



SOUTH GATE CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, May 9, 2023 at 6:30 p.m.

**SOUTH GATE COUNCIL CHAMBERS
8650 CALIFORNIA AVE
SOUTH GATE, CA 90280**

**DIAL-IN-NUMBER: 1 (669) 900-6833
MEETING ID: 879 7254 4029
[HTTPS://US02WEB.ZOOM.US/J/87972544029](https://us02web.zoom.us/j/87972544029)**

Call to Order/Roll Call With Invocation & Pledge

CALL TO ORDER:	Maria del Pilar Avalos, Mayor
INVOCATION:	Steve Costley, Acting Director of Parks & Recreation
PLEDGE OF ALLEGIANCE:	Manuel Arana, Police Lt.
ROLL CALL:	Yodit Glaze, City Clerk

City Officials

MAYOR
Maria del Pilar Avalos

CITY CLERK
Yodit Glaze

VICE MAYOR
Gil Hurtado

CITY TREASURER
Jose De La Paz

COUNCIL MEMBERS
Joshua Barron
Maria Davila
Al Rios

CITY MANAGER
Chris Jeffers

CITY ATTORNEY
Raul F. Salinas

Meeting Schedule

The regular meetings of the City Council are held on the second and fourth Tuesday of each month, closed session business will usually commence at 5:30 p.m., when scheduled, and general business session will commence at 6:30 p.m.

Brown Act

Agendas are drafted to accurately state what the legislative body is being asked to consider. The legislative body can take action on "all items" listed on the agenda and be in compliance with the open meeting laws. Under the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The governing body may direct staff to investigate and/or schedule certain matters for consideration at a future meeting.

City's Vision Statement

We envision a thriving, safe and inclusive community where everyone has the opportunity to access exceptional services, education and support to be resilient and live full, vibrant lives.

Public Communications

Public Comments on agenda items are limited to three (3) minutes. All comments are to be addressed directly to the Agency Members not to the members of the public.

Emails for public comment received prior to 12pm on the day of the Council Meeting will be summarized by the City Clerk, not read in its entirety. A copy of the email will be provided to the City Council and will also be available at the City Clerk's Office for public review. A copy of each email will be recorded for public record and noted on the official minutes of tonight's meeting.

Meeting Compensation Disclosure

Pursuant to Government Code Section 54952.3: Disclosure of compensation for meeting attendance by City Council Members is \$790 monthly regardless of the amount of meetings.

Public Hearings - NONE

Comments From The Audience - Non-Agenda Items

During this time, members of the public may address the City Council regarding any items not listed on the agenda and within the subject matter jurisdiction of the City Council and not on this agenda. Comments from the audience will be limited to three (3) minutes per speaker; unless authorized by the Mayor, the time limit may not be extended by utilizing another member's time. There will be no debate or action on items not listed on the agenda unless authorized by law. The collective initial period of time for comments from the audience shall be limited to 45 minutes. Any speaker that did not get a chance to speak during this segment due to the 45-minute limitations will be able to speak at the end of the meeting prior to adjournment.

Note: The City Council desires to provide all members of the public with the opportunity to address the Council. Nevertheless, obscene language, comments intended to disrupt/interfere, other actions which disrupt the progress of the meeting or slanderous comments will not be tolerated and may result in ejection and/or may constitute a violation of South Gate Municipal Code Section 1.04.110.

Reports And Comments From City Officials

During this time, members of the City Council will report on matters pertaining to their service on various intergovernmental boards and commissions as a representative of the City pursuant to Assembly Bill 1234. City Council Members will also have an opportunity to comment on matters not on the agenda.

Consent Calendar Items

Agenda Items **1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13** and **14** are Consent Calendar Items. All items including Ordinances, Resolutions and Contracts, may be approved by adoption of the Consent Calendar, individually and collectively by one (1) motion. There will be no separate discussion of these items unless Members of the City Council, the public, or staff request that specific items be removed from the Consent Calendar for separate discussion and action. Members of the public are permitted to speak on any item listed but their time period is limited to three (3) minutes in total.

Any motion to introduce or adopt an Ordinance on the Consent Calendar shall be: (1) a motion to waive the reading of the Ordinance and introduce the Ordinance or (2) a motion to waive the reading of the Ordinance and adopt the Ordinance, as appropriate.

1. Resolution declaring a continued emergency and authorizing repair, replacement or maintenance activities of public facilities related to the Urban Orchard, City Project No. 539-PRK without public bidding, pursuant to the Emergency Contracting Procedures of the SG Municipal Code and the California Public Contract Code

The City Council will consider making a finding and adopting a **Resolution** declaring an emergency still exists and authorizing repair, replacement or maintenance activities of public facilities related to the Urban Orchard, City Project No. 539-PRK, without public bidding, pursuant to the emergency contracting procedures of the South Gate Municipal Code and the California Public Contract Code. (PW)

Documents:

[Item 1 Report 05092023.pdf](#)

2. Resolution declaring the City's Intention to approve an amendment to contract with CALPERS adding cost sharing program for SGMEA, SGPMMA, SGDMA, and SGPOA

The City Council will consider adopting a **Resolution** giving notice of the City's intention to approve an amendment to the contract between the City and the Board of Administration of the California Public Employees' Retirement System (CalPERS) to provide employee cost sharing of 1% for local miscellaneous members in the South Gate Municipal Employees Association, South Gate Professional Mid-Management Association, and South Gate Division Management Association, and 1% for classic local police members in the South Gate Police Officers Association beginning Fiscal Year 2023-24. (ADMIN SVCS)

Documents:

[Item 2 Report 05092023.pdf](#)

3. Resolution amending Resolution No. 6454 (Salary Reso and Position Classification Plan) approving the retitling of the General Maintenance Lead classification to Facilities Maintenance Lead Technician and respective Job Classification Specification, and updating the Salary Pay Table

The City Council will consider adopting a **Resolution** amending Resolution No. 6454 (Salary Resolution and Position Classification Plan) approving the retitling of the General Maintenance Lead classification to Facilities Maintenance Lead Technician and respective job classification specification, and updating the salary pay table. (HR)

Documents:

[Item 3 Report 05092023.pdf](#)

4. Resolution amending Resolution No. 6454 (Salary Reso and Position Classification Plan) to approve the amended Job Classification Specification for the Principal Civil Engineer classification

The City Council will consider adopting a **Resolution** amending Resolution No. 6454 (Salary Resolution and Position Classification Plan) to approve the amended job classification specification for the Principal Civil Engineer classification. (HR)

Documents:

[Item 4 Report 05092023.pdf](#)

5. Resolution amending Resolution No. 6454 (Salary Reso and Position Classification Plan) approving the retitling the Deputy Director of Administrative Services, Human Resources & Risk Management to Deputy Director of Human Resources, and approving the update to the Job Classification Specification and Salary Pay Table

The City Council will consider adopting a **Resolution** amending Resolution No. 6454 (Salary Resolution and Position Classification Plan) approving the retitling of the Deputy Director of Administrative Services/Human Resources & Risk Management to Deputy Director of Human Resources, and approving the update to the job classification specification and salary pay table. (HR)

Documents:

[Item 5 Report 05092023.pdf](#)

6. Tweedy Mile Advisory Board Annual Report for FY 2023/24 and Resolution declaring the City's Intention to Levy and Collect Assessments for FY 2023/24 for the Parking and Business Improvement Area Business License, and scheduling a Public Hearing for June 13, 2023

The City Council will consider: (CM)

- a. Approving the Tweedy Mile Advisory Board's Annual Report for Fiscal Year 2023/24; and
- b. Adopting a **Resolution** declaring the City's intention to levy and collect assessments for Fiscal Year 2023/24 for the Parking and Business Improvement Area (known as the Tweedy Mile Business District) Business License, and scheduling a Public Hearing for June 13, 2023.

Documents:

[Item 6 Report 05092023.pdf](#)

7. Resolution approving the Recertification of the Sewer System Management Plan as required by the State Water Resources Control Board

The City Council will consider: (PW)

- a. Receiving and filing the 2023 Sewer System Management Plan dated January 30, 2023, and a presentation; and
- b. Adopting a **Resolution** to certify the 2023 Sewer System Management Plan as required by the State Water Resources Control Board in their "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003-DWQ as amended by "WQ 2013-0058-EXEC".

Documents:

[Item 7 Report 05092023.pdf](#)

8. Resolution authorizing City to enter into a Cooperative Agreement with Caltrans to receive grant funds for the Urban Orchard Project

The City Council will consider adopting a **Resolution** to approve entering into a **Cooperative Agreement** with Caltrans as an initial step for the City to receive \$5 million in grant funds for the construction of the Urban Orchard Project. (PW)

Documents:

[Item 8 Report 05092023.pdf](#)

9. Amendment No. 2 to Contract No. 2020-10-CC with Tetra Tech for additional Design Services and to Extend Term for the Garfield Avenue Complete Street Improvement Project, City Project No. 564-ST

The City Council will consider: (PW)

- a. Approving **Amendment No. 2 to Contract No. 2020-10-CC** with Tetra Tech to provide additional design services in the amount of \$97,461 and extending the term of the contract through June 30, 2024, retroactively effective beginning January 1, 2023, to

provide construction support services on the Garfield Avenue Complete Street Improvement Project, City Project No. 564-ST; and

b. Authorizing the Mayor to execute Amendment No. 2 in a form acceptable to the City Attorney.

Documents:

[Item 9 Report 05092023.pdf](#)

10. Amendment No. I to Contract No. 2022-82-AC with David Volz Design Landscape Architect, Inc., for additional Construction Support Services for the Hollydale Community Park Renovation, City Project No. 607-PRK

The City Council will consider: (PW)

a. Approving **Amendment No. 1 to Contract No. 2022-82-AC** with David Volz Design Landscape Architect, Inc., to provide additional construction support services for the construction of the Hollydale Community Park Renovation, City Project No. 607-PRK, at a cost not to exceed \$41,298, and extending the contract term through December 31, 2023; and

b. Authorizing the Mayor to execute Amendment No. 1 in a form acceptable to the City Attorney.

Documents:

[Item 10 Report 05092023.pdf](#)

11. Agreement with KOA Corporation for Design and Construction Services for the Traffic Improvements at the Intersections along California Avenue and Southern Avenue, City Project No. 681-ST

The City Council will consider: (PW)

a. Approving an **Agreement** with KOA Corporation to prepare design and construction documents for the Traffic Improvements at Intersections along California Ave and Southern Ave, City Project No. 681-ST, in an amount not to exceed \$197,647;

b. Appropriating \$53,000 in the Highway Safety Improvement Program funds and \$14,000 in the Road Mitigation Funds to fund the proposed Agreement and staff time for the Traffic Improvements at Intersections along California Ave and Southern Ave, City Project No. 681-ST; and

c. Authorizing the Mayor to execute the Agreement in a form acceptable to the City Attorney.

Documents:

[Item 11 Report 05092023.pdf](#)

12. Agreement with Craig Communications for Community Engagement Services as part of the US EPA 2023 Communitywide Brownfields Assessment Grant

The City Council will consider: (CD)

- a. Approving an **Agreement** with Craig Communications to provide community engagement services in the amount not to exceed \$52,810 for a two-year and six-month term;
- b. Appropriating \$52,810 from the US EPA 2023 Communitywide Brownfields Assessment Grant; and
- c. Authorizing the Mayor to execute the Agreement in a form acceptable to the City Attorney.

Documents:

[Item 12 Report 05092023.pdf](#)

13. Firewall License Renewal with NUMA Networks for a 1-year term

The City Council will consider: (ADMIN SVCS)

- a. Approving a firewall license renewal with NUMA Networks for a one-year term in the amount of \$58,615; and
- b. Authorizing the issuance of a Purchase Order to NUMA Networks for the license renewal.

Documents:

[Item 13 Report 05092023.pdf](#)

14. Purchase of a 2024 Ford F-750 Gas Regular Cab Boomtruck from Nixon-Egli Equipment Co through Sourcewell for the Electrical Division in Public Works

The City Council will consider: (PW)

- a. Authorizing the purchase of a 2024 Ford F-750 Gas Regular Cab Boomtruck from Nixon-Egli Equipment Co., through the Sourcewell Co-Opt Purchasing Program, in an amount not-to-exceed \$358,322, for the Electrical Division and appropriating \$55,967 in Capital Asset & Equipment Replacement Funds to fully fund the purchase; and
- b. Authorizing the City Manager to execute the documents necessary to purchase the Boomtruck in forms acceptable to the City Attorney.

Documents:

[Item 14 Report 05092023.pdf](#)

Reports, Recommendations And Requests

15. Universal Waste Systems Transition Update

The City Council will consider receiving and filing a presentation from Universal Waste Systems (UWS) on the transition of residential and commercial solid waste, recycling and organics recycling collection services. (PW)

Documents:

[Item 15 Report 05092023.pdf](#)

16. Warrant Register for May 9, 2023

The City Council will consider approving the Warrant Register for May 9, 2023. (ADMIN SVCS)

Total of Checks:	\$1,603,389.99
Less: Voids	\$ (14,557.54)
Less: Employee Payroll Deductions	<u>\$ (368,193.69)</u>
Grand Total:	\$1,220,638.76

Cancellations: 94565, 96134, 96548, 97786, 97822, 97927, 97934, 98150, 98322, 100468, 100928

Documents:

[Item 16 Report 05092023.pdf](#)

Adjournment

I, Yodit Glaze, City Clerk, certify that a true and correct copy of the foregoing Meeting Agenda was posted on May 4, 2023, at 9:05 a.m., as required by law.

Yodit Glaze
City Clerk

GENERAL NOTICE TO THE PUBLIC

The City Council adopted new rules relating to the conduct of the public meetings, proceedings, and business in the City of South Gate on July 12, 2022, (Resolution 2022-38-CC) and go into effect on August 1, 2022. Resolution #2022-38-CC is available at the City Clerk's Office.

MEETING SCHEDULE

Regular meetings of the City Council are held on the second and fourth Tuesday of each month, closed session meetings will commence at 5:30 p.m. unless posted otherwise on its agenda. The regular City Council meetings will commence at 6:30 p.m. Agendas are available at the following locations: City Clerk Office, Public Notice Boards at City Hall, and on the City's web page at <https://www.cityofsouthgate.org>

The Public can sign up to receive automatic notices of postings of agendas for the City Council or any

other Commission or Board of the City of South Gate. Visit the City webpage and click on the Agenda & Minutes icon. That will take you the page where an individual can enter their email in the "Email Updates" box to register.

PUBLIC COMMENT/PARTICIPATION

Any person may request to address a legislative body during a public meeting. The Presiding Officer will call upon those present in the Council Chambers first. After all speakers in the Chambers have spoken, the Presiding Officer will call upon those participating via zoom or teleconference.

Speakers are limited to three (3) minutes on any item listed on the agenda, including public hearings. Under Comments from the Audience portion, speakers are also limited to a single three (3) minutes time limit. Comments from the Audience is initially limited to 45 minutes at each meeting. Any speaker still wishing to speak, that did not speak, will have an addition Comments from the Audience opportunity after the last business item is finished. The Presiding Officer may extend the time limit as long as there is no objection from the City Council as a body.

To ensure that the public is able to participate, the City provides the opportunity to submit their comments in person, virtually, email, phone call, mail and any other method which may become available. Methods of participation may be subject to change during other such times when a State of Emergency, Health Order or State Executive Order limits in-person participation.

CURFEW

In absence of a motion duly adopted by majority vote of the City Council, the Presiding Officer may adjourn the City Council meetings at 10:30 p.m. The Presiding Officer may ask the City Council if any agenda items listed should be continued or dealt with during the meeting. For those items to be continued, the City Council can direct the item be placed on the next City Council agenda or the current meeting may be adjourned to a time certain at which time the meeting shall be reconvened as an Adjourned Regular Meeting of the City Council and action upon the published agenda continued.

STAFF REPORTS

As a general rule, staff reports, or other written documentation are prepared/organized with respect to each item of business listed on the agenda. Meeting agendas and staff reports are available at least 72-hours prior to the scheduled regular City Council meeting and a minimum of 24-hours prior to a Special City Council meeting. There are times when the City Council receives written material. revised material after the posting of agendas, these materials are become a public record and will be available for public view within 72-hours after the meeting in which they were received. Those materials and any other public document can be inspected in the City Clerk's Office located at 8650 California Avenue, South Gate.

SERVICES TO FACILITATE ACCESS TO PUBLIC MEETINGS

In compliance with the American with Disabilities Act, if you need special assistance to participate in the City Council Meetings, please contact the Office of the City Clerk. Notification 48 hours prior to the City Council Meeting will enable the City to make reasonable arrangements to assure accessibility. For further information, please contact the Office of the City Clerk at (323) 563-9510 or via email at yglaze@sogate.org.

CITY MANAGER'S OFFICE

MAY 03 2023

9:30 AM

City of South Gate CITY COUNCIL

AGENDA BILL

For the Regular Meeting of: May 9, 2023

Originating Department: Public Works

Department Director: _____

Arturo Cervantes

City Manager: _____

Chris Jeffers

SUBJECT: RESOLUTION DECLARING A CONTINUED EMERGENCY AND AUTHORIZING REPAIR, REPLACEMENT OR MAINTENANCE ACTIVITIES OF PUBLIC FACILITIES RELATED TO THE URBAN ORCHARD, CITY PROJECT NO. 539-PRK WITHOUT PUBLIC BIDDING, PURSUANT TO THE EMERGENCY CONTRACTING PROCEDURES OF THE SOUTH GATE MUNICIPAL CODE AND THE CALIFORNIA PUBLIC CONTRACT CODE

PURPOSE: To declare an emergency still exists and to authorize the repair, replacement or maintenance activities of public facilities related to the Urban Orchard Project without public bidding. The Los Angeles County Department of Public Health, Solid Waste Division issued a Corrective Action Order requiring construction to stop on the project. The declaration of emergency is necessary to streamline the process to procure a replacement contractor to provide maintenance activities to preserve the site in a safe condition until the County authorizes construction work on the project to resume.

RECOMMENDED ACTIONS: The City Council will consider making a finding and adopting a Resolution declaring an emergency still exists and authorizing repair, replacement or maintenance activities of public facilities related to the Urban Orchard, City Project No. 539-PRK, without public bidding, pursuant to the emergency contracting procedures of the South Gate Municipal Code and the California Public Contract Code.

FISCAL IMPACT: There is no impact to the General Fund. The Urban Orchard Project ("Project") has received a total of \$25.5 million in grant and other funds for design, construction, operations, and maintenance, as summarized below.

ANALYSIS: The Project was under construction and approximately 80% of construction work has been completed. On December 29, 2022, the City received a Corrective Action Order ("Order") from the Los Angeles County Department of Public Health, Solid Waste Management Program ("County"). The Order required the City to stop all construction activities until such time as a Post Closure Land Use Plan ("PCLUP") for the Project site was approved by the County. Given the PCLUP approval process and input received to date, it will take at least several months, possibly six or more, to obtain approval.

To avoid the significant delay damages that would be payable by the City to the general contractor during a prolonged suspension of the project pending approval of the PCLUP, the City Council terminated the general contractor's agreement at a Special City Council meeting on February 6, 2023. Such termination provided both immediate and long-term cost savings to the City but also created an immediate need for the City to retain an interim contractor to perform certain ongoing maintenance and safety activities; a need which must be met sooner than the time necessary to engage in normal public bidding procedures.

The proposed Resolution declares a continued emergency exists pursuant to the authority granted by South Gate Municipal Code § 1.54.470 and California Public Contract Code § 22050. Those Code Sections allow cities, by resolution, to approve the City's entry into contracts without engaging in public bidding, where certain emergency conditions are found to have occurred. Staff continues to believe that the County's Order directing all construction work to be ceased on the Project, constitutes such an emergency due the public safety with an unfinished construction site and the need to respond accordingly to additional directives given by the County related to ensuring public safety. Staff is recommending that the City Council adopt the proposed Resolution so that the City can avail itself of the accelerated contracting procedures authorized by those Code Sections. The Resolution, (1) declares an emergency, (2) authorizes the City's City Manager to take such actions deemed necessary to cause the maintenance activities to be performed and to procure the necessary equipment, services, and supplies all without giving notice for bids to let contracts, (3) requires that at each regularly scheduled City Council Meeting, the City Manager present to the Council the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids, why that action is necessary to respond to the emergency, and that the City Council review the emergency action to determine, by a four-fifth's vote, that there is a need to continue the emergency action until the emergency action is terminated.

The City is working diligently to secure the PCLUP approval. The process has been initiated with the submittal of technical documents such as the Workplan for interim measures and a Summary of Site Investigation.

Since the original Resolution declaring an emergency was approved by the City Council on February 6, 2023, the following contracts, expenditures, and milestones have been undertaken:

1. NR Development Inc. was informed that Contract No. 2021-66-CC was terminated by the City Council effective February 13, 2023, except for maintenance activities.
2. Met with NR Development Inc. to discuss the steps to close out construction activities and continue maintenance activities. As of February 16, 2023, NR Development Inc. is no longer providing any project services or maintenance activities.
3. City forces are providing maintenance services and providing security services through a contract.
4. Coordination with the Trust for Public Land to complete the process to prepare the technical documents necessary to secure a replacement contractor. Preliminarily selected a recommended interim contractor; conducted a field review; and received a

fee proposal for the interim maintenance and construction activities approved by the LEA. Receive a proposal from the contractor and have begun negotiations.

5. Submitted to the LEA the Summary of Investigations Report, Workplan of Interim Control Measures ("WICM"), Supplemental WICM and Phase II Workplan. Received approval of the WICM and conditional approval of the Phase II Workplan. Submitted a revised WICM as requested by the LEA. Submitted the revised Phase II Workplan on April 18, 2023.

BACKGROUND: The Project is a part of the Capital Improvement Program. The Project is located between the Los Angeles River, Firestone Boulevard, the Thunderbird Villa Mobile Home Park, and the I-710 Freeway. The two primary purposes of the Project are to divert and treat storm water run-off from the Los Angeles River and provide recreation opportunities to South Gate residents.

The Project is being constructed on a property that was used as an unpermitted landfill until 1949 by an entity known as Southeastern Disposal and By-Products. The property site is identified in CalRecycle's Solid Waste Information System ("SWIS") as an Unpermitted Closed Solid Waste Disposal Site and SWIS No. 19-AA-5545. In 1984, the State of California Department of Health Services, Toxic Substances Control Division concluded that the clean-up work completed effectively mitigated waste constituents to proceed with the Lewis Homes residential development project. The requirements of the PCLUP came into effect in 1988. As such, the project site is subject to State solid waste regulations that require the PCLUP before any change to the current land use, construction, or land preparation can occur.

The Los Angeles County Department of Public Health, Solid Waste Management Program, acts as the Local Enforcement Agency ("LEA") for the State of California's Department of Resources Recycling and Recovery ("CalRecycle"). The County is authorized by Division 30 of the Public Resources Code ("PRC"), Section 43209 and 45000, Title 14 and 27 of the California Code of Regulations (14 CCR & 27 CCR), to enforce applicable solid waste regulations and to ensure solid waste sites meet the State minimum standards within the County of Los Angeles. As such, the City is working with the LEA to obtain approval of the PCLUP.

Construction is currently at the 80% completion stage. Improvements that have been substantially completed include but are not limited to rough grading, drop inlet for storm water diversion structures in the Bandini Channel, a wetland overlook area, the stream adjacent to the education/flexible space building and wetland, south bio swale, construction of 18 raised planters, planting of 75 trees, installation of the prefabricated education center and the restroom/maintenance building, two shade structures, a water element at the playground, installation of multi-use walking and bicycle pathways, exercise equipment located at various stages along the walking and bicycle paths, benches, picnic tables, drinking fountains, trash cans, and pathway lighting. The total estimated cost of improvements completed to date is over \$12 million.

The Project has received the listed grants:

Grants	Amount	Grant Recipient
State Water Resource Control Board (Prop 1)	\$7,975,100	City
Land and Water Conservation Fund (LWCF)	\$3,000,000	
Los Angeles County Flood Control District	\$530,000	
Safe Clean Water- Municipal Funds	\$1,435,401	
Safe Clean Water- Regional Funds	\$5,438,000	
State Parks- Prop. 68 Grant	\$1,919,847	
Conservation Corp of Long Beach	\$713,015	TPL
Rivers and Mountains Conservancy Funds	\$4,404,798	
Private Donations	\$90,000	
Total	\$25,506,161	

ATTACHMENT: Proposed Resolution

GD:lc

RESOLUTION NO. _____**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, DECLARING AN EMERGENCY STILL EXISTS AND AUTHORIZING REPAIR, REPLACEMENT OR MAINTENANCE ACTIVITIES OF PUBLIC FACILITIES RELATED TO THE URBAN ORCHARD PROJECT WITHOUT PUBLIC BIDDING, PURSUANT TO THE EMERGENCY CONTRACTING PROCEDURES OF THE SOUTH GATE MUNICIPAL CODE AND THE CALIFORNIA PUBLIC CONTRACT CODE**

WHEREAS, at the Special City Council meeting on February 6, 2023, the City Council for the City of South Gate ("City") considered and passed a Resolution declaring an emergency and authorized the repair, replacement or maintenance activities of public facilities related to the Urban Orchard Project ("Project") pursuant to the emergency contracting procedures of the South Gate Municipal Code and the California Public Contract Code; and

WHEREAS, construction activities at the Project site began on August 2, 2021, and have reached the eighty percent completion stage, but the Project will require several more months of work before it is complete; and

WHEREAS, the City has received notice from the Los Angeles County Department of Public Health, Solid Waste Management Program ("County"), demanding that the City immediately cease all construction work on the Project until such time that a Post Closure Land Use Plan ("PCLUP") is submitted to the County for approval before any change to the current land use, construction, or land preparation can occur to comply with the requirements of the California Code of Regulations, Title 27 (27 CCR), Section 21190 (the "Cease and Desist and Corrective Action Order"); and

WHEREAS, the City has terminated its construction agreement with the contractor, except for the requirement for the contractor to perform certain maintenance activities; and

WHEREAS, although no construction activities will occur at the Project site until the County issues its PCLUP, it will be necessary in the interim for certain minimal maintenance activities to be performed at the site for the protection of the existing improvements and/or for public safety (collectively, the "Maintenance Activities"); and

WHEREAS, at a special meeting of the South Gate City Council ("Council") held on Monday, February 6, 2023, the Council received information provided by the City's Public Works Department establishing that the City does not have sufficient manpower to perform the Maintenance Activities with its own forces, and that the immediate need for the performance of the Maintenance Activities does not permit a delay that would result from a competitive solicitation for bids.

NOW, THEREFOR, BASED ON THE FACTS SET FORTH ABOVE, THE COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, HEREBY MAKES THE FOLLOWING FINDINGS:

1. The County's issuance of the Cease and Desist and Corrective Action Order at the current stage of the Project work, coupled with the immediate and ongoing need to perform the Maintenance Activities, has created an emergency for the City with respect to the Project; and
2. The emergency will not permit a delay resulting from a competitive solicitation for bids to perform the Maintenance Activities; and
3. The actions to be taken pursuant to the Resolutions set forth below continue to be necessary to respond to the emergency.

NOW, THEREFOR, THE COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, DOES HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council does hereby declare that the above recitals and findings are true, correct, and incorporated herein by reference.

SECTION 2: Pursuant to the authority granted by South Gate Municipal Code § 1.54.470 and California Public Contract Code § 22050, the City Council hereby authorizes and directs the City's City Manager and his designees to take such actions as the City Manager deems necessary to cause the Maintenance Activities to be performed, and to procure the necessary equipment, services, and supplies therefore, all without giving notice for bids to let contracts, and without regard to the dollar amounts of the contracts for such activities, equipment, services and supplies.

SECTION 3: At each regularly scheduled meeting of the City Council after the date of the original Resolution, dated February 6, 2023, until further notice from the City Council, the City Manager has and shall continue to present to the City Council the reasons justifying the emergency, that the emergency declaration will reduce delays and associated costs that would otherwise result from the competitive solicitation for bids and why that action is necessary to respond to the emergency.

SECTION 4. At each such regularly scheduled meeting until the emergency action is terminated, the City Council shall review the emergency action to determine, by a four-fifth's vote, that there is a need to continue the emergency action.

SECTION 5. The City Council shall terminate the emergency action at the earliest possible date that conditions warrant, so that the remainder of the Maintenance Activities may be completed by giving notice for bids.

SECTION 6. In accordance with the provisions of California Public Contract Code § 22050, this Resolution shall only be effective if passed by a four-fifths vote of the City Council.

SECTION 7. The City Clerk shall certify the adoption of this Resolution, which shall be effective upon its adoption.

PASSED, APPROVED and ADOPTED this 9th day of **May, 2023**.

CITY OF SOUTH GATE

By: _____
Maria del Pilar Avalos, Mayor

ATTEST:

By: _____
Yodit Glaze, City Clerk
(SEAL)

APPROVED AS TO FORM:

By: Raul F. Salinas (PS)
Raul F. Salinas, City Attorney

MAY 02 2023


4:00 pm

City of South Gate
CITY COUNCIL

AGENDA BILL

For the Regular Meeting of: May 9, 2023Originating Department: Administrative Services

Department Director: _____


Kristopher Ryan

City Manager: _____


Chris Jeffers

SUBJECT: RESOLUTION APPROVING THE CITY'S INTENT TO APPROVE AN AMENDMENT TO THE CONTRACT WITH CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM TO IMPLEMENT A COST SHARING PROGRAM BETWEEN THE CITY AND SOUTH GATE MUNICIPAL EMPLOYEES ASSOCIATION, SOUTH GATE PROFESSIONAL MID-MANAGEMENT ASSOCIATION, SOUTH GATE DIVISION MANAGEMENT ASSOCIATION, AND SOUTH GATE POLICE OFFICERS ASSOCIATION

PURPOSE: To consider adopting a resolution giving notice of the City's intent to approve a contract amendment between the City of South Gate ("City") and the Board of Administration of the California Public Employees' Retirement System ("CalPERS") to implement a cost sharing program between the City and the South Gate Municipal Employees Association ("MEA"), South Gate Professional Mid-Management Association ("PMMA"), South Gate Division Management Association ("DMA"), and South Gate Police Officers Association ("POA").

RECOMMENDED ACTION: The City Council will consider adopting a Resolution giving notice of the City's intention to approve an amendment to the contract between the City and the Board of Administration of the California Public Employees' Retirement System (CalPERS) to provide employee cost sharing of 1% for local miscellaneous members in the South Gate Municipal Employees Association, South Gate Professional Mid-Management Association, and South Gate Division Management Association, and 1% for classic local police members in the South Gate Police Officers Association beginning Fiscal Year 2023-24.

FISCAL IMPACT: The estimated savings from implementing the cost sharing program is \$212,400 in Fiscal Year 2023-2024 and an additional \$179,000 in Fiscal Year 2024-25.

ANALYSIS: None

BACKGROUND: The City's current contract with CalPERS provides that all employees pay the full employee share toward their retirement benefit. That contribution percentage differs based on whether they are "Classic" unit members or "PEPRA" unit members. During the most recent contract negotiations between the City and all labor groups, each labor group agreed to have their members participate in a cost sharing program. The South Gate Police Management Association ("SGPMA") was the first labor group to participate in the cost sharing program by having all their "Classic" unit members contribute 2% of their salary toward the City's share of their retirement benefits beginning in

FY 2022-23. The final ordinance amending the CalPERS contract for the cost sharing program with SGPMA was approved by the City Council at its February 14, 2023, meeting by adopting Ordinance No. 2023-01-CC.

The City Council also approved the Tentative Agreements between the City and MEA, PMMA, DMA and POA agreeing to also participate in a cost sharing program beginning in FY23-24. More specifically, in addition to a 4% Cost of Living Adjustment ("COLA") increase to base salaries in FY 2023-24 for POA, the POA agreed in the TA to have only "Classic" unit members pay 1% towards the member's CalPERS contribution. In addition to a 3.5% COLA increase in FY 2023-24 for MEA, PMMA, and DMA, each labor group agreed in their TA to have both "Classic" and "PEPRA" members pay an additional 1% towards the member's CalPERS contribution. The cost sharing program for each labor group is pursuant to California Government Code 20516(a) and will be effective the full first payroll period in July 2023.

Staff began working with CalPERS to amend the City's contract to implement this change in March 2023 and received approval and the necessary information to move forward on April 26, 2023.

The cost sharing arrangement has already been agreed upon between the City and MEA, PMMA, DMA and POA through the Tentative Agreements approved by the City Council on July 26, 2022 and September 13, 2022. CalPERS required the City to provide more specificity on the agreed-to cost sharing arrangement, which the City did by providing the TA and approved resolution for each group. In order to proceed with amending the City's contract with CalPERS for cost sharing, CalPERS requires a Resolution of Intention, an election of employees agreeing to the contract change, and adoption of an ordinance amending the City's contract with CalPERS. This amendment would ultimately bring the CalPERS contract in alignment with the current adopted Tentative Agreements.

The CalPERS contract amendment is straightforward; the only change is that it will provide for employee cost sharing of 1% for local miscellaneous members in the South Gate Municipal Employees Association, South Gate Professional Mid-Management Association, and South Gate Division Management Association, and 1% for classic local police members in the South Gate Police Officers Association. The additional amounts paid by the employee toward the City's contribution will be credited to each member's PERS account as normal contributions and will allow the City to process the full contribution as tax deferred compensation in accordance with IRC414(h)(2).

According to CalPERS procedures, an amendment to the contract that changes the employees' rate of contribution requires a secret ballot election among the employees affected. That election must follow Council adoption of the Resolution of Intention and precede adoption of the final documents. Following the adoption of this Resolution, the notice of election will be posted conspicuously in the department over a period of seven days that include a weekend. The CalPERS contract cannot be amended if a majority of the affected members vote to disapprove of the proposed plan. Should members of each of the labor groups vote to approve the cost sharing plan as already agreed to in the TA, then staff will proceed with the following:

1. Public hearing proposing First Reading of Ordinance amending the CalPERS contract at the May 23, 2023 City Council meeting.
2. Final adoption of Ordinance at the June 13, 2023 City Council meeting.
3. Contract Amendment effective July 14, 2023.

Effective the first full pay period in July 2024, SGPMA agreed in the TA to have “PEPRA” unit members pay 2% towards the employer CalPERS contribution as cost sharing. Moreover, POA also agreed to have all “Classic” unit members contribute an additional 1% towards the member’s CalPERS contribution and “PEPRA” unit members begin contributing 1% towards the employer CalPERS contribution beginning in FY24-25. Staff will return to City Council in Spring 2024 to begin the process of amending the contract for these provisions.

ATTACHMENT: Proposed Resolution

RESOLUTION NO. ____

**CITY OF SOUTH GATE,
LOS ANGELES COUNTY, CALIFORNIA**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, DECLARING THE CITY'S INTENTION TO APPROVE AN AMENDMENT TO CONTRACT BETWEEN THE BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM AND THE CITY OF SOUTH GATE

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

WHEREAS, the following is a statement of the proposed change:

To provide Section 20516 (Employees Sharing Additional Cost) of 1% for local miscellaneous members in the South Gate Municipal Employees Association, South Gate Professional Mid-Management Association, South Gate Division Management Association, and 1% for classic local police members in the South Gate Police Officers Association.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council does hereby declare that the above recitals are true and correct and incorporated herein by reference.

SECTION 2. The City Council does hereby give notice of intention to approve an amendment to the contract between the City and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto as "Exhibit A," and by this reference made a part hereof.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

PASSED, APPROVED, and ADOPTED on this **9th** day of **May 2023**.

CITY OF SOUTH GATE:

By: _____
Maria del Pilar Avalos, Mayor

ATTEST:

By: _____
Yodit Glaze, City Clerk
(SEAL)

APPROVED AS TO FORM:

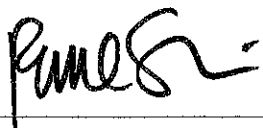
By:  _____
Raul F. Salinas, City Attorney



EXHIBIT A

California
Public Employees' Retirement System

AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
City Council
City of South Gate

The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective March 1, 1949, and witnessed January 24, 1949, and as amended effective August 1, 1952, November 1, 1952, May 1, 1958, August 1, 1964, November 16, 1969, October 15, 1972, February 4, 1973, September 2, 1973, July 6, 1975, April 22, 1979, October 17, 1982, April 27, 1983, January 14, 2001, June 30, 2001, July 1, 2002, May 12, 2010, August 26, 2017, and March 26, 2023, which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 17 are hereby stricken from said contract as executed effective March 26, 2023, and hereby replaced by the following paragraphs numbered 1 through 17 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members, age 62 for new local miscellaneous members, age 50 for classic local safety members, and age 57 for new local safety members.

2. Public Agency shall participate in the Public Employees' Retirement System from and after March 1, 1949, making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.
3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
 - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
 - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
 - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - a. Local Fire Fighters (herein referred to as local safety members);
 - b. Local Police Officers (herein referred to as local safety members);
 - c. Employees other than local safety members (herein referred to as local miscellaneous members).

5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
 - a. **PERSONS EMPLOYED IN THE CLASS OF CROSSING GUARD HIRED ON OR AFTER SEPTEMBER 2, 1973.**
6. Prior to January 1, 1975, those members who were hired by Public Agency on a temporary and/or seasonal basis not to exceed 6 months were excluded from PERS membership by contract. Government Code Section 20336 superseded this contract provision by providing that any such temporary and/or seasonal employees are excluded from PERS membership subsequent to January 1, 1975. Legislation repealed and replaced said Section with Government Code Section 20305 effective July 1, 1994.
7. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member in employment before and not on or after July 1, 2002, shall be determined in accordance with Section 21354 of said Retirement Law (2% at age 55 Full).
8. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member in employment on or after July 1, 2002, shall be determined in accordance with Section 21354.5 of said Retirement Law (2.7% at age 55 Full).
9. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Full).
10. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local safety member shall be determined in accordance with Section 21362.2 of said Retirement Law (3% at age 50 Full).
11. The percentage of final compensation to be provided for each year of credited prior and current service as a new local safety member shall be determined in accordance with Section 7522.25(d) of said Retirement Law (2.7% at age 57 Full).
12. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Sections 21624 and 21626 (Post-Retirement Survivor Allowance).
 - b. Section 20042 (One-Year Final Compensation) for classic members only.

- c. Section 20614, Statutes of 1978, (Reduction of Normal Member Contribution Rate). From April 22, 1979, and until October 17, 1982, the normal local miscellaneous member contribution rate shall be 3.5% and 4.5% for local safety members. Legislation repealed said Section effective September 29, 1980.
- d. Section 20690, Statutes of 1980, (To Prospectively Revoke Section 20614, Statutes of 1978).
- e. Section 21024 (Military Service Credit as Public Service) for local miscellaneous members only.
- f. Section 20965 (Credit for Unused Sick Leave) for local miscellaneous members only.
- g. Section 21574 (Fourth Level of 1959 Survivor Benefits) for local miscellaneous members only.
- h. Section 20903 (Two Years Additional Service Credit).
- i. Section 21583 (Additional Opportunity to Elect 1959 Survivor Benefits) for local miscellaneous members only.
- j. Section 20516 (Employees Sharing Additional Cost):

From and after March 26, 2023, 2% for classic local police members in the South Gate Police Management Association.

From and after the effective date of this amendment to contract, 1% for local miscellaneous members in the South Gate Municipal Employees Association.

From and after the effective date of this amendment to contract, 1% for local miscellaneous members in the South Gate Professional Mid-Management Association.

From and after the effective date of this amendment to contract, 1% for local miscellaneous members in the South Gate Division Management Association.

From and after the effective date of this amendment to contract, 1% for classic local police members in the South Gate Police Officers' Association.

The portion of the employer's contribution that the member agrees to contribute from his or her compensation, over and above the member's normal contribution ("Cost Sharing Percentage"), shall not exceed the Employer Normal Cost Rate, as that rate is defined in the CalPERS Actuarial Valuation for the relevant fiscal year. If the Cost Sharing Percentage will exceed the relevant Employer Normal Cost Rate, the Cost Sharing Percentage shall automatically be reduced to an amount equal to, and not to exceed, the Employer Normal Cost Rate for the relevant fiscal year.

13. Public Agency, in accordance with Government Code Section 20790, ceased to be an "employer" for purposes of Section 20834 effective on July 6, 1975. Accumulated contributions of Public Agency shall be fixed and determined as provided in Government Code Section 20834, and accumulated contributions thereafter shall be held by the Board as provided in Government Code Section 20834.
14. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members and local safety members of said Retirement System.
15. Public Agency shall also contribute to said Retirement System as follows:
 - a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
16. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.

17. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the _____ day of _____, _____.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

CITY COUNCIL
CITY OF SOUTH GATE

BY _____
MELODY BENAVIDES, CHIEF
PENSION CONTRACTS AND PREFUNDING
PROGRAMS DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk

CITY MANAGER'S OFFICE

MAY 03 2023

City of South Gate
CITY COUNCIL

AGENDA BILL

For the Regular Meeting of: May 9, 2023
Originating Department: Human Resources

Human Resources Director:


Jon Hamilton

City Manager:


Chris Jeffers

SUBJECT: RESOLUTION AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN) TO APPROVE THE RETITLING OF THE GENERAL MAINTENANCE LEAD POSITION TO FACILITIES MAINTENANCE LEAD TECHNICIAN, INCLUDING THE JOB CLASSIFICATION SPECIFICATION, AND UPDATE THE SALARY RANGE AND SALARY PAY TABLE

PURPOSE: To retitle the General Maintenance Lead position to Facilities Maintenance Lead Technician and update the respective job classification specification and salary table.

RECOMMENDED ACTION: The City Council will consider adopting a Resolution amending Resolution No. 6454 (Salary Resolution and Position Classification Plan) approving the retitling of the General Maintenance Lead classification to Facilities Maintenance Lead Technician and respective job classification specification, and updating the salary pay table.

FISCAL IMPACT: Approving the retitling and job classification specification for the Facilities Maintenance Lead Technician will have no fiscal impact to the Fiscal Year 2022/23 Adopted Budget.

ANALYSIS: The Public Works Department's Field Operations Division performs and oversees a variety of important City functions, including facilities maintenance, graffiti abatement, street maintenance, electrical maintenance, water services, sewers, solid waste, and fleet management. The Facilities Division operates and maintains over 300,000 square feet of public facilities citywide, inclusive of City Hall, three Public Works buildings, three Police Department buildings, 12 water well sites, five water reservoir buildings, nine Park and Recreation buildings, 13 park restroom buildings, and nine park playgrounds. The Facilities Division provides a wide range of maintenance services that include maintenance of fire extinguishers, first aid kits and stations, eye wash stations, AED stations, playground and park equipment, a commercial pool system and equipment, carpentry, electrical, plumbing, painting, roofing, and welding and fabrication. The Facilities Division also manages seven large maintenance contracts (2-Way Radio Equipment/System, Burglar/Security and Access Control, Surveillance Camera Systems, Fire/Life Safety, HVAC, Janitorial and Pest Control).

The Facilities Maintenance Lead Technician is distinguished from the Facilities Maintenance Technician and Specialist classifications due to its supervisory responsibilities in support of the General Maintenance Foreman for the advancement of the facilities maintenance and graffiti abatement programs. The Facilities Maintenance Lead Technician will supervise the activities of others, perform advanced technical and specialized skilled maintenance functions, and perform a full range of other similar duties.

In the Fiscal Year 2022/23 Adopted Budget, and in support of these Facilities Division operations, the City Council approved the following positions: Electrical and General Maintenance Superintendent, Electrical Foreman, Lead Electrician, Journeyman Electrician, Electrician II, and two (2) Electrician I positions. Additionally, the City Council approved a General Maintenance Lead, Facilities Maintenance Specialist, four (4) Facilities Maintenance Technician II's, four (4) Facilities Maintenance Technician I's, and two (2) Graffiti Removal Workers.

The General Maintenance Lead is a new position, and it requires the creation of a new job classification specification; however, based on the titles of the job classifications this position is charged to lead, approval is being sought to change the title of this position to Facilities Maintenance Lead Technician. Further, approval is sought to approve the attached job classification specification for Facilities Maintenance Lead Technician, which identifies the duties and responsibilities of the position. The Job Classification Specification is used to provide the minimum qualifications to screen potential applicants for the position, to use during the interview and hiring process, and to aid in providing the employee in understanding his/her job requirements once hired. The Public Works Department has agreed with the Miscellaneous Employees Association (MEA) that it will not recruit for this position until at least three existing employees meet the minimum qualifications of the Facilities Maintenance Lead Technician.

The proposed salary range for the Facilities Maintenance Lead Technician (\$5,384-\$6,544 per month) is based upon the same salary range of the existing Graffiti Lead Worker and Street Lead Worker.

BACKGROUND: The City must, from time to time, add, remove, reclassify, or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the City's workforce. In response to these changing needs and demands, job classification specifications must be amended to more closely match the tasks which need to be performed by employees in the City's various departments.

Human Resources staff worked with the Public Works Department to develop the job classification specification for the Facilities Maintenance Lead Technician. Staff also corresponded with the MEA Board Members to inform them of the new classification, and they agree with the job classification updated title and classification specification and pay range.

ATTACHMENT: Proposed Resolution (including job classification specification and salary pay table)

RESOLUTION NO. _____

**CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA**

**RESOLUTION AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION
AND POSITION CLASSIFICATION PLAN) TO APPROVE THE RETITLING
OF THE GENERAL MAINTENANCE LEAD POSITION TO FACILITIES
MAINTENANCE LEAD TECHNICIAN, INCLUDING THE JOB
CLASSIFICATION SPECIFICATION, AND UPDATE THE SALARY RANGE
AND SALARY PAY TABLE**

WHEREAS, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

WHEREAS, the City desires to approve the retitling of the General Maintenance Lead job classification to Facilities Maintenance Lead Technician in the Public Works Department; and

WHEREAS, the City desires to approve the job classification specification for the position of Facilities Maintenance Lead Technician in the Public Works Department; and

WHEREAS, the City desires to approve the adjustment of the salary pay table to update the respective salary range for the Facilities Maintenance Lead Technician.

NOW, THEREFOR, THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council does hereby declare that the above recitals are true and correct and incorporated herein by reference.

SECTION 2. The City Council does hereby approve the retitling of the General Maintenance Lead job classification to Facilities Maintenance Lead Technician.

SECTION 3. The City Council does hereby approve and adopt the proposed amendments to the City's Salary Resolution and Position Classification Plan to approve the job classification specification for the position of Facilities Maintenance Lead Technician.

SECTION 4. The City Council does hereby approve and adopt the proposed job specification for the Facilities Maintenance Lead Technician classification attached hereto as Exhibit "A."

SECTION 5. The City Council does hereby approve and adopt the proposed Pay Table attached hereto as Exhibit "B."

SECTION 6. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

PASSED, APPROVED and ADOPTED this 9th day of May 2023.

CITY OF SOUTH GATE:

By: _____
Maria del Pilar Avalos, Mayor

ATTEST:

By: _____
Yodit Glaze, City Clerk
(SEAL)

APPROVED AS TO FORM:

By: Raul F. Salinas (PS)
Raul F. Salinas, City Attorney

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

FACILITIES MAINTENANCE LEAD TECHNICIAN

DESCRIPTION

Under general supervision, serves as lead worker for the General Maintenance Division to supervise facility maintenance and graffiti abatement staff. Plans, schedules, performs, and supervises staff in the performance of a variety of skilled and semi-skilled labor duties for the maintenance of city buildings, park buildings, playground equipment, commercial pool and spa equipment, and facilities maintenance. Performs and supervises tasks involving carpentry, plumbing, and minor electrical, metal fabrication/welding, brazing, and HVAC maintenance and repair. Plans, schedules, and supervises graffiti abatement staff for the oversight and operation of graffiti abatement program. Operates and maintains a variety of different machinery, equipment and tools, and inspection of city buildings and facilities for necessary maintenance or repair.

CLASS CHARACTERISTICS

The Facilities Maintenance Lead Technician is a journey level classification of the Facilities Maintenance series. It is distinguished from the Facilities Maintenance Technician and Specialist position by its duties to support the General Maintenance Foreman in the supervision of the facilities maintenance and graffiti abatement program. Incumbent supervises activities of others, performs advanced technical and specialized skilled maintenance functions, and performs a full range of duties for the class with general supervision and oversight.

SUPERVISION RECEIVED

Works under the direct supervision of the General Maintenance Foreman and/or Electrical and General Maintenance Superintendent

SUPERVISION EXERCISED

Exercises direct supervision over subordinate staff in execution of assigned duties in facilities maintenance and graffiti abatement.

ESSENTIAL FUNCTIONS

Essential functions may include any of the following representative duties, knowledge, and skills for this classification. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

Assists the General Maintenance Foreman with daily personnel administration and performance of assigned duties; provides guidance, technical support, and training to division staff. Assists in evaluating performance and planning the daily work schedules of Facility Maintenance Technicians/Specialist and Graffiti Abatement Workers. Fills in for the General Maintenance Foreman in their absence.

Ability to communicate effectively, orally and in writing, with personnel, contractors, facility users, specialized repair personnel, building, fire and health inspectors, and city staff in various departments. Coordinates contractors' and vendors' work, and monitors performance. Obtains contract proposals for a variety of projects including carpeting, roof repairs, fences, painting, window replacement, and other contracted services. Participates in informal and formal Request for Proposals

GENERAL FACILITIES LEAD TECHNICIAN (cont.)

(RFP) processes.

Performs maintenance and repair tasks such as surface preparation for painting, carpentry, and repair or maintenance of plumbing equipment/systems, pool system equipment, mechanical, and minor HVAC and electrical. Assists and advises technicians in performing difficult or technical tasks. Moves furniture and equipment. Performs maintenance on park, playground and athletic equipment, pumps, and the aquatic complex.

Maintains knowledge of City policies and procedures; safe work practices and hazards; training and communications techniques; tools and equipment; and facilities maintenance procedures, techniques, and materials.

Knowledge of work zone safety techniques and practices such as the use of road signs, cones, and barricades to route traffic in a safe manner.

Prepares and maintains inventory stock of materials and supplies. Mix paints, clean, and maintain paint spray equipment and brushes.

Keep detailed daily manual records and logs; gather data and compile records, make field computations, investigate, and troubleshoot problems.

Knowledge of the use of computers and related software to maintain and manage records. Use a handheld or personal computer to input data and retrieve work orders. Ability to use a computer and related software to input, query and maintain data.

Ability to use a wide variety of descriptive data and information, such as engineering plans and blueprints, electrical diagrams, building codes, purchase requests, contracts, time sheets, work orders, employee requests, invoices, memos, safety handbooks, policies, procedures, correspondence, and general operating manuals.

May be required to work weekdays, weeknights, and or weekends; must be able to work shifts on a seven (7) day basis to meet operational needs of the Facilities Maintenance Division and Graffiti Abatement Program; must be able to perform standby functions as required to meet operational needs of the Facilities Maintenance Division and Graffiti Abatement Program.

Ability to diagnose and troubleshoot maintenance and repair problems and determine appropriate methods to resolve the problem.

Ability to recognize potential safety issues and take appropriate corrective action. Knowledge of the principles, methods and techniques of professional carpentry, air conditioning, and maintenance of buildings and facilities.

Knowledge of the principles, methods and techniques of repair and maintenance of locks and keying methods. Knowledge of function, purpose and safe operation of hand and power tools and shop machinery used in facilities maintenance tasks. Knowledge of ADA regulations related to building accessibility and methods for retrofitting facilities.

Knowledge of graffiti removal methods, equipment and vehicles, paint mixing and color matching techniques, solvents, materials, and supplies. Knowledge of the repair and the set-up traffic control devices for work zone traffic control and worker safety.

GENERAL FACILITIES LEAD TECHNICIAN (cont.)

Supervise staff in the removal of graffiti from City facilities, operation of equipment, and vehicles and equipment repairs.

May participate in community neighborhood clean-up meetings and activities. May provide information to the public regarding graffiti removal services offered by the City.

Coordinate with the Police Department and perform work in support of Crime Prevention activities such as collecting evidence from the scene of graffiti incidents, logging locations of graffiti, taking pictures and providing assistance with specialized prevention programs.

QUALIFICATIONS

Education and Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the knowledge and abilities would be graduation from high school or equivalent AND six (6) years of general maintenance experience within building maintenance, electrical, carpentry, painting, plumbing, and repair work.

License/Certification/ Special Requirements*

Possession of a valid California Class C Driver's License and a satisfactory driving record is required at time of appointment and throughout employment in this position. Possession of the following are required at time of appointment and throughout employment in this position: Aerial Boom lift Operator Certification, Aquatic Facility Operator Certification, Work Zone Safety Certification, Confined Space Training, and First Aid/CPR. Possession of the Playground Safety Inspection Certification is required within 12 months of appointment.

This classification is subject to random drug/alcohol testing pursuant to Department of Transportation guidelines/requirements.

Knowledge, Skills, and Abilities

Knowledge of: Methods, materials, components, tools, and equipment used in general construction, plumbing and welding work; applicable building and welding codes; safety laws and regulations related to welding work; federal, state, and local laws, codes, and regulations governing welding, cutting, and brazing applicable to assigned duties. Knowledge of carpentry, electrical, plumbing, locksmith, and HVAC maintenance practices and troubleshooting procedures; building and facility construction and repair methods and techniques; specialized tools and equipment used in building and facilities maintenance, including the use of electrical and electronic monitoring equipment; safety standards and practices; graffiti abatement, equipment, and removal methods; and effective customer service techniques. Knowledge of computers, computer software, blueprints, electrical diagrams, building codes, ADA regulations, and confined spaces.

Skill and Ability to: Perform professional carpentry, and maintenance of buildings and facilities. Effectively use a computer and computer software. Manage workloads, deadlines, and supervise other staff. Operate power tools and equipment; perform mathematical calculations; understand and follow oral and written directions; keep accurate records; perform minor maintenance repairs for heating and cooling systems; perform skilled maintenance work related to public buildings and facilities; safely operate hand and power tools, including testing devices. Inspect city buildings and facilities for necessary maintenance or repair. Provide oversight and training to other classifications related to this position.

GENERAL FACILITIES LEAD TECHNICIAN (cont.)

ADDITIONAL INFORMATION:

CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM:

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, stand, stoop, bend, lean, turn, twist, crouch, talk or hear. The employee is frequently required to use hands and fingers to handle, or feel objects, tools, or controls; and reach with hands and arms. Incumbents are occasionally exposed to hazardous conditions and must occasionally work at heights of up to 45 feet. The employee must occasionally lift and/or move up to 75 pounds, kneel, squat, push, pull, and reach above and below shoulder level. Specific vision abilities required by this job include close vision, long distance, color perception and the ability to adjust focus. Incumbents usually work in a shop environment but can be exposed to adverse environmental conditions including performing work around moving machinery, equipment, vehicles, noise, dust, dirt, gas, and fumes. The noise level in the work environment is usually noisy. Incumbents are occasionally exposed to adverse environmental conditions.

FACILITIES MAINTENANCE LEAD TECHNICIAN

5/9/23

Salary Pay Table
Pay Plan Category I - South Gate Municipal Employees Association (Civil Service)
Effective 05-09-2023

		Step A	Step B	Step C	Step D	Step E
500	TYPIST CLERK	3,442	3,614	3,795	3,985	4,184
500	CITY HALL RECEPTIONIST	3,442	3,614	3,795	3,985	4,184
502	GRAFFITI REMOVAL WORKER	3,698	3,883	4,077	4,281	4,495
503	CUSTODIAN	3,714	3,900	4,095	4,299	4,514
504	COMMUNITY DEVELOPMENT TECH I	3,786	3,975	4,174	4,383	4,602
505	BILLING & SHIPPING CLERK	3,877	4,071	4,274	4,488	4,713
505	INTERMEDIATE TYPIST CLERK (PARKS)	3,877	4,071	4,274	4,488	4,713
505	OFFICE ASSISTANT-GENERAL	3,877	4,071	4,274	4,488	4,713
505	OFFICE ASSISTANT-HR	3,877	4,071	4,274	4,488	4,713
505	OFFICE ASSISTANT-POLICE	3,877	4,071	4,274	4,488	4,713
506	GROUND MAINTENANCE WORKER	3,890	4,085	4,289	4,503	4,728
506	FACILITIES MAINTENANCE TECHNICIAN I	3,890	4,085	4,289	4,503	4,728
506	PARK FACILITIES MAINTENANCE WORKER	3,890	4,085	4,289	4,503	4,728
507	WATER METER READER I	4,018	4,219	4,430	4,651	4,884
508	POLICE RECORDS SPECIALIST	4,026	4,227	4,438	4,660	4,893
509	SENIOR TYPIST CLERK	4,053	4,255	4,468	4,691	4,926
510	BUSINESS LICENSE CLERK	4,093	4,298	4,513	4,738	4,975
510	CUSTOMER SERVICE REPRESENTATIVE	4,093	4,298	4,513	4,738	4,975
510	INTERMEDIATE ACCOUNT CLERK - Acct	4,093	4,298	4,513	4,738	4,975
510	INTERMEDIATE ACCOUNT CLERK - POLICE	4,093	4,298	4,513	4,738	4,975
511	CIVILIAN CUSTODY OFFICER	4,151	4,358	4,576	4,805	5,045
511	COMMUNITY SERVICES OFFICER	4,151	4,358	4,576	4,805	5,045
511	INFORMATION SYSTEMS TECHNICIAN	4,151	4,358	4,576	4,805	5,045
511	SENIOR CUSTODIAN	4,151	4,358	4,576	4,805	5,045
512	AQUATICS COORDINATOR	4,185	4,394	4,614	4,845	5,087
512	RECREATION COORDINATOR	4,185	4,394	4,614	4,845	5,087
512	RECREATION MARKETING COORDINATOR	4,185	4,394	4,614	4,845	5,087
513	CRIME PREVENTION SPECIALIST	4,223	4,434	4,656	4,888	5,133
514	WATER METER READER II	4,241	4,453	4,676	4,909	5,155
515	WATER DISTRIBUTION OPERATOR I	4,263	4,476	4,700	4,935	5,182
516	FACILITIES MAINTENANCE TECHNICIAN II	4,290	4,504	4,730	4,966	5,215
516	STREET MAINTENANCE WORKER	4,290	4,504	4,730	4,966	5,215
517	POLICE PROPERTY SPECIALIST	4,328	4,545	4,772	5,010	5,261
518	COMMUNITY DEVELOPMENT TECH II	4,352	4,570	4,799	5,038	5,290
519	PARKS EQUIPMENT MECHANIC	4,463	4,686	4,921	5,167	5,425
520	WATER SERVICE REPRESENTATIVE I	4,519	4,745	4,982	5,231	5,493

Salary Pay Table
Pay Plan Category I - South Gate Municipal Employees Association (Civil Service)
Effective 05-09-2023

		Step A	Step B	Step C	Step D	Step E
520	ELECTRICIAN I	4,519	4,745	4,982	5,231	5,493
520	SEWER MAINTENANCE WORKER I	4,519	4,745	4,982	5,231	5,493
521	SECRETARY	4,580	4,809	5,049	5,301	5,567
522	SENIOR GROUNDS MAINTENANCE WORKER	4,587	4,816	5,057	5,310	5,576
522	PARK FACILITIES MAINTENANCE LEAD	4,587	4,816	5,057	5,310	5,576
523	PAYROLL TECHNICIAN	4,590	4,820	5,061	5,314	5,580
524	POLICE DISPATCHER	4,595	4,825	5,066	5,320	5,586
525	WATER PUMP OPERATOR I	4,638	4,869	5,113	5,369	5,637
526	RECORDS COORDINATOR	4,672	4,906	5,151	5,408	5,679
527	PURCHASING CLERK	4,685	4,920	5,166	5,424	5,695
528	PUBLIC SAFETY SUPERVISOR	4,803	5,043	5,295	5,560	5,838
530	CUSTODIAL SUPERVISOR	4,807	5,047	5,299	5,564	5,842
531	POLICE RECRUIT	4,808	5,048	5,301	5,566	5,844
532	WATER DISTRIBUTION OPERATOR II	4,857	5,099	5,354	5,622	5,903
533	EQUIPMENT MECHANIC	4,860	5,103	5,358	5,626	5,907
534	SENIOR SECRETARY	4,907	5,152	5,410	5,680	5,964
535	EQUIPMENT OPERATOR	4,987	5,237	5,499	5,774	6,062
536	SENIOR TRAFFIC & SIGN PAINTER	5,015	5,266	5,529	5,806	6,096
537	COMMUNITY DEVELOPMENT TECH III	5,016	5,266	5,530	5,806	6,097
538	WATER SERVICE REPRESENTATIVE II	5,056	5,309	5,574	5,853	6,146
539	HOUSING SPECIALIST	5,103	5,358	5,626	5,907	6,202
540	ELECTRICIAN II	5,132	5,388	5,658	5,941	6,238
541	CODE ENFORCEMENT OFFICER	5,152	5,410	5,680	5,964	6,262
541	HUMAN RESOURCES TECHNICIAN	5,152	5,410	5,680	5,964	6,262
542	FACILITIES MAINTENANCE SPECIALIST	5,264	5,527	5,804	6,094	6,399
543	WATER DISTRIBUTION OPERATOR III	5,271	5,535	5,812	6,102	6,407
544	SENIOR COMMUNITY DEVELOPMENT TECH.	5,370	5,639	5,921	6,217	6,528
545	FACILITIES MAINTENANCE LEAD TECH.	5,384	5,653	5,936	6,233	6,544
545	GRAFFITI LEAD WORKER	5,384	5,653	5,936	6,233	6,544
545	STREET LEAD WORKER	5,384	5,653	5,936	6,233	6,544
546	SENIOR EQUIPMENT MECHANIC	5,453	5,725	6,012	6,312	6,628
546	SENIOR PARK EQUIPMENT MECHANIC	5,453	5,725	6,012	6,312	6,628
547	SEWER MAINTENANCE WORKER II	4,933	5,180	5,439	5,711	5,997
548	WATER PUMP OPERATOR II	5,543	5,820	6,111	6,417	6,738
550	ENGINEERING TECHNICIAN	5,728	6,014	6,315	6,631	6,962
551	BUILDING INSPECTOR	5,779	6,068	6,371	6,689	7,024

Salary Pay Table
Pay Plan Category I - South Gate Municipal Employees Association (Civil Service)
Effective 05-09-2023

		Step A	Step B	Step C	Step D	Step E
552	WATER LEAD WORKER	5,812	6,102	6,407	6,728	7,064
552	WATER SYSTEM LEAD OPERATOR	5,812	6,102	6,407	6,728	7,064
553	JOURNEY ELECTRICIAN	6,097	6,402	6,722	7,058	7,411
554	EQUIPMENT SUPERVISOR	6,233	6,544	6,872	7,215	7,576
554	STREET FOREMAN	6,233	6,544	6,872	7,215	7,576
555	GENERAL MAINTENANCE FOREMAN	6,308	6,624	6,955	7,303	7,668
556	LEAD ELECTRICIAN	6,500	6,825	7,166	7,524	7,900
557	WATER DISTRIBUTION FOREMAN	6,730	7,066	7,419	7,790	8,180
557	WATER OPERATIONS FOREMAN	6,730	7,066	7,419	7,790	8,180
558	WATER QUALITY & SYSTEM LEAD OPERATOR	6,102	6,407	6,728	7,064	7,417
559	GROUNDS MAINTENANCE SUPERVISOR	5,675	5,959	6,257	6,569	6,898
559	PARK FACILITIES MAINTENANCE SUPERVISOR	5,675	5,959	6,257	6,569	6,898
559	SENIOR CODE ENFORCEMENT OFFICER	5,675	5,959	6,257	6,569	6,898
565	ELECTRICAL SUPERVISOR	6,999	7,349	7,716	8,102	8,507
566	RECREATION SPECIALIST	3,345	3,512	3,688	3,873	4,066
567	SENIOR BUILDING INSPECTOR	6,356	6,674	7,008	7,358	7,726

MAY 03 2023

City of South Gate
CITY COUNCIL

AGENDA BILL

For the Regular Meeting of: May 9, 2023
Originating Department: Human Resources

Human Resources Director: _____


John Hamilton

City Manager: _____


Chris Jeffers

SUBJECT: RESOLUTION AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN) TO APPROVE THE AMENDED JOB CLASSIFICATION SPECIFICATION FOR THE POSITION OF PRINCIPAL CIVIL ENGINEER

PURPOSE: To amend the job classification specification for the Principal Civil Engineer position.

RECOMMENDED ACTION: The City Council will consider adopting a Resolution amending Resolution No. 6454 (Salary Resolution and Position Classification Plan) to approve the amended job classification specification for the Principal Civil Engineer classification.

FISCAL IMPACT: Approving the job classification specification for the Principal Civil Engineer will have no fiscal impact to the Fiscal Year 2022/23 Adopted Budget.

ANALYSIS: The Public Works Department's Engineering Division performs and oversees complex public works civil engineering projects, including those related to transportation, municipal facilities, water, and environmental concerns. In the Fiscal Year 2022/23 Adopted Budget, the City Council approved the funding for three Principal Civil Engineer positions: Water Resources, CIP, and Section Manager.

In order to fill the various Principal Civil Engineer positions, the recruitment process must have an approved Job Classification Specification, which identifies the duties and responsibilities of the position. The Job Classification Specification is used to provide the minimum qualifications to screen potential applicants for the position, to use during the interview and hiring process, and to aid in providing the employee in understanding his/her job requirements once hired.

During the recruitment process, the current requirement that an applicant have a minimum of 10 years of experience working for a local agency has resulted in the loss of several highly qualified applicants. In an effort to consider great engineering candidates that may not have this strict 10-year experience requirement working for a local agency, the proposed new job classification specification provides, in relevant part: "Other relevant experience may be substituted for five of the 10 years of experience with a water utility, water agency, and/or public entity."

BACKGROUND: The City must, from time to time, add, remove, reclassify, or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the City's workforce. In response to these changing needs and demands, job classification specifications must be amended to more closely match the tasks which need to be performed by employees in the City's various departments.

Human Resources staff worked with the Public Works Department to develop the job classification specification for the Principal Civil Engineer position. Staff also met and conferred with the Professional Mid-Management Association (PMMA) Board Members to inform them of the new classification, and they agree with the amended job classification specification.

ATTACHMENT: Proposed Resolution (including job specification)

RESOLUTION NO. _____

**CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN) TO APPROVE THE AMENDED JOB CLASSIFICATION SPECIFICATION FOR THE POSITION OF PRINCIPAL CIVIL ENGINEER

WHEREAS, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

WHEREAS, the City desires to approve the amended job classification specification for the position of Principal Civil Engineer in the Public Works Department.

NOW, THEREFOR, THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council does hereby declare that the above recitals are true and correct and incorporated herein by reference.

SECTION 2. The City Council does hereby approve and adopt the proposed amendments to the City's Salary Resolution and Position Classification Plan to approve the job classification specification for the position of Principal Civil Engineer.

SECTION 3. The City Council does hereby approve and adopt the proposed job specification for the Principal Civil Engineer classification attached hereto as Exhibit "A."

[The remainder of this page left blank intentionally.]

SECTION 4. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

PASSED, APPROVED and ADOPTED this 9th day of May 2023.

CITY OF SOUTH GATE:

By: _____
Maria del Pilar Avalos, Mayor

ATTEST:

By: _____
Yodit Glaze, Deputy City Clerk
(SEAL)

APPROVED AS TO FORM:

By: Raul F. Salinas (PS)
Raul F. Salinas, City Attorney

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

Exhibit "A"

PRINCIPAL CIVIL ENGINEER

DESCRIPTION

Under direction of the Director of Public Works or the Deputy City Engineer, supervises major functions of a section in the Public Works Department, Engineering Division, in performing the planning, design and construction of the City's Capital Improvement Program, Office Engineering or Environmental Engineering; performs Engineering Division duties as assigned.

CLASS CHARACTERISTICS

The Principal Civil Engineer is the advanced journey and supervisory class in the professional level engineering series. Incumbents have responsibility for the highly complex and large engineering projects and supervising staff in the delivery of public works projects. May act as the Deputy City Engineer, as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Public Works or Deputy City Engineer.

SUPERVISION EXERCISED

Exercises supervision over senior level or lower level engineering staff.

ESSENTIAL FUNCTIONS

The following functions are typical for this classification. The incumbent may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Principal Civil Engineer (Section Manager)

Manages the planning, environmental, design and construction, of highly complex public works projects in a wide variety of civil engineering works such as streets and highways, bridges, street lighting, municipal parks, structures and buildings, storm drains and sanitary sewers.

Collaborates with regional transportation agencies such as the California of Transportation (Caltrans) and the Los Angeles Metropolitan Transportation Authority (LA Metro), for the implementation of local and regional projects, transportation policies and programs. Participates in regional activities such as Streets and Highways Committee and Strategic Transportation Plan.

Principal Civil Engineer (Water Resources Section Manager)

Manages the planning, environmental, design and construction, of highly complex public works projects in the areas of water resources and environmental engineering including but not limited to potable water systems, storm drains, storm water quality, flood control, sanitary sewers and waste water. Collaborates with the Water Manager of the Field Operations Division to assess and review the operation of the water system. Identifies technical issues and develops capital projects to address them.

Collaborates with Federal, State and regional water agencies such as the Environmental Protection Agency, Division of Drinking Water, Los Angeles County Sanitation District, and Water Replenishment District, for the implementation of capital projects, water policies and programs. Participates in regional activities such as the Southeast Water Coalition and Central Basin Water Association. Stays abreast of the latest legislative bills and collaborates with the Director of Public Works as necessary.

Manages the City's water rights program. Oversees preparation of periodic reports to Federal and State, County and local agencies. Leases water rights when necessary.

Provide support to the Field Operations, Water Division in complex administrative tasks that require technical expertise such as communications with and submittal of reports to regulatory agencies; preparing Requests for Proposals to procure services; and developing staff reports and presentations.

Principal Civil Engineer (Section Manager and Water Resources Section Manager)

Manages and supervises lower level engineering staff assigned to the respective areas of work, in the delivery of public works projects in a wide variety of civil engineering work. Supports staff in the organization of project budgets and schedules and provides guidance for the delivery of projects on time and within budget. Provides guidance, decision-making, and training to staff in all aspects of project implementation and contact services. Provides plans check and specifications to ensure quality and technically sound projects. Assumes personal responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

Procures, manages and administers contract services necessary for planning, designing and constructing public works projects or preparing reports. Prepares Requests for Proposals as necessary. Supervises the preparation of engineering designs, specifications and engineering estimates. Establishes project budgets and schedules for their delivery. Prepares project feasibility studies and work related technical research, reports and correspondence.

Reviews private development projects. Prepares conditions of approval. Coordinates with developers as necessary. Review related technical documents and reports.

Coordinates with Federal, State, County, regulatory and grant agencies as necessary for the delivery of capital projects.

Manage engineering programs and projects as assigned including but not limited too regional projects, environmental programs, storm water management, engineering administration, Industrial Waste Discharge Plancheck and Permitting, development review, plan check and permitting, construction inspection, franchise agreement, technical studies and assessment districts.

Researches grant programs and prepares, or secures consultant services to prepare grant applications.

Supervises, trains and evaluates subordinate personnel; assists in the selection of employees; recommends discipline when necessary.

Prepares reports, recommendations and correspondence on current and proposed projects; makes presentations to City Council, community groups and the general public regarding construction projects.

Appear as an expert witness involving litigation on engineering-related matters.

May be assigned any of the duties of the Senior Civil Engineer as necessary to support the functions of the Engineering Division.

QUALIFICATIONS**Training and Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the knowledge and abilities would be any combination equivalent to graduation from an accredited college or university with a Bachelor's degree in civil engineering or related field and fifteen (15) years of responsible civil engineering experience in the design and construction of

complex public works projects. A minimum of five (5) years of experience in the position of Senior Civil Engineer or a higher classification is required, as is a minimum of four (4) years in a supervisory position. Registration as a Professional Civil Engineer in the State of California is required. Possession of or ability to obtain a California Class C driver's license and a satisfactory driving record is required.

The Principal Civil Engineer (CIP Section Manager) shall have a minimum of 10 years of experience working for a local agency. Principal Civil Engineer (Water CIP Section Manager) shall have a minimum of 10 years of experience working for a water utility company, water district and/or a local agency's water engineering or utilities division. Other relevant experience may be substituted for five of the 10 years of experience with a water utility, water agency, and/or public entity.

Knowledge, Skills, and Abilities

Knowledge of: State, Federal and locally applicable statutes, policies, standards, ordinances and regulations related to civil engineering practices of public agencies; municipal public works administration; principles of planning, controlling, and organizing activities of a major civil engineering section; engineering design and analysis; traffic engineering; construction contract law; principles of cost accounting; supervisory techniques; public speaking techniques; and budget preparation and administration practices; public works construction methods, design and materials; and principles and practices of personnel management and supervision.

Ability to: Provide highly complex civil engineering services to the City; analyze problems and prepare written and oral reports; understand and carry out complex oral and written instructions; resolve technical issues in design and construction; supervise the work of others; select and maintain advanced filing systems; analyze and solve difficult engineering problems by arriving at valid conclusions; communicate effectively in English both orally and in writing; effectively present issues and recommendations before the City Council; supervise and maintain effective working relationships.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors. Incumbents are not substantially exposed to adverse environmental conditions.

PRINCIPAL CIVIL ENGINEER

Created, 9/14/2021

Revised, 5/09/2023

MAY 03 2023

City of South Gate
CITY COUNCIL

AGENDA BILL

For the Regular Meeting of: May 9, 2023
Originating Department: Human Resources

Human Resources Director: _____

Jon Hamilton

City Manager: _____

Chris Jeffers

SUBJECT: RESOLUTION AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN) TO APPROVE THE RETITLING OF THE DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES/HUMAN RESOURCES & RISK MANAGEMENT TO DEPUTY DIRECTOR OF HUMAN RESOURCES, THE CORRESPONDING JOB CLASSIFICATION SPECIFICATION, AND TO UPDATE TO THE SALARY PAY TABLE

PURPOSE: To retitle the Deputy Director of Administrative Services/Human Resources & Risk Management to Deputy Director of Human Resources, and to update the corresponding job classification specifications and salary pay table.

RECOMMENDED ACTION: The City Council will consider adopting a Resolution amending Resolution No. 6454 (Salary Resolution and Position Classification Plan) approving the retitling of the Deputy Director of Administrative Services/Human Resources & Risk Management to Deputy Director of Human Resources, and approving the update to the job classification specification and salary pay table.

FISCAL IMPACT: Approving the retitling of the job classification from Deputy Director of Administrative Services/Human Resources & Risk Management to Deputy Director of Human Resources and updating the job classification specifications will have no fiscal impact to the Fiscal Year 2022/23 Adopted Budget.

ANALYSIS: For the Fiscal Year 2022/2023 Budget Year, the City Council authorized the formation of the Department of Human Resources, which previously was a division under the Department of Administrative Services and headed by the Deputy Director of Administrative Services/Human Resources & Risk Management. The newly established Department of Human Resources is headed by the Director of Human Resources, who now oversees two distinct divisions: Human Resources, which oversees personnel issues; and Risk Management, which is led by the City's recently hired Risk Manager.

The creation of the Department of Human Resources and the addition of a Director and Risk Manager now permits a distribution of responsibilities and allows each person to provide more focused and robust services in support of City personnel and risk management. The Deputy

Director of Administrative Services/Human Resources & Risk Management is a broadly written job classification specification requiring the incumbent to juggle a myriad of issues. By retitling this position to Deputy Director of Human Resources and updating the job classification specification to highlight the duties and expectations of the Deputy Director overseeing the Human Resources Division, the incumbent will be focused on attending to issues related to personnel and begin establishing new programs to cause recruitment, retention, performance, and training to become more efficient and effective.

The proposed salary range for the Deputy Director of Human Resources is based upon the same salary range of the existing Deputy Director of Administrative Services/Human Resources & Risk Management, which the City Council approved as part of the Fiscal Year 2022/23 Adopted Budget.

BACKGROUND: The City must, from time to time, add, remove, reclassify, retitle, update or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the City's workforce. In response to these changing needs and demands, job classification specifications must be amended to more closely match the tasks which need to be performed by employees in the City's various departments.

Human Resources staff corresponded with the Division Managers' Association (DMA) Board Members to inform them of the retitled classification, and they agree with the updated job classification specification.

ATTACHMENT: Proposed Resolution (including job specification and salary pay table)

RESOLUTION NO. _____

**CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA**

**RESOLUTION AMENDING RESOLUTION NO. 6454 (SALARY
RESOLUTION AND POSITION CLASSIFICATION PLAN) TO
APPROVE THE RETITLING OF THE DEPUTY DIRECTOR OF
ADMINISTRATIVE SERVICES/HUMAN RESOURCES & RISK
MANAGEMENT TO DEPUTY DIRECTOR OF HUMAN RESOURCES,
THE CORRESPONDING JOB CLASSIFICATION SPECIFICATION,
AND TO UPDATE TO THE SALARY PAY TABLE**

WHEREAS, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

WHEREAS, the City desires to approve the job classification specification for the position of Deputy Director of Human Resources in the Human Resources Department; and

WHEREAS, the City desires to approve the update to the salary pay table for the Deputy Director of Human Resources.

NOW, THEREFOR, THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council does hereby declare that the above recitals are true and correct and incorporated herein by reference.

SECTION 2. The City Council does hereby approve the retitling of the Deputy Director of Administrative Services/Human Resources & Risk Management job classification to Director of Human Resources.

SECTION 3. The City Council does hereby approve and adopt the proposed amendments to the City's Salary Resolution and Position Classification Plan to approve the job classification specification for the position of Deputy Director of Human Resources.

SECTION 4. The City Council does hereby approve and adopt the proposed job specification for the Deputy Director of Human Resources classification attached hereto as Exhibit "A."

SECTION 5. The City Council does hereby approve and adopt the proposed Pay Table attached hereto as Exhibit "B."

SECTION 6. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

PASSED, APPROVED and ADOPTED this 9th day of **May 2023**.

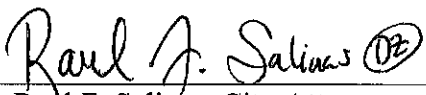
CITY OF SOUTH GATE:

By: _____
Maria del Pilar Avalos, Mayor

ATTEST:

By: _____
Yodit Glaze, City Clerk
(SEAL)

APPROVED AS TO FORM:

By: Raul F. Salinas 
Raul F. Salinas, City Attorney

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

DEPUTY DIRECTOR OF HUMAN RESOURCES

DESCRIPTION

Under general administrative direction of the Director of Human Resources, plans, directs, supervises and oversees the City's personnel program, including benefits, civil service administration, classification and compensation administration, employee and labor relations, human resources records management, recruitment and selection, and training and development. Acts as one of the negotiators in the collective bargaining process. The Director of Human Resources may delegate to the Deputy Director of Human Resources some duties of the Personnel Officer. In the absence of the Director of Human Resources, the Deputy Director of Human Resources will act as the Director of Human Resources. Performs other related duties as required.

CLASS CHARACTERISTICS

The Deputy Director of Human Resources is responsible for management and direction of all the personnel functions and activities city-wide and supports the Risk Management Division and Human Resources Department when needed. At the direction of the Director of Human Resources, the Deputy Director of Human Resources may be required to carry out some duties of the Personnel Officer.

SUPERVISION RECEIVED

Works under general administrative direction of the Director of Human Resources.

SUPERVISION EXERCISED

Exercises direct supervision over the Personnel Division functions and staff.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to the following:

Develops, reviews, revises, and recommends policies, programs and procedures that support the goals and objectives of the City's personnel division and in support of the human resources and risk management functions. When necessary, assists with the implementation of human resources and risk management best practices and ensures the City maintains compliance with all applicable rules, laws, and regulations. At the direction of the Director of Human Resources, may be required to carry out some of the duties of the Personnel Officer, the Municipal Code, and the Rules and Regulations for the Administration of Civil Service Procedures.

Participates in the negotiation process with bargaining units and employee representatives as the key member of the negotiation team, and has responsibility for final implementation of MOU's. Administers the provisions of existing employee contracts and agreements.

Assists the Director of Human Resources in handling employee relations matters, including preparation of reports or responses to inquiries from outside agencies such as the EEOC or DFEH. Conducts formal and informal investigations of problems and complaints. Assists in administering employee disciplinary policies and procedures; provides assistance to Department Directors, management and staff on disciplinary issues and actions to be taken; assists in administering formal grievance procedures; conducts and assists in hearings; assists Department Directors in preparing and processing responses to disciplinary actions and grievances. Provides guidance, consultation and advice to the City Manager, Assistant City Manager, and Department Directors on personnel related matters.

At the direction of the Director of Human Resources, responds, assists, or handles the resolution of more difficult, complex and sensitive personnel related matters, inquiries and/or complaints. Counsels management, supervisors and employees in handling evaluations, supervisory, and other interpersonal relationship matters.

DEPUTY DIRECTOR OF HUMAN RESOURCES cont'd

Assists in the development and administration of city-wide performance appraisal programs, staff development and training programs, awards and recognition programs, and the safety training programs and procedures.

Directs the preparation and maintenance of personnel records and reports.

Oversees and supervises recruitments, examinations, interviews, and the selection and placement of personnel; and administers the promotion, transfer and separation procedures of current employees.

Administers the City's classification and compensation plan; establishes and maintains class specifications and salary ranges for positions; initiates and conducts classification, wage, and benefit surveys; and analyzes, evaluates and makes recommendations on proposed job specifications.

Selects, trains, motivates and evaluates Personnel Division staff members, provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures. Assists, plans, directs and coordinates the Personnel Division work plans, meets with staff to assign projects and programmatic areas of responsibility. Reviews and evaluates work methods and procedures. Manages and develops the Personnel Division budget, approves expenditures and directs budgetary adjustments as necessary maintaining adequate fiscal controls.

Oversees, supervises and reviews the employee benefits, retirement and leave administration programs.

When necessary, assists with the administration of the risk management programs, including the self-insured workers' compensation program, general liability claims, safety and loss prevention programs and other insurance programs.

QUALIFICATIONS

Training and Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the knowledge and abilities would be: graduation from an accredited college or university with a Bachelor's degree with a major study in human resources, personnel administration, public administration, business administration, psychology, sociology, or a closely related field, and at least five (5) years experience of increasing responsibility in human resources administration or related field. Bilingual in English and Spanish is highly desirable.

License/Certification/Special Requirements

Possession of a valid California Class C Driver's License and a-satisfactory driving record is required at time of appointment and throughout employment in this position.

Knowledge, Skills, and Abilities

Knowledge of: principles, methods, practices and laws applicable to human resources administration; principles of organization, management and supervision; statistical concepts and methods; and principals and practices of collective bargaining and labor relations.

Skills and Ability to: work well with Department Directors in resolving organizational issues and with employees in dealing with job-related problems; analyze and make recommendations on personnel policies and procedures; develop new or expand existing personnel services and programs; communicate clearly and concisely, orally and in writing and with sensitivity to personnel issues; collect compile, and analyze information and data to assist in efforts to improve delivery of human resources services; provide leadership and direction for the Personnel Division staff; establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work; and exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

DEPUTY DIRECTOR OF HUMAN RESOURCES cont'd

ADDITIONAL INFORMATION:

CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb stairs; balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perceptions, and the ability to adjust focus. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors. The incumbent is not substantially exposed to adverse environmental conditions and is regularly required to travel to different sites and locations throughout the City of South Gate.

Personnel Director

Created

Deputy Director of Administrative Services/HR & RM

Created, 10/28/2014

Deputy Director of Human Resources

Created, 05/10/2023

<p align="center">Salary Pay Table Pay Plan Category F - South Gate Division Management Association (Unclassified) Effective 04-25-2023</p>
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		Step A	Step B	Step C	Step D	Step E
650	BUILDING OFFICIAL	10,117	10,622	11,153	11,711	12,297
650	ECONOMIC DEVELOPMENT MANAGER	10,117	10,622	11,153	11,711	12,297
650	DEPUTY DIRECTOR OF HUMAN RESOURCES	10,117	10,622	11,153	11,711	12,297
650	DEPUTY DIRECTOR OF ADMIN SERV/FINANCE	10,117	10,622	11,153	11,711	12,297
655	DEPUTY DIRECTOR OF PARKS & RECREATION	8,979	9,428	9,899	10,394	10,914
656	PARKS SUPERINTENDENT	8,595	9,025	9,476	9,950	10,447
659	DEPUTY CITY ENGINEER	11,871	12,465	13,088	13,742	14,429

CITY MANAGER'S OFFICE

MAY 03 2023
11:20 AM

City of South Gate CITY COUNCIL

AGENDA BILL

For the Regular Meeting of May 9, 2023
Originating Department: City Manager's Office

Acting Management Analyst:

Giselle Hernandez
Giselle M. Hernandez

City Manager:

Chris Jeffers
Chris Jeffers

SUBJECT: TWEEDY MILE ADVISORY BOARD ANNUAL REPORT FOR FISCAL YEAR 2023/24 AND RESOLUTION DECLARING THE CITY'S INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR FISCAL YEAR 2023/24 FOR THE PARKING AND BUSINESS IMPROVEMENT AREA (KNOWN AS THE TWEEDY MILE BUSINESS DISTRICT) BUSINESS LICENSE

PURPOSE: To approve the Tweedy Mile Advisory Board's Annual Report for Fiscal Year 2023/24 and declare the City's intention to levy and collect assessments for Fiscal Year 2023/24 for the Parking and Business Improvement Area Business License.

RECOMMENDED ACTIONS: The City Council will consider:

- Approving the Tweedy Mile Advisory Board's Annual Report for Fiscal Year 2023/24; and
- Adopting a Resolution declaring the City's intention to levy and collect assessments for Fiscal Year 2023/24 for the Parking and Business Improvement Area (known as the Tweedy Mile Business District) Business License, and scheduling a Public Hearing for June 13, 2023

FISCAL IMPACT: The amount of estimated funding available for use in Fiscal Year 2023/24 is \$15,824. The Annual Assessment generates approximately \$20,100 for the Tweedy Mile Business Improvement District. We previously estimated \$22,000 in annual assessments and didn't receive the entire amount. This led to fewer funds being available for the next fiscal year.

ALIGNMENT WITH COUNCIL GOALS: The Parking and Business Improvement Area Business License meets the City Council's goal to improve the business environment of the Tweedy Mile Business District.

ANALYSIS: On November 2, 1970, the City Council adopted Ordinance No. 1129 adding Chapter 2.64 (Parking and Business Improvement Area Business License), to Title 2 (Licenses – Business Regulations), of the South Gate Municipal Code establishing a Parking and Business Improvement Area ("Area"), pursuant to the Parking and Business Improvement Act Law of 1965, Part 5 of Division 18 of the California Streets and Highway Code Section 36000 through 36081.

The Area works by having the City levy an additional business license tax on businesses located within the designated Area and then annually remitting those funds back to the Business Improvement District (BID). Section 2.64.040 (Uses and Purpose), of Title 2 (Licenses-Business Regulations) of the South Gate Municipal Code states that the funds collected by the City and remitted to the BID can only be used for the following purposes:

- a. Decoration of any public place in the area;
- b. Promotion of public events which are to take place on or in public places in the area;
and
- c. The general promotion of retail trade activities in the area.

The City's Municipal Code also requires that the Tweedy Mile Advisory Board ("Board") submit an Annual Report to the City Council no later than June 1st of each year. The Annual Report shall specify the expenses, services, activities, and programs to be funded by the assessment for the upcoming fiscal year(s), in accordance with the requirements of Sections 36530 and 36533 of the California Streets and Highways Code. Said Code also requires the City Council to approve the Annual Report, and, after, shall adopt a Resolution declaring the City's intention to levy an annual assessment for the fiscal year and schedule a Public Hearing to allow public testimony regarding the proposed assessment.

The Board approved the attached Tweedy Mile Advisory Board Annual Report (Attachment A). Staff recommends that the City Council approve the Annual Report which includes a program budget for Fiscal Year 2023/24. In addition to the Annual Report, staff also recommends that the City Council adopt the proposed Resolution declaring the City's intention to levy and collect assessments for Fiscal Year 2023/24 (Attachment B) and approve the scheduling of a Public Hearing for June 13, 2023. Together, the Resolution and Annual Report are the initial steps to levy the proposed assessments and approve the program budget for Fiscal Year 2023/24.

BACKGROUND: On May 1, 2023, the Board approved its Annual Report which included a proposed budget for Fiscal Year 2023/24. As in years past, no tax increase or changes to the assessment methodology are proposed for assessments to be collected in Fiscal Year 2023/24.

BOARD'S BUDGET RECOMMENDATIONS FOR FISCAL YEAR 2023/24:

- a) \$5,824 for the general promotion of retail trade activities; and
- b) \$10,000 for decoration of any public place in the area.

The proposed budget for Fiscal Year 2023/24 is included in the Annual Report. The Board has allocated \$10,000 for the annual installation, removal, and storage of the Christmas decorations on Tweedy Blvd. The \$5,824 will likely be used to maintain the Tweedy Mile BID website currently being developed as well as more marketing services for the BID. The Board will approve the specific funding requests in the next Fiscal Year.

ANNUAL REPORT:

To implement the Board's Parking and Business Improvement Area Business License recommendations, the City Council must approve the Annual Report and adopt a Resolution of Intent to Levy Assessments for the Fiscal Year 2023/24. The Annual Report includes

information regarding the assessment methodology, boundaries, and a planned budget with activities for the upcoming fiscal years. Upon adoption of the proposed Resolution of Intent, Parking and Business Improvement Area members will be notified by mail of the proposed assessments and the Resolution will be published in the *Los Angeles Wave* newspaper. The City Council will conduct a Public Hearing on June 13, 2023, for public testimony on the proposed assessment levy and budget. At the Public Hearing, the City Council will hear and consider protests against the assessments. If written protests are received, no later than 6:30 p.m. on June 13, 2023, from the owners of businesses in the Area which will pay 50% or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protest to less than that 50%, no further proceedings to levy the proposed assessments, as contained in the Resolution, shall be taken for a period of one year from the date of the finding of a majority protest by the City Council.

ASSESSMENT/BUDGET ADOPTION SCHEDULE:

Staff proposes the following schedule to continue the collection of annual assessments as required by state law and the South Gate Municipal Code:

Dates	Action
May 1, 2023	Board reviews and approves the Annual Report.
May 9, 2023	City Council adopts Resolution of Intent to Levy Assessments for Fiscal Year 2023/24.
May 11, 2023	Letter and Resolution of Intent (indicating Public Hearing information and how to submit protests verbally or in writing) will be mailed to all affected businesses.
June 13, 2023	City Council conducts Public Hearing to receive public testimony on the proposed assessment levy.

ATTACHMENTS: A. Tweedy Mile Advisory Board Annual Report
 B. Proposed Resolution
 C. Municipal Code Chapter 2.64 (Parking and Business Improvement Area Business License)

**PARKING AND BUSINESS IMPROVEMENT AREA
ANNUAL REPORT FOR FISCAL YEAR 2023/24**

This annual report includes the proposed assessment levy and program budget for the fiscal year 2023/24.

Tweedy Mile Advisory Board

Per the Parking and Business Improvement Area Law of 1989 and the South Gate Municipal Code, Chapter 2.64, the City Council shall appoint a Tweedy Mile Advisory Board in order to make recommendations to the City Council on the expenditure of revenues derived from the levy assessments on proposed improvements and activities and on the method and basis of levying assessments.

Purpose of Annual Report

The Tweedy Mile Advisory Board shall prepare an annual report for each fiscal year for which assessments are to be levied and collected to pay the costs of the improvements and activities described in the report. The report may propose changes, including but not limited to, the boundaries of the parking and business improvement area and the basis and method of levying the assessments.

Boundaries and Assessments

There are no proposed changes to the Parking and Business Improvement Area ("Area") boundaries or the assessment methodology. The Area boundary map and assessment methodology are included as Exhibits A and B.

Method and Basis of Levying the Assessment

All businesses within the Area are subject to the assessment. The levy of the business license tax imposed upon the businesses within said Area, is hereby fixed, levied, determined, and established per the City's assessment methodology included with this report as Exhibit B.

Payment of Tax

The additional rate or levy of the license tax levied is due and payable at the same time and in the same manner that the business license tax is imposed by the South Gate Municipal Code Chapter 2.08 (Business License Tax).

Budget

A line-item budget for FY 2023/24 is included with this report as Exhibit C. The Board has allocated \$10,000 for the annual installation, removal, and storage of the Christmas decorations on Tweedy Blvd. The remaining \$5,824 will likely be used to maintain the Tweedy Mile Business Improvement District website currently being developed as well as additional marketing services for the district. The Board will approve specific funding requests next fiscal year during their monthly scheduled meetings.

Last year, the Board approved \$20,000 to contribute towards the purchase of new Christmas

decorations and \$40,000 for marketing services for the Tweedy Mile Business Improvement District including a website, videos, photos, and printed material. The marketing services project kicked off in April 2023 and will continue into next fiscal year.

Exhibit A– Parking and Business Improvement Area Map

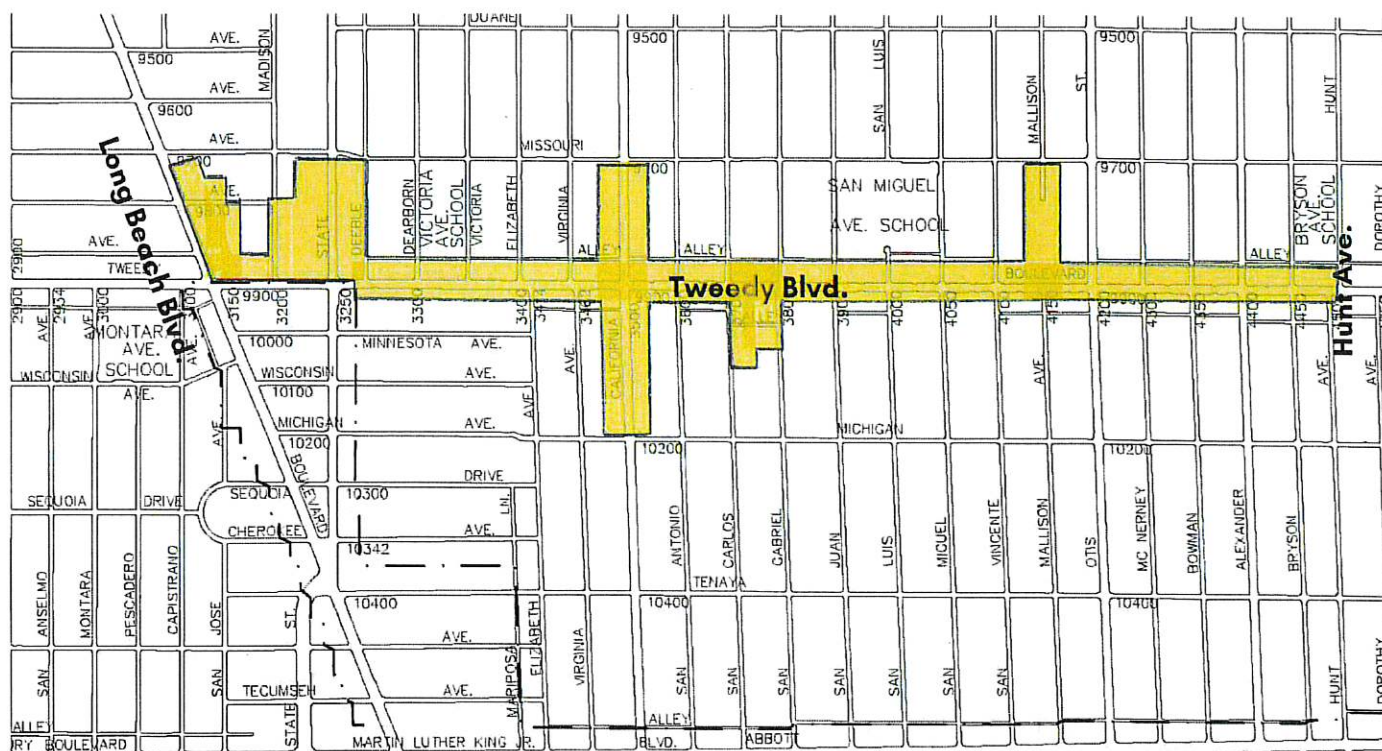
Exhibit B – Parking and Business Improvement Area Business License Fees

Exhibit C– Parking and Business Improvement Area Budget for FY 2023/24



PARKING AND BUSINESS IMPROVEMENT AREA MAP

Below is a map delineating the boundaries of the Parking and Business Improvement Area and the list of addresses located within the Area.



Addresses located in the Business Improvement Area:

California Ave.	9700 - 10100
Long Beach Blvd.	9700 - 9900
Otis St.	9700 - 10100
San Gabriel Ave.	9900 - 10100
San Juan Ave.	9900 - 10100
State St.	9700 - 9900
Tweedy Blvd.	3150 - 4499

CITY OF SOUTH GATE
PARKING AND BUSINESS IMPROVEMENT AREA BUSINESS LICENSE FEES
FISCAL YEAR 2023/24

Street Name	Address Range
Tweedy Blvd.	3150 - 4499
California Ave.	9700 - 10100
Long Beach Blvd.	9700 - 9900
Otis St.	9700 - 10100
San Gabriel Ave.	9900 - 10100
San Juan Ave.	9900 - 10100
State St.	9700 - 9900

Businesses located in the Parking and Business Improvement Area are subject to the provisions of Chapter 2.64 of the South Gate Municipal Code, "Parking and Business Improvement Area" which established a Business Improvement Area Fee based on the businesses' annual gross receipts.

The Business Improvement Area Fees are collected by the City and are deposited into the "Parking and Business Improvement Account" and can be used for the following purposes only:

1. Decoration of any public place in the area.
2. Promotion of public events which are to take place on or in public places in the area.
3. The general promotion of retail trade activities in the area.

The Business Improvement Area Fee is an additional fee to the regular City license tax shown on the enclosed renewal. The business owner shall calculate the Business Improvement Area Fee according to the schedule below and add it to total tax calculated on the Business License Renewal Form.

Schedule of Business Improvement Area Fees

Annual Gross Receipts Total:

If less than \$10,000
 If \$10,000 or more, but less than \$25,000
 If \$25,000 or more, but less than \$50,000
 If \$50,000 or more, but less than \$75,000
 If \$75,000 or more, but less than \$100,000
 If \$100,000 or more, but less than \$200,000
 If \$200,000 or more, but less than \$300,000
 If \$300,000 or more, but less than \$400,000
 If \$400,000 or more, but less than \$500,000
 If \$500,000 or more, but less than \$600,000
 If \$600,000 or more, but less than \$700,000
 If \$700,000 or more, but less than \$800,000
 If \$800,000 or more, but less than \$900,000
 If \$900,000 or more, but less than \$1,000,000
 If \$1,000,000 or more, but less than \$1,100,000
 If \$1,100,000 or more, but less than \$1,200,000
 If \$1,200,000 or more, but less than \$1,300,000
 If \$1,300,000 or more, but less than \$1,400,000
 If \$1,400,000 or more, but less than \$1,500,000

The Fee Shall Be:

\$15
 \$20
 \$25
 \$36
 \$48
 \$60
 \$72
 \$84
 \$96
 \$110
 \$124
 \$138
 \$152
 \$166
 \$180
 \$194
 \$208
 \$222
 \$236

If such gross receipts exceed the sum of \$1,500,000, the Fee shall be the sum of \$236.00 as specified above, plus the sum of 25 cents for each \$1,000 or major fraction thereof in excess of said \$1,500,000.

Total Not to Exceed \$400

**Parking and Business Improvement Area Budget
FY 2023/24**

Exhibit C

Estimated Beginning BID Fund Balance - July 1, 2023	(\$4,276.00)
FY 2022/23 Estimated Assessment Revenue	\$20,100.00
Total Estimated BID Funds Available for Use in FY 2023/24	\$15,824.00
Proposed Budget Items	Amounts
Decoration of Any Public Place in the Area	\$10,000.00
Promotion of Public Events which are to take place in the Area	\$0.00
General Promotion of Retail Trade Activities in the Area	\$5,824.00
Estimated Ending BID Fund Balance - June 30, 2024	\$0.00

RESOLUTION NO. _____

CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH
GATE, CALIFORNIA, DECLARING THE CITY'S INTENTION TO
LEVY AND COLLECT ASSESSMENTS FOR FISCAL YEAR 2023/24
FOR THE PARKING AND BUSINESS IMPROVEMENT AREA (KNOWN
AS THE TWEEDY MILE BUSINESS DISTRICT) BUSINESS LICENSE
AND SCHEDULING A PUBLIC HEARING FOR JUNE 13, 2023**

WHEREAS, pursuant to the Parking and Business Improvement Act Law of 1965, Part 5 of Division 18 of the California Streets and Highway Code Section 36000 through 36081, on November 2, 1970, the City Council ("City Council") of the City of South Gate ("City") adopted Ordinance No. 1129 adding Chapter 2.64 (Parking and Business Improvement Area Business License), to Title 2 (Licenses – Business Regulations), of the South Gate Municipal Code establishing a Parking and Business Improvement Area ("Area"), specifying the initial or additional rate or levy of the license tax to be imposed on businesses, and specifying the uses to which the revenue shall be expended;

WHEREAS, the Parking and Business Improvement Area Business License levies an additional business license tax on businesses located within the designated Area and the City annually remits those funds back to the Tweedy Mile Association to be used for certain purposes in the Area;

WHEREAS, pursuant to Section 36530 of the California Streets and Highways Code, on September 27, 2011, the City Council adopted Ordinance No. 2286 adding Sections 2.64.100 through 2.64.140 establishing the Tweedy Mile Advisory Board ("TMAB") to make recommendations to the City Council on the expenditure of revenues derived from the levy assessments on proposed improvements and activities and on the method and basis of levying assessments;

WHEREAS, on September 11, 2018 and September 25, 2018, the City Council made appointments to the TMAB, which held its first meeting on February 4, 2019, and have met from time to time since;

WHEREAS, the TMAB prepares an annual report specifying the expenses, services, activities, and programs to be funded by the assessment, in accordance with the requirements of Sections [36530](#) and [36533](#) of the California Streets and Highways Code, and upon TMAB's approval of the annual report, presents it to the City Council for the conduct of a public hearing on the assessments for the fiscal year referred to in the annual report;

WHEREAS, the Area is known as the Tweedy Mile Business District which boundaries include Tweedy Boulevard between the beginning of the northeasterly line of Long Beach Boulevard

and easterly along said prolongation and southerly line to the intersection with the westerly line of Hunt Avenue;

WHEREAS, the City Council and the TMAB have determined that the Area benefits the businesses located and operating within the Area by generating revenue for businesses to improve the physical and financial health, social and cultural center of the City, and thereby enhances the City's community at large;

WHEREAS, the TMAB has conducted outreach to member businesses to formulate the Annual Report for Fiscal Year 2023/24, including the work plan, budget and fee assessment schedule that would be fair, reasonable and in compliance with the California Streets and Highway Code Section 36500 et. seq.;

WHEREAS, at its Regular Meeting of May 1, 2023, the TMAB approved the Annual Report for Fiscal Year 2023/24, specifying the expenses, services, activities, and programs to be funded by the assessments for Fiscal Year 2023/24;

WHEREAS, the continuation of the Area and the related levy of assessments will promote the economic revitalization of the downtown area of the City, create jobs, and attract new businesses; in addition, the Area enhances and promotes the City, culturally and commercially; and

WHEREAS, the City Council desires to conduct a formal Public Hearing on the Area's proposed levy assessments for Fiscal Year 2023/24.

NOW, THEREFOR, THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council does hereby declare that the above recitals are true and correct and are incorporated herein by reference.

SECTION 2. The City Council does hereby declare that the Area has not changed. The territorial boundaries in the Area are identified in the Area Map attached hereto as Exhibit "A" and made a part hereof.

SECTION 3. Pursuant to the Parking and Business Improvement Area Law of 1989 (California Streets and Highway Code Section 36500 et seq.), the City Council does hereby declare its intention to continue the levy and collect assessments within the Area for the purpose of marketing and promoting activities which will benefit the businesses located and operating within the Area for Fiscal Year 2022/23.

SECTION 4. The City Council does hereby declare that the type or types of improvements and activities proposed to be funded by the levy of assessments on businesses in the Area are in line with the "Improvements" and "Activities" permitted under Sections 36510 & 36513 of Streets and Highway Code, specifically: (a) "Improvement" means the acquisition, construction, installation, or maintenance of any tangible property with an estimated useful life of five years or more including, but not limited to parking facilities, benches, trash receptacles, street lighting, decorations, parks, and

fountains; and (b) “Activities” means, but is not limited to, promotion of public events which benefit businesses in the area and which take place on or in public places within the area, furnishing of music in any public place in the area, promotion of tourism within the area and activities which benefit businesses located and operating in the area. Except where funds are otherwise available, an assessment will be levied annually to pay for all improvements and activities within the Area.

SECTION 5. Except where funds are otherwise available, an assessment will be levied annually to pay for all improvements and activities within the Area.

SECTION 6. The TMAB’s Annual Report for Fiscal Year 2023/24 is on file in the City Clerk’s Office and contains a description of the improvements and activities to be provided, the boundaries of the Area, and the proposed assessments to be levied upon the businesses within the Area for the Fiscal Year 2023/24.

SECTION 7. The City Council does hereby give notice that a public hearing is hereby scheduled for the regularly scheduled City Council Meeting of June 13, 2023, at 6:30 p.m., at the City Hall Council Chambers or via Call-in Conference, to consider said assessments to be levied. At least 72 hours beforehand, the Dial-In Number and Conference Code will be posted on the City’s website at www.cityofsouthgate.org. During the public hearing, the City Council shall allow public testimony regarding the proposed assessments of businesses within the Area for the proposed work plan for Fiscal Year 2023/24.

SECTION 8. At this public hearing, the City Council shall hear and consider all protests against the establishment of the assessment or the furnishing of specified types of improvements or activities within the Area. A protest against the assessments may be made orally or in writing by any interested person. Any protest pertaining to the regularity or sufficiency of the proceedings shall be in writing and shall clearly set forth the irregularity or defect to which the objection is made. **Every written protest shall be filed with the City Clerk no later than 6:30 p.m., on June 13, 2023.** The City Council may waive any irregularity in the form or content of any written protest and at the public hearing may correct minor defects in the proceedings.

A written protest may be withdrawn from the record at any time before the conclusion of the public hearing. Each written protest shall contain a written description of the business in which the person signing the protest is interested, sufficient to identify the business, and its address. If the person signing the protest is not shown on the official records of the City as the owner of the business, then the protest shall contain or be accompanied by written evidence that the person is the owner of the business. Any written protest as to the regularity or sufficiency of the proceeding shall be in writing and clearly state the irregularity or defect to which objection is made.

If written protests are received from business owners in the proposed area which will pay 50 percent or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than that 50 percent of business owners, no further proceedings to levy the proposed assessment, as contained in the resolution of intention, shall be taken for a period of one year from the date of the finding of a majority protest by the city council. If the majority protest is only against the furnishing of a specified type or types of improvement or activity within the area, those types of improvements or activities shall be eliminated.

At the conclusion of the public hearing to establish the assessment for the Fiscal Year 2022/23, the City Council may adopt, revise, change, reduce, or modify the proposed assessment or the type or types of improvements and activities to be funded with the revenues from the assessments. However, proposed assessments may only be revised by reducing any or all of them.

SECTION 9. Should the proposed annual assessment for Fiscal Year 2023/24 be approved by the City Council on June 13, 2023, the City Council does hereby declare its intention that all businesses pay their annual assessment when they obtain, renew or change their businesses license with the City.

SECTION 10. The City Council does hereby direct the City Clerk to mail a certified copy of this Resolution of Intention and a cover letter, advising that the City Council has been requested to set the Fiscal Year 2023/24 annual assessment as permitted under the California Streets and Highways Code, by mail to each business owner in the Area within seven days of the City Council's adoption of this Resolution of Intention. The cover letter shall further advise of the Public Hearing scheduled for the regularly scheduled City Council Meeting of June 13, 2023, at 6:30 p.m., where the City Council shall allow oral and written public testimony from interested parties regarding the proposed assessments of businesses within the Area. At the end of that public hearing, the City Council shall determine if there are sufficient protests equaling 50 percent or more of the assessments proposed to be levied.

SECTION 11. The City Council does hereby direct the City Clerk to give notice of said public hearing by causing this Resolution of Intention to be published once in a newspaper of general circulation in the City of South Gate not less than seven days before the Public Hearing.

SECTION 12. The City Council does hereby welcome interested persons to contact Giselle M. Hernandez, Acting Management Analyst, in the City Manager's Office, at (323) 563-9502 or at gmhernandez@sogate.org, to receive additional information about the proposed assessments. Protests in writing against the proposed assessments shall be mailed or delivered to: Yodit Glaze, City Clerk, 8650 California Avenue, South Gate, California, 90280 or to yglaze@sogate.org, **no later than 6:30 p.m., on June 13, 2023.**

[Remainder of page left blank intentionally.]

SECTION 13. The City Clerk shall certify the adoption of this Resolution which shall be effective upon its adoption.

PASSED, APPROVED and ADOPTED this 9th day of **May 2023**.

CITY OF SOUTH GATE:

By: _____
Maria del Pilar Avalos, Mayor

ATTEST:

By: _____
Yodit Glaze, City Clerk
(SEAL)

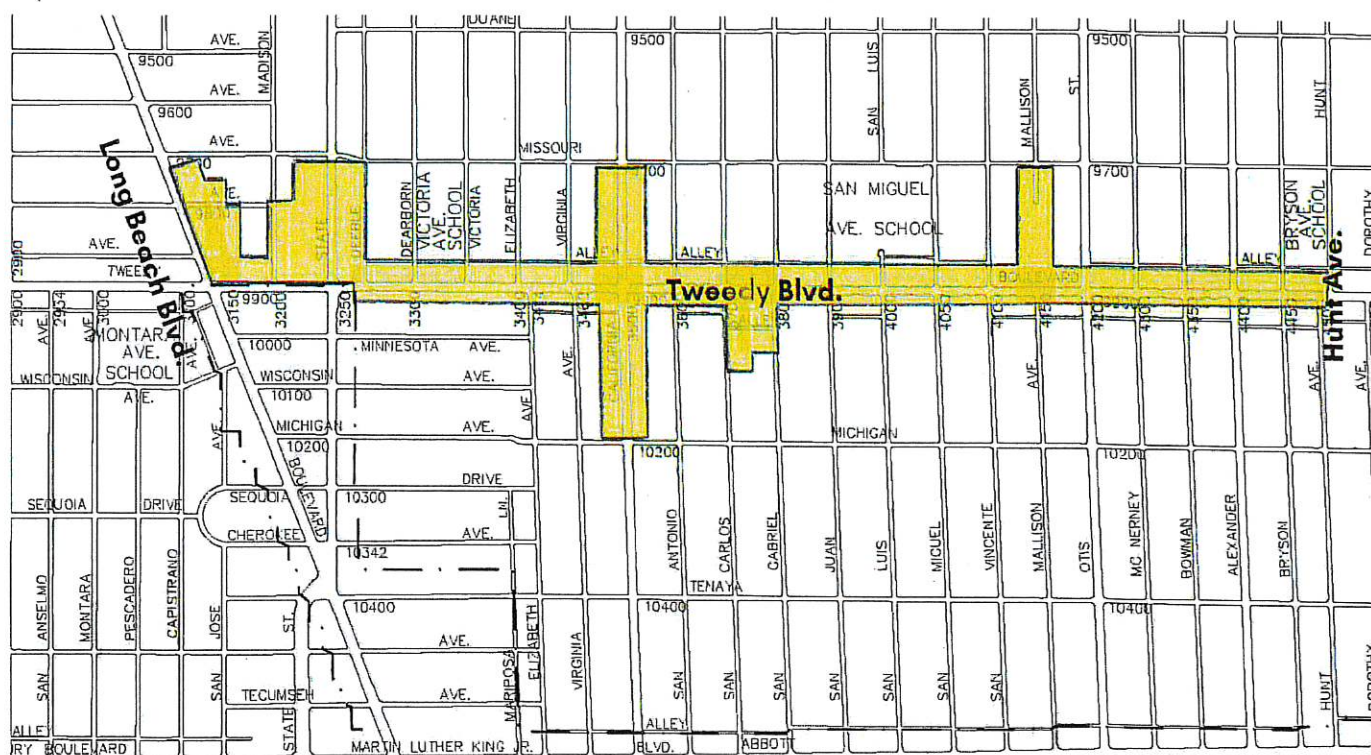
APPROVED AS TO FORM:

By: Raul F. Salinas (PS)
Raul F. Salinas, City Attorney



PARKING AND BUSINESS IMPROVEMENT AREA MAP

Below is a map delineating the boundaries of the Parking and Business Improvement Area and the list of addresses located within the Area.



Addresses located in the Business Improvement Area:

California Ave.	9700 - 10100
Long Beach Blvd.	9700 - 9900
Otis St.	9700 - 10100
San Gabriel Ave.	9900 - 10100
San Juan Ave.	9900 - 10100
State St.	9700 - 9900
Tweedy Blvd.	3150 - 4499

Chapter 2.64
PARKING AND BUSINESS IMPROVEMENT AREA BUSINESS LICENSE

Sections:

[2.64.010 Creation.](#)

[2.64.020 Boundaries.](#)

[2.64.030 Delineation.](#)

[2.64.040 Uses and purpose.](#)

[2.64.050 Fund creation-Source of funds-Purpose.](#)

[2.64.060 Rate of levy of businesses.](#)

[2.64.070 Payment of tax.](#)

[2.64.080 Applicability of general business license provisions.](#)

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[2.64.100 Tweedy Mile advisory board.](#)

[2.64.110 Membership.](#)

[2.64.120 Meetings.](#)

[2.64.130 Duties.](#)

[2.64.140 Staff representation.](#)

2.64.010 Creation.

Pursuant to the Parking and Business Improvement Act Law of 1965, being Part 5 of Division 18 of the Streets and Highways Code of the State of California, Sections 36000 through 36081, there is established a parking and business improvement area business license area, which is hereinafter in this chapter referred to simply as "said area."

(Ord. 1129 § 2 (part), 1970)

2.64.020 Boundaries.

The boundaries of said area are specifically described as follows:

All that property in the city of South Gate, bounded and described as follows:

Beginning at the intersection of the northeasterly line of Long Beach Boulevard as it existed on July 16, 1970 and the northerly line of Lot 86, Tract No. 4753, as shown on map recorded in Book 50, page 51 of Maps, in the office of the recorder of the county of Los Angeles; thence easterly along said northerly line to the northeasterly corner of said Lot 86; thence southerly in a direct line to the southeasterly corner of Lot 88, said Tract No. 4753; thence easterly in a direct line to the northwesterly corner of Lot 92, said tract; thence southerly in a direct line to the southwest corner of said Lot 92; thence southeasterly in a direct line to the northwesterly corner of Lot 94, said Tract No. 4753; thence southerly and easterly along the westerly and southerly lines of said Lot 94, to the southeasterly corner of said lot, which is also in the westerly line of Lot 8, Tract No. 12959, as shown on map recorded in Book 246, page 9, of Maps in the office of said recorder; thence southerly along said westerly line and its southerly prolongation to the centerline of the 20 foot vacated alley lying adjacent to and southerly of said Lot 8; thence easterly along said centerline and its easterly prolongation to an intersection with the easterly line of Madison Avenue (50 feet wide) shown on map filed in Book 12, page 14, of Record of Surveys, in the office of said recorder, being "Part of Lot 2, Subdivision of the Estate of Robert Tweedy Deceased"; thence northerly along said easterly line to the southwest corner of Parcel No. 26; thence easterly along the southerly line of said parcel to its southeast corner; thence northerly along the easterly line of said parcel and its northerly prolongation to an intersection with the southerly line of Missouri Avenue as it existed on July 16, 1970; thence easterly along said southerly line to an intersection with the westerly line of Deeble Street, as shown on map of Tract No. 5487, recorded in Book 59, page 5, of Maps in the office of said recorder; thence southerly along said westerly line to an intersection with the westerly prolongation of the southerly line of the first alley north of Tweedy Boulevard, as shown on map of said tract; thence easterly along said prolongation and southerly line to an intersection with the southerly prolongation of the easterly line of Lot 465, Tract No. 5248 as shown on map recorded in Book 56, page 41 of Maps, in the office of said recorder; thence northerly in a direct line to the northeast corner of Lot 484, said Tract No. 5248, which is also in the southerly line of said Missouri Avenue; thence easterly along said southerly line to the northeast corner of Lot 331, Tract No. 4707, as shown on map recorded in Book 52, page 14, of Maps in the office of said recorder; thence southerly in a direct line to an intersection with southerly prolongation of the easterly line of Lot 312, said Tract No. 4707, and the southerly line of the first alley north of Tweedy Boulevard; thence easterly along said southerly line to an intersection with the easterly line of Mallison Avenue as shown on map of Tract No. 6000, recorded in Book 65, pages 29 to 32 inclusive, of Maps in the office of said recorder; thence northerly along said easterly line to an intersection with the southerly line of said Missouri Avenue; thence easterly along said southerly line to an intersection with the westerly line of Otis Street as it existed on July 16, 1970; thence southerly along said westerly line to an intersection with the westerly prolongation of the southerly line of the first alley north of Tweedy Boulevard as shown on map of said Tract No. 6000; thence easterly along said prolongation and southerly line to an intersection with the westerly line of Hunt Avenue (50 feet wide), being also the northeast corner of Lot 921, said Tract No. 6000; thence southerly along said westerly line and its southerly prolongation to the southerly line of Tweedy Boulevard (80 feet wide); thence westerly along said southerly line and its westerly prolongation to an

intersection with the northerly prolongation of the westerly line of said Hunt Avenue; thence southerly along said prolongation and said westerly line to an intersection with the northerly line of the first alley south of said Tweedy Boulevard, being also a point in said westerly line that is 35 feet southerly of the southeast corner of Lot 1, Tract No. 3739 as shown on map recorded in Book 12, page 45 of Maps, in the office of said recorder; thence westerly along the said northerly alley line and its westerly prolongation to the southeast corner of Lot 2665, Tract No. 5772 as shown on map recorded in Book 65, page 49 of Maps, in the office of said recorder; which is also in the westerly line of San Gabriel Avenue as shown on map of said Tract No. 5772; thence southerly along said westerly line to the southeasterly corner of Lot 2672, said Tract No. 5772; thence westerly along the southerly line of said lot to its southwest corner; thence southerly in a direct line to the southeast corner of Lot 2648, said Tract No. 5772; thence westerly along the southerly line of said lot to its southwest corner, which is also in the easterly line of San Carlos Avenue as shown on map of said tract; thence northerly along said easterly line to an intersection with the easterly prolongation of the northerly line of the said first alley south of Tweedy Boulevard; thence westerly along said prolongation and northerly line to an intersection with the northerly prolongation of the easterly line of Lot 2284, said Tract No. 5772; thence southerly along said prolongation and easterly to the southeast corner of Lot 2259, said Tract No. 5772, said corner being also in the northerly line of Michigan Avenue, as shown on map of said Tract No. 5772; thence westerly along said northerly line to the southwest corner of Lot 2133, said Tract No. 5772; thence northerly in a direct line to an intersection with the said northerly line of the first alley south of Tweedy Boulevard, and the northerly prolongation of the westerly line of Lot 2108, said Tract No. 5772; thence westerly along said northerly line to the southwest corner of Lot 1916, said Tract No. 5772; thence southwesterly to the southeasterly corner of Lot 1783, said Tract No. 5772; thence westerly along the southerly lines of Lots 1783, 1782, 1781 and 1780, to the southwest corner of said Lot 1780, which is also the southeast corner of Lot 1, Tract No. 4936, as shown on map recorded in Book 53, page 100 of Maps in the office of said recorder; thence westerly along the southerly lines of Lots 1 to 8 inclusive to the southwest corner of said Lot 8, which is also in the westerly boundary line of the city of South Gate; thence northerly and westerly along the said city boundary line to an intersection with the southeasterly prolongation of the northeasterly line of said Long Beach Boulevard thence northwesterly along said prolongation and northeasterly line to the place of beginning.

(Ord. 1129 § 2 (part), 1970)

2.64.030 Delineation.

For purposes of graphic illustration, the boundaries of said area as described in Section [2.64.020](#) are delineated on the map of said area entitled "Map Delineating Boundaries of Parking and Business Improvement Area" which is on file in the office of the city clerk.

(Ord. 1129 § 2 (part), 1970)

2.64.040 Uses and purpose.

The uses and purpose to which the revenue emanating from said area pursuant to and as a result of this chapter

shall be put are any one or more of the following:

- a. Decoration of any public place in the area;
- b. Promotion of public events which are to take place on or in public places in the area;
- c. The general promotion of retail trade activities in the area.

(Ord. 1129 § 2 (part), 1970)

2.64.050 Fund creation—Source of funds—Purpose.

There is hereby created and established a special fund designated as the "parking and business improvement area fund." All funds derived from the additional levy of the general business license tax made pursuant to this chapter, and any other moneys the city council may from time to time transfer thereto, shall be deposited in said parking and business improvement area fund. The parking and business improvement area fund shall be used exclusively for one or more of the purposes specified in Section [2.64.040](#).

(Ord. 1129 § 2 (part), 1970)

2.64.060 Rate of levy of businesses.

The initial or additional rate or levy of the business license tax imposed upon the businesses within said area, is hereby fixed, levied, determined and established as follows:

That the amount of levy upon each such business shall be in an amount equal to the general business license tax applicable to each such business as specified and provided in the ordinances and resolutions of the city of South Gate as of the first day of January, 1971, but in no event shall said levy exceed the sum of four hundred dollars for any one licensee.

(Ord. 1148 § 1, 1971; Ord. 1129 § 2 (part), 1970)

2.64.070 Payment of tax.

The additional rate or levy of the license tax hereby levied shall be due and payable and shall be paid at the same time and in the same manner that the business license tax imposed by Chapter 2.08 of this title is due and payable in accordance with the terms of this chapter.

(Ord. 1129 § 2 (part), 1970)

2.64.080 Applicability of general business license provisions.

The provisions of Sections 2.08.060, 2.08.085, 2.08.135, 2.08.195, 2.08.270, 2.08.295, 2.08.300, 2.08.335, 2.08.340, 2.08.350, 2.08.355, 2.08.375, 2.08.430, 2.08.440, 2.08.455, 2.08.460, and 2.08.470 shall be applicable to all businesses in the area described in Section [2.64.020](#) and subject to the additional levy of the general

business license tax imposed by Section [2.64.050](#).

(Ord. 1129 § 2 (part), 1970)

2.64.090 Payment prerequisite to license.

No business license shall be issued pursuant to this title unless the additional business license tax imposed by this chapter is paid together with the business license payable pursuant to and imposed by Section [2.64.050](#).

(Ord. 1129 § 2 (part), 1970)

2.64.100 Tweedy Mile advisory board.

The city council shall appoint a Tweedy Mile advisory board pursuant to Section 36530 of the California Streets and Highways Code in order to make recommendations to the city council on the expenditure of revenues derived from the levy assessments on proposed improvements and activities and on the method and basis of levying assessments.

(Ord. 2286 § 1 (part), 9-27-2011)

2.64.110 Membership.

The Tweedy Mile advisory board shall consist of five members each of which shall be appointed by a city council member. The members of the Tweedy Mile advisory board shall be appointed for staggered, three-year terms.

(Ord. 2286 § 1 (part), 9-27-2011)

2.64.120 Meetings.

1. The regular meetings of the Tweedy Mile advisory board shall be held not less frequently than once each calendar year, and otherwise as determined by the Tweedy Mile advisory board. The Tweedy Mile advisory board shall meet in the South Gate city council chambers.
2. The Tweedy Mile advisory board shall annually elect a chairperson and vice chairperson from among its members.
3. Three members of the Tweedy Mile advisory board constitute a minimum quorum for the transaction of business.
4. The affirmative vote of at least a majority of the then present members of the Tweedy Mile advisory board shall be necessary to take action.

(Ord. 2286 § 1 (part), 9-27-2011)

2.64.130 Duties.

The duties of the Tweedy Mile advisory board are as follows:

1. The Tweedy Mile advisory board shall prepare an annual report specifying the expenses, services, activities, and programs to be funded by the assessment, in accordance of the requirements of Sections 36530 and 36533 of the California Streets and Highways Code. Upon approval of the annual report, the city council shall follow the procedures set forth in Section 36534 of the California Streets and Highways Code for the conduct of a public hearing on the assessments for the fiscal year referred to in the annual report.
2. The Tweedy Mile advisory board will work together with city staff to consider new business, to evaluate whether or not proposed solutions are viable and cost-effective, and to submit from time to time recommendations to the city council for review and approval.
3. To perform such duties and responsibilities as may be assigned by the city council from time to time.

(Ord. 2286 § 1 (part), 9-27-2011)

2.64.140 Staff representation.

The city manager shall assign staff to ensure the effective functioning of the Tweedy Mile advisory board, including designating the secretary to the Tweedy Mile advisory board who shall be a city employee responsible for the preparation of all minutes of all meetings of the board, and the filing of the approved minutes with the city clerk. The minutes shall include a record of board member attendance, a brief summary of presentations made if any, actions taken by the Tweedy Mile advisory board, and the vote of each member on any item upon which action is taken. Minutes need not be verbatim transcripts of the conduct of the meetings, but should be sufficient to adequately characterize the discussions, deliberations and actions taken.

(Ord. 2286 § 1 (part), 9-27-2011)

CITY MANAGER'S OFFICE

MAY 03 2023

10:30 AM

City of South Gate

CITY COUNCIL

AGENDA BILL

For the Regular Meeting of: **May 9, 2023**

Originating Department: **Public Works**

Department Director:

Arturo Cervantes

City Manager:

Chris Jeffers

SUBJECT: RESOLUTION APPROVING THE RECERTIFICATION OF THE SEWER SYSTEM MANAGEMENT PLAN (SSMP), IN COMPLIANCE WITH CALIFORNIA STATE WATER RESOURCES CONTROL BOARD REQUIREMENTS

PURPOSE: The State Water Resources Control Board requires that the City develop and implement a Sewer System Management Plan ("SSMP") and update the plan every five years. The SSMP was last updated in 2014 and 2017 and an update is now due. The 2023 SSMP update has been prepared and is required to be certified by resolution of the City Council.

RECOMMENDED ACTIONS: The City Council will consider:

- Receiving and filing the 2023 Sewer System Management Plan dated January 30, 2023, and a presentation; and
- Adopting a Resolution to certify the 2023 Sewer System Management Plan as required by the State Water Resources Control Board in their "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003-DWQ as amended by "WQ 2013-0058-EXEC".

FISCAL IMPACT: There is no impact to the General Fund as all costs with the preparation of the 2023 SSMP (\$41,000) came from the Sewer Fund.

ANALYSIS: The City owns and operates a sanitary sewer system that consists of 119.5 miles of pipelines serving properties citywide. The sanitary sewer system is regulated by the state with a requirement for an SSMP. The primary purpose of the SSMP is to reduce sanitary sewage overflows ("SSOs") by providing policies that improve the design, construction, management, operation, and maintenance of the City's sanitary sewer system. The state regulation requires the SSMP to be updated once every five years from the date of the initial certification, or when significant changes occur to improve the efficiency and enforcement of the City's program. The current SSMP was certified by the City Council on March 28, 2017; therefore, an update is now due. The 2023 SSMP update has been prepared and meets the requirements of the State Water Resources Control Board ("SWRCB"). The SSMP must be certified by resolution of the City Council.

The following highlights the significant changes between the current and proposed SSMP:

- Updated organizational chart to include chain of communication.
- Updated operations and maintenance program on the sewer system mapping and procedures for sewer cleaning crews.
- Updated overflow emergency response plan to include staff training, emergency response actions to contractors, and SSOs response procedures.
- Updated fats, oils, and grease (FOG) control program to include CalFOG website, grease removal devices requirements, public education outreach program, and SSOs hot spot locations.
- Updated SSMP program audits to include new performance indicators with overall weights and ranking of the existing sewer system.
- Updated communications program to include information on SSOs on the City website, public meetings, and educational information on the impacts to the sewer system.

A copy of the SSMP must be made publicly available. The 2023 SSMP will be posted on the City's website after it is approved by the City Council. Copies of the SSMP are also available for review in the Public Works Department, Engineering Division and Field Operations Division, and the City Clerk's Office.

The Public Works Department is responsible for the maintenance of the sewer system and the implementation of the SSMP requirements. As noted, the primary purpose of the SSMP is to prevent sewer overflows. The SSMP has been implemented acceptably since there have been no sewer overflows in the last three fiscal years.

BACKGROUND: On May 2, 2006, the SWRCB adopted the Statewide General Waste Discharge Requirements (WDRs or general WDRs), Order No. 2006-0003 to provide a statewide approach for reducing Sanitary Sewer Overflows (SSOs). An SSO is any overflow, spill, release, discharge, or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs often contain high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oil, and grease. SSOs pollute surface and ground waters, threaten public health, adversely affect aquatic life and impair the recreational use and aesthetics of surface waters. The goal for SSO reduction is to decrease the risk to human health and the environment. To accomplish this goal, the WDRs require each public agency that owns and/or operates a sanitary sewer system to meet specific requirements, including development and implementation of a SSMP. The City Council prepared and certified the current SSMP on March 28, 2017.

The SSMP includes 11 elements demonstrating how the City constructs, manages, operates and maintains its sanitary sewer system. These elements are described in the attached SSMP and are summarized below:

1. Goals of the SSMP - Develop specific and measurable goals for planning, scheduling, and evaluating the City's management, operations, and maintenance of the sewer system.
2. Provides an organizational structure for SSO reporting and evaluation of SSMP

implementation.

3. Legal Authority - Demonstrate legal authority of the sewer system through the use of ordinances for enforcement of violations and to effectively manage the sanitary sewer system.
4. Sewer Collection System Operation & Maintenance Program - Identifies the preventative maintenance program for the sewer system; evaluates the condition of sewer pipes and recommended rehabilitations; and requires providing training on a regular basis for utility maintenance workers.
5. Sewer Collection System Design and Performance Provisions
6. Sewer Overflow Emergency Response Plan - Identifies the measures to be taken by the City to administratively manage and report, and to contain sewer overflows in the field.
7. Fats, Oil and Grease Control Program
8. Collection System Evaluation and Capacity Assurance Plan - Identifies deficiencies in the sewer system and needed capital improvements.
9. Monitoring, Management and Plan Modifications
10. SSMP Program Audits
11. Communication Program with Public and Stakeholders

The SSMP is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15308 of the CEQA Guidelines.

ATTACHMENT: Proposed Resolution and Exhibit A

KT:lc

RESOLUTION NO. _____

**CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, APPROVING THE RECERTIFICATION OF THE SEWER SYSTEM MANAGEMENT PLAN AS REQUIRED BY THE STATE WATER RESOURCES CONTROL BOARD IN THE "STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS ORDER NO. 2006-0003-DWQ AS AMENDED BY WQ 2013-0058-EXEC"

WHEREAS, the City of South Gate ("City") is engaged in activities necessary to effectuate the State of California Water Resources Control Board Order No. 2006-0003-DWQ ("Order") as amended by WQ 2013-0058-EXEC; and

WHEREAS, the Order specifies to the Statewide General Waste Discharge Requirements for sanitary sewer systems to: (1) reduce the frequency and volume of sanitary sewer overflows, (2) improve the condition of the City's municipal sanitary sewer infrastructure and, (3) protect the environment and natural resources; and

WHEREAS, the City is required to develop and implement a system-specific Sewer System Management Plan ("SSMP") in accordance with the terms of the Order because the City owns and operates a sanitary sewer system greater than one mile in length that collects and conveys untreated and partially treated wastewater to a publicly owned treatment facility in the State of California; and

WHEREAS, on May 16, 2009, the South Gate City Council approved a comprehensive SSMP as required by the Order including the required provisions to provide proper and efficient management, operation and maintenance of the City's sanitary sewer system, while taking into consideration risk management and cost benefit analysis; and

WHEREAS, said SSMP contains a spill response plan that establishes standard procedures for immediate response to sanitary sewer overflows in a manner designed to minimize water quality impacts and potential nuisance conditions; and

WHEREAS, State regulations require that the SSMP be recertified after five (5) years from the date of the initial certification and when significant changes occur; and

WHEREAS, on March 28, 2017, the South Gate City Council approved the recertification of the Sewer System Management Plan as required by the State Water Resources Control Board's in their "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003-DWQ as amended by WQ 2013-0058-EXEC."

NOW, THEREFOR, THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council does hereby declare that the above recitals are true and correct and incorporated herein by reference.

SECTION 2. The City Council hereby approves the recertification of the City's Sewer System Management Plan dated May 9, 2023, as set forth in the City of South Gate Sewer System Management Plan report of the Assistant City Manager/Director of Public Works dated January 30, 2023. A copy of the Report is attached hereto as Exhibit "A" and incorporated by reference.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

PASSED, APPROVED and ADOPTED this 9th day of May 2023.

CITY OF SOUTH GATE:

By: _____
María del Pilar Avalos, Mayor

Dated: _____

ATTEST:

By: _____
Yodit Glaze, City Clerk
(SEAL)

APPROVED AS TO FORM:

By: Raul F. Salinas
Raul F. Salinas, City Attorney

City of South Gate Sewer System Management Plan



Final Report

City of South Gate
8650 California Avenue
South Gate, CA 90280

Prepared By:
SA Associates

1661 N. Raymond Avenue, Suite 100
Anaheim, California 92801

January 2023

ACKNOWLEDGEMENT

This Sewer System Management Plan has been drafted and assembled using material and information gathered from the City of South Gate. SA Associates would like to extend their deepest gratitude to the Public Work's staff who were involved with its preparation.

ACRONYMS

AIMS	Activity Information Management System
BMP	Best management practice
Cal OES	California Governor's Office of Emergency Services Operations
CWEA	California Water Environment Association
CIP	Capital Improvement Program
COD	Chemical oxygen demand
CCTV	Closed Circuit Television
FOG	Fats, oils, and grease
FSE	Food Service Establishment
GIS	Geographical Information System
GRD	Grease removal devices
I/I	Inflow and infiltration
LACDPW	Los Angeles County Department of Public Works
M	Million
MRP	Monitoring and Reporting Program
O&M	Operations and Maintenance
OERP	Overflow Emergency Response Plan
PPE	Personal protective equipment
PM	Preventative Maintenance
RWQCB	Regional Water Quality Control Board
SSO	Sanitary sewer overflow
SSS WDR	Sanitary Sewer System Waste Discharge Requirement
SSMP	Sewer System Management Plan
SWRCB	State Water Resources Control Board

LRO	Legally Responsible Official
EPA	U.S. Environmental Protection Agency
VCP	Vitrified clay pipe
WDR	Wastewater Discharge Requirements

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EXECUTIVE SUMMARY

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Order Number 2006-0003-DWQ, the Sanitary Sewer System Waste Discharge Requirements (SSS WDRs), which requires all federal and state agencies, municipalities, counties, districts, and other public entities that own or operate a wastewater collection system greater than one mile in length to develop and implement a system specific Sewer System Management Plan (SSMP). An SSMP must document how the agency manages its wastewater collection system. The SSMP must be adopted and certified (or re-certified) by the agency's governing body at a public meeting. In order to complete certification (or re-certification), the Legally Response Officer (LRO) must complete the certification portion in the Online Sanitary Sewer Overflow (SSO) Database Questionnaire.

During a public meeting, the City's governing body adopted this SSMP on February 14th, 2023. This adoption date shall be used to determine when self-audits, updates, and recertification shall take place.

The City has prepared and drafted this SSMP to meet and/or exceed the requirements of the SSS WDRs. Under these requirements, the City is subject to mandatory deadlines for certain SSMP elements. These deadlines are based on the population served by the federal and state agencies, municipalities, counties, districts, and/or other public entities which own or operate a wastewater collection system. Based on an estimated population of approximately 99,000 people, the City must comply with the schedule provided for agencies which serve a population greater than 10,000, but less than 100,000. During all self-audits and/or updates, these dates should be referred to and adhered to.

The goal of any SSMP document is to provide a comprehensive plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This is done in order to limit and/or eliminate the occurrence of SSOs, and mitigate those which do occur.

Additionally, the City wishes to achieve the following goals:

- Collection system facilities are properly managed, operated, and maintained to eliminate preventable sanitary system overflows (SSOs);
- Reporting procedures are in place to notify the appropriate regulatory and health authorities of SSOs within the required time frames; and
- SSO events, mitigation measures, and corrective actions are documented; and
- City sewer system operators, employees, contractors, responders, or other agents are adequately trained and equipped to address an SSO event; and,
- City sewer system is properly designed, constructed and funded to provide sufficient capacity to convey base flows and peak flows while meeting or exceeding applicable regulations, laws and generally acceptable practices relative to sanitary sewer system operations and maintenance.

On the following page, Table ES-1 includes a summary of the mandatory components required by the SSS WDRs. These components are referred to as elements, and in the corresponding chapters of this SSMP, the City has described, in detail, how they have met each requirement.

Table ES-1 SSS WDR Element and Corresponding SSMP Section Location

SSS WDR Element	Element Description	Section
1	Goals	2
2	Organization	3
3	Legal Authority	4
4	Operations and Maintenance Program	5
5	Design and Performance Provision	6
6	Overflow Emergency Response Plan	7
7	FOG Control Program	8
8	System Evaluation and Capacity Assurance Plan	9
9	Monitoring, Measurement, and Program Modifications	10
10	SSMP Program Audits	11
11	Communication Program	12

CHANGE LOG

SWRCB Order Number 2006-0003- DWQ, the SSS WDRs, requires SSMPs to be updated and re-certified every five (5) years, and be self-audited every two (2) years.

All SSMPs are considered “living documents” and may be changed at any time. However, in the event a significant change is made to this document, it must be re-certified. Please note, the phrase “significant” can vary amongst agencies; therefore, the agency retains the right to define what a “significant change” is.

A Change Log is a required part of the SSMP, under SWRCB Order No. WQ 2013-0058-Exec. (MRP). Section E.3. of the MRP states:

“Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.”

The Enrollee must retain these records for a minimum of five (5) years and during an onsite inspection or information request, these records shall be made available for review by the Water Boards.

An entry into the Change Log should include a brief description of the change, the date the entry was made, and the name and title of person who made the change.

Be aware, the SWRCB and Regional Water Quality Control Board (RWQCB) have the authority to issue various levels of enforcement for failure to comply with the provisions of the SSS WDR and failure to conduct the required audits. Enforcement actions are clearly explained in the SWRCB's Enforcement Policy and the Enrollee's Guide to the SSO Database: Sanitary Sewer Overflow Reduction Program (also referred to as Discharger's User Guide.).

The Change Log is provided on the following page.

Table 1: Change Log

Description of Change	Name/Title of Person Responsible for Change	Date

CERTIFICATION & RECERTIFICATION

SWRCB Order Number 2006-0003- DWQ, the SSS WDRs, requires SSMPs to be updated and re-certified every five (5) years, and be self-audited every two (2) years. During the certification or re-certification process, the governing body must approve and adopt the SSMP upon original completion of the document. Furthermore, in order to complete the certification, the Legally Responsible Officer (LRO) must complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form to:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
P.O. Box 100
Sacramento, CA 95812

The SSMP is considered a “living document” and may be changed at any time. If at any time a “significant change” is made to the document, it must be recertified. The phrase “significant” may vary amongst agencies; therefore, the agency may define what a “significant change” is. In order to complete the recertification process, the agency must enter their data in the Online SSO Database and mail the form to the State Water Board, as described above.

1. INTRODUCTION

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Order Number 2006-0003-DWQ, the Sanitary Sewer System Waste Discharge Requirements (SSS WDRs), which requires all federal and state agencies, municipalities, counties, districts, and other public entities that own or operate a wastewater collection system greater than one mile in length to develop and implement a system specific Sewer System Management Plan (SSMP). Any public entity that owns or operates a sanitary sewer system and has submitted a complete and approved application for coverage under the SSS WDR is referred to as an Enrollee.

The City, which may also be referred to as the Enrollee, has prepared their SSMP with the intent to meet and/or exceed the requirements of the SSS WDRs. Also, the Enrollee wishes to illustrate their ability to provide a comprehensive plan to properly manage, operate, and maintain all parts of the sanitary sewer system. This SSMP includes measure and plans which can help limit or eliminate the occurrence of SSOs, as well as efforts to minimize water quality impacts, environmental impacts, and other potentially harmful conditions of the SSOs which do occur. To achieve the utmost effectiveness, this SSMP document includes provisions on risk-management and cost-benefit analysis.

1.1. Regulatory Requirements

Be aware, the SWRCB and RWQCB have the authority to issue various levels of enforcement for failure to comply with the provisions of the SSS WDR and failure to conduct the required audits. Enforcement actions are clearly explained in the SWRCB's Enforcement Policy and the Enrollee's Guide to the SSO Database: Sanitary Sewer Overflow Reduction Program (also referred to as Discharger's User Guide.).

As of May 2, 2006, SWRCB Order No. 2006-0003 has served as general WDRs for sanitary sewer systems. On July 30, 2013, Attachment A to the Order was promulgated and became effective on September 9, 2013 and is known as Attachment A, SWRCB Order No. WQO 2013-0058-EXEC. This amended the Monitoring and Reporting Program (MRP) SSS WDRs. Together, these documents constitute the SSS WDR.

All federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one (1) mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California are required to comply with the terms of this Order and potentially others.

Agencies of that category are required to develop a SSMP. Following the original adoption date of the SSMP, the agencies are required to self-audit their SSMP at least every two (2) years, and update and re-certify their SSMP every five (5) years. In order to re-certify the SSMP, it must be adopted by the agency's governing board during a public meeting. To complete re-certification, the agency must enter their data in the Online SSO Database and mail the form to the State Water Board, as described above.

A Change Log is a required part of the SSMP under SWRCB Order No. WQ 2013-0058-Exec. (MRP). Section E.3. of the MRP states:

“Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who

authorized the change or update. These records shall be attached to the SSMP.”

Any change(s) made to Goals or the System Evaluation and Capacity Assurance Plan, must be recorded.

Agencies do not send their SSMP to the State or Regional Water Boards for review or approval, but the SSMP must be publicly available. Also, they must upload an electronic copy to the SSO database or provide a link to the Enrollees’ website where the SSMP is posted.

1.2. Additional Regulatory Considerations

The Enrollee may be subject to additional laws, acts, codes, and/or other regulatory considerations enacted by a legislative, governmental, and/or other authoritative organization which was not mentioned, discussed, and/or summarized herein this section and/or the SSMP as a whole. Therefore, the Enrollee should be familiarized with and have full-understanding of all laws, codes, and/or other regulatory considerations which may apply.

The following consists of summaries and/or direct phrasing from “REGULATORY CONSIDERATIONS” which can be found in SWRCB Order No. 2006-0003-DWQ.

“The Federal Clean Water Act largely prohibits any discharge of pollutants from a point source to waters of the United States except as authorized under an NPDES permit. In general, any point source discharge of sewage effluent to waters of the United States must comply with technology-based, secondary treatment standards, at a minimum, and any more stringent requirements necessary to meet applicable water quality standards and other requirements. Hence, the unpermitted discharge of wastewater from a sanitary sewer system to waters of the United States is illegal under the Clean Water Act. In addition, many Basin Plans adopted by the Regional Water Boards contain discharge prohibitions that apply to the discharge of untreated or partially treated wastewater. Finally, the California Water Code generally prohibits the discharge of waste to land prior to the filing of any required report of waste discharge and the subsequent issuance of either WDRs or a waiver of WDRs.

California Water Code section 13263 requires a water board to, after any necessary hearing, prescribe requirements as to the nature of any proposed discharge, existing discharge, or material change in an existing discharge. The requirements shall, among other things, take into consideration the need to prevent nuisance.

California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:

Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.

Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.

Occurs during, or as a result of, the treatment or disposal of wastes.

This Order [SWRCB Order No. 2006-0003] is consistent with State Water Board Resolution No. 68-16 (Statement of Policy with Respect to Maintaining High Quality

of Waters in California) in that the Order imposes conditions to prevent impacts to water quality, does not allow the degradation of water quality, will not unreasonably affect beneficial uses of water, and will not result in water quality less than prescribed in State Water Board or Regional Water Board plans and policies.

The action to adopt this General Order [SWRCB Order No. 2006-0003] is exempt from the California Environmental Quality Act (Public Resources Code §21000 et seq.) because it is an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment. (Cal. Code Regs., tit. 14, §15308). In addition, the action to adopt this Order is exempt from CEQA pursuant to Cal.Code Regs., title 14, §15301 to the extent that it applies to existing sanitary sewer collection systems that constitute “existing facilities” as that term is used in Section 15301, and §15302, to the extent that it results in the repair or replacement of existing systems involving negligible or no expansion of capacity.

The Fact Sheet, which is incorporated by reference in the Order [SWRCB Order No. 2006-0003], contains supplemental information that was also considered in establishing these requirements.”

Be aware, any noncompliance to SWRCB Order No. 2006-000 constitutes a violation of the California Water Code and is grounds for enforcement action.

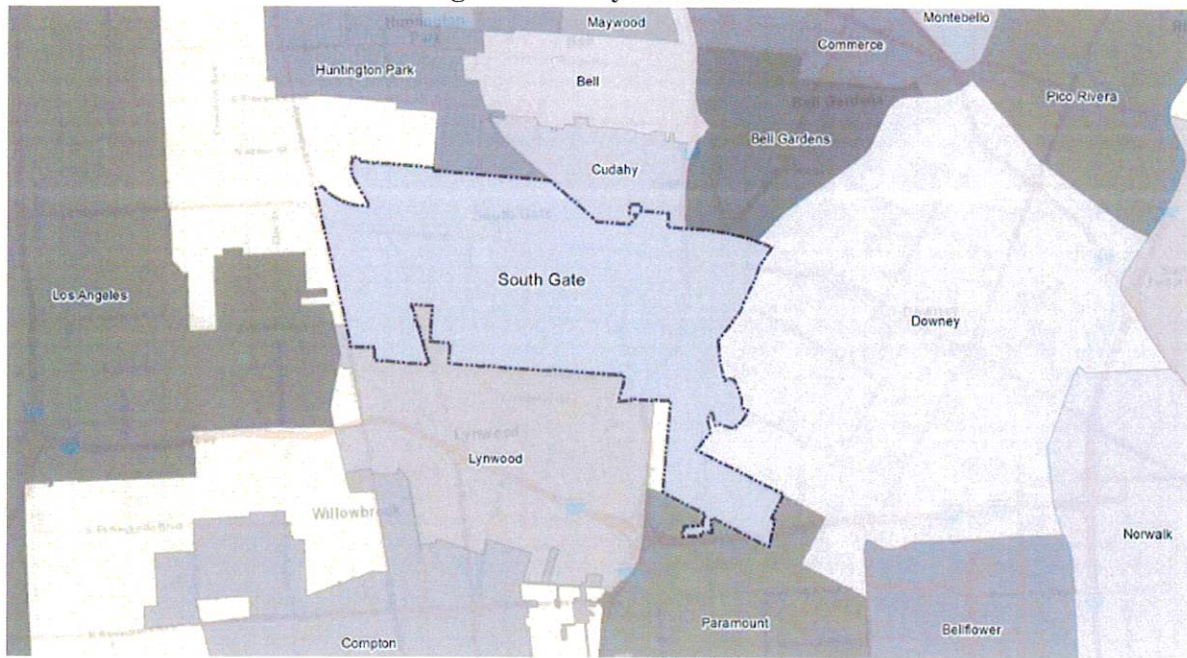
1.3. Service Area & Sewer System

The City is located in Los Angeles County, approximately seven (7) miles south of the downtown area of the City of Los Angeles. It was incorporated in 1923, and encompasses approximately 7.5 square miles. The City is boarded by several cities, to the north are the cities of Huntington Park, Cudahy, Bell, and Bell Gardens; to the east is the City of Downey; to the south is the City of Lynwood, and to the southeast is the City of Paramount. Below, Below, **Figure 1-1** illustrates this.

The City has a population of 99,578 with a customer based comprised of residential and commercial users. The City’s Public Works Department is responsible for the management and operation of the sewer collection system. Their system consists of approximately 120 miles of gravity sewer pipelines with varying diameters ranging from four (4) to 27 inches, no pump/lift stations, and about 100 sewer siphons. There are approximately 2,400 maintenance holes and 19,500 service laterals within the City. The sewer collection system primarily discharges into County Sanitation Districts of Los Angeles County (LACSD) facilities for transportation, treatment, and disposal. A small percentage of waste, collected by the City, joins the City of Paramount system and is then discharged into LACSD facilities.

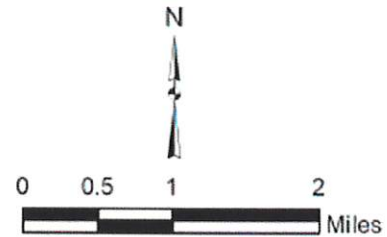
The customer is responsible for the main line lateral connection up to the property line, and the City is responsible for the main line lateral connection after the property line.

Figure 1-1. City Boundaries



Legend

 South Gate City Boundary



2. GOALS

2.1. Requirements

D.13.(i) **Goals:** The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent sanitary SSOs, as well as mitigate any SSOs that do occur.

2.2. Overview

This section will discuss the Enrollee's goals for their sanitary sewer system. The Enrollee has developed realistic, attainable, and effective goals which are unique to the infrastructure and performance of their sewer system. The development of appropriate goals helps ensure the proper management, operation, and maintenance of all parts of the sanitary sewer system.

2.3. Sewer System Goals

The City has developed goals which showcase their aspirations to maintain their performance and operations standards; properly document and report any SSOs which may occur, and the overall protection of public health, waters of the state, and the environment from the hazards of SSOs.

The City's goals for their sanitary sewer collection system are:

- Collection system facilities are properly managed, operated, and maintained to eliminate preventable SSOs.
- Response measures are in place and that all feasible steps are taken to mitigate the impacts of SSOs to public health and the environment when they occur.
- Reporting procedures are in place to notify the appropriate regulatory and health authorities of SSOs within the required time frames.
- SSO events, mitigation measures, and corrective actions are documented.
- City sewer system operators, employees, contractors, responders, or other agents are adequately trained and equipped to address an SSO event
- City sewer system is properly designed, constructed, and funded to provide sufficient capacity to convey base flows and peak flows while meeting or exceeding applicable regulations, laws, and generally acceptable practices relative to sanitary sewer system operation and maintenance.

2.4. Monitoring & Reporting Plan Requirements

It is important to keep goals relevant and obtainable. To ensure this, goals should be reevaluated during self-audits and updates. Under the Monitoring and Reporting Program (MRP), all changes made to the SSMP since its last certification shall be recorded; however, other documents have emphasized the importance of recording the changes made to the Goals section.

3. ORGANIZATION

3.1. Requirements

D.13.(ii) **Organization:** The SSMP must identify:

- (a) The name of the responsible or authorized representative as described in Section J of this Order (SSS WDR).
- (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
- (c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (Cal OES)).

3.2. Overview

This section will identify the Enrollee's organization and communication structures in regards to implementing SSMP elements, responding to SSOs, and reporting and documenting SSOs. Exhibits and tables are provided to better illustrate the structure and explain the positions involved. As required, the names and telephone numbers of positions responsible for implementing specific measures of the SSMP program are shown herein. Additionally, the name of the Legally Responsible Official (LRO) will be given.

3.3. Sewer System Organization

Shown below, **Figure 3-1** illustrates how the sanitary sewer system command hierarchy is organized. **Table 2** provide a brief description and general duties of the positions shown in **Figure 3-1**.

If an agency or contractor implements a SSMP element, or has with a long-term contract with the City, they may be included in **Figure 3-1**. These types of services include, but are not limited fats, oils, and grease (FOG) control, sewer cleaning, root control, CCTV assistance, etc.

Figure 3-1 Organizational Chart

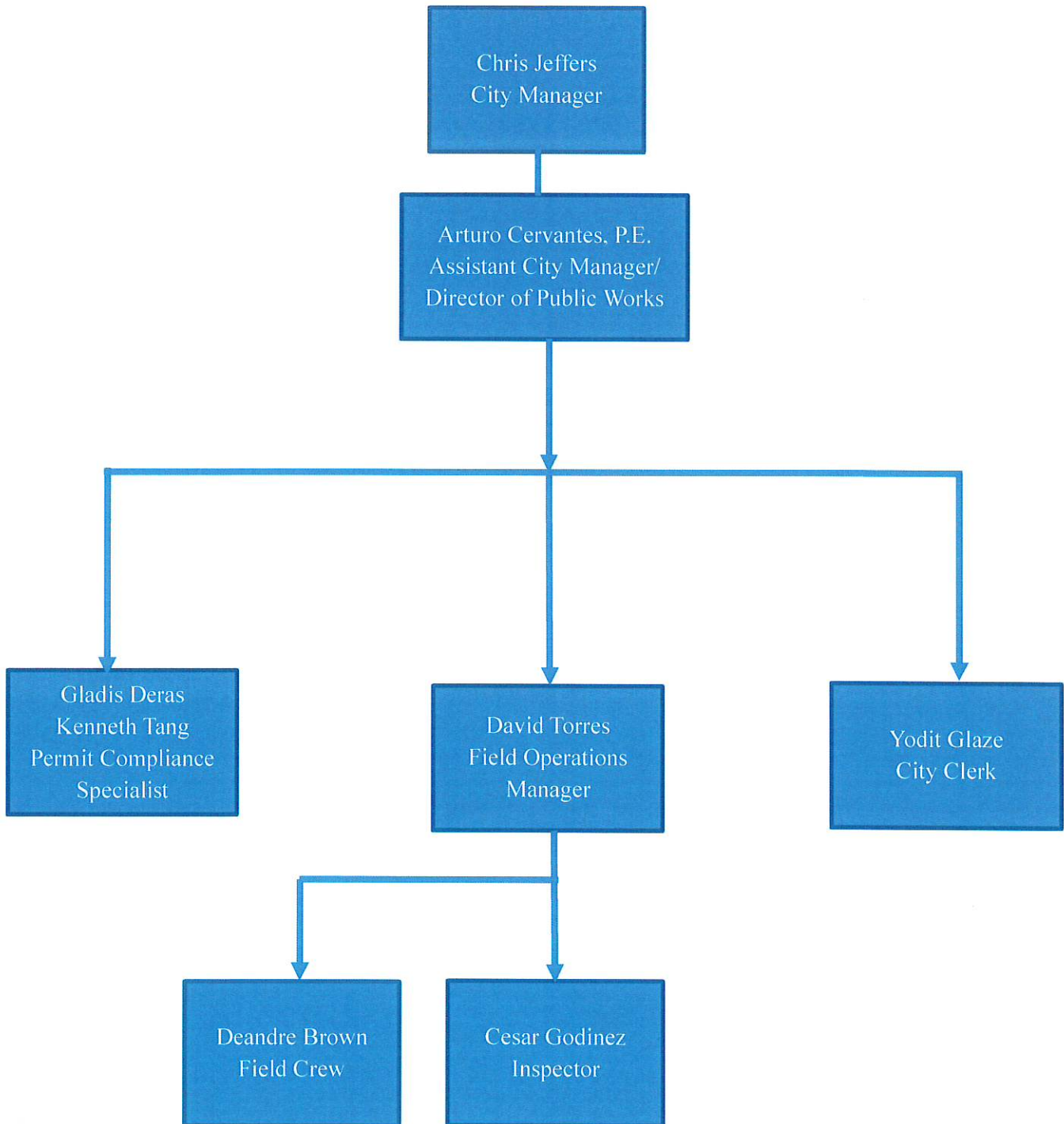


Table 2: Position Description

Title	Description
City Manager	Establishes policy, plans strategy, leads staff, allocates resources, delegates responsibility, authorizes outside contractors to perform services, and may serve as public information officer.
City Engineer	Prepares wastewater collection system planning documents, manages capital improvement delivery system, documents new and rehabilitated assets, and coordinates development and implementation of SSMP.
Inspector	Ensures that new and rehabilitated assets meet the Enrollee's standards, works with field crews to handle emergencies when contractors are involved, and provides verbal reports to City Engineer.
Permit Compliance Specialist	Works as needed on applicable permits, laws, and regulations; provides support to all parts of operation.
Collection System Manager	Manages field operations and maintenance activities, provides relevant information to Enrollee management, prepares and implements contingency plans, leads emergency response, investigates and reports SSOs, and trains field crews.
Field Crew	Undertakes preventive maintenance activities, mobilizes and responds to notification of stoppages and SSOs, mobilizes sewer cleaning equipment, by-pass pumping equipment, and portable generators.

Table 3: Hierarchy and Contact Directory for SSO Response

Title	Name	Telephone	After Hours or Cell Phone
City Manager	Chris Jeffas	323-562-9503	
Director of Public Works, Assistant City Manager & City Engineer	Arturo Cervantes	323-563-9512	323-351-4777
Building Official	William Campana	323-563-9515	323-816-8230
Field Operations Manager	David Torres	323-563-5785	323-216-9524
Street & Sewer Supernatant	Juan Precindo	323-563-5790	323-204-2942
Duty Person (After Hours)	David Torres	323-563-5784	323-216-9524
Public Works Services Yard	Receptionist	323-563-5790	
Police Department	Watch Commander	323-563-5457	323-563-5457
Fire Department	Battalion Commander	323-890-4045	323-890-4045
	Station 54	323-567-8580	323-567-8580
	Station 57	562-531-9700	562-531-9700

3.4. Legally Responsible Official

Section J of the SSS WDR outlines the requirements for the responsible authorized representative, also known as the legally responsible official (LRO).

The LRO is responsible for certifying data entered into the California Integrated Water Quality System (CIWQS) Online SSO Database. If the LRO requires assistance, they may authorize a Data Submitter (DS). A DS may only be authorized by the LRO and must be registered with the State Water Board. A DS may only assist with data entry, they cannot certify data. Only the LRO may certify the data entered into CIWQS Online SSO Database.

At this time, the Enrollee's LRO is Arturo Cervantes, P.E.

In order to maintain continuous coverage, the Enrollee may and should have more than one LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO's or DS's contact information, shall be submitted by the Enrollee to the State Water Board within 30 days of the change by calling (866)-792-4977 or e-mailing help@ciwqs.waterboards.ca.gov.

4. LEGAL AUTHORITY

4.1. Requirements

- D.13.(iii) **Legal Authority:** Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:
- (a) Prevent illicit discharges into its sanitary sewer system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);
 - (b) Require that sewers and connections be properly designed and constructed;
 - (c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
 - (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and
 - (e) Enforce any violation of its sewer ordinances.

4.2. Overview

This section is intended to identify and describe the legal authority the Enrollee must possess in order to enforce various elements of the SSMP. The Enrollee is granted powers in relation to the services provided through legal authority outlined in statutes. The Enrollee implements these granted powers through sewer use ordinances, service agreements, or other legally binding procedures or mechanisms. The Enrollee may use regulatory mechanisms including, but not limited to, Ordinances, Codes and Resolutions, State and Federal Laws, Licensing and Permitting Processes, Memorandum of Agreements, Contractual Agreements, Service Agreements, Discharge permits, as well as other programmatic and legally binding procedures and mechanisms. These regulatory mechanisms can include the proper authority and power to require wastewater collection system users to comply with applicable design, construction, use, and maintenance standards and regulations. The Enrollee can use its applicable legal authority to require system users and customers to meet performance standards, maintain user-owned assets such as laterals, and pay penalties for non-compliance with regulations.

Table 4: City's Legal Authority Checklist

SSMP Required Functions	City's Legal Authority
Prevent illicit discharges into its sanitary sewer system	<ul style="list-style-type: none">- LACC:20.36.010- LACC:20.36.400- Plumbing Code: Chapter 8
Require that sewers and connections be properly designed and constructed	<ul style="list-style-type: none">- LACC:20.32. Part 3
Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;	<ul style="list-style-type: none">- LACC:20.24.070- LACC:20.24.080- LACC:20.24.090- LACC:20.24.140- LACC:20.24.150
Limit the discharge of fats, oils, and grease and other debris that may cause blockages	<ul style="list-style-type: none">- Plumbing Code: Chapter 10
Enforce any violation of its sewer ordinances.	<ul style="list-style-type: none">- LACC:20.24.100

5. OPERATIONS & MAINTENANCE PROGRAM

5.1. Requirements

- D.13.(iv) **Operation and Maintenance Program.** The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:
- (a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities;
 - (b) Describe routine preventive operation and maintenance activities by staff and contractors; including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
 - (c) Develop rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
 - (d) Provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained; and
 - (e) Provide equipment and replacement part inventories, including identification of critical replacement parts.

5.2. Overview

The section will identify and discuss the Enrollee's Operations and Maintenance (O&M) program, rehabilitation and replacement programs, employee training programs, equipment and replacement parts inventory, and other programs.

5.3. Sewer System Mapping

To the best of their ability, the Enrollee maintains up-to-date records and maps of the sewer facilities. Additional information such as location, alignment, pipe material, size, etc., has been attached using their Geographic Information System (GIS). All necessary staff have access to the GIS, and sewer maps have been printed and distributed to the Public Works Department Street and Sewer field crews.

5.4. Routine Preventative Operations & Maintenance Activities

The City utilizes contract services to clean and inspect their sewer lines on a regular basis. During inspections, closed circuit television (CCTV) is used to note any deficiencies in the pipes. The City cleans and inspects 100,000 linear feet (LF) per year. As a result, the City's entire sewer system is cleaned and inspected approximately every ten (10) years.

Cleaning is typically done using high-pressure water jetting nozzles (hydro jet) or mechanical root cutting (rodding). Hydro jets are inserted into the pipes and the expelled debris are manually removed from the downstream maintenance hole using purchased equipment or staff-made appurtenances. Pipe segments prone to root growth are periodically cleared using a chemical herbicide or root cutter. Those prone to accumulate FOG are periodically cleaned using caustics, surfactants, enzymes, microbes or high-pressure jetting. For CCTV inspection, cameras are inserted into the sewer maintenance hole and dispatched up the sewer. Video recordings are then analyzed to identify cracks, dislodged pipe joints, locations of lateral connections, flow conditions, and other sewer characteristics.

Sewers infested by insects are chemically treated, and baited if infested by rodents.

Cleaning and maintenance work orders are generated and tracked using a system called CitiTech CMMS. This database is backed up to the Enrollee's server located City Yard, 4244 Santa Ana Street.

SO&M Mapping System

The City maintains "as-built" plans for majority of their sewer facilities. The plans are stored in a file system at City Hall. Data shown includes: location, alignment, pipe material, size, etc. A portion of this system-wide information is currently stored on a geographic information system (GIS) reference base and can be printed to map sheets. The map sheets are distributed to the DPW street and sewer field crew, for reference work scheduling, and for response to emergencies or assisting agencies. Periodic updates of these maps will be distributed as they become available.

As adequate funding and resources become available, the DPW plans to convert the remaining data files developed for the sewer system evaluation into the existing GIS database. Further updates to the GIS system include additional layers such as storm drain system, trunk sewer lines, video inspections data, etc.

Drop Maintenance Holes, Gas Trap Maintenance Holes, and Siphons

These facilities are inspected and cleared of stoppages and flow restrictions on variable frequencies based on prior inspection records. Siphons are inspected on an as needed basis.

Flow Monitoring

Visual checks for comparison with prior records are conducted during scheduled inspection of maintenance holes and pipelines. Unusual or unexplained changes in flow receive more thorough evaluation and as deemed necessary a flow monitoring device is placed to validate flow patterns over time for the affected sewer drainage area(s).

Vermin and Rodent Control

Sewers infested by insects are chemically treated, and those infested by rodents are baited.

Work Scheduling and Documentation

Most work orders are tracked using a computer-based maintenance management system. Maintenance activities are recorded as service requests, cleaning reports, sewer maintenance daily reports, maintenance hole adjustments, overflow reports, etc., are filed at the City Yard.

5.5. Rehabilitation & Replacement Plans

Between 2002 to 2019, 81 percent of all sewer pipelines have been lined using cure-in-place piping (CIPP) or replaced with new pipe. Pipes selected were done using condition-based assessment.

unlined portions are shown on the figure given on page 39 of the Enrollee's Sewer Master Plan (SMP).

It has been recommended that the City continue using condition-based assessment for future rehabilitation and replacement plans. However, due to their limited budget (\$200,000) they are limited on their short- and long-term Capital Improvement Projects (CIP).

The City's five (5) year CIP includes three (3) pipeline replacement projects based on recent condition evaluations. The Imperial Highway project cost estimate is based on a unit cost of \$240 per linear foot for 12-inch piping plus 20% markup for design, construction management, administrative, and legal costs, and 25% contingency. The Sequoia Drive and Seminole Avenue project cost estimates are based on a unit cost of \$310 per linear foot and the same 20% markup and 25% contingency. Please note, due to the unexpected high inflation rates and supply chain issues, these estimations may no longer be accurate.

5.6. Staff Training

Public Works personnel and inspectors attend structured collection system training classes or seminars given by other agencies including: California Occupational, Safety and Health Administration (CALOSHA), California Water Environment Association (CWEA), County Sanitation Districts' (CSD), etc. This ensures staff are familiar with the latest industry standards & technology, and can safely & efficiently carry out their tasks. The City also utilizes informal training approaches, such as tailgate meetings, monthly safety meetings, and apprenticeship training program from higher level staff. Additionally, the City only hires companies with well trained and experienced personnel for emergency SSO mitigation or sewer construction & rehabilitation work.

Staff training certificates can be found in the **Appendix A**

5.7. Equipment & Replacement Part Inventories

The City has a comprehensive equipment maintenance program. Equipment is regularly checked, adjusted, repaired, or replaced as necessary. However, major fixed assets are replaced when they meet or exceed the City's established fixed assets replacement criteria based on equipment age, mileage, hours or use, repair history, safety, etc. Replacement of or additions to major assets are funded through the City's annual budget process.

Figure 5-1 Sewer Division Equipment Inventory and Cost

No.	Unit:	Description:	Sub total cost:	Total:
1.	209	Gap Vax Combination Truck	\$220,000.00	\$800,000.00
2.	208	Jetter Truck	\$400,000.00	\$400,000.00
3.	230	CCTV Van	\$60,000.00	\$350,000.00
4.	212	Emergency Response Trailer	\$20,000.00	\$80,000.00
5.	233	Emergency Response Vacuum Trailer	\$62,500.00	\$62,500.00
6.	232	Emergency Response Truck	\$40,000.00	\$40,000.00
7.				
8.	-	8-gallon air compressor each	\$1130.99 x2	\$2,261.98
9.	-	Sewer line plugs with airline connections, of different sizes.	\$234.74 x5	\$1,173.70
10.	-	TriPods with exergues	\$2,248.31	\$2,248.31
11.	-	Emergency Response Tots	\$425.61	\$425.61
12.	-	Flood Lights	\$188.87 x4	\$755.48
13.	-	Extension Ladders	\$479.62 x3	\$1,438.86
14.	-	Electrical Extension Cord	\$49.99 x4	\$199.96
15.	-	Toolboxes	\$916.97 x2	\$1,833.94
16.	-	Ladder Hose with attachments	\$988.00 x2	\$1,976.00
17.	-	600 foot reel hoses	\$1,150.00 x4	\$4,600.00
18.	-	Sewer nozzles sets	\$462.00 x2	\$924.00
19.	-	Clamps	\$290.00	\$290.00
20.	-	Pipes and connections	\$129.00	129
21.	-	Trash Honda pumps 2 inch	\$594.00	\$594.00
22.	-	Trash Honda Pumps 3 inch	\$736.00	\$736.00
23.	-	Submersible pump	\$205.99	\$205.99
24.	-	300 foot hoses 2 inch	\$205.99 x8	\$1,640.00
25.	-	Blowers	\$479.00 x4	\$1,916
26.	-	2 inch hose for trash pump	\$53.89	\$53.89
27.	-	3 inch hose for trash pump	\$112.48	\$112.48
28.	-	Honda Portable generator 3500W	\$1,310.00	\$1,310.00
29.	-	Stationary generator 4000W	\$1,952.23	\$1,952.23
30.	-	Spartan or Gorlitz Sewer Lateral Machine	\$3,500.00	\$3,500.00
31.		Portable Sewer Inspection/Push Camera	\$ 10,500.00 \$	10,500.00
32.		CCTV Camera with 1,800 feet of wire on reel. CCTV CUES Software, PC Computer, 2 Computer Monitors,	\$175,000.00	\$175,000.00
33.		Large Toolbox with accessories for CCTV Camera,	\$5,500.00	\$5,500.00
34.		Recalibration Equipment for Oxygen Sensors	\$15,000.00	\$15,000.00
35.		4 Oxygen Sensors	\$2,000.00 x4	\$8,000.00
36.		Trash Pump Hoses different sizes	\$10,000.00	\$10,000.00

6. DESIGN AND PERFORMANCE PROVISIONS

6.1. Requirements

D.13.(v) Design and Performance Provisions:

- (a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and
- (b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

6.2. Overview

This section will discuss the Enrollee's adopted standards for design, construction, inspection, and testing. These standards apply to all new or rehabilitated sewer systems or sewer projects. These standards ensure the sanitary sewer system is safe, reliable, and built as intended.

6.3. Design & Construction Standards & Specifications

The City has adopted, by reference, Title 20 of the Los Angeles County Code. Part 3 of Section 20-32 in County's Code includes the general design and construction requirements for the City's wastewater collection system. The sections include the requirements for sewer pipe size, minimum grades, manholes, and construction requirements.

Additionally, the City has also prepared their own Standard Drawings and Standard Specifications for their sewer systems. The [Standard Drawings](#) and [Standard Specifications](#) for 2021 have been hyperlinked herein, in the event the link becomes broken, they are publicly available at <https://www.cityofsouthgate.org/Government/Departments/Public-Works>.

Since they have adopted Los Angeles Code and prepared their own, the City may use Los Angeles standards and specifications or their own standards and specifications.

6.4. Procedures & Standards for Inspection and Testing

Within their jurisdiction, the City will inspect new installations and rehabilitation of deteriorated public sewer facilities. Inspectors are well trained in pipeline and pumping station construction, and they attend training classes and educational seminars to stay familiar with advancements in the industry. Inspectors are provided with adequate tools and materials to perform their jobs, including the project specific Construction Plans & Specifications, the Standard Specifications & Standard Plans for Public Works Construction, and the Public Works Inspector's Manual and reporting forms. The City also requires the preparation and submittal of "Record Drawings" of each as-constructed and completed project prior to final approval and acceptance of the project as public infrastructure.

7. OVERFLOW EMERGENCY RESPONSE PLAN

7.1. Requirements

- D.13.(vi) **Overflow Emergency Response Plan** - Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:
- (a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
 - (b) A program to ensure appropriate response to all overflows;
 - (c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDR or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;
 - (d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
 - (e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
 - (f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

7.2. Overview

This section will discuss the necessary components of the Enrollee's Overflow Emergency Response Plan (OERP). The OERP is intended to be a comprehensive document that includes components for minimizing the effects of SSOs on the environment, while protecting the public's health and safety. Components discussed are notification, response activities, reporting, and training. Additionally, the OERP includes a strategy for the Public Works Maintenance Section to mobilize labor, material, tools, and equipment to contain, mitigate, and clean up residuals from an SSO and correct or repair any condition which may cause or contribute to an unpermitted sewage discharge. The OERP helps ensure all reasonable steps are taken to contain and prevent discharge of untreated and/or partially treated wastewater into the waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs.

7.3. Notification

24-hours per day, 365-days per year, emergency service personnel are available to investigate and respond to reports, complaints, automated alarms, etc., related to the sewer system. During regular business hours calls are dispatched to the nearest or most available sewer maintenance crew. During after hours, the Police Department will contact the on-call sewer maintenance worker. If additional personnel are needed during after hours, these on-call personnel will dispatch additional

standby crews.

Table 5: Regulatory Agency Notification

SSO Category	Description	If	Notify Agency	At
1	Any volume	Discharge reaches surface waters or tributary to surface water	LA County Health Department	Bus. Hrs. (626) 430-5420 After Hrs. (213) 974-1234
			Flood Maintenance Division	Bus. Hrs. (562) 861-0316
			State Office of Emergency Services	[24/7] (800) 852-7550 *Notify within 2 hours of SSO
			LA County Sanitation Districts	All hours (562) 437-6520
			Regional Water Quality Control Board	Bus. Hrs. (213) 576-6657 After Hrs. (213) 305-2253
Once aware of the SSO, submit a draft report within 3 business and certify with 15 calendar days				
2	≥1,000 gal.	Discharge does not reach surface water, drainage channel, or if SSO is fully recovered	LA County Health Department	Bus. Hrs. (626) 430-5420 After Hrs. (213) 974-1234
			State Water Resources Control Board	N/A
Once aware of the SSO, submit a draft report within 3 business and certify with 15 calendar days				
3	All other discharges			
Submit a certified report within 30 calendar days of the end of month in which the SSO occurred				
Private Lateral Spill	Discharge from a privately owned lateral		LA County Health Department	Bus. Hrs. (626) 430-5420 After Hrs. (213) 974-1234
			State Water Resources Control Board	N/A
Submit to online database at the Enrollee's discretion				
N/A	No SSO in a calendar month		State Water Resources Control Board	N/A
Certify on the online database within 30 days after a calendar month end, file statement that no SSO occurred				

Recommendation: It is recommended that public outreach be used to educate the public on who to notify and what to look for, in the event of a SSO or other related incident.

7.4. Response Activities

When responding to an SSO or other related emergency event, responding crews are required to stop the overflow, contain it as much as possible, limit access to the contaminated area, and ensure that the facility or area is cleaned up and returned to normal operation. If there are residents or businesses in the immediate vicinity of the overflow, they are to be informed of the cause of the problem and the remedial action to be taken.

When responding to SSO related emergencies, the City has set a response time goal of 60 minutes

7.5. Reporting

The County Health Department is to be notified of any and all overflows. If the overflow exceeds 1,000 gallons and/or reaches the storm drain system, the RWQCB and the State Office of Emergency Services is to be notified. The Flood Maintenance District (FMD) shall be notified of any and all overflows which discharge into the storm drain system. The FMD's role is to assist with the tracing and capturing of the spill, to the best of their ability, before it reaches the Waters of the United States.

Relevant data such as location, volume, agencies notified, etc., is to be recorded in field report forms and later uploaded into the database. Sample field reports have been provided in **Appendix B**.

7.6. Training

City personnel and emergency contractors are properly trained on methods and procedures to prevent or limit the amount of SSO into Waters of the United States and how to mitigate their impacts. Some of these methods include the use of sand bags to contain SSO's; absorbent tube socks, to prevent SSO discharge into storm drain catch basins; and the use vacuum trucks, to suck up contained spills and dump the effluent back into the collection system at a safe location.

Additionally, OERP staff and contractors are well trained in traffic and crowd control. City vehicles are well equipped with traffic and crowd control tools, including orange traffic control cones, yellow tape, flashing lights, orange uniforms, first-aid supplies, etc.

To help staff remain familiar with the OERP, copies are available at the office for personnel responsible for managing, responding to, and/or reporting SSOs.

Recommendation: The following has been recommended:

1. Conduct tabletop exercises to allow staff to train in a real situation, if possible, involve emergency responders, so they are prepared for emergency situations as well. Tabletop exercises should be as real as possible and should involve reporting as well.
2. Clear City staff and vehicles with the Police Department, so they are quickly let onto emergency scenes.

8. FATS, OILS, & GREASE CONTROL PROGRAM

8.1. Requirements

D.13.(vii) **Fats, Oils, and Grease (FOG) Control Program:** Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

- (a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- (b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- (c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- (d) Requirements to install grease removal devices (such as traps or interceptors) design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- (e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;
- (f) An identification of sanitary sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for each section; and
- (g) Development and implementation of source control measures, for all sources of FOG discharged to the sanitary sewer system, for each section identified in (f) above.

8.2. Overview

The Enrollee has evaluated their system and determined that a FOG Control Program is necessary. This section will discuss the Enrollee's FOG Control Program and how it has been implemented to effectively control the quantity of FOG that is discharged into the sanitary sewer system.

8.3. Public Education Outreach Program

The City is undergoing efforts to better their public education outreach program. It has been recommended for the City to collect data on the which languages are spoken throughout their City. This should be done to allow their outreach education program to reach as many people as possible. Additionally, the City should prepare doorhangers, which can be distributed around the holidays and other times when FOGs may be higher than normal.

Current outreach involves descriptions of grease controls efforts distributed through the City's quarterly newsletter articles, and notices during business license renewals.

8.4. Disposal of FOG from the Sewer Collection System

FOG which has been recovered from the wastewater system cleanings is collected and taken to an available local rendering company, qualifying dump bin (site), or to the Joint Water Pollution Control Plant (JWPCP), in the City of Carson, operated by CSD. The solid debris (FOG, roots, grit, etc.) collected from the system are taken to permitted FOG disposal facilities such as a land fill or the JWPCP. FOG in liquid form is flushed down by hydro jetting to receiving treatment facilities for disposal.

During the holidays, the City experiences additional FOG in their system. To mitigate this, the City is looking into having FOG disposal containers delivered around the holidays. [Dar Pro Solutions](https://www.darpro-solutions.com/automated-used-cooking-oil-systems) is able to deliver various sized containers. They are available at <https://www.darpro-solutions.com/automated-used-cooking-oil-systems> or at 1-855-327-7761.

8.5. Legal Authority to Prohibit FOG Discharges

The City's legal authority to prevent illicit discharges of FOG and other contaminants into their sewer system have been discussed in Section 4. The City has the authority to require the installation of grease interceptors at appropriate location in order to protect their sewer system. If a facility generates an amount of FOG which may damage or increase maintenance costs of the sewer collection system, they are required to install interceptors. Additionally, the City Code prohibits the discharge of "any material which may create a public nuisance, or menace to the public health or safety, or which may pollute underground or surface waters, or which may cause damage to any storm-drain channel or public or private property."

8.6. Requirements to Install Grease Removal Devices

As stated above, facilities which produce level of FOG which may cause harm or increase maintenance costs to the sewer system are required to install a grease removal device (interceptor). These facilities include industrial waste generating facilities, restaurants, and other Food Service Establishments (FSEs).

Grease removal devices are required to meet Plumbing Code, Chapter 10. The effectiveness of any grease removal devices is dependent upon their routine maintenance and monitoring/inspection for conformance with its intended purpose. Regular inspection and maintenance activity logging with quarterly reporting are required and are verified by City staff as part of the Industrial /Non-Domestic Waste Permit inspections.

8.7. Inspection & Enforcement Authority

The City Building Official is authorized to monitor and enforce the regulations of the California Plumbing Code and the Public Health Code for both residential and commercial facilities. The Public Works Department is responsible for reviewing, permitting, and inspecting the existing 200+/- waste facilities which discharge into the City's wastewater collection system. If during an inspection, it is determined that a FOG related issue is traceable to a domestic source, under the City Code, pretreatment could be required or the discharge required to be eliminated.

8.8. Sanitary Sewer Sections Subject to FOG Blockages

As discussed in Section 5 of this document, areas with frequent buildups of FOG and/or blockages (hot spots) are identified during routine maintenance operations. Also, in the event of an SSO, the cause will be investigated and traced to the source. As discussed in Section 5, hot spots are

typically cleaned using hydro jetting or rodding when dealing with root intrusion. Additionally, these hot spots are inspected and cleaned on a more frequently.

8.9. Source Control Measures

If a facility is contributing excess amount of FOG and they do not have a grease removal device in place, they will be notified by the Public Works Director to install a pretreatment system. If the facility does not take further action to correct this, Public Works can issue fines or close off their sewer line.

The City also allows Best management practices (BMPs) to be used as a source control measure for FOG. Some BMPs have been published below:

Bulk or Dry Clean-Up

- Practice bulk and dry materials clean-up before using wet methods that use water
- Remove bulk or other solid food and grease laden substances into a suitable container before rinsing or washing the initial containers or surfaces that will drain into the plumbing system.
- Keep drain screens in place and fully serviceable to avoid clogging drains or accumulating FOG or grit on the interiors of pipes.
- Do not pour grease, fats, or oils down the drain nor place food scraps in the drain.
- Use food grade paper to soak up oils and grease and dispose of appropriately.
- Use paper towels to wipe down surfaces and work areas. Cloth towels require washing and thereby introducing FOG back into the drains.
- Success of bulk or dry clean-up is dependent upon the behavior of individuals and their access to tools and materials for use in removing bulk and dry materials before washing.

Spill Prevention

- Preventing spills reduces the amount of waste that will require clean-up.
- A dry surface work place is safer for everyone in avoiding slips, trips and falls.
- Capture bulk or dryer materials and place them into an appropriate container.
- Empty containers before they are full to avoid spills.
- Cover any FOG container before transporting to the rendering storage container.
- Provide employees with proper tools to transport materials without spilling.

Maintenance

- Whatever method(s) are being used to collect, filter and store FOG, ensure that equipment is regularly maintained.
- Employees should be aware of and trained to perform correct and scheduled cleaning procedures.
- A daily and weekly maintenance schedule is highly recommended.
- Contract with a responsible service company to regularly and thoroughly clean larger components and spaces requiring specialized equipment and skills (e.g., large hood

filters, hot tanks, floor drain pipes, specialty tools).

- Smaller and less complex elements can be cleaned by hand by the user (e.g., small hood filters, counter/bench tops, sinks, storage areas, daily tools).
- Skim/filter fryer grease daily and test the oil to determine when change is necessary. Build-up of carbon deposits on the bottom of the fryer acts as an insulator that forces the fryer to heat longer, thus causing the oil to break down sooner. This extends the life of both the fryer and the oil.
- Avoid discharging fryer oil into a drain or grease trap, but dispose into a rendering container for transport to a rendering company.
- Cleaning intervals depend upon the type of product being prepared and the typical deposition of materials experienced. The larger the volume produced and deposits incurred, the more frequent the cleaning. This may warrant setting up a system of high use, high deposition work to be done in certain equipment that is cleaned more frequently than others to confine maintenance efforts.

Grease Traps & Interceptors

- For grease traps and interceptors to be effective, the units must be properly sized, constructed and installed in a location to provide an adequate retention time for settling and accumulation of the FOG.
- For information on properly locating, constructing and sizing grease traps and interceptors, contact the local governmental agency and examine EPA guidance documents and UPC criteria.
- Ensure all grease-bearing drains discharge to the grease trap/interceptor.
- No toilet or shower waste should be plumbed to the trap/interceptor.

Oil & Grease Collection/Recycling & Food Donations

- FOG consists of commodities that if handled properly can be treated as a valuable resource.
- Some rendering companies will offer services free-of-charge and other will give a rebate on the materials collected. Contact local rendering representative for specific information and details.
- Use only covered rendering barrels and make sure all drain screens are installed.
- Use a 3-compartment sink for ware washing. Begin with a hot pre-wash, then a scouring detergent wash, then a hot rinse. Each step should be trapped to capture non-emulsified FOG.
- Donations can reduce disposal costs. Ensure that edible food is not washed or flushed down the drain. Edible food waste may be donated to a local food bank. Inedible food waste can be collected by a garbage feeder that will use discards for feeding livestock.

9. SYSTEM EVALUATION & CAPACITY ASSURANCE PLAN

9.1. Requirements

- D.13.(viii) System Evaluation and Capacity Assurance Plan:** The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:
- (a) **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;
 - (b) **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in “a” above to establish appropriate design criteria; and
 - (c) **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term capital improvement plan (CIP) to address identified hydraulic deficiencies including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
 - (d) **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a-c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.

9.2. Overview

This section will identify and discuss the means and methods used to assure that the collection system has adequate hydraulic capacity to convey dry and peak wet weather flows through the system to the ultimate disposal point without upset or discharge to the environment or private property.

9.3. Evaluation

System evaluations have been calculated in the City’s most recent Sewer Master Plan (2019). Sewer flows for the City under existing conditions are developed based on existing water demands and sewer flow return ratios organized by land use categories. Existing average day potable water demands are developed as part of the 2018 Water Master Plan (WMP) project. Based on an analysis of demands over the past several years, 2016 is selected as the representative year to reflect existing water demands, which had a total demand of 6,756 acre-feet (AF).

For each customer account, a sewer flow is calculated based on land use and an associated sewer flow return flow ratio assigned for each land use category. The return ratios provide the percentage of potable water demand that is returned to the sewer system via drains, sinks, and other outlets. Typically, almost all indoor potable water demand is assumed to return to the sewer system.

Utilizing existing annual average potable water demands and the sewer return ratios, existing average sewer flows for each land use category are provided in Table 3-2 located in the SMP. The total sewer flow for the City is 3,461 gpm., which is approximately 66 percent of the total existing annual average potable water demand. Almost all outdoor water demand, such as landscape irrigation, is assumed to not return to the sewer system. Hence, users with intense outdoor water demands are assumed to have low sewer return ratios

9.4. Design Criteria

South Gate Municipal Code, Section 6.62.010 forms the foundation upon which the City Engineer is given the legal responsibility for ensuring sound, logical, and functional design of the public sewer infrastructure. The Code defines terms, establishes fees, sets out provisions for enforcement & maintenance, and sets the basis of design standards for sewers. For specifics on design and performance provisions, refer to Section 6.

9.5. Capacity Enhancement Measures

The City is essentially built-out, with approximately 60 acres of developable vacant land left. Future flows are not anticipated to be that much greater than existing flows. Existing average annual flows are calculated to be 3,560 gpm and peak wet weather flows are calculated to be 7,178 gpm. Future buildout average annual flows are calculated to be 3,768 gpm and peak wet weather flows are calculated to be 7,587 gpm.

9.6. Schedule

The hydraulic capacity of the City's sewer system is sufficient for existing flows and will remain sufficient for future flows; because of this, there are no Capital Improvement Projects (CIP) scheduled to address any deficiencies. The 5-year CIP is mainly focused on the pipeline rehabilitation program.

10. MONITORING, MEASUREMENT, & PROGRAM MODIFICATIONS

10.1. Requirements

D.13.(ix) Monitoring, Measurement, and Program Modifications: The Enrollee shall:

- (a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- (b) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- (c) Assess the success of the preventative maintenance program;
- (d) Update program elements, as appropriate, based on monitoring or performance evaluations; and
- (e) Identify and illustrate SSO trends, including: frequency, location, and volume.

10.2. Overview

This section will discuss how the Enrollee maintains relevant information and data related to SSMP activities, monitors the implementation of SSMP Elements, and measures the effectiveness of its SSMP Elements.

10.3. Relevant Information to Establish & Prioritize SSMP Activities

The City maintains data on relevant data work performed to meet the goals of this SSMP. Work orders and Preventative Maintenance are stored on the CitiTech database. Sewer crews can refer to this data to plan future work and have the ability to track trends. Additionally, GIS stores information regarding pipe location, alignment, pipe material, size, etc.

10.4. SSMP Implementation & Effectiveness

SSMP effectiveness is monitored through the City Performance Measure Indicators of key activities to minimize sewer overflows. These include:

- Total number of overflows
- Total number of SSOs greater than or equal to 1,000 gallons which were discharged or reached the Waters of the United States
- Overflow response time
- Reduction of repeated overflows at the same location
- Reduction in number of overflows caused by flows exceeding the capacity of the collection system.

10.5. Identify & Illustrate SSO Trends

On an annual basis, the locations of SSO occurrences are plotted on a citywide map. The causes of the SSO are also recorded. These maps are used for establishing SSO patterns, identifying hot spots as indicated by clusters on the maps, and for scheduling work assignments and providing information on SSO activities. These data trends are also used as an indicator of infiltration/inflow problems that need to be corrected. The graphs are used to identify SSO trends and to evaluate overall SSMP program success especially by comparing the graphs to different years and with results from other sewer agencies.

The City has achieved a No Spill Certification, and has not had an SSO since 2007. The City's No Spill Certification has been provided in **Appendix C**.

11. SSMP PROGRAM AUDITS

11.1. Requirements

D.13.(x) SSMP Program Audits - As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13.), including identification of any deficiencies in the SSMP and steps to correct them.

11.2. Overview

This section will discuss the self-audits that must be done every two (2)-years. Under the SSS WDR, the Enrollee is required to conduct periodic internal SSMP audits at least every two (2) years starting from the original date of adoption. The purpose of the audit is to evaluate the effectiveness of the SSMP and its Elements and to determine the compliance of the Enrollee with the SSMP requirements.

11.3. SSMP Program Audit

In accordance with the SSS WDR, the City will conduct an internal audit every two (2) years. The audit will use data collected as part of Chapter 9: Monitoring, Measurement, and Program Modifications and performance indicators to:

1. Evaluate the effectiveness of the City's SSMP;
2. Ensure compliance with SSS WDR requirements; and
3. Identify and correct any SSMP deficiencies. Key collection system performance indicators will include number and type of SSOs, completed line cleaning, SSO trends, and employee safety. The most recent report of the audit will be available electronically via the City's website and in hard copy (upon request).

An audit of the SSMP has been conducted by David Evans, and has been provided in **Appendix D**.

12. COMMUNICATION PROGRAM

12.1. Requirements

D.13.(xi) **Communication Program.** The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented. The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

12.2. Overview

This section will discuss the methods the Enrollee uses to communicate with the public. The Enrollee has multiple programs set up to communicate with the public on a regular basis and in the event of an SSO.

12.3. Communication

The City will provide the general public and other agencies with status updates on the development and implementation of the SSMP, and consider comments made by them. The City may utilize various forms of media (e.g., letters, newsletters, brochures, annual reports, notices in newspapers, and the City website) as well as regional utility meetings, and FOG meetings with member agencies to convey this information.

Appendix A



Public Works Department

David E. Torres, Field Operations Manager

4244 Santa Ana Street, South Gate, CA 90280-3004

P: (323) 563-5785 F: (323) 582-3106

www.cityofsouthgate.org

City of South Gate Sanitation Division In-House Training

Cesar Godinez (CWEA Certification #: 1308216228):

Course/training	Date Completed	Hours
How to properly prime trash pumps. On field training.	02/10/2020	2.5
Defensive Driving.	02/24/2020	1
How to properly use heavy equipment (Units 203,209,208 and 284).	03/09/2020	1
How to loadout the transfer station and place recyclable in proper locations. TV, microwaves, etc. On field training and clean up.	03/29/2020	2.5
How to prevent injury when servicing private laterals.	04/13/2020	1
What to look for when inspecting sinkholes.	05/04/2020	1
How to properly prepare emergency equipment.	05/25/2020	1.5
Heat stroke properness.	06/22/2020	1
Street closer properness and place water barricades.	07/02/2020	1
Make sure all vehicles are locked and secured at end of shift due to theft of catalytic converters and private property.	07/27/2020	1
TOTAL HOURS		13.5

David Torres
Field Operations Manager
(323) 216-9524

Juan Preciado
Street and Sewer Superintendent
(323) 204-2942





Certificate of Competence

This is to certify

Cesar Godinez

Having submitted acceptable evidence of qualifications by education, training and experience, this individual is hereby granted this certification of competency in

COLLECTION SYSTEM MAINTENANCE GRADE 4

Certificate number: 1308216228

Expires: 6/30/2023

A handwritten signature in black ink, appearing to read "JTucker".

Jeff Tucker, President
California Water Environment Association



A handwritten signature in black ink, appearing to read "Abigail Gomez".

Abigail Gomez, Chair
Technical Certification Program



Public Works Department

David E. Torres, Field Operations Manager

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What to look for when inspecting sinkholes.	05/04/2020	1
How to properly prepare emergency equipment.	05/25/2020	1.5
Heat stroke properness.	06/22/2020	1
Street closer properness and place water barricades.	07/02/2020	1
Make sure all vehicles are locked and secured at end of shift due to theft of catalytic converters and private property.	07/27/2020	1
TOTAL HOURS		13.5

David Torres
Field Operations Manager
(323) 216-9524

Juan Preciado
Street and Sewer Superintendent
(323) 204-2942



CERTIFICATE OF COMPLETION

PROUDLY PRESENTED TO

Cesar Godinez

Certification Number: U-412-14899

Expiration Date: 3/10/2024

Sheila Joy
Sheila Joy
Executive Director



Note: The individual is not an employee or partner of NASSCO. The individual acknowledges and agrees that NASSCO does not supervise or control the individual and that NASSCO shall not be responsible for any acts or omissions of the individual.

Appendix B

2.6.7 Attachments

2.6.7.1 Sample Field Report

REPORTED BY

Call Address: _____
On Service Request _____ (SR # _____)

Caller Name: _____ Phone: _____

Receipt of Call: Date: ____/____/____ Time: ____:____:____ ☐ AM ☐ PM Call Received By: _____

Call Dispatch: ____/____/____ Time: ____:____:____ ☐ AM ☐ PM Assigned To: _____

USD Arrival Time: Date: ____/____/____ Time: ____:____:____ ☐ AM ☐ PM

SPILL START TIME NOTES

Caller Interview: Where did you see sewage spill from? From: Manhole ☐ Inside Building ☐ C/O ☐
☐ Wet well/Lift station ☐ Other _____

Time Caller noticed spill: ____:____:____ ☐ AM ☐ PM Date: ____/____/____

Comments:

Last time Caller observed NO Spill occurring: ____:____:____ ☐ AM ☐ PM Date: ____/____/____

Comments:

SSO End Time ____:____:____ ☐ AM ☐ PM Date: ____/____/____

Other Comments regarding spill start time: _____

SPILL LOCATION



Observed: Spill from: ☐ Manhole ID _____ ☐ Lift Station ID _____

☐ Clean Out Address _____

Comments: _____

☐ Building Address _____

Comments: _____

Spill Destination: ☐ Building ☐ Paved Surface ☐ Storm Sys ☐ Curb/Gutter ☐ Unpaved ☐ Surface

Answer these questions:

#1 - Was there a discharge to surface water or a drainage channel that is tributary to surface water? ____ Yes ____ No

#2 - Was there a discharge to a storm drain pipe that was "NOT" fully captured & returned to the sanitary sewer system? ____ Yes ____ No

Water

If you answered no to both questions above, was it $\geq 1,000$ gallons? ____ Yes ____ No
If yes, the SSO is a Category 2. If NO, the SSO is a Category 3.



SPILL VOLUME WORKSHEET

The purpose of this worksheet is to capture the data and method(s) used in estimating the volume of an SSO. Since there are many variables and often unknown values involved, this calculation is just an estimate. Additionally, it is useful to use more than one method, if possible, to validate your estimate.

The following methods and tools are the approved methods in the SOP CS-103 SSO Response. Check all methods and tools that you used:

- ☐ Eyeball Estimate Method
- ☐ Measured Volume Method
- ☐ Duration and Flow Rate Method (Account for diurnal flow pattern for long duration)
- ☐ USD SSO Flow Rate Estimating Tool
- ☐ Other (explain) i.e.; estimated daily use per capita upstream or meter @ Pump Station.

Eyeball Estimate Method- Imagine a bucket(s) or barrel(s) of water tipped over.

Size of bucket(s) or barrel(s)	How many of this Size?	Multiplier	Total Volume Estimated
1 gal. water jug		X 1	
5 gal. bucket		X 5	
32 gal. trash can		X 32	
55 gal drum		X 55	
Total Volume Estimated Using Eyeball Method			

Measured Volume Method (this may take several calculation as may have to break down the odd shaped spill to rectangles, circles, and polygons) It is important when guessing depth to measure, if possible in several locations and use an average depth. Use the SSO Volume Estimate by Area Work Sheet , if necessary, to sketch the shapes and show your work.

1. Draw a sketch of the spill SSO Volume Estimate by Area Work Sheet, or use a photo copy of USD block book to draw on and attach it.
2. Draw shapes and dimensions used on your sketch
3. Use correct formula for various shapes

Rectangle	$L \times W \times D$
Circle	$3.14 \times R^2 \times D$
Polygons see reference chart	Show formula used

Duration and Flow Rate Method worksheet:

Start Date and Time	1.
End Date and time	2.
Total time elapsed of SSO event (subtract line 1 from line 2. Show time in minutes)	3.
Average flow rate GPM (account for diurnal pattern)	4.
Total volume estimate using duration and flow rate method (Line 3 x Line 4)	5.

CAUSE OF SPILL

Spill Cause: ☐ Roots ☐ Grease ☐ Debris ☐ Vandalism ☐ Lift Station Fail ☐ Other _____

☐ Spill cause to be determined by CCTV inspection (Attach TV Report to this form)

Final Cause Determination:

Follow-up or Corrective Action Taken:

SPILL CONTAINMENT

Containment Implemented: _____ : _____ ☐ AM ☐ PM Date: _____ / _____



Containment Measures: ☐ Plugged Storm Drain ☐ Washed Down ☐ Vacuum Up Water/Sewage

☐ Other Measures:

CLEAN UP

Clean Up Begin: _____:_____: ☐ AM ☐ PM Date: ____/____/____



Clean Up Complete: _____:_____: ☐ AM ☐ PM Date: ____/____/____

Describe Clean Up Operations:

_____ Gallons – Estimate Volume of Spill Recovered (do not count wash down water)

OTHER IMPORTANT MILESTONES

Contacted Supervisor: _____:_____: ☐ AM ☐ PM Date: ____/____/____

Requested Additional EE's/Equip: _____:_____: ☐ AM ☐ PM Date: ____/____/____

Requested Additional EE's/Equip: _____:_____: ☐ AM ☐ PM Date: ____/____/____

Requested Additional EE's/Equip: _____:_____: ☐ AM ☐ PM Date: ____/____/____

Departure Time: _____:_____: ☐ AM ☐ PM Date: ____/____/____

_____:_____: ☐ AM ☐ PM Date: ____/____/____

_____:_____: ☐ AM ☐ PM Date: ____/____/____

_____:_____: ☐ AM ☐ PM Date: ____/____/____

REPORTING

Report to Cal-EMA: Date: _____ : _____ ☐ AM ☐ PM (Cat. 1 Only) (800) 852-7550 By: _____

➔ Control Number provided by Cal-OES: _____

Name of Person Contacted: _____ or Left Message: ☐

Report to _____ Date: _____ : _____ ☐ AM ☐ PM Phone: 668-4200 By: _____

Name of Person Contacted: _____ or Left Message: ☐

Notes:

Response Crew: _____

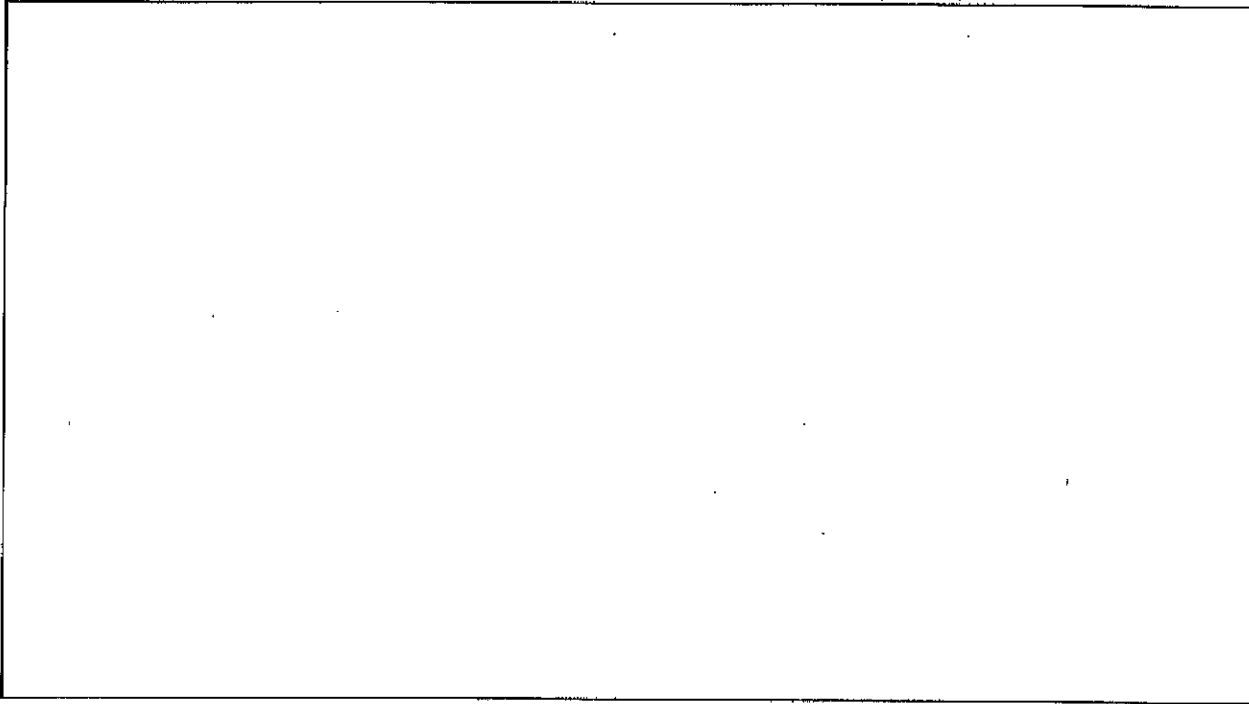
SSO Volume by Area Estimation Work Sheet

Page 2

2.6.7.2 SSO Volume by Area Estimation Work Sheet

Surface: ☐ Asphalt ☐ Concrete ☐ Dirt ☐ Landscape ☐ Inside Building Other _____

(Draw / Sketch outline of Spill 'Footprint' and attach photos)



~~ Breakdown the 'Footprint' into Recognizable Shapes and Determine Dimensions of Each Shape ~~

Area #1 _____ % Wet _____

☐ Stain. Depth1 _____ Depth2 _____ Depth3 _____ Depth4 _____ Depth5 _____ Depth6 _____

Area #2 _____ % Wet _____

☐ Stain. Depth1 _____ Depth2 _____ Depth3 _____ Depth4 _____ Depth5 _____ Depth6 _____

Area #3 _____ % Wet _____

☐ Stain. Depth1 _____ Depth2 _____ Depth3 _____ Depth4 _____ Depth5 _____ Depth6 _____

Area #4 _____ % Wet _____

☐ Stain. Depth1 _____ Depth2 _____ Depth3 _____ Depth4 _____ Depth5 _____ Depth6 _____

Area #5 _____ % Wet _____

☐ Stain. Depth1 _____ Depth2 _____ Depth3 _____ Depth4 _____ Depth5 _____ Depth6 _____

SSO Volume by Area Estimation Work Sheet

Page 2

Area #6 _____ % Wet _____

☐ Stain. Depth1: _____ Depth2: _____ Depth3: _____ Depth4: _____ Depth5: _____ Depth6: _____

Area #1 Square Feet: _____ x % Wet _____ = _____ Sq/Ft

Ave Depth: _____ ☐ Concrete 0.0026' ☐ Asphalt 0.0013'

Volume: _____ Cu/Ft

Area #2 Square Feet: _____ x % Wet _____ = _____ Sq/Ft

Ave Depth: _____ ☐ Concrete 0.0026' ☐ Asphalt 0.0013'

Volume: _____ Cu/Ft

Area #3 Square Feet: _____ x % Wet _____ = _____ Sq/Ft

Ave Depth: _____ ☐ Concrete 0.0026' ☐ Asphalt 0.0013'

Volume: _____ Cu/Ft

Area #4 Square Feet: _____ x % Wet _____ = _____ Sq/Ft

Ave Depth: _____ ☐ Concrete 0.0026' ☐ Asphalt 0.0013'

Volume: _____ Cu/Ft

Area #5 Square Feet: _____ x % Wet _____ = _____ Sq/Ft

Ave Depth: _____ ☐ Concrete 0.0026' ☐ Asphalt 0.0013'

Volume: _____ Cu/Ft

Area #6 Square Feet: _____ x % Wet _____ = _____ Sq/Ft

Ave Depth: _____ ☐ Concrete 0.0026' ☐ Asphalt 0.0013'

Volume: _____ Cu/Ft

Total Volume:

#1 _____, #2 _____, #3 _____, #4 _____, #5 _____, #6 _____ = _____ *cu ft

_____ *cu ft x 7.48 gallons = _____ gallons Spilled.

SSO Volume by Area Estimation Work Sheet

Page 3

CONVERSIONS

** To convert inches into feet: Divide the inches by 12.

Example: $27'' / 12 = 2.25'$

Or Use Chart A

Example: $1 \frac{3}{4}'' = ?$

$1'' (0.08') + \frac{3}{4}'' (0.06') = \underline{0.14'}$

** One Cubic Foot = 7.48 gallons of liquid.

Chart A

Conversion:

<u>Inches</u>	to	<u>Feet</u>
1/8"	=	0.01'
1/4"	=	0.02'
3/8"	=	0.03'
1/2"	=	0.04'
5/8"	=	0.05'
3/4"	=	0.06'
7/8"	=	0.07'
1"	=	0.08'
2"	=	0.17'
3"	=	0.25'
4"	=	0.33'
5"	=	0.42'
6"	=	0.50'
7"	=	0.58'
8"	=	0.67'
9"	=	0.75'
10"	=	0.83'
11"	=	0.92'
12"	=	1.00'

SSO Volume by Area Estimation Work Sheet

Page 4

GEOMETRY

For the purposes of this work sheet, the unit of measurement will be in feet for formula examples.

Area is two-dimensional - represented in square feet. (Length x Width)

Volume is three-dimensional - represented in cubic feet. (Length x Width x depth) or (Diameter Squared) $D^2 \times 0.785 \times \text{depth}$.

A Note about Depth

Wet Stain on a Concrete Surface - For a stain on concrete, use 0.0026'. This number is 1/32" converted to feet. For a stain on asphalt use 0.0013' (1/64"). These were determined to be a reasonable depth to use on the respective surfaces through a process of trial and error by SPUD staff. A known amount of water (one gallon) was poured onto both asphalt and concrete surfaces. Once the Area was determined as accurately as possible, different depths were used to determine the volume of the wetted footprint until the formula produced a result that (closely) matched the one gallon spilled. 1/32" was the most consistently accurate depth on concrete and 1/64" for asphalt. This process was repeated several times.

Sewage "Ponding" or Contained - Measure actual depth of standing sewage whenever possible. When depth varies, measure several (representative) points, determine the average and use that number in your formula to determine volume.

Area/Volume Formulas

Area is two dimensional and is represented as Square Feet (Sq. Ft.)

Volume is three dimensional and is represented as Cubic Feet (Cu. Ft.)

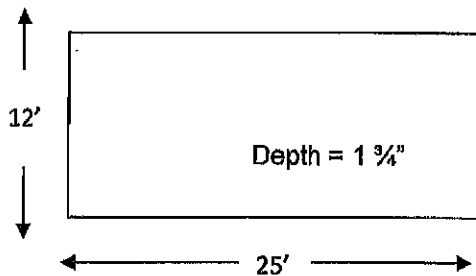
One Cubic Foot = 7.48 gallons

SSO Volume by Area Estimation Work Sheet

Page 5

AREA/VOLUME OF A RECTANGLE OR SQUARE

Formula: **Length x Width x Depth = Volume in Cubic Feet**



Length (25') x Width (12') x Depth (0.14')

$25' \times 12' \times 0.14' = 42$ Cubic Feet.

Now the Volume in Cubic Feet is known.

There are 7.48 Gallons in one Cubic Foot

So, 42 Cubic Feet $\times 7.48$ gallons/cubic foot = 314 Gallons

Chart A

Conversion:

Inches to Feet

$1/8'' = 0.01'$

$1/4'' = 0.02'$

$3/8'' = 0.03'$

$1/2'' = 0.04'$

$5/8'' = 0.05'$

$3/4'' = 0.06'$

$7/8'' = 0.07'$

$1'' = 0.08'$

$2'' = 0.17'$

$3'' = 0.25'$

$4'' = 0.33'$

$5'' = 0.42'$

$6'' = 0.50'$

$7'' = 0.58'$

$8'' = 0.67'$

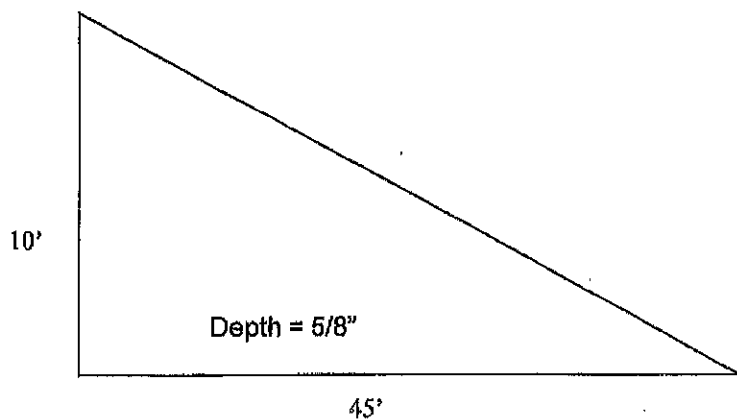
$9'' = 0.75'$

SSO Volume by Area Estimation Work Sheet

Page 6

AREA/VOLUME OF A RIGHT TRIANGLE

Base x Height x 0.5 x Depth = Volume in Cubic Feet



Base (45') x Height (10') x 0.5 x Depth (.06') x 7.48 gallons/cubic foot = 84 gallons

For Isosceles Triangles (two sides are equal lengths),

Break it down into two Right Triangles and compute area as you would for the Right Triangle above.

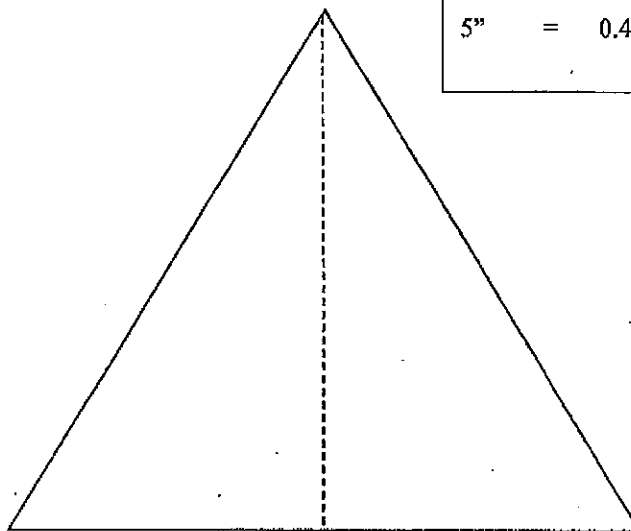


Chart A

Conversion:

Inches to Feet

1/8" = 0.01'

1/4" = 0.02'

3/8" = 0.03'

1/2" = 0.04'

5/8" = 0.05'

3/4" = 0.06'

7/8" = 0.07'

1" = 0.08'

2" = 0.17'

3" = 0.25'

4" = 0.33'

5" = 0.42'

SSO Volume by Area Estimation Work Sheet

Page 7

AREA/VOLUME OF A CIRCLE/CYLINDER

$$D^2 \times 0.785 \times d$$

Diameter Squared x 0.785 x Depth = Volume in cubic feet.

Diameter = Any straight line segment that passes through the center of a circle.

For our purposes, it is the measurement across the widest part of a circle.

$D^2 \times 0.785 \times \text{depth} = \text{Volume in cubic feet}$

Example:

$$27' \times 27' \times 0.785 \times 0.03 = 17.17 \text{ cubic feet}$$

$$17.17 \text{ cubic feet} \times 7.48 \text{ gallons/cubic feet} = 128 \text{ gallons}$$

Chart - A

Conversion:

Inches to Feet

$$1/8'' = 0.01'$$

$$1/4'' = 0.02'$$

$$3/8'' = 0.03'$$

$$1/2'' = 0.04'$$

$$5/8'' = 0.05'$$

$$3/4'' = 0.06'$$

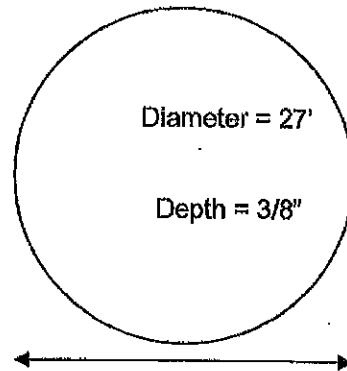
$$7/8'' = 0.07'$$

$$1'' = 0.08'$$

$$2'' = 0.17'$$

$$3'' = 0.25'$$

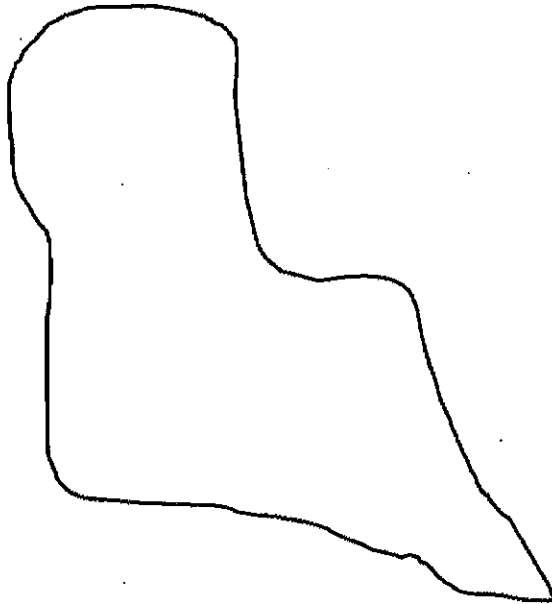
$$4'' = 0.33'$$



SSO Volume by Area Estimation Work Sheet

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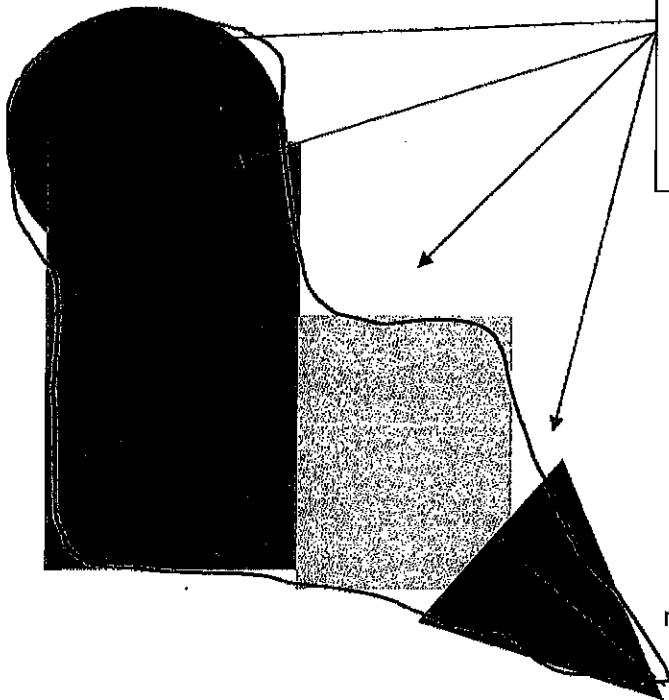
Find the geometric shapes within the shape. If this was the shape of your spill, break it down, as best you can, with the shapes we know.



1. Determine the volumes of each shape.

In this example, after the volume of the circle is determined, multiply it by 55% (+/-) so that the overlap area won't be counted twice.

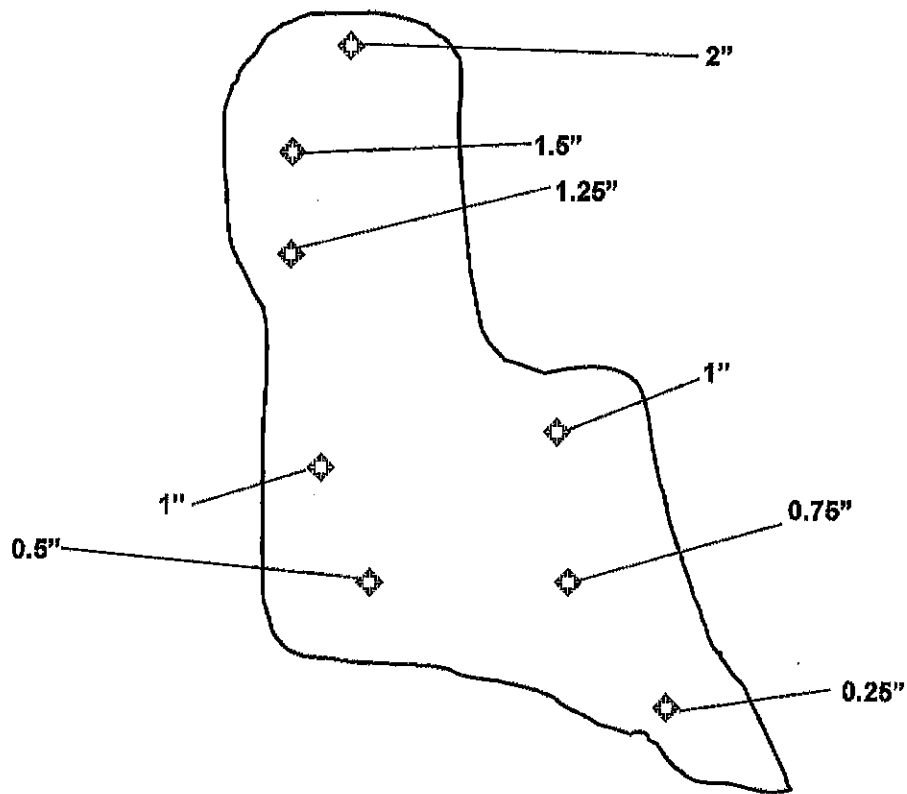
2. Add all the volumes to determine total spill volume.



If the spill depth is of varying depths, take several measurements at different depths and find the average.

SSO Volume by Area Estimation Work Sheet

Page 9



$$2" + 1.5" + 1.25" + 1" + 1" + 0.75" + 0.5" + 0.25" = 8.25"$$

$$8.25" / 8 \text{ measurements} = 1.03"$$

Average Depth = 1.03"

SSO Volume by Area Estimation Work Sheet

Page 9

Step 1

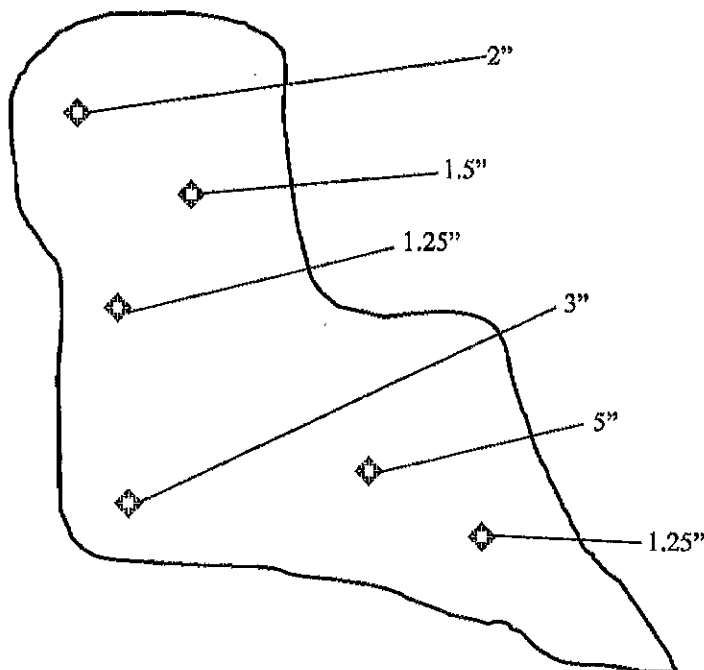
If the spill affects a dry, unimproved area such as a field or dirt parking lot, determine the Area of the wetted ground in the same manner as you would on a hard surface. Using a round-point shovel, dig down into the soil until you find dry soil. Do this in several locations within the wetted area and measure the depth of the wet soil. Average the measurement/thickness of the wet soil and determine the average depth of the wet soil.

NOTE: This can be used in a (Dry) dirt or grassy area that is not regularly irrigated like a field or a dirt parking lot.

Wet weather would make this method ineffective.

Step 2

Take a Test Sample



EXAMPLE:

If the Area of the spill was determined to be 128 Sq/Ft and the average depth of the wet soil is 2.33 inches:

$$128 \text{ Sq/Ft} \times 0.194' = 24.83 \text{ Cu/Ft}$$

$$24.83 \text{ Cu/Ft} \times 7.48 \text{ Gals/Cu/Ft} = 185.74 \text{ gallons}$$

$$185.74 \times 18\% = 33 \text{ Gallons (water in soil)}$$

$$2" + 1.5" + 1.25" + 3" + 5" + 1.25" = 14.0"$$

$$14.0" / 6 \text{ measurements} = 2.33"$$

$$\text{Average Depth} = 2.33" (0.194')$$

Appendix C



Navigate to: You are logged-in as: dtorres . If this account does

CIWQS

SSO - No Spill Certification

SSO Menu

Regional Water Board: Region 4 - Los Angeles
Agency: South Gate City
Sanitary Sewer System: South Gate City CS
WDID: 4SSO10435

USER I.D = dtorres

Password =
South Gate 1

New Password was
Created on 7-29-21

No Spill Certification:

I certify under penalty of law that no spills occurred for the month specified below. Based on inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine or imprisonment, for knowing violations. Clicking "Certify" button below indicates my certification of this report and my understanding of the above conditions.

Month/Year Without Spills: * - Select Month - v - Select Year - v

Certifier Name: *

Certifier Title: *

Executed On: *

Executed At: *

CIWQS

USER I.D = dtorres

Password = South Gate 1

New password was
Created on 7-29-21

Previously Submitted Months with "No Spill Certification"

Confirmation Number	No Spill Certificate for the Month of	Entered Date/Time	Certified User ID	Certified Name
2603759	June 2021	2021-07-29 14:48:01	David Ernesto Torres	Cesar Godinez
2603758	May 2021	2021-07-29 14:45:27	David Ernesto Torres	Cesar Godinez
2603757	April 2021	2021-07-29 14:45:03	David Ernesto Torres	Cesar Godinez
2603756	March 2021	2021-07-29 14:44:31	David Ernesto Torres	Cesar Godinez
2603755	February 2021	2021-07-29 14:43:44	David Ernesto Torres	Cesar Godinez
2603753	January 2021	2021-07-29 14:42:59	David Ernesto Torres	Cesar Godinez
2603752	December 2020	2021-07-29 14:42:11	David Ernesto Torres	Cesar Godinez
2603751	November 2020	2021-07-29 14:40:30	David Ernesto Torres	Cesar Godinez
2603750	October 2020	2021-07-29 14:33:47	David Ernesto Torres	Cesar Godinez
2603749	September 2020	2021-07-29 14:33:21	David Ernesto Torres	Cesar Godinez
2603748	August 2020	2021-07-29 14:31:06	David Ernesto Torres	Cesar Godinez
2603747	July 2020	2021-07-29 14:28:56	David Ernesto Torres	Cesar Godinez
2603746	June 2020	2021-07-29 14:22:46	David Ernesto Torres	Cesar Godinez
2603744	May 2020	2021-07-29 14:19:04	David Ernesto Torres	Cesar Godinez
2603743	April 2020	2021-07-29 14:09:42	David Ernesto Torres	Cesar Godinez
2603742	March 2020	2021-07-29 14:09:12	David Ernesto Torres	Cesar Godinez
2603741	February 2020	2021-07-29 14:08:41	David Ernesto Torres	Cesar Godinez
2603740	January 2020	2021-07-29 14:07:38	David Ernesto Torres	Cesar Godinez
2562354	December 2019	2020-01-13 18:04:27	David Ernesto Torres	David E Torres
2562353	November 2019	2020-01-13 18:03:22	David Ernesto Torres	David E Torres
2562362	October 2019	2020-01-13	David Ernesto	David E Torres

Last updated report was 12-2019

Calif Integrated Water Quality Systems

		18:02:17	Torres	
2662351	September 2019	2020-01-13 17:59:42	David Ernesto Torres	David E Torres
2562350	August 2019	2020-01-13 17:58:06	David Ernesto Torres	David E Torres
2562349	July 2019	2020-01-13 17:58:14	David Ernesto Torres	David Ernesto Torres
2647753	June 2019	2019-07-17 13:41:14	David Ernesto Torres	David Torres
2547752	May 2019	2019-07-17 13:36:56	David Ernesto Torres	Dave Torres
2547751	April 2019	2019-07-17 13:30:50	David Ernesto Torres	Dave Torres
2647743	March 2019	2019-07-17 13:18:29	David Ernesto Torres	Dave Torres
2539477	February 2019	2019-03-14 16:34:21	David Ernesto Torres	Dave Torres
2539476	January 2019	2019-03-14 16:33:40	David Ernesto Torres	Dave Torres
2539475	December 2018	2019-03-14 16:32:26	David Ernesto Torres	Dave Torres
2539474	November 2018	2019-03-14 16:32:00	David Ernesto Torres	Dave Torres
2539473	October 2018	2019-03-14 16:31:31	David Ernesto Torres	Dave Torres
2539472	September 2018	2019-03-14 16:30:52	David Ernesto Torres	Dave Torres
2539471	August 2018	2019-03-14 16:30:20	David Ernesto Torres	Dave Torres
2539470	July 2018	2019-03-14 16:29:48	David Ernesto Torres	Dave Torres
2539469	June 2018	2019-03-14 16:29:15	David Ernesto Torres	Dave Torres
2539468	May 2018	2019-03-14 16:28:46	David Ernesto Torres	Dave Torres
2539467	April 2018	2019-03-14 16:28:16	David Ernesto Torres	Dave Torres
2539466	March 2018	2019-03-14 16:27:44	David Ernesto Torres	Dave Torres
2539465	February 2018	2019-03-14 16:27:04	David Ernesto Torres	Dave Torres
2539464	January 2018	2019-03-14 16:26:23	David Ernesto Torres	Dave Torres
2539463	December 2017	2019-03-14 16:24:44	David Ernesto Torres	Dave Torres
2539462	November 2017	2019-03-14 16:24:01	David Ernesto Torres	Dave Torres
2539461	October 2017	2019-03-14 16:23:20	David Ernesto Torres	Dave Torres
2539460	September 2017	2019-03-14 16:22:45	David Ernesto Torres	Dave Torres
2539459	August 2017	2019-03-14 16:21:23	David Ernesto Torres	DAVE TORRES
2492412	July 2017	2017-08-07 15:58:29	Ray Valenzuela	Ray Valenzuela
2490489	June 2017	2017-07-17 22:49:33	Ray Valenzuela	Ray Valenzuela
2489026	May 2017	2017-06-26 07:38:12	Ray Valenzuela	Ray Valenzuela
2489025	April 2017	2017-06-26 07:36:17	Ray Valenzuela	Ray Valenzuela
2489024	April 2017	2017-06-26 07:36:17	Ray Valenzuela	Ray Valenzuela
2481826	March 2017	2017-04-03 08:26:23	Ray Valenzuela	Ray Valenzuela
2481823	February 2017	2017-04-03 08:21:38	Ray Valenzuela	Ray Valenzuela
2478618	January 2017	2017-02-27 10:06:21	Ray Valenzuela	Ray Valenzuela
2478617	December 2016	2017-02-27	Ray Valenzuela	Ray Valenzuela

		10:04:54		
2478815	November 2016	2017-02-27 10:04:27	Ray Valenzuela	Ray Valenzuela
2468861	October 2016	2016-11-01 16:35:57	Ray Valenzuela	Ray Valenzuela
2468283	September 2016	2016-10-04 08:07:56	Ray Valenzuela	Ray Valenzuela
2468282	August 2016	2016-10-04 08:07:35	Ray Valenzuela	Ray Valenzuela
2468281	July 2016	2016-10-04 08:07:06	Ray Valenzuela	Ray Valenzuela
2468662	June 2016	2016-07-19 07:20:17	Ray Valenzuela	Ray Valenzuela
2468961	May 2016	2016-07-19 07:20:07	Ray Valenzuela	Ray Valenzuela
2458195	April 2016	2016-05-18 10:35:50	Ray Valenzuela	Ray Valenzuela
2458194	March 2016	2016-05-18 10:35:23	Ray Valenzuela	Ray Valenzuela
2451879	February 2016	2016-03-17 16:18:33	Ray Valenzuela	Ray Valenzuela
2451875	January 2016	2016-03-17 16:18:15	Ray Valenzuela	Ray Valenzuela
2451877	December 2015	2016-03-17 16:17:53	Ray Valenzuela	Ray Valenzuela
2451876	November 2015	2016-03-17 16:17:34	Ray Valenzuela	Ray Valenzuela
2451875	October 2015	2016-03-17 16:17:15	Ray Valenzuela	Ray Valenzuela
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466040	January 2007	2007-02-23 14:02:48	David Ernesto Torres	

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David Torres

(866) 792-4977

From: Mohammad Mostahkami
Sent: Monday, January 31, 2011 1:56 PM
To: David Torres
Subject: FW: EMAIL REMINDER for South Gate City CS (4SSO10435) : SSO Compliance - Best viewed in HTML.

Importance: High

David, immedaite action required within 45 days due to missing complaince reporting....Please see below.

Thanks

Have a Wonderful Day

Mohammad Mostahkami, PE
 Director of Public Works / City Engineer
 City Of South Gate
 Public Works Department
 8650 California Avenue
 South Gate, CA 90280-3075
 (323) 563-9582 Phone
 (323) 563-9572 Fax
mmostahkami@sogate.org

Log in is
 Stores
 Password- Password.
 Capital case sensitive
 → Raiders

From: sbssso@waterboards.ca.gov [mailto:sbssso@waterboards.ca.gov]
Sent: Monday, January 31, 2011 1:40 PM
To: David Torres; Mohammad Mostahkami; Mohammad Mostahkami; sbssso@waterboards.ca.gov
Subject: EMAIL REMINDER for South Gate City CS (4SSO10435) : SSO Compliance - Best viewed in HTML.
Importance: High

TO: LEGALLY RESPONSIBLE OFFICIALS (LROs) ENROLLED UNDER THE STATEWIDE SANITARY SEWER SYSTEMS WDR (WATER QUALITY ORDER 2006-0003-DWQ)

This is a follow up email reminder for the auto-generated CIWQS compliance e-mail reminder sent on December 2, 2010.

Your State Water Board CIWQS records indicate that your collection system is enrolled under the Statewide Sanitary Sewer System Waste Discharge Requirements (Order No. 2006-0003-DWQ). Below are remaining outstanding issues identified in the CIWQS database system. Please use this email reminder as your main guide to resolve the issues identified below (disregard issues identified in the previous e-mail). Please review and address the deficiencies listed below within the next 45 days. Additional follow up e-mail reminders will be sent and will identify any outstanding issues remaining at the time the e-mail reminder is sent.

* Your collection system needs to report the spill(s) or No-Spill certification(s) for feb-07, mar-07, jun-08, Note: Your collection system still has to report a no-spill certification for a month if all reported spills for that month are Private Lateral spills.

2/2/2011

* You need to update your collection system Sewer System Management Plan (SSMP). For further details, please refer to http://www.waterboards.ca.gov/water_issues/programs/sso/#plan.

To update your user information, including email, please log-into CIWQS and then click VIEW/CHANGE MY PERSONAL INFORMATION and MY EMAIL ADDRESS to change as necessary. Select SAVE CHANGES before exiting the screen.

For more information about the Statewide Sanitary Sewer Systems WDR, please visit:
http://www.swrcb.ca.gov/water_issues/programs/sso/

To assist you with learning more about SSO electronic reporting, please view the SSO Discharger Work Book at: http://www.waterboards.ca.gov/water_issues/programs/sso/docs/discharger_workbook.pdf

For training resources on Electronic Reporting and Sewer System Management Plans (SSMP), visit California Water Environment at: <http://www.cwea.org/et-ssowdr.shtml>

If you are not the Sewer System Overflow Program Contact for your agency and do not need to receive this type of email in the future, or for questions or help regarding email, enrollment or technical database help, contact our CIWQS Help Line staff at:

866-79-CIWQS (24977)

M - F (8am-5pm)

Email: ciwqs@waterboards.ca.gov

For technical program and other questions related to the Statewide Sanitary Sewer Systems WDR, please contact:

Victor Lopez

Division of Water Quality / Statewide SSO Program

vlopez@waterboards.ca.gov (916) 323-5511



2/2/2011

STATA WATER RESOURCES CONTROL BOARD
GENERAL WASTE DISCHARGE REQUIREMENTS
SANITARY SEWER SYSTEMS

SEWER SYSTEM MANAGEMENT PLANS

For agencies exceeding 100,000 in population:

<u>Completion Date</u>	<u>Order Section</u>	<u>Activity / Section</u>
May 2, 2006	"Order"	State Board Adopts
November 2, 2006	'B'	Application for Permit (NOI)
January 2, 2007	'G'	<u>Reporting Program</u> [SSO Database Acct., Username, Password, & 'Collection System Questionnaire' (update annually)] <i>All reporting activities are to be accomplished by or under the supervision of the "duly authorized representative" of the City</i>
February 2, 2007	n/a	SSMP Development Plan & Schedule →
May 2, 2007	D13 (i) & (ii)	Goals & Organizational Structure
May 2, 2008	D13 (vi) D13 (iii) D13 (iv) D13 (vii)	Overflow Emergency Response Program Legal Authority Operations & Maintenance Program Grease Control Program – FOG
May 2, 2009	D13 (v) D13 (viii) D13 (ix) (x) (xi) & 14	Design & Performance Provisions System Evaluation & Capacity Assurance Plan Final SSMP [all requirements]

*Do it today.
Even better being*

For agencies with populations between 100,000 and 10,000, the above dates are as follows:

May 2, 2006
November 2, 2006
January 2, 2007
May 2, 2007
May 2, 2007
November 2, 2008
August 2, 2009

Appendix D

Sewer System Management Plan
(Final Report)
January 30, 2017



City of South Gate
8650 California Avenue
South Gate, CA 90280

Prepared By:

David Evans and Associates, Inc.
17782 17th Street, Suite 200
Tustin, California 92780

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APPENDICES

Appendix A	Waste Discharge Requirements (Order No. 2006-0003-DWQ)
Appendix B	Monitoring and Reporting Program (No. 2006-0003-DWQ)
Appendix C	WDR 'Fact Sheet'
Appendix D	Agency WDR Application (NOI)

ABBREVIATIONS

BMP - Best Management Practice
CIP - Capital Improvement Program
CIWQS - California Integrated Water Quality System
CMMS – Computerized Maintenance Management
System CWC - California Water Code
CWEA – California Water Environment Association
FOG - Fats, Oils, and Grease
FPS - Feet per Second
GIS - Geographic Information Systems
I/I - Infiltration/Inflow
KPI - Key Performance Indicator
LACSD - Los Angeles County Sanitation Districts
LRO - Legally Responsible Official
MRP - Monitoring and Reporting Program
MMRP - Measurement, Monitoring and Reporting Procedures
NOI - Notice of Intent
NPDES - National Pollutant Discharge Elimination
System OES - Office of Emergency Services
O&M - Operations and Maintenance
PDWF - Peak Dry Weather Flow
PWD - Public Works Director
RWQCB - Regional Water Quality Control Board
SECAP - Sewer System Evaluation and Capacity Assurance Plan
SSMP - Sanitary Sewer Management Plan
SSO - Sanitary Sewer Overflow
SWRCB - State Water Resources Control Board
VCP - Vitrified Clay Pipe
WDR - Waste Discharge Regulations

DEFINITIONS

Blockage or Stoppage - A buildup of debris in the main sewer line or lateral, which obstructs the flow of wastewater and allows the waste flow to back up behind the blockage, sometimes causing an overflow.

Geographical Information System (GIS) – A computerized database linked with mapping, which includes various layers of information used for asset management purposes. A GIS typically contains base information such as streets and parcels. Examples of information contained in sewer system GIS files can include: a sewer main map, sewer features such as pipe location, diameter, material, condition, age, last date cleaned or repaired, and links to pictures or video inspections.

Infiltration/Inflow (I/I) -- Infiltration is generally extraneous subsurface water that enters the sewer system over long periods of time, such as groundwater seepage through joints, cracks and manhole structures. Inflow is generally extraneous surface waters that enters the system during a storm or flooding event, such as through manholes, illicit drain connections or other defects in the sewer. While it is impossible to control all I/I, it is highly desirable to reduce I/I when cost-effective.

Lateral (House Connection Sewer) - The portion of sewer that connects a structure (residence or business) with the main sewer line in the street, alley or easement.

Wastewater Collection System -- All pipelines pump stations, and other related facilities, upstream of the headworks of the wastewater treatment plant that convey wastewater from its sources to the wastewater treatment plant.

Waters of the United States (paraphrased from 33 CFR Part 328) – All waters which are used, were used or may be used in interstate or foreign commerce; including interstate wetlands; all other waters such as intrastate lakes, rivers, streams (including intermittent streams), adjacent wetlands, impoundments of water, etc., the use, degradation or destruction of which could affect interstate or foreign commerce; tributaries of waters so identified; and the territorial seas.

Executive Summary

This plan document was initially prepared in 2009 and updated in 2014 in compliance with a formal order issued by the State Water Resources Control Board. The order requires every owner and operator of publicly owned sewer systems to develop and implement a system specific Sewer System Management Plan (SSMP). This plan sets forth goals and actions to be followed, and guidelines for various activities involved in managing, operating, maintaining, repairing, replacing, and expanding the sewer system. Section 8 describes actions to follow when responding to a Sewer System Overflow (SSO) occurrence within the community, including reporting obligations. There are chapters that describe legal authorities for managing the system, and ministerial actions required in monitoring, auditing, reporting and communicating with the public and regulators. There are specific requirements for accomplishing public involvement and the reporting and modifying (changing) of the plan. These later requirements are intended to raise public awareness of the hazards associated with SSO events and to minimize the occurrence of such events.

- The City's updated plan is to be approved and certified in early 2017
- The plan is to be monitored and updated no less frequent than every five years
- The plan must be periodically audited for effectiveness, a report compiled and kept on file and such audits must occur no less frequent than every two years
- There are reporting timeframes for both emergency and routine reporting events
- The adoption of and any revision to the plan must be adopted by the City Council at a noticed meeting.
- Copies of the approved plan must be available for public review, and when requested by the State or Local regulatory agencies copies are to be provided, including any audit reports.

The key elements to the successful implementation of this plan are: 1) design and construction of replacement pipelines for any identified capacity and structurally deficient pipelines, as identified in the City's upcoming sewer master plan and 2) the continuing annual CCTV inspection of designated areas within the sewer system to determine further defects that may exist. These actions in concert with the routine maintenance and operation activities will help the City to limit the risk of SSO events within the community.

Based on a comprehensive audit and overall review of the previous SSMPs, and discussions with the Public Works Department, and a review of all other related documents, the City of South Gate hereby certifies that all SSMP Goals are on-going and are on-track.

SECTION 1 – Introduction

1.1 Service Area and Sewer System

South Gate is located 7 miles (11 km) southeast of downtown Los Angeles. It is part of the Gateway Cities region of southeastern Los Angeles County. The City serves a population of 99,578 people. The City's sanitary sewer collection system is managed by the Public Works Department. The collection system consists of about 119.4 miles of gravity sewer lines, no pump/lift stations, and about 100 sewer siphons within the system. Approximately 99-percent of local wastewater flows, discharge into County Sanitation Districts of Los Angeles County (CSD) facilities for transportation, treatment and disposal. The remaining one percent of total sewage generated within the City passes into the City of Paramount system and is then discharged into CSD facilities.

The City has three (3) full-time equivalent positions budgeted in the sewer maintenance fund. The distribution of City personnel is shown in the organization chart presented in Section 4.2 of this plan. These personnel provide evaluation of proposed and existing sewer facilities, administer the City's sewer service charge and enforcement ordinances, maintain and report facility maintenance activities and administer preventive maintenance and sewer construction programs.

1.2 Regulatory Overview

The State Water Resources Control Board (State Water Board) adopted Water Quality Order 2006-0003, on May 2, 2006, requiring all public agencies that own sanitary sewer collection systems greater than one mile in length to comply with the Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems. All public agencies must apply for coverage by November 2, 2006, by completing the notice of intent (NOI) and legally responsible official (LRO) forms that the State Water Board distributed. The City of South Gate has completed the NOI and is within the regulatory time frames.

The intent of the WDR is to provide consistent statewide requirements for managing and regulating sanitary sewer systems throughout California. The State Water Board recognized a need to provide this consistent regulatory measure because many of the Regional Water Boards were beginning to implement similar measures inconsistently throughout the State, which was creating confusion in the discharger community. The State Water Board believes that providing a consistent regulatory measure that identifies regulatory expectations and comprehensive sanitary sewer overflow data will ultimately yield better collection system management and performance.

There are three major components to the WDR, including:

- Sanitary Sewer Overflow (SSO) Prohibitions;
- Sanitary Sewer Management Plan (SSMP) Elements; and
- SSO reporting.

While there are many other relevant components and findings within the WDR, the major components identified above represent most of the State Water Board's regulatory expectations for the implementation of the WDR. This regulatory audit is intended to provide an analysis of the current programs and practices within the City of South Gate that address the above issues. This document will provide recommendations to ensure the development of appropriate SSMP programs and an appropriate time schedule necessary to comply with the WDR.

1.3 Prohibitions

Section C of the WDR identifies and prohibits SSOs that results in a discharge of untreated or partially treated wastewater to waters of the United States and/or creates a nuisance as defined in California Water Code (CWC) Section 13050(m) is prohibited. CWC section 13050, subdivision (m), defines nuisance as anything which meets **all** of the following requirements:

- a) Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
- b) Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
- c) Occurs during, or as a result of, the treatment or disposal of wastes.

Since the State Water Board has not specifically defined SSOs that are subject to this prohibition and criteria for determining whether or not an SSO violates the above prohibition, the State and/or Regional Water Board will consider potential violations on a case-by-case basis. In general however, if an SSO results in a discharge to a surface water or drainage channel, the Water Board will consider this a discharge to Waters of the US. Additionally, if an SSO reaches an enclosed storm drainage pipe, and the SSO was not fully contained, captured, and pumped back into the sanitary sewer system, the Water Board will generally assume that the SSO reached a water of the US. In both cases the SSO will probably result in a violation of the WDR prohibition.

Determining whether an SSO created a nuisance is even more problematic and subjective. Again, since the State Water Board has not specifically defined SSOs that are subject to the nuisance prohibition and criteria for determining whether or not an SSO is in violation of this prohibition, the State and/or Regional Water Board will consider violations on a case-by-case basis.

In both cases, while reporting SSOs, determining whether or not the SSO violated the prohibition is not up to the reporting Agency. It is the enforcement agency's responsibility to determine compliance with the WDR.

1.4 SSO Reporting

WDR finding number 9 states:

Both uniform SSO reporting and a centralized statewide electronic database are needed to collect information to allow the State Water Board and Regional Water Quality Control Boards (Regional Water Boards) to effectively analyze the extent of SSOs statewide and their potential impacts on beneficial uses and public health. The monitoring and reporting program required by this Order and the attached Monitoring and Reporting Program No. 2006-0003-DWQ, are necessary to assure compliance with these waste discharge requirements (WDRs).

Furthermore, the State Water Board Fact Sheet states:

SSOs can be distinguished between those that impact water quality and/or create a nuisance, and those that are indicators of collection system performance. Additionally, SSO liability is attributed to either private entities (homeowners, businesses, private communities, etc.) or public entities.

Although all types of SSOs are important to track, the reporting time frames and the type of information that need to be conveyed differ. The Reporting Program and Online SSO Database clearly distinguish the type of spill (major or minor) and the type of entity that owns the portion of the collection system that experienced the SSO (public or private entity). The reason to require SSO reporting for SSOs that do not necessarily impact public health or the environment is because these types of SSOs are indicators of collection system performance and management program effectiveness, and may serve as a sign of larger and more serious problems that should be addressed. Although these types of spills are important and must be regulated by collection system owners, the information that should be tracked and the time required to get them into the online reporting system are not as stringent.

Obviously, SSOs that are large in nature, affect public health, or affect the environment must be reported as soon as practicable and information associated with both the spill and efforts to mitigate the spill must be detailed. Since the Online SSO Database is a web based application requiring computer connection to the internet and is typically not as available as telephone communication would be, the Online Database will not replace emergency notification, which may be required by a Regional Water Board, Office of Emergency Services, or a County Health or Environmental Health Agency.

In order to implement the above vision, the State Water Board has developed a web based database that will be used to report all SSOs. This online spill reporting system is hosted, controlled, and maintained by the State Water Board. The web address for this site is <http://ciwqs.waterboards.ca.gov>

This online database is maintained on a secure site and is controlled by unique usernames and passwords. Once the City has enrolled into the WDR, and has identified a Legally Responsible Official (LRO), the State Water Board will issue both a user name and password to the LRO and notify that individual of this information.

These accounts will allow controlled and secure entry into the SSO Database. Additionally, within thirty (30) days of receiving an account and prior to recording SSOs into the SSO Database, all Enrollees must complete the "Collection System Questionnaire", which collects pertinent information regarding an Enrollee's collection system. The "Collection System Questionnaire" must be updated at least every 12 months.

All reports required by this Order and other information required by the State or Regional Water Board shall be signed and certified by a person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or by a duly authorized representative. For purposes of electronic reporting, an electronic signature and accompanying certification, which is in compliance with the Online SSO database procedures, meet this certification requirement.

All reporting requirements are described within the Monitoring and Reporting Program (MRP) that was adopted by the State Water Board Order, along with the WDR. (See highlights of the newly revised MRP regulations below)

California Health and Safety Code section 5411.5, states that:

Any person who, without regard to intent or negligence, causes or permits any untreated wastewater or other waste to be discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State, as soon as that person has knowledge of the discharge, shall immediately notify the local health officer of the discharge. Discharges of untreated or partially treated wastewater to storm drains and drainage channels, whether man-made or natural or concrete-lined, shall be reported as required above.

California Water Code section 13271, also requires any SSO greater than 1,000 gallons that is discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State shall also be reported to the Office of Emergency Services as soon as:

1. That person has knowledge of the discharge,
2. Notification is possible, and
3. Notification can be provided without substantially impeding cleanup or other emergency measures.

SECTION 2 - SSO as Defined by the Revised MRP

An SSO is defined by the WDR as any overflow, spill, release, discharge, or diversion of untreated or partially treated wastewater from a sanitary sewer system, including:

Category 1 – Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that:

- Reach surface water and/or reach a drainage channel tributary to a surface water; or Reach a MS4 and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).

Category 2 – Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from an enrollee's sanitary sewer system failure or flow condition that does not reach a surface water, a drainage channel, or the MS4 unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.

Category 3 – All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.

SSOs may cause a public nuisance, particularly when raw wastewater is discharged to areas having high public exposure, such as streets or surface waters used for drinking, fishing, or body-contact recreation. SSOs may pollute surface or ground waters, threaten public health, adversely affect aquatic life, and impair the recreational use and aesthetic enjoyment of surface waters.

Agencies in California that own sanitary sewer systems and experience SSOs are required to enter the SSO information into California's Integrated Water Quality System (CIWQS) database—the SWRCB's information management system for regulatory and water quality

data reporting. In addition, SWRCB requires that agencies notify the State Office of Emergency Services (OES) within 24 hours of any spill that exceeds 1,000 gallons.

In summary, the WDR is intended to:

- Provide a consistent and unified statewide approach for the reporting and database tracking of SSOs.
- Establish consistent and uniform requirements for SSMP development and implementation.
- Facilitate consistent enforcement of the WDR regulation and violations.

Capacity assurance is at the heart of the WDR. The SWRCB's WDR requires the preparation of SSMPs, while implementation of SSMPs is the responsibility of the nine Regional Water Quality Control Boards (RWQCBs). The SSMP consists of a set of documented plans to address how a wastewater collection system conducts business management, funding, design, operations, maintenance, and emergency response. The System Evaluation and Capacity Assurance Plan (SECAP) element of the SSMP includes evaluation of peak flows, design criteria, and capacity enhancement measures, and a schedule with planned completion dates of capital improvements.

Goals of City's SSMP are to ensure that:

1. The City's sanitary sewer collection system facilities are properly operated, maintained and managed to reduce frequency and severity of sanitary sewer overflows (SSO) and their potential impacts on public health, safety, and on the environment; and,
2. When a SSO occurs, prompt action is taken to identify, contain, remove the cause and then to promptly report the event to appropriate regulatory authorities and that the public is adequately and timely notified; and,
3. All SSO and system deficiencies and remedial actions taken are well documented; and,
4. The City sewer system operators, employees, contractors, responders, or other agents are adequately trained and equipped to address an SSO event; and,
5. The City sewer system is properly designed, constructed and funded to provide sufficient capacity to convey base flows and peak flows while meeting or exceeding applicable regulations, laws and generally acceptable practices relative to sanitary sewer system operations and maintenance.

The SSMP prescribes specific milestones that relate to the specific elements required in the WDR:

1. Goals,
2. Organization,

3. Legal Authority,
4. Operations and Maintenance Program,
5. Design and Performance Provisions,
6. Overflow Emergency Response Plan,
7. Fats, Oil and Grease (FOG) Control Program,
8. System Evaluation and Capacity Assurance Plan (SECAP),
9. Monitoring, Management, and Plan Modifications,
10. SSMP Program Audits, and
11. Communication Program.

An SSMP program audit must be conducted at least every two years, and the audit report must be kept on file by the City staff. Successful implementation of an SSMP and compliance with the WDR could result in significant cost-savings to the City and its residents.

The City performed a comprehensive Gap Analysis and audit of its SSMP, utilizing an outside consultant (Hall & Foreman) which was completed in August 2015. The results and recommendations of the Gap Analysis and audit have been incorporated into this document.

In compliance with the WDR Order, the City did file its application form with the SWRCB on October 30, 2006. As a result, the City received its Username and Password for accessing the California Integrated Water Quality System (CIWQS) database. Within the database reporting program, the City completed its "collection system questionnaire" and will file all subsequent updates and all required SSO reporting.

Additionally, this document has been prepared to meet the objectives contained in the WDR Order. The document is divided into 13 sections, which closely align with the respective provisions contained in the WDR. Every section or subsection of each chapter addresses one of the key elements of the SSMP directive.

This document, plus other existing agency programs referenced herein constitute the SSMP for the City of South Gate. By implementing the procedures contained in this SSMP, the occurrence of SSO should decrease or possibly be avoided throughout the City's sanitary sewer collection system.

SECTION 3 - Goals

Section D.13(i) - Goal: The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

3.1 Overview

This section describes the goals of the Sewer System Management Plan (SSMP), which is to provide a documented plan that describes all collection system activities and programs employed by an agency to ensure proper management of all collection system assets. Implementing an SSMP will ensure proper management, operation, and maintenance of all parts of the sanitary sewer system, ultimately helping to reduce and prevent SSOs, as well as mitigate any SSOs that do occur including meeting all applicable regulatory notification and reporting requirements.

Commitment to continual improvement will also ensure that the SSMP is both a living and sustainable document that is continually updated, revised, and tailored towards the City's needs. The City is required to comply with the "State Water Resources Control Board (SWRCB), Order No. 2006-0030 DWQ" (Order) on General Waste Discharge Requirements for publicly owned sewage collection agencies having more than one mile of collection pipelines.

3.2 Purpose

This element describes the City's stated goals of the SSMP and is intended to clarify the City's desired level of service that it is providing to its customers. Typically, high level statements regarding the overall management of a system includes a vision and mission statement, as well as a statement of short and long term goals.

THE MISSION STATEMENT is the first step in the planning process to identify overall functions or missions of the organization. This broad statement of purpose is commonly known as the mission statement.

THE VISION STATEMENT is a clarifying phrase that states where the City is heading. It helps set the course of future decisions and direction.

A STATEMENT OF GOALS should include both short and long term commitments that will ultimately measure progress toward achieving and accomplishing both the stated Vision and Mission. Goals should be developed specific to the City's desired level of service. Careful thought and planning should occur when developing the Goals, because these are measurable outcomes that can be touted if accomplished or criticized if not accomplished. The development of reasonable Goals is often a balancing act between budget and performance. Creating Goals that meet this balance is often difficult and always specific to individual communities.

3.3 Minimum Requirements

Goals that the City must commit to and are identified in the WDR include:

1. Create/develop a management, operation and maintenance plan and schedule to reduce preventable SSOs.
2. Respond to and mitigate all SSOs discharging from the City's collection system.
3. Ensure adequate system capacity for the current and future needs of the City's service area.
4. Establish measurable performance indicators and manage assets at lowest life cycle costs.
5. Provide accurate reporting of all SSOs as described by the Order.
6. Properly fund, manage, operate, and maintain, with adequately trained staff and/or contractors.
7. All parties involved, shall possess adequate knowledge skills and abilities necessary to ensure the proper management, operation, and maintenance of all parts of the sewage collection system owned and/or operated by the City of South Gate.

The State Water Board also expects both a plan and schedule to be created by the City to ensure that an SSMP is developed in accordance with the time schedule identified in the WDR and will facilitate proper sanitary sewer system management, operation, and maintenance.

The goals of this SSMP are:

1. Collection system facilities are properly managed, operated, and maintained to eliminate preventable sanitary system overflows (SSOs);
2. Response measures are in place and that all feasible steps are taken to mitigate the impacts of SSOs to public health and the environment when they occur;
3. Reporting procedures are in place to notify the appropriate regulatory and health authorities of SSOs within the required time frames; and
4. SSO events, mitigation measures, and corrective actions are documented; and
5. City sewer system operators, employees, contractors, responders, or other agents are adequately trained and equipped to address an SSO event; and,
6. City sewer system is properly designed, constructed and funded to provide sufficient capacity to convey base flows and peak flows while meeting or exceeding applicable regulations, laws and generally acceptable practices relative to sanitary sewer system operations and maintenance.

The actions to be taken under the SSMP are:

1. Conduct planned and scheduled maintenance and training programs to minimize risk and the occurrence of SSO, in support of the SSMP goals including cleaning and CCTV inspection of all sewer lines. This includes cleaning all sewer lines annually, all Hot Spots monthly and CCTV the entire sewer system every seven (7) years.
2. When SSO's do occur, respond to the reported site in a timely manner and undertake feasible remedial actions to contain overflow impacts, including stopping the flow from

reaching the storm drain or water course, if possible; and,

3. Stop the overflow as soon as possible and limit public access into the overflow area to prevent public contact with any wastewater contamination; and,
4. Completely recover the overflow and return it to the sewer system, and clean up the contaminated area; and,
5. Gather and compile all pertinent information regarding the overflow event, investigate as necessary to determine probable cause, document findings, report to the appropriate regulatory agencies in a timely manner, and file the completed report; and,
6. Condition all development and capital projects to evaluate, design and construct sewer facilities to the city approved standards and criteria.

Section 4 – Organization

- D.13 (ii) - **Organization:** The SSMP must identify:
- (a) The name of the responsible or authorized representative as described in Section J of this Order.
 - (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
 - (c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

4.1 Overview

This element of the WDR describes both the organizational structure of the City as well as activities, duties, and responsibilities for individuals and positions associated with the sanitary sewer system. This section should include typical positions and their associated activities, duties, and responsibilities.

4.2 Purpose

Clearly identifying specific roles and responsibilities within an organization will ensure an a clear understanding of duties that must be performed, as well as training and skill sets that are associated with specific jobs throughout the agency.

4.3 Minimum Requirements

1. The name of the responsible or authorized representative as described in Section 5 of this Order.
2. The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
3. The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

4.4 Management

The City was incorporated on January 20, 1923, is currently 7.4 square miles in area, and serves a population of 99,578 people, according to the 2016 estimates. The City's sanitary sewer collection system is managed by the City's Public Works Department. The collection system consists of about 119.4 miles of gravity sewer lines, no pump/lift stations, and about 100 sewer siphons within the system. Approximately 99-percent of local wastewater flows, discharge into County Sanitation Districts of Los Angeles County (CSD) facilities for transportation, treatment and disposal. The remaining one percent of total sewage generated within the City passes into the City of Paramount system and is then discharged into CSD facilities.

The City has three (3) full-time equivalent positions budgeted in the sewer maintenance fund. The distribution of City personnel is shown in the organization chart presented in Section 4.2 of this plan. These personnel provide evaluation of proposed and existing sewer facilities, administer the City's sewer service charge and enforcement ordinances, maintain and report facility maintenance activities and administer preventive maintenance and sewer construction programs.

Distribution of the City's personnel is depicted in the organization chart presented in section

4.7.1 of this plan. These personnel provide engineering evaluation of proposed and existing sewer facilities, administer the City's sewer service charge ordinance, review and permit new service connections or development projects, maintain facility record plans, and administer preventive maintenance and sewer construction programs.

4.5 Authorized Representative

The City's Field Operations Manager is the authorized representative who is responsible for the execution of compliance actions required under the WDR. This includes, but is not limited to, signing and certification of all reports and correspondence as required under this order.

4.6 City's Responsibilities

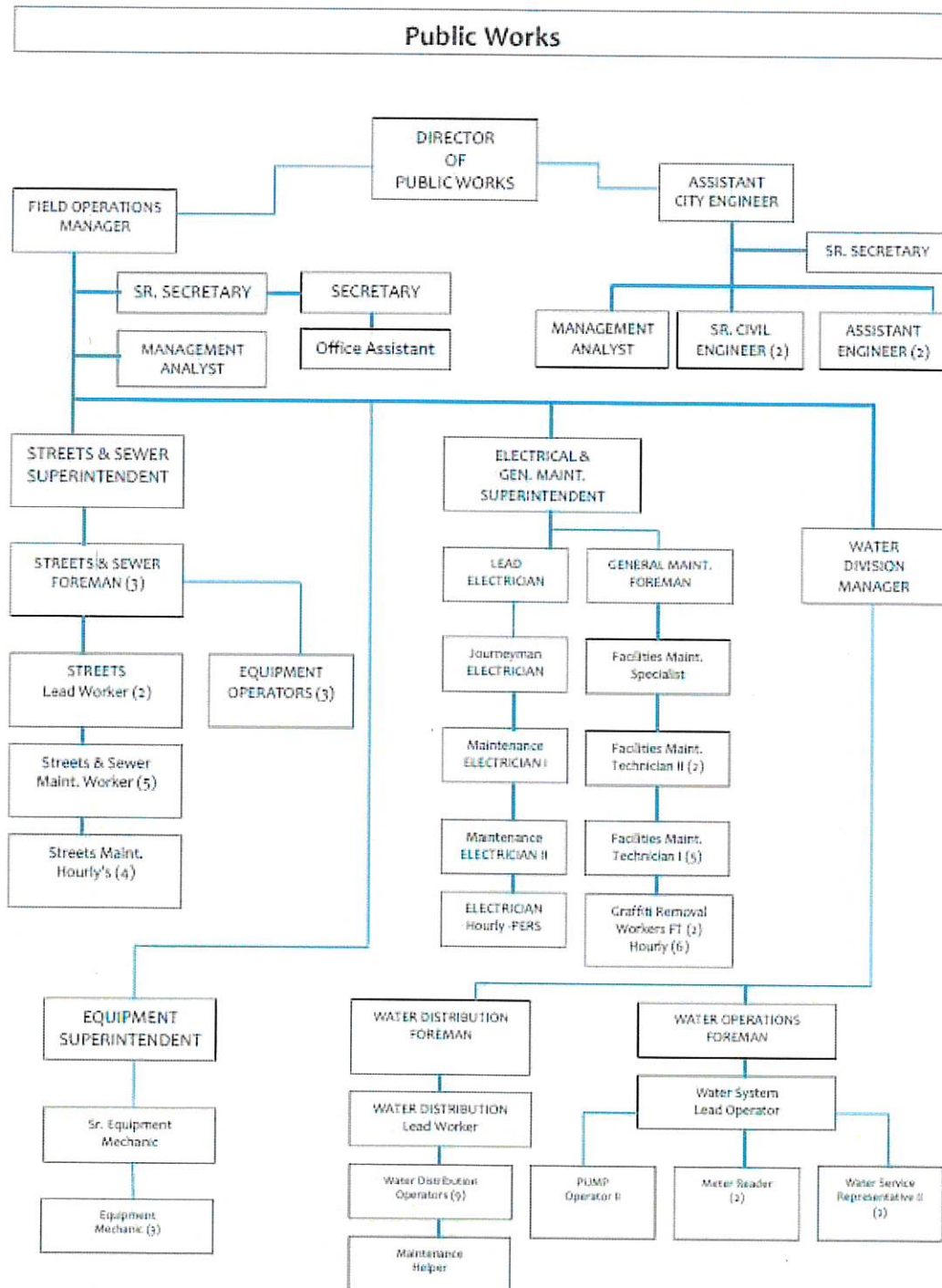
The City is required to apply for coverage under the WDR for facilities it owns. The City is required prepare a comprehensive SSMP, and if it has not yet fully adopted applicable codes, local ordinances or resolutions governing the performance of items stipulated in the WDR, it will promptly undertake actions to adopt the legal means to do so.

The City Public Works Department (PWD) plays significant roles, jointly and separately, towards attaining the goals of the WDR. The degree of these collaborative efforts will vary from department to department depending on the degree of SSO related services the PWD is providing under various agreements.

4.7 Organization Chart and Responsibilities

The organization chart showing the structure and relationships of the City's administrative, management and field positions relative to sewer operations and maintenance (O&M) is presented in Section 4.7.1 and the descriptions of responsibilities and support are presented in Sections 4.7.2 and 4.7.3

4.7.1 Organization Chart for the City's Sewer System Management Plan



4.7.2 Description of Responsibilities

The description of responsibilities or roles of each position especially as related to SSOs are as follows:

- City Council - Responsible for establishing new and amending existing ordinances and policies governing the municipal operations, and the operations of the city's sanitary sewer system including the approving of all SO&M contracts and agreements within the community's interest.
- City Manager – Responsible for the overall management and application of all legal and policy directives that relate to the city's activities, including the operation and maintenance of the city's sanitary sewer system.
- Director of Public Works – Directs the accomplishment of statutory and policy criteria, within the scope of the City Council's policy and legal requirements. Directs its execution, and evaluates work accomplished within his areas of responsibility, including the SO&M program. Also directs the planning, budgeting, design and construction of new and rehabilitation of existing sewage collection systems, and assists with claims and litigations against the City relative to public infrastructure.
- Field Operations Manager – Manages policy implementation, manages SSMP implementation, monitors SSMP implementation and effectiveness, ensures adequate resources are available for policy and SSMP activities, communicates SSMP effectiveness to the Public Works Director, recommends improvements to SSMP procedures
- Street/Sewer Superintendent - Monitors SSMP plans and procedures, facilitates field operations, assesses SSMP plans and procedures, solicits and provides feedback on effectiveness of plans
- Street Foreman - Responsible for assigning work and oversight of the sewer maintenance workers performing sewer collection system operation and maintenance and repairs. Reports to the Street/Sewer Superintendent
- Maintenance Workers (Field Crews) - Maintenance workers are responsible for performing daily maintenance activities of the sewer collection system including responding to SSOs, sewer cleaning, repairs and other activities as needed. They report to Street Foreman

4.7.3 Key Support Units

Other Divisions or Departments within the City, and specific contracted services, are currently and will continue to be responsible for carrying out some of the compliance actions called for by the WDR for the City. The key support units and their responsibilities are described below:

- Office Administrative and Clerical Assistants - Perform assigned clerical work including but not limited to receive complaints and/or service requests, assist in the preparation and implementation of the annual operating budget, City Council reports and correspondence
- Finance Department – Responsible for receiving and recording sewage related fees and charges, tracking expenses attributable to the sewer system, evaluating the

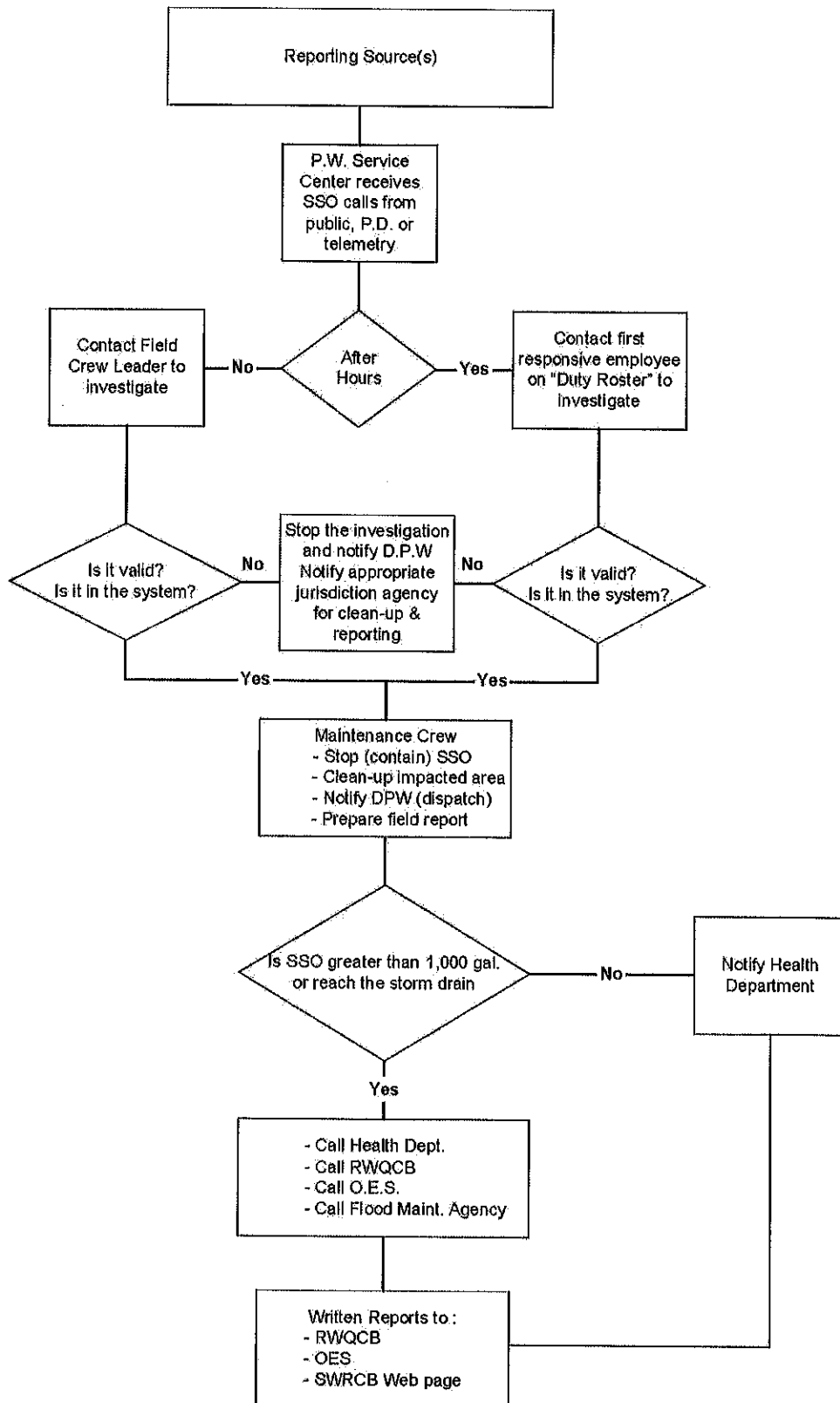
relationship of revenues vs expenses for the sewer system, facilitating and tracking any emergency related expenses incurred and participating in the annual audit of the sewer system operations and maintenance functions.

- Community Development - Building and Safety Division - Responsible for reviewing various building permit applications, their relationship to public easements and facilities, and issuing permits for sewer connections and laterals. Enforcement of the Plumbing Codes involving proper connection and discharge into the public sewer system and the maintenance of sewer laterals between the structure served and the public sewer collection main.
- Public Works Sewer Division is responsible for the enforcement of the Health and Safety Codes regarding waste disposal such as the FOG program, point source control inspection of industrial and commercial waste and grease generating facilities, and investigation of cases of illicit discharge of chemicals, debris, etc. into the public sewer system.
- Public Works - Engineering Division - Responsible for preparing plans and specifications for sewer construction and rehabilitation projects, and the administration of contracts for accomplishing such projects and emergency sewer repair projects. Also responsible for subdivision or development project plan checks to ensure compliance with the City's standards for construction of new sewer collection systems. Plan checks sewer capacity studies to size proposed sewer lines and sets requirements to ensure adequate capacity in existing systems. Prepares easement documents or identifies and procures access rights for public sewer facilities located within private properties.
- Public Works Department - Responsible for reviewing and approving permit applications for industrial waste discharge and also performs FOG related inspections
- LA County Fire Department – Responsible for assisting with protecting the public during an SSO event that expands into high use public travel ways and/or those that reach storm drains or water courses and spread the public risk to health and safety impacts.
- Police Department - Responsible for operating the Emergency Operation Center for the entire City including handling after-hours service calls reporting SSO's, and pump station malfunction calls and forwarding those reports to the DPW.

4.7.4 Chain of Communication for SSO Reporting

Once a City of South Gate Public Works staff receives a complaint or information regarding a potential SSO event during working hours, that employee will immediately notify the Street/Sewer Superintendent and the field crews are dispatched and will respond to the location and implement the Sanitary Sewer Overflow Response Plan, as shown in Section 4.7.5. Appropriate regulatory agencies will also be notified accordingly. The City contact directory for communicating with both internal and external parties involved is noted in Section 4.7.6.

4.7.5 SSO Reporting Procedures Flow Chart



4.7.6 City's Contact Directory for SSO Responding and Reporting

Responsible Party's	Name	Phone	Afterhours or Cell Phone
City Manager	Michael Flad	(323) 563-9503	(818) 632-3110
Director of Public Works/ City Engineer	Arturo Cervantes	(323) 563-9512	(323) 314-6173
Building Official	William Campana	(323) 563-9515	(323) 816-8230
Field Operations Manager	David Torres	(323) 563-5784	(323) 216-9524
Street & Sewer Superint. (Afterhours Supervisor)	Ray Valenzuela	(323) 357-5804	(323) 537-5447
Duty Person -Afterhours*	South Gate PD	(323) 563-5436	(323) 563-5436
Public Works Foreman (Alt. Afterhours Contact)	Omar Aviles	(323) 357-5805	(323) 595-9116
Public Works Services Yard	Receptionist	(323) 563-5785	
South Gate Police	Watch Commander	(323) 563-5436	911 Emergency
Fire Department	Battalion Commander	(323) 890-4045	
	Station 54	(323) 567-8580	
	Station 57	(323) 531-9700	
	Hazmat	(323) 890-4045	
LA County Health Dept. After Hours		(562) 345-6830 (323) 667-1843	
LA County Flood		(626) 445-7630	(626) 458-4357
RWQCB Region 4		(213) 576-6725	(213) 305-2253
State OES		(800) 852-7550	(800) 852-7550

* All afterhour calls are received and dispatched through the South Gate Police Department number.

SECTION 5 - Legal Authority

- D.13 (iii) **Legal Authority:** Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:
- (a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);
 - (b) Require that sewers and connections be properly designed and constructed;
 - (c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
 - (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and
 - (e) Enforce any violation of its sewer ordinances

5.1 Overview

This chapter is intended to identify and describe the necessary legal authority that an agency must have in order to implement SSMP plans, programs, and procedures. Regulatory mechanisms that are used by cities quite often include City Ordinances, Codes, and Resolutions, State and Federal Laws, Licensing and Permitting Processes, Memorandum of Agreements, Contractual Agreements, as well as other programmatic mechanisms necessary to carry out asset management activities.

5.2 Purpose

The basis of all authority to manage, operate, and maintain agency's infrastructure is derived from documents adopted by its elected board or council. In order to ensure that the City has the proper legal authority established to implement and enforce all of the programs required by the WDR, the City must first establish necessary legal authority to do so.

5.3 Minimum Requirements

The SSMP must include the legal authority, through sewer use ordinances, service agreements, or other legally binding procedures, to:

- a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);
- b) Require that sewers and connections be properly designed and constructed;
- c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
- d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and
- e) Enforce any violation of its sewer ordinances.

5.4 Statutory Authority

Pursuant to the California Government Code, Sections 37100 and 54350, the City Council, as the local legislative body, may by ordinances and resolutions make and enforce all rules and regulations necessary for the administration of the city's Sewer O&M plan. Such actions include, but are not limited to, the design, construction, cleaning, repair, reconstruction, rehabilitation, replacement, operation, maintenance, discharges into, blockage of, access to, and violation enforcement pertaining to the sanitary sewers within the City's System. Consistent with the law, several ordinances have been established by the City Council to govern all aspects of the Sewer O&M plan. The legal authorities for the specific areas stipulated in the WDR are discussed below.

South Gate Municipal Code (SGMC) Section 6.62.010 expressly adopted by reference, Sections 20.20.010 through 20.36.650 of the Los Angeles County Code (LACC) identified as Title 20 (Utilities), Division 2, as modified, to be the rules and regulations governing sanitary sewers and industrial wastes within the City of South Gate.

SGMC Section 9.05.010 has expressly adopted by reference, the 2007 edition of the State of California Plumbing Code (Title 24, Part 5 of the California Code of Regulations) based upon the 2006 Uniform Plumbing Code, as the Plumbing Code of the City of South Gate. Additionally, SGMC Section 9.05.010 has been updated and states that "the 2013 Edition of the State of California Plumbing Code (California Code of Regulations, Title 24, Part 5) based in the 2012 Uniform Plumbing Code, including any amendments and appendices thereof, as promulgated and published by the International Association of Plumbing and Mechanical Officials, is hereby adopted by reference as though fully set forth herein, and shall constitute and is hereby established as "the Plumbing Code of the City of South Gate".

5.4.1 Authority to prohibit illicit discharges into the sewer system

LACC Sections 20.36.010 and 20.36.400 of Title 20 prohibit unauthorized discharge of stormwater runoff, the dumping or deposit of offensive or damaging substances such as chemicals, debris, garbage, solid matter, grease, oils, tars, etc. which may clog, obstruct, or otherwise interfere with the effective use of the sewer system. Similar restrictions are contained in the Plumbing Code, Chapters 7, 10, and 11.

5.4.2 Authority to require sewers and connections be properly designed and constructed

Los Angeles County Code Sections 20.32.330, 340, 350, 580, 590, 600, 610, 620 and 630, require proper design and construction of new and rehabilitation work in the sanitary sewer

system within the City of South Gate. Additionally, the City will update this ordinance to add a requirement that all new sewer construction must be cleaned and CCTV'd before being accepted by the City.

5.4.3 Authority to ensure access for maintenance, inspection, or repairs

LACC Sections 20.24.090 and 20.24.140, authorizes the City Engineer the right to access to the sanitary sewer system for maintenance, repair and inspection within the City of South Gate.

LACC Section 20.24.080 of Title 20 requires the owner of property served by a house lateral, septic tank outlet, an industrial connection sewer, and appurtenances thereto to be responsible for its maintenance in a safe and sanitary manner.

5.4.4 Authority limiting discharge of FOG and other debris that may cause blockage

Chapter 10 of the Plumbing Code provides the Building Official (or other Authorized Authority) with legal authority to require installation of interceptors (clarifiers) where waste flow conditions necessitate the proper handling of the liquid waste stream flow to protect the sewer system and the public (commonly at food service establishments, processing facilities, industrial facilities, etc., that generate grease, oil, grit, acids, alkaline or flammable wastes). This authority would apply at any facility that generates FOG in an amount that will damage or otherwise increase the maintenance costs of the wastewater collection system. See Section 5.4.1 above for related prohibitions on discharges to the wastewater collection system

5.4.5 Legal Authority to Enforce any Violation of Sewer Ordinances

LACC Section 20.24.100 provides authority of the enforcement measures that can be taken by City Engineer.

5.4.6 Legal Authority to Fund the operations & maintenance of the sewer system

SGMC Section 6.63 "Sewer Maintenance Fund" provides the authority to deposit and transfer monies, sets the base service charge, and authorizes the City Council to adjust rates for the operation, maintenance, and improvement of the sanitary sewer system.

SECTION 6 - Operation and Maintenance Program

- D.13 (iv) **Operation and Maintenance Program:** The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:
- (a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;
 - (b) Describe routine preventative operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
 - (c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
 - (d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance and require contractors to be appropriately trained; and
 - (e) Provide equipment and replacement part inventories, including identification of critical replacement parts.

6.1 Overview

This section of the SSMP describes how the City will operate and maintain the sanitary sewer system within its jurisdiction. It will involve the development and implementation of several major programs and activities including the production of maps, maintenance and cleaning schedules, and a comprehensive rehabilitation and replacement plan.

6.2 Purpose

Thorough assessment of the present condition of the sanitary sewer system, deficiencies and defects within the system can be identified so that these issues can be targeted and prioritized for rehabilitation. This program of preventative maintenance will help to ensure that costly catastrophic system failures are preempted and will serve to reduce the amount of SSOs to be reported within the City.

6.3 Minimum Requirements

At a minimum, each enrollee must:

- 1) Create and maintain an up-to-date map of the sanitary sewer system within an Enrollee's jurisdiction;
- 2) Develop and implement a Preventative Maintenance program that describes preventative operation and maintenance activities and a system to document scheduled and conducted activities;
- 3) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and rehabilitation actions, including regular inspections of the conditions within the system.
- 4) Provide regular training for staff and contractors
- 5) Provide equipment and replacement part inventories.

6.4 Preventive Maintenance Program

The City has developed a Preventative Maintenance program including cleaning of all sewer lines every one to two years. Additionally, the sewers are typically cleaned by putting high pressure water jetting nozzles in the pipe and manually removing debris from the downstream manhole and purchased equipment or staff-made appurtenances are inserted at the downstream manhole to capture and remove debris. City will also be implementing a comprehensive CCTV program to inspect all its sewer lines over a seven (7) year cycle.

The following is a summary of the key preventive maintenance activities and where applicable, frequencies for these services have been included:

- 6.4.1 Sewer O&M Mapping System – The City maintains “as-built” plans of the sewer facilities. Data on these plans, such as location, alignment, pipe material, size, etc. are stored in the drawing file system at City Hall. Overall sewer system information (generated in GIS) has been printed to map sheets. These maps have been distributed to the City's PWD and its street and sewer field crew, for reference, work scheduling, for responding to emergencies and to other assisting agencies as needed. Periodic updates of these maps are scheduled and requested by the PWD when it is necessary to reflect changes in the system.
- 6.4.2 Sewer Line, Manhole and Pump Station Inspection – On an as-need basis, sewer lines can be mirrored to assess a potential problem. However, a more thorough inspection using CCTV methods has been scheduled to be accomplished over a

seven-year cycle, with defined lengths and areas to be inspected every year.

Today's CCTV technology and tools digitize analog video output from the inspection camera on the fly while being recorded and displayed on a computer monitor used by the inspecting camera crew. While the video is being captured, a crew member views and logs events such as defects and observations using standard Pipeline Assessment and Certification Program (PACP) event codes. The digital video inspections files are transferred to an external hard drive and/or DVD disks for storage and subsequent reference use.

The inspection of manholes, interior and lid area, can be performed on a scheduled cycle to identify any structural defects, sewage flow condition, presence of vermin or rodents, deleterious industrial waste, odors and any signs of unusual settlement around the manholes and along joining sewer alignments.

- 6.4.3 Drop Manholes, Gas Trap Manholes and Siphons – Where these facilities exist, they are inspected and cleared of stoppages and flow restrictions on variable frequencies based on prior inspection records, but no less frequent than monthly.
- 6.4.4 Sewer Line Cleaning – Sewer lines are typically cleaned by hydro jet or mechanical root cutting (rodding). The frequency of cleaning and inspection is based on inspection records and/or call-outs on reported complaints, but system cleaning is accomplished on a 2-year cycle. Sewer lines known to accumulate FOG, garbage grinds or other grit or have root intrusions are labeled maintenance “Hot Spots” and are put on a quarterly or monthly cleaning schedule. Pipe segments prone to root growth are periodically cleared using a chemical herbicide or root cutter. Those prone to accumulate FOG are periodically cleaned using caustics, surfactants, enzymes, microbes or high pressure jetting.
- 6.4.5 Vermin and Rodent Control -- Sewers infested by insects are chemically treated. Those infested by rodents are baited.
- 6.4.6 Work Scheduling and Documentation - Work orders are generated and tracked using a system called CitiTech CMMS. Maintenance activities (by city or contractor) are recorded in CitiTech CMMS and are kept on City's servers as well as at the City Yard located at 4244 Santa Ana Street.
- 6.4.3 Operating Revenues – Key to supporting a sound preventative maintenance program are the receipt of funds sufficient to support scheduled maintenance activities as described above. The City is utilizing revenues generated within the city service area based on current sewer service charge rates and total number of sewage units.

6.5 Rehabilitation and Replacement Plan

Sewer facilities assessment and rehabilitation are an integral part of the city's SO&M program. A summary of recent years background of city capital improvement activities, a plan to identify and prioritize system deficiencies (condition assessment), and the programming of short-term and long-term rehabilitation projects and related funding development for those capital improvement projects are discussed below.

- 6.5.1 Recent Years CIP Activities – The City had developed a rehabilitation and

replacement plan in the past which have relied on the City's previous (1996) sewer master plan. This included removal and replacement of 5.3 miles of sewer pipe with vitrified clay pipe (VCP). Additionally 83.3 miles of sewer pipe were lined in place using cast in place pipe (CIPP) lining methods. This rehabilitation work was initiated in 2002 and completed in 2005, and involved 88.6 miles (74%) of the entire sewer system. The City will be updating its Sewer Master Plan in 2017. The new master plan will update the previous CIP recommendations from 1996.

- 6.5.2 Identification and Prioritization of System Deficiencies – Nearly all sewer pipelines within the City are made of concrete or vitrified clay and range in diameter from 6-inches to 33-inches. Sewer pipes in the original township area were constructed in the 1920's with the majority of the city's sewers being installed by 1950's. This results in a current sewer system age ranging from 40 years to over 90 years old.

Most of the concrete pipelines have been rehabilitated by CIPP lining methods between 2002 and 2005 with the follow-on CCTV inspection as the work was completed.

As the sewer collection system continues to age, the risk of failure also increases. The types of failure or risk include: deterioration collapse, blockage, overflow, excessive inflow and infiltration, and other potential service disruptions. The City will be actively addressing these issues by undertaking an update of its sewer master plan and updating and prioritizing the structural and hydraulic deficiency of the sewer collection system.

- 6.5.3 Short and Long Term Rehabilitation Action Plans – SGMC Section 6.63 authorizes the collection of fees for operations, maintenance, and for capital improvements, including rehabilitation and replacement, to the sanitary sewer system.

As previously described, the programmed CCTV inspection and evaluation activity is a key factor in the scheduling of any rehabilitation project. Those sewer segments previously inspected and evaluated will be scheduled for corrective action as funding is made available in the budget to perform the work.

In addition, as deteriorated lines are discovered during preventive maintenance activities, these locations are either immediately repaired by force account, use of emergency contractors or added into the list of future CIP projects.

6.6 Equipment Maintenance and Replacement Policy

The City has a comprehensive equipment maintenance program. Equipment is regularly checked, adjusted, repaired or replaced as necessary. Those major fixed assets are replaced when they meet or exceed the City's established fixed assets replacement criteria based on age, mileage, hours of use, repair history, safety, etc. Replacement of or additions to the major assets are done through the annual budget process of the City.

6.7 Training for Field Operations Personnel and Contractors

The SO&M personnel and the public works inspectors attend structured collection system

training classes or seminars given by other agencies including: California Occupational, Safety and Health Administration (CALOSHA), California Water Environment Association (CWEA), County Sanitation Districts' (CSD), etc. This is to keep them abreast with the latest information in the industry on how to safely and efficiently carry out their tasks. The City also utilizes informal training approaches, such as tailgate meetings, monthly safety meetings and apprenticeship training program from higher level staff

Additionally, only companies with well trained and experienced personnel are considered for emergency SSO mitigation or sewer construction and rehabilitation work.

SECTION 7 - Design and Performance Provisions

D.13 (v) Design and Performance Provisions: :

- (a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and
- (b) Procedures and standards for inspecting and testing the installation of new sewers, pumps and other appurtenances and for rehabilitation and repair projects.

7.1 Overview

Development of standards for the design, construction, inspection, testing and acceptance of new, rehabilitated, or repaired portions for the collection system is key in ensuring a safe, and reliable collection system. Even if the City has existing standards in place a comprehensive review of these is required to establish meeting the SSMP criterion.

7.2 Purpose

This requirement will create continuity within the system, preventing inconsistencies from leading to hydraulic deficiencies which can result in a sanitary sewer overflow.

7.3 Minimum Requirements

At a minimum, each enrollee must:

- 1) Develop and implement consistent design and construction standards for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and
- 2) Develop and implement procedures and standards for inspecting and testing the installation of new sewers, pumps and other appurtenances and for rehabilitation and repair projects.

7.4 Design and construction standards and specification

The City has adopted, by reference, Title 20 of the Los Angeles County Code. Part 3 of Section 20-32 in County's Code includes the general design and construction requirements for the City's wastewater collection system. The sections include the requirements for sewer pipe size, minimum grades, manholes, and construction requirements.

7.5 Procedures and standards for inspection and testing

The City provides inspection for the installation of new and rehabilitation of deteriorated public sewer facilities within the City's jurisdiction. Inspectors are well trained in pipeline and pumping station construction, they attend training classes and educational seminars to stay familiar with advancements in the industry. The inspectors are also provided with adequate tools and materials to perform their jobs, including the project specific Construction Plans and

Specifications, the Standard Specifications and Standard Plans for Public Works Construction and the Public Works Inspector's Manual and reporting forms. The City also requires the preparation and submittal of "Record Drawings" of each as-constructed and completed project prior to final approval and acceptance of the project as public infrastructure.

SECTION 8 - Overflow and Emergency Response Plan

D. 13 (vi) Overflow Emergency Response Plan - Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- (a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- (b) A program to ensure an appropriate response to all overflows;
- (c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;
- (d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- (e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- (f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

8.1 Overview

This element of the SSMP consists of both the contingency plan and the procedures for responding to an overflow event.

8.2 Purpose

Proper procedures must be established and put into practice in order to minimize the negative effects of an SSO. This section requires the implementation of a concise set of procedures that will seek to ensure that all negative effects of an SSO on public health and the environment are minimized. Proper overflow response procedures are one of the main reasons for the development of the WDRs for SSOs.

8.3 Minimum Requirements

At a minimum, each enrollee must include in its overflow emergency response plan:

- 1) Proper notification procedures for primary responders and regulatory agencies;
- 2) A program to ensure appropriate response to all overflows;
- 3) Procedures to ensure prompt notification of appropriate officials or other potentially affected agencies for reporting purposes;
- 4) Procedures to ensure that all appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are properly trained;
- 5) Procedures to address emergency operations
- 6) A program to ensure all steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the United States.

8.4 Overflow Response Procedure

The City provides 24-hour emergency services to investigate and act upon reports or complaints related to problems in the sewer system. Personnel are available 24-hours each day of the year to receive and act on any calls or automated alarms related to problems such as SSO's. During business hours, emergency calls are received by the operator, who will call and dispatch the nearest sewer maintenance crew to the problem site. For after hour emergencies, the Police Department dispatcher will contact the 'On-call' sewer maintenance worker, in the order listed on the emergency home telephone list. The on-call worker who receives the emergency call will investigate the complaints and take appropriate action, including immediate dispatch of a standby crew with necessary equipment to take care of the problem, or refer the call to other agencies if the problem is found to be under another's jurisdiction. These overflow reporting procedures are presented in a flow chart in Section 4

The crew responding to an overflow emergency is required to stop the overflow, contain it as much as possible, limit access to the contaminated area, and ensure that the facility or area is cleaned up and returned to normal operation. Residents or businesses in the immediate vicinity of the overflow are to be informed of the cause of the problem and the remedial action taken.

The County Health Department is notified of all overflows and if the overflow exceeds 1,000 gallons and or reaches the storm drain system, the Regional Water Quality Control Board and the State Office of Emergency Services are notified. The Flood Maintenance District (FMD) is notified of all overflows that discharge into the storm drain system. The role of FMD is to assist in tracing and capturing the spill as much as possible before it reaches the Waters of the United States. The agencies to be notified, method and time frame for notification, the phone/fax numbers of the agencies are presented in Section 8.4.1. The relevant data about the overflow, such as location, volume, agencies notified, etc. is recorded in field report forms and later stored in the computer. All field personnel are trained to be conversant with these procedures and to accurately report of SSO incidents. The SO&M time goal on responding to emergencies, such as SSO, floodouts, or serious stoppages/blockages, is 60 minutes.

8.4.1 Regulatory Agencies Notification and Time Frame

SSO Category	Type or Description	Agencies to be Notified	Type of notification and time frame	
			Telephone/Fax <i>Within two hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, the City will notify the California Office of Emergency Services (OES) and obtain a notification control number.</i>	Written Report/*Online Database Call Cal OES at: (800) 852-7550

City of South Gate Wastewater System
2016 SSMP

1	Discharges of untreated or partially treated wastewater of <u>any volume</u> resulting from an enrollee's sanitary sewer system failure or flow condition that: ➤ Reach surface water and/or reach a drainage channel tributary to a surface water; or Reach a MS4 and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).	LA County Health Department, County Operator (notify if sewer discharge enters waters of the state)	626-430-5420- Bus. Hrs 213-974-1234- After Hrs	N/A N/A N/A N/A
		Flood Maintenance Division	562-861-0316- Bus. Hrs	The City will submit a draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date.
		State Office of Emergency Services	800-852-7550 [24/7]	
		LA County Sanitation Districts Sanitation District (Report public sewer backups into dwellings or the street)	562-437-6520 (Same for after hours)	
		Regional Water Quality Control Board	213-576-6657 - Bus. Hrs 213-305-2253 - After Hrs	
		State Water Resources Control Board	N/A	

City of South Gate Wastewater System
2016 SSMP

2	Discharges of untreated or partially treated wastewater <u>greater than or equal to 1,000 gallons</u> resulting from an enrollee's sanitary sewer system failure or flow condition that does not reach a surface water, a drainage channel, or the MS4 unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.	County Health Department State Water Resources Control Board	626-430-5420-Bus. Hrs 213-974-1234-After Hrs N/A	N/A N/A The City will submit a draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date.
3	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.			The City will submit a certified report within 30 calendar days of the end of month in which SSO the occurred.
Private Lateral Spill	A discharge from a privately owned lateral.	County Health Department State Water Resources Control Board	626-430-5420-Bus. Hrs 213-974-1234-After Hrs N/A	On-Line Database at enrollee's discretion.
N/A	No SSO in a calendar month	State Water Resources Control Board	N/A	Online Database Certified – Within 30 days after a calendar month end, file statement that no SSO occurred.

8.4.2 Field Response, Report Protocol and Forms

Corrective actions and reporting guides are described and an investigation and reporting format are included for reference use.

8.4.3 Procedure to ensure that staff and contractors are aware of and are appropriately trained to follow Emergency Response Plan

The SO&M Emergency Response Plan is available to key personnel who are responsible for managing or responding to SSO's. Copies of the City's instruction manuals are available to field crews and engineers at the office who manage or have the role of preparing SSO reports to regulatory agencies. The experience of the Contractors' emergency response team plays a very important part in the selection process during the selection of the City's as needed Emergency Contractors.

8.4.4 Procedures to address emergency operations such as traffic and crowd control and other necessary response activities.

The SO&M field personnel and employees of the emergency response contractors who are retained for SSO responses are well trained in traffic and crowd control. The City's vehicles are well equipped with traffic and crowd control tools, including orange traffic control cones, yellow tape, flashing lights, orange uniforms, first-aid supplies, etc.

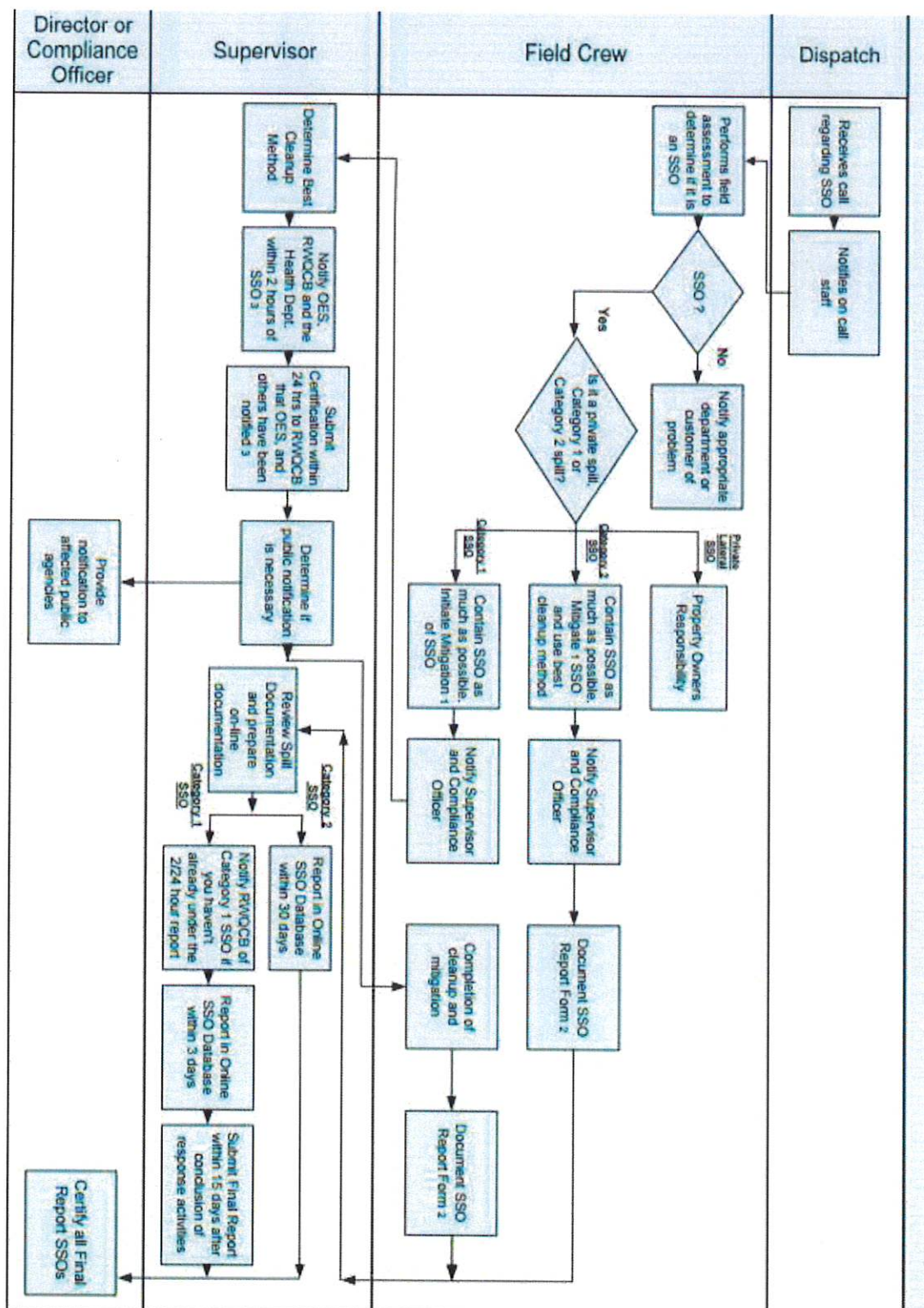
8.4.5 Program to eliminate or minimize discharge of SSO into Waters of the United States

The SO&M personnel and emergency contractors' crews are properly trained on methods and procedures to prevent or limit the amount of SSO into Waters of the United States and how to mitigate their impacts. Some of the methods include the use of sand bags to contain SSO's, absorbent tube socks to prevent SSO discharge into storm drain catch basins, and the use of vacuum trucks to suck up contained spills and dump effluent back into the collection system at other safe locations. SO&M personnel have the reduction of response time for SSO as one of the major goals. Reducing response time would significantly limit the amount of SSO that reaches the Waters of the United States.

8.4.6 SSO flow estimation tables and photographs

City crews have been provided with flow estimation pictures and tables that help in estimating sewer overflows.

The following chart shows the City's current Sanitary Sewer Overflow Response Plan. City will be updating this Response Plan to ensure its adequacy, in 2017.



SECTION 9 - FOG Control

D. 13 (vii) FOG Control Program - Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. The plan shall include the following as appropriate:

- (a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- (b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- (c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- (d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- (e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;
- (f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
- (g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.

9.1 Overview

Under the Order, the City is required to evaluate its service area to determine whether a Fats, Oils, and Grease (FOG) control program is needed. If the City determines that a FOG program is not needed, it must provide justification for why it is not needed. If FOG is found to be a problem, the City must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system.

9.2 Purpose

FOG is generated in most types of restaurants and food service establishments during food preparation, food service, and kitchen clean up. If flushed down the drain, FOG can build up in pipes, pumps, and equipment -- causing significant problems in the sanitary sewer system, including line blockages. Blockages can lead to sewer overflows, posing environmental and public health hazards. Understanding and controlling discharges of FOG will greatly reduce potential liability of SSOs and efforts required to keep lines clean. The key to reducing FOG in the sanitary sewer system includes both a good source control program, as well as preventative maintenance to ensure FOG that does build up within the system is cleaned before significant buildup can occur. Additionally, understanding your collection system and the type of discharges within the service area is paramount to the strategic implementation of a FOG program.

9.3 Minimum Requirements

At a minimum, each enrollee must:

- 1) Determine if FOG is (or could be) an issue within the service area. (If FOG is found not to be an issue, then justification must be provided).
- 2) Create a plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- 3) Develop a plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- 4) Ensure that the appropriate legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- 5) Require the installation of grease removal devices (such as traps or interceptors), including design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- 6) Make sure that the agency has the authority to inspect grease producing facilities, enforcement authorities, and whether the agency has sufficient staff to inspect and enforce the FOG ordinance;
- 7) Identify sections of the sanitary sewer system that are subject to FOG blockages and establish a cleaning maintenance schedule for each section; and
- 8) Develop and implement a source control and/or cleaning program for all sources of FOG discharged to the sanitary sewer system.

9.4 Public education and outreach program

City proactively reaches out to users of its sewer system regarding the community's FOG source control program. Information on proper disposal of FOG and other SSO prevention measures, including installation of grease traps, backwater valves, sewer lateral maintenance, etc. is disseminated through publication of quarterly articles in newsletters, and notices with business license renewals, on a usual schedule. These notifications provide descriptions of grease control efforts that can be undertaken by homeowners and businesses alike.

The City uses John Hunter and Associates to provide informational and educational information to businesses and residents.

FOG in the local sewer system can be a prime contributor to an SSO and its corresponding health and safety impacts. Related health and safety issues can also result from the discharge of pharmaceuticals and pesticides into the sanitary sewer system. Although not usually a causative factor in sewer overflows, these chemicals can be toxic and have disruptive environmental and biological effects. Discharges of such chemical compounds into the sewers should also be avoided and addressed in the education and outreach program. *"No drugs or household pesticides down the drain"*, is a compatible health and safety advisory.

9.5 Disposal method and schedule for FOG generated within the system service area

Solidified FOG, found in the public sewer system during regular scheduled cleaning operations or clearing of a blockage, is trapped, collected and taken to an available local rendering company or qualifying dump bin (site), or to the Joint Water Pollution Control Plant (JWPCP), in the City of Carson, operated by CSD. The solid debris (FOG, roots, grit, etc.) collected from the system are taken to permitted FOG disposal facilities such as a land fill or the JWPCP. FOG in liquid form is flushed down by hydro jetting to receiving treatment facilities for disposal.

Additionally, City's FOG consultant also direct business to the calfog.org website so they can find FOG rendering business and also have a list that they provide during the inspections.

9.6 The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG.

The legal authority to prohibit illicit discharges (i.e. FOG, etc.) into the sewer system is discussed in Section 5 of this document. Requiring grease interceptors at FSE to prevent the discharge of grease to the public sewer system and educating the public on proper disposal methods for FOG are also discussed in this chapter. Discharges from industrial classification facilities are usually controlled under the terms of an industrial wastewater discharge permit, which is issued and monitored by the local sewerage agency.

9.7 Requirements to install grease removal devices, design standards, maintenance, BMP's, record keeping and reporting requirements.

The City Building Official is authorized to monitor and enforce the terms of the Plumbing Code and the Public Health Code, respectively. This includes domestic waste disposal from residential and commercial facilities. The City Code prohibits the discharge of "any material

which may create a public nuisance, or menace to the public health or safety, or which may pollute underground or surface waters, or which may cause damage to any storm-drain channel or public or private property."

The DPW is charged with reviewing, permitting, and inspecting the existing 200+/- industrial waste facilities that discharge into the City's wastewater collection system. Pretreatment devices are required for industrial waste generating facilities, including restaurants and other FSE. Grease removal devices are required to be designed per the PC, Chapter 10, approved, installed and operated in a manner to control discharges of FOG into the sanitary sewer system. Such devices are also to ensure that connected facilities do not create nuisances or menaces to the public peace, health or safety hazards, or adverse impacts on the public sewerage system, soil, underground and/or surface waters. If there is a FOG related problem associated with an industrial waste permit, City will take enforcement action against the permittee.

If during inspection of the sanitary sewer system, SO&M personnel determine that a FOG related problem exists and is traceable to a domestic sewage source of such character that is not satisfactory, under the City Code, pretreatment could be required or the discharge required to be eliminated. Domestic waste containing FOG can lead to SSO which are public nuisances, and California Health and Safety Code Division 5, Part 3, Chapter 6, Article 2 can also be used to impose appropriate domestic sewage discharge requirements.

The effectiveness of any grease removal devices is dependent upon their routine maintenance and monitoring/inspection for conformance with its intended purpose. Regular inspection and maintenance activity logging with quarterly reporting are required and are verified by City staff as part of the Industrial /Non-Domestic Waste Permit inspections.

9.8 Authority to inspect grease producing facilities, to enforcement, and evidence of adequate staffing to inspect and enforce the FOG ordinance.

As discussed in Section 5 of this document, the City has legal authority to inspect and enforce the local FOG ordinances. City has adequate staff to conduct inspections of the few pre-treatment facilities at the permitted FSE connected into the city sewer system. The funding mechanism now in place allows for increases in permit and other services charges if necessary to hire additional staff.

9.9 Cleaning schedule for identified FOG prone sewer segments

Experience has shown that FOG contributes to about 50% of the total SSO events that occur in a community sewer system. The remaining 50% is usually attributable to root intrusion into the system and other structural causes. As indicated in Section 6 of this document, FOG prone sections of City's collection system, otherwise called "hot spots," are identified during routine maintenance operations and investigation of stoppages resulting in a SSO event. These "hot spots" are typically cleaned by hydro jetting and rodding or cutting if roots are encountered. Those portions of the system found to have persistent FOG problems are inspected and cleaned more frequently, depending on the magnitude of the problem. Furthermore, segments of the collection system with persistent FOG problems are referred to the DPW for additional evaluation and corrective actions.

For example, City has increased maintenance frequency in the known hot spot areas. Several known hot spot areas are equipped with Smart Manhole Covers. Food service

facilities discharging to the known hot spots have grease removal devices and their maintenance frequency is also increased. The maintenance of the grease interceptors and grease traps is verified during the annual Industrial Waste Inspection. If a facility is contributing excess amount of FOG and they do not have a grease removal device they will be notified by the Public Works Director to install a pretreatment system.

9.10 Source control measures developed and implemented for “hot spots”

Each “hot spot” cause and condition is not the same. For each identified problem location, the means of effective maintenance is noted on the respective “hot spots” list for review and regular follow-up action by the sewer maintenance crews. The activities can be amended as needed.

9.11 Some BMPs for Fats, Oils and Grease

Examples of BMPs for local application are on the following pages.

Some Best Management Practice (BMP) for Fats, Oils, and Grease

Residual fats, oils and grease (FOG) are by-products that food preparation and food service establishments and automotive service facilities and machine shops must constantly manage. Typically, FOG enters a facility’s plumbing from wash sinks and floor drains during daily operations. Sanitary sewer systems are not designed or equipped to handle accumulating FOG on the interior of sewer collection system pipes due to unmanaged – unmaintained discharges. Keeping FOG materials out of the plumbing system, by reasonable methods, is an important factor. The following are suggestions for proper FOG management:

Bulk or Dry Clean-Up

- Practice bulk and dry materials clean-up before using wet methods that use water.
- Remove bulk or other solid food and grease laden substances into a suitable container before rinsing or washing the initial containers or surfaces that will drain into the plumbing system.
- Keep drain screens in place and fully serviceable to avoid clogging drains or accumulating FOG or grit on the interiors of pipes.
- Do not pour grease, fats, or oils down the drain nor place food scraps in the drain.
- Use food grade paper to soak up oils and grease and dispose of appropriately.
- Use paper towels to wipe down surfaces and work areas. Cloth towels require washing and thereby introducing FOG back into the drains.
- Success of bulk or dry clean-up is dependent upon the behavior of individuals and their access to tools and materials for use in removing bulk and dry materials before washing.

Spill Prevention

- Preventing spills reduces the amount of waste that will require clean-up.
- A dry surface work place is safer for everyone in avoiding slips, trips and falls.
- Capture bulk or dryer materials and place them into an appropriate container.
- Empty containers before they are full to avoid spills.
- Cover any FOG container before transporting to the rendering storage container.
- Provide employees with proper tools to transport materials without spilling.

Maintenance

- Whatever method(s) are being used to collect, filter and store FOG, ensure that equipment is regularly maintained.
- Employees should be aware of and trained to perform correct and scheduled cleaning procedures.
- A daily and weekly maintenance schedule is highly recommended.
- Contract with a responsible service company to regularly and thoroughly clean larger components and spaces requiring specialized equipment and skills (e.g. large hood filters, hot tanks, floor drain pipes, specialty tools).
- Smaller and less complex elements can be cleaned by hand by the user (e.g. small hood filters, counter/bench tops, sinks, storage areas, daily tools).
- Skim/filter fryer grease daily and test the oil to determine when change is necessary. Build-up of carbon deposits on the bottom of the fryer acts as an insulator that forces the fryer to heat longer, thus causing the oil to break down sooner. This extends the life of both the fryer and the oil.
- Avoid discharging fryer oil into a drain or grease trap, but dispose into a rendering container for transport to a rendering company.
- Cleaning intervals depend upon the type of product being prepared and the typical deposition of materials experienced. The larger the volume produced and deposits incurred, the more frequent the cleaning. This may warrant setting up a system of high use, high deposition work to be done in certain equipment that is cleaned more frequently than others to confine maintenance efforts.

Grease Traps and Interceptors

- For grease traps and interceptors to be effective, the units must be properly sized, constructed and installed in a location to provide an adequate retention time for settling and accumulation of the FOG.
- For information on properly locating, constructing and sizing grease traps and interceptors, contact the local governmental agency and examine EPA guidance documents and UPC criteria.
- Ensure all grease-bearing drains discharge to the grease trap/interceptor.
- No toilet or shower waste should be plumbed to the trap/interceptor

Oil and Grease Collection/Recycling and Food Donations

- FOG consists of commodities that if handled properly can be treated as a valuable resource.
- Some rendering companies will offer services free-of-charge and other will give a rebate on the materials collected. Contact local rendering representative for specific information and details.
- Use only covered rendering barrels and make sure all drain screens are installed.
- Use a 3-compartment sink for ware washing. Begin with a hot pre-wash, then a scouring detergent wash, then a hot rinse. Each step should be trapped to capture non-emulsified FOG.
- Donations can reduce disposal costs. Ensure that edible food is not washed or flushed down the drain. Edible food waste may be donated to a local food bank. Inedible food waste can be collected by a garbage feeder that will use discards for feeding livestock.

SECTION 10 - System Evaluation and Capacity Assurance

D. 13 (viii) System Evaluation and Capacity Assurance

Plan: The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

(a) **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;

(b) **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and

(c) **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.

(d) **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14

10.1 Overview

This element of the SSMP includes several major programs and activities regarding development of a capital improvement plan and hydraulic analysis. Most of the requirements would be satisfied by a recent collection system master plan.

10.2 Purpose

An important step in attempting to minimize the amount of SSOs in a given system, one must determine how the system will react to different conditions and stresses. Once this is achieved, City officials can identify areas in need of improvement and prioritize projects for a capital improvement program.

10.3 Minimum Requirements

At a minimum, each enrollee must:

- 1) Describe the methods used to identify areas of the sanitary sewer system that lack the sufficient capacity to convey an appropriate peak flow;
- 2) Establish consistent design criteria;
- 3) The identification of capacity needs and the approach used to take the results of the capacity evaluation to produce a prioritized list of capacity improvement projects; and
- 4) The development of a project schedule that addresses both condition-related and capacity-related projects.

10.4 System Evaluation

To assess the adequacy of the existing sewer system, a hydraulic evaluation of the city's sewer system will be updated in 2017. The resulting report and recommended improvements will be added to this SSMP at that time.

10.5 Design Criteria

SGMC Section 6.62.010 forms the foundation upon which the City Engineer is given the legal responsibility for ensuring sound, logical, and functional design of the public sewer infrastructure. The Code defines terms, establishes fees, sets out provisions for enforcement and maintenance, and sets the basis of design standards for sewers. For specifics on design and performance provisions, refer to Section 7.

10.6 Adequate Capacity

City's Public Works Department is the first line of defense in ensuring that the public sewer infrastructure is adequately planned, sized, correctly designed and easily maintainable. PWD legal authority to perform this important task is set forth in the multiple documents discussed in Section 5 and as detailed below.

For any new or expanded sewage discharges, the city requires completion of a sewer capacity study, by a registered engineer, prior to giving approval for projects that can affect the capacity of the public sewer system. The completed study will analyze the capacity in the existing system and will set forth mitigation requirements for the applicant to ensure adequate capacity. The study will also justify the sizing of proposed lines to accommodate the peak flows from all areas tributary to the mainline sewer under consideration or pumping station, now and in the future. The approved capacity study is referenced directly by the city's plan checker when design plans for the new infrastructure are submitted to assure adequate capacity. All proposals for new connection to existing sewer must also comply with the DPW's policies for managing

available sewer capacity.

10.7 CIP Schedule

An updated sewer CIP will be done upon completion of the new Sewer Master Plan update, and added to this document.

SECTION 11 - Monitoring, Measurement, and Program Modification

D.13 (ix) Monitoring, Measurement, and Program Modifications: The Enrollee shall:

- a. Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- b. Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- c. Assess the success of the preventative maintenance program;
- d. Update program elements, as appropriate, based on monitoring or performance evaluations; and
- e. Identify and illustrate SSO trends, including: frequency, location, and volume

11.1 Overview

It is critical that the City monitors implementation of the SSMP elements, and measures the effectiveness of SSMP elements in reducing SSOs. Effectiveness should be measured by developing and tracking performance indicators on a regular basis. Performance indicators should be selected to meet the goals of the wastewater collection system agency.

11.2 Purpose

In order to effectively manage programs, performance measures that gauge success should be developed and data to support the findings must be collected. To this end, accurate and consistent data keeping is extremely important for successful sewer system management. It is imperative that the correct data is captured, in a format that is easily extractable, and that operations personnel understand their role in this process. Focus should be placed on performance metrics, components of trend tracking, and bench-marking procedures both internally and externally. Based upon data collected, decisions can be made as to changes that may be warranted and needed in order to maximize program efficiencies. Setting up a Monitoring, Measurement, and Program Modification program will allow a community to better manage and implement SSMP programs.

11.3 Minimum Requirements

At a minimum, the enrollee must:

- a. Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- b. Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- c. Assess the success of the preventative maintenance program;
- d. Update program elements, as appropriate, based on monitoring or performance evaluations; and
- e. Identify and illustrate SSO trends, including: frequency, location, and volume

11.4 Monitoring

Relevant data on all work done in the implementation and execution of the SSMP program will be documented and maintained in the DPW filing system and used in preparing the monthly Summary of Maintenance of Productivity. These data files are used in the evaluation of the effectiveness of the overall program.

11.5 Program Effectiveness Evaluation

The effectiveness of the program shall be monitored and tracked through the City Performance Measure Indicators of key activities to minimize sewer overflows. These include:

- total number of overflows
- total number equal to or greater than 1000 gallons discharged or reaching the Waters of the United States
- overflow response time
- reduction in repeated incidents of overflow at the same location
- reduction in number of overflows caused by flows exceeding the capacity of the collection system.

11.6 Program Modifications

The City will be establishing the preventive maintenance sewer metrics for use in monitoring, measuring and adjusting sewer maintenance activities. After these metrics are included in the City's work order system, they will be monitored on a regular basis. Until this time, City staff will compile and monitor the most relevant indicators, which include the number and causes of SSOs, length of pipes cleaned, length of pipes televised, and length of pipes repaired.

11.7 SSO Location Mapping and Trends

11.7.1 Location Map

The locations of SSO occurrences are plotted annually on a citywide map. The causes of the SSO are also recorded. These maps are used for establishing SSO patterns, identifying hot spots as indicated by clusters on the maps, and for scheduling work assignments and providing information on SSO activities.

11.7.2 Mapping of SSO Frequencies

The monthly numbers of SSO's are also depicted in charts and graphs. The charts are used to identify SSO trends and as an indicator of infiltration/inflow problems that need to be corrected. The graphs are used to identify SSO trends and to evaluate overall SSMP program success especially by comparing the graphs to different years and with results from other sewerage agencies.

SECTION 12 - Program Audit Procedures

D.13 (x) SSMP Program Audits - As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them

12.1 Overview

Audit programs are intended to provide controls for ensuring that all programs associated with the SSMP are being implemented as planned and managed appropriately. Audit outcomes should provide information about challenges and successes in implementing the SSMP by evaluating work practices and operations, documentation, procedures records and staff for implementation effectiveness and consistency. The audit will identify any program or policy changes that may be needed to continually improve effective implementation. Information collected as part of an audit should be used in to plan program or procedure revisions necessary to improve program performance.

12.2 Purpose

SSMP audit program development should be developed specifically for the sanitary sewer system, but agency-wide procedures should be incorporated to ensure program sustainability. The audit can contain information about successes in implementing the most recent version of the SSMP, and identify revisions that may be needed for a more effective program. Information collected as part of the Monitoring, Measurement, and Program Modifications program should be used in preparing the audit. Quite often, performance measures and other management indicators are developed, providing a baseline that performance can be measured against. Tables, figures, and charts can be used to summarize information about these indicators. An explanation of the SSMP development and accomplishments in improving the sewer system should be included in the audit, including:

- Progress made on development of SSMP elements, and if the sewer system agency is on schedule in developing all elements of the SSMP;
- SSMP implementation efforts over the timeframe in question;
- The effectiveness of implementing SSMP elements;
- A description of the additions and improvements made to the sanitary sewer collection system in the past reporting year; and
- A description of the additions and improvements planned for the upcoming reporting year with an estimated schedule for implementation.

12.3 Minimum Requirements

The WDR requires that all agencies develop appropriate audit procedures necessary to evaluate the effectiveness of the SSMP, as well as the agency's compliance with all requirements identified in the WDR. The audit must identify any deficiencies in an agency's SSMP programs and include steps to correct these issues. At a minimum, audits must be conducted every two years and a report of the findings must be prepared and kept on file.

12.4 SSMP Program Audit

The City will conduct periodic internal audits and prepare a report, at a minimum of every two years. The audit will focus on evaluating the operational and cost effectiveness of the SSMP as well as the City's compliance with all elements of the SSMP. This will include:

- Identification of any deficiencies in the SSMP
- Steps taken to correct any identified deficiencies
- Notes of interviews with key responding personnel and any contractors utilized
- Notes of operational observations, especially of each SSO event
- Notes on related equipment inspections
- Findings of all reviews of related records

The City hired an outside consultant this year to conduct a comprehensive audit and gap analysis. The results and recommendations of this audit was used to update the SSMP document. All audits including the 2014 audit and gap analysis will be kept on file in the Office of the City Clerk, the DPW office and at the field maintenance yard site.

12.5 SSMP Certification

The SSMP has been presented to and acted upon by the South Gate City Council at a public meeting. Subsequent SSMP approval must also be considered and acted upon at a public meeting. Once it is approved, the Director of Public Works must certify its approval in compliance with the WDR requirements, including completion of the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form and sending the signed form to:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
P.O. Box 100
Sacramento, CA 95812

12.6 SSMP Modification and Re-certification

The SSMP must be updated every five years to keep it current. When significant amendments are made to any portion or portions of the SSMP, it must be resubmitted to the City Council for approval and re-certification. The re-certification shall be in accordance with the certification process described in section 12.5 above.

SECTION 13 - Communication Program

(xi) **Communication Program** – The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented. The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

13.1 Overview

Communication programs are often underrated and overlooked. However, an effective communication program may end up being the key element that keeps your organization from missing critical SSMP deadlines. Involving the public early and at appropriate times will help your organization avoid last minute comments that delay approval of your SSMP by your governing body. A quality communication program with satellite agencies will help to minimize negative operational impacts on your plant or collection system.

It is important to identify an individual who will be responsible for development of your communication program. Larger agencies will typically have Communications and Media Officers or Public Information Officers who are appropriate to lead the development of the communication program. Smaller agencies who don't have these staff in-house should look to those within the agency who have exhibited strong writing skills, public speaking skills, experience with customer interface, or have successfully completed controversial projects. A self-assessment and rough timeline follow to help you on your way to a successful communication program!

13.2 Purpose

Identifying key stakeholders and key issues, and thinking about how various stakeholders might react are the first steps to developing a communication plan. Understanding what elements of an SSMP they will be most concerned with, is one of the many potential considerations that an agency may identify. Involving the right stakeholders on potentially controversial issues as early as possible is important to the success of any new program. Emphasizing collaboration and shared goals to reach a workable solution will not always ensure buy off, but will promote ownership and understanding. Avoiding proper outreach efforts for controversial issues in the hope that interested parties won't catch on usually backfires. These issues should be considered when developing a communication program.

13.3 Minimum Requirements

- a) The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

- b) The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

13.4 Communication

The City will provide all stakeholders and interested parties, the general public and other agencies, with status updates on the development and implementation of the SSMP and consider comments received from them. The City will utilize media such as quarterly newsletter, billing insert, special brochures, annual reports, notices in newspapers, and the City's home web page for conveying this information. Additionally, the City will:

- *Identify an individual within its organization who is responsible for development, implementation, and interface for the communication program.*
- *Identify resources necessary to solicit and incorporate input on each phase of your SSMP (development, implementation, and performance), as well as document your outreach efforts.*
- *Identify key community stakeholders and key issues that various stakeholders may be interested in and/or concerned with.*
- *Make sure to involve the right stakeholders on potentially controversial issues as early as possible. Emphasize collaboration and shared goals to reach a workable solution.*
- *Create a list of key milestones in each phase of your SSMP when stakeholder input would be most useful and effective.*
- *Create a convenient mechanism for stakeholder input. Additionally, key considerations, while developing a communication program include:*
- *Consider the development of a variety of communication methods, including newsletters, public meetings, web pages, and public service announcements. Different agencies will find that different communication methods are effective. Look for a method that reaches the desired audience at a reasonable cost.*
- *Consider joint efforts to develop a website with other agencies or professional organizations and share costs. The website could contain general information about the new Waste Discharge Requirements and SSMP components, provide space to make documents available for public review, and contain contact, meeting times and locations, and other agency-specific information.*
- *For communication with other satellite agencies, consider regular coordination meetings, annual surveys for changes in their system, and/or web pages devoted to satellite agency issues.*
- *Make sure to have identified a staff person responsible for satellite agency coordination. This person will ensure that the program is sustained, and City's efforts to get the program up and running aren't wasted once the SSMP is complete.*

13.5 SSMP Availability

Copies of the SSMP will be maintained in the City offices of the City Clerk, the City Engineer, and the Director of Public Works and at each SO&M field yard sites, with applicable

summaries, reports, and notices posted on the City's home web page. The adopted document shall also be made readily available to the Regional Water Quality Control Board (Region No. 4) representatives upon request and to the operators of any collection system or treatment facility downstream of the City's sanitary sewer system.

MAY 03 2023

19:30

City of South Gate

CITY COUNCIL

AGENDA BILL

For the Regular Meeting of: May 9, 2023Originating Department: Public Works

Department Director: _____


Arturo Cervantes

City Manager: _____


Chris Jeffers

SUBJECT: RESOLUTION TO APPROVE ENTERING INTO A COOPERATIVE AGREEMENT WITH CALTRANS FOR THE FUNDING OF CERTAIN CONSTRUCTION ELEMENTS OF THE URBAN ORCHARD PROJECT, CITY PROJECT NO. 539-PRK

PURPOSE: To adopt a Resolution to approve entering into a Cooperative Agreement with the California Department of Transportation ("Caltrans") to receive grant funds in the amount of \$5 million for the Urban Orchard Project.

RECOMMENDED ACTIONS: The City Council will consider adopting a Resolution to approve entering into a Cooperative Agreement with Caltrans as an initial step for the City to receive \$5 million in grant funds for the construction of the Urban Orchard Project.

FISCAL IMPACT: There is no fiscal impact to the General Fund. The Agreement will allow the City to receive \$5 million in state funds which will be used to augment the construction costs associated with the Urban Orchard Project.

ANALYSIS: The Urban Orchard Project ("Project") is a multi-million dollar undertaking to improve water quality. The Urban Orchard will be designed and equipped to receive storm water runoff from over 4,000 acres including 125 acres of Caltrans-owned right-of-way. Caltrans was issued a new NPDES Permit that requires implementing stormwater treatment devices to address storm water pollutants to comply with Total Maximum Daily Loads (TMDLs) established for impaired water bodies. Caltrans, like cities and counties, must meet waste load allocations for TMDLs by 2034. Caltrans has funding programmed to comply with the NPDES Permit and is partnering with agencies to implement projects. This allows Caltrans to also receive credit towards their TMDL's requirement. As such, Caltrans has expressed interest in partnering with the City by providing \$5 million to implement the Project.

The proposed Resolution is to: (a) agree to enter into a Cooperative Agreement with Caltrans to receive \$5 million in funds for construction, (b) agree to share the waste load allocation to be received by the Urban Orchard with Caltrans in exchange for receiving the \$5 million to fund the Project, and (c) to authorize the City Manager, or designee, to conduct all negotiations, and to execute and submit all documents including, but not limited to agreements, amendments,

payment requests and so forth, which may be necessary for the completion of the Project and/or may be required by Caltrans. The cooperative agreement will be brought to the City Council at a future time to establish the responsibilities of each Agency.

BACKGROUND: The Project is a part of the Capital Improvement Program, and is located between the Los Angeles River, Firestone Boulevard, the Thunderbird Villa Mobile Home Park, and the I-710 Freeway. Two primary purposes of the Project are to divert and treat storm water run-off from the Los Angeles River and provide recreational opportunities to South Gate residents.

To date, over \$25.5 million has been awarded to the Project. The additional \$5 million will likely ensure there is sufficient funding available to complete construction.

The following is a summary of funds received to date on the project.

Grants	Amount	Grant Recipient
State Water Resource Control Board (Prop 1)	\$7,975,100	City
Land and Water Conservation Fund (LWCF)	\$3,000,000	
Los Angeles County Flood Control District	\$530,000	
Safe Clean Water- Municipal Funds	\$1,435,401	
Safe Clean Water- Regional Funds	\$5,438,000	
State Parks- Prop. 68 Grant	\$1,919,847	
Conservation Corp of Long Beach	\$713,015	
Rivers and Mountains Conservancy Funds	\$4,404,798	TPL
Private Donations	\$90,000	
Proposed Caltrans Funds	\$5,000,000	City
Total	\$30,506,161	

ATTACHMENTS: A. Proposed Resolution
B. Location Map

GD:lc

RESOLUTION NO. _____

**CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH
GATE, CALIFORNIA, TO ENTER INTO A COOPERATIVE
AGREEMENT WITH CALTRANS TO RECEIVE GRANT FUNDS FOR
THE URBAN ORCHARD PROJECT**

WHEREAS, the storm drain of the City of South Gate (City) is regulated by the National Pollutant Discharge Elimination System (“NPDES”) MS4 Permit. The State Water Resources Control Board (“State Water Board”) adopted the MS4 Permit in 2022, and issued it to municipalities within Los Angeles County, pursuant to Order No. R4-2021-0105. As such, all municipal discharges of storm and non-storm water are subject to the water discharge requirements of the MS4 Permit. The MS4 Permit mandates that municipalities prepare and implement projects which have a goal of mitigating storm water quality issues in the region. Financing the implementation of the projects is a challenge confronting the Watershed. The cost to comply as an individual municipality with the requirements of the MS4 Permit remains cost prohibitive;

WHEREAS, on June 22, 2022, the State Water Board adopted the Statewide Stormwater Permit for the California Department of Transportation (“Caltrans”);

WHEREAS, Caltrans has an extensive transportation network but has limited right of way to implement projects at the scale required to meet compliance;

WHEREAS, Caltrans, like cities and counties, must meet waste load allocations for TMDLs by 2034;

WHEREAS, in order to meet its waste load allocations, Caltrans enters into cooperative agreements with other public entities to receive grant funds for the construction of storm water drainage systems;

WHEREAS, in consideration for entering into a cooperative agreement, Caltrans receives a proportionate share of TMDL credits to help meet Caltrans’ NPDES requirements;

WHEREAS, Caltrans would like to partner with the City of South Gate and share waste load allocations in order to comply with Total Maximum Daily Load (“TMDL”). In return the City would receive grant funds for the Urban Orchard Project (“Project”) green infrastructure elements;

WHEREAS, Caltrans would award the City of South Gate \$5 million for the construction of the Project.

NOW, THEREFOR, THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council does hereby declare that the above recitals are true and correct and incorporated herein by this reference.

SECTION 2. The City Council does hereby agree to enter into a cooperative agreement with Caltrans to receive grant funds from Caltrans for the construction of the Project.

SECTION 3. The City Council does hereby declare that Caltrans has agreed to contribute an amount of \$5 million to the City of South Gate to construct the Project.

SECTION 4. The City Council does hereby authorize the City Manager, or designee to conduct all negotiations, and to execute and submit all documents including, but not limited to, agreements, amendments, payment requests and so forth, which may be necessary for the execution of a cooperative agreement and completion of the Project and may be required by Caltrans.

SECTION 5. If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this Resolution, or any part hereof, is held invalid or unconstitutional, such decision shall not affect the validity of the remaining sections or portions of this Resolution. The City Council hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause, or phrase in this Resolution irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases may be declared invalid or unconstitutional.

SECTION 6. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

PASSED, APPROVED and ADOPTED this 9th day of May 2023.

CITY OF SOUTH GATE:

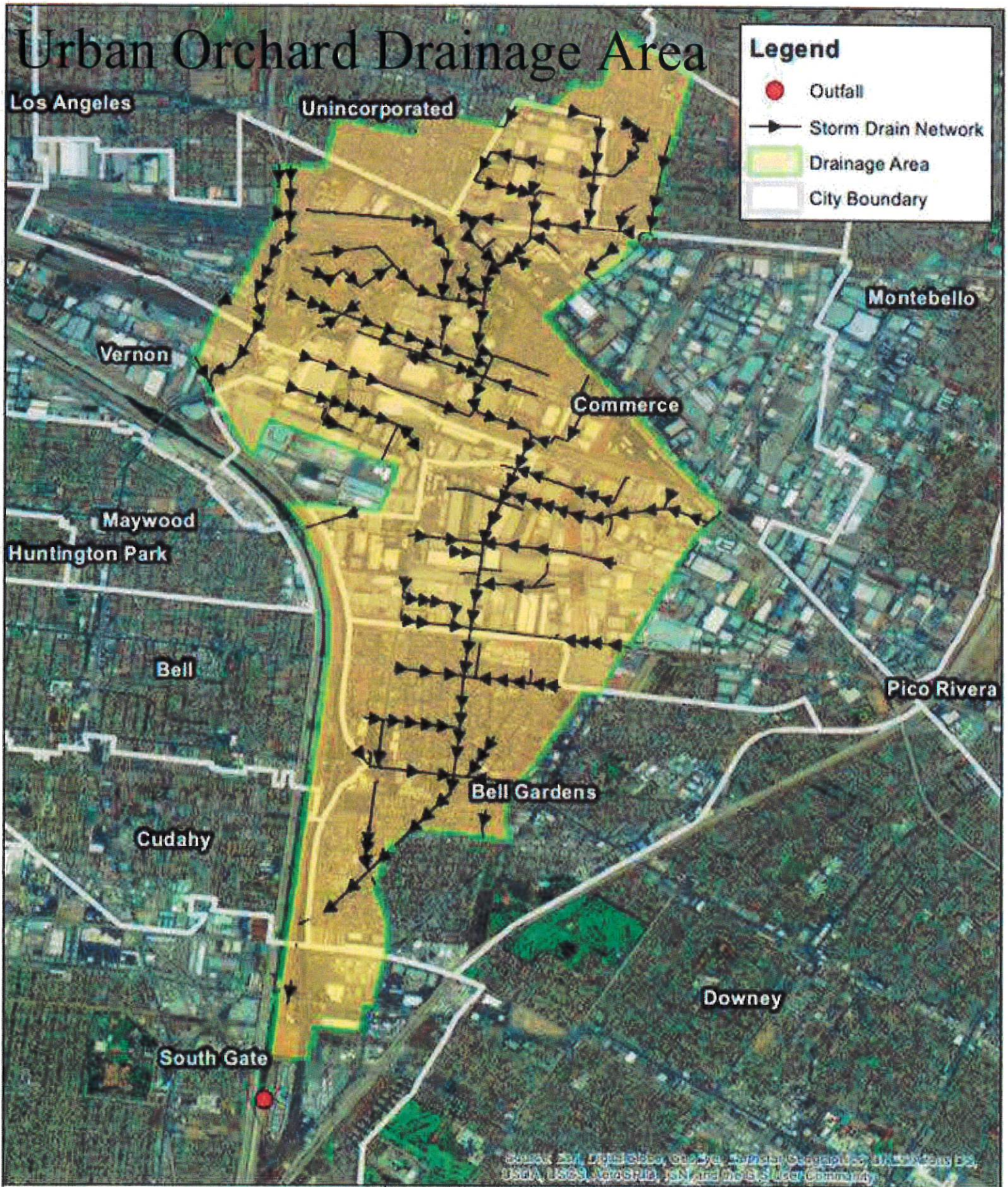
By: _____
Maria del Pilar Avalos, Mayor

ATTEST:

By: _____
Yodit Glaze, City Clerk
(SEAL)

APPROVED AS TO FORM:

By: _____
Raul F. Salinas, City Attorney



CITY MANAGER'S OFFICE

MAY 03 2023

10:20 AM

City of South Gate

CITY COUNCIL

AGENDA BILL

For the Regular Meeting of: May 9, 2023

Originating Department: Public Works

Department Director: _____

Arturo Cervantes

City Manager: _____

Chris Jeffers

SUBJECT: AMENDMENT NO. 2 TO CONTRACT NO. 2020-10-CC WITH TETRA TECH FOR THE GARFIELD AVENUE COMPLETE STREETS IMPROVEMENT PROJECT, CITY PROJECT NO. 564-ST

PURPOSE: To approve Amendment No. 2 to Contract No. 2020-10-CC with Tetra Tech to fund additional design and construction support services, and to extend the contract term to June 30, 2024, retroactively effective January 1, 2023, through the completion of design and construction support services.

RECOMMENDED ACTIONS: The City Council will consider:

- Approving Amendment No. 2 to Contract No. 2020-10-CC with Tetra Tech to provide additional design services in the amount of \$97,461 and extending the term of the contract through June 30, 2024, retroactively effective beginning January 1, 2023, to provide construction support services on the Garfield Avenue Complete Street Improvement Project, City Project No. 564-ST; and
- Authorizing the Mayor to execute Amendment No. 2 in a form acceptable to the City Attorney.

FISCAL IMPACT: There is no fiscal impact to the General Fund. Amendment No. 2, in the amount of \$97,461, will be funded with Measure M Funds budgeted in the Capital Improvement Program. The total revised contract amount inclusive of Contract No. 2020-10-CC, Amendment No. 1 and Amendment No. 2 is \$744,912.

ANALYSIS: The Garfield Avenue Complete Streets Project ("Garfield Project") is a part of the Capital Improvement Program. The project is in the construction phase. Tetra Tech was awarded a contract to prepare design and construction documents as well as to provide construction support services for the project.

To complete design and construction documents, it was necessary for Tetra Tech to provide design services that were not a part of the original scope of work. Services were necessary to (a) design connections to Central Basin's recycled water line, (b) provide services to accelerate and complete the design of certain improvements that were required to be incorporated into another project that was already in the construction phase also taking place on Garfield Avenue, (c)

provide additional services for a traffic study, (d) provide utility coordination with all affected stakeholders, such as Union Pacific Railroad, SCE, LA County Weights and Measures, and other effected utility companies, (e) provide services required to meet Caltrans Request for Authorization to Proceed with Construction requirements prior to the Right of Way Certification submittals, and (f) provide information to the City of Downey (which is a project partner) which included cost estimates and technical plan changes. Amendment No. 2 is needed to fund these services. The total costs for Tetra Tech for these additional services are \$97,461. Amendment No. 2 will also extend the contract term through June 30, 2024, through the completion of construction of the project for which Tetra Tech is providing construction support services.

BACKGROUND: The Garfield Project is a part of the Capital Improvement Program. Project improvements include but are not limited to traffic calming elements; Class III bike lanes and bike racks; center roadway medians with drought tolerant landscaping; ADA compliant curb ramps; sidewalk repairs, and three sets of rapid flashing beacons to enhance pedestrian crossing at the intersections of Garfield Avenue north of Southern Avenue, Garfield Avenue at Roosevelt Avenue and Garfield Avenue at Harding Avenue.

The design phase is now complete. The City Council has awarded a construction contract. Construction is anticipated to start on May 15, 2023, and be completed in eight months.

On January 28, 2020, the City Council approved Contract No. 2020-10-CC with Tetra Tech to prepare design and construction documents for the Garfield Project in an amount not to exceed \$606,261. On July 13, 2021, the City Council approved Amendment No. 1 to Contract No. 2020-10-CC in the amount of \$41,190 to, (a) prepare the Right-of-Way Certification documents which is a requirement of Caltrans to apply for approval to utilize the allocated federal funds for construction, and (b) extend the term of the contract through December 31, 2022.

Amendment No. 2 is needed to fund additional services completed during the design phase as well as to extend the contract term through June 30, 2024, through the completion of construction of the project for which Tetra Tech is providing construction support services.

ATTACHMENTS:

- A. Proposed Amendment No. 2 and Exhibit A
- B. Amendment No. 1
- C. Contract No. 2020-10-CC

ES:lc

**AMENDMENT NO. 2 TO CONTRACT NO. 2020-10-CC FOR ADDITIONAL
DESIGN AND CONSTRUCTION SUPPORT SERVICES FOR THE
GARFIELD AVENUE COMPLETE STREET IMPROVEMENT PROJECT,
CITY PROJECT NO. 564-ST BETWEEN THE CITY OF SOUTH GATE AND
TETRA TECH**

This Amendment No. 2 to Contract No. 2020-10-CC for additional Design and Construction Support Services for the Garfield Avenue Complete Street Improvement Project ("Amendment No. 2") is made and entered into on May 9, 2023, and retroactively effective January 1, 2023, by and between the City of South Gate, a municipal corporation ("City"), and Tetra Tech, a California corporation C1609644 ("Contractor"). City and Contractor are sometimes hereinafter individually referred to as a "Party" and collectively as "Parties."

RECITALS

WHEREAS, on January 28, 2020, the City Council approved Contract No. 2020-10-CC with Consultant ("Agreement"), to provide Professional Engineering Services, to prepare design plans, specifications, construction support and cost estimates for the Garfield Avenue Complete Street Improvement Project; City Project 564-ST ("The Project"), in an amount not-to-exceed Six Hundred Six Thousand Two Hundred Sixty-One Dollars (\$606,261);

WHEREAS, on July 13, 2021, the City Council approved Amendment No. 1 to Contract No. 2020-10-CC with Contractor ("Amendment") for Right-of-Way Certification services required by Caltrans for an 18 months term through and including December 31, 2022, in the amount of Forty-One Thousand One Hundred Ninety Dollars (\$41,190), under the terms and conditions of the Agreement, bringing the aggregate total of the Agreement and Amendment No. 1 to a total sum of Six Hundred Forty-Seven Thousand Four Hundred Fifty-One Dollars (\$647,451); and

WHEREAS, the City and Contractor desire to execute Amendment No. 2 extending the term of the Agreement for an additional 18-months term through and including June 30, 2024 in an amount not to exceed Ninety-Seven Thousand Four Hundred Sixty-One Dollars (\$97,461), for services identified in Exhibit "A" attached hereto, under the terms and conditions of the Agreement, bringing the aggregate total of the Agreement, Amendment No. 1 and Amendment No. 2 to Seven Hundred Forty-Four Thousand Nine Hundred Twelve Dollars (\$744,912).

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. MODIFICATION TO AGREEMENT.

- a. **SCOPE OF WORK.** The Scope of Work to be performed by Contractor for the duration of the term of the Agreement shall be limited to that set forth in Exhibit "A." The City reserves the right to augment or reduce the scope of work as City Deems necessary.

b. **COMPENSATION.** The amount of compensation paid by City to Contractor for the work identified in Exhibit "A" shall not exceed **Ninety-Seven Thousand Four Hundred Sixty-One Dollars (\$97,461)**.

c. **TERM OF AGREEMENT.** The term of the Agreement shall be extended by 18 months through and including June 30, 2024, unless otherwise expressly extended and agreed to by both Parties in writing, or terminated by either Party as provided in the Agreement.

2. **EFFECT OF AMENDMENTS.** Except as expressly amended herein, all other terms and conditions of Agreement and its original amendments, attachments and exhibits attached hereto, shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment No. 2 to be executed and attested by their respective officers hereunto duly authorized.

CITY OF SOUTH GATE:

By: _____
Maria del Pilar Avalos, Mayor

Dated: _____

ATTEST:

By: _____
Yodit Glaze, City Clerk
(SEAL)

APPROVED AS TO FORM:

By: Raul F. Salinas (SE)
Raul F. Salinas, City Attorney

TETRA TECH:

By: _____
Jason Fussel, Vice President

Dated: _____



March 14, 2023

Mr. Arturo Cervantes
 Director of Public Works/City Engineer
 City of South Gate
 8650 California Avenue
 South Gate, CA 90280

Reference: Garfield Avenue Complete Street Improvement Project, City Project No. 564-ST (A, B & C) Change Order Request No. 3 for Design Changes, Utility Relocation Coordination, and Central Basin Municipal Water District (CBMWD) submittal.

Dear Mr. Cervantes:

Tetra Tech appreciates the opportunity to provide additional engineering support for the City of South Gate's Garfield Avenue Complete Street Improvement Project. Below is a detailed breakdown of the work and fee for the out-of-scope services provided. Which included the additional work required for coordination, forms, and agreements necessary for Caltrans funding approval not anticipated in the original project scope. Additional work between Century Blvd. and Howery St., the CBMWD reclaimed water connection submittal, and other various design changes affecting the civil, utility, landscape, irrigation, and striping design.

1. Median Island Revisions for Garfield Ave. from Century Boulevard to Howery Street. Refer to attached scope and fee proposal signed 06/29/21.
2. Caltrans funding approval work.
 - a. Initial improvement coordination near Union Pacific Railroad (UPRR) crossing including meetings and correspondence with UPRR, California Public Utilities Commission (CPUC), L.A. Weights & Measures, and City. Exhibit preparation, base map and plan revisions associated with this work. Additional scope and proposal prepared for 88-B authorization.
 - b. LAPM Utility Relocations Procedure forms, notices, and coordination with Metro, Caltrans, and various agencies required prior to Caltrans RFA and Right-of-Way (R/W) submittal. Which included the review of franchise agreements, obtaining signed Notice to Owners (NTO) from over 10 different agencies, utility agreement preparation and coordination with L.A. County Community Sanitation District (LACSD), MWD, Tesoro, and City of South Gate (Water & Sewer).
 - c. Addressing Metropolitan Water District (MWD) facilities and other utility comments during utility coordination.

Mr. Arturo Cervantes
March 14, 2023

3. CBMWD reclaimed water connection revisions to the PS&E and submittal to CBMWD and Los Angeles County Dept. of Public Health (LACDPH) submittals per CBMWD Outline of Responsibilities checklist attached.
4. Other design changes affecting the civil, utility, landscape, irrigation, and striping design.
 - a. Rectangular Rapid Flashing Beacons (RRFB) change from solar to hardwire. Initial coordination and meetings with Southern California Edison (SCE) and City, engineering scope and proposal prepared for SCE permit process, and revisions to PS&E. Conversion of RRFB from hard wire back to solar on plans prior to bidding.
 - b. Changing bike path material from asphalt concrete (AC) to Portland Cement Concrete (PCC). Conversion of bike path from PCC back to AC prior to bidding.
 - c. Southern Avenue pavement change from AC to PCC.
 - d. AC overlay pavement treatment limit changes.
 - e. Switching all landscape irrigation to reclaimed water compatible equipment including rework of irrigation calculations.
 - f. Preparation of City of Downey estimate.
 - g. Conducting condition assessment and inventory of existing signage, red curbs, and updating plans.
 - h. Coordination and value engineering of project to meet City's construction budget and adjustments to the final project Bid Schedule to accommodate alternative bid item strategy.

Tetra Tech is requesting a budget increase for the scope of services performed and outlined above for a total **Lump Sum Fee of \$97,461**. If this request for approval of services is acceptable, please sign in the space provided and return an electronic copy at your earliest convenience.

Should you have any questions, please don't hesitate to contact us. We wish to thank you for the opportunity of submitting this proposal.

Sincerely,



Bridget P. Elliott, PE
Project Manager



Jason Fussel, PE, PLS, LEED AP, ENV SP
Vice President

Mr. Arturo Cervantes
March 14, 2023

Attachment(s): Price Proposals, Median Island Revisions for Garfield Ave. from Century Blvd. to Howery St. proposal, Caltrans email requesting utility adjustments be considered relocation, Amendment 1 with Right-of-Way Certification scope highlighted, and CBMWD Outline of Responsibilities.

Accepted by

Print Name

Title

Date

Price Proposal		Revision Date: Mar 14, 2023												Price Summary / Totals													
Garfield Avenue Complete Street Improvements Project, City Project No. 564-ST (A,B & C) Utility Relocation document preparation & coordination with multiple agencies for RFA submittal & R/W Cert. Uplift Coordination with SCE, UPRR, CBWMD Submittal, Downey Cost estimate, Century Blvd - Jefferson St, Bike Path, R/WB, Southern Ave. changes etc. Non-grant estimate & bid schedule work.				Proj Area -										Fees for Inception to Date Efforts							647,451						
														Task Pricing Totals							97,461						
														Specify Add'l Fees on Setup							0						
														Technology Use Fee							-						
Submitted to: City of South Gate (Attn: Elias Saikaly)														Fee Reduction for Billing Generated over Cap							-						
														Total Price							97,461						
Contract Type: Lump Sum														Pricing by Resource													
Project Phases / Tasks				Schedule		Total Labor Hrs		Program Manager (Jason Fassel, PE, PLS)		Sen. Engr. (Budget Elliott, PE)		Project Engr. (Eva Pangman, PE)		Engineer 2 (Octavio Ferreira)		Project Engr. 1 (Nick LaRue)		SCAD Designer (QA/QC) (Craig Zeln, PE)		Labor Rate Esc.	Labor	Subs	Travel	Mat'l's & Equip	ODCs	Task Pricing Totals	
				From	Thru	Months	Week Days Off	Week Days	470	8	122	68	136	120	16	0.00%	80,310	17,151	-	-	-	-	-	-	-	97,461	
(A) GARFIELD AVENUE PEDESTRIAN IMPROVEMENTS PROJECT, FEDERAL PROJECT NO. 564-ST (A,B & C)																											
TASK A0500 - PLAN PREPARATION																											
Bike Path Changes from AC to PCC & back																											
R/WB changes from Solar to hardware & back																											
TASK A1100 - TECHNICAL SPECIFICATIONS																											
Bike Path Changes from AC to PCC & back																											
R/WB changes from Solar to hardware & back																											
TASK A1200 - COST ESTIMATES																											
Bike Path Changes from AC to PCC																											
R/WB changes from Solar to hardware																											
(B) GARFIELD AVENUE MEDIAN PROJECT, FEDERAL PROJECT NO. HSIPL 5257(035)																											
TASK B0100 - PROJECT MANAGEMENT																											
Meeting, Agendas and Minutes																											
Coordination with Metro for ATP approval																											
TASK B0300 - AGENCY & UTILITY COORDINATION																											
Meeting & Coordination																											
UPRR & SCE																											
Utility Relocation Doc. Prep. & Coordination																											
Utility Relocation prior to RFA & R/W Cert. Submittal																											
TASK B0500 - PLAN PREPARATION																											
Median Revisions from Century to Howery, unimproved 06/29/21																											
Striping MWD Existing Curb & Comments from Utility Coord																											
Forging CPMWD Reclaimed water line to base main																											
UPRR permits, Base Map & Plan Changes																											
TASK B1100 - TECHNICAL SPECIFICATIONS																											
Utility Relocation Changes																											
TASK B1200 - COST ESTIMATES																											
Bike Path Relocation Changes																											
(C) GARFIELD AVENUE ROADWAY REHABILITATION AND LANDSCAPING IMPROVEMENTS																											
TASK C0100 - PROJECT MANAGEMENT																											
Project Meetings, Coordination, & Change Orders Prep																											
CBWMD Submittal & Utility Coordination																											
TASK C0900 - PLAN PREPARATION																											
Downey Cost Estimate (Cibola)																											
Southern Ave Concrete Pavement Changes																											
Pavement Rehab. Limit Changes																											
Conducting Existing Sign Inventory & Condition Report																											
CBWMD Base Map, Plan Revisions & Redline Comments																											
Switch all Irrigation to Reclaimed Water Compatibility																											
TASK C1100 - TECHNICAL SPECIFICATIONS																											
Southern Ave Concrete Pavement Changes																											
Switch all Irrigation to Reclaimed Water Compatibility																											
TASK C1200 - COST ESTIMATES																											
Downey Cost Estimate																											
Southern Ave Concrete Pavement Changes																											
Switch all Irrigation to Reclaimed Water Compatibility																											
Project Exhibit - Removing Non-Grant Items for City Review																											
Restructure Bid Schedule with Disposed Items as Alternative																											
Totals																											



June 25, 2021

Mr. Arturo Cervantes
Director of Public Works/City Engineer
City of South Gate
8650 California Avenue
South Gate, CA 90280

**Reference: Garfield Avenue Complete Street Improvement Project, City Project No. 564-ST (A, B & C)
Median Island Revisions for Garfield Avenue from Century Boulevard to Howery Street**

Dear Mr. Cervantes:

Tetra Tech appreciates the opportunity to provide additional engineering services for the City of South Gate Garfield Avenue Complete Street Improvement Project. Below is a detailed breakdown of the scope of work and fee for the additional services.

Century Boulevard to Howery Street Plan Revisions

The Tetra Tech team was directed by the City to design the proposed median on Garfield Avenue from Century Boulevard to Howery Street as one continuous median. The proposed design would eliminate the left turn from Garfield onto Cortland Avenue. Design plans and estimate were prepared and submitted to the City in March 2021 to be constructed by another City project currently under construction on this section of Garfield Avenue. On June 21, 2021, the City notified Tetra Tech there has been a high volume of complaints for eliminating the left turn onto Cortland Avenue. This request for a change to the design is beyond the scope of our project and will require changes to the civil, landscape, irrigation, and striping design. Alta Planning & Design will be supporting for the landscape and striping revisions. Our additional scope will include the following:

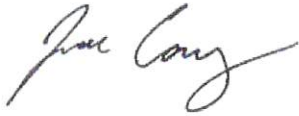
- Revise civil plans for new median geometry.
- Re-calculate quantity estimates.
- Revise planting plans to new median geometry.
- Revise irrigation plans to the median geometry.
- Re-calculate irrigation water use and critical analysis.
- Revise striping plan to accommodate left turn pocket.
- Revise and update labeling and sheets as needed.

Tetra Tech is requesting a budget increase to revise the median island geometry for a **Lump Sum Fee of \$9,670.00**. If this request for approval of services is acceptable, please sign in the space provided and return an electronic copy at your earliest convenience.

Should you have any questions, please don't hesitate to contact us. We wish to thank you for the opportunity of submitting this proposal and we look forward to working with you in the near future.

Mr. Arturo Cervantes
June 25, 2021
Page 2

Sincerely,



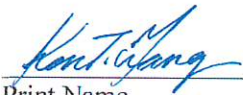
Mr. Joe Conroy, PE
Project Manager



Mr. Jason Fussel, PE, PLS, LEED AP, ENV SP
Vice President

Attachment(s): Price Proposal

Accepted by



Print Name

Senior Civil Engineer

Title

6/29/2021

Date

Garfield Avenue Complete Street Improvements Project

Submitted to: City of South Gate (Attn: Elias Saikaly)

Contract Type: Lump Sum

Totals					40	2	8	30	0.00%	5,270	4,400	-	-	-	9,670
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From: [Monh, Theary@DOT](mailto:Monh.Theary@DOT)
To: [Elliott, Bridget](mailto:Elliott.Bridget)
Cc: [Gladis Deras](mailto:Gladis.Deras); [Elias Saikaly](mailto:Elias.Saikaly)
Subject: RE: City of South Gate Garfield Ave. Complete St. Imp. Subprojects (A)ATPL-5257(038), (B)HSIPL-5257(035) & (C)City Project No. 564-ST) - R/W Certification
Date: Wednesday, March 2, 2022 10:52:53 AM
Attachments: [image001.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image003.png](#)

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Hi Bridget,

After speaking with our Caltrans team, as Project C is self-funded, Project C does not need to go through Caltrans RW Certification. This should be self-certified by the City.

Also as there are utility cover adjustments, if any manholes are to be raised, they are to be treated as relocations.

Please let me know if you have follow up questions.

Thank you for your time.

--

Theary Monh
Local Assistance, D7
213-310-2923

From: Elliott, Bridget <Bridget.Elliott@tetrattech.com>
Sent: Wednesday, March 2, 2022 10:38 AM
To: Wong, Kenneth@DOT <kenneth.wong@dot.ca.gov>
Cc: Fussel, Jason <Jason.Fussel@tetrattech.com>; Gladis Deras <gderas@sogate.org>; Elias Saikaly <esaikaly@sogate.org>; Mell, Molly <Molly.Mell@tetrattech.com>; Monh, Theary@DOT <Theary.Monh@dot.ca.gov>; Streeter, Kyle <Kyle.Streeter@tetrattech.com>
Subject: City of South Gate Garfield Ave. Complete St. Imp. Subprojects (A)ATPL-5257(038), (B)HSIPL-5257(035) & (C)City Project No. 564-ST) - R/W Certification

EXTERNAL EMAIL. Links/attachments may not be safe.

Hi Kenneth,

Per our conversation yesterday Tetra Tech is preparing the Right-of-Way Certification for the City of South Gate's Garfield Avenue Complete Streets Project which is broken down into three subprojects.

- Project A - State Project No 5257 (038)
 - ADA Ramp within UPRR right-of-way
 - Utility cover adjustments various
- Project B - Federal Project No HSIPL 5257 (035)
 - Utility cover adjustments to City of South Gate (water/sewer)
- Project C - City Project No 564-ST
 - Mill/overlay with in UPRR right-of-way
 - Utility cover adjustments to the main lines along Garfield Ave. for the City of South Gate's (water/sewer/storm), Metropolitan Water District (water), L.A. Co. Sanitation District (Sewer), SoCalGas (gas).

Could you please tell me what documentation and information will be required to achieve the R/W Certification for each project? Attached is the draft Exhibits, City Resolution, UPRR Revocable Permit No. 17-07.

Thanks,

Bridget Elliott, PE, CPESC | Project Engineer | Tetra Tech
Direct +1 (805) 542-8632 | Business +1 (805) 542-9052 | bridget.elliott@tetrattech.com

This message, including any attachments, may include privileged, confidential and/or inside information. Any distribution or use of this communication by anyone other than the intended recipient is strictly prohibited and may be unlawful. If you are not the intended recipient, please notify the sender by replying to this message and then delete it from your system.

From: Monh, Theary@DOT <Theary.Monh@dot.ca.gov>
Sent: Tuesday, March 1, 2022 9:13 AM
To: Elliott, Bridget <Bridget.Elliott@tetrattech.com>
Cc: Fussel, Jason <Jason.Fussel@tetrattech.com>; Gladis Deras <gderas@sogate.org>; Elias Saikaly <esaikaly@sogate.org>; Mell, Molly <Molly.Mell@tetrattech.com>
Subject: FW: Garfield Ave. Complete Streets Improvements - R/W Certification Exhibits & Supplemental documents

⚠ CAUTION: This email originated from an external sender. Verify the source before opening links or attachments. ⚠

Hi Bridget,

Please contact Caltrans RW Kenneth Wong directly for help with the certifications.

See below for his contact information.

--

Theary Monh
Local Assistance, D7
213-310-2923

From: Wong, Kenneth@DOT <kenneth.wong@dot.ca.gov>
Sent: Monday, February 28, 2022 4:55 PM
To: Monh, Theary@DOT <Theary.Monh@dot.ca.gov>
Cc: Wallace, Brian C@DOT <brian.wallace@dot.ca.gov>; Novotny, Steve J@DOT <steve.novotny@dot.ca.gov>
Subject: RE: Garfield Ave. Complete Streets Improvements - R/W Certification Exhibits & Supplemental documents

Hi Theary,

I can help with some but I don't know the answers to all like the data sheet or project C, there isn't enough information given.

Have them contact me directly so I can help them with their certifications.

Thank you

Kenneth Wong
Associate Right of Way Agent
Caltrans District 7
Cell/Office: (213)266-3603
kenneth_wong@dot.ca.gov

From: Monh, Theary@DOT <Theary.Monh@dot.ca.gov>
Sent: Monday, February 28, 2022 2:56 PM
To: Wong, Kenneth@DOT <kenneth.wong@dot.ca.gov>
Cc: Wallace, Brian C@DOT <brian.wallace@dot.ca.gov>; Novotny, Steve J@DOT <steve.novotny@dot.ca.gov>
Subject: FW: Garfield Ave. Complete Streets Improvements - R/W Certification Exhibits & Supplemental documents

Hi Kenneth,

The City of South Gate is completing RW Certifications for the following projects below.

Can you please answer their questions below regarding what exhibits and supplemental documents are required for RW Certification for each project.

Thank you for your help.

--

Theary Monh
Local Assistance, D7
213-310-2923

From: Elliott, Bridget <Bridget.Elliott@tetrattech.com>
Sent: Monday, February 28, 2022 1:25 PM
To: Monh, Theary@DOT <Theary.Monh@dot.ca.gov>; Novotny, Steve J@DOT <steve.novotny@dot.ca.gov>
Cc: Fussel, Jason <Jason.Fussel@tetrattech.com>; Gladis Deras <gderas@sogate.org>; esaikaly@sogate.org; Mell, Molly <Molly.Mell@tetrattech.com>
Subject: FW: Garfield Ave. Complete Streets Improvements - R/W Certification Exhibits & Supplemental documents

EXTERNAL EMAIL. Links/attachments may not be safe.

Hi Theary,

I am working with the City of South Gate on completion of the R/W Certification for their Garfield Avenue Street Improvements. There are three project:

- Project A - State Project No 5257 (038)
- Project B - Federal Project No HSIPL 5257 (035)
- Project C - City Project No 564-ST

I am seeking additional clarification on what exhibits and supplemental documents will be required for the R/W Certification for each project.

Project A - State Project No 5257 (038)

- A PES has been prepared.
- A CEQA Exemption / NEPA Categorical Exclusion determination has been prepared.
- A draft Exhibit 13-A: Short Form Right of Way Certification Local Assistance Project has been prepared.
- A draft Exhibit 3-A: Request for Authorization to Proceed will be prepared.
- Is Exhibit 3-D: Request for Authorization to Proceed with Construction required to be prepared as part of the R/W Certificate Package?
- Is Exhibit 3-O: Federal-Aid Project Finance Letter required to be prepared as part of the R/W Certificate Package?

- Is Exhibit 7-B: Field Review Form required to be prepared as part of the R/W Certificate Package?
- What other exhibits and/or supplemental documents are required? [Exhibit 4-EX-1](#) (Rev 7/2016) *Right of Way Data Sheet*, [Exhibit 13-EX-26](#) (Rev 7/2020) *R/W Utility Certification*, [Exhibit 14-EX-3](#) (Rev 7/2021) *Right of Way Certification*)

Project B - Federal Project No HSIPL 5257 (035)

- A PES has been prepared.
- A CEQA Exemption / NEPA Categorical Exclusion determination has been prepared for this project.
- A draft Exhibit 13-A: Short Form Right of Way Certification Local Assistance Project has been prepared.
- A draft Exhibit 3-A: Request for Authorization to Proceed will be prepared.
- Is Exhibit 3-D: Request for Authorization to Proceed with Construction required to be prepared as part of the R/W Certificate Package?
- Is Exhibit 3-O: Federal-Aid Project Finance Letter required to be prepared as part of the R/W Certificate Package?
- Is Exhibit 7-B: Field Review Form required to be prepared as part of the R/W Certificate Package?
- What other exhibits and/or supplemental documents are required? [Exhibit 4-EX-1](#) (Rev 7/2016) *Right of Way Data Sheet*, [Exhibit 13-EX-26](#) (Rev 7/2020) *R/W Utility Certification*, [Exhibit 14-EX-3](#) (Rev 7/2021) *Right of Way Certification*)

Project C - City Project No 564-ST

- The City has prepared a CEQA Categorical Exemption for this project.
- Is a R/W Certificate Required for this project? If yes, under Section 2 - Status of affected operating railroad facilities. Do we need a railroad clearance letter ([Exhibit 4-EX-5](#) (Rev 06/99)) from UPRR if the City has an revocable permit for maintain public improvements with in UPRR's corridor (see attached). Also, under the Utility Cover Adjustment Summary section b. it requires a list of all the facilities that will be adjusted during construction, there was not enough room on the fillable form to add all items. Is the submittal of an additional word document with a table acceptable? *See attached.*
- Are there any exhibits and/or supplemental documents required?

Because the funding deadline is quickly approaching I was hoping you could provide clarification on the forms required as soon as possible. Thanks in advance for your help.

Bridget Elliott, PE, CPESC | Project Engineer | Tetra Tech
Direct +1 (805) 542-8632 | Business +1 (805) 542-9052 | bridget.elliott@tetrattech.com

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From: Elias Saikaly <esaikaly@sogate.org>
Sent: Tuesday, February 8, 2022 12:15 PM
To: Fussel, Jason <Jason.Fussel@tetrattech.com>
Cc: Gladis Deras <gderas@sogate.org>; Elliott, Bridget <Bridget.Elliott@tetrattech.com>
Subject: RE: Garfield Ave. Complete Streets Improvements - R/W Certification Questions for City of South Gate

⚠ **CAUTION:** This email originated from an external sender. Verify the source before opening links or attachments. ⚠

Jason

Please see comments below in Red. I have also commented on the 90% plans in my previous email.

Please contact all effected utility companies (attached sample).

Lets set up a meeting to discuss all these matters early next week.

Thank you

Elias Saikaly, P.E.
Project Manager

City of South Gate / Public Works Department
8650 California Avenue, South Gate, CA 90280
P: (323) 563-9581
C: (562) 968-4860
E: esaikaly@sogate.org
W: cityofsouthgate.org

From: Fussel, Jason <Jason.Fussel@tetrattech.com>
Sent: Friday, February 4, 2022 9:57 AM
To: Elias Saikaly <esaikaly@sogate.org>
Cc: Gladis Deras <gderas@sogate.org>; Elliott, Bridget <Bridget.Elliott@tetrattech.com>
Subject: FW: Garfield Ave. Complete Streets Improvements - R/W Certification Questions for City of South Gate

Elias,

I realize this is long over due but we needed to identify all of the utilities that are in the street (Caltrans' R/W), their stationing and change of condition.

Attached are the draft forms. Note that there are changes to the 90% plans based on the comments that have yet to be incorporated. I will address those comments separately.

The R/W Certification is necessary prior to authorization for construction and must be consistent

with the project's approved PS&E. There were several changes to the project requested in the City's 90% review including additional ADA ramps, removal of a median, new alignment for the bike trail, additional AC full depth reconstruction @ Southern Ave, extending the limits of the mill/ARMH from Karmont Ave to the Bridge, and installation of a RRFB. These changes significantly affect the PS&E.

The attached Exhibits 13-A forms for project A, B, & C were completed based on the 90% PS&Es. All Exhibits and supporting documentation required for the R/W Certification Submittal will need to be revisited once we have an approved PS&E set.

We would like to schedule a meeting between the City, Tetra Tech, and the Caltrans Local Assistance Engineer assigned to the Project to go over the R/W Certification submittal requirements. Below is a comprehensive list of the items I am seeking clarifications on.

Comments/Questions for City of South Gate (project LPA)

1. Project A & B - We are using Exhibit 13-A: Short Form Right of Way Certification Local Assistance Project (Off-State Highway System Project) -Rev 1/2021.
 - For the HSIPL 5257 (Project B) we will need a copy of the cooperative agreement between the LPA & FHWA (Federal Agency) and the Agency Agreement No. for the submittal. *See attached*
 - For the HSIPL 5257 (Project B) if the utility cover adjustments (Bid Item No. 62) will be paid for by Federal Funds we'll need the Specific Authorization. *Utility Covers are Non-participating items*
 - The fillable PDF did not provide enough rows in the Utility tables, so a separate table was included. Is there a Word doc. version that could be provided?, *attach a separate sheet to the form*
2. Project C - We are using Exhibit 13-B: Right of Way Certification Local Assistance Project (Off State Highway System) -Rev 01/2021.
 - There is a Union Pacific Railroad (UPRR) crossing at STA 68+25. Has the City received project approval from UPRR? I believe a railroad clearance letter will be required. *Tetra Tech to contact the UPRR for details required*
 - [Exhibit 4-EX-5](#) (Rev 06/99) Sample Certification No 1. Subject to Railroad Clearance Letter
 - Form 13-B requires a clause to be placed in the contract special provisions. Is there an example of the wording that should be used in the Specifications available? *No*
3. Based on the LAPM section 3.10, "Prior to submission, a valid NEPA document is required." This project will most likely qualify for a Categorical Exemption. However, it's not clear what documentation and/or forms are required for the R/W Certification submittal. - *Please confirm with the project's Caltrans Local Assistance Engineer what forms/documentation are required in addition to Exhibit 13-A for a categorical exempt project. Attached is the C.E. but Tetra Tech to provide CEQA indicating C.E.*
4. In section 3.10 of the LAPM, "...Data supporting all the project right of way activities (e.g., acquisitions, relocation assistance, railroad and utility improvements, etc.) are required at the time of submittal..."

- a. We are not relocating any utilities, however there are several utilities within the milling /ARHM, a few utility boxes in the ADA corner ramp areas, and sewer manholes within the new medians that will need to be adjusted to grade.
 - Are there any utilities providers within the City's right of way that require their own crews to adjust the lid/covers elevations for their utilities? *Any City owned utility can be adjusted by the contractor*
 - Has the City arranged any utility improvement activities for the project? *No*
 - b. There is a Union Pacific Railroad (UPRR) railroad crossing at STA 68+25.
 - Has the City arranged any railroad (UPRR) improvement activities for the project? *Tetra Tech to arrange*
 - Has the City received project approval from UPRR? *No, it may not be necessary. TT to check with UPRR*
5. Could the Caltrans Local Assistance Engineer provide the City/ Tetra Tech with a complete list of the supporting documents required for a complete R/W Certification? Below are a few of the supporting data that might be required:
- [Exhibit 4-EX-1](#) (Rev 7/2016) Right of Way Data Sheet
 - [Exhibit 13-EX-26](#) (Rev 7/2020) R/W Utility Certification
 - [Exhibit 14-EX-3](#) (Rev 7/2021) Right of Way Certification
 - [Exhibit 4-EX-5](#) (Rev 06/99) Sample Certification No 1. Subject to Railroad Clearance Letter
 - Others?
- Please contact the DLAE for more detailed information: Theary Monh, Local Assistance, D7 213-310-2923; Monh, Theary@DOT <Theary.Monh@dot.ca.gov>*
6. In section 3.10 of the LAPM, "...The LPA must transmit all certifications to the DLAE for all federal-aid projects along with the Request for Authorization."
- Is there a specific form that should be completed for the Request for Authorization? Use LAPM Exhibit 3-D*

Can you please provide times that would work for a call?

Best regards,

Jason L Fussel , PE, PLS, LEED AP, ENV SP | Vice President

Direct +1 (805) 542-8630 | Business +1 (805) 542-9052 | Mobile +1 (805) 305-0150 | Jason.Fussel@tetratech.com

Tetra Tech | *Leading with Science®*

707 Wilshire Boulevard, 23rd Floor, Los Angeles, CA 90017 | tetratech.com

While we are operating remotely in response to COVID-19, Tetra Tech teams remain fully connected and hard at work servicing our clients and ongoing projects. We also would like to wish health and wellness to you and your family.

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TETRA TECH

Amendment No. 1
Contract No. 2020-10-CC

**AMENDMENT NO. 1 TO CONTRACT NO. 2020-10-CC
FOR ADDITIONAL DESIGN AND CONSTRUCTION SUPPORT SERVICES FOR
THE GARFIELD AVENUE COMPLETE STREET IMPROVEMENT PROJECT
BETWEEN THE CITY OF SOUTH GATE AND TETRA TECH**

This Amendment No. 1 to Contract No. 2020-10-CC for additional Design and Construction Support Services for the Garfield Avenue Complete Street Improvement Project ("Amendment No. 1"), is made and entered into on July 13, 2021, and retroactively effective June 21, 2021, by and between the City of South Gate, a municipal corporation ("City"), and Tetra Tech, a California Corporation C1609644 ("Consultant"). City and Consultant are sometimes hereinafter individually referred to as a "Party" and collectively as "Parties."

RECITALS

WHEREAS, on January 28, 2020, the City Council approved Contract No. 2020-10-CC with Consultant ("Agreement"), to provide Professional Engineering Services, to prepare design plans, specifications, construction support and cost estimates for the Garfield Avenue Complete Street Improvement Project; City Project 564-ST ("The Project"), in an amount not-to-exceed Six Hundred Six Thousand Two Hundred Sixty One Dollars (\$606,261);

WHEREAS, the Project is currently under design and it is about 70 percent complete. Under the Agreement, the design work was to be completed within 14 months from the date of Notice to Proceed, which placed the Project completion date on March 28, 2020, and construction completion date on December 31, 2022; and

WHEREAS, the City Council and Consultant therefore desire to execute Amendment No. 1 to the Agreement, retroactively effective June 21, 2021, through and including December 31, 2022, increasing the compensation payable to the Consultant in an amount not to exceed Forty One Thousand One Hundred Ninety Dollars (\$41,190), for services identified in Exhibit "A" attached hereto, under the terms and conditions of the Agreement, bringing the aggregate total of the Agreement and Amendment No. 1 to a total sum of Six Hundred Forty Seven Thousand Four Hundred Fifty One Dollars (\$647,451).

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. MODIFICATION TO AGREEMENT.

- a. **SCOPE OF WORK.** The Scope of Work to be performed by Consultant for the duration of the term of the Agreement shall be limited to that set forth in Exhibit "A." The City reserves the right to augment or reduce the scope of work as City deems necessary.
- b. **COMPENSATION.** The additional compensation paid by City to Consultant for the work identified in Exhibit "A" shall not exceed **Forty One Thousand One**

Hundred Ninety Dollars (\$41,190). The total sum of the Agreement and Amendment No.1 shall not exceed **Six Hundred Forty Seven Thousand Four Hundred Fifty One Dollars (\$647,451).**

- c. **TERM OF AGREEMENT.** This Amendment No. 1 is retroactively effective June 21, 2021, through and including December 31, 2022.

2. **EFFECT OF AMENDMENTS.** Except as expressly amended herein, all other terms and conditions of the Agreement and its original amendments, attachments and exhibits attached hereto, shall remain in full force and effect.

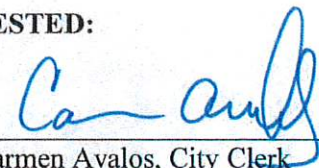
IN WITNESS WHEREOF, the Parties hereto have caused this Amendment No. 1 to be executed and attested by their respective officers hereunto duly authorized.

CITY OF SOUTH GATE:

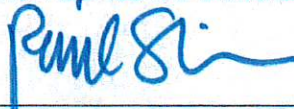
By: 
Al Rios, Mayor

Dated: 08-03-2021

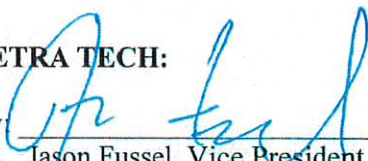
ATTESTED:

By: 
Carmen Avalos, City Clerk
(SEAL)

APPROVED AS TO FORM:

By: 
Raul F. Salinas, City Attorney

TETRA TECH:

By: 
Jason Fussel, Vice President

Dated: 7/29/2021

EXHIBIT A



July 6, 2021

Mr. Arturo Cervantes
Director of Public Works/City Engineer
City of South Gate
8650 California Avenue
South Gate, CA 90280

Reference: Garfield Avenue Complete Street Improvement Project, City Project No. 564-ST (A, B & C) – Time Extension, Increased Scope for Concepts, and Right-of-Way Certification

Dear Mr. Cervantes:

We appreciate the opportunity to provide additional engineering services for the City of South Gate Garfield Avenue Complete Street Improvement Project. Below is a detailed breakdown of the scope of work and fee for the additional services.

Time Extension

Our contract was setup for a 14-month duration from the signing of the Notice-to-Proceed (NTP). Our contract was fully executed on April 14, 2020, which would make the end of our contract in June 2020. Our 60% Plans, Specifications, and Estimate (PS&E) and Concept Plans were submitted on November 12, 2020. Tetra Tech has continued to support the City's concept phase and design development team with support at meetings, response to questions on the concept planting, landscape, and civil design alternatives, and environmental documentation approval. City selected their preferred design alternative on May 27th, 2021, and comments on the PS&E were received on June 15, 2021. Upon transmitting the comments on the plans, the City PM indicated the design phase would extend to the end of October 2021 and the Bid, Award, & Construction Phase will end in July 2022. The Tetra Tech Management Team will continue to provide 0.5 hours per week for each sub project for a total of 1.5 hours total per week for the duration of the project. The subtotal for the time extension, which is spread equally across Tasks A0100, B0100, and C0100, totals \$20,160.00.

Concept Phase Support

The Tetra Tech Team has continued to support the City's efforts to select a Preferred Alternative for the civil, landscape, and street furniture design. The original contract had three submittals of the concept design alternatives. To date there have been five (5) rounds of revision and submittal. In addition to the submittals, Tetra Tech has supported the City with preparation and attendance at three meetings with the City's Executive Committee. The additional two submittals. The subtotal for the additional concept phase support, which is spread equally across Tasks A0800, B0800, and C0800, totals \$7,950.00.

Right-of-Way Certifications

Tetra Tech will evaluate the Garfield Avenue Complete Street Improvements Project (A, B, C) for right-of-way certification and prepare a Right-of-Way (ROW) Certification Package for Caltrans review and approval (Form 13-A or B as required). The ROW Certification Package will be prepared in accordance with Caltrans Local Assistance Procedures Manual (LAPM). The City, as project representative, will assist in this task as required for Tetra Tech to obtain the ROW Certification from Caltrans on the City's behalf. It is assumed that an initial submission and a subsequent second submission, in which Tetra Tech will incorporate Caltrans review and

707 Wilshire Blvd., 23rd Floor, Los Angeles, CA 90017
Tel 213.279.3283 tetratech.com

Mr. Arturo Cervantes
July 6, 2021
Page 2

comments, will be required to obtain the ROW Certification from Caltrans. The subtotal for the right-of-way certification, which is spread equally across Tasks A1400 and B1400, totals \$13,080.00

Tetra Tech is requesting a budget increase for the time extension, additional concept phase support and right-of-way certification to complete the project for a **Lump Sum Fee of \$41,190.00**. If this request for approval of services is acceptable, please sign in the space provided and return one copy to our office.

Should you have any questions, please don't hesitate to contact us. We wish to thank you for the opportunity of submitting this proposal and we look forward to working with you in the near future.

Sincerely,



Mr. Joe Conroy, PE
Project Manager

Attachment(s): Price Proposal



Mr. Jason Fussel, PE, PLS, LEED AP, ENV SP
Vice President

APPROVED BY: _____ PROJECT: _____

BY: _____ TITLE: _____ DATE: _____

Price Proposal		Revision Date: Jul 06, 2021		Labor Plan		Price Summary / Totals	
Garfield Avenue Complete Street Improvements Project		5 Resource		Task Pricing Totals		41,190	
Increased Scope for Right-of-Way Certification, Extended Schedule, Increased Concept Design Phase Submitted to: City of South Gate (Attn: Elias Saikaly)		Specify Add'l Fees on Setup		Technology Use Fee		0	
Contract Type: Fixed Price		Total Price		41,190			
Project Phases / Tasks		Schedule		Total Labor Hrs		Pricing by Resource	
		From	Thru	Months	Week Days	Week Days	Task Pricing Totals
Task A0100 Project Management		07/01/21	07/31/21	1.0	3	19	32
Project Management (0.5 hr/wk)							32
Task A0800 Concept Plans							19
Additional Submittals of Concept Design Alternatives							16
Executive Committee Meetings (3 mgs at 1 hr/mg)							3
Task A1400 Right-of-Way Certification							42
Right of Way Certification							42
Task B0100 Project Management		07/01/21	07/31/21	1.0	3	19	32
Project Management (0.5 hr/wk)							32
Task B0800 Concept Plans							19
Additional Submittals of Concept Design Alternatives							16
Executive Committee Meetings (3 mgs at 1 hr/mg)							3
Task B1400 Right-of-Way Certification							42
Right of Way Certification							42
Task C0100 Project Management		07/01/21	07/31/21	1.0	3	19	32
Project Management (0.5 hr/wk)							32
Task C0800 Concept Plans							19
Additional Submittals of Concept Design Alternatives							16
Executive Committee Meetings (3 mgs at 1 hr/mg)							3
Totals		07/01/21	07/31/21	1.0	3	19	237

**AGREEMENT FOR PROFESSIONAL SERVICES FOR THE GARFIELD AVENUE
COMPLETE STREET IMPROVEMENT PROJECT BETWEEN THE
CITY OF SOUTH GATE AND TETRA TECH**

This Agreement for Professional Services for the Garfield Avenue Complete Street Improvement Project ("Agreement") is made and entered into on January 28, 2020, by and between the City of South Gate, a municipal corporation ("City"), and Tetra Tech, a Delaware corporation ("Consultant"). City and Consultant are sometimes hereinafter individually referred to as a "Party" and collectively as "Parties."

RECITALS

WHEREAS, City desires to retain Consultant to perform certain technical and professional engineering services, as provided herein, for the Garfield Avenue Complete Street Improvement Project, City Project No. 564-ST;

WHEREAS, Consultant represents to City that it has the qualifications, experience and facilities to perform properly and timely the services under this Agreement; and

WHEREAS, based on such representation, City desires to contract with Consultant to perform the services described in the Proposal attached hereto as Exhibit "A" of this Agreement.

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. PARTIES TO THE AGREEMENT.

The Parties to the Agreement are:

- A. Owner: The City of South Gate, a municipal corporation, having its principal office at 8650 California Avenue, South Gate, California 90280.
- B. Consultant: Tetra Tech
707 Wilshire Boulevard, 23rd Floor
Los Angeles, CA 90017

2. REPRESENTATIVES OF THE PARTIES AND SERVICE OF NOTICES:

The representatives of the Parties who are primarily responsible for the administration of this Agreement, and to whom formal notices, demands and communications shall be given, are as follows:

- A. The principal representative of the City shall be:

Arturo Cervantes, P.E.
Assistant City Manager/Director of Public Works
Public Works Department

City of South Gate
8650 California Avenue
South Gate, CA 90280

WITH A COURTESY COPY TO:
Carmen Avalos, City Clerk
City of South Gate
8650 California Avenue
South Gate, CA 90280

- B. The principal representative of the Consultant shall be:

Jason Fussel
Vice President
Tetra Tech
707 Wilshire Boulevard, 23rd Floor
Los Angeles, CA 90017

- C. Formal notices, demands and communications to be given hereunder by either Party shall be made in writing and may be affected by personal delivery or by mail.
- D. If the name of the principal representative designated to receive the notices, demands or communications, or the address of such person, is changed, written notice shall be given within five (5) working days of said change.

3. DESCRIPTION OF WORK.

City hereby engages Consultant, and Consultant accepts such engagement, to perform the technical and professional services, as needed, set forth in the "Proposal" attached hereto as Exhibit "A". Consultant shall perform and complete, in a manner satisfactory to City, all work and services set forth in Exhibit "A". The Director of Public Works, or the Director of Public Works' designee, shall have the right to review and inspect the work during the course of its performance at such times as may be specified by the Director of Public Works.

4. DATA PROVIDED TO CONSULTANT.

City shall provide to Consultant, without charge, all data, including reports, records, maps and other information, now in the City's possession, which may facilitate the timely performance of the work described in Exhibit "A".

5. INDEPENDENT CONTRACTOR.

This Agreement is by and between City and Consultant and is not intended, nor shall it be construed, to create the relationship of agency, servant, employee, partnership, joint venture or association, as between City and Consultant.

- A. Consultant shall be an independent contractor and shall have no power to incur any debt or obligation for or on behalf of City. Neither City nor any of its officers or employees shall have any control over the conduct of Consultant, or any of Consultant's employees, except as herein set forth, and Consultant expressly warrants not to, at any time or in any manner represent that it, or any of its agents, servants or employees are in any manner employees of City, it being distinctly understood that Consultant is and shall at all times remain to City a wholly independent contractor and Consultant's obligations to City are solely such as are prescribed by this Agreement.
- B. Indemnification of CalPERS Determination- In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

6. CONSULTANT'S PERSONNEL.

- A. All services required under this Agreement will be performed by Consultant, or under Consultant's direct supervision, and all personnel shall possess the qualifications, permits and licenses required by State and local law to perform such services, including, without limitation, a City of South Gate business license as required by the South Gate Municipal Code.
- B. Consultant shall be solely responsible for the satisfactory work performance of all personnel engaged in performing services required by this Agreement, and compliance with all reasonable performance standards established by City.
- C. Consultant shall be responsible for payment of all employees' and subcontractor's wages and benefits, and shall comply with all requirements pertaining to employer's liability, workers' compensation, unemployment insurance, and Social Security.
- D. Consultant shall indemnify and hold harmless the City and all other related entities, officers, employees, and representatives, from any liability, damages, claims, costs and expenses of any nature arising from alleged violations of personnel practices, or of any acts or omissions by Consultant in connection with the work performed arising from this Agreement.

7. **COMPENSATION.**

- A. The total compensation to be paid by City to Consultant for its professional services rendered as described in Exhibit "A" shall be as submitted in the proposal for an amount not to exceed **Six Hundred Six Thousand Two Hundred Sixty Dollars and Seventy Five Cents (\$606,260.75)**. Consultant's fees and charges for the work and services performed shall in no event exceed those set forth in Exhibit "A" attached hereto and made a part hereof. Notwithstanding anything to the contrary in the proposal, invoices will be processed for payment and paid subject to approval by Director of Public Works and City Council within forty-five (45) days from date of receipt by Director of Public Works. Travel expenses (time, mileage, etc.) to attend business meetings and/or any other business associated with the project shall be waived and shall not be displayed on the Consultant's and sub-consultant's invoice to the City.
- B. Consultant shall be required to attend meetings as necessary in the delivery of the projects. Travel time between the Consultant's office and the meeting location and mileage shall not be billable. Consultant may request an exemption on a case by case basis, which shall be subject to City's approval.

8. **INDEMNITY AND INSURANCE.**

- A. Consultant agrees to indemnify, defend and hold harmless City and/or any other City agency, including other employees, officers and representatives, for/from any and all claims or actions of any kind asserted against City and/or any other City agency arising out of Consultant's (including Consultant's employees, representatives, products and subcontractors) negligent performance under this Agreement, excepting only such claims or actions which may arise out of sole or active negligence of City and/or any other City agency, or any third parties not acting on behalf of, at the direction of, or under the control of Consultant. Consultant will deliver to City a certificate of insurance, no less than one (1) day prior to beginning of performance under this Agreement, evidencing professional liability insurance coverage in an amount not less than \$1,000,000.
- B. (1) The Consultant, at its expense, shall maintain in effect at all times during the performance of work under this Agreement not less than the following coverage and limits of insurance, which shall be maintained with insurers listed "A" or better in the Best's Insurance Guide and authorized to do business in the State of California.
 - (a) Workers' Compensation and Employer's Liability
 - Workers' Compensation-coverage as required by law. Employer's Liability-limits of at least \$1,000,000 per occurrence.
 - (b) Comprehensive General Liability

- Combined Single Limit-\$1,000,000.

The automobile and comprehensive general liability policies may be combined in a single policy with a combined single limit of \$1,000,000. All of the Consultant's policies shall contain an endorsement providing that written notice shall be given to City at least thirty (30) calendar days prior to termination, cancellation or reduction of coverage in the policy.

- C. Verification of Coverage. CONSULTANT shall furnish the CITY with certificates of insurance which bear original signatures of authorized agents and which reflect insurers names and addresses, policy numbers, coverage, limits, deductibles and self-insured retentions. Additionally, CONSULTANT shall furnish original policy endorsements required herein. All certificates and endorsements must be received and approved by CITY before work commences. The CITY reserves the right to request at any time complete, certified copies of any or all required insurance policies and endorsements.
- D. All Coverages. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the CITY.
- (2) Policies providing for bodily injury and property damage coverage shall contain the following:
- (a) An endorsement extending coverage to City as an additional insured, in the same manner as the named insured, as respects liability arising out of the performance of any work under the Agreement. Such insurance shall be primary insurance as respects the interest of City, and any other insurance maintained by City shall be considered excess coverage and not contributing insurance with the insurance required hereunder.
 - (b) "Severability of Interest" clause.
 - (c) Provision or endorsement stating that such insurance, subject to all of its other terms and conditions, applies to the liability assumed by Consultant under the Agreement, including without limitation that set forth in Section 10.A.
- (3) Promptly on execution of this Agreement and prior to commencement of any work Consultant shall deliver to City copies of all required Certificates of Insurance and endorsements to the required policies.
- (4) The requirements as to the types and limits of insurance to be maintained by the Consultant are not intended to and shall not in

any manner limit or qualify Consultant's liabilities and obligations under this Agreement.

- (5) Any policy or policies of insurance that Consultant elects to carry as insurance against loss or damage to its equipment and tools or other personal property used in the performance of this Agreement shall include a provision waiving the insurer's right of subrogation against the City.

9. TERMINATION FOR CONVENIENCE.

The City may terminate this Agreement at any time without cause by giving fifteen (15) days written notice to Consultant of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials shall, at the option of City, become its property. If this Agreement is terminated by City as provided herein, Consultant will be paid a total amount equal to its costs as of the termination date, plus ten percent (10%) of that amount for profit. In no event shall the amount payable upon termination exceed the total maximum compensation provided for in this Agreement.

10. TERMINATION FOR CAUSE.

- A. The City may, by written notice to Consultant, terminate the whole or any part of this Agreement in any of the following circumstances:
 - (1) If Consultant fails to perform the services required by this Agreement within the time specified herein or any authorized extension thereof; or
 - (2) If Consultant fails to perform the services called for by this Agreement or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in either of these circumstances does not correct such failure within a period of ten (10) days (or such longer period as City may authorize in writing) after receipt of notice from City specifying such failure.
- B. In the event City terminates this Agreement in whole or in part as provided above in paragraph A of this Section 10, City may procure, upon such terms and in such manner as it may deem appropriate, services similar to those terminated.
- C. If this Agreement is terminated as provided above in paragraph A, City may require Consultant to provide all finished or unfinished documents, data, studies, drawings, maps, photographs, reports, etc., prepared by Consultant. Upon such termination, Consultant shall be paid an amount equal to the value of the work performed. In ascertaining the value of the work performed up to the date of termination, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents whether delivered to City or in possession of Consultant, and to authorized reimbursement expenses.

- D. If, after notice of termination of the Agreement under the provisions of this Section 10, it is determined, for any reason, that Consultant was not in default, or that the default was excusable, then the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Section 9.

11. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY.

- A. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, creed, gender, gender identity (including gender expression), color, religion, ancestry, sexual orientation, national origin, disability, age, marital status, family/parental status, or veteran/military status. Consultant will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment without regard to their race, color, religion, ancestry, sex, national origin, handicap or age. Affirmative action relating to employment shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship.
- B. The provisions of subsection A above shall be included in all solicitations or advertisements placed by or on behalf of Consultant for personnel to perform any services under this Agreement. City shall have access to all documents, data and records of Consultant and its subcontractors for purposes of determining compliance with the equal employment opportunity and non-discrimination provisions of this Section, and all applicable provisions of Executive Order No. 11246 which is incorporated herein by this reference. A copy of Executive Order No. 11246 is available for inspection and on file with the Public Works Department.

12. CONSULTANT'S WARRANTIES AND REPRESENTATIONS.

Consultant warrants and represents to City as follows:

- A. Consultant has not employed or retained any person or entity, other than a bona fide employee working exclusively for Consultant, to solicit or obtain this Agreement.
- B. Consultant has not paid or agreed to pay any person or entity, other than a bona fide employee working exclusively for Consultant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the execution of this Agreement. Upon such breach or violation of this warranty, City shall have the right, in its sole discretion, to terminate this Agreement without further liability, or, in the alternative, to deduct from any sums payable hereunder the full amount or value of any such fee, commission,

percentage or gift.

- C. Consultant has no knowledge that any officer or employee of the City has any interest, whether contractual, noncontractual, financial, proprietary, or otherwise, in this transaction or in the business of the Consultant, and that if any such interest comes to the knowledge of Consultant at any time, a complete written disclosure of such interest will be made to City, even if such interest would not be deemed a prohibited "conflict of interest" under applicable laws.
- D. Upon the execution of this Agreement, Consultant has no interest, direct or indirect, in any transaction or business entity which would conflict with or in any manner hinder the performance of services and work required by this Agreement, nor shall any such interest be acquired during the term of this Agreement.

13. SUBCONTRACTING, DELEGATION AND ASSIGNMENT.

- A. Consultant shall not delegate, subcontract or assign its duties or rights hereunder, either in whole or in part, without the prior written consent of the Director of Public Works; provided, however, that claims for money due or to become due to Consultant from City under this Agreement may be assigned to a bank, trust company or other financial institution without such approval. Any proposed delegation, assignment or subcontract shall provide a description of the services to be covered, identification of the proposed assignee, delegee or subcontractor, and an explanation of why and how the same was selected, including the degree of competition involved. Any proposed agreement with an assignee, delegee or subcontractor shall include the following:
 - (1) The amount involved, together with Consultant's analysis of such cost or price.
 - (2) A provision requiring that any subsequent modification or amendment shall be subject to the prior written consent of the City.
- B. Any assignment, delegation or subcontract shall be made in the name of the Consultant and shall not bind or purport to bind the City and shall not release the Consultant from any obligations under this Agreement including, but not limited to, the duty to properly supervise and coordinate the work of employees, assignees, delegees and subcontractors. No such assignment, delegation or subcontract shall result in any increase in the amount of total compensation payable to Consultant under this Agreement.

14. OWNERSHIP OF DOCUMENTS.

All plans, specifications, reports, studies, tracings, maps and other documents prepared or obtained by Consultant in the course of performing the work required by this Agreement shall be the property of the City. Basic survey notes, sketches, charts,

computations and similar data prepared or obtained by Consultant under this Agreement shall, upon request, be made available to City without restriction or limitation on their use. City's reuse of such material on any project other than the project, which is the subject of this agreement, shall be at City's sole risk.

15. ENTIRE AGREEMENT AND AMENDMENTS.

- A. This Agreement supersedes all prior proposals, agreements, and understandings between the parties and may not be modified or terminated orally.
- B. No attempted waiver of any of the provisions hereof, nor any modification in the nature, extent or duration of the work to be performed by Consultant hereunder, shall be binding unless in writing and signed by the party against whom the same is sought to be enforced.
- C. Consultant acknowledges and agrees that it has consulted with an attorney, or has knowingly foregone the opportunity to do so and executes this Agreement knowingly and voluntarily.

16. RESOLUTION OF DISPUTES.

Disputes regarding the interpretation or application of any provisions of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the parties. In the event that the parties cannot reach agreement, parties agree to submit their dispute to non-binding arbitration prior to the commencement of any legal action or suit. The parties are free to choose a mutually agreeable arbitrator; however, in the event of a lack of agreement between the parties, the matter shall be submitted to the American Arbitration Association and be subject to its Commercial Arbitration Rules. Each party shall bear its own costs and fees, and share equally in the cost of the arbitration fee.

17. SEVERABILITY.

If any provision of this agreement is held by court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions nevertheless will continue in full force and effect without being impaired or invalidated in any way.

18. EXHIBITS.

The following exhibits to which reference is made in this Agreement is deemed incorporated herein in their entirety:

Exhibit "A" Proposal dated November 25, 2019.

19. GOVERNING LAW.

This Agreement shall be governed by the laws of the State of California, without regard to conflict of law principles.

20. EFFECTIVE DATE.

The effective date of this Agreement is January 28, 2020, and shall remain in effect for Fourteen (14) months after the Notice to Proceed is issued, unless terminated otherwise in accordance with the terms of this Agreement.

[Remainder of page left blank intentionally]


IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed and attested by their respective officers thereunto duly authorized.

CITY OF SOUTH GATE:

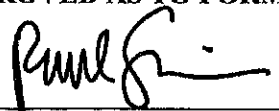
By: 
M. Belén Bernal, Mayor

Dated: 04/14/2020

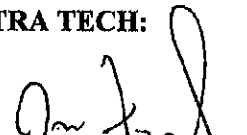
ATTEST:

By: 
Carmen Avalos, City Clerk
(SEAL) 4.14.2020

APPROVED AS TO FORM:

By: 
Raul F. Salinas, City Attorney

TETRA TECH:

By: 
Jason Fussel, Vice President

Dated: 3/19/2020

Exhibit A

Scope of Work

The Garfield Avenue Complete Street Improvements Project requires a highly skilled and multifaceted design team that is uniquely experienced in the areas of Project Management, Civil Engineering, Traffic Engineering, Bike Facility Design, Utility Engineering, Surveying/ROW Acquisition, Landscaping, Urban Design, In-house Community Outreach Support, Pavement Engineering, Hydrology, and Geotechnical Engineering. Specific to those skills is the requirement for a keen and thorough understanding of Caltrans Local Assistance Operating Procedures and Guidelines, including those contained within Local Assistance Procedure Manual (Chapter 5, et al) and Chapter 9 – Highway Safety Improvement Program (HSIP) and Chapter 22 – Active Transportation Program (ATP) of the Local Assistance Program Guideline.

Tetra Tech has assembled a responsive project team of leaders and experts for the concept, development, and design of the Garfield Avenue Complete Street Improvements Project. Due to 25-page limit originally indicated in the City's RFP, the following "abridged" task-level descriptions are provided to summarize our technical approach for the Garfield Avenue Complete Streets Project. The Tetra Tech team fully reviewed the City's RFP and otherwise accepts the task-level descriptions and requirements indicated in the RFP in their entirety and as amended below to incorporate both City-revised and Tetra Tech-revised task-level efforts implemented as agreed upon by both Tetra Tech and the City to reach the City-approved final Contract price \$606,260.75.

TASK 1 – PROJECT MANAGEMENT (A, B, C)

Project Management will consist of fully managing the performance of the project and the subprojects including coordination of work between the design team and the City of South Gate, key stakeholders, affected utility companies, business owners, and the community. Project Management will also consist of additional project controls such as scheduling, budgeting, progress reporting, and subproject invoicing in compliance with the respective Local Assistance funding guidelines and operating procedures for each subproject. We will work closely and collaboratively with the City's Project Manager to maintain continuous communication, ensuring project milestones are met and information is readily available. This task includes meetings with the City's Project Manager to review the Initial Concept Plan, and project status at 30%, 60%, 90%, and 100% completion.

TASK 1.1 – KICK-OFF MEETING

The project will be initiated with a project kick-off meeting with the City's Project Manager and other key stakeholders that the City

would like to include. The primary objective of the kick-off meeting is to review the project in detail, discuss the project approach, identify critical success factors, and obtain project specific goals from the City. Tetra Tech will discuss requirements and design procedures, ongoing review, and coordination. The kick-off meeting will be held within two weeks following receipt of the Notice to Proceed from the City. Tetra Tech will prepare an agenda, meeting materials, and schedule for the kick-off meeting. Meeting summary notes will also be prepared and provided by Tetra Tech.

TASK 1.2 – PROJECT SCHEDULE

Tetra Tech will develop a Critical Path Method (CPM) schedule that is consistent with the tasks in the scope of work. The schedule will be developed in Microsoft Project, and the degree of activity detail will cover the major tasks of the project. The schedule will serve as a project timeline, showing all major milestones and required submittals for management and Federal-Aid compliance. Task predecessors, float time, and task dependency will be indicated, as well as a highlighted critical path for the project. The schedule will include all phases (Preliminary and Concept Design, Detailed Design, future Bid and Award, and future Construction). In addition, we understand the importance of meeting the City's Grant Agreement schedule milestones. We have developed a preliminary schedule for the project based on our previous experience with regards to other Complete Street, ATP, HSIP projects, which reflects the schedule of deliverables as presented in the RFP. This schedule will be updated following the City's NTP kick-off-meeting and will serve as a planning tool for the project team and will be updated monthly to measure actual progress.

TASK 1.3 – MONTHLY MEETINGS

Tetra Tech's Project Manager will attend and lead monthly meetings held at the City of South Gate. When needed, other key team members from Tetra Tech, Alta, and other subconsultants will be invited, including utility companies, participating agencies, and affected businesses and residents. The meetings will be facilitated to ensure that the project is thoroughly coordinated and will provide an opportunity to discuss work progress, schedule, and related issues in order to exchange key project information, discuss and resolve issues, and to maintain progress of the master project and subprojects. Tetra Tech will prepare an agenda, meeting materials, monthly schedule updates and meeting summary notes for distribution to the City and other attendees, as required. A monthly progress report will be prepared and distributed to the City following each monthly meeting.

DELIVERABLES:

Kick-Off Meeting and monthly meeting schedules, agendas, meeting handouts/materials and meeting summary notes

Detailed Project Schedule, updated monthly

Monthly Progress Reports

TASK 2 – COMMUNITY OUTREACH SUPPORT (A, B, C)

The Tetra Tech team will prepare an Outreach and Community Engagement Plan and provide technical assistance, as identified in the City's RFP, and as modified through subsequent correspondence with the City, to supplement the City's in-house community outreach efforts. The City will take the lead to provide community outreach. Our support effort will integrate seamlessly with the City's current in-house program and will include, but not be limited to, meeting attendance, the production of graphical exhibits in printed and presentation formats, the production of informational flyers to give notice to businesses and residents, and delivery of summarized notes of each event. Tetra Tech support and meeting attendance will be limited to 60% complete plan review community meeting and the final plan review community meeting. The Tetra Tech team will attend up to two (2) Up to two (2) Tetra Tech staff and two (2) Alta staff (at least one Spanish-speaking) will attend the meetings. Exhibits and meeting materials will be provided in PDF format for inclusion and reproduction by the City, and the Tetra Tech team will print up to six (6) display boards per meeting and prepare one bilingual flyer template, updated for each of four (4) meetings.

TASK 3 – AGENCY & UTILITY COORDINATION (A, B, C)

Utilizing USA Dig Alert's website, a comprehensive utility matrix and contact log will be developed, which Tetra Tech will use to request utility atlas information and document correspondence. The atlas information will be used to prepare an existing utility base map for integration into the concept and design plans Tetra Tech will utilize ground penetrating radar and/or potholing investigation where utilities are believed to be in conflict with proposed Concept design components. Results will be added to the utility base map and compiled into the ground penetrating radar report submitted under Task 7 of this project. Tetra Tech has assumed a total of ten (10) utility conflicts will require verification by ground penetrating radar and/or potholing investigation and that the work can be completed in a single day. We have further assumed that the City will issue a no fee encroachment permit for this effort with traffic control based upon the WATCH. Tetra Tech will research Prior Rights and coordinate with the affected utility companies within the project site as well as adjacent agencies such as the CPUC, UPRR, and City of South Gate Parks Department, as necessary.

Relocation costs will be developed and impacts to the project schedule will be implemented into the overall project schedule. Tetra Tech will determine any utility upgrades or installations that will be required to service the existing and proposed improvements and coordinate the installation of required upgrades with each affected utility company.

Tetra Tech will submit 60%, 90%, and 100% plans to the utility companies whose facilities are within the immediate project area for review and comment at the same time that plans are submitted to the City for review and comment. *Tetra Tech will deliver meeting agendas and minutes, utility notification letters, ground penetrating radar report, Excel matrix listing utility purveyors along the corridor with status of communications and prepare a utility substructure base map 24" X 36", 20 scale drawing to be included in the project plans.*

TASK 4– ENVIRONMENTAL STUDIES (A, B, C)

Project Initiation/Preliminary Environmental Studies (PES)

The work program below represents a comprehensive approach to preparing the project's environmental documentation and associated activities required to demonstrate full compliance with NEPA/CEQA. At all stages, our team will advise the City concerning the noteworthy environmental issues and will ensure that

work performed is in accordance with applicable City and Caltrans District 7 requirements. The Tetra Tech team will prepare a Caltrans PES pursuant to Caltrans' Local Assistance Program Guidelines.

Based on the characteristics of the Garfield Avenue project, prior experience with similar projects, knowledge of and familiarity with the project area, and written direction provided to our team by the City following issuance of the City' RFP, we anticipate that the project will qualify for a CE under NEPA and a CE/NOE under CEQA. It is our understanding that no new construction will occur outside of existing right-to-way and that the environmental impacts resulting from the proposed construction within existing right-of-way would be considered minimal. Our team will provide information for Caltrans to use in preparing a Categorical Exclusion Determination Form and will also prepare the CE/NOE on behalf of the City and process the NOE for the City.

The purpose of PES is to determine environmental concerns, including the potential presence of any sensitive environmental resources within the project area. When preparing the PES, our team will adhere strictly to the instructions provided in Exhibit 6-B of the LAPM to minimize inefficiencies during the Caltrans District 7 review. A draft PES form will be prepared and submitted to the City electronically for review and comment.

The Draft PES will fully describe the project, identify preliminary design information, examine the project for potential environmental effects, identify required technical studies and analysis and permits, identify the preliminary environmental document that would be necessary for the project, and identify any public availability or public hearing on the project. Additionally, to support the conclusions within the PES form, a preliminary environmental investigation will be provided to briefly explain how the project complies with applicable federal mandates.

Our team will submit copies of the PES to the City for their review. If various departments within the City are reviewing the PES, the City shall provide to Tetra Tech one comprehensive set of draft-PES comments. After the draft PES has been accepted by the City, our team will submit the Draft PES (on behalf of the City) to Caltrans District 7 Professionally Qualified Staff (PQS) for their review and comment. It is expected that Caltrans may take up to a month to review and comment on the PES. After receipt of comments from Caltrans, our team will revise the PES to reflect all comments received from Caltrans.

DELIVERABLES:

Electronic Draft PES to the City for review and comment
Final PES to Caltrans (two hard copies and one electronic .pdf)

Technical Studies

To determine the nature and significance of project-related impacts, a number of focused technical studies shall be prepared and utilized as the scientific basis to support the determination that the project, as proposed will not produce a significant impact on the environment (and thereby authorize the use of a CE/CE). Our team will prepare the technical studies identified below only after Caltrans has indicated that they are warranted. Drafts of the technical studies will be submitted to the City for review and comment and then revised as warranted prior to being used to support issue-specific discussions in the CE/CE. Technical studies/assessments will be prepared to Caltrans-NEPA Standards, pursuant to the Standard Environmental Reference (SER).

Air Quality/Greenhouse Gas Emissions Assessment
Cultural Resources Study (records search only)

Noise Technical Memorandum for a Type-II project, consistent with Caltrans Traffic Noise Analysis Protocol to basis of the noise section for this project

Initial Site Assessment (ISA) for Hazardous Water to ASTM Designation E1527-05 and the AAI Rule (40 CFR 312) following guidelines and the ISA Checklist adopted by Caltrans

The technical studies will be submitted electronically to the City in draft form for review and comment and then revised as warranted

prior to being used to support issue-specific discussions in the IS/CE. Technical studies/assessments will be prepared to Caltrans-NEPA Standards, pursuant to the Standard Environmental Reference (SER).

DELIVERABLES:

Air Quality Impact Assessment/GHG Emissions Technical Study under CEQA; federal Air Quality Report, including PM Conformity Hot Spot Analysis Project Summary Form for Interagency Consultation; and FHWA Air Quality Conformity Analysis

A draft NES MI report will be submitted to the City for review and comment. After receiving one set of consolidated comments, the draft NES MI report will be revised and submitted to Caltrans for review. Following Caltrans review, the NES MI report will be finalized. The NES MI will be suitable to serve as a stand-alone technical document to be included as an appendix to an Initial Study and the CE. Reports will be submitted electronically. An Administrative Record of supporting documents, methods, records of conversation or information used to prepare the NES-MI will be provided to the City on a CD

Cultural Resources results of record search

Noise Technical Memorandum, per Caltrans Standards

Initial Site Assessment (ISA), per Caltrans-NEPA Standards

ASSIST WITH CATEGORICAL EXEMPTION - CITY

Our team will utilize the environmental studies performed for the project, then complete the Categorical Exemption (CE) Form, under Section 15301. Existing Facilities, Class 1, on behalf of the City. It is assumed that one review cycle would be sufficient for the City. Thereafter, we will revise the CE (per City comments), then submit the CE to the State Clearinghouse. We will file a NOE at the County of Los Angeles Clerk-Recorder Office. A fee of \$75 will be paid at that time by our team. Technical studies performed for the NEPA will be utilized during the preparation of the CEQA CE.

ASSIST WITH CATEGORICAL EXCLUSION -CALTRANS (OPTIONAL)

Based on the findings of the PES, and as an optional task, our team will determine whether the NEPA Categorical Exclusion environmental document would be applicable for the proposed project. For the purposes of this proposal, it is expected that the proposed project would qualify for Categorical Exclusion, under 23 CFR 771.117(c), Class 3 - Construction of bicycle and pedestrian lanes, paths, and facilities.

As requested by the City and for an additional fee, our team will prepare a CE checklist form. This document will be submitted to the City for review and comment, and then to Caltrans for its use in preparing the CE.

PREPARE NO EFFECT DETERMINATION (NED) FORM

Our team will also submit a No Effect Determination (NED) to the California Department of Fish and Wildlife (CDFW). CDFW staff are the only ones responsible for determining whether a project will qualify for a NED, and if the CEQA filing fee will be waived.

4.01 NPDES Program Compliance

Task 4.01 NPDES Program Compliance has been removed in its entirety from our Scope of Work per City direction.

DELIVERABLES:

N/A

TASK 5- PRELIMINARY ENGINEERING (A, B, C)

Our licensed professional land surveyors and our field surveyors rely on the latest available state-of-the-art equipment such as robotic total stations, GLONASS enabled RTK GPS units, laser scanning total stations, unmanned aerial systems and mobile mapping units.

5.01 Right-of-Way Preliminary Studies (A, B, C)

A preliminary investigation of the Garfield Avenue Complete Streets Improvements Project has determined that the proposed improvements are contained within the public right-of-way. Tetra Tech will research available documents to verify the preliminary investigation and determine any conflict with proposed project improvements and areas outside of the public right-of-way that may have been overlooked. Tetra Tech will establish right-of-way through record research and/or survey and develop right-of-way impact maps to verify project limits and public right-of-way boundaries. If proposed areas of improvement extend outside of established right-of-way, our team will develop descriptions and plats of areas outside of the public right-of-way in conflict with project improvements. Tetra Tech will coordinate with the City's Project Manager for proposed work on Garfield Avenue that appears to be outside of City of South Gate limits to evaluate right-of-way limits and receive approval from the City of Downey to proceed with work.

DELIVERABLES:

Three copies of the Right-of-Way Impact Maps and plats in PDF electronic copy

5.02 Right-of-Way Acquisitions, Easements and Right-of-Entry (Optional Task) (A)

Task 5.02 Right-of-Way Acquisitions, Easements and Right-of-Entry (Optional Task) (A) has been removed in its entirety from our Scope of Work per City direction.

DELIVERABLES:

N/A

5.03 Field Survey (A, B)

Our team will complete a topographic and utility survey of the project area for use in design of the project. The topographic survey will be comprised of two major portions; 20 scale aerial photogrammetry and supplemental field survey. Tetra Tech survey crews will establish ground control and collect vertical "ground truthing" points along the length of the corridor in preparation for the aerial photogrammetry acquisition. After the photogrammetric data has been compiled and processed, Tetra Tech surveyors will review the mapping and decide the areas that ground supplemental survey is required. Using a Robotic Total Station, survey crews will collect data on any areas of drainage concern, sensitive flat work design, or that were obscured from the aerial photography. The ground supplemental survey will also include critical points such as centerlines, curb returns, flowlines, lip of gutter, grade breaks, 25-foot cross sections and utilities as necessary to complement the aerial acquired mapping and 3D ground surface.

Using both the aerial and ground acquired data, Tetra Tech will extract base file features and create an AutoCAD base file including planimetric, topographic and digital surface elevation features.

DELIVERABLES:

Electronic copy of all field surveys in AutoCAD, latest format, and a brief memorandum of the survey process, datums, and accuracy

5.04 Monument Restoration (A, B)

Task 5.04 - Monument Restoration has been removed in its entirety from our Scope of Work per City direction.

DELIVERABLES:

Recorded set of Corner Records both pre and post construction

5.05 Monument Project Control (A, B)

Our team will field investigate the project to determine the best location for the construction of two new project control benchmark monuments and will discuss these with the City Public Works staff. The monuments will be located at the centerline intersection of Garfield Avenue and the most suitable northerly and southerly street intersection of the project. Our team will provide "straddler" nails for the construction of a survey monument well. Once the well is constructed, our team will place monuments inside the wells to represent the centerline intersections and will tie them vertically to local benchmarks. Corner Records, in accordance with the Professional Land Surveyor's Act, will be prepared and filed with the County

Surveyor. Timing of the construction and placement of monuments will be coordinated with the City.

DELIVERABLES:

Install two new intersection benchmarks consisting of brass cap in monument wells and recorded Corner Records

TASK 6 – TRAFFIC AND TRANSPORTATION ENGINEERING (A, B)

6.01 Traffic Study (B)

The Tetra Tech Team will conduct a traffic study measuring level of service (LOS) and delay at each of 8 signalized intersections throughout the Garfield project corridor, and up to 10 additional intersections and/or driveways to be confirmed by city staff. Where counts are not taken, ITE Trip Generation will be used to estimate demand at major trip generators, specifically major employers on the northern stretch of the corridor and the shopping centers at Firestone Blvd. The traffic memo will assess median left-turn locations, and any modifications to turn pockets at intersections. Delay modeling will include counts and trip generation data to estimate delay where medians push turning movements from mid-block to intersections. This study will be used to inform recommendations to timing and phase changes to signals along the Garfield corridor, which will be provided to city staff to implement signal adjustments after project completion. The traffic study outcomes are anticipated to be used in the environmental documentation process of the project.

DELIVERABLES:

Peak hour traffic counts at 8 signalized intersections

24-hour ADT measurement at two locations

Up to 10 additional peak hour count locations

Estimation of demand at trip generators along the corridor

Traffic Study measuring level of service and delay at signalized intersections and analysis of median turn pockets

Signal timing and phasing recommendations based on anticipated traffic patterns

6.02 Bike Route, Bike Lane, and Bike Path Design (A)

Task 6.02 – Bike Route, Bike Lane, and Bike Path Design (A) has been removed in its entirety from our Scope of Work per City direction. Bike Route, Bike Lane, and Bike Path Design work originally indicated under this task in the City's RFP has been moved to Task 9 – Plan Preparation (A, B, C).

DELIVERABLES:

N/A

TASK 7 – GEOTECHNICAL INVESTIGATION AND PAVEMENT STRATEGIES ((A), B, C)

Tetra Tech proposes that a geotechnical field exploration be conducted at the proposed site to characterize the site conditions and support analysis and design of the proposed pavement improvements, median and landscaping improvements, and vegetated bioswale improvements proposed for each subproject. The field investigations for each sub task below will be conducted as follows:

Coordinate with Underground Service Alert and a private utility locator prior to performing soil borings.

Provide traffic control in accordance with the WATCH manual. No traffic control plans will be developed.

Monitor all samples with a photoionization detector (PID) to determine samples selected for environmental sampling.

Backfill borings with cement-bentonite upon completion and patched to match existing surfaces, as needed.

Collect cuttings in drums, and if contaminated, dispose of at the appropriate waste facility, at an additional charge.

Any necessary permits will be obtained prior to drilling, at an additional charge if fees are involved. It is assumed that the City will provide a "no-fee" encroachment permit for geotechnical work performed on this project, including portions of the work identified outside of South Gate city limits.

7.01 Pavement Analysis and Design (A, C)

The Tetra Tech team will conduct a site-specific geotechnical exploration at eight (8) locations to define geotechnical conditions for the proposed improvements. The eight (8) borings will be performed to support the pavement analysis and design along the subproject C corridor. Borings will be logged, and representative soil samples will be obtained at selected depths and at changes in soil stratum. All work will be performed and overseen by a Geotechnical Engineer registered in the State of California with an expertise in pavement design. Ground penetrating radar will be utilized throughout the corridor to determine the thickness and type of existing pavement as well as coring of the existing pavement at select locations.

A draft Geotechnical Report will be prepared and combined into a single report with the other geotechnical reports required under Task 7 for submission to the City which will include a summary of the existing concrete/asphalt/base thicknesses and subgrade soil profiles. The draft report will provide three pavement rehabilitation alternatives with structural design recommendations. Based on the pavement rehabilitation alternatives proposed our team will develop construction cost estimates for the alternatives for inclusion in the cost estimates developed under Task 12. Tetra Tech will coordinate with the City

during their review of the draft report. Responses to City reviews and comments will be incorporated into the Final Geotechnical Report and submitted to the City. It is assumed that the City will provide a single comprehensive set of comments that can be addressed in a single response.

DELIVERABLES:

Draft Geotechnical Report which will include a summary of existing asphalt/base thicknesses, subgrade soil profile, 3 options for pavement rehabilitation, and material/earthwork recommendations

Responses to a single submission of City reviews and comments

Final Geotechnical Report which will incorporate responses to City reviews and comments and construction estimates.

7.02 Median Island Soil Analysis (B)

The Garfield Avenue Corridor is completely hardscaped with a limited number of raised medians. Soil exploration and analysis for the purpose of identifying existing soil type and condition to support the proposed landscape improvements will therefore require removal of the hardscape surfaces at representative proposed median locations. To minimize disruptions to the existing roadway and provide an economic approach to sampling each of the subprojects, geotechnical investigations performed under this task will be coordinated with the geotechnical investigations performed under task 7.01. Soil samples obtained at two of the eight boring locations will be further tested and analyzed under this task and soil agronomic results will be compiled into the single geotechnical report submittal for Task 7. The report will describe the soil type and condition as well as the suitability of the existing soil for the proposed landscape planting. The Geotechnical and Agronomic Investigations performed under this task will include:

Conducting a site-specific geotechnical exploration at two (2) locations to define geotechnical conditions for the proposed raised median landscape planting improvements.

In-situ Ph testing.

Testing for environmental contaminants such as hydrocarbons and heavy metals at the two (2) locations.

Percolation/infiltration testing*

Testing for agronomic properties to determine if the soil is suitable for plant growth.

*Due to anticipated traffic congestion and the need for traffic control and borehole protection throughout the duration of the testing, percolation/infiltration testing performed under task 7.02 will be performed in the laboratory.

DELIVERABLES:

Preliminary geotechnical engineering report, including results of environmental testing for the proposed medians and estimated infiltration rates

Agronomic soil analyses findings will be incorporated into the Geotechnical Report submittal under Task 7.

7.03 Vegetated Bioswale Soil Analysis (C)

The Tetra Tech team will provide a soils suitability report of soils contained within the project limits best suitable for proposed vegetated bioswale locations for the project. Recommendations will be provided as to the suitability of the existing soil for proposed vegetated bioswale purposes, type of soil and condition of the soil at the recommended locations. Our preliminary research, based on investigations performed by our team, shows that the soil primarily consists of sands and silty sands which is ideal material for ground infiltration of water. Actual conditions will be verified by the work performed under this task and evaluated in conjunction with hydrologic assessment performed by our team and the results of the utility research and ground penetrating radar to provide optimum bioswale siting locations and recommendations.

Geotechnical investigations under this task will include:

Field reconnaissance for locating most suitable bioswale locations.

Conducting a site-specific geotechnical exploration at six (6) locations to define geotechnical conditions for the proposed bioswale improvements.

Perform percolation/infiltration testing in accordance with County of Los Angeles Guidelines.

Perform traffic control in accordance with the WATCH manual during the percolation/infiltration exploration and testing.

In-situ Ph testing.

Laboratory testing on representative samples to determine soil classifications.

Six samples will be collected in the bioswale locations and will be tested for environmental contaminants such as hydrocarbons and heavy metals.

DELIVERABLES:

Three copies with electronic PDF copy of the geotechnical engineering report submitted under Task 7 including results of environmental testing and infiltration testing, and discussing the suitability of existing soil for the proposed vegetated bioswale areas

TASK 8 – CONCEPT PLANS (A, B, C)

During the conceptual design phase, the Tetra Tech team will review and reconcile the preliminary layout and design concepts previously prepared by the City's engineering consultant during

the grant funding application process and as presented in Appendix B of the RFP. These concepts will be utilized to form the preliminary concepts for which our concept plans will be developed. For this task it is assumed that the City will provide electronic project files in AutoCAD format for each of the two subprojects. The Concept layout and preliminary designs will incorporate information provided by the City and other key stakeholders at the project kick-off meeting as well as information obtained by Tetra Tech during our preliminary site investigation efforts.

8.01 Preliminary Concept Plans (A, B, C)

8.01.01 Streetscape Amenity Improvement Concept Plans (A)

8.01.02 Median Island Improvement Concept Plans (B)

8.01.03 Median Island Landscape Improvement Concept Plans (C)

Our team will develop two distinct concepts for the corridor. The Concept layout and preliminary designs will incorporate the results of the traffic study, information provided by the City and other key stakeholders at the project kick-off meeting, public outreach data, as well as information obtained by Tetra Tech during our preliminary site investigation efforts. The concept plans will combine the three subprojects into a single concept, showing cohesive and thoroughly considered designs over a one to two block area along the corridor. The locations of the two-block area within the corridor will be chosen to best represent the different land-uses and conditions within the corridor and provide a representative concept of the entire corridor. It is anticipated that the primary difference between the two concepts will come in the design of the landscape and Ped Stops. Medians, bicycle facilities, crossings, and other striping is expected to remain consistent between concepts, as these elements will be designed for maximum safety and minimal traffic disruption.

Prior to concept development, our team will conduct field reconnaissance to establish existing themes along Garfield Street, including existing street trees and median plantings, adjacent land uses and neighborhood contexts, and areas where planting density can be modified to suit anticipated levels of people walking and riding bicycles. The two concepts will consider other streetscape projects within the city (both existing and ongoing), as well as changes to Garfield Street and adjacent streets in the time since the grant applications were submitted. Ped Stop locations will also be reviewed in relation to site context, and the style of specific amenities will (1) reflect current furnishings within the city and (2) illustrate a specific concept for the Garfield Street Corridor. This will allow for a cohesive streetscape that celebrates place and community and will improve the experience of navigating the corridor for all users.

Concept plans will be accompanied by detailed planting palettes (type, species, color, size, water needs), illustrative cross sections of the roadway, including new medians and bicycle facilities, and photo simulations of the corridor, with the goal of communicating project designs clearly to the city, the public, and other stakeholders.

The landscape design concepts will be led by principles of drought-tolerant, native where feasible, non-invasive plantings, that will contribute to an attractive identity to the corridor while minimizing future maintenance needs. Plants used in other city medians will be reviewed and recommendations will be made on which species are best to carry forward and which should be discontinued. Tree species will be chosen for hardiness and ability to provide shade, while understory plantings will provide year-round interest, minimize driver view obstruction, and avoid placing a long-term maintenance burden on the city. Plantings will comply with best practices for visibility at intersections, driveways, and medians. Irrigation will be designed to maximize efficiency and tree root depth while minimizing overspray and waste. Our landscape architects will meet with City staff to discuss planting palettes and landscape concepts prior to concept design and during the concept design review process.

DELIVERABLES:

Design Reconnaissance Memo with Key Issues and Solutions,
Three Copies

Two (2) overall draft preliminary design concepts provided over a two-block area, including Pedestrian Improvements, Median Island Improvements, and Median Island Landscape Improvements. Three (3) printed copies for each of the two concepts

Engineering Estimate, Pedestrian Improvements Preliminary Concepts, Median Island Improvement Preliminary Concepts and Median Island Landscape Improvement Preliminary Concepts (two Concepts), Three Copies for each concept

Revised Concept Plans (for each of the two (2) concepts) over the two-block area addressing City Comments, Three printed copies of both concepts

8.02 Public Outreach Concept Plans (A, B, C)

8.02.01 Streetscape Amenity Improvements Public Outreach Concept Plans (A)

8.02.02 Median Island Improvement Public Outreach Concept Plans (B)

8.02.03 Median Island Landscape Improvement Public Outreach Concept Plans (C)

Following feedback from the City, our team will revise the preliminary concept plans for presentation to community meetings and City Council. The Tetra Tech team will attend two (2) City Council presentations and will attend two (2) public outreach meetings as detailed in Task 2. Tetra Tech will document input from the outreach meetings and City Council meetings for incorporation into the final concept for the Garfield Avenue Complete Street Improvements Project.

DELIVERABLES:

Revised concept plans for inclusion in outreach materials detailed in Task 2

8.03 Final Concept Plan (A, B, C)

8.03.01 Final Streetscape Amenity Improvements Concept Plan (A)

8.03.02 Final Median Island Improvement Concept Plan (B)

8.03.03 Final Median Island Landscape Improvement Concept Plan (C)

Following the conclusion of City, stakeholder, and City Council meetings and input, we will prepare the Final Garfield Avenue Complete Street Improvements Project Concept Plans and engineer's estimate. The final concept plans and engineer's estimate of probable construction cost will incorporate all of the approved concepts into one final plan. Key members from our team will meet with City staff to confirm preferred design prior to completing final concept plans. Upon completion of final plans, we will attend one (1) meeting with City staff to present the final concepts and receive a final set of comments from the City.

DELIVERABLES:

Final Garfield Avenue Complete Street Improvements Project Concept Plan, Three copies

TASK 9 – PLAN PREPARATION (A, B, C)

Tetra Tech will prepare conceptual plans for City review, comment and approval that incorporate final comments from the City received during Task 8.03.03. Upon approval of the concept plans, the final design phase shall be initiated. During this phase, Tetra Tech will provide contract documents suitable for bidding including plans, specifications and engineer's estimate of probable costs, as well as supporting documents such as calculations and construction schedule. The Plans, Specification, and Engineer's Estimate (PS&E) will be submitted to the City at the 30%, 60%, 90%, and 100% levels of completion.

We will revise each plan submittal based on internally consistent and consolidated comments from the City. Plans will conform to City standard plans, CADD standards and be prepared utilizing AutoCAD software (latest version) and will be signed by a

registered Civil Engineer and Landscape Architect, as applicable. Prior to submittal at each level the design phase plans will undergo extensive internal quality control for all design elements, including adherence to the City's standards.

The project plan set is expected to include the following:

Title Sheet/Typical Sections/General and Construction Notes:

Title Sheet to include location map, sheet index, typical sections, general notes, abbreviations, and master list of construction notes.

Roadway Plans: Removal plan, Substructure plan and Construction plan will be prepared at 20 scale. Removal plan shall account for all removals and relocations within the limits of the project. A separate substructure plan will be included displaying utilities within the project limits as researched and investigated utilizing ground penetrating radar (preferred) and / or pot holing. Construction Plans will provide plan and profiles of existing and proposed improvements with existing and new construction elevations clearly noted and delineated. Construction drawings will provide sufficient topographic survey information, to construct improvements including, but not limited to pavement, sidewalk, curb and gutter, cross gutters, driveways, alley entrances, medians, bulb outs and ADA curb ramps as required. Construction plans will be developed in plan-view only. Profiling of roadway centerline and/or curb/flowlines will not be provided. Off-Corridor improvement plans will be developed at a scale of 1" = 100' to identify roadway rehabilitation requirements in those areas, as applicable.

Bike routes, lanes, and paths will be based on the City concepts included with the ATP Grant Funding Applications. It is assumed that the proposed Class I bike path through Hollydale Park will end at the park's limit and will not involve construction of a new ramp on the Los Angeles River levee to connect from the park to the existing LA River Path.

Construction Details: Enlarged details will be included for non-standard construction items, including utility relocations, driveway configuration, ADA curb ramps, etc.

Signing and Striping: Signing and striping plans will be prepared and meet criteria established in the MUTCD, latest edition. Reestablishment of off-site striping for parking stalls or aisles may be required. Plans will be double-stacked at 40 scale with additional details shown for clarification as required.

Storm Water Bioswale Systems: We will prepare design plans for Storm Water vegetated bioswale systems based on the results of the Geotechnical study according to City intent on this project. It is assumed that bioswale systems will be incorporated to add stormwater quality benefits to portions of the project site but are not intended to treat the entirety of the project limits.

Landscape & Irrigation: Plans will be prepared at a scale of 1" = 40' within the project limits. Restoration of private property landscaping and retrofitting of the existing irrigation lines shall be included where required. Enlarged details will be included for non-standard construction items, irrigation details, irrigation schematics, control details, plant and tree pallet, etc.

30% DESIGN PLANS

The Design Development of the Plans to 30% will incorporate input from the first community outreach meeting. The 30% Design will be completed with enough detail to present in the second community outreach presentation. Prior to commencement of the 30% design plans, it is assumed that the City will provide a copy of all standard details and CAD standards to which the project shall adhere.

Prior to submittal to the City, we will evaluate the cohesiveness of the individual sub-projects and input received from the community and key stakeholders relative to the overall form and function of the single master project. Opportunities for efficiencies will be evaluated as will opportunities for gaps that may have been overlooked during the subproject planning phase and concept phase. Upon completion of the plans and estimate at the 30% level we will perform a thorough Quality Control check, checking against the Basis of Design and the applicable codes and requirements for each project component.

A 30% Design Review Meeting will be held at a location to be determined by the City, approximately two (2) weeks following receipt of the 30% Design Submittal. A review comment matrix will be prepared to capture review comments and responses to all comments. The responses will be meaningful and descriptive enough to allow for the City's Project Manager to fully understand the nature of the comment and how the comment was closed.

60% DESIGN PLANS

For the 60% design submittal, the project team will develop plans to the 60% level overall. Approximately 75% of the final design drawings will be developed to some degree and some will be nearly complete.

Most plan sheets will be at 1" = 20' scale and 1" = 40' scale. We anticipate including several plan sheets that will show overall layouts, including sheets that show the entire project limits providing reference to individual improvements by funding source type. These may be at 1" = 100' scale. Tetra Tech has estimated that 117 sheets will be developed, in AutoCAD format, as described below.

The Design Development of the plans to 60% will incorporate input from the community outreach meetings. Prior to submittal to the City, Tetra Tech will perform value engineering in

collaboration with the City Project Manager. We will also perform a thorough Interdisciplinary Review and a Quality Control check, checking against the Basis of Design and the applicable codes and requirements. QA/QC during the design phase consists of a discipline check of each design discipline at the 60% design level, as well as an interdisciplinary check.

A 60% Design Review Meeting will be held at a location to be determined by the City, approximately two (2) weeks following receipt of the 60% Design Submittal. A review comment matrix will be prepared to capture review comments and responses to all comments. The responses will be meaningful and descriptive enough to allow for the City's Project Manager to fully understand the nature of the comment and how the comment was closed.

Tetra Tech will submit a separate set of plans at the 60% completion milestone to utility companies that may be affected by the proposed improvements for their review and comment. Plans will only be distributed to those utility companies with facilities within the immediate project area.

90% DESIGN PLANS

The Design Development of the Plans to 90% completion milestone will incorporate input from the City, information received during community outreach meetings, affected agencies, utility companies, and QA/QC review.

A 90% Design Review Meeting will be held at a location to be determined by the City, approximately two (2) weeks following receipt of the 90% Design Submittal. A review comment matrix will be prepared to capture review comments and responses to all comments. The responses will be meaningful and descriptive enough to allow for the City's Project Manager to fully understand the nature of the comment and how the comment was closed.

Tetra Tech will submit a separate set of plans at the 90% completion milestone to utility companies that may be affected by the proposed improvements for their review and comment. Plans will only be distributed to those utility companies with facilities within the immediate project area.

100% DESIGN PLANS

The Design Development of the Plans to 100% completion milestone will incorporate input from the City, information received during community outreach meetings, affected agencies, utility companies, and QA/QC review to develop a biddable and constructible plan set.

A 100% Design Review Meeting will be held at a location to be determined by the City, approximately two (2) weeks following receipt of the 100% Design Submittal. A review comment matrix will be prepared to capture review comments and responses to all

comments. The responses will be meaningful and descriptive enough to allow for the City's Project Manager to fully understand the nature of the comment and how the comment was closed.

Tetra Tech will submit a separate set of plans at the 100% completion milestone to utility companies that may be affected by the proposed improvements for their review and comment. Plans will only be distributed to those utility companies with facilities within the immediate project area.

DELIVERABLES:

Three (3) full-size Conceptual Plan layout and electronic PDF format

Three (3) full-size and three (3) half-size copies of plan Submittals at 30%, 60%, 90%, and 100% completion milestones including electronic PDF format and AutoCAD

One full-size Mylar of approved 100% drawings

Electronic files at every stage in AutoCAD and PDF format

TASK 10 – PREPARE GENERAL AND SPECIAL PROVISIONS FOR FEDERALLY FUNDED PROJECTS (A, B)

Tetra Tech will prepare General and Special Provisions for submittal at the 60%, 90% and 100% completion milestones. It is assumed that the City will provide "boilerplate" specifications for this task. Tetra Tech will modify the General and Special Provisions.

DELIVERABLES:

General and Special Provisions at the 60%, 90% and 100% completion milestones in electronic PDF format and Word

TASK 11 – TECHNICAL SPECIFICATIONS (A, B, C)

Tetra Tech will prepare Technical Provisions per City requirements for bidding by the City as identified in the City's RFP. Tetra Tech will deliver Technical Provisions at the 60%, 90% and 100% completion milestones in electronic PDF Format and Word. Specifications will conform to the requirements of the Standard Specifications for Public Works Construction (Green Book), and Caltrans Standard Specifications, latest editions.

TASK 12 – COST ESTIMATES (A, B, C)

Tetra Tech will prepare and deliver construction cost estimates for each sub project at 30%, 60%, 90%, and 100% completion milestones as identified in the City's RFP. The final construction cost estimate prepared at the 100% completion milestone will clearly delineate eligible and ineligible participating items in accordance with the Caltrans Local Procedure Manual and the Local Assistance Program Guidelines.

TASK 13 – PREPARE A DISADVANTAGED BUSINESS ENTERPRISE (DBE) % OF CONTRACT PARTICIPATION GOAL (B)

At the 90% and 100% completion milestones, Tetra Tech will prepare applicable documents as identified in the City's RFP to determine the percentage (%) participation for determination of the Disadvantaged Business Enterprise (DBE) Contract for the construction phase of this project. Tetra Tech will deliver the Engineer's Disadvantaged Business Enterprise (DBE) Contract Goal worksheet at 90% and 100% completion milestones in electronic PDF format and Excel. The established DBE Contract Goal will be incorporated in the final PS&E bid set for this project.

TASK 14 – RIGHT-OF-WAY CERTIFICATION (A, B, C)

Task 14 - Right-Of-Way Certification (A, B) has been removed from its entirety from our Scope of Work per City direction.

DELIVERABLES:

N/A

TASK 15 – REQUEST FOR AUTHORIZATION TO PROCEED WITH CONSTRUCTION (A, B, C)

Tetra Tech will prepare the Request for Authorization to proceed in accordance with Federal and State requirements as required for construction phasing of the Garfield Avenue Complete Street Improvements Project (A, B & C).

15.01 Request for Authorization to Proceed with Construction, State Project No. ATPL 5257 (038) (A, C)

15.02 Request for Authorization to Proceed with Construction, Federal Project No. HSIPL 5257 (035) (B)

Tetra Tech will prepare necessary exhibits and attachments in conformance with Federal and State requirements as applicable to secure funding and authorization required to proceed to the construction phase of the project as indicated in the City's RFP.

Tetra Tech will submit the E-76 package documents to City for input. Upon receipt of City comments, our team will update the E-76 package documents and submit the package to Caltrans for approval. It is assumed that an initial submission and a subsequent second submission, in which Tetra Tech will incorporate Caltrans review and comments, will be required to obtain the E-76 approval from Caltrans. Tetra Tech will deliver electronic copies and three hard copies of all draft and final documents.

TASK 16 – ADVERTISE AND AWARD PACKAGE (A, B, C)

16.01 Prepare and Secure Approval for Local Agency Award and Award Package Documents for State Project No. ATPL 5257 (038) (A, C)

16.02 Prepare and Secure Approval for Local Agency Award and Award Package Documents for Federal Project No. HSIPL 5257 (035) (B, C)

Task 16 - Prepare and Secure Approval for Local Agency Award and Award Package Documents for State Project No ATP 5257 (037) and Federal Project No. HSIP 5257 (035) has been removed in its entirety from our Scope of Work per City direction.

TASK 17 – CONSTRUCTION BIDDING PHASE SERVICES (A, B, C)

Tetra Tech will compile the PS&E package into a cohesive package for bidding. For this task it is assumed that the City will furnish the general requirements and the general conditions, "boiler plate" front-end documents. Tetra Tech will prepare the front-end documents for bidding. We will attend a pre-bid meeting, prepare an addendum, if necessary, and prepare answers to bidder's written questions and requests for information (RFI) for distribution by the City. A total of 28 labor hours has been allocated to support with the answering of questions and up to one (1) bid addenda will be prepared.

Upon receipt of bids at the City's designation location, Tetra Tech will assist the City in the analysis of bids received, including determination of responsive, responsible bid status. Tetra Tech will deliver electronic copies and three hard copies of all draft and final documents.

TASK 18 – PRE-CONSTRUCTION MEETING AND JOB-SITE MEETINGS (A, B, C)

Tetra Tech will attend the pre-construction meeting and job walk, attend up to twenty-two (22) job-site meetings as required over the course of the construction schedule. It is assumed that the meetings will be led by the City and/or the City's designated representative. Tetra Tech will not prepare agenda and meeting minutes.

TASK 19 – RESPOND TO REQUESTS FOR INFORMATION AND SUBMITTALS (A, B, C)

Tetra Tech will provide response to contractor's requests for information (RFI) about the plans and specifications forwarded to Tetra Tech by the City. It is assumed that Tetra Tech will respond to forty-eight (48) RFI's and or submittals. We will log RFI's, provide responses, field design recommendations, meeting minutes, and design detail as applicable. Every two (2) resubmittals shall constitute a new submittal.

TASK 20 – PREPARE CONSTRUCTION MANAGEMENT / INSPECTION RFP (A, B, C)

Upon completion and certification of design by the Agency and Caltrans, Tetra Tech will prepare a Request for Proposal (RFP) for Construction Management and Construction Inspection Services for the Garfield Avenue Complete Street Improvements Project City Project No. 564-ST (A, B & C). Our Project Manager has extensive experience in construction management and the City will benefit by having him lead the work under this task. Tetra Tech will deliver electronic copies and three hard copies of all draft and final documents.

TASK 21 – PREPARE RECORD DRAWINGS (AS-BUILTS) (A, B, C)

Following receipt of the City-approved marked set of drawings from the Contractor after construction is complete, our team will incorporate changes noted on the marked set within 60 days following receipt of the Contractor's marked set. Revisions will be solely based on as-built information provided by the City's Construction Manager and the Contractor. Tetra Tech will furnish a complete set of original record drawings on Mylar with electronic copy in AutoCAD format and PDF.

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MAY 03 2023

9:30 AM

City of South Gate

CITY COUNCIL

AGENDA BILL

For the Regular Meeting of: **May 9, 2023**Originating Department: **Public Works**

Department Director: _____

Arturo Cervantes

City Manager: _____

Chris Jeffers

SUBJECT: AMENDMENT NO. 1 TO CONTRACT NO. 2022-82-AC WITH DAVID VOLZ DESIGN LANDSCAPE ARCHITECT, INC., FOR ADDITIONAL ARCHITECTURAL AND ENGINEERING CONSTRUCTION SUPPORT SERVICES FOR THE HOLLYDALE COMMUNITY PARK RENOVATION PROJECT, CITY PROJECT NO. 607-PRK

PURPOSE: To approve Amendment No. 1 to Contract No. 2022-82-AC with David Volz Design Landscape Architect Inc., ("DVD") for additional construction support services for the Hollydale Community Park Renovation Project through construction completion for an amount not to exceed \$41,298. The project is currently under construction and planned for completion in September 2023.

RECOMMENDED ACTIONS: The City Council will consider:

- Approving Amendment No. 1 to Contract No. 2022-82-AC with David Volz Design Landscape Architect, Inc., to provide additional construction support services for the construction of the Hollydale Community Park Renovation, City Project No. 607-PRK, at a cost not to exceed \$41,298, and extending the contract term through December 31, 2023; and
- Authorizing the Mayor to execute Amendment No. 1 in a form acceptable to the City Attorney.

FISCAL IMPACT: There is no fiscal impact to the General Fund. Amendment No. 1 is in the amount of \$41,298 and it will be funded with Prop A Funds budgeted in the Fiscal Year 2022/23 Capital Improvement Program as summarized below:

	Prop 68	Prop A	State Grant Funds	Total Budget
Construction Agreement	\$4,153,606		\$746,210	\$4,899,816
Construction Contingency			\$450,000	\$450,000
Construction Management & Contingency		\$105,049	\$403,790	\$508,839
Contract No. 2022-82-AC		\$45,000		\$45,000
Amendment No. 1 to Contract No. 2022-82-AC		\$41,298		\$41,298
Other Costs (design, PM, staff time, permits, etc.)	\$5,336	\$93,653		\$98,989
Total Project Costs	\$4,158,942	\$285,000	\$1,600,000	\$6,043,942

ANALYSIS: The construction of the Hollydale Community Park Project is in progress. As the designer of record, Contract No. 2022-82-AC was awarded to DVD in the amount of \$45,000 to provide construction support services which included bidding support services, preparing responses to Requests for Information (RFI) related to the design, reviewing technical submittals and change order requests, and attending construction meetings. Additional funds are needed to continue construction support services. Amendment No. 1 provides an amount not to exceed \$42,298 for services through the completion of the construction which is planned for September 2023. Amendment No. 1 also extends the term of the contract from its original starting date of September 27, 2022, to December 31, 2023.

BACKGROUND: The Hollydale Community Park Project is budgeted in the CIP and is under construction. The improvements include a 1,700 square-foot building, storm water chambers, a playground, synthetic turf, a sand and water play area, basketball court shade structures, a new irrigation system, decomposed granite, park bench and picnic tables, permeable pavers, concrete flat work, and other miscellaneous amenities.

DVD prepared design and construction documents under Contract No. 3361. Work was completed in 2018. The project was shelved due to construction not being funded. On November 2, 2022, the project began the construction phase after receiving grant funding. As such, on September 27, 2022, the City administratively approved Contract No. 2022-82-AC with DVD to provide construction support services in the amount of \$45,000.

The project is now in its 6th month of construction. The original \$45,000 budget is expected to be exhausted by April 30, 2023. Additional funds are needed to provide design support services to the completion of construction in September 2023.

ATTACHMENTS: A. Proposed Amendment (including Exhibit A)
 B. Contract No. 2022-82-AC

ES:lc

**AMENDMENT NO. 1 TO CONTRACT NO 2022-82-AC FOR
ADDITIONAL ARCHITECTURAL AND ENGINEERING SERVICES
FOR THE HOLLYDALE COMMUNITY PARK PROJECT
BETWEEN THE CITY OF SOUTH GATE AND
DAVID VOLZ DESIGN LANDSCAPE ARCHITECT INC.**

This Amendment No. 1 to Contract No. 2022-82-AC ("Amendment No. 1") for additional Architectural and Engineering Construction Support Services for the Hollydale Community Park Project, is made and entered into on May 9, 2023, by and between the City of South Gate, a municipal corporation ("City"), and David Volz Design Landscape Architect Inc. ("DVD"), a California Corporation ("Consultant"). City and Consultant are sometimes hereinafter individually referred to as a "Party" and collectively as "Parties."

RECITALS

WHEREAS, on September 27, 2022, the City, administratively approved Contract No. 2022-82-AC with Consultant ("Agreement"), to provide professional architectural and engineering construction support services for the Hollydale Community Park Project, City Project 607-PRK ("Project"), in an amount not-to-exceed **Forty-Five Thousand Dollars (\$45,000)**; and

WHEREAS, the City Council and Consultant desire to execute Amendment No. 1 to the Agreement, increasing the compensation payable to the Consultant in an amount not to exceed Forty-One Thousand Two Hundred Ninety-Eight Dollars (\$41,298), for services identified in Exhibit "A" attached hereto, under the terms and conditions of the Agreement, bringing the aggregate total of the Agreement and Amendment No. 1 to Eighty-Six Thousand Two Hundred Ninety-Eight Dollars (\$86,298).

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. MODIFICATION TO AGREEMENT.

- a. **SCOPE OF WORK.** The Scope of Work to be performed by Consultant for the duration of the term of the Agreement shall be limited to that set forth in Exhibit "A." The City reserves the right to augment or reduce the scope of work as City deems necessary.
- b. **COMPENSATION.** The additional compensation paid by City to Consultant for the work identified in Exhibit "A" shall not exceed **Forty-One Thousand Two Hundred Ninety-Eight Dollars (\$41,298)**. The total sum of the Agreement and Amendment No.1 shall not exceed **Eighty-Six Thousand Two Hundred Ninety-Eight Dollars (\$86,298)**.
- c. **TERM OF AGREEMENT.** This Amendment No. 1 shall be through and including December 31, 2023.

2. **EFFECT OF AMENDMENTS.** Except as expressly amended herein, all other terms and conditions of the Agreement and its original amendments, attachments and exhibits attached hereto, shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment No. 1 to be executed and attested by their respective officers hereunto duly authorized.

CITY OF SOUTH GATE:

By: _____
Maria del Pilar Avalos, Mayor

Dated: _____

ATTEST:

By: _____
Yodit Glaze, City Clerk
(SEAL)

APPROVED AS TO FORM:

By: Raul F. Salinas (DS)
Raul F. Salinas, City Attorney

**DAVID VOLZ DESIGN LANDSCAPE
ARCHITECT INC.**

By: _____
David Volz, President

Dated: _____

EXHIBIT A



April 14, 2023

Elias Saikaly
City of South Gate
4900 Southern Avenue
South Gate, CA 90280

**RE: PROPOSAL TO PROVIDE LANDSCAPE ARCHITECTURAL SERVICES FOR HOLLYDALE
COMMUNITY PARK CONSTRUCTION PERIOD SERVICES - PHASE II**

Dear Mr. Saikaly,

The Construction Period Service's tasks for phase two of construction will be provided by the design team are identified below. These services are necessary to guide the construction and materials selection, provide for review of components and finishes and to respond to contractor and construction manager inquiries about the design intent, finishes, submittals, etc. David Volz Design team takes this implementation surveillance responsibility very seriously. We plan to be on-site two to four times per month during these months of construction. Our team will also provide rapid response to submittals and information requested with written opinions and documentation.

Task 1 - Construction Period Services

- a. Prepare responses to request for information
- b. Review and reply to submittals
- c. Attend pre-construction meeting
- d. Attend weekly or bi-weekly construction meetings and prepare summaries
- e. Review change order requests and provide opinion
- f. Provide consultant services for civil, electrical, architectural, structural elements

We are looking forward to continue working with you and your staff and your construction management/inspection team to deliver this exciting new community park to the citizens of South Gate. Should you have any questions please do not hesitate to call.

Very truly yours,

DAVID VOLZ DESIGN

A handwritten signature in black ink, appearing to be "David J. Volz", with a stylized flourish at the end.

David J. Volz, R.L.A. # 2375
LEED Accredited Professional, QSD/QSP

DESIGNING LANDSCAPES THAT
CREATE COMMUNITY
www.dvolzdesign.com

Corporate Office
151 Kalmus Drive, Suite M8
Costa Mesa, CA 92626
714.641.1300

Coachella Valley Office
78060 Calle Estado
La Quinta, CA 92253
760.580.5165

San Jose Office
111 North Market Street, Suite 300
San Jose, CA 95113
669.444.0461

FEE SCHEDULE

	PR \$220	DD \$200	LA \$160	AD \$110	Total Hrs	Fee Extension
Task 1 - Construction Period Services						
A. Month 6 - Construction Support Services	1	4	8	2	15	\$ 2,520
B. Month 7 - Construction Support Services	1	4	8	2	15	\$ 2,520
C. Month 8 - Construction Support Services	1	4	8	2	15	\$ 2,520
D. Month 9 - Construction Support Services	1	4	8	2	15	\$ 2,520
E. Month 10 - Construction Support Services	1	4	12	2	19	\$ 3,160
F. Month 11 - Construction Support Services	1	4	12	2	19	\$ 3,160
	6	24	56	12	98	\$ 16,400
Civil Engineering						\$ 5,100
Design West Engineering						\$ 4,600
Architectural Services						\$ 10,700
Structural Engineering including on-site reviews						\$ 4,498
Construction Period Services Subtotal						\$ 41,298

TOTAL PROPOSED FEE \$ 41,298

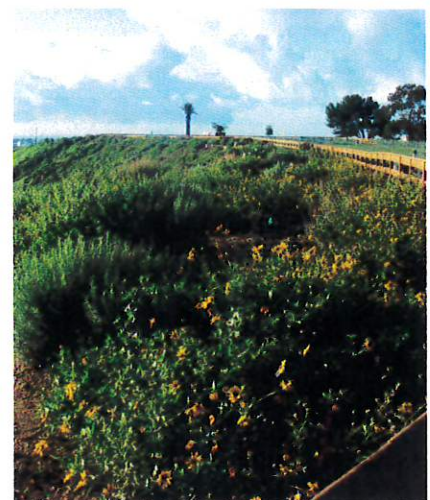
ASSUMPTIONS

FEE SCHEDULE

1. Sub-consultant fees include 15% mark-up. Additional services when approved by city will be billed at our standard hourly rate schedule. See the subconsultant proposals attached for proposed services and additional excluded services.
2. Only services specifically noted in the scope of services are included in the fee schedule. Services such as construction survey, utility potholing, etc. are not included.
3. Payment of fees for permits, processing, recordation or approvals are not included here in.
4. Construction management and inspection services including ongoing special inspection monitoring will be provided by the others.
5. Hours listed above are estimates, billings will be made at the fee extension listed for the task and month identified.
6. Environmental Services, testing and reports are not included in this proposed fee. However, is highly recommended.
8. Addition to the above the services and fees will be required if construction exceeds the **five consecutive calendar months**. Construction period service will require more fees if construction exceed the length of construction previously mentioned.
9. The following project expenses will be billed at cost plus 15% administrative fee in addition to the professional fees listed above. The reimbursable allowance will only be billed as-needed:
 - Printing, copying, scanning, graphic, photography and reproduction services
 - Delivery, shipping and courier charges
 - Subconsultant fees and expenses
 - Agency fees, permits, plan check and inspection fees
10. Payments are due within **30 days** from invoice date.
11. The rates shown are subject to periodic increases, including January 1st of each year, in accordance with any increase in the Consumer Price Index or other equal to cost index.

2022 HOURLY RATES SCHEDULE

Principals	\$230/hr
Director of Design	\$200/hr
Senior Landscape Architects	\$175/hr
Director of GIS	\$165/hr
Landscape Architect	\$160/hr
Plan Check	\$160/hr
Senior Landscape Designer	\$155/hr
Senior GIS Analyst	\$155/hr
Landscape Designer	\$140/hr
GIS Analyst	\$140/hr
Project Designer/CADD Technicians I, II, III	\$110, 120, 130/hr
GIS Technicians I, II, III	\$110, 120, 130/hr
Administration	\$110/hr



**AGREEMENT FOR PROFESSIONAL SERVICES FOR CONSTRUCTION
SUPPORT SERVICES BETWEEN THE CITY OF SOUTH GATE AND
DAVID VOLZ DESIGN LANDSCAPE ARCHITECTS INC.**

This Agreement for Professional Services for Construction Support Services ("Agreement") is made and entered into on **September 27, 2022**, by and between the City of South Gate, a municipal corporation ("City"), and **David Volz Design Landscape Architect Inc. ("DVD")** a California corporation ("Consultant"). City and Consultant are sometimes hereinafter individually referred to as a "Party" and collectively as "Parties."

RECITALS

WHEREAS, City desires to retain a qualified provider for certain services relating to construction support services for the construction of the Hollydale Community Park; and

WHEREAS, Consultant warrants to City that it has the requisite skills, knowledge, qualifications, manpower and expertise to perform properly and timely the Professional Services under this Agreement; and

WHEREAS, based on such representation, City desires to contract with Consultant to perform the services as described in the Scope of Services attached hereto as Exhibit "A" of this Agreement.

NOW, THEREFORE, the Parties hereby agree as follows:

- 1. SCOPE OF SERVICES.** City hereby engages Consultant, and Consultant accepts such engagement, to perform the services set forth in the Scope of Services as described in Exhibit "A" attached hereto and made part of this Agreement. The Scope of Services may be mutually amended from time to time by both Parties in writing.
- 2. COMPENSATION FOR SERVICES.** The total amount of compensation for this Agreement shall not exceed the sum of **Forty-Four Thousand Six Hundred Forty-Three Dollars (\$44,643)** as described in Consultant's proposal attached hereto as Exhibit "A." City shall pay Consultant for its professional services rendered and costs incurred pursuant to this Agreement. No additional compensation shall be paid for any other expenses incurred, unless first approved in writing by the City Manager or his/her designee.
 - 2.1** Consultant shall be required to attend meetings at City Hall as necessary in the delivery of the projects. Travel time between Consultant's office and City Hall shall not be billable. Consultant may request an exemption on a case-by-case basis, which shall be subject to City approval.
 - 2.2** Consultant shall be paid in accordance with the schedule included in Consultant's proposal attached hereto as Exhibit "A." City shall pay Consultant within thirty (30) days of receipt of the invoice.

- 2.3 No payment made hereunder by City to Consultant, other than the final payment, shall be construed as an acceptance by City of any work or materials, nor as evidence of satisfactory performance by Consultant of its obligations under this Agreement.
3. **TERM OF AGREEMENT.** This Agreement is effective as of October 11, 2022, and will remain in effect for a period of one year from said date or until project completion, unless otherwise expressly extended and agreed to by both Parties in writing, or terminated by either Party as provided herein.
4. **CITY AGENT.** The Assistant City Manager/Director of Public Works ("Director"), or his/her designee, for the purposes of this Agreement, is the agent for the City. Whenever approval or authorization is required, Consultant understands that the Director, or his/her designee, has the authority to provide that approval or authorization.
5. **CONFLICT OF INTEREST.** Consultant represents that it presently has no interest and shall not acquire any interest, direct or indirect, in any real property located in the City which may be affected by the services to be performed by Consultant under this Agreement. Consultant further represents that in performance of this Agreement, no person having any such interest shall be employed by it. Within ten (10) days, Consultant agrees that it will immediately notify City of any other conflict of interest that may exist or develop during the term of this Agreement.
- 5.1 Consultant represents that no City employee or official has a material financial interest in Consultant's business. During the term of this Agreement and/or as a result of being awarded this contract, Consultant shall not offer, encourage or accept any financial interest in Consultant's business or in this Agreement by any City employee or official.
6. **GENERAL TERMS AND CONDITIONS.**
- 6.1 **Termination for Convenience.** City may terminate this Agreement at any time without cause by giving fifteen (15) days written notice to Consultant of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials shall, at the option of City, become its property. If this Agreement is terminated by City as provided herein, Consultant will be paid the total amount of its costs as of the termination date. In no event shall the amount payable upon termination exceed the total maximum compensation provided for in this Agreement.
- 6.2 **Termination for Cause.**
- 6.2.1 City may, by written notice to Consultant, terminate the whole or any part of this Agreement in any of the following circumstances:
- a. If Consultant fails to perform the services required by this Agreement within the time specified herein or any authorized extension thereof; or

- b. If Consultant fails to perform the services called for by this Agreement or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in either of these circumstances does not correct such failure within a period of ten (10) days (or such longer period as City may authorize in writing) after receipt of notice from City specifying such failure.

6.2.2 In the event City terminates this Agreement in whole or in part as provided above in Subsection 6.2.1, City may procure, upon such terms and in such manner as it may deem appropriate, services similar to those terminated.

6.2.3 If this Agreement is terminated as provided above in Subsection 6.2.1, City may require Consultant to provide all finished or unfinished documents, data, studies, drawings, maps, photographs, reports, films, charts, sketches, computations, surveys, models, or other similar documentation prepared by Consultant. Upon such termination, Consultant shall be paid an amount equal to the value of the work performed. In ascertaining the value of the work performed up to the date of termination, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents whether delivered to City or in possession of Consultant, and to authorized reimbursement expenses.

6.2.4 If, after notice of termination of the Agreement under the provisions of Subsection 6.2.1 above, it is determined, for any reason, that Consultant was not in default, or that the default was excusable, then the rights and obligations of the Parties shall be the same as if the notice of termination had been issued pursuant to Subsection 6.1. above.

6.3 Non-Assignability. Consultant shall not assign or transfer any interest in this Agreement without the express prior written consent of City.

6.4 Non-Discrimination.

6.4.1 Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, creed, gender, gender identity (including gender expression), color, religion, ancestry, sexual orientation, national origin, disability, age, marital status, family/parental status, or veteran/military status, in the performance of its services and duties pursuant to this Agreement and will comply with all applicable laws, ordinances and codes of the Federal, State, and County and the City governments. Consultant will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment without regard to their race, color, religion, ancestry, sex, national origin, disability, or age.

Consultant will take affirmative action to ensure that all employment practices, including those of any subcontractors retained by Consultant to perform services under this Agreement, are free from such discrimination. Such employment practices include, but are limited to: hiring, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

6.4.2 The provisions of Subsection 6.4.1 above shall be included in all solicitations or advertisements placed by or on behalf of Consultant for personnel to perform any services under this Agreement. City shall have access to all documents, data, and records of Consultant and its subcontractors for purposes of determining compliance with the equal employment opportunity and non-discrimination provisions of this Section, and all applicable provisions of Executive Order No. 11246 (relating to federal restrictions against discriminatory practices) is available for review and on file with the City Clerk's Office.

6.5 Insurance. Consultant shall submit to City, certificates indicating compliance with the following minimum insurance requirements no less than one (1) day prior to beginning of performance under this Agreement:

6.5.1 Workers Compensation Insurance as required by law. Consultant shall require all subcontractors similarly to provide such workers' compensation insurance for their respective employees.

6.5.2 Comprehensive general and automobile liability insurance protecting Consultant in amounts not less than \$1,000,000 for personal injury to any one person, \$1,000,000 for injuries arising out of one occurrence, and \$500,000 for property damages or a combined single limit of \$1,000,000, with an aggregate of \$2,000,000. Each such policy of insurance shall:

- a. Be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California or which is approved in writing by City.
- b. Name and list as additional insured the City, its officers and employees.
- c. Specify its acts as primary insurance.
- d. Contain a clause substantially in the following words: "It is hereby understood and agreed that this policy shall not be canceled except upon thirty (30) days prior written notice to City of such cancellation or material change."

- e. Cover the operations of Consultant pursuant to the terms of this Agreement.

6.6 Indemnification. Consultant agrees to indemnify, defend and hold harmless City and/or any other City agency, including other employees, officers and representatives, for/from any and all claims or actions of any kind asserted against City and/or any other City agency arising out of Consultant's (including Consultant's employees, representatives, products and subcontractors) negligent performance under this Agreement, excepting only such claims or actions which may arise out of sole or active negligence of City and/or any other City agency, or any third parties not acting on behalf of, at the direction of, or under the control of Consultant.

6.7 Compliance with Applicable Law. Consultant and City shall comply with all applicable laws, ordinances, and codes of the Federal, State, County and City governments, without regard to conflict of law principles.

6.8 Independent Contractor. This Agreement is by and between City and Consultant and is not intended, nor shall it be construed, to create the relationship of agency, servant, employee, partnership, joint venture, or association, as between City and Consultant.

6.8.1 Consultant shall be an independent contractor and shall have no power to incur any debt or obligation for or on behalf of City. Neither City nor any of its officers or employees shall have any control over the conduct of Consultant, or any of Consultant's employees, except as herein set forth, and Consultant expressly warrants not to, at any time or in any manner, represent that it, or any of its agents, servants or employees are in any manner employees of City, it being distinctly understood that Consultant is and shall at all times remain to City a wholly independent contractor and Consultant's obligations to City are solely such as are prescribed by this Agreement.

6.8.2 Indemnification of CalPERS Determination - In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as, for the payment of any penalties and interest on such contributions which would otherwise be the responsibility of City.

6.8.3 Business License Required. According to Title 2.08.40 of the South Gate Municipal Code, a business license will be required prior to doing business within the City, even if the business is located outside of the City. Verification

of a valid South Gate business license will be required prior to start of work and any fees associated with the acquisition or maintenance of such business license shall be the sole responsibility of Consultant.

6.9 Consultant's Personnel.

6.9.1 All services required under the Agreement will be performed by Consultant, or under Consultant's direct supervision, and all personnel shall possess the qualifications, permits and licenses required by State and local law to perform such services, including, without limitation, a City of South Gate business license as required by the South Gate Municipal Code.

6.9.2 Consultant shall be solely responsible for the satisfactory work performance of all personnel engaged in performing services required by this Agreement, and compliance with all reasonable performance standards established by City.

6.9.3 Consultant shall be responsible for payment of all employees' and subcontractors' wages and benefits and shall comply with all requirements pertaining to employer's liability, workers' compensation, unemployment insurance and Social Security.

6.9.4 Consultant shall indemnify and hold harmless City and all other related entities, officers, employees and representatives from any liability, damages, claims, costs, and expenses of any nature arising from alleged violations of personnel practices or of any acts of omissions by Consultant in connection with the work performed arising from this Agreement.

6.10 Copyright. No reports, maps or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of Consultant.

6.11 Legal Construction.

6.11.1 This Agreement is made and entered into in the State of California and shall in all respects be interpreted, enforced, and governed under the laws of the State of California without regard to conflict of law principles.

6.11.2 This Agreement shall be construed without regard to the identity of the persons who drafted its various provisions. Each and every provision of this Agreement shall be construed as though each of the parties participated equally in the drafting of same, and any rule of construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

6.11.3. The article and section, captions and headings herein have been inserted for

convenience only and shall not be considered or referred to in resolving questions of interpretation or construction.

6.11.4. Whenever in this Agreement the context may so require, the masculine gender shall be deemed to refer to and include the feminine and neuter, and the singular shall refer to and include the plural.

6.12 Counterparts. This Agreement may be executed in counterparts and, as so executed, shall constitute an agreement which shall be binding upon all Parties hereto.

6.13 Final Payment Acceptance Constitutes Release. The acceptance by Consultant of the final payment made under this Agreement shall operate as and be a release of City from all claims and liabilities for compensation to Consultant for anything done, furnished, or relating to Consultant's work or services. Acceptance of payment shall be any negotiation of City's check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check. However, approval or payment by City shall not constitute, nor be deemed, a release of the responsibility and liability of Consultant, its employees, sub-consultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by City for any defect or error in the work prepared by Consultant, its employees, sub-consultants and agents.

6.14 Corrections. In addition to the above indemnification obligations, Consultant shall correct, at its expense, all errors in the work which may be disclosed during City's review of Consultant's report or plans. Should Consultant fail to make such correction in a reasonably, timely manner, such correction shall be made by City, and the cost thereof shall be charged to Consultant.

6.15 Files. All files of Consultant pertaining to City shall be and remain the property of City. Consultant will control the physical location of such files during the term of this Agreement and shall be entitled to retain copies of such files upon termination of this Agreement.

6.16 Waiver; Remedies Cumulative. Failure by a Party to insist upon the performance of any of the provisions of this Agreement by the other party, irrespective of the length of time for which such failure continues, shall not constitute a waiver of such Party's right to demand compliance by such other Party in the future. No waiver by a Party of a default or breach of the other party shall be effective or binding upon such a Party unless made in writing by such Party, and no such waiver shall be implied from any omissions by a Party to take any action with respect to such default or breach. No express written waiver of a specified default or breach shall affect any other default or breach, or cover any other period of time, other than any default or breach and/or period of time specified. All of the remedies permitted or available to a Party under this

Agreement, or at law or in equity, shall be cumulative and alternative, and invocation of any such right or remedy shall not constitute a waiver or election of remedies with respect to any other permitted or available right of remedy.

- 6.17 Mitigation of Damages.** In all such situations arising out of this Agreement, the Parties shall attempt to avoid and minimize the damages resulting from the conduct of the other Party.
- 6.18 Severability.** If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.
- 6.19 Attorneys' Fees.** The Parties hereto acknowledge and agree that each will bear his or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any Party hereto to enforce this Agreement, the prevailing Party in such action shall be entitled to reasonable attorneys' fees and costs in addition to all other relief to which that Party or those Parties may be entitled.
- 6.20 Entire Agreement and Amendments.** This Agreement constitutes the whole agreement between City and Consultant, and neither party has made any representations to the other except as expressly contained herein. Neither party, in executing or performing this Agreement, is relying upon any statement or information not contained in this Agreement. Any amendments, changes or modifications to this Agreement must be made in writing and appropriately executed by both City and Consultant.
- 6.21 Notices.** Any notice required to be given hereunder shall be deemed to have been given by email transmission with confirmation of delivery and depositing said notice in the United States mail, postage prepaid, and addressed as follows:

TO CITY:
City of South Gate
Arturo Cervantes
Assistant City Manager/Director of Public Works
8650 California Avenue
South Gate, CA 90280
Email: ACervantes@sogate.org
TEL: (323) 563-9567

WITH COURTESY COPY TO:
City Clerk's Office
City Clerk
8650 California Avenue
South Gate, CA 90280
Email: SGuerrero@sogate.org
TEL: (323) 563-9510

TO CONSULTANT:

David Volz R.L.A.
David Volz Design Landscape Architect Inc.
151 Kalmus Dr. Suite M8
Costa Mesa, CA 92626
Email: dvolz@dvolzdesign.com
Tel. (714) 661-0773

6.22 Warranty of Authorized Signatories. Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the Party for whom he or she purports to sign.

6.23 Consultation with Attorney. Consultant warrants and represents that it has consulted with an attorney or knowingly and voluntarily decided to forgo such a consultation.

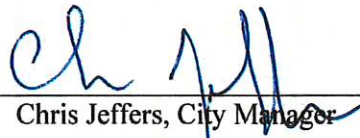
6.24 Interpretation Against Drafting Party. City and Consultant agree that they have cooperated in the review and drafting of this agreement. Accordingly, in the event of any ambiguity, neither Party may claim that the interpretation of this Agreement shall be construed against either Party solely because that Party drafted all or a portion of this Agreement, or the clause at issue.

7. EFFECTIVE DATE. The effective date of this Agreement is **September 27, 2022** and will remain in effect through and until project completion, unless otherwise terminated in accordance with the terms of this Agreement.

[Remainder of page left blank intentionally.]

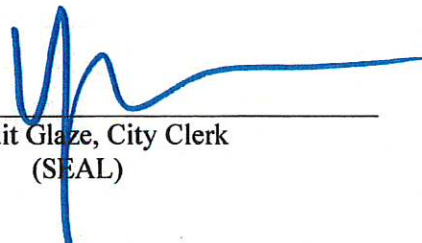
IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed and attested by their respective officers thereunto duly authorized.

CITY OF SOUTH GATE:

By: 
Chris Jeffers, City Manager

Dated: 9/27/22


ATTEST:

By: 
Yodit Glaze, City Clerk
(SEAL)

APPROVED AS TO FORM:

By: 
Raul F. Salinas, City Attorney

DAVID VOLZ DESIGN LANDSCAPE ARCHITECTS Inc.:

By: 
David Volz, President

Dated: _____

June 29, 2022

Revised September 20, 2022

Elias Saikaly
City of South Gate
4900 Southern Avenue
South Gate, CA 90280

**RE: PROPOSAL TO PROVIDE LANDSCAPE ARCHITECTURAL SERVICES FOR HOLLYDALE
COMMUNITY PARK CONSTRUCTION PERIOD SERVICES**

Dear Mr. Saikaly,

With this great project nearly ready to bid your design team is ready to assist the city's staff and the construction management team with the project's construction. The Construction Period Service's tasks that will be provided by the design team are identified below. These services are necessary to guide the construction and materials selection, provide for review of components and finishes and to respond to contractor and construction manager inquiries about the design intent, finishes, submittals, etc. David Volz Design team takes this implementation surveillance responsibility very seriously. We plan to be on-site two to four times per month during construction. Our team will also provide rapid response to submittals and information requested with written opinions and documentation.

Task 1 - Bidding Services

- a. Preparation of addenda
- b. Response to requests for information/clarification
- c. Bid review
- d. City staff and construction management support

Task 2 - Construction Period Services

- a. Prepare responses to request for information
- b. Review and reply to submittals
- c. Attend pre-construction meeting
- d. Attend weekly or bi-weekly construction meetings and prepare summaries
- e. Review change order requests and provide opinion
- f. Provide consultant services for civil, electrical, architectural, structural elements

We are looking forward to working with you and your staff and your construction management/inspection team to deliver this exciting new community park to the citizens of South Gate. Should you have any questions please do not hesitate to call.

Very truly yours,

DAVID VOLZ DESIGN



David J. Volz, R.L.A. # 2375
LEED Accredited Professional, QSD/QSP

FEE SCHEDULE

Construction of public projects by contractors who offer the lowest price can become challenging for agencies and construction managers to oversee. As the authors of the construction documents, David Volz Design's team will be available and on-site often in order to interpret the project plans, address contractor requests for information and to review submittals, change requests, and provide clarifications when needed. The following services proposed will guide our design team's services during the project's construction. Actual hours and services expended may need to be adjusted as the work progresses. Billings will be made based upon the fee extension amount each month as listed. The total proposed fee will be considered a not-to-exceed amount for the anticipated duration listed below.

	PR	DD	LA	CT	AD	Total	Fee
	\$220	\$200	\$160	\$120	\$110	Hrs	Extension
Task 1 - Bidding Assistance	2	4	27	4	2	39	\$ 6,260
Civil Works Engineers							\$ 1,711
Design West Engineering							\$ 575
Poindexter Consulting							\$ 828
Structural Engineering							\$ 575
Bidding Assistance Subtotal							\$ 9,949
Task 2 - Construction Period Services							
A. Month 1 - Construction Start-up	2	8	24		1	35	\$ 5,990
B. Month 2 - Construction Initialization	2	8	16	1	1	28	\$ 4,830
C. Month 3 - Demolition / Grading Start-up	2	12	4	4	1	23	\$ 4,070
D. Month 4 - Utilities/Foundations	1	12	4	4	1	22	\$ 3,850
E. Month 5 - Walls and Details Layout	1	12	4	4	1	22	\$ 3,850
	8	52	52	13	5	130	\$ 22,590
Civil Engineering							\$ 3,109
Design West Engineering							\$ 1,677
Poindexter Consulting							\$ 4,140
Structural Engineering including on-site reviews							\$ 1,677
Construction Period Services Subtotal							\$ 33,193
Reimbursables (if needed)							\$ 1,500
TOTAL PROPOSED FEE							\$ 44,643

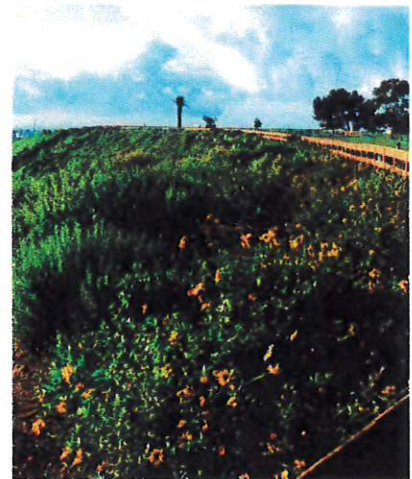
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11. The rates shown are subject to periodic increases, including January 1st of each year, in accordance with any increase in the Consumer Price Index or other equal to cost index

2022 HOURLY RATES SCHEDULE

Principals	\$230/hr
Director of Design	\$200/hr
Senior Landscape Architects	\$175/hr
Director of GIS	\$165/hr
Landscape Architect	\$160/hr
Plan Check	\$160/hr
Senior Landscape Designer	\$155/hr
Senior GIS Analyst	\$155/hr
Landscape Designer	\$140/hr
GIS Analyst	\$140/hr
Project Designer/CADD Technicians I, II, III	\$110, 120, 130/hr
GIS Technicians I, II, III	\$110, 120, 130/hr
Administration	\$110/hr



HOLLYDALE PARK, CITY OF SOUTH GATE

DVD

CITY MANAGER'S OFFICE

MAY 03 2023

9:30 AM

City of South Gate CITY COUNCIL

AGENDA BILL

For the Regular Meeting of: May 9, 2023

Originating Department: Public Works

Department Director:

Arturo Cervantes

City Manager:

Chris Jeffers

SUBJECT: AGREEMENT WITH KOA CORPORATION FOR DESIGN SERVICES FOR THE TRAFFIC IMPROVEMENTS AT INTERSECTIONS ALONG CALIFORNIA AVE AND SOUTHERN AVE, CITY PROJECT NO. 681-ST

PURPOSE: To award a professional services agreement to KOA Corporation ("KOA") to prepare design and construction documents for the Traffic Improvements at Intersections along California Ave and Southern Ave, Project No. 681-ST ("Project"), which is being implemented to improve pedestrian safety.

RECOMMENDED ACTIONS: The City Council will consider:

- Approving an Agreement with KOA Corporation to prepare design and construction documents for the Traffic Improvements at Intersections along California Ave and Southern Ave, City Project No. 681-ST, in an amount not to exceed \$197,647;
- Appropriating \$53,000 in the Highway Safety Improvement Program funds and \$14,000 in the Road Mitigation Funds to fund the proposed Agreement and staff time for the Traffic Improvements at Intersections along California Ave and Southern Ave, City Project No. 681-ST; and
- Authorizing the Mayor to execute the Agreement in a form acceptable to the City Attorney.

FISCAL IMPACT: There is no impact to the General Fund. The Agreement is in the amount of \$197,647. A total of \$136,000 in Highway Safety Improvement Program (HSIP) funds is budgeted in the FY 2022/23 CIP. An appropriation of \$53,000 in HSIP funds and \$14,000 in Road Mitigation Funds are recommended to fund design services and staff time.

ANALYSIS: The proposed Agreement was procured through a competitive process. On November 22, 2022, a Request for Proposal ("RFP") was released to thirty-one (31) qualified consulting firms. On January 9, 2023, two proposals were received in the City Clerk's Office. The proposals were evaluated and interviewed by a selection panel that consisted of City staff. The review criteria weighed a number of factors including project manager and team qualifications, experience in similar projects, understanding of technical issues, comprehensiveness of the proposal, and experience of similar projects. Based on the interviews and evaluation criteria, KOA received the highest ranking from the panel. As such, KOA is

recommended for the contract.

BACKGROUND: The Project is budgeted in the 5-Year CIP and is being implemented to improve pedestrian and traffic safety at seven (7) intersections as summarized below.

- California Avenue at Santa Ana Street – Traffic signal modifications to add protected left-turn phasing for the north and south approaches with new signal poles, cabinet, controller unit, signal gear and timing modification.
- California Avenue at Duane Way, Tenaya Avenue and Michigan Avenue – Flashing beacon, in-roadway lighting, high visibility signing and striping, ADA ramp curb improvements, bulb-outs.
- Southern Avenue at Victoria Avenue and Southern Avenue at Elizabeth Avenue – Rectangular rapid flashing beacon, ADA ramps curb improvements, high visibility signing and striping.
- Southern Avenue at Kauffman Avenue – Rectangular rapid flashing beacon, high visibility signing and striping.

The proposed Agreement was procured through a competitive process in which an RFP was issued. The RFP procurement process was required to adhere to Caltrans procedures outlined in the Local Assistance Procedures Manual (“LAPM”) because services are being funded with Federal funds. Proposals were received from KOA and Willdan.

A selection committee evaluated the proposals and interviewed the consultants. The selection committee consisted of Gladis Deras, Senior Engineer, Jose Loera, Traffic Engineer and Laura Ochoa, Associate Engineer from the City’s Engineering Division. The review criteria weighed a number of factors including project manager and team experience and qualification experience in similar projects, understanding of technical issues, quality assurance and quality control, experience and understanding of public contract code procedures, state and federal laws and requirements and knowledge of public agency procedure and requirements. KOA received the highest ranking from the panel and is recommended for the contract.

Under the LAPM, fee proposals are required to be submitted in separate and sealed envelopes. The LAPM only allows the fee proposal of the highest ranked consultant to be opened to require that consultants be selected based on qualifications. However, fee proposals may be negotiated. If negotiations are not successful, then the highest ranked consultant may be eliminated and the proposal from the second highest ranked consultant may be opened to begin negotiations. If negotiations are not successful, then the second highest ranked consultant may be eliminated and the proposal from the third highest ranked consultant may be opened to begin negotiations, and so on and so forth.

KOA submitted a \$323,846 proposal which was negotiated to \$197,647 to align the proposed services with the needed services. The negotiated fee proposal of \$197,647 was acceptable.

In compliance with the LAPM, Willdan’s fee proposal was not opened and was returned to Willdan sealed.

KOA offers the following:

- **Qualified Project Manager** – KOA offers a Project Manager who is a licensed Professional Civil Engineer. With 17 years of public and private sector experience, the Project Manager has worked on numerous street, traffic, water and sewer improvements projects for various agencies.
- **Successful Track Record** – KOA has been in business for over 30 years.
- **Experience on Similar Projects** – KOA has successfully completed design in similar projects in the cities of Santa Monica, West Hollywood, Pasadena, Long Beach and Placentia.
- **Negotiated Competitive Fees** – KOA submitted an original fee proposal of \$323,846. After a review of the proposal, an adjustment of meeting frequencies and elimination of redundant tasks, the fees were negotiated down to \$197,647. The proposed fee is reasonable and within the acceptable industry standard.

Design is projected to start in May 2023 and be completed in Spring 2024.

ATTACHMENTS: A. Proposed Agreement and Exhibit A
B. Consultant Selection Ranking
C. Project Location Map

GD:lc

**AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES
BETWEEN THE CITY OF SOUTH GATE AND
KOA CORPORATION**

This Agreement for Professional Services for Professional Engineering Services ("Agreement") is made and entered into on May 9, 2023, by and between the City of South Gate, a municipal corporation ("City"), and KOA Corporation a California corporation ("Consultant"). City and Consultant are sometimes hereinafter individually referred to as a "Party" and collectively as "Parties."

RECITALS

WHEREAS, City desires to retain a qualified provider for Professional Engineering Services to prepare design and construction documents for the Traffic Improvements at Intersections along California Avenue and Southern Avenue, Project No. 681-ST ("Project") ; and

WHEREAS, Consultant warrants to City that it has the requisite skills, knowledge, qualifications, manpower and expertise to perform properly and timely the Professional Engineering Services under this Agreement; and

WHEREAS, based on such representation, City desires to contract with Consultant to perform the services as described in the Scope of Services attached hereto as Exhibit "A" of this Agreement.

NOW, THEREFOR, the Parties hereby agree as follows:

1. **SCOPE OF SERVICES.** City hereby engages Consultant, and Consultant accepts such engagement, to perform the services set forth in the Scope of Services as described in Exhibit "A" attached hereto and made part of this Agreement. The Scope of Services may be mutually amended from time to time by both Parties in writing.
2. **COMPENSATION FOR SERVICES.** The total amount of compensation for this Agreement shall not exceed the sum of **One Hundred Ninety-Seven Thousand Six Hundred Forty-Seven Dollars (\$197,647)** as described in Consultant's proposal attached hereto as Exhibit "A." City shall pay Consultant for its professional services rendered and costs incurred pursuant to this Agreement. No additional compensation shall be paid for any other expenses incurred, unless first approved in writing by Assistant City Manager/Director of Public Works or his/her designee.
 - 2.1 Consultant shall be required to attend meetings at City Hall and virtually as necessary in the delivery of the projects. Travel time between Consultant's office and City Hall shall not be billable. Consultant may request an exemption on a case-by-case basis, which shall be subject to City approval.
 - 2.2 Consultant shall be paid in accordance with the schedule included in Consultant's

proposal attached hereto as Exhibit "A." City shall pay Consultant within thirty (30) days of receipt of the invoice.

- 2.3 No payment made hereunder by City to Consultant, other than the final payment, shall be construed as an acceptance by City of any work or materials, nor as evidence of satisfactory performance by Consultant of its obligations under this Agreement.
3. **TERM OF AGREEMENT.** This Agreement is effective as of May 9, 2023, and will remain in effect for a period of two years from said date or until completion of construction of the project, unless otherwise expressly extended and agreed to by both Parties in writing, or terminated by either Party as provided herein.
4. **CITY AGENT.** The Director of Public Works ("Director"), or his/her designee, for the purposes of this Agreement, is the agent for the City. Whenever approval or authorization is required, Consultant understands that the Director, or his/her designee, has the authority to provide that approval or authorization.
5. **CONFLICT OF INTEREST.** Consultant represents that it presently has no interest and shall not acquire any interest, direct or indirect, in any real property located in the City which may be affected by the services to be performed by Consultant under this Agreement. Consultant further represents that in performance of this Agreement, no person having any such interest shall be employed by it. Within ten (10) days, Consultant agrees that it will immediately notify City of any other conflict of interest that may exist or develop during the term of this Agreement.
- 5.1 Consultant represents that no City employee or official has a material financial interest in Consultant's business. During the term of this Agreement and/or as a result of being awarded this contract, Consultant shall not offer, encourage or accept any financial interest in Consultant's business or in this Agreement by any City employee or official.
6. **GENERAL TERMS AND CONDITIONS.**
- 6.1 **Termination for Convenience.** City may terminate this Agreement at any time without cause by giving fifteen (15) days written notice to Consultant of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials shall, at the option of City, become its property. If this Agreement is terminated by City as provided herein, Consultant will be paid the total amount of its costs as of the termination date. In no event shall the amount payable upon termination exceed the total maximum compensation provided for in this Agreement.
- 6.2 **Termination for Cause.**
- 6.2.1 City may, by written notice to Consultant, terminate the whole or any part of

this Agreement in any of the following circumstances:

- a. If Consultant fails to perform the services required by this Agreement within the time specified herein or any authorized extension thereof; or
- b. If Consultant fails to perform the services called for by this Agreement or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in either of these circumstances does not correct such failure within a period of ten (10) days (or such longer period as City may authorize in writing) after receipt of notice from City specifying such failure.

6.2.2 In the event City terminates this Agreement in whole or in part as provided above in Subsection 6.2.1, City may procure, upon such terms and in such manner as it may deem appropriate, services similar to those terminated.

6.2.3 If this Agreement is terminated as provided above in Subsection 6.2.1, City may require Consultant to provide all finished or unfinished documents, data, studies, drawings, maps, photographs, reports, films, charts, sketches, computations, surveys, models, or other similar documentation prepared by Consultant. Upon such termination, Consultant shall be paid an amount equal to the value of the work performed. In ascertaining the value of the work performed up to the date of termination, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents whether delivered to City or in possession of Consultant, and to authorized reimbursement expenses.

6.2.4 If, after notice of termination of the Agreement under the provisions of Subsection 6.2.1 above, it is determined, for any reason, that Consultant was not in default, or that the default was excusable, then the rights and obligations of the Parties shall be the same as if the notice of termination had been issued pursuant to Subsection 6.1. above.

6.3 Non-Assignability. Consultant shall not assign or transfer any interest in this Agreement without the express prior written consent of City.

6.4 Non-Discrimination.

6.4.1 Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, creed, gender, gender identity (including gender expression), color, religion, ancestry, sexual orientation, national origin, disability, age, marital status, family/parental status, or veteran/military status, in the performance of its services and duties pursuant to this Agreement and will comply with all applicable laws, ordinances and codes

of the Federal, State, and County and the City governments. Consultant will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment without regard to their race, color, religion, ancestry, sex, national origin, disability, or age. Consultant will take affirmative action to ensure that all employment practices, including those of any subcontractors retained by Consultant to perform services under this Agreement, are free from such discrimination. Such employment practices include, but are limited to: hiring, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

6.4.2 The provisions of Subsection 6.4.1 above shall be included in all solicitations or advertisements placed by or on behalf of Consultant for personnel to perform any services under this Agreement. City shall have access to all documents, data, and records of Consultant and its subcontractors for purposes of determining compliance with the equal employment opportunity and non-discrimination provisions of this Section, and all applicable provisions of Executive Order No. 11246 (relating to federal restrictions against discriminatory practices) is available for review and on file with the City Clerk's Office.

6.5 Insurance. Consultant shall submit to City, certificates indicating compliance with the following minimum insurance requirements no less than one (1) day prior to beginning of performance under this Agreement:

6.5.1 Workers Compensation Insurance as required by law. Consultant shall require all subcontractors similarly to provide such workers' compensation insurance for their respective employees.

6.5.2 Comprehensive general and automobile liability insurance protecting Consultant in amounts not less than \$1,000,000 for personal injury to any one person, \$1,000,000 for injuries arising out of one occurrence, and \$500,000 for property damages or a combined single limit of \$1,000,000, with an aggregate of \$2,000,000. Each such policy of insurance shall:

- a. Be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California or which is approved in writing by City.
- b. Name and list as additional insured the City, its officers and employees.
- c. Specify its acts as primary insurance.

- d. Contain a clause substantially in the following words: "It is hereby understood and agreed that this policy shall not be canceled except upon thirty (30) days prior written notice to City of such cancellation or material change."
- e. Cover the operations of Consultant pursuant to the terms of this Agreement.

6.6 Indemnification. Consultant agrees to indemnify, defend and hold harmless City and/or any other City agency, including other employees, officers and representatives, for/from any and all claims or actions of any kind asserted against City and/or any other City agency arising out of Consultant's (including Consultant's employees, representatives, products and subcontractors) negligent performance under this Agreement, excepting only such claims or actions which may arise out of sole or active negligence of City and/or any other City agency, or any third parties not acting on behalf of, at the direction of, or under the control of Consultant.

6.7 Compliance with Applicable Law. Consultant and City shall comply with all applicable laws, ordinances, and codes of the Federal, State, County and City governments, without regard to conflict of law principles.

6.8 Independent Contractor. This Agreement is by and between City and Consultant and is not intended, nor shall it be construed, to create the relationship of agency, servant, employee, partnership, joint venture, or association, as between City and Consultant.

6.8.1 Consultant shall be an independent contractor and shall have no power to incur any debt or obligation for or on behalf of City. Neither City nor any of its officers or employees shall have any control over the conduct of Consultant, or any of Consultant's employees, except as herein set forth, and Consultant expressly warrants not to, at any time or in any manner, represent that it, or any of its agents, servants or employees are in any manner employees of City, it being distinctly understood that Consultant is and shall at all times remain to City a wholly independent contractor and Consultant's obligations to City are solely such as are prescribed by this Agreement.

6.8.2 Indemnification of CalPERS Determination - In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as, for the payment of any penalties and interest on such contributions which would otherwise be the responsibility of City.

- 6.8.3** Business License Required. According to Title 2.08.40 of the South Gate Municipal Code, a business license will be required prior to doing business within the City, even if the business is located outside of the City. Verification of a valid South Gate business license will be required prior to start of work and any fees associated with the acquisition or maintenance of such business license shall be the sole responsibility of Consultant.

6.9 Consultant's Personnel.

- 6.9.1** All services required under the Agreement will be performed by Consultant, or under Consultant's direct supervision, and all personnel shall possess the qualifications, permits and licenses required by State and local law to perform such services, including, without limitation, a City of South Gate business license as required by the South Gate Municipal Code.
- 6.9.2** Consultant shall be solely responsible for the satisfactory work performance of all personnel engaged in performing services required by this Agreement, and compliance with all reasonable performance standards established by City.
- 6.9.3** Consultant shall be responsible for payment of all employees' and subcontractors' wages and benefits and shall comply with all requirements pertaining to employer's liability, workers' compensation, unemployment insurance and Social Security.
- 6.9.4** Consultant shall indemnify and hold harmless City and all other related entities, officers, employees and representatives from any liability, damages, claims, costs, and expenses of any nature arising from alleged violations of personnel practices or of any acts of omissions by Consultant in connection with the work performed arising from this Agreement.
- 6.10 Copyright.** No reports, maps or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of Consultant.
- 6.11 Legal Construction.**
- 6.11.1** This Agreement is made and entered into in the State of California and shall in all respects be interpreted, enforced, and governed under the laws of the State of California without regard to conflict of law principles.
- 6.11.2** This Agreement shall be construed without regard to the identity of the persons who drafted its various provisions. Each and every provision of this Agreement shall be construed as though each of the parties participated equally in the drafting of same, and any rule of construction that a document is to be construed

against the drafting party shall not be applicable to this Agreement.

6.11.3. The article and section, captions and headings herein have been inserted for convenience only and shall not be considered or referred to in resolving questions of interpretation or construction.

6.11.4. Whenever in this Agreement the context may so require, the masculine gender shall be deemed to refer to and include the feminine and neuter, and the singular shall refer to and include the plural.

6.12 Counterparts. This Agreement may be executed in counterparts and, as so executed, shall constitute an agreement which shall be binding upon all Parties hereto.

6.13 Final Payment Acceptance Constitutes Release. The acceptance by Consultant of the final payment made under this Agreement shall operate as and be a release of City from all claims and liabilities for compensation to Consultant for anything done, furnished, or relating to Consultant's work or services. Acceptance of payment shall be any negotiation of City's check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check. However, approval or payment by City shall not constitute, nor be deemed, a release of the responsibility and liability of Consultant, its employees, sub-consultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by City for any defect or error in the work prepared by Consultant, its employees, sub-consultants and agents.

6.14 Corrections. In addition to the above indemnification obligations, Consultant shall correct, at its expense, all errors in the work which may be disclosed during City's review of Consultant's report or plans. Should Consultant fail to make such correction in a reasonably, timely manner, such correction shall be made by City, and the cost thereof shall be charged to Consultant.

6.15 Files. All files of Consultant pertaining to City shall be and remain the property of City. Consultant will control the physical location of such files during the term of this Agreement and shall be entitled to retain copies of such files upon termination of this Agreement.

6.16 Waiver; Remedies Cumulative. Failure by a Party to insist upon the performance of any of the provisions of this Agreement by the other party, irrespective of the length of time for which such failure continues, shall not constitute a waiver of such Party's right to demand compliance by such other Party in the future. No waiver by a Party of a default or breach of the other party shall be effective or binding upon such a Party unless made in writing by such Party, and no such waiver shall be implied from any omissions by a Party to take any action with respect to such default or breach. No

express written waiver of a specified default or breach shall affect any other default or breach, or cover any other period of time, other than any default or breach and/or period of time specified. All of the remedies permitted or available to a Party under this Agreement, or at law or in equity, shall be cumulative and alternative, and invocation of any such right or remedy shall not constitute a waiver or election of remedies with respect to any other permitted or available right of remedy.

6.17 Mitigation of Damages. In all such situations arising out of this Agreement, the Parties shall attempt to avoid and minimize the damages resulting from the conduct of the other Party.

6.18 Severability. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

6.19 Attorneys' Fees. The Parties hereto acknowledge and agree that each will bear his or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any Party hereto to enforce this Agreement, the prevailing Party in such action shall be entitled to reasonable attorneys' fees and costs in addition to all other relief to which that Party or those Parties may be entitled.

6.20 Entire Agreement and Amendments. This Agreement constitutes the whole agreement between City and Consultant, and neither party has made any representations to the other except as expressly contained herein. Neither party, in executing or performing this Agreement, is relying upon any statement or information not contained in this Agreement. Any amendments, changes or modifications to this Agreement must be made in writing and appropriately executed by both City and Consultant.

6.21 Notices. Any notice required to be given hereunder shall be deemed to have been given by email transmission with confirmation of delivery and depositing said notice in the United States mail, postage prepaid, and addressed as follows:

TO CITY:

City of South Gate
Arturo Cervantes, P.E.
Assistant City Manager/Director of Public Works
8650 California Avenue
South Gate, CA 90280
Email: ecervantes@sogate.org
TEL. (323) 563-9500

WITH COURTESY COPY TO:

City Clerk's Office
Yodit Glaze
City Clerk
8650 California Avenue
South Gate, CA 90280
Email: yglaze@sogate.org
TEL: (323) 563-9510

CONSULTANT:

KOA Corporation (A wholly owned subsidiary of H.W. Lochner, Inc)
Giuseppe Canzonieri P.E.
Senior Engineer
1100 Corporate Center Drive, Suite 201
Monterey Park, CA 91754
gcanzonieri@koacorp.com
(323) 260-4703

- 6.22 Warranty of Authorized Signatories.** Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the Party for whom he or she purports to sign.
- 6.23 Consultation with Attorney.** Consultant warrants and represents that it has consulted with an attorney or knowingly and voluntarily decided to forgo such a consultation.
- 6.24 Interpretation Against Drafting Party.** City and Consultant agree that they have cooperated in the review and drafting of this agreement. Accordingly, in the event of any ambiguity, neither Party may claim that the interpretation of this Agreement shall be construed against either Party solely because that Party drafted all or a portion of this Agreement, or the clause at issue.
- 7. EFFECTIVE DATE.** The effective date of this Agreement is May 9, 2023, and will remain in effect through and until project completion, unless otherwise terminated in accordance with the terms of this Agreement.

[Remainder of page left blank intentionally.]

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed and attested by their respective officers thereunto duly authorized.

CITY OF SOUTH GATE:

By: _____
Maria del Pilar Avalos, Mayor

Dated: _____

ATTEST:

By: _____
Yodit Glaze, City Clerk
(SEAL)

APPROVED AS TO FORM:

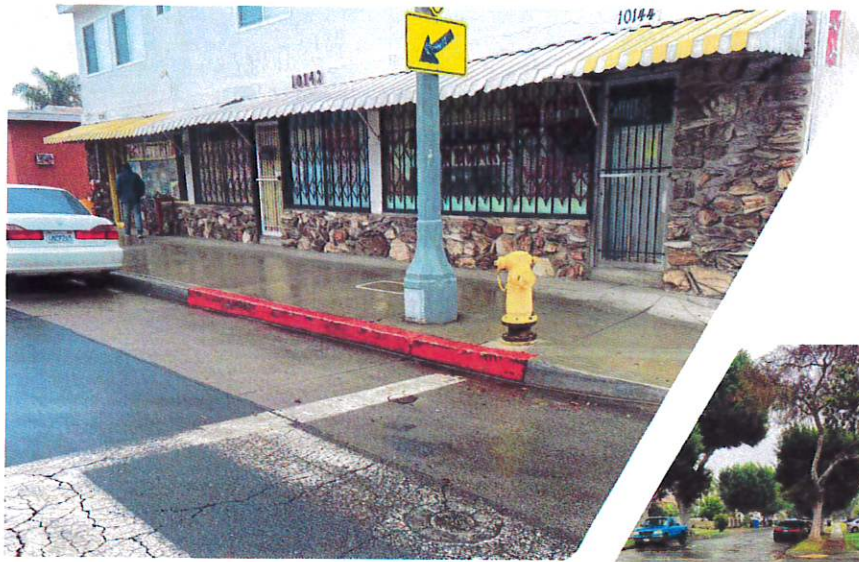
By: Raul F. Salinas (PZ)
Raul F. Salinas, City Attorney

KOA CORPORATION

By: _____
Giuseppe Canzonieri, P.E. Senior Engineer

Dated: _____

Exhibit A



PROPOSAL
TRAFFIC IMPROVEMENT AT
VARIOUS LOCATIONS ALONG
CALIFORNIA AVENUE AND
SOUTHERN AVENUE,
CITY PROJECT NO. 681-ST,
FEDERAL I.D. NO. HSIPL 5257(040)
CITY OF SOUTH GATE



JANUARY 9, 2023



TO

Mr. Arturo Cervantes, PE
City Clerk's Office
Assistant City Manager/
Director of Public Works
City of South Gate
8650 California Avenue
South Gate, CA 90280

FROM AUTHORIZED
PRINCIPAL

Mr. Giuseppe Canzonieri, PE
Senior Engineer
(323) 260-4703
gcanzonieri@koacorp.com

RFP

**Traffic Improvement at Various
Locations along California Avenue
and Southern Avenue,
City Project No. 681-ST,
Federal Id. No. HSIPL 5257(040)**

DATE

January 9, 2023

PROPOSED PROJECT
MANAGER

Mr. Giuseppe Canzonieri, PE
Senior Engineer
(323) 260-4703
gcanzonieri@koacorp.com

SUBMITTING ORGANIZATION

KOA, Inc.
(A wholly owned subsidiary of H.W.
Lochner, Inc.)
1100 Corporate Center Dr.
Suite 201
Monterey Park, CA 91754

Dear Mr. Cervantes:

KOA, Inc., a wholly owned subsidiary of H.W. Lochner, Inc. (KOA), is pleased to submit this proposal describing our experience and capabilities to provide the City of South Gate with the Traffic Improvements at Various Locations along California Avenue and Southern Avenue Project, City Project No. 681-ST, HSIPL 5257(040). We believe our firm's 35-year history in civil engineering as well as the skills and experiences that we can bring from having worked on a wide variety of projects over the years, will ultimately be very beneficial to the City. We have over 30 years of experience in providing engineering services to local governments throughout California. Throughout that time, we have provided engineering services for planning, design, and implementation of several multimodal and complete streets projects. KOA has a positive working rapport with the City of South Gate and we fully understand the City's expectations and products. This proposal will clearly outline our understanding and approach to this project and how the City can benefit from our local knowledge and experience. KOA has many years of experience in utilizing industry standards and methods such as those adopted by the City of South Gate. This includes a working knowledge of, and experience with, federal, state, and local design standards, including design standards established by the American Public Works Association (APWA), Federal Highway Administration (FHWA) as well as the California Department of Transportation (Caltrans).

I, Giuseppe Canzonieri, PE, will serve as the Project Manager and main contact to the City. I am confident that my professional experience and knowledge will add tremendous value to the design team and overall project success. I have managed the As-Needed Engineering Services contract and various task orders with the City since 2019 and am currently managing the Tweedy Boulevard Complete Street Project. I believe that my well-rounded project experiences and my previous experiences working with various City staff such as Jose Loera and Kenneth Tang will make this project a successful one for the City of South Gate. I can be reached at (323) 260-4703, or via email at gcanzonieri@koacorp.com, should you have any questions concerning this proposal. In addition to our capable staff, we have added subconsultant firms to our team: KDM Meridian, Inc. (Survey) and Avant-Garde, Inc. (Funding Administration). Each firm is an expert in their field and provides the supplemental support and services to complete the project goals and objectives. We have worked with these firms for years and have found them to be highly experienced, reliable, and profession. Our team will be a valuable asset to the success of this project.

We acknowledge the receipt of the fee proposal form. KOA takes no exceptions to the "Sample Consultant Agreement" template provided in the RFP. We look forward to meeting with you to discuss how KOA can assist the City of the important project.

Sincerely,
KOA Corporation

Giuseppe Canzonieri, PE, Senior Engineer



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SECTION 1 | QUALIFICATION AND EXPERIENCE

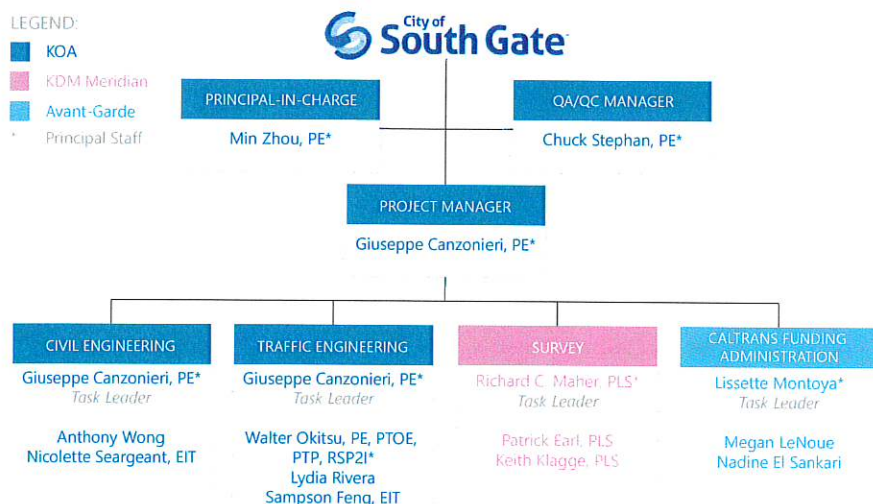
FIRM BACKGROUND

Founded in 1987, KOA, Inc. (a wholly owned subsidiary of H.W. Lochner, Inc.), is a leading provider in civil engineering, traffic engineering, transportation planning, and construction management services for public agencies and private sector clients. We offer our clients technical knowledge, innovative solutions and responsive services. The hallmark of our success is our dedication to each and every project and our desire to leave a legacy of extraordinary contributions to our communities. Our staff includes certified transportation planners, registered civil and traffic engineers, project/construction managers, and construction inspectors. With five offices located in Southern California, KOA has provided engineering services for some of the largest public works and transportation planning projects throughout California.

ORGANIZATION CHART

The organization chart below reflects the proposed roles and organization of the KOA staff and subconsultants who will be assigned to perform and/or assist with the required services and deliverables. KOA has a capacity of over 105 qualified professionals available to perform services for this effort. Our project team was organized specifically for this project based on the skill set and experience of the staff and subconsultants.

Substitution of the designated team and key staff after selection of the successful consultant will be in writing and approved by the City.



PRINCIPAL STAFF MEMBERS

See the following pages for Principal Staff Member and subconsultant resumes, availability, and percentage of current workload.

EXPERIENCE OF THE FIRM AND OF THE TEAM

Experience for the team is in this section, following the resumes.

TYPES OF SERVICES

Civil Engineering
Traffic Engineering
Transportation Planning
Active Transportation
Highway & Transportation Design
Program Management
Construction Management

LOCATION OF OFFICES

Monterey Park
Orange
Ontario
San Diego
Culver City

PROJECT OFFICE LOCATION

1100 Corporate Center Drive,
Suite 201
Monterey Park, CA 91754
(323) 260-4703

MAIN CONTACT

Mr. Giuseppe Canzonieri, PE
Project Manager | Senior Engineer
(323) 859-3155
gcanzonieri@koacorp.com

SECTION 1 | QUALIFICATION AND EXPERIENCE | PRINCIPAL STAFF

GIUSEPPE CANZONIERI, PE

PROJECT MANAGER

KOA

Giuseppe Canzonieri is a Senior Engineer with KOA. He has performed numerous projects for both public and private developments throughout Southern California. He has considerable experience working with roadway design, traffic signal design, signing & striping design, traffic control design, construction specifications and cost estimates. He has served as project manager and project engineer on several civil and traffic engineering design projects for several Cities throughout Southern California. Giuseppe is also known for his quality control capabilities and providing clients with high quality construction documents. He has significant knowledge working with multiple design platforms including AutoCAD, Civil 3D, and Microstation. Giuseppe is a registered Civil Engineer (#79006) in the State of California.

RELEVANT EXPERIENCE

City of Santa Monica | Pico Boulevard Pedestrian Safety Improvement Project, Santa Monica

Project Manager. KOA provided the City of Santa Monica with civil and traffic engineering design services for the Pico Boulevard Pedestrian Safety Improvements Project. The project included: alternatives analysis, public outreach, preparation of street improvement, signing & striping, traffic signal, street lighting, plans, specifications and estimates (PS&E) for pedestrian improvements at five locations along Pico Boulevard, and construction support. The project locations are: Pico Boulevard & 16th Street, 17th Street, 19th Street, 21st Street, 22nd Street, and Cloverfield Boulevard. Improvements along the corridor included curb extensions, ADA compliant curb ramps, protected intersection, Class IV bike lanes, bicycle signals, roadway narrowing, median refuge islands for RRFB crossing, and bus stop relocations. The project was funded through ATP and included coordination with various departments at the City of Santa Monica, Southern California Edison, and Big Blue Bus.

City of South Gate | Tweedy Mile Complete Streets Project

Project Manager. KOA is providing civil and traffic engineering services to the City of South Gate for the Tweedy Mile Complete Streets Project. The overall project includes several pedestrian improvements including, but not limited to curb extensions, curb ramps, parklets, street furniture, pedestrian related traffic signal improvements, and pavement rehabilitation along the Tweedy Boulevard corridor. The project is funded by an Active Transportation Program (ATP) Cycle 4 Grant and Local funds. The project scope of work consists of civil and traffic engineering, community outreach support, funding administration, and construction support.

City of West Hollywood | Santa Monica Boulevard & Sunset Boulevard IRWL

Project Manager. KOA provided traffic engineering services for the Santa Monica Boulevard and Sunset Boulevard In-Roadway Warning Light (IRWL) Design projects in the City of West Hollywood. Our engineering services for these two projects were to prepare IRWL plans, specifications, and cost estimates for intersections along Santa Monica Boulevard and locations on or near Sunset Boulevard. The four Santa Monica Boulevard intersections are located at La Peer Drive, Hayworth Avenue, Greenacre Avenue, and Poinsettia Place. The four locations for the Sunset Boulevard project consist of Sunset Boulevard at Sherbourne Drive, a mid-block crossing on Sunset Boulevard between Sherbourne Drive and Sunset Plaza Drive, Crescent Heights Boulevard at Norton Avenue, and a mid-block crossing on San Vicente Boulevard between Melrose Avenue and the Pacific Design Center traffic signal.



EDUCATION

BS, Civil Engineering, California State Polytechnic University, Pomona

REGISTRATION

Professional Engineer (Civil),
CA #79006

PERCENT OF CURRENT WORKLOAD

65%

TIME COMMITMENT

35%

SECTION 1 | QUALIFICATION AND EXPERIENCE | PRINCIPAL STAFF

MIN ZHOU, PE

PRINCIPAL-IN-CHARGE

KOA

Min Zhou has 30 years of transportation engineering and planning experience with both private consultant companies and public agencies. She is knowledgeable in roadway design, traffic design, transportation modeling and studies, non-motorized transportation, database management, and statistical analysis. Min has been the leading force in promoting active transportation modes for KOA's practice. She has managed several large-scale projects involving multiple stakeholder groups and has a reputation of delivering projects on-time and under budget.

RELEVANT EXPERIENCE

- City of South Gate | Tweedy Mile Complete Streets Project | Principal-in-Charge
- City of South Gate | ATP Cycle 6 Grant Assistance | Principal-in-Charge
- City of Indio | Jefferson Street Improvements Between Avenue 38 and Avenue 40 | Principal
- City of Pasadena | Mountain Street Complete Streets Project | Principal-in-Charge
- City of Long Beach | Anaheim Street Corridor Improvement Project | Principal
- City of Placentia | Citywide Traffic Signal Improvement Project, HSIP Cycle 9 | Principal-in-Charge



EDUCATION

MS, Civil Engineering, Michigan State University, E. Lansing, MI
MURP, Urban Planning, School of Architecture, Tsinghua University, Beijing, China
BS, Urban Planning, School of Architecture, Tongji University, Shanghai, China

REGISTRATION

Professional Engineer (Civil),
CA #66448

PERCENT OF CURRENT WORKLOAD

75%

TIME COMMITMENT

25%

CHUCK STEPHAN, PE

QA/QC MANAGER

KOA

Chuck Stephan has 39 years of experience in civil engineering design and project management on projects for many municipalities and private firms. He has diverse project experience in planning, design, management, and construction of transportation, educational, institutional, industrial, aerospace, municipal, residential and commercial projects. He specializes in civil engineering design, and construction management for municipal Capital Improvement Projects, including pavement design and rehabilitation; ADA improvements; water pipelines; storm drain and sanitary sewers; medians and landscaping; parking lots; site improvements; plan checking; NPDES requirements.

RELEVANT EXPERIENCE

- Metro | Los Angeles River Bikeway Feasibility Study | Project Engineer
- City of Moreno Valley | Alessandro Boulevard Improvements at Chagall Court and Graham Street | Project Manager
- City of Torrance | Engineering Services, Program Management, Project Management, Design, and Construction Management | Interim Project Manager
- City of Signal Hill | Cherry Avenue Improvement Project | Design Engineer
- City of La Habra | Lambert Road Sidewalk Gap Closure Project Phases 1 and 2, Lambert Road and Beach Boulevard Intersection Improvement Project (SRTS & STPL funding) | Project Engineer



EDUCATION

BS, Agricultural Engineering, California Polytechnic State University, San Luis Obispo

REGISTRATION

Professional Engineer (Civil),
CA #50481

PERCENT OF CURRENT WORKLOAD

80%

TIME COMMITMENT

20%

SECTION 5 | APPENDIX | RESUMES

WALTER OKITSU, PE, PTOE, PTP, RSP2I

TRAFFIC ENGINEERING

KOA

Walter Okitsu has extensive experience in transportation planning and traffic design. He is responsible for a wide variety of highway, transit way and bikeway projects which includes design for traffic signals, street lighting, signing & striping, and worksite traffic control. He collaborates with company-wide project managers to ensure the delivery of high-quality products to our clients. Walter has field and managerial experience on traffic impact, feasibility analysis, and circulation projects. He has been instrumental in developing and implementing KOA's QA/QC process while serving as QA/QC Manager for traffic engineering projects. Most recently, Walter was awarded the 2020 Lifetime Achievement Award by Institute of Transportation Engineers (ITE) - California Section.

RELEVANT EXPERIENCE

- City of South Gate | Tweedy Mile Complete Streets Project | QA/QC Manager
- City of Wildomar | Grand Avenue and Clinton Keith Road Bikeway Design | Senior Project Engineer
- City of Monterey Park | Citywide Engineering and Traffic Survey | Project Manager
- City of Santa Monica | Stewart & Pennsylvania | QA/QC Manager
- City of Carson | Carson Street Master Plan Implementation Project | QA/QC Manager



EDUCATION

MS, Transportation Engineering,
University of California, Berkeley
BS, Civil Engineering, California State
University, Los Angeles
BS, Math-Computer Science,
University of California, Los Angeles

REGISTRATION

Professional Engineer (Traffic),
CA #1406
Professional Engineer (Civil),
CA #52655
PTOE, PTP, RSP2I

PERCENT OF CURRENT WORKLOAD

65%

TIME COMMITMENT

35%

RICHARD C. MAHER, PLS

SURVEY TASK LEADER

KDM Meridian

Richard Maher has extensive experience with public works surveying. He has worked extensively in all facets of land surveying with over one hundred different local, county, and state agencies and utilities districts. He has provided right-of-way engineering, annexations, heavy and light construction staking, design topographic surveys, aerial control networks, legal descriptions, boundary surveys, records of survey, and parcel and tract map preparation and checking. Richard maintains his knowledge of state-of-the-art technology, hardware, and software used industry-wide. In doing so, he continues to be successful in providing services tailored to each client, acting as their staff, understanding their needs, anticipating issues, and providing solutions.

RELEVANT EXPERIENCE

- City of Downey | South Downey Safe Routes to School Project
- City of Rancho Palos Verdes | Miraleste Dr. Street Improvement Project
- City of Palm Desert | Fred Waring Dr. & Washington St. Intersection Rehabilitation & Widening Project
- City of Yorba Linda | Yorba Linda Town Center Redevelopment
- City of Fullerton | Victoria Drive Sewer & Water Improvements Survey
- City of Moreno Valley | Juan Bautista De Anza Trail Improvements



EDUCATION

Civil Engineering, California State
University, Fullerton
GPS Technology, University of
California, Riverside (Extension)

REGISTRATION

Professional Land Surveyor (PLS),
CA #7564

PERCENT OF CURRENT WORKLOAD

90%

TIME COMMITMENT

10%

SECTION 5 | APPENDIX | RESUMES

LISSETTE MONTOYA

CALTRANS FUNDING ADMINISTRATION TASK LEADER

Avant-Garde

Lisette Montoya has more than 20 years of comprehensive expertise in project management and analysis, funding management, grant administration, and community outreach programs. She is experienced in issues impacting City governments and contract administration. Lisette is the Vice-President and CFO of Avant-Garde. She has experience in identifying federal and state fund allocation balances, programming funds, and administers long-and-short range programs consistent with the economic capabilities of the City. Lisette directs the Program Management team to ensure that projects are developed in accordance with policy and procedural requirements, assists in determining eligible projects for various funding sources, and manages development and capital improvement programs/projects from conception to completion.

RELEVANT EXPERIENCE

- City of Industry | SR-57/60 Confluence Project
- City of Industry | Local Highway Bridge Program
- City of Industry | Lemon Avenue Interchange
- City of Temple City | Rosemead Blvd Beautification and Enhancements
- City of Norwalk | Various ATP and HSIP Projects
- City of La Mirada | Alondra/Valley View Improvements



EDUCATION

MA, Business Administration (in process), California State Polytechnic University, Pomona

BS, Business Management, California State Polytechnic University, Pomona

PERCENT OF CURRENT WORKLOAD
70%

TIME COMMITMENT
30%



SECTION 1 | QUALIFICATION AND EXPERIENCE | SIMILAR PROJECTS

KOA was retained by the City to prepare plans, specifications and estimates (PS&E) to implement the Foothill Boulevard Master Plan in the City of Claremont. The project is contained to a two (2) mile stretch along Foothill Boulevard between Town Avenue and The City Boundary. The project includes roadway improvements, bioswales, storm drains, bicycle lanes, separated bicycle lanes, intersection bulb-outs, median and parkway landscaping, traffic signal modification, sidewalk improvements, and street/pedestrian lighting. The goal is to translate the approved Master Plan improvements into complete construction documents. KOA will lead the team of consultants throughout the design phase and will be on-call to the City for bid and construction support.
REFERENCE: Vincent Ramos, Assistant Engineer, City of Claremont, (909) 399-5395, vramos@ci.claremont.ca.us

DATES: 06/2016 – 02/2021 **CONTRACT VALUE:** \$1,800,000

CITY OF CLAREMONT | FOOTHILL BOULEVARD MASTER PLAN PS&E

CLAREMONT, CA

KOA



KOA provided civil and traffic engineering design services for pedestrian improvements to five locations along the corridor. The project included: alternatives analysis; public outreach; preparation of PS&E for signing & striping, traffic signal, and street lighting; and construction support. The project locations are: Pico Boulevard & 16th Street, 17th Street, 19th Street, 21st Street, 22nd Street, and Cloverfield Boulevard. Improvements along the corridor included curb extensions, ADA compliant curb ramps, protected intersection, Class IV bike lanes, bicycle signals, roadway narrowing, median refuge islands for RRFB crossing, and bus stop relocations. The project was funded through ATP and included coordination with various departments at the City of Santa Monica, Southern California Edison, and Big Blue Bus.

REFERENCE: Joseph SanClemente, PE, AICP, Public Works Director, City of Hermosa Beach, (310) 318-0214, jsanclemente@hermosabeach.gov (Formerly with City of Santa Monica)

DATES: 07/2019 – 03/2021 **CONTRACT VALUE:** \$235,441

CITY OF SANTA MONICA | PICO BOULEVARD PEDESTRIAN SAFETY IMPROVEMENT PROJECT

SANTA MONICA, CA

KOA



KOA produced roadway and traffic signal designs for this streetscape project within the City of Carson. KOA designed the civil engineering elements including street profiles, traffic, drainage and constructability during all design phases of the project. The project design included expanded sidewalk areas, pedestrian-focused intersection treatments, new bicycle facilities, and a recycled water distribution for the full 1.8 miles of the project. The project traffic analysis included an analysis of potential intersection approach lane changes due to corridor improvements, and reorientation of commercial center traffic due to the installation of raised medians. A traditional level of service analysis was conducted, to make sure significant impacts would not occur. The project incorporated Green Street Technology concepts, such as utilization of alternative drainage systems, bioswales and plantings.

REFERENCE: Gilbert Marquez, PE, Senior Civil Engineer, City of Carson, (310) 952-1700 Ext. 1813, gmarquez@carson.ca.us

DATES: 01/2011 – 10/2018 **CONTRACT VALUE:** \$400,000

CITY OF CARSON | CARSON STREET MASTER PLAN IMPLEMENTATION

CARSON, CA

KOA



TRAFFIC IMPROVEMENT AT VARIOUS LOCATIONS ALONG CALIFORNIA AVENUE AND SOUTHERN AVENUE,
CITY PROJECT NO. 681-ST, FEDERAL I.D. NO. HSIPL 5257(040)
CITY OF SOUTH GATE

SECTION 1 | QUALIFICATION AND EXPERIENCE | SIMILAR PROJECTS

KOA conducted a feasibility study and prepared plans, specifications, and cost estimates (PS&E) for a 10-mile bike facility along Daisy Avenue and Myrtle Avenue in the City of Long Beach. This north-south bikeway project provides connections from Downtown Long Beach to North Long Beach through multiple neighborhoods and several schools with close to 2,000 students combined. It brought traffic calming and multimodal improvements to the corridor through treatments such as roundabouts, mini traffic circles, pedestrian refuge islands, a traffic signal, bicycle detectors, and other greenway facilities. The four roundabouts designed by KOA are located at: Myrtle Avenue at Harding Avenue Linden Avenue at Bixby Road Linden Avenue at Harding Avenue Myrtle Avenue at 70th Street.

REFERENCE: Onofre Ramirez, Senior Civil Engineer, City of Long Beach, (562) 570-6183, onofre.ramirez@longbeach.gov

DATES: 08/2012 – 04/2019 **CONTRACT VALUE:** \$730,000

CITY OF LONG BEACH | DAISY/MYRTLE 10-MILE BIKE BOULEVARD PS&E DESIGN

LONG BEACH, CA

KOA



KOA is providing engineering services for the City of Los Angeles Department of Transportation (LADOT) Safe Routes To School (SRTS) Project. The engineering services include preparation of plans, specifications, and quantity estimates for the design of CRA/LA funded improvements at Esperanza Elementary School, Magnolia Avenue Elementary School, and Charles White Elementary School. Improvements include curb extensions, storm drain modifications, raised crosswalk, one-way street designs, median improvements, new traffic signal, and rectangular rapid flashing beacons.

REFERENCE: Margot Ocañas, Project Manager, Los Angeles Department of Transportation, (213) 928-9707, margot.ocanas@lacity.org

DATES: 11/2019 – In Progress **CONTRACT VALUE:** \$206,120

LADOT | SAFE ROUTES TO SCHOOL (SRTS) PS&E

LOS ANGELES, CA

KOA



KOA provided safe routes to school planning and engineering services for three schools in the City of Burbank. The project consisted of conducting walk and bicycle audits of the street conditions around the three schools as well as conducting travel surveys. In addition to the school outreach, KOA staff has conducted general community outreach, which together with the school related activities, were used to develop an alternatives analysis to assess the most appropriate infrastructure countermeasures to address safety deficiencies in the school vicinity. KOA prepared plans, specifications, and cost estimates for the design of safety elements at each school including high visibility crosswalks at 18 intersections, advanced warning school signage and pavement markings, 32 curb ramps, and curb extensions at the intersections of Winona Avenue/ Lincoln Street and 6th Street/Cambridge Drive.

REFERENCE: Hannah Woo, Senior Transportation Planner, City of Burbank, (818) 238-5270, hwoo@burbankca.gov

DATES: 02/2018 – 12/2019 **CONTRACT VALUE:** \$126,536

CITY OF BURBANK | SAFE ROUTES TO SCHOOL PLANNING AND PS&E

BURBANK, CA

KOA



TRAFFIC IMPROVEMENT AT VARIOUS LOCATIONS ALONG CALIFORNIA AVENUE AND SOUTHERN AVENUE, CITY PROJECT NO. 681-ST, FEDERAL I.D. NO. HSIPL 5257(040)
CITY OF SOUTH GATE



SECTION 1 | QUALIFICATION AND EXPERIENCE | SIMILAR PROJECTS

KOA is providing civil and traffic engineering services for the Federal HSIP Cycle 5 Pedestrian Improvements at 22 Intersections Project in the City of Manhattan Beach. This project includes the design of high-visibility crosswalks, pedestrian signage, corner curb extensions (bulb-outs), ADA ramps, rectangular rapid-flashing beacons, in-roadway warning lights and countdown pedestrian signal heads at 21 locations throughout the City. The project scope of work consists of a preparation of plans, specifications and estimates (PS&E), project management and construction support.

REFERENCE: Prem Kumar, City Engineer, City of Manhattan Beach, (310) 802-5352, pkumar@citymb.info

DATES: 01/2017 – 12/2018 **CONTRACT VALUE:** \$41,409

CITY OF MANHATTAN BEACH | FEDERAL HSIP CYCLE 5 PEDESTRIAN IMPROVEMENTS

MANHATTAN BEACH, CA

KOA



KOA provided traffic engineering services for the Santa Monica Boulevard and Sunset Boulevard In-Roadway Warning Light (IRWL) Design projects in the City of West Hollywood. Our engineering services for these two projects were to prepare IRWL plans, specifications, and cost estimates for intersections along Santa Monica Boulevard and locations on or near Sunset Boulevard. The four Santa Monica Boulevard intersections are located at La Peer Drive, Hayworth Avenue, Greenacre Avenue, and Poinsettia Place. The four locations for the Sunset Boulevard project consist of Sunset Boulevard at Sherbourne Drive, a mid-block crossing on Sunset Boulevard between Sherbourne Drive and Sunset Plaza Drive, Crescent Heights Boulevard at Norton Avenue, and a mid-block crossing on San Vicente Boulevard between Melrose Avenue and the Pacific Design Center traffic signal.

REFERENCE: Richard Garland, City Engineer, City of West Hollywood, (323) 848-6457, rgarland@weho.org

DATES: 11/2020 – 05/2021 **CONTRACT VALUE (Combined):** \$29,000

CITY OF WEST HOLLYWOOD | SANTA MONICA BLVD. & SUNSET BLVD. IRWL

WEST HOLLYWOOD, CA

KOA



KOA provided civil and traffic engineering services for the roadway rehabilitation project in the Rowland Heights community. The project included 3 miles of pavement reconstruction, design of 72 curb ramps, signing & striping, traffic loop restoration, traffic control design, topographic survey, utility notifications, and the preparation of quantity estimates. Engineering services included surveying and preparing street improvement plans, specifications and cost estimates. This project also used recycled pavement and combined it with percentage of cement to produce cement-stabilized pulverized base. This method of construction was a challenge in a residential area, especially in staging and during the traffic control development. The project was funded through SB1.

REFERENCE: Roy Cruz, Senior Civil Engineer, Los Angeles County Public Works, (626) 458-3910, fcruz@dpw.lacounty.gov

DATES: 12/2018 – 04/2021 **CONTRACT VALUE:** \$504,935

LACPW | ROWLAND HEIGHTS-SALEROSO DRIVE ET AL PAVEMENT IMPROVEMENT PROJECT

ROWLAND HEIGHTS, CA

KOA



TRAFFIC IMPROVEMENT AT VARIOUS LOCATIONS ALONG CALIFORNIA AVENUE AND SOUTHERN AVENUE, CITY PROJECT NO. 681-ST, FEDERAL I.D. NO. HSIPL 5257(040)
CITY OF SOUTH GATE

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SECTION 1 | QUALIFICATION AND EXPERIENCE | SIMILAR PROJECTS

Harris and Associates contracted KDM Meridian to perform GNSS and conventional surveys to collect cross-sections and complete roadway topography of approximately 3,600' of street for proposed improvement design. Specific attention was made to existing catch basin structures. Centerline monumentation was recovered to include street centerline and rights-of-way in aerial topographic mapping produced at 1" = 20' scale with 1-foot contours in state plane coordinates and in terms of local benchmarks. 48 catch basins were located, as built, and the inverts dipped to obtain information for flow calculations.

REFERENCE: Randall Berry, Director of Engineering Services, Harris & Associates, (949) 536.2503, randall.berry@weareharris.com

DATES: 04/2018 – 05/2019 **CONTRACT VALUE:** \$64,000

CITY OF WEST HOLLYWOOD | BEVERLY & ROBERTSON BLVDS PROJECT

WEST HOLLYWOOD, CA
KDM Meridian



ERSC contracted KDM to provide topographic survey and base mapping to facilitate designs for widening and rehabilitation of the intersection at Washington Street and Fred Waring Drive. KDM researched record maps and documents, performed design topo using terrestrial LiDAR scanning, compiled detailed base maps for design of intersection improvements. The use of LiDAR scanning reduced the risk of traffic related dangers to field crews.

REFERENCE: Steve Latino, former Director of Engineering, ERSC (now at Michael Baker Intl.), (951) 252.4916, Steven.Latino@mbakerintl.com

DATES: 05/2019 – 08/2019 **CONTRACT VALUE:** \$18,500

CITY OF LA QUINTA | INTERSECTION REHAB & WIDENING PROJECT

LA QUINTA, CA
KDM Meridian



KOA contracted KDM to provide Field Survey (Topography and Cross-Sections) and compile record centerline and rights of way, with enough detail to facilitate ADA improvements. KDM performed records research. Completed field surveys consisting of project control, survey monuments, topography, cross-sections and detail of access ramps. Compiled and produced base mapping at 1" = 40' scale with 1-foot interval contours. Centerline and rights-of-way were generated and merged with topographic survey data for a complete base survey file, ready for design of proposed improvements. Survey control retrieved and set to facilitate construction activities.

REFERENCE: Giuseppe Canzonieri, Senior Engineer, KOA Corporation, (323) 859-3155, gcanzonieri@koacorp.com

DATES: 08/2019 – 05/2020 **CONTRACT VALUE:** \$47,619

CITY OF DOWNEY | SAFE ROUTES TO SCHOOL PROJECT

DOWNEY, CA
KDM Meridian (Subconsultant)
KOA (Prime)



TRAFFIC IMPROVEMENT AT VARIOUS LOCATIONS ALONG CALIFORNIA AVENUE AND SOUTHERN AVENUE, CITY PROJECT NO. 681-ST, FEDERAL I.D. NO. HSIPL 5257(040)
CITY OF SOUTH GATE

SECTION 1 | QUALIFICATION AND EXPERIENCE | SIMILAR PROJECTS

An ATP funded project consisting of installation of pedestrian countdown signal heads, ADA compliant access ramps, bicycle route signage and shared lane markings and bike video detection. Avant-Garde provided funding administration services including: existing records review and project initiation with the City; processing allocation requests with the CTC and/or Caltrans for environmental clearance and construction; preparing the Caltrans submittal for award; submitting quarterly reporting via CalSmart; and preparing reimbursement submittals and the Final Report of Expenditures.

REFERENCE: Veronica Sanchez, (562) 806-7770, vsanchez@bellgardens.org

DATES: 2015-2021 **CONTRACT VALUE:** \$1,208,000

CITY OF BELL GARDENS | CITYWIDE SAFETY ENHANCEMENTS

BELL GARDENS, CA

Avant-Garde



This is an ATP project consisting of pedestrian safety improvements and enhanced pedestrian crossings along key routes and at key intervals to connect residents to the Civic Center and Long Beach Blvd Metro Station, thus encouraging the use of walking and biking as primary modes of transportation. Avant-Garde is providing funding administration services including: existing records review and project initiation with the City; processing allocation requests with the CTC and/or Caltrans for environmental clearance and construction; preparing the Caltrans submittal for award; submitting quarterly reporting via CalSmart; and preparing reimbursement submittals and the Final Report of Expenditures.

REFERENCE: Lorry Hempe, (310) 603-0220, lhemp@lynwood.ca.us

DATES: 2017-2021 **CONTRACT VALUE:** \$2,618,411

CITY OF LYNWOOD | COMMUNITY LINKAGES TO CIVIC CENTER AND LONG BEACH BLVD METRO STATION

LYNWOOD, CA

Avant-Garde



An ATP funded project consisting of installation of Class II bike lanes, sidewalk, ADA compliant access ramps, pedestrian lighting, traffic signal improvements, signage, striping and markings, and bus shelters. Avant-Garde provided funding administration services including: existing records review and project initiation with the City; processing allocation requests with the CTC and/or Caltrans for environmental clearance and construction; preparing the Caltrans submittal for award; submitting quarterly reporting via CalSmart; and preparing reimbursement submittals and the Final Report of Expenditures.

REFERENCE: Albert Mendoza, (323) 887-1200, amendoza@cityofmontebello.com

DATES: 2018-2021 **CONTRACT VALUE:** \$4,787,000

CITY OF MONTEBELLO | BLVD BIKE LANE AND SIDEWALK IMPROVEMENT

MONTEBELLO, CA

Avant-Garde



TRAFFIC IMPROVEMENT AT VARIOUS LOCATIONS ALONG CALIFORNIA AVENUE AND SOUTHERN AVENUE,
CITY PROJECT NO. 681-ST, FEDERAL I.D. NO. HSIPL 5257(040)
CITY OF SOUTH GATE

SECTION 2 | SCOPE OF WORK & PROJECT APPROACH

PROJECT UNDERSTANDING

The City of South Gate is requesting assistance from an experienced engineering firm to provide engineering design services for the Traffic Improvements at Various Locations along California Avenue and Southern Avenue Project. The overall project includes several pedestrian improvements including, but not limited to, curb extensions, curb ramps, pedestrian-activated flashing beacon systems, and safety lighting at various locations along the California Avenue and Southern Avenue corridors as identified in the City-issued RFP.

The project is funded by a Highway Safety Improvement Program (HSIP) Cycle 10 Grant and has a total construction budget of \$1,761,300.

The project scope of work generally consists of civil and traffic engineering, community outreach support, funding administration, and construction support. We have prepared the following work plan to achieve the City's objectives as outlined in the Request for Proposal (RFP). Our work plan identifies the methods and approach we propose to accomplish the project goals and provide deliverables identified for each task.

PROJECT APPROACH

KOA recognizes that the success of any design-related project relies on the skills and experience of the team members involved in managing the project, understanding key project challenges, and providing value, quality work, and responsive service to the City. We have reviewed the RFP, reviewed the relevant studies, and conducted a preliminary field reconnaissance of the project corridor. Below are a few findings along with KOA's proposed project approach to the scope of work.

LESSONS LEARNED

As with all projects we work on, we rely on lessons learned from previous projects to make future projects more successful. Having worked on several curb extension designs, including the Tweedy Boulevard Complete Streets project in the City of South Gate, we understand the issues we may encounter on a project, but more importantly also understand the solutions. Designing curb extensions can be challenging and typically requires balancing a number of issues. Two of those issues are 1) maintaining positive drainage along the roadway and 2) maintaining a 2% maximum sidewalk cross slope while maintaining existing improvements at the back of the sidewalk.

During our field review, we measured the California Avenue roadway running and cross slopes with a smart level. The running slope measured 1.1% at Tenaya Avenue, but was under 0.5% at the other locations. The California Avenue roadway cross slopes range from 2-5%. The running slope along California Avenue is very shallow. It is always our intention to maintain the existing crown and cross slope of the roadway to help keep the project within budget, however when presented with shallow running slopes, we often have to re-profile the roadway.

We are always challenged with maintaining existing improvements on private property all while raising the top of curb, flow line, and sidewalk elevations. During design, we analyze the roadway cross-sections at critical geometric points, as well as areas where we need to match up to an existing walkway, driveway, building entrance, etc. When issues arise, we always look at several different solutions including, but not limited to, adjusting the flow line slope, lowering the curb height, reducing the 2% sidewalk cross slope, addition of catch basins, etc. There is no "cookie cutter" way of approaching curb extension design; every curb extension may have different issues and solutions.

SOUTHERN AVENUE/VICTORIA AVENUE CROSSWALK RELOCATION

At the intersection of Southern Avenue/Victoria Avenue, the HSIP grant is proposing to relocate the existing Southern Avenue crosswalk from the east side to the west side of the intersection.

The existing curb ramp on the northeast corner of the intersection is an existing uni-directional curb ramp that leads pedestrians southerly across the street, as shown in the field photo below:

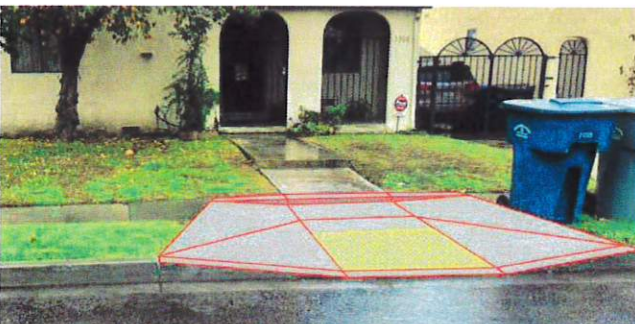


SECTION 2 | SCOPE OF WORK & PROJECT APPROACH

The existing curb ramp will need to be removed and replaced with full height curb and sidewalk. Pedestrians will need to utilize the Southern Avenue Greenway crosswalk to the north to get access to the relocated crossing. In addition, a new curb ramp is proposed on the southwest corner of the intersection to accommodate the relocation of the crosswalk. The new curb ramp will require the private property walkway to be partially reconstructed in order for grades to work.



If the walkway is reconstructed, it will also be subject to ADA standards, which may result in additional work. If the City desires to keep the improvements completely within the public right-of-way, a retaining curb would need to be constructed at the back of the sidewalk, creating a step for the property owner. This alternative would likely need the consent of the property owner prior to construction.



Another alternative would be to construct a small curb extension into the roadway. This would ensure the proposed curb ramp would remain in the public right-of-way; however, it would increase the construction costs.

MANAGEMENT OF PROJECT BUDGET

One of the biggest issues we typically face on State/ Federal funded projects is a budget shortfall. This could happen for a variety of reasons (oversight during grant application, increase of unit costs, expansion of project needs, etc.), but instead of pointing fingers elsewhere, we find a way to make it work. At the preliminary design stage, we will coordinate with the City to define all the items that need to be part of the project and create a preliminary cost estimate. We will allocate improvements appropriately and identify any improvements that will be considered non-participating funds. This will help identify how much funding may be needed to overcome the budget shortfall.

Our team has reviewed the proposed improvements and budget and have produced a high-level cost estimate for this project. We anticipate that there will be a budget shortfall for this project. One of the reasons for the shortfall could be that construction costs have significantly increased since the HSIP grant was written. During the conceptual design phase we will be looking for solutions to reduce the project budget that may include reducing curb extension size, choosing between in-roadway warning lights or overhead flashing beacons, evaluating the need for slurry seal, etc.

QUALITY ASSURANCE/QUALITY CONTROL & DOCUMENT CONTROL

KOA is also committed to generating quality work products and strives to produce error-free plans. We have staff experienced in civil and traffic engineering, and we are particularly strong in producing high quality improvement plans.

A key factor to project success is accountability. KOA will be accountable to the City to deliver on what is outlined in this proposal. We fully understand this principle and utilize our internal Quality Assurance and Quality Control (QA/QC) procedure to support our efforts throughout the life of each task order. Our QA/QC involves having plans go through a minimum of two stages of internal review before allowing plans to be submitted to an agency for plan review and approval. The first stage of internal review involves a peer review by an experienced design engineer. The second stage of internal review involves another round of reviews by one or more senior-level registered engineers. Each reviewer confirms that plans reflect the appropriate improvements and conform to the approving agency's design standards and plan format.



SECTION 2 | SCOPE OF WORK & PROJECT APPROACH

The reviewers also verify that all plan check comments have been properly addressed on any plan revisions we prepare. Prior to completion of the 100% PS&E, we will perform a constructability review, which entails going out to the project site with the plans and having a detailed walk-through of anticipated construction activities. The goal of this exercise is to view the project from the contractor's perspective and identify potential construction change orders. We will then make necessary adjustments to the plans to limit any issues during construction.

For design plans, we utilize Bluebeam Revu Software for all QA/QC activities. This software allows for paperless review, simultaneous commenting, cloud-based record keeping, and clean response to comments. We have found this tool to be very helpful and to streamline review, response, and submittals.

This QA/QC approach has led to a high level of quality in our engineering plans; we believe our firm has established a strong reputation with a number of agencies for producing high quality work products. A QA/QC Manager will be assigned to the project and will take the lead to ensure KOA's QA/QC process is followed and the City is receiving high quality submittals.

SCOPE OF WORK

TASK 1 – PROJECT MANAGEMENT/ADMINISTRATION/MEETINGS

Giuseppe Canzonieri, PE, will be the Project Manager. He is a senior engineer with 16 years of experience. He has extensive experience in the field of street improvements, pavement rehabilitation, geometric design, traffic signal design, traffic control design, pedestrian facilities, and handling municipal civil/traffic engineering-related services. He has also served as project manager and project engineer on many civil/ traffic engineering design projects for several cities in Southern California, including the City of South Gate.

Our Project Management services will include, but not be limited to:

- Attend a kick-off meeting with the City's Project Manager and key staff to review the project in detail and discuss the City's requirements. We want to make sure everyone involved on our team understands the work scope, schedule, budget, and other important requirements to make the project a success.

- Ensure the scope of services is completed in a timely and professional manner
- Attend up to four (4) meetings with City staff at the 30%, 60%, 90%, and 100% design stages
- Attend up to nineteen (19) monthly progress meetings based on the preliminary schedule provided in our proposal
- Maintain communication with the City's Project Manager throughout the duration of the project including PS&E package status, meeting agendas and minutes, schedule updates, action items, etc.
- Maintain the project schedule, update it regularly to reflect any significant changes in the project and keep the City informed of these changes
- Coordinate with the City's Project Manager to resolve project related issues in a timely manner. Potential complex issues will be brought to the attention of the City's Project Manager as soon as possible.
- Coordinate and manage KOA's sub-consultants
- Project design review

It is our understanding the City of South Gate will be managing and leading the community outreach effort with in-house staff. KOA will provide outreach support services for City Staff in their community outreach efforts. KOA will:

- Attend one (1) City Council meeting, provide a PowerPoint presentation, and answer questions for the public, committee, or Council members.
- Attend up to two (2) public outreach meetings for business owners and residents affected by the project within the limits of the project and prepare PowerPoint presentation, agenda and minutes, sign-in list, and materials deemed necessary for the meeting.

Task 1 Deliverables

- Work Plan
- Schedule
- Agenda and minutes for each meeting
- Status reports
- City Council meeting PowerPoint presentation
- Public outreach meeting PowerPoint presentation, agendas and minutes, and sign-in sheets
- Slides for PowerPoint presentations related to the design of the project, meeting materials, and information exhibits
- Technical exhibits



SECTION 2 | SCOPE OF WORK & PROJECT APPROACH

TASK 2 – AGENCY AND UTILITY COORDINATION

KOA will obtain from the City a list of utility companies known to own and operate facilities in the City of South Gate. KOA will send an email notice with our standard utility response form and a map of the project site to all relevant utility companies. We will request information from them including record drawings of their facilities, prior rights information, and any planned upgrades expected in the near future. Utility responses will be logged. Information regarding existing facilities will be shown on our plans. In some cases, the utility owner may require a request presented on City letterhead. We will coordinate these situations, if needed, with the City's Project Manager. KOA will provide the City Project Manager with a utility response list and maps and/or data received when all utility companies have responded. KOA will compile all as-builts received from the utility agencies and develop a utility base map that will be referenced into the project plans.

SOUTHERN CALIFORNIA EDISON

KOA will coordinate with Southern California Edison (SCE) for the proposed electrical design required for the proposed irrigation controllers. We will coordinate our design and service loads with the SCE service planner to determine service points and design.

CITY OF HUNTINGTON PARK

KOA will coordinate with the City of Huntington Park for the review and approval of the California Avenue/Santa Ana Street traffic signal plan. We will revise the traffic signal plan per the City's comments and coordinate approval as required.

UTILITY RELOCATION COORDINATION

We have reviewed the proposed improvements and have determined that no major utility relocation coordination will be required. Utility adjustments on this project have been determined to be minor in nature (adjust to grade). KOA will coordinate with the City of South Gate Water Department for the relocation of fire hydrants.

Task 2 Deliverables

- Utility as-built records and agency response list
-

TASK 3 – RECORDS RESEARCH AND FIELD REVIEWS

RECORDS RESEARCH

KOA will work with the City to obtain record drawings and documents relevant to the project corridor. Record drawings and documents can include, but are not limited to existing improvement plans, topographic maps, assessor maps, centerline ties, corner records, as-built plans, utility plans, traffic counts, previous traffic studies, etc. We will send our requests for record drawings and documents through the City's Project Manager.

FIELD REVIEW & SITE EVALUATION

Upon receipt of the topographic survey and any available as-built records from the City, we will visit the project site to fully evaluate existing conditions. We will:

- Verify record drawings
- Investigate and verify existing roadway geometry, including striping, pavement markings, and signage
- Verify existing pull boxes, utility manholes/valves, traffic signal poles/equipment, street lighting, power poles, cabinets, fire hydrants, etc.
- We will document the site visit with photos and field notes.

BASE PLAN PREPARATION

Upon completion of our field review, we will prepare accurate base plans. The base plan will show existing centerlines, curb, gutter, sidewalk, landscaping, right-of-way, curb ramps, driveways, pavement delineations, markings, roadside signs, pull boxes, utility manholes/valves, power poles, fire hydrants, and all other information that was documented during our field review. We believe putting extra time and effort into the preparation of accurate base plans is a critical step because they will serve as the foundation of our design.

Task 3 Deliverables

- Field notes and photos
-



SECTION 2 | SCOPE OF WORK & PROJECT APPROACH

TASK 4 – DESIGN SURVEY

KDM Meridian, Inc. will provide a design-level topographic survey for the project. Mapping will be accomplished by a ground survey with sections taken at approximate 25-foot intervals and will include centerline, right-of-way, and all existing infrastructure within the survey limits at each location requiring street improvements.

Task 4 Deliverables

- Topographic survey w/ right-of-way information signed by a California licensed surveyor

TASK 5 – CONSTRUCTION PLAN

After the preliminary engineering has been completed, we will begin preparing the 30% design for the proposed improvements. At the 30% design stage, we will be able to identify the feasibility and constructability of this project. We do not want to present concepts or designs to the City that cannot be built within the constraints established by the City or budget. We will be looking at the proposed improvements from a variety of perspectives including, but not limited to safety, functionality, constructability and available budget. By using this method, we can limit the number of changes at the 60% or even final design stage. KOA will also prepare a cost estimate that will be submitted with our conceptual design. The purpose of this task will be to evaluate the proposed improvements against the overall project budget. We will provide one (1) revision to the 30% design and cost estimates.

Submittals will be made to the City at the 30%, 60%, 90%, and 100% stages. The submittal package will include:

- Title Sheet
- General Notes, Details and Typical Sections
- Street Improvement Plans
- Signing & Striping Plans
- Traffic Signal Plan
- Pedestrian Activated Flashing Beacon Plans

STREET IMPROVEMENT

KOA will prepare street improvement plans to accommodate the design of the proposed improvements in this project (curb ramps, curb extensions, slurry seal, etc.). The street improvement plans will include the design of the following:

- Southern Avenue/Victoria Ave – 2 curb ramps
- Southern Avenue/Elizabeth Avenue – 1 curb ramp
- Southern Avenue/Kauffman Avenue – slurry seal only
- California Avenue/Duane Way – 2 curb extensions
- California Avenue/Michigan Avenue – 2 curb extensions
- California Avenue/Tenaya Avenue – 2 curb extensions

Street improvement plans will be prepared at 1"=20' scale and will contain a detailed horizontal layout and construction notes. We will prepare 1"=5' details of the curb extensions and curb ramps showing design elevations, slopes, and applicable details.

SIGNING AND STRIPING

KOA will prepare signing and striping plans to accommodate the proposed improvements at the following intersections:

- Southern Avenue/Victoria Ave
- Southern Avenue/Elizabeth Avenue
- Southern Avenue/Kauffman Avenue
- California Avenue/Duane Way
- California Avenue/Michigan Avenue
- California Avenue/Tenaya Avenue

The signing and striping plans will be prepared at 1"=40' scale and will show existing and proposed street improvements, existing signing and striping, and proposed signing and striping improvements.

TRAFFIC SIGNAL

KOA will prepare a traffic signal modification plan at the intersection of California Avenue/Santa Ana Street to accommodate the installation of a protected left turn phase for California Avenue. The traffic signal plan will be prepared at 1"=20' scale and will show existing street improvements, centerlines, right-of-way lines, utilities of record, and proposed removal and installation of signal equipment. The drawings will include all notes, schedules, and other features required by the City to provide a complete traffic signal plan.

PEDESTRIAN ACTIVATED FLASHING BEACON SYSTEMS

Pedestrian activated flashing beacon systems include Rectangular Rapid Flashing Beacon (RRFB), In-Roadway Warning Light (IRWL), and Overhead Flashing Beacons.

SECTION 2 | SCOPE OF WORK & PROJECT APPROACH

KOA will prepare plans at the following locations:

- Southern Avenue/Victoria Avenue – RRFB and safety lighting
- Southern Avenue/Elizabeth Avenue – RRFB and safety lighting
- Southern Avenue/Kauffman Avenue – RRFB and safety lighting
- California Avenue/Duane Way – Overhead flashing beacon, safety lighting, and IRWL
- California Avenue/Michigan Avenue – Overhead flashing beacon, safety lighting, and IRWL
- California Avenue/Tenaya Avenue – Overhead flashing beacon, safety lighting, and IRWL

The pedestrian activated flashing beacon plans will be prepared at 1"=20' scale and will show existing and proposed street improvements, centerlines, right-of-way lines, utilities of record, and proposed installation of applicable equipment. The drawings will include all notes, schedules, and other features required by the City to provide a complete design plan.

TRAFFIC SIGNAL TIMING

KOA will prepare traffic signal timing sheets in the City-required format to accommodate the operational changes and improvements at the intersection of California Avenue/Santa Ana Street. The signal timing will be designed in accordance with the 2014 California Manual on Uniform Traffic Control Devices (CA MUTCD) standards and City of South Gate requirements.

Task 5 Deliverables

- Plan submittals at 30%, 60%, 90% & 100% design stages

TASK 6 – TECHNICAL SPECIFICATIONS

KOA will prepare the technical specifications using the City's boilerplate template. We will use the Standard Specifications for Public Works Construction (latest edition) and Caltrans Standard Specifications throughout the course of this project as a basis for specification preparation. Specifications will be submitted at the 60%, 90% and 100% design stages.

Task 6 Deliverables

- Technical provisions at the 60%, 90% and 100% design stages

TASK 7 – COST ESTIMATES

KOA will update the cost estimates based on the refinement of the quantities throughout the project. Cost estimates will be submitted at the 30%, 60%, 90% and 100% design stages.

Task 7 Deliverables

- Cost estimates at the 30%, 60%, 90% and 100% design stages

TASK 8 – REQUEST FOR AUTHORIZATION TO PROCEED WITH CONSTRUCTION

Avant-Garde, Inc. (AGI) will prepare and submit all necessary forms and exhibits as required by the Caltrans Local Assistance Procedures Manual to secure project funding and authorization to proceed with the construction phase of the project. AGI will prepare and submit the following:

- Preliminary Environmental Study (PES)
- Right-of-Way Certification
- Request for Authorization to Proceed with Construction
 - » PS&E Checklist
 - » Local Agency Construction Contract Administration Checklist
 - » Disadvantaged Business Enterprise Contract Goal Methodology

Preparation and submittal of additional forms not listed above is excluded from the scope of work.

Task 8 Deliverables

- Electronic and hard copy of all documents listed above
- Electronic and hard copy of all final approved documents listed above



SECTION 2 | SCOPE OF WORK & PROJECT APPROACH

TASK 9 – CONSTRUCTION BIDDING PHASE SERVICES

KOA will assist the City in the preparation of the Construction Bid Package, advise the City on the appropriate response to bidder's technical questions, prepare plans, specifications and/or quantity estimates to be issued as addenda, as the City determines appropriate. We will also provide the following support during the construction bidding phase and advertising period:

- Attend pre-bid meeting
- Log questions and responses to bidders' questions regarding the bid documents
- Provide response to contractor's RFIs. It is assumed ten (10) RFIs will be responded to.
- Evaluate need for addendum to bid documents in response to bidders' questions and prepare an addendum if required by City. Preparation of addenda will be limited to 40 hours maximum.

Task 9 Deliverables

- Construction Bid Package
- Addenda, as necessary
- Log of bidder inquiries
- RFI responses

TASK 10 – CONSTRUCTION SUPPORT SERVICES

KOA will provide construction support services during construction. These services include, but are not limited to, pre-construction meetings, job walks, project site meetings, responding to RFIs, review and approval of contractor submittals, minor plan revisions, etc. Construction support services will be limited to 120 hours.

Task 10 Deliverables

- RFIs, submittals, minor plan revisions, etc.

TASK 11 – PREPARE RECORD DRAWINGS (AS-BUILTS)

At the completion of construction, KOA will prepare record drawings solely based on red-lined plans provided by the City's Construction Manager and Contractor. Field reviews are excluded from this task.

Task 11 Deliverables

- Record drawings on Mylar, AutoCAD, and PDF

SCOPE ASSUMPTIONS & EXCLUSIONS

Below is a list of our assumptions for this project:

- Any plan check fees required by Los Angeles County Public Works or other outside agencies will be paid for by the City and are not included in our scope/fee.
- Temporary construction easement documents and exhibits are excluded from the scope of work.
- We have assumed a left turn warrant analysis has been prepared for the proposed protected left turn phase at the California Avenue/Santa Ana Street intersection.
- Monthly status meetings will be via teleconference.
- Ground penetrating radar is excluded from the scope of work.
- Similar to other projects in the City of South Gate, potholing of existing utilities will be the responsibility of the contractor.
- Technical provisions at the 30% design stage are excluded from the scope of work.



SECTION 2 | SCOPE OF WORK & PROJECT APPROACH | PROJECT SCHEDULE

PRELIMINARY PROJECT SCHEDULE	2023												2024											
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
TASK 1: PROJECT MANAGEMENT / ADMINISTRATION / MEETINGS																								
General Project Management & Meetings																								
TASK 2: AGENCY AND UTILITY COORDINATION																								
Utility Research & Notifications																								
TASK 3: RECORDS RESEARCH AND FIELD REVIEWS																								
Records Research																								
Field Review & Site Evaluation																								
Base Preparation																								
TASK 4: DESIGN SURVEY																								
Topographic Survey																								
TASK 5: CONSTRUCTION PLANS																								
30% Plans																								
60% Plans																								
90% Plans																								
100% Plans																								
TASK 6: TECHNICAL SPECIFICATIONS																								
Technical Provisions @ 60%, 90%, & 100%																								
TASK 7: COST ESTIMATES																								
Cost Estimates @ 30%, 60%, 90%, & 100%																								
TASK 8: REQUEST FOR AUTHORIZATION TO PROCEED WITH CONSTRUCTION																								
Preliminary Environmental Study (PES)																								
Right-of-Way Certification																								
Request for Authorization to Proceed with Construction																								
PS&E Checklist																								
Local Agency Construction Contract Admin. Checklist																								
Disadvantaged Business Enterprise Contract Goal																								
TASK 9: CONSTRUCTION BIDDING PHASE SERVICES																								
Pre-Bid Meeting, RFIs, Addendum Preparation, etc.																								
TASK 10: CONSTRUCTION SUPPORT SERVICES																								
Construction Support Services																								
TASK 11: PREPARE RECORD DRAWINGS (AS-BUILTS)																								
Record Drawing Preparation																								
<div> <div></div> KOA Team Tasks <div></div> Client Review </div>																								



SECTION 3 | APPENDIX

DISCLOSURE

"Consultants shall disclose in their responses to any Request for Proposals whether they have been the subject of any legal investigation by County, State, and/or Federal agencies within the past 5 years. If so, each responding consultant shall identify the agency and contact person, the nature of the investigation, and any determination over outcome of said investigation. Non-compliance with this section shall result in rejection of the Proposals, but a consultant's disclosure of any such investigation (even one which resulted in a determination that was adverse to the consultant) will not automatically result in rejection of the Proposal. The occurrence, nature, underlying facts, and outcome of any such investigation are not by themselves determinative but are simply included among many factors that will be considered by the City in evaluating Proposals."

KOA's current pending litigation or claims filed against our firm, principals of our firm, or each of our key consultants, related to services performed for public agencies, or in actions that may affect our performance for public agencies consist of the following:

1. In April 2017, KOA was hired by WMWD to provide construction management and investigation services on the LSP. Due to alleged errors and deficiencies in Webb's design, the project was delayed and experienced significant cost overruns. Ultimately, the project was completed in June 2019, and resulted in cost overruns in excess of \$1 million. On May 1, 2019, WMWD initiated this lawsuit by filing a complaint against Webb for (1) professional negligence; (2) breach of contract; and (3) breach of express warranty. [1] WMWD seeks to recover at least \$1 million in damages from Webb. On January 2, 2020, Webb filed a cross-complaint against WMWD, C Below, Inc., KOA and Rasic. [2] In its cross-complaint, Webb alleges one cause of action against KOA, which is equitable indemnity; and four causes of action against Rasic and C Below, Inc. for breach of contract, express indemnity, equitable indemnity, and declaratory relief. KOA is also in the process of filing a Summary Judgment request claiming no merit to involve KOA in the counter suit by Webb. As it stands, the trial date is set for April 2023.

INSURANCE

In the event KOA is selected to provide the aforementioned services, we will submit our insurance certificates, naming the City of South Gate as an additional insured, per the City's requirements.

LOS ANGELES | CORPORATE OFFICE

1100 Corporate Center Drive, Suite 201
Monterey Park, CA 91754
(323) 260-4703

ORANGE COUNTY OFFICE

2141 W. Orangewood Avenue
Orange, CA 92868
(714) 573-0317

INLAND EMPIRE OFFICE

3190 Shelby Street, Bldg C.
Ontario, CA 91764
(909) 890-9693

SAN DIEGO OFFICE

5095 Murphy Canyon Road, Suite 330
San Diego, CA 92123
(619) 683-2933

WESTSIDE OFFICE

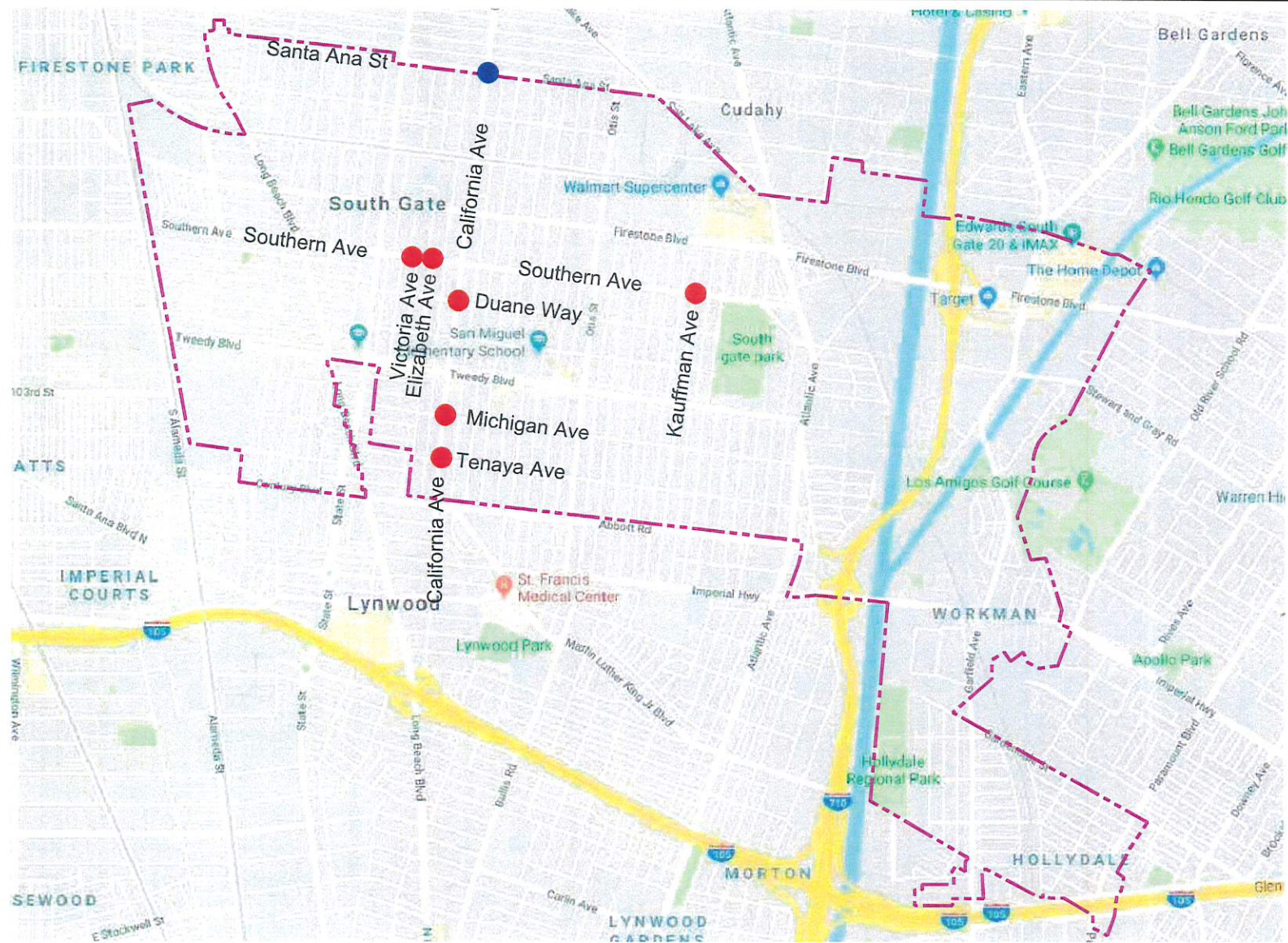
300 Corporate Pointe, Suite 470
Culver City, CA 90230
(310) 473-6508



Design services for Improvement at 7 Intersections, City Project No. 681-ST, Federal Id. No. HSIPL 5257(040)


Final Ranking

Firm Name	Rank
KOA Corp	1
Willdan Engineering	2



Legend

- Pedestrian Crossing Improvement Locations
- Provide Protected Left Turn Phase Location
- City Limits

	CITY OF SOUTH GATE		ATTACHMENT
	LOCATION MAP		C
	SHEET		

CITY MANAGER'S OFFICE

MAY 03 2023

11:00 AM

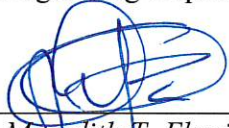
City of South Gate

CITY COUNCIL


AGENDA BILL

For the Regular Meeting of: May 9, 2023Originating Department: Community Development

Department Head: _____


Meredith T. Elguira

City Manager: _____


Chris Jeffers

SUBJECT: AGREEMENT WITH CRAIG COMMUNICATION TO PROVIDE COMMUNITY ENGAGEMENT SERVICES AS PART OF THE U.S. EPA 2023 COMMUNITY BROWNFIELDS ASSESSMENT GRANT

PURPOSE: To award a Professional Services Agreement (“Agreement”) for community engagement services to carry out the United States Environmental Protection Agency 2023 Communitywide Brownfields Assessment Grant.

RECOMMENDED ACTIONS: The City Council will consider:

- Approving an Agreement with Craig Communications to provide community engagement services in the amount not to exceed \$52,810 for a two-year and six-month term;
- Appropriating \$52,810 from the US EPA 2023 Communitywide Brownfields Assessment Grant; and
- Authorizing the Mayor to execute the Agreement in a form acceptable to the City Attorney.

FISCAL IMPACT: Funding for the citywide brownfields assessment would come from the City’s allocation of US EPA 2023 Communitywide Brownfields Assessment Grant. There is no impact to the General Fund.

ANALYSIS: The proposed Agreement supports the City Council goals of “encouraging economic development” and of “development and protecting strong sustainable neighborhoods”. To implement the City’s Economic Development Strategy and affordable housing goals, the City is looking to identify all potential sites that may be impacted by hazardous materials in the City’s commercial and industrial areas and the Housing Element affordable housing sites. The City of South Gate has been awarded a \$500,000 Community-Wide Brownfields Assessment Grant (“Grant”) from the United States Environmental Protection Agency (“US EPA”). The period of the Grant is from October 1, 2022, to October 31, 2025. On April 25, 2023, the City Council entered into an agreement with SCS Engineers to implement the Grant’s environmental communitywide assessment work plan. Additionally, the Grant requires the City to develop and implement a Community Engagement Plan (“CEP”). It is recommended the City select Craig Communications to develop and implement the CEP.

The Grant provides funding to inventory the larger target areas, and based upon a prioritization methodology, to characterized, assess, and conduct cleanup planning on a limited number of high potential revitalization/housing sites. The results will include an assessment of the properties in the

revitalization investment areas and identify and prioritize the sites that will achieve the City's economic reinvestment objectives. To support the implementation of the Grant, the EPA requires the development and implementation of a local CEP. The CEP will help the public understand the EPA Brownfields Assessment process and help the City identify community priorities for near and long-term cleanup and reuse of brownfield sites. The community engagement consultant who will work with the City, the environmental engineering company managing the brownfields assessment, the City's consultant, RSG, and community partners to lead efforts to inform the larger South Gate community of the Grant, obtain community feedback on how best to prioritize sites for economic and housing development, and provide ongoing communications on the progress and results of this effort. As a primarily Latinx community, all communications will need to be in both English and Spanish.

Summary of Proposals

The City issued an initial Request for Proposals (RFP) in January 2023 with an original budget estimate between \$25,000 to \$35,000 seeking professional services from qualified and experienced community engagement consultants to assist with creation and implementation of the Community Engagement Plan. The RFP was issued to a select number of firms (five) who specialized in community engagement work in diverse communities. The firms were primarily located in the Los Angeles area. The RFP was due on February 21, 2023. The City received no responses to the RFP.

The consulting firms were contacted to understand why they didn't respond. Of those firms who responded to the City's inquiry, their concerns centered around the amount of the contract based on the scope of work required by the U.S. EPA grant and/or they had capacity issues that prevented them from taking on new projects at this time. Based on the feedback, the City reissued the RFP on March 30, 2023. It expanded the budget to \$53,000; which is within the budget limits of the EPA Grant. Additional firms were added to the solicitation who specialized in community engagement. In total, eight firms were sent the revised RFP. Based on the second solicitation, one firm, Craig Communications, submitted a proposal.

Craig Communications is a certified small, women-owned business that has provided stakeholder engagement services for over 20 years on a variety of high-profile, multi-million-dollar environmental remediation and mitigation projects across the state. Craig Communications has experience in performing a U.S EPA Brownfields Assessment Grant CEP's for the cities of Eureka and Oroville. They are experienced in engaging with a variety of diverse stakeholders and have developed best practices for reaching and collaborating with sensitive environmental justice communities. Craig Communications is experienced in working in the Brownfields arena which assist them and their clients in successfully navigate complex regulatory, governmental, community and communications challenges. Craig Communications corporate office is located in Oakland California, but they also have offices in Los Angeles serving the southern California region. The Los Angeles office will be the point of contact.

After a review of the proposal, Craig Communications was interviewed by the Community Development Department and RSG, a consultant to the Community Development Department. At the conclusion of the interview and reference check phase, it was determined that Craig Communication is a qualified and experience firm experienced in creating and implementing CEP's, understands US EPA Brownfields grants, has a reputation for implementing best practices and customer service, and has the resources available to provide a high level of service.

Provided below is a summary of experience, schedule of work, and pricing structure for SCS Engineers:

Company Experience

Craig Communications has over 20 years of experience providing stakeholder engagement services. The company is experienced in developing and implementing Community Engagement Plans US EPA Brownfield Communitywide Assessment grants. Craig Communications is skilled in working with Latinx communities. They have expertise in leading the development and execution of communication strategies and content across multiple platforms to diverse target groups. In addition to the skills and experience provided by Craig Communications, the contract scope includes funding for additional Spanish translation and interpretation services.

Schedule of Work and Pricing Structure

The Grant anticipates \$53,000 towards community engagement efforts. The schedule of services will align with SCS Engineers who propose to accelerate the Grant term with the goal of completing the scope by December of 2024. However, this is a timeline to gaining property site access to undertake the work in a timely manner. Obtaining consent from the property owners is the role of the Community Development Department and the community engagement consultant. Though the goal is to complete the scope in an accelerated manner, the agreement anticipates the term to be completed by October 31, 2025.

Other Opportunities

The US EPA Grant does not provide funding for remediation, only site assessment work. The overall goal of the Communitywide Assessment Grant is to have a successful outcome and position the City and property owners to secure additional state and federal remediation funding.

BACKGROUND: The City received the US EPA Communitywide Brownfields Assessment Grant in October 2022. The Grant requires the procurement of a community engagement firm which has successfully developed and implemented CEP's. The goal is to commence the creation of the CEP in May 2023.

ATTACHMENTS: A. Proposed Agreement – Craig Communications, Inc., (including Exhibit “A” Scope of Work)
B. Request for Proposals

**AGREEMENT FOR PROFESSIONAL SERVICES FOR COMMUNITY
ENGAGEMENT SERVICES BETWEEN THE CITY OF SOUTH GATE
AND CRAIG COMMUNICATIONS**

This Agreement for Professional Services for Community Engagement Services ("Agreement") is made and entered into on May 9, 2023, by and between the City of South Gate, a municipal corporation ("City"), and Craig Communications, a California corporation ("Consultant"). City and Consultant are sometimes hereinafter individually referred to as a "Party" and collectively as "Parties."

RECITALS

WHEREAS, City desires to retain a qualified provider for certain services relating to Community Engagement Services; and

WHEREAS, Consultant warrants to City that it has the requisite skills, knowledge, qualifications, manpower and expertise to perform properly and timely the Professional Services under this Agreement; and

WHEREAS, based on such representation, City desires to contract with Consultant to perform the services as described in the Scope of Services attached hereto as Exhibit "A" of this Agreement.

NOW, THEREFOR, the Parties hereby agree as follows:

1. **SCOPE OF SERVICES.** City hereby engages Consultant, and Consultant accepts such engagement, to perform the services set forth in the Scope of Services as described in Exhibit "A" attached hereto and made part of this Agreement. The Scope of Services may be mutually amended from time to time by both Parties in writing.
2. **COMPENSATION FOR SERVICES.** The total amount of compensation for this Agreement shall not exceed the sum of **Fifty-Eight Thousand Eight Hundred and Ten Dollars (\$52,810)** as described in Consultant's proposal attached hereto as Exhibit "A." City shall pay Consultant for its professional services rendered and costs incurred pursuant to this Agreement. No additional compensation shall be paid for any other expenses incurred, unless first approved in writing by Meredith Elguira, Director of Community Development or his/her designee.
 - 2.1 Consultant shall be required to attend meetings at City Hall as necessary in the delivery of the projects. Travel time between Consultant's office and City Hall shall not be billable. Consultant may request an exemption on a case-by-case basis, which shall be subject to City approval.
 - 2.2 Consultant shall be paid in accordance with the schedule included in Consultant's proposal attached hereto as Exhibit "A." City shall pay Consultant within thirty (30) days of receipt of the invoice.

- 2.3 No payment made hereunder by City to Consultant, other than the final payment, shall be construed as an acceptance by City of any work or materials, nor as evidence of satisfactory performance by Consultant of its obligations under this Agreement.
3. **TERM OF AGREEMENT.** This Agreement is effective as of May 9, 2023, and will remain in effect for a period of two and one half years from said date or until project completion, unless otherwise expressly extended and agreed to by both Parties in writing, or terminated by either Party as provided herein.
4. **CITY AGENT.** The Director of Community Development ("Director"), or his/her designee, for the purposes of this Agreement, is the agent for City. Whenever approval or authorization is required, Consultant understands that the Director, or his/her designee, has the authority to provide that approval or authorization.
5. **CONFLICT OF INTEREST.** Consultant represents that it presently has no interest and shall not acquire any interest, direct or indirect, in any real property located in the City which may be affected by the services to be performed by Consultant under this Agreement. Consultant further represents that in performance of this Agreement, no person having any such interest shall be employed by it. Within ten (10) days, Consultant agrees that it will immediately notify City of any other conflict of interest that may exist or develop during the term of this Agreement.
- 5.1 Consultant represents that no City employee or official has a material financial interest in Consultant's business. During the term of this Agreement and/or as a result of being awarded this contract, Consultant shall not offer, encourage or accept any financial interest in Consultant's business or in this Agreement by any City employee or official.
6. **GENERAL TERMS AND CONDITIONS.**
- 6.1 **Termination for Convenience.** City may terminate this Agreement at any time without cause by giving fifteen (15) days written notice to Consultant of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials shall, at the option of City, become its property. If this Agreement is terminated by City as provided herein, Consultant will be paid the total amount of its costs as of the termination date. In no event shall the amount payable upon termination exceed the total maximum compensation provided for in this Agreement.
- 6.2 **Termination for Cause.**
- 6.2.1 City may, by written notice to Consultant, terminate the whole or any part of this Agreement in any of the following circumstances:
- a. If Consultant fails to perform the services required by this Agreement within the time specified herein or any authorized extension thereof; or

- b. If Consultant fails to perform the services called for by this Agreement or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in either of these circumstances does not correct such failure within a period of ten (10) days (or such longer period as City may authorize in writing) after receipt of notice from City specifying such failure.

6.2.2 In the event City terminates this Agreement in whole or in part as provided above in Subsection 6.2.1, City may procure, upon such terms and in such manner as it may deem appropriate, services similar to those terminated.

6.2.3 If this Agreement is terminated as provided above in Subsection 6.2.1, City may require Consultant to provide all finished or unfinished documents, data, studies, drawings, maps, photographs, reports, films, charts, sketches, computations, surveys, models, or other similar documentation prepared by Consultant. Upon such termination, Consultant shall be paid an amount equal to the value of the work performed. In ascertaining the value of the work performed up to the date of termination, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents whether delivered to City or in possession of Consultant, and to authorized reimbursement expenses.

6.2.4 If, after notice of termination of the Agreement under the provisions of Subsection 6.2.1 above, it is determined, for any reason, that Consultant was not in default, or that the default was excusable, then the rights and obligations of the Parties shall be the same as if the notice of termination had been issued pursuant to Subsection 6.1 above.

6.3 Non-Assignability. Consultant shall not assign or transfer any interest in this Agreement without the express prior written consent of City.

6.4 Non-Discrimination.

6.4.1 Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, creed, gender, gender identity (including gender expression), color, religion, ancestry, sexual orientation, national origin, disability, age, marital status, family/parental status, or veteran/military status, in the performance of its services and duties pursuant to this Agreement and will comply with all applicable laws, ordinances and codes of the Federal, State, and County and the City governments. Consultant will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment without regard to their race, color, religion, ancestry, sex, national origin, disability, or age. Consultant will take

affirmative action to ensure that all employment practices, including those of any subcontractors retained by Consultant to perform services under this Agreement, are free from such discrimination. Such employment practices include, but are limited to: hiring, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

- 6.4.2** The provisions of Subsection 6.4.2 above shall be included in all solicitations or advertisements placed by or on behalf of Consultant for personnel to perform any services under this Agreement. City shall have access to all documents, data, and records of Consultant and its subcontractors for purposes of determining compliance with the equal employment opportunity and non-discrimination provisions of this Section, and all applicable provisions of Executive Order No. 11246 (relating to federal restrictions against discriminatory practices) is available for review and on file with the City Clerk's Office.

- 6.5 Insurance.** Consultant shall submit to City, certificates indicating compliance with the following minimum insurance requirements no less than one (1) day prior to beginning of performance under this Agreement:

- 6.5.1** Workers Compensation Insurance as required by law. Consultant shall require all subcontractors similarly to provide such workers' compensation insurance for their respective employees.

- 6.5.2** Comprehensive general and automobile liability insurance protecting Consultant in amounts not less than \$1,000,000 for personal injury to any one person, \$1,000,000 for injuries arising out of one occurrence, and \$500,000 for property damages or a combined single limit of \$1,000,000, with an aggregate of \$2,000,000. Each such policy of insurance shall:

- a. Be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California or which is approved in writing by City.
- b. Name and list as additional insured the City, its officers and employees.
- c. Specify its acts as primary insurance.
- d. Contain a clause substantially in the following words: "It is hereby understood and agreed that this policy shall not be canceled except upon thirty (30) days prior written notice to City of such cancellation or material change."
- e. Cover the operations of Consultant pursuant to the terms of this Agreement.

- 6.6 Indemnification.** Consultant agrees to indemnify, defend and hold harmless City and/or any other City agency, including other employees, officers and representatives, for/from any and all claims or actions of any kind asserted against City and/or any other City agency arising out of Consultant's (including Consultant's employees, representatives, products and subcontractors) negligent performance under this Agreement, excepting only such claims or actions which may arise out of sole or active negligence of City and/or any other City agency, or any third parties not acting on behalf of, at the direction of, or under the control of Consultant.
- 6.7 Compliance with Applicable Law.** Consultant and City shall comply with all applicable laws, ordinances, and codes of the Federal, State, County and City governments, without regard to conflict of law principles.
- 6.8 Independent Contractor.** This Agreement is by and between City and Consultant and is not intended, nor shall it be construed, to create the relationship of agency, servant, employee, partnership, joint venture, or association, as between City and Consultant.
- 6.8.1** Consultant shall be an independent contractor and shall have no power to incur any debt or obligation for or on behalf of City. Neither City nor any of its officers or employees shall have any control over the conduct of Consultant, or any of Consultant's employees, except as herein set forth, and Consultant expressly warrants not to, at any time or in any manner, represent that it, or any of its agents, servants or employees are in any manner employees of City, it being distinctly understood that Consultant is and shall at all times remain to City a wholly independent contractor and Consultant's obligations to City are solely such as are prescribed by this Agreement.
- 6.8.2** Indemnification of CalPERS Determination - In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as, for the payment of any penalties and interest on such contributions which would otherwise be the responsibility of City.
- 6.8.3** Business License Required. According to Title 2.08.40 of the South Gate Municipal Code, a business license will be required prior to doing business within the City, even if the business is located outside of the City. Verification of a valid South Gate business license will be required prior to start of work and any fees associated with the acquisition or maintenance of such business license shall be the sole responsibility of Consultant.

6.9 Consultant's Personnel.

- 6.9.1** All services required under the Agreement will be performed by Consultant, or under Consultant's direct supervision, and all personnel shall possess the qualifications, permits and licenses required by State and local law to perform such services, including, without limitation, a City of South Gate business license as required by the South Gate Municipal Code.
- 6.9.2** Consultant shall be solely responsible for the satisfactory work performance of all personnel engaged in performing services required by this Agreement, and compliance with all reasonable performance standards established by City.
- 6.9.3** Consultant shall be responsible for payment of all employees' and subcontractors' wages and benefits and shall comply with all requirements pertaining to employer's liability, workers' compensation, unemployment insurance and Social Security.
- 6.9.4** Consultant shall indemnify and hold harmless City and all other related entities, officers, employees and representatives from any liability, damages, claims, costs, and expenses of any nature arising from alleged violations of personnel practices or of any acts of omissions by Consultant in connection with the work performed arising from this Agreement.

6.10 Copyright. No reports, maps or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of Consultant.

6.11 Legal Construction.

- 6.11.1** This Agreement is made and entered into in the State of California and shall in all respects be interpreted, enforced, and governed under the laws of the State of California without regard to conflict of law principles.
- 6.11.2** This Agreement shall be construed without regard to the identity of the persons who drafted its various provisions. Each and every provision of this Agreement shall be construed as though each of the parties participated equally in the drafting of same, and any rule of construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.
- 6.11.3.** The article and section, captions and headings herein have been inserted for convenience only and shall not be considered or referred to in resolving questions of interpretation or construction.

6.11.4. Whenever in this Agreement the context may so require, the masculine gender shall be deemed to refer to and include the feminine and neuter, and the singular shall refer to and include the plural.

6.12 Counterparts. This Agreement may be executed in counterparts and, as so executed, shall constitute an agreement which shall be binding upon all Parties hereto.

6.13 Final Payment Acceptance Constitutes Release. The acceptance by Consultant of the final payment made under this Agreement shall operate as and be a release of City from all claims and liabilities for compensation to Consultant for anything done, furnished, or relating to Consultant's work or services. Acceptance of payment shall be any negotiation of City's check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check. However, approval or payment by City shall not constitute, nor be deemed, a release of the responsibility and liability of Consultant, its employees, sub-consultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by City for any defect or error in the work prepared by Consultant, its employees, sub-consultants and agents.

6.14 Corrections. In addition to the above indemnification obligations, Consultant shall correct, at its expense, all errors in the work which may be disclosed during City's review of Consultant's report or plans. Should Consultant fail to make such correction in a reasonably, timely manner, such correction shall be made by City, and the cost thereof shall be charged to Consultant.

6.15 Files. All files of Consultant pertaining to City shall be and remain the property of City. Consultant will control the physical location of such files during the term of this Agreement and shall be entitled to retain copies of such files upon termination of this Agreement.

6.16 Waiver; Remedies Cumulative. Failure by a Party to insist upon the performance of any of the provisions of this Agreement by the other party, irrespective of the length of time for which such failure continues, shall not constitute a waiver of such Party's right to demand compliance by such other Party in the future. No waiver by a Party of a default or breach of the other party shall be effective or binding upon such a Party unless made in writing by such Party, and no such waiver shall be implied from any omissions by a Party to take any action with respect to such default or breach. No express written waiver of a specified default or breach shall affect any other default or breach, or cover any other period of time, other than any default or breach and/or period of time specified. All of the remedies permitted or available to a Party under this Agreement, or at law or in equity, shall be cumulative and alternative, and invocation of any such right or remedy shall not constitute a waiver or election of remedies with respect to any other permitted or available right of remedy.

- 6.17 Mitigation of Damages.** In all such situations arising out of this Agreement, the Parties shall attempt to avoid and minimize the damages resulting from the conduct of the other Party.
- 6.18 Severability.** If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.
- 6.19 Attorneys' Fees.** The Parties hereto acknowledge and agree that each will bear his or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any Party hereto to enforce this Agreement, the prevailing Party in such action shall be entitled to reasonable attorneys' fees and costs in addition to all other relief to which that Party or those Parties may be entitled.
- 6.20 Entire Agreement and Amendments.** This Agreement constitutes the whole agreement between City and Consultant, and neither party has made any representations to the other except as expressly contained herein. Neither party, in executing or performing this Agreement, is relying upon any statement or information not contained in this Agreement. Any amendments, changes or modifications to this Agreement must be made in writing and appropriately executed by both City and Consultant.
- 6.21 Notices.** Any notice required to be given hereunder shall be deemed to have been given by email transmission with confirmation of delivery and depositing said notice in the United States mail, postage prepaid, and addressed as follows:

TO CITY:

City of South Gate
Meredith T Elguira,
Director of Community Development
8650 California Avenue
South Gate, CA 90280
Email: melguira@sogate.org
TEL: (323) 563-9529

WITH COURTESY COPY TO:

City of South Gate
Yodit Glaze, City Clerk
8650 California Avenue
South Gate, CA 90280
Email: yglaze@sogate.org
TEL: (323) 563-9511

TO CONSULTANT:

Tracy Craig
Principal
Craig Communications
66 Franklin Street, Ste. 386
Oakland, CA 94607
tracy@craig-communications.com
(510) 334-4866

6.22 Warranty of Authorized Signatories. Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the Party for whom he or she purports to sign.

6.23 Consultation with Attorney. Consultant warrants and represents that it has consulted with an attorney or knowingly and voluntarily decided to forgo such a consultation.

6.24 Interpretation Against Drafting Party. City and Consultant agree that they have cooperated in the review and drafting of this agreement. Accordingly, in the event of any ambiguity, neither Party may claim that the interpretation of this Agreement shall be construed against either Party solely because that Party drafted all or a portion of this Agreement, or the clause at issue.

7. EFFECTIVE DATE. The effective date of this Agreement is May 9, 2023, and will remain in effect through and until project completion, unless otherwise terminated in accordance with the terms of this Agreement.

[Remainder of page left blank intentionally.]

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed and attested by their respective officers thereunto duly authorized.

CITY OF SOUTH GATE:

By: _____
Maria del Pilar Avalos, Mayor

Dated: _____

ATTEST:

By: _____
Yodit Glaze, City Clerk
(SEAL)

APPROVED AS TO FORM:

By: Raul F. Salinas (SE)
Raul F. Salinas, City Attorney

CRAIG COMMUNICATIONS:

By: _____
Tracy Craig, Principal

Dated: _____

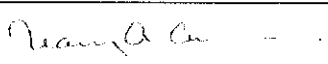
Exhibit "A"

REQUEST FOR PROPOSALS – COMMUNITY ENGAGEMENT SERVICES
CITY OF SOUTH GATE - US EPA 2023 COMMUNITY-WIDE BROWNFIELDS
ASSESSMENT GRANT PROJECT

NOTE: PLEASE ENSURE THAT ALL REQUIRED SIGNATURE BLOCKS ARE COMPLETED. FAILURE TO SIGN THIS FORM WILL RENDER PROPOSAL INVALID.

Issue Date:	March 20, 2023
Issuing Agent:	City of South Gate 8650 California Street South Gate, CA 90280
Proposal Due Date:	Monday, April 17, 2023, at 10:00 a.m.
Proposal Directed To:	Dena Fuentes
Electronic Email Submission:	dfuentes@webrsg.com

In compliance with this Request for Proposal and to all conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. By signature hereto, the proponent certifies that all representations and certifications contained in its proposal are complete and accurate as required.

Name of Firm:	Craig Communications
Address of Firm:	66 Franklin Street, Suite 386, Oakland CA, 94607
Contact Name:	Tracy Craig
Signature:	
Title:	Principal
Date:	Amendment #1 – April 24, 2023 Original Proposal - April 12, 2023
Phone Number:	510-334-4866
Email Address:	tracy@craig-communications.com
Federal Employee ID Number: (if applicable)	27-4702199



April 24, 2023

Ms. Dena Fuentes
Director, RSG
On behalf of the
City of South Gate
8650 California Street
South Gate, CA 90280

Sent via email to: dfuentes@webrsg.com

Re: Amended Proposal for City of South Gate US EPA 2023 Community-Wide Brownfields Assessment
Community Engagement Services

Dear Ms. Fuentes:

Craig Communications (Craig Comm) is pleased to present this amended proposal to the City of South Gate to provide community engagement services in support of their US Environmental Protection Agency (EPA) Community-Wide Brownfields Assessment Grant.

Craig Comm is a certified small, women owned business offering 20+ years of experience engaging diverse and underserved communities in support of technically complex, multi-stakeholder environmental remediation projects throughout the state. Our firm is skilled at fully identifying stakeholders, making technically complex information understandable and actionable to the public, and collaborating with multiple stakeholders with diverse interests to increase project understanding and solicit feedback on decisions that will affect their communities.

Currently, we provide public participation services for over 50 projects where the EPA, Department of Toxic Substances Control, or the Regional Water Quality Control Boards are the lead agencies. We have established relationships with the regulatory officials in each office and work with them to move projects through the public participation process while gaining meaningful community input and understanding. We have assisted the cities of Eureka and Oroville with implementing community engagement around their EPA brownfields assessment work and, as such, have drafted community engagement plans, facilitated both in-person and virtual meetings on these topics, distributed surveys and consolidated feedback to prioritize sites for environmental assessments and assisted in communications with property owners to conduct Phase I and II Environmental Site Assessments. We are well versed in successfully managing large – and often messy – public processes and a grounding principle of our work is that better, more creative, and sustainable decisions are made with public input.

For ease of review, this statement of qualifications has been divided into the following sections: project understanding, qualifications, methodology, scope of work, and costs. Resumes for key personnel are provided in Attachment A and a fee schedule and hours/cost breakdown is provided in Attachment B.

The proposal has been amended to include references that the proposal and budget are flexible and can include ancillary items such as refreshments, childcare, gift cards, etc. to promote attendance/

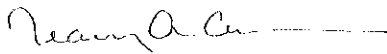
Community Engagement Services Proposal
City of South Gate EPA Community-Wide Assessment Grant

participation at community events and public meetings.

We are confident in our ability to perform this work in a manner that exceed the City of South Gate's, the EPA's and the community's expectations allowing for brownfield sites to be identified and prioritized for further assessment and ultimately cleanup that will allow for the redevelopment of these sites to meet the City's economic and affordable housing needs.

Thank you for considering us for this important work and we would welcome the opportunity to discuss your needs further. Should you have questions or need further information please contact me at: (510) 334-4866 or tracy@craig-communications.com.

Sincerely,

A handwritten signature in cursive script, appearing to read "Tracy Craig", followed by a horizontal line.

Tracy Craig
Principal

PROJECT UNDERSTANDING

The City of South Gate (City) has been awarded a \$500,000 Community-Wide Brownfields Assessment Grant (Grant) from the US EPA to help the City identify all potential sites in commercial and industrial areas that could be remediated and redeveloped to meet the City's economic and affordable housing goals as set in its 2017 Economic Development Strategy. The City is under extreme pressure and regulations from the State to increase its housing supply. As a built-out "inner-ring" suburb of Los Angeles, there is almost no undeveloped land in the City and 75% of the City's land is dedicated to industrial uses. As such, most new housing and commercial development will come from redevelopment of brownfields sites from the City's industrial and manufacturing past.

To support the implementation of the Grant, the EPA requires the development and implementation of a local Community Engagement Plan (CEP). This plan will help the public understand the EPA Brownfields Assessment process and help the City identify community priorities for near and long-term cleanup and reuse of brownfield sites. The City will hire a community engagement consultant who will work with the City, the environmental engineering company managing the brownfields assessment, the City's consultant, RSG, and community partners to lead efforts to inform the larger South Gate community of the Grant, obtain community feedback on how best to prioritize sites for economic and housing development, and provide ongoing communications on the progress and results of this effort. As a primarily Latinx community, all communications will need to be in both English and Spanish.

QUALIFICATIONS

Craig Communications is a certified small, women-owned business that has provided stakeholder engagement services for over 20 years on a variety of high-profile, multi-million-dollar environmental remediation and mitigation projects across the state. Our firm is based in Oakland with a regional office near Downtown Los Angeles. We have developed and executed CEPs in support of EPA Brownfields Assessment Grants for the cities of Eureka and Oroville and also implemented community engagement. We have meaningfully engaged with a variety of diverse stakeholders and have developed best practices for reaching and collaborating with sensitive environmental justice communities in the Bay Area and Central Valley. We also provide outreach services in support of one of the largest vapor intrusion investigation and cleanup projects in Newport Beach where outreach efforts have allowed the project to progress smoothly without major media or any lawsuits. We bring a foundation of strategic planning and management to our projects, allowing us to successfully navigate complex regulatory, governmental, community and communications challenges. Collaboration, transparency, and maintaining an open dialogue are key to ensuring our clients can integrate the values of diverse stakeholders into project outcomes.



OUR STAFF

We are a nimble firm of 11, six of which work full-time. Tracy Craig will oversee the community engagement services provided under this proposal and John Promani will lead outreach efforts as the local project manager and bilingual outreach professional Andrea Garcia will assist in implementation.



Tracy Craig, Principal, (510-334-4866, tracy@craig-communications.com) is one of California's leading public affairs and communications strategists. She is known for achieving results on some of the toughest public relations projects in the Bay Area and for her passion in developing innovative ways to involve and benefit communities. She has designed and executed successful public participation and outreach programs for over 100 projects for clients such as the US EPA, DTSC, Port of Oakland, Chevron, Clorox, Ford Motor Company, Integral Communities, Lawrence Livermore National Laboratory, McKesson, PG&E, UC Berkeley and Stanford University. She has managed and

facilitated hundreds of public meetings, as well as negotiated with numerous federal and state regulatory agencies, community groups and organizations to find common ground and move projects forward. Tracy's past work has incorporated grassroots and culturally sensitive outreach tactics into engagement programs to ensure visibility with traditionally hard to reach stakeholders and community input and support. Prior to founding her own firm in 2000, she played an instrumental role developing and expanding the California EPA Department of Toxic Substances Control's public participation program in support of the cleanup of hazardous waste sites – a program that still serves as the prototype for public participation. Tracy holds a BA from San Diego State University in Journalism and Psychology.



John Promani, Communications Director, has over 15 years of experience managing the planning, development and execution of multi-faceted communications plans and engagement strategies for environmental remediation and land reuse projects. As part of this work, he meets with affected individuals that are impacted by projects and facilitates project understanding and cooperation. He is skilled at developing communications collateral that breaks down technically complex material in a manner that is easily understood by the average consumer. He is also well practiced at coordinating with local regulatory and government agencies to develop

project understanding, elicit feedback and secure project support. John also routinely creates educational curricula about wetlands science and environmental issues for middle and high school students as part of our partnerships with local nonprofits, including the Society of Wetland Scientists, local colleges and school districts. John holds a BA in English from the University of California, Berkeley.



Andrea Garcia, Project Manager, specializes in developing and executing programs to increase the involvement of the Latinx community. As an ex-journalist and native Spanish speaker, Andrea excels at oral and written communications and making technically complex subject matter understandable and engaging. She is a noted expert on best practices for engaging the Latinx community, including culturally relevant tactics to earn trust and support. She has recently led outreach efforts on Brownfields projects in Napa where she worked with migrant farmworkers and in East Oakland where she worked on the remediation and construction of

affordable housing. Andrea holds a BA in communications studies and public relations and an MBA from Touro University.

Other key staff members would assist with the day-to-day implementation of project tasks ranging from setting up meetings with key stakeholders, managing logistics for in-person or hybrid public meetings, area canvassing and maintaining a project contact log. Resumes for staff are included in Attachment A.

WORK EXPERIENCE

Craig Comm has a history of providing authentic, results-driven stakeholder engagement services. Our outreach strategies for past and current work have led to community support and project successes throughout California and include the following examples. Each example includes references to contact for more information.

City of Eureka Brownfields Assessment Grant Outreach Implementation

Dates: 2020-2021

Reference: Paul Wisniewski, SCS Engineers Project Manager, 707-696-8227, pwisniewski@scsengineers.com

Project Description: Craig Comm developed and implemented a Community Engagement Plan (CEP) to help the City of Eureka prioritize sites for Phase I and II Environmental Site Assessments (ESAs) of brownfields properties within seven different project areas of the City. Work included engaging with a diverse set of stakeholders including community groups, environmental organizations, local regulatory agencies, local Native American tribes and nearby businesses and residents. As part of the implementation of the CEP, we developed a project fact sheet, talking points, media holding statements, meeting invites and presentations; facilitated a virtual meeting to inform the community of the meeting and how best to provide feedback to help prioritize sites; and developed a quarterly email update template that is still in use today to keep interested stakeholders informed of the project's progress. As a result of the outreach conducted, the City has prioritized sites based on community feedback and completed Phase I ESAs at most of the parcels in the project areas.

City of Oroville Brownfields Assessment Grant Outreach Implementation

Dates: 2014-2016

Reference: Tom Lando, City of Oroville, Former City Administrator, 530-624-2939

Project Description: Craig Comm developed and implemented a CEP that helped the City of Oroville identify and prioritize sites south of downtown. Work included engaging with local residents, businesses, chambers and other interested stakeholders through a community survey, public meeting and more informal coffee gatherings. In addition, we prepared and distributed a project fact sheet, meeting invites and quarterly stakeholder updates as well as established and updated a project webpage that was hosted on the City's website. We also developed and distributed press releases and fostered relationships with local reporters to ensure that meeting invites and results were covered in the local paper to promote project understanding throughout the larger community. As a result of these efforts, the City exceeded its objectives by completing numerous property assessments at no cost to property owners and clearing several properties for redevelopment. This allowed property owners to better plan future redevelopment proposals for their properties.



Ford Newport Beach Environmental Remediation Project

Dates: 2018 – Present

Reference: Kenn Conner/Wood Client Account Manager/Office Manager, 415-310-8264,
kenn.conner@wsp.com

Project Description/Scope of Work: Developed and executed a strategic community outreach plan in support of a large-scale environmental investigation and remediation project addressing volatile organic compound contamination in soil gas beneath residents and businesses near a former 200-acre Ford Aeronutronics facility in Newport Beach. Based on the lateral extent of the contamination plume and the number of residents and businesses affected, this project represents one of the largest vapor intrusion projects within the western United States. Work has included providing clear, consistent and accurate project information highlighting ongoing investigation and proposed remediation activities, sampling results in both soil gas and indoor air, environmental screening levels, short-term mitigation measures, soil vapor extraction pilot test information and health risk assessments to Orange County and City of Newport Beach elected officials, over roughly 1,400 homes across 12 homeowner associations (HOAs), and seven commercial properties, including a church, post office and one shopping center. Responsibilities have included managing stakeholder mailing and email lists; developing a dedicated information line that is manned 24/7; creating and implementing an information line response protocol and tracking all calls received through to resolution; developing and maintaining a project-specific website and electronic repository; developing, finalizing and mailing ten community fact sheets that have updated the community at key project milestones; holding 30 in-person, virtual or hybrid community meetings (including logistics, invites, facilitation, breakdown and debrief sessions) to provide stakeholders with up-to-date information and give them an opportunity to ask questions and provide input, when appropriate; conducting door-to-door outreach in key neighborhoods prior to work starting; etc. As a result, residents and business owners are well-informed of the work, and we have good working relationships with local HOAs who are supportive of investigation and remediation efforts.



PG&E Environmental Remediation Department Stakeholder Engagement Support

Dates: 2000 – Present

References: Monica Tell/PG&E East Bay Division Leadership Team Lead, 415-272-4788, M1T2@pge.com;
Mark van Gorder/PG&E Local Government Affairs, North Bay, 415-521-0487, MKV5@pge.com



Project Description: Craig Comm manages all stakeholder engagement for PG&E's environmental remediation department's manufactured gas plant and utility portfolios, totaling over \$350 million. Our work has included developing and executing county and city-wide public engagement programs for the cleanup of contaminated sites, regulatory negotiations, risk communications, stakeholder identification and briefings, public meetings and town hall logistics and facilitation, webinars, website content, media holding statements, issues negotiation and resolution, and tracking and documenting all stakeholder interactions. We have worked in 48 cities across PG&E's service territory including extensive work in environmental justice communities in the Bay Area and Central Valley. As a result, our firm established protocol to ensure we engage stakeholders early and often to build trust, provide opportunities for strategic

"It is great to have Craig Communications as part of this team. Your diligent, empathetic and effective outreach approaches are appreciated!"

- Vallejo City Manager's Office

collaborations, and fold principles of justice, equity, diversity and inclusion into our projects from inception. In addition, since a lot of these projects are located in Latinx communities, all of our communications whether printed or in-person are translated into Spanish.

CERTIFICATIONS

- Women's Business Enterprise National Council as SWBE – No. 2005124712
- California United Certification Program certified as SWBE – No. 5KN00015
- California State – GSA, Small Business- No. 2010240
- City of Oakland – Local Business Enterprise
- Alameda County – Small, Local, Emerging Business – No. 16-00024
- Port of Oakland – Local Impact Area Business Enterprise / Small Business Enterprise / Very Small Business Enterprise #9646-22
- Bay Area Rapid Transit – Women Business Enterprise as WBE

METHODOLOGY

Brownfields redevelopment requires strategic planning and management to successfully navigate the Los Angeles region's complex regulatory, community, governmental and communications challenges. Communities and representatives mobilize quickly, and social media has dramatically changed the

information landscape. Stakeholders demand to be involved in projects that have the potential to impact their lives and neighborhoods. Meaningful collaboration, transparency and maintaining an open dialogue are key to ensuring our clients can integrate the values of diverse stakeholders into project outcomes. Our process includes:

1. Define clear project goals
2. Clearly identify audience and issues
3. Develop effective messaging
4. Utilize effective and culturally relevant channels
5. Measure results and refine strategy

Best Practices: Craig Comm has demonstrated experience conducting meaningful outreach and managing and resolving conflict for redevelopment, environmental cleanup and environmental justice/social equity projects throughout California. Our innovative approach adheres to the following practices that have been developed over the past 20+ years of doing business:

- **Front-loaded Process:** An investment in early outreach is the singular most effective way to manage inevitable conflict, gain trust, be responsive where appropriate and possible, and develop mutually agreeable outcomes. Initial outreach also informs overall approach, helps us shape key messages, and design an outreach process that works for the community.
- **Stakeholder Mapping:** Identifying all individuals/organizations that have an interest in the project outcome and categorizing them according to their level of interest and influence makes it possible to prioritize resources and maximize outcome.
- **Cohesive Messaging:** Equally important, is agreeing as a project team on messaging to ensure that all parties are stating the same goals, objectives and reasons for environmental assessment, remediation and/or redevelopment.
- **Culturally Relevant Outreach:** Understanding the demographics of each segment of the community allows for the development of a culturally relevant and competent outreach program that promotes inclusivity and equitable project outcomes.
- **Manage Expectations:** Managing expectations and clearly communicating where the public can and cannot provide input avoids stakeholder frustration and outrage. Most projects break down when the public does not understand their role or where they can/cannot effect change.
- **Manage Conflict (conflict resolution):** Appropriately managed conflict – recognizing and dealing with disputes in a rational, balanced and effective way – can create an environment and dynamic where people are able to think creatively with ideas and outcomes that benefit the community.
- **Clearly Defined Milestones and Input Opportunities:** Clearly communicating the project trajectory, schedule and known milestones, and defining opportunities and timeframes for public input and following up to illustrate how input was or was not incorporated are important to manage public perception.
- **Personal Relationships:** Showing up in-person and meeting people that may be impacted by a

OUR PROCESS

Collaboration is a key part of our approach to developing successful communications strategies. Maintaining an open dialogue helps us integrate the values of diverse stakeholders into project outcomes.



1. Define Goal



2. Identify Audiences & Issues



3. Develop Messaging



4. Utilize Effective Channels



5. Measure Results & Refine Strategy

potential project goes a long way to gain trust, make people feel heard, and personalizes a project. There is no substitute for in-person meetings and relationship building.

- **Clear Project Roles and Responsibilities:** Defining project team roles and agreeing on internal communications protocols avoids confusion, saves time, and provides consistency when responding to the public, which in turn builds trust.

Craig Comm takes a grassroots approach to community outreach making it easy for the public to participate in projects. Some of the more innovative and culturally sensitive techniques we have used on projects include:

- **Electronic/Hybrid Public Participation:** Allowing the public to participate in community meetings electronically has become increasingly common after COVID-19. However, not everyone has access to a stable internet connection. As such, using various virtual techniques or hybrid in-person and online formats, supplemented with traditional outreach, allows greater participation from all segments of the community.
- **Presence at Local Events:** Staffing project information booths at local events including farmers markets and art walks, coupled with regular attendance at key community meetings, establishes a project point-of-contact and demonstrates interest in the community which leads to relationships and trust.
- **Pre-existing Meetings:** Attending pre-existing meetings to provide project information is an easy way to get the word out where people are already gathered.
- **Social Media:** Designing and executing social media campaigns using NextDoor, Facebook, Instagram and Twitter to provide easily understood information that can be re-posted to gain further reach in the community.
- **Electronic Surveys:** Providing online surveys to gauge community interest, prioritize areas of interest, and determine the best outreach techniques expands the possible level input received in addition to just traditional hard copy surveys.
- **Strategic Partnerships:** Partnering with local schools and non-profits to provide information and get project information to key community influencers which allows them to send it to their constituents.

SCOPE OF WORK

Craig Comm's scope of work described below offers an approach to preparing and implementing a CEP for the City of South Gate's EPA Community-Wide Assessment Grant. This scope of work covers outreach associated with the Grant implementation period through October 31, 2025.

TASK 1 – KEY MESSAGES / COMMUNITY ENGAGEMENT PLAN

In coordination with the City's Brownfields Project Team, Craig Comm proposes to develop key messages, which will serve as the foundation of the CEP and be used in all communications. These messages will clearly articulate the purpose of the Grant and brownfields assessment process, how property owners and the community can participate in the process and next steps. The key messages will be incorporated into a CEP that will include a variety of outreach tactics to help establish project understanding, clear guidelines for when and how to provide feedback and encourage property owners to participate in the brownfields assessment process.

Task 1.1: Project Kick-off Meeting

To better understand the City of South Gate's engagement goals for this project, Craig Comm proposes a

project kick-off meeting with two Craig Comm staff and representatives from the City of South Gate, RSG and the technical consultant that will be implementing environmental activities associated with the Grant. The initial meeting will allow Craig Comm to better understand the City's goals, past interactions with its stakeholders and known barriers to participation so that we can develop tailored key messages, a multi-faceted CEP, and appropriate communications collateral.

Deliverables: Project kick-off meeting within 7-14 days of the Effective Date of the contract.

Task 1.2: Key Messages

To create meaningful and memorable key messages, Craig Comm proposes the following:

- Identify/confirm major stakeholders and their areas of interest, motivation and known barriers to participation so that messages will resonate with them.
- Prepare draft key messages that focus on how property owners can have their property considered for environmental assessments and how the community can provide feedback on the prioritization of assessments so that they have a say in how their community is shaped by Grant activities and potential future redevelopment work.
- Proactively addresses community concerns and barriers to entry.
- Substantiate main points with supporting details.
- Tailor messages for individual stakeholder groups.
- Test messages on the Brownfields Project Team and the public and refine messages, as needed.

Getting the right information to the right people at the right time is a vital component of any winning marketing and outreach campaign.

Deliverables: Key messages tailored for major stakeholders.

Task 1.3: Community Engagement Plan

Working with the Brownfields Project Team, Craig Comm will develop a CEP that will clearly articulate a culturally sensitive engagement strategy that puts tactics and timing in a living document. The CEP will outline project objectives, community demographics, key communications, target audiences, the overall narrative and supporting messages and include:

- **Tactics** – Direct, specific actions we will take to reach our target audiences and reinforce the goal of disseminating accurate information on the Grant process, areas where the community will have opportunities to provide input, and follow-up communications so the community can track the City's progress.
- **Timelines** – Specific dates identified for each tactic with some activities bundled to get information out quickly.
- **Assignments** – Who is taking the lead, who needs to sign-off, and who is executing in the field.
- **Key Performance Indicators (KPIs)** – Metrics used to measure outputs and outcomes to define success and set benchmark tracking.

Tactics that will be used include:

We excel at increasing project awareness, understanding and participation by using a combination of traditional and digitally inclusive outreach tactics.

- **In-Person and Virtual Meetings/Briefings** – Briefings with key stakeholders and organizations to explain the Grant and environmental site assessment/cleanup process, discuss areas for property owner and/or community input, and keep stakeholders apprised of progress/next steps. Briefings will be a combination of attending pre-existing stakeholder meetings, attendance at community events, such as farmers markets, and scheduling new briefings. Key messages and tactics used would vary based on the audience Craig Comm is speaking to. Project fact sheets would be available as a leave-behind at these meetings.
- **Public Meeting(s)** – To increase project understanding, participation and support, Craig Comm recommends holding at least one public meeting in a hybrid in-person/virtual setting to announce the Grant, describe the process and opportunities for input, accept input on prioritization of sites and let both property owners and the larger community know how they can continue to participate and receive updates on the process.
- **Council/Agency Updates** – Updates at City Council and other agency meetings on the progress of implementation of the Grant and next steps. As part of these briefings, outreach activities will be summarized. Agencies involved can including the EPA, state regulatory agencies such as the Department of Toxic Substances Control Board and Regional Water Quality Control Board, the South Coast Air Quality Management District, and the Los Angeles County Economic Development Corporation.
- **Media Outreach** – Craft talking points and press releases and work with City representatives to distill these through the local paper, TV and radio media outlets to ensure a City-wide understanding of the Grant and environmental assessment process. Media can be used to announce the public meeting, if appropriate, and also provide key updates on the process and major milestones completed, such as clearing a property for future affordable housing or commercial redevelopment.
- **Website** – Develop text and graphics for a webpage on the City of South Gate’s website that provides an overview on the Grant and the project, details the property environmental assessment process, explains how both property owners and community members can get involved, lists upcoming outreach, and provides a timeline of next steps. The website will act as an online repository and include past meeting presentations, summaries and recordings.
- **Social Media** – Use social media and tap into existing networks to grow project awareness, inform the community of upcoming meetings, encourage property owners to participate in the process by promoting the positives of having a Phase I environmental assessment of their property, etc. Recommend pushing social media updates via the City’s Facebook, Instagram and Twitter accounts and using the City’s YouTube account as the repository for meeting recordings.
- **Quarterly Email Updates** – Develop stakeholder list and content for quarterly email updates that will provide a regular touch point for interested stakeholders on the status of the project, next steps and outreach opportunities.

Deliverable: A detailed CEP that includes situational analysis, community profile, phases of outreach, key audiences, tactics and timeline for all communications activities. At a minimum, the CEP will be refreshed annually and based on project milestones.

TASK 2 – PROJECT COLLATERAL

Taking the key messages and overall narrative developed as part of the CEP, Craig Comm will weave that into a variety of project collateral that will be targeted for specific outreach tactics and audiences. Craig Comm will also develop a stakeholder database which will be regularly updated. Targeted communications will be crafted based on the type of stakeholders included in the database.

Task 2.1: Stakeholder Database

Working with the Brownfields Project Team, Craig Comm will develop a stakeholder database that will be updated throughout the lifetime of the project. This database will include stakeholders already identified by the City of South Gate as well as new stakeholder opportunities as identified by Craig Comm, including local and regional officials, local businesses and organizations, advocacy groups, and the larger public. The database will also be updated based on stakeholder outreach conducted, including from sign-in sheets during public meetings, phone calls, emails and other correspondence. As part of the database, an email distribution list will be created and maintained.

Deliverables: Stakeholder database and project email list that is updated monthly and shared with the Brownfields Project Team.

Task 2.2: Project Collateral

Upon finalizing the key messages as part of the CEP, Craig Comm proposes creating the following communications collateral to facilitate outreach and encourage participation in the brownfields assessment process. All externally facing collateral will be translated into Spanish to support community-wide understanding.

- **Fact Sheet/Brochure:** Develop a project-specific fact sheet/brochure template that can be left behind at meetings, events or canvassing/tabling efforts. The document would provide an overview of the Grant and brownfields assessment process, describe how property owners and other stakeholders can participate, discuss next steps and provide a point-of-contact for questions. A call-out box would include information on any upcoming public meetings or key outreach that can be easily updated throughout the lifetime of the project. The fact sheet will be written in simple language with graphics to facilitate understanding.
- **Meeting Talking Points:** Develop a set of talking points for use at stakeholder and public meetings that describe the overall process, areas for input and how property owners can sign up to have their property assessed. Talking points will be written in simple, jargon-free language and targeted as needed to reflect the interests of stakeholders for each meeting.
- **Meeting Materials:** Develop meeting invites, sign-in/sign-up sheets, poster boards and other collateral as deemed appropriate to support a successful meeting.
- **Presentations:** Create a presentation template that can be used for in-person or virtual meetings that provides an overview of brownfields, redevelopment and the EPA program; discusses the City of South Gate's current Assessment Grant project and approach, provides an overview of desired outcomes, and discusses how both property owners and the larger community can be involved in the process. The presentation will be written in simple language with graphics and maps to facilitate understanding. Presentations will be updated or modified as needed to reflect the interests of stakeholders at each meeting.
- **Graphics/Maps:** Create maps and other graphics to support community understanding of Grant and assessment process.
- **Quarterly Email Updates:** Develop a template for quarterly email updates that provide a project

overview, current status, next steps and any upcoming outreach opportunities. These will be distributed to interested stakeholders to keep them informed of the project progress and remind them of the point-of-contact to call with questions.

- **Frequently Asked Questions (FAQ):** Develop a FAQ that contains the top 10 to 15 questions that the public is likely to ask, and concise responsive answers that are tied to key messages and encourage participation in the program.
- **Contact Log:** Maintain a contact log that documents all stakeholder interactions including meetings, events, tabling efforts, mailings and area canvassing. Interactions will note any questions and/or comments received to provide an accurate history of stakeholder feedback.

Deliverables: Presentations, fact sheets/brochures, graphics/maps, FAQs, meeting materials/talking points, email updates and distribution list, contact log.

TASK 3 – WEBSITE, SOCIAL MEDIA AND PRESS RELEASES

Having a robust online, social media and media relations plan in place will provide the City with the opportunity to reach additional stakeholders across the City and inform them/encourage their participation in the Grant assessment program.

Task 3.1: Project Website

Develop a project-specific webpage on the City's website with clear, engaging copy that provides a high-level overview of the project, discusses how property owners and the larger community can get involved, includes an FAQ section that can be updated regularly based on the frequent questions encountered during outreach, a community engagement section that includes upcoming meeting notifications and past meeting recordings, an online project document repository and a point-of-contact to call for questions or next steps in participating in the program.

Deliverable: Project-specific webpage content with monthly refreshes to key sections such as the community engagement or current project status.

Task 3.2: Social Media

Working with the City's social media team, Craig Comm will pull analytics on the City's existing follower base and top performing content to better understand who from the community engages online and what resonates most with them. Craig Comm will then develop a social media content calendar that will identify social posts and timing to align with outreach activities, such as public meetings, and project milestones, such as completion of a certain number of Phase 1 ESAs or movement into the next phase of the project. Craig Comm will assist with posting to the City's Facebook, Twitter and Instagram as needed and work with City staff to upload meeting and other outreach recordings to the City's YouTube page. Social media posts will be noted in the project contact log with a summary of post metrics and other relevant performance indicators. These will be used to adjust future social media content to ensure it remains relevant and engaging to the City's online audience.

Deliverables: Social media content calendar and posts. Social media metrics incorporated into the project contact log.

Task 3.3: Media Outreach

In coordination with the City, Craig Comm will develop press releases and media advisories and conduct regular media outreach to key reporters to establish a rapport with them and ensure they understand the EPA Grant and brownfield assessment process and opportunities for community input. Media

advisories will outline upcoming community meetings and press releases will highlight key project milestones that have been achieved. Media outreach activities will include:

- Identifying the appropriate media outlets and reporters
- Preparing and distributing media advisories and press releases
- Establishing a media point-of-contact for the project
- Preparing and distributing community meeting reminders
- Responding to reporter inquiries
- Encouraging event attendance and media coverage
- Conducting follow-up calls and emails as needed

Deliverables: Develop 1-2 media advisories and 1-2 press releases; earned media in local newspaper, TV and radio outlets in response to media outreach; contact log summarizing media outreach and response; summary of earned media.

TASK 4 – STAKEHOLDER OUTREACH

Getting the right information to the right people is a vital component of this outreach and is one of the best ways to build project understanding and trust. Craig Communications proposes briefing a variety of stakeholders to ensure the brownfields assessment program is understood by both potential property owners who may be interested in participating in the program and the larger community so that they can provide input into what sites should be prioritized for assessment and ultimately redevelopment.

Task 4.1: Point of Contact

To establish a trusted and responsive source of information, Craig Comm proposes to serve as the primary point of contact for all stakeholder communications. To facilitate this, contact information for the Craig Comm Project Manager will be included at the end of all communications materials and business cards will be distributed at all in-person events or briefings. The Craig Comm Project Manager will then triage inquiries and route those to the appropriate individual for follow-up, as needed.

Deliverables: N/A

Task 4.2: Stakeholder Briefings/Community Meetings/Events

Craig Comm will leverage our understanding of the project along with our and the City's established relationships with key stakeholders including local and regional officials, local businesses and organizations, advocacy groups and the larger community to inform them of the grant, the site selection and environmental assessment process, areas where public input can be provided to prioritize sites for assessment and opportunities for property owners to have their property included in the site selection/assessment. Outreach will include hosting up to 12 stakeholder meetings and/or attendance at community events, such as farmers markets. We will attend pre-existing virtual and/or in-person meetings or table at pre-existing events wherever possible to help reduce overall costs associated with outreach, but this scope does include at least 1 hybrid public meeting (in-person meeting with Livestream component) to provide the opportunity to connect with all property owners, residents, businesses and other interested stakeholders in the EPA assessment area. We will also work with the project team to identify other cost efficiencies that allows for flexibility in the budget to cover costs associated with refreshments, childcare, gift cards or other items that would encourage attendance and participation at these events.

A combination of meeting notices, social media/website posts, media outreach, and, if appropriate, area

canvassing will be used to notify stakeholders of upcoming outreach opportunities. When not attending a pre-existing meeting, Craig Comm will handle all meeting logistics and facilitate the meeting to ensure a productive conversation. All meeting materials will be translated into Spanish and Spanish interpretation will be available. At a minimum, the public meeting will be recorded and available online afterwards for those unable to attend. Meeting summaries will be provided after each meeting or event and interactions will also be included in the project contact log.

Deliverables: Up to 12 stakeholder meetings and/or attendance at community events. Meeting logistics, collateral, facilitation and notes as needed, depending on the meeting type/venue.

Task 4.2: Culturally Sensitive Outreach

Craig Comm specializes in engaging disadvantaged or marginalized communities in a culturally competent and sensitive manner. In approaching this outreach, we will be mindful of the large Spanish-speaking population in the community and translate all materials into Spanish. In-person and virtual meetings/events will include both English and Spanish-speaking communications representatives and interpreters will be on-hand to provide simultaneous interpretation to stakeholders who are more comfortable receiving information in Spanish.

We will also be mindful of Los Angeles County's digital divide – while virtual and social media engagement may work for one group, relying solely on digital communications to reach residents in neighborhoods with limited access to broadband contributes to and perpetuates long-standing socio-economic inequalities among historically underserved communities. Recognizing that residents of those neighborhoods may need area canvassing, coffee/kitchen table conversations or translation/interpretation services to help them understand the site prioritization and brownfields assessment process is the first step in ensuring equitable engagement. By tailoring the message and communication method for each stakeholder group, we will ensure greater understanding and participation so that all members of the South Gate community have an opportunity to participate and provide meaningful input in the process.

Deliverables: Translation services, English-Spanish bilingual staff, use of interpreters for in-person events, tabling or canvassing, as needed.

Task 4.3: City Council Quarterly Updates

City staff will provide the Council with quarterly updates on the status of the project at regularly scheduled public City Council meetings. Craig Comm will assist City staff in preparing presentations, talking points and/or Council briefing packets to support efforts to keep Council informed and supportive of the site prioritization and assessment work being conducted. Craig Comm staff will also attend these meetings, be available to answer outreach-related questions and to take notes/track action items to ensure the Council's requests are adequately addressed.

Deliverables: Presentations, talking points and/or Council briefing packets to support quarterly updates. Attendance at Council meetings and follow-up as needed.

Task 4.4: Contact Log/Outreach Report

Maintain a project contact log that documents all stakeholder interactions, including project meetings, updates, briefings, events, tabling, canvassing, etc. Interactions will note any questions, concerns and input received and how they were addressed. The log will be included as an appendix in an outreach report prepared at the end of the project that includes a narrative summary of the outreach process

highlighting the various outreach activities and how stakeholder input was incorporated into the decision-making process to prioritize sites for assessment to support the City's redevelopment needs. The document will be shared with the EPA, City Council and other local and regional leaders to document that a meaningful and holistic outreach process was conducted.

Deliverables: Project outreach report and associated contact log.

COSTS

Below please find a schedule of fully burdened hourly rates for all staff that will have a role in this project. Based on these rates, the estimated cost to implement the above-described scope of work is \$52,810 as shown in the detailed cost estimate included in Attachment B. This estimate includes hours assigned to staff to complete the various tasks. We will work with the project team to provide a refined budget after the project kick-off meeting that will be adjusted based on further discussions on the scope and timing of specific outreach activities and will include costs associated with refreshments, childcare and other items to support strong attendance and participation at community events/ meetings.

Category	Hourly Rate	Personnel
Principal	\$250	Tracy Craig Mike Barnes
Senior Project Manager	\$225	John Promani Andrea Garcia (bilingual)
Project Manager	\$195	Sarah Craig Greg Townsend Rebecca Crump
Community Relations Specialist	\$175	Aerielle Brackett Jessica Jones
Graphic Design	\$135	--
Administration	\$125	--

DIVERSITY SPEND

Craig Comm is certified as a disadvantaged, small, women-owned business by the State of California, California Public Utilities Commission, and the Women's Business National Enterprise Council. We only use small, diverse vendors and provide mentorship to diverse firms to help them get certified where appropriate. Additionally, recognizing that cash flow is crucial to diverse, small businesses we pay all of our bills within 48 hours of receipt.

ATTACHMENT A – RESUMES



Tracy Craig

Awards

- 2016 Enterprising Business Woman of the Year
- 2016 Women to Watch
- 2017 EY Woman of the Year
- 2015/16 PG&E Diverse Supplier of the Year

Affiliations

- IAP3 member
- Board Member, Girls Inc. Alameda County
- Board Member, Oakland Jobs and Housing Coalition
- Board Member, Unity Council

Experience

Principal

Craig Communications
Oakland, CA
2010 - present

Public Participation Manager

Cal EPA
Berkeley, CA
1990 – 1999

Education

San Diego State University
B.A. in Journalism and Psychology, 1984

- Leading public affairs strategists with 30 years' experience building community consensus, fostering public dialogue and establishing goal-oriented local coalitions
- Managed and facilitated over 1,000 public meetings; run long-term stakeholder advisory boards; and negotiated with numerous groups and organizations to find common ground and move projects ahead
- Designed and implemented over 300 community relations programs for technically complex, multi-stakeholder infrastructure, construction, and transportation projects
- Trusted authority on grassroots community outreach and incorporation of culturally sensitive outreach tactics into outreach programs
- Adds dimension to outreach by using storytelling and campaigns to bring projects to life
- Skilled communications trainer with a focus on tone, delivery and body language
- Widely respected for her work in developing community benefit packages that provide access to wealth-generating opportunities for marginalized communities and innovative jobs policies that put chronically unemployed, under employed and formerly incarcerated individuals back to work

- Founder/owner responsible for managing a public affairs agency with annual revenues in excess of \$3 million specializing in providing community education and engagement services for large, technically complex land use projects. Serve public-sector, private-sector and non-profit clients, hiring, training and mentoring staff, overseeing strategy and execution for large-scale transportation, infrastructure, environmental remediation, master planning and construction projects, and giving back to the community. Clients include: Stanford University, UC Berkeley, East May Municipal Utilities District, Alameda Transit, Bay Area Rapid Transit, Trammel Crow Holdings, Lennar Urban, KB Homes, Caltrans High-Speed Rail, General Electric, BioMarin, Genetech, Facebook, Ford Motor Company and multiple municipalities.
- Played instrumental role in developing and expanding state public participation program in support of the cleanup of hazardous waste sites - a program that still serves as the prototype for public participation.





John Promani

Experience

Communications Director

Craig Communications
Oakland, CA
2013 - present

- Manage the planning, development and execution of multi-faceted communications plans and public engagement strategies for transportation, environmental remediation, public utility and real estate development projects including the creation and execution of award-winning outreach strategies, preparation of collateral materials, facilitation of meetings, and management of junior staff.
- Manages remediation and transportation communication projects with an estimated construction total cost of \$300 million
- Facilitate the Implementation of strategic communication tools to increase public participation and raise project awareness through information hotlines, project specific websites, social media campaigns, in-person briefings and grassroots outreach.
- Conduct staff/stakeholder surveys and interviews to gather insights into communications goals, key messages and dissemination methods for future communications for projects targeting a range of 30 to over 5,000 stakeholders.
- Coordinate with local regulatory and government agencies to secure project understanding, input, and ongoing support.

Associate Writer / Program Coordinator

California Institute for
Biodiversity
Moraga, CA
2008 - 2013

- Developed curricula for and managed over 15 teacher professional development courses that highlighted climate change impacts and wildlife management techniques while set in open space settings throughout California.
- Developed K-12 hands-on science activities and multimedia using state-specific examples to help explain complex scientific concepts, reaching over 300 students.
- Editor of quarterly e-newsletter reaching 1,000 donors and educators statewide.
- Prepared reports summarizing stakeholders affected, best practices implemented, and lessons learned as part of grant reporting requirements for professional development funding.



Education

University of California,
Berkeley
B.A. English, 2008
Berkeley, CA

Additional

Proficient in Microsoft
Office, Adobe Creative Suite,
Squarespace, Go Daddy,
HTML, Salesforce.

- Proven expertise in leading the development and execution of communications strategies and content across multiple platforms to diverse target audiences for infrastructure and transportation projects
- Adds dimension to outreach by using storytelling and campaigns to bring projects to life
- Skilled at building media relationships, drafting media materials, and developing and pitching news stories
- Excellent communicator with unique ability to make technically complex material understandable
- Skilled at developing community partnerships, facilitating community meetings and conducting grassroots outreach
- Solid understanding of how to complete complex projects while promoting a positive, team-oriented work ethic



Andrea Garcia

- Proven expertise in leading the development and execution of communications strategies and content across multiple platforms to diverse target audiences
- Native Spanish speaker practiced in working with Latinx communities to garner understanding and support for technically complex infrastructure projects
- Noted expert on best practices for engaging the Latinx community including culturally relevant tactics to earn trust and support
- Excellent storyteller in the dimension of outreach using storytelling and campaigns to bring projects to life
- Skilled at building media relationships, drafting media materials, and developing and pitching news stories

Experience

Project Manager

Craig Communications
Oakland, CA
2015- present

- Specializes in developing and executing programs to increase the involvement of the Latinx community
- Implements culturally sensitive outreach strategies to increase involvement of underserved communities
- Excels at oral and written communications and making technically complex subject matter understandable and engaging
- Skilled at building and managing media relationships and providing media-ready stories
- Trains and develops spokespeople across the organization, drafting talking points and materials that have tailored messages for unique audiences



Education

Touro University
MBA, 2016

California State University, Sacramento
B.A. Communications Studies and Public
Relations, 2005, Sacramento, CA



Mike Barnes

- Excels at developing comprehensive programmatic campaigns by identifying the areas of risk, developing communication strategies to address stakeholder needs, and developing effective methods to mitigate and manage potential issues
- Skilled at forming, facilitating, and participating in working groups to enhance community understanding and support of large projects to diverse target audiences
- Extensive technical background combined with unique ability to communicate complex material in an understandable manner
- Recognized expertise in project management, client interaction, and stakeholder engagement
- Over 23 years of experience in maintaining project deliverable schedules for large and complex projects

Experience

Managing Director

Craig Communications
Oakland, CA
2022 - present

Principal Environmental Scientist/Program Mngr.

Wood Environment &
Infrastructure Solutions, Inc.
Oakland, CA
2002 - 2022

Environmental Scientist

Uribe & Associates
Oakland, CA
1998 - 2002

- Managed multiple high-profile investigation and remediation projects from both the public and private sector, including commercial clients, public utilities, the Federal Government, industry, and real estate developers.
- Facilitated the planning, development, and execution of public engagement strategies for environmental remediation, public utility and real estate development projects including the creation and execution of outreach strategies and preparation of collateral materials (fact sheets, notices, websites, presentations, etc.).
- Participated as a subject matter expert in various virtual and in-person community outreach meetings to enhance community understanding and support for large scale projects targeting up to 2,500 stakeholders.
- Established beneficial relationships with local regulatory and government agencies to enhance project understanding, input, and ongoing support.
- Performed Phase I environmental site assessments, developed site characterization and Phase II investigation strategies, analyzed site characterization data, assessed risks to human and ecological health and the need for remediation, developed mitigation strategies for minimizing risk, developed remediation cost estimates, and obtained regulatory closure or approval for development.
- Developed and implemented remediation programs to address soil, groundwater, and soil vapor issues.
- Responsible for development of feasibility studies, investigation work plans, monitoring reports with oversight by USEPA, California RWQCB, DTSC, and various county and city agencies.
- Developed and presented curricula for a nationally recognized training program that provides career pathways for historically underserved San Francisco residents.

Education

University of California,
Berkeley
B.S., Conservation &
Resource Studies, 1997
Berkeley, CA

Additional

Certified Erosion Sediment
and Storm Water Inspector,
US, 1757, Proficient in
Microsoft Office Suite, OSHA
40-hour training, OSHA
Supervisor training





Marie Rainwater

Affiliations

- Association for Dispute Resolution, Northern California (past Vice President)
- Association for Conflict Resolution
- International Association of Facilitators
- International Association of Public Participation
- US Institute for Environmental Conflict Resolution's National Roster of Environmental Dispute Resolution and Consensus Building Professionals

Experience

Principal Facilitator

Craig Communications
Oakland, CA
2010 - present

- Managed and facilitated hundreds of public meetings, run long-term stakeholder advisory boards and negotiated with people in extreme emotional circumstances to find common ground and consensus
- Adroit at de-escalating confrontations and keeping discussions focused on mutual goals and finding solutions
- Skilled at conducting stakeholder assessments and implementing process improvement recommendations that establish meeting ground rules and facilitation methods to ensure productive meetings
- Adept at finding common ground between disparate stakeholders in politically or emotionally charged environments to help move projects forward
- Skilled communicator with a focus on tone, delivery and body language
- Skilled communications trainer with a focus on tone, delivery and body language
- Widely respected for her understanding of complex regulatory and environmental systems and how to effectively increase positive collaboration among different stakeholders with competing viewpoints and goals

Education

San Francisco State University
M.A. in Women Studies, 2001

California State University, Fullerton
B.A. in Liberal Studies, 1991





Sarah Craig

- Exceptional written and verbal communicator with ability to make dense information accessible
- Proven expertise in leading results-driven media, social media, public affairs campaigns
- Proficient public speaker specializing in approachable, diplomatic and tactful communication
- Ability to thrive in fast-paced corporate, non-profit and government environments

Experience

Project Manager

Craig Communications
Oakland, CA
2021 - present

- Manage the planning, development and execution of multi-faceted public engagement plans, utilizing media relations, social media campaigns and grassroots strategies to target traditionally disadvantaged and underrepresented populations.
- Operate social media accounts with the goal of facilitating authentic two-way conversation – proven ability to raise engagement, reach, name recognition across platforms amongst key audiences.
- Serve as conduit for public and private stakeholders to ensure the distribution of timely information and overall project success.
- Coordinate with local regulatory and government agencies to secure project understanding, input and ongoing partnership and communications.

Senior Associate

Mission North
Oakland, CA
2019 - 2021

- Conducted media relations and forged relationships with influential business and tech reporters, resulting in placements in The Wall Street Journal, The New York Times, The Washington Post, NPR and more.
- Secured high-profile speaking engagements and prepped clients for said engagements, including Brainstorm Fortune, Wall Street Journal Live and TechCrunch Disrupt.
- Established digital brand voices and managed social media for several clients, resulting in increased engagement and reach across social platforms.
- Researched and formulated recommendations for opportunities to establish clients as industry leaders and influencers.

Public Affairs Practitioner

Lane Regional Air Protection
Agency
Springfield, OR
2017 - 2019

- Managed social media accounts, specializing in translating technical and scientific information into informative and entertaining content. Twitter followers increased by 109% and Facebook engagement increased by 151% under my management.
- Conducted local media relations, including distributing press releases and public service announcements to various different demographics.
- Planned and executed multiple events that exceeded our goal attendance and engagement benchmarks.



Education

University of Oregon
B.S. Public Relations, 2018
Minor Business Administration
Eugene, OR

Additional

Proficient in Microsoft Office, Adobe
Creative Suite
Certified in Cisco Communications
Cloud and Google Data Analytics



Gregory Townsend

- Public information professional with over 15 years of experience in facilitating communication between government organizations, media and the public.
- Extensive experience in public relations, public policy and government relations, with a focus in results-driven campaigns and grassroots advocacy.
- Excellent communicator with ability to connect with traditionally difficult-to-reach groups.
- Demonstrated ability in establishing, developing, and maintaining contact with media, professional and civic organizations and special interest groups.
- Competent in preparing press releases, agency newsletters, stories and talking points that align with executive direction.

Experience

Project Manager

Craig Communications
Oakland, CA
2021-Current

- Manage the planning, development and execution of multi-faceted public engagement plans using grassroots outreach and in-person field support to encourage participation from community stakeholders
- Facilitate logistics for in-person and virtual public meetings, including securing and managing vendors, tracking invites/attendance and distributing summaries
- Establish positive relationships and build trust with hard-to-reach stakeholders

Outreach Specialist

Supportive Services for Veteran Families (SSVF)
Oakland, CA
2019 - 2021

- Provided outreach services throughout Alameda County to identify and engage veterans and their families who are most in-need and hard to reach.
- Networked with local and regional service providers and other community organizations who serve homeless individuals and families.
- Educated homeless veterans on Swords to Plowshares and other service providers, on program criteria, build and maintain these relationships, and provide additional support as needed.
- Educated homeless providers and the general community about the (SSVF) program through informational events.

Public Information Officer

The City of San Francisco, Public Works
San Francisco, CA
2014-2018

- Implemented, enforced and educated various internal and external stakeholders on public works policy, methods and procedures.
- Managed community concerns, deploying specific public works resources as needed
- Organized community meetings with stakeholders, city officials and residents.
- Conducted city-wide and zone-specific outreach, enforcement and inspections
- Collaborated with agency supervisors to perform monthly compliance inspections.

Education

California State University, San Bernadino
B.A. Communications
M.A. Communications Studies
San Bernadino, CA
San Jose Police Academy
Police Recruit
San Jose, CA

Additional

Proficient in Research, Broadcast Facilitation, Videography, Public Information Strategies, News Coverage Coordination and Media Training and Consultation





Rebecca Crump

- Expert at providing field outreach, conducting door-to-door canvassing and quickly connecting with a variety of stakeholders
- Proven experience in providing community relations support, while managing and anticipating community concerns efficiently
- Event management skills including ability to juggle multiple tasks simultaneously and under pressure
- Empathetic communicator skilled at building trust and project support
- Excels at completing project tasks while promoting a positive, team-oriented work ethic

Experience

Project Manager

Craig Communications
Oakland, CA
2015 - present

- Communicate technical information to general audiences in support of transportation, public utility, remediation and real estate development projects to garner input and project support
- Serve as on-site community liaison on active construction projects to address community questions and resolve concerns in real-time
- Develop effective presentations, briefing materials, fact sheets, construction notices and press releases
- Facilitate logistics for in-person and virtual public meetings, open houses and stakeholder briefings, including securing venues, managing vendors and providing logistical support during meetings
- Implement social media strategies and manage project webpages to engage audiences across traditional and new media
- Facilitate local hiring program, including partnering with governmental workforce development agencies and community nonprofits to secure successful candidates and improve employee training programs
- Establish positive relationships with community stakeholders/organizations and engender trust

Human Resources Manager/Service Coordinator

Sun Light & Power
Berkeley, CA
2005 - 2015

- Led community outreach and recruiting events to attract top talent in partnership with local hiring agencies, workforce development agencies and training programs
- Managed all on-boarding and compliance paperwork
- Created the Affirmative Action Policy/Plan and acted as the Benefits Administrator for medical plans, 401k and other supplemental insurance offerings

Education

College of Alameda
Human Development
Services Certification, 2005
Alameda, CA

Grinnell College
B.A. Anthropology, 1998
Grinnell, IA

Additional

Proficient in all Microsoft Office programs, Adobe Creative Suite, Salesforce, Eventbrite, Paperless Post. Conversational Spanish and Mohawk language skills.





Jessica Jones

Experience

Project Manager

Craig Communications
Oakland, CA
2020 - present

Development and Communications Coordinator

Salesian College Preparatory
Richmond, CA
2018 - 2019

Digital Inclusion Fellow

NTEN: The Nonprofit
Technology Network
Oakland, CA
2017 - 2018

- Proven ability to create digitally inclusive and accessible public outreach programs to accommodate local populations
- Highly experienced creating citizen participation tools including surveys, brochures, flyers, newsletters, fact sheets
- Skilled at events management including planning and logistics
- Ability to establish strong working relationships with local government officials, civic leaders, media and other stakeholders.
- Website creation including participatory tools to enhance and increase community engagement

- Conduct strategic outreach to key stakeholders in support of environmental remediation and real estate development projects, including advance grassroots outreach, community check-ins, and on-site field support during construction.
- Coordinate logistics for both in-person and virtual public meetings / community event, including securing venues, managing event vendors and providing technical support during meetings.
- Develop and design accessible and engaging project collateral, including newsletters, fact sheets, media advisories and site signage.
- Designed marketing materials for online and print publications i.e. brochures, admissions packet, social media and print advertising, Constant Contact email marketing, etc.
- Coordinated with local media and vendors for on-campus events and news coverage.
- Performed website maintenance to align with school's needs and to inform current and prospective students and donors.
- Provided technology access and education to underserved communities in Oakland, Hayward, and Richmond by serving seniors and adults within four churches, a senior assisted living unit, and key local organizations i.e. libraries and tech nonprofits.
- Built capacity, trust and comfort with technology within community members through active listening and surveying to learn and address their needs and concerns.
- Designed outreach materials to promote the technology education and access programs to local community members and organizations.
- Partnered with key stakeholders Values Partnerships, Jesse Jackson's RainbowPUSH Coalition, and Google to advocate for community needs during stakeholder meetings, presentations and brainstorm sessions.

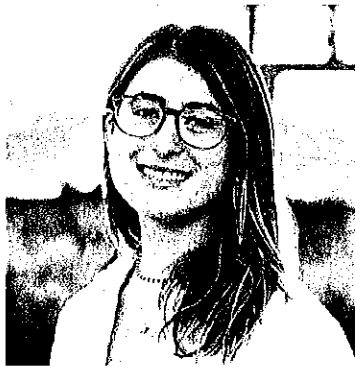
Education

University of California,
Santa Cruz
B.A. Literature and
B.A. Digital Media, 2014
Santa Cruz, CA

Additional

Proficient in Microsoft
Office, Adobe Creative Suite,
Squarespace, HTML.





Aerielle Brackett

Experience

Community Relations Specialist

Craig Communications
Oakland, CA
June 2021 - present

- Skilled at developing outreach materials for a wide variety of remediation, infrastructure and redevelopment projects and communicating with diverse audiences
- Diligent work ethic with keen attention to detail to ensure collateral materials are thorough and meet specific project goals
- Specializes in effective communications marketing, advertising, and outreach; environmental science and environmental policy; and just means of interacting with and engaging local communities
- Ability to manage complex projects in a fast-paced work environment both in a team and individually

Ad Traffic Operations Manager, Social Media Intern

UCLA Student Media
Los Angeles, CA
2019 - 2021

- Assist in the design and execution of communications plans and public engagement strategies for environmental remediation, public utility and real estate development projects.
- Work under the direct supervision of the Communications Director and individual project managers on project-specific tasks to ensure high-quality deliverables are provided in a timely and professional manner.
- Prepare collateral materials (fact sheets, notices, websites, presentations, etc.), plan event logistics, and manage stakeholder records in support of project goals.
- Use graphic design skills to prepare maps, tables, and social media advertising to support larger communication strategies.
- Managed over 200 local clients' digital advertising at Dailybruin.com and Bruinwalk.com and at 25 campus kiosks.
- Corresponded with clients and *Daily Bruin* staff members, tracked advertising metrics, and ensured all ad campaigns met contract requirements.
- Served as the liaison between publishers, editors, and clients to organize advertisements in UCLA's daily newspaper, *The Daily Bruin*, which circulates 9,000 copies across UCLA per day.
- Used graphic design to create advertisements and ad layouts for *The Daily Bruin*.
- Created and implemented social media marketing strategies for local Westwood clients targeting UCLA students.

Education

University of California, Los Angeles
B.A. Communication Studies, Double Minor in Public Affairs and Environmental Systems & Society, 2022
Los Angeles, CA

University of California, Berkeley
Haas School of Berkeley Summer Business Program, 2020
Berkeley, CA

Additional

Proficient in Microsoft Office, Adobe Creative Suite, G Suite, Canva, R Studio.





Attachment B - City of South Gate EPA Community-wide Assessment Grant Community Engagement Services Proposal Costs

Tasks	Project Responsibility:	Principal/Cr alg	Senior Proj Mgr.	Project Mgr.	Community Relations Specialist	Graphic	Administration	Total Labor Hours	Total Labor Costs (\$)	Direct Expenses (\$)	Total Costs (\$)
1	Key Messages / Community Engagement Plan (CEP) Hold project kick-off meeting, develop key messages and CEP	\$250.00	\$225.00	\$195.00	\$175.00	\$135.00	\$125.00				
		2	4	10	0	0	4	20	\$3,850		\$3,850
		2	4	10	0	0	4	20	\$3,850	\$0	\$3,850
2	Project Collateral Develop stakeholder database and project collateral including fact sheet, presentation, talking points, email update template, FAQs, etc.	2	8	32		4	4	50	\$9,580	\$4,000	\$13,580
		2	8	32	0	4	4	50	\$9,580	\$4,000	\$13,580
3	Website, Social Media and Press Releases Develop project-specific website, social media cadence and content and media advisories, press releases and associated outreach		4	24	6		4	38	\$7,130		\$7,130
		0	4	24	6	0	4	38	\$7,130	\$0	\$7,130
4	Stakeholder Outreach Up to 12 briefings or attendance at community events, including 1, City hosted public meeting; City Council quarterly updates; contact log	2	34	50	10		4	100	\$20,150	\$8,100	\$28,250
		2	34	50	10	0	4	100	\$20,150	\$8,100	\$28,250
TOTAL		6	50	116	16	4	16	208	\$40,710	\$12,100	\$52,810

Direct Expenses											
Reproduction of fact sheets / meeting invites / meeting copies		2000									\$2,000
Spanish translation / Interpretation		4000									\$4,000
A/V support for hybrid public meeting		2500									\$2,500
Meeting refreshments, child care, etc. (to be adjusted in final budget after kick-off meeting)		3000									\$3,000
Travel in support of 12 public meetings (\$0.655/mile, RT LA to South Gate)		600									\$600
											\$12,100

REQUEST FOR PROPOSALS – COMMUNITY ENGAGEMENT SERVICES

City of South Gate

Community Engagement Services associated with US EPA Community-Wide Assessment Grant Implementation

City of South Gate is seeking services of a firm who specializes in community engagement in diverse communities to assist the City and selected engineering firm who will be completing the EPA Grant scope of work with an outcome of prioritizing sites for future economic development and affordable housing. Maximum total contract amount for community engagement services is \$53,000.

Due Date: April 17, 2023, by
10 a.m. via email to dfuentes@webrsg.com

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CITY OF SOUTH GATE - US EPA 2023 COMMUNITY-WIDE BROWNFIELDS ASSESSMENT GRANT PROJECT 7



Plan and Project Overview

The City of South Gate adopted an Economic Development Strategy in 2017. To implement the Economic Development Strategy and affordable housing goals, the City is looking to identify all potential sites in the City's commercial and industrial areas and the affordable housing sites identified in the Housing Element. The City of South Gate (City) has been awarded a \$500,000 Community-Wide Brownfields Assessment Grant (Grant) from the United States Environmental Protection Agency (US EPA).

The EPA grant requires a local community engagement plan. The City is seeking an experienced community engagement consultant who has worked in diverse communities. The City is hiring an environmental engineering company who will lead the Community-Wide Brownfields Assessment efforts. The City, community engagement consultant, engineering firm and the City's consultant, RSG, will collectively develop and implement a community involvement strategy that will help inform and guide the results of this effort. The community engagement consultant will lead the efforts to inform the residents of the Grant, facilitate community discussions to assist in obtaining feedback to prioritize sites that have the greatest potential for economic development and affordable housing, and ongoing communications with the community, steering committee and Council on the progress and the results. The US EPA Grant allocates up to \$53,000 to develop and implement a robust community engagement plan. All aspects of the community engagement scope of work, other than refreshments, are to be funded from the \$53,000 budget.

The Grant period is technically from October 1, 2022, to October 31, 2025. However, the final term will be predicated upon the contract negotiation with the separate RFP for engineering services. It is the desire of the City to complete the scope of work of the US EPA Grant.

Community Engagement

Community-based involvement is an important element of the planning process. Public awareness and input will help identify community priorities for near and long-term cleanup and reuse of brownfield sites. As such, outreach techniques that are employed will target broad participation by local stakeholders. This Community Engagement Plan (CEP) serves as a guide for community outreach efforts. The hired consultant will develop the CEP and lead the implementation.

To be able to prepare a CEP, it's important to understand the characteristics of South Gate. The City of South Gate (population 98,500), located in southeast Los Angeles County, is spread over 7.4 square miles, of which 75% is dedicated to industrial uses. There are roughly 34.3 contaminated sites per census tract in the City. In the 1920s, South Gate's agriculture industry made way to sprawl and industrialization, when large manufacturers such as Firestone Tire, A.R. Mass Chemical Company, Weiser Company, and General Motors located their factories to the City. By 1940, the City had over 35 factories, which made South Gate a hub for war industries in response to the demands of World War II. Post war, many manufacturing workers and factories remained in South Gate and the industrial sector continued to flourish for decades until the 1970's when the entire region experienced the effects of deindustrialization, flight of middle-income residents, the emergence of larger and much poorer Latinx households and a substantial increase in overall poverty rates in the city. South Gate became poorer, denser, and experienced disinvestment from 1970 to the early 2000's. The City's population is growing, and housing is at an increasing premium. The City is under extreme pressure and regulations set by the State mandating an increase in the housing supply. As a built-out "inner-ring" suburb, there is almost no undeveloped land in the City and most new housing and commercial development must come from redevelopment, infill, densification, or adaptive building reuse.

Goals of this CEP include:

- Providing timely, project specific information to community members to solicit participation and closely follow project related activities to the maximum extent they desire, and the process allows;
- Providing opportunities for community input that are tailored to the needs and concerns of the community; and
- Ensure that community members are well informed, so that they are knowledgeable about site activities and the Brownfields process.
- As detailed further here, these goals will be achieved by ongoing support and coordination from the City of South Gate's Brownfields Project Team, regular and transparent stakeholder outreach, public meetings or "workshops", and sharing of materials online through the City's website and social media to support expanded information sharing and engagement.

Brownfields Project Team

The City of South Gate is directly coordinating this assessment and revitalization planning effort. The lead department is the Community Development Department under the leadership of Meredith Elguira. On behalf of the City, RSG Inc. is assisting in the grant implementation. The City's Brownfields Project Team also include members of the community stakeholders. This includes:

- South Gate Community Health Action Team
- South Gate Chamber of Commerce
- Tweedy Mile Association
- Los Angeles County Economic Development Corporation

Stakeholder Outreach

The City will continue to solicit feedback from community members and stakeholders as progress in the grant is made. This will be done by providing progress updates quarterly at City Council meetings, hosting up to 12 stakeholder meetings and/or attendance at community events, regular media outreach and creation and maintenance of social media presence. A Spanish interpreter will be present at all meetings. The City will collaborate with and communicate progress to numerous local agencies. Quarterly updates to council will be made at regularly scheduled public meetings and the public will have an opportunity to comment and provide input. Residents will be notified of upcoming meetings through media sources and community notices. Goals objectives and policies will be clearly defined to avoid confusion about the assessment versus future implementation projects. Information and presentation materials will be available in both English and Spanish. All comments relevant to the assessment process will be recorded and shared with applicable stakeholders. The City is open to offering virtual and in-person stakeholder meeting options.

Community input will be considered as a component of creating the site inventory prioritization methodology and completing the priority and non-priority site inventory identification.

Website, Social Media, Press Releases

The selected Community Engagement Consultant will create and maintain the project website, create social media content, and prepare press releases. As the process progresses, a database of contacts will be developed and maintained to assist with communications. This database will contain an email distribution list including local and regional officials, local businesses, and organizations, advocacy groups and the public. The list will be updated during the process with contact information provided by sign-in sheets from public meetings, phone calls, emails, and other correspondence.

Documents

Documenting all aspects of the community engagement process will help to maintain continuity in project decision-making. Outreach tasks will be documented to ensure the integrity of the project memory, and documents will be posted to the project web page on the city's website.

The following deliverables will be included:

- Community Engagement Plan
- Community Meeting Talking Points and Materials
- Quarterly Updates
- Meeting Summaries
- Community Meeting Summaries
- Booth and materials at community events
- Handouts and content creation
- Presentations and Meeting Notes
- Database of Contacts
- Website Content

Proposal

The project start date will be the date that an agreement between the City and consultant is fully executed and conditions prior to starting work (insurance, business license, etc.) are met. Estimated time for the completion of this project is August 31, 2025, but the grant allows up through October 31, 2025, for its implementation. However, it is the goal to accelerate the EPA grant work plan.

CONSULTANT QUALIFICATIONS & BACKGROUND

Consultant must provide the following information about their company so that the City can evaluate the Consultant's ability to support commitments set forth in the response to the RFP. The City, at its discretion, may require a Consultant to provide additional documentation to support and/or clarify requested information.

The Consultant should describe the company's background including:

- Prior experience with US EPA Brownfields Grants, brownfields, or redevelopment projects and programs
- How long the company has been in business

- A brief description of the company, including history, present status, future plans, etc.
- Note any parent/subsidiary relationships
- Note any name changes/acquisitions
- Company size and organization
- Total number of employees. Number of full-time and part-time employees; Number of technical staff and certifications
- A detailed résumé and contact information for the Project Manager and any other employees who will be involved in the project
- Provide background and experience levels of those employees that will be assigned to this project • Provide work samples that best reflects your work and relevancy to this project
- Provide a history of your firm
- Describe your experience developing and undertaking community engagement efforts
- Experience working with communities with environmental justice concerns and/or historically underserved populations
- Experience working in multi-lingual communities
- Prior experience work in the City of South Gate or surrounding communities

TIME ALLOCATION

Provide a basic estimate of the total person-hours expected to be required to perform each task contemplated for the project, and breakdown of the employees and professionals to be assigned to the tasks. The Consultant must provide a comprehensive fee schedule for all personnel which may be used in the course of the work, including Subconsultants (if any), and all other costs that may be applicable to any necessary extra services.

PROPOSED SCHEDULE OF PERFORMANCE AND SCOPE OF WORK

Please provide a proposal defining your approach to achieving community engagement. The final schedule will be mutually agreed upon by both parties once the City has procured the engineering services firm.

BUDGET & FEE SCHEDULE

Based on your proposed Scope of work, please provide an overall budget for consulting services, third-party costs, and any supplies/equipment needed to conduct the community meetings. Additionally, each applicant shall include a fee schedule within the proposal. The City would like to allocate \$3,000 for food and refreshment for community meetings and pop-up events. However, this will require EPA to approve a budget modification. If EPA does not approve the modification, then the funds will be reprogrammed to an EPA eligible budget item for community outreach. Booth material, give aways and any other community event costs would be included in the total contract proposal. Fee schedule shall be itemized and presented in a clear and precise manner for each requested element. Consultant shall provide a table format of tasks and organization of labor hours for each project team member. Identify the hourly rate of each team member and their subtotal hours for the entire project. A subtotal of all labor expended per task of the scope of work shall also be provided. Please include one line item for all anticipated reimbursable expenses. Travel expenses should be included, but they will be considered carefully.

CRITERIA FOR EVALUATION OF PROPOSALS

OVERVIEW

Proposals will be evaluated and based according to the outline below. The Consultants with the best and most qualified proposal will be selected by the City of South Gate.

EVALUATION OF THE CONSULTANT'S QUALIFICATIONS, TEAM, SCOPE, SCHEDULE OF CHARGES Each proposal will be evaluated in the following areas:

- Project Understanding
- Scope of Work
- Program Costs
- Qualifications:
 - Firm, Team, Individual Experience
 - Experience
- Methodology
- Completeness of Qualification Submittal
- Identification of issues, if any, with the City's Agreement for Professional Services

The selected Consultant shall be required to enter a written contract with the City on a form approved by the City Attorney. An example of the approved form "Agreement for Professional Services" is attached to this RFP (Exhibit A). Any executed agreement for services by and between the City and the Consultant requires formal City Council approval. This RFP and the selected Consultant proposal, or any part thereof, may be incorporated into and made part of the final contract.

The successful Consultant, and any Sub-Consultant, shall obtain a valid current Business License on or before their commencement of the work on the project.

REQUEST FOR PROPOSALS – COMMUNITY ENGAGEMENT SERVICES

CITY OF SOUTH GATE - US EPA 2023 COMMUNITY-WIDE BROWNFIELDS

ASSESSMENT GRANT PROJECT

NOTE: PLEASE ENSURE THAT ALL REQUIRED SIGNATURE BLOCKS ARE COMPLETED. FAILURE TO SIGN THIS FORM WILL RENDER PROPOSAL INVALID.

Issue Date:	March 20, 2023
Issuing Agent:	City of South Gate 8650 California Street South Gate, CA 90280
Proposal Due Date:	Monday, April 17, 2023, at 10:00 a.m.
Proposal Directed To:	Dena Fuentes
Electronic Email Submission:	dfuentes@webrsg.com

In compliance with this Request for Proposal and to all conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. By signature hereto, the proponent certifies that all representations and certifications contained in its proposal are complete and accurate as required.

Name of Firm:	
Address of Firm:	
Contact Name:	
Signature:	
Title:	
Date:	
Phone Number:	
Email Address:	
Federal Employee ID Number: (if applicable)	



US Environmental Protection Agency

Requirements

This project is funded by an Environmental Response, Compensation, and Liability Act (CERCLA) Section 104(K) grant from the United States Environmental Protection Agency (USEPA). The conditions of this grant, Federal Regulations 470 CFR Part 31.36(c)(vii)(2), prohibit the use of statutorily or administratively imposed local geographical preferences in the evaluation of bids or proposals. There will be no preference for local bidders.

In accordance 2 CFR Part 200.324 the grantee and subgrantee(s) must perform a cost or price analysis in connection with applicable procurement actions, including contract modifications.

The selected Consultant will follow procurement procedures as outlined in 2 CFR Part 200.317. OPD and any subrecipients shall comply with federal cross-cutting requirements, including but not limited to DBE requirements found at 40 CFR Part 33; OSHA Worker Health & Safety Standard 29 CFR § 1910.120; Uniform Relocation Act (40 USC § 61); National Historic Preservation Act (16 USC § 470); Endangered Species Act (P.L. 93-205); Permits required by Section 404 of the Clean Water Act; Executive Order 11246, Equal Employment Opportunity, and implementing regulations at 41 CFR § 60-4; Contract Work Hours and Safety Standards Act, as amended (40 USC §§ 327-333); the Anti-Kickback Act (40 USC § 276c); and Section 504 of the Rehabilitation Act of 1973 as implemented by Executive Orders 11914 and 11250 as detailed further at <https://www.epa.gov/grants/epa-subaward-cross-cutterrequirements>.

Award shall be made to the responsible proposer whose proposal is determined in writing to be most advantageous to the government, taking into consideration price and the evaluation factors set forth in this request for proposal. No other factors or criteria shall be used in the evaluation. The provisions of the Procurement Regulations, NMIAC Section 70-30.3-725 and 70-30.3-730 prohibiting Gratuities and Kickbacks and Contingent Fees shall apply.

Gratuities. It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefore. NMIAC Section 70-30.3-725(a).

Kickbacks. It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of subcontractor or order. NMIAC Section 70-30.3-725(b).

Contingent Fees. It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure government contracts upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. NMIAC Section 70-30.3-730.

AGREEMENT FOR PROFESSIONAL SERVICES FOR (TYPE OF SERVICE) SERVICES BETWEEN THE CITY OF SOUTH GATE AND (COMPANY NAME)

This Agreement for Professional Services for (TYPE OF SERVICE) Services ("Agreement") is made and entered into on (DATE), by and between the City of South Gate, a municipal corporation ("City"), and (COMPANY NAME), Inc., a California corporation ("Consultant"). City and Consultant are sometimes hereinafter individually referred to as a "Party" and collectively as "Parties."

RECITALS

WHEREAS, City desires to retain a qualified provider for certain services relating to (TYPE OF SERVICE); and

WHEREAS, Consultant warrants to City that it has the requisite skills, knowledge, qualifications, manpower and expertise to perform properly and timely the Professional Services under this Agreement; and

WHEREAS, based on such representation, City desires to contract with Consultant to perform the services as described in the Scope of Services attached hereto as Exhibit "A" of this Agreement.

NOW, THEREFOR, the Parties hereby agree as follows:

1. **SCOPE OF SERVICES.** City hereby engages Consultant, and Consultant accepts such engagement, to perform the services set forth in the Scope of Services as described in Exhibit "A" attached hereto and made part of this Agreement. The Scope of Services may be mutually amended from time to time by both Parties in writing.
2. **COMPENSATION FOR SERVICES.** The total amount of compensation for this Agreement shall not exceed the sum of (SPELL OUT AMOUNT IN BOLD) for example – One Thousand Two Hundred Twenty-Five Dollars – then put amount in parenthesis for example (\$1,225.00) as described in Consultant's proposal attached hereto as Exhibit "A." City shall pay Consultant for its professional services rendered and costs incurred pursuant to this Agreement. No additional compensation shall be paid for any other expenses incurred, unless first approved in writing by (DIRECTOR'S TITLE OR CITY MANAGER) or his/her designee.
 - 2.1 Consultant shall be required to attend meetings at City Hall as necessary in the delivery of the projects. Travel time between Consultant's office and City Hall shall not be billable. Consultant may request an exemption on a case-by-case basis, which shall be subject to City approval.
 - 2.2 Consultant shall be paid in accordance with the schedule included in Consultant's proposal attached hereto as Exhibit "A." City shall pay Consultant within thirty (30) days of receipt of the invoice.

2.3 No payment made hereunder by City to Consultant, other than the final payment, shall be construed as an acceptance by City of any work or materials, nor as evidence of satisfactory performance by Consultant of its obligations under this Agreement.

3. **TERM OF AGREEMENT.** This Agreement is effective as of **(DATE)**, and will remain in effect for a period of **(ENTER AMOUNT)** year from said date or until project completion, unless otherwise expressly extended and agreed to by both Parties in writing, or terminated by either Party as provided herein.

4. **CITY AGENT.** The **(DIRECTOR'S TITLE OR CITY MANAGER)** ("Director"), or his/her designee, for the purposes of this Agreement, is the agent for City. Whenever approval or authorization is required, Consultant understands that the Director, or his/her designee, has the authority to provide that approval or authorization.

5. **CONFLICT OF INTEREST.** Consultant represents that it presently has no interest and shall not acquire any interest, direct or indirect, in any real property located in the City which may be affected by the services to be performed by Consultant under this Agreement. Consultant further represents that in performance of this Agreement, no person having any such interest shall be employed by it. Within ten (10) days, Consultant agrees that it will immediately notify City of any other conflict of interest that may exist or develop during the term of this Agreement.

5.1 Consultant represents that no City employee or official has a material financial interest in Consultant's business. During the term of this Agreement and/or as a result of being awarded this contract, Consultant shall not offer, encourage or accept any financial interest in Consultant's business or in this Agreement by any City employee or official.

6. GENERAL TERMS AND CONDITIONS.

6.1 **Termination for Convenience.** City may terminate this Agreement at any time without cause by giving fifteen (15) days written notice to Consultant of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials shall, at the option of City, become its property. If this Agreement is terminated by City as provided herein, Consultant will be paid the total amount of its costs as of the termination date. In no event shall the amount payable upon termination exceed the total maximum compensation provided for in this Agreement.

6.2 Termination for Cause.

6.2.1 City may, by written notice to Consultant, terminate the whole or any part of this Agreement in any of the following circumstances:

- a. If Consultant fails to perform the services required by this Agreement within the time specified herein or any authorized extension thereof; or
- b. If Consultant fails to perform the services called for by this Agreement or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in either of these circumstances does not correct such failure within a period of ten (10) days (or such longer

period as City may authorize in writing) after receipt of notice from City specifying such failure.

- 6.2.2 In the event City terminates this Agreement in whole or in part as provided above in Subsection 6.2.1, City may procure, upon such terms and in such manner as it may deem appropriate, services similar to those terminated.
- 6.2.3 If this Agreement is terminated as provided above in Subsection 6.2.1, City may require Consultant to provide all finished or unfinished documents, data, studies, drawings, maps, photographs, reports, films, charts, sketches, computations, surveys, models, or other similar documentation prepared by Consultant. Upon such termination, Consultant shall be paid an amount equal to the value of the work performed. In ascertaining the value of the work performed up to the date of termination, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents whether delivered to City or in possession of Consultant, and to authorized reimbursement expenses.
- 6.2.4 If, after notice of termination of the Agreement under the provisions of Subsection 6.2.1 above, it is determined, for any reason, that Consultant was not in default, or that the default was excusable, then the rights and obligations of the Parties shall be the same as if the notice of termination had been issued pursuant to Subsection 6.1. above.

6.3 Non-Assignability. Consultant shall not assign or transfer any interest in this Agreement without the express prior written consent of City.

6.4 Non-Discrimination.

- 6.4.1 Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of to race, creed, gender, gender identity (including gender expression), color, religion, ancestry, sexual orientation, national origin, disability, age, marital status, family/parental status, or veteran/military status, in the performance of its services and duties pursuant to this Agreement and will comply with all applicable laws, ordinances and codes of the Federal, State, and County and the City governments. Consultant will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment without regard to their race, color, religion, ancestry, sex, national origin, disability, or age. Consultant will take affirmative action to ensure that all employment practices, including those of any subcontractors retained by Consultant to perform services under this Agreement, are free from such discrimination. Such employment practices include, but are limited to: hiring, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 6.4.2 The provisions of Subsection 6.4.2 above shall be included in all solicitations or advertisements placed by or on behalf of Consultant for personnel to

perform any services under this Agreement. City shall have access to all documents, data, and records of Consultant and its subcontractors for purposes of determining compliance with the equal employment opportunity and non-discrimination provisions of this Section, and all applicable provisions of Executive Order No. 11246 (relating to federal restrictions against discriminatory practices) is available for review and on file with the City Clerk's Office.

6.5 Insurance. Consultant shall submit to City, certificates indicating compliance with the following minimum insurance requirements no less than one (1) day prior to beginning of performance under this Agreement:

6.5.1 Workers Compensation Insurance as required by law. Consultant shall require all subcontractors similarly to provide such workers' compensation insurance for their respective employees.

6.5.2 Comprehensive general and automobile liability insurance protecting Consultant in amounts not less than \$1,000,000 for personal injury to any one person, \$1,000,000 for injuries arising out of one occurrence, and \$500,000 for property damages or a combined single limit of \$1,000,000, with an aggregate of \$2,000,000. Each such policy of insurance shall:

- a. Be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California or which is approved in writing by City.
- b. Name and list as additional insured the City, its officers and employees.
- c. Specify its acts as primary insurance.
- d. Contain a clause substantially in the following words: "It is hereby understood and agreed that this policy shall not be canceled except upon thirty (30) days prior written notice to City of such cancellation or material change."
- e. Cover the operations of Consultant pursuant to the terms of this Agreement.

6.6 Indemnification. Consultant agrees to indemnify, defend and hold harmless City and/or any other City agency, including other employees, officers and representatives, for/from any and all claims or actions of any kind asserted against City and/or any other City agency arising out of Consultant's (including Consultant's employees, representatives, products and subcontractors) negligent performance under this Agreement, excepting only such claims or actions which may arise out of sole or active negligence of City and/or any other City agency, or any third parties not acting on behalf of, at the direction of, or under the control of Consultant.

6.7 Compliance with Applicable Law. Consultant and City shall comply with all applicable laws, ordinances, and codes of the Federal, State, County and City

governments, without regard to conflict of law principles.

6.8 Independent Contractor. This Agreement is by and between City and Consultant and is not intended, nor shall it be construed, to create the relationship of agency, servant, employee, partnership, joint venture, or association, as between City and Consultant.

6.8.1 Consultant shall be an independent contractor and shall have no power to incur any debt or obligation for or on behalf of City. Neither City nor any of its officers or employees shall have any control over the conduct of Consultant, or any of Consultant's employees, except as herein set forth, and Consultant expressly warrants not to, at any time or in any manner, represent that it, or any of its agents, servants or employees are in any manner employees of City, it being distinctly understood that Consultant is and shall at all times remain to City a wholly independent contractor and Consultant's obligations to City are solely such as are prescribed by this Agreement.

6.8.2 Indemnification of CalPERS Determination - In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as, for the payment of any penalties and interest on such contributions which would otherwise be the responsibility of City.

6.8.3 Business License Required. According to Title 2.08.40 of the South Gate Municipal Code, a business license will be required prior to doing business within the City, even if the business is located outside of the City. Verification of a valid South Gate business license will be required prior to start of work and any fees associated with the acquisition or maintenance of such business license shall be the sole responsibility of Consultant.

6.9 Consultant's Personnel.

6.9.1 All services required under the Agreement will be performed by Consultant, or under Consultant's direct supervision, and all personnel shall possess the qualifications, permits and licenses required by State and local law to perform such services, including, without limitation, a City of South Gate business license as required by the South Gate Municipal Code.

6.9.2 Consultant shall be solely responsible for the satisfactory work performance of all personnel engaged in performing services required by this Agreement, and compliance with all reasonable performance standards established by City.

6.9.3 Consultant shall be responsible for payment of all employees' and subcontractors' wages and benefits and shall comply with all requirements pertaining to employer's liability, workers' compensation, unemployment insurance and Social Security.

6.9.4 Consultant shall indemnify and hold harmless City and all other related entities, officers, employees and representatives from any liability, damages, claims, costs, and expenses of any nature arising from alleged violations of personnel practices or of any acts of omissions by Consultant in connection with the work performed arising from this Agreement.

6.10 Copyright. No reports, maps or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of Consultant.

6.11 Legal Construction.

6.11.1 This Agreement is made and entered into in the State of California and shall in all respects be interpreted, enforced, and governed under the laws of the State of California without regard to conflict of law principles.

6.11.2 This Agreement shall be construed without regard to the identity of the persons who drafted its various provisions. Each and every provision of this Agreement shall be construed as though each of the parties participated equally in the drafting of same, and any rule of construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

6.11.3. The article and section, captions and headings herein have been inserted for convenience only and shall not be considered or referred to in resolving questions of interpretation or construction.

6.11.4. Whenever in this Agreement the context may so require, the masculine gender shall be deemed to refer to and include the feminine and neuter, and the singular shall refer to and include the plural.

6.12 Counterparts. This Agreement may be executed in counterparts and, as so executed, shall constitute an agreement which shall be binding upon all Parties hereto.

6.13 Final Payment Acceptance Constitutes Release. The acceptance by Consultant of the final payment made under this Agreement shall operate as and be a release of City from all claims and liabilities for compensation to Consultant for anything done, furnished, or relating to Consultant's work or services. Acceptance of payment shall be any negotiation of City's check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check. However, approval or payment by City shall not constitute, nor be deemed, a release of the responsibility and liability of Consultant, its employees, sub-consultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by City for any defect or error in the work prepared by Consultant, its employees, sub-consultants and agents.

6.14 Corrections. In addition to the above indemnification obligations, Consultant shall correct, at its expense, all errors in the work which may be disclosed during City's

review of Consultant's report or plans. Should Consultant fail to make such correction in a reasonably, timely manner, such correction shall be made by City, and the cost thereof shall be charged to Consultant.

- 6.15 Files.** All files of Consultant pertaining to City shall be and remain the property of City. Consultant will control the physical location of such files during the term of this Agreement and shall be entitled to retain copies of such files upon termination of this Agreement.
- 6.16 Waiver; Remedies Cumulative.** Failure by a Party to insist upon the performance of any of the provisions of this Agreement by the other party, irrespective of the length of time for which such failure continues, shall not constitute a waiver of such Party's right to demand compliance by such other Party in the future. No waiver by a Party of a default or breach of the other party shall be effective or binding upon such a Party unless made in writing by such Party, and no such waiver shall be implied from any omissions by a Party to take any action with respect to such default or breach. No express written waiver of a specified default or breach shall affect any other default or breach, or cover any other period of time, other than any default or breach and/or period of time specified. All of the remedies permitted or available to a Party under this Agreement, or at law or in equity, shall be cumulative and alternative, and invocation of any such right or remedy shall not constitute a waiver or election of remedies with respect to any other permitted or available right of remedy.
- 6.17 Mitigation of Damages.** In all such situations arising out of this Agreement, the Parties shall attempt to avoid and minimize the damages resulting from the conduct of the other Party.
- 6.18 Severability.** If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.
- 6.19 Attorneys' Fees.** The Parties hereto acknowledge and agree that each will bear his or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any Party hereto to enforce this Agreement, the prevailing Party in such action shall be entitled to reasonable attorneys' fees and costs in addition to all other relief to which that Party or those Parties may be entitled.
- 6.20 Entire Agreement and Amendments.** This Agreement constitutes the whole agreement between City and Consultant, and neither party has made any representations to the other except as expressly contained herein. Neither party, in executing or performing this Agreement, is relying upon any statement or information not contained in this Agreement. Any amendments, changes or modifications to this Agreement must be made in writing and appropriately executed by both City and Consultant.
- 6.21 Notices.** Any notice required to be given hereunder shall be deemed to have been given by email transmission with confirmation of delivery and depositing said notice in the United States mail, postage prepaid, and addressed as follows:

TO CITY:

City of South Gate

(DIRECTOR'S NAME & TITLE OR CM)

(ADDRESS)

South Gate, CA 90280

Email: **(EMAIL ADDRESS)**

TEL: **(PHONE NO.)**

WITH COURTESY COPY TO:

City of South Gate

Yodit Glaze, City Clerk

8650 California Avenue

South Gate, CA 90280

Email: yglaze@sogate.org

TEL: (323)563-9511

TO CONSULTANT:

(NAME OF CONSULTANT)

(CONSULTANT'S TITLE)

(CONSULTANT/COMPANY NAME)

(COMPANY ADDRESS)

(CITY, STATE, ZIP CODE)

(CONSULTANT'S EMAIL ADDRESS)

(PHONE NUMBER)

6.22 Warranty of Authorized Signatories. Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the Party for whom he or she purports to sign.

6.23 Consultation with Attorney. Consultant warrants and represents that it has consulted with an attorney or knowingly and voluntarily decided to forgo such a consultation.

6.24 Interpretation Against Drafting Party. City and Consultant agree that they have cooperated in the review and drafting of this agreement. Accordingly, in the event of any ambiguity, neither Party may claim that the interpretation of this Agreement shall be construed against either Party solely because that Party drafted all or a portion of this Agreement, or the clause at issue.

7. EFFECTIVE DATE. The effective date of this Agreement is **(DATE)** and will remain in effect through and until project completion, unless otherwise terminated in accordance with the terms of this Agreement.

[Remainder of page left blank intentionally.]

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed and attested by their respective officers thereunto duly authorized.

CITY OF SOUTH GATE:

By: _____
Maria del Pilar Avalos, Mayor

Dated: _____

ATTEST:

By: _____
Yodit Glaze, City Clerk
(SEAL)

APPROVED AS TO FORM:

By: _____
Raul F. Salinas, City Attorney

(COMPANY NAME):

By: _____
(CONSULTANT'S NAME)

Dated: _____

Exhibit "A"
CONSULTANT PROPOSAL
(SCOPE OF WORK, SCHEDULE OF PERFORMANCE AND FEE
SCHEDULE)

MAY 02 2023

4:00pm

City of South Gate

CITY COUNCIL

AGENDA BILL

For the Regular Meeting of **May 9, 2023**Originating Department: **Administrative Services**

Department Director: _____


Kristopher Ryan

City Manager: _____


Chris Jeffers

SUBJECT: SUBSCRIPTION RENEWAL WITH NUMA NETWORKS FOR ANNUAL PALO ALTO NETWORK SECURITY FIREWALL SUPPORT

PURPOSE: To authorize subscription renewal with NUMA Networks to provide network security firewall support for City Hall and other City facilities.

RECOMMENDED ACTIONS: The City Council will consider:

- a. Approving a firewall license renewal with NUMA Networks for a one-year term in the amount of \$58,615; and
- b. Authorizing the issuance of a Purchase Order to NUMA Networks for the license renewal.

FISCAL IMPACT: Funds for this agreement are in the Fiscal Year 2022-23 Adopted Budget in the Information Technology Fund.

ANALYSIS: Network security firewall support is a critical component of the City's IT infrastructure and must remain current with the proper support to safeguard the City's assets against any security breaches. The procurement method recommended by staff is a one-year subscription renewal, utilizing an existing California Multiple Award Schedules (CMAS #0119Y: 3-12-70-2247E) contract with NUMA Networks that contains a piggy-back clause allowing other government agencies to take advantage of CMAS purchasing power. The firewall subscription renewal is paid on an annual basis.

The City currently has thirty-five (35) network servers that perform specific functions, such as:

- Enterprise Resource Planning (Financials)
- Online billing
- Cashiering
- File sharing
- Print serving
- Records Management
- Storage for PD bodycam/surveillance videos and voice recordings

- Administration of Section 8 Housing
- Public Works Maintenance Management System

BACKGROUND: The City has utilized Palo Alto Networks for the past three years for its firewall security because they specialize in network security for the public sector and provide a comprehensive network protection package that covers malware prevention, early threat detection, and thorough traffic analysis. Prior to Palo Alto Networks, the City was utilized an end-of-life Cisco Adaptive Security Appliance (ASA 5520) firewall, but it did not provide the latest Next-Generation Firewall (NGFW) features which are designed with more layers of security built into them to protect against more sophisticated threats and attacks.

The network firewall is a critical security component that monitors and controls network traffic based on defined security rules, serving as the primary security barrier between the trusted City network and untrusted outside networks. Benefits of the firewall include:

- Geo-IP Filtering: Allowing rules that restrict inbound traffic from countries known as cybersecurity threats.
- Outbound Website Filtering: Blocks access to inappropriate external websites and sites known for malware.
- Application and User Access Control: Enables rules to be configured for specific software applications and users.
- High Availability: Automatic failover in case of a hardware or software issue which insures continuous network protection.
- Intrusion Prevention Systems: Filters out malicious activity before it reaches other security devices or controls.
- Ability to use external intelligence sources: Receives updates which immediately allow the firewall to automatically enforce policies based on the latest threat activity advisories distributed by high-trust organizations.

ATTACHMENT: Quote from NUMA Networks



400 N TUSTIN AVE. STE 240
SANTA ANA, CA 92705
(714) 455-3900

ESTIMATE
AAAQ10061-02

Quoted To:

City of South Gate

8650 California Avenue
South Gate, CA 90280
United States

Phone (323) 563-9561
Fax

Summary:

Date Apr 20, 2023
Salesperson Tiffani Ra
P.O. Number
Ship Via
Terms

Here is the quote you requested.

Description	Unit Price	Qty	Ext. Price
CMAS 0119Y: 3-12-70-2247E			
■ Advanced WildFire subscription renewal, PA-820 Palo Alto Networks Public Sector, LLC - PAN-PA-820-AWF-R Start Date: 02/04/2023 End Date: 02/05/2024 Serial #: 012001047325	\$1,295.52	1	\$1,295.52
■ Advanced Threat Prevention subscription renewal, PA-820 Palo Alto Networks Public Sector, LLC - PAN-PA-820-ATP-R Start Date: 02/04/2023 End Date: 02/05/2024 Serial #: 012001047325	\$1,295.52	1	\$1,295.52
■ GlobalProtect subscription renewal, PA-3220 Palo Alto Networks Public Sector, LLC - PAN-PA-3220-GP-R Start Date: 03/11/2023 End Date: 03/11/2024 Serial #: 016201028356	\$2,953.73	1	\$2,953.73
■ Premium support renewal, PA-3220 Palo Alto Networks Public Sector, LLC - PANSVC-PREM-3220-R Start Date: 01/10/2023 End Date: 01/10/2024 Serial #: 016201028356	\$4,040.12	1	\$4,040.12
■ Advanced Threat Prevention subscription renewal, PA-3220 Palo Alto Networks Public Sector, LLC - PAN-PA-3220-ATP-R Start Date: 03/11/2023 End Date: 03/11/2024 Serial #: 016201028354	\$5,151.86	1	\$5,151.86
■ Advanced Threat Prevention subscription renewal, PA-3220 Palo Alto Networks Public Sector, LLC - PAN-PA-3220-ATP-R Start Date: 03/11/2023 End Date: 03/11/2024 Serial #: 016201028356	\$5,151.86	1	\$5,151.86
■ Advanced WildFire subscription renewal, PA-3220 Palo Alto Networks Public Sector, LLC - PAN-PA-3220-AWF-R Start Date: 03/11/2023 End Date: 03/11/2024 Serial #: 016201028354	\$5,143.82	1	\$5,143.82

Continued On Next Page ...

Description	Unit Price	Qty	Ext. Price
<div> GlobalProtect subscription renewal, PA-820 Palo Alto Networks Public Sector, LLC - PAN-PA-820-GP-R Start Date: 02/04/2023 End Date: 02/05/2024 Serial #: 012001047325 </div>	\$747.37	1	\$747.37
<div> GlobalProtect subscription renewal, PA-3220 Palo Alto Networks Public Sector, LLC - PAN-PA-3220-GP-R Start Date: 03/11/2023 End Date: 03/11/2024 Serial #: 016201028354 </div>	\$2,953.73	1	\$2,953.73
<div> Advanced WildFire subscription renewal, PA-3220 Palo Alto Networks Public Sector, LLC - PAN-PA-3220-AWF-R Start Date: 03/11/2023 End Date: 03/11/2024 Serial #: 016201028356 </div>	\$5,143.82	1	\$5,143.82
<div> Subscription Advanced URL Filtering, 1-year, Renewal, PA-3220 Palo Alto Networks Public Sector, LLC - PAN-PA-3220-ADVURL-R Start Date: 03/11/2023 End Date: 03/11/2024 Serial #: 016201028356 </div>	\$5,151.86	1	\$5,151.86
<div> Subscription Advanced URL Filtering, 1-year, Renewal, PA-820 Palo Alto Networks Public Sector, LLC - PAN-PA-820-ADVURL-R Start Date: 02/04/2023 End Date: 02/05/2024 Serial #: 012001047325 </div>	\$1,295.52	1	\$1,295.52
<div> Subscription Advanced URL Filtering, 1-year, Renewal, PA-3220 Palo Alto Networks Public Sector, LLC - PAN-PA-3220-ADVURL-R Start Date: 03/11/2023 End Date: 03/11/2024 Serial #: 016201028354 </div>	\$5,151.86	1	\$5,151.86
<div> Premium support renewal, PA-3220 Palo Alto Networks Public Sector, LLC - PANSVC-PREM-3220-R Start Date: 01/10/2023 End Date: 01/10/2024 Serial #: 016201028354 </div>	\$4,040.12	1	\$4,040.12
<div> Premium support renewal, PA-3220 Palo Alto Networks Public Sector, LLC - PANSVC-PREM-3220-R Start Date: 01/10/2023 End Date: 01/10/2024 Serial #: 016201028400 </div>	\$4,040.12	1	\$4,040.12
<div> Premium support renewal, PA-3220 Palo Alto Networks Public Sector, LLC - PANSVC-PREM-3220-R Start Date: 01/10/2023 End Date: 01/10/2024 Serial #: 016201028251 </div>	\$4,040.12	1	\$4,040.12
<div> Premium support year 1 renewal, PA-820 Palo Alto Networks Public Sector, LLC - PANSVC-PREM-820-R Start Date: 04/30/2024 End Date: 04/30/2025 Serial #: 012001047325 </div>	\$1,017.90	1	\$1,017.90

Subtotal	\$58,614.85
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Your investment in addition to the Grand Total:

\$0.00 Billed Monthly
\$0.00 Billed Quarterly
\$0.00 Billed Annually

Tax	\$0.00
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Shipping	\$0.00
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Grand Total	\$58,614.85
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Please contact me if I can be of further assistance.

CITY MANAGER'S OFFICE

MAY 03 2023

9:30 AM

City of South Gate

CITY COUNCIL

AGENDA BILL

For the Regular Meeting of: May 9, 2023Originating Department: Public Works

Department Director:

Arturo Cervantes

City Manager

Chris Jeffers

SUBJECT: PURCHASE OF A BOOMTRUCK FOR THE DEPARTMENT OF PUBLIC WORKS, ELECTRICAL DIVISION

PURPOSE: To request authorization to purchase a boomtruck for the Public Works Department, Electrical Division for the maintenance of traffic signals and street light systems to replace the existing crane/boom truck, which is over 37 years old and is becoming unreliable and requires frequent maintenance.

RECOMMENDED ACTIONS: The City Council will consider:

- Authorizing the purchase of a 2024 Ford F-750 Gas Regular Cab Boomtruck from Nixon-Egli Equipment Co., through the Sourcewell Co-Opt Purchasing Program, in an amount not-to-exceed \$358,322, for the Electrical Division and appropriating \$55,967 in Capital Asset & Equipment Replacement Funds to fully fund the purchase; and
- Authorizing the City Manager to execute the documents necessary to purchase the Boomtruck in forms acceptable to the City Attorney.

FISCAL IMPACT: There is no impact to the General Fund. The purchase amount of the proposed boomtruck is \$358,322. A total of \$302,355 is budgeted in the Capital Asset & Equipment Replacement Fund. An additional appropriation of \$55,967 from the Capital Asset & Equipment Replacement Funds is recommended to fund the purchase.

ANALYSIS: The Public Works Department is in need of purchasing a boomtruck to replace the existing unit. The existing crane/boom truck is over 37 years old and has exceeded its recommended life cycle, is becoming unreliable, and requires frequent maintenance. Due to the cost, staff considered the following options: (a) rehabilitating the existing unit, which is not recommended because of the high \$240,000 cost, (b) lease-to-own a replacement vehicle which is not recommended because of the \$60,000 in interest charges, (c) purchasing a smaller boomtruck at a cost of \$227,000 which was not selected because capacity limitations would result in an estimated \$10,000 in annual cost for contracting out, and (d) purchasing the recommended boomtruck because it was the most cost-effective option that met the Public Works Department's needs, and because it will result in an estimated savings of \$10,000, annually, by eliminating costs relating to contracting out services which are currently being utilized.

Staff is recommending purchasing a 2024 Ford F-750 Gas Regular Cab Boomtruck. The unit price includes extensive equipment such as a 27' retracted to 70' extended 3-section proportional boom

body, outrigger/stabilizer, 2-person gravity-leveled rotating steel basket, remote control, safety lighting, toolboxes for storage as noted on the quote in Attachment A. The proposed boomtruck will support the Electrical Division. It will be used for jobs such as streetlight and traffic pole installations and replacements, and emergency pole knockdowns.

To ensure competitive pricing, staff proposes the vehicle be purchased through the cooperative contract purchasing program offered by Sourcewell (formerly known as the National Joint Powers Alliance), via contract #012418-EEC. This cooperative contract purchasing program leverages the national purchasing power of more than 50,000 member agencies, while also streamlining the required purchasing process. Sourcewell establishes and provides competitively solicited purchasing contracts under the guidance of the Uniform Municipal Contracting Law. This approach to purchasing vehicles complies with the City's Municipal Code requirements identified in Section 1.54.510D which indicates that the City is allowed to use the competitive bid process that was already completed by another government agency rather than spending valuable time and effort to repeat this process.

BACKGROUND: The Department operates a fleet of eighty (80) vehicles which are utilized for the operations and maintenance of City infrastructure. Reliability of the fleet is key to ensuring infrastructure is properly maintained and managed. The Department's fleet is aging, and reliability has become a concern. Some vehicles are over 30 years old, break down often, and are more costly and difficult to maintain because of the lack of parts.

The Department prepared a Fleet Master Plan ("Plan"). The Plan aims to reduce the costs of operating and maintaining the City's fleet of vehicles and to provide safe, reliable, and productive vehicles. The Plan provides recommended life cycles for vehicle replacements. Replacing vehicles according to recommended life cycles allows for the lowest cost of ownership. New vehicles offer benefits such as reliability, reduced fuel consumption and emissions, and increased safety due to more airbags, safety sensors, and rear-view cameras. The recommendation to replace the boomtruck is included in the Plan.

On December 13, 2022, the City Council authorized the purchase of a boom/crane truck from Utility Equipment Supply Inc., through National Auto Fleet Group (Sourcewell) to be manufactured by Ford Motor Corporation ("FMC"). An order for the vehicle could not be placed at that time because FMC was not taking new orders for super duty trucks until March or April of 2023, which would make the boom/crane truck available in 2025. In addition, staff were conducting additional research of the possibility of purchasing a boom/crane truck which was the same size as the Electrical Division's existing unit to reduce costs. The research led to locating the recommended 2024 Ford F-750 Boomtruck from Nixon-Egli Equipment Co., through Sourcewell, which meets operational needs and can be delivered in 2024. As such, the recommendation is to purchase a 2024 Ford F-750 Boomtruck from Nixon-Egli Equipment Co.

ATTACHMENTS: A. Quote: 2024 F-750 Ford Gas Regular Cab Boomtruck from Nixon-Egli Equipment Co. from the Sourcewell Co-Opt Purchasing Program
B. BoomTruck Spec Brochure

OH:lc

NIXON-EGLI EQUIPMENT CO.

www.nixon-egli.com

- SO. CALIFORNIA: 2044 South Vineyard Avenue, Ontario, CA 91761 • (909) 930-1822 • FAX (909) 923-2356
 □ NO. CALIFORNIA: 800 East Grant Line Road, Tracy, CA 95376 • (209) 830-8600 • FAX (209) 830-8884

January 20, 2023

Osie Harell

Electrical and General Maintenance Superintendent

City of South Gate / Public Works Fields Operations

4244 Santa Ana Street, South Gate, CA 90280

P: (323) 563-5786

E: oharrell@sogate.org

W: cityofsouthgate.org



Elliott Contract# 012418-EEC

Quote# 100746

Attention: Osie Harell

Reference: Sourcewell Elliott 1870F Boomtruck Quote, 2/10/2022

Dear Mr. Harell,

We are pleased to provide you a quotation on a new **Elliott 1870F Boomtruck**, complete with all standard and the following optional equipment, including:

1870 Basic Unit:

- Front mount subframe for a 20' bed. A 27' retracted to 70' extended 3-section proportional boom.
- Sheave head shall be equipped with three sheaves.
- Winch features a burst of speed 12,800 lb. bare drum pull with 275' of 9'16" diameter 6x37 EIPS wire rope and a 9,600 lb. single line pull.
- Internal boom hard-wired anti-two-block and Load Moment Indicator (LMI) hydraulic overload protection system. 372 degree non-continuous rotation.
- Hydraulic system includes 3-section gear pump (counterclockwise rotation), 70 gallon oil reservoir with sight and temperature gauge, 10 micron return line filter, and single gate valve on suction line.
- Dual operator control console and platforms with engine start/stop switch, independently controlled outrigger and stabilizer levers, bubble level gauge, signal horn, variable speed foot throttle, lifting capacity chart, range diagram chart, boom angle indicator, system pressure gauge (roadside), cup holder, and 12V power outlet.
- "A" frame link type outriggers at crane pedestal with 20'10" spread.
- "A" frame type rear stabilizers behind rear axle with 10'4" spread.
- Horizontal, removable type boom rest at end of subframe. Downhaul weight with hook. Maximum tip height of 80' and a maximum lifting capacity of 18 US tons at a 5' radius. 180 degree stability.
- Unit certified to ANSI B30.5 for Mobile Cranes.

Bed Options:

- 20' Wood Bed with LED Lights (1,800lbs)
- Tie-Down Rails on both sides of bed (20')

-
- ☐ SO. CALIFORNIA: 2044 South Vineyard Avenue, Ontario, CA 91761 • (909) 930-1822 • FAX (909) 923-2356
☐ NO. CALIFORNIA: 800 East Grant Line Road, Tracy, CA 95376 • (209) 830-8600 • FAX (209) 830-8884

Outrigger/Stabilizer Options:

- Front Bumper Stabilizer for 360 Degree Area of Operation. (Includes Additional Control Valve)
- Mounting Charge for Front Bumper Stabilizer (For Ext Front Frame Rails Only)
- Superlink Short-Jack for "A" Style Main Outriggers. (Includes Automatic Rotation Lockout)

Basket Options:

- 2 Person Gravity-Leveled Rotating Steel Basket (40" X 60")(600lbs)
- Basket Test Weight Kit (750 lbs. for 600 lb. Capacity)

Remote Control Options:

- 4-Function Radio Remote Controls

PTO Options:

- Hot Shift PTO Automatic Transmission
- Clockwise Rotation Pump (Required for Automatic Transmission)

Tool Box Options:

- (2) 48" X 20" X 18" Steel Underbody Mounted ((1) mounted each side)

Additional Options:

- 24" High Bulkhead at Front of Bed (125 lbs)
- Fold Down Bed Access Ladder with Grab Handles

Mounting Charges

- Mounting charge for standard unit on unobstructed truck frame. Includes rear bumper, hydraulic fluid, electronic throttle interface, mud flaps, backup alarm, safety triangle kit, final stability test

Custom Options:

- (5) 24" X 24" X 3" Wooden Outrigger Pads with (2) Steel Holders
- (2) Rubber Wheel Chocks with Holders. Mounted above rear axle – each side
- Traffic Cone Holder (3) Orange Traffic Cones. Mounted at front and rear of bed
- (2) LED Work Lights Mounted on side of boom with switch in cab.
- (2) LED Strobe Lights, (1) Mounted on each side of turret near top with switch in cab.
- Reflective tape (white/amber) – both sides of bed and rear of bed.

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□ NO. CALIFORNIA: 800 East Grant Line Road, Tracy, CA 95376 • (209) 830-8600 • FAX (209) 830-8884

Chassis Options:

- 2024 F-750 Gas Regular Cab, Powertrain 7.3L V-8 variable valve control, engine with 335HP • Engine cylinders: V-8 • Injection Type: sequential MPI • Spark ignition system • Horsepower: 335 HP@3750 RPM • Torque: 468 lb.-ft.@3750 RPM • Radiator * Auxiliary power take-off • RNDM shift indicator • 75 mph speed limiter • 6-speed automatic • Rear-wheel drive • Recommended fuel: regular unleaded • Low-speed ABS traction control • Standard rear differential
- See attached for detailed spec.

Total Price **\$358,321.36***

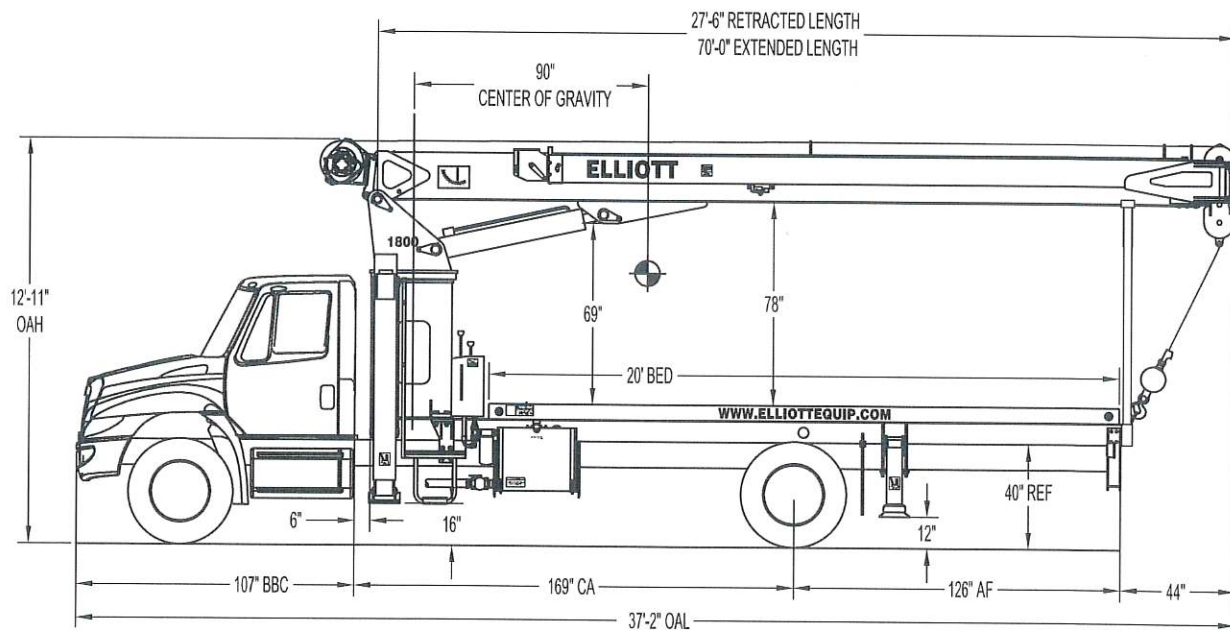
*Including 10.25 sales tax/ Shipping from Omaha, Nebraska to South Gate, California/ Training/ DMV

Thank you for the opportunity to quote on your equipment needs. If you have any questions, please feel free to contact me.

Sincerely,
NIXON-EGLI EQUIPMENT CO.

Tray Hall

Municipal Area Manager
(213) 806-9173
thall@nixonegli.com

BoomTruck™**1870F****TECHNICAL SPECIFICATIONS****1870F SIDE VIEW DIAGRAM**

- **Maximum Vertical Reach** 120'/36,6 m
- **Working Area** 180 Degrees Standard (360 Optional)
- **Lifting Capacity** 36,000 lbs/16 329 kg
- **Boom Length** 70'/21,3 m
- **Crane Weight (Dry)** 16,235 lbs/7364 kg
- **Jib Lengths** 23', 23-40'/7 m, 7-12 m
- **Winch Bare Drum Pull** 12,800 lbs/5806 kg

- **Powered Boom Sections** 3
- **Overall Height** 12'11"/3,9 m
- **Operator Controls** Dual Operator Standup Controls
- **Outrigger Type Front** A-Frame
- **Outrigger Spread Front** 20'10"/6,3 m
- **Outrigger Type Rear** A-Underslung
- **Outrigger Spread Rear** 10'4"/3,1 m

ELLIOTT
EQUIPMENT COMPANY

Elliott Equipment Company
3514 South 25th Street
Omaha, NE 68105

Phone: 402-592-4500
Fax: 402-592-4553
Email: sales@elliottequip.com

Built for You.
www.elliottequip.com

TECHNICAL SPECIFICATIONS

Crane Capacity: 36,000 lbs at five feet load radius.

Maximum Tip Height: 80' height (120' with optional 40' jib)

Control Console: Dual operator standup control stations equipped with four single axis control levers for the main crane controls. Operator station includes LMI display, bubble level gauge, engine start/stop switch, signal horn button, variable speed foot throttle, lifting capacity chart, range diagram chart, boom angle indicator, system pressure gauge, 12V DC power source, and cup holder. Outrigger lever controls at control consoles.

Boom: Three-section fully proportional, high strength steel plated rectangular tube sections. A maximum boom tip height of 80' mounted on a truck. The boom nose contains one floating upper sheave and two lower sheaves. Assembly includes heavy-duty cylinder fittings, pivot pins, and replaceable wear pads.

Winch: Mounted at the base of the boom for a long fleet angle and flat level spooling of cable. Winch is driven by a planetary reducer and powered by a hydraulic motor. Burst-of-speed winch provides increased line speed. The winch brake is spring applied, pressure release design. Supplied with 275' of 9/16" wire rope with a single line pull of 9,600 pounds, and a downhaul ball with swivel hook for single part line.

Load Moment Indicator System: System senses hoist cylinder pressures, boom length and boom angle with hydraulic function lockout. The display console is equipped with a bar graph showing crane utilization, boom angle or boom length, a mode select controls for main boom and jib operation, and an anti-two block with an audio/visual warning and shut-off functions to limit hook-boom point contact.

Outriggers: One set of "A" Frame main outriggers with 20'10" span, and

one set of underslung "A" rear outriggers with a 10'4" span.

Frame: Full length, all welded rigid 4-plate design sub-frame. Sub-frame allows for bolt-on addition of 20' bed.

Turret: Reverse offset turret is one-piece weldment. Turret rotates on large diameter ball bearing.

Rotation: Hydraulic motor drives turret through double reduction planetary swing drive for 372-degree non-continuous rotation. The swing drive system has a spring applied, pressure release brake.

Lift: One double-acting long stroke cylinder provides smooth and stable boom elevation. Holding valve prevents boom from falling in event of hose failure.

Boom Extension: Incorporates a single-stage hydraulic extension cylinder, attached to the largest boom section, with a proportional cable extension system driving the outermost section.

Hoses: All high pressure hoses are wire braid reinforced with a minimum safety factor of 4 to 1.

Cylinders: All cylinders use microhoned cylinder tubing, chrome shafts, top grade packing and protective rod wipers. Cylinder-mounted holding valves provided on all load-holding cylinders.

Hydraulic System: Equipped with cable-shift PTO, three-section gear pump, SAE O-ring face seals on pressure lines, and a 10-micron return line filter. The control valve distributes all flow to hoist system, swing circuit, and other crane functions. System is open center type.

Oil Tank Capacity: 70 gallon mounted to truck frame on roadside.

Cab Equipment: PTO cable with indicator lights installed in truck cab. U/L approved 5:BC dry chemical fire extinguisher installed in truck cab.

Operators Manual & Video: Two CD copies and one hard copy of operation, maintenance, safety and parts manual provided with each unit. Operational and safety video provided at delivery.

Installation: Unit installed on chassis, painted, system and tank filled with oil, tested, inspected, and ready to operate.

Standard Paint: Paint turret and boom white, outriggers red, and bed and boxes black.

Bumper: Bureau of Motor Carrier Safety rear bumper.

Weight: Approximately 15,615 lbs. with 20' steel-floor bed less truck.

Truck Chassis Required: Approx. 168" C.T. RBM 1,463,000 in.-lb. per rail, 13,000 lb. front axle and 33,000 lb. GVWR required. Trucks must have front frame extension, 12V electrical system with high capacity alternator, cab clearance stop/tail/backup lights, and I.D. lamps. Recommended GVWR is minimum for BOOMTRUCK with flatbed only. Contact factory when additional equipment is to be added.

Options:

40' or 23' Telescopic Jib.
Radio Remote Controls.
Superlink Short Jack Outriggers.
Gravity Leveled Steel Basket.
Front Jack for 360 Degree Area of Operation.
Rotation Resistant Wire Rope.
Hydraulic Tool Circuits on Bed.
Much more...

Elliott Equipment Company reserves the right to change the specification of any unit at any time without prior notice. This brochure is only a statement of general specifications on the date of this publication. For more detailed info on specific Elliott trucks go to www.elliottequip.com



Elliott Equipment Company
3514 South 25th Street
Omaha, NE 68105

Phone: 402-592-4500
Fax: 402-592-4553
Email: sales@elliottequip.com

Built for You.
www.elliottequip.com

MAXIMUM LIFTING CAPABILITIES

MAIN BOOM LOAD RATINGS WITH FULLY EXTENDED OUTRIGGERS

MAIN BOOM LOAD RATINGS												
LOAD RATINGS IN LBS. WITH OUTRIGGERS AND STABILIZERS EXTENDED												
LOAD RADIUS IN FEET	LOADED BOOM ANGLE	27-FT	LOADED BOOM ANGLE	A 34-FT	LOADED BOOM ANGLE	B 43-FT	LOADED BOOM ANGLE	C 52-FT	LOADED BOOM ANGLE	D 61-FT	LOADED BOOM ANGLE	E 70-FT
5	79	36000										
10	68	21300	73	19500	77	16500	80	15000				
15	56	15200	64	14500	70	13500	75	12000	78	10500	80	9600
20	41	11500	54	11100	63	10000	69	9000	73	8000	76	7300
25	19	8600	43	8500	55	8000	62	7200	68	6500	71	5800
30			27	6750	47	6400	56	5900	63	5400	67	4900
35					36	5000	49	4700	56	4400	62	4200
40					20	4200	41	4100	50	3900	56	3700
45							30	3500	43	3400	51	3200
50							14	2800	36	2800	45	2700
55									26	2400	39	2300
60											32	1900
65											22	1550
	0	6000	0	4200	0	3000	0	1900	0	1300	0	1000
	340		270		210		170		150		130	
	530		420		330		270		230		200	

JIB LOAD RATINGS					
LOAD RATINGS IN LBS. WITH OUTRIGGERS AND STABILIZERS EXTENDED					
23-FT FIXED LENGTH JIB		23-40 FT EXTENDABLE JIB			
LOADED BOOM ANGLE	23-FT JIB	LOADED BOOM ANGLE	23-FT JIB RETRACTED	LOADED BOOM ANGLE	40-FT JIB EXTENDED
80	4600	80	4500	80	2600
75	3700	75	3600	75	2000
70	3000	70	2900	70	1900
65	2400	65	2300	65	1800
60	2000	60	1900	60	1300
55	1600	55	1500	55	900
50	1400	50	1300	50	800
45	1100	45	1000	45	600
40	900	40	800		
35	700	35	600		
DEDUCTIONS FOR STOWED FIXED LENGTH JIB					
DEDUCTIONS FOR STOWED EXTENDABLE JIB					





NOTICE

- DO NOT DEADHEAD LINE BLOCK AGAINST BOOM TIP WHEN EXTENDING BOOM

- KEEP AT LEAST 5 WRAPS OF LOADLINE ON THE WINCH DRUM AT ALL TIMES

- USE ONLY 9/16" DIAMETER WIRE ROPE, AS SPECIFIED BELOW, WITH THE PROPER BREAKING STRENGTHS LISTED

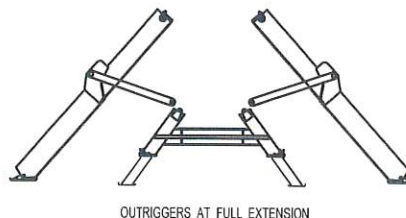
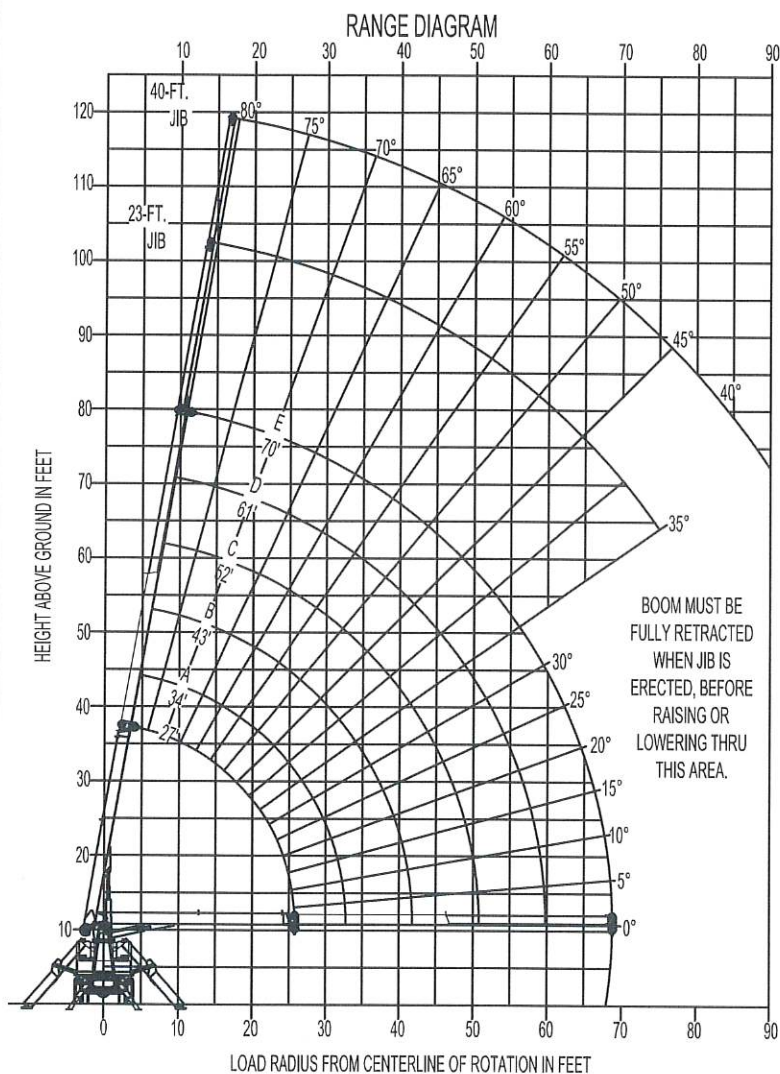
- ANTI-TWO-BLOCK SYSTEM MUST BE IN GOOD OPERATING CONDITION BEFORE OPERATING CRANE. SEE OPERATION & SAFETY MANUAL

1-PART LINE	2-PART LINE	3-PART LINE	4-PART LINE	ELLIOTT EQUIPMENT CO. SUPPLIED LOADLINE EQUIPMENT DEDUCTIONS: DOWNHAUL WEIGHT180 lbs ONE SHEAVE BLOCK.....375 lbs TWO SHEAVE BLOCK.....640 lbs
				
MAX PULL: 9,600 lbs	19,200 lbs	28,800 lbs	36,000 lbs	
MAX PULL: 9,060 lbs	18,120 lbs	27,180 lbs	36,000 lbs	
MAX PULL: 7,680 lbs	15,360 lbs	23,040 lbs	30,720 lbs	9/16" - 6 x 37 IWRC (3.51 S.F.) 33,600-lbs. BREAKING STRENGTH 9/16" - SPIN RESISTANT (51 S.F.) 45,300-lbs. BREAKING STRENGTH 9/16" - SPIN RESISTANT (51 S.F.) 38,400-lbs. BREAKING STRENGTH

USE WIRE'S ABOVE RATED REQUIREMENTS AT THE END OF EACH FACTOR

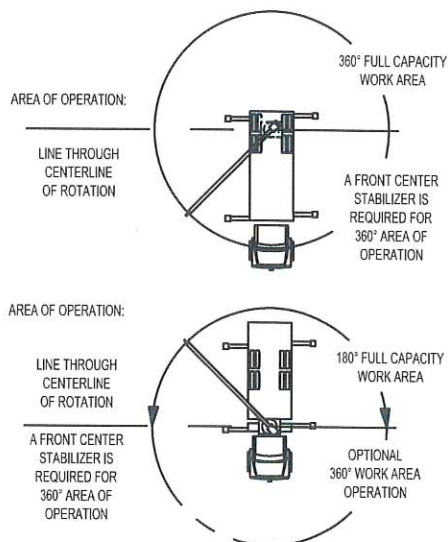
DO NOT PAINT OVER ANY LABELS 1080270 04004

MAXIMUM RANGE CAPABILITIES



NOTE:

1. Operate jib by radius when main boom is full extended. Increase boom angle if necessary to maintain load radius.
2. When boom is retracted, operate jib by boom angles. Do not exceed any rated jib capacities at reduced boom lengths.
3. Capacities do not exceed 85% stability.
4. Load ratings above bold line are structurally limited.
5. Personnel handling is allowed only with full span outriggers.
6. Boom load ratings are based on loaded boom radius. Loaded boom angles are given as reference only.



CHASSIS SPECIFICATIONS

	1870F BoomTruck
Wheelbase (WB)	236" / 599 cm
Cab to Axle (CA)	168" / 427 cm
Cab to End of Frame (EOF)	295" / 749 cm
Frame Section Modulus	13.3 in3-110,000 psi / 758,428 kPa
Front Axle Gross Weight Rating	13,000 lb / 5896 kg
Rear Axle Gross Weight Rating	20,000 lb / 9072 kg
Integral Front Frame Rails	Required for Front Stabilizer

Chassis data is minimum general requirements-not for engineering.
Actual dimensions and truck data will depend on truck selection and axle configuration.
*Minimum chassis weight is required to meet 85% stability requirements.

OPTIONS



Radio Remote Control

Interference protected radio remotes let you get closer to your work and have full control over your machine.



Pin-On Jib Attachments

One piece & two piece telescoping or fixed jibs that stow on the side of the boom for easy placement while on the worksite.



Continuous Boom Rotation

Add the convenience of 360 degree area of operation by adding a special boom rotation bearing for swinging without stops.



Superlink Short Jack Outriggers

Reduce your outrigger spread with Elliott's patented Superlink outriggers that allow straight down outrigger deployment on one side and full crane operation on the other.



Tool Boxes

Optional tool boxes and bed storage can accommodate any storage need for tools, work materials and more.



Hook Block for Multi-Part Line

Elliott can install a 2-3 part hook block or a 4 part-hook block to improve lifting capabilities. The block can be stored at the rear of the bed.



Gravity Leveled Basket

Elliott's pin-on work platform pins onto the boom for easy installation and removal. Gravity leveling and mechanical rotation makes it a great accessory for any worksite.



Body Mounted Hose Reels and Circuits

Let us work with you to customize your tool compatability by adding hose reels or hydraulic circuits to the crane bed.

MAY 03 2023

10:30 am

City of South Gate
CITY COUNCIL

AGENDA BILL

For the Regular Meeting of: May 9, 2023Originating Department: Public Works

Department Director:

Arturo Cervantes

City Manager:

Chris Jeffers

SUBJECT: UNIVERSAL WASTE SYSTEMS TRANSITION UPDATE**PURPOSE:** To provide the City Council and the public with an update on the transition of the new solid waste haulers, Universal Waste Systems ("UWS").**RECOMMENDED ACTIONS:** The City Council will consider receiving and filing a presentation from Universal Waste Systems (UWS) on the transition of residential and commercial solid waste, recycling and organics recycling collection services.**FISCAL IMPACT:** There is no fiscal impact associated with this report.**ANALYSIS:** UWS and Waste Management ("WM") transitioned solid waste hauling services on January 1, 2023. The City meets regularly with UWS to discuss timelines, events, and pending items since transition. Several changes have occurred as part of the transition of service from WM to UWS.

The transition from WM to UWS has involved nearly 16,358 customer accounts (cart and bin). This has included aligning not only WM accounts, as well as the City accounts for cart service. Previously, the City would invoice on the water utility bill for WM which provided solid waste services for all cart service users. One of the primary challenges for UWS has been culling through data provided by WM and the City for accounts and matching up actual service needs at a specific address.

Another significant change has been the implementation of organic waste recycling as required by the state (SB1383). With WM, residents had a two-cart system (recycle and trash) and now, provided as part of the base service level, a third cart is provided to separate food and yard waste. In addition, the City is now required to provide significantly increased data to the State of California on compliance with not only SB 1383, but also AB 341 and AB 1826. Finally, the City is also required to undertake the acquisition of organic waste product purchasing (such as compost, mulch, or renewable energy) per SB 1383. UWS is contracted to provide all such services listed as part of the franchise agreement established.

Besides the Organic Waste program being introduced to the community, the bulky item collections service was expanded to multi-residential customers. Like single family homes, those

multi-family complexes can also take advantage of UWS collection of up to ten (10) items per month per unit at no additional costs. Pickups may be scheduled directly with UWS through their customer service line. In addition, UWS is also coordinating with the City to sweep high propensity areas where illegal dumping has historically occurred.

UWS also provides additional services including community cleanup events and programs occurring throughout the year. A battery collection and recycling program will be implemented. Neighborhood cleanup events and two document shredding events will occur annually. Two compost/mulch giveaway events, edible food recovery program, E-waste, bulky item collection, holiday tree collection, and sharps collection are to be provided by UWS.

The transition of services from WM to UWS has taken place over the last several months. Significant tasks completed to date include the following:

- Mobilization and procurement of residential carts and service vehicles.
- Providing residential solid waste, recycling and organic recycling services.
- Beginning commercial solid waste, recycling and organic recycling services which included purchasing WM's metal containers to avoid disruption to customers.
- Billing to residential and commercial accounts by UWS.
- Hosted a job fair event.
- Community outreach and education to businesses regarding organics separation (on-going).
- Community cleanups in conjunction with the City's Code Enforcement Division.
- Providing 592 bags of mulch and collecting 15 loads (35 tons) of bulky items through a drop off during the City's Earth Day event.

Transition services to complete within the next three months include the following:

- Onboarding, enrollment, and distribution of organics containers to commercial businesses.
- Transitioning of metal WM containers to UWS containers.
- Continuing community education.
- Job Fairs to recruit staff from within the community.
- Shredding event.
- Awarding of college scholarship.

Staff estimates the transition will be completed by June 2023.

UWS provides bulky item pickup service. Single family homes and multi-family properties receive monthly service of up to ten (10) bulky items per account. To date, a total of 10,069 items have been collected through 1,972 service requests. UWS also provides daily sweeps for illegal dumping of bulky items three hours daily, Monday through Saturday. A total of 285 hours have been completed to date for a total collection of 500 tons of bulky items removed through service requests or bulky item sweeps.

BACKGROUND: On July 12, 2022, the City Council awarded a franchise agreement to UWS for solid waste, recycling and organics recycling collection services in accordance with the City

Council's selection made at the June 27, 2022, Special Council Meeting, pursuant to a competitive Request for Proposal selection process. UWS began providing service on January 1, 2023.

The franchise agreement is designed to be fully compliant with several state laws that have become effective since the City entered into a service agreement with WM back in 2011. Those state laws include AB 341, AB 1826, and SB 1383. These latest state laws also require mandatory collection of recyclables, organics, an edible food recovery program, procurement of recycled products, securing access to recycling capacity, monitoring compliance, and, in 2024, enforcing compliance upon service users. These new mandates placed upon cities and counties have been discussed several times during the last year to explain the changes needing to occur and to implement several changes to the municipal code for the City to have the infrastructure in place.

ATTACHMENT: None.

IB:lc

CITY MANAGER'S OFFICE

WARRANT REGISTER FOR COUNCIL MEETING 5/9/2023

PART I

apChkLst

MAY 02 2023
1:06 PM

04/20/2023

7:10:36AM

Final Check List
CITY OF SOUTH GATE

Page: 1

Bank : botw BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
100813	4/20/2023	00003529 AT&T	960 449-6558-04/2	4/1/2023	BILLING PRD- APRIL 2023	221.57	221.57
		Voucher:					
100814	4/20/2023	0013897 EMP: SIVA, YALINI	2023	4/18/2023	3/31/23-4/4/23 REIMBURSEMENT	3,251.16	3,251.16
		Voucher:					
100815	4/20/2023	0010237 FRONTIER COMMUNICATIONS	209-057-1084-04/2	4/1/2023	BILLING - 04/01/23-04/30/23 ACC1	56.48	56.48
		Voucher:					
100816	4/20/2023	00004934 GAS COMPANY	115 800 9600 3 04	4/14/2023	BILLING PRD- 03/14/23 -04/12/23	8,134.21	
		Voucher:	013 900 7300 3 04	4/14/2023	BILLING PRD- 03/14/23-04/12/23	733.07	
			102 000 8100 7 04	4/13/2023	BILLING PRD- 03/13/23 -04/11/23	435.38	
			094 300 7500 3 03	4/20/2023	BILLING PRD- 02/14/23-03/16/23	270.60	
			134 700 9400 7 04	4/13/2023	BILLING PRD- 03/13/23-04/11/23	174.39	
			130 500 9400 5 04	4/13/2023	BILLING PRD- 03/13/23 -04/10/23	123.67	
			045 400 7300 6 04	4/14/2023	BILLING PRD- 03/14/23-04/12/23	83.67	
			132 600 9400 1 04	4/13/2023	BILLING PRD-03/13/23-04/11/23	66.50	
			083 407 6536 4 03	3/24/2023	BILLING PRD- 02/21/23-03/22/23	20.11	
			189 300 9500 7 03	3/21/2023	BILLING PRD- 02/15/23-03/17/23	19.07	
			126 300 9600 1 04	4/14/2023	BILLING PRD- 03/14/23 -04/12/23	14.30	10,074.97
100817	4/20/2023	00004869 GOLDEN STATE WATER COMPAN	63744100007 4/23	4/5/2023	BILLING PRD- 03/02/23-04/04/23	770.07	
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			33744100000 3/20	3/9/2023	BILLING PRD- 01/09/23-03/09/23	206.04	
			33744100000 4/23	4/4/2023	BILLING PRD- 03/09/23-04/04/23	176.74	
			73744100006 4/23	4/5/2023	BILLING PRD- 3/02/23 -04/04/23	159.81	
			29007447310 4/23	4/6/2023	BILLING PRD- 03/3/23-4/5/23	74.58	
			32809400008 4/23	4/5/2023	BILLING PRD- 03/02/23-04/04/23	44.31	1,662.80
100818	4/20/2023	0013280 JEFFERS, CHRIS	FEB/MAR/APRI 23	4/12/2023	FEB/MARCH/APRIL 2023 CITY MA	598.25	598.25
		Voucher:					
100819	4/20/2023	0013902 JONATHAN FRANK MD INC.	gonzalez-3/17/23	4/5/2023	3/17/23 SILVIA GONZALEZ V. CIT	1,000.00	1,000.00
		Voucher:					

Page: 1

Item No. 16
404

Bank : botw BANK OF THE WEST

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
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	Voucher:			61521744	2/7/2023	W/E 2/3/23 ROBERT HALF TALEN	2,000.00
				61557663	2/14/2023	W/E 2/10/23 ROBERT HALF TALE	2,000.00
				61599227	2/22/2023	W/E 2/17/23 ROBERT HALF TALE	2,000.00
				61682908	3/13/2023	W/E 3/10/23 ROBERT HALF TALE	2,000.00
				61736432	3/21/2023	W/E 3/17/23 ROBERT HALF TALE	2,000.00
				61646432	3/3/2023	W/E 3/3/22 ROBERT HALF TALE	1,875.00
				61610257	2/27/2023	W/E 2/24/23 ROBERT HALF TALE	1,500.00
				61491780	2/1/2023	W/E 1/27/23 ROBERT HALF TALE	1,461.60
				61521739	2/7/2023	W/E 2/03/23 ROBERT HALF TALE	1,461.60
				61557077	2/14/2023	W/E 2/10/23 ROBERT HALF TALE	1,461.60
				61646907	3/6/2023	W/E 3/3/23 ROBERT HALF TALEN	1,461.60
				60872762	10/11/2022	W/E 10/22 ROBERT HALF TALEN	1,440.00
				61610206	2/14/2023	W/E 2/17/23 ROBERT HALF TALE	1,434.20
				61628166	2/28/2023	W/E 2/24/23 ROBERT HALF TALE	1,096.20
				61491740	2/1/2023	W/E 1/20/23 ROBERT HALF TALE	1,096.20
				61497101	2/6/2023	W/E 1/13/23 ROBERT HALF TALE	730.80
							27,206.30
100821	4/20/2023	00003935	PD: GARCIA, EVELYN	0000001	1/21/2023	REIMBURSEMENT FOR CENTEN	225.00
	Voucher:						225.00
100822	4/20/2023	0013903	ROUND TABLE GROUP	alvarez-2023	4/19/2023	ANTHONY ALVAREZ V CITY OF S	7,500.00
	Voucher:						7,500.00
100823	4/20/2023	0013651	SHAW LAW GROUP, PC	41541	10/12/2022	CITY OF SOUTH GATE/ADMINIST	2,592.50
	Voucher:			41729	11/10/2022	CITY OF SOUTH GATE/ADMINIST	297.50
							2,890.00
100824	4/20/2023	00004865	SO CALIF EDISON	3/21/2023	3/21/2023	BILLING PERIOD: FEB/MARCH 20	13,730.20
	Voucher:						13,730.20
100825	4/20/2023	0013504	SOUTHEAST COMMUNITY FOUNI	1ST PAYMENT	4/18/2023	1ST PAYMENT TUTORING FOR 2	54,950.00
	Voucher:						54,950.00
Sub total for BANK OF THE WEST:							123,366.73
13 checks in this report.							
Grand Total All Checks:							123,366.73

WARRANT REGISTER FOR COUNCIL MEETING 5/9/2023

PART II

apChkLst
04/24/2023 12:10:34PM

Final Check List
CITY OF SOUTH GATE

Page: 1

Bank : botw BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
100826	4/24/2023	0013892	JACK'S TIRE RECYLING	1919	4/14/2023	JACKS TIRE RECYCLING/CLEAN	49,066.00
Voucher:							49,066.00
Sub total for BANK OF THE WEST:							49,066.00
1 check in this report.							Grand Total All Checks: 49,066.00

WARRANT REGISTER FOR COUNCIL MEETING 5/9/2023

PART III

apChkLst
04/26/2023 8:27:43AM

Final Check List
CITY OF SOUTH GATE

Page: 1

Bank : botw BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
100828	4/27/2023	0012107	CALIFORNIA STATE DISBURSEMENT Ben313894	4/27/2023	CA STATE DISB. UNIT: PAYMENT	529.37	529.37
		Voucher:					
100829	4/27/2023	00002138	FRANCHISE TAX BOARD Ben313892	4/27/2023	GARNISHMENT - FRANCHISE TA	967.93	967.93
		Voucher:					
Sub total for BANK OF THE WEST:							1,497.30
2 checks in this report.							
Grand Total All Checks:							1,497.30

WARRANT REGISTER FOR COUNCIL MEETING 5/9/2023

PART IV

apChkLst
04/27/2023 7:50:57AM

Final Check List
CITY OF SOUTH GATE

Page: 1

Bank : botw BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
100831	4/26/2023	0009529	CAL PACIFIC LAND SERVICES, IN2023-004	4/13/2023	GARFIELD AVE. COMPLETES ST	2,750.00	2,750.00
		Voucher:					
100832	4/26/2023	0013814	DE NOVO PLANNING GROUP 3707	1/4/2023	9001-19 LONG BEACH BLVD DE I	38,460.00	38,460.00
		Voucher:					
100833	4/26/2023	0009296	EO: DAVILA, MARIA APRIL 11-14, 2023	4/26/2023	APRIL 11-14,2023 LEAGUE OF CA	1,037.84	1,037.84
		Voucher:					
100834	4/26/2023	0013069	NR DEVELOPMENT, INC UOP-020	4/17/2023	RELEASE OF STOP PAYMENT NC	28,554.14	28,554.14
		Voucher:					
100835	4/26/2023	0013096	OFFICE TEAM 61014955	11/7/2022	W/E 11/4/2022 J. JIMENEZ ROBEI	2,200.00	
		Voucher:	60974483	10/31/2022	W/E 10/28/22 J. JIMENEZ ROBER	1,950.00	4,150.00
Sub total for BANK OF THE WEST:							74,951.98
5 checks in this report.							
Grand Total All Checks:							74,951.98

WARRANT REGISTER FOR COUNCIL MEETING 5/9/2023

PART V

apChkLst
05/01/2023 5:11:42PM

Final Check List
CITY OF SOUTH GATE

Page: 1

Bank : botw BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
100836	5/9/2023	0013281	60TH PLACE SOLUTIONS INC	1209	4/7/2023	SG BADGE STICKERS CENTENN	623.81	623.81
	Voucher:							
100837	5/9/2023	00003502	ABC BATTERY INC.	20441	4/11/2023	PARTS FOR GARAGE SHOP STO	477.35	477.35
	Voucher:							
100838	5/9/2023	00001467	ADMINISTRATIVE SERV. CO-OP	230337	3/31/2023	MAR 2023: PHONE-A-RIDE SERV	49,220.22	49,220.22
	Voucher:							
100839	5/9/2023	0007802	AIS SPECIALTY PRODUCTS, INC	PSI479888	11/21/2022	ASPHALT RELEASE CHEMICALS	1,866.40	1,866.40
	Voucher:							
100840	5/9/2023	0010875	ALFREDO DE LA TORRE	3/30/2023-13050 F	3/30/2023	13050 PARAMOUNT BLVD PROFI	1,650.00	
	Voucher:			2/22/2023-13050 F	2/22/2023	13050 PARAMOUNT BLVD PROFI	1,800.00	
				1/16/2023	1/16/2023	9001 LONG BEACH BLVD-MAINTI	1,800.00	
				2/22/2023	2/22/2023	9001 LONG BEACH BLVD-MAINTI	1,200.00	
				3/30/2023	3/30/2023	9001 LONG BEACH BLVD-MAINTI	950.00	7,400.00
100841	5/9/2023	00000185	ALL CITY MANAGEMENT SERVICE	84685	4/5/2023	3/19/23-4/1/23: SCHOOL CROSSII	20,481.49	20,481.49
	Voucher:							
100842	5/9/2023	00004309	AMERIFLEX	INV612966	4/4/2023	FSA ADMIN FEE 35 PARTICIPANT	190.75	190.75
	Voucher:							
100843	5/9/2023	0011121	APRINTCO	12724	4/1/2023	PARTS FOR UNIT #402	242.55	
	Voucher:			12725	4/1/2023	PARTS FOR UNIT #452 AND UNIT	352.80	595.35
100844	5/9/2023	0007290	APW KNOX-SEEMAN	18604286	4/5/2023	PARTS FOR UNIT #204	3.30	
	Voucher:			18604289	4/5/2023	PARTS FOR UNIT #293 & UNIT #2	187.98	191.28
100845	5/9/2023	00000201	ATLANTIC LOCK & KEY	00608	4/5/2023	KEYS FOR AUDITORIUM OFFICE	238.20	238.20
	Voucher:							

Bank : botw BANK OF THE WEST

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
100846	5/9/2023	0010585	AUTOZONE STORES, INC.	5488084061	4/13/2023	AUTO PARTS	55.13
	Voucher:			5488081833	4/12/2023	AUTO PARTS	187.41
				5488048877	3/7/2023	PARTS FOR UNIT #320	60.63
				5488076348	4/5/2023	PARTS FOR UNIT #445	99.20
				5488082044	4/10/2023	PARTS FOR UNIT #664	21.82
				5488081545	4/10/2023	PARTS FOR UNIT #183	344.00
				5488002725	1/19/2023	PARTS FOR UNIT #145	18.09
				5488016003	2/2/2023	PARTS FOR GARAGE SHOP STO	29.06
				5488077346	4/6/2023	PARTS FOR UNIT #304	42.73
				5488077320	4/6/2023	PARTS FOR UNIT #190	5.94
				5488081816	4/10/2023	PARTS FOR UNIT #159	180.59
				5488083241	4/12/2023	AUTO PARTS	84.94
				5488061627	3/21/2023	AUTO PARTS	22.89
							1,152.43
100847	5/9/2023	0010615	BEARCOM	5537152	4/3/2023	APR 2023: MAINTENANCE RENE	1,049.55
	Voucher:						1,049.55
100848	5/9/2023	00000651	BSN SPORTS, LLC	921063688	3/23/2023	SPORTS EQUIPMENT FOR YOUI	917.26
	Voucher:						917.26
100849	5/9/2023	0009529	CAL PACIFIC LAND SERVICES, INJP-4525		10/15/2022	ANNUAL PERMIT FOR CONDUIT,	16,904.74
	Voucher:						16,904.74
100850	5/9/2023	00000759	CALIFORNIA FRAME & AXLE	72670	4/11/2023	UNIT #145 FRONT WHEEL ALIGN	120.00
	Voucher:						120.00
100851	5/9/2023	0012885	CANON FINANCIAL SERVICES, IN30297375		4/8/2023	BILLING DATE 4/17/23-5/16/23	1,558.72
	Voucher:						1,558.72
100852	5/9/2023	00000898	CENTRAL BASIN MUNI WATER DISG-MAR23		1/7/2023	MAR 2023: CB METER SERVICE	6,487.24
	Voucher:						6,487.24

Bank : botw BANK OF THE WEST				(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total		
100853	5/9/2023	0006239	CENTRAL FORD	25125	4/14/2023	AUTO PARTS	203.51		
	Voucher:			25153	4/14/2023	AUTO PARTS	132.26		
				24991	4/12/2023	AUTO PARTS	240.65		
				25053	4/13/2023	AUTO PARTS	521.53		
				25111	4/14/2023	AUTO PARTS	88.84		
				25217	4/17/2023	AUTO PARTS	161.67		
				25242	4/17/2023	AUTO PARTS	140.81		
				24644	4/5/2023	PARTS FOR UNIT #417	80.84		
				24836	4/11/2023	PARTS FOR UNIT #614	348.99		
				24463	4/3/2023	PARTS FOR #354	154.00		
				24638	4/5/2023	PARTS FOR UNIT #145	48.31		
				24592	4/6/2023	PARTS FOR UNIT #201	244.80		
				24818	4/8/2023	PARTS FOR UNIT #145	184.42		
				27327	1/19/2023	REPAIRS ON UNIT #232	195.00		
				30480	4/10/2023	PARTS FOR UNIT #114	292.50	3,038.13	
100854	5/9/2023	0012980	CHARTER COMMUNICATIONS	108308401040123	4/1/2023	APR 2023 FIBER OPTICS FOR R/	877.53	877.53	
	Voucher:								
100855	5/9/2023	0012980	CHARTER COMMUNICATIONS	0490384032723	3/27/2023	3/27/23-4/26/23: LUNCH ROOM A/	146.69		
	Voucher:			0008335040123	4/1/2023	APR 2023-SCADA INTERNET	161.26		
				0439993032023	3/20/2023	SUBLEASE 2 ACCT#8448 30 017	134.99		
				0044267032723	3/27/2023	MAR 2023 CABLE FOR PD AND V	311.46	754.40	
100856	5/9/2023	0013706	CINTAS CORPORATION NO 3	4151994029	4/10/2023	WEEKLY CLEANING SERVICE FC	45.00		
	Voucher:			4152700305	4/17/2023	WEEKLY CLEANING SERVICE FC	45.00	90.00	
100857	5/9/2023	00005090	CITY OF PARAMOUNT	3/22/23 WATER	3/22/2023	01/7/23-3/13/23: 13652 GARFIELD	74.24	74.24	
	Voucher:								
100858	5/9/2023	0011922	CONCENTRA MEDICAL CENTER	578745784	3/23/2023	PROVIDE MEDICAL SERVICES F/	551.00	551.00	
	Voucher:								
100859	5/9/2023	00003660	CRAFCO, INC.	9402892252	3/17/2023	EMERGENCY POTHOLE PATCHII	5,652.40	5,652.40	
	Voucher:								
100860	5/9/2023	0009390	D.C. DRILLING, INC	7390	2/6/2023	HORIZONTAL DRILLING TO REP/	3,800.00		
	Voucher:			7391	2/6/2023	HORIZONTAL DRILLING TO REP/	3,800.00	7,600.00	
100861	5/9/2023	00001423	DAILY JOURNAL CORPORATION	B3686373	4/6/2023	NOTICE OF HEARING: APPEAL D	185.00	185.00	
	Voucher:								
100862	5/9/2023	0005392	DAVID VOLZ DESIGN	422468	4/10/2023	2/16/23-3/16/23 DESIGN SERVICE	15,530.10	15,530.10	
	Voucher:								

Bank : botw BANK OF THE WEST		(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
100863	5/9/2023	00001565	DEPT OF JUSTICE-(DOJ) CENTR/648233	4/5/2023	MAR 2023: FINGER PRINT APPS-	96.00	96.00
		Voucher:					
100864	5/9/2023	0006821	DIV. OF THE STATE ARCHITECT DSA QUARTER #	3/31/2023	DSA QUARTER #1 2023 FEES	135.20	135.20
		Voucher:					
100865	5/9/2023	0013387	EDLIN, LOPEZ	2022-0001RE	2/10/2023	RI CK#96134: INSTALLATION OF	237.00
		Voucher:					237.00
100866	5/9/2023	0010017	ENTERPRISE FM TRUST	FBN4724296	4/5/2023	APR 2023: PD LEASED VEHICLE-	3,097.89
		Voucher:		FBN4676814-A	2/20/2023	FEB 2023 PD- LEASED VEHICLE-	124.92
				FBN4724192	4/5/2023	APR 2023: PD LEASED VEHICLE-	2,171.08
				167-136456	4/13/2023	FACTORY AUTO PARTS	319.99
100867	5/9/2023	0010558	FACTORY MOTOR PARTS COMP				5,393.89
		Voucher:					319.99
100868	5/9/2023	00000619	FALCON FUELS, INC.	57123	4/3/2023	REGULAR UNLEADED FUEL & S/	6,081.34
		Voucher:					6,081.34
100869	5/9/2023	0013187	FAST 5 SOUTH GATE 9, LLC	5519	3/31/2023	MAR 2023 CAR WASH SRVS (24)	144.00
		Voucher:					144.00
100870	5/9/2023	00002026	FEDERAL EXPRESS CORPORATI	8-085-63656	3/31/2023	FEDEX 2DAY AM	13.67
		Voucher:		7-986-29893	12/23/2022	FEDEX PRIORITY OVERNIGHT	10.45
				8-092-60253	4/7/2023	FEDEX EXPRESS SERVICES	14.41
							38.53
100871	5/9/2023	0005869	FERGUSON WATERWORKS	0009168	4/5/2023	RESTOCK 2" COPPER TUBING	3,011.25
		Voucher:					3,011.25
100872	5/9/2023	00003770	FLEMING ENVIRONMENTAL INC.	19845	4/10/2023	4/4/23: DESIGNATED OPERATOR	540.00
		Voucher:					540.00
100873	5/9/2023	0009215	G&M OIL COMPANY, LLC	012-049	4/10/2023	FEB 2023 EXPRESS CAR WASHE	45.00
		Voucher:		012-050	4/10/2023	MAR 2023 EXPRESS CAR WASHI	45.00
							90.00
100874	5/9/2023	0012666	GENERAL ALARM SERVICES, INC	133123	4/1/2023	APR 2022: ALARM SYSTEM MON	75.00
		Voucher:		132827	4/1/2023	MAR 2022: ALARM SYSTEM MON	75.00
				132533	4/1/2023	MAY 2022: ALARM SYSTEM MON	75.00
							225.00
100875	5/9/2023	0013098	GREEN'S DRY CLEANING & LAUN	539201	3/31/2023	MAR 2023 JAIL CLEANING OF BL	1,318.00
		Voucher:					1,318.00
100876	5/9/2023	0013070	GRIFFIN STRUCTURES, INC.	GSI-SG00-21R	2/28/2023	FEB 2023 CONSTRUCTION MAN/	28,909.86
		Voucher:		GSI-SGUO-20	1/31/2023	JAN 2023 CONSTRUCTION MAN/	39,785.63
							68,695.49
100877	5/9/2023	00002568	HAAKER EQUIPMENT COMPANY	C1A4KV	3/9/2023	SEWER TRUCK EQUIPMENT	959.80
		Voucher:					959.80
100878	5/9/2023	00002577	HACH COMPANY	13524339	4/3/2023	CHLORINE REAGENT	619.55
		Voucher:					619.55

Bank : botw BANK OF THE WEST		(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
100879	5/9/2023	00000268	HOME DEPOT CREDIT SERVICES5374472	4/17/2023	PURCHASE GRABBERS/ PICKER	439.34	
	Voucher:		2354200	4/10/2023	PARTS FOR CHLORINE ROOM AI	560.60	
			0343060	4/12/2023	GROUPS MAINT SUPPLIES	225.56	
			4362388	4/8/2023	GROUND MAINT. SUPPLIES	111.99	
			6374397	4/6/2023	GROUND MAINT. SUPPLIES	72.47	
			3362310	3/20/2023	SMALL TOOLS FOR SIGNS AND I	790.69	
			5343085	4/17/2023	GROUPS MAINT. SUPPLIES	701.28	
			9374366	4/3/2023	GROUPS FERTILIZER	480.07	3,382.00
100880	5/9/2023	0008222	JCL TRAFFIC SERVICES 119034	4/12/2023	INVENTORY PO/ SAFETY CONES	4,332.83	4,332.83
	Voucher:						
100881	5/9/2023	00000209	JHM SUPPLY , INC. 85601/3	4/5/2023	GROUPS MAINT IRRIGATION S	1,437.79	
	Voucher:		85602/3	4/6/2023	GROUPS MAINT IRRIGATION S	1,444.39	2,882.18
100882	5/9/2023	0007294	KOA CORPORATION JC26068-2	1/31/2023	JAN 2023: INSPECTION SERVICE	10,530.00	
	Voucher:		JC26068-4	3/3/2023	2/27/23-4/2/23: INSPECTION SER	17,280.00	27,810.00
100883	5/9/2023	0010099	L.G.P. EQUIPMENT RENTALS, INC126494	4/12/2023	CONCRETE TRAILER RENTAL	420.21	420.21
	Voucher:						
100884	5/9/2023	0010392	LANDSCAPE STRUCTURES INC. INV-122996	12/15/2022	REPLACEMENT PLAYGROUND P	3,156.31	3,156.31
	Voucher:						
100885	5/9/2023	00003730	LEAGUE OF CALIFORNIA CITIES 643578	4/11/2023	2023 ANNUAL MEMBERSHIP DUE	26,354.00	
	Voucher:		INV-02473	2/15/2023	2023 LOCAL STREETS AND ROA	500.00	26,854.00
100886	5/9/2023	00004384	LIEN ON ME, INC. 10333743	4/10/2023	MEDICAL BILLIG REVIEW FOR B.	180.39	
	Voucher:		10333745	4/6/2023	MEDICAL BILLIG REVIEW FOR A.	337.71	518.10
100887	5/9/2023	00003793	LONG BEACH BMW MOTORCYCL46197	4/11/2023	UNIT #15 REAR TIRE REPAIR	404.43	404.43
	Voucher:						
100888	5/9/2023	0013797	MANRIQUEZ, EYVAR EMWINTER0423	4/13/2023	03/02/23-04/13/23 INSTRUCTOR F	315.00	315.00
	Voucher:						
100889	5/9/2023	00004060	MCMaster-CARR SUPPLY CO 95582725	4/4/2023	SPECIAL HARDWARE. NO WORK	1,471.32	
	Voucher:		95862402	4/10/2023	SPECIAL HARDWARE. NO WORK	1,364.63	2,835.95
100890	5/9/2023	00004093	MELAD & ASSOCIATES SG23-07	3/9/2023	FEB 2023: MELAD & ASSOCIATE	13,557.82	
	Voucher:		SG23-08	3/9/2023	FEB 2023: MELAD & ASSOCIATE	1,980.00	15,537.82
100891	5/9/2023	0011575	MERCHANTS BUILDING 729638	3/31/2023	MARCH 2023 COVID CLEANING	2,303.50	
	Voucher:		729636	3/31/2023	MARCH 2023 COVID CLEANING	4,606.70	6,910.20
100892	5/9/2023	00003815	MICHELSON LABORATORIES, INC0660257	4/5/2023	MONTHLY BILLING - HETEROTR	983.33	983.33
	Voucher:						

Bank : botw BANK OF THE WEST			(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
100893	5/9/2023	00000447	MISC - BLDG PERMITS	246574-MENDEZ,	3/30/2023	VWRP REFUNDABLE DEPOSIT	4,329.45	4,329.45
	Voucher:							
100894	5/9/2023	00000447	MISC - BLDG PERMITS	243069-JJ GOLD	3/30/2023	VWRP REFUNDABLE DEPOSIT	4,268.16	4,268.16
	Voucher:							
100895	5/9/2023	00000447	MISC - BLDG PERMITS	0230000080	1/20/2023	ACCESORY DWELLING UNIT	1,085.00	1,085.00
	Voucher:							
100896	5/9/2023	00000447	MISC - BLDG PERMITS	246639-I PERMIT	3/30/2023	PERMIT CANCELLED PER CONT	60.60	60.60
	Voucher:							
100897	5/9/2023	00000447	MISC - BLDG PERMITS	247618-QUINONE	3/30/2023	PERMIT CANCELLED PER PROP	44.20	44.20
	Voucher:							
100898	5/9/2023	00000170	MISC - PKS & REC REFUND	50239497-LARA	4/12/2023	REFUND: DUE TO CANCELED	1,250.00	1,250.00
	Voucher:							
100899	5/9/2023	00000170	MISC - PKS & REC REFUND	255385-AGUILAR	4/19/2023	REFUND OF ON-ACCOUNT ETR	150.00	150.00
	Voucher:							
100900	5/9/2023	00000170	MISC - PKS & REC REFUND	298587-PRECIAD	4/19/2023	REFUND OF ON-ACCOUNT ETR	90.00	90.00
	Voucher:							
100901	5/9/2023	00000170	MISC - PKS & REC REFUND	13206	4/19/2023	REFUND OF ON-ACCOUNT ETR	75.00	75.00
	Voucher:							
100902	5/9/2023	00000170	MISC - PKS & REC REFUND	217808/217815-D	4/19/2023	REFUND OF ON-ACCOUNT ETR	70.00	70.00
	Voucher:							
100903	5/9/2023	00000170	MISC - PKS & REC REFUND	50423814-CHOTC	4/3/2023	REFUND: CLASS CANCELED DU	65.00	65.00
	Voucher:							
100904	5/9/2023	00000170	MISC - PKS & REC REFUND	50441745-AGNAY	4/3/2023	REFUND: CLASS CANCELED DU	65.00	65.00
	Voucher:							
100905	5/9/2023	00000170	MISC - PKS & REC REFUND	106890-CERVANT	4/19/2023	REFUND OF ON-ACCOUNT ETR	64.00	64.00
	Voucher:							
100906	5/9/2023	00000170	MISC - PKS & REC REFUND	51541405-HERRE	4/4/2023	REFUND: TRIP CANCELED DUE	60.00	60.00
	Voucher:							
100907	5/9/2023	00000170	MISC - PKS & REC REFUND	296307-SOTO	4/19/2023	REFUND OF ON-ACCOUNT ETR	60.00	60.00
	Voucher:							
100908	5/9/2023	00000170	MISC - PKS & REC REFUND	50578647-KEMEL	4/4/2023	REFUND FOR DOG OBEDIENCE	55.00	55.00
	Voucher:							
100909	5/9/2023	00000170	MISC - PKS & REC REFUND	12603-TURCIOS	4/19/2023	REFUND OF ON-ACCOUNT ETR	55.00	55.00
	Voucher:							

Bank : botw BANK OF THE WEST		(Continued)							
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total		
100910	5/9/2023	00000170	MISC - PKS & REC REFUND	250858-HERNANI	4/19/2023	REFUND OF ON-ACCOUNT ETR/	55.00	55.00	
	Voucher:								
100911	5/9/2023	00000170	MISC - PKS & REC REFUND	I2609-GARCIA	4/19/2023	REFUND OF ON-ACCOUNT ETR/	55.00	55.00	
	Voucher:								
100912	5/9/2023	00000170	MISC - PKS & REC REFUND	288279	4/25/2023	REFUND OF ON-ACCOUNT ETR/	55.00	55.00	
	Voucher:								
100913	5/9/2023	00000170	MISC - PKS & REC REFUND	I3079-BILLINGS	4/19/2023	REFUND OF ON-ACCOUNT ETR/	50.00	50.00	
	Voucher:								
100914	5/9/2023	00000170	MISC - PKS & REC REFUND	50435798-CAMPC	4/4/2023	REFUND-PATRON HAS A CONFLI	45.00	45.00	
	Voucher:								
100915	5/9/2023	00000170	MISC - PKS & REC REFUND	I2136-PENA	4/19/2023	REFUND OF ON-ACCOUNT ETR/	25.00	25.00	
	Voucher:								
100916	5/9/2023	00000170	MISC - PKS & REC REFUND	I3120	4/19/2023	REFUND OF ON-ACCOUNT ETR/	24.00	24.00	
	Voucher:								
100917	5/9/2023	00000170	MISC - PKS & REC REFUND	I3119-GARCIA	4/19/2023	REFUND OF ON-ACCOUNT ETR/	24.00	24.00	
	Voucher:								
100918	5/9/2023	00000170	MISC - PKS & REC REFUND	246186-MARTINE	4/19/2023	REFUND OF ON-ACCOUNT ETR/	24.00	24.00	
	Voucher:								
100919	5/9/2023	00000170	MISC - PKS & REC REFUND	I3112-TRINIDAD	4/19/2023	REFUND OF ON-ACCOUNT ETR/	24.00	24.00	
	Voucher:								
100920	5/9/2023	00003458	MISC - PUBLIC WORKS	641511-ZAMUDO,	3/30/2023	NEW WATER SERVICE INSTALLA	1,898.12	1,898.12	
	Voucher:								
100921	5/9/2023	00003458	MISC - PUBLIC WORKS	601431-REYES C	3/30/2023	NEW WATER SERVICE INSTALLA	1,183.30	1,183.30	
	Voucher:								
100922	5/9/2023	00003458	MISC - PUBLIC WORKS	594350-SHEIKH	3/30/2023	NEW WATER SERVICE INSTALLA	385.17	385.17	
	Voucher:								
100923	5/9/2023	0007720	MRI SOFTWARE, LLC.	MRIUS1317890	1/31/2023	MRI SOFTWARE LLC	21,700.92	21,700.92	
	Voucher:								
100924	5/9/2023	0009426	MV CHENG & ASSOCIATES, INC.	3/31/2023B	4/3/2023	MARCH 2023 J. RAFA MV CHENG	12,240.00	12,240.00	
	Voucher:								
100925	5/9/2023	0012286	NATIONWIDE ENVIRONMENTAL,	33141	4/15/2023	ANNUAL ST SWEEPING SRVCS -	60,823.50	60,823.50	
	Voucher:								

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Final Check List
CITY OF SOUTH GATE

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Bank : botw BANK OF THE WEST				(Continued)				
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
100926	5/9/2023	0010683	NEW CHEF FASHION, INC.	1051037	3/9/2023	UNIFORM, POLO SHIRTS FOR D	154.32	
				1052135	3/28/2023	UNIFORM, POLO SHIRTS FOR C	104.72	
				1052859	4/6/2023	UNIFORM, POLO SHIRTS AND JA	135.03	
				1052407	3/31/2023	UNIFORM, JACKET FOR POLICE	30.32	
100927	5/9/2023	00003843	NORTH STAR ELECTRONICS, LLC	3158	4/5/2023	NEW LIGHT BAR PURCHASE & IN	5,045.32	
Voucher:								
							424.39	
							5,045.32	

Bank : botw BANK OF THE WEST				(Continued)				
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
100929	5/9/2023	00001414 OFFICE DEPOT	300958607001	3/9/2023	OFFICE SUPPLIES	70.33		
	Voucher:		304500965001	3/23/2023	TONER	106.63		
			304529779001	3/23/2023	TONER	181.90		
			304529780001	3/22/2023	TONER	128.98		
			296165847001	3/1/2023	OFFICE SUPPLIES	268.35		
			296166453001	3/1/2023	OFFICE SUPPLIES	54.00		
			296176537001	3/8/2023	OFFICE SUPPLIES	20.39		
			303200268001	3/22/2023	OFFICE SUPPLIES	62.15		
			293263989001	2/28/2023	TONER	502.25		
			302608190001	3/21/2023	OFFICE SUPPLIES	410.31		
			306247990001	3/30/2023	OFFICE SUPPLIES & CHAIR MAT	123.52		
			306270439001	3/30/2023	TONER	251.35		
			300280686001	3/20/2023	OFFICE SUPPLIES	462.99		
			300441096001	3/17/2023	GEOMETRIC SHAPES BUILDING	53.46		
			302060036001	3/9/2023	OFFICE SUPPLIES	654.91		
			302060036002	3/10/2023	OFFICE SUPPLIES	10.45		
			302068406001	3/9/2023	OFFICE SUPPLIES	5.73		
			302068409001	3/9/2023	DVD +R	51.46		
			302614997001	3/21/2023	DISPLAY FRAMES & BROCHURE	405.78		
			302615002001	3/21/2023	PLASTIC STORAGE BOXES	91.88		
			302615004001	3/22/2023	BORDER TRIM	33.01		
			303018903001	3/16/2023	STEEL BOOKCASE FOR FLEET S	243.42		
			303018309001	3/14/2023	SCANNER	436.58		
			303997866001	3/29/2023	OFFICE SUPPLIES	102.68		
			304011308001	3/29/2023	OFFICE SUPPLIES	11.22		
			303639981001	3/29/2023	OFFICE SUPPLIES	106.15		
			301565919001	3/8/2023	OFFICE CHAIR FOR SR. SECRET	242.54		
			305215245001	3/21/2023	PORTABLE EXTERNAL HARD DR	70.18		
			304025565001	3/20/2023	OFFICE SUPPLIES	191.06		
			306505770001	3/30/2023	OFFICE SUPPLIES	126.32		
			295982815001	2/28/2023	OFFICE SUPPLIES	85.23		
			300057335001	3/7/2023	OFFICE SUPPLIES	169.77		
			300231227001	3/13/2023	OFFICE SUPPLIES & WEBCAM	326.81		
			302621333001	3/21/2023	OFFICE SUPPLIES	16.17		
			302624734001	3/23/2023	USB FLASH DRIVES	61.78		

Bank : botw BANK OF THE WEST			(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
			303639981002	3/30/2023	OFFICE SUPPLIES	22.36		
			303640487001	3/29/2023	OFFICE SUPPLIES	25.10		
			302118160001	3/9/2023	OFFICE SUPPLIES	91.42		
			302767581001	3/30/2023	OFFICE SUPPLIES	100.33		
			294693011001	3/1/2023	USB FLASH DRIVES	44.09		
			301356534001	3/14/2023	OFFICE SUPPLIES	93.80		
			300545859001	3/7/2023	OFFICE SUPPLIES	251.59		
			295814860001	3/7/2023	OFFICE SUPPLIES	233.07		
			301678132001	3/21/2023	OFFICE SUPPLIES	139.18		
			301731855001	3/23/2023	PORTABLE EXTERNAL HARD DR	245.06		
			294691927001	3/6/2023	USB FLASH DRIVES	84.99		
			294691927003	3/13/2023	USB FLASH DRIVES	49.56		
			306346491001		RETURNED ITEM, INVOICE #291.	-46.47		
			296047877001	3/1/2023	USB FLASH DRIVES	44.09		
			304529878001	3/23/2023	WEBCAM & HEADSET	66.90		
			300216004001	3/7/2023	OFFICE SUPPLIES	119.68		
			302053342001	3/15/2023	OFFICE SUPPLIES	85.11		
			304266826001	3/20/2023	OFFICE SUPPLIES	143.53		
			300536091001	3/10/2023	SMARTPHONE CARRY CASE	43.98		
			300536195001	3/7/2023	OFFICE SUPPLIES	34.55		
			302003111001	3/21/2023	OFFICE SUPPLIES & WEBCAM	58.39		
			295237120001	2/28/2023	OFFICE SUPPLIES	108.89	8,178.94	
100930	5/9/2023	0013563	OFFICE OF: OFFICE CORP.	22024	9/12/2022	AUGUST 2022 ADU MANAGEMEN	17,446.00	
	Voucher:			2302	3/13/2023	JAN 2023 ADU MANAGEMENT PF	4,200.00	
				2303	3/13/2023	FEB 2023 ADU MANAGEMENT PF	6,150.00	27,796.00

Bank : botw BANK OF THE WEST				(Continued)					
Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total	
100931	5/9/2023	0013096	OFFICE TEAM	61646951	3/6/2023	W/E 3/3/23: ROBERT HALF TALEN	1,860.00		
				61736449	3/21/2023	W/E 3/17/23: ROBERT HALF TALE	1,280.00		
				61778450	3/29/2023	W/E 3/24/23: ROBERT HALF TALE	1,920.00		
				61736448	3/21/2023	W/E 3/17/23: ROBERT HALF TALE	1,440.00		
				61707793	3/15/2023	W/E 3/10/23: ROBERT HALF TALE	1,920.00		
				61841769	4/11/2023	W/E 4/7/23: ROBERT HALF TALEN	1,152.00		
				61813810	4/5/2023	W/E 3/31/23: ROBERT HALF TALE	960.00		
				61841772	4/11/2023	W/E 4/7/23: ROBERT HALF TALEN	1,920.00		
				61778409	3/29/2023	W/E 3/24/23: ROBERT HALF TALE	1,280.00		
				61707814	3/15/2023	W/E 3/10/23: ROBERT HALF TALE	960.00		
				61813827	4/5/2023	W/E 3/31/23: ROBERT HALF TALE	960.00		
				61635808	3/1/2023	W/E 2/24/23: ROBERT HALF TALE	1,440.00		
								17,092.00	
100932	5/9/2023	0007984	O'REILLY AUTO PARTS	3063-108773	4/14/2023	AUTO PARTS	378.41		
				3063-108600	4/13/2023	PART FOR PARK FUEL ISLAND	63.93		
				3063-108699	4/13/2023	AUTO PARTS	83.72		
				3063-108560	4/12/2023	PARTS FOR UNIT #611 & #357	88.24		
				3063-107484	4/5/2023	PARTS FOR UNIT #417	27.55		
				3063-107818	4/7/2023	PARTS FOR UNIT #117	268.67		
				3063-108412	4/11/2023	FLOOR MATS FOR UNIT 408	216.07		
				3063-108748	4/14/2023	PARTS FOR UNIT #185	84.23		
				3063-386430 1/12		CREDIT: RETURNED ITEM, INVOI	-363.81		
				3063-104305		CREDIT: RETURNED ITEM, INVOI	-332.69		
				3063-104481		CREDIT: RETURNED ITEM, INVOI	-372.69		141.63
				1010918803	4/12/2023	TIRES FOR CITY VECHICLES	1,319.37		
				1010918801	4/12/2023	TIRES FOR CITY VECHICLES	1,002.88		
100933	5/9/2023	00004582	PARKHOUSE TIRE INC	1010915400	3/21/2023	FIELD FLAT REPAIR FOR UNIT #3	279.66		2,601.91
				104337	2/28/2023	FEB 2023 ANNUAL LANDSCAPE I	29,719.00		29,719.00
100934	5/9/2023	0011294	PARKWOOD LANDSCAPE						
100935	5/9/2023	0005311	PD: BEDETTI, MARCELO	1-3631	4/17/2023	3/6/23-3/8/23 TRAVEL REIMBURS	99.82		99.82
100936	5/9/2023	0011707	PD: DINH, MARTIN	1-3633	4/18/2023	3/27/23-3/30/23 MEAL REIMBURS	194.85		194.85
100937	5/9/2023	0010468	PD: HERNANDEZ, ALEXIS	1-3628	4/17/2023	4/3/23-4/7/23 TRAVEL REIMBURS	265.06		265.06

Bank : botw BANK OF THE WEST			(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
100938	5/9/2023	00003556	PD: MUNOZ, ARMANDO	1-3632	4/17/2023	3/15/23-3/16/23 TRAVEL REIMBURSEMENT	89.08	89.08
	Voucher:							
100939	5/9/2023	00004713	PETTY CASH- PARKS & REC.DEP3/22/23-4/11/23		4/12/2023	3/22/23-4/11/23 PETTY CASH	401.77	401.77
	Voucher:							
100940	5/9/2023	00002335	PITNEY BOWES	MARCH 2023	4/12/2023	MARCH 2023: RESERVE ACCOUNT	2,500.00	2,500.00
	Voucher:							
100941	5/9/2023	00002335	PITNEY BOWES	3106028145	3/26/2023	MAIL MACHINE LEASE (1/30/23-4/11/23)	1,341.92	
	Voucher:							
				3105887954	12/26/2022	MAIL MACHINE LEASE (10/30/22-4/11/23)	1,341.92	2,683.84
100942	5/9/2023	00004271	PK: BETANCOURT, CRYSTAL	CBSRING0423	4/13/2023	YOUTH HIP HOP AND TUMBLING	7,468.56	7,468.56
	Voucher:							
100943	5/9/2023	0012870	PK: BIBRIESCA DE ARELLANO, MMBWINTER0423		4/13/2023	04/04/23-04/11/23 INSTRUCTOR FEE	90.00	
	Voucher:							
				MBWINTER0423T	4/13/2023	03/16/23-04/13/23 INSTRUCTOR FEE	405.00	495.00
100944	5/9/2023	00001643	PK: DIAZ, VANESSA	VDSRING0423	4/13/2023	BABY MEXICAN FOLK & BABY BAPTIST	1,131.60	1,131.60
	Voucher:							
100945	5/9/2023	0011257	PK: GUILMETTE, ROBERT	RGWINTER0423	4/13/2023	03/15/23-04/12/23 INSTRUCTOR FEE	990.00	990.00
	Voucher:							
100946	5/9/2023	0008741	PK: HINDU, CLAUDIA	CHSPRING0423	4/13/2023	ART CLASS - ACCT.# 100-410-61-	763.60	763.60
	Voucher:							
100947	5/9/2023	00003708	PK: LASTRA, MARY	MLSPRING0423	4/13/2023	MEXICAN FOLK DANCE	2,640.40	2,640.40
	Voucher:							
100948	5/9/2023	0013766	PK: LOPEZ, ASHLEY	ALSPRING0423	4/13/2023	COTRACTOR PAYMENT FOR CHI	641.24	641.24
	Voucher:							
100949	5/9/2023	0013899	PK: LOPEZ, ISRAEL	ILLSPRING0423	4/13/2023	PAINT CLASS	517.27	517.27
	Voucher:							
100950	5/9/2023	0009212	PK: RAMOS, GUNTHER H. ALCERGARS	SPRING0423	4/13/2023	DOG OBEDIENCE - ACCT. 100-41	488.29	488.29
	Voucher:							
100951	5/9/2023	00003720	PK: RODRIGUEZ, BEATRIZ J	51495261	4/13/2023	3/1/23-3/29/23 OVER EASY	37.33	37.33
	Voucher:							
100952	5/9/2023	0011335	PK: SALAZAR, ALICIA C	ASSPRING0423	4/13/2023	OIL PAINTING	414.92	414.92
	Voucher:							
100953	5/9/2023	0010624	PK: SANCHEZ, MARIBEL	MSWINTER0423	4/13/2023	03/18/23-04/08/23 INSTRUCTOR FEE	180.00	180.00
	Voucher:							
100954	5/9/2023	0013659	PK: SANCHEZ, ROCIO	RSWINTER0423	4/13/2023	03/16/23-04/13/23 INSTRUCTOR FEE	700.00	700.00
	Voucher:							

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
100955	5/9/2023	00003405	POWER DESIGN	42092	2/28/2023	UPS MAINTENANCE	725.00
	Voucher:			42093	2/28/2023	UPS MAINTENANCE	1,579.84
100956	5/9/2023	0010303	PRIMESTOR DEVELOPMENT INC	557805	1/1/2022	RENTAL PAYMENT FOR AZALEA	1.00
	Voucher:			683246	1/1/2023	RENTAL PAYMENT FOR AZALEA	1.00
100957	5/9/2023	0005368	PRINTCO DIRECT	85300	4/13/2023	PRINTS SETS FOR CAPITAL IMPI	227.56
	Voucher:						227.56
100958	5/9/2023	00004055	PROFORCE LAW ENFORCEMENT	1515648	4/10/2023	MPI MBUS FRONT BACK UP SIGI	134.92
	Voucher:			515538	4/7/2023	AMMUNITION AND EQUIPMENT	1,803.69
				515723	4/10/2023	TEN - RIFLE SLINGS - BHP STOR	262.73
				516317	4/17/2023	TEN - BRKK CLP 4OZ SQUEEZE I	91.51
100959	5/9/2023	00001322	PVP COMMINCATIONS INC.	132737	4/13/2023	EQUIPMENT INSTALLATION TO F	550.00
	Voucher:						550.00
100960	5/9/2023	00000416	RAPID-O-PRINT	27217	1/4/2023	PRINT JOB - ENVELOPES: NON	647.17
	Voucher:			28105	4/11/2023	EARTH DAY COPIES	3,059.44
				28130	4/17/2023	BDLG & SAFETY PERMIT PERMI	1,190.70
100961	5/9/2023	0013627	RED WING BRANDS OF AMERICA	20230310109693	3/10/2023	SAFETY FOOTWEAR PROVIDER	478.19
	Voucher:			2023041019693	4/10/2023	SAFETY FOOTWEAR PROVIDER	709.38
100962	5/9/2023	0011545	RELX, INC.	1431080-2023022	2/28/2023	FEB 2023 MONTHLY SUBSCRIPT	732.45
	Voucher:						732.45
100963	5/9/2023	0007826	RON'S MAINTENANCE, INC.	717	4/12/2023	CITYWIDE CATCH BASIN CLEAN	21,200.00
	Voucher:						21,200.00
100964	5/9/2023	0012665	RS SCREEN PRINTING & EMBROID	SOGATEWATERD	4/5/2023	PW EVENT CANOPIES	4,229.54
	Voucher:						4,229.54
100965	5/9/2023	0007637	RSG, INC	I009679	12/31/2022	103050 PARAMOUNT BLVD PRE I	1,276.25
	Voucher:			I009913.1	1/31/2023	103050 PARAMOUNT BLVD PRE I	605.00
				I010033	2/28/2023	103050 PARAMOUNT BLVD PRE I	187.50
				I010126	3/31/2023	103050 PARAMOUNT BLVD PRE I	187.50
				I009913	1/31/2023	HOUSUNG AUTHORITY- DEVELC	160.00
				I009646	11/30/2022	103050 PARAMOUNT BLVD PRE I	1,198.75
100966	5/9/2023	00004821	S & J SUPPLY COMPANY, INC.	S100209355.001	4/12/2023	VARIOUS WATER REPAIR SUPPL	225.40
	Voucher:						225.40
100967	5/9/2023	0010623	SECTRAN SECURITY INC.	23040540	4/6/2023	APRIL 2023 SECTRAN - ARMORE	361.27
	Voucher:						361.27

Bank : botw BANK OF THE WEST		(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
100968	5/9/2023	00004834	SECURITY SIGNAL DEVICES SYSS-01097934	3/29/2023	SERVICE CALL FOR GATE NOT L	189.00		
	Voucher:		S-01083307	8/31/2022	REPAIR AND MAINTENANCE NO	10.99		
			S-01095934	2/28/2023	REPLACED LOW BATTERY IN ZC	21.99	221.98	
100969	5/9/2023	0013614	SHOETERIA, INC.	3/9/2023	SAFETY FOOTWEAR PROVIDER	250.00	250.00	
	Voucher:		0046544-IN					
100970	5/9/2023	0012098	SO CAL COMPTON PIPE SUPPLY 1078	4/6/2023	LINE PIPE & SERVICES LINE PAF	332.07	332.07	
	Voucher:							
100971	5/9/2023	00004897	ST FRANCIS MEDICAL CENTER	10333745	MEDICAL TREATMENT OF ARRE	857.40		
	Voucher:		10333743	4/6/2023	MEDICAL TREATMENT OF ARRE	673.27	1,530.67	
100972	5/9/2023	0013538	STACY MEDICAL CENTER	2452-49995	MEDICAL SERVICES FOR PD DU	2,270.00	2,270.00	
	Voucher:							
100973	5/9/2023	0013072	STATEWIDE SAFETY SYSTEM	40013790	CUSTOM SIGNS-	1,006.99	1,006.99	
	Voucher:							
100974	5/9/2023	0013585	STERICYLE, INC.	8003646806	MAR 2023 SHREDDING OF DOCL	111.96	111.96	
	Voucher:							
100975	5/9/2023	0006922	SUNBELT RENTALS	134322843-0001	RENTAL OF (7) LIGHT TOWERS L	8,483.10		
	Voucher:		134322843-0003	2/8/2023	RENTAL OF (7) LIGHT TOWERS L	6,345.45	14,828.55	
100976	5/9/2023	00004906	SWRCB FEES	SC-136150	OVERSIGHT COSTS FOR PE 12/	278.77	278.77	
	Voucher:							
100977	5/9/2023	00004921	TARGET SPECIALTY PRODUCTS	INVP501079827	GROUNDS MAINT. SUPPLIES	53.87		
	Voucher:		INVP501079808	3/15/2023	GROUND MAINT. SUPPLIES	2,195.03		
			INVP501086101	3/22/2023	GROUND MAINT. SUPPLIES	788.13		
			INVP501112129	4/17/2023	GROUNDS MAINT. SUPPLIES	757.31	3,794.34	
100978	5/9/2023	0011201	TELECOM LAW FIRM, P.C.	14593	8633 CALIFORNIA AVE (DISH) - T	2,523.00	2,523.00	
	Voucher:							
100979	5/9/2023	0012474	THE HOME DEPOT DEPOT PRO	740271721	INVENTORY PO/ CLEANING SUP	987.71	987.71	
	Voucher:							

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
100980	5/9/2023	0008109	THE ORIGINAL GOODIE'S UNIFORMS	8148	3/17/2023	UNIFORM AND ACCESSORIES	1,147.92	
	Voucher:		8156	3/17/2023	UNIFORM AND ACCESSORIES	1,147.92		
			8151	3/17/2023	UNIFORM AND ACCESSORIES	1,081.77		
			8153	3/17/2023	UNIFORM AND ACCESSORIES	1,081.77		
			8149	3/17/2023	SAFETY EQUIPMENT FOR POLICE	1,328.57		
			8150	3/17/2023	SAFETY EQUIPMENT FOR POLICE	1,328.57		
			8155	3/17/2023	SAFETY EQUIPMENT FOR POLICE	1,328.57		
			7993	3/9/2023	CLASS A UNIFORM FOR COMMUNITY	636.25		
			8152	3/17/2023	SAFETY EQUIPMENT FOR POLICE	1,328.57		
			8286	3/24/2023	UNIFORM AND ACCESSORIES	2,343.47		12,753.38
100981	5/9/2023	0009874	THE WALKING MAN, INC.	F3041	4/13/2023	DISTRIBUTION OF EARTH DAY F	4,275.00	4,275.00
	Voucher:							
100982	5/9/2023	00003851	THOMSON REUTERS	848096405	4/1/2023	MARCH 2023: WEST INFORMATION	722.29	722.29
	Voucher:							
100983	5/9/2023	0011640	TIREHUB, LLC	33794700	4/11/2023	PARTS FOR UNIT #145 & UNIT #1	806.90	
	Voucher:		33706843	4/6/2023	PARTS FOR UNIT #190	324.84		
			33696228	4/6/2023	PARTS FOR UNIT #190	297.32		1,429.06
100984	5/9/2023	00000493	U.S. BANK	6871102	3/24/2023	3/1/23-2/29/24 2005 PENSION OB	3,520.00	3,520.00
	Voucher:							
100985	5/9/2023	00004964	UNDERGROUND SERVICE ALERT	122-2303332	4/1/2023	BILLABLE TICKETS	209.67	
	Voucher:		320230198	4/1/2023	NEW DIGALERT TICKET CHARGE	466.75		676.42
100986	5/9/2023	0005750	UNITED INDUSTRIES	227127	4/6/2023	INVENTORY PO/ NITRILE GLOVE	1,816.88	1,816.88
	Voucher:							
100987	5/9/2023	0010265	UNITED PACIFIC SERVICES, INC.	23-0325-1	3/25/2023	ANNUAL TREE SERVICES CITY F	17,350.00	
	Voucher:		23-0309-2	3/9/2023	FEB 20 23-MARCH 7 23 ANNUAL	35,530.00		52,880.00
100988	5/9/2023	0011926	URM TECHNOLOGIES, INC.	0090823	3/31/2023	MARCH 2023 - PAYROLL	20.52	
	Voucher:		0090824	3/31/2023	MARCH 2023 - PERS	54.72		
			0090819	3/31/2023	MARCH 2023 - ACCNT	36.00		
			0090820	3/31/2023	MARCH 2023 - AP	37.44		
			0090821	3/31/2023	MARCH 2023 - AR	21.96		
			0090822	3/31/2023	MARCH 2023 - MISC	71.64		
			0090818	3/31/2023	MARCH 2023 -STORAGE	45.72		288.00

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
100989	5/9/2023	00004975 US ARMOR	41450	4/6/2023	VEST- ENFORCER CONCEALABI	927.10		
	Voucher:		41214	3/23/2023	VEST- ENFORCER CONCEALABI	927.10		
			41423	4/5/2023	VEST- ENFORCER CONCEALABI	1,019.80		
			41407	4/4/2023	VEST- ENFORCER CONCEALABI	927.10	3,801.10	
100990	5/9/2023	00002634 VULCAN MATERIALS COMPANY	73601615	4/10/2023	ASPHALT, BASE, EMULSION PRC	114.43		
	Voucher:		73598979	4/7/2023	ASPHALT, BASE, EMULSION PRC	314.36		
			73596587	4/5/2023	ASPHALT, BASE, EMULSION PRC	212.67		
			412623	3/31/2023	FINANCE CHARGES	32.71		
			73602411	4/12/2023	ASPHALT, BASE, EMULSION PRC	788.51		
			73587658	3/27/2023	ASPHALT, BASE, EMULSION PRC	954.57	2,417.25	
100991	5/9/2023	00002593 WAXIE'S SANITARY SUPPLY	81625818	4/6/2023	UNISEX RESTROOM DOOR SIGN	38.68		
	Voucher:		81583665	3/20/2023	INVENTORY PO/ JANITORIAL SU	12,046.01	12,084.69	
100992	5/9/2023	0010476 WECK LABORATORIES INC	W3C1588	3/19/2023	WATER QUALITY SAMPLING	205.00		
	Voucher:		W3C1587	3/19/2023	WATER QUALITY SAMPLING	150.00		
			W3B1978	2/22/2023	WATER QUALITY SAMPLING	245.00		
			W3B1976	2/22/2023	WATER QUALITY SAMPLING	135.00		
			W3B2241	2/27/2023	WATER QUALITY SAMPLING	75.00		
			W3C0583	3/7/2023	WATER QUALITY SAMPLING	135.00		
			W3B2394	2/28/2023	WATER QUALITY SAMPLING	135.00		
			W3B1977	2/22/2023	WATER QUALITY SAMPLING	190.00	1,270.00	
100993	5/9/2023	0011968 WEX BANK	88450775	4/6/2023	4/6/23 CLOSING DATE: SHELL G.	944.92	944.92	
	Voucher:							
100994	5/9/2023	00001522 WHITE CAP CONSTRUCTION SUP	50021694784	4/13/2023	BUILDING SUPPLIES FOR STREE	654.66	654.66	
	Voucher:							
100995	5/9/2023	00001280 WILLDAN	00337305	2/17/2023	1/2/23-1/27/23 CIP MANAGEMEN	16,640.00	16,640.00	
	Voucher:							
100996	5/9/2023	0013796 YOGAWITHVANESA	VJWINTER0423	4/13/2023	03/02/23-04/13/23 INSTRUCTOR F	245.00	245.00	
	Voucher:							
100997	5/9/2023	00000062 ZIEGLER'S HARDWARE& SUPPLY	1448	4/13/2023	HOSE BIBB	18.73		
	Voucher:		1432	4/11/2023	PURCHASE RECIPROCATING S/	27.53	46.26	
3312023	3/31/2023	00004309 AMERIFLEX	03312023	3/31/2023	MAR 2023 - ACH DEBITS BOW	3,547.43	3,547.43	
	Voucher:							

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
5687275	3/30/2023	00004266	U.S. BANK CORPORATE PAYMEN				
		0005292	TARGET	094559	1/31/2023	JM - BIGGEST LOSER SUPPLIES	71.11
		0013838	NIKE	C01173910949	2/13/2023	JM - WENDY PINEDA UNIFORM S	143.33
		0013839	COLUMBIA	216698983	1/30/2023	JM - WENDY PINEDA UNIFORM E	264.60
		0013839	COLUMBIA	216699454	1/30/2023	JM - ALONDRA GARCIA UNIFORM	242.55
		0013838	NIKE	C01173915327	1/31/2023	JM - ALONDRA GARCIA UNIFORM	143.33
		0013838	NIKE	C01177874190	2/7/2023	JM - JUSTIN FERNEAU UNIFORM	95.89
		0013840	OLD NAVY	1DDRQK5	2/16/2023	JM - JENNIFER MEJIA UNIFORM	105.84
		0011873	CALIFORNIA DEPARTMENT OF T/0-031-239-965	1/25/2023	DT - UNDERGROUND STORAGE	1,631.00	
		0012284	CA PARKS & RECREATION SOCIE28588	1/26/2023	DT - PLAYGROUND CERTIFICATI	200.00	
		0012606	AMAZON CAPITAL SERVICES,INC114-6587507-6095	2/8/2023	JAG-ALLSTATE 4-YEAR MAJOR A	66.14	
		0008689	CA CLETS USERS	2023000141CCUC	2/6/2023	JEM - AGENCY MEMBERSHIP FC	125.00
		0008155	DROPBOX.COM	KCW9VRK22943	1/27/2023	AR-DROPBOX STANDARD PLAN	540.00
		00000322	SAM'S CLUB	026042	2/1/2023	AR-PW ASSESSMENT MTG W/ A	128.71
		00000322	SAM'S CLUB	071948	2/1/2023	AR-PW ASSESSMENT MTG W/ A	109.90
		0007198	SUPER A FOODS	006395	2/1/2023	AR-PW ASSESSMENT MTG W/ A	124.94
		0011971	SWIFT TACTICAL	10755	2/7/2023	JEM -02/27/23 TRAINING REGIST	300.00
		0011971	SWIFT TACTICAL	10756	2/7/2023	JEM - 02/27/23 TRAINING REGIS1	150.00
		0005347	AMAZON.COM	112-3112092-7461	2/8/2023	JEM - SNAP HOOK CARABINER F	10.86
		00004804	RIO HONDO COMMUNITY COLLE F22-411-ZSGT	1/27/2023	JEM -12/06/2022 TRAINING REGI	25.00	
		0007582	PD: CAPE	11511	2/14/2023	JEM - MEMBERSHIP FOR CALIFC	50.00
		00004492	CI SOLUTIONS	Q-03561	2/14/2023	JEM - CONCEALED CARRY WEA	250.00
		0013157	STREET COP TRAINING	WRITING-WILKEF	3/13/2023	JEM - TRAINING REGISTRATION	149.00
		0013844	TRADECRAFT TRAINING LLC	MUNOZ	4/26/2023	JEM- 03/08/23 TRAINING REGIST	100.00
		0013844	TRADECRAFT TRAINING LLC	MUNOZ-2	2/16/2023	JEM- 03/08/23 TRAINING REGIST	100.00
		00003335	PD: CALNENA, INC.	022023-0418-0395	2/16/2023	JEM - CONFERNCE REGISTRATI	750.00
		00003335	PD: CALNENA, INC.	022023-0419-0394	2/16/2023	JEM - CONFERNCE REGISTRATI	750.00
		0006769	ALCO TARGET CO.	2838	2/17/2023	JEM - SHOOTING TARGETS FOR	148.84
		0006108	STARBUCKS COFFEE	2/17/23-STARBUC	2/17/2023	JEM -02/15/2023 -TWO COFFEE 1	40.00
		0009996	COUNTRY INNS & SUITES	67913559	2/19/2023	JEM -02/20/23-03/03/23 LODGING	1,000.00
		0009996	COUNTRY INNS & SUITES	67913559-2	2/19/2023	JEM - 02/20/23-03/03/23 LODGINC	690.44
		00003335	PD: CALNENA, INC.	022023-0487-041C	2/21/2023	JEM - CONFERNCE REGISTRATI	750.00
		0011873	CALIFORNIA DEPARTMENT OF T/043084	1/25/2023	DT - PAYMENT CONVENIENCE FI	37.51	
		0008452	CXTEC	7179724	2/10/2023	JAG-CISCO 7941G-GE IP PHONE	199.59
		0012606	AMAZON CAPITAL SERVICES,INC114-5128629-2994	2/12/2023	JAG-RFR1055-BLACK, RETRO 2-	569.46	

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
		0010530 DICK'S SPORTING GOODS	10441396655	1/26/2023	JM - SAL CAMPOS UNIFORM SH	132.29	
		0013838 NIKE	C01172846854	1/27/2023	JM - DONNA SALAZAR UNIFORM	139.99	
		0010530 DICK'S SPORTING GOODS	10442380636	2/7/2023	JM - SALOMON LOPEZ UNIFORM	264.60	
		0013841 SWIM DEPOT	1367	2/7/2023	JM - AQUATICS EQUIPMENT/NO	383.25	
		0008222 JCL TRAFFIC SERVICES	506289566	1/30/2023	GM) STREET SIGN FOR CITY TR	176.95	
		0013737 CONSTANTCONTACT.COM	2/8/23	2/8/2023	(GM) ANNUAL SUBSCRIPTION FC	294.00	
		0008222 JCL TRAFFIC SERVICES	118297	2/15/2023	(GM) STREET SIGNS FOR FORM	170.89	
		0009649 AT&T	JAN 2023	1/20/2023	SC - JAN 2023 INTERNET AT AZA	124.14	
		0005347 AMAZON.COM	140-0415386-866f	1/26/2023	CHEMICAL STORAGE CABINET	1,818.02	
		0013615 AUTOLIFT SERVICES, INC	22050	12/14/2023	REPAIR TO TIRE CHANGER	1,670.68	
		0013145 DRAFTING EQUIPMENT WAREHC	419254	1/23/2023	JEM - ADVANCED TRAFFIC COLL	48.90	
		0008797 ORB THE MEDIA & DISPLAY	23489	1/24/2023	JEM - RECRUITMENT POST CAR	146.84	
		0005368 PRINTCO DIRECT	85184	1/31/2023	JM - YOUTH SPORTS MARKETIN	165.38	
		0007398 PD: SERRATO AND ASSOCIATES	0800-1700 -DIAZ	1/24/2023	JEM - 01/31/23 TRAINING REGIS	90.00	
		0013769 MGM GRAND LAS VEGAS	907626837-PRAD	1/22/2023	JEM - LODGING FOR TASER PUE	359.43	
		0007398 PD: SERRATO AND ASSOCIATES	MEDINA	1/31/2023	JEM - 01/31/23 TRAINING REGIS	90.00	
		0012884 SAVAGE TRAINING GROUP LLC	STG-6824	1/31/2023	JEM - 04/19/23 TRAINING REGIS	289.00	
		00003011 IACP	0255594	12/19/2022	JEM - MEMBERSHIP FOR INTERI	190.00	
		00004492 CI SOLUTIONS	00012417	11/17/2022	JEM - SUPPLIES FOR POLICE EM	49.61	
		0010470 PANERA BREAD	860910351	2/1/2023	JEM -02/01/23 REFRESHMENTS	13.79	
		0007772 PD: D-PREP, LLC	5739581449	2/1/2023	JEM -03/15-03/16, 2023 TRAINING	249.00	
		0005601 DOUBLETREE HOTELS	80878707	2/1/2023	JEM - LODGING FOR SUPERVISO	396.90	
		0010470 PANERA BREAD	861946251	2/3/2023	JEM - 02/03/23 REFRESHMENTS	13.79	
		0008504 PD: EMBASSY CONSULTING SV,	11342-4848	2/6/2023	JEM - 06/01/23 TRAINING REGIS	350.00	
		0013840 OLD NAVY	1DVSY08	2/9/2023	JM - DONNA SALAZAR UNIFORM	117.11	
		0010530 DICK'S SPORTING GOODS	10442269361	2/6/2023	JM - SERGIO DENNIS UNIFORM :	132.29	
		0010530 DICK'S SPORTING GOODS	30086515485	2/7/2023	JM - SALOMON LOPEZ UNIFORM	140.56	
		0010682 VISTAPRINT	VP_DDGHKW61	2/7/2023	JM - AQUATICS MARKETING	489.50	
		0010530 DICK'S SPORTING GOODS	30086481521	2/7/2023	JM - JUSTIN FERNEAU UNIFORM	224.36	
		0012261 GOT TOWELS UNIFORMS	034995	2/9/2023	JC- HOURLY UNIFORMS	975.71	
		0010530 DICK'S SPORTING GOODS	10441379824	1/26/2023	JM - SAL CAMPOS UNIFORM BO	237.45	
		0008040 EL SUPER	084474	2/16/2023	KR - REFRESHMENTS FOR BUDI	5.19	
		0007198 SUPER A FOODS	040301	2/16/2023	KR - SNACKS FOR BUDGET KICK	23.76	
		0006108 STARBUCKS COFFEE	667934	2/16/2023	KR- COFFEE FOR BUDGET KICK	20.00	
		0005347 AMAZON.COM	113-5001303-6247	1/31/2023	ASURION 2-YEAR WARRANT FOI	52.99	

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
		0005347	AMAZON.COM	113-6927362-1165	2/13/2023	DM-GRIME BOSS ALL-PURPOSE	9.69
		0005347	AMAZON.COM	113-9815253-1244	2/14/2023	12V POWER SUPPLY	26.43
		0005347	AMAZON.COM	113-9288657-0192	2/20/2023	OUTLET COVERS / PLUG PROTE	7.71
		0005368	PRINTCO DIRECT	85179	1/30/2023	ME-HOME RECONGNITION DISP	463.05
		00000415	NATIONAL CONSTRUCTION REN	85179	1/27/2023	ME-13050 PARAMOUNT BLVD	269.28
		0012980	CHARTER COMMUNICATIONS	0459370740	2/16/2023	(AE) 01/27/23-02/26/23 SPECTRU	239.47
		0013833	KINGS PHOT BOOTH	000004-001	2/1/2023	NC PHOTO BOOTH FOR EMPLO'	393.75
		0010470	PANERA BREAD	858076125	1/31/2023	NC LUNCH FOR RISK MANAGER	180.62
		0009420	SPARKLETTS	16963364 020223	2/2/2023	NC DS SERVICES STANDARD C	3.09
		00004005	LEXIS NEXIS RISK SOLUTIONS	34993762	12/21/2022	NC LEXISNEXIS EMPLOYEES RE	99.31
		0013834	PSHRA	INV-73644-W8P1L	2/6/2023	NC AGENCY MEMBERSHIPSTAN	420.00
		0013834	PSHRA	INV-71262-S1F8K	9/1/2022	NC AGENCY MEMBERSHIP AGEI	420.00
		0009134	NORTHGATE MARKET	085410	2/15/2023	AM - REFRESHMENTS FOR CEN	44.19
		0013813	KRAV MAGA OF ORANAGE COUN1		2/2/2023	WC-CODE ENFORCEMENT OFFI	240.00
		00002871	ICC-INTERNATIONAL CODE COU1	101477222	2/7/2023	WC-INTERNATIONAL CODE COU	600.00
		00003529	AT&T	562 602-5212 JAN	1/16/2023	WC-01/16/23 TO 02/15/23 PHONE	517.93
		00002871	ICC-INTERNATIONAL CODE COU1	101492428	2/21/2023	WC-INTERNATIONAL CODE COU	600.00
		0005347	AMAZON.COM	113-2669472-2465	1/23/2023	MD-POWER SUPPLY TESTER	50.69
		0005347	AMAZON.COM	113-3332708-9145	1/31/2023	MD-DELL LATITUDE 7400 LAPTO	366.72
		0010525	SKLZ	S003235089	1/30/2023	JM - FITNESS EQUIPMENT	253.53
		00000201	ATLANTIC LOCK & KEY	00545	1/30/2023	DT- COMBO LOCK FOR PW ENGI	1,052.54
		0013817	REGIONAL GOVERMENT SERVIC	004069	2/9/2023	DT - SUPERVISOR ACADEMY - F.	950.00
		0013817	REGIONAL GOVERMENT SERVIC	GARCIA	2/10/2023	DT - LEADWORKER ACADEMY - /	950.00
		0005518	CALIFORNIA WATER ENVIRONME	200146623083	2/16/2023	DT - WEF MEMBERSHIP RENEW	277.00
		0007717	DOORKING INC	1968682	2/17/2023	DT - SERVER SUBSCRIPTION	124.88
		0013443	MR. HOSE INC	218919	2/21/2023	DT - HOSE ASSEMBLY	162.87
		0005295	WALMART	2000107-0022331	2/1/2023	DA-SUPPLIES FOR CONFERENC	46.27
		00000268	HOME DEPOT CREDIT SERVICES	WE14724846	2/14/2023	DA-SMALL APPLIANCE PROTEC	35.00
		00000322	SAM'S CLUB	2/15/23 JAIL	2/15/2023	DA-ADULT DIAPERS FOR JAIL	62.45
		00000268	HOME DEPOT CREDIT SERVICES	WE14724846-MIN	2/15/2023	DA-MINI FRIDGE FOR ADMIN CO	274.52
		00003730	LEAGUE OF CALIFORNIA CITIES	817935	2/13/2023	(AE) APRIL 12-14, 2023 REGISTR	625.00
		00003730	LEAGUE OF CALIFORNIA CITIES	820434	2/15/2023	(AE) APRIL 12-14, 2023 REGISTR	625.00
		0005723	SOUTHWEST AIRLINES	2EAGQ5	2/15/2023	(AE) APRIL 12-14, 2023 REGISTR	233.95
		0005422	SHERATON HOTELS	87646065-A	2/1/2023	(AE) HOTEL FOR LEAGUE OF CA	943.26
		00000322	SAM'S CLUB	001250	2/4/2023	(AE) UTENSILS FOR COUNCIL M	6.15

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
		00000322 SAM'S CLUB	045797	2/4/2023	(AE) WATER, SOFT DRINKS AND	76.27	
		0005422 SHERATON HOTELS	1000217832	2/2/2023	(AE) FEB. 1-3, 2023 HOTEL FOR I	349.28	
		0005457 LUMINARIAS	084937	1/23/2023	NC- EMPLOYEE RECOGNITION I	6,734.25	
		0005457 LUMINARIAS	036606	1/24/2023	NC- EMPLOYEE RECOGNITION I	1,144.82	
		00005101 RIVERSIDE COUNTY FAIR	NDF7992	2/16/2023	PD: EXCURSION ADMISSION	246.00	
		0013476 HANDSOME GROUP	0002436	1/24/2023	JC- KRAMER WIRELES INSTALL,	500.00	
		0012261 GOT TOWELS UNIFORMS	063901	2/9/2023	DR-GROUNDS - HOURLY STAFF	992.25	
		0013612 CC SANDERS EMBLEM & DESIGN	29262	2/8/2023	CENTENNIAL PINS	2,346.83	
		00005101 RIVERSIDE COUNTY FAIR	NDF8285	2/16/2023	PD: EXCURSION ADMISSION	123.00	
		00005101 RIVERSIDE COUNTY FAIR	NDF7761	4/25/2023	PD: EXCURSION ADMISSION	246.00	
		0005623 ORIENTAL TRADING	722964383	2/15/2023	PD: SPECIAL EVENT ITEMS	114.59	
		00004515 ICC L.A. BASIN CHAPTER	1794	2/3/2023	ME-ANNUAL MEMBERSHIP WILL	300.00	
		0013526 SOUTHERN MOTEL	2	1/23/2023	MA-FAMILY VIOLENCE PREVENT	300.00	
		0005305 PAYPAL	11557	1/29/2023	MA-SUPPLIES FOR DRONE-SKY-	199.00	
		0005612 CROSSROADS ANIMAL EMERGE	521519	2/28/2023	MA-K9 EMERGENCY VET SERVIC	147.00	
		0005612 CROSSROADS ANIMAL EMERGE	521519-MAIL0	2/28/2023	MA-K9 EMERGENCY VET SERVIC	905.97	
		0009134 NORTHGATE MARKET	078337	2/2/2023	MA-FAMILY VIOLENCE PREVENT	56.60	
		0009935 SUPER FUN FACTORY/AVG	12349	1/14/2023	JM - OPEN HOUSE PROMOTION	900.00	
		0008513 EBAY	02-09738-53478	2/21/2023	DR-NEW UNIT #407 F150 RUNNIN	307.60	
		0008513 EBAY	22-09730-06641	2/21/2023	DR-NEW UNIT #407 F150 ALL WE	208.65	
		00002337 ALBERTSONS	00066392	2/15/2023	MA-SNACKS FOR FAMILY OF VIC	45.55	
		0006108 STARBUCKS COFFEE	781885	2/15/2023	MA-COFFEE FOR FAMILY OF VIC	40.00	
		0005347 AMAZON.COM	111-3055143-3817	1/25/2023	JM - ELECTRONIC SCOREBOARI	37.42	
		0005347 AMAZON.COM	SO562563	1/25/2023	JM - FITNESS EQUIPMENT	245.33	
		0012261 GOT TOWELS UNIFORMS	072971	1/24/2023	JC- COMMUNITY SERVICE SAFE	510.46	
		0013822 ALIEXPRESS	816225190445623	2/3/2023	MA-SUPPLIES FOR DRONE-LIGH	29.20	
		0005347 AMAZON.COM	111-6342320-8409	2/8/2023	MA-SUPPLIES FOR DRONE-MOL	50.70	
		0009099 CALIF. DEPT. OF PUBLIC HEALTH	IN1196086	2/16/2023	MA-COMMUNITY EVENT PERMIT	522.00	
		0009099 CALIF. DEPT. OF PUBLIC HEALTH	02/16/23-B	2/16/2023	MA-SERVICE FEE FOR COMMUN	11.59	
		0010165 SOUND CLOUD PRO	2024	1/24/2023	AE-RENEWAL OF YEARLY PRO L	135.00	
		0005347 AMAZON.COM	111-1802286-6911	1/26/2023	(AE) BOOKSHELF AND LATERAL	535.16	
		0005422 SHERATON HOTELS	87646065	1/31/2023	(AE) FEB. 1-3, 2023 HOTEL FOR I	943.26	
		0005652 NETWORK SOLUTIONS	53213142	2/10/2023	JPL - DOMAIN NAME RENEWAL F	314.85	
		00000322 SAM'S CLUB	10036213548	1/31/2023	NC ITEMS FOR PANELS	113.45	
		0009196 ATKINSON, ANDELSON, LOYA, RI	68462-4177	2/1/2023	NC EMPLOYEE LAW CONFEREN	179.00	

Bank : botw BANK OF THE WEST

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
		0013395	SOUTHERN CALIFORNIA PUBLIC 00814	2/1/2023	NC CONFERENCE AND REGISTF	450.00	
		0012980	CHARTER COMMUNICATIONS 0459375570	2/16/2023	(AE) 01/14/23 - 02/13/23 SPECTRI	130.65	
		0008452	CXTEC credit	2/13/2023	JPL - CREDIT - CXTEC.COM	-83.81	
		00002871	ICC-INTERNATIONAL CODE COUI101492403	2/21/2023	WC-INTERNATIONAL CODE COU	450.00	
		00002871	ICC-INTERNATIONAL CODE COUI101492430	3/30/2023	WC-ICC INTERNATIONAL CODE I	150.00	
		00002871	ICC-INTERNATIONAL CODE COUI101492433	2/22/2023	WC-INTERNATIONAL CODE COU	600.00	
		00002871	ICC-INTERNATIONAL CODE COUI101485432	2/22/2023	WC-INTERNATIONAL CODE COU	600.00	
		0005677	DEPARTMENT OF PESTICIDE RE:53520	1/23/2023	PAPA 2023 - 2024 MEMBERSHIP -	700.00	
		0008513	EBAY 22-09616-57723	1/24/2023	DR-REPLACEMENT TAIL GATE H	79.92	
		0005677	DEPARTMENT OF PESTICIDE RE:53520-VALENTIN	1/24/2023	DR-CONTINUED EDUCATION SE	400.00	
		0005677	DEPARTMENT OF PESTICIDE RE:086811-MASSEY	1/24/2023	DR- CONTINUED EDUCATION SE	100.00	
		0005677	DEPARTMENT OF PESTICIDE RE:142174-RODRIGU	1/24/2023	DR-CONTINUED EDUCATION WE	120.00	
		0005677	DEPARTMENT OF PESTICIDE RE:142719-COVARRI	1/24/2023	DR-CONTINUED EDUCATION SE	200.00	
		0012980	CHARTER COMMUNICATIONS 0459374470	2/16/2023	(AE) 02/07/23 - 03/06/23 SPECTRI	129.99	
		0012980	CHARTER COMMUNICATIONS 0459369612	2/16/2023	(AE) 01/26/23 - 02/25/23 SPECTRI	258.14	
		0012980	CHARTER COMMUNICATIONS 0459380912	2/16/2023	(AE) 01/14/23 - 02/13/23 SPECTRI	15.98	
		0012980	CHARTER COMMUNICATIONS 0459371874	2/16/2023	(AE) 01/27/23 - 02/26/23 SPECTRI	239.47	
		0012980	CHARTER COMMUNICATIONS 0459377370	2/16/2023	(AE) 01/30/23 - 02/29/23 SPECTRI	128.01	
		0012980	CHARTER COMMUNICATIONS 0459373636	2/16/2023	(AE) 01/27/23 - 02/26/23 SPECTRI	239.47	
		0012980	CHARTER COMMUNICATIONS 0459379280	2/16/2023	(AE) 12/14/22 -01/13/23 SPECTRL	5.33	
		0012980	CHARTER COMMUNICATIONS 0459376514	2/16/2023	(AE) 01/22/23 - 02/21/23 SPECTRI	119.99	
		00004181	SOFTWARE SECURITY SOLUTIONS 42648-A	1/31/2023	JPL - SOFTWARE SECURITY SOL	133.58	
		0012596	ZOOM.US INV186763798	2/1/2023	JPL - ZOOM - CLOUD STORAGE I	40.00	
		0007815	ATBATT.COM 70941	2/1/2023	JPL - ZOOM - CLOUD STORAGE I	80.16	
		0006934	INSIGHT PUBLIC SECTOR,INC 1101024167	2/7/2023	JPL - ADOBE CREATIVE SUITE F	1,371.60	
		0010278	FROMYOUFLOWERS 424102011	1/24/2023	NC CONDOLENCE FLOWERS FC	76.62	
		0006431	KREIGER SALES 18055	1/31/2023	DR-REPLACEMENT PARTS - PRE	210.18	
		0005491	CVS 026235	2/7/2023	DR-POWER GATE REMOTE - REI	34.03	
		0005295	WALMART 302400595259	1/24/2023	PD: GOLF COURSE CONCESSIO	61.65	
		0012790	SWANK MOTION PICTURES RG 2003756	1/26/2023	PD: MOVIE EVENT RENTAL	480.00	
		0011283	TJMAXX 048138	2/6/2023	PD: SPECIAL EVENT ITEMS	120.97	
		0005292	TARGET 001478	2/6/2023	PD: SENIOR SERVICES	111.40	
		00003743	THE HUNTINGTON LIBRARY LL3-ZY9-JVX5	2/7/2023	PD: EXCURSION ADMISSION	893.00	
		0005291	PARTY CITY 020271	2/6/2023	PD: SENIOR SERVICES	15.40	
		0005293	MICHAELS 067052	2/8/2023	PD: CENTENNIAL SUPPLIES	134.86	

Bank : botw BANK OF THE WEST			(Continued)				
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
		0005292	TARGET	075574	2/9/2023	PD: CENTENNIAL SUPPLIES/NOI	14.26
		0005623	ORIENTAL TRADING	722854234	2/7/2023	PD: SPECIAL EVENT ITEMS	194.97
		0012881	KEEP SHARP, INC	11140 SHARPENII	2/8/2023	DR-GOLF COURSE GREENS MO	515.98
		0005291	PARTY CITY	02/06/2023	2/6/2023	PD: SENIOR SERVICES	42.63
		00004854	SMART & FINAL	024913	2/13/2023	PD: SENIOR SERVICE/NON TAXA	38.43
		0005347	AMAZON.COM	111-3607957-8332	2/12/2023	PD: SPECIAL EVENT ITEMS	51.84
		0005291	PARTY CITY	045851	2/13/2023	PD: SPECIAL EVENT ITEMS	4.95
		0005486	STAPLES BUSINESS ADVANTAGE	6935658024	2/14/2023	PD: SPECIAL EVENT ITEMS	4.22
5687275	3/30/2023	00004266	U.S. BANK CORPORATE PAYMEN				61,258.71
		0013811	ACURA GRAND PRIX LONG BEACH	15T656ETT	2/16/2023	ADMISSIONS FOR ACURA GRAN	1,728.00
							1,728.00

Void Checks

Bank code: botw

Check #	Date
100928	5/9/2023

WARRANT REGISTER FOR COUNCIL MEETING 5/9/2023

PART VI

apChkLst
04/26/2023 8:59:12AM

Final Check List
CITY OF SOUTH GATE

Page: 1

Bank : botw BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2496	4/27/2023	00004836	SEIU LOCAL 721 CTW CLC-23900 Ben313896	4/27/2023	SEIU DUES: PAYMENT	3,027.12	3,027.12
		Voucher:					
2497	4/27/2023	00002370	INTERNAL REVENUE SERVICE Ben313898	4/27/2023	MEDICARE: PAYMENT	175,818.10	175,818.10
		Voucher:					
2498	4/27/2023	00000343	PUBLIC EMPLOYEES RETIREMENT Ben313900	4/27/2023	MILITARY SERVICE CREDIT: PAY	252,904.64	252,904.64
		Voucher:					
2499	4/27/2023	00001186	EMPLOYMENT DEVELOPMENT DBen313902	4/27/2023	SDI: PAYMENT	60,669.46	60,669.46
		Voucher:					
2500	4/27/2023	00000004	NATIONWIDE RETIREMENT SOL Ben313904	4/27/2023	DEF COMP NATIONWIDE: PAYME	55,360.55	55,360.55
		Voucher:					
2501	4/27/2023	00004996	SEIU-COPE LOCAL 721, LA/OC CIBen313906	4/27/2023	SEIU- COPE LOCAL 721 DEDUCT	41.00	41.00
		Voucher:					
2502	4/27/2023	00004988	CHILD SUPPORT ON-LINE, STATE Ben313908	4/27/2023	CHILD SUPPORT-ONLINE: PAYMI	1,166.99	1,166.99
		Voucher:					
2503	4/27/2023	0009920	OCSE CLEARINGHOUSE SDU Ben313910	4/27/2023	GARNISHMENT - AR CHILD SUPP	324.00	324.00
		Voucher:					

Sub total for BANK OF THE WEST: 549,311.86

8 wire transfers in this report.

Grand Total All Wire Transfers: 549,311.86

**WARRANT REGISTER SUMMARY
CITY COUNCIL MEETING OF 5/9/2023**

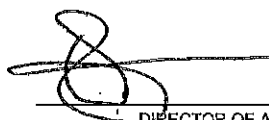
TOTAL PART I - PREPAID CHECKS (4/20/2023)	123,366.73
TOTAL PART II - PREPAID CHECK (4/24/2023)	49,066.00
TOTAL PART III - PAYROLL-RELATED CHECKS	1,497.30
TOTAL PART IV - PREPAID CHECKS (4/27/2023)	74,951.98
TOTAL PART V - ACCOUNTS PAYABLE CHECKS & WIRE TRANSFERS	805,196.12
TOTAL PART VI - PAYROLL-RELATED WIRE TRANSFERS	549,311.86
	<hr/>
SUB - TOTAL	1,603,389.99
LESS: VOIDS	(14,557.54)
LESS: EMPLOYEE PAYROLL DEDUCTIONS	(368,193.69)
	<hr/>
GRAND TOTAL	1,220,638.76
	<hr/>

**SOUTH GATE CITY COUNCIL
WARRANT APPROVAL AND CANCELLATION**

Warrant Number **100813** to Warrant Number **100997** inclusive, plus WireTransfers and EFTs totaling **\$1,220,639.76**, as listed on the accompanying Accounts Payable Warrant Register of **MAY 9, 2023** are approved as presented, with the exception of the following voided and replacement warrants:

Voided Check Number	Vendor	Check Date	Amount	Reason for Void or Replacement
94565	DEL CARMEN, ERICK	11/9/2021	\$ 24.00	STALE DATED
96134	EDLIN, LOPEZ	3/22/2022	\$ 275.00	STALE DATED
96548	RET: AMEY, ISAAC D	4/26/2022	\$ 150.00	STALE DATED
97786	PADILLA, KARLA	8/9/2022	\$ 135.00	STALE DATED
97822	ROBINSON, ELIZABETH J	8/9/2022	\$ 40.00	STALE DATED
97927	HOLGUIN, EMILIA	8/23/2022	\$ 11.58	STALE DATED
97934	LARRY'S MAYTAG HOME APPLIANCE	8/23/2022	\$ 164.12	STALE DATED
98150	RAMIREZ, CARLA	9/13/2022	\$ 60.00	STALE DATED
98322	LARRY'S MAYTAG HOME APPLIANCE	9/27/2022	\$ 40.16	STALE DATED
100468	SOUTHERN CALIFORNIA EDISON	3/22/2023	\$ 13,657.68	INCORRECT AMOUNT. WILL REISSUE
100628	OFFICE DEPOT	5/9/2023	\$ 0.00	OFFICE DEPOT DESCRIPTION OVERFLOW
	TOTAL OF VOIDED CHECKS		\$ 14,557.54	
97600	KORY HUNTER MIDDLE SCHOOL	7/26/2022	\$ 495.00	LOST IN MAIL. ISSUED REPLACEMENT CHECK# 100812
99216	MONTERROZA, JOHANNA	12/13/2022	\$ 96.75	STALE DATED. ISSUED REPLACEMENT CHECK# 100830
100263	UNISAN PRODUCTS, LLC	3/14/2023	\$ 265.70	LOST IN MAIL. ISSUED REPLACEMENT CHECK# 100827
	* TOTAL OF REPLACEMENT CHECKS		\$ 857.45	

* Replacement checks reported in previous warrant registers have no impact to the grand total.



DIRECTOR OF ADMINISTRATIVE SERVICES

Pursuant to action of the City Council on **MAY 9, 2023** at a regular or adjourned meeting, the City Treasurer was ordered to pay and/or cancel the above warrants, wire transfers & ETFs, as approved.