

CITY OF LOS ALAMITOS
3191 Katella Avenue Los Alamitos, CA 90720

CITY COUNCIL REVISED AGENDA
REGULAR MEETING

June 15, 2020 – 6:00 p.m.

SAFETY ALERT –NOTICE REGARDING COVID-19

Due to COVID-19, the above meeting of the City of Los Alamitos City Council will be conducted by videoconference pursuant to the provisions of the Governor's Executive Orders N-25-20 and N-29-20. The public may access the meeting electronically or telephonically.

Pursuant to Executive Orders and given the current health concerns, **members of the public may not attend the meeting in person.** Members of the public can access the meeting by phone by dialing +1 (301) 715-8592 and enter the Meeting ID: 810 0048 7912. Your microphone will be disabled upon entry for the duration of the meeting.

The public can submit comments to cityclerk@cityoflosalamitos.org with the subject line "PUBLIC COMMENT ITEM #" (insert the item number relevant to your comment) or "PUBLIC COMMENT NON-AGENDA ITEM." Comments **received by 4:00 p.m.** will be compiled, provided to the City Council, and made available to the public before the start of the meeting. Staff will not read email comments at the meeting but the official record will include all email comments received until the close of the meeting.

Members of the public wishing to verbally deliver comments via the telephone conference can submit their requests to cityclerk@cityoflosalamitos.org **until the start of Oral Communications.** The City Clerk will compile a list of speakers who have indicated a desire to speak. Before the close of the meeting, the City Clerk will announce each speaker, enable the speaker's microphone, and begin the three minute timer. The speaker's microphone will automatically be disabled at the end of three minutes.

All speakers shall observe civility, decorum and good behavior. Any item submitted to the City Council during the meeting shall become public record and subject to applicable disclosure laws.

NOTICE TO THE PUBLIC – This Agenda contains a brief general description of each item to be considered. Except as provided by law, action or discussion shall not be taken on any item not appearing on the agenda. Supporting documents, including staff reports, are available for review at City Hall in the City Clerk's Office or on the City's website at www.cityoflosalamitos.org once the agenda has been publicly posted.

Each matter on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Items listed as "for information" or "for discussion" may also be the subject of an "action" taken by the City Council at the same meeting.

Any written materials relating to an item on this agenda submitted to the City Council after distribution of the agenda packet are available for public inspection online at www.cityoflosalamitos.org.

It is the intention of the City of Los Alamitos to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee, or a participant at this meeting, you will need special assistance beyond what is normally provided, please contact the City Clerk's Office at (562) 431-3538, extension 220, 48 hours prior to the meeting so that reasonable arrangements may be made.

1. CALL TO ORDER

2. ROLL CALL

Mayor Murphy
Mayor Pro Tem Chirco
Council Member Doby
Council Member Grose
Council Member Hasselbrink

3. PLEDGE OF ALLEGIANCE

Mayor Murphy will lead the Pledge of Allegiance.

4. INVOCATION

Council Member Hasselbrink will give the Invocation.

5. PRESENTATIONS

A. Parks Make Life Better Month Overview from Recreation Manager Emeline Noda

B. Small Business Grant Program Overview from Acting Deputy City Manager Ron Noda

6. ORAL COMMUNICATIONS

The public can submit comments to cityclerk@cityoflosalamitos.org with the subject line "PUBLIC COMMENT ITEM #" (insert the item number relevant to your comment) or "PUBLIC COMMENT NON-AGENDA ITEM." Comments **received by 4:00 p.m.** will be compiled, provided to the City Council, and made available to the public before the start of the meeting. Staff will not read email comments at the meeting but the official record will include all email comments received until the close of the meeting.

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7. COUNCIL ANNOUNCEMENTS

At this time, Council Members may also report on items not specifically described on the Agenda that are of interest to the community, provided no action or discussion is taken except to provide Staff direction to report back or to place the item on a future Agenda.

8. ITEMS FROM THE CITY MANAGER

9. WARRANTS

Ratify the Warrants for June 15, 2020 in the amount of \$918,395.92 and authorize the City Manager to approve such expenditures as are legally due and within an unexhausted

balance of an appropriation against which the same may be charged for the time period of June 16, 2020 to July 7, 2020.

ROLL CALL

Mayor Murphy
Mayor Pro Tem Chirco
Council Member Doby
Council Member Grose
Council Member Hasselbrink

10. CONSENT CALENDAR

All Consent Calendar items may be acted upon by one motion unless a Council Member requests separate action on a specific item.

ROLL CALL

Mayor Murphy
Mayor Pro Tem Chirco
Council Member Doby
Council Member Grose
Council Member Hasselbrink

- A. Approval of Minutes (City Clerk)**
Approve the City Council Regular Minutes of May 18, 2020 and the Special Minutes of June 1, 2020.

- B. Resolutions Pertaining to the November 3, 2020 General Municipal Election (City Clerk)**
The City of Los Alamitos General Municipal Election will be held on Tuesday, November 3, 2020. It is City policy to consolidate the local election with the County of Orange. In order to enable such consolidation, it is necessary to adopt resolutions calling and giving notice of the election, requesting consolidation with the County, and adopting regulations pertaining to materials prepared by any candidate for a municipal election, including costs of candidates' statements.

Recommendations:

1. Adopt Resolution No. 2020-11 entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020 FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE CITY'S CHARTER" and,
2. Adopt Resolution No. 2020-12, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF ORANGE TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020, WITH THE STATEWIDE

GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO § 10403 OF THE ELECTIONS CODE”; and,

3. Adopt Resolution No. 2020-13, entitled “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020.”

C. Adopt Ordinance No. 2020-04 – State Mandated Updates to Accessory Dwelling Unit (ADU) Regulations (ZOA 19-02) (Development Services)

At its regular meeting of May 18, 2020, the City Council introduced for first reading, read by title only, and waived further reading of Ordinance Number 2020-04. This document would adopt a Zoning Ordinance Amendment (ZOA 19-02) to address recent changes in state law concerning the regulation of Accessory Dwelling Units (Citywide).

Recommendation: Adopt Ordinance No. 2020-04, entitled, “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, AMENDING AND RESTATING SECTIONS 17.08.020 AND 17.28.020 OF THE LOS ALAMITOS MUNICIPAL CODE CONCERNING THE REGULATION OF ACCESSORY DWELLING UNITS (ZOA 19-02).”

D. California Office of Emergency Services (Cal OES) Form 130 (Administration)

This item seeks Council’s approval of California Office of Emergency Services (Cal OES) Form 130 Designating Agents Necessary to Provide for All Matters Pertaining to State and Federal Emergency Management Agency (FEMA) Reimbursements.

Recommendation: Adopt Resolution No. 2020-14, entitled, “A RESOLUTION OF CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, APPROVING CAL OES FORM 130 WHICH DESIGNATES REPRESENTATIVES RESPONSIBLE FOR FILING AND PROVIDING INFORMATION TO FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) AND THE STATE OF CALIFORNIA GOVERNOR’S OFFICE OF EMERGENCY SERVICES (CAL OES) ON BEHALF OF THE CITY

E. Amendment No. 3 with Willdan Engineering Updating Contracted Rates and Job Titles (Development Services)

This seeks approval of Amendment No. 3 with Willdan Engineering, which proposes a revision to the fee schedule. The current Professional Services Agreement (PSA) expires on June 30, 2021.

Recommendation: Authorize the Mayor to execute Amendment No. 3 of the Professional Services Agreement with Willdan Engineering.

F. Award of Bid for Community Center Americans with Disabilities Acts (ADA) Improvements Project (CIP No. 19/20-05) (Development Services)

This report recommends award of a bid to begin construction for the Community Center ADA Improvements Project (CIP No. 19/20-05).

Recommendations:

1. Award construction for the Community Center ADA Improvements Project (CIP No. 19/20-05) in the amount of \$31,650.00 to Golden State Constructors; and,
2. Authorize the Mayor to execute the contract with Golden State Constructors for the project; and,
3. Authorize City Engineer to add work and execute change orders in an amount not to exceed the contingency reserve of 10% or \$3,165.00

G. Award of Professional Services Agreement (PSA) for Tree Maintenance Services (Development Services)

On April 1, 2020, Staff received proposals for Request for Proposals (RFP) 2020-01 Tree Maintenance Services. This item provides a basis for annual maintenance, removal, online inventory, and replacement of trees within the City's community forest.

Recommendations:

1. Award the bid for annual tree maintenance services, removal, online inventory and replacement of trees within the City's community forest to West Coast Arborists (WCA) in the amount not to exceed \$67,000 annually; and,
2. Authorize the Mayor to execute the Tree Maintenance Services Agreement with West Coast Arborists (WCA).

H. Annual Appropriations Limit (Finance)

Article XIII B of the California Constitution specifies the amount of allowable revenue the City of Los Alamitos can appropriate from the proceeds of taxes.

Recommendation: Adopt Resolution No. 2020-16, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020-21".

I. Amendment No. 8 to Professional Services Agreement with Scientia Consulting Group for Information Technology Support Services (Finance)

The purpose of this report is to amend the Professional Services Agreement with Scientia Consulting Group, extending the term to June 30, 2021, for information technology support services.

Recommendation: Authorize the Mayor to execute Amendment No. 8 to the Professional Services Agreement with Scientia Consulting Group.

J. Los Alamitos Museum Association: Proposed Schedule, Activity Plan, and Budget (Recreation)

The Los Alamitos Museum Association's proposed schedule, activity plan, balance sheet, and budget for the 2020-2021 fiscal year are being provided to the City Council for approval.

Recommendations:

1. Approve the Los Alamitos Museum Association's proposed schedule, activity plan, and budget for Fiscal Year 2020-2021; and,
2. Authorize the City Manager and/or his designee to approve any change to the schedule, activity plan, and budget.

K. Measure M2 Seven Year Capital Improvement Program (Development Services)

Annual submittal of Measure M2 eligibility documentation to the Orange County Transportation Authority (OCTA) is required in order to remain eligible to receive Measure M2 sales tax revenue funds. The submittal documentation this year requires City Council approval of an updated Measure M2 Seven Year Capital Improvement Program and adoption of a resolution attesting to the update of the City's Local Signal Synchronization Plan (LSSP). The updated Local Signal Synchronization Plan report is also provided to supplement this resolution.

Recommendations:

1. Approve and authorize Staff to submit to the Orange County Transportation Authority the Measure M2 Seven-Year Capital Improvement Program for Fiscal Years 2020/21 through 2026/27, to comply with Measure M2 eligibility criteria; and,
2. Adopt Resolution No. 2020-21, entitled, "A RESOLUTION OF THE CITY COUNCIL OF LOS ALAMITOS, CALIFORNIA, CONCERNING THE UPDATE OF THE UPDATE OF THE LOCAL SIGNAL SYNCHRONIZATION PLAN FOR THE MEASURE M (M2) PROGRAM".

11. PUBLIC HEARING

A. Adoption of the Fiscal Year 2020-21 Annual Operating and Capital Improvement Program Budget (Finance)

City Charter Sections 1201-1205 govern the development and adoption of the City's Annual Budget. Section 1203 requires a public hearing for public input on the proposed budget. Thereafter, the City Council shall adopt the budget with revisions, if any; establish estimated revenues, expenditure appropriations, and transfers of funds of the City.

Recommendations:

1. Review, receive, and file the department overviews for Administration (City Manager, City Clerk and Finance), Police, Development Services, and Recreation and Community Services for Fiscal Year 2020-21; and,
2. Conduct a Public Hearing on the Proposed Annual Operating and Capital Improvement Program Budget; and,
3. Adopt Resolution No. 2020-17, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, ADOPTING THE ANNUAL OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET FOR FISCAL YEAR 2020-21"; and,
4. Adopt Resolution No. 2020-18, entitled, "A RESOLUTION OF CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, TO APPROVE A SIDE LETTER BETWEEN THE CITY OF LOS ALMITOS AND TEAMSTERS 911 EFFECTIVE JULY 1, 2020 THROUGH JANUARY 1, 2021"; and,
5. Adopt Resolution No. 2020-19, entitled, "A RESOLUTION OF CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, TO ESTABLISH FURLOUGHS FOR THE NON-REPRESENTED EMPLOYEES EFFECTIVE JULY 1, 2020 THROUGH JANUARY 1, 2021 AND AMENDING RESOLUTION NO. 2017-07".

ROLL CALL

Mayor Murphy

Mayor Pro Tem Chirco

Council Member Doby

Council Member Grose

Council Member Hasselbrink

12. DISCUSSION ITEMS

**A. Extension for Approved Entitlements during the COVID-19 Pandemic
(Development Services)**

The COVID-19 pandemic has resulted in unforeseeable delays to development projects and business expansions within the City of Los Alamitos. The City is focused on providing our business community with every possible tool to be successful as they begin to go back to work. As such, Staff recommends the City Council extend all active land use permits and entitlements granted pursuant to the Los Alamitos Zoning Code for one additional year.

Recommendation: Approve Resolution No. 2020-15 entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, EXTENDING ALL ACTIVE LAND USE PERMITS AND ENTITLEMENTS FOR ONE ADDITIONAL YEAR IN RESPONSE TO THE COVID-19 PANDEMIC".

ROLL CALL

Mayor Murphy
Mayor Pro Tem Chirco
Council Member Doby
Council Member Grose
Council Member Hasselbrink

B. 2020 4th of July Fireworks Spectacular

This report recommends actions to begin facilitating the planning and implementation of the 2020 4th of July Fireworks Spectacular.

Recommendations:

1. Direct staff to proceed with the planning and implementation of the 4th of July Fireworks Spectacular with the proposed plan; or,
2. Direct staff to postpone the fireworks show to a future date.

ROLL CALL

Mayor Murphy
Mayor Pro Tem Chirco
Council Member Doby
Council Member Grose
Council Member Hasselbrink

13. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at the Los Alamitos City Hall, 3191 Katella Ave. and online at www.cityoflosalamitos.org not less than 72 hours prior to the meeting.



Windmera Quintanar, MMC, City Clerk
Dated: June 12, 2020

CITY OF LOS ALAMITOS

A/P Warrants

June 15, 2020

To Ratify

Pages:

1-6	\$	182,366.69	Warrants	05/06/2020
7-15	\$	266,383.05	Warrants	05/20/2020
16-17	\$	5,143.26	Warrants	05/26/2020
	\$	8,851.72	May Retirees	05/01/2020
	\$	129,647.11	Payroll	05/15/2020
	\$	133,412.86	Benefits & Withholdings	05/15/2020
	\$	122,854.37	Payroll	05/29/2020
	\$	69,736.86	Benefits & Withholdings	05/29/2020
Grand Total	\$	918,395.92		

Authorize the City Manager to approve such expenditures as are legally due and within an unexhausted balance of an appropriation against which the same may be charged for the time period to June 16, 2020 to July 7, 2020.

Statement:

I hereby certify that the claims or demands covered by the forgoing listed warrants have been audited as to accuracy and availability of funds for payment thereof.

Certified by Craig Koehler, Interim Finance Director



this 28th day of May, 2020

VENDOR SORT KEY

DESCRIPTION

FUND

DEPARTMENT

AMOUNT

ADAMSON POLICE PRODUCTS

SAFARI/LAND VEST: D. LOPEZ GENERAL FUND

PATROL

TOTAL: 746.17

FIELDMAN, ROLAPF & ASSOCIATES, INC.

ANNUAL DISCLOSURE 06/19-03 GENERAL FUND

ADMINISTRATIVE SERVICE

TOTAL: 637.50

CALPERS RETIREMENT

2020 REPLACEMENT BENEFIT C GENERAL FUND

NON-DEPARTMENTAL

TOTAL: 1,769.40

JHM SUPPLY, INC.

FERTILIZER FOR PARKS GENERAL FUND

PARK MAINTENANCE

TOTAL: 446.33

CHARAJ SATCHEL

WIRE CONNECTORS FOR IRRIGA GENERAL FUND

PARK MAINTENANCE

TOTAL: 68.45

CHARLES ABBOTT ASSOCIATES, INC.

ROTB POST RACE FOOD GENERAL FUND

SPECIAL EVENTS

TOTAL: 793.47

PROFEES SVCS. LESLIE ROSEBE GENERAL FUND

COMMUNITY DEVEL. ADMIN

TOTAL: 14,280.00

CITY OF LONG BEACH

BUILDING & SAFETY SERVICE- GENERAL FUND

BUILDING INSPECTION

TOTAL: 18,130.84

CMAC INCORPORATED

NPDES INSPECTION-ALEX CHRI GENERAL FUND

NPDES

TOTAL: 38,310.84

3RD Q CONTRACT SRVC 1/20-3 GENERAL FUND

DODGE CHARGER- PD VEHICLE GARAGE FUND

DODGE CHARGER- PD VEHICLE GARAGE FUND

DODGE CHARGER- PD VEHICLE GARAGE FUND

CHEVY TAHOE- PD VEHICLE GARAGE FUND

DODGE CHARGER- PD VEHICLE GARAGE FUND

DODGE CHARGER- PD VEHICLE GARAGE FUND

DODGE CHARGER- PD VEHICLE GARAGE FUND

DODGE CHARGER- PD VEHICLE GARAGE FUND

DODGE DURANGO GARAGE FUND

DODGE CHARGER- PD VEHICLE GARAGE FUND

GARAGE 235.25

GARAGE 782.41

GARAGE 392.05

GARAGE 1,061.40

GARAGE 127.00

GARAGE 530.00

GARAGE 203.25

GARAGE 130.00

GARAGE 629.21

GARAGE 956.83

TOTAL: 4,947.40

COAST RECREATION

CLAMP FOR PLAYGROUND-LABOU GENERAL FUND

PARK MAINTENANCE

TOTAL: 95.01

COUNTY OF ORANGE TREASURER-TAX

PARKING CITES-JAN. 2020 GENERAL FUND

PARKING CITES-FEB. 2020 GENERAL FUND

PARKING CITES-MAR. 2020 GENERAL FUND

PARKING CITES-JULY 2019 GENERAL FUND

PARKING CITES-AUG 2019 GENERAL FUND

PARKING CITES-SEPT. 2019 GENERAL FUND

PARKING CITES-OCT. 2019 GENERAL FUND

PARKING CITES-NOV. 2019 GENERAL FUND

PARKING CITES-DEC. 2019 GENERAL FUND

OCSO COMM FY 19/20 04/01-0 GENERAL FUND

NON-DEPARTMENTAL 3,526.00

NON-DEPARTMENTAL 3,548.50

NON-DEPARTMENTAL 3,093.00

NON-DEPARTMENTAL 3,902.50

NON-DEPARTMENTAL 4,023.00

NON-DEPARTMENTAL 3,820.00

NON-DEPARTMENTAL 3,810.00

NON-DEPARTMENTAL 2,964.00

NON-DEPARTMENTAL 3,519.50

COMMUNICATIONS TECHNOL 4,025.00

TOTAL: 36,231.50

DATA TICKET, INC.

FEB. 2020 PROCESSING/NOTIC GENERAL FUND

TRAFFIC

TOTAL: 975.26

GANABHI LUMBER COMPANY

PAGS/SUN HAT GENERAL FUND

STREET MAINTENANCE

TOTAL: 17.22

PAG/GLOVES/PAINT COVERALLS GENERAL FUND

BUILDING MAINTENANCE

TOTAL: 45.40

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GEORGE HILLS COMPANY, INC.	SHOWER HEAD	GENERAL FUND	BUILDING MAINTENANCE	8.06
	BATTERY FOR SHOP	GARAGE FUND	GARAGE	25.80
	TOTAL:			96.48
	GL TPA SERVICES-APRIL 2020 SELF INSURANCE TRU INSURANCE			2,295.83
	TOTAL:			2,295.83
GOLDEN STATE WATER COMPANY	GOLDEN STATE WATER COMPANY GENERAL FUND		STREET MAINTENANCE	1,681.43
	GOLDEN STATE WATER COMPANY GENERAL FUND		PARK MAINTENANCE	1,808.75
	TOTAL:			3,490.18
HARRY'S FLUXING AND DRAINS, INC.	CLOG LINE-CITY HALL	GENERAL FUND	BUILDING MAINTENANCE	140.00
	TOTAL:			140.00
HDL CORAN & CONE	PROPERTY TAX SERVICES-2020	GENERAL FUND	ADMINISTRATIVE SERVICE	1,375.00
	TOTAL:			1,375.00
HI-WAY SAFETY, INC.	CUSTOM SIGN-REGULATORY SI	GENERAL FUND	STREET MAINTENANCE	194.86
	REGULATORY SIGNS	GAS TAX	CAPITAL PROJECTS	128.20
	TOTAL:			323.06
ICS INTELESYS, INC.	KONTEL PHONE FOR CITY COT	TECHNOLOGY REPLACE	ADMINISTRATIVE SERVICE	1,941.00
	TOTAL:			1,941.00
K&S AIR CONDITIONING, INC.	YOUTH CENTER A/C FILTERS	GENERAL FUND	BUILDING MAINTENANCE	320.32
	POLICE DEPT. A/C FILTERS	GENERAL FUND	BUILDING MAINTENANCE	643.30
	CITY HALL A/C FILTERS	GENERAL FUND	BUILDING MAINTENANCE	875.79
	COMMUNITY CENTER A/C FILTE	GENERAL FUND	BUILDING MAINTENANCE	1,186.39
	TOTAL:			3,025.80
KONICA MINOLTA BUSINESS SOLUTIONS U.S.	ADMIN FRONT OFFICE	GENERAL FUND	ADMINISTRATIVE SERVICE	90.32
	FINANCE OFFICE	GENERAL FUND	ADMINISTRATIVE SERVICE	70.73
	TOTAL:			161.05
KONICA MINOLTA BUSINESS SOLUTIONS	KONICA MINOLTA-ADMIN SVCS	GENERAL FUND	ADMINISTRATIVE SERVICE	268.78
	KONICA MINOLTA-CITY HALL	GENERAL FUND	ADMINISTRATIVE SERVICE	203.17
	TOTAL:			471.95
LIBERTY CASSIDY WHITMORE	GENERAL COUNSEL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	536.00
	TOTAL:			536.00
LOWE'S	50LB BAGS OF CONCRETE MIX	GENERAL FUND	STREET MAINTENANCE	17.15
	KOBALT 80V BATTERY FOR REC	GENERAL FUND	PARK MAINTENANCE	166.53
	WALT TRIM FOR COMM CENTER	GENERAL FUND	BUILDING MAINTENANCE	157.00
	BASE BOARD AND GLUE FOR CO	GENERAL FUND	BUILDING MAINTENANCE	174.35
	BASE BOARD AND GLUE FOR CO	GENERAL FUND	BUILDING MAINTENANCE	103.01
	WATER HEATER FOR COMM CENT	GENERAL FUND	BUILDING MAINTENANCE	344.59
	TOTAL:			962.63
MISC. VENDOR	BRETT LOBERG	GENERAL FUND	NON-DEPARTMENTAL	76.67
	BERNICE WATSON	GENERAL FUND	NON-DEPARTMENTAL	76.67
	CHRISTOPHER SAN PAOLO	GENERAL FUND	NON-DEPARTMENTAL	43.89
	CHRISTIAN DELGADILLO	GENERAL FUND	NON-DEPARTMENTAL	153.33
	CAROL PARK	GENERAL FUND	NON-DEPARTMENTAL	42.40
	CYNTHIA RAYMOND	GENERAL FUND	NON-DEPARTMENTAL	28.00
	CYNTHIA RAYMOND	GENERAL FUND	NON-DEPARTMENTAL	144.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
DANIEL DEKRAKER	DANIEL DEKRAKER:REFUND	GENERAL FUND	NON-DEPARTMENTAL	131.67
DONNA GUIZADO	DONNA GUIZADO:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.00
DANILO LANDAVERDE	DANILO LANDAVERDE:REFUND	GENERAL FUND	NON-DEPARTMENTAL	163.33
DOROTHY METCALFE	DOROTHY METCALFE:REFUND	GENERAL FUND	NON-DEPARTMENTAL	83.00
DOROTHY METCALFE	DOROTHY METCALFE:REFUND	GENERAL FUND	NON-DEPARTMENTAL	9.00
ERIN GRASMEYER	ERIN GRASMEYER:REFUND	GENERAL FUND	NON-DEPARTMENTAL	115.00
GEORGE ESCOBAR	GEORGE ESCOBAR:REFUND	GENERAL FUND	NON-DEPARTMENTAL	201.66
GUSTAVO NUNEZ	GUSTAVO NUNEZ:REFUND	GENERAL FUND	NON-DEPARTMENTAL	120.00
GIRL SCOUTS OF OC	GIRL SCOUTS OF OC:REFUND	GENERAL FUND	NON-DEPARTMENTAL	100.00
GIRL SCOUTS OF OC	GIRL SCOUTS OF OC:REFUND	GENERAL FUND	NON-DEPARTMENTAL	180.00
JOEL ALAMO	JOEL ALAMO:REFUND	GENERAL FUND	NON-DEPARTMENTAL	180.00
JAMIE BALDWIN	JAMIE BALDWIN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	87.78
JOANNE CRUZ	JOANNE CRUZ:REFUND	GENERAL FUND	NON-DEPARTMENTAL	50.00
JOSEPH GARZA	JOSEPH GARZA:REFUND	GENERAL FUND	NON-DEPARTMENTAL	175.56
TEAL KENT	TEAL KENT:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.00
JERI KENTZ	JERI KENTZ:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.20
JACQUELINE MINOZA	JACQUELINE MINOZA:REFUND	GENERAL FUND	NON-DEPARTMENTAL	60.00
JACQUELINE MINOZA	JACQUELINE MINOZA:REFUND	GENERAL FUND	NON-DEPARTMENTAL	150.00
JUAN VILLALVAZO	JUAN VILLALVAZO:REFUND	GENERAL FUND	NON-DEPARTMENTAL	131.67
KATIE BOGGS	KATIE BOGGS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.20
LAUREN SON	LAUREN SON:REFUND	GENERAL FUND	NON-DEPARTMENTAL	90.00
LAUREN SON	LAUREN SON:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.20
LISA VAN MALSEN	LISA VAN MALSEN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	115.00
IGNATIUS DANIEL STEPHEN	IGNATIUS DANIEL STEPHEN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	40.00
EMMA ROBERT	EMMA ROBERT:REFUND	GENERAL FUND	NON-DEPARTMENTAL	40.00
GRISelda ALATORRE	GRISelda ALATORRE:REFUND	GENERAL FUND	NON-DEPARTMENTAL	40.00
JESUS GUTIERREZ JR.	JESUS GUTIERREZ JR.:REFUND	GENERAL FUND	NON-DEPARTMENTAL	40.00
GREGORY JOSEPH JOHNSON	GREGORY JOSEPH JOHNSON:REFUND	GENERAL FUND	NON-DEPARTMENTAL	160.00
MELISSA KARAKASHIAN	MELISSA KARAKASHIAN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	40.00
ALEX VAN STEENBERGEN	ALEX VAN STEENBERGEN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	40.00
OSBERT OVERZYL	OSBERT OVERZYL:REFUND	GENERAL FUND	NON-DEPARTMENTAL	40.00
DELIMA JEREMY	DELIMA JEREMY:REFUND	GENERAL FUND	NON-DEPARTMENTAL	40.00
MICHAEL CARNEVALE	MICHAEL CARNEVALE:REFUND	GENERAL FUND	NON-DEPARTMENTAL	163.33
MANUEL CHAIDEZ	MANUEL CHAIDEZ:REFUND	GENERAL FUND	NON-DEPARTMENTAL	163.33
MICHELLE ERICKSON	MICHELLE ERICKSON:REFUND	GENERAL FUND	NON-DEPARTMENTAL	115.00
MELISSA HENRY-LUNA	MELISSA HENRY-LUNA:REFUND	GENERAL FUND	NON-DEPARTMENTAL	115.00
MIKE FOSNER	MIKE FOSNER:REFUND	GENERAL FUND	NON-DEPARTMENTAL	76.67
MARISSA RAYMOND	MARISSA RAYMOND:REFUND	GENERAL FUND	NON-DEPARTMENTAL	36.00
MARISSA RAYMOND	MARISSA RAYMOND:REFUND	GENERAL FUND	NON-DEPARTMENTAL	7.00
MELISSA TONEY	MELISSA TONEY:REFUND	GENERAL FUND	NON-DEPARTMENTAL	131.67
NELSON CASTRO	NELSON CASTRO:REFUND	GENERAL FUND	NON-DEPARTMENTAL	163.33
NANSI CAMPOS	NANSI CAMPOS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.00
NEVI MADDY	NEVI MADDY:REFUND	GENERAL FUND	NON-DEPARTMENTAL	38.33
OSWALDO SOTO	OSWALDO SOTO:REFUND	GENERAL FUND	NON-DEPARTMENTAL	108.89
PRISCILLA ZIMCORAF	PRISCILLA ZIMCORAF:REFUND	GENERAL FUND	NON-DEPARTMENTAL	87.78
REBECCA KLINE	REBECCA KLINE:REFUND	GENERAL FUND	NON-DEPARTMENTAL	36.00
REBECCA KLINE	REBECCA KLINE:REFUND	GENERAL FUND	NON-DEPARTMENTAL	7.00
ROSALIND HIGA	ROSALIND HIGA:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.00
ROB LOWENBERG	ROB LOWENBERG:REFUND	GENERAL FUND	NON-DEPARTMENTAL	148.80
SALMAN SYED	SALMAN SYED:REFUND	GENERAL FUND	NON-DEPARTMENTAL	44.00
TALISA RAYMOND	TALISA RAYMOND:REFUND	GENERAL FUND	NON-DEPARTMENTAL	8.00
TALISA RAYMOND	TALISA RAYMOND:REFUND	GENERAL FUND	NON-DEPARTMENTAL	36.00
TAMARA SNOW	TAMARA SNOW:REFUND	GENERAL FUND	NON-DEPARTMENTAL	7.00
TERRY FOTHOVEN	TERRY FOTHOVEN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	131.67
VALERIE RUIZ	VALERIE RUIZ:REFUND	GENERAL FUND	NON-DEPARTMENTAL	87.78
VALERIE RUIZ	VALERIE RUIZ:REFUND	GENERAL FUND	NON-DEPARTMENTAL	115.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
YOUTHFA PICH	YOUTHFA PICH:REFUND	GENERAL FUND	NON-DEPARTMENTAL	115.00
	TOTAL:			5,330.81
ORANGE COUNTY CHRYSLER JEEP DODGE RAM	DODGE CHARGER 48-3	GARAGE FUND	GARAGE	424.42
	TOTAL:			424.42
ORANGE COUNTY SANITATION DISTRICT	MONTHLY SEWER CAPITAL FAC. GENERAL FUND	GENERAL FUND	NON-DEPARTMENTAL	18,309.10
	TOTAL:			18,309.10
OUR LOS AL	PURCHASES APPROVED FOR FY1 LOS ALAMITOS TV	LOS ALAMITOS TV	LOS ALAMITOS TV	10,561.66
	TOTAL:			10,561.66
PENINSULA SEPTIC SERVICE, INC.	PUMP SEPTIC TANK- LITTLE C GENERAL FUND	GENERAL FUND	PARK MAINTENANCE	475.00
	TOTAL:			475.00
SAFEGUARD BUSINESS SYSTEMS INC.	CHECK STOCK	GENERAL FUND	ADMINISTRATIVE SERVICE	531.73
	TOTAL:			531.73
SCIENTIA CONSULTING GROUP, INC.	IT SERVICE- MAY 2020	GENERAL FUND	ADMINISTRATIVE SERVICE	5,871.00
	EXTRA HOURS- APRIL 2020	GENERAL FUND	ADMINISTRATIVE SERVICE	1,116.25
	BACKUP SERVICES- APRIL 202	TECHNOLOGY REPLACE	ADMINISTRATIVE SERVICE	97.50
	CLOUD BACKUP - APRIL 2020	TECHNOLOGY REPLACE	ADMINISTRATIVE SERVICE	33.00
	CLOUD STORAGE - APRIL 2020	TECHNOLOGY REPLACE	ADMINISTRATIVE SERVICE	720.00
	TOTAL:			7,837.75
SITEONE LANDSCAPE SUPPLY HOLDING, LLC	GARDEN WALL AT ORVILLE LEW GENERAL FUND	GENERAL FUND	PARK MAINTENANCE	15.44
	TOTAL:			15.44
SOCAL AUTO & TRUCK PARTS INC.	RADIATOR FLUID AND FUNNEL	GENERAL FUND	BUILDING MAINTENANCE	25.29
	TOTAL:			25.29
SPECTRUM SECURITY GROUP, LLC	KEYS	GARAGE FUND	GARAGE	21.55
	TOTAL:			21.55
ST. OF CALIFORNIA DEPT. OF JUSTICE	MARCH 2020: FINGERPRINT	GENERAL FUND	NON-DEPARTMENTAL	66.00
	TOTAL:			66.00
SUPERIOR FAVEMENT MARKINGS, INC.	RESTRIPE- BALL&KAYOR/ KATE GAS TAX	GENERAL FUND	CAPITAL PROJECTS	2,310.00
	TOTAL:			2,310.00
WEST PUBLISHING CORPORATION	DETECTIVES:MARCH 2019	GENERAL FUND	INVESTIGATION	273.63
	TOTAL:			273.63
TOTAL COMPENSATION SYSTEMS, INC	GASB75F VALUATION SERVICES	GENERAL FUND	ADMINISTRATIVE SERVICE	2,205.00
	TOTAL:			2,205.00
VERIZON WIRELESS	MDC4 & MDC2 04/11/20-05/10	GENERAL FUND	PAIROL	117.72
	MDC1,3,6,& 7 04/11/20-05/1	GENERAL FUND	PAIROL	152.04
	PD JACKPACK 1&2	GENERAL FUND	PAIROL	83.38
	MDC5 04/11/20-05/10/20	GENERAL FUND	PAIROL	56.41
	EOC 1-4 04/11/20-05/10/20	GENERAL FUND	PAIROL	379.16
	ACCOUNTIN ADJUSTMENTS	GENERAL FUND	PAIROL	150.72
	CLO MONTHLY EQUIP. CHARGE	GENERAL FUND	COMMUNITY OUTREACH	42.78
	TOTAL:			680.77
WOODRUFF, SPRADLIN & SMART	GENERAL ADVISORY-MARCH 202	GENERAL FUND	CITY ATTORNEY	11,107.91

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	LITIGATION SVCS-MARCH 2020	GENERAL FUND	CITY ATTORNEY	4,474.00
	PROSECUTOR SVCS-MARCH 2020	GENERAL FUND	CITY ATTORNEY	1,845.00
	TOTAL:			17,426.91
XYLEM Dewatering Solutions, Inc.	FENLEY PUMP RENTAL	BUILDING IMPROVEME	CAPITAL PROJECTS	3,829.32
	TOTAL:			3,829.32

FUND TOTALS	
10 GENERAL FUND	155,031.01
20 GAS TAX	2,438.20
25 BUILDING IMPROVEMENT	3,829.32
28 LOS ALAMITOS TV	10,561.66
50 GARAGE FUND	5,419.17
53 TECHNOLOGY REPLACEMENT	2,791.50
54 SELF INSURANCE TRUST	2,295.83
GRAND TOTAL:	182,366.69

TOTAL PAGES: 5

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-CITY OF LOS ANGELOS
VENDOR: ALL
CLASSIFICATION: ALL
BANK CODE: ALL
ITEM DATE: 5/06/2020 THRU 5/06/2020
ITEM AMOUNT: 99,999,999.0000 THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 0/00/0000 THRU 99/99/9999

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: None
SEQUENCE: By Vendor Sort
DESCRIPTION: Distribution
GL ACCTS: NO
REPORT TITLE: WARRANTS 05/06/20
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM: NO

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ADMINISURE	ADMINISURE- APRIL 2020 SERV SELF INSURANCE TRU INSURANCE			513.38
	TOTAL:			513.38
ANIMAL PEST MANAGEMENT SERVICES	GOEHER CONTROL-APRIL 2020	GENERAL FUND	PARK MAINTENANCE	530.00
	TOTAL:			530.00
CALIFORNIA FORENSIC PHLEBOTOMY, INC.	APRIL 2020- 3 BLOOD DRAWS	GENERAL FUND	PATROL	381.00
	TOTAL:			381.00
JHM SUPPLY, INC.	KATELLA ISLAND IRRIGATION	GENERAL FUND	PARK MAINTENANCE	506.06
	IRRIGATION HEADS, NOZZLES	GENERAL FUND	PARK MAINTENANCE	32.23
	TOTAL:			538.29
CHARLES ABBOTT ASSOCIATES, INC.	SERVICES APRIL 2020-ROSEBE	GENERAL FUND	COMMUNITY DEVEL ADMIN	15,820.00
	BUILD. & SAFETY SERVICES 4/	GENERAL FUND	BUILDING INSPECTION	12,087.90
	TOTAL:			27,907.90
CITY OF CIPRESS	WEST COMM JOINT FORENS AUT	GENERAL FUND	COMMUNICATIONS TECHNOL	104,193.52
	TOTAL:			104,193.52
CMAC INCORPORATED	PD TAHOE SERVICE REPAIR	GARAGE FUND	GARAGE	711.61
	TOTAL:			711.61
COUNTY OF ORANGE TREASURER-TAX	OCATS CIRCUIT & SUPFORI	GENERAL FUND	COMMUNICATIONS TECHNOL	5,528.19
	OC AUTOMATED FINGERPRINT I	GENERAL FUND	COMMUNICATIONS TECHNOL	560.00
	TOTAL:			6,088.19
DATA TICKET, INC.	MARCH 2020 CITES	GENERAL FUND	TRAFFIC	672.59
	TOTAL:			672.59
DISCOVERY BENEFITS, INC.	FLEX ADMIN SERVICES-APRIL	GENERAL FUND	ADMINISTRATIVE SERVICE	63.00
	TOTAL:			63.00
IRMA J. SANTOS	CAR WASHES- PD	GARAGE FUND	GARAGE	240.00
	CAR WASHES- REC.	GARAGE FUND	GARAGE	40.00
	TOTAL:			280.00
FEDEX	MCDOWELL TO DNA DATA BANK	GENERAL FUND	POLICE ADMINISTRATION	13.09
	TOTAL:			13.09
FRONTIER COMMUNICATIONS	FRONTIER COMMUNICATIONS	GENERAL FUND	STREET MAINTENANCE	56.44
	TOTAL:			56.44
GANAHL LUMBER COMPANY	CITY ENTRANCE SIGN MATERIA	GENERAL FUND	STREET MAINTENANCE	54.48
	CARPENTER SQUARE FOR SHOP	GENERAL FUND	STREET MAINTENANCE	8.61
	TOTAL:			63.09
PRIMARY & MULTI-SPECIALTY CLINICS	PRE-EMPLOYMENT-CRAIG KOEHL	GENERAL FUND	NON-DEPARTMENTAL	50.00
	TOTAL:			50.00
GREENTECH LANDSCAPE, INC.	CONTRACT MOWING	GENERAL FUND	PARK MAINTENANCE	6,368.54
	TOTAL:			6,368.54
IDENTITY AUTOMATION, LP	RAPID IDENTITY -MAINT & SU	GENERAL FUND	POLICE ADMINISTRATION	228.75
	TOTAL:			228.75

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PACIFIC SECURED EQUITIES, INC.	WC IPA SERVICES- MAY 2020	SELF INSURANCE TRU	INSURANCE	1,121.76
	TOTAL:			1,121.76
KELFERITE CORPORATION	FOB 3/8" FINE ASPHALT- SHO	GENERAL FUND	STREET MAINTENANCE	354.65
	TOTAL:			354.65
KONICA MINOLTA BUSINESS SOLUTIONS	COPIER USAGE 1/19/20- 04/1	GENERAL FUND	POLICE ADMINISTRATION	865.14
	TOTAL:			865.14
MISC. VENDOR	AMANDA KISHER:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
	AHMAD CONEY:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
	AUDREY KIM:REFUND	GENERAL FUND	NON-DEPARTMENTAL	44.00
	AMBER PEREZ:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.00
	ANITA DIANA RAMALINGAM:REF	GENERAL FUND	NON-DEPARTMENTAL	57.00
	ARTURO RODRIGUEZ:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
	ANN SACKS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	26.25
	ANDREA SEITZ:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
	ADAM BUTT:REFUND	GENERAL FUND	NON-DEPARTMENTAL	82.02
	ALEXANDRA CHRYSANTHIS:REFU	GENERAL FUND	NON-DEPARTMENTAL	26.25
	ANGELA KAKALIS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	26.25
	ANNE VO:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
	BASMA BISHARA:REFUND	GENERAL FUND	NON-DEPARTMENTAL	82.02
	BELINDA CHAN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
	BRADFORD CHEUNG:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
	BELLEN GUZMAN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
	BRANDI LEE ROYSTER:REFUND	GENERAL FUND	NON-DEPARTMENTAL	26.25
	BRIANNE OLNEY:REFUND	GENERAL FUND	NON-DEPARTMENTAL	82.02
	BELINDA ZEAL:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
	BETH STUART:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
	CHERYL ARIZPE:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
	CHRISTY CROCE:REFUND	GENERAL FUND	NON-DEPARTMENTAL	26.25
	CHIGUSA GILLET:REFUND	GENERAL FUND	NON-DEPARTMENTAL	54.75
	CHAD GREGORY:REFUND	GENERAL FUND	NON-DEPARTMENTAL	26.25
	CYNDRYA HOPKINS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	25.00
	CATHY JONES:REFUND	GENERAL FUND	NON-DEPARTMENTAL	20.00
	CATHERINE LAU:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
	CAROL MACDONALD:REFUND	GENERAL FUND	NON-DEPARTMENTAL	25.00
	CYNDI NEWELL:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
	CRYSTAL OLNEY:REFUND	GENERAL FUND	NON-DEPARTMENTAL	25.00
	CINDY SMITH:REFUND	GENERAL FUND	NON-DEPARTMENTAL	44.00
	CARMEN TAKESHITA:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
	CANDICE HOFFMAN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	82.02
	DAVINDER BADIAL:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
	DANIELLE CHAPMAN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
	DIANA CHAU:REFUND	GENERAL FUND	NON-DEPARTMENTAL	83.01
	DANIELLE FANCY:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
	DARLIN HELMAN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
	DONGGUN LEE:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
	DANIEL RODRIGUEZ:REFUND	GENERAL FUND	NON-DEPARTMENTAL	80.00
	ERIC CRUZ:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
	ERIKA DAVIS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
	ELLEN GRIES:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.00
	ERIKA GUERRA:REFUND	GENERAL FUND	NON-DEPARTMENTAL	44.00
	ELLEN HANAKI:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
	EMY HENNS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	82.02
	ELIZABETH SYRANGELIAS:REFUN	GENERAL FUND	NON-DEPARTMENTAL	28.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GINA ANDERSON	GINA ANDERSON: REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
GALYNN TRAN	GALYNN TRAN: REFUND	GENERAL FUND	NON-DEPARTMENTAL	25.00
HEATHER CAMERON	HEATHER CAMERON: REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
IAN JOHNS	IAN JOHNS: REFUND	GENERAL FUND	NON-DEPARTMENTAL	57.00
IRINA MIRSKAYA	IRINA MIRSKAYA: REFUND	GENERAL FUND	NON-DEPARTMENTAL	25.00
IVETTE URIBE	IVETTE URIBE: REFUND	GENERAL FUND	NON-DEPARTMENTAL	26.25
JOANNE CHA	JOANNE CHA: REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
JASON ANDERSON	JASON ANDERSON: REFUND	GENERAL FUND	NON-DEPARTMENTAL	82.02
JEN BAYONETA	JEN BAYONETA: REFUND	GENERAL FUND	NON-DEPARTMENTAL	44.00
JILL BENAVIDES	JILL BENAVIDES: REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
JENNIFER BOR	JENNIFER BOR: REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
JULIE CAREY	JULIE CAREY: REFUND	GENERAL FUND	NON-DEPARTMENTAL	57.00
JOANNE CHANG	JOANNE CHANG: REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
JILL CROWIN	JILL CROWIN: REFUND	GENERAL FUND	NON-DEPARTMENTAL	58.50
JOANNE CRUZ	JOANNE CRUZ: REFUND	GENERAL FUND	NON-DEPARTMENTAL	25.00
JESSICA DELAVARA	JESSICA DELAVARA: REFUND	GENERAL FUND	NON-DEPARTMENTAL	83.01
JENNIFER FASSOTH	JENNIFER FASSOTH: REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
JEFF FLATM	JEFF FLATM: REFUND	GENERAL FUND	NON-DEPARTMENTAL	56.00
JENNIFER GENEST BURNE	JENNIFER GENEST BURNE: REFUND	GENERAL FUND	NON-DEPARTMENTAL	44.00
JAYCI GRISAFE	JAYCI GRISAFE: REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
JENELLE HUGHEITT	JENELLE HUGHEITT: REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
JOSEPH JANJI	JOSEPH JANJI: REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
JUNKO KOSAKAI	JUNKO KOSAKAI: REFUND	GENERAL FUND	NON-DEPARTMENTAL	44.00
JILL KROESE	JILL KROESE: REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
JEN LARSEN	JEN LARSEN: REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
JESSICA NG	JESSICA NG: REFUND	GENERAL FUND	NON-DEPARTMENTAL	58.50
JULIANA PARKER	JULIANA PARKER: REFUND	GENERAL FUND	NON-DEPARTMENTAL	26.25
JENNY PHAM	JENNY PHAM: REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
JUDI SCOGGIN	JUDI SCOGGIN: REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
JENNIFER STEECE	JENNIFER STEECE: REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
JULIE STEPHENS	JULIE STEPHENS: REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
JENNY VO	JENNY VO: REFUND	GENERAL FUND	NON-DEPARTMENTAL	26.25
JENNIFER WALKER	JENNIFER WALKER: REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
JILL WINSLOW	JILL WINSLOW: REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
JEFFREY ZINGERMAN	JEFFREY ZINGERMAN: REFUND	GENERAL FUND	NON-DEPARTMENTAL	26.25
KEELY APPLING	KEELY APPLING: REFUND	GENERAL FUND	NON-DEPARTMENTAL	83.01
KEN ASBURY	KEN ASBURY: REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
KEELY BROWN	KEELY BROWN: REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.20
KRISTIN BUSH	KRISTIN BUSH: REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
KIMBERLY CARASSO	KIMBERLY CARASSO: REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
KATHY CHATHAM	KATHY CHATHAM: REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
KEELY ELITS	KEELY ELITS: REFUND	GENERAL FUND	NON-DEPARTMENTAL	44.00
KAREN HERNANDEZ	KAREN HERNANDEZ: REFUND	GENERAL FUND	NON-DEPARTMENTAL	25.00
KATHLENE HILARIO	KATHLENE HILARIO: REFUND	GENERAL FUND	NON-DEPARTMENTAL	26.25
KRISTI HURLEY	KRISTI HURLEY: REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
KEELY RIODAN	KEELY RIODAN: REFUND	GENERAL FUND	NON-DEPARTMENTAL	83.01
KEN IVIE	KEN IVIE: REFUND	GENERAL FUND	NON-DEPARTMENTAL	26.25
KERRY VALENZUELA	KERRY VALENZUELA: REFUND	GENERAL FUND	NON-DEPARTMENTAL	45.00
LISA FODEN	LISA FODEN: REFUND	GENERAL FUND	NON-DEPARTMENTAL	44.00
LIZ HARDY	LIZ HARDY: REFUND	GENERAL FUND	NON-DEPARTMENTAL	54.75
LIZ KLINE	LIZ KLINE: REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
LONG LAM	LONG LAM: REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
LISA PAHL	LISA PAHL: REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
LIZ SANZARO	LIZ SANZARO: REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
IAN TRIEU	IAN TRIEU: REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
LINDA VARELA	LINDA VARELA: REFUND	GENERAL FUND	NON-DEPARTMENTAL	25.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
LAURA PAK	LAURA PAK:REFUND	GENERAL FUND	NON-DEPARTMENTAL	26.25
MYRA BERMUDEZ	MYRA BERMUDEZ:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
MEAGO YUO-TANG	MEAGO YUO-TANG:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
MON CHONG	MON CHONG:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
MADOKA DINCO	MADOKA DINCO:REFUND	GENERAL FUND	NON-DEPARTMENTAL	83.01
MICHELLE IBBETSON	MICHELLE IBBETSON:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
MARIANNE KAUFMAN	MARIANNE KAUFMAN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.20
MICHELE MENIER	MICHELE MENIER:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
MY-XUAN NGUYEN	MY-XUAN NGUYEN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	58.50
MALAPHONE THOMASOPHA	MALAPHONE THOMASOPHA:REFUND	GENERAL FUND	NON-DEPARTMENTAL	34.00
MICHELLE TAYLOR	MICHELLE TAYLOR:REFUND	GENERAL FUND	NON-DEPARTMENTAL	58.50
MAI IRAN	MAI IRAN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	26.25
MELISSA WILLIAMS	MELISSA WILLIAMS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
MEGAN LOESCH	MEGAN LOESCH:REFUND	GENERAL FUND	NON-DEPARTMENTAL	83.01
MIRA SMELTZER	MIRA SMELTZER:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
MICHAEL SYMONS	MICHAEL SYMONS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	25.00
NANCY GIACOMI	NANCY GIACOMI:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
NICOLE SUEFFEL	NICOLE SUEFFEL:REFUND	GENERAL FUND	NON-DEPARTMENTAL	26.25
NATALIE ADKINS	NATALIE ADKINS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	26.25
NICHOLAS SALCIDO	NICHOLAS SALCIDO:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
PRITYA AHUJAWALIA	PRITYA AHUJAWALIA:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
POLEN LIM	POLEN LIM:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
PRISCILLA SOMPHONPHAKD	PRISCILLA SOMPHONPHAKD:REFUND	GENERAL FUND	NON-DEPARTMENTAL	27.60
ROSEMARY BACH	ROSEMARY BACH:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
RICHARD HOANG	RICHARD HOANG:REFUND	GENERAL FUND	NON-DEPARTMENTAL	44.00
RHEA PRESIADO	RHEA PRESIADO:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
RAMON RUBIO	RAMON RUBIO:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
STEPHANIE ALEXIS	STEPHANIE ALEXIS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
STEPHAINE ANDRUS	STEPHAINE ANDRUS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	25.00
SABRINA BLIZZARD	SABRINA BLIZZARD:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
SHERYL CASAS	SHERYL CASAS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	26.25
SATHISH DHINAKARAN	SATHISH DHINAKARAN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	58.50
SABA FATTAIEH	SABA FATTAIEH:REFUND	GENERAL FUND	NON-DEPARTMENTAL	44.00
SARAH GRAY	SARAH GRAY:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
SARAH MEDEIROS	SARAH MEDEIROS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
SANDY MICHAELS	SANDY MICHAELS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
STEPHANIE MURPHY	STEPHANIE MURPHY:REFUND	GENERAL FUND	NON-DEPARTMENTAL	82.02
STELLA PAK	STELLA PAK:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
SARAH REILLY	SARAH REILLY:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
SMRITI SINGH	SMRITI SINGH:REFUND	GENERAL FUND	NON-DEPARTMENTAL	56.00
SILVIA SMITH	SILVIA SMITH:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.00
SHIN YOO	SHIN YOO:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
SHELLI APPLING	SHELLI APPLING:REFUND	GENERAL FUND	NON-DEPARTMENTAL	25.00
SUSAN BELL	SUSAN BELL:REFUND	GENERAL FUND	NON-DEPARTMENTAL	25.00
TRACEE CHENG	TRACEE CHENG:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
TAMARA HEIN	TAMARA HEIN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.25
TERRIE MAHROUYAN	TERRIE MAHROUYAN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
TRACY SHRIYER	TRACY SHRIYER:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.50
TUTAI VANDERMADZ	TUTAI VANDERMADZ:REFUND	GENERAL FUND	NON-DEPARTMENTAL	26.25
VANNA GELINAS	VANNA GELINAS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	83.01
VICTORIA BEDROSIAN	VICTORIA BEDROSIAN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	103.35
VHENDUS BELISLE	VHENDUS BELISLE:REFUND	GENERAL FUND	NON-DEPARTMENTAL	57.00
VALERIE MANAHAN	VALERIE MANAHAN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	26.25
WENDY IAM	WENDY IAM:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.00
YU-LING CHIU	YU-LING CHIU:REFUND	GENERAL FUND	NON-DEPARTMENTAL	26.25
YOUNGIL SHON	YOUNGIL SHON:REFUND	GENERAL FUND	NON-DEPARTMENTAL	44.00

VENDOR SORT KEY

DESCRIPTION

FUND

DEPARTMENT

AMOUNT

ZENIA KIM
SUMMER HARVEST
LAVONNA CUNNINGHAM

ZENIA KIM: REFUND
SUMMER HARVEST: REFUND
LA VONNA CUNNINGHAM: REFUND

GENERAL FUND
GENERAL FUND
SELF INSURANCE TRU

NON-DEPARTMENTAL
RECREATION ADMINISTRAT
INSURANCE

35.00
50.00
500.00
6,487.06

COMMUNITY MEDIA CORP.

CIP 19/20-05 COMM. CENTER

PARK DEVELOPMENT
CAPITAL PROJECTS

712.08
712.08

PACIFIC TELEMANAGEMENT SERVICES

POLICE PAY PHONE- MAY 2020

GENERAL FUND
COMMUNICATIONS TECHNOL

43.00
43.00

REDIFLEX TRAFFIC SYSTEMS, INC.

MARCH 2020

GENERAL FUND

TRAFFIC

9,687.05
9,687.05

SUSAN SAGE-CLIFFORD, PH.D.

CHRISTOPHER LEE

GENERAL FUND

NON-DEPARTMENTAL

450.00
450.00

SOUTHERN CALIFORNIA EDISON

SOUTHERN CALIFORNIA EDISON
SOUTHERN CALIFORNIA EDISON
SOUTHERN CALIFORNIA EDISON

STREET MAINTENANCE
PARK MAINTENANCE
PARK MAINTENANCE

228.66
16.19
100.84
345.69

SOUTHERN CALIFORNIA GAS

3/20 4900 9. 3191 KATELLA
3/20 5200 5. 10911 OAK ST.

GENERAL FUND
BUILDING MAINTENANCE
BUILDING MAINTENANCE

185.68
114.96
300.64

SPARKLETTIS DRINKING WATER

SPARKLETTIS DRINKING WATER

GENERAL FUND

BUILDING MAINTENANCE

516.73
516.73

ST. OF CALIFORNIA DEPT. OF JUSTICE

APRIL 2020

GENERAL FUND

NON-DEPARTMENTAL

230.00
230.00

NANCY K. BOHL INCORPORATED

CONTRACT SERVICE: APRIL 20

GENERAL FUND
POLICE ADMINISTRATION

750.00
750.00

TIME WARNER CABLE

FIBER INTERNET
TIME WARNER CABLE

GENERAL FUND
GENERAL FUND

CITY MANAGER
COMMUNICATIONS TECHNOL

1,234.00
130.56
1,364.56

TYLER TECHNOLOGIES

LICENSE FEE

TECHNOLOGY REPLACE

ADMINISTRATIVE SERVICE
148.70
148.70

U.S. BANK

COSTCO- COUNCIL TABLETS
WALMART-RIBBONS
ILLUSTRATOR MEMBERSHIP
REGISTER

GENERAL FUND
GENERAL FUND
GENERAL FUND
GENERAL FUND

CITY COUNCIL
CITY MANAGER
CITY MANAGER
CITY MANAGER

775.69
122.54
33.99
10.00

DELL PRINTER INK
DELL PRINTER INK
DELL PRINTER INK

GENERAL FUND
GENERAL FUND
GENERAL FUND

CITY MANAGER
CITY MANAGER
CITY MANAGER

34.47
49.55
49.55

AMAZON-LABEL TAPE
ZOOM- SUBSCRIPTION (QUINIA

GENERAL FUND
GENERAL FUND

CITY MANAGER
CITY MANAGER

26.92
149.90

DOUGLSON- SUBSCRIPTION
ZOOM MEMBERSHIP

GENERAL FUND
GENERAL FUND

CITY MANAGER
CITY MANAGER

240.00
149.90

GODADDY.COM -WEBSITE
OFFICE SUPPLIES

GENERAL FUND
GENERAL FUND

ADMINISTRATIVE SERVICE
ADMINISTRATIVE SERVICE

159.98
41.78

VENDOR	SECRET KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
		SUBSCRIPTION- CAMFO	GENERAL FUND	ADMINISTRATIVE SERVICE	110.00
		KEYBOARD	GENERAL FUND	ADMINISTRATIVE SERVICE	33.59
		STAMPS	GENERAL FUND	ADMINISTRATIVE SERVICE	110.00
		TONER	GENERAL FUND	ADMINISTRATIVE SERVICE	56.01
		BEST BUY-SURFACE FOR DEPT.	GENERAL FUND	POLICE ADMINISTRATION	1,690.65
		OFFICE SUPPLIES-DESK PAD,T	GENERAL FUND	POLICE ADMINISTRATION	88.32
		AMAZON-FORTABLE GUN SAFES	GENERAL FUND	POLICE ADMINISTRATION	177.72
		CVS-SURGE PROTECTOR	GENERAL FUND	POLICE ADMINISTRATION	15.61
		CVS-EXTENSION COAD	GENERAL FUND	POLICE ADMINISTRATION	12.92
		FLEET MAINTENANCE	GENERAL FUND	POLICE ADMINISTRATION	250.00
		COSICO-LYSOL SPRAY	GENERAL FUND	PATROL	47.08
		AMERICAN FLOOR-PURELL SANI	GENERAL FUND	PATROL	458.58
		AMAZON-ZEPP CLEANER	GENERAL FUND	PATROL	26.57
		DISINFECTING WIPES	GENERAL FUND	PATROL	92.64
		TONER CARTRIDGE	GENERAL FUND	PATROL	9.68
		KEYBOARD, MOUSE, WALL MOUN	GENERAL FUND	PATROL	66.52
		COSICO - KITCHEN SUPPLIES	GENERAL FUND	PATROL	78.83
		AMAZON=PEE GOWN	GENERAL FUND	PATROL	367.40
		SAMS-BLEACH AND ANTIBACTER	GENERAL FUND	PATROL	23.69
		SAMS-PURELL SANITIZER	GENERAL FUND	PATROL	26.18
		OFFICE SUPPLIES	GENERAL FUND	PATROL	76.77
		DISINFECTING WIPES	GENERAL FUND	PATROL	25.21
		DISINFECTING WIPES	GENERAL FUND	PATROL	65.57
		THERMO TEMPLA TOUCH	GENERAL FUND	PATROL	10.66
		STERILE ALCOHOL PREP PAD	GENERAL FUND	PATROL	37.70
		PASTRIES- SENIOR LIVING ST	GENERAL FUND	PATROL	9.69
		FACE MASKS	GENERAL FUND	PATROL	73.90
		ELECTRIC STAPLER CREDIT	GENERAL FUND	INVESTIGATION	161.63
		ELECTRIC STAPLER	GENERAL FUND	INVESTIGATION	31.94-
		SELF INKING STAMP PAD	GENERAL FUND	RECORDS	40.83
		EOC NAMEPLATES	GENERAL FUND	RECORDS	10.76
		ZOOM- SUBSCRIPTION (ENCISC	GENERAL FUND	EMERGENCY PREPAREDNESS	64.09
		SAFETY VEST	GENERAL FUND	COMMUNITY DEVEL ADMIN	140.87
		FACE SHIELD	GENERAL FUND	STREET MAINTENANCE	114.96
		FACE SHIELDS	GENERAL FUND	STREET MAINTENANCE	37.71
		METAL TRASH RECEPTICAL	GENERAL FUND	STREET MAINTENANCE	33.40
		PROPANE FOR ASPHALT WORK	GENERAL FUND	STREET MAINTENANCE	944.89
		INTERNET CABLE FM OFFICE	GENERAL FUND	STREET MAINTENANCE	34.16
		LIGHT FOR CITY HALL	GENERAL FUND	BUILDING MAINTENANCE	103.54
		LIGHT FOR CITY HALL	GENERAL FUND	BUILDING MAINTENANCE	27.54
		CASE OF LIGHT BULBS	GENERAL FUND	BUILDING MAINTENANCE	27.54
		FOLDING SHELF BRACKETS FOR	GENERAL FUND	BUILDING MAINTENANCE	88.13
		ZOOM SUBSCRIPTION	GENERAL FUND	BUILDING MAINTENANCE	21.52
		OFFICE-FLASH DRIVE	GENERAL FUND	RECREATION ADMINISTRA	14.99
		OFFICE-EOC SUPPLIES	GENERAL FUND	RECREATION ADMINISTRA	42.38
		OFFICE-SOCIAL MEDIA VIDEO	GENERAL FUND	RECREATION ADMINISTRA	16.15
		OFFICE-EOC SUPPLIES	GENERAL FUND	RECREATION ADMINISTRA	12.51
		OFFICE-EOC SUPPLIES	GENERAL FUND	RECREATION ADMINISTRA	44.00
		OFFICE-EOC SUPPLIES	GENERAL FUND	RECREATION ADMINISTRA	361.11
		OFFICE-EOC SUPPLIES	GENERAL FUND	RECREATION ADMINISTRA	384.20
		OFFICE-EOC SUPPLIES	GENERAL FUND	RECREATION ADMINISTRA	302.20
		OFFICE-EOC SUPPLIES	GENERAL FUND	RECREATION ADMINISTRA	16.53
		OFFICE-EOC SUPPLIES	GENERAL FUND	RECREATION ADMINISTRA	18.72
		OFFICE-EOC DAY CLEANING	GENERAL FUND	RECREATION ADMINISTRA	73.75
		OFFICE-EOC SUPPLIES	GENERAL FUND	RECREATION ADMINISTRA	63.00
		OFFICE-EOC SUPPLIES	GENERAL FUND	RECREATION ADMINISTRA	42.20

VENDOR SORT KEY

DESCRIPTION	FUND	DEPARTMENT	AMOUNT
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CONTRACTUAL SERVICES-ARAPA	GENERAL FUND	RECREATION ADMINISTRAT	197.88
SUPPLIES-LOS AL MEDICAL	GENERAL FUND	RECREATION ADMINISTRAT	7.53
SUPPLIES-LOS AL MEDICAL	GENERAL FUND	RECREATION ADMINISTRAT	52.66
LAPTOP FOR STEVE KIM	GENERAL FUND	RECREATION ADMINISTRAT	1,873.77
KID'S ART CONECT PRIZE	GENERAL FUND	RECREATION ADMINISTRAT	15.00
RED, WHITE, BLUE AND YOU	GENERAL FUND	RECREATION ADMINISTRAT	182.79
MATCHING	GENERAL FUND	RECREATION ADMINISTRAT	269.00
APPLE SUBSCRIPTION	GENERAL FUND	RECREATION ADMINISTRAT	2.39
RED, WHITE, BLUE AND YOU	GENERAL FUND	RECREATION ADMINISTRAT	296.52
CUPCAKES FOR ESSENTIAL WOR	GENERAL FUND	RECREATION ADMINISTRAT	108.83
CUPCAKES FOR ESSENTIAL WOR	GENERAL FUND	RECREATION ADMINISTRAT	160.00
CUPCAKES FOR ESSENTIAL WOR	GENERAL FUND	RECREATION ADMINISTRAT	20.00
COOKIES FOR ESSENTIAL WORK	GENERAL FUND	RECREATION ADMINISTRAT	119.50
SPORTS- PAINT FOR CHAIR RE	GENERAL FUND	SPORTS	162.95
SPECIAL CLASS- SUPPLIES	GENERAL FUND	SPECIAL CLASSES	49.00
SPECIAL INTEREST- SUPPLIES	GENERAL FUND	SPECIAL CLASSES	49.00
OFFICE-FOC DAY CLEANING	GENERAL FUND	SPECIAL EVENTS	25.25
ROTB- POSTAGE SUPPLIES	GENERAL FUND	SPECIAL EVENTS	6.75
CASE OF MOWER BLADES	GARAGE FUND	GARAGE	171.48
TOTAL:			12,517.68

UNDERGROUND SERVICE ALERT OF SO CAL

LSA01 NEW TICKET CHARGES	GENERAL FUND	STREET MAINTENANCE	52.90
LSA01 NEW TICKET CHARGES	GENERAL FUND	STREET MAINTENANCE	16.29
TOTAL:			69.19

UNITED STATES POSTMASTER

PERMIT NUMBER #70	GENERAL FUND	RECREATION ADMINISTRAT	240.00
TOTAL:			240.00

VICTORY LOCK AND KEY

COMM. CENTER-FRONT DOOR RE	GENERAL FUND	BUILDING MAINTENANCE	141.95
TOTAL:			141.95

VOYAGER FLEET SYSTEMS, INC.

VOYAGER FLEET SYSTEMS, INC	GARAGE FUND	GARAGE	4,452.00
FUEL TAX CREDIT	GARAGE FUND	GARAGE	268.12
TOTAL:			4,183.88

WILLIAM ENGINEERING

JAN 2020-CITY ENGINEER	GENERAL FUND	CITY ENGINEER	4,800.00
JAN 2020-PLAN CHECKING	GENERAL FUND	CITY ENGINEER	6,266.00
FEB 2020 -CITY ENGINEER	GENERAL FUND	CITY ENGINEER	4,320.00
FEB 2020 -PLAN CHECKING	GENERAL FUND	CITY ENGINEER	3,410.50
ALLEY IMPROVEMENT PROGRAM	C.D.B.G	CAPITAL PROJECTS	435.00
NOELSTREET- MEASURE M	GAS TAX	CAPITAL PROJECTS	132.00
FENLEY PUMP STATION	BUILDING IMPROVEME	CAPITAL PROJECTS	290.00
FARQUHAR REHAB-MEASURE M	MEASURE M	CAPITAL PROJECTS	1,311.75
GREENBROOK-MEASURE M	MEASURE M	CAPITAL PROJECTS	4,635.00
FEB 2020 -MEASURE M	MEASURE M	CAPITAL PROJECTS	6,282.00
FEB 2020 -MEASURE M	MEASURE M	CAPITAL PROJECTS	1,539.50
LITTLE COTTONWOOD PARK	MEASURE M	CAPITAL PROJECTS	2,834.25
FEB 2020 -LITTLE COTTONWO	PARK DEVELOPMENT	CAPITAL PROJECTS	7,320.00
COMM. CENTER ROOF	PARK DEVELOPMENT	CAPITAL PROJECTS	3,706.00
LITTLE COTTONWOOD-MEASURE	PARK DEVELOPMENT	CAPITAL PROJECTS	422.00
COMM. CENTER ADA	PARK DEVELOPMENT	CAPITAL PROJECTS	11,901.98
		CAPITAL PROJECTS	87.00
		CAPITAL PROJECTS	762.50
TOTAL:			60,515.48

WOODRUFF, SERRADIN & SMART

GENERAL ADVISORY- APRIL 20	GENERAL FUND	CITY ATTORNEY	13,215.91
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VENDOR SORT KEY

DESCRIPTION

FUND

DEPARTMENT

AMOUNT

LITIGATION SVCS- APRIL 202 GENERAL FUND

CITY ATTORNEY

TOTAL:

2,908.76
16,128.67

TRINT ZENOVKA

OFFICE SUPPLIES-TONER

GENERAL FUND

RECREATION ADMINISTRAT

TOTAL:

149.75
149.75

===== FUND TOTALS =====

10	GENERAL FUND	216,321.18
19	C.D.B.G	435.00
20	GAS TAX	132.00
25	BUILDING IMPROVEMENT	1,601.75
26	MEASURE N	15,350.75
40	PARK DEVELOPMENT	24,911.56
50	GARAGE FUND	5,346.97
53	TECHNOLOGY REPLACEMENT	148.70
54	SELF INSURANCE TRUST	2,135.14

----- GRAND TOTAL: -----

266,383.05

TOTAL PAGES: 8

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-CITY OF LOS ALAMITOS
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 5/20/2020 THRU 5/20/2020
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 0/00/0000 THRU 99/99/9999

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: None
SEQUENCE: By Vendor Sort
DESCRIPTION: Distribution
GL ACCTS: NO
REPORT TITLE: WARRANTS 05/20/20
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
EMERGENCY PREPAREDNESS GENERAL FUND		ICS INTELSYS, INC.	VOTR LINES SHORETEL	1,231.58 1,702.50
			TOTAL:	2,934.08
RECREATION ADMINISTRAT GENERAL FUND		CANON FINANCIAL SERVICES, INC.	COPIER LEASE	502.28
			TOTAL:	502.28
ADMINISTRATIVE SERVICE TECHNOLOGY REPLACEMENT		ADMINISTRATIVE SERVICE TECHNOLOGY REPLACEMENT LLC	STORAGE ARRAY STORAGE ARRAY	837.91 868.99
			TOTAL:	1,706.90

===== FUND TOTALS =====	
10 GENERAL FUND	3,436.36
53 TECHNOLOGY REPLACEMENT	1,706.90

GRAND TOTAL:	5,143.26

TOTAL PAGES: 1

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-CITY OF LOS ALAMITOS
VENDOR: ALL
CLASSIFICATION: ALL
BANK CODE: ALL
ITEM DATE: 5/26/2020 THRU 5/26/2020
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 0/00/0000 THRU 99/99/9999

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: None
SEQUENCE: By Department
DESCRIPTION: Distribution
GL ACCTS: NO
REPORT TITLE: WARRANTS 05/26/20
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM: NO

MINUTES OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS

REGULAR MEETING – May 18, 2020

1. CALL TO ORDER

The City Council met in Regular Session at 6:00 p.m., Monday, May 18, 2020, via video conference, Mayor Murphy presiding. As a result of the State of Emergency in California due to the threat of COVID-19 and pursuant to Governor Newsom Executive Order N-25-20 issued on March 12, 2020, all members of the City Council attended via video conference.

2. ROLL CALL

Present: Council Members: Doby, Grose, Hasselbrink,
Mayor Pro Tem Chirco, Mayor Murphy

Absent: Council Members: None

Present: Staff: Chet Simmons, City Manager
Michael Daudt, City Attorney
Chris Kelley, City Engineer
Craig Koehler, Interim Finance Director
Emeline Noda, Recreation Manager
Ron Noda, Acting Deputy City Manager
Eric Nunez, Chief of Police
Tom Oliver, Associate Planner
Windmera Quintanar, MMC, City Clerk
Ron Roberts, Orange County Fire Authority Chief
Leslie Roseberry, Interim Development Services Director
Chelsi Wilson, Executive Assistant/Benefits Coordinator

3. PLEDGE OF ALLEGIANCE

Council Member Hasselbrink led the Pledge of Allegiance.

4. INVOCATION

Mayor Murphy gave the Invocation.

5. ORAL COMMUNICATIONS

The public can submit comments to cityclerk@cityoflosalamitos.org with the subject line "PUBLIC COMMENT ITEM #" (insert the item number relevant to your comment) or "PUBLIC COMMENT NON-AGENDA ITEM." Comments **received by 4:00 p.m.** will be compiled, provided to the City Council, and made available to the public before the start of the meeting. Staff will not read email comments at the meeting but the official record will include all email comments received until the close of the meeting.

Members of the public wishing to verbally deliver comments via the telephone conference can submit their requests to cityclerk@cityoflosalamitos.org **until the start of Oral Communications**. The City Clerk will compile a list of speakers who have indicated a desire to speak. Before the close of the meeting, the City Clerk will announce each speaker, enable the speaker's microphone, and begin the three minute timer. The speaker's microphone will automatically be disabled at the end of three minutes.

City Clerk Quintanar advised one request to speak was received for Item 10A.

Barb Ringhofer, resident, spoke in opposition to Large Family Daycares. She stated parking would be an inconvenience to the neighborhood and a safety issue. She indicated without designated parking spaces, an additional nine to twelve cars would inundate the neighborhood at the same time residents were leaving for work and school drop off. She stated a concern for clients walking past driveways with cars pulling out and reiterated the situation would be a public inconvenience and safety issue.

Council Member Hasselbrink asked if any other requests to speak had been received. City Clerk Quintanar advised Ms. Ringhofer was the only request received and the only participant on the call.

6. COUNCIL ANNOUNCEMENTS

At this time, Council Members may also report on items not specifically described on the Agenda that are of interest to the community, provided no action or discussion is taken except to provide Staff direction to report back or to place the item on a future Agenda.

Council Member Doby advised she would be participating in her first Orange County Vector and Mosquito Control District meeting via videoconference.

Mayor Murphy advised he participates in several Mayor's meetings and encouraged residents to shop locally.

7. ITEMS FROM THE CITY MANAGER

City Manager Simmons encouraged residents to shop local and spoke regarding the Businesses Resource Guide now available to the community.

8. WARRANTS

Motion/Second: Hasselbrink/Chirco

Unanimously Carried: The City Council ratified the Warrants for May 18, 2020 in the amount of \$609,920.46 and authorized the City Manager to approve such expenditures as are legally due and within an unexhausted balance of an appropriation against which the same may be charged for the time period of May 19, 2020 to June 14, 2020.

ROLL CALL

Mayor Murphy	Aye
Mayor Pro Tem Chirco	Aye
Council Member Doby	Aye
Council Member Grose	Aye
Council Member Hasselbrink	Aye

9. CONSENT CALENDAR

All Consent Calendar items may be acted upon by one motion unless a Council Member requests separate action on a specific item.

Motion/Second: Chirco/Murphy

Unanimously Carried: The City Council approved the following Consent Calendar items:

ROLL CALL

Mayor Murphy	Aye
Mayor Pro Tem Chirco	Aye
Council Member Doby	Aye
Council Member Grose	Aye
Council Member Hasselbrink	Aye

A. Approval of Minutes (City Clerk)

Approved the City Council Regular Minutes of April 20, 2020 and the Adjourned Regular Minutes of May 4 and May 11, 2020.

B. Workers Compensation Claims Administration Professional Services Agreement Amendment No. 2 (Administration)

The purpose of the report was to approve Amendment No. 2 to the Professional Services Agreement with Intercare Holdings Insurance Services, Inc. for third-party administration services for the City's self-insured workers' compensation program and extend the term to June 30, 2021.

The City Council authorized the Mayor to execute Amendment No. 2 to the Professional Services Agreement with Intercare Holdings Insurance Services, Inc. for third-party administration services for the City's self-insured workers' compensation program, extending the term to June 30, 2021.

C. Approval of Request for Proposals (RFP) 2020-02 for an SB2 Planning Grants Program Consultant (Development Services)

This item recommended approval of Request for Proposals (RFP) 2020-02 to solicit bids for contractual consultant services related to SB2 Planning Grants Program.

The City Council:

1. Approved the Request for Proposals (RFP) 2020-02 for the hiring of an SB2 Planning Grants Program Consulting firm; and,
2. Authorized Staff to advertise and solicit bid proposals.

D. Community Development Block Grant (CDBG) Program Cooperative Agreement – Amendment Three for Fiscal Years July 1, 2021 – June 30, 2024 (Development Services)

The County of Orange was in the process of re-qualifying for entitlement status as an Urban County. This entitlement status and the number of cities participating in the Urban County are part of determining Community Development Block Grant funding for an Urban County. Consistent with the Department of Housing and Urban Development (HUD) regulations, they sent existing participating cities notification that the current Cooperation Agreement and new Amendment. This needs to be signed by the Los Alamitos City Council but renew automatically (for July 1, 2021 – June 30, 2024) unless the City notifies the County and HUD in writing of its intent to terminate the agreement at the end of the current qualification period (June 30, 2021).

The City Council authorized the Mayor to execute Amendment Five to the Cooperative Agreement between the County of Orange and the City of Los Alamitos for participation in the Urban County Program to utilize CDBG program funds for Fiscal Years July 1, 2021 – June 30, 2024.

E. Approval of Notice of Completion for Greenbrook Neighborhood and Little Cottonwood Park and Farquhar Pavement Rehabilitation Improvement Project (CIP No. 19/20-02) (Development Services)

The Greenbrook Neighborhood, Farquhar Avenue from Los Alamitos Boulevard to Bloomfield Street, and the Little Cottonwood Park Parking Lot (CIP No. 19/20-02) project incorporated grinding and overlay of these locations. Staff is recommending that City Council accept the work as completed, direct filing of the Notice of Completion, and authorize retention release as prescribed by the Public Contracts Codes.

The City Council:

1. Accepted as complete the construction for contract by Hardy & Harper, Incorporated for the Street Improvement Project (CIP No. 19/20-02); and,
2. Directed the City Clerk to record the Notice of Completion/Final Report with the County Recorder's Office; and,

3. Authorized Staff to release the 5% retention to the contractor, in the amount of \$30,046.68, thirty-five (35) days after recordation of the Notice of Completion.

F. Approval of Plans, and Authorization to Bid for the Traffic Signal Modification on Los Alamitos Boulevard at Florista Street (Visually Impaired Pedestrian Signals) (CIP No. 19/20-06)

(Development Services)

This report recommends actions to begin facilitating the construction for the Traffic Signal Modification on Los Alamitos Boulevard at Florista Street (Visually Impaired Pedestrian Signals) (CIP No. 19/20-06)

The City Council:

1. Approved the plans for the construction of the Traffic Signal Modification on Los Alamitos Boulevard at Florista Street (Visually Impaired Pedestrian Signals) (CIP No. 19/20-06); and,
2. Authorized Staff to advertise and solicit bid proposals.

G. Local Early Action Planning Grant Application

(Development Services)

A resolution endorsing and authorizing Staff to file an application for the Local Early Action Planning (LEAP) Grant Application. LEAP provides funding to jurisdictions for the preparation and adoption of planning documents, process improvements that accelerate housing production, and facilitate compliance in implementing the sixth cycle of the regional housing need assessment. Use of the grant funds would be used to hire a planning consultant to assist in preparing the next round of the Housing Element chapter of the General Plan that is due to the State's Housing and Community Development (HCD) Department in October 2021.

The City Council adopted Resolution No. 2020-09, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY of Los Alamitos, California, AUTHORIZING APPLICATION FOR, AND RECEIPT OF, LOCAL GOVERNMENT PLANNING SUPPORT GRANT PROGRAM FUNDS."

**H. Treasurer's Quarterly Investment Report – March 2020
(Finance)**

The item for City Council consideration was receipt of the Treasurer's Quarterly Investment Report.

The City Council received and filed the Treasurer's Quarterly Investment Report – March 2020.

10. PUBLIC HEARINGS

A. **Ordinance No. 2020-03 – State Mandated Elimination of Large Family Daycare Home Regulations (ZOA 19-03) (Development Services)**

Consideration of an ordinance amending Los Alamitos Municipal Code Sections 17.08.020, 17.22.030, 17.28.140, 17.28.150, and 17.74.060 as required to address recent changes in state law concerning the regulation of Large Family Daycare Homes (ZOA 19-03) (Citywide). On April 22, 2020, the Planning Commission voted to recommend adoption of the proposed ordinance to the City Council in their April 22, 2020. Notwithstanding their recommendation for approval of the ordinance, the Planning Commission expressed concern with the required finding that approval of ordinance will not be detrimental to the public convenience, health, interest, safety or welfare of the City.

City Manager Simmons introduced the item and pointed out this was a State mandate. City Attorney Daudt summarized the Staff report and answered questions from the City Council.

Mayor Murphy opened the Public Hearing.

City Council and Staff discussed the following topics:

- Clarification regarding the need for a business license and definitions of residential dwelling
- Regulations for parking would need to be for all residential uses in a specific Zoning District
- One prior Large Family Daycare (LFD) business was registered in the City
- Blocking driveways is not legal and cars can be cited by the Police Department
- LFD are still required to be licensed through the State
- Support for exploring Permit Parking for neighborhoods if issues arise
- Concerns regarding the status of whether or not children will be returning to school post COVID19 and the impact that will have on the need for child care
- Ordinance findings required by the Los Alamitos Municipal Code (LAMC)
- Frustration for State Mandated regulations and limiting local control
- Law became effective in January
- Perception that someone would be discouraged to open a LFD based on LAMC that currently prohibits these uses
- Support was received to discuss the potential issues of not updating the LAMC in Closed Session

Mayor Murphy opened the Public Hearing for comment.

Barb Ringhofer, resident, reiterated her opposition to the item. She stated it was unfair to the neighborhood for LFD to be present due to all the cars and limited parking.

Mayor Murphy opened the Public Hearing for comment.

Motion/Second: Hasselbrink/Chirco

Unanimously Carried: The City Council tabled the item and directed Staff to agendize a Closed Session item on the matter.

ROLL CALL

Mayor Murphy	Aye
Mayor Pro Tem Chirco	Aye
Council Member Doby	Aye
Council Member Grose	Aye
Council Member Hasselbrink	Aye

B. Ordinance No. 2020-04 – State Mandated Updates to Accessory Dwelling Unit (ADU) Regulations (ZOA 19-02) (Development Services)

Consideration of an ordinance amending Los Alamitos Municipal Code Sections 17.08.020 and 17.28.020 as required to address recent changes in state law concerning the regulation of Accessory Dwelling Units (ZOA 19-02) (Citywide). On April 22, 2020, the Planning Commission voted to recommend adoption of the proposed ordinance to the City Council, with changes to the maximum unit size and architecture standards. Notwithstanding their recommendation for approval of the ordinance, the Planning Commission expressed concern with the required finding that approval of ordinance will not be detrimental to the public convenience, health, interest, safety or welfare of the City.

City Manager Simmons introduced the item and indicated although this was another State mandate, the City did have some latitude regarding overall size.

City Attorney Daudt summarized the Staff report and answered questions from the City Council.

Mayor Murphy opened the Public Hearing.

City Clerk Quintanar stated no public comments were received for this item and there were no additional participants on the call.

City Council and Staff discussed the following topics:

- Clarification regarding provisions for short term rentals
- Support for exploring Permit Parking for neighborhoods if issues arise
- Frustration for State Mandated regulations and limiting local control
- Potential neighborhood preservation tools (i.e. registering rental properties)
- ADUs would count towards REHNA allocations
- Building height limits will remain the same throughout the City
- Without adoption, developers can build larger units allowed under the more permissive State law

Motion/Second: Hasselbrink/Grose

Unanimously Carried: The City Council:

1. Introduced for first reading, read by title only, and waive further reading of Ordinance No. 2020-04; and,
2. City Attorney Daudt read the title of Ordinance No. 2020-04, entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, AMENDING AND RESTATING SECTIONS 17.08.020 AND 17.28.020 OF THE LOS ALAMITOS MUNICIPAL CODE CONCERNING THE REGULATION OF ACCESSORY DWELLING UNITS (ZOA 19-02)."
3. Consideration of an exemption from the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21080.17 (statutory exemption for second unit ordinances); CEQA Guidelines Sections 15282(h) (statutory exemption for second unit ordinances); 15303 (new construction of small structures) and 15305 (minor alterations to land). This action is also exempt under California Code of Regulations, Title 14, Chapter 3, Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) because it has no potential for resulting in a physical change to the environment, directly or indirectly.

ROLL CALL

Mayor Murphy	Aye
Mayor Pro Tem Chirco	Aye
Council Member Doby	Aye
Council Member Grose	Aye
Council Member Hasselbrink	Aye

C. Fiscal Year 2020-21 Master Fee Schedule Update (Finance)

In an effort to keep cost recovery in parity with the services rendered, it is recommended that the City Council approve the proposed Master Fee Schedule update, which update includes a 1.9% increase in applicable fees commensurate with increases in the Consumer Price Index (CPI).

City Manager Simmons introduced the item. Interim Finance Director Koehler summarized the Staff report and answered questions from the City Council.

Mayor Murphy opened the Public Hearing.

City Clerk Quintanar stated no public comments were received for this item and there were no additional participants on the call.

City Council and Staff discussed the following topics:

- Social Services (i.e. senior services, summer park programs) historically do not have 100% cost recovery
- Contract classes, adult sports, day camp and similar programs need to have competitive pricing to avoid pricing the programming out of the market
- Overhead costs (i.e. supplies, staffing, administration) are incorporated into the fee and the fully recovered
- Support for providing programs to the community and bringing forward a more cost neutral policy
- Understanding of the competition for such programming in the community and support for being competitive and creative
- Support for the current mechanism of a built in price increase
- Support for reviewing policies after programs are reopened

Motion/Second: Hasselbrink/Murphy

Carried 4/1: The City Council:

1. Reviewed the Fiscal Year 2020-21 Master Fee Schedule Update, and;
2. Adopted Resolution No. 2020-10, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, AMENDING THE MASTER FEE SCHEDULE BY ADJUSTING CERTAIN USER FEES BASED ON THE INCREASE IN THE CONSUMER PRICE INDEX (CPI)".

ROLL CALL

Mayor Murphy	Aye
Mayor Pro Tem Chirco	Aye

Council Member Doby	Aye
Council Member Grose	No
Council Member Hasselbrink	Aye

11. DISCUSSION ITEMS

A. **Annual Fourth of July Fireworks Spectacular (Recreation)**

This report requests input from the City Council concerning the desirability of a July 4, 2020 firework display in view of current prohibitions on large public gatherings and social distancing guidelines due to the COVID-19 pandemic.

Acting Deputy City Manager summarized the Staff report and answered questions from the City Council.

City Council and Staff discussed the following topics:

- Seal Beach preliminary support for contributing to the 4th of July event
- Joint Forces Training Base (JFTB) desire to allow fireworks to be shot off on the base without spectators
- City parks are closed which would help to mitigate mass gatherings
- Support for providing residents with a sense of normalcy
- Support for televising the event live so local businesses and residents are able to view
- Cognizant that employees are being furloughed and the public is being asked to approve a ballot tax measure
- Support for a marketing campaign outlining the event is funded through donations and revenue generated from other events
- Funding sources include approximately \$14,000 from Race on the Base proceeds, \$15,000 donation from Republic, and a preliminary estimate of \$5-8,000 from the City of Seal Beach
- Stipulation with the JFTB that ROTB proceeds need to be spent or they would be donated back
- Possibility of reallocating Republic's donation to another event
- Cancellation of surrounding agency events
- Concern for parking impacts to the neighborhoods
- Possibility of allowing safe and sane fireworks

City Manager Simmons and City Attorney Daudt clarified this item was to only for approval of the purchase of fireworks. Upon approval, an additional item would come back in June to discuss the event in more detail.

City Council and Staff discussed the following topics:

- Timing needed to plan an event of this nature

- Request a lower rate for fireworks given the surrounding cancelations

Motion/Second: Hasselbrink/Doby

Carried 4/1: The City Council directed Staff to negotiate and return with an agreement with Fireworks & Stage FX America for a July 4, 2020 firework display, without the attendant celebration and gathering on the Joint Forces Training Base, and a marketing package to notify the community.

ROLL CALL

Mayor Murphy	No
Mayor Pro Tem Chirco	Aye
Council Member Doby	Aye
Council Member Grose	Aye
Council Member Hasselbrink	Aye

B. Preliminary General Fund Budget for Fiscal Year 2020-21 (Finance)

The report provided a preliminary budget for the General Fund for Fiscal Year 2020-21.

City Manager Simmons introduced the item, stating due to legislation related to CARES act and COVID-19 the budget would need to remain fluid with updates to Council as circumstances change.

Interim Finance Director Koehler summarized the Staff report and gave a PowerPoint presentation.

The City Council reviewed the preliminary budget for the General Fund for Fiscal Year 2020-21.

12. CLOSED SESSION

A. CONFERENCE WITH LABOR NEGOTIATOR

City Negotiator:	Chet Simmons, City Manager
Employee Organization:	Los Alamitos Police Officers Association
Authority:	Government Code Section 54957.6

B. CONFERENCE WITH LABOR NEGOTIATOR

City Negotiator:	Chet Simmons, City Manager
Employee Organization:	Teamsters Local 911
Authority:	Government Code Section 54957.6

C. CONFERENCE WITH LABOR NEGOTIATOR

City Negotiator:	Chet Simmons, City Manager
Unrepresented Employees:	Executive Management, Middle Management and Non-Management Employees
Authority:	Government Code Section 54957.6

City Attorney Daudt read the items aloud.

RECESS

The City Council recessed into Closed Session at 7:59 p.m.

RECONVENE

The City Council reconvened in Regular Session at 8:31 p.m.

City Attorney Daudt stated there was no reportable action.

13. ADJOURNMENT

The City Council adjourned at 8:31 p.m.

Richard D. Murphy, Mayor

Attest:

Windmera Quintanar, MMC, City Clerk

MINUTES OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS

SPECIAL MEETING – June 1, 2020

1. CALL TO ORDER

The City Council met in Special Session at 5:00 p.m., Monday, June 1, 2020, via video conference, Mayor Murphy presiding. As a result of the State of Emergency in California due to the threat of COVID-19 and pursuant to Governor Newsom Executive Order N-25-20 issued on March 12, 2020, all members of the City Council attended via video conference.

2. ROLL CALL

Present: Council Members: Doby, Grose, Hasselbrink,
Mayor Pro Tem Chirco, Mayor Murphy

Absent: Council Members: None

Present: Staff: Chet Simmons, City Manager
Michael Daudt, City Attorney
Emeline Noda, Recreation Manager
Ron Noda, Acting Deputy City Manager
Eric Nunez, Chief of Police
Windmera Quintanar, MMC, City Clerk
Ron Roberts, Orange County Fire Authority Chief

3. SPECIAL ORDERS OF THE DAY

A. Award of Contract for the 2020 Fireworks Display at the Annual 4th of July Fireworks Spectacular (Recreation)

This report recommended award of a contract for the 2020 Fireworks Display. The display would be launched from the Joint Forces Training Base, but no spectators would be permitted onsite.

City Manager Simmons summarized the Staff report and answered questions from the City Council.

City Council and Staff discussed the following topics:

- Joint Forces Training Base (JFTB) confirmed the event could take place on the Base with a smaller cope of viewing only with stipulations to move spectators off the base when fireworks ended
- Seal Beach is supportive and offering financial assistance
- Cypress will not be participating

- JFTB position may change before the event based on the state of emergency and there are still several unknowns
- Event can be canceled up to 15 days before the event for a fee of \$1,300
- Concerns regarding planning time and ensuring proper protections
- Participants would need to stay in area of their vehicle and only be allowed on the base from approximately 7:30 p.m. until right after the 9:00 p.m. firework show
- There would be no entertainment other than the 22 minute firework show
- Currently walk ons are not allowed
- South County cities have reconsidered moving forward with their firework shows
- Request to allow CERT to participate in the event
- More in depth planning needs to occur with the JFTB including max capacity for cars with social distancing; seating outside of cars
- Support for fireworks only if allowed to view from the JFTB
- Funds for the operation of the event (i.e. staffing, parking, restrooms) are included within the operational budget
- Additional cost for parking and cones would need to be negotiated with the vendor and are unknown at this time
- Discussion regarding why other cities have canceled their events
- JFTB will not allow charging to park on the base
- Review of the cancellation terms and ability to reserve the fireworks for next year if desired

Motion/Second: Grose/Hasselbrink

Approve Staff recommendation with Option A and bring back for further discussion to finalize the event on June 15, 2020.

Mayor Murphy requested an amendment to add the event will only move forward if participants can be on the base.

City Council and Staff discussed the following topics:

- Logistics of the Base tarmack and needed space for social distancing
- Parking overflow into the neighborhoods
- Possibility of requiring participants to stay within their vehicles

City Attorney Daudt advised the Council the item tonight was to approve the contract for purchase of fireworks. If the motion moves, Council will execute agreement and be obligated to pay deposit to the vendor. The City has the option to reschedule the event up to 15 days prior. Alternatively, if Council requires additional information, additional conversation outside approval of contract would be needed.

Mayor Murphy retracted his amendment.

Motion/Second: Grose/Hasselbrink

Unanimously Carried: The City Council:

1. Awarded the contract for the 2020 Fireworks Display (Option A) to Fireworks & Stage FX America in the amount of \$32,000; and,
2. Authorized the Mayor to execute the Professional Service Agreement with Fireworks & Stage FX America for the 2020 Fireworks Display (Option A); and,
3. Directed Staff to bring back final details for the 2020 Firework Show to the June 15, 2020 City Council meeting.

4. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to § 54956.9(b): (1 potential case)

City Attorney Daudt read the items aloud.

RECESS

The City Council recessed into Closed Session at 6:09 p.m.

RECONVENE

The City Council reconvened in Special Session at 8:31 p.m.

City Attorney Daudt stated there was no reportable action.

Council Member Grose advised there was an emergency item for Closed Session that required immediate action and requested the item be placed on the agenda by a majority vote of the City Council.

Motion/Second: Grose/Chirco

Unanimously Carried: The City Council approved adding the emergency item to the agenda in Closed Session.

ROLL CALL

Mayor Murphy	Aye
Mayor Pro Tem Chirco	Aye
Council Member Doby	Aye
Council Member Grose	Aye
Council Member Hasselbrink	Aye

City Attorney Daudt indicated the item for Closed Session discussion would be a Threat to Public Services or Facilities per Government Code Section 54957.

RECESS

The City Council recessed into Closed Session at 6:09 p.m.

RECONVENE

The City Council reconvened in Special Session at 6:28 p.m.

City Attorney Daudt stated there was no reportable action.

5. ADJOURNMENT

The City Council adjourned at 6:28 p.m.

Richard D. Murphy, Mayor

Attest:

Windmera Quintanar, MMC, City Clerk

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: June 15, 2020

ITEM NUMBER: 10B

To: Mayor Richard D. Murphy & Members of the City Council

Presented By: Windmera Quintanar, MMC, City Clerk

Subject: Resolutions Pertaining to the November 3, 2020 General Municipal Election

SUMMARY

The City of Los Alamitos General Municipal Election will be held on Tuesday, November 3, 2020. It is City policy to consolidate the local election with the County of Orange. In order to enable such consolidation, it is necessary to adopt resolutions calling and giving notice of the election, requesting consolidation with the County, and adopting regulations pertaining to materials prepared by any candidate for a municipal election, including costs of candidates' statements.

RECOMMENDATIONS

1. Adopt Resolution No. 2020-11 entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020 FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE CITY'S CHARTER" and,
2. Adopt Resolution No. 2020-12, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF ORANGE TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO § 10403 OF THE ELECTIONS CODE"; and,
3. Adopt Resolution No. 2020-13, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020."

BACKGROUND

On July 30, 2018, the City Council of the City of Los Alamitos adopted Ordinance No. 2018-05 establishing a district-based election system for City Councilmembers. Per the

Ordinance, commencing with the November 2020 General Municipal Election, City Councilmembers shall be elected “by-district” from the five Council districts. Due to the resignation of Council Member Kusumoto, in February 2020, the Council adopted Ordinance No. 2020-02, amending the Districting Ordinance. Per Ordinance No. 2018-05, as amended by Ordinance 2020-02, District 1, District 2, and District 3 will be contested at the November 2020 General Municipal election. District 4, and District 5 will be contested at the November 2022 General Municipal election.

Three offices (Districts 1, 2, and 3) on the City Council will be subject to election on November 3, 2020.

In order to reduce costs and simplify the Election process, it is the City’s policy to request consolidation of its election with that of the County. It is necessary to submit the appropriate Resolutions to the County of Orange.

DISCUSSION

Pursuant to Sections 10400 - 10418 of the Elections Code and provisions of law in the California Government Code, specific Resolutions must be adopted in order to proceed with the General Municipal Election. Attached for City Council review and action are three Resolutions to call for the election, request its consolidation with the Statewide General Election, and establish regulations for candidates' statements that satisfy requirements to hold the November 3, 2020 election.

Call the Election

Elections Code §§12001, 13119 requests the governing body adopt a Resolution calling the election. Resolution No. 2020-11 calls for and provides notice of the election for three Members of the City Council on Tuesday, November 3, 2020 and states Council will resolve a tie vote by lot.

Election Code § 15651 provides two options for resolution of a tied vote. Candidates who have received the tie votes will be summoned to appear before Council and will determine the tie by lot. In lieu of resolving a tie vote by lot, the Council would need to conduct a special runoff election. The City would bore all cost associated with a special runoff election and the Council seat would remain vacant until the runoff election was complete.

Request Consolidation with Statewide General Election

Resolution No. 2020-12 requests the Orange County Board of Supervisors to consolidate the election with the Statewide General Election. In order to increase voter turnout, consolidate efforts and cost, the City has consolidated Elections with Statewide General Election. This allows the City’s election to appear on the same ballot as the Statewide General Election, allows for joint polling locations, and authorizes the Orange County Registrar of Voters to canvass the election results.

The City Clerk’s Office coordinates all aspects of the candidate filings and works in close cooperation with the Orange County Registrar of Voters. Perspective Council candidates will direct all questions to the City Clerk’s Office.

Candidates Statement

Resolution No. 2020-13 establishes regulations for candidates' statements and includes requirements of the Voting Rights Act relative to foreign language policy.

Elections Code §13307 states the City Council may adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidates statement. Statements are optional and candidates bear the full cost for translation and publication in the Voters Pamphlet. The candidate statement may include the name, age, and occupation of the candidate and a brief description of no more than 200 words regarding the candidate's education and qualifications, as expressed by the candidate.

Effects of COVID-19 Pandemic

Governor Newsom's Executive Orders N-67-20 and N-64-20, address in-person voting and require all California Voters to receive vote-by-mail ballots. The County of Orange conducted its first vote-by-mail election with Vote Centers in March and is well equipped to meet these orders. The Orange County Registrar of Voters will be relying on using State, County, and City buildings for Vote Centers. Due to social distancing requirements, all established locations are under reviewed. Additional costs may be incurred to ensure sufficient buildings are procured. The in-person voting window at Vote Centers is required to be at least 4 days; however, the ROV is looking to secure additional days depending on building availability. As the ROV did with the March election, there will be a robust communication plan to get this information out to the voters.

Ballot Measures

This report only addresses calling the Election for three Council seats on November 3, 2020. Should Council decide at a later date to put forward a ballot measure, additional Resolutions will be required. The deadline to submit a ballot measure to the County is August 7, 2020.

FISCAL IMPACT

The County Registrar of Voters has estimated the below election costs:

- a. The cost of the consolidated election is estimated to be \$16,522 - \$18,710
- b. The cost of postage for vote by mail ballot return envelopes is estimated to be \$2,840 - \$3,543 (*required pursuant to AB 216*)

In addition, staff administrative costs, public hearing translation expenses, and publication costs will be incurred. Sufficient funds have been included in the FY 2020-21 budget for expenses.

Submitted by: Windmera Quintanar, MMC, City Clerk

Fiscal Impact Reviewed by: Craig Koehler, Interim Finance Director

Reviewed and Approved by: Chet Simmons, City Manager

Attachments: 1. Resolution No. 2020-11
2. Resolution No. 2020-12
3. Resolution No. 2020-13

RESOLUTION NO. 2020-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020 FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE CITY'S CHARTER

WHEREAS, under the provisions of the City's Charter a General Municipal Election shall be held on November 3, 2020 for the election of Municipal Officers.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirements of the City's Charter there is called and ordered to be held in the City of Los Alamitos, California, on Tuesday, November 3, 2020 a General Municipal Election for the purpose of electing a District 1 Council Member, a District 2 Council Member, and a District 3 Council Member for the full term of four years.

SECTION 2. That the ballots to be used at the election shall be in form and content as required by law.

SECTION 3. That the City Clerk is authorized, instructed and directed to coordinate with the County of Orange Registrar of Voters to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 4. That the polls for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until eight o'clock p.m. of the same day when the polls shall be closed, pursuant to Election Code § 10242, except as provided in § 14401 of the Elections Code of the State of California.

SECTION 5. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 6. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 7. That in the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the County of Orange Registrar of Voters, the City Council, in accordance with Election Code § 15651(a), shall

set a date and time and place and summon the candidates who have received the tie votes to appear and will determine the tie by lot.

SECTION 8. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

SECTION 9. The City Council authorizes the City Clerk to administer said election and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

PASSED, APPROVED AND ADOPTED this 15th day of June, 2020

Richard D. Murphy, Mayor

ATTEST:

Windmera Quintanar, MMC, City Clerk

APPROVED AS TO FORM:

Michael S. Daudt, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

I, Windmera Quintanar, MMC, City Clerk of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 15th day of June, 2020, by the following vote to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

Windmera Quintanar, MMC, City Clerk

RESOLUTION NO. 2020-12**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF ORANGE TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO § 10403 OF THE ELECTIONS CODE**

WHEREAS, the City Council of the City of Los Alamitos called a General Municipal Election to be held on November 3, 2020 for the purpose of the election of a District 1 Council Member, a District 2 Council Member and a District 3 Council Member; and,

WHEREAS, it is desirable that the General municipal election be consolidated with the Statewide General Election to be held on the same date and that within the city the precincts, polling places and election officers of the two elections be the same, and that the county election department of the County of Orange canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirements of § 10403 of the Elections Code, the Board of Supervisors of the County of Orange is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Statewide General election on Tuesday, November 3, 2020, for the purpose of the election of a District 1 Council Member, a District 2 Council Member and a District 3 Council Member.

SECTION 2. That the county election department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The election will be held and conducted in accordance with the provisions of law regulating the statewide or special election.

SECTION 3. That the Board of Supervisors is requested to issue instructions to the county election department to take any and all steps necessary for the holding of the consolidated election.

SECTION 4. That the City of Los Alamitos recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs.

SECTION 5. That the City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the county election department of the County of Orange.

SECTION 6. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 15th day of June, 2020

Richard D. Murphy, Mayor

ATTEST:

Windmera Quintanar, MMC, City Clerk

APPROVED AS TO FORM:

Michael S. Daudt, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

I, Windmera Quintanar, MMC, City Clerk of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 15th day of June, 2020, by the following vote to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

Windmera Quintanar, MMC, City Clerk

RESOLUTION NO. 2020-13**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020**

WHEREAS, §13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidate's statement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. GENERAL PROVISIONS. That pursuant to §13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of Los Alamitos on Tuesday, November 3, 2020 may prepare a candidate's statement on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 2. FOREIGN LANGUAGE POLICY.

- A. Pursuant to the Federal Voting Rights Act, candidate's statements will be translated into all languages required by the County of Orange. The County is required to translate candidate's statements into the following languages: Spanish, Korean, Vietnamese and Chinese.
- B. The County will print and mail voter information guides and candidates statements to all voters in Spanish, Korean, Vietnamese and Chinese or The County will mail separate voter information guides and candidates statements in Spanish, Chinese, and Korean to only those voters who are on the county voter file as having requested a voter information guide in a particular language. The County will make the voter information guides and candidate's statements in the required languages available at all polling places, on the County's website, and in the Election Official's office.

SECTION 3. PAYMENT.

A. Translations:

1. The candidate shall be required to pay for the cost of translating the candidates statement into any required foreign language as specified in (A) and/or (B) of Section 2 above pursuant to Federal and/or State law.
2. The candidate shall be required to pay for the cost of translating the candidates statement into any foreign language that is not required as specified in (A) and/or (B) of Section 2 above, pursuant to Federal and/or State law, but is requested as an option by the candidate.

B. Printing (choose one or more as appropriate):

1. The candidate shall be required to pay for the cost of printing the candidates statement in English in the main voter pamphlet.
2. The candidate shall be required to pay for the cost of printing the candidates statement in a foreign language required in (A) of Section 2 above, in the main voter pamphlet.
3. The candidate shall be required to pay for the cost of printing the candidates statement in a foreign language requested by the candidate per (B) of Section 2 above, in the main voter pamphlet.
4. The candidate shall be required to pay for the cost of printing the candidates statement in a foreign language required by (A) of Section 2 above, in the facsimile voter pamphlet.

The City Clerk shall estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

SECTION 4. MISCELLANEOUS. All translations shall be provided by professionally-certified translators. The City Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections.

SECTION 5. ADDITIONAL MATERIALS. No candidate will be permitted to include additional materials in the voter information guide.

SECTION 6. That the City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

SECTION 7. That all previous resolutions establishing City Council policy on payment for candidate's statements are repealed.

SECTION 8. That this resolution shall apply only to the election to be held on November 3, 2020 and shall then be repealed.

SECTION 10. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 15th day of June, 2020

Richard D. Murphy, Mayor

ATTEST:

Windmera Quintanar, MMC, City Clerk

APPROVED AS TO FORM:

Michael S. Daudt, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

I, Windmera Quintanar, MMC, City Clerk of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 15th day of June, 2020, by the following vote to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

Windmera Quintanar, MMC, City Clerk

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: June 15, 2020

ITEM NUMBER: 10C

To: Mayor Richard D. Murphy & Members of the City Council

Via: Leslie Roseberry, Interim Development Services Director

Presented By: Michael Daudt, City Attorney

Subject: Adopt Ordinance No. 2020-04 – State Mandated Updates to Accessory Dwelling Unit (ADU) Regulations (ZOA 19-02)

SUMMARY

At its regular meeting of May 18, 2020, the City Council introduced for first reading, read by title only, and waived further reading of Ordinance Number 2020-04. This document would adopt a Zoning Ordinance Amendment (ZOA 19-02) to address recent changes in state law concerning the regulation of Accessory Dwelling Units (Citywide).

RECOMMENDATION

Adopt Ordinance No. 2020-04, entitled, “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, AMENDING AND RESTATING SECTIONS 17.08.020 AND 17.28.020 OF THE LOS ALAMITOS MUNICIPAL CODE CONCERNING THE REGULATION OF ACCESSORY DWELLING UNITS (ZOA 19-02).”

APPROVAL CRITERIA

Section 17.58.050 (*Council Proceedings*) of the Los Alamitos Municipal Code (LAMC) requires the City Council to approve, approve in modified form, or disapprove the recommendation of the Planning Commission to approve ZOA 19-02 and adopt the proposed Ordinance.

BACKGROUND

An Accessory Dwelling Unit (ADU) is a small residential dwelling unit that provides complete independent living facilities (i.e., living space, kitchen, restroom, etc.) on the same lot as a primary residence. An ADU can be attached or detached from the primary dwelling.

During its 2019-2020 legislative session, the California Legislature approved several bills, now codified at Government Code Section 65852.2, encouraging the development of ADUs and restricting the City's ability to regulate ADUs through local land use controls and development standards (the "2020 ADU Law"). An amendment to the City's existing ADU regulations is required to comply with the 2020 ADU Law.

The proposed ordinance incorporates amendments to the Los Alamitos Municipal Code required to comply with the 2020 ADU Law. As enacted by Senate Bill 13 (Wieckowski), Assembly Bill 68 (Ting), and Assembly Bill 881 (Bloom), the 2020 ADU Law makes major changes to state law to facilitate the development of more ADUs and to address perceived barriers to the construction of ADUs.

NOTICING

On May 6, 2020, Notice of Public Hearing was posted at City Hall and published in the News Enterprise on May 6, 2020 as a 1/8th of a page notice. The contents of this new ordinance were also published in the June 3, 2020 Event News Enterprise.

FISCAL IMPACT

None.

Submitted by: Michael Daudt, City Attorney

Reviewed by: Leslie Roseberry, Interim Development Services Director

Approved by: Chet Simmons, City Manager

Attachment: 1. Ordinance No. 2020-04

ORDINANCE NO. 2020-04

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF LOS ALAMITOS, CALIFORNIA, AMENDING AND
RESTATING SECTIONS 17.08.020 AND 17.28.020 OF
THE LOS ALAMITOS MUNICIPAL CODE CONCERNING
THE REGULATION OF ACCESSORY DWELLING UNITS
(ZOA 19-02)**

WHEREAS, an Accessory Dwelling Unit (ADU) is a small residential dwelling unit that provides complete independent living facilities (i.e., living space, kitchen, restroom, etc.) on the same lot as a primary residence. An ADU can be attached or detached from the primary dwelling; and,

WHEREAS, commencing in 2002, and again with enactments in 2016 and 2017, the California State Legislature has encouraged the development of ADUs by requiring local agencies to streamline approval of these units; and,

WHEREAS, during its 2019-2020 Regular Session the California Legislature approved a number of bills, codified at Government Code Section 65852.2 ("2020 ADU Law"), which further restrict the ability of local governments to regulate ADUs through local land use controls and development standards; and,

WHEREAS, this Ordinance amends and restates Section 17.28.020 of Title 17 (Zoning Regulations) of the Los Alamitos Municipal Code to ensure consistency and compliance with the 2020 ADU Law and to preserve the City's limited remaining authority to regulate ADUs; and,

WHEREAS, the Planning Commission opened a duly noticed Public Hearing concerning this proposed code amendment on April 22, 2020, and recommended City Council approval of this Ordinance; and,

WHEREAS, the City Council opened a duly noticed Public Hearing concerning the proposed code amendment on May 18, 2020; and,

WHEREAS, the City Council considered all applicable Staff reports and all public testimony and evidence presented at the Public Hearing.

THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. The foregoing recitals are true and correct, and are incorporated herein by reference.

SECTION 2. Pursuant to Section 17.58.060 of the Los Alamitos Municipal Code, the

following findings are made in support of this code amendment:

- a) *This Ordinance ensures and maintains internal consistency with the actions, goals, objectives, and policies of the General Plan, and would not create any inconsistencies with the Zoning Code.*

ZOA 19-02 is consistent with the General Plan because it facilitates the construction of ADUs and will help to ensure that an adequate supply of housing is available to meet future and existing housing needs of all economic segments of the community. (General Plan Housing Strategy Area 4: Adequate Housing Supply)

- b) *This Ordinance will not be detrimental to the public convenience, health, interest, safety, or welfare of the City.*

ZOA 19-02 ensures the character of the City's residential neighborhoods is preserved to the maximum extent possible given the limitations on local land use and zoning control imposed by California Government Code Section 65852.2. ZOA 19-02 enacts standards unit for height, size, number of bedrooms, aesthetics, spacing, and restrictions on short-term rentals intended to ensure that ADUs will not create negative impacts and will be in harmony with the character of Los Alamitos.

- c) *This Ordinance has been reviewed in compliance with the provisions of the California Environmental Quality Act (CEQA) and the City's environmental review procedures.*

The City Council of the City of Los Alamitos determines that this Ordinance is exempt from CEQA per Public Resources Code Section 21080.17 and CEQA Guidelines Section 152(h), which state the adoption of an ordinance regarding second dwelling units (accessory dwelling units) to implement the provisions of Government Code Section 65852.2 are exempt from CEQA; this Ordinance is further exempt from CEQA pursuant to CEQA Guidelines Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) because it has no potential for resulting in a physical change to the environment, directly or indirectly.

SECTION 3. Section 17.08.020, Table 2-02 (Allowed Uses and Permit Requirements for Residential Zones) of the Los Alamitos Municipal Code is hereby amended by revising the following columns and rows pertaining to ADUs:

Use	R-1	R-2	R-3	M-H	Specific Use Regulations
Accessory Dwelling Unit	P	P	P	P	See Section 17.28.020

SECTION 4. Section 17.28.020 of Article 4 (Regulations for Specific Land Uses and Activities) of Title 17 (Zoning) of the Los Alamitos Municipal Code is hereby amended and restated in its entirety to read as follows:

17.28.020 Accessory Dwelling Units and Junior Accessory Dwelling Units

A. Purpose. The purpose of this Section is to provide for and regulate the creation of accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) in a manner consistent with California Government Code sections 65852.2 and 65852.22.

B. Definitions. The following terms used in this Section shall have the meanings indicated below:

“Accessory dwelling unit” or “ADU” means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated.

“Director” means the Development Services Director or their designee.

“Junior accessory dwelling unit” or “JADU” means a unit that is no more than 500 square feet in size and contained entirely within a single-family residence. A JADU may include separate sanitation facilities, or may share sanitation facilities with the single-family residence.

“Nonconforming zoning condition” means a physical improvement on a property that does not conform with current zoning standards.

“Passageway” means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

“Proposed dwelling” means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

“Public transit” means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

“Tandem parking” means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

C. Conforming ADUs. An ADU that conforms to this Section shall:

1. Be deemed an accessory use or an accessory building and shall not be considered to exceed the allowable density for the lot upon which it is located;
2. Be deemed a residential use that is consistent with the existing General Plan and zoning designation for the lot upon which it is located;
3. Not be considered in the application of any local ordinance, policy, or program to limit residential growth; and
4. Not be considered to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the ADU was constructed with a new single-family dwelling.

D. Locations Permitted.

1. ADUs are permitted on any lot zoned to allow single-family or multifamily residential units that includes a proposed or existing single-family or multifamily dwelling.
2. JADUs are permitted on any lot zoned to allow single-family or multifamily residential units that includes a proposed or existing single-family dwelling.
3. Notwithstanding the foregoing, no ADU may be constructed in an area in which the development of new residential units or residential additions, the addition of bathrooms, or new or additional connections to the water or sewer system would otherwise be prohibited due to inadequate water or sewer capacity, as determined by reference to objective and generally applicable rules, regulations, or maps adopted and/or maintained by the water service or sewer provider, as applicable.

E. ADU Requirements. Except as provided in Section F(2) below, all ADUs must comply with the following criteria:

1. **Legal Lot/Residence.** An ADU shall only be allowed on a lot that contains a proposed or legally developed existing single-family or multifamily residence.
2. An ADU shall be either:
 - (a) Attached to, or located within, the proposed or existing primary dwelling, including attached garages, storage areas or similar uses, or an accessory structure; or
 - (b) Detached from the proposed or existing primary dwelling and located on the same lot as the proposed or existing primary dwelling.
3. **Occupancy and Ownership.** Except as otherwise provided by law (e.g., Government Code section 65852.26), an ADU may be rented separate from the

primary residence, but may not be sold or otherwise conveyed separate from the primary residence. No ADU, or primary residence on the same lot, shall be rented out for a term of less than 30 consecutive days. The property owner of the lot upon which an ADU is located need not occupy either the ADU, or the primary residence as his or her domicile.

4. *Number of Units Per Lot.*

(a) For lots with a proposed or existing single-family dwelling, no more than one attached or detached ADU shall be permitted on the lot.

i. Notwithstanding the foregoing, a lot with a proposed or existing single-family dwelling may have one JADU and one detached ADU.

(b) For lots with an existing multifamily dwelling:

i. At least one attached ADU, and up to 25 percent of the number of the existing units may be constructed within portions of the existing multifamily dwelling structure that are not used as livable space (e.g., storage rooms, boiler rooms, passageways, attics, basements, or garages) provided all applicable building code standards are met.

ii. Not more than two detached ADUs shall be permitted on the lot.

5. *Unit Size, Height and Design.*

(a) The maximum size of a detached or attached ADU is 850 square feet for a studio or one-bedroom unit and 1,000 square feet for a unit with two bedrooms.

(b) If there is an existing primary dwelling, the total floor area of an attached ADU shall not exceed 50 percent of the floor area of the existing primary dwelling.

(c) The minimum size of a detached or attached ADU is 200 square feet.

(d) No more than two bedrooms are allowed in any ADU.

(e) No FAR, lot coverage, or open-space requirements may be applied which would not permit at least an 800-square foot ADU that is at least 16 feet in height with four-foot side and rear yard setbacks.

(f) The height of an ADU shall not exceed 16 feet unless the ADU is within the existing space of a single-family dwelling, an accessory structure, or multifamily dwelling structure.

- (g) The exterior materials, colors, roof pitch and architecture of an ADU shall be similar to and compatible with the primary unit(s).
6. *Applicability of Development Standards.* Except as otherwise provided in this Section, all ADUs must conform to the development standards set forth in this Title 17 for the zoning district in which they are located.
7. *Setbacks and Spacing.*
- (a) No setbacks are required for an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an ADU or to a portion of an ADU. For all other ADUs, minimum setbacks of no less than four feet from the side and rear lot lines are required.
- (b) A minimum distance of ten feet is required between a detached ADU and the primary dwelling unit, and all other structures, including garages, on the property.
8. *Building and Fire Code Compliance.* All ADUs must satisfy the requirements of the Los Alamitos Building Code and Fire Code and any other applicable provisions of the California Building Standards Code. However, fire sprinklers shall not be required if they are not required for the primary residence.
9. *Off-street Parking.*
- (a) One off-street parking space must be provided for an attached or detached ADU. The required parking space may be permitted in setback areas, or through tandem parking on a driveway, unless specific findings are made by the Director that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety concerns.
- (b) When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU or converted to an ADU, those off-street parking spaces are not required to be replaced.
- (c) Off-street parking is not required in the following instances:
- i. The ADU is located within one-half mile walking distance of public transit, including transit stations and bus stations;
 - ii. The ADU is located within an architecturally and historically significant historic district;

- iii. The ADU is part of the proposed or existing primary residence or accessory structure;
 - iv. When on-street parking permits are required but not offered to the occupant of the ADU; and/or
 - v. When there is a car share vehicle station located within one block of the ADU.
10. *Exterior Access.* An attached ADU must have independent exterior access from the proposed or existing primary dwelling.
11. *Passageway.* No passageway shall be required in conjunction with the construction of an ADU.
12. *Accessibility Standards.* New construction of any ground level accessory dwelling unit shall be designed and constructed to allow for disability/accessibility standards. Plans shall demonstrate future entrance capability and actual construction shall include adequate door and hallway widths, maneuvering space in kitchens and bathrooms, and structural reinforcements for grab bars.
13. *Conversion of Existing Primary Unit.* An existing primary dwelling may be converted to an ADU if it complies with all applicable requirements of this Section.

F. Permit Procedures.

1. *Director Approval.* Except as provided under Subsection (2) below, prior to the issuance of a building permit for an ADU or JADU, the applicant shall obtain approval from the Director.
- (a) An application must be submitted on a form approved by the Director. The application must demonstrate compliance with the requirements of this Section and shall be submitted with the appropriate fee as may be approved by resolution of the City Council.
 - (b) The Director will review and approve complete applications that comply with the requirements of this Section. The application shall be considered ministerially with no discretionary review or public hearing.
 - (c) The Director shall approve or deny an application within 60 days of receiving a complete application that meets the requirements of this Section, unless either:
 - i. The applicant requests a delay, in which case the 60-day period may be tolled for the period of the requested delay, or

- ii. If the application to create an ADU or a JADU unit is submitted with an application to create a new single-family dwelling on the lot, the Director may delay acting on the application for the ADU or the JADU until the City acts on the application to create the new single-family dwelling, but the application to create the ADU or JADU will still be considered ministerially without discretionary review or a hearing.
- 2. *Building Permit Only.* The following types of ADUs and JADUs, shall be approved upon the issuance of a building permit and without Development Services Director review, regardless of whether the proposed ADU meets the development standards for parking, unit height, size, floor area, landscaping, and setbacks and spacing contained in this Section:
 - (a) One ADU or JADU per lot with a proposed or existing single-family dwelling if all of the following apply:
 - i. The ADU or JADU is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress;
 - ii. The space has exterior access from the proposed or existing single-family dwelling;
 - iii. The side and rear setbacks are sufficient for fire and safety; and
 - iv. The JADU complies with the requirements of Subsection (I).
 - (b) One detached, new construction, ADU that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The ADU may be combined with a JADU described in Subsection 2(a), if the detached ADU satisfies the following conditions:
 - i. The total floor area is 800 square feet or less; and
 - ii. The peak height above grade is 16 feet or less.
 - (c) At least one ADU, and up to 25 percent of the existing number of multifamily dwelling units, within the portions of an existing multifamily dwelling structure that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, provided each unit complies with applicable building standards for dwellings.

(d) Not more than two ADUs that are located on a lot that has an existing multifamily dwelling, but are detached from that multifamily dwelling and are subject to a height limit of 16 feet and four-foot rear yard and side setbacks.

3. *Zoning Conformity.* The City shall not require, as a condition of approval of a permit application for the creation of an ADU or JADU, the correction of nonconforming zoning conditions.

G. Utilities

1. All ADUs must be connected to public utilities, including water, electric, and sewer services. For example, ADUs proposed to be installed on a property with only septic tanks are prohibited.
2. An ADU that is contained within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure, as described under Subsection (F)(2)(a)(i) above, is not required to have a new or separate utility connection between the ADU and the utility. Nor is a connection fee or capacity charge required unless the ADU is constructed within a new single-family home.
3. All other ADUs other than those mentioned in Subsection (G)(2) above may require a new or separate utility connection between the ADU and the utility. Any connection fee or capacity charge shall be proportionate to the burden placed on the water and sewer systems due to either its square feet, or drainage fixture unit (DFU) vales, as defined in the Uniform Plumbing Code adopted and published by the International Association of Plumbing and Mechanical Officials, upon the water or sewer system. The Director shall make the determination as to whether a new or separate utility connection is required.

H. Fees.

1. No impact fee is required for an ADU measuring less than 750 square feet. Any impact fees charged for an ADU of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling.
2. Construction of an ADU is subject to any applicable fee adopted under the California Government Code, Title 7, Division 1, Chapter 5 (commencing with § 66000) and Chapter 7 (commencing with § 66012).

I. JADU Requirements.

1. *Occupancy and Ownership.* A JADU may be rented separate from the primary residence, but may not be sold or otherwise conveyed separate from the primary residence. The JADU may not be rented on a short-term basis of less than 30

consecutive days. The property owner of the lot upon which a JADU is located must occupy either the JADU or the primary residence as his or her domicile.

2. *Footprint.* A JADU located within a proposed or existing single-family residence may only be constructed within the walls of the residence.
3. *Size.* A JADU shall not be less than 220 square feet and shall not exceed 500 square feet in size.
4. *Separate Entrance.* A JADU located within a proposed or existing single-family residence must include a separate entrance from the main entrance of the residence.
5. *Kitchen Requirements.* A JADU must include an efficiency kitchen, including a cooking facility with appliances, and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU.
6. *Parking.* No additional off-street parking is required for a JADU beyond that required at the time the existing primary dwelling was constructed.
7. *Fire Protection.* For purposes of any fire or life protection ordinance or regulation, a JADU shall not be considered a separate new dwelling unit.
8. *Utility Service.* For purposes of providing service for water, sewer, or power, including a connection fee, a JADU shall not be considered a separate or new dwelling unit.
9. *Deed Restriction.* Prior to the issuance of a building permit for a JADU, the owner shall record a deed restriction against the title of the property in the County Recorder's office with a copy filed with the Director. The deed restriction shall run with the land and shall bind all future owners, heirs, successors, or assigns. The form of the deed restriction shall be provided by the City and shall provide that:
 1. The property shall include no more than one JADU.
 2. The JADU may not be sold, mortgaged, transferred separately from the primary residence; this deed restriction may be enforced against future purchasers.
 3. The owner of the property shall occupy either the primary residence or the JADU as his or her domicile.
 4. The JADU may be rented, but may not be rented on a short-term basis of less than 30 consecutive days.

5. A restriction on the size and attributes of the junior accessory dwelling unit that conforms with this Section.

The deed restriction may not be modified or terminated without the prior written consent of the Director.

SECTION 5. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance for any reason is held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 6. The City Clerk shall certify as to the adoption of this Ordinance and shall cause a summary thereof to be published within fifteen (15) days of the adoption and shall post a Certified copy of this Ordinance, including the vote for and against the same, in the Office of the City Clerk, in accordance with Government Code Section 36933.

PASSED, APPROVED, AND ADOPTED this 15th day of June, 2020.

Richard D. Murphy, Mayor

ATTEST:

Windmera Quintanar, CMC, City Clerk

APPROVED AS TO FORM:

Michael S. Daudt, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LOS ALAMITOS)

I, Windmera Quintanar, CMC, City Clerk of the City of Los Alamitos, do hereby certify that the foregoing Ordinance No. _____ was duly introduced and placed upon its first reading at a regular meeting of the City Council on the 18th day of May, 2020 and that thereafter, said Ordinance was duly adopted and passed at a regular meeting of the City Council on the 15th day of June, 2020, by the following roll-call vote, to wit:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: June 15, 2020

ITEM NUMBER: 10D

To: Mayor Richard Murphy & Members of the City Council

Presented By: Chet Simmons, City Manager

Subject: California Office of Emergency Services (Cal OES) Form 130

SUMMARY

This item seeks Council's approval of California Office of Emergency Services (Cal OES) Form 130 Designating Agents Necessary to Provide for All Matters Pertaining to State and Federal Emergency Management Agency (FEMA) Reimbursements.

RECOMMENDATION

Adopt Resolution No. 2020-14, entitled, "A RESOLUTION OF CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, APPROVING CAL OES FORM 130 WHICH DESIGNATES REPRESENTATIVES RESPONSIBLE FOR FILING AND PROVIDING INFORMATION TO FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) AND THE STATE OF CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (CAL OES) ON BEHALF OF THE CITY

BACKGROUND

Every three (3) years, the State of California, Governor's Office of Emergency Services (Cal-OES) requires local jurisdictions to update their Cal-OES Form 130, in order to be provided with funds via reimbursements, and/or grants, including disaster recovery funds. Form 130 identifies the authorized agents for the agency, when financial assistance under Public Law, the Stafford Disaster Relief and Emergency Assistance Act, and the California Disaster Assistance Act are utilized.

DISCUSSION

The current need to process this Form 130 relates to the COVID-19 Public Health Emergency, in which the City of Los Alamitos anticipates economic impacts and future requests of disaster recovery funds. With the completion of this form, the City Manager for the City of Los Alamitos, can continue the recovery process and receive the funds on behalf of the City.

Staff recommends that the form designate agents by position, instead of specific names, and be effective for all open and future disasters declared by the state or federal government up to three years following the date of approval by City Council so as to expedite processing of requests in the future.

FISCAL IMPACT

There is no negative fiscal impact related to updating of this form. Adoption of the resolution will permit the City to obtain financial assistance for all open and future disasters declared by the state or federal government, up to three years following the date of approval.

Submitted by: Windmera Quintanar, MMC, City Clerk

Approved By: Chet Simmons, City Manager

Attachments: 1. *Resolution 2020-14*
 2. *Exhibit A – Cal OES Form 130*

RESOLUTION NO. 2020-14

A RESOLUTION OF CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, APPROVING CAL OES FORM 130 WHICH DESIGNATES REPRESENTATIVES RESPONSIBLE FOR FILING AND PROVIDING INFORMATION TO FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) AND THE STATE OF CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (CAL OES) ON BEHALF OF THE CITY

WHEREAS, on March 4, 2020, the Governor proclaimed a State of Emergency relating to the coronavirus identified as COVID-19 and the worldwide spread of a new disease against which most people do not have immunity; and,

WHEREAS, on March 11, 2020, the World Health Organization declared the coronavirus identified as COVID-19 to be a pandemic; and,

WHEREAS, on March 13, 2020, the President declared a National Emergency relating to COVID-19; and,

WHEREAS, the Director of Emergency Services of the City of Los Alamitos did proclaim the existence of a local emergency within said city on the 13th day of March, 2020 by adoption of Resolution No. 2020-06; and,

WHEREAS, the City Council of the City of Los Alamitos found that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency on the 16th day of March, 2020 by adoption of Resolution No. 2020-07; and,

WHEREAS, the City intends to apply for Federal Emergency Management Agency (FEMA) and State of California, Governor's Office of Emergency Services (Cal-OES) funding reimbursement for the COVID-19 pandemic emergency; and,

WHEREAS, the State of California, Governor's Office of Emergency Services requires that all non-State agencies have a current Form 130 on file, and for it to be updated every three years; and,

WHEREAS, the Form 130 requires the City to designate three individuals to serve as authorized agents to engage with FEMA and Cal-OES regarding grant applications and reimbursement; and,

WHEREAS, City staff recommends that the form designate agents by position, instead of specific names, and be effective for all open and future disasters declared by the state or federal government up to three years following the date of approval so as to expedite processing of requests in the future.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Council of the City of Los Alamitos, California, finds that the above recitals are true and correct.

SECTION 2. That the City Council of the City of Los Alamitos does hereby designate the City Manager, Emergency Services Coordinator, and Finance Director as the three designated individuals to serve as the authorized agents to engage with FEMA and Cal OES regarding grant applications and reimbursement.

SECTION 3. Approves Cal OES Form 130, attached to the Resolution as Exhibit A and authorizes the designees to file the completed Cal OES Form 130 with Cal OES and submit all related documentation.

SECTION 4. The City Clerk shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 15th day of June, 2020.

Richard D. Murphy, Mayor

ATTEST:

Windmera Quintanar, MMC, City Clerk

APPROVED AS TO FORM:

Michael S. Daudt, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

I, Windmera Quintanar, MMC, City Clerk, of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 15th day of June, 2020, by the following vote, to wit:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

Windmera Quintanar, MMC, City Clerk

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE City Council OF THE City of Los Alamitos
(Governing Body) (Name of Applicant)

THAT City Manager, OR
(Title of Authorized Agent)

Emergency Services Coordinator, OR
(Title of Authorized Agent)

Finance Director
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Los Alamitos, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the City of Los Alamitos, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☐ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, Windmera Quintanar, MMC, duly appointed and City Clerk of
(Name) (Title)

City of Los Alamitos, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the City Council of the City of Los Alamitos
(Governing Body) (Name of Applicant)

on the 15th day of June, 2020.

(Signature)

City of Los Alamitos, City Clerk
(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: June 15, 2020

ITEM NUMBER: 10E

To: Mayor Richard Murphy & Members of the City Council

Presented By: Leslie Roseberry, Interim Development Services Director

Subject: Amendment No. 3 with Willdan Engineering Updating Contracted Rates and Job Titles

SUMMARY

This seeks approval of Amendment No. 3 with Willdan Engineering, which proposes a revision to the fee schedule. The current Professional Services Agreement (PSA) expires on June 30, 2021.

RECOMMENDATION

Authorize the Mayor to execute Amendment No. 3 of the Professional Services Agreement with Willdan Engineering.

BACKGROUND

Willdan Engineering has provided engineering services to the City of Los Alamitos since 2009 through a Professional Services Agreement (PSA). Traffic Engineering services have been provided since July 2015. Staff has been satisfied with the services provided by Willdan.

Willdan has provided the City with technical guidance and project management of various projects that have helped enhance the safety and aesthetics of the community. Some of those projects include the Los Alamitos Beautification project (installation of a median), the replacement of sidewalks, re-paving of streets and the installation of Americans with Disabilities Act (ADA) ramps via Community Development Block Grant (CDBG) funds awarded annually. Some of the functions performed internally include the review of engineering, landscape and grading plans. Supplemental to plan check reviews, the City Engineer is responsible for reviewing and approving all encroachment and wide load permits for oversized vehicles.

DISCUSSION

Section 5.1 of the original agreement between the City and Willdan allows the ability for changes to the scope of service (inclusive of incorporating a current fee schedule) upon mutual agreement of both parties. Willdan has submitted a revised fee schedule in order to cover any as needed services the City may request that fall in-line with the services regularly rendered from Willdan. In this instance, the rates for City Engineer and Traffic Engineer will remain at the listed rates in the original agreement.

The original contract between the City and Willdan Engineering defines the following fee schedule:

CITY OF LOS ALAMITOS 2015 Engineering Services	Billing Rate	Total Hours	Cost
City Engineer	\$120.00	650	\$78,000
Principal	\$195.00	50	9,750
GIS	\$155.00	50	7,750
Associate Engineer	\$133.00	325	43,225
Senior Drafter	\$133.00	200	26,600
PW Construction Inspector	\$120.00	160	19,200
Total			\$184,525

Note: No charge for City Engineer, Dave Hunt, attendance at City Council meetings

Traffic Engineering

CITY OF LOS ALAMITOS 2015 Traffic Engineer Services	Billing Rate	Total Hours	Cost
Principal Engineer	\$160.00	30	\$4,800
Traffic Engineer	\$140.00	350	49,000
Senior Engineer	\$135.00	140	18,900
Associate Engineer	\$130.00	50	6,500
Traffic Signal Systems Supervisor	\$160.00	100	16,000
Traffic Signal Systems Specialist	\$125.00	120	15,000
Total			\$110,200

The proposed fee schedule will properly identify hourly rates for certain services to ensure alignment with the positions needed. The following table depicts a portion of the proposed cost changes to the typical charges for services rendered by Willdan staff:

Job Title	Willdan Staff	Current Hourly Rate	Proposal	Total Hourly Rate Increase
Principal Engineer	Dave Hunt	\$165	\$165	\$0
Principal Project Manager	Dave Knell	\$195	\$195	\$0
Assistant Engineer I	Alexis Escobar	\$106	\$121	\$15
Assistant Engineer III	Mathew Crim	\$122	\$144	\$22
Principal Project Manager	John Hildago	\$160	\$195	\$35
Utility Coordinator	Ed Cox	\$141	\$159	\$18
Deputy Director	Tyrone Peter	\$160	\$195	\$35
Deputy Director	Jeffrey Lau	\$200	\$195	-\$5
Senior Designer II	Ken Kreiger	\$145	\$167	\$22
Senior Design Manager	Bob Burch	\$145	\$176	\$31

FISCAL IMPACT

Extending the contract at the proposed rates will result in additional fiscal impact to the City for the project management, plan check review of engineering, landscape and grading plans. Sufficient funds have been budgeted for this contract and will be paid out of account 10-534-5260 in the Fiscal Year 2020-2021 budget.

Submitted by: Leslie Roseberry, Interim Development Services Director

Fiscal Impact Reviewed by: Craig Koehler, Interim Finance Director

Approved by: Chet Simmons, City Manager

Attachments:

- 1. Amendment No. 3 – Willdan Engineering*
- 2. 2020 Letter from Willdan Engineering*
- 3. Professional Services Agreement with Willdan Engineering including Amendments*

AMENDMENT No. 3 TO PROFESSIONAL SERVICES AGREEMENT
[City of Los Alamitos and Willdan Engineering]

This Amendment No. 3 to Professional Services Agreement (“Amendment”) is made and entered into on this 15th day of June, 2020 by and between the City of Los Alamitos, a California charter city and municipal corporation, (“City”) and, Willdan Engineering, a California Corporation (“Contractor”).

RECITALS

A. City and Contractor entered into that certain Professional Services Agreement for City Engineering and Traffic Engineering services on November 4, 2015 (“Agreement”), which was subsequently amended by that certain Amendment No. 1 to Professional Services Agreement on May 15, 2017, followed by Amendment No. 2 on April 15, 2019 (collectively, the “Agreement”), which is incorporated herein by this reference.

B. City and Contractor desire to amend Exhibit B – Approved Fee Schedule to modify fees for City Engineering and Traffic Engineering services.

NOW, THEREFORE, City and Contractor mutually agree as follows:

1. Section [3.2] of the Agreement is hereby amended and restated in its entirety to read as follows:

3.2 “Fee Schedule”: Approved fee schedule as set forth in Exhibit B and incorporated herein by reference.

2. Updated Fee Schedule. The Updated Fee Schedule attached to this Amendment as Attachment 1 is hereby added to the Agreement as a new Exhibit B, and shall replace and supersede prior Exhibit B.

3. Except as expressly modified above, all terms and conditions of the Agreement shall remain unchanged and in full force and effect.

4. The persons executing this Amendment on behalf of the parties hereto warrant that they are duly authorized to execute this Amendment on behalf of said parties and that by so executing the parties are formally bound to the provisions of this Amendment.

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

“City”

City of Los Alamitos

By: _____

Richard Murphy
Mayor

APPROVED AS TO FORM.

ATTEST:

Woodruff, Spradlin & Smart, APC

By: _____

Michael S. Daudt
City Attorney

By: _____

Windmera Quintanar, MMC
City Clerk

“Consultant”

Willdan Engineering

By: _____

Vanessa Munoz
Director of Engineering

By: _____

Kate Nguyen
Secretary

Schedule of Hourly Rates

Effective July 1, 2020 to June 30, 2021

ENGINEERING		BUILDING AND SAFETY		CONSTRUCTION MANAGEMENT	
Technical Aide I	\$67	Assistant Code Enforcement Officer	\$89	Labor Compliance Specialist	\$120
Technical Aide II	\$87	Code Enforcement Officer	\$102	Labor Compliance Manager	\$150
Technical Aide III	\$107	Senior Code Enforcement Officer	\$120	Utility Coordinator	\$159
CAD Operator I	\$108	Supervisor Code Enforcement	\$145	Assistant Construction Manager	\$150
CAD Operator II	\$125	Plans Examiner Aide	\$95	Construction Manager	\$176
CAD Operator III	\$139	Plans Examiner	\$145	Senior Construction Manager	\$175
GIS Analyst I	\$145	Senior Plans Examiner	\$159	Project Manager IV	\$195
GIS Analyst II	\$164	Assistant Construction Permit Specialist	\$102	Deputy Director	\$195
GIS Analyst III	\$176	Construction Permit Specialist	\$107	Director	\$195
Environmental Analyst I	\$121	Senior Construction Permit Specialist	\$125	INSPECTION SERVICES	
Environmental Analyst II	\$135	Supervising Construction Permit Specialist	\$133	Public Works Observer I***	\$93
Environmental Analyst III	\$144	Assistant Building Inspector	\$120	Public Works Observer II***	\$103
Environmental Specialist	\$155	Building Inspector***	\$133	Senior Public Works Observer I***	\$111
Designer I	\$145	Senior Building Inspector	\$145	Senior Public Works Observer II***	\$123
Designer II	\$150	Supervising Building Inspector	\$159	Senior Public Works Observer III***	\$134
Senior Designer I	\$159	Inspector of Record	\$174	Senior Public Works Observer IV***	\$142
Senior Designer II	\$167	Deputy Building Official	\$174	Senior Public Works Observer V***	\$151
Design Manager	\$170	Building Official	\$176	MAPPING AND EXPERT SERVICES	
Senior Design Manager	\$176	Plan Check Engineer	\$174	Survey Analyst I	\$125
Project Manager I	\$156	Supervising Plan Check Engineer	\$176	Survey Analyst II	\$145
Project Manager II	\$177	Principal Project Manager	\$195	Calculator I	\$125
Project Manager III	\$187	Deputy Director	\$195	Calculator II	\$139
Project Manager IV	\$195	Director	\$195	Calculator III	\$151
Principal Project Manager	\$195	PLANNING		Senior Survey Analyst	\$164
Program Manager I	\$174	CDBG Technician	\$70	Supervisor - Survey & Mapping	\$178
Program Manager II	\$188	CDBG Specialist	\$85	Principal Project Manager	\$195
Program Manager III	\$195	CDBG Analyst	\$100	LANDSCAPE ARCHITECTURE	
Assistant Engineer I	\$121	CDBG Coordinator	\$125	Assistant Landscape Architect	\$125
Assistant Engineer II	\$137	CDBG Manager	\$150	Associate Landscape Architect	\$145
Assistant Engineer III	\$144	Planning Technician	\$107	Senior Landscape Architect	\$159
Assistant Engineer IV	\$149	Assistant Planner	\$133	Principal Landscape Architect	\$176
Associate Engineer I	\$155	Associate Planner	\$145	Principal Project Manager	\$195
Associate Engineer II	\$161	Senior Planner	\$164	ADMINISTRATIVE	
Associate Engineer III	\$168	Principal Planner	\$176	Administrative Assistant I	\$79
Senior Engineer I	\$171	Planning Manager	\$192	Administrative Assistant II	\$95
Senior Engineer II	\$174	Deputy Director	\$195	Administrative Assistant III	\$111
Senior Engineer III	\$177	Director	\$195	Project Accountant I	\$90
Senior Engineer IV	\$185			Project Accountant II	\$105
Supervising Engineer	\$190			Project Controller I	\$111
Traffic Engineer I	\$188			Project Controller II	\$125
Traffic Engineer II	\$195				
City Engineer I	\$195				
City Engineer II	\$195				
Deputy Director	\$195				
Director	\$195				
Principal Engineer	\$195				
David Hunt, Principal Engineer	\$165				

*** \$172/hour for Prevailing Wage Project

Mileage/Field Vehicle usage will be charged at the rate in accordance with the current FTR mileage reimbursement rate, subject to negotiation.

Additional billing classifications may be added to the above listing during the year as new positions are created. Consultation in connection with litigation and court appearances will be quoted separately. The above schedule is for straight time. Overtime will be charged at 1.5 times, and Sundays and holidays, 2.0 times the standard rates. Blueprinting, reproduction, messenger services, and printing will be invoiced at cost plus fifteen percent (15%). A sub-consultant management fee of fifteen percent (15%) will be added to the direct cost of all sub-consultant services to provide for the cost of administration, consultation, and coordination. Valid July 1, 2020 thru June 30, 2021, thereafter, the rates may be raised once per year to the value between the 12-month % change of the Consumer Price Index for the Los Angeles/Orange County/Sacramento/San Francisco/San Jose area up to five percent.



Schedule of Hourly Rates

Effective July 1, 2020 to June 30, 2021
(Geotechnical / Materials Testing)

GEOTECHNICAL

CAD Operator II	\$125
Soil Technician (Non-Prevailing Wages)	\$80
Soil Technician (Prevailing Wages)	\$120
Sr. Soil Technician (Non-Prevailing Wages)	\$90
Sr. Soil Technician (Prevailing Wages)	\$120
Geologist I	\$133
Geologist II	\$160
Geologist III	\$175
Supervising Geologist	\$187
Supervising Geotechnical Engineer	\$187
Principal Geologist	\$195
Assistant Engineer III	\$144
Associate Engineer II	\$161
Senior Engineer III	\$177
Supervising Engineer	\$190
Principal Engineer	\$195

SPECIAL INSPECTION

Special Inspection (Non-Prevailing Wages)	\$85
Special Inspection (Prevailing Wages)	\$125
Supervisor	\$143
Construction Material Engineer	\$187

ADMINISTRATIVE

Administrative Assistant I	\$79
Administrative Assistant II	\$95
Administrative Assistant III	\$111

EXPERT WITNESS

Principal Engineer/Geologist	\$195
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Staff assignments depend on availability of personnel, site location, and the level of experience that will satisfy the technical requirements of the project and meet the prevailing standard of professional care. The above schedule is for straight time. Overtime will be charged at 1.5 times, and Sundays and holidays, 2.0 times the standard rates. Mileage/Field Vehicle usage will be charged at the rate in accordance with the current FTR mileage reimbursement rate, subject to negotiation. Travel time to and from the job site will be charged at the hourly rates for the appropriate personnel. Blueprinting, reproduction, messenger services, and printing will be invoiced at cost plus fifteen percent (15%). A subconsultant management fee of fifteen percent (15%) will be added to the direct cost of all subconsultant services to provide for the cost of administration, consultation, and coordination.



March 20, 2020

Ms. Leslie Roseberry
City of Los Alamitos
3191 Katella Avenue
Los Alamitos, CA 90720
(562) 357-4511

Subject: Proposal to Update the Schedule of Hour Rates for Willdan Engineering's Professional Services Agreement

Dear Ms. Roseberry:

Pursuant to Agreement ("Agreement"), for Professional Engineering Services, between the City of Los Alamitos (City) and Willdan Engineering (Willdan) dated July 1, 2015, we are pleased to provide this proposal as requested by the City to update the Willdan rates and job titles to the current Agreement. The rates for City Engineer and Traffic Engineer will remain at the contract listed rates as shown below and in the original contract between the City and Willdan.

UPDATED SCHEDULE OF HOURLY RATES

1. We have provided the City with an updated fee table which shows the current schedule of hourly rates and job classifications. The entire fee schedule is submitted in order to cover any as needed services the City may request. See attached for the Schedule of Hourly Rates table.

CITY ENGINEER & TRAFFIC ENGINEER RATES

2. The rates for City Engineer and City Traffic Engineer will remain the same at the contract listed rates as shown in the table below.

Description	Rate
City Engineer	\$ 120.00
City Traffic Engineer	\$ 140.00

Thank you for the opportunity to be of service to the City of Los Alamitos. Should you have any questions regarding this proposal, please contact Ms. Vanessa Muñoz at (562) 368-4848 or via e-mail at vmunoz@willdan.com or Mr. Chris Kelley at (562) 222-4018 or via e-mail ckelley@willdan.com.

Respectfully submitted,

WILLDAN ENGINEERING



Vanessa Muñoz, PE, TE, PTOE
Director of Engineering

Approval and Authorization to Proceed By:

CITY OF LOS ALAMITOS

Signature

Date

Enclosure

910005/WW.00.60/P20-108_20379



PROFESSIONAL SERVICES AGREEMENT
(City of Los Alamitos/Willdan Engineering)

1. IDENTIFICATION

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of Los Alamitos, a California municipal corporation ("City"), and Willdan Engineering, A California Corporation ("Consultant").

2. RECITALS

- 2.1 City has determined that it requires the following professional services from a consultant: City Engineer and Traffic Engineering Services.
- 2.2 Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

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

3. DEFINITIONS

- 3.1 "Scope of Services": Such professional services as set forth in Exhibit A and incorporated herein by this reference.
- 3.2 "Fee Schedule": Approved fee schedule as set forth in Exhibit B and incorporated herein by reference.
- 3.3 "Commencement Date": July 1, 2015.
- 3.4 "Expiration Date": June 30, 2017.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Expiration Date unless extended by action of the City Council via written agreement of the parties to a maximum of three (3) two (2) year terms or terminated earlier in accordance with Section 17 ("Termination") below.

5. CONSULTANT'S SERVICES

- 5.1 Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written

amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of Exhibit B unless specifically approved in advance and in writing by City.

- 5.2 Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall 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.*).
- 5.3 During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute and (ii) City has not consented in writing to Consultant's performance of such work.
- 5.4 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Paul Melby shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

6. COMPENSATION

- 6.1 City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept in full satisfaction for such services, payment in accordance with the Approved Fee Schedule and Section 5.1 of this Agreement above.
- 6.2 Consultant shall submit to City an invoice, on a monthly basis or less frequently, for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period and the amount due. Within ten business days of receipt of each invoice, City shall notify Consultant in writing of any disputed amounts included on the invoice. Within thirty calendar days of receipt of each invoice, City shall pay all undisputed amounts included on the invoice. City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant unless otherwise required by law.
- 6.3 Payments for any services requested by City and not included in the Scope of Services shall be made to Consultant by City on a time-and-materials basis using Consultant's standard fee schedule. Consultant shall be entitled to increase the fees in this fee schedule at such time as it increases its fees for its clients generally; provided, however, in no event shall Consultant be entitled to increase

fees for services rendered before the thirtieth day after Consultant notifies City in writing of an increase in that fee schedule nor to claim payment other than in compliance with this Agreement, including Section 5.1 above.. Fees for such additional services shall be paid within sixty days of the date Consultant issues an invoice to City for such services

7. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon use or dissemination by City. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant. City's reuse of such material on a project other than the project for which they were originally intended shall be at City's sole risk.

8. RELATIONSHIP OF PARTIES

Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

Under no circumstances shall Consultant look to the City as his employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned PERS retirement benefits, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation.

9. CONFIDENTIALITY

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without prior written consent by City. City shall grant such consent if disclosure is legally required. Upon request, all City data shall be returned to City upon the termination or expiration of this Agreement.

10. INDEMNIFICATION

- 10.1 The parties agree that City, its officers, agents, employees and volunteers 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, taxes, or any other cost arising out of or in any way related to the negligent recklessness or willful misconduct or other wrongful acts, errors or omissions in 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 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 and protect City as set forth herein.

- 10.2 To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City, its officers, agents, employees 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, whether physical, emotional, consequential or otherwise, and injury to any property arising out of or in connection with Consultant's negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or any of its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement, except such costs of defense, loss or damage which is caused by the sole active negligence, active negligence, or willful misconduct of the City. Such costs and expenses shall include reasonable attorneys' fees due to counsel of City's choice, expert fees and all other costs and expenses of litigation.
- 10.3 City shall have the right to offset against any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant's failure to pay City promptly any indemnification arising under this Section 10 and any amount due City from Consultant arising from Consultant's failure either to (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 10.4 The obligations of Consultant under this Section 10 are not limited by the provisions of any workers' compensation statute or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.
- 10.5 Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth in this Section 10 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. If Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and to indemnify, hold harmless and defend City, its officers, agents, employees 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.

- 10.6 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.

11. INSURANCE

- 11.1 During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:
- 11.1.1 Commercial General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.
 - 11.1.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per accident for bodily injury and property damage.
 - 11.1.3 Worker's Compensation insurance if and as required by the laws of the State of California.
 - 11.1.4 Professional Errors and Omissions Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) per claim and \$2,000,000 annual aggregate.
- 11.2 Consultant shall require each of its subcontractors to maintain insurance coverages that meet all of the requirements of this Agreement.
- 11.3 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.
- 11.4 Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay the premium(s) thereon at Consultant's expense.
- 11.5 At all times during the term of this Agreement, Consultant shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the policies required by this Agreement are in effect in the required amounts and naming the City and its officers, employees, agents and volunteers as additional insureds. Consultant shall file with City's Risk Manager such certificate(s) prior to commencement of work under this Agreement.

- 11.6 Consultant shall provide proof to the City's Risk Manager that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage prior to the expiration of the coverages.
- 11.7 The general liability and automobile policies of insurance required by this Agreement shall contain endorsements naming City and its officers, employees, agents and volunteers as additional insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be reduced below the limits set forth Section 11.1. All of the policies shall also contain an endorsement providing that the policies cannot be cancelled except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.
- 11.8 The insurance provided by Consultant shall be primary to any other coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 11.9 All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the City.
- 11.10 Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond guaranteeing payment of losses and expenses.
- 11.11 Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 10 of this Agreement.

12. MUTUAL COOPERATION

- 12.1 City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 12.2 If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

13. RECORDS AND INSPECTIONS

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

14. PERMITS AND APPROVALS

Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

15. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:
City of Los Alamitos
3191 Katella Ave.
Los Alamitos, CA 90720
Attn: City Manager
Telephone: (562) 431-3538
Facsimile: (562) 493-1255

If to Consultant:
Dave Hunt, Senior V.P.
Willdan Engineering
2401 E. Katella Avenue, Suite
300
Anaheim CA 92806-6073
Telephone: (714) 978-8200
Facsimile: (714) 978-8299

With courtesy copy to:

Cary S. Reisman, City Attorney
Wallin, Kress, Reisman & Kranitz, LLP
2800 28th Street, Suite 315
Santa Monica, CA 90405-6201
Telephone: (310) 450-9582
Facsimile: (320) 450-0506

16. SURVIVING COVENANTS

The parties agree that the covenants contained in Section 9, Section 10, Paragraph 12.2 and Section 13 of this Agreement shall survive the expiration or termination of this Agreement.

17. TERMINATION

17.1. City may terminate this Agreement for any reason on five calendar days' written

notice to Consultant. Consultant may terminate this Agreement for any reason on sixty calendar days' written notice to City. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

- 17.2 If City terminates this Agreement due to no fault or failure of performance by Consultant, then Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

18. GENERAL PROVISIONS

- 18.1 Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.2 In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability medical condition or any other unlawful basis.
- 18.3 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph at the head of which it appears, the section or paragraph, and not such heading, shall govern construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular and vice versa, in any place or places herein in which the context requires such substitution(s).
- 18.4 The waiver by City or Consultant of any breach of any term, covenant or condition of this Agreement shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition of this Agreement. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in a writing signed by one authorized to bind the party asserted to have consented to the waiver.
- 18.5 Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.6 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and in addition to

every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. If legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether or not reduced to judgment, shall be entitled to its reasonable court costs, including any accountants' and attorneys' fees incurred in such action. The venue for any litigation shall be Orange County, California and Consultant hereby consents to jurisdiction in Orange County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

- 18.7 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.
- 18.8 This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 18.9 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by City and Consultant.

19

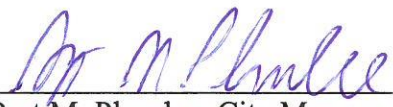
PREVAILING WAGE LAW

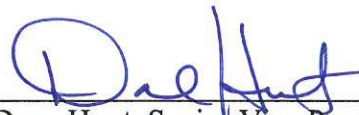
19.1 Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the services under this Agreement are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify, and hold the City, its elected officials, officers, employees, and agents free and harmless from any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"
City of Los Alamitos

"Consultant"
Willdan Engineering

By: 
Bret M. Plumlee, City Manager

By: 
Dave Hunt, Senior Vice President

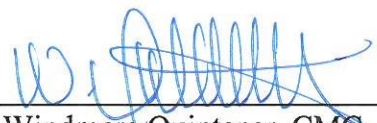
Date: 11/4/15

Date: 11-3-15

By: 
Kate Nguyen, Secretary

Date: 11/2/15

Attest:

By: 
Windmera Quintanar, CMC, City Clerk

Date: 11/4/15

Approved as to form:

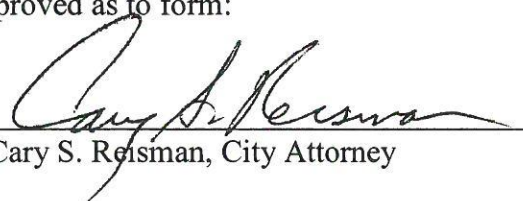
By: 
Cary S. Reisman, City Attorney

EXHIBIT A
SCOPE OF WORK

Section C – Proposal

1 – Proposed City Engineer

⇒ **Willdan is qualified to provide required services because:**

- *We know the City of Los Alamitos – having provided contract city engineer services for the past five years*
- *We have a 50-year history serving as contract city engineer for small and large cities and have continuously been involved in multiple, simultaneous traffic and transportation projects*
- *We have no conflicts of interest to prevent our complete dedication to the City of Los Alamitos' goals and objectives for their community*
- *We assure the City that Willdan has the resources to commit our proposed City Engineer for the duration of the contract and for the hours necessary to fulfill the City's on-site staffing needs*
- *As we have demonstrated throughout our current contract, Willdan's proposed City Engineer will be accessible and available to City staff, programs, and projects and is generally at City Hall four hours per day*
- *Willdan's Contract City Engineer for Los Alamitos attends annual conferences and training sessions from OCTA, League of Cities, and APWA*

Mr. David L. Hunt, PE, will serve as City Engineer – continuing the role he has filled for the past five years and will continue in this role for the duration of the contract. In this role, he will be responsible for city engineering services and maintaining regularly scheduled office hours at the City. Mr. Hunt's hours at the City will be four hours per day for all weekdays the City is open for business.

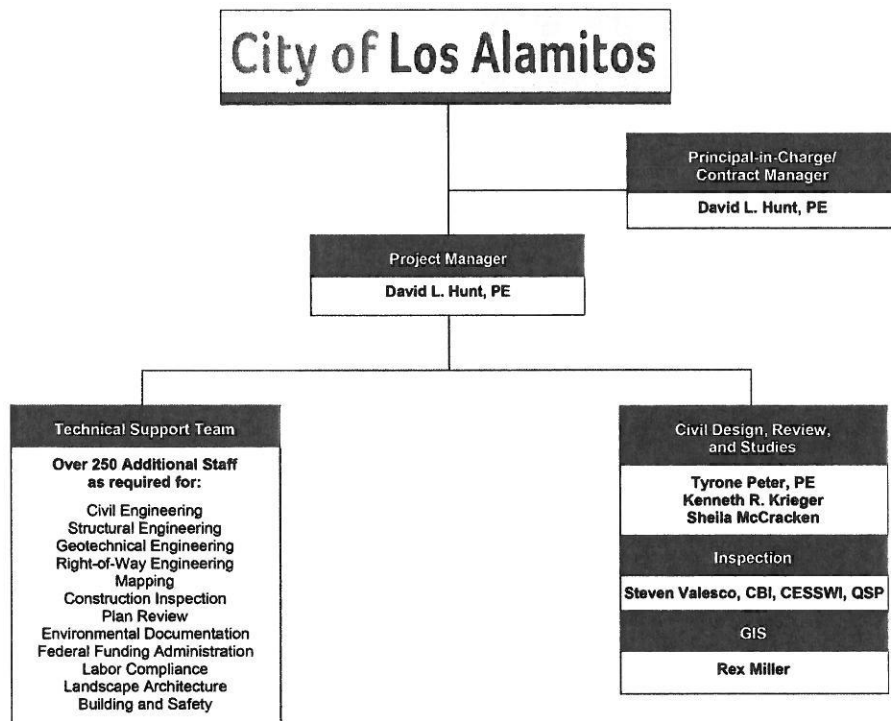
Mr. Hunt, Senior Vice President, possesses extensive expertise and the directly relevant experience required to fulfill the City's requirements for the City Engineer role. In addition to his experience as the City's current City Engineer, Mr. Hunt has served as interim city engineer and the interim public works director for the City of La Habra, the deputy public works/assistant city engineer for the City of Pomona, and the special projects coordinator for the City of Pomona. He has served as principal-in-charge for plan checking in the Cities of Lake Forest, Brea, Yorba Linda, Dana Point, and Fontana and for the Counties of San Bernardino and Orange. Through his experience as a project engineer/manager in the Southern California area, Mr. Hunt has developed an expertise in public infrastructure planning, design, award, funding, and construction.

A summary of Mr. Hunt's experience is provided immediately following this subsection with a comprehensive resume provided in the Appendix.

David L. Hunt, PE	Project Role ▪ City Engineer
Summary Profile ▪ Civil Engineer, California No. 30514 ▪ 39 Years' Experience	
Relevant Project Experience ▪ City Engineer, City of Los Alamitos ▪ Interim City Engineer, City of La Habra ▪ Interim Public Works Director, City of La Habra ▪ Deputy Public Works/Assistant City Engineer, City of Pomona ▪ Special Projects Coordinator, City of Pomona	

Project Team Organization

The organization chart contained herein identifies some key project team members and further illustrates the communication and reporting relationships and project roles for Willdan's team. It is important to note that the personnel shown are all current Willdan employees and represent the caliber of personnel who could be considered to provide support for any city engineering project assignments.



2 – Firm Capabilities, Qualifications, and Training

Street Improvement Engineering

Willdan successfully provides roadway and structural design services to public agencies. Our design personnel have worked together on numerous multi-disciplined projects involving design of streets, highways, roadway widening, bridge replacement, storm water handling, and pavement rehabilitation. Serving as contract city engineer for several clients, we often are in charge of formation and implementation of capital improvement programs, including various street improvements. As such, we are extremely aware of the vital importance of letting the schedule drive the project and not allowing the project to drive the schedule.

Drainage Analysis and Storm Drain Engineering

Quality engineering solutions in drainage and flood control have been one of the primary elements of Willdan's municipal and public works experience. Our major areas of expertise include master plans, flood control studies, hydraulic analysis of rigid-boundary and alluvial channels, and design of flood control works. Our expertise encompasses design of major flood control improvements, large earthen dams for debris control, peak flow reduction facilities, and storm drain improvements.

Willdan assists numerous federal, state, and local agencies and regional jurisdictions by providing ongoing flood con-

trol engineering. Our staff of highly-skilled specialists utilizes the most advanced methodology to optimize design and enhance cost effectiveness. Our facilities include an extensive library of computer applications for design, analysis, and modeling of drainage and flood control systems.

Development Plan Review

Willdan offers a full complement of development plan review services for public infrastructure, private development, or third-party reviews. Willdan provides a varied array of civil engineering design reviews, including residential, industrial, and commercial developments; recreational facilities; public buildings; site grading; landscaping; transportation-related improvements; and water, wastewater, storm drain, and flood control facilities.

Willdan's plan review engineers possess improvement plan check capabilities in street, sewer, water, traffic, street lighting, striping, erosion control, and drainage. Hydrology and hydraulic calculations for off-site improvements are checked for accuracy to verify that drainage plans are adequate for design runoff. Drainage plans and hydrology calculations are coordinated with the regional flood control agency, where necessary. Structural calculations, when submitted, are checked by our in-house structural engineers. Grading plans are checked against geotechnical recommendations. Sewer, water, and other utility offsite improvement plans prepared for other agencies are reviewed for conflict/consistency with established design guidelines.

Construction Management and Inspection

Willdan provides expertise in all areas of construction administration, inspection, and labor compliance and specializes in helping clients maintain good community relations with residents and businesses affected by construction. Our expertise covers a full range of inspections, including major storm drain boxes, bridges, mass grading, and major bridge retrofit work. Willdan's construction inspection staff is experienced in subdivision, grading, street beautification, storm drain, water line, sewer, traffic signal, and other appurtenant projects.

Our experienced staff members serve as construction managers, resident engineers, and inspectors who identify and correct discrepancies, ambiguities, omissions, or conflicts in plans, specifications, and bid schedules that might generate misinterpretation and/or lead to agency and contractor disagreements. Our professionals are adept at anticipating issues before they arise through continual review of plans, specifications, contractors' schedules, and contract documents. Potential problems are brought to the attention of the project manager and/or the contractor, along with constructive recommendations for solutions, so that costly delays and negative impacts to the public are avoided.

City of Los Alamitos Experience

As City Engineer for the City of Los Alamitos, Mr. Hunt develops and implements the City's Capital Improvement Plan, reviews development plans and approves permit issuance, and provides oversight for traffic engineering, including meeting with the Traffic Commission – along with project oversight for construction projects such as:

- On-Call Citywide Concrete Improvements Construction Management, 2014
- The Commercial Street Improvement Design and Construction Management, 2013
- Museum Roof Repair Design and Construction Management, 2013
- Old Town East and West Improvement Design and Construction Management, 2013
- Cerritos/Humboldt Intersection Improvements, Carrier Row ADA Ramps, Calle Lee/Corporate Center Drive Street Rehabilitation, Katella/Siboney Catch Basins, and Via El Mercado Street Rehabilitation Design and Construction Management, 2012
- Public Works Yard Gas Tank Removal Design and Construction Management, 2012

- Laurel Park Rehabilitation Design and Construction Management, 2012
- Citywide ADA Accessibility Ramps Design and Construction, 2012

In addition, Mr. Hunt has:

- Attended and monitored utility coordination meetings
- Written and presented 85 Traffic Commission staff reports
- Written and presented 130 City Council staff reports
- Approved and processed 425 public works encroachment permits
- Approved and processed 500 wide-load permits

Further projects where Mr. Hunt has provided his engineering and project management expertise for the City of Los Alamitos are provided in his resume in the Appendix.

Training

Willdan's Contract City Engineer for Los Alamitos attends OCTA's Measure M Funding Application training sessions on an annual basis. In addition, Mr. Hunt keeps up-to-date on matters pertaining to the civil engineering field and regulatory requirements through the League of Cities and the American Public Works Association.

Relevant Project Experience

Willdan has vast experience with city engineer services contracts, successfully completing client's projects within budget and schedule. The following relevant experience demonstrates our record of success in providing city engineer services similar in nature to those proposed for the City of Los Alamitos.

On-Call City Engineering Services

City of Brea

Willdan has provided on-call engineering, including civil design, traffic engineering, and plan review to the City of Brea for many years. Willdan's staff is performing traffic engineering services and complete and thorough plan reviews to ensure that the proposed developments and the associated improvements are designed in accordance with City-accepted standards, Orange County Highway Design Manual, Orange County Local Drainage Manual, Orange County Drainage Area Management Plan, City Master Plan of Drainage, as well as other applicable design standards and the conditions of development adopted by the City of Brea City Council or Planning Commission. Representative projects include:

- Master Plan of Drainage
- Birch Street/State College Boulevard Improvements
- Development Review
- On-Call Plan Review
- Orange Avenue Widening
- Storm Drain Master Plan Update

City Engineering Services

City of Lake Forest

Willdan provided deputy city engineer, development review, public works permitting and inspection, plan review, subdivision improvement inspection, capital improvement design, and construction inspection. Representative projects include:

- Annual Resurfacing and Slurry of Various Roads
- Trabuco Road Raised Median
- Lake Forest Drive Median Fence
- Ridge Route Drive and Serrano Signal Modification
- Development Review for Developments Citywide
- Environmental Impact Reports for Various Locations
- LED Conversion at Various Locations

City Engineering Services

City of Placentia

Willdan provided city and traffic engineer administration, development review, public works permits and inspection, roadway design, construction management, and long-term planning which involved development of capital improvement plans, improvement districts, safe route planning, and master plans. Representative projects include:

- Kraemer Memorial Park Renovation Inspection
- OCTA Grant Application Processing Assistance
- Placentia Avenue Repaving
- Civic Center Renovation Construction Inspection
- Downtown Parking Lot Improvements
- Melrose Grade Separation Design Revisions
- Van Buren Street Improvements
- Various Parking Lot Improvements
- Bradford at Madison Street Improvements

City Engineering Services

City of La Habra

Willdan served as the interim public works director directing and managing development review, public works permits and inspection, plan review, subdivision improvement inspection, capital improvement project design, and construction inspection. Willdan staff attended City Council meetings providing status reports on all city engineering projects. Representative projects include:

- Master Plan of Drainage
- Master Plan of Drainage Update

City Engineering Services

City of Tustin

Willdan provided project management for the City's major capital improvement projects and assisted with right-of-way acquisition, civil and traffic design, and construction inspection. Willdan provided these same services for seven large projects with a total estimated construction cost of \$140 million. Representative projects include:

- Jamboree Road Pavement Rehabilitation
- Main Street Cul-de-Sac to First Street Cul-de-Sac Improvements
- Red Hill Avenue Sidewalk Improvements
- Pioneer Way Signal Improvements
- Water Capital Improvements Project Management
- Tustin Brewer Access Ramp Improvements
- On-Call Construction Inspection
- Street Sweeper Maintenance Yard Improvements
- Newport Avenue at El Camino Real Improvements

City Engineering Services

City of Yorba Linda

Willdan provided on-call engineering, landscape design and maintenance, and traffic and transportation services. Projects for which services were provided encompassed, but were not limited to, roadway widenings; asphalt pavement rehabilitations; slurry and cape seal; ADA upgrades and compliance; grading, drainage, and slope repairs; storm drain design; sewer and water construction; traffic signals and traffic signal interconnects; roadway striping and signage; retaining structures; landscape maintenance assessment district renovation, irrigation, planting, fencing, decorative walls, and other hardscape features; traffic calming; bike lane improvements; and other public works improvements as needed. Representative projects include:

- Development Review
- Bastanchury Street Widening
- On-Call Plan Review
- Citywide Landscape Improvements
- Landscape and Irrigation Inventory Districts 1, 2, 3, 4, and 5
- Savi Ranch Display Sign
- La Palma Avenue Improvements
- Bastanchury GAP Closure

Additional City Engineer/On-Call Civil Engineering Experience

Willdan has also provided city engineer/on-call civil engineering services to:

City Engineering Services

City of Paramount

Willdan provides city engineer, traffic engineer, agency engineer, water engineer, public works permits and inspection, development review, CIP design and inspection, CDBG administration, grant writing, and NPDES.

City Engineering Services

City of Lakewood

Willdan provides CIP design, project management services, construction management and inspection, pavement management system, traffic engineering, survey, and landscape architecture.

City Engineering Services

City of Long Beach

Willdan provided construction observation, survey, landscape architecture, civil engineering, traffic engineering, and labor standards compliance.

City Engineering Services

City of South Gate

Willdan provided traffic engineering, civil engineering, pavement management system, construction management/observation, landscape architecture, survey, storm water handling and facilities, material testing and inspection, and planning services.

City Engineering Services

City of Rosemead

Willdan provided city and traffic engineering, including CIP design and inspection; planning; survey; landscape architecture; labor compliance; and building and safety services.

Training

Willdan's Contract City Engineer for Los Alamitos attends OCTA's Measure M Funding Application training sessions on an annual basis. In addition, Mr. Hunt keeps up-to-date on matters pertaining to the civil engineering field and regulatory requirements through the League of Cities and the American Public Works Association.

3 – Office Location Serving City

Willdan will provide services from the City's offices with backup support provided by staff in our Anaheim and Industry offices located at 2401 East Katella Avenue, Suite 300, Anaheim, CA and 13191 Crossroads Parkway North, Suite 405, Industry, CA.

4 – Support Personnel

Mr. Hunt will be assisted and supported by the individuals identified in the organization chart along with a company-wide pool of technical support personnel. Brief profiles for these team members follow the organization chart with comprehensive resumes provided in the Appendix.

As demonstrated during our current Contract City Engineer services provided to the City, Willdan hereby commits to maintaining the proposed staff for the duration of the City Engineer contract. Mr. Hunt has served as the City Engineer for the City of Los Alamitos for the past five years. He feels he is a part of the permanent staff family at the City and has no intention of leaving the City. Should unavoidable changes in staff arise, Willdan will immediately replace staff with equally qualified staff. Should a change in City Engineer arise, Willdan will meet with the City and discuss replacement candidates for the City Engineer position.

Tyrone Peter, PE

▪ Project Engineer

Summary Profile

- BS, Engineering and Civil Engineering, Tamil Nadu College of Engineering
- Civil Engineering, Murugappa Polytechnic
- Civil Engineer, California, No. 81888
- 9 Years' Experience

Project Role Responsibilities

As project engineer, Tyrone Peter will be responsible for managing Willdan's work effort, writing specifications, providing construction cost estimates, answering questions from contractors in the field, and directing his staff to complete all CIP assignments given to him by the City Engineer.

Relevant Project Experience

- Design Manager, Old Town Neighborhood ADA Accessibility Ramps, City of Los Alamitos
- Design Manager, Apartment Row Neighborhood ADA Accessibility Ramps, City of Los Alamitos
- Design Manager, Alley Pavement Improvements, City of Los Alamitos
- Design Manager, Via El Mercado Street Rehabilitation, City of Los Alamitos
- Design Manager, Old Town East and West Improvements, City of Los Alamitos

- Design Manager, Coyote Creek Park Improvements, City of Los Alamitos
- Design Manager, The Commercial Street Improvements, City of Los Alamitos
- Design Manager, On-Call Citywide Concrete Improvements Construction Management, City of Los Alamitos
- Project Engineer, Coyote Creek Bike Train Resurfacing, City of Los Alamitos

Kenneth R. Krieger

Designers

Summary Profile

- 29 Years' Experience

Project Role Responsibilities

As Designer, Kenneth R. Krieger will be responsible for working under the direction of Mr. Hunt and Mr. Peter and completing the design for all assigned CIP projects.

Relevant Project Experience

- Project Designer, Old Dutch Haven and Catalina Street Rehabilitation, City of Los Alamitos
- Plan Reviewer, On-Call Plan Review, City of Brea
- Plan Reviewer, On-Call Plan Review, City of Yorba Linda
- Plan Reviewer, City Engineering Services, City of Lake Forest
- Project Engineer - Channel Design, Del Obispo Bridge Widening, City of San Juan Capistrano
- Hydraulics/Hydrology Analyst, Orange Park Boulevard Culvert at Handy Creek, County of Orange
- Hydraulics/Hydrology Analyst, On-Call Park Design, County of Orange/Orange County Community Resources

Shelia McCracken

Drafters

Summary Profile

- 25 Years' Experience

Project Role Responsibilities

As Drafter, Shelia McCracken will be responsible for working under the direction of Mr. Hunt and Mr. Peter and completing the drafting for all assigned CIP projects.

Relevant Project Experience

- CAD Drafter, Old Town Neighborhood ADA Accessibility Ramps, City of Los Alamitos
- CAD Drafter, Alley Pavement Improvements, City of Los Alamitos
- CAD Drafter, Via El Mercado Street Rehabilitation, City of Los Alamitos
- Utility Coordinator/CAD Drafter, Coyote Creek Park Improvements, City of Los Alamitos
- Utility Coordinator/CAD Drafter, The Commercial Street Improvements, City of Los Alamitos
- Utility Coordinator/CAD Drafter, Coyote Creek Bike Train Resurfacing, City of Los Alamitos

Steven M. Velasco, CBI, CESSWI, QSP

Inspectors

Summary Profile

- BS, Botany, California State University, Long Beach
- Certified Building Inspector, International Code Council
- Certified Erosion, Sediment and Storm Water Inspector, Envirocert International, Inc.
- Qualified SWPPP Practitioner, California Stormwater Quality Association
- Radiation Safety Officer
- Licensed Nuclear Gauge Operator
- Confined Space Regulations - Cal/OSHA Title 8
- GISO 5157, 5158, and 5159
- Licensed Contractor, California No. C27
- 27 Years' Experience

Project Role Responsibilities

As Inspector, Steven Velasco will be responsible for working under the direction of Mr. Hunt and Mr. Peter and performing construction inspection for all assigned CIP construction projects.

Relevant Project Experience

- Construction Manager/Inspection, Green Street Alley Reconstruction, City of Los Alamitos
- Construction Manager/Inspection, Commercial Streets Rehabilitation, City of Los Alamitos
- Construction Manager/Inspection, Coyote Creek Park, City of Los Alamitos
- Construction Manager/Inspection, The Old Town Pavement Rehabilitation, City of Los Alamitos
- Construction Manager/Inspection, Citywide ADA Ramp Improvements, City of Los Alamitos
- Interim Public Works Superintendent, Staff Augmentation Services, City of Lake Forest
- Project Manager, Citywide Public Works CIP and Development, City of Yorba Linda
- Project Manager, On-Call Construction Inspection Services, City of Tustin

Rex Miller

GIS Analysts

Summary Profile

- BS, Civil Engineering, University of Texas, Arlington
- 20 Years' Experience

Project Role Responsibilities

As GIS Analyst Rex Miller will be responsible for working under the direction of Mr. Hunt and Mr. Peter and acquiring aerial photos, providing GIS exhibits, and performing required GIS services for assigned CIP projects.

Relevant Project Experience

- GIS Analyst, Master Plan of Drainage, City of La Puente
- GIS Analyst, Catch Basin Retrofit, City of Rolling Hills Estates
- Task Manager, Master Plan of Drainage, City of Brea
- GIS Analyst, Master Plan of Drainage, City of Laguna Beach
- GIS Analyst, Sewer GIS and GIS Bas Map, City of Placentia
- GIS Analyst, Sewer Manhole Surface Inspection, Costa Mesa Sanitary District

5 - Systems/Methods to Provide Cost-Effective Service

⇒ Willdan's approach and methodology ensures the team:

- *Fully understands each project requested by the City*
- *Reviews the scope of work for each project in detail with the City*
- *Agrees upon the course or extent of the best-suited action*
- *Proceeds accordingly*
- *Promotes good team interaction*
- *Produces quality work products on time and within budget*

Project Approach

Willdan utilizes a management approach, whereby each assignment is undertaken by a project team. Each project is assigned to a senior member of our staff with the background, experience, and availability best suited for the assignment. Our approach to serve the City on this contract is based on our 50-year history of serving public agencies.

For this assignment, Willdan's City Engineer will be the single point of contact for the City's staff and will convey all important matters to the project team as appropriate. Our City Engineer will serve the City at City Hall for a minimum of 20 hours per week – typically four hours per week.

Willdan has designated a city engineer team to provide as-needed support to the City for specific project/task work orders. The fundamental goal of Willdan's team is to provide the City with the highest level of support in completing the as-needed special tasks. This will require close personal coordination between Willdan and the City. To accomplish this, we will conduct interactive meetings with City staff throughout the course of each assignment to ensure all issues are addressed. Our team has a broad variety of talent and experience in city engineering; development review; public works permitting and inspection; capital improvement project design, inspection, and contract administration; facilities maintenance and repair; surveying; and soils investigation. Combined with our understanding of the desired services and our experience with the City of Los Alamitos, Willdan can assist the City with successful completion of all city engineer matters.

Willdan will commit the appropriate staff to ensure specific projects, as well as the overall contract, are successful. Our intended approach is to fully understand each project requested by the City, to review the scope of work for each project in detail with the City, agree on the course or extent of the best-suited action, and proceed accordingly. Having successfully completed many other assignments of this type for the City of Los Alamitos and other agencies in Orange and Los Angeles Counties, Willdan's proposed team understands City processes and possesses the technical and communication skills that are vital to ensuring each task receives the necessary attention, objectives are met, schedules are adhered to, and each task stays on budget.

Willdan's management approach has been proven on past assignments for the City to be effective in delivering services on time, within budget, and to the City's satisfaction.

Quality Assurance/Control

Willdan operates under a company-wide Quality Assurance/Control (QA/C) Program. The key component of this plan is Willdan's QA/C Manual. This program has proven very effective and successful and is a continuous process that occurs day-to-day. Willdan's project team will develop a QA/C plan for the projects assigned by the City.

Methodology

Willdan's methodology focuses heavily on client service and communications. As a firm with a strong public agency orientation, many of our client relationships are long term and ones in which our staff develops intimate familiarity with City staff, since we very often serve as an extension of City staff. As such, it is extremely important that our presence on each assignment is seamless.

Willdan's staff assigned as extension of city staff, such as City Engineer, on a routine or on-call contract basis, most often work independently of the project team, since they are generally working directly for and with City staff as city staff. In this instance, the project team's role is subservient to the primary assignment and only comes into play on a support basis or on a project-specific basis, such as for additional services for capital improvement project design, reviewing tract and parcel maps, and structural assessments.

Technical Approach

Upon commencement of this assignment, Willdan's City Engineer, Mr. David L. Hunt, will meet with City staff to discuss the project assignment in more detail. At this time, Willdan commits to Mr. Hunt's availability to be at the City on a routine basis for a minimum of 20 hours per week. Mr. Hunt will also be available on an as-needed basis in addition to the routinely scheduled hours at the City. Again, based upon the City's needs, the routine hours at the City for Mr. Hunt are flexible and can be adjusted to various combinations to balance coverage of work as well as budgetary considerations. For this contract, the City Engineer will report to the Director of Public Works.

Mr. Hunt's approach to the assignment will depend largely upon the specific needs of the City at any given time; however, he will generally start each day with a review of ongoing work efforts, new work efforts that have been assigned, and discussion with City staff. Since he is accustomed to city engineer assignments, many of these efforts will be self-directed, except as otherwise given general or specific direction from the City, as deemed appropriate.

For work efforts while at the City, such as project management, technical advice, and preparation of City Council agenda items, Mr. Hunt will work closely with City staff to coordinate specific tasks and to provide appropriate input when needed. He will make necessary contacts with private developers, other public agencies, and other City departments on an as-needed basis. To more fully understand all issues relating to specific projects, Mr. Hunt will research available records at the City, make field reviews as appropriate, and hold discussions with City staff. At the end of each day, he will review the events of the day, schedule any remaining needed efforts by City staff, and establish a preliminary list of efforts for his next regularly scheduled day at the City.

From time to time, the city engineer duties may require Mr. Hunt to be contacted while not at the City. In such cases he will routinely check for messages, both at the City and at Willdan, to keep current with ongoing issues and to formulate and deliver timely responses. This may require him to coordinate with or assign work efforts to City or Willdan staff. Whenever feasible, he will also be available for direct communication while he is away from the City's office.

Scope of Services and Task Descriptions

The following presents the scope of work identified in the City's Request for Proposal and includes, but is not necessarily limited to, the services that Willdan will provide.

Willdan is very familiar with city services typically required in providing city engineer services to Southern California cities. We have reviewed the requirements for this contract as presented and find they are consistent with the services we have provided for other cities.

General Technical Assistance

1. Maintain regularly scheduled office hours at the City for a minimum of 20 hours per week. Additional hours may be requested on an as-needed basis.
2. Prepare and/or administer long- and short-range public works programs.
3. Provide technical advice to City personnel assigned to public works activities.
4. Advise City as to engineering and construction financing available from other governmental agencies and prepare and initiate applications for such funding.
5. Provide technical assistance for sewer and storm water issues.
6. Prepare drawings, diagrams, graphs, charts, databases, spreadsheets, and tables using common desktop, computer-aided design, and/or GIS software programs.
7. Develop, review, and update engineer's reports for special assessment districts such as landscaping and lighting districts.
8. Develop and update capital improvement plans and developer fees. Assist the Public Works Director on the annual Capital Improvement Program budget.
9. When directed, analyze the City's needs and prepare and administer long- and short-range capital improvement programs consistent with the economic capabilities of the City.
10. When directed, review and provide written comments on planning programs and land development matters.
11. Attend meetings such as City Council, OCTA, Technical Steering Committee, Technical Advisory, and other meetings as requested.

Development Review

1. Review tentative maps and other submittals for land divisions and proposed developments and make recommendations related to engineering matters.
2. Check improvement plans for facilities for compliance with zoning requirements, City design standards, and adopted building codes.

3. Provide field inspection of the construction of improvements by private developers; recommend notices of completion and acceptance of the work.
4. Review, check, and provide written recommendations on land use applications to Assistant City Administrator.
5. Establish performance, labor, and material bond amounts when required and require the posting of such securities and other development fees within the proper time sequence of development review.
6. Provide such necessary and related functions as are the normal practices of the City in the review of private developments.

Public Works Permits and Inspection

1. Provide construction observation inspection of permit work within City streets and rights-of-way.
2. Check plans and specifications and provide construction administration and observation for City projects designed by third parties.
3. Prepare transportation and encroachment permits in accordance with City procedures, as required.
4. As a City agent, receive and process requests for inspection services.
5. Provide construction contract administration and construction inspection.

Capital Projects

1. Prepare plans and specifications for City projects (buildings, roads, bridges).
2. Provide design survey, construction survey, real property engineering services, and construction administration and observation for City projects.
3. Provide special engineering reports regarding such matters as assessment district formation, developer fees, etc.
4. Coordinate with utility companies in the relocation of affected utilities.
5. Process plans and specifications through other agencies for review and approval in connection with special funding programs and permits.
6. Prepare preliminary scoping, budget estimates, and project schedules.
7. Coordinate the design with, and obtaining the required approvals and permits from, City departments, utility companies, and other agencies.

8. Assist the City in communicating with the public regarding the project design.
9. Assist the City in making its CEQA and NEPA environmental impact review of the projects, by drafting environmental checklist form, notice of exemption, and statutory worksheet.
10. Prepare design surveys, geotechnical investigations, construction plans, specifications, and construction cost estimates, including services of approved subconsultants necessary to accomplish the work.
11. Attend preconstruction meetings and respond to bidder's questions during bidding.
12. Tabulate and review bid documents received.
13. Draft reports and assessments for City information and action.

Facilities Maintenance and Repair

1. Assess needed maintenance and/or repair of City facilities (buildings and all associated systems). May include services of approved subconsultants necessary to assess the work.
2. Prepare scope of work, budget estimates, and schedules.
3. Procure required services in accordance with City procedures and the Public Contract Code (formal and informal bidding).
4. Manage and inspect contractors' and/or service providers' work for compliance with contract/purchase order.
5. Manage punch list, call backs, and warranties.

Surveying Services

Willdan will provide specific surveying services as requested by the City. Services may include, but are not limited to:

1. Reviewing final and parcel maps for technical accuracy, conformance with tentative maps, and compliance with the Subdivision Map Act.
2. Performing engineering and boundaries surveys.
3. Preparing legal descriptions, grant deeds, and easements with certification by a licensed land surveyor.

In providing a concise proposal to the City, Willdan has consolidated our submittal for City Engineer and Traffic Engineer. Willdan's response to remaining subsections 6 through 12 are provided immediately following presentation of our Traffic Engineer experience and qualifications on Page 27.

1 – Proposed Traffic Engineer

⇒ Willdan is qualified to provide required services because:

- We know the City of Los Alamitos – having provided traffic engineering support to our Los Alamitos contract city engineer for the past five years
- We have a 50-year history serving as contract city engineer and as traffic engineer for a large number of cities and have continuously been involved in multiple, simultaneous traffic and transportation projects
- We have no conflicts of interest to prevent our complete dedication to the City of Los Alamitos' goals and objectives for their community
- We assure the City that Willdan has the resources to commit our proposed Traffic Engineer for the duration of the contract and for the hours necessary to fulfill the City's on-site staffing needs
- As we have demonstrated throughout our current city engineer contract with the City, Willdan's proposed Traffic Engineer will be accessible and available to City staff, programs, and projects

Ms. Ruth Smith will serve as Traffic Engineer. In this role, she will be responsible for traffic engineering services and will be available for the City's estimated need of up to 20 hours per week – and more, if needed. Ms. Smith has more than 34 years of traffic engineering and transportation planning experience. She recently served as the City of Placentia's contract Traffic Engineer, a position she held for five years. Ms. Smith is also the consultant Traffic Engineer for the cities of Rancho Palos Verdes and Temecula, as well as the Deputy Traffic Engineer for the City of Brea.

A summary of Ms. Smith's experience is provided immediately following this section with a comprehensive resume provided in the Appendix.

Ruth Smith, TE, PTP	Project Role
	▪ Traffic Engineer

Summary Profile

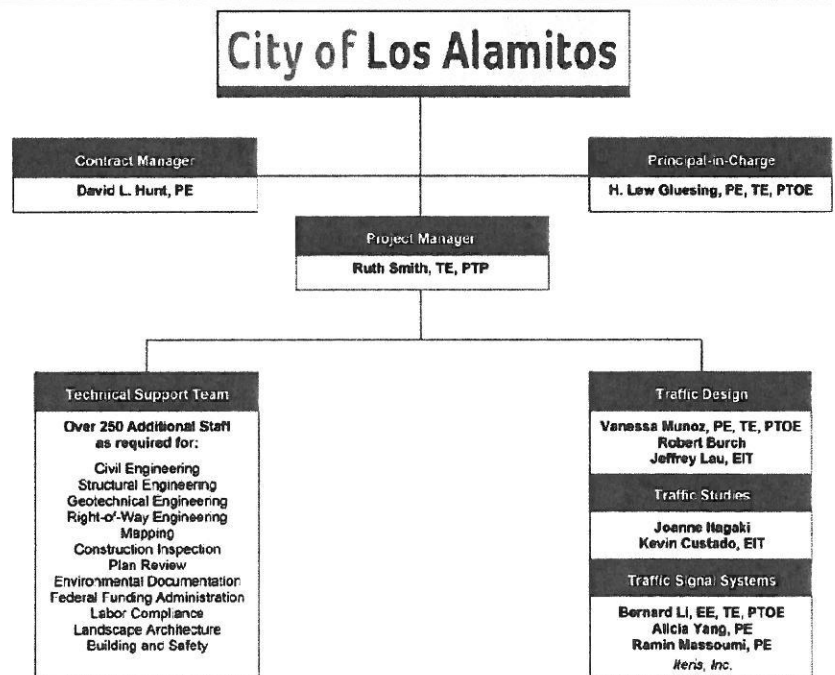
- BS, Civil Engineering, California State Polytechnic State University, Pomona
- Professional Transportation Planner
- Traffic Engineer, California No. 1650
- 34 Years' Experience

Relevant Project Experience

- Traffic Engineer, City of Placentia
- Traffic Engineer, City of Rancho Palos Verdes
- Traffic Engineer, City of Temecula
- Deputy Traffic Engineer, On-Call Traffic Engineering, City of Brea

Project Team Organization

The organization chart contained herein identifies some key project team members and further illustrates the communication and reporting relationships and project roles for Willdan's team. It is important to note that the personnel shown are all current Willdan employees and represent the caliber of personnel who could be considered to provide support for any traffic engineering project assignments.



2 – Firm Capabilities, Qualifications, and Training

Transportation/Planning/Project Management

Willdan's transportation engineering team has the expertise to solve today's sophisticated and varied transportation challenges. By offering turnkey services, we handle design and operational challenges for all levels of transportation projects – from residential streets to interstate highways. To ensure a unified and cohesive approach, Willdan provides in-house staff capabilities with a full spectrum of support functions, including right-of-way engineering, utility research, coordination and relocation, landscape conceptual design and renderings, survey and mapping, geographic information systems, public outreach, and inter-agency coordination.

As City Traffic Engineer, Willdan's staff routinely reviews and updates various policies, standards, and guidelines and analyzes and prepares reports and recommendations relative to the City's transportation element, including pedestrian and bicycle facilities. These duties routinely include evaluating transportation funding programs and policies and recommending a variety of improvements. Our staff routinely provides project and construction management services for design, construction management, and oversight of both major and minor infrastructure improvements. We perform traffic modeling of future traffic volumes, evaluate transit and para-transit operations, and develop designs and plans for various transportation projects.

Among our transportation expertise are pedestrian and bicycle paths; pavement management systems; intersection and roadway improvements, bridge widening; freeway interchanges; carpool lanes; seismic retrofit and congestion management programs; and rail transit, commuter rail, and high-speed rail systems.

Studies/Reporting/Program Delivery

Willdan has prepared a variety of parking, neighborhood traffic management, traffic impact, school area, pedestrian safety, crosswalk, traffic impact fee studies, suggested route to school, engineering and survey, signal timing, and traffic circulation studies, and project study reports throughout Southern California for client cities, Caltrans, and other agencies and clients. Willdan's staff is also well-experienced in presenting traffic studies to traffic commission, planning commission, city council, and other public hearings. Recent client city's served include Placentia, Lake Forest, Brea, Temecula, Agoura Hills, Culver City, Lakewood, Lawndale, Norwalk, Paramount, Rancho Palos Verdes, Rosemead, and Santa Clarita – to name a few.

While serving as City Traffic Engineer, Willdan's traffic staff reviews traffic studies on a daily basis. A vast majority of these studies are development related and generally include traffic impact analyses, parking demand, and traffic circulation. The review often includes providing conditions of approval. Other traffic study reviews include project study reports, traffic management plans, traffic signal warrant analyses, and traffic signal timing and coordination analyses.

Willdan's specific expertise with engineering and traffic surveys includes hundreds of studies performed in Orange, Los Angeles, Riverside, and San Bernardino Counties. A representative listing includes surveys for:

Orange County Cities

- 15 segments, City of Lake Forest
- 70 segments, City of Placentia
- 138 segments, City of Tustin

Los Angeles County Cities

- 25 segments, City of Agoura Hills
- 53 segments, City of Arcadia
- 70 segments, City of Compton
- 80 segments, City of Covina
- 24 segments, City of Hawaiian Gardens
- 33 segments, City of Long Beach
- 99 segments, City of Norwalk
- 74 segments, City of Paramount
- 27 segments, City of Rancho Palos Verdes
- 8 segments, City of Rolling Hills
- 9 segments, City of Rolling Hills Estates
- 42 segments, City of Rosemead
- 22 segments, City of Sierra Madre
- 34 segments, City of South Pasadena

Riverside County Cities

- 17 segments, City of Indian Wells
- 74 segments, City of La Quinta
- 107 segments, City of Temecula

San Bernardino County Cities

- 44 segments, City of Fontana
- 14 segments, City of Grand Terrace

Training

Willdan's proposed Traffic Engineer keeps up-to-date on matters pertaining to traffic engineering and regulatory requirements through newsletters and attendance at meetings of the Institute of Transportation Engineers, Orange County Traffic Engineering Council, and American Society of Civil Engineer OC Transportation Technical Group.

Relevant Project Experience

Willdan has vast experience with city traffic engineer services contracts, successfully completing client's projects within budget and schedule. The following relevant experience demonstrates our record of success in providing city traffic engineer services similar in nature to those proposed for the City of Los Alamitos.

City Engineering Services

City of Los Alamitos

In conjunction with Willdan's city engineering services contract, Willdan provides as-needed traffic engineering services for the City. Representative projects include:

- Farquhar Traffic Calming Update
- Pilot Parking Meter
- Katella Avenue Signing and Striping Improvements
- Catalina Street Underground Street Lighting
- Los Alamitos Boulevard/Florista Street Improvements

City Traffic Engineer

City of Placentia

As part of our traffic engineering support services to the City, Willdan handled all general traffic engineering concerns within the City, such as investigating citizen requests, performing stop sign and safety analyses, reviewing traffic impact studies, preparing and reviewing traffic signal and striping plans, preparing and presenting commission and council reports, conducting field investigations, and assisting and coordinating with City staff in the performance of these duties. Representative projects include:

- Rose Drive Signing and Striping
- Yorba Linda at Rose Drive Avenue Signal Modifications
- Traffic Engineering Development Review
- General Plan Update – Mobility Element
- Citywide Engineering and Traffic Study

With specific regard to Willdan's role as contract Traffic Engineer, responsibilities included:

- Keeping regular office hours at the City of eight hours per week
- Responding to citizen requests, complaints, and concerns regarding traffic issues related to parking, sight distance, speeding, traffic signal operations, access, and circulation
- Performing traffic studies and preparing traffic engineering-related reports
- Managing the City's Permit Parking Program, interacting with residents, preparing studies, presenting the

proposed areas to the Traffic Safety Commission and the City Council for approval, and coordinating with the Police Department and maintenance staff

- Attending bi-monthly Traffic Safety Commission meetings, including preparing agenda and writing and presenting staff reports
- Providing as-needed support to other departments, such as handling Council requests and preparing and presenting reports to the City Council, coordinating with the City Attorney, and assisting the Police Department
- Working closely with Planning Department staff reviewing traffic studies and development plans regarding access; on-site circulation; sight distance; proposed mitigation measures; compliance with city, county, state, and federal codes, standards, regulations, ordinances, policies, and statutes; and preparing conditions of approval
- Updating the City's Mobility Element and bicycle plan as part of the City's general plan update team
- Coordinating closely with the local school district regarding school-related parking, access, circulation, and pedestrian safety
- Reviewing and commenting on traffic improvement plans and updating the Traffic Impact Fee Program
- Providing support on capital improvement projects, including design, assisting with contract management, and coordinating with others involved in the projects
- Serving as the City's liaison to OCTA and Caltrans for their projects within the City to minimize disruption to traffic flow in the City
- Assisting City staff in procuring SR2S state funding to bring all schools signs and markings into compliance with California MUTCD standards
- Working cooperatively with neighboring jurisdictions to win OCTA funding for six corridor signal coordination projects
- Preparing an engineering and traffic survey to update the City's speed limits, in accordance with the California MUTCD, and performing other speed surveys and traffic warrant studies
- Reviewing monthly invoices from the traffic signal maintenance contractor
- Updating ADT and peak-hour intersection counts

City Traffic Engineer

City of Brea

As part of our traffic engineering support services to the City, Willdan reviews development projects submitted to the City. Tasks include reviewing plans and project details regarding on-site circulation and design, project access, parking, and possible off-site impacts; determining the necessity of traffic impact studies and providing required elements of the studies to the City/developer; following up by reviewing and commenting on the traffic study; meeting with the developer and developer's civil and traffic engineers, as necessary; approving the final traffic study; and preparing the conditions of development. Representative projects include:

- Traffic Control Technology Improvements Program Phase 2
- Various Traffic Signal, Signing, and Striping Improvements
- ATP Cycle 2 Application Assistance
- Safe Routes to School
- City Traffic Plan Review
- Santa Fe Road Neighborhood Traffic Plan

City Engineering Services

City of Tustin

In conjunction with Willdan's city engineering services contract, Willdan provided traffic engineering services for the City's major capital improvement projects. Representative projects include:

- Pioneer Way Traffic Signal Improvements and Modifications
- Main and Newport Traffic Signal
- Redhill Avenue at San Juan Street Signal Modifications
- In-Pavement Crosswalk Warning Lights
- Two Engineering and Traffic Surveys

City Traffic Engineer

City of Temecula

As part of our traffic engineering consulting services contract, Willdan serves as the City's consultant traffic engineer and provides as-needed traffic engineering services. Services include providing technical assistance to City staff; preparing neighborhood traffic plan studies; performing, traffic impact study reviews, warrant analyses, plan reviews, and engineering and traffic surveys to update speed limits; and preparing signing and striping plans. Willdan staff prepares for and makes presentations to the Traffic Commission and at community meetings. Representative projects include:

- Jefferson Avenue Specific Plan Traffic Impact Analysis Review
- Via Puebla Traffic Calming Study
- Great Oak High School Pedestrian Access Feasibility Study
- Engineering and Traffic Surveys
- Clubhouse Drive Neighborhood Traffic Management Plan Study
- Plan Check Services

City Traffic Engineer

City of Rancho Palos Verdes

As part of our traffic engineering consulting services contract, Willdan serves as the City's consultant traffic engineer and provides as-needed traffic engineering services. Services include providing technical assistance to City staff; preparing a variety of traffic studies, including on-street parking, permit parking, intersection and highway improvements to improve circulation, access and safety, complete streets study, traffic impact studies, crossing guard studies, warrant analyses, and engineering and traffic surveys to update speed limits; and preparing plans for a high-visibility crosswalk with -flashing beacons. Technical support for successful grant applications was provided. Willdan staff prepares for and makes presentations to the Traffic Commission and at community meetings. Representative projects include:

- Palos Verdes Drive East Complete Street Study
- General Plan Circulation Element Update Traffic Impact Study
- Semi-Annual HPMS and CMP Monitoring Updates
- SeaBluff Parking Study
- Palos Verdes Drive South Traffic Study
- Stop Sign Analyses for Three Locations
- Crossing Guard Analyses for Three Schools
- Crenshaw/Crestridge Traffic Signal Update Design
- Crest and Whitley Collins Enhanced Crosswalk Design
- Citywide Engineering and Traffic Survey

County Engineering Services

County of Orange, Public Works

Under Willdan's on-call engineering services contract, Willdan provides as-needed traffic engineering services to the County. We are currently preparing a traffic safety study for Santiago Canyon Road regarding passing lanes.

Additional Traffic Engineer/On-Call Traffic Engineering Experience

Willdan has also provided traffic engineer/on-call traffic engineering services to:

- McDonalds Restaurant Traffic Impact Study
- Santiago Canyon Road Traffic Study, County of Orange
- City Traffic Engineer, City of Paramount
- Traffic Engineering Services, City of Manhattan Beach
- City Traffic Engineer, City of Norwalk
- Traffic Engineering Services, City of Lakewood
- Traffic Engineering Services, City of San Marino

3 – Office Location Serving City

Willdan will provide services from our Anaheim and Industry offices located at 2401 East Katella Avenue, Suite 300, Anaheim, CA and 13191 Crossroads Parkway North, Suite 405, Industry, CA.

4 – Support Personnel

Ms. Smith will be assisted and supported by the individuals identified in the organization chart along with a company-wide pool of technical support personnel. Brief profiles for these team members follow the organization chart with comprehensive resumes provided in the Appendix.

As demonstrated during our current Contract City Engineer services provided to the City, Willdan hereby commits to maintaining the proposed staff for the duration of the City Traffic Engineer contract. Should unavoidable changes in staff arise, Willdan will immediately replace staff with equally qualified staff. Should a change in Traffic Engineer arise, Willdan will meet with the City and discuss replacement candidates for the Traffic Engineer position.

H. Lew Gluesing, PE, TE, PTOE

- Principal-in-Charger

Summary Profile

- BS, Civil Engineering, California State University, Long Beach
- Traffic Engineer, California No. 1683
- Civil Engineer, California No. 45729
- Professional Traffic Operation Engineer
- 50 Years' Experience

Project Role Responsibilities

- As Principal-in-Charge, Lew Gluesing will be responsible for quality assurance and providing technical expertise as needed.

Relevant Project Experience

- Traffic Engineer/Principal-in-Charge, City Traffic Engineering, City of Brea
- Traffic Signal System Manager, City Traffic Engineering, City of Placentia
- Traffic Engineer/Principal-in-Charge, City Traffic Engineering, City of Norwalk
- Traffic Engineer/Principal-in-Charge, City Traffic Engineering, City of Lakewood
- Principal-in-Charge, Citywide Signal Safety Improvements, City of Pico Rivera
- Project Manager, Citywide Traffic Signal System and ITS Components, City of Norwalk
- Project Manager, Citywide Traffic Signal Study, City of Lakewood
- Project Director, School Area Traffic and Parking Study, City of Lawndale
- Principal-in-Charge, Engineering and Traffic Survey, City of Arcadia

Vanessa Munoz, PE, TE, PTOE

- Traffic Design Oversight Engineer

Summary Profile

- BS, Civil Engineering, California Polytechnic State University, Pomona
- Professional Traffic Operation Engineer
- Traffic Engineer, California No. 2341
- 17 Years' Experience

Project Role Responsibilities

As Traffic Design Oversight Engineer, Vanessa Munoz will be responsible for overseeing and approving signing and striping plans, traffic control plans, and traffic signal plans.

Relevant Project Experience

- Project Engineer, City Traffic Engineering, City of Brea
- Deputy City Traffic Engineer, City Traffic Engineering, City of Placentia
- Project Manager, Citywide Engineering and Traffic Survey, City of Temecula
- Project Manager, Engineering and Traffic Survey, City of Rancho Palos Verdes
- Project Engineer, City Traffic Engineering, City of Norwalk
- City Traffic Engineer, Citywide Traffic Signal Study, City of Paramount
- City Traffic Engineer, Citywide Traffic Signal System and ITS Components, City of Norwalk
- Project Manager, Citywide Signal Safety Improvements, City of Pico Rivera
- Traffic Engineer, 2015 Call for Projects Application, City of South Gate

Robert W. Burch	▪ Traffic Designer
Summary Profile	
▪ Extension Courses, Traffic Signal Equipment and Operations and Traffic Signals/Highway Lighting Systems Construction Inspection, University of California, Berkeley	▪ Post Certified Radar Operator, California State University, Fullerton ▪ AA Liberal Arts, Mount San Antonio College, Walnut ▪ 22 Years' Experience
Project Role Responsibilities	
As Traffic Designer, Robert W. Burch will be responsible for designing signing and striping, traffic control and signal plans; preparing specifications and cost estimates; and providing plan reviews as needed.	
Relevant Project Experience	
▪ Project Manager, Katella Avenue Signing and Striping Improvements, City of Los Alamitos ▪ Project Manager, Los Alamitos Boulevard and Florista Street Improvements, City of Los Alamitos ▪ Project Manager, Catalina Street Underground Street Lighting, City of Los Alamitos ▪ Traffic Designer, Richfield Road and Orchard Drive Traffic Signal, City of Placentia ▪ Traffic Plan Reviewer, City Traffic Plan Review, City of Temecula	
Jeffrey Lau, EIT	▪ Traffic Designer
Summary Profile	
▪ BS, Civil Engineering, California Polytechnic State University, Pomona ▪ Engineer-in-Training, California No. 12060	▪ Doppler Radar Operator ▪ 11 Years' Experience
Project Role Responsibilities	
As Traffic Designer, Jeffrey Lau will be responsible for designing signing and striping, traffic control and signal plans; preparing specifications and cost estimates; and conducting engineering and traffic surveys.	
Relevant Project Experience	
▪ Traffic Designer, Alta Vista Improvements, City of Placentia ▪ Traffic Designer, Engineering and Traffic Survey (73 Segments), City of Placentia ▪ Traffic Plan Reviewer, On-Call Traffic Plan Review, City of Brea ▪ Traffic Designer, Safe Routes to School, Cycle 3, City of Brea ▪ Traffic Designer, 2015 Metro Call for Projects Application, City of South Gate ▪ Traffic Designer, HSIP Cycle 6 Application, City of La Puente	
Joanne Itagaki	▪ Transportation Planner
Summary Profile	
▪ BS, Civil Engineering, California Polytechnic State University, Pomona ▪ Fundamentals of Traffic Engineering, Institute of Transportation Studies ▪ Signal Design Safety through Construction/Maintenance Zones Fundamentals, Institute of Transportation Studies	▪ Transportation Demand Management Alternative Work Hours Seminar, Orange County Transportation District ▪ Transportation Demand Management Ridesharing Seminar ▪ Doppler Radar Operator ▪ 30 Years' Experience
Project Role Responsibilities	
As Transportation Planner, Joanne Itagaki will be responsible for preparing stop sign, parking, crossing guard, and school circulation and access studies; signal warrants analyses; other as-needed studies and analyses, and traffic impact study reviews.	
Relevant Project Experience	
▪ Transportation Planner, City Traffic Engineering, City of Rancho Palos Verdes ▪ Transportation Planner, City Traffic Engineering, City of Norwalk ▪ Traffic Analyst, City Traffic Engineering, City of Lawndale ▪ Transportation Planner, City Traffic Engineering, City of Long Beach ▪ Traffic Analyst, Traffic Impact Fee Study, City of South Gate ▪ Traffic Analyst, Citywide Traffic Signal Study, City of Lakewood	
Kevin Custado, EIT	▪ Transportation Planning Technical Support
Summary Profile	
▪ BS, Civil Engineering, California Polytechnic State University, Pomona	▪ 1 Years' Experience
Project Role Responsibilities	
As Transportation Planning Technical Support, Kevin Custado will be responsible for preparing drawings and exhibits, stop sign, parking, and crossing guard studies and signal warrants analyses.	
Relevant Project Experience	
▪ Traffic Plan Reviewer, On-Call Traffic Plan Review, City of Brea ▪ Traffic Analyst, City Traffic Engineering, City of Temecula ▪ Transportation Planner, Engineering and Traffic Study, City of Temecula	

Subconsultant Support

Iteris, Inc.

Willdan will utilize the expertise of Iteris, Inc. for traffic signal system operations. Iteris, Inc. is the market leader in providing traffic information management solutions. Their decades of expertise in traffic management, along with superior services and patented products help detect, measure, and manage traffic and vehicular performance; minimize traffic congestion; and empower our clients with solutions to better manage their transportation networks. The firm is headquartered in Santa Ana. Iteris delivers precise solutions that meet clients' needs and expectations based upon core competencies of:

- Traffic Signal Timing and Synchronization
- ITS Planning and Design
- Goods Movement
- System Integration
- Performance Monitoring and Management
- Research and Education
- Road Maintenance Weather Services
- Traveler Information/511

Relevant Project Experience

Laguna Woods Traffic Engineering Services

City of Laguna Woods

Contact: Akram Hindiye
City Engineer
(949) 547-0816

Project Staff: Bernard Li, Project Manager; Alicia Yang

Dates: April 2012 – Ongoing

Iteris' main responsibilities are traffic signal system operation. Services include:

- Monitoring traffic signal operations in real-time and adjusting timing to maintain good traffic progressions
- Reviewing scheduled operations on the Centrac traffic signal system to automatically perform maintenance
- Establishing Centrac to automatically gather and store signal operation historical and real-time information
- Verifying that all timings are programmed correctly and all traffic signals are in good working order
- Reporting traffic signal problems and malfunctions to the City's signal maintenance contractor
- Coordinating and verifying that all maintenance work is properly completed by the maintenance contractor
- Maintaining and adjusting traffic signal coordination
- Investigating and recommending improvements
- Coordinating with contractors and modifying signal timings due to roadway construction

On-Call Traffic Engineering Services

City of Irwindale

Contact: William Tam
Director of Public Works/City Engineer
(626) 705-5723

Project Staff: Bernard Li, Project Manager

Dates: 2005 – Ongoing

Iteris serves as the on-call traffic engineer to the City of Irwindale. Services included:

- Monitoring and maintaining traffic signal timings
- Updating traffic signal timing per MUTCD requirements
- Optimizing and implementing traffic signal timing along Arrow Highway and Irwindale Avenue
- Preparing and implementing temporary traffic signal timing for Live Oak Rehabilitation
- Performing traffic signal and stop warrant analysis for various intersections
- Reviewing proposed signal timing prepared by the County

5 - Systems/Methods to Provide Cost-Effective Service

Willdan's approach and methodology ensures the team:

- Fully understands each project requested by the City
- Reviews the scope of work for each project in detail with the City
- Agrees upon the course or extent of the best-suited action
- Proceeds accordingly
- Promotes good team interaction
- Produces quality work products on time and within budget

Project Approach

Willdan utilizes a management approach, whereby each assignment is undertaken by a project team. Each project is assigned to a senior member of our staff with the background, experience, and availability best suited for the assignment. Our approach to serve the City on this contract is based on our 50-year history of serving public agencies.

For this assignment, Willdan's Traffic Engineer will be the single point of contact for the City's staff and will convey all important matters to the project team as appropriate. Our Traffic Engineer will serve the City at City Hall or offsite for up to 20 hours per week. If the City's needs change, adjustments will be made to accommodate these needs.

Willdan has designated a traffic engineer team to provide as-needed support to the City for specific project/task work orders. The fundamental goal of Willdan's team is to provide the City with the highest level of support in completing

the as-needed special tasks. This will require close personal coordination between Willdan and the City. To accomplish this, we will conduct interactive meetings with City staff throughout the course of each assignment to ensure all issues are addressed. Our team has a broad variety of talent and experience in transportation planning, traffic operations, and traffic design. Combined with our understanding of the desired services and our experience with the City of Los Alamitos, Willdan can assist the City with successful completion of all traffic engineer matters.

Willdan will commit the appropriate staff to ensure projects, as well as the overall contract, are successful. Our approach is to fully understand each project requested by the City, to review the scope of work for each project in detail with the City, agree on the course or extent of the best-suited action, and proceed accordingly. Having successfully completed many other assignments of this type for the City of Los Alamitos and other agencies in Orange, Riverside, and Los Angeles Counties, Willdan's proposed team understands City processes and possesses the technical and communication skills that are vital to ensuring each task receives the necessary attention, objectives are met, schedules are adhered to, and each task stays on budget.

Willdan's management approach has been proven on past assignments for the City to be effective in delivering services on time, within budget, and to the City's satisfaction.

Quality Assurance/Control

Willdan operates under a company-wide Quality Assurance/Control (QA/C) Program. The key component of this plan is Willdan's QA/C Manual. This program has proven very effective and successful and is a continuous process that occurs day-to-day. Willdan's project team will develop a QA/C plan for the projects assigned by the City.

Methodology

Willdan's methodology focuses heavily on client service and communications. As a firm with a strong public agency orientation, many of our client relationships are long term and ones in which our staff develops intimate familiarity with City staff, since we very often serve as an extension of City staff. As such, it is extremely important that our presence on each assignment is seamless.

Willdan's staff assigned as extension of city staff on a routine or on-call contract basis, most often work independently of the project team, since they are generally working directly for and with City staff as city staff. In this instance, the project team's role is subservient to the primary assignment and only comes into play on a support ba-

sis, or on a project-specific basis, such as for additional services for design of a traffic signal or signing and striping.

Technical Approach

Upon commencement of this assignment, Willdan's Traffic Engineer, Ms. Ruth Smith, will meet with City staff to discuss the project assignment in more detail. At this time, Willdan commits to Ms. Smith's availability to the City for up to 20 hours per week. Ms. Smith will be available to work at City Hall or offsite as the City prefers. Based upon the City's needs, Ms. Smith's hours can be adjusted to various combinations to balance coverage of work as well as budgetary considerations. For this contract, the Traffic Engineer will report to the Director of Public Works.

Ms. Smith's approach to the assignment will depend largely upon the specific needs of the City at any given time; however, she will generally start each new task with a discussion with City staff to ensure that she fully understands the task, a determination of any City resources that will be needed, and what Willdan staff resources will be needed. Should Ms. Smith be needed to work at the City, each day will begin with a review of ongoing work efforts, new work efforts that have been assigned, and discussion with City staff. Since she is accustomed to traffic engineer assignments, many of these efforts will be self-directed, except as otherwise given general or specific direction from the City, as deemed appropriate. At the end of each day, Ms. Smith will review the events of the day, schedule any remaining needed efforts by City staff, and establish a preliminary list of efforts for her next regularly scheduled day at the City.

For work efforts such as project management, technical advice, and preparation of Traffic Commission or City Council agenda items, Ms. Smith will work closely with City staff to coordinate specific tasks and to provide appropriate input when needed. She will make necessary contacts with private developers, other public agencies, and other City departments on an as-needed basis. To more fully understand all issues relating to specific projects, Ms. Smith will research available records at the City, make field reviews as appropriate, and hold discussions with City staff.

The traffic engineer duties may require Ms. Smith to be contacted while not at the City. In such cases, she will routinely check for email and voice messages, both at the City and at Willdan, as well as be available by cell phone to keep current with ongoing issues and to formulate and deliver timely responses. This may require her to coordinate with or assign work efforts to City or Willdan staff. Whenever feasible, she will also be available for direct communication while she is away from City offices.

Scope of Services and Task Descriptions

The following presents the scope of work identified in the City's Request for Proposal and includes, but is not necessarily limited to, the services that Willdan will provide.

Willdan is very familiar with city services typically required in providing traffic engineer services to Southern California cities. We have reviewed the requirements for this contract as presented and find they are consistent with the services we have provided for other cities.

1. Provide traffic engineering services to the City for up to 20 hours per week. Additional hours may be requested on an as-needed basis.
2. Serve and represent the City as City Traffic Engineer, interfacing with the public, staff, and other governmental agencies to address any and all matters relating to proposed traffic/transportation plans within and/or affecting the City.
3. Perform the duties of staff liaison and attend all City-held Traffic Commission meetings.
4. Respond to citizen questions, suggestions, complaints, and concerns.
5. Coordinate with the general public regarding traffic engineering issues related to circulation, parking, and access.
6. Assist staff with development of engineering and development policies, regulations, ordinances, and resolutions in relation to traffic issues and standards.
7. Provide traffic engineering design; assist with contract administration; and interact with staff, consultants, the public, community groups, engineers, contractors, and inspectors during all phases of the design and construction of capital improvement projects.
8. Prepare traffic warrants and conduct speed surveys.
9. Review development proposals and conduct studies as appropriate to ensure consistency with city, county and state codes, standards, regulations, ordinances, policies, and statutes.
10. Assist City staff in evaluating the City's traffic impact fee and determining whether the fee is appropriate or needs adjustment.
11. Assist in the preparation of conditions of approval for proposed development projects.
12. Evaluate and provide recommendations regarding the developer-proposed mitigation measures.
13. Conduct investigations and prepare reports for traffic engineering matters.
14. Attend meetings such as City Council, Planning Commission, and others as requested.
15. Provide an interface with local, regional, and state transportation agencies, including MetroLink, Orange County Transportation Authority, and Caltrans
16. Perform the duties as the primary traffic engineering contact for the City's Permit Parking Program and coordinate permit parking and other parking issues with the City's Police Department.
17. Assist City staff with evaluating the Permit Parking Program and fee schedule to determine whether the fee fully covers cost for program administration costs and if the program should be revised.
18. Develop recommendations and budgets for capital improvement projects or operational corrective measures to mitigate specific concerns.
19. Prepare materials and information for use at various public meetings, as requested.
20. Provide monthly invoices with specific project and activity accounting of hours billed, including direct costs advanced by Willdan.
21. Assist with the completion of the City's comprehensive general plan update, including finalizing the bike plan, review of certain studies, and completion of the Mobility Element.
22. Assist with specific plans and/or master plans.
23. Coordinate with staff regarding management and implementation of traffic-related grants and programs.
24. Perform traffic-related assignments, as requested.
25. Review traffic detour plans.
26. Review signal maintenance contractor's monthly invoices.
27. Perform ADT counts.

6 – Evidence of Insurance Coverage

As requested in the City's Request for Proposal, Willdan herein states that evidence of appropriate insurance coverages will be provided prior to execution of the contract.

7 – Avoidance of Conflicts of Interest

In accordance with the City's Request for Proposal, to the best of our knowledge, Willdan has made no monetary political contributions to any member of the City of Los Alamitos City Council within the last 10 years.

Disaster Recovery

One-Stop Building Operation
Permit Centers
FEMA Public Assistance
Fast Mobilization Response
Hazard Mitigation Plan

Street and Storm Drain Clean-Up
Removal of Burned Vehicles
Storm Drain, Street, and Bridge Replacement/Repair
City-Wide Debris Removal Program Management
Near-Term Erosion and Sediment Control Program

Design-Build

Water
Sewer
Roadway

Bus Routes
Bridges

Structural Engineering

Study/Evaluation

Study and Analysis
Bridge Advance Planning Studies
Bridge Planning/Feasibility Studies
Bridge Evaluations
Bridge Inventory and Operating Rating Study
Bridge Sufficiency Rating Analysis
Funding Application

Bridge Preliminary Engineering

Bridge Type Selection Report
Bridge Preliminary Design
Seismic Retrofit Strategy Report

Design and Construction

Local Bridge Replacement/ Rehabilitation
Freeway Overcrossing, Undercrossing, and Ramp
HOV Bridge Widening
Railroad Bridge and Grade Separation
Bridge Seismic Retrofit

Building Safety

Plan Review and Inspection

Commercial
Residential
Industrial
Medical Schools
Casinos
Correctional Facilities
Solar Installations

Contract Staffing

Plan Review
Inspection
Counter Support and Permitting
Code Enforcement
Building Official

Neighborhood Preservation/Improvement Code Enforcement

Program Review, Study, and Analysis
Ordinance Development of Ordinances
Grant Proposal Writing
Neighborhood Cleanup and Improvement Programs
Community Education Programs
Educational Material Development
Graffiti Abatement Program Development/Implementation
Vehicle Abatement and Parking Enforcement
Enforcement Assistance with Prosecution

As a matter of course, Willdan does not provide in-kind service or loans to any council members.

8 – Special Services Available to City

In addition to Willdan's specialty services listed in Section B, Willdan also offers services in:

Section D – References

City Engineer References

City Engineer

City of Paramount
16400 Colorado Avenue
Paramount, CA 90723

Contact: Christopher Cash
Public Works Director
(562) 220-2020

Willdan provides city engineer, traffic engineer, agency engineer, water engineer, public works permits/inspection, development review, CIP design/inspection, CDBG administration, grant writing, and NPDES.

City Engineer

City of Placentia
401 East Chapman Avenue
Placentia, CA 92870

Contact: Michael McConaha
Public Works Manager
(714) 993-8148

Willdan provided city engineer and traffic engineer administration, development review, public works permits and inspection, roadway design, construction management, and long-term planning which includes development of capital improvement plans, improvement districts, safe route planning, and master plans.

Interim Public Works Director

City of La Habra
201 East La Habra Boulevard
La Habra, CA 90633

Contact: Jim Sadro
City Manager
(562) 383-4010

Willdan served as the interim public works director directing and managing development review, public works permits and inspection, plan check, subdivision improvement inspection, capital improvement project design, and construction observation services. Willdan staff attended City Council meetings providing status reports on all city engineering projects.

Traffic Engineer References

City Traffic Engineer

City of Placentia
401 East Chapman Avenue
Placentia, CA 92870

Contact: Michael McConaha
Public Works Manager
(714) 993-8148

Willdan served as the contract traffic engineer for five years and provided traffic engineering services to the City as needed. Willdan reviewed development projects submitted to the City. Tasks included checking plans and project details regarding on-site circulation and design, project access, parking, and possible off-site impacts; determining if a traffic impact study was required and providing the required elements of the study to the City/developer; following up by reviewing and commenting on the traffic study; meeting with the developer and developer's civil and traffic engineers, as necessary; approving the final traffic study; and preparing the conditions of development.

City Traffic Engineer

City of Temecula
41000 Main Street
Temecula CA 92590

Contact: Jerry Gonzalez
Associate Engineer - Traffic
(951) 693-3917

As part of our traffic engineering consulting services contract, Willdan serves as the City's consultant traffic engineer and provides as-needed traffic engineering services. Services include providing technical assistance to City staff; preparing neighborhood traffic plan studies; performing, traffic impact study reviews, warrant analyses, plan reviews, and engineering and traffic surveys to update speed limits; and preparing signing and striping plans. Willdan staff prepares for and makes presentations to the Traffic Commission and at community meetings.

City Traffic Engineer

City of Rancho Palos Verdes
30940 Hawthorne Boulevard
Rancho Palos Verdes, CA 90275

Contact: Nicole Jules
Deputy Director of Public Works
(310) 544-5275

As part of our traffic engineering consulting services contract, Willdan serves as the City's consultant traffic engineer.

EXHIBIT B FEE SCHEDULE

City Engineer

CITY OF LOS ALAMITOS 2015 Engineering Services	Billing Rate	Total Hours	Cost
City Engineer	\$120.00	650	\$78,000
Principal	\$195.00	50	9,750
GIS	\$155.00	50	7,750
Associate Engineer	\$133.00	325	43,225
Senior Drafter	\$133.00	200	26,600
PW Construction Inspector	\$120.00	160	19,200
Total			\$184,525

Note: No charge for City Engineer, Dave Hunt, attendance at City Council meetings

Traffic Engineering

CITY OF LOS ALAMITOS 2015 Traffic Engineer Services	Billing Rate	Total Hours	Cost
Principal Engineer	\$160.00	30	\$4,800
Traffic Engineer	\$140.00	350	49,000
Senior Engineer	\$135.00	140	18,900
Associate Engineer	\$130.00	50	6,500
Traffic Signal Systems Supervisor	\$160.00	100	16,000
Traffic Signal Systems Specialist	\$125.00	120	15,000
Total			\$110,200

AMENDMENT No. 2 TO PROFESSIONAL SERVICES AGREEMENT
[City of Los Alamitos and Willdan Engineering]

This Amendment No. 2 to Professional Services Agreement (“Amendment”) is made and entered into on this 15th day of April, 2019 by and between the City of Los Alamitos, a California charter city and municipal corporation, (“City”) and, Willdan Engineering, a California Corporation (“Contractor”).

RECITALS

A. City and Willdan Engineering entered into that certain Professional Services Agreement for City Engineering and Traffic Engineering services on November 4, 2015 (“Agreement”), which was subsequently amended by that certain Amendment No. 1 to Professional Services Agreement on May 15, 2017 (collectively, the “Agreement”), which is incorporated herein by this reference.

B. City and Contractor desire to amend the Agreement to extend the term of the Agreement, subject to the terms and provisions of this Amendment.

NOW, THEREFORE, City and Contractor mutually agree as follows:

1. Section [3.4] of the Agreement is hereby amended and restated in its entirety to read as follows:

3.4 “Expiration Date”: June 30, 2021.

2. Except as expressly modified above, all terms and conditions of the Agreement shall remain unchanged and in full force and effect.

3. The persons executing this Amendment on behalf of the parties hereto warrant that they are duly authorized to execute this Amendment on behalf of said parties and that by so executing the parties are formally bound to the provisions of this Amendment.

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

"City"

City of Los Alamitos

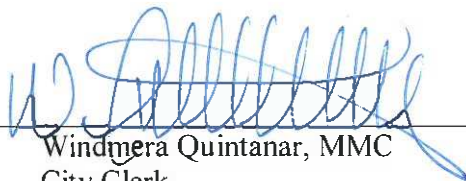
By: 
Warren Kusumoto
Mayor

APPROVED AS TO FORM.

Woodruff, Spradlin & Smart, APC

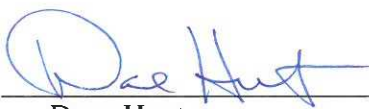
By: 
Michael S. Daudt
City Attorney

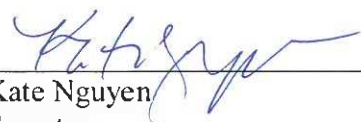
ATTEST:

By: 
Windmera Quintanar, MMC
City Clerk

"Consultant"

Willdan Engineering

By: 
Dave Hunt
Senior Vice President

By: 
Kate Nguyen
Secretary

AMENDMENT No. 1 TO PROFESSIONAL SERVICES AGREEMENT
(City of Los Alamitos and Willdan Engineering)

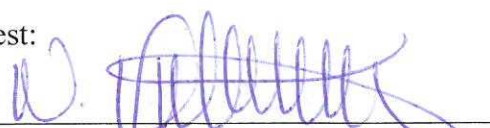
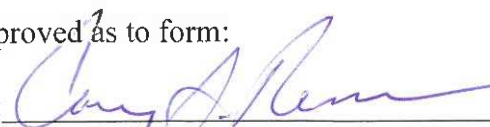
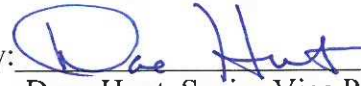
This Amendment No. 1 ("Amendment") to Professional Services Agreement ("Agreement") is made on this 15th day of May, 2017 at Los Alamitos, California, by and between the City of Los Alamitos, a municipal corporation, 3191 Katella Ave., Los Alamitos, California 90720 ("City") and Willdan Engineering, A California Corporation ("Contractor").

This "Amendment" modifies the original "Agreement" between the "City" and the "Contractor" dated November 3, 2015 in the following fashion:

A. "City" and "Contractor" desire to amend the "Agreement" by modifying section 3.4 – Expiration Date of the "Agreement" to read as follows:

3.4 "Expiration Date": June 30, 2019.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City" City of Los Alamitos By: <u></u> Bret M. Plumlee, City Manager Date: <u>5-15-17</u> Attest: By: <u></u> Windmera Quintanar, CMC, City Clerk Date: <u>5/15/17</u> Approved as to form: By: <u></u> Cary S. Reisman, City Attorney	"Consultant" Willdan Engineering By: <u></u> Dave Hunt, Senior Vice President Date: <u>4/25/17</u> By: <u></u> Kate Nguyen, Secretary Date: <u>4/25/2017</u>
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City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: June 15, 2020

ITEM NUMBER: 10F

To: Mayor Richard D. Murphy & Members of the City Council

Presented By: Chris Kelley, City Engineer

Subject: Award of Bid for Community Center Americans with Disabilities Acts (ADA) Improvements Project (CIP No. 19/20-05)

SUMMARY

This report recommends award of a bid to begin construction for the Community Center ADA Improvements Project (CIP No. 19/20-05).

RECOMMENDATIONS

1. Award construction for the Community Center ADA Improvements Project (CIP No. 19/20-05) in the amount of \$31,650.00 to Golden State Constructors; and,
2. Authorize the Mayor to execute the contract with Golden State Constructors for the project; and,
3. Authorize City Engineer to add work and execute change orders in an amount not to exceed the contingency reserve of 10% or \$3,165.00

BACKGROUND

The City of Los Alamitos proposes to upgrade two ADA ramps and portions of sidewalk within the City's Community Center parking lot area in order to provide ADA compliance. At the time of the bid release, the Recreation and Community Services Department asked that the work be scheduled after school has been released for the summer break (after May 28, 2020). Also, per the City Clerk, voting at the Community Center was anticipated to take place from May 2 - June 3, 2020. After June, there is no voting until the end of October. Both of these items changed due to COVID-19. Therefore a tentative construction start date of June 29, 2020 will be discussed with the contractor upon award.

DISCUSSION

Project Bid Results

Notices announcing the solicitation of bids for this project were posted in the local publications, consisting of: the News-Enterprise and the F.W. Dodge publication known as the "Green Sheet".

Bids for the Community Center ADA Improvements Project (CIP No. 19/20-05) were publicly opened on May 5, 2020 at 11:00 am. From the ten (10) total bids received, it was determined by Staff that the lowest responsible bid submitted was from Golden State Constructors with the total bid amount of \$31,650.00. The bid results are provided below:

GOLDEN STATE CONSTRUCTORS	\$ 31,650.00
GENTRY GENERAL ENGINEERING, INC.	\$ 35,240.00
CEM CONSTRUCTION CORP.	\$ 38,725.00
RUIZ CONCRETE & PAVING, INC.	\$ 39,977.00
ONYX PAVING COMPANY, INC.	\$ 42,000.00
CT&T CONCRETE PAVING INC.	\$ 45,650.00
EBS GENERAL ENGINEERING, INC.	\$ 51,514.00
HARDY & HARPER, INC.	\$ 68,052.00
WELL ANCHORED, INC.	\$ 82,500.00
ARAMEXX CONSTRUCTION	\$ 91,200.00
Average	\$ 52,650.80

The following is an approximate timeline for the completion of the Community Center ADA Improvements Project (CIP No. 19/20-05):

- 06/15/2020 Award of Contract
- 06/29/2020 Start of construction
- 07/31/2020 End of construction

FISCAL IMPACT

Total cost for the projects is estimated to be \$45,000. The construction budget for the project is estimated at \$31,650 with an additional \$13,350 for the contingency, design, inspection and project administration of the project. Available funding for the projects is provided from Fiscal year 2019-20 in the Park Development Fund.

Submitted by: Chris Kelley, City Engineer

Reviewed by: Leslie Roseberry, Interim Community Developer Director

Fiscal Impact Reviewed by: Craig Koehler, Interim Finance Director

Approved by: Chet Simmons, City Manager

Attachments:

1. CIP No. 19/20-05 Bid Breakdown
2. Articles of Agreement

CITY OF LOS ALAMITOS
COMMUNITY CENTER ADA IMPROVEMENT PROJECT
SPECIFICATION NO. CIP 19/20-05

BID OPENING: May 5, 2020 AT 11:00 AM

Attachment 1

				GOLDEN STATE CONSTRUCTORS		GENTRY GENERAL ENGINEERING, INC.		CEM CONSTRUCTION CORP.		RUIZ CONCRETE AND PAVING INC.		ONYX PAVING COMPANY, INC.	
ITEM NO.	DESCRIPTION	QTY.	UNITS	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
1	Mobilization	1	LS	1,500.00	\$1,500.00	1,500.00	\$1,500.00	2,700.00	\$2,700.00	5,000.00	\$5,000.00	4,000.00	\$4,000.00
2	Remove existing and construct 4" PCC sidewalk per SPPWC std plan 113-2 to match existing sidewalk	700	SF	10.00	\$7,000.00	12.00	\$8,400.00	9.75	\$6,825.00	19.00	\$13,300.00	13.00	\$9,100.00
3	Remove existing and construct curb and gutter to match existing	35	LF	100.00	\$3,500.00	80.00	\$2,800.00	60.00	\$2,100.00	92.00	\$3,220.00	69.00	\$2,415.00
4	Remove existing and construct 0-inch curb	10	LF	60.00	\$600.00	50.00	\$500.00	45.00	\$450.00	40.00	\$400.00	60.00	\$600.00
5	Remove existing and construct 0-inch curb and gutter (5% Max)	5	LF	100.00	\$500.00	70.00	\$350.00	60.00	\$300.00	75.00	\$375.00	60.00	\$300.00
6	Construct variable height curb per SPPWC std plan 120-2	25	LF	100.00	\$2,500.00	50.00	\$1,250.00	65.00	\$1,625.00	65.00	\$1,625.00	60.00	\$1,500.00
7	Construct curb ramp per SPPWC std plan 111-5, Case B Type 1	1	EA	4,000.00	\$4,000.00	6,160.00	\$6,160.00	7,700.00	\$7,700.00	4,800.00	\$4,800.00	5,000.00	\$5,000.00
8	Construct curb ramp per SPPWC std plan 111-5, Case E Type 2	1	EA	3,500.00	\$3,500.00	2,730.00	\$2,730.00	7,700.00	\$7,700.00	5,800.00	\$5,800.00	5,000.00	\$5,000.00
9	Furnish and install detectable warning surface	45	SF	50.00	\$2,250.00	90.00	\$4,050.00	45.00	\$2,025.00	25.00	\$1,125.00	60.00	\$2,700.00
10	Construct 6-inch full depth AC over compacted native base	8	TN	350.00	\$2,800.00	500.00	\$4,000.00	350.00	\$2,800.00	229.00	\$1,832.00	700.00	\$5,600.00
11	Signing and Striping	1	LS	3,500.00	\$3,500.00	3,500.00	\$3,500.00	4,500.00	\$4,500.00	2,500.00	\$2,500.00	5,785.00	\$5,785.00
TOTAL					\$31,650.00		\$35,240.00		\$38,725.00		\$39,977.00		\$42,000.00

PROJECT TOTAL	\$31,650.00	\$35,240.00	\$38,725.00	\$39,977.00	\$42,000.00
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**CITY OF LOS ALAMITOS
COMMUNITY CENTER ADA IMPROVEMENT PROJECT
SPECIFICATION NO. CIP 19/20-05**

BID OPENING: May 5, 2020 AT 11:00 AM

ARTICLES OF AGREEMENT

COMMUNITY CENTER ADA IMPROVEMENTS SPECIFICATION NO CIP 19/20-05 IN THE CITY OF LOS ALAMITOS, CALIFORNIA

THIS COMMUNITY CENTER ADA IMPROVEMENTS SPECIFICATION NO. CIP 19/20-05, (“AGREEMENT”) is made and entered into for the above-stated project this 15th of June, 2020, BY AND BETWEEN the City of Los Alamitos, a municipal corporation, hereafter designated as “AGENCY”, and GOLDEN STATE CONSTRUCTORS, a California corporation, hereafter designated as “CONTRACTOR.”

WITNESSETH that AGENCY and CONTRACTOR have mutually agreed as follows:

ARTICLE I: Contract Documents

The contract documents for the THIS COMMUNITY CENTER ADA IMPROVEMENTS SPECIFICATION NO. CIP 19/20-05 shall consist of the Notice Inviting Sealed Bids, Instructions To Bidders, Bid Proposal, Bid Schedule, Standard Specifications, Special Provisions, and all referenced specifications, details, standard drawings, and appendices; together with two signed copies of the AGREEMENT, two signed copies of required bonds; one copy of the insurance certificates, permits, notices, and affidavits; and also including any and all addenda or supplemental agreements clarifying, amending, or extending the work contemplated as may be required to ensure its completion in an acceptable manner (collectively referred to herein as the “Contract Documents”). All of the provisions of the Contract Documents are made a part hereof as though fully set forth herein.

ARTICLE II: Scope of Work

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

AGENCY hereby employs CONTRACTOR to provide the materials, do the work, and fulfill the obligations according to the terms and conditions herein contained and referred to, for the prices provided herein, and hereby contracts to pay the same at the time, in the manner, and upon the conditions set forth in this AGREEMENT.

In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to this AGREEMENT, CONTRACTOR offers and agrees to assign to the AGENCY all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (Section 16700, et seq.) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to CONTRACTOR, without further acknowledgment by the parties.

ARTICLE III: Compensation

A. CONTRACTOR agrees to receive and accept the prices set forth in the Bid Proposal and Bid Schedule as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. In no event shall the total compensation and costs payable to CONTRACTOR under this Agreement exceed the sum of Thirty-One Thousand, Six Hundred Fifty and Zero Cents (\$31,650.00), unless specifically approved in advance and in writing by AGENCY.

Such compensation shall cover all expenses, losses, damages, and consequences arising out of the nature of the work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole thereof in the manner and time specified in the aforesaid Contract Documents; and also including those arising from actions of the elements, unforeseen difficulties or obstructions encountered in the prosecution of the work, suspension or discontinuance of the work, and all other unknowns or risks of any description connected with the work.

B. This AGREEMENT is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of contractors by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to Contractor of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with that Article. This AGREEMENT hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

C. At the request and expense of CONTRACTOR, securities equivalent to the amount withheld shall be deposited with AGENCY, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to CONTRACTOR upon Agency's confirmation of CONTRACTOR'S satisfactory completion of this AGREEMENT. At any time during the term of this AGREEMENT CONTRACTOR may, at its own expense, substitute securities for funds otherwise withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

ARTICLE IV: Labor Code

AGENCY and CONTRACTOR acknowledge that this AGREEMENT is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works and public agencies and agree to be bound by all the provisions thereof as though set forth fully herein. Full compensation for conforming to the requirements of the Labor Code and with other Federal, State and local laws related to labor, and rules, regulations and ordinances which apply to any work performed pursuant to this AGREEMENT is included in the price for all contract items of work involved.

This AGREEMENT is further subject to prevailing wage law, including, but not limited to, the following:

A. The CONTRACTOR shall pay the prevailing wage rates for all work performed under the AGREEMENT. When any craft or classification is omitted from the general prevailing wage determinations, the CONTRACTOR shall pay the wage rate of the craft or classification most closely related to the omitted classification. The CONTRACTOR shall forfeit as a penalty to AGENCY \$200.00 or any greater penalty provided in the Labor Code for each Calendar Day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under the AGREEMENT in violation of the provisions of the Labor Code whether such worker is employed in the execution of the work by CONTRACTOR or by any Subcontractor under CONTRACTOR. In addition, CONTRACTOR shall pay each worker the difference between such prevailing wage rates and the amount paid to each worker for each Calendar Day, or portion thereof, for which each worker was paid less than the prevailing wage rate.

B. CONTRACTOR shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that CONTRACTOR is responsible for compliance with Section 1777.5 by all of its subcontractors.

C. Pursuant to Labor Code § 1776, CONTRACTOR and any subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with this AGREEMENT. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code §§ 1811, and 1815 for any work performed by his or her employees on the public works project. The payroll records enumerated under subdivision (a) shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code § 1776.

D. This AGREEMENT is further subject to 8-hour work day and wage and hour penalty law, including, but not limited to, Labor Code Sections 1810 and 1813, as well as California nondiscrimination laws, as follows:

CONTRACTOR shall strictly adhere to the provisions of the Labor Code regarding the 8-hour day and the 40-hour week, overtime, Saturday, Sunday and holiday work and nondiscrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or sexual orientation, except as provided in Section 12940 of the Government Code. Pursuant to the provisions of the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by CONTRACTOR's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. CONTRACTOR shall forfeit as a penalty to AGENCY \$25.00 or any greater penalty set forth in the Labor Code for each worker employed in the execution of the work by CONTRACTOR or by any Subcontractor of CONTRACTOR, for each Calendar Day during which such worker is required or permitted to the work more than eight hours in one Calendar Day or more than 40 hours in any one calendar week in violation of the Labor Code.

E. This AGREEMENT is subject to Public Contract Code Section 6109: CONTRACTOR shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Sections 1777.1 or 1777.7 of the Labor Code.

ARTICLE V: Work Site Conditions

A. In compliance with and pursuant to Government Code Section 4215, AGENCY shall assume the responsibility, as between the parties to this AGREEMENT, for the timely removal, relocation, or protection of existing main- or trunk-line utility facilities located on the site of any construction project that is a subject of this AGREEMENT, if such utilities are not identified by AGENCY in the plans and specifications made a part of the invitation for bids. The Contract Documents shall include provisions to compensate CONTRACTOR for the costs of locating, repairing damage not due to the failure of CONTRACTOR to exercise reasonable care, and removing or relocating such utility facilities not indicated in the plans and specifications with reasonable accuracy and for equipment on the project necessarily idled during such work. CONTRACTOR shall not be assessed liquidated damages for delay in completion of the project, when such delay was caused by the failure of AGENCY or the owner of a utility to provide for removal or relocation of such utility facilities.

B. To the extent that the work requires trenches in excess of five feet (5') and is estimated to cost more than \$25,000, prior to any excavation, CONTRACTOR must provide the AGENCY, or a registered civil or structural engineer employed by the AGENCY to whom authority has been delegated to accept such plans, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards, the plan shall be prepared by a registered civil or structural engineer. Nothing in this section shall be deemed to allow the use of a shoring, sloping, or protective system less effective than that required by the Construction Safety Orders.

C. This AGREEMENT is further subject to Public Contract Code Section 7104 with regard to any trenches deeper than four feet (4') involved in the proposed work as follows:

CONTRACTOR shall promptly, and before the following conditions are disturbed, notify AGENCY, in writing, of any:

- (1) Material that CONTRACTOR believes may be hazardous waste, as defined in Section 25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with existing law.
- (2) Subsurface or latent physical conditions at the site differing from those indicated by all available information provided prior to the deadline for submission of bids.
- (3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract.

AGENCY shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or involve hazardous waste, and cause a decrease or increase in CONTRACTOR's cost

of, or the time required for, performance of any part of the work, AGENCY shall issue a change order under the procedures described in this AGREEMENT.

In the event that a dispute arises between AGENCY and CONTRACTOR whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in CONTRACTOR's cost of, or time required for, performance of any part of the work, CONTRACTOR shall not be excused from any scheduled completion date provided in the AGREEMENT, but shall proceed with all work to be performed under the AGREEMENT. CONTRACTOR shall retain any and all rights provided either by contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

ARTICLE VI: Insurance

A. With respect to performance of work under this AGREEMENT, CONTRACTOR shall maintain, and shall require all of its subcontractors to maintain, insurance as required by Section E "Standard Specifications" of the Contract Documents.

B. This AGREEMENT is further subject to Workers' Compensation obligations, including, but not limited to, California Labor Code Sections 1860 and 1861 as follows:

CONTRACTOR shall take out and maintain, during the life of this contract, Worker's Compensation Insurance for all of CONTRACTOR's employees employed at the site of improvement; and, if any work is sublet, CONTRACTOR shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by CONTRACTOR. CONTRACTOR and any of CONTRACTOR's subcontractors shall be required to provide AGENCY with a written statement acknowledging its obligation to secure payment of Worker's Compensation Insurance as required by Labor Code § 1861; to wit: 'I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.' If any class of employees engaged in work under this AGREEMENT at the site of the Project is not protected under any Worker's Compensation law, CONTRACTOR shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. CONTRACTOR shall indemnify and hold harmless AGENCY for any damage resulting from failure of either CONTRACTOR or any subcontractor to take out or maintain such insurance.

ARTICLE VII: Indemnification

To the fullest extent permitted by law, CONTRACTOR shall, at its sole cost and expense, fully defend, indemnify and hold harmless AGENCY, its authorized representatives and their respective subsidiaries, affiliates, members, directors, officers, employees and agents (collectively, the "Indemnitees") from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively "Liabilities"), arising out of, in connection with, resulting from or related to, any act, omission, fault or negligence of

CONTRACTOR, CONTRACTOR's Representative, or any of its officers, agents, employees, Subcontractors or Suppliers, or any person or organization directly or indirectly employed by any of them (Collectively, the "Indemnitors"), in connection with or relating to or claimed to be in connection with or relating to the work performed under this AGREEMENT.

If CONTRACTOR is a joint venture or partnership, each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of CONTRACTOR that are assumed under or arise out of this AGREEMENT. Each of such venturers or partners waives notice of the breach or non-performance of any undertaking or obligation of CONTRACTOR contained in, resulting from or assumed under this AGREEMENT, and the failure to give any such notice shall not affect or impair such venturer's or partner's joint and several liability hereunder.

ARTICLE VIII: Binding Effect

AGENCY and CONTRACTOR each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto and to its partners, successors, assigns, and legal representatives in respect of all covenants, agreements, and obligations contained in the Contract Documents. This AGREEMENT is not assignable nor the performance of either party's duties delegable without the prior written consent of the other party. Any attempted or purported assignment or delegation of any of the rights or obligations of either party without the prior written consent of the other shall be void and of no force and effect.

ARTICLE IX: Dispute Resolution

A. In the event of a dispute arising out of the terms of this AGREEMENT, including any action brought to declare the rights granted herein or to enforce any of the terms of this AGREEMENT, the party prevailing in such dispute shall be entitled to all reasonable costs and litigation expenses actually incurred, including fees of attorneys and expert witnesses. Any court action arising out of this AGREEMENT shall be filed in the Los Angeles County Superior Court. Any alternative dispute resolution proceeding arising out of this AGREEMENT shall be heard in the City of Los Angeles or the City of Los Alamitos, California.

B. AGENCY shall have full authority to compromise or otherwise settle any claim relating to this AGREEMENT or any part hereof at any time. AGENCY shall provide timely notification to CONTRACTOR of the receipt of any third-party claim relating to this AGREEMENT. AGENCY shall be entitled to recover its reasonable costs incurred in providing the notification required by this section.

C. This AGREEMENT is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by Contractor, for the response to such claims by the Agency, for a mandatory meet and confer conference upon the request of Contractor, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the parties' failure to resolve the dispute through mediation. This AGREEMENT hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

ARTICLE X: Independent Contractor

CONTRACTOR is and shall at all times remain as to AGENCY, a wholly independent contractor. Neither AGENCY nor any of its agents shall have control of the conduct of CONTRACTOR or any of CONTRACTOR's employees, except as herein set forth. CONTRACTOR shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of AGENCY.

ARTICLE XI: Taxes

CONTRACTOR is responsible for paying all retail, sales and use, transportation, export, import, special or other taxes and duties applicable to, and assessable against any work, materials, equipment, services, processes and operations incidental to or involved in this AGREEMENT. The CONTRACTOR is responsible for ascertaining and arranging to pay such taxes and duties. The prices established in this AGREEMENT shall include compensation for any taxes the CONTRACTOR is required to pay by laws and regulations in effect as of the execution of this AGREEMENT.

ARTICLE XII: Notices

All notices and communications shall be sent in writing to the parties at the following addresses:

AGENCY: Chris Kelley

CONTRACTOR: Ronnie Cochran

CITY OF LOS ALAMITOS

Golden State Constructors

3191 Katella Avenue

208 E Orangethorpe Avenue

Los Alamitos, CA 90720

Placentia, CA 92870

ARTICLE XIII: Entire Agreement

This AGREEMENT supersedes any and all other agreements, either oral or written, between the parties and contains all of the covenants and agreements between the parties pertaining to the work of improvements described herein. Each party to this AGREEMENT acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement, statement or promise not contained in this AGREEMENT shall not be valid or binding. Any modification of this AGREEMENT will be effective only if signed by the party to be charged.

The benefits and obligations of this AGREEMENT shall inure to and be binding upon the representatives, agents, partners, heirs, successors and assigns of the parties hereto. This AGREEMENT shall be construed pursuant to the laws of the State of California.

ARTICLE XIV: Authority to Contract

The signatories hereto represent that they are authorized to sign on behalf of the respective parties they represent and are competent to do so, and each of the parties hereto hereby irrevocably waives any and all rights to challenge signatures on these bases.

ARTICLE XV: General Provisions

A. All reports, documents or other written material (“written products” herein) developed by CONTRACTOR in the performance of this Agreement shall be and remain the property of AGENCY without restriction or limitation upon its use or dissemination by AGENCY. CONTRACTOR may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by CONTRACTOR.

B. In the performance of this Agreement, CONTRACTOR shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition or any other unlawful basis.

C. The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph at the head of which it appears, the section or paragraph hereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

D. The waiver by AGENCY or CONTRACTOR of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by AGENCY or CONTRACTOR unless in writing.

E. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies.

IN WITNESS WHEREOF the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this AGREEMENT to be executed in duplicate by setting hereunto their names, titles, hands, and seals this _____.

CONTRACTOR:

Crosstown Electrical & Data, Inc.

Ronnie Cochran

Contractor’s License No. 867060

Subscribed and sworn to this _____ day of _____, 2020.

NOTARY PUBLIC _____ (SEAL)

AGENCY:

Richard D. Murphy, Mayor
City of Los Alamitos

Date

ATTESTED:

Windmera Quintanar, MMC, City Clerk
City of Los Alamitos

Date

APPROVED AS
TO FORM:

Michael S. Daudt, City Attorney
City of Los Alamitos

Date

(EXECUTE IN DUPLICATE)

PAYMENT BOND

**COMMUNITY CENTER ADA IMPROVEMENTS
SPECIFICATION NO. CIP 19/20-05
IN THE CITY OF LOS ALAMITOS, CALIFORNIA**

WHEREAS, the City of Los Alamitos, as AGENCY has awarded to Golden State Constructors. as CONTRACTOR, a contract for the above-stated project;

AND WHEREAS, CONTRACTOR is required to furnish a bond in connection with the contract, to secure the payment of claims of laborers, mechanics, material persons, and other persons as provided by law;

NOW THEREFORE, we, the undersigned CONTRACTOR and SURETY, are held and firmly bound unto AGENCY in the sum of Thirty-One Thousand, Six Hundred Fifty and Zero Cents (\$31,650.00), is one hundred percent (100%) of the total contract amount for the above-stated project, for which payment well and truly to be made we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION IS SUCH that if CONTRACTOR, its heirs, executors, administrators, successors, assigns or subcontractors, shall fail to pay any of the persons named in Civil Code Section 3181, or amounts due under the Unemployment Insurance Code with respect to work or labor withheld, and to pay over to the Employment Development Department from the wages of employees of the CONTRACTOR and its subcontractors pursuant to Section 13020 of the Unemployment Insurance Code, with respect to such work and labor, that the surety or sureties herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void. In case suit is brought upon this bond, SURETY will pay reasonable attorneys' fees to the plaintiffs and AGENCY in an amount to be fixed by the court.

This bond shall ensure to the benefit of any of the persons named in Civil Code Section 3181 as to give a right of action to such persons or their assigns in any suit brought upon this bond.

The SURETY hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or the specifications accompanying it shall in any manner affect SURETY's obligations on this bond. The SURETY hereby waives notice of any such change, extension, alteration or addition and hereby waives the requirements of Section 2845 of the Civil Code as a condition precedent to any remedies AGENCY may have.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this day of _____, 2020.

Contractor*

Ronnie Cochran
Golden State Constructors
208 E. Orangethorpe Avenue
Placentia, CA 92870
(714) 625-8758

Surety*

*Provide CONTRACTOR and SURETY name, address and telephone number and the name, title, address and telephone number for the respective authorized representatives. Power of Attorney must be attached.

Subscribed and sworn to this ____ day of _____, 2020.

NOTARY PUBLIC.....

(SEAL)

(EXECUTE IN DUPLICATE)

FAITHFUL PERFORMANCE BOND

**COMMUNITY CENTER ADA IMPROVEMENTS
SPECIFICATION NO. CIP 19/20-05
IN THE CITY OF LOS ALAMITOS, CALIFORNIA**

KNOW ALL PERSONS BY THESE PRESENTS that Golden State Constructors hereinafter referred to as "CONTRACTOR" as PRINCIPAL, and, a corporation duly organized and doing business under and by virtue of the laws of the State of California and duly licensed for the purpose of making, guaranteeing, or becoming sole surety upon bonds or undertakings as Surety, are held and firmly bound unto the CITY OF LOS ALAMITOS, CALIFORNIA, hereinafter referred to as the "AGENCY" in the sum of Thirty-One Thousand, Six Hundred Fifty and Zero Cents (\$31,650.00), which is one hundred percent (100%) of the total contract amount for the above stated project; lawful money of the United States of America for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, assigns and successors, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that whereas CONTRACTOR has been awarded and is about to enter into a Contract with AGENCY to perform all work required pursuant to the contract documents for the project entitled: COMMUNITY CENTER ADA IMPROVEMENTS SPECIFICATION NO. CIP 19/20-05, which Contract is by this reference incorporated herein, and is required by AGENCY to give this Bond in connection with the execution of the Contract;

NOW, THEREFORE, if CONTRACTOR and his or her Subcontractors shall well and truly do and perform all the covenants and obligations of the Contract on his or her part to be done and performed at the times and in the manner specified herein including compliance with all Contract specifications and quality requirements, then this obligation shall be null and void, otherwise it shall be and remain in full force and effect;

PROVIDED, that any alterations in the work to be done, or in the material to be furnished, which may be made pursuant to the terms of the Contract, shall not in any way release CONTRACTOR or the Surety thereunder, nor shall any extensions of time granted under the provisions of the Contract release either CONTRACTOR or said Surety, and notice of such alterations or extensions of the Contract is hereby waived by said Surety.

In the event suit is brought upon this Bond by AGENCY and judgment is recovered, said Surety shall pay all costs incurred by AGENCY in such suit, including a reasonable attorney's fee to be fixed by the Court.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this _____ day of _____, 2020.

Contractor* Ronnie Cochran
Golden State Constructors
208 E. Orangethorpe Avenue
Placentia, CA 92870
(714) 625-8758

SURETY*.....

*Provide CONTRACTOR and SURETY name, address and telephone number and the name, title, address and telephone number for their respective authorized representatives. Power of Attorney must be attached.

Subscribed and sworn to this ____ day of _____, 2020

NOTARY PUBLIC.....

(SEAL)

(EXECUTE IN DUPLICATE)

MAINTENANCE BOND

**COMMUNITY CENTER ADA IMPROVEMENTS
SPECIFICATION NO. CIP 19/20-05
IN THE CITY OF LOS ALAMITOS, CALIFORNIA**

KNOW ALL PERSONS BY THESE PRESENTS THAT WHEREAS, the City of Los Alamitos, as AGENCY has awarded to Golden State Constructors, as CONTRACTOR, a contract for the above-stated project.

AND WHEREAS, CONTRACTOR is required to furnish a bond in connection with the contract guaranteeing maintenance thereof;

NOW, THEREFORE, we, the undersigned CONTRACTOR and SURETY, are held firmly bound unto AGENCY in the sum of Fifteen Thousand Eight Hundred Twenty-Five and Zero Cents (\$15,825.00), which is fifty percent (50%) of the total contract amount for the above-stated project to be paid to AGENCY, its successors and assigns, for which payment well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that if CONTRACTOR shall remedy without cost to AGENCY any defects which may develop during a period of one (1) year from the date of recordation of the Notice of Completion of the work performed under the contract, provided such defects are caused by defective or inferior materials or work, then this obligation shall be void; otherwise it shall be and remain in full force and effect. In case suit is brought upon this bond, SURETY will pay reasonable attorneys' fees to the AGENCY in an amount to be fixed by the court.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this ____ day of _____, 2020.

Contractor*
Ronnie Cochran, President
Golden State Constructors
208 E Orangethorpe Avenue
Placentia, CA 92870
714-625-8758

SURETY*

*Provide CONTRACTOR and SURETY name, address and telephone number and the name, title, address and telephone number for their respective authorized representatives. Powers of Attorney must be attached.

Subscribed and sworn to this day of....., 2020.

NOTARY PUBLIC..... (SEAL)

(EXECUTE IN DUPLICATE)

NON-COLLUSION AFFIDAVIT

The undersigned declares:

I am the _____ of _____, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on [date], at _____ [city], _____ [state].

Signature of Declarant

Printed Name of Declarant

WORKERS' COMPENSATION INSURANCE CERTIFICATE

The Contractor shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

DATE: _____ Golden State Constructors
(Contractor)

By: _____
(Signature)

(Title)

Attest:
By: _____
(Signature)

(Title)

Note: See Section 7 Responsibility of the Contractor, Paragraph 7-3 of the Standard Specifications for insurance carrier rating requirements.

ENDORSEMENTS TO INSURANCE POLICY

Name of Insurance Company:

Policy Number:

Effective Date:

The following endorsements are hereby incorporated by reference into the attached Certificate of Insurance as though fully set forth thereon:

1. The naming of an additional insured as herein provided shall not affect any recovery to which such additional insured would be entitled under this policy if not named as such additional insured, and
2. The additional insured named herein shall not be held liable for any premium or expense of any nature on this policy or any extensions thereof, and
3. The additional insured named herein shall not by reason of being so named be considered a member of any mutual insurance company for any purpose whatsoever, and
4. The provisions of the policy will not be changed, suspended, canceled or otherwise terminated as to the interest of the additional insured named herein without first giving such additional insured twenty (20) days' written notice.
5. Any other insurance held by the additional insured shall not be required to contribute anything toward any loss or expense covered by the insurance, which is referred to by this certificate.
6. **The company provided insurance for this certificate is a company licensed to do business in the State of California with a Best's rating of A+ VIII or greater.**

It is agreed that the City of Los Alamitos, its officers and employees, are included as Additional Insurers under the contracts of insurance for which the Certificate of Insurance is given.

Authorized Insurance Agent

Date: _____

STATEMENT REGARDING INSURANCE COVERAGE

**COMMUNITY CENTER ADA IMPROVEMENTS
SPECIFICATION NO. CIP 19/20-05
IN THE CITY OF LOS ALAMITOS, CALIFORNIA**

The undersigned representative of Bidder hereby certifies that he/she has reviewed the insurance coverage requirements specified in **7-3 LIABILITY INSURANCE** of Section E, Standard Specifications. Should Bidder be awarded the contract for the work, the undersigned further certifies that Bidder can meet all of these specification requirements for insurance including insurance coverage of his/her subcontractors.

NAME OF BIDDER:

MAILING ADDRESS:

.....

.....

AUTHORIZED SIGNATURE:

TITLE:

DATE:

STATEMENT REGARDING CONTRACTOR'S LICENSING LAWS

COMMUNITY CENTER ADA IMPROVEMENTS SPECIFICATION NO. CIP 19/20-05 IN THE CITY OF LOS ALAMITOS, CALIFORNIA

[Business & Professions Code § 7028.15]

[Public Contract Code § 20103.5]

I, the undersigned, certify that I am aware of the following provisions of California law and that I, or the entity on whose behalf this certification is given, hold a currently valid California contractor's license as set forth below:

Business & Professions Code § 7028.15:

- a) **It is a misdemeanor for any person to submit a bid to a public agency to engage in the business or act in the capacity of a contractor within this state without having a license therefore,** except in any of the following cases:

(1)The person is particularly exempted from this chapter.

(2)The bid is submitted on a state project governed by Section 10164 of the Public Contract Code or on any local agency project governed by Section 20104 [now § 20103.5] of the Public Contract Code.

- b) If a person has been previously convicted of the offense described in this section, the court shall impose a fine of 20 percent of the price of the contract under which the unlicensed person performed contracting work, or four thousand five hundred dollars (\$4,500), whichever is greater, or imprisonment in the county jail for not less than 10 days nor more than six months, or both.

In the event the person performing the contracting work has agreed to furnish materials and labor on an hourly basis, "the price of the contract" for the purposes of this subdivision means the aggregate sum of the cost of materials and labor furnished and the cost of completing the work to be performed.

- c) This section shall not apply to a joint venture license, as required by Section 7029.1. However, at the time of making a bid as a joint venture, each person submitting the bid shall be subject to this section with respect to his/her individual licenser.
- d) This section shall not affect the right or ability of a licensed architect, land surveyor, or registered professional engineer to form joint ventures with licensed contractors to render services within the scope of their respective practices.
- e) Unless one of the foregoing exceptions applies, a bid submitted to a public agency by a contractor who is not licensed in accordance with this chapter shall be considered nonresponsive and shall be rejected by the public agency. Unless one of the foregoing exceptions applies, a local public agency shall, before awarding a contract or issuing a purchase order, verify that the contractor was properly licensed when the contractor submitted the bid. Notwithstanding any other provision of law, unless one of the foregoing exceptions applies, the registrar may issue a citation to any public officer or employee of a public entity who knowingly awards a contract or issues a purchase order to a contractor who is not licensed pursuant to this chapter. The amount of civil penalties, appeal, and finality of such citations shall be subject to Sections 7028.7 to 7028.13, inclusive. **Any contract awarded to, or any purchase order issued to, as contractor who is not licensed pursuant to this chapter is void.**

- f) Any compliance or noncompliance with subdivision (e) of this section, as added by Chapter 863 of the Statutes of 1989, shall not invalidate any contract or bid awarded by a public agency during which time that subdivision was in effect.
- g) A public employee or officer shall not be subject to a citation pursuant to this section if the public employee, officer, or employing agency made an inquiry to the board for the purposes of verifying the license status of any person or contractor and the board failed to respond to the inquiry within three business days. For purposes of this section, a telephone response by the board shall be deemed sufficient.

Public Contract Code § 20103.5:

In all contracts subject to this part where federal funds are involved, no bid submitted shall be invalidated by the failure of the bidder to be licensed in accordance with the laws of this state. However, at the time the contract is awarded, the contractor shall be properly licensed in accordance with the laws of this state. The first payment for work or material under any contract shall not be made unless and until the Registrar of Contractors verifies to the agency that the records of the Contractors' State License Board indicate that the contractor was properly licensed at the time the contract was awarded. Any bidder or contractor not so licensed shall be subject to all legal penalties imposed by law, including, but not limited to, any appropriate disciplinary action by the Contractors' State License Board. The agency shall include a statement to that effect in the standard form of pre-qualification questionnaire and financial statement. **Failure of the bidder to obtain proper and adequate licensing for an award of a contract shall constitute a failure to execute the contract and shall result in the forfeiture of the security of the bidder.**

Contractors License Number: _____

License Expiration Date: _____

Authorized Signature: _____

Date: _____

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: June 15, 2020

ITEM NUMBER: 10G

To: Mayor Richard D. Murphy & Members of the City Council

Presented By: Leslie Roseberry, Interim Development Services Director

Subject: Award of Professional Services Agreement (PSA) for Tree Maintenance Services

SUMMARY

On April 1, 2020, Staff received proposals for Request for Proposals (RFP) 2020-01 Tree Maintenance Services. This item provides a basis for annual maintenance, removal, online inventory, and replacement of trees within the City's community forest.

RECOMMENDATIONS

1. Award the bid for annual tree maintenance services, removal, online inventory and replacement of trees within the City's community forest to West Coast Arborists (WCA) in the amount not to exceed \$67,000 annually; and,
2. Authorize the Mayor to execute the Tree Maintenance Services Agreement with West Coast Arborists (WCA).

BACKGROUND

The City of Los Alamitos has approximately 2,596 street, park and parkway trees comprising its community forest. In order to provide the best possible tree care to maintain the City's community forest at an acceptable level, staff prepared a Request for Proposals (RFP) to seek proposals from qualified contractors to provide annual services for maintenance, removal, online inventory and replacement of trees (as needed).

DISCUSSION

On February 19, 2020, the RFP was sent to three contractors, as well as advertised in the newspaper on February 26, 2020 and March 4, 2020.

As a result of the COVID-19 pandemic, bids for RFP 2020-01 Tree Maintenance Services were publicly opened via a Zoom meeting on April 1, 2020 at 2 p.m.

Prospective bidders were notified of this temporary process prior to bid opening and the bid opening information noticing all bidders was posted on the City website. From the three (3) bids received, it was determined by Staff that the lowest responsible bid submitted was from West Coast Arborists with the total bid amount of \$2,035 (monthly). It should be noted that this cost does not include grid pruning costs. The bid results are provided below:

COMPANY NAME	BID AMOUNT
West Coast Arborists	\$2,035
Great Scott Tree Services	\$2,626
Mariposa Tree Management	No total amount provided

To ensure that the beautification, safety and health of the City's forestry is not compromised, the trimming of trees throughout the City is conducted on a four year cycle. Every year, neighborhoods are designated for grid pruning per the tree trimming schedule. That schedule goes as follows:

ZONE	AREA	NUMBER OF TREES	YEAR OF COMPLETION
2	Old Town East/Old Town West	321	2021
4	Apartment Row	358	2021
5	Suburbia/Old Dutch Haven	329	2022
6	Highlands	460	2022
1	College Park N./Country Square/Greenbrook	303	2023
3	New Dutch Haven/Carrier Row	317	2023
2	Old Town East/Old Town West	321	2020
4	Apartment Row	358	2020
7	Arterials	700	ANNUALLY DONE BY CITY STAFF
		3467	

The following table describes grid pruning costs:

PROJECTED GRID PRUNING COSTS

Cost per tree: \$84	NUMBER OF TREES	YEAR OF COMPLETION	PROJECTED COST
Old Town East/Old Town West	321	2021	\$26,964
Apartment Row	358	2021	\$30,072
Suburbia/Old Dutch Haven	329	2022	\$27,636
Highlands	460	2022	\$38,640
College Park North/Country Square/Greenbrook	303	2023	\$25,452
New Dutch Haven/Carrier Row	317	2023	\$26,628
Old Town East/Old Town West	321	2020	\$26,964
Apartment Row	358	2020	\$30,072

Arterials	700	ANNUALLY DONE BY CITY STAFF	-
		PROJECTED FOUR YEAR COST WITHOUT ARTERIAL PRUNING	\$232,428
		ANNUAL COST:	\$58,107

In addition to incurring costs for annual grid pruning, other key services include the removal and replacement of trees (including stump removals/grinding). The removal and replacement of trees is necessitated in instances such as, when a tree has been deemed a hazard or diseased. It is typical for this to be reported via staff field observation or by way of a service request. It should be noted that the cost for grid pruning has historically not be properly accounted for, which is apparent when comparing the anticipated annual contract budget versus the previous contract amount.

This agreement proposes a one-year agreement with three (3) possible – 1 year extensions by mutual agreement.

FISCAL IMPACT

Trending expenditures for the last two (2) years indicate that the currently allotted \$67,000 (FY 19-20) is sufficient funding towards tree maintenance and related services. Based on the historical average hours and hourly rate of the new firm, this staff report seeks approval of the agreement with WCA in the amount not to exceed \$67,000 annually.

The following three (3) accounts currently allocate funding for tree maintenance services:

- \$50,000 → Account No. 20.570.5501.1301 (Gas Tax)
- \$5,000 → Account No. 26.570.5501.1614 (Measure M)
- \$12,000 → Account No. 10.543.5271 (Street Maintenance)

Submitted by: Leslie Roseberry, Interim Development Services Director
Fiscal Impact Reviewed by: Craig Koehler, Interim Finance Director
Approved by: Chet Simmons, City Manager

Attachments: 1. Professional Services Agreement with West Coast Arborists
 2. RFP 2020-01 – Bid Breakdown

TREE MAINTENANCE SERVICES AGREEMENT
[City of Los Alamitos/West Coast Arborists]

THIS AGREEMENT FOR TREE MAINTENANCE SERVICES (“Agreement”) is made and entered into, to be effective this 15th day of June 2020 (“Effective Date”), by and between the CITY OF LOS ALAMITOS, a California charter city and municipal corporation, (“City”) and WEST COAST ARBORISTS, INC., a California Corporation, (“Contractor”). City and Contractor are sometimes hereinafter individually referred to as “Party” and are hereinafter collectively referred to as the “Parties.”

RECITALS

A. City has determined that it requires the services of a qualified contractor to provide landscape maintenance services for City parkways, medians, landscape areas and parks.

B. In response to City’s formal Request for Proposals No. 2020-01 (RFP) Tree Maintenance Services, Contractor has submitted to City a written proposal, dated March 31, 2020, to provide the desired tree maintenance services.

D. City desires to engage Contractor to provide such landscape maintenance services subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the promises and mutual obligations, covenants, and conditions contained herein, and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

AGREEMENT

1. SERVICES OF CONTRACTOR

1.1 Scope of Services and Standard of Performance. Contractor shall provide those services set forth in the Parks & Landscape Maintenance Services Proposal, dated January 10, 2019, attached hereto as Exhibit “A” (“Scope of Services” and/or “Project Services”). Contractor shall provide the Project Services in compliance with all terms and conditions of this Agreement. Contractor warrants that all Project Services shall be performed in a skillful, competent, professional and satisfactory manner in accordance with all standards prevalent in the same profession in the State of California. Contractor represents and warrants that it and all employees, subconsultants and subcontractors providing any services pursuant to this Agreement shall have sufficient skill and experience to perform the Project Services. All Project Services shall be completed to the reasonable satisfaction of City.

1.1.1 Contract Documents. This Agreement shall consist of the following: (1) the main body of this Agreement; (2) RFP No. 2020-01 Tree Maintenance Services; and (3) Contractor’s Proposal, Exhibit “A”. Should any conflict or inconsistency exist in the Contract Documents, the conflict or inconsistency shall be resolved by applying the provisions in the highest

priority document, which shall be determined in the following order of priority: (1st) the main body of this Agreement; (2rd) the RFP, and (3rd) Contractor's Proposal.

1.2 Compliance with Law. All Project Services shall be provided in accordance with all laws, ordinances, resolutions, statutes, rules, and regulations of City and any federal, state or local governmental agency of competent jurisdiction. Contractor shall be liable for all violations of such laws, ordinances, resolutions, statutes, rules and regulations in connection with performance of the Project Services. If Contractor performs any Project Services in violation of such laws, ordinances, resolutions, statutes, rules or regulations, Contractor shall be solely responsible for all penalties and costs arising therefrom. Contractor shall defend, indemnify, and hold City, its officials, officers, employees, agents and volunteers, free and harmless from and against any claim or liability arising out of any failure or alleged failure to comply with such laws, ordinances, resolutions, statutes, rules or regulations.

1.3 Licenses and Permits. Prior to performing any Project Services, Contractor shall obtain all licenses, permits, qualifications, and approvals of whatever nature that are legally required to practice its profession and perform the Project Services. Contractor represents and warrants to City that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement and any extension, any license, permit, qualification, or approval that is legally required for Contractor to perform the Project Services. Contractor shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Contractor's performance of the Project Services, and shall defend, indemnify, and hold the City, its officials, officers, employees, agents and volunteers, free and harmless from and against any claim or liability arising out of any failure or alleged failure to obtain such license, permits, qualifications, and approvals of whatever nature that are legally required to practice its profession and perform the Project Services.

1.4 Familiarity with Work. By executing this Agreement, Contractor warrants that Contractor (a) has thoroughly investigated and considered the Project Services to be performed, (b) has carefully considered how the Project Services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the Project Services under this Agreement.

1.5 Care in Performance of Project Services. Contractor shall adopt reasonable methods during the term of the Agreement to prevent losses or damage to materials, papers or other components of the Project Services, and shall be responsible for all such damages, to persons or property, until acceptance of the Project Services by the City, except such losses or damages as may be caused by City's own negligence.

1.6 Non-Exclusive Agreement. Contractor acknowledges that City may enter into agreements with other Contractors, contractors, consultants, or vendors for services similar to the services that are the subject of this Agreement. Contractor further acknowledges that City may have its own employees perform services similar to the services that are the subject of this Agreement.

2. COMPENSATION

2.1 Maximum Contract Amount. Contractor shall be compensated for the Project Services performed, including authorized reimbursements, if any, in accordance with the hourly rates and charges set forth in the Scope of Services in an amount not to exceed Sixty Seven Thousand Dollars and Zero Cents (\$67,000.00) annually. The maximum amount of City's payment obligation under this Agreement is the amount specified in this section.

2.2 Method of Payment. In any month in which Contractor wishes to receive payment, Contractor shall no later than first working day of such month, submit to the City, in a form approved by the City Manager or his designee, an invoice for services rendered prior to the date of the invoice. Such requests shall be based upon the amount and value of the services performed by Contractor and accompanied by such reporting data including an itemized breakdown of all costs incurred and tasks performed during the period covered by the invoice, as may be required by the City. Within thirty (30) calendar days of receipt of invoice, City shall pay all undisputed amounts included on the invoice.

2.3 Changes in Scope. In the event any change or changes in the Scope of Services is requested by the City, the Parties shall execute a written amendment to this Agreement, signed by an individual authorized to formally bind the Party for which he/she is signing, setting forth with particularity all terms of such amendment, including, but not limited to, any additional professional fees. An amendment may be entered into: (a) to provide for revisions or modifications to documents or other work product when documents or other work product or work is required by the enactment or revision of law subsequent to the preparation of any documents, other work product, or work; and/or, (b) to provide for additional services not included in this Agreement or not customarily furnished in accordance with generally accepted practice in Contractor's profession.

2.4 Appropriations. This Agreement is subject to and contingent upon funds being appropriated therefore by the Los Alamitos City Council for each fiscal year covered by the term of this Agreement. If such appropriations are not made, this Agreement shall automatically terminate without penalty to the City.

3. SCHEDULE OF PERFORMANCE

3.1 Time of Essence. Time is of the essence in the performance of this Agreement. The time for completion of the Project Services to be performed by Contractor is an essential condition of this Agreement.

3.2 Schedule of Performance. Contractor shall prosecute regularly and diligently the Project Services according to the periods specified in the Scope of Services. When requested by Contractor, extensions of the time period(s) specified in the Scope of Services may be approved in writing by the Contract Officer; however, the City shall not be obligated to grant any such extension.

3.3 Force Majeure. The time for performance of the Project Services may be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor (financial inability excepted), including, but not limited to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, and/or acts of any governmental agency, including the City, if Contractor, within ten (10) calendar days of the commencement of such delay, notifies the City Manager in writing of the causes of the delay. The City Manager 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 Manager such delay is justified. The City Manager's determination shall be final and conclusive upon the Parties to this Agreement. In no event shall Contractor be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Contractor's sole remedy being extension of the Agreement pursuant to this section.

3.4 Term. Unless earlier terminated as provided elsewhere in this Agreement, this Agreement shall commence upon the Effective Date and shall continue in full force and effect for a period of one year ending on June 15, 2021, unless extended by mutual written agreement of the Parties for a maximum of three (3) – 1 year contract extensions.

4. COORDINATION OF PROJECT SERVICES

4.1 Contractor's Representative. The following principal of Contractor is hereby designated as being the principal and representative of Contractor authorized to act on its behalf with respect to the Project Services and to make all decisions in connection therewith: President and Secretary, Gus Marquez. It is expressly understood that the experience, knowledge, education, capability, expertise, and reputation of the foregoing principal is a substantial inducement for City to enter into this Agreement. Therefore, the foregoing principal shall be responsible during the term of this Agreement for directing all activities of Contractor and devoting sufficient time to personally supervise the Project Services performed hereunder. The foregoing principal may not be changed by Contractor without prior written approval of the Contract Officer.

4.2 City's Contract Officer. The City's Contract Officer shall be such person as may be designated by the City Manager, and is subject to change by the City Manager. It shall be the Contractor's responsibility to ensure that the Contract Officer is kept fully informed of the progress of the performance of the Project Services, and the Contractor shall refer any decisions which must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer. The Contract Officer shall have authority to sign all documents on behalf of the City required hereunder to carry out the terms of this Agreement.

4.3 Prohibition Against Subcontracting or Assignments. The experience, knowledge, capability, expertise, and reputation of Contractor, its principals and employees, were a substantial inducement for City to enter into this Agreement. Therefore, Contractor shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, voluntarily or by operation of law, without the prior written consent of City. Contractor shall not contract with any other entity to perform the Project Services without prior written consent of City.

If Contractor is permitted by City to subcontract any part of this Agreement, Contractor shall be responsible to City for the acts and omissions of its subcontractor(s) in the same manner as it is for persons directly employed. Nothing contained in this Agreement shall create any contractual relationships between any subcontractor and City. All persons engaged in the performance of Project Services will be considered employees of Contractor. City will deal directly with and will make all payments to Contractor. In addition, neither this Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated, or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written consent of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Contractor, taking all transfers into account on a cumulative basis. In the event of any such unapproved transfer, including any bankruptcy proceeding, this Agreement shall be void. No approved transfer shall release Contractor or any surety of Contractor from any liability hereunder without the express written consent of City.

4.4 Independent Contractor.

4.4.1 The legal relationship between the Parties is that of an independent contractor; nothing herein shall be deemed to make Contractor a City employee. During the performance of this Agreement, Contractor and its officers, employees, and agents shall act in an independent capacity and shall not act as City officers or employees. Contractor will determine the means, methods and details of performing the Project Services subject to the requirements of this Agreement. The personnel performing the Project Services on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Neither City nor any of its officials, officers, employees, agents or volunteers shall have control over the conduct of Contractor or any of its officers, employees, or agents, except as set forth in this Agreement. Contractor, its officers, employees or agents, shall not maintain a permanent office or fixed business location at City's offices. City shall have no voice in the selection, discharge, supervision, or control of Contractor's officers, employees, or agents or in fixing their number, compensation, or hours of service. Contractor shall pay all wages, salaries, and other amounts due its employees in connection with the performance of Project Services and shall be responsible for all reports and obligations respecting them, including but not limited to social security income tax withholding, unemployment compensation, workers' compensation, and other similar matters. City shall not in any way or for any purpose be deemed to be a partner of Contractor in its business or otherwise a joint venturer or a member of any joint enterprise with Contractor.

4.4.2 Contractor shall not incur or have the power to incur any debt, obligation, or liability against City, or bind City in any manner.

4.4.3 No City benefits shall be available to Contractor, its officers, employees, representatives, agents, subconsultants or subcontractors in connection with the performance of any Project Services. Except for fees paid to Contractor as provided for in this Agreement, City shall not pay salaries, wages, or other compensation to Contractor for the performance of any Project Services. City shall not be liable for compensation or indemnification to Contractor, its officers, employees, representatives, agents, subconsultants or subcontractors, for injury or sickness arising out of the performance of any Project Services. If for any reason any court or

governmental agency determines that the City has financial obligations, other than pursuant to Section 2 herein, of any nature relating to salary, taxes, or benefits of Contractor's officers, employees, representatives, agents, or subconsultants or subcontractors, Contractor shall defend, indemnify, and hold harmless City from and against all such financial obligations.

4.5 PERS Eligibility Indemnification.

4.5.1 In the event that Contractor or any officer, employee, representative, agent, subconsultant or subcontractor of Contractor providing any Project Services claims or is determined by a court of competent jurisdiction or the California Public Employee Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City against (1) all such claims and determinations, (2) for the payment of any employee and/or employer contributions for PERS benefits on behalf of Contractor or its officers, employees, representatives, agents, subconsultants or subcontractors, and (3) the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of the City.

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

5. INSURANCE

5.1 Compliance with Insurance Requirements. Contractor shall obtain, maintain, and keep in full force and effect during the term of this Agreement, at its sole cost and expense, and in a form and content satisfactory to City, all insurance required under this section. Contractor shall not commence any Project Services unless and until it has provided evidence satisfactory to City that it has secured all insurance required under this section. If Contractor's existing insurance policies do not meet the insurance requirements set forth herein, Contractor agrees to amend, supplement or endorse the policies to do so.

5.2 Types of Insurance Required. As a condition precedent to the effectiveness of this Agreement, and without limiting the indemnity provisions set forth in this Agreement, Contractor shall obtain and maintain in full force and effect during the term of this Agreement, including any extension thereof, the following policies of insurance:

5.2.1 Commercial General Liability Insurance. Contractor shall obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of Commercial General Liability Insurance (CGL). Coverage shall be at least as broad as ISO Form CG 00 01 written on a per occurrence basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the general aggregate.

The policy shall not contain any endorsements or provisions limiting coverage for (1) contractual liability, (2) cross liability exclusion for claims or suits by one insured against another, or (3) contain any other exclusion contrary to the Agreement.

5.2.2 Automobile Liability Insurance. Contractor shall obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of Automobile Liability Insurance. Coverage shall be at least as broad as ISO Form CA 00 01 written on a per occurrence basis, covering Code 1 (any auto), or if the Contractor has no owned autos, Code 8 (hired) and Code 9 (non-owned), with limits of no less than One Million Dollars (\$1,000,000.00) for each occurrence covering bodily injury and property damage.

5.2.3 Workers' Compensation Insurance. Contractor shall obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of Workers' Compensation Insurance in at least the minimum statutory amounts, and in compliance with all other statutory requirements, as required by the State of California. Contractor agrees to waive and obtain endorsements from its workers' compensation insurer waiving all subrogation rights under its workers' compensation insurance policy against the City, its officials, officers, employees, agents and volunteers, and to require each of its subconsultants and subcontractors, if any, to do likewise under their workers' compensation insurance policies. Contractor shall also obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of Employer's Liability Insurance written on a per occurrence basis with limits of at least One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Notwithstanding the foregoing, Contractor shall not be required to procure either Worker's Compensation Insurance or Employer's Liability Insurance if Contractor provides written verification to the City that Contractor does not have any employees.

5.3 Acceptability of Insurers. Insurance required by this section shall be issued by a licensed company authorized to transact business in the state by the Department of Insurance for the State of California with a current rating of A-:VII or better (if an admitted carrier), or a current rating of A:X or better (if offered by a non-admitted insurer listed on the State of California List of Approved Surplus Lines Insurers (LASLI)), by the latest edition of A.M. Best's Key Rating Guide, except that the City will accept workers' compensation insurance from the State Compensation Fund. In the event the City determines that the work or Project Services to be performed under this Agreement creates an increased or decreased risk of loss to the City, the Contractor agrees that the minimum limits of the insurance policies may be changed accordingly upon receipt of written notice from the City. Contractor shall immediately substitute any insurer whose A.M. Best rating drops below the levels specified herein.

5.4 Specific Insurance Provisions and Endorsements. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the City for written approval. Required insurance policies shall contain the following provisions, or Contractor shall provide endorsements on forms approved by the City to add the following provisions to the insurance policies:

5.4.1 CGL and Auto Liability Endorsements. The policy or policies of insurance required by this section for CGL and Automobile Liability Insurance shall be endorsed as follows:

5.4.1.1 Additional Insured. The City, its officials, officers, employees, agents and volunteers, shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement; and

5.4.1.1.1 Additional Insured Endorsements. Additional insured endorsements shall not (1) be restricted to “ongoing operations”, (2) exclude “contractual liability”, (3) restrict coverage to “sole” liability of Contractor, or (4) contain any other exclusions contrary to the Agreement; and, the coverage shall contain no special limitations on the scope of protection afforded to additional insureds.

5.4.1.2 Primary and Non-Contributing Insurance. Each CGL and Automobile Liability Insurance policy shall be endorsed to be primary, and any other insurance, deductible, or self-insurance maintained by the City, its officials, officers, employees, agents or volunteers, shall not contribute with this primary insurance.

5.4.1.3 Waiver of Subrogation. Each CGL and Automobile Liability Insurance policy shall contain or be endorsed to waive subrogation against the City, its officials, officers, employees, agents and volunteers, or shall specifically allow Contractor or others providing insurance evidence in compliance with the requirements set forth in this section to waive their right to recovery prior to a loss. Contractor hereby agrees to waive its own right of recovery against the City, its officials, officers, employees, agents and volunteers, and Contractor hereby agrees to require similar written express waivers and insurance clauses from each of its subconsultants or subcontractors.

5.4.2 Notice of Cancellation. Each policy of any type shall be endorsed to provide that coverage shall not be suspended, voided, cancelled, or modified, or reduced in coverage or in limits, except after thirty (30) calendar days prior written notice has been provided to the City. Notwithstanding the foregoing, if coverage is to be suspended, voided, or cancelled because of Contractor’s failure to pay the insurance premium, the notice provided by the insurer to City shall be by not less than ten (10) calendar days prior written notice. (A statement that notice will be provided "in accordance with the policy terms" or words to that effect is inadequate to meet the requirements of this section.)

5.5 Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be approved in writing by the City in advance. The decision whether to approve or withhold approval of a deductible or self-insured retention shall be made by the City in the City's sole and absolute discretion.

5.6 Evidence of Coverage. Concurrently with the execution of the Agreement, Contractor shall deliver certificates of insurance together with original endorsements affecting each of the insurance policies required by this section. Contractor shall promptly furnish, at City’s request, copies of actual policies including all declaration pages, endorsements, exclusions and any other policy documents City may require to verify coverage.

5.6.1 Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the City for written approval.

5.6.2 Authorized Signatures. The certificates of insurance and original endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf.

5.6.3 Renewal/Replacement Policies. At least fifteen (15) calendar days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced and not replaced immediately so as to avoid a lapse in the required coverage, Contractor shall, within ten (10) calendar days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies meeting all requirements of this Agreement.

5.7 Requirements Not Limiting. Requirement of specific coverage or minimum limits contained in this section are not intended as a limitation on coverage, limits, or other requirements, or a waiver of any coverage normally provided by any insurance. Nothing in this section shall be construed as limiting in any way the indemnification provision contained in this Agreement, or the extent to which Contractor may be held responsible for payments of damages to persons or property.

5.8 Enforcement of Agreement (Non-Estoppel). Contractor acknowledges and agrees that actual or alleged failure on the part of the City to inform Contractor of any non-compliance with any of the insurance requirements set forth in this section imposes no additional obligation on the City nor does it waive any rights hereunder.

5.9 Insurance for Subconsultants. Contractor shall either: (1) include all subconsultants or subcontractors engaged in the performance of Project Services on behalf of Contractor as additional named insureds under the Contractor's insurance policies; or (2) Contractor shall be responsible for causing its subconsultants or subcontractors to procure and maintain the appropriate insurance in compliance with the terms of the insurance requirements set forth in this section, including adding the City, its officials, officers, employees, agents and volunteers, as additional insureds to their respective policies. Contractor shall not allow any subconsultant or subcontractor to commence any work or services relating to this Agreement unless and until it has provided evidence satisfactory to City that the subconsultant or subcontractor has secured all insurance required under this section.

5.10 Other Insurance Requirements. The following terms and conditions shall apply to the insurance policies required of Contractor and its subconsultants and subcontractors, if any, pursuant to this Agreement:

5.10.1 Contractor shall provide immediate written notice to City if (1) any of the insurance policies required herein are terminated, cancelled or suspended, (2) the limits of any of

the insurance coverages required herein are reduced, or (3) the deductible or self-insured retention is increased.

5.10.2 All insurance coverage and limits provided by Contractor and available or applicable to this Agreement are intended to apply to each insured, including additional insureds, against whom a claim is made or suit is brought to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to the City or its operations shall limit the application of such insurance coverage.

5.10.3 None of the insurance coverages required herein will be in compliance with the requirements of this section if they include any limiting endorsement which substantially impairs the coverages set forth herein (e.g., elimination of contractual liability or reduction of discovery period), unless the endorsement has first been submitted to the City and approved in writing.

5.10.4 Certificates of insurance will not be accepted in lieu of required endorsements, and submittal of certificates without required endorsements may delay commencement of the Project. It is Contractor's obligation to ensure timely compliance with all insurance submittal requirements as provided herein.

5.10.5 Contractor agrees to ensure that subconsultants and subcontractors, if any, and any other parties involved with the Project who are brought onto or involved in the Project by Contractor, provide the same minimum insurance coverage required of Contractor. Contractor 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. Contractor agrees that upon request, all agreements with subcontractors and others engaged in the provision of Project Services will be submitted to the City for review.

5.10.6 Contractor agrees to provide immediate written notice to City of any claim, demand or loss against Contractor arising out of the work or Project Services performed under this Agreement and for any other claim, demand or loss which may reduce the insurance available to pay claims, demands or losses arising out of this Agreement.

6. INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall defend (at Contractor's sole cost and expense with legal counsel reasonably acceptable to City), indemnify and hold the City, its officials, officers, employees, agents and volunteers, free and harmless from any and all claims, demands, orders, causes of action, costs, expenses, liabilities, losses, penalties, judgments, arbitration awards, settlements, damages or injuries of any kind, in law or in equity, including but not limited to property or persons, including wrongful death, (collectively "Claims") in any manner arising out of, pertaining to, related to, or incident to any alleged acts, errors or omissions, or willful misconduct of Contractor, its officers, directors, employees, subconsultants, subcontractors, agents or invitees in connection with performance under this Agreement, or in any manner arising out of, pertaining to, related to, or incident to an alleged breach of this Agreement, including without limitation the payment of all consequential damages, expert witness fees and

attorneys' fees and other related costs and expenses.

Notwithstanding the foregoing, and only to the extent that the Project Services performed by Contractor are subject to California 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 Contractor.

Under no circumstances shall the insurance requirements and limits set forth in this Agreement be construed to limit Contractor's indemnification obligation or other liability hereunder. Notwithstanding the foregoing, such obligation to defend, hold harmless and indemnify the City, its officials, officers, employees, agents and volunteers, shall not apply to the extent that such Claims are caused by the sole negligence or willful misconduct of that indemnified party.

7. REPORTS AND RECORDS

7.1 Records. Contractor shall keep complete, accurate, and detailed accounts of all time, costs, expenses, and expenditures pertaining in any way to this Agreement. Contractor shall keep such books and records as shall be necessary to properly perform the Project Services required by this Agreement and to enable the Contract Officer to evaluate the performance of such Project Services. The Contract Officer shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit, and make records and transcripts from such records.

7.2 Reports. Contractor shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the Project Services as the Contract Officer shall require.

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

7.4 Release of Documents. Except to the extent otherwise required by law, no drawing, specification, report, record, document, or other material prepared by Contractor, its employees, subconsultants, subcontractors and agents in the performance of Project Services shall not be released publicly without the prior written approval of the Contract Officer.

8. ENFORCEMENT OF AGREEMENT

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

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

8.3 Rights and Remedies Cumulative. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other Party.

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

8.5 Termination Prior to Expiration of Term. City reserves the right to terminate this Agreement, at any time, with or without cause, upon thirty (30) calendar days written notice to Contractor, except that where the continuation of services would constitute a danger to health, safety or general welfare, the period of notice shall be such shorter time as may be appropriate. Upon receipt of the notice of termination, Contractor shall immediately cease all Project Services, except as may be specifically approved by the Contract Officer. Contractor shall be entitled to compensation for all Project Services rendered prior to receipt of the notice of termination and for any Project Services authorized by the Contract Officer thereafter.

8.6 Termination for Default of Contractor.

8.6.1 Contractor's failure to comply with any provision of this Agreement shall constitute a default.

8.6.2 If the Contract Officer determines that Contractor is in default in the performance of any of the terms or conditions of this Agreement, he/she shall notify Contractor in writing of such default. If such default is capable of being cured, Contractor shall have ten (10) calendar days, or such longer period as City may designate, to cure the default by rendering satisfactory performance. In the event Contractor fails to cure its default within such period of

time, or if such default is not capable of being cured, City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice of any remedy to which City may be entitled at law, in equity, or under this Agreement. Contractor shall be liable for any and all reasonable costs incurred by City as a result of such default. Compliance with the provisions of this section shall not constitute a waiver of any City right to take legal action in the event that the dispute is not cured, provided that nothing herein shall limit City's right to terminate this Agreement without cause pursuant to Section 8.5.

8.6.3 If termination is due to the failure of Contractor to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 8.6.2, take over the Project Services and prosecute the same to completion by contract or otherwise, and Contractor shall be liable to the extent that the total direct and indirect costs for completion of the Project Services required hereunder exceeds the Maximum Contract Amount, and City may withhold any payments to Contractor for the purpose of set-off toward the cost of completion of the Project Services. The withholding or failure to withhold payments to Contractor shall not limit Contractor's liability for completion of the Project Services as provided herein.

8.7 Attorneys' Fees. In the event any dispute between the Parties with respect to this Agreement results in litigation or any non-judicial proceeding, the prevailing Party shall be entitled, in addition to such other relief as may be granted, to recover from the non-prevailing Party all reasonable costs and expenses, including but not limited to reasonable attorneys' fees, expert witness fees, court costs and all fees, costs, and expenses incurred in any appeal or in collection of any judgment entered in such proceeding. To the extent authorized by law, in the event of a dismissal by the plaintiff or petitioner of the litigation or non-judicial proceeding within thirty (30) calendar days of the date set for trial or hearing, the other Party shall be deemed to be the prevailing Party in such litigation or proceeding. For purposes of this section, "Reasonable attorney fees" shall be calculated by multiplying the actual number of hours reasonably expended by the attorney(s) handling the dispute on behalf of the prevailing Party by the hourly rate actually paid by the prevailing Party, but in no case shall the hourly rate exceed Two Hundred and Fifty Dollars (\$250.00) per hour.

9. CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

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

9.2 Covenant Against Discrimination. Contractor covenants that, by and for itself, its heirs, executors, assigns, subcontractors, subconsultants and all persons claiming under or through them, that there shall be no discrimination or segregation in the performance of or in connection with this Agreement regarding any person or group of persons on account of race, disability, medical condition, color, creed, religion, sex, sexual orientation, marital status, age, national origin, or ancestry. Contractor shall take affirmative action to insure that applicants and employees are treated without regard to their race, disability, medical condition, color, creed, religion, sex, sexual orientation, marital status, national origin, or ancestry.

10. MISCELLANEOUS PROVISIONS

10.1 Notices. Any notice, demand, request, consent, approval, or communication either Party desires or is required to give to the other Party or any other person shall be in writing and either served personally during normal hours of operation of the Party receiving the notice, or sent by pre-paid, first-class mail to the address set forth below. Either Party may change its address by notifying the other Party of the change of address in writing. Notice shall be deemed communicated on the day personally served, or two (2) business days from the date of mailing if mailed as provided in this section. Additionally, notices by email will be considered legal notice if such communications include the following text in the Subject field: FORMAL LEGAL NOTICE – GREENTECH LANDSCAPE INC.

To City:

Chet Simmons, City Manager
City of Los Alamitos
3191 Katella Ave.
Los Alamitos, CA 90720
csimmons@cityoflosalamitos.org

With copy to:

Michael S. Daudt, City Attorney
Woodruff, Spradlin & Smart
555 Anton Blvd., Suite 1200
Costa Mesa, CA 92626
mdaudt@wss-law.com

To Contractor:

West Coast Arborists, Inc.
2200 East Via Burton
Anaheim, CA 02806
pmahoney@wcainc.com

10.2 Entire Agreement; Amendments in Writing. This Agreement constitutes the entire agreement between the Parties and is intended as an integrated agreement, superseding all prior negotiations, arrangements, agreements, representations, and understandings, if any, made by or among the Parties with respect to the subject matter hereof. No amendments or other modifications of this Agreement shall be binding unless executed in writing by both Parties hereto, or their respective successors, assigns, or grantees.

10.3 Severability. In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement, which shall be interpreted to carry out the intent of the Parties hereunder.

10.4 Successors in Interest. This Agreement shall be binding upon and inure to the

benefit of the Parties' successors and assignees.

10.5 Third Party Beneficiary. Except as expressly provided herein, nothing contained in this Agreement is intended to confer, nor shall this Agreement be construed as conferring, any rights, including, without limitation, any rights as a third-party beneficiary or otherwise, upon any entity or person not a party hereto.

10.6 Recitals. The above-stated Recitals are hereby incorporated into the Agreement as though fully set forth herein and each Party acknowledges and agrees that such Party is bound, for purposes of this Agreement, by the same.

10.7 Prevailing Wages. Contractor is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"). Contractor agrees to fully comply with all applicable federal and state labor laws (including, without limitation, if applicable, the Prevailing Wage Laws). It is agreed by the Parties that, in connection with the work or Project Services provided pursuant to this Agreement, Contractor shall bear all risks of payment or non-payment of prevailing wages under California law, and Contractor hereby agrees to defend, indemnify, and hold the City, its officials, officers, employees, agents and volunteers, free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. The foregoing indemnity shall survive termination of this Agreement.

10.8 Corporate Authority. Each of the undersigned represents and warrants that (i) the Party for which he/she is executing this Agreement is duly authorized and existing, (ii) he/she is duly authorized to execute and deliver this Agreement on behalf of the Party for which he/she is signing, (iii) by so executing this Agreement, the Party for which he/she is signing is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other agreement to which the Party for which he/she is signing is bound.

[SIGNATURES ON NEXT PAGE]

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

“City”

City of Los Alamitos

By: _____
Richard Murphy
Mayor

APPROVED AS TO FORM.

Woodruff, Spradlin & Smart, APC

ATTEST:

By: _____
Michael S. Daudt
City Attorney

By: _____
Windmera Quintanar, MMC
City Clerk

“Contractor”

West Coast Arborists, Inc.

By: _____
Patrick Mahoney
President

By: _____
Richard Mahoney
Assistant Secretary

EXHIBIT “A”

CONTRACTOR’S PROPOSAL/ SCOPE OF SERVICES

DATED: January 09, 2019

RFP 2020-01
TREE MAINTENANCE SERVICES
BID SCHEDULE BREAKDOWN

Attachment 2

TOTAL BIDS RECEIVED: 3

			WEST COAST	GREAT SCOTT	MARIPOSA
ITEM NO.	DESCRIPTION	UNIT SIZE	UNIT COST	UNIT COST	UNIT COST
1	Grid or Annual Tree Pruning: Small, Medium & Large Trees	per tree	\$84.00	\$57.00	\$83.00
2	Full Prune Based on Services or Special Requests:				
	0"- 6" dbh	per tree	\$44.00	\$39.00	\$62.00
	7"-12" dbh	per tree	\$84.00	\$79.00	\$108.00
	13"-18" dbh	per tree	\$84.00	\$119.00	\$162.00
	19"-24" dbh	per tree	\$84.00	\$169.00	\$222.00
	25"-30" dbh	per tree	\$84.00	\$199.00	\$302.00
	31" dbh & over	per tree	\$149.00	\$259.00	\$382.00
	Washingtonia Robusta	per tree	\$84.00	\$57.00	\$95.00
	Phoenix Canariensis	per tree	\$84.00	\$149.00	\$207.00
	Palm Tree Skinning	per tree	\$20.00	\$15.00	18 (per linear foot)
3	Clearance Prune: Small, Medium & Large Trees	per tree	\$44.00	\$29.00	\$58.00
4	Tree & Stump Removal:				
	Tree and stump removal	per dbh inch	\$40.00	\$34.00	\$47.00
	Tree and stump removal over 30"	per dbh inch	\$50.00	\$34.00	\$58.00
	Tree removal only	per dbh inch	\$30.00	\$25.00	\$37.00
	Tree removal only over 30" dbh	per dbh inch	\$40.00	\$27.00	\$49.00
	Stump removal only	per dbh inch	\$20.00	\$9.00	\$19.00
5	Tree Planting				
	15 gallon tree with root barrier	per tree	\$120.00	\$129.00	\$200.00
	15 gallon tree without root barrier	per tree	\$149.00	\$149.00	\$188.00
	25 inch box with root barrier	per tree	\$254.00	\$299.00	\$475.00
	24 inch box tree without root barrier	per tree	\$274.00	\$339.00	\$450.00
6	Crew Rental	per person/per hour	\$94.00	\$285 (per 3-man crew)	\$90 (1-man crew) \$270 (3-man crew)
7	Emergency Response	per person/per hour	\$119.00	\$125.00	\$115 (1-man crew) \$345 (3-man crew)
8	Online Tree Inventory	lump sum	\$0.00	\$0.00	\$0.00
Response by Contractor for Bid Schedule Total:			\$2,035.00	2,626.00	unknown due to unit price bid

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: June 15, 2020

ITEM NUMBER: 10H

To: Mayor Richard D. Murphy & Members of the City Council

Presented By: Craig , Interim Finance Director

Subject: Annual Appropriations Limit

SUMMARY

Article XIII B of the California Constitution specifies the amount of allowable revenue the City of Los Alamitos can appropriate from the proceeds of taxes.

RECOMMENDATION

Adopt Resolution No. 2020-16, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020-21".

BACKGROUND

Article XIII B of the California Constitution was added by the November 1979 passage of the Gann Initiative. For State and local governments, this legislation mandated that the total annual appropriations subject to the limitation, shall not exceed the prior year Appropriations Limit, adjusted for the change in cost of living and population, except as otherwise provided in that article. The Gann Initiative is implemented by Section 7900 et. seq. of the California Government Code. Section 7910 provides that the governing body of each jurisdiction shall annually establish its Appropriations Limit by resolution.

DISCUSSION

The Appropriations Limit is calculated by determining appropriations financed by proceeds of taxes in the 1978/79 base year and adjusting the limit each subsequent year for changes in the cost of living and population. This Appropriation Limit is the maximum limit of proceeds from taxes the City may collect or spend each year. Appropriations financed by proceeds of taxes are limited to actual revenues collected if they are lower than the limit. The Appropriations Limit may be amended at any time during the fiscal year to reflect new data.

The cost of living adjustment may be based upon the changes in the California per capita personal income or the percentage change in the local assessment roll from the preceding year due to the addition of local nonresidential new construction. The

population adjustment may be based on the changes in the City population or population growth within the County.

Staff has calculated the Fiscal Year 2020-21 Appropriations Limit utilizing the percentage growth in the California Per Capita Income and the change in the County of Orange's population. The Fiscal Year 2020-21 Appropriations Limit is calculated to be \$21,745,218. The projected proceeds from taxes for Fiscal Year 2020-21 are \$9,808,545, which is \$11,936,673 or 55% below the appropriations limitation.

FISCAL IMPACT

There is no fiscal impact associated with this report.

Submitted By: Craig Koehler, Interim Finance Director
Approved by: Chet Simmons, City Manager

Attachments: 1. *Resolution 2020-16*
 2. *State of California Price and Population Letter*

RESOLUTION NO. 2020-16

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF LOS ALAMITOS, CALIFORNIA, APPROVING AND
ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR
FISCAL YEAR 2020-21**

WHEREAS, on November 6, 1979, the voters of California added Article XIII to the State Constitution placing limitations on the appropriations of State and local government; and,

WHEREAS, Article XIII B was amended by the voters in November 1990 through the passage of Proposition 111; and,

WHEREAS, Article XIII B requires the City Council to select population and inflation factors for the year's appropriation limit calculation.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That the Fiscal Year 2020-21 appropriation limitation shall be \$21,745,218 as documented in Exhibit A.

SECTION 2. That the inflation factor being utilized to determine the 2020-21 appropriation limit is the percentage change in California per capita personal income.

SECTION 3. That the population factor being utilized to calculate the 2020-21 appropriation limit is the County of Orange population growth.

SECTION 4. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 15th day of June, 2020.

Richard D. Murphy, Mayor

ATTEST:

Windmera Quintanar, MMC, City Clerk

APPROVED AS TO FORM:

Michael S. Daudt, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

I, Windmera Quintanar, MMC, City Clerk of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 15th day of June, 2020, by the following vote to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

Windmera Quintanar, MMC, City Clerk

**APPROPRIATIONS LIMIT CALCUALTION
FISCAL YEAR 2020-21**

Previous Appropriations Limit (2019-20)	\$20,954,905
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Adjustment Factors:

Change in Population - County	1.0004
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Change in Per Capita Income	1.0373
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Total Adjustment Factor	1.0377
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Appropriations Limit for Fiscal Year 2020-21	\$21,745,218
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Proceeds from Taxes	\$9,808,545
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Minus Exclusions	\$ -
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Appropriations Subject to Limit	\$9,808,545
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Appropriations Over (Under) Limit	<u>(\$11,936,673)</u>
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2020-21 Proceeds from Taxes

Property Taxes	\$4,039,500
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Sales and Use Taxes	2,715,937
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Other Taxes	2,290,108
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Business Licenses	656,900
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Interest	106,100
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Total	<u>\$9,808,545</u>
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GAVIN NEWSOM • GOVERNOR
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

May 2020

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2020, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2020-21. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2020-21 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

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

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

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2020.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

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

/s/ Keely Martin Bosler

KEELY MARTIN BOSLER
Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2020-21 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2020-21	3.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2020-21 appropriation limit.

2020-21:

Per Capita Cost of Living Change = 3.73 percent
Population Change = 0.22 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.73 + 100}{100} = 1.0373$

Population converted to a ratio: $\frac{0.22 + 100}{100} = 1.0022$

Calculation of factor for FY 2020-21: $1.0373 \times 1.0022 = 1.0396$

Fiscal Year 2020-21

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2019 to January 1, 2020 and Total Population, January 1, 2019

County City	Percent Change 2019-2020	--- Population Minus Exclusions ---		<u>Total</u> <u>Population</u>
		1-1-19	1-1-20	1-1-2020
Orange				
Aliso Viejo	0.46	49,815	50,044	50,044
Anaheim	0.18	356,652	357,308	357,325
Brea	1.67	44,879	45,629	45,629
Buena Park	-0.51	82,422	81,998	81,998
Costa Mesa	0.20	114,543	114,772	114,778
Cypress	0.60	48,976	49,272	49,272
Dana Point	-0.20	33,212	33,146	33,146
Fountain Valley	-0.39	56,099	55,878	55,878
Fullerton	-0.05	141,931	141,863	141,863
Garden Grove	-0.14	175,052	174,801	174,801
Huntington Beach	0.02	201,239	201,281	201,281
Irvine	1.53	277,462	281,707	281,707
Laguna Beach	-0.45	22,445	22,343	22,343
Laguna Hills	-0.52	31,674	31,508	31,508
Laguna Niguel	-0.07	65,363	65,316	65,316
Laguna Woods	-0.53	16,329	16,243	16,243
La Habra	0.08	63,319	63,371	63,371
Lake Forest	0.16	84,576	84,711	84,711
La Palma	-0.51	15,572	15,492	15,492
Los Alamitos	-0.08	11,576	11,567	11,567
Mission Viejo	-0.53	94,766	94,267	94,267
Newport Beach	0.09	85,706	85,780	85,780
Orange	-0.25	140,410	140,065	140,065
Placentia	-0.49	51,750	51,494	51,494
Rancho Santa Margarita	-0.53	49,051	48,793	48,793
San Clemente	0.06	64,541	64,581	64,581
San Juan Capistrano	0.47	36,149	36,318	36,318
Santa Ana	-0.77	337,639	335,052	335,052
Seal Beach	-0.42	24,480	24,376	24,992
Stanton	-0.05	39,097	39,077	39,077
Tustin	-0.14	80,491	80,382	80,382
Villa Park	-0.35	5,786	5,766	5,766
Westminster	-0.34	92,737	92,421	92,421
Yorba Linda	0.28	68,458	68,650	68,650
Unincorporated	0.26	128,082	128,421	128,421
County Total	0.04	3,192,279	3,193,693	3,194,332

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

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: June 15, 2020

ITEM NUMBER: 10I

To: Mayor Richard D. Murphy & Members of the City Council

Presented By: Craig Koehler, Interim Finance Director

Subject: Amendment No. 8 to Professional Services Agreement with Scientia Consulting Group for Information Technology Support Services

SUMMARY

The purpose of this report is to amend the Professional Services Agreement with Scientia Consulting Group, extending the term to June 30, 2021, for information technology support services.

RECOMMENDATION

Authorize the Mayor to execute Amendment No. 8 to the Professional Services Agreement with Scientia Consulting Group.

BACKGROUND

The City of Los Alamitos has utilized the Scientia Consulting Group for information technology (IT) support services since 2011. Although the term of the original agreement was through June 30, 2013, the City Council has previously approved six one-year extensions of the Professional Services Agreement. On May 20, 2019, Amendment No. 7 was approved that extended the contract through June 30, 2020.

DISCUSSION

Since entering into a contract with Scientia, the City has realized a savings in the cost of IT service while benefiting from Scientia's proactive approach and broad spectrum of expertise. Extension of the agreement for IT support services ensures the containment of costs, promotes continuity by keeping the service in place, and gives staff the opportunity to further evaluate the scope of services for possible future savings. Based on the efficiency and expertise provided by Scientia Consulting Services, it is recommended that City Council approve Amendment Number 8 to the Scientia Professional Services Agreement to extend the term of the agreement for an additional year to June 30, 2021 with no increases to the fee schedule.

The City successfully migrated through a complex Computer Aided Dispatch/Records Management System (CAD/RMS) replacement project and the transition to the new system required intricate knowledge of the City's network configurations as well as work flow, which Scientia took the lead on providing for the City. Scientia also provides technical support to West-Comm which facilitates familiarity and efficiency. West-Comm and the three cities that are in the Joint Powers Authority have been satisfied with Scientia's technical support. With the continuity of IT services being critical, staff recommends extending the service agreement for a seventh time. At this time, there is no increase requested to the fee schedule.

FISCAL IMPACT

Scientia increased the service contract rate in June 2018 to \$5,871/month. The proposed budget for Fiscal Year 2020-21 includes \$75,000 for the Information Technology Support Services Agreement, which includes sufficient funds for the contract. The budget provides for the remote 24-7 monitoring of our network and an on-site technician for sixty (60) hours per month. The remote monitoring of our network is included in the agreement at no cost to the City.

Submitted by: Craig Koehler, Interim Finance Director
Approved by: Chet Simmons, City Manager

*Attachments: 1. Amendment No.8 – Scientia Consulting Group
2. Professional Services Agreement with Scientia Consulting Group including Amendments*

Professional Services Agreement
City of Los Alamitos / **Scientia Consulting Group**

AMENDMENT No. 8 TO PROFESSIONAL SERVICES AGREEMENT
(City of Los Alamitos and Scientia Consulting Group)

This Amendment No. 8 (“Amendment”) to Professional Services Agreement is made on this 15th day of June, 2020 at Los Alamitos, California, by and between the City of Los Alamitos, a municipal corporation, 3191 Katella Avenue, Los Alamitos, California 90720 (“City”) and Scientia Consulting Group, 1591 S. Sinclair Street, Suite B, Anaheim, California 92806 (“Contractor”).

RECITALS

A. City and Contractor entered into that certain Professional Services Agreement for Information Technology Support Services on June 29, 2011, as subsequently modified by Amendments Nos. 1-7 (collectively, the “Agreement”), incorporated herein by this reference.

B. The Agreement will expire on June 30, 2020 unless extended by written agreement of the City and Contractor.

C. City and Contractor desire to amend the Agreement to extend its term by one year, to June 30, 2021.

D. City and Contractor desire to amend Exhibit B – Approved Fee Schedule to modify fees for Regular IT Support.

NOW, THEREFORE, City and Contractor mutually agree as follows:

1. Section 3.4 of the Agreement is hereby amended and restated to read as follows:

3.4 “Expiration Date”: June 30, 2021

2. Except as expressly modified above, all terms and conditions of the Agreement shall remain unchanged and in full force and effect.

3. The persons executing this Amendment on behalf of the parties hereto warrant that they are duly authorized to execute this Amendment on behalf of said parties and that by so executing the parties are formally bound to the provisions of this Amendment.

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

“City”
City of Los Alamitos

By: _____
Richard D. Murphy, Mayor

“Corporation”
Scientia Consulting Group

By: _____
Phillip Danie, Chief Executive Officer

By: _____
Marisela Rios, Chief Financial Officer

Attest:

By: _____
Windmera Quintanar, CMC, City Clerk

Approved as to form:

By: _____
Michael S. Daudt, City Attorney

PROFESSIONAL SERVICES AGREEMENT
(City of Los Alamitos / Scientia Consulting Group.)

1. IDENTIFICATION

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of Los Alamitos, a California municipal corporation ("City") and Scientia Consulting Group, a California Corporation ("Consultant").

2. RECITALS

- 2.1 City has determined that it requires the following professional services from a consultant: Information Technology Support Services.
- 2.2 Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

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

3. DEFINITIONS

- 3.1 "Scope of Services": Such professional services as are set forth in Consultant's May 16, 2011 proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2 "Approved Fee Schedule": Such compensation rates as are set forth in Consultant's May 16, 2011 fee schedule to City attached hereto as Exhibit B and incorporated herein by this reference.
- 3.3 "Commencement Date": July 1, 2011.
- 3.4 "Expiration Date": June 30, 2013.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Expiration Date unless extended by written agreement of the parties or terminated earlier in accordance with Section 17 ("Termination") below.

5. CONSULTANT'S SERVICES

- 5.1 Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any

such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of one hundred thousand dollars (\$100,000) unless specifically approved in advance and in writing by City.

- 5.2 Consultant shall obtain a City business license prior to commencing performance under this Agreement.
- 5.3 Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall 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.*).
- 5.4 During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute and (ii) City has not consented in writing to Consultant's performance of such work.
- 5.5 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Chief Technology Officer Tom Bruce shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

6. COMPENSATION

- 6.1 City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept in full satisfaction for such services, payment in accordance with the Approved Fee Schedule.
- 6.2 Consultant shall submit to City an invoice, on a monthly basis or less frequently, for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period and the amount due. City shall not withhold applicable taxes or other authorized deductions from payments made to Consultant.

- 6.3 Payments for any services requested by City and not included in the Scope of Services shall be made to Consultant by City on a time-and-materials basis using Consultant's standard fee schedule. Consultant shall be entitled to increase the fees in this fee schedule at such time as it increases its fees for its clients generally; provided, however, in no event shall Consultant be entitled to increase fees for services rendered before the thirtieth day after Consultant notifies City in writing of an increase in that fee schedule.

7. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

8. RELATIONSHIP OF PARTIES

Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

9. CONFIDENTIALITY

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without prior written consent by City. City shall grant such consent if disclosure is legally required. Upon request, all City data shall be returned to City upon the termination or expiration of this Agreement.

10. INDEMNIFICATION

- 10.1 The parties agree that City, its officers, agents, employees and volunteers 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 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 and protect City as set forth herein.

- 10.2 To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and when the City requests with respect to a claim provide a deposit for the defense of, and defend City, its officers, agents, employees 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, whether physical, emotional, consequential or otherwise, and injury to any property arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or any of its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage as is caused by the sole active negligence or willful misconduct of the City. Such costs and expenses shall include reasonable attorneys' fees due to counsel of City's choice, expert fees and all other costs and fees of litigation.
- 10.3 City shall have the right to offset against any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant's failure to pay City promptly any indemnification arising under this Section 10 and any amount due City from Consultant arising from Consultant's failure either to (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 10.4 The obligations of Consultant under this Section 10 are not 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, its officers, agents, employees and volunteers.
- 10.5 Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 10 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. If 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, its officers, agents, employees 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.

- 10.6 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.

11. INSURANCE

- 11.1 During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:
- 11.1.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.
 - 11.1.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident.
 - 11.1.3 Worker's Compensation insurance as required by the laws of the State of California.
 - 11.1.4 Professional Errors and Omissions Insurance with coverage limits of not less than One Million Dollars (\$1,000,000).
- 11.2 Consultant shall require each of its subcontractors to maintain insurance coverage that meets all of the requirements of this Agreement.
- 11.3 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.
- 11.4 Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay the premium thereon at Consultant's expense.

- 11.5 At all times during the term of this Agreement, Consultant shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the City and its officers, employees, agents and volunteers as additional insureds. Consultant shall, prior to commencement of work under this Agreement, file with City's Risk Manager such certificate(s).
- 11.6 Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.
- 11.7 The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming City and its officers, employees, agents and volunteers as additional insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.
- 11.8 The insurance provided by Consultant shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 11.9 All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the City.
- 11.10 Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond in the amount of the deductible or self-insured retention to guarantee payment of losses and expenses.
- 11.11 Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 10 of this Agreement.

12. MUTUAL COOPERATION

- 12.1 City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 12.2 If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

13. RECORDS AND INSPECTIONS

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

14. PERMITS AND APPROVALS

Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

15. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City

City of Los Alamitos
3191 Katella Avenue
Los Alamitos, CA 90720
Telephone: (562) 431-3538
Facsimile: (562) 493-1255

If to Consultant:

Scientia Consulting Group
1591 S. Sinclair Street, Suite B
Anaheim, CA 92806
Telephone: (877) 444-3108
Facsimile: (714) 917-3113

With courtesy copy to:

Sandra J. Levin, Esq.
Los Alamitos City Attorney
Colantuono & Levin, P.C.
300 S. Grand Ave., Suite 2700
Los Angeles, CA 90071
Telephone: (213) 542-5700
Facsimile: (213) 542-5710

16. SURVIVING COVENANTS

The parties agree that the covenants contained in Section 9, Section 10, Paragraph 12.2 and Section 13 of this Agreement shall survive the expiration or termination of this Agreement.

17. TERMINATION

17.1. City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant may terminate this Agreement for any reason on thirty calendar days' written notice to City. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

17.2 If City terminates this Agreement due to no fault or failure of performance by

Consultant, then Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

18. GENERAL PROVISIONS

- 18.1 Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.2 In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition or any other unlawful basis.
- 18.3 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph thereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 18.4 The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing.
- 18.5 Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.6 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the

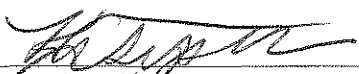
simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. If legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable court costs, including accountants' fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

- 18.7 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 18.8 This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 18.9 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by City and Consultant.

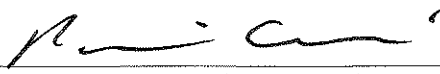
TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“City”
City of Los Alamitos

“Consultant”
Scientia Consulting Group

By: 
KENNETH STEPHENS, MAYOR

Date: 06-20-11

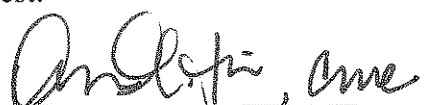
By: 
Phillip Danie, Chief Executive Officer

Date: 6-29-11

By: 
Tom Bruce, Chief Technical Officer

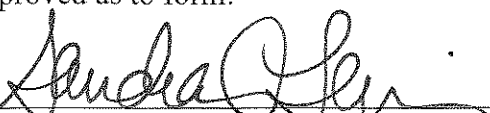
Date: 6-29-11

Attest:

By: 
Adria M. Jimenez, CMC, City Clerk

Date: 06-20-11

Approved as to form:

By: 
Sandra J. Levin, City Attorney

Date: 06-20-11

EXHIBIT A SCOPE OF WORK

The Scientia Consulting Group shall provide “**Regular IT Support**” which includes, but is not be limited to the following:

1. Help Desk Support (including any off-site computers and Police mobile data computers).
 - Software related issues (Application Support)
 - Hardware related issues (Servers/Workstations/Mobile Data Computers)
2. Network Administration
 - Network Access
 - Network Printing
 - Network Resource Access
 - Email Administration
 - Documentation
 - Server Maintenance
 - Firewall Administration Support
3. Perform System Upgrades/Updates.
 - Operating System Upgrades
 - Application Upgrades
 - Hardware Upgrades
 - Operating System Updates/Patches (Server/Workstation)
4. Filtering/Protection
 - Virus Protection Administration
 - SPAM Filtering Administration
5. Administer the City’s computer backup system
6. Resolve any issues with City’s IT infrastructure.
7. Answer IT related questions from City staff.
8. Work with other IT consultants/vendors to resolve issues with software and hardware and for the implementation of City’s IT projects.
9. Attend meetings when requested by City staff.
10. Provide City with recommendations on how to improve IT infrastructure, use technology to automate processes, and implement new technology.
11. Participate in City’s budget process when requested.

12. Provide City with quotes from other vendors for IT purchases when requested.
13. Provide the Sentinel for managing the City's computing infrastructure.

EXHIBIT B

APPROVED FEE SCHEDULE

Regular IT Support as defined in the Scope of Services shall be billed at ninety-five dollars (\$95.00) per hour.

IT Support above the estimated sixty (60) hours per month (Regular IT Support) will be billed at the same hourly rate of ninety-five dollars (\$95.00) per hour during regular hours. Any hours outside of the normal work-week will be billed at a 2-hour minimum charge. Recognized state and federal holidays will be billed at an hourly rate of ninety-five dollars (\$95.00) with a 2-hour minimum charge.

Additionally, two hours per month of off-site monitoring will be provided at no charge. Any unused remote IT support hours each month, will be rolled over into the next month into a support bank for use at a later date. The IT rollover support bank resets after each full year based on the signing date of the contract.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/03/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER White Star Insurance Solutions 199 California Dr., #206 Millbrae, CA 94030 License #: 0668957	CONTACT NAME: Shirley Huang	FAX (A/C, No): (650)697-6388	
	PHONE (A/C, No, Ext): (650)697-6888	E-MAIL ADDRESS: shuang@whitestaragency.com	
INSURED Scientia Consulting Group Inc. 1591 S. SINCLAIR ST #B ANAHEIM, CA 92806	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: The Hartford Casualty Insurance Company		29424
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES

CERTIFICATE NUMBER: 00002009-54066

REVISION NUMBER: 3

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	ADD'L SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC	Y	N 57SBADO6721	05/25/2011	05/25/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 Hired/Nonowned Auto \$ 1,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATUTORY LIMITS ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The Certificate holder is named as additional insured .
Included in The Hartford policy , policy # 57SBADO6721, Fallsafe Mega Technology E & O Liability: 1,000,000/1,000,000 with \$5,000 retention.

CERTIFICATE HOLDER

City of Los Alamitos
3191 Katella Avenue
Los Alamitos, CA 90720

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

(ASH)

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ACORD 25 (2010/05)

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Printed by ASH on June 03, 2011 at 04:41PM



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/8/2011

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Privilege Insurance Services, Inc 14451 Chambers Rd., Suite 220 Tustin, CA 92780 0E40869		CONTACT NAME: PHONE (A/C, No, Ext): (714) 505-4030 FAX (A/C, No): (714) 505-4031 E-MAIL: PrivilegeIns@yahoo.com ADDRESS:	
INSURED SCIENTIA CONSULTING GROUP, INC. 1591 S. SINCLAIR ST. STE B ANAHEIM, CA 92806		INSURER(S) AFFORDING COVERAGE INSURER A: TRAVELERS CASUALTY INSURANCE COMPANY INSURER B: TRAVELERS CASUALTY INSURANCE COMPANY INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: 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 INSR	SUBR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE
	☐ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)
	☐ CLAIMS-MADE ☐ OCCUR						MED EXP (Any one person)
							PERSONAL & ADV INJURY
							GENERAL AGGREGATE
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG
	☐ POLICY ☐ PRO-JECT ☐ LOC						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)
	☐ ANYAUTO						BODILY INJURY (Per person)
	☐ ALLOWNED AUTOS						BODILY INJURY (Per accident)
	☐ HIRED AUTOS						PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB						EACH OCCURRENCE
	EXCESS LIAB						AGGREGATE
	☐ DED ☐ RETENTION \$						
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			UB3627P912	12/22/10	12/20/11	☒ WC STATUTORY LIMITS ☐ OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

EVIDENCE OF INSURANCE ONLY

CERTIFICATE HOLDER CITY OF LOS ALAMITOS 3191 KATELLA AVE. LOS ALAMITOS, CA 90720	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
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Scientia Est Potentia - Knowledge is Power

**RESPONSE TO
CITY OF LOS ALAMITOS
REQUEST FOR PROPOSAL**

RFP for Information Technology Support Services

Due Date:

Monday, May 16, 2011

Time: 4:00 PM

Contact: Tom Bruce

Phone: (714) 686-1464

tom@scientiacg.com

Scientia Consulting Group, Inc.

1591 S. Sinclair Street, Suite B

Anaheim, Ca. 92806



Scientia Consulting Group
1591 S. Sinclair St. Suite B
Anaheim, Ca. 92806
(877) 444-3108

May 3, 2011

City of Los Alamitos
IT Services – Request for Proposal
3191 Katella Avenue
Los Alamitos, CA 90720

Dear Mrs. Palmer:

On behalf of Scientia Consulting Group, I would like to take this opportunity to thank you for allowing us to present you with a quotation for IT services. It is our intent to provide you with enough information so you and your team can make an intelligent decision as to how you move forward with contracting IT services.

At Scientia Consulting Group, we look to provide the best comprehensive suite of services to our customers with honest, ethical and practical recommendations based on our overall experience with consideration of the customer's desires and fiscal impact; in fact this is our company's Mission Statement.

If we can be of further assistance to you, or you have follow-up questions, please don't hesitate to contact me. Also, if you have any other IT needs, don't hesitate to contact us, as our staff has extensive experience in City IT services.

Thank you again and we look forward to working with the City of Los Alamitos.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Bruce", written over a horizontal line.

Tom Bruce – CTO/VP of Operations
Scientia Consulting Group

Scientia Est Potentia - Knowledge is Power

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Executive Summary

Scientia Consulting Group, Inc. (herein SCG) is pleased to submit this response to Request for Proposal for Information Technology Support Services. We have carefully examined the proposal documents and believe that we have submitted a comprehensive response taking into account all of the requirements of the City of Los Alamitos (herein the City).

It is SCG's understanding that the City is setting out to obtain full Information Technology service and support. It is also our understanding that the City desires to select the most qualified consultant for information technology support services for the City, and requires that the successful consultant has the knowledge, expertise, staff and availability to provide comprehensive technical computer and network support. We also understand that the City places a high priority on consistent and comprehensive maintenance of the City's server units and computers.

We at SCG pride ourselves on providing the best service possible to our customers. As an IT provider to other municipal agencies, we understand City government, purchasing regulations and the great demands of providing full-service IT support, such as being on call 24-hours a day, 7-days a week, geared for users that operate 24 hours-a-day. And more importantly, we understand that municipal government agencies expect constant system up-time to ensure critical City services are provided for and City leaders and department heads can provide continuity of government.

The proposed services in this document are similar to services we already provide to many of our existing customers. SCG has been in the IT business for over eleven (11) years. Our company name captures the overall essence of our personnel and service levels with our slogan; Scientia Consulting Group - Scientia Est Potentia, translates to, "Knowledge is Power." Our executive management has been working in the IT business for over 22 years, both in the private and public sectors, bringing to the workplace a plethora of IT knowledge.

In the Introduction and Understanding of the Scope of Services, we affirm that we understand your requirements for the entire City's IT needs encompassing the Police Department, Engineering and Public Works, Recreations, Community Development, Administration, Finance and the City Clerks Office.

As you will read, we give a brief explanation as to the scope of services to be offered and the company's approach to the information provided. We even share how our virtual IT Support System known as The *Sentinel*, can not only meet your required needs but exceed them. The *Sentinel* will also enable us to better serve as your IT provider.

In our Brief Company Profile, you will see that our expertise is in providing full IT services to local government agencies and private industry. We already work with other Orange County agencies in similar environments that you describe, and are the

current provider of IT services to your communication center, West Cities Police Communications and your joint Mobile Command Post vehicle.

Our experience level and knowledge of this unique IT world comes together in the next section, "Professional Qualifications of the Principals Assigned to the City". You will see that you would be working with seasoned veterans of the IT business. And yes our key staff would be personally working on this contract based on the expertise needed for the tasks at hand.

SCG has a number of staff available when assigning personnel to specific sites. Not only are each of our employees very capable IT technicians, they have an expertise in specific areas of IT services to include mobile and wireless technology, networking infrastructure, server and application administration, project management, and back up and recovery solutions.

As you continue to review the RFP response, you will learn that we are headquartered in the City of Anaheim. Attached is our company brochure and a brochure for our customized monitoring software, The *Sentinel*. In the next section you will find our regular IT support proposed fees based on an hourly rate along with our additional IT support fees for services exceeding the proposed sixty (60) hours per month. We also included free-of-charge The *Sentinel* with every customer signed annual contract.

As you follow up with our provided references, these references will express our knowledge of the city/county government and public safety sectors, and how we exceed any other IT service providers in our industry. The remainder of the proposal is the required documents.

We understand that in spite of the thoroughness with which this response has been prepared there may still be questions to be answered. Please allow us an opportunity to clarify any areas where questions may exist.

SCG is proud of our service levels and is truly a full service provider placing a high priority on consistency and comprehensive services. We have only the very best in staff and prove to be the most qualified when up against other IT providers. Our personnel have the knowledge, expertise, staff and availability to provide the City of Los Alamitos comprehensive technical computer and network support.

We realize that contracting with an IT service provider represents a major investment and requires careful consideration. Our goal is to provide services that will ensure the maximum return on investment.

1. Introduction and Understanding of the Scope of Services

Scientia Consulting Group is well prepared to handle the IT services for the City of Los Alamitos. We have a variety of expertise, ranging from wireless technologists, storage engineers, network specialists, software developers and web site designers. Our personnel have experience with a variety of equipment, allowing the customer to continue with what they trust, or our engineers can suggest product based on product history and experience. Whether it is complex IT support or project management, we have the personnel and the expertise to handle any job.

An added advantage which SCG provides FREE to all our contract customers, is our software solution known as the *Sentinel*. The *Sentinel* is a customized software solution that manages your entire computing infrastructure with one application. Complete, powerful, and secure, the *Sentinel* will monitor all of your systems, ensuring constant up time with minimal malfunctions or interruptions resulting in one of the highest service level agreements ever achieved by the City. The *Sentinel* will automatically notify us of system failures via cell phones, e-mail and even SMS messages when our services are needed. Frequently, we will have you back up and running without users having to initiate a service call or sometimes even knowing a failure occurred. The *Sentinel* will *Serve and Protect* 24 hours a day, 7 days a week. Below is a list of some of the features the *Sentinel* provides:

- PC Inventory / Computer Audit - Complete computer inventory and software inventory. Scheduled LAN audits. Fully automated and always up-to-date.
- PC Remote Control / Remote Support - We will be able to access computers remotely, secure and configurable.
- Patch Management - Fully automated security patch scan, patch testing, patch deployment and history. Scalable, secure, configurable and location independent. System can provide Microsoft patches and updates to most other applications.
- Network Monitoring / Alerts - We will be instantly notified of hardware changes, software changes, policy violations, low disk space, unapproved network access, new devices on the LAN, etc. Network appliances and printers can be monitored with SNMP traps.
- Windows Event Monitoring / Alerts - We can remotely monitor Windows system event logs, application event logs and security event logs with user defined alerts. Alerts can send notifications to IT staff and automatically generate help desk tickets.
- Mobile Data Computers / Laptop Monitoring and Remote Management – The *Sentinel* also provides monitoring and remote management of mobile data

systems, without having to physically touch each mobile device. Trouble tickets can even be initiated from the mobile platform by the end-users.

- Software Installation / Update - Complete software installations and software updates across the City network. Easier and more flexible than SMS and other solutions.
- Help Desk / Trouble Ticketing - Complete integrated trouble ticketing. Policy based notifications. Built in online chat for support personnel and users. Users have ability to create trouble tickets. Monthly reports are generated outlining the weeks' tickets and repair turnaround times.
- Network Policy Enforcement - We can monitor network usage by machine and by application. Define policies and limit network access to only City approved applications.
- Integrated Reports - We can provide comprehensive integrated management and operational reports. We can provide report viewing online or export to HTML, Word or Excel or deliver in person or by email.
- Maximum Security - Encrypted communication using 256-bit RC4 with rolling keys. No open ports. No plain-text data packets on the network. Nothing for attackers to exploit.
- Flexible Administration - One integrated Web based interface. Accessible from anywhere. Flexible setup of administrators and users, computer groups, permissions and policies.
- Printer monitoring – Monitors printers for alerts and inventory levels to ensure uptime.
- Optional Antivirus/Antispyware – We utilize ESET security tools to ensure systems are protected from virus and spyware. In addition to ESET, we have several tools we utilize to clean infected computers saving time on rebuilding systems.

Where SCG stands out is in our service levels compared to other providers is our software solution, the *Sentinel*. The *Sentinel* is the IT staff serving during off hours, saving the City expensive personnel costs or contract services. We also believe that with the *Sentinel* in place, the City, once comfortable with the service levels, can even scale back the on-site hours required in the RFP saving the City funds for other projects.

The *Sentinel* is the ultimate application for managing the entire city's computing infrastructure. With maximum scalability and flexibility, SCG and the *Sentinel* have the power to automate key tasks to increase the productivity of your staff and the

organization as a whole. From Software Inventory to Remote Desktop Management, our solution has the features and functions to automate day to day IT tasks.

We also have extensive programming experience. We have written applications to automate tasks, merge data between systems, and present data via a web interface to users. In addition, we have experience writing apps for both Microsoft and Apple mobile devices.

Along with this great software solution (the *Sentinel*) comes the personnel from SCG. It is the intent of SCG to provide full service on-site information technology services to the City at the stated monthly hours. On-site hours can be in blocks of 4, 6, 8, or 10-hour days to be consistent with staff hours.

In addition to providing the services listed above, SCG also tries to reduce the customer's IT costs. This can be done by streamlining the workflow to reduce staff time, replacing outdated systems with new technology, and renegotiating vendor pricing for recurring costs.

2. Scope of Services to be Offered / Company Approach

While the City benefiting from the *Sentinel*, and our personnel being on site per the stated monthly hours, we will not only provide the identified services as stated in the Scope of Technical Services Section III of the Request for Proposal, but will exceed the identified services. Our approach to this scope is simple. Build upon the existing infrastructure and configure it so the hardware and software can sustain itself with minimal interaction from the IT staff, while using the *Sentinel* to watch over all computers and servers. Only weekly and monthly attention will be needed once configured properly and our software is loaded, allowing the IT staff more time to focus on future City technologies and IT needs.

More specifically, the scope of technical services shall include the following with a brief explanation as to how that service will be provided:

1. Help Desk Support (including any off-site computers and police mobile data computers).

This is where SCG excels in its level of service setting us aside from the rest of the competition. As discussed previously, SCG uses the *Sentinel*, which provides for automated helpdesk trouble ticketing, and provides for immediate notification to IT staff of problems based on the end-users needs. It tracks trouble tickets from start to finish and has tools to ensure no problem goes without attention. It can also provide weekly or customizable trouble ticketing reports to department heads. It is as simple as creating an email but provides for the capability for instant chat with IT staff for after-hour support or instant remediation. SCG will also be available by cell phone for more urgent needs, 24 hours a day, 7 days a week. We at SCG understand the importance of IT support for operations that run 24/7, especially in the mobile environment and public safety arena.

- Software related issues (Application Support)

Our staff excels as trainers in all areas of IT services, including specialized applications. We can provide on-site training classes for multiple students or one-on-one training as needed.

- Hardware related issues (Servers/Workstations/Mobile Data Computers)

Our staff has extensive experience with a variety of hardware, especially mobile data computers and laptops. Be it a downed server, computer that fails to boot, hard drive failure, or MDC power management issues, we have the knowledge to overcome any issues.

2. Network Administration

- Network Access

With extensive knowledge of network security and utilizing complex password polices and proper firewall security, we can ensure a secure and reliable network.

- Network Printing/Copiers

The issue of printers/copiers usually revolves around user errors or hardware failure. It would be our intent to ensure all printers/copiers are configured properly and are identified in a systematic way on the network to allow for all staff to print to designated-area printers/copiers and to ensure the staff is properly trained in the use of the printers/copiers. Our *Sentinel* service monitors for printer/copier errors and cartridge low-levels.

- Network Resources Access

SCG will ensure that Active Directory is properly configured to ensure that the City is obtaining the best database management for all its work force utilizing Organizational Units. It has been our experience that when dealing with mobile, and remote workers, other IT service providers do not get Active Directory right. It is imperative that the Active Directory be configured properly to consider those mobile remote workers, and to take advantage of Group Policies and security rules, providing for secure and reliable network resource access.

- Email Administration

With the use of Outlook 2010 and Exchange 2010 servers, it becomes rather straightforward to maintain the system and provide for the most feature-rich email experience. Deploying email to the mobile work force has never been easier and with the proper Exchange configurations. Email can be realized by all workgroups in the office, at home, on the road or in their police cars, without having to leave desktop computers on for the sake of forwarding rules. It would be our intent to configure the Exchange server so all City employees could utilize email (within the guidelines of the City policy) anywhere in the world with Internet access. With some additional wireless network infrastructure enhancements, email can even be realized by your mobile users via mobile computers, remote computers, smart phones, and tablets.

- Documentation

The *Sentinel* has the ability to produce weekly, monthly and annual comprehensive management and operational reports pertaining to trouble tickets, services calls, software and hardware audits, etc. We can even build ad-hoc reports pertaining to anything related to the IT infrastructure. These reports can be viewed online, exported to HTML, or provided in an email or Word documents. It would also be our intention to complete a network diagram to properly document the City's IT infrastructure.

- Server Maintenance

This is viewed as a maintenance issue and once in place SCG will perform daily, weekly and monthly maintenance services to ensure constant up-time of the network and its servers. The *Sentinel* will also monitor all servers 24/7.

- Firewall Administration Support

We at SCG understand the importance of security and firewall administration within the domain and outside entities. It will be our priority to not only ensure compliancy with City security and user group policies, but to ensure that all City, county, state and federal database access meet mandated security requirements. SCG works every day with ILJAOC, OCSO, DMV, DOJ and CLETS systems, and has a great understanding of their security requirements and firewall configurations. It's important in this day-in-age that personnel take advantage of the variety of tools now available to city government and police departments.

3. Perform System Upgrades/Updates

- Operating System Upgrades

Our on-site personnel will ensure all systems stay current and have the latest updates available, and with the *Sentinel* in place, this task is even easier as it is streamlined by deploying upgrades/updates from one place instead of visiting every computer.

- Application / Hardware Upgrades

Once in place, SCG will conduct a survey of the current hardware and software. That survey will assist us in creating a replacement cycle that is fiscally sound and will ensure that the City is current with the latest technology and is replacing outdated and legacy software and hardware.

- Operating System Updates/Patches (Server/Workstation)

This is yet another great feature of the *Sentinel*. All of this work can be automated and handled with very little interaction, allowing us to focus on more critical IT service needs for the City.

4. Filtering/Protection

- Virus Protection Administration / SPAM Filtering Administration

This is another area where SCG excels. Utilizing the *Sentinel* enables us to constantly monitor the City's network, even during off hours, weekends and holidays, ensuring that no outside threat is propagated across the network. We can deploy virus protection and address filtering needs in a fraction of the time it takes other providers. The *Sentinel* never sleeps and is constantly standing guard over and protecting the network. With the continuous threat of viruses, we can never be too careful. This is an area that requires constant monitoring, updates and attention, 24 hours a day, 7 days a week.

5. Administer the City's computer backup system

Once in place, we would immediately ensure all systems are properly backed up and that backup software is properly configured and licensed.

6. Resolve any issues with City's IT infrastructure

With the extensive experience of SCG staff, we will assure the City that no issue will go unresolved.

7. Answer IT related questions from City staff

Our on-site staff will be available to answer questions and address issues as they arise. What happens during the hours when staff is not on site? The *Sentinel* provides the ability to chat live with our technicians or we will be available by phone to assist where needed. Utilizing the *Sentinel* will also enable us to provide staff with customized reports on the status of the network as often as needed, provide information on open and closed trouble tickets and alert SCG of any issues affecting the network, servers, applications or individual components. We can also be alerted to the use of unauthorized, unlicensed software. SCG will provide monthly written status reports to the City of IT activity, open and resolved issues, and will alert the City to any existing or potential problems with its IT systems.

8. Work with other IT consultants/vendors to resolve issues with software and hardware and for the implementation of City's IT projects.

SCG has an outstanding relationship with most of the vendors used by local government and public safety agencies within Orange County. We also have personnel that have worked directly with i2 (formerly KCC), the vendor that provided ILJAOC with the Coplink product, and we have staff that are expert users in Coplink and serve as trainers for other Orange County law enforcement agencies. We also have a great working relationship with CDI, the consultant for the Orange County Sheriff's Department. SCG has also worked with DMV as well as OCSD, CLETS, and DOJ and we have a great understanding of their security requirements and compliancy issues. We are also on first name basis with the government account representatives from not only Verizon Wireless, but also AT&T Wireless and Sprint/Nextel. Our staff has also worked hand-in-hand with the West Covina Service Group and knows their CAD/RMS product from both an end-user and administrator perspective. SCG has intimate knowledge of OCSD applications such as ELETE. Our personnel have served as trainers to other Orange County law enforcement agencies on its use and as technical support.

9. Attend meetings when requested by City Staff.

Depending on the nature of the meeting, SCG will send executive managers to top level meetings and ensure that the topics and expertise match. For lower level meetings, on-site IT technicians will be used unless a request is made for SCG management. The same hourly rate will be charged no matter the level of expertise needed.

10. Provide City with recommendations on how to improve IT infrastructure, use technology to automate processes, and implement new technology.

SCG is constantly evaluating the current state of our customers IT infrastructure to ensure the latest technology is being realized. Our expert staff is always looking for ways to automate tasks and processes, streamlining workloads and staying ahead of the technology curve. Oftentimes we come across new product that will save our customers money in the end, cut their IT costs, and yes even IT services. Our Mission Statement sums it up: *"We look to provide the best comprehensive suite of services to our customers with honest, ethical and practical recommendations based on our overall experience with consideration of the customer's desires and fiscal impact."*

11. Participate in City's budget process when requested.

We will also provide an annual budgetary report identifying when hardware replacement is necessary, when software licenses are due for renewal and recommend hardware and software based on our overall experience.

12. Provide City with quotes from other vendors for IT purchases when requested.

SCG will coordinate all IT purchases. We will make recommendations to the City, provide competitive quotations for required equipment and licenses, and upon approval from the City, place all orders and track receipt of equipment. We have great relationships with a variety of vendors and constantly look for best pricing so our customers benefit. We can provide the three required quotes and the City can issue the purchase orders, or we can provide the product and bill along with our standard monthly billing. We do not add a service fee to purchases when providing product. We simply find the best prices and pass them through to streamline purchasing.

Other tasks not identified in the Scope of Technical Services but are standard practice for SCG:

SCG will manage and support all Windows-based desktops and laptop computers, including hardware, software and system configuration. Our approach to this is straight forward. Once all desktops, laptops, MDC's, PDA's and other devices are properly configured, minimal attention will be needed to maintain those devices, software and system configurations.

SCG will also manage and support all components of the local and wide-area networks (LAN and WAN) as well as Internet connectivity for all locations and VPN connections. This area, however, will need some investigation to determine if the best practices are being used or if work will be needed to properly configure equipment for the best results. This, of course, is contingent on if the City even desires VPN access if not already enabled.

SCG will also manage software licenses, keeping a written and electronic inventory of all licenses purchased by the City as well as a record of where those licenses are used. The ability to manage the licenses is found in our software solution, the *Sentinel*. SCG will notify the City if new licenses are necessary as the City's requirements change or as are necessary to remain in full compliance with all software license agreements.

SCG will maintain up-to-date documentation of the City's IT systems and complete a detailed, high-level network diagram.

SCG will also maintain an up-to-date IT asset inventory. This is another great feature of the *Sentinel*. We can maintain complete computer and software

inventories, records of asset tag numbers, serial numbers, hardware specifications, actual hardware locations, keep and forecast replacement dates and replacement values.

SCG will also be responsible for setting up new PCs and perform routine moves and changes as needed. We will standardize PC platforms and create a base images for all department specific computers as well as MDCs.

One of our greatest assets at SCG is our personnel who currently participate and interact with many other agencies in the County already, staying abreast of the latest technology initiatives and current trends. We also have staff that participates in municipal government working groups (e.g. OCLEITA, O.C. Communications/IT Sub-Committee, ILJAOC).

3. Experience and History of the Company

SCG started working in the IT arena in 2000, first conducting business as EP Solution Integrators, then in 2006 as Scientia Consulting Group, Inc. We felt a name change was necessary to capture the overall essence of our personnel and service levels and therefore established our corporate name and slogan; Scientia Consulting Group - Scientia Est Potentia (Knowledge is Power). Our executive management has been working in the IT business for over 20 years, both in the private and public sectors, bringing to the workplace a plethora of IT knowledge.

One of our strongest assets is our expertise and knowledge of the public sector needs and desires. We have worked in the same environments and have a clear understanding of what is needed to get the job done correctly and within the estimated budget. We know what products are proven to work and in contrast know what products do not work.

Our staff all have worked in the public sector IT services and understand purchasing requirements and City limitations. We understand City Charters and agree with a competitive purchasing process that is not only fair but will save the City money. We have used such purchasing avenues like CMAS and GSA, and understand how to streamline purchases to get the job done. We also have great relationships with all major vendors such as CDW-G, Ingram Micro, GovPlace, and Dell.

Our staff has experience in preparing Requests for Proposal and Requests for Information, and can assist with City projects that require preparing RFP's or RFI's. Our project management skills are a strength that our customers can take advantage of by having us manage projects from start to finish, allowing staff to focus on other City issues or non IT related projects.

Our staff has also worked with other private sector customers on large projects, managing large software deployments such as accounting systems, Computer Aided Design (CAD) systems, server consolidation and virtualizations, GIS projects, and

licensing applications. We have extensive experience in multi-media systems ranging from recording City Council meetings to providing the ability to send multi-media presentations to displays throughout the City offices.

SCG has at our disposal a variety of software developers. We have been contracted by other customers to develop custom software applications to handle a variety of specialized tasks or functions not found in off-the-shelf software solutions. This includes building web applications for public access, designing licensing applications, merging data from one system to another to reduce the amount of duplicate data entry, custom reports bringing data from multiple systems (i.e. accounting, payroll, licensing, and citation data).

One of our strongest fields is in the wireless infrastructure, from wi-fi solutions to cellular data services. Our staff has extensive experience in the wireless arena and has developed great relationships with all the major cellular government account representatives. Our staff has managed very large mobile data computer systems and knows what technology is most appropriate to achieve the best mobile solution. This experience has assisted customers in deploying mobile computing systems for use in building inspections, citations, licensing, and public safety.

4. Brief Company Profile

Scientia Consulting Group, headquartered in Anaheim, California, prides itself on providing the best service possible to their clients at an affordable price. As a profitable business for over eleven (11) years, we have experts in all specialized fields in the IT business and hold our employees to the highest standard. Our Anaheim office also serves as our central monitoring station for clients using the *Sentinel*.

As a company that works closely with municipal government agencies, we understand purchasing regulations and the great demands of providing full-service IT support, such as being on call 24-hours a day, 7-days a week.

SCG is a Microsoft Partner, partnered with the largest provider of operating system software and is a household name. As a Microsoft Partner, we can provide the City savings in software expenses and have access to high-level technical support above and beyond levels that the consumer is privy to. We're also a Cisco Partner. As a Cisco Partner, we have access to all the resources Cisco provides and cost savings when purchasing hardware.

As stated previously, SCG is the current IT services provider for West-Comm, the communication center for the Cypress, Seal Beach and Los Alamitos police departments. We also are the IT services provider for the West Orange County Mobile Command Post vehicle, a shared asset of the three cities. We also provide IT services to the City of Laguna Beach, and the City of Placentia.

5. Professional Qualifications of Principals Assigned to the City

CEO Phillip Danie

Our Chief Executive Officer is Phillip Danie. Phillip's background includes an array of projects that have broadened his technical knowledge within a county law enforcement agency as well as within the private sector. Knowing how critical it is to be DOJ compliant and how to achieve the security requirements sets Phillip and his team aside from other companies. Some of his expertise is as follows:

- NetMotion Mobility
- EMC Hardware and Software storage systems
- Designed and managed SAN's
- Apple Xserve RAID
- Unisys Mainframe
- Virtualization products like VMware and Microsoft
- Microsoft Windows Server 2003/2008
- Microsoft Windows XP/Vista/7
- Mac OS X
- Microsoft Exchange 2003/2007/2010
- Microsoft Office 2003/2007/2010 and Mac
- VB.net
- Web Design: asp.net, PHP, xml, Java
- Network Administrator
- SQL and Sybase administrator
- Cisco network products
- Juniper network products
- Multiple backup software
- Enterprise desktop deployment
- Accounting Systems: Microsoft Dynamics, Springbrook, Peachtree, Lacerte
- Apple IOS development

Public Agency Expertise:

- Managed MDC's on a large scale deployment
- CA DOJ CLETS certified
- Certified CLETS compliancy for multiple agencies
- Designed VB applications for various clients

CTO/VP of Operations Tom Bruce

Our Chief Technology Officer and the Vice President of Operations is Tom Bruce. Tom came to the company in 2006 to help strengthen the law enforcement relationship. Tom, a professional law enforcement practitioner and police technologist, brings to the company a vast and broad range of IT experience. From managing large scale projects to maintaining and supporting complete mobile data computer systems, Tom has the knowledge and expertise needed to take a project from start to finish. Tom's experience spans two decades. Here are some of his accomplishments:

- 24 years of experience in law enforcement with 8 years in supervision
- 24 years of experience in police technology managing a variety of projects
- 12 years of experience in the fire service with 7 years in supervision
- Bachelors degree in public safety from CSULB
- Masters degree in Emergency Management from CSULB
- POST certified (basic, intermediate, advanced, supervisory)
- CA DOJ CLETS certified
- E.L.E.T.E. (Enhanced Law Enforcement Terminal Emulator) Administrator
- NetMotion Administrator
- Coplink (O.C. data sharing project) Administrator
- Cal-Photo Administrator
- Technical liaison for ILJAO (Integrated Law and Justice Authority of Orange County)
- OCLEITA (Orange County Law Enforcement Information Technology Association) Co-Chair
- Member of the OC Communications/IT Sub-Committee reporting to the O.C. Terrorism Working Group
- SQL Administrator
- Storage Solution Administrator
- Project Manger and administrator for an in-house Digital Image Management System (DIMS).

Project Management

- Served as Project Manager for the remodel of the Placentia Police Department emergency communication center
- Served as Project Manager for the remodel of the West Cities communications center
- In 1988 deployed first laptop computers in police cars in Orange County
- Managed the procurement and deployment of Mobile Data Computers
- Managed the procurement and deployment of an In-Car Mobile Audio Video system
- Managed the procurement and deployment of a biometrics access control system

- Managed the procurement and deployment of a biometrics log-on system
- Managed the procurement and deployment of a Jail Photo Booking system
- Managed the procurement and deployment of a wi-fi infrastructure
- Managed the procurement and deployment of a cellular data system
- Managed the migration from an RD-Lap system to a more current cellular system
- Managed the building and configuration of a Mobile Command Post
- Facilitated and managed the maintenance of all MDC equipped units and laptops
- Managed the building of a fleet of police cars (CVPI's) to include power management and the latest technology
- Maintained a working relationship with major national vendors such as AT&T wireless, L-3 MobileVu computer division, and Intronix
- Analyzed and implemented new and more robust/scalable mobile technologies as they became available
- Participated on a team to select and deploy a county-wide community notification system (Connect CTY known as Alert OC)
- Global Information Systems (GIS) project team member

Consulting Services

- Provided consultation on a report writing software project (UniForm).
- Provided consultation on a COPPS project database.
- Provided consultation and programming of a Jail Booking Photo system.
- Customized a mobile computer client software (Radcom).
- Assisted with the design and training of the O.C. Automated Subpoena System

Other Experience

- Assisted on the ILJAO team to select and implement a data sharing project
- Trained law enforcement employees on the use of different software to access databases including criminal history and local, state and federal databases.
- Experience with Cal-Photo, DMV Photos, Coplink, ELETE, Court Vision Web, CCHRS, Parole LEADS, Megan's Law, TCIS Crime Connect, CLEW, In-Time Scheduling Engine.

6. Number of Staff Available to Provide Services to the City

SCG management believes that a smaller more educated and experienced workforce is of more value than a large workforce. As a result of our business plan, we have a short list of IT technicians and also utilize our executive management where needed based on the task at hand and expertise needed.

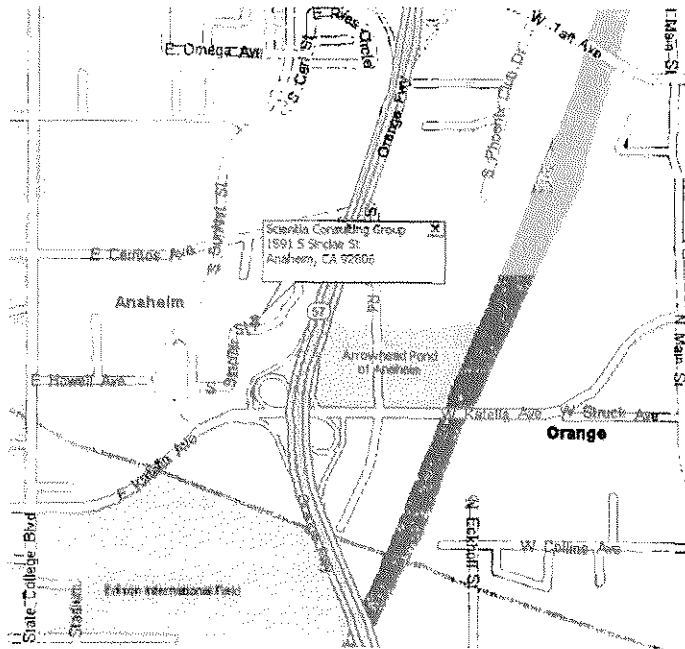
Our intention is to provide the City with a short list of personnel to choose from who will serve as the primary IT technician. The city can conduct interviews and select a person that best fits within their organizational culture. We will do everything we can to ensure the same person services the contract, however there will be times when other personnel or management personnel will be on site based on the expertise needed for a given task.

7. Office Locations and Sample Brochures and other Material

Scientia Consulting Group

Home Office:

1591 S. Sinclair Street, Suite B
Anaheim, Ca. 92806



Phone Number:
(877) 444-3108

Website:
www.scientiagroup.com



Scientia Est Potentia - Knowledge is Power

We have professionals with expertise ranging from public safety mobile technology to network infrastructure. We provide ongoing, annual IT services, project management, and assist with the deployment of a variety of technologies. No matter how large or small the project, Scientia Consulting Group is your source for technical assistance.

Here are just a few of the services we provide:

- **Application Integration**
- **Network Design, Installation and Maintenance**
- **IT Support (as needed or by annual contract)**
- **Hardware/Software Troubleshooting**
- **Back-up and Recovery Solutions**
- **Virus and Security Protection**
- **Virtual Private Networks (VPN)**
- **Project Management**
- **Custom Software Development**
- **Wireless Infrastructure (Cellular, WWAN, WLAN)**
- **Consulting**
- **Training**
- **Planning**
- **Mobile Solution Deployment**
- **System Administration**
- **Server Installation and Configuration**
- **Website Design and Content Management**

We also offer complete 24/7 system monitoring with our custom monitoring software. We will fix the problems before they're even noticed! You don't have to worry anymore about weekend callouts or off-hour system failures.

Contact us for your **FREE** in-person consultation and learn what we can do for you.
www.scientiagroup.com Phone: (877) 444-3108 E-Mail: info@scientiagroup.com

Mission Statement: Provide the best comprehensive service to our customers with the most honest, ethical, and practical recommendations, based on our overall experience with consideration to the customer's desires and fiscal impact.



Scientia Consulting Group is always looking to enhance the services we provide while at the same time finding ways to save our clients time and money. We now offer a software solution to manage your entire computing infrastructure with one integrated, Web-based application. Complete, powerful, secure and easy to set up, our solution will monitor all of your systems, ensuring constant up-time with minimal malfunctions or interruptions. Have no IT staff on site? Not a problem. Our solution will notify us of when our services are needed. We will have you back up and running without having to initiate a service call or sometimes even knowing a failure occurred. Our solution will Serve and Protect 24 hours a day, 7 days a week. Here is a list of what our solution provides:

PC Inventory / Computer Audit

Complete computer inventory and software inventory. Scheduled LAN audits. Fully automated and always up-to-date.

PC Remote Control / Remote Support

Access computers remotely from anywhere. Secure and configurable. Access PCs behind firewall's and NAT without port mapping or infrastructure changes.

Patch Management

Fully automated security patch scan, patch deployment and history with the click of a mouse. Scalable, secure, configurable and location independent.

Network Monitoring / Alerts

Instant notification for hardware changes, software changes, policy violations, low disk space, unapproved network access, new devices on the LAN, etc.

Windows Event Monitoring / Alerts

Remotely monitor Windows system event log, application event log and security event log with user defined alerts.

Software Installation / Update

Complete software installations and software updates across the organization with a mouse click. Easier and more flexible than SMS and other solutions.

Help Desk / Trouble Ticketing

Complete integrated trouble ticketing. User and administrator create/update. Policy based notification. Built in online Chat for support personnel and users.

Network Policy Enforcement

Monitor network usage by machine and by application. Define policies and limit network access to only corporate approved applications.

Integrated Reports

Comprehensive integrated management and operational reports. Customizable, always available. View online or export to HTML, Word or Excel.

Maximum Security

Encrypted communication using 256-bit RC4 with rolling keys. No open ports. No plain-text data packets on the network. Nothing for attackers to

Flexible Administration

One integrated Web based interface. Accessible from anywhere. Flexible setup of administrators and users, computer groups, permissions and policies.

Fast and Easy Deployment

Deploy in minutes without downtime. Automatic discovery and deployment to all computers, local or remote. No long training cycle or learning process.

Backup and Disaster Recovery

Provides real-time automated disk backup, disk imaging, file level backup and bare-metal restore for Windows servers and workstations

Our Enterprise Edition (EE) is the ultimate application for managing the entire computing infrastructure. With maximum scalability and flexibility, Scientia Consulting Group has the power to automate key tasks to increase the productivity of your staff and the organization as a whole. From Software Inventory to Remote Desktop Management, our solution has the features and functions to automate day to day IT tasks.

8. Cost Proposal

Regular IT Support

Annual Contract with 60 hours per month On-Site and the *Sentinel*

Hours/Month	60
Hourly Rate	\$95
Monthly Rate	\$5,700

Annual Cost **\$68,400**

The *Sentinel* is provided **FREE** of charge based on the signing of a two-year contract.

Added Value Service – **FREE** of charge

We believe so strongly in the *Sentinel*, we will provide the City two (2) hours per month of **FREE off-site** remote IT support when the IT tech is not on site, avoiding expensive call-back hourly rates. Any unused hours will roll over to the next month into a support bank ensuring that hours are available when needed. The off-site IT rollover support bank resets after each full year based on the signing date of the contract.

Total Combined Cost for First Year

Hours/Month	60
Hours/Annually	720
Off-Site IT Rollover Support Bank	FREE
Annual Cost	\$68,400

Additional IT Support

IT support hours above the sixty (60) hours per month (Regular IT Support) will be billed at the same hourly rate of \$95 during normal business hours identified as 7:30 a.m. to 5:30 p.m. Any hours outside of the normal work-week will be billed at a 2-hour minimum charge.

Recognized state and federal holidays will be billed at an hourly rate of \$95 with a 2-hour minimum charge.

9. References

Listed below are four jurisdictions, which presently contract with SCG for IT services:

West Cities Police Communication Center

Within the last four (4) years, Phil Danie has been providing information technology services for the West Cities Police Communications Center (West-Comm) and are currently their primary IT service provider. Through the West-Comm IT contract, support and services is also provided for the West Orange County Mobile Command Post vehicle shared by the cities of Los Alamitos, Cypress, and Seal Beach. West-Comm had several other IT service providers over the last several years and it was known they were not happy with the service levels. Phil Danie came into their operation, examined their infrastructure and redesigned their entire network bringing them into compliance with local, state and federal regulations and added additional capabilities to all of their dispatch consoles. With security and Department of Justice compliancy a priority, West-Comm was rebuilt from the ground up and now serves as a model for other communication centers.

Client: West Cities Police Communication Center
Contact Person: Supervisor Kristen Berry
Address: 911 Seal Beach Blvd. Seal Beach, CA 90740
Phone: (562) 594-7242

City of Cypress

Provided desktop, laptop, and network support for the police department. Several technologies that proved to need expertise were their mobile data computers (MDC's) and the many factors that play on achieving constant connectivity, along with providing for investigative features and capabilities with the many local, state and federal databases, and communicating with West-Comm and CAD/RMS. Another example was the need to participate with the many county public safety initiatives (e.g. ILJAOC - Coplink, Automated Subpoena System, In-Time Scheduling Engine, document management and case filing; ELETE - Cal-Photo, DMV Photo, Parole LEADS, Court Vision Web, Megan's Law, etc.). SCG is well versed in all of these technologies and has worked directly with the other vendors, ILJAOC, and the Orange County Sheriff's Department. In fact, all of SCG's key staff have been serious contributors to each of these technologies, serving on sub-committees, serving as programmers, or serving as the actual technical support staff and training staff.

Client: Cypress Police Department
Contact Person: Jeff Kepley
Address: 5275 Orange Ave. Cypress, CA 90630
Phone: (714) 229-6623

City of Laguna Beach

Our third client that falls within the guidelines of the RFP is the City of Laguna Beach. The City of Laguna Beach IT department, along with the technology officer of their police department, needed assistance with the implementation of multiple projects. This includes CAD, RMS, camera surveillance, door access, and their new mobile data computer platform and software. After successful implementation of these systems, SCG was then hired to manage the IT systems for multiple departments. SCG now serves as the primary consulting IT service provider providing full-time IT support personnel on site for the City of Laguna Beach. Our staff works hand-in-hand with City IT staff to ensure all City projects are properly managed and deployed. This is just another example of needing expertise in specific technology that today's forward thinking cities need when thinking of their many unique needs from police and fire personnel, city engineers, inspectors, planners, public works, code enforcement officers, animal control officers, life guards, etc.

Client: City of Laguna Beach
Contact Person: Rita Fraser
Address: 505 Forest Avenue, Laguna Beach, CA 92651
Phone: (949) 497-0701

City of Placentia

A fourth client that desires mentioning is the City of Placentia. SCG has provided IT services for wireless network and Mobile Data Computers (MDC's) to the Placentia Police Department for the last two (2) years. In addition to IT services, SCG also consulted for and managed their police communications center full remodel project.

Client: City of Placentia
Contact Person: Lt. Eric Point
Address: 401 E Chapman Avenue, Placentia, California 92870
Phone: 714-993-8164

Orange County Sheriff

SCG has provided services to upgrade fiber switches for backend storage to all servers and mainframe. In addition, SCG has provided the Sheriff with various hardware needs.

Client: Orange County Sheriff
Contact Person: Ed Lee
Address: 320 N. Flower, Santa Ana
Phone: 714-402-1405

IT Contract Insurance

THE HARTFORD
HARTFORD, CT
06115

PRODUCTION STATUS CENTER
, NP-6-1
06115

57 SBA DO6721

THE HARTFORD

3600 WISEMAN BLVD.

SAN ANTONIO

TX 78251

*0100057DO67210212 14188



REGIONAL OFFICE INSTRUCTION SHEET

POLICY NUMBER: 57 SBA DO6721 SC
CHANGE NUMBER: 001
CHANGE EFF DATE: 06/03/11

ROUTING INSTRUCTIONS

_SEND TO RECORDS. TRANSFER CORR IF APPLICABLE.

POLICY FACE SHEET

21
67 INSURED:
DO HARTFORD CASUALTY INSURANCE COMPANY
SBA

CHANGE NO.: 001
CHANGE EFF DATE: 06/03/11

POLICY NO. 57 SBA DO6721 SC

RECORDS RETENTION - PERMANENT

DECLARATIONS
ITEMS

1. NAMED INSURED AND
MAILING ADDRESS:

SCIENTIA CONSULTING GROUP, INC
1591 S. SINCLAIR ST, STE B
ANAHEIM, ORANGE
CA. 92806

2. POLICY PERIOD:

05/25/11	05/25/12	1
INCEPTION	EXPIRATION	YEAR

AGENT'S CODE: 141993
AGENT'S NAME: WHITE STAR INSURANCE SOLUTIONS

PREVIOUS POLICY NO. 57 SBA DO6721

3. THE NAMED INSURED IS: CORP

POLICY STATUS: ACTIVE
LOB LEVEL OF SUPPORT: SP-S
MARKET SEGMENTATION: 830

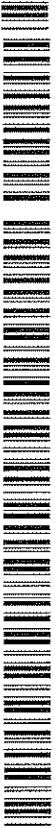
AUDIT PERIOD: ANNUAL
SELECT CUSTOMER
AGENT SALES AGREEMENT (COMMISSION STATUS)
DIRECT ACCOUNT BILL NUMBER - 11954732
DEDUCTIBLE
ADDITIONAL INSURED(S)

CODING ENTRY NOT REQUIRED

TRANS TYPE: ENDT CNTL#: 002
POLICY FACE SHEET TERMINAL ID: R045VE5A PAGE 2
06/16/11 57 SBA DO6721 SC (05/25/12)

14189

*0100057DO67210212





THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

POLICY CHANGE

This endorsement changes the policy effective on the Inception Date of the policy unless another date is indicated below:

Policy Number: 57 SBA DO6721 SC

COPY

Named Insured and Mailing Address; SCIENTIA CONSULTING GROUP, INC

1591 S. SINCLAIR ST, STE B
ANAHEIM CA 92806

Policy Change Effective Date: 06/03/11

Effective hour is the same as stated in the
Declarations Page of the Policy.

Policy Change Number: 001

Agent Name: WHITE STAR INSURANCE SOLUTIONS

Code: 141993

POLICY CHANGES:

HARTFORD CASUALTY INSURANCE COMPANY

ANY CHANGES IN YOUR PREMIUM WILL BE REFLECTED IN YOUR NEXT BILLING
STATEMENT.

THIS IS NOT A BILL.

NO PREMIUM DUE AS OF POLICY CHANGE EFFECTIVE DATE

PROPERTY OPTIONAL COVERAGES APPLICABLE TO ALL LOCATIONS ARE REVISED

BREACH OF WARRANTY COVERAGE HAS BEEN ADDED

FORM NUMBERS OF ENDORSEMENTS REVISED AT ENDORSEMENT ISSUE:

IH12001185 ADDITIONAL INSURED - PERSON-ORGANIZATION

FORM NUMBERS OF ENDORSEMENTS ADDED AT ENDORSEMENT ISSUE:

SS 20 99 10 08

PRO RATA FACTOR: 0.978

THIS ENDORSEMENT DOES NOT CHANGE THE POLICY EXCEPT AS SHOWN.

Form SS 12 11 04 05 T

Process Date: 06/16/11

Page 001

Policy Effective Date: 05/25/11

Policy Expiration Date: 05/25/12

UW COPY

14190

*0100057DO67210212



POLICY NUMBER: 57 SBA DO6721



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - PERSON-ORGANIZATION

RREEF AMERICA REIT II PORTFOLIO, LP, A MARYLAND LIMITED
PARTNERSHIP AND RREEF AMERICA REIT II CORP U, A MARYLAND
CORPORATION, ITS GENERAL PARTNER AND RREEF MANAGEMENT COMPANY,
A DELAWARE CORPORATION FOR THE PREMISES OF 1591 S. SINCLAIR ST.,
STE. B, ANAHEIM CA 92806.
1630 SOUTH SUNKIST STE A
ANAHEIM, CA 92806

CITY OF LOS ALAMITOS
3191 KATELLA AVENUE
LOS ALAMITOS, CA 90720

PRODUCER'S FACT SHEET

NAMED INSURED: SCIENTIA CONSULTING GROUP, INC

POL #: 57 SBA DO6721 SC

PRODUCER'S NAME: PRODUCER'S CODE: 141993 AGENT SALES
WHITE STAR INSURANCE SOLUTIONS

POL EFF DATE: 05/25/11 POL EXP DATE: 05/25/12 TRANS EFF DATE: 06/03/11

DIRECT ACCOUNT BILL NUMBER - 11954732

TRANSACTION TYPE: ENDORSEMENT CHANGE NO.: 001

ENDORSEMENT PREMIUM: \$0.00

NON-PREMIUM BEARING

FORM	TITLE
SS 12 11 04 05	POLICY CHANGE
IH 12 00 11 85	ADDITIONAL INSURED - PERSON-ORGANIZATION
SS 20 99 10 08	BREACH OF WARRANTIES OR REPRESENTATIONS COVERAGE - FAIL SAFE MEGA TECHNOLOGY ERRORS OR OMISSIONS LIABILITY

14191

*0100057DO67210212



AMENDMENT No. 1 TO PROFESSIONAL SERVICES AGREEMENT
(City of Los Alamitos and Scientia Consulting Group)

This Amendment No. 1 (“Amendment”) to Professional Services Agreement (“Agreement”) is made on this 17th day of June, 2013 at Los Alamitos, California, by and between the City of Los Alamitos, a municipal corporation, 3191 Katella Avenue, Los Alamitos, California 90720 (“City”) and Scientia Consulting Group, 1591 S. Sinclair Street, Suite B, Anaheim, California 92806 (“Contractor”).

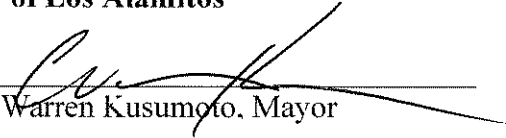
This “Amendment” modifies the original “Agreement” between the “City” and the “Contractor” dated June 20, 2011 in the following fashion:

“City” and “Contractor” desire to amend the “Agreement” by modifying section 3.4 – Expiration Date of the “Agreement” to read as follows:

3.4 “Expiration Date”: June 30, 2014.

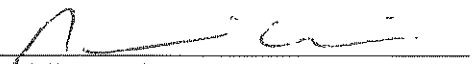
TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"
City of Los Alamitos

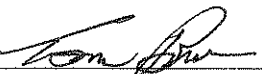
By: 
Warren Kusumoto, Mayor

Date: 6/17/13

"Consultant"
Scientia Consulting Group

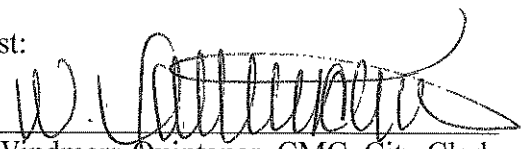
By: 
Phillip Danie, Chief Executive Officer

Date: 6-11-2013

By: 
Tom Bruce, Chief Technical Officer

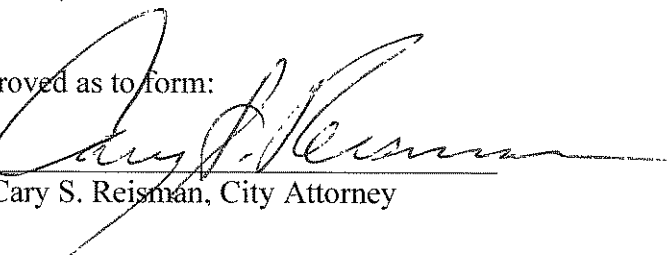
Date: 6-11-13

Attest:

By: 
Windmra Quintanar, CMC, City Clerk

Date: 6/17/13

Approved as to form:

By: 
Cary S. Reisman, City Attorney



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/31/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	LPC Insurance Solutions 851 Burlway Road, #202 Burlingame, CA 94010 License #: 0H93942	CONTACT NAME: Shirley Huang PHONE (A/C, No, Ext): (650)697-6888 E-MAIL ADDRESS: shuang@lpcins.com FAX (A/C, No): (650)697-6388
INSURED	Scientia Consulting Group Inc. 1591 S Sinclair St Ste B Anaheim, CA 92806	INSURER(S) AFFORDING COVERAGE INSURER A: The Hartford Casualty Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
		NAIC # 29424

COVERAGES

CERTIFICATE NUMBER: 00002009-54066

REVISION NUMBER: 4

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN L AGGREGATE LIMT APPLIES PER ☒ POLICY ☐ PROJECT ☐ LOC	Y		57SBADO6721	05/25/2013	05/25/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			57SBADO6721	05/25/2013	05/25/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ WC STATUS: ☐ TORY LIMITS ☐ OTH ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The Certificate holder is named as additional insured.

Included in The Hartford policy, policy # 57SBADO6721, Failsafe Mega Technology E & O Liability: 1,000,000/1,000,000 with \$5,000 retention.

CERTIFICATE HOLDER

CANCELLATION

City of Los Alamitos 3191 Katella Avenue Los Alamitos, CA 90720	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 (ASH)
---	--

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/31/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LPC Insurance Solutions 851 Burlway Road, #202 Burlingame, CA 94010 License #: 0H93942	CONTACT NAME: Shirley Huang	
	PHONE (A/C, No, Ext): (650)697-6888	FAX (A/C, No): (650)697-6388
	E-MAIL ADDRESS: shuang@lpcins.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: The Hartford Casualty Insurance Company	37478
INSURED Scientia Consulting Group Inc. 1591 S Sinclair St Ste B Anaheim, CA 92806	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 00002009-162079

REVISION NUMBER: 5

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN L AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PRO-JECT ☐ LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ COMBINED SINGLE LIMIT (Ea accident) \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS					BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☐ N ☐ N/A	57WECEV7745	12/22/2012	12/22/2013	WC STATUTORY LIMITS OTHER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The certificate is a proof of insurance.

CERTIFICATE HOLDER

CANCELLATION

City of Los Alamitos 3191 Katella Avenue Los Alamitos, CA 90720	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  (ASH)

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POLICY NUMBER: 57 SBA DO6721



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - PERSON-ORGANIZATION

RREEF AMERICA REIT II PORTFOLIO, LP, A MARYLAND LIMITED
PARTNERSHIP AND RREEF AMERICA REIT II CORP U, A MARYLAND
CORPORATION, ITS GENERAL PARTNER AND RREEF MANAGEMENT COMPANY,
A DELAWARE CORPORATION FOR THE PREMISES OF 1591 S. SINCLAIR ST.,
STE. B, ANAHEIM CA 92806.
1630 SOUTH SUNKIST STE A
ANAHEIM, CA 92806

CITY OF LOS ALAMITOS
3191 KATELLA AVENUE
LOS ALAMITOS, CA 90720

CITY OF PLACENTIA
POLICE DEPARTMENT
401 E. CHAPMAN AVE.
PLACENTIA, CA 92870

CITY OF COSTA MESA
77 FAIR DRIVE
COSTA MESA, CA 92626

CITY OF ALHAMBRA
111 SOUTH FIRST STREET
ALHAMBRA CA 91801

LOCATION 001 BUILDING 001
CITY OF TUSTIN
300 CENTENNIAL WAY
TUSTIN, CA 92780
ATTENTION: CAPTAIN CHARLIE CELANO

POLICY NUMBER: 57 SBA DO6721



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF SUBROGATION

RREEF MANAGEMENT COMPANY
STADIUM PLAZA BUSINESS PARK
C/O EBIX BPO
PO BOX 881639
SAN DIEGO, CA 92168-1639

LOCATION 001 BUILDING 001
CITY OF TUSTIN
300 CENTENNIAL WAY
TUSTIN, CA 92780
ATTENTION: CAPTAIN CHARLIE CELANO

AMENDMENT No. 2 TO PROFESSIONAL SERVICES AGREEMENT
(City of Los Alamitos and Scientia Consulting Group)

This Amendment No. 2 ("Amendment") to Professional Services Agreement ("Agreement") is made on this 21th day of April, 2014 at Los Alamitos, California, by and between the City of Los Alamitos, a municipal corporation, 3191 Katella Avenue, Los Alamitos, California 90720 ("City") and Scientia Consulting Group, 1591 S. Sinclair Street, Suite B, Anaheim, California 92806 ("Contractor").

This "Amendment" modifies Amendment No. 1 to the Professional Services Agreement "Agreement" between the "City" and the "Contractor" dated June 17, 2013 in the following fashion:

"City" and "Contractor" desire to amend the "Amendment" by modifying section 3.4 – Expiration Date of the "Agreement" to read as follows:

3.4 "Expiration Date": June 30, 2015.

This "Amendment" modifies the original "Agreement" between the "City" and the "Contractor" dated June 17, 2011 in the following fashion:

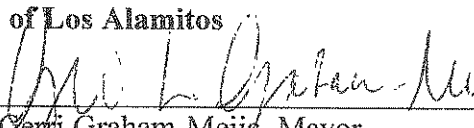
"City" and "Contractor" desire to amend the "Agreement" by modifying section 15 – Notices to read as follows:

15 "Notices"
With a courtesy copy to:
Cary S. Reisman
City Attorney of Los Alamitos
Wallin, Kress, Reisman & Kranitz, LLP
2800 28th Street, Suite 315
Santa Monica, CA 90405
Phone: (310) 450-9582, Ext. 333
Fax: (310) 450-0506

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"

City of Los Alamitos

By: 

Gerri Graham-Mejia, Mayor

Date: 4/23/14

"Consultant"

Scientia Consulting Group

By: 

Phillip Danie, Chief Executive Officer

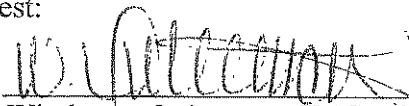
Date: 4-15-14

By: 

Marisela Rios, Chief Financial Officer

Date: 4/15/2014

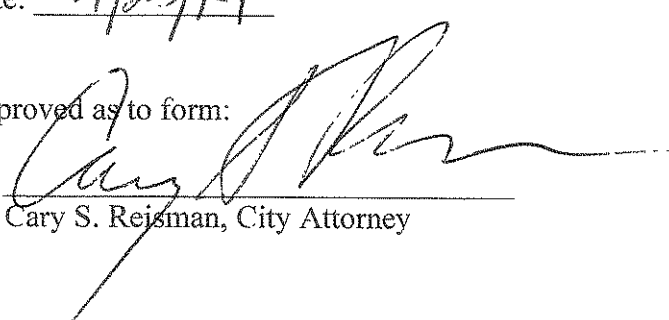
Attest:

By: 

Windmera Quintanar, CMC, City Clerk

Date: 4/23/14

Approved as to form:

By: 

Cary S. Reisman, City Attorney

AMENDMENT No. 3 TO PROFESSIONAL SERVICES AGREEMENT
(City of Los Alamitos and Scientia Consulting Group)

This Amendment No. 3 (“Amendment”) to Professional Services Agreement (“Agreement”) is made on this 16th day of March, 2015 at Los Alamitos, California, by and between the City of Los Alamitos, a municipal corporation, 3191 Katella Avenue, Los Alamitos, California 90720 (“City”) and Scientia Consulting Group, 1591 S. Sinclair Street, Suite B, Anaheim, California 92806 (“Corporation”).

This “Amendment” modifies Amendment No. 2 to the Professional Services Agreement “Agreement” between the “City” and the “Corporation” dated April 21, 2014 in the following fashion:

“City” and “Corporation” desire to amend the “Amendment” by modifying section 3.4 – Expiration Date of the “Agreement” to read as follows:

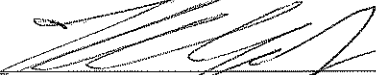
3.4 “Expiration Date”: June 30, 2016.

SIGNATURES ON THE FOLLOWING PAGE

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"

City of Los Alamitos

By: 
Richard D. Murphy, Mayor

Date: 3-23-15

"Corporation"

Scientia Consulting Group

By: 
Phillip Danie, Chief Executive Officer

Date: 3-3-15

Attest:

By: 
Windmera Quintanar, CMC, City Clerk

Date: 3/23/15

Approved as to form:

By: 
Cary S. Reisman, City Attorney

AMENDMENT No. 4 TO PROFESSIONAL SERVICES AGREEMENT
(City of Los Alamitos and Scientia Consulting Group)

This Amendment No. 4 (“Amendment”) to Professional Services Agreement (“Agreement”) is made on this 16th day of May, 2016 at Los Alamitos, California, by and between the City of Los Alamitos, a municipal corporation, 3191 Katella Avenue, Los Alamitos, California 90720 (“City”) and Scientia Consulting Group, 1591 S. Sinclair Street, Suite B, Anaheim, California 92806 (“Corporation”).

This “Amendment” modifies Amendment No. 3 to the Professional Services Agreement “Agreement” between the “City” and the “Corporation” dated March 16, 2015 in the following fashion:

“City” and “Corporation” desire to amend the “Amendment” by modifying section 3.4 – Expiration Date of the “Agreement” to read as follows:

3.4 “Expiration Date”: June 30, 2017.

SIGNATURES ON THE FOLLOWING PAGE

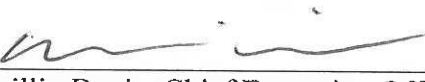
TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"
City of Los Alamitos

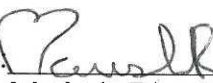
By: 
Richard D. Murphy, Mayor

Date: 5/18/16

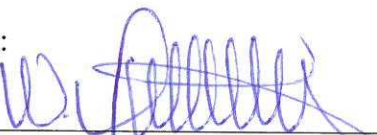
"Corporation"
Scientia Consulting Group

By: 
Phillip Danie, Chief Executive Officer

Date: 6-3-16

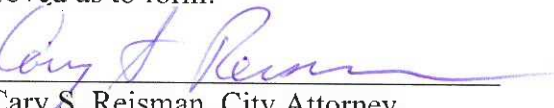
By: 
Marisela Rios, Chief Financial Officer

Date: 6/3/2016

Attest:
By: 
Windmera Quintanar, CMC, City Clerk

Date: 5/18/16

Approved as to form:

By: 
Cary S. Reisman, City Attorney

AMENDMENT No. 5 TO PROFESSIONAL SERVICES AGREEMENT
(City of Los Alamitos and Scientia Consulting Group)

This Amendment No. 5 (“Amendment”) to Professional Services Agreement (“Agreement”) is made on this 19th day of June, 2017 at Los Alamitos, California, by and between the City of Los Alamitos, a municipal corporation, 3191 Katella Avenue, Los Alamitos, California 90720 (“City”) and Scientia Consulting Group, 4368 E. La Palma, Anaheim, California 92807 (“Corporation”).

This “Amendment” modifies Amendment No. 4 to the Professional Services Agreement “Agreement” between the “City” and the “Corporation” dated March 16, 2015 in the following fashion:

“City” and “Corporation” desire to amend the “Amendment” by modifying section 3.4 – Expiration Date of the “Agreement” to read as follows:

3.4 “Expiration Date”: June 30, 2018.

SIGNATURES ON THE FOLLOWING PAGE

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"

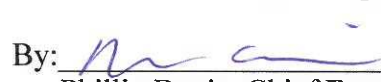
City of Los Alamitos

By: 
Shelley Hasselbrink, Mayor

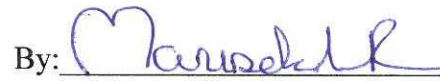
Date: 6/19/2017

"Corporation"

Scientia Consulting Group

By: 
Phillip Danie, Chief Executive Officer

Date: 6-4-17

By: 
Marisela Rios, Chief Financial Officer

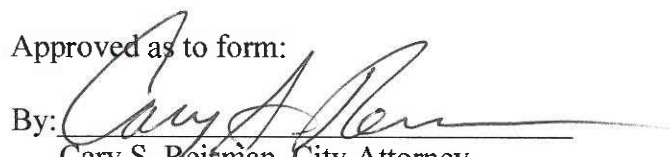
Date: 6/4/17

Attest:

By: 
Windmer Quintanar, CMC, City Clerk

Date: 6/19/17

Approved as to form:

By: 
Cary S. Reisman, City Attorney

AMENDMENT No. 6 TO PROFESSIONAL SERVICES AGREEMENT
(City of Los Alamitos and Scientia Consulting Group)

This Amendment No. 6 ("Amendment") to Professional Services Agreement is made on this 21st day of May, 2018 at Los Alamitos, California, by and between the City of Los Alamitos, a municipal corporation, 3191 Katella Avenue, Los Alamitos, California 90720 ("City") and Scientia Consulting Group, 1591 S. Sinclair Street, Suite B, Anaheim, California 92806 ("Contractor").

RECITALS

A. City and Contractor entered into that certain Professional Services Agreement for Information Technology Support Services on June 29, 2011, as subsequently modified by Amendments Nos. 1- 5 (collectively, the "Agreement"), incorporated herein by this reference.

B. The Agreement will expire on June 30, 2018 unless extended by written agreement of the City and Contractor.

C. City and Contractor desire to amend the Agreement to extend its term by one year, to June 30, 2019.

D. City and Contractor desire to amend Exhibit B – Approved Fee Schedule to modify fees for Regular IT Support.

NOW, THEREFORE, City and Contractor mutually agree as follows:

1. Section 3.4 of the Agreement is hereby amended and restated to read as follows:

3.4 "Expiration Date": June 30, 2019

2. Exhibit B – Approved Fee Schedule to the Agreement is hereby modified as set forth below:

Regular IT Support as defined in the Scope of Services shall be billed at five-thousand eight hundred and seventy-one dollars (\$5,871) paid monthly.

IT support above the estimated sixty-two (62) hours per month (Regular IT Support) will be billed at the hourly rate of ninety-five dollars (\$95.00) per hour during regular hours. Any hours outside of the normal work-week will be billed at a 2-hour minimum charge. Recognized state and federal holidays will be billed at an hourly rate of ninety-five dollars (\$95.00) with a 2-hour minimum charge.

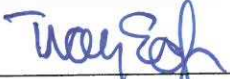
Additionally, two hours per month of off-site monitoring will be provided at no charge. Any unused remote IT support hours each month will be rolled over into the next month into a support bank for use at a later date. The IT rollover support bank resets after each full year based on the signing date of the contract.

3. Except as expressly modified above, all terms and conditions of the Agreement shall remain unchanged and in full force and effect.

4. The persons executing this Amendment on behalf of the parties hereto warrant that they are duly authorized to execute this Amendment on behalf of said parties and that by so executing the parties are formally bound to the provisions of this Amendment.

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

"City"
City of Los Alamitos

By: 
Troy Edgar, Mayor

"Corporation"
Scientia Consulting Group

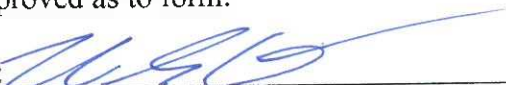
By: 
Phillip Danie, Chief Executive Officer

By: 
Marisela Rios, Chief Financial Officer

Attest:

By: 
Windmera Quintanar, CMC, City Clerk

Approved as to form:

By: 
Michael S. Daudt, City Attorney

AMENDMENT No. 7 TO PROFESSIONAL SERVICES AGREEMENT
(City of Los Alamitos and Scientia Consulting Group)

This Amendment No. 7 ("Amendment") to Professional Services Agreement is made on this 20th day of May, 2019 at Los Alamitos, California, by and between the City of Los Alamitos, a municipal corporation, 3191 Katella Avenue, Los Alamitos, California 90720 ("City") and Scientia Consulting Group, 1591 S. Sinclair Street, Suite B, Anaheim, California 92806 ("Contractor").

RECITALS

A. City and Contractor entered into that certain Professional Services Agreement for Information Technology Support Services on June 29, 2011, as subsequently modified by Amendments Nos. 1- 6 (collectively, the "Agreement"), incorporated herein by this reference.

B. The Agreement will expire on June 30, 2019 unless extended by written agreement of the City and Contractor.

C. City and Contractor desire to amend the Agreement to extend its term by one year, to June 30, 2020.

D. City and Contractor desire to amend Exhibit B – Approved Fee Schedule to modify fees for Regular IT Support.

NOW, THEREFORE, City and Contractor mutually agree as follows:

1. Section 3.4 of the Agreement is hereby amended and restated to read as follows:

3.4 "Expiration Date": June 30, 2020

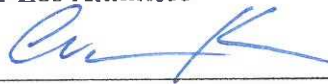
2. Except as expressly modified above, all terms and conditions of the Agreement shall remain unchanged and in full force and effect.

3. The persons executing this Amendment on behalf of the parties hereto warrant that they are duly authorized to execute this Amendment on behalf of said parties and that by so executing the parties are formally bound to the provisions of this Amendment.

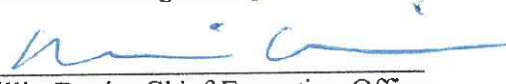
IN WITNESS WHEREOF, the parties hereto have executed and entered into this Amendment as of the date first written above.

Professional Services Agreement
City of Los Alamitos / **Scientia Consulting Group**

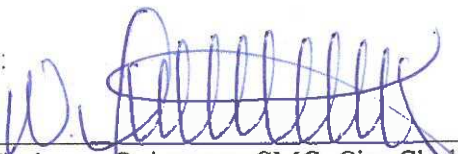
"City"
City of Los Alamitos

By: 
Warren Kusumoto, Mayor

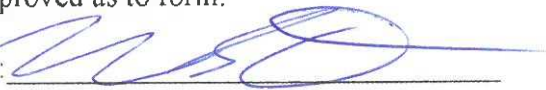
"Corporation"
Scientia Consulting Group

By: 
Phillip Danie, Chief Executive Officer

By: 
Marisela Rios, Chief Financial Officer

Attest:
By: 
Windmera Quintanar, CMC, City Clerk

Approved as to form:

By: 
Michael S. Daudt, City Attorney

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: June 15, 2020

ITEM NUMBER: 10J

To: Mayor Richard D. Murphy & Members of the City Council

Presented By: Ron Noda, Acting Deputy City Manager

Subject: Los Alamitos Museum Association: Proposed Schedule, Activity Plan, and Budget

SUMMARY

The Los Alamitos Museum Association's proposed schedule, activity plan, balance sheet, and budget for the 2020-2021 fiscal year are being provided to the City Council for approval.

RECOMMENDATIONS

1. Approve the Los Alamitos Museum Association's proposed schedule, activity plan, and budget for Fiscal Year 2020-2021; and,
2. Authorize the City Manager and/or his designee to approve any change to the schedule, activity plan, and budget.

BACKGROUND

The City of Los Alamitos took over ownership of the Los Alamitos Museum (formerly the Los Alamitos Fire Station) from the County of Orange by resolution on July 3, 1974 and by Grant Deed on July 8, 1976. The Los Alamitos Museum property is owned by the City of Los Alamitos, granted to the City by the County of Orange as long as the property is used for "public museum or recreational purposes for the free and beneficial use of all County residents."

The City entered into an agreement with the Los Alamitos Museum Association on July 28, 1975 with the purpose of collecting, preserving and exhibiting historical, cultural and other related materials in the community and to provide recreational programs in the fields of historical and cultural development for residents of the City and the County of Orange.

DISCUSSION

Schedule, Activities, & Budget

As a part of the agreement with the Los Alamitos Museum Association, they are required to provide the City with a proposed schedule, activity plan and budget for the upcoming fiscal year, which will be approved by the City Council prior to the plans going into effect. Attachment 1 is a recap of fiscal year 2019-2020 as well information about the Los Alamitos Museum Association. Highlights of 2019-2020 include:

- Craft Fair was held
 - Two-day craft fair on August 31-September 2, 2019
 - Two-day craft fair on November 30-December 1, 2019
- Los Alamitos Museum was the recipient of 1900 period clothing, spinning wheel, and assorted household items.

The Museum Association's proposed calendar of events for 2020-2021 (attachment 2) includes tours of the Museum on Tuesdays, Thursdays and Sundays from 2:00pm – 4:00pm. Their proposed 2020-2021 budget (attachment 3) projects revenue of \$5,301 mostly coming from memberships. The estimated expenditures of \$5,301 is projected for fundraiser and program expenses.

FISCAL IMPACT

According to the agreement between the City of Los Alamitos and the Los Alamitos Museum Association, the City provides janitorial services once a month at a cost of approximately \$2,500 annually. All anticipated and unanticipated expenses and repairs are paid for out of the Public Works budget. Sufficient funding exists in the Fiscal Year 2020-21 budget in accounts 10-544-5101 and 10-544-5293.

Submitted by: Ron Noda, Acting Deputy City Manager

Fiscal Impact Reviewed by: Craig Koehler, Interim Finance Director

Approved by: Chet Simmons, City Manager

*Attachments: 1. 2019-2020 Los Alamitos Museum Association Recap
2. 2019-2020 Los Alamitos Museum Association Proposed Calendar of Events
3. 2020-2021 Los Alamitos Museum Association's Proposed Budget*

LOS ALAMITOS MUSEUM
YEARLY REPORT/ RECAP OF 2019/2020
May 04, 2020

HISTORY:

July 28, 1975, the City of Los Alamitos an agreement with the Los Alamitos Museum, a 501 3 (c) non-profit corporation ID # 95-3025418, for the purpose of collecting, preserving and exhibiting historical, cultural and other related materials for the community.

GOVERNANCE: Governing board consists of the,

- Executive Board—President, Vice President, Treasurer, Recording Secretary and Corresponding Secretary.
- Trustees— Program, Docent, Publicity, History Book/Scrapbook, Hall of Fame/Media Room, and Display Chairpersons.

BUDGET: Budget for 2020/2021 is \$5,301.

INCOME:

The Museum's income is from fundraisers, donations, Membership Program, and grants. The Los Alamitos Museum has been the recipient of a yearly Grant from the Rossmoor Women's Club. For the past three years, The Finest Annual Trout Tournament Non-profit Organization has granted \$1,500. Both have indicated these grants will continue although the Rossmoor Women's Club could not have their Spring Garden Tour due to the Covif-19 virus so that grant may not be available this year. These grants help continue the Museum's service to the community.

OPERATIONS: The Museum is an all-volunteer organization with no paid staff.

CAPITAL IMPROVEMNTS:

In 2003 the Museum upgraded the electrical system in the building to bring it into code and provide safety for the building with a cost to the Museum of \$4,325. The Museum has over the years paid for these types of Capital Improvements.

In 2006 the Museum and the City of Los Alamitos jointly installed Central Heat and Air Conditioning in the Museum building at a cost of \$5,900 each.

Attached is a list of items that the Museum Trustees have purchased over the years to enhance the Museum.

ATTENDANCE:

- The Museum is open to the public, free of charge, from 2:00 pm to 4:00 pm every Tuesday, Thursday and Sunday. Approximately 1,000 guest visit per year during the regular hours. Due to Covid-19, attendance since February 2020 has diminished.
- The number of programs each year vary consequently attendance varies each year.
- We had one fundraiser in 2019/20: A two-day Craft Fair with 20 vendors and over 300 visitors

- Over 200 children visit on appointment tours from the Boy Scouts, Girl Scouts and the local schools. Many 4th grade classes usually attend as part of their California Studies History Class.
- Additional appointed tours are available for individuals, clubs and organizations.
- The Museum is open for any City meeting that scheduling will allow.
- The Museum hosts approximately 2,000 visitors per year including the visitors on our regular open schedule, our scheduled events and visits from school students and service club members.

STRATEGIC PLAN: UPDATE

A facilitated Strategic Planning meeting was held on Monday, February 9, 2015. Mission and Vision statements were updated as follows:

Mission Statement

“Increase the knowledge of the Los Alamitos Museum’s presence in this and surrounding communities by promoting our facility, programs and educational opportunities”

Vision Statement

“To preserve and perpetuate the cultural and historical heritage of our community”

Specific goals were identified to address the identified strengths and weaknesses. Areas of concern were:

- Increase Membership-**Accomplished with 2019/2020 Membership program**
- Volunteer opportunities for public including Students-**Accomplished with the involvement with Serve Los Al Non-Profit organization**
- Expanding educational programs –**In progress**
- Increased Publicity-**Accomplished with the addition of e-mail list to send event announcements and Constant Contacts.**
- Exhibit update- **In progress**

DISPLAYS & OUTREACH:

The Museum Board of Trustees have put together a mobile display of our Community History and have taken this display along with our promotional information to past Sugar Beet Festivals and Bixby Ranch Festivals. It is our goal to bring the Museum to as many people and venues as possible.

FUTURE OF THE MUSEUM:

The Museum Board of Trustees and Docents are volunteers dedicated to continuing to provide this community with the values in our Mission and Vision Statements. We will continue to update our displays and provide interesting programs in the future. New for 2020/21 we will be

collecting oral interviews to collect memories from long- time residents of Los Alamitos. We feel this will add another dimension to the Los Alamitos Museum.

2019 HIGHLIGHTS:

A two-day Craft Fair over Labor Day weekend and another Holiday Craft Fair the first weekend of November 2020.

The gift of period 1900 clothing, spinning wheel and assorted household items from a community member has enabled the Museum Board of Trustees and Docent the opportunity to create a corner dedicated to the 1900 period in our history. Open house to promote this display was postponed due to Covid-19

Respectfully submitted,

Marilynn Poe
President
Los Alamitos Museum Association, Inc.

Los Alamitos Museum Association
Fiscal Year 2020/2021 Event Schedule

Date & Time	Event/Activity	Description	Type of Event	Cost to Produce
Tuesday, Thursday and Sunday (except holidays) 2-4pm	Museum open to public	Docent-guided tours, special interest and research	Cultural and Historic Activity	\$0
By Appointment	Museum Scheduled Tours	Museum available by appointment for group tours	Education Activity	\$0
3rd Sunday of April, July & October 2-4pm	Open House if program is needed	Highlight new exhibits with owner or organizer present for Q&A	Cultural & Historic Activity	\$0
Fourth Tuesday of each month 4pm	Board of Trustees Monthly Meeting	Meeting to conduct business of Los Alamitos Museum, Inc.	Museum Business Activity	\$0
Sunday, January 26, 2020	Honored Citizen	Los Alamitos Museum annually	Community Recognition	\$385.00
2pm Postponed to 2021	Award Ceremony	solicit names of community members and/or organizations that have enriched our community		
Sunday, February 23, 2020	Academy Awards Movie Day	Movie Classics shown popcorn & sodas	Cultural Event	\$50 (Fundraising)
2-4pm-POSTPONED				
Tuesday, February 25, 2020	Budget & Program Workshop Los Alamitos Museum		Strategic Planning Activity	\$0
3pm				
Thursday, May 21, 2020	Public Works Appreciation Lunch	Lunch recognizing Los Alamitos Public Works Staff	Community Recognition (Program)	\$250
Noon Canceled due to Virus				
Friday, June 19, 2020	Docent Recognition Dinner	Thank you for Volunteer Docents Museum Board of Trustees Installation	Community Recognition (Program)	\$300
5:30pm Canceled due to Virus				
Wednesday, June 24, 2020	Historical Video Memories	Collecting Visual memories of growing up in Los Alamitos	Cultural & Historical	\$0
2pm Canceled due to Virus				

Los Alamitos Museum Association

Fiscal Year 2020/20201Event Schedule

Saturday & Sunday, November 7 & 8, 2020 9:00am to 4:00 pm With guidelines	Spring Craft Fair	Participants instructed in various crafts	Cultural & Fundraising	\$150 (Fundraising)
Saturday, November 28, 2020 11:00am	Board of Trustees Holiday Brunch	Gourmet Pie Restaurant	Volunteer Recognition	\$0
Sunday, January 24, 2021 2pm Location: Los Alamitos Museum	Honored Citizen Award Ceremony	Los Alamitos Museum annually solicit names of community members and/or organizations that have enriched our community	Community Recognition Event	\$385 (Program)
Sunday, February 21, 2021 2-4pm-	Academy Awards Movie Day	Movie Classics shown popcorn & sodas	Cultural Event	\$50 (Fundraising)
Tuesday, March 23, 2021 3pm	Budget & Program Workshop Los Alamitos Museum		Strategic Planning Activity	\$0
Thursday, May 20, 2021 Noon	Public Works Appreciation Lunch	Lunch recognizing Los Alamitos Public Works Staff	Community Recognition	\$250 (Program)
Friday, June 18, 2021 5:30pm	Docent Recognition Dinner	Thank you for Volunteer Docents Museum Board of Trustees Installation	Community Recognition	\$300 (Program)

ALL PROGRAMS WILL BE WITH PERMITTED VIRUS GUIDELINES

Los Alamitos Museum Balance Sheet

Jun 30,
2019

ASSETS**Current Assets****Checking/Savings**

US Bank-Checking	2,366.46
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US Bank-Savings CD 10/13/2020	3,607.19
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US Bank-Savings CD 12/25/2018	<u>11,105.66</u>
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Total Checking/Savings	<u><u>17,079.31</u></u>
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Total Current Assets	17,079.31
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Fixed Assets

Furniture and Equipment	<u>2,142.76</u>
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Total Fixed Assets	<u><u>2,142.76</u></u>
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TOTAL ASSETS	<u><u>19,222.07</u></u>
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LIABILITIES & EQUITY**Equity**

Opening Balance Equity	22,436.04
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Unrestricted Net Assets	-2,206.72
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Net Income	<u>-1,007.25</u>
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Total Equity	<u><u>19,222.07</u></u>
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TOTAL LIABILITIES & EQUITY	<u><u>19,222.07</u></u>
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LOS ALAMITOS MUSEUM

Profit & Loss Statement

July 2019
through
June 2020

Ordinary Income/Expense

Income	
Direct Public Support	
Donations Box	91.00
Fundraiser	1,809.07
Grants	1,145.65
Direct Public Support - Other	194.20
Total Direct Public Support	3,239.92
Investments	
Interest-Savings, Short-term CD	1.06
Total Investments	1.06
Program Income	
Membership	2,076.33
Total Program Income	2,076.33
Total Income	5,317.31
Expense	
Business Expenses	
Bank Service Charges	38.06
Total Business Expenses	38.06
Facilities and Equipment	
Computers & Equipment	222.22
Maintenance of Museum/Displays	155.41
Telephone/Communications	2,149.11
Utilities-Gas & Water Co.	667.99
Total Facilities and Equipment	3,194.73
Operations	
Insurance - Liability, D and O	1,265.30
Postage, Mailing Service	288.99
Supplies	74.63
Total Operations	1,628.92
Other Types of Expenses-Program	
Fundraiser Expenses	98.49
Membership Expense	517.76
Recognition-Appreciations	56.96
Total Other Types of Expenses-Program	673.21
Total Expense	5,534.92
Net Ordinary Income	-217.61
	-217.61

Net Ordinary Income is negative because our largest fundraiser is our yearly Newsletter with Membership envelope which will be sent out in July.

PROPOSED BUDGET

Los Alamitos Museum Association, Inc.

JULY 1, 2020 TO JUNE 30, 2021

INCOME

SOURCE	PROJECTED AMOUNT
Fundraisers	\$150
Grants	\$1,000
Donation Box	\$150
Membership	\$2,000
Transfer from Reserve	\$1,338
Interest	\$2
Total Projected Income	\$5,301

DISBURSEMENTS

CATEGORY	PROJECTED AMOUNT
Business Expense-Bank Charge	\$40
Facility & Equipment	\$1,641
Operations/Insurance	\$1,500
Fundraiser/Program Expenses	\$2,120
Other	\$0
Total Projected disbursements	\$5,301

APPROVED BY: Marilynn Poe DATE: 5-4-20
(President)

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: June 15, 2020

ITEM NUMBER: 10K

To: Mayor Richard Murphy & Members of the City Council

Presented By: Chris Kelley, City Engineer

Subject: Measure M2 Seven Year Capital Improvement Program

SUMMARY

Annual submittal of Measure M2 eligibility documentation to the Orange County Transportation Authority (OCTA) is required in order to remain eligible to receive Measure M2 sales tax revenue funds. The submittal documentation this year requires City Council approval of an updated Measure M2 Seven Year Capital Improvement Program (Attachment 1) and adoption of a resolution attesting to the update of the City's Local Signal Synchronization Plan (LSSP) (Attachment 2). The updated Local Signal Synchronization Plan report is also provided to supplement this resolution (Attachment 3).

RECOMMENDATIONS

1. Approve and authorize Staff to submit to the Orange County Transportation Authority the Measure M2 Seven-Year Capital Improvement Program for Fiscal Years 2020/21 through 2026/27, to comply with Measure M2 eligibility criteria; and,
2. Adopt Resolution No. 2020-21, entitled, "A RESOLUTION OF THE CITY COUNCIL OF LOS ALAMITOS, CALIFORNIA, CONCERNING THE UPDATE OF THE UPDATE OF THE LOCAL SIGNAL SYNCHRONIZATION PLAN FOR THE MEASURE M (M2) PROGRAM".

BACKGROUND

To maintain its eligibility to receive Measure M2 sales tax revenue, the City is required to submit annual documentation on its transportation related programs to OCTA. Submittals are required on an annual basis while certain materials are required to be submitted every other year. This is a Measure M2 Ordinance requirement, which is administered by OCTA. OCTA requires an expanded submittal of the City's programs and projects effecting circulation and transportation to verify that these elements are in alignment with Measure M2 and countywide transportation plans.

DISCUSSION

This year's submittal requires the following documentation:

City Council Approval of Resolutions

City Council approval of a resolution attesting to the update of the City's Local Signal Synchronization Plan for the Measure M (M2) Program is required per OCTA. Approval of the recommended actions satisfies the requirements.

M2 Seven-Year Capital Improvement Program (CIP)

The City's Measure M2 Seven-Year Capital Improvement Program (CIP) for Fiscal Year's 2020/21 through 2026/27 is a transportation planning and fiscal forecasting document used to guide future programming for transportation capital improvement projects. The M2 Seven-Year CIP is consistent with the proposed Citywide Capital Improvement Program Budget and Strategic Business Plan for Fiscal Year 2020/21. The submittal of the M2 Seven-Year CIP does not commit the City to funding the identified improvements; however, projects must be included in the M2 Seven-Year CIP to be eligible to receive Measure M2 funding. This document is updated every year in order to allow for changes based on City Council priorities. The CIP emphasizes projects that improve circulation, mitigate traffic congestion and maintain the City's investment in existing transportation infrastructure.

Update of the Local Signal Synchronization Plan

The Orange County Transportation Authority has developed the Regional Traffic Signal Synchronization Master Plan to identify traffic signal synchronization street routes and traffic signals within and across jurisdictional boundaries, and defines the means of implementing the Regional Traffic Signal Synchronization Program. The Regional Traffic Signal Synchronization Program requires that local agencies adopt a Local Signal Synchronization Plan consistent with the Regional Traffic Signal Synchronization Master Plan as a key component of local agencies' efforts to synchronizing traffic signals across local agencies' boundaries. The City adopts and maintains a Local Signal Synchronization Plan which includes goals that are consistent with those outlined as part of the Regional Signal Synchronization Master Plan, including signal synchronization across jurisdictions. The City updates this synchronization plan every (3) three years. The resolution reaffirms this update to the Local Signal Synchronization Plan.

FISCAL IMPACT

The proposed Fiscal Year 2019/2020 budget anticipates receiving revenues of approximately \$223,500 from the Measure M2 local fair share program for circulation projects. The recommended actions will also position the City to receive additional funds through the Measure M2 competitive programs, subject to the City maintaining its eligibility.

Submitted by: Chris Kelley, City Engineer
Reviewed by: Leslie Roseberry, Interim Development Services Director
Fiscal Impact Reviewed by: Craig Koehler, Interim Finance Director
Approved by: Chet Simmons, City Manager

Attachments:

- 1. Measure M City Seven-Year Capital Improvement Program*
- 2. Resolution 2020-21, Update of the Local Signal Synchronization Plan*
- 3. Update to Local Signal Synchronization Plan Report*

	PROJECT TITLE	FUNDING SOURCE	FISCAL YEAR 2020-21	FISCAL YEAR 2021-22	FISCAL YEAR 2022-23	FISCAL YEAR 2023-24	FISCAL YEAR 2024-25	FISCAL YEAR 2025-26	FISCAL YEAR 2026-27	TOTAL PROJECT COSTS
	STREETS AND DRAINAGE									
	Regular Yearly Work									
1	Arterial and Residential Tree Trimming and Removal Program	Measure M	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000	\$ 434,000
2	Street Markings/Striping	Measure M	\$ 30,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 120,000
3	Street Improvements - Rehab/Crack Seal/Potholes/Repairs	Measure M	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 105,000
4	Median Islands Katella Ave Remove Turf and Install Drought Tolerant Plants	Gas Tax	\$ -	\$ -						\$ -
5	Replacement of Overhead Street Signs at Intersection	Measure M	\$ 25,000	\$ 25,000	\$ -					\$ 50,000
6	Tree Planting	Measure M	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 35,000
7	Replace Safety Lights at Intersections with LED Lights	Measure M	\$ -	\$ 5,000	\$ 5,000	\$ 5,000				\$ 15,000
	ADA Study									\$ -
8	ADA Curb Ramps per Study - 20 year plan	Measure M	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 150,000
9	ADA Sidewalks per Study - 20 year plan	Measure M	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 150,000
	Special Funded Projects									
10	Katella Ave. Signal Sync (OCTA grant appl prep & Matching funds for grant)	OCTA								
		AQMD	\$ -							\$ -
12	Update Every Two Years Pavement Management Plan	Measure M	\$ -	\$ 30,000		\$ 15,000		\$ 30,000		\$ 75,000
13	Cerritos Avenue Guardrail Repair	Insurance Claim	\$ 45,000							\$ 45,000
14		Measure M	\$ 10,000							\$ 10,000
14	Speed Survey	Measure M	\$ 15,000							\$ 15,000
15	Old Towne West Lane Narrow Striping - Traffic Calming	Measure M	\$ 45,000	\$ 30,000	\$ 30,000					\$ 105,000
	PROJECT TITLE	FUNDING SOURCE	FISCAL YEAR 2020-21	FISCAL YEAR 2021-22	FISCAL YEAR 2022-23	FISCAL YEAR 2023-24	FISCAL YEAR 2024-25	FISCAL YEAR 2025-26	FISCAL YEAR 2026-27	TOTAL PROJECT COSTS
	Unfunded Projects									
16	Cerritos Ave W City Limits to Bloomfield	Unfunded		\$ 756,000						\$ 756,000
17	Los Alamitos Bl/Seal Beach Bl. Signal Sync (OCTA grant appl prep & Matching funds for grant)	Unfunded			\$ 5,000	\$ 36,000	\$ 2,000	\$ 2,000		\$ 45,000
18	Los Alamitos Blvd Signal Sync (City-funded interim)	Unfunded					\$ 27,000			\$ 27,000
19	Alley Improvements - Btwn Kyle and Bloomfield	Unfunded			\$ 75,000					\$ 75,000
20	Relocate Crosswalk on Katella at Cherry	Unfunded			\$ 35,000					\$ 35,000
21	Systemic Safety Analysis Report Program (SSARP) Grant Appl prep & Matching funds	Unfunded				\$ 8,500	\$ 1,000			\$ 9,500
22	HSIP Improvements (from SSARP) Grant Appl prep & Matching funds)	Unfunded		\$ 10,000	\$ 4,500	\$ 20,000	\$ 6,000	\$ 6,000		\$ 46,500
23	Alley Improvements - Between Katella and Green and Reagan and Los Alamitos	Unfunded							\$ 100,000	\$ 100,000
24	Katella Ave at Los Alamitos Blvd Hot Spots Improvements	Unfunded							\$ 200,000	\$ 200,000
25	Saratoga Dr Curb and Gutter Replacement	Unfunded		\$ 30,000						\$ 30,000
26	Pedestrian Bridges over Katella Ave at Oak Street	Unfunded						\$ 400,000	\$ 4,000,000	\$ 4,400,000
27	Pedestrian Bridges over Katella Ave at Bloomfield	Unfunded				\$ 400,000	\$ 4,000,000			\$ 4,400,000
28	Add lanes on Katella Ave at I-605	Unfunded		\$ 180,000						\$ 180,000

29	Pedestrian Bridges over Cerritos Ave at High School	Unfunded					\$ 400,000	\$ 4,000,000		\$ 4,400,000
30	Los Alamitos Blvd Bridge over Coyote Creek	Unfunded						\$ 1,500,000	\$ 15,000,000	\$ 16,500,000
31	Cerritos Ave Bridge over Coyote Creek	Unfunded							\$ 1,500,000	\$ 1,500,000
32	Widen Lexington from Katella Ave to old RR	Unfunded							\$ 500,000	\$ 500,000
	Pavement Management Plan									\$ -
33	Suburbia - Rehabilitation	SB1	\$ 186,984							\$ 186,984
		Measure M	\$ 122,946							\$ 122,946
		Gas Tax	\$ 150,000							\$ 150,000
34	Cerritos and Lexington Intersection Improvements	Measure M / Gas Tax							\$ 200,000	\$ 200,000
35	Country Square	Measure M / Gas Tax							\$ 150,000	\$ 150,000
36	Old Town East and Medical Center Area (Phases 1 and 2)	Measure M / Gas Tax					\$ 273,540	\$ 392,151		\$ 665,691
37	New Dutch Haven (Phases 1 and 2)	Measure M / Gas Tax		\$ 320,928	\$ 410,496					\$ 731,424
38	Orangewood Avenue Pavement Rehabilitation	Measure M / Gas Tax							\$ 100,000	\$ 100,000
39	Old Town West - Rehabilitation (Phase 1 of 2)	Measure M / Gas Tax							\$ 396,168	\$ 396,168
40	Woodcrest - Rehab	Measure M / Gas Tax		\$ 33,124						\$ 33,124
41	College Park North	Measure M / Gas Tax				\$ 335,866				\$ 335,866
42	Storm Drain Master Plan - Citywide	Measure M / Gas Tax							\$ 75,000	\$ 75,000
43	GIS Map Showing Detailed City Right of Way, seeting up a gis system w tom -DELETE per Dave this was a steven m item	Measure M / Gas Tax					\$ 75,000			\$ 75,000
44	Bloomfield Ave - Cerritos to Katella	Measure M / Gas Tax							\$ 531,300	\$ 531,300
45	Los Alamitos Blvd - N City Limit to Cerritos Ave	Measure M / Gas Tax							\$ 200,000	\$ 200,000
46	Katella Ave - Los Alamitos Blvd to Bloomfield St	Measure M / Gas Tax							\$ 759,780	\$ 759,780
47	Katella Ave - Bloomfield St to Lexington Dr	Measure M / Gas Tax							\$ 777,630	\$ 777,630
48	Katella Ave - Lexington Dr to Siboney	Measure M / Gas Tax							\$ 713,808	\$ 713,808
	PMP - CDBG Funding Projects									
49	Apartment Row Green Street, Reagan to Lexington	CDBG / Gas Tax/ Measure M								\$ -
50	Apartment Row Howard Street, Reagan to Maple	CDBG	\$ 110,000							\$ 110,000
		Measure M	\$ 11,000							\$ 11,000
51	Apartment Row Farquhar Ave, Bloomfield to Lexington	CDBG / Gas Tax/ Measure M						\$ 180,250		\$ 180,250
52	Apartment Row Reagan, Farquhar to Katella	CDBG / Gas Tax/ Measure M				\$ 230,000				\$ 230,000
53	Apartment Row Maple, Farquhar to Katella	CDBG / Gas Tax/ Measure M					\$ 122,400			\$ 122,400
54	Apartment Row Bloomfield, Farquhar to Katella	CDBG / Gas Tax/ Measure M		\$ 140,000						\$ 140,000
55	Apartment Row Green, Raegan to Maple	CDBG / Gas Tax/ Measure M							\$ 117,315	\$ 117,315
56	Apartment Row Howard Street, Noel to Lexington	CDBG / Gas Tax/ Measure M		\$ 129,294						\$ 129,294
	Subtotal Streets and Drainage Funded		\$ 832,930	\$ -	\$ -	\$ -	\$ -	\$ -		
	Subtotal Streets and Drainage Unfunded			\$ 1,696,346	\$ 851,996	\$ 1,197,366	\$ 5,053,940	\$ 6,657,401	\$ 25,468,001	\$ 41,757,980

	PROJECT TITLE	FUNDING SOURCE	FISCAL YEAR 2020-21	FISCAL YEAR 2021-22	FISCAL YEAR 2022-23	FISCAL YEAR 2023-24	FISCAL YEAR 2024-25	FISCAL YEAR 2025-26	FISCAL YEAR 2026-27	TOTAL PROJECT COSTS
	FACILITIES									
1	Community Center and Youth Center ADA Repairs	Park Development Fund		\$ 50,000	\$ 50,000					\$ 100,000
2	11'X8' Glass Aluminum Door for Community Center	Park Development Fund	\$ -							\$ -
3	Incode General Ledger Update	Unfunded		\$ 105,000						\$ 105,000
4	Community Center Generator	Unfunded			\$ 150,000					\$ 150,000
5	Painting of Police and City Hall Interiors	Unfunded		\$ 15,000						\$ 15,000
6	Replace Roof Hatches	Unfunded			\$ 3,000					\$ 3,000
7	Pine Street Parking Lot Pavement Rehabilitation	Unfunded			\$ 50,000					\$ 50,000
8	Mobile Outdoor Screen	Unfunded			\$ 65,000					\$ 65,000
9	New Carpeting for Youth Center, Community Center and Police Department	Unfunded		\$ 30,000						\$ 30,000
10	LATV (28) Studio - Equipment Upgrade	Los Alamitos Television (28)	\$11,880.00							\$ 11,880
10	City Hall, Community Center and Youth Center Exterior Wood Repairs	Unfunded		\$ 75,000						\$ 75,000
11	Los Alamitos Museum Seismic Retrofits	Unfunded			\$ 30,000					\$ 30,000
12	City Hall New Entrance	Unfunded								\$ -
	JLL Study									
13	Install Emergency Lighting throughout blgs and pathways	Unfunded		\$ 30,000						\$ 30,000
14	City Hall Sidewalk	Unfunded			\$ 49,500					\$ 49,500
15	Consultant to Design Fire Alarm system	Unfunded					\$ 100,000			\$ 100,000
16	Interior to TV Building	Unfunded						\$ 150,000		\$ 150,000
17	TV Bldg HVAC	Unfunded						\$ 15,000		\$ 15,000
	Police Department									
18	Upgrade Electric Service and Wiring	Facilities Streets and Parks Fund								\$ -
19	Update Emergency Operations Center (EOC)	Unfunded		\$ 250,000						\$ 250,000
20	Key Fob Lock System	Unfunded		\$ 35,000						\$ 35,000
21	Kitchen Remodel	Unfunded			\$ 15,000					\$ 15,000
24	Remodel Training Room	Unfunded			\$ 50,000					\$ 50,000
25	Property Room Remodel	Unfunded		\$ 100,000						\$ 100,000
26	Remodel Holding Facility	Unfunded						\$ 200,000		\$ 200,000
	ADA Study									
27	City Hall & Council Chamber	Unfunded		\$ 140,699				\$ 430,467		\$ 571,166
28	Community & Youth Center	Unfunded			\$ 64,727			\$ 402,021		\$ 466,748
29	Police Department	Unfunded				\$ 30,850		\$ 350,106		\$ 380,956
30	LATV Studio	Unfunded					\$ 4,586	\$ 169,976		\$ 174,562
31	City Owned Parking Lot	Unfunded					\$ 670			\$ 670
32	Museum	Unfunded						\$ 97,197		\$ 97,197
	Subtotal Facilities		\$ 11,880	\$ 830,699	\$ 527,227	\$ 30,850	\$ 105,256	\$ 1,814,767	\$ -	\$ 3,320,679

	PROJECT TITLE	FUNDING SOURCE	FISCAL YEAR 2020-21	FISCAL YEAR 2021-22	FISCAL YEAR 2022-23	FISCAL YEAR 2023-24	FISCAL YEAR 2024-25	FISCAL YEAR 2025-26	FISCAL YEAR 2026-27	TOTAL PROJECT COSTS
	PARKS									
1	Little Cottonwood Park Septic Tank Rehab	Unfunded					\$ 100,000			\$ 100,000
2	Laurel Park Restrooms	Park Development Fund								\$ -
3	Replace mesh around tennis court and add it to fence between Laurel field and church	Park Development Fund								\$ -
4	Labourdette Park Playground Equipment and Surface	Park Development Fund		\$ 163,000						\$ 163,000
5	Oak Field Lights Upgrade	CIP Fund Fee		\$ 100,000						\$ 100,000
6	Stansbury Park Turf Renovations	Park Development Fund								\$ -
7	Laurel Park Tennis Court Resurfacing	Park Development Fund								\$ -
8	Installation of ADA compliant bleachers at Laurel Park	Unfunded								\$ -
9	Sterns Park Turf Renovations	Unfunded		\$ 10,000						\$ 10,000
10	Sterns Park New Playground Equipment and Surface	Unfunded		\$ 120,000						\$ 120,000
11	Soroptimist Park Turf Renovations	Unfunded								\$ -
12	Laurel Park Parking Lot Lights	Unfunded			\$ 50,000					\$ 50,000
13	Orville Lewis Park Field	Unfunded			\$ 125,000					\$ 125,000
14	Sterns Park Turf Renovations	Unfunded			\$ 10,000					\$ 10,000
15	Roberts Park Turf Renovations	Unfunded			\$ 10,000					\$ 10,000
16	Laurel Park Playground	Unfunded						\$ 40,000		\$ 40,000
17	Little Cottonwood Park Field Renovations	Unfunded				\$ 275,000				\$ 275,000
18	Stanbury Park New Playground Equipment and Surface	Unfunded				\$ 120,000				\$ 120,000
19	Replace playground woodchips with poured or tiled flooring	Unfunded					\$ 30,000			\$ 30,000
20	Purchase and place modular building at Little Cottonwood Park	Unfunded					\$ 50,000			\$ 50,000
21	Soroptimist Park New Playground Equipment and Surface	Unfunded					\$ 120,000			\$ 120,000
	ADA Study									
22	Little Cottonwood Park	Unfunded					\$ 94,784			\$ 94,784
23	Laurel Park	Unfunded						\$ 84,507		\$ 84,507
24	Stansbury Park	Unfunded					\$ 23,333			\$ 23,333
25	Orville Lewis Park	Unfunded		\$ 19,301						\$ 19,301
26	Sterns Park	Unfunded						\$ 16,368		\$ 16,368
27	Labourdette Park	Unfunded		\$ 11,238						\$ 11,238
28	Roberts Park	Unfunded						\$ 6,678		\$ 6,678
29	Soroptimist Park	Unfunded						\$ 6,283		\$ 6,283
30	Coyote Creek Park & Bike Trail	Unfunded						\$ 68,810		\$ 68,810
	Subtotal Parks Funded		-	\$ -	\$ -	\$ -	\$ -	\$ -		
	Subtotal Parks Unfunded		\$ -	\$ 423,539	\$ 195,000	\$ 395,000	\$ 418,117	\$ 222,646	\$ -	\$ 1,654,302
			\$ 844,810	\$ 2,950,584	\$ 1,574,223	\$ 1,623,216	\$ 5,577,313	\$ 8,694,814	\$ 25,468,001	\$ 46,732,961

RESOLUTION NO. 2020-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, CONCERNING THE UPDATE OF THE LOCAL SIGNAL SYNCHRONIZATION PLAN FOR THE MEASURE M (M2) PROGRAM

WHEREAS, the Orange County Transportation Authority has developed the Regional Traffic Signal Synchronization Master Plan to identify traffic signal synchronization street routes and traffic signals within and cross jurisdictional boundaries, and defines the means of implementing the regional Traffic Signal Synchronization Program; and,

WHEREAS, the Regional Traffic Signal Synchronization Program requires that local agencies adopt a Local Signal Synchronization Plan consistent with the Regional Traffic Signal Synchronization Master Plan as a key component of local agencies' efforts to synchronizing traffic signals across local agencies' boundaries; and,

WHEREAS, the Local Signal Synchronization Plan must be updated by June 30, 2020 to continue to be eligible to receive Net Revenues as part of Measure M2.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The City adopts and maintains a Local Signal Synchronization Plan which includes goals that are consistent with those outlined as part of the Regional Signal Synchronization Master Plan, including signal synchronization across jurisdictions.

SECTION 2. The Local Signal Synchronization Plan identifies traffic signal synchronization street routes, including all elements of the Regional Signal Synchronization Network located within the City.

SECTION 3. The Local Signal Synchronization Plan includes the traffic signal inventory for all traffic signal synchronization street routes.

SECTION 4. The Local Signal Synchronization Plan includes a three-year plan showing capital, operations, and maintenance of signal synchronization along the traffic signal synchronization street routes and traffic signals.

SECTION 5. The Local Signal Synchronization Plan includes an update on the status and performance of traffic signal synchronization activities.

SECTION 6. Local Signal Synchronization Plan includes a discussion on the review and revision, as may be necessary, on the timing of traffic signals on the traffic signal synchronization street routes.

PASSED, APPROVED AND ADOPTED this 15th day of June, 2020

Richard D. Murphy, Mayor

ATTEST:

Windmera Quintanar, MMC, City Clerk

APPROVED AS TO FORM:

Michael S. Daudt, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

I, Windmera Quintanar, MMC, City Clerk of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 15th day of June, 2020, by the following vote to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

Windmera Quintanar, MMC, City Clerk

Update to Local Signal Synchronization Plan - 2020

LOCAL SIGNAL SYNCHRONIZATION PLAN CONSISTENCY REVIEW CHECKLIST

The Local Agency Name: CITY OF LOS ALAMITOS Plan Date: June 30, 2020

Local agencies must submit a copy of their Local Signal Synchronization Plan, and any supporting documentation, including a completed consistency review checklist below.

LocalAgency Statement	Page(s) in LSSP	Provided or N/A
1) Signal synchronization goals of the City of Los Alamitos are consistent with those outlined as part of the Regional Traffic Signal Synchronization Master Plan.	2-4	Provided
2) Traffic signal synchronization street routes are identified, including all corridors along the regional signal synchronization network located within the local agency.	5-7	Provided
3) Traffic signal inventory for all traffic Signal synchronization street routes.	8-9	Provided
4) Three-year plan separately showing costs, available funding, and phasing for capital, operations, and maintenance of signal synchronization along the traffic signal synchronization street routes and traffic signals for constrained, unconstrained and build-out scenarios.	10-13	Provided
5) Signal synchronization review, revision, and assessment of synchronization activities along the traffic signal synchronization street routes and traffic signals.	14-17	Provided

I certify that the above statements are true to the best of my knowledge.



Farhad Iranitalab, City Traffic Engineer
City of Los Alamitos

6/10/2020
Date

Printed Name, Title, & Local Agency

SECTION ONE
TRAFFIC SIGNAL SYNCHRONIZATION GOALS, POLICIES, AND
OBJECTIVES

OVERVIEW

On November 6, 1990, voters in Orange County approved a ½-cent sales tax for transportation improvements known as Measure M. This sales tax includes funding for streets and roads available to eligible local agencies through both a formula distribution and a competitive process. On November 6, 2006, voters approved Measure M2 to continue the ½-cent sales tax for thirty years, beginning in 2011. Project P, the Regional Traffic Signal Synchronization Program (RTSSP), was included as part of Measure M2.

The goals of the program are to improve the flow of traffic on Orange County streets and roads by implementing multi-agency signal synchronization

GOALS

The City of Los Alamitos is in support of these goals and will continue to work with OCTA to synchronize signals on a corridor basis throughout the City. This cooperation serves in providing safe, efficient traffic circulation for our local needs as well as regionally, by continuing to reduce stops, improve travel times, and improves air quality.

The City routinely perform the following:

1. Malfunctions are immediately reported to the City's traffic signal maintenance contractor for dispatch and repair;
2. Historical data is also analyzed to identify traffic volumes and patterns to assist in determining if adjustments to signal timing are necessary;

Additionally, staff resolves traffic signal control complaints by speaking with the resident on a specific request or complaint. Staff completes the necessary investigation and makes recommendations for traffic signal improvements.

POLICIES

The City of Los Alamitos understand the value of synchronizing traffic signals on major corridors and improving traffic flow, which will reduce the overall delay and improve the air quality for the residents as well as regionally. The City desires to continue participating in the Measure M2. The City maintains local control and responsibility of all our traffic signals in our jurisdiction and will continue to be responsible for any changes to our signals, equipment, and policies.

The City understands that every three years the plan needs to be updated to remain eligible for Measure M2 funding. The purpose of the LSSP is to implement and maintain coordination of traffic signals along corridors within our City and beyond its borders to regionally maintain safe and efficient flow of vehicular traffic.

OBJECTIVES

For many years, the City has implemented and maintained corridor-based signal coordination timing. The support services have proven valuable, as the City periodically evaluates and optimizes coordination signal timing in response to changing traffic volumes and patterns.

The City's objective is to work with the neighboring cities to create joint projects, which would improve traffic flow and would more effectively move people and goods locally and regionally

through efficient signal timing. By participating in Project P, the city recognizes the benefits gained from local signal timing and synchronization, as well as from eligible traffic signal and interconnect equipment upgrades.

Moreover, the City recognizes this program as a valuable, corridor-based measure for improving air quality by reducing green-house gas emissions

Accordingly, the City's focus will be to work with adjacent local agencies for possible funding opportunities for re-timing of the traffic signals along all our corridors that traverse our City.

SECTION TWO
TRAFFIC SIGNAL SYNCHRONIZATION STREET ROUTES
(EXISTING AND PLANNED)

TRAFFIC SIGNAL SYNCHRONIZATION STREET ROUTES

Existing:

Priority Corridor

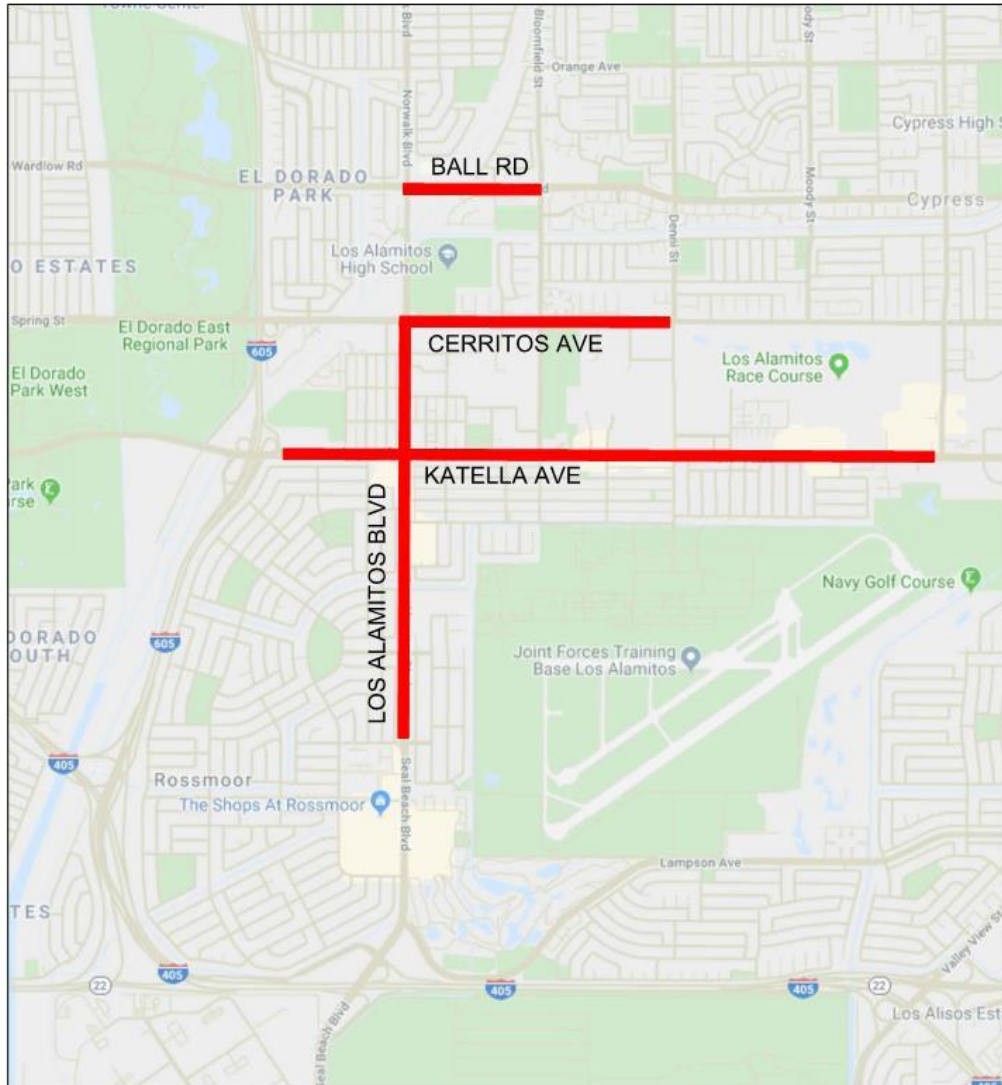
- 1) Katella Avenue, Civic Center to Lexington drive
- 2) Los Alamitos Boulevard, from Katella Avenue to Bradbury Road
- 3) Ball Road, from Bloomfield Street to Los Alamitos Blvd.

Local Corridor

- 1) Cerritos Avenue, from Los Alamitos Boulevard to Bloomfield Street

•

CITY OF LOS ALAMITOS 2019 TRAFFIC SIGNAL SYNCHRONIZATION MAP



LEGEND

 EXISTING COORDINATION ROUTE



NOT TO SCALE

SECTION THREE
TRAFFIC SIGNAL INVENTORY

Traffic Synchronization Inventory
City of Los Alamitos

		Cycle Length					Operations			Equipment										
Corridor	Cross Street Intersection	AM	MID	PM	WKND	Maintenance Responsibility	Left	Right	Other	Cabinet	Type	Software	Detection	Bike Detection	CCTV	Power Backup	Comm	Other ITS	ATMS	Status
Katella Avenue	Civic Center	130	130	130	130	Los Alamitos	Protected	Permissive		P (TS2 Type 2)	ASC/3	ASC/3	Loops	No	N/A	N/A	Copper		Aries	offline
	Walnut/Wallingsford	130	130	130	130	Los Alamitos	Protected	Permissive		P (TS2 Type 2)	ASC/3	ASC/3	Loops	No	N/A	N/A	Copper		Aries	offline
	Los Alamitos Boulevard	130	130	130	130	Los Alamitos	Protected	Perm/Overlap		P (TS2 Type 2)	ASC/3	ASC/3	Video	No	N/A	N/A	Copper		Aries	offline
	Cherry Street	130	130	130	130	Los Alamitos	Protected	Permissive		P (TS2 Type 2)	ASC/3	ASC/3	Loops	No	N/A	N/A	Copper		Aries	offline
	Kaylor Street	130	130	130	130	Los Alamitos	Protected	Permissive		P (TS2 Type 2)	ASC/3	ASC/3	Loops	No	N/A	N/A	Copper		Aries	offline
	Bloomfield Street	130	130	130	130	Los Alamitos	Protected	Perm/Overlap		P (TS2 Type 2)	ASC/3	ASC/3	Loops	No	N/A	N/A	Copper		Aries	offline
	Noel Street	130	130	130	130	Los Alamitos	Protected	Permissive		P (TS2 Type 2)	ASC/3	ASC/3	Loops	No	N/A	N/A	Copper		Aries	offline
	Lexington Drive	130	130	130	130	Los Alamitos	Protected	Permissive		P (TS2 Type 2)	ASC/3	ASC/3	Loops	No	N/A	N/A	Copper		Aries	offline
	Winners Circle	120	110	120	Free	Los Alamitos	Protected	Permissive		P (TS2 Type 2)	ASC/3	ASC/3	Loops	No	N/A	N/A	Copper		Aries	offline
Los Alamitos Boulevard	Cerritos Avenue	130	Free	130	Free	Los Alamitos	Protected	Permissive		P (TS2 Type 2)	ASC/3	ASC/3	Loops	No	N/A	N/A	Copper		Aries	offline
	Sausalito Street	130	130	130	130	Los Alamitos	Protected	Permissive		P (TS2 Type 2)	ASC/3	ASC/3	Loops	No	N/A	N/A	Copper		Aries	offline
	Florista Street	130	130	130	130	Los Alamitos	Protected	Permissive		P (TS2 Type 2)	ASC/3	ASC/3	Loops	No	N/A	N/A	Copper		Aries	offline
	Katella Avenue	130	130	130	130	Los Alamitos	Protected	Perm/Overlap		P (TS2 Type 2)	ASC/3	ASC/3	Video	No	N/A	N/A	Copper		Aries	offline
	Farquhar Avenue	Free	Free	100	Free	Los Alamitos	Protected	Permissive		P (TS2 Type 2)	ASC/3	ASC/3	Loops	No	N/A	N/A	Copper			offline
	Orangewood Avenue	Free	Free	110	Free	Los Alamitos	Protected	Permissive		P (TS2 Type 2)	ASC/3	ASC/3	Loops	No	N/A	N/A	Copper			offline
	Rossmoor Way	100	Free	110	Free	Los Alamitos	Protected	Permissive		P (TS2 Type 2)	ASC/3	ASC/3	Loops	No	N/A	N/A	Copper			offline
	Bradbury Road	100	Free	110	Free	Los Alamitos	Protected	Permissive		P (TS2 Type 2)	ASC/3	ASC/3	Loops	No	N/A	N/A	Copper			offline
Cerritos Avenue	Los Alamitos Boulevard	130	Free	130	Free	Los Alamitos	Protected	Permissive		P (TS2 Type 2)	ASC/3	ASC/3	Loops	No	N/A	N/A	Copper			offline
	High School Driveway	130	Free	130	Free	Los Alamitos	Protected	Permissive		P (TS2 Type 2)	ASC/3	ASC/3	Loops	No	N/A	N/A	Copper			offline
	Humbolt Street	130	Free	130	Free	Los Alamitos	Protected	Permissive		P (TS2 Type 2)	ASC/3	ASC/3	Loops	No	N/A	N/A	Copper			offline
	Bloomfield Street	130	Free	130	Free	Los Alamitos	Protected	Permissive		P (TS2 Type 2)	ASC/3	ASC/3	Loops	No	N/A	N/A	Copper			offline

SECTION FOUR
TRAFFIC SIGNAL SYNCHRONIZATION SYSTEM AND
THREE-YEAR PLAN

3-YEAR OUTLOOK TRAFFIC SIGNAL SYNCHRONIZATION

Funding Needs for Synchronized Operation (*Constrained*)

Reporting Jurisdiction Expenditures: City of Los Alamitos

Type of Traffic Signal Synchronization Expenditures in Year of Expenditure Dollars

MAINTENANCE

PROJECT	FY20/21	FY21/22	FY22/23	TOTAL
Communication and Software Maintenance	\$10,000	\$10,000	\$10,000	\$30,000
Subtotal Maintenance	\$10,000	\$10,000	\$10,000	\$30,000

CONSTRUCTION

PROJECT	FY20/21	FY21/22	FY22/23	TOTAL
Katella Signal System Communication and	\$51,000	\$51,000	0	\$102,000
Subtotal Construction	\$51,000	\$51,000	0	\$102,000

OPERATIONS

PROJECT	FY20/21	FY21/22	FY22/23	TOTAL
City wide Signal Timing Maintenance	\$10,000	\$10,000	\$10,000	\$30,000
Subtotal Operation	\$10,000	\$10,000	\$10,000	\$30,000
Total	\$71,000	\$71,000	\$20,000	\$152,000

3-YEAR OUTLOOK TRAFFIC SIGNAL SYNCHRONIZATION

Funding Needs for Synchronized Operation (*Un-Constrained*)

Reporting Jurisdiction Expenditures: City of Los Alamitos

Type of Traffic Signal Synchronization Expenditures in Year of Expenditure Dollars

MAINTENANCE

PROJECT	FY20/21	FY21/22	FY22/23	TOTAL
Communication and Software Maintenance	\$15,000	\$15,000	\$15,000	\$45,000
Subtotal Maintenance	\$15,000	\$15,000	\$15,000	\$45,000

CONSTRUCTION

PROJECT	FY 20/21	FY 21/22	FY 22/23	TOTAL
Los Alamitos Boulevard signal System Upgrade	0	0	\$150,000	\$150,000
Subtotal Construction	0	0	\$150,000	\$150,000

OPERATIONS

PROJECT	FY20/21	FY21/22	FY22/23	TOTAL
Citywide Signal Timing Maintenance	\$18,000	\$18,000	\$18,000	\$54,000
Subtotal Operation	\$18,000	\$18,000	\$18,000	\$54,000
Total	\$33,000	\$33,000	\$183,000	\$258,000

LSSP IMPLEMENTATION – CANDIDATE SIGNAL SYNCHRONIZATION PROJECTS WITH ESTIMATED COSTS

Reporting Jurisdiction Expenditures: City of Los Alamitos

CORRIDOR	IMPROVEMENT SUMMARY	ESTIMATED COST
Los Alamitos Boulevard	Upgrade to ATC controllers, communication equipment to Ethernet.	\$300,000.00
		\$300,000.00

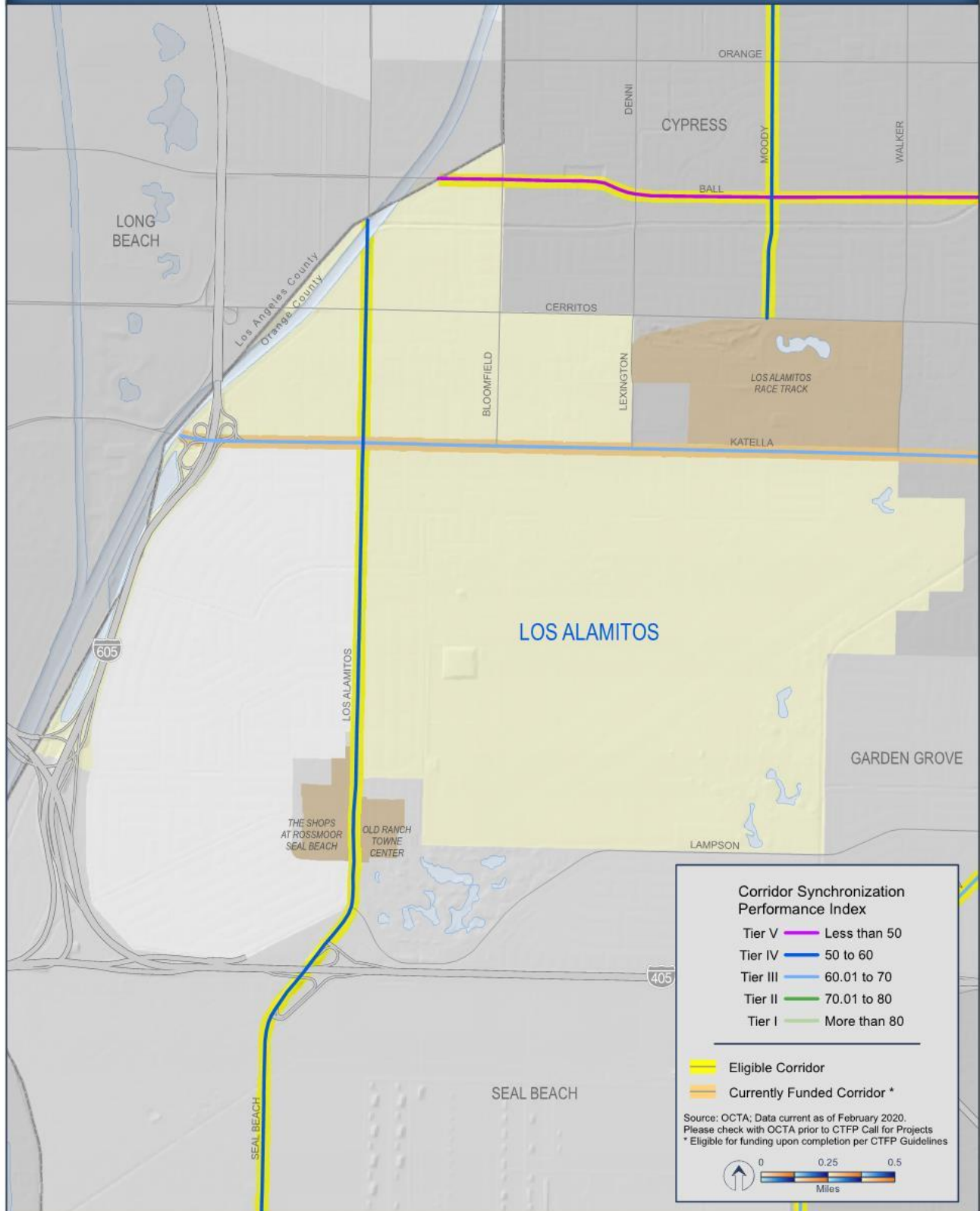
SECTION FIVE
TRAFFIC SIGNAL SYNCHRONIZATION ASSESSMENT REVIEW
AND REVISE, AS NECESSARY,
THE TIMING OF TRAFFIC SIGNALS

Corridor Assessment

One of the key elements to evaluate the performance of the system is Corridor Synchronization Performance Index (CSPI). This index assists OCTA in measuring the effectiveness of the implemented project. The corridor performance evaluation criteria were developed based on the CSPI value and categorized into five levels – Tier I through V. Tier I refer to a CSPI value at or above 80 and indicates very good signal synchronization conditions, while Tier V (with a CSPI value lower than 50) indicates that the corridor would greatly benefit from improvements to signal synchronization and local agencies along the corridor should strongly consider applying the Measure M2. Based on the CSPI values dated 2017 Los Alamitos Boulevard is eligible for Measure M2 funding.

Since the last update in 2017 as part of OCTA initiated Katella Avenue Corridor Traffic Light Synchronization Program (TLSP), the City of Los Alamitos did not have resources to systematically analyze, evaluate, and adjust corridor traffic signal timing. However, periodically the traffic engineering consultant observe the signal operations along the corridor and recommend timing changes based on the Synchro analysis. The City and the neighboring cities were awarded a project to upgrade traffic signals on Katella Avenue. The project was approved by the OCTA Board in September 2018. The design for the project has not started.

2017 Corridor Operational Performance Los Alamitos



2/20/2020

W:\Requests\POCS\SP\PA\SignalCoordination\mxd\CSPI_2018_CityMaps\LosAlamitosCSPI_Projects_2020-0213.mxd

TRAFFIC SIGNAL SYNCHRONIZATION ASSESSMENT, REVIEW, AND REVISION

LOCAL AGENCY* CORRIDOR	TIMING REVIEWED (Past 3 Years)	DID TIMING REQUIRE UPDATE?	TIMING UPDATE RESULTS (if available)							
			Speed Travel		Stops per mile		Greens per red		CSPI Score*	
			Before	After	Before	After	Before	After	Before	After
N/A										

* No study was performed during the last three years, no data are available

SIGNAL TIMING REVISIONS

PROJECT CORRIDOR	CROSS STREET	CYCLE LENGTH (Before/After)
Katella Avenue	N/A	Periodic review of timing performed and no major adjustment was necessary
Los Alamitos Blvd	N/A	Periodic review of timing performed and no major adjustment was necessary
Cerritos Avenue	N/A	Periodic review of timing performed, and no major adjustment were necessary

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: June 15, 2020

ITEM NUMBER: 11A

To: Mayor Richard D. Murphy & Members of the City Council

Presented By: Craig Koehler, Interim Finance Director

Subject: Adoption of the Fiscal Year 2020-21 Annual Operating and Capital Improvement Program Budget

SUMMARY

City Charter Sections 1201-1205 govern the development and adoption of the City's Annual Budget. Section 1203 requires a public hearing for public input on the proposed budget. Thereafter, the City Council shall adopt the budget with revisions, if any; establish estimated revenues, expenditure appropriations, and transfers of funds of the City.

RECOMMENDATIONS

1. Review, receive, and file the department overviews for Administration (City Manager, City Clerk and Finance), Police, Development Services, and Recreation and Community Services for Fiscal Year 2020-21; and,
2. Conduct a Public Hearing on the Proposed Annual Operating and Capital Improvement Program Budget; and,
3. Adopt Resolution No. 2020-17, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, ADOPTING THE ANNUAL OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET FOR FISCAL YEAR 2020-21"; and,
4. Adopt Resolution No. 2020-18, entitled, "A RESOLUTION OF CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, TO APPROVE A SIDE LETTER BETWEEN THE CITY OF LOS ALMITOS AND TEAMSTERS 911 EFFECTIVE JULY 1, 2020 THROUGH JANUARY 1, 2021"; and,

5. Adopt Resolution No. 2020-19, entitled, "A RESOLUTION OF CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, TO ESTABLISH FURLOUGHS FOR THE NON-REPRESENTED EMPLOYEES EFFECTIVE JULY 1, 2020 THROUGH JANUARY 1, 2021 AND AMENDING RESOLUTION NO. 2017-07".

BACKGROUND

It is the Council's policy to review each Department's expenditures and revenues to better understand how the departments are spending and receiving funds as part of the budget process. This report includes an overview of the City departments' budgeted expenditures.

Presented for your consideration is the Fiscal Year 2020-21 Annual Operating and Capital Improvement Program (CIP) Budget for the City of Los Alamitos. In accordance with noticing requirements, the City Clerk has noticed the Public Hearing of the proposed budget, allowing for public comment. Reference copies of the Proposed Budget were made available at the City Clerk's counter prior to the Public Hearing and were available on the City's webpage.

DISCUSSION

Since March 2020, the Budget Standing Committee has met monthly to review, discuss, and provide recommendations on the proposed operating and capital improvement budget. The City Council has also held Special Meetings to discuss the Budget Standing Committee's recommendations and provide direction to close the General Fund budget gap.

Due to the hard work and fiscally prudent nature of the City Council, Staff is proud to present a balanced General Fund budget for Fiscal Year 2020-21. The General Fund is projected to receive \$13,625,247 of revenues and \$375,000 of transfers in, for a total of \$13,640,247. The General Fund is estimating \$12,816,724 of expenditures and \$809,000 of transfers out, for a total of \$13,625,724.

Of the total General Fund revenue (\$13.6 million), property taxes comprise approximately \$4 million (29%), sales taxes comprise about \$2.7 million (20%), utility user taxes contribute about \$2 million (15%), and charges for services totals about \$1 million (7%). The remainder of revenue is derived from business licenses, fines & forfeitures, permits, franchise fees, and transfers in.

Of the total General Fund expenditures (\$13.6 million), the police department is budgeted to expend \$6.4 million (47%), development services/public works has a budget of \$2.9 million (21%), recreation/community services has a budget of \$1.3 million (10%), the City Manager/City Clerk department has a budget of \$765k (6%), and the Finance department has a budget of \$642k (5%).

Although the City has achieved a balanced General Fund budget for next fiscal year, it is prudent to note Los Alamitos is not fiscally sustainable in the long-run. Many difficult decisions were made to balance this budget, including organizational restructuring of the Development Services and Recreation Departments, freezing vacant positions, furloughs and other cost savings, and deferred replacement of equipment and infrastructure. The rising cost of pensions and healthcare continue to strain the City as well. Limits on raising revenue have also hampered efforts to maintain structurally balanced budgets. These issues will need to be addressed in the coming fiscal years, so that the City can maintain its current level of services.

FISCAL IMPACT

There is no fiscal impact associated with this report.

Submitted by: Craig Koehler, Interim Finance Director

Approved by: Chet Simmons, City Manager

Attachments:

1. *Resolution 2020-17, Exhibit A Fiscal Year 2020-2021 Proposed Budget is available online at: https://cityoflosalamitos.org/?wpfb_dl=4098*
2. *Resolution 2020-18 – Teamsters 911*
3. *Resolution 2020-19 – Executive Management and Non-Represented Employees*

ESOLUTION NO. 2020-17

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LOS ALAMITOS, CALIFORNIA, ADOPTING THE ANNUAL
OPERATING AND CAPITAL IMPROVEMENT PROGRAM
BUDGET FOR FISCAL YEAR 2020-21**

WHEREAS, the City Manager, in accordance with Article XII, Sections 1201 and 1202 of the City Charter, has prepared and submitted a proposed annual budget for Fiscal Year 2020-21; and,

WHEREAS, the City Council has reviewed the proposed budget and conducted a Public Hearing on said budget.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That the City Council of the City of Los Alamitos does hereby approve and adopt the Fiscal Year 2020-21 Budget as presented within the Proposed Annual Budget attached hereto as, Exhibit A.

SECTION 2. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED AND ADOPTED this 15th day of June, 2020.

Richard D. Murphy, Mayor

ATTEST:

Windmera Quintanar, MMC, City Clerk

APPROVED AS TO FORM:

Michael S. Daudt, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

I, Windmera Quintanar, MMC, City Clerk of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a meeting of the City Council held on the 15th day of June, 2020, by the following vote to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

Windmera Quintanar, MMC, City Clerk



Fiscal Year 2020-2021

Proposed

Budget

CITY OF LOS ALAMITOS PROPOSED BUDGET

For Fiscal Year
July 1, 2020 through June 30, 2021

Richard D. Murphy
Mayor

Marc Chirco
Mayor Pro Tem

Shelley Hasselbrink
Council Member

Dean Grose
Council Member

Tanya Doby
Council Member

Submitted to the
City Council by:
Chet Simmons
City Manager



CITY OF LOS ALAMITOS

Organization



Administrative Officials

City Manager

Chet Simmons, City Manager

City Clerk

Windmera Quintanar, City Clerk

City Attorney

Michael S. Daudt, City Attorney

Finance

Craig Koehler, Interim Director of Finance

Development Services

Ron Noda, Acting Director of Development Services

Police

Eric R. Nuñez, Chief of Police

Engineering

Chris Kelly, City Engineer

Recreation and Community Services

Emeline Noda, Acting Director of Recreation and Community Services



FY 2020-2021

Summary of Sources and Uses by Fund



**City of Los Alamitos
Proposed Budget
For Fiscal Year 2020-21**

Summary of Sources and Uses by Fund

		Estimated Fund Balance June 30, 2020	Estimated Revenues & Transfers In	Estimated Expenditures & Transfers Out	Estimated Fund Balance June 30, 2021
10	General Fund				
	Unassigned	\$ 75,476	\$ 13,640,247	\$ 13,625,724	\$ 89,999
	Emergencies	3,601,491	-	-	3,601,491
	OPEB	500,000	-	-	500,000
	PERS Reserves	3,620,000	-	-	3,620,000
	TOTAL GENERAL FUND	7,796,967	13,640,247	13,625,724	7,811,490
	OTHER FUNDS				
19	CDBG	175	110,000	110,000	175
20	Gas Tax	48,229	455,614	499,324	4,519
21	Public Safety Aug. Fund	4,980	105,300	110,000	280
22	Supp. Law Enforcement	112,055	131,500	140,000	103,555
23	AQMD	106,658	15,550	-	122,208
24	Street & Alley Improvement	6,594	90	-	6,684
25	Building Improvement	133,695	200	-	133,895
26	Measure M	352,729	227,500	560,232	19,997
27	Asset Seizure	16,954	500	-	17,454
28	Los Alamitos TV	73,766	47,350	52,350	68,766
29	OTS Fund	44,316	10,100	5,000	49,416
31	Debt Service	3,617	208,100	206,825	4,892
40	Park Development	487,862	5,000	248,402	244,460
42	Capital Outlay	-	-	-	-
44	Traffic Improvement	23,923	1,000	-	24,923
50	Vehicle & Equipment ISF	603,756	304,026	267,576	640,206
51	Police Capital ISF	103,236	40,000	-	143,236
52	Facilities, Streets, Parks ISF	616,577	40,000	142,000	514,577
53	Technology Replacement ISF	214,414	160,000	305,000	69,414
54	Self Insurance ISF	453,011	621,000	762,000	312,011
	ALL FUNDS	11,203,514	16,123,077	17,034,433	10,292,158



FY 2020-2021

Summary of Transfers In & Out



**City of Los Alamitos
Proposed Budget
For Fiscal Year 2020-21**

Summary of Transfers In & Out

Transfer From	Transfer To	Amount	Purpose
General Fund (10)	Facilities (52)	40,000	Funding for future facilities, streets, & parks projects
General Fund (10)	Self Insurance (54)	561,000	
General Fund (10)	Debt Service (31)	208,000	
		<u>809,000</u>	
Gas Tax (20)	General Fund (10)	120,000	Reimbursing GF for street-related maintenance
PSAF (21)	General Fund (10)	110,000	Reimbursing GF for public safety expenditures
SLESF (22)	General Fund (10)	140,000	Reimbursing GF for public safety expenditures
Office of Traffic Safety (29)	General Fund (10)	5,000	Reimbursing GF for traffic safety activity
		<u>375,000</u>	



FY 2020-2021

Summary of Internal Service Charges



**City of Los Alamitos
Proposed Budget
For Fiscal Year 2020-21**

Summary of Internal Service Charges

	Department/Division	Account	Amount	Purpose
GF -	City Council	10-510-5287	1,600	Information Technology ISF
GF -	City Manager/Clerk	10-511-5287	19,200	Information Technology ISF
GF -	Finance	10-512-5287	16,000	Information Technology ISF
GF -	Police Administration	10-521-5287	9,600	Information Technology ISF
GF -	Police Patrol	10-522-5287	16,000	Information Technology ISF
GF -	Police Investigation	10-523-5287	8,000	Information Technology ISF
GF -	Police Records	10-524-5287	8,000	Information Technology ISF
GF -	Police Traffic	10-528-5287	1,600	Information Technology ISF
GF -	CDD Administration	10-531-5287	16,000	Information Technology ISF
GF -	Planning	10-532-5287	4,800	Information Technology ISF
GF -	Neighborhood Preservation	10-533-5287	8,000	Information Technology ISF
GF -	Building Inspection	10-534-5287	4,800	Information Technology ISF
GF -	Public Works Admin.	10-541-5287	9,600	Information Technology ISF
GF -	Street Maintenance	10-542-5287	1,600	Information Technology ISF
GF -	Park Maintenance	10-543-5287	1,600	Information Technology ISF
GF -	Recreation Admin.	10-551-5287	17,600	Information Technology ISF
GF -	Community Services	10-553-5287	4,800	Information Technology ISF
GF -	Special Classes	10-557-5287	4,800	Information Technology ISF
PEG -	Los Al TV	28-518-5287	4,800	Information Technology ISF
	Vehicles & Equipment ISF	50-546-5287	1,600	Information Technology ISF
			160,000	Total GL Account 53-4475
GF -	City Manager/Clerk	10-511-5286	1,068	Vehicle & Equipment Replacement ISF
GF -	Finance	10-512-5286	1,072	Vehicle & Equipment Replacement ISF
GF -	Police Administration	10-521-5286	27,000	Vehicle & Equipment Replacement ISF
GF -	Police Patrol	10-522-5286	87,498	Vehicle & Equipment Replacement ISF
GF -	Police Investigation	10-523-5286	29,876	Vehicle & Equipment Replacement ISF
GF -	Police Records	10-524-5286	4,268	Vehicle & Equipment Replacement ISF
GF -	Police Traffic	10-528-5286	4,272	Vehicle & Equipment Replacement ISF
GF -	Neighborhood Preservation	10-533-5286	4,272	Vehicle & Equipment Replacement ISF
GF -	Street Maintenance	10-542-5286	44,820	Vehicle & Equipment Replacement ISF
GF -	Park Maintenance	10-543-5286	25,612	Vehicle & Equipment Replacement ISF
GF -	Recreation Admin.	10-551-5286	4,268	Vehicle & Equipment Replacement ISF
			234,026	Total GL Account 50-4470
GF -	Non Departmental	10-521-5288	70,000	Vehicle Capital Replacement
			70,000	Total GL Account 50-4480
GF -	Police Administration	10-521-5288	40,000	Police Capital Replacement
			40,000	Total GL Account 51-4481



FY 2020-2021

General Fund Summary



**City of Los Alamitos
General Fund Summary
For Fiscal Year 2020-21**

	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
REVENUE SUMMARY					
PROPERTY TAXES	3,773,440	3,945,958	4,086,019	4,076,641	4,039,500
OTHER TAXES	4,151,257	4,441,229	4,337,940	3,577,957	3,672,945
UTILITY USER TAXES	2,033,871	1,967,627	2,009,240	1,998,550	1,990,000
FRANCHISE FEES	663,356	661,224	673,025	664,289	664,100
LICENSES & PERMITS	1,014,907	836,636	853,205	930,653	924,902
FINES & FORFEITURES	827,299	882,256	720,500	741,017	730,500
USE OF MONEY & PROPERTY	90,312	244,621	105,000	121,309	106,100
OTHER AGENCIES	112,989	123,102	117,505	141,504	119,700
CHARGES FOR CURRENT SVCS	971,300	951,927	995,532	820,103	945,500
MISCELLANEOUS	73,514	111,279	72,000	74,000	72,000
TOTAL REVENUE	13,712,245	14,165,859	13,969,965	13,146,023	13,265,247
TRANSFERS IN	400,000	391,791	460,000	450,000	375,000
TOTAL REVENUE & TRANSFERS IN	14,112,245	14,557,650	14,429,965	13,596,023	13,640,247
EXPENDITURE SUMMARY					
CITY COUNCIL	64,061	68,340	66,895	71,895	71,895
CITY MANAGER / CITY CLERK	630,488	738,715	796,632	830,591	765,249
FINANCE	765,157	713,571	752,515	719,926	641,579
CITY ATTORNEY	297,249	240,256	176,000	195,000	176,000
POLICE	5,750,624	5,886,407	6,411,556	6,003,280	6,400,326
DEVELOPMENT SERVICES	2,940,575	2,822,274	3,116,894	2,977,773	2,881,354
RECREATION	1,598,060	1,589,781	1,724,608	1,676,215	1,304,456
NON-DEPARTMENTAL	756,596	621,026	575,865	515,979	575,865
TOTAL EXPENDITURES	12,802,810	12,680,370	13,620,965	12,990,659	12,816,724
TRANSFERS OUT	1,135,338	765,338	809,000	809,000	809,000
TOTAL EXPENDITURES & TRANSFERS OUT	13,938,148	13,445,708	14,429,965	13,799,659	13,625,724
REVENUE OVER/(UNDER) EXPENDITURES	174,097	1,111,942	0	(203,636)	14,524
BEGINNING FUND BALANCE	7,554,585	7,728,682	8,000,603	8,000,603	7,796,967
ENDING FUND BALANCE	7,728,682	8,840,624	8,000,603	7,796,967	7,811,490
SUMMARY BY FUNCTION					
SALARIES & BENEFITS	7,819,860	7,990,507	8,743,191	8,149,072	7,933,754
MATERIALS, SUPPLIES, & SERVICES	4,982,950	4,689,863	4,877,774	4,841,587	4,882,970
TRANSFERS OUT	1,135,338	765,338	809,000	809,000	809,000
TOTALS	13,938,148	13,445,708	14,429,965	13,799,659	13,625,724



FY 2020-2021

General Fund Revenues



**City of Los Alamitos
General Fund Revenues
For Fiscal Year 2020-21**

Account	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
4000	CURRENT SECURED PROPERTY TAXES	2,016,840	2,108,483	2,245,435	2,245,435	2,200,000
4001	CURRENT UNSECURED PROPERTY TAX	65,507	66,975	71,795	58,550	71,000
4002	PRIOR YEARS PROPERTY TAXES	16,019	15,804	18,180	14,396	18,000
4003	SUPPLEMENTAL PROPERTY TAXES	65,924	60,952	50,000	31,822	50,000
4004	PUBLIC UTILITY PROPERTY TAXES	36,214	39,244	33,430	20,029	33,400
4005	HOMEOWNER'S EXEMPTION	11,959	11,700	12,630	5,779	12,600
4006	LIGHTING DISTRICT PROPERTY TAX	329,304	342,339	351,777	319,288	351,800
4007	REAL ESTATE TRANSFER TAX	101,515	113,593	75,000	130,911	75,000
4008	PROPERTY TAX IN LIEU OF VLF	1,149,592	1,203,317	1,249,552	1,267,282	1,249,500
4009	COUNTY PROPERTY TAX ADMIN CHG	(19,433)	(16,449)	(21,780)	(16,851)	(21,800)
	PROPERTY TAXES TOTAL	3,773,440	3,945,958	4,086,019	4,076,641	4,039,500
4100	SALES TAX	3,240,874	3,501,904	3,310,200	2,725,539	2,619,537
4105	SALES TAX GUARANTEE - CONSOLDTD	75,000	75,000	75,000	75,000	75,000
4106	SALES TAX GUARANTEE - MED CNTR	20,560	20,251	19,500	21,395	21,400
4170	TRANSIENT OCCUPANCY TAX	167,390	159,764	239,680	102,998	300,108
4250	BUSINESS LICENSES	647,433	684,310	691,560	645,927	650,000
4251	BUSINESS LICENSES - SB1186	-	-	2,000	7,098	6,900
	OTHER TAXES TOTAL	4,151,257	4,441,229	4,337,940	3,577,957	3,672,945
4160	UTILITY TAX - ELECTRICITY	1,132,149	1,137,208	1,137,500	1,136,800	1,128,000
4161	UTILITY TAX - NATURAL GAS	160,370	186,511	165,000	163,800	164,000
4162	UTILITY TAX - TELEPHONE	446,565	394,723	425,000	421,700	420,000
4163	UTILITY TAX - WATER	294,787	249,185	281,740	276,250	278,000
	UTILITY USER TAXES TOTAL	2,033,871	1,967,627	2,009,240	1,998,550	1,990,000
4201	CABLE TV FRANCHISE FEES	159,729	158,796	168,000	159,892	158,000
4202	REFUSE FRANCHISE FEES	207,560	204,726	206,000	206,053	207,000
4203	ELECTRIC FRANCHISE FEES	212,463	215,131	215,000	215,131	215,000
4204	GAS FRANCHISE FEES	30,210	29,668	30,300	30,300	30,300
4205	WATER FRANCHISE FEES	52,167	51,627	52,500	51,600	52,500
4207	PIPELINE FRANCHISE FEES	1,227	1,276	1,225	1,313	1,300
	FRANCHISE FEES TOTAL	663,356	661,224	673,025	664,289	664,100
4260	BUILDING PERMITS	368,791	278,463	314,005	327,248	314,000
4261	ELECTRICAL PERMITS	39,592	64,315	77,280	82,405	91,900
4262	MECHANICAL PERMITS	37,764	32,930	59,190	50,160	59,000
4263	PLUMBING PERMITS	33,344	38,848	48,050	38,503	41,712
4264	PUBLIC WORKS PERMITS	220,006	149,680	126,775	205,292	180,000
4265	PLANNING PERMITS	78,551	66,836	39,800	60,697	60,000
4266	BICYCLE LICENSES	4	1	-	-	-
4268	TECHNOLOGY/AUTOMATION FEE	28,658	55,202	30,490	51,340	30,490
4269	GENERAL PLAN FEE	7,199	5,609	18,475	15,412	15,200
4300	MOTOR VEHICLE IN LIEU	6,179	5,694	-	-	-
4400	BUILDING PLAN CHECKS	165,346	134,595	126,640	97,257	126,600
4401	NPDES INSPECTIONS	20,332	4,463	10,000	1,161	5,000
4403	TRACT/PARCEL MAPS PLAN CHECK	4,934	-	2,500	1,178	1,000
4404	PERMIT ISSUANCE CHARGE	4,208	-	-	-	-
	LICENSES & PERMITS TOTAL	1,014,907	836,636	853,205	930,653	924,902
4702	CODE ENFORCEMENT COST RECOVERY	6,134	2,126	500	500	500
4703	RED LIGHT CAMERA FINES	609,370	670,859	530,000	488,000	520,000
4704	PARKING FINES	128,848	150,606	101,000	110,000	120,000
4705	MOVING VIOLATIONS	77,739	62,507	80,000	134,184	80,000
4706	DUI COST RECOVERY	5,209	(3,842)	9,000	8,333	10,000
	FINES & FORFEITURES TOTAL	827,299	882,256	720,500	741,017	730,500

4620	INVESTMENT EARNINGS	112,905	244,621	115,000	131,309	116,100
4621	FAIR MARKET VALUE ADJUST	(22,593)	-	(10,000)	(10,000)	(10,000)
	USE OF MONEY & PROPERTY TOTAL	90,312	244,621	105,000	121,309	106,100
4301	POST REIMBURSEMENTS	6,793	15,700	4,000	5,281	7,000
4306	SRO REIMBURSEMENT	91,959	96,160	103,505	-	-
4324	BSCC LOCAL ASSISTANCE	4,800	397	5,000	1,218	1,200
4325	MISC. POLICE REIMBURSEMENT	9,437	10,845	5,000	6,920	7,000
4381	OCTA CATCH BASIN GRANT	-	-	-	128,085	104,500
	REVENUE FROM OTHER AGENCIES TOTAL	112,989	123,102	117,505	141,504	119,700
4402	SALE OF MAPS AND COPIES	158	131	200	663	700
4450	FINGERPRINTING	623	672	300	832	1,100
4451	POLICE REPORTS	751	805	600	542	600
4452	POLICE DEPARTMENT ALARM FEES	13,631	12,729	10,200	14,917	12,000
4501	ARTS & CRAFTS - ADULTS	11,044	16,681	11,000	5,950	10,000
4505	BASKETBALL - ADULT	1,584	2,680	721	3,690	2,900
4506	BASKETBALL - YOUTH	19,813	38,747	31,140	32,894	30,300
4513	DANCE - ADULT	36,504	35,083	36,000	17,328	24,000
4517	DAY CAMPS	100,687	111,456	95,000	48,072	95,000
4519	EDUCATION - ADULT	3,925	5,294	4,500	1,658	3,000
4523	EXERCISE & FITNESS - ADULT	32,251	34,141	26,265	18,163	25,000
4526	FACILITY RENTAL - COMM CENTER	30,899	33,554	16,000	26,945	25,000
4527	FACILITY RENTAL - GYM	25,599	25,125	28,000	17,147	24,000
4528	FACILITY RENTAL-PICNIC SHELTER	6,567	9,001	6,000	4,890	7,000
4529	FACILITY RENTAL LIABILITY	1,659	3,905	1,200	1,360	3,000
4530	FIELD FEES (LAUREL)	7,125	9,638	7,500	4,603	7,500
4531	FIELD FEES (MCAULIFFE)	34,846	44,973	42,000	25,283	42,000
4532	FIELD FEES (OAK)	45,096	34,701	40,000	34,839	40,000
4533	FIELD LIGHT FEES (LAUREL)	859	1,809	1,000	387	1,000
4534	FIELD LIGHT FEES (MCAULIFFE)	3,685	4,284	7,250	1,732	7,200
4535	FIELD LIGHT FEES (OAK)	1,828	8,199	12,000	2,591	12,000
4536	FOOTBALL	140	904	2,252	521	1,400
4537	FOURTH OF JULY CELEBRATION	60,444	57,572	55,500	94,089	94,100
4549	PERFORMING ARTS & MUSIC-ADULT	3	-	-	-	-
4552	PRESCHOOL - READY, SET, GO	85,241	80,639	75,190	41,181	75,000
4553	RACE ON THE BASE	226,540	163,350	205,850	167,158	150,000
4558	SLO-PITCH	1,465	2,096	2,550	325	-
4559	SOCCER - ADULT	51,425	47,223	48,204	24,106	42,300
4560	SOCCER - YOUTH	3,031	7,356	3,200	2,915	2,800
4563	SPECIAL EVENTS	27,435	46,390	52,400	98,588	46,800
4564	SPECIAL INTEREST - ADULT	6,093	17,401	16,700	9,191	15,000
4568	T-BALL	1,846	648	2,025	-	-
45XX	New Program**Teen Program	-	-	2,000	-	-
4569	TENNIS CONTRACT	23,147	26,003	27,000	22,820	30,000
4570	TODDLER CLASSES	7,452	6,386	8,000	4,736	6,500
4571	TRACK & FIELD	3,278	3,882	2,575	777	3,500
4572	VOLLEYBALL	6,966	9,161	10,520	6,058	6,100
4573	VOLUNTEER PROGRAM	2,789	3,614	3,040	389	3,500
4575	LEARN TO SWIM LESSONS	22,511	-	-	-	-
4576	PRIVATE/SEMI-PRIVATE LESSONS	10,359	-	-	-	-
4577	AQUATICS CLASSES	142	-	-	-	-
4579	MASTERS SWIM PROGRAM	945	-	-	-	-
4587	FIELD PREP FEES	3,959	5,140	4,500	4,824	5,000
4588	SPECIAL INTEREST - CAMPS	18,538	16,351	18,000	984	10,000
4589	COMMEMORATIVE BRICKS	-	100	150	-	-
4590	SPONSORSHIPS	4,200	(60)	54,500	57,000	53,500
4591	FIELD FEES (ORVILLE LEWIS)	110	184	-	-	200
4592	FIELD FEES (COTTONWOOD)	2,717	1,725	500	447	500
4593	PROCESSING FEES	21,313	22,254	24,000	11,508	21,000
4594	JFTB POOL REIMBURSEMENTS	80	-	-	-	-
4595	MISC RECREATION REIMB	-	-	-	8,000	5,000
	CHARGES FOR CURRENT SERVICES TOTAL	971,300	951,927	995,532	820,103	945,500
4406	CIP PLANS AND SPECIFICATIONS	167	-	-	-	-
4408	WATER MAIN REIMBURSEMENT	2,417	-	-	-	-
4830	SALE OF PROPERTY	-	208	-	-	-
4891	BAD DEBT	(7,501)	-	-	-	-

4894	INSURANCE REIMBURSEMENT	22,695	3,939	-	-	-
4896	DAMAGE TO CITY PROPERTY	10,119	4,163	4,000	6,000	4,000
4898	DONATIONS	2,499	-	-	-	-
4898.1801	DONATIONS - SSL	25,246	4,796	-	-	-
4899	MISCELLANEOUS REVENUE	17,871	98,173	68,000	68,000	68,000
	MISCELLANEOUS REVENUE TOTAL	73,514	111,279	72,000	74,000	72,000
4920	TRANSFERS IN - GAS TAX (20)	185,000	185,000	185,000	185,000	120,000
4921	TRANSFERS IN - PSAF (21)	100,000	91,791	120,000	110,000	110,000
4922	TRANSFERS IN - SLESF (22)	110,000	110,000	150,000	150,000	140,000
4929	TRANSFERS IN - TRAFFIC SAFETY (29)	5,000	5,000	5,000	5,000	5,000
	TRANSFERS IN TOTAL	400,000	391,791	460,000	450,000	375,000
	TOTALS	14,112,245	14,557,650	14,429,965	13,596,023	13,640,247



FY 2020-2021 General Fund Expenditures

CITY COUNCIL

MISSION STATEMENT

The primary role of the City Council is to set legislative and fiscal policy for the City. As the elected legislative body, the Los Alamitos City Council is charged with making policy decisions and setting the budget for the City of Los Alamitos.

DEPARTMENT GOALS

- Annually support and implement the City of Los Alamitos Mission, Vision and Values through projects, programs and services
- Determine strategies, priorities and resource allocation needs for the achievement of community objectives
- Provide opportunity for the community to participate in city government through public meetings, workshops and board/commission meetings

PROGRAM DESCRIPTION

The City Council provides policy direction for the City of Los Alamitos and enacts all municipal legislation. The City Council directs the administration of its policy decisions through the City Manager for delegation to appropriate City staff.

SERVICE OBJECTIVES

- Provide for financial stability through strong financial oversight and strategic planning
- Provide the resources needed to maintain and improve the City's infrastructure, public safety and City services
- Work to expand the City's efforts in business retention and attraction through City Council participation
- Cultivate the existing positive relationship with Joint Forces Training Base
- Engage in the State and Federal legislative process to support legislation that benefits City and local government service delivery
- Maintain City's website to ensure that the residents of Los Alamitos maintain access and are connected to the City
- Conduct City Council meetings in a manner that recognizes legitimate differences of opinion, exercises mutual respect and professionalism among all participants



City of Los Alamitos
General Fund Expenditure - City Council
For Fiscal Year 2020-21

Account	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
10-510-5102	REGULAR SALARIES	23,865	24,254	24,000	24,000	24,000
10-510-5130	MEDICARE	346	351	365	365	365
10-510-5151	PART-TIME RETIREMENT	609	637	700	700	700
10-510-5162	LIFE INSURANCE	8	-	-	-	-
10-510-5201	SUPPLIES	8,497	8,857	3,125	8,125	8,125
10-510-5205	POSTAGE	152	125	300	300	300
10-510-5207	TRAVEL & TRAINING	4,171	7,619	6,000	6,000	6,000
10-510-5209	DUES & SUBSCRIPTIONS	11,933	13,609	14,280	14,280	14,280
10-510-5235	ADVERTISING	275	139	3,125	3,125	3,125
10-510-5237	EMPLOYEE SERVICE AWARDS	3,382	969	3,400	3,400	3,400
10-510-5238	COMMISSIONER APPRECIATION	3,960	4,916	5,000	5,000	5,000
10-510-5246	MEETING CABLECASTING	5,000	5,000	5,000	5,000	5,000
10-510-5287	TECHNOLOGY INTRNL SRVC CHG	1,864	1,864	1,600	1,600	1,600
TOTALS		64,061	68,340	66,895	71,895	71,895

SUMMARY BY FUNCTION:

SALARIES & BENEFITS	24,827	25,242	25,065	25,065	25,065
MATERIALS, SUPPLIES, & SERVICES	39,233	43,098	41,830	46,830	46,830
TOTALS	64,061	68,340	66,895	71,895	71,895

CITY MANAGER

MISSION STATEMENT

To serve the City of Los Alamitos with strong leadership and vision and implement the policies of City Council. Promote effective involvement from the Los Alamitos City Council, City staff and residents in fulfilling and identifying our community's current and future needs.

DEPARTMENT GOALS

- Continue to be fiscally prudent and maintain a balanced budget while seeking alternative means of revenue and funding.
- Develop citywide strategy for well planned growth and development.
- Focus on developing and maintaining City personnel stability. Deliver efficient and effective customer service.
- Develop and market programs that encourage community involvement.
- Continue to improve relationships and communications with key constituents.
- Implement a citywide Customer Service program to recognize employees.

PROGRAM DESCRIPTION

The City Manager is responsible for the implementation of policies set by the City Council; the execution of the adopted budget; the identification of legislative priorities and the overall management of each City Department.

SERVICE OBJECTIVES

- Support the City Council in their representation of residents and businesses through effective implementation of their policy direction.
- Continue to support a management team that is committed to serving the community.
- Constantly strive to enhance the financial position of the City.
- Ensure that the City is a place where residents are safe and where businesses thrive.
- Manage City's personnel system.
- Continue ongoing meetings and relationship with the Los Alamitos Unified School District.
- Work with the Los Alamitos Area Chamber of Commerce to ensure that new businesses are introduced and engaged.
- Establish meetings with Legislative Representatives to discuss key topics and updates.
- Working with the City Clerk and City Attorney to develop a resolution and timeline for changing to voting districts and planning 5 public hearings.

CITY CLERK

MISSION STATEMENT

The City Clerk is committed to providing exceptional and transparent customer service to internal and external customers; supporting City Council and Staff; administering democratic process including City elections; and, managing City records.

DEPARTMENT GOALS

- Prepare and produce City Council agendas and follow up correspondences
- Record and maintain City Council minutes, Ordinances, and Resolutions
- Process, maintain, and preserve City records in accordance with the laws of the State of California and adopted City Policies
- Codify and maintain the City of Los Alamitos Municipal Code
- Enhance access to the public process and records for members of the public
- Provide for long-term records storage for all City documents and expand electronic record retention efforts
- Comply with filing obligations required by the State Political Reform Act
- Providing exceptional customer services supporting Citizens, City Council, and Staff

PROGRAM DESCRIPTION

The City Clerk is responsible for the coordination of the City Council's administrative activities and legislative efforts. These efforts include the preparing City Council Agendas and follow-up correspondence; recording and maintaining City Council Minutes, Ordinances and Resolutions; preserving all official City records; recording deeds; administering oaths; receiving and processing liability claims against the City; responding to Public Records Act requests; providing applications for voter registration; complying with filing obligations required by the State Political Reform Act; and, maintenance of the Municipal Code. The City Clerk serves as the local Elections Official and coordinates municipal elections.

SERVICE OBJECTIVES

- Preservation of official City Records
- Conduct Municipal elections
- Maintain the Los Alamitos Municipal Code
- Provide accurate and efficient access to public documents
- Enforce campaign filing regulations for office holders and candidates



City of Los Alamitos
General Fund Expenditure - City Manager/City Clerk
For Fiscal Year 2020-21

Account	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
10-511-5101	SALARIES - FULL-TIME	368,282	370,350	390,359	389,017	372,559
10-511-5103	SALARIES - PART-TIME	4,437	58,086	84,066	84,066	60,666
10-511-5118	CAR ALLOWANCE	12,000	12,000	12,000	12,000	12,000
10-511-5119	CELL ALLOWANCE	360	690	360	1,310	720
10-511-5126	SICK CONVERSION	-	605	1,000	1,453	1,000
10-511-5127	VACATION CONVERSION	3,862	10,983	4,000	32,899	4,000
10-511-5130	MEDICARE	5,375	6,318	9,299	9,299	5,723
10-511-5150	RETIREMENT	117,029	132,112	175,355	175,355	148,390
10-511-5151	PART-TIME RETIREMENT	166	1,826	3,152	3,152	3,152
10-511-5161	HEALTH INSURANCE	47,508	47,332	47,856	47,856	47,856
10-511-5162	LIFE INSURANCE	1,107	875	988	988	988
10-511-5163	DISABILITY INSURANCE	983	895	1,128	1,128	1,127
10-511-5201	SUPPLIES	7,025	6,596	5,000	6,500	6,500
10-511-5205	POSTAGE	11	161	100	100	100
10-511-5207	TRAVEL & TRAINING	6,302	4,975	5,000	5,000	5,000
10-511-5209	DUES & SUBSCRIPTIONS	2,105	3,492	1,800	1,800	1,800
10-511-5233	ELECTION EXPENSE	21,247	41,965	2,000	5,000	40,000
10-511-5235	ADVERTISING	-	1,145	2,000	2,500	2,500
10-511-5240	TELEPHONE	-	-	-	-	-
10-511-5242	CABLE TELEVISION	6,083	6,833	5,300	5,300	5,300
10-511-5245	CELL PHONE	1,102	917	600	600	600
10-511-5260	CONTRACTUAL SERVICES	2,129	7,928	10,000	10,000	10,000
10-511-5266	CODIFICATION SERVICE	3,854	3,111	15,000	15,000	15,000
10-511-5286	GARAGE INTERNAL SRVC CHG	1,068	1,068	1,068	1,068	1,068
10-511-5287	TECHNOLOGY INTRNL SRVC CHG	18,452	18,452	19,200	19,200	19,200
TOTALS		630,488	738,715	796,632	830,591	765,249
SUMMARY BY FUNCTION:						
	SALARIES & BENEFITS	561,109	642,072	729,564	758,523	658,181
	MATERIALS, SUPPLIES, & SERVICES	69,379	96,643	67,068	72,068	107,068
TOTALS		630,488	738,715	796,632	830,591	765,249

FINANCE

MISSION STATEMENT

The Finance Department is committed to providing excellence in financial oversight, reporting and ensuring the City's long-term fiscal health. The Department also provides excellent service to both our internal and external customers maintaining the highest level of accuracy, accountability, and timeliness.

DEPARTMENT GOALS

- Prepare an Operating Budget that is balanced.
- Provide timely budget updates to the City Council, including both revenues and expenditures.
- Prepare a Comprehensive Annual Financial Report (CAFR) that continues to qualify for the Government Finance Officers' Association (GFOA) Award of Excellence in Financial Reporting.
- Develop a five-year forecast and strategy to maintain a balanced budget over the long-term. Develop a long-term plan to deal with changes in CalPERS actuarial assumptions and increasing pension liability.
- Manage the City's investment portfolio in accordance with State and City ordinances and policies.

PROGRAM DESCRIPTION

- To provide timely, accurate financial recording and reporting. Assist operating departments achieve their objectives and at the same time ensure the City of Los Alamitos' long-term fiscal health.
- To develop and retain a diverse, high-quality workforce to serve the City of Los Alamitos. This includes providing benefits and training that is of value to our employees.
- To promote and facilitate the use of information technology in fulfilling the operational goals of the City of Los Alamitos.

SERVICE OBJECTIVES

- Provide courteous, efficient service to all internal and external customers
- Coordinate all financial audits, including the City's annual audit, the federal Single Audit, and other State agency audits that may be required
- Maintain accurate accounting records for the City's funds
- Prepare timely and accurate financial reports, include the Annual Operating and Capital Improvement Program Budget, the Comprehensive Annual Financial Report, and other required reporting to the State of California



City of Los Alamitos
General Fund Expenditure - Finance
For Fiscal Year 2020-21

Account	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
10-512-5101	SALARIES - FULL-TIME	285,821	284,612	270,344	230,000	261,101
10-512-5103	SALARIES - PART-TIME	79,890	51,089	63,544	59,458	-
10-512-5118	CAR ALLOWANCE	3,900	3,900	3,600	3,600	3,600
10-512-5119	CELL ALLOWANCE	390	390	360	360	360
10-512-5120	OVERTIME	183	1,265	1,500	413	1,500
10-512-5126	SICK CONVERSION	724	1,364	1,500	507	1,500
10-512-5127	VACATION CONVERSION	9,685	8,973	5,000	23,018	4,300
10-512-5130	MEDICARE	5,329	4,911	3,978	3,978	4,633
10-512-5150	RETIREMENT	84,709	78,376	110,374	108,444	99,726
10-512-5151	PART-TIME RETIREMENT	3,000	1,916	2,355	2,243	-
10-512-5161	HEALTH INSURANCE	48,605	47,950	46,584	34,386	34,818
10-512-5162	LIFE INSURANCE	792	656	649	649	649
10-512-5163	DISABILITY INSURANCE	956	848	1,085	1,085	1,085
10-512-5201	SUPPLIES	5,141	4,627	5,000	4,000	4,000
10-512-5205	POSTAGE	1,985	3,042	2,500	2,800	2,800
10-512-5207	TRAVEL & TRAINING	2,116	1,469	2,200	575	2,200
10-512-5209	DUES & SUBSCRIPTIONS	578	550	600	600	600
10-512-5217	INSURANCE ADMIN COST	2,947	2,015	3,000	3,000	3,000
10-512-5218	EAP PROGRAM	300	271	300	174	300
10-512-5219	PRE-EMPLOYMENT EXPENSE	21,043	6,753	-	64	-
10-512-5220	ORAL BOARD EXPENSE	-	141	200	68	200
10-512-5222	SANITATION DIST USER FEE	8,163	8,262	8,330	8,153	8,330
10-512-5235	ADVERTISING	795	800	900	1,778	1,800
10-512-5240	TELEPHONE	107	-	100	100	100
10-512-5260	CONTRACTUAL SERVICES	64,522	63,113	65,000	111,075	66,000
10-512-5262	ANIMAL CONTROL CONTRACT	68,802	71,128	72,700	72,700	72,700
10-512-5263	AUDIT SERVICES	32,488	33,888	42,940	21,073	33,205
10-512-5280	LEASED EQUIPMENT	14,228	13,303	18,800	7,078	14,000
10-512-5286	GARAGE INTERNAL SRVC CHG	1,072	1,072	1,072	1,072	1,072
10-512-5287	TECHNOLOGY INTRNL SRVC CHG	14,920	14,920	16,000	16,000	16,000
10-512-5290	MAINTENANCE-OFFICE EQUIP	1,967	1,967	2,000	1,475	2,000
TOTALS		765,157	713,571	752,515	719,926	641,579

SUMMARY BY FUNCTION:

SALARIES & BENEFITS	523,983	486,250	510,873	468,141	413,272
MATERIALS, SUPPLIES, & SERVICES	241,174	227,321	241,642	251,785	228,307
TOTALS	765,157	713,571	752,515	719,926	641,579

CITY ATTORNEY

MISSION STATEMENT

The City Attorney provides comprehensive legal services for the City of Los Alamitos. This service consists of providing legal staff at City Council meetings and appropriate commissions; the preparation and review of ordinances; the preparation of contracts and providing legal counsel to City Departments. Significant areas of responsibility include civil litigation and code enforcements issues.

DEPARTMENT GOALS

- Maintain open communication with the City Council, Planning Commission, other advisory bodies and with all City Departments to assist them in achieving and implementing their goals
- Provide high quality and timely legal services to City Council, Planning Commission and City Departments
- Maintain cost effective legal services
- Develop public confidence in the City Attorney

PROGRAM DESCRIPTION

The City Attorney is responsible for the review of resolutions; providing advice and representation regarding labor issues; and giving legal representation to the West Cities Police Communities JPA, including labor issues.

SERVICE OBJECTIVES

Provide legal services and legal advice to the City Council, Planning Commission, City Departments and all City advisory bodies.



City of Los Alamitos
General Fund Expenditure - City Attorney
For Fiscal Year 2020-21

Account	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
10-513-5249	PROSECUTION SERVICES	50,812	46,700	-	30,000	-
10-513-5261	LEGAL SERVICES	153,947	146,751	156,000	145,000	156,000
10-513-5264	LITIGATION	5,422	15,106	20,000	20,000	20,000
10-513-5264.1854	LITIGATION - PROP 54	87,068	31,699	-	-	-
TOTALS		297,249	240,256	176,000	195,000	176,000

SUMMARY BY FUNCTION:

SALARIES & BENEFITS	-	-	-	-	-
MATERIALS, SUPPLIES, & SERVICES	297,249	240,256	176,000	195,000	176,000
TOTALS	297,249	240,256	176,000	195,000	176,000

POLICE

MISSION STATEMENT

The Los Alamitos Police Department will provide the highest degree of professional police service in partnership with the community to ensure Los Alamitos is a safe place to live, visit, and conduct business.

DEPARTMENT GOALS

- Provide the highest level of professional, effective, and efficient police service to the community
- Provide a safe environment and ensure the quality of life in Los Alamitos
- Continue to enhance the City's capability for emergency response operations during incidents of terrorism and other disasters
- Create a professional working environment that prepares, encourages, and provides opportunities for employees to achieve their full potential
- Incorporate state of the art technology to prevent and investigate crimes, respond to emergencies, and engage with the community
- Mitigate traffic safety issues and minimize the impact of local and regional traffic congestion
- Participate in regional efforts to improve response capabilities and capacity

ADMINISTRATION

PROGRAM DESCRIPTION

Administration provides the oversight and administrative backbone necessary for the effective and efficient delivery of police service. This includes the Executive Management Team, clerical support, and department training. Although the primary responsibility for staff development is with Administration, all managers and supervisors are tasked with mentoring and developing their subordinates. Enhancing leadership, improving staff efficiency, and promoting service-minded traits are essential to providing the best police service possible.

SERVICE OBJECTIVES

- Facilitate employee development, furthering a community service philosophy and enhancing a commitment to professionalism
- Provide relevant training to improve staff effectiveness and efficiency and promote consistency between shifts

- Demonstrate prudent fiscal management of the Police Department's Budget
- Maintain effective leadership and sound policy to ensure officer safety, Department morale, and reduce liability

PATROL

PROGRAM DESCRIPTION

The primary responsibility of the Patrol Bureau is to ensure the safety and security of the community. Combining traditional enforcement with creative problem solving strategies, the Patrol Bureau responds to calls for service "Every Hour, Every Day." As the most visible representatives of the Police Department, Patrol Officers make customer service a priority while preventing crime, enforcing laws and apprehending criminals. This Bureau also includes Reserve Officers.

SERVICE OBJECTIVES

- Provide courteous, effective enforcement of all laws
- Implement strategies to enhance officer/citizen relationships, promote customer service, and strengthen police/community partnerships
- Maintain public safety and security
- Utilize crime trend analysis to provide directed enforcement to areas where significant crimes occur
- Implement community oriented policing strategies to reduce crimes and enhance quality of life issues

INVESTIGATIONS

PROGRAM DESCRIPTION

The Detective Bureau is made of investigators working to solve crimes and prepare cases for court. The investigations are generally classified into three groups: Crimes Against Persons, Property Crimes, and Fraud/Forgery. Through suppression, apprehension, and successful prosecution, Investigators are able to reduce the risk of future crimes.

SERVICE OBJECTIVES

- Establish a rapport with crime victims

- Utilize community outreach strategies to inform the public about crime trends and preventative measures
- Liaison with governmental and non-governmental agencies to enhance investigative strategies
- Identify and analyze crime trends occurring within the City and region

RECORDS

PROGRAM DESCRIPTION

The Records Bureau provides a valuable support function for the Police Department. It is responsible for protecting and maintaining an up-to-date records management system, tracking subpoenas, managing evidence, meeting State and Federal reporting mandates, preparing documents for court bookings, and tracking cases from the time of arrest through the duration of the trial. Fingerprinting, citation verifications, responding to public inquiries, and vehicle releases are some of the services provided by the Records Bureau.

SERVICE OBJECTIVES

- Provide courteous, professional service to community members on the phone and at the front counter
- Meet State and Federally mandated reporting deadlines
- Ensure the Department's compliance with CLETS policies

COMMUNICATIONS TECHNOLOGY

PROGRAM DESCRIPTION

With the ever increasing dependence on technology, the Police Department participates in various partnerships which facilitate cost effective solutions to the technology challenges facing law enforcement. Included among those are: 1) the Integrated Law and Justice Agency of Orange County Joint Powers Authority (ILJ) which was formed to solicit grant funding to pay for technology; 2) Computer Aided Dispatch and Records Management Systems are provided through a contract with the West Covina Services Group; 3) Police dispatch services are provided by the West Cities Police Communications Center (West-Comm) which was formed by a Joint Powers Authority between the Cities of Cypress, Los Alamitos and Seal Beach; and, 4) the 800 MHz countywide radio system.

SERVICE OBJECTIVES

- Improve public safety through increased access to information
- Reduce redundant data entry by automating processes
- Improve efficiency and customer service while reducing costs
- Utilize technology to reduce liability

COMMUNITY OUTREACH

PROGRAM DESCRIPTION

Community Outreach is the mechanism Los Alamitos Police Officers use to interact and foster partnerships with our citizens. The Department is constantly striving to improve efficiency by implementing compassionate, creative law enforcement programs which focus on prevention as well as apprehension. By utilizing up-to-date technology, the Department keeps community members informed by providing timely information about criminal activity and crime prevention through a cost effective information dissemination network. Referred to as The LAW, Los Alamitos Watch provides information to subscribers through Twitter, Facebook, and email.

SERVICE OBJECTIVES

- Keep the community informed about issues pertaining to their neighborhoods and City as a whole.

YOUTH PROGRAMS

PROGRAM DESCRIPTION

Using a cost-sharing model and in partnership with the Los Alamitos Unified School District and the City of Seal Beach, a School Resource Officer (SRO) is assigned to Los Alamitos High School. The SRO offers a consistent presence and unique ability to solve interpersonal high school issues using positive, pro-active methods, often mitigating situations before they evolve into problems. With an SRO on campus, the amount of time patrol officers spend on campus is greatly reduced.

The Police Department also participates in several youth diversionary programs which are designed to educate the City's youth about the consequences of drug and alcohol abuse. Although the Skills and Assets for Excellence programs has been suspended, police personnel continue to foster partnerships with students and faculty by participating in many special programs with the community's youth including career programs, SARB (School Attendance

Review Board), Drug Awareness Presentations, Safety Meetings, Every 15 Minutes, Reality Party, and Project Intervention.

SERVICE OBJECTIVES

- Establish a rapport with youth in the community by creating opportunities for positive interactions

TRAFFIC

PROGRAM DESCRIPTION

Routine traffic enforcement is provided by a motorcycle officer, as well as all other police officers assigned to patrol. The Traffic Bureau is responsible for enforcing traffic laws, investigating collisions, and educating the community about traffic safety. Although minor collision investigations are handled by patrol officers, major and fatal collision investigations are conducted by specially trained members of the interagency Serious Traffic Accident Response (STAR) Team. Parking control, red light photo enforcement, and crossing guards are also part of the Traffic Bureau.

SERVICE OBJECTIVES

- Provide courteous, effective enforcement of all traffic laws
- Utilize directed enforcement strategies to address specific traffic safety issues
- Promote public awareness of traffic safety issues through educational programs
- Participate in regional efforts to mitigate traffic concerns

EMERGENCY PREPAREDNESS

PROGRAM DESCRIPTION

The City of Los Alamitos is responsible for emergency response operations and will commit all available resources to save lives, minimize damage to property, and protect the environment. The Emergency Preparedness Team represents the City's interests to ensure a successful response during a major disaster. Managed by the Emergency Services Coordinator, the Team, consisting of representatives from all City Departments, meets with community stakeholders to strategize and prepare for incidents of terrorism and other disasters. Homeland Security also falls within this Bureau.

SERVICE OBJECTIVES

- Assist all City Departments with their preparation for major emergencies and disasters
- Coordinate with the Department of Homeland Security, FEMA, California Office of Emergency Services, and the Orange County Operational Area to ensure the City of Los Alamitos is in compliance with all mandates for emergency preparedness
- Work with community members to assist in their individual preparation for five to seven days following a disaster



City of Los Alamitos
General Fund Expenditure - Police
For Fiscal Year 2020-21

Account	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
Police Administration						
10-521-5101	SALARIES - FULLTIME	537,511	537,330	534,562	472,040	546,194
10-521-5104	HOLIDAY PAY	1,092	-	-	-	-
10-521-5114	EDUCATIONAL INCENTIVE	902	-	-	-	-
10-521-5117	UNIFORM ALLOWANCE	100	-	-	-	-
10-521-5119	CELL ALLOWANCE	1,080	1,050	1,020	810	1,080
10-521-5120	OVERTIME	238	1,269	500	160	500
10-521-5126	SICK CONVERSION	5,253	4,775	5,000	5,000	5,000
10-521-5127	VACATION CONVERSION	33,176	27,165	5,000	26,344	5,000
10-521-5130	MEDICARE	8,630	8,412	7,769	7,165	8,085
10-521-5150	RETIREMENT	179,426	205,432	248,377	254,606	293,187
10-521-5161	HEALTH INSURANCE	41,716	44,379	45,271	36,733	47,856
10-521-5162	LIFE INSURANCE	1,450	1,295	1,696	1,049	1,552
10-521-5163	DISABILITY INSURANCE	1,256	1,147	1,282	932	1,538
10-521-5201	SUPPLIES	15,395	11,123	12,000	12,000	12,000
10-521-5205	POSTAGE	1,191	1,071	1,500	1,500	1,500
10-521-5206	UNIFORMS	-	111	-	430	1,500
10-521-5207	TRAVEL & TRAINING	5,714	8,794	8,000	8,000	8,000
10-521-5208	TRAINING	16,952	5,188	23,000	23,000	23,000
10-521-5209	DUES & SUBSCRIPTIONS	9,035	9,492	10,000	10,000	12,000
10-521-5260	CONTRACTUAL SERVICES	7,718	9,865	10,000	10,000	10,000
10-521-5280	LEASED EQUIPMENT	7,021	7,273	5,000	5,000	5,000
10-521-5281	REAL PROPERTY LEASE	6,000	6,000	6,000	6,000	6,000
10-521-5286	GARAGE INTERNAL SRVC CHG	27,000	27,000	27,000	27,000	27,000
10-521-5287	TECHNOLOGY INTRNL SRVC CHG	8,392	8,392	9,600	9,600	9,600
10-521-5288	POLICE CAPITAL SRVC CHG	-	-	40,000	40,000	40,000
10-521-5290	MAINTENANCE-OFFICE EQUIP	-	363	5,000	-	5,000
Division Total		916,247	926,926	1,007,577	957,369	1,070,592
Patrol						
10-522-5101	SALARIES - FULLTIME	1,281,039	1,294,550	1,490,601	1,214,738	1,302,288
10-522-5103	SALARIES - PART-TIME	559	46,027	26,100	75,310	26,100
10-522-5104	HOLIDAY PAY	52,861	57,353	61,919	50,118	70,269
10-522-5107	ONE TIME - BONUS	-	-	20,000	-	16,000
10-522-5111	SPECIAL SKILL PAY	16,563	13,418	21,009	11,229	10,564
10-522-5114	EDUCATIONAL INCENTIVE	42,829	38,720	58,024	36,133	42,582
10-522-5115	FIELD TRAINING PAY	138	1,941	500	2,482	2,500
10-522-5117	UNIFORM ALLOWANCE	8,450	14,759	14,500	14,920	19,000
10-522-5120	OVERTIME	336,999	388,373	240,000	373,042	350,000
10-522-5126	SICK CONVERSION	10,964	6,767	12,000	12,000	12,000
10-522-5127	VACATION CONVERSION	15,989	67,529	7,500	7,500	7,500
10-522-5130	MEDICARE	25,229	27,721	23,308	23,308	25,167
10-522-5150	RETIREMENT	476,750	555,611	682,047	682,047	499,182
10-522-5151	PART TIME RETIREMENT	21	1,625	200	451	500
10-522-5161	HEALTH INSURANCE	170,356	161,829	203,772	148,229	219,936
10-522-5162	LIFE INSURANCE	2,840	2,255	3,589	2,520	3,960
10-522-5201	SUPPLIES	17,956	6,307	15,000	15,000	15,000
10-522-5202	ARSENAL	14,101	14,299	20,000	20,000	22,500
10-522-5206	UNIFORMS	11,652	15,128	7,000	7,000	7,000
10-522-5207	TRAVEL & TRAINING	543	367	-	1,243	-
10-522-5216	UNEMPLOYMENT COMPENSATION	-	-	3,000	3,000	3,000
10-522-5229	TUITION REIMBURSEMENT	-	-	5,000	5,000	5,000
10-522-5243	TELECOMMUNICATION CHARGES	3,599	4,754	3,750	3,750	3,750
10-522-5245	CELL PHONE	3	2	140	140	140

10-522-5260	CONTRACTUAL SERVICES	2,975	2,413	8,600	8,600	8,600
10-522-5270	BOOKING FEES	1,405	500	2,000	2,000	2,000
10-522-5286	GARAGE INTERNAL SRVC CHG	87,498	87,498	87,498	87,498	87,498
10-522-5287	TECHNOLOGY INTRNL SRVC CHG	14,920	14,920	16,000	16,000	16,000
Division Total		2,596,237	2,824,666	3,037,057	2,823,258	2,782,036
Investigation						
10-523-5101	SALARIES - FULLTIME	385,830	338,575	316,546	200,520	290,048
10-523-5103	SALARIES - PART-TIME	-	18,557	18,700	35,571	18,700
10-523-5104	HOLIDAY PAY	19,820	12,960	13,367	13,367	13,635
10-523-5107	ONE TIME - BONUS	-	-	6,000	-	3,000
10-523-5111	SPECIAL SKILL PAY	451	-	-	5,114	-
10-523-5113	SPECIAL ASSIGNMENT PAY	18,930	16,649	15,778	21,374	15,956
10-523-5114	EDUCATIONAL INCENTIVE	19,705	15,722	13,331	14,951	15,956
10-523-5117	UNIFORM ALLOWANCE	4,500	5,950	3,000	2,000	3,000
10-523-5119	CELL ALLOWANCE	1,380	1,170	1,080	960	1,080
10-523-5120	OVERTIME	21,259	26,423	30,000	29,688	30,000
10-523-5126	SICK CONVERSION	3,095	4,398	3,200	3,200	3,200
10-523-5127	VACATION CONVERSION	5,183	10,449	1,500	1,500	1,500
10-523-5130	MEDICARE	6,895	6,539	5,251	4,453	5,347
10-523-5150	RETIREMENT	146,802	144,506	171,351	171,351	168,336
10-523-5151	PART TIME RETIREMENT	-	508	700	700	700
10-523-5161	HEALTH INSURANCE	41,251	35,354	46,584	9,186	46,584
10-523-5162	LIFE INSURANCE	850	614	742	742	743
10-523-5201	SUPPLIES	2,656	714	3,500	3,500	3,500
10-523-5206	UNIFORMS				842	-
10-523-5207	TRAVEL & TRAINING	282	242	-	-	3,000
10-523-5209	DUES & SUBSCRIPTIONS	2,954	7,897	6,500	6,500	6,500
10-523-5286	GARAGE INTERNAL SRVC CHG	29,876	29,876	29,876	29,876	29,876
10-523-5287	TECHNOLOGY INTRNL SRVC CHG	6,528	6,528	8,000	8,000	8,000
Division Total		718,248	683,631	695,006	563,395	668,661
Records						
10-524-5101	SALARIES - FULLTIME	105,121	96,317	109,458	102,145	104,949
10-524-5103	SALARIES - PART-TIME	5,873	18,700	18,700	18,700	18,700
10-524-5117	UNIFORM ALLOWANCE	1,300	1,275	2,000	1,350	1,300
10-524-5119	CELL ALLOWANCE	720	720	720	750	655
10-524-5120	OVERTIME	1,350	1,014	1,000	1,653	3,000
10-524-5126	SICK CONVERSION	1,003	1,155	1,200	1,200	1,200
10-524-5127	VACATION CONVERSION	-	5,392	-	5,392	-
10-524-5130	MEDICARE	1,667	1,900	1,616	1,616	1,590
10-524-5150	RETIREMENT	18,091	20,696	27,502	27,502	39,937
10-524-5151	PART-TIME RETIREMENT	220	48	748	748	748
10-524-5161	HEALTH INSURANCE	18,097	18,510	31,056	31,056	31,056
10-524-5162	LIFE INSURANCE	290	330	330	330	330
10-524-5163	DISABILITY INSURANCE	655	656	655	655	655
10-524-5201	SUPPLIES	2,968	4,500	4,500	4,500	4,500
10-524-5206	UNIFORMS	600	600	-	755	600
10-524-5207	TRAVEL & TRAINING	(104)	160	-	103	110
10-524-5209	DUES & SUBSCRIPTIONS	95	100	100	100	100
10-524-5286	GARAGE INTERNAL SRVC CHG	4,268	4,268	4,268	4,268	4,268
10-524-5287	TECHNOLOGY INTRNL SRVC CHG	7,460	7,460	8,000	8,000	8,000
Division Total		169,673	183,802	211,853	210,823	221,698
Communication Technologies						
10-525-5201	SUPPLIES		295	-	-	-
10-525-5240	TELEPHONE	21,488	8,643	20,000	20,000	20,000
10-525-5242	CABLE TELEVISION	1,485	1,521	1,500	1,500	1,500
10-525-5260	CONTRACTUAL SERVICES	12,799	5,676	13,800	13,800	13,800
10-525-5272	WEST-COMM CONTRACTUAL	589,131	670,393	684,000	684,000	694,995
10-525-5291	MAINTENANCE - COMMUNICATIONS	26,605	30,536	22,000	22,000	22,000
10-525-5292	MAINTENANCE - COMPUTERS	30,131	4,000	8,000	8,000	8,000
Division Total		681,638	721,064	749,300	749,300	760,295
Community Outreach						

10-526-5101	SALARIES - FULLTIME	-		52,400	48,556	51,059
10-526-5117	UNIFORM ALLOWANCE	-	-	650	650	650
10-526-5120	OVERTIME				1,353	1,353
10-526-5126	SICK CONVERSION				330	0
10-526-5130	MEDICARE	-	-	800	800	774
10-526-5150	RETIREMENT	-	-	3,650	3,650	14,004
10-526-5161	HEALTH INSURANCE	-	-	15,550	15,550	15,528
10-526-5162	LIFE INSURANCE	-	-	150	150	144
10-526-5163	DISABILITY INSURANCE	-	-	350	350	349
10-526-5201	SUPPLIES	1,104	495	2,000	4,218	8,000
10-526-5209	DUES & SUBSCRIPTIONS	307	239	4,250	4,250	4,250
	Division Total	1,410	734	79,800	79,857	96,111
Youth Programs						
10-527-5101	SALARIES - FULLTIME	92,893	70,000	94,619	78,535	94,619
10-527-5104	HOLIDAY PAY	3,993	3,916	4,123	4,123	4,123
10-527-5107	ONE TIME - BONUS		-	2,000	-	1,000
10-527-5113	SPECIAL ASSIGNMENT PAY	4,718	3,561	4,731	4,731	4,731
10-527-5114	EDUCATIONAL INCENTIVE	4,718	2,253	4,731	4,731	1,320
10-527-5117	UNIFORM ALLOWANCE	650	1,225	1,000	1,000	1,000
10-527-5119	CELL ALLOWANCE	360	270	360	360	360
10-527-5120	OVERTIME	3,680	5,288	6,500	8,114	6,500
10-527-5126	SICK CONVERSION	456	-	1,000	1,000	1,000
10-527-5127	VACATION CONVERSION				2,524	-
10-527-5130	MEDICARE	1,613	1,163	1,589	1,589	1,539
10-527-5150	RETIREMENT	35,793	31,297	49,296	49,296	30,983
10-527-5161	HEALTH INSURANCE	8,426	9,792	15,528	15,528	15,528
10-527-5162	LIFE INSURANCE	218	112	248	248	248
10-527-5201	SUPPLIES	96	-	250	250	250
10-527-5202	ARSENAL	-	-	720	720	720
10-527-5206	UNIFORMS	-	-	300	300	300
10-527-5207	TRAVEL & TRAINING	383	398	700	1,246	700
10-527-5209	DUES & SUBSCRIPTIONS	40	40	40	40	40
10-527-5243	TELECOMMUNICATION CHARGES	393	494	456	456	456
10-527-5260	CONTRACTUAL SERVICES	-	40,445	-	-	40,445
	Division Total	158,429	170,254	188,191	174,791	205,862
Traffic						
10-528-5101	SALARIES - FULLTIME	90,240	17,745	-	118	98,422
10-528-5103	SALARIES - PART-TIME	92,543	90,771	105,270	105,270	105,270
10-528-5104	HOLIDAY PAY	3,802	691	-	-	4,205
10-528-5107	ONE TIME - BONUS	-	-	-	-	1,000
10-528-5113	SPECIAL ASSIGNMENT PAY	4,488	1,037	-	-	4,921
10-528-5114	EDUCATIONAL INCENTIVE	1,089	346	-	-	4,921
10-528-5117	UNIFORM ALLOWANCE	650	150	-	-	1,000
10-528-5120	OVERTIME	13,802	5,557	10,000	10,000	10,000
10-528-5126	SICK CONVERSION	861	-	880	880	880
10-528-5127	VACATION CONVERSION	-	6,355	-	-	-
10-528-5130	MEDICARE	2,437	1,234	137	608	1,645
10-528-5150	RETIREMENT	27,840	13,231	13,787	13,787	32,583
10-528-5151	PART-TIME RETIREMENT	3,487	3,333	4,211	4,211	4,211
10-528-5161	HEALTH INSURANCE	15,348	3,851	-	-	15,528
10-528-5162	LIFE INSURANCE	218	34	-	-	248
10-528-5201	SUPPLIES	1,662	642	4,250	5,376	6,500
10-528-5206	UNIFORMS	4,173	179	1,000	1,000	1,000
10-528-5207	TRAVEL & TRAINING	-	-	3,000	3,000	3,000
10-528-5209	DUES & SUBSCRIPTIONS	-	-	40	40	40
10-528-5260	CONTRACTUAL SERVICES	210,159	205,807	210,000	210,000	210,000
10-528-5269	CITATION PROCESSING	12,672	13,609	10,000	10,000	10,000
10-528-5286	GARAGE INTERNAL SRVC CHG	4,272	4,272	4,272	4,272	4,272
10-528-5287	TECHNOLOGY INTRNL SRVC CHG	952	952	1,600	1,600	1,600
10-528-5296	MAINTENANCE-PD MOTORCYCLES	6,039	-	3,000	3,000	-
	Division Total	496,734	369,796	371,447	373,162	521,246

Emergency Preparedness

10-529-5103	SALARIES - PART-TIME	-	-	58,250	55,364	58,250
10-529-5120	OVERTIME	737	-	1,725	1,725	1,725
10-529-5130	MEDICARE	-	-	850	850	850
10-529-5151	PART-TIME RETIREMENT	-	-	2,200	2,200	2,200
10-529-5201	SUPPLIES	1,177	3,598	3,500	5,980	3,500
10-529-5234	CERT					1,000
10-529-XXXX	INFRASTRUCTURE					1,500
10-529-5260	CONTRACTUAL SERVICES	10,093	1,937	4,800	5,206	4,800
Division Total		12,006	5,535	71,325	71,325	73,825

DEPARTMENT TOTALS	5,750,622	5,886,407	6,411,556	6,003,280	6,400,326
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SUMMARY BY FUNCTION:

SALARIES & BENEFITS	4,498,814	4,589,031	4,883,396	4,475,018	4,792,955
MATERIALS, SUPPLIES, & SERVICES	1,251,808	1,297,376	1,528,160	1,528,262	1,607,371
TOTALS	5,750,622	5,886,407	6,411,556	6,003,280	6,400,326

DEVELOPMENT SERVICES

MISSION STATEMENT

Under the direction of the City Manager, the responsibility of the Development Services Department established the physical development of the Community through two divisions, Community Development and Public Works. Through these divisions, we establish the long range vision for the City of Los Alamitos and to maintain the mechanisms to guide physical development to promote livability, aesthetic value, and economic development. The Development Services Department shall also plan, design, operate and maintain the public infrastructure including streets, street landscaping, parks, storm drains, buildings, vehicles and equipment and to safely, efficiently, and effectively protect the City's physical investments through periodic maintenance, replacement and repair of all assets, thereby providing a safe, clean and pleasant environment for the public.

PLANNING

PROGRAM DESCRIPTION

Essential duties include, but are not limited to, the following: Conducts complex assignments involving current or long-range planning projects; confers with applicants and agency representatives to identify problems; evaluates data and proposes methods to resolve conflicting issues of plan implementation, zoning requirements, and environmental impact. Serves as project manager for major assignments and programs, and prepares project reports including related recommendations; leads or participates in oral presentations. Contributes to the review and revision of local ordinances; conducts research; coordinates interdepartmental review; schedules public hearings and participates in the discussion of proposed changes. Administers, schedules, and conducts meetings of public committees and public hearings; provides information and distributes materials; reviews proposals or applications; prepares report and makes recommendations; advises of related laws, ordinances, policies, and procedures. Responds to inquiries, both orally and in writing; interprets planning policies, state laws and local ordinances, or explains procedures; advises the Planning Commission and other committees and commissions.

Evaluates current development projects by detailed review of plans for architecture, zoning and general plan requirements; performs field surveys to identify problems and upon completion of projects to ensure conformance with applicable requirements, discusses recommendations with property owners, builders, developers, architects, and real estate professionals. Facilitates and implements urban design programs; identifies problems in urban environment; suggests solutions through design concepts and/or regulatory changes; inventories and collects data; participates in design team meetings; conducts CEQA/NEPA environmental reviews and prepares environmental documents; works with and maintains City's Geographical Information System

(GIS); and reviews proposed Regional Housing Needs Assessment (RHNA) documentation from state and local agencies and advocates on behalf of City.

SERVICE OBJECTIVES

- Provide a high level of customer service and responsiveness to residents, businesses, developers and other members of the public through personal interaction at the front counter, over the telephone, and in response to written requests.
- Provide timely and accurate processing of discretionary development cases including General Plan Amendments, Zone Changes, Conditional Use Permits, Variances and Site Plan Reviews.
- Facilitate City's review of development projects with other City departments for compliance with regulatory requirements.
- Administer provisions of the Zoning Code and other adopted documents.
- Continue the administration and implementation of Community Development Block Grants.

Maintain and implement the City's General Plan as a long-term visionary document to guide City decision-making that benefits residents and businesses, while improving the quality of life in Los Alamitos.

NEIGHBORHOOD PRESERVATION

PROGRAM DESCRIPTION

Code Enforcement provides enforcement of the City's Municipal Code as it relates to neighborhood and community issues. The code enforcement division is responsible for implementation of municipal codes in residential, commercial, and industrial areas of the City. Most code violations consist of property maintenance issues. The Code Enforcement Officer also provides inspections and enforcement actions for compliance with the City's National Pollutant Discharge Elimination System (NPDES) Permit. Routine inspection of Best Management Practices (BMP's) for adopted Water Quality Management Plans (WQMP's); and, assistance with inspections on multi-family rental housing for compliance with State housing laws. Through a combination of field inspections and research, violations are documented and a Notice of Violation may be issued if warranted. The fundamental goal of Code Enforcement is to seek compliance with the City's Code and achieve a safe, clean, and healthy living and working community environment.

SERVICE OBJECTIVES

- Take action as soon as possible on each reported violation.
- Implementation of code revisions as clarification is deemed necessary.

- Take a pro-active approach to maintain City standards in problem areas.
- Keep current with the latest methods and technology through continued education and association with professional organizations.

BUILDING AND SAFETY – BUILDING INSPECTION

PROGRAM DESCRIPTION

The Building and Safety Division provides services to the community in their building and development projects. Through a contract, the Building and Safety Division provides plan checking, permit issuance, building inspection, and other building related services. The Building Official assures that proper construction methods are incorporated and provide inspection of work done on buildings. These inspections are conducted to ensure that the project is in conformance with applicable Building Codes. The Building department works collaboratively with other agencies to ensure that projects do not proceed without appropriate approvals. The Building Division is available each day that City Hall is open. Most plan checking and inspection services are performed as a routine duty of the contract Building Official; however, this cost also includes plan checking for large projects. Also includes costs for back-up contract inspection services for periods of high demand and grading and National Pollution Discharge Elimination System (NPDES) plan check services.

SERVICE OBJECTIVES

- Process approximately 30 permits and 60 inspections per month.
- Provide daily morning and afternoon counter hours as well as daily inspection services.
- Attend and participate in NPDES programs.
- Update files and computer systems.
- Work with Director in evaluating the development tracking system to create procedures and processes for ensuring timely review of building proposals in coordination with other departments.

BUILDING AND SAFETY – NPDES

PROGRAM DESCRIPTION

The City of Los Alamitos, (and other Orange County Cities) operate municipal storm drain systems and discharge stormwater and urban runoff pursuant to National Pollutant Discharge Elimination System (NPDES) Permits. These Permits require that the Permittee effectively prohibit non-stormwater discharges to the stormdrain system, and Implement controls to reduce the

discharge of pollutants in stormwater to the Maximum Extent Practicable (MEP). The Permits also require that a progress report, termed Program Effectiveness Assessment (PEA), be prepared on an annual basis. The objectives of the PEA are to:

- Present a compilation of the programmatic implementation and validation data;
- Provide for annual data analyses by which the City and the Principal Permittee can, on a jurisdictional, watershed and/or countywide basis, assess program effectiveness;
- Ensure that the iterative evaluation and improvement process is applied on a jurisdictional, watershed and/or countywide level to each of the program elements; and
- Provide a mechanism for the City to identify and report modifications that have or will be made to their Drainage Area Management Plan (DAMP)/Local Implementation Plan (LIP).

Program management activities conducted by the City of Los Alamitos involve the following activities:

- Coordination with the Principal Permittee and other Permittees on program development;
- Common program implementation (such as monitoring, public education and watershed programs);
- Funding of shared budgets under the Implementation Agreement;
- Coordination with internal City departments to implement the LIP;
- Preparing, approving and tracking shared cost budgets prepared by the Principal Permittee and individual cost budgets prepared by the City; and
- Data management and compliance reporting based on common practices specified in the DAMP.

SERVICE OBJECTIVES

- Produce annual Report (PEA)
- Provide for Inspections of all sites with WQMP
- Attend and participate in mandatory NPDES programs.
- Conduct Outreach and Education to meet permit objectives.

STREET MAINTENANCE

PROGRAM DESCRIPTION

The Street Maintenance Division of the Public Works Department is responsible for maintaining the existing public infrastructure including streets, storm drains, street striping, street signage, and sidewalks. The division is responsible for safely, efficiently, and effectively protecting the City's physical investments through periodic routine maintenance, replacement, and repair of all infrastructure assets, thereby providing a safe, clean and pleasant environment for the public.

SERVICE OBJECTIVES

- Ensure completion of the City's annual Residential Street Improvement Project on time and within budget
- Ensure completion of the City's annual Concrete Repairs Project on time and within budget
- Regularly maintain pavement on public streets and storm drain system in accordance with established performance standards

PARK MAINTENANCE

PROGRAM DESCRIPTION

The Park Maintenance Division of the Public Works Department is responsible for maintaining the existing public infrastructure including parks, arterial landscaping, and tree trimming. The division is responsible for safely, efficiently, and effectively protecting the City's physical investments through periodic routine maintenance, replacement, and repair of all infrastructure assets, thereby providing a safe, clean, and pleasant environment for the public.

SERVICE OBJECTIVES

- Manage the City's on-going landscape maintenance needs
- Manage the City's annual maintenance contracts
- Manage maintenance staff to maximize operational efficiencies and minimize costs

FACILITY MAINTENANCE

PROGRAM DESCRIPTION

The Facility Maintenance Division of the Public Works Department is responsible for maintaining the existing public infrastructure including facilities, park restrooms, and janitorial services. The division is responsible for safely, efficiently, and effectively protecting the City's physical investments through periodic routine maintenance, replacement, and repair of all infrastructure assets, thereby providing a safe, clean and pleasant environment for the public.

SERVICE OBJECTIVES

- Manage the City's on-going facility maintenance needs
- Manage the City's janitorial needs

- Manage the City's annual maintenance contracts.
- Manage maintenance staff to maximize operational efficiencies and minimize costs.

FLEET MAINTENANCE

PROGRAM DESCRIPTION

The Fleet Maintenance Division of the Public Works Department is responsible for maintaining City vehicles and construction equipment. The division is responsible for safely, efficiently, and effectively protecting the City's physical investments in its equipment through routine maintenance, repair and replacement; thereby protecting the community investment in its vehicles and construction equipment.

SERVICE OBJECTIVES

- Provide routine on-going maintenance to all City vehicles and construction/maintenance equipment
- Review and maintain vehicle and equipment replacement schedules
- Continue to keep City vehicles and construction/maintenance equipment in good working condition

ENGINEERING SERVICES

PROGRAM DESCRIPTION

The Engineering Division of the Public Works Department is responsible for the managing, programming and implementing the City's Capital Improvement Program, and seeking funding for all projects. The division provides support to the department in the review of new development for engineering related issues. Additionally, the Engineering Division is responsible for managing the City traffic signal system and handling community requests for service related to traffic issues. The City Engineer is the City liaison to a number of regional transportation agencies such as OCTA and Caltrans. The division acts as the secretary to the Traffic Commission.

SERVICE OBJECTIVES

- Manage the City's Capital Improvement Program
- Manage regional and local transportation Issues
- Provide efficient and timely development review and encroachment permitting
- Manage division budget



City of Los Alamitos
General Fund Expenditure - Development Services
For Fiscal Year 2020-21

Account	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
Community Development Administration						
10-531-5101	SALARIES - FULLTIME	166,858	98,457	139,252	62,727	130,349
10-531-5118	CAR ALLOWANCE	3,150	1,350	3,600	3,600	3,600
10-531-5119	CELL ALLOWANCE	-	135	180	180	180
10-531-5120	OVERTIME	809	860	500	500	500
10-531-5126	SICK CONVERSION	1,896	-	500	500	2,000
10-531-5127	VACATION CONVERSION	23,392	-	2,000	2,000	2,134
10-531-5130	MEDICARE	3,013	1,534	2,069	2,069	2,069
10-531-5150	RETIREMENT	54,852	47,292	59,648	59,648	64,305
10-531-5161	HEALTH INSURANCE	16,960	8,748	19,728	19,728	19,728
10-531-5162	LIFE INSURANCE	709	545	516	516	516
10-531-5163	DISABILITY INSURANCE	573	499	492	492	492
10-531-5201	SUPPLIES	3,221	3,100	1,600	1,600	1,600
10-531-5205	POSTAGE	1,717	1,023	1,000	1,000	1,000
10-531-5207	TRAVEL & TRAINING	25	308	2,000	2,000	2,000
10-531-5209	DUES & SUBSCRIPTIONS	-	75	1,000	1,000	1,000
10-531-5235	ADVERTISING	-	-	500	250	500
10-531-5240	TELEPHONE	-	-	400	250	200
10-531-5260	CONTRACTUAL SERVICES	29,960	32,727	-	50,890	50,000
10-531-5287	TECHNOLOGY INTRNL SRVC CHG	14,324	14,324	16,000	16,000	16,000
Division Total		321,457	210,977	250,985	224,950	298,173
Planning						
10-532-5101	SALARIES - FULLTIME	78,769	79,140	82,098	82,098	80,060
10-532-5103	SALARIES - PART TIME	-	-	-	-	-
10-532-5120	OVERTIME	1,272	2,115	1,200	1,200	1,200
10-532-5126	SICK CONVERSION	707	373	373	373	373
10-532-5130	MEDICARE	1,161	1,173	1,190	1,190	1,190
10-532-5150	RETIREMENT	24,297	27,764	38,473	38,473	39,818
10-532-5161	HEALTH INSURANCE	15,276	11,091	15,528	15,528	15,528
10-532-5162	LIFE INSURANCE	145	128	165	165	165
10-532-5163	DISABILITY INSURANCE	328	298	328	328	328
10-532-5201	SUPPLIES	612	1,808	1,500	1,200	1,200
10-532-5205	POSTAGE	42	32	1,500	1,200	1,200
10-532-5207	TRAVEL & TRAINING	200	2,108	5,000	1,500	5,000
10-532-5209	DUES & SUBSCRIPTIONS	413	1,302	700	350	350
10-532-5235	ADVERTISING	5,380	2,849	5,000	5,000	5,000
10-532-5260	CONTRACTUAL SERVICES	10,553	8,000	11,000	11,000	-
10-532-5260.1250	GENERAL PLAN	-	-	18,475	17,391	-
10-532-5260.1260	ZONING CODE UPDATE	25,035	106,789	-	-	-
10-532-5260.1270	ECONOMIC DEV STUDIES - JLL	42,510	-	-	-	-
10-532-5260.1280	AUTOMATION SERVICES	-	26,544	30,490	30,490	30,490
10-532-5287	TECHNOLOGY INTRNL SRVC CHG	3,732	3,732	4,800	4,800	4,800
Division Total		210,431	275,246	217,820	212,286	186,702
Neighborhood Preservation						
10-533-5103	SALARIES - PART TIME	37,125	36,548	86,545	86,545	86,545
10-533-5130	MEDICARE	540	530	632	632	316
10-533-5151	PART-TIME RETIREMENT	1,396	1,370	4,855	4,855	2,428
10-533-5201	SUPPLIES	2,118	97	3,000	1,500	2,500
10-533-5207	TRAVEL & TRAINING	-	-	300	300	300
10-533-5209	DUES & SUBSCRIPTIONS	-	95	400	400	400
10-533-5245	CELL PHONE	3	332	250	300	300
10-533-5260	CONTRACTUAL SERVICES	1,833	1,833	-	-	-

10-533-5265	COMPLIANCE SERVICES	3,223	1,204	5,000	5,000	5,000
10-533-5286	GARAGE INTERNAL SRVC CHG	4,272	4,272	4,272	4,272	4,272
10-533-5287	TECHNOLOGY INTRNL SRVC CHG	6,872	6,872	8,000	8,000	8,000
Division Total		57,381	53,153	113,254	111,804	110,061
Building Inspection						
10-534-5201	SUPPLIES	429	636	500	500	500
10-534-5209	DUES & SUBSCRIPTIONS	-	-	400	400	400
10-534-5260	CONTRACTUAL SERVICES	378,953	333,814	348,950	348,950	348,950
10-534-5267	INSPECTION/PLAN CHECKS	(400)	-	5,000	2,500	3,000
10-534-5287	TECHNOLOGY INTRNL SRVC CHG	3,730	3,730	4,800	4,800	4,800
Division Total		382,712	338,180	359,650	357,150	357,650
NPDES						
10-537-5288	NPDES PERMIT	25,461	26,638	28,000	28,795	28,000
10-537-5289	NPDES PLAN CONTRACT	46,573	24,323	37,000	24,527	37,000
Division Total		72,033	50,961	65,000	53,322	65,000
Public Works Administration						
10-541-5101	SALARIES - FULLTIME	20,507	98,458	139,251	62,727	44,281
10-541-5103	SALARIES - PART-TIME	153	-	-	-	-
10-541-5118	CAR ALLOWANCE	-	1,350	3,600	3,600	-
10-541-5119	CELL ALLOWANCE	-	135	180	180	180
10-541-5120	OVERTIME	809	860	1,000	1,000	1,000
10-541-5126	SICK CONVERSION	-	-	-	-	500
10-541-5127	VACATION CONVERSION	-	-	-	-	2,000
10-541-5130	MEDICARE	365	1,533	2,069	2,069	2,134
10-541-5150	RETIREMENT	26,059	69,537	59,648	59,648	64,305
10-541-5151	PART TIME RETIREMENT	6	-	-	-	-
10-541-5161	HEALTH INSURANCE	4,200	8,784	19,728	19,728	19,728
10-541-5162	LIFE INSURANCE	186	187	516	516	516
10-541-5163	DISABILITY INSURANCE	-	35	492	492	492
10-541-5201	SUPPLIES	2,890	2,255	2,500	2,000	2,500
10-541-5205	POSTAGE	558	931	500	500	500
10-541-5207	TRAVEL & TRAINING	-	500	800	400	800
10-541-5209	DUES & SUBSCRIPTIONS	-	119	400	200	400
10-541-5229	TUITION REIMBURSEMENT	-	-	500	-	500
10-541-5235	ADVERTISING	-	1,481	1,000	500	1,000
10-541-5240	TELEPHONE	-	-	-	-	-
10-541-5260	CONTRACTUAL SERVICES	-	-	-	-	-
10-541-5287	TECHNOLOGY INTRNL SRVC CHG	9,324	9,324	9,600	9,600	9,600
Division Total		65,055	195,489	241,784	163,160	150,436
Street Maintenance						
10-542-5101	SALARIES - FULLTIME	208,373	214,435	231,482	231,482	219,909
10-542-5109	ON CALL PAY	6,515	6,270	6,000	6,000	6,000
10-542-5117	UNIFORM ALLOWANCE	2,600	2,848	2,600	2,600	2,600
10-542-5120	OVERTIME	10,906	8,224	9,000	9,000	9,000
10-542-5126	SICK CONVERSION	1,422	1,566	2,000	2,000	2,000
10-542-5127	VACATION CONVERSION	1,989	1,989	3,500	3,500	3,500
10-542-5130	MEDICARE	3,416	3,447	3,272	3,272	3,303
10-542-5150	RETIREMENT	60,669	70,222	81,447	81,447	85,139
10-542-5161	HEALTH INSURANCE	48,261	48,891	54,984	54,984	54,984
10-542-5162	LIFE INSURANCE	580	512	660	660	680
10-542-5163	DISABILITY INSURANCE	1,310	1,193	1,312	1,312	1,312
10-542-5201	SUPPLIES	23,890	28,490	26,000	26,000	26,000
10-542-5206	UNIFORMS	3,068	2,480	3,300	3,300	3,300
10-542-5207	TRAVEL & TRAINING	-	-	-	-	-
10-542-5209	DUES & SUBSCRIPTIONS	-	-	-	-	-
10-542-5241	TELEPHONE TRAFFIC SIGNALS	3,639	1,060	3,000	3,000	3,000
10-542-5245	CELL PHONE	2,354	2,010	2,000	3,000	3,000
10-542-5252	ELECTRICITY-ST LIGHTS	165,995	153,798	175,000	175,000	150,000
10-542-5255	NATURAL GAS	181	175	200	200	200
10-542-5256	WATER	71,264	45,106	60,000	60,000	60,000

10-542-5286	GARAGE INTERNAL SRVC CHG	44,820	44,820	44,820	44,820	44,820
10-542-5287	TECHNOLOGY INTRNL SRVC CHG	932	932	1,600	1,600	1,600
10-542-5294	MAINTENANCE-TRAFFIC SIGNALS	71,531	51,294	60,000	60,000	60,000
10-542-5295	MAINTENANCE - STREETS	3,568	8,785	17,000	20,000	20,000
Division Total		737,283	698,547	789,177	793,177	760,347
Park Maintenance						
10-543-5101	SALARIES - FULLTIME	136,880	137,791	144,769	144,769	5,636
10-543-5103	SALARIES - PART-TIME	19,136	19,432	21,000	21,000	21,000
10-543-5109	ON CALL PAY	3,025	2,900	4,000	4,000	4,000
10-543-5112	SPECIAL CERT PAY	1,493	1,523	1,500	1,500	1,604
10-543-5117	UNIFORM ALLOWANCE	1,300	130	1,300	1,300	1,300
10-543-5120	OVERTIME	11,827	6,395	5,000	5,000	5,000
10-543-5121	O/T - WINGS WHEELS ROTORS	-	-	-	-	-
10-543-5126	SICK CONVERSION	709	711	1,200	1,200	1,200
10-543-5127	VACATION CONVERSION	4,071	2,929	5,000	5,000	5,000
10-543-5130	MEDICARE	2,623	2,547	2,099	2,099	2,134
10-543-5150	RETIREMENT	42,908	49,435	67,844	67,844	71,378
10-543-5151	PART TIME RETIREMENT	724	725	1,040	1,040	1,040
10-543-5161	HEALTH INSURANCE	23,748	23,928	23,928	23,928	31,056
10-543-5162	LIFE INSURANCE	290	256	330	330	330
10-543-5163	DISABILITY INSURANCE	655	596	656	656	697
10-543-5201	SUPPLIES	35,374	16,111	22,000	22,000	22,000
10-543-5203	SUPPLIES/McAULIFFE	13,252	12,368	20,000	20,000	20,000
10-543-5206	UNIFORMS	413	1,262	2,100	2,100	2,100
10-543-5207	TRAVEL & TRAINING	-	1,376	-	-	-
10-543-5250	ELECTRICITY-BUILDINGS	2,277	2,079	2,500	2,500	2,500
10-543-5251	ELECTRICITY - PARKS	4,945	3,402	5,000	5,000	5,000
10-543-5254	ELECTRICITY-McAULIFFE	3,251	2,924	4,000	4,000	4,000
10-543-5256	WATER	114,581	101,634	100,000	85,000	100,000
10-543-5257	WATER - McAULIFFE PARK	39,555	11,695	30,000	30,000	30,000
10-543-5260	CONTRACTUAL SERVICES	84,268	72,598	99,000	99,000	99,000
10-543-5271	TREE TRIMMING	11,676	11,957	12,000	12,000	12,000
10-543-5281	REAL PROPERTY LEASE	2,432	2,876	5,000	5,000	5,000
10-543-5286	GARAGE INTERNAL SRVC CHG	25,612	25,612	25,612	25,612	25,612
10-543-5287	TECHNOLOGY INTRNL SRVC CHG	1,865	1,865	1,600	1,600	1,600
10-543-5298	MAINT - FIELDS/FENCING/FACIL	1,085	1,561	-	2,000	2,000
10-543-5299	MAINTENANCE-OTHER	13,630	18,627	20,000	18,000	20,000
Division Total		603,606	537,245	628,478	613,478	502,187
Facility Maintenance						
10-544-5101	SALARIES - FULLTIME	53,426	53,100	55,272	55,272	54,427
10-544-5103	SALARIES - PART-TIME	30,669	31,676	30,000	30,000	30,000
10-544-5109	ON CALL PAY	1,260	1,655	1,500	1,500	1,500
10-544-5117	UNIFORM ALLOWANCE	650	650	650	650	650
10-544-5120	OVERTIME	1,325	2,753	2,500	2,500	2,500
10-544-5126	SICK CONVERSION	612	612	650	650	650
10-544-5127	VACATION CONVERSION	2,009	2,039	2,500	2,500	2,500
10-544-5130	MEDICARE	1,269	1,328	801	801	809
10-544-5150	RETIREMENT	16,523	18,878	25,902	25,902	27,061
10-544-5151	PART-TIME RETIREMENT	1,150	1,177	1,200	1,200	1,200
10-544-5161	HEALTH INSURANCE	15,063	15,066	15,528	15,528	15,258
10-544-5162	LIFE INSURANCE	145	128	165	165	165
10-544-5163	DISABILITY INSURANCE	328	298	328	328	328
10-544-5201	SUPPLIES	39,936	46,718	45,000	45,000	45,000
10-544-5206	UNIFORMS	126	397	1,000	1,000	1,000
10-544-5250	ELECTRICITY - BUILDINGS	75,832	89,770	82,000	82,000	82,000
10-544-5253	ELECTRICITY-PUMP STATION	3,089	552	3,000	1,200	3,000
10-544-5255	NATURAL GAS	3,352	4,234	3,500	3,500	3,500
10-544-5256	WATER	12,153	12,070	12,000	12,000	12,000
10-544-5293	MAINTENANCE-BUILDINGS	21,586	17,319	18,000	18,000	18,000
10-544-5297	MAINTENANCE-PUMP STATION	-	1,075	1,500	1,500	1,500

10-544-5299	MAINTENANCE-OTHER	4,629	3,763	2,500	2,000	2,500
Division Total		285,130	305,258	305,496	303,196	305,548
City Engineer						
10-548-5201	SUPPLIES	22	78	250	250	250
10-548-5260	CONTRACTUAL SERVICES	41,870	41,121	50,000	50,000	50,000
10-548-5261	TRAFFIC ENGINEERING	68,284	42,209	50,000	50,000	50,000
10-548-5268	PLAN CHECK	95,309	73,810	45,000	45,000	45,000
Division Total		205,486	157,218	145,250	145,250	145,250
DEPARTMENT TOTALS		2,940,575	2,822,274	3,116,894	2,977,773	2,881,354
SUMMARY BY FUNCTION:						
	SALARIES & BENEFITS	1,205,369	1,239,084	1,499,275	1,346,226	1,265,810
	MATERIALS, SUPPLIES, & SERVICES	1,735,205	1,583,190	1,617,619	1,631,547	1,615,544
TOTALS		2,940,575	2,822,274	3,116,894	2,977,773	2,881,354

RECREATION AND COMMUNITY SERVICES

MISSION STATEMENT

To enhance the sense of community and create quality of life through people, parks, and programs.

DEPARTMENT GOALS

- Provide valued recreational experiences for the community.
- Provide quality customer experience to all persons requesting service.
- Provide special event programs that strengthen community image and sense of place.
- Provide youth and adult sports programs that promote health and wellness.
- Foster human development through a wide selection of educational special interest classes for all ages.
- Provide programs that promotes safety for all ages.
- Provide an educational, fun, and social program for preschool age children.
- Provide leadership, educational, social, and philanthropic programs for teens and young adults.
- Provide seniors with a stimulating social environment and program offerings to keep them active and informed.
- Create a healthy and supportive work culture for department employees.

ADMINISTRATION

PROGRAM DESCRIPTION

The Administration Division manages the financial and logistical operations of the Recreation and Community Services Department, including Community Services, Day Camp, Park Programs, Sports, Special Classes and Special Events. The division also provides administrative support to the Parks, Recreation and Cultural Arts Commission.

SERVICE OBJECTIVES

- Provide administrative and management support to all Department employees to enable them to provide quality recreation opportunities and customer service to the community.
- Provide service and support to the City Manager on matters relating to recreation and community services.
- Continue to work closely with the Public Works Department and the City Manager on capital improvement projects.
- Provide administrative support to the Parks, Recreation and Cultural Arts Commission.

- Develop, monitor and evaluate the Department's annual budget.
- Work closely with Department partners such as the Los Alamitos Unified School District, the Joint Forces Training Base, and the Los Alamitos Chamber of Commerce to provide programs, events, and services for the community.
- Works closely with the local nonprofit to hold events such as the Winter Wonderland Event, Serve Los Al, and the quarterly donation drives.
- Liaison with the Los Alamitos Museum
- Liaison with the RMAC
- Attend monthly Los Alamitos Chamber of Commerce meetings to maintain relationships with the business community.
- Increase revenue and donations for Department Scholarship Program.

COMMUNITY SERVICES

PROGRAM DESCRIPTION

The Community Services Division is responsible for the development and implementation of year-round programming and services for the senior population. The larger of these services include the Los Alamitos Senior Club and the Senior Lunch and Bread Program. Services added to ensure quality of life issues include monthly screenings, Medicare assistance, and legal aid. Community Services is also responsible for scheduling, reservations, policy renovation, and day-to-day operations associated with the Community Center facility and surrounding complex.

SERVICE OBJECTIVES

- Provide recreation and social service programs for seniors.
- Expand and enhance general senior programs to address current senior trends and issues.
- Maintain and upgrade when possible the Community Center and Picnic Shelter rental facilities

DAY CAMP

PROGRAM DESCRIPTION

The Day Camp Division is responsible for the development and coordination of the Los Alamitos Day Camp program. By offering extended hours, this program helps meet the need of many working parents as a daycare alternative. Activities include arts & crafts, swimming, sports, table games, movies, music, challenges, and field trips to the beach, amusement parks and museums. Camp offers children a safe and fun environment to experience art, song, dance, drama and athletics while reinforcing good sportsmanship and fair play, and provides a positive social atmosphere where children and teens develop friendships and life learning experiences.

SERVICE OBJECTIVES

- Operate seasonal day camps including fall, winter, spring, and summer for approximately 1,300 youth participants.
- Coordinate excursions to coincide with themes for summer day camps.

PARK PROGRAMS

PROGRAM DESCRIPTION

Drop-in programs at Los Alamitos park sites provide children the opportunity to play in a safe and fun environment for the constructive use of their free time during the summer. Children learn skills in areas such as leadership, teamwork, self-esteem development, and responsibility. This program also provides children the opportunity to participate in sports, competitions, tournaments, games, and crafts. The program provides mentoring and supervision to children who would otherwise be home alone, lets children build and strengthen friendships, and creates a safe, neighborhood environment.

SERVICE OBJECTIVE

- Provide staffing to two park sites during the summer months for children ages 5 – 12 to participate in free sports activities, games, arts and crafts, and special events.

SPORTS

PROGRAM DESCRIPTION

The Sports Division is responsible for the development and administration of Parent and Me, Junior Pee-Wee, Pee-Wee, Youth and Adult sports programming. This division also allocates athletic facilities throughout the City and routinely interacts with youth sports user groups. The Parent and Me, Mini Superstars, Junior Pee-Wee, Pee-Wee, Intramural Sports, and Youth programs are designed to introduce children to the various sports in a fun and positive way and to learn the fundamental skills in a non-competitive environment while practicing and playing games. The goals of these programs are learning social skills, creating friendships for children and parents, being part of a team, learning the values of good sportsmanship, and promoting positive self esteem. Adult Sports programs give adults the opportunity to exercise, promote wholesome physical activity, and provide an outlet for competition and fun. This program reduces stress, builds friendships, provides an opportunity for bonding, and promotes health and wellness.

SERVICE OBJECTIVES

- Operate and maintain team registrations for the Adult Soccer League that serves approximately 2,100 participants annually.
- Manage and maintain contract with Major League Softball to coordinate the Adult Softball League that serves approximately 450 participants annually.
- Manage and maintain contract with Fast Action Basketball to coordinate the Adult 5-man Basketball League that serves approximately 240 participants annually.
- Operate, maintain and increase participation in the Youth Sports program that includes soccer, basketball, volleyball, flag football, track and field, cheerleading, baseball and t-ball for approximately 1,000 youth participants.
- Allocate field and facility usage to youth community groups, private groups, and non-profits on a year-round basis.

SPECIAL CLASSES

PROGRAM DESCRIPTION

The Special Classes Division provides a comprehensive selection of special interest classes for all age groups. In this division, over 50 instructors teach a combination of well over 200 different classes and camps. Classes and camps are offered based on demand, viability and trend structure. Focus is placed on the instruction and development of skills in specialized areas. The benefits to youth are increased self-esteem, mental stimulation, cultural appreciation, increased physical coordination and health. Special interest classes provide a positive and constructive use of free-time. Participation can develop into lifelong interest or hobbies, and encourage growth in numerous areas. For adults, classes can provide a positive structure for leisure time, an increased sense of self-worth, social connectivity, improved skill levels, development of new interest and hobbies, and a noticeable increase in physical and mental wellbeing.

SERVICE OBJECTIVES

- Provide opportunities for participants to increase mental and physical health, cultural appreciation, skills, and sense of community pride by participating in a wide variety of programs, classes and camps.
- Increase revenue in order to support department programs and services.

SPECIAL EVENTS

PROGRAM DESCRIPTION

The Special Events Division coordinates the City's annual special events including the Race on the Base, 4th of July Fireworks Spectacular, Spring Carnival, Teen Expo, Serve Los Al, Family Gala, Music and Movies Event Series, Trunk or Treat, Winter Wonderland, and Holiday Decorating Contest. Special events unite the community, focus on family, and strengthen community image and sense of place. Special events also give the community an opportunity to come together and celebrate the positive aspects of living in Los Alamitos.

SERVICE OBJECTIVES

- Continue to provide quality City-wide special events to approximately 35,000 participants.
- Promote partnerships with private agencies, local non-profit organizations, the Joint Forces Training Base, the Los Alamitos Unified School District and the Los Alamitos Area Chamber of Commerce to enhance City-wide special events.
- Continue to work with local organizations to acquire volunteers for special events.



City of Los Alamitos
General Fund Expenditure - Recreation and Community Services
For Fiscal Year 2020-21

Account	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
Recreation Administration						
10-551-5101	SALARIES - FULLTIME	373,546	383,583	423,943	423,943	297,784
10-551-5103	SALARIES - PART-TIME	52,755	34,691	43,264	43,264	30,698
10-551-5118	CAR ALLOWANCE	1,500	-	-	-	3,000
10-551-5119	CELL PHONE	-	120	-	660	1,080
10-551-5126	SICK CONVERSION	1,137	224	-	2,560	2,560
10-551-5127	VACATION CONVERSION	26,401	-	-	6,953	-
10-551-5130	MEDICARE	6,870	6,274	5,833	5,833	4,392
10-551-5150	RETIREMENT	146,869	170,239	179,732	179,732	133,964
10-551-5151	PART TIME RETIREMENT	1,781	1,301	1,623	1,623	1,623
10-551-5161	HEALTH INSURANCE	46,838	56,345	56,256	56,256	40,728
10-551-5162	LIFE INSURANCE	1,060	1,071	1,195	1,195	845
10-551-5163	DISABILITY INSURANCE	1,392	1,464	1,640	1,640	1,310
10-551-5201	SUPPLIES	13,516	13,083	19,500	10,000	10,000
10-551-5205	POSTAGE	6,688	6,640	7,250	7,250	7,250
10-551-5207	TRAVEL & TRAINING	4,404	3,315	5,950	5,950	3,100
10-551-5209	DUES & SUBSCRIPTIONS	6,328	6,600	6,710	6,710	6,900
10-551-5229	TUITION REIMBURSEMENT	4,692	-	2,600	-	2,600
10-551-5236	NEWSLETTER	854	420	840	840	840
10-551-5237	RECREATION BROCHURE	13,900	14,110	14,000	14,900	14,900
10-551-5240	TELEPHONE	108	-	-	-	-
10-551-5260	CONTRACTUAL SERVICES	9,910	10,328	9,921	9,921	13,102
10-551-5280	LEASED EQUIPMENT	-	-	-	4,600	4,600
10-551-5286	GARAGE INTERNAL SRVC CHG	4,268	4,268	4,268	4,268	4,268
10-551-5287	TECHNOLOGY INTRNL SRVC CHG	15,784	15,784	17,600	17,600	17,600
10-551-5290	MAINTENANCE-OFFICE EQUIP	3,774	4,385	6,200	6,200	6,200
Division Total		744,374	734,245	808,325	811,898	609,344
Aquatics						
10-552-5103	SALARIES - PART-TIME	30,421	-	-	-	-
10-552-5130	MEDICARE	489	-	-	-	-
10-552-5151	PART-TIME RETIREMENT	1,265	-	-	-	-
10-552-5201	SUPPLIES	1,531	-	-	-	-
10-552-5216	UNEMPLOYMENT COMPENSATION	195	-	-	-	-
10-552-5245	CELL PHONE	48	-	-	-	-
10-552-5259	POOL RENT	8,967	-	-	-	-
Division Total		42,916	-	-	-	-
Community Services						
10-553-5103	SALARIES - PART-TIME	42,317	57,713	34,486	34,486	28,140
10-553-5130	MEDICARE	610	834	500	500	500
10-553-5151	PART-TIME RETIREMENT	1,577	2,157	1,379	1,379	1,379
10-553-5201	SUPPLIES	418	437	700	700	-
10-553-5287	TECHNOLOGY INTRNL SRVC CHG	3,952	3,952	4,800	4,800	4,800
10-553-5326	FAC RENT - COMM CENTER	1,470	3,876	2,000	3,000	3,000
Division Total		50,344	68,969	43,865	44,865	37,819
Day Camp						
10-554-5103	SALARIES - PART-TIME	39,269	42,965	52,962	53,289	48,680
10-554-5130	MEDICARE	561	608	768	768	768
10-554-5151	PART-TIME RETIREMENT	1,450	1,573	1,987	1,987	1,987
10-554-5201	SUPPLIES	7,377	7,527	7,000	8,000	8,000
10-554-5317	DAY CAMPS	16,866	14,529	17,000	17,000	17,000
Division Total		65,522	67,202	79,717	81,044	76,435
Playgrounds						
10-555-5103	SALARIES - PART-TIME	24,132	19,759	24,862	21,508	21,924

10-555-5130	MEDICARE	348	281	360	360	360
10-555-5151	PART-TIME RETIREMENT	899	726	932	932	932
10-555-5201	SUPPLIES	1,198	1,408	1,000	1,000	1,000
10-555-5260	CONTRACTUAL SERVICES	5,663	6,636	5,920	6,000	6,000
Division Total		32,240	28,810	33,075	29,801	30,216
Sports						
10-556-5101	SALARIES - FULLTIME	22	-	-	470	-
10-556-5103	SALARIES - PART-TIME	87,596	99,915	107,959	107,959	51,442
10-556-5130	MEDICARE	1,273	1,439	1,565	1,565	156
10-556-5151	PART-TIME RETIREMENT	3,293	3,724	4,318	4,318	4,318
10-556-5201	SUPPLIES	6,151	9,036	9,500	9,500	7,000
10-556-5298	MAINTENANCE-FIELDS/FACILITIES	5,867	7,403	5,500	6,000	3,000
10-556-5305	BASKETBALL - ADULT	-	1,243	-	68	-
10-556-5306	BASKETBALL - YOUTH	4,429	14,176	7,700	15,000	14,100
10-556-5330	FIELD FEES - LAUREL	2,014	1,200	3,200	3,200	4,200
10-556-5331	FIELD FEES - MCAULIFFE	24,299	29,633	23,000	23,000	14,525
10-556-5332	FIELD FEES - OAK	29,365	22,203	30,000	30,000	12,425
10-556-5336	FOOTBALL	175	225	760	300	600
10-556-5358	SLO PITCH	2,480	-	-	-	-
10-556-5359	SOCCER - ADULT	10,847	8,232	11,660	11,660	15,500
10-556-5360	SOCCER - YOUTH	1,073	558	975	600	975
10-556-5368	T-BALL	830	214	1,015	-	1,000
10-556-5371	TRACK & FIELD	622	1,574	800	800	800
10-556-5372	VOLLEYBALL	2,754	1,954	2,200	2,313	2,200
Division Total		183,090	202,729	210,152	216,753	132,241
Special Classes						
10-557-5103	SALARIES - PART-TIME	77,070	85,930	108,299	80,000	63,231
10-557-5130	MEDICARE	1,117	1,239	1,570	1,570	1,570
10-557-5151	PART-TIME RETIREMENT	2,889	3,205	4,332	4,332	3,866
10-557-5201	SUPPLIES	1,030	824	1,000	2,000	-
10-557-5287	TECHNOLOGY INTRNL SRVC CHG	3,948	3,948	4,800	4,800	4,800
10-557-5301	ARTS & CRAFTS	7,504	11,472	7,519	9,000	8,000
10-557-5313	DANCE	23,722	23,500	22,660	14,000	12,000
10-557-5319	EDUCATION	3,264	2,799	3,605	3,000	3,000
10-557-5323	EXERCISE/FITNESS	19,678	15,712	13,000	13,000	13,000
10-557-5349	PERFORMING ARTS	16	307	-	-	-
10-557-5352	PRESCHOOL-READY/SET/GO	2,995	3,419	4,000	4,000	4,000
10-557-5364	SPECIAL INTEREST	1,712	5,916	3,000	5,500	1,700
10-557-5365*	*New Account: TEEN PROGRAM	-	-	5,705	-	-
10-557-5369	TENNIS CONTRACT	14,777	16,538	17,550	16,500	16,500
10-557-5370	TODDLER CLASSES	5,027	5,330	3,340	4,000	4,000
10-557-5373	VOLUNTEER PROGRAM	2,625	1,700	2,000	1,000	1,000
10-557-5388	SPECIAL INTEREST - CAMPS	15,683	14,645	9,750	12,000	12,000
Division Total		183,056	196,484	212,130	174,702	148,667
Special Events						
10-558-5103	SALARIES - PART-TIME	27,642	29,910	33,430	35,194	29,412
10-558-5130	MEDICARE	382	429	485	485	485
10-558-5151	PART-TIME RETIREMENT	988	1,109	1,337	1,337	1,337
10-558-5201	SUPPLIES	47,711	58,332	67,750	66,500	63,500
10-558-5207	TRAVEL & TRAINING	25	-	-	-	-
10-558-5337	FOURTH OF JULY	67,554	47,298	67,500	69,636	45,000
10-558-5353	RACE ON THE BASE	152,215	154,264	166,842	144,000	130,000
Division Total		296,517	291,342	337,344	317,152	269,734
DEPARTMENT TOTALS		1,598,060	1,589,781	1,724,608	1,676,215	1,304,456
SUMMARY BY FUNCTION:						
	SALARIES & BENEFITS	1,005,757	1,008,828	1,095,018	1,076,099	778,471
	MATERIALS, SUPPLIES, & SERVICES	592,303	580,953	629,590	600,116	525,985
TOTALS		1,598,060	1,589,781	1,724,608	1,676,215	1,304,456

NON-DEPARTMENTAL

PROGRAM DESCRIPTION

Non-Departmental represents a cost center wherein expenditures that impact the City operations as a whole and are not clearly associated with a particular department. For example, this cost center includes costs for Los Al Television and retiree benefits.



City of Los Alamitos
General Fund Expenditure - Non-departmental
For Fiscal Year 2020-21

Account	Description	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
10-560-5260	CONTRACTUAL SERVICES	105,465	103,645	141,865	67,384	116,416
10-562-5161	HEALTH INSURANCE-RETIREEES	242,842	245,002	300,000	300,000	300,000
10-560-5219	PRE-EMPLOYMENT EXPENSE	-	31,794	18,000	18,000	18,000
10-560-5285	CREDIT CARD FEES	27,510	31,733	31,000	31,000	31,000
10-560-5261	CONTRIBUTION TO HOMELESS SHELTER	-	-	4,000	18,595	29,449
10-560-5219.1851	NON-EMPLOYEE LIVE SCAN	-	768	1,000	1,000	1,000
10-518-5260	CONTRACTUAL SERVICES	10,000	10,000	10,000	10,000	10,000
10-560-5486	VEHICLE CAPITAL REPLACEMENT	70,000	70,000	70,000	70,000	70,000
10-570-5501.3101	LOS AL BLVD - BOND ELIGIBLE	295,979	-	-	-	-
10-570-5501.1703	BSCC LOCAL ASSISTANCE	4,800	-	-	-	-
10-570-5501.1927	CATCH BASIN INSTALL PROJECT	-	128,084	-	-	-
DEPARTMENT TOTALS		756,596	621,026	575,865	515,979	575,865

SUMMARY BY FUNCTION:

SALARIES & BENEFITS	-	-	-	-	-
MATERIALS, SUPPLIES, & SERVICES	756,596	621,026	575,865	515,979	575,865
TOTALS	756,596	621,026	575,865	515,979	575,865



FY 2020-2021

Other Funds



City of Los Alamitos
Special Revenue Fund - CDBG Fund
For Fiscal Year 2020-21

		2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
	BEGINNING FUND BALANCE	18	-	32	32	175
19-4360	CDBG GRANT	151,543	-	135,000	128,813	110,000
19-4620	INVESTMENT EARNINGS	14	-	-	-	-
	TOTAL REVENUES	151,557	-	135,000	128,813	110,000
19-570-5501.1307	ADA ACCESS RAMPS	78,471	-	-	-	-
19-570-5501.1740	ADA CERRITOS AVE SIDEWALKS	73,072	-	-	-	-
19-570-5501.2003	NOEL STREET IMPROVEMENTS	-	-	135,000	6,774	-
19-570-5501.1106	ALLEY IMPROVEMENT PROGRAM	-	3,917	-	121,896	-
19-570-5501.XXXX	APARTMENT ROW HOWARD STREET, REAGAN TO MAPLE					110,000
	TOTAL EXPENDITURES	151,543	3,917	135,000	128,670	110,000
	NET CHANGE TO FUND BALANCE	14	(3,917)	-	143	-
	ENDING FUND BALANCE	32	(3,917)	32	175	175



City of Los Alamitos
Special Revenue Fund - Gas Tax
For Fiscal Year 2020-21

		2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
	BEGINNING FUND BALANCE	169,058	121,442	276,173	276,173	48,229
20-4309	GAS TAX - 2105	62,566	60,448	65,997	60,597	59,680
20-4306	GAS TAX - 2106	45,852	43,788	47,680	43,934	42,801
20-4307	GAS TAX - 2107	83,126	75,724	86,663	81,663	75,927
20-4308	GAS TAX - 2107.5	3,000	-	3,000	3,000	2,000
20-4322	GAS TAX - 2103	45,967	35,552	101,175	96,306	70,844
20-4329	ROAD MAINT REHAB ACCT SB-1	68,785	217,546	196,352	190,053	186,984
20-4328	SB1 LOAN REPAYMENT	13,345	13,378	13,378	13,177	13,378
20-4620	INVESTMENT EARNINGS	1,295	4,256	200	4,336	4,000
	TOTAL REVENUES	323,935	450,692	514,445	493,066	455,614
20-570-5501.1106	ALLEY IMPROVEMENT PROGRAM	11,000	1,022	-	16,877	-
20-570-5501.1301	ARTERIAL & RESIDENTIAL TREE TRIM/REMOVAL	-	-	-	-	-
20-570-5501.1927	CATCH BASIN INSTALL PROJECT	-	32,095	-	-	-
20-570-5501.1832	GREENBROOK ST. REHAB - 1	5,390	-	60,931	60,931	-
20-570-5501.1932	GREENBROOK ST. REHAB - 2	-	6,975	198,280	198,280	-
20-570-5501.1612	INTERSECTION LED SAFETY LIGHTS	-	-	5,000	-	5,000
20-570-5501.1609	KINMOUNT/FARNHAM ST. REPAIRS	24,050	-	-	-	-
20-570-5501.3101	LOS AL BLVD - BOND ELIGIBLE	127,629	-	-	-	-
20-570-5501.1617	MEDIAN DROUGHT TOLERANT PLANTS	-	4,292	-	-	-
20-570-5501.1004	RESIDENTIAL STREET IMPROVEMENT	-	7,056	15,000	3,393	11,607
20-570-5501.1003	STREET MARKINGS/STRIPING	2,405	14,750	15,000	7,752	7,248
20-570-5501.1301	STREET TREE PROGRAM	15,000	39,663	50,000	34,135	15,865
20-570-5501.1614	TREE PLANTING - CITYWIDE	1,078	4,851	5,000	2,380	2,620
20-570-5501.2002	FARQUHAR STREET IMPROVEMENT	-	-	209,700	209,700	-
20-570-5501.2003	NOEL STREET IMPROVEMENT	-	-	-	923	-
20-570-5501.2012	OVERHEAD STREET SIGNS	-	-	-	273	-
20-570-5501.1617	MEDIAN DROUGHT TOLERANT PLANTS	-	-	-	1,366	-
20-570-5501.XXXX	SUBERBIA - REHABILITATION (RMRA SB-1)	-	-	-	-	186,984
20-570-5501.XXXX	SUBERBIA - REHABILITATION (GAS TAX)	-	-	-	-	150,000
20-563-6010	TRANSFERS OUT - GENERAL FUND	185,000	185,000	185,000	185,000	120,000
	TOTAL EXPENDITURES	371,552	295,704	743,911	721,010	499,324
	NET CHANGE TO FUND BALANCE	(47,616)	154,988	(229,466)	(227,944)	(43,710)
	ENDING FUND BALANCE	121,442	276,430	46,707	48,229	4,519



City of Los Alamitos
Special Revenue Fund - Public Safety Augmentation
For Fiscal Year 2020-21

		2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
	BEGINNING FUND BALANCE	18,207	-	30,712	30,712	4,980
21-4110	SPL. SALES TAX AUGMENTATION	106,540	110,471	105,000	83,989	105,000
21-4620	INVESTMENT EARNINGS	237	546	150	279	300
	TOTAL REVENUES	106,777	111,017	105,150	84,268	105,300
	TRANSFERS OUT - GENERAL FUND	100,000	91,791	120,000	110,000	110,000
21-563-6010	TOTAL EXPENDITURES	100,000	91,791	120,000	110,000	110,000
	NET CHANGE TO FUND BALANCE	6,777	19,226	(14,850)	(25,732)	(4,700)
	ENDING FUND BALANCE	24,984	19,226	15,862	4,980	280



City of Los Alamitos
Special Revenue - Supplemental Law Enforcement
For Fiscal Year 2020-21

		2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
	BEGINNING FUND BALANCE	34,162	-	104,697	104,697	112,055
22-4340	SLESF ALLOCATION	139,416	148,747	140,000	155,573	130,000
22-4620	INVESTMENT EARNINGS	618	1,797	100	1,785	1,500
	TOTAL REVENUES	140,035	150,544	140,100	157,358	131,500
22-563-6010	TRANSFERS OUT - GENERAL FUND	110,000	110,000	150,000	150,000	140,000
	TOTAL EXPENDITURES	110,000	110,000	150,000	150,000	140,000
	NET CHANGE TO FUND BALANCE	30,035	40,544	(9,900)	7,358	(8,500)
	ENDING FUND BALANCE	64,197	40,544	94,797	112,055	103,555



City of Los Alamitos
Special Revenue - AQMD (AB2766)
For Fiscal Year 2020-21

		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
		Actual	Actual	Budget	Estimate	Proposed
	BEGINNING FUND BALANCE	66,725	82,245	97,895	97,895	106,658
23-4319	AB 2766 REVENUES	14,567	15,387	15,000	7,313	15,000
23-4620	INVESTMENT EARNINGS	953	1,933	550	1,450	550
	TOTAL REVENUES	15,520	17,320	15,550	8,763	15,550
23-570-5501.1935	KATELLA AVE SIGNAL SYNC PROJ	-	-	51,150		
23-546-5440	VEHICLES - POLICE	-	-	35,000	-	
	TOTAL EXPENDITURES	-	-	86,150	-	-
	NET CHANGE TO FUND BALANCE	15,520	17,320	(70,600)	8,763	15,550
	ENDING FUND BALANCE	82,245	99,565	27,295	106,658	122,208



City of Los Alamitos
Special Revenue - Street & Alley Improvements
For Fiscal Year 2020-21

	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
BEGINNING FUND BALANCE	6,332	6,418	6,498	6,498	6,594
24-4620 INVESTMENT EARNINGS	86	144	90	96	90
TOTAL REVENUES	86	144	90	96	90
TOTAL EXPENDITURES	-	-	-	-	-
NET CHANGE TO FUND BALANCE	86	144	90	96	90
ENDING FUND BALANCE	6,418	6,562	6,588	6,594	6,684



City of Los Alamitos
Special Revenue - Building Improvement Fund
For Fiscal Year 2020-21

		2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
	BEGINNING FUND BALANCE	121,154	115,077	16,077	16,077	133,695
25-4620	INVESTMENT EARNINGS	1,590	2,365	200	1,920	200
25-4910	TRANSFERS IN - GENERAL FUND				140,000	
	TOTAL REVENUES	1,590	2,365	200	141,920	200
25-570-5420	EQUIPMENT	7,667	-			
25-570-5503.1915	FENLEY PUMP STATION MOTOR/ROOF	-	28,408	-	24,302	-
25-570-5503.XXXX	OAK FIELDS UPGRADE					-
	TOTAL EXPENDITURES	7,667	28,408	-	24,302	-
	NET CHANGE TO FUND BALANCE	(6,077)	(26,043)	200	117,618	200
	ENDING FUND BALANCE	115,077	89,034	16,277	133,695	133,895



City of Los Alamitos
Special Revenue - Measure M
For Fiscal Year 2020-21

		2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
	BEGINNING FUND BALANCE	115,085	153,082	247,346	247,346	352,729
26-4311.0002	MEASURE M2	218,330	233,179	234,275	234,275	223,500
26-4620	INVESTMENT EARNINGS	2,027	4,255	450	4,368	4,000
	TOTAL REVENUES	220,357	237,434	234,725	238,643	227,500
26-570-5501.1307	ADA ACCESS RAMPS	13,124	-	25,000	-	25,000
26-570-5501.1740	ADA CERRITOS AVE SIDEWALKS	8,119	-	25,000	-	25,000
26-570-5501.2002	FARQUHAR STREET IMPROVEMENT	-	-	90,300	51,019	39,281
26-570-5501.2004	VISUALLY IMPAIRED PED SIGNAL	-	-	-	-	-
26-570-5501.XXXX	STREET IMPROVEMENTS-REHAB/CRACK SEAL/POTHOLE/REPAIRS	-	-	40,000	-	15,000
26-570-5501.1612	STREET SIGNS AT INTERSECTIONS	-	-	25,000	-	25,000
26-570-5501.XXXX	SAFETY LIGHTS AT INTERSECTIONS	-	-	5,000	-	-
26-570-5501.2001	TRAFFIC SIGNAL HEADS	-	-	20,000	-	-
26-570-5501.2001	VISUALLY IMPAIRED PED SIGNAL	-	-	15,000	-	15,000
26-570-5501.1932	GREENBROOK ST. REHAB - 2	-	4,295	135,000	76,105	58,895
26-570-5501.1935	KATELLA AVE SIGNAL SYNC PROJ	-	-	51,110	-	51,110
26-570-5501.3101	LOS AL BLVD - BOND ELIGIBLE	144,354	110,136	-	-	-
26-570-5501.1008	PAVEMENT MGMT PROGRAM UPDATE	-	17,287	-	759	-
26-570-5501.1003	STREET MARKINGS/STRIPING	2,405	-	-	-	30,000
26-570-5501.1301	STREET TREE PROGRAM	14,358	-	5,000	-	5,000
26-570-5501.1305	STREET SIGNS REPLACEMENTS	-	-	-	273	-
26-570-5501.1614	TREE PLANTING - CITYWIDE	-	-	-	-	5,000
26-570-5501.1004	RESIDENTIAL STREET IMPROVEMENTS	-	-	-	5,104	-
26-570-5501.XXXX	ARTERIAL AND RESIDENTIAL TREE TRIMMING/REMOVAL	-	-	-	-	62,000
26-570-5501.XXXX	SPEED SURVEY	-	-	-	-	15,000
26-570-5501.XXXX	OLD TOWNE WEST LANE NARROW STRIPING - TRAFFIC CALMING	-	-	-	-	45,000
26-570-5501.XXXX	APARTMENT ROW HOWARD STREET, REAGAN TO MAPLE (CDBG MATCH)	-	-	-	-	11,000
26-570-5501.XXXX	CERRITOS AVENUE BRIDGE GUARDRAIL	-	-	-	-	10,000
26-570-5501.XXXX	SUBERBIA - REHABILITATION (GAS TAX/MEAS M)	-	-	-	-	122,946
	TOTAL EXPENDITURES	182,360	131,718	436,410	133,260	560,232
	NET CHANGE TO FUND BALANCE	37,997	105,716	(201,685)	105,383	(332,732)
	ENDING FUND BALANCE	153,082	258,798	45,661	352,729	19,997



City of Los Alamitos
Special Revenue - Asset Seizure
For Fiscal Year 2020-21

	BEGINNING FUND BALANCE	58,060	59,719	61,209	61,209	16,954
27-4335	FEDERAL ASSET FORFEITURES	-	868	-	-	
27-4620	INVESTMENT EARNINGS	819	1,402	500	897	500
27-4325	MISC. POLICE REIMBURSEMENT	839	301	-	-	-
	TOTAL REVENUES	1,659	2,571	500	897	500
27-521-5420	EQUIPMENT - MDC'S	-	-	55,600	45,152	-
	TOTAL EXPENDITURES	-	-	55,600	45,152	-
	NET CHANGE TO FUND BALANCE	1,659	2,571	(55,100)	(44,255)	500
	ENDING FUND BALANCE	59,719	62,290	6,109	16,954	17,454



City of Los Alamitos
Special Revenue - Los Alamitos TV
For Fiscal Year 2020-21

		2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
	BEGINNING FUND BALANCE	84,943	90,236	86,378	86,378	73,766
28-4220	CHARTER (TW) PEG FEES	16,999	17,152	16,500	16,500	17,150
28-4461	EVENT FILMING REIMBURSEMENT	6,500	6,500	6,500	6,500	20,500
28-4620	INVESTMENT EARNINGS	1,190	1,849	600	600	600
28-4222	VERIZON PEG FEES	10,379	9,163	11,000	11,000	9,100
	TOTAL REVENUES	35,068	34,664	34,600	34,600	47,350
28-518-5260	CONTRACTUAL SERVICES	8,500	-	8,500	8,500	8,000
28-518-5209	DUES & SUBSCRIPTIONS	-	170	3,350	3,350	170
28-518-5420	EQUIPMENT	3,139	20,912	15,500	10,562	11,880
28-518-5273	EVENT FILMING	4,100	2,050	5,000	5,000	6,000
28-518-5246	MEETING CABLECASTING	10,090	19,540	15,000	15,000	21,500
28-518-5287	TECHNOLOGY INTRNL SRVC CHG	3,946	3,946	4,800	4,800	4,800
	TOTAL EXPENDITURES	29,775	46,618	52,150	47,212	52,350
	NET CHANGE TO FUND BALANCE	5,293	(11,954)	(17,550)	(12,612)	(5,000)
	ENDING FUND BALANCE	90,236	78,282	68,828	73,766	68,766



City of Los Alamitos
Special Revenue - Office of Traffic Safety
For Fiscal Year 2020-21

		2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
	BEGINNING FUND BALANCE	3,902	16,275	21,375	21,375	44,316
29-4465	VEHICLE IMPOUND FEES	17,252	18,201	10,000	27,416	10,000
29-4620	INVESTMENT EARNINGS	121	477	100	525	100
	TOTAL REVENUES	17,373	18,678	10,100	27,941	10,100
29-563-6010	TRANSFERS OUT - GENERAL FUND	5,000	5,000	5,000	5,000	5,000
	TOTAL EXPENDITURES	5,000	5,000	5,000	5,000	5,000
	NET CHANGE TO FUND BALANCE	12,373	13,678	5,100	22,941	5,100
	ENDING FUND BALANCE	16,275	29,953	26,475	44,316	49,416



City of Los Alamitos
Special Revenue - Debt Service
For Fiscal Year 2020-21

		2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
	BEGINNING FUND BALANCE	217,593	7,322	3,342	3,342	3,617
31-4620	INVESTMENT EARNINGS	2,213	163	1,000	100	100
31-4910	TRANSFERS IN - GENERAL FUND	215,000	205,000	208,000	208,000	208,000
	TOTAL REVENUES	217,213	205,163	209,000	208,100	208,100
31-560-7195	BOND INTEREST	138,869	137,469	135,300	136,500	135,500
31-560-7196	BOND PRINCIPAL	70,000	70,000	75,000	70,000	70,000
31-560-7194	FISCAL AGENT FEE	1,436	1,325	-	1,325	1,325
31-563-6042	TRANSFERS OUT - CAPITAL OUTLAY	217,179	-	-	-	-
	TOTAL EXPENDITURES	427,484	208,794	210,300	207,825	206,825
	NET CHANGE TO FUND BALANCE	(210,271)	(3,631)	(1,300)	275	1,275
	ENDING FUND BALANCE	7,322	3,691	2,042	3,617	4,892



City of Los Alamitos
Special Revenue - Park Development
For Fiscal Year 2020-21

		2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
	BEGINNING FUND BALANCE	136,690	130,365	25,178	25,178	487,862
40-4620	INVESTMENT EARNINGS	1,784	3,616	1,000	5,328	5,000
40-4267	PARK IMPACT FEES	-	147,532	268,240	496,244	-
	TOTAL REVENUES	1,784	151,148	269,240	501,572	5,000
40-570-5503.1937	COMM CNTR ENCLOSED OD STORAGE	-	4,937	-	-	-
40-570-5503.1936	COMM/YOUTH CENTER ADA REPAIRS	-	87,475	45,000	6,598	38,402
40-570-5503.1940	COMMUNITY CENTER REPAIRS	-	-	-	352	-
40-570-5502.2036	COMMUNITY CENTER ALUM DOORS	-	-	60,000	-	60,000
40-570-5502.1109	COYOTE CREEK IMPROVEMENT PROJ	8,109	2,669	-	-	-
40-570-5502.1938	LABOURDETTE PRK EQUIP/SURFACE	-	-	-	-	-
40-570-5502.1939	LABOURDETTE PRK TURF RENO	-	571	-	-	-
40-570-5502.2006	LAUREL PARK RESTROOMS	-	-	30,000	-	30,000
40-570-5502.2007	LAUREL PARK FENCING & MESH	-	-	30,000	-	30,000
40-570-5502.2009	LAUREL PARK TENNIS COURT RESURFACING	-	-	40,000	-	40,000
40-570-5502.2010	LAUREL PARK ADA BLEACHERS	-	-	30,000	-	30,000
40-570-5502.2008	STANSBURY PARK TURF RENOVATION	-	-	10,000	-	10,000
40-570-5502.2011	SOROPTOMIST PARK TURF RENOVATION	-	-	10,000	-	10,000
40-570-5502.1612	LC PARK BB COURT/PARKING LOT	-	1,909	-	31,938	-
	TOTAL EXPENDITURES	8,109	97,561	255,000	38,888	248,402
	NET CHANGE TO FUND BALANCE	(6,325)	53,587	14,240	462,684	(243,402)
	ENDING FUND BALANCE	130,365	183,952	39,418	487,862	244,460



City of Los Alamitos
Special Revenue - Capital Outlay
For Fiscal Year 2020-21

		2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
	BEGINNING FUND BALANCE	-	-	-	-	-
42-4931	TRANSFERS IN - DEBT SERVICE	217,179		-	-	-
42-4620	INVESTMENT EARNINGS				-	
	TOTAL REVENUES	217,179	-	-	-	-
42-570-5501.3101	LOS AL BLVD - BOND ELIGIBLE	217,179	-	-	-	-
	TOTAL EXPENDITURES	217,179	-	-	-	-
	NET CHANGE TO FUND BALANCE	-	-	-	-	-
	ENDING FUND BALANCE	-	-	-	-	-



City of Los Alamitos
Special Revenue - Traffic Improvement
For Fiscal Year 2020-21

		2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
	BEGINNING FUND BALANCE	77,023	19,037	9,512	9,512	23,923
44-4620	INVESTMENT EARNINGS	2,388	3,705	1,000	2,662	1,000
44-4270	TRAFFIC MITIGATION FEES		19,060		11,749	
44-4899	MISCELLANEOUS REVENUE	-	-	136,779	-	-
	TOTAL REVENUES	2,388	22,765	137,779	14,411	1,000
44-570-5501.1302	CONCRETE REPAIRS		343			
44-570-5501.1719	BRIGGEMAN STREET WIDENING	-	-	136,779	-	-
44-570-5501.3101	LOS AL BLVD - BOND ELIGIBLE	60,375	-	-	-	-
	TOTAL EXPENDITURES	60,375	343	136,779	-	-
	NET CHANGE TO FUND BALANCE	(57,986)	22,422	1,000	14,411	1,000
	ENDING FUND BALANCE	19,037	41,459	10,512	23,923	24,923



City of Los Alamitos
Special Revenue - Vehicle & Equipment Replacement
For Fiscal Year 2020-21

		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
		Actual	Actual	Budget	Estimate	Proposed
	BEGINNING FUND BALANCE	283,871	595,462	498,148	491,498	603,756
50-4470	GARAGE INTERNAL SERVICE CHARGE	234,026	234,026	234,026	234,026	234,026
50-4480	VEHICLE CAPITL REPLCMNT CHARGE	70,000	70,000	70,000	70,000	70,000
50-4852	CAPITAL LEASE PROCEEDS				3,092	
50-4830	SALE OF PROPERTY	18,590	-	-	-	-
50-4894	INSURANCE REIMBURSEMENT	752	-	-	-	-
50-4896	DAMAGE TO CITY PROPERTY	1,174	-	-	69	-
50-4910	TRANSFER IN - GEN FUND	100,000	-	-	-	-
	TOTAL REVENUES	424,543	304,026	304,026	307,187	304,026
50-546-5150	RETIREMENT		13,885			
50-546-5201	SUPPLIES	5,109	10,610	17,000	6,207	17,000
50-546-5221.1701	INSURANCE		4,136			
50-546-5150	RETIREMENT	10,550	-	-	-	-
50-546-5225	AUTO PARTS - POLICE	3,158	8,035	10,000	21,988	10,000
50-546-5228	AUTO PARTS-OTHER	116	-	1,500		1,500
50-546-5227	AUTO PARTS-PW	7,895	2,904	10,000	3,299	10,000
50-546-5226	AUTO PARTS-RECREATION	-	-	500	58	500
50-546-7190	CAPITAL LEASE INTEREST	3,772	2,539	2,536	2,536	2,536
50-546-7191	CAPITAL LEASE PRINCIPAL	65,661	66,872	68,105	68,105	68,105
50-546-5285	DEPRECIATION EXPENSE	99,206	97,479	-	-	-
50-546-5435	EQUIPMENT - PW	-	-	9,100	9,138	40,000
50-546-5155	GASB68 PENSION - CONTRA	(195,010)	-	-	-	-
50-546-5258	GASOLINE	75,551	104,339	83,000	59,437	83,000
50-546-5221.1701	INSURANCE	5,357	-	7,075		7,075
50-546-5255	NATURAL GAS	274	139	2,500		2,500
50-546-5278	OUTSIDE SERVICES-OTHER VEHICLE	2,880	393	3,000	160	3,000
50-546-5275	OUTSIDE SERVICES-PD	26,554	19,997	26,000	17,082	26,000
50-546-5277	OUTSIDE SERVICES-PW	9,661	3,444	10,000	4,131	10,000
50-546-5276	OUTSIDE SERVICES-REC	777	700	1,000	1,188	1,000
50-546-5287	TECHNOLOGY INTRNL SRVC CHG	4,103	1,865	1,600	1,600	1,600
50-546-5207	TRAVEL & TRAINING	-	-	500	-	500
50-546-5206	UNIFORMS	-	-	260	-	260
50-546-5440	VEHICLES	2,995	-	74,000	-	-
	TOTAL EXPENDITURES	112,951	337,337	310,676	194,929	267,576
	NET CHANGE TO FUND BALANCE	311,591	(33,311)	(6,650)	112,258	36,450
	ENDING FUND BALANCE	595,462	562,151	491,498	603,756	640,206



City of Los Alamitos
Special Revenue - Police Capital
For Fiscal Year 2020-21

		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
		Actual	Actual	Budget	Estimate	Proposed
	BEGINNING FUND BALANCE	228,422	98,736	63,236	63,236	103,236
51-4481	POLICE CAPITAL REPLACEMENT CHG	-	-	40,000	40,000	40,000
	TOTAL REVENUES	-	-	40,000	40,000	40,000
51-525-5420	EQUIPMENT	-	134	10,000		
51-525-5291	MAINTENANCE - COMMUNICATIONS	81,696	-	-	-	-
51-525-5425	WEST-COMM CAD/RMS	2,850	-	10,000		
51-525-5272	WEST-COMM CONTRACTUAL	45,140	-	-	-	-
	TOTAL EXPENDITURES	129,686	134	20,000	-	-
	NET CHANGE TO FUND BALANCE	(129,686)	(134)	20,000	40,000	40,000
	ENDING FUND BALANCE	98,736	98,602	83,236	103,236	143,236



City of Los Alamitos
Special Revenue - Facilities, Streets, Parks, & Pool
For Fiscal Year 2020-21

		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
		Actual	Actual	Budget	Estimate	Proposed
	BEGINNING FUND BALANCE	491,577	591,577	591,577	591,577	616,577
52-4910	TRANSFERS IN - GENERAL FUND	100,000	-	40,000	40,000	40,000
	TOTAL REVENUES	100,000	-	40,000	40,000	40,000
52-570-5503.2005	ELECTRIC SERVICE AND WIRING UPGD	-	-	40,000	-	40,000
52-570-5501.3101	LOS AL BLVD - BOND ELIGIBLE		4,893			
	REPLACEMENT COMM CTR ROOF			102,000	-	102,000
	REPLACEMENT HVAC REC CTR					
	MATCHING SCAG GRANT - CWATP				15,000	
	TOTAL EXPENDITURES	-	4,893	40,000	15,000	142,000
	NET CHANGE TO FUND BALANCE	100,000	(4,893)	-	25,000	(102,000)
	ENDING FUND BALANCE	591,577	586,684	591,577	616,577	514,577



City of Los Alamitos
Special Revenue - Technology Replacement
For Fiscal Year 2020-21

		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
		Actual	Actual	Budget	Estimate	Proposed
	BEGINNING FUND BALANCE	251,207	242,985	231,285	231,285	214,414
53-4475	TECHNOLOGY INTERNAL SERVICE CH	146,000	143,762	160,000	160,000	160,000
	TOTAL REVENUES	146,000	143,762	160,000	160,000	160,000
53-570-5503.1931	CITY HALL GENERATOR	-	-	145,000		145,000
53-512-5450	COMPUTERS	9,255	11,535	16,000	40,207	16,000
53-512-5260	CONTRACTUAL SERVICES	73,130	75,107	77,000	77,000	77,000
53-512-5285	DEPRECIATION EXPENSE	8,380	8,380	-	-	-
53-512-5420	EQUIPMENT	5,315	6,896	8,000	3,920	8,000
53-512-5280	MAINTENANCE SUPPORT CONTRACT	32,361	30,547	40,750	40,750	40,750
53-512-5451	SOFTWARE	25,782	9,948	16,650	14,305	16,650
53-512-5201	SUPPLIES	-	582	1,600	689	1,600
	TOTAL EXPENDITURES	154,222	142,995	305,000	176,871	305,000
	NET CHANGE TO FUND BALANCE	(8,222)	767	(145,000)	(16,871)	(145,000)
	ENDING FUND BALANCE	242,985	243,752	86,285	214,414	69,414



**City of Los Alamitos
Special Revenue - Self Insurance
For Fiscal Year 2020-21**

		2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Proposed
	BEGINNING FUND BALANCE	296,722	347,924	478,059	478,059	453,011
54-4899	MISCELLANEOUS REVENUE	-	38,579	60,000	49,647	60,000
54-4910	TRANSFER IN - GEN FUND	720,338	560,338	561,000	561,000	561,000
	TOTAL REVENUES	720,338	598,917	621,000	610,647	621,000
54-561-XXXX	ACTUARIAL FEE					
54-561-5701	CLAIMS ADJUSTMENT EXPENSE	143,251	-	-	-	45,000
54-561-5260	CONTRACTUAL SERVICES	56,483	57,080	60,000	39,877	60,000
54-561-5214	LIABILITY CLAIMS	13,902	185,417	75,000	7,335	75,000
54-561-5215	LIABILITY INSURANCE	71,954	75,471	110,000	136,057	110,000
54-561-5221	PROPERTY INSURANCE	86,467	91,147	92,000	34,228	92,000
54-561-5211	WORKERS COMP CLAIMS	142,682	161,999	203,350	217,159	220,000
54-561-5212	WORKERS COMP INSURANCE	154,396	154,707	155,000	201,039	160,000
	TOTAL EXPENDITURES	669,136	725,821	695,350	635,695	762,000
	NET CHANGE TO FUND BALANCE	51,202	(126,904)	(74,350)	(25,048)	(141,000)
	ENDING FUND BALANCE	347,924	221,020	403,709	453,011	312,011



FY 2020-2021

Capital Improvement Projects

CITY OF LOS ALAMITOS
Capital Improvement Projects
Fiscal Year 2020-21

PROJECT TITLE	FUNDING SOURCE	ACCOUNT	2020-21 Adopted
STREETS AND DRAINAGE			
Regular Yearly Work			
Arterial and Residential Tree Trimming and Removal Program	Measure M	26-570-5501.XXXX	\$ 62,000
Street Markings/Striping	Measure M	26-570-5501.1003	\$ 30,000
Street Improvements-Rehab/Crack Seal/Potholes/Repairs	Measure M	26-570-5501.XXXX	\$ 15,000
Replacement of Overhead Street Signs at Intersections	Measure M	26-570-5501.1612	\$ 25,000
Tree Planting	Measure M	26-570-5501.1614	\$ 5,000
Special Funded Projects			
Cerritos Avenue Guardrail Repair	Insurance Claim	54-561-5701	\$ 45,000
Cerritos Avenue Guardrail Repair	Measure M	26-570-5501.XXXX	\$ 10,000
Speed Survey	Measure M	26-570-5501.XXXX	\$ 15,000
Old Towne West Lane Narrow Striping - Traffic calming	Measure M	26-570-5501.XXXX	\$ 45,000
Facilities			
High Definition Switcher for Use with PTZ Cameras	Los Alamitos Television	28-518-5420	\$ 11,880
Pavement Management Plan			
Suberbia - Rehabilitation	SB1	20-570-5501.XXXX	\$ 186,984
	Measure M	26-570-5501.XXXX	\$ 122,946
	Gas Tax	20-570-5501.XXXX	\$ 150,000
PMP - CDBG Funding Projects			
Apartment Row Howard Street, Reagan to Maple	CDBG	19-570-5501.XXXX	\$ 110,000
	Measure M	26-570-5501.XXXX	\$ 11,000
Subtotal Funded			\$ 844,810

CAPITAL IMPROVEMENT PROJECTS SUMMARY BY FUND - FISCAL YEAR 2020-21	
CDBG Fund (19)	\$ 110,000
Gas Tax Fund (20)	\$ 336,984
Measure M Fund (26)	\$ 340,946
Los Alamitos Television (28)	\$ 11,880
Internal Service Fund - Self Insurance (54)	\$ 45,000
Total Capital Improvement Projects - Fiscal Year 2020-21 (Excluding Carryovers)	\$ 844,810

RESOLUTION NO. 2020-18**A RESOLUTION OF CITY COUNCIL OF THE CITY OF
LOS ALAMITOS, CALIFORNIA, TO APPROVE A SIDE
LETTER BETWEEN THE CITY OF LOS ALMITOS AND
TEAMSTERS 911 EFFECTIVE JULY 1, 2020 THROUGH
JANUARY 1, 2021**

WHEREAS, the City of Los Alamitos and TEAMSTERS have previously entered into a memorandum of understanding ("MOU") covering the period November 1, 2018 through October 31, 2021; and,

WHEREAS, the Parties have met and conferred regarding the subject of furloughs and have agreed to scheduled furloughs of employees represented by TEAMSTERS; and,

WHEREAS, the Parties have determined to memorialize their agreement on furloughs by a side letter; and,

WHEREAS, consistent with MOU Article 17, employees in the TEAMSTERS represented bargaining unit shall be furloughed according to the following change in the City's hours of operation and work schedules. Employees in the TEAMSTERS represented bargaining unit will be scheduled to work nine and one-half (9.5) hours for each of the assigned four (4) days of the work week, resulting in a "4/9.5" work schedule; and,

WHEREAS, The City will be implementing holiday closures on the following days: December 28, 29, 30 and 31, 2020. Employees will not be scheduled to work on these days. City Hall remains closed on these days, but impacted employees may use their existing accruals from vacation, holiday, floating holiday and/or compensatory time off leave banks to receive compensation for that day. Also, employees may separately arrange with their supervisor to receive authorization to work on these planned closure days; and,

WHEREAS, Employees in the TEAMSTERS represented bargaining unit shall be furloughed without pay according to the terms of this side letter until January 1, 2021. The Parties agree to meet and confer prior to the end of January 2021, at which time, the City will evaluate its financial situation and circumstances and confer with TEAMSTERS about the agreed-upon furloughs. Upon agreement, bargaining unit employees shall revert to their pre-furlough period schedules and pay.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Council of the City of Los Alamitos, California, finds that the above recitals are true and correct.

SECTION 2. The City Council approves and authorizes the Mayor to execute the Side Letter between the City of Los Alamitos and Teamsters Local 911 effective July 1 through December 31, 2020 and attached as "Exhibit A".

SECTION 3. The City Clerk shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 15th day of June 2020.

Richard Murphy, Mayor

ATTEST:

Windmera Quintanar, MMC, City Clerk

APPROVED AS TO FORM:

Michael S. Daudt, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

I, Windmera Quintanar, MMC, City Clerk, of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 16th day of October, 2017, by the following vote, to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

Windmera Quintanar, MMC, City Clerk

SIDE LETTER OF AGREEMENT

CITY OF LOS ALAMITOS

AND

TEAMSTERS LOCAL 911

This side letter of agreement is by and between the CITY OF LOS ALAMITOS (“City”) and the TEAMSTERS LOCAL 911 (“TEAMSTERS”) (collectively “the Parties”) and is entered into on this 15th day of June 2020_ with respect to the following:

WHEREAS, the City and TEAMSTERS have previously entered into a memorandum of understanding (“MOU”) covering the period November 1, 2018 through October 31, 2021; and

WHEREAS, the Parties have met and conferred regarding the subject of furloughs and have agreed to scheduled furloughs of employees represented by TEAMSTERS; and

WHEREAS, the Parties have determined to memorialize their agreement on furloughs by this side letter;

NOW, THEREFORE, the Parties hereby agree as follows:

1. Work “furlough” refers to one or more hours of required unpaid leave taken on a consecutive basis.
2. Effective, July 1, 2020, employees within the TEAMSTERS represented bargaining unit will work a four (4) days a week, ten (10) hour work schedule or “4/10” work schedule. City Hall, and related facilities will be closed on Fridays. This change in schedules applies to all unit employees, regardless of their previous work schedule.
3. Consistent with MOU Article 17, employees in the TEAMSTERS represented bargaining unit shall be furloughed according to the following change in the City’s hours of operation and work schedules. Employees in the TEAMSTERS represented bargaining unit will be scheduled to work nine and one-half (9.5) hours for each of the assigned four (4) days of the work week, resulting in a “4/9.5” work schedule.
4. The City will be implementing holiday closures on the following days: December 28, 29, 30 and 31, 2020. Employees will not be scheduled to work on these days. City Hall remains closed on these days, but impacted employees may use their existing accruals from vacation, holiday, floating holiday and/or compensatory time off leave banks to receive compensation for that day. Also, employees may separately arrange with their supervisor to receive authorization to work on these planned closure days.

5. Employees in the TEAMSTERS represented bargaining unit shall be furloughed without pay according to the terms of this side letter until January 1, 2021. The Parties agree to meet and confer prior to the end of January 2021, at which time, the City will evaluate its financial situation and circumstances and confer with TEAMSTERS about the agreed-upon furloughs. Upon agreement, bargaining unit employees shall revert to their pre-furlough period schedules and pay.

6. All employees who are furloughed will not be permitted to perform any work on their furlough day, unless City management specifically asks them to do so. If such employees are asked to work, the City will pay them for all hours worked at their regular base rate of pay for that day consistent with the TEAMSTERS MOU and City pay schedules. Also, furlough days may be on days other than Fridays in situations where operations necessitate that they be taken on alternative days.

7. Employees will not be permitted to use, and shall not further accrue, leaves on their furlough days. This includes, but is not limited to, sick and vacation leave.

8. The City shall continue to fund all other City paid benefits in full while furloughs are in place to the same extent as provided in the current MOU between the City and TEAMSTERS. All other terms and provisions of the MOU not modified herein shall remain in full force and effect unless subsequently amended in writing by agreement of the Parties.

SIGNATURES ON THE FOLLOWING PAGE

City of Los Alamitos

TEAMSTERS LOCAL 911

Richard Murphy
Mayor

Anthony Vazquez
Steward

Amanda McDowell
Steward

Attest:

Windmera Quintanar, MMC
City Clerk

Approved as to Form:

Michael Daudt
City Attorney

RESOLUTION NO. 2020-19

**A RESOLUTION OF CITY COUNCIL OF THE CITY OF
LOS ALAMITOS, CALIFORNIA, TO ESTABLISH
FURLOUGHS FOR THE NON-REPRESENTED
EMPLOYEES EFFECTIVE JULY 1, 2020 THROUGH
JANUARY 1, 2021 AND AMENDING RESOLUTION NO.
2017-07**

WHEREAS, on June 19, 2017, the City Council adopted Resolution No. 2017-07, establishing salaries and benefits for non-represented employees; and,

WHEREAS, the City seeks to temporarily furlough Non-represented employees to address structural budget shortfalls projected for Fiscal Year 2020-21; and,

WHEREAS, by temporarily furloughing Non-represented employees, the City will avoid layoffs of essential employees and ensure the continued provision of City services.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS
ALAMITOS DOES RESOLVE AS FOLLOWS:**

SECTION 1. The City Council of the City of Los Alamitos, California, finds that the above recitals are true and correct.

SECTION 2. The City Council hereby establishes furloughs for Non-Represented Employees effective July 1 through December 31, 2020, as further described below:

- a) The Non-Represented Employees shall be furloughed according to the following change in the City's hours of operation and work schedules. Non-Represented Employees will be scheduled to work nine and one-half (9.5) hours for each of the assigned four (4) days of the work week, resulting in a "4/9.5" work schedule.
- b) The City will be implementing holiday closures on the following days: December 28, 29, 30 and 31, 2020. Employees will not be scheduled to work on these days. City Hall remains closed on these days, but impacted employees may use their existing accruals from vacation, holiday, floating holiday and/or compensatory time off leave banks to receive compensation for that day. Also, employees may separately arrange with their supervisor to receive authorization to work on these planned closure days.
- c) The Non-Represented Employees shall be furloughed without pay according until January 1, 2021. The City will evaluate its financial situation and circumstances before the end of January 2021. Unless

otherwise determined, Non-Represented Employees shall revert to their pre-furlough period schedules and pay.

- d) All employees who are furloughed will not be permitted to perform any work on their furlough day, unless City management specifically asks them to do so. If such employees are asked to work, the City will pay them for all hours worked at their regular base rate of pay for that day consistent with the Non-Represented Employees and City pay schedules. Furlough days may be on days other than Fridays in situations where operations necessitate that they be taken on alternative days.
- e) Employees will not be permitted to use, and shall not further accrue, leaves on their furlough days. This includes, but is not limited to, sick and vacation leave.
- f) The City shall continue to fund all other City paid benefits in full while furloughs are in place to the same extent as provided in the current Resolution 2017-07 for Non-Represented Employees. All other terms and provisions of Resolution 2017-07 that are not inconsistent with this Resolution shall remain in full force and effect.

SECTION 3. The City Clerk shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 15th day of June 2020.

Richard D. Murphy, Mayor

ATTEST:

Windmera Quintanar, MMC, City Clerk

APPROVED AS TO FORM:

Michael S. Daudt, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

I, Windmera Quintanar, MMC, City Clerk, of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 15th day of June, 2020, by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

Windmera Quintanar, MMC, City Clerk

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: June 15, 2020

ITEM NUMBER: 12A

To: Mayor Richard D. Murphy & Members of the City Council

Presented By: Leslie Roseberry, Interim Development Services Director

Subject: Extension for Approved Entitlements during the COVID-19 Pandemic

SUMMARY

The Covid-19 pandemic has resulted in unforeseeable delays to development projects and business expansions within the City of Los Alamitos. The City is focused on providing our business community with every possible tool to be successful as they begin to go back to work. As such, Staff recommends the City Council extend all active land use permits and entitlements granted pursuant to the Los Alamitos Zoning Code for one additional year.

RECOMMENDATION

Approve Resolution No. 2020-15 entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, EXTENDING ALL ACTIVE LAND USE PERMITS AND ENTITLEMENTS FOR ONE ADDITIONAL YEAR IN RESPONSE TO THE COVID-19 PANDEMIC".

DISCUSSION

Land use permits and entitlement approved in accordance with Title 17 (Zoning) of the Los Alamitos Municipal Code remain valid for a set amount of time, after which time, they expire unless extended at the request of the applicant. Due to the COVID-19 pandemic, businesses have been unable to proceed with development plans as anticipated.

An example of an entitlement that will soon expire if not extended is the new central plant project on the campus of the Los Alamitos Medical Center. As one of our community partners, the Los Alamitos Medical Center has worked tirelessly to ensure the wellbeing of local residents who contract COVID-19 during the current pandemic. Due to the pandemic, they have not been able to move forward with their entitlement project and would be required to submit a written request for extension and subject to a filing fee.

In order to assist with the City's economic recovery, staff recommends the City Council extend the expiration dates for all currently existing land use permits and entitlements as of June 15, 2020, for one additional year.

FISCAL IMPACT

If affirmed, the \$443.00 application fees would not be collected by the City for entitlement extensions that would have expired absent the one-year extension.

Submitted by: Tom Oliver, Associate Planner

Reviewed by: Leslie Roseberry, Interim Development Services Director

Approved by: Chet Simmons, City Manager

Attachment: 1. Resolution 2020-15

RESOLUTION NO. 2020-15**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, EXTENDING ALL ACTIVE LAND USE PERMITS AND ENTITLEMENTS FOR ONE ADDITIONAL YEAR IN RESPONSE TO THE COVID-19 PANDEMIC**

WHEREAS, on March 4, 2020, the Governor proclaimed a State of Emergency relating to the coronavirus identified as COVID-19 and the worldwide spread of a new disease against which most people do not have immunity; and,

WHEREAS, on March 11, 2020, the World Health Organization declared the coronavirus identified as COVID-19 to be a pandemic; and,

WHEREAS, on March 13, 2020, the President declared a National Emergency relating to COVID-19; and,

WHEREAS, the Director of Emergency Services of the City of Los Alamitos did proclaim the existence of a local emergency within said city on the 13th day of March, 2020 by adoption of Resolution No. 2020-06; and,

WHEREAS, the City Council of the City of Los Alamitos found that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency on the 16th day of March, 2020 by adoption of Resolution No. 2020-07; and,

WHEREAS, land use permits and entitlements approved in accordance with Title 17 (Zoning) of the Los Alamitos Municipal Code remain valid for a set amount of time; after which time, they expire; and,

WHEREAS, Due to the COVID-19 pandemic, businesses have been unable to proceed with development plans as anticipated; and,

WHEREAS, as a gesture of goodwill toward local businesses and in order to assist with the City's economic recovery, the City Council desires to automatically extend the expiration dates for all land use permits and entitlements valid as of June 15, 2020, for one additional year.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Council of the City of Los Alamitos, California, finds that the above recitals are true and correct.

SECTION 2. The City Council here by extends the expiration dates for all land use permits and entitlements granted pursuant to Title 17 (Zoning) of the Los Alamitos Municipal Code, valid as of June 15, 2020, for one additional year.

SECTION 3. The City Clerk shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 15th day of June, 2020.

Richard D. Murphy, Mayor

ATTEST:

Windmera Quintanar, MMC, City Clerk

APPROVED AS TO FORM:

Michael S. Daudt, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

I, Windmera Quintanar, MMC, City Clerk, of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 15th day of June, 2020, by the following vote, to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

Windmera Quintanar, MMC, City Clerk

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: June 15, 2020

ITEM NUMBER: 12B

To: Mayor Richard D. Murphy and Members of the City Council

Via: Chet Simmons, City Manager

Presented By: Ron Noda, Acting Deputy City Manager

Subject: 2020 4th of July Fireworks Spectacular

SUMMARY

This report recommends actions to begin facilitating the planning and implementation of the 2020 4th of July Fireworks Spectacular.

RECOMMENDATIONS

1. Direct staff to proceed with the planning and implementation of the 4th of July Fireworks Spectacular with the proposed plan; or,
2. Direct staff to postpone the fireworks show to a future date.

BACKGROUND

The California Department of Public Health and the Orange County Health Department currently have placed prohibitions on large public gatherings. An exception to the prohibition allows for special events to proceed only in a drive-in and view format along with requirements pertaining to social distancing. The City Council voted at the June 1, 2020 City Council meeting to execute an agreement with Fireworks FX America to purchase the fireworks needed for a show and directed staff to explore the possibility of implementing the 4th of July Fireworks Spectacular on the Joint Forces Training Base (JFTB) in the drive-in and view format. The JFTB has confirmed the City's access to the base for the event and has confirmed their preference for the type of operational plan described below.

DISCUSSION

Attendees in vehicles will enter the Joint Forces Training Base (JFTB) via the Lexington and Orangewood gate beginning at 7:30pm to park on the tarmac and view the firework

show that will begin promptly at 9:00pm. No admittance to pedestrians or those on bicycles will be allowed. Vehicle parking will be on the tarmac. A parking contractor will direct vehicles to the tarmac and instruct them to park in a single-file rows with the appropriate social distancing and emergency access/driving lanes. Applying these standards, the tarmac is able to park approximately 2,300 vehicles. In addition to this primary parking area, overflow parking in the various parking lots on JFTB will allow an additional 1,000 vehicles for a max capacity of 3,300 (attachment #1). While it is not believed to be needed at this time, staff has also requested to park overflow vehicles on the airfield's taxiways in the event it is needed. After the fireworks show has concluded, vehicles will exit JFTB via the Lexington and Orangewood gate.

Port-a-potty units will be available for attendees to utilize. The units will be placed with the appropriate distancing between each one. The queue area will incorporate markings on the floor to ensure social distancing. The port-a-potty units will also have sanitizer and staff will place extra handwashing stations.

A contracted sound vendor will play the accompanying soundtrack to the fireworks show. As a backup, staff is also exploring the use of a FM transmitter that can play the soundtrack through the vehicle's radio.

Outreach

An outreach plan will be implemented to provide the public with information and guideline for the 4th of July Fireworks Spectacular. Outreach prior to the event will include press releases, information on the City's website, social media, and purchasing space in the local print Medias. Outreach at the event, which will focus on the rules of the event, will include banners, signage placed at key areas, flyers given to every vehicle that enters the JFTB, and banners on a city vehicle that will drive between vehicle lanes.

Concerns

Current events that have occurred in the last several weeks have brought about a multitude of concerns. The COVID-19 pandemic has transformed the footprint of the 4th of July Fireworks Spectacular. Historically, thousands of pedestrians would be able to walk onto the JFTB to view the fireworks show because they did not want to park their vehicle on the tarmac and deal with the exit traffic. Pedestrians will not be able to enter the JFTB this year so there are concerns that vehicles will park in the neighborhood surrounding the base so they do not have to deal with exit traffic. As such, marketing materials will address the changes in this year's event in order to highlight that no pedestrian traffic will be allowed on the base.

Hundreds of families visits Little Cottonwood Park and Orville R. Lewis Park to view the fireworks show. Due to staffing reductions and the need for personnel at the event location, there will be limited staff available to monitor and ensure that social distancing at City owned locations. As such, staff recommends the closure of those two parks on July 4.

As always, the safety of our residents and those participating in the event remains our number one priority. Recent protests in Los Alamitos and in other parts of California and the nation are another concern, as an event such as this could potentially become a target location of such activities. While this is unlikely, given operational tempo that is already experienced during the July 4th celebrations, City and Police Department resources are already limited. As such, if this event is approved by the City Council, the Police Department will report it to Orange County Intelligence Assessment Center (OCIAAC) so that they can begin to monitor any social media chatter regarding this event. The Police Department would also complete a mutual aid request with the County Sheriff and our surrounding partner agencies to ensure everyone is aware of the event.

FISCAL IMPACT

The projected cost of the event will be incorporated into the 4th of July Fireworks Spectacular budget in the Recreation and Community Services Department special event division. The expenditures of the cost of the event is offset by sponsorships, contribution from the City of Seal Beach and event proceeds from previous 4th of July events.

Submitted by: Ron Noda, Acting Deputy City Manager
Approved by: Chet Simmons, City Manager

Attachment: 1. 2020 4th of July Map – Areas Utilized

2020 4TH OF JULY FIREWORKS SPECTACULAR—AREAS UTILIZED (06/10/2020)



AREAS UTILIZED

TARMAC - VEHICLE PARKING
LOT A, H, J, K - OVERFLOW PARKING
ANDERSON DZ - FIREWORKS LAUNCH
LOT D - STAFF PARKING
GRAVEL LOT - STAGING AREA
ORANGEWOOD GATE - ENTRANCE/EXIT

LEXINGTON GATE - ENTRANCE/EXIT
F3 GATE - VEHICLE ENTRANCE/EXIT
F10 GATE - VEHICLE ENTRANCE/EXIT
F17 GATE - VEHICLE EXIT
F20 GATE - STAFF VEHICLES ONLY



VEHICLE INGRESS
VEHICLE EGRESS
CONE LINE

