

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

CITY COUNCIL AGENDA
REGULAR MEETING

Monday, March 18, 2024 – 5:30 PM

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.

Agenda-related documents provided to a majority of the City Council after distribution of the City Council agenda packet (GC §54957.5) will be made available for public inspection at the meeting. Such documents will also be available at the City Clerk's office, 3191 Katella Ave., Los Alamitos, CA 90720.

In compliance with the Americans with Disabilities Act, Assistive Listening headphones are available and can be checked out from the City Clerk. If you need special assistance to participate in this meeting, please contact the City Clerk at (562) 431-3538, ext. 220. Notification at least 42 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102.35.104 ADA Title II]. Language translation services are available for this meeting by calling the City Clerk's Office least 42 hours in advance

If you are unable to attend this meeting in person, you may submit comments on any agenda item or on any item not on the agenda by email to cityclerk@cityoflosalamitos.org with the subject line "COUNCIL PUBLIC COMMENT". Comments received by 3:00 p.m. the day of the meeting 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. You may also view the meeting live on local cable channel 3.

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 Nefulda
Mayor Pro Tem Hasselbrink
Council Member Doby
Council Member Hibard
Council Member Murphy

3. CLOSED SESSION

A. Conference with Labor Negotiator

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

B. Conference with Labor Negotiator

City Negotiator: Chet Simmons, City Manager

Employee Organization: Executive Management, Non-Represented

Authority: Government Code Section 54957.6

C. Conference with Labor Negotiator

City Negotiator: Chet Simmons, City Manager

Employee Organization: Police Officers Association

Authority: Government Code Section 54957.6

4. PLEDGE OF ALLEGIANCE

Council Member Doby will lead the Pledge of Allegiance.

5. INVOCATION

Council Member Hibard will give the Invocation.

6. PRESENTATIONS

A. Presentation of a Certificate to Amber and Tony Tran, owners of Formula Fitness, in Recognition of Being Featured in the Mayor's Business Spotlight

B. Introduction of the Newest Additions to the Los Alamitos Police Department's Volunteers in Policing (VIP) Program

C. Presentation to the City of Los Alamitos from Jenni Worsham, California Park and Recreation Society Vice President, in Recognition of Receiving the Creating Community Award of Excellence in Economic Vitality for Celebrate Los Al

D. Presentation from Michael Balliet, City Green Consulting President, Regarding SB 1383, Organic Waste Reduction

7. 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.

8. UPDATES FROM THE MAYOR

At this time, the Mayor may report on items not specifically described on the Agenda that are of interest to the community, provided no action or discussion is taken.

9. UPDATES FROM THE CITY STAFF

At this time, City Staff 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.

10. WARRANTS

A. Warrants (Finance)

The attached Warrant Register contains checks and electronic fund transfers from February 1, 2024, to February 29, 2024.

Recommendation: Ratify the Warrants from February 1, 2024, to February 29, 2024, for \$1,702,650.18.

ROLL CALL

Mayor Nefulda
Mayor Pro Tem Hasselbrink
Council Member Doby
Council Member Hibard
Council Member Murphy

11. CONSENT CALENDAR

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

A. Approval of Minutes (Administration)

Approve the City Council Regular minutes of February 20, 2024.

B. Signing and Striping Improvements on Los Alamitos Boulevard Between Katella Avenue to Coyote Creek Trail (CIP No. 23/24-06) (Development Services)

Striping and pavement marking assist in maintaining safe and up-to-date standards that comply with current Federal and State guidelines. Currently, the existing striping is faded on Los Alamitos Boulevard between Katella Avenue and the Coyote Creek Trail/Bridge and needs re-striping. This Capital Improvement Project (CIP No. 23/24- 06) is proposing to re-stripe and modify the striping to include bike lanes and create a safer environment for all modes of transportation.

Recommendation:

1. Approve the plans and specifications for the Signing and Striping Improvements on Los Alamitos Boulevard between Katella Avenue to Coyote Creek Trail (CIP No. 23/24-06) Project; and,
2. Authorize staff to advertise and solicit bid proposals.

C. Request for Proposal (RFP 2024-01) for Citywide Tree Maintenance Services (Development Services)

This item facilitates the solicitation of requests for proposals (RFP) for the Citywide Tree Maintenance Services.

Recommendation:

1. Approve Requests for Proposals (RFP) 2024-01 for Citywide Tree Maintenance Services; and,
2. Authorize staff to advertise and solicit bid proposals.

D. Labourdette Park Playground and Fitness Equipment Purchase (Development Services)

This item is for the purchase of playground and fitness equipment directly from the manufacturer, Landscape Structures Inc., through the use of a cooperative purchasing agreement via Sourcewell for \$297,238 (excluding taxes and delivery). The purchase of the playground and fitness equipment is part of the Labourdette Park Project and would enable greater cost savings and assurance that the project continues forward on its intended timeline.

Recommendation:

1. Review and discuss the proposal and purchasing agreement for Landscape Structures Inc. playground and fitness equipment; and,
2. Authorize the City Manager to use a cooperative purchasing agreement, in a form approved by the City Attorney, for the playground and fitness equipment in the amount of \$297,238 (excluding taxes and delivery).

E. Employee of the Quarter; California Teamsters 911 and Police Officers Association (POA) Side Letter Agreements (Administration)

This report seeks approval of the Employee of the Quarter side letter agreements for; California Teamsters ("Teamsters") 911 amending the November 1, 2021 to October 31, 2024 Memorandum of Understanding (MOU) and Police Officers Association ("POA") amending the July 1, 2021 to June 30, 2024 Memorandum of Understanding (MOU).

Recommendation:

1. Adopt Resolution No. 2024-10, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, AMENDING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LOS ALAMITOS AND THE

TEAMSTERS LOCAL 911 EFFECTIVE NOVEMBER 1, 2021 THROUGH OCTOBER 31, 2024; EMPLOYEE OF THE QUARTER"; and,

2. Adopt Resolution No. 2024-11, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, AMENDING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LOS ALAMITOS AND THE POLICE OFFICERS ASSOCIATION EFFECTIVE JULY 1, 2021 THROUGH JUNE 30, 2024; EMPLOYEE OF THE QUARTER"; and,
3. Authorize the Mayor to execute the side letter agreements amending the California Teamsters 911 and Police Officers Association ("POA") Memorandum of Understandings (MOU).

12. WORKSHOP DISCUSSION

A. Mid-Year General Fund Budget Review and Financial Update for Fiscal Year 2023-24 (Finance)

This report provides the Council with a review of Mid-Year General Fund budget for the Fiscal Year 2023-24 and a projection for the fiscal year ending June 30, 2024.

Recommendation:

1. Review the Mid-Year General Fund budget for the Fiscal Year 2023-24 and the projection for the fiscal year ending June 30, 2024; and,
2. Consider additional appropriations for approval.

13. DISCUSSION ITEM

A. Apartment Row Name Change (Development Services)

Renaming of the Apartment Row neighborhood by surveying the residents of Apartment Row with three alternatives and a write-in option.

Recommendation:

1. Review and discuss; and,
2. Provide direction to staff.

B. Neighborhood Permit Parking and Street Sweeping Survey Results (Development Services)

The City of Los Alamitos is seeking the community's feedback on the current neighborhood permit parking and street sweeping schedule. The online survey was conducted from October 23, 2023, to January 19, 2024. Several public workshops were held to gain additional feedback.

Recommendation:

1. Review and discuss; and,
2. Receive and file.

14. 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.

15. ADJOURNMENT

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



Windmera Quintanar, MMC, City Clerk
Dated: March 13, 2024

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: March 18, 2024

ITEM NUMBER: 10A

To: Mayor Jordan B. Nefulda & Members of the City Council

Presented By: Craig Koehler, Director of Finance

Subject: Warrants

SUMMARY

The attached Warrant Register contains checks and electronic fund transfers from February 1, 2024, to February 29, 2024.

RECOMMENDATION

Ratify the Warrants from February 1, 2024, to February 29, 2024, for \$1,702,650.18.

BACKGROUND

The expenditures noted within this Warrant Register conform to the budget approved by the City Council.

DISCUSSION

The Director of Finance certifies the accuracy of the attached register and the availability of monies for payment thereof.

FISCAL IMPACT

The total of \$1,702,650.18 represents checks and electronic fund transfers for the period February 1, 2024, to February 29, 2024.

Attachment: 1. Warrants March 20, 2024

To Ratify

WARRANTS 02/07/2024

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ADA SIGN DEPOT	ADA SIGNS LAUREL & COTTON	GENERAL FUND	STREET MAINTENANCE	<u>250.63</u>
			TOTAL:	250.63
AMBERWICK CORPORATION	ELECTRONIC WASTE RECYCLE	GENERAL FUND	BUILDING MAINTENANCE	1,088.88
	ELECTRONIC WASTE PICK UP	GENERAL FUND	BUILDING MAINTENANCE	<u>939.53</u>
			TOTAL:	2,028.41
AMERICREDIT FINANCIAL SERVICES, INC	2022 CHEVY TRUCK TAHOE 01/	GARAGE FUND	GARAGE	<u>1,159.21</u>
			TOTAL:	1,159.21
ANIMAL PEST MANAGEMENT SERVICES	GOPHER CTRL CITY PARKS	GENERAL FUND	PARK MAINTENANCE	<u>490.00</u>
			TOTAL:	490.00
ARAMARK UNIFORM & CAREER APPAREL GROUP	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	54.12
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	258.17
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	52.27
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	126.62
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	199.96
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	105.93
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	96.10
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	188.02
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	100.84
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	55.76
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	61.59
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	50.58
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	50.58
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	50.58
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	50.58
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	50.58
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	50.58
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	50.58
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	131.47
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	57.29
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	57.29
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	57.29
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	69.50
	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	<u>58.20</u>
			TOTAL:	2,135.06
ARCHI.TXTURE LLC	NEW FURNITURE ADMIN OFFIC	GENERAL FUND	BUILDING MAINTENANCE	<u>20,129.65</u>
			TOTAL:	20,129.65
ASTRA STAGES, LLC	OUTRIGGER JACK	GARAGE FUND	GARAGE	<u>574.77</u>
			TOTAL:	574.77
BARBARA BANNERMAN	YOGA WITH BARBARA 01/09/20	GENERAL FUND	SPECIAL CLASSES	19.50
	YOGA WITH BARBARA 10/24/20	GENERAL FUND	SPECIAL CLASSES	9.75
	YOGA WITH BARBARA 01/16/20	GENERAL FUND	SPECIAL CLASSES	19.50
	YOGA WITH BARBARA 01/20/20	GENERAL FUND	SPECIAL CLASSES	<u>19.50</u>
			TOTAL:	68.25
BASE HILL INC	JANITORIAL SERVICES 12/23	GENERAL FUND	BUILDING MAINTENANCE	<u>5,809.99</u>
			TOTAL:	5,809.99
BORDIN SEMMER, LLP	KEENAN & ASSOC VS CITY OF	SELF INSURANCE TRU	INSURANCE	7,534.59

WARRANTS 02/07/2024

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	7,534.59
BRIGHTLIFE DESIGNS LLC	MEDIAN HOLIDAY DECOR LIGHT	GENERAL FUND	COMMUNITY DEVEL ADMIN	3,735.00
			TOTAL:	3,735.00
CANON FINANCIAL SERVICES, INC.	METER USAGE & CONTRACT 12/	GENERAL FUND	RECREATION ADMINISTRAT	419.00
			TOTAL:	419.00
CARRI FOX	LINE DANCE DROP IN 12/13/2	GENERAL FUND	SPECIAL CLASSES	29.40
	LINE DANCE DROP IN 01/10/2	GENERAL FUND	SPECIAL CLASSES	33.60
	LINE DANCE DROP IN 01/24/2	GENERAL FUND	SPECIAL CLASSES	29.40
			TOTAL:	92.40
CHARLES ABBOTT ASSOCIATES, INC.	12/2023 WQMP REVIEW SERVIC	GENERAL FUND	NON-DEPARTMENTAL	620.00
	CONSULTANT SERVICES	GENERAL FUND	COMMUNITY DEVEL ADMIN	1,120.00
	CONSULTANT SERVICES	GENERAL FUND	PLANNING	1,480.00
	ASSISTANT PLANNER	GENERAL FUND	PLANNING	6,877.50
	SERVICES FOR CITY 11/2023	GENERAL FUND	BUILDING INSPECTION	33,561.24
	BLDG PERMIT FEES	GENERAL FUND	BUILDING INSPECTION	16,331.11
	WQMP REVIEW SERVICES	GENERAL FUND	NPDES	135.00
			TOTAL:	60,124.85
CHERYL J. SCHNITZER	BEG/INT LINE DANCE 01/22/2	GENERAL FUND	SPECIAL CLASSES	39.00
	BEG/INT LINE DANCE 01/08/2	GENERAL FUND	SPECIAL CLASSES	58.50
			TOTAL:	97.50
CINTAS CORPORATION NO. 2	FIRST AID REFILL 11/2023	GENERAL FUND	BUILDING MAINTENANCE	1,659.22
			TOTAL:	1,659.22
COLORADO FAMILY SUPPORT REGISTRY	ID# 12634200	POOL CLEARING FUND	NON-DEPARTMENTAL	230.76
			TOTAL:	230.76
CROSSTOWN ELECTRICAL & DATA, INC.	KATELLA & LEXINGTON 12/20	GENERAL FUND	STREET MAINTENANCE	585.00
	KATELLA & LEXINGTON 12/20	GENERAL FUND	STREET MAINTENANCE	296.00
	KATELLA & LEXINGTON 12/20	GENERAL FUND	STREET MAINTENANCE	144.20
	KATELLA & LOS AL 12/2023	GENERAL FUND	STREET MAINTENANCE	296.00
	LOS AL & SAUSILTO 12/2023	GENERAL FUND	STREET MAINTENANCE	65.15
	KATELLA & WINNERS 12/2023	GENERAL FUND	STREET MAINTENANCE	281.63
	KATELLA & LOS AL 12/2023	GENERAL FUND	STREET MAINTENANCE	585.00
	CERRITOS & BLOOMF 12/2023	GENERAL FUND	STREET MAINTENANCE	831.51
	PREVENTATIVE MAINT 11/202	GENERAL FUND	STREET MAINTENANCE	1,228.50
			TOTAL:	4,312.99
DANIELS TIRE SERVICE	PD 48-8 TIRE REPLACEMENT	GARAGE FUND	GARAGE	479.74
	PD 48-6 TIRE REPLACEMENT	GARAGE FUND	GARAGE	406.30
	PD 48-3 TIRE REPLACEMENT	GARAGE FUND	GARAGE	883.92
	PD 48-2 TIRE REPLACEMENT	GARAGE FUND	GARAGE	497.46
			TOTAL:	2,267.42
DATA TICKET, INC.	WEBSITE ACCESS 12/2023	GENERAL FUND	NEIGHBORHOOD PRESERVAT	50.00
			TOTAL:	50.00
DEWEY PEST CONTROL	FUMIGATION FOR TERMITES	GENERAL FUND	BUILDING MAINTENANCE	19,900.00
			TOTAL:	19,900.00
DFM ASSOCIATES	2024 CA ELECTION CODE BOOK	GENERAL FUND	ADMINISTRATION	76.48

WARRANTS 02/07/2024

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	76.48
DMV RENEWAL	REGISTRATION RENEWAL 2022	GARAGE FUND	GARAGE	4,362.00
			TOTAL:	4,362.00
ECOFERT, INC.	REISSUE: FERTIGATION 10/20	GENERAL FUND	PARK MAINTENANCE	630.00
			TOTAL:	630.00
ENTERPRISE FM TRUST	MONTHLY LEASE CHARGES 01/2	GARAGE FUND	GARAGE	8,725.91
			TOTAL:	8,725.91
FACILITRON INC	YOUTH VOLLEYBALL FACILITY	GENERAL FUND	SPORTS	600.65
	ADULT SOCCER FACILITY FEE	GENERAL FUND	SPORTS	8,703.83
	SPECIAL EVENTS	GENERAL FUND	SPECIAL EVENTS	2,280.89
			TOTAL:	11,585.37
FIRE SERVICE CORP.	FIRE PROTECTION SYSTEM	GENERAL FUND	BUILDING MAINTENANCE	277.45
			TOTAL:	277.45
FORVIS LLP	FYE STREET SCO REPORT	GENERAL FUND	FINANCE	900.00
			TOTAL:	900.00
GANAHL LUMBER COMPANY	STREET MAINTENANCE SUPPLIE	GENERAL FUND	STREET MAINTENANCE	10.20
	STREET MAINTENANCE SUPPLIE	GENERAL FUND	STREET MAINTENANCE	25.76
	POLICE DEPT DOOR	GENERAL FUND	STREET MAINTENANCE	13.65
	BLDG MAINTENANCE WAREHOUSE	GENERAL FUND	BUILDING MAINTENANCE	14.36
	BLDG MAINTENANCE COMM CTR	GENERAL FUND	BUILDING MAINTENANCE	35.34
	BLDG MAINTENANCE CITY YARD	GENERAL FUND	BUILDING MAINTENANCE	93.94
	BLDG MAINTENANCE YOUTH CTR	GENERAL FUND	BUILDING MAINTENANCE	57.33
	PPE FOR NEW HIRE	GENERAL FUND	BUILDING MAINTENANCE	131.70
			TOTAL:	382.28
GMC PEST CONTROL INC	PEST CTRL PUBLIC WORKS GAR	GENERAL FUND	BUILDING MAINTENANCE	1,850.00
	PEST CTRL ALL BLDGS CITY H	GENERAL FUND	BUILDING MAINTENANCE	650.00
			TOTAL:	2,500.00
GOLDEN STATE WATER COMPANY	GOLDEN STATE WATER 01/2024	GENERAL FUND	STREET MAINTENANCE	349.82
	GOLDEN STATE WATER 01/2024	GENERAL FUND	PARK MAINTENANCE	711.96
			TOTAL:	1,061.78
GRANITE CONSTRUCTION COMPANY	POTHOLE REPAIR	GENERAL FUND	STREET MAINTENANCE	1,689.50
	STREET MAINTENANCE	GENERAL FUND	STREET MAINTENANCE	1,689.50
			TOTAL:	3,379.00
GREGORY MILES	ELECTRICAL SERVICES BLDG M	GENERAL FUND	BUILDING MAINTENANCE	1,910.00
			TOTAL:	1,910.00
HARRIS & ASSOCIATES INC	LAMPSON PEER REVIEW	GENERAL FUND	NON-DEPARTMENTAL	32,387.50
			TOTAL:	32,387.50
HI-WAY SAFETY, INC.	STREET MAINTENANCE	GENERAL FUND	STREET MAINTENANCE	2,078.04
			TOTAL:	2,078.04
HIRSCH & ASSOCIATES, INC.	LABOURDETTE PARK 11/2023	C.D.B.G	CAPITAL PROJECTS	4,853.00
	LABOURDETTE PARK 12/2023	C.D.B.G	CAPITAL PROJECTS	3,006.50
			TOTAL:	7,859.50

WARRANTS 02/07/2024

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
INTEGRITY NEWSPAPER INC.	GOOD EVENING LOS AL BACK P	GENERAL FUND	COMMUNITY DEVEL ADMIN	1,150.00
	PUBLIC NOTICE PERMIT PARKI	GENERAL FUND	COMMUNITY DEVEL ADMIN	676.72
	PUBLIC NOTICE CUP 23-02	GENERAL FUND	PLANNING	240.00
	PUBLIC NOTICE 10912 WALNUT	GENERAL FUND	PLANNING	<u>240.00</u>
			TOTAL:	2,306.72
JARED E. LLOYD	HCE DROP IN 12/17/2023	GENERAL FUND	SPORTS	144.00
	HCE DROP IN 12/24/2023	GENERAL FUND	SPORTS	256.00
	HCE DROP IN 01/09/2024	GENERAL FUND	SPORTS	256.00
	HCE DROP IN 01/14/2024	GENERAL FUND	SPORTS	192.00
	HCE DROP IN 01/11/2024	GENERAL FUND	SPORTS	240.00
	HCE DROP IN 01/16/2024	GENERAL FUND	SPORTS	256.00
	HCE DROP IN 01/21/2024	GENERAL FUND	SPORTS	192.00
	HCE DROP IN 01/18/2024	GENERAL FUND	SPORTS	160.00
	HCE DROP IN 01/23/2024	GENERAL FUND	SPORTS	<u>240.00</u>
			TOTAL:	1,936.00
JHM SUPPLY, INC.	KATELLA AVE STREET MAINTEN	GENERAL FUND	STREET MAINTENANCE	104.03
	COTTONWOOD PARK MAINTENANC	GENERAL FUND	PARK MAINTENANCE	155.38
	STANSBURY PARK MAINTENANCE	GENERAL FUND	PARK MAINTENANCE	101.17
	LAUREL PARK MAINTENANCE	GENERAL FUND	PARK MAINTENANCE	78.23
	CITY HALL FACILITY MAINTEN	GENERAL FUND	PARK MAINTENANCE	151.93
	COTTONWOOD PARK MAINTENANC	GENERAL FUND	PARK MAINTENANCE	<u>345.95</u>
			TOTAL:	936.69
JOSE MARTINEZ	POLICE DEPT CAR WASH (3)	GARAGE FUND	GARAGE	135.00
	CODE & ADMIN CAR WASH (2)	GARAGE FUND	GARAGE	90.00
	PUBLIC WORKS CAR WASH	GARAGE FUND	GARAGE	45.00
	RECREATION CAR WASH (3)	GARAGE FUND	GARAGE	145.00
	POLICE DEPT CAR WASH	GARAGE FUND	GARAGE	605.00
	POLICE DEPT CAR WASH DETAI	GARAGE FUND	GARAGE	360.00
	POLICE DEPT CAR WASH	GARAGE FUND	GARAGE	135.00
	PUBLIC WORKS CAR WASH	GARAGE FUND	GARAGE	45.00
	RECREATION CAR WASH	GARAGE FUND	GARAGE	145.00
	CODE & ADMIN CAR WASH	GARAGE FUND	GARAGE	90.00
	POLICE DEPT CAR WASH	GARAGE FUND	GARAGE	565.00
	POLICE DEPT CAR WASH	GARAGE FUND	GARAGE	90.00
	PUBLIC WORKS CAR WASH	GARAGE FUND	GARAGE	315.00
	RECREATION CAR WASH	GARAGE FUND	GARAGE	145.00
	POLICE DEPT CAR WASH	GARAGE FUND	GARAGE	<u>645.00</u>
			TOTAL:	3,555.00
K&S AIR CONDITIONING, INC.	THERMOSTAT POLICE DEPT MAI	GENERAL FUND	BUILDING MAINTENANCE	427.50
	THERMOSTAT COUNCIL CHAMBER	GENERAL FUND	BUILDING MAINTENANCE	<u>585.79</u>
			TOTAL:	1,013.29
KONICA MINOLTA PREMIER FINANCE	REISSUE: COPIER LEASE 01/2	GENERAL FUND	FINANCE	<u>1,048.46</u>
			TOTAL:	1,048.46
LIEBERT CASSIDY WHITMORE	GENERAL ADVISORY 12/2023	GENERAL FUND	CITY ATTORNEY	<u>120.50</u>
			TOTAL:	120.50
LOS ALAMITOS LOCK SERVICE	TIMER ADJUSTMENT CITY PARK	GENERAL FUND	BUILDING MAINTENANCE	<u>235.93</u>
			TOTAL:	235.93
LOS ALTOS TROPHY	NEFULDA MAYOR NAME PLATE (	GENERAL FUND	CITY COUNCIL	36.71

WARRANTS 02/07/2024

VENDOR NAME		DESCRIPTION	FUND	DEPARTMENT	AMOUNT
		GRANFLOR NAME BADGE	GENERAL FUND	ADMINISTRATION	<u>11.80</u>
				TOTAL:	48.51
LOWE'S		SAND DISTRIBUTION STREET M	GENERAL FUND	BUILDING MAINTENANCE	<u>167.44</u>
				TOTAL:	167.44
MARY ANN REMNET		BOOMERS TO ZOOMERS 01/22/2	GENERAL FUND	SPECIAL CLASSES	<u>9.75</u>
				TOTAL:	9.75
MCLEAN ENTERPRISES, INC.		BUSINESS CARDS FOR STAFF	GENERAL FUND	COMMUNITY DEVEL ADMIN	431.54
		SPRING CARNIVAL SPECIAL EV	GENERAL FUND	SPECIAL EVENTS	<u>284.05</u>
				TOTAL:	715.59
MICHAEL BALLIET CONSULTING, LLC		CONSULTING 10-11/2023	GENERAL FUND	NON-DEPARTMENTAL	4,406.25
		CONSULTING 12/2023	GENERAL FUND	NON-DEPARTMENTAL	<u>3,468.75</u>
				TOTAL:	7,875.00
MICHAEL YOON		LAVP SCHOLARSHIP PROGRAM A	GENERAL FUND	NON-DEPARTMENTAL	<u>750.00</u>
				TOTAL:	750.00
MISC. VENDOR	CAROL HANAKI	CAROL HANAKI:REFUND	GENERAL FUND	NON-DEPARTMENTAL	69.00
	ADAM BUTT	ADAM BUTT: REFUND	GENERAL FUND	NON-DEPARTMENTAL	157.95
	ST HEDWIG PONY BASEBAL	ST HEDWIG PONY BASEBALL:RE	GENERAL FUND	NON-DEPARTMENTAL	22.50
	CHRIS LEVEQUE	CHRIS LEVEQUE:REFUND	GENERAL FUND	NON-DEPARTMENTAL	681.50
	EMILY HIBARD	EMILY HIBARD: MILEAGE REIM	GENERAL FUND	CITY COUNCIL	23.31
	EMILY HIBARD	EMILY HIBARD: MILEAGE REIM	GENERAL FUND	CITY COUNCIL	6.09
	OSVALDO DUARTE	OSVALDO DUARTE:REIMBURSEME	GENERAL FUND	NEIGHBORHOOD PRESERVAT	106.00
	DANIEL CROSBY	DANIEL CROSBY:REFUND	ASSET SEIZURE	NON-DEPARTMENTAL	<u>15,000.00</u>
				TOTAL:	16,066.35
MTC		STREET MAINTENANCE SIGNS	GENERAL FUND	STREET MAINTENANCE	38.57
		STREET MAINTENANCE SIGNS	GENERAL FUND	STREET MAINTENANCE	<u>115.81</u>
				TOTAL:	154.38
NATIONAL PLANT SERVICES INC		CLEAN CATCHBASINS	GENERAL FUND	STREET MAINTENANCE	4,100.00
		LIFT STATION CLEANING	GENERAL FUND	STREET MAINTENANCE	4,387.50
		CLEANING LIFT STATION DISP	GENERAL FUND	STREET MAINTENANCE	<u>1,500.00</u>
				TOTAL:	9,987.50
NEWPORT EXTERMINATING		PEST CTRL EXTERIOR	GENERAL FUND	BUILDING MAINTENANCE	175.00
		PEST CTRL BAIT REFILL (15)	GENERAL FUND	BUILDING MAINTENANCE	60.00
		PEST CTRL BAIT REFILL (20)	GENERAL FUND	BUILDING MAINTENANCE	<u>60.00</u>
				TOTAL:	295.00
NOBEL SYSTEMS, INC.		GEOVIEWER 11/2023-10/2024	GENERAL FUND	COMMUNITY DEVEL ADMIN	<u>9,800.00</u>
				TOTAL:	9,800.00
NORCO TRAILERS		TRAILER 11/2023	GARAGE FUND	GARAGE	<u>13,504.62</u>
				TOTAL:	13,504.62
NORM'S AUTOMOTIVE CENTER, INC.		PD 48-2 BRAKE PAD REPLACEM	GARAGE FUND	GARAGE	286.51
		LATV VAN BATTERY REPLACEME	GARAGE FUND	GARAGE	179.08
		PD 48-S2 OIL CHANGE	GARAGE FUND	GARAGE	282.58
		PD 48-S2 BELT CHANGE	GARAGE FUND	GARAGE	103.13
		PD 48-S2 OIL CHANGE	GARAGE FUND	GARAGE	54.95
		PD 48-6 OIL CHANGE AND BRA	GARAGE FUND	GARAGE	252.57

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VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	PD 48-7 OIL CHANGE	GARAGE FUND	GARAGE	54.95
	PD 48-5 WATER PUMP REPLACE	GARAGE FUND	GARAGE	497.68
	PD SILVER CHARGER OIL CHAN	GARAGE FUND	GARAGE	<u>558.40</u>
			TOTAL:	2,269.85
NORTH STAR LAND CARE	LANDSCAPE MAINTENANCE 12/2	GENERAL FUND	PARK MAINTENANCE	<u>9,505.66</u>
			TOTAL:	9,505.66
ORANGE COUNTY JUMPERS LLC	SPRING CARNIVAL INFLATABLE	GENERAL FUND	SPECIAL EVENTS	<u>946.00</u>
			TOTAL:	946.00
ORANGE COUNTY SANITATION DISTRICT	CONNECTION FEES 08/2023	GENERAL FUND	NON-DEPARTMENTAL	2,564.58
	BLDG PERMITS 08/2023	GENERAL FUND	NON-DEPARTMENTAL	128.23-
	CONNECTION FEES 10/2023	GENERAL FUND	NON-DEPARTMENTAL	2,411.19
	BLDG PERMITS 10/2023	GENERAL FUND	NON-DEPARTMENTAL	120.56-
	CONNECTION FEES 11/2023	GENERAL FUND	NON-DEPARTMENTAL	5,602.06
	BLDG PERMITS 11/2023	GENERAL FUND	NON-DEPARTMENTAL	280.10-
	CONNECTION FEES 12/2023	GENERAL FUND	NON-DEPARTMENTAL	3,756.60
	BLDG PERMITS 12/2023	GENERAL FUND	NON-DEPARTMENTAL	<u>187.83-</u>
			TOTAL:	13,617.71
ORKIN SERVICES OF CALIFORNIA, INC.	PEST CTRL 12/2023	GENERAL FUND	BUILDING MAINTENANCE	<u>120.00</u>
			TOTAL:	120.00
OSTS INC.	BLOODBORNE PATHOGENS TRAIN	GENERAL FUND	STREET MAINTENANCE	<u>375.00</u>
			TOTAL:	375.00
OUR LOS AL	MGMT SERVICES 12/2023	LOS ALAMITOS TV	LOS ALAMITOS TV	<u>2,083.33</u>
			TOTAL:	2,083.33
PENINSULA SEPTIC SERVICE, INC.	PUMP SEPTIC TANK COTTONWOOD	GENERAL FUND	PARK MAINTENANCE	<u>580.00</u>
			TOTAL:	580.00
PFI OFFICE FURNITURE	OFFICE SUPPLIES FURNITURE	GENERAL FUND	COMMUNITY DEVEL ADMIN	<u>4,325.21</u>
			TOTAL:	4,325.21
POWERTRIP RENTALS, LLC	SUMMER CONCERTS	GENERAL FUND	SPECIAL EVENTS	63.00
	3RD OF JULY SPECIAL EVENTS	GENERAL FUND	SPECIAL EVENTS	495.56
	TRUNK OR TREAT EQUIPMENT	GENERAL FUND	SPECIAL EVENTS	2,803.49
	CELEBRATE LOS AL EQUIPME	GENERAL FUND	SPECIAL EVENTS	<u>6,914.98</u>
			TOTAL:	10,277.03
PREMIER FIRST RESPONDER PSYCHOLOGICAL	PSYCHOLOGICAL SERVICES	GENERAL FUND	POLICE ADMINISTRATION	750.00
	PSYCHOLOGICAL SERVICES	GENERAL FUND	POLICE ADMINISTRATION	<u>150.00</u>
			TOTAL:	900.00
PRINTMASTERS	ACFR BOOKS (5)	GENERAL FUND	FINANCE	<u>163.88</u>
			TOTAL:	163.88
PTS PROVIDERS INC	PAYPHONE SERVICES 02/2024	TECHNOLOGY REPLACE	ADMINISTRATIVE SERVICE	<u>43.00</u>
			TOTAL:	43.00
QUADIENT FINANCE USA, INC	POSTAGE	GENERAL FUND	FINANCE	<u>39.00</u>
			TOTAL:	39.00
SAMYS CAMERA, INC	CANON EOS CAMERA KIT SUPPL	GENERAL FUND	COMMUNITY DEVEL ADMIN	6,334.32

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VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	6,334.32
SITEONE LANDSCAPE SUPPLY HOLDING, LLC	LANDSCAPE MAINTENANCE SUPP	GENERAL FUND	PARK MAINTENANCE	26.60
			TOTAL:	26.60
SO CAL SANITATION LLC	TRAILER RENTAL POLICE DEPT	GENERAL FUND	BUILDING MAINTENANCE	4,038.63
			TOTAL:	4,038.63
SOCAL AUTO & TRUCK PARTS INC.	CREDIT FOR PARTS	GARAGE FUND	GARAGE	36.20
	AUTO PARTS - LAMPS	GARAGE FUND	GARAGE	87.79
	AUTO PARTS 2012 F250 FUEL	GARAGE FUND	GARAGE	12.78
			TOTAL:	64.37
SOUTHERN CALIFORNIA EDISON	SIGNALS/ST LIGHTS 12/2023	GENERAL FUND	STREET MAINTENANCE	1,686.13
	PARK LIGHTS 12/2023	GENERAL FUND	PARK MAINTENANCE	38.32
	SPRINKLERS 12/2023	GENERAL FUND	PARK MAINTENANCE	242.92
			TOTAL:	1,967.37
SOUTHERN CALIFORNIA GAS	SOCAL GAS 12/2023-01/2024	GENERAL FUND	BUILDING MAINTENANCE	327.63
			TOTAL:	327.63
SPARKLETTS DRINKING WATER	WATER 12/2023	GENERAL FUND	BUILDING MAINTENANCE	196.66
			TOTAL:	196.66
STATEWIDE TRAFFIC SAFETY & SIGNS, INC.	STREET MAINTENANCE SIGN PO	GENERAL FUND	STREET MAINTENANCE	623.39
			TOTAL:	623.39
TERRA NOVA PLANNING & RESEARCH, INC	PLANNING CONSULT 10-12/202	GENERAL FUND	PLANNING	5,239.05
			TOTAL:	5,239.05
TOWNSEND PUBLIC AFFAIRS, INC.	CONSULTING SERVICES 01/24	GENERAL FUND	ADMINISTRATION	4,000.00
	GRANT WRITING 01/2024	GENERAL FUND	FINANCE	2,000.00
	GRANT WRITING 12/2023	GENERAL FUND	FINANCE	2,000.00
			TOTAL:	8,000.00
ULINE, INC.	BLDG MAINTENANCE UTILITY C	GENERAL FUND	BUILDING MAINTENANCE	187.55
			TOTAL:	187.55
UNDERGROUND SERVICE ALERT OF SO CAL	REISSUE: MONTHLY DATABASE	GENERAL FUND	STREET MAINTENANCE	38.00
			TOTAL:	38.00
VOYAGER FLEET SYSTEMS, INC.	FUEL 12/2023	GARAGE FUND	GARAGE	10,450.86
	FUEL TAX CREDIT 12/2023	GARAGE FUND	GARAGE	385.71
			TOTAL:	10,065.15
WAXIE'S ENTERPRISES INC.	CLEANING SUPPLIES	GENERAL FUND	BUILDING MAINTENANCE	101.35
	CLEANING SUPPLIES	GENERAL FUND	BUILDING MAINTENANCE	2,184.31
	CLEANING SUPPLIES BLDG MAI	GENERAL FUND	BUILDING MAINTENANCE	54.46
			TOTAL:	2,340.12
WILLDAN ENGINEERING	TRAFFIC ENGINEER 11/2023	GENERAL FUND	CITY ENGINEER	5,128.00
	PLAN CHECK 11/2023	GENERAL FUND	CITY ENGINEER	658.00
	INTERIM PW MANAGER	GENERAL FUND	CITY ENGINEER	19,875.00
			TOTAL:	25,661.00
YING LIU	PORTRAIT WORKSHOP 01/13/20	GENERAL FUND	SPECIAL CLASSES	87.75

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VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	PORTRAIT WORKSHOP 01/20/20	GENERAL FUND	SPECIAL CLASSES	<u>117.00</u>
			TOTAL:	204.75

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===== FUND TOTALS =====
10  GENERAL FUND                312,972.52
19  C.D.B.G                     7,859.50
27  ASSET SEIZURE               15,000.00
28  LOS ALAMITOS TV             2,083.33
50  GARAGE FUND                 46,548.30
53  TECHNOLOGY REPLACEMENT      43.00
54  SELF INSURANCE TRUST        7,534.59
99  POOL CLEARING FUND          230.76
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      GRAND TOTAL:              392,272.00
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VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ADLERHORST INTERNATIONAL LLC	K-9 BOARDING 02/2024	GENERAL FUND	PATROL	<u>245.00</u>
			TOTAL:	245.00
AERO PRECISION LLC	PATROL RIFLES	GENERAL FUND	PATROL	<u>19,422.00</u>
			TOTAL:	19,422.00
AGILE OCCUPATIONAL MEDICINE PC	PRE-EMPLOYMENT PHYSICAL (3	GENERAL FUND	NON-DEPARTMENTAL	<u>170.00</u>
			TOTAL:	170.00
ALL CITY MANAGEMENT SERVICES	CROSSING GUARDS 01/2024	GENERAL FUND	TRAFFIC	6,546.66
	CROSSING GUARDS 01-02/2024	GENERAL FUND	TRAFFIC	<u>7,394.28</u>
			TOTAL:	13,940.94
AMERICAN LEGION POST 716 LOS ALAMITOS	HALL RENTAL 03/2024	GENERAL FUND	NON-DEPARTMENTAL	<u>2,256.00</u>
			TOTAL:	2,256.00
ARAMARK UNIFORM & CAREER APPAREL GROUP	PUBLIC WORKS UNIFORMS	GENERAL FUND	STREET MAINTENANCE	<u>58.20</u>
			TOTAL:	58.20
BIDNET	TEAM EDITION CONTRACT MODU	GENERAL FUND	ADMINISTRATION	<u>6,695.00</u>
			TOTAL:	6,695.00
BIG TOP RENTALS	WEEKEND OF ART RENTAL DUE	GENERAL FUND	NON-DEPARTMENTAL	<u>3,215.89</u>
			TOTAL:	3,215.89
CALIFORNIA FORENSIC PHLEBOTOMY, INC.	(2) BLOOD DRAWS 12/2023	GENERAL FUND	PATROL	<u>294.00</u>
			TOTAL:	294.00
CHARTER COMMUNICATIONS	CITY INTERNET 01/2024	GENERAL FUND	ADMINISTRATION	141.24
	FIBER INTERNET 01/2024	GENERAL FUND	ADMINISTRATION	1,734.00
	FIBER INTERNET 02/2024	GENERAL FUND	ADMINISTRATION	1,734.00
	YOUTH CENTER INTERNET 01/2	GENERAL FUND	ADMINISTRATION	980.10
	EQUIPMENT CHARGES	GENERAL FUND	COMMUNICATIONS TECHNOL	<u>443.23</u>
			TOTAL:	5,032.57
CITY OF CYPRESS	MCP MAINTENANCE 1/3 COST	GENERAL FUND	EMERGENCY PREPAREDNESS	<u>448.44</u>
			TOTAL:	448.44
CLINICAL COUNSELING WITH TSELANE	HEALING HEARTS SOUND BATH	GENERAL FUND	SPECIAL CLASSES	26.65
	HEALING HEARTS SOUND BATH	GENERAL FUND	SPECIAL CLASSES	<u>26.65</u>
			TOTAL:	53.30
COLE PRO MEDIA, LLC	TRANSPARENCY ADVISING 02/2	GENERAL FUND	NON-DEPARTMENTAL	<u>3,000.00</u>
			TOTAL:	3,000.00
COLORADO FAMILY SUPPORT REGISTRY	ID# 12634200	POOL CLEARING FUND	NON-DEPARTMENTAL	<u>230.76</u>
			TOTAL:	230.76
COP WARE, INC.	SOURCEBOOK SITE LICENSE 24	GENERAL FUND	POLICE ADMINISTRATION	<u>705.00</u>
			TOTAL:	705.00
COSTAR REALTY INFORMATION, INC.	DATA FOR 01/2024	GENERAL FUND	ADMINISTRATION	795.00
	DATA FOR 02/2024	GENERAL FUND	ADMINISTRATION	<u>795.00</u>
			TOTAL:	1,590.00
COUNTY OF ORANGE TREASURER-TAX	OCATS CIRCUIT SUPPORT 01/2	GENERAL FUND	COMMUNICATIONS TECHNOL	1,273.33

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>1,273.33</u>
EMBLEM ENTERPRISES, INC.	SERGEANT AND CORPORAL PATC	GENERAL FUND	PATROL	<u>721.18</u>
			TOTAL:	<u>721.18</u>
FIELD TIME TARGET AND TRAINING	RANGE RENTAL 01/2024	GENERAL FUND	PATROL	<u>500.00</u>
			TOTAL:	<u>500.00</u>
FRONTIER COMMUNICATIONS	JAIL ALARM 02/2024	GENERAL FUND	COMMUNICATIONS TECHNOL	<u>399.37</u>
			TOTAL:	<u>399.37</u>
GALLS / QUARTERMASTER	GALLAUGHER UNIFORMS	GENERAL FUND	POLICE ADMINISTRATION	109.10
	RAIN COAT FOR RENTERIA	GENERAL FUND	PATROL	61.21
	BOICE RECRUIT UNIFORMS	GENERAL FUND	PATROL	191.81
	REMNET VIP UNIFORMS	GENERAL FUND	EMERGENCY PREPAREDNESS	76.81
	PATZ VIP UNIFORMS	GENERAL FUND	EMERGENCY PREPAREDNESS	<u>70.75</u>
			TOTAL:	<u>509.68</u>
GEORGE HILLS COMPANY, INC.	SERVICE FLAT FEE 02/2024	GENERAL FUND	ADMINISTRATION	<u>1,291.67</u>
			TOTAL:	<u>1,291.67</u>
GOLDEN STATE WATER COMPANY	GOLDEN STATE WATER 01/2024	GENERAL FUND	STREET MAINTENANCE	5,802.61
	GOLDEN STATE WATER 01/2024	GENERAL FUND	PARK MAINTENANCE	7,875.66
	GOLDEN STATE WATER 01/2024	GENERAL FUND	PARK MAINTENANCE	814.94
	GOLDEN STATE WATER 01/2024	GENERAL FUND	BUILDING MAINTENANCE	<u>1,121.76</u>
			TOTAL:	<u>15,614.97</u>
GOLDEN WEST COLLEGE ATTN: BURSAR'S OFF	GWC POLICE ACADEMY 3 RECRU	GENERAL FUND	PATROL	<u>6,912.00</u>
			TOTAL:	<u>6,912.00</u>
HOLIDAYGOO, INC.	ADAPTIVE RECREATION MEET U	GENERAL FUND	NON-DEPARTMENTAL	<u>309.18</u>
			TOTAL:	<u>309.18</u>
HORSEMEN INC	BACKGROUND FOR LISLE	GENERAL FUND	NON-DEPARTMENTAL	1,800.00
	BACKGROUND FOR MCLEOD	GENERAL FUND	NON-DEPARTMENTAL	<u>1,000.00</u>
			TOTAL:	<u>2,800.00</u>
JARED E. LLOYD	HCE BALL HANDLING & SHOOTI	GENERAL FUND	SPORTS	580.00
	HCE TRIPLE BUNDLE	GENERAL FUND	SPORTS	488.00
	HCE ATTACK SERIES	GENERAL FUND	SPORTS	252.00
	HCE BALLHANDLING	GENERAL FUND	SPORTS	84.00
	HCE TRAVEL BALL	GENERAL FUND	SPORTS	<u>2,604.00</u>
			TOTAL:	<u>4,008.00</u>
KONICA MINOLTA	PD COPIER LEASE 02/2024	GENERAL FUND	POLICE ADMINISTRATION	<u>211.00</u>
			TOTAL:	<u>211.00</u>
KONICA MINOLTA BUSINESS SOLUTIONS U.S.	PD COPIER MAINT 01/2024	GENERAL FUND	POLICE ADMINISTRATION	<u>249.99</u>
			TOTAL:	<u>249.99</u>
KONICA MINOLTA PREMIER FINANCE	COPIER LEASE 02/20-03/19/2	GENERAL FUND	FINANCE	<u>1,048.46</u>
			TOTAL:	<u>1,048.46</u>
LIBERTY MUTUAL INSURANCE	CLAIM SETTLEMENT	SELF INSURANCE TRU	INSURANCE	<u>14,625.80</u>
			TOTAL:	<u>14,625.80</u>

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
LIVETEN MEDIA SERVICES	WEEKEND OF ART:AUDIO SERVI	GENERAL FUND	SPECIAL EVENTS	<u>1,340.00</u>
			TOTAL:	1,340.00
LONG BEACH SOCCER REFEREE ASSOCIATION	ADULT SOCCER REFEREE FEES	GENERAL FUND	SPORTS	<u>869.00</u>
			TOTAL:	869.00
LOS ALAMITOS AREA CHAMBER OF COMMERCE	BREAKFAST 02/2024	GENERAL FUND	POLICE ADMINISTRATION	<u>90.00</u>
			TOTAL:	90.00
LOS ALTOS TROPHY	DOBY OUT GOING MAYOR PLAQU	GENERAL FUND	CITY COUNCIL	52.38
	NEFULDA MAYOR NAME BADGE	GENERAL FUND	CITY COUNCIL	11.87
	OCFA REPRESENTATIVE NAME P	GENERAL FUND	ADMINISTRATION	<u>17.87</u>
			TOTAL:	82.12
M&C CONSTRUCTION GROUP INC	CONDUIT RECREATION LIGHT S	GENERAL FUND	BUILDING MAINTENANCE	<u>1,250.00</u>
			TOTAL:	1,250.00
MARY ANN REMNET	BOOMERS TO ZOOMERS	GENERAL FUND	SPECIAL CLASSES	<u>119.60</u>
			TOTAL:	119.60
MATRIX IMAGING PRODUCTS, INC.	LARGE FORMAT SCANNING	GENERAL FUND	PLANNING	<u>2,640.97</u>
			TOTAL:	2,640.97
MCLEAN ENTERPRISES, INC.	KROGMAN BUSINESS CARDS	GENERAL FUND	PATROL	88.71
	BLANK BUSINESS CARDS	GENERAL FUND	PATROL	88.71
	STEINHAUSER BUSINESS CARDS	GENERAL FUND	PATROL	88.71
	BUSINESS CARDS FOR STAFF	GENERAL FUND	RECREATION ADMINISTRAT	382.38
	BUSINESS CARDS FOR STAFF	GENERAL FUND	RECREATION ADMINISTRAT	114.71
	YOUTH SPORT SUPPLIES	GENERAL FUND	SPORTS	<u>213.04</u>
			TOTAL:	976.26
MISC. VENDOR	CHET SIMMIONS	GENERAL FUND	ADMINISTRATION	122.31
	RILEY HILL	GENERAL FUND	NEIGHBORHOOD PRESERVAT	154.97
	CHIARA SOLAR	GENERAL FUND	SPECIAL EVENTS	<u>300.00</u>
			TOTAL:	577.28
MV CHENG ASSOCIATES, INC.	INTERIM FINANCE MGR 01/202	GENERAL FUND	FINANCE	<u>12,730.00</u>
			TOTAL:	12,730.00
OC PARTY COMPANY	WEEKEND OF ART: FACE PAINT	GENERAL FUND	SPECIAL EVENTS	<u>385.00</u>
			TOTAL:	385.00
PRINTMASTERS	CITE BOOKS (2500)	GENERAL FUND	TRAFFIC	<u>1,638.75</u>
			TOTAL:	1,638.75
PUBLIC AGENCY RETIREMENT SERVICES AND	PAYMENT 2 PARS TRUST	GENERAL FUND	NON-DEPARTMENTAL	<u>50,000.00</u>
			TOTAL:	50,000.00
QUALITY CODE PUBLISHING, LLC	REISSUE: ECODE MAINTENANCE	GENERAL FUND	ADMINISTRATION	<u>1,215.00</u>
			TOTAL:	1,215.00
RCS INVESTIGATIONS & CONSULTING, LLC	I.A INVESTIGATION	GENERAL FUND	NON-DEPARTMENTAL	<u>4,980.00</u>
			TOTAL:	4,980.00
REDFLEX TRAFFIC SYSTEMS, INC.	RED LIGHT CAMERAS 01/2024	GENERAL FUND	TRAFFIC	<u>10,887.54</u>
			TOTAL:	10,887.54

WARRANTS 02/21/2024

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SDI PRESENCE LLC	IT SUPPORT CONTRACT 04/202	TECHNOLOGY	REPLACE ADMINISTRATIVE SERVICE	5,871.00
	IRON SCALES LICENSE 04/202	TECHNOLOGY	REPLACE ADMINISTRATIVE SERVICE	441.96
	CLOUD BACKUP LICENSE 02/20	TECHNOLOGY	REPLACE ADMINISTRATIVE SERVICE	1,191.00
	IRON SCALES LICENSE 07/202	TECHNOLOGY	REPLACE ADMINISTRATIVE SERVICE	441.93
	IT SUPPORT CONTRACT 09/202	TECHNOLOGY	REPLACE ADMINISTRATIVE SERVICE	5,871.00
	IRON SCALES LICENSE 09/202	TECHNOLOGY	REPLACE ADMINISTRATIVE SERVICE	441.96
	CLOUD BACK UP LICENSE 09/2	TECHNOLOGY	REPLACE ADMINISTRATIVE SERVICE	1,147.50
	T&M IT SUPPORT 09/2023	TECHNOLOGY	REPLACE ADMINISTRATIVE SERVICE	2,327.50
	SENTINEL ONE CTRL 09/2023	TECHNOLOGY	REPLACE ADMINISTRATIVE SERVICE	390.91
	IT SUPPORT CONTRACT 12/202	TECHNOLOGY	REPLACE ADMINISTRATIVE SERVICE	5,871.00
	T&M IT SUPPORT 12/2023	TECHNOLOGY	REPLACE ADMINISTRATIVE SERVICE	1,947.50
	SENTINEL ONE CTRL 12/2023	TECHNOLOGY	REPLACE ADMINISTRATIVE SERVICE	390.91
	CLOUD BACKUP LICENSE 12/20	TECHNOLOGY	REPLACE ADMINISTRATIVE SERVICE	<u>1,180.00</u>
	TOTAL:			27,514.17
SECURE - A - DOOR	REISSUE: MAINTENANCE GATE	GENERAL FUND	BUILDING MAINTENANCE	3,432.28
	REISSUE: COMM CTR DOOR MAI	GENERAL FUND	BUILDING MAINTENANCE	813.70
	REISSUE: ENTRANCE GATE	GENERAL FUND	BUILDING MAINTENANCE	1,156.14
	REISSUE: GATE REPAIR MAINT	GENERAL FUND	BUILDING MAINTENANCE	300.00
	REISSUE: PRESCHOOL DOOR MA	GENERAL FUND	BUILDING MAINTENANCE	<u>728.03</u>
	TOTAL:			6,430.15
SOUTHERN CALIFORNIA EDISON	SIGNALS/ST LIGHTS 12/2023	GENERAL FUND	STREET MAINTENANCE	18,468.02
	PARKS 12/2023	GENERAL FUND	PARK MAINTENANCE	283.97
	MCAULIFFE PARK 12/2023	GENERAL FUND	PARK MAINTENANCE	106.95
	PUMP STATIONS 12/2023	GENERAL FUND	BUILDING MAINTENANCE	381.16
	CITY HALL 12/2023	GENERAL FUND	BUILDING MAINTENANCE	1,819.89
	POLICE STATION 12/2023	GENERAL FUND	BUILDING MAINTENANCE	<u>4,337.96</u>
	TOTAL:			25,397.95
ST. OF CALIFORNIA DEPT. OF JUSTICE	LIVESCANS 01/2024	GENERAL FUND	NON-DEPARTMENTAL	<u>64.00</u>
	TOTAL:			64.00
SUGARLIPS	SPRING CARNIVAL BAND	GENERAL FUND	SPECIAL EVENTS	<u>700.00</u>
	TOTAL:			700.00
SUZANNE ROADY-ROSS	T'AI CHI CHIH BEG/INT	GENERAL FUND	SPECIAL CLASSES	<u>286.00</u>
	TOTAL:			286.00
THE COUNSELING TEAM INTERNATIONAL	CONTRACT SERVICES 02/2024	GENERAL FUND	POLICE ADMINISTRATION	<u>1,100.00</u>
	TOTAL:			1,100.00
THOMSON REUTERS - WEST	ONLINE SOFTWARE SUB 01/202	GENERAL FUND	INVESTIGATION	<u>335.20</u>
	TOTAL:			335.20
TOWNSEND PUBLIC AFFAIRS, INC.	CONSULTING SERVICES 02/24	GENERAL FUND	ADMINISTRATION	4,000.00
	GRANT WRITING 02/2024	GENERAL FUND	FINANCE	<u>2,000.00</u>
	TOTAL:			6,000.00
U.S. BANK	DINE & DOUGH PROGRAM	GENERAL FUND	NON-DEPARTMENTAL	102.53
	DINE & DOUGH PROGRAM	GENERAL FUND	NON-DEPARTMENTAL	48.08
	DINE & DOUGH PROGRAM	GENERAL FUND	NON-DEPARTMENTAL	254.48
	DINE & DOUGH PROGRAM	GENERAL FUND	NON-DEPARTMENTAL	147.33
	DINE & DOUGH PROGRAM	GENERAL FUND	NON-DEPARTMENTAL	125.00
	DINE & DOUGH PROGRAM	GENERAL FUND	NON-DEPARTMENTAL	32.13
	SENIOR PROGRAMS SUPPLIES	GENERAL FUND	NON-DEPARTMENTAL	38.78

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	SENIOR PROGRAMS SUPPLIES	GENERAL FUND	NON-DEPARTMENTAL	33.87
	DINE & DOUGH PROGRAM	GENERAL FUND	NON-DEPARTMENTAL	125.00
	DINE & DOUGH PROGRAM	GENERAL FUND	NON-DEPARTMENTAL	9.78
	DINE & DOUGH PROGRAM	GENERAL FUND	NON-DEPARTMENTAL	44.13
	DINE & DOUGH PROGRAM	GENERAL FUND	NON-DEPARTMENTAL	125.00
	DINE & DOUGH PROGRAM	GENERAL FUND	NON-DEPARTMENTAL	194.45
	ADAPTIVE RECREATION JAN MT	GENERAL FUND	NON-DEPARTMENTAL	33.83
	ADAPTIVE RECREATION JAN MT	GENERAL FUND	NON-DEPARTMENTAL	111.97
	HIBARD ACC-OC POLICY DINNE	GENERAL FUND	CITY COUNCIL	85.00
	MURPHY OC REGISTER SUBSCRI	GENERAL FUND	CITY COUNCIL	18.00
	REFUND: DOBY ACC-OC DC DIN	GENERAL FUND	CITY COUNCIL	400.00-
	REFUND: DOBY ACC-OC DC TRI	GENERAL FUND	CITY COUNCIL	1,650.00-
	MURPHY BUSINESS CARDS(500)	GENERAL FUND	CITY COUNCIL	65.55
	MURPHY LAEF ROYAL GALA	GENERAL FUND	CITY COUNCIL	85.00
	DOBY & GUEST LAEF ROYAL GA	GENERAL FUND	CITY COUNCIL	170.00
	HASSELBRINK LAEF ROYAL GAL	GENERAL FUND	CITY COUNCIL	85.00
	HIBARD BREAKFAST BOARD INS	GENERAL FUND	CITY COUNCIL	30.00
	HIBARD LAEF ROYAL GALA	GENERAL FUND	CITY COUNCIL	85.00
	MURPHY ACC-OC POLICY DINNE	GENERAL FUND	CITY COUNCIL	85.00
	COUNCIL MTG DINNER 01/16/2	GENERAL FUND	CITY COUNCIL	123.18
	NEFULDA BUSINESS CARDS(250)	GENERAL FUND	CITY COUNCIL	54.63
	MUPRHY AFFAIR OF THE HEART	GENERAL FUND	CITY COUNCIL	154.50
	DOBY AMERICANA ANNUAL AWARD	GENERAL FUND	CITY COUNCIL	300.00
	DOBY GUEST AMERICANA ANNUAL	GENERAL FUND	CITY COUNCIL	300.00
	HASSELBRINK AMERICANA ANNUA	GENERAL FUND	CITY COUNCIL	300.00
	HIBARD AMERICANA ANNUAL AW	GENERAL FUND	CITY COUNCIL	300.00
	ILLUSTRATOR & ACROBAT SUBS	GENERAL FUND	ADMINISTRATION	59.98
	HOLIDAY PARTY - LUNCH	GENERAL FUND	ADMINISTRATION	1,500.00
	OCREGISTER.COM SUBSCRIPTIO	GENERAL FUND	ADMINISTRATION	26.00
	EMPLOYEE SURVEY	GENERAL FUND	ADMINISTRATION	99.00
	BOMBER JACKET CITY MANAGER	GENERAL FUND	ADMINISTRATION	1,638.63
	REFUND OFFICE SUPPLIES	GENERAL FUND	ADMINISTRATION	71.76-
	REFUND OFFICE SUPPLIES	GENERAL FUND	ADMINISTRATION	79.38-
	OFFICE SUPPLIES	GENERAL FUND	ADMINISTRATION	16.39
	WELLNESS WINNERS - GIFT	GENERAL FUND	ADMINISTRATION	25.00
	EMPLOYEE ID BADGES	GENERAL FUND	ADMINISTRATION	100.00
	HOLIDAY PARTY SUPPLIES	GENERAL FUND	ADMINISTRATION	25.12
	HOLIDAY PARTY SUPPLIES	GENERAL FUND	ADMINISTRATION	50.00
	HOLIDAY PARTY SUPPLIES	GENERAL FUND	ADMINISTRATION	21.82
	HOLIDAY PARTY SUPPLIES	GENERAL FUND	ADMINISTRATION	56.72
	HOLIDAY PARTY LUNCH DEPOSI	GENERAL FUND	ADMINISTRATION	274.12
	HOLIDAY PARTY SUPPLIES	GENERAL FUND	ADMINISTRATION	37.13
	HOLIDAY PARTY SUPPLIES	GENERAL FUND	ADMINISTRATION	89.22
	HOLIDAY PARTY SUPPLIES	GENERAL FUND	ADMINISTRATION	42.86
	EMPLOYEE ID CAMERA	GENERAL FUND	ADMINISTRATION	860.92
	COPY PAPER	GENERAL FUND	ADMINISTRATION	244.31
	GRANFLOR BUSINESS CARDS(250	GENERAL FUND	ADMINISTRATION	54.63
	CHET & GUEST AMERICANA ANN	GENERAL FUND	ADMINISTRATION	618.00
	REFUND: AMERICANA ANNUAL A	GENERAL FUND	ADMINISTRATION	18.00-
	SUPPLIES	GENERAL FUND	FINANCE	67.32
	SUPPLIES	GENERAL FUND	FINANCE	4.30
	CONTRACTUAL SERVICES	GENERAL FUND	FINANCE	10.00
	SUPPLIES	GENERAL FUND	FINANCE	62.40
	SUPPLIES	GENERAL FUND	FINANCE	14.60
	SUPPLIES	GENERAL FUND	FINANCE	72.80
	SUPPLIES	GENERAL FUND	FINANCE	26.93

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	COPY PAPER	GENERAL FUND	FINANCE	244.31
	SOCIAL MEDIA TRAINING	GENERAL FUND	POLICE ADMINISTRATION	898.00
	SWAT TRAINING	GENERAL FUND	POLICE ADMINISTRATION	351.00
	SUPPLIES FOR MCP	GENERAL FUND	POLICE ADMINISTRATION	11.91
	OFFICE SUPPLIES	GENERAL FUND	POLICE ADMINISTRATION	16.49
	OFFICE SUPPLIES	GENERAL FUND	POLICE ADMINISTRATION	131.09
	MONTHLY CHARGE	GENERAL FUND	POLICE ADMINISTRATION	16.38
	OFFICE SUPPLIES	GENERAL FUND	POLICE ADMINISTRATION	20.43
	REFUND	GENERAL FUND	POLICE ADMINISTRATION	28.00-
	OFFICE SUPPLIES	GENERAL FUND	POLICE ADMINISTRATION	262.81
	OFFICE SUPPLIES	GENERAL FUND	POLICE ADMINISTRATION	60.07
	TABLECLOTHS	GENERAL FUND	POLICE ADMINISTRATION	18.00
	SUPPLIES PROMOTIONAL CEREM	GENERAL FUND	POLICE ADMINISTRATION	70.72
	SUPPLIES PROMOTIONAL CEREM	GENERAL FUND	POLICE ADMINISTRATION	32.84
	SUPPLIES PROMOTIONAL CEREM	GENERAL FUND	POLICE ADMINISTRATION	1.10
	SUPPLIES PROMOTIONAL CEREM	GENERAL FUND	POLICE ADMINISTRATION	47.19
	TRAINING	GENERAL FUND	POLICE ADMINISTRATION	26.13
	TRAINING	GENERAL FUND	POLICE ADMINISTRATION	26.13
	TRAINING	GENERAL FUND	POLICE ADMINISTRATION	26.13
	COPY PAPER	GENERAL FUND	POLICE ADMINISTRATION	244.32
	RANGE DOOR SUPPLIES	GENERAL FUND	PATROL	201.70
	RANGE DOOR SUPPLIES	GENERAL FUND	PATROL	53.20
	REFUND	GENERAL FUND	PATROL	195.04-
	K-9 FOOD	GENERAL FUND	PATROL	109.33
	MAILING COSTS	GENERAL FUND	PATROL	20.00
	KITCHEN SUPPLIES	GENERAL FUND	PATROL	304.46
	KITCHEN SUPPLIES	GENERAL FUND	PATROL	151.04
	K-9 FOOD	GENERAL FUND	PATROL	113.46
	KITCHEN AND OFFICE SUPPLIE	GENERAL FUND	PATROL	44.59
	K-9 SUPPLIES	GENERAL FUND	PATROL	213.25
	MAILING COSTS	GENERAL FUND	PATROL	4.85
	OFFICE SUPPLIES	GENERAL FUND	PATROL	40.39
	K-9 TRAINING & SUPPLIES	GENERAL FUND	PATROL	1,500.00
	K-9 TRAINING & SUPPLIES	GENERAL FUND	PATROL	1,500.00
	REFUND	GENERAL FUND	RECORDS	68.45-
	REFUND	GENERAL FUND	RECORDS	226.15-
	YEARLY MEMBERSHIP	GENERAL FUND	RECORDS	65.00
	YEARLY MEMBERSHIP	GENERAL FUND	RECORDS	65.00
	MONTHLY SUPPLIES	GENERAL FUND	RECORDS	8.70
	PUBLIC WORKS PHONE STORAGE	GENERAL FUND	COMMUNITY DEVEL ADMIN	9.99
	PUBLIC WORKS CALENDAR & PL	GENERAL FUND	COMMUNITY DEVEL ADMIN	33.74
	AD IN ROSSMOOR LIVING MAGA	GENERAL FUND	COMMUNITY DEVEL ADMIN	825.00
	CHAMBER BREAKFAST	GENERAL FUND	COMMUNITY DEVEL ADMIN	30.00
	MGMT ANALYST PANELIST LUNC	GENERAL FUND	COMMUNITY DEVEL ADMIN	33.57
	YOUTUBE TV SUBSCRIPTION	GENERAL FUND	COMMUNITY DEVEL ADMIN	72.99
	HP PRINTER INK CARTRIDGES	GENERAL FUND	COMMUNITY DEVEL ADMIN	460.52
	MGMT ANALYST PANELIST LUNC	GENERAL FUND	COMMUNITY DEVEL ADMIN	160.00
	SUPPLIES	GENERAL FUND	COMMUNITY DEVEL ADMIN	162.20
	SUPPLIES	GENERAL FUND	COMMUNITY DEVEL ADMIN	10.75
	STAFF GOING AWAY PARTY	GENERAL FUND	COMMUNITY DEVEL ADMIN	74.88
	STAFF GOING AWAY PARTY	GENERAL FUND	COMMUNITY DEVEL ADMIN	30.04
	STAFF GOING AWAY PARTY	GENERAL FUND	COMMUNITY DEVEL ADMIN	20.91
	STAFF GOING AWAY PARTY	GENERAL FUND	COMMUNITY DEVEL ADMIN	35.83
	STAFF GOING AWAY PARTY	GENERAL FUND	COMMUNITY DEVEL ADMIN	26.76
	STAFF GOING AWAY PARTY	GENERAL FUND	COMMUNITY DEVEL ADMIN	26.19
	STAFF GOING AWAY PARTY	GENERAL FUND	COMMUNITY DEVEL ADMIN	54.00

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	CEAOC ANNUAL MEMBERSHIP	GENERAL FUND	COMMUNITY DEVEL ADMIN	50.00
	TRANSCEIVER MODULE	GENERAL FUND	COMMUNITY DEVEL ADMIN	244.72
	COPY PAPER	GENERAL FUND	COMMUNITY DEVEL ADMIN	244.32
	COPY PAPER	GENERAL FUND	COMMUNITY DEVEL ADMIN	244.31
	MONTHLY SUPPLIES	GENERAL FUND	COMMUNITY DEVEL ADMIN	659.27
	MONTHLY SUPPLIES	GENERAL FUND	COMMUNITY DEVEL ADMIN	278.92
	SUPPLIES	GENERAL FUND	NEIGHBORHOOD PRESERVAT	98.06
	SHIRT EMBROIDERY	GENERAL FUND	NEIGHBORHOOD PRESERVAT	30.00
	SAND BAG GIVEAWAY	GENERAL FUND	STREET MAINTENANCE	643.31
	CPSI PREP TRAINING REYES,	GENERAL FUND	STREET MAINTENANCE	515.00
	YOUTH CENTER WINDOW REPAIR	GENERAL FUND	BUILDING MAINTENANCE	880.00
	WET/DRY VACUUM	GENERAL FUND	BUILDING MAINTENANCE	336.13
	CPR CERTIFICATION	GENERAL FUND	RECREATION ADMINISTRAT	37.00
	CHAMBERS BREAKFAST 02/2024	GENERAL FUND	RECREATION ADMINISTRAT	30.00
	DIRECT TV SUBSCRIPTION	GENERAL FUND	RECREATION ADMINISTRAT	60.99
	SPOTIFY MONTHLY FEE	GENERAL FUND	RECREATION ADMINISTRAT	16.99
	CHAMBER EVENT TRAINING	GENERAL FUND	RECREATION ADMINISTRAT	30.00
	OFFICE SUPPLIES	GENERAL FUND	RECREATION ADMINISTRAT	68.28
	OFFICE SUPPLIES	GENERAL FUND	RECREATION ADMINISTRAT	32.76
	CPRS JOB POSTINGS	GENERAL FUND	RECREATION ADMINISTRAT	75.00
	CPRS TRAINING	GENERAL FUND	RECREATION ADMINISTRAT	90.00
	CPRS CONFERENCE TRAINING	GENERAL FUND	RECREATION ADMINISTRAT	280.00
	OFFICE SUPPLIES	GENERAL FUND	RECREATION ADMINISTRAT	75.00
	OFFICE SUPPLIES	GENERAL FUND	RECREATION ADMINISTRAT	38.10
	EVENTBRITE ANNUAL FEE	GENERAL FUND	RECREATION ADMINISTRAT	29.00
	COPY PAPER	GENERAL FUND	RECREATION ADMINISTRAT	244.32
	AQUATICS STAFF TRAINING/CE	GENERAL FUND	RECREATION ADMINISTRAT	210.00
	TRAVEL & TRAINING	GENERAL FUND	RECREATION ADMINISTRAT	90.99
	TRAVEL & TRAINING	GENERAL FUND	RECREATION ADMINISTRAT	387.80
	APPLE ICLOUD STORAGE	GENERAL FUND	RECREATION ADMINISTRAT	9.99
	TRAVEL & TRAINING	GENERAL FUND	RECREATION ADMINISTRAT	85.00
	TRAVEL & TRAINING	GENERAL FUND	RECREATION ADMINISTRAT	76.99
	CPRS CONFERENCE	GENERAL FUND	RECREATION ADMINISTRAT	1,400.00
	CPRS CONFERENCE	GENERAL FUND	RECREATION ADMINISTRAT	1,400.00
	CONSTANT CONTACTS SUBSCRIP	GENERAL FUND	RECREATION ADMINISTRAT	342.00
	AQUATIC SUPPLIES	GENERAL FUND	AQUATICS	43.69
	YOUTH SPORT SUPPLIES	GENERAL FUND	SPORTS	78.64
	STAFF APPRECIATION	GENERAL FUND	SPORTS	100.00
	PARENT & ME BASKETBALL SUP	GENERAL FUND	SPORTS	64.59
	MAT SERVICE FOR COMM CTR	GENERAL FUND	SPECIAL CLASSES	106.47
	MAT SERVICE FOR COMM CTR	GENERAL FUND	SPECIAL CLASSES	106.47
	MAT SERVICE FOR COMM CTR	GENERAL FUND	SPECIAL CLASSES	106.47
	PRESCHOOL SUPPLIES	GENERAL FUND	SPECIAL CLASSES	59.86
	SENIOR STRETCH AND STRENGT	GENERAL FUND	SPECIAL CLASSES	7.23
	SENIOR STRETCH AND STRENGT	GENERAL FUND	SPECIAL CLASSES	41.50
	SENIOR STRETCH AND STRENGT	GENERAL FUND	SPECIAL CLASSES	50.61
	EVENT DECORATIONS	GENERAL FUND	SPECIAL EVENTS	13.98
	WEEKEND OF ART AWARDS	GENERAL FUND	SPECIAL EVENTS	251.61
	WEEKEND OF ART SUPPLIES	GENERAL FUND	SPECIAL EVENTS	4.17
	WEEKEND OF ART SUPPLIES	GENERAL FUND	SPECIAL EVENTS	22.57
	WEEKEND OF ART AWARDS	GENERAL FUND	SPECIAL EVENTS	580.00
	WEEKEND OF ART AWARDS	GENERAL FUND	SPECIAL EVENTS	1,000.00
	SPRING CARNIVAL	GENERAL FUND	SPECIAL EVENTS	337.06
	SPECIAL EVENTS SUPPLIES	GENERAL FUND	SPECIAL EVENTS	311.19
			TOTAL:	28,616.39

WARRANTS 02/21/2024

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
V & V MANUFACTURING, INC.	HONOR GUARD CAP PIECES	GENERAL FUND	PATROL	156.10
	K-9 BADGE	GENERAL FUND	PATROL	98.27
	REISSUE:DETECTIVE BADGE 48	GENERAL FUND	INVESTIGATION	<u>110.27</u>
			TOTAL:	364.64
VERIZON WIRELESS	MDC 1-8 01/2024	GENERAL FUND	PATROL	306.08
	PD JETPACKS 01/2024	GENERAL FUND	PATROL	76.02
	(20) PD CELLPHONES 01/2024	GENERAL FUND	PATROL	835.60
	(3) MOBILE ID READERS 01/2	GENERAL FUND	PATROL	124.59
	CHIEF OF POLICE PHONE 01/2	GENERAL FUND	PATROL	41.53
	(1) TRIAL MDCS 01/2024	GENERAL FUND	PATROL	40.01
	(3) POLICE 4GLTE SIM 01/20	GENERAL FUND	PATROL	556.63
	(4) DETECTIVE PHONES 01/20	GENERAL FUND	INVESTIGATION	166.12
	CLO PHONE 01/2024	GENERAL FUND	COMMUNITY OUTREACH	41.53
	(6) CITY PHONES 01/2024	GENERAL FUND	COMMUNITY DEVEL ADMIN	267.88
	(2) TRIAL MDCS REFUND 01/2	GENERAL FUND	STREET MAINTENANCE	20.64-
	(2) CITY PHONES 01/2024	GENERAL FUND	STREET MAINTENANCE	<u>41.53</u>
			TOTAL:	2,476.88
WEST COAST ARBORISTS, INC.	TREE MAINTENANCE BALL ROAD	GENERAL FUND	PARK MAINTENANCE	<u>22,192.00</u>
			TOTAL:	22,192.00
WEX HEALTH, INC.	FSA MONTHLY 01/2024	GENERAL FUND	NON-DEPARTMENTAL	<u>50.00</u>
			TOTAL:	50.00
WILLDAN ENGINEERING	CITY ENGINEER 11/2023	GENERAL FUND	CITY ENGINEER	14,272.00
	PLAN CHECKING 11/2023	GENERAL FUND	CITY ENGINEER	9,274.75
	INTERIM PW MANAGER 11/2023	GENERAL FUND	CITY ENGINEER	7,950.00
	CITY ENGINEER 09/2023	GENERAL FUND	CITY ENGINEER	16,000.00
	PLAN CHECKING 10/2023	GENERAL FUND	CITY ENGINEER	15,770.75
	CITY ENGINEER 10/2023	GENERAL FUND	CITY ENGINEER	15,720.00
	PLAN CHECKING 10/2023	GENERAL FUND	CITY ENGINEER	8,612.75
	TRAFFIC ENGINEER 09/2023	GENERAL FUND	CITY ENGINEER	4,010.00
	PLAN CHECKING 09/2023	GENERAL FUND	CITY ENGINEER	1,128.00
	COMM CTR ROOF PROJECT 11/	GENERAL FUND	CAPITAL PROJECTS	2,112.00
	2022-23 STREET IMPROV 11/	GENERAL FUND	CAPITAL PROJECTS	7,762.00
	LATV BLDG 11/2023	GENERAL FUND	CAPITAL PROJECTS	93.50
	MEDIAN ISLAND CONCEPT 11/	GENERAL FUND	CAPITAL PROJECTS	1,544.00
	MEDIAN ISLAND CONCEPT 11/20	GENERAL FUND	CAPITAL PROJECTS	864.00
	COMM CTR ROOF PROJECT 09/	GENERAL FUND	CAPITAL PROJECTS	2,400.00
	COMM CTR ROOF PROJECT 10/	GENERAL FUND	CAPITAL PROJECTS	1,600.00
	PHASE II STREET 09/2023	GENERAL FUND	CAPITAL PROJECTS	7,076.00
	PINE STREET IMPROV 10/2023	GENERAL FUND	CAPITAL PROJECTS	30,000.00
	MEDIAN ISLAND CONCEPT09/20	GENERAL FUND	CAPITAL PROJECTS	5,143.00
	COMM CTR ROOF PROJECT 09/2	GENERAL FUND	CAPITAL PROJECTS	374.00
	PHASE II STREET 10/2023	GENERAL FUND	CAPITAL PROJECTS	4,091.50
	LATV BLDG 10/2023	GENERAL FUND	CAPITAL PROJECTS	2,599.00
	BLOOMFIELD PMRF 11/2023	GAS TAX	CAPITAL PROJECTS	530.25
	CDBG HOWARD STREET 09/202	GAS TAX	CAPITAL PROJECTS	1,440.00
	CDBG HOWARD STREET 10/2023	GAS TAX	CAPITAL PROJECTS	360.00
	BLOOMFIELD PMRF 09/2023	GAS TAX	CAPITAL PROJECTS	1,298.50
	BLOOMFIELD PMRF 10/2023	GAS TAX	CAPITAL PROJECTS	745.00
	CONCRETE SHAVING 11/2023	MEASURE M	CAPITAL PROJECTS	150.00
	STREET MARKINGS 09/2023	MEASURE M	CAPITAL PROJECTS	480.00
	PMP UPDATE 09/2023	MEASURE M	CAPITAL PROJECTS	87.50
	EMERGENCY GENERATOR 09/202	FACILITY CAPITAL E	CAPITAL PROJECTS	561.00

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
WILLDAN ENGINEERING	EMERGENCY GENERATOR 09/20	FACILITY CAPITAL E	CAPITAL PROJECTS	<u>1,702.00</u>
			TOTAL:	165,751.50
WILLDAN FINANCIAL SERVICES	COST RECOVERY 01/2024	GENERAL FUND	ADMINISTRATION	<u>2,922.00</u>
			TOTAL:	2,922.00
WORLD TRADE PRINTING COMPANY	CITY NEWS FALL 2023 BROCHU	GENERAL FUND	ADMINISTRATION	1,398.27
	CITY NEWS BROCHURE 23/24	GENERAL FUND	ADMINISTRATION	<u>1,537.99</u>
			TOTAL:	2,936.26

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

10	GENERAL FUND	441,025.41
20	GAS TAX	4,373.75
26	MEASURE M	717.50
52	FACILITY CAPITAL EXPENSES	2,263.00
53	TECHNOLOGY REPLACEMENT	27,514.17
54	SELF INSURANCE TRUST	14,625.80
99	POOL CLEARING FUND	230.76

GRAND TOTAL:	490,750.39
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VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
U.S. BANK	REISSUE:CAL CARD 111769	GENERAL FUND	NON-DEPARTMENTAL	1,636.49
			NON-DEPARTMENTAL	1,263.78
			CITY COUNCIL	32.00
			CITY COUNCIL	217.29
			ADMINISTRATION	1,120.46
			ADMINISTRATION	2,157.00
			ADMINISTRATION	460.98
			ADMINISTRATION	750.00
			ADMINISTRATION	849.56
			ADMINISTRATION	119.99
			FINANCE	551.46
			FINANCE	35.00
			POLICE ADMINISTRATION	685.70
			POLICE ADMINISTRATION	1,099.69
			PATROL	1,019.13
			RECORDS	589.49
			RECORDS	250.00
			RECORDS	8.70
			COMMUNITY OUTREACH	1,530.73
			EMERGENCY PREPAREDNESS	83.94
			COMMUNITY DEVEL ADMIN	3,794.20
			COMMUNITY DEVEL ADMIN	1,400.00
			COMMUNITY DEVEL ADMIN	825.00
			NEIGHBORHOOD PRESERVAT	100.00
			STREET MAINTENANCE	1,778.23
			STREET MAINTENANCE	2.99
			PARK MAINTENANCE	1,356.06
			BUILDING MAINTENANCE	846.28
			BUILDING MAINTENANCE	703.61
			ECONOMIC DEVELOPMENT	900.00
			ECONOMIC DEVELOPMENT	25.00
			RECREATION ADMINISTRAT	989.06
			RECREATION ADMINISTRAT	1,641.42
			RECREATION ADMINISTRAT	70.98
			COMMUNITY SERVICES	280.00
			DAY CAMP	567.23
			SPORTS	21.84
			SPORTS	371.42
			SPORTS	85.95
			SPORTS	200.00
			SPORTS	20.75
			SPECIAL CLASSES	135.19
			SPECIAL CLASSES	1,192.99
			SPECIAL EVENTS	11,143.36
			SPECIAL EVENTS	3,190.48
			AMERICAN RESCUE PL NON - DEPARTMENTAL	143.83
			TOTAL:	46,247.26

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
===== FUND TOTALS =====				
10	GENERAL FUND	46,103.43		
56	AMERICAN RESCUE PLAN ACT	143.83		

	GRAND TOTAL:	46,247.26		

Retirees Medical Reimbursement

Date: February 1, 2024

Number of Transactions: 17

Total Batch: \$11,487.90

Payroll 02/02/2024

-----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	39.46	13.40	870.34	
10-511 City Manager/ City Clerk	29,271.95	20,575.10	0.00	398.30	8,298.55	4,035.54	4,452.24	20,784.17	
10-512 Finance	12,996.35	9,621.90	22.51	780.80	2,571.14	1134.17	1617.41	10,244.77	
10-521 Police Administration	29,119.20	24,761.80	0.00	0.00	4,357.40	5,453.63	5,045.41	18,620.16	
10-522 Police- Patrol	87,128.03	52,783.92	21,065.75	5,442.56	7,835.80	13,574.77	13,099.62	60,453.64	
10-523 Police- Investigation	21,337.13	15,426.00	2,504.52	1,473.20	1,933.41	4,685.60	3,636.78	13,014.75	
10-524 Police- Records	10,755.49	6,074.24	0.00	542.42	4,138.83	747.78	1,463.48	8,544.23	
10-526 Police- Community Outreach	1,658.25	0.00	0.00	0.00	1,658.25	62.18	86.02	1,510.05	
10-527 Police-Youth Programs	5,057.78	2,941.20	440.10	980.40	696.08	947.74	598.79	3,511.25	
10-528 Police- Traffic	3,304.25	0.00	0.00	336.00	2,968.25	123.91	108.12	3,072.22	
10-531 Development Services- Administration	26,315.09	17,141.90	0.00	3,372.81	5,800.38	3,229.61	3,967.15	19,118.33	
10-532 Development Services- Planning	3,630.55	2,982.70	191.75	0.00	456.10	518.63	688.30	2,423.62	
10-533 Development Services- Neighborhood Preservation	5,731.89	2,352.24	0.00	335.40	3,044.25	340.42	659.78	4,731.69	
10-542 Development Services- Street Maintenance	14,166.20	10,001.98	0.00	1,837.82	2,326.40	2,111.24	1,224.86	10,830.10	
10-544 Development Services- Facility Maintenance	2,286.60	2,035.44	0.00	0.00	251.16	386.17	30.40	1,870.03	
10-545 Economic Development	3,355.60	2,743.62	0.00	166.28	445.70	258.66	207.09	2,889.85	
10-551 Recreation Administration	41,827.22	29,955.10	208.62	0.00	11,663.50	5,159.91	5,806.30	30,861.01	
10-556 Recreation- Sports	13,209.13	0.00	0.00	0.00	13,209.13	495.34	633.76	12,080.03	
10-557 Special Classes	34.66	0.00	0.00	0.00	34.66	1.30	0.50	32.86	
TOTALS	\$312,108.57	\$200,320.34	\$24,433.25	\$15,665.99	\$71,688.99	\$43,306.06	\$43,339.41	\$225,463.10	

REGULAR INPUT: 121

MANUAL INPUT: 0

CHECK STUB COUNT: 0

DIRECT DEPOSIT STUB COUNT: 121

Payroll 02/02/2024

BENEFITS & WITHHOLDINGS

		Employee	Employer
Fed Taxes	Employee/ Employer (MediCare)	\$37,495.55	\$28,587.73
State Taxes	Employee	\$10,977.75	\$8,907.82
ICMA	Employee	\$3,243.19	
PD Association	Employee	\$360.00	
LosAl Employees Assoc	Employee	\$1,416.56	
Nationwide - Full Time	Employee	\$1,590.00	
Nationwide - PT	Employee/ Employer	\$3,036.08	\$1,518.04
PERS Deferred Comp	Employee	\$1,555.76	
PERS	Employee/ Employer	\$58,295.84	\$23,267.23
AFLAC	Employee	\$82,096.35	\$35,028.61
PERS Medical	Employee/ Employer	\$690.88	
Delta Dental PPO	Employer	\$4,325.40	
Delta Dental HMO	Employer	\$461.53	
VSP Vision	Employer	\$1,045.06	
Standard Self Admin	Employee/ Employer		
Standard Life Optional	Employee	\$351.85	
TOTALS		\$206,941.80	\$53,373.00
			\$45,454.47

DEDUCTION GRAND TOTALS

DESC	EARNINGS		DEDUCTIONS			EMPLOYER	DESC	TAXES		
	HRS	AMOUNT	CD	ABBV	EMPLOYEE			TAXABLE	EMPLOYEE	EMPLOYER
REG	4599.10	\$200,320.34	125	I-125	\$671.09		FED W/H	\$ 271,505.04	\$ 28,154.37	
PTRG	1431.20	\$31,014.67	129	I-129	\$192.31		ST WH CA	\$ 271,505.04	\$ 10,803.79	
PHEO	66.75	\$2,135.65	AFP	AFLPT	\$167.22		FICA	\$ 302,157.73	\$ 4,381.25	\$ 4,381.25
HOL	426.00	\$19,155.22	CMP	CLOAN	\$61.44		MEDI			
ABST	70.00	\$0.00	CS1	CS-CO	\$230.76					
OT	8.50	\$422.88	DCI	DCICM	\$2,620.00					
OTS	276.50	\$23,494.97	DCM	DCICM		\$350.00				
CTOT	4.00	\$323.64	DCN	DCNW	\$1,590.00					
STBY	2.00	\$191.76	DCP	DCPRS	\$1,555.76					
MOT	0.00	\$174.71	DD1	DPPO1		\$272.25				
CAR	0.00	\$1,100.00	DD2	DPPO2		\$211.50				
CELL	0.00	\$1,060.00	DD3	DPPO3		\$634.50				
PPHC	0.00	\$1,728.16	DD4	DDMO1		\$38.55				
MEDR	0.00	\$7,350.00	DD5	DDMO2		\$69.45				
SPAS	0.00	\$2,111.32	DD6	DDMO3		\$123.30				
SPSK	0.00	\$127.84	DI%	DCI%	\$96.32					
OCWD	0.00	\$250.00	DIS	DISAF	\$178.22					
OCWE	0.00	\$160.00	DLI	DCLIC	\$176.87					
UNIF	0.00	\$1,150.00	LEA	LAEAD	\$380.00					
UNI2	0.00	\$75.00	LIF	LIFE	\$175.95					
FTO	0.00	\$147.00	LTD	A LTD	\$82.73					
RTRO	0.00	\$230.48	MED	MDINS	\$9,112.53	\$27,869.54				
ADML	1.50	\$90.30	PBB	PRSBB	\$481.97					
EAU	66.00	\$3,539.81	PN1	PEPME	\$6,182.51					
EAA	6.00	\$0.00	PN2	PEPMR		\$6,126.70				
COMA	56.63	\$0.00	PN3	PEPSE	\$8,205.19					
FLHO	10.00	\$514.40	PN4	PEPSR		\$8,079.85				
SICK	158.83	\$5,283.93	POS	POAS	\$1,416.56					
VAC	78.66	\$3,247.04	PR0	PRM8	\$2,395.05					
POST5	0.00	\$200.00	PR2	PRSMR		\$8,416.71				
POST6	0.00	\$450.00	PR4	PRSSR		\$12,405.35				
POST7	0.00	\$2,405.99	PR5	PRSB4	\$1,088.28					
POST8	0.00	\$357.95	PR6	PRSAF	\$2,330.51					
POCO	27.50	\$1,267.75	PR7	PRMB4	\$597.52					
POVA	37.37	\$1,722.76	PR8	PRMAF	\$1,228.99					
BILI	0.00	\$250.00	PR9	PRSCC	\$699.55					
HOT	0.00	\$55.00	RTP	RT-PT	\$1,330.14	\$1,330.14				
			SUR	SURVI	\$58.59					
			VS1	VIS1		\$90.44				
			VS2	VIS2		\$76.30				
			VS3	VIS3		\$178.36				
Totals	\$ 7,326.54	\$ 312,108.57			\$ 43,306.06	\$ 66,272.94		\$ 43,339.41	\$ 4,381.25	

Payroll 02/16/2024

-----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	39.46	13.40	870.34
10-511 City Manager/ City Clerk	28,969.48	20,495.63	0.00	3,711.23	4,762.62	4,033.38	4,364.42	20,571.68
10-512 Finance	13,163.12	9,023.32	0.00	2863.08	1,276.72	1144.55	1606.37	10,412.20
10-521 Police Administration	28,999.20	27,483.64	0.00	815.56	700.00	5,453.63	5,014.50	18,531.07
10-522 Police- Patrol	75,004.63	53,379.98	10,357.53	4,846.50	6,420.62	13,547.07	11,601.91	49,855.65
10-523 Police- Investigation	22,020.43	15,937.36	3,568.32	961.84	1,552.91	4,644.34	3,812.91	13,563.18
10-524 Police- Records	10,336.48	6,402.15	0.00	1093.05	2,841.28	735.45	1,391.69	8,209.34
10-526 Police- Community Outreach	2,034.12	0.00	0.00	0.00	2,034.12	76.28	156.36	1,801.48
10-527 Police-Youth Programs	5,241.46	3,921.60	773.78	0.00	546.08	927.11	659.88	3,654.47
10-528 Police- Traffic	3,030.27	0.00	0.00	117.60	2,912.67	113.64	73.30	2,843.33
10-531 Development Services- Administration	22,344.88	17,657.40	0.00	1,843.40	2,844.08	2,756.18	3,709.48	15,879.22
10-532 Development Services- Planning	3,600.56	2,833.57	191.75	575.24	0.00	518.63	678.22	2,403.71
10-533 Development Services- Neighborhood Preservation	5,921.64	2,548.26	0.00	65.34	3,308.04	347.53	697.75	4,876.36
10-542 Development Services- Street Maintenance	13,196.14	11,575.53	295.65	414.96	910.00	1,855.13	1,183.00	10,158.01
10-544 Development Services- Facility Maintenance	2,286.60	2,261.60	0.00	0.00	25.00	386.17	30.40	1,870.03
10-545 Economic Development	3,325.60	3,325.60	0.00	0.00	0.00	258.66	201.07	2,865.87
10-551 Recreation Administration	42,340.48	33,173.90	443.28	1,060.50	7,662.80	5,181.85	5,825.61	31,333.02
10-556 Recreation- Sports	14,669.29	0.00	0.00	0.00	14,669.29	550.12	766.87	13,352.30
10-557 Special Classes	51.99	0.00	0.00	0.00	51.99	1.95	0.75	49.29
TOTALS	\$297,459.57	\$210,942.74	\$15,630.31	\$18,368.30	\$52,518.22	\$42,571.13	\$41,787.89	\$213,100.55

REGULAR INPUT: 117

MANUAL INPUT: 0

CHECK STUB COUNT: 0

DIRECT DEPOSIT STUB COUNT: 117

BENEFITS & WITHHOLDINGS

		Employee	Employer
Fed Taxes	Employee/ Employer (MediCare)	\$35,713.02	\$31,538.01
State Taxes	Employee		\$4,175.01
ICMA	Employee	\$3,241.56	
PD Association	Employee	\$1,416.56	
LosAl Employees Assoc	Employee	\$360.00	
Nationwide - Full Time	Employee	\$1,590.00	
Nationwide - PT	Employee/ Employer	\$2,840.90	\$1,420.45
PERS Deferred Comp	Employee	\$57,585.33	\$22,972.63
PERS	Employee/ Employer	\$1,555.76	\$34,612.70
AFLAC	Employee		
PERS Medical	Employee/ Employer		
Delta Dental PPO	Employer		
Delta Dental HMO	Employer		
VSP Vision	Employer		
Standard Self Admin	Employee/ Employer	\$1,834.17	
Standard Life Optional	Employee		
TOTALS		\$116,387.18	\$55,931.09
			\$40,208.16

DEDUCTION GRAND TOTALS

-----EARNINGS-----			-----DEDUCTIONS-----			-----TAXES-----				
DESC	HRS	AMOUNT	CD	ABBV	EMPLOYEE	EMPLOYER	DESC	TAXABLE	EMPLOYEE	EMPLOYER
REG	4883.67	\$210,942.74	125	I-125	\$671.09		FED W/H	\$ 257,489.53	\$ 27,363.00	
PTRG	1568.75	\$33,934.13	129	I-129	\$192.31		ST WH CA	\$ 257,489.53	\$ 10,249.88	
PHEO	71.50	\$2,220.72	AFP	AFLPT	\$167.22		FICA	\$ 287,935.37	\$ 4,175.01	\$ 4,175.01
ABST	57.00	\$0.00	CS1	CS-C0	\$230.76		MEDI			
OT	19.70	\$930.68	DCI	DCICM	\$2,620.00					
OTS	177.33	\$14,545.31	DCM	DCICM		\$350.00				
STBY	2.00	\$154.32	DCN	DCNW	\$1,590.00					
CAR	0.00	\$1,100.00	DCP	DCPRS	\$1,555.76					
PPHC	0.00	\$1,543.76	DD1	DPP01		\$272.25				
MEDR	0.00	\$7,700.00	DD2	DPP02		\$211.50				
SPAS	0.00	\$2,123.52	DD3	DPP03		\$634.50				
SPSK	0.00	\$127.84	DD4	DDM01		\$38.55				
OCWD	0.00	\$250.00	DD5	DDM02		\$41.67				
OCWE	0.00	\$160.00	DD6	DDM03		\$102.75				
UNIF	0.00	\$175.00	DI%	DCI%	\$94.69					
UNI2	0.00	\$75.00	DIS	DISAF	\$178.22					
FTO	0.00	\$162.75	DLI	DCLIC	\$176.87					
ADML	15.00	\$847.00	LEA	LAEAD	\$340.00					
EAA	78.00	\$0.00	LIF	LIFE	\$175.95					
COMA	41.75	\$0.00	LTD	A LTD	\$82.73					
FLHO	44.00	\$2,342.28	MED	MDINS	\$8,685.89	\$25,716.04				
SICK	132.67	\$5,071.07	PBB	PRSBB	\$481.97					
VAC	144.66	\$8,860.85	PN1	PEPME	\$6,062.92					
POST7	0.00	\$2,587.55	PN2	PEPMR		\$6,008.19				
POST8	0.00	\$357.95	PN3	PEPSE	\$8,139.09					
JURY	30.00	\$1,247.10	PN4	PEPSR		\$8,014.77				
			POS	POAS	\$1,416.56					
			PR0	PRM8	\$2,395.05					
			PR2	PRSMR		\$8,240.25				
			PR4	PRSSR		\$12,349.49				
			PR5	PRSB4	\$1,088.28					
			PR6	PRSAF	\$2,311.97					
			PR7	PRMB4	\$597.52					
			PR8	PRMAF	\$1,140.48					
			PR9	PRSCC	\$699.55					
			RTP	RT-PT	\$1,420.45	\$1,420.45				
			SUR	SURVI	\$55.80					
			VS1	VIS1		\$90.44				
			VS2	VIS2		\$61.04				
			VS3	VIS3		\$164.64				
			VS3	VIS3						
Totals	\$ 7,266.03	\$ 297,459.57			\$ 42,571.13	\$ 63,716.53			\$ 41,787.89	\$ 4,175.01

City Council Regular Agenda
March 18, 2024

Item 11A

Minutes to be submitted under separate cover

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: March 18, 2024

ITEM NUMBER: 11B

To: Mayor Jordan B. Nefulda & Members of the City Council

Presented By: Ron Noda, Development Services Director

**Subject: Signing and Striping Improvements on Los Alamitos Boulevard
Between Katella Avenue to Coyote Creek Trail (CIP No. 23/24-06)**

SUMMARY

Striping and pavement marking assist in maintaining safe and up-to-date standards that comply with current Federal and State guidelines. Currently, the existing striping is faded on Los Alamitos Boulevard between Katella Avenue and the Coyote Creek Trail/Bridge and needs re-striping. This Capital Improvement Project (CIP No. 23/24-06) is proposing to re-stripe and modify the striping to include bike lanes and create a safer environment for all modes of transportation.

RECOMMENDATION

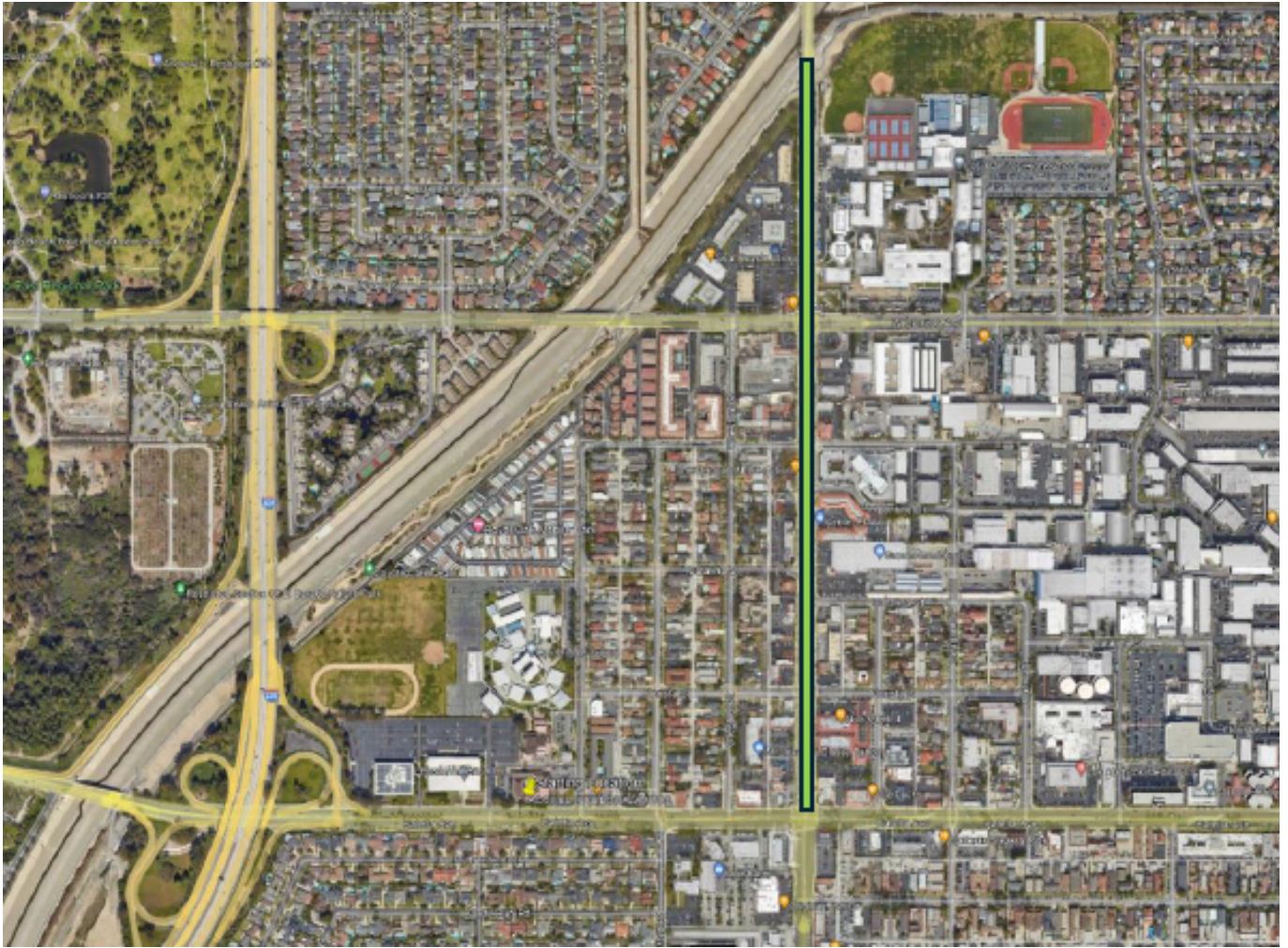
1. Approve the plans and specifications for the Signing and Striping Improvements on Los Alamitos Boulevard between Katella Avenue to Coyote Creek Trail (CIP No. 23/24-06) Project; and,
2. Authorize staff to advertise and solicit bid proposals.

BACKGROUND

The City is proposing to restripe Los Alamitos Boulevard between Katella Avenue and the Coyote Creek Trail/bridge and installing the Active Transportation Plan (ATP) recommendation. The proposed plan will improve bicyclist safety, pedestrian safety, and vehicle safety. Painting bicycle lanes will also encourage Los Alamitos High School students to use bicycles as an alternate means of transportation.

DISCUSSION

Street and pavement markings are used to convey important safety messages to roadway users, calm vehicle speed, assist with safety for vehicles, bicyclists, and pedestrians, and provide directions for drivers. The existing striping and pavement marking on Los Alamitos Boulevard between Katella Avenue and the Coyote Creek Trail/bridge (see image below) are faded and need repainting. The City has prepared a pavement marking and striping plan to include the Active Transportation Plan (ATP) recommendations prepared for the City of Los Alamitos. The proposed plan will improve bicycle safety and connectivity to the Downtown/Pine Street activity area. The plan calls for the installation of bike lanes with signs and pavement markings to improve the safety of all modes of transportation.



The project was presented to the Traffic Commission at their January 10, 2024 meeting, and it was unanimously recommended to City Council for approval. The following is an approximate timeline for the project:

03/18/2024 - Approval of plans & specifications by the City Council
03/25/2024 - Advertise project
04/17/2024 - Bid opening
05/20/2024 - Award of Contract (City Council Meeting)
06/24/2024 - Start of construction
08/01/2024 - End of construction

FISCAL IMPACT

Available funding for this project was approved in the 2023-2024 adopted budget. The project total is \$110,000 and would be funded from the City's Measure M Fund.

Attachment: 1. Signing and Striping Improvements on Los Alamitos Boulevard (CIP No. 23/24-06) Project

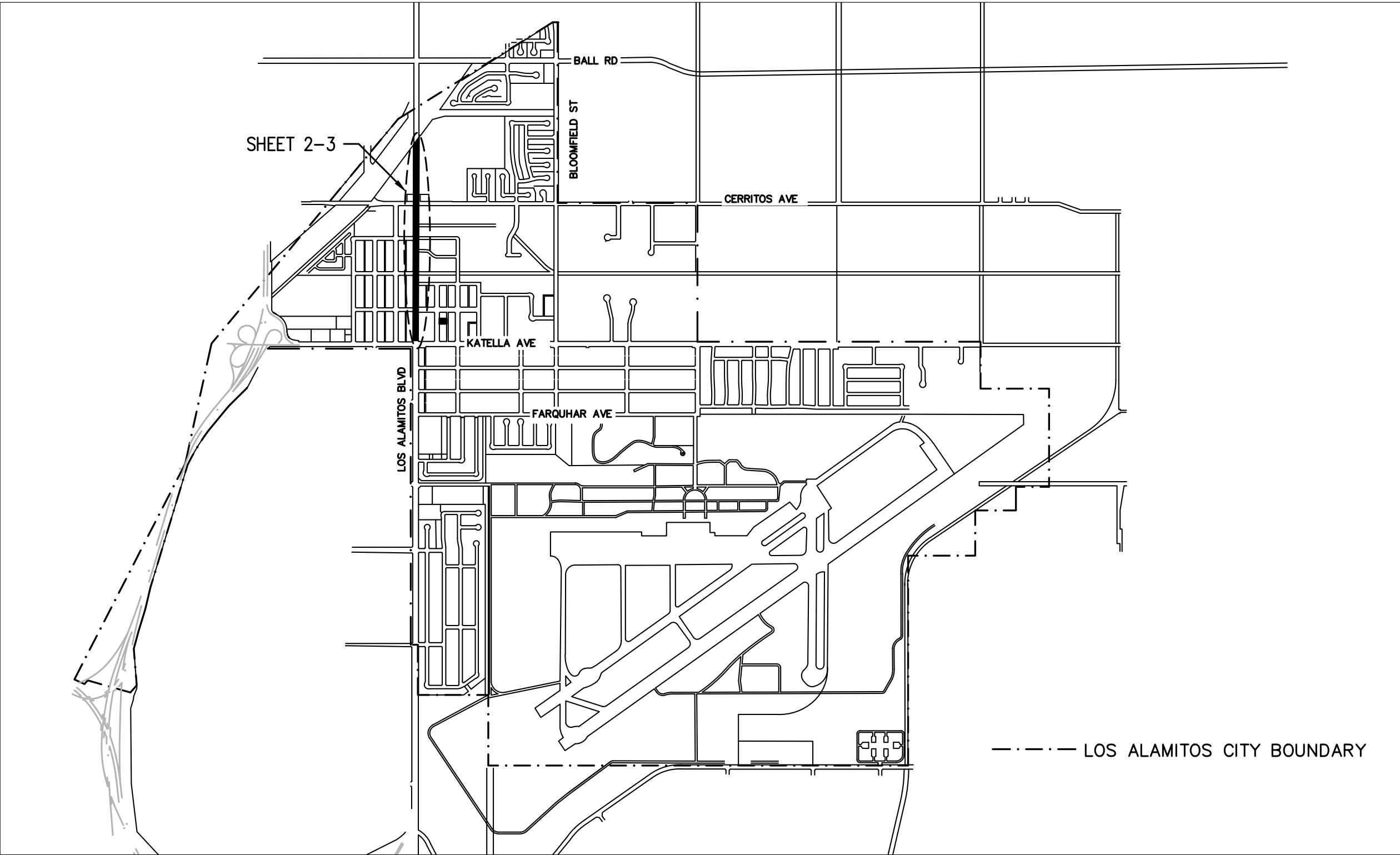
UTILITY CONTACTS:

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



CITY OF LOS ALAMITOS
DEVELOPMENT SERVICES DEPARTMENT

SIGNING & STRIPING IMPROVEMENTS
ON LOS ALAMITOS BLVD
FY 2023-2024



VICINITY MAP

SCALE : NTS

SHEET SCHEDULE	
SHEET NO.	DESCRIPTION
1	TITLE SHEET AND NOTES
2-4	LOS ALAMITOS BLVD SIGNING & STRIPING PLANS
4	STRIPING DETAIL SHEET

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

SIGNING AND STRIPING GENERAL NOTES

- SIGNING AND STRIPING 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.
- REMOVE ALL EXISTING STRIPING PRIOR TO INSTALLING NEW.
- REMOVAL OF ALL STRIPING 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, UNLESS OTHERWISE NOTED.
- 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.



REVISIONS

REFERENCES



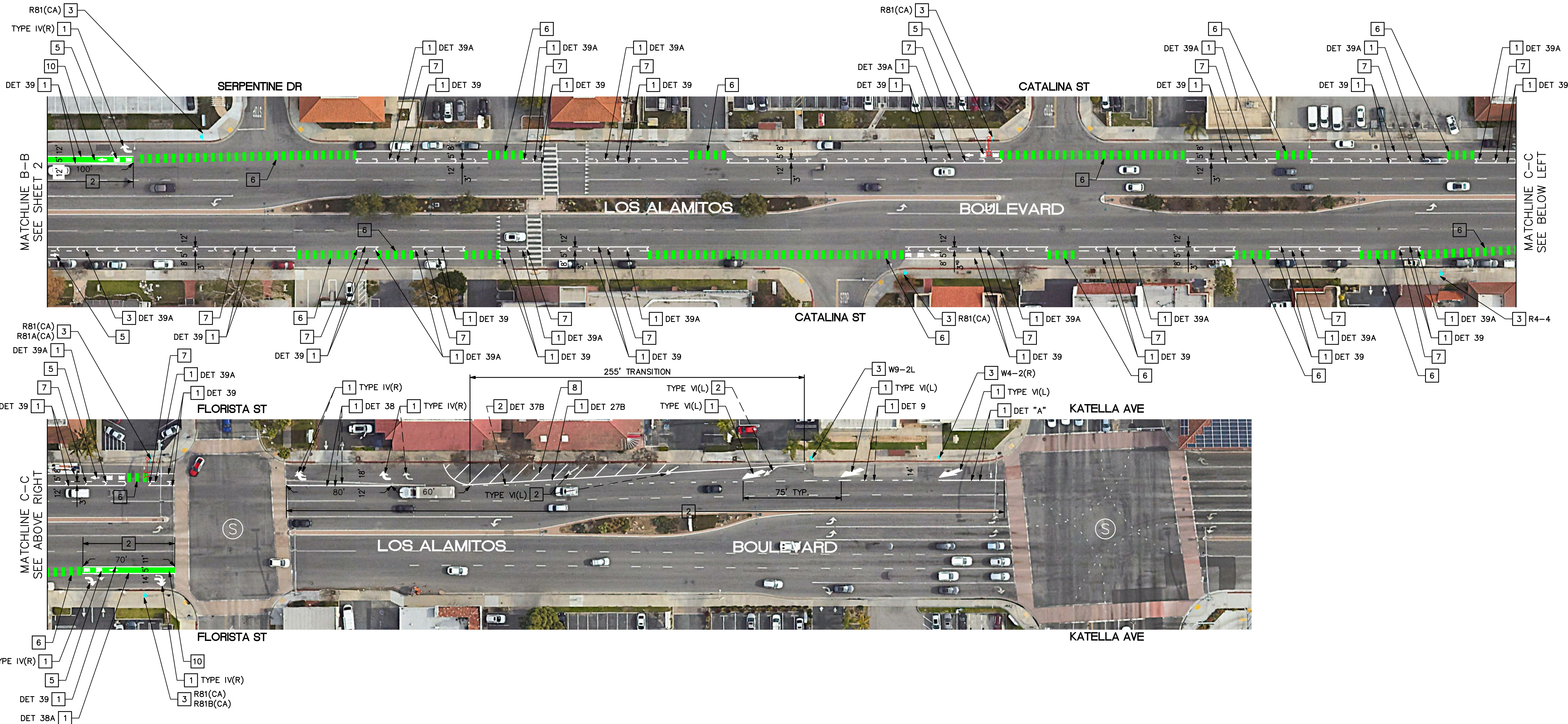
DRAWN BY	MO	3/6/2024
CHECKED BY	FI	3/6/2024
DESIGNED BY	MO/FI	3/6/2024
APPROVED	<i>Farhad Tran</i> City Engineer	3/6/2024 Date

CITY OF LOS ALAMITOS

TITLE SHEET

SHEET 1 OF 4

FILE: W:\WE-CAL\los alamitos city of\112181 - los al te svcs (previous 107051)\los al bnd bike lanes\900-PS&C\901-plans\PL-STRIPED-LOS AL BLVD.dwg
USER: M08regon
DATE: Mar 05, 2024 - 2:15pm



SIGNING AND STRIPING GENERAL NOTES

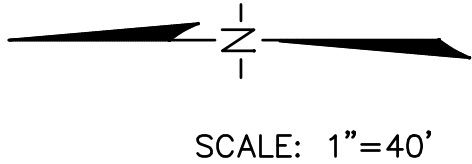
- SIGNING AND STRIPING AND THE INSTALLATION THEREOF SHALL CONFORM TO CALTRANS STANDARD PLANS AND SPECIFICATIONS, LATEST EDITION, THE CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (CALIFORNIA MUTCD), LATEST EDITION, THIS PLAN AND THE SPECIAL PROVISIONS.
- REMOVE ALL EXISTING STRIPING PRIOR TO INSTALLING NEW.
- REMOVAL OF ALL STRIPING 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, UNLESS OTHERWISE NOTED.
- 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.

STRIPING CONSTRUCTION NOTES

- INSTALL STRIPING DETAIL AND/OR PAVEMENT MARKING AS SHOWN.
- REMOVE CONFLICTING STRIPING.
- INSTALL SIGN(S) AND/OR NEW POST AS NOTED.
- REMOVE SIGN(S) AND/OR POST AS NOTED.
- INSTALL BIKE PAVEMENT MARKINGS PER DETAIL "B".
- INSTALL BIKE CROSSING PER DETAIL "C".
- INSTALL 6" CHEVRONS @ 15' O.C.
- INSTALL 6" 45° DIAGONAL MARKINGS @ 15' O.C.
- INSTALL K71-BOLLARD @ 15' O.C.
- PAINT INTERIOR OF BIKE LANE GREEN (2 COATS).

LEGEND

- SIGNALIZED INTERSECTION
- EXISTING SIGN & POST
- PROPOSED SIGN & POST



SCALE: 1"=40'



REVISIONS			
NUMBER	DATE	INITIALS	

REFERENCES	
APP'D	

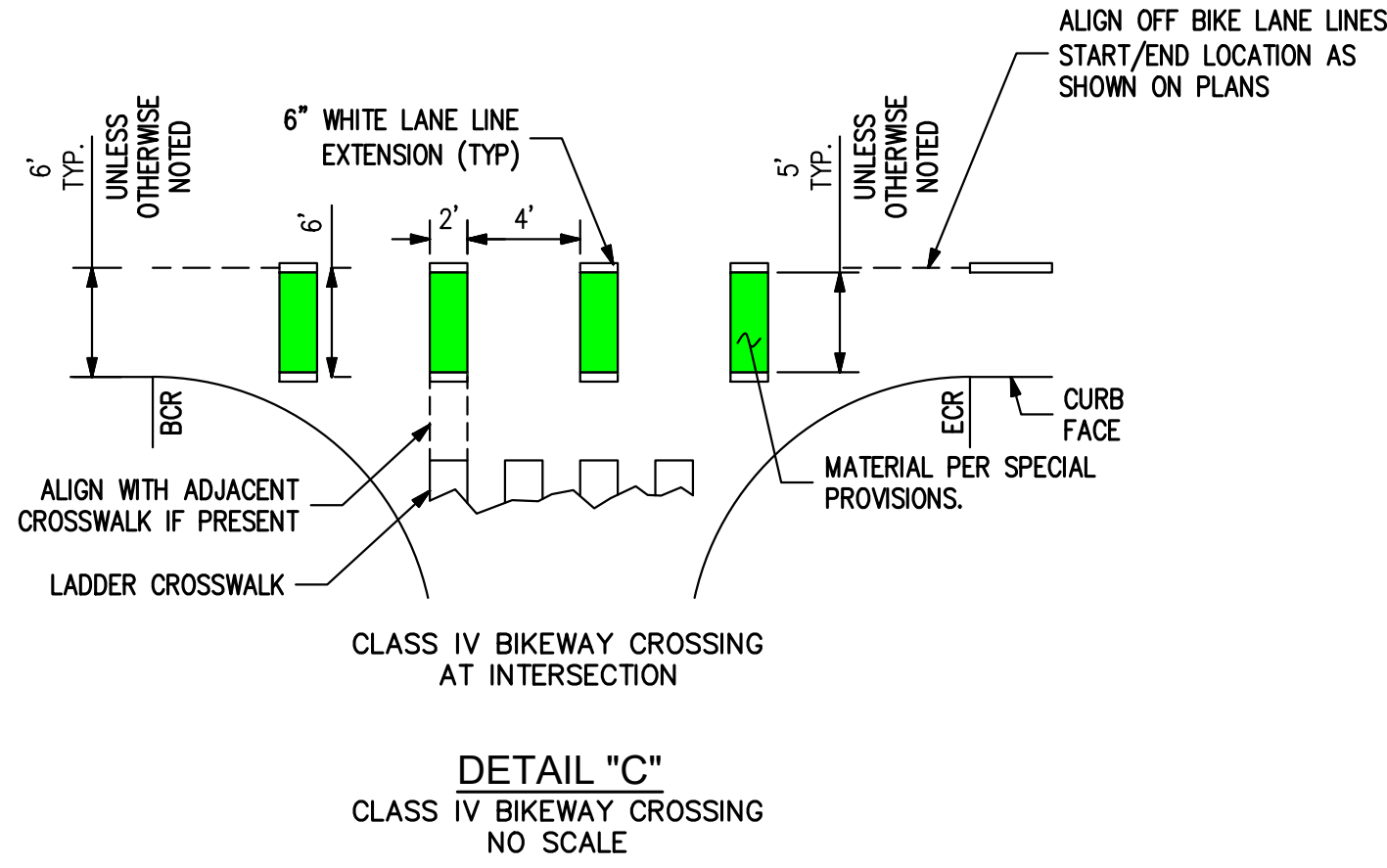
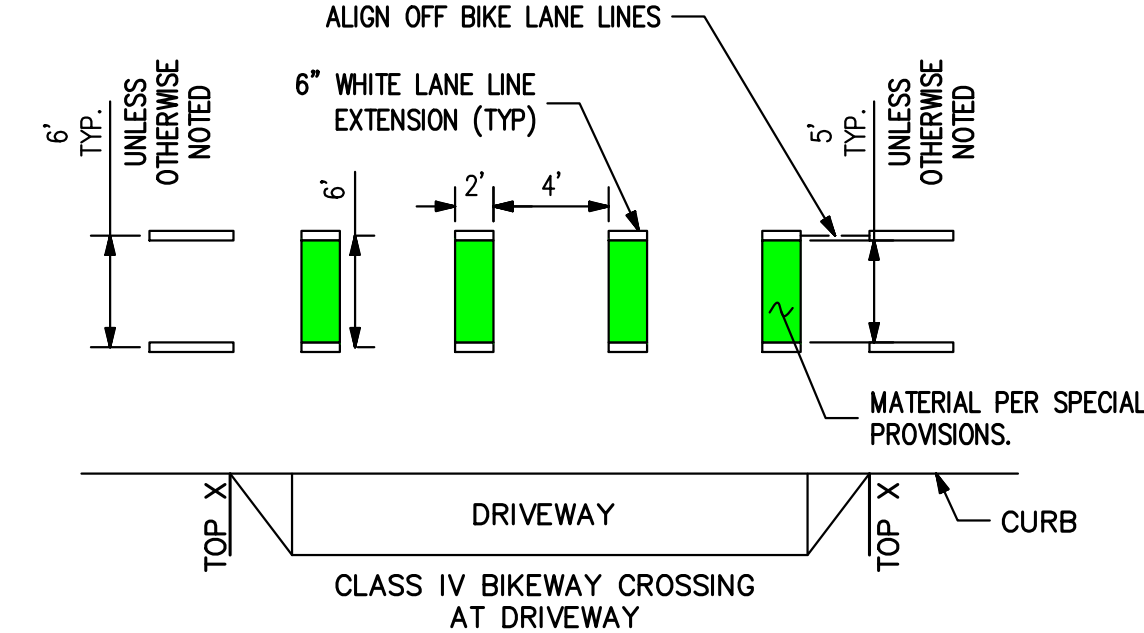
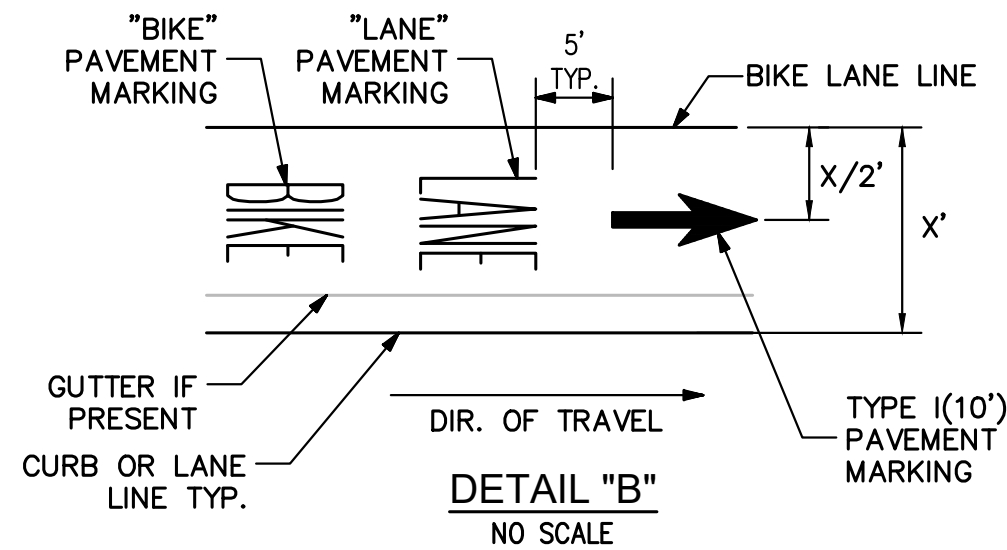
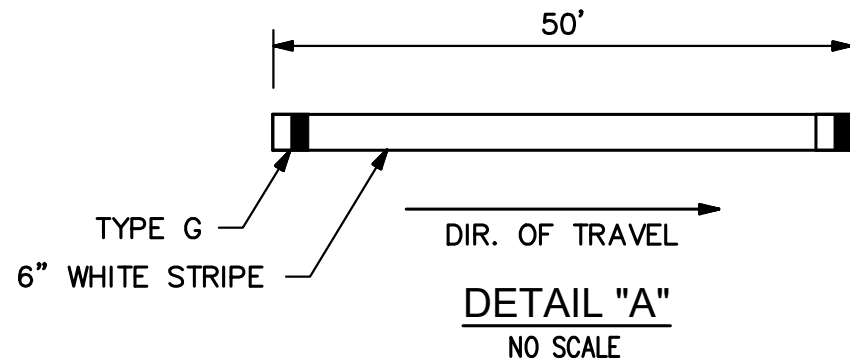


WILLDAN Engineering		DATE
DRAWN BY	MO	3/6/2024
CHECKED BY	FI	3/6/2024
DESIGNED BY	MO/FI	3/6/2024
APPROVED	<i>Farhad Tavakoli</i> City Engineer	3/6/2024 Date

CITY OF LOS ALAMITOS	
BIKE LANE STRIPING PLANS	
LOS ALAMITOS BLVD FROM NORTH CITY LIMIT TO KATELLA AVE	

SHEET 3 OF 4

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REVISIONS			
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REFERENCES	
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WILLDAN Engineering		DATE
DRAWN BY	MO	3/6/2024
CHECKED BY	FI	3/6/2024
DESIGNED BY	MO/FI	3/6/2024
APPROVED	<i>Farhad Tavakoli</i> City Engineer	3/6/2024 Date

CITY OF LOS ALAMITOS	
DETAIL SHEET	
LOS ALAMITOS BLVD FROM NORTH CITY LIMIT TO KATELLA AVE	

SHEET 4 OF 4

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: March 18, 2024

ITEM NUMBER: 11C

To: Mayor Jordan B. Nefulda & Members of the City Council

Presented By: Ron Noda, Development Services Director

Subject: Request for Proposal (RFP 2024-01) for Citywide Tree Maintenance Services

SUMMARY

This item facilitates the solicitation of requests for proposals (RFP) for the Citywide Tree Maintenance Services.

RECOMMENDATION

1. Approve Requests for Proposals (RFP) 2024-01 for Citywide Tree Maintenance Services; and,
2. Authorize staff to advertise and solicit bid proposals.

BACKGROUND

The City has been on contract with West Coast Arborists (WCA) since June 2020 for citywide tree maintenance services. WCA provides scheduled grid trimming of parkway trees, tree removals, stump removal, tree planting, emergency tree work, and arborist services. The maintenance of trees in the center median islands is serviced by our landscape services vendor, Northstar Landcare.

The current contract with WCA is a one-year contract with three one-year extensions. On May 15, 2023, the City Council approved Amendment No. 3, exercising the last one-year extension under the contract with WCA. The contract with WCA is set to expire on June 15, 2024.

DISCUSSION

The objective of the RFP is to secure reliable tree maintenance services to maintain the City's urban forest for the health of the trees, the enjoyment of the residents, and the environment. The selected contractor is expected to provide services efficiently and professionally and to provide labor, tools, equipment materials, and supplies necessary to complete work in a manner that will meet the City's requirements.

The scope of services sought from this RFP will include, but is not limited to, the following:

- Maintenance of approximately 2,478 trees in the City's parkways, parks and Civic Center area.
- Tree planting and tree removal.

- Emergency tree services as needed.
- Grid trimming of trees in the residential area at least every three (3) years.
- Trimming of trees in the arterial and commercial areas on an as-needed basis.

Key components of the proposed Agreement include the following:

- One 3-year contract and two 3-year extensions for a possible nine-year term
- Authorization for the City Manager to approve 10% of the contract price for additional services.

The following is an approximate timeline for the awarding of this project:

- Request for Proposal Made Available - Tuesday, March 19, 2024
- Optional Site Visit - Tuesday, April 2, 2024 from 10:00 a.m. to 11:00 a.m.
- Proposal Due on Bidnet - Tuesday, April 23, 2024 at 5:00 p.m.
- Interview of Short Listed Proposer (If Necessary) - Monday, April 29, 2024
- City Review of Proposals - Monday, April 15, 2024 to Thursday, May 2, 2024
- City Council Consideration for Awarding - Monday, May 20, 2024

FISCAL IMPACT

There is no cost to release the RFP. The award of the contract for Citywide Tree Maintenance Services will come to the Council at a future date. It is anticipated that the cost of the tree maintenance services will be \$97,000 annually. Funding for grid trimming is from Fund 26 - Measure M. All other services are funded through the Development Services's Park Maintenance Division (543) and included within the adopted budget.

Attachment: 1. Citywide Tree Maintenance Service RFP (2024-01)

City of Los Alamitos



Request for Proposal (RFP) 2024-01

For

TREE MAINTENANCE SERVICES IN THE CITY OF LOS ALAMITOS, CALIFORNIA

MARCH 2024

NOTICE TO PROPOSERS

1. Proposals will be received electronically through BidNet Direct (<http://cityoflosalamitos.org/517/Bid-Opportunities>).
2. Proposals must be received by **5:00 P.M. on April 23, 2024.**

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**NOTICE OF REQUEST FOR PROPOSALS 2024-01
FOR
TREE MAINTENANCE SERVICES
IN THE CITY OF LOS ALAMITOS, CALIFORNIA**

PUBLIC NOTICE IS HEREBY GIVEN that the City of Los Alamitos, as City, is seeking proposals from qualified firms to provide services for the maintenance, removal, and replacement of trees and other tree-related services as needed, within City's urban forest. Proposals will be received electronically through BidNet Direct (<http://cityoflosalamitos.org/517/Bid-Opportunities>).

Submission Deadline: Proposals are due no later than **5:00 P.M. (Pacific Standard Time) on April 23, 2024.**

Obtaining a Copy of the RFP: A copy of the RFP is available through BidNet Direct (BidNet) online platform. The website address is: <http://cityoflosalamitos.org/517/Bid-Opportunities>.

Submittal of Proposal: Proposals must be prepared on the approved forms in conformance with **INSTRUCTION TO BIDDERS** and must be submitted electronically on BidNet, accessible through the City's webpage at <http://cityoflosalamitos.org/517/Bid-Opportunities> where each prospective bidder must first register as a vendor through the City's BidNet portal. Contract documents, plans, and specifications if applicable will be available for review on BidNet.

Mandatory Pre-Proposal Meeting: There will be a Mandatory Pre-Proposal Meeting on **April 2, 2024 at 10:00** at the City Council Chamber at 3191 Katella Avenue, Los Alamitos.

Contractor's License Classification: The Contractor shall possess a valid, unexpired Class C-61/D-49 (Tree Service) license at the time of submitting a proposal for this RFP.

California Wage Rate requirements: The Contractor and all subcontractors shall pay the general prevailing rate of per diem wages as determined by the Director of the Department of Industrial Relations of the State of California for the locality where the work is to be performed. In accordance with the provisions of Section 1773 of the California Labor Code, the general prevailing rates of per diem wages and holiday and overtime work in the locality in which the Work is to be performed shall be in accordance with the rates posted on the Department of Industrial Relations website, found at <https://www.dir.ca.gov/OPRL/dprevwagedetermination.htm>, or visit their website at www.dir.ca.gov. The Contractor and any subcontractors under him shall pay not less than said specified rates and shall post a copy of said wage rates at the project site.

Registration with DIR: Pursuant to Labor Code Section 1771.1, a contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, or engage in performance of any contract for public work, unless currently registered and qualified to perform public work unless registered with the Department of Industrial Relations.

Contact: Questions or Requests for Information (RFIs) or interpretations are due on **April 9, 2024** and shall be submitted on BidNet portal. Please contact Lorry Hempe at lhemp@cityoflosalamitos.org should you have questions about this procedure.

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

SECTION I: INSTRUCTION TO BIDDERS

BACKGROUND

The City of Los Alamitos (City) is soliciting proposals from qualified professional urban forest maintenance and management firms with experience in providing tree maintenance services by trained International Society of Arboriculture (ISA) certified arborists and ISA certified tree workers. The selected contractor will provide services for maintenance, removal and replacement of trees within the City. The City's urban forest is comprised of approximately 2,478 trees. The City is divided into seven (7) zones. Trees in each zone are trimmed every three (3) years. Trees in the median islands are excluded from this RFP. The City has a separate contractor for this work. However, the City may require tree trimming, removal or planting on as-needed basis in the median islands.

The purpose of this RFP is to provide the City with the best possible tree care to maintain the City's Urban Forest at a level expected by the City's residents, City Council, City Staff, and visitors to the community. The selected contractor will work closely with City staff to ensure the most appropriate care and maintenance of the City's Community trees with sensitivity to the City, its residents and visitors.

1. RFP Timeline

The schedule of key milestones related to the City Tree Maintenance Services is as follows:

- | | |
|---|-------------------------|
| • Proposal Release Date | March 19, 2024 |
| • Optional Pre-Bid Meeting | April 2, 2024, 10:00AM |
| • Last Day for Questions | April 9, 2024 |
| • Proposal Submittal Due Date | April 23, 2024, 5:00PM |
| • Interview of Shortlisted Contractors
(If needed) | April 29, 2024, 10:00AM |
| • Council Award of Contract | May 20, 2024 |

2. RFP AND RELEVANT MATERIALS AVAILABILITY & ELECTRONIC BIDDING PORTAL

A copy of the RFP and other Bid Document are available through BidNet Direct (BidNet) online platform. The website address is: <http://cityoflosalamitos.org/517/Bid-Opportunities>.

All relevant materials shall be obtained from BidNet.

3. EXAMINATION OF CONTRACT DOCUMENTS AND WORK SITES

Before submitting a proposal, the Respondent must (i) examine the Contract Documents thoroughly; including without limitation the Agreement wherein each of the other Contract Documents is identified; (ii) visit the sites and the locality where the work is to be performed to familiarize themselves with local conditions that may in any manner effect the cost, progress or performance of the work in strict accordance with the Contract Documents; (iii) familiarize themselves with federal, state and local laws, ordinances, rules and regulations that may in any manner affect the cost, progress or performance of the work in strict accordance with the Contract Documents; and (iv) study and carefully correlate Respondent's observations with the Contract Documents.

Reports, if any, of investigations of physical conditions at the work sites or otherwise effecting cost, progress or performance of the work, which have been relied upon by staff in preparing the specifications, are identified in the Scope of Services. Before submitting a proposal, the Respondent shall, at their own expense, make such additional investigations and tests as the Respondent may deem necessary to determine their bid for performance of the work in strict accordance with the Contract Documents.

By submitting a proposal, the Respondent warrants that they have complied with every requirement of this proposal and that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the work.

4. INTERPRETATION OF CONTRACT DOCUMENTS

No oral interpretations will be made to any Respondent as to the meaning of the contract documents. Requests for an interpretation shall be submitted on BidNet portal by April 9, 2024. Interpretations by the City 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 that have registered with the City by way of BidNet portal on a particular project. It is the responsibility of all perspective Respondents to register on the City's BidNet portal (<http://cityoflosalamitos.org/517/Bid-Opportunities>) to ensure receipt of any addendum(a) prior to proposal submittals. Additionally, plans, specifications, bid document, addendum(a), questions and answers, forms to complete, supplements to construction documents or specifications will be available on the City's BidNet Portal. City makes no guarantee that all Respondents will receive all addenda. All such addenda shall become part of the contract.

5. SUBMITTAL REQUIREMENTS

Proposals must be prepared on the approved forms in conformance with **INSTRUCTION TO BIDDERS** and must be submitted electronically on BidNet , accessible through the City's webpage at <http://cityoflosalamitos.org/517/Bid-Opportunities> where each prospective Respondent must first register as a vendor through the City's BidNet portal. Contract documents, plans, and specifications if applicable will be available for review on BidNet.

Successful proposals must include:

- Bid Proposal -Attachment A
- Bid Schedule -Attachment B
- Response to Technical Questions-Attachment C
- Non-Collusion Affidavit -Attachment D

Proposals must fully address all areas requested, contain complete technical submittals, references, and data to verify qualifications and experience and include a statement that the City contract can be executed. Proposals without complete submittal data will be considered non-responsive. As part of the technical proposal, Contractors must evaluate the City's proposal terms and conditions.

Proposals shall include OSHA certification of all aerial equipment and the most recent California Highway Patrol Commercial Vehicle Inspection reports for equipment to be used throughout the term of this project. Both of these provisions shall be provided with the submission of proposals.

Respondents shall respond to the final written RFP and any exhibits, attachments and amendments.

All Respondents shall verify if any addendum for this project has been issued by the City. It is the Respondent's responsibility to ensure that all requirements of contract addendum are included in the Respondent's submittal.

Respondents are required to submit (upload) all items on BidNet. Proposals will be received up to the hour of **5:00 p.m., on the 23RD of April, 2024** and will be opened online at that time.

A proposal received after the time set for the proposal opening shall not be considered.

The City is not responsible for and accepts no liability in the event a response is late due to any network, internet or any other technical problem or interruption. The Respondent is solely responsible for "on time" submission of their electronic proposal. The City will only consider proposals that have been transmitted successfully and have been issued an e-

bid confirmation number. Respondents experiencing any technical difficulties with the proposal submission process may contact BidNet at 1-800-835-4603.

6. 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.

7. 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.

8. RFP AMENDMENTS AND CANCELLATION

The City reserves the unilateral right to amend this RFP in writing at any time. The City also reserves the right to cancel or re-issue the RFP at its sole discretion.

The City reserves the unilateral right to decline to award the contract to any of the Contractors submitting proposals.

9. REJECTION OF PROPOSALS

The City 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 City; which are accompanied by insufficient or irregular bid security; or which are from Respondents who have previously failed to perform properly or to timely complete contracts of any nature. Waiver of one irregularity does not constitute waiver of any other irregularities. Overall responsiveness to the RFP is an important factor in the review process.

10. POSTPONEMENT OF BID OPENING

The City reserves the right to postpone the date and time for opening of bids at any time prior to the date and time announced for bid due date.

11. 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.

12. WITHDRAWAL OF PROPOSAL

A proposal may be withdrawn from BidNet by the Respondent. Withdrawal must be made prior to the bid opening hour stipulated. 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 Respondent to submit a new proposal, providing there is time to do so.

13. AWARD OF CONTRACT

It is the intent of the City to award an Agreement in a form approved by the City Attorney, to the selected contractor. The selected contractor will be required to enter into an Agreement with the City based upon the contents of the RFP and the contractor's proposal. The City's standard form of agreement is included as Exhibit A. The Respondent shall carefully review the Agreement and include with their proposal a description of any exceptions requested to the standard contract. The City reserves the right to further negotiate the terms and conditions of the Agreement. The City shall preserve the right to reject any proposal for noncompliance with Agreement requirements and provisions, or to not award an agreement because of unforeseen circumstances or if it is determined to be in the best interest of the City. This project will be awarded based on demonstrated ability and performance providing similar services at a fair and reasonable cost. This Agreement may not be awarded to the lowest Respondent. The City Council will approve, as part of the annual budget, an annual agreement amount. The City does not guarantee a specific amount of work and the quantity of work may increase or decrease depending on the annual needs of the Community. This work consists of preventative maintenance and repair services as specified in the scope of services and/or Requests for Proposal. Where "as directed", "as required", "as permitted", "approve", "acceptance", or words of similar import are used, it shall be understood that the direction, requirement, permission, approval or acceptance by the City is intended unless otherwise stated. As used herein, "provide" shall be understood to mean "provide complete", in total. The word "facility" as used hereinafter shall be understood to mean the location receiving the service. The use of the words "Contractor" shall be held to mean the Contractor and/or any person employed by them and working under the agreement to the awarded Contractor.

Award will be made to the contractor who best meets the City's requirements for all criteria described in this document. All contractors submitting proposals must hold a valid State California C-27 and a C-61 / D49 Contractor's License. Both licenses must be in good standing for the previous 7 consecutive years without any official unresolved record of complaints registered or filed with the Board or California Department of Consumer Affairs.

The contractor shall be held liable for the faithful observance of any lawful instructions of the City, not in conflict, with the Tree Services Agreement, which may be delivered to said party or his representatives on the work.

14. ADDITIONAL CONTRACTOR RESPONSIBILITIES

The Contractor shall be responsible for completing the specified services in accordance with the City's Tree Maintenance Agreement.

Contractor is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the services under this Agreement are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. City shall provide Contractor with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the services available to interested parties upon request, and shall post copies at the Contractor's principal place of business and the project site. Contractor shall defend, indemnify, and hold the City, its elected officials, officers, employees, and agents free and harmless from any claim or liability arising out of any failure or alleged failure of Contractor to comply with the Prevailing Wage Laws.

15. PERMITS AND CODES

The Contractor will comply with all laws, codes, rules and regulations of the State, County, and City applicable to the work to be performed at the City's location(s). The City will provide permits at no cost to the Contractor.

16. FIXED FEE AND PRICING

The Contractor shall provide a pricing proposal that is a fixed fee per tree per service. Contractor will also include a cost-per-inch of trunk diameter on complete tree and stump removals. The price given by the Contractor for tree and/or stump removals shall

include all staff, materials, and equipment necessary and backfilling with good quality topsoil.

17. TERM OF AGREEMENT

The term of the agreement is for one three-year contract with an additional two optional three-year extensions by mutual agreement. After the third year and at the first year of the first and second three-year extensions, a CPI increase is allowable subject to a maximum increase of 2.5%.

18. CITY BUSINESS LICENSE

Contractor must obtain a City business license prior to commencement of any work.

19. EXECUTION OF CONTRACT

The contract agreement shall be executed in duplicate by the successful Respondent and returned, together with evidence of insurance, within ten (10) calendar days after the notification of the contract award by the City in writing.. After execution by the City, one original contract shall be returned to the Contractor.

20. PROPOSAL RESPONSE

It is imperative that all Respondents responding to the RFP comply exactly and completely with the instructions set forth herein. Proposals must be concise but with sufficient detail to allow accurate evaluation and comparative analysis. Proposals should be straightforward and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposal should be concise and be able to properly convey all information.

21. SB 854

Public works reforms (SB 854) were signed into law on June 20, 2014. The reforms made several significant changes to the administration and enforcement of prevailing wage requirements by the Department of Industrial Relations (DIR). Among other things, SB 854 established a public works contractor registration program to replace prior Compliance Monitoring Unit (CMU) and Labor Compliance Program (LCP) requirements for bond-funded and other specified public works projects.

SB 854 (Stat. 2014, chapter 28) made several changes to the laws governing how the Department of Industrial Relations (DIR) monitors compliance with prevailing wage requirements on public works projects. These new requirements apply to all public works that are subject to the prevailing wage requirements of the Labor Code, without regard

to funding source. The City may only award public works projects to contractors and subcontractors that comply with the new Public Works Contractor Registration Law (SB 854). Contractors doing public works must register with DIR and meet the requirements before bidding on public works contracts in California.

- No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
- No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

SECTION II: SCOPE OF SERVICES AND STANDARD OF PERFORMANCE

1. SCOPE OF SERVICES

A. Scope of Services

It shall be understood that the Contractor will be required to perform and complete the proposed tree maintenance work in a thorough and professional manner, and to provide all labor, tools, equipment, materials and supplies necessary to complete all the work in a timely manner that will meet the City's requirements. Contractor shall be required to perform the following tree maintenance activities at various sites throughout the City:

- 1) Tree trimming
- 2) Tree removal
- 3) Stump removal
- 4) Stump grinding
- 5) Tree Planting
- 6) Clean up and recycling of green waste
- 7) Root pruning and root barrier installation
- 8) On-line tree inventory and management
- 9) Small tree care
- 10) Emergency on-call services
- 11) Certified Tree Arborist Services

B. Annual Pruning Program.

Contractor shall submit a recommended annual pruning program based upon a three (3) year, street tree pruning cycle. Proposals shall provide suggested time schedules, personnel and vehicles that would be required to complete the annual pruning schedules. Depending on the City's current and future pruning needs the recommended pruning schedule may require multiple crews to perform concurrently.

C. Tree Inventory Database.

The Contractor shall provide a complete citywide database of the City's public tree inventory and continue to be responsible for providing the City with information to keep the system current and accurate. The tree inventory data

shall conform to the existing tree inventory database and will include but not be limited to:

1) GPS Tree Inventory

A GPS tree inventory will be created using the City's standardized addressing system for all parks and open space areas. The address information in the inventory shall be linked to a GIS program (Arc GIS or ArcView). The inventory, when possible, will be capable of showing the location of every existing tree site and vacant tree site on the City's existing GIS base maps (streets, parcels, addresses, right of way and hardscape, etc.). The Contractor shall update the tree inventory on a daily basis, as conditions require (e.g. tree removed, tree planted, etc.). The City will have access to updated data at all times. The City reserves the right to contact the Contractor for immediate inventory changes on request.

2) Tree Inventory

The Contractor will manage the entire inventory project. The project shall include field data collection, data entry, access to the computer software, and training of City employees on the use of the system and future technical maintenance. Attributes to be collected by field personnel may include, but are not limited to:

- a) City District/Grid/LLDs/Parks/R-Areas/Residential;
- b) Street;
- c) Location by Address;
- d) Location by GIS;
- e) Species by botanical name & common name;
- f) Tree diameter;
- g) Tree height;
- h) Recommended Maintenance Classification;
- i) Existing overhead Utilities;
- j) Parkway Size;
- k) Parkway Type;
- l) Work history; and
- m) 12.Condition of surrounding hardscape.

2. STANDARD OF PERFORMANCE

- A. This work consists of tree trimming for traffic clearance, palm trimming, and/or trimming and shaping of trees as specified in the contract scope of work

and/or Requests for Proposal. All pruning methods shall comply with the ISA and ANSI Standards

B. Definition

Where "as directed", "as required", "as permitted", "approve", "acceptance", or words of similar import are used, it shall be understood that the direction, requirement, permission, approval or acceptance by the City is intended unless otherwise stated. As used herein, "provide" shall be understood to mean "provide complete", in total. The word "site" as used hereinafter shall be understood to mean the location receiving the service. The use of the word "Contractor" shall be held to mean the Contractor and/or any person employed by them and working under the agreement to the awarded Contractor. This work consists of tree trimming for traffic clearance, palm trimming, and/or trimming and shaping of trees as specified in the Professional Services Agreement scope of work and/or Requests for Proposal. All pruning methods shall comply with the ISA and ANSI Standards.

C. Work Quality

- 1) All tree trimming shall comply with good arboreal practice for the particular species of trees being trimmed. The Contractor shall be consistent with the pruning standards as adopted by the International Society of Arboriculture, ANSI A-300 Part 1) 2008 accompanied by Best Management Practices, Tree Pruning (Revised 2008). The Contractor shall also meet the requirements of the American National Standards, ANSI-Z133.1-2008 entitled "Safety Requirements for Tree Pruning, Trimming, Repair or Removal," published by the Tree Care Industry Association, Inc. at 136 Harvey Road – Suite B101-110, Londonderry, NH 03035.
- 2) Designated City staff shall determine if the Contractor has met all trimming requirements and payment shall not be made for trimming that is not in accordance with the above standards. The Contractor shall be deemed in agreement default if they consistently fail to comply with the aforementioned standards.

D. Standards

- 1) Prior to beginning the work, the Contractor shall review with the designated City staff the various methods, tools, and work scheduling

to be used on the project. Unless otherwise indicated, tree trimming shall include, but not be limited to, accepted pruning activities.

- 2) Any structural weakness, decayed trunk or branches, or split crotches or limbs discovered by the Contractor during the course of trimming shall be reported to the Public Works Superintendent for determination of the appropriate course of action.
- 3) The use of "lopping shears" shall be specifically approved by the Designated City staff.
- 4) Daily tree trimming operations shall commence no earlier than 8:30 AM and shall be completed each day no later than 5:00 PM.
- 5) Limbs one inch (1") in diameter or greater shall be precut to prevent splitting. When there is a chance of bark tearing at the crotch, remove large limbs with three cuts. Make the first cut on the underside of the branch one foot (1') to two feet (2') from the crotch. The undercut should be at least one-third ($1/3$) of the diameter. Make the second cut one-inch (1") to three inches (3") further from the crotch than the first. The final cut is made at the crotch in a manner to favor the earliest possible covering of the wound by callus growth. Cuts shall not be made so large that they will prevent sap flow. All cut branches three and one-half inches ($3\frac{1}{2}$ ") or larger in diameter shall be lowered by proper ropes to the ground. Any damage caused by dropping limbs shall be repaired within three (3) days at the Contractor's expense and to the satisfaction of the Public Works Superintendent. All debris resulting from tree trimming operations shall be removed from the work site on a daily basis.
- 6) Removal of all vines entwined in the tree or around its trunk, and the removal of sucker growth on tree trunks is required on all trees.

E. Tool Sanitation

On all trees, including palms, known or suspected to be diseased, pruning tools and cut surfaces shall be disinfected with a ten (10) percent chlorine bleach solution after each cut and between trees where there is danger of transmitting the disease on tools. Fresh solution shall be mixed daily.

F. General Trimming and Shaping of Conifers

- 1) Two basic classes of conifers can be found in Los Alamitos, those with branches radiating out from the trunk in whorls such as Pine trees or Cedar trees and those that sprout branches in a random manner such as Juniper or Taxus. Conifers shall typically be pruned in late winter or early spring. Typically, no more than thirty percent (30%) of the live foliage may be removed.
- 2) Contractor shall avoid damaging the central leader on all conifers. In specific cases the designated City staff may direct the Contractor to remove the central leader in an effort to limit the height of specific trees.
- 3) At the time of pruning, the designated City staff shall determine which trees shall have the new growth pinched back to control canopy size.
- 4) To control the growth of large, mature conifers, Contractor shall be required to prune the new growth of lateral limbs.
- 5) Typical pruning of conifers shall consist of removing crossed limbs, deadwood or unwanted branches from the interior of the canopy.

G. General Trimming and Shaping of Broadleaf Trees

Follow the shape indicated by the natural growth habits of each tree species. Trimming and shaping of trees shall be as directed by the Public Works Superintendent and in accordance with the following:

- 1) Cuts to laterals to preserve the natural form of the tree, leaving the head open enough for the branching system to show and permitting the dead material to be easily cleaned out and light to show through the head. Tree foliage shall be reduced by at least twenty-five percent (25%) but no more than fifty percent (50%).
- 2) Trim to remove dead wood or weak, diseased, insect-infested, broken, low, or crossing limbs. Branches with an extremely narrow angle of attachment should normally be removed. Small limbs, including suckers and waterspouts, shall be cut close to the trunk or branch from which they arise.
- 3) Stubbing shall not be an accepted practice for reducing the size or the framework of any tree.

H. General Trimming and Shaping of City Trees

- 1) The objective is to control canopy size and basic structure while maintaining an aesthetically pleasing appearance.
- 2) City trees in the business districts shall be pruned on tri-annual cycle or as needed. The objective is to prune the trees in a manner that will provide clearance for business signs and storefronts while maintaining the natural shape and beauty of individual street trees. Contractor shall be required to meet the schedule requirements as outlined in the Professional Services Agreement requirements and make every attempt possible to reduce the impact on businesses and business patrons during the course of pruning activities.
- 3) City trees in residential neighborhoods, parks, and city facilities shall be pruned on a tri-annual cycle. The objective shall be to prune the trees in a manner that will provide sunlight for private landscapes, and buildings or homes while maintaining shade over the streets and sidewalks.

I. Trimming for Traffic Clearances

Tree trimming for traffic clearances shall provide clearances of at least fourteen feet (14') and no greater than sixteen feet (16') above finish grade for moving vehicles within the traveled roadway, for pedestrians on sidewalks. Clearances for adjacent structures and their connecting utility lines (service drops), shall be determined by the Public Works Superintendent and conform to the following:

- 1) The maximum clearance under trees within the street right-of-way shall be sixteen feet (16') over the traveled road, and ten feet (10') over the curb line and the sidewalk side of the tree. When pruning the bottom branches, care shall be given to obtain a balanced appearance when viewed from across the street immediately opposite the tree.

Cut to laterals to preserve the natural form of the tree. Remove lateral branches at their point of origin or shorten the length of a branch by cutting to a lateral, which is large enough to assume leadership.

- 2) When cutting back, avoid cutting back to small suckers. Remove smaller limbs and twigs in such a manner as to leave the foliage pattern evenly distributed.

J. Trimming Palm Trees

Palm tree trimming shall consist of the removal of all dead fronds, dead frond sheaths, fruit clusters and other vegetation from the trunks of all palms listed in the Agreement Project Requirements in a manner selected by the Contractor and approved by the designated City staff, and in accordance with the following:

- 1) Dead fronds, and parts thereof, including stubs, shall be removed along the entire length of the trunk of each palm, leaving a clean unsheathed appearance slicked from the ground to approximately twenty-four to thirty-six inches (24" – 36") from the base of the green fronds at the top of the tree. The frond stubs (cut close to trunk) shall be left in place within a span of at least eighteen inches (18") but no greater than thirty-six inches (36").
- 2) Only the full, green, undamaged fronds shall remain at the crown of the tree. The Contractor shall be required to remove and dispose of any fallen or hanging fronds for a period of thirty (30) days after completion of the Professional Services Agreement.
- 3) The use of climbing spurs or spike shoes for the purpose of climbing palm trees is prohibited, unless specifically approved by the designated City staff. The Contractor shall be required to use an aerial tower with a height reach of one hundred feet (100') for the purpose of trimming City Palm trees.
- 4) *Trachycarpus fortunei*, *Chamaerops humilis*, and *Phoenix roebeleni* species as well as other palm trees having a trunk height not more than eight (8) feet above the ground shall be trimmed but not slicked.

K. Small Tree Care

The City requires an active approach to the care of its young and newly planted trees. The Contractor shall be required to perform basic maintenance that will include but not be limited to tree well adjustments and watering, removal of weeds from tree wells, pruning, re-staking when necessary. The maintenance of small trees shall begin as soon as each individual tree has been planted by the Contractor. This work shall continue until the tree has been in the ground for a period of one year. If the tree dies to what is

determined negligence on the Contractor's part, it shall be replaced at Contractor's expense.

L. Utility Line Clearance

During the course of this Professional Services Agreement, the Contractor may be required to perform utility line clearance in conjunction with routine or non-routine trimming activities. The Contractor shall be required to furnish all supervision, labor, equipment and materials necessary to accomplish the work in accordance with the Professional Services Agreement. The Contractor has the responsibility for compliance with safety and health standards of the California Occupational Safety and Health Act (OSHA) and all applicable rules, regulations and orders. The competency of Contractor's personnel shall be maintained through regular training. All persons performing tree work on City trees in or around primary electrical lines shall be trained to do so in accordance the "Electrical Safety Orders" of the State of California.

M. Tree Removals

- 1) During the course of trimming activities for a specified street, Contractor shall notify the Public Works Superintendent of any trees which may be dead, hazardous, or in need of removal for any reason. The Public Works Superintendent shall make the final determination to remove or provide public noticing for removal at a later date. Removals shall be conducted in good workmanlike manner in accordance with the standards of the arboricultural profession.
- 2) All wood from removed trees is the property of the City and shall be disposed of at the direction of the designated City staff. No wood shall be left along public right-of-way unless approved by the Public Works Superintendent. All tree parts are to be loaded into transport vehicles or containers. The vehicles or containers must have the front, sides and rear solid and the top shall be tarped, or otherwise tightly enclosed. The transporting of tree parts must be made so that no debris escapes during the transport. Branches, suckers, bark and other tree parts that are chipped are to be covered while transported and hauled to the disposal site during the workday.
- 3) Contractor shall be required to call Underground Alert at least two (2) days before stumps are to be ground out. All tree stumps must be removed to at least eighteen (18) inches below the lowest soil level

adjacent to the stump, or until deep roots are no longer encountered. The Contractor shall grind the stump a minimum distance of one and one half (1½') feet either side of the outer circumference of the stump, or until surface roots are no longer encountered.

- 4) Stumps should be cut low enough to the ground where routing can be done safely. This may be accomplished by cutting the stump at the time of grinding, or at the time of tree removal. All stumps are to be ground within forty-eight (48) hours of tree removal. Holes created by stump and root grinding must be filled the same day. The resultant chips from routing may be used to fill the hole to two (2) inches above normal ground level unless a new tree is to be planted in the same location and clean fill dirt will be required as a backfill. All excess routing chips debris will be removed and loaded into transport vehicle for disposal. Any damaged paved surfaces shall be restored to their original condition.

N. Pest Control

City may periodically require the Contractor to treat for insects or disease. Treatment will be done only when specifically requested by the designated City staff, and shall be made in the form of soil injections. Contractor shall be required to provide the City with a written recommendation provided by a State Licensed Pest Control Advisor.

O. Crew Rental Services

Contractor shall provide a minimum standard crew of three (3) persons, one (1) chipper truck, one (1) chipper, one (1) aerial tower truck and all necessary saws and hand tools. Crew complement should also be capable of modification in order to perform miscellaneous tree care tasks. The Public Works Superintendent shall provide a description of the work and recommended tools required to complete the assignment in an efficient and timely manner.

P. Emergency Response Service

- 1) The Contractor shall be required to provide emergency on call response for damaged trees as a result of storms or other reasons. Emergency calls may occur at any given time. The Contractor will be provided with locations and the work to be done at each location via telephone from

a City authorized representative. Emergency work shall begin within two (2) hours of the initial telephone call.

- 2) Contractor shall be required to provide twenty-four (24) hour emergency phone numbers and the names of at least five (5) individuals upon award of Professional Services Agreement. Should the contact persons or their phone numbers change during the course of the Professional Services Agreement, those changes shall be submitted to the City within two (2) working days.
- 3) Contractor shall be required to provide all necessary traffic control during the course of emergency work. Should the work involve any high voltage power lines or any utility lines the Contractor shall be required to notify the responsible utility company.
- 4) Work performed under the emergency provision of this Professional Services Agreement shall be paid for on a "crew hour" basis. This shall include all labor, tools equipment, disposal fees and necessary materials.

Q. Traffic Control

- 1) Contractor shall be required to supply the necessary equipment to provide adequate traffic control measures during tree trimming operations. This shall include but not be limited to high visibility arrow boards where appropriate. The contractor must abide by the most current edition of the Work Area Traffic Control Handbook, or W.A.T.C.H. manual, for traffic control. The City, prior to use, must approve all traffic control measures.
- 2) Tree trimming operations may be conducted on one side of the street at a time and at no time may streets be closed unless authorized, in advance, by designated City staff. During all tree trimming operations, adequate provisions shall be made by the Contractor to accommodate normal traffic flow over public streets. Means of ingress and egress shall be provided for occupants of adjacent property with convenient access to driveways, buildings, businesses or private residences. Pedestrian traffic shall be accommodated on adjacent sidewalks.

- 3) Contractor shall be required to provide and maintain barriers, guards, and lights whenever and wherever necessary in order to effectively protect the public from the dangers associated with the tree trimming operations. Contractor shall be required to post proper notices and signals for the public regarding detours and the conditions of work currently in progress.

R. Work Hours

Daily, routine tree trimming operations shall not begin before 8:00 AM and finish no later than 5:00 PM on weekdays. City reserves the right to adjust the start time on certain locations.

S. Public Noticing of Tree Trimming Operations

- 1) Contractor shall be required to notify residents and/or businesses of scheduled tree trimming operations at least seven (7) calendar days prior to the work being performed. Notifications shall be made in the form of door hangers, or letters mailed through the US Postal system. City to approve notification format and language.
- 2) City approved "No Parking" signs shall be posted on individual trees scheduled for trimming seventy-two (72) hours prior to the work being performed. Signs shall be taped or tied and not nailed or stapled to the trees.

T. Cleanup of Green Waste and Debris

The Contractor shall insure that the work area shall be kept safe at all times during any procedure, be it pruning or removal. All tree material and debris will be cleared and the job site cleaned at the end of each work day before the work crew leaves. Cleaning shall include but not be limited to:

- 1) Raking lawn areas;
- 2) Sweeping all street/sidewalks; and
- 3) Removing all brush, branches, and other materials.

Under no circumstances will any tree material be allowed to enter any storm drain.

U. Disposal of Debris

All brush generated from tree trimming operations shall be recycled where practical.

V. Green Waste Report

Green waste that is transported to an offsite facility for grinding into mulch shall be documented and submitted to the designated City staff on a monthly basis. Weight slips shall be required as proof of disposal and shall be included in the monthly Green waste Report.

W. Wood Chips

Chips generated from trimming operations within the City may be dumped and spread at a City designated site, if a site is available. At the direction of the designated City staff, wood waste generated from tree removals shall be chipped into pure wood chips with an even uniform size. These chips shall be dumped and spread in specified locations in the City.

X. Milling

At the direction of the designated City staff, large tree trunks, which meet proper specifications, will be required to be milled into lumber suitable for use in a variety of applications. Milled lumber shall be returned to the City at a cost to be included in the proposal.

Y. Tree Procurement

Contractor shall have the ability to acquire and purchase trees for the City's Urban Forest. The contractor shall have a facility where the trees are to be stored.

Z. Invoice

Contractor shall be required to submit invoices on a monthly basis. Invoice format shall include but not be limited to: a list of each street where trimming operations took place; the address of each individual tree trimmed; the species and its current condition; and the height, trunk diameter, and canopy spread of each individual tree that was trimmed. Each invoice shall include an exact copy in electronic format that is compatible with the City's Tree

Inventory program. Failure to submit invoices in this format may result in non-payment until these requirements are met.

AA. Inspections

- 1) Designated City staff shall be furnished with every reasonable facility for ascertaining full knowledge of the daily tree maintenance operations involving the workmanship, character of materials and equipment used and employed in the work.
- 2) Each week, the Contractor shall be required to submit a complete working schedule of all tree maintenance operations including but not limited to trimming, planting, removals, stump grinding and watering.
- 3) Inspection of the work shall not relieve the Contractor of any obligation to complete the work as outlined in this document. Defective work shall be made good even if the defective work was not pointed out during the initial inspection and the work was accepted for payment.
- 4) Any work found to be unacceptable will be noted in writing. Upon receipt of notice of these deficiencies, the Contractor shall make a reasonable good faith effort to correct the deficiencies within ten (10) calendar days. If unacceptable conditions are not corrected within this time period the City shall have the right to deduct payment or terminate the Professional Services Agreement.

BB. Withholding Payment

The City may withhold payment to such extent as may be necessary to protect the City from loss due to one or more of the following reasons:

- 1) Defective or inadequate work not corrected.
- 2) Claims filed or reasonable evidence indicating probable filing of claims.
- 3) Failure of the Contractor to make proper payments to subcontractors or for materials or labor.
- 4) A reasonable doubt that the Professional Services Agreement can be completed for the balance unpaid.

CC. Work Schedule

All contract employees are to adhere to basic standards for working attire including; uniform shirts with Contractor's name or logo clearly visible at all times when working at all locations, proper shoes and other gear required by State Safety Regulations. Shirts are to be maintained in a neat and presentable condition. All Contractor vehicles are to have a readable sign with Contractor's name or logo and telephone number. Trucks are to be kept in a clean and presentable condition. The Contractor will be expected to know the streets within the City so that work can be performed independently. Contractor is responsible for (a) having thoroughly investigated and considered the scope of work to be performed, (b) carefully considering how the services should be performed, and (c) fully understanding the facilities, difficulties, and restrictions attending the performance of the services required. Contractor is responsible to investigate each site and be fully acquainted with the conditions of each site. Should the Contractor discover any latent or unforeseeable conditions, which will materially affect the performance of services, Contractor shall immediately inform the City of such fact and shall not proceed except at Contractor's risk until written instructions are received from the City.

DD. Minor Modifications and/or additional Work

- 1) The City may modify these specifications with the joint approval of the Contractor and the City. All modifications shall be in writing.
- 2) Should the City require additional work beyond the requirements of these specifications, the Contractor shall perform all work at a competitive price as listed.
- 3) Additional work may be added to the Professional Services Agreement work as the need arises. The Contractor shall perform all specified and approved additional work at the unit prices submitted with this proposal.
- 4) The Contractor must be willing to provide a competitive price for additional work that may be added to the Professional Services Agreement. Contractor will be required to demonstrate the ability to properly execute the expanded workload with the necessary increase

in labor, materials and equipment needed to complete the additional work in a timely manner.

- 5) The Contractor must have the ability to receive and respond to emergency situations and must respond to emergency call outs within two (2) hours of receipt of the call.

SECTION III: SUBMITTALS

Complete Proposal Submittal Consists of:

1. Bid Proposal- Attachment A
2. Bid Schedule- Attachment B
3. Response to Technical Questions – Attachment C
4. Non-Collusion Affidavit - Attachment D

BID PROPOSAL FORM -ATTACHMENT A

A. Company Information

Contractor Name: _____

Contractor's State License # and Expiration Date: _____

DIR Public Works #: _____

Physical Address: _____

Name of Authorized Representative: _____

Representative's Email Address: _____

Representative Office Phone # _____

Representative Cell Phone # _____

Company Website Address: _____

Company Type: ☐ Corporation ☐ LLC ☐ Partnership ☐ Sole Proprietorship ☐ Joint Venture

Date Company was Established: _____

Years of Experience: Respondent has _____ years of experience as a contractor in tree maintenance. Cost Proposal

B. Designation of Subcontractor

Listed below is the portion of work which will be done by any subcontractor:

Subcontractor _____ Name:

Work _____ to _____ be performed: _____

Percentage _____ of
Work: _____

C. Addenda

Respondent acknowledges receipt of Addenda listed below by checking each Addendum received:

Addendum #1: _____
Addendum #2: _____
Addendum #3: _____
Addendum #4: _____
Addendum #5: _____
Addendum #6: _____

D. Acknowledgement & Assurances

- (a) Respondent has examined copies of all the Contract Documents, including without limitation the Agreement (Exhibit A) wherein each of the other Contract Documents is identified, and accepts all the terms and conditions thereof.
- (b) Respondent proposes and agrees, if this bid is accepted, to enter into an agreement with City in the form included in the Contract Documents to complete all work as specified in the Agreement for the contract price and within the contract time indicated in this bid and in accordance with the Contract Documents.
- (c) **This bid will remain open and not be withdrawn for a period of ninety (90) days from the date of submittal.** If awarded the contract, Respondent will sign the Agreement and submit the documents required by the Contract Documents within fifteen (15) days after the date of the award of the contract by the City Council.
- (d) Respondent has examined the site and locality where the work is to be performed and the legal requirements and conditions affecting the cost, progress and performance of the work in strict accordance with the Contract Documents.
- (e) The cost proposal must include a firm unit price for each tree maintenance service for Year 1 (July 1, 2024 – June 30, 2024), Year 2 (July 1, 2024 – June 30, 2025), and

Year 3 (July 1, 2025 – June 30, 2026) that incorporates all aspects of the work plan and covers all tasks identified in the Scope of Work.

(f) It is expected that general, overhead, and administrative costs are included in the monthly fee. It will be assumed that all contingencies and/or anticipated escalations are included.

(g) Respondent is fully qualified to perform the work.

(h) The undersigned agrees that the City reserves the right to reject any or all bids and reserves the right to waive informalities in a bid or bids not affected by law, if to do so seems to best serve the public interest.

A signature by a principal or officer having the authority to negotiate and contractually bind and extend the terms of the written proposals is required.

_____	_____
Print Name	Signature of Representative
_____	_____
Company Name	Date

BID SCHEDULE FORM -ATTACHMENT B

Name of Respondent:_____

The Respondent 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 Respondent hereby declares that it has carefully examined the location of the proposed Work, and has read and examined the Contract Documents, including specifications and all addenda, if any, for the following project: **TREE MAINTENANCE IN CITY OF LOS ALAMITOS**

The Respondent proposes to furnish all labor, materials, equipment, tools, transportation, and services, and to discharge all duties and obligations necessary and required to perform and complete the Project in strict compliance with the Contract Documents for the following unit prices:

1. GRID OR ANNUAL TREE PRUNING:

Tree pruning per pre-designed districts, grids or prune routes on a set cycle to include all trees. Pruning will include structural pruning, crown raising, cleaning and light thinning in accordance with the standards set forth by the International Society of Arboriculture Pruning Standards (Best Management Practices) and the ANSI A300 Standards. Special projects that are difficult to assess, require the need for specialty equipment (i.e., 95-foot tower), service request pruning, or pruning to reduce and/or pruning to restore would fall under Crew Rental.

TREE SIZE	Unit	Cost Per Unit
Small, Medium & Large Trees	Per Tree	\$_____

2. FULL PRUNE BASED ON SERVICE OR SPECIAL REQUESTS:

Trees requiring service prior to their regularly scheduled grid or annual prune to rectify a specific problem such as blocked street lighting or signs, right-of-way clearance for utility lines, or broken limbs will be performed as a "Service Request."

Tree Size/Type of Tree	Unit	Cost Per Unit

Tree Size/Type of Tree	Unit	Cost Per Unit
0"-6" dbh	Per Tree	\$_____
7"-30" dbh	Per Tree	\$_____
31" dbh & over	Per Tree	\$_____
Washingtonia Robusta	Per Tree	\$_____
Phoenix Canariensis	Per Tree	\$_____
Palm Prune	Per Tree	\$_____
Palm Tree Skinning	Per Tree	\$_____

3. CLEARANCE PRUNE:

Trees will be raised to a standard height established by the City for the purpose of creating adequate room for utility vehicles, paving equipment, pedestrian traffic, clearance for buildings and signs in accordance with standards set forth by the International Society of Arboriculture Pruning Standards (Best Management Practices) and the ANSI A300 Standards under "Pruning to Raise." Clearance prunes are performed on a grid system or on a street-by-street basis.

TREE SIZE	Unit	Cost Per Unit
Small, Medium & Large Trees	Per Tree	\$

4. TREE & STUMP REMOVAL

City prepares list of trees to be removed, marks trees, notifies homeowners and submits lists to contractor. Contractor calls U.S.A. and prepares internal work order. Crew removes tree and hauls all debris. Crew grinds stumps to a depth of 18 inches.

All holes will be backfilled; as well as all debris cleaned up and hauled away

Description	Unit	Cost Per Unit
Tree and stump removal 0-30"	Per dbh inch	\$
Tree and stump removal over 31"	Per dbh inch	\$
Tree removal only 0-30"	Per dbh inch	\$
Tree removal only 31" and over dbh	Per dbh inch	\$
Stump removal only	Per dbh inch	\$

5. TREE PLANTING:

Planting includes the tree, root barrier (when required by specifications), stakes, ties, and complete installation. Planting lists should be compiled by the Inspector and submitted monthly or as-needed. Contractor will guarantee the life of the tree for a period of ninety days (90), excluding vandalism and extreme weather conditions.

Size/Type of Tree	Unit	Cost Per Unit
15-gallon tree with root barrier -no watering	Per Tree	\$
15-gallon tree without root barrier -no watering	Per Tree	\$
24-inch box tree with root barrier	Per Tree	\$
24-inch box tree without root barrier-no watering	Per Tree	\$

Size/Type of Tree	Unit	Cost Per Unit
15-gallon tree with Root Barrier and 90-day watering	Per Tree	\$
15-gallon tree without Root Barrier and 90-day watering	Per Tree	\$
24-gallon tree with Root Barrier and 90-day watering	Per Tree	\$
24-gallon tree without Root Barrier and 90-day watering	Per Tree	\$

6. CREW RENTAL:

The standard crew is three (3) men, one chipper truck, one chipper, one aerial tower and all necessary hand tools. The crew and equipment can be modified to complete any type of miscellaneous tasks including special projects that may consist of extraordinary work such as hanging flags, changing light bulbs, or pruning specific trees requiring immediate attention prior to their scheduled prune.

Crew Rental	Per Hour	\$
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7. EMERGENCY RESPONSE:

Contractor will respond to emergency calls on a 24-hour basis. Emergency work will begin on-site within (2) hours from the time of notification from the City. The crew will do what is necessary to render the hazardous tree or tree-related condition safe.

Emergency Response	Per Hour	\$
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8. ARBORIST SERVICES

Arborist Services (consulting services for more complex assessment)	Per Hour	\$
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Arborist Services routine consultation and site visits to determine tree health, tree removal, tree root pruning, recommended tree species, tree planting locations, allowable tree root pruning without making the tree unstable or impacting tree health, etc.	Duration of the contract	This should be at no cost to the City.
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9. ON-LINE TREE INVENTORY:

Contractor will provide an on-line tree inventory database. The inventory shall be updated annually by the Contractor and a report generated and submitted to the Public Works Superintendent. Database to be accessible by the City and data transferrable to the City's GIS platform. Information should be included on the history of tree work. At the end of contract term, Contractor to transfer records on tree inventory to the City in excel format or format agreeable to the City.

On-Line Inventory/Database	Lump Sum	\$
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RESPONSE TO TECHNICAL QUESTIONS FORM -ATTACHMENT C

On a separate paper, please provide brief narrative entitled, "RESPONSE TO TECHNICAL QUESTIONS-ATTACHMENT C" answering questions listed below.

Section 1: Company Experience & Qualification

- a) Provide company experience and qualification to meet the scope of work and standard of performance.
- b) Identify principals of the company.
- c) State company's financial condition and identify any condition (e.g. bankruptcy, pending litigation, planned office closures, merger, etc. that may impede the Respondent from providing services).
- d) Describe your company's experience in providing tree maintenance services to like-sized public agencies and/or private companies.
- e) State all instances of being disqualified, removed, or otherwise prevented from completing the terms of any previous contracts over the past five (5) years. Give names, street addresses, and phone numbers and explain the circumstances.
- f) The City currently does not have an arborist, the City will rely on selected contractor to provide recommendation on best practices on tree planting, tree removal, and tree maintenance. Describe your collaborative experience with your clients on their tree program.

Section 2: Personnel

- a) Attach an organizational chart for your company or the local office servicing this contract.
- b) List of all key persons that will be supervising, scheduling and/or performing the work outlined in the Tree Services Agreement. Personnel must be qualified and trained in the tree maintenance industry. List their certifications, specialty, and licenses. This will include the staffing of an on-site Supervisor who shall be an ISA Certified Arborist and fluent in the English language capable of communicating with any City representative and be authorized to act on behalf of the contractor. At all times during contracted tree maintenance activities, the contractor shall have work crews on site that are represented by an English-speaking supervisor who can receive and carry out instructions given by proper authorities.
- c) List personnel handling the day-to-day management of the contract.

Section 3: Approach

- a) Describe your approach to the Scope of Services and Standard of Performance and any special ideas, techniques, or suggestions that you think might make the Scope of Services and Standard of Performance implemented smoothly.
- b) Describe your overall pruning program.
- c) Describe your quality control plan and inspection.
- d) Describe the Tree Inventory Database and its capability. Describe the company's experience in managing and rolling out such database and the City's ability to use the database. Provide information on how data can be transferrable to the City's GIS platform.
- e) Describe your company's ability to address complaints or deficiencies.
- f) Provide an implementation schedule.
- g) Describe your communication plan between your representative and City's representative.
- h) Describe communication within your company.
- i) Describe your employee training program.
- j) Describe your safety program.

Section 4: References

Please list at least five (5) references of current or past contracts within the past five years that are similar in scope or scale. Attached additional pages if necessary. Provide the following information on each one:

- a. Company Name
- b. Customer Contact Name
- c. Phone number
- d. E-mail address
- e. Number of years your contractor has provided tree maintenance services for each reference
- f. Location of work
- g. Type of service performed

Section 5: Other Fees

Attach other fees not listed on the "**Bid Schedule**". Other fees to remain fixed during the first three (3) years of the contract. After the third year and at the first year of the first and second three-year extensions, a CPI increase is allowable subject to a maximum increase of 2.5%.

NON-COLLUSION AFFIDAVIT-ATTACHMENT D

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 bid 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

SECTION IV: EVALUATION

1. SELECTION CRITERIA

City will review and evaluate all proposals based on the following criteria:

A. Completeness of Proposal

Completeness of proposal. Provided all requested information.

B. Qualification

Qualifications of business and personnel. Strength and stability of the business; experience of subcontractors; experience in the management of electronic tree inventory databases; ability to meet project schedule; strength of the quality control check; quality of pruning program; strong contract management.

C. Approach

Approach to delivering services including implementation schedule, communication within the construction company, training program, safety program, resolving complaints and deficiencies.

D. Reference Evaluation

Experience in providing services similar to those requested herein; experience working with public agencies; assessment by client references.

E. Reasonableness of Cost and Price

Reasonableness and competitiveness of the contractor's cost proposal. Inclusion of other fees not listed in Bid Schedule-Attachment B.

SECTION V: EXHIBITS

EXHIBIT A- TREE MAINTENANCE SERVICES AGREEMENT

EXHIBIT B- WORKERS' COMPENSATION INSURANCE CERTIFICATE

EXHIBIT C- ENDORSEMENTS TO INSURANCE POLICY STATEMENT
REGARDING INSURANCE COVERAGE

EXHIBIT D- STATEMENT REGARDING CONTRACTOR'S LICENSING LAWS

EXHIBIT A

LANDSCAPE MAINTENANCE SERVICES AGREEMENT

[enter name of contractor]

THIS AGREEMENT FOR LANDSCAPE MAINTENANCE SERVICES (“Agreement”) is made and entered into, to be effective this ____ day of _____ 2024 (“Effective Date”), by and between the CITY OF LOS ALAMITOS, a California charter city and municipal corporation, (“City”) and _____, a _____, (“Contractor”). City and Contractor are sometimes hereinafter individually referred to as “Party” and are hereinafter collectively referred to as the “Parties.”

RECITALS

A. City has determined that it requires the services of a qualified contractor to provide landscape maintenance services for City parkways, medians, landscape areas and parks.

B. In response to City’s formal Request for Proposals No. ____ (RFP), dated _____, 2024, Contractor has submitted to City a written proposal, dated _____, 2024, to provide the desired landscape maintenance services.

D. City desires to engage Contractor to provide such landscape maintenance services subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the promises and mutual obligations, covenants, and conditions contained herein, and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

AGREEMENT

1. SERVICES OF CONTRACTOR

1.1 Scope of Services and Standard of Performance. Contractor shall provide those services set forth in the _____ Proposal, dated _____, 2024, attached hereto as Exhibit “A” (“Scope of Services” and/or “Project Services”). Contractor shall provide the Project Services in compliance with all terms and conditions of this Agreement. Contractor warrants that all Project Services shall be performed in a skillful, competent, professional and satisfactory manner in accordance with all standards prevalent in the same profession in the State of California. Contractor represents and warrants that it and all employees, subconsultants and subcontractors providing any services pursuant to this Agreement shall have sufficient skill and experience to perform the Project Services. All Project Services shall be completed to the reasonable satisfaction of City.

1.1.1 Contract Documents. This Agreement shall consist of the following: (1) the main body of this Agreement; (2) RFP No. _____, dated _____; and (3) Contractor’s Proposal, Exhibit “A”. Should any conflict or inconsistency exist in the Contract Documents, the conflict

or inconsistency shall be resolved by applying the provisions in the highest priority document, which shall be determined in the following order of priority: (1st) the main body of this Agreement; (2nd) the RFP, and (3rd) Contractor's Proposal.

1.2 Compliance with Law. All Project Services shall be provided in accordance with all laws, ordinances, resolutions, statutes, rules, and regulations of City and any federal, state or local governmental agency of competent jurisdiction. Contractor shall be liable for all violations of such laws, ordinances, resolutions, statutes, rules and regulations in connection with performance of the Project Services. If Contractor performs any Project Services in violation of such laws, ordinances, resolutions, statutes, rules or regulations, Contractor shall be solely responsible for all penalties and costs arising therefrom. Contractor shall defend, indemnify, and hold City, its officials, officers, employees, agents and volunteers, free and harmless from and against any claim or liability arising out of any failure or alleged failure to comply with such laws, ordinances, resolutions, statutes, rules or regulations.

1.3 Licenses and Permits. Prior to performing any Project Services, Contractor shall obtain all licenses, permits, qualifications, and approvals of whatever nature that are legally required to practice its profession and perform the Project Services. Contractor represents and warrants to City that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement and any extension, any license, permit, qualification, or approval that is legally required for Contractor to perform the Project Services. Contractor shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Contractor's performance of the Project Services, and shall defend, indemnify, and hold the City, its officials, officers, employees, agents and volunteers, free and harmless from and against any claim or liability arising out of any failure or alleged failure to obtain such license, permits, qualifications, and approvals of whatever nature that are legally required to practice its profession and perform the Project Services.

1.4 Familiarity with Work. By executing this Agreement, Contractor warrants that Contractor (a) has thoroughly investigated and considered the Project Services to be performed, (b) has carefully considered how the Project Services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the Project Services under this Agreement.

1.5 Care in Performance of Project Services. Contractor shall adopt reasonable methods during the term of the Agreement to prevent losses or damage to materials, papers or other components of the Project Services, and shall be responsible for all such damages, to persons or property, until acceptance of the Project Services by the City, except such losses or damages as may be caused by City's own negligence.

1.6 Non-Exclusive Agreement. Contractor acknowledges that City may enter into agreements with other Contractors, contractors, consultants, or vendors for services similar to the services that are the subject of this Agreement. Contractor further acknowledges that City may have its own employees perform services similar to the services that are the subject of this Agreement.

2. COMPENSATION

2.1 Maximum Contract Amount. Contractor shall be compensated for the Project Services performed, including authorized reimbursements, if any, in accordance with the hourly rates and charges set forth in the Scope of Services in an amount not to exceed _____ Dollars (\$_____). The maximum amount of City's payment obligation under this Agreement is the amount specified in this section.

2.2 Method of Payment. In any month in which Contractor wishes to receive payment, Contractor shall no later than first working day of such month, submit to the City, in a form approved by the City Manager or his designee, an invoice for services rendered prior to the date of the invoice. Such requests shall be based upon the amount and value of the services performed by Contractor and accompanied by such reporting data including an itemized breakdown of all costs incurred and tasks performed during the period covered by the invoice, as may be required by the City. Within thirty (30) calendar days of receipt of invoice, City shall pay all undisputed amounts included on the invoice.

2.3 Changes in Scope. In the event any change or changes in the Scope of Services is requested by the City, the Parties shall execute a written amendment to this Agreement, signed by an individual authorized to formally bind the Party for which he/she is signing, setting forth with particularity all terms of such amendment, including, but not limited to, any additional professional fees. An amendment may be entered into: (a) to provide for revisions or modifications to documents or other work product when documents or other work product or work is required by the enactment or revision of law subsequent to the preparation of any documents, other work product, or work; and/or, (b) to provide for additional services not included in this Agreement or not customarily furnished in accordance with generally accepted practice in Contractor's profession.

2.4 Appropriations. This Agreement is subject to and contingent upon funds being appropriated therefore by the Los Alamitos City Council for each fiscal year covered by the term of this Agreement. If such appropriations are not made, this Agreement shall automatically terminate without penalty to the City.

3. SCHEDULE OF PERFORMANCE

3.1 Time of Essence. Time is of the essence in the performance of this Agreement. The time for completion of the Project Services to be performed by Contractor is an essential condition of this Agreement.

3.2 Schedule of Performance. Contractor shall prosecute regularly and diligently the Project Services according to the periods specified in the Scope of Services. When requested by Contractor, extensions of the time period(s) specified in the Scope of Services may be approved in writing by the Contract Officer; however, the City shall not be obligated to grant any such extension.

3.3 Force Majeure. The time for performance of the Project Services may be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor (financial inability excepted), including, but not limited to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, and/or acts of any governmental agency, including the City, if Contractor, within ten (10) calendar days of the commencement of such delay, notifies the City Manager in writing of the causes of the delay. The City Manager shall ascertain the facts and the extent of delay, and extend the time for performing the Services for the period of the enforced delay when and if in the judgment of the City Manager such delay is justified. The City Manager's determination shall be final and conclusive upon the Parties to this Agreement. In no event shall Contractor be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Contractor's sole remedy being extension of the Agreement pursuant to this section.

3.4 Term. Unless earlier terminated as provided elsewhere in this Agreement, this Agreement shall commence upon the Effective Date and shall continue in full force and effect for an initial term of three (3) years, and may thereafter be extended by mutual written agreement of the Parties for up to two additional three (3) year terms.

4. COORDINATION OF PROJECT SERVICES

4.1 Contractor's Representative. The following principal of Contractor is hereby designated as being the principal and representative of Contractor authorized to act on its behalf with respect to the Project Services and to make all decisions in connection therewith: _____. It is expressly understood that the experience, knowledge, education, capability, expertise, and reputation of the foregoing principal is a substantial inducement for City to enter into this Agreement. Therefore, the foregoing principal shall be responsible during the term of this Agreement for directing all activities of Contractor and devoting sufficient time to personally supervise the Project Services performed hereunder. The foregoing principal may not be changed by Contractor without prior written approval of the Contract Officer.

4.2 City's Contract Officer. The City's Contract Officer shall be such person as may be designated by the City Manager, and is subject to change by the City Manager. It shall be the Contractor's responsibility to ensure that the Contract Officer is kept fully informed of the progress of the performance of the Project Services, and the Contractor shall refer any decisions which must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer. The Contract Officer shall have authority to sign all documents on behalf of the City required hereunder to carry out the terms of this Agreement.

4.3 Prohibition Against Subcontracting or Assignments. The experience, knowledge, capability, expertise, and reputation of Contractor, its principals and employees, were a substantial inducement for City to enter into this Agreement. Therefore, Contractor shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, voluntarily or by operation of law, without the prior written consent of City. Contractor shall not contract with any other entity to perform the Project Services without prior written consent of City.

If Contractor is permitted by City to subcontract any part of this Agreement, Contractor shall be responsible to City for the acts and omissions of its subcontractor(s) in the same manner as it is for persons directly employed. Nothing contained in this Agreement shall create any contractual relationships between any subcontractor and City. All persons engaged in the performance of Project Services will be considered employees of Contractor. City will deal directly with and will make all payments to Contractor. In addition, neither this Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated, or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written consent of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Contractor, taking all transfers into account on a cumulative basis. In the event of any such unapproved transfer, including any bankruptcy proceeding, this Agreement shall be void. No approved transfer shall release Contractor or any surety of Contractor from any liability hereunder without the express written consent of City.

4.4 Independent Contractor.

4.4.1 The legal relationship between the Parties is that of an independent contractor; nothing herein shall be deemed to make Contractor a City employee. During the performance of this Agreement, Contractor and its officers, employees, and agents shall act in an independent capacity and shall not act as City officers or employees. Contractor will determine the means, methods and details of performing the Project Services subject to the requirements of this Agreement. The personnel performing the Project Services on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Neither City nor any of its officials, officers, employees, agents or volunteers shall have control over the conduct of Contractor or any of its officers, employees, or agents, except as set forth in this Agreement. Contractor, its officers, employees or agents, shall not maintain a permanent office or fixed business location at City's offices. City shall have no voice in the selection, discharge, supervision, or control of Contractor's officers, employees, or agents or in fixing their number, compensation, or hours of service. Contractor shall pay all wages, salaries, and other amounts due its employees in connection with the performance of Project Services and shall be responsible for all reports and obligations respecting them, including but not limited to social security income tax withholding, unemployment compensation, workers' compensation, and other similar matters. City shall not in any way or for any purpose be deemed to be a partner of Contractor in its business or otherwise a joint venturer or a member of any joint enterprise with Contractor.

4.4.2 Contractor shall not incur or have the power to incur any debt, obligation, or liability against City, or bind City in any manner.

4.4.3 No City benefits shall be available to Contractor, its officers, employees, representatives, agents, subconsultants or subcontractors in connection with the performance of any Project Services. Except for fees paid to Contractor as provided for in this Agreement, City shall not pay salaries, wages, or other compensation to Contractor for the performance of any Project Services. City shall not be liable for compensation or indemnification to Contractor, its officers, employees, representatives, agents, subconsultants or subcontractors, for injury or sickness arising out of the performance of any Project Services. If for any reason any court or

governmental agency determines that the City has financial obligations, other than pursuant to Section 2 herein, of any nature relating to salary, taxes, or benefits of Contractor's officers, employees, representatives, agents, or subconsultants or subcontractors, Contractor shall defend, indemnify, and hold harmless City from and against all such financial obligations.

4.5 PERS Eligibility Indemnification.

4.5.1 In the event that Contractor or any officer, employee, representative, agent, subconsultant or subcontractor of Contractor providing any Project Services claims or is determined by a court of competent jurisdiction or the California Public Employee Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City against (1) all such claims and determinations, (2) for the payment of any employee and/or employer contributions for PERS benefits on behalf of Contractor or its officers, employees, representatives, agents, subconsultants or subcontractors, and (3) the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of the City.

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

5. INSURANCE

5.1 Compliance with Insurance Requirements. Contractor shall obtain, maintain, and keep in full force and effect during the term of this Agreement, at its sole cost and expense, and in a form and content satisfactory to City, all insurance required under this section. Contractor shall not commence any Project Services unless and until it has provided evidence satisfactory to City that it has secured all insurance required under this section. If Contractor's existing insurance policies do not meet the insurance requirements set forth herein, Contractor agrees to amend, supplement or endorse the policies to do so.

5.2 Types of Insurance Required. As a condition precedent to the effectiveness of this Agreement, and without limiting the indemnity provisions set forth in this Agreement, Contractor shall obtain and maintain in full force and effect during the term of this Agreement, including any extension thereof, the following policies of insurance:

5.2.1 Commercial General Liability Insurance. Contractor shall obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of Commercial General Liability Insurance (CGL). Coverage shall be at least as broad as ISO Form CG 00 01 written on a per occurrence basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the general aggregate.

The policy shall not contain any endorsements or provisions limiting coverage for (1) contractual liability, (2) cross liability exclusion for claims or suits by one insured against another, or (3) contain any other exclusion contrary to the Agreement.

5.2.2 Automobile Liability Insurance. Contractor shall obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of Automobile Liability Insurance. Coverage shall be at least as broad as ISO Form CA 00 01 written on a per occurrence basis, covering Code 1 (any auto), or if the Contractor has no owned autos, Code 8 (hired) and Code 9 (non-owned), with limits of no less than One Million Dollars (\$1,000,000.00) for each occurrence covering bodily injury and property damage.

5.2.3 Workers' Compensation Insurance. Contractor shall obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of Workers' Compensation Insurance in at least the minimum statutory amounts, and in compliance with all other statutory requirements, as required by the State of California. Contractor agrees to waive and obtain endorsements from its workers' compensation insurer waiving all subrogation rights under its workers' compensation insurance policy against the City, its officials, officers, employees, agents and volunteers, and to require each of its subconsultants and subcontractors, if any, to do likewise under their workers' compensation insurance policies. Contractor shall also obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of Employer's Liability Insurance written on a per occurrence basis with limits of at least One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Notwithstanding the foregoing, Contractor shall not be required to procure either Worker's Compensation Insurance or Employer's Liability Insurance if Contractor provides written verification to the City that Contractor does not have any employees.

5.3 Acceptability of Insurers. Insurance required by this section shall be issued by a licensed company authorized to transact business in the state by the Department of Insurance for the State of California with a current rating of A-:VII or better (if an admitted carrier), or a current rating of A:X or better (if offered by a non-admitted insurer listed on the State of California List of Approved Surplus Lines Insurers (LASLI)), by the latest edition of A.M. Best's Key Rating Guide, except that the City will accept workers' compensation insurance from the State Compensation Fund. In the event the City determines that the work or Project Services to be performed under this Agreement creates an increased or decreased risk of loss to the City, the Contractor agrees that the minimum limits of the insurance policies may be changed accordingly upon receipt of written notice from the City. Contractor shall immediately substitute any insurer whose A.M. Best rating drops below the levels specified herein.

5.4 Specific Insurance Provisions and Endorsements. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the City for written approval. Required insurance policies shall contain the following provisions, or Contractor shall provide endorsements on forms approved by the City to add the following provisions to the insurance policies:

5.4.1 CGL and Auto Liability Endorsements. The policy or policies of insurance required by this section for CGL and Automobile Liability Insurance shall be endorsed as follows:

5.4.1.1 Additional Insured. The City, its officials, officers, employees, agents and volunteers, shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement; and

5.4.1.1.1 Additional Insured Endorsements. Additional insured endorsements shall not (1) be restricted to “ongoing operations”, (2) exclude “contractual liability”, (3) restrict coverage to “sole” liability of Contractor, or (4) contain any other exclusions contrary to the Agreement; and, the coverage shall contain no special limitations on the scope of protection afforded to additional insureds.

5.4.1.2 Primary and Non-Contributing Insurance. Each CGL and Automobile Liability Insurance policy shall be endorsed to be primary, and any other insurance, deductible, or self-insurance maintained by the City, its officials, officers, employees, agents or volunteers, shall not contribute with this primary insurance.

5.4.1.3 Waiver of Subrogation. Each CGL and Automobile Liability Insurance policy shall contain or be endorsed to waive subrogation against the City, its officials, officers, employees, agents and volunteers, or shall specifically allow Contractor or others providing insurance evidence in compliance with the requirements set forth in this section to waive their right to recovery prior to a loss. Contractor hereby agrees to waive its own right of recovery against the City, its officials, officers, employees, agents and volunteers, and Contractor hereby agrees to require similar written express waivers and insurance clauses from each of its subconsultants or subcontractors.

5.4.2 Notice of Cancellation. Each policy of any type shall be endorsed to provide that coverage shall not be suspended, voided, cancelled, or modified, or reduced in coverage or in limits, except after thirty (30) calendar days prior written notice has been provided to the City. Notwithstanding the foregoing, if coverage is to be suspended, voided, or cancelled because of Contractor’s failure to pay the insurance premium, the notice provided by the insurer to City shall be by not less than ten (10) calendar days prior written notice. (A statement that notice will be provided "in accordance with the policy terms" or words to that effect is inadequate to meet the requirements of this section.)

5.5 Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be approved in writing by the City in advance. The decision whether to approve or withhold approval of a deductible or self-insured retention shall be made by the City in the City's sole and absolute discretion.

5.6 Evidence of Coverage. Concurrently with the execution of the Agreement, Contractor shall deliver certificates of insurance together with original endorsements affecting each of the insurance policies required by this section. Contractor shall promptly furnish, at City’s request, copies of actual policies including all declaration pages, endorsements, exclusions and any other policy documents City may require to verify coverage.

5.6.1 Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the City for written approval.

5.6.2 Authorized Signatures. The certificates of insurance and original endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf.

5.6.3 Renewal/Replacement Policies. At least fifteen (15) calendar days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced and not replaced immediately so as to avoid a lapse in the required coverage, Contractor shall, within ten (10) calendar days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies meeting all requirements of this Agreement.

5.7 Requirements Not Limiting. Requirement of specific coverage or minimum limits contained in this section are not intended as a limitation on coverage, limits, or other requirements, or a waiver of any coverage normally provided by any insurance. Nothing in this section shall be construed as limiting in any way the indemnification provision contained in this Agreement, or the extent to which Contractor may be held responsible for payments of damages to persons or property.

5.8 Enforcement of Agreement (Non-Estoppel). Contractor acknowledges and agrees that actual or alleged failure on the part of the City to inform Contractor of any non-compliance with any of the insurance requirements set forth in this section imposes no additional obligation on the City nor does it waive any rights hereunder.

5.9 Insurance for Subconsultants. Contractor shall either: (1) include all subconsultants or subcontractors engaged in the performance of Project Services on behalf of Contractor as additional named insureds under the Contractor's insurance policies; or (2) Contractor shall be responsible for causing its subconsultants or subcontractors to procure and maintain the appropriate insurance in compliance with the terms of the insurance requirements set forth in this section, including adding the City, its officials, officers, employees, agents and volunteers, as additional insureds to their respective policies. Contractor shall not allow any subconsultant or subcontractor to commence any work or services relating to this Agreement unless and until it has provided evidence satisfactory to City that the subconsultant or subcontractor has secured all insurance required under this section.

5.10 Other Insurance Requirements. The following terms and conditions shall apply to the insurance policies required of Contractor and its subconsultants and subcontractors, if any, pursuant to this Agreement:

5.10.1 Contractor shall provide immediate written notice to City if (1) any of the insurance policies required herein are terminated, cancelled or suspended, (2) the limits of any of

the insurance coverages required herein are reduced, or (3) the deductible or self-insured retention is increased.

5.10.2 All insurance coverage and limits provided by Contractor and available or applicable to this Agreement are intended to apply to each insured, including additional insureds, against whom a claim is made or suit is brought to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to the City or its operations shall limit the application of such insurance coverage.

5.10.3 None of the insurance coverages required herein will be in compliance with the requirements of this section if they include any limiting endorsement which substantially impairs the coverages set forth herein (e.g., elimination of contractual liability or reduction of discovery period), unless the endorsement has first been submitted to the City and approved in writing.

5.10.4 Certificates of insurance will not be accepted in lieu of required endorsements, and submittal of certificates without required endorsements may delay commencement of the Project. It is Contractor's obligation to ensure timely compliance with all insurance submittal requirements as provided herein.

5.10.5 Contractor agrees to ensure that subconsultants and subcontractors, if any, and any other parties involved with the Project who are brought onto or involved in the Project by Contractor, provide the same minimum insurance coverage required of Contractor. Contractor agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Contractor agrees that upon request, all agreements with subcontractors and others engaged in the provision of Project Services will be submitted to the City for review.

5.10.6 Contractor agrees to provide immediate written notice to City of any claim, demand or loss against Contractor arising out of the work or Project Services performed under this Agreement and for any other claim, demand or loss which may reduce the insurance available to pay claims, demands or losses arising out of this Agreement.

6. INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall defend (at Contractor's sole cost and expense with legal counsel reasonably acceptable to City), indemnify and hold the City, its officials, officers, employees, agents and volunteers, free and harmless from any and all claims, demands, orders, causes of action, costs, expenses, liabilities, losses, penalties, judgments, arbitration awards, settlements, damages or injuries of any kind, in law or in equity, including but not limited to property or persons, including wrongful death, (collectively "Claims") in any manner arising out of, pertaining to, related to, or incident to any alleged acts, errors or omissions, or willful misconduct of Contractor, its officers, directors, employees, subconsultants, subcontractors, agents or invitees in connection with performance under this Agreement, or in any manner arising out of, pertaining to, related to, or incident to an alleged breach of this Agreement, including without limitation the payment of all consequential damages, expert witness fees and

attorneys' fees and other related costs and expenses.

Notwithstanding the foregoing, and only to the extent that the Project Services performed by Contractor are subject to California Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor.

Under no circumstances shall the insurance requirements and limits set forth in this Agreement be construed to limit Contractor's indemnification obligation or other liability hereunder. Notwithstanding the foregoing, such obligation to defend, hold harmless and indemnify the City, its officials, officers, employees, agents and volunteers, shall not apply to the extent that such Claims are caused by the sole negligence or willful misconduct of that indemnified party.

The Contractor's indemnification obligation shall survive termination of this Agreement.

7. REPORTS AND RECORDS

7.1 Records. Contractor shall keep complete, accurate, and detailed accounts of all time, costs, expenses, and expenditures pertaining in any way to this Agreement. Contractor shall keep such books and records as shall be necessary to properly perform the Project Services required by this Agreement and to enable the Contract Officer to evaluate the performance of such Project Services. The Contract Officer shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit, and make records and transcripts from such records.

7.2 Reports. Contractor shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the Project Services as the Contract Officer shall require.

7.3 Ownership of Documents. All drawings, specifications, reports, records, documents, memoranda, correspondence, computations, and other materials prepared by Contractor, its employees, subconsultants, subcontractors and agents in the performance of this Agreement shall be the property of City and shall be promptly delivered to City upon request of the Contract Officer or upon the termination of this Agreement, and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of the documents and materials hereunder. Contractor may retain copies of such documents for its own use. Contractor shall have an unrestricted right to use the concepts embodied therein. Contractor shall ensure that all of its subconsultants and subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Contractor fails to secure such assignment, Contractor shall indemnify City for all damages resulting therefrom.

7.4 Release of Documents. Except to the extent otherwise required by law, no drawing, specification, report, record, document, or other material prepared by Contractor, its employees, subconsultants, subcontractors and agents in the performance of Project Services shall

not be released publicly without the prior written approval of the Contract Officer.

8. ENFORCEMENT OF AGREEMENT

8.1 California Law and Venue. This Agreement shall be construed and interpreted both as to validity and as to performance of the Parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim, or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Orange, State of California, or any other appropriate court in such County, and Contractor covenants and agrees to submit to the personal jurisdiction of such court in the event of such action.

8.2 Waiver. No delay or omission in the exercise of any right or remedy of a non-defaulting Party on any default shall impair such right or remedy or be construed as a waiver. No consent or approval of City shall be deemed to waiver or render unnecessary City's consent to or approval of any subsequent act of Contractor. Any waiver by either Party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

8.3 Rights and Remedies Cumulative. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other Party.

8.4 Legal Action. In addition to any other rights or remedies, either Party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement.

8.5 Termination Prior to Expiration of Term. City reserves the right to terminate this Agreement, at any time, with or without cause, upon thirty (30) calendar days written notice to Contractor, except that where the continuation of services would constitute a danger to health, safety or general welfare, the period of notice shall be such shorter time as may be appropriate. Upon receipt of the notice of termination, Contractor shall immediately cease all Project Services, except as may be specifically approved by the Contract Officer. Contractor shall be entitled to compensation for all Project Services rendered prior to receipt of the notice of termination and for any Project Services authorized by the Contract Officer thereafter.

8.6 Termination for Default of Contractor.

8.6.1 Contractor's failure to comply with any provision of this Agreement shall constitute a default.

8.6.2 If the Contract Officer determines that Contractor is in default in the performance of any of the terms or conditions of this Agreement, he/she shall notify Contractor in writing of such default. If such default is capable of being cured, Contractor shall have ten (10)

calendar days, or such longer period as City may designate, to cure the default by rendering satisfactory performance. In the event Contractor fails to cure its default within such period of time, or if such default is not capable of being cured, City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice of any remedy to which City may be entitled at law, in equity, or under this Agreement. Contractor shall be liable for any and all reasonable costs incurred by City as a result of such default. Compliance with the provisions of this section shall not constitute a waiver of any City right to take legal action in the event that the dispute is not cured, provided that nothing herein shall limit City's right to terminate this Agreement without cause pursuant to Section 8.5.

8.6.3 If termination is due to the failure of Contractor to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 8.6.2, take over the Project Services and prosecute the same to completion by contract or otherwise, and Contractor shall be liable to the extent that the total direct and indirect costs for completion of the Project Services required hereunder exceeds the Maximum Contract Amount, and City may withhold any payments to Contractor for the purpose of set-off toward the cost of completion of the Project Services. The withholding or failure to withhold payments to Contractor shall not limit Contractor's liability for completion of the Project Services as provided herein.

8.7 Attorneys' Fees. In the event any dispute between the Parties with respect to this Agreement results in litigation or any non-judicial proceeding, the prevailing Party shall be entitled, in addition to such other relief as may be granted, to recover from the non-prevailing Party all reasonable costs and expenses, including but not limited to reasonable attorneys' fees, expert witness fees, court costs and all fees, costs, and expenses incurred in any appeal or in collection of any judgment entered in such proceeding. To the extent authorized by law, in the event of a dismissal by the plaintiff or petitioner of the litigation or non-judicial proceeding within thirty (30) calendar days of the date set for trial or hearing, the other Party shall be deemed to be the prevailing Party in such litigation or proceeding. For purposes of this section, "Reasonable attorney fees" shall be calculated by multiplying the actual number of hours reasonably expended by the attorney(s) handling the dispute on behalf of the prevailing Party by the hourly rate actually paid by the prevailing Party, but in no case shall the hourly rate exceed Two Hundred and Fifty Dollars (\$250.00) per hour.

9. CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

9.1 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Contractor, or any successor-in-interest, in the event of any default or breach by the City or for any amount which may become due to the Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.

9.2 Covenant Against Discrimination. Contractor covenants that, by and for itself, its heirs, executors, assigns, subcontractors, subconsultants and all persons claiming under or through them, that there shall be no discrimination or segregation in the performance of or in connection with this Agreement regarding any person or group of persons on account of race, disability, medical condition, color, creed, religion, sex, sexual orientation, marital status, age, national origin, or ancestry. Contractor shall take affirmative action to insure that applicants and

employees are treated without regard to their race, disability, medical condition, color, creed, religion, sex, sexual orientation, marital status, national origin, or ancestry.

10. MISCELLANEOUS PROVISIONS

10.1 Notices. Any notice, demand, request, consent, approval, or communication either Party desires or is required to give to the other Party or any other person shall be in writing and either served personally during normal hours of operation of the Party receiving the notice, or sent by pre-paid, first-class mail to the address set forth below. Either Party may change its address by notifying the other Party of the change of address in writing. Notice shall be deemed communicated on the day personally served, or two (2) business days from the date of mailing if mailed as provided in this section. Additionally, notices by email will be considered legal notice if such communications include the following text in the Subject field: FORMAL LEGAL NOTICE – _____.

To City:

Chet Simmons, City Manager
City of Los Alamitos
3191 Katella Ave.
Los Alamitos, CA 90720
Csimmons@cityoflosalamitos.org

With copy to:

Michael S. Daudt, City Attorney
Woodruff & Smart
555 Anton Blvd., Suite 1200
Costa Mesa, CA 92626
mdaudt@woodruff.law

To Contractor:

Name of Contractor
Street
City, State, Zip Code
Email

10.2 Entire Agreement; Amendments in Writing. This Agreement constitutes the entire agreement between the Parties and is intended as an integrated agreement, superseding all prior negotiations, arrangements, agreements, representations, and understandings, if any, made by or among the Parties with respect to the subject matter hereof. No amendments or other modifications of this Agreement shall be binding unless executed in writing by both Parties hereto, or their respective successors, assigns, or grantees.

10.3 Severability. In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement, which shall be interpreted to carry out the intent of the Parties hereunder.

10.4 Successors in Interest. This Agreement shall be binding upon and inure to the benefit of the Parties' successors and assignees.

10.5 Third Party Beneficiary. Except as expressly provided herein, nothing contained in this Agreement is intended to confer, nor shall this Agreement be construed as conferring, any rights, including, without limitation, any rights as a third-party beneficiary or otherwise, upon any entity or person not a party hereto.

10.6 Recitals. The above-stated Recitals are hereby incorporated into the Agreement as though fully set forth herein and each Party acknowledges and agrees that such Party is bound, for purposes of this Agreement, by the same.

10.7 Prevailing Wages. The City has determined that the Project Services under this Agreement requires work of labor categories which are subject to Prevailing Wage Laws identified in the State of California Labor Code. Contractor is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. Contractor agrees to fully comply with all applicable federal and state labor laws (including, without limitation, the Prevailing Wage Laws). It is agreed by the Parties that, in connection with the Project Services provided pursuant to this Agreement, Contractor shall bear all risks of payment or non-payment of prevailing wages under California law, and Contractor hereby agrees to defend, indemnify, and hold the City, its elected and appointed officials, officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. The foregoing indemnity shall survive termination of this Agreement. Contractor understands and agrees to comply with the following California Labor Code compliance conditions [Labor Code Sections 1720 et seq., 1813, 1860, 1861, 3700]:

10.7.1. 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 the awarding public agency ("City") and Contractor agree to be bound by all the provisions thereof as though set forth in full herein.

10.7.2 Contractor shall be registered with the Department of Industrial Relations ("DIR") in accordance with California Labor Code Section 1725.5 and has provided proof of registration to City prior to the Effective Date of this Agreement.

10.7.3 Contractor agrees to comply with the provisions of California Labor Code Sections 1771, 1774 and 1775 concerning the payment of prevailing rates of wages to workers and the penalties for failure to pay prevailing wages. The applicable prevailing wage determination(s) may be obtained at (<http://www.dir.ca.gov/OPRUDPreWageDetermination.htm>), are on file with City, and are available to any interested party upon request. A copy of said rates shall be posted at each job site during the Term of this Agreement.

10.7.4 Pursuant to California Labor Code Section 1771.4, Contractor's services are subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractor shall post job site notices as prescribed by DIR regulations and furnish the records specified in California Labor Code Section 1776 directly to the Labor Commissioner in the manner prescribed by California Labor Code Section 1771.4(a)(3) and (c)(2).

10.7.5 Contractor shall comply with the provisions of California Labor Code Section 1776 which, among other things, require Contractor and each subcontractor to (1) keep accurate payroll records, (2) certify and make such payroll records available for inspection as provided by Section 1776, and (3) inform the City of the location of the records. The Contractor is responsible for compliance with Section 1776 by itself and all of its subcontractors.

10.7.6 Contractor shall comply with the provisions of California 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 itself and all of its subcontractors.

10.7.7 Eight (8) hours of labor shall constitute a legal day's work for all workmen employed in the execution of this Agreement, and the Contractor and any subcontractor shall comply with and be governed by the laws of the State of California having to do with working hours set forth in Division 2, Part 7, Chapter 1, Article 3 of the California Labor Code. Contractor shall comply with the provisions of California Labor Code Section 1813 concerning penalties for workers who work excess hours. Contractor shall, as a penalty to the City, forfeit twenty-five dollars (\$25) for each worker employed in the execution of this Agreement by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the California Labor Code. (*See, e.g., Cal. Labor Code §1815.*)

10.7.8 Pursuant to California Labor Code Sections 1860 and 3700, Contractor will be required to secure the payment of compensation to its employees. By signing this Agreement, Contractor hereby certifies as follows:

"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 Agreement."

10.7.9 Pursuant to California Labor Code Section 1771.1, Contractor and any subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the California Public Contract Code, or engage in the performance of any contract for public work on a public works project unless registered with the DIR and qualified to perform public work pursuant to California Labor Code Section 1725.2. It is not a violation of California Labor Code Section 1771.1 for an unregistered contractor to submit a bid that is authorized by California Business and Professions Code Section 7029.1 or by California Public

Contract Code Section 10164 or 20103.5, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded. Contractor shall not perform any work under this Agreement with any subcontractor who is ineligible to perform work on the public works project pursuant to Section 1777.1 or 1777.7 of the California Labor Code.

10.8 Corporate Authority. Each of the undersigned represents and warrants that (i) the Party for which he/she is executing this Agreement is duly authorized and existing, (ii) he/she is duly authorized to execute and deliver this Agreement on behalf of the Party for which he/she is signing, (iii) by so executing this Agreement, the Party for which he/she is signing is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other agreement to which the Party for which he/she is signing is bound.

[SIGNATURES ON NEXT PAGE]

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

“City”

City of Los Alamitos

By: _____
Mayor

APPROVED AS TO FORM.

ATTEST:

Woodruff & Smart, APC

By: _____
Michael S. Daudt
City Attorney

By: _____
Windmera Quintanar, CMC
City Clerk

“Contractor”

Name of Contractor

By: _____
Name
Title

By: _____
Name
Title

EXHIBIT “A”

CONTRACTOR’S PROPOSAL/ SCOPE OF SERVICES

DATED: _____, 2024

EXHIBIT B
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

By:_____
Signature

Title

Attest:

By:_____
Signature

Title

EXHIBIT C

ENDORSEMENTS TO INSURANCE POLICY

Name of Insurance Company: _____

Policy Number: _____

Effective Date: _____

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

1. The naming of an additional insured as herein provided shall not affect any recovery to which such additional insured would be entitled under this policy if not named as such additional insured, and

2. The additional insured named herein shall not be held liable for any premium or expense of any nature on this policy or any extensions thereof, and

3. The additional insured named herein shall not by reason of being so named be considered a member of any mutual insurance company for any purpose whatsoever, and

4. The provisions of the policy will not be changed, suspended, canceled or otherwise terminated as to the interest of the additional insured named herein without first giving such additional insured twenty (20) days' written notice.

5. Any other insurance held by the additional insured shall not be required to contribute anything toward any loss or expense covered by the insurance, which is referred to by this certificate.

6. The company provided insurance for this certificate is a company licensed to do business in the State of California with a Best's rating of A+ VIII or greater.

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

Authorized Insurance Agent

Date

EXHIBIT D
STATEMENT REGARDING INSURANCE COVERAGE

REQUEST FOR PROPOSAL (RFP) 2024-01
TREE MAINTENANCE SERVICES IN THE CITY OF LOS ALAMITOS

The undersigned representative of Bidder hereby certifies that he/she has reviewed the insurance coverage requirements specified. 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: _____

EXHIBIT E

STATEMENT REGARDING CONTRACTOR'S LICENSING LAWS

REQUEST FOR PROPOSAL (RFP) 2024-01 TREE MAINTENANCE SERVICES IN THE CITY OF LOS ALAMITOS

[Business & Professions Code § 7028.15]
[Public Contract Code § 20103.5]

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

Business & Professions Code § 7028.15:

- a) **It is a misdemeanor for any person to submit a bid to a public agency to engage in the business or act in the capacity of a contractor within this state without having a license therefore**, except in any of the following cases:
 - (1) The person is particularly exempted from this chapter.
 - (2) The bid is submitted on a state project governed by Section 10164 of the Public Contract Code or on any local agency project governed by Section 20104 [now § 20103.5] of the Public Contract Code.
- b) If a person has been previously convicted of the offense described in this section, the court shall impose a fine of 20 percent of the price of the contract under which the unlicensed person performed contracting work, or four thousand five hundred dollars (\$4,500), whichever is greater, or imprisonment in the county jail for not less than 10 days nor more than six months, or both. In the event the person performing the contracting work has agreed to furnish materials and labor on an hourly basis, "the price of the contract" for the purposes of this subdivision means the aggregate sum of the cost of materials and labor furnished and the cost of completing the work to be performed.
- c) This section shall not apply to a joint venture license, as required by Section 7029.1. However, at the time of making a bid as a joint venture, each person submitting the bid shall be subject to this section with respect to his/her individual licenser.
- d) This section shall not affect the right or ability of a licensed architect, land surveyor, or registered professional engineer to form joint ventures with licensed contractors to render services within the scope of their respective practices.

- e) Unless one of the foregoing exceptions applies, a bid submitted to a public agency by a contractor who is not licensed in accordance with this chapter shall be considered nonresponsive and shall be rejected by the public agency. Unless one of the foregoing exceptions applies, a local public agency shall, before awarding a contract or issuing a purchase order, verify that the contractor was properly licensed when the contractor submitted the bid. Notwithstanding any other provision of law, unless one of the foregoing exceptions applies, the registrar may issue a citation to any public officer or employee of a public entity who knowingly awards a contract or issues a purchase order to a contractor who is not licensed pursuant to this chapter. The amount of civil penalties, appeal, and finality of such citations shall be subject to Sections 7028.7 to 7028.13, inclusive. **Any contract awarded to, or any purchase order issued to, as contractor who is not licensed pursuant to this chapter is void.**
- f) Any compliance or noncompliance with subdivision (e) of this section, as added by Chapter 863 of the Statutes of 1989, shall not invalidate any contract or bid awarded by a public agency during which time that subdivision was in effect.
- g) A public employee or officer shall not be subject to a citation pursuant to this section if the public employee, officer, or employing agency made an inquiry to the board for the purposes of verifying the license status of any person or contractor and the board failed to respond to the inquiry within three business days. For purposes of this section, a telephone response by the board shall be deemed sufficient.

Public Contract Code § 20103.5:

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

Contractors' License Number: _____

License Expiration Date: _____

Authorized Signature: _____

Date: _____

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: March 18, 2024

ITEM NUMBER: 11D

To: Mayor Jordan B. Nefulda & Members of the City Council

Presented By: Ron Noda, Development Services Director

Subject: Labourdette Park Playground and Fitness Equipment Purchase

SUMMARY

This item is for the purchase of playground and fitness equipment directly from the manufacturer, Landscape Structures Inc., through the use of a cooperative purchasing agreement via Sourcewell for \$297,238 (excluding taxes and delivery). The purchase of the playground and fitness equipment is part of the Labourdette Park Project and would enable greater cost savings and assurance that the project continues forward on its intended timeline.

RECOMMENDATION

1. Review and discuss the proposal and purchasing agreement for Landscape Structures Inc. playground and fitness equipment; and,
2. Authorize the City Manager to use a cooperative purchasing agreement, in a form approved by the City Attorney, for the playground and fitness equipment in the amount of \$297,238 (excluding taxes and delivery).

BACKGROUND

The City of Los Alamitos has contracted with Hirsch and Associates, Inc. for the architectural design and project management of the Capital Improvement Project (CIP) - Labourdette Park Project. The Parks, Recreation, and Cultural Arts Commission was presented with different playground, fitness, and park amenity designs, ultimately recommending proceeding with items from Landscape Structures Inc. as a favorable and highly reputable industry manufacturer. In order to ensure product inventory availability and maximize cost savings associated with the project, the staff recommends using a cooperative purchase agreement for the playground and fitness equipment.

DISCUSSION

Cooperative purchase agreements enable cities to maximize cost savings and staff resources by sharing contracting (piggyback) and purchasing efforts with other government agencies. Utilizing cooperative purchasing agreements is advantageous to the City because it provides an opportunity for the City to obtain lower pricing through volume purchasing. It is often more cost-effective to eliminate the cost and time spent on these administrative processes and purchase items and services through a cooperative purchasing program. As cooperative agreements reach expiration, they are automatically renewed, allowing government agencies to continue to leverage cost savings.

Sourcewell is among the leading national government purchasing cooperatives, providing world-class government procurement resources and solutions to local and state government agencies, school districts (K-12), higher education institutions, and nonprofits looking for the best overall supplier government pricing. Sourcewell works with many governmental agencies to offer cooperative purchasing contracts to other governmental agencies in order to create a more economical means of procuring services and supplies, an ability to pay less for products and services and reduce the administrative costs of developing contracts.

Under Section 2.60.110 of the Los Alamitos Municipal Code (LAMC), the City's purchasing ordinance allows the City to "piggyback" off another public agency or government entity that has selected the vendor using competitive bidding procedures substantially the same as or similar to those normally utilized by the City for the acquisition of such materials, supplies, equipment, or services. If such a determination is made, the City Manager or City Council, as applicable, may proceed to purchase the materials, supplies, equipment, or services at a price equivalent to that offered to the acquiring agency.

As a member of Sourcewell, the City can utilize its service of awarded contracts including unlimited expert assistance to answer any questions, help connect the City directly to suppliers, and help find solutions that will best suit the City's needs. The City's account ID number is 66927, which provides access to connect to any contract in a portfolio that contains hundreds of vendors.

Sourcewell is currently used by several city agencies regionally throughout the state and locally across Orange County. Some of these partner agencies include City of Cypress, City of Anaheim, City of Brea, City of Fountain Valley, City of Costa Mesa, among others. The County of Orange is also an active member of Sourcewell.

The Labourdette Park Project will be updating the City's oldest park with the play structure being 25+ years old. The overall new theme for the park is "arts" with elements such as a chalk wall and the design of the rubberized surfacing to look like an art palette being incorporated. The revision of Labourdette Park will include the replacement of the wood chips with a rubberized surface and the addition of play equipment that will provide different age groups with activities. The play equipment will also include play units that will provide inclusive play. Two options were presented to the Parks, Recreation, and Cultural Arts Commission, and they recommended option A for approval by the City Council.

FISCAL IMPACT

This project is part of the adopted Fiscal Year 2023/24 Capital Improvement Project (CIP) list. The proposal for purchasing the playground and fitness equipment (option A) is currently listed as \$297,238 (excluding taxes and delivery), which includes a 7% discount off the standard rate, primarily due to the membership price of using Sourcewell. Funding for the Labourdette Park Project's equipment is budgeted and will be taken from Fiscal Year 2023/24, CDBG account number 19-570-5501.2400 and account number 10-570-5501.2400.



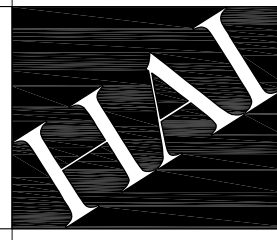
PLAY
EQUIPMENT

OPTION A
EQUIPMENT AND SHADE \$264,000
INCLUDES TAX, FREIGHT, AND INSTALLATION



LABOURDETTE PARK: CONCEPT SITE AMENITIES

2-15-2024



HIRSCH & ASSOCIATES, INC.
LANDSCAPE ARCHITECTURE & PLANNING
2221 EAST WINSTON ROAD, SUITE A
ANAHEIM, CALIFORNIA 92806
PHONE 714-776-4340 FAX 714-776-4395
WWW.HAILANDARCH.COM LA#1710



PLAY
EQUIPMENT

OPTION B
EQUIPMENT AND SHADE \$271,000
INCLUDES TAX, FREIGHT, AND INSTALLATION



LABOURDETTE PARK: CONCEPT SITE AMENITIES



HIRSCH & ASSOCIATES, INC.
LANDSCAPE ARCHITECTURE & PLANNING
2221 EAST WINSTON ROAD, SUITE A
ANAHEIM, CALIFORNIA 92806
PHONE 714-776-4340 FAX 714-776-4395
WWW.HAILANDARCH.COM LA#1710

OPTION A

Fairway 6' table FWTP-6S-WI-P: \$3850
Fairway 6' ADA FWTP-6HCS-WI-P: \$3581
Fairway 8' table FWTP-8S-WI-P: \$4479
FWR-6-WI-P: \$1713 Fairway 8' ADA FWTP-8HCS-WI-P: \$4173 Langdon LATR-32-WI-P: \$1940 Heavy Duty Winder: \$1172



Fairway 6' Bench with Back
Manufactuer: Thomas Steele



Fairway Table with Seats 6', 6' ADA, 8', 8' ADA
Manufactuer: Thomas Steele



Langdon Receptacle 32 gallon
Manufactuer: Thomas Steele



Bicycle Rack - capacity 7
Manufactuer: Thomas Steele

10145SMSSFA with pet fountain \$12,330
INCLUDES TAX + FREIGHT



DRINKING FOUNTAIN/HYDRATION STATION

OPTION B

Table 525-60TMR 6': \$6070
Table 525-663 TMR ADA: \$5665
Bench 522-60TMR \$3110
Table 525-80TMR: \$7165



505 Bench 6' steel with armrests
Manufactuer: Dumor



72 Table 6', ADA, 8' ADA
Manufactuer: Dumor

Receptacle 286-32SH: \$1998



286 Receptacle 32 gallon
Manufactuer: Dumor

Metro Bicycle Rack (3): \$1600



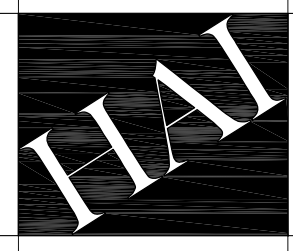
Bicycle Rack - capacity 6
Manufactuer: Dumor

1 Drinking Fountain + 1 ADA Drinking Fountain (Front Access) with Bottle Filler and Attached Pet Fountain
Manufactuer: MDF

NOTE: ALL COSTS INCLUDE TAX AND FREIGHT



LABORDETTE: CONCEPT SITE AMENITIES



HIRSCH & ASSOCIATES, INC.
LANDSCAPE ARCHITECTURE & PLANNING
2221 EAST WINSTON ROAD, SUITE A
ANAHEIM, CALIFORNIA 92806
PHONE 714-776-4340 FAX 714-776-4395
WWW.HAILANDARCH.COM LA#1710

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: March 18, 2024

ITEM NUMBER: 11E

To: Mayor Jordan B. Nefulda & Members of the City Council

Presented By: Chelsi Wilson, Administrative Services Manager

Subject: Employee of the Quarter; California Teamsters 911 and Police Officers Association (POA) Side Letter Agreements

SUMMARY

This report seeks approval of the Employee of the Quarter side letter agreements for; California Teamsters ("Teamsters") 911 amending the November 1, 2021 to October 31, 2024 Memorandum of Understanding (MOU) and Police Officers Association ("POA") amending the July 1, 2021 to June 30, 2024 Memorandum of Understanding (MOU).

RECOMMENDATION

1. Adopt Resolution No. 2024-10, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, AMENDING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LOS ALAMITOS AND THE TEAMSTERS LOCAL 911 EFFECTIVE NOVEMBER 1, 2021 THROUGH OCTOBER 31, 2024; EMPLOYEE OF THE QUARTER"; and,
2. Adopt Resolution No. 2024-11, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, AMENDING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LOS ALAMITOS AND THE POLICE OFFICERS ASSOCIATION EFFECTIVE JULY 1, 2021 THROUGH JUNE 30, 2024; EMPLOYEE OF THE QUARTER"; and,
3. Authorize the Mayor to execute the side letter agreements amending the California Teamsters 911 and Police Officers Association ("POA") Memorandum of Understandings (MOU).

BACKGROUND

This report seeks approval of the Teamsters and POA Employee of the Quarter Side Letters. The City of Los Alamitos has implemented an Employee of the Quarter Awards program to recognize full-time employees for their outstanding work performance on a quarterly basis. The award program is designed to honor individuals who have a strong work ethic, exhibit quality customer service to patrons, and have performed excellent work in their individual department or citywide.

Under the Meyers-Milius-Brown Act ("MMBA") California Govt. Code §3500 et seq., prior to implementing any proposed change relating to matters within the scope of representation, the City is required to give notice to any affected employee organization and provide the

opportunity to meet and confer in good faith regarding such proposed change. The scope of representation covers employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment. We have offered the opportunity to meet and confer with California Teamsters 911 and the Police Officers Association regarding the proposed additional 10 hours of vacation. Both bargaining units have responded with a formal letter to approve the additional vacation hours to the selected employees.

DISCUSSION

Below is an outline of the Employee of the Quarter program. This program has been formalized in an Administrative Regulation available on the City's website.

City employees nominate other city employees to be considered for Employee of the Quarter. The Administrative Services Manager will review each nomination to verify eligibility. The Employee of the Quarter Committee (Executive Staff) meets to evaluate the nominations and select the recipient. The selected recipients will receive pre-determined recognition and awards.

Eligibility for Employee of the Quarter/Year:

- Must be an active employee of the City meeting the following criteria:
- Full-time, regular employees employed with the City for at least 1 year and off of probation.
- Executive Staff are not eligible to be nominated.
- Has not been selected as Employee of the Quarter within the last 2 years.

Nominations: Nomination forms must be turned in by the deadline to the Administrative Services Department / Human Resources by noon, the last day of each quarter to be considered. The nomination form should include specific example(s) and details about how the employee has gone above and beyond to fulfill a specific aspect of our ethics statement. Qualities to consider when nominations are submitted:

- Efficiency: Doing things right; measured by a comparison of production with cost (as in energy, time, and money)
- Transparency: Citizens can see how public business is conducted and participate in it
- Honesty: The quality of being honest or truthful
- Innovation: The process by which a new idea or invention adds value to the services we provide to our citizens
- Customer Service: Providing courteous, helpful service that exceeds what the customer would reasonably define as normal or expected.

If no nominations are submitted from the employees at large for the Employee of the Quarter, nominations will come from Directors and Managers. Eligible employees nominated within the year, but not selected will automatically be considered in subsequent quarters.

Employee of the Quarter /Year Selection: The Employee of the Quarter nominations will be evaluated by the Administrative Services Manager to determine which nominations meet the basic eligibility criteria. Those that meet the basic criteria will be sent to the Committee, as well as those prior nominated but not selected. The Committee will evaluate all eligible nominations and select the award recipient on the following schedule:

- 1st Quarter (Jan to March) – Awarded in April
- 2nd Quarter (April to June) - Awarded in July
- 3rd Quarter (July to September) - Awarded October
- 4th Quarter (October to December) - Awarded in January

Each Employee of the Quarter will receive the following:

1. Recognition at a Council Meeting with a Certificate of Recognition (attendance is not required, but preferred)
2. Additional 10 hours of vacation pay
3. Name and picture displayed on the Employee of the Quarter Plaque
4. Employee of the Quarter Recognition Belt (rotating item)

Four individuals will receive this outstanding award each year. The honor will be awarded and announced with a city-wide email at the beginning of April, July, October, and January. As we would like to be able to recognize all Outstanding employees, an employee is only eligible to win one quarter each year.

FISCAL IMPACT

There is minimal fiscal impact; the fiscal impact has been included in the Council approved budget.

- Attachment:
1. Resolution 2024-10 - Teamsters Employee of the Quarter Side Letter
 2. Exhibit A - Teamsters Side Letter Agreement - Employee of the Quarter
 3. Resolution 2024-11 - POA Employee of the Quarter Side Letter
 4. Exhibit A - POA Side Letter Agreement - Employee of the Quarter
 5. Administrative Regulation 4.13 - Employee of the Quarter
 6. Employee of the Quarter Flyer

RESOLUTION NO. 2024-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, AMENDING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LOS ALAMITOS AND THE TEAMSTERS LOCAL 911 EFFECTIVE NOVEMBER 1, 2021 THROUGH OCTOBER 31, 2024; EMPLOYEE OF THE QUARTER

WHEREAS, on November 15, 2021, the City Council adopted Resolution 2021-23 approving the Memorandum of Understanding between the City of Los Alamitos and the California Teamsters Local 911 (the “MOU”); and,

WHEREAS, on June 20, 2023 the City Council adopted Resolution 2023-06 amending Resolution 2021-23 for Teamsters Local 911; and,

WHEREAS, the City now desires to amend the MOU to add Employee of the Quarter.

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.

SECTION 2. Section 44. Employee of the Quarter is hereby added to the MOU to read as follows:

44. EMPLOYEE OF THE QUARTER

An employee who is awarded “Employee of the Quarter” will receive an additional ten (10) hours of vacation leave.

SECTION 3. The City Clerk shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 18th day of March, 2024.

Jordan B. Nefulda, 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 18th day of March, 2024 by the following vote, to wit:

Windmera Quintanar, MMC, City Clerk

**SIDE LETTER AGREEMENT AMENDING
THE NOVEMBER 1, 2021 TO OCTOBER 31, 2024
MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF LOS ALAMITOS ("CITY")
AND THE TEAMSTERS LOCAL 911 ("TEAMSTERS")**

The City of Los Alamitos ("City") and TEAMSTERS LOCAL 911 ("TEAMSTERS") (collectively, the "Parties"), having previously negotiated and executed a Memorandum of Understanding (MOU) for the period November 1, 2021 to October 31, 2024 ("MOU"), do hereby agree and adopt this side letter agreement ("Side Letter Agreement") amending the MOU, specifically as follows:

44. EMPLOYEE OF THE QUARTER

An employee who is awarded "Employee of the Quarter" will receive an additional ten (10) hours of vacation leave.

TEAMSTERS LOCAL 911

CITY OF LOS ALAMITOS

By: _____
Steward, Amanda McDowell

By: _____
Mayor, Jordan B. Nefulda

Date: _____

Date: _____

RESOLUTION NO. 2024-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, AMENDING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LOS ALAMITOS AND THE POLICE OFFICERS ASSOCIATION EFFECTIVE JULY 1, 2021 THROUGH JUNE 30, 2024; EMPLOYEE OF THE QUARTER

WHEREAS, on January 18, 2022, the City Council adopted Resolution 2022-04 approving the Memorandum of Understanding between the City of Los Alamitos and the Police Officers Association (the “MOU”); and,

WHEREAS, the City now desires to amend the MOU to add Employee of the Quarter.

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. Section 44. Employee of the Quarter, is hereby added to the MOU to read as follows:

44. EMPLOYEE OF THE QUARTER

An employee who is awarded “Employee of the Quarter” will receive an additional ten (10) hours of vacation leave.

SECTION 3. The City Clerk shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 18th day of March, 2024.

Jordan B. Nefulda, 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 18th day of March, 2024 by the following vote, to wit:

Windmera Quintanar, MMC, City Clerk

**SIDE LETTER AGREEMENT AMENDING
THE JULY 1, 2021 TO JUNE 30, 2024
MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF LOS ALAMITOS (“CITY”)
AND THE LOS ALAMITOS POLICE OFFICERS ASSOCIATION (“POA”)**

The City of Los Alamitos (“City”) and LOS ALAMITOS POLICE OFFICERS ASSOCIATION (“POA”) (collectively, the “Parties”), having previously negotiated and executed a Memorandum of Understanding (MOU) for the period July 1, 2021 to June 30, 2024 (“MOU”), do hereby agree and adopt this side letter agreement (“Side Letter Agreement”) amending the MOU, specifically as follows:

44. EMPLOYEE OF THE QUARTER

An employee who is awarded “Employee of the Quarter” will receive an additional ten (10) hours of vacation leave.

LOS ALAMITOS POLICE OFFICERS
ASSOCIATION

By: _____
President, Evan Flynn

Date: _____

CITY OF LOS ALAMITOS

By: _____
Mayor, Jordan B. Nefulda

Date: _____

City of Los Alamitos

Administrative Regulation

Regulation: **4.13**
Title: **Employee of the Quarter**
Authority: **City Manager**
Date: **February 27, 2024**
Revised:


Chet Simmons, City Manager

1. Purpose: The City of Los Alamitos has implemented an Employee of the Quarter Awards program to recognize full-time employees for their outstanding work performance on a quarterly basis. The award program is designed to honor individuals who have a strong work ethic, exhibit quality customer service to patrons, and have performed excellent work in their individual department or city-wide.

Executive Staff would like to recognize full-time employees within the City and honor those who have gone above and beyond. Our employees do an outstanding job on a daily basis, but there are a few who have stood out among their peers.

2. Procedure: Any City employee may nominate other eligible city employees to be considered for Employee of the Quarter. The Administrative Services Manager will review each nomination to verify eligibility. The Employee of the Quarter Committee (Executive Staff) will then meet to evaluate the nominations and select the recipient. The selected recipients will receive pre-determined recognition and awards.

Eligibility for Employee of the Quarter/Year:

- Must be an active employee of the City meeting the following criteria:
- Full-time, regular employees employed with the City for at least 1 year and off of probation.
- Executive Staff are not eligible to be nominated.
- Has not been selected as Employee of the Quarter within the last 2 years

Nominations: Nomination forms must be submitted to the Administrative Services Department/Human Resources by noon, the last day of each quarter to be considered. Forms may be submitted via email or physically dropped off. The nomination form should include specific example(s) and details about how the employee has gone above and beyond to fulfill a specific aspect of our ethics statement.

Employees may be nominated for single acts and/or for overall performance throughout the entire quarter. Nominations may be submitted any time during each quarter and multiple nominations are allowed.

The following qualities should be considered when nominations are submitted:

- Efficiency: Doing things right; measured by a comparison of production with cost (as in energy, time, and money)
- Transparency: Citizens can see how public business is conducted and participate in it
- Honesty: The quality of being honest or truthful
- Innovation: The process by which a new idea or invention adds value to the services we provide to our citizens
- Customer Service: Providing courteous, helpful service that exceeds what the customer would reasonably define as normal or expected.

If no nominations are submitted from the employees at large for the Employee of the Quarter, nominations will come from Directors and Managers. Eligible employees nominated within the year, but not selected will automatically be considered in subsequent quarters.

Employee of the Quarter /Year Selection: The Employee of the Quarter nominations will be evaluated by the Administrative Services Manager to determine which nominations meet the basic eligibility criteria.

Those that meet the basic criteria will be sent to the Committee, as well as those prior nominated but not selected. The Committee will evaluate all eligible nominations and select the award recipient on the following schedule:

- 1st Quarter: Spring (Jan to March) – Awarded in April
Deadline to submit nominations: March 31 at noon
- 2nd Quarter: Summer (April to June) - Awarded in July
Deadline to submit nominations: June 30 at noon
- 3rd Quarter: Fall (July to September) - Awarded October
Deadline to submit nominations: September 30 at noon
- 4th Quarter: Winter (October to December) - Awarded in January
Deadline to submit nominations: December 31 at noon

3.Regulations: Each Employee of the Quarter will receive the following:

1. Recognition at a Council Meeting with a Certificate of Recognition (attendance is not required, but preferred)
2. Additional 10 hours of vacation pay

3. Name and picture displayed on the Employee of the Quarter Plaque
4. Employee of the Quarter Recognition Belt (rotating item)

Four individuals will receive this outstanding award each year. The honor will be awarded and announced with a city-wide email at the beginning of April, July, October, and January. As we would like to be able to recognize all Outstanding employees, an employee is only eligible to win one quarter each year.

EMPLOYEE

OF THE QUARTER



Eligibility

- ✓ Active Employee of the City
- ✓ Full-Time, Regular Employee for minimum of 1 year & off of probation at the time of award
- ✓ Executive staff are NOT eligible
- ✓ Have not been selected within the last 2 years

Purpose

The City of Los Alamitos has implemented an Employee of the Quarter Awards Program to recognize full-time employees for their outstanding work performance. This program is designed to honor individuals who have a strong work ethic, exhibit quality customer service to patrons, & have performed excellent work in their individual department or city-wide.

Selection Dates

- ✓ Spring (1st Quarter: Jan - March) - Awarded in April
- ✓ Summer (2nd Quarter: April - June) - Awarded in July
- ✓ Fall (3rd Quarter: July - September) - Awarded in October
- ✓ Winter (4th Quarter: October - December) - Awarded in January

Procedure

City employees nominate other city employees to be considered for Employee of the Quarter. The Employee of the Quarter Committee (Executive Staff) meet to evaluate the nominations & select the recipient. The nominations will then be turned into the Administrative Services/Human Resources Department & reviewed by the Administrative Services Manager to determine the eligibility. The Committee will evaluate all eligible nominations & select the award recipient. The honor will be awarded & announced with a city-wide email at the beginning of each awarded month.

AS WE WOULD LIKE TO BE ABLE TO RECOGNIZE ALL OUTSTANDING EMPLOYEES, AN EMPLOYEE IS ONLY ELIGIBLE TO WIN ONE QUARTER EACH YEAR

AWARDS



RECOGNITION AT COUNCIL MEETING

RECEIVE A CERTIFICATE OF RECOGNITION (ATTENDANCE IS NOT REQUIRED, BUT PREFERRED)



VACATION PAY

AN ADDITIONAL 10 HOURS OF VACATION PAY



EMPLOYEE QUARTER DISPLAY

YOUR NAME & PICTURE WILL BE DISPLAYED ON THE EMPLOYEE OF THE QUARTER PLAQUE



EMPLOYEE OF THE QUARTER BELT

THE CHANCE TO WEAR & TAKE PICTURES WITH THE EMPLOYEE OF THE QUARTER BELT (ROTATING)



Los Alamitos
Administration Department

Chelsi Wilson

Administrative Services Manager

cwilson@cityoflosalamitos.org

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: March 18, 2024

ITEM NUMBER: 12A

To: Mayor Jordan B. Nefulda & Members of the City Council

Presented By: Craig Koehler, Director of Finance

Subject: Mid-Year General Fund Budget Review and Financial Update for Fiscal Year 2023-24

SUMMARY

This report provides the Council with a review of Mid-Year General Fund budget for the Fiscal Year 2023-24 and a projection for the fiscal year ending June 30, 2024.

RECOMMENDATION

1. Review the Mid-Year General Fund budget for the Fiscal Year 2023-24 and the projection for the fiscal year ending June 30, 2024; and,
2. Consider additional appropriations for approval.

BACKGROUND

On June 20, 2023, the City Council approved and adopted a balanced budget for Fiscal Year 2023-24, which included operating revenues of \$22,322,066 and operating expenditures of \$21,157,708, excluding transfers. Staff met with the Budget Standing Committee on March 11, 2024 to discuss and review the Mid-Year General Fund budget for Fiscal Year 2023-24, a projection for the fiscal year ending June 30, 2024, and a request for additional appropriations.

DISCUSSION

There are many different factors that will continue to influence the City's financial decisions. One of these is the economy. Although recession never materialized as many economists predicted, there are factors in play that have helped to avoid a downturn. Two leading factors, unemployment and inflation, remain relatively low compared to the prior year. This has been fueled by continued strong consumer buying, resulting in gross domestic product growth of 4.9% in the third quarter of 2023, the most substantial period in almost two years.

However, recent internal research data from a leading bank shows that consumer spending is beginning to decrease. This is consistent with the disinflation path (slowing in the inflation rate) the Federal Reserve targets as it aims for a soft landing. Rate cuts are expected in mid-late summer in the second half of the year, as noted from an economic forecast presented by California State University Fullerton, College of Business and Economics. Longer-term predictors point to a possible downward economic shift 12 months out.

It is important to note that this mid-year report represents a snapshot in time and reflects

recorded information through December 31, 2023, or six months of the fiscal year, and a projection of Fiscal Year 2023-24. It will provide the City Council with an update on the financial status of the City's General Fund at mid-year and a projection for Fiscal Year 2023-24.

General Fund Revenues

The financial summary below depicts the Adopted Budget General Fund Revenues for Fiscal Year 2023-24, actual revenues through December 31, 2023, and a projection to June 30, 2024.

Revenue Summary	2023-24 Adopted Budget	Actual thru 12/31/23	2023-24 Projection
Total Revenue	<u>\$ 23,192,066</u>	<u>\$ 10,143,788</u>	<u>\$ 23,706,945</u>

Revenue Categories Reflecting Positive Variance

Overall, revenues are up, with some categories reflecting positive variance; otherwise, they offset other categories projected to be less than budget.

Utility Users Tax

Utility Users Tax (UUT) is a usage tax imposed on utilities, including electricity, natural gas, telephone, and water. The rates for Los Alamitos are currently 6%, except for telecommunications, which is 5%. UUT revenue receipts through December 31, 2023, are approximately 13% higher than in 2022 in comparison to the same period. The projections for Fiscal Year 2023-24 are trending higher and reflect an overall increase in usage that could potentially produce an additional \$456,000.

Use of Money & Property (Investment Earnings)

The City's investment portfolio and earnings are tracking higher than budget due to continued strong market activity. The interest earnings recorded for the 2nd quarter ending December 31, 2023, reflected interest of \$236,000. Given this trend, the City is projected to benefit from an additional \$500,000 in interest for the fiscal year.

Revenue Categories Reflecting Negative Variance

Sales & Use Taxes

A report from HdL, dated January 18, 2024, reported data for the quarter ending September 2023. Sales were down 8.1% for the 3rd quarter of 2023 compared to the same time frame for 2022, reflecting a slowdown in consumer spending. The primary decreases were reflected in business sectors of business & industry, office equipment, and light and heavy industrial printers. The projection and estimate for Sales & Use Taxes for Fiscal Year 2023-24 is \$3.8 million, 4.2% lower than the Adopted Budget.

Measure Y (Local Sales Tax)

Los Alamitos is now benefiting from an additional 1.5% sales tax with the passage of Measure Y, and this has now become the largest source of revenue at 27% of total revenues collected by the City and exceeds property tax, traditionally the top revenue producer. Fiscal Year 2023-

24 Projections are \$6.2 million, representing a 6.6% decrease from the Adopted Budget.

Fines & Forfeitures

Fines & Forfeitures include red light cameras, parking fines, and other moving violations, and are currently trending lower than the budget, as explained below.

Red Cameras

One of the red camera systems was down due to a traffic collision, which is one explanation for a deficit in the projected revenue. In addition, the City is in the process of having additional approaches installed.

Parking Fines/Moving Violations

Historically, there were two Police Aide positions in the field doing parking enforcement and two inside doing Records / Front Desk work. The position of Police Aide, like others, was met with attrition, and we went down to one Police Aide in the field and one in Records. That was the first decrease in the projected revenue for parking enforcement. The Records position is considered a primary function of the Police Department, whereas parking enforcement is not. Therefore, whenever staffing issues arise, like lunch breaks or outages due to illness, the Police Aide was diverted from the field to work on Records. That would be the second deficit affecting the projected revenue for parking enforcement. The department is currently in the process of recruiting to fill both of those vacant positions to get back to full staffing. In connection with moving violations, the motor patrol is currently vacant and, when deployed, is expected to help facilitate additional revenues through increased concentration on moving violations. Both of these efforts will help increase revenue and reach budget expectations.

General Fund Expenditures

The financial summary below reflects the Adopted Budget General Fund Expenditures for Fiscal Year 2023-24, actual expenditures through December 31, 2023, and a projection to June 30, 2024.

Expenditure Summary	2023-24 Adopted Budget	Actual thru 12/31/23	2023-24 Projection
Total Expenditures	<u>\$ 22,679,208</u>	<u>\$ 10,717,259</u>	<u>\$ 23,649,075</u>

For the most part, department expenditures are trending with the Adopted Budget. The most significant variances are in Developmental Services and Non-Departmental, as explained below. Appropriations are needed to cover additional spending, which was primarily included in the budget but has now become due and payable.

Administration (City Manager, City Clerk, Human Resources)

An additional appropriation of \$20,000 is being requested for general election creation/distribution of educational materials and has been added.

City Attorney

The City Attorney is expected to be above budget due to higher expenditures concerning ongoing litigation. At the time of budget adoption, an estimate is typically used for litigation, and the actual is unknown until litigation arises. An additional appropriation of \$30,000 is

being requested to close the gap in the overall budget.

Police

An additional appropriation of \$168,000 is being requested to cover higher costs for West com dispatch, as actual costs were not known when the budget was created, and the additional amount is needed to cover higher costs than anticipated for Fiscal Year 2023-24.

Development Services

Expenditures for Development Services are projected to exceed the budget. Higher costs are projected for the Street Maintenance Division, which will be an additional \$375,000 for concrete remediation, potholes, concrete apron repairs, etc. Facility maintenance will require an extra \$251,000 to cover anticipated expenditures, including the Police Department's building improvement project. An appropriation of \$626,000 is being requested to cover the anticipated costs.

Non-Departmental

Non-departmental expenses are expenses that are typically not aligned with other departments and consist of contractual services, pre-employment expenses, credit card fees, health insurance costs for retirees, and capital expenditures funded by the General Fund. Additional costs are in connection with funding for the Trust, which commenced in January following the Council's approval in November and was not budgeted; an additional appropriation of \$300,000 (6 months of funding) is being requested for Fiscal Year 2023-24. This is in addition to the approved \$260,000 annual Additional Discretionary Payment and will help the City reach its 100% Unfunded Actuarial Liability (UAL) funding goal.

Other Funds

Technology Replacement (Fund 53)

Additional funding for Technology Replacement (Fund 53) for the digitization workflow enhancement (Laserfiche) is being requested. Records for both the Police Department and the Finance Department are paper copies. Paper copies make for a very manual process from beginning to end. Requests for records are cumbersome as staff must locate and then make a physical copy of the records being used. Unlike digital systems, searching for records requires very precise details to find them. As we've realized in Development Services, digitizing records improves efficiency from creating records through the useful life of the record. Digital records allow the public additional transparency and quick access to records. Staff has requested quotes to implement these processes; however, these projects are unbudgeted and would require an allocation at mid-year. Due to the confidential nature of records, the Police Department would require a separate Laserfiche license. The first-year upfront cost would be \$17,050. Every year after that, the annual cost would be \$10,050.

Finance Department Records can be added to the City's existing license. An electronic workflow for accounts payable will also be purchased. The current process is to print out digital invoices received from vendors, manually create a warrant request and print it out, route the paper copy for signatures, and then provide it to Finance. Finance then processes and files the paper copy. To retrieve records later, Finance would search for the information in the City's financial software, Incode, and cross-reference it with the paper copies. The workflow would digitize that entire process, similar to what was implemented with the agenda process in 2020.

All records would be retrievable digitally for Finance staff and other departments. It would also assist in providing records to outside parties and be beneficial in providing documents during the City's annual audit. Additional users, an accounts payable module, and the interface between Laserfiche to our financial system would need to be added to our current license. To build the interface between Laserfiche and Incode, there is a one-time fee for software licenses and professional services (implementation/deployment), which is \$15,289. Thereafter, an annual maintenance fee of \$2,544 would be incurred. The total cost for both Police (\$27,100) and Finance (\$17,833) Department is estimated at \$47,477 and was not budgeted. An additional appropriation is being requested to implement these technological enhancements.

Economic Development (Fund 57)

A transfer of \$200,000 from Economic Development to the General Fund is needed for property assessment and development.

It is important to remember that the projection for Fiscal Year 2023-24 is an estimate, and many other factors outside the City's control, like shifts in the economy, may affect the outcome. That said, the projection for Fiscal Year 2023-24 reflects a balanced budget. However, the final numbers will not be known until the close of the fiscal period.

FISCAL IMPACT

The following additional appropriations are recommended for approval:

Additional Appropriations		
<u>General Fund</u>		
Administration	\$ 20,000	General Election
City Attorney	\$ 30,000	Litigation
Police	\$ 168,000	Wescom
Development Services	\$ 626,000	Street and Facility Maintenance
Non-Departmental	\$ 300,000	Trust Funding
	<u>\$ 1,144,000</u>	
<u>Technology (Fund 53)</u>	<u>\$ 47,477</u>	Finance and Police Departments Digitization Workflow
<u>Economic Development (Fund 57)</u>	<u>\$ 200,000</u>	Property Assessment and Development

Attachment: None

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: March 18, 2024

ITEM NUMBER: 13A

To: Mayor Jordan B. Nefulda & Members of the City Council

Presented By: Ron Noda, Development Services Director

Subject: Apartment Row Name Change

SUMMARY

Renaming of the Apartment Row neighborhood by surveying the residents of Apartment Row with three alternatives and a write-in option.

RECOMMENDATION

1. Review and discuss; and,
2. Provide direction to staff.

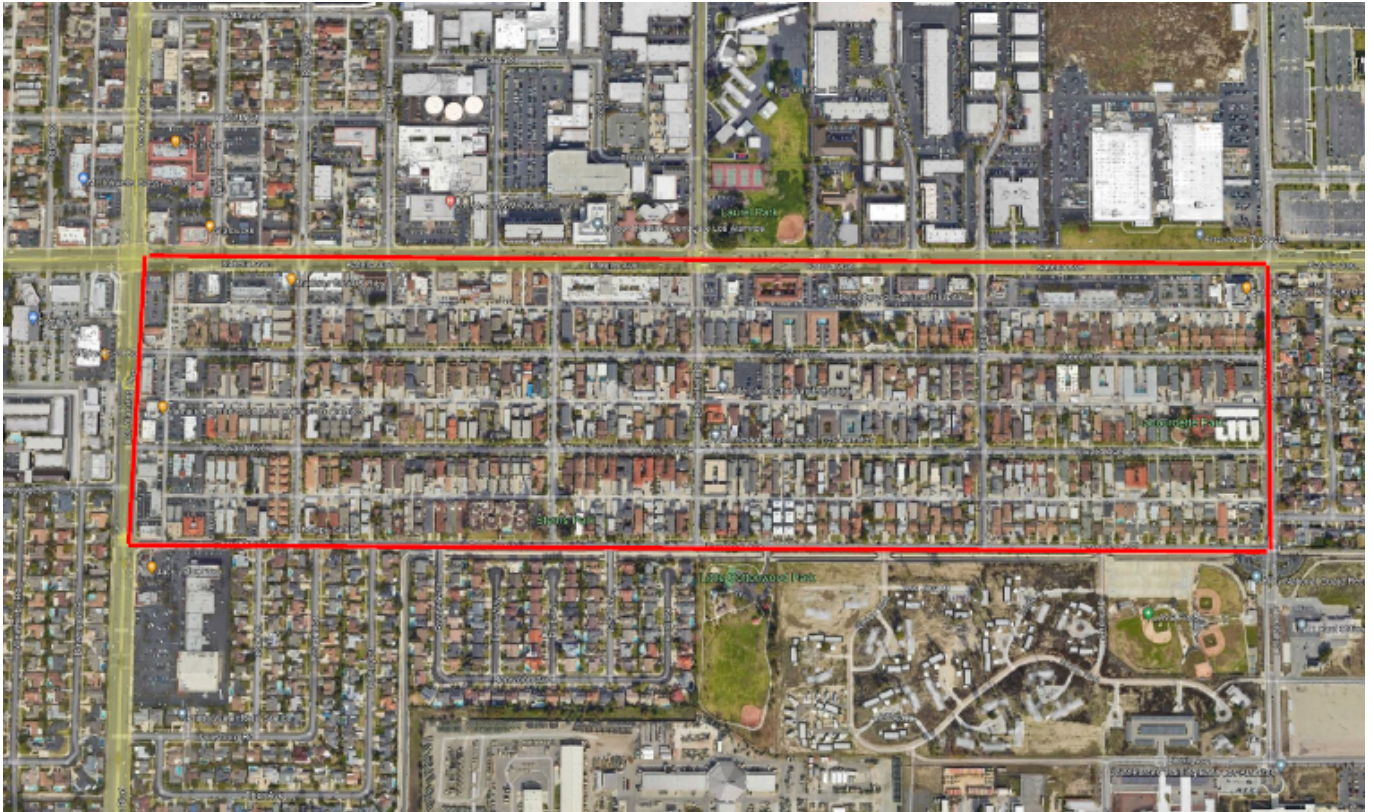
BACKGROUND

On March 1, 1960, the township of Los Alamitos became a chartered city. The city of "Little Cottonwoods" was affectionately described as "A Jewel of a City." Fast-forward to today, Los Alamitos still embraces its small-town ambiance, with its friendly neighborhoods.

Los Alamitos is approximately two square miles, excluding the Joint Forces Training Base, and is split into 16 neighborhoods. Los Alamitos residents identify themselves frequently according to their neighborhood and are extremely proud of where they live. The residential neighborhood map is below.



The specific area of the Apartment Row neighborhood is shown below. The Apartment Row Neighborhood is the largest and most dense residential neighborhood in Los Alamitos, with approximately 1,900 units and over 4,000 residents. There are no historical records on how and when this area became known as "Apartment Row," but we do have records that the area was once called "City Gardens" in 1924. Earlier this year, Council member Doby requested that the City Council consider polling the residents of Apartment Row regarding a potential name change.



DISCUSSION

In order to facilitate this item, the City Council is requested to choose the three prospective names that will be sent out to residents of Apartment Row via an online survey. In addition to these three options, there will also be a write-in option. Please choose three from the options below:

- City Gardens
- Cottonwood Cove
- Cottonwood Place
- Midtown
- Park Place

The online survey will be from April 1 to May 31, 2024. Staff will tabulate the results and bring them before the Council at a future meeting. A future survey will be launched tentatively in June to ask residents of Los Alamitos for their feedback on neighborhood entry signage/monuments. The revised name change of Apartment Row will tie-in with that project.

FISCAL IMPACT

There is no cost to implement the survey.

Attachment: None

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: March 18, 2024

ITEM NUMBER: 13B

To: Mayor Jordan B. Nefulda & Members of the City Council

Presented By: Ron Noda, Development Services Director

Subject: Neighborhood Permit Parking and Street Sweeping Survey Results

SUMMARY

The City of Los Alamitos is seeking the community's feedback on the current neighborhood permit parking and street sweeping schedule. The online survey was conducted from October 23, 2023, to January 19, 2024. Several public workshops were held to gain additional feedback.

RECOMMENDATION

1. Review and discuss; and,
2. Receive and file.

BACKGROUND

Los Alamitos is split into sixteen neighborhoods, each with its own unique charm and concerns. Several Los Alamitos neighborhoods have a permit parking program. These neighborhoods include:

- Old Town West
- Old Town East
- Carrier Row
- Greenbrook/Woodcrest

Residents may obtain a parking permit through the Los Alamitos Police Department. A completed application must be submitted in person, and the vehicle's registration and driver's license information must match the place of residence. There are no initial fees for issuing a permit and no limitations on the number of permits. Residents may also obtain two guest permits at no charge. There is a \$10 replacement fee if the guest permit is damaged or lost. Resident permits and guest permits are valid for up to one calendar year. Residents may also request up to fifteen one-day guest permits.

Street sweeping is vital as it keeps our community clean and safe by removing dirt, metals, petroleum products, garbage, and vegetation regularly collected on our streets and gutters. Removing these materials is important because they could end up in our storm drains and eventually out into the ocean. Keeping the gutters and storm drains clear not only helps reduce pollution but also reduces the likelihood of flooding during heavy rain. The survey also asks for

feedback on the various street sweeping schedules. The street sweeping schedule is part of the Los Alamitos Municipal Code (LAMC), and if there are any revisions to it, the recommended changes must be approved by the City Council.

Approximately every five years, the City of Los Alamitos engages residents to obtain feedback on the current neighborhood parking permit and street sweeping schedule. The last time the program was evaluated was in 2019.

DISCUSSION

Discuss the results of the online survey and obtain any additional feedback during the discussion session.

FISCAL IMPACT

None

Attachment: None