

CITY OF LOS ALAMITOS
3191 Katella Ave., Los Alamitos, CA 90720

CITY COUNCIL AGENDA
REGULAR MEETING

Tuesday, February 16, 2021 – 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: 859 1794 1044. 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 Chirco

Mayor Pro Tem Hasselbrink

Council Member Bates

Council Member Doby

Council Member Nefulda

3. PLEDGE OF ALLEGIANCE

Council Member Doby will lead the Pledge of Allegiance.

4. INVOCATION

Council Member Bates will give the Invocation.

5. PRESENTATION

A. Presentation Regarding the Orange County Human Relations Annual Report Provided by Board Member Susana Carranza

6. ORAL COMMUNICATIONS

At this time, any individual in the audience may come forward to speak on any item within the subject matter jurisdiction of the City Council. Remarks are to be limited to not more than five minutes per speaker.

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 February 16, 2021 in the amount of \$1,075,244.72 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 February 17, 2021 to March 14, 2021.

ROLL CALL

Mayor Chirco
Mayor Pro Tem Hasselbrink
Council Member Bates
Council Member Doby
Council Member Nefulda

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 Chirco
Mayor Pro Tem Hasselbrink
Council Member Bates
Council Member Doby
Council Member Nefulda

A. Approval of Minutes (City Clerk)

Approve the City Council Special and Regular Minutes of January 19, 2021.

B. Annual Update of the Records Management Program (City Clerk)

In October 2015, the City Council adopted the City-wide Records Management Program. Part of this Program included a day dedicated to records management and annual updates to the retention schedule. This item recommends changes to the policy to ensure continued success of the program.

Recommendation: Adopt Resolution 2021-02, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, ADOPTING A RECORDS MANAGEMENT PROGRAM

AND REPEALING RESOLUTION NO. 2020-01 IN ITS ENTIRETY”.

C. Treasurer’s Quarterly Investment Report – December 2020 (Finance)

The item for City Council consideration is receipt of the Treasurer’s Quarterly Investment Report.

Recommendation: Receive and file the Treasurer’s Quarterly Investment Report – December 2020.

D. Beverage Container Recycling City/County Payment Program Resolution for Funding (Development Services)

This report requests City Council approval of a resolution concerning the City’s participation in Fiscal Year (FY) 2020-2021 California’s Department of Resources Recycling and Recovery (CalRecycle) Beverage Container Recycling City/County Payment Program, intended to aid achieving and sustaining high recycling rates.

Recommendations:

1. Adopt Resolution No. 2021-03, entitled, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, APPROVING THE CITY’S PARTICIPATION IN CALRECYCLE’S BEVERAGE CONTAINER RECYCLING CITY/COUNTY PROGRAM DISTRIBUTION INTENDED TO AID ACHIEVING AND SUSTAINING HIGH RECYCLING RATES”; and,
2. Authorize the City Manager to execute all Beverage Container Recycling Program documents concerning beverage container recycling program funds distributed.

E. Notice of Completion (NOC) for the Arterial Overhead Street Name Sign Replacement Project (CIP No. 19/20-04) (Development Services)

The City of Los Alamitos replaced all the aging overhead traffic signal street name signs along Los Alamitos Boulevard from Katella Avenue to Cerritos Avenue. 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 Contract Code.

Recommendations:

1. Accept as complete the construction for the Arterial Overhead Street Name Sign Replacement Project (CIP No. 19/20-04) by Crosstown Electrical & Data, Inc.; and,
2. Direct the City Clerk to record the Notice of Completion/Final Report with the County Recorder’s Office; and,

3. Authorize Staff to release the 5% retention to the contractor, in the amount of \$1,186.25, thirty-five (35) days after recordation of the Notice of Completion.

F. Approval of Plans and Specifications and Authorization to Bid for the CDBG Howard Avenue Street Improvements Project from Reagan Street to Maple Street (CIP No. 20/21-02) (Development Services)

This report recommends actions to begin facilitating the proposed grinding and overlay work along Howard Avenue from Reagan Street to Maple Street (CIP No. 20/21-02).

Recommendations:

1. Approve the Plans and Specifications for the CDBG Howard Avenue Street Improvements Project (CIP No. 20/21-02); and,
2. Authorize Staff to advertise and solicit bid proposals.

11. DISCUSSION ITEM

A. Active Transportation Plan Presentation and Consideration (Development Services)

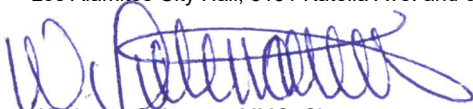
This report seeks City Council input on the draft "City of Los Alamitos Active Transportation Plan." The Active Transportation Plan (ATP) helps the City identify improvements to provide safer and more reliable mobility choices, whether that be walking, bicycling, taking transit, and driving or ridesharing.

Recommendations:

1. Receive the presentation of the Active Transportation Plan (ATP); and,
2. Discuss the ATP Plan; and,
3. Provide comments and direct Staff regarding any needed revisions to the ATP.

12. 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.



Windmer Quintanar, MMC, City
Clerk Dated: January 19, 2021

CITY OF LOS ALAMITOS

A/P Warrants

FEBRUARY 16, 2021

To Ratify

Pages:

1-4	\$	84,635.03	Warrant	01/11/2021
5-14	\$	475,149.69	Warrant	01/27/2021
15	\$	9,223.95	February Retirees	02/01/2021
16	\$	135,263.06	Payroll	01/08/2021
16	\$	75,472.54	Benefits & Withholdings	01/08/2021
17	\$	145,555.13	Payroll	01/22/2021
17	\$	149,945.32	Benefits & Withholdings	01/22/2021

Grand Total \$ 1,075,244.72

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 February 17, 2021 to March 14, 2021.

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 3rd day of February, 2021

WARRANTS 01/11/2021

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ADMINISURE	WORKERS COMP. - NOV. 2020 SELF INSURANCE TRU INSURANCE			513.38
			TOTAL:	513.38
AMERICAN RENTALS	CONCRETE & TRAILER RENTAL	GENERAL FUND	STREET MAINTENANCE	202.08
			TOTAL:	202.08
CARD INTEGRATORS CORPORATION	CITY-WIDE ID CARDS	GENERAL FUND	CITY COUNCIL	256.99
	CITY- WIDE ID CARDS	GENERAL FUND	CITY COUNCIL	94.23
			TOTAL:	351.22
CARTRIDGE WORLD OF LOS ALAMITOS	INK CARTRIDGES	GENERAL FUND	PLANNING	209.02
			TOTAL:	209.02
COUNTY OF ORANGE	SEWER FEES - MUSEUM	GENERAL FUND	ADMINISTRATIVE SERVICE	207.08
	SEWER FEES- COMM CENTER	GENERAL FUND	ADMINISTRATIVE SERVICE	2,205.04
	SEWER FEES- PD/CITY HALL	GENERAL FUND	ADMINISTRATIVE SERVICE	1,664.19
			TOTAL:	4,076.31
CROSTOWN ELECTRICAL & DATA, INC.	PREVENTATIVE MAINTENANCE-1	GENERAL FUND	STREET MAINTENANCE	1,470.00
	CONTRACT PREV. MAINT. 11/2	GENERAL FUND	STREET MAINTENANCE	1,470.00
	SIGNAL REPAIR- KATELLA & N	GENERAL FUND	STREET MAINTENANCE	72.71
	NWC- HAND HOLE COVER MAIN	GENERAL FUND	STREET MAINTENANCE	126.59
	USA DIG ALERT/ KATELLA & L	GENERAL FUND	STREET MAINTENANCE	117.00
	INTERSECTION RED FLASH REP	GENERAL FUND	STREET MAINTENANCE	576.00
	INTERSECTION BLACKED OUT	GENERAL FUND	STREET MAINTENANCE	175.50
	INTERSECTION MONITORING	GENERAL FUND	STREET MAINTENANCE	936.00
	RED FLASH- CITY HALL/ KATE	GENERAL FUND	STREET MAINTENANCE	214.00
	INTERSECTION RECALL-LOS AL	GENERAL FUND	STREET MAINTENANCE	374.50
	CITYWIDE NIGHT SURVEY	GENERAL FUND	STREET MAINTENANCE	535.00
	TRAFFIC LIGHT-LOS AL & BRI	GENERAL FUND	STREET MAINTENANCE	107.00
	LUMINARIES BLOOMFIELD/KATE	GENERAL FUND	STREET MAINTENANCE	4,778.57
	SAFETY LIGHT REPAIR	GENERAL FUND	STREET MAINTENANCE	73.95
			TOTAL:	11,026.82
DISCOVERY BENEFITS, INC.	FLEX ADMIN SERVICES-DEC 20	GENERAL FUND	ADMINISTRATIVE SERVICE	67.50
			TOTAL:	67.50
DON WALKER	SANITIZING WEEK 23, WEEK 2	GENERAL FUND	PARK MAINTENANCE	4,500.00
			TOTAL:	4,500.00
IRMA J. SANTOS	PD CAR WASHES	GARAGE FUND	GARAGE	200.00
	REC. CAR WASH	GARAGE FUND	GARAGE	40.00
			TOTAL:	240.00
ENTERPRISE FM TRUST	MONTHLY LEASE CHARGE-FORD	GARAGE FUND	GARAGE	512.36
	MONTHLY LEASE CHARGE-FORD	GARAGE FUND	GARAGE	711.85
			TOTAL:	1,224.21
FUSCOE ENGINEERING	PROF. SVCS. 11/1-11/30/202	GENERAL FUND	NPDES	4,086.00
			TOTAL:	4,086.00
PRIMARY & MULTI-SPECIALTY CLINICS	PRE-EMPLOYMENT HAGEN/ROMER	GENERAL FUND	NON-DEPARTMENTAL	90.00
			TOTAL:	90.00
GEORGE HILLS COMPANY, INC.	ADMIN CLAM MGT FEES - DEC.	GENERAL FUND	NON-DEPARTMENTAL	2,360.17
			TOTAL:	2,360.17

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GOLDEN STATE WATER COMPANY	GOLDEN STATE WATER COMPANY	GENERAL FUND	STREET MAINTENANCE	3,160.29
	GOLDEN STATE WATER COMPANY	GENERAL FUND	STREET MAINTENANCE	471.87
	GOLDEN STATE WATER COMPANY	GENERAL FUND	STREET MAINTENANCE	527.64
	GOLDEN STATE WATER COMPANY	GENERAL FUND	PARK MAINTENANCE	4,632.06
	GOLDEN STATE WATER COMPANY	GENERAL FUND	PARK MAINTENANCE	544.86
			TOTAL:	9,336.72
GOV'T FINANCE OFFICERS ASSOCIATION	CAFR AWARD FOR FY 19/20	GENERAL FUND	ADMINISTRATIVE SERVICE	460.00
			TOTAL:	460.00
HI-WAY SAFETY, INC.	CITY COUNCIL SUPPLIES	GENERAL FUND	CITY COUNCIL	129.98
	STREET SIGNS	GENERAL FUND	STREET MAINTENANCE	786.97
			TOTAL:	916.95
HINDERLITER, DE LLAMAS & ASSOCIATES	2 QTR 2020/ AUDIT SERVICES	GENERAL FUND	ADMINISTRATIVE SERVICE	1,208.96
			TOTAL:	1,208.96
PACIFIC SECURED EQUITIES, INC.	WC TPA SERVICES- JAN 2021	SELF INSURANCE TRU	INSURANCE	1,149.80
			TOTAL:	1,149.80
K&S AIR CONDITIONING, INC.	A.C. REPAIR YOUTH CENTER 1	GENERAL FUND	BUILDING MAINTENANCE	2,820.00
			TOTAL:	2,820.00
KEVIN GARRETT	PEE WEE TENNIS TUESDAY	GENERAL FUND	SPECIAL CLASSES	216.45
	YOUTH BEGINNING TENNIS TUE	GENERAL FUND	SPECIAL CLASSES	415.35
	YOUTH BEGINNING TENNIS WED	GENERAL FUND	SPECIAL CLASSES	367.90
	PEE WEE TENNIS THURSDAY	GENERAL FUND	SPECIAL CLASSES	224.25
	YOUTH BEG. TENNIS THURSDAY	GENERAL FUND	SPECIAL CLASSES	365.95
	YOUTH INTERM. TENNIS THURS	GENERAL FUND	SPECIAL CLASSES	322.40
	PEE WEE TENNIS SATURDAY	GENERAL FUND	SPECIAL CLASSES	143.00
	YOUTH BEG. TENNIS SATURDAY	GENERAL FUND	SPECIAL CLASSES	330.20
	YOUTH INTERM. TENNIS SATUR	GENERAL FUND	SPECIAL CLASSES	440.54
			TOTAL:	2,826.04
LOS ALTOS TROPHY	COMMEMORATIVE PLAQUE FOR M	GENERAL FUND	CITY COUNCIL	45.69
			TOTAL:	45.69
LOWE'S	POT FOR CHRISTMAS TREE	GENERAL FUND	STREET MAINTENANCE	15.70
	TIMER CLOCK FOR OUTSIDE LI	GENERAL FUND	BUILDING MAINTENANCE	57.59
	CHRISTMAS TREE FOR PLANTIN	GAS TAX	CAPITAL PROJECTS	73.28
	SHIP AIR COMPRESSOR CONNEC	GARAGE FUND	GARAGE	57.02
			TOTAL:	203.59
MATRIX IMAGING PRODUCTS, INC.	PICK UP AND DELIVERY # 102	GENERAL FUND	PLANNING	2,981.56
			TOTAL:	2,981.56
MISC. VENDOR	ASHLEE CHECN	GENERAL FUND	NON-DEPARTMENTAL	26.40
	ALYSHA RODDY	GENERAL FUND	NON-DEPARTMENTAL	24.40
	ADRIANA PADILLA	GENERAL FUND	NON-DEPARTMENTAL	37.00
	ADRIANA PADILLA: REFUND	GENERAL FUND	NON-DEPARTMENTAL	7.00
	BRIANNA CARON	GENERAL FUND	NON-DEPARTMENTAL	28.40
	BONNIE WEISS	GENERAL FUND	NON-DEPARTMENTAL	494.00
	BONNIE WEISS: REFUND	GENERAL FUND	NON-DEPARTMENTAL	4.00
	BONNIE WEISS	GENERAL FUND	NON-DEPARTMENTAL	88.80
	CHARLES FENG	GENERAL FUND	NON-DEPARTMENTAL	28.40
	CHLOE PIRES	GENERAL FUND	NON-DEPARTMENTAL	3,138.50
	DORENE STONE	GENERAL FUND	NON-DEPARTMENTAL	

WARRANTS 01/11/2021

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ELIZABETH MURAD	ELIZABETH MURAD:REFUND	GENERAL FUND	NON-DEPARTMENTAL	27.60
ELIZABETH MURAD	ELIZABETH MURAD:REFUND	GENERAL FUND	NON-DEPARTMENTAL	25.60
HARMONY REUSS	H. REUSS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.60
ROBIN HERRERA	ROBIN HERRERA:REFUND	GENERAL FUND	NON-DEPARTMENTAL	21.34
JOANNE REISLER	JOANNE REISLER:REFUND	GENERAL FUND	NON-DEPARTMENTAL	35.20
JOYCE SHADBURN	JOYCE SHADBURN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	41.68
JUDY COULTAS	JUDY COULTAS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	21.34
KATIE BOGGS	KATIE BOGGS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	27.60
KEELY LOPEZ	KEELY LOPEZ:REFUND	GENERAL FUND	NON-DEPARTMENTAL	66.00
KEELY LOPEZ	KEELY LOPEZ:REFUND	GENERAL FUND	NON-DEPARTMENTAL	9.00
KIM PASCOE	KIM PASCOE:REFUND	GENERAL FUND	NON-DEPARTMENTAL	21.34
KIMBERLY ROOT	KIMBERLY ROOT:REFUND	GENERAL FUND	NON-DEPARTMENTAL	21.34
KRISTEN VILLALVAZO	KRISTEN VILLALVAZO:REFUND	GENERAL FUND	NON-DEPARTMENTAL	77.00
KRISTEN VILLALVAZO	KRISTEN VILLALVAZO:REFUND	GENERAL FUND	NON-DEPARTMENTAL	9.00
LAUREN ROUSH	LAUREN ROUSH:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.60
MARCELLA CHIUDIONI	MARCELLA CHIUDIONI:REFUND	GENERAL FUND	NON-DEPARTMENTAL	37.00
MARCELLA CHIUDIONI	MARCELLA CHIUDIONI:REFUND	GENERAL FUND	NON-DEPARTMENTAL	7.00
MONIQUE GARCIA	MONIQUE GARCIA:REFUND	GENERAL FUND	NON-DEPARTMENTAL	34.00
MONIQUE GARCIA	MONIQUE GARCIA:REFUND	GENERAL FUND	NON-DEPARTMENTAL	7.00
MICHELLE LY	MICHELLE LY:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.60
NANCY MURPHY	NANCY MURPHY:REFUND	GENERAL FUND	NON-DEPARTMENTAL	20.84
PATRICIA KADRLIK	PATRICIA KADRLIK:REFUND	GENERAL FUND	NON-DEPARTMENTAL	21.34
RICHELE STEELE	RICHELE STEELE:REFUND	GENERAL FUND	NON-DEPARTMENTAL	102.00
RICHELE STEELE	RICHELE STEELE:REFUND	GENERAL FUND	NON-DEPARTMENTAL	21.00
TAYLOR SOARES	TAYLOR SOARES:REFUND	GENERAL FUND	NON-DEPARTMENTAL	37.00
TAYLOR SOARES	TAYLOR SOARES:REFUND	GENERAL FUND	NON-DEPARTMENTAL	7.00
	TOTAL:			4,668.92
COMMUNITY MEDIA CORP.	NOTICE 101393 RFP 2020-05	GENERAL FUND	PUBLIC WORKS ADMIN	300.00
	TOTAL:			300.00
RON NODA	ED. REIMBURSEMENT-PPA 554	GENERAL FUND	COMMUNITY DEVEL ADMIN	2,636.00
	TOTAL:			2,636.00
OUR LOS AL	MANAGEMENT SVCS. JAN 2021	GENERAL FUND	CITY COUNCIL	416.67
	MANAGEMENT SVCS. JAN 2021	GENERAL FUND	LOS ALAMITOS TV	833.33
	MANAGEMENT SVCS. JAN 2021	LOS ALAMITOS TV	LOS ALAMITOS TV	833.33
	TOTAL:			2,083.33
POWERTRIP RENTALS, LLC	EQUIPMENT FOR MUSIC AND MO	GENERAL FUND	SPECIAL EVENTS	887.86
	CREDIT FOR INVOICE #114938	GENERAL FUND	SPECIAL EVENTS	78.05
	TOTAL:			809.81
QUADIENT LEASING USA, INC	POSATGE	GENERAL FUND	ADMINISTRATIVE SERVICE	1,221.34
	TOTAL:			1,221.34
RICHARD ALLEN CHUNG	FILM & FOOD FEST SERVICES	GENERAL FUND	SPECIAL EVENTS	5,310.00
	TOTAL:			5,310.00
SANBON PRO APPAREL	SANBON PRO APPAREL	GENERAL FUND	SPORTS	96.98
	SANBON PRO APPAREL	GENERAL FUND	SPORTS	323.25
	SANBON PRO APPAREL	GENERAL FUND	SPORTS	155.16
	TOTAL:			575.39
SCIENTIA CONSULTING GROUP, INC.	IT SERVICES- JAN. 2021	GENERAL FUND	ADMINISTRATIVE SERVICE	5,871.00
	BACKUP SERVER LICENSE- DEC	TECHNOLOGY REPLACE	ADMINISTRATIVE SERVICE	97.50

WARRANTS 01/11/2021

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	CLOUD BACKUP LICENSE- DEC. TECHNOLOGY REPLACE ADMINISTRATIVE SERVICE			33.00
	BACKUP CLOUD STORAGE- DEC. TECHNOLOGY REPLACE ADMINISTRATIVE SERVICE			720.00
	TOTAL:			6,721.50
ST. OF CALIFORNIA DEPT. OF JUSTICE	NOV. 2020 FINGERPRINT APPS GENERAL FUND		NON-DEPARTMENTAL	49.00
	TOTAL:			49.00
NANCY K. BOHL INCORPORATED	CONTRACT SERVICES- NOV 202 GENERAL FUND		POLICE ADMINISTRATION	750.00
	TOTAL:			750.00
WEST PUBLISHING CORPORATION	DETECTIVES- NOV. 2020 GENERAL FUND		INVESTIGATION	273.63
	TOTAL:			273.63
TIME WARNER CABLE	CABLE SVCS. GENERAL FUND		CITY MANAGER	71.58
	CABLE SERVICE- 12/2/20-01/ GENERAL FUND		COMMUNICATIONS TECHNOL	133.67
	CITY HALL PHONE GENERAL FUND		COMMUNICATIONS TECHNOL	473.42
	TOTAL:			678.67
V & V MANUFACTURING, INC.	POLIC EOFFICER BADGE- TRAN GENERAL FUND		PATROL	105.92
	TOTAL:			105.92
WEST COAST ARBORISTS, INC.	TREET TRIMMING ON ORANGENO GAS TAX		CAPITAL PROJECTS	3,384.00
	TOTAL:			3,384.00
WORLD TRADE PRINTING COMPANY	WINTER WONDERLAND BANNERS GENERAL FUND		SPECIAL EVENTS	201.19
	TOTAL:			201.19
XYLEM DEWATERING SOLUTIONS, INC.	FENLEY PUMP REPAIR BUILDING IMPROVEME CAPITAL PROJECTS			3,975.31
	TOTAL:			3,975.31

===== FUND TOTALS =====	
10 GENERAL FUND	72,334.20
20 GAS TAX	3,457.28
25 BUILDING IMPROVEMENT	3,975.31
28 LOS ALAMITOS TV	833.33
50 GARAGE FUND	1,521.23
53 TECHNOLOGY REPLACEMENT	850.50
54 SELF INSURANCE TRUST	1,663.18

GRAND TOTAL:	84,635.03

WARRANTS 01/27/2021

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ADMINISURE	WORKERS' COMP. DEC. 2020	SELF INSURANCE TRU	INSURANCE	513.50
			TOTAL:	513.50
AFLAC	INSURANCE PREM PRE-TAX	POOL CLEARING FUND	NON-DEPARTMENTAL	65.89
	INSURANCE PREM PRE-TAX	POOL CLEARING FUND	NON-DEPARTMENTAL	65.89
	EMPLOYEE DISABILITY	POOL CLEARING FUND	NON-DEPARTMENTAL	15.74
	EMPLOYEE DISABILITY	POOL CLEARING FUND	NON-DEPARTMENTAL	15.74
			TOTAL:	163.26
ALL AMERICAN SIGN COMPANY	RESERVED PARKING SIGNS	GENERAL FUND	POLICE ADMINISTRATION	498.84
	REMOVE & REPLACE LETTERING	GENERAL FUND	PATROL	1,763.56
			TOTAL:	2,262.40
ALL CITY MANAGEMENT SERVICES	CROSSING GUARDS 09/06-09/1	GENERAL FUND	TRAFFIC	4,570.56
	CROSSING GUARD 11/15-11/28	GENERAL FUND	TRAFFIC	4,934.88
	CROSSING GUARDS 11/29-12/1	GENERAL FUND	TRAFFIC	7,358.16
	CROSSING GUARDS 12/13-12/2	GENERAL FUND	TRAFFIC	3,742.56
	CROSSING GUARD 12/27/20-1/	GENERAL FUND	TRAFFIC	3,742.56
			TOTAL:	24,348.72
AMERICAN RENTALS	TWO CONCRETE TRAILERS	GENERAL FUND	STREET MAINTENANCE	451.86
	CONCRETE ON REGAN ST.	GENERAL FUND	STREET MAINTENANCE	231.92
			TOTAL:	683.78
ANIMAL PEST MANAGEMENT SERVICES	GOPHER CONTROL - DEC. 2020	GENERAL FUND	PARK MAINTENANCE	490.00
			TOTAL:	490.00
ANTHONY TRAN	OUTDOOR BOOTCAMP- JAN. 202	GENERAL FUND	SPECIAL CLASSES	82.40
			TOTAL:	82.40
ASCAP	ASCAP-DUES	GENERAL FUND	RECREATION ADMINISTRATION	367.00
			TOTAL:	367.00
BMI	ANNUAL LICENSE-BROADCAST M	GENERAL FUND	RECREATION ADMINISTRATION	368.00
			TOTAL:	368.00
CAPRCBM	DUES FOR 2021-2022 MEMBERS	GENERAL FUND	RECREATION ADMINISTRATION	250.00
			TOTAL:	250.00
LONG BEACH LINCOLN MERCURY INC.	SUN VISOR FOR IRRIGATION T	GARAGE FUND	GARAGE	203.15
			TOTAL:	203.15
CHARLES ABBOTT ASSOCIATES, INC.	WQMP REVIEW SERVICES- DEC.	GENERAL FUND	NON-DEPARTMENTAL	290.00
	BUILDING/SAFETY SVCS. DEC.	GENERAL FUND	BUILDING INSPECTION	24,122.43
	WQMP REVIEW SERVICES-DEC.	GENERAL FUND	NPDES	585.50
	NPDES BUSINESS INSPECT. SV	GENERAL FUND	NPDES	184.00
			TOTAL:	25,181.93
CITY OF CYPRESS	WEST COMM- 3RD INSTALLMENT	GENERAL FUND	COMMUNICATIONS TECHNOL	173,748.78
			TOTAL:	173,748.78
CITY OF LONG BEACH	2ND Q CONTRACT SERVICE FY2	GENERAL FUND	ADMINISTRATIVE SERVICE	19,855.00
			TOTAL:	19,855.00
CWAC INCORPORATED	PD-CHARGER AUXILIARY FAN M	GARAGE FUND	GARAGE	852.40
	PD- 48-6 OIL, TIRES, THERM	GARAGE FUND	GARAGE	1,254.78

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	PD TAHOE-OIL, BRAKES-ROTOR GARAGE FUND		GARAGE	793.62
	PD 48-4; COLLANT, ENFORCER, GARAGE FUND		GARAGE	1,171.87
			TOTAL:	4,072.67
COUNTY OF ORANGE TREASURER-TAX				
	OCATS: DEC. 2020	GENERAL FUND	COMMUNICATIONS TECHNOL	1,273.33
	OC SYSTEM AFIS- JAN 2021	GENERAL FUND	COMMUNICATIONS TECHNOL	515.00
	2020-2021 COYOTE CREEK-D10	GENERAL FUND	NPDES	1,981.73
			TOTAL:	3,770.06
CROSTOWN ELECTRICAL & DATA, INC.				
	GREEN LIGHT REPAIR- LOSAL/	GENERAL FUND	STREET MAINTENANCE	115.46
	GREEN LIGHT REPAIR-LOSAL/F	GENERAL FUND	STREET MAINTENANCE	222.46
	SIGNAL BLACKEDOUT- CONNECT	GENERAL FUND	STREET MAINTENANCE	107.00
	RED FLASH/ RESET CVM-CERRI	GENERAL FUND	STREET MAINTENANCE	496.00
			TOTAL:	940.92
DANIELS TIRE SERVICE				
	TIRES FOR POLICE DEPT. JEE	GARAGE FUND	GARAGE	510.74
			TOTAL:	510.74
DATA TICKET, INC.				
	DEC. 2020 CITATION PROCESS	GENERAL FUND	TRAFFIC	403.82
	CITATION PROCESSING	GENERAL FUND	STREET MAINTENANCE	200.00
			TOTAL:	603.82
EUTHIE POWER SERVICES				
	GENERATOR REPAIR	GENERAL FUND	BUILDING MAINTENANCE	1,515.55
			TOTAL:	1,515.55
ESERHARD EQUIPMENT				
	REHAB RENTALS FOR LAUREL P	GENERAL FUND	PARK MAINTENANCE	738.09
			TOTAL:	738.09
IRMA J. SANTOS				
	ADMIN CAR WASH	GARAGE FUND	GARAGE	20.00
	P.D. CAR WASHES	GARAGE FUND	GARAGE	240.00
			TOTAL:	260.00
EWING				
	TWO IRRIGATION DOCKS	GENERAL FUND	PARK MAINTENANCE	445.42
			TOTAL:	445.42
EWLES MATERIALS				
	CONCRETE DUMP- SIDEWALK PR	GENERAL FUND	STREET MAINTENANCE	160.00
			TOTAL:	160.00
THE FAMILY PLUMBER				
	P.D. SEWER LINE CLEAN	GENERAL FUND	BUILDING MAINTENANCE	285.00
			TOTAL:	285.00
FEDEX				
	MCDOWELL TO DNA DATA BANK	GENERAL FUND	POLICE ADMINISTRATION	13.09
			TOTAL:	13.09
FIRE SERVICE CORP.				
	REPAIRED FIRE ALARM- C. CE	GENERAL FUND	BUILDING MAINTENANCE	1,972.84
			TOTAL:	1,972.84
FRONTIER COMMUNICATIONS				
	PHONE LINES- JAIL ALARM/RO	GENERAL FUND	COMMUNICATIONS TECHNOL	235.22
			TOTAL:	235.22
GANAHL LUMBER COMPANY				
	CLEAR FILM FOR DRAIN ON EP	GENERAL FUND	STREET MAINTENANCE	11.84
	CABINET LOCK	GENERAL FUND	STREET MAINTENANCE	5.92
	GRAFFITI SUPPLIES	GENERAL FUND	STREET MAINTENANCE	30.21
	WATER SEAL IRRIGATION CLOC	GENERAL FUND	PARK MAINTENANCE	11.40
	ZIP TIES- LAUREL PARK FENC	GENERAL FUND	PARK MAINTENANCE	39.73
	TARP COVER SOIL AT LAUREL	GENERAL FUND	PARK MAINTENANCE	64.64

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VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GOLDEN STATE WATER COMPANY	POWER STRIPS FOR CHRISTMAS	GENERAL FUND	PARK MAINTENANCE	44.15
	ZIP TIES	GENERAL FUND	PARK MAINTENANCE	26.92
	EXTENSION CORD- CHRISTMAS	GENERAL FUND	PARK MAINTENANCE	10.76
	REPAIRED FAUCET @ YOUTH CE	GENERAL FUND	PARK MAINTENANCE	12.91
	LIGHTS FOR POLICE PARKING	GENERAL FUND	BUILDING MAINTENANCE	32.38
	SHOP SUPPLIES	GARAGE FUND	GARAGE	49.45
	TOTAL:			340.31
	GOLDEN STATE WATER COMPANY	GENERAL FUND	STREET MAINTENANCE	2,324.98
	GOLDEN STATE WATER COMPANY	GENERAL FUND	BUILDING MAINTENANCE	742.85
	TOTAL:			3,067.83
GREENTECH LANDSCAPE, INC.	WEEKLY LANDSCAPE- DEC. 202	GENERAL FUND	PARK MAINTENANCE	6,368.54
	TOTAL:			6,368.54
	CPR FOR ADULT, CHILD & INF	GENERAL FUND	SPECIAL CLASSES	18.85
JACK GRISWOLD	FIRST AID	GENERAL FUND	SPECIAL CLASSES	8.45
	TOTAL:			27.30
	NO PARKING SIGNS REPLACEMENT	GENERAL FUND	STREET MAINTENANCE	117.67
HI-WAY SAFETY, INC.	TOTAL:			117.67
	HCE- TUESDAYS JAN. 2021	GENERAL FUND	SPORTS	972.00
	HCE- THURSDAYS JAN. 2021	GENERAL FUND	SPORTS	162.40
JARED E. LLOYD	HCE- SUNDAYS JAN 2021	GENERAL FUND	SPORTS	583.20
	HCE- TUESDAYS DEC. 2020	GENERAL FUND	SPORTS	1,020.80
	HCE- THURSDAYS DEC. 2020	GENERAL FUND	SPORTS	72.80
	HCE- SUNDAYS DEC. 2020	GENERAL FUND	SPORTS	73.60
	TOTAL:			2,884.80
JOHN M HOLLENBECK JR.	ACRYLIC POLICE SIGN/ BADGE	GENERAL FUND	POLICE ADMINISTRATION	262.97
	TOTAL:			262.97
K&S AIR CONDITIONING, INC.	A.C. SVCS. AT CITY HALL 1-	GENERAL FUND	BUILDING MAINTENANCE	393.79
	TOTAL:			393.79
KAYLA STEINER	MUSIC & MOVEMENT	GENERAL FUND	SPECIAL CLASSES	89.70
	MOMMY AND ME BALLE	GENERAL FUND	SPECIAL CLASSES	61.43
	TINY TOTS BALLE	GENERAL FUND	SPECIAL CLASSES	217.72
	YOUTH JAZZ & LYRICAL	GENERAL FUND	SPECIAL CLASSES	102.05
	TWEEN JAZZ & LYRICAL	GENERAL FUND	SPECIAL CLASSES	57.72
	YOUTH HIP HOP	GENERAL FUND	SPECIAL CLASSES	182.91
	TOTAL:			711.53
	COPIER LEASE - ADMIN FRONT	GENERAL FUND	ADMINISTRATIVE SERVICE	503.09
KONICA MINOLTA PREMIER	COPIER LEASE - FINANCE	GENERAL FUND	ADMINISTRATIVE SERVICE	545.37
	TOTAL:			1,048.46
LIEBERT CASSIDY WHITMORE	GENERAL COUNSEL SVCS. DEC.	GENERAL FUND	NON-DEPARTMENTAL	481.00
	TOTAL:			481.00
LOS ALAMITOS UNIFIED SCHOOL DISTRICT	50% SHARED WATER OAK MIDDLE	GENERAL FUND	PARK MAINTENANCE	2,108.41
	50% SHARED WATER MCAULIFFE	GENERAL FUND	PARK MAINTENANCE	748.37
	TOTAL:			2,856.78
	ENGRAVED PLATES CITY COUNCIL	GENERAL FUND	CITY COUNCIL	43.19

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VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
LOWE'S	ENGRAVED NAME PLATE/ COUNCIL	GENERAL FUND	CITY COUNCIL	168.90
	PLASTIC NAME BADGE/NAME PL	GENERAL FUND	CITY COUNCIL	37.23
	TOTAL:			249.32
MICHAEL BALLIET CONSULTING, LLC	EXTENSION CORDS FOR LIGHTS	GENERAL FUND	PARK MAINTENANCE	160.97
	LIGHT BULBS- CITY HALL PAR	GENERAL FUND	BUILDING MAINTENANCE	60.71
	BATHROOM FAUCET-YOUTH CENT	GENERAL FUND	BUILDING MAINTENANCE	117.29
	TOTAL:			338.97
MISC. VENDOR	SOLID WASTE CONSULTING	GENERAL FUND	NON-DEPARTMENTAL	2,992.50
	TOTAL:			2,992.50
MISC. VENDOR	ANNIE GARRETT:REFUND	GENERAL FUND	NON-DEPARTMENTAL	38.49
	ASHLEY HEITZEL:REFUND	GENERAL FUND	NON-DEPARTMENTAL	35.49
	ANGELICA REYES:REFUND	GENERAL FUND	NON-DEPARTMENTAL	44.00
	ANGELICA REYES:REFUND	GENERAL FUND	NON-DEPARTMENTAL	16.00
	BBQ SMOKEHOUSE:REFUND	GENERAL FUND	NON-DEPARTMENTAL	50.00
	BOB SEITZ:REFUND	GENERAL FUND	NON-DEPARTMENTAL	50.00
	CHELSIE DE LA HAYE:REFUND	GENERAL FUND	NON-DEPARTMENTAL	69.00
	CHELSIE DE LA HAYE:REFUND	GENERAL FUND	NON-DEPARTMENTAL	12.00
	DIANAH COTTRELL:REFUND	GENERAL FUND	NON-DEPARTMENTAL	33.50
	DONNA GUIZADO:REFUND	GENERAL FUND	NON-DEPARTMENTAL	30.51
	ERIKA BARNES:REFUND	GENERAL FUND	NON-DEPARTMENTAL	59.20
	ELIZABETH MURAD:REFUND	GENERAL FUND	NON-DEPARTMENTAL	30.34
	ELIZABETH MURAD:REFUND	GENERAL FUND	NON-DEPARTMENTAL	7.00
	GRACE COMMUNITY CHURCH:REF	GENERAL FUND	NON-DEPARTMENTAL	150.00
	JENNY CAMPBELL:REFUND	GENERAL FUND	NON-DEPARTMENTAL	308.00
	JENNY CAMPBELL:REFUND	GENERAL FUND	NON-DEPARTMENTAL	32.00
	JENNIFER BLISS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	35.49
	JENNIFER BLISS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	56.68
	JENNIFER BLISS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	14.00
	KATIE BOGGS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	30.34
	KATIE BOGGS:REFUND	GENERAL FUND	NON-DEPARTMENTAL	7.00
	LINDA VAN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	29.60
	LISA TON:REFUND	GENERAL FUND	NON-DEPARTMENTAL	100.80
	MEGAN JONES:REFUND	GENERAL FUND	NON-DEPARTMENTAL	36.99
	MEREDITH SHUMARD:REFUND	GENERAL FUND	NON-DEPARTMENTAL	27.60
	MYRIAM UMANA:REFUND	GENERAL FUND	NON-DEPARTMENTAL	67.79
	NANCY NGUYEN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.34
	NANCY NGUYEN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	7.00
	PAULA HUNTSMAN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	50.00
	PHUONG HUYNH:REFUND	GENERAL FUND	NON-DEPARTMENTAL	194.00
	PHUONG HUYNH:REFUND	GENERAL FUND	NON-DEPARTMENTAL	32.00
	QUOC PHAM:REFUND	GENERAL FUND	NON-DEPARTMENTAL	30.00
	REBECCA VANCE-FREELAND:REF	GENERAL FUND	NON-DEPARTMENTAL	36.99
	REBECCA VANCE-FREELAND:REF	GENERAL FUND	NON-DEPARTMENTAL	30.34
	REBECCA VANCE-FREELAND:REF	GENERAL FUND	NON-DEPARTMENTAL	7.00
	SHANNON REILLY:REFUND	GENERAL FUND	NON-DEPARTMENTAL	44.00
	SHANNON REILLY:REFUND	GENERAL FUND	NON-DEPARTMENTAL	16.00
	SALMAN SYED:REFUND	GENERAL FUND	NON-DEPARTMENTAL	28.34
	SALMAN SYED:REFUND	GENERAL FUND	NON-DEPARTMENTAL	7.00
	TONI DECELLO:REFUND	GENERAL FUND	NON-DEPARTMENTAL	36.99
	TOTAL:			1,919.82
NATIONAL AUTO FLEET GROUP	DODGE DURANGO PURSUIT VEH	GARAGE FUND	GARAGE	35,142.84
	TOTAL:			35,142.84

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VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
NEWPORT EXTERMINATING	EXTERIOR TREATMENT PEST CO	GENERAL FUND	BUILDING MAINTENANCE	175.00
	15 BAIT STATIONS REFILLED	GENERAL FUND	BUILDING MAINTENANCE	60.00
	20 BAIT STATION REFILLED	GENERAL FUND	BUILDING MAINTENANCE	60.00
	TOTAL:			295.00
COMMUNITY MEDIA CORP.	PUBLIC NOTICE CUP 20-04	GENERAL FUND	PLANNING	475.00
	TOTAL:			475.00
OFFICE SOLUTIONS BUSINESS PRODUCTS	OFFICE SOLUTIONS BUSINESS	GENERAL FUND	CITY MANAGER	136.52
	OFFICE SOLUTIONS BUSINESS	GENERAL FUND	ADMINISTRATIVE SERVICE	23.90
	TOTAL:			159.42
PACIFIC TELEMANAGEMENT SERVICES	POLICE PAY PHONE- JAN.2020	GENERAL FUND	COMMUNICATIONS TECHNOL	43.00
	TOTAL:			43.00
PENINSULA SEPTIC SERVICE, INC.	PUMP SEPTIC- LITTLE COTTON	GENERAL FUND	PARK MAINTENANCE	475.00
	PUMP SEPTIC TANK- COTTONWO	GENERAL FUND	PARK MAINTENANCE	475.00
	TOTAL:			950.00
PLACEWORKS, INC.	PROF. SVCS 12/01/12/31/202	GENERAL FUND	NON-DEPARTMENTAL	13,234.50
	TOTAL:			13,234.50
POLICE EXECUTIVE RESEARCH FORUM	ANNUAL 2021 PERF MEMBERSHI	GENERAL FUND	POLICE ADMINISTRATION	200.00
	TOTAL:			200.00
POWERTRIIP RENTALS, LLC	EQUIPMENT FOR TRUNK OR IRE	GENERAL FUND	SPECIAL EVENTS	459.07
	EQUIPMENT - WINTER WONDERL	GENERAL FUND	SPECIAL EVENTS	282.98
	TOTAL:			742.05
PRINTMASTERS	PARTNERSHIP PROGRAM BROCHU	GENERAL FUND	SPECIAL EVENTS	323.25
	TOTAL:			323.25
MULTI SERVICE TECHNOLOGY SOLUTIONS, IN	20/21 SAFETY SHOES	GENERAL FUND	BUILDING MAINTENANCE	260.00
	TOTAL:			260.00
REFDFLEX TRAFFIC SYSTEMS, INC.	DEC. 2020 -INTERSECTION CO	GENERAL FUND	TRAFFIC	9,689.76
	TOTAL:			9,689.76
CHERYL J. SCHNITZER	LINE DANCE DROP IN 11/30/2	GENERAL FUND	SPECIAL CLASSES	8.45
	LINE DANCE DROP IN 11/23/2	GENERAL FUND	SPECIAL CLASSES	8.45
	TOTAL:			16.90
MEDIANEWS GROUP, INC.	QRTLY ACTIVITIES GUIDE	GENERAL FUND	CITY MANAGER	506.28
	QRTLY ACTIVITIES GUIDE	GENERAL FUND	RECREATION ADMINISTRAT	3,673.15
	TOTAL:			4,179.43
SHI INTERNATIONAL CORP.	EMC SOFTWARE & MAINTENANCE	TECHNOLOGY REPLACE	ADMINISTRATIVE SERVICE	4,417.97
	TOTAL:			4,417.97
SIR SPEEDY	CASE FILING JACKETS	GENERAL FUND	PATROL	376.91
	TOTAL:			376.91
SITEONE LANDSCAPE SUPPLY HOLDING, LLC	CONCRETE BAGS- EPSON PROJE	GENERAL FUND	STREET MAINTENANCE	77.42
	BLENDED SOIL LEWIS PARK	GENERAL FUND	PARK MAINTENANCE	88.68
	SOIL FOR GOPHER HOLES-LEWI	GENERAL FUND	PARK MAINTENANCE	40.21
	PVC PIPE TO REPAIR IRRIGAT	GENERAL FUND	PARK MAINTENANCE	11.81
	TOTAL:			

WARRANTS 01/27/2021

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	218.12
SOCAL AUTO & TRUCK PARTS INC.	BATTERY CHANGE FOR LIGHT T	GENERAL FUND	PARK MAINTENANCE	118.66
	REPLACED BATTERY FOR P.D.	GARAGE FUND	GARAGE	55.42
	OIL CHANGE/ COLLANT P.D.	C GARAGE FUND	GARAGE	119.74
	BATTERY CHANGE ON TRACTOR	GARAGE FUND	GARAGE	163.02
	OIL CHANGE FOR PD JEEP CHE	GARAGE FUND	GARAGE	25.57
	OIL CHANGE- PUBLIC WORKS T	GARAGE FUND	GARAGE	50.83
	MUD FLAPS - STAKE TRUCK	GARAGE FUND	GARAGE	32.40
			TOTAL:	565.64
SPARKLETTIS DRINKING WATER	WATER	GENERAL FUND	BUILDING MAINTENANCE	193.54
			TOTAL:	193.54
STATE WATER RESOURCES CONTROL BOARD	ANNUAL PERMIT FEES-10/20-0	GENERAL FUND	NPDES	8,992.00
			TOTAL:	8,992.00
SUNNY SLOPE TREES	RESIDENT TREE PLANTING	GAS TAX	CAPITAL PROJECTS	43.10
			TOTAL:	43.10
THALES CONSULTING INC.	ANNUAL CITIES REPORT FY 20	GENERAL FUND	ADMINISTRATIVE SERVICE	1,300.00
			TOTAL:	1,300.00
NANCY K. BOHL INCORPORATED	CONTRACT SERVICES- DEC. 20	GENERAL FUND	POLICE ADMINISTRATION	750.00
			TOTAL:	750.00
WEST PUBLISHING CORPORATION	DETECTIVES- DEC. 2020	GENERAL FUND	INVESTIGATION	273.63
			TOTAL:	273.63
TIME WARNER CABLE	FIBER INTERNET	GENERAL FUND	CITY MANAGER	1,734.00
	PHONE SERVICES	GENERAL FUND	CITY MANAGER	48.79
	CABLE SERVICE 1/2/21-2/1/2	GENERAL FUND	COMMUNICATIONS TECHNOL	135.72
			TOTAL:	1,918.51
U.S. BANK	SAFE FOOD HANDLER CERT-WID	GENERAL FUND	NON-DEPARTMENTAL	10.50
	SAFE FOOD HANDLER CERT-MCC	GENERAL FUND	NON-DEPARTMENTAL	10.50
	SNAPFISH-COMMISSIONER H.CA	GENERAL FUND	CITY COUNCIL	137.91
	FRAMES- MICHAEL'S	GENERAL FUND	CITY COUNCIL	159.26
	FRAMES- MICHAEL'S	GENERAL FUND	CITY COUNCIL	35.24-
	LOCC- NEW MAYOR/COUCIL-NEF	GENERAL FUND	CITY COUNCIL	250.00
	CREDIT- SOCIAL MEDIA SUPPL	GENERAL FUND	CITY COUNCIL	275.15-
	SOCIAL MEDIA FILMING	GENERAL FUND	CITY COUNCIL	275.15
	COMMISSIONERS-THANK YOU GI	GENERAL FUND	CITY COUNCIL	257.91
	MEMBERSHIP- ADOBE	GENERAL FUND	CITY MANAGER	33.99
	STARBUCKS-FLU SHOT THANK Y	GENERAL FUND	CITY MANAGER	80.00
	SUBSCRIPTION- ACROBAT	GENERAL FUND	CITY MANAGER	14.99
	SUBSCRIPTION- OC REGISTER	GENERAL FUND	CITY MANAGER	10.00
	LCC- CITY CLERK NEW LAW	GENERAL FUND	CITY MANAGER	150.00
	CITY CLERK TONER CARTRIDGE	GENERAL FUND	CITY MANAGER	521.48
	CITY CLERK SUPPLIES	GENERAL FUND	CITY MANAGER	13.36
	OFFICE SUPPLIES- PAPER	GENERAL FUND	CITY MANAGER	323.25
	OFFICE SUPPLIES	GENERAL FUND	ADMINISTRATIVE SERVICE	68.16
	OFFICE SUPPLIES- LASER PRI	GENERAL FUND	ADMINISTRATIVE SERVICE	145.12
	DELL MODULE SERVER- CREDIT	GENERAL FUND	ADMINISTRATIVE SERVICE	720.93-
	OFFICE SUPPLIES- PENS	GENERAL FUND	ADMINISTRATIVE SERVICE	5.38
	OFFICE SUPPLIES- TONERS	GENERAL FUND	ADMINISTRATIVE SERVICE	92.62

VENDOR SORT KEY

DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ADOBE- SUBSCRIPTION	GENERAL FUND	ADMINISTRATIVE SERVICE	14.99
WEBSITE HOSTING	GENERAL FUND	ADMINISTRATIVE SERVICE	80.00
OFFICE SUPPLIES- PAPER	GENERAL FUND	ADMINISTRATIVE SERVICE	323.25
2021 ANNUAL DUES	GENERAL FUND	POLICE ADMINISTRATION	200.00
BAR KEEPERS CLEANSER	GENERAL FUND	POLICE ADMINISTRATION	4.08
WALL CLOCK	GENERAL FUND	POLICE ADMINISTRATION	24.76
PERSONALIZED FACE MASKS	GENERAL FUND	POLICE ADMINISTRATION	284.38
SPACE HEATER	GENERAL FUND	POLICE ADMINISTRATION	45.67
FRONT WINDOW TINT- ADMIN	GENERAL FUND	POLICE ADMINISTRATION	107.75
REAR WINDOW TINT -ADMIN	GENERAL FUND	POLICE ADMINISTRATION	161.63
OFFICE SUPPLIES- PAPER	GENERAL FUND	POLICE ADMINISTRATION	323.25
FIRST AID SUPPLIES	GENERAL FUND	POLICE ADMINISTRATION	11.00
MONTHLY ADOBE ACROBAT CHAR	GENERAL FUND	POLICE ADMINISTRATION	14.99
CHIEF'S ANNUAL REGISTRATIO	GENERAL FUND	POLICE ADMINISTRATION	190.00
SHOTGUN SLING	GENERAL FUND	POLICE ADMINISTRATION	70.59
SHOTGUN STK, 12G FOR SHOTS	GENERAL FUND	POLICE ADMINISTRATION	64.89
FRONT & REAR SLING FOR SHO	GENERAL FUND	POLICE ADMINISTRATION	138.87
KEY FOB BATTERIES	GENERAL FUND	POLICE ADMINISTRATION	21.54
STEEL PODIUM	GENERAL FUND	PATROL	196.90
VINYL BACKDROP BANNER	GENERAL FUND	PATROL	188.56
BACKDROP STAND	GENERAL FUND	PATROL	53.85
HOOK SCREWS	GENERAL FUND	PATROL	1.39
DISINFECTANT WIPES	GENERAL FUND	PATROL	29.07
STATIONARY	GENERAL FUND	PATROL	15.06
TONER REPORT WRITING PRINT	GENERAL FUND	PATROL	698.14
ANTIBACTERIAL HANDSOAP	GENERAL FUND	PATROL	8.18
DISINFECTANT WIPES	GENERAL FUND	PATROL	38.70
HOLIDAY SUPPLIES-DECORATIO	GENERAL FUND	PATROL	10.72
HOLIDAY SUPPLIES-LIGHTS	GENERAL FUND	PATROL	13.19
HOLIDAY SUPPLIES-DECORATIO	GENERAL FUND	PATROL	33.05
HOLIDAY SUPPLIES-DECORATIO	GENERAL FUND	PATROL	13.34
CREDIT-HOLIDAY SUPPLIES	GENERAL FUND	PATROL	0.10-
KITCHEN SUPPLIES	GENERAL FUND	PATROL	47.28
SURFACE PRO CHARGER	GENERAL FUND	INVESTIGATION	29.04
PRINTER SGT. GALLAUGHER	GENERAL FUND	INVESTIGATION	161.61
DR FILE FOLDERS	GENERAL FUND	RECORDS	305.90
2021 STICKERS FOR DR FOLDE	GENERAL FUND	RECORDS	29.64
TONER CARTRIDGES	GENERAL FUND	RECORDS	129.89
TONER CARTRIDGES	GENERAL FUND	RECORDS	152.77
TONER CARTRIDGES	GENERAL FUND	RECORDS	165.70
USPS POSTAGE	GENERAL FUND	COMMUNITY DEVEL ADMIN	55.00
OFFICE SUPPLIES- PAPER	GENERAL FUND	COMMUNITY DEVEL ADMIN	323.25
OFFICE SUPPLIES-HOLIDAY CA	GENERAL FUND	COMMUNITY DEVEL ADMIN	130.47
OFFICE SUPPLIES-STAFF MEET	GENERAL FUND	COMMUNITY DEVEL ADMIN	322.28
MARKET SUPPLIES-RESTURANT	GENERAL FUND	COMMUNITY DEVEL ADMIN	231.67
CODE ENFORCEMENT SUPPLIES	GENERAL FUND	NEIGHBORHOOD PRESERVAT	106.80
OFFICE SUPPLIES- PAPER	GENERAL FUND	PUBLIC WORKS ADMIN	323.25
RESPIRATOR MASKS PAINTING	GENERAL FUND	STREET MAINTENANCE	127.14
RESPIRATOR MASKS FILTERS	GENERAL FUND	STREET MAINTENANCE	35.12
PPE MASKS FOR PUBLIC WORKS	GENERAL FUND	STREET MAINTENANCE	39.82
FIRST AID KITS FOR PW TRUC	GENERAL FUND	STREET MAINTENANCE	239.51
TRANSPARENT LIGHT COVERS	GENERAL FUND	STREET MAINTENANCE	60.44
TRANSPARENT LIGHT COVERS	GENERAL FUND	STREET MAINTENANCE	43.97
ELECTRICAL CORDS/ PLUGS LI	GENERAL FUND	STREET MAINTENANCE	151.42
LIGHT BULBS FOR PARKING LO	GENERAL FUND	BUILDING MAINTENANCE	79.24
SUBSCRIPTION- ZOOM	GENERAL FUND	RECREATION ADMINISTRATION	15.74

VENDOR SORT KEY

DESCRIPTION	FUND	DEPARTMENT	AMOUNT
OFFICE SUPPLIES- PAPER	GENERAL FUND	RECREATION ADMINISTRAT	323.25
COPIER INVOICE- OCT. 2020	GENERAL FUND	RECREATION ADMINISTRAT	451.49
STARS FOR EMPLOYEE / QUART	GENERAL FUND	RECREATION ADMINISTRAT	21.55
DIRECI TV WIFI	GENERAL FUND	RECREATION ADMINISTRAT	61.44
USB ADAPTERS	GENERAL FUND	RECREATION ADMINISTRAT	28.08
FACE MASKS - FACILITIES	GENERAL FUND	RECREATION ADMINISTRAT	53.86
MS PUBLISHER FOR TRINI	GENERAL FUND	RECREATION ADMINISTRAT	99.00
STORAGE SHELVING	GENERAL FUND	RECREATION ADMINISTRAT	77.15
THANK YOU GIFTS	GENERAL FUND	RECREATION ADMINISTRAT	137.70
ADOBE- TRINI	GENERAL FUND	RECREATION ADMINISTRAT	14.99
ADOBE- EMLINE	GENERAL FUND	RECREATION ADMINISTRAT	29.99
OFFICE SUPPLIES- HOLIDAY C	GENERAL FUND	RECREATION ADMINISTRAT	181.34
SUBSCRIPTION-MAILCHAMP	GENERAL FUND	RECREATION ADMINISTRAT	280.00
SUBSCRIPTION-APPLE STORAGE	GENERAL FUND	RECREATION ADMINISTRAT	2.99
SUBSCRIPTION-GOGGLE STORAG	GENERAL FUND	RECREATION ADMINISTRAT	2.99
CREDIT- CAMP SUPPLIES	GENERAL FUND	DAY CAMP	12.01
WINTER CAMP SUPPLIES	GENERAL FUND	DAY CAMP	131.32
WINTER CAMP SUPPLIES	GENERAL FUND	DAY CAMP	57.56
WINTER CAMP SUPPLIES	GENERAL FUND	DAY CAMP	15.53
WINTER CAMP SUPPLIES	GENERAL FUND	DAY CAMP	110.84
WINTER CAMP SNACKS	GENERAL FUND	DAY CAMP	126.77
WINTER CAMP SNACKS	GENERAL FUND	DAY CAMP	73.21
TEAM SIDELINE ANNUAL FEE	GENERAL FUND	SPORTS	799.00
SOUND SYSTEM SUPPLIES	GENERAL FUND	SPORTS	4.35
WINTER WONDERLAND-LIGHT SH	GENERAL FUND	SPECIAL EVENTS	3,000.00
DRY CLEANING	GENERAL FUND	SPECIAL EVENTS	49.00
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	4.41
WINTER WONDERLAND- DRINKS	GENERAL FUND	SPECIAL EVENTS	17.75
THANK YOU POSTCARDS-MEASUR	GENERAL FUND	SPECIAL EVENTS	118.52
FAMILY DAY SUPPLIES	GENERAL FUND	SPECIAL EVENTS	37.71
3SIXTY ENTERTAINMENT	GENERAL FUND	SPECIAL EVENTS	449.00
HOLIDAY DECORATING SUPPLIE	GENERAL FUND	SPECIAL EVENTS	61.41
PAINT NIGHT SUPPLIES	GENERAL FUND	SPECIAL EVENTS	53.94
PAINT NIGHT SUPPLIES	GENERAL FUND	SPECIAL EVENTS	54.34
WINTER WONDERLAND-POINSETT	GENERAL FUND	SPECIAL EVENTS	86.89
WINTER WONDERLAND-POINSETT	GENERAL FUND	SPECIAL EVENTS	86.89
WINTER WONDERLAND- SNOW JU	GENERAL FUND	SPECIAL EVENTS	103.96
HOLIDAY DECORATING CONTEST	GENERAL FUND	SPECIAL EVENTS	30.14
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	23.75
TOY DRIVE SUPPLIES	GENERAL FUND	SPECIAL EVENTS	189.97
THANK YOU CARDS- WINTER WO	GENERAL FUND	SPECIAL EVENTS	50.00
WINTER WONDERLAND LIGHT SH	GENERAL FUND	SPECIAL EVENTS	2,500.00
WINTER WONDERLAND- STAFF F	GENERAL FUND	SPECIAL EVENTS	118.73
WINTER WONDERLAND-LIGHT SH	GENERAL FUND	SPECIAL EVENTS	2,500.00
HEATER FOR BREAK ROOM	GARAGE FUND	GARAGE	280.13
PPE MASKS FOR STOCK IN SHO	GARAGE FUND	GARAGE	81.86
COVERALLS FOR PAINTING/WELD	GARAGE FUND	GARAGE	124.68
MUD FLAPS FOR 550 DUMP TRU	GARAGE FUND	GARAGE	35.36
COVERALLS FOR CREW	GARAGE FUND	GARAGE	142.85
TWO POWER TOOLS FOR SHOP	GARAGE FUND	GARAGE	590.47
RATCHET AND SOCKET SET	GARAGE FUND	GARAGE	321.00
CONCRETE BITS	GARAGE FUND	GARAGE	59.54
CAR FUSES	GARAGE FUND	GARAGE	23.16
GAS FOR RECREATION TRUCK	GARAGE FUND	GARAGE	54.15
DELL MODULE SERVER-CREDIT	TECHNOLOGY REPLACE	ADMINISTRATIVE SERVICE	731.62
TOTAL:			21,807.28

WARRANTS 01/27/2021

VENDOR SORI KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
UNDERGROUND SERVICE ALERT OF SO CAL	LSA01 NEW TICKET CHARGES/M	GENERAL FUND	STREET MAINTENANCE	24.85
	LSA01 BILLABLE TICKETS	GENERAL FUND	STREET MAINTENANCE	16.29
	TOTAL:			41.14
VELOCITY TECH SOLUTIONS INC	CONTROLLER	TECHNOLOGY REPLACE	ADMINISTRATIVE SERVICE	1,080.65
			TOTAL:	1,080.65
VERIZON WIRELESS	MDC 1-8 11/11/20-12/10/20	GENERAL FUND	PATROL	304.10
	PD JETPACK 11/11/20-12/10	GENERAL FUND	PATROL	76.02
	MDC 1-8; 12/11/20-1/21/21	GENERAL FUND	PATROL	304.10
	PD JETPACK1-2 12/11/20-1/2	GENERAL FUND	PATROL	76.02
	CLO EQUIP. 11/11/20-12/10/	GENERAL FUND	COMMUNITY OUTREACH	40.57
	CLO EQUIPMENT 12/11/20-1/2	GENERAL FUND	COMMUNITY OUTREACH	40.62
	TOTAL:			841.43
VOXAGER FLEET SYSTEMS, INC.	FUEL	GARAGE FUND	GARAGE	4,634.91
	FUEL TAX CREDIT	GARAGE FUND	GARAGE	263.13-
	TOTAL:			4,371.78
WAXIE'S ENTERPRISES INC.	BUILDING SUPPLIES	GENERAL FUND	BUILDING MAINTENANCE	473.36
	SHOP TOWELS	GARAGE FUND	GARAGE	287.56
	TOTAL:			760.92
WHITTIER FERTILIZER COMPANY	SEED COVER REHAB- LAUREL P	GENERAL FUND	PARK MAINTENANCE	614.18
			TOTAL:	614.18
WILLDAN ENGINEERING	CITY ENGINEER	GENERAL FUND	CITY ENGINEER	5,400.00
	PLAN CHECKING	GENERAL FUND	CITY ENGINEER	15,593.50
	CITY ENGINEER	GENERAL FUND	CITY ENGINEER	4,620.00
	PLAN CHECKING	GENERAL FUND	CITY ENGINEER	17,911.25
	HOWARD ST. PROJECT - CDBG	C.D.B.G	NON-DEPARTMENTAL	6,390.68
	HOWARD ST. PROJECT- CDBG	C.D.B.G	NON-DEPARTMENTAL	4,167.22
	NOEL ST. IMPROVEMENT - CDB	C.D.B.G	CAPITAL PROJECTS	875.00
	NOEL ST. IMPROVEMENT-CDBG	C.D.B.G	CAPITAL PROJECTS	1,045.00
	NOEL ST. IMPROVEMENT - GAS	GAS TAX	CAPITAL PROJECTS	100.00
	NOEL ST. IMPROVEMENT-GAS T	GAS TAX	CAPITAL PROJECTS	113.75
	FENLEY PUMP STATION	BUILDING IMPROVEME	CAPITAL PROJECTS	1,294.50
	FENLEY PUMP STATION	BUILDING IMPROVEME	CAPITAL PROJECTS	4,414.50
	SPEED SURVEY	MEASURE M	NON-DEPARTMENTAL	480.00
	HOWARD ST. PROJECT -MEASUR	MEASURE M	NON-DEPARTMENTAL	240.00
	HOWARD ST. PROJECT- MEASUR	MEASURE M	NON-DEPARTMENTAL	710.07
	COMMUNITY CENTER ADA	PARK DEVELOPMENT	NON-DEPARTMENTAL	463.03
	BRIGGEMAN STREET WIDENING	TRAFFIC IMPROVEMEN	CAPITAL PROJECTS	984.00
	COMMUNITY CENTER ROOF	FACILITY CAPITAL E	CAPITAL PROJECTS	600.00
	EMERGENCY GENERATOR	TECHNOLOGY REPLACE	CAPITAL PROJECTS	270.00
			TOTAL:	480.00
				66,152.50
CHELSEI WILSON	HRM /326T & HRM/498T	GENERAL FUND	CITY MANAGER	340.00
	HRM/498T	GENERAL FUND	CITY MANAGER	1,194.00
	DEC. 2020 MILEAGE REIMB.	GENERAL FUND	CITY MANAGER	57.85
	TOTAL:			1,591.85
WIRELESS TELEMATICS	ANNUAL FEE- 01/2021-12/202	GENERAL FUND	SPORTS	1,200.00
			TOTAL:	1,200.00

WARRANTS 01/27/2021

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
XYLEM DOWATERING SOLUTIONS, INC.	FENLEY PUMP RENTAL	BUILDING IMPROVEME	CAPITAL PROJECTS	3,824.46
			TOTAL:	3,824.46
===== FUND TOTALS =====				
10	GENERAL FUND	396,152.25		
19	C.D.B.G	12,477.90		
20	GAS TAX	256.85		
25	BUILDING IMPROVEMENT	9,533.46		
26	MEASURE M	1,893.10		
40	PARK DEVELOPMENT	984.00		
44	TRAFFIC IMPROVEMENT	600.00		
50	GARAGE FUND	47,058.37		
52	FACILITY CAPITAL EXPENSES	270.00		
53	TECHNOLOGY REPLACEMENT	5,247.00		
54	SELF INSURANCE TRUST	513.50		
99	POOL CLEARING FUND	163.26		
	GRAND TOTAL:	475,149.69		

Retirees Medical Reimbursement

Date: February 1, 2021

Number of Transactions: 17

Total Batch: 9,223.95

Payroll 01/08/2021

DEPARTMENT RECAP									
DEPT NO#	GROSS	REGULAR	OVERTIME	LEAVE	OTHER	DEDUCTIONS	TAXES	NET	
10-510 City Council	\$1,292.48	\$923.20	\$0.00	\$0.00	\$369.28	\$71.11	\$18.74	\$1,202.63	
10-511 City Manager/ City Clerk	\$15,106.64	\$2,869.83	\$0.00	\$5,686.07	\$6,549.74	\$1,969.72	\$2,488.24	\$10,647.68	
10-512 Finance	\$10,411.49	\$2,455.37	\$0.00	\$3,683.06	\$4,273.06	\$833.26	\$930.94	\$8,647.29	
10-521 Police Administration	\$21,237.04	\$9,274.71	\$0.00	\$3,691.19	\$8,271.14	\$3,998.92	\$3,166.44	\$14,071.68	
10-522 Police- Patrol	\$66,905.55	\$47,624.83	\$8,497.01	\$7,445.43	\$3,338.28	\$11,997.36	\$9,096.29	\$45,809.90	
10-523 Police- Investigation	\$10,730.22	\$4,784.00	\$0.00	\$3,620.00	\$2,326.22	\$2,687.38	\$1,469.58	\$6,573.26	
10-524 Police- Records	\$5,459.43	\$1,939.39	\$209.03	\$986.72	\$2,324.29	\$351.95	\$694.91	\$4,412.57	
10-525 Police- Community Outreach	\$1,945.52	\$454.86	\$0.00	\$783.37	\$707.29	\$151.52	\$288.69	\$1,505.31	
10-528 Police- Traffic	\$1,607.97	\$0.00	\$0.00	\$0.00	\$1,607.97	\$80.30	\$109.01	\$1,418.66	
10-529 Police- Emergency Preparedness	\$3,150.00	\$0.00	\$0.00	\$0.00	\$3,150.00	\$0.00	\$874.40	\$2,275.60	
10-531 Development Services- Administration	\$9,872.64	\$1,204.60	\$0.00	\$4,597.05	\$4,070.99	\$1,280.72	\$1,903.00	\$6,688.92	
10-532 Development Services- Planning	\$3,030.48	\$750.12	\$0.00	\$1,125.18	\$1,155.18	\$460.97	\$572.01	\$1,997.50	
10-533 Development Services- Neighborhood	\$1,884.56	\$0.00	\$0.00	\$0.00	\$1,884.56	\$59.42	\$134.38	\$1,390.76	
10-542 Development Services- Street Maintenance	\$10,363.75	\$2,086.58	\$465.66	\$3,776.63	\$4,034.88	\$1,783.04	\$1,282.57	\$7,298.14	
10-543 Development Services- Park Maintenance	\$3,023.97	\$0.00	\$0.00	\$1,627.83	\$1,396.14	\$518.33	\$249.36	\$2,256.28	
10-544 Development Services- Facility Maintenance	\$3,277.00	\$503.88	\$0.00	\$755.82	\$2,017.30	\$285.52	\$254.21	\$2,737.27	
10-551 Recreation Administration	\$11,784.62	\$2,417.87	\$0.00	\$4,104.36	\$5,262.39	\$2,245.30	\$1,460.73	\$8,078.59	
10-556 Recreation- Sports	\$6,999.46	\$0.00	\$0.00	\$207.50	\$6,791.96	\$337.47	\$410.97	\$8,251.02	
TOTALS	\$189,781.82	\$77,289.24	\$9,171.70	\$42,090.21	\$61,230.67	\$29,112.29	\$25,406.47	\$135,263.06	

REGULAR INPUT: 86 MANUAL INPUT: 0 CHECK STUB COUNT: 2 DIRECT DEPOSIT STUB COUNT: 85

Payroll 01/08/2021

Benefits & Withholdings		
Fed Taxes	Employee/ Employer (Medicare)	Employee
State Taxes	Employee	Employee
ICMA	Employee	Employee
Local Police Reserves	Employee	Employee
PD Association	Employee	Employee
Local Employees Assoc	Employee	Employee
Nationwide - Full Time	Employee/ Employer	Employee
Nationwide - PT	Employee/ Employer	Employee
PERS Deferred Comp	Employee/ Employer	Employee
PERS	Employee/ Employer	Employee
AFLAC	Employee/ Employer	Employee
PERS Medical	Employee/ Employer	Employee
Delta Dental PPO	Employer	Employer
Delta Dental HMO	Employer	Employer
VSP Vision	Employer	Employer
Standard Self Admin	Employee/ Employer	Employee
Standard Life Optional	Employee	Employee
TOTALS		

\$21,870.10 \$6,199.87 \$2,613.45 \$30.00 \$1,496.75 \$340.00 \$1,889.32 \$1,238.16 \$1,230.98 \$38,563.91 \$14,582.05 \$23,981.86 \$75,472.54 \$48,208.10 \$27,264.44

Payroll 01/22/2021

-----DEPARTMENT RECAP-----									
DEPT NO#	GROSS	REGULAR	OVERTIME	LEAVE	OTHER	DEDUCTIONS	TAXES	NET	
10-510 City Council	\$923.20	\$923.20	\$0.00	\$0.00	\$0.00	\$57.25	\$13.40	\$862.55	
10-511 City Manager/ City Clerk	\$16,677.50	\$14,409.92	\$0.00	\$344.80	\$1,922.78	\$2,062.22	\$2,719.72	\$11,895.56	
10-512 Finance	\$10,838.40	\$10,338.40	\$0.00	\$0.00	\$500.00	\$868.15	\$1,220.73	\$8,749.52	
10-521 Police Administration	\$22,223.20	\$16,057.20	\$0.00	\$5,466.00	\$700.00	\$4,106.57	\$3,426.35	\$14,690.28	
10-522 Police- Patrol	\$72,595.08	\$53,737.14	\$6,018.82	\$2,079.66	\$10,759.46	\$12,035.41	\$12,640.99	\$47,916.88	
10-523 Police- Investigation	\$15,168.76	\$8,404.00	\$1,014.44	\$0.00	\$5,750.32	\$2,687.38	\$2,743.78	\$9,737.60	
10-524 Police- Records	\$5,501.27	\$4,156.00	\$41.81	\$0.00	\$1,303.46	\$369.40	\$690.14	\$4,441.73	
10-526 Police- Community Outreach	\$2,141.36	\$1,945.79	\$94.76	\$75.81	\$25.00	\$158.34	\$346.52	\$1,636.50	
10-528 Police- Traffic	\$2,423.54	\$0.00	\$0.00	\$0.00	\$2,423.54	\$110.88	\$162.94	\$2,149.72	
10-529 Police- Emergency Preparedness	\$2,880.00	\$0.00	\$0.00	\$0.00	\$2,880.00	\$0.00	\$783.46	\$2,096.54	
10-531 Development Services- Administration	\$10,271.20	\$9,771.20	\$0.00	\$0.00	\$500.00	\$1,318.50	\$2,026.35	\$6,926.35	
10-532 Development Services- Planning	\$3,156.40	\$1,697.64	\$0.00	\$1,460.76	\$0.00	\$473.60	\$611.03	\$2,073.77	
10-533 Development Services- Neighborhood	\$1,554.56	\$0.00	\$0.00	\$0.00	\$1,554.56	\$58.30	\$130.48	\$1,365.78	
10-542 Development Services- Street Maintenance	\$9,796.98	\$8,477.00	\$151.38	\$308.60	\$860.00	\$1,815.37	\$1,000.63	\$6,980.98	
10-543 Development Services- Park Maintenance	\$3,181.80	\$2,464.80	\$0.00	\$0.00	\$717.00	\$529.48	\$274.31	\$2,378.01	
10-544 Development Services- Facility Maintenance	\$3,383.08	\$2,121.60	\$0.00	\$0.00	\$1,261.48	\$294.01	\$273.90	\$2,815.17	
10-551 Recreation Administration	\$12,898.80	\$11,511.80	\$0.00	\$537.00	\$850.00	\$2,342.69	\$1,671.05	\$8,885.06	
10-556 Recreation- Sports	\$11,127.08	\$0.00	\$0.00	\$97.50	\$11,029.58	\$417.26	\$748.49	\$9,961.33	
TOTALS	\$206,744.21	\$146,015.69	\$7,321.21	\$10,370.13	\$43,037.18	\$29,704.81	\$31,484.27	\$145,555.13	

REGULAR INPUT: 88 MANUAL INPUT: 0 CHECK STUB COUNT: 2 DIRECT DEPOSIT STUB COUNT: 87

Payroll 01/22/2021

Benefits & Withholdings	
Fed Taxes	Employee/ Employer (Medicare)
State Taxes	Employee
ICMA	Employee
Local Police Reserves	Employee
PD Association	Employee
Local Employees Assoc	Employee
Nationwide - Full Time	Employee/ Employer
Nationwide - PT	Employee
PERS Deferred Comp	Employee/ Employer
PERS	Employee
AFLAC	Employee
PERS Medical	Employee/ Employer
Delta Dental PPO	Employer
Delta Dental HMO	Employer
VSP Vision	Employer
Standard Self Admin	Employee/ Employer
Standard Life Optional	Employee
TOTALS	

\$26,501.93	Employee
\$7,892.84	Employer
\$2,613.45	
\$30.00	
\$1,496.75	
\$340.00	
\$1,889.32	
\$1,506.96	
\$1,230.98	
\$39,826.89	
\$163.26	
\$59,282.88	
\$4,033.74	
\$336.43	
\$814.94	
\$1,556.67	
\$428.28	
\$149,945.32	

\$23,591.43	Employee
\$2,910.50	Employer
\$753.48	
\$15,040.17	
\$48,455.20	
\$174.96	
\$1,381.71	
\$48,208.10	
\$27,264.44	

**MINUTES OF THE CITY COUNCIL
OF THE CITY OF LOS ALAMITOS**

SPECIAL REGULAR MEETING – January 19, 2021

1. CALL TO ORDER

The City Council met in Special Session at 5:04 p.m., Tuesday, January 19, 2021, via videoconference, Mayor Chirco 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 videoconference.

2. ROLL CALL

Present: Council Members: Bates, Doby, Nefulda, Mayor Pro Tem Hasselbrink, Mayor Chirco

Absent: Council Members: None

Present: Staff: Chet Simmons, City Manager
Wayne Byerley, Police Captain
Michael Daudt, City Attorney
Chris Kelley, City Engineer
Craig Koehler, Interim Finance Director
Emeline Noda, Acting Rec. and Community Svcs. Director
Ron Noda, Acting Deputy City Manager
Windmera Quintanar, MMC, City Clerk
Chelsi Wilson, Executive Assistant/Benefits

3. SPECIAL ORDERS OF THE DAY

A. Interview and Appointment for City Commissions (City Clerk)

This report provides relevant information by which the City Council may interview and appoint members to the Parks, Recreation, and Cultural Arts; Personnel Appeals, Planning; and, Traffic Commissions.

City Clerk Quintanar advised applicant Eddie Manfrom had withdrawn his application.

The City Council interviewed the following Commission applicants:

Parks, Recreation, and Cultural Arts Commission

Morgan Beck Katelyn Duran Ray Joseph Elvester Richardson

The City Council reviewed the following incumbent applications for consideration of reappointment:

Parks, Recreation, and Cultural Arts Commission

William Bandak Dean Hill Trisha Murphy

Personnel Appeals Commission

Cathie Salai Charles Landon

Planning Commission

Larry Andrade Victor Sofelkanik

Mayor Chirco asked the applicants if they were interested in serving on any other Commissions. Dean Hill and Cathie Salai expressed interest in serving on the Traffic Commission. Elvester Richardson and Morgan Beck expressed interest in any of the available Commissions.

Motion/Second: Chirco/Bates

Unanimously Carried: The City Council appointed William Banda, Morgan Beck, Katelyn Duran, and Trisha Murphy to the Parks, Recreation, and Cultural Arts Commission with terms expiring December 2023 and Ray Joseph with a term expiring December 2022.

ROLL CALL

Mayor Chirco	Aye
Mayor Pro Tem Hasselbrink	Aye
Council Member Bates	Aye
Council Member Doby	Aye
Council Member Nefulda	Aye

Motion/Second: Chirco/Nefulda

Unanimously Carried: The City Council appointed Charles Landon, Cathie Salai, Elvester Richardson, and William Bandak to the Personnel Appeals Commission with terms expiring December 2024.

ROLL CALL

Mayor Chirco	Aye
Mayor Pro Tem Hasselbrink	Aye
Council Member Bates	Aye
Council Member Doby	Aye
Council Member Nefulda	Aye

Motion/Second: Bates/Hasselbrink

Unanimously Carried: The City Council appointed Larry Andrade and Victor Sofelkanik to the Planning Commission with terms expiring December 2023.

ROLL CALL

Mayor Chirco	Aye
Mayor Pro Tem Hasselbrink	Aye
Council Member Bates	Aye
Council Member Doby	Aye
Council Member Nefulda	Aye

Motion/Second: Hasselbrink/Bates

Unanimously Carried: The City Council Dean Hill and Cathie Salai to the Traffic Commission with terms expiring December 2023.

ROLL CALL

Mayor Chirco	Aye
Mayor Pro Tem Hasselbrink	Aye
Council Member Bates	Aye
Council Member Doby	Aye
Council Member Nefulda	Aye

4. ADJOURNMENT

The City Council adjourned at 5:47 p.m.

Mark Chirco, Mayor

Attest:

Windmera Quintanar, MMC, City Clerk

**MINUTES OF THE CITY COUNCIL
OF THE CITY OF LOS ALAMITOS**

REGULAR MEETING – January 19, 2021

1. CALL TO ORDER

The City Council met in Regular Session at 6:19 p.m., Tuesday, January 19, 2021, via videoconference, Mayor Chirco 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 videoconference.

2. ROLL CALL

Present: Council Members: Bates, Doby, Nefulda, Mayor Pro Tem Hasselbrink, Mayor Chirco

Absent: Council Members: None

Present: Staff: Chet Simmons, City Manager
Wayne Byerley, Police Captain
Michael Daudt, City Attorney
Chris Kelley, City Engineer
Craig Koehler, Interim Finance Director
Emeline Noda, Acting Rec. and Community Svcs. Director
Ron Noda, Acting Deputy City Manager
Windmera Quintanar, MMC, City Clerk
Ron Roberts, Orange County Fire Authority Battalion Chief
Chelsi Wilson, Executive Assistant/Benefits

3. PLEDGE OF ALLEGIANCE

Mayor Chirco led the Pledge of Allegiance.

4. INVOCATION

Mayor Pro Tem Hasselbrink gave the Invocation.

5. PRESENTATIONS

The City Council received the listed presentations.

- A. Presentation Regarding the Upcoming 46th Annual Americana Awards (Saturday, February 27, 2021) by Mr. Howard Kummerman, Executive Director, Cypress College Foundation**
- B. Presentation Regarding an Overview of SB 1383's Organic Waste Reduction Requirements by Mike Balliet, MBC Consulting**

6. ORAL COMMUNICATIONS

At this time, any individual in the audience may come forward to speak on any item within the subject matter jurisdiction of the City Council. Remarks are to be limited to not more than five minutes per speaker.

City Clerk Quintanar advised there were requests to speak.

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.

Council Member Bates spoke regarding attendance at the virtual League of California Cities, Orange County Division discussion regarding upcoming initiatives.

Council Member Doby spoke regarding attendance at two Human relations Committee meetings.

Mayor Pro Tem Hasselbrink thanked the Orange County Fire Authority for its assistance with the COVID-19 vaccine distribution centers.

Mayor Chirco spoke regarding attendance at the Orange County Sanitation District meeting, weekly Orange County Mayors calls, and gave a brief update on COVID-19 vaccines.

8. ITEMS FROM THE CITY MANAGER

City Manager Simmons advised the website was continually being updated and information was being pushed through Social media regarding the vaccines and encouraged continued compliance with safety regulations.

City Manager Simmons advised Staff would like to pull item 10D to streamline some recommendations and the item would come forward at a later date.

9. WARRANTS

Council Member Bates asked for and received clarification on the payments to the Orange County Tax and Tallis Consulting Inc.

Motion/Second: Bates/Hasselbrink

Unanimously Carried: The City Council ratified the Warrants for January 19, 2021 in the amount of \$844,231.68 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 January 20, 2021 to February 15, 2021.

ROLL CALL

Mayor Chirco	Aye
Mayor Pro Tem Hasselbrink	Aye
Council Member Bates	Aye
Council Member Doby	Aye
Council Member Nefulda	Aye

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.

Mayor Chirco advised item 10D would be pulled per Staff's request.

Council Member Bates pulled item 10G.

Motion/Second: Hasselbrink/Doby

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

ROLL CALL

Mayor Chirco	Aye
Mayor Pro Tem Hasselbrink	Aye
Council Member Bates	Aye
Council Member Doby	Aye
Council Member Nefulda	Aye

A. Approval of Minutes (City Clerk)

Approved the City Council Adjourned Regular Minutes of December 14, 2020 and Special Minutes of December 21 and 23, 2020.

B. 2021 Budget Calendar (Finance)

This report sought to establish the 2021 budget calendar.

The City Council approved the recommended budget calendar for 2021.

C. Comprehensive Annual Financial Report for June 30, 2020 (Finance)

For City Council consideration was the receipt of the fiscal year 2019-2020 audit reports.

The City Council received and filed the annual audit reports for fiscal year 2019-2020, including the Comprehensive Annual Financial Report (CAFR), Audit Communication Letter, and the Report on Internal Control.

E. Award Contract for the Old Town West Traffic Calming Project – Phase 1 (CIP No. 20/21-01) (Development Services)

This report recommended award of a bid to begin construction of the Old

Town West Traffic Calming Project – Phase 1 (CIP No. 20/21-01).

The City Council:

1. Awarded contract to PCI for the construction of the Old Town West Traffic Calming Project – Phase 1 (CIP No. 20/21-01); and,
2. Authorized the Mayor to execute the contract with PCI for the project; and,
3. Authorized City Engineer to add work and execute change orders in an amount not to exceed the contingency reserve of 10% or \$3,469.10.

F. Award Contract for Annual Park and Landscape Maintenance Services (RFP 2020-05) (Development Services)

This report recommended awarding of a bid for Annual Park and Landscape Maintenance Services (RFP 2020-05).

The City Council:

1. Awarded contract for Annual Park and Landscape Maintenance Services to North Star Land Care in the annual amount of \$84,955.95; and,
2. Authorized the Mayor to execute the Landscape Maintenance Services Agreement with North Star Land Care for the project.

Items pulled from Consent Calendar.

D. Adoption of the Legislative Platform for 2021 (City Manager)

The Legislative Action Plan identifies the City's Legislative Platform for 2021 and provides program procedures for the City to effectively participate in the legislative process.

This item was postponed for consideration at a later date.

Recommendation: Adopt Resolution 2021-21, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, APPROVING THE 2021 LEGISLATIVE PLATFORM."

G. Los Alamitos Measure Y Fiscal Accountability Pledge (Administration)

On November 3, 2020, Measure Y was successfully passed by a majority of Los Alamitos voters. All funds generated will remain under local control and for the benefit of the Los Alamitos community. Revenue will be subject to independent annual audits and regular reports back to the community

to detail how money is being spent.

To provide additional transparency and accountability a “Fiscal Accountability Pledge” was developed that outlines the City’s commitment to the responsible allocation any significant increase in general fund revenues. At its regular meeting on October 19, 2020, the Los Alamitos City Council adopted a Fiscal Accountability Pledge.

Council Member Bates stated he was supportive with the understanding that transparency would be provided to the public on how Measure Y funding was being spent. He suggested a committee with the City Manager to focus on new projects that were a result of Measure Y.

Mayor Chirco agreed, adding the Budget Standing Committee would be discussing how to properly allocate funds to support resident feedback received during the Measure Y process.

Mayor Pro Tem Hasselbrink stated the importance of identifying which projects are funded by Measure Y so the public is able to see the funding at work.

Motion/Second: Bates/Chirco

Unanimously Carried: The City Council reaffirmed the Fiscal Accountability Pledge, as a guide to helping the Los Alamitos community maintain the “Quality of Life” for our residents and business community.

ROLL CALL

Mayor Chirco	Aye
Mayor Pro Tem Hasselbrink	Aye
Council Member Bates	Aye
Council Member Doby	Aye
Council Member Nefulda	Aye

11. ADJOURNMENT

The City Council adjourned at 7:13 p.m.

Mark Chirco, Mayor

Attest:

Windmera Quintanar, MMC, City Clerk

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: February 16, 2021

ITEM NUMBER: 10B

To: Mayor Mark A. Chirco & Members of the City Council

Presented By: Windmera Quintanar, MMC, City Clerk

Subject: Annual Update of the Records Management Program

SUMMARY

In October 2015, the City Council adopted the City-wide Records Management Program. Part of this Program included a day dedicated to records management and annual updates to the retention schedule. This item recommends changes to the policy to ensure continued success of the program.

RECOMMENDATION

Adopt Resolution 2021-02, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, ADOPTING A RECORDS MANAGEMENT PROGRAM AND REPEALING RESOLUTION NO. 2020-01 IN ITS ENTIRETY".

BACKGROUND

Records management is the systematic control of the creation, acquisition, processing, use, protection, storage and final disposition of all recorded information required by the City to effectively conduct its business. It involves assembling and managing the correct information. The primary concern is the efficient, effective, and economical management of information. Records management is more than just retention schedules and destruction. It is the proper management of records through the entirety of their life cycles.

Part of the Records Management Program states the City Clerk shall submit proposals for any scheduled amendments annually to the City Attorney and City Council for approval via a Council resolution.

DISCUSSION

Staff has actively been identifying records and purging obsolete records since adoption of the program. Staff held its Annual Records Management day on October 12, 2020. On Records Management Day, City Hall is closed to the public so staff is able to solely focus

on records. This is a labor-intensive task and the ability to fully focus on records management uninterrupted for one day has been well received.

This year we added a component for the public, Free Community Paper Shredding. The public was given the opportunity to bring up to three bankers boxes of records to be shredded on site. The event ran for two hours and we received a steady flow of traffic for the duration of the event.

Requests for Amendments to the Records Management Program were received from the Development Services Department. The majority of which was to update the Custodian of Record to line up with the Department's current practices. Two records series were added to help the Department streamline identification of documents.

The City Clerk's Office made minor changes for formatting throughout the policy and revised retention schedules to be in compliance with current requirements. The City Clerk's Office and City Attorney have reviewed the changes and required retention of all records and have found them to be within legal statutes.

The annual review and adoption of the Records Management Program ensures the continued use of an effective policy that helps to increase Staff efficiency, properly allocate scarce resources, and ensures compliance with legal, administrative, and fiscal retention requirements.

FISCAL IMPACT

There is no cost to implement this Program.

Submitted by: Windmera Quintanar, MMC, City Clerk
Approved by: Chet Simmons, City Manager

Attachments: 1. Resolution No. 2021-02
 2. Request for Amendments

RESOLUTION NO. 2021-02**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, ADOPTING A RECORDS MANAGEMENT PROGRAM AND REPEALING RESOLUTION NO. 2020-01 IN ITS ENTIRETY**

WHEREAS, the City wishes to establish policies and procedures under a Records Management Program to control the orderly creation, utilization, maintenance, retention, preservation, and disposition of City records, based on State and Federal statutes governing public records; and,

WHEREAS, the City wishes to ensure that a responsible program of records management is practiced and documented from creation to disposition in accordance with the law and in the best interest of the City and the general public; and,

WHEREAS, the objectives of the Records Management Program include:

- Efficient information retrieval
- Transfer of inactive records from high-cost office space to low-cost storage or an electronic media imaging system, thus reducing filing equipment and increasing valuable office space
- Orderly destruction of records no longer required by statute to be retained, and which are no longer needed for administrative, operational, legal, fiscal, or historical purposes, in accordance with the Records Retention Schedule
- Preservation of records with long-term or permanent value
- Protection of records vital to the City in the event of a disaster
- Elimination of duplicate records

WHEREAS, Section 34090 of the Government Code of the State of California requires permanent retention of certain records and authorizes destruction of others after stated periods of time on established terms and conditions; and,

WHEREAS, on October 19, 2015, the City Council adopted Resolution 2015-30, which established the Records Management Program, which was subsequently amended by Resolution 2017-10, July 2017, Resolution No. 2018-34, December 2019, and Resolution No. 2020-01, January 2020; and,

WHEREAS, the City Council finds it desirable to update the City's Records Management Program annually.

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. Columbus Day is hereby recognized as Records Management Day. City facilities will be closed to the public to allow Staff to work on Records Management.

SECTION 3. The City Council does hereby adopt the Records Management Program, attached hereto as Exhibit A, which shall supersede and replace any and all records management programs adopted by prior resolution of the City Council.

SECTION 4. The City Council does hereby repeal Resolution 2021-02.

SECTION 5. The City Clerk shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 19th day of February, 2021.

Mark A. Chirco, 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 February, 2021, by the following vote, to wit:

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

Windmera Quintanar, MMC, City Clerk



CITY OF
Los Alamitos
California

RECORDS MANAGEMENT PROGRAM

Policy and Procedures

Administered by the City Clerk's Office
Approved by the City Council on February 16, 2021
Resolution 2021-02 – Exhibit A

CITY OF LOS ALAMITOS

RECORDS MANAGEMENT POLICY & PROCEDURES

California Public Records Act: In enacting Chapter 6250 et seq. of the Government Code, “the Legislature, mindful of the right of individuals to privacy, finds and declares that access to information concerning the conduct of the people’s business is a fundamental and necessary right of every person in this State.”

1. PURPOSE

To establish policies and procedures under a Records Management Program to control the orderly creation, utilization, maintenance, retention, preservation, and disposition of City records, based on State and Federal statutes governing public records.

To ensure that a responsible program of records management is practiced and documented from creation to disposition in accordance with the law and in the best interest of the City and the general public.

2. REFERENCES

Including, but not limited to: California Government Code Sections 6250 et seq. (Public Records Act), 12236, 34090, 34090.5, 34090.6, and 34090.7 (See Records Retention Schedule – Legal Citation Reference List). “Govt. Code” shall hereinafter refer to the California Government Code.

3. POLICY STATEMENT

Policies and procedures, under the supervision and administration of the City Clerk’s Office, are hereby established for the coordination, administration and implementation of the Records Management Program, under which City records are retained for administrative, operational, legal, fiscal, historical or research purposes.

The City Clerk’s Office will distribute the Records Management Policy and Procedures document to all Department Directors and each Department records coordination. Each Department Director is responsible for ensuring that the records under his/her control are maintained and destroyed in accordance with the Policy. The Policy shall be revised as necessary to meet legal and administrative requirements.

4. OBJECTIVES

The Objectives of the Records Management Policy are:

- 4.1** Meet legal standards for public examination, protection, storage and retrieval of records.
- 4.2** Efficient information retrieval.

- 4.3** Transfer of inactive records from high-cost office space to low-cost storage or an electronic media imaging system, thus reducing filing equipment and increasing valuable office space.
- 4.4** Orderly destruction of records no longer required by statute to be retained, and which are no longer needed for administrative, operational, legal, fiscal, or historical purposes, in accordance with the Records Retention Schedule.
- 4.5** Preservation of records with long-term or permanent value.
- 4.6** Protection of records vital to the City in the event of a disaster.
- 4.7** Elimination of duplicate records.

5. APPLICABILITY

Records policies apply to all records, whether that are maintained in hard (paper) copy, electronically, or in some other fashion. Each department shall develop, implement, maintain, and adhere to a records management plan appropriate for the particular records it maintains, in cooperation with the office of the City Clerk.

The City is subject to a range of statutes and rules regarding record retention and disclosure.

6. RESPONSIBILITIES

6.1 City Clerk

The City Clerk is responsible for developing, coordinating and administering policies and procedures for the implementation of the Records Management Program, and to provide assistance to Department Records Coordinators.

To perform this function, the City Clerk and/or his/her designee shall, on an on-going and periodic basis:

- Create, maintain and distribute the necessary forms to implement the Records Management Program.
- Develop and maintain a retention and disposition schedule for all City records, including the preparation of any amendments as dictated by statute or administrative policy. Submit proposals for any scheduled amendments to the City Attorney and City Council for approval via a Council Resolution.
- Maintain a current inventory and index of records transferred to the Records Center for storage. Coordinate the transfer of records from department office areas to the Records Center.
- Establish guidelines and coordinate periodic reviews of City records to

determine which records are eligible for destruction in accordance with the Records Retention Schedule and subject to the approval of the Department Director, City Clerk, and City Attorney.

- Coordinate with all City Departments, on a routine basis, the timely destruction of obsolete records according to the procedures herein. Certify and document that records have been destroyed. Certificates of Destruction shall be permanently kept on file with the office of the City Clerk.
- Oversee the special handling of confidential, historical, and essential records, and ensure the safety of Vital Records in the event of a disaster.
- Maintain accurate and timely electronic databases and a uniform filing system of all legislative actions affecting the creation, utilization, maintenance, retention, preservation and disposition of City records, in order to efficiently track and retrieve City records.
- Respond to records requests by City staff in an efficient and timely manner.
- Respond to public records requests and subpoenas for public records in accordance with law.

6.2 City Departments

- Each Department Director is responsible for designating a qualified Department Records Coordinator, who shall serve on the Records Management Committee.
- Each Department Director or his/her designee is responsible for maintaining a reliable and accurate filing system to ensure the efficient maintenance, retrieval and disposition of the records under his/her control.
- Each Department Director or his/her designee is responsible for ensuring that obsolete records under his/her control are destroyed in a timely manner, and authorizing the destruction, in accordance with the policies and procedures stated herein.
- Each Department Director or designee is responsible for submitting a request for any suggested revisions to its Records Retention Schedule, to the City Clerk who will review the request and submit a recommendation to the City Attorney and City Council.
- Each Department Records Coordinator is responsible for maintaining and controlling the disposition of records.

7. IDENTIFYING RECORDS

The simplest way to identify if material is a record is to consult the City's Retention Schedule. If the material in question is identified on the schedule, records coordinators are obligated to maintain the record in accordance with the schedule. One of the most challenging aspects of records management can be determining if a document or media is a record when it is not identified on the schedule. If it is unclear if the material is a record or if it is clear that the material is a record, but is not included on the schedule the coordinator should contact the City's Record Manager for additional assistance.

7.1 What is a Record?

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and enduring preservation. Examples of permanent records include meeting minutes from Brown Act governed bodies; resolutions, and ordinances. Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching the end of the retention period, be destroyed.

Records are any writing or recording that contains information related to the conduct of the public's business prepared, owned, used, or retained by the City regardless of physical form or characteristics. "Regardless of physical form" means that video, audio files and data in a computer system used to conduct business are also records.

7.2 Non-Records

Even though records include a broad spectrum of recorded information, not all information held by the City is a record. Transitory Communications (routine correspondence not integrally related to City business) such as texts, instant messaging, and voice mail messages that are temporary or of a brief duration are not records. Additional guidelines for emails and use of personnel devices are covered in Administrative Regulation 7.1, Telecommunications Policy.

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Staff should take care not to file non-records with records.

Examples of non-records include the following materials:

- Identical copies of documents maintained in the same file
- Blank forms
- Extra copies of printed or processed materials
- Superseded manuals and other directives (maintained outside the office of record)

- Routine messages not integral to City business of a brief duration such as texts, instant messaging, and voicemails
- Materials received from other agencies, people, or businesses that require no action
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record

8. STORAGE OF RECORDS

The City of Los Alamitos is committed to effective records management and appropriate utilization of City resources. Proper storage of records in all states of a record's lifecycle, regardless of format, aids in the allocation of space and reduces liability and cost to the organization. City records should only be stored on approved devices and in appropriate storage locations.

8.1 Electronically

State laws generally preclude the destruction of a public record less than two years old unless the record has been reproduced in some manner, properly stored, and is available for public disclosure to the same extent as the original. Accordingly, the Electronic Media Imaging System (EMIS) shall be the official repository used to retain and store electronic copies of City records. Use of any other system or device to store electronic copies in lieu of an original, must be approved by the City clerk prior to destruction of the original record. No page of any record shall be destroyed if the page cannot be reproduced electronically with full legibility. Every irreproducible page shall be preserved in a manner that shall afford easy reference for the retention period set forth in the retention schedule. Every reproduction made pursuant to this section shall be deemed an original record.

8.1.1 EMIS Storage Medium

The City recognizes the EMIS as the official electronic repository of the City. This system complies with requirements regarding electronic record storage as set forth in section 34090.5 of the California State Government Code. Records stored or transferred to the EMIS are eligible for destruction 30 days after entry in the EMIS with no further approval required provided the following criteria is met.

1. Department Records Coordinator identifies records that are imaged and stored in a medium other than the EMIS and are also stored in the EMIS.
2. The Department Records Coordinator confirms that quality control process is completed as outlined in the City's Imaging Policy and Guidelines for City Records (administered by the City Clerk's Office and adopted by Administrative Regulation) on designated records and that 30 days has elapsed from entry in the EMIS.

3. The Department Records Coordinator destroys the records as outlined in the City's record retention schedule.

8.2 Offsite

The City will make every effort to avoid storing records in offsite storage facilities. Whenever possible, records will be held in the department responsible for the document (Office of Record) in their original form in the EMIS.

8.3 Duplicate Records

When a duplicate of an official record exists, it may be destroyed at the discretion of the department director when the original record is on file electronically in the EMIS or in original format in the Office of Record, without further authorization from the City Clerk or City Attorney.

8.4 Records Disposition

Record disposition applies to all records, regardless of the physical form or location of the record. At the conclusion of a records retention period, the record shall be disposed of in accordance with this policy.

9. REQUIRED FORMS

The following forms are to be utilized by all City Department Directors or their designees in order to efficiently and accurately identify, inventory, transfer to storage, retrieve, and destroy records under his/her control: (Each form, including instructions, is attached hereto.)

9.1 Records Retention Schedule (Exhibit B)

This form governs the mandatory disposition of City records by indicating the minimum length of time records shall be maintained in the office and in storage, and the time period after which they may be destroyed.

The Retention Schedules are created by the Office of the City Clerk based on a detailed examination of the Records Inventory & Identification Forms, and interviews with each department to determine the legal, vital, administrative, or historical value of the records. Applicable codes and statutes are referenced to determine the required retention period. Retention schedules and amendments thereto are approved by the City Attorney, City Clerk and Department Head, and authorized by City Council resolution.

9.2 Records Inventory & Identification Form (Exhibit C)

This form is used to collect the inventory and appraisal information needed to develop retention periods for public records under the control of each City Department. The records inventory is a detailed review of the quantity, type, function, and organization of records by category or record "series". This information is used by the Office of the City Clerk to research and apply the retention periods to each record "series" per legal and/or administrative requirements. When more than one legal citation applies to a particular

record, the longest retention period shall apply. Once completed, the inventory forms are retained by the Office of the City Clerk.

9.3 Request for Amendment to Records Retention Schedule Form (Exhibit D)

This form is used when any change is needed in the Records Retention Schedule. It is completed by the requesting department and reviewed by the City Clerk or his/her designee. Each "Request for Amendment to Records Retention Schedule" form is then submitted to the City Attorney and City Clerk for approval and must be authorized by City Council resolution. The City Clerk or his/her designee will initiate and coordinate a periodic review of all department Retention Schedules to ensure compliance with legal requirements.

9.4 Authority to Destroy Obsolete Records Form (Exhibit E)

This form is prepared by the department wishing to destroy records. The City Clerk or his/her designee reviews the form and forwards it to the City Attorney for approval. Once approved by the City Attorney, the records are destroyed. The form is then signed by the department verifying destruction and returned to the Office of the City Clerk for permanent retention.

10. DISPOSITION OF RECORDS

As provided by Govt. Code Section 34090, upon the request of the Department Head and with the written consent of the City Attorney and the City Clerk, the records identified in the Records Retention Schedule are authorized to be destroyed on an on-going basis in accordance with the retention periods described therein without the necessity of a specific resolution of the City Council.

10.1 Procedure

The Office of the City Clerk shall be responsible for scheduling and coordinating with all City Departments the destruction of records on an annual basis. The appropriate forms will be distributed to all City Departments in order to document the records to be destroyed.

It shall be required that the Department Head, City Attorney, City Clerk and Records Management Coordinator authorize and sign each "Authority to Destroy Obsolete Record" form prior to the records being destroyed.

NOTE: It is imperative that the requests for Authority to Destroy Obsolete Records be reviewed carefully by all signatory staff in order to determine whether records listed are involved in litigation, or if there is an administrative and/or operational requirement which may require a temporary extension of the retention period.

Records deemed to be confidential in nature shall be shredded. All other records shall be removed from their locations for secure destruction.

The Department Director in control of the records and City Clerk or his/her designee shall certify each and every destruction of records. The City Clerk or his/her designee shall maintain a permanent record of all destroyed records and destruction certifications.

10.2 Exceptions

In accordance with Government Code Section 34090, the City is not authorized to destroy the following City records:

- Records affecting the title of real property or liens thereon.
- Court records (unless the originals are maintained by a court of law).
- Records required to be kept by statute.
- Records less than two years old.
- The minutes, resolutions, or ordinances of the City Council or the City's Boards or Commissions.

11. VITAL RECORDS PROTECTION

Vital Records contain information necessary for the City to resume operations after a disaster. Each Department Director is responsible for identifying the Vital Records under his/her control and ensuring that the Vital Records are maintained according to the following procedures:

- All Vital Records shall be stored in a secure, safe and controlled environment, to protect the records from theft or damage (i.e. vault or Records Center).
- Vital Records that are in use but are required to be kept in a secured area, should be returned to the secured area at the end of each workday. Vital Records should not be allowed to accumulate on desks or in unprotected areas.
- The Information Technology Division shall back up the City's Servers, and imaged records each business day in accordance with procedures established with the Administrative Services Director. The backup copy will be stored at an off-site location to be used for recovery if necessary. The address of the off-site location is on file with the City Clerk's office.

12. DEFINITIONS

Agency

State Agency: Means every state office, officer, department, division bureau, board and commission, or other state body or agency, except courts and the Legislature.

Local Agency: Includes a county, city, school district, or any board, commission or agency thereof, other local public agency, or entity that is a legislative body of a local agency pursuant to subdivision (c) and (d) of Govt. Code Section 54952.

Duplicate Records

Copies or reproductions of original records, whether or not the same physical form as the original, which are retained for personal reference or for operational requirements. (Note: a copy is considered an “original” if the original cannot be located.)

Electronic Media Imaging System (EMIS)

In accordance with Govt. Code Section 34090.5, any process or system where City records are photographed, micro graphed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data-processing system, recorded on optical disk, reproduced on film, optical disk, or any other medium that is a “trusted system” and that does not permit additions, deletions, or changes to the original document.

“Trusted System”: Per Govt. Code Section 12168.7, a combination of techniques, policies, and procedures for which there is no plausible scenario in which a document retrieved from or reproduced by the system could differ substantially from the document that is originally stored.

Inactive Records

Records more than two years old, which are accessed infrequently but may continue to have administrative, operational, legal, fiscal, or historical value in carrying out City business. Inactive Records may be stored off-site, and shall be destroyed in accordance with the City Records Retention Schedule.

Permanent Records

Original records required to be maintained permanently according to law, regardless of whether the record is converted to an electronic media (i.e. magnetic surface, optical disk, etc.). Permanent Records may include, but are not limited to, records affecting the title of real property or liens thereon; court records; records required to be kept by statute; records less than two years old; and minutes, resolutions, or ordinances of the City Council or of its Boards and Commissions.

Person

Includes any natural person, corporation, partnership, limited liability company, firm, or association.

Public Record

Any writing containing information relating to the conduct of the City’s business, prepared, owned, used or retained by the City, regardless of physical form or characteristics (Govt. Code Section 6252(e)).

Records Management Committee

An administrative committee consisting of designated representatives from each City department (Department Records Coordinators) and the Records Management Staff; created for the purpose of administering and coordinating the Records Management Program. Department Records Coordinators are designated by department directors to maintain and control the disposition of records in the respective departments.

Records Management Program

A system for the creation, utilization, maintenance, retention, preservation, and disposition of City records.

Records Management Staff

All City Employees and City Attorney.

Record's Manager

The City Clerk or his/her designee.

Records Retention Schedule (Exhibit B)

A schedule identifying the records maintained by each City department by class or "series", and specifying, in accordance with statutory and administrative requirements, the period of time records must be retained before they may be destroyed.

Subpoena duces tecum

(also called a subpoena for production of business records if documents are sought before trial) requires the person or entity that is served to gather and produce certain records or documents identified in the subpoena. A subpoena may call for both personal attendance at trial/deposition and the production of records. Failure to obey a subpoena is a contempt of court and can result in sanctions imposed by the court, including a fine.

Transitory Communications

Routine correspondence or other documents having short-term value and which are (1) not an integral part of administrative or operational records, (2) not required to sustain administrative or operational functions, (3) not regularly filed under a standard records classification system, (4) not required to meet statutory obligations, and (5) recorded only for the time required for completion of actions or ongoing records associated with them.

Vital Records

Records containing information essential for the City to resume operation after a disaster; records containing information regarding claims to present or future income; records necessary to protect the City against fraud or overpayment; and records furnishing data on current assets, equipment, securities and real estate. Vital Records may include, but are not limited to, current financial statements, ledgers, property deeds, leases, contracts, permits, licenses, original plans and specifications for City streets and facilities, ordinances, resolutions, and minutes of the City Council, Commission and Committee meetings.

Writing

Means handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created regardless of the manner in which the record has been stored.

EXHIBITS

Exhibit B – Records Retention Schedule

Exhibit C – Records Inventory & Identification Form

Exhibit D – Request for Amendment to Records Retention Schedule Form

Exhibit E – Authority to Destroy Obsolete Records Form

City of Los Alamitos Records Retention Schedule

GENERAL RECORDS

Schedule A

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Agreements	Agency/Dept. Head-approved	Contracts entered into by the City relating to goods, services, legal settlements, and programs	Expiration date	4 years	Code of Civil Procedures Sec. 337.2; GC 34090 et seq.	City Clerk
Budget	Budget Backup Documentation	Budget forms and other support documents	Adoption date	2 years	GC 34090 et seq.	Originating Dept.
	Fees Documentation	Budget forms used to justify setting or increasing City Fees				
City Boards and Commissions	Agenda	Meeting Agendas	Meeting date	2 years	GC 34090 (d); 34090.5	Originating Dept.
	Minutes	Meeting Minutes		Permanent	GC 34090 (e)	City Clerk
Correspondence	Council Request	Forms used by the Council to request information and/or certain Staff actions	Request date	2 years	GC 34090 et seq.	Originating Dept.
	Incoming General Correspondences	"Loose" correspondences that cannot be legitimately attached to some major record series such as Agreement or Project	Receipt date	2 years	GC 34090 et seq.	Originating Dept.
	Outgoing General Correspondences		Transaction date			
Complaint Files	Personnel	Complaints about customer services, employees, employee actions or employee conduct	Resolution of Complaint	5 Years	EVC 1045, GC 12946, PC 801.5,	Personnel
	Operations	Complaints about customer service, maintenance, repairs, or materials	Resolution of Complaint	3 years	CCP 338, 342, GC 945.6	Receiving Department
Emails	City emails saved on server	All email communication saved on server	Receipt date	90 days	GC 34090 et seq.	IT
General	Records not specifically listed <i>*requires review by the City Clerk and City Attorney</i>	Any writing or recording that contains information related to the conduct of the public's business prepared, owned, used, or retained by the City regardless of physical form or characteristics	Date of record	2 years	GC 34090 et seq	Originating Dept.
Payroll	Exception Sheets	Forms to change labor expenditures to applicable Fund and Activity other than home account	Date prepared	3 years	GC 34090 et seq.	Payroll
	Leave of Absence (Except Medical Leaves; see Personnel Services Schedule)		Pay Period date	2 years		Payroll
Projects	General Project Files	Project files including correspondence, reports, and relevant back-up documentation	Folder year date	3 years	GC 34090 et seq.	Originating Dept.
Logs	General Logs Books or Files	Detailed log of documents	Folder year date	3 years	GC 34090 et seq.	Originating Dept.
Memos	Memo	City Manager's Weekly Memo, etc.	Distribution date	2 years	GC 34090 et seq.	Originating Dept.
Policies	Administrative Rules and Regulations	Policies, procedural directives and manuals developed by the City to govern internal management functions	Creation date	Until Superseded	GC 34090 et seq.	City Clerk
	Procedure Manuals	Position specific manuals, etc.	Creation date	Until Superseded	GC 34090 et seq.	Personnel
Press Releases	Press Release	City wide Press-releases, Facebook posts, and website updates	Post date	2 years	GC 34090 et seq.	Originating Dept.
Publications	Publications produced by the City and made available to the public.	May include newsletters, pamphlets, brochures, leaflets, reports, studies, proposals, and similar published records.	Publication date	2 years	GC 34090 et seq.	Originating Dept.

City of Los Alamitos Records Retention Schedule

GENERAL RECORDS

Schedule A

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Recordings of telephone and Radio Communications	Audio Recordings	Routine daily taping and recording of telephone communications and all radio communications relating to the operations of the Departments	Recording date	6 months	GC 34090.6 (a)	Originating Dept.
Reports	Travel Request Reports, Payroll, Accounts Payable	Original Copies in Finance; Duplicate copies in respective Departments	Date prepared	2 years	GC 34090 et seq.	Finance
Routine Video Recordings	Video Recordings	Video or electronic imaging system designed to record the regular and ongoing operations of the Departments, including in-car video systems, jail observation and monitoring systems, and building security taping systems	Recording date	1 year	GC 34090.6 (a)	Originating Dept.
Surveys and Questionnaires	City issued surveys and questionnaires.	Records related to data collection. May include notes or papers used to develop survey tools, data collection tools, results or analysis or collected data and reports.	Date completed	2 years	GC 34090	Originating Dept.
Transitory Communications	Temporary files used solely for the purpose of transmitting and routing conversation and/or communicative information.	May include but is not limited to email, email subscriptions, spam, instant messaging, text messaging, and voicemail.	Date received	Not to exceed 60 days		Originating Dept.

City of Los Alamitos Records Retention Schedule
City Clerk's Office

Schedule B

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Abatements	Abatement of various undesirable conditions	Files on dangerous buildings garbage, trash and weed abatement, public nuisances and other related Council actions including correspondences and request for action	Folder year date	Hardcopy - 2 years, Laserfiche imaging - Permanent	GC 34090 et seq.; 34090.5; see Agenda	City Clerk
Administration	City Identification	Articles of Incorporation, City Emblem, City Seal, City Flag, City Logo, and other related items	Implementation date	Permanent	GC34090 et seq.	City Clerk
	Misc. Correspondences	Includes both ingoing and outgoing general correspondence, including letters and e-mail along with citizen feedback; various files, not related to specific cases and not otherwise specifically covered by the retention schedule.	Folder year date	2 years	GC 34090 et seq.	
	Records Destruction Authorization Form	Original with signatures	Destruction Date	5 years	GC 34090 et seq.	
Agreements	City Council Approved	Original contracts and agreements and back-up materials, includes leases, equipment, services, licenses or supplies services/maintenance, medical, dental and long-term disability contracts; may contain attachments such as deeds, insurance certificates	Agreement date	T + 4 years	CCP 337.2, 343; GC 34090 et seq.	City Clerk
	Collective Bargaining Agreements	Includes amendments, side letters, and Memorandum of Understandings (MOU)	Agreement date	T + 4 years	29 CFR 516.5	
	Development Agreements	Infrastructure contracts, franchise, maintained for seven years.	Agreement date	Permanent	CCP 337, 337.1, 337.15; GC 34090 et seq.; 48 CFR	
	Employment Agreements - At-Will Employees; Temporary Employees	Original agreements/contracts for at-will employees or temporary employees	Agreement date	T + 4 years	CCP 337.2, 343; GC 34090 et seq.	
	Insurance, Joint Powers Agreement	Accreditation, MOU, agreements and agendas	Agreement date	T + 4 years	GC 34090 et seq.	
	City Manager Approved	Up to \$10,000 - Original contracts and agreements and back-up materials, includes leases, equipment, services, licenses or supplies services/maintenance, medical, dental and long-term disability contracts; may contain attachments such as deeds, insurance certificates	Agreement date	T + 4 years	CCP 337.2, 343; GC 34090 et seq.	
	Real Property	Original contracts/agreements regarding the development of real property, design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property	Agreement date	T + 4 years	CCP 337.15	
	Capital Improvement Projects (CIP)	Winning bids (originals) for Council-approved contracts for construction, improvement, maintenance, rehabilitations of public facilities including change orders, contingency increases, bid bond/bond for faithful performance, insurance certificates	Project approval date	T + 4 years	CCP Sec. 337	

City of Los Alamitos Records Retention Schedule
City Clerk's Office

Schedule B

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Appeals and Calls for Review	Appeals and Calls for Review - Los Alamitos Municipal Code (LAMC) Chapter 17.68	Hearing Officer Reports, correspondence, memorandums and other documents relating to Appeals	Appeal application date	C + 2 years	GC 34090 et seq.; LAMC Chapter 17.68	City Clerk
Boards and Commissions	Applications for Boards and Commissions - Not selected	Applications for B&C received during a filing period and not appointed by Council	Folder year date	2 years	GC 34090 et seq.	City Clerk
	Applications for Boards and Commissions - Selected	Applications for appointed Commissioners	Appointment date	T + 5 years	GC 34090 et seq.	
	Local Appointments List (Maddy Act)	List of all regular and ongoing Boards, Commissions, and Committees appointed by the City Council - pursuant to the Maddy Local Appointive List Act	GC 54970, GC 34090 et seq.	Until superseded (new list prepared each Dec. 31st)	GC 54970, GC 34090 et seq.	
	By-laws	Rules and procedures	Adoption	Permanent		
Code Books	By Subject	Los Alamitos Municipal Code, Uniform Fire Codes, Uniform Building Codes, National and State Electrical Codes, Mechanical Codes, Uniform Solar Energy Codes, Uniform Spa and Hot Tub Codes, Uniform Plumbing Codes, etc. adopted by ordinance and/or by reference.	Adoption	Permanent- Until superseded	GC 34090 et seq.	Adopted by Council and/used as reference, stored in Building Dept.
Deeds	By Street	Documents showing ownership of real property including grant deeds, quit claim deeds, easement deeds, abandonment of streets or alleys	Recording	Permanent	GC 34090 (a)	City Clerk
Elections	Assessment District/Ballots, Prop. 218	Property related fees (assessment ballot proceedings and competed ballots); Ballots - Property related fees (Assessment Ballot Proceeding). Ballots are disclosable public records during and after tabulation.	Recording	Permanent	GC 34090 (a)	City Clerk
	General Election/Historical Data	Statistics on population voter registration, election turnout, election results, sample ballots, copies of election results, proof of publication, certificate of election, and oaths of office	Election date	Permanent		
	Petitions - Initiative/Recall/Referendums	Not a public record - documents resulting in an election - retention is from election certification. Charter amendments, initiatives, recalls, and referenda; includes intent to circulate petition, text of petitions, City Attorney approved petition titles, proof of publications, and all related documents	Certification of Election Results OR Clerk's final exam of petition	8 months	EC 17200, 17400, GC 6253.5; EC 17400; GC 34458-60; EC 17200 requires petition documents to be kept 9 months after Council adoption of election results or after Clerk's final exam of petition if no election	
	Charter Amendments	Documents related to election on Charter amendments	Origination date	Permanent	GC 34458-60; GC 34090	

City of Los Alamitos Records Retention Schedule
City Clerk's Office

Schedule B

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Elections (continued)	Nomination Documents - Successful	All nomination documents and signatures in lieu of filing petitions	Election date	T + 4 years	EC 17100	City Clerk
	Nomination Documents - Unsuccessful	All nomination documents and signatures in lieu of filing petitions	Election date	Election + 5 years	GC 81009 (b)	
Financial Documents	Bond Exhibits - By Bond Issue	Bond document references in enabling resolutions or ordinances approved by City Council; Authorization/public hearing records/prospectus/proposals/certificates/notices (transcripts)/registers/statements	Meeting date	Cancellation, reduction or maturity + 10 years	CCP 336a, 337.5	Finance
	Bond Transcripts - By Bond Issue	Backup documents of bond issues e.g., legal options of bond counsel	Maturity date	2 years	GC 34090 et seq.	Finance
	Comprehensive Annual Financial Report (CAFR)	Annual Financial statements on City assets, liability, revenues and expenditures prepared by City staff and subjected to an independent audit	Year date	2 years	GC 34090 et seq.	Original in Administrative Services, copy maintained in Clerk's Office for public review
Fair Political Practices Commission (FPPC)	Campaign Statements - City Council, elected (originals)	Original statements of elected candidates and committees supporting elected candidates of City Council	Election date	Permanent (Can image after 2 years)	GC 81009 (b); GC 81009 (g)	City Clerk
	Campaign Statements - City Council, not elected (originals)	Original statements of candidates and supporting committees for candidates not elected to City Council	Election date	5 years	GC 81009 (b); GC 81009 (g)	
	Campaign Statements for other than City Council (originals)	Original statements of all other persons and committees	Election date	7 years	GC 81009 (c); GC 81009 (e); GC 81009 (g)	
	Campaign Statements (copies)	Copies of reports/statements	Election date	4 years	GC 81009 (f); GC 81009 (g)	
	Conflict of Interest Code	Required under Political Reform Act; positions must be reviewed by July 1st of every even-numbered year and amended if necessary	Adoption Date	Permanent - Adopted by Resolution	GC 87300	
	Ethics Training Records (AB 1234)	Records required to be kept under Gov. Code section 53235.2. Records must show dates that local officials satisfied the training requirements and the entity that provided the training. Applies to Boards, Commissions, Elected Officials, and Form 700 filers	Filing year	Hard Copy - 5 years after receipt of training	GC 53235.2	
	Statements of Economic Interest - Form 700 (copies) (elected officials)	Copies of original statements of elected officials forwarded to FPPC	Termination	4 years	GC 81009 (f), (g)	
	Statements of Economic Interest - Form 700 (originals) (non-elected)	Originals of statements of designated employees	Termination	7 years	GC 81009 (f), (g)	
	Gift to Agency Receipt - Form 801 (elected officials)	As required by FPPC	Filing year	4 years	GC 81009 (f), (g)	
	Agency Report of Ceremonial Role Events and Ticket/Pass Distribution - Form 805 (elected officials)					

City of Los Alamitos Records Retention Schedule
City Clerk's Office

Schedule B

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Fair Political Practices Commission (FPPC) (continued)	Behested Payment Report - Form 803	As required by FPPC	Filing year	4 years	GC 81009 (f), (g)	City Clerk
	Agency Report of New Positions - Form 804					
	Agency Report of Consultants - Form 805					
	Public Official Appointments - Form 806					
Insurance (INS)	Contractors/Service Providers	Certificates of Insurance or surety bonds required for individuals and companies on contract with the City.	Date of Agreement/Project	T of agreement + 4 years	GC 34090 et seq.	City Clerk - Original certificate with appropriate agreement of project
	Insurance Certificates, City	Liability, performance bonds, employee bonds, property; insurance certificates filed separately from contracts	Expiration date	Until Superseded	GC 34090 et seq.; also under bonds	
	Insurance, Liability/Property	May include liability, property, Certificates of Participation, deferred, use of facilities	Expiration date	Until Superseded	GC 34090 et seq.	
Land Use	Land Annexation/Reorganizations	California Secretary of State Certification, City Certificate with Affidavit of Completion of annexation, and Annexation Map; Notices, Resolutions, Certificates of Completion	Secretary of State Filing Acceptance	Permanent	GC 34090 et seq.	City Clerk
Legislative Bodies	Agendas	Copies of complete agenda packets (Original agenda reports filed with appropriate project/subject files)	Meeting date	Hardcopy - 2 years, Laserfiche imaging - Permanent	GC 50115; GC 34090 et seq..5	City Clerk
	Agenda Notices	Notices - Public Meetings including Special Meetings	Folder year date	2 years		
	Agenda Publications	Affidavits of Publication/Posting - Proof of publication or posting of legal notices. Examples: Notice of Public Hearing, Notice Lien, etc.	Folder year date	2 years		
	Audio and Video Recordings	Recordings of Council Meetings	Meeting date	Permanent	GC 54953.5 (b)	
	Records - audio (for preparation of meeting minutes)	Includes Council/Commission and Boards	Meeting date	Until no longer needed for preparation of minutes (after minutes are approved)	GC 34090 et seq., 64 Ops. Atty. Gen 317	
Logs	City Clerk Logs	Logs of documents received by the Clerk	Folder year date	3 years	GC 34090 et seq.	City Clerk
Public Records Request	Public Records Requests	Requests from the public for documents retained by the City and supporting documentation	Receipt date	C + 2 years	GC 34090 et seq.	City Clerk
Special Agencies	By-laws	Records retained by the Clerk acting as Secretary for Special Agencies. As of March 2015, includes Public Facilities Corporation.	Approval date	Permanent	GC 34090 et seq.	City Clerk
	Minutes					
	Resolutions					

City of Los Alamitos Records Retention Schedule

City Clerk's Office

Schedule B

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Special Districts	Assessment District - By Number	Established by the City to provide certain services financed by assessments levied on district properties enacted by resolution, ordinance	Approval date	Permanent	GC 34090 et seq.	City Clerk
	Underground Utility District (UUD) - By Number	Documents on Council actions to install new or move existing utility lines underground as enacted by resolution	Meeting date	Permanent	GC 34090 et seq.	
Vital Records	City Charter	Establishing the City of Los Alamitos as a municipal corporation and chartered City.	Date of Voter Approval	Permanent	GC 34090 (e)	City Clerk
	Minutes	Official record of actions taken during Council meetings	Meeting date			
	Council Committee Minutes	Standing Committees. As of March 2015, Budget Standing Committee and Los Alamitos Unified School District/City Working Group	Meeting date			
	Ordinances	Laws or orders adopted by the City Council	Adoption date			
	Resolutions	Legislative actions	Adoption date			

City of Los Alamitos Records Retention Schedule

City Attorney's Office

Schedule C

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Federal Court Cases	By Case	Case file for Federal Court Cases	Closing Date	5 years	Code of Civil Procedures Sec. 337; GC 34090 et seq.	City Attorney
Criminal Cases	By Case	Case file for Criminal Court Cases	Closing date	5 years		
Judgment and Settlements	By Case	Concluding Case documents	Closing date	10 years		
Personnel Board of Appeals	By Appellant	Personnel	Closing date	5 years		
Superior Court Cases	By Case	Case File for Superior Court Case	Closing date	5 years		
Eminent Domain Cases	By Property	Case File for Eminent Domain Case	Closing date	5 years		
General Files	By Subject	Subject matter files	Closing date	2 years		

City of Los Alamitos Records Retention Schedule

Development Services

Schedule D

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Abandonment	Alley/Street	City agrees to relinquish all rights and real title to underlying property	Approval date	Permanent	GC 34090 (a)	City Clerk
Address Change	Street Name	Any change to description of the street name	Approval date	Permanent	GC 34090 (a)	Community Development
	Street Number	Change in numerical identification due to expansion or decrease in numbers				
Administrative Services	Agreements	Contracts entered into by the City relation to goods, services, legal settlements and program responsibilities; includes Joint Powers Agreements.	Expiration date	4 years	CCP 337; GC 34090 et seq.	City Clerk
	Community Development Block Grant (CDBG)	Grant documents and all supporting documents; applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, inventory, consolidated plans, CAPERS, etc.	End of grant year	End FY +4 years		Community Development
	Community Development Block Grant (CDBG)	Application, agreement, backups to payment requests, correspondences, etc.	Project completion date	End FY + 4 years		City Clerk
	Community Development Block Grant (CDBG)	City project files paid with CDBG funds	Project completion date	End FY + 4 years		Community Development
	Action Items	Staff reports to commissions and other legal bodies (excluding City Council)	Date of action	2 years		
	Bids & Proposals (Successful)	As required by the City's Purchasing Ordinance	Date of award	AU + 5 years		
	Bids & Proposals (Unsuccessful)	As required by the City's Purchasing Ordinance	Date of award	2 years		
	Bonds	Authorization/public hearing records/prospectus/proposals/certificates/notices (transcripts)/registers/statements	Cancellation, redemption, or maturity	10 years		
	Grants - Unsuccessful	Applications not entitled	Date of action	2 years		
	Procedure Manual	Administrative	Until superseded	S + 2 years		
Agreements	Development	Contract between City and developer in which the City agrees to guarantee specific entitlement in exchange for conditions or approval	Expiration date	Permanent	CCP 337, 337.1(a), 3.37.15; GC 34090 et seq.; 48 CFR 4.703	City Clerk
Applications	Alternate Methods and Materials of Construction	Concepts and materials not covered by current building code	Approval date	Permanent	GC 34090 et seq.	Planning
	Appeals	Appealing decisions or requirements of Planning Commission or Community Development Director made by interested party, individual or group	Approval date	Permanent	GC 34090 et seq.	
	Appeals to Code	Appealing to Uniform Code Appeals Board to resolve code disputes	Approval date	Permanent	GC 34090 et seq.	
	Appeals Board	To appeal a decision or interpretation of the Building Official to Planning Commission	Approval date	Permanent	GC 34090 et seq.	
	Conditional Use Permit (CUP)	Specific use of land or buildings in a land use district wherein such use may be so conditionally	Approval date	Permanent	CG 34090 (a); H&S 19850; 4003; 4004	

City of Los Alamitos Records Retention Schedule

Development Services**Schedule D**

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Applications (continued)	Development Review	Members of a Committee representing all City agencies to coordinate site plan review comments	Approval date	3 years	GC 34090 et seq.	Planning
	Documentation of Unreasonable Hardship	Exception from the requirement of the Title 24 Energy Standards	Approval date	Permanent	GC 34090 et seq.	
	Extension	Request for additional time to implement conditions of approval for discretionary applications	Approval date	3 years	GC 34090 et seq.	
	Permit Extension	Request for additional time to complete repairs and/or corrections	Permit issuance	2 years	GC 34090 et seq.	
	Floodplain Variance	Request showing sufficient cause to deviate from the Floodplain Management regulation	Permit issuance	Permanent	GC 34090 et seq.	
	General Plan Amendment	Alteration or re-designation of land use or policy contained in the General Plan	Adopted date	Until superseded + 2 years	GC 34090 et seq.	
	Legal Nonconforming	Legalizing unpermitted additions or conversions to structures	Adopted date	Life of structure + 2 years	GC 34090 et seq.	
	Lot Line Adjustments	Minor modifications of existing lot lines	Recorded date	Permanent	GC 34090 et seq.	
	Minor Exceptions	Waiver of modification of those zoning provisions which pertain to minimum requirements	Approval date	2 years	GC 34090 et seq.	
	Pushcart License	Permit to operate a pushcart	Permit issuance	2 years	GC 34090 et seq.	
	Residential Relocation	Any relocation of a residential structure from one parcel to another	Permit issuance	2 years	GC 34090 et seq.	
	Planned Sign Program (PSP)	Mechanism to insure the coordination of signage within a development site	Approval date	Permanent	GC 34090 et seq.	
	Planning Commission Site Plan Review	Project plans requiring approval of Planning Commission	Until superseded or building is demolished	Permanent	CG 34090 (a); H&S 19850; 4003;4004	
	Specific Development	used to create project or area specific standards of property through an amendment application	Adopted date	Permanent	CG 34090 (a); H&S 19850; 4003;4004	
	Specific Plan	Used to create special zoning districts through an amendment application	Adopted date	Permanent	CG 34090 (a); H&S 19850; 4003;4004	
	Subdivision Parcel Map (or Parcel Map)	Consolidation or division of four or fewer parcels	Recorded date	Permanent	GC 34090	
	Tract Map	Division of five or more parcels	Recorded date	Permanent	CG 34090 (a)	
	Variance	Request for variation from Zoning Code	Approval date	Permanent	CG 34090 (a); H&S 19850; 4003;4004	
	Amendment Application	Amendment, supplement or change of district boundaries	Adopted date	Permanent	CG 34090 (a); H&S 19850; 4003;4004	
	Zoning Ordinance Amendment (ZOA)	Change to the Zoning Ordinance	Adopted date	Permanent	CG 34090 (a); H&S 19850; 4003;4004	

City of Los Alamitos Records Retention Schedule

Development Services
Schedule D

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Certificates	Compliance	Ensures compliance with the current code	Approval date	Life of structure + 2 years		Planning
Certificates (continued)	Land Use - Temporary	Type of permitted use for minor uses such as temporary activities	Approval date	Current + 2 years	CG 34090 (a); H&S 19850; 4003; 4004	Planning
	Land Use - Permanent	Public documentation of legal exterior pay telephones	Approval date	Permanent	CG 34090 (a); H&S 19850; 4003; 4004	
		Satellite Dishes	Approval date	Life of structure		
	Temporary Certificate of Occupancy	Allows occupancy before final permits is issued	Permit issuance	Permanent	GC 34090 et seq.	Building
California Environmental Quality Act (CEQA)	Categorical Exemption	Brief statement that a project is exempt from CEQA	Approval date	Permanent	GC 34090 (a); CEQA Guidelines	Planning
	Environmental Impact Report (EIR)	Document disclosing impacts of project development; may include detailed technical studies				
	Environmental Review	Correspondence, consultants, issues, conservation				
	Mitigation Monitoring Program	Prepared for all projects in which mitigation measures have been incorporated in the environmental document		Completion + 2 years		
	Negative Declaration	Included Environmental checklist to discuss areas of potential project impact; mitigation measures may be included				
	Notice of Completion	Informs agencies and general public that a lead agency has prepared a Draft EIR for public review				
	Notice of Determination	Prepared by lead agency after an EIR has been certified or Negative Declaration has been approved; beings a 30-day statue of limits to challenge project				
	Responses to Comments (Final EIR)	After lead agency receives public comments on the Draft EIR, each comment raised is given response				
	Statement of Overriding Consideration	When an EIR is prepared for a project that has unavoidable adverse impacts, this document is prepared to provide decision makers with an explanation of why the project benefits outweigh any adverse environmental effects				
	Facts and Findings	Findings are made for each significant effect identified in the EIR		Permanent		
Code Enforcement	Liens and Releases	Utilities, abatement, licenses	Inspection date	2 years; permanent if document is recorded	GC 34090 et seq.	Code Enforcement

City of Los Alamitos Records Retention Schedule

Development Services
Schedule D

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Code Enforcement (continued)	Reports, Federal and State	Statistics, may contain records affecting title to real property or liens	Inspection date	2 years; permanent if records affect title or lien	GC 34090 et seq.	Code Enforcement
	Citations and Case Files	Notice of Violation, Infractions. For vehicle only in front yard parking vehicle for sale	Issuance date			
Complaint	Criminal	Referral to City Attorney for action	Issuance date	2 years	GC 34090 et seq.	Code Enforcement
Covenants and Agreements	Access and Parking	Common access/parking between two or more properties	Approval date	T + 10 years	CCP 337.15	Community Development
	Covenants and termination of Covenants	Legal description of parcel land				
Determination of Nonconforming Status	By Property	A legal determination of a use or building on a site which does not conform to current standards	Approval date	Permanent		Planning
Development	Photographs	Aerial photographs	Approval date	Permanent	GC 34090 et seq.	Community Development
	Projects not completed or approved	Building, engineering, planning	Approval date	2 years	GC 34090 et seq.	
	Reports	Periodic activity	issuance date	2 years	GC 34090 et seq.	
Finding of Fact	Planning Commission/Zoning Administrator	Written finding which shall specify all facts relied upon by City Council, Planning Commission, or Zoning Administrator in rendering its decision and in attaching conditions and safeguards	Approval date	Permanent	GC 34090 (e)	Planning
General	Correspondence	General, including citizen feedback, letters, email; various files not related to specific cases and otherwise specifically covered by the retention schedule	Received date	2 years	GC 34090 et seq.	Community Development
	Project Files	Project files including correspondences, reports, and relevant back-up documentation	Completion Date	3 years	CCP 337; GC 34090 et seq.	
	Planning/Engineering	Materials board, renderings, boards and photographs	Approval date	Permanent	GC 34090 et seq.	
General Plan	General Plan Document	Image on completion, 1 paper copy in Clerk's Office until superseded	Council Approval Date	Permanent	GC 34090 et seq.	Planning
Inspection	Business License Certificate of Occupancy	Inspection for finance and planning divisions	Issuance date	Permanent	GC 34090 et seq.	Building
	Notice of Violation	Corrections and/or violation to be resolved prior to final approval		2 years		
	Reinsertion	For additional inspections above the normal requirement				
	Report: fire damage	Examination of the extent of the damage				
Investigation Notice	Special investigation and/or complaint	Request by Fire Department	Issuance date	2 years	GC 34090 et seq.	Building
	Notice and order of substandard	Repairs or demolitions to buildings or structures	Closure date	Settled date + 2 years		
	Violations	Noncompliance with City Codes	Closure date	Settled date + 2 years		
	Special investigations	Pre-inspection for code compliance	Inspection date	2 years		

City of Los Alamitos Records Retention Schedule

Development Services

Schedule D

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Permits	By property	Building, Electrical, Grading, Mechanical, Plumbing, and Solar permits to allow for code compliance	Issuance date	Permanent	GC 34090 (a); H&S 19850; 4003; 4004	Building
	Film Permit	Granted for the purpose of photographing or filming	Expiration date	2 years	GC 34090 et. seq	Planning
	Home Occupancy	Business use which does not alter the residence	Approval Date	Permanent		
	Special Event	Parades, athletic events and public assemblies as established in LAMC Chapter 12.44	Event date	T + 2 years		
	Temporary Sign Permits	System to control size, location, type and number of off premise signs located on private property	Approval date	Permanent		
	Temporary Sign Permits, Home Occupation	Building signs (temporary)	Approval date	2 years		
	Temporary Use Permit	Temporary uses conducted on privately owned property outside of a private structure (e.g., carnivals, car washes, outside displays/sales, etc.) LAMC 17.46	Expiration date	2 years		
Receipts	Application	Fees for various divisions permits, applications, etc.	Validation date	AU + 5 years	26 CFR 31.6001-1(e)(2)	Community Development
Report	Asbestos	Verification of reports accuracy	Issuance date	Permanent	GC 34090 et seq.	Community Development
	Federal/State	Statistics to various government agencies				
	Soils Report					
Plans	By Property	Engineered plans pertinent to commercial structures	Approval date	Permanent		Building
Vital Records	Register of Historic Properties	Applications, photographs or property designated by Council action as historic property as enacted by resolution	Approval date	Permanent	GC 34090 (a)	City Clerk

City of Los Alamitos Records Retention Schedule

Administrative Services and Finance (ASF)

Schedule E

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Accounting and Budget	Projects	Contains project documents for grants, agreements, billing reimbursement	Date completed	7 years	GC 34090 et seq.	ASF
Accounts Payable	Year-end Accrual	End of year accounts payable accruals, annual emission fee report	Date prepared	4 years	GC 34090 et seq. IRS Reg 31.6001-1(e)(2)	ASF
	Disbursement Edit Listing	List of paid invoices by fund and activity	Run date	7 years		
	Vendor payment documents for grants or capital projects	Supporting documentation for disbursements for City expenditures for grants or capital projects	Beginning grant period date	10 years		
	Vendor Claim Check Register	Lists payments to vendor	Date prepared	7 years		
Accounts Receivable	Unpaid billing	Lists unpaid billings	Date prepared	4 years	GC 34090 et seq.	ASF
	Transaction History Report	Accounts receivable historical data	Run date	5 years	GC 34090 et seq.	
Americans with Disabilities Act (ADA) Title II	ADA Transition Plan	Tracking of structural changes required to bring organization into compliance with Title II of the ADA	2015	Permanent	ADA Title II; Section 504, rehabilitation Act	ASF
Appropriation/Adjustments		Changes to City budgets as approved by Council and/or City Manager	Date prepared	3 years	GC 34090 et seq.	ASF
Audit	Working Papers	Audit documents; year-end financial work papers	Date prepared	3 years	GC 34090 et seq.	ASF
Banks	Daily Bank Balance Report	Reports of daily banking activity	Date prepared	CU +3	GC 34090 et seq. GC53607 GC 34090 et seq.; GC53607	Treasury
	Deposit Slips	Treasury's copy of all City deposit slips set to bank	Date prepared	Audit + 4		
	Return Checks	Copies of customers checks returned by bank, letters sent to customers, etc.	Received	Audit + 5		
	Statements	Statements relating to investment banking	Received	CU + 3		
	Transfer Activity Records	Documents pertaining to the wiring of funds to/from bank accounts	Date prepared	Audit + 2		
Business License Tax	Monthly Register Reports	Miscellaneous Business License Account summary information reports	Date prepared	CU + 3	GC 34090 et seq.	ASF
	Deletion Records	Deleted and/or canceled accounts	Date canceled	T + 3		
	Gross Receipts and Variable Assessments statements	Business License Tax statements filed by business operators	Date received	CU + 3		
	Miscellaneous Receipts	receipts for miscellaneous payments	Date prepared	CU + 3		
	Original applications	Original business license tax applications	Application date	7 years		
	Payment records	Statements Relating to calculation and payment of business license tax	Date received	CU + 3		
	Renewal registration records	Statements relating to business owner information	Date received	CU + 3		
	Payments/Daily Cash Receipts	Business License Tax payments received and process via treasure cashiers	Date received	Audit +4		
	Statements and Account Reconciliation	List all bank-cleared City checks; filed by name and by fiscal year	Date prepared	Audit +5		
Bonds	Bond Documents and Schedules	Revenue, refunding and financing of City Projects		Audit + 4	GC 34090 et seq.	ASF
Checks	Voided/Canceled Checks and Related Reports	Checks voided/canceled; issued by the City; includes Workers Compensation, Payroll and vendor; includes checks voided as a result of printer misalignment	Date issued	Audit +5	GC 34090 et seq.; CCP 337	Treasury
Community Development Block Grant (CDBG)	CDBG Report	List CDBG project expenditures, encumbrances, and available balances	Date prepared	Terminate+ 4 years	GC 34090 et seq.	ASF

City of Los Alamitos Records Retention Schedule

Administrative Services and Finance (ASF)**Schedule E**

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Comprehensive Annual	Audited	General Purpose Financial Statements	Publication date	15 years	GC 34090 et seq.	ASF
General Ledger	Expenditure and Revenue Reports	Monthly and Fiscal year Expenditure and Revenue Reports	Period end	Audit + 2 years	GC 34090 et seq.	ASF
Internal Revenue Service (IRS)	Form 1099	Self-explanatory; filed by calendar year	Date prepared	5 years	GC 34090 et seq.	ASF
Journal Entry	General Ledger	Documents used to manually post entries to general ledger/cost ledger	Date prepared	8 years	GC 34090 et seq.	ASF
Labor	PGIS Internal Service Fund	List labor charged for PWA Project Management employees by account number	Run date	10 years	GC 34090 et seq.	ASF
	PGIS Labor Distribution Report	List labor charges	Run date	10 years	GC 34090 et seq.	ASF
	Posting Errors	List labor charges "Unable to post"	Completion date	1 year	GC 34090 et seq.	ASF
Overhead Distribution	Indirect Cost	List indirect costs and overhead charges	Date prepared	8 years	GC 34090 et seq.	ASF
Payroll Documentation	Accrual Reports	Reports to indicated year to date balances, prior year, owing, current year, entitlements, time taken, etc.	Date prepared	3 years	GC 34090 et seq. IRS Reg 31.6001-1(e)(2), 26 CFR 1.6001-1, RTC 19530	Payroll
	Attendance Reports	Daily attendance postings		10 years		
	Retirement Reports	Employee reportable earnings/contribution reports		10 years		
	Employee Earnings W-2	YTD W2 earnings (ER copies of W2)		Audit + 4		
	Earnings Check Registers	Pay period employee earnings		10 years		
	State Quarterly Reports	Quarter employee earnings		10 years		
	Leave of Absence (except Med. Leave, see Personnel)	Authorizing absences forms		2 years		Generating Department
	Time Exception Sheets	Labor Expenditure charges to applicable fund/activity other than home account.		3 years		
Purchasing Documentation	Bids/Proposals	Original bid, bids received, bid list, advertising record	Completion date	3 years	GC 34090 et seq.	Purchasing
	Travel Request and Expense Reports	Self-explanatory	Travel date	Current Year + 2 years		
Revenue Records	Liens		Date prepared	Permanent	GC 34090	Payroll
	Collection Agency Records			7 years		
	Parking Ticket Processing			3 years		
	Payment Stubs			2 years		
	All other revenue records	May include, but is not limited to: Account adjustment sheets; business tax files (applications, renewal forms); return check processing; cash receipts; credit; debit; purchase card receipts; authorization forms; business, transfer; and utility users tax records; transient occupancy tax; utility user tax rebate; deposit slips; business tax correspondence and affidavits; payment reports		5 years		
Checks	Voided/Canceled Checks and Related Reports	Checks voided/canceled; issued by the City; includes Workers Compensation, Payroll and vendor; includes checks voided as a result of printer misalignment	Date issued	AU + 5	GC 34090 et seq.; CCP 337	Treasury

City of Los Alamitos Records Retention Schedule

Administrative Services and Finance (ASF)

Schedule E

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Checks (continued)	Paid Checks	Paid checks issued by the City; includes Workers Compensation, payroll, and Vendor Checks	Date issued	AU + 5	GC 34090 et seq.; CCP 337	Treasury
	Transmission of all checks issued by City to Bank	List of all City check issued to allow bank to clear check through account for positive pay		CU + 2	GC 34090.7	
Transient Occupancy Tax (TOT)	Filing Records	Original registration	Registration date	T + 3	GC34090 et seq.	Treasury
	Payment Records	Monthly Filings and remittances	Date received	CU + 3	GC 34090 et seq.	Treasury
Parking Citations	Collections	Itemization of citation payments collected by contract services agency	Date received	CU + 3	GC 34090 et seq.	Treasury
	Register	Parking citation payments processed by Treasury Staff	Date received			
	Amounts Written-off report	List of parking citations wrote-off by DMV	Date received			
	Citations Referred to DMV	Itemization of citations refereed to DMV for collection	Date prepared			
	DMV Collections	DMV parking citation collections	Date prepared			
Refund Requests	Business Tax office; Utility Users Tax and Misc. Refunds	Refund requests including supporting documentation	Date processed	CU +3	GC 34090 et seq.	Treasury
Treasury	Daily Treasurer's Reports	Report of daily revenues received with detail payment information and related working papers	Date prepared	CU + 3	GC 34090 et seq.	Treasury
	Treasury Investment Activity Records	All documents pertaining to investment activity	Date prepared	CU + 3	GC 34090.6	Treasury
Utility Users Tax (UUT)	Exemption Applications	Homeowners low income exemption application	Decision date	CU + 3	GC 34090 et seq.	Treasury
	Filing Records	Original registration	Date received	T + 3		
	Maximum Tax filings	Annual registration and maximum tax payment records	Date received	CU + 3		
	Payment Records	Monthly filings and remittance	Date received	CU + 3		

City of Los Alamitos Records Retention Schedule

Personnel

Schedule F

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Billings	Medical/Dental/Vision/Life/LTD/Flexible Spending Account and any other Insurance Carrier	Billings from insurance carriers	Date received	5 years	Department Defined	Personnel
	Unemployment Insurance	UI quarterly bills from State of California Employment Development Department and summaries of payments made by the City				
Candidate Files (Unsolicited and Unsuccessful)	Records used during the hiring process.	May include, but is not limited to: applications, rating sheets, reference checks, interview questions, psychological examination, medical examination, correspondence.	Date received	3 years	GC 34090 and 12946, 29 CFR 1602.31 & 1627.3(b)(ii), GC 12946	Personnel
Contract Files	Complaints/Requests for Accommodations	Dental insurance contract files	Expiration Date	Permanent	Department Defined	City Clerk
	Life	Life Insurance contract files				
	Long Term Disability (LTD) Insurance	Long-term Disability (LTD) contract files				
	Medical/Dental/Vision/Life/LTD/Flexible Spending Account and any other Insurance Carrier	Medical Insurance contract files				
	Flexible Spending Account	Flexible Spending Account contract files				
	Employee Assistance Program (EAP)	Employee Assistance Program contract files				
	Retiree Health Savings Plan	Supplementary Retirement Plan contract files				
Department of Transportation (DOT)	Random DOT Drug and Alcohol Testing	Records of positive alcohol test results (0.02 or greater) and positive drug test results	Record Date	5 years	Procedures for Transportation Workplace Drug and Alcohol Testing Programs, Part 40, Section 40.333	Personnel
		Documentation of refusals to take required alcohol and/or drug tests; documentation of follow-up tests and test schedules		5 years		
		Information obtained from previous employers re: drug and alcohol test results of employees		3 years	Procedures for Transportation Workplace Drug and Alcohol Testing Programs, Part 40, Section 40.333 and 40.25	
		Records pertaining to the inspection maintenance and calibration of EBTs		2 years		
		Records of negative and canceled drug tests results and alcohol test results w/ concentration of less than 0.02		1 year		

City of Los Alamitos Records Retention Schedule

Personnel
Schedule F

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Employment Eligibility Verification (Form I-9)	Full/Part-Time Employees	U.S. Dept of Justice Immigration and Naturalization forms completed and signed by EE and reviewed and verified (with necessary documentation) by employer representative	Date of Employment	3 years after the date of employment or 1 year after employment is terminated whichever is later.	Immigration Reform and Control Act of 1986, Pub. L. 99-603 (* USC 1324a) & WCL, Section 3212	Personnel
Employment Forms (Official)	Dental Insurance Flexible Spending, Section 125 Life Insurance Long-Term Disability Insurance Retire Health Savings Plan COBRA Medical Insurance	Enrollment Forms	EE Separation/ Termination Date	6 years	29 CFR 1620.30-.32 & WCL, Section 3212	Personnel
Equal Employment Opportunity Commission (EEOC)	Employment and Personnel records	Personnel and employment records, including application forms, records pertaining to promotions, layoffs, terminations, salaries and training	Record Date	2 years	EEOC 29 CFR Sect. 1602.31	Personnel
	Involuntary Termination	Personnel records of terminated employees	Termination Date			
	State and Local Government Information Report (EEO-4)	Copy of EEO-4 Report	Report completion date	3 years	EEOC, 29 CFR, Sect. 1602.32	
	State and Local Government Information Report (EEO-4)	Employment records regarding race, color, national origin or sex			EEOC, 29 CFR, Sect. 1602.30	
Equal Employment Opportunity Commission (EEOC); Title VII - Civil Rights Act	Charge of Discrimination	Personnel and/or employment records relating to the charge, including application forms, records pertaining to promotions, layoffs, terminations, salaries and training	Date of record or personnel action	Until final disposition of complaint + 2 years	EEOC, 29 CFR, Sect. 1602.14 and Section 1602.31	Personnel
Fair Employment and Housing Act (FEHA)	Complaints	Personnel and employment records, memorandums, letters or other records of complaints or requests received and responses/action taken	Date of record or documentation received by Personnel	2 years after the date of employment or other action taken	FEHA, title II, DIV 3, Part 2.5; Sect. 12956; EEOC, 29 CFR Sec 1602.14	Personnel
Historical Records	Discipline History	Forms completed by personnel analysts as a record of disciplinary actions taken on employees in their assigned department(s)	Date of record	3 years	Department Defined	Personnel
	Fitness for Duty	Copies of letters sent to employees regarding need for fitness for duty exam. Psychiatrist's evaluations/results of fitness for duty exams.	Letter date			
	Layoffs	Notes/background documentation of layoff actions	Layoff date			
Job Specifications	Classification/Compensation Study records	Basis for salary rates, job descriptions	Date study completed	10 years	Department Defined	Personnel
	Full-time Positions	Background material and final job descriptions for all full-time positions	Date approved by Council	Permanent until superseded		

City of Los Alamitos Records Retention Schedule

Personnel

Schedule F

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN	
Job Specifications (continued)	Part-time/Temporary Positions	Background material and final job descriptions for all part-time and seasonal positions	Date approved by Council	Permanent until superseded	Department Defined	Personnel	
Loss Control	Hearing Tests	Audio logical test results	Employee separation/ termination date	30 years	CAL OSHA Title 8	Personnel	
Official Personnel Files	Certification/Reassignment Forms	Request for Certification and/or reassignment forms which document and authorize hiring, reassignment, or other employee actions	Separation/ termination date	5 years	29 CFR 1602.30-.32 & WCLC Section 3212	Personnel	
	Certificates of Training	Certificates issued to employee which show completion date of training class(es)					
	Commendation Letters	Letters of commendation and/or other congratulatory documents received by and/or issued to employee					
	Disciplinary Actions	Memorandums, letters, or other records of proposed and/or implemented disciplinary action (s)					
	Employee Medical and Exposure Records	Notes/medical release forms, etc., submitted regarding employee's medical condition	Separation/ termination date	30 years	US OSHA 29 CFR 1910.20; CAL Oshawa Title 8	Personnel	
	Drug Screen Test	Pre-placement and drug screening authorization and acknowledgement form(s) and results of drug screening		30 years	US OSHA 29 CFR 1910.20		
	Family Medical Leave (FML)	Basic employee data (name, address, class title, pay rate, hours worked per pay period; additions to or deductions from wages) dates (or hours) FML reinstated/take; FML notices given to employer by employee; documents from employer describing FML Policies; records of premium payments or employee benefits; records of any disputed confidential files; records/documents relation to medical certifications	Date FML requested/ granted	3 years	Federal Family and Medical leave Act of 1993; 29 CFR 825.500; GC 12946		
	Grievances (Closed)	Files containing employee's, group of employees', or the Union's timely completion as defined in the MOU					
	ID Form	Form completed by new employees providing identifying information used to process records check	Separation/ termination date	5 years	29 CFR 1602.30-.32 & WCLC Section 3212		
	Job Application	Applications for employment and resumes (if any) for hired employees		5 years			
	Medical Leave of Absence	Leave of Absence forms used in documentation of medical leave (including pregnancy leave and family and medical leave)		3 years	29 CFR 825.500		

City of Los Alamitos Records Retention Schedule

Personnel
Schedule F

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Official Personnel Files (continued)	Miscellaneous Documents	Documents not specifically mentioned but kept in official personnel file	Separation/ termination date	If medical-related, 30 years; non-medical, 5 years	Medical related - US OSHA 29 CFR 1910.20; non-medical related - 29 CFR 1602.30-.32 & SCLC, Section 3212	Personnel
	Notice of Separation	Form completed by employee and/or department indicating effective date of separation, last day on the job, reason for separation, etc.		5 years	29 CFR 1602.30-.32 & WCLC Section 3212	City Clerk
	Oath of Office	Form Completed and signed by employee affirming allegiance to the Constitution of the United States and the Constitution of the State of California		5 years		
	Outside Employment	Form submitted by employee for approval for employee to be engaged in outside employment		5 years	29 CFR 1602.30-.32 & WCLC Section 3212	Personnel
	Performance Evaluations	Employee performance evaluation forms completed by supervisory personnel re employees' accomplishments of their assigned duties and responsibilities, etc.		5 years		
	Pre-Employment Medical	Forms completed by employee and medical clinic to assess physical capability of employee prior to hiring		30 years	US OSHA; 29 CFR 1910.20	
	Security Check Form	Form completed by Personnel to request Police Department to conduct security check on employee prior to hiring		5 years	29 CPR 1602.30-.32 & WCLC Section 3212	
	Special Licenses	Special licenses issued to employees from DMV, accredited schools, etc., verifying employee meets certain job-related requirements		5 years	29 CPR 1602.30-.32 & WCLC Section 3212	
	Tuition Reimbursement Requests	Copies of applications for training and educational assistance which show employee request, department head approval, and final disposition of request		5 years		
	W-4 Form	Employee's withholding allowance certificate completed by employee authorizing employer to withhold Federal income tax from employees pay and/or for indicating exemption		5 years		
Payroll	Salary Schedules	Adopted by Resolution of the City Council	Adoption date	Permanent		Original Resolution with the City Clerk
Personnel Appeals Commission	Personnel Appeals Board Hearing Files	Employee Personnel Board of Hearing Files	Separation/termination date	5 years	29 CFR 1602.30-.32 & WCLC Section 3212	Personnel
Recruitments	Background Materials	Materials used in the preparation/implementation of recruitments	Date recruitment is initiated	2 years	Department Defined	Personnel

City of Los Alamitos Records Retention Schedule

Personnel
Schedule F

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Recruitments (continued)	Bilingual Certification Forms	Forms certifying bilingual capabilities for employees receiving bilingual pay and applicants for recruitments which require bilingual capability	Employees - Separation/termination date; Applicants - eligibility list expiration date	Employee - 5 years; Applicants - 3 years	Department Defined	Personnel
	Examination Answer Sheets	Examination answer sheets completed by applicants during testing process and other testing materials	Earlier of date eligible list established or date recruitment canceled	3 years	29 CFR 1620.30-.32	
	Examination Files	Recruitment examination file folders				
	Official Eligible Lists	Eligible lists signed by City Manager. Lists of individuals placed on an eligible list for hiring purposes.	Date signed	3 years	Department Defined	
	Testing Materials	Contains historical data, used for testing candidates	Date eligible list established			
Risk Management/Loss Control	Accident/Damage to City Property Report	Police reports and Departmental accident reports				Personnel
	Actuarial Studies and Audits	Actuarial Audit				
	Insurance Policies	City's Liability Coverage	Permanent	Permanent, until superseded	Department Defined	City Clerk
		City's Property Coverage	Expiration date	2 years		
		Workers Compensation Insurance Policies	Issue date	25 years		
	Liability Claims Against the City	Non-litigated tort claims filed against the City for damages to persons or personal property. Filed with third part administrator	Final resolution date	2 years; minors 18th birthday + 1 year	Department Defined	Personnel
	Special Events Insurance	A "Special Events" coverage, insures third parties for use of City property providing liability coverage for the City	Issue date	5 years	Department Defined	
	State of California Annual Report	State report of workers' compensation liabilities	State filing date	2 years	Department Defined	
	DMV Drivers' Records Reports	DMV Pull Notice Program	Employment date	5 years	GC 34090 et seq.; GC 6254 (c) VC 1808.0(c)	
	Inspection Reports	Loss Control inspection reports which show date, time and location of safety inspections, also identifies hazards	Date inspection conducted	5 years	CAL OSHA	
	OSHA	OSHA Log, Supplementary Record and Annual Summary (Federal & State Cal/OSHA)	Incident date	5 years	LC 6410; 8 CCR 14300.33; 29 CFR 1904.2-1904.6	

City of Los Alamitos Records Retention Schedule

Personnel
Schedule F

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Risk Management/Loss Control (continued)	Accident/Illness Reports	For Employee medical records and employee exposure records regarding exposure to toxic substances or harmful physical agents. Includes Safety Data Sheets (SDS). Does NOT include; health insurance claims; first aid records of one-time treatments for minor injuries; records of employees who worked less than one (1) year if records are given to employee upon termination.	Incident date	5 years	CAL OSHA	Personnel
Training	AB 1825 Sexual Harassment Prevention	Sign in sheets and associated training materials	Class date	5 years	Department Defined	Personnel
	Attendance Sign-In Sheets	Management and Leadership training programs forms	Sign in date	2 years		
	Class Training records	Training records of all classes	Class date	2 years		
Workers' Compensation	First Aid/Report Only Incident	Notices that an injury happened - no medical records	Final Action date on Claim	5 years	LC 5405; 8 CCR 14311	Personnel
	Indemnity Claims Files	Open/active and closed/inactive temporary and permanent disability claims files involving exposure to lost time. Permanent disability to be compensated. Contains medical files and payment history.	Final Action date on Claim	5 years except lifetime medical award cases destroyed upon death of individual	8 CCR 15400.2	
	"Medical Only" Claims Files	Open/active and closed/inactive claims files. Contain claim forms, billings medical records, check copies, etc. Employee injury - no loss of work greater than 3 days	Final action date on Claim	5 years	8 CCR 15400.2	
	PERS (Sworn) Industrial Disability Retirement Files (Official)	Claims filed by employees (sworn) for PERS disability retirement	Application date	5 years	GC 21101	

City of Los Alamitos Records Retention Schedule

Police Department**Schedule G**

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
ABC Files	Name of Premises	History of ABC locations. Applications for ABC licenses to sell and/or serve alcoholic beverages.	Application date	Permanent	GC 34090 et seq.	Department Secretary
Administrative Investigations (Internal Affairs Incidents by Type)	Employee Accidents	Investigations of accidents involving on-duty Departmental Personnel	Date investigations completed	5 years	GC 34090 et seq.	Police Chief's Office
	In-Custody Death Reports	Investigations of in-custody deaths				
	In-Custody Injury/Use of Force	Investigations of in-custody injuries and use of force				
	K-9 Reports	Investigations of K-9 bite incidents				
	Officer Involved Shootings	Investigations of officer involved shootings				
Applicant Files	By Name	Record of applicants not selected	Creation date	3 years	GC 34090 et seq.	Department Secretary
Application Permits	Food/Ice Cream Vendors	Application forms, letters of approval or denial and miscellaneous correspondences	Acceptance or denial date	2 years	GC 34090 et seq.	Department Secretary
	Permit Parking					
	Push Cart Vendors					
	Taxi Cab					
	Tow Truck					
Citations	By Citation Number	Parking/Traffic Citations	Issuance date	2 years	GC 34090 et seq.	Records Division
Citizen Complaints	By Employee Name	Investigations of alleged Employee misconduct	Complaint completed date	5 years	PC 832.5; 801.5; 803c EVC 1045, GC 12946; GC 34090 et seq.	Internal Affairs (IA)
Dispositions (Search and Seizures)	By Name	Search and seizure documents received from Court without case numbers	Date probation ends	2 years	GC 34090 et seq.	Police Chief's Office
Employee Records	Background File	Record of background investigation	Termination	5 years	GC 34090 et seq.	Personnel Division
	Medical File	Medical information for each Employee		30 years	US OSHA 29 CFR 191020	
	Personnel File	Employment records., i.e. evaluations, pay changes, commendations, etc.		5 years	GC 34090 et seq.	
Field Interview Cards	By Name	Documentation of a filed contact by an Officer	Date Written	2 years	GC 34090 et seq.	Records Division
Finance	Petty Cash Receipts - by Fiscal Year	Expense vouchers and reimbursement requests	Reimbursement date	2 years	GC 34090 et seq.	Special Investigations
Financial Disclosure Form	By Name	Confidential financial disclosure form completed by Employees working designated assignments	Separation date from designated assignment	2 years	GC 34090 et seq.	Personnel Division
Graffiti Task Force		Correspondence, records or interdepartmental actions concerning Task Force issues	Incident date	3 years	GC 34090 et seq.	District Investigations
Personnel	By Name	City employment requests for record checks of new Employees and supporting documents	Request date	2 years	GC 34090 et seq.	Records Division
	By Name	Explorer Post applications and performance records of explorers	Termination	2 years	GC 34090 et seq.	Department Secretary
Petitions	Petition and Orders under PC 1034 (no case numbers)	Court orders requiring the sealing of records	Order date	2 years	GC 34090 et seq.	Records Division
Police Reports	Child Abuse Reports	Self explanatory	Report date	Close + 10	GC 34090 et seq.	

City of Los Alamitos Records Retention Schedule
Police Department

Schedule G

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Police Reports (continued)	Cities in which a case number is also issued		Report date	Until DR Purged	GC 34090 et seq.	Records Division
	Domestic Violence Reports	Self explanatory	Report date	Close + 5	GC 34090 et seq.	
	Fatal Traffic Accidents			Permanent	GC 34090 et seq.	
	Felony Reports			Close +4	GC 34090 et seq.	
	Felony Capital Crimes			Permanent	GC 34090 et seq.	
	Homicide			Permanent	PC 799	
	Marijuana (under 1 oz.)			2 years	H&S Code 113615	
	Non-Criminal Occurrences			Current year +2	GC 34090 et seq.	
	Officer Involved Shootings			Close +25	GC 34090 et seq.	
	Traffic and Parking Citations			Current year +2	GC 34090 et seq.	
Polygraph Files	By Calendar Year	Pre-employment polygraph examinations	Creation date	3 years	GC 34090 et seq.	Police Chief's Office
Psychological Files	By Calendar Year	Pre-employment psychological examinations results	Creation date	5 years	GC 34090 et seq.	Personnel Division
Roll Call Briefing Files		Information disseminated at roll call briefings	Briefing date	2 years	GC 34090 et seq.	Field Operations
Sexual Harassment Investigations	By Calendar Year	Investigations of sexual harassment complaints	Investigation completion date	5 years	GC 34090 et seq.	Department Secretary
Statistical Reports	Uniform Crime Report (UCR)	State reports of statistics on crimes and supporting documentation	Date of report	10 years	GC 34090 et seq.	Operation Captain's Office
Supervisor Logs	By Supervisor's Name	Daily logs written by supervisors documenting shift activities	Date Written	2 years	GC 34090 et seq.	Department Secretary
Training Records	Departmental Orders	Self explanatory	Permanent	Permanent	GC 34090 et seq.	Training Division
	Employee Training Records by Employee Name	Schools and classes attended by police employees	Termination Date	5 years	GC 34090 et seq.	Training Division
	Jail Training Records by Employee Name	Jail Employee training records	Termination Date	5 years	GC 34090 et seq.	Jail Facility
	K-9 Training Records	Training records of K-9 Officers	Termination Date	5 Years	GC 34090 et seq.	K-9 Unit
	Law Summary	Summaries issued by City Attorney and legal advisor	Date of Issue	5 years	GC 34090 et seq.	Training Division
	Range Records	Employees' scores and documentation	Date Created	5 years	GC 34090 et seq.	Training Division
	Standards and Training for Corrections (STC)	Mandated quarter and annual report submitted to STC	Date of Report	2 years	GC 34090 et seq.	Jail Facility
Trespass Forms		Permission form signed by property owner	Date of Initial Report	2 years	GC 34090 et seq.	Filed Operations

City of Los Alamitos Records Retention Schedule

Police Department

Schedule G

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Vehicles	Repossession Logs	Record of repos vehicles reported to the Department	Date of Incident	2 years	GC 34090 et seq.	Records Division
Warrants	Active Local Warrants	Active warrants, teletypes and related documents	Date of Service	2 years	GC 34090 et seq.	Records Division
	Served Local Warrants	Served warrants, teletypes and related documents				
	Worksheets	Served warrant working papers with no case number				

City of Los Alamitos Records Retention Schedule
Public Works Department

Schedule H

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Administrative Services	Correspondences	Misc. correspondences not related to projects	Creation date	2 years	GC 30490 et seq.	Public Works
	Permits	Bus shelters, news racks	Approval date	Expiration + 2 years		
Construction/Engineering	Post Construction Critiques	Project/Contractor reviews	Completion date	T + 4 years	GC 34090 et seq.	Engineering
	Project Files	Construction project related files	Completion date			
	Bench Marks	Vertical survey data	Survey date			
	Centerline Ties	Horizontal survey data	Survey date			
	Project Data	Project survey data	Survey date			
	Structures	Demolitions	Completion date			
Design Engineering	Soil Reports	Detailed soil analysis/construction recommendations	Report date	Permanent	GC 34090 et seq.	Engineering
	Material Specifications	Specifications of materials used in construction projects	Date approved	Permanent		Engineering
	Acquisition File	Agent's diary, offer letter and other correspondence, escrow documents	Close of escrow	10 years		Engineering
	Relocation File	Informational documents, claim forms, verification of payment, etc.	Receipt of final relocation payment	10 years		Engineering
	Appraisals	Assesses value of property	Close of escrow	2 years		Engineering
	Residential Real Estate	Included deeds, parcel maps, tract maps, right of way maps.	Creation date	Permanent		Engineering
	Right-of-Way	Property Acquisition	Completion date	10 years		Engineering
Development Engineering	Industrial Discharge Permits	National Pollution Eliminations System	Expiration date	Permanent	GC 34090 et seq.	Engineering
	Street Work and Utility Permits	Encroachment Permits	Completion date	5 years		Engineering
	Transportation/Wide Load Permits	Oversized Vehicles	Completion date	3 years		Engineering
	Studies	Runoff/Drainage	Approval date	5 years		Engineering
	NPDES	Correspondences and related documents	Date issued	5 years		Engineering
	Water Quality Management Plan	WQMP	Approval date	Until super seceded		Development Services
	Industrial Commercial Inspection Records	Records required by permit	Inspection date	5 years		Engineering
	City Program Effectiveness Assessment	Annual NPDES Report	Submittal date	permanent		Development Services
	Storm Water Pollution Prevention Plan	SWPPP	Certificate of Occupancy	1 year		Development Services
	Miscellanies Cash Transaction	Contains specific notes	Date issued	3 years		Engineering
	Certificate of Insurance	Proof of Liability insurance and endorsement	Date received	Completion +10 years		Engineering
	Development Project Folder	Public Works requirements of approval for private development projects and site plans. Includes copy of bond release letter	Completion of project or expiration of development agreement, whichever is later	5 years		Engineering
	Development Conditions	Public Works conditions of approval for private development projects	Date issued	Permanent		Engineering
	Special Studies	Joint powers authorities, etc.	Date completed	Permanent		Engineering

City of Los Alamitos Records Retention Schedule
Public Works Department

Schedule H

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Development Engineering (continued)	Certificates of Compliances	City Engineer approval of existing subdivision	Date recorded	Permanent	GC 34090 et seq.	Engineering
	Transportation	Alignment and environmental studies	Project date	Permanent		
	Reports	Measure M, Congestion Management Plan, Arterial Highway Program	Report date	10 years		
	Over the Counter	Public Works requirements of approval for over the counter Projects; site plans	Final sign-off of permit	2 years		
	Conditions of Approval - Private Development	Correspondences regarding Conditions of Approval	Date created and signed	Permanent		
Drawings	Drawings	Plans/Drawings including channelization, signal and interconnect plans, City-owned buildings, structures, wells, reservoirs, widening, overpasses, traffic management studies, counts, phasing, city yard construction drawings, civic center facilities, park structures, streets, alleys, medians, curbs and gutters, sidewalks, transportation center, sewer and water mains, booster stations, lift stations, pump stations, MWD connections	Date signed	Permanent	GC 34090 et seq.	Engineering
	Drawings	Traffic control plans	Date signed			
	Drawings	Bike lane and bike trails	Completion date			
	Drawings	Park improvements	Completion date			
Inventory	Chemical and Hazardous Material	Documents chemicals and hazardous materials owned, used, in the possession in the course of City Business. Material safety data sheets, disposal, use and storage records	Last Use	30 years	8 CCR 3204	Public Works
Maintenance	Service Requests	Requests for maintenance services	Request date	2 years	GC 34090 et seq.	Public Works
	Street Work Reports	Monthly street work summary	Report date	2 years		Public Works
	Weed Abatement Violations	Notices issued and action taken	Notice date	Completion + 5 years		Code Enforcement
	Maintenances	Street maintenance, slurry seal, resurface, weed, rubbish, graffiti	Completion date	5 years		Public Works
	Trees	Planting, removal, trimming	Completion date	5 years		Public Works
	Driver Equipment Certification	Motor carrier safety requirements	Date issued	10 years		Public Works
	Field Work Records	Supervisor's Crew work records	Date of work	2 years		Public Works
	Graffiti Removal	Locations/sq. ft. of graffiti removed	Date of work	2 years		Public Works
Traffic	Traffic Signals	Traffic control computer, maintenance	Completion date	Until Super seceded	GC 34090 et seq.	Engineering
	Accident Data/Collision Diagrams	Location/accident/type/collision diagrams	Diagram/Collision date	10 years		
	Average Daily Traffic/Turning Counts	Count data	Collection date	10 years		
	Traffic Orders	Various parking and traffic controls	Install date	Permanent		
	School Crossing Study	Study to justify crossing guard	Completion date	10 years		
	Signal Cabinet Prints	Signal wiring diagram	Install date	Until Super seceded		
	Signal/LT Phase Warrant	Studies to justify left turn installation	Install date	10 years		
	Signal Maintenance	Operation maintenances	Maintenance date	5 years		

City of Los Alamitos Records Retention Schedule
Public Works Department

Schedule H

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Traffic (continued)	Signal Timing	Operation timing	Maintenance date	5 years	GC 34090 et seq.	Engineering
	Speed Limit Study	Restudied every 5 years	Approval date	10 years		
	Traffic Control Devices Inventory	Installation and maintenance data	Work date	Life of Structure + 5 years		
	Traffic/Parking Studies	Neighborhoods, schools, parks, special	Study date	10 years		
	Requests for Service	Citizen-requests, studies	Request date	10 years		
Preventative Maintenance	Repairs, Inspection and Preventative Maintenance	Repairs, inspection and preventative; heating ventilation and air conditions chiller repair, air condition system refrigerant	Service Date	Life of Asset +2	State of CA, US EPA, SCAQMD	Public Works
	Inspection Reports	Annual Fire Inspection, 5 year systems inspection, annual fire extinguishers			State of CA	
	Underground Storage Monthly Test and 3 year inspections	Maintenance of diesel, gasoline tanks on City property			State of CA, US EPA, SCAQMD	
	Emergency Generators, Internal Combustion Pressure Pups Emission and Maintenance	Reports related to emergency power sources and building fire pump operations			State of CA, SCAQMD	
Light and Heavy Vehicles, Equipment	Fleet Maintenance	Work order, requisitions, accident reports, logs	Generation date	Active + 5 years	GC 34090 et seq.	Public Works
	CHP BIT Records Program	Driver Inspections		Active + 3 months		
		Driver Time Sheets		Active + 6 months		
		Driver Proficiency		Life + 1 year		
		BIT EQU Inspections		1 year		
City Yard	Operating Permits	AQMD UST Permits, hazardous Waste Permits	Generation date	Active	GC 34090 et seq.	Public Works
		AQMD UST Annual Renewal		1 year		
	Inspection and Reports	AQMD UST Monthly Inspection, KPDS Monthly Inspection, Haz-mat Generator Fee report		1 year		

City of Los Alamitos Records Retention Schedule

Recreation and Community Services (RCS)

Schedule I

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Administration	Applications		Application date	2 years	GC 34090 et seq.	RCS
	Correspondences	Misc. correspondences	Date created	2 years	GC 34090 et seq.	RCS
	Permits		Permit date	2 years	GC 34090 et seq.	RCS
Events	City Sponsored Events	Records the planning and history of events sponsored by the City. May include, but is not limited to mailing lists, invitations, photographs, media releases, correspondence, and event diagrams.	Event date	5 years	GC 34090 et seq.	RCS
Projects	General Project Files	Project files including correspondence, reports, and relevant back-up documentation	Folder year date	3 years	GC 34090 et seq.	Originating Dept.
Registration	Participant Registration and Attendance Records	Documents the registration and attendance of participants in sponsored events, activities, and classes. Records may include registration forms or cards, class or activity rosters, consent/waiver forms and related documents.	Last date of participation	2 years	GC 34090 et seq.	RCS
Reservations	Reservation Form	Facility reservations	Event date	2 years	GC 34090 et seq.	RCS

Records Inventory Identification Form

Box Number: _____ (if applicable)

Department: _____ Date: _____

Division/Office: _____

Inventoried By: _____ Ext: _____

Record Series Title: _____ Record Category: _____

Alternate Title(s): _____

Inclusive Dates from: _____ to: _____

Record Series Description: (content & purpose-be detailed)

[illegible]

Record is:

Vital	☐
Non-record	☐
Confidential	☐
Exempt from Public Disclosure	☐
Original	☐
Duplicate	☐

If duplicate, location of original:

Filing Method:

Chronological	☐
Alphabetical	☐
Subject	☐
Numerical	☐
Geographic	☐
Other:	☐

Value:

Administrative	☐
Fiscal	☐
Historical	☐
Legal	☐

Record Container:

Type: _____
Quantity: _____

File Location:

City Hall-Vault ☐
Room/Office ☐
Records Center ☐
(inactive)

Department Head's Suggested Retention: _____ Total Years

DESTRUCTION YEAR:

Method and basis for Filing/Retention:

File at Dept. Level then destroy	☐		Total Years
File at Dept. Level then transfer to Record Center	☐		Total Years
Safeguard at Records Center then Destroy	☐		Total Years
Retain at Records Center Permanently	☐		
Retain at City Hall (vault) Permanently	☐		

Request for Amendment to Records Retention Schedule

Requested By:

Date:

Authority to Destroy Obsolete Records

[illegible]

Windmera Quintanar, MMC, City Clerk	
Department Head	Date
City Attorney	Date
Windmera Quintanar, MMC, City Clerk	
City Clerk or Records Manager	Date

Signature	Name/Title	Date

City of Los Alamitos

Records Management Program

Request for Amendment to Records Retention Schedule

Department: City Clerk's Office

Requested By: Windmera Quintanar, MMC, City Clerk

Series Title and Description	Add, Change or Delete	Reason for Requested Amendment	Authority/ Legal Retention	Current Retention	Proposed Retention
<i>example:</i> <i>Council Meetings</i>	<i>Change</i>	<i>Add record series for meeting preparation</i>	<i>GC 34090/2 Years</i>	<i>2 years</i>	<i>2 years</i>
Development Services CDBG Grant Documents	Change	Currently retained past legal requirement	CCP 37	End FY + 5 years	End FY +4 years
Bids & Proposals (Unsuccessful)	Add	Clearly identify a record series within the schedule	GC 34090d	n/a	2 years
Bids & Proposals (Successful)	Add	Clearly identify a record series within the schedule	GC 34090d	n/a	AU +5
Public Works Department Contractor's Bid List	Delete	Remove for clarification of record series. See Bids above.			

Approved

Department Head: Windmera Quintanar, MMC

Signature:

DocuSigned by:
Windmera Quintanar
548C62E84CA8499...

Date: 2/10/2021

City Clerk/Records Manager: Windmera Quintanar, MMC

Signature:

DocuSigned by:
Windmera Quintanar
548C62E84CA8499...

Date: 2/10/2021

City Attorney: Michael S. Daudt

Signature:

DocuSigned by:
Michael S. Daudt
D2A022E0E4DF418...

Date: 2/10/2021

City of Los Alamitos

Records Management Program

Request for Amendment to Records Retention Schedule

Page 1 of 1

Department: Development Services

Requested By: Maria Veronica Enciso

Series Title and Description	Add, Change or Delete	Reason for Requested Amendment	Authority/ Legal Retention	Current Retention	Proposed Retention
Water Quality Management Plan - WQMP	Change	move from Public Works to Development Services		Until super seceded	Until super seceded
City Program Effectiveness Assessment - Annual NPDES Report	Change	move from Public Works to Development Services		permanent	permanent
Storm Water Pollution Prevention Plan - SWPPP	Change	move from Public Works to Development Services		1 year	1 year
Weed Abatement Violations - notices issued and action taken	Change	move from Public Works to Development Services		completion + 5 years	completion + 5 years
Permit Parking - applications, etc.	Change	move from Public Works to Police Department		1 year	1 year
Temporary Use Permit	Add	Not in the schedule		none	3 years
Film Permit	Add	Not in the schedule		none	3 years
Service Requests - Requests for maintenance services	Change	Custodian: City Yard to Public Works		2 years	2 years
Street Work Reports - Monthly street work summary	Change	Custodian: City Yard to Public Works		2 years	2 years
Weed Abatement violations - Notices issued and action taken	Change	Custodian: City Yard to Code Enforcement		Completion +5 years	Completion +5 years
Maintenance - Street maintenance, slurry seal, resurface, weed, rubbish, graffiti	Change	Custodian: City Yard to Public Works		5 years	5 years
Trees - Planting, removal, trimming	Change	Custodian: City Yard to Public Works		5 years	5 years
Field Work Records - Supervisor's Crew work records	Change	Custodian: City Yard to Public Works		2 years	2 years
Graffiti Removal - locations/sq. ft. of graffiti removed	Change	Custodian: City Yard to Public Works		2 years	2 years
Repairs, Inspection and Preventative Maintenance	Change	Custodian: Building Maintenance to Public Works		Life of Asset +2	Life of Asset +2
Inspection Reports - Annual fire inspection, 5 year systems inspection, annual fire extinguishers	Change	Custodian: Building Maintenance to Public Works		Life of Asset +3	Life of Asset +3
Underground Storage Monthly Test and 3 year inspections - maintenance of diesel, gasoline tanks on City property	Change	Custodian: Building Maintenance to Public Works		Life of Asset +4	Life of Asset +4
Emergency Generators, Internal Combustion Pressure Pumps	Change	Custodian: Building Maintenance to Public Works		Life of Asset +5	Life of Asset +5
Emission and Maintenance - Reports related to emergency power sources and building fire pump operations	Change	Custodian: Fleet to Public Works		Life of Asset +6	Life of Asset +6
Fleet Maintenance - Work order, requisitions, accident reports, logs	Change	Custodian: Fleet to Public Works		Life of Asset +7	Life of Asset +7
CHP BIT Records Program - Driver Inspections/Driver Time	Change	Custodian: Fleet to Public Works		1 year	1 year
Sheets/Driver Proficiency/BIT EQU Inspections	Change	Custodian: Fleet to Public Works		Active	Active
Operating Permits - AQMD UST Annual Renewal	Change	Custodian: Fleet to Public Works		1 year	1 year
Operating Permits - AQMD UST Permits, hazardous Waste permits	Change	Custodian: Fleet to Public Works		1 year	1 year
Inspection and Reports - AQMD UST Monthly inspection, KPEDS Monthly inspection, Haz-mat	Change	Custodian: Fleet to Public Works		1 year	1 year

Approved

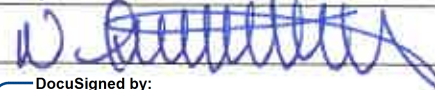
Department Head: Ron Noda

Signature: 

Date: 02/08/2021

City Clerk/Records Manager:

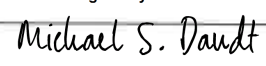
windmera Quintanar

Signature: 

Date: 2/9/21

City Attorney:

Michael S. Daudt

Signature: 

DocuSigned by:

Date: 2/10/2021

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: February 16, 2021

ITEM NUMBER: 10C

To: Mayor Mark A. Chirco & Members of the City Council

Presented By: Craig Koehler, Interim Director of Finance

Subject: Treasurer's Quarterly Investment Report – December 2020

SUMMARY

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

RECOMMENDATION

Receive and file the Treasurer's Quarterly Investment Report – December 2020.

BACKGROUND/ DISCUSSION

Sound investment practices are essential to the City's fiscal management. The City Treasurer is responsible for managing the City's investment portfolio, focusing first on the safety of investments and then on liquidity and an appropriate rate of return. The investment report and portfolio composition are attached.

FISCAL IMPACT

None.

Submitted by: Craig Koehler, Interim Director of Finance

Approved by: Chet Simmons, City Manager

Attachments:

- 1. Quarterly Investment Report*
- 2. Pooled Investment Portfolio Holdings*

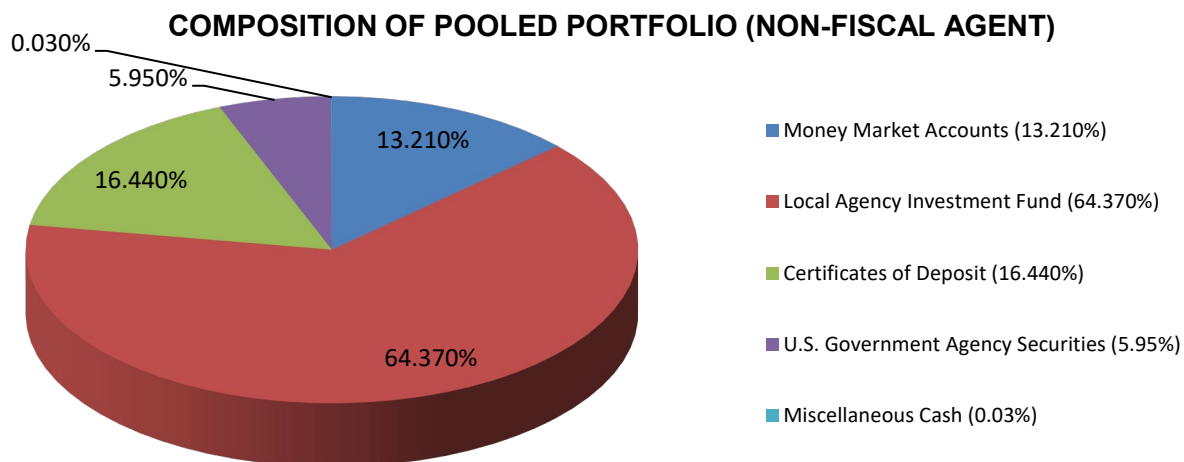


CITY OF LOS ALAMITOS

Quarterly Investment Report

December 31, 2020

	AMORTIZED COST	MARKET VALUE
POOLED INVESTMENT PORTFOLIO		
Money Market Accounts	\$ 1,663,426.77	\$ 1,663,426.77
Local Agency Investment Fund (LAIF)	8,071,583.82	8,104,794.63
Certificates of Deposit	1,975,000.00	2,070,649.67
U.S. Government Agency Securities	750,000.00	749,140.50
Miscellaneous Cash	3,500.00	3,500.00
TOTAL POOLED INVESTMENT PORTFOLIO	12,463,510.59	12,591,511.57
INVESTMENTS HELD BY FISCAL AGENT		
2015 Certificates of Participation	175.50	175.50
TOTAL INVESTMENTS HELD BY FISCAL AGENT	175.50	175.50
TOTAL CASH & INVESTMENTS	\$ 12,463,686.09	\$ 12,591,687.07



It has been verified that this investment portfolio is in conformity with the City's investment policy which was approved by City Council on 11/16/20. The Treasurer's cash management program and cash flow analysis indicates that sufficient liquidity is on hand to meet estimated future expenditures for a period of six months. The weighted average maturity of the pooled investment portfolio is 0.55 years. Weighted average yield on cost is 1.036%. The cash held and invested with fiscal agent is subject to the investment provisions of the related trust indenture associated with the bond transaction which generated the cash.

Craig Koehler

Craig Koehler, Interim Director of Finance



CITY OF LOS ALAMITOS
Pooled Investment Portfolio Holdings
December 31, 2020

DESCRIPTION OF SECURITY	COUPON RATE	MATURITY DATE	INVESTMENT RATING	PURCH DATE	AMORTIZED COST	YIELD ON MATURITY	MARKET VALUE
<u>MONEY MARKET ACCOUNTS</u>							
US Bank	Varies	Varies	Coll. ¹	Varies	1,663,426.77	0.50%	1,663,426.77
SUBTOTAL MONEY MARKET ACCOUNTS					1,663,426.77		1,663,426.77
LOCAL AGENCY INVESTMENT FUND (LAIF)	Varies	Varies	NR	Varies	8,071,583.82	0.80%	8,104,794.63
<u>CERTIFICATES OF DEPOSIT</u>							
Ally Bank (FDIC Gtd)	3.00%	07/26/21	FDIC	07/26/18	246,000.00	3.00%	250,587.41
Discover Bank (FDIC Gtd)	1.75%	11/02/21	FDIC	11/02/16	248,000.00	1.75%	251,097.77
BMW Bank North America (FDIC Gtd)	3.10%	08/10/22	FDIC	08/10/18	246,000.00	3.10%	258,343.05
Wells Fargo Bank (FDIC Gtd)	3.25%	09/28/22	FDIC	09/28/18	249,000.00	3.25%	263,091.16
Morgan Stanley (FDIC Gtd)	3.20%	05/17/23	FDIC	05/17/18	246,000.00	3.20%	264,246.31
Synchrony Bank (FDIC Gtd)	3.30%	07/20/23	FDIC	07/20/18	246,000.00	3.30%	266,088.11
CitiBank (FDIC Gtd)	3.30%	09/21/23	FDIC	09/21/18	245,000.00	3.30%	266,168.00
Medallion Bank Utah CTF	0.55%	07/30/25	FDIC	07/30/20	249,000.00	0.55%	251,027.86
SUBTOTAL CERTIFICATES OF DEPOSIT					1,975,000.00		2,070,649.67
<u>U.S. GOVERNMENT AGENCY SECURITIES</u>							
Federal Home Ln Mtg Corp MTN NTS	0.45%	07/29/24	AAA	07/29/20	750,000.00	0.45%	749,140.50
SUBTOTAL U.S. GOVERNMENT AGENCY SECURITIES					750,000.00		749,140.50
MISCELLANEOUS CASH					3,500.00		3,500.00
TOTAL POOLED CASH & INVESTMENTS					12,463,510.59		12,591,511.57

¹ Collateralized in accordance with Section 53652 of the CA state code.

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: February 16, 2021

ITEM NUMBER: 10D

To: Mayor Mark A. Chirco & Members of the City Council

Presented By: Ron Noda, Acting Deputy City Manager

**Subject: Beverage Container Recycling City/County Payment Program
Resolution for Funding**

SUMMARY

This report requests City Council approval of a resolution concerning the City's participation in Fiscal Year (FY) 2020-2021 California's Department of Resources Recycling and Recovery (CalRecycle) Beverage Container Recycling City/County Payment Program, intended to aid achieving and sustaining high recycling rates.

RECOMMENDATIONS

1. Adopt Resolution No. 2021-03, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, APPROVING THE CITY'S PARTICIPATION IN CALRECYCLE'S BEVERAGE CONTAINER RECYCLING CITY/COUNTY PROGRAM DISTRIBUTION INTENDED TO AID ACHIEVING AND SUSTAINING HIGH RECYCLING RATES"; and,
2. Authorize the City Manager to execute all Beverage Container Recycling Program documents concerning beverage container recycling program funds distributed.

BACKGROUND

The California Department of Resources and Recovery (CalRecycle) administers a program to provide opportunities for beverage container recycling. The goal of this program is to reach and maintain an 80 percent recycling rate for all California refund value beverage containers. In this case, CalRecycle will administer and disperse funding to participating jurisdictions, in effort to help offset specific costs associated with the State's recycling and waste management programs.

As defined by Assembly Bill (AB) 341, all commercial businesses and public entities that generate 4 cubic yards or more of waste per week, are required to have a recycling program in place.

DISCUSSION

The City of Los Alamitos has already applied for FY 2020-2021 of the Beverage Container Recycling City/County Payment Program from CalRecycle. It is anticipated that the City will receive \$5,000 from the Beverage Container Recycling City/County Payment Program. In its first year, this funding will be used to offset costs for technical assistance and site visits to businesses, along with the development of an education pieces explaining how businesses can use beverage container recycling to assist with AB 341 compliance.

FISCAL IMPACT

There is no fiscal impact as this program funding does not require a match from the City.

Submitted by: Ron Noda, Acting Deputy City Manager

Approved by:

Attachment: 1. Resolution 2021-03

RESOLUTION NO. 2021-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, APPROVING THE CITY'S PARTICIPATION IN CALRECYCLE'S BEVERAGE CONTAINER RECYCLING CITY/COUNTY PROGRAM DISTRIBUTION INTENDED TO AID ACHIEVING AND SUSTAINING HIGH RECYLING RATES

WHEREAS, pursuant to Public Resources Code sections 48000 et seq., 14581, and 42023.1(g), the Department of Resources Recycling and Recovery (CalRecycle) has established various payment programs to make payments to qualifying jurisdictions; and,

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the administration of the payment programs; and,

WHEREAS, CalRecycle's procedures for administering payment programs require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of the payment program.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, 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. Any and all funding awards made through the Beverage Container Recycling City/County Payment Program distributed by the California Department of Resources Recycling and Recovery (CalRecycle) are hereby accepted, and staff is directed to submit an application requesting these funds, to CalRecycle.

SECTION 3. The City Manager and/or his/her designee(s) is hereby authorized to execute on behalf of the City of Los Alamitos the applications, the Standard Agreements, any amendments, and all other documents required by the Beverage Container Recycling City/County Payment Program for disbursement of funding.

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

PASSED, APPROVED, AND ADOPTED this 16th day of February 2021.

Mark A. Chirco, 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 February 2021, 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: February 16, 2021

ITEM NUMBER: 10E

To: Mayor Mark A. Chirco & Members of the City Council

Via: Ron Noda, Acting Deputy City Manager

Presented By: Chris Kelley, City Engineer

Subject: Notice of Completion (NOC) for the Arterial Overhead Street Name Sign Replacement Project (CIP No. 19/20-04)

SUMMARY

The City of Los Alamitos replaced all the aging overhead traffic signal street name signs along Los Alamitos Boulevard from Katella Avenue to Cerritos Avenue. 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 Contract Code.

RECOMMENDATIONS

1. Accept as complete the construction for the Arterial Overhead Street Name Sign Replacement Project (CIP No. 19/20-04) by Crosstown Electrical & Data, Inc.; and,
2. Direct the City Clerk to record the Notice of Completion/Final Report with the County Recorder's Office; and,
3. Authorize Staff to release the 5% retention to the contractor, in the amount of \$1,186.25, thirty-five (35) days after recordation of the Notice of Completion.

BACKGROUND

The plans and specifications for the Arterial Overhead Street Name Sign Replacement Project were approved by City Council on December 16, 2019. The City Council approved the Award of Bid to Crosstown Electrical & Data, Inc on April 20, 2020. The project consisted of replacing street name signs.

DISCUSSION

Work on this project is now complete and found acceptable by the City Engineer. Staff recommends acceptance of the work in conjunction with the processing of the Notice of Completion/Final Report and release of the retention as prescribed by the Public Contracts Code.

FISCAL IMPACT

The project had a total funding budget of \$25,000 with the following breakdown of funding sources:

Budget Fiscal Year	Source	Amount
2019-20	Measure M	25,000

The project came in at \$23,725.00 and is within the overall funding budget of \$25,000.

Submitted by: Chris Kelley, City Engineer

Reviewed by: Ron Noda, Acting Deputy City Manager

Fiscal Impact Reviewed by: Craig Koehler, Interim Finance Director

Approved by: Chet Simmons, City Manager

Attachment: 1. CIP No. 19/20-04 Notice of Completion



RECORDING REQUESTED BY
AND MAIL TO:

City Clerk
City of Los Alamitos
3191 Katella Avenue
Los Alamitos, CA 90720

No Consideration

SPACE ABOVE THIS LINE FOR RECORDER

NOTICE OF COMPLETION

NO RECORDING FEE PURSUANT TO
GOVERNMENT CODE SECTION 6103

for

Arterial Overhead Street Name Sign Project – CIP 19/20-04

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned are owners or corporate officers of the interest or estates stated below in property hereinafter described.
2. The full name of the owner is: City of Los Alamitos, 3191 Katella Avenue, Los Alamitos, CA 90720
3. The work consisted of :

The City of Los Alamitos repacked street name signs along Los Alamitos Blvd. from Sausalito St. to Bradbury Road.
4. The work was completed on 12/08/2020
5. The contractor was: Crosstown Electrical & Data, Inc.

Dated 02/03/2021



Chris Kelley, City Engineer, City of Los Alamitos

VERIFICATION BY CORPORATION OWNER

STATE OF CALIFORNIA)
) SS
COUNTY OF ORANGE)

I, Chris Kelley, City Engineer of Los Alamitos, a Municipal Corporation, and that he executed the foregoing Notice of the aforesaid interest or estates in the property therein described; and verify on behalf of the City of Los Alamitos; that the contents thereof, and the the facts therein stated are true.



Chris Kelley, City Engineer

Dated: 02/03/2021

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: February 16, 2021

ITEM NUMBER: 10F

To: Mayor Mark A. Chirco & Members of the City Council

Via: Ron Noda, Acting Deputy City Manager

Presented By: Chris Kelley, City Engineer

Subject: Approval of Plans and Specifications and Authorization to Bid for the CDBG Howard Avenue Street Improvements Project from Reagan Street to Maple Street (CIP No. 20/21-02)

SUMMARY

This report recommends actions to begin facilitating the proposed grinding and overlay work along Howard Avenue from Reagan Street to Maple Street (CIP No. 20/21-02).

RECOMMENDATIONS

1. Approve the Plans and Specifications for the CDBG Howard Avenue Street Improvements Project (CIP No. 20/21-02); and,
2. Authorize Staff to advertise and solicit bid proposals.

BACKGROUND

The City of Los Alamitos proposes to grind and overlay portions of Howard Avenue from Reagan Street to Maple Street as part of the City's ongoing pavement management program.

DISCUSSION

The following represents an approximate timeline for the completion of the project which consists of: grind and overlay, signing and striping, and curb ramp replacement for the street improvement project:

- 02/16/21 Approval of plans & specifications by the City Council
- 03/02/21 Advertise project
- 03/23/21 Bid Opening

- 04/19/21 Award of Contract
- 05/17/21 Start of construction
- 06/21/21 End of construction

FISCAL IMPACT

The design and construction management budget is estimated to be \$17,690. The engineer's estimate construction budget is \$103,310. The total estimated budget for the project is \$121,000.

Available funding for the projects is provided as follows:

Budget Fiscal Year	Source	Amount
2020-21	CDBG	110,000
2020-21	Gas Tax	11,000
Howard Ave. Pavement Project		121,000

Submitted by: Chris Kelley, City Engineer

Reviewed by: Ron Noda, Acting Deputy City Manager

Fiscal Impact Reviewed by: Craig Koehler, Interim Finance Director

Approved by: Chet Simmons, City Manager

Attachments:

1. CIP No. 20/21-02 Bid & Specification
2. CIP No. 20/21-02 Construction Map



CITY OF LOS ALAMITOS



CONTRACT DOCUMENTS AND SPECIFICATIONS

FOR

**CDBG HOWARD AVENUE STREET IMPROVEMENTS
CIP 20/21-02**

IN THE CITY OF LOS ALAMITOS, CALIFORNIA

FEBRUARY 2021

NOTICE TO THE BIDDERS:

1. Contract bid documents: \$15 at counter or \$25 if purchased by mail (Prepaid amount/non-refundable).
2. Bid bond required – 10% of bid amount to be submitted with bid.
3. Bids must be received by 11:00 a.m. on the 23rd day of March 2021

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CITY OF LOS ALAMITOS
SPECIFICATIONS FOR
CDBG HOWARD AVENUE STREET IMPROVEMENTS
SPECIFICATION NO. CIP 20/21-02
IN THE CITY OF LOS ALAMITOS, CALIFORNIA

GENERAL REQUIREMENTS AND TECHNICAL PROVISIONS
PREPARED BY:

Willdan Engineering
2401 East Katella Avenue, Suite 300
Anaheim, Ca 92806
(714) 978-8200

Fredrick E. Wickman, P. E.
P.E. 47979

FOR THE CITY OF LOS ALAMITOS
PUBLIC WORKS DIVISION
DEVELOPMENT SERVICES DEPARTMENT

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IN THE CITY OF LOS ALAMITOS, CALIFORNIA

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SECTION A

**CDBG HOWARD AVENUE STREET IMPROVEMENTS
SPECIFICATION NO. CIP 20/21-02
IN THE CITY OF LOS ALAMITOS, CALIFORNIA**

NOTICE INVITING SEALED BIDS

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NOTICE INVITING SEALED BIDS

CDBG HOWARD AVENUE STREET IMPROVEMENTS SPECIFICATION NO. CIP 20/21-02 IN THE CITY OF LOS ALAMITOS, CALIFORNIA

PUBLIC NOTICE IS HEREBY GIVEN that the City of Los Alamitos as AGENCY, invites sealed bids for the above stated project and will receive such bids in the office of the City Clerk, **3191 Katella Avenue, Los Alamitos, CA 90720** up to the hour of 11:00 a.m., on **the 23rd day of March 2021**. The bids will be publicly opened and read at 11:00 a.m. on the **23rd day of March 2021**, in the Los Alamitos City Hall Council Chambers.

The City of Los Alamitos proposes to cold mill and construct ARHM overlay, construct curb ramps, construct sidewalk, construct curb and gutter, adjust valves, and adjust manholes on Howard Avenue from Reagan Street to Maple Street. In addition, the project will also include signing and striping. Existing curbs and private facilities will be protected in place within the limits of the project unless otherwise shown.

Copies of the plans, specifications, and contract documents are available from the City of Los Alamitos, **3191 Katella Avenue, Los Alamitos, CA 90720** upon payment of a **\$15.00 non-refundable fee if picked up, or payment of a \$25.00 non-refundable fee if mailed**. In accordance with the provisions of California Public Contract Code § 3300, and Business and Professions Code § 7028.15(e), the Agency has determined that the contractor shall possess a valid Class A contractor's license at the time that the contract is awarded. Failure to possess the specified license shall render a bidder's bid as non-responsive and shall bar award of the contract to any bidder not possessing the specified license at the time of the award.

CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS' STATE LICENSE BOARD. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS' STATE LICENSE BOARD, P.O. BOX 2600, SACRAMENTO, CA 95826. 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 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 Board. 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. (Public Contract Code § 20103.5)

Bids must be prepared on the approved bid forms in conformance with INSTRUCTIONS TO BIDDERS and submitted in the envelopes provided, sealed and plainly marked on the outside:

**“SEALED BID FOR CDBG HOWARD AVENUE STREET IMPROVEMENTS
SPECIFICATION NO. CIP 20/21-02**

DO NOT OPEN WITH REGULAR MAIL”

The bid must be accompanied by a bid guarantee in the amount of 10% of the total bid by 11:00 a.m. ON THE DATE ADVERTISED FOR THE OPENING OF BIDS. More specifically, pursuant

to Public Contract Code §§ 20170 and 20171, all bids for the project shall be presented, under sealed cover and shall be accompanied by one of the following forms of bidder's security in the amount of ten percent (10%) of the bid: (a) cash; (b) a cashier's check made payable to the City of Los Alamitos; (c) a certified check made payable to the City of Los Alamitos; or (d) a bidder's bond executed by an admitted surety insurer made payable to the City of Los Alamitos. Such security shall be forfeited should the successful bidder to whom the contract is awarded fails to timely execute the contract and to deliver the necessary bonds and insurance certificates as specified in the contract documents.

Bids submitted prior to bid opening shall be per appointment only. Contact Maria Enciso by email, MEnciso@cityoflosalamitos.org, to schedule an appointment.

To the extent applicable, at any time during the term of the Agreement for the proposed project, the successful bidder may, at its own expense, substitute securities equivalent to the amount withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

Pursuant to California Civil Code § 3247, a payment bond is required to be submitted for all projects estimated in excess of \$25,000.00.

The Agency has determined that the proposed project is a public works subject to the provisions of Labor Code § 1720 thereby requiring the Contractor to pay the prevailing wage rates for all work performed under the Contract.

A non-mandatory pre-bid meeting will be held at [TIME] on [DATE] at [AGENCY].

This is a federally assisted construction contract. Federal labor standards provisions outlined in the HUD-4010 form, including the prevailing wage requirements of the Davis-Bacon and Related Acts (DBRA), will be enforced. The applicable Federal wage decision is the one in effect ten (10) days prior to bid opening; it is online at <https://beta.sam.gov/help/wage-determinations>. In the event of a conflict between the Federal and State wage rates, the higher of the two will prevail. The State wage rates are available online at <http://www.dir.ca.gov/DLSR/PWD/index.htm>. Lower State wage rates for work classifications not specifically included in the Federal wage decision are not acceptable.

Apprenticeship Program: Attention is directed to Sections 1777.5, 1777.6, and 1777.7 of the California Labor Code and Title 8 of the California Administrative Code, Section 200, *et seq.*, to ensure compliance and complete understanding of the law regarding apprentices.

Conflict of Interest: in the procurement of supplies, equipment, construction, and services by sub-recipients, the conflict of interest provisions in 24 CFR 85.36, OMB Circular A-110, and 24 CFR 570.611 shall apply. No employee, officer, or agent of the sub-recipient shall participate in the selection, award, or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved.

The Agency reserves the right to reject any and all bids.

If you have any questions, please contact *Chris Kelley*, at (562) 431-3538 extension 301.

BY ORDER OF the City Council of the City of Los Alamitos, California.

SECTION B

**CDBG HOWARD AVENUE STREET IMPROVEMENTS
SPECIFICATION NO. CIP 20/21-02
IN THE CITY OF LOS ALAMITOS, CALIFORNIA**

INSTRUCTIONS TO BIDDERS

INSTRUCTIONS TO BIDDERS

CDBG HOWARD AVENUE STREET IMPROVEMENTS SPECIFICATION NO. CIP 20/21-02 IN THE CITY OF LOS ALAMITOS, CALIFORNIA

B1.01 INSPECTION OF SITE OF WORK

Bidders are required to inspect the site of the work in order to satisfy themselves, by personal examination or by such other means as they may prefer, of the location of the proposed work and as to the actual conditions of and at the site of work. If, during the course of his/her examination, a bidder finds facts or conditions which appear to him/her to conflict with the letter or spirit of the contract documents, or with any other data furnished him/her, he/she may apply to the Agency in writing in accordance with **B1.04 INTERPRETATION OF CONTRACT DOCUMENTS** for additional information and explanation before submitting his/her bid.

The submission of a proposal by the bidder shall constitute the acknowledgment that, if awarded the contract, he/she has relied and is relying on his/her own examination of (a) the site of the work, (b) the access to the site, and (c) all other data, matters, and things requisite to the fulfillment of the work and on his/her own knowledge of existing services and utilities on and in the vicinity of the site of the work to be constructed under the contract, and not on any representation or warranty of the Agency. No claim for additional compensation will be allowed which is based upon a lack of knowledge of these items.

B1.02 EXAMINATION OF CONTRACT DOCUMENTS

Each bidder shall thoroughly examine and be familiar with legal and procedural documents, general conditions, specifications, drawings and addenda (if any). The submission of a proposal shall constitute an acknowledgment upon which the Agency may rely that the bidder has thoroughly examined and is familiar with the contract documents. The bidders' attention is directed to the need, if any, for special invoicing for this project. The failure or neglect of a bidder to receive or examine any of the contract documents shall in no way relieve him/her from any obligations with respect to his/her proposal or to the contract. No claim for additional compensation will be allowed which is based upon a lack of knowledge of any contract document.

B1.03 CONTRACT PERIOD/CONSTRUCTION COMPLETION DATE

Bidder's attention is called to the provisions set forth in **SECTION E, STANDARD SPECIFICATIONS**, particularly those pertaining to the contract period and liquidated damages for avoidable delays.

The Contractor shall begin work within fifteen (15) calendar days after the date of the Notice to Proceed, and shall diligently prosecute said work to completion before the expiration **20 WORKING DAYS**. The Contractor shall pay to the Agency the sum of **\$500.00** per day, for each and every calendar day's delay in finishing the work in excess of the number of working days prescribed above.

B1.04 INTERPRETATION OF CONTRACT DOCUMENTS

No oral interpretations will be made to any bidder as to the meaning of the contract documents. Requests for an interpretation shall be made in writing and delivered to the Agency at least ten

(10) days before the time announced for opening the proposals. Interpretations by the Agency will be in the form of addenda to the contract documents and, when issued, will be sent as promptly as is practical to all parties to whom the contract documents have been issued. Agency makes no guarantee that all bidders will receive all addenda. Copies of addenda will be made available for inspection at the office where contract documents are on file for inspection as indicated on the Invitation for Bids. All such addenda shall become part of the contract. All questions shall be addressed to Chris Kelley, City of Los Alamitos, (562)-431-3538, ext. 110

B1.05 SOIL INFORMATION

Soil reports have not been prepared for this project.

B1.06 PROPOSAL

Proposals shall be made on the forms enclosed in **SECTION C** of these specifications with or without removal from the bound contract documents. All proposals shall give the prices proposed, both in words and in numbers, shall give all other information requested herein, and shall be signed by the bidder or his/her authorized representative, with his/her address. If the proposal is made by an individual, his/her name, signature and mailing address must be shown; if made by firm or partnership, the name and mailing address of the firm or partnership and the signature of at least one of the general partners must be shown; if made by a corporation, the proposal shall show the name of the state under the laws of which the corporation is chartered, the name and mailing address of the corporation, and the name and title of the person who signs on behalf of the corporation. If the proposal is made by a corporation, a certified copy of the bylaws or resolution of the board of directors of the corporation shall be furnished demonstrating the authority of the officer signing the proposal to execute contracts on behalf of the corporation.

Each proposal shall be enclosed in a sealed envelope, labeled as specified in **SECTION A - NOTICE INVITING SEALED BIDS**. Bidders are warned against making erasures or alterations of any kind, and proposals which contain omissions, erasures or irregularities of any kind may be rejected. No oral, telegraphic or telephonic proposals or modifications will be considered.

In conformance with the Business and Profession Code, § 7028.15, the Contractor must state clearly his/her license number and expiration date. In addition he/she shall sign a statement that these representations were made under the penalty of perjury. This statement shall be made on the **EXPERIENCE STATEMENT** in **SECTION C**.

The contractor will be required to pay prevailing wage pursuant to California Law, including California Labor Code §§ 1770 et seq. Copies of the prevailing rate of per diem wages are on file at the offices of the Agency.

B1.07 ADDENDA

Each proposal shall include specific acknowledgment in the space provided on **SECTION C - BID PROPOSAL** of receipt of all addenda issued during the bidding period. Failure to so acknowledge may result in the proposal being rejected as not responsive.

B1.08 BID PRICES

Bid prices shall include everything necessary for the completion of construction and fulfillment of the contract including, but not limited to, furnishing all materials, equipment, tools, plant and other facilities and all management, superintendence, labor and services, except as may be provided otherwise in the contract documents. In the event of a difference between a price

quoted in words and a price quoted in numbers for the same quotation, the words shall be the amount bid.

In preparing bid prices, bidder represents that he/she has carefully examined the Contract Documents and the site where the work is to be performed and that he/she has familiarized himself with all local conditions and federal, state and local laws, ordinances, rules, and regulations that may affect the performance of the work in any manner. The bidder further represents that he/she has studied all surveys and investigation reports about subsurface and physical conditions pertaining to the job site, that he/she has performed such additional surveys and investigations as he/she deems necessary to complete the work at his/her bid price, and that he/she has correlated the results of all such data with the requirements of the Contract Documents. The submittal of a bid shall be conclusive evidence that the bidder has investigated and is satisfied as to the conditions to be encountered, including locality, uncertainty of weather and all other contingencies, and as to the character, quality, quantities, and scope of the work.

The plans and specifications for the work show subsurface conditions or otherwise hidden conditions as the Design Engineer supposes or believes them to exist, but is not intended or to be inferred that the conditions as shown thereon constitute a representation that such conditions are actually existent. Except as otherwise specifically provided in the Contract Documents, the Agency, the Design Engineer and their consultants or agents shall not be liable for any loss sustained by the Contractor as a result of any variance of such conditions as shown on the plans and the actual conditions revealed during the progress of the work or otherwise.

The Contractor shall perform an independent take-off of the plans and bid accordingly. Quantities listed in the **BID SCHEDULE** in **SECTION C** are intended only as a guide for the Contractor as to the anticipated order of magnitude of work. Contractor shall be responsible for verifying all estimated quantities. Contractor will be reimbursed for the quantity of items actually installed as required by the Contract Documents and shown on the plans to neat line and grade.

The Contractor will not be reimbursed for unauthorized work performed outside of that required by the Contract Documents.

B1.09 TAXES

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

B1.10 RECOGNITION OF BONDING COMPANIES

All bonding companies used by the Contractor in this contract must be recognized by the Federal Government within Circular 570. All proposals or contracts received that include bonds posted by bonding companies not recognized in Circular 570 will result in the disqualification of the bid proposal and forfeiture of the bid bond.

B1.11 QUALIFICATION OF BIDDERS

Each bidder shall be skilled and regularly engaged in the general class or type of work called for under the contract. A statement setting forth his/her experience shall be submitted by each bidder on the **EXPERIENCE STATEMENT** form provided in **SECTION C**.

Each bidder shall possess a valid Contractor's License issued by the Contractor's State License Board at the time his/her bid is submitted. The class of license shall be applicable to the work

specified in the contract. Each bidder shall also have no less than five (5) years experience in the magnitude and character of the work bid.

It is the intention of the Agency to award a contract to a bidder who furnished satisfactory evidence that he/she has the requisite experience and ability, and that he/she has sufficient capital, facilities, and plant to enable him/her to prosecute the work successfully and properly, and to complete it within the time stated in the contract.

To determine the degree of responsibility to be credited to the bidder, the Agency will weigh any evidence that the bidder has performed satisfactorily other contracts of like nature, magnitude and comparable difficulty and comparable rates of progress. If in the opinion of the Agency, a bidder is determined to be insufficiently qualified, then that bidder will not be considered for award of the contract.

B1.12 DESIGNATION OF SUPPLIERS AND SUBCONTRACTORS

Each proposal shall have listed on the **DESIGNATION OF SUPPLIERS AND SUBCONTRACTORS** form provided in **SECTION C** the name and address of each subcontractor to whom the bidder proposes to sublet portions of the work in excess of one-half percent of the total amount of his/her bid. For the purpose of this paragraph, a subcontractor is defined as one who contracts with the Contractor to furnish materials and labor, or labor only for the performance of work at the site of the work or who will specially fabricate a portion of the work off the site pursuant to detailed drawings in the contract documents.

Public Contract Code § 4104 requires all bidders to list subcontractors who will perform work in excess of ½% of the total bid, or in the case of streets and highways, ½% or \$10,000, whichever is greater.

Public Contract Code § 6109 prohibits a contractor from performing work with a subcontractor who is debarred pursuant to Labor Code §§ 1777.1 or 1777.7.

B1.13 PROPOSAL GUARANTEE

The proposal shall be accompanied by a proposal guarantee bond duly completed on the form provided herewith by a guarantee company authorized to carry on business in the State of California for payments to the Agency in the sum of at least 10% of the total amount of the bid proposal, or alternatively by a certified or cashier's check payable to the Agency, or cash, in the sum of at least 10% of the total amount of the bid proposal. The amount payable to the Agency under the proposal guarantee shall be forfeited to the Agency in case of failure or neglect of the bidder to furnish, execute and deliver to the Agency the required bonds, evidence of insurance and to enter into, execute and deliver to the Agency the agreement on the form provided herewith, within ten (10) days after being notified in writing by the Agency that the award has been made and the agreement is ready for execution.

B1.14 MODIFICATION OF PROPOSAL

A modification of a bid proposal already received will be considered only if the modification is received before the time announced for the opening of bids. All modifications shall be made in writing, executed and submitted in the same form and manner as the original bid proposal.

B1.15 WITHDRAWAL OF PROPOSAL

A proposal may be withdrawn by a written request signed by the bidder. Such requests must be delivered to the Agency's designated official prior to the bid opening hour stipulated in **SECTION A – NOTICE INVITING SEALED BIDS**. Proposals may not be withdrawn after that time without forfeiture of the proposal guarantee. The withdrawal of a proposal will not prejudice the right of the bidder to submit a new proposal, providing there is time to do so.

B1.16 POSTPONEMENT OF BID OPENING

The Agency reserves the right to postpone the date and time for opening of bids at any time prior to the date and time announced in **SECTION A–NOTICE INVITING SEALED BIDS**.

B1.17 DISQUALIFICATION OF BIDDERS

If there is reason to believe that collusion exists among the bidders, none of the bids of the participants in such collusion will be considered. In the event that any bidder acting as a prime Contractor has an interest in more than one proposal, all such proposals will be rejected, and the bidder will be disqualified. This restriction does not apply to subcontractors or suppliers who may submit quotations to more than one bidder, and while doing so, may also submit a formal proposal as a prime Contractor.

B1.18 REJECTION OF PROPOSALS

The Agency reserves the right to reject any and all proposals, to waive any irregularity, and to reject any proposals which are incomplete, obscure or irregular; any proposals which omit a bid on any one or more items on which bids are required; which omit unit prices if unit prices are required; in which unit prices are unbalanced in the opinion of the Agency; which are accompanied by insufficient or irregular bid security; or which are from bidders who have previously failed to perform properly or to timely complete contracts of any nature.

B1.19 AWARD OF CONTRACT

The Contract will be awarded, if at all, to the lowest responsible and responsive bidder, whose bid proposal is not rejected for cause by the Agency. However, until an award is made, the Agency reserves right will be reserved to reject any or all bids, and to waive technical errors or discrepancies, if to do so is deemed to best serve the interests of the Agency. In no event will an award be made until all necessary investigations are made as to the responsibility and qualifications of the bidder to whom it is proposed to make such an award.

Each bidder's attention is directed to the possibility that the award of the project may be delayed for various reasons. The Agency reserves the right to delay the award of the project for 45 calendar days. After 45 calendar days, the low bidder may at any time request release from its bid without penalty.

The acceptance of a proposal will be evidenced by a Notice of Award of Contract in writing, delivered by mail to the bidder whose proposal is accepted. No other act of the Agency shall constitute acceptance of a proposal. The award of contract shall obligate the bidder whose proposal is accepted to furnish a performance bond, payment bond and maintenance bond, as well as evidence of insurance and to execute the contract set forth herein.

B1.20 RETURN OF PROPOSAL GUARANTEES

Within ten (10) calendar days after the bids are opened, the Agency will release the proposal guarantees accompanying the proposals which are not to be considered in making the award. Proposal guarantees for the two lowest bidders will be held until the contract has been fully executed, after which they will be returned to the respective bidders.

B2.21 EXECUTION OF CONTRACT

The contract agreement shall be executed in duplicate by the successful bidder and returned, together with the contract bonds and evidence of insurance, within ten (10) calendar days after the notification of the contract award by the Agency in writing. In case of failure of the successful bidder to execute the contract agreement within ten (10) calendar days after such notice, or any subsequent extension approved by Agency, the Agency at its option may consider the bidder in default, in which case the bid bond or proposal guarantee accompanying the bid shall become the property of the Agency. After execution by the Agency, one original contract shall be returned to the Contractor.

B1.22 FLEXIBILITY OF BID SCHEDULE

It is the intent of the Agency to award a contract to the lowest responsible and responsive bidder and the flexibility shown in the bid schedule is necessary to ensure a project within the Agency's budget limits and constraints.

SECTION C

**CDBG HOWARD AVENUE STREET IMPROVEMENTS
SPECIFICATION NO. CIP 20/21-02
IN THE CITY OF LOS ALAMITOS, CALIFORNIA**

PROPOSAL INFORMATION AND DOCUMENTS

**BID PROPOSAL
BID SCHEDULE
BID BOND
BID GUARANTEE
BIDDER INFORMATION
EXPERIENCE STATEMENT
DESIGNATION OF SUPPLIERS AND SUBCONTRACTORS**

BID PROPOSAL

CDBG HOWARD AVENUE STREET IMPROVEMENTS SPECIFICATION NO. CIP 20/21-02 IN THE CITY OF LOS ALAMITOS, CALIFORNIA

The undersigned, as bidder, declares that he/she has examined all of the contract documents and specifications contained in this project manual for the above referenced project, and that he/she will contract with the Agency on the form of contract provided herewith to do everything necessary for the fulfillment of this contract at the price, and on the terms and conditions therein contained.

The following are included and are to be considered as forming a part of this proposal: **BID PROPOSAL, BID SCHEDULE, BID BOND, NONCOLLUSION AFFIDAVIT, BID GUARANTEE** (if submitted in lieu of Bid Bond), **BIDDER INFORMATION, EXPERIENCE STATEMENT, DESIGNATION OF SUPPLIERS & SUBCONTRACTORS, BIDDER'S STATEMENT REGARDING INSURANCE COVERAGE, and STATEMENT REGARDING CONTRACTOR'S LICENSING LAWS.**

Contractor acknowledges receipt and inclusion of addenda _____ to _____ into this bid proposal and the contract documents.

Attached is a Bid Bond duly completed by a guarantee company authorized to carry on business in the State of California in the amount of at least 10% of the total amount of this proposal, or alternatively, there is attached a certified or cashier's check payable to the Agency or evidence of a cash payment to the Agency, in the amount of at least 10% of the total amount of our proposal.

If this proposal is accepted, we agree to sign the contract form and to furnish the Performance Bond and the Payment Bond (each to be 100% of the bid amount), the Maintenance Bond (to be 50% of the bid amount), and the required evidences of insurance within ten (10) calendar days after receiving written Notice of Award of Contract.

We further agree if our proposal is accepted and a contract for the performance of the work is entered into with the Agency, to so plan the work and to prosecute it with such diligence that all of the work shall be completed within the time stipulated in **SECTION E - TIME OF COMPLETION.**

NAME OF BIDDER: _____

MAILING ADDRESS:

STATE OF INCORPORATION: _____

AUTHORIZED SIGNATURE: _____

TITLE:

DATE:

(If Company is a Corporation, provide corporate resolution per **B 1.06 PROPOSAL.**)

BID SCHEDULE

CDBG HOWARD AVENUE STREET IMPROVEMENTS SPECIFICATION NO. CIP 20/21-02 IN THE CITY OF LOS ALAMITOS, CALIFORNIA

The cost of all labor, services, material, equipment and installation necessary for the completion of the work itemized under this schedule, even though not shown or specified, shall be included in the unit price for the various items shown herein. For a description of the work associated with each bid item, see **SECTION E–SPECIAL PROVISIONS**. The Agency reserves the right to increase or decrease the quantity of any item or omit items as may be necessary, and the same shall in no way affect or void the contract, except that appropriate additions or deductions from the contract total price will be made at the stipulated unit price in accordance with these Contract Documents.

The Agency reserves the right to reject any and all bids, to waive any informality in a bid, and to make awards in the interest of the Agency.

The Contractor shall perform an independent take-off of the plans and bid accordingly. Quantities listed in this Bid Schedule are intended only as a guide for the Contractor as to the anticipated order of magnitude of work. The Contractor shall be responsible for verifying all estimated quantities. The Contractor will be reimbursed for the quantity of items actually installed as required by the Contract Documents, including addenda, and shown on the plans to neat line and grade.

The Contractor will not be reimbursed for work performed for his convenience, or as required to adapt to field conditions, or for unauthorized work performed outside of that required by the Contract Documents.

The Contractor shall be responsible for calculating and providing totals for the bid schedule. The proposal schedule shall include all costs for labor, services, material, equipment, and installation associated with completing the work in place per the plans, specifications and details.

NAME OF BIDDER: _____
CONTRACTOR'S LICENSE NO.: _____
AUTHORIZED SIGNATURE: _____
TITLE: _____
DATE: _____

BID SCHEDULE (Continued)

**CDBG HOWARD AVENUE STREET IMPROVEMENTS
SPECIFICATION NO. CIP 20/21-02
IN THE CITY OF LOS ALAMITOS, CALIFORNIA**

BID SCHEDULE A					
No.	Item Description	Estimated Quantity	Unit	Unit Price	Item Amount
1	Mobilization	1	LS	\$	\$
2	Traffic Control	1	LS	\$	\$
3	Project Information Sign	1	EA	\$	\$
4	Cold Mill Existing AC Pavement (1.5-Inch Uniform Depth)	37,700	SF	\$	\$
5	Construct ARHM Overlay (1.5-Inch Uniform)	350	TN	\$	\$
6	Remove and Construct 6-Inch Thick AC Pavement	50	TN	\$	\$
7	Remove and Construct Curb Ramp Per SPPWC Std Plan 111-5 Case A Type 1	1	LF	\$	\$
8	Remove and Construct Curb Ramp Per SPPWC Std Plan 111-5 Modified per Plan	1	EA	\$	\$
9	Adjust Manhole Frame to Grade	2	EA	\$	\$
10	Adjust Water Valve to Grade	5	EA	\$	\$
11	Signing and Striping	1	LS	\$	\$
Subtotal					

Bid Schedule Total (Schedule A) \$_____

Bid Schedule Total (Schedule A) (in words):

BID SCHEDULE B – ADDITIVE ALTERNATE					
No.	Item Description	Estimated Quantity	Unit	Unit Price	Item Amount
12	Remove and Construct A2-6 Curb and Gutter per SPPWC Std Plan 120-2	530	LF	\$	\$
13	Remove and Construct 4-Inch Thick PCC Sidewalk per SPPWC Std Plan 113-2	1,070	EA	\$	\$
Subtotal					

Bid Schedule Total (Schedule B) \$ _____

Bid Schedule Total (Schedule B) (in words):

Grand Total (Schedule A + Schedule B) \$ _____

Grand Total (Schedule A + Schedule B) (in words):

The Contractor shall be responsible for calculating and providing unit prices for the schedule. The proposal schedule shall include all costs for services, labor, materials, equipment, and installation associated with completing the work in place per the plans, specifications and details.

The City has the option to reject all bids with or without cause. The City also has the option to remove bid items at its discretion. If the City chooses to remove bid items, no bid price adjustment will be allowed.

For the purposes of determining the lowest responsible bidder, the Bid Schedule Total of Schedule A and Schedule B shall be considered.

(Company Name of Bidder)

(Date)

BID BOND

**CDBG HOWARD AVENUE STREET IMPROVEMENTS
SPECIFICATION NO. CIP 20/21-02
IN THE CITY OF LOS ALAMITOS, CALIFORNIA**

KNOW ALL MEN BY THESE PRESENTS that Bidder _____, as PRINCIPAL, and _____, as SURETY, are held and firmly bound unto the City of Los Alamitos as AGENCY, in the penal sum of _____ dollars (\$_____), which is ten percent (10%) of the total amount bid by PRINCIPAL to AGENCY for the above stated project, for the payment of which sum, PRINCIPAL and SURETY agree to be bound, jointly and severally, firmly by these presents.

The SURETY, for value received, hereby stipulates and agrees that the obligations of said SURETY and its BOND shall be in no way impaired or affected by any extension of the time within which the AGENCY may accept such Bid; and said SURETY does hereby waive notice of any such extension.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that, whereas PRINCIPAL is about to submit a bid to AGENCY for the above stated project, if said bid is rejected, or if said bid is accepted and a contract is awarded and entered into by PRINCIPAL in the manner and time specified, and PRINCIPAL provides the required payment and performance bonds and insurance coverages to AGENCY, then this obligation shall be null and void, otherwise it shall remain in full force and effect in favor of AGENCY.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this____ day of _____, 2021.

PRINCIPAL* _____

SURETY* _____

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

Subscribed and sworn to this _____ day of _____, 2021.

NOTARY PUBLIC _____

(SEAL)

BID GUARANTEE

CDBG HOWARD AVENUE STREET IMPROVEMENTS SPECIFICATION NO. CIP 20/21-02 IN THE CITY OF LOS ALAMITOS, CALIFORNIA

Note: The following statement shall be used if other than a bid surety bond accompanies bid.

"Accompanying this proposal is a money order*, certified check*, cashier's check*, cash*, payable to the order of the City of Los Alamitos in the amount of _____ Dollars (\$_____)

which is at least ten percent (10%) of the total amount of this bid. The proceeds of this bid guarantee shall become the property of the City of Los Alamitos provided this bid is accepted by said City, through action of its legally constituted contracting authorities, and the undersigned fails to execute a contract and furnish the required bonds and insurance within the stipulated time. Otherwise, the proceeds of this bid guarantee shall be returned to the undersigned."

NAME OF BIDDER: _____

MAILING ADDRESS: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

DATE: _____

(*Delete the inapplicable words)

BIDDER INFORMATION

**CDBG HOWARD AVENUE STREET IMPROVEMENTS
SPECIFICATION NO. CIP 20/21-02**

IN THE CITY OF LOS ALAMITOS, CALIFORNIA

BIDDER certifies that the following information is true and correct:

Name of Bidder:

.....

Business Address:

.....

Telephone: _____ .FAX: _____

E-mail: _____

Contractor's License No.: _____ Date License Issued: _____.

License Expiration Date: _____

The following are the names, titles, addresses, and phone numbers of all individuals, firm members, partners, joint venturers, and/or corporate officers having a principal interest in this proposal: (Name / Title / Address / Telephone)

.....

.....

.....

.....

Any voluntary or involuntary bankruptcy judgments against any principal having an interest in this proposal are as follows: (Type of Judgment / Date)

.....

.....

.....

.....

All current and prior DBA's, aliases, and/or fictitious business names for any principal having an interest in this proposal are as follows: (Principal / DBA's / Applicable Dates)

Prior Disqualification

Has your firm ever been disqualified from performing work for any City, County, Public or Private Contracting entity? Yes / No _____. If yes, provide the following information. (If more than once, use separate sheets):

Date: _____ Entity: _____

Location: _____

Reason: _____

Provide Status and any Supplemental Statement: _____

Has your firm been reinstated by this entity? Yes / No _____

Violations of Federal or State Law

A. Has your firm or its officers been assessed any penalties by any agency for noncompliance, violations of Federal or State labor laws and/or business or licensing regulations within the past five (5) years relating to your construction projects?

Yes / No: _____ Federal / State: _____

If "yes", identify and describe, (including status): _____

.....

.....

.....

Have the penalties been paid? Yes / No: _____

B. Does your firm or its officers have any ongoing investigations by any AGENCY regarding violations of the State Labor Code, California Business and Professions Code or State Licensing laws?

Yes / No: _____ Codes / Laws: _____ Section / Article: _____
.....

If "yes", identify and describe (including status):

.....

.....

.....

I declare under penalty of perjury under the laws of the State of California that all of the representations made in this **BIDDER INFORMATION** are true and correct. Executed this _____ day of _____, 2021, at _____, California.

Authorized Representative Signature and
Title _____

EXPERIENCE STATEMENT

CDBG HOWARD AVENUE STREET IMPROVEMENTS SPECIFICATION NO. CIP 20/21-02 IN THE CITY OF LOS ALAMITOS, CALIFORNIA

Pursuant to this **BID PROPOSAL** and **QUALIFICATION OF BIDDERS**, the following is a record of the Bidder's experience in construction of a type similar in magnitude and character to that contemplated under this contract. Included in this section should be a complete list of references for similar projects in terms of scope of work, value of work, and time constraints. The Contractor must demonstrate that he/she has experience with this type of project and can manage this project effectively. If necessary, additional numbered pages can be attached to this page. The Contractor must be properly licensed to perform the work in this project as determined by the State Contractor's License Board.

Project Title: _____

Client: _____

Date: _____ Project Value:

_____ Contact: _____ Tel # _____

Description:

Subject to Federal Labor Standards: Yes No

Project Title: _____

Client: _____

Date: _____ Project Value:

_____ Contact: _____ Tel # _____

Description:

Subject to Federal Labor Standards: Yes No

EXPERIENCE STATEMENT (Continued)

**CDBG HOWARD AVENUE STREET IMPROVEMENTS
SPECIFICATION NO. CIP 20/21-02
IN THE CITY OF LOS ALAMITOS, CALIFORNIA**

Project Title: _____

Client: _____

Date: _____

Project Value: _____

_____ Contact: _____ Tel # _____

Description:

Subject to Federal Labor Standards: Yes No

Project Title: _____

Client: _____

Date: _____

Project Value: _____

_____ Contact: _____ Tel # _____

Description:

Subject to Federal Labor Standards: Yes No

I declare under penalty of perjury under the laws of the State of California that all of the representations made in this **EXPERIENCE STATEMENT** are true and correct. Executed this _____ day of _____, 20__, at _____, California.

Authorized Representative Signature and Title

DESIGNATION OF SUPPLIERS AND SUBCONTRACTORS

CDBG HOWARD AVENUE STREET IMPROVEMENTS SPECIFICATION NO. CIP 20/21-02

IN THE CITY OF LOS ALAMITOS, CALIFORNIA

The following is a list of subcontractors and suppliers, as defined in 2-3 SUBCONTRACTS of the Standard Specifications, who will perform work or provide materials of value in excess of one-half percent of the total bid price or \$10,000, whichever is greater.

No subcontractor shall perform work in excess of the amount specified in 2-3 SUBCONTRACTS of the Standard Specifications, without the written approval of the Agency.

The Contractor is responsible to ensure that appropriate provisions are to be inserted in all subcontracts to bind subcontractors to the contract requirements as contained herein.

Each subcontractor must agree to comply with all applicable Federal, State, and local requirements.

Name and Address of Subcontractor	Employer Tax Id #	MBE/ WBE (Y/N)	Work Subcontracted	Portion of Work (% of Contract Price)

Name and Address of Subcontractor	Employer Tax Id #	MBE/ WBE (Y/N)	Work Subcontracted	Portion of Work (% of Contract Price)

These representations are made under the penalty of perjury under the laws of the State of California. The undersigned hereby certifies that each subcontractor has been notified in writing of its equal opportunity obligations.

NAME OF BIDDER: _____

AUTHORIZED SIGNATURE: _____

Date: _____

SECTION D

CDBG HOWARD AVENUE STREET IMPROVEMENTS SPECIFICATION NO. CIP 20/21-02 IN THE CITY OF LOS ALAMITOS, CALIFORNIA

CONTRACT INFORMATION AND DOCUMENTS

CONTRACT AGREEMENT

PAYMENT BOND

FAITHFUL PERFORMANCE BOND

MAINTENANCE BOND

NON-COLLUSION AFFIDAVIT

WORKER'S COMPENSATION INSURANCE CERTIFICATE

INSURANCE ENDORSEMENT

STATEMENT RE INSURANCE COVERAGE

STATEMENT RE THE CONTRACTOR'S LICENSING LAWS

ARTICLES OF AGREEMENT

CDBG HOWARD AVENUE STREET IMPROVEMENTS SPECIFICATION NO. CIP 20/21-02 IN THE CITY OF LOS ALAMITOS, CALIFORNIA

THIS CDBG HOWARD AVENUE STREET IMPROVEMENTS, SPECIFICATION NO. CIP 20/21-02 AGREEMENT ("AGREEMENT") is made and entered into for the above-stated project this ___ day of Month, 20XX (*Council Action Date Here*), BY AND BETWEEN the City of Los Alamitos, a municipal corporation, hereafter designated as "AGENCY", and CONTRACTOR'S BUSINESS NAME, a _____ (State) _____ (corporation, partnership, limited liability company, or other business form), hereafter designated as "CONTRACTOR."

WITNESSETH that AGENCY and CONTRACTOR have mutually agreed as follows:

ARTICLE I: Contract Documents

The contract documents for the CDBG HOWARD AVENUE STREET IMPROVEMENTS, SPECIFICATION NO. CIP 20/21-02, 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 Dollars (\$ _____,) 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: [INSERT CONTACT]

CITY OF LOS ALAMITOS

CONTRACTOR'S BUSINESS NAME

3191 Katella Avenue

Mailing Street Address

Los Alamitos, CA 90720

City, State Zip Code

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 Xth day of Month, 20XX (*Council Action Date Here*)

CONTRACTOR: Contractor's Business Name

Contractor's Sign Name, Title
Contractor's License No. XXXXXX

Subscribed and sworn to this _____ day of _____, 20__.

NOTARY PUBLIC _____(SEAL)

AGENCY: _____
Mayor Date
City of Los Alamitos

ATTESTED: _____
Windmera Quintanar, MMC, City Clerk Date
City of Los Alamitos

APPROVED AS
TO FORM: _____
Michael S. Daudt, City Attorney Date
City of Los Alamitos

(EXECUTE IN DUPLICATE)

PAYMENT BOND

CDBG HOWARD AVENUE STREET IMPROVEMENTS SPECIFICATION NO. CIP 20/21-02

IN THE CITY OF LOS ALAMITOS, CALIFORNIA

WHEREAS, the City of Los Alamitos, as AGENCY has awarded to Contractor's Business Name, 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 **[DESCRIBE VERBALLY; 100% OF TOTAL CONTRACT AMOUNT—TO BE INSERTED BY CONTRACTOR]**Dollars (\$XXX,XXX.XX) which 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 inure to the benefit to 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

_____, 20__.

Contractor*

Contractor's Signer's Name, Title
Contractor's Business Name
Mailing Street Address
City, State, Zip Code
Telephone #

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 _____, 20__.

NOTARY PUBLIC(SEAL)

(EXECUTE IN DUPLICATE)

FAITHFUL PERFORMANCE BOND

**CDBG HOWARD AVENUE STREET IMPROVEMENTS
SPECIFICATION NO. CIP 20/21-02
IN THE CITY OF LOS ALAMITOS, CALIFORNIA**

KNOW ALL PERSONS BY THESE PRESENTS That Contractor's Business Name, 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 **[DESCRIBE VERBALLY; 100% OF TOTAL CONTRACT AMOUNT—TO BE INSERTED BY CONTRACTOR]**Dollars (\$XXX,XXX.XX); 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: CDBG HOWARD AVENUE STREET IMPROVEMENTS, SPECIFICATION NO. CIP 20/21-02 CONTRACT 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 of 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 _____, 20__

Contractor* Name, Title of Signer
SURETY*
Contractor's Business Name
.....
Mailing Street Address
.....

City, State, Zip Code
..... Telephone #

.....
*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 _____, 20__

NOTARY PUBLIC (SEAL)
(EXECUTE IN DUPLICATE)

MAINTENANCE BOND

**CDBG HOWARD AVENUE STREET IMPROVEMENTS
SPECIFICATION NO. CIP 20/21-02
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 Contractor's Business Name, 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 **DESCRIBE VERBALLY; 50% OF TOTAL CONTRACT AMOUNT—TO BE INSERTED BY CONTRACTOR** Dollars (\$XXX,XXX.XX), 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

_____, 20__.

Contractor*

Contractor's Signer's Name, Title
Contractor's Business Name
Mailing Street Address
City, State, Zip Code
Telephone #

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, 20__.

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: _____ Contractor's Business Name .

(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 Insureds under the contracts of insurance for which the Certificate of Insurance is given.

Authorized Insurance Agent

Date: _____

STATEMENT REGARDING INSURANCE COVERAGE

**CDBG HOWARD AVENUE STREET IMPROVEMENTS
SPECIFICATION NO. CIP 20/21-02
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 **5.4 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

CDBG HOWARD AVENUE STREET IMPROVEMENTS SPECIFICATION NO. CIP 20/21-02 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 therefor**, 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: _____

SECTION E

**CDBG HOWARD AVENUE STREET IMPROVEMENTS
SPECIFICATION NO. CIP 20/21-02
IN THE CITY OF LOS ALAMITOS, CALIFORNIA**

E-STANDARD SPECIFICATION

STANDARD SPECIFICATIONS

CDBG HOWARD AVENUE STREET IMPROVEMENTS SPECIFICATION NO. CIP 20/21-02 IN THE CITY OF LOS ALAMITOS, CALIFORNIA

0-1 STANDARD SPECIFICATIONS

Except as hereinafter amended, the provisions of the 2018 Edition of the “Green Book,” Standard Specifications for Public Works Construction (“SSPWC”), with the latest Supplements, prepared and promulgated by the Southern California Chapters of the American Public Works Association and the Associated General Contractors of America, and these modifications thereto are adopted as the “Standard Specifications” for the Agency. These Standard Specifications will be numbered as Sections 0 through 800 per the SSPWC.

0-2 NUMBERING OF SECTIONS

The numbering of sections and subsections in these amendments and modifications are compatible with the numbering of sections in the SSPWC. The Special Provisions stated below will be numbered as Sections 900 through 999. Subsections of architectural work may be numbered according to the Construction Specifications Institute (“CSI”) format.

0-3 AMENDMENTS AND MODIFICATIONS

The following sections of the SSPWC are amended as provided herein. In the event of any inconsistencies between the amendments outlined herein and the SSPWC, these amendments shall control.

1-2 TERMS AND DEFINITIONS

Add the following:

Agent—Shall include persons and companies, other than the Contractor, retained by the City to perform design and construction services in relation to the Work.

Acceptance—The Agency’s formal written acceptance of a project that has been completed in all respects in accordance with the plans and specifications and any modifications thereof.

City—The City of Los Alamitos, California, as the Agency and Owner.

City Council—City Council of the City of Los Alamitos, California.

Construction Manager—Persons and/or company retained by the City to perform construction management services.

Design Engineer—Persons and/or company retained by the City to perform engineering design services.

Due Notice—A written notification, provided in due time, of a proposed action, where the contract requires such notification within a specified time (usually 48 hours or two working days) prior to the commencement of the contemplated action.

Engineer—The City Engineer of the City of Los Alamitos, or his/her authorized representative.

Geotechnical Engineer—Person licensed to practice Soils Engineering or Geotechnical Engineering pursuant to the laws of the State of California and retained by the Agency during construction.

Prompt—The briefest interval of time required for a considered reply, including time required for approval by a governing body.

Standard Plans—“Standard Plans for Public Works Construction” - Latest edition of the Southern California Chapter of the American Public Works Association.

State Standard Specifications (“SSS”)—Standard Specifications prepared by the State of California, Business and Transportation Agency, Department of Transportation.

State Standard Plans (“SSP”)—Standard Plans prepared by State of California, Business and Transportation Agency, Department of Transportation.

Working Days—Any days, except: (1) Saturdays, Sundays, legal holidays on which Los Alamitos City Hall is closed for business; (2) days when work is suspended by the Engineer for reasons unrelated to the performance of the contractor, and provided in Subsections 6-3 and 6-3.1; and (3) days determined to be non-working in accordance with Section 6-7 “Time of Completion”.

1-3.3 INSTITUTIONS

Add the following:

ACI American Concrete Institute

AGCA Associated General Contractors of America

APWA American Public Works Association

ASME American Society of Mechanical Engineers

CRSI Concrete Reinforcing Steel Institute

CSI Construction Specifications Institute

IEEE Institute of Electric and Electronic Engineers

NFPA National Fire Protection Association

SSS State of California Standard Specifications, latest edition, Department of Transportation

SSP State of California Standard Plans, latest edition, Department of Transportation.

SSPWC Standard Specifications for Public Works Construction, as specified in Subsection 0-1

NEMA National Electrical Manufacturers Association

1-6 BIDDING AND SUBMISSION OF THE BID

1-6.2 SUBCONTRACTOR LISTING

Delete the third paragraph and replace with the following:

Subcontracting of more than one-half of one percent of the work for which no Subcontractor was designated in the original Bid will be allowed only in cases of public emergency or necessity and only after the Engineer makes a written finding of circumstances constituting public emergency or necessity.

Delete the fourth paragraph and replace with the following:

The Contractor must obtain written consent of the City Council to substitute a Subcontractor designated in the original Bid, to permit any subcontract to be assigned or transferred, or to otherwise allow a subcontract to be performed by anyone other than the originally designated Subcontractor.

Delete the fifth paragraph and replace with the following:

A violation of any of the above provisions will be considered a violation of the Contract, and the City may cancel the Contract and collect appropriate damages or assess the Contractor a penalty of not more than ten (10) percent of the subcontract involved.

Add the following:

If subcontracted work is not being performed in a satisfactory manner, the City will notify the Contractor of the need to take corrective action and the Engineer may report the facts to the City Council. Upon order by City Council and the Contractor's receipt of written instructions from the Engineer, the Subcontractor shall immediately be removed from the Work and may not again be employed on the Work.

1-7 AWARD AND EXECUTION OF THE CONTRACT

1-7.1 GENERAL

Add the following:

The City reserves the right to reject any or all proposals.

The Contract will be awarded, if at all, to the lowest responsible and responsive Bidder determined as provided on the Proposal Form, whose proposal complies with all the requirements prescribed. Such award, if made, will be made within the number of days stated in the proposal form. Refusal or failure to deliver the executed contract, bonds, or insurance in the form provided in the Contract and approved by the Agency's attorney within the time provided herein shall be cause, at the Agency's option, for the annulment of the award and forfeiture of the bid security. In such event, the Agency may successively award the Contract to the next lowest responsible and responsive Bidder until a properly executed Contract, bonds,

and insurance is obtained, or it may at any time reject all remaining bids and proceed as provided by law. The refusal or failure of a successive lowest responsible and responsive Bidder to execute the Contract may, at the Agency's option, result in an annulment of the award to that Bidder and the forfeiture of that Bidder's bid security. The periods of time specified above within which the award of the Contract may be made shall be subject to extension for such further period as may be agreed upon in writing between the Agency and the concerned Bidder.

The Agency reserves the right to waive any irregularities.

Within ten (10) calendar days after the date of the Notice of Award, the Contractor shall execute and return the following contract documents to the Agency:

- Contract Agreement (in duplicate)
- Faithful Performance Bond (in duplicate)
- Maintenance Bond (in duplicate)
- Payment Bond (in duplicate)
- Public Liability and Property Damage Insurance Certificate (two original)
- Additionally Insured Endorsement
- Workers' Compensation Insurance Certificate (two original)

A corporation to which an award is made may be required, before the Contract agreement is executed by the Agency, to furnish evidence of its corporate existence, of its right to enter into contracts in the State of California, and that the officers signing the contract and bonds for the corporation have the authority to do so.

1-7.2 CONTRACT BONDS

Add the following:

The PAYMENT BOND shall remain in force until thirty-five (35) days after the date of recordation of the Notice of Completion. The FAITHFUL PERFORMANCE BOND shall remain in force until the date of recordation of the Notice of Completion. The MAINTENANCE BOND shall remain in force until one (1) year after the date of recordation of the Notice of Completion.

All bonds must be accompanied by a Power of Attorney

SECTION 2 – SCOPE OF THE WORK

2-1 WORK TO BE DONE

Add the following paragraphs and subsections to Section 2-1:

Any plan or method of work suggested by the Agency or the Engineer to the Contractor but not specified or required, if adopted or followed by the Contractor in whole or in part, shall be used at the risk and responsibility of the Contractor; and the Agency and the Engineer shall assume no responsibility therefore and in no way be held liable for any defects in the work which may result from or be caused by use of such plan or method of work.

The work includes, but is not necessarily limited to, the following items as shown on the plans and specified in these Special Provisions:

2-2 PERMITS

Delete the first paragraph and replace with the following:

Prior to the start of any work, the Contractor shall apply for and receive any applicable City, County, State, and Federal permits.

2-3 RIGHT-OF-WAY

Add the following:

When the Contractor arranges for additional work areas and facilities temporarily required by him/her, he/she shall provide the Agency with proof that the additional work areas and/or facilities have been left in a condition satisfactory to the owner(s) of said work areas and/or facilities prior to acceptance of the work.

2-4 COOPERATION AND COLLATERAL WORK

Add the following:

Contractor shall coordinate his/her work so as to minimize disruption to ongoing or scheduled private development projects in the project area.

2-7 CHANGES INITIATED BY THE AGENCY

2-7.1 GENERAL

Add the following:

All final locations determined in the field, and any deviations from the Plans and Specification, shall be marked in red on the documents to show the as-built conditions. Contractor shall maintain a complete and accurate record of all changes of construction from that shown in these plans and specifications for the purpose of providing a basis for construction record drawings. No changes shall be made without prior written approval of the Engineer. Upon completion of the Project, Contractor shall deliver this record of all construction changes to the Engineer along with a letter which declares that other than these noted changes "the Project was constructed in conformance with the Contract Documents". Final payment will not be made until this requirement is met.

As the figured dimensions shown on the drawings and in the specifications of the Contract may not in every case agree with scaled dimensions, the figured dimensions shall be followed in preference to the scaled dimensions, and drawings to a large scale shall be followed in preference to the drawings to a small scale. Should it appear that the work to be performed, or any related matter, are not sufficiently detailed or explained in the Contract documents, the Contractor shall apply to the Engineer for such further explanations as necessary, and shall conform to such further explanations provided by the Engineer as part of the Contract to the extent that it is consistent with the terms of the Contract.

Caution: The engineer preparing these plans will not be responsible or liable for unauthorized changes to or uses of these plans. All changes to the plans must be approved in writing by the Engineer.

SECTION 3 – CONTROL OF THE WORK

3-3 SUBCONTRACTORS

Delete the first paragraph and replace with the following:

All persons engaged in the Work, including Subcontractors and their employees, will be considered employees of the Contractor. The Contractor will be held responsible for their work. The Agency will deal directly and solely with the Contractor and make all payments to the Contractor.

3-5 INSPECTION

Add the following:

The Agency shall inspect for compliance with requirements for 8-hour days and 40-hour weeks on normal working days. The Contractor shall reimburse the Agency, at rates established by the Agency, for any additional inspection, including inspection on legal holidays.

3-10 SURVEYING

3-10.1 GENERAL

Add the following:

The Contractor shall be responsible for all survey and layout of work.

The line and grades for construction will be parallel to and offset from the position of the work. From the established lines and grades, the Contractor shall extend the necessary lines and grades for construction of the work and shall be responsible for the correctness of same.

3-12 WORK SITE MAINTENANCE

3-12.1 General

Add the following Subsection:

3-12.1.1 WORK AREA APPEARANCE

The Contractor shall maintain a neat appearance to the Work.

All unsuitable construction materials and rubbish and debris shall be regularly removed from the job site, be transported to a suitable location, and be disposed of in a proper and legal manner.

In any area visible to the public, the following shall apply:

1. Broken concrete and debris developed during clearing and grubbing shall be disposed of weekly.
2. The Contractor shall furnish trash bins for all debris from structure construction. All debris shall be placed in trash bins daily.
3. Forms or false work that are to be re-used shall be neatly stacked concurrent with their removal.
4. Forms and false work that are not to be re-used shall be disposed of with their removal.
5. Wash down from concrete trucks shall be at one location. Concrete from wash down procedures shall be removed from the site weekly.

3-12.3 NOISE CONTROL

Add the following:

A noise level limit of 85 dba at a distance of fifty (50) feet shall apply to all construction equipment on or related to the job, whether owned by the Contractor or not. The use of excessively loud warning signals shall be avoided except in those cases where required for the protection of personnel.

The Contractor shall arrange and maintain a secure storage site for all equipment and materials. All equipment and unused materials shall be returned to this site at the end of each work day.

3-12.6 WATER POLLUTION CONTROL

Add the following to Subsection 3-12.6:

3-12.6.1 General

This item shall consist of preparation, implementation and compliance with a storm water pollution prevention plan (SWPPP) for the project, if applicable.

3-12.6.2 BEST MANAGEMENT PRACTICES (BMPs)

All storm water pollution prevention measures shall be in accordance with the submitted SWPPP. In the event circumstances during the course of construction require changes to the original SWPPP, a revised plan shall be promptly submitted to the Agency's representative in each instance. No responsibility shall accrue to the Agency as a result of the plan or as a result of knowledge of the plan. All work installed by the Contractor in connection with the SWPPP but not specified to become a permanent part of the project shall be removed and the site restored in so far as practical to its original condition prior to completion of construction or when directed by the Agency's representative.

3-12.6.3 Storm Water Pollution Prevention Plan (SWPPP)

Contractor shall submit to the engineer a completed and signed SWPPP at the preconstruction conference. The plan may utilize the practices recommended in the *California Storm Water Best Management Practices Handbook* dated January 2015, available from California Stormwater Quality Association (CSQA), and online at <http://www.cabmphandbooks.net/>. The plan shall be consistent with the construction General Permit, issued by the State Water Resources, Control Board, through submittal of the Notice of Intent (NOI).

If construction will occur between October 15 and April 15 (considered as the rainy season per the Agency's Ordinance), a wet weather erosion control plan must be submitted. Additionally,

Best Management Practices (BMPs) implemented during the Agency's rainy season shall include but not be limited to those appropriate for wet weather conditions.

3-12.6.5 PAYMENT

Unless otherwise indicated in the Special Provision, measurement and payment for Storm Water Pollution Prevention Measures, as described herein, shall be included in the items of Work requiring storm water pollution prevention measures as indicated in the project Special Provisions. Such payment shall be considered full compensation for all labor, materials, tools, and equipment for completion, and implementation and compliance with the SWPPP.

3-13 COMPLETION, ACCEPTANCE, AND WARRANTY

3-13.3 WARRANTY

Add the following:

The Contractor shall warrant and guarantee the entire Work and all parts thereof, including that performed and constructed by subcontractors, and others employed directly or indirectly on the Work, against faulty or defective materials, equipment or workmanship for the maximum period provided by law. In addition thereto, for a period of one (1) year commencing on the date of acceptance of the Work, the Contractor shall, upon the receipt of notice in writing from the Agency, promptly make all repairs arising out of defective materials, workmanship or equipment and bear the cost thereof. The Agency is hereby authorized to make such repairs and the Contractor and Surety shall bear the cost thereof if, ten (10) days after the giving of such notice to the Contractor, the Contractor has failed to make or undertake with due diligence the repairs; provided, however, that, in the case of an emergency where, in the opinion of the Agency, delay could cause serious loss or damage, repairs may be made without notice being sent to the Contractor or Surety, and all expense in connection therewith shall be charged to the Contractor and Surety.

For the purpose of this article "Acceptance of the Work" shall mean the acceptance of the Work by the Agency in accordance with Subsection 3-13.2 but not for the purpose of extinguishing any covenant or agreement or agreement on the part of the Contractor to be performed or fulfilled under this Contract, which has not in fact been performed or fulfilled at the time of such acceptance all of such covenants and agreements, shall continue to be binding on the Contractor until they have been fulfilled.

The effective date of Acceptance of the Work and commencement of the Guarantee shall be the date of acceptance of the Notice of Completion by the City Council.

The following subsection is added to Subsection 3-13 of the SSPWC.

3-13.4 General Guaranty

The Contractor shall remedy any defects in the Work and pay for any damage to other work resulting therefrom, which shall appear within a period of one year from the date of final acceptance of the Work unless a longer period is specified. The Agency will give notice of observed defects with reasonable promptness.

SECTION 4 – CONTROL OF MATERIALS

4-1 GENERAL

Add the following:

The Contractor and all subcontractors, suppliers, and vendors, shall guarantee that the entire Work will meet all requirements of this Contract as to the quality of materials, equipment, and workmanship. The Contractor, at no cost to the Agency, shall make any repairs or replacements made necessary by defects in materials, equipment, or workmanship that become evident within one year after the date of recordation of the Notice of Completion. Within this one year period, the Contractor shall also restore to full compliance with the requirements of this Contract any portion of the Work which is found not to meet those requirements. The Contractor shall defend, indemnify, and hold the Agency, its officers, agents, and employees harmless from claims of any kind due to injuries or damages arising, directly or indirectly, from said defects or noncompliance.

The Contractor shall make all repairs, replacements, and restorations within thirty-five (35) days after the date of the Engineers' written notice.

If, in the opinion of the Engineer, the defective work is not of sufficient magnitude or importance to make the work dangerous or undesirable, or if, in the opinion of the Engineer, the removal of such work is impractical or will create conditions which are dangerous or undesirable, the Agency shall have the right and authority to retain such work instead of requiring it to be removed and reconstructed, but will make such deductions thereof in the payments due or to become due to the Contractor as the Agency may deem just and reasonable.

4-4 TESTING

Delete the third and fourth sentences of the first paragraph and replace with the following:

Except as elsewhere specified, the Agency will bear the cost of testing material and/or workmanship which meet or exceed the requirements indicated in the Standard Specifications and the Special Provisions. The Contractor shall bear the cost of all other tests, including the retesting of material or workmanship that fails to pass the first test.

4-6 TRADE NAMES

Delete the third sentence of the second paragraph and replace with the following:

Approval of equipment and materials offered as equivalents to those specified must be obtained prior to the opening of bids as set forth in the Instructions to Bidders.

Add the following:

Along with information supplied by the Contractor regarding equivalency of the proposed item, the Contractor shall clearly identify all deviations from the specified item. Deviations discovered by the Engineer after acceptance of an "or equal" item which were not identified by the Contractor with his/her submittal shall be cause for rejection of the "or equal" item. Contractor shall be due no additional compensation in time or money for acceptance or rejection of a proposed "or equal" item and subsequent replacement with the item specified. Contractor shall

pay cost to Agency for items requiring more than two submittals and analysis of any shop drawing which requires more than a general review of an "or equal" item.

SECTION 5 – LEGAL RELATIONS AND RESPONSIBILITIES

5-3 LABOR

5-3.1 General

Add the following:

The Contractor shall ensure unlimited access to the job site for all Equal Opportunity Compliance officers.

Every Contractor and Subcontractor shall keep an accurate record showing the name, occupation, and the actual per diem wages paid to each worker employed by him/her in connection with the public work. The record shall be kept open at all reasonable hours to the inspection of the body awarding the Contract and to the Division of Labor Law Enforcement.

Add the following Subsection:

5-3.4.1 OVERTIME AND SHIFT WORK

The Contractor may establish overtime and shift work as a regular procedure only with the written permission of the Engineer. Such permission may be revoked at any time. No work other than overtime and shift work established as a regular procedure shall be done between the hours of 4:00 p.m. and 7:30 a.m., nor on Saturdays, Sundays or legal holidays, except such work as is necessary for the proper care and protection of the work already performed or except in case of an emergency.

All costs for overtime inspection, except those occurring as a result of overtime and shift work established as a regular procedure, shall be paid by the Contractor. Overtime inspection shall include inspection required during holidays observed by the AGC and Trade Unions, Saturdays, Sundays, and any weekday between the hours of 4:00 p.m. and 7:30 a.m.. Such costs will include but will not necessarily be limited to engineering, inspection, general supervision and other overhead expenses that are directly chargeable to the overtime work. The Agency shall deduct all such charges from payments due the Contractor.

5-4.2 GENERAL LIABILITY INSURANCE

Section 5-4.2 is replaced in its entirety as follows:

5-4.2.1 GENERAL. CONTRACTOR and AGENCY agree that Agency, its employees, agents and officials should, to the extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, cost, expense, attorneys fees, litigation costs, defense costs, court 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 fullest protection possible under the law to the Agency. CONTRACTOR acknowledges that AGENCY would not have entered into this Agreement in the absence of the commitment of CONTRACTOR to indemnify and protect AGENCY as set forth here.

5-4.2.2 To the full extent permitted by law, CONTRACTOR shall defend, indemnify and hold harmless AGENCY, its employees, agents and officials, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged, or threatened, actual attorneys fees incurred by AGENCY, court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever without restriction or limitation incurred in relation to, as a consequence of, arising out of or in any way attributable actually, allegedly or impliedly, in whole or in part to the performance of this Agreement. All obligations under this provision are to be paid by CONTRACTOR as they are incurred by the AGENCY.

5-4.2.3 Without affecting the rights of AGENCY under any provision of this agreement or this section, CONTRACTOR shall not be required to indemnify and hold harmless AGENCY as set forth above for liability attributable to the sole fault of AGENCY, provided such sole fault is determined by agreement between the parties or the findings of a court of competent jurisdiction.

This exception will apply only in instances where the AGENCY is shown to have been solely at fault and not in instances where CONTRACTOR is solely or partially at fault or in instances where AGENCY's fault accounts for only a percentage of the liability involved. In those instances, the obligation of CONTRACTOR will be all-inclusive and AGENCY will be indemnified for all liability incurred, even though a percentage of the liability is attributable to the conduct of the AGENCY.

5-4.2.4 CONTRACTOR acknowledges that its obligation pursuant to this section extends to liability attributable to AGENCY, if that liability is less than the sole fault of AGENCY. CONTRACTOR has no obligation under this Agreement for liability proven in a court of competent jurisdiction or by written agreement between the parties to be the sole fault of AGENCY.

5-4.2.5 The obligations of CONTRACTOR under this or any other provision of this Agreement will not be limited by the provisions of any workers compensation act or similar act. CONTRACTOR expressly waives its statutory immunity under such statutes or laws as to AGENCY, its employees, agents and officials.

5-4.2.6 CONTRACTOR agrees to obtain executed indemnity agreements with provisions identical to those as set forth here in this section from each and every subcontractor, sub-tier contractor or any other person or entity involved by, for, with or on behalf of CONTRACTOR in the performance or subject matter of this Agreement. In the event CONTRACTOR fails to obtain such indemnity obligations from others as required here, CONTRACTOR agrees to be fully responsible according to the terms of this section.

5-4.2.7 Failure of AGENCY to monitor compliance with these requirements imposes no additional obligations on AGENCY and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend AGENCY as set forth herein is binding on the successors, assigns or heirs of CONTRACTOR and shall survive the termination of this Agreement or this section.

5-4.2.8 CONTRACTOR agrees to provide insurance in accordance with the requirements as set forth here. If CONTRACTOR uses existing coverage to comply with these requirements and that coverage does not meet the requirements set forth herein, CONTRACTOR agrees to amend, supplement or endorse the existing coverage to do so. The following coverages will be provided by CONTRACTOR and maintained on behalf of AGENCY and in accordance with the requirements set forth herein.

5-4.2.9 Commercial General Liability/Umbrella Insurance. Primary insurance shall be provided on ISO-CGL form No. CG 00 01 11 85 or 88. Total limits shall be not less than two million dollars (\$2,000,000.00) per occurrence for all coverages and two million dollars (\$2,000,000.00) general aggregate. AGENCY and its officers, agents and employees shall be named as additional insureds using ISO additional insureds endorsement form CG 20 10 11 85 (in no event will AGENCY accept an endorsement form with an edition date later than 1990). Coverage shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance, primary or excess, available to AGENCY or any employee or agent of AGENCY. Coverage shall not be limited to the vicarious liability or supervisory role of any additional insured. Umbrella Liability Insurance (over primary) shall apply to bodily injury/property damage, personal injury/advertising injury, at a minimum, and shall include a "drop down" provision providing primary coverage above a maximum of \$25,000.00 self-insured retention for liability not covered by primary policies but covered by the umbrella policy. Coverage shall be following form to any underlying coverage. Coverage shall be provided on a "pay on behalf" basis, with defense costs payable in addition to policy limits. There shall be no cross-liability exclusion. Policies shall have concurrent starting and ending dates.

Each policy of insurance shall contain a clause prohibiting cancellation, modification or lapse without thirty (30) days prior written notice having been given to the City. All insurance policies shall be subject to approval by the City Attorney and certificates evidencing such policies shall be provided to the City concurrently with the filing of all required bonds.

5.4.2.10 Business Auto/Umbrella Liability Insurance. Primary coverage shall be written on ISO Business Auto Coverage form CA 00 01 06 92 including symbol 1 (Any Auto). Limits shall be no less than two million dollars (\$2,000,000.00) per accident. Starting and ending dates shall be concurrent. If CONTRACTOR owns no autos, a non-owned auto endorsement to the General Liability policy drafted above is acceptable.

5-4.3 WORKERS' COMPENSATION INSURANCE

Section 5-4.3 shall be replaced in its entirety as follows:

5-4.3.1 Workers' Compensation/Employers' Liability shall be written on a policy form providing workers' compensation statutory benefits as required by law. Employers' liability limits shall be no less than one million dollars per accident or disease. Employers' liability coverage shall be scheduled under any umbrella policy described above. Unless otherwise agreed, this policy shall be endorsed to waive any right of subrogation as respects the AGENCY, its officers, agents or employees.

5-4.3.2 CONTRACTOR and AGENCY further agree as follows:

5-4.3.2.1 This Section supersedes all other sections and provisions of this Agreement to the extent that any other section or provision conflicts with or impairs the provisions of this Section.

5-4.3.2.2 Nothing contained in this Section is to be construed as affecting or altering the legal status of the parties to this Agreement. The insurance requirements set forth in this Section are intended to be separate and distinct from any other provision in this Agreement and shall be interpreted as such.

5-4.3.2.3 All insurance coverage and limits provided pursuant to this Agreement shall apply to the full extent of the policies involved, available, or applicable. Nothing contained in this

Agreement or any other agreement relating to the AGENCY or its operations limits the application of each insurance coverage.

5-4.3.2.4 Requirements of specific coverage features or 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. Specific reference to a given coverage feature is for purposes of clarification only and is not intended by any party to be all-inclusive, or to the exclusion of other coverage, or a waiver of any type.

5-4.3.2.5 For purposes of insurance coverage only, this Agreement shall be deemed to have been executed immediately upon any party hereto taking any steps that can be deemed to be in furtherance of or towards performance of this Agreement.

5-4.3.2.6 All general or auto liability insurance coverage provided pursuant to this Agreement, or any other agreements pertaining to the performance of this Agreement, shall not prohibit CONTRACTOR, and CONTRACTOR's agents, officers or employees from waiving the right of subrogation prior to a loss. Contractor hereby waives all rights of subrogation against AGENCY.

5-4.3.2.7 Unless otherwise approved by AGENCY, CONTRACTOR's insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best's" Insurance Guide rating of "A:VII." Self-insurance will not be considered to comply with these insurance specifications.

5-4.3.2.8 In the event any policy of insurance required by this Agreement does not comply with these requirements or is canceled and not replaced, AGENCY has the right but not the duty to obtain the insurance it deems necessary and any premium paid by AGENCY will be promptly reimbursed by CONTRACTOR. Upon CONTRACTOR's failure to make such reimbursement within 30 days of written demand, AGENCY may deduct that sum from any monies due CONTRACTOR hereunder or otherwise.

5-4.3.2.9 CONTRACTOR agrees to provide evidence of the insurance required herein, satisfactory to AGENCY, consisting of certificate(s) of insurance evidencing all of the coverages required and an additional insured endorsement to CONTRACTOR's general liability and umbrella liability policy (if any) using ISO form CG 20 10 11 85. Certificate(s) are to reflect that the insurer will provide 30 days' notice of any cancellation of coverage. CONTRACTOR agrees to require its insurer to modify such certificates to delete any exculpatory wording stating that failure of insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions. CONTRACTOR agrees to provide complete copies of policies to AGENCY upon request.

5-4.3.2.10 CONTRACTOR 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 shall be furnished within 72 hours of the expiration of the coverages.

5-4.3.2.11 Any actual or alleged failure on the part of AGENCY or any other additional insured under these requirements to obtain proof of insurance required under this Agreement in no way waives any right or remedy of AGENCY or any additional insured, in this or any other regard.

5-4.3.2.12 CONTRACTOR agrees to require all subcontractors or other parties hired for this project to provide general liability insurance naming as additional insureds all parties to this Agreement. CONTRACTOR agrees to obtain certificates evidencing such coverage and make

reasonable efforts to ensure that such coverage is provided as required here. CONTRACTOR agrees to require that no contract used by any subcontractor, or contracts CONTRACTOR enters into on behalf of AGENCY, will reserve the right to charge back to AGENCY the cost of insurance required by this Agreement. CONTRACTOR agrees that upon request, all agreements with subcontractors or others with whom CONTRACTOR contracts on behalf of AGENCY will be submitted to AGENCY for review. Failure of AGENCY to request copies of such agreement will not impose any liability on AGENCY, its officers, agents, or employees.

5-4.3.2.13 If CONTRACTOR is a Limited Liability Company, general liability coverage must be amended so that the Limited Liability Company and its Managers, Affiliates, employees, agents and other persons necessary or incidental to its operations are insureds.

5-4.3.2.14 CONTRACTOR agrees to provide immediate notice to AGENCY of any claim or loss against CONTRACTOR that includes AGENCY as a defendant. AGENCY assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims.

5-7 SAFETY

Add the following:

At the pre-construction meeting, the Contractor shall submit his/her complete construction schedule to the Engineer for approval. The Contractor shall submit requests for changes in the schedule to the Engineer for approval at least forty eight (48) hours prior to the scheduled Work.

5-8 PROJECT INFORMATION SIGN

Work specified in this section includes providing all materials and performing all operations to fabricate, install, modify and/or relocate Project Information Signs, and as specified in these Special Provisions.

Submit a shop drawings for all sign panels, and the Manufacturer's data for the Sign Panels.

MATERIALS

A. Project Information Signs shall be constructed per Caltrans specifications for aluminum single sheet and laminated panel signs.

B. Sign Posts shall be constructed of wood and shall conform to the provisions of section 56-2.02B, Caltrans.

C. Mounting Hardware shall be furnished by the Contractor and shall conform to the provisions of section 56-2.02D, Caltrans.

D. To properly provide for changing traffic conditions, the Contractor shall be prepared to furnish or short notice (within 48 hours) additional sign panels, posts and mounting hardware. The Contractor shall make arrangements with a supplier who is able, on a daily basis, to furnish such items on short notice.

INSTALLATION

- A. For this contract, **One (1) Project Information shall be installed**, relocated or modified as directed by the City Engineer and shall conform to the provisions of sections 56-2.03, and 56-2.04, Caltrans.
- B. All signs shall have breakaway features as detailed in Standard Plan RS2, "Roadside Sign Details," Caltrans.
- C. Signs to be removed and/or relocated as directed by the City Engineer shall be installed at the new location on the same day said sign is removed from its previous location.
- D. The location of each sign shall be as directed by the City Engineer or his designee.

Project information sign should be installed in a way to have bottom of sign at least 7ft above the ground.

The project information signs shall be erected five (5) working days prior to the start of work.

The sign shall show the project name, funding source, City logo. The sign shall list the names of the City Manager, City Council, Director of Development Services, and City Engineer. Contractor shall submit a mock-up to the City for review prior to manufacturing sign. The Contractor shall revise all misspellings and any other corrections on the sign at no extra cost to the City.

Upon completion of the project, City shall keep all of the Project Information Signs.

Measurement and payment for **Project Information Sign** shall be at the unit bid price per **each (EA)** and shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals for doing all work involved in construction of these items and no additional compensation will be allowed therefore.

SECTION 6 – PROSECUTION AND PROGRESS OF THE WORK

6-1 CONSTRUCTION SCHEDULE AND COMMENCEMENT OF THE WORK

Add the following:

Prior to issuing the Notice to Proceed, the Engineer will schedule and conduct a pre-construction meeting with the Contractor to review the proposed construction schedule and delivery dates, arrange utility coordination, discuss construction methods, and clarify inspection procedures.

6-2 PROSECUTION OF THE WORK

Delete the last sentence of first paragraph and replace it with the following:

Should the Contractor fail to take the necessary steps to fully accomplish said purposes, after orders of the Engineer to do so, the Agency may suspend the work in whole or in part, until the Contractor takes said steps at no cost to the Agency.

Add the following:

The Contractor shall submit monthly progress reports to the Engineer by the tenth day of each month. The report shall include an updated construction schedule. Any deviations from the original schedule shall be explained. Progress payments will be withheld pending receipt of any outstanding reports.

6-3 TIME OF COMPLETION

Add the following subsections:

6-3.3 WORKING DAY

Add the following:

The Contractor's activities shall be confined to the hours between 7:30 a.m. and 4:00 p.m. Monday through Friday. In addition, the Contractor shall not perform any Work on Saturday, Sunday, or on Agency-designated holidays. Agency-designated holidays are listed in **TABLE 1 – AGENCY-DESIGNATED HOLIDAYS** below. Deviation from these hours will be permitted upon approval of the Engineer, except in emergencies involving immediate hazard to persons or property.

Deviations from these hours will not be permitted without the prior consent of the Engineer, except in emergencies involving immediate hazard to persons or property. In the event of either a requested or emergency deviation, inspection service fees will be charged against the Contractor. Service fees will be calculated at overtime rates including benefits, overhead, and travel time; and will be deducted from the amounts due the Contractor.

Failure of the Contractor to adhere to working day requirements will result in damages being sustained by the City. Such damages are, and will continue to be, impracticable and extremely difficult to determine. For each OCCURRENCE of a working day or hours violation, as provided herein, the Contractor shall pay to the Agency, or have withheld from monies due to it, the sum of \$1,000.00.

TABLE 1 – AGENCY-DESIGNATED HOLIDAYS

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

EXECUTION OF THE CONTRACT SHALL CONSTITUTE AGREEMENT BY THE AGENCY AND CONTRACTOR THAT \$1,000 PER VIOLATION IS THE MINIMUM VALUE OF THE COST AND ACTUAL DAMAGED CAUSED BY FAILURE OF THE CONTRACTOR TO LIMIT PERFORMANCE OF THE WORK BETWEEN THE ALLOTTED TIMES, THAT SUCH SUM SHALL NOT BE CONSTRUED AS A PENALTY, AND THAT SUCH SUM MAY BE DEDUCTED FROM PAYMENTS DUE THE CONTRACTOR IF SUCH DELAY OCCURS.

6-4 DELAYS AND EXTENSION OF TIME

6-4.1 GENERAL

Add the following Subsections:

6-4.1.1 Notice of Delays

Whenever the Contractor foresees any delay in the prosecution of the work, and in any event immediately upon the occurrence of any delay which the Contractor regards as unavoidable, he/she shall notify the Engineer in writing of the probability of the occurrence of such delay and its cause so that the Engineer may take immediate steps to prevent, if possible, the occurrence or continuance of the delay, or, if prevention is not possible, may determine whether the delay is to be considered avoidable or unavoidable, how long it continues, and to what extent it will delay the prosecution and completion of the work. It will be concluded that any and all delays which have occurred in the prosecution and completion of the work have been avoidable delays, except such delays as shall have been called to the attention of the Engineer at the time of their occurrence and found by him/her to have been unavoidable. The Contractor shall make no claims for any delay not called to the attention of the Engineer at the time of its occurrence as an unavoidable delay.

6-4.1.2 Avoidable Delays

Avoidable delays in the prosecution or completion of the work shall include all delays which in the opinion of the Engineer would have been avoided by the exercise of care, prudence, foresight, and diligence on the part of the Contractor of his/her subcontractors. The following shall be considered avoidable delays within the meaning of the contract: 1) Delays in the prosecution of parts of the work which may in themselves be unavoidable but do not necessarily prevent or delay the prosecution of other parts of the work or the completion of the whole work within the time herein specified; 2) Reasonable loss of time resulting from the necessity of submitting samples of materials and drawings to the Engineer for approval and from performing tests of materials, measurements, and inspections; 3) Reasonable interference of other contractors employed by the Agency and/or other contractors working in the area which do not necessarily prevent the completion of the whole work within the time agreed upon; 4) Delays resulting from inaccurate or incomplete shop drawing submittals; and 5) Interference of other contractors performing concurrent work.

6-4.1.3 Extension of Time

In case the work is not completed in the time specified, including such extensions of time as may have been granted for unavoidable delays, the Contractor will be assessed damages for delay in accordance with Paragraph 6-9.1. The Agency, however, shall have the right to grant an extension of time for avoidable delay if it is deemed in his/her best interest to do so. During such extension of time, the Contractor will be charged for engineering and inspection services and other costs as provided in Paragraph 6-4.2.1 but will not be assessed damages pursuant to Paragraph 6-9.

6-4.2 EXTENSIONS OF TIME

Add the following Subsection:

6-4.2.1 Compensation to Agency for Extension of Time

Compensation for extension of time for avoidable delay granted pursuant to Paragraph 6-4.1.3 shall be the actual cost to the Agency for engineering, inspection, general supervision, and overhead expenses which are directly chargeable to the work and which accrue during the period of such extension, except that the cost of final inspection and preparation of the final estimate shall not be included.

6-4.4 WRITTEN NOTICE AND REPORT

Delete the text of Section 6-4.4 and replace it with the following:

Requests for an extension of time must be delivered to the Agency within ten (10) consecutive calendar days following the date of the occurrence that caused the delay. The request must be submitted in writing and must state the cause of the delay, the date of the occurrence causing the delay, and the amount of additional time requested. This shall be included as part of a revised construction schedule required in Section 6-1. Requests for extensions of time shall be supported by all evidence reasonably available or known to the Contractor, which would support the extension of time requested. Requests for extensions of time, which are not received within the time specified above, shall result in the forfeiture of the Contractor's right to receive any extension of time requested.

If the Contractor is requesting an extension of time because of weather, he/she shall supply daily written reports to the Agency's representative describing such weather, and the work that could not be performed that day because of such weather or conditions resulting therefrom and that he/she otherwise would have performed.

6-9 LIQUIDATED DAMAGES

Delete the title and text of Section 6-9 and replace with the following:

6-9 FORFEITURE DUE TO DELAY

The Contractor shall complete all or any designated portion of the Work called for under the Contract within the time set forth in Part C (Proposal) of these Specifications.

In accordance with Government Code 53069.85, and all other applicable law, the Contractor agrees to forfeit and pay the Agency the amount of Five Hundred Dollars (\$500.00) per day for each and every day of unauthorized delay beyond the completion date, which shall be deducted from any monies due the Contractor. This payment shall be considered liquidated damages. Contractor agrees that such liquidated damages are reasonable under the circumstances existing at the time of execution of the contract, that such liquidated damages are to compensate Agency for losses that are difficult to measure and that such damages are not a penalty.

Failure of the Contractor to perform any covenant or condition contained in the Contract Documents within the time period specified shall constitute a material breach of this Contract entitling the Agency to terminate the Contract unless the Contractor applies for, and receives, an extension of time in accordance with the procedures set forth in Section 5-5.

Failure of the Agency to insist upon the performance of any covenant or conditions within the time period specified in the Contract Documents shall not constitute a waiver of the Contractor's duty to complete performance within the designated periods unless the Agency has executed a waiver in writing.

The Agency's agreement to waive a specific time provision or to extend the time for performance shall not constitute a waiver of any other time provision contained in the Contract Documents.

Failure of the Contractor to complete performance promptly within the additional time authorized in a waiver or extension of time agreement shall constitute a material breach of this Contract entitling the Agency to terminate this agreement.

The Contractor shall not be deemed in breach of this Contract and no forfeiture due to delay shall be made because of any delays in the completion of the Work due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor provided the Contractor requests an extension of time in accordance with the procedures set forth in Section 5-5. Unforeseeable causes of delay beyond the control of the Contractor shall include acts of God, acts of a public enemy, acts of the government, acts of the Agency, or acts of another contractor in the performance of a contract with the Agency, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and weather, or delays of subcontractors due to such causes, or delays caused by failure of the owner of a utility to provide for removal or relocation of existing utility facilities. Delays caused by actions or neglect of Contractor or his/her agents, servants, employees, officers, subcontractors, directors, or of any party contracting to perform part of all of the Work or to supply any equipment or materials shall not be excusable delays. Excusable delays (those beyond the Contractor's control) shall not entitle the Contractor to any additional compensation. The sole recourse of the Contractor shall be to seek an extension of time.

Add the following Subsections:

6-10 DISPUTES AND CLAIMS

6-10.1 GENERAL

Any and all decisions made on appeal pursuant to this Subsection 6-10 shall be in writing. Any "decision" purportedly made pursuant to this Subsection 6-10 that is not in writing shall not be binding upon the Agency and should not be relied upon by the Contractor.

Nothing in this subsection shall be considered as relieving the Contractor from his/her duty to file the notice required under Subsection 6-11 or other duties required by the Contract Documents.

6-10.2 ADMINISTRATIVE REVIEW

Request for review made to the Construction Inspector or Project Engineer may be either oral or written. Request for review made to the City Engineer shall be made in writing with supporting evidence attached.

The Contractor shall submit each request for review within twenty-one (21) calendar days of receipt of the decision that he/she is requesting.

Prior to demand for arbitration, the Contractor shall exhaust his/her administrative remedies by attempting to resolve his/her dispute or claim with Agency's staff in the following sequence:

1. Project Engineer
2. City Engineer

Should the Project Engineer fail to address the Contractor's request for review of a disputed decision within fourteen (14) calendar days after receiving such request, the Contractor may proceed directly to the City Engineer. At the option of the Agency, the person to whom the request for review is directed may elect to take such request to a higher level and the Contractor's request shall be deemed to be properly submitted to such higher level.

The City Engineer shall address disputes or claims within twenty eight (28) calendar days after receiving such request and all necessary supporting data. The City Engineer's decision on the dispute or claim shall be the Agency's final decision.

6-10.3 ARBITRATION

Claims and disputes arising under or related to the performance of the contract shall be resolved in arbitration unless the Agency and the Contractor agree in writing, after the claim or dispute has arisen, to waive arbitration and to have the claim or dispute litigated in court of competent jurisdiction. Arbitration shall be conducted, to the extent feasible, pursuant to Chapter 3 (Sections 301-393, inclusive) of Division 2 of Title 1 of the California Code of Regulations except that references therein to the "State Contract Act" shall be construed to mean "applicable law" and "Public Agency", or "Department" shall be construed to mean "Agency" as defined in Subsection 1.2. The arbitration decision shall be decided under and in accordance with California law, supported by substantial evidence, and in writing, contain the basis for the decision, findings of fact, and conclusions of law.

Arbitration shall be initiated by a Demand for Arbitration. The Contractor shall request a Demand for Arbitration not later than one hundred eighty (180) calendar days after the date of the final written decision of the Agency on the claim or dispute.

All contracts valued at more than \$15,000 between the Contractor and his/her Subcontractors and Suppliers shall include a provision that the Subcontractors and Suppliers shall be bound to the Contractor to the same extent that the Contractor is bound to the Agency by all terms and provisions of the Contract, including these arbitration provisions.

6-11 NOTICE OF POTENTIAL CLAIM

The Contractor shall not be entitled to the payment of any additional compensation for any cause, including any act, or failure to act, by the Engineer, or the happening of any event, thing or occurrence, unless the Contractor shall have given the Engineer due notice in writing, of the potential claim as hereinafter specified, provided, however, that compliance with this Subsection 6-11 shall not be a prerequisite as to any claim that is based on differences in measurements or errors of computation as to the Contract quantities.

Additionally, this Subsection 6-11 shall not supersede the specific notice and protest requirements of Subsection 2-9 "Changed Conditions" and Subsection 6-3.2 "Contract Time Accounting" respectively.

A written notice of potential claim shall set forth the reasons the Contractor believes additional compensation will or may be due, the nature of the costs involved, and, insofar as possible, the amount of the potential claim. A notice as above required must have been given to the Engineer prior to the time that the Contractor shall have performed the Work giving rise to the potential claim for additional compensation, if based on an act or failure to act by the Engineer, or in all other cases within fifteen (15) days after the happening of the event, thing or occurrence giving rise to the potential claim.

It is the intention of this Subsection 6-11 that differences between the parties arising under and by the virtue of the Contract be brought to the attention of the Engineer at the earliest possible time in order that such matters may be settled, if possible, or other appropriate action promptly taken. The Contractor hereby agrees that he/she shall have no right to additional compensation for any claim that may be based on any such act, failure to act, event, thing or occurrence for which no written notice of potential claim as herein required was filed.

SECTION 7 – MEASUREMENT AND PAYMENT

7-3 PAYMENT

7-3.2 PARTIAL AND FINAL PAYMENT

Delete the last paragraph of this subsection and replace with the following:

The closure date for period progress payments will be the twenty-fifth day of each month. Authorization to pay is commonly received on the second Wednesday of the following month. The Agency requires four to six weeks to review all progress payments, issue payment checks, present progress payment to Council for approval, and release payment to contractor. However, payments will be withheld pending receipt of any outstanding reports required by the Contract Documents. In addition, the final progress payment will not be released until the Contractor returns the control set of plans and specifications showing the as-built conditions.

The full five (5) percent retention will be deducted from all payments. The final retention will be authorized for payment thirty five (35) days after the date of recordation of the Notice of Completion.

The Contractor may substitute securities for any monies withheld by the Agency to ensure performance under the Contract as provided in Public Contract Code Sections 10263 and 22300.

7-3.3 DELIVERED MATERIALS

Delete the text of section 7-3.3 and replace with the following:

Materials and equipment delivered but not incorporated into the Work will not be included in the estimate for progress payment.

7-3.4 Mobilization

Mobilization and demobilization shall consist of preparatory work and operations including, but not limited to, those necessary for the movement of personnel, equipment, materials, and

incidentals to the project site necessary for work on the project and for all other work and operations which must be performed or costs incurred including bonds, insurance, and financing prior to beginning work on the various contract items on the project site. Mobilization shall also include the time, materials, and labor to move the necessary construction equipment to and from the site, supervisory time on the job by the Contractor's personnel to keep the construction site in a safe condition, and all other related work as required at all times and for all non-working days during the construction period. The

Contractor is responsible for securing an adequate storage site for equipment and materials.

Contractor shall provide traffic control per California Temporary Traffic Control Handbook. Contractor must maintain access for visitors to the properties. One driveway must always remain open and accessible.

Payment for Mobilization and Demobilization shall be included in the Lump Sum (LS) Price basis and shall be considered full compensation and include but not be limited to, obtaining all business licenses and permits, as required for the entire project, from all related agencies, including, but not limited to, utility companies, private and public agencies and the City of Los Alamitos; and complying with the requirements specified in those licenses and permits; coordination, field office facility, implementation of Best Management Practices, and incidentals necessary to perform all related items of work. 80% of the bid price for Mobilization and Demobilization will be disbursed at completion of Mobilization and 20% will be disbursed at completion of Demobilization.

**STANDARD SPECIFICATIONS
CDBG HOWARD AVENUE STREET IMPROVEMENTS
SPECIFICATION NO. CIP 20/21-02
IN THE CITY OF LOS ALAMITOS, CALIFORNIA**

STANDARD SPECIFICATIONS

Except as hereinafter amended, the provisions of the 2018 Edition of the “Green Book,” Standard Specifications for Public Works Construction (“SSPWC”), with the latest Supplements, prepared and promulgated by the Southern California Chapters of the American Public Works Association and the Associated General Contractors of America, and these modifications thereto are adopted as the “Standard Specifications” for the Agency. These Standard Specifications will be numbered as Sections 0 through 800 per the SSPWC.

**SPECIAL PROVISIONS
CDBG HOWARD AVENUE STREET IMPROVEMENTS
SPECIFICATION NO. CIP 20/21-02
IN THE CITY OF LOS ALAMITOS, CALIFORNIA**

PART 2 - CONSTRUCTION MATERIALS

SECTION 200 - ROCK MATERIALS

200-2 UNTREATED BASE MATERIALS

200-2.1 General. Untreated base shall be crushed aggregate base.

200-2.2 Crushed Aggregate Base.

200-2.2.3 Quality Requirements. The minimum R-value requirement will not be waived.

SECTION 201 - CONCRETE, MORTAR, AND RELATED MATERIALS

201-1 PORTLAND CEMENT CONCRETE

201-1.1 Requirements

201-1.1.1 General. The same brand, type, and source of cement and aggregate shall be used for all portland cement concrete.

Fly ash shall not be used.

201-1.2 Materials.

201-1.2.4 Chemical Admixtures.

1. Retarding Densifier. The material shall be of the hydroxylated carboxylic acid type in liquid form and shall not entrain air or cause foaming. The retarding densifier shall be used in strict compliance with the printed recommendations of the manufacturer. There shall be no reduction in the cement content of the concrete mix because of the addition of the retarding densifier.

The admixture shall be such that its addition to the concrete mix will:

- a. Decrease drying shrinkage;
- b. Increase compressive strength for all concrete strength for all concrete ages from 3 days to 1 year;
- c. Increase flexural strengths, modulus of elasticity and abrasion resistance;
- d. Increase the slump and placement workability;

- e. Retard the initial set and increase the density; and
- f. Shall contain no calcium or tri-ethanolamine.

At the discretion of the Engineer, the Contractor may be required to submit proof that the admixture he proposed to use meets the foregoing requirements. Such proof shall be in the form of comparative tests of plain and admixture containing mixes performed by an acceptable local laboratory with testing based on use of the project materials and in accordance with the requirements of ASTM C 157. An approved admixture conforming to these requirements is plastiment retarding densifyer in liquid form.

201-3 EXPANSION JOINT FILLER AND JOINT SEALANTS

201-3.1 General. Contractor shall submit materials to Engineer for approval.

201-3.4 Type "A" Sealant (Two-Part Polyurethane Sealant). Replace the first paragraph with the following

Type A Sealant shall be two component silicone sealant and shall be furnished and placed in accordance with Specifications for "Two Component, Machine Mixed, Type A Sealant" (State Specification 8030-61J-01). Submit two samples to the Engineer for approval.

201-4 CONCRETE CURING MATERIALS

201-4.1 Membrane Curing Compounds

201-4.1.1 General.

Concrete curing compound shall be Type 2.

SECTION 203 - BITUMINOUS MATERIALS

203-6 ASPHALT CONCRETE

203-6.1 General.

Asphalt concrete material used for remove and replace repairs within the roadway shall be Class and Grade B-PG 64-10. Asphalt concrete mix of C2 gradation may be used for leveling layer.

203-11 ASPHALT-RUBBER HOT MIX (ARHM)

Subsection 203-11 ASPHALT RUBBER HOT MIX is amended by adding thereto the following paragraphs:

203-11.2 Materials.

Contractor shall maintain a minimum quality control plans as follows:

- a) Perform sieve analysis test Caltrans Test 202 on a sample taken immediately after 300 tons of production and every 500 tons thereafter.
- b) Perform binder content test Caltrans Test 382 on a sample taken immediately after 300 tons production and every 1,000 tons thereafter.

Tests shall be performed and completed without interruption directly after samples are procured at the production plant laboratory.

A copy of test results shall be provided to the Engineer immediately upon completion of each test or upon request thereafter if Engineer is not present at time of the test. Adjustments shall be made immediately if test results indicate a need for adjustment.

203-11.2.3 Crumb Rubber Modifier (CRM).

The first paragraph of Subsection 203-11.2.3.1 General is hereby deleted and replaced with the following:

The material shall consist of a combination of scrap tire CRM and high natural CRM meeting the requirements of this subsection. Scrap tire CRM shall consist of ground or granulated rubber derived from any combination of automobile tires, truck tires or tire buffing. Whole scrap tire rubber shall be derived from scrap tires generated entirely within the State of California, and the certification of compliance shall so certify.

The high natural rubber shall be a single source material and not a blend of more than one source.

The high natural CRM and CRM rubber components shall not be pre-mixed prior to mixing with paving asphalt.

The percentage of high natural CRM shall be equal to 1000 divided by the percentage of natural rubber in the high natural CRM (using whole number percentages), e.g., 1000/40% equals 25 percent. The remainder of CRM shall be scrap tires.

The maximum value for Natural Rubber Content in Table 203-11.2.3.1(B) is hereby deleted.

The sixth (last) paragraph of Subsection 203-11.2.3.1 is hereby deleted.

203-11.2.4 Aggregate.

The text of Subsection 203-11.2.4 is hereby deleted and replaced with the following:

The aggregate for ARHM shall conform to the “quality requirements” for asphalt concrete Type A as specified in Caltrans Standard Specifications.

All aggregate used for ARHM shall be crushed aggregate.

Any change in source of aggregate supply requires 2 weeks advance notice in writing to the Engineer, and submittals and testing in conformance with specifications for a new mix design. No single bin shall receive aggregate from more than one source. Contractor shall provide a copy of aggregate delivery tickets for aggregate delivered for use on the project.

203-11.3 Composition and Grading.

Asphalt-rubber hot-mix shall be type and class ARHM-GG-C.

Optimum binder content shall be based on Caltrans 367 procedure without modification using air voids of 4%. Once full compliance with specifications is established at 4% air voids, the binder content shall thereafter be increased to provide 3.5% voids to conform to the residential traffic in the project, all other factors being within specification.

Variations of percent air voids below the minimum specified will be cause to terminate paving operations until changes to conform to the specified percent air voids are demonstrated and approved by the Engineer.

The gradation ranges shown in Table 203-11.3, including the $\frac{3}{4}$ ” sieve range added herein, shall be considered the Contract Compliance Range. The Operating Range for the $\frac{1}{2}$ ” sieve shall be 94% to 99%. The Operating Range for all other sieves, except the 200 sieve, shall be 2 percentage points inside the Contract Compliance Range. If gradation test results do not meet the Operating Range requirements but meet the Contract Compliance Range, placement of ARHM may be continued for the remainder of the day. However, another day’s work shall not be started until tests, or other information, indicate to the satisfaction of the Engineer that the next material to be used in the work will comply with the requirements specified for Operating Range.

203-11.4 Mixing Asphalt and CRM.

Subsection 203-11.4 Mixing Asphalt and CRM is amended by adding thereto the following paragraphs:

The required mixing/reaction time is hereby modified to 75 minutes minimum. The minimum reaction period shall be the time from complete incorporation of materials into the mix to the time that the asphalt-rubber meets all specifications for reacted material. Reaction shall be considered complete only after the second of two viscosity readings taken 15 minutes apart is less than the first. The Engineer’s decision shall be final for determination of the minimum reaction period.

All material shall be tested for viscosity and verified as to complete reaction prior to transfer to any storage tank or use of the reaction tank for feed to the hot mix plant. Material reacted lower than specified temperature, but above 185 degrees C (365 F), or transferred to a storage tank prior to completion of reaction as specified, shall be reacted for a total period of 3 hours prior to use. Any such transfer shall be described in the comments column of the Asphalt Rubber Batch Log.

Each batch of binder shall be tested for viscosity after the minimum reaction time has passed and the following information shall be recorded:

- Temperature of stored asphalt cement material at time of loading
- Time at which the reaction tank is fully loaded
- Tons of asphalt rubber added to the tank for the batch
- Total asphalt rubber in the tank after loading
- The beginning time of reaction (Fully loaded and above 375° F)
- Binder temperature at time of sampling
- Temperature of tested material
- Viscosity reading
- Time of viscosity test (All test results must be completed prior to use.)

A copy of the Asphalt Rubber Batch Log shall be provided to the Engineer upon request. A copy of the batch log sheet and all circle charts for the day shall be faxed to the Engineer within 12 hours of ending production of ARHM for the day.

(A log sheet form will be provided at the preconstruction meeting.)

Construction shall be considered unauthorized until Contractor has faxed the log to the Engineer as arranged at the preconstruction meeting and has in his possession a fax confirmation sheet with a time and date conforming to specification. Under any circumstances, Engineer must be contacted for clearance to pave.

203-11.5 Equipment for production of Asphalt-Rubber.

Add the following to Item C) of 203-11.5:

Reaction Tank. The asphalt-rubber material shall be held in a reaction tank separate from the storage tank feeding the ARHM plant, until the reaction is complete. The reaction tank shall have agitation sufficient to increase the viscosity of the mixture to a peak viscosity reading at least 20 percent higher than the viscosity reading of the material measured at a time that the material otherwise meets specifications for reacted material. The time of reaction may be extended as needed to produce this result. It shall be the responsibility of the Contractor to demonstrate to the Engineer through viscosity readings at appropriate times that the equipment conforms to these requirements. If this cannot be demonstrated, the reaction time shall be 3 hours. Once established,

the reaction time shall be the minimum time for reaction unless there are changes in materials or equipment, in which case a new reaction time shall be established per specifications. The Engineer's decision shall be final.

The reaction tank shall have a functioning paper circle chart thermometer device, which shall record tank temperatures whenever asphalt rubber is in any stage of production. Seven days before production of asphalt rubber starts, the Contractor shall provide the Engineer approximately double the number of charts estimated to be needed to produce the necessary binder quantity. These charts will be numbered and signed by the Engineer and returned to the Contractor prior to start of production. These signed and numbered charts shall be used throughout production of the asphalt rubber binder. Charts shall be used in the consecutive order as numbered by the Engineer beginning with number one, and shall be returned weekly after use to the Engineer. Charts will be identified with the date they were used by the Contractor at time of installing on the equipment, and shall be identified as to the tank to which they were attached. Production of asphalt rubber shall be terminated if this procedure is not followed and will not be restarted until Contractor demonstrates to the Engineer that it is capable of complying with this requirement.

At the start of each production day, the paper chart shall be replaced with a new signed, dated and numbered sheet, the lead scribe shall be sharpened or ink well filled, and the circle chart shall be calibrated against a sample of material drawn early from the first batch of the day. Any calibration adjustments shall be recorded in the appropriate space provided on the batch log sheet. A spare functional circle chart device shall be at the plant at all times for immediate installation should failure occur on a circle chart device being used. Calibration shall be performed as part of such installation. The lack of a functional circle chart device on the reaction tank shall be cause to terminate production of asphalt rubber binder. A blunt lead scribe or low ink, or a paper chart used on a prior day will be considered to render the device non-functional.

Storage Tank. After a complete reaction is verified by viscosity readings acceptable to the Engineer, the material shall be held in a storage tank that is fully isolated from material that is not fully reacted. This tank shall be the only tank feeding the ARHM plant. No material shall be transferred to the storage tank feeding the plant until reaction is complete in the reaction tank.

SECTION 211 - MATERIAL TESTS

211-1 COMPACTION TESTS.

211-1.1 Laboratory Maximum Density.

Laboratory maximum density tests shall be performed in accordance with Test Method No. Calif. 216G, Part II. The correction for oversized material as stated in Test Method No. Calif. 216 shall be replaced with Note 2 of ASTM D1557.

211-1.2 Field Density.

Field density tests will be made by the Engineer during the course of construction at the expense of the CITY. If field density tests indicate that any portion of the compacted subgrade has density lower than that specified, the Contractor shall rework that portion until the specified density is obtained. Retest of areas which have failed compaction will be performed by the Engineer at the Contractor's expense.

PART 3 - CONSTRUCTION METHODS

SECTION 300 - EARTHWORK

300-1 CLEARING AND GRUBBING

Add the following to Subsection 300-1:

In addition to the work outlined in Subsection 300-1 of the Standard Specifications, the following items of work are included in other bid items and no additional payment will be made therefore.

- (1) Maintain dust control at all times by watering; including developing a water supply and furnishing and placing all water required for work done in the contract, including water used for extra work and water used for irrigation purposes.
- (2) Provide for traffic control and all signs, barricades, flashers and temporary striping necessary to maintain proper control, in accordance with "WATCH" including maintaining all travel lanes as required.
- (3) Protection of utilities, trees, fences, walls and other facilities within the construction zone, except those specifically directed by the Engineer to be removed or relocated.
- (4) Clearing and removal of debris from site of work.
- (5) Removal of structures, as directed by Engineer to be removed or abandoned.
- (6) Delay in work necessary to accommodate utility relocations by others.
- (7) Other items of work as directed in Appendix Part II, Mitigation Monitoring and Reporting Program.
- (8) Other items of work as directed in these specifications. 300-1.3 Removal and Disposal of Material.

300-1.2 Root Pruning and Tree Trimming.

Subsection 300-1.2 Root Pruning and Tree Trimming is amended by adding thereto the following paragraphs:

Tree branches which hang within 13.5 feet above finished roadway grade or within 9 feet above finished sidewalk or parkway grade shall be removed to the branch collar in accordance with the current pruning standards of the International Society of Arboriculture (ISA). The

Contractor shall remove additional tree branches, under the direction of the Engineer, in such a manner that the tree will present a balanced appearance. No paint or tree sealant shall be applied to the resulting scars. All pruning shall be done under the supervision of an ISA Certified Arborist in the Contractor's employ.

All the root pruning required to place or replace walks, or other permanent facilities shall be limited to the minimum amount necessary to set forms.

All roots 2 inches and larger shall be cut with sharp tool such as axe or chainsaw. No roots shall be broken off by trenching or other heavy equipment.

No root shall be removed within five (5) diameters of the tree trunk measured at 4 feet, 9 inches above grade without the express written permission of the City. Any such root removed without the City's written permission may create a hazardous condition for which the Contractor shall be liable.

Should the Contractor create a hazardous condition in the sole judgment of the Engineer the Contractor shall remove the tree and replace it with a specimen of the same species and value at the Contractor's expense.

All significant root pruning (3-inch diameter and larger) shall be performed under the direct supervision of an ISA Certified Arborist in the Contractor's employ.

All trees noted on the drawings for tree pruning shall have crown reduction and crown thinning performed in accordance with standards published by the Western Chapter of the International Society of Arboriculture (ISA). All pruning shall be performed by ISA certified tree workers under direct supervision of an ISA certified arborist. The Contractor shall furnish such credentials to the Engineer prior to commencement of any tree work.

300-1.2.1 Protection of Existing Trees to Remain.

All trees to remain in place within the limits of work shall be protected from damage by workmen, equipment, and operations. Insofar as prosecution of the work allows, following removal of surrounding pavements, etc., the root area beneath the tree drip line shall be protected from damage, including compaction. Protection shall include temporary fencing, barricades, etc. Warning tape will not be considered sufficient.

300-2 UNCLASSIFIED EXCAVATION

:

300-2.1 General.

Unclassified excavation shall consist of all excavation, including roadways, bituminous pavement, and concrete pavement, curb, walk, gutters, cross gutters, driveways, and access ramps. Removals shall be in accordance with Section 401 Removals.

300-2.9 Payment.

The first sentence of Subsection 300-2.9 of the Standard Specifications is hereby deleted and replaced with the following:

Payment for unclassified excavation shall be considered as included in other items of work and shall include full compensation and include but not limited to furnishing all labor, materials, tools, equipment, and incidentals for the unclassified excavation and no additional compensation will be made therefor.

300-4 UNCLASSIFIED FILL

300-4.1 General. Add the following:

The site shall be graded to the limit lines and elevations shown on the drawings with such allowances as may be required for the construction of walks, and other site improvements. Tolerance for rough grading is 1/10th of a foot (30mm), plus or minus, at drainage swales, building pads, and paved areas. At other areas, appearance shall be the governing factor.

Finish grades shall slope to drain without water pockets or irregularities and shall conform to the intent of all plans and sections, after thorough settlement, and compaction of the soil. Finished grades shall meet all existing or established controls of sidewalks, curbs, and walls and shall be of uniform slope and grade between points of fixed elevations or elevation controls from such point to established grades. Tolerance for finish grading is 1/4 inch (6mm), plus or minus.

300-4.1 General. Delete the second and third paragraphs and replace with the following:

Rocks, broken concrete, or other solid materials which are larger than 25mm (1 inch) in greatest dimension shall not be placed in fill areas that are to be planted.

Clods or hard lumps of earth 25mm (1 inch) or more in greatest dimension shall be broken up before compacting the material in fill areas to be

planted. Fill material containing large rocks, boulders, or hard lumps (such as hardpan or cemented gravel which cannot be broken readily) over 300mm (12 inches) in greatest dimension shall not be incorporated in the fill. Such materials shall be removed from the site.

Selected material from the site that meets the requirements for Class C topsoil may be used as make-up fill material underneath hardscape paving in landscaped areas. (Ref: Sec. 300-2.7)

Make-up fill material in landscaped areas shall be Class A topsoil for the upper 300mm (12 inches) of fill. (Ref: Sec 308-2)

300-4.10 Measurement and Payment. The text of Subsection 300-4.10 of the Standard Specifications is hereby deleted and replaced with the following:

Full compensation for furnishing all labor, materials, tools and equipment, and doing all the work involved in unclassified fill construction shall be considered as included in the price paid for "construct" bid item and shall include full compensation for the cost of all grading, shaping, compacting or consolidating and extra fill, if required, or other work that is required under this subsection. No additional payment will be made for unclassified fill.

SECTION 302 -ROADWAY SURFACING

302-5 ASPHALT CONCRETE PAVEMENT

Subsections 302-5.1 General is hereby amended thereto by adding the following paragraphs:

Cracks, joints, and holes to be filled shall be cleaned after cold milling.

AC for AC pavement repairs and for PCC pavement repairs shall be placed the same day as removals are performed.

302-5.1.1 Preparation Crack Treatment.

A singular crack shall be considered to be a crack on the perimeter of an otherwise uncracked asphalt pavement area, a pavement block, exceeding 4 feet in minimum dimension. Such pavement area is defined by the cracks forming its perimeter. If asphalt concrete pavement is being constructed directly upon an existing asphalt concrete pavement: 1) Contractor shall spray all weeds in cracks with an approved herbicide, such as brand Roundup, a minimum of 1 week prior to paving. All weeds shall be resprayed if rain occurs within 48 hours after application; 2) all holes and cracks exceeding 1.5 inches deep by 5 inches wide by 7 inches long in all 3 dimensions shall be cleaned, tacked and filled with temporary 3/8" (cutback) asphalt concrete compacted level with the top of the

existing pavement; 3) all cracks and holes with weeds shall be routed clear to a depth of one-inch; 4) All cracks and joints 1/4 inch or greater in width shall be blown clear with high pressure air; and 5) all singular cracks and joints shall be filled with **Crafco Polyflex Type III** or equal. Crack and joint filling shall **utilize a banding type applicator** (Crack banding machine or equivalent) **or a “shoe” attachment on a wand**, capable of spreading a band 2 to 3 inches wide over the crack, while at the same time striking off the crackfiller at a uniform thickness between 3/32 and 5/32-inch. Thickness shall not exceed 5/32-inch, but if so, crackfiller shall be reheated and replaned to the specified thickness by a method approved by the Engineer.

To ensure awareness of the specification by crackfill crew, the foreman on the crackfill work shall fill out the following certificate, have the certificate at the site of the work, and present the certificate to the inspector on request.

CRACKFILL CREW - CERTIFICATE OF PROCEDURES

*****No work shall begin without this certificate on site, signed by the foreman.*****

As the on-site supervisor of the crackfill crew, I hereby certify that I am aware of and will provide for proper labor and equipment for the work as specified: "capable of spreading a band 2 to 3 inches wide over the crack, while at the same time striking off the crackfiller at a uniform thickness between 3/32 and 5/32-inch thick."

I also certify that I have verified that the crackfill material is the same material shown on the Certification of Compliance, or is the precise product identified in the specifications: Crafco Polyflex Type III

Print Name:

Signed

Date

Test	Method	Typical Properties	Specification
Digested whole tire rubber		2	1-3
Softening Point Degree F	D36	165	160 Min
Penetration @ 77 Deg. F 100g, 5 sec, Dmm	D-5	16	10 Min
Brookfield Viscosity @ 275 Deg. F cPs*	D4402	975	3000 Max
Brookfield Viscosity @ 350 Deg. F cPs*	D4402	185	300 Max

*BKF LV II, spdI #21 @ 20 RPM

The tack coat shall be applied to the existing pavement on the areas to receive the AC where specified. The Engineer shall approve the exact rate and number of applications. Two heavy coats of SS 1h shall be applied to vertical joints for patching. All contact surfaces with new asphalt shall be painted tack coat immediately before the asphalt concrete is placed.

The tack coat shall be applied as specified in Subsection 302-5.4 of the Standard specifications and these special Provisions. Thermoplastic Polymer Modified No Track Tack shall be applied only when the existing surface is dry and the atmospheric temperature is 50 deg. F and rising. NO material shall be applied when rain is imminent.

Paving of overlay shall not proceed until the tack coat has stiffened sufficiently to not stick to truck tires. Upon occurrence of tracking of tack coat, paving shall cease, except remaining material in the hopper shall be used, and the tack shall be allowed time to setup.

The Thermoplastic Polymer Modified No Track Tack shall be heated slowly to 325-425 degrees F. At no time shall the product be heated above 450 degrees F. The product shall be applied through a distributor truck equipped with a heating unit and shall maintain tack coat at or above 325 degrees F. It shall be equipped with a full circulating spreader bar and pumping system capable of applying the Thermoplastic Polymer Modified No Track Tack material within + 0.01 gallons per square yard tolerance of specified application rate and give uniform covering of the surface to be treated. The distributor shall also include a tachometer, pressure gauge, and volume measuring device and thermometer. The application rates shall be 0.15 gallons per square yard for all ARHM or AC overlay and slurry seal (where specified) or as otherwise directed by the Engineer. If the pavement temperature reaches over 130 degrees F, the application rate will be reduced to minimum 0.08 gallons per square yard on overlay applications.

Paving asphalt shall not be applied until the preparation of the existing surface has been completed and thoroughly cleaned, and then only so far in advance

of placing the asphalt concrete overlay as permitted by the Engineer. Slurry seal shall be applied on the same day as receiving tack coat. The Thermoplastic Polymer Modified No Track Tack shall not be left exposed overnight. Immediately in advance of placing the overlay, additional tack coat shall be applied as directed by the Engineer, to areas where the tack coat has been destroyed or otherwise rendered ineffective, and no additional compensation will be allowed for such work.

Existing concrete curb faces and all concrete not to be overlaid shall be protected against disfigurement from the asphalt tack coat. Residue of the material shall be removed from concrete surfaces to return the concrete to its original condition unless otherwise directed by the Engineer.

Excessive tracking of tack coat onto adjacent pavements will require immediate clean-up. If significant amounts of asphalt tack coat are tracked onto existing adjacent pavements, the contractor shall be required to clean it off to the satisfaction of the Engineer or provide a slurry seal to restore the pavement at their own expense. This shall apply to the entirety of asphalt haul routes to and from the project sites.

On all vertical joints of AC patching, apply SS-1H tack coat uniformly in two coats of .20 gallons per square yard each with full "break" in between, or .20 gallons per square yard PG 64-10 uniformly in one coat. Tack coat shall not be applied when the temperature of the surface to be tacked is below 40° F in the shade. A tack coat shall be applied at the following:

1. Pavement joints;
2. Areas where new pavement meets existing pavements;
3. Areas where lift sections from pavement placed on different days meet;
4. Trenches;
5. Areas where existing striping has been sandblasted; and
6. Raised valves and manhole covers.

Measurement and Payment - Add the following

Full compensation for furnishing and applying tack coat shall be considered as included in the contract price paid per ton of Asphalt Concrete Paving and no separate payment will be made therefor.

302-5.5 Distribution and Spreading.

Each paving machine used will require a paving foreman for each machine along with a full set of rollers as specified and two rakers and one shoveler laborer at a minimum.

302-5.6 Rolling.

Rolling along a joint shall be such that the widest part of the roller is on the hot side of the joint.

Rubber tire rollers shall be used on any leveling course.

Three rollers shall be provided for installation of AC greater than 200 tons per hour, regardless of thickness.

302-5.7 Joints.

Join lines between successive runs shall be within 6 inches of lane lines or center of street or a minimum of 14 feet outside of the outer most lane line or center of street, or 5 to 6 feet from a lane line or center of street and within a lane. The joint pattern for all pavement layers shall be submitted in writing to the Engineer for review and approval 2 weeks in advance of the first lift of pavement to be placed. No exceptions to the specified requirements for joints shall be anticipated, and the Engineer's decision shall be final.

302-5.8 Manholes (and other structures)

Adjustment of valve boxes and other structures within the roadway shall conform to Section 403 of the Standard Specifications for Public Works. Asphalt-rubber hot mix (ARHM) Class C or D, shall be used as final cap around adjusted valve boxes.

302-5.9 Measurement and Payment. Add the following:

Compensation to provide all of the equipment to the site and operated as specified, including all rollers specified regardless of rolling pattern elected by Contractor, shall be considered included in the bid item price for AC material.

The cost for slot pavement for curb and gutter replacement, as shown on Detail B of the Plans, shall be included in the price bid for removal and construction of curb and gutter and no additional payment will be allowed therefor.

Payment for Construct 6-Inch Full Depth AC Over Compacted Native Base shall be paid at the contract price per ton (TON) and include full compensation for all labor, materials, tools, equipment and incidentals required to construct full depth AC pavement. This bid item will include furnishing the material, placement, compaction, prime coat, tack coat, asphaltic emulsion coating on vertical surfaces to abut the new pavement, grading and compaction of subgrade, and all other work required to result in an asphalt pavement meeting the requirements of the specifications.

302-9 ASPHALT-RUBBER HOT MIX (ARHM).

302-9.1 General.

Subsection 302-9.1 General is hereby amended thereto by adding the following paragraphs:

All PCC surfaces, to be crossed by trucks used to haul ARHM, that are within 500 feet of the work limits shall be covered with sand or other durable covering prior to applying tack coat.

Contractor shall have sufficient power brooms on site during all periods of distribution and spreading to provide for cleanup of haul routes and work areas. Power broom shall provide miscellaneous cleanup of ARHM spoils as directed by the Engineer.

Power brooms used ahead of paving operations after acceptance of cold milling shall only sweep areas that are accepted as completed for cold milling. Power brooms shall not be operated more than 80 percent full of sweepings. Power brooms that have swept areas not accepted as completed for cold milling shall not enter onto areas that are accepted as completed for cold milling

302-9.3 Distribution and Spreading.

The temperature of ARHM shall be high enough upon delivery that pavement temperature after two passes with the breakdown roller exceeds 290 degrees Fahrenheit (143 degrees Celsius).

To avoid picking up loose rock in the overlay area, the tires of all trucks must be lightly oiled with linseed oil or soybean oil or approved equal. Diesel fuel will not be allowed on the project at all for oil down of any equipment.

Raking of ARHM shall be eliminated as much as possible. ARHM material shall not be cast across the mat under any circumstance. Raking shall be just enough to set up edges for uniform joints without casting material. Screed controls shall be the predominant means of controlling material at joints. In areas where paving machines cannot be used due to space constraints, material shall not be thrown by shovels. Material shall be removed directly from the paving machine hopper and shall be placed directly in its final location, to be distributed with minimal raking. Material may be dumped directly from a truck, but further material distribution shall be by shovel directly to its final location with minimal raking. A small rubber tire tractor with a screed type attachment may be used to spread a pile dumped from a truck, but raking shall be minimized after spreading.

The paving machine screed shall not be pulled across an area already paved with ARHM, even adjacent to narrow areas to be paved. Such narrow areas shall have ARHM distributed by methods specified by shovel or rubber tire tractor, unless the adjacent area has hardened enough and will not be significantly marred by passing the screed over it. Even if hardened adequately, Contractor shall spread rock dust by hand tools to avoid cohesion of the ARHM

in the screed to the existing surface of such areas of freshly cured ARHM.

Contractor shall maintain a functioning infrared heat measurement device in close proximity to each paving machine at all times. The infrared device shall be correlated by thermometer to the actual mat temperature prior to use. The correlation difference shall be applied to all readings thereafter. Contractor shall provide a pavement temperature reading, with an infrared heat measurement instrument, when requested by the Engineer. Inaccessibility of a heat measurement shall be cause for termination of paving operations.

Transverse cold joints shall be provided such that longitudinal joints are not left exposed at the end of the workday.

302-9.4 Rolling.

Initial breakdown rolling shall be vibratory. Rolling in vibratory mode shall not be performed after ARHM material temperature falls below 290 degrees F (143 degrees C), due to disturbance of the bonds beginning to set up in the binder at lower temperatures.

An intermediate roller of the same or greater width than the breakdown roller shall be rolling directly behind the breakdown roller at all times, and paving shall cease if intermediate rolling is terminated for any reason. Additional intermediate rollers may be necessary depending on production rates.

Once a rolling pattern is elected by Contractor, the rolling pattern shall remain consistent, unless conditions change and/or a modified rolling pattern is needed to conform to specification.

All finish rolling shall be performed by a separate finish roller.

To ensure optimum quality control, the use of more than one paver will require notification 3 days in advance to the Engineer, and will generally require one foreman, one sweeper, and a full complement of rollers per Subsection 302-5 of the Standard Specifications and this Subsection 302-9.5 for each paving machine.

An extra breakdown roller shall be on site at all times, free of defects.

302-9.4.1 Density and Smoothness. Density and smoothness shall conform to Subsection 302-5.6.2, except the second and third paragraph of Subsection 302-5.6.2 shall not apply to ARHM.

The compaction after rolling shall be 95 percent of density obtained with the California Kneading Compactor, California Test 304 as modified and measured in conformance to this Subsection 302-9.4.1.

The field density of compacted ARHM shall be determined by:

1) A nuclear asphalt testing device, calibrated in conformance with California Test 375, except as modified in this Subsection 302-9.5.1, in the field designed to measure the density of pavement of the thickness being constructed; or

2) Core with density determined as follows:

a) Saw the ARHM lift of pavement from the top of the core approximately perpendicular to the axis of the core, just above any underlying pavement or as necessary to obtain a clean flat surface at the bottom of the sample.

b) Clean and dry the sample as described in ASTM 1188.

c) Perform California DOT Test 308 Method A step a.

d) Prior to proceeding to steps 308A b., 308A c., 308A d. and 308A e., place the core, top surface down, firmly into a flat pan of hot liquid paraffin approximately 1/4 inches deep. Allow the sample and paraffin to cool to firm solid state and remove the sample from the pan by cutting around the perimeter. Trim the edges of paraffin parallel to the side of the sample cylinder, and weigh the cylinder to obtain:

G = Mass in grams of level sealed paraffin-treated specimen in air.

e) Perform 308A b., 308A c., and 308A d on the sample from D) above.

f) Complete the remainder of Test 308A, except replace the formula in 308A e. with the following: Bulk Specific Gravity

$$\frac{=}{(D - E) - (D - G) / F} \quad A$$

In case of dispute, 1) shall be used, except Contractor may elect to use 2), but all costs for such procedures shall be borne by the Contractor to provide the full set of coring, tests and documentation in conformance with the Standard Specifications, except all test methods shall be modified as specified in these Special Provisions. Also, Contractor shall notify the Engineer at least 3 days in advance of coring operations, and immediately after core testing is complete Contractor shall deliver cores to the Agency for verification.

Nuclear test procedures, including correlation with core densities, shall be in conformance with California Test 375, except as follows:

If a test section is placed and compacted for that purpose, rolling shall be provided as follows: 1) 2 passes with a vibratory breakdown roller above 290 degrees F; and 2) 4 passes with a static roller above 200 degrees F.

Core locations for correlation with cores shall be selected based on appearance of relatively tight surface texture, and the test strip shall be selected on this basis. If a test location is determined to have a significantly open texture relative to other areas within the test strip, the location shall not be used. This selection criteria are not to be considered significant to the outcome of, but only as a guideline towards obtaining samples that are relatively well compacted to yield results with minimum standard deviation. The locations shall be well clear of grade breaks and joints. One core centered on the gauge will be used instead of two at each location. Use method 2) in this Subsection 302-9.5.1 to determine density of cores. Surface voids shall not be filled with sand.

Contractor will be notified in writing at least 5 days in advance of such correlation testing and will be invited to have a nuclear gauge onsite to correlate a second gauge. If not independently calibrating at that time, Contractor shall bear the full expense of performing correlation for his nuclear gauge under the specified procedures, but shall notify the City 5 days in advance of such correlation testing, such that the City can correlate with the Contractor's gauge, if Contractor disagrees with City's test results.

TABLE 302-9.5.1A REDUCED COMPENSATION FACTORS			
Relative Compaction (Percent)	Reduced Compensation Factor	Relative Compaction (Percent)	Reduced Compensation Factor
95.0	0.000	93.4	0.062
94.9	0.002	93.3	0.068
94.8	0.004	93.2	0.075
94.7	0.006	93.1	0.082
94.6	0.009	93.0	0.090
94.5	0.012	92.9	0.098
94.4	0.015	92.8	0.108
94.3	0.018	92.7	0.118
94.2	0.022	92.6	0.129
94.1	0.026	92.5	0.142
94.0	0.030	92.4	0.157
93.9	0.034	92.3	0.175
93.8	0.039	92.2	0.196
93.7	0.044	92.1	0.225
93.6	0.050	92.0	0.300
93.5	0.056		

302-9.4.2 Compaction Payment Reductions.

Based on laboratory tests on AC pavements revealing a highly significant loss of life span for each 1 percent reduction of compaction, and the well known catastrophic effect of oxidation and stripping of asphalt products

due to interconnected voids that develop below 95 percent compaction, and the extreme expense of removing and replacing pavement not compacted to the specified minimum, a nominal deduction of payment will be applied for under-compacted ARHM pavement. The bidder in submitting a bid fully accepts the provisions in this Subsection 302-9.5.2 and agrees that the nominal payment deduction is acceptable and reasonable for these purposes.

Payment reductions will be applied to ARHM compacted less than 95 percent of maximum density, the specified minimum, and greater than 91.9 percent of the maximum density based on nuclear testing with Part 3 Test Site Selection of California Test 375 modified as follows:

A lot will be one day's production or other lesser area of paving as determined by the Agency to be deficient in terms of compaction, and a pull will be the width between joints or edge of pavement as the lot is placed.

Test site selection will conform to California Test 375 Part 3, except the number of tests shall be the area of the lot in square feet divided by 400 and any test site within .5m of a grade break or pavement joint shall be relocated laterally towards the center of the pull to .5m from such joint or grade break.

The mathematical mean average of percent of maximum density represented by all these tests shall be calculated, except any test results outside of this mean plus two standard deviations based on all tests, shall be rejected. The mean average shall be calculated directly from the remaining values. A compensation reduction in conformance with Table 302-9.5.1A will be applied to the contract unit price for ARHM for material within any lot determined to be below minimum relative compaction, except any lot with tests indicating compaction 91.9 percent or less shall be removed and replaced at Contractor's expense.

302-9.7 Rock Dust Blotter.

Lack of uniformity of application of rock dust shall be cause to terminate paving operations. Rock dust blotter shall not be applied until intermediate rolling is complete, except as approved by the Engineer based on a fine uniform layer of rock dust, or at major intersections and access points.

302-9.9 Payment.

Payment for **Construct ARHM Overlay (1.5" Uniform Depth)** shall be paid at the contract price per **ton (TN)** and shall include, but not limited to, full compensation for furnishing all labor, materials, tools, equipment, transportation, tack coat, and other incidentals for doing all work, complete, and in place, involved in constructing ARHM overlay and crack sealing as indicated in the contract documents and no additional compensation will be allowed therefor.

SECTION 303 - CONCRETE AND MASONRY CONSTRUCTION

303-5 CONCRETE CURBS, WALKS, GUTTERS, CROSS GUTTERS, ALLEY INTERSECTIONS, ACCESS RAMPS, AND DRIVEWAYS

303-5.1 Requirements.

303-5.1.1 General. Concrete areas behind sidewalks, driveways and right-of-way shall be considered as walks. The Contractor shall protect all new concrete installations from damage by others (subcontractors or the general public such as, blemishes, water stains, stress cracks, graffiti markings, etc.). The removal and replacement of damaged concrete work shall be performed and no additional cost to the Agency (City). Concrete sidewalk shall be a minimum 4" thick over native soil compacted to a minimum of 95 % relative compaction.

Actual limit of concrete removal shall extend to nearest score mark or joint, if nearest score mark or joint is within 3' limit of removal. Residual from any saw-cutting shall be removed by vacuum. The downstream drain inlet shall be protected. In no case shall the residual be allowed to enter the storm drain system.

Sawcutting shall be accomplished by the use of a power driven saw. The depth of the cut shall be deep enough to provide a clean, straight break without loosening, cracking, or damaging adjoining asphalt or concrete. A clean sawcut edge shall be maintained until new concrete sidewalk is constructed. The exact location of sidewalk removal shall be approved by the City Engineer in the field. Generally, sawcuts shall be on existing joints or score mark.

All necessary sawcutting of existing concrete sidewalks shall be to the lines as required by the City Engineer. Sawcutting shall be included in the unit price and no further compensation shall be made.

It is Contractor's responsibility to protect all existing adjacent features such as landscaping, irrigation system, property's fence/wall/gates, curb and gutter, pull boxes, utility boxes, and etc. in place per section 300-1.2. All damages to these items shall be fixed to the satisfaction of City Engineer without any additional compensation.

Concrete sidewalk shall be constructed to the line, grades and designs shown on the plans or as ordered by the City Engineer. Existing surfaces to be joined shall be sawcut on a neat, straight line at the join location. The Contractor shall remove and replace any new concrete work with graffiti markings and blemishes at no additional cost to the City.

Unless otherwise specified, soil in subgrade for curb and gutter shall be compacted to a relative compaction of ninety-five (95) percent in the top

six (6) inches of subgrade.

Detectable warning surface (truncated domes) for curb ramps shall be Cast-in-Place System per Armor Tile Part No. ADA-C-3648 or approved equal, unless otherwise noted. Color shall be yellow.

Payment of detectable warning surface shall be included in the unit price bid for removal and construction of new curb ramps per SPPWC Std Plan 111-5.

303-5.9 Measurement and Payment. Add:

Payment for **Remove and Construct 4-inch thick PCC sidewalk per SPPWC Std Plan 113-2 to Match Existing Sidewalk** shall be paid at the contract price per **square foot (SF)** and shall include full compensation and include but not limited to furnishing all labor, materials, tools, equipment, saw cutting, hauling, disposing, restoring landscape and irrigation, and incidentals for the removal of existing surface and construction of 4-inch thick PCC sidewalk per SPPWC Std Plan No. 113-2 and no additional compensation will be made therefor.

Payment for **Remove and Construct Curb Ramp per SPPWC Std Plan 111-5**, case and type per plan and bid schedule, shall be paid at the contract price per **each (EA)** and shall include full compensation and include but not limited to furnishing all labor, materials, tools, detectable warning surface, equipment, saw cutting, hauling, disposing, curb, gutter, and incidentals for the removal of existing surface and construction of curb ramps per SPPWC Std Plan 111-5 and no additional compensation will be made therefor.

Payment for **Remove and Construct A2-6 Curb and Gutter per SPPWC Std Plan 120-2** shall be paid at the contract price per **linear foot (LF)** and shall include full compensation and include but not limited to furnishing all labor, materials, tools, equipment, saw cutting, hauling, disposing, restoring landscape and irrigation, two-foot-wide asphalt concrete slot pavement, tack coat, and incidentals, for the removal of existing curb and gutter and construction of curb and gutter per SPPWC Std Plan 120-2 and no additional compensation will be made therefor.

PART 4 – EXISTING IMPROVEMENTS

400 PROTECTION AND RESTORATION

401-1 GENERAL

Delete the second paragraph and replace with the following:

The Contractor shall relocate, repair, replace or reestablish all existing improvements within the project limits (e.g., curbs, sidewalks, driveways, fences, walls, sprinkler systems, signs, utility installations, pavements, structures, survey monuments, landscaping, etc.) that are damaged or removed as a result of the Contractor's operations or as required by the plans and specifications.

All existing improvements, either within the right-of-way or not, including irrigation lines that are damaged by actions of the Contractor, shall be restored by the Contractor to their original or better condition at the Contractor's expense.

The Contractor shall mark, as approved by the Engineer, all survey monuments, manholes, valves, substructures, or other items that are visible on the surface and will be covered by his operations. This shall be completed prior to the start of that operation and approved by the Engineer.

Existing traffic striping, pavement markings, and curb markings shall also be considered as existing improvements and the Contractor shall repaint or replace, at the Contractor's expense, such striping or markings (except for traffic striping and pavement markings within the limits of the Work) if damaged or if their reflectivity is reduced due to construction operations.

400-3 PAYMENT

Add the following:

All costs to the Contractor for protecting, removing, restoring, relocating, repairing, replacing, or reestablishing existing improvements shall be included in the Bid.

SECTION 401 – REMOVAL

401-2 ASPHALT CONCRETE PAVEMENT

Bituminous pavement shall be removed to neatly sawed edges. Saw cuts shall be to a minimum depth of 3 inches. Where only the surface of existing bituminous pavement is to be removed, the method of removal shall be approved by the Engineer, and a minimum laying depth of 1 inch of new pavement material shall be provided at the join line. Where bituminous pavement adjoins a trench, the edges adjacent to the trench shall be saw cut to neat straight lines before resurfacing to ensure that all areas to be resurfaced are accessible to the rollers used to compact the subgrade or paving materials.

Bituminous pavement on curb and gutter, sidewalk or drive approaches shall be removed by heating with a torch to soften the pavement without creating smoke. Softening shall be performed until the bituminous material can be easily scraped away

down to the underlying PCC surface. The blade used for scraping shall be maintained straight along its edge and clean. Bituminous material shall be scraped in this manner until it is completely removed.

401-3 CONCRETE AND MASONRY IMPROVEMENTS.

401-3.1 Concrete Pavement.

Concrete pavement shall be removed to neatly sawed edges. Saw cuts shall be made to a minimum depth of 3 inches. If a saw cut in concrete pavement falls within 3 feet of a construction joint, cold joint, expansion joint or edge, the concrete shall be removed to the joint or edge. The edges of existing concrete pavement adjacent to trenches, where damaged subsequent to saw cutting of the pavement, shall again be saw cut to neat straight lines for the purpose of removing the damaged pavement areas.

401-3.2 Concrete Curb, Walk, Gutters, Cross Gutters, Curb Ramps, Driveway, and Alley Intersections.

Concrete shall be removed to neatly sawed edges with saw cuts made to a minimum depth of 1½-inches. Concrete sidewalk, or driveway to be removed shall be neatly sawed in straight lines either parallel to the curb or at right angles to the alignment of the sidewalk. No section to be replaced shall be smaller than 30 inches in either length or width. If the saw cut in sidewalk, access ramp, or driveway would fall within 30 inches of a construction joint, expansion joint, or edge, the concrete shall be removed to the joint or edge, except that where the saw cut would fall within 12 inches of a score mark, the saw cut shall be made in and along the score mark. Curb and gutter shall be sawed to a depth of 1½-inches on a neat line at right angles to the curb face.

402 UTILITIES

Add the following Subsections:

402-1.1.1 MANDATORY NOTIFICATION PRIOR TO EXCAVATION

The Contractor's attention is direct to Section 4215.5 through 4217 of the Government Code of the State of California. This requires that two (2) working days prior to commencing any excavation "Underground Service Alert of Southern California" (USA) shall be notified by phone, toll free 1-800-227-2600, for the assignment of an Inquiry Identification Number.

Construction Contractor shall contact all utility companies (e.g. gas company, electric company, telephone company, cable company, water company, and refuse collectors) at least five (5) working days prior to commencing work and shall verify the location of any known utilities and determine whether or not a representative of each company will be present during excavation:

Additionally, the Contractor shall also notify local entities of his/her schedule fourteen (14) days prior to commencing work, including, local law enforcement agencies, the Post Office, Public Schools, and Bus Companies.

No excavation shall commence unless the Contractor has obtained the USA Inquiry Identification Number.

402-1.1.2 ACCURACY OF UTILITIES INFORMATION

The locations of known existing major utilities, whether above ground or underground, are indicated on the plans. Information and data reflected in the Contract Documents with respect to underground and above ground utilities at or contiguous to the site is based upon information and data furnished to the City and the Engineer by the owners of such utilities, and the City does not assume responsibility for the accuracy or completeness thereof. The Contractor shall take all possible precautions for the protection of unforeseen utility lines to provide for uninterrupted service and to provide such special protection as may be necessary.

The Contractor shall be responsible for determining the location and depth of all underground facilities, including service connections, which may affect or be affected by his/her operations and he/she shall include the cost to pothole all utilities within the limits of work in his/her bid. If an existing utility line, which has been marked by Underground Service Alert or is shown on the plans, is damaged by the Contractor, the Contractor shall repair the line and bear the cost thereof.

Contractor shall be aware that electrical conduits between street and traffic lights may exist beneath pavement and/or sidewalk in areas where such lights are in place and that said conduits are not shown on these plans.

In the event that the Contractor damages any existing utility lines that are not shown, shown incorrectly or the locations of which are not made known to the Contractor prior to excavation, a telephone call and written report shall be made immediately to the Utility owner, the Engineer, and to the City. If directed by the City, the Contractor shall make repairs under the provisions for changes and extra work contained in **SECTION 3 – CONTROL OF THE WORK** of the SSPWC Standard Specification.

402-2 PROTECTION

Delete the following text from the last sentence of the fourth paragraph of Section 402-2: "if located in accordance with 402-1".

402-4 RELOCATION

Delete the second sentence of the third paragraph and replace with the following:

When not otherwise required by the plans and specifications and when directed by the Engineer, the Contractor shall arrange for the relocation of service connections as necessary between the meter and property line, or between the meter and limits of construction.

402-5 DELAYS DUE TO UTILITY CONFLICTS

Delete the last paragraph of this section.

403 MANHOLE ADJUSTMENT AND RECONSTRUCTION

403-1 GENERAL

Subsections 403-1 is hereby amended by adding thereto to Section 403 of the Standard Specifications as follows:

403-1.1 Adjustment of Los Angeles County Flood Control District Manhole Frame and Cover Sets to Grade.

Adjustments to grade of Los Angeles County Flood Control District Manhole Frame and Cover sets do not require a District permit. However, the Contractor shall notify the Inspection Department at (818) 458-3129, 24 hours in advance of any work in the area of the manhole.

403-1.3 Adjustment of Water Valve Box Frame and Cover.

Water valve box frame and cover within the area to be paved or graded shall be set to finish grade with a concrete collar by the Contractor as required by the Plans and Specifications. In the case of portland cement concrete pavement, water valve box frame and cover shall be set to finish grade by the Contractor before paving.

403-3 MANHOLES IN ASPHALT CONCRETE PAVEMENT

Subsection 403-3 is amended by adding thereto the following paragraph:

Pavement patch material around all frame and covers shall conform to the finish pavement layer specifications; PG 64-10 Class C/D and/or ARHM GG-C/D.

403-5 PAYMENT

Subsection 403-5 is amended by adding thereto the following paragraph:

Payment for **Adjust Water Valve to Grade** shall be paid at the contract price per **each (EA)** and shall include full compensation and include but not limited to furnishing all labor, materials, tools, equipment, and incidentals for adjusting water valves to grade and no additional compensation will be made therefor.

Payment for **Adjust Manhole Frame to Grade** shall be paid at the contract price per **each (EA)** and shall include full compensation and include but not limited to furnishing all labor, materials, tools, equipment, and incidentals for adjusting manhole frame to grade and no additional compensation will be made therefor.

SECTION 404 – COLD MILLING

404-2 MILLING MACHINES

Subsection 404-2.2 Milling to a Specified Elevation is amended thereto by adding the following paragraph:

b) The straight edge grade along the edge of the cold plane area shall not deviate more than ¼-inch below nor 1/8-inch above the grade specified in the Plans or Specifications.

404-7 WORK SITE MAINTENANCE

Section 404-7 is amended thereto by adding the following paragraphs:

Cold milling will not be considered complete until all loosened material is removed from the project site. Paving shall not commence until the day after cold milling is complete.

Cold milled streets shall be approved by the Engineer as completed for cold milling prior to paving. Sweepers used for cold mill sweeping shall not enter on the streets approved as completed for cold milling.

404-11 PAYMENT

Payment for **Cold Mill Existing AC Pavement (1.5-Inch Uniform Depth)** shall be paid at the contract price per **square foot (SF)** and include full compensation for all labor, materials, tools, equipment and incidentals required to Cold Mill Existing Asphalt Concrete Pavement. This bid item will shall include, but not limited to, full compensation for furnishing all labor, materials, tools, equipment, transportation, hauling, disposal, and other incidentals for doing all work, complete, and in place, involved in cold milling as indicated in the contract documents, and no additional compensation will be allowed therefor.

PART 6 – TEMPORARY TRAFFIC CONTROL

600 ACCESS

600-1 General

Add the following:

The Contractor will be required to maintain at least one lane of traffic in each direction through the project area at all times in a manner satisfactory to the Engineer in the form of an engineered traffic control plan. The engineered traffic control plans must be signed by a California registered civil and/or traffic engineer. The plan is a required submittal for review at the pre-construction meeting.

All traffic control on the project shall be implemented by a sub-contractor who specializes in Traffic Control and is approved by the City Engineer.

All drop-offs on the pavement over 1 inch in height that are perpendicular to the direction of traffic, including driveway approach, and will remain overnight shall be ramped with temporary AC pavement. The cost to construct temporary AC pavement shall be included in price paid for other items of work, and no additional payment thereof.

All open trenches shall be covered with non-skid steel plates or temporary asphalt pavement before and after work hours, unless otherwise directed by the Engineer.

Changeable Message Sign (CMS) shall be installed 5 days prior to construction and shall provide a notice of construction, including dates of construction and location of construction.

Add the following Subsection:

600-1.1 Parking Restrictions and Posting for Tow Away

No Parking signs, posted by the Contractor, shall be of heavy card stock and not less than 1.75 square feet of surface area on the face. Background color shall be white and letters shall be printed in red water resistant ink except day, date, and time of restriction may be printed in black water resistant ink. The signs shall be printed with the words "Tow Away" and "No Parking" with a character height of not less than 2.75 inches and a stroke width of not less than 0.5 inches. The day, dated, and time of the particular restriction shall be printed or attached below the above mentioned wording in characters of not less than 2.0 inches in height and 0.4 inches in stroke width. The day of the week shall be written out or properly abbreviated with three to four letters; date or dates or restriction shall be listed completely; the beginning and ending times shall be clearly listed on the sign.

Signs shall be mounted such that the wording "No Parking" are at an elevation at least three feet above the adjacent flowline. Signs may be tied with string to trees and power poles, taped to existing sign poles, or mounted to stakes or barricades as provided by the Contractor. The signs shall be placed as needed to control the parking of cars within the construction zone; signs shall be placed at intervals of 75 feet or less along each side of the roadway.

Signs shall be posted and maintained by the Contractor for a period of 72 hours prior to the restrictions becoming effective. The Contractor may only post parking restrictions that are effective for the duration of the Work. Upon completion of the Work, the Contractor shall promptly and completely remove and dispose all signs, stakes, and barricades. The Contractor shall promptly reset or replace all damaged or defective signs.

The Contractor shall be fully responsible for the adequate removal of all parked cars. The Contractor shall coordinate the removal of all vehicles with the Sheriff Department. The Contractor shall notify the Sheriff Communications Center upon posting of the parking restrictions for a particular street. For removal of parked vehicles, the Contractor shall notify the Sheriff Communications Center not less than two hours prior to the needed removal, stating the address nearest the parked vehicle, make, model, color and license number. The City shall not be responsible for any delay or additional costs associated with the removal of parked cars that obstruct the construction operation.

If a vehicle owner successfully contests a towing citation in court, and their citation is dismissed for causes related to the Contractor's failure to perform the requirements of this section, the Contractor shall reimburse the City for the cost of any claims associated with the towing citation.

DEVIATIONS FROM THE REQUIREMENTS OF THIS SUBSECTION WILL BE PERMITTED ONLY ON PRIOR CONSENT OF THE ENGINEER. FAILURE OF THE CONTRACTOR TO ADHERE TO THE REQUIREMENTS OF THIS SUBSECTION, OR FAILURE OF THE CONTRACTOR TO COMPLETE HIS DAILY SCHEDULE ONCE "TEMPORARY NO PARKING" SIGNS HAVE BEEN POSTED, WILL RESULT IN DAMAGES BEING SUSTAINED BY THE CITY. SUCH DAMAGES ARE, AND WILL CONTINUE TO BE, IMPRACTICABLE AND EXTREMELY DIFFICULT TO DETERMINE. FOR EACH OCCURRENCE OF A VIOLATION, AS PROVIDED HEREIN, THE CONTRACTOR SHALL PAY TO THE AGENCY, OR HAVE WITHHELD FROM MONIES DUE TO IT, THE SUM OF \$1,000.00.

EXECUTION OF THE CONTRACT SHALL CONSTITUTE AGREEMENT BY THE AGENCY AND CONTRACTOR THAT \$1,000.00 PER VIOLATION IS THE MINIMUM VALUE OF THE COST AND ACTUAL DAMAGE CAUSED, THAT SUCH SUM SHALL NOT BE CONSTRUED AS A PENALTY, AND THAT SUCH SUM MAY BE DEDUCTED FROM PAYMENTS DUE THE CONTRACTOR.

600-1.2 STREET CLOSURE, DETOURS, BARRICADES

Add the following:

All traffic control barricades, signs and devices used by the Contractor shall, as a minimum, conform to the "Manual of Traffic Controls for Construction and Maintenance Work Zones," adopted by and in current use by the State of California, Department of Transportation. Channelization devices shall be spaced no greater than fifty (50) feet apart. The Contractor shall take additional precautions as he/she may find necessary under the circumstances.

Should the Contractor fail to provide adequate traffic control or safety barricades, and in the event a responsible individual cannot be located or refuses to perform, the

Agency will at its option place needed devices or engage a private firm to place and maintain said barricades, which will be charged to the Contractor directly.

Temporary traffic channelization shall be accomplished with delineators. Temporary striping will not be allowed unless specifically permitted by the Engineer. The Contractor shall prepare any plans that may be required for temporary striping to the satisfaction of the Engineer. In no event will temporary striping be allowed on finished pavement surfaces which are to remain.

Full street closures will not be allowed prior to City Council approval.

601-1.3 Measurement and Payment.

Measurement and Payment for **Implementation of Traffic Control** shall be at the **lump sum (LS)** bid price and shall include but not limited to furnishing all labor, tools, material, equipment, signage, TTC zone devices, channelizing devices, changeable message sign, and incidentals for doing all work involved in preparing traffic control plans and implementing traffic control, and no additional compensation will be allowed therefore.

SPECIAL PROVISIONS

SIGNING, STRIPING, AND PAVEMENT MARKERS

All equipment, materials, and components for signing and striping, and the installation thereof, shall conform to the 2018 Caltrans Revised Standard Plans, and Revised Standard Specifications, Section 81, "Miscellaneous Traffic Control Devices," Section 82 "Signs and Markers", and Section 84, "Markings", unless otherwise noted in these Special Provisions and on the Plans. These Plans and Specifications are hereinafter referred to as State Standard Plans and State Standard Specifications. Copies of these documents are available from Caltrans, District 12 office at 7150 e 4TH St #100, Santa Ana, California 92705 or from Caltrans, 6002 Folsom Boulevard, Sacramento, California 95819, (916) 445-3520.

All materials required for the completion of work as shown on the Plans shall be provided by the Contractor.

SECTION 81 - MISCELLANEOUS TRAFFIC CONTROL DEVICES

81-3 PAVEMENT MARKERS

81-3.02 Materials.

81-3.02E Epoxy Adhesive. Adhesive for raised pavement markers shall be rapid set type epoxy.

Removal of pavement markers shall be per Section 81-8.03B, "Remove Pavement Markers," of the State Standard Specifications.

81-3.04 Payment. Payment for pavement markers shall be included in the lump-sum price bid for signing and striping, and no additional compensation will be allowed therefor.

SECTION 82 – SIGNS AND MARKERS

82-3 ROADSIDE SIGNS

82-3.03 Construction. Relocated signs shall be installed using existing posts at new locations and shall be set at a minimum 30-inch depth and at a minimum 12-inch square portland cement concrete (PCC). The post depth of the concrete footing shall be sufficient to extend at least 6-inches below the bottom of the posts. ¼-inch expansion paper shall be placed between the sign foundation and sidewalk.

New signs shall be installed using metal posts set at a minimum of 30-inch depth in a minimum 12-inch square PCC, except as specified otherwise, the metal post shall be 2-inch square "Qwik Punch" posts. The length of the metal post shall be sufficient to

extend from the top of the sign to 30-inches below the top of the concrete footing and provide a 7-foot clearance between the finished grade and the bottom of the sign. The depth of the concrete footings shall be sufficient to extend at least 6-inches below the bottom of the posts. ¼-inch expansion paper shall be placed between the sign foundation and sidewalk.

Drill holes for bolts, threaded rods, or expansion anchorage devices drilled in existing concrete by a method that will not shatter the concrete adjacent to the holes.

Repair any spalling or chipping of concrete structures at contractor's expense.

Marker and delineators shall conform to the provision in Section 81, "Miscellaneous Traffic Control Devices."

82-3.04 Payment. Payment for signing shall be included in the lump sum price bid for signing and striping, and no additional compensation will be allowed therefor.

SECTION 84 - MARKINGS

84-2 TRAFFIC STRIPES AND PAVEMENT MARKINGS

84-2.02 Materials.

84-2.02A General. Traffic stripes, pavement markings, crosswalks, and arrow markings shall be thermoplastic, unless otherwise shown on the Plans. Curb markings shall be paint, two (2) coats.

84-2.02B Thermoplastic. Traffic striping shall be thermoplastic including crosswalks, arrows markings and other pavement legends.

84-2.02C Paint. Curb markings shall be paint. Paint shall be ready-mixed rapid dry type.

Ready-mixed paints shall be suitable for use on either asphalt concrete or Portland cement concrete.

84-2.03 Construction.

84-2.03A General. The Contractor shall furnish the necessary control points for all striping and markings and shall be responsible for the completeness and accuracy thereof to the satisfaction of the Engineer.

The Contractor shall establish all traffic striping between these points by stringline or other method to provide striping that will vary less than ½-inch in 50-feet from the specified alignment.

When no previously applied figures, markings, or traffic striping are available to serve as a guide, suitable layouts shall be spotted in advance of the permanent paint application. Traffic lines may be spotted by using a rope as a guide for marking spots every 5-feet, by using a marking wheel mounted on a vehicle, or by any other means satisfactory to the Engineer.

The Contractor shall mark or otherwise delineate the traffic lanes in the new roadway or portion of roadway, or detour before opening it to traffic.

The Contractor shall provide an experienced technician to supervise the location, alignment, layout, dimensions, and application of the paint.

Spotting shall be completed prior to the removal of any existing stripes. Existing stripes and markings shall be removed prior to painting new stripes and markings, but in no case shall any section of street be left without the proper striping for more than 24 hours, or over weekends or holidays.

The installation of traffic stripes includes placement of raised pavement markers when called for on the plans.

Adhesive for raised pavement markers shall be per Section 81, "Pavement Markers."

Existing traffic stripes (including raised pavement markers), pavement legends, and markings that do not conform to the plans shall be removed by grinding per Section 81-8.03B, "Remove Pavement Markers," and Section 84-9.03B, "Remove Traffic Stripes and Pavement Markings" of the State Standard Specifications.

84-2.04 Payment. Payment for striping details, pavement markings, and curb markings shall be included in the lump sum price bid for signing and striping, and no additional compensation will be allowed.

FEDERAL REQUIREMENTS

CONTRACTOR'S NOTIFICATION OF SUBCONTRACTS AWARDED

PROJECT NAME: CDBG Howard Avenue Street Improvements

PROJECT LOCATION/AWARDING AGENCY: City of Los Alamitos

PROJECT NO.: CIP 20/21-02

SUBCONTRACTOR'S NAME, ADDRESS AND TELEPHONE NUMBER	EMPLOYER IDENTIFICATION NUMBER	CONTRACTOR LICENSE NUMBER	CONTRACT AMOUNT	ESTIMATED STARTING DATE	ESTIMATED COMPLETION DATE	CRAFTS TO BE USED

INFORMATION TO BE PROVIDED BY CONTRACTOR ON ALL SUBCONTRACTS, REGARDLESS OF TIER, WITHIN 10 WORKING DAYS OF AWARD. CONTRACTOR CERTIFIES THAT EACH SUBCONTRACTOR HAS BEEN NOTIFIED THAT THIS IS A FEDERALLY FUNDED/ASSISTED CONSTRUCTION PROJECT AND BEEN PROVIDED WITH A COPY OF FORM HUD-4010.

Signature

Date

Name and Title [printed]

Company Name

FEDERAL EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION REQUIREMENTS

1. EQUAL OPPORTUNITY CLAUSE. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
 - b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
 - c. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided, advising the said labor union or workers' representative of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - d. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
 - e. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
 - f. In the event of the contractor's noncompliance with the nondiscrimination clause of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part, and the contractor may be declared ineligible for further government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive

Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- g. The contractor will include the provisions of Paragraph 1a through 1g in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

2. NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY (Executive Order 11246).

- a. The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Specifications" set forth herein.
- b. The goals and timetables for minority and female participation, expressed in percentage terms for the contractor's aggregate work force in each trade on all construction work in the covered area, are as follows:

<u>Timetables</u>	<u>Goals for Minority Participation in Each Trade</u>	<u>Goals for Female Participation in Each Trade</u>
	28.3%	6.9%

These goals are applicable to all the contractor's construction work (whether or not it is Federal or federally assisted) performed in the covered area. If the contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the contractor also is subject to the goals for both its federally involved and non-federally involved construction.

The contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR part 60-4.3(a), and its efforts to meet the goals. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract and in each trade, and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from contractor

to contractor or from project to project for the sole purpose of meeting the contractor's goals shall be a violation of the contract, the Executive Order, and the regulations of 41 CFR 60-4. Compliance with the goals will be measured against the total work hours performed.

- c. The contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs within ten working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontractor; employer identification number of the subcontractor; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the contract is to be performed.
- d. As used in this notice, and in the contract resulting from this solicitation, the "covered area" is the Standard Metropolitan Statistical Area of Los Angeles-Long Beach, specifically the County of Los Angeles, State of California.

3. STANDARD FEDERAL EQUAL EMPLOYMENT SPECIFICATIONS (Executive Order 11246)

a. As used in these specifications:

- (1) "Covered area" means the geographical area described in the solicitation from which this contract resulted;
- (2) "Director" means Director, Office of Federal Contract Compliance Programs, United States Department of Labor, or any person to whom the Director delegates authority;
- (3) "Employer identification number" means the Federal Social Security Number used on the Employer's Quarterly Federal Tax Return, United States Treasury Department Form 941.
- (4) "Minority" includes:
 - (a) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
 - (b) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or Southern American, or other Spanish culture or origin, regardless of race);
 - (c) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands); and

- (d) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).
- b. Whenever the contractor or any subcontractor at any tier subcontracts a portion of the work involving any construction trade, it shall physically include in each subcontract in excess of \$10,000 the provisions of these specifications and the notice which contains the applicable goals for minority and female participation and which is set forth in the solicitations from which this contract resulted.
- c. If the contractor is participating (pursuant to 41 CFR Part 60-4.5) in a Hometown Plan approved by the United States Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. Contractors must be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each contractor or subcontractor participating in an approved Plan is individually required to comply with its obligations under the Equal Opportunity Clause, and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith performance by other contractors or subcontractors toward a goal in an approved Plan does not excuse any covered contractor's or subcontractor's failure to make good faith efforts to achieve the Plan goals and timetables.
- d. The contractor shall implement the specific affirmative action standards provided in Paragraphs 3g(1) through 3g(15) of these specifications. The goals set forth in the solicitation from which this contract resulted are expressed as percentages of the total hours of employment and training or minority and female utilization the contractor should reasonably be able to achieve in each construction trade in which it has employees in the covered area. Covered construction contractors performing construction work in geographical areas where they do not have a Federal or federally assisted construction contract shall apply the minority and female goals established for the geographical area where the work is being performed. Goals are published periodically in the Federal Register in notice form, and such notices may be obtained from any Office of Federal Contract Compliance Programs Office or from Federal procurement contracting officers. The contractor is expected to make substantially uniform progress in meeting its goals in each craft during the period specified.
- e. Neither the provisions of any collective bargaining agreement nor the failure by a union with whom the contractor has a collective bargaining agreement, to refer either minority or women shall excuse the contractor's obligations under these specifications, Executive Order 11246, or the regulations promulgated pursuant thereto.

- f. In order for the nonworking training hours of apprentices and trainees to be counted in meeting the goals, such apprentices and trainees must be employed by the contractor during the training period, and the contractor must have made a commitment to employ the apprentices and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees must be trained pursuant to training programs approved by the United States Department of Labor.
- g. The contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The contractor shall document these efforts fully, and shall implement affirmative action steps at least as extensive as the following:
 - (1) Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the contractor's employees are assigned to work. The contractor, where possible, will assign two or more women to each construction project. The contractor shall specifically ensure that all foremen, superintendents, and other on-site supervisory personnel are aware of and carry out the contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.
 - (2) Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses.
 - (3) Maintain a current file of the names, addresses, and telephone numbers of each minority and female off-the-street applicant and minority or female referral from a union, a recruitment source, or community organization and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the contractor by the union or, if referred, not employed by the contractor, this shall be documented in the file with the reason therefor, along with whatever additional actions the contractor may have taken.
 - (4) Provide immediate written notification to the Director when the union or unions with which the contractor has a collective bargaining agreement has not referred to the contractor a minority person or woman sent by the contractor, or when the contractor has other information that the union referral process has impeded the contractor's efforts to meet its obligations.
 - (5) Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women,

including upgrading programs and apprenticeship and trainee programs relevant to the contractor's employment needs, especially those programs funded or approved by the Department of Labor. The contractor shall provide notice of these programs to the sources compiled under Paragraph 3g(2), above.

- (6) Disseminate the contractor's equal employment opportunity (EEO) policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the contractor in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed.
- (7) Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination, or other employment decisions including specific review of these items with on-site supervisory personnel such as Superintendents, General Foremen, etc., prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.
- (8) Disseminate the contractor's EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the contractor's EEO policy with other contractors and subcontractors with whom the contractor does or anticipates doing business.
- (9) Direct its recruitment efforts, both oral and written, to minority, female, and community organizations; to schools with minority and female students; and to minority and female recruitment and training organizations serving the contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment sources, the contractor shall send written notification to organizations such as the above, describing the opening, screening procedures, and tests to be used in the selection process.
- (10) Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after-school, summer, and vacation employment to minority and female youth, both on the side and in other areas of a contractor's work force.

- (11) Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR Part 60-3.
 - (12) Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.
 - (13) Ensure that seniority practices, job classifications, work assignments, and other personnel practices do not have a discriminatory effect by continually monitoring all personnel and employment-related activities to ensure that the EEO policy and the contractor's obligations under these specifications are being carried out.
 - (14) Ensure that all facilities and company activities are nonsegregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.
 - (15) Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.
 - (16) Conduct a review, at least annually, of all supervisors' adherence to and performance under the contractor's EEO policies and affirmative action obligations.
- h. Contractors are encouraged to participate in voluntary associations that assist in fulfilling one or more of their affirmative action obligations described in Paragraphs 3g(1) through (16), above. The efforts of a contractor association, joint contractor-union, contractor-community, or other similar group of which the contractor is a member and participant, may be asserted as fulfilling any one or more of its obligations under Paragraphs 3g(1) through (16) of these specifications; provided that the contractor actively participates in the group, makes every effort to ensure that the group has a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the program are reflected in the contractor's minority and female work force participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the contractor. The obligation to comply, however, is the contractor's, and failure of such a group to fulfill an obligation shall not be a defense for the contractor's noncompliance.
- i. A single goal for minorities and a separate single goal for women have been established. The contractor, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority. Consequently, the

contractor may be in violation of the Executive Order if a particular group is employed in a substantially disparate manner (for example, even though the contractor has achieved its goals for women generally, the contractor may be in violation of the Executive Order if a specific minority group of minority women is underutilized).

- j. The contractor shall not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.
- k. The contractor shall not enter into any subcontract with any person or firm debarred from Government contracts pursuant to Executive Order 11246.
- l. The contractor shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination, and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs. Any contractor who fails to carry out such sanctions and penalties shall be in violation of these specifications and Executive Order 11246, as amended.
- m. The contractor, in fulfilling its obligations under these specifications, shall implement specific affirmative action steps, at least as extensive as those standards prescribed in Paragraph 3g of these specifications, so as to achieve maximum results from its efforts to ensure equal employment opportunity. If the contractor fails to comply with the requirements of the Executive Order, the implementing regulations, or these specifications, the Director shall proceed in accordance with 41 CFR Part 60-4.8.
- n. The contractor shall designate a responsible official to monitor all employment related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions thereof as may be required by the Government and to keep records. Records shall at least include for each employee the name, address, telephone number, construction trade, union affiliation, if any, employee identification number, and assigned social security number, race, sex, status (e.g., mechanic, apprentice trainee, helper, or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.
- o. Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (e.g., those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).

- p. The Director, from time to time, shall issue goals and timetables for minority and female utilization which shall be based on appropriate work force, demographic or other relevant data and which shall cover construction projects or construction contracts performed in specific geographic areas. The goals, which shall be applicable to each construction trade, shall be published as notices in the Federal Register, and shall be inserted by the contracting officers and applicants, as applicable, in the Notice required by 41 CFR 60-4.2. Covered construction contractors performing construction work in geographical areas where they do not have a Federal or federally assisted construction contract shall apply the minority and female goals established for the geographical area where the work is being performed.
4. **SPECIFIC EEO REQUIREMENTS.** For a federally assisted construction contract in excess of \$10,000, the contractor/subcontractor shall:
- a. Forward the following EEO certification forms to the contract awarding authority prior to contract award: Certification of Nonsegregated Facilities and Certification with Regard to the Performance of Previous Contracts or Subcontracts Subject to the Equal Opportunity Clause and the Filing of Required Reports.
 - b. Submit a notification of subcontracts awarded to the Director, Office of Federal Contract Compliance Programs, United States Department of Labor – ESA, 200 Constitution Avenue, NW, Room C3325, Washington, DC 20210, within ten working days of award of any subcontract in excess of \$10,000, listing the name, address, and telephone number of the subcontractor; employer identification number; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the contract is to be performed.
 - c. Send a notice of the contractor’s commitment to equal employment opportunity to labor unions or representatives of workers prior to commencement of construction work.
 - d. Display an equal employment opportunity poster in a conspicuous place available to employees and applicants for employment.
 - e. For contracts in excess of \$10,000, bind subcontractors to the Federal equal employment opportunity requirements by including the provisions of Paragraphs 1 through 3, above, in the subcontract.
5. **CIVIL RIGHTS ACT OF 1964.** Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

6. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974. No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.
7. THE AGE DISCRIMINATION ACT OF 1975. No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance.
8. REHABILITATION ACT OF 1973. No otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

NOTICE OF EQUAL EMPLOYMENT OPPORTUNITY

To: _____
[Name of Labor Union or Workers' Representative]

[Address]

Awarding Authority: City of Los Alamitos

Project Name and Number: CIP 20/21-01 CDBG Howard Avenue Street Improvements

The undersigned currently holds a contract with the City of Los Alamitos involving Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) or a subcontract with a prime contractor holding such contract.

You are advised that under the provisions of the above contract or subcontract and in accordance with Executive Order 11246, the undersigned is obligated not to discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. This obligation not to discriminate in employment includes, but is not limited to, the following:

HIRING, PLACEMENT, UPGRADING, TRANSFER, OR DEMOTION; RECRUITMENT, ADVERTISING, OR SOLICITATION FOR EMPLOYMENT; TREATMENT DURING EMPLOYMENT; RATES OF PAY OR OTHER FORMS OF COMPENSATION; SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP; AND LAYOFF OR TERMINATION.

This notice is furnished to you pursuant to the provisions of the above contract or subcontract and Executive Order 11246.

Copies of this notice will be posted by the undersigned in conspicuous places available to employees or applicants for employment.

[Contractor/Subcontractor]

[Signature]

[Date]

[Title]

CERTIFICATION
WITH REGARD TO THE PERFORMANCE OF PREVIOUS
CONTRACTS OR SUBCONTRACTS SUBJECT TO THE EQUAL
OPPORTUNITY CLAUSE
AND THE FILING OF REQUIRED REPORTS

The ☐bidder / ☐proposed subcontractor hereby certifies that s/he ☐has / ☐has not participated in a previous contract or subcontract subject to the Equal Opportunity Clause, as required by Executive Orders 10925, 11114, or 11246, and that s/he ☐has / ☐has not filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

Date: _____ Project No.: _____ Contract Award: \$ _____

Awarding Agency: City of Los Alamitos

Contractor Name: _____ Total Number Employees: _____

Affiliate Company: _____

By: _____

Title: _____

NOTE: The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b) (1)), and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts that are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5. (Generally, only contracts or subcontracts of \$10,000 or under are exempt.)

Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b) (1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the U.S. Department of the Interior or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

CONTRACTING WITH SMALL AND MINORITY FIRMS, WOMEN'S BUSINESS ENTERPRISE, AND LABOR SURPLUS AREA FIRMS

1. It is national policy to award a fair share of contracts to small and minority business firms. Accordingly, affirmative steps must be taken to assure that small and minority businesses are utilized when possible as sources of supplies, equipment, construction, and services. Affirmative steps shall include the following:
 - a. Including qualified small and minority businesses on solicitation lists.
 - b. Assuring that small and minority businesses are solicited whenever they are potential sources.
 - c. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum small and minority business participation.
 - d. Where the requirement permits, establishing delivery schedules which will encourage participation by small and minority businesses.
 - e. Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce as required.
 - f. If any subcontracts are to be let, requiring the prime contractor to take the affirmative steps in 1a through 1e above.
2. Grantees shall take similar appropriate affirmative action in support of women's business enterprise.
3. Grantees are encouraged to procure goods and services from labor surplus areas.

CERTIFICATION OF NON-SEGREGATED FACILITIES

Federally Assisted Projects

The Federally assisted construction contractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Federally assisted construction contractor certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Federally assisted construction contractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, timeclocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise. The Federally assisted construction contractor agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Name of Contractor

Address

Signature and Title

Date

COMPLIANCE WITH CLEAN AIR AND WATER ACTS

(Applicable to federally assisted construction contracts and related subcontracts exceeding \$100,000)

During the performance of this contract, the contractor and all subcontractors shall comply with the requirements of the Clean Air Act, as amended, 42 USC 1857, *et seq.*, the Federal Water Pollution Control Act, as amended, 33 USC 1251, *et seq.*, and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended.

In addition to the foregoing requirements, all nonexempt contractors and subcontractors shall furnish to the owner the following:

1. A stipulation by the contractor or subcontractors that any facility to be utilized in the performance of any nonexempt contract or subcontract is not listed on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 CFR 15.20.
2. Agreement by the contractor to comply with all the requirements of Section 114 of the Clean Air Act, as amended (42 USC 1857c-8) and Section 308 of the Federal Water Pollution Control Act, as amended (33 USC 1318) relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
3. A stipulation that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized or to be utilized for the contract is under consideration to be listed on the EPA List of Violating Facilities.
4. Agreement by the contractor that he will include, or cause to be included, the criteria and requirements in paragraph (1) through (4) of this section in every nonexempt subcontract and requiring that the contractor will take such action as the Government may direct as a means of enforcing such provisions.

California Public Contract Code requires every bid on every public works contract of a public entity shall include a declaration under penalty of perjury under the laws of the State of California, in the following form

NONCOLLUSION DECLARATION
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

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]."

Bidder Name

Signature

Printed Name and Title

FEDERAL LOBBYIST REQUIREMENTS CERTIFICATION

Name of Firm: _____ Date: _____

Address: _____

State: _____ Zip Code: _____ Telephone: _____

Acting on behalf of the above-named firm as its Authorized Official, I make the following Certification to the Department of Housing and Urban Development (HUD) and the City of Los Alamitos:

- 1) No Federal appropriated funds have been paid, by or on behalf of the above-named firm to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, loan, or cooperative agreement, and any extension, continuation, renewal, amendment, or modification thereof; and
 - 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the above-named firm shall complete and submit Standard Form–LLL, “Disclosure Form to Report Lobbying” in accordance with its instructions; and
 - 3) The above-named firm shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
-

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by Section 1352 Title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Official:

Name: _____ Title: _____

Signature: _____ Date: _____

COUNTY LOBBYIST CODE CHAPTER 2.160
COUNTY ORDINANCE NO. 93-0031
CERTIFICATION

Name of Firm: _____ Date: _____

Address: _____

State: _____ Zip Code: _____ Telephone: _____

Acting on behalf of the above-named firm as its Authorized Official, I make the following Certification to the County of Los Angeles and the City of Los Alamitos:

- 1) It is understood that each person/entity/firm who applies for a Community Development Commission contract, and as part of that process, shall certify that they are familiar with the requirements of the Los Angeles County Code Chapter 2.160 (Los Angeles County Ordinance 93-0031); and
 - 2) That all persons/entities/firms acting on behalf of the above-named firm have complied and will comply with the County Code; and
 - 3) That any person/entity/firm who seeks a contract with the Community Development Commission shall be disqualified therefrom and denied the contract and shall be liable in civil action if any lobbyist, lobbying firm, lobbyist employer, or any other person or entity acting on behalf of the above-named firm fails to comply with the provisions of the County Code.
-

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into a contract with Los Angeles County and the Community Development Commission, County of Los Angeles.

Authorized Official:

Name: _____ Title: _____

Signature: _____ Date: _____

Federal Labor Standards Provisions

U.S. Department of Housing and Urban Development Office of Labor Relations

Applicability

The Project or Program to which the construction work covered by this contract pertains is being assisted by the United States of America and the following Federal Labor Standards Provisions are included in this Contract pursuant to the provisions applicable to such Federal assistance.

A. 1. (i) Minimum Wages. All laborers and mechanics employed or working upon the site of the work, will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section I(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs, which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period.

Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR 5.5(a)(1)(ii) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place, where it can be easily seen by the workers.

(ii) (a) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and

fringe benefits therefor only when the following criteria have been met:

(1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(b) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB control number 1215-0140.)

(c) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

(d) The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs (1)(ii)(b) or (c) of this paragraph, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the

wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part

of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, provided that the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

2. Withholding. HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee or helper, employed or working on the site of the work, all or part of the wages required by the contract, HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the contractor, disburse such amounts withheld for and on account of the contractor or subcontractor to the respective employees to whom they are due. The Comptroller General shall make such disbursements in the case of direct Davis-Bacon Act contracts.

3. (i) Payrolls and basic records. Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in Section I(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5 (a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in Section I(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been

communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs. (Approved by the Office of Management and Budget under OMB Control Numbers 1215-0140 and 1215-0017.)

(ii) (a) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, for transmission to HUD or its designee. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i) except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, for transmission to HUD or its designee, the contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this subparagraph for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records without weekly submission to HUD or its designee. (Approved by the Office of Management and Budget under OMB Control Number 1215-0149.)

(b) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be maintained under 29 CFR 5.5 (a)(3)(i), the appropriate information is being maintained

under 29 CFR 5.5(a)(3)(i), and that such information is correct and complete;

Previous editions are obsolete

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Form **HUD-4010** (06/2009)
ref. Handbook 1344.1

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR Part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(c) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by subparagraph A.3.(ii)(b).

(d) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under subparagraph A.3.(i) available for inspection, copying, or transcription by authorized representatives of HUD or its designee or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the contractor, sponsor, applicant or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

4. Apprentices and Trainees.

(i) **Apprentices.** Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as

to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who

is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize

apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to, and individually registered in, a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by

the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) Equal employment opportunity. The utilization of apprentices, trainees and journeymen under 29 CFR Part 5 shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.

5. Compliance with Copeland Act requirements. The contractor shall comply with the requirements of 29 CFR Part 3 which are incorporated by reference in this contract.

6. Subcontracts. The contractor or subcontractor will insert in any subcontracts the clauses contained in subparagraphs 1 through 11 of this paragraph A and such other clauses as HUD or its designee may by appropriate instructions require, and a copy of the applicable prevailing wage decision, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in this paragraph.

7. Contract termination; debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

8. Compliance with Davis-Bacon and Related Act Requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this contract

9. Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and HUD or its designee, the U.S. Department of Labor, or the employees or their representatives.

10. (i) Certification of Eligibility. By entering into this contract the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be

awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001. Additionally, U.S. Criminal Code, Section 1 01 0, Title 18, U.S.C., "Federal Housing Administration transactions," provides in part: "Whoever, for the purpose of ... influencing in any way the action of such Administration ... makes, utters or publishes any statement knowing the same to be false ... shall be fined not more than \$5,000 or imprisoned not more than two years, or both."

11. Complaints, Proceedings, or Testimony by Employees. No laborer or mechanic to whom the wage, salary, or other labor standards provisions of this Contract are applicable shall be discharged or in any other manner discriminated against by the Contractor or any subcontractor because such employee has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable under this Contract to his employer.

B. Contract Work Hours and Safety Standards Act. The provisions of this paragraph B are applicable where the amount of the prime contract exceeds \$100,000. As used in this paragraph, the terms "laborers" and "mechanics" include watchmen and guards.

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which the individual is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in subparagraph (1) of this paragraph, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (1) of this paragraph, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by the clause set forth in subparagraph (1) of this paragraph.

(3) Withholding for unpaid wages and liquidated damages. HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contract, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act which is held by the same prime contractor such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (2) of this paragraph.

(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph (1) through (4) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraphs (1) through (4) of this paragraph.

C. Health and Safety. The provisions of this paragraph C are applicable where the amount of the prime contract exceeds \$100,000.

(1) No laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction safety and health standards promulgated by the Secretary of Labor by regulation.

(2) The Contractor shall comply with all regulations issued by the Secretary of Labor pursuant to Title 29 Part 1926 and failure to comply may result in imposition of sanctions pursuant to the Contract Work Hours and Safety Standards Act (Public Law 91-54, 83 Stat 96), 40 USC 3701 et seq.

(3) The Contractor shall include the provisions of this paragraph in every subcontract so that such provisions will be binding on each subcontractor. The Contractor shall take such action with respect to any subcontractor as the Secretary of Housing and Urban Development or the Secretary of Labor shall direct as a means of enforcing such provisions.

**CERTIFICATION OF UNDERSTANDING
AND AUTHORIZATION**

Project Name: CDBG Howard Avenue Street Improvements

Contracting Agency: City of Los Alamitos

This is to certify that the principals and the authorized payroll officer, below, have read and received a copy of the Federal Labor Standard Provisions (HUD-4010) and a copy of the Contractor's Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects, and that they understand the labor standards clauses pertaining to the above-listed project.

The following person is designated as the payroll officer for the undersigned and is authorized to sign the Statement of Compliance form that will accompany each weekly payroll report for the contractor listed below during the duration of this project:

Contactor Business Name

License Number

Payroll Officer Name (print)

Payroll Officer (signature)

Name of Person Authorized to Sign (print)

(Authorized Signature)

Title

Date

PUBLIC WORKS PAYROLL REPORTING FORM

NAME OF CONTRACTOR OR SUBCONTRACTOR:				CONTRACTOR'S LICENSE NO.:				ADDRESS:							
				SPECIALTY LICENSE NO.:											
PAYROLL NO.:				FOR WEEK ENDING:				SELF-INSURED CERTIFICATE NO.:				PROJECT OR CONTRACT NO.:			
								WORKERS' COMPENSATION POLICY NO.:				PROJECT AND LOCATION:			

(1) NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) NO. OF W/H EXEM	(3) WORK CLASSIFICATION	ST or OT	(4) DAY							(5) TOTAL HOURS	(6) HOURLY RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS, CONTRIBUTIONS AND PAYMENTS								(9)	
				S	M	T	W	TH	F	S												NET WAGES PAID FOR WEEK	CHECK NO.
				DATE																			
				HOURS WORKED EACH DAY																			
			S									THIS PROJECT	ALL PROJECTS	FED. TAX	FICA (SOC. SEC.)	STATE TAX	SDI	VAC./ HOLIDAY	HEALTH & WELF.	PENSION			
			O																				
			S									THIS PROJECT	ALL PROJECTS	FED. TAX	FICA (SOC. SEC.)	STATE TAX	SDI	VAC./ HOLIDAY	HEALTH & WELF.	PENSION			
			O																				
			S									THIS PROJECT	ALL PROJECTS	FED. TAX	FICA (SOC. SEC.)	STATE TAX	SDI	VAC./ HOLIDAY	HEALTH & WELF.	PENSION			
			O																				
			S									THIS PROJECT	ALL PROJECTS	FED. TAX	FICA (SOC. SEC.)	STATE TAX	SDI	VAC./ HOLIDAY	HEALTH & WELF.	PENSION			

			O												TRAIN- ING	FUND ADMIN.	DUES	TRAV./ SUBS.	SAVINGS	OTHER*	TOTAL DEDUC- TIONS		

S = STRAIGHT TIME
O = OVERTIME

*OTHER Any other deductions, contributions, and/or payments, whether or not included or required by prevailing wage determinations, must be separately listed. Use extra sheet(s) if necessary.

CERTIFICATION **MUST** BE COMPLETED.

STATEMENT OF COMPLIANCE

CONTRACTOR/SUBCONTRACTOR	CONTRACT NUMBER
FIRST DAY AND DATE OF PAY PERIOD	LAST DAY AND DATE OF PAY PERIOD

I do hereby certify under penalty of perjury:

- (1) That I pay or supervise payment to employees of the above-referenced contractor on the above-referenced contract; that all persons employed on said project for the above-referenced time period have been paid their full weekly wages earned; that no rebates have been or will be made either directly or indirectly to or on behalf of said contractor from the full weekly wages earned by any person; and that no deductions have been made either directly or indirectly from the full weekly wages earned by any person other than permissible deductions.
- (2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; and that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates:
 - (a) ☐ Specified in the applicable wage determination incorporated into the contract.
 - (b) ☐ Determined by the Director of Industrial Relations for the county or counties in which the work is performed.
- (3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency.
- (4) That fringe benefits as listed in the contract:
 - (a) ☐ Have been or will be paid to the approved plan(s), fund(s), or program(s) for the benefit of listed employee(s), except as noted below.
 - (b) ☐ Have been paid directly to the listed employee(s), except as noted below.
 - (c) ☐ See exceptions noted below.

EXCEPTION CRAFT	EXPLANATION

REMARKS:

NAME (PLEASE PRINT)	TITLE
SIGNATURE	DATE

On federally funded projects, permissible deductions are defined in regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c).

The willful falsification of any of the above statements may subject the contractor or subcontractor to civil or criminal prosecution (see Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code).

INSTRUCTIONS FOR PREPARATION OF STATEMENT OF COMPLIANCE

This statement of compliance meets the needs of the state and federal payroll requirements to pay fringe benefits in addition to payment of minimum rates. The contractor's obligation to pay fringe benefits may be met by payment of the fringes to the various preapproved plans, funds, or programs or by making these payments to the employees as part of their weekly wage payments.

The contractor must **show on the face of his or her payroll all monies paid to the employees** whether as basic rates or as total hourly wage amounts in lieu of fringes. The contractor shall report in the statement of compliance that **he or she is paying to others** fringes required by the contract and not paid directly to the employees in lieu of fringes.

Detailed instructions follow:

Contractors required to pay Federal Wage Rates:

Such a contractor shall check paragraph 2(a) of the statement to indicate that the wage rates for laborers or mechanics contained in the payroll are not less than the applicable wage rates specified in the applicable wage determination incorporated into the contract.

Contractors required to pay the State Prevailing Wage Rates as determined by the Director of Industrial Relations:

Such a contractor shall check paragraph 2(b) of the statement to indicate that the wage rates for laborers or mechanics contained in the payroll are not less than the applicable wage rates determined by the Director of Industrial Relations for the county or counties in which the work is performed.

Contractors who pay all required fringe benefits:

A contractor who pays fringe benefits to approved plans, funds, or programs in amounts not less than were determined in the applicable wage decisions shall continue to show on the face of his or her payroll the basic hourly rate and overtime rate paid to his or her employees, just as he or she has always done. Such a contractor shall check paragraph 4(a) of the statement to indicate that he or she is also paying approved plans, funds, or programs within the time required from the receipt of those sums, not less than the amount predetermined as fringe benefits for each craft. Any exception shall be noted in Section 4(c).

Contractors who pay no fringe benefits:

A contractor who does not pay fringe benefits to an approved plan shall pay a like amount to the employee. This payment can be reported by inserting in the straight time hourly rate column of his or her payroll an amount not less than the predetermined rate for each classification plus the amount of fringe benefits determined for each classification in the applicable wage decision. Inasmuch as it is not necessary to pay time and one-half on wages paid in lieu of fringes, the overtime rate shall be not less than one and one-half the basic predetermined rate, plus the required cash in lieu of fringes at the straight-time rate. To simplify computation of overtime, it is suggested that the straight-time basic rate and payment in lieu of fringes be separately stated in the hourly rate column, thus \$14.56/5.11. In addition, the contractor shall check paragraph 4(b) of the statement to indicate that he or she is paying fringe benefits directly to his or her employees. Any exceptions shall be noted in Section 4(c).

Use of Section 4(c) Exceptions

Any contractor who is making payment to approved plans, funds, or programs in amounts less than the wage determination requires is obligated to pay the deficiency directly to the employees as wages in lieu of fringes. Any exceptions to Section 4(a) or 4(b), whichever the contractor may check, shall be entered in Section 4(c). Enter in the Exception column the craft, and enter in the Explanation column the hourly amount paid the employees as wages in lieu of fringes, and the hourly amount paid to plans, funds, or programs as fringes.

CERTIFICATION FOR APPLICABLE FRINGE BENEFIT PAYMENTS

PROJECT NAME: _____

PROJECT NUMBER: _____

Classification / Fringe Benefits Provided	Name, Address, and Telephone Number of Plan/Fund Program
1)	
Health and Welfare	\$
Pension	\$
Vacation	\$
Apprenticeship/Training	\$
2)	
Health and Welfare	\$
Pension	\$
Vacation	\$
Apprenticeship/Training	\$
3)	
Health and Welfare	\$
Pension	\$
Vacation	\$
Apprenticeship/Training	\$

OR: (Check if applicable)

☐ I certify that I do not make payments to approved fringe benefit plans, funds, or programs.

(Contractor/Subcontractor)

by _____
(Signature)

(Date)

(Title)

WORKERS' COMPENSATION CERTIFICATION

I certify, by my signature below, that I am aware of the provisions of Section 3700 of the California 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 that I will comply with such provisions before commencing the performance of work on this contract.

Date: _____ Project Number: _____

Project Name: _____

Company Name: _____

Address: _____

Print Name: _____

Title: _____

Signature: _____

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
REPORT OF ADDITIONAL CLASSIFICATION AND RATE**

HUD FORM 4230A

OMB Approval Number 2501-0011
(Exp. 01/31/2010)

1. FROM (name and address of requesting agency)

2. PROJECT NAME AND NUMBER

3. LOCATION OF PROJECT (City, County and State)

4. BRIEF DESCRIPTION OF PROJECT

5. CHARACTER OF CONSTRUCTION

- ☐ Building ☐ Residential
☐ Heavy ☐ Other (specify)
☐ Highway

6. WAGE DECISION NO. (include modification number, if any)

7. WAGE DECISION EFFECTIVE DATE

☐ COPY ATTACHED

8. WORK CLASSIFICATION(S)

HOURLY WAGE RATES

BASIC WAGE

FRINGE BENEFIT(S) (if any)

9. PRIME CONTRACTOR (name, address)

10. SUBCONTRACTOR/EMPLOYER, IF APPLICABLE (name, address)

Check All That Apply:

- ☐ The work to be performed by the additional classification(s) is not performed by a classification in the applicable wage decision.
☐ The proposed classification is utilized in the area by the construction industry.
☐ The proposed wage rate(s), including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage decision.
☐ The interested parties, including the employees or their authorized representatives, agree on the classification(s) and wage rate(s).
☐ Supporting documentation attached, including applicable wage decision.

Check One:

- ☐ Approved, meets all criteria. DOL confirmation requested.
☐ One or more classifications fail to meet all criteria as explained in agency referral. DOL decision requested.

FOR HUD USE ONLY
LR2000:

Agency Representative
(Typed name and signature)

Date

Log in:

Log out:

Phone Number

HUD-4230A (8-03) PREVIOUS EDITION IS OBSOLETE

Report of Additional Classification and Wage Rate	U.S. Department of Housing and Urban Development Office of Labor Relations	OMB Approval No. 2501-0011 (Exp. 01/31/2010)

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. The information is considered non-sensitive and does not require special protection. This information is required to obtain benefits. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Employers engaged on HUD-assisted construction projects subject to Davis-Bacon wage requirements must pay no less than the wages determined to be prevailing by the Secretary of Labor to all laborers and mechanics engaged on the construction work. On occasion, the applicable Davis-Bacon wage decision does not contain all of the work classifications and wage rates needed to complete the construction work. This information collection facilitates the addition of needed work classifications and wage rates for the construction work involved. This form is used by HUD and local agencies administering HUD programs to report employer request(s) for additional classification and wage rates so that an appropriate wage rate can be approved by the Department of Labor for the construction work. This information collection is required by Department of Labor regulations at 29 CFR 5.5. While no assurances of confidentiality are pledged to respondents, HUD generally discloses these data only in response to a Freedom of Information request.

Instructions

General:

Contractors/Employers: Do not need to complete this form. Submit a written, signed request to the responsible contracting agency naming the work classifications and the wage rates, including any fringe benefits, that are proposed.

Local Agency Staff: Complete items 2 through 10. Submit one copy of this form to the responsible HUD Labor Relations Office with a copy of the applicable Davis-Bacon wage decision and the written request from the employer naming the work classifications and wage rates that are proposed. (The employer's request must be made in writing and must be signed.)

1. For HUD or State CDBG Office use. Enter the name and address of HUD Office (or State CDBG office) submitting the report and to which the DOL reply should be sent.
2. Enter the name and number of the project or contract involved.
3. Enter the location of the project involved: city, county and state.
4. Describe the construction involved, e.g., new construction or rehabilitation, number and type of buildings, number of stories, number of units (as applicable). For example: New construction: 3 – 4-story buildings; 120 units.
5. Enter the character of construction as defined by DOL for Davis-Bacon prevailing wage rate purposes.
6. Enter the number of the Davis-Bacon wage decision applicable to the construction work. Include the number of wage decision modifications (if any) applicable to the work.
7. Enter the effective date of the wage decision for the project. (See DOL regulations at 20 CFR 1.6.)
8. Enter the work classifications and corresponding hourly basic wage rates and fringe benefit rates (if any) requested.
9. Self-explanatory.
10. If the requesting employer is not the prime contractor, enter the name and address of the subcontractor/employer making the request.

Remainder of Form: HUD Labor Relations/State CDBG use.

HUD Labor Relations/State CDBG Staff: Evaluate the employer's request against the criteria for approval (see DOL Regulations, 29 CFR Part 5, and related contract labor standards provisions). The criteria are reflected in "checklist" form to ensure that each factor is considered and to ensure that supporting documentation, including a copy of the applicable wage decision, is attached. Check the box next to each criterion that is met; do not check the box next to any criterion that is not met.

If the request meets all criteria, check the appropriate box, enter the name and telephone number of the HUD/State CDBG agency representative, and sign and date the form. Submit one copy of the completed form to the DOL with a copy of the applicable Davis-Bacon wage decision and the written request from the employer involved.

If the request fails to pass all criteria, check the appropriate box, enter agency contact information, and sign and date the form. Submit one copy of the completed form to the DOL with a copy of the applicable Davis-Bacon wage decision, the written request from the employer involved, and a cover letter explaining how the employer's request failed to meet one or more of the criteria.

Submission of Report

Completed forms shall be sent to: Branch of Construction Wage Determinations, U.S. Department of Labor, 200 Constitution Avenue, N.W., Room S-3014, Washington, DC 20210.

HUD-4230A (8-03) PREVIOUS EDITION IS OBSOLETE

"General Decision Number: CA20200024 11/27/2020

Superseded General Decision Number: CA20190024

State: California

Construction Types: Building, Heavy (Heavy and Dredging) and Highway

County: Orange County in California.

BUILDING CONSTRUCTION PROJECTS; DREDGING PROJECTS (does not include hopper dredge work); HEAVY CONSTRUCTION PROJECTS (does not include water well drilling); HIGHWAY CONSTRUCTION PROJECTS

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.80 for calendar year 2020 applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.80 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2020. If this contract is covered by the EO and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must pay workers in that classification at least the wage rate determined through the conformance process set forth in 29 CFR 5.5(a)(1)(ii) (or the EO minimum wage rate, if it is higher than the conformed wage rate). The EO minimum wage rate will be adjusted annually. Please note that this EO applies to the above-mentioned types of contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but it does not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(2)-(60). Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

Modification Number	Publication Date
0	01/03/2020
1	01/10/2020
2	01/31/2020
3	03/06/2020
4	05/08/2020
5	05/15/2020
6	05/29/2020
7	07/03/2020
8	07/17/2020
9	07/24/2020
10	07/31/2020
11	08/07/2020
12	09/04/2020
13	09/25/2020
14	10/02/2020
15	10/09/2020
16	10/16/2020
17	10/23/2020
18	11/13/2020
19	11/27/2020

ASBE0005-002 07/06/2020

	Rates	Fringes
Asbestos Workers/Insulator (Includes the application of all insulating materials, protective coverings, coatings, and finishes to all types of mechanical systems).....	\$ 45.39	23.74
Fire Stop Technician (Application of Firestopping Materials for wall openings and penetrations in walls, floors, ceilings and curtain walls).....	\$ 28.92	18.73

ASBE0005-004 07/01/2019

	Rates	Fringes
Asbestos Removal worker/hazardous material handler (Includes preparation, wetting, stripping, removal, scrapping, vacuuming, bagging and disposing of all insulation materials from mechanical systems, whether they contain asbestos or not)....	\$ 20.63	12.17

* BRCA0004-010 05/01/2020

	Rates	Fringes
BRICKLAYER; MARBLE SETTER.....	\$ 41.39	18.95

*The wage scale for prevailing wage projects performed in
Blythe, China lake, Death Valley, Fort Irwin, Twenty-Nine
Palms, Needles and 1-15 corridor (Barstow to the Nevada
State Line) will be Three Dollars (\$3.00) above the
standard San Bernardino/Riverside County hourly wage rate

BRCA0018-004 06/01/2019

	Rates	Fringes
MARBLE FINISHER.....	\$ 33.43	14.11
TILE FINISHER.....	\$ 28.23	12.65
TILE LAYER.....	\$ 40.07	18.36

BRCA0018-010 09/01/2020

	Rates	Fringes
TERRAZZO FINISHER.....	\$ 33.66	14.20
TERRAZZO WORKER/SETTER.....	\$ 41.60	14.73

CARP0409-001 07/01/2018

	Rates	Fringes
CARPENTER		

(1) Carpenter, Cabinet Installer, Insulation Installer, Hardwood Floor Worker and acoustical installer.....	\$ 41.84	19.17
(2) Millwright.....	\$ 42.91	19.17
(3) Piledrivermen/Derrick Bargeman, Bridge or Dock Carpenter, Heavy Framer, Rock Bargeman or Scowman, Rockslinger, Shingler (Commercial).....	\$ 42.54	19.17
(4) Pneumatic Nailer, Power Stapler.....	\$ 40.09	19.17
(5) Sawfiler.....	\$ 39.83	19.17
(6) Scaffold Builder.....	\$ 31.60	19.17
(7) Table Power Saw Operator.....	\$ 40.93	19.17

FOOTNOTE: Work of forming in the construction of open cut sewers or storm drains, on operations in which horizontal lagging is used in conjunction with steel H-Beams driven or placed in pre- drilled holes, for that portion of a lagged trench against which concrete is poured, namely, as a substitute for back forms (which work is performed by piledrivers): \$0.13 per hour additional.

CARP0409-005 07/01/2015

	Rates	Fringes
Drywall		
DRYWALL INSTALLER/LATHER....	\$ 37.35	11.08
STOCKER/SCRAPPER.....	\$ 10.00	7.17

CARP0409-008 08/01/2010

	Rates	Fringes
Modular Furniture Installer.....	\$ 17.00	7.41

ELEC0011-002 12/31/2018

COMMUNICATIONS AND SYSTEMS WORK

	Rates	Fringes
Communications System		
Installer.....	\$ 36.07	3%+14.43
Technician.....	\$ 33.30	3%+27.82

SCOPE OF WORK:

Installation, testing, service and maintenance of systems utilizing the transmission and/or transference of voice, sound, vision and digital for commercial, educational, security and entertainment purposes for the following: TV monitoring and surveillance, background-foreground music, intercom and telephone interconnect, inventory control systems, microwave transmission, multi-media, multiplex, nurse call systems, radio page, school intercom and sound, burglar alarms, fire alarm (see last paragraph below) and low voltage master clock systems in commercial buildings. Communication Systems that transmit or receive information and/or control systems that are intrinsic to the above

listed systems; inclusion or exclusion of terminations and testings of conductors determined by their function; excluding all other data systems or multiple systems which include control function or power supply; excluding installation of raceway systems, conduit systems, line voltage work, and energy management systems. Does not cover work performed at China Lake Naval Ordnance Test Station. Fire alarm work shall be performed at the current inside wireman total cost package.

ELEC0441-001 08/31/2020

	Rates	Fringes
CABLE SPLICER.....	\$ 50.11	21.95
ELECTRICIAN.....	\$ 47.91	21.89

* ELEC0441-003 12/01/2019

COMMUNICATIONS & SYSTEMS WORK (excludes any work on Intelligent Transportation Systems or CCTV highway systems)

	Rates	Fringes
Communications System		
Installer.....	\$ 36.72	14.81
Technician.....	\$ 31.23	15.39

SCOPE OF WORK The work covered shall include the installation, testing, service and maintenance, of the following systems that utilize the transmission and/or transference of voice, sound, vision and digital for commercial, education, security and entertainment purposes for TV monitoring and surveillance, background foreground music, intercom and telephone interconnect, inventory control systems, microwave transmission, multi-media, multiplex, nurse call system, radio page, school intercom and sound, burglar alarms and low voltage master clock systems.

A. Communication systems that transmit or receive information and/or control systems that are intrinsic to the above listed systems SCADA (Supervisory control/data acquisition PCM (Pulse code modulation) Inventory control systems Digital data systems Broadband & baseband and carriers Point of sale systems VSAT data systems Data communication systems RF and remote control systems Fiber optic data systems

B. Sound and Voice Transmission/Transference Systems Background-Foreground Music Intercom and Telephone Interconnect Systems Sound and Musical Entertainment Systems Nurse Call Systems Radio Page Systems School Intercom and Sound Systems Burglar Alarm Systems Low-Voltage Master Clock Systems Multi-Media/Multiplex Systems Telephone Systems RF Systems and Antennas and Wave Guide

C. *Fire Alarm Systems-installation, wire pulling and testing.

D. Television and Video Systems Television Monitoring and Surveillance Systems Video Security Systems Video

Entertainment Systems Video Educational Systems CATV and CCTV

E. Security Systems, Perimeter Security Systems, Vibration Sensor Systems
Sonar/Infrared Monitoring Equipment, Access Control Systems, Card Access Systems

*Fire Alarm Systems

1. Fire Alarms-In Raceways: Wire and cable pulling in raceways performed at the current electrician wage rate and fringe benefits.
2. Fire Alarms-Open Wire Systems: installed by the Technician.

ELEC0441-004 08/31/2020

	Rates	Fringes

ELECTRICIAN (TRANSPORTATION SYSTEMS, TRAFFIC SIGNALS & STREET LIGHTING)

Cable Splicer/Fiber Optic		
Splicer.....	\$ 48.51	21.91
Electrician.....	\$ 47.91	21.89
Technician.....	\$ 35.93	21.53

SCOPE OF WORK: Electrical work on public streets, freeways, toll-ways, etc, above or below ground. All work necessary for the installation, renovation, repair or removal of Intelligent Transportation Systems, Video Surveillance Systems (CCTV), Street Lighting and and Traffic Signal work or systems whether underground or on bridges. Includes dusk to dawn lighting installations and ramps for access to or egress from freeways, toll-ways, etc.

Intelligent Transportation Systems shall include all systems and components to control, monitor, and communicate with pedestrian or vehicular traffic, included but not limited to: installation, modification, removal of all Fiber optic Video System, Fiber Optic Data Systems, Direct interconnect and Communications Systems, Microwave Data and Video Systems, Infrared and Sonic Detection Systems, Solar Power Systems, Highway Advisory Radio Systems, highway Weight and Motion Systems, etc.

Any and all work required to install and maintain any specialized or newly developed systems. All cutting, fitting and bandaging of ducts, raceways, and conduits. The cleaning, rodding and installation of ""fish and pull wires"". The excavation, setting, leveling and grouting of precast manholes, vaults, and pull boxes including ground rods or grounding systems, rock necessary for leveling and drainagae as well as pouring of a concrete envelope if needed.

JOURNEYMAN TRANSPORTATION ELECTRICIAN shall perform all tasks necessary toinstall the complete transportation system. JOURNEYMAN TECHNICIAN duties shall consist of: Distribution of material at job site, manual excavation and backfill, installation of system conduits and raceways for electrical, telephone, cable television and communication systems. Pulling, terminating and splicing of traffic signal and street lighting conductors and electrical systems including interconnect, dector loop, fiber optic cable and video/data.

ELEC1245-001 06/01/2020

	Rates	Fringes
LINE CONSTRUCTION		
(1) Lineman; Cable splicer..	\$ 59.14	20.78
(2) Equipment specialist (operates crawler tractors, commercial motor vehicles, backhoes, trenchers, cranes (50 tons and below), overhead & underground distribution line equipment).....	\$ 47.24	19.59
(3) Groundman.....	\$ 36.12	19.19
(4) Powderman.....	\$ 51.87	18.79

HOLIDAYS: New Year's Day, M.L. King Day, Memorial Day,
Independence Day, Labor Day, Veterans Day, Thanksgiving Day
and day after Thanksgiving, Christmas Day

ELEV0018-001 01/01/2020

	Rates	Fringes
ELEVATOR MECHANIC.....	\$ 57.40	34.765+a+b

FOOTNOTE:

- a. PAID VACATION: Employer contributes 8% of regular hourly rate as vacation pay credit for employees with more than 5 years of service, and 6% for 6 months to 5 years of service.
- b. PAID HOLIDAYS: New Years Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

ENGI0012-003 07/01/2020

	Rates	Fringes
OPERATOR: Power Equipment (All Other Work)		
GROUP 1.....	\$ 48.25	27.20
GROUP 2.....	\$ 49.03	27.20
GROUP 3.....	\$ 49.32	27.20
GROUP 4.....	\$ 50.81	27.20
GROUP 5.....	\$ 48.96	25.25
GROUP 6.....	\$ 51.03	27.20
GROUP 8.....	\$ 51.14	27.20
GROUP 9.....	\$ 49.29	25.25
GROUP 10.....	\$ 51.26	27.20
GROUP 11.....	\$ 49.41	25.25
GROUP 12.....	\$ 51.43	27.20
GROUP 13.....	\$ 51.53	27.20
GROUP 14.....	\$ 51.56	27.20
GROUP 15.....	\$ 51.64	27.20
GROUP 16.....	\$ 51.76	27.20
GROUP 17.....	\$ 51.93	27.20
GROUP 18.....	\$ 52.03	27.20
GROUP 19.....	\$ 52.14	27.20
GROUP 20.....	\$ 52.26	27.20
GROUP 21.....	\$ 52.43	27.20
GROUP 22.....	\$ 52.53	27.20

GROUP 23.....	\$ 52.64	27.20
GROUP 24.....	\$ 52.76	27.20
GROUP 25.....	\$ 52.93	27.20
OPERATOR: Power Equipment (Cranes, Piledriving & Hoisting)		
GROUP 1.....	\$ 49.60	27.20
GROUP 2.....	\$ 50.38	27.20
GROUP 3.....	\$ 50.67	27.20
GROUP 4.....	\$ 50.81	27.20
GROUP 5.....	\$ 51.03	27.20
GROUP 6.....	\$ 51.14	27.20
GROUP 7.....	\$ 51.26	27.20
GROUP 8.....	\$ 51.43	27.20
GROUP 9.....	\$ 51.60	27.20
GROUP 10.....	\$ 52.60	27.20
GROUP 11.....	\$ 53.60	27.20
GROUP 12.....	\$ 54.60	27.20
GROUP 13.....	\$ 55.60	27.20
OPERATOR: Power Equipment (Tunnel Work)		
GROUP 1.....	\$ 50.10	27.20
GROUP 2.....	\$ 50.88	27.20
GROUP 3.....	\$ 51.17	27.20
GROUP 4.....	\$ 51.31	27.20
GROUP 5.....	\$ 51.53	27.20
GROUP 6.....	\$ 51.64	27.20
GROUP 7.....	\$ 51.76	27.20

PREMIUM PAY:

\$3.75 per hour shall be paid on all Power Equipment Operator work on the following Military Bases: China Lake Naval Reserve, Vandenberg AFB, Point Arguello, Seely Naval Base, Fort Irwin, Nebo Annex Marine Base, Marine Corp Logistics Base Yermo, Edwards AFB, 29 Palms Marine Base and Camp Pendleton

Workers required to suit up and work in a hazardous material environment: \$2.00 per hour additional. Combination mixer and compressor operator on gunite work shall be classified as a concrete mobile mixer operator.

SEE ZONE DEFINITIONS AFTER CLASSIFICATIONS

POWER EQUIPMENT OPERATORS CLASSIFICATIONS

GROUP 1: Bargeman; Brakeman; Compressor operator; Ditch Witch, with seat or similar type equipment; Elevator operator-inside; Engineer Oiler; Forklift operator (includes loed, lull or similar types under 5 tons; Generator operator; Generator, pump or compressor plant operator; Pump operator; Signalman; Switchman

GROUP 2: Asphalt-rubber plant operator (nurse tank operator); Concrete mixer operator-skip type; Conveyor operator; Fireman; Forklift operator (includes loed, lull or similar types over 5 tons; Hydrostatic pump operator; oiler crusher (asphalt or concrete plant); Petromat laydown machine; PJU side dum jack; Screening and conveyor machine operator (or similar types); Skiploader (wheel type up to 3/4 yd. without attachment); Tar pot fireman; Temporary heating plant operator; Trenching machine oiler

GROUP 3: Asphalt-rubber blend operator; Bobcat or similar type (Skid steer); Equipment greaser (rack); Ford Ferguson

(with dragtype attachments); Helicopter radioman (ground);
Stationary pipe wrapping and cleaning machine operator

GROUP 4: Asphalt plant fireman; Backhoe operator (mini-max or similar type); Boring machine operator; Boxman or mixerman (asphalt or concrete); Chip spreading machine operator; Concrete cleaning decontamination machine operator; Concrete Pump Operator (small portable); Drilling machine operator, small auger types (Texoma super economatic or similar types - Hughes 100 or 200 or similar types - drilling depth of 30' maximum); Equipment greaser (grease truck); Guard rail post driver operator; Highline cableway signalman; Hydra-hammer-aero stomper; Micro Tunneling (above ground tunnel); Power concrete curing machine operator; Power concrete saw operator; Power-driven jumbo form setter operator; Power sweeper operator; Rock Wheel Saw/Trencher; Roller operator (compacting); Screed operator (asphalt or concrete); Trenching machine operator (up to 6 ft.); Vacuum or much truck

GROUP 5: Equipment Greaser (Grease Truck/Multi Shift).

GROUP 6: Articulating material hauler; Asphalt plant engineer; Batch plant operator; Bit sharpener; Concrete joint machine operator (canal and similar type); Concrete planer operator; Dandy digger; Deck engine operator; Derrickman (oilfield type); Drilling machine operator, bucket or auger types (Calweld 100 bucket or similar types - Watson 1000 auger or similar types - Texoma 330, 500 or 600 auger or similar types - drilling depth of 45' maximum); Drilling machine operator; Hydrographic seeder machine operator (straw, pulp or seed), Jackson track maintainer, or similar type; Kalamazoo Switch tamper, or similar type; Machine tool operator; Maginnis internal full slab vibrator, Mechanical berm, curb or gutter (concrete or asphalt); Mechanical finisher operator (concrete, Clary-Johnson-Bidwell or similar); Micro tunnel system (below ground); Pavement breaker operator (truck mounted); Road oil mixing machine operator; Roller operator (asphalt or finish), rubber-tired earth moving equipment (single engine, up to and including 25 yds. struck); Self-propelled tar pipelining machine operator; Skiploader operator (crawler and wheel type, over 3/4 yd. and up to and including 1-1/2 yds.); Slip form pump operator (power driven hydraulic lifting device for concrete forms); Tractor operator-bulldozer, tamper-scraper (single engine, up to 100 h.p. flywheel and similar types, up to and including D-5 and similar types); Tugger hoist operator (1 drum); Ultra high pressure waterjet cutting tool system operator; Vacuum blasting machine operator

GROUP 8: Asphalt or concrete spreading operator (tamping or finishing); Asphalt paving machine operator (Barber Greene or similar type); Asphalt-rubber distribution operator; Backhoe operator (up to and including 3/4 yd.), small ford, Case or similar; Cast-in-place pipe laying machine operator; Combination mixer and compressor operator (gunite work); Compactor operator (self-propelled); Concrete mixer operator (paving); Crushing plant operator; Drill Doctor; Drilling machine operator, Bucket or auger types (Calweld 150 bucket or similar types - Watson 1500, 2000 2500 auger or similar types - Texoma 700, 800 auger or similar types - drilling depth of 60' maximum); Elevating grader operator; Grade checker; Gradall operator; Grouting machine operator; Heavy-duty repairman; Heavy equipment robotics operator;

Kalamazoo balliste regulator or similar type; Kolman belt loader and similar type; Le Tourneau blob compactor or similar type; Loader operator (Athey, Euclid, Sierra and similar types); Mobark Chipper or similar; Ozzie padder or similar types; P.C. slot saw; Pneumatic concrete placing machine operator (Hackley-Presswell or similar type); Pumpcrete gun operator; Rock Drill or similar types; Rotary drill operator (excluding caisson type); Rubber-tired earth-moving equipment operator (single engine, caterpillar, Euclid, Athey Wagon and similar types with any and all attachments over 25 yds. up to and including 50 cu. yds. struck); Rubber-tired earth-moving equipment operator (multiple engine up to and including 25 yds. struck); Rubber-tired scraper operator (self-loading paddle wheel type-John Deere, 1040 and similar single unit); Self-propelled curb and gutter machine operator; Shuttle buggy; Skiploader operator (crawler and wheel type over 1-1/2 yds. up to and including 6-1/2 yds.); Soil remediation plant operator; Surface heaters and planer operator; Tractor compressor drill combination operator; Tractor operator (any type larger than D-5 - 100 flywheel h.p. and over, or similar-bulldozer, tamper, scraper and push tractor single engine); Tractor operator (boom attachments), Traveling pipe wrapping, cleaning and bending machine operator; Trenching machine operator (over 6 ft. depth capacity, manufacturer's rating); trenching Machine with Road Miner attachment (over 6 ft depth capacity): Ultra high pressure waterjet cutting tool system mechanic; Water pull (compaction) operator

GROUP 9: Heavy Duty Repairman

GROUP 10: Drilling machine operator, Bucket or auger types (Calweld 200 B bucket or similar types-Watson 3000 or 5000 auger or similar types-Texoma 900 auger or similar types-drilling depth of 105' maximum); Dual drum mixer, dynamic compactor LDC350 (or similar types); Monorail locomotive operator (diesel, gas or electric); Motor patrol-blade operator (single engine); Multiple engine tractor operator (Euclid and similar type-except Quad 9 cat.); Rubber-tired earth-moving equipment operator (single engine, over 50 yds. struck); Pneumatic pipe ramming tool and similar types; Prestressed wrapping machine operator; Rubber-tired earth-moving equipment operator (single engine, over 50 yds. struck); Rubber tired earth moving equipment operator (multiple engine, Euclid, caterpillar and similar over 25 yds. and up to 50 yds. struck), Tower crane repairman; Tractor loader operator (crawler and wheel type over 6-1/2 yds.); Woods mixer operator (and similar Pugmill equipment)

GROUP 11: Heavy Duty Repairman - Welder Combination, Welder - Certified.

GROUP 12: Auto grader operator; Automatic slip form operator; Drilling machine operator, bucket or auger types (Calweld, auger 200 CA or similar types - Watson, auger 6000 or similar types - Hughes Super Duty, auger 200 or similar types - drilling depth of 175' maximum); Hoe ram or similar with compressor; Mass excavator operator less tha 750 cu. yards; Mechanical finishing machine operator; Mobile form traveler operator; Motor patrol operator (multi-engine); Pipe mobile machine operator; Rubber-tired earth- moving equipment operator (multiple engine, Euclid, Caterpillar and similar type, over 50 cu. yds. struck); Rubber-tired

self-loading scraper operator (paddle-wheel-auger type
self-loading - two (2) or more units)

GROUP 13: Rubber-tired earth-moving equipment operator
operating equipment with push-pull system (single engine,
up to and including 25 yds. struck)

GROUP 14: Canal liner operator; Canal trimmer operator;
Remote-control earth-moving equipment operator (operating
a second piece of equipment: \$1.00 per hour additional);
Wheel excavator operator (over 750 cu. yds.)

GROUP 15: Rubber-tired earth-moving equipment operator,
operating equipment with push-pull system (single engine,
Caterpillar, Euclid, Athey Wagon and similar types with any
and all attachments over 25 yds. and up to and including 50
yds. struck); Rubber-tired earth-moving equipment operator,
operating equipment with push-pull system (multiple
engine-up to and including 25 yds. struck)

GROUP 16: Rubber-tired earth-moving equipment operator,
operating equipment with push-pull system (single engine,
over 50 yds. struck); Rubber-tired earth-moving equipment
operator, operating equipment with push-pull system
(multiple engine, Euclid, Caterpillar and similar, over 25
yds. and up to 50 yds. struck)

GROUP 17: Rubber-tired earth-moving equipment operator,
operating equipment with push-pull system (multiple engine,
Euclid, Caterpillar and similar, over 50 cu. yds. struck);
Tandem tractor operator (operating crawler type tractors in
tandem - Quad 9 and similar type)

GROUP 18: Rubber-tired earth-moving equipment operator,
operating in tandem (scrapers, belly dumps and similar
types in any combination, excluding compaction units -
single engine, up to and including 25 yds. struck)

GROUP 19: Rotex concrete belt operator (or similar types);
Rubber-tired earth-moving equipment operator, operating in
tandem (scrapers, belly dumps and similar types in any
combination, excluding compaction units - single engine,
Caterpillar, Euclid, Athey Wagon and similar types with any
and all attachments over 25 yds. and up to and including 50
cu. yds. struck); Rubber-tired earth-moving equipment
operator, operating in tandem (scrapers, belly dumps and
similar types in any combination, excluding compaction
units - multiple engine, up to and including 25 yds. struck)

GROUP 20: Rubber-tired earth-moving equipment operator,
operating in tandem (scrapers, belly dumps and similar
types in any combination, excluding compaction units -
single engine, over 50 yds. struck); Rubber-tired
earth-moving equipment operator, operating in tandem
(scrapers, belly dumps, and similar types in any
combination, excluding compaction units - multiple engine,
Euclid, Caterpillar and similar, over 25 yds. and up to 50
yds. struck)

GROUP 21: Rubber-tired earth-moving equipment operator,
operating in tandem (scrapers, belly dumps and similar
types in any combination, excluding compaction units -
multiple engine, Euclid, Caterpillar and similar type, over
50 cu. yds. struck)

GROUP 22: Rubber-tired earth-moving equipment operator, operating equipment with the tandem push-pull system (single engine, up to and including 25 yds. struck)

GROUP 23: Rubber-tired earth-moving equipment operator, operating equipment with the tandem push-pull system (single engine, Caterpillar, Euclid, Athey Wagon and similar types with any and all attachments over 25 yds. and up to and including 50 yds. struck); Rubber-tired earth-moving equipment operator, operating with the tandem push-pull system (multiple engine, up to and including 25 yds. struck)

GROUP 24: Rubber-tired earth-moving equipment operator, operating equipment with the tandem push-pull system (single engine, over 50 yds. struck); Rubber-tired earth-moving equipment operator, operating equipment with the tandem push-pull system (multiple engine, Euclid, Caterpillar and similar, over 25 yds. and up to 50 yds. struck)

GROUP 25: Concrete pump operator-truck mounted; Rubber-tired earth-moving equipment operator, operating equipment with the tandem push-pull system (multiple engine, Euclid, Caterpillar and similar type, over 50 cu. yds. struck)

CRANES, PILEDRIVING AND HOISTING EQUIPMENT CLASSIFICATIONS

GROUP 1: Engineer oiler; Fork lift operator (includes loed, lull or similar types)

GROUP 2: Truck crane oiler

GROUP 3: A-frame or winch truck operator; Ross carrier operator (jobsite)

GROUP 4: Bridge-type unloader and turntable operator; Helicopter hoist operator

GROUP 5: Hydraulic boom truck; Stinger crane (Austin-Western or similar type); Tugger hoist operator (1 drum)

GROUP 6: Bridge crane operator; Cretor crane operator; Hoist operator (Chicago boom and similar type); Lift mobile operator; Lift slab machine operator (Vagtborg and similar types); Material hoist and/or manlift operator; Polar gantry crane operator; Self Climbing scaffold (or similar type); Shovel, backhoe, dragline, clamshell operator (over 3/4 yd. and up to 5 cu. yds. mrc); Tugger hoist operator

GROUP 7: Pedestal crane operator; Shovel, backhoe, dragline, clamshell operator (over 5 cu. yds. mrc); Tower crane repair; Tugger hoist operator (3 drum)

GROUP 8: Crane operator (up to and including 25 ton capacity); Crawler transporter operator; Derrick barge operator (up to and including 25 ton capacity); Hoist operator, stiff legs, Guy derrick or similar type (up to and including 25 ton capacity); Shovel, backhoe, dragline, clamshell operator (over 7 cu. yds., M.R.C.)

GROUP 9: Crane operator (over 25 tons and up to and including 50 tons mrc); Derrick barge operator (over 25 tons up to and including 50 tons mrc); Highline cableway operator; Hoist operator, stiff legs, Guy derrick or similar type

(over 25 tons up to and including 50 tons mrc); K-crane operator; Polar crane operator; Self erecting tower crane operator maximum lifting capacity ten tons

GROUP 10: Crane operator (over 50 tons and up to and including 100 tons mrc); Derrick barge operator (over 50 tons up to and including 100 tons mrc); Hoist operator, stiff legs, Guy derrick or similar type (over 50 tons up to and including 100 tons mrc), Mobile tower crane operator (over 50 tons, up to and including 100 tons M.R.C.); Tower crane operator and tower gantry

GROUP 11: Crane operator (over 100 tons and up to and including 200 tons mrc); Derrick barge operator (over 100 tons up to and including 200 tons mrc); Hoist operator, stiff legs, Guy derrick or similar type (over 100 tons up to and including 200 tons mrc); Mobile tower crane operator (over 100 tons up to and including 200 tons mrc)

GROUP 12: Crane operator (over 200 tons up to and including 300 tons mrc); Derrick barge operator (over 200 tons up to and including 300 tons mrc); Hoist operator, stiff legs, Guy derrick or similar type (over 200 tons, up to and including 300 tons mrc); Mobile tower crane operator (over 200 tons, up to and including 300 tons mrc)

GROUP 13: Crane operator (over 300 tons); Derrick barge operator (over 300 tons); Helicopter pilot; Hoist operator, stiff legs, Guy derrick or similar type (over 300 tons); Mobile tower crane operator (over 300 tons)

TUNNEL CLASSIFICATIONS

GROUP 1: Skiploader (wheel type up to 3/4 yd. without attachment)

GROUP 2: Power-driven jumbo form setter operator

GROUP 3: Dinkey locomotive or motorperson (up to and including 10 tons)

GROUP 4: Bit sharpener; Equipment greaser (grease truck); Slip form pump operator (power-driven hydraulic lifting device for concrete forms); Tugger hoist operator (1 drum); Tunnel locomotive operator (over 10 and up to and including 30 tons)

GROUP 5: Backhoe operator (up to and including 3/4 yd.); Small Ford, Case or similar; Drill doctor; Grouting machine operator; Heading shield operator; Heavy-duty repairperson; Loader operator (Athey, Euclid, Sierra and similar types); Mucking machine operator (1/4 yd., rubber-tired, rail or track type); Pneumatic concrete placing machine operator (Hackley-Presswell or similar type); Pneumatic heading shield (tunnel); Pumpcrete gun operator; Tractor compressor drill combination operator; Tugger hoist operator (2 drum); Tunnel locomotive operator (over 30 tons)

GROUP 6: Heavy Duty Repairman

GROUP 7: Tunnel mole boring machine operator

ENGINEERS ZONES

\$1.00 additional per hour for all of IMPERIAL County and the

portions of KERN, RIVERSIDE & SAN BERNARDINO Counties as defined below:

That area within the following Boundary: Begin in San Bernardino County, approximately 3 miles NE of the intersection of I-15 and the California State line at that point which is the NW corner of Section 1, T17N, R14E, San Bernardino Meridian. Continue W in a straight line to that point which is the SW corner of the northwest quarter of Section 6, T27S, R42E, Mt. Diablo Meridian. Continue North to the intersection with the Inyo County Boundary at that point which is the NE corner of the western half of the northern quarter of Section 6, T25S, R42E, MDM. Continue W along the Inyo and San Bernardino County boundary until the intersection with Kern County, at that point which is the SE corner of Section 34, T24S, R40E, MDM. Continue W along the Inyo and Kern County boundary until the intersection with Tulare County, at that point which is the SW corner of the SE quarter of Section 32, T24S, R37E, MDM. Continue W along the Kern and Tulare County boundary, until that point which is the NW corner of T25S, R32E, MDM. Continue S following R32E lines to the NW corner of T31S, R32E, MDM. Continue W to the NW corner of T31S, R31E, MDM. Continue S to the SW corner of T32S, R31E, MDM. Continue W to SW corner of SE quarter of Section 34, T32S, R30E, MDM. Continue S to SW corner of T11N, R17W, SBM. Continue E along south boundary of T11N, SBM to SW corner of T11N, R7W, SBM. Continue S to SW corner of T9N, R7W, SBM. Continue E along south boundary of T9N, SBM to SW corner of T9N, R1E, SBM. Continue S along west boundary of R1E, SBM to Riverside County line at the SW corner of T1S, R1E, SBM. Continue E along south boundary of T1S, SBM (Riverside County Line) to SW corner of T1S, R10E, SBM. Continue S along west boundary of R10E, SBM to Imperial County line at the SW corner of T8S, R10E, SBM. Continue W along Imperial and Riverside county line to NW corner of T9S, R9E, SBM. Continue S along the boundary between Imperial and San Diego Counties, along the west edge of R9E, SBM to the south boundary of Imperial County/California state line. Follow the California state line west to Arizona state line, then north to Nevada state line, then continuing NW back to start at the point which is the NW corner of Section 1, T17N, R14E, SBM

\$1.00 additional per hour for portions of SAN LUIS OBISPO, KERN, SANTA BARBARA & VENTURA as defined below:

That area within the following Boundary: Begin approximately 5 miles north of the community of Cholame, on the Monterey County and San Luis Obispo County boundary at the NW corner of T25S, R16E, Mt. Diablo Meridian. Continue south along the west side of R16E to the SW corner of T30S, R16E, MDM. Continue E to SW corner of T30S, R17E, MDM. Continue S to SW corner of T31S, R17E, MDM. Continue E to SW corner of T31S, R18E, MDM. Continue S along West side of R18E, MDM as it crosses into San Bernardino Meridian numbering area and becomes R30W. Follow the west side of R30W, SBM to the SW corner of T9N, R30W, SBM. Continue E along the south edge of T9N, SBM to the Santa Barbara County and Ventura County boundary at that point which is the SW corner of Section 34, T9N, R24W, SBM, continue S along the Ventura County line to that point which is the SW corner of the SE quarter of Section 32, T7N, R24W, SBM. Continue E along the south edge of T7N, SBM to the SE corner to T7N, R21W, SBM. Continue N along East side of R21W, SBM to Ventura County and Kern County boundary at the NE corner of T8N, R21W. Continue W along the Ventura County and Kern County boundary to the SE corner of T9N, R21W. Continue North along the East edge

of R21W, SBM to the NE corner of T12N, R21W, SBM. Continue West along the north edge of T12N, SBM to the SE corner of T32S, R21E, MDM. [T12N SBM is a think strip between T11N SBM and T32S MDM]. Continue North along the East side of R21E, MDM to the Kings County and Kern County border at the NE corner of T25S, R21E, MDM, continue West along the Kings County and Kern County Boundary until the intersection of San Luis Obispo County. Continue west along the Kings County and San Luis Obispo County boundary until the intersection with Monterey County. Continue West along the Monterey County and San Luis Obispo County boundary to the beginning point at the NW corner of T25S, R16E, MDM.

\$2.00 additional per hour for INYO and MONO Counties and the Northern portion of SAN BERNARDINO County as defined below:

That area within the following Boundary: Begin at the intersection of the northern boundary of Mono County and the California state line at the point which is the center of Section 17, T10N, R22E, Mt. Diablo Meridian. Continue S then SE along the entire western boundary of Mono County, until it reaches Inyo County at the point which is the NE corner of the Western half of the NW quarter of Section 2, T8S, R29E, MDM. Continue SSE along the entire western boundary of Inyo County, until the intersection with Kern County at the point which is the SW corner of the SE 1/4 of Section 32, T24S, R37E, MDM. Continue E along the Inyo and Kern County boundary until the intersection with San Bernardino County at that point which is the SE corner of section 34, T24S, R40E, MDM. Continue E along the Inyo and San Bernardino County boundary until the point which is the NE corner of the Western half of the NW quarter of Section 6, T25S, R42E, MDM. Continue S to that point which is the SW corner of the NW quarter of Section 6, T27S, R42E, MDM. Continue E in a straight line to the California and Nevada state border at the point which is the NW corner of Section 1, T17N, R14E, San Bernardino Meridian. Then continue NW along the state line to the starting point, which is the center of Section 18, T10N, R22E, MDM.

REMAINING AREA NOT DEFINED ABOVE RECIEVES BASE RATE

 ENGI0012-004 08/01/2020

	Rates	Fringes
OPERATOR: Power Equipment		
(DREDGING)		
(1) Leverman.....	\$ 56.40	30.00
(2) Dredge dozer.....	\$ 50.43	30.00
(3) Deckmate.....	\$ 50.32	30.00
(4) Winch operator (stern winch on dredge).....	\$ 49.77	30.00
(5) Fireman-Oiler, Deckhand, Bargeman, Leveehand.....	\$ 49.23	30.00
(6) Barge Mate.....	\$ 49.84	30.00

 IRON0433-006 07/01/2020

	Rates	Fringes
IRONWORKER		

Fence Erector.....	\$ 34.58	24.81
Ornamental, Reinforcing		
and Structural.....	\$ 41.00	33.45

PREMIUM PAY:

\$6.00 additional per hour at the following locations:

China Lake Naval Test Station, Chocolate Mountains Naval Reserve-Niland, Edwards AFB, Fort Irwin Military Station, Fort Irwin Training Center-Goldstone, San Clemente Island, San Nicholas Island, Susanville Federal Prison, 29 Palms - Marine Corps, U.S. Marine Base - Barstow, U.S. Naval Air Facility - Sealey, Vandenberg AFB

\$4.00 additional per hour at the following locations:

Army Defense Language Institute - Monterey, Fallon Air Base, Naval Post Graduate School - Monterey, Yermo Marine Corps Logistics Center

\$2.00 additional per hour at the following locations:

Port Hueneme, Port Mugu, U.S. Coast Guard Station - Two Rock

LAB00300-005 01/01/2018

	Rates	Fringes
Asbestos Removal Laborer.....	\$ 33.19	17.78

SCOPE OF WORK: Includes site mobilization, initial site cleanup, site preparation, removal of asbestos-containing material and toxic waste, encapsulation, enclosure and disposal of asbestos- containing materials and toxic waste by hand or with equipment or machinery; scaffolding, fabrication of temporary wooden barriers and assembly of decontamination stations.

LAB00345-001 07/01/2020

	Rates	Fringes
LABORER (GUNITE)		
GROUP 1.....	\$ 45.05	19.62
GROUP 2.....	\$ 44.10	19.62
GROUP 3.....	\$ 40.56	19.62

FOOTNOTE: GUNITE PREMIUM PAY: Workers working from a Bos'n's Chair or suspended from a rope or cable shall receive 40 cents per hour above the foregoing applicable classification rates. Workers doing gunite and/or shotcrete work in a tunnel shall receive 35 cents per hour above the foregoing applicable classification rates, paid on a portal-to-portal basis. Any work performed on, in or above any smoke stack, silo, storage elevator or similar type of structure, when such structure is in excess of 75'-0"" above base level and which work must be performed in whole or in part more than 75'-0"" above base level, that work performed above the 75'-0"" level shall be compensated for at 35 cents per hour above the applicable classification wage rate.

GUNITE LABORER CLASSIFICATIONS

GROUP 1: Rodmen, Nozzlemen

GROUP 2: Gunmen

GROUP 3: Reboundmen

LAB00652-001 07/01/2019

	Rates	Fringes
LABORER (TUNNEL)		
GROUP 1.....	\$ 40.19	19.07
GROUP 2.....	\$ 40.51	19.07
GROUP 3.....	\$ 40.97	19.07
GROUP 4.....	\$ 41.66	19.07
LABORER		
GROUP 1.....	\$ 35.24	20.09
GROUP 2.....	\$ 35.79	20.09
GROUP 3.....	\$ 36.34	20.09
GROUP 4.....	\$ 37.89	20.09
GROUP 5.....	\$ 38.24	20.09

LABORER CLASSIFICATIONS

GROUP 1: Cleaning and handling of panel forms; Concrete screeding for rough strike-off; Concrete, water curing; Demolition laborer, the cleaning of brick if performed by a worker performing any other phase of demolition work, and the cleaning of lumber; Fire watcher, limber, brush loader, piler and debris handler; Flag person; Gas, oil and/or water pipeline laborer; Laborer, asphalt-rubber material loader; Laborer, general or construction; Laborer, general clean-up; Laborer, landscaping; Laborer, jetting; Laborer, temporary water and air lines; Material hose operator (walls, slabs, floors and decks); Plugging, filling of shee bolt holes; Dry packing of concrete; Railroad maintenance, repair track person and road beds; Streetcar and railroad construction track laborers; Rigging and signaling; Scaler; Slip form raiser; Tar and mortar; Tool crib or tool house laborer; Traffic control by any method; Window cleaner; Wire mesh pulling - all concrete pouring operations

GROUP 2: Asphalt shoveler; Cement dumper (on 1 yd. or larger mixer and handling bulk cement); Cesspool digger and installer; Chucktender; Chute handler, pouring concrete, the handling of the chute from readymix trucks, such as walls, slabs, decks, floors, foundation, footings, curbs, gutters and sidewalks; Concrete curer, impervious membrane and form oiler; Cutting torch operator (demolition); Fine grader, highways and street paving, airport, runways and similar type heavy construction; Gas, oil and/or water pipeline wrapper - pot tender and form person; Guinea chaser; Headerboard person - asphalt; Laborer, packing rod steel and pans; Membrane vapor barrier installer; Power broom sweeper (small); Riprap stonepaver, placing stone or wet sacked concrete; Roto scraper and tiller; Sandblaster (pot tender); Septic tank digger and installer(lead); Tank scaler and cleaner; Tree climber, faller, chain saw operator, Pittsburgh chipper and similar type brush shredder; Underground laborer, including caisson bellower

GROUP 3: Buggymobile person; Concrete cutting torch; Concrete pile cutter; Driller, jackhammer, 2-1/2 ft. drill steel or longer; Dri-pak-it machine; Gas, oil and/or water pipeline wrapper, 6-in. pipe and over, by any method, inside and out; High scaler (including drilling of same); Hydro seeder and similar type; Impact wrench multi-plate; Kettle person, pot person and workers applying asphalt, lay-kold, creosote, lime caustic and similar type materials ("applying" means applying, dipping, brushing or handling of such materials for pipe wrapping and waterproofing); Operator of pneumatic, gas, electric tools, vibrating machine, pavement breaker, air blasting, come-alongs, and similar mechanical tools not separately classified herein; Pipelayer's backup person, coating, grouting, making of joints, sealing, caulking, diapering and including rubber gasket joints, pointing and any and all other services; Rock slinger; Rotary scarifier or multiple head concrete chipping scarifier; Steel headerboard and guideline setter; Tamper, Barko, Wacker and similar type; Trenching machine, hand-propelled

GROUP 4: Asphalt raker, lute person, ironer, asphalt dump person, and asphalt spreader boxes (all types); Concrete core cutter (walls, floors or ceilings), grinder or sander; Concrete saw person, cutting walls or flat work, scoring old or new concrete; Cribber, shorer, lagging, sheeting and trench bracing, hand-guided lagging hammer; Head rock slinger; Laborer, asphalt- rubber distributor boot person; Laser beam in connection with laborers' work; Oversize concrete vibrator operator, 70 lbs. and over; Pipelayer performing all services in the laying and installation of pipe from the point of receiving pipe in the ditch until completion of operation, including any and all forms of tubular material, whether pipe, metallic or non-metallic, conduit and any other stationary type of tubular device used for the conveying of any substance or element, whether water, sewage, solid gas, air, or other product whatsoever and without regard to the nature of material from which the tubular material is fabricated; No-joint pipe and stripping of same; Prefabricated manhole installer; Sandblaster (nozzle person), water blasting, Porta Shot-Blast

GROUP 5: Blaster powder, all work of loading holes, placing and blasting of all powder and explosives of whatever type, regardless of method used for such loading and placing; Driller: All power drills, excluding jackhammer, whether core, diamond, wagon, track, multiple unit, and any and all other types of mechanical drills without regard to the form of motive power; Toxic waste removal

TUNNEL LABORER CLASSIFICATIONS

GROUP 1: Batch plant laborer; Changehouse person; Dump person; Dump person (outside); Swamper (brake person and switch person on tunnel work); Tunnel materials handling person; Nipper; Pot tender, using mastic or other materials (for example, but not by way of limitation, shotcrete, etc.)

GROUP 2: Chucktender, cabletender; Loading and unloading agitator cars; Vibrator person, jack hammer, pneumatic tools (except driller); Bull gang mucker, track person; Concrete crew, including rodder and spreader

GROUP 3: Blaster, driller, powder person; Chemical grout jet person; Cherry picker person; Grout gun person; Grout mixer

person; Grout pump person; Jackleg miner; Jumbo person; Kemper and other pneumatic concrete placer operator; Miner, tunnel (hand or machine); Nozzle person; Operating of troweling and/or grouting machines; Powder person (primer house); Primer person; Sandblaster; Shotcrete person; Steel form raiser and setter; Timber person, retimber person, wood or steel; Tunnel Concrete finisher

GROUP 4: Diamond driller; Sandblaster; Shaft and raise work

LAB00652-003 07/01/2018

	Rates	Fringes
Brick Tender.....	\$ 32.26	18.40

LAB01184-001 07/01/2020

	Rates	Fringes
Laborers: (HORIZONTAL DIRECTIONAL DRILLING)		
(1) Drilling Crew Laborer...	\$ 37.85	15.99
(2) Vehicle Operator/Hauler.	\$ 38.02	15.99
(3) Horizontal Directional Drill Operator.....	\$ 39.87	15.99
(4) Electronic Tracking Locator.....	\$ 41.87	15.99
Laborers: (STRIPING/SLURRY SEAL)		
GROUP 1.....	\$ 39.06	19.01
GROUP 2.....	\$ 40.36	19.01
GROUP 3.....	\$ 42.37	19.01
GROUP 4.....	\$ 44.11	19.01

LABORERS - STRIPING CLASSIFICATIONS

GROUP 1: Protective coating, pavement sealing, including repair and filling of cracks by any method on any surface in parking lots, game courts and playgrounds; carstops; operation of all related machinery and equipment; equipment repair technician

GROUP 2: Traffic surface abrasive blaster; pot tender - removal of all traffic lines and markings by any method (sandblasting, waterblasting, grinding, etc.) and preparation of surface for coatings. Traffic control person: controlling and directing traffic through both conventional and moving lane closures; operation of all related machinery and equipment

GROUP 3: Traffic delineating device applicator: Layout and application of pavement markers, delineating signs, rumble and traffic bars, adhesives, guide markers, other traffic delineating devices including traffic control. This category includes all traffic related surface preparation (sandblasting, waterblasting, grinding) as part of the application process. Traffic protective delineating system installer: removes, relocates, installs, permanently affixed roadside and parking delineation barricades, fencing, cable anchor, guard rail, reference signs, monument markers; operation of all related machinery and equipment; power broom sweeper

GROUP 4: Striper: layout and application of traffic stripes and markings; hot thermo plastic; tape traffic stripes and markings, including traffic control; operation of all related machinery and equipment

LAB01414-001 08/05/2020

	Rates	Fringes
LABORER		
PLASTER CLEAN-UP LABORER....	\$ 36.03	21.01
PLASTER TENDER.....	\$ 38.58	21.01

Work on a swing stage scaffold: \$1.00 per hour additional.

PAIN0036-001 07/01/2020

	Rates	Fringes
Painters: (Including Lead Abatement)		
(1) Repaint (excludes San Diego County).....	\$ 29.59	17.12
(2) All Other Work.....	\$ 33.12	17.24

REPAINT of any previously painted structure. Exceptions: work involving the aerospace industry, breweries, commercial recreational facilities, hotels which operate commercial establishments as part of hotel service, and sports facilities.

PAIN0036-008 10/01/2020

	Rates	Fringes
DRYWALL FINISHER/TAPER.....	\$ 43.18	20.92

PAIN0036-015 01/01/2020

	Rates	Fringes
GLAZIER.....	\$ 43.45	23.39

FOOTNOTE: Additional \$1.25 per hour for work in a condor, from the third (3rd) floor and up Additional \$1.25 per hour for work on the outside of the building from a swing stage or any suspended contrivance, from the ground up

PAIN1247-002 01/01/2020

	Rates	Fringes
SOFT FLOOR LAYER.....	\$ 37.55	13.78

PLAS0200-009 08/07/2019

	Rates	Fringes
PLASTERER.....	\$ 43.73	16.03

PLAS0500-002 07/01/2020

	Rates	Fringes
CEMENT MASON/CONCRETE FINISHER...	\$ 38.50	25.91

 PLUM0016-001 09/01/2020

	Rates	Fringes
PLUMBER/PIPEFITTER		
Work ONLY on new additions and remodeling of bars, restaurant, stores and commercial buildings not to exceed 5,000 sq. ft. of floor space.....	\$ 50.70	23.73
Work ONLY on strip malls, light commercial, tenant improvement and remodel work.....	\$ 38.73	22.06
All other work except work on new additions and remodeling of bars, restaurant, stores and commercial buildings not to exceed 5,000 sq. ft. of floor space and work on strip malls, light commercial, tenant improvement and remodel work.....	\$ 52.28	24.71

 PLUM0345-001 09/01/2020

	Rates	Fringes
PLUMBER		
Landscape/Irrigation Fitter..	\$ 35.30	24.10
Sewer & Storm Drain Work....	\$ 39.39	21.48

 * ROOF0036-002 09/15/2020

	Rates	Fringes
ROOFER.....	\$ 40.77	18.22

FOOTNOTE: Pitch premium: Work on which employees are exposed to pitch fumes or required to handle pitch, pitch base or pitch impregnated products, or any material containing coal tar pitch, the entire roofing crew shall receive \$1.75 per hour ""pitch premium"" pay.

 SFCA0669-008 04/01/2019

DOES NOT INCLUDE SAN CLEMENTE ISLAND, THE CITY OF SANTA ANA, AND THAT PART OF ORANGE COUNTY WITHIN 25 MILES OF THE CITY LIMITS OF LOS ANGELES:

	Rates	Fringes
SPRINKLER FITTER.....	\$ 38.85	23.85

 SFCA0709-003 09/01/2020

SAN CLEMENTE ISLAND, THE CITY OF SANTA ANA, AND THAT PART OF ORANGE COUNTY WITHIN 25 MILES BEYOND THE CITY LIMITS OF LOS ANGELES:

	Rates	Fringes
SPRINKLER FITTER (Fire).....	\$ 48.71	28.63

SHEE0105-003 01/01/2020		

LOS ANGELES (South of a straight line drawn between Gorman and Big Pines)and Catalina Island, INYO, KERN (Northeast part, East of Hwy 395), MONO ORANGE, RIVERSIDE, AND SAN BERNARDINO COUNTIES

	Rates	Fringes
SHEET METAL WORKER		
(1) Commercial - New Construction and Remodel work.....	\$ 45.78	28.96
(2) Industrial work including air pollution control systems, noise abatement, hand rails, guard rails, excluding aritechtrual sheet metal work, excluding A-C, heating, ventilating systems for human comfort....	\$ 45.78	28.96

TEAM0011-002 07/01/2020		

	Rates	Fringes
TRUCK DRIVER		
GROUP 1.....	\$ 32.59	30.59
GROUP 2.....	\$ 32.74	30.59
GROUP 3.....	\$ 32.87	30.59
GROUP 4.....	\$ 33.06	30.59
GROUP 5.....	\$ 33.09	30.59
GROUP 6.....	\$ 33.12	30.59
GROUP 7.....	\$ 33.37	30.59
GROUP 8.....	\$ 33.62	30.59
GROUP 9.....	\$ 33.82	30.59
GROUP 10.....	\$ 34.12	30.59
GROUP 11.....	\$ 34.62	30.59
GROUP 12.....	\$ 35.05	30.59

WORK ON ALL MILITARY BASES:

PREMIUM PAY: \$3.00 per hour additional.

[29 palms Marine Base, Camp Roberts, China Lake, Edwards AFB, El Centro Naval Facility, Fort Irwin, Marine Corps Logistics Base at Nebo & Yermo, Mountain Warfare Training Center, Bridgeport, Point Arguello, Point Conception, Vandenberg AFB]

TRUCK DRIVERS CLASSIFICATIONS

GROUP 1: Truck driver

GROUP 2: Driver of vehicle or combination of vehicles - 2

axles; Traffic control pilot car excluding moving heavy equipment permit load; Truck mounted broom

GROUP 3: Driver of vehicle or combination of vehicles - 3 axles; Boot person; Cement mason distribution truck; Fuel truck driver; Water truck - 2 axle; Dump truck, less than 16 yds. water level; Erosion control driver

GROUP 4: Driver of transit mix truck, under 3 yds.; Dumpcrete truck, less than 6-1/2 yds. water level

GROUP 5: Water truck, 3 or more axles; Truck greaser and tire person (\$0.50 additional for tire person); Pipeline and utility working truck driver, including winch truck and plastic fusion, limited to pipeline and utility work; Slurry truck driver

GROUP 6: Transit mix truck, 3 yds. or more; Dumpcrete truck, 6-1/2 yds. water level and over; Vehicle or combination of vehicles - 4 or more axles; Oil spreader truck; Dump truck, 16 yds. to 25 yds. water level

GROUP 7: A Frame, Swedish crane or similar; Forklift driver; Ross carrier driver

GROUP 8: Dump truck, 25 yds. to 49 yds. water level; Truck repair person; Water pull - single engine; Welder

GROUP 9: Truck repair person/welder; Low bed driver, 9 axles or over

GROUP 10: Dump truck - 50 yds. or more water level; Water pull - single engine with attachment

GROUP 11: Water pull - twin engine; Water pull - twin engine with attachments; Winch truck driver - \$1.25 additional when operating winch or similar special attachments

GROUP 12: Boom Truck 17K and above

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of ""identifiers"" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than ""SU"" or ""UAVG"" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

Survey Rate Identifiers

Classifications listed under the ""SU"" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union

average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- * an existing published wage determination
- * a survey underlying a wage determination
- * a Wage and Hour Division letter setting forth a position on a wage determination matter
- * a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.

Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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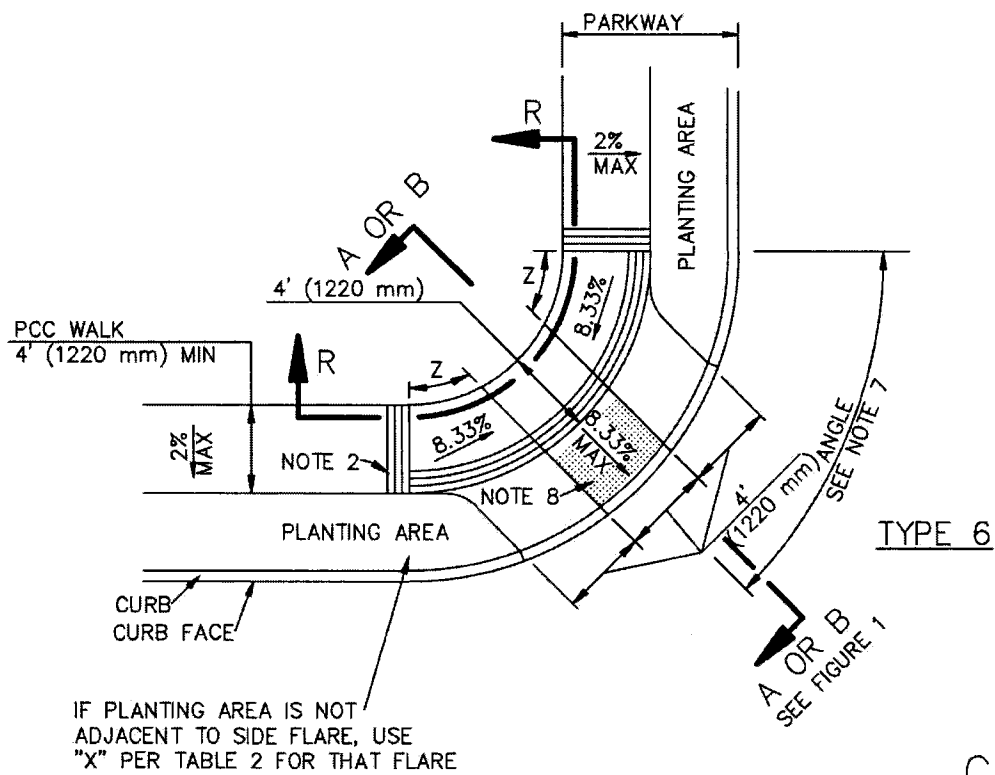
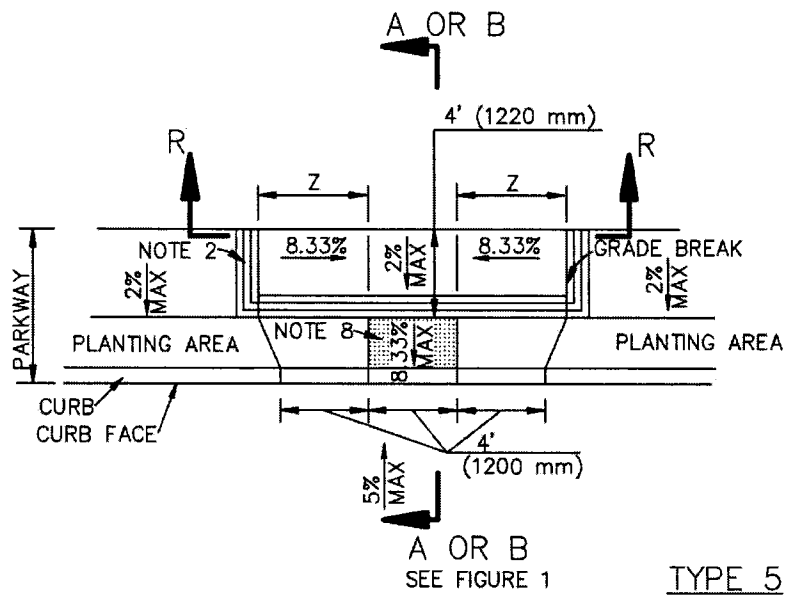
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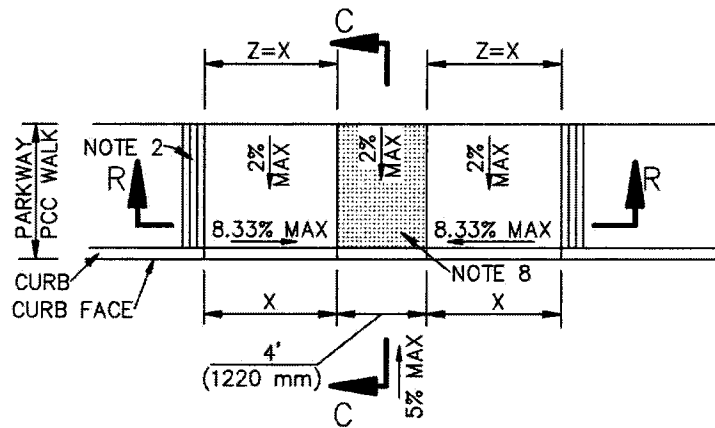
APPENDIX

Standard Plans

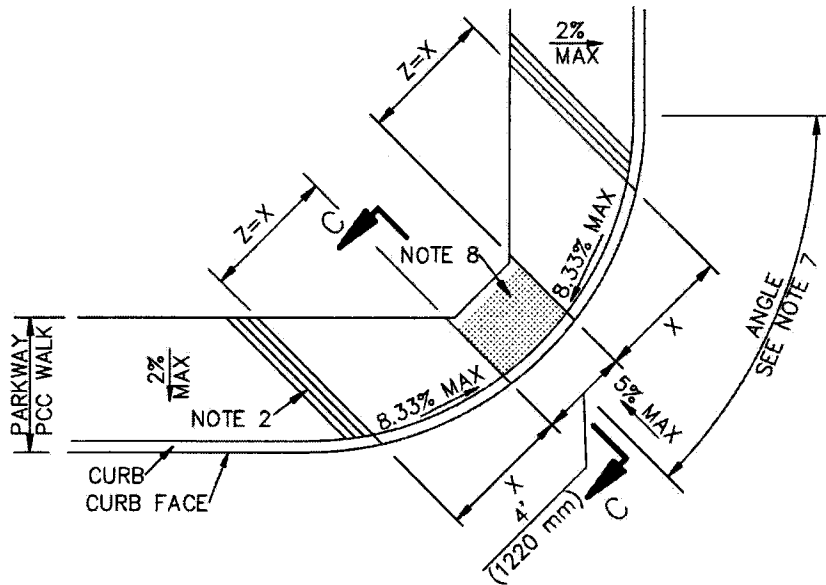


SHEET 1 OF 10





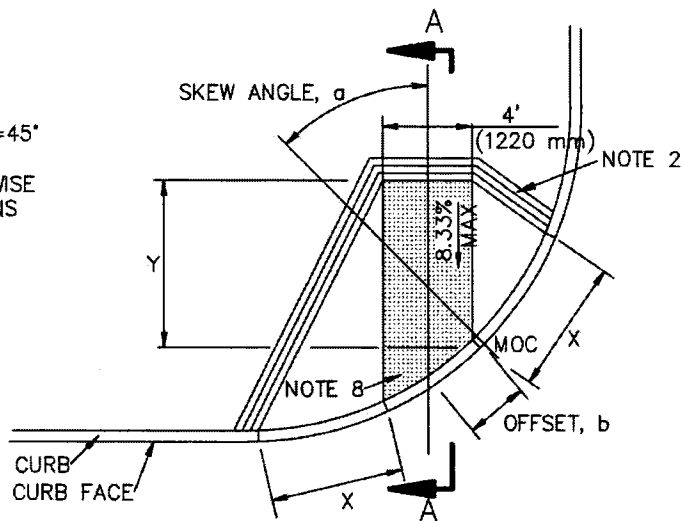
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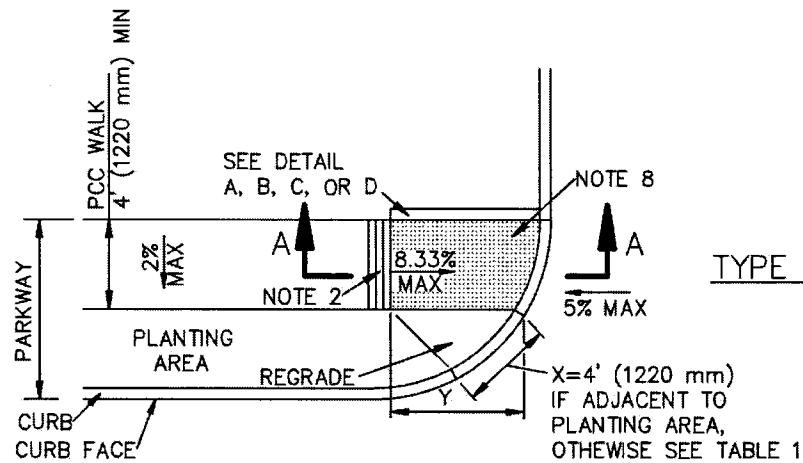
TYPE 2

CASE B

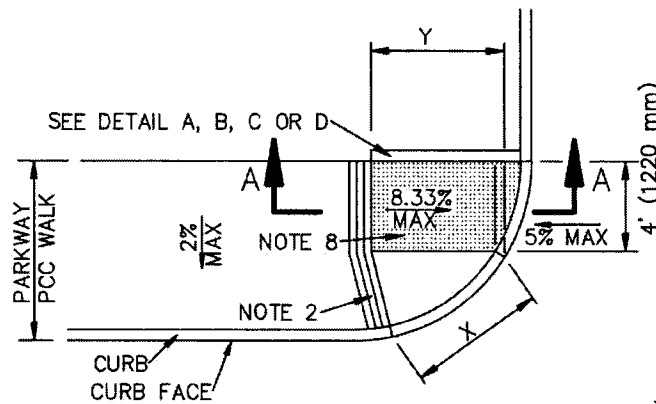
SKEW ANGLE $\alpha=45^\circ$
 OFFSET $b=0$
 UNLESS OTHERWISE
 NOTED ON PLANS



CASE C



TYPE 1



TYPE 2

CASE D

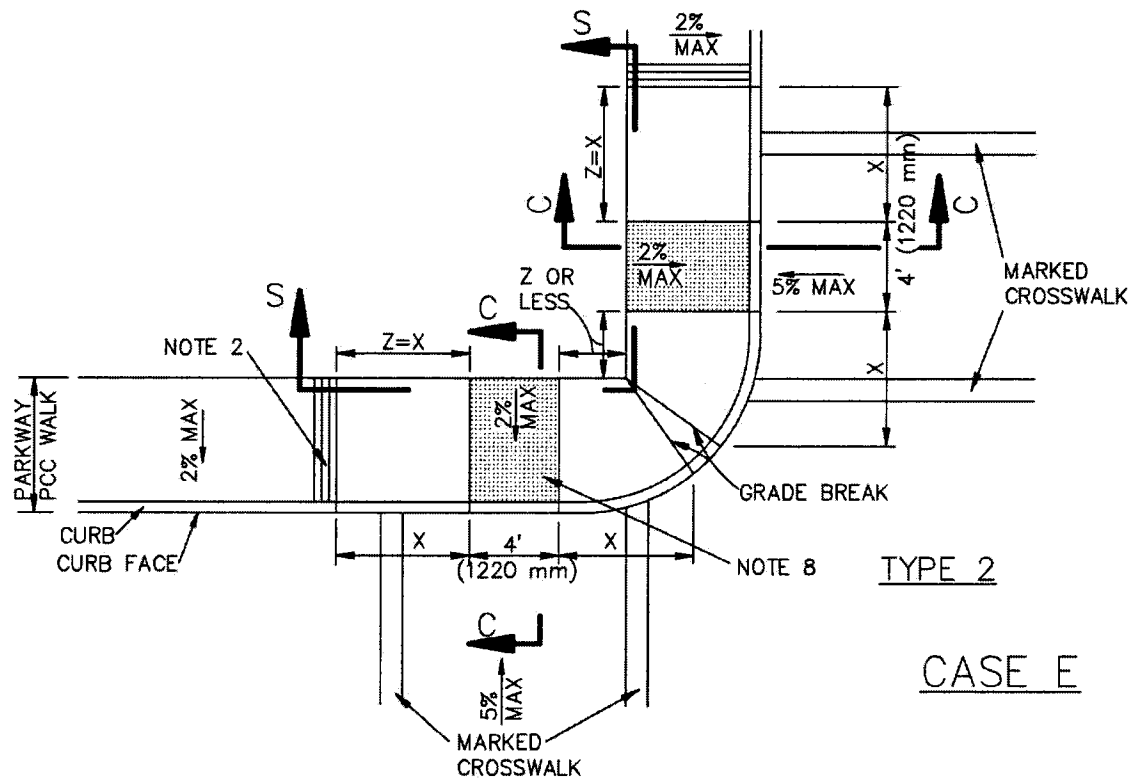
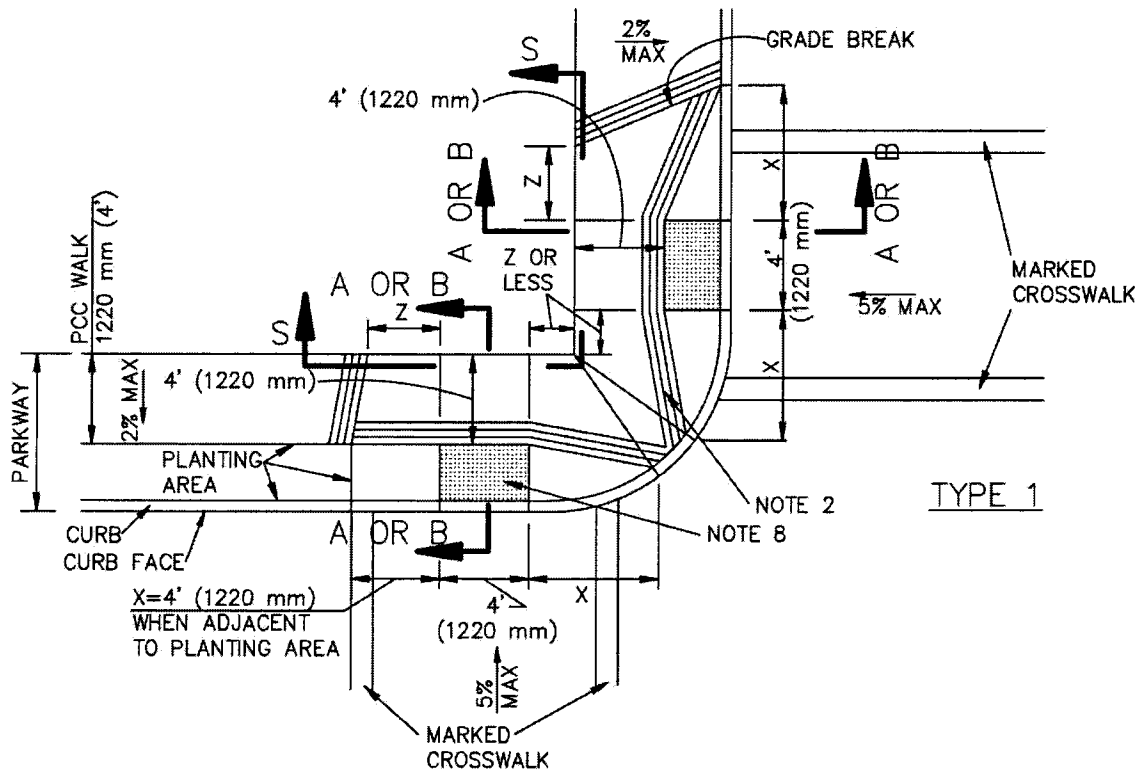
STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

CURB RAMP

STANDARD PLAN

111-5

SHEET 5 OF 10



CASE E

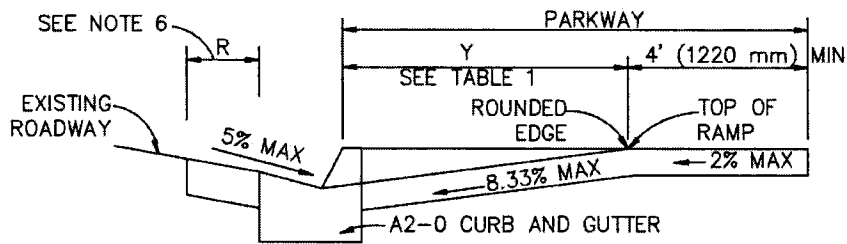
STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

CURB RAMP

STANDARD PLAN

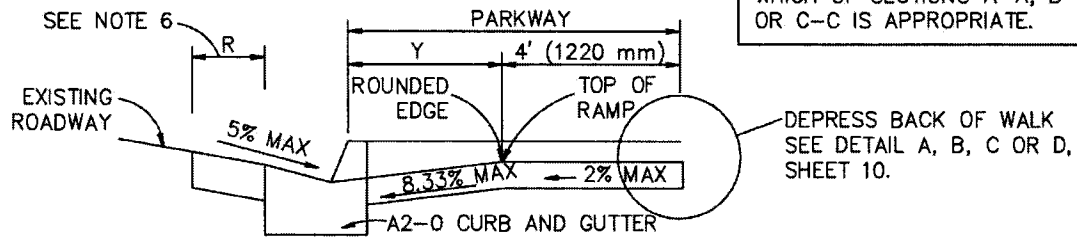
111-5

SHEET 6 OF 10

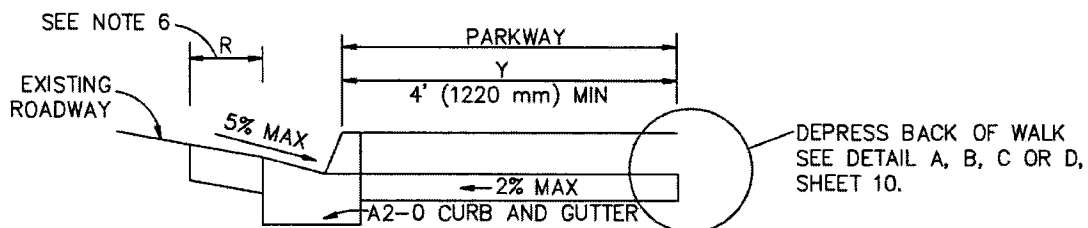


SECTION A-A

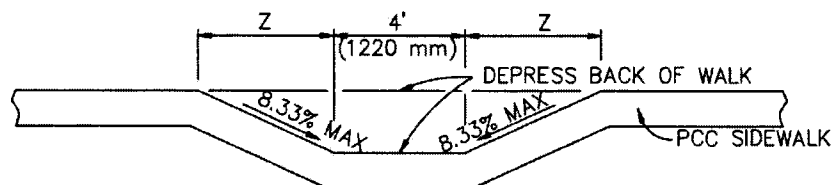
USE FIGURE 1 TO DETERMINE WHICH OF SECTIONS A-A, B-B OR C-C IS APPROPRIATE.



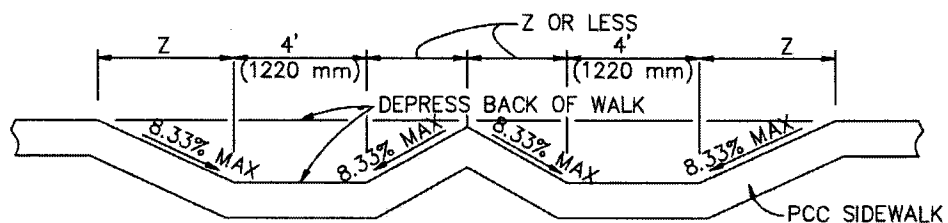
SECTION B-B



SECTION C-C



SECTION R-R



SECTION S-S

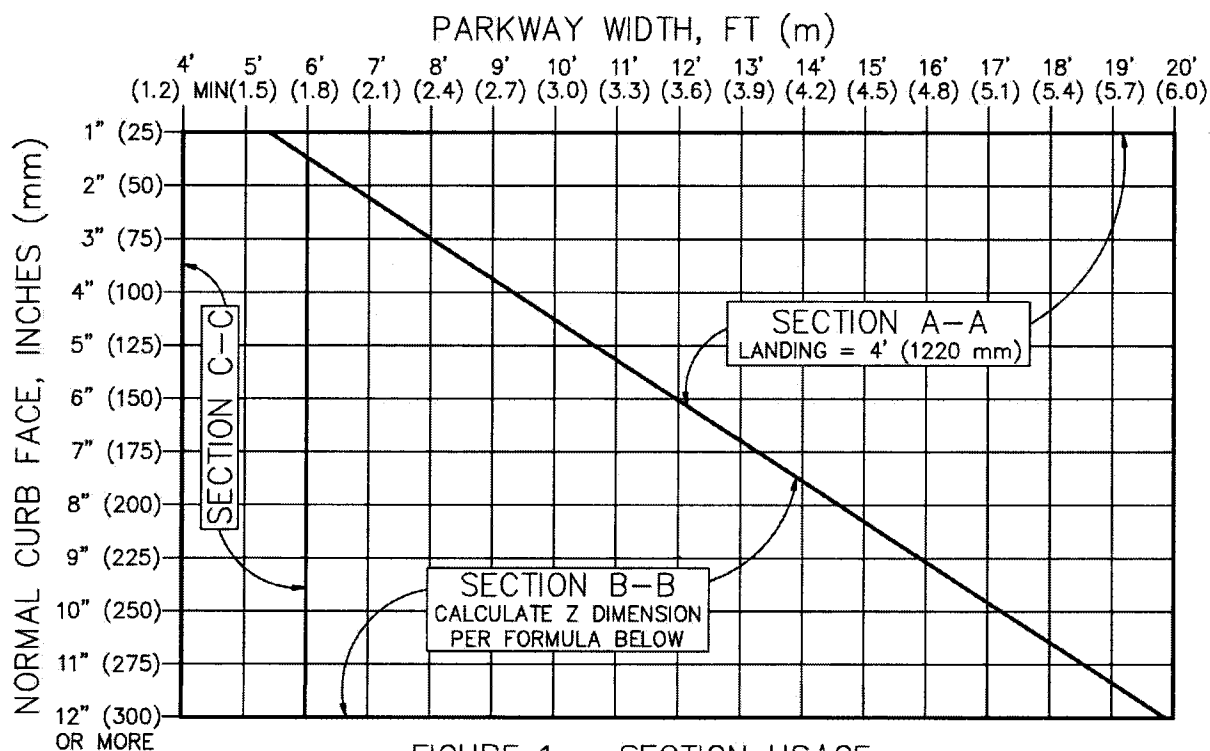


FIGURE 1 - SECTION USAGE

NORMAL CURB FACE, INCHES (mm)	X, FT (mm)	SECTION Y-Y Y, FT (mm)
2" (50)	4.00' (1220) MIN	2.63' (790)
3" (75)	4.00' (1220) MIN	3.95' (1185)
4" (100)	4.00' (1220) MIN	5.26' (1580)
5" (125)	4.17' (1275)	6.58' (1975)
6" (150)	5.00' (1525)	7.90' (2370)
7" (175)	5.83' (1775)	9.21' (2765)
8" (200)	6.67' (2035)	10.53' (3160)
9" (225)	7.50' (2285)	11.84' (3555)
10" (250)	8.33' (2540)	13.16' (3950)
11" (275)	9.17' (2795)	14.47' (4340)
12" (300)	10.00' (3050)	15.79' (4735)

WHERE FIGURE 1 SHOWS USE OF SECTION B-B, FIGURE Z DIMENSION AS FOLLOWS:

W = PARKWAY WIDTH

L = LANDING WIDTH, 4' (1220 mm) TYP

Z = [(Y+L)-W] x 0.760

IF (Y+L) < W, THEN Z = 0

SEE SHEET 9 FOR STREET SLOPE
ADJUSTMENT FACTORS, ALL STREETS

TABLE 1 - X AND Y VALUES

TABLE 1 REFERENCE FORMULAS:

X = CF / 8.333%

Y = CF / (8.333% - 2% WALK CROSS SLOPE)

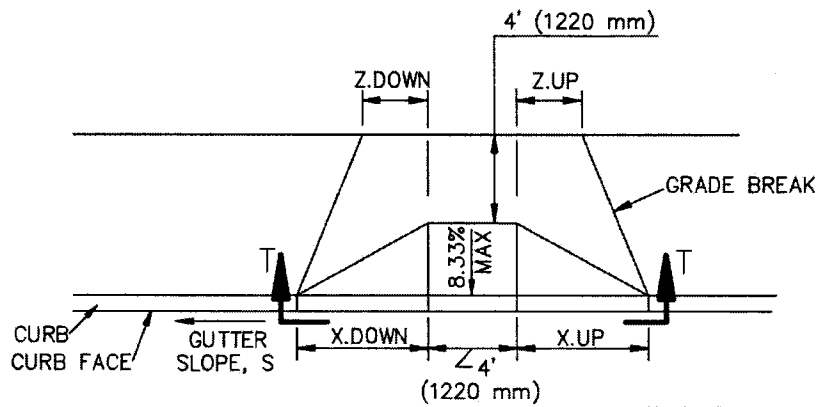
STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

CURB RAMP

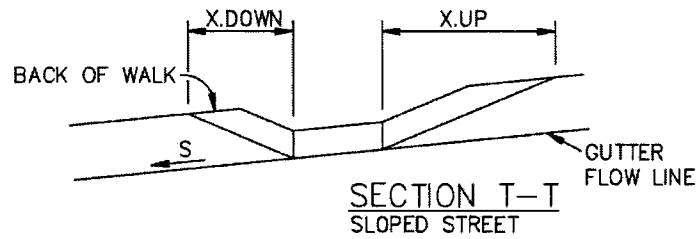
STANDARD PLAN

111-5

SHEET 8 OF 10



TYPICAL CURB RAMP



SECTION T-T
SLOPED STREET

FOR SLOPED STREETS, MULTIPLY THE DIMENSIONS PARALLEL TO THE STREET, X AND Z, UPSTREAM AND DOWNSTREAM OF THE RAMP, BY THE FACTORS IN THE FOLLOWING TABLE.

FOR EXAMPLE, $X.DOWN = X \times K.DOWN$

S	K.DOWN	K.UP
0%	1.000	1.000
0.2%	0.977	1.025
0.5%	0.943	1.064
1%	0.893	1.136
2%	0.806	1.316
3%	0.735	1.563
4%	0.676	1.923
5%	0.625	2.500

TABLE 2 - SLOPE ADJUSTMENTS

TABLE 2 REFERENCE FORMULAS:

$$K.DOWN = 8.333\% / (8.333\% + S)$$

$$K.UP = 8.333\% / (8.333\% - S)$$

STREET SLOPE ADJUSTMENTS

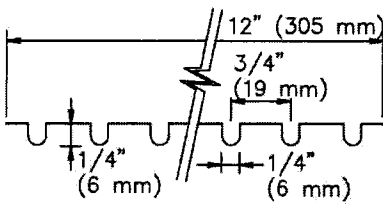
STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

CURB RAMP

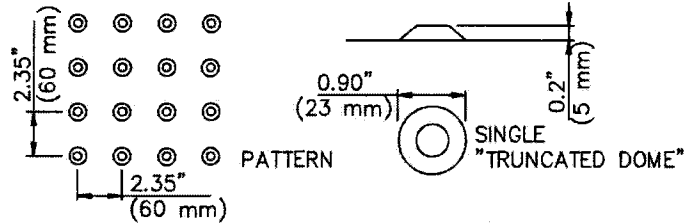
STANDARD PLAN

111-5

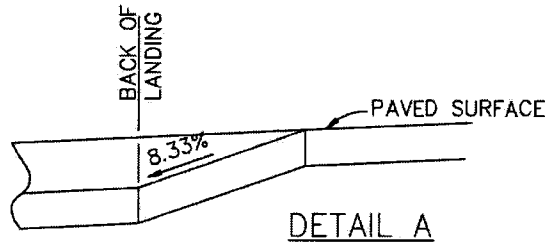
SHEET 9 OF 10



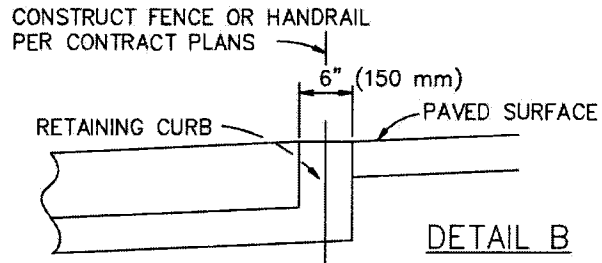
GROOVING DETAIL



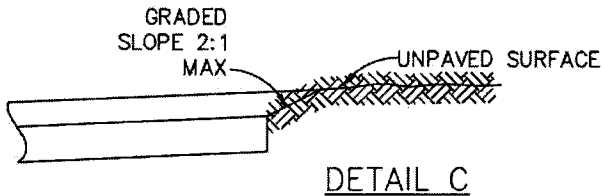
DETECTABLE WARNING DETAIL



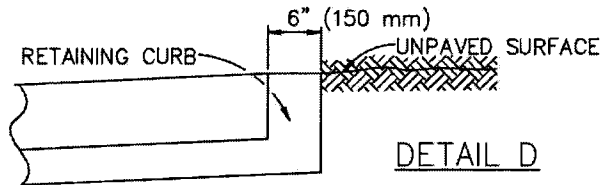
DETAIL A



DETAIL B



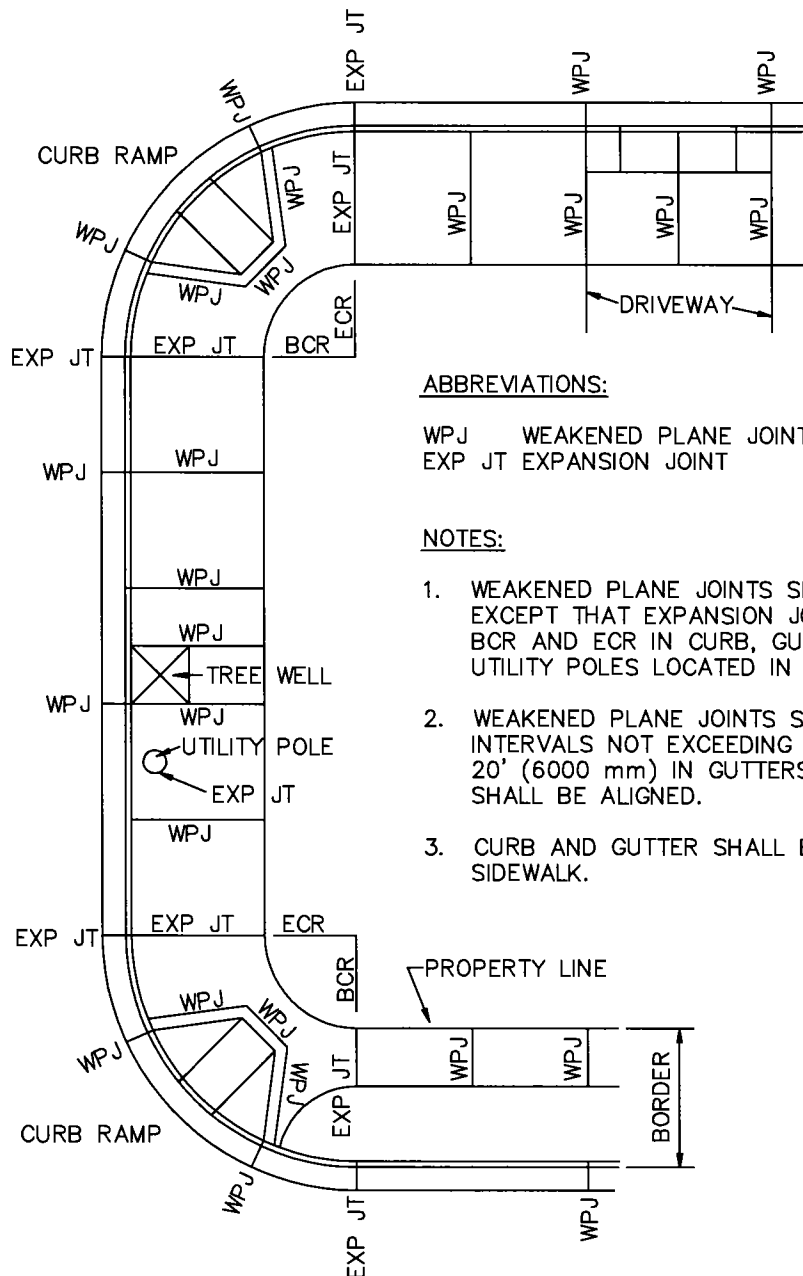
DETAIL C



DETAIL D

GENERAL NOTES:

1. CONCRETE SHALL BE CLASS 520-C-2500 (310-C-17) CONFORMING TO SSPWC 201-1.1.2 AND SHALL BE 4" (100 mm) THICK.
2. THE RAMP SHALL HAVE A 12" (305 mm) WIDE BORDER WITH 1/4" (6 mm) GROOVES APPROXIMATELY 3/4" (19 mm) OC. SEE GROOVING DETAIL.
3. THE RAMP SURFACE SHALL HAVE A TRANSVERSE BROOMED SURFACE TEXTURE CONFORMING TO SSPWC 303-1.9.
4. USE DETAIL "A" OR "B" IF EXISTING SURFACE BEHIND LANDING IS PAVED.
5. USE DETAIL "C" OR "D" IF EXISTING SURFACE BEHIND LANDING IS UNPAVED.
6. $R = 3'$ (900 mm) UNLESS OTHERWISE SHOWN ON PLAN. SEE SHEET 7.
7. $ANGLE = \Delta/2$ UNLESS OTHERWISE SHOWN ON PLAN.
8. CONSTRUCT DETECTABLE WARNING SURFACE PER DETAIL THIS SHEET. MATERIALS SHALL BE PER CONTRACT DOCUMENTS.



ABBREVIATIONS:

WPJ WEAKENED PLANE JOINT BCR BEGINNING OF CURB RETURN
EXP JT EXPANSION JOINT ECR END OF CURB RETURN

NOTES:

1. WEAKENED PLANE JOINTS SHALL BE USED FOR ALL JOINTS, EXCEPT THAT EXPANSION JOINTS SHALL BE PLACED AT THE BCR AND ECR IN CURB, GUTTER AND SIDEWALK, AND AROUND UTILITY POLES LOCATED IN SIDEWALK AREAS.
2. WEAKENED PLANE JOINTS SHALL BE CONSTRUCTED AT REGULAR INTERVALS NOT EXCEEDING 10' (3000 mm) IN WALKS AND 20' (6000 mm) IN GUTTERS. JOINTS IN CURB AND WALK SHALL BE ALIGNED.
3. CURB AND GUTTER SHALL BE CONSTRUCTED SEPARATELY FROM SIDEWALK.

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

PROMULGATED BY THE
PUBLIC WORKS STANDARDS INC.
GREENBOOK COMMITTEE
1984
REV. 1996, 2009

CURB AND SIDEWALK JOINTS

USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

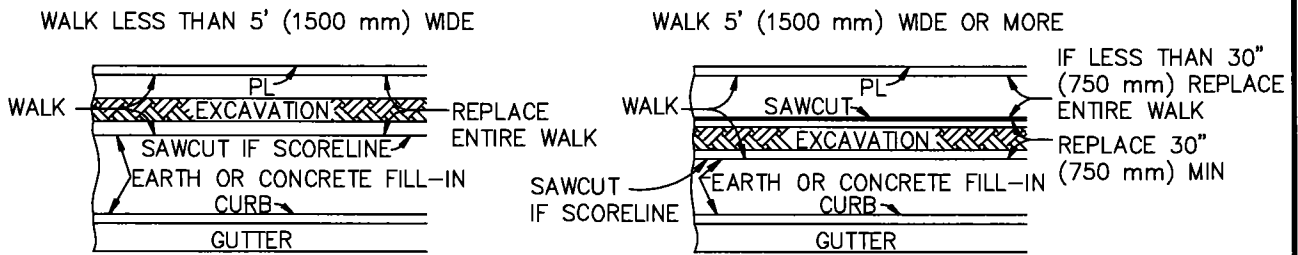
STANDARD PLAN

112-2

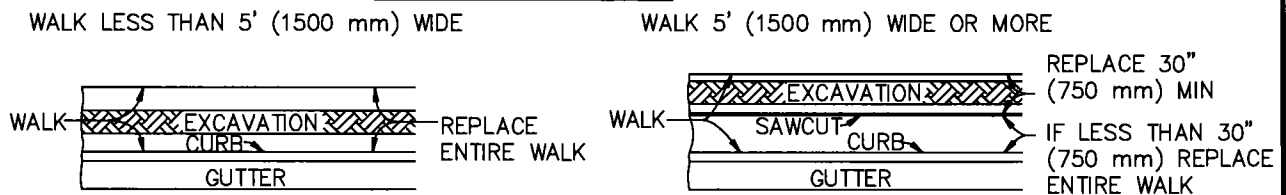
SHEET 1 OF 1

WALK OR FILL-IN REPLACEMENT FOR EXCAVATIONS MADE PARALLEL TO CURB OR PROPERTY LINE

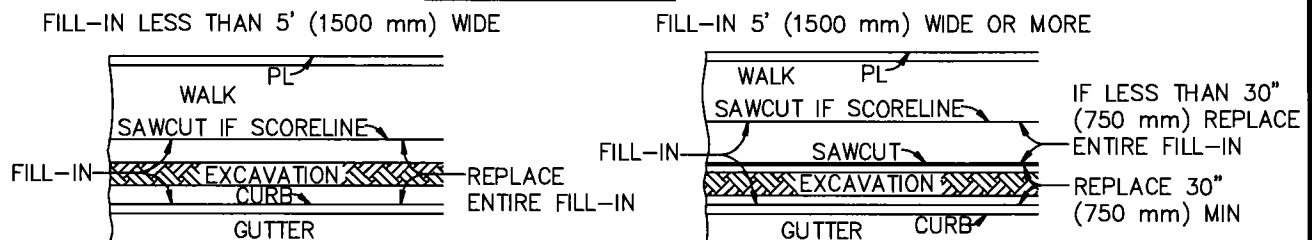
WALK ADJACENT TO PROPERTY LINE



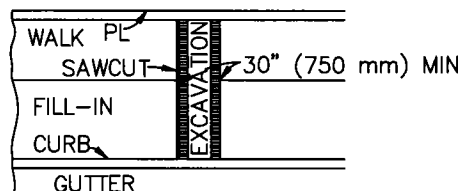
WALK ADJACENT TO CURB



FILL-IN REPLACEMENT



WALK OR FILL-IN REPLACEMENT FOR EXCAVATIONS MADE NORMAL TO CURB OR PROPERTY LINE



THESE REQUIREMENTS ALSO APPLY TO ENDS OF PARALLEL EXCAVATIONS.

IF AN EXCAVATION FALLS WITHIN 30" (750 mm) OF AN EXPANSION JOINT, CONSTRUCTION JOINT, WEAKENED PLANE JOINT, OR EDGE, THE CONCRETE SHALL BE REMOVED AND REPLACED TO THE JOINT OR EDGE.

IF AN EXCAVATION FALLS WITHIN 12" (300 mm) OF A SCORELINE, THE CONCRETE SHALL BE REMOVED AND REPLACED TO THE SCORELINE. THE SCORELINE SHALL BE SAWCUT BEFORE CONCRETE REMOVAL.

THE MINIMUM LENGTH OF REPLACEMENT IN BOTH CASES SHALL BE 30" (750 mm).

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

PROMULGATED BY THE
PUBLIC WORKS STANDARDS INC.
GREENBOOK COMMITTEE
1993
REV. 1996, 2009

SIDEWALK & DRIVEWAY REPLACEMENT

USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

STANDARD PLAN

113-2

SHEET 1 OF 2

NOTES

1. CONCRETE WALK, FILL-IN AND DRIVEWAYS REMOVED IN CONNECTION WITH CONSTRUCTION SHALL BE REPLACED TO NEATLY SAWED EDGES. ALL CUTS SHALL BE PARALLEL TO OR PERPENDICULAR TO THE CURB; ON CURVES, THE CUT SHALL BE RADIAL TO THE CURB.
2. DRIVEWAY APRONS IN WHICH THE "W" DISTANCE IS LESS THAN 11' (3300 mm) SHALL BE REPLACED IN THEIR ENTIRETY IF CUT IN ANY AREA.
3. DRIVEWAY APRONS IN WHICH THE "W" DISTANCE IS 11' (3300 mm) OR MORE MAY BE CUT WITHIN THE "W" SECTION. THE MINIMUM REPLACEMENT SHALL BE 30" (750 mm) IN LENGTH. THE MINIMUM DISTANCE ALLOWED BETWEEN SUCH CUTS SHALL BE 14' (4200 mm).
4. DRIVEWAY APRONS IN WHICH THE "W" DISTANCE IS 11' (3300 mm) OR MORE MAY BE CUT IN THE "X" OR "R" SECTION. REPLACEMENT SHALL BE THE ENTIRE "X" OR "R" SECTION.
5. DRIVEWAY APRONS SHALL BE REPLACED FROM THE BACK OF THE CURB TO THE FRONT EDGE OF THE WALK, EXCEPT, WHERE WALK IS ADJACENT TO CURB, REPLACEMENT SHALL BE FROM BACK OF CURB TO BACK OF WALK.
6. WALK PORTIONS OF DRIVEWAYS SHALL BE REPLACED AS SHOWN ABOVE FOR EXCAVATIONS MADE PARALLEL OR NORMAL TO CURB.
7. REPLACEMENT OF THE "X" OR "R" SECTION SHALL MATCH EXISTING CONSTRUCTION.

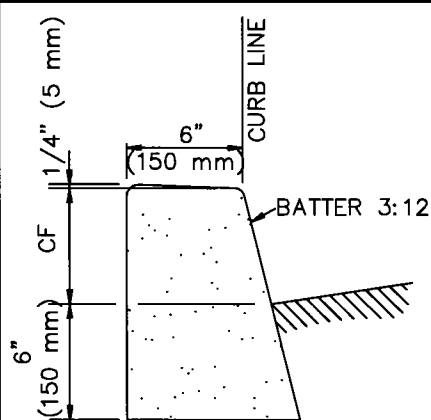
STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

SIDEWALK & DRIVEWAY REPLACEMENT

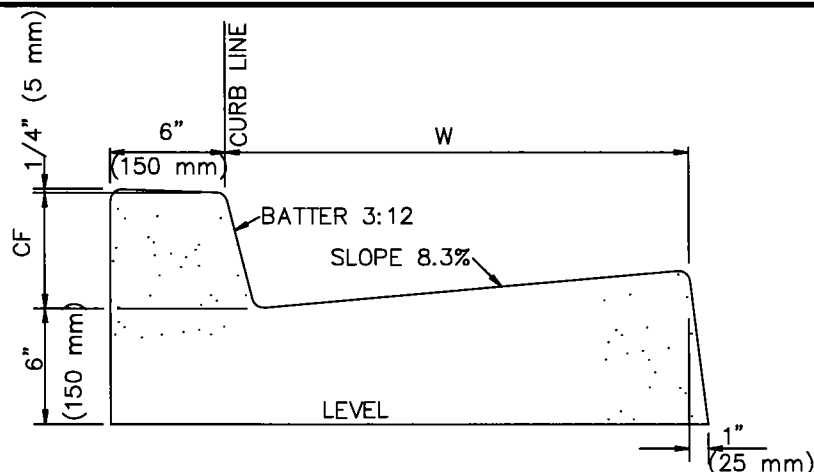
STANDARD PLAN

113-2

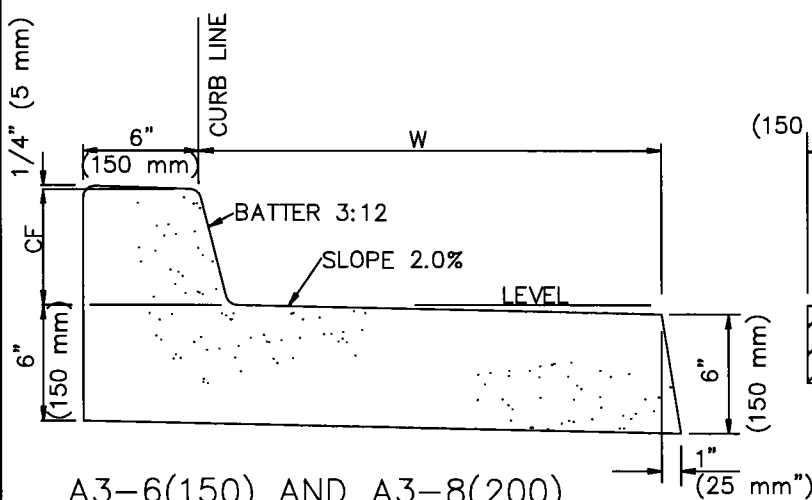
SHEET 2 OF 2



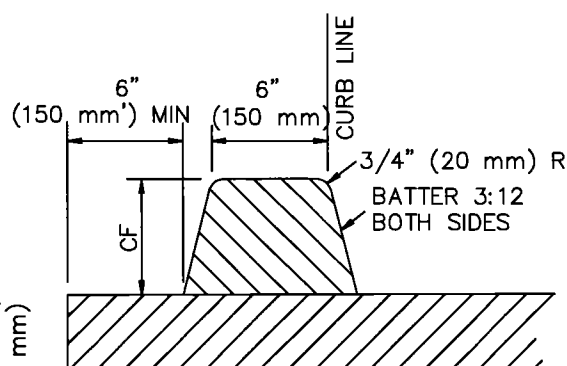
A1-6(150) AND
A1-8(200)



A2-6(150) AND A2-8(200)



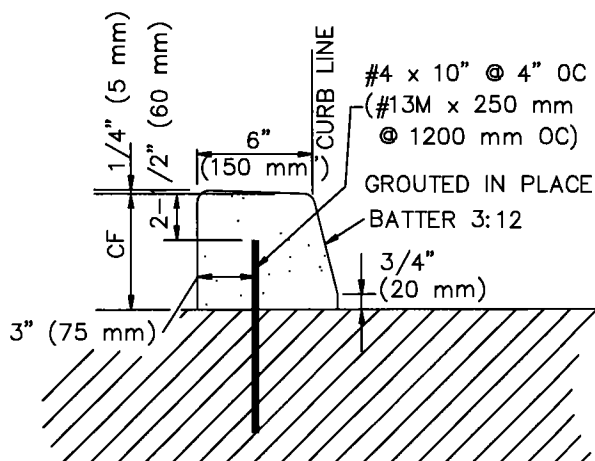
A3-6(150) AND A3-8(200)



D1-6(150) AND
D1-8(200)

NOTES:

1. THE LAST NUMBER IN THE DESIGNATION IS THE CURB FACE (CF) HEIGHT, INCHES (mm).
2. GUTTER WIDTH, W, IS 24" (600 mm) UNLESS OTHERWISE SPECIFIED.
3. TYPES A1, A2, A3 AND C1 SHALL BE CONSTRUCTED FROM PCC.
4. TYPE D1 CURB SHALL BE CONSTRUCTED FROM ASPHALT CONCRETE.
5. TYPE C1 CURB SHALL BE ANCHORED WITH STEEL DOWELS AS SHOWN OR WITH AN EPOXY APPROVED BY THE ENGINEER.
6. ALL EXPOSED CORNERS ON PCC CURBS AND GUTTERS SHALL BE ROUNDED WITH A 1/2" (15 mm) RADIUS.



C1-6(150) AND C1-8(200)

STANDARD PLAN FOR PUBLIC WORKS CONSTRUCTION

PROMULGATED BY THE
PUBLIC WORKS STANDARDS INC.
GREENBOOK COMMITTEE
1984
REV. 1996, 2009

CURB AND GUTTER — BARRIER

USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

STANDARD PLAN

120-2

SHEET 1 OF 1

UTILITY CONTACTS:

CENCO REFINING CO.	(562) 944-6111
ORANGE COUNTY SANITATION DIST.	(714) 962-2411
PACIFIC BELL	(714) 666-5716
ROOSMOOR/LOS ALAMITOS SEWER DIST.	(562) 431-2223
SOUTHERN CALIFORNIA EDISON CO.	(562) 981-8205
SOUTHERN CALIFORNIA GAS CO.	(714) 634-3133
GOLDEN STATE WATER COMPANY	(562) 907-9200
TIME-WARNER COMMUNICATION	(714) 895-6886
UNDERGROUND SERVICE ALERT	(800) 422-4133
VERIZON	(704) 375-6719

ABBREVIATIONS

AB	AGGREGATE BASE	MSE	MECHANICALLY STABILIZED EARTH
AC	ASPHALT CONCRETE	NIC	NOT IN CONTRACT
ANG	ANGLE	NTS	NOT TO SCALE
AP	ANGLE POINT	NW	NORTHWEST
ASPH	ASPHALT	O.C.	ON CENTER, OWNERS CONDUIT
BEG	BEGIN	OG	ORIGINAL GROUND
BW	BACK OF WALK	PCC	PORTLAND CEMENT CONCRETE/
CAB	CRUSHED AGGREGATE BASE		POINT OF COMPOUND CURVATURE
C/L	CENTER LINE	P/L	PROPERTY LINE
C&G	CURB & GUTTER	PROP	PROPOSED
CLR	CLEAR	PVI	POINT OF VERTICAL INFLECTION
CONST	CONSTRUCT	RW	RECLAIMED WATER
D/W	DRIVEWAY	S	SANITARY SEWER
ESMT	EASEMENT	SCE	SOUTHERN CALIFORNIA EDISON
EP	EDGE OF PAVEMENT	SE	SOUTHEAST
EL	ELEVATION	SF	SQUARE FOOT
EX\EXIST	EXISTING	SD	STORM DRAIN
FF	FINISHED FLOOR	SMH	SEWER MANHOLE
FO	FIBER OPTIC CABLE	STA	STATION
FS	FINISHED SURFACE	STD	STANDARD
FL	FLOW LINE	SPPWC	STANDARD PLANS FOR
H	HEIGHT		PUBLIC WORKS CONSTRUCTION
HMA	HOT MIX ASPHALT	TBD	TO BE DETERMINED
HP	HINGE POINT	TC	TOP OF CURB
INV	INVERT	TD	TOP OF DITCH
JPCP	JOINTED PLAIN	TF	TOP OF FOOTING
	CONCRETE PAVEMENT	TLP	TOP OF LEVELING PAD
L	LENGTH	TRANS	TRANSITION
LF	LINEAR FOOT	TW	TOP OF WALL
LOL	LAYOUT LINE	TYP	TYPICAL
MAX	MAXIMUM	UGU	UNDERGROUND UTILITIES
MBGR	METAL BEAM GUARD RAILING	VAR	VARIES
MIN	MINIMUM	W	WIDTH, WATER
		WV	WATER VALVE

AGENCIES TO BE NOTIFIED:

- CITY ENGINEER
3191 KATELLA AVENUE
LOS ALAMITOS, CA 90720-5600
(562) 431-3538 EXT. 100
- LOS ALAMITOS POLICE
DEPARTMENT
3201 KATELLA AVENUE
LOS ALAMITOS, CA 90720
(562) 431-2255
- ORANGE COUNTY FIRE
DEPARTMENT
3642 GREEN STREET
LOS ALAMITOS, CA 90720
(562) 431-6026
- LOS ALAMITOS POST OFFICE
10650 REAGAN STREET
LOS ALAMITOS, CA 90720
(562) 431-6547
- ROSSMOOR/LOS ALAMITOS
AREA SEWER DISTRICT
3243 KATELLA AVENUE
LOS ALAMITOS, CA 90720-0542
(562) 431-2223
- LOS ALAMITOS UNIFIED SCHOOL
DISTRICT
10293 BLOOMFIELD STREET
LOS ALAMITOS, CA 90720
(562) 799-4700
- OCTA-BUS STOPS
550 SOUTH MAIN STREET
ORANGE, CA 92668
(714) 560-5912
- CITY OF CYPRESS
5275 ORANGE AVENUE
CYPRESS, CA 90630
(714) 229-6700
- CITY OF LONG BEACH
333 WEST OCEAN BOULEVARD
LONG BEACH CA 90802
(562) 570-6383
- ROSSMOOR COMMUNITY
SERVICES DISTRICT(RCSD)
3001 BLUME DRIVE, ROSSMOOR,
CA 90720
(562) 431-0525



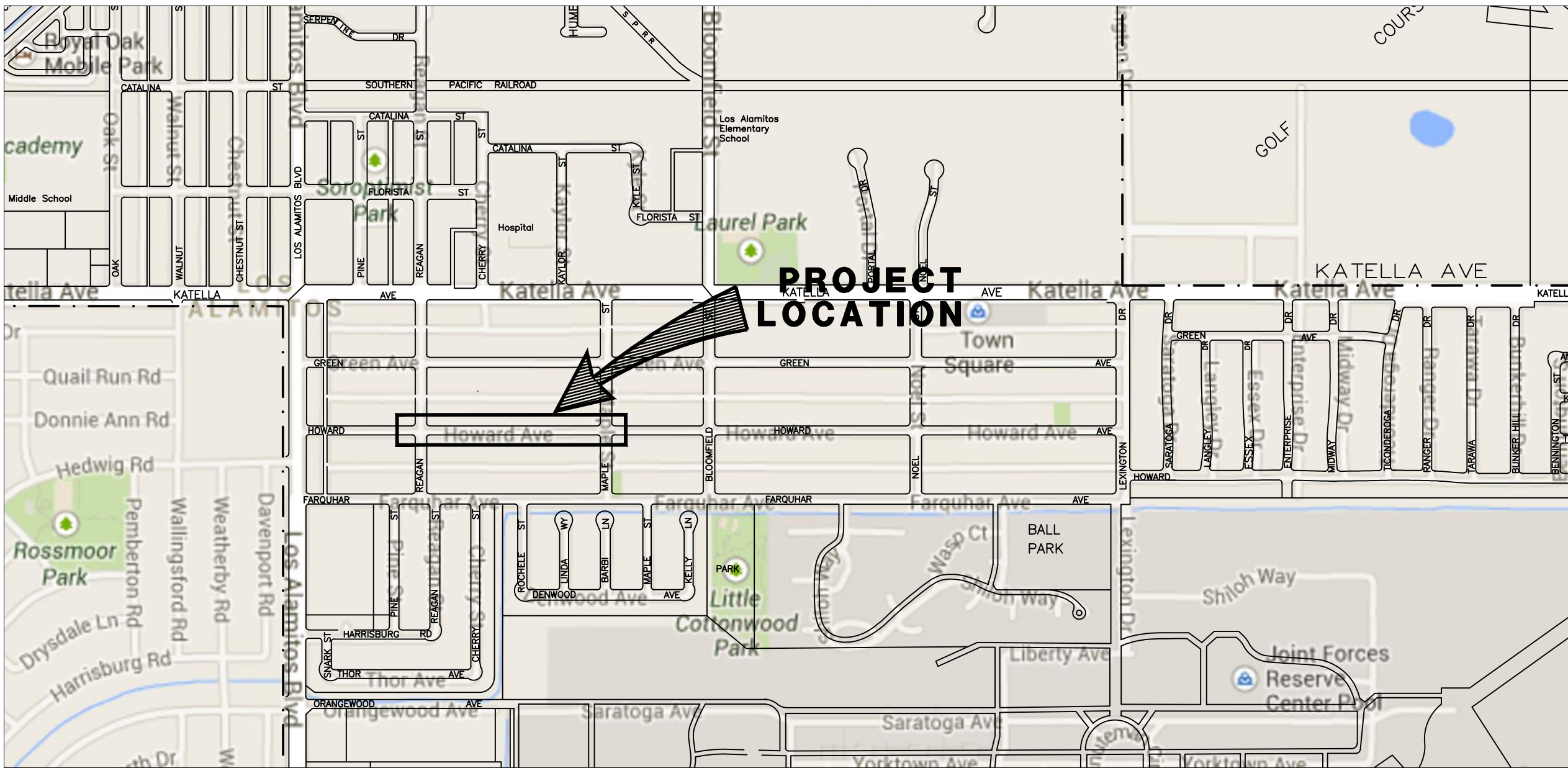
CITY OF LOS ALAMITOS

DEVELOPMENT SERVICES DEPARTMENT

CDBG HOWARD AVENUE STREET IMPROVEMENTS

HOWARD AVENUE FROM REAGAN STREET TO MAPLE STREET

CIP 20/21-02



VICINITY MAP

SCALE : N.T.S.

SHEET SCHEDULE

SHEET NO.	DESCRIPTION
1	TITLE SHEET AND NOTES
2	HOWARD AVENUE STREET IMPROVEMENT PLAN

GENERAL NOTES:

- ALL WORK SHALL CONFORM TO THE REQUIREMENTS OF THE CITY OF LOS ALAMITOS, STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION, 2018 EDITION, ORANGE COUNTY PF&RD STANDARD PLANS, LATEST EDITION, AS SPECIFIED, AND SPPWC STANDARD PLANS, LATEST EDITION, AS SPECIFIED.
- THE CONSTRUCTION AREA SHALL BE PROPERLY POSTED AND LIGHTED IN CONFORMANCE WITH THE STATE OF CALIFORNIA MANUAL OF TRAFFIC CONTROLS FOR CONSTRUCTION AND WORK ZONES, LATEST EDITION.
- CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND SHALL NOTIFY THE CITY ENGINEER, (562) 431-3538, AT LEAST 24 HOURS PRIOR TO ANY REQUIRED INSPECTIONS.
- CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY, THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD THE CITY AND THE ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE CITY OR THE ENGINEER.
- THE EXISTENCE AND LOCATION OF ANY UNDERGROUND UTILITY PIPES OR STRUCTURES SHOWN ON THESE PLANS WERE OBTAINED BY A SEARCH OF THE AVAILABLE RECORDS. TO THE BEST OF OUR KNOWLEDGE THERE ARE NO EXISTING UTILITY LINES EXCEPT AS SHOWN ON THIS PLAN. THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN AND ANY OTHER LINES NOT OF RECORD OR NOT SHOWN ON THIS PLAN.
- THE CONTRACTOR SHALL MAKE A PHYSICAL INSPECTION OF THE PROJECT SITE AND REPORT ALL VARIATIONS, INCONSISTENCIES, OR CHANGED CONDITIONS TO THE ENGINEER PRIOR TO ANY CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY ASSUMPTIONS, REMEDIAL ACTIONS, OR ADAPTATIONS MADE IN THE FIELD WITHOUT THE WRITTEN APPROVAL OF THE ENGINEER.
- REPAIR OR REPLACE ALL DAMAGES OR ALTERATIONS TO EXISTING PUBLIC IMPROVEMENTS TO THE SATISFACTION OF THE CITY ENGINEER AT NO COST TO THE CITY.
- ALL DIMENSIONS SHALL BE VERIFIED BY PLANS OR FIELD INSPECTION. AT NO TIME SHALL ANY DIMENSIONS BE SCALED FROM PLANS. CONTRACTOR SHALL NOTIFY THE ENGINEER OF ALL VARIATIONS IN DIMENSIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION.
- ALL JOINTS AND JOIN LOCATIONS AND UNDERGROUND UTILITY LOCATIONS SHALL BE FIELD VERIFIED.
- AT ALL TIMES, CURB FACE DIMENSIONS AND GUTTER AND SWALE GRADES SHALL BE MAINTAINED, UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL NOTIFY ALL AFFECTED UTILITY COMPANIES AND AFFECTED AGENCIES AT LEAST 72 HOURS PRIOR TO COMMENCEMENT OF CONSTRUCTION.
- ALL ASPHALT PAVEMENT IMPROVEMENTS INDICATED TO BE REMOVED SHALL BE SAWCUT AT THE LINE OF REMOVAL.

SIGNING AND STRIPING GENERAL NOTES:

- SIGNING, STRIPING, AND LOOP REPLACEMENT AND THE INSTALLATION THEREOF SHALL CONFORM TO CALTRANS STANDARD PLANS AND SPECIFICATIONS, LATEST EDITION, THE CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (CALIFORNIA MUTCD), LATEST EDITION, THIS PLAN AND THE SPECIAL PROVISIONS.
- ALL STRIPING AND MARKINGS SHALL BE INSTALLED AND REMOVED BY THE CONTRACTOR.
- REMOVAL OF ALL CONFLICTING LINES AND MARKINGS SHALL BE BY GRINDING METHOD AND INCLUDES REMOVAL OF RAISED PAVEMENT MARKERS.
- ALL LANE STRIPING AT INTERSECTION APPROACHES WITHOUT CROSSWALK OR LIMIT LINES SHALL END 10 FEET FROM THE EXTENSION OF THE INTERSECTION CURB LINES.
- ALL STRIPING DETAILS AND PAVEMENT LEGENDS SHALL BE THERMOPLASTIC.
- NEW SIGNS SHALL BE HIGH INTENSITY SHEETING WITH GRAFFITI FILM.
- ALL SIGNS ARE EXISTING UNLESS OTHERWISE NOTED.
- INSTALL TWO-WAY BLUE REFLECTIVE MARKERS AT EVERY FIRE HYDRANT.
- CONTRACTOR SHALL USE CITY PROVIDED STENCILS FOR ALL "STOP" PAVEMENT MARKINGS.



REVISIONS

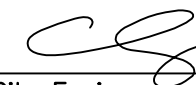
NUMBER	DATE	INITIALS

REFERENCES

APPV'D



DRAWN BY	AE
CHECKED BY	FW
DESIGNED BY	FW

APPROVED 
City Engineer

DATE

2/3/2021

2/3/2021

2/3/2021

2/3/2021

Date

CITY OF LOS ALAMITOS

CDBG HOWARD AVENUE STREET IMPROVEMENTS

TITLE SHEET

SHEET 1 OF 2

USER: AEscobar
DATE: Feb 03, 2021 - 11:14am
FILE: U:\110189-Hwy At CBDGHoward Ave\900-PS&E\900-Plans\PL-ROAD-01.dwg



REVISIONS			
NUMBER	DATE	INITIALS	

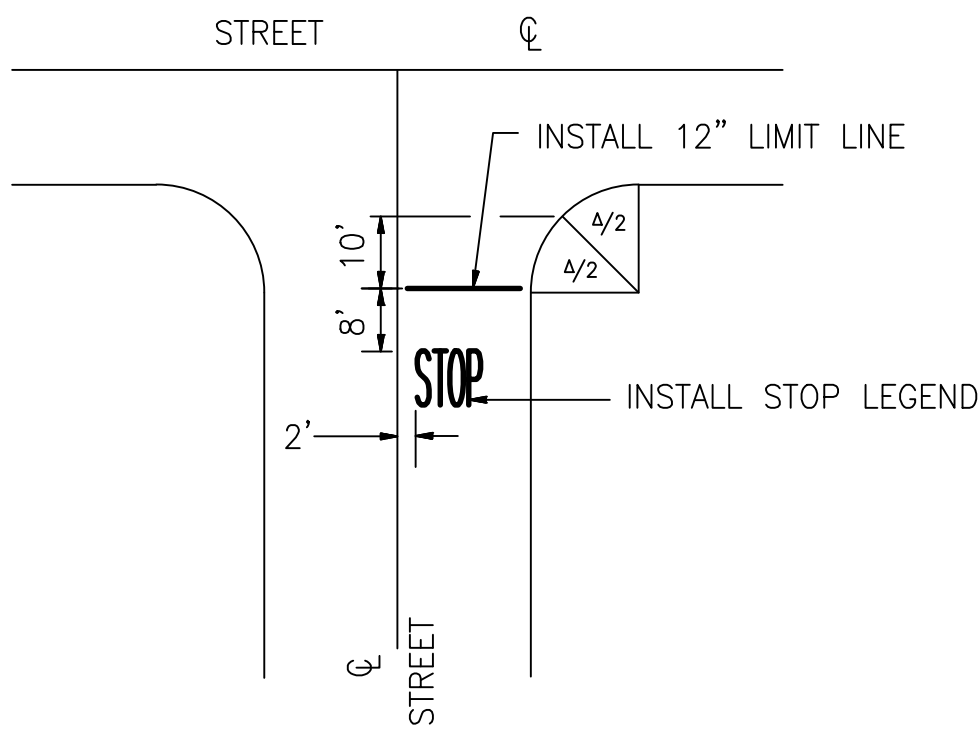
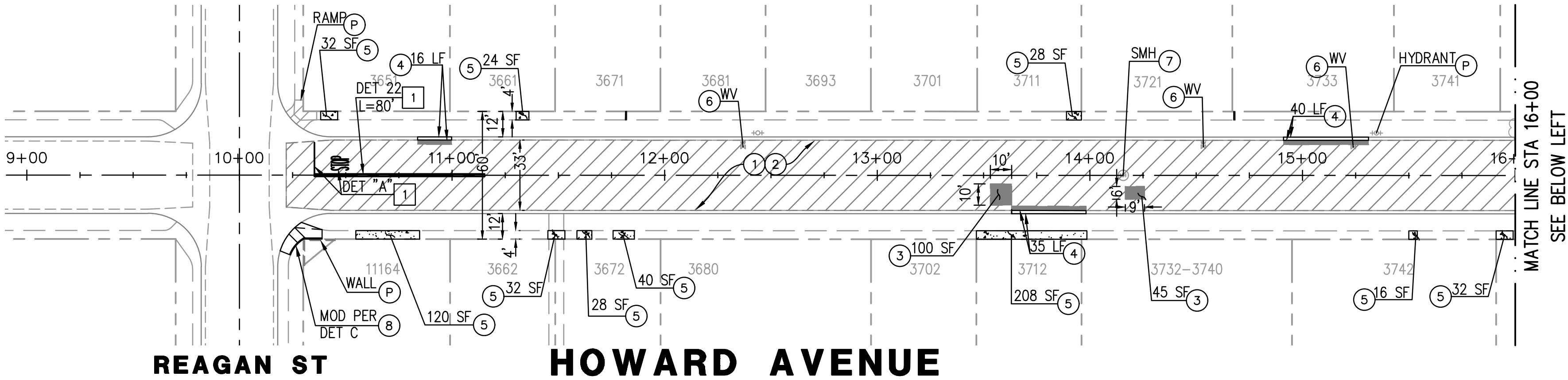
REFERENCES	
	APPV'D



WILLDAN Engineering		DATE
DRAWN BY	AE	2/3/2021
CHECKED BY	FW	2/3/2021
DESIGNED BY	FW	2/3/2021
APPROVED	<i>[Signature]</i> City Engineer	2/3/2021 Date

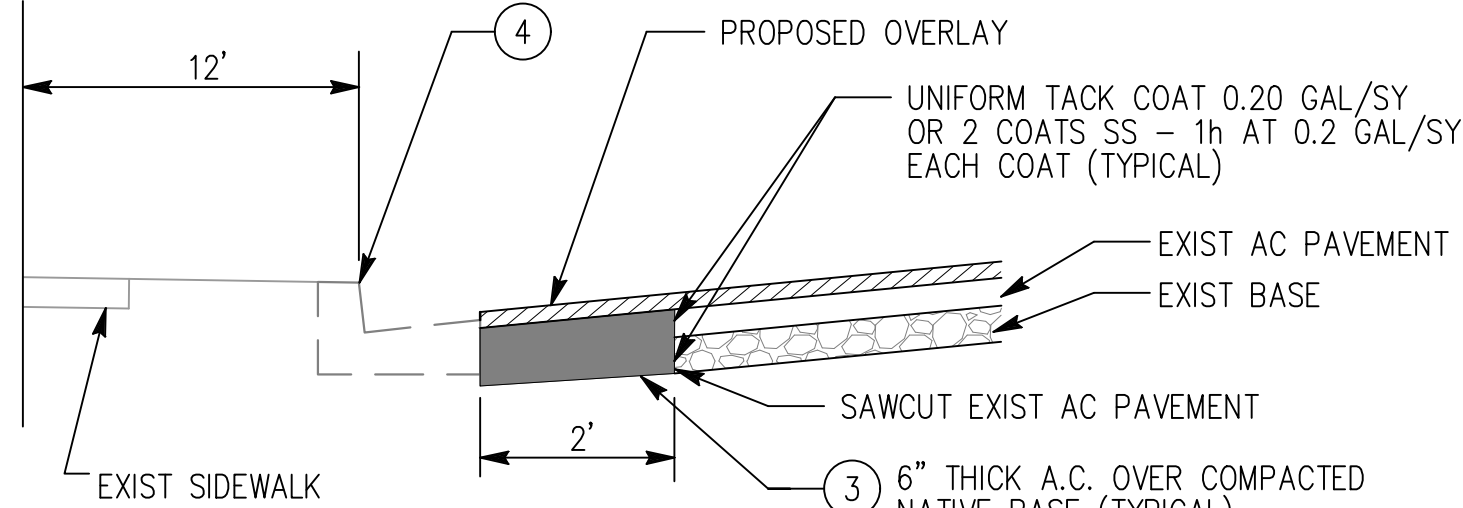
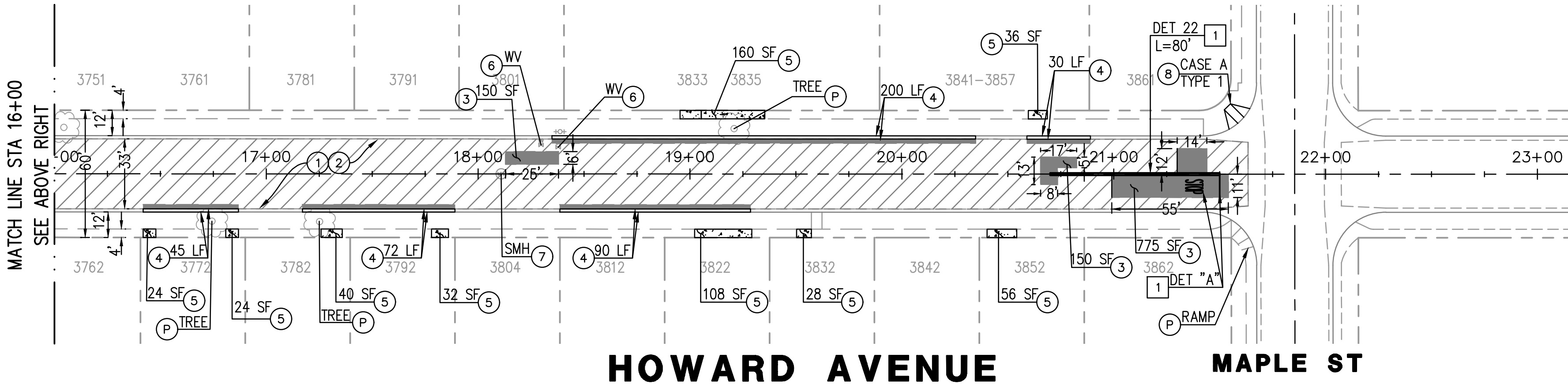
CITY OF LOS ALAMITOS
CBDG HOWARD AVENUE STREET IMPROVEMENTS

SHEET 2 OF 2

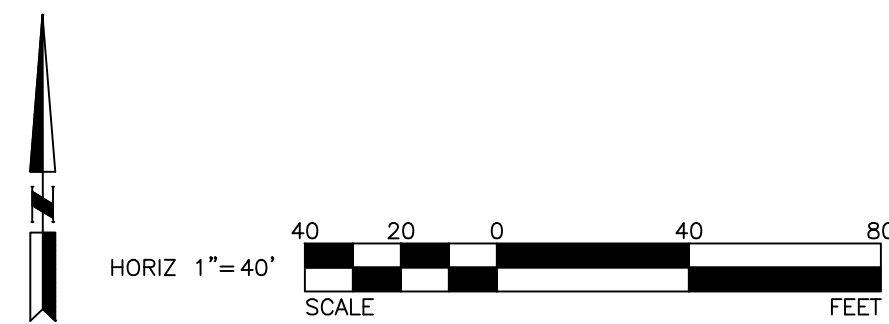
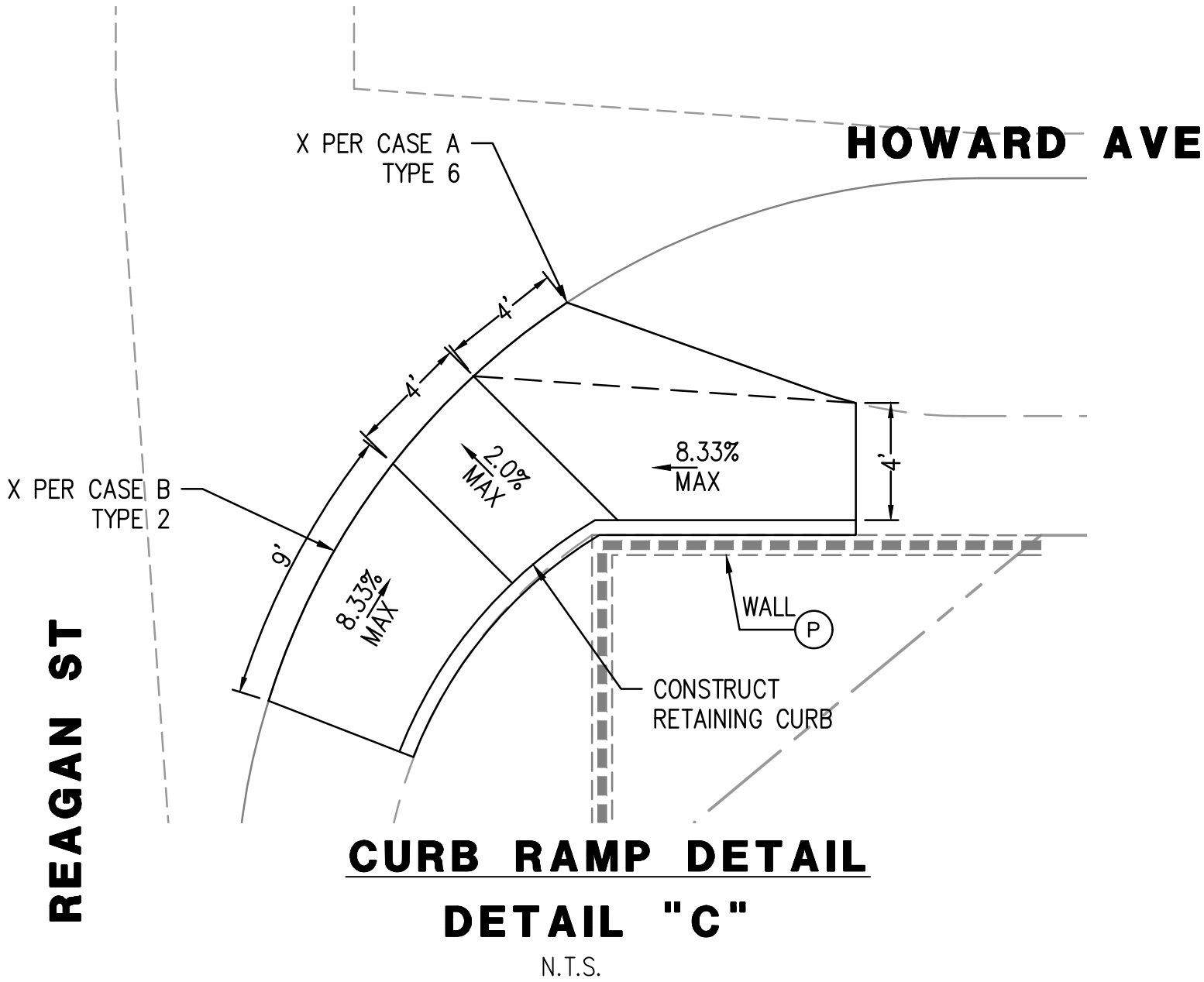
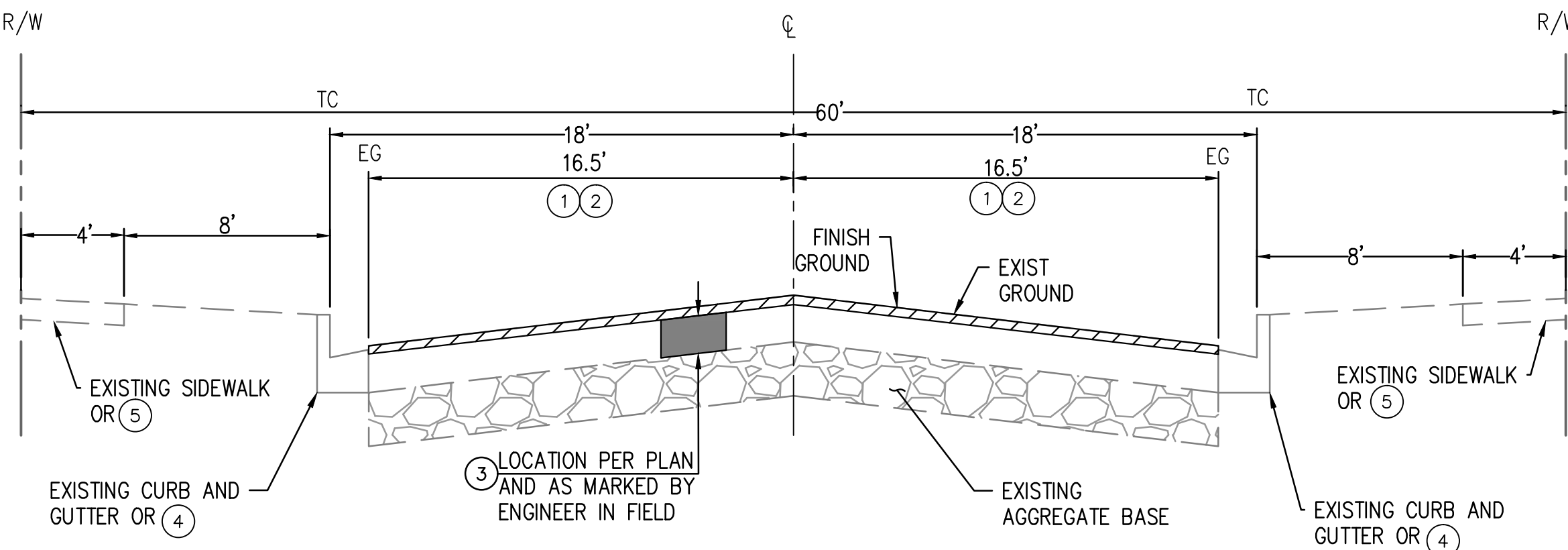


- CONSTRUCTION NOTES:**
- ① COLD MILL EXISTING PAVEMENT 1.5-INCH UNIFORM
 - ② CONSTRUCT 1.5-INCH THICK ARHM OVERLAY
 - ③ REMOVE FULL DEPTH AC PAVEMENT AND CONSTRUCT 6-INCH FULL DEPTH ASPHALT CONCRETE
 - ④ REMOVE AND CONSTRUCT A2-6 CURB AND GUTTER PER SPPWC STD PLAN 120-2
 - ⑤ REMOVE AND CONSTRUCT 4-INCH THICK PCC SIDEWALK PER SPPWC STD PLAN 113-2
 - ⑥ ADJUST VALVE TO GRADE
 - ⑦ ADJUST MANHOLE COVER TO GRADE
 - ⑧ CONSTRUCT CURB RAMP PER SPPWC STD PLAN 111-5, CASE AND TYPE PER PLAN
 - (P) PROTECT IN PLACE
 - (R) REMOVE

- LEGEND**
- [Solid Grey Box] REMOVE AND CONSTRUCT 6-INCH THICK AC PAVEMENT
 - [Hatched Box] COLD MILL 1.5-INCH AC PAVEMENT AND OVERLAY 1.5-INCH ARHM
 - [Box with '4' and 'R'] REMOVE AND CONSTRUCT 4-INCH THICK PCC SIDEWALK



- STRIPING CONSTRUCTION NOTES:**
- 1 INSTALL STRIPING DETAIL AND/OR PAVEMENT MARKING AS SHOWN.



City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: February 16, 2021

ITEM NUMBER: 11A

To: Mayor Mark A. Chirco & Members of the City Council

Via: Chet Simmons, City Manager

Presented By: Ron Noda, Acting Deputy City Manager

Subject: Active Transportation Plan Presentation and Consideration

SUMMARY

This report seeks City Council input on the draft “City of Los Alamitos Active Transportation Plan.” The Active Transportation Plan (ATP) helps the City identify improvements to provide safer and more reliable mobility choices, whether that be walking, bicycling, taking transit, and driving or ridesharing.

RECOMMENDATIONS

1. Receive the presentation of the Active Transportation Plan (ATP); and,
2. Discuss the ATP Plan; and,
3. Provide comments and direct Staff regarding any needed revisions to the ATP.

BACKGROUND

Over the past nine months, the City’s ATP team has been working on the development of the City’s first Active Transportation Plan. As directed by the City Council, this effort has been undertaken with the goal of establishing a bike and pedestrian-friendly environment throughout the City, while incorporating transit best practices in hopes of encouraging residents to walk and bike to local parks, schools, and businesses. The adoption of such a plan will also allow the City to pursue grants related to the implementation of these projects.

The ATP will support and inform ActiveOC, a County-wide bike and pedestrian plan, being developed by the Orange County Transportation Authority (OCTA). Locally, the City’s efforts are aimed at addressing specific issues related to the bicycle and pedestrian elements, Safe Routes to School (SRTS), and regional connections.

Improving conditions for walking and bicycling within the City of Los Alamitos would provide residents with greater access to jobs, goods, and services without the use of an automobile. Increasing the percentage of trips made by bicycling and walking will also reduce the overall Vehicle Miles Travelled (VMT) and Greenhouse Gas (GHG) emissions within the City.

DISCUSSION

The ATP development team conducted 3 rounds of walking audits throughout the City. These visual observations have been compared to newly collected traffic count data in order to provide a “real world” assessment of the current conditions in Los Alamitos. Wishing to ensure the inclusion of local’s knowledge of the area, one member from each of the City’s related commissions were invited to participate in a Community Advisory Committee (CAC). These Commissioners, on behalf of their full Commissions, had the opportunity to share their knowledge and experience related to active transportation. The CAC meeting and subsequent public workshops provided opportunities for the Commissioners, as well as member of the public, to provide input and feedback regarding the different topic mentioned above in order to help shape the draft ATP document.

In addition to the public workshops, residents also had an opportunity to provide input through three different surveys conducted by the ATP team. Input included surveys completed by phone and online. This input helped to inform the project feasibility table and prioritization analysis for ATP projects that could potentially take place throughout the City.

The Active Transportation Plan will assist the Council in its deliberations regarding strategically investing in programs and projects aimed at making walking and bicycling safer and more convenient for residents. Council is requested to provide feedback on this draft document. Once these comments are incorporated, the plan will be returned to the City Council for consideration at a future meeting.

FISCAL IMPACT

This ATP was fully funded through a grant from the Southern California Association of Governments (SCAG).

Submitted by: Ron Noda, Acting Deputy City Manager
Approved by: Chet Simmons, City Manager

Attachment: 1. City of Los Alamitos’ Active Transportation Plan Draft Report



City of Los Alamitos

ACTIVE TRANSPORTATION PLAN

My City ❤️ My Los Al

Draft January 2021

Acknowledgements

CITY OF LOS ALAMITOS

Ron Noda, Deputy City Manager

Tom Oliver, Associate Planner, Project Manager

SCAG

Dorothy Le Suchkova, Senior Regional Planner

KTUA

Joe Punsalan, Principal

Jacob Leon, Associate, Project Manager

Juan Alberto Bonilla, Senior Planner

Jorge Nozot, Planner

Sureena Basra, Planner

LATINO HEALTH ACCESS

Rosario Galeas, Outreach and Education Coordinator

Nallely Enriquez, Lead Community Health Worker



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Chapter 1

INTRODUCTION

1.1 Purpose

1.2 Study Area

1.3 Scope and Vision

1.4 Active Transportation Trends

1.5 Bicycling and Walking Benefits

1.6 Planning Context

1.7 State of Practice

1.8 Primary Guidance

1.9 Applicable Legislation





1.1 PURPOSE

This comprehensive Active Transportation Plan (ATP) provides the City of Los Alamitos the vision and goals to make their streets safer, more comfortable, and more enjoyable for their residents and visitors. The ATP addresses the needs of people that are dependent on walking, bicycling, and/or accessing transit every day throughout the city. The recommendations in this ATP are designed to support multi-modal travel infrastructure and programs for existing and future populations.

The ATP includes an inventory of existing bicycle and pedestrian infrastructure, identifies program deficiencies, establishes a list of prioritized improvements, and includes “grant-ready” materials for future grant opportunities.

1.2 STUDY AREA

The City of Los Alamitos is located in Orange County in Southern California, bordered by the cities of Cypress, Garden Grove, and Seal Beach in Orange County and the City of Long Beach in Los Angeles County, as shown in Figure 1-1. The Joint Forces Training Base (JFTB) represents roughly half of the land area within the city’s boundaries. Interstate 605 is the only major freeway running through Los Alamitos, connecting it to other regions in Southern California.

According to the 2018 United States Census, Los Alamitos has a population of 11,628 within its four-square mile city boundary. The city has a population density of 2,857 people per square mile in 4,326 households. Los Alamitos has a large Hispanic community with about 26 percent of the population identifying as Latino. In addition, over 83 percent of workers in Los Alamitos drive to work alone, while nine percent carpool. These statistics communicate the importance of improving the walking and biking infrastructure in the city. The ATP recognizes the importance of addressing barriers that prevent non-motorized trips from being safe, especially for the younger and lower-income populations who cannot afford, operate, or choose to forgo vehicle ownership.



FIGURE 1-1: Location Map

1.3 SCOPE AND VISION

This ATP will guide the development of active transportation infrastructure programs and policies for Los Alamitos. The following objectives will guide the planning process to ensure a successful plan that everyone can support and work towards implementation:

1. Identify gaps and barriers, both perceived and actual, in the existing pedestrian and bicycling network where high priority corridors are disconnected.
2. Provide opportunities through community outreach and improvement projects to remove barriers and improve the network.
3. Engage with the community to gather local knowledge on existing challenges and opportunities.
4. Analyze the existing infrastructure around activity centers such as parks, schools, and commercial centers to determine appropriate solutions.
5. Develop a methodology for prioritizing projects that encourage walking and bicycling as viable transportation modes. Implementation of the ATP will improve community health as access to more active means of transportation (bicycling and walking) are developed. The public health will benefit from increased exercise, collision reduction, and reduction in GHG emissions through less vehicle miles traveled (VMT) as alternative methods are used and level of physical activity increases.
6. There will be an increased sense of pride in the community as a result of community engagement, social interaction, and participating in achieving a common goal.

1.4 ACTIVE TRANSPORTATION TRENDS

Many American cities were built on a foundation of auto-centric infrastructure, programs, and policies, but many of those same cities are embracing active transportation as a viable option to driving. Some of them are making minor improvements to support cycling and walking, while others are working hard to undo decades of planning that privileged motor vehicle throughput and speed above all else. Environmental, health, and economic benefits reinforce the task of retrofit-

ting American cities to make them bicycle and pedestrian friendly. The movement to make cycling and walking viable transportation options are also supported by several recent pieces of California legislation.

Recent active transportation statistics and trends depict steps both forward and backward. For example, the Alliance for Biking and Walking released a Benchmarking Report in 2018 which communicated the importance of the distance between home and school. In the report, it is stated that while 35 percent of students who live less than a mile from school, walk or bike to school on most days, only two percent of students living two miles from school usually bike or walk to school.

Empty nesters, particularly as the number of baby boomers reaching retirement age accelerates, are also showing a strong preference for communities that support walking. American Association of Retired Persons (AARP) surveys found that 70 percent of respondents age 65 and older agreed that living near where they want to go, such as grocery stores, health care providers, libraries, and social or religious organizations, was extremely or very important. Additionally, 51 percent agreed that it was extremely or very important to be able to walk easily in their community.

There has also been a growing preference for new facility types that enhance pedestrian and bicyclist safety, particularly protected bicycle lanes physically separated from motor vehicle traffic. In addition, acknowledging that most trips Americans make are within one mile, it is important to assess the infrastructure and make a genuine effort to entice people to walk or bike to their destinations through enhanced facilities.

Since the outbreak of COVID-19 and the stay-at-home order, commuting patterns have changed. More workers have shifted to work remotely instead of commuting to their offices and other workspaces. This change has resulted in many people using alternative transportation for shorter trips and an increase in opportunity for outdoor recreation. According to a report from the San Diego Association of Governments (SANDAG), daily volumes of bike commuting has increased 42 percent across San Diego County during five months in 2020 compared to 2019. This trend is seen in many cities and some have closed roads for pedestrian and bicycle access only. With many people utilizing biking as an option for their commute, we may see electronic bikes and other bike-sharing programs arrive to cities to help people with farther commutes post-COVID-19.

1.5 BICYCLING AND WALKING BENEFITS

Numerous environmental, health, and economic benefits are attributable to bicycling and walking, especially as substitutes for travel by motor vehicles. This section summarizes these benefits, some from research by the Pedestrian and Bicycle Information Center (PBIC).

1.5.1 ENVIRONMENTAL BENEFITS

Active transportation via walking and biking results in decreased usage and dependency on motor vehicles and nonrenewable resources which can result in reduced greenhouse (GHG) gas emissions and air pollution. According to the United States Environmental Protection Agency (EPA), the transportation sector accounted for the largest portion of GHG emissions (28 percent) in the United States in 2018. Additionally, building infrastructure for vehicles, such as streets and parking lots, increases the impervious surface of an area which leads to storm-

water runoff, urban flooding, and the urban heat island effect. Encouraging pedestrian and bike infrastructure provides an opportunity to integrate green infrastructure into street design and mitigate the urban heat island effect, stormwater runoff, and flooding, as well as promote pedestrian health and safety.

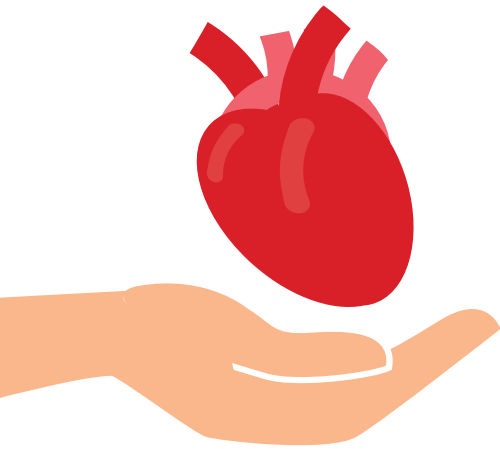
1.5.2 HEALTH BENEFITS

Despite dramatic strides in recent decades through regulations and technological improvements, vehicle emissions still pose a significant threat to human health. Vehicle-generated air pollution contains harmful GHG emissions including carbon dioxide, carbon monoxide, methane, nitrous oxide, and volatile organic compounds. These pollutants and irritants can cause asthma, bronchitis, pneumonia, and decreased resistance to respiratory infections. Taking steps to reduce these emissions is particularly important in the United States, which leads the world in petroleum consumption. The conversion of driving to bicycling or walking offers a great opportunity to reduce emissions and improve public health.



Vehicle-generated air pollution are harmful and can cause:

-  - Asthma
-  - Bronchitis
-  - Pneumonia
-  - Decreased resistance to respiratory infections



Regular exercise also reduces the risk of:

- High blood pressure
- Heart attacks
- Strokes
- Non-insulin dependent diabetes
- Osteoarthritis
- Osteoporosis

The average annual cost of vehicle ownership comes out to **\$9,282**



In addition to the universal public health benefit, such as improved air quality, bicycling and walking have the potential to positively impact personal health. A significant percentage of Americans are overweight or obese and projections indicate 42 percent of the population will be obese by 2030. To combat this trend and prevent a variety of diseases and their associated societal costs, the Center for Disease Control (CDC) suggests a minimum of 30 minutes of moderate-intensity physical activity five days per week. Not only does cycling and brisk walking qualify as “moderate-intensity activities,” but they can also be seamlessly integrated into daily routine, especially if chosen for utilitarian purposes like commuting or running errands.

According to Harvard Medical School, walking reduces the risk of cardiovascular events by 31 percent. Other health benefits associated with moderate activity like bicycling or walking include improved strength and stamina through better heart and lung function. Regular exercise also reduces the risk of high blood pressure, heart attacks, and strokes. In addition to heart disease, regular exercise can help to prevent other health problems, such as non-insulin dependent diabetes, osteoarthritis, and osteoporosis. Exercise has also been shown to improve mental health by relieving depression, anxiety, and stress. More importantly, in rural or low-income areas, many individuals may lack the opportunity to access gyms or fitness centers. Due to this, well-designed and located sidewalks, bike facilities, and shared use paths become even more critical in supporting community health.

1.5.3 ECONOMIC BENEFITS

Bicycling infrastructure and programs have increasingly been shown to deliver economic benefits to both individuals and society at large. The benefits of bicycling may outweigh its costs. Bicycling offers obvious cost savings to individuals. Beyond the upfront cost of operating a vehicle are additional maintenance, insurance, and often parking expenses. In 2019, according to the American Automobile Association (AAA), the average annual cost of vehicle ownership comes out to \$9,282, or \$773.50 per month. That is the highest cost associated with new vehicle ownership since AAA began tracking expenses. The remaining costs of owning a vehicle extend far beyond maintenance and fuel.

Converting even a fraction of automobile trips to bicycling or walking trips can generate transportation-related savings, including reduced vehicle traffic congestion. Increased bicycling and walking also translates to health-related savings, for both individuals and taxpayers, in the form of less need for preventative care. More bicycling and walking have also been tied to increases in commercial and residential property values and retail sales. Shoppers who reach their destination by bicycle have been shown to make smaller purchases but shop more often and to spend more money overall. Shoppers who arrive by bicycle or on foot, because of their more limited range, are also more likely to support local businesses and do not require the space for parking a motor vehicle compared to those who drive.

Perhaps more compelling than reducing GHG emissions or combating the obesity epidemic, is the benefits bicycling has to offer in terms of quality of life. Bicycling is increasingly seen as a fun, low-cost, healthy, and sustainable way of getting around.

1.5.4 EQUITY

Historically, many low-income communities and underserved populations have been excluded from the transportation planning process and due to this, pedestrians and bicyclists are over-represented in crashes. An equitable transportation system promotes justice and helps facilitate access to opportunities for all residents. In order to achieve transportation equity, communities must participate in outreach so that they are able to address the inequalities of access and prioritize equity during all stages of the planning and implementation processes. This encompasses building an accessible, affordable, and reliable transportation network that effectively serves all users.

Transportation equity requires understanding the unique needs and safety concerns of different community backgrounds and providing enough resources to these communities. Numerous studies have shown that enhancing the ability of traditionally underserved populations to travel via nonmotorized modes, can possibly lead to improved outcomes in public health, safety, and economic development. In addition, this can also promote economic development and resource efficiency, strengthen neighborhood relationships, and encourage public transit services.

1.6 PLANNING CONTEXT

The ATP incorporates regional and local planning efforts that are directly related to walking, biking, and trails. These efforts range from long-range regional planning to neighborhood-specific plans. The following information summarizes the planning documents that were evaluated as part of ATP development.

1.6.1 LOS ALAMITOS GENERAL PLAN

The Los Alamitos General Plan is the primary citywide comprehensive plan that guides future growth. The General Plan contains goals and objectives to guide decisions and preserve the quality of life within the City of Los Alamitos. The Mobility and Circulation element contains goals that include creating a network of streets, bikeways, and pedestrian areas that promote the safe and efficient movement of people as well as creating safe and convenient access to schools and parks that promote healthy and active living. These specific goals contribute to the success of this ATP.

1.6.2 LOS ALAMITOS COMMERCIAL CORRIDORS PLAN

The Los Alamitos Commercial Corridors Plan studied the opportunity to revitalize two corridors- Katella Avenue and Los Alamitos Boulevard. Both corridors were widened to accommodate increasing traffic. This demonstration project analyzed and outlined actions the City took to benefit from the forthcoming Bus Rapid Transit routes and stations.

1.6.3 REGIONAL PLANNING EFFORTS

A review of several regional planning documents was completed to make sure previous efforts were built upon and conditions better known. The following is a list of the documents that were reviewed:

- » SCAG RTP
- » SCAG Sustainable Communities Strategy
- » OCTA Commuter Bikeways Strategic Plan
- » OCTA District 1 and 2 Bikeway Strategies

- » OC Active
- » OCTA Master Plan of Arterial Highways
- » OCCOG Complete Streets Initiative

1.7 STATE OF PRACTICE

While pedestrians have long benefited from “routine accommodation,” with amenities like sidewalks, curb ramps, crosswalks, dedicated signals, etc., it is only more recently that the state of practice for bicycle facilities in the United States has undergone a similar transformation. Much of this may be attributed to bicycling’s changing role in the overall transportation system. Long viewed as an “alternative” mode, it is increasingly considered a legitimate transportation mode and one that should be actively promoted as a means of achieving environmental, social, and economic goals.

Recent research indicates that, beyond connectivity and convenience, “low-stress” bicycle facilities are essential to the increased acceptance and practice of daily bicycling. Facility types and specific design interventions intended to encourage ridership among the large “interested, but concerned” demographic, tend to be those that provide separation from high volume and high-speed vehicular traffic.

Just as the state of practice of bicycle facilities has evolved, so has the technical guidance. While bikeway design guidance in California has traditionally come from the State, especially Caltrans and the California Manual on Uniform Traffic Control Devices (CA MUTCD), cities are increasingly turning to national organizations for guidance on best practices. Primary organizations include the National Association of City Transportation Officials (NACTO), American Association of State Highway and Transportation Officials (AASHTO), and the Federal Highway Administration (FHWA).

Fortunately for California cities, there is increased flexibility in design guidance offered by both Caltrans and the FHWA. In 2014, Caltrans officially endorsed the NACTO Urban Street Design Guide and Urban Bikeway Design Guide as valuable toolkits for designing and constructing safe, attractive local streets. California cities may also apply for experimental designation from the FHWA for projects not in conformance with the CA MUTCD.

The guidance provided by these manuals supports the creation of more Complete Streets. The guidance is also supported by several pieces of important legislation. The following section provides a review of the state of practice for bicycle facilities, drawing on the AASHTO and NACTO guides. It also includes a discussion on Complete Streets/Routine Accommodation, as well as summaries of the relevant legislation at the local, regional, state, and national levels.

1.8 PRIMARY GUIDANCE

In 2014, the California Department of Transportation (Caltrans) updated the CA MUTCD to provide uniform standards and specifications for all official traffic control devices in California. This update is meant to implement Caltrans’s 2014 mission to provide a safe, sustainable, integrated, and efficient transportation system to enhance California’s economy and livability. The purpose of the CA MUTCD is to improve safety and mobility for all travelers by setting minimum standards and providing guidance intended to balance safety and convenience for everyone in traffic, including drivers, pedestrians, and bicyclists.

The CA MUTCD contains the basic principles that govern the design and use of traffic control devices that aim to promote highway safety and efficiency by providing for the orderly movement of all road users on streets, highways, bikeways, and private roads open to public travel. Multimodal policies for safer crossings, work zones, and intersections are integrated as part of the CA MUTCD, with improvements including:

- » Crosswalks Enhancements Policy
- » Temporary Traffic Control Plans
- » Work Zone and Higher Fines Signs and Plaques
- » Traffic Control for School Areas

Additionally, NACTO guidance was analyzed to ensure flexibility and innovation in the design and operations of streets and highways in California. Much of the guidance provided in the CA MUTCD is consistent with the NACTO Urban Bikeway Design Guide.

1.8.1 CALTRANS HIGHWAY DESIGN MANUAL, CHAPTER 1000: BICYCLE TRANSPORTATION DESIGN

Chapter 1000 of the Caltrans Highway Design Manual serves as the official design standard for bikeways in California. This chapter defines a “bikeway” as a facility that is provided primarily for bicycle travel and recognizes its importance in improving bicycling safety and convenience. Chapter 1000 intends to help accommodate motor vehicle and bicycle traffic on the roadway system, or as a complement to the road system to meet the needs of bicyclists. This chapter classifies bikeway facilities into five different types that include:

- » Shared Roadway (No Bikeway Designation)
- » Class I Bikeway (Bike Path)
- » Class II Bikeway (Bike Lane)
- » Class III Bikeway (Bike Route)
- » Class IV Bikeways (Separated Bikeways)

However, Chapter 1000 states that these designations should not be construed as a hierarchy of bikeways since each bikeway type has its appropriate application. Additionally, this chapter only provides design guidance for Class I bike paths, Class III bike routes, as well as trails.

1.8.2 FHWA BIKE LANE PLANNING AND DESIGN GUIDE

This 2015 guide is the most recent national bike lane design guide and for many, the primary national resources for planning and designing bicycle facilities. It captures the state of practice of bicycle facility design within the street right of way. It provides a menu of design options covering typical one and two-way cycle tracks and provides detailed intersection design information covering topics such as turning movement operations, signalization, signage, and on-road markings.

1.8.3 FHWA BIKEWAY SELECTION GUIDE

This 2019 guide is an important complement to the 2015 FHWA Bike Lane Planning and Design Guide. It has a focus on designing for all ages and abilities. It gives the designer additional tools such as matrices, flow charts, and graphs that facilitate the design of the appropriate bikeway based both on roadway characteristics and the intended type of cyclist.

1.8.4 MASSDOT SEPARATED BIKE LANE PLANNING & DESIGN GUIDE

This guide draws on research and best practices from the United States and around the world to deliver a unique manual not covered in other manuals, such as protected intersections and cycle tracks within roundabouts. Although it is a state guide and not a national guide, the up-to-date information and the easy-to-read graphics make it an important reference guide for bicycle planners and designers.

1.8.5 AASHTO GUIDE TO BIKEWAY FACILITIES

The AASHTO bicycle and pedestrian design guides are important national resources for planning, designing, and operating bicycle and pedestrian facilities, especially for bike path design outside a typical road right of way that is not covered in other guides. The NACTO Urban Bikeway Design Guide and the Institute of Transportation Engineers (ITE) Designing Urban Walkable Thoroughfares Guide, builds upon the flexibilities provided in the AASHTO guides, which can help communities plan and design safe and convenient facilities for pedestrians and cyclists. FHWA supports the use of these resources to further develop non-motorized transportation networks, particularly in urban areas. Moreover, in August of 2013, the FHWA issued a memo on Bicycle and Pedestrian Facility Design Flexibility issuing their support for taking a flexible approach to bicycle and pedestrian facility design. Moving away from standards and towards flexibility in design using the designer’s judgment is an important step towards contextual design, implementing the appropriate facility based on location and context.

1.8.6 NACTO URBAN BIKEWAY AND URBAN STREET DESIGN GUIDES

The NACTO guides represent the industry standard for innovative bicycle and streetscape facilities and treatments in the United States. In 2014, Caltrans officially endorsed the NACTO Urban Street Design Guide and Urban Bikeway Design Guide as valuable toolkits for designing and constructing safe, attractive local streets. NACTO is now endorsed by nine states in the U.S.

It is important to note that virtually all of the Urban Bikeway Design Guide design treatments (with two exceptions) are permitted under the Federal MUTCD. The NACTO Urban Street Design Guide is the more generalized of the two guides and organized into six sections. Each section is further subdivided, depending on the topic. The NACTO Urban Bikeway Design Guide is also organized into six sections, but its information is bicycle specific. For each section, it offers three levels of guidance: Required Features, Recommended Features, and Optional Features. The following section introduces the broad facility types included in the NACTO Urban Bikeway Design Guide.

1.8.7 NACTO TRANSIT STREET DESIGN GUIDE

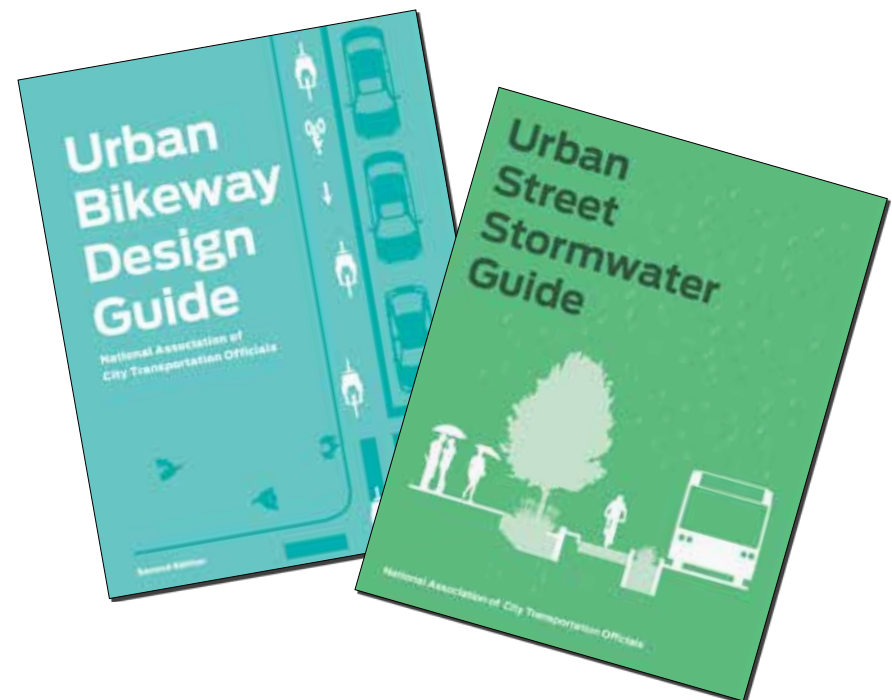
As transit gains a more prominent role in cities, more people are using buses, streetcars, and light rail than ever before. As a result, street design is shifting to give transit the space it deserves. The NACTO Transit Street Design Guides provide design guidance for the development of transit facilities on streets, as well as for prioritizing transit, improving its service quality, and to support other related goals.

The majority of design elements included in this guide are consistent with MUTCD standards, including signage, markings, and signal elements that have received interim approval. These guidelines were developed using other design guidance as a basis, along with city case studies, best practices, research and evaluation of existing designs, and professional consensus.

1.8.8 NACTO URBAN STREET STORMWATER GUIDE

The NACTO Urban Street Stormwater Guide provides guidelines on how to create resilient cities that are better prepared for climate change while creating public spaces that deliver social and economic value to these places. This guide focuses on green infrastructure within urban streets, including the design and engineering of stormwater management practices that support and improve mobility. It also intends to reduce the impacts of runoff and human activity on natural ecological processes.

One of the main goals of this guide is to encourage interdepartmental partnerships around sustainable infrastructure, which includes communicating the benefits of such projects. However, this guide does not address stormwater management strategies on private property, nor does it address drainage and infiltration around controlled-access highways.



1.8.9 COMPLETE STREETS AND ROUTINE ACCOMMODATION

An adopted Active Transportation Plan provides a roadmap to support planning and implementing a bicycle and pedestrian network, can help to integrate bicycle and pedestrian planning into broader planning efforts, and is required for State funding of bikeway and pedestrian projects.

For many cities, however, a bicycle and pedestrian plan alone is not enough to ensure the implementation of the plan's goals and projects. A hurdle many cities face is that their various plans are not well integrated. Despite many cities' attempts to support a "Complete Streets approach," entrenched and often contradictory policies can make implementation difficult. For instance, an ATP, an ADA transition plan, and a specific plan may address the same area, but ignore each other's recommendations. One plan may identify a certain project, but it may not be implementable due to prevailing policies and practices that prioritize vehicular flow and parking over other modes.

An adopted Complete Streets policy has the potential to address these shortcomings through the designation of some important corridors as Complete Streets, accommodating all roadway users, and other corridors as priority corridors for certain modes. A system that assigns priority for different modes to specific corridors, offset from one another, is referred to as a layered network.

Efforts to implement Complete Streets policy often highlight other significant obstacles, chief among them documents defining "significant impacts" to traffic, acceptable vehicular "Level of Service" thresholds, and parking requirements. Drafting a Complete Streets policy often means identifying roadblocks like these and ultimately mandating increased flexibility to allow for the creation of a more balanced transportation system. In the case of an ATP, the network identified could become the bicycle and pedestrian layers. Identification in such a plan, reiteration within a Complete Streets policy framework, and exemption from traditional traffic analyses can make implementation more likely and much more affordable.

Legislative support for Complete Streets can be found at the State level (AB-1358) and is being developed at the national level (HR-2468). As explained in further detail in the following section on applicable legislation, AB-1358 requires cities and counties to incorporate Complete Streets in their general plan updates and directs the State Office of Planning Research (OPR) to include Complete Streets principles in its update of guidelines for general plan circulation elements. Examples of best practices in Complete Streets Policies from around the United States can be found at: <http://www.smartgrowthamerica.org/complete-streets-2013-analysis>.

1.9 APPLICABLE LEGISLATION

Several pieces of legislation support increased bicycling and walking in the State of California. Much of the legislation addresses GHG reduction and employs bicycling and walking as a means to achieve reduction targets. Other legislation highlights the intrinsic worth of bicycling and walking and treats the safe and convenient accommodation of bicyclists and walkers as a matter of equity. The most relevant legislation concerning bicycle and pedestrian policy, planning, infrastructure, and programs are listed below. Descriptions for each legislation can be found in Appendix X.

State Legislation and Policies

- » AB-32 California Global Warming Solutions Act
- » SB-127 Complete Streets Bill
- » SB 1000 Planning for Healthy Communities Act
- » SB-375 Redesigning Communities to Reduce Greenhouse Gases
- » AB-1358 Complete Streets Act
- » AB-1581 Bicycle and Motorcycle Traffic Signal Actuation
- » AB-1371 Passing Distance/Three Feet for Safety Act
- » SB-743 CEQA Reform
- » CEQA for Bicycle and Pedestrian Plans
- » AB-1193 Bikeways
- » Design Information Bulletin 89-01



- » SB-1 Transportation Funding
- » SB-672 Traffic-Actuated Signals: Motorcycles and Bicycles
- » SB-760 Transportation Funding: Active Transportation: Complete Streets
- » AB-1218 California Environmental Quality Act Exemption: Bicycle Transportation Plans
- » Caltrans' Deputy Directive 64-R2
- » AB 902 Traffic Violations and Diversion Programs
- » AB 1096 Electric Bicycles as Vehicles
- » AB-390 Pedestrian Crossing Signals
- » AB-285 Forecast Impacts of Emerging Technologies
- » AB-1266 Bicycle Guidance Signs Through an Intersection
- » SB-400 Clean Cars 4 All Program
- » Executive Order N-19-19

Federal Legislation

- » Safe Streets Act (S-2004/HR-2468)
- » Interim Approval for Optional Use of an Intersection Bicycle Box (IA-18)

Chapter 2

EXISTING CONDITIONS

2.1 Existing Conditions Overview

2.2 Demographics

2.3 Transportation Mode Share

2.4 Existing Land Use and Activity Centers

2.5 Street Classification

2.6 Existing Bicycle Facilities

2.7 Transit Routes and Stops

2.8 Analysis

2.9 Walk Audit Results



2.1 EXISTING CONDITIONS OVERVIEW

Understanding the existing roadway conditions, demographics, land use, and other context-sensitive information in Los Alamitos and the adjacent region is imperative for planning for its future. This chapter summarizes various datasets used to provide meaningful discussions on how each of the topics support or impede pedestrian and bicycle facility development within the city.

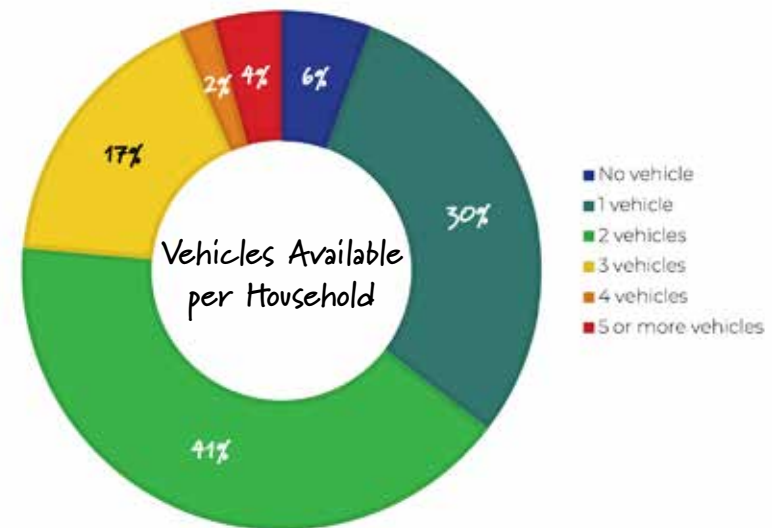
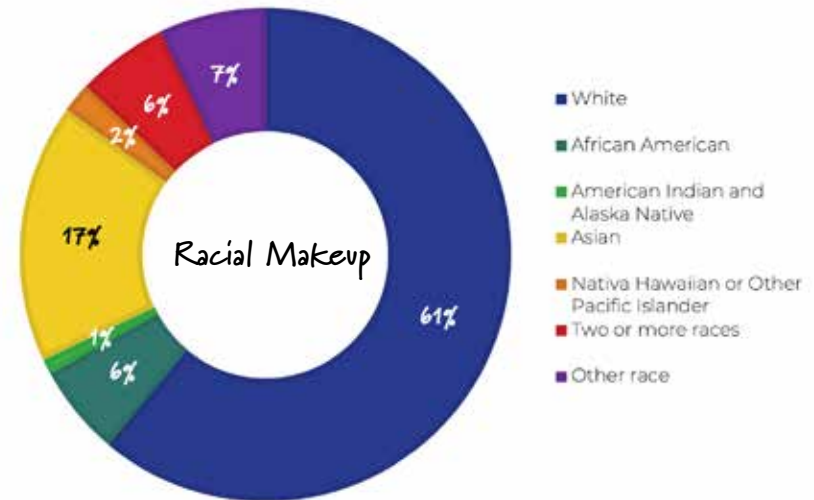
This chapter also includes sections on Los Alamitos's land use, various relevant datasets such as bicycle and pedestrian collisions, and existing infrastructure. In addition to physical characteristics, data from the 2018 American Community Survey were used to analyze the demographic and commuting characteristics of the city's residents. Each dataset provides valuable information that contributes to the comprehensive understanding of the street network and how to improve it.

2.2 DEMOGRAPHICS

According to the 2018 U.S. Census American Community Survey (ACS), Los Alamitos has a population of 11,529 within its four-square mile city boundary. The city has a population density of 2,832 people per square mile in 4,326 households.

The population of Los Alamitos is relatively middle age with 59 percent of the population being between the ages of 20 to 64 years old, while only 16 percent being classified as seniors (over the age of 65). The racial and ethnic makeup in Los Alamitos is 61 percent White, six percent African American, one percent American Indian and Alaska Native, 17 percent Asian, two percent Native Hawaiian and Other Pacific Islander, six percent two or more races, and seven percent of some other race. About 26 percent of the population identifies as Hispanic or Latino; this percentage is spread across all racial groups represented in the race chart.

The median household income is 84,068. Of the households surveyed in 2018, a majority of households have access to one or more vehicles, with six percent reporting lacking access to a vehicle.



2.3 TRANSPORTATION MODE SHARE

According to the 2018 U.S. Census, there are an estimated 5,490 workers in Los Alamitos. Mode splits for workers' commute trips are:

- » Car: 77.8 percent 🚗
- » Carpool: 8.8 percent 🚚
- » Transit: 1.9 percent 🚌
- » Walk: 3.1 percent 🚶
- » Bicycle: 0.5 percent 🚲
- » Work from Home: 7.3 percent 🏠
- » Other Means: 0.6 percent ...

Approximately 86.6 percent of workers in Los Alamitos drive to work. This suggests that investments in transit and other mobility choices should be done to reduce employee commuter trips and reduce traffic congestion in Los Alamitos.

2.3.1 WALKING MODE SHARE

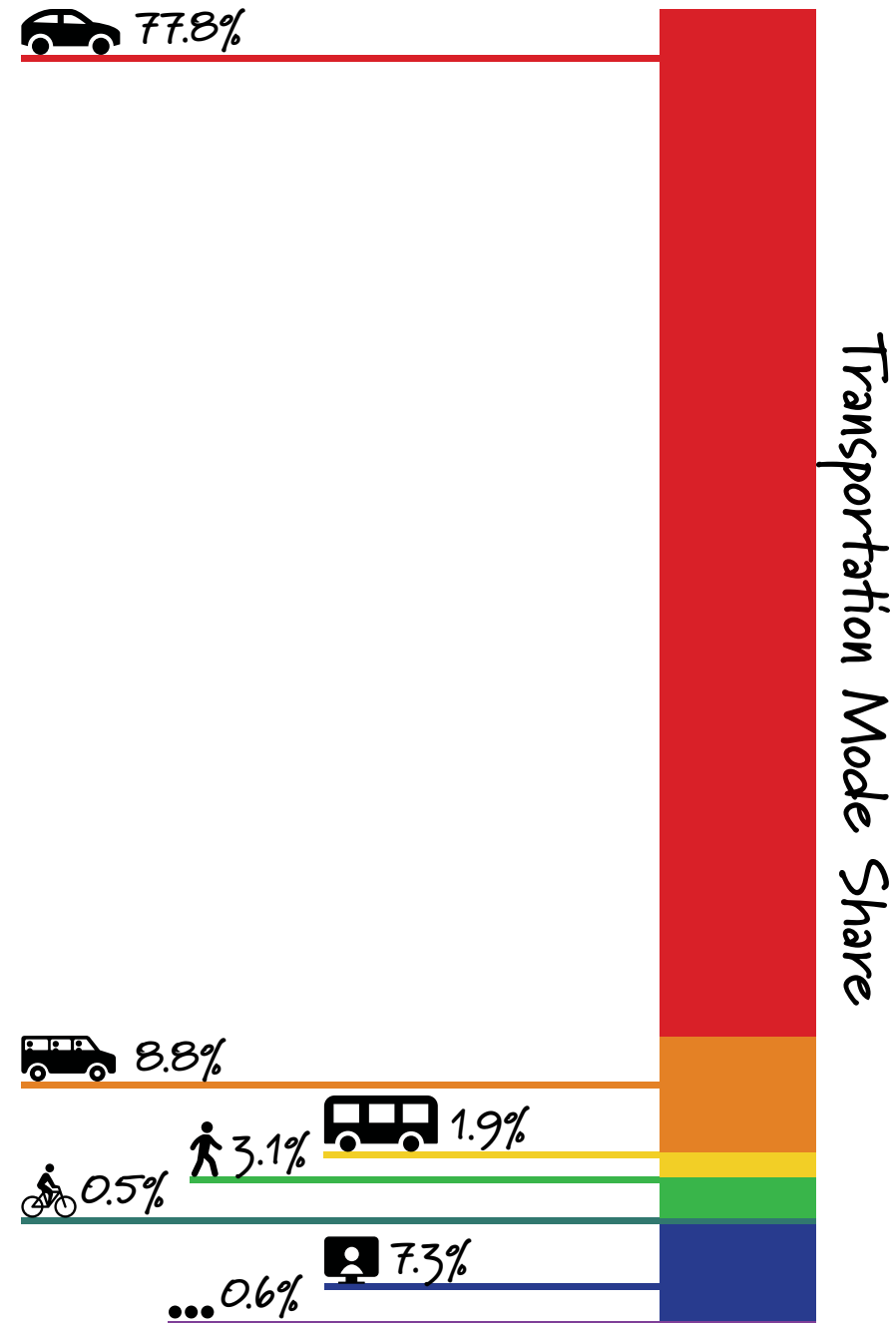
The walking mode share measures the percentage of workers aged 16 years and over who commute to work by foot. Mode share reflects how well infrastructure and land-use patterns support travel to work by foot. In the city, walking mode share patterns are connected to the relative proximity of housing to employment centers.

2.3.2 BICYCLING MODE SHARE

Similar to the walking mode share, bicycling mode share measures the percentage of resident workers aged 16 years and over who commute to work by bicycle.

2.3.3 PUBLIC TRANSIT MODE SHARE

Transit mode share measures the percentage of workers aged 16 years and over who commute to work by transit. This mode share reflects how well first mile-last mile infrastructure, transit routes, and land-use patterns support travel to work by transit.



2.4 EXISTING LAND USE AND ACTIVITY CENTERS

Los Alamitos is a small community surrounded by the cities of Cypress, Garden Grove, and Seal Beach in Orange County and the City of Long Beach in Los Angeles County. The Joint Forces Training Base (JFTB) represents nearly half of the land area within the City boundaries.

Existing land use patterns in Los Alamitos are defined by medium-density residential development interspersed with pockets of other land uses, that include commercial and services, mixed use, industrial, and public/transportation facilities (refer to Figure 2-1). The concentrations of commercial retail and office occur primarily along major thoroughfares, including Cerritos Avenue, Los Alamitos Boulevard, and Katella Avenue. Concentrations of industrial facilities can be found on Cerritos Avenue, Bloomfield Avenue, and Katella Avenue. Areas of activity can be found along Katella Avenue, Los Alamitos Boulevard, and Bloomfield Street.

In order to be eligible for State funding, a city's bicycle and pedestrian plan must address connections between specific activity center types. These activity centers are essential destinations, including the community's major employers, office buildings, industrial sites, government sites, retail centers, hospitals, tourist attractions, schools and parks. Identifying these centers, and their draw for the community, is essential to creating useful bicycle and pedestrian networks. It is important to site facilities that connect the places people actually want to frequent.



Commercial land uses



Joint Forces Training Base entrance

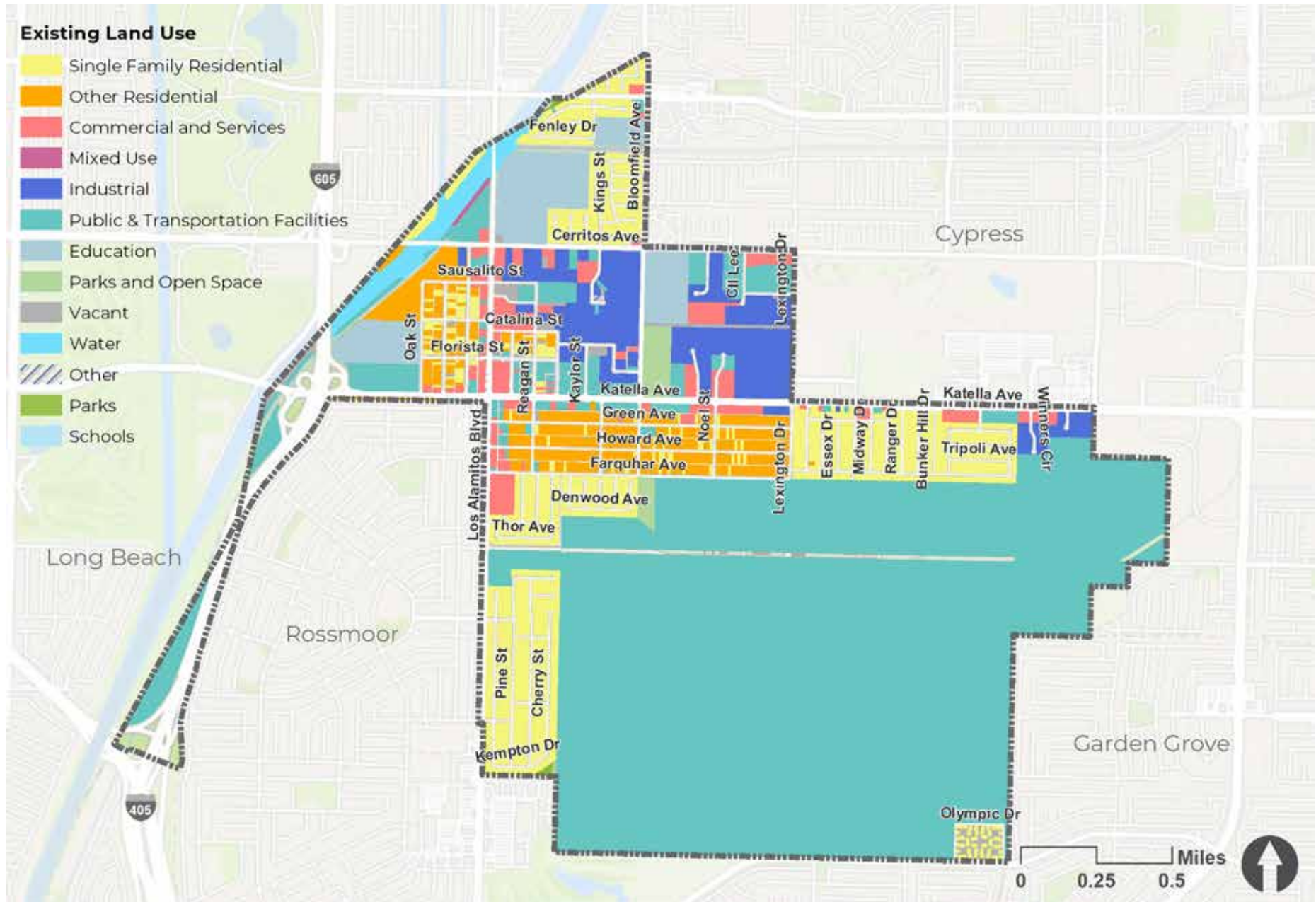


FIGURE 2-1: Existing Land Uses

Source: SCAG, 2016

2.5 STREET CLASSIFICATION

The streets in Los Alamitos are classified into a number of different categories, including smart streets, major arterials, primary arterial, secondary arterial, and collector streets. Regional access to Los Alamitos is provided by a number of highways including Interstates 405 and 605 and State Route 22. Access throughout the city is provided by the major arterial roadways including Katella Avenue, Cerritos Avenue, Ball Road, Los Alamitos Boulevard, and Bloomfield Avenue. The prevalence of major arterials within Los Alamitos, as shown in Figure 2-2, underscores the need for defined facilities along the roadways with higher lane counts as they typically experience higher traffic volumes. It also identifies connector streets that may be good alternatives for bicycle facilities given their low lane count. The roadways were analysed further to determine suitability.

2.5.1 AVERAGE DAILY TRIPS

Average daily trips (ADT) is a tool used to measure vehicle traffic load on a section of a road. Essentially, it measures how busy a road is. ADT counts can be provided by day of week and by time of day. Figure 2-3 on page 20 displays average daily trips in Los Alamitos. According to this map, Lexington Drive has the lowest amount of average daily trips (1-8,000 ADT). Cerritos Avenue, Los Alamitos Boulevard, and Katella Avenue have the highest amount of average daily trips (greater than 25,000 ADT) in Los Alamitos. Bicycle and pedestrian safety should be prioritized along these busy corridors, especially if there are proposed bicycle routes.

2.5.2 SPEED LIMITS

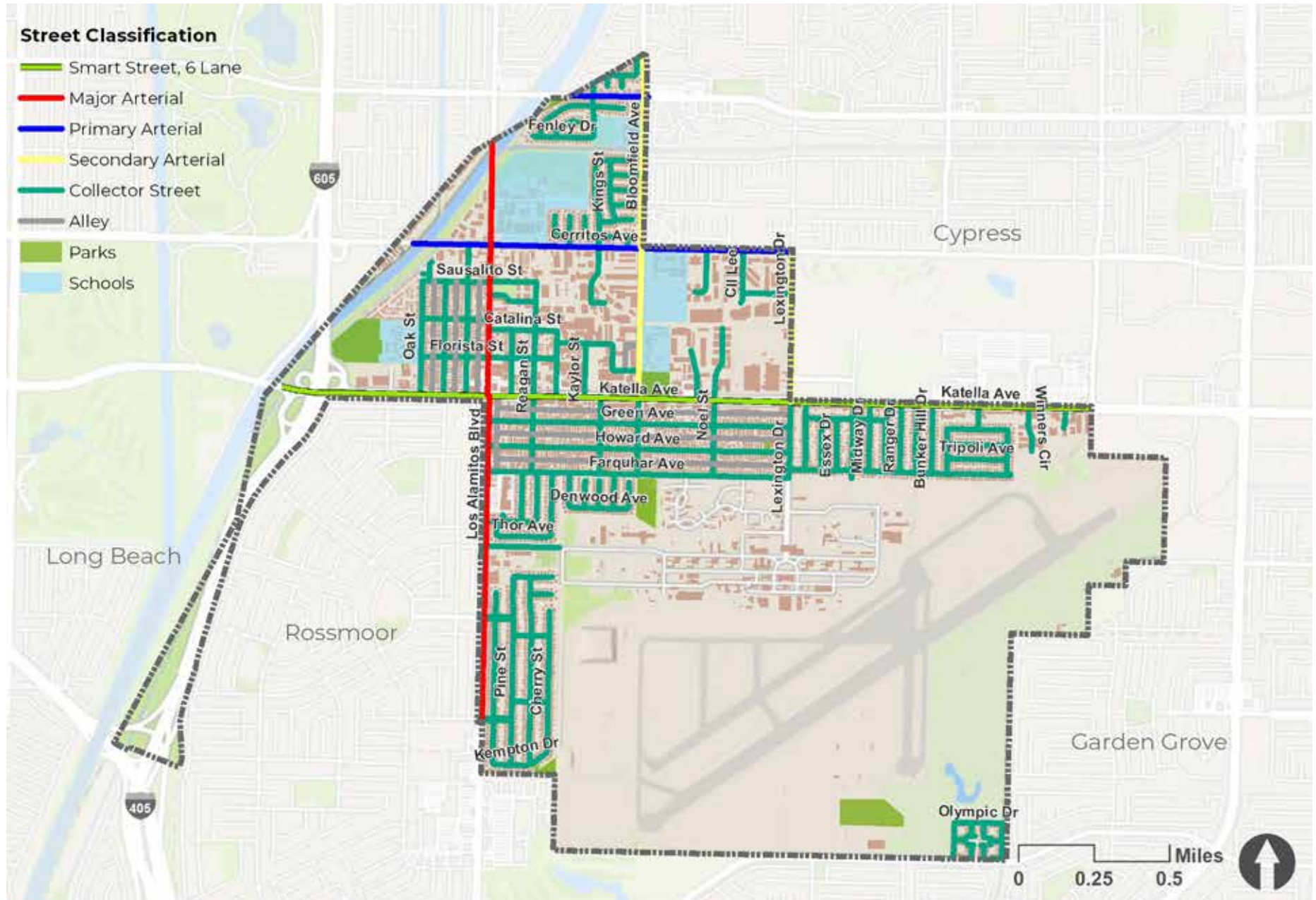
The majority of Los Alamitos busier corridors including Katella Avenue, Cerritos Avenue, Ball Road, Los Alamitos Boulevard, and Avenue have posted speed limits of 25, 35, and 45 miles per hour (mph). None of the streets within Los Alamitos have posted speeds of 50 mph or above. Besides the high-volume streets, the city's low speed streets have a posted speed limit of 25 mph, which makes them conducive to bicycle facilities, such as bicycle boulevards and neighborhood greenways, or shared bicycle routes, as shown in Figure 2-4 on page 21.



Los Alamitos Boulevard



Katella Avenue

**FIGURE 2-2:** Street Classification

Source: City of Los Alamitos, 2015

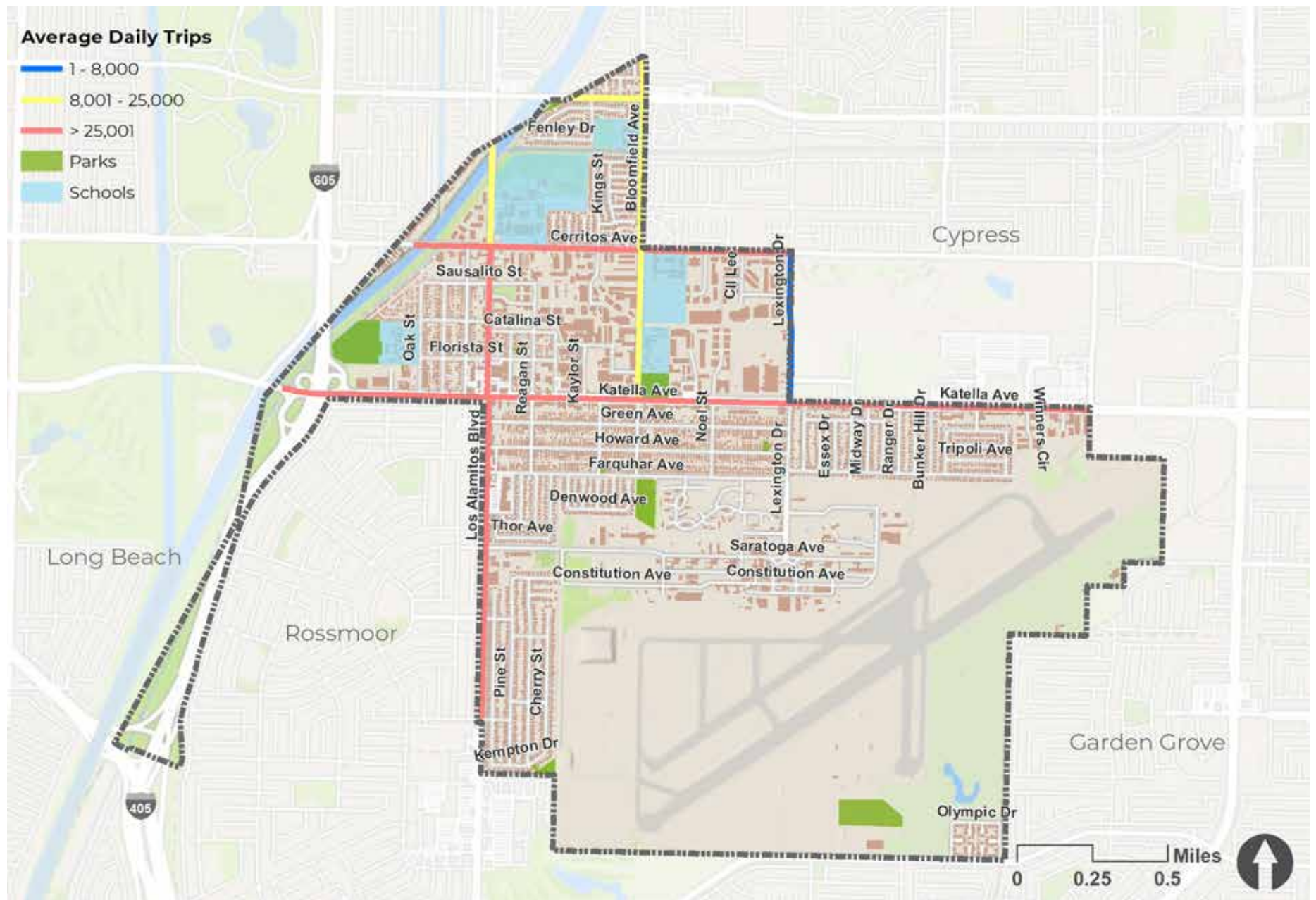
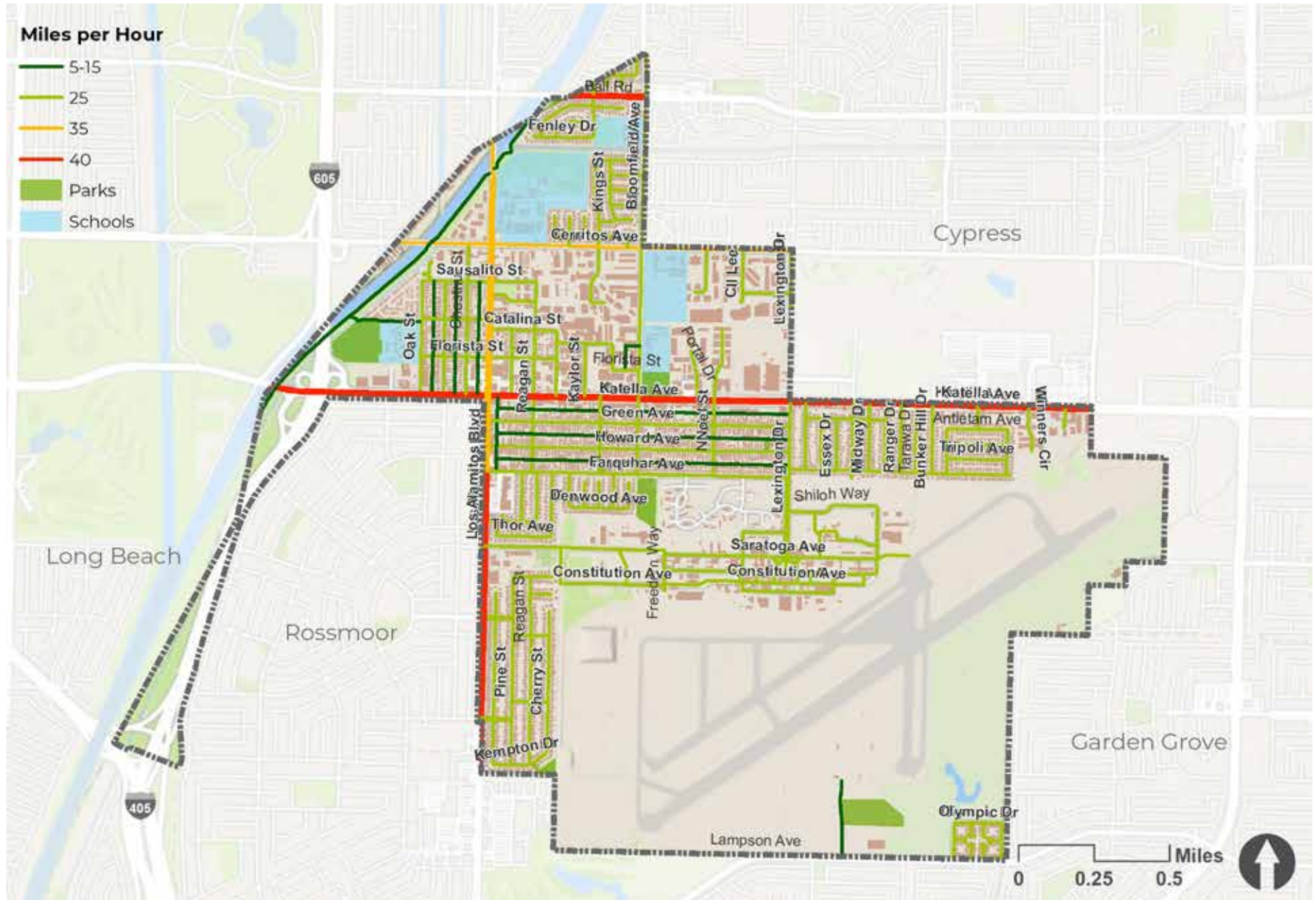


FIGURE 2-3: Average Daily Trips

Source: City of Los Alamitos, 2015

**FIGURE 2-4:** Speed Limits

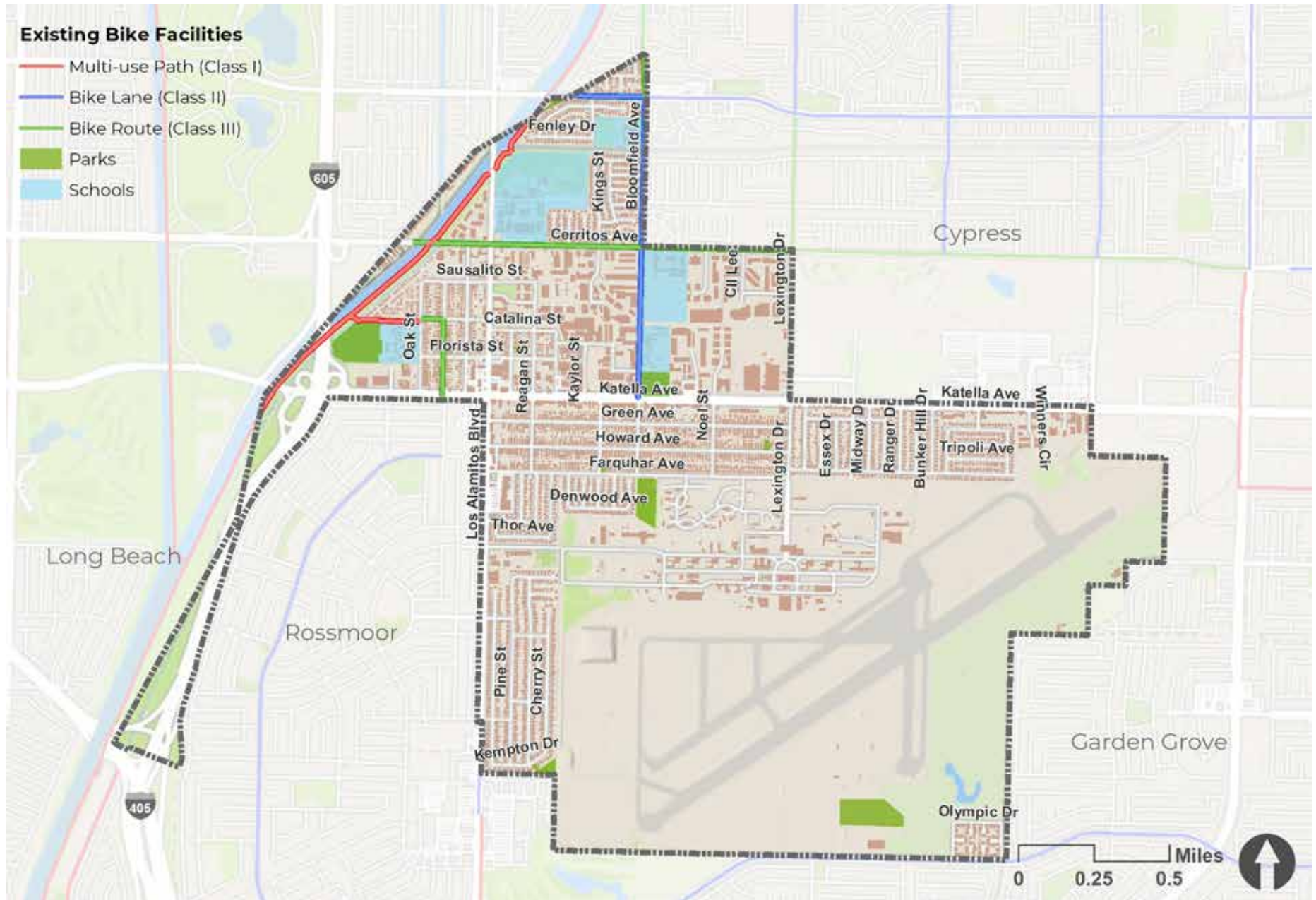
Source: KTUA, 2020

2.6 EXISTING BICYCLE FACILITIES

The existing bicycle facility network in Los Alamitos is comprised of multi-use paths, bicycle lanes, and bicycle routes making up 4.5 miles of existing bikeways, as shown in Figure 2-5. Thirty-eight percent of the existing infrastructure are bike routes and most of them are along Cerritos Avenue, Bloomfield Avenue, and Catalina Street. This network was analyzed for connectivity within the city and with other surrounding jurisdictions and was presented to the City as well as stakeholders to gather additional input on routes they felt were important and which should move forward as recommendations.



Class II bicycle lane along Bloomfield Avenue

**FIGURE 2-5:** Existing Bicycle Facilities

Source: XXXX

2.7 TRANSIT ROUTES AND STOPS

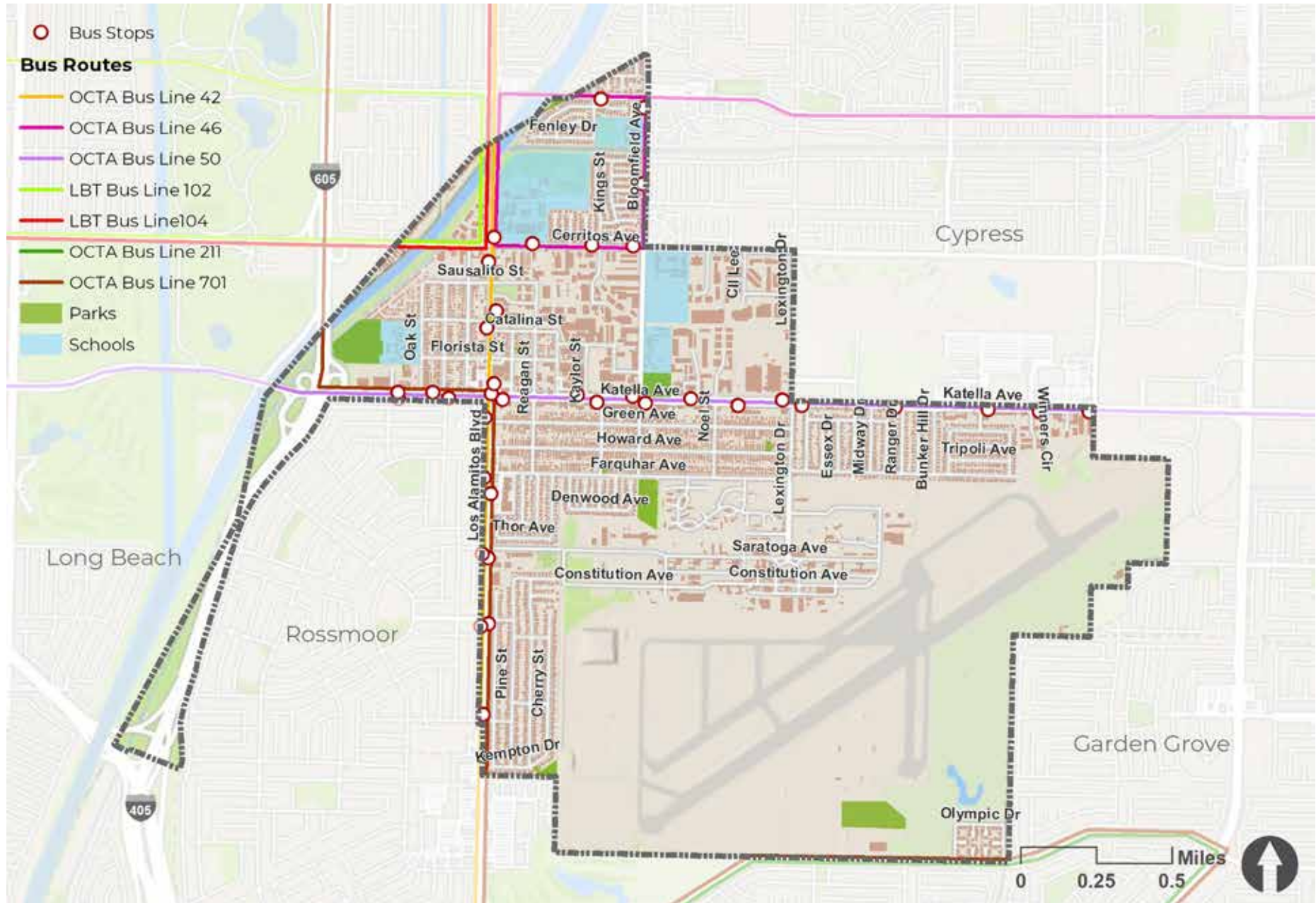
The Orange County Transportation Authority (OCTA) provides transit service throughout the city, as shown in Figure 2-6. Local bus routes provide service along Los Alamitos Boulevard, Bloomfield Street, Katella Avenue, and Cerritos Avenue. There are seven routes within the city which include OCTA Bus Line 42, OCTA Bus Line 46, OCTA Bus Line 50, LBT Bus Line 102, LBT Bus Line 104, OCTA Bus Line 211, and OCTA Bus Line 701.

There are no passenger rail lines through the City of Los Alamitos. The nearest passenger rail lines are west of the City near Long Beach (Metro Blue Line) and north of the city near Norwalk and Santa Fe Springs (Metro Green Line). Buena Park offers the closest Metrolink station (Orange County Line) and Amtrak service (Pacific Surfliner).

There are 37 bus stops in Los Alamitos. As part of the analysis, these routes and stops were collected to ensure improving access to them was integrated into the plan as major destinations. Approximately 1.9 percent of workers in Los Alamitos use public transit as their primary mode of transportation.



OCTA bus stop at Los Alamitos Boulevard and Rossmoor Way

**FIGURE 2-6:** Transit Routes and Stops

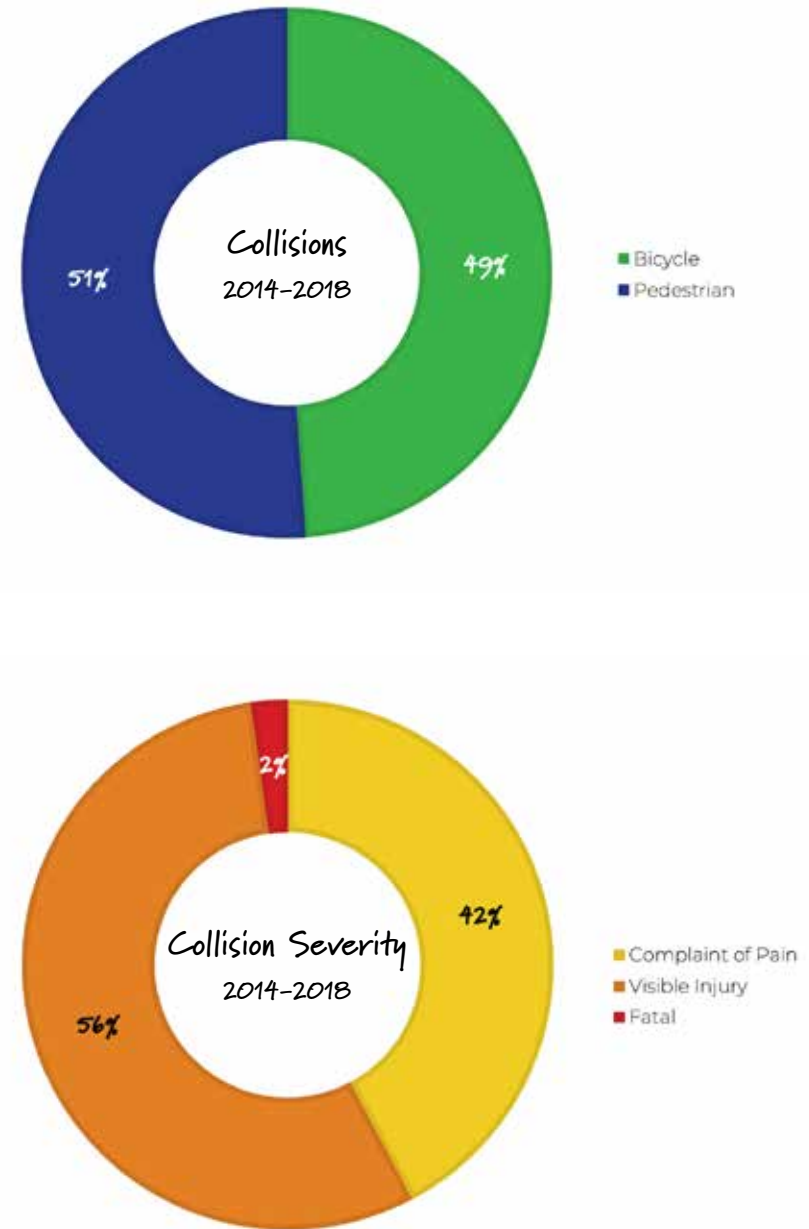
Source: OCTA, 2020

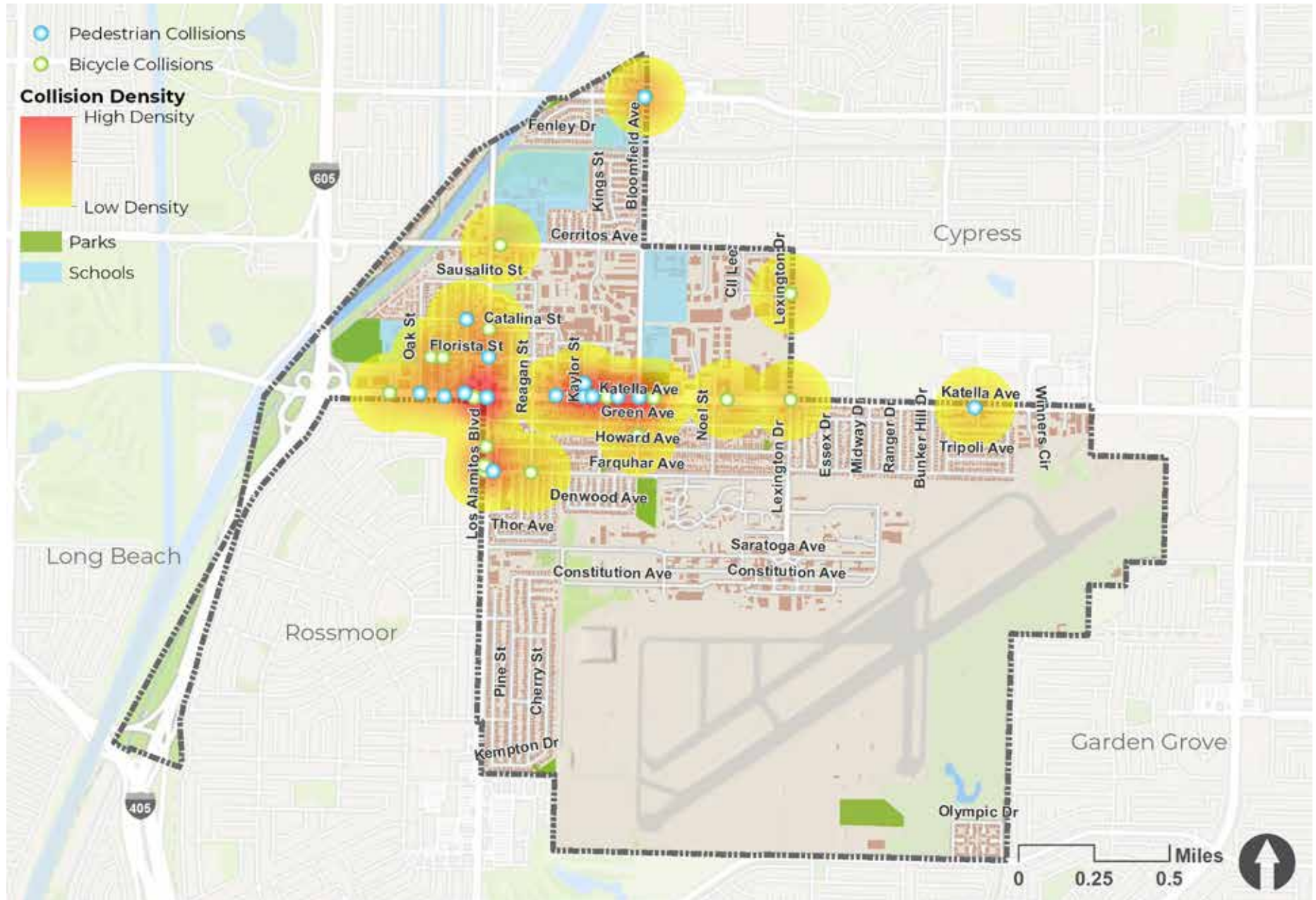
2.8 ANALYSIS

To develop this ATP, a thorough analysis of existing conditions in Los Alamitos was conducted that involved GIS analyses, field work, online community outreach, and virtual meetings with City staff to gather data and input. GIS-specific analyses involved processing datasets from the city and open source databases, such as the Transportation Injury Mapping System (TIMS) and combining them to reveal patterns and relationships within Los Alamitos.

2.8.1 BICYCLE AND PEDESTRIAN COLLISION ANALYSIS

Bicycle and pedestrian collision data were obtained from the Transportation Injury Mapping System (TIMS) collision dataset, which captures reported bicycle-vehicle, pedestrian-vehicle, and bicycle-pedestrian collisions that resulted in injury or property damage in Los Alamitos in the five-year period of 2014 through 2018. Collision density and locations data are displayed on Figure 2-7. Collisions on off-street paths are not reported in the dataset. It is important to note that collisions involving bicyclists and pedestrians are known to be under-reported, and therefore such collisions are likely under-represented in this analysis. In these past five years there were 22 bicycle-related collisions and 23 pedestrian-related collisions, one of which resulted in fatality. The bulk of both collision types resulted in complaint of pain (42 percent) and visible injury (56 percent), with two percent resulting in death. According to the map, areas of high collision density occur along Los Alamitos Boulevard and Katella Avenue.



**FIGURE 2-7:** Bicycle and Pedestrian Collisions

Source: SWITRS, 2020

2.8.2 BICYCLE AND PEDESTRIAN PROPENSITY MODEL

To help define study focus areas, a Geographic Information Systems (GIS) model was created to reveal relationships between the many factors analyzed. A Bicycle-Pedestrian Propensity Model (BPPM) was developed, considering all of the previously discussed analysis inputs, to establish where bicyclists and pedestrians are most likely to be, either currently or if improvements were to be made. The BPPM is comprised of three sub-models: Attractor, Generator, and Barrier Models. These three sub-models are then combined to create the composite BPPM.

Attractors are essentially activity centers known to attract bicyclists and pedestrians. Examples are schools, transit stops, and shopping centers. Generators are developed from demographic data and address potential pedestrian and bicyclist volume based on how many people live and work within the study area. Examples of generators are population density, employment density, primary mode of transportation to work

and vehicle ownership. Barriers are features likely to discourage or detract people from bicycling or walking. These are generally physical limitations, such as areas with high numbers of bicycle-related collisions, high vehicle volumes and speeds, and missing sidewalks.

The resulting map displayed in Figure 2-8 was employed to aid in developing general recommendations and to help select priority projects described in the following chapter. When comparing the input from public workshops, stakeholders, and project surveys, there was correlation between the high propensity areas for bicycling and walking with input provided.

The BPPM map shows highest likely use along major corridors, especially along Katella Avenue, Green Avenue, Howard Avenue, and Los Alamitos Boulevard. However, bicycle and pedestrian propensity is not only concentrated on the major roadways, it also permeates into local streets that people tend to use frequently.



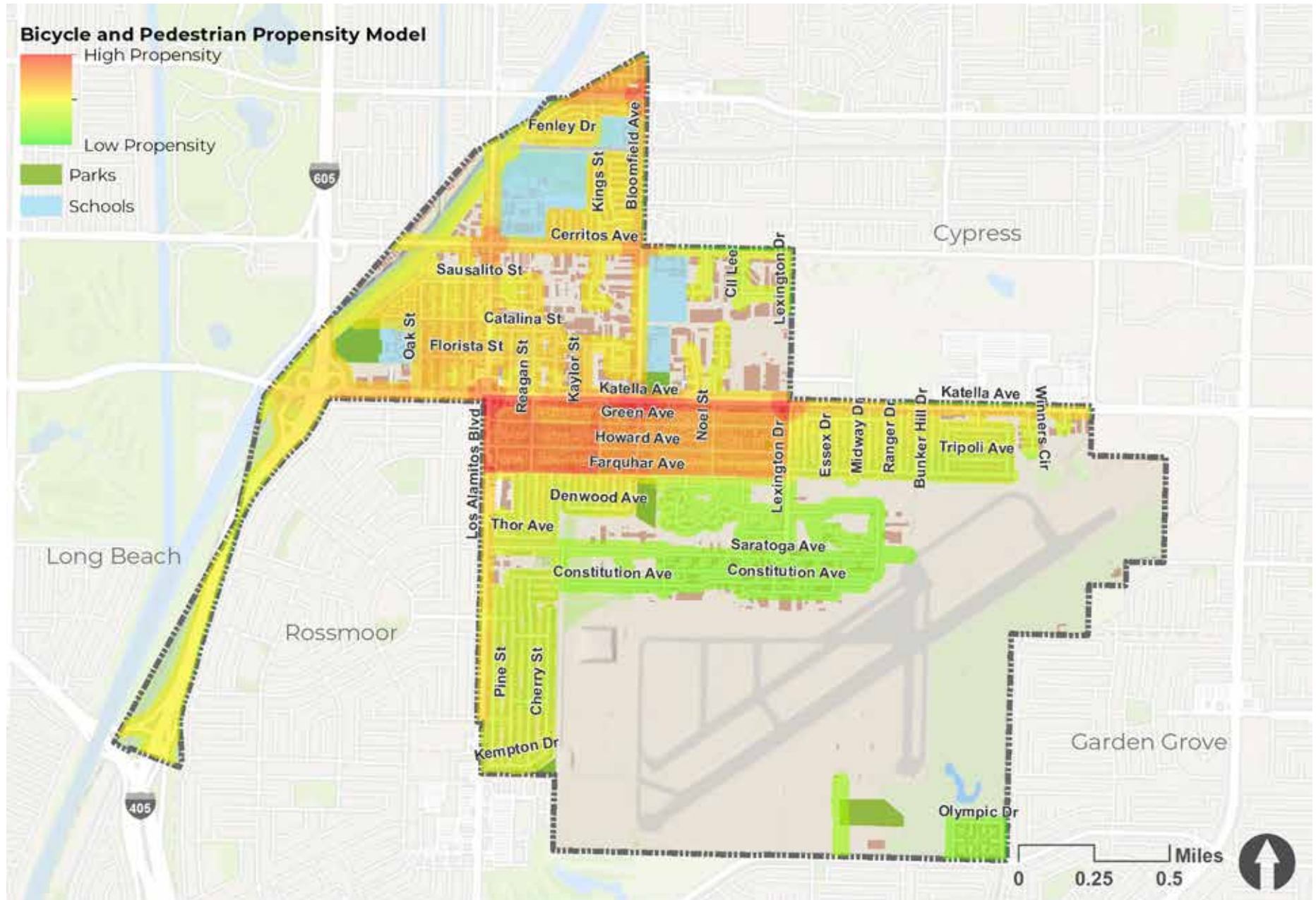


FIGURE 2-8: Bicycle and Pedestrian Propensity Model

Source: KTUA, 2020

2.8.3 LEVEL OF TRAFFIC STRESS (LTS)

The Bicycle Level of Traffic Stress (LTS) analysis is a GIS-based tool used to quantify a bicyclist's perception of comfort given specific roadway conditions. Because different bicyclists have different tolerances for stress created by volume, speed, and proximity of automobile traffic, the LTS method identifies four levels of stress, from the most comfortable scenario to the least tolerable conditions. Bicycle Level of Traffic Stress (LTS) criteria span from one to four, with one being the least stressful or most comfortable, and four being the most stressful. The analysis was applied to Los Alamitos's entire street network, as shown in Figure 2-9. Most of Los Alamitos's existing bikeways are located along Cerritos Avenue, Bloomfield Avenue, and Catalina Street. All show a relatively low level of traffic stress (LTS one and two). The map shows Katella Avenue and Los Alamitos Boulevard, both main corridors, with a high level of traffic stress (LTS four). This means that only the most confident, experienced, and strong bicyclists are willing to ride on these facilities, while the other users may not feel safe and comfortable riding on the larger thoroughfares, as shown in the Bicycle User Classification System developed by the City of Portland. These classifications can be helpful in understanding the characteristics and infrastructure preferences of different cyclists.

Bicycle planning should use a wide variety of options, from shared roadways to separated facilities to accommodate as many user types as possible and to provide a comfortable and safe experience for the greatest number of cyclists.

Bicycle User Classification System

 33%

No Way, No How!

I don't ride at all due to inability, fear for my safety, or simply a complete and utter lack of interest.

 60%

Interested but Concerned

I like riding a bike, but I don't ride much. I would like to feel safer when I do ride, with less traffic and slower speeds.

 7%

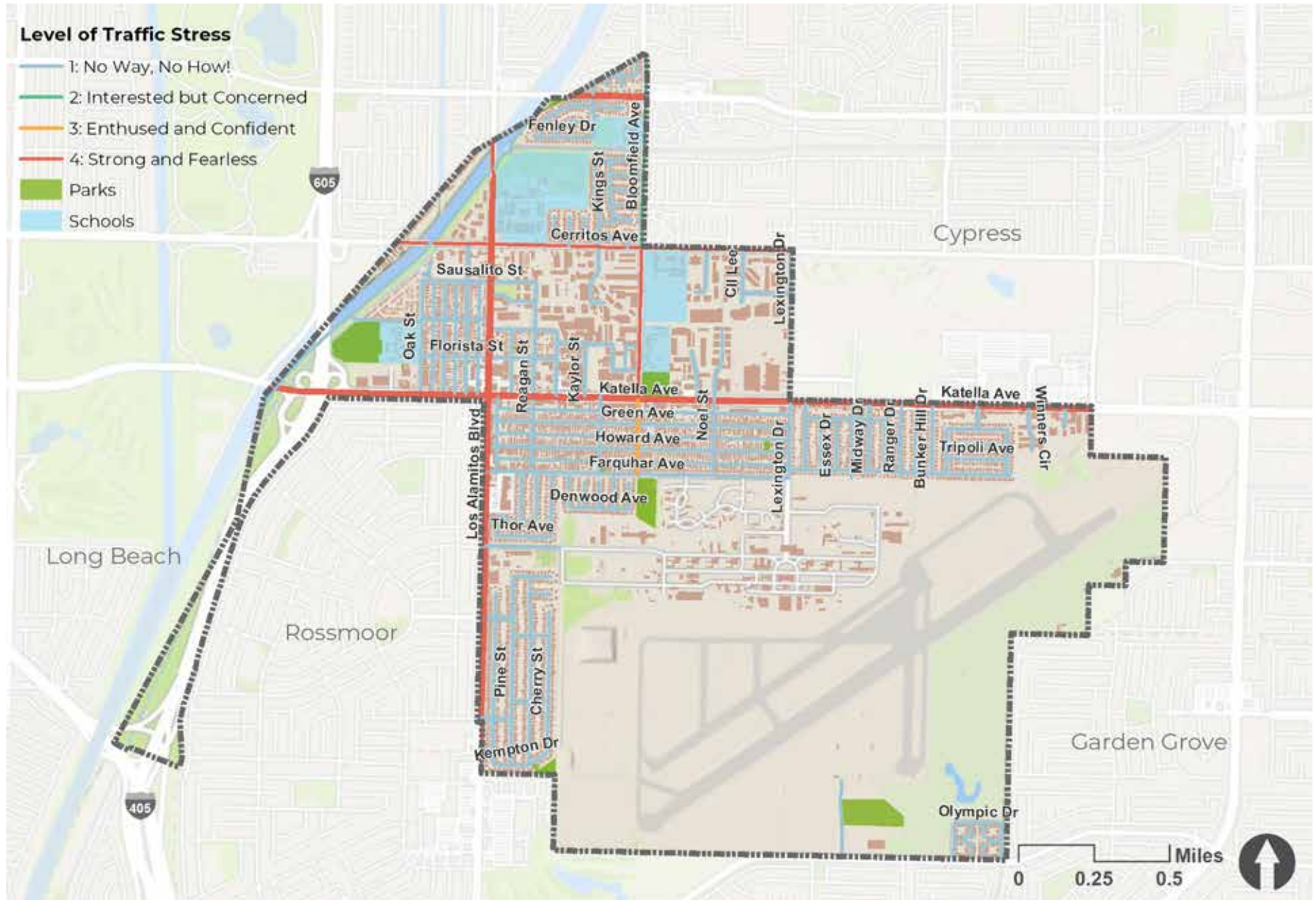
Enthusied and Confident

I am comfortable sharing the road with motor vehicles, but given a choice, I prefer to use bike lanes and boulevards.



1% Strong and Fearless

Riding is a strong part of my identity and I am undeterred by traffic speed and volume, or other roadway conditions.

**FIGURE 2-9:** Level of Traffic Stress

Source: KTUA, 2020

2.9 WALK AUDIT RESULTS

The walk audit process for the ATP provided vital insight into the city's existing conditions. The team used an online ESRI-based mobile application to collect data and take photos along the prescribed walking route. This exercise improved the team's understanding of the city's existing infrastructure by identifying opportunities and constraints along key corridors and intersections, as seen in Figure 2-10. The input was categorized into the following topics:

- » Bicycle
- » Pedestrian
- » Transit
- » Traffic Calming
- » Other

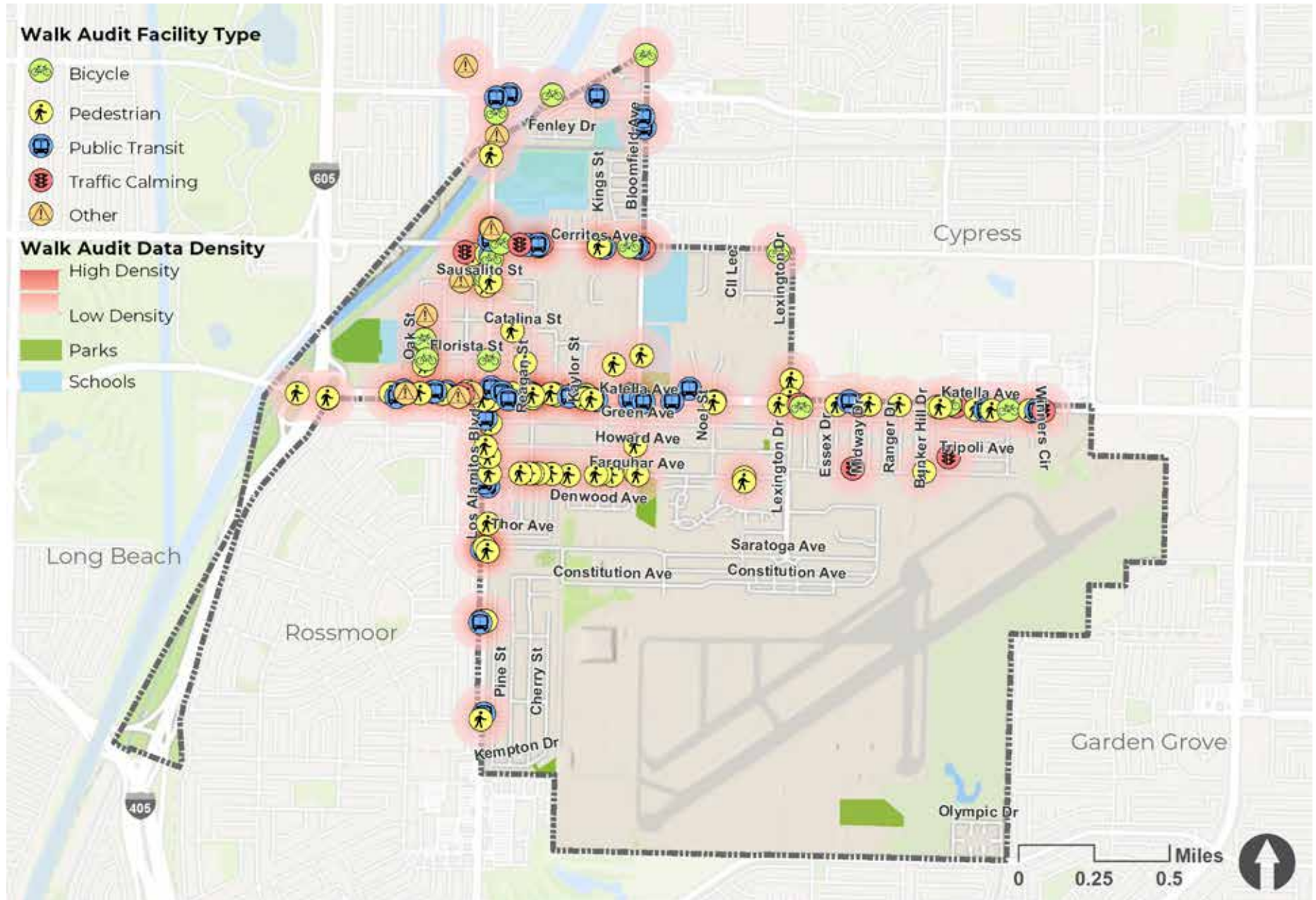
The data collected will be used in the recommendations and prioritization phase of the planning process.



Pedestrian crossing near the I-605/Katella Avenue interchange



Faded crosswalk at Katella Avenue

**FIGURE 2-10:** Walk Audit Results

Source: KTUA, 2020

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Chapter 3

COMMUNITY OUTREACH

3.1 Community Engagement Overview

3.2 Contingency Plans Addressing COVID-19 Pandemic

3.3 Community Engagement Strategies

3.4 Community Engagement Tools

3.5 Community Advisory Committee (CAC)

3.6 Community Workshops

3.7 Pop-Up Events

3.8 Walk Audits

3.9 Story Map

3.10 Online Survey



3.1 COMMUNITY ENGAGEMENT OVERVIEW

The ATP planning process was conducted in an open and transparent manner to ensure that community members were included throughout the entire course of the project. The community's participation was crucial to identify both barriers and opportunities pertaining to walking, bicycling, skateboarding, or accessing transit. To achieve that, the community engagement process was designed to engage a broad spectrum of stakeholders including residents, city staff, local advocacy groups, the school district, and health organizations.

3.2 CONTINGENCY PLANS ADDRESSING COVID-19 PANDEMIC

The team's priority throughout the community engagement process was the safety and welfare of the people they represent and work with. The ongoing COVID-19 pandemic triggered necessary safety measures regarding public gatherings of any size. State and local regulations prohibited large social gatherings which resulted in shifting all community workshops and stakeholder meetings to the online video sharing platform Zoom.

3.3 COMMUNITY ENGAGEMENT STRATEGIES

The primary community engagement strategies utilized for the ATP were:

- » Virtual Community Workshops
- » Community Advisory Committee Meetings
- » Flyers and Postcards
- » 24-hour project phone line
- » Text messaging
- » Social media
- » Online surveys
- » Map-based Surveys



3.4 COMMUNITY ENGAGEMENT TOOLS

The ATP utilized friendly and appropriate tools to inform the community about the ATP and maximize participation. The following tools allowed the team to engage the community and other stakeholders throughout the planning process, allowing them to provide meaningful input, despite the pandemic.

3.4.1 PROJECT BRANDING

In order to be consistent with the City's branding and graphic requirements, a similar type of branding style was used for this ATP. The project's branding was used in all outreach materials, including flyers, surveys, online maps, and workshop exhibits.

3.4.2 24-HOUR PROJECT PHONE LINE

A 24-hour phone line was set up for residents to call and address any concerns, thoughts, or desired solutions. A community health worker was responsible for monitoring the phone line and calling back as necessary. The phone line was a great tool for people who did not have access or the skill level to use online technology.

3.4.3 TEXT MESSAGING

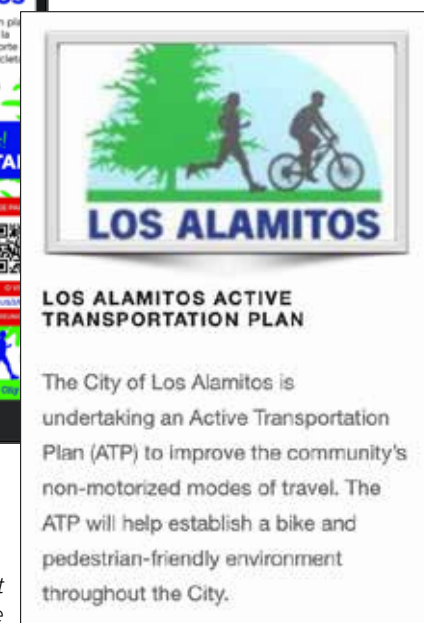
A mass texting platform called TrueText was utilized to send 8,188 texts to over 4,000 residents of Los Alamitos. Text messages informed people about opportunities to participate such as CAC meetings, workshops, and other online tools. The online survey link was also sent to residents via text.

3.4.4 SOCIAL MEDIA

The City's Facebook page was primarily used to share updates and events such as the project survey, online interactive map, and virtual community workshops. This also allowed residents to post questions and comments regarding the ATP. Additionally, the City of Los Alamitos used their official City website to post project information, upcoming workshops and the online survey link.



City's Facebook post



Project announcement on City's website

3.4.5 FLYERS AND POSTCARDS

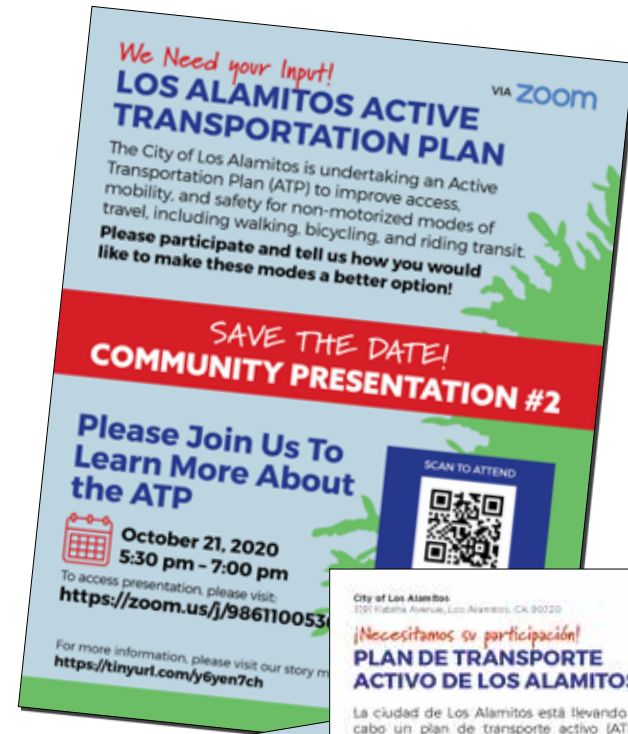
Because of Los Alamitos's diverse population, the project needed to have a variety of outreach methods and an online presence. According to the 2018 American Community Survey, approximately 26 percent of Los Alamitos's population is Hispanic or Latino. Because of these demographics, online outreach materials were created both in English and Spanish. Additionally, postcards were created and mailed to Los Alamitos residents, with information including a brief project description, online survey link, the 24-hour phone number, and the project Facebook page. Meeting notices and other communications were also sent via email blast to notify the stakeholders about upcoming meetings and project updates. Bilingual flyers were created to promote the three community workshops

3.4.6 SURVEY

A survey was prepared to determine satisfaction levels of current pedestrian and bicycle infrastructure, along with desired improvements. The survey asked people a variety of walking, bicycling, and public transit questions, and prompted them to provide both general and site-specific comments.

3.4.7 ONLINE MAP

An online comment map was created as a supplemental input method that Los Alamitos residents and stakeholders could use to highlight location-specific constraints and opportunities. It also provided the opportunity to categorize the type of issues or improvements identified on the map (e.g. bike, pedestrian, transit, etc.) and allowed respondents to attach photos and include comments. All points were automatically geo-referenced and allowed anyone to see where others had similar issues. This platform allowed the team and the City to efficiently document and analyze comments identified by the community.



Community workshop flyer



Project postcard



Project logo

3.5 COMMUNITY ADVISORY COMMITTEE (CAC)

The Community Advisory Committee (CAC) was a key component of the community engagement process. The CAC met quarterly to share information, collaborate, and guide the ATP process and guidelines. For consistency purposes, the CAC consisted of members who represented various community areas/neighborhoods, businesses, school districts, and city departments. Participating organizations included:

- » Los Alamitos Unified School District (L.A.U.S.D.)
- » Los Alamitos Planning Commission
- » Los Alamitos Parks, Recreation, and Cultural Arts Commission
- » Los Alamitos Traffic Commission
- » Orange County Transportation Authority (OCTA)
- » Orange County Health Care Agency
- » National SRTS Partnership
- » Santa Ana Active Streets Coalition (SAAS)
- » Caltrans District 12
- » Southern California Associations of Governments (SCAG)
- » A summary of the four CAC meetings is detailed below:

3.5.1 CAC MEETING 1

The first CAC meeting was held virtually via Zoom on August 28, 2020. The meeting reviewed the goals of the Active Transportation Plan, discussed the project's background, schedule, and next steps. The presentation dove deeper into specific objectives that the ATP will cover such as improving non-motorized safety and public health as well as assessing community needs, evaluating current street, pedestrian, and bike network, identifying and prioritizing active transportation projects, and providing improved transportation choices, especially near local schools, parks, and major destinations.

3.5.2 CAC MEETING 2

The second CAC meeting was held virtually via Zoom on September 30, 2020. The meeting reviewed community feedback received from the first workshop. The first workshop included public participation via input and walk audits. There were concerns regarding safety such as crosswalks, school drop-off and pickup, lack of bike facilities, and bike path accessibility. The meeting also went over comments received from the online map. These comments included traffic calming and safety concerns such as narrow sidewalks, missing sidewalks, and speeding cars. Results from the online survey were also discussed as well as the project's schedule and next steps.

3.5.3 CAC MEETING 3

The third CAC meeting was held virtually via Zoom on November 18, 2020. The meeting reviewed feedback from the second workshop including priority corridors, safe routes to school recommendations, dangerous street intersections, and pedestrian improvements, bicycle improvements, and transit access. The meeting also discussed the pop-up event conducted at Cottonwood Park as well as the next steps in the project.

3.5.4 CAC MEETING 4

The fourth CAC meeting was held virtually via Zoom on December 18, 2020. The meeting provided an update from the last pop-up event at Cottonwood Park. The meeting also included several discussions regarding the City's vision for bicycling, adding curb extensions throughout the City, as well as incorporating a pedestrian scramble on Cerritos Avenue and Los Alamitos Boulevard.

3.6 COMMUNITY WORKSHOPS

A total of three community workshops were conducted throughout the ATP planning process to gather input and solicit feedback on recommendations.

3.6.1 WORKSHOP #1

The first community workshop was held virtually via Zoom on September 3, 2020. The workshop went over the project's background, goals, outreach, and next steps. In addition, the presentation covered what the ATP will accomplish including assessing community needs, evaluating current street, pedestrian and bicycle network, identifying and prioritizing active transportation projects, and focusing on providing improved transportation choices near schools, parks, and major destinations.

3.6.2 WORKSHOP #2

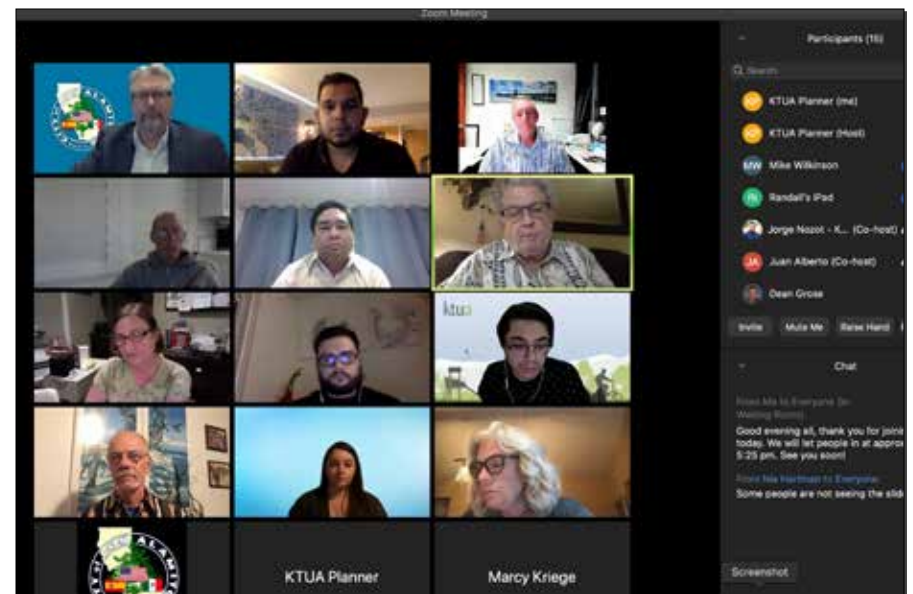
The second community workshop was held virtually via Zoom on October 21, 2020. The workshop covered input from the first workshop which included a summary from the walk audits, safety concerns such as lack of bike facilities and bike path accessibility, traffic counts, and upcoming events like "Walk to School Day." The workshop also reviewed a summary of the surveys completed so far. From those results, residents answered that they would like to see better pedestrian and bicycling routes to parks and schools.

3.6.3 WORKSHOP #3

The third and final community workshop was held virtually via Zoom on December 2, 2020. The third workshop reviewed input received from the second workshop. This input included identifying priority corridors including Cerritos Avenue, Los Alamitos Avenue, and Katella Avenue. The feedback from workshop two also included identifying safe routes to schools such as Los Alamitos Elementary, McAuliffe Middle School, and Los Alamitos High School. The presentation also reviewed a summary of the survey results completed at the time as well as a summary of the pop-up outreach events conducted at Little Cottonwood Park, Laurel Park, and a bus stop near Shoe City.



Workshop #2 online presentation



Workshop #3 online discussion

3.7 POP-UP EVENTS

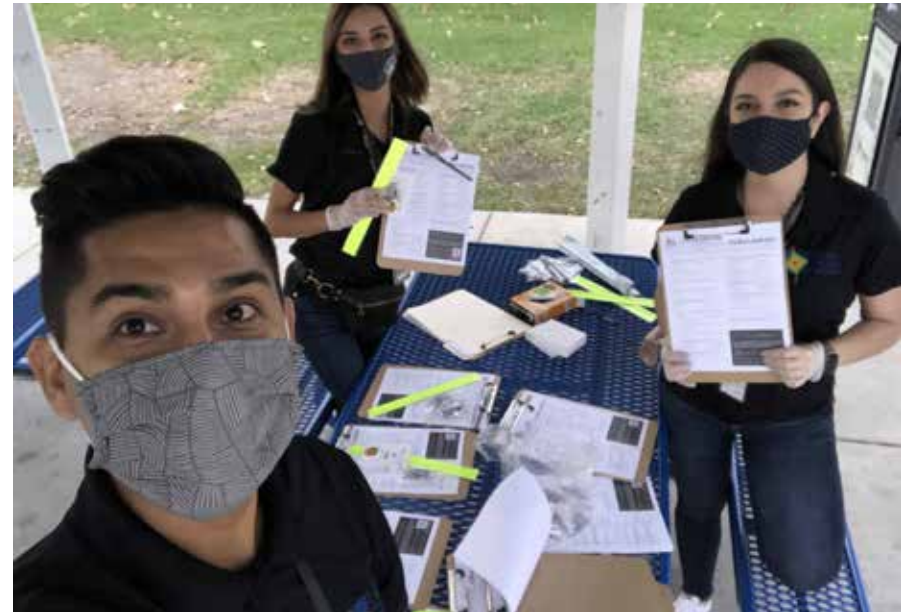
Due to the ongoing COVID-19 pandemic, state and local regulations prohibited large social gatherings. As a result, many events after the first were conducted as outdoor pop-up events. The following sections summarize the two pop-up events that took place during the final phase of the outreach process.

3.7.1 LITTLE COTTONWOOD PARK

The first pop-up was set up at Little Cottonwood Park in Los Alamitos. The team had clipboards ready with printed surveys which were disseminated to residents at the park. The survey was also available digitally via tablets and laptops as a preference for those who did not want to fill out the print version of the survey. Feedback was collected and used in the recommendations chapter for the proposed projects.

3.7.2 LOS ALAMITOS BUSINESS CENTERS

The second series of pop-up events took place at different locations, mainly business centers in Los Alamitos. The team also had clipboards with printed surveys for people to fill out. A QR code was created for the survey so that visitors had the opportunity to complete the survey on their own devices or at another time. Those who completed the survey were given workshop flyers and some giveaways. The businesses were left with QR codes to the surveys, posters, and flyers with information about the project. The feedback received varied by age. When talking to youth, many of them brought up the need to have more skate parks and safe areas for them to ride. Some adults expressed their concerns about the lack of bike lanes and their fear when riding on the street. They expressed how they felt more safe riding on the sidewalks.



Pop-up event at Little Cottonwood Park



Project flyer with QR displayed at a local business

3.8 WALK AUDITS

The walk audits were completed over a span on four days. The team took note of their observations and surrounding land use characteristics. The team noticed there is a need for more bike lanes in many of the corridors. The team observed more people riding on the sidewalks, especially on streets like Katella Avenue. When walking near schools, there was a lack of signage for speed limits and faded markings such as bike lanes and crosswalks. There was also a lot of traffic and signal timings were not long enough when large groups of students were crossing.

TABLE 3-1: Walk Audit Locations and Dates

DATE	MAIN STREETS	ZIP CODE	TIMES
10/01/20	Los Alamitos Blvd/ Cerritos Ave/ Katella Ave	90720	8-10am
10/02/20	Norwalk Ave/ Cerritos Ave/ Katella Ave	90720	10-12pm
10/06/20	Katella Ave/Los Alamitos Blvd	90720	4-6pm
11/06/20	E. Katella Ave	90720	1-3pm



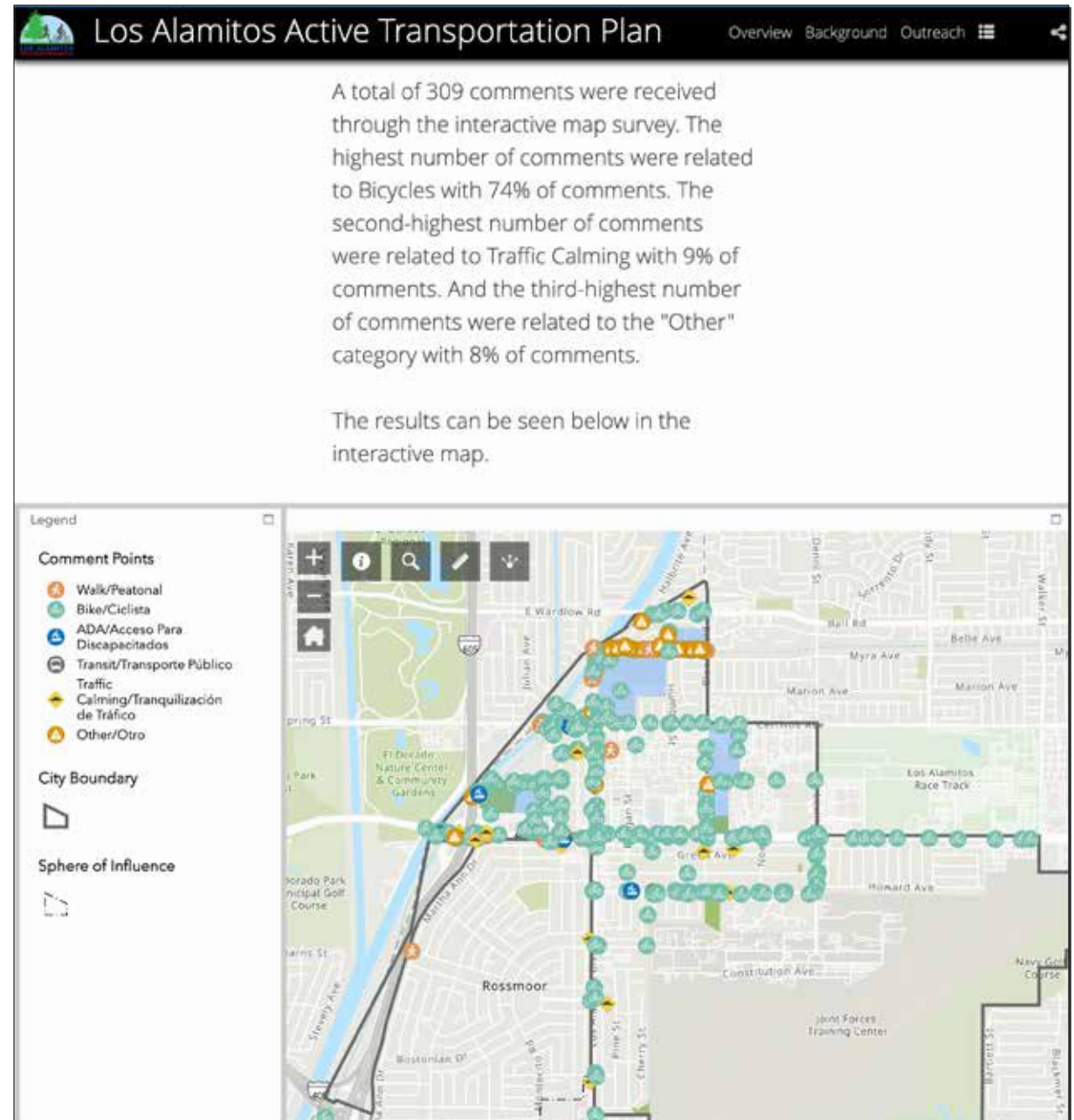
Four walk audits were conducted at different locations within Los Alamitos

3.9 STORY MAP

An online Story Map was created as a supplemental method to inform Los Alamitos residents about the project, provide updates, and fill in online surveys. A comment map was also available where residents were able to highlight location-specific constraints and opportunities.

There was a total of 196 unique comments (306 raw comments) made on the online comment map. The results were analyzed and used for the development of potential pedestrian and bikeway projects. The online map provided the City with a current view of people's opinions, concerns, and desires for pedestrian and bicycle facilities. Of the comments, 134 were bicycle-concern related, 22 were walking-concern related, 19 comments were related to traffic calming, five comments were related to ADA concerns, and 16 comments were categorized as other.

The bike comments included eliminating street parking to add bike lanes, establishing bike boulevards, and adding sharrows and way-finding signage. The walking comments mentioned the lack of high-visibility crosswalks, missing/damaged sidewalks, and installing a pedestrian bridge over Katella Avenue to improve pedestrian access. The traffic calming comments mentioned speeding cars along busy corridors, especially near schools making it unsafe for pedestrians and children to walk. The ADA comments addressed that the existing crosswalks in Los Alamitos are not accessible via wheelchair. These comments highlight the importance of needing to address various active transportation demands in the City.



Los Alamitos ATP Story Map screenshot

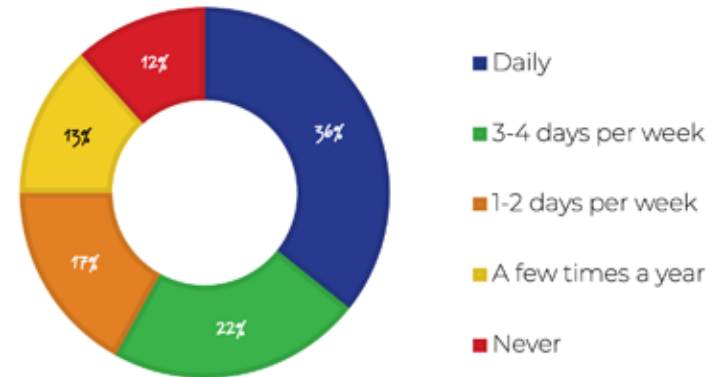
3.10 ONLINE SURVEY

A total of 116 people completed the survey and provided comments. The results were analyzed and used for the development of potential pedestrian and bikeway projects. The survey also provided the City with a current view of people's opinions, concerns, and desires for pedestrian and bicycle facilities.

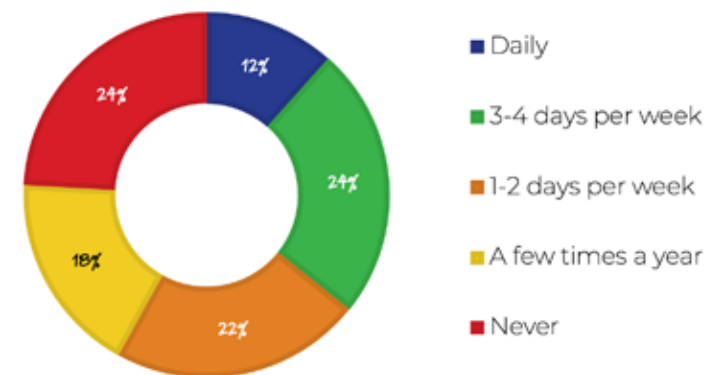
According to the survey results, 36 percent of respondents indicated that they walk daily, and 22 percent indicated that they do it 3 to 4 days per week, which may be due to the size and walkability of the city. On the other hand, about 12 percent bike daily, while 24 percent do it 3 to 4 days per week. About 76 percent of respondents indicated that they drive to get to work or to school while only 29 percent bike and 19 percent walk. However, 54 percent of respondents indicated that they walk or bike to get to that park. As a result, respondents would like to see more pedestrian and bicycle routes to parks (64 percent), schools (64 percent), and shopping centers (49 percent). A majority of respondents consider that multi-use paths (44 percent) and wider sidewalks (43 percent) would make it easier for them to walk in Los Alamitos. In comparison, the majority consider bike lanes on streets (65 percent) and bike paths away from the street (63 percent) would make it easier for people to bike around the city. When asked about their main reasons for walking, biking and rolling, 71 percent of respondents do it for recreation or health reasons, nine percent do it for necessity, seven percent to commute, while 13 percent do it for other reasons.

Note: For questions that allow multiple answers, the total number of answer choices selected for a question can be greater than the number of respondents that answered the question. This can cause the total response percentages to exceed 100 percent.

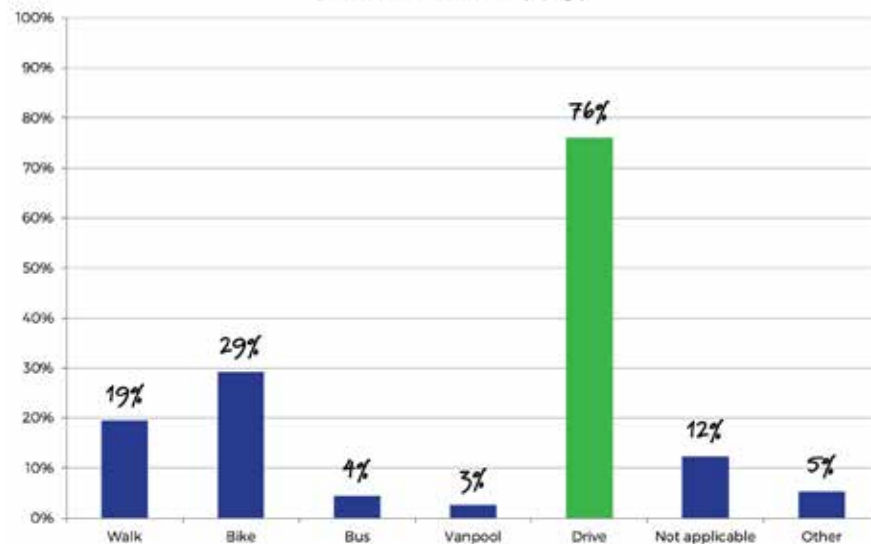
How often do you walk in Los Alamitos?



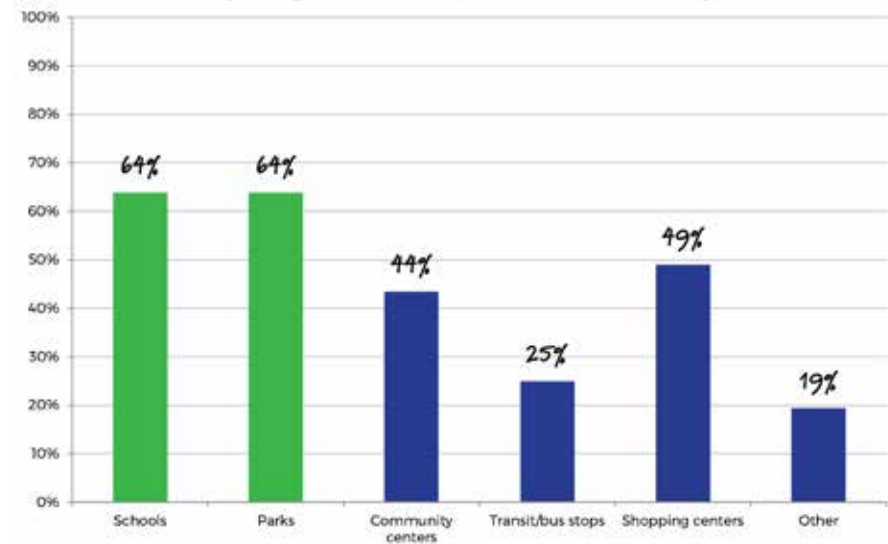
How often do you bike in Los Alamitos?



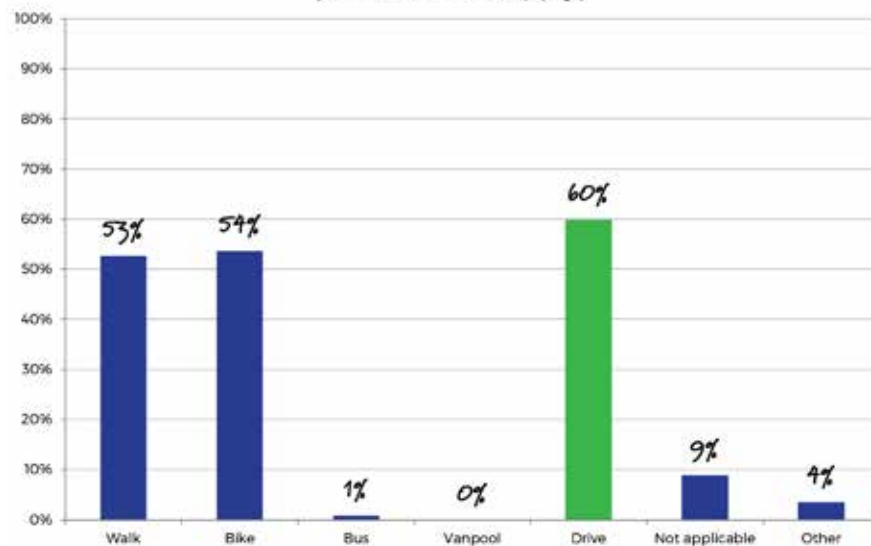
How do you get to work or school?
(Check all that apply)



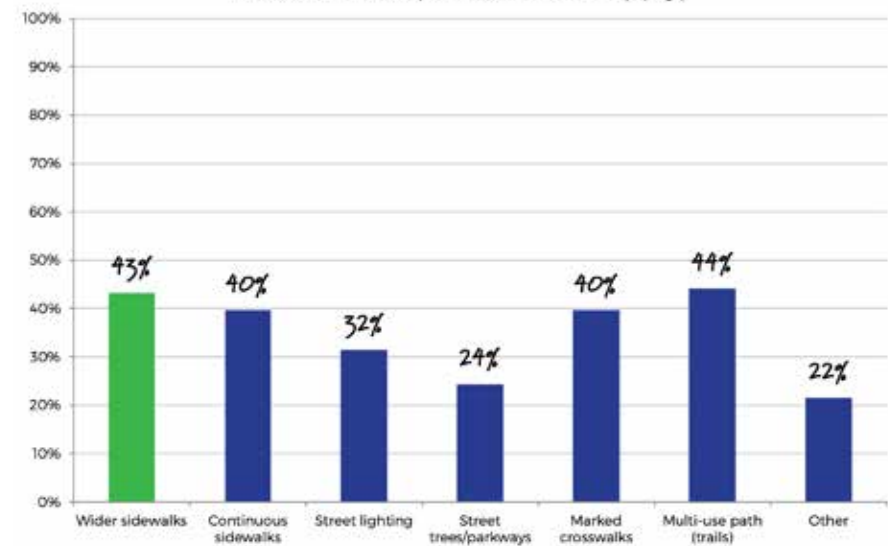
Where would you like to see better pedestrian and bicycling routes to? (Check all that apply)



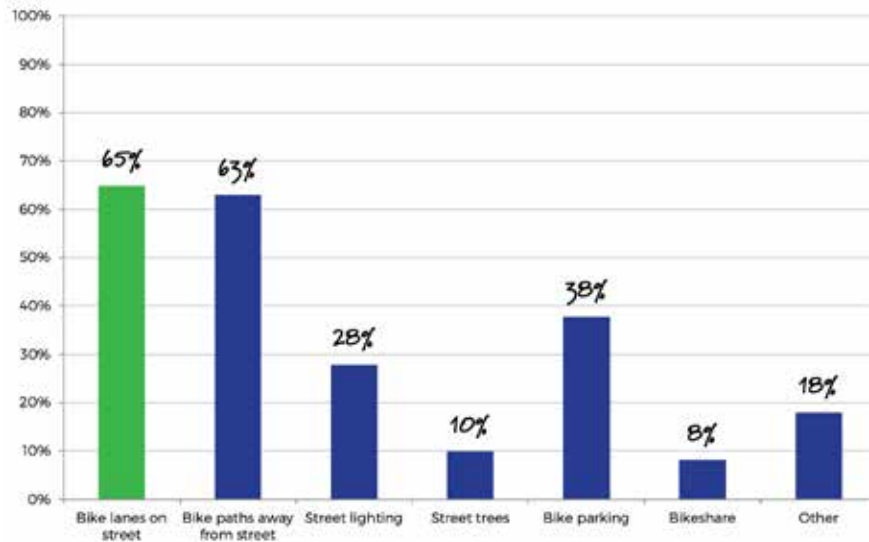
How do you get to the park?
(Check all that apply)



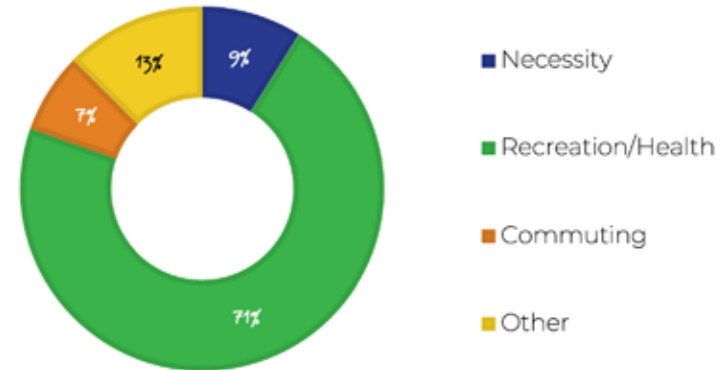
What would make it easier for you to walk more in Los Alamitos? (Check all that apply)



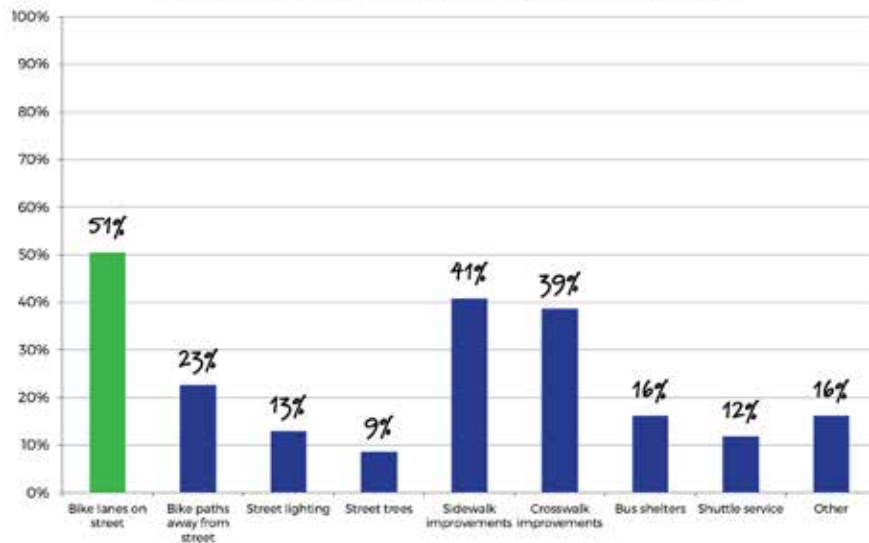
What would make it easier for you to bike more in Los Alamitos? (Check all that apply)



When you walk, bike, or roll, you do it for:



What would make it easier for you to reach transit stops in Los Alamitos? (Check all that apply)



COMMUNITY ENGAGEMENT NUMBERS

1 Project Survey	116 Completed Surveys	1,215 Mailed Postcards
3 Community Workshops	251 Survey and Map Comments	8,188 Text Messages Sent
4 CAC Meetings	2 Pop-up Events	330 Distributed Flyers

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Chapter 4

RECOMMENDATIONS

4.1 Recommendations Overview

4.2 Bicycle and Pedestrian Treatments

4.3 Bicycle and Pedestrian
Recommendations

4.4 Prioritization Process

4.5 Priority Projects

4.6 Intersection Improvements

4.7 Programs



4.1 RECOMMENDATIONS OVERVIEW

This chapter addresses the physical improvements recommended to enhance bicycling and walking in Los Alamitos. The recommended bicycle and pedestrian improvements include both short-term and long-term improvements and is meant to serve as a guide to help the City in allocating funds as they become available through various sources. The chapter contains maps and tables that detail improvement location, extent, and type.

It is important to note that the success of recommended projects is closely tied to programs and adopted standards, codes, and policies. Engineering, Education, Encouragement, Enforcement, Equity and Evaluation can be used to leverage investments in these projects. Similarly, the effectiveness of bicycle and pedestrian programs is maximized by actual project implementation. Likewise, changes to city standards, codes, and policies may be needed to implement bicycle and pedestrian improvements. Project implementation may, in turn, facilitate changes to city standards, codes, and policies.

4.2 BICYCLE AND PEDESTRIAN TREATMENTS

While not universally applied, in general, pedestrian travel in urban areas has long tended to be accommodated with features like sidewalks, crosswalks, dedicated signals, and curb extensions. Suggested pedestrian treatments address a wide variety of issues identified in the analysis and community engagement process to enhance connectivity to transit, school zones, senior zones, activity centers, parks, and other community destinations. Pedestrian improvements help to ensure equitable multi-modal transportation because they serve populations that may not be able to afford a bicycle or likely to ride a bicycle, and instead rely on transit and walking. Newer innovations like pedestrian scrambles, modified signal timing, flashing beacons, and other pedestrian improvements are described in this chapter in addition to standard pedestrian treatments.

A focus on providing safer, less stressful bicycle travel has occurred more recently across the United States, with significant transformation in the state of practice for bicycle travel over the last five years. Much of this may be attributed to bicycling's changing role in the overall transportation system. No longer viewed as an "alternative" mode, it is increasingly considered as legitimate transportation that should be actively promoted as a means of achieving community environmental, social, and economic goals. While connectivity and convenience remain essential bicycle travel quality indicators, recent research indicates the increased acceptance and practice of daily bicycling will require "low-stress" bicycle routes, which are typically understood to be those that provide bicyclists with separation from high volume and high-speed vehicular traffic. The route types recommended in this plan, and described in the following section, are consistent with this evolving state of practice.

4.2.1 CONVENTIONAL BICYCLE TREATMENTS

There are four conventional bicycle route types recognized by the California Department of Transportation. Details of their design, associated wayfinding, and pavement markings can be found in the CA MUTCD and CA Highway Design Manual.

Class I: Multi-Use Paths

Class I multi-use paths (frequently referred to as "bicycle paths") are physically separated from motor vehicle travel routes, with exclusive rights-of-way for non-motorized users like bicyclists and pedestrians.

Class II: Bicycle Lanes

Bicycle lanes are one-way route types that carry bicycle traffic in the same direction as the adjacent motor vehicle traffic. They are typically located along the right side of the street (although can be on the left side) and are between the adjacent travel lane and curb, road edge, or parking lane. They are not physically separated from motor vehicle traffic.

Class III: Bicycle Routes

A bicycle route is a suggested bicycle path of travel marked by signs designating a preferred path between destinations. They are recommended where traffic volumes and roadway speeds are fairly low (35 mph or less).

Class IV: Separated Bikeways (Cycle Tracks)

Separated bikeways are bicycle-specific routes that combine the user experience of a multi-use path with the on-street infrastructure of a conventional bicycle lane. Separated bikeways are physically separated from motor vehicle traffic and designed to be distinct from any adjoining sidewalk. The variety of physical protection measures can include raised curbs, parkway strips, reflective bollards, or parked vehicles. Separated bikeways can be either one-way or two-way, depending on the street network, available right-of-way, and adjacent land use, but the safety of two-way separated bikeways must be carefully evaluated, especially if they cross motor vehicle routes. This is because few motor vehicle drivers are accustomed to two-way separated bikeways and they may tend to look to the left only when deciding whether it is safe to proceed across the separated bikeways.



Class II bicycle lanes



Class III bicycle route



Class IV separated bikeway



Class I multi-use path

4.2.2 ENHANCED BICYCLE TREATMENTS

While the conventional bicycle route types can be found throughout the United States, there has been a distinct shift towards further enhancement. For example, the CA MUTCD has approved the installation of buffered bicycle lanes, while Shared Lane Markings or “Sharrows” have been in use since 2004 throughout the State.

These enhancements are low cost, easy to install, and provide additional awareness about the likely presence of bicyclists. In many instances, installation of these bicycle route enhancements can be coordinated as part of street resurfacing projects. The use of green markings has also become a simple and effective way to communicate the likely presence of bicyclists. It is also used to denote potential conflict zones between bicyclists and vehicles.

Buffered Bicycle Lanes

Buffered bicycle lanes provide additional space between the bicycle lane and traffic lane, parking lane, or both, to provide a more protected and comfortable space for bicyclists than a conventional bicycle lane. The buffering also encourages bicyclists to avoid riding too close to parked vehicles, keeping them out of the “door zone” where there is the potential danger of drivers or passengers suddenly opening doors into the bicyclists’ path.

Shared Lane Markings (“Sharrows”)

The shared lane marking is commonly used where parking is allowed adjacent to the travel lane. It is now common practice to center them within the typical vehicular travel route in the rightmost travel lane to ensure adequate separation between bicyclists and parked vehicles. Many cities install sharrows over a green background to enhance visibility.

Bike Boxes

A bike box is a designated area at the head of a traffic lane at a signalized intersection that provides bicyclists a safe and visible way to wait ahead of queuing traffic during the red signal phase. This positioning helps encourage bicyclists traveling straight through not to wait against the curb for the signal change.

Advisory Bike Lanes

An advisory bike lane is a preferred space for bicyclists and motorists to operate on narrow streets that would otherwise be a shared roadway. Roads with advisory bike lanes accommodate low to moderate volumes of two-way motor vehicle traffic and provide a safer space for bicyclists with little or no widening of the paved roadway surface. Due to their reduced cross section requirements, advisory bike lanes have the potential to open up more roadways to accommodate comfortable bicycle travel.



Buffered bike lanes



Shared lane markings



Bike boxes



Advisory bike lanes

4.2.3 LOW STRESS BICYCLE TREATMENTS

There are a number of other non-conventional route types that the City may find useful in specific situations. In many cases, the conventional bicycle route types previously mentioned may not meet the community's perceptions of safe and comfortable bikeways. Protected, low-stress streets, and bicycle-prioritized route types are constantly being revised and improved to meet the community's needs.

The improvements described in this section have been implemented in other states in the United States as well as other countries with great success and are quickly becoming standard recommendations.

Details of these route types and other treatments can be found in the NACTO Urban Bikeway Design Guide, FHWA Separated Bike Lane Planning and Design Guide, or the AASHTO Guide for the Development of Bicycle Facilities.

Bicycle Boulevards

Bicycle boulevards provide a convenient, low stress cycling environment for people of all ages and abilities. They are installed on streets with low vehicular volumes and speeds and often parallel higher volume, higher speed arterials. Bicycle boulevard treatments use a combination of signs, pavement markings, traffic diverters, and traffic calming measures that help to discourage

through trips by motor vehicle drivers and create safe, convenient bicycle crossings of busy arterial streets. They are similar to class III bicycle routes but tend to include more traffic calming and diversion infrastructure.

Signage and Wayfinding

Signage and wayfinding on all streets and bicycle routes are intended to identify routes to both bicyclists and drivers, provide destination information and branding, and to inform all users of changes in roadway conditions.

Colored Bicycle Lanes

Colored pavement increases the visibility of bicycle routes, identifying potential areas of conflict or transition, and reinforces bicyclists' priority in these areas. Colored pavement can be used as a corridor treatment, along the length of a bicycle lane or within a protected bikeway. Additionally, it can be used as a spot treatment, such as crossing markings at particularly complex intersections where the bicycle path may be unclear. Consistent application of color across a bikeway corridor is important to promote clear understanding for all roadway users.

Green Colored Transition Striping

Intersection or mid-block crossing markings indicate the intended path of bicyclists. Colored striping can be used to highlight conflict areas between bicyclists and vehicles, such as where bicycle lanes merge across motor vehicle turn lanes.



Bicycle boulevard



Signage and wayfinding



Colored bicycle lane



Green colored transition striping

Protected Intersections

Protected intersections maintain the integrity (low stress experience) of their adjoining separated bicycle lanes by fully separating bicyclists from motor vehicles at intersections. Hallmark features of these protected intersections include two-stage crossings supported by an advance queuing space, protective concrete islands, special bicycle-cross markings (parallel with crosswalks), and special signal phasing.

Two-Stage Left Turn Queue Box

Two-stage turn queue boxes can provide a more comfortable left-turn crossing for many bicyclists because they entail two low stress crossings, rather than one potentially high stress one. They also provide a degree of separation from vehicular traffic, because they do not require merging with vehicle traffic to make left turns. Bicyclists wanting to make a left turn can continue into the intersection when they have a green light and pull into the green queue box. Bicyclists then turn 90 degrees to face their intended direction and wait for the green light of a new signal phase to continue through.

Bicycle Signals

This category includes all types of traffic signals directed at bicyclists. These can include typical green/yellow/red signals with signage explaining the signal controls, or special bikeway icons displayed within the signage lights themselves. Near-side bicycle signals may incorporate a “countdown to green” display, as well as a “countdown to red.”

Bicycle Detection

Bicycle detection is used at intersections with traffic signals to alert the signal controller that a bicycle crossing event has been requested. Bicycle detection can occur either through the use of push buttons or by automated means and are marked by standard pavement symbols.



Protected intersection



Two-stage left turn queue box



Bicycle signals



Bicycle detection

4.2.4 TRAFFIC CALMING

Traffic calming involves changes in street alignment, installation of barriers, and other physical measures to reduce traffic speeds and/or cut-through motor vehicle traffic volumes. The intent of traffic calming is to alter driver behavior and to improve street safety, livability, and other public purposes. Other techniques consist of operational measures such as police enforcement and speed displays. The following examples provided are traffic calming measures that may apply to Los Alamitos.

Roundabouts/Traffic Circles

A roundabout is a circular intersection with yield control at its entry that allows a driver to proceed at controlled speeds in a counter-clockwise direction around a central island. Roundabouts are designed to maximize motorized and non-motorized traffic through their innovative design that includes reconfigured sidewalks, bikeway bypasses, high-visibility crosswalks, pedestrian flashing beacons, and other traffic measures. Roundabouts can be implemented on most streets but may require additional right-of-way.

A traffic circle is a small-scale traffic calming measure commonly applied at uncontrolled intersections on low volume, local residential streets. They lower traffic speeds on each approach and typically avoid or reduce right-of-way conflicts because the overall footprint is smaller compared to roundabouts. Traffic circles may be installed using simple markings or raised islands but are best accompanied with drought-tolerant landscaping or other attractive vertical elements.

Signals and Warning Devices

Traditional pedestrian signals remain the gold standard for high quality pedestrian crossings, although some cases warrant new signal technologies. Pedestrian Hybrid Beacons (PHBs) and Rectangular Rapid Flashing Beacons (RRFBs) are special signals used to warn and control traffic at unsignalized locations to assist pedestrians in crossing a street via a marked crosswalk. Either of these devices should be installed at locations that have pedestrian desire lines and that connect people to popular destinations such as schools, parks, and retail. Research has shown that PHBs tend to have a 90 percent motorist compliance rate versus RRFBs, which tend to have an 80 percent motorist compliance rate. Traditional pedestrian signals tend to have around a 100 percent compliance rate, which improves safety over other types of signals, and therefore are preferable for pedestrian facilities.

Signals and warning devices should be paired with additional pedestrian improvements, where appropriate, such as curb extensions, enhanced crosswalk marking, lighting, median refuge islands, corresponding signage, and advanced yield markings to mitigate multiple threat crashes on multi-lane roadways.

Speed Tables/Raised Crosswalks

Speed tables are flat-topped road humps, often constructed with textured surfacing on the flat section. Speed tables and raised crosswalks help to reduce vehicle speeds and enhance pedestrian safety.



Traffic circle



Signal and warning devices



Speed table

Speed Displays

Speed displays measure the speed of approaching vehicles by radar and inform drivers of their speeds using an LED display. Speed displays contribute to increased traffic safety because they are particularly effective in getting drivers traveling ten or more miles per hour over the speed limit to reduce their speed.

Chicanes

Chicanes are a series of narrowings or curb extensions that alternate from one side of the street to the other forming an S-shaped path. Chicanes reduce drivers' speeds by causing them to shift their horizontal path of travel.

Traffic Diverters

A traffic diverter is a roadway design feature placed in a roadway to prohibit vehicular traffic from entering into or exiting from the street, or both.

On-Street Edge Friction

Edge friction is a combination of vertical elements such as on-street parking, bicycle routes, chicanes, site furnishings, street trees, and shrubs that reduce the perceived street width, which has been shown to reduce motor vehicle speeds.



Speed display



Chicanes



Traffic diverter

*Enhanced crosswalk markings**Curb extensions**Refuge island**Mid-block crossing*

4.2.5 PEDESTRIAN TREATMENTS

Most streets in Los Alamitos have sidewalks, and the network has been evaluated to determine if appropriate sidewalk widths and ADA compliant curb ramps are present (ADA Transition Plan). While many intersections are signalized and have crosswalks, there are some segments with long blocks without convenient crossing places. Providing crossing treatments will help to reduce “jaywalking” and unsafe crossings between intersections.

Enhanced Crosswalk Markings

Enhanced crosswalk markings can be installed at existing or proposed crosswalk locations. They are designed to both guide pedestrians and to alert drivers of a crossing location. The bold pattern is intended to enhance visual awareness.

Curb Extensions

Also called bulb-outs or neck-downs, curb extensions extend the curb line outward into the travel way, reducing the pedestrian crossing distance. Typically occurring at intersections, they increase pedestrian visibility, reduce the distance a pedestrian must cross, and reduce vehicular delay. Curb extensions must be installed in locations where they will not interfere with bicycle lanes or separated bikeways. If both treatments are needed, additional design features such as ramps, or half-sized curb extensions should be considered.

Refuge Island

Refuge islands provide pedestrians and bicyclists a relatively safe place within an intersection and midblock crossing to wait if they are unable to complete their crossing in one movement.

Mid-block Crossings

Mid-block crossings provide convenient locations for pedestrians and bicyclists to cross thoroughfares in areas with infrequent intersection crossings or where the nearest intersection creates substantial out-of-direction travel. Mid-block crossings should be paired with additional traffic-control devices such as traditional Pedestrian Signals, PHBs, RRFBs, LED enhanced flashing signs, and/or refuge islands.

Lighting

Pedestrian-scale lighting provides many practical and safety benefits, such as illuminating the path and making crossing walkers and bicyclists more visible to drivers. Lighting can also be designed to be fun, artistic, and interactive.

Leading Pedestrian Intervals (LPIs)

A Leading Pedestrian Interval (LPI) is a signal timing technique that typically gives pedestrians a three to seven second head start when entering a crosswalk with a corresponding green signal in the same direction of travel. LPIs enhance the visibility of pedestrians in the intersection and reinforce their right-of-way over turning vehicles, especially in locations with a history of conflict. Generally, this leads to a greater likelihood of vehicles yielding. Depending on intersection volume and safety history, a normal right-turn-on-red (RTOR) might be explicitly prohibited during the LPI phase.

Pedestrian Scramble

Pedestrian scrambles, also known as all-way pedestrian phases, stop vehicular traffic flow simultaneously in all directions to allow pedestrians to cross the intersection in any direction. They are used at intersections with particularly heavy pedestrian crossing levels. Unless cycle lengths can be kept under 90 seconds, Leading Pedestrian Intervals (LPIs) are generally preferred over pedestrian scrambles.

Modified Traffic Signal Timing

Adjusting the time, phasing, and actuation needed to cross high-volume and wide streets, provides additional safety and comfort for pedestrians and bicyclists.

Senior Zones

Potential future city designated senior zones can be enhanced with street signage, increased crossing times at traffic signals, benches, bus stops with shelters, and pedestrian lighting.

Transit Stop Amenities

Transit stop amenities such as shelters with overhead protection, seating, trash receptacles, and lighting are essential for encouraging people to make use of public transit.



Lighting



Pedestrian scramble



Bus stop with shelter

4.2.6 PLACEMAKING

The inclusion of urban elements such as parklets and community gardens encourages walking and provides usable space for all ages. In many cities, these urban elements have helped to transform urban villages and downtowns into walkable destinations. Coordinating with local Los Alamitos businesses and organizations may provide collaborative design and funding opportunities between the City, its businesses, residents, and visitors.

Parklets

Parklets are small, outdoor seating areas that take over one or two parking spots, reclaiming the space for the community, and improving the urban environment's aesthetics and streetscape.

Community Gardens

Community gardens provide fresh produce and plants and assist in neighborhood improvement through a sense of community and connection to the environment. They are typically managed by local governments or non-profit associations.

Special Intersection Paving and Crosswalk Art

Special intersection paving and crosswalk art provide unique opportunities at intersections to highlight crossings, key civic or commercial locations, while breaking the visual monotony of asphalt. Intersection paving treatments and crosswalk art can integrate context-sensitive colors, textures, and scoring patterns.

Paving treatments and crosswalk art do not define a crosswalk and should not be seen as a safety measure. Standard transverse or longitudinal high visibility crosswalk markings are still required.

Furnishings and Public Art

Transit shelters, bicycle racks, seating, and public art provide important amenities for functionality, design and vitality of the urban environment. They announce that the street is a safe and comfortable place to be and provide visual detail and interest.



Parklets



Community garden



Crosswalk art



Public art

4.3 BICYCLE AND PEDESTRIAN RECOMMENDATIONS

This section addresses the physical recommendations to help improve the non-motorized environment in Los Alamitos. These recommendations include many of the facility types and amenities referenced at the beginning of this chapter. Subsequent sections discuss the associated programs that help support this ATP's long-term goals.

Route implementation has no specific timeline, since the availability of funds for implementation is variable and tied to the priorities of the City's capital projects. If there is desire, recommended projects can be implemented at whatever interval best fits funding cycles or to take into consideration the availability of new information, new funding sources, updated collision statistics, updated CIP lists, etc.

The proposed projects form a comprehensive, low stress network that includes bicycle facilities on every major (arterial) street and several smaller (local) streets, as well. The plan recommends a total of 18 bike-way projects (see Table 4-1) that equate to 17.4 miles of new bikeways. Of these, three percent are multi-use paths, 41 percent are bicycle lanes, and 50 percent are bicycle routes. The remaining six percent represents potential projects that should be explored and studied to fully understand the future opportunities of these segments

Along the 18 proposed routes, recommendations were developed based on analysis of existing conditions, community input, field observations, and previous planning and CIP projects. The recommended projects are mapped by facility types and identification number accompanied with tables listing detailed information such as location, route type, and extent. The following project sheets provide a brief description, maps, and metrics associated with each of the top ten bikeway projects. These project sheets can be used to help guide future development, CIP projects, and grant pursuits.

Each of these proposed projects represent a variety of street types that currently lack safe access and mobility for pedestrians, bicyclists, and other non-motorized modes. These treatments are important to mending existing safety and connectivity gaps within the city's current bicycle network. They can be implemented at the interval that best fits funding cycles, city discretion, or to take into consideration the availability of new information, new funding sources, updated collision statistics, updated CIP lists, etc.

4.4 PRIORITIZATION PROCESS

The project prioritization procedure is a data-driven and interactive process consisting of cumulative scores derived from various criteria. The goal of project prioritization is to provide the city guidance on which projects to pursue future design and funding endeavors such as yearly CIP discussions or grant opportunities like Caltrans' ATP program.

The criteria used are consistent with regional best practices and they include:

- » Proximity to schools, parks, commercial centers, and transit stops
- » Pedestrian and bicycle collisions
- » Census data such as youth population density, employment density, walk to work, bike to work, and vehicle ownership
- » CalEnviroScreen 3.0

The complete and detailed list of the criteria and scores can be found in Appendix X.

TABLE 4-1: Proposed Projects

RANK	CORRIDOR	CLASS TYPE	MILEAGE	BETWEEN		NOTES
1	Katella Ave	Class II	2.71	I-605	Walker Street	Class II bike lanes where feasible. City to coordinate with Caltrans & OCTA on I-605/ Katella project. Priority corridor that requires detailed attention to implement various recommendations.
2	Bloomfield Ave	Class II/III	1.39	Ball Road	Farquhar Avenue	Class II between north city boundary and Katella Ave, add painted buffers where possible; Class III between Katella Ave and Farquhar Ave.
3	Cerritos Ave	Class II	1.31	Coyote Creek Bikeway	Lexington Drive	Class II bike lanes with painted buffers where possible; priority corridor due to high volumes of multi-modal traffic because of nearby schools, businesses, and access to Coyote Creek multi-use path
4	Los Alamitos Blvd	Class II	1.91	Coyote Creek Bikeway	Bradbury Road	Class II bike lanes where feasible. Priority corridor that requires detailed attention to implement various recommendations.
5	Howard Ave	Class III	1	Los Alamitos Blvd	Lexington Drive	Class III route. Potential to be branded as a neighborhood greenway with addition of traffic calming and placemaking elements i.e. crosswalk art, curb extensions, and wayfinding signage
6	Green Ave	Class III	1	Los Alamitos Blvd	Lexington Drive	Class III route; Priority corridor because it runs parallel to Katella Ave, providing connections to multiple destinations. Can be branded as a neighborhood greenway with additional elements i.e. crosswalk art, curb extensions, and wayfinding signage
7	Reagan St	Class II/III	0.63	Sausalito Street	Farquhar Avenue	Class II between Briggerman Dr and Katella Ave, add painted buffers where possible; Class III route between Katella Ave and Farquhar Ave; requires additional study to verify installation of new traffic signal at intersection of Reagan St and Katella Ave

TABLE 4-1: Proposed Projects (Cont.)

RANK	CORRIDOR	CLASS TYPE	MILEAGE	BETWEEN		NOTES
8	Farquhar Ave	Class III	1	Los Alamitos Blvd	Lexington Drive	Class III route. Potential to be branded as a neighborhood greenway with addition of traffic calming and placemaking elements i.e. crosswalk art, curb extensions, and wayfinding signage
9	Ball Rd	Class II	0.24	Coyote Creek Bikeway	Bloomfield Street	Add painted buffers and signage to existing bike lanes. Wayfinding signage directs people to Coyote Creek multi-use path
10	Walnut St	Class III	0.38	Sausalito Street	Katella Ave	Class III route; Important corridor because it provides direct access to and from City and Rossmoor; Potential to be branded as a neighborhood greenway with addition of traffic calming and placemaking elements i.e. crosswalk art, curb extensions, and wayfinding signage
11	Oak St	Class III	0.38	Sausalito Street	Katella Ave	Class III route; enhancements will improve access to school and Coyote Creek multi-use path; Potential to be branded as a neighborhood greenway with addition of elements i.e. crosswalk art, curb extensions, and wayfinding signage
12	Chestnut St	Class III	0.5	Sausalito Street	Katella Ave	Class III route. Potential to be branded as a neighborhood greenway with addition of traffic calming and placemaking elements i.e. crosswalk art, curb extensions, and wayfinding signage
13	Lexington Dr	Class II/III	0.75	Cerritos Avenue	Farquhar Avenue	Class III between Cerritos Ave and Katella Ave; Class II between Katella Ave and Farquhar Ave
14	Pine St (Multiple Streets)	Class III	1.57	Various streets	Various streets	Class III route. Potential to be branded as a neighborhood greenway and exercise loop with addition of traffic calming and placemaking elements i.e. crosswalk art, curb extensions, and wayfinding signage
15	Antietam Ave (Multiple Streets)	Class III	1.31	Various streets	Various streets	Class III route. Potential to be branded as a neighborhood greenway and exercise loop with addition of traffic calming and placemaking elements i.e. crosswalk art, curb extensions, and wayfinding signage

TABLE 4-1: Proposed Projects (Cont.)

RANK	CORRIDOR	CLASS TYPE	MILEAGE	BETWEEN		NOTES
16	Carbon Creek Channel	Class I	0.5	Los Alamitos Blvd	Bloomfield Street	Class I multi-use path on Coyote Creek flood control channel service roads. Multi-use path shifts sides to avoid conflicts with residential homes, would require prefab bridge
17	Florista St	Class II/III	0.38	Oak Street	Reagan Street	Class III bike lanes between Oak Street and Los Alamitos Blvd, add painted buffers where possible; Class III bike route between Los Alamitos Blvd and Reagan St; add wayfinding signage to direct people to nearby routes
18	Sausalito St	Class III	0.38	Oak Street	Reagan Street	Class II bike lanes with painted buffers where possible; add wayfinding signage to direct people to nearby routes
19*	I-605 Bypass Multi-use Path	Class I	-	Coyote Creek Bikeway	Katella Ave	Opportunity to construct a class I multi-use path that would provide a safe connection to and from the Coyote Creek path while bypassing the I-605 interchange.
20*	Rossmoor Bypass Route	Class III	-	Katella Ave/Walnut St	Hedwig Rd / Los Alamitos Blvd	Opportunity to work closely with the Rossmoor community to install a class III route with appropriate wayfinding signage to direct people to nearby bike routes that bypass the Los Alamitos Blvd and Katella Ave intersection
21*	Rossmoor Storm Channel Multi-use Path	Class I	-	Los Alamitos Blvd	Lexington Drive	Opportunity to construct a class I multi-use path along the flood control channel service road; Will need coordination with OC Flood Control District and other stakeholders to determine best design solutions
22**	Katella Ave	TBD	-	Walnut Street	Bloomfield Street	Segment warrants a detailed study to fully understand the constraints and opportunities; See detailed note below
23**	Los Alamitos Blvd	TBD	-	Sausalito Street	Katella Ave	Segment warrants a detailed study to fully understand the constraints and opportunities; See detailed note below

* "Future "Opportunity" projects that can be implemented with additional outreach and design consideration.

***"Additional Feasibility Study Needed" projects warrant detailed studies to fully understand the constraints and opportunities of these segments. The existing conditions, if unchanged, pose challenges for the implementation of safe and comfortable bike and pedestrian facilities due to traffic volumes, travel lanes, and limited right-of-way. Understanding that these segments are currently being redesigned, further feasibility studies would include in-depth field work, conversations with city staff between all related departments, and community engagement to determine best solutions.

4.5 PRIORITY PROJECTS

Once the prioritization process was completed, a total of 18 priority projects were selected. These projects will create a network of complete streets that will improve non-motorized and transit use throughout Los Alamitos. Each priority project represents a variety of street types that currently lack safe access and mobility for pedestrians, bicyclists, and other non-motorized modes.

Each project cut sheet includes information that help describe how the corridor can be transformed to improve the walking and bicycling environment. Infographics, aerial imagery, and recommendations are highlighted in each project cut sheet.

Several corridors contain additional notes that point out special circumstances that will require additional attention to implement certain elements.

SELECTED CORRIDORS

1 Katella Avenue	10 Walnut Street
2 Bloomfield Avenue	11 Oak Street
3 Cerritos Avenue	12 Chestnut Street
4 Los Alamitos Boulevard	13 Lexington Drive
5 Howard Avenue	14 Pine Street (Multiple Streets)
6 Green Avenue	15 Antietam Avenue (Multiple Streets)
7 Reagan Street	16 Carbon Creek Channel
8 Farquhar Avenue	17 Florista Street
9 Ball Road	18 Sausalito Street



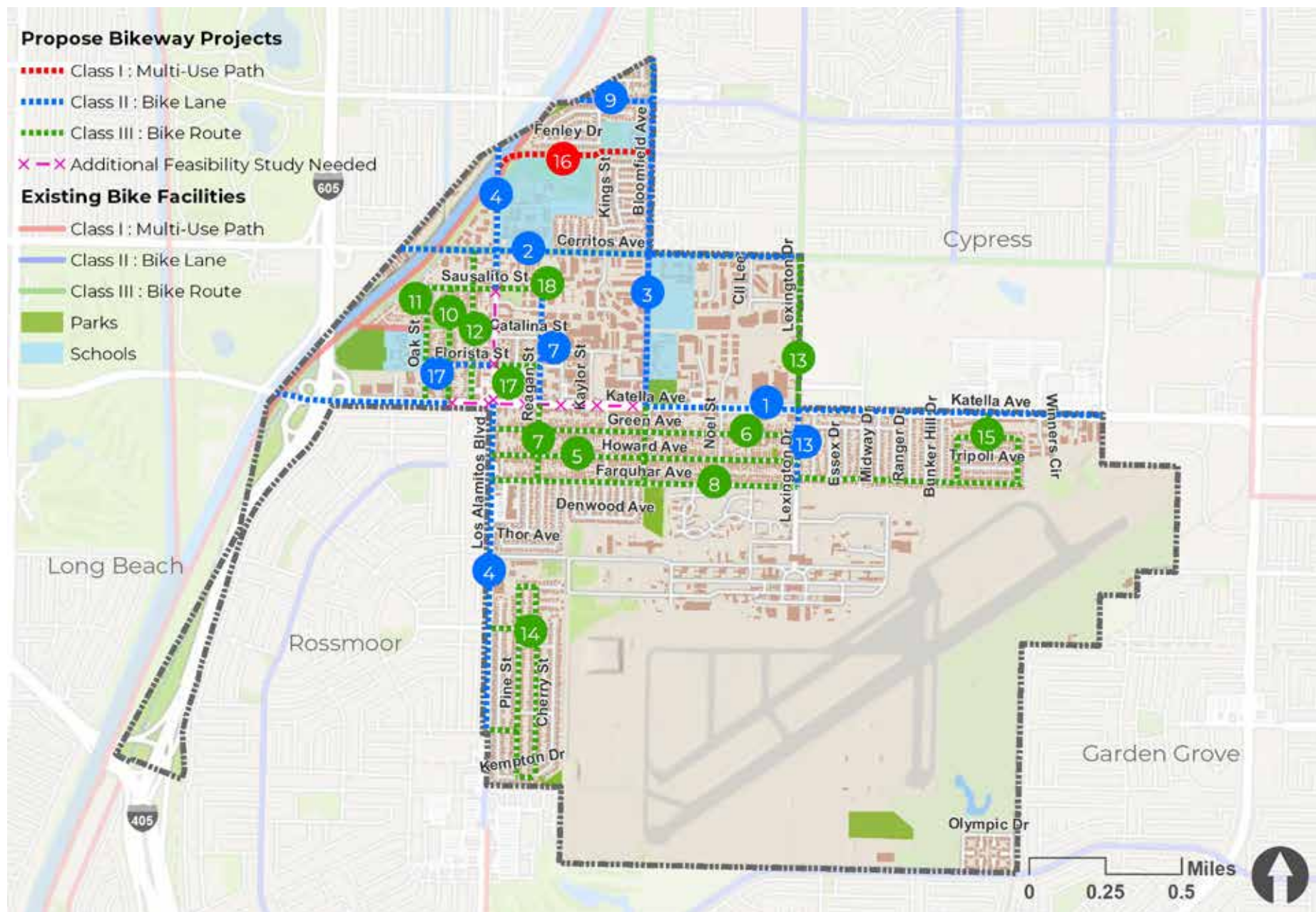


FIGURE 4-11: Top 18 Projects

PROJECT 1**KATELLA AVENUE****COST ESTIMATE: \$XXX,XXX****EXISTING CONDITIONS**

The Katella Avenue corridor is located in central Los Alamitos and runs west to east. Katella Avenue is a primary corridor that provides access to major commercial, civic, school, and park destinations both within the city and to neighboring cities such as City Hall, shopping centers at the Los Alamitos Boulevard intersection, Los Alamitos Medical Center, and Laurel Park. This highly trafficked corridor serves multiple transportation needs for motorists, pedestrians, bicyclists, and transit users. The corridor has experienced multiple types of collisions involving pedestrians, bicyclists, and motorists. Katella Avenue also provides access to neighboring cities such as Long Beach Cypress as well as Interstate 605.

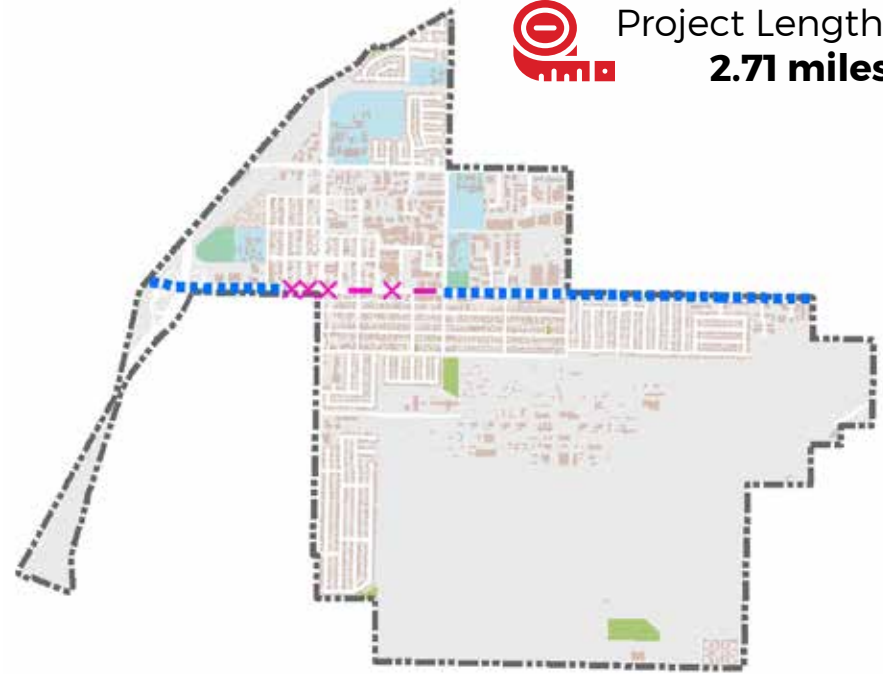
RECOMMENDATIONS

Recommendations for Katella Avenue include Class II bike lanes, enhanced green transition striping at key intersections and driveways, high-visibility crosswalks, and adjusting traffic signal timing at key intersections. Long term recommendations should take into account other planned projects underway such as the Caltrans I-605/Katella Avenue Interchange project.

The section highlighted as “Additional Feasibility Study Needed” includes the segment between Walnut Street and Bloomfield Street. It is recommended the city pursue an additional feasibility study to fully understand the future opportunities of this segment. The existing conditions, if unchanged, pose challenges for the implementation of safe and comfortable bike and pedestrian facilities due to traffic volumes, travel lanes, and limited right-of-way. Special feasibility studies would include in-depth field work, conversations with City staff, and stakeholder engagement to determine possible solutions to the issues identified in this ATP.



Project Length:
2.71 miles

**AT A GLANCE****0**

Schools

**1**

Park

**47**

Crosswalk Improvements

**13**

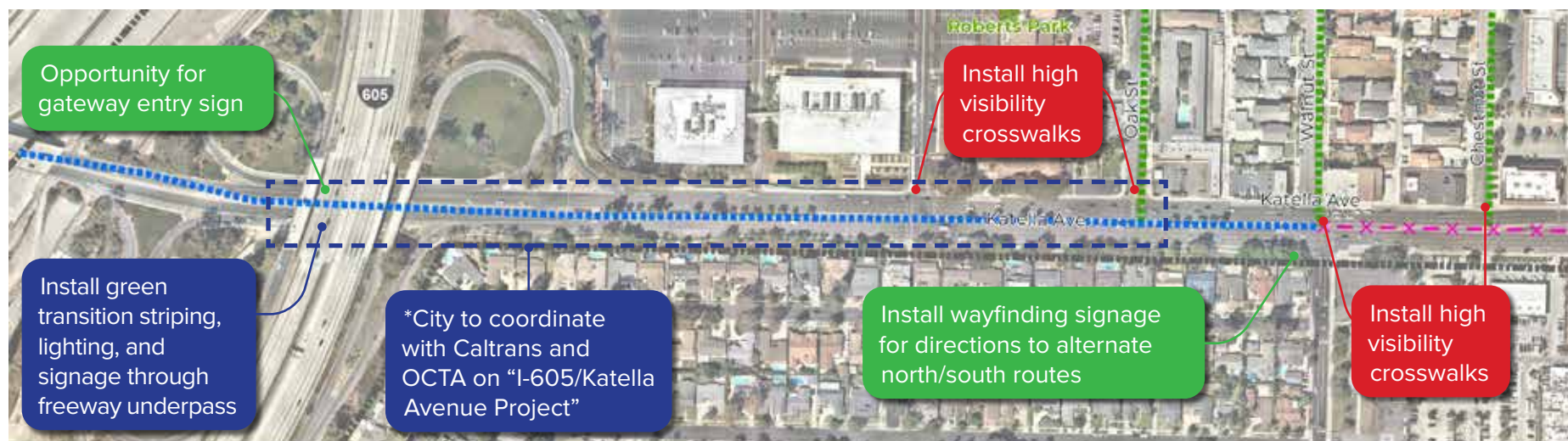
Pedestrian Collisions

**10**

Bicycle Collisions

**354 ft**

of Missing Sidewalks



Proposed Bikeway Projects

- Class I : Multi-Use Path
- Class II : Bike Lane
- Class III : Bike Route
- Pending Class Type

- Parks
- Schools

Recommendations

- Bicycle
- Pedestrian
- Other

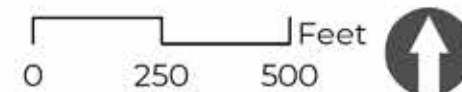


FIGURE 4-1: Katella Avenue Improvements

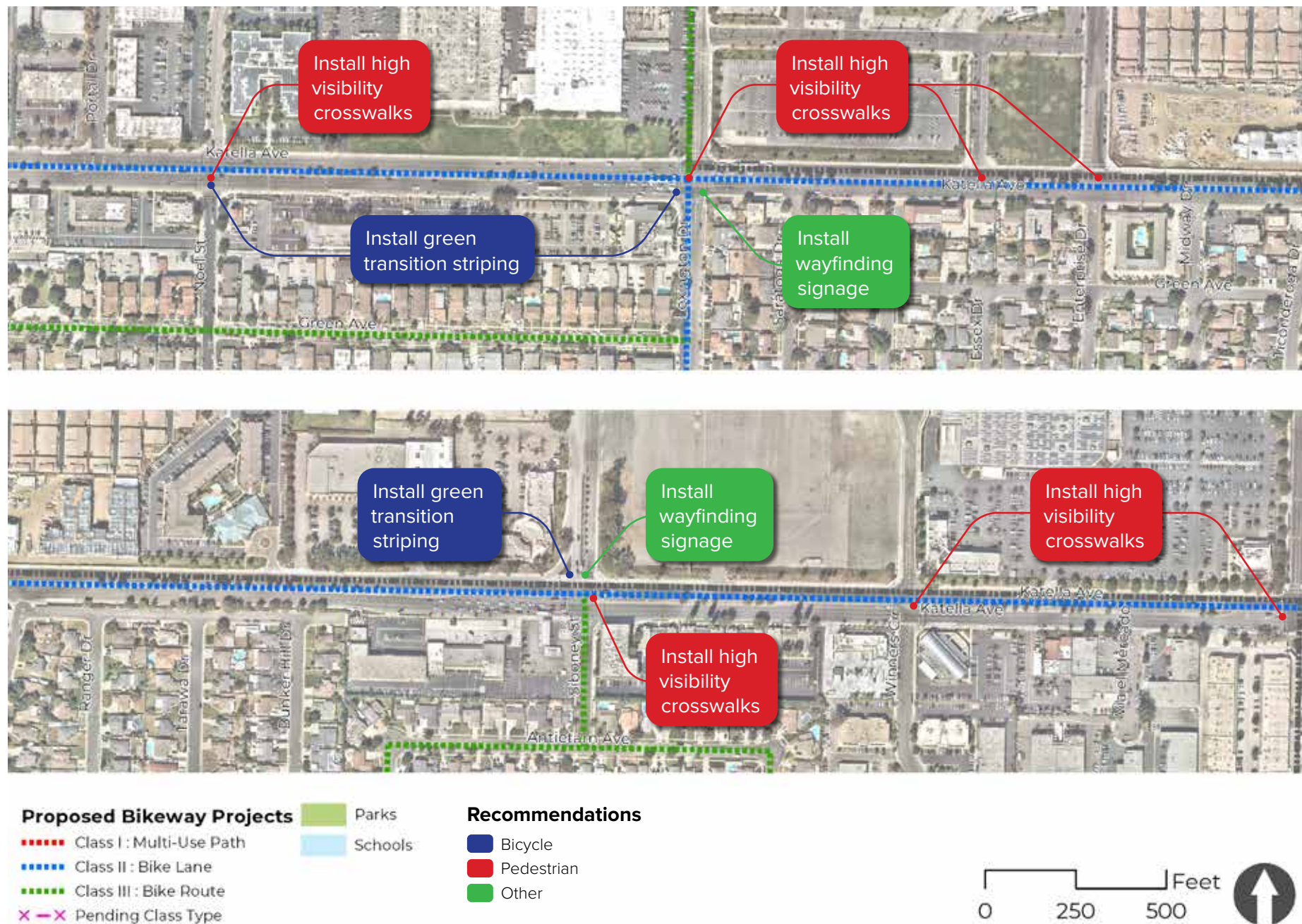
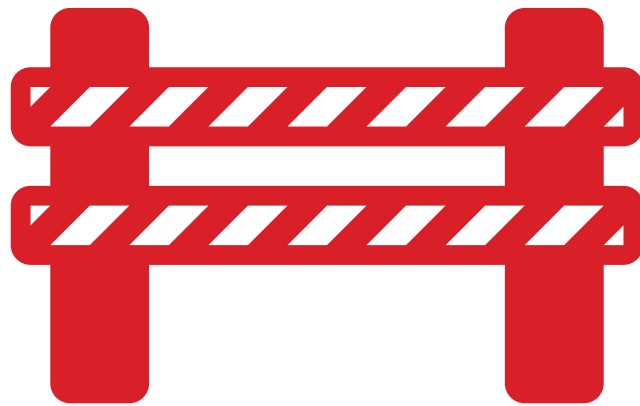


FIGURE 4-1: Katella Avenue Improvements (Cont.)



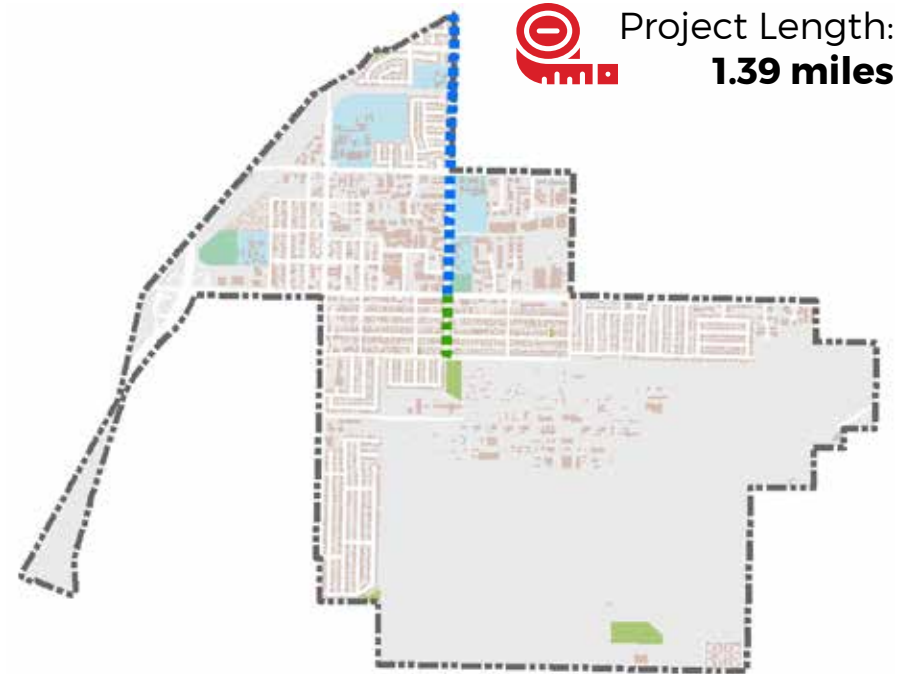
END OF CORRIDOR

PROJECT 2**BLOOMFIELD AVENUE****COST ESTIMATE: \$XXX,XXX****EXISTING CONDITIONS**

Bloomfield Avenue is a north-south corridor that travels through a variety of land uses such as industrial, single and multi-family residential, educational, and parks. This corridor experiences high volumes of traffic and is one of the city's primary thoroughfares. The corridor connects to activity centers such as Los Alamitos Elementary School, McAuliffe Middle School, L.A.U.S.D. District Office, Laurel Park, Little Cottonwood Park, and several businesses. There is minimal signage along the corridor that indicate a bike route, as well as a short two-block Bike Lane segment heading north on the corridor. Sidewalks exist throughout with minimal tree cover, and a posted speed limit of 25-40 mph. Truck routes and one bus line service this corridor.

RECOMMENDATIONS

Dedicated bicycle facilities are feasible due to the availability of existing ROW and its existing section of a bicycle facilities. The proposed improvements for Bloomfield Avenue include the installation of class II bike lanes from Katella Avenue to northern city limits, as well as a class III bike route from Katella Avenue to Farquhar Avenue. North of Katella Avenue, restriping of the vehicular travel lanes will be necessary to accommodate the installation of Class II Bike lanes. South of Katella Avenue the installation of green-backed sharrows and signage is recommended to indicate a class III bike route. The project proposes pavement markings, signage, and transition striping along the entire corridor. Pedestrian improvements include installation of missing truncated domes, high visibility crosswalks, and streets trees where feasible.

**AT A GLANCE****3**

Schools

**1**

Park

**26**

Crosswalk Improvements

**2**

Pedestrian Collisions

**4**

Bicycle Collisions

**0**

Missing Sidewalks



Proposed Bikeway Projects

- Class I : Multi-Use Path
- Class II : Bike Lane
- Class III : Bike Route
- Pending Class Type

- Parks
- Schools

Recommendations

- Bicycle
- Pedestrian
- Other

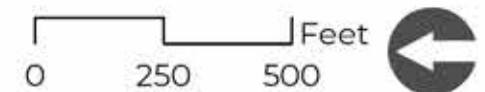


FIGURE 4-2: Bloomfield Avenue Improvements

PROJECT 3**CERRITOS AVENUE****COST ESTIMATE: \$XXX,XXX****EXISTING CONDITIONS**

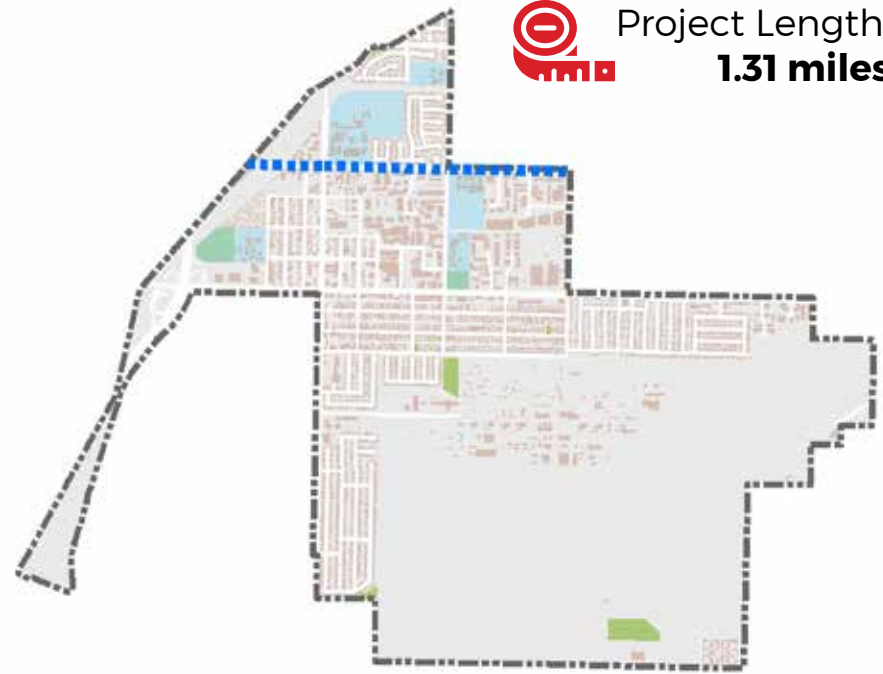
Cerritos Avenue is an east-west corridor that travels through a variety of land uses such as industrial, single and multi-family residential, educational, and some commercial. This corridor experiences high volumes of traffic due to Los Alamitos High School and is one of the city's primary thoroughfares. The corridor provides a connection between neighboring cities Long Beach and Cypress, as well as provides connections to activity centers such as Los Alamitos High School, McAuliffe Middle School, and several businesses. No bicycle infrastructure currently exists along the corridor; however, there is access to the Coyote Creek multi-use path. Sidewalks exist throughout the corridor, except for a short segment on the over-pass above Coyote Creek, where there is a sidewalk segment missing on northern portion of the street. The posted speed limit of 35 mph. Truck routes and three bus lines serve this corridor.

RECOMMENDATIONS

The proposed improvements for Cerritos Avenue include the installation of a class II bike lanes along the entirety of the corridor. Restriping of the vehicular travel lanes will be necessary to accommodate the installation of class II bike lanes. The project proposes pavement markings, signage, and transition striping at key intersections along the corridor. Pedestrian improvements include installation of missing truncated domes, high visibility crosswalks, and streets trees where feasible.



Project Length:
1.31 miles

**AT A GLANCE****2**

Schools

**0**

Parks

**20**

Crosswalk Improvements

**0**

Pedestrian Collisions

**1**

Bicycle Collision

**1,148 ft**

of Missing Sidewalks



Proposed Bikeway Projects

- Class I : Multi-Use Path
- Class II : Bike Lane
- Class III : Bike Route
- Pending Class Type

- Parks
- Schools

Recommendations

- Bicycle
- Pedestrian
- Other

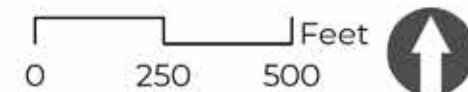


FIGURE 4-3: Cerritos Avenue Improvements

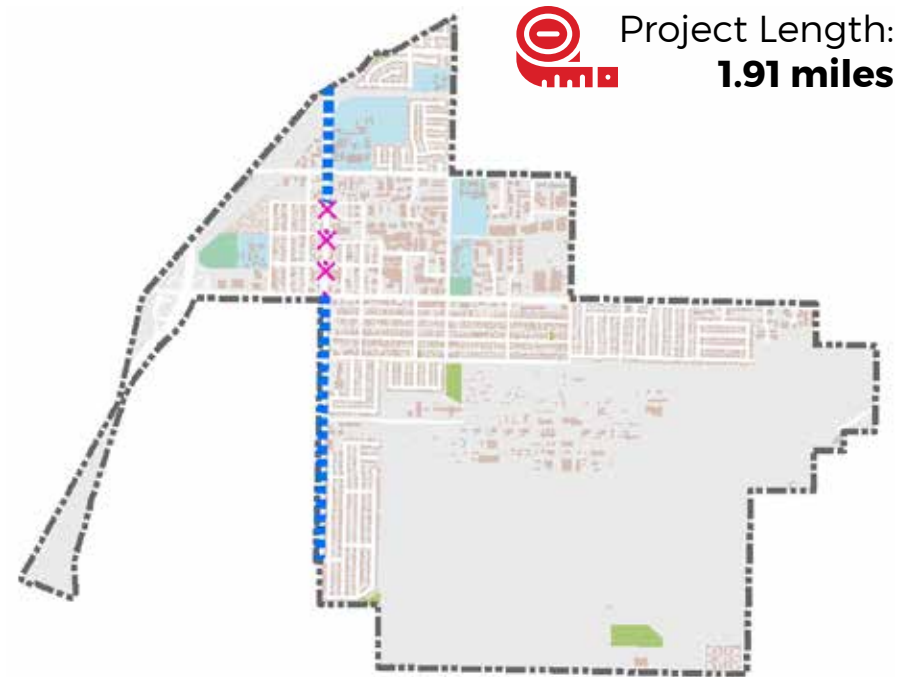
PROJECT 4**LOS ALAMITOS BOULEVARD****COST ESTIMATE: \$XXX,XXX****EXISTING CONDITIONS**

The Los Alamitos Boulevard corridor is located in western Los Alamitos and runs north to south. This primary corridor provides access to major commercial, civic, school, and park destinations both within the city and to neighboring cities. Important destinations along Los Alamitos Boulevard include Los Alamitos High School, Coyote Creek multi-use path, and several major shopping centers. This highly trafficked corridor serves multiple transportation needs for motorists, pedestrians, bicyclists, and transit users. The corridor has experienced multiple types of collisions involving pedestrians, bicyclists, and motorists.

RECOMMENDATIONS

Recommendations for Los Alamitos Boulevard include class II bike lanes, enhanced green transition striping at key intersections and driveways, high-visibility crosswalks, and adjusting traffic signal timing at key intersections. There is an opportunity for the city to explore pilot projects such as “all-red” pedestrian signal phasing. Additional studies could determine the viability of an “all-red” pedestrian signal at the Los Alamitos Boulevard/Cerritos Avenue intersection.

The section highlighted as “Additional Feasibility Study Needed” includes the segment between Sausalito Street and Katella Avenue. It is recommended the city pursue an additional feasibility study to fully understand the future opportunities of this segment. The existing conditions, if unchanged, pose challenges for the implementation of safe and comfortable bike and pedestrian facilities due to traffic volumes, travel lanes, and limited right-of-way. Special feasibility studies would include in-depth field work, conversations with city staff, and stakeholder engagement to determine possible solutions to the issues identified in this ATP.

**AT A GLANCE****1**

School

**0**

Parks

**32**

Crosswalk Improvements

**4**

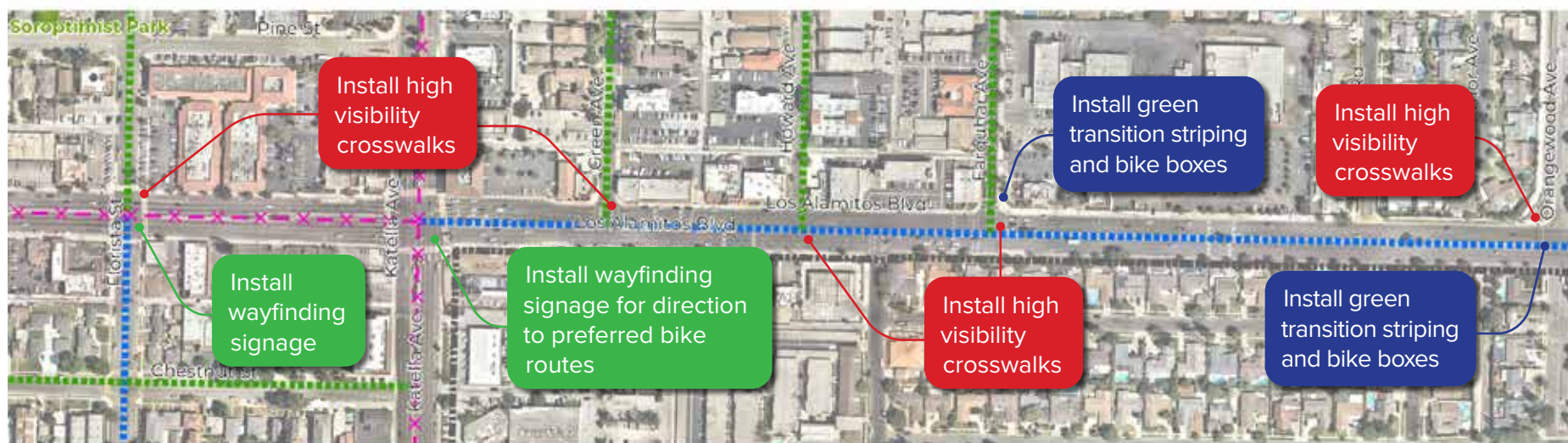
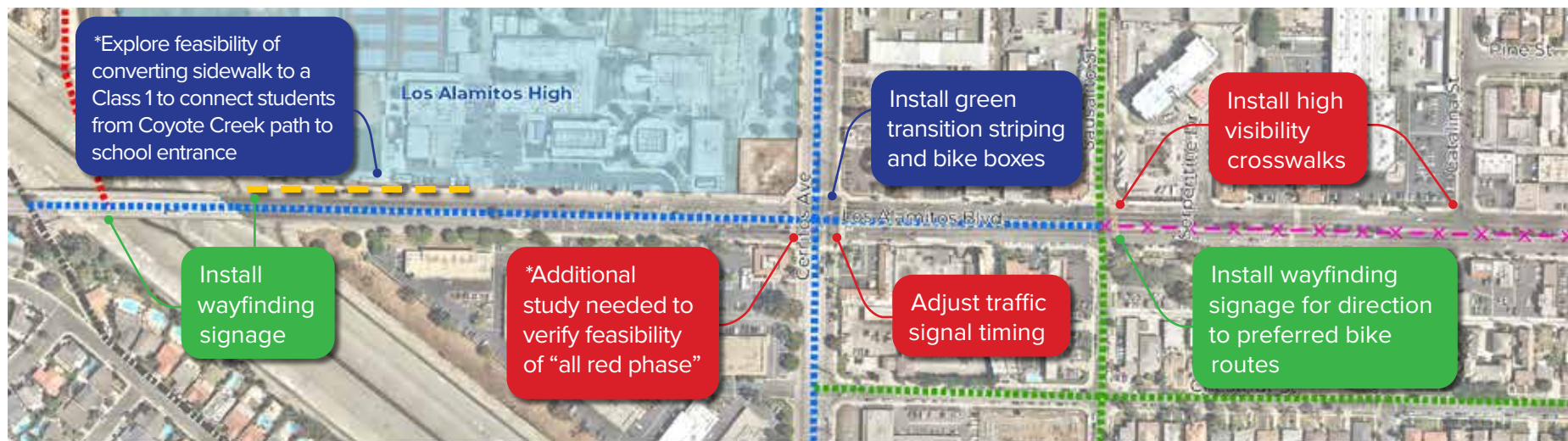
Pedestrian Collisions

**6**

Bicycle Collisions

**1,060 ft**

of Missing Sidewalks



Proposed Bikeway Projects

- Class I : Multi-Use Path
- Class II : Bike Lane
- Class III : Bike Route
- Pending Class Type

Parks

- Schools

Recommendations

- Bicycle
- Pedestrian
- Other

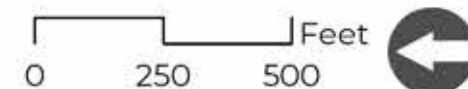
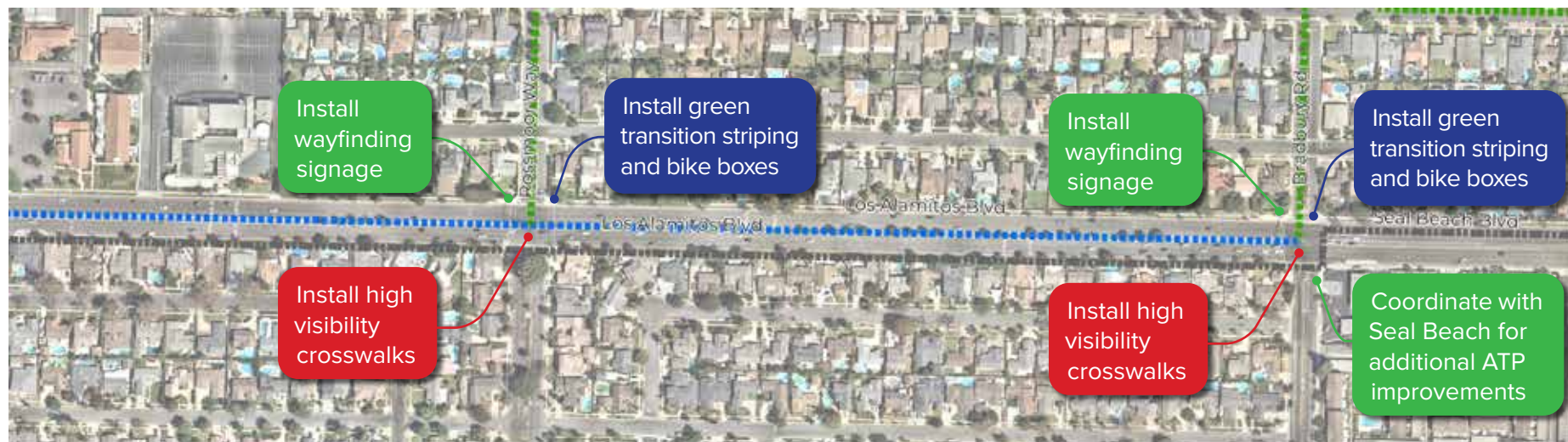


FIGURE 4-4: Los Alamitos Boulevard Improvements



Proposed Bikeway Projects

- Class I : Multi-Use Path
- Class II : Bike Lane
- Class III : Bike Route
- Pending Class Type

- Parks
- Schools

Recommendations

- Bicycle
- Pedestrian
- Other

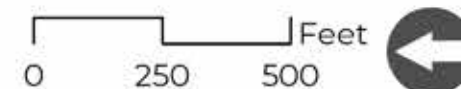
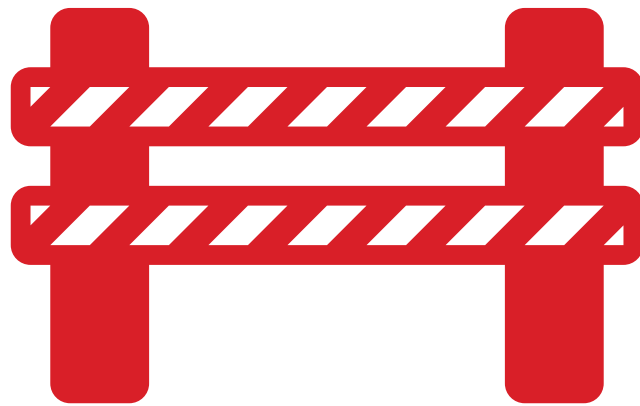


FIGURE 4-4: Los Alamitos Boulevard Improvements (Cont.)



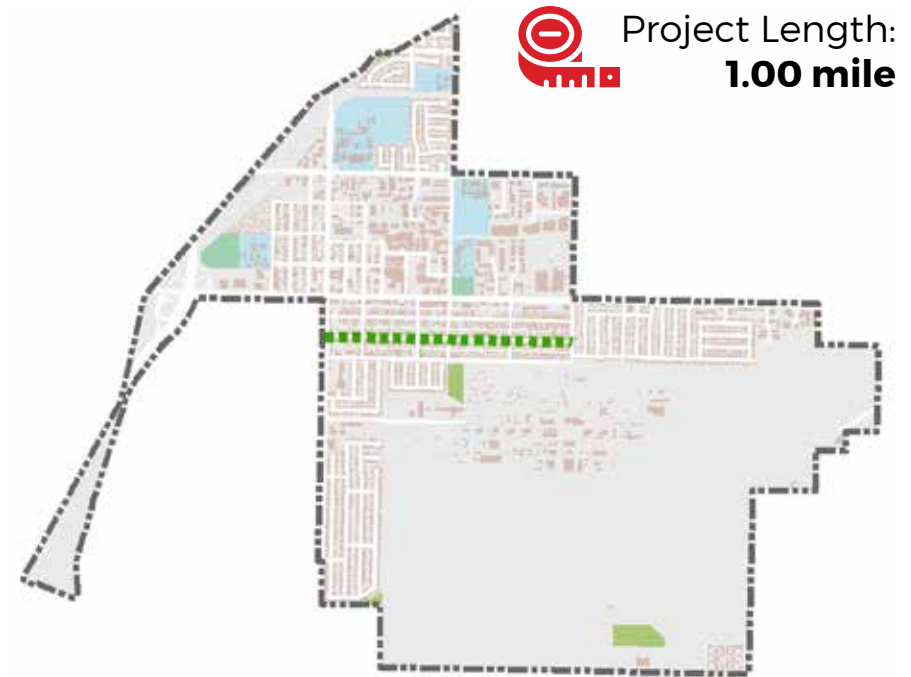
END OF CORRIDOR

PROJECT 5**HOWARD AVENUE****COST ESTIMATE: \$XXX,XXX****EXISTING CONDITIONS**

The Howard Avenue corridor is located in central Los Alamitos and runs east to west. The corridor is located in a residential neighborhood and provides access to several commercial destinations located along Los Alamitos Boulevard. The only major destination located along Howard Avenue is Labourdette Park. There was one bicycle-related collision and no reported pedestrian collisions on Howard Avenue.

RECOMMENDATIONS

The Howard Avenue proposed improvements proposed improvements include installing a class III bike route with greenback sharrows, wayfinding signage, and high-visibility crosswalks. This project has the potential to be branded as a neighborhood greenway with the addition of crosswalk art, fun wayfinding signage, and local art installations at key intersections. An optional mid-block crossing can be installed at Labourdette Park.

**AT A GLANCE****0**

Schools

**1**

Park

**19**

Crosswalk Improvements

**0**

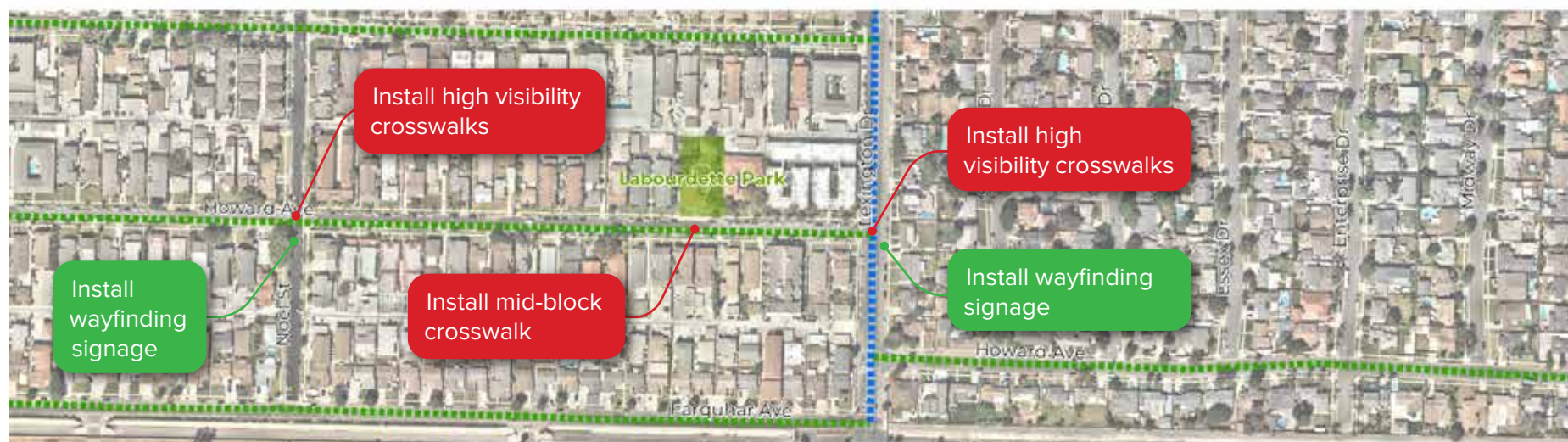
Pedestrian Collisions

**1**

Bicycle Collision

**0**

Missing Sidewalks



Proposed Bikeway Projects

- Class I : Multi-Use Path
- Class II : Bike Lane
- Class III : Bike Route
- Pending Class Type

- Parks
- Schools

Recommendations

- Bicycle
- Pedestrian
- Other

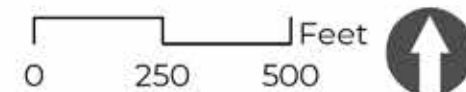


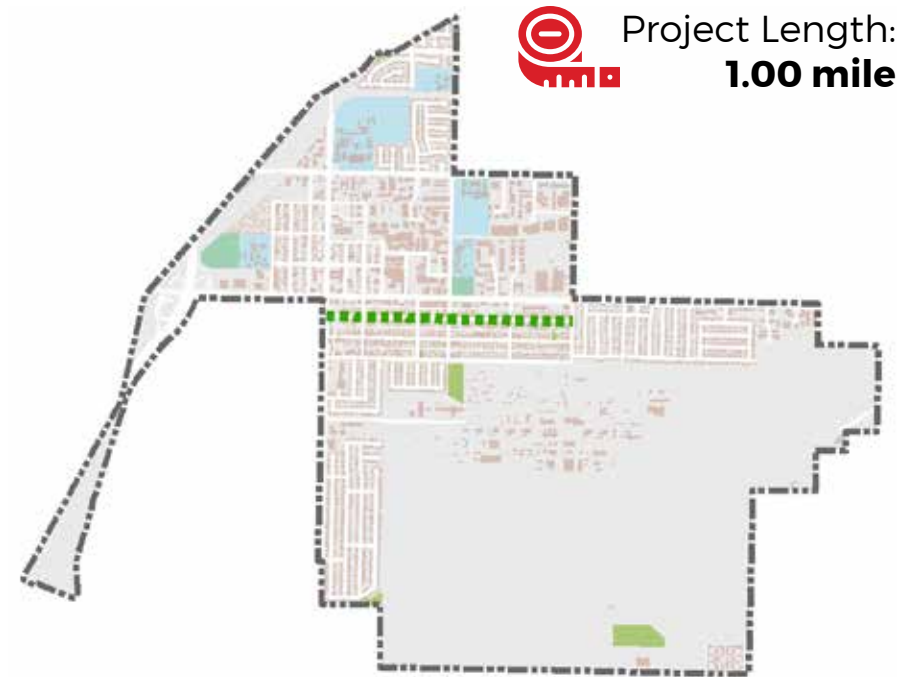
FIGURE 4-5: Howard Avenue Improvements

PROJECT 6**GREEN AVENUE****COST ESTIMATE: \$XXX,XXX****EXISTING CONDITIONS**

The Green Avenue corridor is located in north central Los Alamitos and runs east to west. The corridor is located in a residential neighborhood and provides access to several commercial destinations located along Katella Avenue and Los Alamitos Boulevard. There are no immediate schools or parks located along this corridor, but access to Laurel Park and Los Alamitos Elementary School is possible via the Bloomfield Street intersection. There were no reported bicycle and pedestrian related collisions.

RECOMMENDATIONS

The Green Avenue proposed improvements include installing a class III bike route with greenback sharrows, wayfinding signage, and high-visibility crosswalks. This project has the potential to be branded as a neighborhood greenway with the addition of crosswalk art, fun wayfinding signage, and local art installations at key intersections.

**AT A GLANCE****0**

Schools

**0**

Parks

**14**

Crosswalk Improvements

**0**

Pedestrian Collisions

**0**

Bicycle Collisions

**0**

Missing Sidewalks



FIGURE 4-6: Green Avenue Improvements

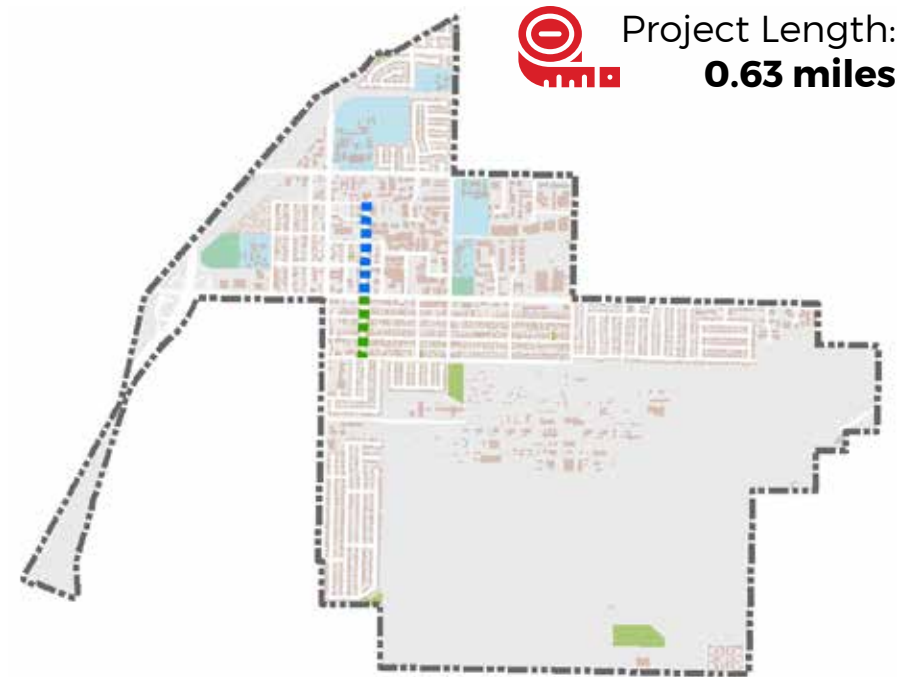
PROJECT 7**REAGAN STREET****COST ESTIMATE: \$XXX,XXX****EXISTING CONDITIONS**

The Reagan Street corridor is located in west central Los Alamitos and runs north to south. This corridor is highlighted because it runs parallel and immediately east of Los Alamitos Boulevard, providing access to a variety of destinations such as industrial employment centers, shopping and retail centers, medical plazas, and several residential neighborhoods.

RECOMMENDATIONS

Recommendations for Reagan Street are divided into two segments. Class II bike lanes, enhanced green transition striping at key intersections and driveways, and high-visibility crosswalks are recommended between Briggerman Drive and Katella Avenue.

Class III bike routes, wayfinding signage, greenback sharrows, and high-visibility crosswalks are recommended between Katella Avenue and Farquhar Avenue. An additional study will be needed to evaluate the feasibility of installing a traffic signal at the intersection of Reagan Street and Katella Avenue. A traffic signal would be vital for travelers wishing to use Reagan Street as a true alternative to Los Alamitos Boulevard. It would connect the residential neighborhood south of Katella Avenue to all of the workplace and commercial destinations to the north.

**AT A GLANCE****0**

Schools

**0**

Parks

**23**

Crosswalk Improvements

**0**

Pedestrian Collisions

**1**

Bicycle Collision

**0**

Missing Sidewalks



Proposed Bikeway Projects

- Class I : Multi-Use Path
- Class II : Bike Lane
- Class III : Bike Route
- Pending Class Type

- Parks
- Schools

Recommendations

- Bicycle
- Pedestrian
- Other

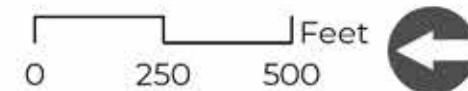


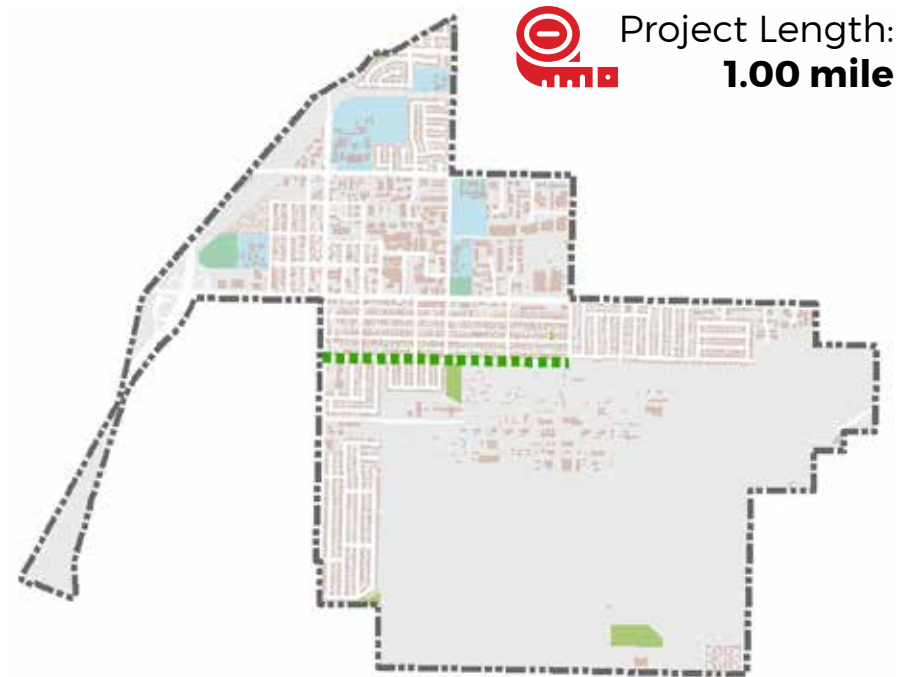
FIGURE 4-7: Reagan Street Improvements

PROJECT 8**FARQUHAR AVENUE****COST ESTIMATE: \$XXX,XXX****EXISTING CONDITIONS**

The Farquhar Avenue corridor is located in central Los Alamitos and runs east to west. The corridor experiences heavy traffic volumes due to the adjacent and neighboring destinations such as the single and multi-family residential neighborhood, businesses along Los Alamitos Boulevard, Sterns Park, Little Cottonwood Park, and the main entrance to Joint Forces Training Base Los Alamitos. There were two bicycle-related collisions and one pedestrian-related collision reported on Farquhar Avenue.

RECOMMENDATIONS

The Farquhar Avenue proposed improvements include installing a class III bike route with greenback sharrows, wayfinding signage, and high-visibility crosswalks. Rectangular rapid flashing beacons (RRFB) are optional at key intersections with high pedestrian crossing volumes. This project has the potential to be branded as a neighborhood greenway with the addition of crosswalk art, fun wayfinding signage, and local art installations at key intersections.

**AT A GLANCE****0**

Schools

**2**

Parks

**18**

Crosswalk Improvements

**1**

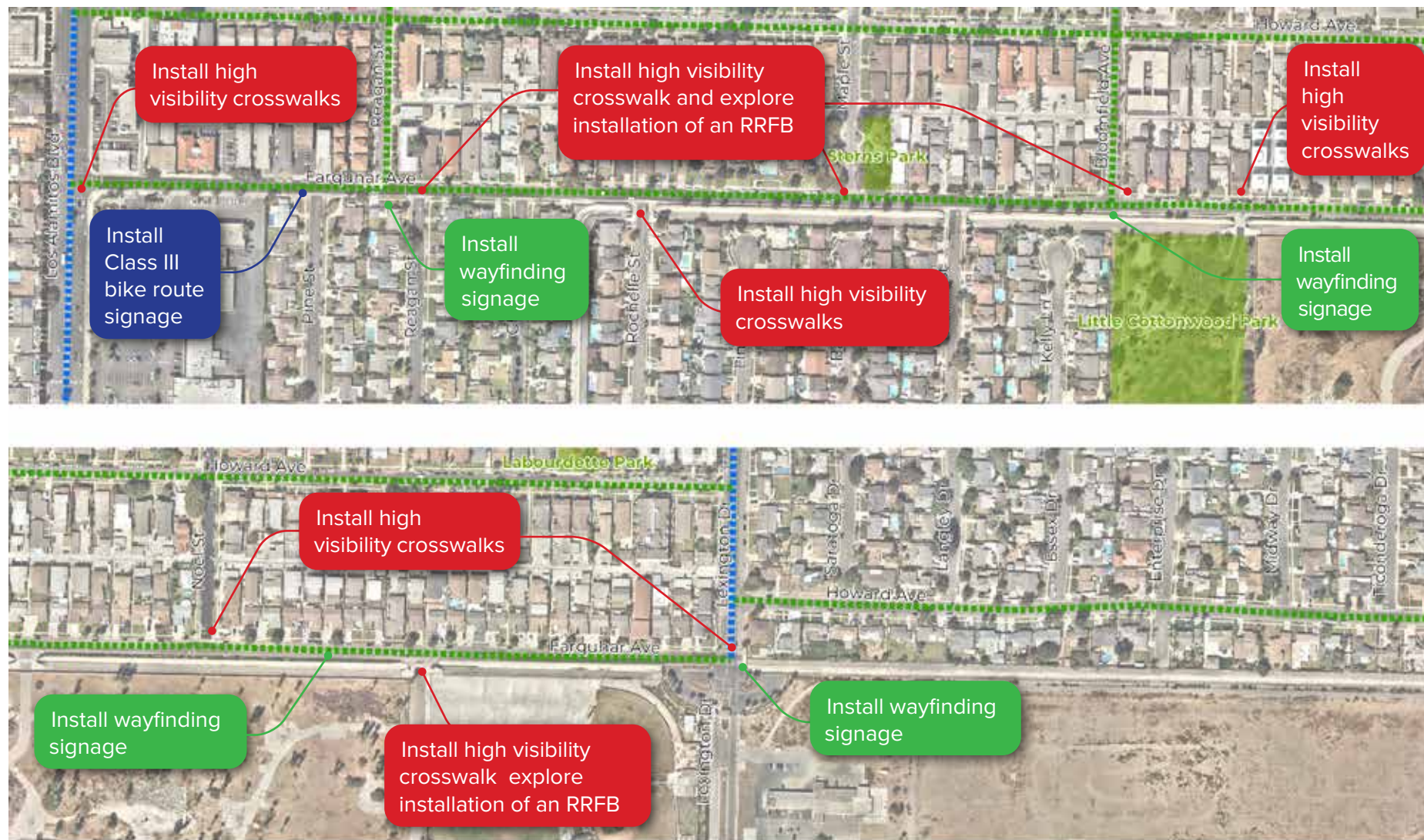
Pedestrian Collision

**2**

Bicycle Collisions

**0**

Missing Sidewalks



Proposed Bikeway Projects

- Class I : Multi-Use Path
- Class II : Bike Lane
- Class III : Bike Route
- Pending Class Type

- Parks
- Schools

Recommendations

- Bicycle
- Pedestrian
- Other

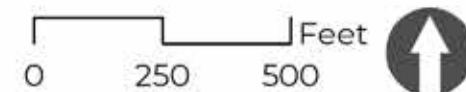


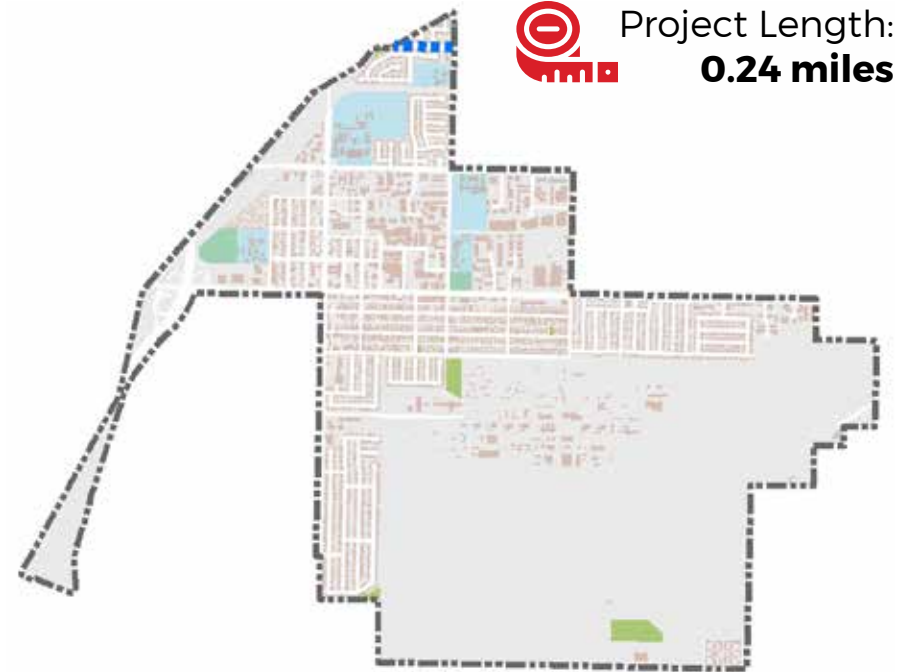
FIGURE 4-8: Farquhar Avenue Improvements

PROJECT 9**BALL ROAD****COST ESTIMATE: \$XXX,XXX****EXISTING CONDITIONS**

Ball Road is an east-west corridor on the northern part of the city that travels almost entirely through single family residential and minimal commercial land use. This corridor experiences average volumes of traffic and provides connections to Long Beach and Cypress. There is minimal signage along the corridor that indicates a class II bike lane, however striping is installed on the roadway that indicates a class II bike lane. Sidewalks exist throughout with minimal tree cover, and a posted speed limit of 45 mph. Truck routes and one bus line service this corridor. Further improvements to the existing bicycle facilities are recommended. A buffer is feasible due to the availability of existing ROW.

RECOMMENDATIONS

The proposed improvements for Ball Road include the installation of a class II buffered bike lane along the entirety of the corridor within the city limits. Restriping of the vehicular travel lanes will be necessary to accommodate the installation of painted buffers to the bike lanes. The project proposes pavement markings, signage, and transition striping along the entire corridor. Pedestrian improvements include installation of missing truncated domes, high visibility crosswalks, and streets trees where feasible.

**AT A GLANCE****0**

Schools

**1**

Park

**8**

Crosswalk Improvements

**1**

Pedestrian Collision

**1**

Bicycle Collision

**0**

Missing Sidewalks



Proposed Bikeway Projects

- Class I : Multi-Use Path
- Class II : Bike Lane
- Class III : Bike Route
- × - × Pending Class Type

- Parks
- Schools

Recommendations

- Bicycle
- Pedestrian
- Other

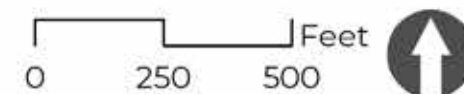


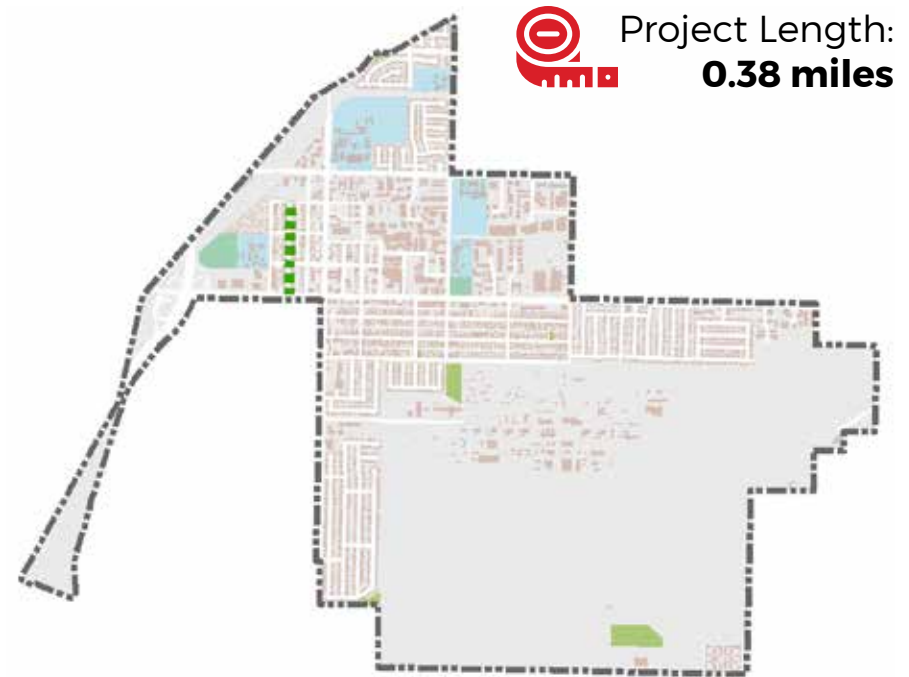
FIGURE 4-9: Ball Road Improvements

PROJECT 10**WALNUT STREET****COST ESTIMATE: \$XXX,XXX****EXISTING CONDITIONS**

Walnut Street is a residential corridor located in western Los Alamitos and runs north to south. This street provides access to several destinations such as Oak Middle School, City Hall including the Community Center, Los Alamitos Youth Center, and other nearby commercial destinations along Katella Avenue and Los Alamitos Boulevard. Walnut Street also provides a vital connection to the Rossmoor neighborhood at the intersection of Walnut Street and Katella Avenue. This highly trafficked intersection requires special attention during peak hours to ensure safety and comfort of pedestrians, cyclists, and motorists.

RECOMMENDATIONS

Recommendations for Oak Street include Class 3 bike route designation, wayfinding signage, greenback sharrows, and school high-visibility crosswalks. Optional improvements to brand this corridor as a neighborhood greenway include curb extensions, urban greening elements, and crosswalk art that embraces the lion mascot of Oak Middle School or one of the city's civic spaces.

**AT A GLANCE****0**

Schools

**0**

Parks

**9**

Crosswalk Improvements

**1**

Pedestrian Collision

**1**

Bicycle Collision

**0**

Missing Sidewalks



Proposed Bikeway Projects

- Class I : Multi-Use Path
- Class II : Bike Lane
- Class III : Bike Route
- Pending Class Type

- Parks
- Schools

Recommendations

- Bicycle
- Pedestrian
- Other

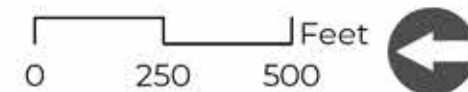


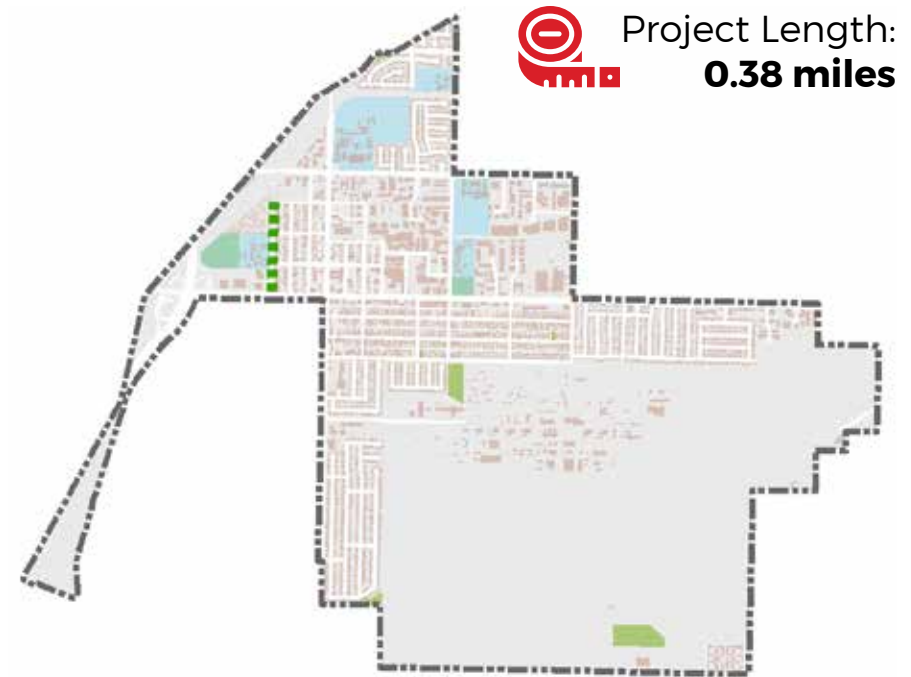
FIGURE 4-10: Walnut Street Improvements

PROJECT 11**OAK STREET****COST ESTIMATE: \$XXX,XXX****EXISTING CONDITIONS**

Oak Street is a residential corridor located in western Los Alamitos and runs north to south. This street provides direct access to several destinations such as Oak Middle School, City Hall including the Community Center, Los Alamitos Youth Center, and other nearby destinations along Katella Avenue. A trailhead connection to Coyote Creek multi-use path is also found near the Oak Street/Catalina Street intersection.

RECOMMENDATIONS

Recommendations for Oak Street include class III bike route designation, wayfinding signage, greenback sharrows, and school high-visibility crosswalks. Optional improvements to brand this corridor as a neighborhood greenway include curb extensions, urban greening elements, and crosswalk art that embraces the lion mascot of Oak Middle School.

**AT A GLANCE****1**

School

**0**

Parks

**5**

Crosswalk Improvements

**1**

Pedestrian Collision

**0**

Bicycle Collisions

**0**

Missing Sidewalks

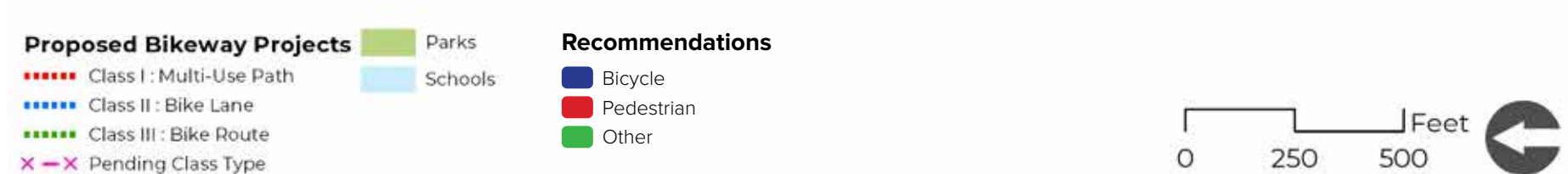


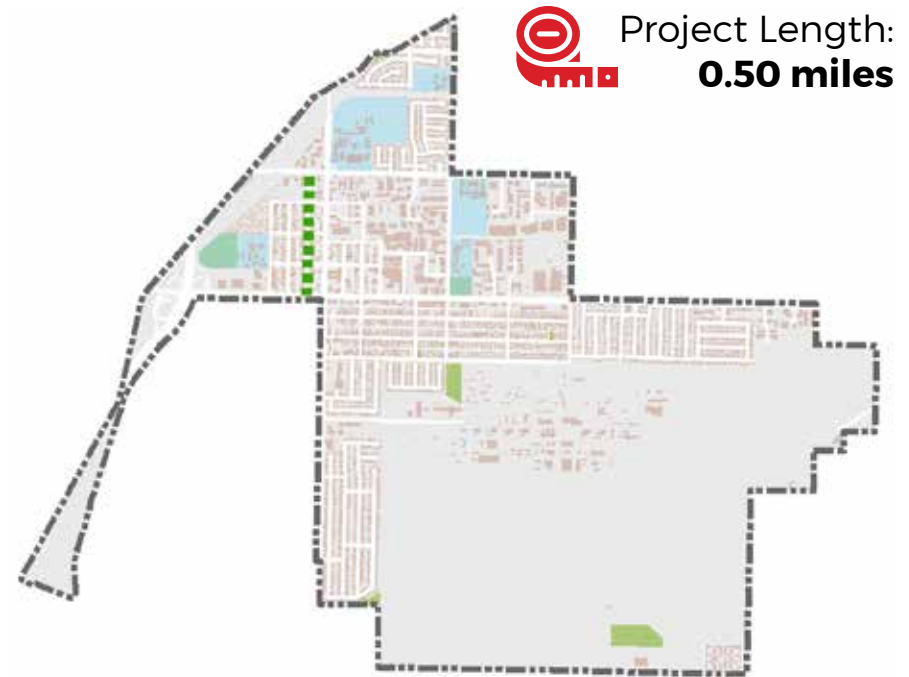
FIGURE 4-11: Oak Street Improvements

PROJECT 12**CHESTNUT STREET****COST ESTIMATE: \$XXX,XXX****EXISTING CONDITIONS**

Chestnut Street is a residential corridor located in western Los Alamitos and runs north to south. This corridor runs parallel and immediately west of Los Alamitos Boulevard, providing access to several commercial destinations such as Center Plaza. Access to Chestnut Street is also uninterrupted between Cerritos Avenue and Katella Avenue, allowing people to travel to and from Los Alamitos High School on this street as an alternative to Los Alamitos Boulevard.

RECOMMENDATIONS

Recommendations for Chestnut Street include class III bike route designation, wayfinding signage, greenback sharrows, and school high-visibility crosswalks. Optional improvements to brand this corridor as a neighborhood greenway include curb extensions, urban greening elements, and crosswalk art.



Project Length:
0.50 miles

AT A GLANCE**0**

Schools

**0**

Parks

**0**

Crosswalk Improvements

**2**

Pedestrian Collisions

**0**

Bicycle Collisions

**0**

Missing Sidewalks



Proposed Bikeway Projects

- Class I : Multi-Use Path
- Class II : Bike Lane
- Class III : Bike Route
- Pending Class Type

- Parks
- Schools

Recommendations

- Bicycle
- Pedestrian
- Other

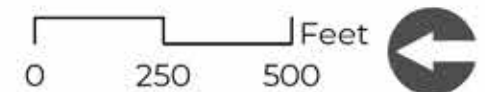


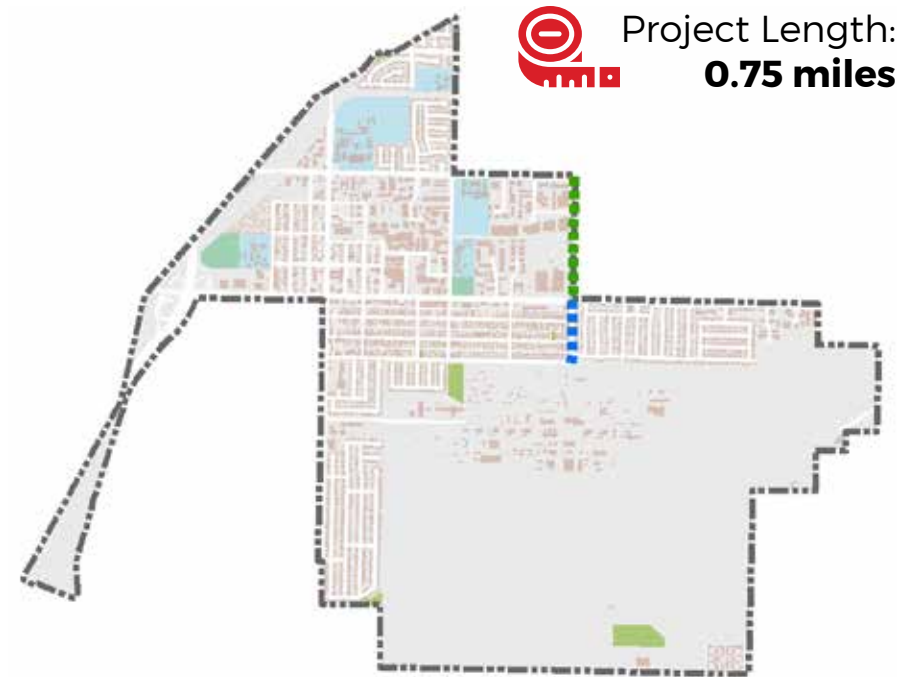
FIGURE 4-12: Chestnut Street Improvements

PROJECT 13**LEXINGTON DRIVE****COST ESTIMATE: \$XXX,XXX****EXISTING CONDITIONS**

The Lexington Drive corridor is located in north central Los Alamitos and runs north to south. There are no schools or parks located along this corridor; however, it provides connections to employment centers adjacent to the corridor. There were two bicycle-related collisions and no reported pedestrian collisions on Lexington Drive. The existing right-of-way shifts a few times, narrowing and expanding at different sections of the street. Sidewalks are present except for a 0.2-mile section.

RECOMMENDATIONS

The Lexington Drive proposed improvements include installing a class III bike route between Cerritos Avenue and Katella Avenue, and class II bike lanes between Katella Avenue and Farquhar Avenue. Additional improvements include wayfinding signage, high-visibility crosswalks, and installing sidewalks where missing to improve safety and accessibility.

**AT A GLANCE****0**

Schools

**0**

Parks

**7**

Crosswalk Improvements

**0**

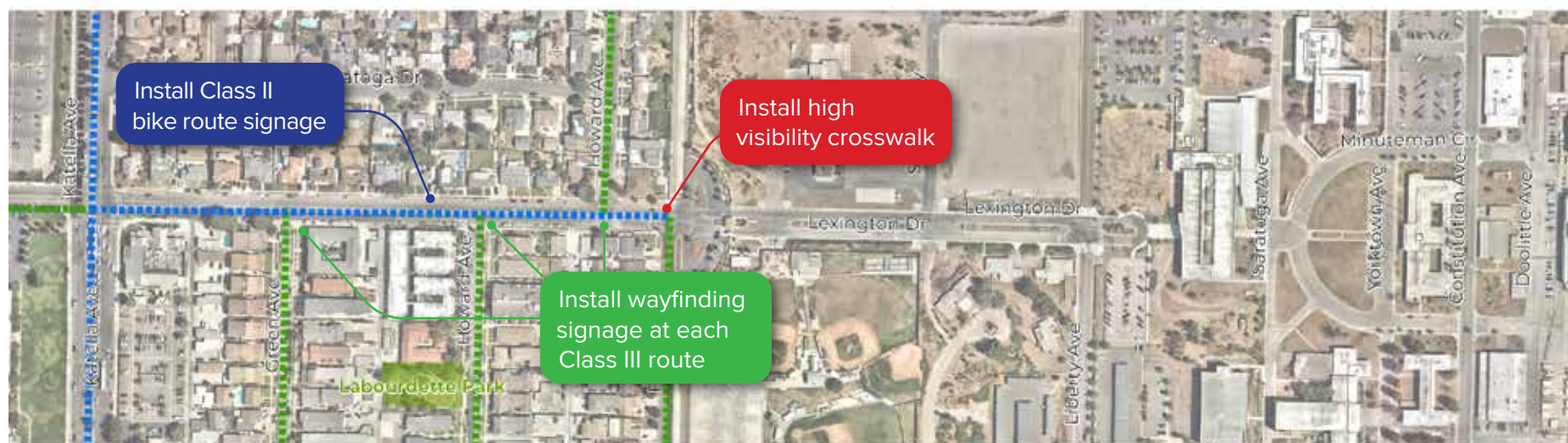
Pedestrian Collisions

**2**

Bicycle Collisions

**1,293 ft**

of Missing Sidewalks



Proposed Bikeway Projects

- Class I : Multi-Use Path
- Class II : Bike Lane
- Class III : Bike Route
- Pending Class Type

- Parks
- Schools

Recommendations

- Bicycle
- Pedestrian
- Other

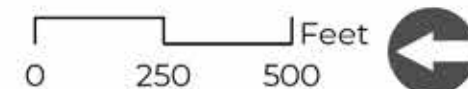


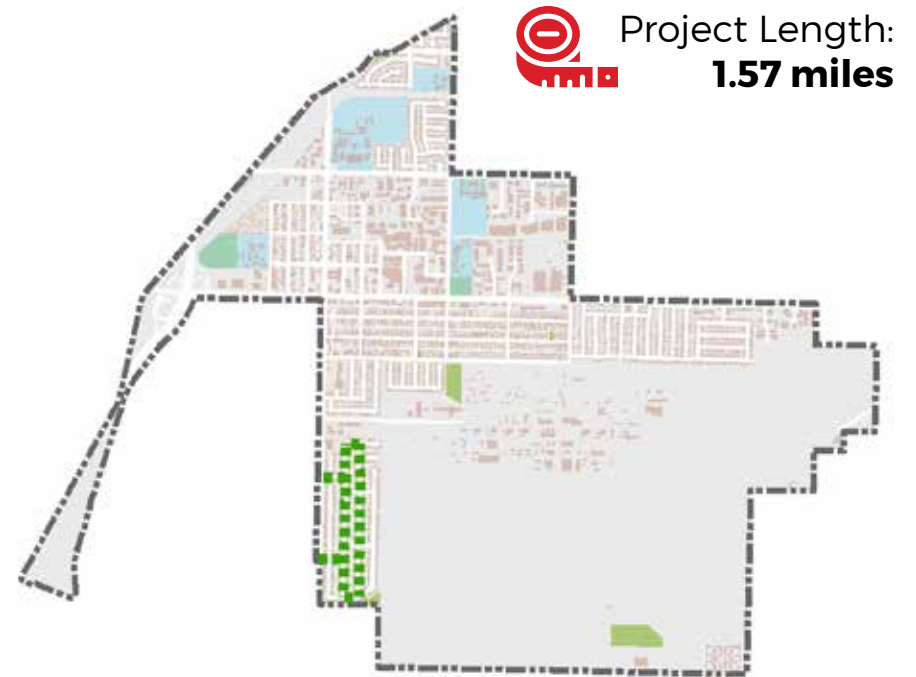
FIGURE 4-13: Lexington Drive Improvements

PROJECT 14**PINE STREET
(MULTIPLE STREETS)****COST ESTIMATE: \$XXX,XXX****EXISTING CONDITIONS**

The Pine Street neighborhood greenway project is a combination of several streets in a residential neighborhood located the southwest region of the city. The streets in this project include Pine Street, Reagan Street, Rossmoor Way, and Bradbury Road, all of which are only accessible through Los Alamitos Boulevard. This area is a residential neighborhood is not heavily trafficked and has residential speed limit of 25 mph. There are no bicycle facilities, but there are continuous sidewalks and ADA curb ramps.

RECOMMENDATIONS

A neighborhood greenway (bicycle route loop) is feasible due to the corridor's posted speed and low traffic volumes. Recommendations include green sharrows and signage to indicate a class III bike route. This project has the potential to be branded as a local exercise loop. Additional recommendations to brand this neighborhood greenway loop include crosswalk art, fun wayfinding signage, and local art installations at key intersections.

**AT A GLANCE****0**

Schools

**1**

Park

**0**

Crosswalk Improvements

**0**

Pedestrian Collisions

**0**

Bicycle Collisions

**0**

Missing Sidewalks



Proposed Bikeway Projects

- Class I : Multi-Use Path
- Class II : Bike Lane
- Class III : Bike Route
- Pending Class Type

- Parks
- Schools

Recommendations

- Bicycle
- Pedestrian
- Other

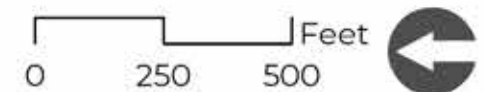


FIGURE 4-14: Pine Street/Reagan Street Improvements

PROJECT 15**ANTIETAM AVENUE
(MULTIPLE STREETS)****COST ESTIMATE: \$XXX,XXX****EXISTING CONDITIONS**

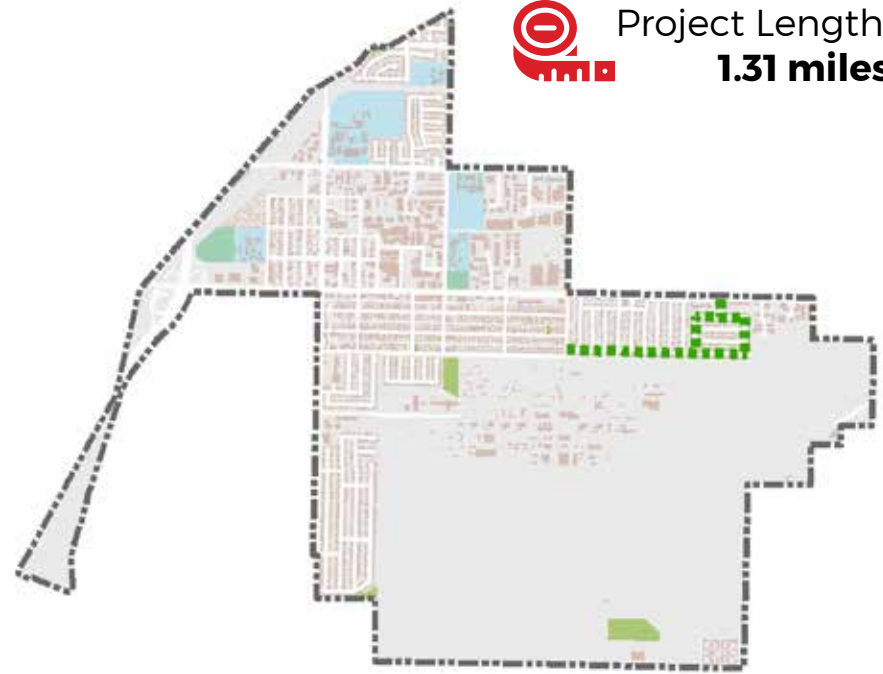
The Antietam Avenue neighborhood greenway project is a combination of several streets in a residential neighborhood located in the north-central region of the city. The streets in this project include Siboney Street, Antietam Avenue, Mindora Street, Bennington Street, and Howard Avenue. This residential neighborhood is not heavily trafficked and has posted a speed limit of 25 mph. There are no bicycle facilities, but there are continuous sidewalks and minimal curb ramps.

RECOMMENDATIONS

A neighborhood greenway (bicycle route loop) is feasible due to the corridor's posted speed and low traffic volumes. Recommendations include green sharrows and signage to indicate a class III bike route. This project has the potential to be branded as a local exercise loop. Additional recommendations to brand this neighborhood greenway loop include crosswalk art, fun wayfinding signage, and local art installations at key intersections.



Project Length:
1.31 miles

**AT A GLANCE****0**

Schools

**0**

Parks

**0**

Crosswalk Improvements

**1**

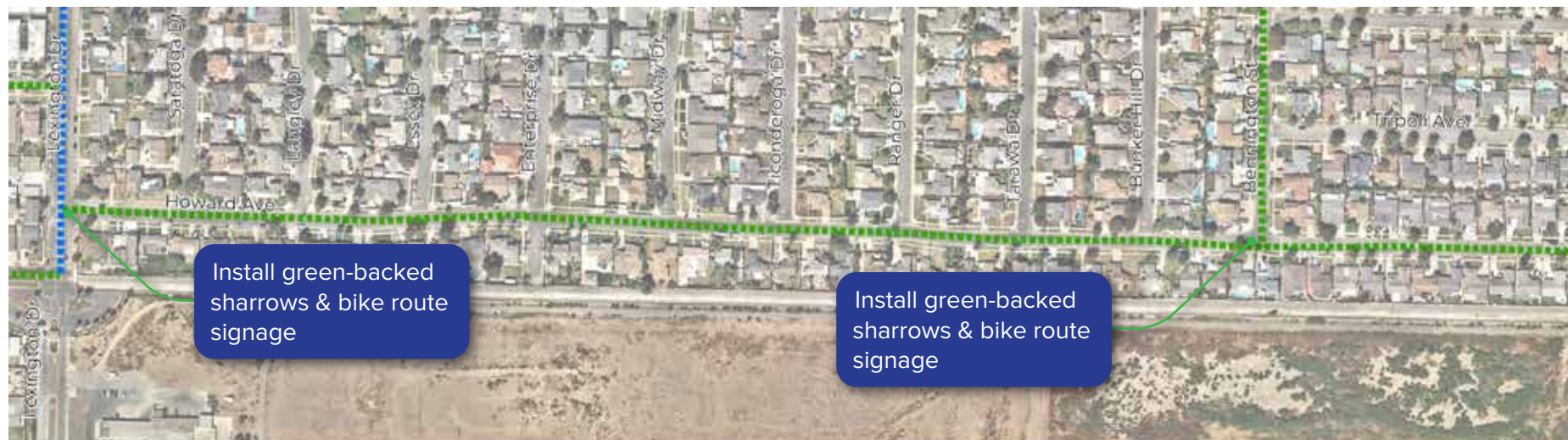
Pedestrian Collision

**0**

Bicycle Collisions

**0**

Missing Sidewalks



Proposed Bikeway Projects

- Class I : Multi-Use Path
- Class II : Bike Lane
- Class III : Bike Route
- Pending Class Type

- Parks
- Schools

Recommendations

- Bicycle
- Pedestrian
- Other

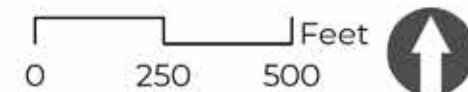


FIGURE 4-15: Antietam Avenue/Howard Avenue Improvements

PROJECT 16**CARBON CREEK CHANNEL****COST ESTIMATE: \$XXX,XXX****EXISTING CONDITIONS**

Carbon Creek Channel is an east-west flood control channel corridor located in the northern section of the city. The short segment travels through land uses such as single family residential and educational land uses. This flood control channel is currently closed to the public and experiences no public traffic. The corridor could provide connectivity between the Coyote Creek multi-use path, neighboring Orange County cities, and to activity centers such as Los Alamitos High School and Laurel High School. The flood control channel has a gravel service road on both sides of the channel and is only accessible to County service vehicles.

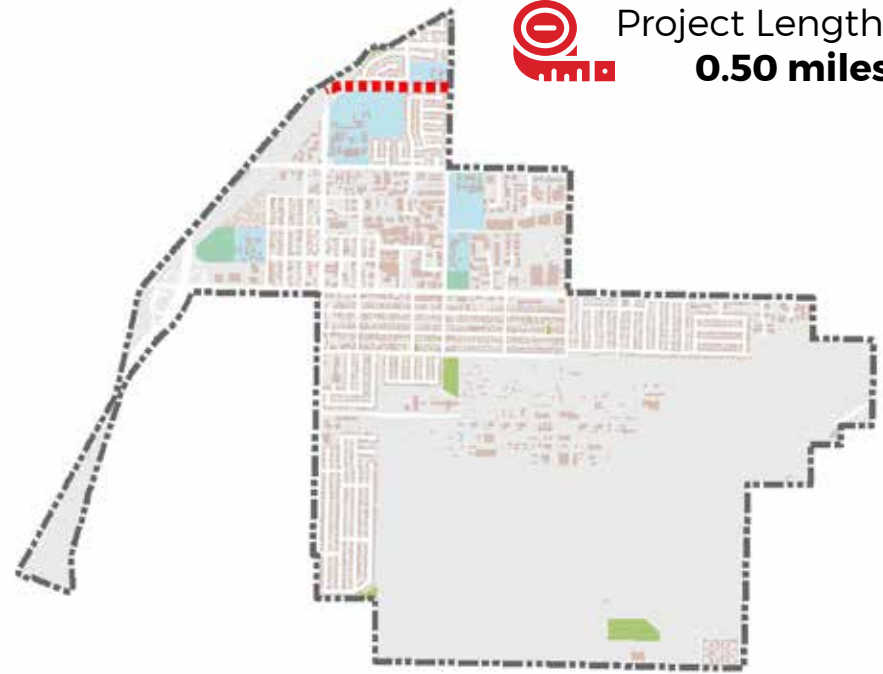
RECOMMENDATIONS

A multi-use path is feasible due to the availability of existing ROW on both sides of the channel thanks to the service road. This project presents an opportunity to further expand local and regional access to Coyote Creek multi-use path that leads travelers to and from the San Gabriel River Path, ultimately connecting the coast and inland destinations. Additional collaboration and outreach will be needed between appropriate agencies and residents in the neighboring area to further develop the actual design and alignment of the class I multi-use path.

It is recommended to pave and stripe a class I multi-use path and to include appropriate markings, signage, and transition striping at all intersections to prevent vehicular conflicts. It is also recommended to include lighting or solar lighting along bikeway projects, to increase visibility and safety at night. Lastly, it is recommended to include a bicycle and pedestrian bridge to safely allow users to cross one side of the channel to the other. This bridge would allow the alignment of the class I facility to alternate away from the residential homes that face the flood control channel. Other potential improvements include urban greening elements such as bioswales or rain gardens that can help purify runoff water.



Project Length:
0.50 miles

**AT A GLANCE****2**

Schools

**0**

Parks

**0**

Crosswalk Improvements

**0**

Pedestrian Collisions

**0**

Bicycle Collisions

**0**

Missing Sidewalks



Proposed Bikeway Projects

- Class I : Multi-Use Path
- Class II : Bike Lane
- Class III : Bike Route
- × - × Pending Class Type

- Parks
- Schools

Recommendations

- Bicycle
- Pedestrian
- Other



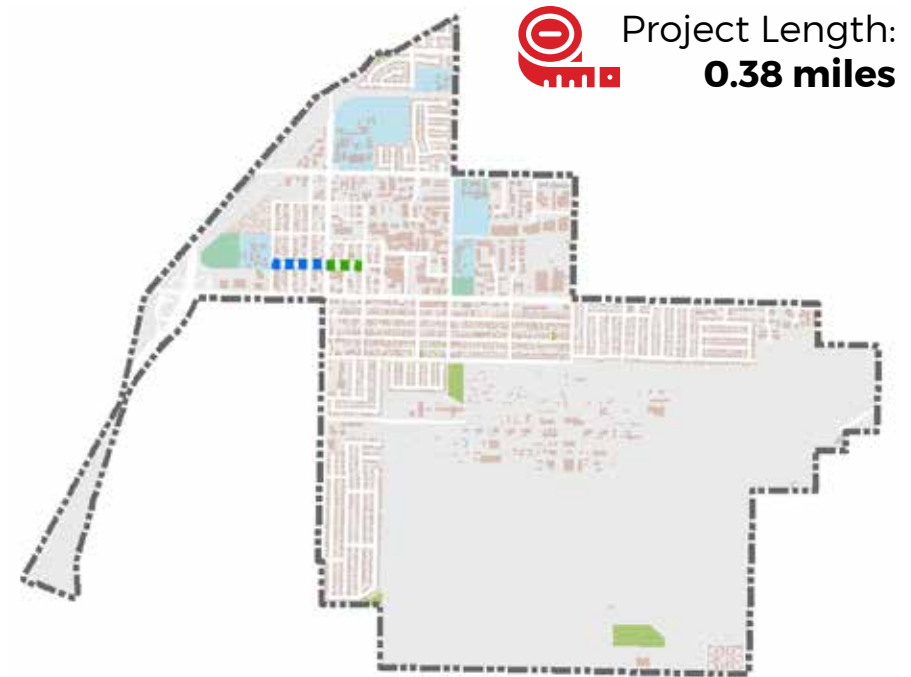
FIGURE 4-16: Carbon Creek Improvements

PROJECT 17**FLORISTA STREET****COST ESTIMATE: \$XXX,XXX****EXISTING CONDITIONS**

The Florista Street corridor is located in west central Los Alamitos and runs east to west. Adjacent land uses include residential and commercial destinations. The western terminus of Florista Street provides direct access to Oak Middle School and to the Coyote Creek multi-use path. A traffic signal at the Los Alamitos Boulevard intersection provides improved access to businesses located along Los Alamitos Boulevard. There are no reported bicycle and pedestrian related collisions on Florista Street.

RECOMMENDATIONS

The Florista Street proposed improvements include installing class II bike lanes between Oak Street and Los Alamitos Boulevard, and a class III bike route between Los Alamitos Boulevard and Reagan Street. In addition, high-visibility crosswalks and wayfinding signage should be installed. Signal timing at the Los Alamitos boulevard intersection should be reviewed for adequate crossing time for pedestrians of all abilities.



Project Length:
0.38 miles

AT A GLANCE**1**

School

**0**

Parks

**6**

Crosswalk Improvements

**1**

Pedestrian Collision

**3**

Bicycle Collisions

**0**

Missing Sidewalks



Proposed Bikeway Projects

- Class I : Multi-Use Path
- Class II : Bike Lane
- Class III : Bike Route
- Pending Class Type

- Parks
- Schools

Recommendations

- Bicycle
- Pedestrian
- Other

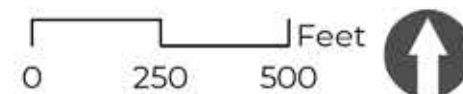


FIGURE 4-17: Florista Street Improvements

PROJECT 18**SAUSALITO STREET****COST ESTIMATE: \$XXX,XXX****EXISTING CONDITIONS**

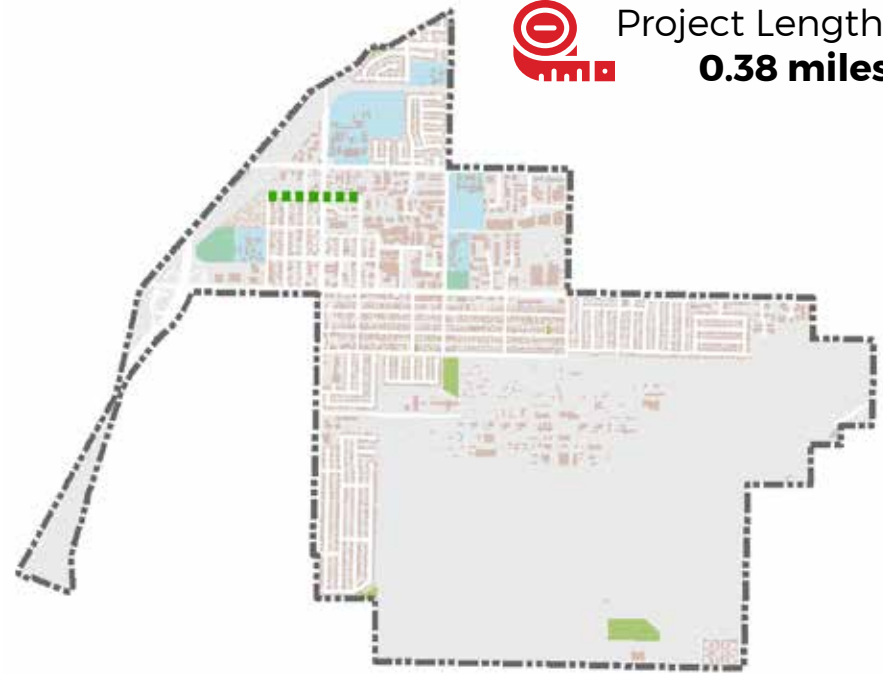
The Sausalito Street corridor is located in northwest Los Alamitos and runs east to west. Adjacent land uses include residential, commercial, and industrial destinations. There are no schools or parks located along this corridor, but a traffic signal at the Los Alamitos Boulevard intersection provides improved access to businesses located along Los Alamitos Boulevard. There are no reported bicycle and pedestrian related collisions on Sausalito Street.

RECOMMENDATIONS

The Sausalito Street proposed improvements include installing a class III bike route along this corridor with wayfinding signage and high-visibility crosswalks. Signal timing at the Los Alamitos boulevard intersection should be reviewed for adequate crossing time for pedestrians of all abilities.



Project Length:
0.38 miles

**AT A GLANCE****0**

Schools

**0**

Parks

**11**

Crosswalk Improvements

**0**

Pedestrian Collisions

**0**

Bicycle Collisions

**0**

Missing Sidewalks



Proposed Bikeway Projects

- Class I : Multi-Use Path
- Class II : Bike Lane
- Class III : Bike Route
- Pending Class Type

- Parks
- Schools

Recommendations

- Bicycle
- Pedestrian
- Other



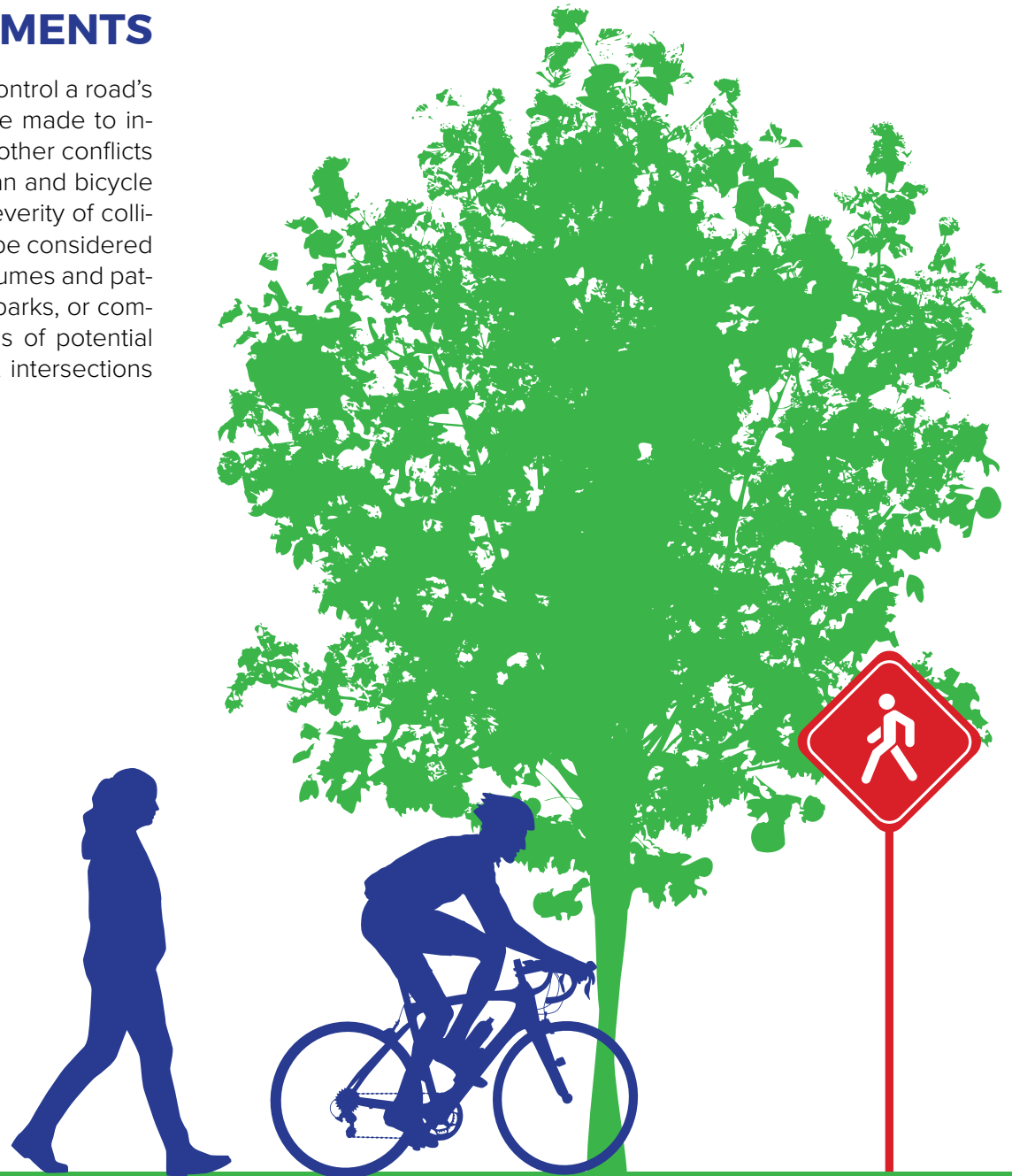
FIGURE 4-18: Sausalito Street Improvements

4.6 INTERSECTION IMPROVEMENTS

Intersections are crucial to a street's performance; they control a road's speed, safety, cost, and efficiency. Improvements can be made to increase safety and capacity and to reduce congestion or other conflicts on corresponding streets. Additionally, specific pedestrian and bicycle treatments can significantly reduce the frequency and severity of collisions at intersections; however, specific treatments must be considered based on the roadway's characteristics such as traffic volumes and patterns, visibility, and adjacent land uses such as schools, parks, or commercial centers. The following section provides a series of potential improvements for the six most common types of street intersections found in Los Alamitos, as shown in Figure 4-18.

INTERSECTION TYPES

- A** Neighborhood School Zone
- B** Arterial School Zone
- C** Neighborhood
- D** Arterial
- E** Arterial/Collector
- F** Minor



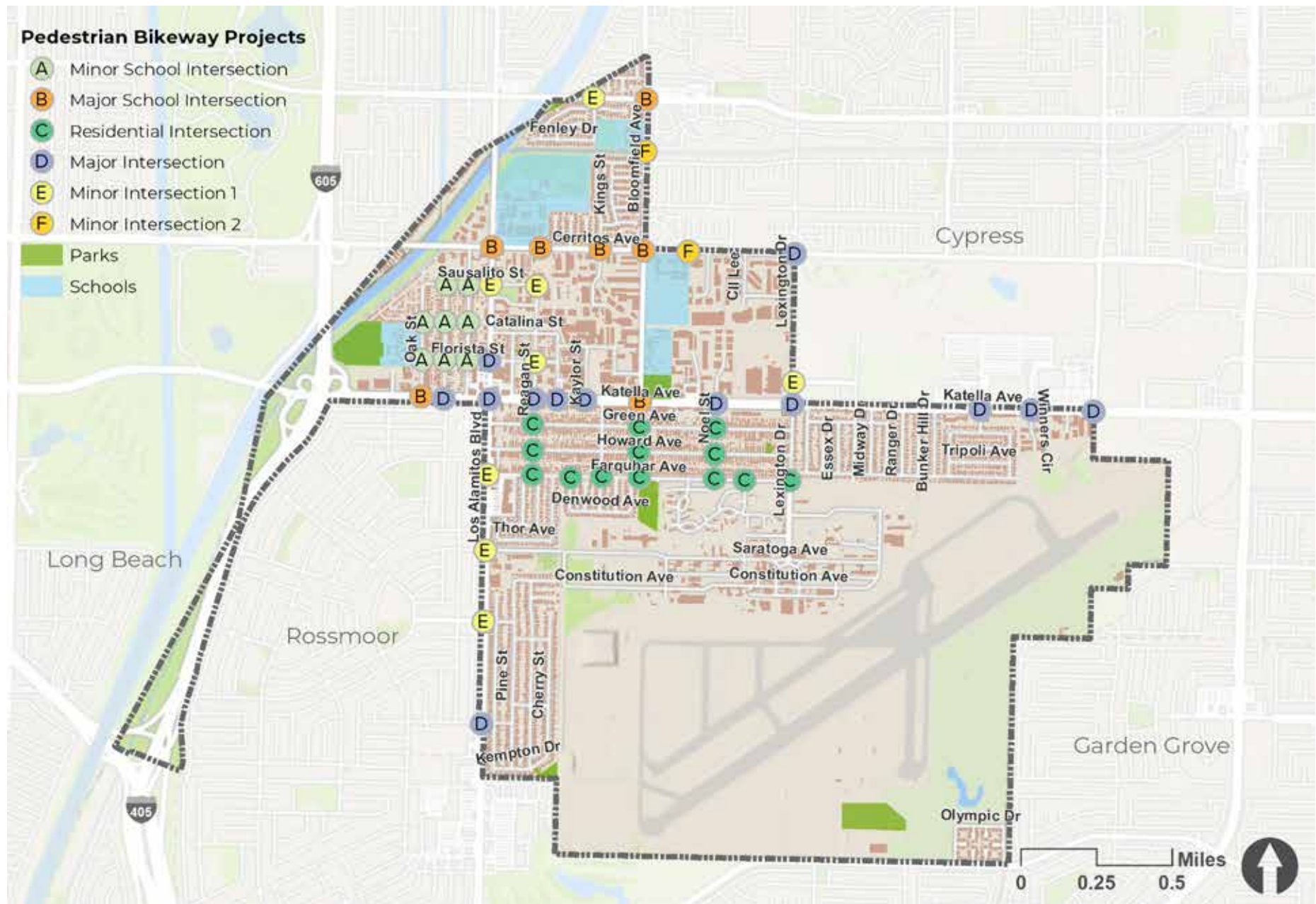


FIGURE 4-19: Intersection Types

INTERSECTION A

NEIGHBORHOOD SCHOOL ZONE INTERSECTION

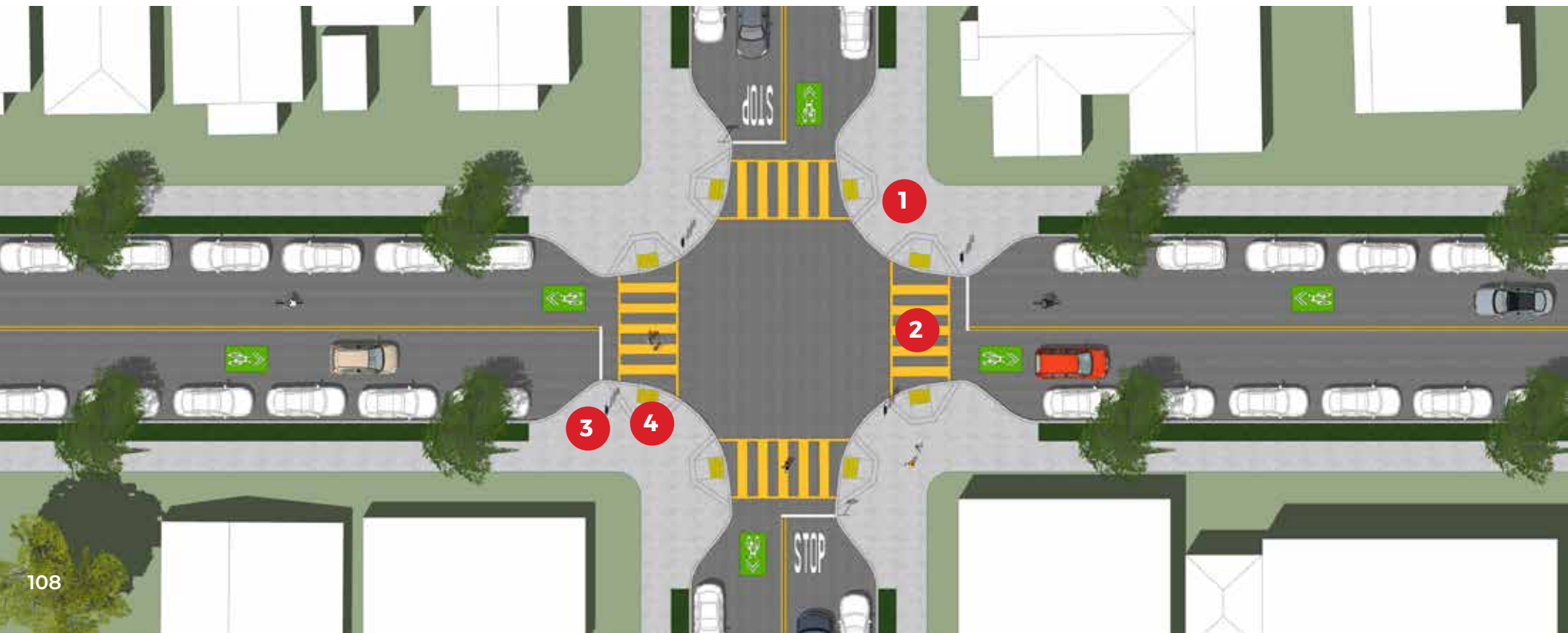
PROPOSED IMPROVEMENTS

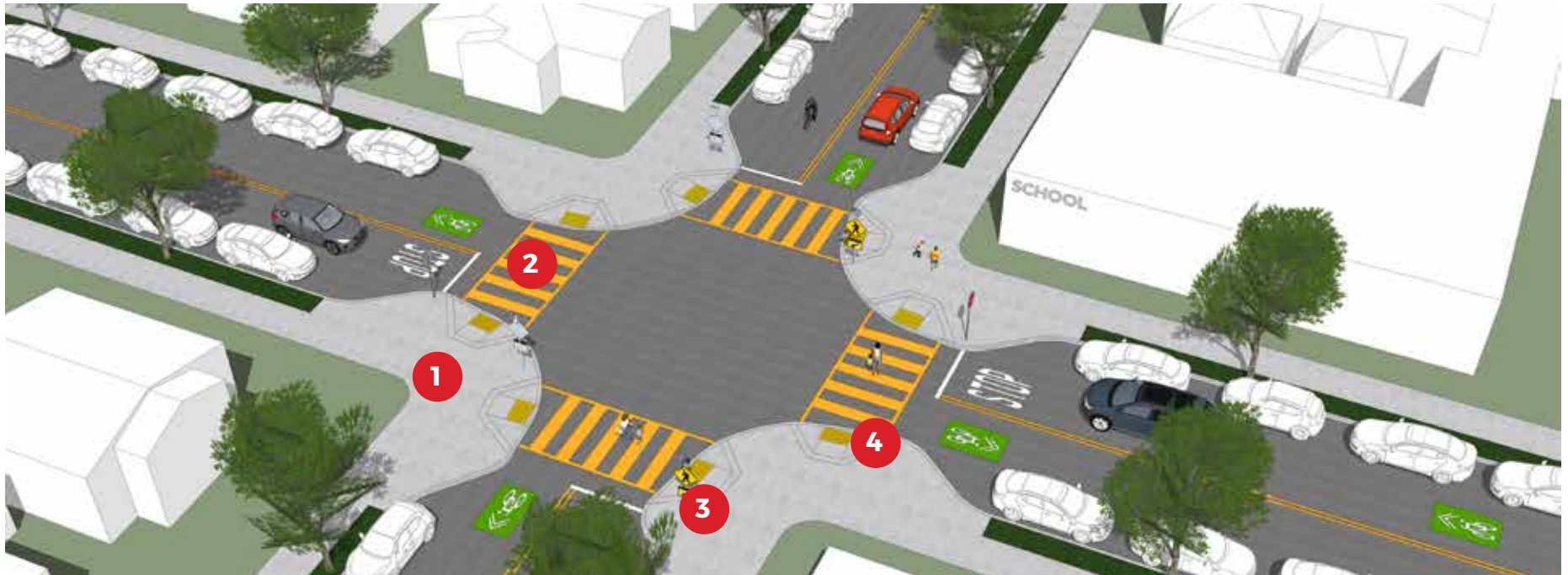
Neighborhood school intersections are located along corridors near schools with low volumes of vehicular traffic. Pedestrian improvements include curb extensions, ADA curb ramps, and yellow high visibility crosswalks. Pedestrian-actuated Rectangular Rapid Flashing Beacons (RRFB), improved lighting, and public art can be installed at key intersections. Bicycle lanes, separated bicycle lanes, green-back sharrow markings, signage, and bicycle transition striping should be considered based on the corridor's needs.

Existing trees are to be protected in place and new street trees added where appropriate. Other green infrastructure improvements are also recommended at key intersections where flooding occurs. Curb extensions can be designed with rain gardens and existing parkways can be converted to bioswales to capture and filter water.

POTENTIAL IMPROVEMENTS

- 1 Curb extensions
- 2 High visibility crosswalks
- 3 RRFB
- 4 ADA curb ramps





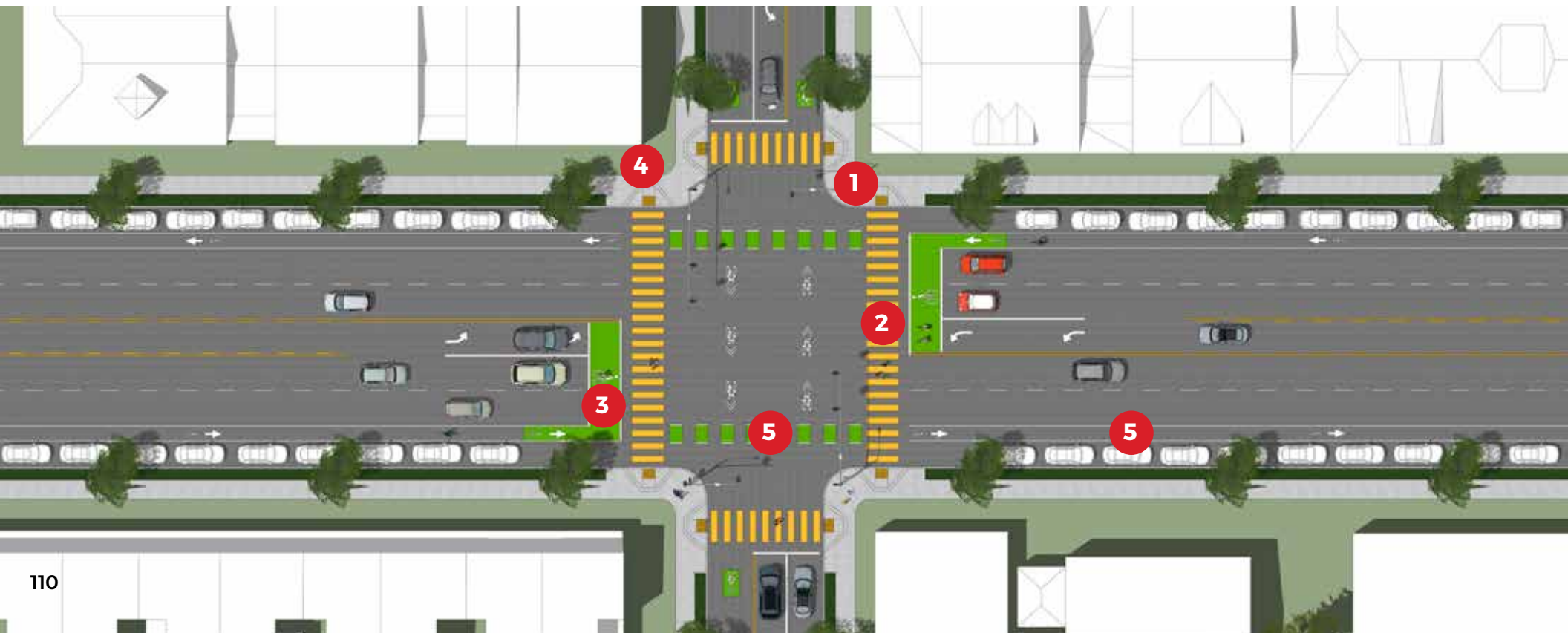
INTERSECTION B**ARTERIAL SCHOOL ZONE INTERSECTION****PROPOSED IMPROVEMENTS**

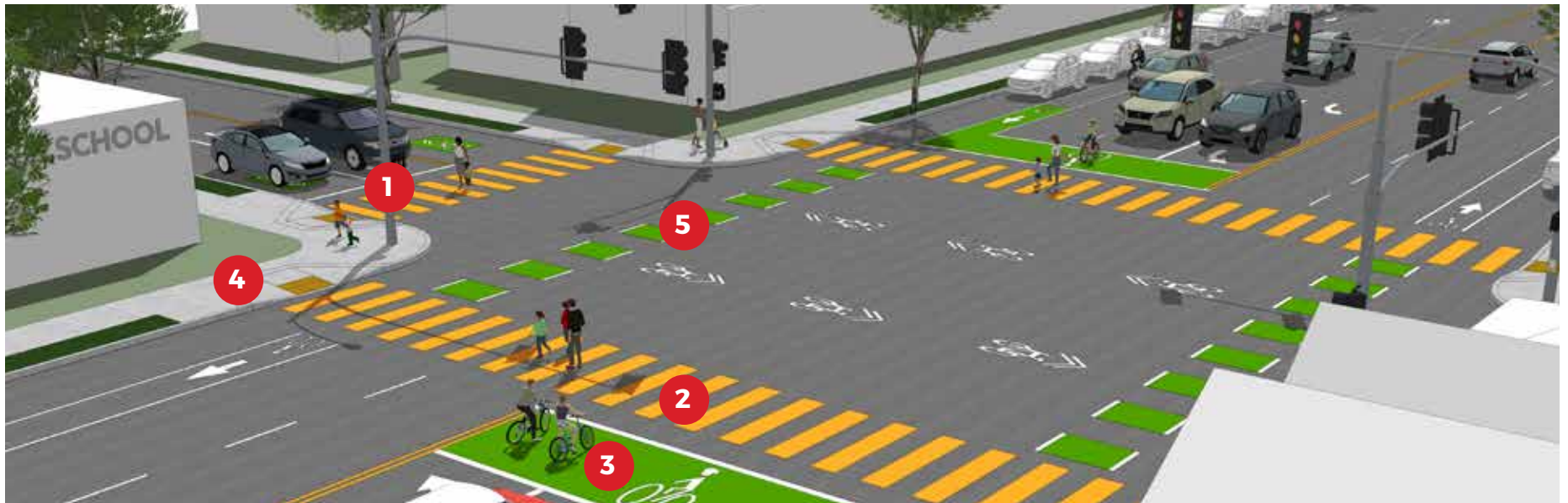
Arterial school zone intersections can be found near schools that are located along arterial streets that provide city-wide transportation to commuters. Pedestrian improvements include adjusted signal timing at key traffic signals, lighting, ADA curb ramps, and yellow high visibility crosswalks. A programmed “all red” phase can be installed at intersections with high pedestrian volumes. Bicycle lanes, separated bicycle lanes, green-back sharrow markings, bike boxes, and bicycle transition striping should be considered based on the corridor’s needs.

Existing trees are to be protected in place and new street trees added where appropriate. Other green infrastructure improvements are also recommended at key intersections where flooding occurs.

POTENTIAL IMPROVEMENTS

- 1** Adjusted signal timing
- 2** High visibility crosswalks (school)
- 3** Bike Box
- 4** ADA curb ramps
- 5** Transition striping





INTERSECTION C NEIGHBORHOOD INTERSECTION

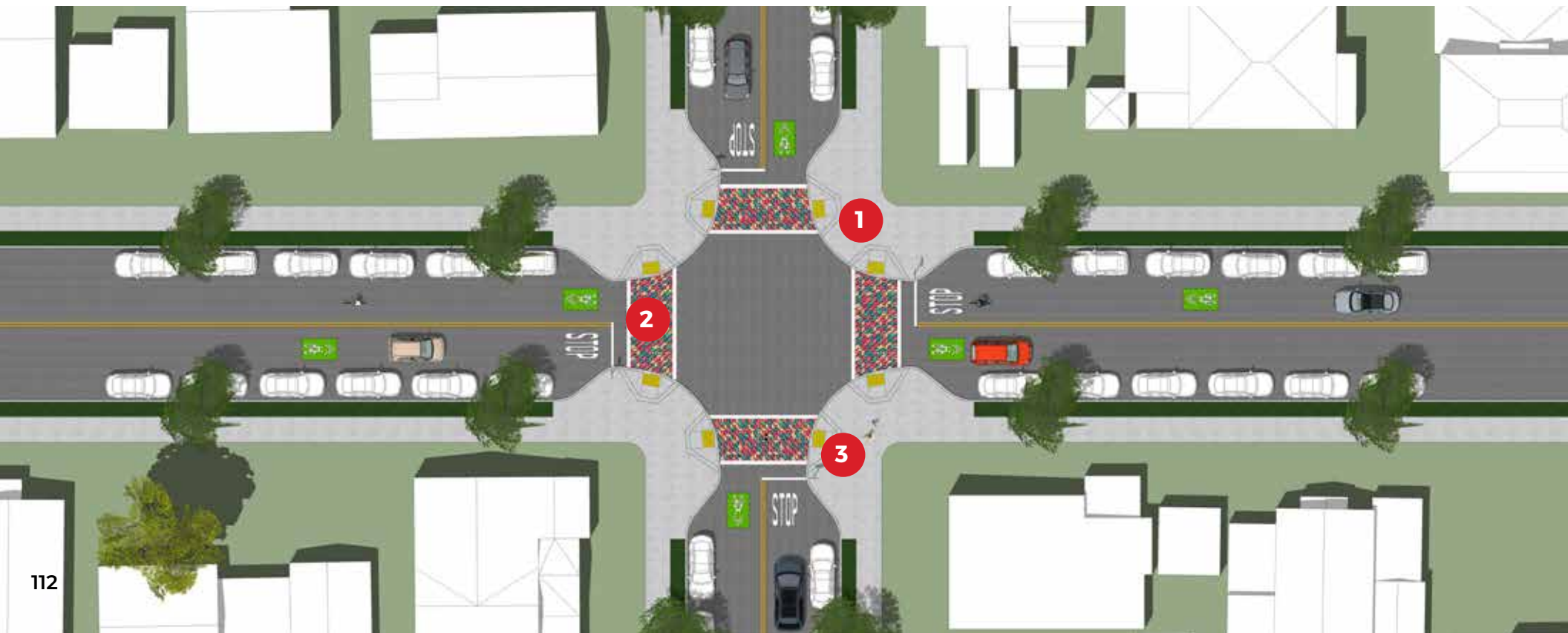
PROPOSED IMPROVEMENTS

Neighborhood intersections are located along minor streets in neighborhoods that are primarily residential. Pedestrian improvements include curb extensions, ADA curb ramps, and high visibility crosswalks. Crosswalk art can be used to enhance the safety of some pedestrian crossings. Bicycle lanes, separated bicycle lanes, green-back sharrow markings, signage, and bicycle transition striping should be considered based on the corridor's needs.

Existing trees are to be protected in place and new street trees added where appropriate. Other green infrastructure improvements are also recommended at key intersections where flooding occurs. Curb extensions can be designed with rain gardens and existing parkways can be converted to bioswales to capture and filter water.

POTENTIAL IMPROVEMENTS

- 1 Curb extesions
- 2 High visibility crosswalks (crosswalk art)
- 3 ADA curb ramps





INTERSECTION D

ARTERIAL INTERSECTION

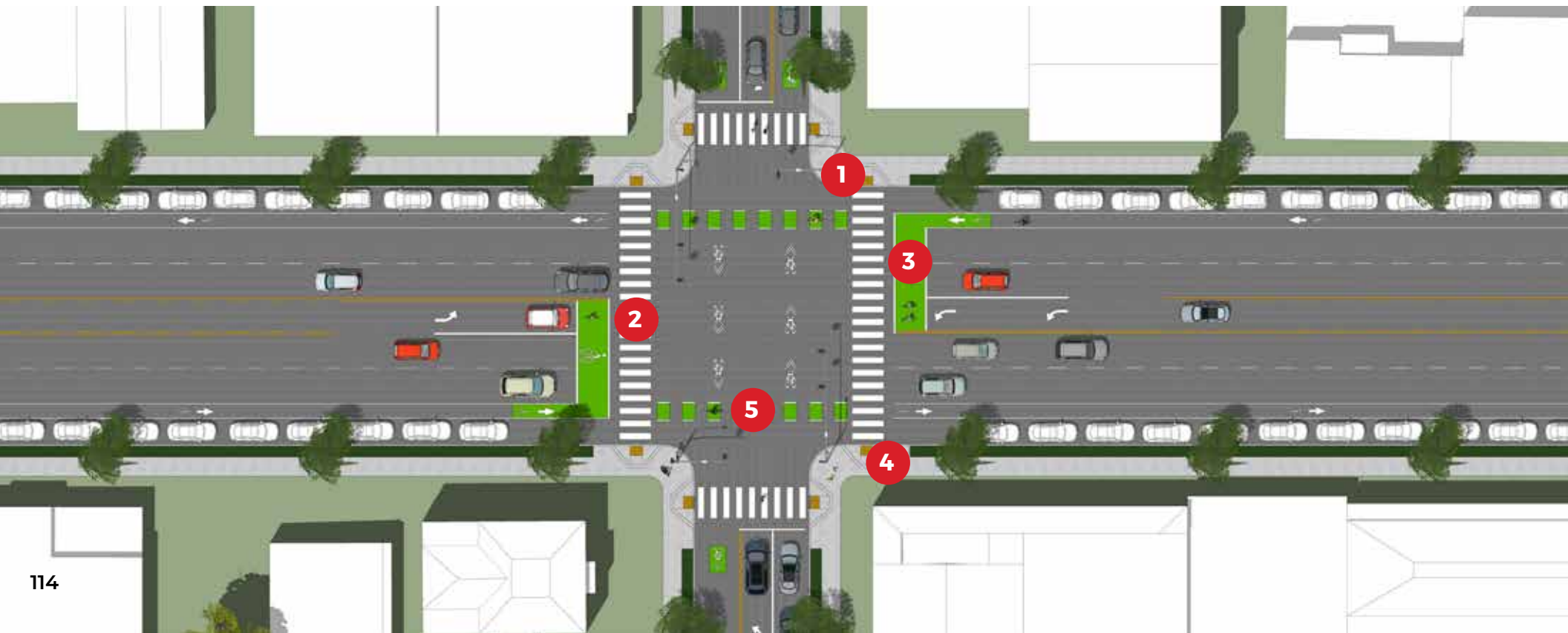
PROPOSED IMPROVEMENTS

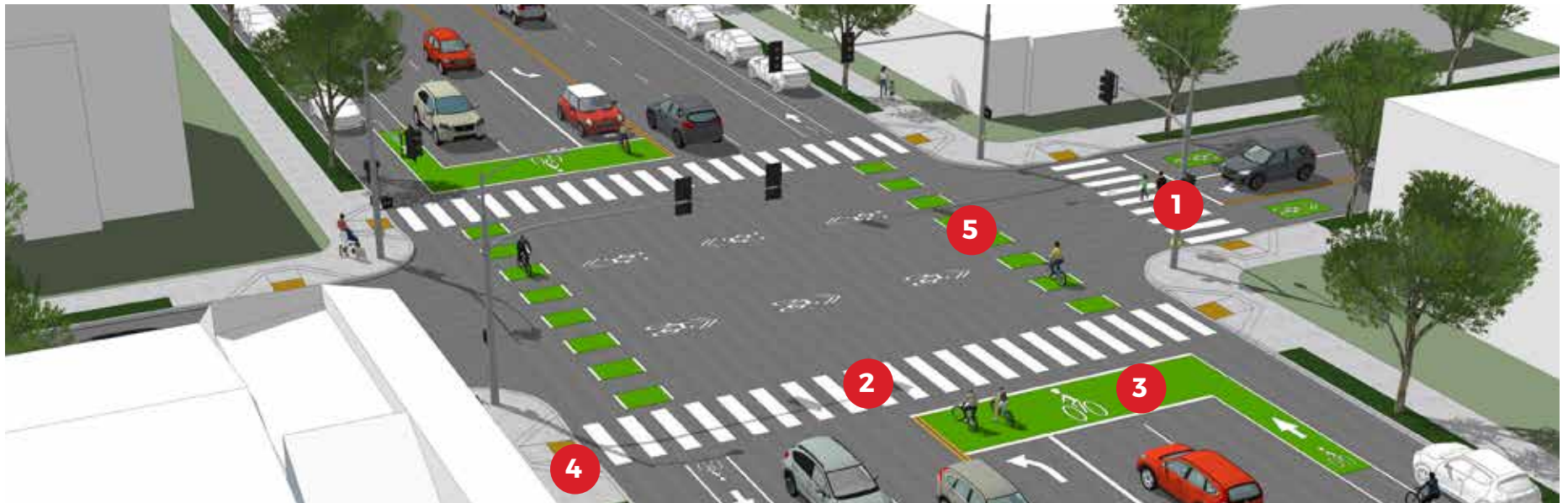
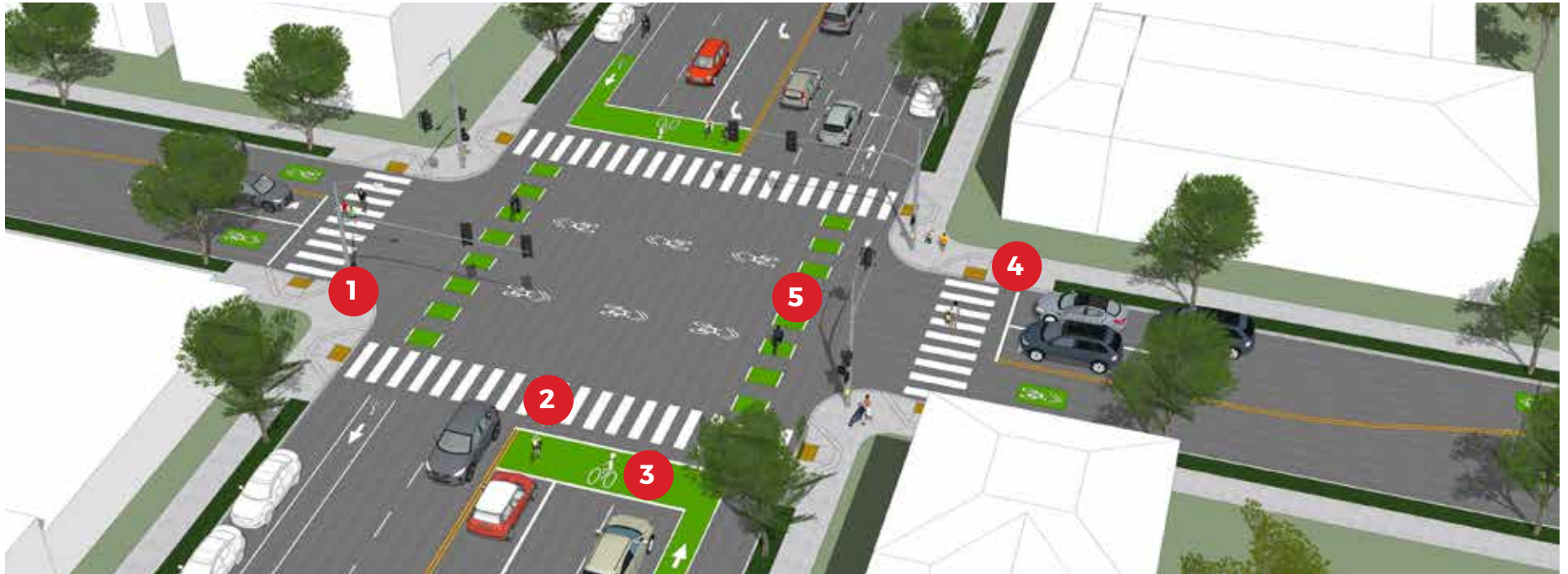
Arterial intersections are located along arterial roads that have a higher capacity and carry longer-distance flows between activity centers within the city. Pedestrian improvements include adjusted signal timing at key traffic signals, high visibility crosswalks, improved lighting, and wayfinding signage where possible. Bicycle lanes or separated bicycle lanes, as well as bike boxes and bicycle transition striping should be considered based on the corridor's needs.

Existing trees are to be protected in place and new street trees added where appropriate. Other green infrastructure improvements are also recommended at key intersections where flooding occurs.

POTENTIAL IMPROVEMENTS

- 1 Adjusted signal timing
- 2 High visibility crosswalks
- 3 Bike Box
- 4 ADA curb ramps
- 5 Transition striping





INTERSECTION E

ARTERIAL/COLLECTOR INTERSECTION

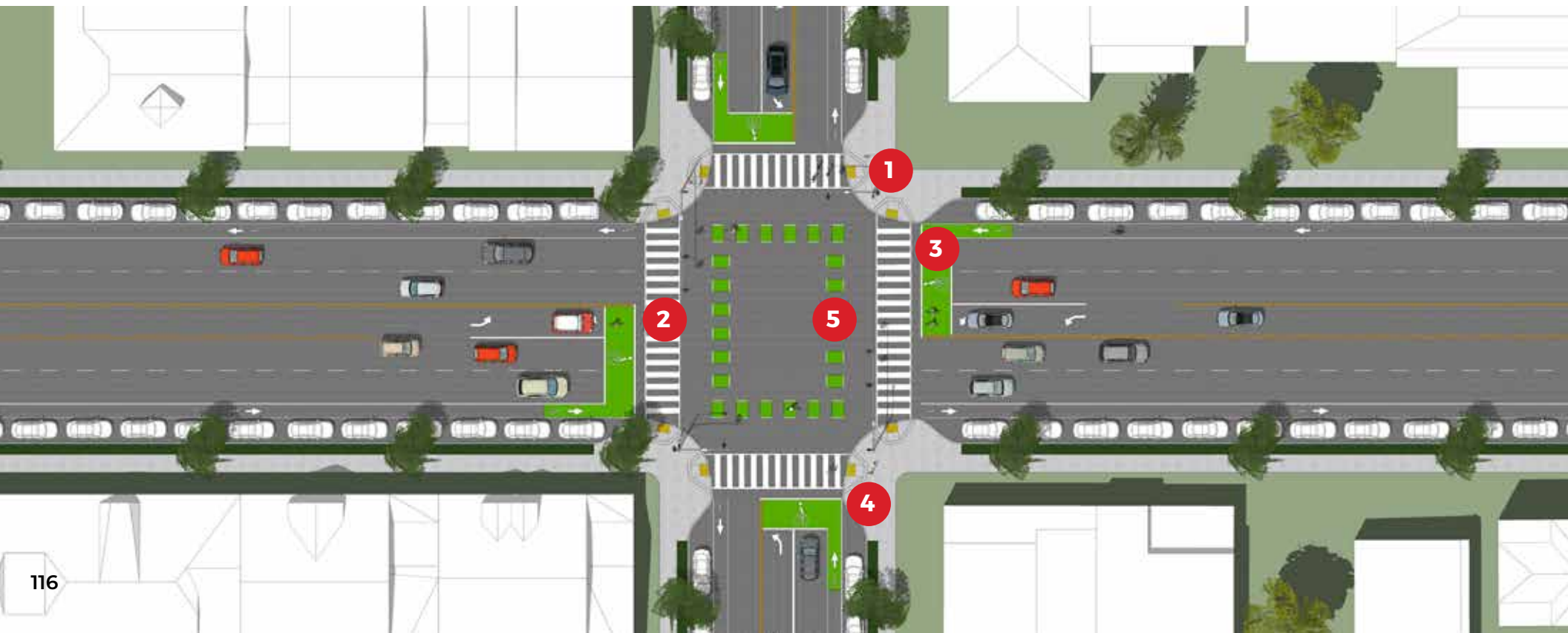
PROPOSED IMPROVEMENTS

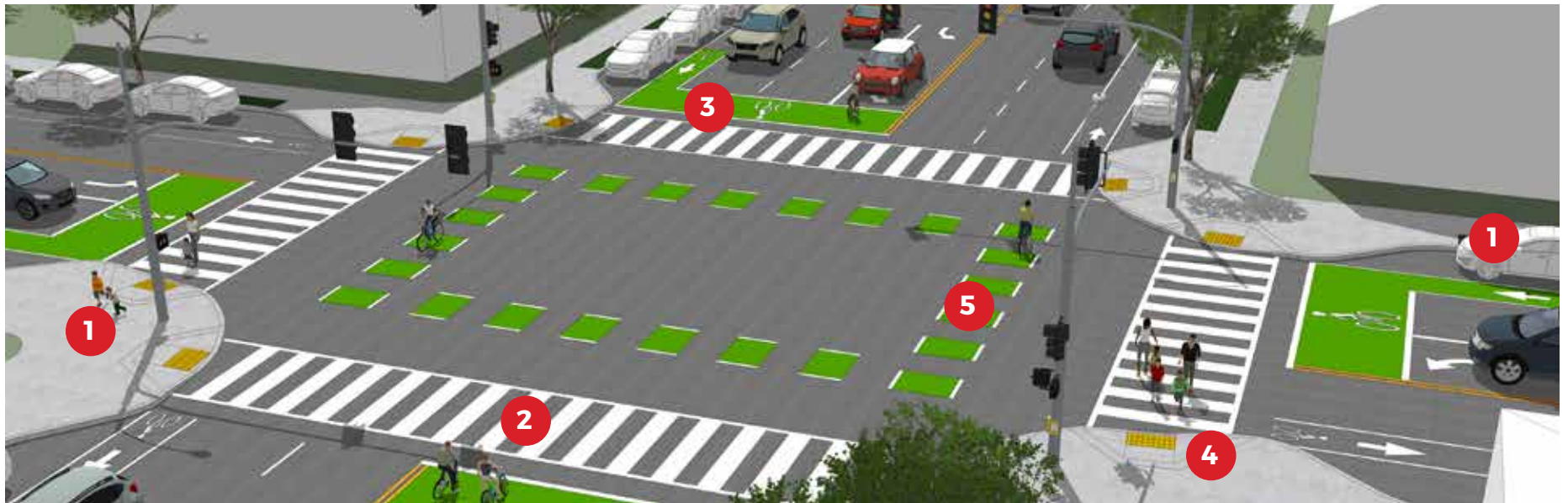
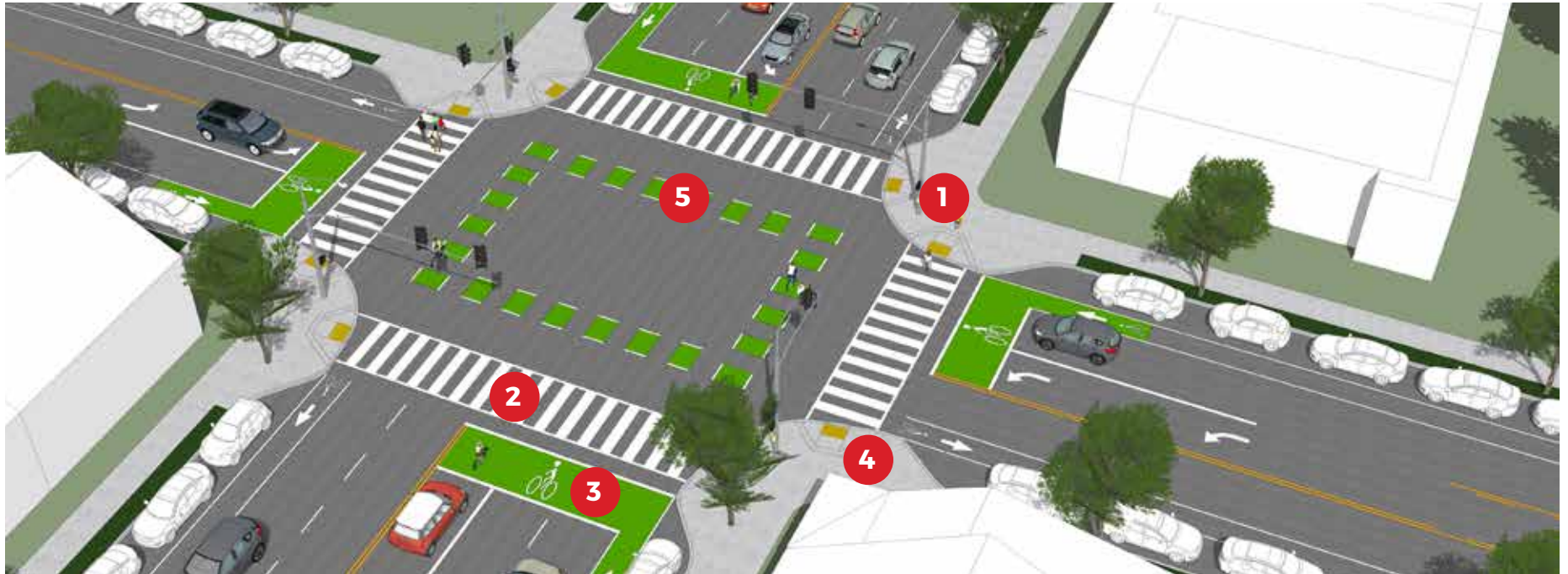
This type of intersection can be found where arterial roads intersect with collector roads. While arterial roads can handle higher traffic volumes, collector roads have a low-to-moderate capacity that moves traffic from local streets to arterial roads. Pedestrian improvements include ADA curb ramps, high visibility crosswalks, and wayfinding signage. Curb extensions can be installed at key intersections. Bicycle lanes or separated bicycle lanes, bike boxes, and bicycle transition striping should be considered based on the corridor's needs.

Existing trees are to be protected in place and new street trees added where appropriate. Other green infrastructure improvements are also recommended at key intersections where flooding occurs. Curb extensions can be designed with rain gardens and existing parkways can be converted to bioswales to capture and filter water.

POTENTIAL IMPROVEMENTS

- 1 Curb extensions
- 2 High visibility crosswalks
- 3 Bike Box
- 4 ADA curb ramps
- 5 Transition striping





INTERSECTION F

MINOR INTERSECTION

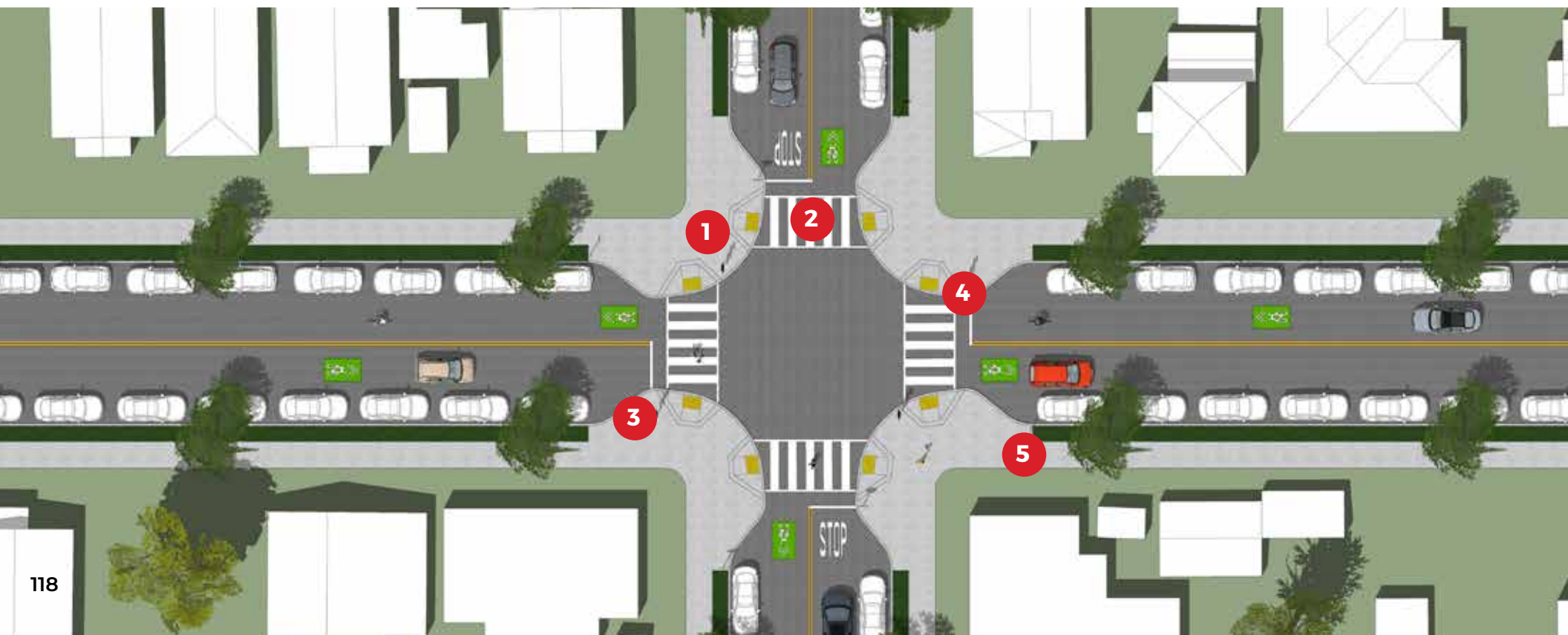
PROPOSED IMPROVEMENTS

Minor intersections are located along minor streets in neighborhoods that are primarily residential, many of which end in cul-de-sacs near highways and other utility right-of-way corridors. Pedestrian-actuated Rectangular Rapid Flashing Beacons (RRFB) and high visibility crosswalks can be installed at key intersections. Bicycle lanes, separated bicycle lanes, green-back sharrow markings, signage, and bicycle transition striping should be considered based on the corridor's needs.

Existing trees are to be protected in place and new street trees added where appropriate. Other green infrastructure improvements are also recommended at key intersections where flooding occurs. Curb extensions can be designed with rain gardens and existing parkways can be converted to bioswales to capture and filter water.

POTENTIAL IMPROVEMENTS

- 1 Curb extensions
- 2 High visibility crosswalks
- 3 RRFB
- 4 ADA curb ramps
- 5 Signage





4.7 PROGRAMS

This section comprises a diverse menu of programs intended to support the projects recommended in this plan. Due to a long history of routine accommodation for pedestrians (i.e. sidewalks, crosswalks, dedicated signals, etc.), programs targeting walking are relatively uncommon. Conversely, the historic lack of routine accommodation for bicyclists has fostered confusion about the role of bicycles in the overall transportation system and has necessitated an impressive diversity and breadth of bicycle-related programs. Despite a common emphasis on projects, bicycle programs remain an important element of a successful bicycle plan. The following sections offer some background on the changing “state of practice” in bicycle programming, namely the increased integration of programs and projects, culminating in a comprehensive menu of bicycle and pedestrian programs.

4.7.1 EVOLVING STATE OF PRACTICE IN ACTIVE TRANSPORTATION

In order to realize local goals and objectives, communities should take a multifaceted approach to advance biking and walking and support development of safe, comfortable, and connected active transportation networks.

The principles articulated through the “Six Es” developed by the Safe Routes Partnership (Engagement, Equity, Engineering, Encouragement, Education, and Evaluation) can help create successful programs. In particular, many policy, programmatic, and design elements can be used to improve equity if they are targeted to address mobility needs of low-income residents, minorities, children, people with disabilities, and older adults.

In addition, there has been a shift in implementation strategies. Physical projects represent the most visible and perhaps most tangible evidence of a great place for bicycling or walking. Programs are increasingly targeted to occur in conjunction with the construction of specific bicycle and pedestrian projects to take advantage of the opportunity that capital project implementation represents for a city to promote bicycling and walking as attractive options.

A new multi-use path, for instance, represents a great opportunity to reach out to the area’s walkers and parents of school-age children, as well as the neighborhood’s “interested, but concerned” bicyclists. These target groups will benefit most by directly linking route improvements and supportive programs. In this way, bundling bicycling and walking programs with projects represents a much higher return on investment for both.

The programs recommended for the City of Los Alamitos are organized as a menu of initiatives, each listed under a broad category:



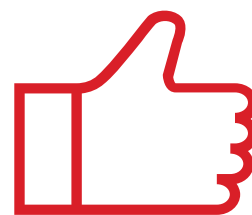
Engagement



Equity



Engineering



Encouragement



Education



Evaluation

These categories are not definitive. They are merely intended to offer some level of organization to the many program initiatives, the majority of which fall into at least one category.

4.7.2 ENGAGEMENT

Community outreach initiatives should start by listening to residents, families, businessowners, local leaders, and working with existing community organizations. These critical relationships should allow for purposeful, ongoing engagement opportunities. The engagement strategies used in this plan are detailed in Chapter Three, Community Engagement. Listed below are a few examples of engagement methods that can be used to increase public participation.

Signage

Signage is an effective tool to share information about a program or project. Displays can inform the public and stimulate citizens and stakeholders to participate in engagement activities. These displays can be used to remind people to engage in a positive behavior that you are seeking through this effort.

Electronic Newsletter

Distribution of an online newsletter is a great way to engage the public. Distribution should be researched and considered prior to utilizing this outreach method. This form of media can be used to display project and contact information as well as ways for readers to get involved.

Hotline

A hotline is a great way for community members to call in, leave comments, or talk to someone directly about the project or program. A hotline should be considered as a support tool of an overall community engagement strategy. In order to guarantee a hotline's success, it should be staffed and have the right person at the receiving end. Depending on the target audience, it may be necessary to have a multi-lingual person staffing the hotline. A hotline number is relatively low cost and requires little effort to maintain.

Surveys and Questionnaires

Surveys and questionnaires can also be created to identify the needs and views of a large number of people. Surveys are effective when a limited number of short and concise questions are used to gather information and feedback.

4.7.3 EQUITY

The ATP prioritizes the safety of Los Alamitos residents whose primary mode of transportation is walking, biking, skateboarding, and public transportation. Special emphasis is given to low-income neighborhoods and streets where the risk for collisions is greater. This plan intends to reduce barriers for low income and senior neighborhoods while mitigating potentially harmful long-term impacts. The following strategies and practices to address bicycle and pedestrian inequities.

Consider the Transportation Needs of Traditionally Underserved Populations

Recognize the importance to address the barriers that prevent trips from being safe, especially for the younger and lower income populations who cannot afford, operate, or choose to forgo vehicle ownership.

Examine Organizational Practices and Policies

Existing practices and policies may have unintended consequences when it comes to transportation equity. A systematic review of its practices should be performed to identify potential equity issues and opportunities.

Increase Staff Diversity

A recent survey has shown disparity between the sociodemographics of transportation decision-makers and the community they are meant to serve. Agencies should continually seek to increase the diversity of its staff at all levels of leadership and decision-making so that its workforce represents the community it serves.

Prioritize Projects in Light of Equity Considerations

Agencies can aim to implement improvements in areas that are disproportionately affected by health and safety burdens, acknowledging that policies and designs that improve conditions for vulnerable groups can benefit everyone in the community.

Encourage Public Involvement

Collaboration with the community is an integral part of the planning process. Individuals, especially those belonging to traditionally underserved communities, need to be empowered to participate in the transportation planning processes and have their needs heard.

4.7.4 ENGINEERING

A variety of engineering tools can be used to make sure that the roadways in Los Alamitos are designed to keep bicyclists and pedestrians safe at all times while maintaining efficient travel throughout the city. Some of these tools include street design techniques that are meant to reduce traffic congestion, decrease vehicular speeds, and enhance pedestrian and bicycle safety and comfort.

Some examples of engineering and traffic enhancements that provide a safer environment for pedestrians and bicyclists include:

- » Traffic control signs
- » Curb and high visibility pavement markings
- » Signal timing
- » Parking controls
- » Traffic safety monitoring

4.7.5 ENCOURAGEMENT

Vehicle usage can be decreased in part by actively encouraging residents and visitors to bike, walk, and ride transit for a variety of trips and purposes. Encouragement is all about

making bicycling and walking more fun, healthy and easy to do. In order to achieve this, the City, along with OCTA, the OC Health Care Agency, and other local organizations, organizes a series of activities and events that promote alternate modes of transportation and healthier lifestyles.

National Bike Month in May

During the month of May, cities across the country organize events and campaigns to educate people about biking and to encourage them to bike more to their destinations. Activities such as Bike Week, Bike to Work, and Bike Fridays can be organized and promoted.

Open Streets Events

Open streets events are increasingly popular in Southern California. They provide families and friends an opportunity to walk, bike, skate, or scooter down streets in their city free of cars.

Family Friendly Bike Rides

Fun family-friendly summer bike rides meant to encourage bike usage. This event intends to teach about bicycle and road safety.

Walk to School Day

This is a fun, educational event involving children, parents, and community leaders. This event gives students and families the opportunity to socialize and start the day off with enthusiasm and allows them to build connections with other members of the community.



National Bike Month logo



Bike to School Day logo



Open streets event in Long Beach

Ride and Walk of Lights

Annual winter evening family-friendly walk and bike ride where participants use battery lights and/or bike lights to be more visible while they walk or bike.

5K Running/Walking Events

Free five kilometers running and walking event that takes place in the city are an excellent way to encourage people to explore their city on foot. Post-race refreshments and healthy snacks can be provided to participants.

Food-Focused Bike Rides

Bike ride events where participants get together to enjoy food while cruising through this city's streets and neighborhoods is an innovative way of bridging bike riding with community building.

Walking Tours

The city and other local groups can organize family-friendly themed walks where participants have the opportunity to explore key locations including historical buildings, parks, murals, and businesses.

OC Bike Adventures

The Orange County Transportation Authority is planning fun bike workshops to explore local communities. All workshops are free and include bike skills guidance, tips and tricks and a fun ride to explore the treasures of Orange County! The goal of the workshops is to help you ride more safely and with more confidence during everyday travel and recreation.

Bike to Work Week

Participants can pledge to bike to work at least once during a set week. The participants can then be entered to win a raffle or prize. For this to work, participants can receive one entry for every day they participate to increase their odds.

Los Alamitos Virtual Community Center

The Los Alamitos Recreation and Community Services Department strives to create quality of life for its community. During this unprecedented time, they continue to create quality of life by bringing the community free, safe recreational activities for the entire family to enjoy. Visit their website weekly for updated activities and follow them on Facebook, Instagram, YouTube, and Nextdoor for up-to-date information.

Demonstration Project

Over the past decade Tactical Urbanism or “Demonstration Projects” has become an international movement, bringing about a shift in how communities think about project development and delivery. These demonstration projects include low-cost, temporary changes to the built environment intended to improve local neighborhoods and gathering places. In Southern California, these projects have loosely emulated a planned and designed project to allow residents to experience what the project may look like and how it affects traffic, active transportation modes and transit. These events are aimed to educate and and gain



OC Bike Adventures flyer



OCTA 2020 Bike to Work flyer

support from the community to move towards implementation. The City of Los Alamitos can utilize SCAG's GoHuman campaign to facilitate these demonstration projects as needed.

4.7.6 EDUCATION

Los Alamitos has had a number of collisions involving pedestrians and bicyclists. According to the Statewide Integrated Traffic Records System (SWITRS) bicycle and pedestrian collision dataset, there were 22 bicycle-related collisions and 23 pedestrian-related collisions from 2014 through 2018 in Los Alamitos. The City should consider carrying out public education campaigns to improve pedestrian and bicyclist safety. The following examples of education campaigns can help teach motorists, pedestrians, and bicyclists how to share the road safely.

Safety Assemblies

Safety assemblies can be organized as interactive gatherings or festivals that consist of various stations throughout a school gymnasium or park. Each station can have a bicycle, pedestrian, and teen driver safety component that allows students to participate in various activities while learning the basics of "on the road" safety.

Bike Safety Workshops

A two-hour long class intended to build habits and skills, and in-depth exploration of rights and responsibilities of bicyclists, including an "on bike" maneuvers, class intended to increase confidence. Participants get a free helmet and bike lights.

Pedestrian and Bike Traffic Safety Fairs

An obstacle course to teach pedestrians and bicyclist how to identify different street signs and how to use street infrastructure to increase safety. Youth and children navigate the obstacle course to win free helmets and lights.

Family Cycling Education

Family-friendly interactive training and infrastructure tour intended to increase the confidence of pedestrians and bicyclists. Participants get a free helmet and bike lights.

Safety Resource Event

Safety resource distribution events where people learn about the importance of wearing a helmet. Participants receive free helmets and bike lights and are taught about the bicycle rules of the road, as well as how to be visible and predictable when riding.

Bike Maintenance and Ride Workshops

Bike maintenance and ride workshops can include a series of classes for youth between 12-18 years. These classes are meant to teach riders how to fix and ride a bicycle. Participants learn the rules of the road, as well as their rights and responsibilities as bicyclists. These classes can offer the opportunity for participants to receive a free bike.



Safety Assembly



Bike safety workshop



Family cycling education event

4.7.7 EVALUATION

In order to improve programs and ensure that the bicycle and pedestrian conditions in Los Alamitos are adequate, audits, traffic-safety data collection, analysis, and reporting are necessary. Additionally, surveys allow to gain input from users on existing issues and potential solutions. The following examples include ways the City can evaluate and monitor programs and infrastructure.

Create City Staff Active Transportation Evaluator Position

An active transportation evaluator position would assist the city's current active transportation coordinator in reviewing project plans and built projects as well as ensuring consistency and cooperation between city departments. The evaluator would also assist with completing grant applications, maintaining a prioritized list of improvements, researching appropriate funding sources, and updating cost estimates. This investment in staff is often returned since this position is usually responsible for securing State and federal funding.

Active Transportation Advisory Committee

While the city has an active Bicycle Advisory Team that provided valuable oversight for this Active Transportation Plan, many municipalities have developed bicycle and pedestrian, or active transportation advisory committees to address walking along with bicycling, and some address overall mobility, including transit. This group can act as a community liaison

and support city staff, volunteers, and advocate efforts to address issues concerning local bicycling and walking, as well as regularly evaluate the progress of improvements in this Active Transportation Plan. City support is imperative for creating the committee, budgeting time and resources for city staff, and for elected officials to attend and to support the committee.

Conduct Bicycle and Pedestrian Counts and Review Collision Data

Conduct regular bicyclist and pedestrian counts throughout the city to determine baseline mode share and subsequent changes. Conducting counts would allow the city to collect information on where the most bicycling and walking occur. This assists in prioritizing and justifying projects when funding is solicited and received. Counts can also be used to study bicycling and walking trends throughout the city. Analysis that could be conducted includes:

- » Changes in volumes before and after projects have been implemented
- » Prioritization of local and regional projects
- » Research on clean air change with increased bicycle use

Counts should be conducted at the same locations and at the same times every year. Conducting counts during different seasons within the year may be beneficial to understanding the differences in bicycle and pedestrian traffic volumes based on seasonal weather. In addition, bicycle and pedestrian

counts should be collected as part of any existing traffic counts. Results should be regularly recorded for inclusion in the bicycle and pedestrian report card (see next section).

The Los Alamitos Police Department should collect and track collision data. Regular reports of traffic collisions should be presented to the advisory committee. Traffic collisions involving bicyclists and pedestrians should be regularly reviewed and analyzed to develop plans to reduce their frequency and severity. Any such plans should include Police Department involvement and should be monitored to determine their effectiveness. Results of the number of collisions should be recorded in a bicycle and pedestrian report card described in the next section.

Bicycle and Pedestrian Report Card

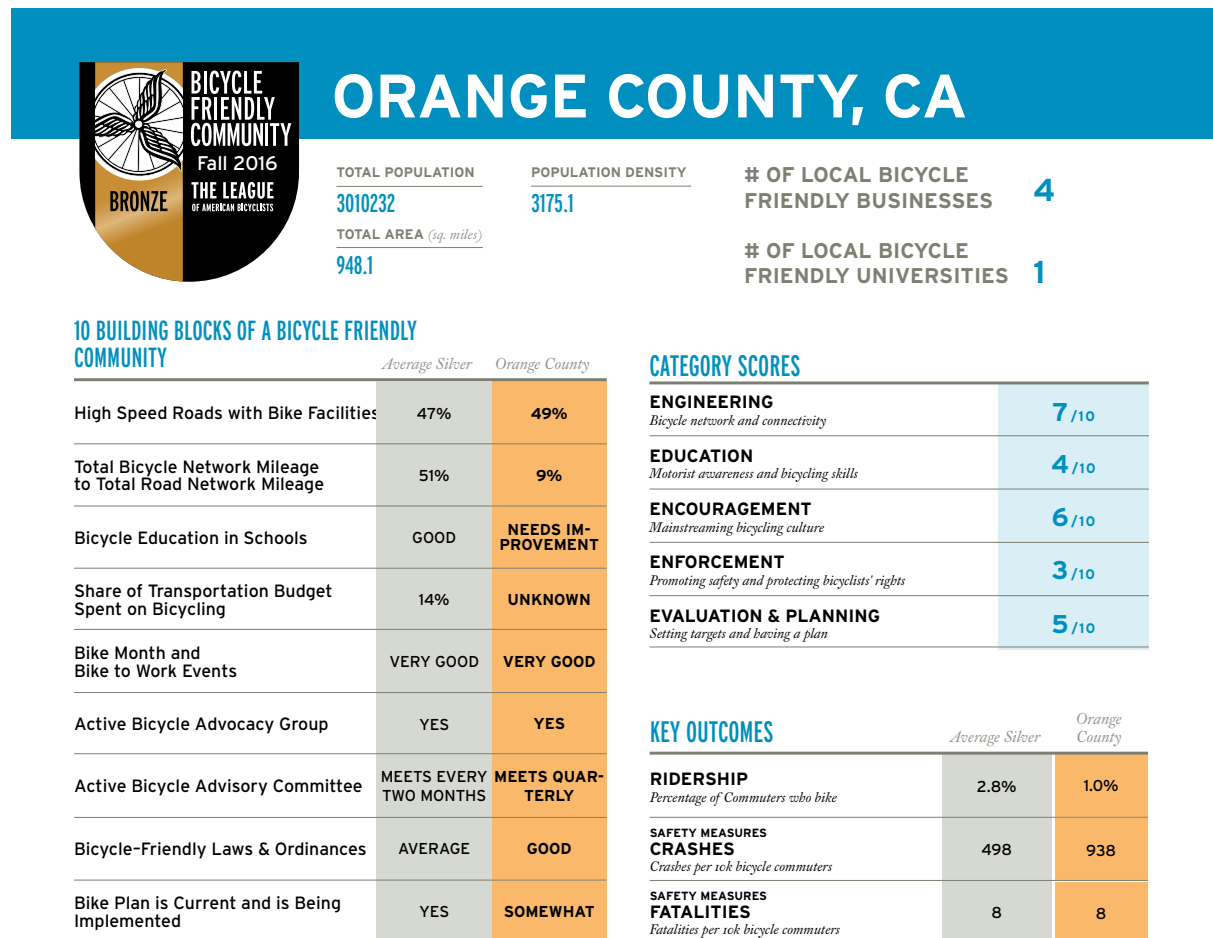
The City could develop a bicycle and pedestrian report card, a checklist used to measure the success of plan implementation, as well as effort made, within the city. The report card could be used to identify the magnitude of accomplishments in the previous year and general trends. The report card could include, but not be limited to, keeping track of system completion, travel by bicycle or on foot (counts) and safety.

The City can use the report card to track trends, placing more value on relative than absolute gains (in system completion, mode share, and safety). For example, an upward trend in travel by bicycle or on foot would be viewed as a success, regardless of the specific increase in the number of bicyclists

or walkers. Safety should be considered relative to the increase in bicyclists and walkers. Sometimes crash numbers go up simply because bicycling and walking increases, at least initially. Instead, measure crashes as a percentage of an estimated overall mode share count.

A major portion of the report card would be an evaluation of system completion. An upward trend would indicate that the city is progressing in its efforts to complete the bicycle and pedestrian network identified in this document. The report card could be developed to utilize information collected as part of annual and on-going evaluations, as discussed in the previous sections. The report card is not intended to be an additional task for city staff, but rather a means of documenting and publicizing the city's efforts related to bicycle and pedestrian planning. It can be a task of the advisory committee to review annual report cards and to suggest future plan and goal adjustments.

In addition to quantifying accomplishments related to the bicycle plan, the city should strive to quantify its efforts. These may be quantified as money spent, staff hours devoted or other in-kind contributions. The quantified effort should be submitted as a component of the bicycle and pedestrian report card. Some cities publish their report cards online.



Orange County 2016 report card

Apply for Bicycle Friendly Community Designation

Bicycle Friendly Community designation is part of a program offered by the League of American Bicyclists (LAB) intended to provide communities with guidance on becoming more bicycle friendly and to award recognition for their achievements. Like the report card described previously, Bicycle Friendly Community designation provides a standard by which the City of Los Alamitos can measure its progress toward bicycle friendliness. It could be a function of the Bicycle Advisory Team to support city staff to compile an updated application to improve upon its current Bronze level Bicycle Friendly Community status.

4.7.8 HEALTH-RELATED PROGRAMS

There are a number of actions and programs that can be made available in communities to further promote healthy lifestyle choices through active transportation modes. Active transportation has many proven physical, social, and mental health benefits through increased levels of physical activity.

Los Alamitos Health Fair and Expo

The Los Alamitos Health Fair and Expo is typically held each summer to celebrate wellness and teach the community how to create a healthier lifestyle. The Health Expo is free and features a variety of health-related vendors including yoga, self-defense, holistic healing, CPR/First Aid, home health care and more.

OC Hiking Club

The Orange County Hiking Club is a charitable 501© (3) nonprofit and the largest hiking club in the county. The club exists to promote physical, mental, and emotional wellness through connection with nature. In addition to these benefits, it also provides education, encouragement, and nature-empowerment for people of all ages, families, and at-risk youth through mentorship and leadership development in the outdoors.

Orange County Cycling Club

The Orange County Cycling Club is a social cycling club with rides in Orange County. No membership is required, and riders can benefit from being physically active outdoors in their own community.

OC Loop

The Orange County (OC) Loop is a vision for 66 miles of seamless connections and an opportunity for people to bike, walk, and connect to key destinations. About 80 percent of the OC Loop is already in place and is used by thousands of people. Currently, nearly 54 miles use existing off-street trails along the San Gabriel River, Coyote Creek, Santa Ana River, and the Coastal/Beach Trail.



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Chapter 5

FUNDING

5.1 Potential Infrastructure and Funding Sources



5.1 POTENTIAL INFRASTRUCTURE AND FUNDING SOURCES

Federal, state, and local government agencies invest billions of dollars every year in the nation's transportation system. Only a fraction of that funding is used to develop policies, plans, and projects to improve conditions for bicyclists and pedestrians. Even though appropriate funds are available, they are limited and often hard to find. Desirable projects sometimes go unfunded because communities may be unaware of a fund's existence or may apply for the wrong type of grant. In addition, there is increasing competition between municipalities for the limited available funds.

Whenever federal funds are used for bicycle and pedestrian projects, a certain level of state and/or local matching funding is generally required. State funds are often available to local governments on similar terms. Almost every implemented active transportation or complete street program and infrastructure in the United States has had more than one funding source and it often takes a good deal of coordination to pull the various sources together.

According to the publication by the Federal Highway Administration (FHWA), an Analysis of Current Funding Mechanisms for Bicycle and Pedestrian Programs at the Federal, State and Local Levels, where successful local bicycle infrastructure programs exist, there is usually an active transportation coordinator with an extensive understanding of funding sources, such as Caltrans. City staff are often in a position to develop a competitive project and detailed proposal that can be used to improve conditions for bicyclists and pedestrians within their jurisdictions. Some of the following information on federal and state funding sources were derived from the previously mentioned FHWA publication.

The City of Los Alamitos should continue to pursue state level grants through programs such as Caltrans' Active Transportation Planning (ATP) and Sustainable Transportation Planning grants, the Strategic Growth Council's Sustainable Community Planning Grants, Urban Greening Grants and through the Highway Safety Improvement Program (HSIP). Projects that are not awarded funding through the Caltrans ATP cycles are sent

to the Southern California Association of Governments (SCAG), the local MPO, for consideration for funding through their programs. It will be important to coordinate efforts with adjacent jurisdictions on projects that affect and benefit both cities. Coordination and joint efforts also strengthen an application due to combined benefits for multiple jurisdictions.

Tables 5-1 through 5-3 identify potential federal, state, and local funding opportunities that may be used from design to maintenance phases of projects. Due to trends in Low Impact Development (LID) and stormwater retention street designs, funding sources for these improvements not only increase the chances for first and last mile improvements but can also be incorporated into streetscape and development projects.

Refer to funding sources for specific details on funding cycles.

FUNDING ORIGIN

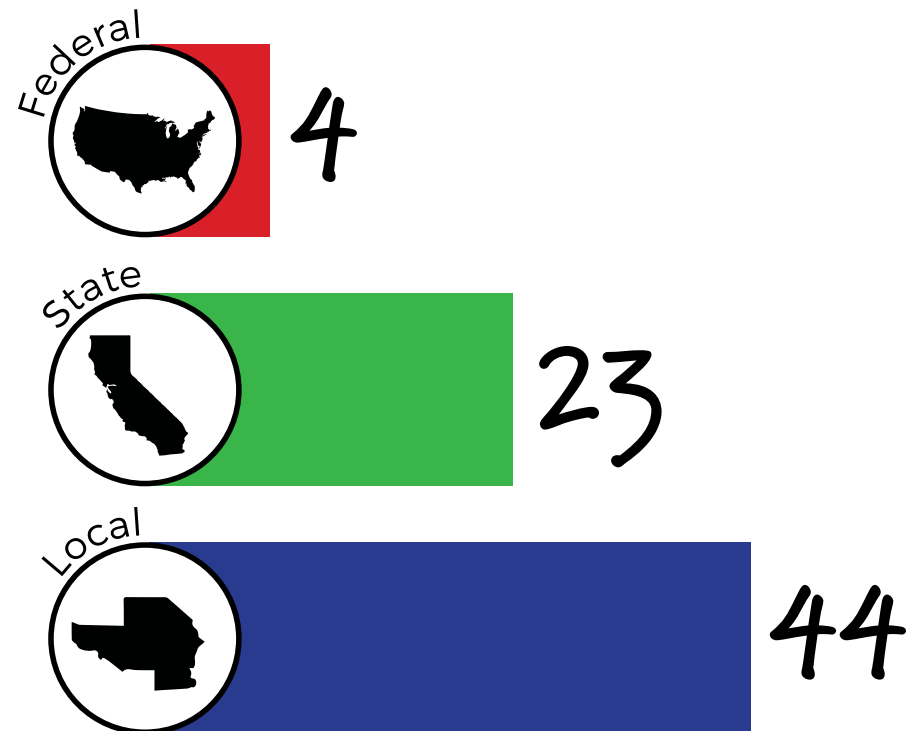


TABLE 5-1: Federal Funding Sources

FUNDING SOURCE	FUNDING ORIGIN	FUNDING CYCLE	ACTIVE TRANSPORTATION			WEBSITE	CIP DEVELOPMENT	MAINTENANCE & OPERATION	IMPLEMENTATION	FIRST AND LAST MILE	URBAN FORESTRY	BACK TO NATURE	LOW IMPACT DEVELOPMENT	CULTURE AND HISTORY	ART	HEALTH
			INFRASTRUCTURE	NON-INFRASTRUCTURE	PLANNING											
Congestion Mitigation and Air Quality Improvement (CMAQ) Program	Federal Highway Administration (FHWA)	Unavailable	•			https://www.fhwa.dot.gov/environment/air_quality/cmaq/										
Highway Safety Improvement Program (HSIP)	Federal Highway Administration (FHWA)/ Caltrans	Unavailable	•		•	https://dot.ca.gov/programs/local-assistance/fed-and-stateprograms/highway-safetyimprovement-program	•		•	•			•			
Enhanced Mobility of Seniors and Individuals with Disabilities	Federal Transit Administration (FTA)	Unavailable	•	•		https://www.transit.dot.gov/funding/grants/enhanced-mobility-seniors-individuals-disabilities-section-5310	•	•		•						
Safe Routes to Parks, Activating Communities Program	National Center for Safe Routes to School and Caltrans	Unavailable	•		•	https://www.saferoutespartnership.org/healthy-communities/aferoutestoparks/2019	•		•	•		•				•

TABLE 5-2: State Funding Sources

FUNDING SOURCE	FUNDING ORIGIN	FUNDING CYCLE	ACTIVE TRANSPORTATION			WEBSITE	CIP DEVELOPMENT	MAINTENANCE & OPERATION	IMPLEMENTATION	FIRST AND LAST MILE	URBAN FORESTRY	BACK TO NATURE	LOW IMPACT DEVELOPMENT	CULTURE AND HISTORY	ART	HEALTH
			INFRASTRUCTURE	NON-INFRASTRUCTURE	PLANNING											
Clean Mobility Options	Air Resources Board	July	•			https://www.cleanmobilityoptions.org/	•		•	•						
Sustainable Transportation Equity Project (STEP)		August	•	•	•	https://ww3.arb.ca.gov/msprog/ct/opportunitiesgov/step.htm	•		•	•						
Local Streets and Roads (LSR) Program	California Transportation Commission	Unavailable	•			https://catc.ca.gov/programs/sb1/local-streets-roads-program	•		•	•						
Solutions for Congested Corridors (SCCP)		Every Two Years	•			https://catc.ca.gov/programs/sb1/solutions-for-congested-corridors-program	•		•	•						
State Transportation Improvement Program (STIP)	California Transportation Commission/ California Department of Transportation (Caltrans)	Every Two Years	•			https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/state-transportation-improvement-program	•		•	•						
Urban Forestry Program	Federal Highway Administration (FHWA)/ Regional agency may also contribute	Unavailable	•		•	https://www.fire.ca.gov/grants/urban-and-community-forestry-grant-programs/	•		•		•					

TABLE 5-2: State Funding Sources (Cont.)

FUNDING SOURCE	FUNDING ORIGIN	FUNDING CYCLE	ACTIVE TRANSPORTATION			WEBSITE	CIP DEVELOPMENT	MAINTENANCE & OPERATION	IMPLEMENTATION	FIRST AND LAST MILE	URBAN FORESTRY	BACK TO NATURE	LOW IMPACT DEVELOPMENT	CULTURE AND HISTORY	ART	HEALTH
			INFRASTRUCTURE	NON-INFRASTRUCTURE	PLANNING											
Infill Infrastructure Grant Program for Small Jurisdictions	California Department of Housing and Community Development	Varies	•			https://www.hcd.ca.gov/grants-funding/active-funding/iigp.shtml	•		•							
Land and Water Conservation Fund (LCWF)	California Department of Parks and Recreation (DPR)	Annual	•	•		https://www.lwcfcoalition.com/	•			•		•	•			
Regional Park Program (Prop 68)		Unavailable	•	•		https://www.parks.ca.gov/?page_id=29940	•	•			•	•				•
Statewide Park Program (SPP)		December	•	•		https://www.parks.ca.gov/?page_id=29939	•		•	•						
Recreational Trails Program (Prop 68)		Annually	•	•		https://www.parks.ca.gov/?page_id=24324	•	•	•	•		•	•			•
Habitat Conservation Fund (Prop 117)		Unavailable	•	•		https://www.parks.ca.gov/?page_id=24324	•		•		•	•	•			
Active Transportation Planning Grants (ATP)	California Department of Transportation (Caltrans)	July-September	•	•	•	https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program	•		•	•			•			•
Transportation Development Act (TDA) Article 3 (SB 821)	California Department of Transportation (Caltrans)	Annually	•		•	https://dot.ca.gov/programs/rail-and-mass-transportation/transportation-development-act	•		•	•			•			•

TABLE 5-2: State Funding Sources (Cont.)

FUNDING SOURCE	FUNDING ORIGIN	FUNDING CYCLE	ACTIVE TRANSPORTATION			WEBSITE	CIP DEVELOPMENT	MAINTENANCE & OPERATION	IMPLEMENTATION	FIRST AND LAST MILE	URBAN FORESTRY	BACK TO NATURE	LOW IMPACT DEVELOPMENT	CULTURE AND HISTORY	ART	HEALTH
			INFRASTRUCTURE	NON-INFRASTRUCTURE	PLANNING											
Sustainable Transportation Planning Grants	California Department of Transportation (Caltrans)	Annually			•	https://dot.ca.gov/programs/transportation-planning/regional-planning/sustainable-transportation-planning-grants	•		•	•						•
Urban Greening	California Natural Resources Agency	Unavailable	•			https://resources.ca.gov/grants/urban-greening	•		•		•	•	•			
Environmental Enhancement and Mitigation (EEMP)	California Natural Resources Agency and Caltrans	Unavailable	•			https://resources.ca.gov/grants/environmental-enhancement-and-mitigation-eem/	•					•	•			
Local Partnership Program - Competitive and Formulaic	California Transportation Commission	March - June	•	•	•	https://catc.ca.gov/programs/sb1/local-partnership-program		•	•				•			
Transit and Intercity Rail Capital Program (TIRCP)	CalSTA and Caltrans Division of Rail and Mass Transportation	January	•	•	•	https://calsta.ca.gov/subject-areas/transit-intercity-rail-capital-prog https://dot.ca.gov/programs/rail-and-mass-transportation/transit-and-intercity-rail-capital-program	•		•	•						
State Highway Operations and Protection Program (SHOPP)	Caltrans Office of SHOPP Management	Unavailable	•			https://dot.ca.gov/programs/transportation-programming/state-highway-operation-protection-program-shopp-minor-program-shopp	•		•	•						

TABLE 5-2: State Funding Sources (Cont.)

FUNDING SOURCE	FUNDING ORIGIN	FUNDING CYCLE	ACTIVE TRANSPORTATION			WEBSITE	CIP DEVELOPMENT	MAINTENANCE & OPERATION	IMPLEMENTATION	FIRST AND LAST MILE	URBAN FORESTRY	BACK TO NATURE	LOW IMPACT DEVELOPMENT	CULTURE AND HISTORY	ART	HEALTH
			INFRASTRUCTURE	NON-INFRASTRUCTURE	PLANNING											
Office of Traffic Safety Grant Program	Office of Traffic Safety	Due in January		•		https://www.ots.ca.gov/Grants/			•							
Affordable Housing and Sustainable Communities Program (AHSC)	Strategic Growth Council and Department of Housing and Community Development	February	•	•		https://hcd.ca.gov/grants-funding/active-funding/ahsc.shtml			•	•						
Transformative Climate Communities (TCC)	Strategic Growth Council/ Department of Conservation	February	•			http://www.sgc.ca.gov/programs/tcc/	•		•	•			•			

TABLE 5-3: Local Funding Sources

FUNDING SOURCE	FUNDING ORIGIN	FUNDING CYCLE	ACTIVE TRANSPORTATION			WEBSITE	CIP DEVELOPMENT	MAINTENANCE & OPERATION	IMPLEMENTATION	FIRST AND LAST MILE	URBAN FORESTRY	BACK TO NATURE	LOW IMPACT DEVELOPMENT	CULTURE AND HISTORY	ART	HEALTH
			INFRASTRUCTURE	NON-INFRASTRUCTURE	PLANNING											
Special Habitat Conservation Programs	Regional MPOs/Local Cities	Unavailable							•		•	•	•			
Special Parks and Recreation Bond Revenues							•	•	•	•	•	•	•	•	•	•
Special Transportation Bonds and Sales Tax Incentives							•	•	•	•	•	•	•			
Sustainable Communities Program (SCP)	Southern California Association of Governments (SCAG)	Annual Budget				https://scag.ca.gov/sustainable-communities-program			•	•		•				•
Local Community Engagement and Safety Mini-Grants		May-July				https://scag.ca.gov/apply-mini-grant			•	•					•	•
Advertising Sales/Naming Rights	Local Jurisdictions	Annual Budget					•	•		•	•			•	•	
Community Facilities District (CFD)							•	•	•	•	•	•	•	•	•	
Infrastructure Financing District (IFD)															•	

TABLE 5-3: Local Funding Sources (Cont.)

FUNDING SOURCE	FUNDING ORIGIN	FUNDING CYCLE	ACTIVE TRANSPORTATION			WEBSITE	CIP DEVELOPMENT	MAINTENANCE & OPERATION	IMPLEMENTATION	FIRST AND LAST MILE	URBAN FORESTRY	BACK TO NATURE	LOW IMPACT DEVELOPMENT	CULTURE AND HISTORY	ART	HEALTH
			INFRASTRUCTURE	NON-INFRASTRUCTURE	PLANNING											
Facilities Benefit Assessment District (BFA)	Local Jurisdictions	Annual Budget														
Easement Agreements/ Revenues																
Equipment Rental Fees																
Facility Use Permits Fees																
Fees and Charges/ Recreation Service Fees																
Food and Beverage Tax																
General Fund																
General Obligation Bonds																
Intergovernmental Agreements																
Lease Revenues																
Mello Roos Districts																

TABLE 5-3: Local Funding Sources (Cont.)

FUNDING SOURCE	FUNDING ORIGIN	FUNDING CYCLE	ACTIVE TRANSPORTATION			WEBSITE	CIP DEVELOPMENT	MAINTENANCE & OPERATION	IMPLEMENTATION	FIRST AND LAST MILE	URBAN FORESTRY	BACK TO NATURE	LOW IMPACT DEVELOPMENT	CULTURE AND HISTORY	ART	HEALTH
			INFRASTRUCTURE	NON-INFRASTRUCTURE	PLANNING											
Residential Park Improvement Fees	Local Jurisdictions	Annual Budget					•		•	•	•	•	•	•	•	•
Park Impact Fees							•		•	•	•	•	•	•		
Traffic Impact Fees							•	•	•	•	•	•	•	•		
In-Lieu Fees							•		•	•	•	•	•	•		
Pouring Rights Agreements							•			•	•	•	•	•		
Private Development Agreements							•	•	•	•	•	•	•	•		
Surplus Real Estate Sale Revenues							•									
Revenue Bond Revenues							•	•								
Sales Tax Revenues							•	•	•							
Transient Occupancy Tax Revenues							•	•	•							
Wastewater Fund Reserves								•								
Utility Taxes							•	•								

TABLE 5-3: Local Funding Sources (Cont.)

FUNDING SOURCE	FUNDING ORIGIN	FUNDING CYCLE	ACTIVE TRANSPORTATION			WEBSITE	CIP DEVELOPMENT	MAINTENANCE & OPERATION	IMPLEMENTATION	FIRST AND LAST MILE	URBAN FORESTRY	BACK TO NATURE	LOW IMPACT DEVELOPMENT	CULTURE AND HISTORY	ART	HEALTH	
			INFRASTRUCTURE	NON-INFRASTRUCTURE	PLANNING												
Business Improvement Districts (BID)	Non-profits, Business Organizations or City	Unavailable						●	●								
Maintenance Assessment Districts (MAD)									●	●							
Property Based Improvement Districts (PBID) Landscape Maintenance District (LMD)									●	●							
Various Sports Field Grants	Various Agencies, Foundations and Corporations							●	●	●							
Community Health Initiatives	Kaiser Permanente							●		●							
America's Historical Planning Grants	National Endowment for Humanities							●		●							
Corporate Sponsorships	Private Corporations							●	●	●	●	●	●	●	●		
Private Sector Partnerships																	
Non-Profit Partnerships	Non-Profit Corporations							●	●	●	●	●	●	●	●		

TABLE 5-3: Local Funding Sources (Cont.)

FUNDING SOURCE	FUNDING ORIGIN	FUNDING CYCLE	ACTIVE TRANSPORTATION			WEBSITE	CIP DEVELOPMENT	MAINTENANCE & OPERATION	IMPLEMENTATION	FIRST AND LAST MILE	URBAN FORESTRY	BACK TO NATURE	LOW IMPACT DEVELOPMENT	CULTURE AND HISTORY	ART	HEALTH
			INFRASTRUCTURE	NON-INFRASTRUCTURE	PLANNING											
Foundation Grants	Private Foundations	Unavailable					•	•	•	•	•	•	•			
Private Donations	Private Individuals						•	•	•	•	•	•	•	•		
Irrevocable Remainder Trusts							•	•	•				•			
Targeted Fund-raising Activities	Local Jurisdictions						•	•	•	•	•	•	•	•		•
Healthy Places by Design	Robert Wood Johnson Foundation			•					•						•	•
PeopleForBikes Community Grant Program	PeopleFor-Bikes/Partners	Twice a year	•	•						•		•				•