many of the playgrounds are in excellent condition, some, like those at Santa Fe Springs Park, show signs of wear. The fading equipment and the need for repairs to the swing landings highlight an opportunity for KTUA to help rejuvenate these spaces and ensure they remain safe and welcoming for children and families. KTUA's proposed planning process will prioritize the maintenance and upgrade of these essential amenities, making sure that improvements meet the specific needs of the most vulnerable communities.

KTUA is committed to ensuring that any projects recommended for these neighborhoods are driven by principles of equity and inclusivity. Our approach will be to engage with the communities directly and involve them in every step of the planning process, ensuring that each park reflects the needs and preferences of its residents. This approach will be especially vital for the residential areas of the City, where access to high-quality parks and recreational amenities is particularly important.

Through targeted community engagement strategies, KTUA will guarantee that communication reaches all corners of the City, including the most underserved areas. We will work diligently to ensure that the voices of all residents, especially those in disadvantaged communities, are heard and incorporated into our plans. By fostering these inclusive conversations, KTUA will help create a future where every neighborhood has access to parks and amenities that are not only beautiful but also equitable and accessible to all.



CalEnviroScreen

Focus on Implementation – "Make no little plans; they have no magic to stir men's blood..." is an inspirational term first used by Daniel Burnham in 1907 as part of the City Beautiful movement. While keeping this vision and inspiration in mind, our team also focuses on "right-sizing" plans the planning and designing parks of parks to provide on effective capital implementation and resource management. In complex urban environments, positive change created by parks is about consistent small wins that create momentum. Our team also seizes every opportunity to be innovative and creatively use park space along the way.

With decades of experience in delivering park and recreation general development plans, master plans, and construction documents, KTUA provides good insight to work with the City to make necessary adjustments and refinements to focus on the feasibility of amenity construction for future park and public facility development, maintenance, and replacement.

Listen, then Respond – Throughout the development of the plan, team members will function as professional, unbiased facilitators to gather specific information about services, use, and preferences, as well as agency strengths, weaknesses, opportunities, and threats. When the proposed techniques and formats are well received, they provide the community with the opportunity to better understand the planning process and make a meaningful contribution, resulting in them feeling that the input session was valuable. The efforts need to focus on listening to public and staff input (as well as from elected officials) about issues, concerns, solutions, and priorities. To better alignment agreement on the plan requires:

- Identifying, up-front, the project "givens" or parameters
- Making the participants aware of the process from start to finish, including where they have opportunities to contribute and who will be making final decisions
- Encouraging participants to hear from each other
- Identifying common ground as the plan evolves

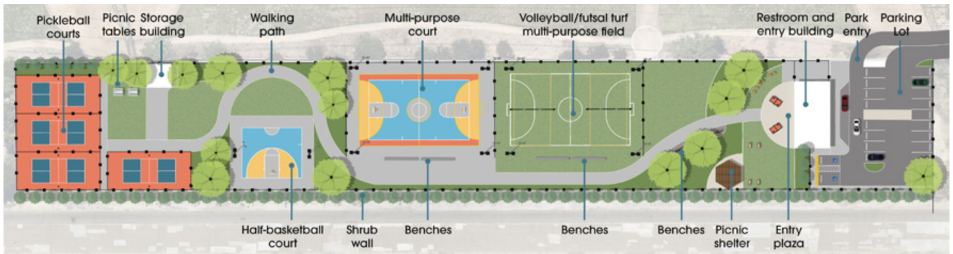
As part of the initial site review process, KTUA Principal Joe Punsalan visited several City parks. During his visit to Santa Fe Springs Park, Joe struck up a conversation with Steve, a long-time resident who has lived in the City for over 40 years. Steve shared his personal experiences of growing up in the area, recalling how the park evolved from an untamed section of the San Gabriel River to its current channelized form. He fondly remembered seeing red foxes and large frogs in the area during his childhood. However, Steve also pointed out the challenges he notices today, including homeless individuals frequently setting up camps in the southern part of the park, as evidenced by the trash found in that area.

Joe also spoke with a grandmother at Longworth Parkette (also known as Prescott Park), who shared her experiences with the parks while watching her grandson play on the playground. As another long-time resident, she expressed satisfaction with most of the parks but noted concerns with Santa Fe Springs Park, particularly the homeless issue and the wear and tear on the playground equipment. She no longer takes her grandchildren to Santa Fe Springs and now prefers the smaller, quieter Longworth Parkette.

These conversations highlight the importance of being open, approachable, and transparent throughout the project process. At KTUA, we take pride in this approach, listening to community members, educating them about the project, and, most importantly, listening again. This open dialogue is essential for building trust, gaining valuable feedback, and ultimately strengthening the planning process to deliver recommendations that truly reflect the needs of the community.

INFORMATION EXPECTED BY THE CITY TO SUPPLY

- Provide goals and objectives that are important for the Department
- Assist with coordination of social media and other announcements with the City's public information officer or relations department
- Assist with scheduling workshops and pop-up events
- Assist with scheduling focus groups
- Provide available GIS data and documents for review
- Provide capital and operational budgets, revenue sources, and expenditures (specifically parks & facilities and recreation programs and services)
- Provide a project landing page on City's website for the project website
- Provide the latest CIP list for project integration
- Provide the necessary information on operations and maintenance
- Assemble the appropriate City staff to meet with the team for data collection and recommendations on the operations and maintenance plan
- Provide City-approved photos, where applicable, to incorporate into the document



City of Bellflower Parks Master Plan

KTUA is a collaboration of planners, landscape architects, GIS analysts, and graphic designers focused on the creation of livable communities. Established in 1970, KTUA has expanded the boundaries of a traditional landscape architecture office by incorporating active transportation, community planning, federal planning, and natural resource management practices into our portfolio. With this diversity, KTUA has the ability to help shape the bigger picture while addressing the fine-grained details that contribute to sustainable natural and built environments.

OUR PASSION FOR HEALTHY PLACEMAKING IS EVIDENT IN OUR ACTIONS:

- KTUA staff members are involved in their communities, from community planning groups and advisory boards to philanthropic groups and student mentoring programs, with the goal of effecting positive change in our neighborhoods.
- KTUA's efforts to promote planning and design projects that focus on complete communities have been recognized by organizations such as ASLA, APA, ULI, Circulate San Diego, APWA,and SAME.

OVER 30 YEARS OF PARK MASTER PLANNING AND ATP EXPERIENCE

- City of Bellflower Parks Master Plan
- City of Whittier Parks Master Plan
- City of Montebello Parks Master Plan
- City of Menifee Parks Master Plan
- City of Moreno Valley Parks, Trails & Community Services Master Plan
- City of Ontario Parks Master Plan
- City of Desert Hot Springs Parks Master Plan
- City of Gardena Vacant & Underutilized Lot Inventory and Park Design
- City of Montclair Parks Master Plan
- City of Moorpark Parks Master Plan
- City of Goleta Parks Master Plan
- City of Goleta Stow Grove Park Master Plan
- City of La Mesa Parks Master Plan
- City of La Mesa MacArthur Park Master Plan
- City of Santa Maria Parks Master Plan
- Communities of Phelan & Piñon Pines Parks Master Plan
- City of Pico Rivera's Urban Greening Plan
- City of Placentia Open Spaces & Urban Greening Plan
- City of Buena Park Active Transportation Plan
- Cities of Paramount & Bellflower Active Transportation Plan
- City of Artesia Active Transportation Plan
- City of Montebello First Last Mile Plan

LEGAL NAME
- KTU&A

YEAR FOUNDED
- 1970

ORGANIZATIONAL STRUCTURE
- California Corporation

CORPORATE OFFICERS
- Chris Langdon, President
- Mark Carpenter, Treasurer
- Joe Punsalan, Secretary
- Brooke Whalen, Vice President
- Jerod Huwa, Vice President

OFFICE LOCATIONS
- San Diego (Main Office)
  3916 Normal St. San Diego, CA 92103
  Phone: 619-294-4477
- Central Coast (Satellite Office)

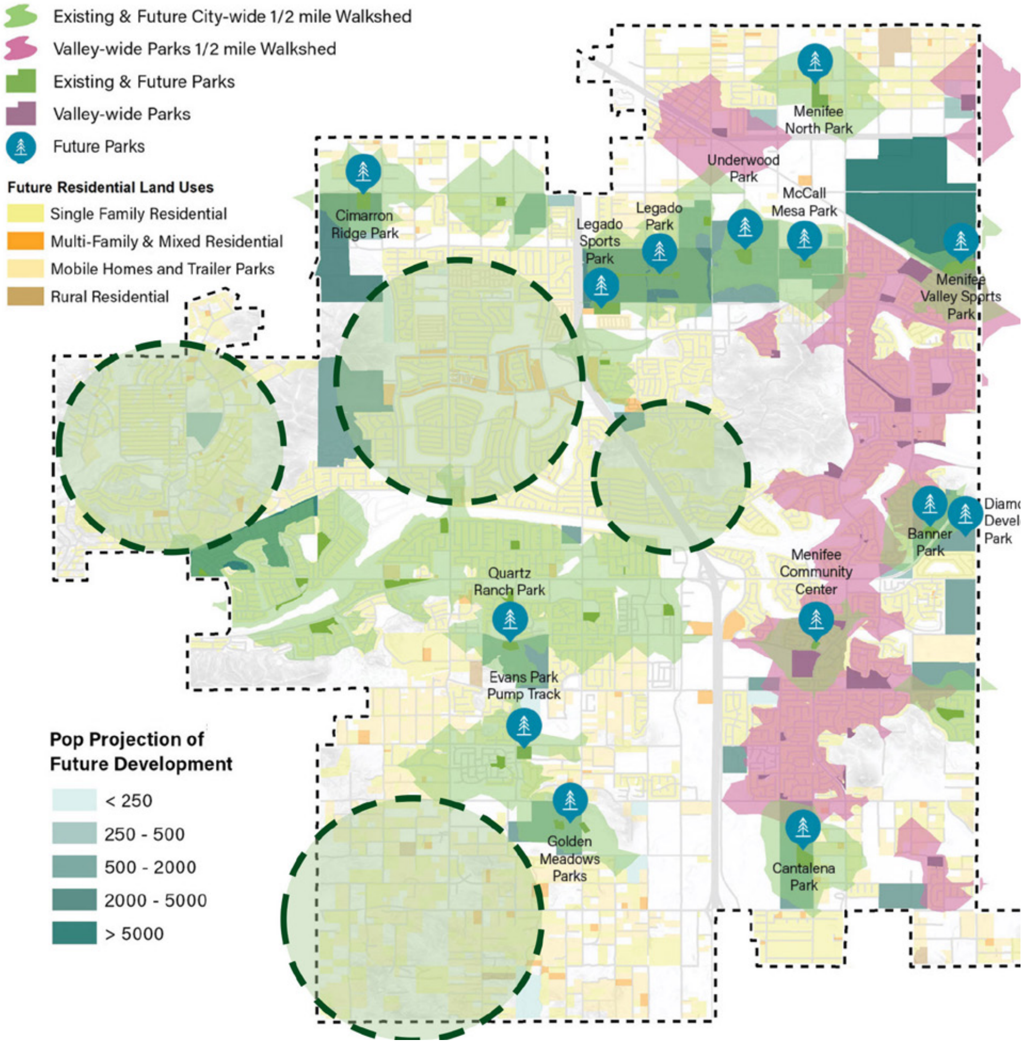
NUMBER OF EMPLOYEES - 30
- 10 Landscape Architects
- 8 Planners
- 4 Landscape Designers
- 2 Irrigation Designers
- 2 GIS Analysts
- 2 Marketing
- 2 Accounting

CERTIFICATIONS
- Small Business Enterprise, California Dept. of General Services, CA SBE 30007 exp. 01/31/25

PLANNING SERVICES
- Land Use | Transportation Planning
- Active Transportation Planning
- Resource Planning
- Federal Planning

LANDSCAPE ARCHITECTURE SERVICES
- Civic and Public Works
- Parks and Recreation
- Healthcare
- Education
- Housing
- Hospitality
- Office and Commercial

SUPPORT SERVICES
- Public Outreach
- GIS
- 3D Modeling and Simulations
- Sustainable Design
- Water Management
- Grant Writing



Existing and future 1/2 mile travelsheds & future development population projects: Gaps with Missing Parks

CLICK LINK BELOW
http://tiny.cc/xbsjzz

City of Menifee Parks Master Plan

The City of Menifee Parks Master Plan scope included population analysis, summary of recreational assets and amenities, and other site conditions that affected the development of the master plan. The Analysis included population based standards for parks per 1,000 population and geographic distribution given walk times and demographic centers for different age groups. The Master Plan identifies necessary changes in programs, parks or amenities, and the potential for new parks or new amenities within existing parks. A major task was the development of the trails component which included integrating active transportation and open space connections. Mapping, research and document development were additional tasks completed for project adoption.

AWARD: 2024 APA Inland Empire, Award of Merit, Comprehensive Plan Large Jurisdiction

CLIENT
- City of Menifee
- Mariana Mitchell, Community Services Manager
- 951-723-3882
- mmitchell@cityofmenifee.us

STATUS
- Completed 2023

SERVICES
- Park Master Plan
- Community Engagement
- GIS

PROJECT FEE
- $159,940

KTUA FEE
- $85,900

KTUA KEY PERSONNEL
- Joe Punsalan
- Alex Samarin
- Nicole Rogge

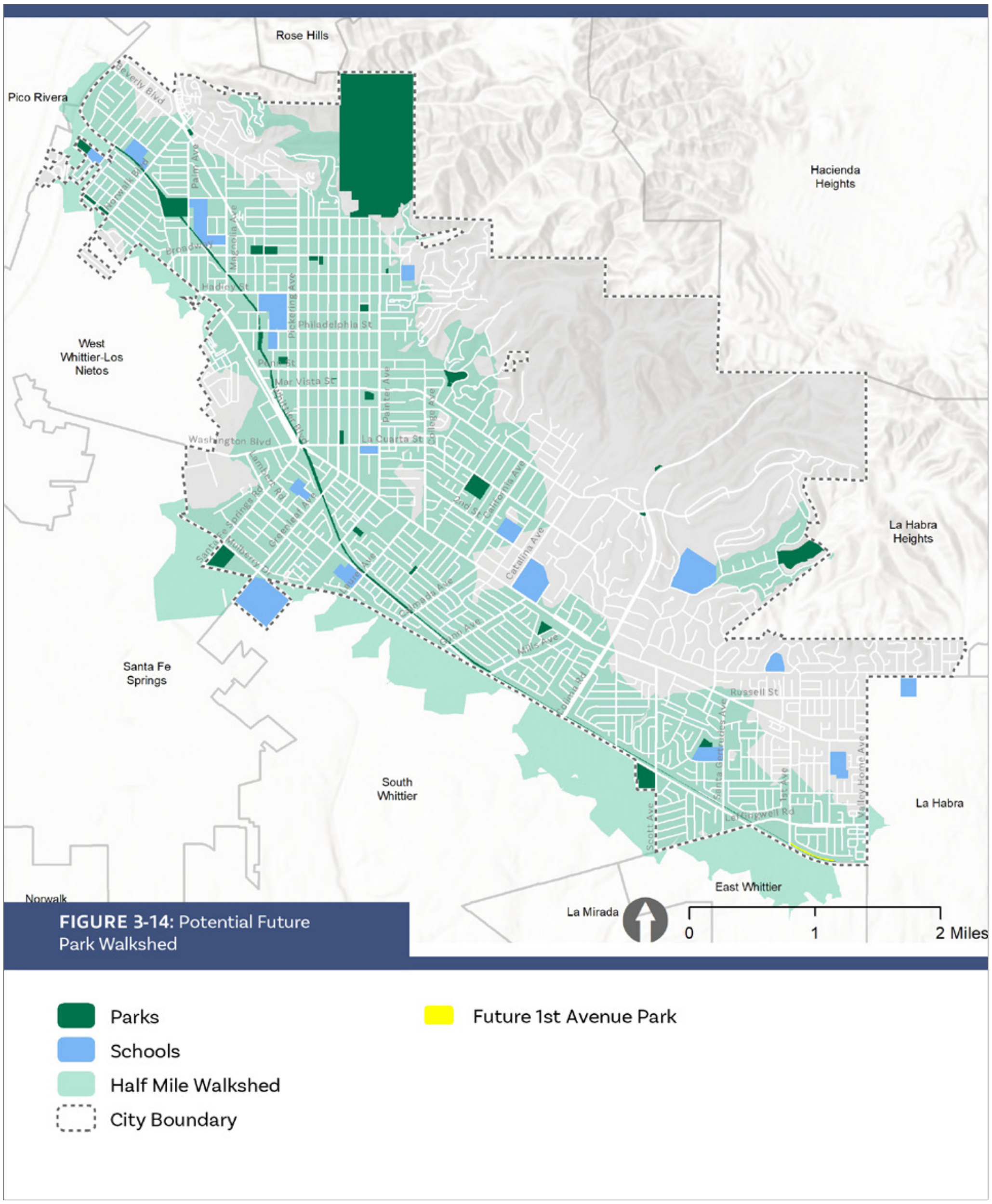
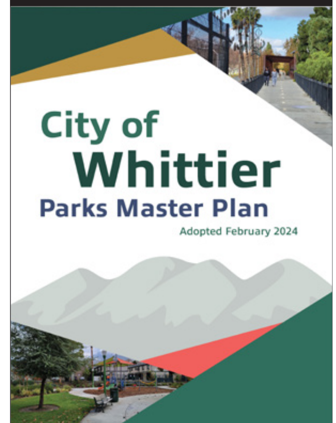


FIGURE 3-14: Potential Future Park Walkshed

VIEW REPORT DOCUMENT



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http://tiny.cc/lcsjzz

CLIENT
- City of Whittier Parks & Rec.
- Virginia Santana, Director of Parks, Recreation
- 562-567-9405
- vsantana@cityofwhittier.org

STATUS
- Adopted Feb. 2024

PROJECT FEE
- $249,531

SERVICES
- Park Master Planning
- Community Outreach
- GIS

KTUA KEY PERSONNEL
- Mark Carpenter, Jacob Leon, Alex Samarin, Nicole Rogge, Isabel Perez

City of Whittier Parks Master Plan

The City of Whittier Parks Master Plan emerged from an extensive, year-long planning process that involved City staff, elected officials, and the community. The Plan summarizes the comprehensive assessment of the City's existing parks and recreation facilities, the recreation programming and services, and the community engagement. The project team conducted park visits, community workshops, public surveys, and a series of data-driven analyses to identify the current and future needs of Whittier residents. Since Whittier is a built-out city, recommendations focused on improving existing parks, continuing and expanding partnerships with school districts, encouraging the use of trails and passive open space with the neighboring Puente Hills Habitat Preserve, and staying vigilant about new redevelopment projects that would allow developers to provide park spaces to the general public. The recommendations were based on the extensive community engagement and (1,148 surveys collected), feedback from city staff, and best practices.

City of Desert Hot Springs Park and Recreation Master Plan

The City of Desert Hot Springs - currently a population of around 30,000 people - is identified as a high population growth area by the Southern California Association of Governments (SCAG), with nearly a doubling of the population projected by 2045. Park acres are currently short of the City's goal of 3 acres per 1,000 residents. Amenities within current parks, however, nearly meet the City's needs, though the amenity level-of-service will decrease with population growth. Opportunities are plentiful for meeting and exceeding park acreage and amenity level-of-service in the City, as the City owns land that has potential for park development, and the City is well-positioned to benefit from grant funding. In addition, land conservancies own large areas of open space within city boundaries and present an opportunity to creatively develop parks for multiple uses while meeting their own conservation mission. Focus groups with city council members identified a desire to link traditional parks with complete streets and linear parks, and to create park space that serves multiple purposes: reprieve in a harsh desert climate; hardening and mitigation against climate hazards like flooding, drought, and fire; and practical maintenance concerns to minimize cost and upkeep. These desires will be captured in the park recommendations for Desert Hot Springs.

VIEW REPORT DOCUMENT

CLICK LINK BELOW
http://tiny.cc/xcsjzz

REFERENCE
- City of Desert Hot Springs
- Daniel Lopez
  Engineering Technician
- 760-329-6411 ext. 221
- dlopez@cityofdhs.org

SERVICES
- Park Master Planning
- Community Outreach
- GIS

STATUS
- Completed 2024

PROJECT FEE / KTUA FEE
- $151,733 / $93,920

KTUA KEY PERSONNEL
- Joe Punsalan
- Alex Samarin
- Nicole Rogge
- Isabel Perez

VIEW REPORT DOCUMENT

CLICK LINK BELOW
http://tiny.cc/ecsjzz

City of Moreno Valley Parks, Community Services, and Trails Master Plan

Moreno Valley's Parks, Community Services and Trails Master Plan is an update to the City's 2010 Master Plan. Since 2010, the City has experienced dramatic growth in residential, commercial, and industrial developments. This update was integral in ensuring the City was provided a foundation for a healthy thriving community. Proposed trail alignments, strategies, park and program recommendations, and a final plan were created. The analysis included a system-wide approach to evaluating recreation areas, existing parks, and trails, and identifying potential open space land and facility demands in order to develop goals, policies, and guidelines along with achievable strategies to meet the needs of current and future residents.

CLIENT
- City of Moreno Valley
- Jeremy Bubnick
- 951-413-3709
- jeremyb@moval.org

COMPLETION DATE
- Completed 2023

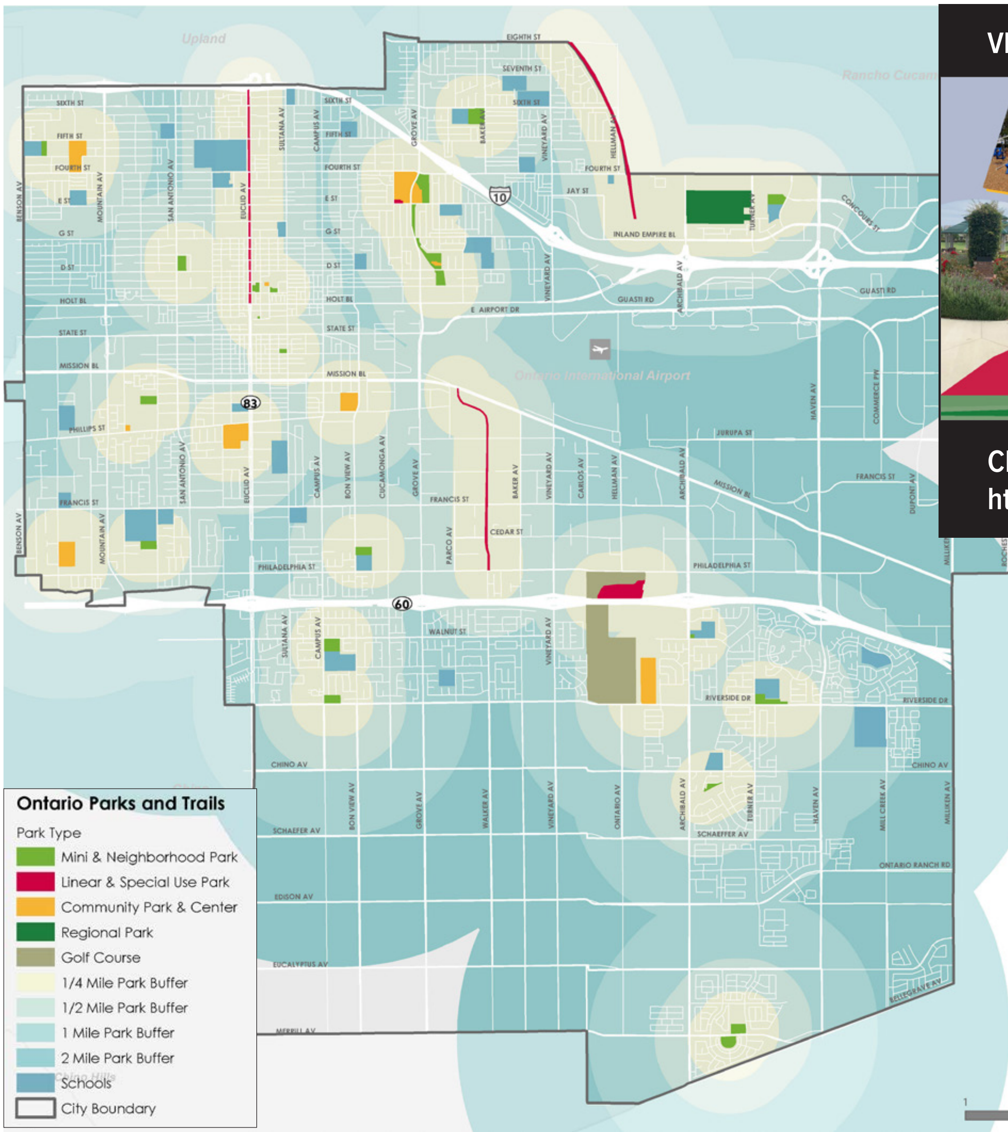
SERVICES
- Park & Trails Master Planning
- Community Engagement
- GIS

PROJECT FEE
- $240,000

KTUA FEE
- $148,550

KTUA KEY PERSONNEL
- Joe Punsalan
- Jacob Leon
- Nicole Rogge

AWARD: 2024 APA Inland Empire, Excellence Award, Comprehensive Plan Large Jurisdiction



VIEW REPORT DOCUMENT

CLICK LINK BELOW
https://tinyurl.com/yc2acpyf

CLIENT
- City of Ontario
- Nicholas Gonzalez, Recreation & Community Services Director
- 909-395-2065
- NicholasG@ontarioca.gov

STATUS
- Completed 2021

SERVICES
- Park Master Planning
- Community Engagement
- GIS

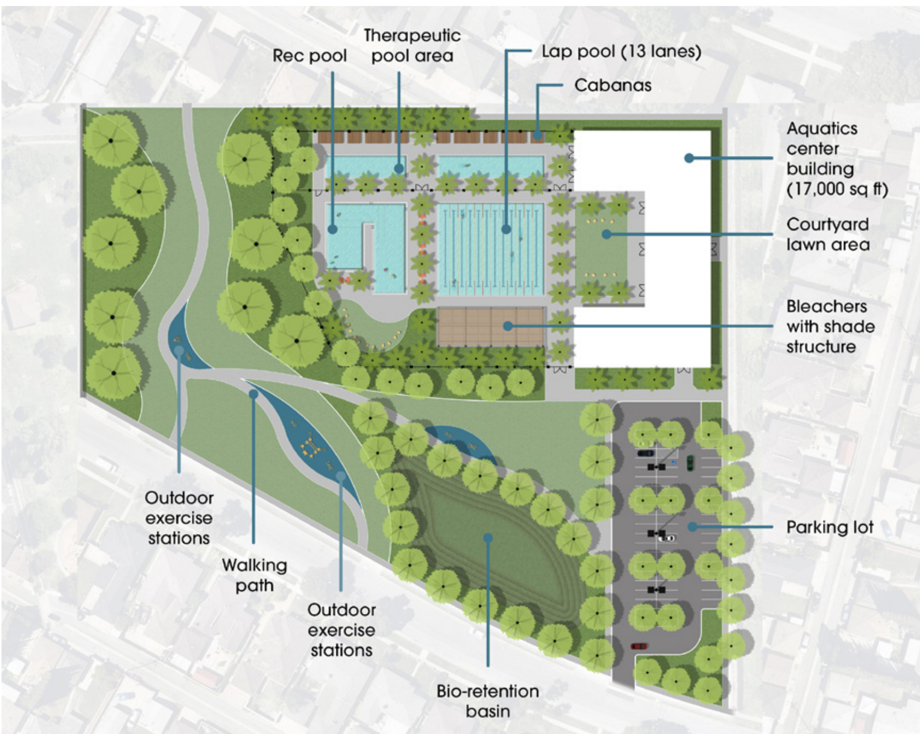
PROJECT FEE
- $178,000

KTUA KEY PERSONNEL
- Jacob Leon
- Alex Samarin

City of Ontario Parks Master Plan

The City of Ontario Recreation and Parks Master Plan (ORPMP) is a comprehensive park planning effort that provides a 10-20-year vision for the Recreation and Community Services Department. The ORPMP included existing conditions analysis of park facilities and recreation programming, GIS-based level of service analyses, extensive community engagement, and a prioritized list of recommendations. The team used a collaborative community outreach approach that included a series of public workshops, surveys, online maps, and focus group meetings. The final plan supports the City's goals of implementing prioritized park amenities and programming recommendations. Concept plans were developed for six parks. The conceptual drawings helped communicate the potential improvements that could be accommodated in opportunity areas as well as to help address amenity gaps and deficits identified in the existing conditions analysis. The drawings also help the city actively and effectively pursue grant applications.

AWARD: 2022 APA INLAND EMPIRE AWARD OF MERIT, TRANSPORTATION PLANNING



City of Bellflower Parks and Recreation Master Plan

The City of Bellflower Parks and Recreation Master Plan is a comprehensive planning effort that will provide Bellflower staff and elected officials a tailored vision for parks, recreation facilities, and programs. This plan was unique because KTUA conducted five neighborhood workshops in each district of the City to ensure everyone had the opportunity to provide input. Family-friendly activities were also included so parents and kids could get involved. The Plan includes an inventory of all city parks, GIS-based mapping analyses, financial guidelines, a prioritized list of recommendations, and extensive community engagement. Bellflower residents are encouraged to participate in community workshops, surveys, online maps, and neighborhood meetings. A statistically valid survey is also included to assist the team and City to make informed decisions.

CLIENT
- City of Bellflower
- PJ Mellana
- 562-804-1442, Ext. 2265
- pmellana@bellflower.org

STATUS
- Completion Expected Fall 2024

SERVICES
- Community Engagement
- Park Master Planning

PROJECT FEE
- $177,500

KTUA FEE
- $99,150

KTUA KEY PERSONNEL
- Joe Punsalan
- Jacob Leon
- Nicole Rogge
- Marina Varano
- Isabel Perez

PROS CONSULTING

PROS Consulting is a small firm with a big presence in the field of management consulting for parks and recreation public entities and non-profit organizations. With a small team of highly professional and experienced consultants, PROS is a flexible firm that is agile to the evolving dynamics of the social, economic, and political environments our clients operate in. PROS has tremendous experience in the field as practitioners and have become nationally recognized for helping to shape and further transform the industry of parks and recreation. Since the firm was established in 1995, PROS has completed more than 1,000 parks and recreation planning projects.

RELEVANT EXPERIENCE

- Roseville Parks, Recreation, and Libraries Strategic Master Plan
- Tulare Parks and Recreation Master Plan
- Aspen, CO Recreation Division Business Plan
- City of West Sacramento Parks and Open Space Master Plan Update
- Carlsbad Parks and Recreation Needs Assessment and Strategic Action Plan
- Long Beach Parks and Recreation Strategic Plan, Implementation Plan, Restaurant and Golf Feasibility Study
- Los Angeles Parks and Rec. Needs Assessment
- Pasadena Pricing and Cost of Service Study; Department-Wide Business Plan; Customer Service Training; Parks Maintenance Plan
- San Clemente Beaches, Parks and Recreation Master Plan

RRC Associates: Statistically-Valid Survey

RRC specializes in providing services to local governments, urban districts, DMOs, and chambers of commerce, Our firm is nationally known for innovative, cost-effective, and customized research tailored to each client's needs. We have years of experience conducting a variety of research, including community/resident surveys in cities and counties throughout the U.S. for recreational planning. RRC has also conducted hundreds of surveys for parks and recreation satisfaction and resource allocation studies.

We believe our combination of community survey experience, skilled staff, attention to detail and local knowledge make RRC uniquely qualified to meet the needs of this project. When it comes time to report the results, our full statistical analysis capabilities will stand out from the rest and inform a Recreational Needs Survey that best meets the priorities of residents and local government.

RELEVANT EXPERIENCE

- City of Moorpark Parks Master Plan*
- City of Montclair Parks Master Plan*
- City of Moreno Valley Parks, Community Services and Trails Master Plan*
- City of Santee Parks Master Plan*
- City of Ontario Parks Master Plan*
- City of Menifee Parks Master Plan*

**Project experience in collaboration with KTUA*

TASK 1: COMMUNITY ENGAGEMENT

1.1 Community Engagement Plan

KTUA will work with City staff, community partners, and the project team to develop a Community Engagement Plan (CEP) appropriate for Santa Fe Springs. The plan will identify engagement objectives, outreach needs, desired outcomes, key stakeholders, target audiences, and underserved neighborhoods. It will include a description of each stakeholder meeting, outreach event, and other activities that will occur during the planning process. All outreach products will be presented in English and Spanish.

The CEP will include key messages, strategies, schedules, and descriptions of outreach activities and opportunities, with an emphasis on engagement methods to encourage attendance at in-person workshops. The role and efficacy of online engagement tools will also be discussed, and prescribe social media platforms and opportunities for use. Spanish language translation and interpretation needs and capabilities for all community engagement efforts will be included.

A variety of engagement activities will enable a wide range of community members to participate at varying levels of commitment. The following strategies will be used to achieve broad demographic and geographic representation from community members including participants who are typically not engaged and traditionally under-represented in planning processes:

- Translate all engagement materials into Spanish and provide Spanish interpretation at events
- Provide a "Kids' Station" at all in-person community workshops and pop-up workshops to enable adults with children to attend
- When possible, provide snacks, and/or giveaway items, stipends, or other incentives, at in-person community workshops
- Hold community workshops at different neighborhoods throughout the city and in spaces in which various community groups feel comfortable, such as schools, libraries, community centers, local restaurants, and places of worship, especially those accessible by public transit
- Host community workshops at different times and days of the week to accommodate varying work and school schedules
- Provide multiple opportunities for virtual engagement, such as online surveys, comment maps, and virtual workshops
- Partner with, and if possible, compensate local non-profits and community groups that have trust with the community
- Complement feedback activities, such as surveys with more interactive activities, such as community gardening, mural painting, or other park/facility beautification project

1.2 Project Branding and Online Engagement

KTUA will work with the City's communications staff to develop a branding effort related to the project. This will include the development of a logo and other appropriate branding for the project to make this project recognizable to the public and to also distinguish it from other City initiatives. Consistent branding will be included on all project material such as announcements, exhibits, online material, social media, and documents.

KTUA will develop an Esri-based web page that will serve as a project website during the planning process, accessible through a link on the City's website. The KTUA-built website will include the project's description, goals, milestones, surveys, infographics, and public engagement opportunities. The website will also host a GIS-based interactive map survey and the open link version of the statistically valid survey.

The map survey will allow Santa Fe Springs residents to provide detailed, location-specific comments related to park amenities, conditions, needs, issues, and concerns for park access. An example of what the website could look like can be found here: https://santa-fe-springs-parks-ktuagis.hub.arcgis.com/

1.3 Workshops and Pop-up Engagements

The project team will conduct three (3) in-person community meetings throughout plan development. The first workshop is proposed to be held during the existing conditions phase to inform plan goals and recommendations. The second workshop will present and gather feedback on initial recommendations. The last workshop will present the recommendations, programs, and services for final input. This sequence of workshops are subject to change with City input.

All meetings will be led by trained facilitators with engaging and hands-on activities to keep participants excited to attend and comfortable to share their feedback. Activities for children will be provided so that busy parents may also easily attend. Each workshop will have a staffed “Kids’ Station’’ with one or more guided activities, as well as passive activities to engage children of varying ages and learning styles. Children’s activities will be designed to spark curiosity, creativity, and imagination around parks and healthy communities. Activities for children may include, but are not limited to “Design-a-Park’’ exercise with movable amenities, “Draw Your Dream Park’’ art activity, scavenger hunt, native plant seed ball making, and children’s books related to park and community planning. Incentives, such as giveaways and food, will be used to generate community interest and participation in community workshops. Giveaway items can include small items for each attendee, such as a water bottle, frisbee, or beach ball, or larger prize drawing items, such as gift cards and parks and recreation items like a pickleball set, picnic blanket or basket, bicycle, or scooter. At each meeting, the project team will share stakeholder feedback from prior outreach and details of how this feedback has been incorporated into the plan. Each meeting will be documented through photos and written summaries, with presentations made available and online feedback opportunities for anyone unable to attend.

Kid’s Station park design activity at a Bellflower pop-up workshop

Pop-ups at community-wide festivals are a fun and interactive way to inform and capture input from community members and visitors who may or may not be park users or may be unable to attend public meetings due to work and family commitments. Through pop-ups, the team will increase participation in the Plan update and ensure community members and visitors that the City wants to hear from them. The project team will attend four (4) pop-up workshops to share information about the Plan, solicit input, and build the project email list to keep community members informed. Events that the team may participate in include, but not limited to, Easter Eggstravaganza, Fiestas Patrias and Fall Movies in the Park. The team will have an eye-catching booth with a variety of educational and interactive feedback exhibits to engage community members, as well as a fun activity for kids, such as “Design-a-Park” or “Make-a-Native-Seed-Ball.” The booth will also have giveaway items to draw people in, such as bicycle lights, beach balls, pet waste bags, or slap bands.

Pop up workshop for the Bellflower Parks Master Plan

1.4 Focus Group Meetings

Focus group meetings are intended to gather local feedback from an audience with specific experience and knowledge of Santa Fe Springs' parks, trails, and programs. Four (4) focus group meetings will take place in the early stages of the planning process to assess park conditions, understand community issues, and discuss recommendations. The meetings may include City staff, operators, managers, and maintenance staff; youth, older adults, civic/social organizations, and other groups. These meetings will be held in a combination of in-person and virtual meetings. It's recommended that meetings with senior and youth groups be held in-person. Meetings with City staff, sports clubs, etc., will be held virtually for maximum attendance. Two (2) focus groups meetings will be held in-person and two (2) will be virtual meetings.

1.5 Statistically-valid Survey

RRC, a longtime partner of KTUA, will design and distribute a statistically-valid survey to gain feedback. The survey will have of two components: a statistically-valid **mailed** survey, and an **"open link" online** survey that is open to all residents in and around Santa Fe Springs. RRC will provide a list of questions for the City to review, and will develop custom questions to meet specific goals.

Mailed Survey – RRC will mail 2,500 survey packets to a random sample of households in Santa Fe Springs. The survey packet will include printed information on accessing the online survey in Spanish.

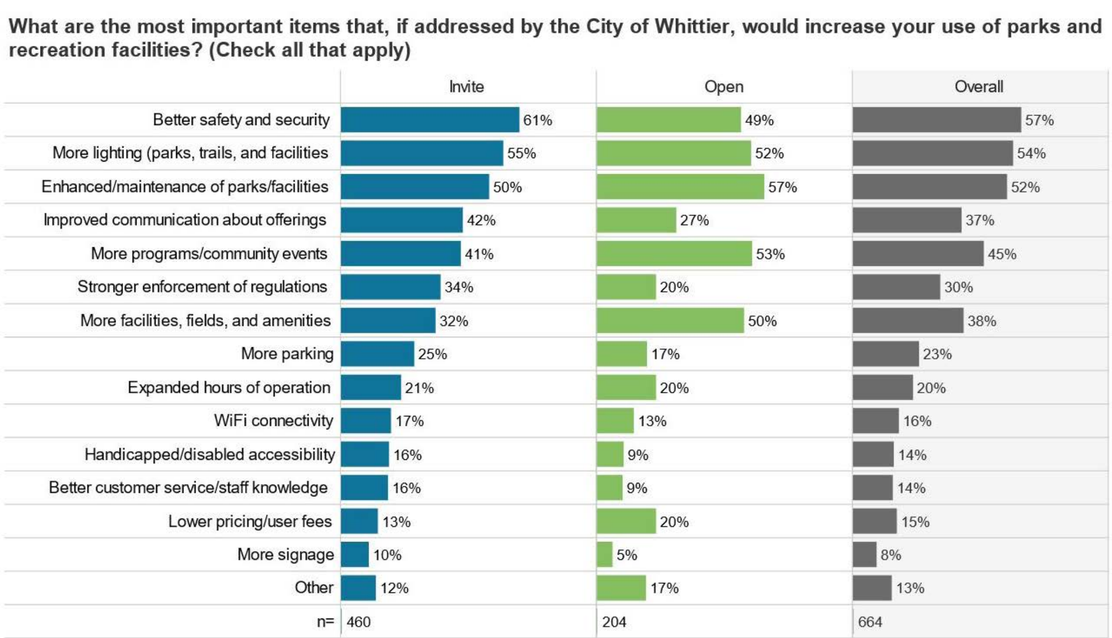
Open Link Survey – The second component is an online "open link" survey that will allow any resident who was not reached via random sampling to share their feedback. Open link surveys typically go live approximately two weeks after the invitation surveys land in mailboxes. This is done to promote maximum participation from the random sample of households.

1.6 City Staff Interviews

KTUA will conduct up to three (3) virtual City department staff meetings. With the City's aspiration to shape the City for active lifestyles where residents can thrive, it's important to hear from city staff to determine department goals, policies, priorities, operations and maintenance, and staffing needs.

DELIVERABLES:

- Comprehensive community outreach strategy that includes, at a minimum:
  – Statistically-valid survey and online mapping results
  – Project website or webpage, which includes periodic updates, and a chronology of the planning process
  – Public workshops and meeting materials (the number or community meetings may vary depending on need)
- Public workshop, popup event and focus group summaries
- Interim survey results



Statistically-valid survey results from the Whittier Parks and Recreation Master Plan

TASK 2: EXISTING CONDITIONS AND LEVEL OF SERVICE

2.1 Demographic Trends

KTUA will complete a demographics trend analysis that will help illustrate current and future population and potential park users. This will help evaluate current needs and anticipate future needs. Using American Community Survey (ACS) data (an ongoing statistical survey conducted through the U.S. Census Bureau), CalEnviroscreen, and other relevant local and regional resources, data gathered can include educational attainment, income, disability, ethnicity, age, employment, housing characteristics, health statistics. Other population characteristics of interest can be summarized based on availability from the Census Bureau, County, or SCAG resources.

Our preliminary demographic assessment ("Santa Fe Springs At a Glance") uses data from the 2022 American Community Survey 5-year estimates, which is the most current data available as of November 2022. The assessment includes age, race and ethnicity, and median household income.

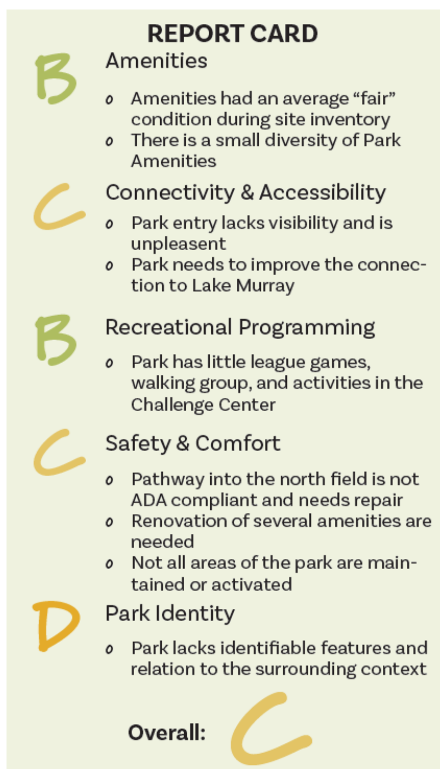
Santa Fe Springs At a Glance

Santa Fe Springs has a population of approximately 19,219 residents and 5,700 total households. Over 54.2% of the population speaks a language other than English at home, 45% of residents speak Spanish and 9 percent of residents speak other languages. This helps us understand the demographic makeup for park and outreach needs.

KTUA uses Esri Business Analyst to analyze parks and recreation trends. Business Analyst combines business and demographic data and enables summaries by custom geographies. For parks and recreation trend analysis, the Sports and Leisure Market Potential data is used to generate user data estimates for recreational activities. This data estimates the number of adults that participates in a number of recreational activities such as baseball, basketball, bicycling, football, golf, running, Pilates, soccer, softball, swimming, tennis, volleyball, and yoga. The data are based upon national propensities to use various products and services, applied to local demographic composition. This trend data in conjunction with community and City staff input helps to confirm trends to develop recommendations.

2.2 Park Inventory and Assessment

KTUA will conduct a field inventory of all city-owned parks and facilities using a custom data schema in the Esri Field Maps app. This data will inform the population level-of-service for park amenities with the data format being compatible with desktop GIS software. The data inventory will include photos of park facilities such as - but not limited to - community centers, trails, athletic fields, playgrounds, courts, aquatics facilities, restrooms, picnic tables, seating, safety lighting, sports field lighting, drinking fountains, playground equipment, signage, outdoor fitness equipment, storage facilities, courts, trash cans, parking lots and open spaces. The analysis will consider the capacity of each amenity as well as their functionality, capacity, accessibility, condition, comfort, and convenience as well as quantitative and qualitative rankings of park amenities. A park facility rubric will be used to "grade" the park's facility. A qualitative assessment will be conducted to determine if park facility designs serve their intended purposes, or if they need to be retrofitted, renovated, or reimagined to meet current and future needs. All data will have a geographic reference to facilitate future referencing needs of City staff.



Park Assessment Report Card

KTUA will evaluate opportunities for park uses in currently underdeveloped or proposed park and open space areas, as well as opportunities to connect with adjacent park and open space. This will be accomplished through leveraging data from identifying infill opportunity areas in existing parks, vacant or underdeveloped private and public parcels, park boundary data from neighboring park systems, and the existing and proposed active transportation (walking and bicycling) connections among parks in the City and surrounding areas. Assessment of the current state of facilities, projected usage, and other impacts will inform the plan for necessary maintenance, repairs, and enhancements, including budget and staffing levels.

2.3 Park Level-of-Service (Parks+)

The project team will conduct a comparative analysis of five (5) other similar communities to evaluate the programming and staffing levels to compare the current approach utilized by Santa Fe Springs against regional communities. The project team will work with City staff to identify the communities to be included in the comparative effort with a primary focus on entities of similar population, demographics, and park acreage.

The **park acres per 1,000 residents in Santa Fe Springs** will be compared to other jurisdictions within the region with similar populations, using park acreage data and updating the current and future population data from analysis in the 2016 LA County Park Needs Assessment.

The **park amenity level-of-service in Santa Fe Springs** will use NRPA benchmarking data for the population served per amenity type. KTUA has compiled over a decade of data from NRPA reports and has used this data to establish long-term averages for amenity level-of-service. This approach averages out the highs and lows of self-reported, bringing some stability to the trends used for amenity level-of-service goal setting.

- Identify land that can serve as a potential park system acquisition and/or parks development opportunity within the community.
- Provide an analysis of existing and future neighborhood areas, projects service populations, and parkland allocation recommendations within the urban growth boundary based on growth, transportation, and safety; identify and discuss current and anticipated access issues including barriers to participation; make specific recommendations addressing access solutions and future needs including parkland acquisitions and development.
- Seek opportunities to enhance inclusion at existing and new amenities.

KTUA utilizes three metrics of park Level-of-Service (LOS): **Population LOS, Access LOS, and Amenities LOS**. Each of these metrics can be calculated for the existing condition using a base year population and existing parks and park amenities, and a future condition based on population projections, planned land use, and the size and location of planned/funded or potential future parks. Each metric can also handle acreage and amenities that may be publicly accessible through joint-use agreements (JUAs) or homeowner's associations (HOAs).

Population LOS compares the City's population to the total park acres to calculate the park acres per 1,000 residents. This LOS will be compared to the City's current goal level-of-service to provide a total and per capita park acreage deficit (or surplus), which can inform future goal setting. The population LOS calculations will also provide a total and per capita park acreage deficit, which can inform goal setting and future Quimby Act discussions.

Access LOS uses mode-specific park access points and travel networks (walk, bike, drive) to create a park travelshed for each mode that shows the area of the city that is has access to a park by a given mode and distance, most commonly a half-mile walk, one-mile bike, and two-mile drive. These distances are adjustable based on the unique characteristics of the City to determine equity of access and determine true gaps and overlaps. Amenity-specific park travelsheds can also be provided relative to key demographics, such as the half-mile walkshed for parks with playgrounds displayed over populations with a high percentage of young children.

Amenities LOS uses the data collected during fieldwork to compare to a database of over a decade of park amenity benchmark data collected by the National Recreation and Park Association (NRPA). This database allows for a population-based amenity LOS comparison to long-term state and national averages, as well as to the most recent year of data.

	LEVEL OF SERVICE FOR 2022 POPULATION (106,627 EST. POP.)	EXISTING CITY AMENITIES	EXISTING VALLEY-WIDE AMENITIES	TOTAL EXISTING INVENTORY	NATIONAL GUIDELINE SERVICE LEVEL (1/# POP)	RECOMMENDED CITY STANDARD (1/# POP)	TOTAL AMENITIES NEEDED	TOTAL SURPLUS / (DEFICIT)
Indoor Facilities	Recreation Center	1	1	2.0	51,265	51,000	2.1	(0.1)
	Community Centers	0	1	1.0	55,136	55,000	1.9	(0.9)
	Senior Center	1	0	1.0	120,062	120,000	0.9	0.1
	Teens Center	0	0	0.0	152,714	152,000	0.7	(0.7)
	Nature Center	0	0	0.0	119,206	119,000	0.9	(0.9)
Park & Rec Amenities	Performance Amphitheater	1	0	1.0	111,226	111,000	1.0	0.0
	Basketball Court	15.5	13	28.5	8,870	4,435	24.0	4.5
	Lighted Basketball Court	10.5	4	14.5	8,870	4,435	24.0	(9.5)
	Community Garden	1	0	1.0	66,341	66,341	1.6	(0.6)
	Diamond Fields (Baseball/Softball)	4	17	21.0	41,829	20,000	5.3	15.7
	Lighted Diamond Field (softball/baseball)	3	7	10.0	14,429	14,429	7.4	2.6
	Dog Park	1	1	2.0	75,805	75,805	1.4	0.6
	Multi-purpose Field*	9	7	16.0	-	6,250	17.1	(1.1)
	Lighted Multi-purpose Field	4	7	11.0	12,505	6,250	17.1	(6.1)
	Pickleball Court	11	4	15.0	30,502	5,000	21.3	(6.3)
	Lighted Pickleball Court	8	2	10.0	30,502	5,000	21.3	(11.3)
	Picnic Area (12+people)	32	16	48.0	5,000	5,000	21.3	26.7
	Playground (age 6-12)	18	15	33.0	4,936	4,936	21.6	11.4

Example Amenities LOS for Menifee Parks Master Plan

2.4 Walkability Assessment

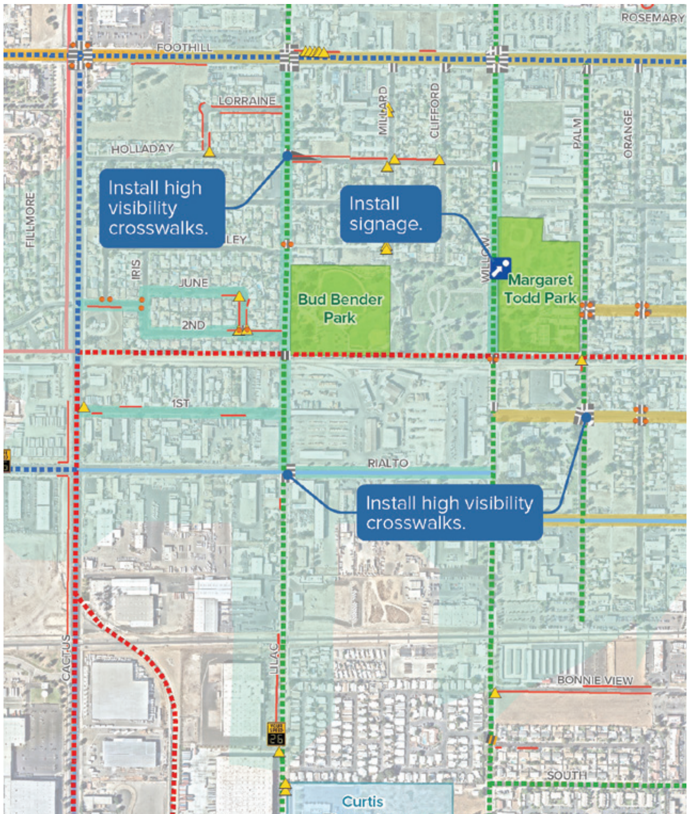
KTUA will adopt a Safe Routes to Parks approach, modeled after the successful national Safe Routes to School program. This method will help identify opportunities and challenges for accessing parks within a half-mile radius, addressing any deficiencies. The data collected will include physical barriers such as railroad tracks, fences, missing sidewalks, safe street crossings, and natural obstacles within a 10-minute or half-mile distance from all parks, focusing on improvements in that area.

The half-mile distance is based on national best practices from other Safe Routes to School projects and provides a solid foundation for developing park access recommendations. This analysis aligns with the level-of-service (LOS) analysis outlined in Task 2.3.

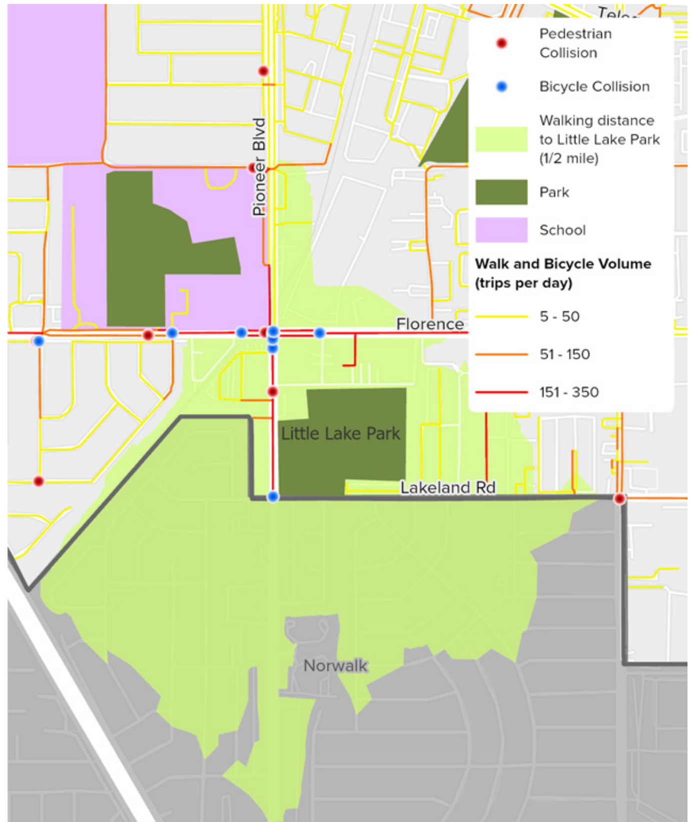
The assessment will cover various factors, including accessibility to bike paths and river trails, parking options, access within parks for different ability groups, surrounding pedestrian and bike infrastructure, average safe route distances to and from residences and nearby schools, the number and locations of park entrances, and connectivity to public transportation.

KTUA's extensive experience in active transportation will be crucial in delivering practical and effective park access recommendations. Our team successfully applied a similar approach in the City of Pico Rivera's Urban Greening Plan and Rialto's Active Transportation Plan.

To improve understanding of active travel modes in the city, Replica will be utilized, a big data platform, to identify areas in Santa Fe Springs where walking and bicycling are common. This information will help enhance connectivity. KTUA will leverage its experience in active transportation planning to evaluate the citywide network and develop recommendations for park access. The analysis will also consider access to bike paths, river trails, transit, schools, and connections to existing bicycle and pedestrian facilities.



Safe Routes to Parks map from Rialto ATP



Pedestrian volumes within half-mile of Little Lake Park

Using this information as a baseline, the team will then focus attention on developing interventions in areas of highest need within a quarter-mile radius around each park. Countermeasures will then be recommended to improve walking and bicycling access to each park. Recommendations may include closing sidewalk gaps, improving curb ramps or bicycle facilities and other traffic calming options.

DELIVERABLES
- Existing Conditions Report

TASK 3: ANALYSIS OF PROGRAMS AND SERVICES

3.1 Programs and Services Analysis

Recreation programs and services are the backbone of park and recreation agencies. This assessment will review how well the City aligns itself with community needs. The goal of this process is to provide recreation program enhancements that result in successful and innovative recreation program offerings. The KTUA Team will provide insight into recreation program trends from agencies all around the country.

The process includes analysis of:
- Age segment distribution
- Lifecycle analysis
- Core program analysis and development
- Similar provider analysis/duplication of service
- Market position and marketing analysis
- User fee analysis for facilities and programs/services
- Review of program development process
- Backstage support, or service systems and agency support needed to deliver excellent service

Ultimately, the outcome of the process will be the creation of a dynamic recreation program plan that results in increased registration, drives customer retention and loyalty, improves customer satisfaction, and increases revenues. Additionally, it will help focus City efforts in core program areas and create excellence in those programs deemed most important by program participants.

3.2 Per Capita Spending Analysis

PROS will lead the development of the total cost of service analysis for parks/community services and recreation operations and corresponding performance indicators. It is intended that this analysis and metrics will serve as a framework for future analyses to be completed to promote consistency and inform decision making.

A benchmark analysis will be completed to compare the Santa Fe Springs Parks and Recreation System to other relevant peer agencies with similar size (population and square miles) and density, using the National Recreation and Park Association Gold Medal Population Class categories as a guide.

DELIVERABLES:

- Analysis summary technical memorandum

TASK 4: CAPITAL IMPROVEMENT PROGRAM

4.1 Development of the Capital Improvement Program

A Capital Improvement Plan that outlines park infrastructure projects shows a commitment to make actual improvements that benefit the community. The KTUA team will use all of the information gathered during the existing conditions and community engagement phases to develop citywide and park-specific recommendations. These recommendations will reflect the unique characteristics of the City, its neighborhoods and diverse demographics, as well as the physical characteristics of each park site. KTUA's team consists of both park planners and landscape architects that understand the whole process of planning, designing, and constructing park infrastructure. Although this task is still a planning-level effort, our experience with implementing park projects will allow us to provide realistic feedback.

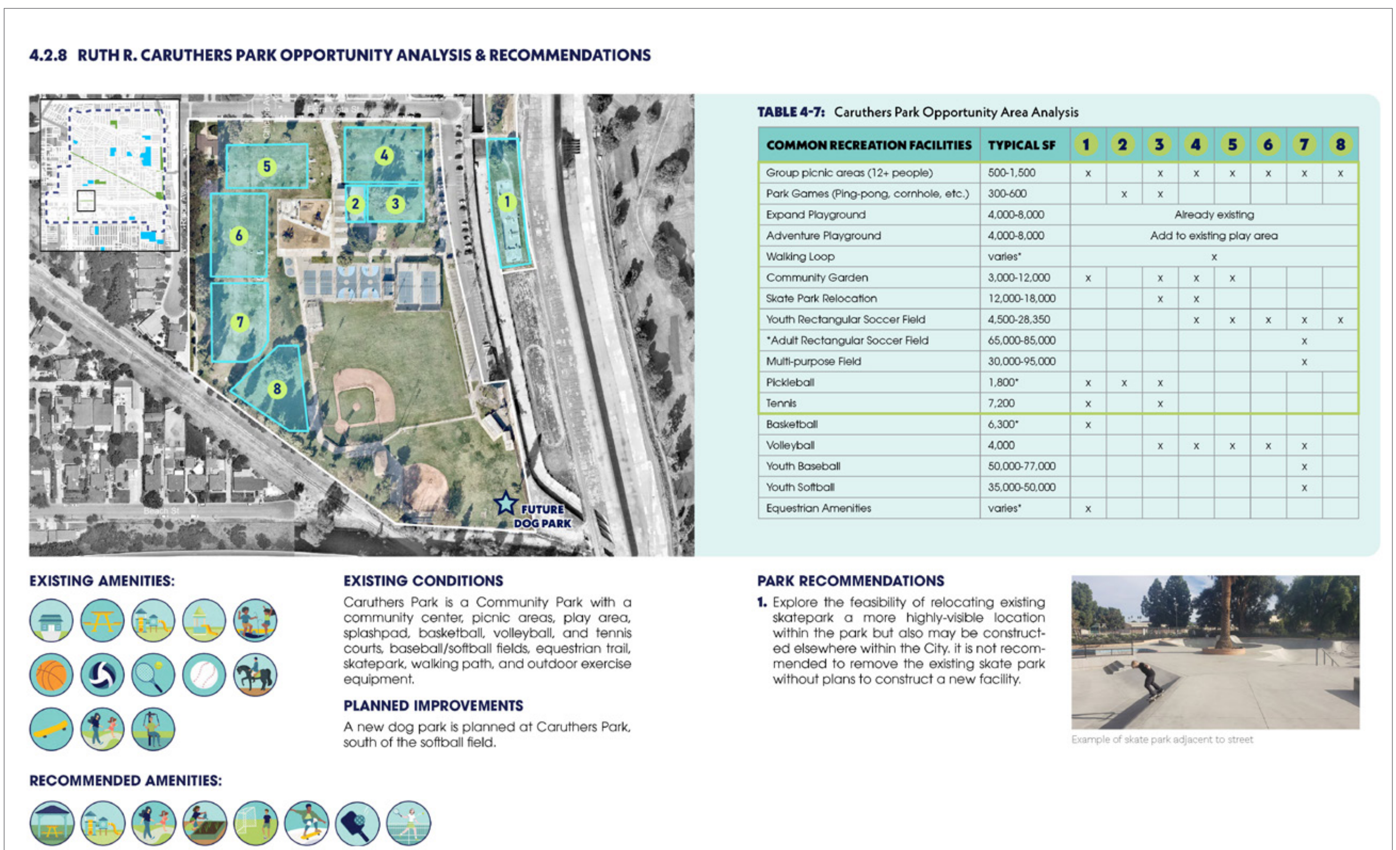


TABLE 4-7: Caruthers Park Opportunity Area Analysis

COMMON RECREATION FACILITIES	TYPICAL SF	1	2	3	4	5	6	7	8
Group picnic areas (12+ people)	500-1,500	x		x	x	x	x	x	x
Park Games (Ping-pong, cornhole, etc.)	300-600		x	x					
Expand Playground	4,000-8,000	Already existing							
Adventure Playground	4,000-8,000	Add to existing play area							
Walking Loop	varies*	x							
Community Garden	3,000-12,000	x		x	x	x			
Skate Park Relocation	12,000-18,000			x	x				
Youth Rectangular Soccer Field	4,500-28,350				x	x	x	x	x
*Adult Rectangular Soccer Field	65,000-85,000							x	
Multi-purpose Field	30,000-95,000							x	
Pickleball	1,800*	x	x	x					
Tennis	7,200	x		x					
Basketball	6,300*	x							
Volleyball	4,000			x	x	x	x	x	
Youth Baseball	50,000-77,000							x	
Youth Softball	35,000-50,000							x	
Equestrian Amenities	varies*	x							

EXISTING AMENITIES:

EXISTING CONDITIONS

Caruthers Park is a Community Park with a community center, picnic areas, play area, splashpad, basketball, volleyball, and tennis courts, baseball/softball fields, equestrian trail, skatepark, walking path, and outdoor exercise equipment.

PLANNED IMPROVEMENTS

A new dog park is planned at Caruthers Park, south of the softball field.

PARK RECOMMENDATIONS

1. Explore the feasibility of relocating existing skatepark a more highly-visible location within the park but also may be constructed elsewhere within the City. it is not recommended to remove the existing skate park without plans to construct a new facility.

Example of skate park adjacent to street

RECOMMENDED AMENITIES:

Park recommendations from the Bellflower Parks Master Plan

Once the final list of projects are agreed upon, KTUA will assist the City to prioritize projects by creating a long-term priority CIP plan. It will be based on the scale of projects, the planning-level cost estimates, budget constraints/opportunities, and feedback on existing/future staff resources gathered from the program and services analysis.

KTUA will provide a comprehensive list of park projects for all city-owned park sites. Our team will assess each park's opportunity areas and their potential to be redesigned/renovated to accommodate new features. Recommendations will be based on deficiencies identified during the Park Level-of-Service analysis in the existing conditions phase as well as priorities identified by focus groups, City staff and Santa Fe Springs residents. The CIP will consist of park project detail sheets that have descriptions, maps, tables, and graphics that explain potential improvements. There will be a strong focus on environmental sustainability initiatives. These include, but are not limited to, drought-resistant landscaping, solar power integration, and eco-friendly maintenance practices.

The KTUA team recommends the development of a three-tier capital improvement plan that will assist the City in the inevitable and continuous rebalancing of priorities and their associated expenditures. Each tier reflects different assumptions about available resources.

- **The Sustainable Alternative** has plans for prioritized spending within existing budget targets and focuses on deferred maintenance and lifecycle replacement of assets and amenities within the existing parks system. The intention of this alternative is to refocus and make the most of existing resources with the primary goal being for the City to maintain high quality services.
- **The Expanded Service Alternative** describes the extra services or capital improvement that should be undertaken when additional funding is available. This includes strategically enhancing and renovating existing parks and facilities to better meet the park and recreational needs of the City residents that would require additional operational or capital funding. In coordination with the City's financial department, the Department would evaluate and analyze potential sources of additional revenue, including but not limited to capital bond funding, partnerships, grants, and existing or new taxes.
- **The Visionary Alternative** represents the complete set of services and facilities desired by the community. It is fiscally unconstrained but can help provide policy guidance by illustrating the ultimate goals of the system and by providing a long-range look to address future needs and deficiencies. In the Master Plan, the Visionary Alternative addresses complete renovations of aging parks and facilities and the development of new parks and facilities. Funding for visionary projects would be derived from partnerships, private investments, and new tax dollars.

4.2 Project Cost Estimates

Based upon the recommended enhancements, improvements or addition of parks, high planning level cost estimates will be provided for each identified enhancement, improvement, or adjustment to parks and facilities. It's understood that this project does not require CEQA documentation but a review of recommendations to ensure the City has the ability to meet CEQA requirements.

DELIVERABLES:

- CIP technical memorandum
- List of potential projects

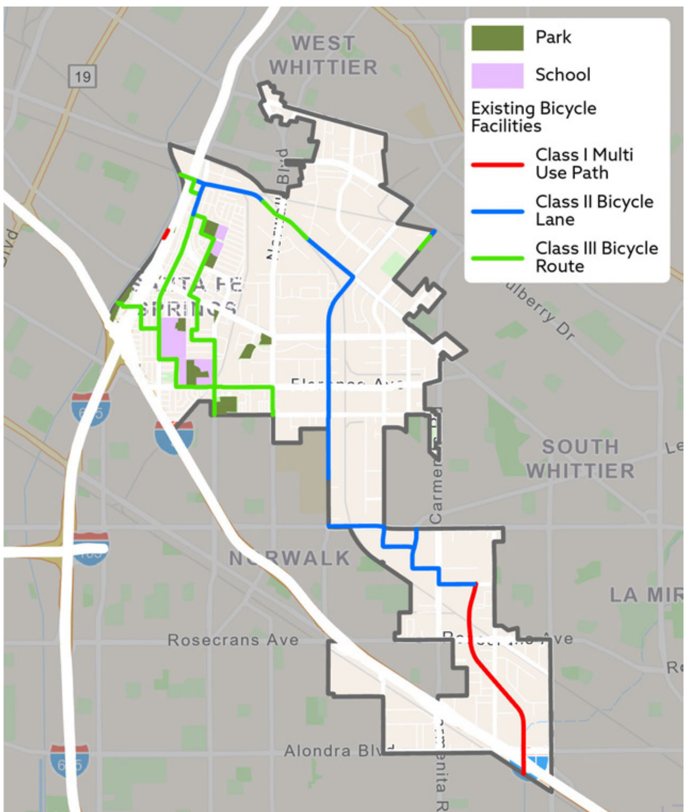
TASK 5: RANK AND PRIORITIZE DEMAND AND OPPORTUNITY

5.1 Prioritize Future Park Location and Park Access

The project team will prioritize new amenities or changes to existing recreation facilities to enhance programming, based on identified community needs and/or changes in the recreation industry. That will include the potential need for land acquisition and development of new parks in alignment with connectivity to the trails for accessibility to active transportation routes to all parks. In addition, connectivity to adjacent neighborhoods, schools, and other key destinations will be assessed to determine the priority of these transportation modes.

For walkability and bikeability prioritization, the following, but not limited to, example criteria includes:

- Collision locations
- Capital Improvement Plans
- Public support (community engagement results)
- Local and regional connectivity
- Proximity to activity centers (schools, parks, transit, retail, recreation, etc.)
- Social equity factors (household income, private vehicle access, and median income, among others)



Santa Fe Springs existing bike facilities map

5.2 Prioritize Maintenance and Future Park Development

PROS will facilitate a workshop with the maintenance staff to discuss maintenance practices and standards for the desired maintenance outcomes required for the park system. Based on the accepted maintenance standards, the PROS Team will develop maintenance improvement recommendations including:

Maintenance Strategies: Maintenance standards and strategies will be created to support the desired outcomes expected for the park system.

Organizational Design (Staffing Capacity) and Implementation: This will provide support for the future management structure and staffing capacity requirements to implement the maintenance strategies as outlined and to ensure current and future assets are well-maintained.

PROS will synthesize the findings from the community input, survey results, standards, and demographics and trends analysis into a quantified facility and program priority ranking. This priority listing will be compared against gaps or surplus in recreation services, parks, facilities, and amenities. This will list and prioritize facility, infrastructure, amenities, maintenance, and program needs for the parks and recreation system.

DELIVERABLES:

- Prioritization process technical memorandum
- List of prioritized projects, programs, and maintenance strategies

TASK 6: ACTION PLAN

6.1 Action Plan for Park Infrastructure Needs

The project team will summarize and analyze information related to participation, needs, desires, operations, programming, land use trends, and Level of Service recommendations. This analysis will help identify service shortfalls and assess the projected impact of future trends. Based on this information, the team will develop strategies, actions, responsibilities, priorities, and timelines for implementation, focusing on short-term (5-year), mid-term (10-year), and long-term (15-year) improvements to the City's parks and recreation system. Recommendations will address operations, staffing, maintenance, capital repair and replacement, programming development, funding needs, and potential alternative funding sources.

- Identify implementation plan for 5-year priority projects
- Identify general schedule for 10-year priority projects
- Identify long-term vision for 15-year priority projects

The Action Plan will include strategies, priorities, policies, budget analysis, and funding mechanisms for the short term, mid-term, and long term recommendations. These recommendations will cover the park system, trails, active transportation connectivity, and recreation programs and services.

6.2 Action Plan for Park Programming, Financial Sustainability, and Maintenance

The following information will be reflected and included in the updated Parks and Recreation System Master Plan:

- Specific and prioritized recommendations for services that will best enhance livability and economic vitality. Recommendations to achieve and maintain future balance in programs, fees and charges, maintenance and equitable distribution of park, open space and recreation resources and facilities.
- Programs and Services: Development of a Recreation Programming Plan (RPP) that complies with the CAPRA national accreditation standard.
- Based on a realistic assessment of capital and operational costs, recommendations for proven sustainable strategies to secure funding to implement the plan.
- Identification of opportunities for City/City partnerships, City/school partnerships and City/business partnerships regarding programs, land and facility improvements and future development.
- Organizational recommendations that assist the department to sustain proposed program initiatives, as well as respond to City organization leadership, staff, and public feedback on current practices, policies, and organizational structure.
- Development of updated standards, design guidelines, and recommended best practices for the parks and recreation services, open space and trails, parks, and facilities provided to the community.
- Develop specific measurable strategic action items, priorities, sequences, capital improvements to implement short (1-2 years), medium (3-5 years) and long term (6-10 years) timelines. Strategy and timelines will be driven by the program structure derived from citizen desires and preferences.
- Capital Improvement Plan: A year-to-year prioritized schedule of capital improvements, for incorporation into a short term (2026-2030), and long term (2031-2035) capital improvement program necessary to meet the proposed standards, fulfill community needs identified in the planning process, including potential funding sources and strategies for raising necessary funds. Renovation of existing parks and recreation facilities and potential new capital improvement projects will include estimated capital costs and operation and maintenance costs. The development of the capital plan should be based on market analysis, cost benefit analysis, revenue opportunities, site analysis, and neighborhood and community impact.
- Land Acquisition, Development, and Improvements: Descriptions of type, size, and character of land and facilities needed to meet program and open space needs identified by the community and staff, including geographic distribution and standards for development.

DELIVERABLES:

- Draft Action Plan

TASK 7: DRAFT AND FINAL DRAFT

7.1 Draft Plan

The Draft Parks, Recreation, and Community Services Master Plan will include all of the elements of the project study including an Executive Summary that outlines the process taken to create the Master Plan as well as summarizing the research and findings. The Master Plan will include the aforementioned evaluations, inventories, analyses, findings, and recommendations of all elements necessary to develop and meet improvements and actions. A summary of Level of Service analysis as well as charts, graphs, maps, schematic plans, the Financial Plan, and Action Plan will be included. The document will be formatted using Adobe InDesign with tables, figures, photos, diagrams, maps and text with dividers and a cover. The submittal will include a PDF to accommodate staff comments.

7.2 Final Master Plan

Based on staff and departmental and public comments, the Final Plan will be revised to address all comments, and fifteen (15) hardcopies will be printed and bound along with ten (10) printed and bound color copies and an electronic copy of the final Executive Summary. All files for final deliverable will be organized in a comprehensive file and folder structure and submitted to the City. The package will be complete with all original native files needed to edit and reproduce all final products. Files will be provided in city compatible software such as Microsoft Word, Adobe Acrobat, and Esri GIS source files.

7.3 Final Presentations

KTUA will attend two (2) meetings with the City Council: one (1) at the presentation of the draft Master Plan and one (1) at its adoption.

DELIVERABLES

- Draft Plan in PDF format
- Final Plan in PDF format and 15 hardcopies
- 10 hardcopies of the Executive Summary
- Final presentations
- Plan source files

TASK 8: PROJECT MANAGEMENT

8.1 Kickoff Meeting

A project kickoff meeting is essential to the success of the Park, Recreation and Community Services Master Plan Update as it sets the foundation for team expectations and deliverables. This meeting will be held virtually so KTUA subconsultants can participate. If an in-person meeting is preferred, we will host the meeting in a hybrid format. The team will discuss important elements that will be key to a successful master plan, such as an agreement on the current population-based standards for parks and recreation, as well as standards for other community programs and park amenities and community engagement strategies. This kickoff meeting will also serve as the required scoping meeting to ensure the project starts off in the right direction. KTUA will produce the agenda and compile meeting minutes.

8.2 Project Management Meetings

KTUA and the City Project Manager will hold virtual monthly regular progress meetings until the City Council approves the final plan for progress reporting. At least one (1) copy of all completed or partially completed reports, studies, forecasts, maps, or plans as deemed necessary by the Project Manager will be provided at least three (3) working days before each progress meeting. The Project Manager will schedule additional virtual meetings at key times during the development of the Master Plan.

DELIVERABLES:

- Kickoff meeting agenda and meeting minutes. Update timeline with milestones for the completion of the plan.
- Project management meeting agenda and meeting minutes as periodic status reports to the City.

CITY OF SANTA FE SPRINGS PARKS, RECREATION, & COMMUNITY SERVICES MASTER PLAN

		MONTHS											
		1	2	3	4	5	6	7	8	9	10	11	12
Task 1: Community Engagement and Data Gathering													
1.1	Community Engagement Plan	■	■										
1.2	Project Branding and Online Engagement		■										
1.3	Workshops and Pop-up Engagements				■	■			■	■			
1.4	Focus Group Meetings				■								
1.5	City Staff Interviews				■								
Task 2: Existing Conditions And Level of Service													
2.1	Demographic Trends		■										
2.2	Park Inventory and Assessment			■	■								
2.3	Park Level-of-Service (Parks+)			■	■								
2.4	Walkability Assessment			■	■								
Task 3: Analysis Of Programs And Services													
3.1	Programs and Services Analysis				■	■							
3.2	Per Capita Spending Analysis				■	■							
Task 4: Capital Improvement Program													
4.1	Development of the Capital Improvement Program					■	■						
4.2	Project Cost Estimates									■			
Task 5: Rank And Prioritize Demand And Opportunity													
5.1	Prioritize Future Park Location and Park Access						■	■					
5.2	Prioritize Maintenance and Future Park Development						■	■					
Task 6: Action Plan													
6.1	Action Plan for Park Infrastructure Needs							■	■				
6.2	Action Plan for Park Programming, Financial Sustainability, and Maintenance							■	■				
Task 7: Administrative Draft and Final Draft													
7.1	Draft Plan								■	■	■		
7.2	Final Master Plan										■	■	
7.3	Final Presentations												■
Task 8: Project Management													
8.1	Kickoff Meeting	■											
8.2	Project Management Meetings		■	■	■	■	■	■	■	■	■	■	■

KTU&A does not have any financial, business, or other relationship with the City that may impact the selection process.

KTUA staff at City of San Diego Mission Trails Regional Park Visitor and Interpretive Center

F | COST PROPOSAL

City of Santa Fe Springs Parks, Recreation, and Community Services Master Plan		KTUA									PROS Consulting				
		Principal	Senior Associate	Associate / GIS Manager	Senior Planner / Designer II	Planner/ Designer					Principal				
		Joe Punsalan	Jacob Leon	Alex Samarin	Nicole Rogge	Isabel Perez	Hours per Task	Travel & Materials/ Direct Costs	Labor Cost	Cost per Task	Mike Svetz	Hours per Task	Travel & Materials	Labor Cost	Cost per Task
		$210	$170	$155	$125	$110					$240				
1	**Community Engagment**														
1.1	Community Engagement Plan		2	2	6		10	$ -	$ 1,400	$ 1,400		0	$ -	$ -	$ -
1.2	Project Branding and Online Engagement			8	8	16	32	$ -	$ 4,000	$ 4,000		0	$ -	$ -	$ -
1.3	Workshops and Pop-up Engagements	8	16	48	60	40	172	$ 1,500	$ 23,740	$ 25,240		0	$ -	$ -	$ -
1.4	Focus Group Meetings		4	8	8		20	$ 250	$ 2,920	$ 3,170		0	$ -	$ -	$ -
1.5	Statistically Valid Survey (RRC)			4	4		8	$ 25,000	$ 1,120	$ 26,120		0	$ -	$ -	$ -
1.6	City Staff Interviews		4	8	8		20	$ 250	$ 2,920	$ 3,170	16	16	$ -	$ 3,840	$ 3,840
	Task 1 Totals	**8**	**26**	**78**	**94**	**56**	**262**	**$ 27,000**	**$ 36,100**	**$ 63,100**	**16**	**16**	**$ -**	**$ 3,840**	**$ 3,840**
2	**Existing Conditions And Level of Service**														
2.1	Demographic Trends			2	6		8	$ -	$ 1,060	$ 1,060		0	$ -	$ -	$ -
2.2	Park Inventory and Assessment	2		16	16		34	$ 250	$ 4,900	$ 5,150		0	$ -	$ -	$ -
2.3	Park Level-of-Service (Parks+)	2		4	12	16	34	$ -	$ 4,300	$ 4,300		0	$ -	$ -	$ -
2.4	Walkability Assessment	8		8	16	16	48	$ 250	$ 6,680	$ 6,930		0	$ -	$ -	$ -
	Task 2 Totals	**12**	**0**	**30**	**50**	**32**	**124**	**$ 500**	**$ 16,940**	**$ 17,440**	**0**	**0**	**$ -**	**$ -**	**$ -**
3	**Analysis Of Programs And Services**														
3.1	Programs and Services Analysis	2		4	4		10	$ -	$ 1,540	$ 1,540	50	50	$ -	$ 12,000	$ 12,000
3.2	Per Capita Spending Analysis	2		4	4		10	$ -	$ 1,540	$ 1,540	60	60	$ -	$ 14,400	$ 14,400
	Task 3 Totals	**4**	**0**	**8**	**8**	**0**	**20**	**$ -**	**$ 3,080**	**$ 3,080**	**110**	**110**	**$ -**	**$ 26,400**	**$ 26,400**
4	**Capital Improvement Program**														
4.1	Development of the Capital Improvement Program	6		16	24	24	70	$ -	$ 9,380	$ 9,380	40	40	$ -	$ 9,600	$ 9,600
4.2	Project Cost Estimates	6		8	24		38	$ -	$ 5,500	$ 5,500		0	$ -	$ -	$ -
	Task 4 Totals	**12**	**0**	**24**	**48**	**24**	**108**	**$ -**	**$ 14,880**	**$ 14,880**	**40**	**40**	**$ -**	**$ 9,600**	**$ 9,600**
5	**Rank And Prioritize Demand And Opportunity**														
5.1	Prioritize Future Park Location and Park Access	2	4	8	16	16	46	$ -	$ 6,100	$ 6,100		0	$ -	$ -	$ -
5.2	Prioritize Maintenance and Future Park Development			4	4		8	$ -	$ 1,120	$ 1,120	60	60	$ -	$ 14,400	$ 14,400
	Task 5 Totals	**2**	**4**	**12**	**20**	**16**	**54**	**$ -**	**$ 7,220**	**$ 7,220**	**60**	**60**	**$ -**	**$ 14,400**	**$ 14,400**
6	**Action Plan**														
6.1	Action Plan for Park Infrastructure Needs	4	6	8	16	16	50	$ -	$ 6,860	$ 6,860		0	$ -	$ -	$ -
6.2	Action Plan for Park Programming, Financial Sustainability, and Maintenance			4	6		10	$ -	$ 1,370	$ 1,370	30	30	$ -	$ 7,200	$ 7,200
	Task 6 Totals	**4**	**6**	**12**	**22**	**16**	**60**	**$ -**	**$ 8,230**	**$ 8,230**	**30**	**30**	**$ -**	**$ 7,200**	**$ 7,200**
7	**Administrative Draft and Final Draft**														
7.1	Draft Plan	8	6	24	40	60	138	$ -	$ 18,020	$ 18,020	12	12	$ -	$ 2,880	$ 2,880
7.2	Final Master Plan	4	4	16	24	40	88	$ 1,500	$ 11,400	$ 12,900		0	$ -	$ -	$ -
7.3	Final Presentations			16	16		32	$ 250	$ 4,480	$ 4,730		0	$ -	$ -	$ -
	Task 7 Totals	**12**	**10**	**56**	**80**	**100**	**258**	**$ 1,750**	**$ 33,900**	**$ 35,650**	**12**	**12**	**$ -**	**$ 2,880**	**$ 2,880**
8	**Project Management**														
8.1	Kickoff Meeting	2	2	2	2		8	$ -	$ 1,320	$ 1,320	16	16	$ -	$ 3,840	$ 3,840
8.2	Project Management Meetings	10	8	10	10		38	$ -	$ 6,260	$ 6,260	18	18	$ -	$ 4,320	$ 4,320
	Task 8 Totals	**12**	**10**	**12**	**12**	**0**	**46**	**$ -**	**$ 7,580**	**$ 7,580**	**34**	**34**	**$ -**	**$ 8,160**	**$ 8,160**
	Total Hours By Staff	**66**	**56**	**232**	**334**	**244**	**628**				**302**				
									Direct Labor Costs:	$127,930				Direct Labor Costs:	$72,480
									Travel & Material Direct Costs	$29,250				Material Direct Costs	$0
									KTUA Total Cost	**$157,180**				**Sub Total Cost**	**$72,480**
														Grand Total Cost Estimate	**$229,660**

CITY OF SANTA FE SPRINGS
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RFP 25-7
Parks, Recreation, and Community Services Master Plan
ATTACHMENT A – References

Entity Name City of Desert Hot Springs

Entity Address 11999 Palm Drive, Desert Hot Springs, CA 92240

Name of Contact Daniel Lopez, Engineering Technician, Public Works

Telephone Number of Contact 760-329-6411 ext. 221

Email of Contact dlopez@cityofdhs.org

Project Title **City of Desert Hot Springs Parks Master Plan**

Date of Project Completed 2024; Contract Amount: $151,733

Entity Name City of Moreno Valley

Entity Address 14177 Frederick Street, Moreno Valley, CA 92552

Name of Contact Jeremy Bubnick, Director of Parks & Community Services

Telephone Number of Contact 951-413-3709

Email of Contact jeremyb@moval.org

Project Title **City of Moreno Valley Parks, Community Services & Trails Master Plan**

Date of Project Completed 2023; Contract Amount: $240,000

Entity Name City of Menifee

Entity Address 29844 Haun Road, Menifee, CA 92586

Name of Contact Mariana Mitchell, Community Services Manager

Telephone Number of Contact 951-723-3882

Email of Contact mmitchell@cityofmenifee.us

Project Title **City of Menifee Parks Master Plan**

Date of Project Completed 2023; Contract Amount: $159,940

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RFP 25-7
Parks, Recreation, and Community Services Master Plan
ATTACHMENT A – References

Entity Name City of Bellflower

Entity Address 16600 Civic Center Drive, Bellflower, CA 90706

Name of Contact PJ Mellana, Director of Parks & Recreation

Telephone Number of Contact 562-804-1442, Ext. 2265

Email of Contact pmellana@bellflower.org

Project Title **City of Bellflower Parks & Recreation Master Plan**

Date of Project Ongoing – Completion by Fall 2024; Contract Amount: $177,500

Entity Name City of Whittier Parks Master Plan

Entity Address 13230 Penn Street, Whittier, CA 90602

Name of Contact Virginia Santana, Director Parks, Recreation & Community Services

Telephone Number of Contact 562-567-9405

Email of Contact vsantana@cityofwhittier.org

Project Title **City of Whittier Parks Master Plan**

Date of Project Adopted Feb. 2024; Contract Amount: $249,531

Entity Name City of Ontario

Entity Address 303 E. B Street, Ontario, CA 91764

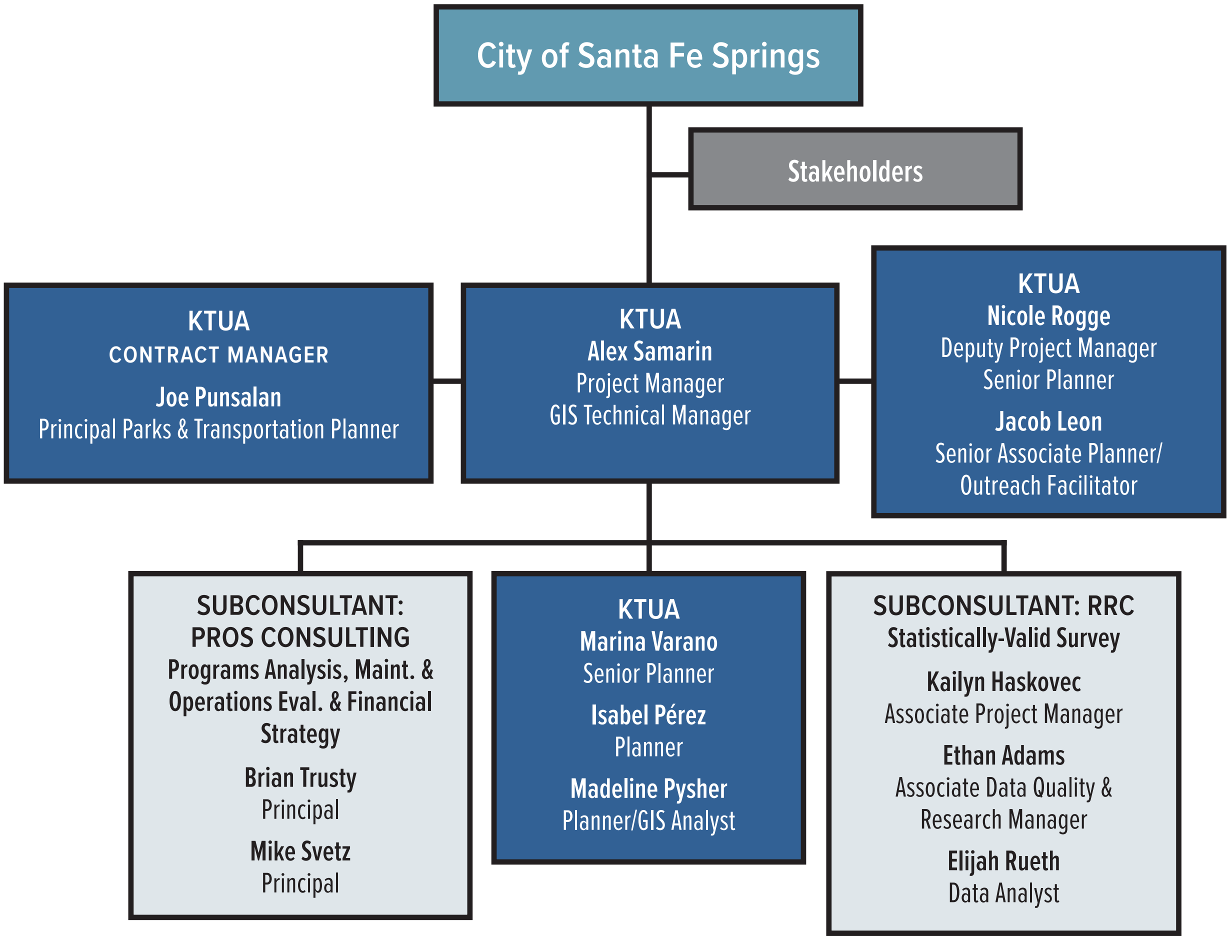
Name of Contact Nicholas Gonzalez, Recreation & Community Services Director

Telephone Number of Contact 909-395-2065

Email of Contact NicholasG@ontarioca.gov

Project Title **City of Ontario Parks Master Plan**

Date of Project Completed 2021; Contract Amount: $178,000



STAFFING COMMITMENT: Key KTUA personnel are available for the duration of the project. Key staff will not be removed or replaced without the prior consent of the City of Santa Fe Springs.

KTUA STAFFING PLAN

KTUA utilizes the Resource Planning module of Deltek VantagePoint for weekly staff scheduling, allowing us to accurately schedule staff resources with the appropriate experience to meet project deadlines. Staffing responsibilities include:

- The assigned project manager is involved in the review of the scope, the preparation of the fee and the contract negotiation
- The project manager works with the client to develop and validate the overall goals and objectives of the project, as well as identify project issues, requirements, budgets, milestones, deadlines, and design parameters
- A project schedule is developed by the project manager indicating all submittals and review periods. The QC manager reviews the schedule to assure that adequate time has been allocated for implementation of the quality control process, including review and coordination of consultant work, and corrections and revisions identified in the QC process
- The KTUA policy is to assign a team of experienced professionals that stay with the project from concept through completion, ensuring seamless integration from one phase to the next

EDUCATION
- B.A., Geography, Sacramento State University

REGISTRATIONS
- ITE Professional Transportation Planner
- LEED Green Associate
- GISP, GIS Certification Institute
- League of American Bicyclists League Certified Instructor #2005

AFFILIATIONS
- Association of Pedestrian and Bicycle Professionals
- California Parks and Recreation Society
- Rails to Trails Enhanced Bicycle Facilities Document Peer Review

AWARDS
- 2024 APA Los Angeles, Transportation Planning Excellence Award, City of Montebello First/Last Mile Plan
- 2024 APA Inland Empire, Award of Merit, Comprehensive Plan - Large Jurisdiction, Menifee Parks Master Plan
- 2024 APA Inland Empire, Excellence Award, Comprehensive Plan - Large Jurisdiction, Moreno Valley Parks & Trails Master Plan
- 2022 APA San Diego Award of Merit, Transportation Planning, Imperial County Transportation Commission Regional Active Transportation Plan
- 2020 Circulate San Diego Healthy Community Award; APA San Diego Transportation Planning Award of Merit; City of National City INTRA-Connect Plan
- 2020 ASLA San Diego Award of Merit; 2019 APA California, Comprehensive Plan Small Jurisdiction; 2019 APA Inland Empire Comprehensive Plan Small Jurisdiction, Award of Excellence, San Jacinto Trails Master Plan

Joe Punsalan
Principal-in-Charge | Parks & Transportation Planner

Joe Punsalan is a principal and oversees KTUA's parks and active transportation planning practice for clients throughout California. He is actively engaged in citywide park master plan projects and large-scale active transportation planning projects such as complete street plans and corridor studies, active transportation plans, vision zero, and first/last mile connectivity. He is responsible for scope development, data analysis, public engagement and facilitation of workshops, focus group and stakeholder meetings, report writing, grant writing and reporting, and staff and consultant team management. He has a background in GIS for mapping, research and analysis, and uses a simplified approach to displaying complex methodologies.

CITY OF MORENO VALLEY PARKS, COMMUNITY SERVICES & TRAILS MASTER PLAN
Principal-in-Charge overseeing project tasks, client interaction, meeting facilitation, scope adjustments and budgeting. Responsibilities include subconsultant coordination, project schedule, developing community engagement strategies, data collection and analysis for over 30 parks. Assisted with trail alignment development, strategies, recommendations, and final plan development. His experience completing the City's Bicycle Master Plan and Dracaea Avenue Neighborhood Greenway project was applied to the development of non-motorized access to parks and recreation facilities.

CITY OF DESERT HOT SPRINGS PARKS MASTER PLAN
As Principal-in-Charge oversees the project team on day-to-day tasks and as responsible for client satisfaction. Responsibilities include subconsultant coordination, stakeholder meeting facilitation, final oversight on data collection and demographic and park level-of-service analysis and assisting the project manager as needed. Assisted with strategies, recommendations, and final plan development. Joe's experience completing the City's Bicycle and Pedestrian Master Plan project was applied to improving development of access to parks and recreation facilities for all ages and abilities.

CITY OF BELLFLOWER PARKS MASTER PLAN
Principal-in-Charge of the ongoing Bellflower Parks Master Plan. Responsible for overseeing the analysis and community engagement tasks as well as subconsultant and contract management. A key role was engaging the community on park facility and programming to incorporate into the planning and recommendations process.

CITY OF MENIFEE PARKS MASTER PLAN
As Principal for the Menifee Parks Master Plan was involved in the park facility and programmatic recommendations for the final phases of the plan. A major task was the development of the trails component which included integrating active transportation and open space connections. Mapping, research and document development were additional tasks completed for project adoption.

ADDITIONAL EXPERIENCE
- City of Pico Rivera's Urban Greening Plan
- City of Buena Park Active Transportation Plan
- Cities of Paramount & Bellflower Active Transportation Plan

Alex Samarin | Project Manager | GIS Technical Manager

As an Associate, Alex Samarin provides technical oversight for GIS workflows, and guides GIS analysis for assessing the impact of planning projects. He has a broad range of experience applying GIS in utilities management, transportation planning, and environmental analysis. Alex is passionate about projects that provide mutually beneficial solutions to the human-environment relationship. His previous work spanned regional transportation modeling, regional habitat connectivity, and utility network mapping.

CITY OF DESERT HOT SPRINGS PARKS MASTER PLAN

Project Manager guided the development and application of spatial analysis methods for park level-of-service. These methods measure three components: population level-of-service, access level-of-service, and amenity level-of-service. Alex brings an understanding of resource-use access and experiences to these level-of-service components, such as the different experiences of linear parks, open space, or private parks in homeowners' associations. In the growing city of Desert Hot Springs, demographic shifts toward a young-family population base were key to understanding future trends in amenity, park, and program development. Alex was key in aligning KTUA processes end-to-end from data collection to analysis and final reporting, and incorporates existing data from clients or unique development patterns into the final product.

CITY OF WHITTIER PARKS MASTER PLAN

As Assistant Project Manager, led data collection efforts by tailoring an ESRI Field Maps data schema to fit the requirements of park amenity data collection for the City. Unique features in the City park system included large, rentable picnic areas with outdoor kitchen amenities, multipurpose fields for softball and soccer, an abundance of natural open space accessible via city-owned trailheads, and a Class 1 multipurpose path with linear park amenities. The characteristics and use of these unique park features placed importance on detailed data collection and amenity characterization to best represent the population- and amenity-based level-of-service in the city. Led public outreach events and stakeholder focus groups.

CITY OF ONTARIO PARKS MASTER PLAN

GIS Manager. Guided spatial analysis that assessed the level-of-service in the park system, considering different travel modes and networks. Characteristics such as park size and type, as well as the type of amenities, were compared to population characteristics in overall park service areas.

CITY OF MENIFEE PARKS MASTER PLAN

GIS Manager. Developed custom workflows to address a park system managed by two merging agencies and supplemented by private HOA parks. Acreage, amenity, and park access level-of-service were modified to address different populations served within the City.

ADDITIONAL EXPERIENCE

- City of Montebello Parks Master Plan
- Phelan-Piñon Hills Parks Master Plan
- City of Montclair Parks Master Plan

EDUCATION

- M.A. Geography, (Natural Resource Management and Environmental Policy), San Diego State University, 2015
- B.A. Geography, (Geographic Information Systems), Minor, Environmental Law and Planning, UC Santa Barbara, 2008

REGISTRATIONS

- 2021 GISP, GIS Certification Institute 160988, Exp. 3/25/2027

AFFILIATIONS

- Association of Environmental Professionals (AEP)
- Association of Pedestrian and Bicycle Professionals

AWARDS

- 2024 APA Inland Empire, Award of Merit, Comprehensive Plan - Large Jurisdiction, Menifee Parks Master Plan
- 2024 APA Inland Empire, Excellence Award, Comprehensive Plan - Large Jurisdiction, Moreno Valley Parks & Trails Master Plan
- 2022 APA San Diego Award of Merit, Transportation Planning, Imperial County Transportation Commission Regional Active Transportation Plan
- 2022 APA Inland Empire Award of Merit, Transportation Planning, Ontario Recreation and Parks Master Plan
- 2020 APA Inland Empire, Comprehensive Plan- Large Jurisdiction, Prado Regional Park Master Plan
- 2020 Circulate San Diego Healthy Community Award; APA San Diego Transportation Planning Award of Merit; City of National City INTRA-Connect Plan

Nicole Rogge | Deputy Project Manager | Senior Planner

Nicole Rogge is a Senior Planner at KTUA and focuses on park and recreation planning, graphic communication design, and facilitates community outreach. She has a special interest and background in art and graphic design and uses these skills to facilitate more effective communication about complex planning concepts with audiences. As a part of KTUA's planning team, she is the assistant project manager on several parks and recreation master plans. As the assistant project manager, she facilitates community outreach, conducts fieldwork, develops recommendations, and writes and designs final plan reports.

EDUCATION

- Bachelors in Urban Planning, University of Cincinnati, 2022

AWARDS

- 2024 APA Los Angeles, Transportation Planning Excellence Award, City of Montebello First/Last Mile Plan
- 2024 APA Inland Empire, Award of Merit, Comprehensive Plan - Large Jurisdiction, Menifee Parks Master Plan
- 2024 APA Inland Empire, Excellence Award, Comprehensive Plan - Large Jurisdiction, Moreno Valley Parks & Trails Master Plan

CITY OF MORENO VALLEY PARKS, COMMUNITY SERVICES & TRAILS MASTER PLAN

Assistant Project Manager/Senior Planner. Assisted in conducting fieldwork inventory of existing park facilities and amenities to understand existing and future conditions of the City's park amenities. Also conducted a geographic, amenity, and park acreage level of service analysis to analyze how the existing park system is serving the residents. Created project branding to establish project identity to be used throughout the community engagement process and final report. Also assisted in conducting community engagement through workshop events and stakeholder meetings.

CITY OF LA MESA RECREATION AND PARKS MASTER PLAN

Assistant Project Manager/Senior Planner responsible for organizing and conducting community engagement efforts, managing data analyses, and GIS mapping. Assisting in developing policies and infrastructure recommendations. Designed and developed a comprehensive plan report that summarizes all project efforts. Developed an implementation plan to assist the City in developing funding and timeline goals for the Plan.

CITY OF WHITTIER PARKS MASTER PLAN

Senior Planner assisted in developing outreach materials for community engagement events such as maps, infographics, cutsheets, and summaries. Coordinated with the client and project team to develop policy and infrastructure recommendations based on all engagement and analysis findings. Designed the Plan report that encompassed all planning efforts.

CITY OF BELLFLOWER PARKS AND RECREATION MASTER PLAN

Assistant Project Manager/Senior Planner. Conducted fieldwork inventory of existing park amenities and facilities. Assisted in facilitating project outreach and community engagement, and the creation of project outreach materials like the project website, flyers, maps, and interactive outreach activities for community workshops, pop-up events, neighborhood meetings, and stakeholder meetings. Performed population, amenities, and geographic level of service analysis of existing and future conditions of the park system and summarized findings in the project report.

CITY OF DESERT HOT SPRINGS PARKS MASTER PLAN

Assistant Project Manager/Planner responsible for data acquisition and management of existing parks and park facilities and amenities. Assisted at community outreach events and stakeholder meetings. Created survey questions to gather community feedback on existing parks and facilities and the future desires. Developed project branding.

ADDITIONAL EXPERIENCE

- City of Menifee Parks Master Plan

Jacob Leon | Senior Associate Planner | Outreach Facilitator

Jacob Leon is dedicated to parks and recreation planning, trail and open space planning, complete streets planning, and community outreach. His project responsibilities entail project management, existing conditions analysis, overseeing community engagement, facilitating community workshops and special meetings with elected officials, and developing comprehensive project recommendations. He is passionate about raising awareness of the benefits of thoughtful urban planning and public realm design, equitable access to parks and open space, and safe transportation infrastructure. His passion for nature, parks, trails and genuine community engagement reinforces his commitment to clients and the communities he works in throughout California.

EDUCATION
- Bachelor of Landscape Architecture, Cal Poly, San Luis Obispo

REGISTRATIONS
- 2014, LEED Green Associate

AFFILIATIONS
- American Society of Landscape Architects
- California Parks and Recreation Society
- American Planning Association
- Association of Pedestrian and Bicycle Professionals

SPECIAL SKILLS
- Spanish Fluency

AWARDS
- 2024 APA Inland Empire, Excellence Award, Comprehensive Plan - Large Jurisdiction, Moreno Valley Parks and Trails Master Plan
- 2022 APA Inland Empire Award, 2022 APA San Diego Award of Merit, Transportation Planning, Imperial County Transportation Commission Regional Active Transportation Plan
- 2022 APA Inland Empire Award of Merit, Transportation Planning, Ontario Recreation and Parks Master Plan
- 2022 APA Los Angeles Award of Merit, Comprehensive Plan - Small Jurisdiction, Montebello Parks Master Plan
- 2020 ASLA San Diego Award of Merit; 2019 APA California, Comprehensive Plan Small Jurisdiction; 2019 APA Inland Empire Comprehensive Plan Small Jurisdiction, Award of Excellence, San Jacinto Trails Master Plan

CITY OF WHITTIER PARKS MASTER PLAN
Project Manager responsible for client interaction, overseeing all community engagement, assisting with data collection and analyses, developing project recommendations, and designing a comprehensive document that summarizes all efforts. Jacob's Spanish-speaking proficiency allows him to interact with the City's Hispanic/Latino population to ensure thorough community engagement. Also responsible for managing all subconsultants.

CITY OF BELLFLOWER PARKS AND RECREATION MASTER PLAN
Project Manager responsible for managing subconsultants, client interaction, community engagement, monitoring data collection and analyses, developing project recommendations, and delivering an implementable master plan. Implemented a wide variety of strategies to successfully engage the city's evolving demographics to meet the Plan's major focus.

CITY OF MOORPARK PARK MASTER PLAN
Project Manager responsible for maintaining a successful project schedule, client interaction, community and stakeholder engagement, monitoring data collection and analysis for city-owned parks, developing project recommendations, and delivering a user-friendly and implementable master plan. Implement a wide variety of strategies and tools to successfully engage the city's evolving demographics.

CITY OF MORENO VALLEY PARKS, COMMUNITY SERVICES & TRAILS MASTER PLAN
Project Manager responsible for day-to-day tasks including subconsultant management, client interaction, community and stakeholder engagement, maintaining a successful project schedule, monitoring data collection and analysis for over 30 city parks, developing project recommendations, and delivering a user-friendly and implementable master plan. Jacob's past experience with the City's Bicycle Master Plan and the Dracaea Avenue Neighborhood Greenway project provides valuable background information to successfully manage this master plan.

CITY OF ONTARIO PARKS MASTER PLAN
Project Manager. Weekly tasks included communication between the client and project team members, managing a team of in-house GIS analysts and community outreach specialists, and maintaining project milestones on schedule. Other responsibilities included assessing park and recreation facilities, determining suitable recommendations, and developing the final report for the master plan.

Marina Varano | Senior Planner

Marina recently completed her Master's in City and Regional Planning from Cal Poly, San Luis Obispo and holds a B.S. in Environmental Studies from the University of California, Santa Barbara. She has served as Senior Planner on numerous park master plans since joining KTUA. Marina previously worked for the City of San Luis Obispo's Office of Sustainability & Natural Resources while in graduate school, where she contributed to climate action planning and implementation, as well as open space conservation planning projects.

EDUCATION
- Master of City & Regional Planning, Cal Poly, San Luis Obispo (2023)
- B.S. in Environmental Studies, UC Santa Barbara

AFFILIATIONS
- American Planning Association

RELEVANT EXPERIENCE
- City of Bellflower Parks and Recreation Master Plan
- City of Desert Hot Springs Parks and Recreation Master Plan
- Moreno Valley Parks, Community Services, and Trails Master Plan
- City of Moorpark Parks Master Plan
- City of Upland Mobility Master Plan
- City of Arroyo Grande Active Transportation Plan

Isabel Pérez | Planner

Isabel s a Planner and Designer after earning her B.A. in Urban Studies and Planning from the University of California San Diego. During her time as a student she became a LEED Green Associate and was a Planning Intern for a local urban planning and design firm. She was also an Undergraduate Instructional Assistant for urban design courses and as a Research Assistant she helped create the Sustainable Food Systems course for the Department of Urban Studies and Planning at UCSD. She has experience with SketchUp, ArcGIS, Revit, and the Adobe Creative Suite. She is a registered LEED Green Associate.

EDUCATION
- B.A. Urban Studies and Planning, University of California San Diego

AWARDS
- Montebello First/Last Mile Plan 2024 APA Los Angeles, Transportation Planning Excellence Award

RELEVANT EXPERIENCE
- City of Bellflower Parks and Recreation Master Plan
- City of Whittier Parks Master Plan
- City of Gardena Vacant and Underutilized Lot Analysis and Park Concept Designs
- City of Montebello First Mile Last Mile Plan
- City of Upland Master Mobility Plan

Madeline Pysher | Planner/GIS Analyst

Madeline Pysher recently joined KTUA as Planner and GIS Analyst. From a rural Montana town to the West Coast, Madeline has always felt a strong connection to both the natural and built environments. Working hard to create tight-knit communities where all can live, work, and play is what motivates her daily. Having earned a Bachelors of Arts in Urban Planning and Sustainable Development, with a double minor in Geographic Information Services and Environmental Justice, Madeline specializes in equity mapping and analysis. She is skilled in ArcGIS, Microsoft Access, SketchUP, Adobe Creative Suite, and Python. She is a registered LEED Green Associate.

EDUCATION
- B.A. Urban Planning and Sustainable Development, with a double minor in Geographic Information Services and Environmental Justice, Western Washington University

RELEVANT EXPERIENCE
- City of Upland Mobility Master Plan
- Town of Apple Valley Complete Streets Action Plan
- County of Riverside Off-Highway Vehicle (OHV), Phase 4
- Hollister Ranch Coastal Access Program, Santa Barbara County, CA

Michael Svetz | Principal

Michael Svetz has over 30 years experience in the field of parks and recreation for local governments, the last 15 of which were at the executive management level. He has vast experience in developing and applying innovative business processes to create self-sustaining operations of multimillion dollar community centers and golf courses. Throughout his career, Mike has successfully developed and implemented strategic master plans for the parks and recreation departments that he led and the city and state associations that he served. As a dedicated public servant, Mike developed a deep knowledge of, and sincere appreciation for, organizational development, citizen engagement, board involvement, and political acumen, all of which are critical elements in the successful creation and implementation of any parks and recreation plan. Since joining PROS Consulting, he has participated in numerous projects in master planning, business planning, maintenance, and strategic implementation. His project management and organizational skills and have assisted in the creation of innovative and fiscally sustainable projects across the United States. Michael has B.S. and an M.S. degrees from Miami University.

RELEVANT CALIFORNIA PROJECT EXPERIENCE

- Tulare Parks and Recreation Master Plan
- Palm Springs Parks and Recreation Master Plan
- Hanford Parks and Recreation Master Plan
- West Sacramento Parks and Open Space Master Plan
- American Canyon Parks and Recreation Needs Assessment
- San Luis Obispo Parks and Recreation Master Plan
- Hayward Parks and Recreation Master Plan
- Riverbank Parks and Recreation Master Plan
- Fresno Parks and Recreation Master Plan
- Santa Clara County Cost Recovery and Pricing Plan

Brian Trusty | Principal

Brian Trusty has enjoyed a 28-year career in parks and recreation, land and habitat management, tourism, and economic development that includes executive management responsibilities in private for-profit, private non-profit, and public organizations. Brian's career includes managing an outdoor adventure tour program he founded that operated in 22 U.S. states, Canada, and Mexico; managing a system of nature parks for the Lower Colorado River Authority (LCRA) in Texas; leading the development and operation of the premier adventure sports destination on the east coast; performing strategic planning and management consulting for parks and recreation and land management agencies throughout the United States; and leading Audubon's conservation and environmental education programs in Texas and the Central Flyway. In 2019, Brian was recognized as a Distinguished Alumni of Texas A&M's Parks, Recreation and Tourism Sciences Department. He has B.S. and an M.S. degrees from Texas A & M University.

RELEVANT PROJECT EXPERIENCE

- California State Parks Operations and Financial Plan
- Buckeye, AZ Parks and Recreation Master Plan
- Pullman, WA Parks and Recreation Master Plan
- Provo, UT Parks and Recreation Master Plan
- Crested Butte, CO Parks and Recreation Master Plan
- Pocatello, ID Parks and Recreation Master Plan
- Olathe, KS Parks and Recreation Master Plan
- Derby, KS Parks and Recreation Master Plan
- Cullman, AL Parks and Recreation Master Plan
- Tennessee State Parks Long Range Strategic Master Plan
- Texas State Parks Business Planning Services

Kailyn Haskovec – Associate Parks and Recreation Project Manager

Kailyn excels in project management for parks and recreation research at RRC Associates. With a rich background in state and local government and parks and recreation, she offers invaluable insights into the industry. Her adeptness at interpreting both qualitative and quantitative data ensures strategic recommendations and effective policy directions. At RRC, Kailyn leads the parks and recreation research sector, handling everything from project initiation to questionnaire design, analysis, and final reporting. Drawing from her experience as a public servant in a parks and recreation department, she champions the use of community feedback to shape strategic plans and goals for parks and recreation agencies. She has a B.A. in Sociology from the University of Oregon and a Sustainable Planning and Management Masters of the Environment degree from the University of Colorado at Boulder.

Ethan Adams – Associate Data Quality and Research Manager

Based in Kaysville, Utah, Ethan is a highly skilled data analyst and social scientist with diverse work history and experience. With a Master of Arts in Applied Sociology, Ethan has a demonstrated history of applying academic theory and statistical research methodology to grounded public issues faced by community leaders. At RRC Associates, Ethan has applied his extensive knowledge of online survey design platforms and data management software to strengthen RRC's existing procedures while expanding the scope and capabilities of customized data collection methods. Ethan has worked on a wide variety of municipal research projects, including surveys that have informed parks and recreation services, housing issues, and city-wide master plan developments. Additionally, he's skilled in conducting tourism, employment, and event focused economic analyses for resorts, communities, and destinations across the country.

Elijah Rueth – Data Analyst

Elijah joined RRC as an analyst in July of 2022, bringing a strong background in mathematics and statistics. Elijah believes in understanding trends and data analysis. Keeping this belief in mind, he adds a unique perspective on data analysis and survey results. Elijah has a B.S. in Applied Mathematics and Statistics from the Colorado School of Mines and is based in his home City of Denver, CO.

RRC ASSOCIATES

RRC FIRM-WIDE RELEVANT EXPERIENCE WITH KTUA

- City of Moreno Valley Parks, Trails, and Community Services Master Plan
- City of Montclair Parks Master Plan
- City of Ontario Parks Master Plan
- City of Menifee Parks Master Plan
- City of Moorpark Parks Master Plan
- City of Santee Parks Master Plan

EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of the City, and prior to commencement of Services, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to the City. If Consultant maintains higher limits than the minimum limits shown below, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Commercial General Liability Insurance. Consultant shall procure and maintain commercial general liability insurance ("CGL Coverage") with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than One Million Dollars ($1,000,000.00) per occurrence, Two Million Dollars ($2,000,000.00) general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile Liability Insurance. Consultant shall procure and maintain automobile liability insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than One Million Dollars ($1,000,000.00) per accident for bodily injury and property damage.

Professional Liability (Errors & Omissions) Insurance. For the full term of this Agreement and for a period of three (3) years thereafter, Consultant shall procure and maintain professional liability insurance appropriate to Consultant's profession. Such coverage shall have the minimum limits of no less than One Million Dollars ($1,000,000.00) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

Workers' Compensation Insurance. Consultant shall procure and maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least One Million Dollars ($1,000,000.00) per accident for bodily injury or disease), which will indemnify, insure and provide legal defense for both Consultant and City against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by Consultant in the course of carrying out the Work contemplated in this Agreement.

Consultant shall submit to the City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of the City, its officers, agents, employees, and volunteers.

Umbrella or Excess Liability Insurance. Consultant shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

<u>**Other provisions or requirements**</u>

Proof of insurance. Consultant shall provide certificates of insurance to the City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by the City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

Duration of coverage. Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Services hereunder by Consultant, or Consultant's agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by the City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

The City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, the City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by the City will be promptly reimbursed by Consultant or the City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, the City may immediately terminate this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against the City and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of Agreement provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Agreement are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that the City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to the City and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the Services who is brought onto or involved in the Services by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subconsultants, and others engaged in the Services will be submitted to the City for review.

The City's right to revise specifications. The City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to Consultant, City and Consultant may renegotiate Consultant's compensation or come to some other agreement to address the additional cost.

Self-insured retentions. Any self-insured retentions must be declared to and approved by the City. The City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City.

Timely notice of claims. Consultant shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Services.

Failure to Maintain Coverage. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced immediately so as to avoid a lapse in the required coverage, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement effective upon notice.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/4/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Cavignac
451 A Street, Suite 1800
San Diego CA 92101

CONTACT NAME: Certificate Department
PHONE (A/C, No, Ext): 619-744-0574 | FAX (A/C, No): 619-234-8601
E-MAIL ADDRESS: certificates@cavignac.com

INSURED KTU&APL-01
KTU&A
3916 Normal Street
San Diego, CA 92103

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Travelers Property Casualty Company of America	25674
INSURER B : Berkley Insurance Company	32603
INSURER C : Travelers Indemnity Co of Conn	25682
INSURER D : Hartford Casualty Insurance Co	29424
INSURER E :	
INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 427574735 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			6801H979452	9/1/2024	9/1/2025	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
	X Contractual Liab						PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY X PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
C	AUTOMOBILE LIABILITY			BA2S035976	9/1/2024	9/1/2025	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
	X NoOwnedAutos							$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N			72WEGGG6436	9/1/2024	9/1/2025	X PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
B	Professional Liability			AEC908004409	9/1/2024	9/1/2025	Each Claim Aggregate	$5,000,000 $5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Professional Liability - Claims made form, defense costs included within limit.

CERTIFICATE HOLDER

City of Santa Fe Springs
11710 E. Telegraph Road
Santa Fe Springs CA 90670

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Kelly Potter

ITEM # 20

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Arlene Salazar, Director of Police Services

SUBJECT: **SECOND READING OF ORDINANCE NO. 1156 TO AMEND SECTION 70.01 (DEFINITIONS) OF CHAPTER 70 (GENERAL PROVISIONS) AND TO ADD SECTION 72.26 (PARKING RECREATIONAL VEHICLES IS PROHIBITED ON ANY CITY STREET) TO CHAPTER 72 (STOPPING, STANDING, AND PARKING) WITHIN TITLE VII (TRAFFIC CODE) OF THE SANTA FE SPRINGS MUNICIPAL CODE**

DATE: February 18, 2025

RECOMMENDATION(S):

It is recommended that the City Council:

1) Adopt Ordinance No. 1156

   AN ORDINANCE OF THE CITY OF SANTA FE SPRINGS TO AMEND SECTION 70.01 (DEFINITIONS) OF CHAPTER 70 (GENERAL PROVISIONS) AND TO ADD SECTION 72.26 (PARKING RECREATIONAL VEHICLES IS PROHIBITED ON ANY CITY STREET) TO CHAPTER 72 (STOPPING, STANDING, AND PARKING) WITHIN TITLE VII (TRAFFIC CODE) OF THE SANTA FE SPRINGS MUNICIPAL CODE

2) Take such additional, related, action that may be desirable.

FISCAL IMPACT

There is a direct fiscal impact anticipated with these amendments due to the need to install parking restriction signage before enforcement action begins. The first reading of the Ordinance was conducted at the February 4, 2025, City Council meeting. As part of the consideration of approval of the second reading of the Ordinace, the City Council will appropriate in an amount not-to-exceed $40,000 to cover the cost of purchasing required parking signage, supplies, advertising material and associated installation costs. Additionally, with implementation of a Recreational Vehicle Parking Permit Program, there is expected to be minimal cost associated with staff time to advertise permit requirement, process applications and issue permits. Should additional funds be required, the Department will include additional funding in the FY 25/26 budget process.

BACKGROUND

The City of Santa Fe Springs (the "City") has received an increased number of complaints regarding Recreational Vehicles (RVs) parking on City streets. In many instances, complaints involve RVs parked long-term, parking too close to intersections, which causes visibility issues, and moving only on days when street sweeping occurs. Assembly Bill 413, also referred to as daylighting, took effect January 1, 2025, prevents parking or stopping a vehicle along a curb at least 20 feet from a marked crosswalk which will further assist with compliance on this issue. Additionally, RVs parked on City streets have negatively impacted both residential and non-residential areas as RVs are often used for habitation purposes creating health and safety concerns due to leaking and dumping of harmful substances, trash, litter and debris onto public right-of-way. Currently, complaints regarding RVs parked/stored long-term are addressed by staff through the red-tag process. The red-tag process as authorized by the SFSMC Section 72.04 provides for the identification of motorized vehicles and trailers parked upon any City street in excess of 72 consecutive hours be subject to removal. For purposes of this proposed Ordinance, the red-tag process includes chalking/tagging the RV tires, issuing a red-tag warning notice, and returning to the location within 72 hours to ensure that the RV has moved. During follow up, staff often finds that RVs move a short distance or onto a neighboring street. As such, complaints are not properly resolved and often escalate, resulting in the City prohibiting parking on affected streets pursuant to complaints received.

ANALYSIS

N/A

ENVIRONMENTAL

At its February 4, 2025, City Council meeting, the City Council determined that the adoption of Ordinance No. 1156 was exempt from CEQA.

DISCUSSION

The City of Santa Fe Springs introduced Ordinance No. 1156 at its February 4, 2025, City Council meeting. Investigating and enforcing RV complaints consumes a significant amount of Public Safety and Whittier Police Department resources. Current enforcement tools are limited, come with challenges, and are ineffective long-term. Public Safety personnel continue to respond to calls for service regarding RVs, following them from one location to another after being red-tagged and moving a short distance to remain in compliance with the City's 72- hour parking restriction. The Santa Fe Springs Municipal

Code (SFSMC) does not regulate or restrict RV parking citywide and current practices do not address the problem on a citywide level. In order to effectively address citywide RV parking issues, staff recommends establishing a citywide Recreational Vehicle Permit program to regulate and authorize the parking of RVs on the City's streets by temporary permit. The proposed Ordinance would establish a program that would permit temporary parking of RVs on the City's streets through issuance of a temporary parking permit. By adopting this Ordinance, the City will also have the ability to effectively address RV parking issues on City streets and ensure equitable and fair parking enforcement practices. In order to enable parking enforcement, parking restriction signage will need to be installed at City entrances prohibiting RV parking on City streets except by permit. The penalty for violation of any provision of this Ordinance shall constitute a misdemeanor and a civil violation subject to the penalties provided for under Section 10.97 of the SFSMC. The proposed parking violation fine for parking an RV without a permit is $63.00, which is consistent with the City's current bail schedule.

Furthermore, staff has conducted a survey of surrounding cities with established Recreational Vehicle Permit programs, which include the cities of Norwalk, La Mirada, Bellflower and Lakewood and found that most cities issue temporary RV permits free of charge to residents. Considering that the application and permitting process is intended to be an over-the-counter process that will require minimal staff time, staff recommends that permits be issued to residents free of charge. Each resident may be issued no more than three (3) temporary RV parking permits per calendar month.

SUMMARY/NEXT STEPS

Ordinance No. 1156 will be effective 30 days after its adoption. Upon adoption, staff will advertise the implementation of the Recreational Vehicle Parking Permit Program to allow for community awareness about the process. In addition, staff will coordinate with the Department of Public Works to install the required signage prior to enforcement. Permits are expected to be issued starting on March 28, 2025, with a one-month grace period so that staff can provide warnings and permit enforcement starting on April 28, 2025.

ATTACHMENT(S):

A. Ordinance No. 1156
B. Temporary RV Permit Draft Application

ITEM STATUS:

APPROVED: ☐

DENIED: ☐

TABLED: ☐

DIRECTION GIVEN: ☐

ORDINANCE NO. 1156

AN ORDINANCE OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA TO AMEND SECTION 70.01 (DEFINITIONS) OF CHAPTER 70 (GENERAL PROVISIONS) AND TO ADD SECTION 72.26 (PARKING RECREATIONAL VEHICLES IS PROHIBITED ON ANY CITY STREET) TO CHAPTER 72 (STOPPING, STANDING, AND PARKING) WITHIN TITLE 7 (TRAFFIC CODE) OF THE SANTA FE SPRINGS MUNICIPAL CODE.

WHEREAS, the City of Santa Fe Springs (the “City”) is a general law city, incorporated under the laws of the State of California; and

WHEREAS, California Constitution Article XI, Section 7, enables the City to enact local planning and land use regulations; and

WHEREAS, California Vehicle Code Sections 22507 and 22507.5 also empowers cities to regulate vehicular parking within their jurisdictions; and

WHEREAS, pursuant to its police power, the City may enact and enforce laws within its boundaries that promote the public health, morals, safety, or general welfare of the community, and are not in conflict with general laws; and

WHEREAS, the City currently prohibits the parking of any vehicle upon any street or alley for more than a consecutive period of seventy-two (72) hours; and

WHEREAS, the City currently prohibits the parking of vehicles which exceeds either 23 feet in length or 80 inches in width, or large vehicles, on any street in residential areas for a period of time longer than thirty (30) minutes between the hours of 2:00 a.m. and 4:00 a.m. of any day; and

WHEREAS, the City currently permits the parking of operable automobiles, recreational vehicles, boats or boat trailers in the required driveways within the front and/or side yards for any single-family use in a residential zone; and

WHEREAS, the City has received an increased number of complaints regarding increased numbers of recreational vehicles parking on City streets for several days; and

WHEREAS, the City has traditionally prohibited parking on affected streets pursuant to complaints it has received; and

WHEREAS, the City’s current practices do not address the problem on a citywide level; and

WHEREAS, the City finds it necessary to establish a citywide program to regulate and authorize the parking of recreational vehicles on the City’s streets; and

WHEREAS, the proposed ordinance would establish a program that would permit temporary parking of recreational vehicles on the City's streets through a temporary parking permit; and

WHEREAS, consistent with Policies C-10.1 and C-10.2 of the General Plan's Circulation Element, the Ordinance will establish a parking program that will address parking problems on City streets and ensure equitable and fair parking enforcement practices; and

WHEREAS, consistent with Policies C-13.4 and C-14.3 of the General Plan's Circulation Element, the Ordinance will prohibit knowingly allowing the leakage of harmful substances onto any public right-of-way and will require the use of permitted RV sanitary wastewater dump stations; and

WHEREAS, the City Council has held a duly noticed public hearing, considered, the ordinance, all reports, testimony, materials, and findings.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND ORDAIN AS FOLLOWS:

SECTION 1. Findings.

The above recitals are true and correct and incorporated herein by reference.

SECTION 2. Section 70.01 (Definitions) of Chapter 70 (General Provisions) of Title 7 (Traffic Code) of the City of Santa Fe Springs Municipal Code ("SFSMC" or "Code") is hereby amended as follows (unless otherwise noted, where ~~Strikethrough Text~~ is language to be removed from the existing Code and Underline Text is language to be added to the Code):

For the purpose of this traffic code, the following definitions shall apply unless the context clearly indicates or requires a different meaning. Whenever any words or phrases used in this title are not defined in this section but are now defined in the California Vehicle Code, such definitions are incorporated in this section and shall be deemed to apply to such words and phrases used herein as though set forth in this section in full.

BUSINESS DISTRICT. That portion of a highway and the property contiguous thereto upon one side of which highway, for a distance of 600 feet, 50% or more of the contiguous property fronting thereon is occupied by buildings in use for business, or, upon both sides of which highway, collectively, for a distance of 300 feet, 50% or more of the contiguous property fronting thereon is so occupied. A ***BUSINESS DISTRICT*** may be longer than the distance specified in this section if the above ratio of buildings in use for business to the length of highway exists.

LOADING ZONE. The space adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers or materials.

OUT-OF-TOWN VISITOR. Any natural person who does not reside in the city who is temporarily visiting as a guest of a Resident of the city and who has applied for a Temporary RV Parking Permit.

PARK. To stand or leave standing any vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading of passengers or materials.

PARKWAY. That portion of a street other than a roadway or a sidewalk.

PASSENGER LOADING ZONE. The space adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers.

PEDESTRIAN. Any person afoot.

POLICE OFFICER. Every officer of the Police Department of the city or any officer authorized to direct or regulate traffic or make arrests for violations of traffic regulations.

RECREATIONAL VEHICLE or "RV". A motorhome, travel trailer, truck camper, camping trailer, or other vehicle or trailer, with or without motive power, designed or altered for human habitation for recreational, emergency, or other human occupancy, or any structure inspected, approved and designated as a recreational vehicle by, and bearing the insignia of, the State of California or any other state or federal agency having the authority to approve recreational vehicles. Recreational Vehicle shall include, without limitation, any of the following: a "camp trailer," as defined by California Vehicle Code Section 242; a "fifth wheel travel trailer" as defined by California Vehicle Code Section 324; a "house car" as defined in California Vehicle Code Section 362; a "trailer" as defined in California Vehicle Code Section 630; a "trailer coach" as defined in California Vehicle Code Section 635; a "mobile home," as defined by California Vehicle Code Section 396; a boat, watercraft and/or trailer for a boat or watercraft; a "park trailer" as defined in the California Health and Safety Code Section 18009.3; a "recreational vehicle as defined in California Health and Safety Code Section 18010; and a "truck camper" as defined in California Health and Safety Code Section 18013.4.

RESIDENT. A person who customarily resides and maintains a place of residence or who owns land within the city. It shall not mean a person who maintains an address at a mailbox drop or who rents a room which is not his or her primary place of residence, nor shall it mean a person who maintains only a post office box unless that person also provides valid and verifiable evidence of residence, such as a utility bill/contract, and federal or state government-issued Identification, at a street address within the city.

STOP. When required, complete cessation of movement.

STOP OR STAND. When prohibited, any stopping or standing of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or official traffic-control device.

***TEMPORARY RV PARKING PERMIT*.** A limited duration parking permit for a recreational vehicle belonging to a resident or an out-of-town visitor issued by the Director of Police Services or his or her designee in accordance with the provisions of this title.

SECTION 3. Chapter 72 (Stopping, Standing and Parking) of Title 7 (Traffic Code) of the City of Santa Fe Springs Municipal Code is hereby amended by the addition of a new Section 72.26 as follows (unless otherwise noted, where ~~Strikethrough Text~~ is language to be removed from the existing Code and Underline Text is language to be added to the Code):

§ 72.26 PARKING RECREATIONAL VEHICLES IS PROHIBITED ON ANY CITY STREET.

(A) No person shall stop, stand, or park a recreational vehicle on any street or alley for a period of time longer than two hours unless a temporary RV parking permit has been issued to such RV pursuant this section.

(B) Notice. Signs giving reasonable notice of the prohibitions contained in this section will be erected within the City as required by the California Vehicle Code.

(C) Temporary RV Parking Permit.

(1) Purpose. The purpose of the temporary RV parking permit is to allow users of RVs to park adjacent to their residences to load, unload, clean, and maintain their RV and to allow out-of-town visitors to park their RVs in front of the residence in which they are visiting for a limited period of time.

(2) Application and Fee.

(a) The City shall establish a temporary RV parking permit application and may promulgate administrative regulations regarding the issuance of such permits.

(b) Any person applying for a temporary RV parking permit shall file an application with Department of Police Services containing the following information:

1. The name, residential address, and phone number of the resident, who is applying for the permit or is being visited by an out-of-town visitor, along with proof of residency satisfactory to the Director of Police Services or his or her designee, such as a current driver's license or identification card, property tax bill, or public utility bill; and

2. The name, address, and phone number of the registered owner or renter of the RV for which a permit is sought along with a copy of the vehicle registration from the California Department of Motor Vehicles or equivalent agency from another state. If the resident applying for the permit is not the registered owner or renter, a letter of authorization from the registered owner shall be included; and

3. The license number, year, make, and model of the RV; and

4. Such information that the Director of Police Services or his or her designee may reasonably require.

(c) Any person applying for a temporary RV parking permit shall pay a fee in such amount as may be established by resolution of the City Council to recover the costs of processing such permits.

(3) Issuance of Permit. Subject to the requirements set forth in this section, the Director of Police Services or his or her designee may issue temporary RV parking permits upon receipt and approval of an application on a form established by the City.

(a) Any resident may obtain a temporary RV parking permit authorizing him or her or an out-of-town visitor to park an RV in front of his or her residence.

(b) Restrictions on the Number of Permits.

1. Each resident may be issued no more than three (3) temporary RV parking permits per calendar month.

2. Temporary RV parking permits issued to out-of-town visitors shall not exceed seven (7) consecutive days per month and twenty-one (21) days per calendar year for all out-of-town visitors per residential address.

3. No more than one (1) temporary RV parking permit, whether issued to a resident or out-of-town visitor, shall be issued per residential address at any given time.

(c) Duration.

1. A temporary RV parking permit issued to a resident for his or

her own RV or for an out-of-town visitor shall be valid for seventy-two (72) hours.

2. A temporary RV parking permit issued to an out-of-town visitor shall be valid for no more than seven (7) consecutive days.

(d) Denial of Application. The Director of Police Services or his or her designee may deny the issuance of a temporary RV parking permit where there are public safety concerns relating to the parking of the RV on the street which the parking would be provided, including but not limited to a street being too narrow to safely accommodate the RV.

(4) Permit Conditions.

(a) Non-Transferable. The temporary RV parking permit shall be non-transferable and shall only be valid for the RV, date(s), and location specified on the permit.

(b) Display and Description of Permit. The temporary RV parking permit shall be placed in the RV in such a manner as to be clearly visible to law enforcement personnel and the City's code/parking enforcement officers. The temporary RV parking permit shall include the license plate number of the RV authorized to be parked on the City's street, the date of issuance, and the date and time through which the permit is valid.

(c) Notwithstanding any other provision in this Title to the contrary, an RV may stop, stand, or park on any street or alley in accordance with the conditions of the temporary RV parking permit issued for the RV.

(d) Parking Restrictions. Temporary RV parking permits shall be subject to the following restrictions regarding where RVs may be parked with an issued permit:

1. The permittee may only stop, stand, or park his or her RV directly in front of or within 100 feet of the residential address specified on the temporary RV parking permit. If the property is a corner lot, then the permittee may stop, stand, or park his or her RV directly on the side of, or within 100 feet of, the residential address specified on the temporary RV parking permit. If the RV is not parked directly in front of, or on the side of, as set forth herein, such residence, the RV will be subject to citation, towing, or both.

2. The permittee shall not stop, stand, or park his or her RV within ten feet from the beginning of the apron of any driveway, except at the residential address specified on the temporary RV parking permit, provided that the driveway is not shared with another residence or business.

3. The permittee shall not stop, stand, or park his or her RV

within 20 feet of any street intersection, as measured from the curb line or edge of roadway.

4. Nothing in this section is designed to prevent any resident or individual who uses an RV to travel to the City of Santa Fe Springs to receive care, medical services, or to engage in any otherwise lawful business activity.

(D) Prohibited Activities. No person, regardless of whether they were issued a temporary RV parking permit, shall:

(1) Use slide outs/pop outs or other appurtenances on an RV that encroach on or into the roadway, parkway, and/or sidewalk in such a manner as to interfere with the path of safe travel of vehicles and/or pedestrians.

(2) Open or partially open any awnings on an RV in such a manner as to interfere with the path of safe travel of vehicles and/or pedestrians.

(3) Cause or permit any utility connections, electrical cords, extension cords, hoses, or cables to cross over, above, on or across any street or sidewalk to or from an RV.

(4) Use power generators or other noise-generating equipment between the hours of 10:00 p.m. and 7:00 a.m. within or adjacent to an RV.

(5) Conduct any commercial activity while an RV is parked on the public right-of-way.

(6) Connect an RV to the public sewer system or dump waste onto public or private land or into streets, gutters, or storm drains, other than lawfully at a designated licensed and permitted RV sanitary wastewater dump station.

(7) Knowingly allow any type of grease, oil, fuel, human waste or other harmful substances to leak or be emitted onto any public right-of-way.

(8) Trailers must be at all times properly hitched to a vehicle capable of safely towing the trailer on public streets and highways pursuant to Section 72.16 of this code.

(E) Violations and Penalties.

(1) Any RV parked in violation of this section shall be subject to citation, towing as authorized by California Vehicle Code Sections 22650 and 22651, or both, and revocation of any permit issued pursuant to this section.

(2) Any violation of this section is punishable pursuant to Section 70.99 of this code.

(3) Any RV parked on any street or alley in excess of 72 consecutive hours without a valid temporary RV parking permit displayed shall be subject to removal pursuant to Section 72.04 of this code.

(F) Revocation.

(1) The City shall have the authority to revoke a temporary RV parking permit if the City makes any one of the following findings:

(a) The RV has fallen into a state of disrepair and has become a public nuisance or a danger to pedestrians or other vehicles.

(b) The RV has become inoperable.

(c) There has been a parking citation issued for the RV associated with the temporary RV parking permit.

(d) The applicant has provided information that was materially false.

(e) There has been a violation of this section.

(2) To revoke a temporary RV parking permit, the City shall issue a notice of revocation in writing to the permittee specifying the basis for and the effective date of the revocation, which date shall be at least two days after the date of the notice of revocation. To the extent a permit expires pursuant to its own terms before the effective date of such revocation, the City may use such revocation as a basis to deny a future application from the same permittee. The City's determination to revoke a temporary RV parking permit shall be final.

SECTION 4. CEQA.

This Ordinance is exempt from the California Environmental Quality Act (CEQA) (Pub. Res. Code § 21000 *et seq.*) pursuant to CEQA Guidelines (Cal. Code Regs., § 15000 *et seq.*) Section 15061(b)(3) under the general rule that CEQA does not apply to activities which can be seen with certainty to have no effect on the environment. The proposed actions would not create any environmental impacts, therefore no additional action under CEQA is required.

SECTION 5. Clerical Errors.

The City Council authorizes the City Attorney to make any clarifying changes necessary to this Ordinance including, but not limited to, typographical errors, irregular numbering and incorrect section references.

SECTION 6. Penalty.

Violation of any provision of this Ordinance shall constitute a misdemeanor and a civil violation subject to the penalties provided for under Section 10.97 of the SFSMC. Each and every day such a violation exists shall constitute a separate and distinct violation of this Ordinance. In addition to the foregoing, any violation of this Ordinance shall constitute a public nuisance and shall be subject to abatement as provided by all applicable provisions of law.

SECTION 7. Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase in this Ordinance, or any part thereof, is held invalid or unconstitutional, such decision shall not affect the validity of the remaining sections or portions of this Ordinance or of Chapters 70 (General Provisions) and 72 (Stopping, Standing and Parking) of the SFSMC, or any part thereof. The City Council hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause, or phrase in this Ordinance irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases may be declared invalid or unconstitutional.

SECTION 8. Savings Clause.

Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any ordinance previously in effect in the City, or within the territory comprising the City, shall in any manner affect the prosecution for the violation of any ordinance, which violation was committed prior to the effective date of this Ordinance, nor be construed as a waiver of any license, fee or penalty or the penal provisions applicable to any violation of such ordinances.

SECTION 9. Effective Date and Extension of Ordinance.

In accordance with Government Code Section 36937, this Ordinance shall take effect and be in force thirty (30) days from passage and adoption.

SECTION 10. Certification and Posting.

The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published or posted as required by law.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Santa Fe Springs at a regular meeting on this _____ day of 2025.

____
William K. Rounds, Mayor

ATTEST:

Fernando Muñoz, City Clerk

APPROVED AS TO FORM:

Rick R. Olivarez, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS.
CITY OF SANTA FE SPRINGS)

I, Fernando Muñoz, City Clerk of the City of Santa Fe Springs, do hereby certify that the foregoing Ordinance was adopted at a regular meeting of the City Council held on the [DATE] day of [MONTH, 2025, and was carried by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

____
Fernando Muñoz, City Clerk

City of Santa Fe Springs

Police Services Center, 11576 Telegraph Rd, 90670 – (562) 409-1850

Temporary RV Parking Permit

☐ **Recreational Vehicle**

Permit must be displayed in driver's side front windshield of recreational vehicle.

☐ **Recreational Trailer**

Permit must be displayed in driver's side front windshield of tow vehicle.

PERMIT GRANTED FOR THE FOLLOWING DATE(S):

From: ____________________ **To:** ______________________

Make: ____________________ **Model:** ______________________ **Year:** ____________________

Color: ____________________ **License Plate:** ________________ **Vin:** ______________________

Address: ____

Applicant Name:	Telephone #:	Signature of Applicant:
Registered Owner Name:	Telephone #:	Registered Owner Address:

By signing this application, I certify that all of the information I have provided is true and correct, and that I will abide by all applicable rules, regulations, laws and conditions.

Approved by: ___________________________ **Date:** _____________________

RECREATIONAL VEHICLE/TRAILER PARKING PERMIT RULES

- Permit is non-transferable and valid to the permitee only.
- Permit is only valid for dates specified (without a permit, it is illegal to park recreational vehicles or recreational trailers on City streets).
- Trailers must be attached to appropriately sized tow vehicle.
- Permitted vehicle/trailer must be parked within 100 feet of the permit holder's address listed on permit.
- Utility connections (e.g. electrical cords, water lines, etc.) may not at any time encroach upon City property.
- Recreational vehicle or recreational trailer must comply with street sweeping and other parking regulations.
- Parking within 20 feet of any intersection is prohibited.

ITEM # 21

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Arlene Salazar, Director of Police Services

SUBJECT: **SECOND READING OF ORDINANCE NO. 1157 TO AMEND TITLE XIII, CHAPTER 136 OF THE SANTA FE SPRINGS MUNICIPAL CODE ADDING NEW DEFINITIONS AND SECTIONS 136.03 TO 136.07 TO ESTABLISH REGULATIONS CONCERNING THE ABANDONMENT OF PERSONAL PROPERTY ON PUBLIC PROPERTY**

DATE: February 18, 2025

RECOMMENDATION(S):

It is recommended that the City Council:

1) Adopt Ordinance No. 1157

   AN ORDINANCE OF THE CITY OF SANTA FE SPRINGS AMENDING TITLE XIII, CHAPTER 136 OF THE SANTA FE SPRINGS MUNICIPAL CODE ADDING NEW DEFINITIONS AND SECTIONS 136.03 TO 136.07 TO ESTABLISH REGULATIONS CONCERNING THE ABANDONMENT OF PERSONAL PROPERTY ON PUBLIC PROPERTY

2) Take such additional, related, action that may be desirable.

FISCAL IMPACT

There is a direct fiscal impact anticipated with these amendments due to the need to store personal property removed during encampment cleanups for sixty (60) days. At its February 4, 2025, City Council meeting, the City Council considered the approval of the following appropriations in an amount not-to- exceed $30,000. If the second reading is approved the $30,000 will be used for:

- $10,000 for the cost to store personal property collected during cleanups.
- $10,000 to cover the cost of miscellaneous storage supplies including but not limited to signage for public rights-of-way, locking mechanisms, storage racks,

bags, property tags, etc.

- $10,000 for contracted disposal of abandoned property that is not claimed within the allotted time frame.

Should additional funds be required, the Department will include additional funding in the FY 25/26 budget.

BACKGROUND

The City of Santa Fe Springs (the “City”) enacted Santa Fe Springs Municipal Code (“SFSMC”) Chapter 136 in 2010 to disincentivize the erection of encampments on public property throughout the City. The Department of Police Services, in cooperation with the Whittier Police Department, has enforced these laws since their adoption. However, the SFSMC does not provide guidance on the encampment cleanup process, or the storage or disposal of items removed during a cleanup event.

Under California Civil Code section 2080 et seq. a city may adopt ordinances relating to the storage and disposition of personal property held for safekeeping. This Ordinance specifically incorporates the authority and responsibilities provided under Civil Code section 2080.10 (“CC section 2080.10”) and the guidance provided in Governor Gavin Newsome’s Executive Order N-1-24 (the “Executive Order”), signed July 25, 2024. The Executive Order provides guidance on such procedures in light of the 2024 U.S. Supreme Court holding in *Grants Pass v. Johnson,* 603 U.S. 520 (2024). This Ordinance does not address lost items discovered by a City employee or members of the public, or items that may be considered evidence to a crime.

ANALYSIS

The proposed Ordinance provides the City direction on how to carry out cleanup events, how to handle personal property collected during cleanup events, and how to store and dispose of unclaimed items. By adopting this Ordinance, the City will codify these processes and the City’s local authority store and dispose of property. Under CC section 2080.10, the Executive Order, and this Ordinance personal property collected during noticed clean up events must be stored for sixty (60) days.

ENVIRONMENTAL

At its February 4, 2025, City Council meeting, the City Council determined that the adoption of Ordinance No. 1157 was exempt from CEQA.

DISCUSSION

The City of Santa Fe Springs introduced Ordinance No. 1157 at its February 4, 2025, City Council meeting .The proposed amendments to Chapter 136 include notice requirements for encampment cleanups and the pre- and post-removal of items, the information required to be in the pre- and post-removal notices, exceptions to pre-removal notices, how the City will store items removed, how the City will determine what items to store, how long the items will be stored, and how the items can be repossessed by the owner. These changes align with the City's mission to maximize operational efficiency, improve resource allocation, and address quality of life concerns.

SUMMARY/NEXT STEPS

Ordinance No. 1157 will be effective 30 days after its adoption. Following adoption, the Department will prepare guidelines describing best practices to follow during a cleanup event.

ATTACHMENT(S):

A. Ordinance No. 1157

ITEM STATUS:

APPROVED: ☐

DENIED: ☐

TABLED: ☐

DIRECTION GIVEN: ☐

ORDINANCE NO. 1157

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS AMENDING TITLE XIII, CHAPTER 136 OF THE SANTA FE SPRINGS MUNICIPAL CODE ADDING NEW DEFINITIONS AND SECTIONS 136.03 TO 136.07.

WHEREAS, the City of Santa Fe Springs (the “City”) is responsible for the possession and storage of personal property; and

WHEREAS, the City has identified the need to codify local authority for the City to store and dispose of personal property collected during encampment abatement actions that go unclaimed; and

WHEREAS, California Civil Code Section 2080 et. seq. allows for the adoption of local ordinances relating to the disposition of personal property held for safekeeping after storage for sixty (60) days and permits jurisdictions to dispose of the property after the holding period expires; and

WHEREAS, the adoption of this Ordinance would provide the City with the local authority and guidelines to store and dispose unclaimed property collected during encampment abatement actions.

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

Section 1. The foregoing recitals are true and correct and incorporated herein by this reference.

Section 2. Section 136.01 of Chapter 136 (Prohibited Uses of Public Property) of Title XIII (General Offenses) of the Santa Fe Springs Municipal Code is hereby amended to add the following definitions to read as follows:

"Personal Property", means any tangible property, and includes, but is not limited to, goods, materials, merchandise, electronics, solar panels, tents, tarpaulins, bedding, sleeping bags, hammocks, sheds, structures, mattresses, couches, chairs, other furniture, appliances, and personal items such as household items, luggage, backpacks, clothing, documents, and medication.

"Unattended", means no person is present with the Personal Property who asserts or claims ownership of the Personal Property. Conversely, property is considered “**Attended**” if a person is present and claims ownership over the Personal Property.

Section 3. Chapter 136 (Prohibited Uses of Public Property) of Title XIII (General Offenses) of the Santa Fe Springs Municipal Code is hereby amended to add new sections beginning at 136.03, relating to the storage and disposition of Personal Property to read in its entirety as follows:

136.03 STORING PERSONAL PROPERTY IN PUBLIC

(A) No person shall store Personal Property on public property or public right-of-way.

(B) No person shall store any Personal Property on public property in a manner that obstructs City operations, including street or sidewalk maintenance or cleaning.
(C) No person shall store Personal Property in a manner that prevents passage as provided in the Americans with Disabilities Act (ADA) of 1990, Pub. L. No. 101-336, 104 Stat. 328 (1990), as amended from time to time.
(D) No person shall store Personal Property, whether attended or unattended, within:

(1) 10 feet from any operational or utilizable driveway or loading dock;
(2) 5 feet from any operational or utilizable building entrance or exit; or
(3) 2 feet of any fire hydrant, fire plug, or other fire department connection.

Without prior notice, the City may move and may immediately impound any Personal Property, whether attended or unattended, stored in violation of this section (D).
(E) Personal Property shall be deemed stored on public property if it has not been removed within twenty-four (24) hours. Moving Personal Property to another location on public property shall not be considered "removing" the Personal Property.

136.04 PRE-REMOVAL NOTICE

(A) With noted exceptions, before removing Personal Property the City shall provide written pre-removal notice to the person storing Personal Property, to the person claiming ownership over Personal Property, or notice shall be conspicuously posted on or near the Personal Property. The written notice shall contain the following information:

(1) The date and time the notice was posted;
(2) A general description of the Personal Property to be removed;
(3) The location from which the Personal Property will be removed;
(4) The City Code section(s) violated by storing the Personal Property;
(5) A statement that the Personal Property may be impounded if not removed within forty-eight (48) hours after notice is given or posted;
(6) A statement that moving the Personal Property to another location on public property will not be considered removed;
(7) The address where removed Personal Property will be located, including the City's telephone number and website, and information on voluntary storage location; and
(8) A statement that removed Personal Property will be impounded and may be discarded is not claimed within sixty (60) days after impoundment.

(B) The City may remove Personal Property without pre-removal notice when:

(1) An emergency exists, or the Personal Property poses an imminent threat to life, health, or safety;
(2) Any Personal Property is obstructing necessary City operations, such as street or sidewalk cleaning, the City may temporarily move attended or unattended Personal Property;
(3) Any Personal Property prevents passage as required by the ADA; or
(4) Any Personal Property is stored in violation of section 136.03(D).
(5) Any Personal Property obstructing County, State, Federal or Utilities access.

136.05 POST-REMOVAL NOTICE

Upon removal of stored Personal Property, a receipt shall be given to the Personal Property owner, or a written notice shall be conspicuously posted for five (5) days in the area from which the unattended Personal Property was removed. The receipt or written notice shall contain the following information:

(A) A general description of the Personal Property removed;
(B) The date and approximate time the Personal Property was removed;
(C) The City Code section(s) violated by storing the Personal Property;
(D) The address where the Personal Property can be retrieved, when the Personal Property can be retrieved, and the City's telephone number and website where more information can be found on retrieving Personal Property;
(E) A statement that the removed Personal Property has been impounded and may be discarded if not claimed within sixty (60) days after impoundment; and
(F) A statement that within sixty (60) days the person may do any of the following:
  (1) Retrieve the Personal Property;
  (2) Authorize in writing another person to retrieve the Personal Property; or
  (3) Notify the City in writing that they are in custody and unable to retrieve the Personal Property themselves or authorize another person to retrieve the Personal Property, and request that the City hold the Personal Property.

136.06 STORAGE AND DISPOSAL BY CITY

(A) Except as provided herein, the City shall move Personal Property to a place of storage and maintain an inventory identifying the Personal Property, the date and time it was removed, and the location from which they were removed.
(B) Except as specified elsewhere, the City shall store impounded Personal Property for sixty (60) days, after which time, if not claimed, will be considered abandoned and may be discarded. The City shall not be required to undertake any search for, or return, any impounded Personal Property stored for longer than sixty (60) days.
(C) Any Personal Property determined to be dangerous to health or safety or perishable, or co-mingled with items posing a health risk, may be immediately disposed of without notice and in such a manner as determined to be in the public interest.
(D) Personal Property that reasonably appears to have been dumped or abandoned such as trash, garbage, debris, and/or broken items, may be immediately disposed of without notice and in such a manner as determined to be in the public interest.

136.07 REPOSSESSION OF PROPERTY

(A) The owner of impounded Personal Property may repossess the Personal Property prior to its disposal upon submitting satisfactory proof of ownership. A person may establish satisfactory proof of ownership by, among other methods, describing the location from and the date when the Personal Property was impounded, and providing a reasonably specific and detailed description of the Personal Property. Valid, government-issued identification is not required to claim impounded Personal Property.
(B) If a person submits a written request to the City to hold the Personal Property because the person is in custody and is unable to authorize another person to retrieve the Personal

Property, the City shall hold the Personal Property for up to a maximum of ten (10) additional months.

<u>Section 4.</u> In accordance with the California Environmental Quality Act ("CEQA") (Pub. Res. Code § 21000 *et seq.*) and CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 *et seq.*) Section 15061(b)(3), because it can be seen with certainty that the adoption of this Ordinance would not result in a significant environmental impact and is therefore exempt from CEQA.

<u>Section 5.</u> Any provision of the Code of Santa Fe Springs inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to that extent necessary to affect the provisions of this Ordinance.

<u>Section 6.</u> If any section, subsequent subdivision, paragraph, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or otherwise invalid, such decision will not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each section, subsection, phrase, or clause thereof irrespective of the fact that any one or more section, subsections, phrases, or clauses may be declared unconstitutional or invalid.

<u>Section 7.</u> This Ordinance shall take effect thirty (30) days after its final passage by City Council, after which the City Clerk of the City of Santa Fe Springs shall certify the same be published in the same manner required by law.

PASSED and ADOPTED this _____ day of __________, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ASTAIN:

____
William K. Rounds, Mayor

ATTEST:

____
Fernando Munoz, City Clerk

ITEM # 22

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Arlene Salazar, Director of Police Services

SUBJECT: **AUTHORIZE RECOMMENDED MODIFICATIONS TO THE HOME SECURITY CAMERA REBATE PROGRAM**

DATE: February 18, 2025

RECOMMENDATION(S):

It is recommended that the City Council:

1) Authorize recommended modifications to the Home Security Rebate Program to extend eligibility to business owners, include security enhancements such as but not limited to surveillance cameras, alarm monitoring systems, accessories, tracking devices and other hardware necessary to safeguard property, and increase the one-time rebate amount for residents from $150 to $250; and

2) Take such additional; related, action that may be desirable.

FISCAL IMPACT

For FY 24/25, $30,000 is currently allocated to fund the Security Camera Rebate Program. No additional funds are being requested.

BACKGROUND

At the August 16, 2022 City Council meeting, the Home Security Camera Rebate Program was presented for City Council review and authorization. The Program was introduced as a crime prevention tool that would benefit both the community and public safety; keeping with the City's objective of improving the quality of life for Santa Fe Springs' residents and adding to the diversity of the Department of Police Services' programming. Subsequent to the presentation, there was Council discussion regarding program administration, qualification guidelines, and the proposed appropriation. In response, an Ad Hoc Committee comprised of then Mayor Rodriguez and Mayor Pro Tem Zamora was created to review the program with staff and make necessary modifications prior to bringing the item back for Council consideration.

On Wednesday, August 24, 2022, the Ad Hoc Committee met with Staff to discuss and review the program and suggested the following changes.

1. Increase the rebate incentive from $100 to $150
2. Appropriate $30,000 to the program for FY 22/23
3. Limit participation in the program to "one time only"
4. Limit the rebate to one per property owner

Subsequently, at the September 6, 2022 City Council meeting, the City Council authorized the implementation of the Home Security Camera Rebate Program and approved an appropriation in the amount of $30,000 to fund the program.

ANALYSIS

N/A

ENVIRONMENTAL

N/A

DISCUSSION

Since implementation of the Home Security Camera Rebate Program, 72 residents have utilized the Rebate Program, which offers a one-time rebate of $150 for the purchase and installation of a security camera device valued at $200 or more. During FY 24/25, (11) rebates have been processed and the total amount expended is $1,650. There is currently $28,350 of program funds available. Despite marketing and advertising efforts, staff finds that the current program continues to be underutilized. Through program enhancements and modifications, the City can increase efforts to improve the quality of life for community members, enhance crime prevention efforts and community safety and security through the use of technology.

From January 1, 2024-December 31, 2024, there were 263 reported commercial burglaries in the City, which is a 20% increase from 2023 in which there were 220 reported commercial burglaries. Commercial burglary and thefts are two of the most common property crimes affecting our business community, thus expanding the Home Security Camera Rebate Program to include business owners can serve as a beneficial crime prevention tool while assisting businesses owners supplement the costs associated with security enhancements. Additionally, the current rebate does not include the purchase of security enhancements, alarm monitoring systems, accessories, tracking devices, floodlights, motion sensors, Airtags or other additional hardware. Staff is also recommending the program be renamed to include businesses.

The Department is recommending the following modifications to the Home Security Camera Rebate Program eligibility and requirements:

1. Expand the Home Security Camera Rebate Program to City business owners who would be eligible to receive a one-time rebate not to exceed $1,500 for the purchase and installation of security enhancements.
2. Increase the current one-time rebate incentive for residents from $150 to $250 for the purchase and installation of security enhancements.
3. Modify existing eligible requirements to include security enhancements, surveillance cameras, accessories, alarm monitoring systems, tracking devices (i.e. Airtag), floodlights, motion sensors, or additional hardware necessary to secure and safeguard the owner/occupant's property.
4. Rename the program from Home Security Camera Rebate Program to Home and Business Security Rebate Program.

SUMMARY/NEXT STEPS

Upon City Council approval, staff will implement the recommended modifications to the Home and Business Security Rebate Program and develop program eligibility requirements. In addition, staff will coordinate with the City's marketing team to advertise the program. Rebates will continue to be processed on a first come, first served basis until program funding is exhausted each fiscal year.

ATTACHMENT(S):

N/A

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

ITEM # 23

CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: James Enriquez, P.E., Director of Public Works / City Engineer

SUBJECT: APPROVAL OF TRANSFER AGREEMENT NO. 2024MP72 FOR THE SAFE CLEAN WATER MUNICIPAL PROGRAM WITH THE LOS ANGELES FLOOD CONTROL DISTRICT

DATE: February 18, 2025

RECOMMENDATION:

It is recommended that the City Council:

1) Approve Transfer Agreement No. 2024MP72 with the Los Angeles County Flood Control District ; and

2) Authorize the Mayor to execute Transfer Agreement No. 2024MP72; and

3) Take such additional, related, action that may be desirable.

FISCAL IMPACT

The City is eligible to receive annual local return funds of approximately $1.46 million in restricted Measure W funds generated by the Los Angeles County parcel tax of $0.025 cents per square foot of impermeable area. The funds are restricted for use on programs and projects related to the capture and treatment of storm water.

BACKGROUND

On August 13, 2020, the City entered into Transfer Agreement No.2020MP72 with the Los Angeles County Flood Control District making the City eligible to receive restricted property tax revenue funds on an annual basis, collected by the County through the Safe, Clean Water Program (Measure W). The initial transfer agreement expired at the end of the 2023-24 fiscal year. In order to continue receiving the municipal local return annually, the City is required to enter into a new Transfer Agreement with the Los Angeles County

Flood Control District. The Funds received by the City are restricted to stormwater activities and require the City to track and report eligible expenses to the County Flood Control District.

ANALYSIS

N/A

ENVIRONMENTAL

N/A

DISCUSSION

Pursuant to the Safe Clean Water Act, all Agencies that discharge water from their jurisdictions into the stormwater system are regulated under the National Pollution Discharge Elimination System (NPDES) Federal MS4 Permit. The MS4 Stormwater permit enforces all Total Maximum Daily Loads (TMDLs) regulating water quality for all pollutants, such as trash, metals, nutrients, and bacteria. Measure W provides a long-awaited revenue source that assists the City in meeting these previously unfunded mandates.

SUMMARY/NEXT STEPS

Upon approval of the City Council of the recommended actions, City staff will coordinate the execution of the agreement with the Los Angeles County Flood Control District.

ATTACHMENTS:

A. Transfer Agreement No. 2024MP72

ITEM STATUS:	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

TRANSFER AGREEMENT BETWEEN
THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT AND SANTA FE SPRINGS
AGREEMENT NO. 2024MP72
SAFE, CLEAN WATER PROGRAM – MUNICIPAL PROGRAM

This Transfer Agreement, hereinafter referred to as "Agreement," is entered into as of January 21, 2025 by and between the Los Angeles County Flood Control District, hereinafter referred to as "District," and Santa Fe Springs, hereinafter referred to as "Municipality."

WHEREAS, District, pursuant to the Los Angeles Region Safe, Clean Water (SCW) Program ordinance (Chapter 16 of the Los Angeles County Flood Control District Code) and the SCW Program Implementation Ordinance (Chapter 18 of the Los Angeles County Flood Control District Code), administers the SCW Program for the purpose of funding Projects and Programs to increase stormwater and urban runoff capture and reduce stormwater and urban runoff pollution in the District;

WHEREAS, pursuant to Section 16.04.A.2. of the Los Angeles County Flood Control District Code, forty percent (40%) of annual SCW Program tax revenues shall be allocated to Municipalities within the District, in the same proportion as the amount of revenues collected within each Municipality, to be expended by those cities within the cities' respective jurisdictions and by the County within the unincorporated areas that are within the boundaries of the District, for the implementation, operation and maintenance, and administration of Projects and Programs, in accordance with the criteria and procedures established in this Chapters 16 and 18 of the Los Angeles County Flood Control District Code;

WHEREAS, pursuant to Section 16.05.A.1. of the Los Angeles County Flood Control District Code, prior to their receipt of SCW Program funds, Municipalities must enter into an agreement with the District to transfer SCW Program funds;

WHEREAS, the County of Los Angeles Board of Supervisors has approved a standard template Agreement, as required by and in accordance with Section 18.09 of the Los Angeles County Flood Control District Code, for the transfer of SCW Program funds to Municipalities.

NOW, THEREFORE, in consideration of the promises, mutual representations, covenants and agreements in this Agreement, the District and the Municipality, each binding itself, its successors and assigns, do mutually promise, covenant, and agree as follows:

I. DEFINITIONS

The definitions set forth in Sections 16.03 and 18.02 of the Los Angeles County Flood Control District Code shall apply to this Agreement. In addition, the following definitions shall also apply:

"Agreement" means this Transfer Agreement, including all exhibits and attachments hereto.

"Annual Plan" means the plan referred to in Section 18.09.B.5 of the Code that includes the contents specified in Exhibit A.

"Code" means the Los Angeles County Flood Control District Code. "Days" means calendar days unless otherwise expressly indicated.

"Fiscal Year" means the period of twelve (12) months terminating on June 30 of any year.

"Safe Clean Water (SCW) Program Payment" means the Municipality's annual allocation of SCW Program funds as described in Section 16.04.A.2. of the Code disbursed by the District to the Municipality.

"Year" means calendar year unless otherwise expressly indicated.

II. PARTY CONTACTS

The District and the Municipality designate the following individuals as the primary points of contact and communication regarding the Municipal Program and the administration and implementation of this Agreement.

Los Angeles County Flood Control District		Municipality: Santa Fe Springs	
Name:	Haris Harouny	Name:	James Enriquez
Address:	900 S Fremont Ave, Alhambra, CA 91803	Address:	11710 Telegraph Rd., Santa Fe Springs, CA 90670
Phone:	(626) 300-2620	Phone:	(562) 868-0511 ext.7611

Email:	hharouny@dpw.lacounty.gov	Email:	jamesenriquez@santafesprings.gov

Either party to this Agreement may change the individual identified as the primary point of contact above by providing written notice of the change to the other party.

III. EXHIBITS INCORPORATED BY REFERENCE

The following exhibits to this Agreement, including any amendments and supplements hereto, are hereby incorporated herein and made a part of this Agreement:

EXHIBIT A – ANNUAL PLAN CONTENTS

EXHIBIT B – GENERAL TERMS AND CONDITIONS

EXHIBIT C – NATURE-BASED SOLUTIONS (Best Management Practices)

EXHIBIT D – OPERATIONS AND MAINTENANCE GUIDANCE DOCUMENT

IV. MUNICIPAL PROGRAM IMPLEMENTATION

A. The Municipality shall annually prepare and submit to the District, an Annual Plan. The Annual Plan shall be submitted not later than 90-days prior to the start of the Fiscal Year for which the Plan is prepared.
B. The Municipality shall utilize the SCW Program Payments in compliance with Chapters 16 and 18 of the Code.
C. The Municipality shall comply with the terms and conditions in Exhibits B, C, and D, of this Agreement, and all applicable provisions of Chapters 16 and 18 of the Code, specifically including, without limitation, Section 18.06.

V. SCW PROGRAM PAYMENTS TO MUNICIPALITIES

A. SCW Program Payments will generally be available for disbursement by December 31, provided a duly executed transfer agreement is in effect and subject to the Municipality's compliance with the conditions described in paragraph B, below; however the District may, in its discretion, change the date and number of the actual disbursements for any Fiscal Year based on the amount and timing of revenues actually collected by the District.
B. The District shall disburse the Municipality's SCW Program Payment upon satisfaction of the following conditions: (1) the District has received the Annual Progress/Expenditure Report required pursuant to Section 18.06.D of the Code; (2) the District has received Municipality's Annual Plan for that Fiscal Year, and (3) the Municipality has complied with the audit requirements of Section B-6 of Exhibit B.
C. Notwithstanding any other provision of this Agreement, no disbursement shall be made at any time or in any manner that is in violation of or in conflict with federal, state, County laws, policies, or regulations.
D. All disbursements shall be subject to and be made in accordance with the terms and conditions in this Agreement and Chapters 16 and 18 of the Code.

VI. TERM OF AGREEMENT

This Agreement shall expire at the end of the 2027-28 Fiscal Year. The parties shall thereafter enter into a new agreement based on the most recent standard template agreement approved by the Board.

VII. EXECUTION OF AGREEMENT

This Agreement may be executed simultaneously or in any number of counterparts, including both counterparts that are executed manually on paper and counterparts that are in form of electronic records and are executed electronically, whether digital or encrypted, each of which shall be deemed an original and together shall constitute one and the same instrument.

The District and the Municipality hereby agree to regard facsimile/electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on this Agreement and on any addenda or amendments thereto, delivered or sent via facsimile or electronic mail or other electronic means, as legally sufficient evidence that such original signatures have been affixed to this Agreement and any addenda or amendments thereto such that the parties need not follow up facsimile/electronic transmissions of such documents with subsequent (non-facsimile/electronic) transmission of “original” versions of such documents.

Further, the District and the Municipality: (i) agree that an electronic signature of any party may be used to authenticate this Agreement or any addenda or amendment thereto, and if used, will have the same force and effect as a manual signature; (ii) acknowledge that if an electronic signature is used, the other party will rely on such signature as binding the party using signature, and (iii) hereby waive any defenses to the enforcement of the terms of this agreement based on the foregoing forms of signature.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

By: ________________________________

Name:

Title:

Date: ______________________________

LOS ANGELES COUNTY
FLOOD CONTROL DISTRICT:

By: ________________________________

Name:

Title:

Date: ______________________________

EXHIBIT A – ANNUAL PLAN CONTENTS

A-1. Description of all projects anticipated to be funded using the SCW Program Payment. Include a discussion of how the projects will result in the achievement of one or more SCW Program Goals, including quantitative targets and corresponding metrics for subsequent reporting of all applicable parameters.

A-2. Description of all programs anticipated to be funded using the SCW Program Payment. Include a discussion of how the programs will result in the achievement of one or more SCW Program Goals; including quantitative targets and corresponding metrics for subsequent reporting of all applicable parameters.

A-3. Description of all operation and maintenance activities anticipated to be funded using the SCW Program Payment. Include a discussion of how those activities will result in the achievement of one or more SCW Program Goals. Additional operation and maintenance activities, even if funded by other sources, should be referenced to provide an overview of anticipated overall project approach.

A-4. Description of the stakeholder and community outreach/engagement activities anticipated to be funded with the SCW Program Payment, including discussion of how local NGOs or CBOs will be involved, if applicable, and if not, why. Additional outreach/engagement activities, even if funded by other sources, should be referenced to provide an overview of anticipated overall project approach.

A-5. Description of post-construction monitoring for projects completed using the SCW Program Payment. Additional post-construction monitoring activities, even if funded by other sources, should be referenced to provide an overview of anticipated overall project approach.

A-6. Provide the status of any projects that have been awarded (or are seeking award of) Institute for Sustainable Infrastructure (ISI) verification, if applicable.

A-7. Provide the budget for the activities described in provisions A1 through A-5 SCW Program Payment.

EXHIBIT B – GENERAL TERMS AND CONDITIONS

B-1. Accounting and Deposit of Funding Disbursement

1. SCW Program Payments distributed to the Municipality shall be held in a separate interest-bearing account and shall not be combined with other funds. Interest earned from each account shall be used by the Municipality only for eligible expenditures consistent with the requirements of the SCW Program.
2. The Municipality shall not be entitled to interest earned on undisbursed SCW Program Payments; interest earned prior to disbursement is property of the District.
3. The Municipality shall operate in accordance with Generally Accepted Accounting Principles (GAAP).
4. The Municipality shall be strictly accountable for all funds, receipts, and disbursements for their SCW Program Payment.

B-2. Acknowledgement of Credit and Signage

The Municipality shall include appropriate acknowledgement of credit to the District's Safe, Clean Water Program for its support when promoting activities funded with SCW Program funds or using any data and/or information developed SCW Program funds. When the SCW Program Payment is used, in whole or in part, for construction of an infrastructure Project, signage shall be posted in a prominent location at Project site(s) or at the Municipality's headquarters and shall include the Safe, Clean Water Program color logo and the following disclosure statement: "Funding for this project has been provided in full or in part from the Los Angeles County Flood Control District's Safe, Clean Water Program." At a minimum the sign shall be 2' x 3' in size. The Municipality shall also include in each of its contracts for work under this Agreement a provision that incorporates the requirements stated within this paragraph.

When the SCW Program Payment is used, in whole or in part, for a scientific study, the Municipality shall include the following statement in the study report: "Funding for this study has been provided in full or in part from the Los Angeles County Flood Control District's Safe, Clean Water Program." The Municipality shall also include in each of its contracts for work under this Agreement a provision that incorporates the requirements stated within this paragraph.

B-3. Acquisition of Real Property - Covenant

Any real property acquired in whole or in part with SCW Program funds shall be used for Projects and Programs that are consistent with the SCW Program Goals and with the provisions of Chapter 16 and 18 of the Code.

Any Municipality that acquires the fee title to real property using, in whole or in part, SCW Program funds shall record a document in the office of the Registrar-Recorder/County

Clerk containing a covenant not to sell or otherwise convey the real property without the prior express written consent of the District, which consent shall not be unreasonably withheld.

B-4. Amendment

Except as provided in Section II of the Agreement, no amendment or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties. No oral or written understanding or agreement not incorporated in this Agreement is binding on any of the parties.

B-5. Assignment

The Municipality shall not assign this Agreement.

B-6. Audit and Recordkeeping

1. The Municipality shall retain for a period of seven (7) years, all records necessary in accordance with Generally Accepted Accounting Principles to determine the amounts expended, and eligibility of Projects implemented using SCW Program Payments. The Municipality, upon demand by authorized representatives of the District, shall make such records available for examination and review or audit by the District or its authorized representatives. Records shall include accounting records, written policies and procedures, contract files, original estimates, correspondence, change order files, including documentation covering negotiated settlements, invoices, and any other supporting evidence deemed necessary to substantiate charges related to SCW Program Payments and expenditures.
2. The Municipality is responsible for obtaining an independent audit to determine compliance with the terms and conditions of this Agreement and all requirements applicable to the Municipality contained in chapters 16 and 18 of the Code. Municipality shall obtain an independent audit of their SCW Program Payments every three (3) years. Audits shall be funded with Municipal Program funds.
3. Municipality shall file a copy of all audit reports by the ninth (9th) month from the end of each three (3) year period

to detail the preceding three (3) years of expenditures. Audit reports shall be posted on the District's publicly accessible website. Due date example below.

Every Third Fiscal Year		
Fiscal Year	**Audit Begins**	**Audit Report Due to District**
2023-24	7/1/2027	No later than 3/31/2028

4. Upon reasonable advanced request, the Municipality shall permit the Chief Engineer to examine the infrastructure Projects using SCW Program Payments. The Municipality shall permit the authorized District representative, including the Auditor-Controller, to examine, review, audit, and transcribe any and all audit reports, other reports, books, accounts, papers, maps, and other records that relate to the SCW Program Payments. Examination activities are considered District administration of the SCW Program.
5. Expenditures determined by an audit to be in violation of any provision of Chapters 16 or 18 of the Code, or of this Agreement, shall be subject to the enforcement and remedy provisions of Section 18.14 of the Code.

B-7. Availability of Funds

District's obligation to disburse the SCW Program Payment is contingent upon the availability of sufficient funds to permit the disbursements provided for herein. If sufficient funds are not available for any reason including, but not limited to, failure to fund allocations necessary for disbursement of the SCW Program Payment, the District shall not be obligated to make any disbursements to the Municipality under this Agreement. This provision shall be construed as a condition precedent to the obligation of the District to make any disbursements under this Agreement. Nothing in this Agreement shall be construed to provide the Municipality with a right of priority for disbursement over any other Municipality. If any disbursements due to the Municipality under this Agreement are deferred because sufficient funds are unavailable, it is the intention of the District that such disbursement will be made to the Municipality when sufficient funds do become available, but this intention is not binding. If this Agreement's funding for any Fiscal Year is reduced or deleted by order of the Board, the District shall have the option to either cancel this Agreement with no liability occurring to the District or offer an amendment to the Municipality to reflect the reduced amount.

B-8. Choice of Law

The laws of the State of California govern this Agreement.

B-9. Claims

Any claim of the Municipality is limited to the rights, remedies, and claims procedures provided to the Municipality under this Agreement. Municipal expenditures of a SCW Program Payment that involves the District shall utilize a separate and specific agreement to that Project that includes appropriate indemnification superseding that in this Agreement.

B-10. Compliance with SCW Program

The Municipality shall comply with and require its contractors and subcontractors to comply with all provisions of Chapters 16 and 18 of the Code.

B-11. Compliance with Law, Regulations, etc.

The Municipality shall, at all times, comply with and require its contractors and subcontractors to comply with all applicable local, state and federal laws, rules, guidelines, regulations, and requirements.

B-12. Continuous Use of Municipal Projects; Lease or Disposal of Municipal Projects

The Municipality shall not abandon, substantially discontinue use of, lease, or dispose of all or a significant part or portion of any Project funded in whole or in part with SCW Program Payments during the useful life (defined as 30 years unless specified otherwise in annual plans and subsequent reports) of the Project without prior written approval of the District. Such approval may be conditioned as determined to be appropriate by the District, including a condition requiring repayment of a pro rata amount of the SCW Program Payments used to fund the Project together with interest on said amount accruing from the date of lease or disposal of the Project.

B-13. Disputes

Should a dispute arise between the parties, the party asserting the dispute will notify the other parties in writing of the dispute. The parties will then meet and confer within 21 calendar days of the notice in a good faith attempt to resolve the dispute.

If the matter has not been resolved through the process set forth in the preceding paragraph, any party may initiate mediation of the dispute. Mediation will be before a retired judge or mediation service mutually agreeable to the parties.

All costs of the mediation, including mediator fees, will be paid one-half by the District and one-half by the Municipality. SCW Program Payments shall not be used to pay for any costs of the mediation.

The parties will attempt to resolve any dispute through the process set forth above before filing any action relating to the dispute in any court of law.

B-14. Final Inspection and Certification of Registered Professional

Upon completion of the design phase and before construction of a project, the Municipality shall provide certification by a California Registered Professional (i.e., Professional Civil Engineer, Engineering Geologist) that the design has been completed.

Upon completion of the project, the Municipality shall provide for a final inspection and certification by a California Registered Professional (i.e., Professional Civil Engineer, Engineering Geologist), that the Project has been completed in accordance with submitted final plans and specifications and any modifications thereto and in accordance with this Agreement.

B-15. Force Majeure.

In the event that Municipality is delayed or hindered from the performance of any act required hereunder by reason of strikes, lockouts, labor troubles, inability to procure materials not related to the price thereof, riots, insurrection, war, or other reasons of a like nature beyond the control of the Municipality, then performance of such acts shall be excused for the period of the delay, and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.

B-16. Funding Considerations and Exclusions

1. All expenditures of SCW Program Payments by Municipality must comply with the provisions of Chapters 16 and 18 of the Los Angeles County Flood Control District Code, including but not limited to the provisions regarding eligible expenditures contained in Section 16.05.A.2 and the provision regarding ineligible expenditures contained in Section 16.05.A.3.
2. SCW Program Payments shall not be used in connection with any Project implemented as an Enhanced Compliance Action ("ECA") and/or Supplemental Environmental Project ("SEP") as defined by State Water Resources Control Board Office of Enforcement written policies, or any other Project implemented pursuant to the settlement of an enforcement action or to offset monetary penalties imposed by the State Water Resources Control Board, a Regional Water Quality Control Board, or any other regulatory authority; provided, however, that SCW funds may be used for a Project implemented pursuant to a time schedule order ("TSO") issued by the Los Angeles Regional Water Quality Control Board if, at the time the TSO was issued, the Project was included in an approved watershed management program (including enhanced watershed management programs) developed pursuant to the MS4 Permit.

B-17. Indemnification

The Municipality shall indemnify, defend and hold harmless the District, the County of Los Angeles and their elected and appointed officials, agents, and employees from and against any and all liability and expense, including defense costs, legal fees, claims, actions, and causes of action for damages of any nature whatsoever, including but not limited to bodily injury, death, personal injury, or property damage, arising from or in conjunction with: (1) any Project or Program implemented by the Municipality, in whole or in part, with SCW Program Payments or (2) any breach of this Agreement by the Municipality.

B-18. Independent Actor

The Municipality, and its agents and employees, if any, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees, or agents of the District.

The Municipality shall not contract work with a contractor who is in a period of debarment from any agency within the District. (LACC Chapter 2.202)

B-19. Integration

This is an integrated Agreement. This Agreement is intended to be a full and complete statement of the terms of the agreement between the District and Municipality, and expressly supersedes any and all prior oral or written agreements, covenants, representations and warranties, express or implied, concerning the subject matter of this Agreement.

B-20. Lapsed Funds

1. The Municipality shall be able to carry over uncommitted SCW Program Payments for up to five (5) years from

the end of the fiscal year in which those funds are transferred from the District to the Municipality.

2. If the Municipality is unable to expend the SCW Program Payment within five (5) years from the end of the fiscal year in which those funds are transferred from the District to the Municipality, then lapsed funding procedures will apply. Lapsed funds are funds that were transferred to the Municipality but were not committed to eligible expenditures by the end of the fifth (5th) fiscal year after the fiscal year in which those funds were transferred from the District.
3. Lapsed funds shall be allocated by the Watershed Area Steering Committee of the respective Watershed Area to a new Project with benefit to that Municipality, if feasible in a reasonable time frame, or otherwise to the Watershed Area.
4. In the event that funds are to lapse, due to circumstances beyond the Municipality's control, then the Municipality may request an extension of up to twelve (12) months in which to commit the funds to eligible expenditures. Extension Requests must contain sufficient justification and be submitted to the District in writing no later than three (3) months before the funds are to lapse.
5. The decision to grant an extension is at the sole discretion of the District.
6. Funds still uncommitted to eligible expenditures after an extension is granted will be subject to lapsed funding procedures without exception. Example Below.

Fiscal Year Transferred	**Funds Lapse After**	**Extension Request Due**	**Commit By**
2019-20	6/30/2025	No later than 3/31/2025	No later than 6/30/2026

B-21. Municipal Project Access

Upon reasonable advance request, the Municipality shall ensure that the District or any authorized representative, will have safe and suitable access to the site of any Project implemented by the Municipality in whole or in part with SCW Program Payments at all reasonable times.

B-22. Non-Discrimination

The Municipality agrees to abide by all federal, state, and County laws, regulations, and policies regarding non-discrimination in employment and equal employment opportunity.

B-23. No Third-Party Rights

The parties to this Agreement do not create rights in, or grant remedies to, any third party as a beneficiary of this Agreement, or of any duty, covenant, obligation, or undertaking established herein

B-24. Notice

1. The Municipality shall notify the District in writing within five (5) working days of the occurrence of the following:
   a. Bankruptcy, insolvency, receivership or similar event of the Municipality; or
   b. Actions taken pursuant to State law in anticipation of filing for bankruptcy.
2. The Municipality shall notify the District within ten (10) working days of any litigation pending or threatened against the Municipality regarding its continued existence, consideration of dissolution, or disincorporation.
3. The Municipality shall notify the District promptly of the following:
   a. Any significant deviation from the submitted Annual Plan for the current Fiscal Year, including discussion of any major changes to the scope of funded projects or programs, noteworthy delays in implementation, reduction in benefits or community engagement, and/or modifications that change the SCW Program Goals intended to be accomplished.
   b. Discovery of any potential archaeological or historical resource. Should a potential archaeological or historical resource be discovered during construction, the Municipality agrees that all work in the area of the find will cease until a qualified archaeologist has evaluated the situation and made recommendations regarding preservation of the resource, and the District has determined what actions should be taken to protect and preserve the resource. The Municipality agrees to implement appropriate actions as directed by the District.
   c. Any public or media event publicizing the accomplishments and/or results of this Agreement and provide the opportunity for attendance and participation by District representatives with at least fourteen (14) days' notice to the District.

B-25. Municipality's Responsibility for Work

The Municipality shall be responsible for all work and for persons or entities engaged in work performed pursuant to this Agreement including, but not limited to, contractors, subcontractors, suppliers, and providers of services. The Municipality shall be responsible for responding to any and all disputes arising out of its contracts for work on the Project. The District will not mediate disputes between the Municipality and any other entity concerning responsibility for performance of work.

B-26. Reporting

The Municipality shall be subject to and comply with all applicable requirements of the District regarding reporting requirements. Municipalities shall report available data through the SCW Reporting Module, once available.

1. Annual Progress/Expenditure Reports. The Municipality shall submit Annual Progress/Expenditure Reports, using a format provided by the District, within six (6) months following the end of the Fiscal Year to the District to detail the activities of the prior year. The Annual Progress/Expenditure Reports shall be posted on the District's publicly accessible website and on the Municipality's website. The Annual Progress/Expenditure Report shall include:
   a. Amount of funds received;
   b. Breakdown of how the SCW Program Payment has been expended;
   c. Documentation that the SCW Program Payment was used for eligible expenditures in accordance with Chapters 16 and 18 of the Code;
   d. Description of activities that have occurred, milestones achieved, and progress made to date, during the applicable reporting period including comparison to the Annual Plan and corresponding metrics;
   e. Discussion of any existing gaps between what was planned and what was achieved for the prior year, include any lessons learned;
   f. Description of the Water Quality Benefits, Water Supply Benefits, and Community Investment Benefits and a summary of how SCW Program Payments have been used to achieve SCW Program Goals for the prior year, including graphical representation of available data and specific metrics to demonstrate the benefits being achieved through the years' investments.
   g. Discussion of alignment with other local, regional, and state efforts, resources, and plans, as applicable. This includes discussion of opportunities for addressing additional SCW Program Goals, leveraging SCW Program Goals, and increasing regional capacity to supplement the SCW Program.
   h. Additional financial or Project-related information in connection with activity funded in whole or in part using SCW Program Payments as required by the District.
   i. Certification from a California Registered Professional (Civil Engineer or Geologist, as appropriate), that projects implemented with SCW Program Payments were conducted in accordance with Chapters 16 and 18 of the Code.
   j. Report on annual and total (since inception of program) benefits provided by programs and projects funded by SCW Program Payment. This includes comparisons to annual plans and alignment with corresponding specific quantitative targets and metrics (note that SCW Reporting Module will facilitate calculation of benefits and graphical representation of pertinent data):
      i. Annual volume of stormwater captured and treated
      ii. Annual volume of stormwater captured and reused
      iii. Annual volume of stormwater captured and recharged to a managed aquifer
      iv. Annual creation, enhancement, or restoration of Community Investment Benefits. If none, discuss considerations explored and reasons to not include.
      v. Annual acreage increases in Nature-Based Solutions and claimed level of NBS (with matrix demonstrating determination of good, better, best, as outlined in Exhibit C). If none, discuss considerations explored and reasons to not include.
      vi. Annual expenditures providing DAC Benefits. If none, discuss considerations explored and reasons to not include.

2. Documentation of the Community Outreach and Engagement utilized for and/or achieved with the SCW Program Payment described in the Annual Plan Exhibit A. This information must be readily accessible to members of the public.
3. As Needed Information or Reports. The Municipality agrees to promptly provide such reports, data, and information as may be reasonably requested by the District including, but not limited to material necessary or appropriate for evaluation of the SCW Program or to fulfill any reporting requirements of the County, state or federal government.

B-27. Representations, Warranties, and Commitments

The Municipality represents, warrants, and commits as follows:

1. Authorization and Validity. The execution and delivery of this Agreement, including all incorporated documents, by the individual signing on behalf of Municipality, has been duly authorized by the governing body of Municipality, as applicable. This Agreement constitutes a valid and binding obligation of the Municipality, enforceable in accordance with its terms, except as such enforcement may be limited by law.
2. No Violations. The execution, delivery, and performance by the Municipality of this Agreement, including all incorporated documents, do not violate any provision of any law or regulation in effect as of the date set forth on the first page hereof, or result in any breach or default under any contract, obligation, indenture, or other instrument

to which the Municipality is a party or by which the Municipality is bound as of the date set forth on the first page hereof.

3. No Litigation. There are no pending or, to the Municipality's knowledge, threatened actions, claims, investigations, suits, or proceedings before any governmental authority, court, or administrative agency which affect the Municipality's ability to complete the Annual Plan.
4. Solvency. None of the transactions contemplated by this Agreement will be or have been made with an actual intent to hinder, delay, or defraud any present or future creditors of the Municipality. As of the date set forth on the first page hereof, the Municipality is solvent and will not be rendered insolvent by the transactions contemplated by this Agreement. The Municipality is able to pay its debts as they become due.
5. Legal Status and Eligibility. The Municipality is duly organized and existing and in good standing under the laws of the State of California. The Municipality shall at all times maintain its current legal existence and preserve and keep in full force and effect its legal rights and authority.
6. Good Standing. The Municipality must demonstrate it has not failed to comply with previous County and/or District audit disallowances within the preceding five years.

B-28. Travel

Any reimbursement for necessary ground transportation and lodging shall be at rates not to exceed those set by the California Department of Human Resources; per diem costs will not be eligible expenses. These rates may be found at http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx. Reimbursement will be at the State travel amounts that are current as of the date costs are incurred by the Municipality. No travel outside the Los Angeles County Flood Control District region shall be reimbursed unless prior written authorization is obtained from the Program Manager.

B-29. Unenforceable Provision

In the event that any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable, the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

B-30. Withholding of Disbursements and Material Violations

Notwithstanding any other provision of this Agreement, the District may withhold all or any portion of the SCW Program Payment for any Fiscal Year in the event that:

1. The Municipality has violated any provision of this Agreement; or
2. The Municipality fails to maintain reasonable progress in achieving SCW Program Goals, following an opportunity to cure.
3. Failure to remain in Good Standing, described in Section B-26 of Exhibit B.
4. Failure to submit annual reports on meeting SCW Program Goals.

EXHIBIT C – NATURE BASED SOLUTIONS (NBS) BEST MANAGEMENT PRACTICES

Municipalities shall consider incorporation of Nature-based solutions (NBS) into their projects. NBS refers to the sustainable management and use of nature for undertaking socio-environmental challenges, including climate change, water security, water pollution, food security, human health, and disaster risk management. As this environmental management practice is increasingly incorporated into projects for the SCW Program, this guidance document may be expanded upon to further quantify NBS practices based on benefits derived from their incorporation on projects.
The SCW Program defines NBS as a Project that utilizes natural processes that slow, detain, infiltrate or filter Stormwater or Urban Runoff. These methods may include relying predominantly on soils and vegetation; increasing the permeability of Impermeable Areas; protecting undeveloped mountains and floodplains; creating and restoring riparian habitat and wetlands; creating rain gardens, bioswales, and parkway basins; enhancing soil through composting, mulching; and, planting trees and vegetation, with preference for native species. NBS may also be designed to provide additional benefits such as sequestering carbon, supporting biodiversity, providing shade, creating and enhancing parks and open space, and improving quality of life for surrounding communities. NBS include Projects that mimic natural processes, such as green streets, spreading grounds and planted areas with water storage capacity. NBS may capture stormwater to improve water quality, collect water for reuse or aquifer recharge, or to support vegetation growth utilizing natural processes.
Municipalities are to include in each Annual Progress/Expenditure Report whether and how their project achieves a good, better, or best for each of the 6 NBS methods in accordance with the guidance below. Additionally, Annual Progress/ Expenditure Reports should include discussion on any considerations taken to maximize the class within each method. If at least 3 methods score within a single class, the overall project can be characterized as that class. Municipalities must attach a copy of the matrix for each project with the good, better, or best column indicated for each method, to facilitate District tracking of methods being utilized.

METHODS	GOOD	BETTER	BEST
Vegetation/Green Space	Use of climate appropriate, eco-friendly vegetation (groundcover, shrubs, and trees) / green space 5%-15% covered by new climate-appropriate vegetation	Use of native, climate appropriate, eco-friendly vegetation (groundcover, shrubs, and trees) / green space 16%-35% covered by new native vegetation	Establishment of plant communities with a diversity of native vegetation (groundcover, shrubs, and trees) / green space that is both native and climate-appropriate More than 35% covered by new native vegetation
Increase of Permeability	Installation of vegetated landscape – 25%-49% paved area removed Redesign of existing impermeable surfaces and/or installation of permeable surfaces (e.g. permeable pavement and infiltration trenches)	Installation of vegetated landscape – 50%-74% paved area removed Improvements of soil health (e.g., compaction reduction)	Installation of vegetated landscape – 75%-100% paved area removed Creation of well-connected and self-sustained natural landscapes with healthy soils, permeable surfaces, and appropriate vegetation
Protection of Undeveloped Mountains & Floodplains	● Preservation of native vegetation ● Minimal negative impact to existing drainage system	● Preservation of native vegetation ● Installation of new feature(s) to improve existing drainage system	● Creation of open green space ● Installation of features to improve natural hydrology

Creation & Restoration of Riparian Habitat & Wetlands	●Partial restoration of existing riparian habitat and wetlands Planting of climate appropriate vegetation between 11 and 20 different climate appropriate or native plant species newly planted ●No potable water used to sustain the wetland	●Full restoration of existing riparian habitat and wetlands ●Planting of native vegetation - between 21 and 40 different native plant species newly planted ●No potable water used to sustain the wetland	●Full restoration and expansion of existing riparian habitat and wetlands Planting of plant communities with a diversity of native vegetation – between 41 and 50 different native plant species newly planted ●No potable water used to sustain the wetland
New Landscape Elements	Elements designed to capture runoff for other simple usage (e.g. rain gardens and cisterns), capturing the 85th percentile 24-hour storm event for at least 50% of the entire parcel	Elements that design to capture/redirect runoff and filter pollution (e.g. bioswales and parkway basins), capturing the 85th percentile 24-hour storm event from the entire parcel	Large sized elements that capture and treat runoff to supplement or replace existing water systems (e.g. wetlands, daylighting streams, groundwater infiltration, floodplain reclamation), capturing the 90th percentile 24-hour storm event from the entire parcel and/or capturing off-site runoff
Enhancement of Soil	Use of soil amendments such as mulch and compost to retain moisture in the soil and prevent erosion Planting of new climate appropriate vegetation to enhance soil organic matter	Use of soil amendments such as mulch and compost that are locally generated to retain moisture in the soil, prevent erosion, and support locally based composting and other soil enhancement activities Planting of new native, climate-appropriate vegetation to enhance soil organic matter	Use of soil amendments such as mulch and compost that are locally generated, especially use of next-generation design with regenerative adsorbents (e.g. woodchips, biochar) to retain moisture in the soil, prevent erosion, and support on-site composting and other soil enhancement activities Planting of new native, climate appropriate vegetation to enhance soil organic matter

EXHIBIT D – OPERATIONS AND MAINTENANCE GUIDANCE DOCUMENT

Municipalities shall operate and maintain infrastructure projects for the useful life of the project and are to consider using the following guidance for operations and maintenance for infrastructure projects. Operational maintenance is the care and upkeep of Projects that may require detailed technical knowledge of the Project's function and design. Project specific operational and maintenance plans shall consider the activities listed below and set forth specific activities and frequencies (not limited to those below) as determined to be appropriate by the Municipalities and best practices, including stakeholder engagement as applicable. Operational maintenance is to be performed by the operator of the Project with a purpose to make the operator aware of the state of readiness of the Project to deliver stormwater and urban runoff benefits.

1. Litter Control
    - Regular removal of litter, nonhazardous waste materials, and accumulated debris near planted areas, rock areas, decomposed granite areas, rest areas, fence perimeters, adjoining access roads and driveways, drains, pedestrian trails, viewing stations, shelter houses, and bicycle pathways.
    - Regular inspection and maintenance of pet waste stations.
    - Maintaining trash receptacles.
    - Removal of trash, debris, and blockages from bioswales.
    - Inspection and cleaning of trash booms.
    - Inspection of weir gates and stop logs to clean debris, as required.

2. Vegetation Maintenance

    - Weed control
        - Recognition and removal of weeds, such as perennial weeds, morning glory, vine-type weeds, ragweed, and other underground spreading weeds.
        - Avoiding activities that result in weed seed germination (e.g. frequent soil cultivation near trees or shrubs).
        - Regular removal of weeds from landscape areas, including from berms, painted areas, rock areas, gravel areas, pavement cracks along access roads and driveways, drains, pedestrian trails, viewing stations, park shelters, and bicycle paths.

    - Tree and shrubbery trimming and care
        - Removal of dead trees and elimination of diseased/damaged growth.
        - Prevent encroachment of adjacent property and provide vertical clearance.
        - Inspect for dead or diseased plants regularly.

    - Wetland vegetation and landscape maintenance
        - Installation and maintenance of hydrophytic and emergent plants in perennially wet and seasonal, intermittent habitats.
        - Draining and drawdown of wetland and excessive bulrush removal
        - Weed and nuisance plant control.
        - Removal of aquatic vegetation (e.g. algae and primrose) using appropriate watercraft and harvesting equipment.
        - Wildflower and meadow maintenance.
        - Grass, sedge, and yarrow management.
        - Removal of unwanted hydroseed.

3. Wildlife Management
    - Exotic species control.
    - Provide habitat management; promote growth of plants at appropriate densities and promote habitat structure for animal species.
    - Protect sensitive animal species (e.g. protection during critical life stages including breeding and migration).
    - Avoid disturbances to nesting birds.
    - Avoid spread of invasive aquatic species.

4. Facility Inspection
    - Inspect project sites for rodent and insect infestations on a regular basis.
    - Inspect for and report graffiti in shelter houses, viewing stations, benches, paving surfaces, walls, fences, and educational and directional signs.
    - Inspect facilities for hazardous conditions on roads and trails (e.g. access roads and trails, decomposed granite pathways, and maintenance roads).

- Inspect shade structures for structural damage or defacement.
- Inspect hardscapes.
- Inspect and maintain interpretive and informational signs.
- Inspect site furnishings (e.g. benches, hitching posts, bicycle racks).
- Maintain deck areas (e.g. benches, signs, decking surfaces).
- Visually inspect weirs and flap gates for damage; grease to prevent locking.
- Inspect all structures after major storm events, periodically inspect every 3 months, and operate gates through full cycles to prevent them from locking up.

5. Irrigation System Management
   - Ensuring automatic irrigation controllers are functioning properly and providing various plant species with proper amount of water.
     - Cycle controller(s) through each station manually and automatically to determine if all facets are functioning properly.
     - Inspection should be performed at least monthly.
     - Recover, replace, or refasten displaced or damaged valve box covers.
     - Inspect and repair bubbler heads.
     - Repair and replace broken drip lines or emitters causing a loss of water (to prevent ponding and erosion).
     - Maintain drip system filters to prevent emitters from clogging. Inspection and cleaning should occur at least monthly.
     - Inspect and clean mainline filters, wye strainers, basket filters, and filters at backflow devices twice a year.
     - Maintain and check function of the drip system.
   - Keeping irrigation control boxes clear of vegetation.
   - Operating irrigation system to ensure it does not cause excessively wet, waterlogged areas, and slope failure.
   - Utilizing infrequent deep watering techniques to encourage deep rooting, drought tolerant plant characteristics to promote a self-sustaining, irrigation free landscape.
   - Determine watering schedules based on season, weather, variation in plant size, and plant varieties. At least four times a year (e.g. change of season), reschedule controller systems.
   - Turn off irrigation systems at the controller at the beginning of the rainy season, or when the soil has a high enough moisture content.
   - Use moisture sensing devices to determine water penetration in soil.

6. Erosion Management and Control
   - Inspect slopes for erosion during each maintenance activity.
   - Inspect basins for erosion.
   - Take corrective measures as needed, including filling eroded surfaces, reinstalling or extending bank protection, and replanting exposed soil.

7. Ongoing Monitoring Activities
   - Monitor controllable intake water flow and water elevation.
   - Examine inflow and outflow structures to ensure devices are functioning properly and are free of obstructions.
   - Water quality sampling (quarterly, unless justified otherwise).
   - Checking telemetry equipment.
   - Tracking and reporting inspection and maintenance records.

8. Vector and Nuisance Insect Control
   - Monitoring for the presence of vector and nuisance insect species.
   - Adequate pretreatment of influent wastewater to lessen production of larval mosquitos.
   - Managing emergent vegetation.
   - Using hydraulic control structures to rapidly dewater emergent marsh areas.
   - Managing flow velocities to reduce propagation of vectors.