PALMDALE

a place to call home

CITY COUNCIL
CITY COUNCIL CHAMBER
38300 SIERRA HIGHWAY
SUITE B
PALMDALE, CA 93550
TUESDAY, AUGUST 19, 2025
5:00 PM
www.cityofpalmdaleca.gov

WELCOME

LEGISLATIVE BODY

LAURA BETTENCOURT, MAYOR PRO TEM
AUSTIN BISHOP, COUNCILMEMBER
RICHARD J. LOA, COUNCILMEMBER
ERIC OHLSEN, COUNCILMEMBER
ANDREA ALARCÓN, COUNCILMEMBER

1. **CALL MEETING TO ORDER**

Note: All City Council memberships are reflected in their City Council titles.

2. **ROLL CALL**
   MAYOR PRO TEM BETTENCOURT, COUNCILMEMBERS BISHOP, LOA, OHLSEN, ALARCÓN

3. **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

4. **PRESENTATIONS**

   4.1 Commendation to Nuuvali Nuuvali in honor of his retirement from the City of Palmdale.

   4.2 Update on Chimbole Cultural Center & Library Expansion Project.

5. **PUBLIC COMMENTS**

The public is allotted to speak a total of three (3) minutes on each section of the agenda i.e. Consent Calendar, Appointment-New Business, and Closed Session. As specified in the Brown Act, a speaker utilizing a translator will receive twice the amount of time specified. Any person who would like to address the Legislative Body on any agendized item may complete a speaker card for the City Clerk and identify the agenda item you would like to discuss.

6. **CONSENT CALENDAR**

All matters listed under the Consent Calendar will be enacted by one motion unless an item(s) is pulled by Council, in which case the item(s) will be removed from the Consent Calendar and will be considered separately following this portion of the Agenda.

6.1 Waive full reading of the Resolution(s) and/or Ordinance(s) to be considered and voted on at this meeting. (This allows for reading the title only in lieu of reciting the entire text).

6.2 Approve agreement with Community Effort Animal Rescue (CEAR) to expand the administration of the City's spay and neuter program and other animal-related programs for a not to exceed amount of $900,000 for a three-year term with the option to extend two additional one-year terms.

SR Agrmt No. A-9434 with Community Effort Animal Rescue.docx
Agrmt No. A-9434 with Community Effort Animal Rescue.pdf
Memo Agrmt No. A-9434 with Community Effort Animal Rescue.docx

6.3 Adopt Resolution No. CC 2025-062, a Resolution of the City Council of the City of Palmdale, authorizing the execution of Grant Agreement with the U.S. Department of Transportation (USDOT) to receive Federal Funding for Safe Streets and Roads for All (SS4A) project.

SR Reso. No. CC 2025-062.docx
Reso. No. CC 2025-062.docx
SS4A FY24 Grant Agreement Template.docx

6.4 Adopt Resolution No. CC 2025-061, a Resolution of the City Council of the City of Palmdale adopting the Joint Resolution of the Board of Supervisors of the County of Los Angeles, acting on behalf of the County and other County entities, the Board of Directors of the Antelope Valley Cemetery District, The Board of Trustees of the Antelope Valley Mosquito and Vector Control District, the Board of Directors of the County Sanitation District No. 14 of Los Angeles County, the Board of Directors of the Antelope Valley Resource Conservation District, The City Council of the City of Palmdale, the City Council of the City of Lancaster, The Board of Directors of the Antelope Valley-East Kern Water Agency, and the Board

of Directors of the Quartz Hill Water District, approving and accepting the negotiated exchange of property tax revenues resulting from reorganization of property designated as Reorganization 40-169, Local Agency Formation Commission Designation 2024-02 between the Quartz Hill Water District and the Los Angeles County Waterworks District No. 40, Antelope Valley.

SR Reso. No. CC 2025-061.docx
Reso. No. CC 2025-061.docx
Reorganization 40-169 Transmittal Letter.pdf
Reorganization 40-169 Exhibit A, Legal Descriptions.pdf
Reorganization 40-169 Exhibit B, Location Maps.pdf
Reorganization 40-169 Exhibit C, Joint Tax Resolution Tax Worksheets.pdf
Reorganization 40-169 LA County Joint Tax Resolution.pdf

6.5 Approve agreement with Servicon Systems, Inc., to provide professional custodial services for a total not to exceed amount of $6,561,680 over a three-year term with two one-year options to extend.

SR Approve Agrmt No. A-9465 with Servicon Systems Inc.docx
Agrmt No. A-9465 with Servicon Systems, Inc.pdf
RFP 25-002-3400 Bid Summary.docx
Servicon Systems, Inc. Proposal.pdf

6.6 Award construction agreement with Empire Landscape, Inc., for PN 591-D, Fiscal Year 2025-26 Upper Amargosa Creek Recharge Habitat Restoration/Mitigation Program (HRMP) for a total not to exceed amount of $2,217,281 for a term of 240 working days from the date of the Notice to Proceed and post installation maintenance/monitoring for five (5) years.

SR Agrmt No. A-9461 with Empire Landscape, Inc.docx
Agrmt No. A-9461 with Empire Landscape, Inc.pdf
Exh 2a/2b Mitigation Area.pdf

6.7 Award construction agreement with E2 Contracting, Inc., for PN 861, Amargosa Creek Trail Improvements for a total not to exceed amount of $774,977.02 for a term of 100 working days plus 90 days of maintenance post construction from the date of the Notice to Proceed.

SR Agrmt No. A-9462 with E2 Contracting.docx
Agrmt No. A-9462 with E2 Contracting Inc.pdf
Project Map.pdf

6.8 Approve the minutes from the previous meeting.

Mins 08 05 2025.pdf

7. APPOINTMENTS

7.1 City Council Committee Appointments.

SR City Council Committee Appointments.docx

7.2 City Council nomination and appointment of four (4) members to the Mobile Home Park Rental Review Board.
SR Mobile Home Park Rental Review Board Appointments.docx
Apps.pdf

8. **PUBLIC HEARING**

8.1 Adopt Ordinance No. 1659, an Ordinance of the City Council of the City of Palmdale approving Zoning Ordinance Amendment 25-0002 to modify commercial standards within the zoning ordinance and find that the project is consistent with Program Environmental Impact Report 22-002 prepared and certified in conjunction with the City's General Plan (Palmdale 2045).
SR Ord. No.1659.docx
Ord. No. 1659.docx
Exh A to Ord. No. 1659.docx
Exh B to Ord. No. 1659.docx
Reso. No. PC-2025-014.pdf

9. **NEW BUSINESS**

9.1 Adopt Ordinance No.1656, an Ordinance of the City Council of the City of Palmdale to adopt by reference the local responsibility area fire hazard severity zones map to designate very high, high and moderate severity zones for the City of Palmdale and amending Chapter 8.04 of the Palmdale Municipal Code to update the fire hazard severity zones regulations.
SR Ord. No. 1656 FHSZ Map Adoption.docx
Ord. No. 1656.docx
Exh A Ord. No. 1656.pdf

9.2 District Election Advisory Subcommittee.
SR District Election Advisory Subcommittee.docx

10. **CITY MANAGER'S REPORT**

11. **SHERIFF'S REPORT**

12. **NON-AGENDA PUBLIC COMMENTS*:***
Now is the time for public participation on items not listed on the agenda. Each speaker is allotted three (3) minutes total.

13. **COUNCIL REPORTS, ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

14. **CITY ATTORNEY'S REPORT**

14.1 Identification of Immigration and Customs Enforcement ("ICE") Agents.
SR ICE Report.docx
20250711 Preliminary Injuction.pdf
20250711 LASD Policy Update.pdf
20250708 Huntington Park Resolution.pdf

15. **ADJOURN** meeting to September 2, 2025, at 5:00 p.m. in the City Hall Council Chamber located at 38300 Sierra Highway, Suite B, Palmdale, California.

Americans with Disabilities Act (ADA) Accommodations
In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to participate in this meeting, please contact the City Clerk's Office at (661) 267-5151 at least 48 hours prior to the meeting.

If you require oral translation, please contact the City Clerk's Office at (661) 267-5151 at least 48 hours prior to the meeting.

City Council Staff Report

DATE: **AUGUST 19, 2025**

TO: **HONORABLE MAYOR PRO TEM AND CITY COUNCIL**

FROM: **PUBLIC SAFETY DEPARTMENT**

DISTRICT: **ALL**

SUBJECT: **APPROVE AGREEMENT WITH COMMUNITY EFFORT ANIMAL RESCUE TO EXPAND THE ADMINISTRATION OF THE SPAY AND NEUTER PROGRAM AND OTHER ANIMAL-RELATED PROGRAMS, IN AN AMOUNT NOT TO EXCEED $900,000 FOR A THREE YEAR TERM WITH THE OPTION TO EXTEND TWO ADDITIONAL ONE-YEAR TERMS**

RECOMMENDATION

Staff recommend that the City Council:

1. Approve Agreement No. A-9434 with Community Effort Animal Rescue (CEAR) to expand the administration of the spay and neuter program and other animal-related programs, in an amount not to exceed $900,000 for a three-year term with the option to extend two additional one-year terms; and,

2. Authorize the City Manager Pro Tem or his designee to execute Agreement No. A-9434 with CEAR, including minimal and/or non-substantial changes.

BACKGROUND

To better serve Palmdale residents and reduce the strain on Los Angeles County animal services, City staff explored cost-effective strategies to decrease animal intake at the Palmdale Animal Care Center. A low-cost spay and neuter program emerged as one of the most impactful solutions, providing residents with accessible services while helping offset the burden on the County system.

On December 19, 2024, the City Manager approved Agreement No. A-9043 with CEAR to administer the City of Palmdale's low-cost spay and neuter program. This agreement, initially funded at an amount not to exceed $120,000, was established following the dissolution of the previous service provider, Karma Rescue Inc. The goal of the program is to provide Palmdale residents with affordable access to spay and neuter services, reduce pet overpopulation, and lower intake numbers at the Los Angeles County Palmdale Animal Care Center.

DISCUSSION

Since the first surgery performed on June 14, 2022, over 2,000 pets and feral cats have received services through the program, potentially preventing thousands of unplanned births and reducing the strain on local animal shelter resources. The program's effectiveness and growing community demand have highlighted the need to expand its scope.

CEAR facilitates all aspects of program delivery, including securing client and pet information, managing appointments, and verifying proof of incorporated City of Palmdale residency. This hands-on administrative model ensures a seamless experience for residents and veterinarians alike, promoting participation and compliance.

Staff now recommends approval of Agreement No. A-9434 to expand the program to include other related animal care services. This funding will further enhance the program's impact, benefiting Palmdale residents and continuing to offset the burden on county animal services. Expanded services will include microchipping, Trap Neuter Release (TNR) volunteer certification, and other related animal care costs, for an amount not to exceed $900,000.

FISCAL IMPACT

$900,000; first-year funds are budgeted for Fiscal Year 2025-26. Additional funding for subsequent years will be requested through the annual budget process. The expansion is expected to generate cost savings over time by reducing the number of animals entering the Los Angeles County Palmdale Animal Care Center, thereby minimizing the City's financial obligations related to sheltering and animal control.

STRATEGIC PLAN

Goal I: Maintain effective public safety and protection for life, property and the environment.

A. Provide comprehensive and innovative safety services to prevent crime and promote a safe community.

Prepared by:	Sara Gallagher, Deputy City Manager
Certified as to availability of Funds:	Janelle Samson, Director of Operations
Approved by:	Salvador Mendez, City Manager Pro Tem
Approved as to form:	Alexandra Halfman, City Attorney

ATTACHMENTS

Agrmt No. A-9434 with Community Effort Animal Rescue
Memo Agrmt No. A-9434 with Community Effort Animal Rescue

AGREEMENT NO. A-9434
CONTRACT FOR SERVICES
BETWEEN THE CITY OF PALMDALE AND COMMUNITY EFFORT ANIMAL RESCUE

This CONTRACT for services ("Contract" herein) is made and entered into by and between the City of Palmdale, a public body corporate and politic, (hereinafter called "CITY"), and COMMUNITY EFFORT ANIMAL RESCUE, a non profit corporation , (hereinafter called "CONTRACTOR"). This Contract shall become effective on the date of the last signatory.

RECITALS

WHEREAS, CONTRACTOR represents that CONTRACTOR has the expertise and is qualified to perform the services described in this Contract.

NOW THEREFORE, CITY and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

1 CITY PROJECT MANAGER

To provide the services required by this Contract, CONTRACTOR shall act under the authority and approval of Sara Gallagher Director/designee, who shall oversee this Contract, the work performed by CONTRACTOR, assist CONTRACTOR with any necessary information, audit billings, and approve payments. The CONTRACTOR shall channel all contacts and requests through the City project manager.

2 DESCRIPTION OF WORK

2.1 CONTRACTOR shall provide the following services in a manner satisfactory to CITY:

Administer the City of Palmdale's spay and neuter program, microchip clinics, Trap Neuter and Release (TNR) volunteer certification, and other related animal services.

Responsibilities include, but are not limited to, contracting with local, qualified veterinarians who will provide spay and neuter services and ensure payment to contracted veterinarians, resident eligibility verification, scheduling, billing, and records retention.

Facilitate an average of four microchip clinics per year, including all staffing and supplies

Ensure all TNR volunteers are properly certified. Process payment for certifications and retain records of completion.

Administration:

CONTRACTOR will facilitate all appointment setting with the client and the participating veterinarians.
Secure all necessary client and pet information, including proof of residency, confirmation of all appointments, and handling all cancellations and no-shows

Reconciliation of Services:
CONTRACTOR will track all details of appointments, services, and costs. CONTRACTOR will coordinate with veterinarians for weekly reconciliation and payment of veterinarians in a mutually agreed-upon timeframe.

Monthly Report:
The CONTRACTOR will provide a monthly report to the City of Palmdale on the previous month's data and the year-to-date data.

Verification through California's Veterinary Medical Board of each participating veterinarian's credentials, insurance (including, but not limited to, medical malpractice insurance), and the authority to practice will be the sole responsibility of the CONTRACTOR.

2.2 CONTRACTOR shall have no claim for compensation for any services or work, which has not been authorized by CITY's Authorization to Proceed.

2.3 CONTRACTOR shall not accept any change of scope, or change in contract provisions, to this Contract unless issued in writing, as a contract change order or amendment and signed by CITY. Any extensions of time must be mutually agreed upon in writing and executed by both parties.

2.4 CONTRACTOR shall maintain in current status all Federal, State, and local licenses and permits required for the operation of the business conducted by the CONTRACTOR as applicable to this contract.

2.5 All work supplied under this Contract shall be fully guaranteed by CONTRACTOR for a minimum period of 30 days from the date of acceptance by CITY. Any defects of design, workmanship, or materials that would result in non-compliance with the Contract specifications shall be fully corrected by CONTRACTOR (including parts and labor) without cost to CITY. The written warranty shall be included with the delivered products to the using Department.

2.6 CITY shall provide to CONTRACTOR, without charge, all data, program information, including reports, records, maps, and other information, now in CITY's possession, which may facilitate the timely performance of the work.

3 CONTRACTOR'S KEY PERSONNEL

3.1 **Key Staff.** CITY reserves the right to review and approve CONTRACTOR'S staff including all subcontractors to be assigned to any project by CONTRACTOR during the term of this Contract.

This Contract has been awarded to CONTRACTOR based partially on the key personnel proposed to perform the services required herein. CONTRACTOR shall not change nor substitute any of these key staff for work on this Contract without prior written approval by CITY.

CONTRACTOR's Team and Key Personnel are as follows:

Casandra O'Connell, Director

This Services Contract has been awarded to CONTRACTOR based on its representation that those personnel and subcontractors submitted as part of its bid and listed above will perform the portions of the work listed above.

CONTRACTOR shall not deviate nor substitute any of these team members without prior written approval by CITY.

3.2 **Subcontractors.** During the performance of the Agreement, CONTRACTOR may engage such additional SUBCONTRACTORS as may be required for the timely completion of this Agreement. In the event of subcontracting, the sole responsibility for fulfillment of all terms and conditions of this Agreement rests with CONTRACTOR.

CONTRACTOR shall not enter into any Subcontract under this Contract for the performance of this Contract without the advance written approval of CITY. The subcontract shall incorporate by reference the terms and conditions of this Contract.

3.3 **Direct Responsibility.** All services required under this Contract shall be performed by CONTRACTOR, or under CONTRACTOR's direct supervision, and all personnel shall possess the qualifications, permits and licenses required by State and local law to perform such services.

3.3.1 CONTRACTOR shall be solely responsible for the satisfactory work performance of all personnel engaged in performing services required by this Contract, and compliance with all reasonable performance standards established by CITY.

3.3.2 CONTRACTOR shall be responsible for payment of all CONTRACTOR's employees' and subcontractor's wages and benefits and shall comply with all requirements pertaining to the employer's liability, workers' compensation, unemployment insurance, and Social Security.

3.3.3 CONTRACTOR shall indemnify and hold harmless CITY, and its respective officers, agents and employees from and against all claims, demands, damages or costs arising from CONTRACTOR's acts or omissions with respect to any liability,

damages, claims, costs and expenses of any nature arising from alleged violations of personnel practices.

4 CONTRACT TERM

The term of this Contract is Three (3) Years, commencing on the effective date, with CITY reserving the option to extend the agreement for Two additional terms of one year each.

5 ACCEPTANCE AND DOCUMENTATION

Each task shall be reviewed and approved by the Contract Project Manager to determine acceptable completion.

5.1 **Records**. The CONTRACTOR shall retain and shall contractually require each SUBCONTRACTOR to retain all data and other “records” relating to the acquisition and performance of the Contract for a period of five years after the completion of the Contract.

5.2 **Property of CITY.** All materials, including reports, computer programs and other deliverables, supplied or created under this Contract are the sole property of CITY. CONTRACTOR is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. CONTRACTOR shall not use or release these materials without the prior written consent of CITY.

5.3 **Products.** All equipment, materials, parts, and other components incorporated in the work or services performed pursuant to this Contract shall be new, or the latest model and of the most suitable grade for the purpose intended. All work shall be performed in a skilled and workmanlike manner.

6 PRICE

CITY shall pay to CONTRACTOR an amount not to exceed NINE HUNDRED THOUSAND dollars ($900000) for the completion of all the work and services described in Section 2, which sum shall include all costs or expenses incurred by CONTRACTOR, payable as follows:

Administratiion and coordination- $115,000

Spay/neuter based on the number of animals serviced at approximately $275 per animal- 740,000

Microchip clinics- $10,000

Trap Neuter Release (TNR) certification- $2,000

Other services $33,000

Not to exceed $900,000

6.1 An application for payment form must be submitted to CITY which shall include the following: a clear, detailed invoice reflecting work being billed for, a summary sheet showing percentage of work completed to date, amount/percent billed to date and current status of all tasks within a project; any/all backup documentation supporting the above items. Work schedule updates must also be included with the payment requests.

6.2 CONTRACTOR shall maintain adequate records and shall permit inspection and audit by CITY of CONTRACTOR's charges under this Contract. CONTRACTOR shall make such records available to CITY during normal business hours upon reasonable notice. Nothing herein shall convert such records into public records, and they will be available only to CITY and any specified public agencies. Such records shall be maintained by CONTRACTOR for one (1) year following completion of the work under this Contract unless a longer period of time is required by state or federal law, in which event CONTRACTOR shall retain its records for the time required by such laws.

6.3 **Payment.** A separate invoice shall be issued for each shipment of material or service performed, and no payment will be issued prior to receipt of material and/or completion of specified services and receipt of a correct invoice.

7 TAXES

7.1 CONTRACTOR shall pay all sales, consumer, use, and other similar taxes required to be paid by CONTRACTOR in accordance with state and local laws.

7.2 CONTRACTOR is an independent contractor and shall have no power or authority to incur any debt, obligation, or liability on behalf of CITY. No person employed by CONTRACTOR or acting on its behalf, in connection with this Contract shall be considered the Agent or employee of CITY.

7.3 CONTRACTOR shall be required to obtain a current City of Palmdale business license, as required by the Palmdale Municipal Code, before an Authorization to Proceed is issued.

7.4 When equipment, materials or supplies generally taxable to CONTRACTOR are eligible for a tax exemption due to the nature of the work, CONTRACTOR shall assist the City in applying for and obtaining such tax credits and exemptions, which shall be paid or credited to the City.

8 PATENT FEES AND ROYALTIES

CONTRACTOR shall pay all license fees and royalties and assume all costs incident to the use, in the performance of the work or the incorporation in the work of any

invention, design, process, program, product or device which is the subject of patent rights or copyrights held by others. If a particular invention, design, process, program, product or device is specified in the contract documents for use in the performance of the work and if, to the actual knowledge of CITY, its use is subject to patent rights or copyrights calling for the payment of any license fee or royalty to others, the existence of such rights shall be disclosed by CITY in the contract documents. CONTRACTOR shall indemnify and hold harmless CITY and anyone directly or indirectly employed by CITY from and against all claims, damages, losses and expenses (including attorneys' fees) arising out of any infringement of patent rights or copyrights incident to the use in the performance of the work, or resulting from the incorporation in the work of any invention, design, process, program, product or device not specified in the contract documents, and shall defend all such claims in connection with any alleged infringement of such rights.

9 INDEMNIFICATION

To the fullest extent permitted by law, CONTRACTOR and any subcontractors working on its behalf agree to indemnify CITY, its officers, employees, agents and elected and appointed boards (hereinafter “Indemnified Parties”) for any loss, claim, demand, cause of action, cost, expense, damage, obligation or liability which arises out of or is in any way connected with the performance of any work under this agreement, including any acts or omissions, willful misconduct or negligent conduct, whether active or passive, on the part of CONTRACTOR, or its subcontractors, and regardless of any acts, omissions or negligence (whether active or passive) of any person or entity indemnified hereunder. At their own expense, CONTRACTOR and, as applicable, any subcontractors working on its behalf, shall defend any suit, claim or action against the Indemnified Parties founded upon such loss, claim, demand, cause of action, cost, expense, damage, obligation or liability. CONTRACTOR shall ensure that the contract of any subcontractor working under this agreement contain an indemnity agreement, requiring the subcontractor to indemnify and defend the Indemnified Parties pursuant the terms set forth above. CONTRACTOR shall indemnify the Indemnified Parties, and save it harmless from any and all loss, damage, costs, expenses and attorney's fees suffered or incurred on account of any breach of the aforesaid obligations and covenants, and any other provision or covenant of this agreement.

10 INSURANCE

10.1 CONTRACTOR, at its expense, shall maintain in effect at all times during the performance of work under this Contract 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. **Proof of Insurance, as identified in Section 10.8, must be reviewed and accepted by the City Attorney**.

10.1.1 <u>Workers’ Compensation and Employer’s Liability</u>

- Workers' Compensation -- coverage as required by the State of California
- Employer's Liability
  $1,000,000 each accident
  $1,000,000.00 policy limit bodily injury
  $1,000,000.00 each employee bodily injury by disease

10.1.2 Commercial General Liability
- $1,000,000.00 limit on a per occurrence basis
- $2,000,000.00 general aggregate limit

10.1.3 Commercial Automobile Liability
- $1,000,000.00 combined single limit including owned, non-owned and hired automobile coverage

10.2 All of CONTRACTOR'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.

10.3 Policies providing for bodily injury and property damage coverage shall contain the following:

A. An endorsement extending coverage to the City as an additional insured, as respects liability arising out of the performance of any work under the Contract. Such insurance shall be primary insurance, as respects the interest of the City, and any other insurance maintained by the City shall be considered excess coverage and not contributing insurance with the insurance required hereunder. The certificates shall state: "The City of Palmdale, Successor Agency to the Community Redevelopment Agency of the City of Palmdale, Palmdale Civic Authority, Housing Authority, Industrial Development Authority, Airport Authority, their officers, agents, employees and volunteers are named as additional insured".

B. "Severability of Interest" Clause.

10.4 Promptly upon execution of this Contract, and prior to commencement of any work, CONTRACTOR shall deliver to CITY certificates of insurance and endorsements to all required policies demonstrating that CONTRACTOR has the required coverage and showing the required named insured. Within five (5) days of written request from CITY, CONTRACTOR shall deliver to CITY full and complete copies of all insurance policies required by this Contract.

10.5 The requirements as to the types and limits of insurance to be maintained by CONTRACTOR are not intended to and shall not in any manner limit or qualify CONTRACTOR's liabilities and obligations under this Contract.

10.6 Any policy or policies of insurance that CONTRACTOR elects to carry as insurance against loss or damage to its equipment and tools or other personal

property used in the performance of this Contract shall include a provision waiving the insurer's right of subrogation against CITY.

10.7 All insurance coverage must be maintained throughout the duration of this Contract.

10.8 Acceptable Proof of Insurance:

10.8.1 ACORD Certificate of Insurance listing all coverage, limits, deductibles and insured; and endorsements for all applicable coverage if agent has authority to issue it; or additional insured Form CG20100704 and CG20370704 or equivalent must be provided for general liability coverage. Additional insured form CA0001 must be provided for automobile liability coverage.

10.8.2 Binders of insurance for all coverage. Agents must confirm that policy endorsements have been ordered from the respective insurance companies. Upon issuance, policy endorsements and a corresponding Certificate of Insurance listing all insurers and coverage must be submitted to the City Attorney.

10.9 Notwithstanding any other provision of this Contract, CITY may immediately terminate this Contract if, at any time CONTRACTOR fails to maintain the required insurance for any period of time or fails to comply with any of the insurance requirements listed above.

10.10 CONTRACTOR shall require any and all subcontractors working on its behalf to provide insurance coverages and limits that are based on the scope of work and nature of risk being performed by the subcontractor. Any and all subcontractors working on behalf of CONTRACTOR shall be subject to all other insurance requirements that are stated herein.

Any deviation in this requirement will be CONTRACTOR's sole risk. CONTRACTOR's insurance requirements in Section 10 will not be impacted and/or limited by such deviation.

11 TERMINATION WITHOUT CAUSE

City reserves the right to terminate this Contract or any part thereof for its sole convenience with fifteen (15) days written notice. In the event of such termination, CONTRACTOR shall immediately stop all work hereunder, and shall immediately cause any of its suppliers and subcontractors to cease such work. CONTRACTOR shall also surrender to CITY all finished or unfinished documents, processes, programs and other supplies and materials, which shall be City's property. As compensation in full for services performed to the date of such termination, the CONTRACTOR shall receive an amount equal to the value of the work completed as of the termination date in accordance with the fee schedule or as negotiated between the parties. In no event shall the amount payable upon termination exceed the total maximum compensation provided for in this Contract.

12 TERMINATION FOR CAUSE

If CITY determines that CONTRACTOR has failed to supply an adequate working force, or to provide services of proper quality, or has failed in any other respect to satisfactorily perform the services specified in this Contract, CITY shall give written notice to CONTRACTOR specifying all defaults to be remedied within thirty (30) days. Such notice shall set forth the basis for CITY's dissatisfaction and suggest corrective measures. If, after thirty days, CONTRACTOR has failed to implement appropriate corrective measures, CITY may elect to terminate this Contract in whole or in part.

12.1 In the event CITY terminates this Contract, in whole or in part, for cause, CITY may procure, upon such terms and in such manner, as it may deem appropriate, services similar to those terminated.

12.2 CONTRACTOR shall provide all finished or unfinished documents, data, studies, software, drawings, programs, processes, maps, photographs, reports, etc., prepared by CONTRACTOR within fifteen (15) working days after notice of termination. Upon such termination, CONTRACTOR shall be paid an amount equal to the value of the services provided and work performed as of the date of termination, taking into consideration the costs associated with hiring another CONTRACTOR to complete the services. 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 documents when such are delivered to CITY, and to authorized reimbursement expenses. The above is in addition to any other remedies available by law or equity to CITY.

12.3 If, after notice of termination of the Contract under the provisions of this Section 12, it is determined, for any reason, that CONTRACTOR 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 11.

13 DISPUTE RESOLUTION

All claims, disputes, and other matters in question between CITY and CONTRACTOR arising out of or relating to this Contract or the breach thereof shall, to the extent reasonably feasible, be resolved through good faith negotiations between the parties.

14 OWNERSHIP OF PRODUCT

All product, data, documents, programs and software including, but not limited to, research, field notes, investigations, analysis, studies, processes, software, instructions for use and other manuals, whether complete or incomplete, which are prepared or produced in the performance of this Contract are to be, and remain the property of CITY and shall be delivered to or left with CITY upon the completion or termination of this Agreement. CONTRACTOR shall furnish CITY, upon its request, originals and reproducible and electronic copies of product, data reports, studies and of all other documents listed above. Electronic copies shall be provided in an

unprotected format which allows CITY to copy, reproduce and makes changes as CITY deems necessary.

15 DELEGATION AND ASSIGNMENT

15.1 CONTRACTOR shall not delegate or assign its duties or rights hereunder, either in whole or in part, without the prior written consent of CITY; provided, however, that claims for money due or to become due to CONTRACTOR from CITY under this Contract may be assigned to a bank, trust company or other financial institution without such approval.

15.2 Any assignment, delegation or subcontract shall be made in the name of CONTRACTOR and shall not bind or purport to bind CITY and shall not release CONTRACTOR from any obligations under this Contract including, but not limited to, the duty to properly supervise and coordinate the work of employees, assignees, delegates and subcontractors. No such assignment, delegation or subcontract shall result in any increase in the amount of total compensation payable to CONTRACTOR under this Contract.

16 NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

16.1 In performance of this Contract, CONTRACTOR shall not discriminate against any employee, subcontractor, or applicant for employment because of sex, color, race, religion, ancestry, national origin, disability, medical condition including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, sexual orientation, age, gender, gender identity, gender expression, genetic information, or military and veteran status. CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their sex, color, race, religion, ancestry, national origin, disability, medical condition including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, sexual orientation, age, gender, gender identity, gender expression, genetic information, or military and veteran status . 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.

16.2 The provisions of subsection 16.1 above shall be included in all solicitations or advertisements placed by or on behalf of CONTRACTOR for personnel to perform any services under this Contract. CITY shall have access to all documents, data and records of CONTRACTOR 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 at, and on file with, the Palmdale City Clerk’s Office.

17 FINANCIAL INTEREST CERTIFICATION

17.1 CONTRACTOR warrants that no person has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee; and that no officer or employee of the CITY has any interest, financially or otherwise, in CONTRACTOR's firm.

17.2 For breach or violation of this warranty, CITY shall have the right to annul this Contract without liability or at its discretion to deduct from the Contract Price or consideration, the full amount of such commission, percentage, brokerage or contingent fee.

18 CONFLICT OF INTEREST

18.1 CONTRACTOR stipulates that its officers and employees do not now have a conflict of interest and it further agrees for itself, its officers and its employees that it will not contract for or accept employment for the performance of any work or services with any individual business, corporation or government unit that would create a conflict of interest in the performance of its obligations pursuant to this Contract or which would cause CONTRACTOR to be "financial interested" (as provided in California Government Code Section 1090 et seq. or 87100 et seq.) in any contract or decision made by CITY on any matter.

18.2 CONTRACTOR shall not employ any City official or employee to perform any work required pursuant to this Contract.

18.3 To the extent required by the City Manager or his designee, CONTRACTOR shall complete and file with the City Clerk a Form 700 Statement of Economic Interests disclosing any reportable property interests, income, gifts, investments, or business positions.

19 COMPLIANCE WITH LAW

19.1 CONTRACTOR shall comply with all state and federal laws, including but not limited to, the requirement to hire only those persons authorized by federal law to work in the United States. If CONTRACTOR uses any subcontractors to complete this Contract, this same requirement shall be included in all subcontracts and strictly enforced by CONTRACTOR.

19.2 The law of the state of California shall govern this Contract. The venue of any legal action, either formal or informal, shall be the County of Los Angeles.

19.3 If applicable, CONTRACTOR acknowledges and understands it must comply with the prevailing wage requirements as set forth in Exhibit "A" attached hereto and incorporated herein by reference, as well as the execution of a Worker's Compensation Certificate attached hereto as Exhibit "B" and incorporated herein by reference.

20 NOTICES

Any notice required under this Contract shall be in writing, addressed to the appropriate party at its address on the signature page and given personally or by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.

21 ENTIRE AGREEMENT AND AMENDMENTS

21.1 This Contract is the complete Agreement between the parties and supersedes all prior proposals, agreements, and understandings between the parties and may not be modified or terminated orally.

21.2 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 CONTRACTOR hereunder, shall be binding unless in writing and signed by the party against whom the same is sought to be enforced.

21.3 The failure of any party to enforce against another party any provision of this Contract shall not constitute a waiver of that party's right to enforce such a provision at a later time, and shall not serve to vary the terms of this Contract.

22 ATTORNEY'S FEES

If any action at law or in equity is brought to enforce or interpret any provisions of this Contract, the prevailing party in such action shall be entitled to reasonable attorney's fees, costs and necessary disbursements, in addition to such other relief as may be sought and awarded.

In Witness Whereof, the parties hereto have caused this Contract to be executed and attested by their respective officers thereunto duly authorized.

CITY OF PALMDALE:

Salvador Mendez
City Manager Pro Tem

SIGNATURE AREA

ADDRESS FOR NOTICE:
CITY OF PALMDALE
38256 Sierra Highway
Palmdale, CA 93550

APPROVE AS TO FORM:

Alexandra Halfman
Acting City Attorney

ATTEST:

SIGNATURE AREA

Roxanne Faber
City Clerk

COMMUNITY EFFORT ANIMAL RESCUE
:

SIGNATURE AREA

Casandra O'connell
Director

ADDRESS FOR NOTICE:
COMMUNITY EFFORT ANIMAL RESCUE
11135 Hampel Ave
Littlerock, CA 93543

---------- INTERNAL USE ONLY ----------

- Certificate(s) and Endorsement(s) attached
- Confirmed business name on contract with certificate(s)
- Attached Agreement Checklist and met all requirements

CITY OF PALMDALE
DEPARTMENT OF PUBLIC SAFETY

M E M O R A N D U M

TO: Janelle Samson, Director of Operations

FROM: Kery German, Supervising Coordinator

SUBJECT: Seeking the City's Best Interest Exception for Community Effort Animal Rescue for Spay and Neuter Administration and Other Animal Related Services

DATE: July 17, 2025

Background

The City of Palmdale is proposing to enter into a services agreement with Community Effort Animal Rescue (CEAR) for the administration of its spay and neuter program and other animal-related services. This agreement is intended to offer local, low-cost spay and neuter procedures and additional animal care services to Palmdale residents to promote education, responsible pet ownership and enhance the well-being and quality of life for pets.

Justification Under PMC 3.08.140(C) – City's Best Interest

Pursuant to Palmdale Municipal Code (PMC) Section 3.08.140(C), the City may enter into procurement agreements without awarding to the lowest bidder or pursuing a competitive solicitation when doing so is in the City's best interest. The procurement of CEAR's services is justified under this provision for the following reasons:

1. Sole Source

After extensive outreach and research in 2021 and 2022, the City of Palmdale entered into an agreement with the non-profit Karma Rescue, Inc. to administer the City's spay and neuter program from June 2022 through June 2024. This partnership resulted in nearly 2,000 spay and neuter procedures. However, with Karma Rescue's unexpected dissolution, the City was faced with the need to identify a qualified provider to continue delivering these essential services without disruption.

Demonstrating their ongoing commitment to the program's success, former Karma Rescue staff actively assisted the City in identifying potential alternatives. One of the organizations they identified was CEAR, a locally based nonprofit located in the Antelope Valley.

2. Experience and Qualifications

For many years, CEAR has focused on rescuing and rehabilitating stray, abandoned and shelter animals, particularly dogs and cats, providing necessary medical care and permanent placement in loving homes. In addition to rescue operations, CEAR has provided a range of community-focused services, including vaccination and microchip clinics, spay/neuter funding assistance, pet food distribution and veterinary support for residents.

Their longstanding commitment to responsible pet ownership, community education, environmental and wildlife protection and the safe housing and care of all domestic animals reflects a deep understanding of both local challenges and effective, compassionate solutions. CEAR has the operational infrastructure, veterinary partnerships and trusted community relationships required to seamlessly assume administration of Palmdale's animal services.

Recommendation

Because of their experience, established veterinary partnerships, and knowledge of the Antelope Valley, CEAR is uniquely positioned to assist the City of Palmdale in expanding animal services. Over the past six months, CEAR has successfully re-established the City's spay and neuter program, expanded the Trap-Neuter-Release (TNR) volunteer base and facilitated two free microchip clinics for Palmdale residents. These efforts have directly contributed to improving animal welfare and public health in the community and will continue to enhance the City's ongoing commitment to animal welfare.

In accordance with Palmdale Municipal Code Section 3.08.140(C), and based on the clear operational and community advantages, I respectfully recommend approval of the attached services agreement with CEAR, as it serves the best interest of the City and its residents.

_____ _____
Janelle Samson Date
Director of Operations

Cc: Purchasing
Sara Gallagher, Deputy City Manager

City Council Staff Report

DATE: **AUGUST 19, 2025**

TO: **HONORABLE MAYOR PRO TEM AND CITY COUNCIL**

FROM: **PUBLIC WORKS DEPARTMENT**

DISTRICT: **5**

SUBJECT: **ADOPT RESOLUTION NO. CC 2025-062, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALMDALE, AUTHORIZING THE EXECUTION OF GRANT AGREEMENT WITH U.S. DEPARTMENT OF TRANSPORTATION (USDOT) TO RECEIVE FEDERAL FUNDING FOR SAFE STREETS AND ROADS FOR ALL (SS4A) PROJECT**

RECOMMENDATION

Staff recommend that the City Council:

1. Adopt Resolution No. CC 2025-062, a Resolution of the City Council of the City of Palmdale, authorizing the execution of the Grant Agreement with USDOT to receive federal funding for Safe Streets and Roads for All (SS4A) project;

2. Authorize the City Manager Pro Tem or his designee to execute the Grant Agreement with USDOT, including subsequent amendments and supplements; and,

3. Authorize City Finance to budget and appropriate a 20% local match share from Local Transportation Funds.

BACKGROUND

In May 2024, the City applied for a $5.3 million grant from the U.S. Department of Transportation (USDOT) through the Safe Streets and Roads for All (SS4A) program to improve safety along the 1.92-mile stretch of 20th Street East, from Avenue Q to Avenue S.

In September 2024, the City was awarded the full $5.3 million. The project includes new sidewalks, bike lanes, better crosswalks, pedestrian signals, street lighting, and a study for a roundabout at East Avenue R-8. It will improve safety for residents, drivers, cyclists, transit users, and the 5,500 students in the area. The project will include public outreach

that will allow community input to help shape bike lane options, school drop-off zones, and crosswalk locations.

The project was delayed due to a federal funding freeze, but since funds are available again, it can now move forward with a grant agreement.

DISCUSSION

To receive $5.3 million in SS4A funding, the city must sign a grant agreement with USDOT. This resolution authorizes the City Manager Pro Tem to sign the agreement and any future amendments related to the project's phases.

FISCAL IMPACT

$1.35 million; As required by the SS4A grant, the City of Palmdale must provide a 20% local match of $1.35 million toward the total project cost. The project will be funded by the federal grant (USDOT) and with matching funds from Local Transportation Funds.

STRATEGIC PLAN

Goal III: Invest in infrastructure to improve community livability.

B. Plan and maintain safe and attractive neighborhoods, streets, facilities, and public spaces with exciting programming that promotes active fun for everyone.

Prepared by:	Leonardo Torres, P.E., Director of Public Works
Certified as to availability of Funds:	Janelle Samson, Director of Operations
Approved by:	Salvador Mendez, City Manager Pro Tem
Approved as to form:	Alexandra Halfman, City Attorney

ATTACHMENTS

Reso. No. CC 2025-062
SS4A Grant Agreement Template

CITY COUNCIL
CITY OF PALMDALE, CALIFORNIA
RESOLUTION NO. CC 2025-062

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALMDALE, AUTHORIZING THE EXECUTION OF GRANT AGREEMENT WITH U.S. DEPARTMENT OF TRANSPORTATION (USDOT), TO RECEIVE FEDERAL FUNDING FOR SAFE STREETS AND ROADS FOR ALL (SS4A) PROJECT.

WHEREAS, In May 2024, the City of Palmdale applied for the SS4A grant funding during the Notice of Funding Opportunity (NOFO), requesting $5.3 million in roadway improvement along 20th Street East corridor from Avenue Q to Avenue S; and

WHEREAS, In September 2024, the U.S Department of Transportation awarded the City of Palmdale $5.3 million in SS4A federal grant funding; and

WHEREAS, The U.S Department of Transportation requires the City of Palmdale to enter into the SS4A Grant Agreement in order to receive the federal funding; and

WHEREAS, The SS4A Grant Agreement requires the City of Palmdale to contribute a local matching share of 20% of the total eligible project cost as specified in the NOFO; and

WHEREAS, Should the City perform the project in phases, USDOT requires the City to execute amendments to the agreement for each phase of the project.

NOW THEREFORE, BE IT RESOLVED, THE CITY COUNCIL OF THE CITY OF PALMDALE DOES HEREBY FIND, DETERMINE, RESOLVE, AND ORDER AS FOLLOWS:

SECTION 1. The City Council hereby specifically finds that all of the facts set forth in the Recitals are true and correct and constitute the finding of the City Council in this matter.

SECTION 2. The City Manager Pro Tem or his designee is hereby authorized to execute the SS4A Grant Agreement with the U.S Department of Transportation, including subsequent amendments and supplements.

SECTION 3. The City Finance Department is hereby authorized to budget and appropriate a local matching share of 20% from Local Transportation Fund.

SECTION 4. City Staff is authorized and directed to take all appropriate action to ensure that the SS4A Grant Agreement and all Supplemental Agreements are processed to allow the City to receive federal funds for this project.

SECTION 6. The City Clerk shall certify the adoption of this resolution.

PASSED, APPROVED and **ADOPTED** on this 19th day of August 2025.

_____
Laura Bettencourt, Mayor Pro Tem

Approved as to form:

ATTEST:

_____
Alexandra Halfman, City Attorney

_____
Rochelle Scott, City Clerk

I, Rochelle Scott, City Clerk of Palmdale, California, do hereby certify that the foregoing resolution was duly passed, approved, and adopted by the City Council of the City of Palmdale at a regular meeting of said Council held on the 19th day of August 2025 by the following roll call vote:

AYES: _____

NOES:_____

ABSTAIN:_____ABSENT:_____

Date: _____ _____
Rochelle Scott, City Clerk

1[Please complete all areas in red. When finished, and prior to submitting grant agreement for FHWA review, please remove the header, all drafting instructions (in Red and in the Comments Section) and change all text from red to black.]

1. Federal Award No.

2. Effective Date
See No. 16 Below

3. Assistance Listings No.
20.939

4. Award To
[Insert Recipient Name]
[Insert Recipient Address]

Unique Entity Id.: [Insert UEI]
TIN No.: [Insert Tax ID]

5. Sponsoring Office
U.S. Department of Transportation
Federal Highway Administration
Office of Safety
1200 New Jersey Avenue, SE
HSSA-1, Mail Drop E71-117
Washington, DC 20590

6. Period of Performance
Effective Date of Award – [insert date or number of months]

7. Total Amount

Federal Share:	$0
Recipient Share:	$0
Other Federal Funds:	$0
Other Funds:	$0
Total:	$0

8. Type of Agreement
Grant

9. Authority
Section 24112 of the Infrastructure Investment and Jobs Act (IIJA, Pub. L. 117–58, November 15, 2021)

10. Procurement Request No.
[insert PR Number]

11. Federal Funds Obligated
[for phased agreement, enter phase number and name]: [Insert Amount $]

12. Submit Payment Requests To
See Article 5.

13. Accounting and Appropriations Data
[insert Data]

14. Description of the Project

RECIPIENT

15. Signature of Person Authorized to Sign

_____

Signature Date

Name:

Title:

FEDERAL HIGHWAY ADMINISTRATION

16. Signature of Agreement Officer

_____

Signature Date

Name:

Title: Agreement Officer

U.S. DEPARTMENT OF TRANSPORTATION

GRANT AGREEMENT UNDER THE FISCAL YEAR 2024 SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM

This agreement is between the United States Department of Transportation's (the "**USDOT**") Federal Highway Administration (the "**FHWA**") and the [insert full name of applicant] (the "**Recipient**").

This agreement reflects the selection of the Recipient to receive a Safe Streets and Roads for All ("**SS4A**") Grant for the [insert project name from the application].

The parties therefore agree to the following:

ARTICLE 1
GENERAL TERMS AND CONDITIONS

1.1 General Terms and Conditions.

(a) In this agreement, "**General Terms and Conditions**" means the content of the document titled "General Terms and Conditions Under the Fiscal Year 2024 Safe Streets and Roads for All ("SS4A") Grant Program,", which is available at https://www.transportation.gov/grants/ss4a/grant-agreements under "Fiscal Year 2024." Articles 7–33 are in the General Terms and Conditions. The General Terms and Conditions are part of this agreement.

(b) The Recipient acknowledges that it has knowledge of the General Terms and Conditions. Recipient also states that it is required to comply with all applicable Federal laws and regulations including, but not limited to, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200); National Environmental Policy Act (NEPA) (42 U.S.C. § 4321 et seq.); and Build America, Buy America Act (IIJA, div. G §§ 70901-27).

(c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient's non-compliance with the General Terms and Conditions may result in remedial action, termination of the SS4A Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the FHWA the SS4A Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

ARTICLE 2
APPLICATION, PROJECT, AND AWARD

2.1 Application.

Application Title: [Insert full title from the submitted application.]

Application Date: [Insert the date in Box 3 of the SF-424 submitted with the application; if Box 3 is blank, use the date the application was submitted, which is located next to the applicant's signature at the bottom of the SF-424.]

2.2 Award Amount.

SS4A Grant Amount: [$XXX]

2.3 Federal Obligation Information.

[**Alternative #1:** If all funds are being obligated at once:]

Federal Obligation Type: Single

[**Alternative #2:** If funds are to be obligated in multiple project phases:]

Federal Obligation Type: Multiple

Obligation Condition Table		
Phase the Project	**Allocation of the SS4A Grant**	**Obligation Condition**
[insert name of first phase (*e.g.*, "Base Phase: Pre-NEPA")]	[$XXX]	

Obligation Condition Table		
Phase the Project	**Allocation of the SS4A Grant**	**Obligation Condition**
[insert name of second phase (*e.g.*, "Option Phase 1: Final Design, Right-of-Way, and Utility Relocation")]	[$XXX]	The Recipient shall not expend any funds (Federal or non-Federal) for, seek reimbursement of eligible costs, or otherwise begin any part of the final design and construction of an Implementation Project unless and until: (1) The requirements of the National Environmental Policy Act (42 U.S.C. § 4321 et seq.) ("NEPA"), Section 106 of the National Historic Preservation Act (16 U.S.C. § 470f) ("NHPA"), and any other applicable environmental laws and regulations have been met; and (2) FHWA, or a State with applicable NEPA Assignment authority, has approved the NEPA document for the Project and provided the Recipient with a written notice that the environmental review process is complete; and (3) FHWA has obligated additional funds for this phase and notified the Recipient in writing that the Recipient may proceed to the next activity after NEPA approval, and the Recipient has acknowledged receipt in writing of FHWA's notification. Recipient shall not proceed with any such activities until (2) and (3) as described in this section are met. Costs that are incurred before (2) and (3) as described in this section are met are not allowable costs under this agreement. Extent of activities that are permissible before NEPA is complete are those activities constituting "preliminary design" as specified in FHWA Order 6640.1A.

Obligation Condition Table		
Phase the Project	**Allocation of the SS4A Grant**	**Obligation Condition**
[insert name of third phase (*e.g.*, "Option Phase 2: Construction")]	[$XXX]	The Recipient shall not expend any funds (Federal or non-Federal) for, seek reimbursement of eligible costs, or otherwise begin any part of the construction or final design and construction of a Project unless and until: (1) The requirements of the National Environmental Policy Act (42 U.S.C. § 4321 et seq.) ("NEPA"), Section 106 of the National Historic Preservation Act (16 U.S.C. § 470f) ("NHPA"), and any other applicable environmental laws and regulations have been met; and (2) FHWA, or a State with applicable NEPA Assignment authority, has approved the NEPA document for the Project and provided the Recipient with a written notice that the environmental review process is complete; and (3) FHWA has obligated additional funds for this phase and notified the Recipient in writing that the Recipient may proceed to the next activity after NEPA approval, and the Recipient has acknowledged receipt in writing of FHWA's notification. Recipient shall not proceed with any such activities until (2) and (3) as described in this section are met. Costs that are incurred before (2) and (3) as described in this section are met are not allowable costs under this agreement. Extent of activities that are permissible before NEPA is complete are those activities constituting "preliminary design" as specified in FHWA Order 6640.1A.

2.4 Budget Period.

[Choose the appropriate one of these two alternatives.]
[**Alternative #1:** If all funds are being obligated at once:]

Budget Period: See Block 6 of Page 1

[**Alternative #2:** If funds are to be obligated in multiple project phases:]

Base Phase Budget Period: [insert start and end dates]

Option Phase 1 Budget Period: [reserved]

Option Phase 2 Budget Period: [reserved]

2.5 Grant Designation.

Designation: [Planning and Demonstration] or [Implementation]

ARTICLE 3
SUMMARY PROJECT INFORMATION

3.1 Summary of Project's Statement of Work.

Drafting Instructions: Provide a summary of the narrative from the grant application. Provide details on the work to be completed. If this project is an action plan, supplemental plan and/or demonstration activity with no changes to the built environment, please provide a planning and demonstration narrative below.

Planning and Demonstration Narrative:

The project will be completed in [one/two/three] phases.

Base Phase: Pre-NEPA: [describe work]

Option Phase 1: Final Design, Right-of-Way, and Utility Relocation: [describe work]

Option Phase 2: Construction: [describe work]

3.2 Project's Estimated Schedule.

Drafting Instructions: Provide the schedule for each significant deliverable from the grant application. The purpose of this section is to ensure that all SS4A funded activities are completed before the end of the Period of Performance and/or the budget period. Use the table(s) that pertain(s) to your project and delete the others. Please add additional action plan schedules if multiple action plans will be developed. It is recommended to estimate ample time for completion of each component of the project, factoring in the time required for grant agreement execution.

Action Plan Schedule

Milestone	**Schedule Date**
Planned Final Plan Publicly Available Date:	[insert date]
Planned SS4A Final Report Date:	[insert date]

Demonstration Activity Schedule

Milestone	**Schedule Date**
Planned NEPA Completion Date:	[insert date]
Planned Construction Substantial Completion and Open to Public Use Date:	[insert date]
Planned SS4A Final Report Date:	[insert date]

Supplemental Planning Schedule

Milestone	**Schedule Date**
Planned Final Plan Publicly Available Date:	[insert date]
Planned SS4A Final Report Date:	[insert date]

Implementation Schedule (Construction)

Milestone	**Schedule Date**
Planned NEPA Completion Date:	[insert date]
Planned Construction Substantial Completion and Open to Public Use Date:	[insert date]
Planned SS4A Final Report Date:	[insert date]

Implementation Schedule (Non-Construction)

Milestone	**Schedule Date**
Planned Activity Completion Date:	[insert date]
Planned SS4A Final Report Date:	[insert date]

Project's Estimated Costs.

Provide the costs from the grant application. Any changes should be documented in Attachment B.

(a) Eligible Project Costs

Eligible Project Costs	
SS4A Grant Amount:	[$XXX]
Other Federal Funds:	[$XXX]
State Funds:	[$XXX]
Local Funds:	[$XXX]
In-Kind Match:	[$XXX]
Other Funds:	[$XXX]
Total Eligible Project Cost:	[$XXX]

(b) Cost Classification Table – For Planning and Demonstration Grants with demonstration activities and Implementation Grants Only

Drafting Instructions: Utilize the descriptions from the SF-424C (https://www.grants.gov/forms/forms-repository/sf-424-family) to determine what cost goes in each row. This table is only needed for Planning and Demonstration Grants with demonstration activities and Implementation Grants.

Cost Classification	Total Costs	Non-SS4A Previously Incurred Costs	Eligible Costs
Administrative a nd legal expenses			
Land, structures, rights-of-way, appraisals, etc.			
Relocation expenses and payments			
Architectural and engineering fees			
Other architectural and engineering fees			
Project inspection fees			
Site work			
Demolition and removal			
Construction			
Equipment			
Miscellaneous			
Contingency			
Project Total			

[If no costs are anticipated in a category, remove the row from the table. Remove the table if this is a Planning and Demonstration Grant with no demonstration activities.]

(c) Indirect Costs

Indirect costs are allowable under this Agreement in accordance with 2 CFR part 200 and the Recipient's approved Budget Application. In the event the Recipient's indirect cost rate changes, the Recipient will notify FHWA of the planned adjustment and provide supporting documentation for such adjustment. This Indirect Cost provision does not operate to waive the limitations on Federal funding provided in this document. The Recipient's indirect costs are allowable only insofar as they do not cause the Recipient to exceed the total obligated funding.

ARTICLE 4

CONTACT INFORMATION

4.1 Recipient Contact(s).

[*Insert information for the person designated as the official contact. This person must be employed by the Recipient organization and shall not be a consultant.]*

[enter name]
[enter job title]
[enter organization]
[enter address]
[enter telephone]
[enter email address]

4.2 Recipient Key Personnel.

[Insert name of key personnel who will be responsible for completing the task. Add rows to identify as many key personnel as necessary.]

Name	Title or Position
[Insert name]	[insert title]

4.3 USDOT Project Contact(s).

Safe Streets and Roads for All Program Manager
Federal Highway Administration
Office of Safety
HSSA-1, Mail Stop: E71-117
1200 New Jersey Avenue, S.E.
Washington, DC 20590
202-366-2822
SS4A.FHWA@dot.gov

and

Agreement Officer (AO)
Federal Highway Administration
Office of Acquisition and Grants Management
HCFA-42, Mail Stop E62-310
1200 New Jersey Avenue, S.E.
Washington, DC 20590
202-493-2402
HCFASS4A@dot.gov

and

Division Administrator – [enter name of State]
Agreement Officer's Representative (AOR)
[enter Division Office address]
[enter Division Office telephone]
[enter Division Office email address]

and

[enter name]
[enter State] Division Office Lead Point of Contact
[enter job title]
[enter address]
[enter telephone]
[enter Division Office Email Address]

ARTICLE 5
USDOT ADMINISTRATIVE INFORMATION

5.1 Office for Subaward and Contract Authorization.

USDOT Office for Subaward and Contract Authorization: FHWA Office of Acquisition and Grants Management

SUBAWARDS AND CONTRACTS APPROVAL

Note: See 2 CFR § 200.331, Subrecipient and contractor determinations, for definitions of subrecipient (who is awarded a subaward) versus contractor (who is awarded a contract).

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the Agreement Officer (the "AO") are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.327.

In accordance with 2 CFR 200.308(f)(6), the recipient or subrecipient shall obtain prior written approval from the USDOT agreement officer for the subaward, if the subaward activities were not proposed in the application or approved in the Federal award. This provision is in accordance with 2 CFR 200.308 (f) (6) and does not apply to procurement transactions for goods and services. Approval will be issued through written notification from the AO or a formal amendment to the Agreement.

The following subawards and contracts are currently approved under the Agreement by the AO. This list does not include supplies, material, equipment, or general support services which are exempt from the pre-approval requirements of this clause.

5.2 Reimbursement Requests

(a) The Recipient may request reimbursement of costs incurred within the budget period of this agreement if those costs do not exceed the amount of funds obligated and are allowable under the applicable cost provisions of 2 C.F.R. Part 200, Subpart E. The Recipient shall not request reimbursement more frequently than monthly.

(b) The Recipient shall use the DELPHI iSupplier System to submit requests for reimbursement to the payment office. When requesting reimbursement of costs incurred or credit for cost share incurred, the Recipient shall electronically submit supporting cost detail with the SF-270 (Request for Advance or Reimbursement) or SF-271 (Outlay Report and Request for Reimbursement for Construction Programs) to clearly document all costs incurred.

(c) The Recipient's supporting cost detail shall include a detailed breakout of all costs incurred, including direct labor, indirect costs, other direct costs, travel, etc., and the Recipient shall identify the Federal share and the Recipient's share of costs. If the Recipient does not provide sufficient detail in a request for reimbursement, the Agreement Officer's Representative (the "**AOR**") may withhold processing that request until the Recipient provides sufficient detail.

(d) The USDOT shall not reimburse costs unless the AOR reviews and approves the costs to ensure that progress on this agreement is sufficient to substantiate payment.

(e) In the rare instance the Recipient is unable to receive electronic funds transfers (EFT), payment by EFT would impose a hardship on the Recipient because of their inability to manage an account at a financial institution, and/or the Recipient is unable to use the DELPHI iSupplier

System to submit their requests for disbursement, the FHWA may waive the requirement that the Recipient use the DELPHI iSupplier System. The Recipient shall contact the Division Office Lead Point of Contact for instructions on and requirements related to pursuing a waiver.

(f) The requirements set forth in these terms and conditions supersede previous financial invoicing requirements for Recipients.

ARTICLE 6
SPECIAL GRANT TERMS

6.1 SS4A funds must be expended within five years after the grant agreement is executed and DOT obligates the funds, which is the budget period end date in section 10.3 of the Terms and Conditions and section 2.4 in this agreement.

6.2 The Recipient demonstrates compliance with civil rights obligations and nondiscrimination laws, including Titles VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations. Recipients of Federal transportation funding will also be required to comply fully with regulations and guidance for the ADA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements.

6.3 SS4A Funds will be allocated to the Recipient and made available to the Recipient in accordance with FHWA procedures.

6.4 The Recipient of a Planning and Demonstration Grant acknowledges that the [Action Plan] [Supplemental Action Plan] will be made publicly available and agrees that it will publish the final [Action Plan] [Supplemental Action Plan] on a publicly available website.

6.5 The Recipient of a Planning and Demonstration Grant that involves a demonstration activity agrees to provide an assessment of each demonstration activity and update the existing Action Plan, which will incorporate the information gathered in the Action Plan's list of projects or strategies and/or inform another part of the existing Action Plan. The Recipient also agrees that demonstration activities are temporary in nature and must be removed and/or ended following the conclusion of the project if the assessment of the demonstration activities does not affirm that the activities provide safety benefits.

6.6 The Recipient of an Implementation Grant agrees to update its Action Plan within two years of the date of this agreement to: align with all Comprehensive Safety Action Plan components in Table 1 of the SS4A FY 2024 NOFO corresponding with any "no" responses in the Self-Certification Eligibility Worksheet; ensure that the Action Plan's safety focus includes all road users, including pedestrians, bicyclists, and motor vehicle safety; and ensure that the Action Plan was last updated not more than three years prior.

6.7 The Recipient acknowledges that it is required to conduct certain environmental analyses and to prepare and submit to FHWA, or State with applicable NEPA Assignment authority, documents required under NEPA, and other applicable environmental statutes and regulations before the Government will obligate funds for Option Phase 1 under this agreement and provide the Recipient with a written notice to proceed with Option Phase 1.

6.8 The Government's execution of this agreement does not in any way constitute pre-approval or waiver of any of the regulations imposed upon Recipient under the applicable Federal rules, regulations and laws regarding SS4A projects undertaken in accordance with the terms and conditions of this agreement. The Recipient shall comply with all applicable Federal requirements before incurring any costs under this agreement.

6.9 The Recipient must coordinate its supplemental planning and/or demonstration activities with the jurisdiction that has an existing Action Plan in place that was used to apply for the supplemental planning and/or demonstration activities.

6.10 There are no other special grant requirements.

ATTACHMENT A
PERFORMANCE MEASUREMENT INFORMATION

Study Area: [Insert description of the project location]

Baseline Measurement Date: [insert date when the Recipient anticipates beginning the construction of the project]

Baseline Report Date: [insert date two months after the Baseline Measurement Date]

Table 1: Performance Measure Table

Measure	Category and Description	Measurement Frequency and Reporting Deadline
Safety Performance [for Implementation Grants and Planning and Demonstration Grants with demonstration activities]	Fatalities: Total annual fatalities in the project location(s)	Annually and within 120 days after the end of the period of performance
Safety Performance [for Implementation Grants and Planning and Demonstration Grants with demonstration activities]	Serious Injuries: Total annual serious injuries in the project location(s) [if available]	Annually and within 120 days after the end of the period of performance
Safety Performance [for Implementation Grants and Planning and Demonstration Grants with demonstration activities]	Crashes by Road User Category: Total annual crashes in the project location(s) broken out by types of roadway users involved (e.g., pedestrians, bicyclists, motorcyclist, passenger vehicle occupant, commercial vehicle occupant)	Annually and within 120 days after the end of the period of performance
Costs [for all Grants]	Project Costs: Quantification of the cost of each eligible project carried out using the grant	Within 120 days after the end of the period of performance
Outcomes and Benefits [for Implementation Grants and Planning and	Quantitative Project Benefits: Quantification of evidence-based projects	Within 120 days after the end of the

Measure	Category and Description	Measurement Frequency and Reporting Deadline
Demonstration Grants with demonstration activities]	or strategies implemented (e.g., miles of sidewalks installed, number of pedestrian crossings upgraded, etc.)	period of performance
Outcomes and Benefits [for Implementation Grants and Planning and Demonstration Grants with demonstration activities]	Qualitative Project Benefits: Qualitative description of evidence-based projects or strategies implemented (e.g., narrative descriptions, testimonials, high-quality before and after photos, etc.)	Within 120 days after the end of the period of performance
Outcomes and Benefits [for Implementation Grants and Planning and Demonstration Grants with demonstration activities]	Project Location(s): GIS/geo coordinate information identifying specific project location(s)	Within 120 days after the end of the period of performance
Lessons Learned and Recommendations [for all Grants]	Lessons Learned and Recommendations: Description of lessons learned and any recommendations relating to future projects or strategies to prevent death and serious injury on roads and streets.	Within 120 days after the end of the period of performance

ATTACHMENT B
CHANGES FROM APPLICATION

Describe all material differences between the scope, schedule, and budget described in the application and the scope, schedule, and budget described in Article 3. The purpose of Attachment B is to clearly and accurately document any differences in scope, schedule, and budget to establish the parties' knowledge and acceptance of those differences. See Article 11 for the Statement of Work, Schedule, and Budget Changes. If there are no changes, please insert "N/A" after "Scope," "Schedule," or "Budget." If there are changes to the budget, please complete the table below. Otherwise, leave the table below blank.

Scope:

Schedule:

Budget:

The table below provides a summary comparison of the project budget.

	Application		**Section 3.3**	
Fund Source	$	%	$	%
Previously Incurred Costs (Non-Eligible Project Costs)				
Federal Funds				
Non-Federal Funds				
Total Previously Incurred Costs				
Future Eligible Project Costs				
SS4AFunds				
Other Federal Funds				
Non-Federal Funds				
Total Future Eligible Project Costs				
Total Project Costs				

ATTACHMENT C

[RESERVED]

ATTACHMENT D

[RESERVED]

ATTACHMENT E
LABOR AND WORK

1. Efforts to Support Good-Paying Jobs and Strong Labor Standards

The Recipient states that rows marked with "X" in the following table are accurate:

	The Recipient or a project partner promotes robust job creation by supporting good-paying jobs directly related to the project with free and fair choice to join a union. *(Describe robust job creation and identify the good-paying jobs in the supporting narrative below.)*
	The Recipient or a project partner will invest in high-quality workforce training programs such as registered apprenticeship programs to recruit, train, and retain skilled workers, and implement policies such as targeted hiring preferences. *(Describe the training programs in the supporting narrative below.)*
	The Recipient or a project partner will partner with high-quality workforce development programs with supportive services to help train, place, and retain workers in good-paying jobs or registered apprenticeships including through the use of local and economic hiring preferences, linkage agreements with workforce programs, and proactive plans to prevent harassment. *(Describe the supportive services provided to trainees and employees, preferences, and policies in the supporting narrative below.)*
	The Recipient or a project partner will partner and engage with local unions or other worker-based organizations in the development and lifecycle of the project, including through evidence of project labor agreements and/or community benefit agreements. *(Describe the partnership or engagement with unions and/or other worker-based organizations and agreements in the supporting narrative below.)*
	The Recipient or a project partner will partner with communities or community groups to develop workforce strategies. *(Describe the partnership and workforce strategies in the supporting narrative below.)*
	The Recipient or a project partner has taken other actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards. *(Describe those actions in the supporting narrative below.)*
	The Recipient or a project partner has not yet taken actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards but, before beginning construction of the Project, will take relevant actions described in Attachment B. *(Identify the relevant actions from Attachment B in the supporting narrative below.)*
	The Recipient or a project partner has not taken actions related to the Project to improve good-paying jobs and strong labor standards and will not take those actions under this award.

2. Supporting Narrative.

[Insert supporting text, as described in the table above.]

ATTACHMENT F
CRITICAL SECURITY INFRASTRUCTURE AND RESILIENCE

1. Efforts to strengthen the Security and Resilience of Critical Infrastructure against both Physical and Cyber Threats.

The Recipient states that rows marked with "X" in the following table are accurate:

	The Recipient demonstrates, prior to the signing of this agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the activities.
	The Recipient appropriately considered and addressed physical and cyber security and resilience in the planning, design and oversight of the project, as determined by the Department and the Department of Homeland Security.
	The Recipient complies with 2 CFR 200.216 and the prohibition on certain telecommunications and video surveillance services or equipment.

2. Supporting Narrative.

[Insert supporting text, as described in the table above.]

ATTACHMENT G

[RESERVED]

City Council Staff Report

DATE: **AUGUST 19, 2025**

TO: **HONORABLE MAYOR PRO TEM AND CITY COUNCIL**

FROM: **PUBLIC WORKS DEPARTMENT**
ENGINEERING DIVISION

DISTRICT: **2**

SUBJECT: **ADOPT RESOLUTION NO. CC 2025-061, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALMDALE ADOPTING THE JOINT RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, ACTING ON BEHALF OF THE COUNTY AND OTHER COUNTY ENTITIES, THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY CEMETERY DISTRICT, THE BOARD OF TRUSTEES OF THE ANTELOPE VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT, THE BOARD OF DIRECTORS OF THE COUNTY SANITATION DISTRICT NO. 14 OF LOS ANGELES COUNTY, THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY RESOURCE CONSERVATION DISTRICT, THE CITY COUNCIL OF THE CITY OF PALMDALE, THE CITY COUNCIL OF THE CITY OF LANCASTER, THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY-EAST KERN WATER AGENCY, AND THE BOARD OF DIRECTORS OF THE QUARTZ HILL WATER DISTRICT, APPROVING AND ACCEPTING THE NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES RESULTING FROM REORGANIZATION OF PROPERTY DESIGNATED AS REORGANIZATION 40-169, LOCAL AGENCY FORMATION COMMISSION DESIGNATION 2024-02 BETWEEN THE QUARTZ HILL WATER DISTRICT AND THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40, ANTELOPE VALLEY**

RECOMMENDATION

Staff recommend that the City Council:

1. Adopt Resolution No. CC 2025-061, a Joint Resolution of the Board of Supervisors of the County of Los Angeles, acting on behalf of the County and other County entities, the Board of Directors of the Antelope Valley Cemetery District, the Board of Trustees of the Antelope Valley Mosquito and Vector Control District, the Board of Directors of the County Sanitation District No. 14 of Los Angeles County, the Board of Directors of the Antelope Valley Resource Conservation District, the City Council of the City of Palmdale, the City Council of the City of Lancaster, the Board of Directors of the Antelope Valley-East Kern

Water Agency, and the Board of Directors of the Quartz Hill Water District, approving and accepting the negotiated exchange of property tax revenues resulting from reorganization of property designated as Reorganization 40-169, Local Agency Formation Commission Designation 2024-02 between the Quartz Hill Water District and the Los Angeles County Waterworks District No. 40, Antelope Valley;

2. Authorize the Mayor Pro Tem or her designee to execute Resolution No. CC 2025-061, approving and accepting the negotiated exchange of property tax revenues resulting from the reorganization of property designated as Reorganization 40-169 and Local Agency Formation Commission Designation 2024-02 between the Quartz Hill Water District and Los Angeles County Waterworks District No. 40, Antelope Valley; and,

3. Authorize the Mayor Pro Tem or her designee to execute the Los Angeles County Joint Resolution (3 sets), approve and accept the negotiated exchange of property tax revenues resulting from the reorganization of property designated as Reorganization 40-169 and Local Agency Formation Commission Designation 2024-02 between the Quartz Hill Water District and Los Angeles County Waterworks District No. 40, Antelope Valley.

BACKGROUND

The Los Angeles County Waterworks District No. 40 has requested that the City adopt the tax-sharing agreement resulting from a reorganization of territory between the County Waterworks District and the Quartz Hill Water District located within Council District 2. This County Joint Resolution involves areas within the City of Palmdale, City of Lancaster, and unincorporated areas of Los Angeles County where jurisdictional boundaries overlapped between the Quartz Hill Water District and Los Angeles County Waterworks District 40. Los Angeles County Waterworks is detaching the overlapping territories from its District boundary.

Pursuant to the Revenue and Tax Code (Section 99), in the case of any jurisdictional change that will result in an alteration of a local agency's service area or service responsibility, each local agency that receives an apportionment of the property tax revenue from the area will negotiate an exchange of property tax revenue generated in the area subject to the jurisdictional change and attributable to those local agencies.

DISCUSSION

Adoption of this Resolution will be in accordance with the Revenue and Tax Code between public agencies currently receiving tax revenue from the areas affected by the reorganization between the County Waterworks District and the Quartz Hill Water District. The majority of the territory affected by the reorganization falls within the City of Lancaster and unincorporated areas of Los Angeles County. However, three areas within the City of Palmdale's jurisdiction are subject to this Resolution (CC 2025-061) and the County Joint Resolution (see Exhibit B, sheets 10-12).

FISCAL IMPACT

The fiscal impact of the reorganized territories and adjusted tax revenue for the areas located within the City of Palmdale are noted below and represent an increased tax share ratio of 0.29% and 0.25% respectively.

EXHIBIT B MAP	LOCATION	EXISTING TAX SHARE	ADJUSTMENT (ADDITION/DEDUCTION)	NEW TAX SHARE
Sheet 10	Ave. M @ 70th W	0.07619	+0.00291	0.07910
Sheet 11	Ave M-8 @ 70th W	0.06629	+0.00254	0.06883
Sheet 12	Ave M @ 80th W	0.06629	+0.00254	0.06883

The distribution allocation follows the State Revenue and Taxation Code, and the allocation formula is established and calculated by the Los Angeles County Auditor-Controller.

STRATEGIC PLAN

Goal II: Ensure the long-term fiscal health of the City and maintain funding for services.

A. Manage resources, costs, and liabilities to ensure the City's long-term fiscal health.

Prepared by:	Leonardo Torres, P.E., Director of Public Works
Certified as to availability of Funds:	Janelle Samson, Director of Operations
Approved by:	Salvador Mendez, City Manager Pro Tem
Approved as to form:	Alexandra Halfman, City Attorney

ATTACHMENTS

Reso. No. CC 2025-061
Reorganization 40-169 Transmittal Letter
Reorganization 40-169 Exhibit A, Legal Descriptions
Reorganization 40-169 Exhibit B, Location Maps
Reorganization 40-169 Exhibit C, Joint Tax Resolution Worksheets
Reorganization 40-169 LA County Joint Tax Resolution

CITY COUNCIL
CITY OF PALMDALE, CALIFORNIA
RESOLUTION NO. CC 2025-061

A JOINT RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, ACTING ON BEHALF OF THE COUNTY AND OTHER COUNTY ENTITIES, THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY CEMETERY DISTRICT, THE BOARD OF TRUSTEES OF THE ANTELOPE VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT, THE BOARD OF DIRECTORS OF THE COUNTY SANITATION DISTRICT NO. 14 OF LOS ANGELES COUNTY, THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY RESOURCE CONSERVATION DISTRICT, THE CITY COUNCIL OF THE CITY OF PALMDALE, THE CITY COUNCIL OF THE CITY OF LANCASTER, THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY-EAST KERN WATER AGENCY, AND THE BOARD OF DIRECTORS OF THE QUARTZ HILL WATER DISTRICT APPROVING AND ACCEPTING THE NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES RESULTING FROM REORGINIZATION OF PROPERTY DESIGNATED AS REORGANIZATION 40-169, LOCAL AGENCY FORMATION COMMISSION DESIGNATION 2024-02, BETWEEN THE QUARTZ HILL WATER DISTRICT AND THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40, ANTELOPE VALLEY

WHEREAS, pursuant to Section 99 of the Revenue and Taxation Code, in the case of any jurisdictional change that will result in an alteration of a local agency's service area or service responsibility, each local agency that receives an apportionment of property tax revenue from the area may negotiate an exchange of property tax revenue generated in the area subject to the jurisdictional change and attributable to those local agencies; and

WHEREAS, The Board of Supervisors of the County of Los Angeles, acting as the governing body of the County of Los Angeles, the Los Angeles County Waterworks District No. 40, Antelope Valley, the Los Angeles County Library, the Los Angeles County Road District No. 5, the Consolidated Fire Protection District of Los Angeles County, and the County Lighting Maintenance District 1687, together with the Board of Directors of the Antelope Valley Cemetert District, the Board of Trustees of the Antelope Valley Mosquito and Vector Control District, The Board of Directors of County Sanitation District No. 14 of Los Angeles County, the Board of Directors of the Antelope Valley Resource Conservation District, The City Council of the City of Palmdale, the City Council of the City of Lancaster, the Board of Directors of the Antelope Valley-East Kern Water Agency, and the Board of Directors of the Quartz Hill Water District, have

determined that the amount of property tax revenue to be exchanged between their respective agencies as a result of reorganization proposal identified as Reorganization 40-169 between the Quartz Hill Water District and the Los Angeles County Waterworks District No. 40, Antelope Valley, is as set forth herein.

NOW THEREFORE, BE IT RESOLVED, THE CITY COUNCIL OF THE CITY OF PALMDALE DOES HEREBY FIND, DETERMINE, RESOLVE, AND ORDER AS FOLLOWS:

SECTION 1. The County of Los Angeles, the Los Angeles County Waterworks District No. 40, Antelope Valley, the Los Angeles County Library, the Los Angeles County Road District No. 5, the Consolidated Fire Protection District of Los Angeles County, and the County Lighting Maintenance District 1687, together with the Board of Directors of the Antelope Valley Cemetery District, the Board of Trustees of the Antelope Valley Mosquito and Vector Control District, The Board of Directors of County Sanitation District No. 14 of Los Angeles County, the Board of Directors of the Antelope Valley Resource Conservation District, The City Council of the City of Palmdale, the City Council of the City of Lancaster, the Board of Directors of the Antelope Valley-East Kern Water Agency, and the Board of Directors of the Quartz Hill Water District have determined that the amount of property tax revenue to be exchanged between their respective agencies as a result of the reorganization proposal identified as Reorganization 40-169 is approved and accepted.

SECTION 2. For fiscal years commencing on or after July 1, 2025, or the July 1 after the effective date of this jurisdictional change, whichever is later, the property tax revenue increment generated from the area within Reorganization 40-169 shall be allocated to the affected agencies as indicated in the LA County Auditor/Controller worksheets.

SECTION 3. No transfer of property tax revenues other than those specified in paragraph 2 shall be made as a result of Reorganization 40-169.

SECTION 4. If at any time after the effective date of this Joint Resolution, the calculations used herein to determine initial property tax transfers, or the data used to perform those calculations, are found to be incorrect, thus producing an improper or inaccurate property tax transfer, the property tax transfer shall be recalculated and the correct transfer shall be implemented for the next fiscal year.

SECTION 6. The City Clerk shall certify the adoption of this resolution.

PASSED, APPROVED and **ADOPTED** on this 19th day of August 2025.

_____
Laura Bettencourt, Mayor Pro Tem

Approved as to form:

ATTEST:

_____
Alexandra Halfman, City Attorney

_____
Rochelle Scott, City Clerk

I, Rochelle Scott, City Clerk of Palmdale, California, do hereby certify that the foregoing resolution was duly passed, approved, and adopted by the City Council of the City of Palmdale at a regular meeting of said Council held on the 19th day of August 2025 by the following roll call vote:

AYES: _____

NOES:_____

ABSTAIN:_____ABSENT:_____

Date: _____ _____
Rochelle Scott, City Clerk

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

MARK PESTRELLA, Director

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
http://dpw.lacounty.gov

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE
REFER TO FILE: WW-2

June 24, 2025

Mr. Leonardo Torres, Director of Public Works
City of Palmdale
38250 Sierra Highway
Palmdale, CA 93550

Attention Ms. Tracy Cooper

Dear Mr. Torres:

REORGANIZATION 40-169, LOCAL AGENCY FORMATION COMMISSION DESIGNATION 2024-02
NEGOTIATED TAX EXCHANGE RESOLUTION RESULTING FROM REORGANIZATION OF TERRITORY BETWEEN QUARTZ HILL WATER DISTRICT AND LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40, ANTELOPE VALLEY, LOCATED WITHIN THE CITY OF LANCASTER, CITY OF PALMDALE, AND UNINCORPORATED LOS ANGELES COUNTY.

This letter is to request that the City of Palmdale's City Council approve the exchange of ad valorem property tax in conjunction with the reorganization of the territory within the City of Lancaster, City of Palmdale, and Unincorporated County, known as Reorganization 40-169 (Exhibits A and B), between the Quartz Hill Water District and the Los Angeles County Waterworks District No. 40, Antelope Valley (District).

Enclosed are three sets of the original Joint Tax Resolution for your Council's adoption. Attached to the Joint Tax Resolution are tax worksheets (Exhibit C) for Reorganization 40-169 listing the share of the annual tax increments to be exchanged between the Quartz Hill Water District, the District, and affected taxing agencies. The tax-sharing ratios listed in the worksheet were prepared and calculated by the County of Los Angeles Auditor-Controller. Column 5 of the tax worksheets identify the portion of the current tax share each affected agency will have to transfer between the Quartz Hill Water District and the District as a result of the proposed reorganization.

Please execute the three sets of the enclosed original Joint Tax Resolution by September 26, 2025, or sooner, and return them to:

Mr. Oswaldo Galicia
Los Angeles County Public Works
Waterworks Division
900 South Fremont Avenue
Alhambra, CA 91803-1331

Subsequent to the adoption of the Joint Tax Resolution by all affected agencies and the County of Los Angeles Board of Supervisors, a fully executed copy will be sent to you for your records.

If you have any questions, please contact Mr. Oswaldo Galicia, Waterworks Division, at (626) 300-4815 or ogalicia@pw.lacounty.gov.

Very truly yours,

MARK PESTRELLA, PE
Director of Public Works

for CAROLINA T HERNANDEZ, PE
Assistant Deputy Director
Waterworks Division

JH:wm
H:\WWHOME\ADMIN\LETTERS\2025\LRXXX.DOC

Enc.

Approved by LAFCO
TM
2/11/25
Taylor Morris

EXHIBIT A

REORGANIZATION NO. 2024-02 FOR THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40, ANTELOPE VALLEY, AND QUARTZ HILL WATER DISTRICT

AREA 1 (Detachment from Los Angeles County Waterworks District No. 40, Antelope Valley)

All that certain real property, situated in a portion of Section 26, Township 7 North, Range 13 West, S.B.M., in the County of Los Angeles, State of California, lying within the following described boundaries:

Commencing at the center of said Section 26, said center having California State Plane Coordinates, NAD 83, of N2065390, E6493222; thence North 89°33'45" East 659.82 feet to the southwest corner of the southeast quarter of the southwest quarter of the northeast quarter of said Section 26, said corner being and angle point in the boundary of Quartz Hill Water District, as same existed on August 14, 2024, said corner also being the TRUE POINT OF BEGINNING; thence along the boundary of said Quartz Hill Water District,

(L1) North 0°18'50" West 665.10 feet to the northwest corner of said southeast quarter, and

(L2) North 89°33'25" East 660.43 feet to the northeast corner of said southeast quarter, said last-mentioned corner being in the boundary of Los Angeles County Waterworks District No. 40, Antelope Valley, as same existed on said date; thence along said last-mentioned boundary,

(L3) South 0°18'50" East 248.10 feet to the north line of the south 417.42 feet of said southeast quarter,

(L4) South 89°35'45" West 417.42 feet, to the west line of the east 417.42 feet of said southeast quarter, and

(L5) South 00°18'50" East 417.38 feet to the south line of said southeast quarter, said south line being in the boundary of Quartz Hill Water District; thence along said last-mentioned boundary,

(L6) South 89°35'24" West 243.01 feet to the TRUE POINT OF BEGINNING.

Area 1 containing: 6.09± acres

AREA 2 (Detachment from Los Angeles County Waterworks District No. 40, Antelope Valley, annexation to Quartz Hill Water District)

All that certain real property, situated in a portion of Section 26, Township 7 North, Range 13 West, S.B.M., in the County of Los Angeles, State of California, lying within the following described boundaries:

BEGINNING at the south quarter corner of said Section 26, said corner having California State Plane Coordinates, NAD 83, of N2062730, E6493233; thence along the west line of the southeast quarter of said section,

(L1) North 0°22'34" West 664.69 feet to the north line of the south half of the southwest quarter of the southeast quarter of said section; thence along said north line,

(L2) North 89°45'11" East 327.88 feet to the to the east line of west half of the southwest quarter of the southwest quarter of the southeast quarter of said section; thence along said east line,

(L3) South 0°21'07" East 664.91 feet to the south line of said of said section, said south line being in the boundary of Los Angeles County Waterworks District No. 40, Antelope Valley, as same existed on August 14, 2024; thence along said boundary and said south line,

(L4) South 89°47'32" West 327.60 feet to the point of beginning.

Area 2 containing: 5.00± acres

AREA 3 (Detachment from Los Angeles County Waterworks District No. 40, Antelope Valley)

All that certain real property, situated in a portion of Section 35, Township 7 North, Range 13 West, S.B.M., in the County of Los Angeles, State of California, lying within the following described boundaries:

Beginning at the center of said Section 35, said center being an angle point in the boundary of Los Angeles County Waterworks District No. 40, Antelope Valley, as same existed on August 14, 2024, said center having California State Plane Coordinates, NAD 83, of N2060067, E6493281; thence along said boundary and boundary of Quartz Hill Water District, as same existed on said date,

(L1) South 89°50'28" West 1322.09 feet to the southwest corner of the east half of the northwest quarter of said Section 35; thence leaving said boundary,

(L2) North 1°04'47" West 2662.72 feet to the northwest corner of said east half, said last-mentioned corner being in the boundary of said Quartz Hill Water District; thence along said last-mentioned boundary,

(L3) North 89°45'17" East 1316.53 feet to the northeast corner of said east half said last-mentioned corner being in said boundary of Los Angeles County Waterworks District No. 40, Antelope Valley; thence along said last-mentioned boundary,

(L4) South 1°11'56" East 2664.80 feet to the point of beginning.

Area 3 containing: 80.67± acres

AREA 4 (Detachment from Quartz Hill Water District)

All that certain real property, situated in a portion of Section 35, Township 7 North, Range 13 West, S.B.M., in the County of Los Angeles, State of California, lying within the following described boundaries:

Beginning at the northwest corner of said Section 35, said corner being in the boundary of Quartz Hill Water District, as same existed on August 14, 2024, said corner having California State Plane Coordinates, NAD 83, of N2062725, E6490595; thence along said boundary,

(L1) North 89°45'17" East 1316.53 feet to the northeast corner of the west half of the northwest quarter of said Section 35; thence leaving said boundary,

(L2) South 1°4'47" East 2662.72 feet to the southeast corner of said west half, said last-mentioned corner being in the boundary of said Quartz Hill Water District; thence along said boundary,

(L3) South 89°50'28" West 1322.09 feet to the southwest corner of said west half and

(L4) North 0°57'38" West 2660.65 feet to the point of beginning.

Area 4 containing: 80.61± acres.

AREA 5 (Detachment from Los Angeles County Waterworks District No. 40, Antelope Valley)

All that certain real property, situated in Section 33 and in a portion of Section 34, Township 7 North, Range 13 West, S.B.M., and in a portion of Section 4, Township 6 North, Range 13 West, S.B.M., in the County of Los Angeles, State of California, lying within the following described boundaries:

BEGINNING at the northwest corner of said Section 33, said northwest corner having California State Plane Coordinates, NAD 83, of N2062715, E6480034; thence along the north line of said Section 33,

(L1) North 89°42'15" East 2636.54 feet to the north quarter corner of said Sec 33 and

(L2) North 89°42'10" East 2637.49 feet to the northwest corner of said Section 34; thence along the north line of said Section 34,

(L3) South 89°51'06" East 1328.42 feet to the northerly prolongation of the most easterly line of Tract No. 061989, as shown on map filed in Book 1437, pages 69 through 73, of Maps, in the office of the Registrar-Recorder/County Clerk of said county; thence along said northerly prolongation and most easterly line,

(L4) South 0°47'59" East 1329.19 feet to the southeast corner of the northwest quarter of the northwest quarter of said Section 34, said last-mentioned corner being in the southerly line of said tract; thence along said southerly line and its westerly prolongation,

(L5) North 89°55'25" West 1326.56 feet, to the east line of said Section 33; thence along said east line of Section 33,

(L6) South 1°04'35" East 1330.89 feet to the east quarter corner of said Section33, and

(L7) South 1°01'45" East 1330.71 feet to the westerly prolongation of the southerly line of Tract No. 44829, as shown in map filed in Book 1148, pages 1 through 6, of said Maps; thence along said last-mentioned westerly prolongation and southerly line,

(L8) North 89°50'46" East 1322.91 feet to the easterly line of said last-mentioned tract; thence along said last-mentioned easterly line and its northerly prolongation,

(L9) North 0°57'09" West 1330.56 feet to the north line of the south half of said Section 34; thence along said last-mentioned north line,

(L10) North 89°51'07" East 1324.69 feet to the to the center of said Section 34; thence along the east line of the southwest quarter of said Section 34,

(L11) South 0°52'34" East 2660.81 feet to the south quarter corner of said Section 34; thence along the south line of said Section 34,

(L12) South 89°50'24" West 2642.26 feet to the southwest corner of said Section 34; thence along the north line of said Section 4,

(L13) South 89°47'55" West 662.42 feet to the northerly prolongation of the easterly line of Tract No. 44803, as shown on map filed in Book 1145, pages 1 through 15, of said Maps; thence along said last-mentioned northerly prolongation and easterly line,

(L14) South 0°56'26" East 1341.25 feet to the southeasterly corner of Lot 18 of said last mentioned tract; thence along the easterly prolongation of the southerly line of said Lot 18,

(L15) South 89°48'54" East 663.11 feet to the east line of said Section 4; thence along said last-mentioned east line,

(L16) South 0°58'00" East 1345.73 feet to the east quarter corner of said Section 4 and

(L17) South 0°50'35" East 1345.37 feet to the southeast corner of the north half of the southeast quarter of said Section 4; thence,

(L18) North 88°54'52" West 2658.34 feet to the southwest corner of said north half; thence,

(L19) North 0°43'58" West 1577.64 feet to a line parallel with and 250 feet northerly, measured at right angles, from the northerly line of said north half; thence,

(L20) North 0°51'40" West 1077.72 feet to the north line of the south half of the north half of said Section 4; thence along said last-mentioned north line,

(L21) North 89°48'54" West 1325.95 feet to the southwest corner of the northeast quarter of the northwest quarter of said Section 4; thence along the west line of the northeast quarter of the northwest quarter of said Section 4,

(L22) North 0°31'45" West 1316.57 feet to the north line of said Section 4; thence along said last-mentioned north line,

(L23) South 89°47'55" West 1324.56 feet to the northwest corner of said Section 4; thence along the west line of said Section 33,

(L24) North 0°49'00" West 2655.31 feet to the west quarter corner of said Section 33 and

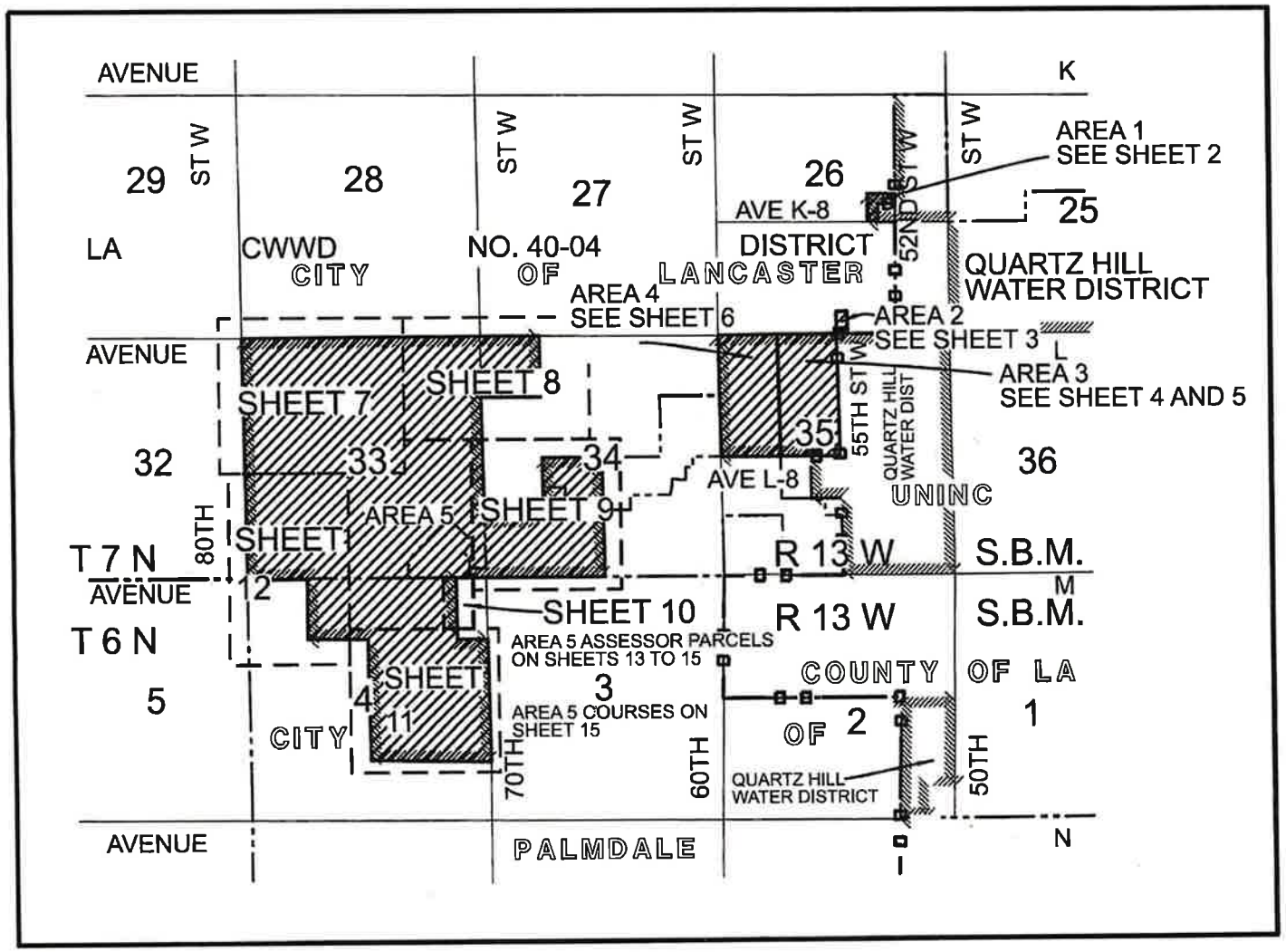
(L25) North 0°48'45" West 2655.03 feet to the point of beginning.

Area 5 containing: 1070.00± acres

Total of Area 1 (6.09 acs), Area 2 (5.00 acs), Area 3 (80.67 acs), Area 4 (80.61 acs), & Area 5 (1,070 acs), containing: 1,242.37± acres

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.

EXHIBIT B



NOTE:

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THIS MAP IS FOR REFERENCE ONLY.

PARCEL NO.	PAGE NO.	AREA (ACS)
AREA 1	2	6.09±
AREA 2	3	5.00±
AREA 3	4-5	80.67±
AREA 4	6	80.61±
AREA 5	7-15	1070.00±
TOTAL AREA (ACS)		1242.37±

Approved by LAFCO
TM
2/11/25
Taylor Morris

KEY MAP / VICINITY MAP

NOT TO SCALE

LEGEND

- AFFECTED AREAS
- EXISTING LA CWWD NO. 40 BOUNDARY
- EXISTING QUARTZ HILL WATER DISTRICT BOUNDARY
- CITY BOUNDARY

DIMENSIONS SHOWN ARE IN FEET UNLESS OTHERWISE NOTED

REORGANIZATION NO. 2024-02
FOR THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40, ANTELOPE VALLEY, AND QUARTZ HILL WATER DISTRICT

SEC 33 AND POR OF SECS 26, 34, AND 35, T7N, R13W, S.B.M., AND POR OF SEC 4, T6N, R13W, S.B.M.

LOS ANGELES COUNTY PUBLIC WORKS
WATERWORKS DIVISION

REORGANIZATION NO. 2024-02

CITY OF LANCASTER, PALMDALE, AND QUARTZ HILL AREA

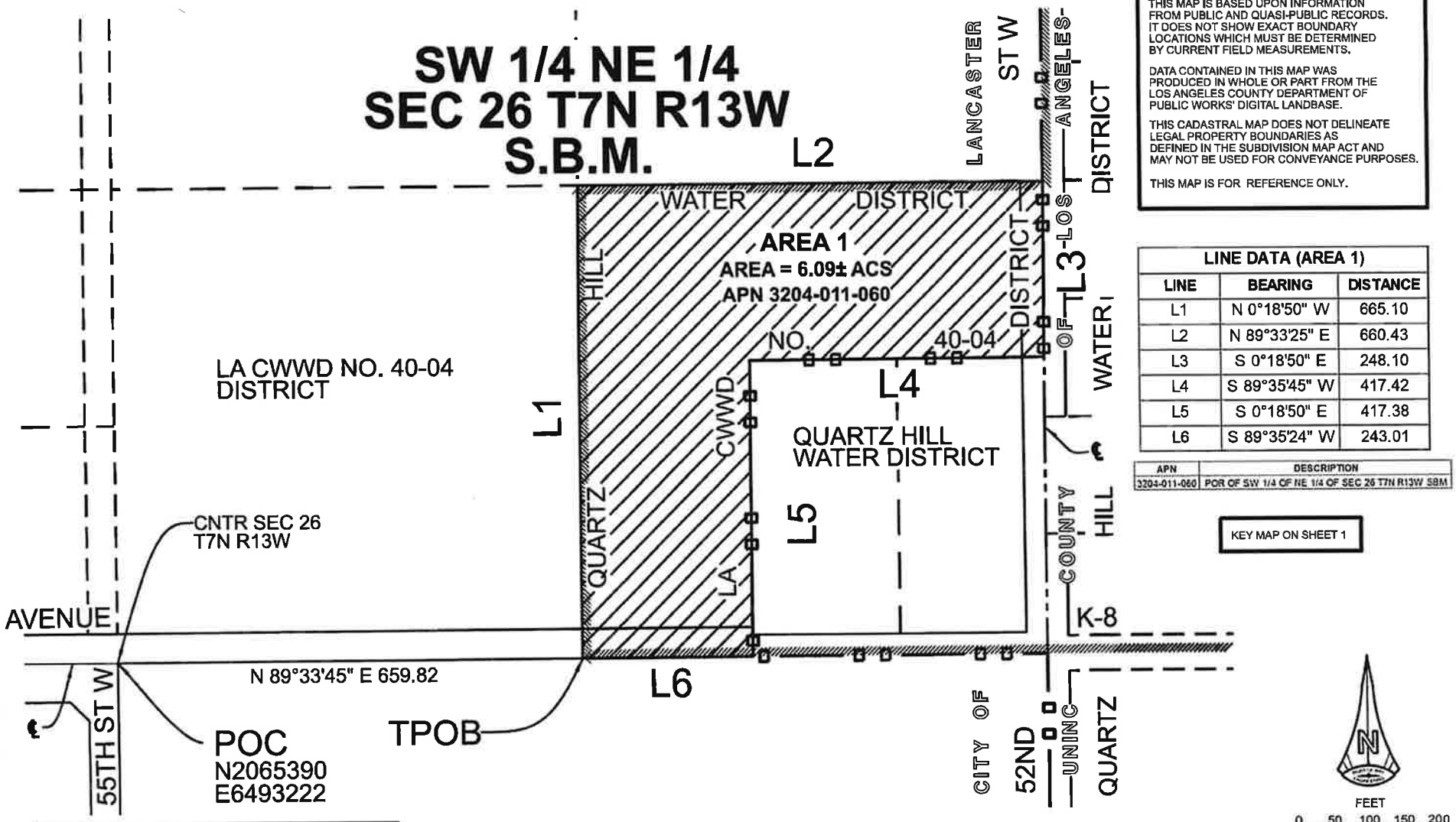
S.D. 5

PREPARED BY:	CHECKED BY:	DATE:
KEVIN TE & SHIBIN CHEN	RAYMUND AVANCENA	2/6/2025

A.M.B. NO.: 3102-27 to 29, 34, 35, 3204-3 to 8, 11, 16 to 19, 23, 24, 26 to 28, 44 to 46, 50 to 57, 61, 62, 65, 71, 84 to 87, 89 to 91

SPECIAL DISTRICT:	PART NAME:	I.M. NO.:	AREA:	SHEET:
W.W.D. NO. 40	KEY MAP	339-197, 339-217, 354-217	1242.37± ACS	1 OF 15

EXHIBIT B



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THIS MAP IS FOR REFERENCE ONLY.

LINE DATA (AREA 1)

LINE	BEARING	DISTANCE
L1	N 0°18'50" W	665.10
L2	N 89°33'25" E	660.43
L3	S 0°18'50" E	248.10
L4	S 89°35'45" W	417.42
L5	S 0°18'50" E	417.38
L6	S 89°35'24" W	243.01

APN	DESCRIPTION
3204-011-060	POR OF SW 1/4 OF NE 1/4 OF SEC 26 T7N R13W SBM

KEY MAP ON SHEET 1

LEGEND

	DETACHMENT FROM LA CWWD NO. 40
	EXISTING LA CWWD NO. 40 BOUNDARY
	EXISTING QUARTZ HILL WATER DISTRICT BOUNDARY
	STREET CENTERLINE
	CITY BOUNDARY
POC	POINT OF COMMENCEMENT
TPOB	TRUE POINT OF BEGINNING

DIMENSIONS SHOWN ARE IN FEET UNLESS OTHERWISE NOTED

REORGANIZATION NO. 2024-02
FOR THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40, ANTELOPE VALLEY, AND QUARTZ HILL WATER DISTRICT

PORTION OF SEC 26, T7N, R13W, S.B.M.

LOS ANGELES COUNTY PUBLIC WORKS
WATERWORKS DIVISION

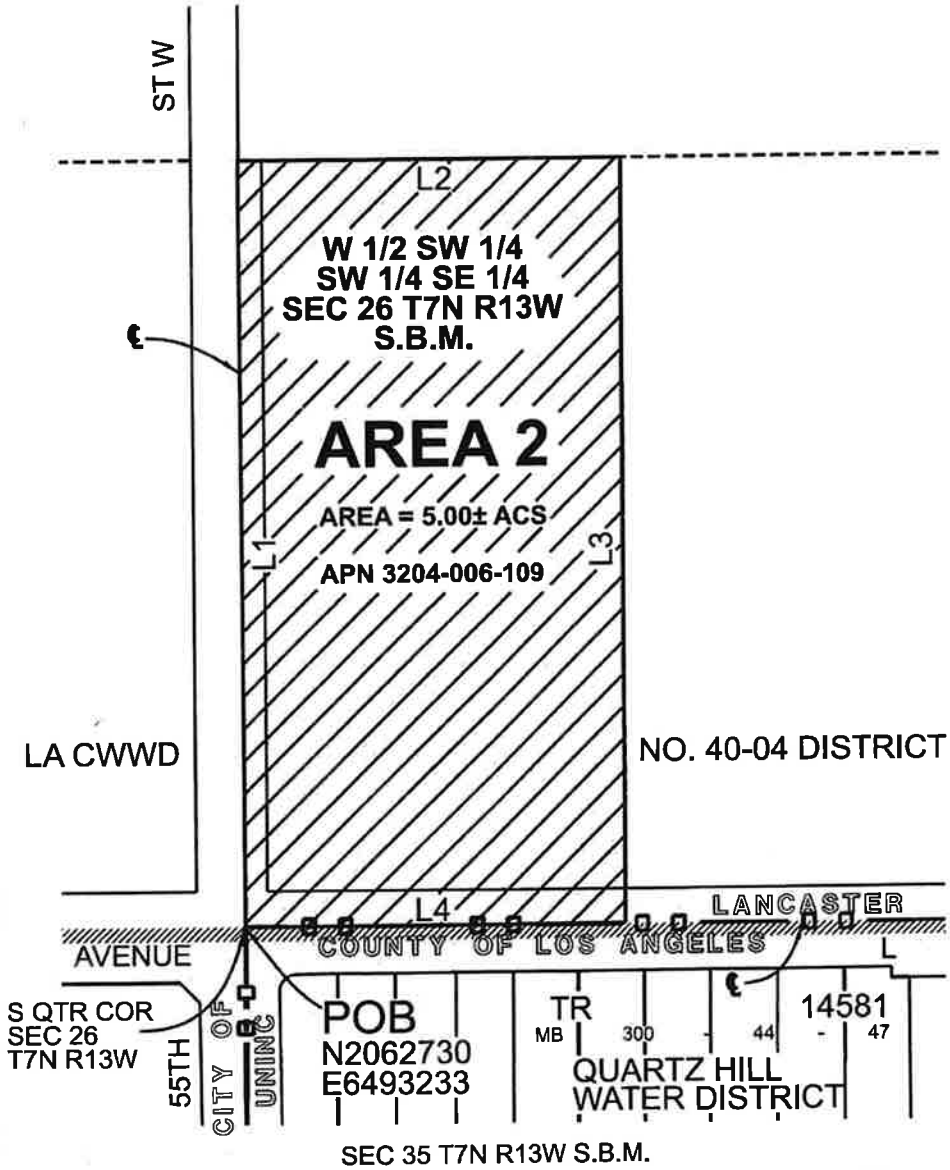
REORGANIZATION NO. 2024-02

CITY OF LANCASTER — S.D. 5

PREPARED BY:	CHECKED BY:	DATE:
KEVIN TE & SHIBIN CHEN	RAYMUND AVANCENA	2/6/2025

SPECIAL DISTRICT:	PART NAME:	I.M. NO.:	A.M.B. NO.:	AREA:	SHEET:
W.W.D. NO. 40	AREA 1	354-217	3204-011	6.09± ACS	2 OF 15

EXHIBIT B



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THIS MAP IS FOR REFERENCE ONLY.

KEY MAP ON SHEET 1

LINE DATA (AREA 2)		
LINE	BEARING	DISTANCE
L1	N 0°22'34" W	664.69
L2	N 89°45'11" E	327.88
L3	S 0°21'07" E	664.91
L4	S 89°47'32" W	327.60

APN	DESCRIPTION
3204-006-109	POR OF SW 1/4 OF SW 1/4 OF SE 1/4 OF SEC 26 T7N R13W SBM

LEGEND

- DETACHMENT FROM LA CWWD NO. 40, ANNEXATION TO QUARTZ HILL WATER DISTRICT
- EXISTING LA CWWD NO. 40 BOUNDARY
- EXISTING QUARTZ HILL WATER DISTRICT BOUNDARY
- STREET CENTERLINE
- CITY BOUNDARY
- POB — POINT OF BEGINNING

DIMENSIONS SHOWN ARE IN FEET UNLESS OTHERWISE NOTED

FEET
0 40 80 120 160
160 80 0

REORGANIZATION NO. 2024-02
FOR THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40, ANTELOPE VALLEY, AND QUARTZ HILL WATER DISTRICT

PORTION OF SEC 26, T7N, R13W, S.B.M.

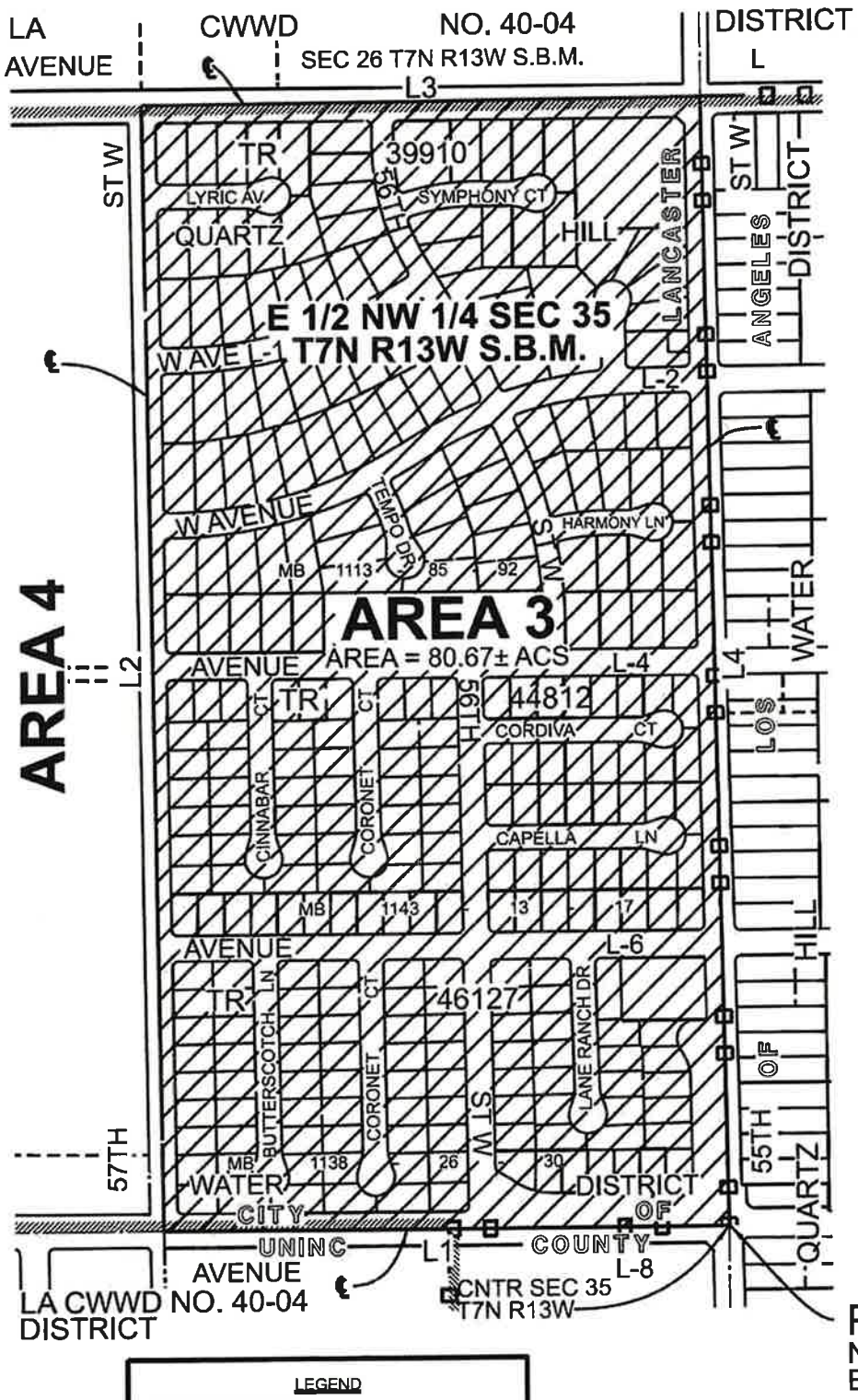
LOS ANGELES COUNTY PUBLIC WORKS
WATERWORKS DIVISION

REORGANIZATION NO. 2024-02

S.D. 5

CITY OF LANCASTER				
PREPARED BY: KEVIN TE & SHIBIN CHEN		CHECKED BY: RAYMUND AVANCENA		DATE: 2/6/2025
SPECIAL DISTRICT: W.W.D. NO. 40	PART NAME: AREA 2	I.M. NO.: 339-217	A.M.B. NO.: 3204-006	AREA: 5.00± ACS	SHEET: 3 OF 15

EXHIBIT B



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THIS MAP IS FOR REFERENCE ONLY.

LINE DATA (AREA 3)

LINE	BEARING	DISTANCE
L1	S 89°50'28" W	1322.09
L2	N 1°04'47" W	2662.72
L3	N 89°45'17" E	1316.53
L4	S 1°11'56" E	2664.80

AREA 3 ASSESSOR PARCEL TABLE ON SHEET 5
KEY MAP ON SHEET 1

LEGEND

- DETACHMENT FROM LA CWWD NO. 40
- EXISTING LA CWWD NO. 40 BOUNDARY
- EXISTING QUARTZ HILL WATER DISTRICT BOUNDARY
- STREET CENTERLINE
- CITY BOUNDARY
- POB — POINT OF BEGINNING

DIMENSIONS SHOWN ARE IN FEET UNLESS OTHERWISE NOTED

REORGANIZATION NO. 2024-02
FOR THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40, ANTELOPE VALLEY, AND QUARTZ HILL WATER DISTRICT

POR OF SEC 35, T7N, R13W, S.B.M.

LOS ANGELES COUNTY PUBLIC WORKS
WATERWORKS DIVISION

REORGANIZATION NO. 2024-02

S.D. 5

CITY OF LANCASTER

PREPARED BY: KEVIN TE & SHIBIN CHEN	CHECKED BY: RAYMUND AVANCENA			DATE: 2/6/2025
SPECIAL DISTRICT: W.W.O. NO. 40	PART NAME: AREA 3	I.M. NO.: 339-217	A.M.B. NO.: 3102-28, 29, 34, 35	AREA: 80.67± ACS	SHEET: 4 OF 15

EXHIBIT B

ASSESSOR'S PARCEL NUMBERS (AREA 3)						
3102-028-001	3102-028-050	3102-029-036	3102-034-036	3102-034-106	3102-035-046	3102-035-107
3102-028-002	3102-028-051	3102-029-037	3102-034-037	3102-034-107	3102-035-047	3102-035-108
3102-028-003	3102-028-052	3102-029-044	3102-034-038	3102-034-109	3102-035-048	3102-035-109
3102-028-004	3102-028-055	3102-029-045	3102-034-039	3102-034-110	3102-035-049	3102-035-110
3102-028-005	3102-028-056	3102-029-046	3102-034-040	3102-035-001	3102-035-050	
3102-028-006	3102-028-059	3102-029-047	3102-034-041	3102-035-002	3102-035-051	
3102-028-007	3102-028-060	3102-029-050	3102-034-042	3102-035-003	3102-035-052	
3102-028-008	3102-028-061	3102-029-051	3102-034-043	3102-035-004	3102-035-053	
3102-028-009	3102-028-062	3102-029-052	3102-034-044	3102-035-005	3102-035-054	
3102-028-010	3102-028-063	3102-029-053	3102-034-045	3102-035-006	3102-035-055	
3102-028-011	3102-028-064	3102-029-054	3102-034-046	3102-035-007	3102-035-056	
3102-028-012	3102-028-069	3102-029-055	3102-034-047	3102-035-008	3102-035-057	
3102-028-013	3102-028-070	3102-029-056	3102-034-048	3102-035-009	3102-035-058	
3102-028-014	3102-028-071	3102-029-057	3102-034-049	3102-035-010	3102-035-059	
3102-028-015	3102-028-072	3102-029-800	3102-034-050	3102-035-011	3102-035-062	
3102-028-016	3102-028-073	3102-034-001	3102-034-051	3102-035-012	3102-035-065	
3102-028-017	3102-028-074	3102-034-002	3102-034-052	3102-035-013	3102-035-066	
3102-028-018	3102-028-075	3102-034-003	3102-034-053	3102-035-014	3102-035-067	
3102-028-019	3102-029-001	3102-034-004	3102-034-054	3102-035-015	3102-035-068	
3102-028-020	3102-029-002	3102-034-005	3102-034-055	3102-035-016	3102-035-071	
3102-028-021	3102-029-003	3102-034-006	3102-034-056	3102-035-017	3102-035-074	
3102-028-022	3102-029-004	3102-034-007	3102-034-057	3102-035-018	3102-035-075	
3102-028-023	3102-029-005	3102-034-008	3102-034-058	3102-035-019	3102-035-076	
3102-028-024	3102-029-006	3102-034-009	3102-034-059	3102-035-020	3102-035-077	
3102-028-025	3102-029-007	3102-034-010	3102-034-060	3102-035-021	3102-035-078	
3102-028-026	3102-029-008	3102-034-011	3102-034-061	3102-035-022	3102-035-079	
3102-028-027	3102-029-009	3102-034-012	3102-034-062	3102-035-023	3102-035-080	
3102-028-028	3102-029-010	3102-034-013	3102-034-063	3102-035-024	3102-035-081	
3102-028-029	3102-029-011	3102-034-014	3102-034-064	3102-035-025	3102-035-084	
3102-028-030	3102-029-012	3102-034-015	3102-034-065	3102-035-026	3102-035-085	
3102-028-031	3102-029-013	3102-034-016	3102-034-066	3102-035-027	3102-035-086	
3102-028-032	3102-029-014	3102-034-017	3102-034-067	3102-035-028	3102-035-087	
3102-028-033	3102-029-015	3102-034-019	3102-034-068	3102-035-029	3102-035-090	
3102-028-034	3102-029-016	3102-034-020	3102-034-069	3102-035-030	3102-035-091	
3102-028-035	3102-029-017	3102-034-021	3102-034-070	3102-035-031	3102-035-092	
3102-028-036	3102-029-022	3102-034-022	3102-034-071	3102-035-032	3102-035-093	
3102-028-037	3102-029-023	3102-034-023	3102-034-074	3102-035-033	3102-035-094	
3102-028-038	3102-029-024	3102-034-024	3102-034-075	3102-035-034	3102-035-095	
3102-028-039	3102-029-025	3102-034-025	3102-034-076	3102-035-035	3102-035-096	
3102-028-040	3102-029-026	3102-034-026	3102-034-080	3102-035-036	3102-035-097	
3102-028-041	3102-029-027	3102-034-027	3102-034-081	3102-035-037	3102-035-098	
3102-028-042	3102-029-028	3102-034-028	3102-034-082	3102-035-038	3102-035-099	
3102-028-043	3102-029-029	3102-034-029	3102-034-083	3102-035-039	3102-035-100	
3102-028-044	3102-029-030	3102-034-030	3102-034-098	3102-035-040	3102-035-101	
3102-028-045	3102-029-031	3102-034-031	3102-034-100	3102-035-041	3102-035-102	
3102-028-046	3102-029-032	3102-034-032	3102-034-101	3102-035-042	3102-035-103	
3102-028-047	3102-029-033	3102-034-033	3102-034-102	3102-035-043	3102-035-104	
3102-028-048	3102-029-034	3102-034-034	3102-034-103	3102-035-044	3102-035-105	
3102-028-049	3102-029-035	3102-034-035	3102-034-104	3102-035-045	3102-035-106	

REORGANIZATION NO. 2024-02
FOR THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40,
ANTELOPE VALLEY, AND QUARTZ HILL WATER DISTRICT

POR OF SEC 35, T7N, R13W, S.B.M.

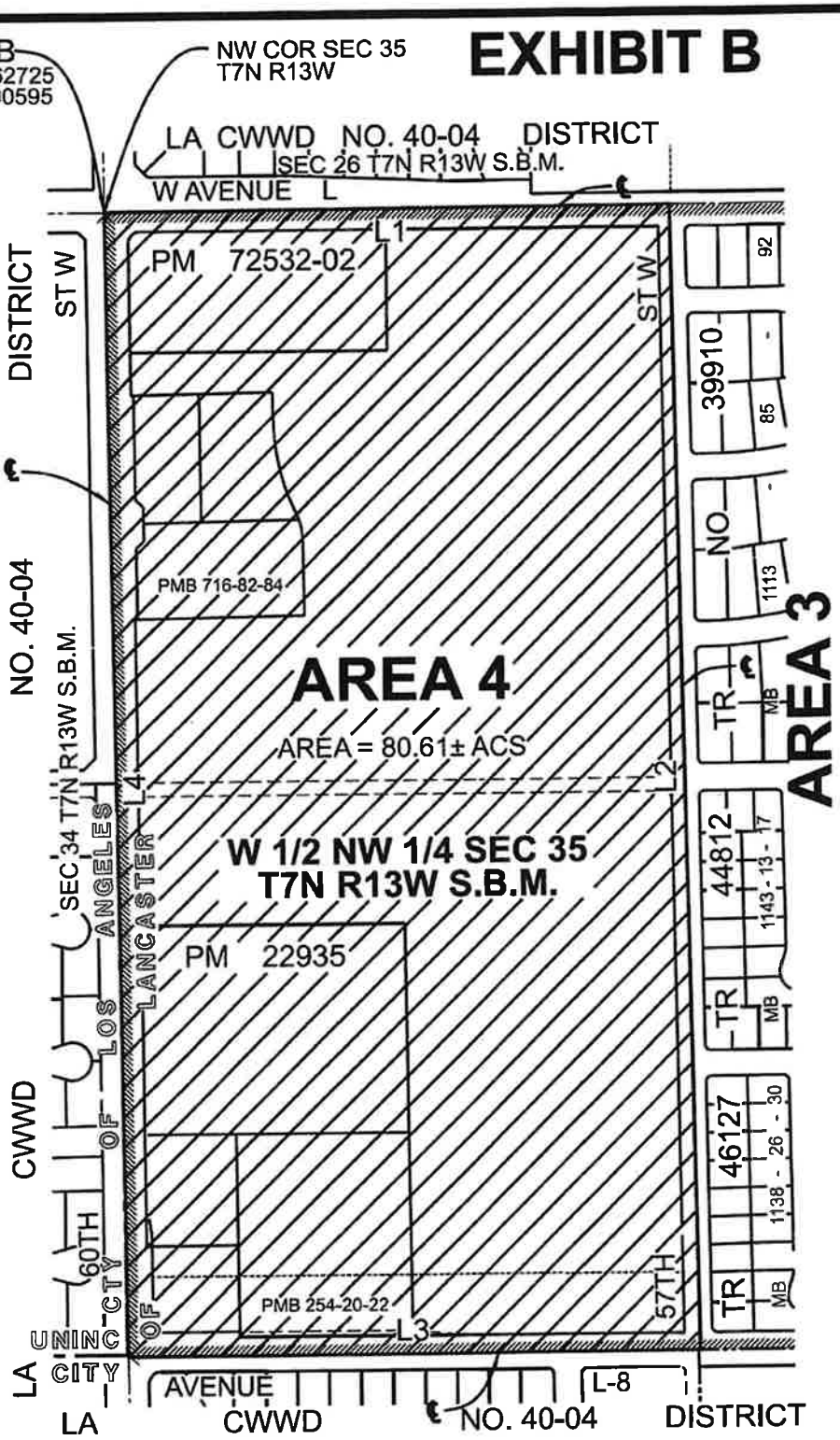
LOS ANGELES COUNTY PUBLIC WORKS
WATERWORKS DIVISION

REORGANIZATION NO. 2024-02

CITY OF LANCASTER — S.D. 5

PREPARED BY: KEVIN TE & SHIBIN CHEN	CHECKED BY: RAYMUND AVANCENA				DATE: 2/6/2025
SPECIAL DISTRICT: W.W.D. NO. 40	PART NAME: AREA 3	I.M. NO.: 339-217	A.M.B. NO.: 3102-28, 29, 34, 35	AREA: 80.67± ACS	SHEET: 5 OF 15

EXHIBIT B



NOTE:

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THIS MAP IS FOR REFERENCE ONLY.

KEY MAP ON SHEET 1

LINE DATA (AREA 4)

LINE	BEARING	DISTANCE
L1	N 89°45'17" E	1316.53
L2	S 1°04'47" E	2662.72
L3	S 89°50'28" W	1322.09
L4	N 0°57'38" W	2660.65

ASSESSOR PARCEL NUMBERS (AREA 4)

3102-027-038
3102-027-039
3102-027-049
3102-027-050
3102-027-051
3102-027-056
3102-027-057
3102-027-058
3102-027-064
3102-027-065
3102-027-066
3102-027-067
3102-027-068
3102-027-069
3102-027-070
3102-027-071
3102-027-072
3102-027-073
3102-027-074

FEET
0 100 200 300 400
400 200 0

LEGEND

	DETACHMENT FROM QUARTZ HILL WATER DISTRICT
	EXISTING QUARTZ HILL WATER DISTRICT BOUNDARY
	STREET CENTERLINE
	CITY BOUNDARY
POB	POINT OF BEGINNING

DIMENSIONS SHOWN ARE IN FEET UNLESS OTHERWISE NOTED

REORGANIZATION NO. 2024-02
FOR THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40, ANTELOPE VALLEY, AND QUARTZ HILL WATER DISTRICT

PORTION OF SEC 35, T7N, R13W, S.B.M.

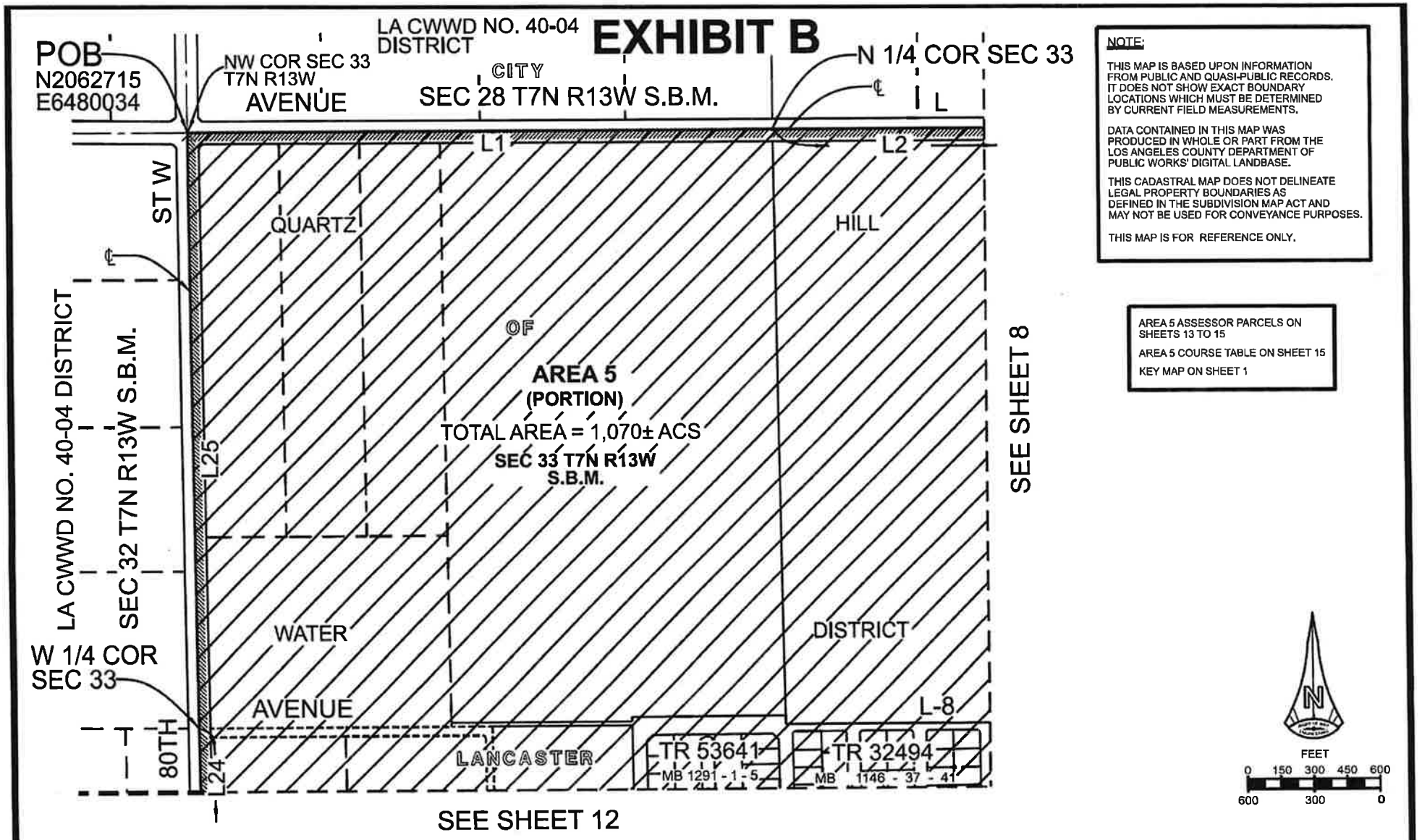
LOS ANGELES COUNTY PUBLIC WORKS
WATERWORKS DIVISION

REORGANIZATION NO. 2024-02

CITY OF LANCASTER — S.D. 5

PREPARED BY: KEVIN TE & SHIBIN CHEN		CHECKED BY: RAYMUND AVANCENA		DATE: 2/6/2025
SPECIAL DISTRICT: W.W.D. NO. 40	PART NAME: AREA 4	I.M. NO.: 339-197 & 217	A.M.B. NO.: 3102-027	AREA: 80.61± ACS	SHEET: 6 OF 15

EXHIBIT B



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THIS MAP IS FOR REFERENCE ONLY.

AREA 5 ASSESSOR PARCELS ON SHEETS 13 TO 15

AREA 5 COURSE TABLE ON SHEET 15

KEY MAP ON SHEET 1

LEGEND

	DETACHMENT FROM LA CWWD NO. 40
	EXISTING QUARTZ HILL WATER DISTRICT BOUNDARY
	STREET CENTERLINE
	CITY BOUNDARY
POB	POINT OF BEGINNING

DIMENSIONS SHOWN ARE IN FEET UNLESS OTHERWISE NOTED

REORGANIZATION NO. 2024-02
FOR THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40,
ANTELOPE VALLEY, AND QUARTZ HILL WATER DISTRICT

SEC 33 AND POR OF SEC 34, T7N, R13W, S.B.M., AND
POR OF SEC 4, T6N, R13W, S.B.M.

LOS ANGELES COUNTY PUBLIC WORKS
WATERWORKS DIVISION

REORGANIZATION NO. 2024-02

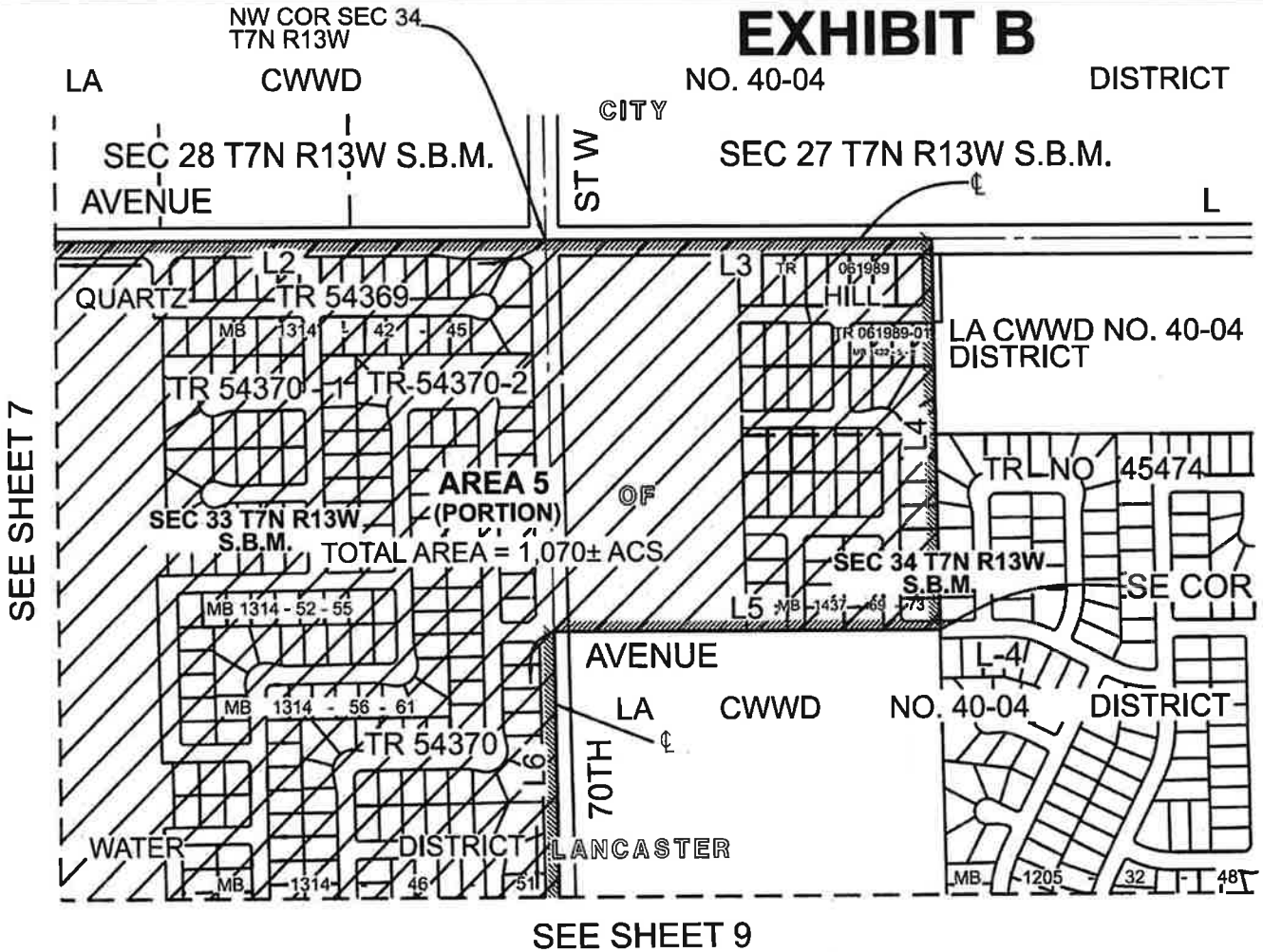
CITY OF LANCASTER, PALMDALE, AND QUARTZ HILL AREA — S.D. 5

PREPARED BY:	CHECKED BY:	DATE:
KEVIN TE & SHIBIN CHEN	RAYMUND AVANCENA	2/6/2025

A.M.B. NO.: 3204-3 to 5, 16 to 19, 23, 24, 26 to 28, 44 to 46, 50 to 57, 61, 62, 65, 71, 84 to 87, 89 to 91

SPECIAL DISTRICT:	PART NAME:	I.M. NO.:	AREA:	SHEET:
W.W.D. NO. 40	AREA 5	339-197	1070.00± ACS	7 OF 15

EXHIBIT B



NOTE:

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THIS MAP IS FOR REFERENCE ONLY.

AREA 5 ASSESSOR PARCELS ON SHEETS 13 TO 15

AREA 5 COURSE TABLE ON SHEET 15

KEY MAP ON SHEET 1

FEET

0 150 300 450 600

600 300 0

LEGEND

- DETACHMENT FROM LA CWWD NO. 40
- EXISTING QUARTZ HILL WATER DISTRICT BOUNDARY
- STREET CENTERLINE
- CITY BOUNDARY

DIMENSIONS SHOWN ARE IN FEET UNLESS OTHERWISE NOTED

REORGANIZATION NO. 2024-02
FOR THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40, ANTELOPE VALLEY, AND QUARTZ HILL WATER DISTRICT

SEC 33 AND POR OF SEC 34, T7N, R13W, S.B.M., AND POR OF SEC 4, T6N, R13W, S.B.M.

LOS ANGELES COUNTY PUBLIC WORKS
WATERWORKS DIVISION

REORGANIZATION NO. 2024-02

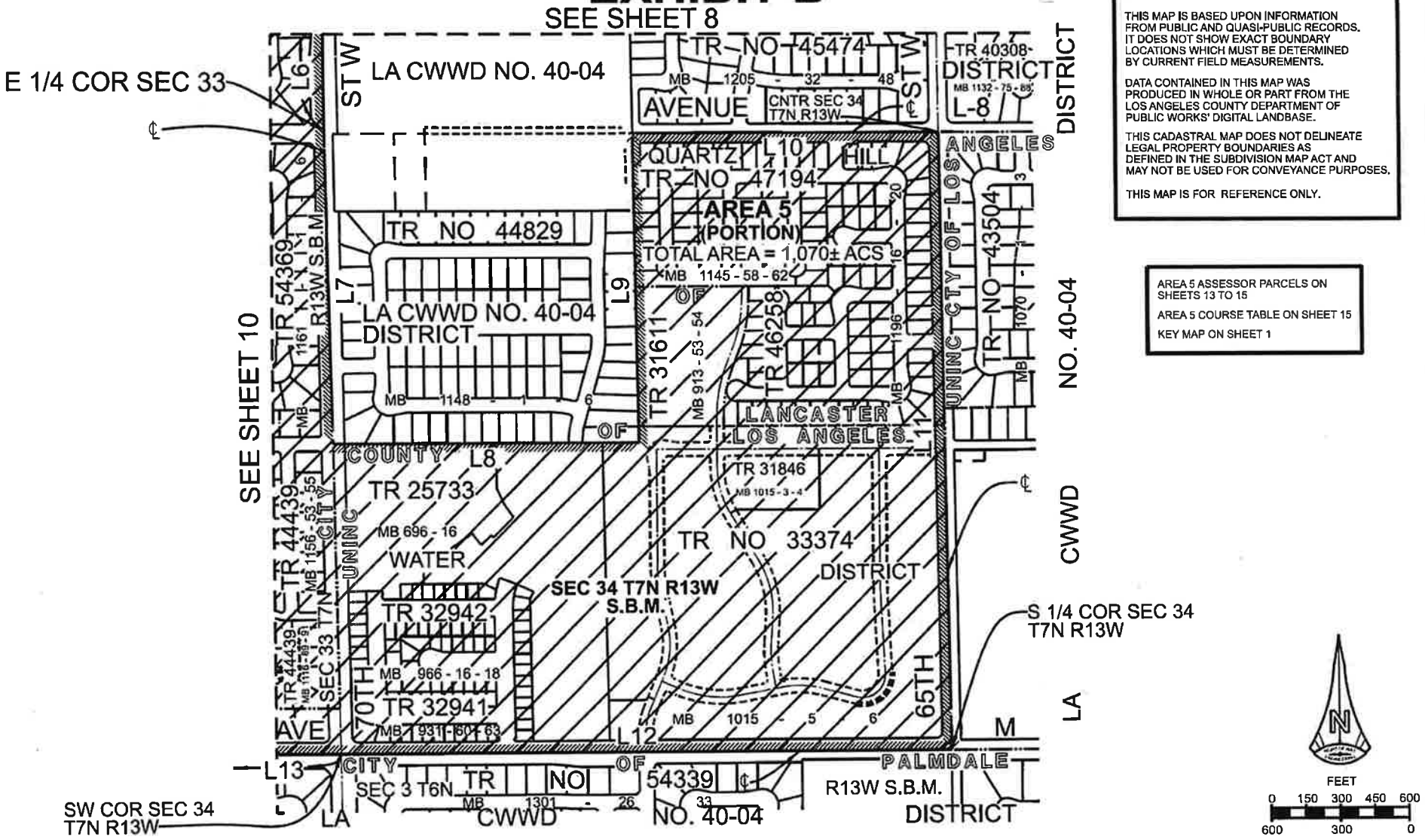
CITY OF LANCASTER, PALMDALE, AND QUARTZ HILL AREA — S.D. 5

PREPARED BY: KEVIN TE & SHIBIN CHEN	CHECKED BY: RAYMUND AVANCENA	DATE: 2/6/2025

A.M.B. NO.: 3204-3 to 5, 16 to 19, 23, 24, 26 to 28, 44 to 46, 50 to 57, 61, 62, 65, 71, 84 to 87, 89 to 91

SPECIAL DISTRICT: W.W.D. NO. 40	PART NAME: AREA 5	I.M. NO.: 339-197	AREA: 1070.00± ACS	SHEET: 8 OF 15

EXHIBIT B



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AREA 5 ASSESSOR PARCELS ON SHEETS 13 TO 15

AREA 5 COURSE TABLE ON SHEET 15

KEY MAP ON SHEET 1

LEGEND

- DETACHMENT FROM LA CWWD NO. 40
- EXISTING QUARTZ HILL WATER DISTRICT BOUNDARY
- STREET CENTERLINE
- CITY BOUNDARY

DIMENSIONS SHOWN ARE IN FEET UNLESS OTHERWISE NOTED

REORGANIZATION NO. 2024-02
FOR THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40,
ANTELOPE VALLEY, AND QUARTZ HILL WATER DISTRICT

SEC 33 AND POR OF SEC 34, T7N, R13W, S.B.M., AND POR OF SEC 4, T6N, R13W, S.B.M.

LOS ANGELES COUNTY PUBLIC WORKS
WATERWORKS DIVISION

REORGANIZATION NO. 2024-02

CITY OF LANCASTER, PALMDALE, AND QUARTZ HILL AREA — S.D. 5

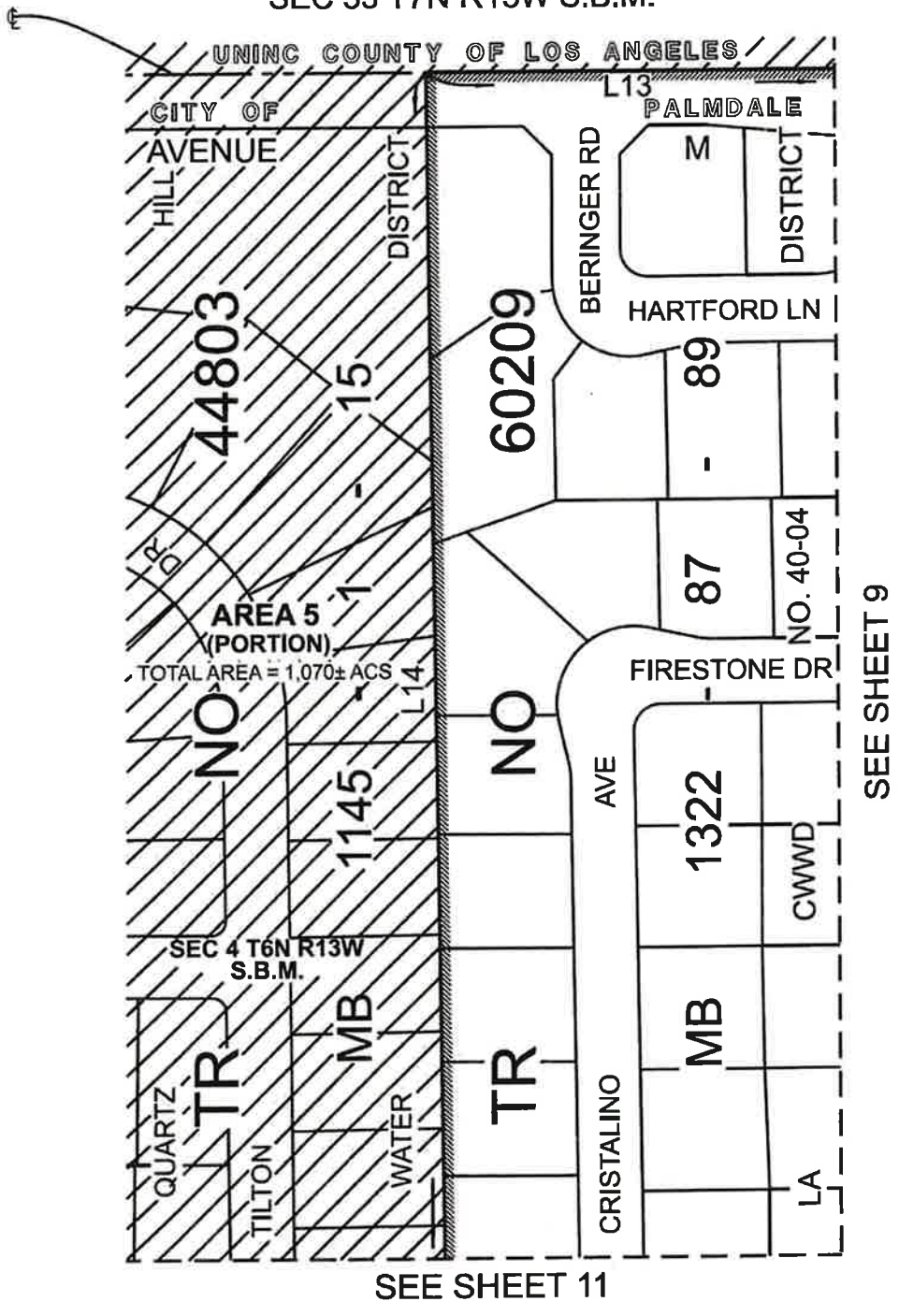
PREPARED BY:	CHECKED BY:	DATE:
KEVIN TE & SHIBIN CHEN	RAYMUND AVANCENA	2/6/2025

A.M.B. NO.: 3204-3 to 5, 16 to 19, 23, 24, 26 to 28, 44 to 46, 50 to 57, 61, 62, 65, 71, 84 to 87, 89 to 91

SPECIAL DISTRICT:	PART NAME:	I.M. NO.:	AREA:	SHEET:
W.W.D. NO. 40	AREA 5	339-197	1070.00± ACS	9 OF 15

EXHIBIT B

SEC 33 T7N R13W S.B.M.



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AREA 5 ASSESSOR PARCELS ON SHEETS 13 TO 15

AREA 5 COURSE TABLE ON SHEET 15

KEY MAP ON SHEET 1

FEET

0 40 80 120 160

160 80 0

LEGEND

DETACHMENT FROM LA CWWD NO. 40

EXISTING QUARTZ HILL WATER DISTRICT BOUNDARY

STREET CENTERLINE

CITY BOUNDARY

DIMENSIONS SHOWN ARE IN FEET UNLESS OTHERWISE NOTED

REORGANIZATION NO. 2024-02
FOR THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40,
ANTELOPE VALLEY, AND QUARTZ HILL WATER DISTRICT

SEC 33 AND POR OF SEC 34, T7N, R13W, S.B.M., AND POR OF SEC 4, T6N, R13W, S.B.M.

LOS ANGELES COUNTY PUBLIC WORKS
WATERWORKS DIVISION

REORGANIZATION NO. 2024-02

CITY OF LANCASTER, PALMDALE, AND QUARTZ HILL AREA

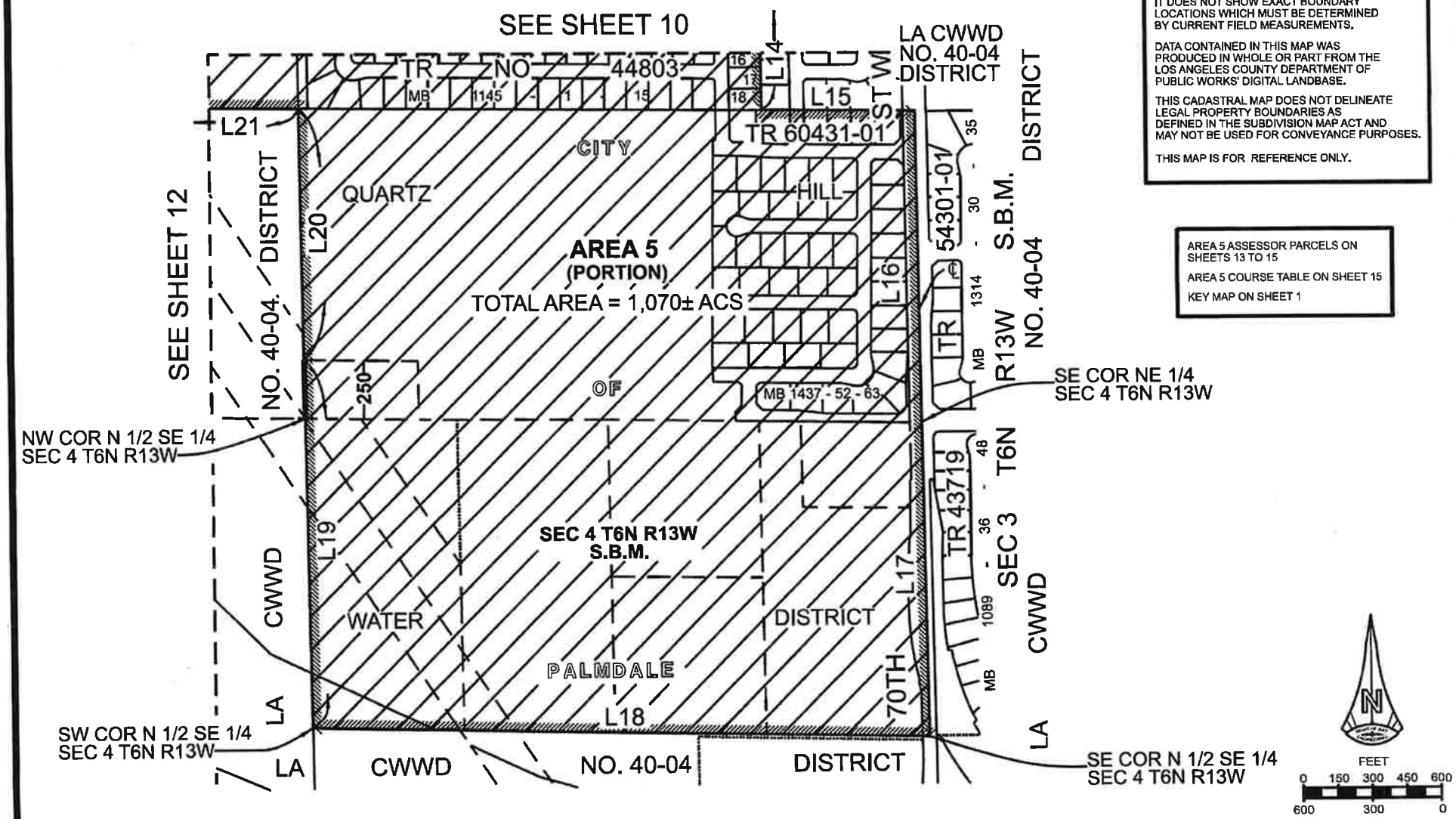
S.D. 5

PREPARED BY: KEVIN TE & SHIBIN CHEN	CHECKED BY: RAYMUND AVANCENA	DATE: 2/6/2025

A.M.B. NO.: 3204-3 to 5, 16 to 19, 23, 24, 26 to 28, 44 to 46, 50 to 57, 61, 62, 65, 71, 84 to 87, 89 to 91

SPECIAL DISTRICT: W.W.D. NO. 40	PART NAME: AREA 5	I.M. NO.: 339-197	AREA: 1070.00± ACS	SHEET: 10 OF 15

EXHIBIT B



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AREA 5 ASSESSOR PARCELS ON SHEETS 13 TO 15

AREA 5 COURSE TABLE ON SHEET 15

KEY MAP ON SHEET 1

LEGEND

- DETACHMENT FROM LA CWWD NO. 40
- EXISTING QUARTZ HILL WATER DISTRICT BOUNDARY
- STREET CENTERLINE
- CITY BOUNDARY

DIMENSIONS SHOWN ARE IN FEET UNLESS OTHERWISE NOTED

REORGANIZATION NO. 2024-02
FOR THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40,
ANTELOPE VALLEY, AND QUARTZ HILL WATER DISTRICT

SEC 33 AND POR OF SEC 34, T7N, R13W, S.B.M., AND POR OF SEC 4, T6N, R13W, S.B.M.

LOS ANGELES COUNTY PUBLIC WORKS
WATERWORKS DIVISION

REORGANIZATION NO. 2024-02

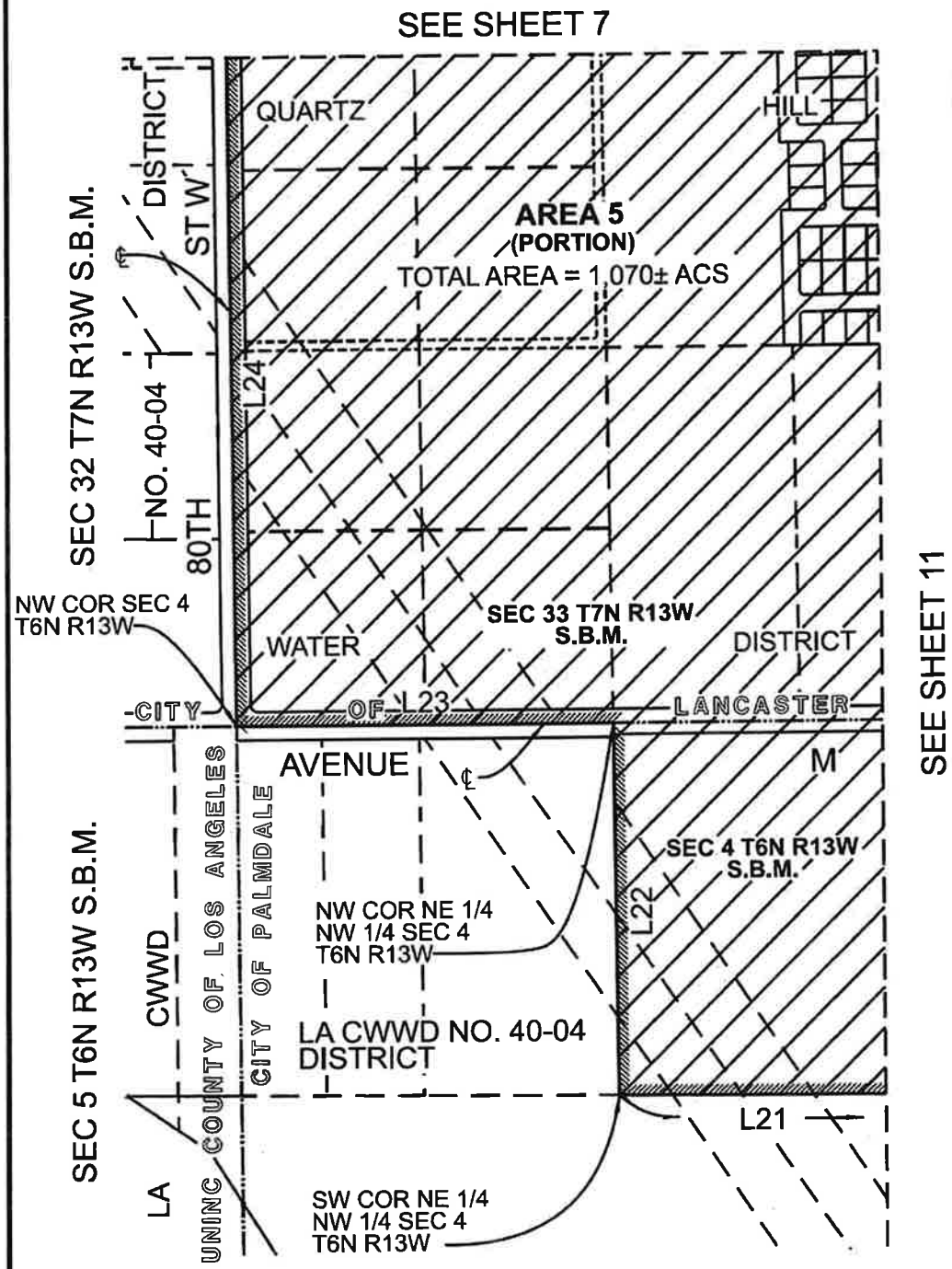
CITY OF LANCASTER, PALMDALE, AND QUARTZ HILL AREA — S.D. 5

PREPARED BY: KEVIN TE & SHIBIN CHEN	CHECKED BY: RAYMUND AVANCENA	DATE: 2/6/2025

A.M.B. NO.: 3204-3 to 5, 16 to 19, 23, 24, 26 to 28, 44 to 48, 50 to 57, 61, 62, 65, 71, 84 to 87, 89 to 91

SPECIAL DISTRICT: W.W.D. NO. 40	PART NAME: AREA 5	I.M. NO.: 339-197	AREA: 1070.00± ACS	SHEET: 11 OF 18

EXHIBIT B



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AREA 5 ASSESSOR PARCELS ON SHEETS 13 TO 15

AREA 5 COURSE TABLE ON SHEET 15

KEY MAP ON SHEET 1

FEET
0 150 300 450 600
600 300 0

LEGEND

- DETACHMENT FROM LA CWWD NO. 40
- EXISTING QUARTZ HILL WATER DISTRICT BOUNDARY
- STREET CENTERLINE
- CITY BOUNDARY

DIMENSIONS SHOWN ARE IN FEET UNLESS OTHERWISE NOTED

REORGANIZATION NO. 2024-02
FOR THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40,
ANTELOPE VALLEY, AND QUARTZ HILL WATER DISTRICT

SEC 33 AND POR OF SEC 34, T7N, R13W, S.B.M., AND
POR OF SEC 4, T6N, R13W, S.B.M.

LOS ANGELES COUNTY PUBLIC WORKS
WATERWORKS DIVISION

REORGANIZATION NO. 2024-02

CITY OF LANCASTER, PALMDALE, AND QUARTZ HILL AREA — S.D. 5

PREPARED BY: KEVIN TE & SHIBIN CHEN	CHECKED BY: RAYMUND AVANCENA		DATE: 2/6/2025
A.M.B. NO.: 3204-3 to 5, 16 to 19, 23, 24, 26 to 28, 44 to 46, 50 to 57, 61, 62, 65, 71, 84 to 87, 89 to 91			
SPECIAL DISTRICT: W.W.D. NO. 40	PART NAME: AREA 5	I.M. NO.: 339-197	AREA: 1070.00± ACS	SHEET: 12 OF 15

EXHIBIT B

ASSESSOR'S PARCEL NUMBERS (AREA 5)									
3204003046	3204018008	3204023190	3204026063	3204028077	3204044014	3204045025	3204046014	3204050015	3204051010
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3204003049	3204018011	3204023911	3204027040	3204028080	3204044017	3204045028	3204046017	3204050018	3204051013
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3204004024	3204018014	3204024052	3204027043	3204028083	3204044020	3204045031	3204046020	3204050021	3204051016
3204004041	3204018015	3204024053	3204027044	3204028084	3204044021	3204045032	3204046021	3204050022	3204051017
3204004042	3204018016	3204024055	3204027045	3204028085	3204044022	3204045033	3204046022	3204050023	3204051018
3204004043	3204018017	3204024900	3204027046	3204028086	3204044023	3204045034	3204046023	3204050024	3204051019
3204004044	3204018018	3204026001	3204027047	3204028087	3204044024	3204045035	3204046024	3204050025	3204051020
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3204005019	3204018020	3204026003	3204027049	3204028089	3204044027	3204045038	3204046026	3204050027	3204051022
3204005020	3204018021	3204026004	3204027050	3204028090	3204044028	3204045039	3204046027	3204050028	3204051023
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3204018001	3204019138	3204026056	3204028070	3204044007	3204045018	3204046007	3204050008	3204051003	3204052021
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REORGANIZATION NO. 2024-02
FOR THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40,
ANTELOPE VALLEY, AND QUARTZ HILL WATER DISTRICT

SEC 33 AND POR OF SEC 34, T7N, R13W, S.B.M., AND
POR OF SEC 4, T6N, R13W, S.B.M.

LOS ANGELES COUNTY PUBLIC WORKS
WATERWORKS DIVISION

REORGANIZATION NO. 2024-02

CITY OF LANCASTER, PALMDALE, AND QUARTZ HILL AREA — S.D. 5

PREPARED BY: KEVIN TE & SHIBIN CHEN	CHECKED BY: RAYMUND AVANCENA	DATE: 2/8/2025

A.M.B. NO.: 3204-3 to 5, 16 to 19, 23, 24, 26 to 28, 44 to 46, 50 to 57, 61, 62, 65, 71, 84 to 87, 89 to 91

SPECIAL DISTRICT: W.W.D. NO. 40	PART NAME: AREA 5	I.M. NO.: 339-197	AREA: 1070.00± ACS	SHEET: 13 OF 15

EXHIBIT B

ASSESSOR'S PARCEL NUMBERS (AREA 5)									
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3204052034	3204053027	3204055011	3204056033	3204061002	3204062016	3204065013	3204065064	3204071033	3204084021
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3204052056	3204054019	3204056005	3204057013	3204061024	3204062038	3204065036	3204071005	3204071055	3204084043
3204052057	3204054020	3204056006	3204057014	3204061025	3204062039	3204065037	3204071006	3204071056	3204084044
3204053001	3204054021	3204056007	3204057015	3204061026	3204062040	3204065038	3204071007	3204071057	3204084045
3204053002	3204054022	3204056008	3204057016	3204061027	3204062041	3204065039	3204071008	3204071058	3204084046
3204053003	3204054023	3204056009	3204057017	3204061028	3204062042	3204065040	3204071009	3204071059	3204084047
3204053004	3204054024	3204056010	3204057018	3204061029	3204062043	3204065041	3204071010	3204071060	3204084048
3204053005	3204054025	3204056011	3204057019	3204061030	3204062044	3204065042	3204071011	3204071061	3204084049
3204053006	3204054026	3204056012	3204057020	3204061031	3204062045	3204065043	3204071012	3204071062	3204084050
3204053007	3204054027	3204056013	3204057021	3204061032	3204062046	3204065044	3204071013	3204084001	3204084051
3204053008	3204054028	3204056014	3204057022	3204061033	3204062047	3204065045	3204071014	3204084002	3204084052
3204053009	3204054029	3204056015	3204057023	3204061034	3204062048	3204065046	3204071015	3204084003	3204084053
3204053010	3204054030	3204056016	3204057024	3204061035	3204062049	3204065047	3204071016	3204084004	3204084054
3204053011	3204054031	3204056017	3204057025	3204061036	3204062050	3204065048	3204071017	3204084005	3204084055
3204053012	3204054032	3204056018	3204057026	3204062001	3204062051	3204065049	3204071018	3204084006	3204084056
3204053013	3204054033	3204056019	3204057027	3204062002	3204062052	3204065050	3204071019	3204084007	3204084057
3204053014	3204054034	3204056020	3204057028	3204062003	3204062053	3204065051	3204071020	3204084008	3204084058
3204053015	3204054035	3204056021	3204057029	3204062004	3204065001	3204065052	3204071021	3204084009	3204084059
3204053016	3204054036	3204056022	3204057030	3204062005	3204065002	3204065053	3204071022	3204084010	3204084060
3204053017	3204055001	3204056023	3204057031	3204062006	3204065003	3204065054	3204071023	3204084011	3204085001
3204053018	3204055002	3204056024	3204057032	3204062007	3204065004	3204065055	3204071024	3204084012	3204085002
3204053019	3204055003	3204056025	3204057033	3204062008	3204065005	3204065056	3204071025	3204084013	3204085003
3204053020	3204055004	3204056026	3204057034	3204062009	3204065006	3204065057	3204071026	3204084014	3204085004

REORGANIZATION NO. 2024-02
FOR THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40,
ANTELOPE VALLEY, AND QUARTZ HILL WATER DISTRICT

SEC 33 AND POR OF SEC 34, T7N, R13W, S.B.M., AND
POR OF SEC 4, T6N, R13W, S.B.M.

LOS ANGELES COUNTY PUBLIC WORKS
WATERWORKS DIVISION

REORGANIZATION NO. 2024-02

CITY OF LANCASTER, PALMDALE, AND QUARTZ HILL AREA — S.D. 5

PREPARED BY: KEVIN TE & SHIBIN CHEN	CHECKED BY: RAYMUND AVANCENA	DATE: 2/6/2025

A.M.B. NO.: 3204-3 to 5, 16 to 19, 23, 24, 26 to 28, 44 to 46, 50 to 57, 61, 62, 65, 71, 84 to 87, 89 to 91

SPECIAL DISTRICT: W.W.D. NO. 40	PART NAME: AREA 5	LM. NO.: 339-197	AREA: 1070.00± ACS	SHEET: 14 OF 15

EXHIBIT B

ASSESSOR'S PARCEL NUMBERS (AREA 5)					
3204085005	3204085055	3204086036	3204087028	3204089027	3204091024
3204085006	3204085056	3204086037	3204087029	3204089028	3204091025
3204085007	3204085057	3204086038	3204087030	3204090001	3204091026
3204085008	3204085058	3204086039	3204087031	3204090002	3204091027
3204085009	3204085059	3204086040	3204087032	3204090003	3204091028
3204085010	3204085060	3204086041	3204087033	3204090004	3204091029
3204085011	3204085061	3204086042	3204087034	3204090005	3204091030
3204085012	3204085062	3204086043	3204087035	3204090006	3204091031
3204085013	3204085063	3204086044	3204087036	3204090007	3204091032
3204085014	3204085064	3204086045	3204087037	3204090008	3204091033
3204085015	3204085065	3204086046	3204087038	3204090009	3204091034
3204085016	3204085066	3204086047	3204087039	3204090010	3204091035
3204085017	3204085067	3204086048	3204087040	3204090011	3204091036
3204085018	3204085068	3204086049	3204087041	3204090012	3204091037
3204085019	3204085069	3204086050	3204087042	3204090013	3204091038
3204085020	3204086001	3204086051	3204087043	3204090014	3204091039
3204085021	3204086002	3204086052	3204087044	3204090015	3204091040
3204085022	3204086003	3204086053	3204087045	3204090016	3204091041
3204085023	3204086004	3204086054	3204087046	3204090017	3204091042
3204085024	3204086005	3204086055	3204087047	3204090018	3204091043
3204085025	3204086006	3204086056	3204087048	3204090019	3204091044
3204085026	3204086007	3204086057	3204087049	3204090020	3204091045
3204085027	3204086008	3204086058	3204087050	3204090021	3204091046
3204085028	3204086009	3204087001	3204087051	3204090022	3204091047
3204085029	3204086010	3204087002	3204089001	3204090023	3204091048
3204085030	3204086011	3204087003	3204089002	3204090024	3204091049
3204085031	3204086012	3204087004	3204089003	3204090025	3204091050
3204085032	3204086013	3204087005	3204089004	3204091001	3204091051
3204085033	3204086014	3204087006	3204089005	3204091002	3204091052
3204085034	3204086015	3204087007	3204089006	3204091003	
3204085035	3204086016	3204087008	3204089007	3204091004	
3204085036	3204086017	3204087009	3204089008	3204091005	
3204085037	3204086018	3204087010	3204089009	3204091006	
3204085038	3204086019	3204087011	3204089010	3204091007	
3204085039	3204086020	3204087012	3204089011	3204091008	
3204085040	3204086021	3204087013	3204089012	3204091009	
3204085041	3204086022	3204087014	3204089013	3204091010	
3204085042	3204086023	3204087015	3204089014	3204091011	
3204085043	3204086024	3204087016	3204089015	3204091012	
3204085044	3204086025	3204087017	3204089016	3204091013	
3204085045	3204086026	3204087018	3204089017	3204091014	
3204085046	3204086027	3204087019	3204089018	3204091015	
3204085047	3204086028	3204087020	3204089019	3204091016	
3204085048	3204086029	3204087021	3204089020	3204091017	
3204085049	3204086030	3204087022	3204089021	3204091018	
3204085050	3204086031	3204087023	3204089022	3204091019	
3204085051	3204086032	3204087024	3204089023	3204091020	
3204085052	3204086033	3204087025	3204089024	3204091021	
3204085053	3204086034	3204087026	3204089025	3204091022	
3204085054	3204086035	3204087027	3204089026	3204091023	

LINE DATA (AREA 5)		
LINE	BEARING	DISTANCE
L1	N 89°42'15" E	2636.54
L2	N 89°42'10" E	2637.49
L3	S 89°51'06" E	1328.42
L4	S 0°47'59" E	1329.19
L5	N 89°55'25" W	1326.56
L6	S 1°04'35" E	1330.89
L7	S 1°01'45" E	1330.71
L8	N 89°50'46" E	1322.91
L9	N 0°57'09" W	1330.56
L10	N 89°51'07" E	1324.69
L11	S 0°52'34" E	2660.81
L12	S 89°50'24" W	2642.26
L13	S 89°47'55" W	662.42
L14	S 0°56'26" E	1341.25
L15	S 89°48'54" E	663.11
L16	S 0°58'00" E	1345.73
L17	S 0°50'35" E	1345.37
L18	N 88°54'52" W	2658.34
L19	N 0°43'58" W	1577.64
L20	N 0°51'40" W	1077.72
L21	N 89°48'54" W	1325.95
L22	N 0°31'45" W	1316.57
L23	S 89°47'55" W	1324.56
L24	N 0°49'00" W	2655.31
L25	N 0°48'45" W	2655.03

REORGANIZATION NO. 2024-02
FOR THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40,
ANTELOPE VALLEY, AND QUARTZ HILL WATER DISTRICT

SEC 33 AND POR OF SEC 34, T7N, R13W, S.B.M., AND
POR OF SEC 4, T6N, R13W, S.B.M.

LOS ANGELES COUNTY PUBLIC WORKS
WATERWORKS DIVISION

REORGANIZATION NO. 2024-02

CITY OF LANCASTER, PALMDALE, AND QUARTZ HILL AREA — S.O. 5

PREPARED BY: KEVIN TE & SHIBIN CHEN	CHECKED BY: RAYMUND AVANCENA	DATE: 2/6/2025

A.M.B. NO.: 3204-3 to 5, 16 to 19, 23, 24, 26 to 28, 44 to 46, 50 to 57, 61, 62, 65, 71, 84 to 87, 89 to 91

SPECIAL DISTRICT: W.W.D. NO. 40	PART NAME: AREA 5	LM. NO.: 339-197	AREA: 1070.00± ACS	SHEET: 15 OF 15

LOS ANGELES COUNTY
AUDITOR-CONTROLLER - TAX DIVISION
REORGANIZATION 2024-02 FOR QUARTZ HILL WATER DIST AND LAC WATERWORKS DIST NO. 40
TAX SHARING RATIO WORKSHEET
FISCAL YEAR 2024-25

		047.04	*051.75*	*300.69*	
AREA	TRA	ATI Ratio Trsf from LACWWD No. 40	ATI Ratio Trsf from LACWWD No. 40	ATI Ratio Trsf To/Fr Quartz Hill WD	NOTE
1	03692	--	--		*
2	03696	-0.012455413	-0.009525493	+ 0.013330578	
3	02415	--	--		*
3	02438	-0.001838838	-0.001406914		
3	04170	-0.011736334	-0.008972814		
3	04299	-0.011094455	-0.008488980		
3	12556	-0.011736334	-0.008972814		
4	02432			-0.030410788	
4	02441			-0.030021558	
4	02443			-0.030021558	
5	01757	-0.011760122	-0.008990369		
5	01777	-0.011752234	-0.008985912		
5	02368	-0.011758548	-0.008919329		
5	02370	-0.011760122	-0.008915369		
5	02423	-0.011760122	-0.008990369		
5	02433	-0.011752234	-0.008985912		
5	09577	-0.011737869	-0.008973357		
5	09779	-0.011186913	-0.008973357		
5	09826	-0.011186913	-0.008973357		
5	09904	-0.011394014	-0.008708670		
5	09994	-0.011185342	-0.008977310		
5	09995	-0.011186913	-0.008973357		
5	09997	-0.011186913	-0.008973357		
5	10666	-0.011578122	-0.008990369		
5	10668	-0.011578122	-0.008990369		
5	10670	-0.011578122	-0.008990369		
5	10724	-0.011415615	-0.008543180		
5	10725	-0.011760122	-0.008808369		
5	10773	-0.011758548	-0.008812329		
5	11057	-0.011578122	-0.008990369		
5	11177	-0.011760122	-0.008990369		
5	11354	-0.011578122	-0.008990369		
5	11384	-0.011556213	-0.008973357		
5	11436	-0.011737869	-0.008973357		
5	12591	-0.011760122	-0.008990369		
5	12637	-0.011760122	-0.008990369		
5	13463	-0.011578122	-0.008990369		
5	13801	-0.011650219	-0.008906351		
5	14887	-0.011681919	-0.008930584		
5	15195	-0.011423436	-0.008732980		
5	15197	-0.011682674	-0.008931162		
5	15276	-0.011659666	-0.008913572		

Note: * *No calculation. TRA has no Waterworks.*

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 03692
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY 0.000000000 (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.230514121					0.230514121
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000109263					0.000109263
003.01	L A COUNTY LIBRARY	0.022240382					0.022240382
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.168596703					0.168596703
007.31	L A C FIRE-FFW	0.005901424					0.005901424
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001300494					0.001300494
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001600665					0.001600665
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000908607					0.000908607
186.01	CITY-LANCASTER TD #1	0.066107188					0.066107188
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.018421061					0.018421061
300.69	QUARTZ HILL WATER DISTRICT	0.033772715					0.033772715
400.00	EDUCATIONAL REV AUGMENTATION FD	0.076888966					0.076888966
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001359624					0.001359624
400.21	CHILDREN'S INSTIL TUITION FUND	0.002698711					0.002698711
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.061551960					0.061551960
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007951543					0.007951543
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000827276					0.000827276
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.093857620					0.093857620
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000345041					0.000345041
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.045982413					0.045982413
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.026062066					0.026062066
	Total	**1.000000000**	**0.000000000**	**0.0000%**	**0.000000000**	**0.000000000**	**1.000000000**

No calculation.
TRA has no WWKS.

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 03696
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY 0.021980906 (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.241315788	0.241315788	45.3916%	0.009977479	0.010236494	0.251552282
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000115324	0.000115324	0.0217%	0.000004768	**0.000000000**	0.000115324
003.01	L A COUNTY LIBRARY	0.022868015	0.022868015	4.3015%	0.000945504	0.000945504	0.023813519
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.172381980	0.172381980	32.4251%	0.007127329	0.007127329	0.179509309
007.31	L A C FIRE-FFW	0.006149251	0.006149251	1.1567%	0.000254247	**0.000000000**	0.006149251
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.012455413**				**-0.012455413**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.009525493**				**-0.009525493**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001332110	0.001332110	0.2506%	0.000055077	0.000055077	0.001387187
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001600665	0.001600665	0.3011%	0.000066181	0.000066181	0.001666846
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000929374	0.000929374	0.1748%	0.000038426	0.000038426	0.000967800
186.01	CITY-LANCASTER TD #1	0.066107188	0.066107188	12.4348%	0.002733277	0.002733277	0.068840465
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.018831702	0.018831702	3.5422%	0.000778618	0.000778618	0.019610320
400.00	EDUCATIONAL REV AUGMENTATION FD	0.067345557					0.067345557
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001390670					0.001390670
400.21	CHILDREN'S INSTIL TUITION FUND	0.002760988					0.002760988
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.062932888					0.062932888
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.008126938					0.008126938
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000847969					0.000847969
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.095962988					0.095962988
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000352755					0.000352755
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.047018201					0.047018201
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.026646586					0.026646586
	Total	**1.000000000**	**0.531631397**	**100.0000%**	**0.021980906**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Annexation To: Quartz Hill Water District
Account No. 300.69
TRA: 03696
Effective Date: -
Reorganization Number: 2024-02

Quartz Hill Water District 0.024079257
Based on 2023-24 Tax Sharing Ratios

Accnt No.	Taxing Agency	(1) Current Tax Share	(2) = (1) / Total Percent	(3) Proposed Dist Share	(4) = (2) * (3) Alloc of Dist Share	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.251552282	25.1552%	0.024079257	0.006057203	-0.006208048	0.245344234
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000115324	0.0115%	0.024079257	0.000002776	**0.000000000**	0.000115324
003.01	L A COUNTY LIBRARY	0.023813519	2.3814%	0.024079257	0.000573411	-0.000573411	0.023240108
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.179509309	17.9509%	0.024079257	0.004322450	-0.004322450	0.175186859
007.31	L A C FIRE-FFW	0.006149251	0.6149%	0.024079257	0.000148069	**0.000000000**	0.006149251
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001387187	0.1387%	0.024079257	0.000033402	-0.000033402	0.001353785
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001666846	0.1667%	0.024079257	0.000040136	-0.000040136	0.001626710
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000967800	0.0968%	0.024079257	0.000023303	-0.000023303	0.000944497
186.01	CITY-LANCASTER TD #1	0.068840465	6.8840%	0.024079257	0.001657627	-0.001657627	0.067182838
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.019610320	1.9610%	0.024079257	0.000472201	-0.000472201	0.019138119
400.00	EDUCATIONAL REV AUGMENTATION FD	0.067345557	6.7346%	0.024079257	0.001621630	Exempt	0.067345557
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157	13.3002%	0.024079257	0.003202593	Exempt	0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001390670	0.1391%	0.024079257	0.000033486	Exempt	0.001390670
400.21	CHILDREN'S INSTIL TUITION FUND	0.002760988	0.2761%	0.024079257	0.000066482	Exempt	0.002760988
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.062932888	6.2933%	0.024079257	0.001515377	Exempt	0.062932888
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.008126938	0.8127%	0.024079257	0.000195690	Exempt	0.008126938
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000847969	0.0848%	0.024079257	0.000020418	Exempt	0.000847969
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.095962988	9.5963%	0.024079257	0.002310717	Exempt	0.095962988
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000352755	0.0353%	0.024079257	0.000008494	Exempt	0.000352755
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.047018201	4.7018%	0.024079257	0.001132163	Exempt	0.047018201
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.026646586	2.6647%	0.024079257	0.000641629	Exempt	0.026646586
300.69	**Quartz Hill Water District**	0.000000000	0.0000%	0.024079257	0.000000000	0.000000000	**0.013330578**
	Total	**1.000000000**	**100.0000%**	**0.024079257**	**0.024079257**	**-0.013330578**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Must total 100%.
(3) Weighted average lighting district share as verified by Auditor.
(4) Must total share reflected in Column (3).
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 02415
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY 0.000000000 (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.207772064					0.207772064
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000104470					0.000104470
003.01	L A COUNTY LIBRARY	0.020920284					0.020920284
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.160656021					0.160656021
007.31	L A C FIRE-FFW	0.005379645					0.005379645
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001228136					0.001228136
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001600665					0.001600665
066.45	CO SANIT DIST NO 14 OPERATING	0.024830689					0.024830689
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000865802					0.000865802
186.01	CITY-LANCASTER TD #1	0.066107188					0.066107188
186.51	LANCASTER LIGHTING MAINT DIST	0.018020891					0.018020891
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017553084					0.017553084
300.69	QUARTZ HILL WATER DISTRICT	0.031523779					0.031523779
400.00	EDUCATIONAL REV AUGMENTATION FD	0.081132742					0.081132742
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001295839					0.001295839
400.21	CHILDREN'S INSTIL TUITION FUND	0.002571773					0.002571773
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.058652693					0.058652693
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007577137					0.007577137
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000788696					0.000788696
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.089436693					0.089436693
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000328617					0.000328617
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.043816773					0.043816773
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.024834162					0.024834162
	Total	**1.000000000**	**0.000000000**	**0.0000%**	**0.000000000**	**0.000000000**	**1.000000000**

No calculation.
TRA has no WWKS.

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 02438
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY 0.003245752 (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.256687582	0.256687582	47.0651%	0.001527624	0.001568168	0.258255750
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000109784	0.000109784	0.0201%	0.000000653	**0.000000000**	0.000109784
003.01	L A COUNTY LIBRARY	0.022296129	0.022296129	4.0881%	0.000132690	0.000132690	0.022428819
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.168930992	0.168930992	30.9745%	0.001005354	0.001005354	0.169936346
007.31	L A C FIRE-FFW	0.006702980	0.006702980	1.2290%	0.000039891	**0.000000000**	0.006702980
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.001838838**				**-0.001838838**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.001406914**				**-0.001406914**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.000196427	0.000196427	0.0360%	0.000001168	0.000001168	0.000197595
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.000563383	0.000563383	0.1033%	0.000003352	0.000003352	0.000566735
066.45	CO SANIT DIST NO 14 OPERATING	0.012726182	0.012726182	2.3334%	0.000075736	0.000075736	0.012801918
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000139833	0.000139833	0.0256%	0.000000832	0.000000832	0.000140665
186.01	CITY-LANCASTER TD #1	0.066107188	0.066107188	12.1211%	0.000393421	0.000393421	0.066500609
186.51	LANCASTER LIGHTING MAINT DIST	0.002908358	0.002908358	0.5333%	0.000017308	0.000017308	0.002925666
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.002907414	0.002907414	0.5331%	0.000017302	0.000017302	0.002924716
300.69	QUARTZ HILL WATER DISTRICT	0.005111813	0.005111813	0.9373%	0.000030421	0.000030421	0.005142234
400.00	EDUCATIONAL REV AUGMENTATION FD	0.073101806					0.073101806
400.01	EDUCATIONAL AUG FD IMPOUND	0.141325771					0.141325771
400.15	COUNTY SCHOOL SERVICES	0.001361395					0.001361395
400.21	CHILDREN'S INSTIL TUITION FUND	0.002705402					0.002705402
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.179120094					0.179120094
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007338889					0.007338889
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000126190					0.000126190
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.014460744					0.014460744
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000054569					0.000054569
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.007083718					0.007083718
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.024687605					0.024687605
	Total	**1.000000000**	**0.545388065**	**100.0000%**	**0.003245752**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 04170
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY 0.020709148 (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.174601947	0.174601947	33.1603%	0.006867221	0.007053101	0.181655048
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000107491	0.000107491	0.0204%	0.000004227	**0.000000000**	0.000107491
003.01	L A COUNTY LIBRARY	0.021489691	0.021489691	4.0813%	0.000845204	0.000845204	0.022334895
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.164068961	0.164068961	31.1599%	0.006452945	0.006452945	0.170521906
007.31	L A C FIRE-FFW	0.004618612	0.004618612	0.8772%	0.000181653	**0.000000000**	0.004618612
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011736334**				**-0.011736334**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008972814**				**-0.008972814**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001258972	0.001258972	0.2391%	0.000049516	0.000049516	0.001308488
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001600665	0.001600665	0.3040%	0.000062955	0.000062955	0.001663620
066.45	CO SANIT DIST NO 14 OPERATING	0.025426395	0.025426395	4.8290%	0.001000037	0.001000037	0.026426432
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000884061	0.000884061	0.1679%	0.000034770	0.000034770	0.000918831
186.01	CITY-LANCASTER TD #1	0.066107188	0.066107188	12.5550%	0.002600041	0.002600041	0.068707229
186.51	LANCASTER LIGHTING MAINT DIST	0.018426685	0.018426685	3.4996%	0.000724734	0.000724734	0.019151419
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017926910	0.017926910	3.4047%	0.000705077	0.000705077	0.018631987
300.69	QUARTZ HILL WATER DISTRICT	0.030021558	0.030021558	5.7017%	0.001180768	0.001180768	0.031202326
400.00	EDUCATIONAL REV AUGMENTATION FD	0.085567775					0.085567775
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001322801					0.001322801
400.21	CHILDREN'S INSTIL TUITION FUND	0.002625858					0.002625858
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.059901152					0.059901152
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007739371					0.007739371
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000805088					0.000805088
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091339056					0.091339056
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000335636					0.000335636
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044749271					0.044749271
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025363551					0.025363551
	Total	**1.000000000**	**0.526539136**	**100.0000%**	**0.020709148**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 04299
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY 0.019583435 (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.196854262	0.196854262	36.5830%	0.007164215	0.007354729	0.204208991
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000105731	0.000105731	0.0196%	0.000003847	**0.000000000**	0.000105731
003.01	L A COUNTY LIBRARY	0.020269246	0.020269246	3.7668%	0.000737668	0.000737668	0.021006914
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.156763234	0.156763234	29.1326%	0.005705157	0.005705157	0.162468391
007.31	L A C FIRE-FFW	0.005129155	0.005129155	0.9532%	0.000186667	**0.000000000**	0.005129155
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011094455**				**-0.011094455**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008488980**				**-0.008488980**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001192426	0.001192426	0.2216%	0.000043396	0.000043396	0.001235822
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001600665	0.001600665	0.2975%	0.000058253	0.000058253	0.001658918
066.45	CO SANIT DIST NO 14 OPERATING	0.024143142	0.024143142	4.4867%	0.000878652	0.000878652	0.025021794
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000845845	0.000845845	0.1572%	0.000030783	0.000030783	0.000876628
186.01	CITY-LANCASTER TD #1	0.066107188	0.066107188	12.2852%	0.002405869	0.002405869	0.068513057
186.51	LANCASTER LIGHTING MAINT DIST	0.017553027	0.017553027	3.2620%	0.000638815	0.000638815	0.018191842
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017128357	0.017128357	3.1831%	0.000623360	0.000623360	0.017751717
300.69	QUARTZ HILL WATER DISTRICT	0.030410788	0.030410788	5.6515%	0.001106753	0.001106753	0.031517541
400.00	EDUCATIONAL REV AUGMENTATION FD	0.085567775					0.085567775
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001268767					0.001268767
400.21	CHILDREN'S INSTIL TUITION FUND	0.002502291					0.002502291
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.057235497					0.057235497
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007401142					0.007401142
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000775358					0.000775358
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.087262987					0.087262987
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000317192					0.000317192
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.042750405					0.042750405
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.024229928					0.024229928
	Total	**1.000000000**	**0.538103066**	**100.0000%**	**0.019583435**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 12566
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY 0.020709148 (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.174601947	0.174601947	33.1603%	0.006867221	0.007053101	0.181655048
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000107491	0.000107491	0.0204%	0.000004227	**0.000000000**	0.000107491
003.01	L A COUNTY LIBRARY	0.021489691	0.021489691	4.0813%	0.000845204	0.000845204	0.022334895
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.164068961	0.164068961	31.1599%	0.006452945	0.006452945	0.170521906
007.31	L A C FIRE-FFW	0.004618612	0.004618612	0.8772%	0.000181653	**0.000000000**	0.004618612
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011736334**				**-0.011736334**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008972814**				**-0.008972814**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001258972	0.001258972	0.2391%	0.000049516	0.000049516	0.001308488
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001600665	0.001600665	0.3040%	0.000062955	0.000062955	0.001663620
066.45	CO SANIT DIST NO 14 OPERATING	0.025426395	0.025426395	4.8290%	0.001000037	0.001000037	0.026426432
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000884061	0.000884061	0.1679%	0.000034770	0.000034770	0.000918831
186.01	CITY-LANCASTER TD #1	0.066107188	0.066107188	12.5550%	0.002600041	0.002600041	0.068707229
186.51	LANCASTER LIGHTING MAINT DIST	0.018426685	0.018426685	3.4996%	0.000724734	0.000724734	0.019151419
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017926910	0.017926910	3.4047%	0.000705077	0.000705077	0.018631987
300.69	QUARTZ HILL WATER DISTRICT	0.030021558	0.030021558	5.7017%	0.001180768	0.001180768	0.031202326
400.00	EDUCATIONAL REV AUGMENTATION FD	0.085567775					0.085567775
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001322801					0.001322801
400.21	CHILDREN'S INSTIL TUITION FUND	0.002625858					0.002625858
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.059901152					0.059901152
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007739371					0.007739371
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000805088					0.000805088
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091339056					0.091339056
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000335636					0.000335636
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044749271					0.044749271
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025363551					0.025363551
	Total	**1.000000000**	**0.526539136**	**100.0000%**	**0.020709148**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: QUARTZ HILL WATER DISTRICT
Account No. 300.69
TRA: 02432
Effective Date: -
Reorganization Number: 2024-02

QUARTZ HILL WATER DISTRICT **0.030410788** (7)
Based on the Detached Agency's Ratio

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.196854262	0.196854262	37.3342%	0.011353635	0.011655558	0.208509820
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000105731	0.000105731	0.0201%	0.000006098	**0.000000000**	0.000105731
003.01	L A COUNTY LIBRARY	0.020269246	0.020269246	3.8441%	0.001169034	0.001169034	0.021438280
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.156763234	0.156763234	29.7308%	0.009041367	0.009041367	0.165804601
007.31	L A C FIRE-FFW	0.005129155	0.005129155	0.9728%	0.000295825	**0.000000000**	0.005129155
047.04	LA CO WATERWORKS #40 ANTELOPE VY	0.011094455	0.011094455	2.1041%	0.000639876	0.000639876	0.011734331
051.75	L A CO WATER WKS NO 40 ACO FUND	0.008488980	0.008488980	1.6100%	0.000489604	0.000489604	0.008978584
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001192426	0.001192426	0.2261%	0.000068773	0.000068773	0.001261199
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001600665	0.001600665	0.3036%	0.000092318	0.000092318	0.001692983
066.45	CO SANIT DIST NO 14 OPERATING	0.024143142	0.024143142	4.5788%	0.001392463	0.001392463	0.025535605
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000845845	0.000845845	0.1604%	0.000048784	0.000048784	0.000894629
186.01	CITY-LANCASTER TD #1	0.066107188	0.066107188	12.5375%	0.003812752	0.003812752	0.069919940
186.51	LANCASTER LIGHTING MAINT DIST	0.017553027	0.017553027	3.3290%	0.001012376	0.001012376	0.018565403
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017128357	0.017128357	3.2485%	0.000987883	0.000987883	0.018116240
300.69	**QUARTZ HILL WATER DISTRICT**	**0.030410788**				**-0.030410788**	**0.000000000**
400.00	EDUCATIONAL REV AUGMENTATION FD	0.085567775					0.085567775
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001268767					0.001268767
400.21	CHILDREN'S INSTIL TUITION FUND	0.002502291					0.002502291
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.057235497					0.057235497
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007401142					0.007401142
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000775358					0.000775358
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.087262987					0.087262987
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000317192					0.000317192
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.042750405					0.042750405
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.024229928					0.024229928
	Total	**1.000000000**	**0.527275713**	**100.0000%**	**0.030410788**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: QUARTZ HILL WATER DISTRICT
Account No. 300.69
TRA: 02441
Effective Date: -
Reorganization Number: 2024-02

QUARTZ HILL WATER DISTRICT 0.030021558 (7)
Based on the Detached Agency's Ratio

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.174580852	0.174580852	33.7537%	0.010133391	0.010407617	0.184988469
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106322	0.000106322	0.0206%	0.000006171	**0.000000000**	0.000106322
003.01	L A COUNTY LIBRARY	0.021490095	0.021490095	4.1549%	0.001247372	0.001247372	0.022737467
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.164081431	0.164081431	31.7237%	0.009523956	0.009523956	0.173605387
007.31	L A C FIRE-FFW	0.004618128	0.004618128	0.8929%	0.000268055	**0.000000000**	0.004618128
047.04	LA CO WATERWORKS #40 ANTELOPE VY	0.011736722	0.011736722	2.2692%	0.000681247	0.000681247	0.012417969
051.75	L A CO WATER WKS NO 40 ACO FUND	0.008972068	0.008972068	1.7347%	0.000520775	0.000520775	0.009492843
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001259335	0.001259335	0.2435%	0.000073096	0.000073096	0.001332431
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001600665	0.001600665	0.3095%	0.000092909	0.000092909	0.001693574
066.45	CO SANIT DIST NO 14 OPERATING	0.025427953	0.025427953	4.9163%	0.001475942	0.001475942	0.026903895
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000884365	0.000884365	0.1710%	0.000051332	0.000051332	0.000935697
186.01	CITY-LANCASTER TD #1	0.066107188	0.066107188	12.7813%	0.003837131	0.003837131	0.069944319
186.51	LANCASTER LIGHTING MAINT DIST	0.018427670	0.018427670	3.5628%	0.001069617	0.001069617	0.019497287
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017927141	0.017927141	3.4661%	0.001040564	0.001040564	0.018967705
300.69	**QUARTZ HILL WATER DISTRICT**	**0.030021558**				**-0.030021558**	**0.000000000**
400.00	EDUCATIONAL REV AUGMENTATION FD	0.085567775					0.085567775
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001323663					0.001323663
400.21	CHILDREN'S INSTIL TUITION FUND	0.002626721					0.002626721
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.059902745					0.059902745
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007738399					0.007738399
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000805242					0.000805242
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091342619					0.091342619
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000335449					0.000335449
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044750680					0.044750680
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025363057					0.025363057
	Total	**1.000000000**	**0.517219935**	**100.0000%**	**0.030021558**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: QUARTZ HILL WATER DISTRICT
Account No. 300.69
TRA: 02443
Effective Date: -
Reorganization Number: 2024-02

QUARTZ HILL WATER DISTRICT 0.030021558 (7)
Based on the Detached Agency's Ratio

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.174601947	0.174601947	33.7573%	0.010134485	0.010408803	0.185010750
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000107491	0.000107491	0.0208%	0.000006239	**0.000000000**	0.000107491
003.01	L A COUNTY LIBRARY	0.021489691	0.021489691	4.1548%	0.001247333	0.001247333	0.022737024
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.164068961	0.164068961	31.7209%	0.009523107	0.009523107	0.173592068
007.31	L A C FIRE-FFW	0.004618612	0.004618612	0.8930%	0.000268079	**0.000000000**	0.004618612
047.04	LA CO WATERWORKS #40 ANTELOPE VY	0.011736334	0.011736334	2.2691%	0.000681215	0.000681215	0.012417549
051.75	L A CO WATER WKS NO 40 ACO FUND	0.008972814	0.008972814	1.7348%	0.000520811	0.000520811	0.009493625
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001258972	0.001258972	0.2434%	0.000073074	0.000073074	0.001332046
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001600665	0.001600665	0.3095%	0.000092907	0.000092907	0.001693572
066.45	CO SANIT DIST NO 14 OPERATING	0.025426395	0.025426395	4.9159%	0.001475832	0.001475832	0.026902227
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000884061	0.000884061	0.1709%	0.000051313	0.000051313	0.000935374
186.01	CITY-LANCASTER TD #1	0.066107188	0.066107188	12.7811%	0.003837080	0.003837080	0.069944268
186.51	LANCASTER LIGHTING MAINT DIST	0.018426685	0.018426685	3.5626%	0.001069546	0.001069546	0.019496231
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017926910	0.017926910	3.4660%	0.001040537	0.001040537	0.018967447
300.69	**QUARTZ HILL WATER DISTRICT**	**0.030021558**				**-0.030021558**	**0.000000000**
400.00	EDUCATIONAL REV AUGMENTATION FD	0.085567775					0.085567775
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001322801					0.001322801
400.21	CHILDREN'S INSTIL TUITION FUND	0.002625858					0.002625858
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.059901152					0.059901152
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007739371					0.007739371
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000805088					0.000805088
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091339056					0.091339056
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000335636					0.000335636
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044749271					0.044749271
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025363551					0.025363551
	Total	**1.000000000**	**0.517226726**	**100.0000%**	**0.030021558**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 01757
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020750491** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.231955918	0.231955918	42.9829%	0.008919174	0.009189163	0.241145081
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0198%	0.000004105	**0.000000000**	0.000106765
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.180000000	0.180000000	33.3552%	0.006921360	0.006921360	0.186921360
007.31	L A C FIRE-FFW	0.006914714	0.006914714	1.2813%	0.000265884	**0.000000000**	0.006914714
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011760122**				**-0.011760122**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008990369**				**-0.008990369**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001261736	0.001261736	0.2338%	0.000048516	0.000048516	0.001310252
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001700665	0.001700665	0.3151%	0.000065393	0.000065393	0.001766058
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000885586	0.000885586	0.1641%	0.000034052	0.000034052	0.000919638
225.01	CITY-PALMDALE TD #1	0.066294048	0.066294048	12.2847%	0.002549138	0.002549138	0.068843186
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017956708	0.017956708	3.3275%	0.000690471	0.000690471	0.018647179
300.69	QUARTZ HILL WATER DISTRICT	0.032570429	0.032570429	6.0355%	0.001252398	0.001252398	0.033822827
400.00	EDUCATIONAL REV AUGMENTATION FD	0.076269226					0.076269226
400.01	EDUCATIONAL AUG FD IMPOUND	0.128757217					0.128757217
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.539646569**	**100.0000%**	**0.020750491**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 01777
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020738146** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.232106707	0.232106707	43.0011%	0.008917645	0.009187502	0.241294209
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000105643	0.000105643	0.0196%	0.000004058	**0.000000000**	0.000105643
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.180000000	0.180000000	33.3476%	0.006915677	0.006915677	0.186915677
007.31	L A C FIRE-FFW	0.006918173	0.006918173	1.2817%	0.000265799	**0.000000000**	0.006918173
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011752234**				**-0.011752234**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008985912**				**-0.008985912**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001259155	0.001259155	0.2333%	0.000048377	0.000048377	0.001307532
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001700665	0.001700665	0.3151%	0.000065340	0.000065340	0.001766005
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000890418	0.000890418	0.1650%	0.000034210	0.000034210	0.000924628
225.01	CITY-PALMDALE TD #1	0.066294048	0.066294048	12.2819%	0.002547045	0.002547045	0.068841093
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017944190	0.017944190	3.3244%	0.000689423	0.000689423	0.018633613
300.69	QUARTZ HILL WATER DISTRICT	0.032549682	0.032549682	6.0303%	0.001250572	0.001250572	0.033800254
400.00	EDUCATIONAL REV AUGMENTATION FD	0.076269226					0.076269226
400.01	EDUCATIONAL AUG FD IMPOUND	0.128757217					0.128757217
400.15	COUNTY SCHOOL SERVICES	0.001328081					0.001328081
400.21	CHILDREN'S INSTIL TUITION FUND	0.002625979					0.002625979
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.059974948					0.059974948
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007742111					0.007742111
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000799867					0.000799867
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091456513					0.091456513
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000332020					0.000332020
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044807655					0.044807655
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025399556					0.025399556
	Total	**1.000000000**	**0.539768681**	**100.0000%**	**0.020738146**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 02368
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020677877** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.216332690	0.216332690	40.7865%	0.008433790	0.008653408	0.224986098
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000110232	0.000110232	0.0208%	0.000004297	**0.000000000**	0.000110232
003.01	L A COUNTY LIBRARY	0.021375189	0.021375189	4.0300%	0.000833317	0.000833317	0.022208506
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.162973028	0.162973028	30.7263%	0.006353544	0.006353544	0.169326572
007.31	L A C FIRE-FFW	0.005523161	0.005523161	1.0413%	0.000215321	**0.000000000**	0.005523161
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011758548**				**-0.011758548**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008919329**				**-0.008919329**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001253078	0.001253078	0.2363%	0.000048851	0.000048851	0.001301929
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001591665	0.001591665	0.3001%	0.000062051	0.000062051	0.001653716
066.45	CO SANIT DIST NO 14 OPERATING	0.005375000	0.005375000	1.0134%	0.000209545	0.000209545	0.005584545
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000884742	0.000884742	0.1668%	0.000034491	0.000034491	0.000919233
186.01	CITY-LANCASTER TD #1	0.064738188	0.064738188	12.2055%	0.002523834	0.002523834	0.067262022
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017848854	0.017848854	3.3652%	0.000695842	0.000695842	0.018544696
300.69	QUARTZ HILL WATER DISTRICT	0.032396722	0.032396722	6.1079%	0.001262994	0.001262994	0.033659716
400.00	EDUCATIONAL REV AUGMENTATION FD	0.081323999					0.081323999
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001322779					0.001322779
400.21	CHILDREN'S INSTIL TUITION FUND	0.002631778					0.002631778
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060007303					0.060007303
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007750656					0.007750656
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806068					0.000806068
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091499080					0.091499080
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000337584					0.000337584
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044829796					0.044829796
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025408374					0.025408374
	Total	**1.000000000**	**0.530402549**	**100.0000%**	**0.020677877**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 02370
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020675491** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.216383262	0.216383262	40.7946%	0.008434482	0.008653977	0.225037239
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0201%	0.000004161	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.021372497	0.021372497	4.0293%	0.000833085	0.000833085	0.022205582
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.162955698	0.162955698	30.7219%	0.006351904	0.006351904	0.169307602
007.31	L A C FIRE-FFW	0.005524322	0.005524322	1.0415%	0.000215334	**0.000000000**	0.005524322
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011760122**				**-0.011760122**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008915369**				**-0.008915369**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001254736	0.001254736	0.2366%	0.000048908	0.000048908	0.001303644
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001591665	0.001591665	0.3001%	0.000062042	0.000062042	0.001653707
066.45	CO SANIT DIST NO 14 OPERATING	0.005375000	0.005375000	1.0133%	0.000209513	0.000209513	0.005584513
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000881586	0.000881586	0.1662%	0.000034363	0.000034363	0.000915949
186.01	CITY-LANCASTER TD #1	0.064738188	0.064738188	12.2050%	0.002523451	0.002523451	0.067261639
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017844708	0.017844708	3.3642%	0.000695574	0.000695574	0.018540282
300.69	QUARTZ HILL WATER DISTRICT	0.032393429	0.032393429	6.1071%	0.001262674	0.001262674	0.033656103
400.00	EDUCATIONAL REV AUGMENTATION FD	0.081323999					0.081323999
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.530421856**	**100.0000%**	**0.020675491**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 02423
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020750491** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.218349262	0.218349262	41.1710%	0.008543195	0.008767352	0.227116614
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0201%	0.000004177	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.021534497	0.021534497	4.0605%	0.000842564	0.000842564	0.022377061
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.164351698	0.164351698	30.9895%	0.006430467	0.006430467	0.170782165
007.31	L A C FIRE-FFW	0.005622322	0.005622322	1.0601%	0.000219980	**0.000000000**	0.005622322
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011760122**				**-0.011760122**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008990369**				**-0.008990369**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001261736	0.001261736	0.2379%	0.000049367	0.000049367	0.001311103
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001600665	0.001600665	0.3018%	0.000062628	0.000062628	0.001663293
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000885586	0.000885586	0.1670%	0.000034649	0.000034649	0.000920235
186.01	CITY-LANCASTER TD #1	0.066107188	0.066107188	12.4649%	0.002586527	0.002586527	0.068693715
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017956708	0.017956708	3.3858%	0.000702578	0.000702578	0.018659286
300.69	QUARTZ HILL WATER DISTRICT	0.032570429	0.032570429	6.1413%	0.001274359	0.001274359	0.033844788
400.00	EDUCATIONAL REV AUGMENTATION FD	0.081323999					0.081323999
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.530346856**	**100.0000%**	**0.020750491**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 02433
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY 0.020738146 (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.218586773	0.218586773	41.2063%	0.008545434	0.008769575	0.227356348
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000105643	0.000105643	0.0199%	0.000004130	**0.000000000**	0.000105643
003.01	L A COUNTY LIBRARY	0.021537964	0.021537964	4.0602%	0.000842004	0.000842004	0.022379968
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.164259519	0.164259519	30.9650%	0.006421559	0.006421559	0.170681078
007.31	L A C FIRE-FFW	0.005627771	0.005627771	1.0609%	0.000220011	**0.000000000**	0.005627771
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011752234**				**-0.011752234**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008985912**				**-0.008985912**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001259155	0.001259155	0.2374%	0.000049225	0.000049225	0.001308380
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001600665	0.001600665	0.3017%	0.000062576	0.000062576	0.001663241
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000890418	0.000890418	0.1679%	0.000034809	0.000034809	0.000925227
186.01	CITY-LANCASTER TD #1	0.066107188	0.066107188	12.4620%	0.002584393	0.002584393	0.068691581
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017944190	0.017944190	3.3827%	0.000701509	0.000701509	0.018645699
300.69	QUARTZ HILL WATER DISTRICT	0.032549682	0.032549682	6.1360%	0.001272496	0.001272496	0.033822178
400.00	EDUCATIONAL REV AUGMENTATION FD	0.081323999					0.081323999
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001328081					0.001328081
400.21	CHILDREN'S INSTIL TUITION FUND	0.002625979					0.002625979
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.059974948					0.059974948
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007742111					0.007742111
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000799867					0.000799867
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091456513					0.091456513
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000332020					0.000332020
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044807655					0.044807655
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025399556					0.025399556
	Total	**1.000000000**	**0.530468968**	**100.0000%**	**0.020738146**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 09577
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020711226** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.285301919	0.285301919	53.1267%	0.011003194	0.011260518	0.296562437
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0199%	0.000004117	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.021493748	0.021493748	4.0024%	0.000828945	0.000828945	0.022322693
005.25	ROAD DIST # 5	0.005883104	0.005883104	1.0955%	0.000226892	0.000226892	0.006109996
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.164040695	0.164040695	30.5464%	0.006326528	0.006326528	0.170367223
007.31	L A C FIRE-FFW	0.006565413	0.006565413	1.2226%	0.000253207	**0.000000000**	0.006565413
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011737869**				**-0.011737869**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008973357**				**-0.008973357**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001259349	0.001259349	0.2345%	0.000048569	0.000048569	0.001307918
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001055400	0.001055400	0.1965%	0.000040703	0.000040703	0.001096103
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000883911	0.000883911	0.1646%	0.000034089	0.000034089	0.000918000
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017922729	0.017922729	3.3374%	0.000691222	0.000691222	0.018613951
300.69	QUARTZ HILL WATER DISTRICT	0.032508796	0.032508796	6.0535%	0.001253760	0.001253760	0.033762556
400.00	EDUCATIONAL REV AUGMENTATION FD	0.079265965					0.079265965
400.01	EDUCATIONAL AUG FD IMPOUND	0.128424483					0.128424483
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.537021829**	**100.0000%**	**0.020711226**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 09779
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY 0.020160270 (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.263504276	0.263504276	49.5096%	0.009981265	0.010215019	0.273719295
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0201%	0.000004044	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.020296018	0.020296018	3.8134%	0.000768791	0.000768791	0.021064809
005.25	ROAD DIST # 5	0.005883104	0.005883104	1.1054%	0.000222845	0.000222845	0.006105949
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.159985384	0.159985384	30.0595%	0.006060075	0.006060075	0.166045459
007.31	L A C FIRE-FFW	0.006064332	0.006064332	1.1394%	0.000229710	**0.000000000**	0.006064332
019.40	CO LIGHTING MAINT DIST NO 1687	0.007729893	0.007729893	1.4524%	0.000292800	0.000292800	0.008022693
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011186913**				**-0.011186913**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008973357**				**-0.008973357**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001259349	0.001259349	0.2366%	0.000047702	0.000047702	0.001307051
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001045288	0.001045288	0.1964%	0.000039594	0.000039594	0.001084882
066.45	CO SANIT DIST NO 14 OPERATING	0.017263054	0.017263054	3.2435%	0.000653906	0.000653906	0.017916960
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000883911	0.000883911	0.1661%	0.000033481	0.000033481	0.000917392
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.016647147	0.016647147	3.1278%	0.000630576	0.000630576	0.017277723
300.69	QUARTZ HILL WATER DISTRICT	0.031560594	0.031560594	5.9299%	0.001195481	0.001195481	0.032756075
400.00	EDUCATIONAL REV AUGMENTATION FD	0.084609635					0.084609635
400.01	EDUCATIONAL AUG FD IMPOUND	0.128424483					0.128424483
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.532229115**	**100.0000%**	**0.020160270**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 09826
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020160270** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.245942055	0.245942055	46.2809%	0.009330359	0.009549156	0.255491211
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0201%	0.000004050	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.020296018	0.020296018	3.8193%	0.000769974	0.000769974	0.021065992
005.25	ROAD DIST # 5	0.005883104	0.005883104	1.1071%	0.000223188	0.000223188	0.006106292
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.159985384	0.159985384	30.1057%	0.006069398	0.006069398	0.166054782
007.31	L A C FIRE-FFW	0.005660614	0.005660614	1.0652%	0.000214747	**0.000000000**	0.005660614
019.40	CO LIGHTING MAINT DIST NO 1687	0.024879833	0.024879833	4.6818%	0.000943871	0.000943871	0.025823704
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011186913**				**-0.011186913**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008973357**				**-0.008973357**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001259349	0.001259349	0.2370%	0.000047776	0.000047776	0.001307125
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001043741	0.001043741	0.1964%	0.000039596	0.000039596	0.001083337
066.45	CO SANIT DIST NO 14 OPERATING	0.017263054	0.017263054	3.2485%	0.000654912	0.000654912	0.017917966
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000883911	0.000883911	0.1663%	0.000033533	0.000033533	0.000917444
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.016647147	0.016647147	3.1326%	0.000631546	0.000631546	0.017278693
300.69	QUARTZ HILL WATER DISTRICT	0.031560594	0.031560594	5.9390%	0.001197320	0.001197320	0.032757914
400.00	EDUCATIONAL REV AUGMENTATION FD	0.085427181					0.085427181
400.01	EDUCATIONAL AUG FD IMPOUND	0.128424483					0.128424483
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.531411569**	**100.0000%**	**0.020160270**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 09904
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY 0.020102684 (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.273908484	0.273908484	50.6059%	0.010173141	0.010411118	0.284319602
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000103977	0.000103977	0.0192%	0.000003861	**0.000000000**	0.000103977
003.01	L A COUNTY LIBRARY	0.020822545	0.020822545	3.8471%	0.000773362	0.000773362	0.021595907
005.25	ROAD DIST # 5	0.005737346	0.005737346	1.0600%	0.000213088	0.000213088	0.005950434
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.159996677	0.159996677	29.5601%	0.005942378	0.005942378	0.165939055
007.31	L A C FIRE-FFW	0.006303502	0.006303502	1.1646%	0.000234116	**0.000000000**	0.006303502
019.40	CO LIGHTING MAINT DIST NO 1687	0.022393440	0.022393440	4.1373%	0.000831706	0.000831706	0.023225146
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011394014**				**-0.011394014**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008708670**				**-0.008708670**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001223079	0.001223079	0.2260%	0.000045425	0.000045425	0.001268504
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001062266	0.001062266	0.1963%	0.000039453	0.000039453	0.001101719
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000862771	0.000862771	0.1594%	0.000032043	0.000032043	0.000894814
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017481557	0.017481557	3.2298%	0.000649276	0.000649276	0.018130833
300.69	QUARTZ HILL WATER DISTRICT	0.031362821	0.031362821	5.7944%	0.001164835	0.001164835	0.032527656
400.00	EDUCATIONAL REV AUGMENTATION FD	0.081421417					0.081421417
400.01	EDUCATIONAL AUG FD IMPOUND	0.128424483					0.128424483
400.15	COUNTY SCHOOL SERVICES	0.001292730					0.001292730
400.21	CHILDREN'S INSTIL TUITION FUND	0.002566836					0.002566836
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.058522005					0.058522005
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007560838					0.007560838
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000786811					0.000786811
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.089237134					0.089237134
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000327450					0.000327450
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.043720019					0.043720019
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.024779128					0.024779128
	Total	**1.000000000**	**0.541258465**	**100.0000%**	**0.020102684**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 09994
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY 0.020162652 (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.254572060	0.254572060	47.8330%	0.009644412	0.009870554	0.264442614
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000110232	0.000110232	0.0207%	0.000004176	**0.000000000**	0.000110232
003.01	L A COUNTY LIBRARY	0.020298705	0.020298705	3.8140%	0.000769011	0.000769011	0.021067716
005.25	ROAD DIST # 5	0.005886229	0.005886229	1.1060%	0.000222998	0.000222998	0.006109227
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.160002681	0.160002681	30.0638%	0.006061666	0.006061666	0.166064347
007.31	L A C FIRE-FFW	0.005859000	0.005859000	1.1009%	0.000221966	**0.000000000**	0.005859000
019.40	CO LIGHTING MAINT DIST NO 1687	0.016812674	0.016812674	3.1590%	0.000636944	0.000636944	0.017449618
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011185342**				**-0.011185342**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008977310**				**-0.008977310**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001257694	0.001257694	0.2363%	0.000047647	0.000047647	0.001305341
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001045256	0.001045256	0.1964%	0.000039599	0.000039599	0.001084855
066.45	CO SANIT DIST NO 14 OPERATING	0.017263054	0.017263054	3.2437%	0.000654007	0.000654007	0.017917061
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000887061	0.000887061	0.1667%	0.000033606	0.000033606	0.000920667
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.016651285	0.016651285	3.1287%	0.000630830	0.000630830	0.017282115
300.69	QUARTZ HILL WATER DISTRICT	0.031563881	0.031563881	5.9307%	0.001195790	0.001195790	0.032759671
400.00	EDUCATIONAL REV AUGMENTATION FD	0.084609635					0.084609635
400.01	EDUCATIONAL AUG FD IMPOUND	0.128424483					0.128424483
400.15	COUNTY SCHOOL SERVICES	0.001322779					0.001322779
400.21	CHILDREN'S INSTIL TUITION FUND	0.002631778					0.002631778
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060007303					0.060007303
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007750656					0.007750656
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806068					0.000806068
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091499080					0.091499080
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000337584					0.000337584
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044829796					0.044829796
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025408374					0.025408374
	Total	**1.000000000**	**0.532209812**	**100.0000%**	**0.020162652**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 09995
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY 0.020160270 (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.272569543	0.272569543	51.0844%	0.010298761	0.010531929	0.283101472
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0200%	0.000004034	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.020296018	0.020296018	3.8038%	0.000766863	0.000766863	0.021062881
005.25	ROAD DIST # 5	0.005883104	0.005883104	1.1026%	0.000222286	0.000222286	0.006105390
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.159985384	0.159985384	29.9841%	0.006044879	0.006044879	0.166030263
007.31	L A C FIRE-FFW	0.006064332	0.006064332	1.1366%	0.000229134	**0.000000000**	0.006064332
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011186913**				**-0.011186913**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008973357**				**-0.008973357**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001259349	0.001259349	0.2360%	0.000047583	0.000047583	0.001306932
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001047820	0.001047820	0.1964%	0.000039590	0.000039590	0.001087410
066.45	CO SANIT DIST NO 14 OPERATING	0.017263054	0.017263054	3.2354%	0.000652266	0.000652266	0.017915320
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000883911	0.000883911	0.1657%	0.000033397	0.000033397	0.000917308
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.016647147	0.016647147	3.1200%	0.000628994	0.000628994	0.017276141
300.69	QUARTZ HILL WATER DISTRICT	0.031560594	0.031560594	5.9150%	0.001192483	0.001192483	0.032753077
400.00	EDUCATIONAL REV AUGMENTATION FD	0.083271729					0.083271729
400.01	EDUCATIONAL AUG FD IMPOUND	0.128424483					0.128424483
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.533567021**	**100.0000%**	**0.020160270**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 09997
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020160270** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.253649918	0.253649918	47.6580%	0.009607993	0.009833166	0.263483084
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0201%	0.000004044	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.020276056	0.020276056	3.8096%	0.000768035	0.000768035	0.021044091
005.25	ROAD DIST # 5	0.005883104	0.005883104	1.1054%	0.000222845	0.000222845	0.006105949
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.159985384	0.159985384	30.0595%	0.006060075	0.006060075	0.166045459
007.31	L A C FIRE-FFW	0.005837802	0.005837802	1.0969%	0.000221129	**0.000000000**	0.005837802
019.40	CO LIGHTING MAINT DIST NO 1687	0.017810781	0.017810781	3.3464%	0.000674653	0.000674653	0.018485434
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011186913**				**-0.011186913**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008973357**				**-0.008973357**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001259349	0.001259349	0.2366%	0.000047702	0.000047702	0.001307051
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001045288	0.001045288	0.1964%	0.000039594	0.000039594	0.001084882
066.45	CO SANIT DIST NO 14 OPERATING	0.017283016	0.017283016	3.2473%	0.000654662	0.000654662	0.017937678
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000883911	0.000883911	0.1661%	0.000033481	0.000033481	0.000917392
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.016647147	0.016647147	3.1278%	0.000630576	0.000630576	0.017277723
300.69	QUARTZ HILL WATER DISTRICT	0.031560594	0.031560594	5.9299%	0.001195481	0.001195481	0.032756075
400.00	EDUCATIONAL REV AUGMENTATION FD	0.084609635					0.084609635
400.01	EDUCATIONAL AUG FD IMPOUND	0.128424483					0.128424483
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.532229115**	**100.0000%**	**0.020160270**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 10666
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY 0.020568491 (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.214604870	0.214604870	39.9904%	0.008225438	0.008488006	0.223092876
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0199%	0.000004092	**0.000000000**	0.000106765
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.177291000	0.177291000	33.0372%	0.006795255	0.006795255	0.184086255
007.31	L A C FIRE-FFW	0.006743762	0.006743762	1.2567%	0.000258476	**0.000000000**	0.006743762
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011578122**				**-0.011578122**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008990369**				**-0.008990369**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001238736	0.001238736	0.2308%	0.000047478	0.000047478	0.001286214
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001700665	0.001700665	0.3169%	0.000065183	0.000065183	0.001765848
066.45	CO SANIT DIST NO 14 OPERATING	0.007634782	0.007634782	1.4227%	0.000292627	0.000292627	0.007927409
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000872586	0.000872586	0.1626%	0.000033444	0.000033444	0.000906030
225.01	CITY-PALMDALE TD #1	0.066294048	0.066294048	12.3535%	0.002540935	0.002540935	0.068834983
225.21	CITY-PALMDALE STREETLIGHT DIST	0.009900000	0.009900000	1.8448%	0.000379449	0.000379449	0.010279449
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017682708	0.017682708	3.2951%	0.000677747	0.000677747	0.018360455
300.69	QUARTZ HILL WATER DISTRICT	0.032570429	0.032570429	6.0693%	0.001248367	0.001248367	0.033818796
400.00	EDUCATIONAL REV AUGMENTATION FD	0.079457444					0.079457444
400.01	EDUCATIONAL AUG FD IMPOUND	0.128757217					0.128757217
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.536640351**	**100.0000%**	**0.020568491**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 10668
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020568491** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.210898214	0.210898214	39.9928%	0.008225918	0.008442708	0.219340922
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0202%	0.000004164	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.020763497	0.020763497	3.9374%	0.000809863	0.000809863	0.021573360
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.161642698	0.161642698	30.6524%	0.006304741	0.006304741	0.167947439
007.31	L A C FIRE-FFW	0.005451370	0.005451370	1.0337%	0.000212626	**0.000000000**	0.005451370
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011578122**				**-0.011578122**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008990369**				**-0.008990369**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001238736	0.001238736	0.2349%	0.000048315	0.000048315	0.001287051
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001600665	0.001600665	0.3035%	0.000062432	0.000062432	0.001663097
066.45	CO SANIT DIST NO 14 OPERATING	0.009016782	0.009016782	1.7099%	0.000351692	0.000351692	0.009368474
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000872586	0.000872586	0.1655%	0.000034034	0.000034034	0.000906620
186.01	CITY-LANCASTER TD #1	0.066107188	0.066107188	12.5360%	0.002578456	0.002578456	0.068685644
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017682708	0.017682708	3.3532%	0.000689699	0.000689699	0.018372407
300.69	QUARTZ HILL WATER DISTRICT	0.031959429	0.031959429	6.0605%	0.001246551	0.001246551	0.033205980
400.00	EDUCATIONAL REV AUGMENTATION FD	0.084512217					0.084512217
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.527340638**	**100.0000%**	**0.020568491**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 10670
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020568491** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.210898214	0.210898214	39.9928%	0.008225918	0.008442708	0.219340922
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0202%	0.000004164	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.020763497	0.020763497	3.9374%	0.000809863	0.000809863	0.021573360
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.161642698	0.161642698	30.6524%	0.006304741	0.006304741	0.167947439
007.31	L A C FIRE-FFW	0.005451370	0.005451370	1.0337%	0.000212626	**0.000000000**	0.005451370
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011578122**				**-0.011578122**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008990369**				**-0.008990369**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001238736	0.001238736	0.2349%	0.000048315	0.000048315	0.001287051
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001600665	0.001600665	0.3035%	0.000062432	0.000062432	0.001663097
066.45	CO SANIT DIST NO 14 OPERATING	0.009016782	0.009016782	1.7099%	0.000351692	0.000351692	0.009368474
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000872586	0.000872586	0.1655%	0.000034034	0.000034034	0.000906620
186.01	CITY-LANCASTER TD #1	0.066107188	0.066107188	12.5360%	0.002578456	0.002578456	0.068685644
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017682708	0.017682708	3.3532%	0.000689699	0.000689699	0.018372407
300.69	QUARTZ HILL WATER DISTRICT	0.031959429	0.031959429	6.0605%	0.001246551	0.001246551	0.033205980
400.00	EDUCATIONAL REV AUGMENTATION FD	0.084512217					0.084512217
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.527340638**	**100.0000%**	**0.020568491**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 10724
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY 0.019958795 (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.266988890	0.266988890	49.6064%	0.009900854	0.010132124	0.277121014
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000103977	0.000103977	0.0193%	0.000003855	**0.000000000**	0.000103977
003.01	L A COUNTY LIBRARY	0.020091022	0.020091022	3.7329%	0.000745042	0.000745042	0.020836064
005.25	ROAD DIST # 5	0.005639223	0.005639223	1.0478%	0.000209121	0.000209121	0.005848344
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.157591013	0.157591013	29.2804%	0.005844006	0.005844006	0.163435019
007.31	L A C FIRE-FFW	0.006132550	0.006132550	1.1394%	0.000227415	**0.000000000**	0.006132550
019.40	CO LIGHTING MAINT DIST NO 1687	0.022435895	0.022435895	4.1686%	0.000831998	0.000831998	0.023267893
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011415615**				**-0.011415615**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008543180**				**-0.008543180**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001202397	0.001202397	0.2234%	0.000044588	0.000044588	0.001246985
066.45	CO SANIT DIST NO 14 OPERATING	0.009125782	0.009125782	1.6956%	0.000338414	0.000338414	0.009464196
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000851406	0.000851406	0.1582%	0.000031573	0.000031573	0.000882979
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017240700	0.017240700	3.2033%	0.000639343	0.000639343	0.017880043
300.69	QUARTZ HILL WATER DISTRICT	0.030811281	0.030811281	5.7247%	0.001142586	0.001142586	0.031953867
400.00	EDUCATIONAL REV AUGMENTATION FD	0.084609635					0.084609635
400.01	EDUCATIONAL AUG FD IMPOUND	0.128424483					0.128424483
400.15	COUNTY SCHOOL SERVICES	0.001292730					0.001292730
400.21	CHILDREN'S INSTIL TUITION FUND	0.002566836					0.002566836
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.058522005					0.058522005
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007560838					0.007560838
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000786811					0.000786811
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.089237134					0.089237134
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000327450					0.000327450
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.043720019					0.043720019
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.024779128					0.024779128
	Total	**1.000000000**	**0.538214136**	**100.0000%**	**0.019958795**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 10725
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020568491** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.278404427	0.278404427	52.1380%	0.010723998	0.010974421	0.289378848
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0200%	0.000004112	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.020763497	0.020763497	3.8885%	0.000799799	0.000799799	0.021563296
005.25	ROAD DIST # 5	0.005785257	0.005785257	1.0834%	0.000222845	0.000222845	0.006008102
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.161642698	0.161642698	30.2715%	0.006226392	0.006226392	0.167869090
007.31	L A C FIRE-FFW	0.006394461	0.006394461	1.1975%	0.000246311	**0.000000000**	0.006394461
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011760122**				**-0.011760122**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008808369**				**-0.008808369**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001238736	0.001238736	0.2320%	0.000047715	0.000047715	0.001286451
066.45	CO SANIT DIST NO 14 OPERATING	0.009125782	0.009125782	1.7090%	0.000351520	0.000351520	0.009477302
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000872586	0.000872586	0.1634%	0.000033611	0.000033611	0.000906197
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017682708	0.017682708	3.3115%	0.000681128	0.000681128	0.018363836
300.69	QUARTZ HILL WATER DISTRICT	0.031959429	0.031959429	5.9852%	0.001231060	0.001231060	0.033190489
400.00	EDUCATIONAL REV AUGMENTATION FD	0.082454183					0.082454183
400.01	EDUCATIONAL AUG FD IMPOUND	0.128424483					0.128424483
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.533976346**	**100.0000%**	**0.020568491**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 10773
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020570877** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.210847641	0.210847641	39.9847%	0.008225201	0.008442114	0.219289755
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000110232	0.000110232	0.0209%	0.000004300	**0.000000000**	0.000110232
003.01	L A COUNTY LIBRARY	0.020766189	0.020766189	3.9381%	0.000810091	0.000810091	0.021576280
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.161660028	0.161660028	30.6568%	0.006306379	0.006306379	0.167966407
007.31	L A C FIRE-FFW	0.005450210	0.005450210	1.0336%	0.000212613	**0.000000000**	0.005450210
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011758548**				**-0.011758548**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008812329**				**-0.008812329**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001237078	0.001237078	0.2346%	0.000048258	0.000048258	0.001285336
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001600665	0.001600665	0.3035%	0.000062442	0.000062442	0.001663107
066.45	CO SANIT DIST NO 14 OPERATING	0.009016782	0.009016782	1.7099%	0.000351745	0.000351745	0.009368527
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000875742	0.000875742	0.1661%	0.000034162	0.000034162	0.000909904
186.01	CITY-LANCASTER TD #1	0.066107188	0.066107188	12.5364%	0.002578850	0.002578850	0.068686038
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017686854	0.017686854	3.3541%	0.000689966	0.000689966	0.018376820
300.69	QUARTZ HILL WATER DISTRICT	0.031962722	0.031962722	6.0613%	0.001246870	0.001246870	0.033209592
400.00	EDUCATIONAL REV AUGMENTATION FD	0.084512217					0.084512217
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001322779					0.001322779
400.21	CHILDREN'S INSTIL TUITION FUND	0.002631778					0.002631778
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060007303					0.060007303
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007750656					0.007750656
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806068					0.000806068
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091499080					0.091499080
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000337584					0.000337584
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044829796					0.044829796
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025408374					0.025408374
	Total	**1.000000000**	**0.527321331**	**100.0000%**	**0.020570877**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 11057
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY 0.020568491 (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.210898214	0.210898214	39.9928%	0.008225918	0.008442708	0.219340922
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0202%	0.000004164	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.020763497	0.020763497	3.9374%	0.000809863	0.000809863	0.021573360
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.161642698	0.161642698	30.6524%	0.006304741	0.006304741	0.167947439
007.31	L A C FIRE-FFW	0.005451370	0.005451370	1.0337%	0.000212626	**0.000000000**	0.005451370
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011578122**				**-0.011578122**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008990369**				**-0.008990369**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001238736	0.001238736	0.2349%	0.000048315	0.000048315	0.001287051
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001577665	0.001577665	0.2992%	0.000061535	0.000061535	0.001639200
066.45	CO SANIT DIST NO 14 OPERATING	0.009039782	0.009039782	1.7142%	0.000352589	0.000352589	0.009392371
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000872586	0.000872586	0.1655%	0.000034034	0.000034034	0.000906620
186.01	CITY-LANCASTER TD #1	0.066107188	0.066107188	12.5360%	0.002578456	0.002578456	0.068685644
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017682708	0.017682708	3.3532%	0.000689699	0.000689699	0.018372407
300.69	QUARTZ HILL WATER DISTRICT	0.031959429	0.031959429	6.0605%	0.001246551	0.001246551	0.033205980
400.00	EDUCATIONAL REV AUGMENTATION FD	0.084512217					0.084512217
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.527340638**	**100.0000%**	**0.020568491**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 11177
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020750491** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.210898214	0.210898214	40.0066%	0.008301571	0.008520354	0.219418568
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0203%	0.000004202	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.020763497	0.020763497	3.9388%	0.000817311	0.000817311	0.021580808
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.161642698	0.161642698	30.6630%	0.006362724	0.006362724	0.168005422
007.31	L A C FIRE-FFW	0.005451370	0.005451370	1.0341%	0.000214581	**0.000000000**	0.005451370
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011760122**				**-0.011760122**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008990369**				**-0.008990369**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001238736	0.001238736	0.2350%	0.000048760	0.000048760	0.001287496
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001600665	0.001600665	0.3036%	0.000063006	0.000063006	0.001663671
066.45	CO SANIT DIST NO 14 OPERATING	0.008834782	0.008834782	1.6759%	0.000347762	0.000347762	0.009182544
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000872586	0.000872586	0.1655%	0.000034347	0.000034347	0.000906933
186.01	CITY-LANCASTER TD #1	0.066107188	0.066107188	12.5403%	0.002602170	0.002602170	0.068709358
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017682708	0.017682708	3.3543%	0.000696042	0.000696042	0.018378750
300.69	QUARTZ HILL WATER DISTRICT	0.031959429	0.031959429	6.0626%	0.001258015	0.001258015	0.033217444
400.00	EDUCATIONAL REV AUGMENTATION FD	0.084512217					0.084512217
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.527158638**	**100.0000%**	**0.020750491**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 11354
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY 0.020568491 (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.210898214	0.210898214	39.7524%	0.008176485	0.008391972	0.219290186
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0201%	0.000004139	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.020763497	0.020763497	3.9137%	0.000804996	0.000804996	0.021568493
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.161642698	0.161642698	30.4682%	0.006266853	0.006266853	0.167909551
007.31	L A C FIRE-FFW	0.005451370	0.005451370	1.0275%	0.000211348	**0.000000000**	0.005451370
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011578122**				**-0.011578122**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008990369**				**-0.008990369**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001238736	0.001238736	0.2335%	0.000048025	0.000048025	0.001286761
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001577665	0.001577665	0.2974%	0.000061165	0.000061165	0.001638830
066.45	CO SANIT DIST NO 14 OPERATING	0.012228000	0.012228000	2.3049%	0.000474076	0.000474076	0.012702076
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000872586	0.000872586	0.1645%	0.000033829	0.000033829	0.000906415
186.01	CITY-LANCASTER TD #1	0.066107188	0.066107188	12.4606%	0.002562961	0.002562961	0.068670149
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017682708	0.017682708	3.3330%	0.000685554	0.000685554	0.018368262
300.69	QUARTZ HILL WATER DISTRICT	0.031959429	0.031959429	6.0241%	0.001239060	0.001239060	0.033198489
400.00	EDUCATIONAL REV AUGMENTATION FD	0.081323999					0.081323999
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.530528856**	**100.0000%**	**0.020568491**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 11384
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020529570** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.277865294	0.277865294	51.7244%	0.010618803	0.010867251	0.288732545
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0199%	0.000004080	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.020724207	0.020724207	3.8578%	0.000791988	0.000791988	0.021516195
005.25	ROAD DIST # 5	0.005774310	0.005774310	1.0749%	0.000220668	0.000220668	0.005994978
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.161336822	0.161336822	30.0327%	0.006165588	0.006165588	0.167502410
007.31	L A C FIRE-FFW	0.006394461	0.006394461	1.1903%	0.000244368	**0.000000000**	0.006394461
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011556213**				**-0.011556213**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008973357**				**-0.008973357**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001236392	0.001236392	0.2302%	0.000047249	0.000047249	0.001283641
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001055400	0.001055400	0.1965%	0.000040332	0.000040332	0.001095732
066.45	CO SANIT DIST NO 14 OPERATING	0.012290699	0.012290699	2.2879%	0.000469696	0.000469696	0.012760395
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000870935	0.000870935	0.1621%	0.000033283	0.000033283	0.000904218
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017649247	0.017649247	3.2854%	0.000674477	0.000674477	0.018323724
300.69	QUARTZ HILL WATER DISTRICT	0.031898953	0.031898953	5.9380%	0.001219038	0.001219038	0.033117991
400.00	EDUCATIONAL REV AUGMENTATION FD	0.079265965					0.079265965
400.01	EDUCATIONAL AUG FD IMPOUND	0.128424483					0.128424483
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.537203485**	**100.0000%**	**0.020529570**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 11436
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020711226** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.285301919	0.285301919	53.1267%	0.011003194	0.011260518	0.296562437
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0199%	0.000004117	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.021493748	0.021493748	4.0024%	0.000828945	0.000828945	0.022322693
005.25	ROAD DIST # 5	0.005883104	0.005883104	1.0955%	0.000226892	0.000226892	0.006109996
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.164040695	0.164040695	30.5464%	0.006326528	0.006326528	0.170367223
007.31	L A C FIRE-FFW	0.006565413	0.006565413	1.2226%	0.000253207	**0.000000000**	0.006565413
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011737869**				**-0.011737869**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008973357**				**-0.008973357**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001259349	0.001259349	0.2345%	0.000048569	0.000048569	0.001307918
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001055400	0.001055400	0.1965%	0.000040703	0.000040703	0.001096103
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000883911	0.000883911	0.1646%	0.000034089	0.000034089	0.000918000
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017922729	0.017922729	3.3374%	0.000691222	0.000691222	0.018613951
300.69	QUARTZ HILL WATER DISTRICT	0.032508796	0.032508796	6.0535%	0.001253760	0.001253760	0.033762556
400.00	EDUCATIONAL REV AUGMENTATION FD	0.079265965					0.079265965
400.01	EDUCATIONAL AUG FD IMPOUND	0.128424483					0.128424483
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.537021829**	**100.0000%**	**0.020711226**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 12591
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020750491** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.218372979	0.218372979	41.1755%	0.008544123	0.008767352	0.227140331
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0201%	0.000004177	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.021534497	0.021534497	4.0605%	0.000842564	0.000842564	0.022377061
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.164351698	0.164351698	30.9895%	0.006430467	0.006430467	0.170782165
007.31	L A C FIRE-FFW	0.005598605	0.005598605	1.0556%	0.000219052	**0.000000000**	0.005598605
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011760122**				**-0.011760122**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008990369**				**-0.008990369**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001261736	0.001261736	0.2379%	0.000049367	0.000049367	0.001311103
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001600665	0.001600665	0.3018%	0.000062628	0.000062628	0.001663293
066.45	CO SANIT DIST NO 14 OPERATING	0.000000000	0.000000000	0.0000%	0.000000000	0.000000000	0.000000000
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000885586	0.000885586	0.1670%	0.000034649	0.000034649	0.000920235
186.01	CITY-LANCASTER TD #1	0.066107188	0.066107188	12.4649%	0.002586527	0.002586527	0.068693715
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017956708	0.017956708	3.3858%	0.000702578	0.000702578	0.018659286
300.69	QUARTZ HILL WATER DISTRICT	0.032570429	0.032570429	6.1413%	0.001274359	0.001274359	0.033844788
400.00	EDUCATIONAL REV AUGMENTATION FD	0.081323999					0.081323999
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.530346856**	**100.0000%**	**0.020750491**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 12637
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY 0.020750491 (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.218349262	0.218349262	41.1710%	0.008543195	0.008767352	0.227116614
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0201%	0.000004177	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.021534497	0.021534497	4.0605%	0.000842564	0.000842564	0.022377061
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.164351698	0.164351698	30.9895%	0.006430467	0.006430467	0.170782165
007.31	L A C FIRE-FFW	0.005622322	0.005622322	1.0601%	0.000219980	**0.000000000**	0.005622322
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011760122**				**-0.011760122**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008990369**				**-0.008990369**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001261736	0.001261736	0.2379%	0.000049367	0.000049367	0.001311103
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001600665	0.001600665	0.3018%	0.000062628	0.000062628	0.001663293
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000885586	0.000885586	0.1670%	0.000034649	0.000034649	0.000920235
186.01	CITY-LANCASTER TD #1	0.066107188	0.066107188	12.4649%	0.002586527	0.002586527	0.068693715
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017956708	0.017956708	3.3858%	0.000702578	0.000702578	0.018659286
300.69	QUARTZ HILL WATER DISTRICT	0.032570429	0.032570429	6.1413%	0.001274359	0.001274359	0.033844788
400.00	EDUCATIONAL REV AUGMENTATION FD	0.081323999					0.081323999
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.530346856**	**100.0000%**	**0.020750491**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 13463
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020568491** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.210898214	0.210898214	39.9928%	0.008225918	0.008442708	0.219340922
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0202%	0.000004164	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.020763497	0.020763497	3.9374%	0.000809863	0.000809863	0.021573360
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.161642698	0.161642698	30.6524%	0.006304741	0.006304741	0.167947439
007.31	L A C FIRE-FFW	0.005451370	0.005451370	1.0337%	0.000212626	**0.000000000**	0.005451370
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011578122**				**-0.011578122**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008990369**				**-0.008990369**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001238736	0.001238736	0.2349%	0.000048315	0.000048315	0.001287051
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001600665	0.001600665	0.3035%	0.000062432	0.000062432	0.001663097
066.45	CO SANIT DIST NO 14 OPERATING	0.009016782	0.009016782	1.7099%	0.000351692	0.000351692	0.009368474
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000872586	0.000872586	0.1655%	0.000034034	0.000034034	0.000906620
186.01	CITY-LANCASTER TD #1	0.066107188	0.066107188	12.5360%	0.002578456	0.002578456	0.068685644
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017682708	0.017682708	3.3532%	0.000689699	0.000689699	0.018372407
300.69	QUARTZ HILL WATER DISTRICT	0.031959429	0.031959429	6.0605%	0.001246551	0.001246551	0.033205980
400.00	EDUCATIONAL REV AUGMENTATION FD	0.084512217					0.084512217
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.527340638**	**100.0000%**	**0.020568491**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 13801
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020556570** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.283121649	0.283121649	52.7055%	0.010834453	0.011089782	0.294211431
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0199%	0.000004085	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.021333248	0.021333248	3.9714%	0.000816376	0.000816376	0.022149624
005.25	ROAD DIST # 5	0.005839173	0.005839173	1.0870%	0.000223452	0.000223452	0.006062625
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.162815755	0.162815755	30.3095%	0.006230603	0.006230603	0.169046358
007.31	L A C FIRE-FFW	0.006565413	0.006565413	1.2222%	0.000251244	**0.000000000**	0.006565413
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011650219**				**-0.011650219**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008906351**				**-0.008906351**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001249946	0.001249946	0.2327%	0.000047832	0.000047832	0.001297778
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001055400	0.001055400	0.1965%	0.000040387	0.000040387	0.001095787
066.45	CO SANIT DIST NO 14 OPERATING	0.004156886	0.004156886	0.7738%	0.000159074	0.000159074	0.004315960
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000877311	0.000877311	0.1633%	0.000033572	0.000033572	0.000910883
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017788895	0.017788895	3.3116%	0.000680742	0.000680742	0.018469637
300.69	QUARTZ HILL WATER DISTRICT	0.032266044	0.032266044	6.0066%	0.001234750	0.001234750	0.033500794
400.00	EDUCATIONAL REV AUGMENTATION FD	0.079265965					0.079265965
400.01	EDUCATIONAL AUG FD IMPOUND	0.128424483					0.128424483
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.537176485**	**100.0000%**	**0.020556570**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 14887
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020612503** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.216859154	0.216859154	40.8794%	0.008426279	0.008648887	0.225508041
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0201%	0.000004148	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.021391295	0.021391295	4.0324%	0.000831179	0.000831179	0.022222474
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.163258775	0.163258775	30.7754%	0.006343578	0.006343578	0.169602353
007.31	L A C FIRE-FFW	0.005622322	0.005622322	1.0598%	0.000218460	**0.000000000**	0.005622322
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011681919**				**-0.011681919**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008930584**				**-0.008930584**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001253346	0.001253346	0.2363%	0.000048699	0.000048699	0.001302045
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001590021	0.001590021	0.2997%	0.000061781	0.000061781	0.001651802
066.45	CO SANIT DIST NO 14 OPERATING	0.003664750	0.003664750	0.6908%	0.000142397	0.000142397	0.003807147
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000879697	0.000879697	0.1658%	0.000034181	0.000034181	0.000913878
186.01	CITY-LANCASTER TD #1	0.065667582	0.065667582	12.3788%	0.002551577	0.002551577	0.068219159
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017837298	0.017837298	3.3625%	0.000693085	0.000693085	0.018530383
300.69	QUARTZ HILL WATER DISTRICT	0.032353839	0.032353839	6.0989%	0.001257139	0.001257139	0.033610978
400.00	EDUCATIONAL REV AUGMENTATION FD	0.081323999					0.081323999
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.530484844**	**100.0000%**	**0.020612503**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 15195
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020156416** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.277480517	0.277480517	51.6169%	0.010404129	0.010654301	0.288134818
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0199%	0.000004003	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.020917975	0.020917975	3.8912%	0.000784318	0.000784318	0.021702293
005.25	ROAD DIST # 5	0.005725508	0.005725508	1.0651%	0.000214677	0.000214677	0.005940185
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.159646378	0.159646378	29.6974%	0.005985934	0.005985934	0.165632312
007.31	L A C FIRE-FFW	0.006565413	0.006565413	1.2213%	0.000246169	**0.000000000**	0.006565413
019.40	CO LIGHTING MAINT DIST NO 1687	0.011060872	0.011060872	2.0575%	0.000414726	0.000414726	0.011475598
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011423436**				**-0.011423436**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008732980**				**-0.008732980**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001225615	0.001225615	0.2280%	0.000045954	0.000045954	0.001271569
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001048099	0.001048099	0.1950%	0.000039298	0.000039298	0.001087397
066.45	CO SANIT DIST NO 14 OPERATING	0.003858696	0.003858696	0.7178%	0.000144681	0.000144681	0.004003377
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000860233	0.000860233	0.1600%	0.000032254	0.000032254	0.000892487
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017442616	0.017442616	3.2447%	0.000654010	0.000654010	0.018096626
300.69	QUARTZ HILL WATER DISTRICT	0.031637952	0.031637952	5.8853%	0.001186263	0.001186263	0.032824215
400.00	EDUCATIONAL REV AUGMENTATION FD	0.079265965					0.079265965
400.01	EDUCATIONAL AUG FD IMPOUND	0.128424483					0.128424483
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.537576639**	**100.0000%**	**0.020156416**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 15197
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY **0.020613836** (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.216873537	0.216873537	40.8822%	0.008427404	0.008650027	0.225523564
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0201%	0.000004148	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.021392678	0.021392678	4.0327%	0.000831289	0.000831289	0.022223967
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.163269326	0.163269326	30.7775%	0.006344414	0.006344414	0.169613740
007.31	L A C FIRE-FFW	0.005622322	0.005622322	1.0598%	0.000218475	**0.000000000**	0.005622322
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011682674**				**-0.011682674**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008931162**				**-0.008931162**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001253427	0.001253427	0.2363%	0.000048706	0.000048706	0.001302133
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001590124	0.001590124	0.2997%	0.000061789	0.000061789	0.001651913
066.45	CO SANIT DIST NO 14 OPERATING	0.003629371	0.003629371	0.6842%	0.000141032	0.000141032	0.003770403
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000879754	0.000879754	0.1658%	0.000034185	0.000034185	0.000913939
186.01	CITY-LANCASTER TD #1	0.065671826	0.065671826	12.3796%	0.002551913	0.002551913	0.068223739
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017838451	0.017838451	3.3627%	0.000693176	0.000693176	0.018531627
300.69	QUARTZ HILL WATER DISTRICT	0.032355930	0.032355930	6.0993%	0.001257305	0.001257305	0.033613235
400.00	EDUCATIONAL REV AUGMENTATION FD	0.081323999					0.081323999
400.01	EDUCATIONAL AUG FD IMPOUND	0.133002157					0.133002157
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.530483511**	**100.0000%**	**0.020613836**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET

Detachment From: LA CO WATERWORKS #40 ANTELOPE VALLEY
Account No. 047.04 & 051.75
TRA: 15276
Effective Date: -
Reorganization Number: 2024-02

LA CO WATERWORKS #40 ANTELOPE VY 0.020573238 (7)
Based on Detached Agencies' Ratios

Acct No.	Taxing Agency	(1) Current Tax Share	(2) Receiving Agy	(3) = (2) / Total Percentage Share	(4) = (3) * (7) Deleted Ratio Alloc	(5) Allocation Adjustments	(6) = (1) + (5) New Net Share
001.05	LOS ANGELES COUNTY GENERAL	0.283356631	0.283356631	52.7509%	0.010852574	0.011108118	0.294464749
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000106765	0.000106765	0.0199%	0.000004089	**0.000000000**	0.000106765
003.01	L A COUNTY LIBRARY	0.021350546	0.021350546	3.9747%	0.000817726	0.000817726	0.022168272
005.25	ROAD DIST # 5	0.005843908	0.005843908	1.0879%	0.000223821	0.000223821	0.006067729
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.162947772	0.162947772	30.3351%	0.006240904	0.006240904	0.169188676
007.31	L A C FIRE-FFW	0.006565413	0.006565413	1.2222%	0.000251455	**0.000000000**	0.006565413
047.04	**LA CO WATERWORKS #40 ANTELOPE VY**	**0.011659666**				**-0.011659666**	**0.000000000**
051.75	**L A CO WATER WKS NO 40 ACO FUND**	**0.008913572**				**-0.008913572**	**0.000000000**
053.30	ANTELOPE VY CEMETERY DISTRICT	0.001250959	0.001250959	0.2329%	0.000047911	0.000047911	0.001298870
061.05	ANTELOPE VLY MOSQ & VECTOR CONTR	0.001055400	0.001055400	0.1965%	0.000040421	0.000040421	0.001095821
066.45	CO SANIT DIST NO 14 OPERATING	0.003708876	0.003708876	0.6905%	0.000142050	0.000142050	0.003850926
068.05	ANTELOPE VY RESOURCE CONSER DIST	0.000878022	0.000878022	0.1635%	0.000033628	0.000033628	0.000911650
300.10	ANTELOPE VY.-EAST KERN WATER AGY	0.017803319	0.017803319	3.3143%	0.000681867	0.000681867	0.018485186
300.69	QUARTZ HILL WATER DISTRICT	0.032292206	0.032292206	6.0117%	0.001236792	0.001236792	0.033528998
400.00	EDUCATIONAL REV AUGMENTATION FD	0.079265965					0.079265965
400.01	EDUCATIONAL AUG FD IMPOUND	0.128424483					0.128424483
400.15	COUNTY SCHOOL SERVICES	0.001325569					0.001325569
400.21	CHILDREN'S INSTIL TUITION FUND	0.002630908					0.002630908
689.01	WESTSIDE UNION SCHOOL DISTRICT	0.060001793					0.060001793
689.06	CO.SCH.SERV.FD.- WESTSIDE UNION	0.007751402					0.007751402
689.07	DEV CTR HDCPD MINOR WESTSIDE UN	0.000806917					0.000806917
717.02	ANTELOPE VALLEY UNION HIGH SCH.	0.091493743					0.091493743
717.06	CO.SCH.SERV.FD.- ANTELOPE VALLEY	0.000336309					0.000336309
717.07	ANTELOPE VY.UN.HI.-ELEM SCH FD.	0.044824621					0.044824621
792.04	ANTELOPE VY.JT. COMMUNITY COLL.	0.025405235					0.025405235
	Total	**1.000000000**	**0.537159817**	**100.0000%**	**0.020573238**	**0.000000000**	**1.000000000**

(1) Current share as reflected in the Auditor's ATI distribution in AF 49. Must total 1.000000000.
(2) Receiving Agencies of the deleted ratio(s).
(3) Must total 100%.
(4) Must total share reflected in Column (7). 3/3/16 - truncated by 9 places after the decimal per LACO Auditor-Controller.
(5) Reflects exemption for school entities and County general fund obligation for debt service and FFW.
(6) Final share distributions to be reflected in tax transfer resolution.
(7) Detached Agency's Ratio

TRA	AREA	PROPOSAL	EXIST DIST	NOTE
1757	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
1777	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
2368	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
2370	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
2415	3	Proposed Detachment from LACWWD No. 40	QH only	*
2423	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
2432	4	Proposed Detachment from QHWD	Both WW & QH	
2433	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
2438	3	Proposed Detachment from LACWWD No. 40	Both WW & QH	
2441	4	Proposed Detachment from QHWD	Both WW & QH	
2443	4	Proposed Detachment from QHWD	Both WW & QH	
3692	1	Proposed Detachment from LACWWD No. 40	QH only	*
3696	2	Proposed Detachment from LACWWD No. 40. Annexation to QHWD	WW only	
4170	3	Proposed Detachment from LACWWD No. 40	Both WW & QH	
4299	3	Proposed Detachment from LACWWD No. 40	Both WW & QH	
9577	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
9779	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
9826	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
9904	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
9994	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
9995	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
9997	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
10666	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
10668	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
10670	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
10724	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
10725	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
10773	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
11057	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
11177	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
11354	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
11384	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
11436	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
12556	3	Proposed Detachment from LACWWD No. 40	Both WW & QH	
12591	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
12637	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
13463	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
13801	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
14887	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
15195	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
15197	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
15276	5	Proposed Detachment from LACWWD No. 40	Both WW & QH	
TOTAL (	42			

Note: * *No calculation. TRA has no Waterworks*

TAX SHARING RATIOS (ACAFAN01)
FOR QUARTZ HILL WATER DISTRICT
FY 2023-24

AGENCY NAME	ACCOUNT NUMBER	TOTAL VALUATION	HOX	NET VALUATION	1% OF NET VALUATION	SECURED NET CHARGE O/C	UNSECURED NET CHARGE O/C	ALLOCATION OF TAXES	AGENCY RATIO
		(1)	(2)	(3) = (1) - (2)	(4) = (3) x 1%	(5)	(6)	(7) = (5) + (6)	(8) = (7) / (4)
Quartz Hill Water District	300.69	2,246,441,740 A-1-1	16,244,200 A-1-1	2,230,197,540	22,301,975	516,823 B-1-1	20,192 C-1-1	537,015	**0.024079257**

TAXING AGENCY 300.69 QUARTZ HILL WATER DISTRICT

SECURED VALUATIONS			
LOCALLY ASSESSED -			
LAND	678,313,489		
IMPROVEMENTS	1,615,465,776	SECURED HOMEOWNER EXEMPTION	16,244,200
PERSONAL PROPERTY	123,617		
LESS: EXEMPTIONS	55,816,855		
TOTAL-LOCALLY ASSESSED	2,238,086,027		
PUBLIC UTILITY (ST. BOARD OF EQUAL.)			
LAND			
IMPROVEMENTS			
PERSONAL PROPERTY			
TOTAL-PUBLIC UTILITY			
TOTAL-SECURED VALUATIONS	2,238,086,027		
UNSECURED VALUATIONS			
LAND			
IMPROVEMENTS	3,077,789	UNSECURED HOMEOWNER EXEMPTION	
PERSONAL PROPERTY	5,277,924		
LESS: EXEMPTIONS			
TOTAL-UNSECURED VALUATIONS	8,355,713		
GRAND TOTAL	2,246,441,740	TOTAL HOMEOWNER EXEMPTION	16,244,200

300.69 QUARTZ HILL WATER DISTRICT

	ORIGINAL CHARGE	ADJUSTMENTS	ADJUSTED CHARGE	TOTAL LOSS	TOTAL ADJMTS	NET CHARGE
1%	712,771.37	.00	712,771.37	195,948.03	.00	516,823.34
D/S	.00	.00	.00	.00	.00	.00
TOT	712,771.37	.00	712,771.37	195,948.03	.00	516,823.34

	1ST ADVANCE	2ND ADVANCE	3RD ADVANCE
1%	206,729.33	51,682.33	.00
D/S	.00	.00	.00
TOT	206,729.33	51,682.33	.00

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AGENCY TOTALS

	TOT TAX COLLECTED	TOT LOSS PAID	TOT TAX AVAILABLE	ORIG BALANCE DUE	ADJ BALANCE DUE	PEN COLLECTED	% PAID
1%	.00	.00	.00	516,823.34	516,823.34	.00	
D/S	.00	.00	.00	.00	.00	.00	+.00
TOT	.00	.00	.00	516,823.34	516,823.34	.00	

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CHARGE ADJUSTMENTS	COLL ADJUSTMENTS	ADJ BALANCE DUE

300.69 QUARTZ HILL WATER DISTRICT

	ORIGINAL CHARGE	ADJUSTMENTS	ADJUSTED CHARGE	TOTAL LOSS	TOTAL ADJMTS	NET CHARGE
1%	22,447.54	.00	22,447.54	2,255.63	.00	20,191.91
D/S	.00	.00	.00	.00	.00	.00
AIR	.00	.00	.00	.00	.00	.00
TOT	22,447.54	.00	22,447.54	2,255.63	.00	20,191.91

80% ADVANCE

1%	16,153.53	D/S	.00	AIR	.00	TOT	16,153.53

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AGENCY TOTALS

	TOT TAX COLLECTED	TOT LOSS PAID	TOT TAX AVAILABLE	ORIG BALANCE DUE	ADJ BALANCE DUE	PEN COLLECTED	% PAID
1%	.00	.00	.00	20,191.91	20,191.91	.00	+.0
D/S	.00	.00	.00	.00	.00	.00	+.0
AIR	.00	.00	.00	.00	.00	.00	+.0
TOT	.00	.00	.00	20,191.91	20,191.91	.00	+.0

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CHARGE ADJUSTMENTS	COLL ADJUSTMENTS	ADJ BALANCE DUE

JOINT RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, ACTING ON BEHALF OF THE COUNTY AND OTHER COUNTY ENTITIES, THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY CEMETERY DISTRICT, THE BOARD OF TRUSTEES OF THE ANTELOPE VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT, THE BOARD OF DIRECTORS OF COUNTY SANITATION DISTRICT NO. 14 OF LOS ANGELES COUNTY, THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY RESOURCE CONSERVATION DISTRICT, THE CITY COUNCIL OF THE CITY OF PALMDALE, THE CITY COUNCIL OF THE CITY OF LANCASTER, THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY-EAST KERN WATER AGENCY, AND THE BOARD OF DIRECTORS OF THE QUARTZ HILL WATER DISTRICT APPROVING AND ACCEPTING THE NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES RESULTING FROM REORGANIZATION OF PROPERTY DESIGNATED AS REORGANIZATION 40-169, LOCAL AGENCY FORMATION COMMISSION DESIGNATION 2024-02, BETWEEN THE QUARTZ HILL WATER DISTRICT AND THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40, ANTELOPE VALLEY

WHEREAS, pursuant to Section 99 of the Revenue and Taxation Code, in the case of any jurisdictional change that will result in an alteration of a local agency's service area or service responsibility, each local agency that receives an apportionment of property tax revenue from the area may negotiate an exchange of property tax revenue generated in the area subject to the jurisdictional change and attributable to those local agencies; and

WHEREAS, the Board of Supervisors of the County of Los Angeles, acting as the governing body of the County of Los Angeles, the Los Angeles County Waterworks District No. 40, Antelope Valley, the Los Angeles County Library, the Los Angeles County Road District No. 5, the Consolidated Fire Protection District of Los Angeles County, and the County Lighting Maintenance District 1687, together with the Board of Directors of the Antelope Valley Cemetery District, the Board of Trustees of the Antelope Valley Mosquito and Vector Control District, the Board of Directors of County Sanitation District No. 14 of Los Angeles County, the Board of Directors of the Antelope Valley Resource Conservation District, the City Council of the City of Palmdale, the City Council of the City of Lancaster, the Board of Directors of the Antelope Valley-East Kern Water Agency, and the Board of Directors of the Quartz Hill Water District, have determined that the amount of property tax revenue to be exchanged between their respective agencies as a result of the reorganization proposal identified as Reorganization 40-169 between the Quartz Hill Water District and the Los Angeles County Waterworks District No. 40, Antelope Valley, is as set forth herein.

NOW, THEREFORE, BE IT **RESOLVED** as follows:

1. The County of Los Angeles, the Los Angeles County Waterworks District No. 40, Antelope Valley, the Los Angeles County Library, the Los Angeles County Road District No. 5, the Consolidated Fire Protection District of Los Angeles County, and the County Lighting Maintenance District 1687, together with the Board of Directors of the Antelope Valley Cemetery District, the Board of Trustees of the Antelope Valley Mosquito and Vector Control District, the Board of Directors of County Sanitation District No. 14 of Los Angeles County, the Board of Directors of the Antelope Valley Resource Conservation District, the City Council of the City of Palmdale, the City Council of the City of Lancaster, the Board of Directors of the Antelope Valley-East Kern Water Agency, and the Board of Directors of the Quartz Hill Water District, have determined that the amount of property tax revenue to be exchanged between their respective agencies as a result of the reorganization proposal identified as Reorganization 40-169 is approved and accepted.

2. For fiscal years commencing on or after July 1, 2025, or the July 1 after the effective date of this jurisdictional change, whichever is later, the property tax revenue increment generated from the area within Reorganization 40-169 shall be allocated to the affected agencies as indicated in the enclosed worksheets (Exhibit C).

3. No transfer of property tax revenues other than those specified in paragraph 2 shall be made as a result of Reorganization 40-169.

4. If at any time after the effective date of this Joint Resolution, the calculations used herein to determine initial property tax transfers, or the data used to perform those calculations, are found to be incorrect, thus producing an improper or inaccurate property tax transfer, the property tax transfer shall be recalculated and the corrected transfer shall be implemented for the next fiscal year.

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PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Laura Bettencourt, Mayor Pro Tem
City of Palmdale

ATTEST:

_____
Secretary

City Council Staff Report

DATE: **AUGUST 19, 2025**

TO: **HONORABLE MAYOR PRO TEM AND CITY COUNCIL**

FROM: **PUBLIC WORKS DEPARTMENT**
MAINTENANCE DIVISION

DISTRICT: **ALL**

SUBJECT: **APPROVE AGREEMENT WITH SERVICON SYSTEMS, INC., TO PROVIDE PROFESSIONAL CUSTODIAL SERVICES FOR A TOTAL NOT TO EXCEED AMOUNT OF $6,561,680 OVER A THREE-YEAR TERM WITH TWO ONE-YEAR OPTIONS TO EXTEND**

RECOMMENDATION

Staff recommend that the City Council:

1. Approve Agreement No. A-9465 with Servicon Systems, Inc., to provide professional custodial services for a total not to exceed amount of $6,561,680 which includes a contract amount of $6,249,220 plus a 5% contingency amount of $312,460 over a three-year term with two one-year options to extend; and,

2. Authorize the City Manager Pro Tem or his designee to execute Agreement No. A-9465 with Servicon Systems, Inc., including minimal and/or non-substantial changes.

BACKGROUND

The City's Maintenance Division manages custodial services for 45 facilities, totaling nearly 300,000 square feet. Services have been outsourced since 2010 and were fully contracted by 2020, with City staff overseeing quality. To meet higher demand, cleaning has increased at busy locations such as park restrooms, the Palmdale Transportation Center, and the Library.

DISCUSSION

To ensure continued, uninterrupted custodial services, the City issued Request for Proposal No. 25-002-3400 on March 25, 2025. On April 7, 2025, a mandatory pre-bid walk was held, with 15 prospective bidders attending. This walk allowed prospective bidders to review the solicitation requirements, ask questions, and inspect facilities inaccessible to the public.

By the April 28, 2025, deadline, the City received nine (9) proposals from the following vendors:

Vendor	Location
Allied Universal Janitorial Services	Irvine, CA
Base Hill, Inc.	Santa Fe Springs, CA
Executive Facilities Services, Inc.	Camarillo, CA
JJ Property Maintenance Network Inc.	Pasadena, CA
Mastercorp Commercial Services	Irwindale, CA
Merchants Building Maintenance, LLC	Pomona, CA
Premier Property Preservation	Van Nuys, CA
Pride Industries One, Inc.	Commerce, CA
Servicon System, Inc.	Culver City, CA

Proposals were evaluated based on qualifications, training, staffing, methodology, cost, and references. While most bidders met expectations, Servicon Systems, Inc., submitted the most thorough and responsible proposal, earning the highest evaluation score.

Servicon has a strong history of providing high-quality custodial services to the City, consistently meeting requirements and maintaining safety and service standards. Their proposal included the best staffing plan with a clear organizational structure, assigning 15.6 full-time equivalent (FTE) employees, all Antelope Valley residents. Their emphasis on competitive wages, benefits, and strong training supports staff retention and consistent service.

As the City's current contractor, Servicon's familiarity with the facilities and community ensures a smooth continuation of services. Their technical plan also stood out, outlining task schedules, equipment use, quality control, and best-practice cleaning methods.

The scope of work includes increased cleaning at high-traffic areas. City staff will monitor and enforce standards through regular and as-needed inspections. A new compliance-based penalty system will deduct a percentage from the monthly invoice for verified service complaints: 2 to 3 complaints will result in a 2% deduction; 4 to 5 complaints will result in a 5% deduction; and 6+ complaints will result in a 10% deduction.

Based on Servicon's qualifications, experience, and strong performance, staff recommend City Council approve the agreement with Servicon Systems, Inc.

FISCAL IMPACT

$6,561,680; The contract price is divided as shown in the table below. Sufficient funds for professional custodial services are budgeted in Facility Maintenance, Park Maintenance, Palmdale Transportation Center, Worksource/America's Job Center, and Special Events.

Annual Cost for Recurring Custodial Services	Amount
Year 1: FY 2025-26	$995,580.00
Year 2: FY 2026-27	$1,045,360.00
Year 3: FY 2027-28	$1,097,630.00
Year 4: FY 2028-29	$1,152,510.00
Year 5: FY 2029-30	$1,210,140.00
Recurring Services Total	**$5,501,220.00**

Recurring services include daily to annual cleaning tasks, such as office cleaning, restroom sanitation, carpet/floor cleaning, window washing, and floor waxing. Additional services, billed at fixed rates, include emergency or out-of-scope work, specialty floor and carpet care, playground sanitizing, pressure washing, high window cleaning, and day porter support for special events (e.g., at the Amphitheater).

Service Type	Amount
Recurring custodial services	$5,501,220.00
Additional custodial services	$748,000.00
Contingency (5%)	$312,460.00
Contract Total	**$6,561,680.00**

The new custodial contract includes a 5% annual increase in recurring service costs over the contract term. Additional service costs are projected to rise by approximately 25% compared to the previous agreement. Overall, the contract total reflects a 74% increase, driven by expanded service levels, competitive wages and employee benefits, and improved operational support and oversight. Pricing is based on cleaning time.

STRATEGIC PLAN

Goal III. Invest in infrastructure to improve community livability.

A. Seek innovative, cost effective, customer focused methods of service delivery.

Prepared by:	Leonardo Torres, P.E., Director of Public Works
Certified as to availability of Funds:	Janelle Samson, Director of Operations
Approved by:	Salvador Mendez, City Manager Pro Tem
Approved as to form:	Alexandra Halfman, City Attorney

ATTACHMENTS

Agrmt No. A-9465 with Servicon Systems, Inc.
RFP 25-002-3400 Bid Summary
Servicon Systems, Inc. Proposal

AGREEMENT NO. A-9465
CONTRACT FOR SERVICES
BETWEEN THE CITY OF PALMDALE AND SERVICON SYSTEMS, INC.

This CONTRACT for services ("Contract" herein) is made and entered into by and between the City of Palmdale, a public body corporate and politic, (hereinafter called "CITY"), and SERVICON SYSTEMS, INC., a Corporation, (hereinafter called "CONTRACTOR"). This Contract shall become effective on the date of the last signatory.

RECITALS

WHEREAS, CONTRACTOR represents that CONTRACTOR has the expertise and is qualified to perform the services described in this Contract.

NOW THEREFORE, CITY and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

1 CITY PROJECT MANAGER

To provide the services required by this Contract, CONTRACTOR shall act under the authority and approval of Public Works Director/designee, who shall oversee this Contract, the work performed by CONTRACTOR, assist CONTRACTOR with any necessary information, audit billings, and approve payments. The CONTRACTOR shall channel all contacts and requests through the City project manager.

2 DESCRIPTION OF WORK

2.1 CONTRACTOR shall provide the following services in a manner satisfactory to CITY:

Professional janitorial and custodial services at CITY facilities as more specifically set forth in Exhibit "A" Scope of Services and Technical Specifications attached hereto and made part herein by reference.

Contractor Response
CONTRACTOR shall respond within three (3) business day to emails or phone calls from section Superintendent or appointed designee.

Payment and Performance Bonds
Unless otherwise expressly provided in the bid documents, prior to commencing work, CONTRACTOR shall provide a payment bond and performance bond, each in an amount equal to 100% of the projected annual recurring services price for each year of the term of the contract. CONTRACTOR shall submit all bonds electronically through Surety 2000.

Such bonds are requested by the CITY before the day of City Council approval of the

contract and collected within ten (10) days as a guarantee of timely delivery and that equipment, materials and/or goods are delivered according to specifications. For each subsequent year of the contract term, such bonds shall be submitted to the CITY before the start of the fiscal year term (July 1). CITY may request the Bonds sooner, if time is of the essence on the project.

2.2 CONTRACTOR shall have no claim for compensation for any services or work, which has not been authorized by CITY's Authorization to Proceed.

2.3 CONTRACTOR shall not accept any change of scope, or change in contract provisions, to this Contract unless issued in writing, as a contract change order or amendment and signed by CITY. Any extensions of time must be mutually agreed upon in writing and executed by both parties.

2.4 CONTRACTOR shall maintain in current status all Federal, State, and local licenses and permits required for the operation of the business conducted by the CONTRACTOR as applicable to this contract.

2.5 All work supplied under this Contract shall be fully guaranteed by CONTRACTOR for a minimum period of 0 days from the date of acceptance by CITY. Any defects of design, workmanship, or materials that would result in non-compliance with the Contract specifications shall be fully corrected by CONTRACTOR (including parts and labor) without cost to CITY. The written warranty shall be included with the delivered products to the using Department.

2.6 CITY shall provide to CONTRACTOR, without charge, all data, program information, including reports, records, maps, and other information, now in CITY's possession, which may facilitate the timely performance of the work.

3 CONTRACTOR'S KEY PERSONNEL

3.1 **Key Staff.** CITY reserves the right to review and approve CONTRACTOR'S staff including all subcontractors to be assigned to any project by CONTRACTOR during the term of this Contract.

This Contract has been awarded to CONTRACTOR based partially on the key personnel proposed to perform the services required herein. CONTRACTOR shall not change nor substitute any of these key staff for work on this Contract without prior written approval by CITY.

CONTRACTOR's Team and Key Personnel are as follows:

1. Day/Night Cleaners - minimum of 15.6 FTEs
2. Site Supervisor
3. Portfolio Manager
4. Senior Portfolio Managers
5. Associate Director of Operations
6. Corporate Support - Director of Client Experience

7. Corporate Support - Executive Director of Operations
8. Corporate Support - Executive Vice President of Operations

CONTRACTOR shall maintain the minimum staffing plan ("key personnel") listed above for the duration of the Contract to ensure service expectations are met. No position designated as key personnel shall be removed or replaced without the prior written agreement of the CITY. Any other modifications to the key personnel positions shall require mutual agreement between the CITY and CONTRACTOR.

CONTRACTOR shall provide a monthly employee roster - including names and position task assignments - to the CITY's Superintendent or their designee each month for recordkeeping purposes.

This Services Contract has been awarded to CONTRACTOR based on its representation that those personnel and subcontractors submitted as part of its bid and listed above will perform the portions of the work listed above.

CONTRACTOR shall not deviate nor substitute any of these team members without prior written approval by CITY.

3.2 **Subcontractors.** During the performance of the Agreement, CONTRACTOR may engage such additional SUBCONTRACTORS as may be required for the timely completion of this Agreement. In the event of subcontracting, the sole responsibility for fulfillment of all terms and conditions of this Agreement rests with CONTRACTOR.

CONTRACTOR shall not enter into any Subcontract under this Contract for the performance of this Contract without the advance written approval of CITY. The subcontract shall incorporate by reference the terms and conditions of this Contract.

3.3 **Direct Responsibility.** All services required under this Contract shall be performed by CONTRACTOR, or under CONTRACTOR's direct supervision, and all personnel shall possess the qualifications, permits and licenses required by State and local law to perform such services.

3.3.1 CONTRACTOR shall be solely responsible for the satisfactory work performance of all personnel engaged in performing services required by this Contract, and compliance with all reasonable performance standards established by CITY.

3.3.2 CONTRACTOR shall be responsible for payment of all CONTRACTOR's employees' and subcontractor's wages and benefits and shall comply with all requirements pertaining to the employer's liability, workers' compensation, unemployment insurance, and Social Security.

3.3.3 CONTRACTOR shall indemnify and hold harmless CITY, and its respective officers, agents and employees from and against all claims, demands, damages or costs arising from CONTRACTOR's acts or omissions with respect to any liability,

damages, claims, costs and expenses of any nature arising from alleged violations of personnel practices.

4 CONTRACT TERM

The term of this Contract is Three (3) Years, commencing on the effective date, with CITY reserving the option to extend the agreement for 2 additional terms of one year each.

5 ACCEPTANCE AND DOCUMENTATION

Each task shall be reviewed and approved by the Contract Project Manager to determine acceptable completion.

5.1 **Records**. The CONTRACTOR shall retain and shall contractually require each SUBCONTRACTOR to retain all data and other “records” relating to the acquisition and performance of the Contract for a period of five years after the completion of the Contract.

5.2 **Property of CITY.** All materials, including reports, computer programs and other deliverables, supplied or created under this Contract are the sole property of CITY. CONTRACTOR is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. CONTRACTOR shall not use or release these materials without the prior written consent of CITY.

5.3 **Products.** All equipment, materials, parts, and other components incorporated in the work or services performed pursuant to this Contract shall be new, or the latest model and of the most suitable grade for the purpose intended. All work shall be performed in a skilled and workmanlike manner.

6 PRICE

CITY shall pay to CONTRACTOR an amount not to exceed Six Million Five Hundred Sixty-One Thousand Six Hundred Eighty dollars ($6561680) for the completion of all the work and services described in Section 2, which sum shall include all costs or expenses incurred by CONTRACTOR, payable as follows:

As set forth in the following exhibits attached hereto and made part herein by reference.
Exhibit "B" Fee Schedule - Recurring Services
Exhibit "C" Fee Schedule - Additional Services

CITY makes no guarantee the total contract price will be expended during the Contract term.

Pricing shall be firm fixed price and shall include all costs in accordance with all contract requirements, including but not limited to fully burdened labor, payroll and

other taxes, fringes, licenses and permits, insurance, workforce productivity, coordination, transportation, field overhead, general and administrative overhead, and profit.

Fee Schedule or Price Adjustments
Fee Schedules must remain firm for the first full contract period. Should the CITY exercise its right and option to extend the term of the resulting contract for additional year periods, the following set forth conditions for price adjustments in option period(s).

Conditions for Price Adjustments in Option Periods
The CONTRACTOR may apply for a cost adjustment after first full contract period. In order for the rate adjustment to be considered by the CITY, the CONTRCTOR shall be in full compliance with all of the performance standards as established by this Contract. The rate may be adjusted by the CONTRACTOR as provide herein solely on the basis of the change in the Consumer Price Index for All Urban Consumers (CPI-U) for the Los Angeles, Riverside, Orange County, provided, however, that those adjustments in rates based solely on the change in CPI-U will not exceed five (5) percent per annum. The CONTRACTOR assumes all risks associated with increased costs of service not reflected in the rate adjustments. The CONTRACTOR shall use the CPI-U for the most recent twelve-month period prior to the contract's anniversary date.

Changes in Davis-Bacon wage determinations issued under the Service Contract Act, or from amendments changing the minimum wage required by the Fair Labor Standards Act.

Wage and Benefit Mandate Adjustment
In the event that local, state, or federal mandates result in required increases to wages or benefits exceeding three percent (3%) in any contract year, CONTRACTOR may request a financial adjustment to the compensation terms of this Agreement. Any such request must be submitted in writing with supporting documentation of the mandated changes, including the effective date and impact on labor costs.

The CITY and CONTRACTOR agree to meet in good faith to review and, if appropriate, negotiate an equitable adjustment. This provision is intended to allow both parties to proactively address significant and unforeseen economic changes and to support the long-term success and sustainability of the services provided under this Agreement.

6.1 An application for payment form must be submitted to CITY which shall include the following: a clear, detailed invoice reflecting work being billed for, a summary sheet showing percentage of work completed to date, amount/percent billed to date and current status of all tasks within a project; any/all backup documentation

supporting the above items. Work schedule updates must also be included with the payment requests.

6.2 CONTRACTOR shall maintain adequate records and shall permit inspection and audit by CITY of CONTRACTOR's charges under this Contract. CONTRACTOR shall make such records available to CITY during normal business hours upon reasonable notice. Nothing herein shall convert such records into public records, and they will be available only to CITY and any specified public agencies. Such records shall be maintained by CONTRACTOR for one (1) year following completion of the work under this Contract unless a longer period of time is required by state or federal law, in which event CONTRACTOR shall retain its records for the time required by such laws.

6.3 **Payment.** A separate invoice shall be issued for each shipment of material or service performed, and no payment will be issued prior to receipt of material and/or completion of specified services and receipt of a correct invoice.

7 TAXES

7.1 CONTRACTOR shall pay all sales, consumer, use, and other similar taxes required to be paid by CONTRACTOR in accordance with state and local laws.

7.2 CONTRACTOR is an independent contractor and shall have no power or authority to incur any debt, obligation, or liability on behalf of CITY. No person employed by CONTRACTOR or acting on its behalf, in connection with this Contract shall be considered the Agent or employee of CITY.

7.3 CONTRACTOR shall be required to obtain a current City of Palmdale business license, as required by the Palmdale Municipal Code, before an Authorization to Proceed is issued.

7.4 When equipment, materials or supplies generally taxable to CONTRACTOR are eligible for a tax exemption due to the nature of the work, CONTRACTOR shall assist the City in applying for and obtaining such tax credits and exemptions, which shall be paid or credited to the City.

8 PATENT FEES AND ROYALTIES

CONTRACTOR shall pay all license fees and royalties and assume all costs incident to the use, in the performance of the work or the incorporation in the work of any invention, design, process, program, product or device which is the subject of patent rights or copyrights held by others. If a particular invention, design, process, program, product or device is specified in the contract documents for use in the performance of the work and if, to the actual knowledge of CITY, its use is subject to patent rights or copyrights calling for the payment of any license fee or royalty to others, the existence of such rights shall be disclosed by CITY in the contract documents. CONTRACTOR shall indemnify and hold harmless CITY and anyone directly or

indirectly employed by CITY from and against all claims, damages, losses and expenses (including attorneys' fees) arising out of any infringement of patent rights or copyrights incident to the use in the performance of the work, or resulting from the incorporation in the work of any invention, design, process, program, product or device not specified in the contract documents, and shall defend all such claims in connection with any alleged infringement of such rights.

9 INDEMNIFICATION

To the fullest extent permitted by law, CONTRACTOR and any subcontractors working on its behalf agree to indemnify CITY, its officers, employees, agents and elected and appointed boards (hereinafter “Indemnified Parties”) for any loss, claim, demand, cause of action, cost, expense, damage, obligation or liability which arises out of or is in any way connected with the performance of any work under this agreement, including any acts or omissions, willful misconduct or negligent conduct, whether active or passive, on the part of CONTRACTOR, or its subcontractors, and regardless of any acts, omissions or negligence (whether active or passive) of any person or entity indemnified hereunder. At their own expense, CONTRACTOR and, as applicable, any subcontractors working on its behalf, shall defend any suit, claim or action against the Indemnified Parties founded upon such loss, claim, demand, cause of action, cost, expense, damage, obligation or liability. CONTRACTOR shall ensure that the contract of any subcontractor working under this agreement contain an indemnity agreement, requiring the subcontractor to indemnify and defend the Indemnified Parties pursuant the terms set forth above. CONTRACTOR shall indemnify the Indemnified Parties, and save it harmless from any and all loss, damage, costs, expenses and attorney's fees suffered or incurred on account of any breach of the aforesaid obligations and covenants, and any other provision or covenant of this agreement.

10 INSURANCE

10.1 CONTRACTOR, at its expense, shall maintain in effect at all times during the performance of work under this Contract 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. **Proof of Insurance, as identified in Section 10.8, must be reviewed and accepted by the City Attorney**.

10.1.1 <u>Workers’ Compensation and Employer’s Liability</u>

- Workers’ Compensation -- coverage as required by the State of California
- Employer’s Liability
  $1,000,000 each accident
  $1,000,000.00 policy limit bodily injury
  $1,000,000.00 each employee bodily injury by disease

10.1.2 <u>Commercial General Liability</u>

- $2,000,000.00 limit on a per occurrence basis

- $4,000,000.00 general aggregate limit

10.1.3 Commercial Automobile Liability
- $2,000,000.00 combined single limit including owned, non-owned and hired automobile coverage

10.1.4 Pollution Liability
- $1,000,000.00 on a per occurrence basis

10.1.5 Crime/Fidelity
- $1,000,000.00 limit on a per occurrence basis

10.2 All of CONTRACTOR'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.

10.3 Policies providing for bodily injury and property damage coverage shall contain the following:

A. An endorsement extending coverage to the City as an additional insured, as respects liability arising out of the performance of any work under the Contract. Such insurance shall be primary insurance, as respects the interest of the City, and any other insurance maintained by the City shall be considered excess coverage and not contributing insurance with the insurance required hereunder. The certificates shall state: "The City of Palmdale, Successor Agency to the Community Redevelopment Agency of the City of Palmdale, Palmdale Civic Authority, Housing Authority, Industrial Development Authority, Airport Authority, their officers, agents, employees and volunteers are named as additional insured".

B. "Severability of Interest" Clause.

10.4 Promptly upon execution of this Contract, and prior to commencement of any work, CONTRACTOR shall deliver to CITY certificates of insurance and endorsements to all required policies demonstrating that CONTRACTOR has the required coverage and showing the required named insured. Within five (5) days of written request from CITY, CONTRACTOR shall deliver to CITY full and complete copies of all insurance policies required by this Contract.

10.5 The requirements as to the types and limits of insurance to be maintained by CONTRACTOR are not intended to and shall not in any manner limit or qualify CONTRACTOR's liabilities and obligations under this Contract.

10.6 Any policy or policies of insurance that CONTRACTOR elects to carry as insurance against loss or damage to its equipment and tools or other personal property used in the performance of this Contract shall include a provision waiving the insurer's right of subrogation against CITY.

10.7 All insurance coverage must be maintained throughout the duration of this Contract.

10.8 Acceptable Proof of Insurance:

10.8.1 ACORD Certificate of Insurance listing all coverage, limits, deductibles and insured; and endorsements for all applicable coverage if agent has authority to issue it; or additional insured Form CG20100704 and CG20370704 or equivalent must be provided for general liability coverage. Additional insured form CA0001 must be provided for automobile liability coverage.

10.8.2 Binders of insurance for all coverage. Agents must confirm that policy endorsements have been ordered from the respective insurance companies. Upon issuance, policy endorsements and a corresponding Certificate of Insurance listing all insurers and coverage must be submitted to the City Attorney.

10.9 Notwithstanding any other provision of this Contract, CITY may immediately terminate this Contract if, at any time CONTRACTOR fails to maintain the required insurance for any period of time or fails to comply with any of the insurance requirements listed above.

10.10 CONTRACTOR shall require any and all subcontractors working on its behalf to provide insurance coverages and limits that are based on the scope of work and nature of risk being performed by the subcontractor. Any and all subcontractors working on behalf of CONTRACTOR shall be subject to all other insurance requirements that are stated herein.

Any deviation in this requirement will be CONTRACTOR's sole risk. CONTRACTOR's insurance requirements in Section 10 will not be impacted and/or limited by such deviation.

11 TERMINATION WITHOUT CAUSE

City reserves the right to terminate this Contract or any part thereof for its sole convenience with fifteen (15) days written notice. In the event of such termination, CONTRACTOR shall immediately stop all work hereunder, and shall immediately cause any of its suppliers and subcontractors to cease such work. CONTRACTOR shall also surrender to CITY all finished or unfinished documents, processes, programs and other supplies and materials, which shall be City’s property. As compensation in full for services performed to the date of such termination, the CONTRACTOR shall receive an amount equal to the value of the work completed as of the termination date in accordance with the fee schedule or as negotiated between the parties. In no event shall the amount payable upon termination exceed the total maximum compensation provided for in this Contract.

12 TERMINATION FOR CAUSE

If CITY determines that CONTRACTOR has failed to supply an adequate working force, or to provide services of proper quality, or has failed in any other respect to satisfactorily perform the services specified in this Contract, CITY shall give written notice to CONTRACTOR specifying all defaults to be remedied within thirty (30) days. Such notice shall set forth the basis for CITY's dissatisfaction and suggest corrective measures. If, after thirty days, CONTRACTOR has failed to implement appropriate corrective measures, CITY may elect to terminate this Contract in whole or in part.

12.1 In the event CITY terminates this Contract, in whole or in part, for cause, CITY may procure, upon such terms and in such manner, as it may deem appropriate, services similar to those terminated.

12.2 CONTRACTOR shall provide all finished or unfinished documents, data, studies, software, drawings, programs, processes, maps, photographs, reports, etc., prepared by CONTRACTOR within fifteen (15) working days after notice of termination. Upon such termination, CONTRACTOR shall be paid an amount equal to the value of the services provided and work performed as of the date of termination, taking into consideration the costs associated with hiring another CONTRACTOR to complete the services. 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 documents when such are delivered to CITY, and to authorized reimbursement expenses. The above is in addition to any other remedies available by law or equity to CITY.

12.3 If, after notice of termination of the Contract under the provisions of this Section 12, it is determined, for any reason, that CONTRACTOR 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 11.

13 DISPUTE RESOLUTION

All claims, disputes, and other matters in question between CITY and CONTRACTOR arising out of or relating to this Contract or the breach thereof shall, to the extent reasonably feasible, be resolved through good faith negotiations between the parties.

14 OWNERSHIP OF PRODUCT

All product, data, documents, programs and software including, but not limited to, research, field notes, investigations, analysis, studies, processes, software, instructions for use and other manuals, whether complete or incomplete, which are prepared or produced in the performance of this Contract are to be, and remain the property of CITY and shall be delivered to or left with CITY upon the completion or termination of this Agreement. CONTRACTOR shall furnish CITY, upon its request, originals and reproducible and electronic copies of product, data reports, studies and of all other documents listed above. Electronic copies shall be provided in an

unprotected format which allows CITY to copy, reproduce and makes changes as CITY deems necessary.

15 DELEGATION AND ASSIGNMENT

15.1 CONTRACTOR shall not delegate or assign its duties or rights hereunder, either in whole or in part, without the prior written consent of CITY; provided, however, that claims for money due or to become due to CONTRACTOR from CITY under this Contract may be assigned to a bank, trust company or other financial institution without such approval.

15.2 Any assignment, delegation or subcontract shall be made in the name of CONTRACTOR and shall not bind or purport to bind CITY and shall not release CONTRACTOR from any obligations under this Contract including, but not limited to, the duty to properly supervise and coordinate the work of employees, assignees, delegates and subcontractors. No such assignment, delegation or subcontract shall result in any increase in the amount of total compensation payable to CONTRACTOR under this Contract.

16 NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

16.1 In performance of this Contract, CONTRACTOR shall not discriminate against any employee, subcontractor, or applicant for employment because of sex, color, race, religion, ancestry, national origin, disability, medical condition including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, sexual orientation, age, gender, gender identity, gender expression, genetic information, or military and veteran status. CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their sex, color, race, religion, ancestry, national origin, disability, medical condition including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, sexual orientation, age, gender, gender identity, gender expression, genetic information, or military and veteran status . 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.

16.2 The provisions of subsection 16.1 above shall be included in all solicitations or advertisements placed by or on behalf of CONTRACTOR for personnel to perform any services under this Contract. CITY shall have access to all documents, data and records of CONTRACTOR 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 at, and on file with, the Palmdale City Clerk’s Office.

17 FINANCIAL INTEREST CERTIFICATION

17.1 CONTRACTOR warrants that no person has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee; and that no officer or employee of the CITY has any interest, financially or otherwise, in CONTRACTOR's firm.

17.2 For breach or violation of this warranty, CITY shall have the right to annul this Contract without liability or at its discretion to deduct from the Contract Price or consideration, the full amount of such commission, percentage, brokerage or contingent fee.

18 CONFLICT OF INTEREST

18.1 CONTRACTOR stipulates that its officers and employees do not now have a conflict of interest and it further agrees for itself, its officers and its employees that it will not contract for or accept employment for the performance of any work or services with any individual business, corporation or government unit that would create a conflict of interest in the performance of its obligations pursuant to this Contract or which would cause CONTRACTOR to be "financial interested" (as provided in California Government Code Section 1090 et seq. or 87100 et seq.) in any contract or decision made by CITY on any matter.

18.2 CONTRACTOR shall not employ any City official or employee to perform any work required pursuant to this Contract.

18.3 To the extent required by the City Manager or his designee, CONTRACTOR shall complete and file with the City Clerk a Form 700 Statement of Economic Interests disclosing any reportable property interests, income, gifts, investments, or business positions.

19 COMPLIANCE WITH LAW

19.1 CONTRACTOR shall comply with all state and federal laws, including but not limited to, the requirement to hire only those persons authorized by federal law to work in the United States. If CONTRACTOR uses any subcontractors to complete this Contract, this same requirement shall be included in all subcontracts and strictly enforced by CONTRACTOR.

19.2 The law of the state of California shall govern this Contract. The venue of any legal action, either formal or informal, shall be the County of Los Angeles.

19.3 If applicable, CONTRACTOR acknowledges and understands it must comply with the prevailing wage requirements as set forth in Exhibit "A" attached hereto and incorporated herein by reference, as well as the execution of a Worker's Compensation Certificate attached hereto as Exhibit "B" and incorporated herein by reference.

20 NOTICES

Any notice required under this Contract shall be in writing, addressed to the appropriate party at its address on the signature page and given personally or by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.

21 ENTIRE AGREEMENT AND AMENDMENTS

21.1 This Contract is the complete Agreement between the parties and supersedes all prior proposals, agreements, and understandings between the parties and may not be modified or terminated orally.

21.2 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 CONTRACTOR hereunder, shall be binding unless in writing and signed by the party against whom the same is sought to be enforced.

21.3 The failure of any party to enforce against another party any provision of this Contract shall not constitute a waiver of that party's right to enforce such a provision at a later time, and shall not serve to vary the terms of this Contract.

22 ATTORNEY'S FEES

If any action at law or in equity is brought to enforce or interpret any provisions of this Contract, the prevailing party in such action shall be entitled to reasonable attorney's fees, costs and necessary disbursements, in addition to such other relief as may be sought and awarded.

In Witness Whereof, the parties hereto have caused this Contract to be executed and attested by their respective officers thereunto duly authorized.

CITY OF PALMDALE:

SIGNATURE AREA

Salvador Mendez
City Manager Pro Tem

SIGNATURE AREA

ADDRESS FOR NOTICE:
CITY OF PALMDALE
39110 3rd Street East, Suite C
Palmdale, CA 93550

APPROVE AS TO FORM:

SIGNATURE AREA

Alexandra Halfman
Acting City Attorney

ATTEST:

SIGNATURE AREA

Roxanne Faber
City Clerk

SERVICON SYSTEMS, INC.:

SIGNATURE AREA

Enio Martinez
Executive Vice President of Operations

ADDRESS FOR NOTICE:
SERVICON SYSTEMS, INC.
3965 Landmark Street
Culver City, CA 90232

---------- INTERNAL USE ONLY ----------

■Certificate(s) and Endorsement(s) attached
■Confirmed business name on contract with certificate(s)
□Attached Agreement Checklist and met all requirements

EXHIBIT A
SCOPE OF WORK

SECTION A. GENERAL REQUIREMENTS AND PROVISIONS

The CONTRACTOR is responsible for the cleanliness and sanitation of City-owned facilities. Each service area is described in the **Scope of Work and Facility Type Cleaning Specifications** section(s). The description does not attempt to describe every detail or feature of the facility that is to be maintained by the CONTRACTOR.

For the services rendered pursuant to this Contract, the CONTRACTOR shall be compensated in accordance with the Recurring Services Fee Schedule Exhibits billing price per month for each facility and the **Additional Services Fee Schedule Exhibit**.

Performance Standards
CONTRACTOR shall satisfactorily perform the work and services at the requested frequencies during the hours specified herein. Inspections will be performed by CITY staff daily.

The specifications define the minimum level of service and frequency deemed acceptable. It is intended that the CONTRACTOR will schedule his/her operations to meet or exceed these requirements. It is further intended that the CONTRACTOR shall put forth a level of effort to provide a thorough cleaning of the facilities, not merely a surface cleaning. Some examples include but are not limited to: floors shall be waxed and buffed for a glossy shine, carpeted floors shall be completely and thoroughly vacuumed, windows shall be cleaned to where all film, smudges, and streaks are removed, and the restroom facilities cleaned and polished to approach the sanitary levels of a hospital.

It is the objective of the CITY to obtain full cleaning performance in accordance with the terms of the specifications and at the quality standards of work set forth in this Contract. To this end, the CITY is contracting for the complete performance of each cleaning job as specified in this Contract. Therefore, deductions for tasks not completed or not satisfactorily completed shall be made in accordance with the **Performance Penalties section** cited below**.**

A. The CITY's facility Superintendent or designee shall contact the CONTRACTOR by telephone, or email to notify them of performance issues. The CITY's facility Superintendent shall also notify the CONTRACTOR of the written complaint(s) received from building occupants.

B. The CITY's facility Superintendent or designee shall maintain a file of incoming complaints, whether written, oral, or by telephone. This file shall contain the date, time, building, name of the person making the complaint, phone number, and time the CONTRACTOR was notified, or a copy of the notification letter and fax record.

C. Major problems require immediate attention and shall be responded to and **corrected within two (2) hours**.

    a. Examples of major problems include but are NOT limited to, toilets not being cleaned, not stocking sufficient paper products in large areas, offices not being cleaned, trash not being removed, etc. The CITY's Facility or Parks Superintendent or designee shall have the authority to classify a complaint as major or minor.

D. Minor problems require correction during the next day's normal clean-up; however, a continuing record of minor complaints shall result in a deduction.

a. Examples of minor problems include, but are not limited to, trash that cannot be emptied, a small area that has not been vacuumed, toilet paper in one stall that is out, etc.

E. Failure by the CONTRACTOR to respond to specific complaints as stated above, as well as preventing occurrences of such complaints, may result in deductions of invoiced payments or termination of this contract agreement.

F. Proof of performance and adherence to specifications shall be upon the CONTRACTOR. Support such as technical data, or other pertinent information shall be supplied by the CONTRACTOR at no cost to the CITY. The CITY shall be the sole judge as to the adequacy of supporting documentation.

G. The failure of the CONTRACTOR to appear on any scheduled visit without the advance approval of the facility Superintendent or his designee shall result in the deduction of the total price per visit for that location.

H. CONTRACTOR billing shall be done on a timely basis. CONTRACTOR shall submit itemized monthly invoices for work completed in the previous month.

Deficient Performance

CITY reserves the right to deduct from the payments due or to become due to the CONTRACTOR for deficient performance. The amount of such deductions will be based on the value and extent of the unsatisfactory work. A copy of the CITY inspection record for the facility, with associated deduction calculation, will be furnished to the CONTRACTOR prior to a deduction being made. All work determined by the facility Superintendent to be defective or deficient in any of the requirements shall be remedied by the CONTRACTOR at CONTRACTOR's expense and in a manner acceptable to the City of Palmdale.

Automatic Vehicle Location Device

An automatic vehicle location device (telematics) must be installed on all Company-Owner vehicles used to provide the municipal services specified herein. This device will report all custodial maintenance CONTRACT fleet activity to both the CITY and the CONTRACTOR. The CONTRACTOR is obligated to provide the city with reasonable access to the location device information if required for performance management.

Subcontractors

No portion of the work covered by these specifications can be subcontracted or assigned without prior approval of the CITY. Requests to subcontract all or any portion of services required by this Contract will be submitted to the CITY's Facilities Superintendent, or his/her designee, at least thirty (30) days in advance of the proposed effective date of the subcontract. CONTRACTOR shall include in this written request a detailed description of how the CONTRACTOR plans to oversee the services performed by the proposed subcontractor. CONTRACTOR shall be responsible for services provided by any subcontractor as if CONTRACTOR were providing the services with its own organization. Any subcontractor who will provide services shall have successfully passed a background check prior to commencing work. **CONTRACTOR shall bear the expense of any subcontractor background checks.**

Assignment

CONTRACTOR may not assign, sell or otherwise transfer this Contract without prior written consent of City of Palmdale.

SECTION B. SCOPE OF WORK – CUSTODIAL/JANITORIAL SERVICES

The following are the general conditions for the work to be performed.

Frequency Schedule

Custodial services at each location shall be performed on the following schedule based on the frequency identified in the **Facility List and Recurring Services Fee Schedule Exhibits** unless otherwise noted or changed by an authorized City representative. Some special schedules may be required to meet the CITY's needs.

- 7-day frequency — Monday through Sunday
- 6-day frequency — Monday through Saturday
- 5-day frequency — Monday through Friday
- 4-day frequency — Monday through Thursday
- 3-day frequency — Tuesday through Thursday
- 2-day frequency — Monday and Thursday, negotiable
- 1-day frequency — Mondays, negotiable

Facility Type Cleaning Times

CITY facilities are to receive custodial service during the following time per facility type.

Facility Type	Main Cleaning	Additional Cleanings
1. Professional Office Buildings	10:00 PM – 6:00 AM	n/a
2. Lobbies	10:00 PM – 6:00 AM	n/a
3. Restrooms	10:00 PM – 6:00 AM	n/a
4. Kitchens and Bars	10:00 PM – 6:00 AM	n/a
5. Pool Facilities	10:00 PM – 6:00 AM	n/a
6. Gymnasium	10:00 PM – 6:00 AM	n/a
7. Park Restrooms	10:00 PM – 6:00 AM	4:00 PM – 5:00 PM
8. Palmdale Transportation Center	12:00 AM – 4:00 AM	7:00 AM – 8:00 AM 10:00 AM – 11:00 AM 2:00 PM – 3:00 PM 6:00 PM – 7:00 PM
9. Wood Floors	10:00 PM – 6:00 AM	n/a
10. Multi-Use	10:00 PM – 6:00 AM	n/a
11. Library	10:00 PM – 6:00 AM	1:00 PM – 2:00 PM 5:00 PM – 6:00 PM
12. DryTown Water Park	10:00 PM – 6:00 AM	n/a

Alterations to these times for regular custodial/janitorial service are not allowed unless authorized by CITY representative. Any deviations from this schedule must be sent via email to an authorized CITY representative for approval at least 24 hours in advance of the requested change in time. This schedule does not apply to any special and/or additional services as referenced in **the Additional Services Fee Schedule Exhibit made at the request of an** authorized CITY representative.

Holiday Schedule
The City of Palmdale observes the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Custodial services will not be performed at any facilities on these designated holidays except for Park Restrooms and Palmdale Transportation Center Facility Types, which are maintained/serviced 365 days per year. Additionally, DryTown Water Park will require cleaning on holidays when the park is open/in-season (April 01 through September 30). A holiday schedule will be provided to CONTRACTOR each year for scheduling and reference.

Supplies
The supplies necessary to perform custodial services as required will be the responsibility as follows:

The CITY **will** supply the following supplies for custodial service:

- Any and all paper products, including but not limited to toilet paper and hand towels
- Any and all cleaning chemicals – chemicals must be used out of *a* dilutional control system only.
- Urinal deodorizers and filter cartridges
- Graffiti remover
- Paint and painting supplies

The CONTRACTOR will supply the following supplies for custodial services:

- Any and all rags, towels, and equipment utilized for cleaning
- Any and all floor-related mops and/or brooms and equipment
- Any other supplies not listed above in CITY provided supplies in order to complete required cleaning specifications

General Instructions
The following are general instructions to follow when providing custodial services:

- CONTRACTOR shall have all sites inspected and ready to open by 6:00 am.
- CONTRACTOR shall contact authorized/designated CITY representative each day to confirm that all sites have been inspected and are ready to open.

- CONTRACTOR will have custodial supplies provided by the CITY, as described in **Supplies** above, picked up from the Maintenance Yard Warehouse (39110 3rd Street East) on Fridays and delivered to appropriate sites for custodial services and for stocking custodial closets at CITY facilities. The request for needed supplies shall be made in writing to the authorized/designated CITY representative at least 24 hours in advance.
- CONTRACTOR shall provide **written inspection reports for all facilities once per month** (30-day period) and no later than the second Tuesday of the month.
- CONTRACTOR will be required to meet and include facility inspections with authorized/designated CITY representative(s) once per week. Frequency of these meetings may be altered per the discretion of the authorized/designated CITY representative.
- The request for any Additional Services as outlined in the Additional Services Fee Schedule Exhibit will be made by authorized/designated CITY representative.
- CONTRACTOR shall provide to authorized/designated CITY representative(s) names and phone numbers of all CONTRACTOR's supervisory staff, including emergency contact names and phone numbers.
- CONTRACTOR shall not move or disturb any papers or folders on desktops.
- CONTRACTOR shall put back in its place any objects, including chairs, and/or waste receptacles moved to perform cleaning services.
- CONTRACTOR shall use safety/warning signs when cleaning all carpet and floor areas.
- CONTRACTOR shall adhere to all local, state, and federal safety and health regulations when providing custodial services.

SECTION C. FACILITY TYPE CLEANING SPECIFICATIONS

1. Professional Office Buildings

A. Daily Specifications

All items below are to be completed each visit:

- Empty trash receptacles and replace liners (where applicable) both interior and exterior.
- Empty all recycling containers at desks into large 35-gallon Blue Recycling Cart.
- Empty all shredders into large 35-gallon Recycling Cart.
- Dust all reachable surfaces in all offices and copy and file rooms without the use of a ladder with a dust cloth or dust mitt (feather dusters are prohibited). Surfaces include, but are not limited to, desks and/or desktops, cabinets, countertops, blinds, thermostats, other furniture, computer equipment (including monitor, keyboard, and CPU), phones, calculators, picture frames, and other decorative items.
- Clean all interior glass on partitions, walls, and doors.
- Clean any glass in a public entryway.
- Clean desktop and conference table glass.
- Organize conference room chairs in an orderly manner.
- Clean any kitchenette or break areas, including sanitizing sinks, counters, tables, microwaves in and out, and front of refrigerator and appliances.
- Vacuum all carpeting.
- Sweep and spot mop where needed all non-carpet flooring, including remove any scuff and heel marks.
- Clean and sanitize public phones.

- Clean and sanitize drinking fountains and/or water coolers.
- Clean elevators, including vacuuming and/or cleaning floors threshold and walls, clean and polish metalwork and woodwork (as applicable).
- Inspect and remove any debris or trash inside or outside perimeter of parking lot trash enclosures.
- Maintain custodial closet organization.
- Notify authorized/designated CITY representative/s of any maintenance issues, including but not limited to plumbing issues, vandalism, broken or hazardous fixtures or other hazardous conditions, and lighting issues. Reports are to be sent daily via email to authorized/designated CITY representative/s. Hazards or potential hazards are to be emailed and phoned in to authorized/designated CITY representative/s.

B. Weekly Specifications

All items below are <u>to be completed once per week</u> (7-day period):

- Mop all non-carpeted flooring, including stairwells and landings using disinfectant cleaner.
- Wipe down both sides of interior doors, door handles, removing marks, including fingerprints.
- Wipe down and remove any marks on all light switches.
- Clean and sanitize all phones and computer keyboards.
- Clean handrails.
- Clean all directory signs and name plates.
- Clean all cabinet doors, applying furniture polish to all wood doors.
- Change out all mop heads – both wet and dry (dust).
- Clean the desk countertops, walls, and partitions and remove marks.
- Clean and disinfect with enzymes and water any floor drains and sinks, where applicable.
- Clean and sanitize inside and outside of microwaves.
- Clean outside of the refrigerator.

C. Monthly Specifications

All items below are <u>to be completed once per month</u> (30-day period):

- Lift and clean underneath the desk glass tops and under countertops.
- Remove marks from desk chair mats.
- Clean and mop custodial closets.
- Flush all floor drains with hot water, removing any standing water and adding enzymes to drain, where applicable.
- Vacuum all upholstered furniture.
- Clean/dust all high areas, including but not limited to ledges, windowsills, moldings, pictures, HVAC registers, and ceilings
- Buff and wax all vinyl composition flooring – removing any wax that may splash on baseboards.
- Clean all exterior and interior windows, including window frames, using any method that will leave the window clean and streak-free. Windows excluded from this requirement are any windows higher than 10 feet. Windows above 10 feet will

be cleaned as requested and priced in the **Additional Services Fee Schedule Exhibit.**

- Clean all lighting fixtures, including any and all under cabinet lighting.
- Clean all window blinds.
- Clean underside all desktops, countertops, and tabletops.
- Vacuum under all desktops, countertops, and tabletops, including around edges and baseboards.

D. Quarterly Specifications

All items below are <u>to be completed once per quarter</u> (90-day period):

- Clean all carpet, including stairs, using a professional grade, powered carpet cleaning machine with hot water tank.
- Carpets shall be vacuumed and cleaned in their entirety, capturing all dirt and debris along corners and edges, removing all stains throughout carpet area.
- Vacuum all draperies.
- Clean baseboards, including corners and remove any dirt and/or scuff marks.
- Strip, clean, and wax all composition vinyl flooring, including custodial closet floors – removing any wax that may splash on baseboards.
- Polish or oil all woodwork in facility type.

2. Lobbies

A. Daily Specifications

All items below are <u>to be completed each visit</u>:

- Empty trash receptacles and replace liners (where applicable) both interior and exterior.
- Vacuum all carpeting and floor mats.
- Sweep and mop all non-carpeted flooring, including removing any scuff and heel marks, using disinfectant cleaner.
- Clean all interior glass on partitions, walls, and doors.
- Clean any glass in a public entryway.
- Clean and sanitize, with residue and film free finish, all surfaces including but not limited to tabletops and countertops.
- Maintain custodial closet organization.
- Notify authorized/designated CITY representative/s of any maintenance issues, including but not limited to plumbing issues, vandalism, broken or hazardous fixtures or other hazardous conditions, and lighting issues. Reports are to be sent daily via email to authorized/designated CITY representative/s. Hazards or potential hazards are to be emailed and phoned in to authorized/designated CITY representative/s.

B. Weekly Specifications

All items below are <u>to be completed once per week</u> (7-day period):

- Wipe down and remove any marks on all light switches.
- Clean and sanitize all phones and computer keyboards.
- Clean handrails.

- Clean all directory signs and name plates.
- Wipe down both sides of interior doors removing marks, including fingerprints.
- Clean all cabinet doors - applying furniture polish to all wood doors.
- Change out all mop heads – both wet and dry (dust).
- Clean all countertops, walls, and partitions and remove marks.
- Clean and disinfect with enzymes and water any floor drains and sinks, where applicable.

C. Monthly Specifications

All items below are <u>to be completed once per month</u> (30-day period):

- Clean under countertops.
- Remove marks from desk chair mats.
- Flush all floor drains with hot water, removing any standing water and adding enzymes to drain, where applicable.
- Vacuum all upholstered furniture.
- Clean/dust all high areas, including but not limited to ledges, windowsills, moldings, pictures, HVAC registers, and ceilings.
- Buff and wax all vinyl composition flooring – removing any wax that may splash on baseboards.
- Clean all lighting fixtures, including all under cabinet lighting.
- Clean underside of all desktops, countertops, and tabletops.
- Vacuum under all desktops, countertops, and tabletops, including around edges and baseboards.
- Clean all window blinds.
- Clean all exterior and interior windows, including window frames, using any method that will leave the window clean and streak-free. Windows excluded from this requirement are any windows higher than 10 feet. Windows above 10 feet will be cleaned as requested and priced in **Additional Services Fee Schedule Exhibit.**

D. Quarterly Specifications

All items below are <u>to be completed once per quarter</u> (90-day period):

- Clean all carpets, including stairs, using a professional grade, powered carpet cleaning machine with hot water tank.
- Carpets shall be vacuumed and cleaned in their entirety, capturing all dirt and debris along corners and edges, removing all stains throughout carpet area.
- Vacuum all draperies.
- Clean baseboards, including corners and remove any dirt and/or scuff marks.
- Strip, clean, and wax all composition vinyl flooring, including custodial closet floors – removing any wax that may splash on baseboards.
- Polish or oil all woodwork in facility type.

3. Restrooms

A. Daily Specifications

All items below are <u>to be completed each visit</u>:

- Dust and clean any and all signage inside and outside of restroom.
- Clean and sanitize all doors, including stall doors and entry and exit doors.
- Mop and disinfect flooring, paying special attention to flooring around urinals and toilet bowls.
- Clean, disinfect, and sanitize entire urinals, toilet bowls, sink fixtures (includes inside and outside of fixtures).
- Clean and disinfect all exposed plumbing, countertops, and dispensers to a residue free finish.
- Empty and sanitize waste receptacles and sanitary napkin receptacles and replace liners.
- Clean all mirrors, leaving smudge and streak free finish.
- Clean and sanitize all walls (including any shower stalls where applicable), partitions, ceilings, ledges, and baseboards.
- Refill toilet paper, seat covers, hand soap, and hand towel dispensers to capacity.
- Check urinal deodorizer blocks and screens and replace when needed.
- Maintain custodial closet organization.
- Notify authorized/designated CITY representative/s of any maintenance issues, including but not limited to plumbing issues, vandalism, broken or hazardous fixtures or other hazardous conditions, and lighting issues. Reports are to be sent daily via email to authorized/designated CITY representative/s. Hazards or potential hazards are to be emailed and phoned in to authorized/designated CITY representative/s.

B. Weekly Specifications

All items below are <u>to be completed once per week</u> (7-day period):

- Pour enzymes down all floor drains.

C. Monthly Specifications

All items below are <u>to be completed once per month</u> (30-day period):

- Clean and mop custodial closets.

4. Kitchens and Bars

A. Daily Specifications

All items below are <u>to be completed each visit</u>:

- Clean and sanitize the following:
    - Food prep surfaces
    - Appliances
    - Counter tops
    - Cabinets
    - Sinks
    - Faucets
    - Dispensers
    - Waste receptacles
    - Exposed plumbing
    - Floor sinks

    - Vent hoods surface
    - All flooring leaving no residue
    - Light switches
    - Signs
- Remove all scuff marks from flooring.
- Empty all trash receptacles, replace liners, and wash/sanitize as needed.
- Clean refrigerators, microwaves, and any other appliances.
- Maintain custodial closet organization.
- Notify authorized/designated CITY representative/s of any maintenance issues, including but not limited to plumbing issues, vandalism, broken or hazardous fixtures or other hazardous conditions, and lighting issues. Reports are to be sent daily via email to authorized/designated CITY representative/s. Hazards or potential hazards are to be emailed and phoned in to authorized/designated CITY representative/s.

B. Weekly Specifications

All items below are <u>to be completed once per week</u> (7-day period):

- Clean and sanitize all walls to maintain Los Angeles County Public Health requirements.
- Clean and disinfect with enzymes and water any floor sinks.
- Clean and sanitize all floor mats.
- Polish refrigerators, microwaves, and any other appliances to a streak and smudge free finish (including all stainless-steel fixtures and/or appliances).
- Sweep and mop the interior of all refrigerators/freezers (where applicable).
- Wipe down both sides of interior doors removing marks, including fingerprints.
- Clean and sanitize all phones.
- Clean and sanitize all handrails.
- Clean all cabinet doors - applying furniture polish to all wood doors, where applicable.
- Change out all mop heads – both wet and dry (dust).
- Clean all walls and partitions and remove marks.

C. Monthly Specifications

All items below are <u>to be completed once per month</u> (30-day period):

- Clean and degrease all vent and exhaust hoods, including any screens.
- Deep clean all flooring by method of steam cleaning and degreaser.
- Clean all partition glass/sidelights, interior door glass windows, and all other glass or windows within facility type.
- Clean/dust all interior window frames and blinds (if applicable).
- Remove cobwebs, including around ceiling.
- Clean all lighting fixtures, including all under cabinet lighting.

D. Quarterly Specifications

All items below are <u>to be completed once per quarter</u> (90-day period):

- Polish or oil all woodwork - applying furniture polish (as applicable).

5. **Pool Facilities (including locker rooms and shower areas)**

   A. **Daily Specifications**

   All items below are <u>to be completed each visit</u>:

- Empty trash receptacles and replace liners (where applicable) both interior and exterior.
- Refill toilet paper, seat covers, hand soap, and hand towel dispensers to capacity.
- Mop and disinfect all flooring, including lobby and corridors within the Facility Type.
- Clean, disinfect, and sanitize all dressing areas, showers, urinals, toilet bowls, sink fixtures (includes inside and outside of fixtures), countertops, benches, and lockers (lockers to be hand cleaned – no spray cleaning permitted).
- Clean and disinfect all exposed plumbing, countertops, and dispensers to a residue free finish.
- Clean all interior glass, including mirrors, in partitions, walls, and doors (as applicable) to smudge and streak-free finish.
- Dust all reachable surfaces in all offices and copy and file rooms without the use of a ladder with a dustcloth or dust mitt (feather dusters are prohibited). Surfaces include, but are not limited to, desks and/or desktops, cabinets, countertops, blinds, thermostats, other furniture, computer equipment (including monitor, keyboard, and CPU), phones, calculators, picture frames, and other decorative items.
- Empty and sanitize sanitary napkin receptacles and replace liners.
- Check urinal deodorizer blocks and screens and replace them when needed.
- Check waterless urinal filter cartridges and replace them when needed, where applicable.
- Clean and sanitize public phones.
- Clean and sanitize drinking fountains and/or water coolers.
- Maintain custodial closet organization.
- Inspect and remove any debris or trash inside or outside perimeter of parking lot trash enclosures.
- Notify authorized/designated CITY representative/s of any maintenance issues, including but not limited to plumbing issues, vandalism, broken or hazardous fixtures or other hazardous conditions, and lighting issues. Reports are to be sent daily via email to authorized/designated CITY representative/s. Hazards or potential hazards are to be emailed and phoned in to authorized/designated CITY representative/s.

   B. **Weekly Specifications**

   All items below are <u>to be completed once per week</u> (7-day period):

- Clean all directory signs and name plates.
- Clean and sanitize all non-public phones and computer keyboards.
- Wipe down and remove any marks on all light switches.
- Clean all handrails.
- Clean all cabinet doors - applying furniture polish to all wood doors.
- Change out all mop heads – both wet and dry (dust).
- Clean all walls and partitions and remove marks.
- Clean and disinfect with enzymes and water any floor drains and sinks, where applicable.

C. Monthly Specifications

All items below are to be completed once per month (30-day period):

- Clean and mop custodial closets.
- Scrub shower tile and grout.
- Clean all exterior and interior windows, including window frames, using any method that will leave the window clean and streak-free. Windows excluded from this requirement are any windows higher than 10 feet. Windows above 10 feet will be cleaned as requested and priced in the **Additional Services Fee Schedule Exhibit.**
- Clean the underside of all desktops, countertops, and tabletops.
- Vacuum under all desktops and around edges and baseboards.
- Remove marks from desk chair mats (if applicable).
- Flush all floor drains with hot water, removing any standing water and adding enzymes to drain, where applicable.
- Vacuum all upholstered furniture.
- Clean/dust all high areas, including but not limited to ledges, windowsills, moldings, pictures, HVAC registers, and ceilings.
- Buff and wax all vinyl composition flooring – removing any wax that may splash on baseboards.
- Clean all lighting fixtures, including all under-cabinet lighting.
- Clean all window blinds.

D. Quarterly Specifications

All items below are to be completed once per quarter (90-day period):

- Clean all carpets, including stairs, using a professional-grade, powered carpet cleaning machine with a hot water tank.
- Carpets shall be vacuumed and cleaned in their entirety, capturing all dirt and debris along corners and edges, and removing all stains throughout the carpet area.
- Vacuum all draperies.
- Clean baseboards, including corners and remove any dirt and/or scuff marks.
- Strip, clean, and wax all composition vinyl flooring, including custodial closet floors – removing any wax that may splash on baseboards.
- Polish or oil all woodwork in facility type.

6. Gymnasiums

A. Daily Specifications

All items below are to be completed each visit:

- Empty trash receptacles and replace liners (where applicable) both interior and exterior.
- Remove and dispose of any trash found outside trash receptacles.
- Spot mop all spills or soiled areas of flooring and remove any gum or scuff marks.
- Remove any gum from bleachers.
- Clean all markings, including fingerprints, off all doors and frames.
- Clean desktop glass (if applicable).

- Clean any kitchenette or break areas, including sanitizing sinks, counters, tables, and appliances.
- Clean and sanitize public phones.
- Clean and sanitize drinking fountains and/or water coolers.
- Clean all interior glass, including mirrors, in partitions, walls, and doors (as applicable) to smudge and streak-free finish.
- Remove any graffiti, graffiti remover to be supplied by City of Palmdale.
- Notify authorized/designated CITY representative/s of any maintenance issues, including but not limited to plumbing issues, vandalism, broken or hazardous fixtures or other hazardous conditions, and lighting issues. Reports are to be sent daily via email to authorized/designated CITY representative/s. Hazards or potential hazards are to be emailed and phoned in to authorized/designated CITY representative/s.
- Inspect the high lighting and report any issues and/or outages to authorized/designated CITY representative.

B. Weekly Specifications

All items below are <u>to be completed once per week</u> (7-day period):

- Clean all door thresholds.
- Dust and sanitize all wall pads, including dusting top ledges of wall pads.
- Clean all directory signs and name plates.
- Clean and sanitize all non-public phones and computer keyboards.
- Wipe down and remove any marks on all light switches.
- Clean handrails.
- Clean all cabinet doors - applying furniture polish to all wood doors.
- Auto scrub all wood flooring using a white pad.

C. Monthly Specifications

All items below are <u>to be completed once per month</u> (30-day period):

- Clean and mop custodial closets.
- Clean all exterior and interior windows, including window frames, using any method that will leave the window clean and streak-free. Windows excluded from this requirement are any windows higher than 10 feet. Windows above 10 feet will be cleaned as requested and priced in **Additional Services Fee Schedule Exhibit.**
- Clean underside of all desktops, countertops, and tabletops.
- Vacuum under all desktops and around edges and baseboards.
- Remove marks from desk chair mats (as applicable).
- Flush all floor drains with hot water, removing any standing water and adding enzymes to drain, where applicable.
- Vacuum all upholstered furniture (as applicable).
- Clean/dust all high areas, including but not limited to ledges, windowsills, moldings, pictures, HVAC registers, and ceilings.
- Buff and wax all vinyl composition flooring – removing any wax that may splash on baseboards (as applicable).
- Clean all lighting fixtures, including all under cabinet lighting (except high lighting).
- Clean all window blinds.

D. Quarterly Specifications

All items below are to be completed once per quarter (90-day period)

- Clean all carpets, including stairs, using a professional grade, powered carpet cleaning machine with hot water tank.
- Carpets shall be vacuumed and cleaned in their entirety, capturing all dirt and debris along corners and edges, removing all stains throughout carpet area.
- Vacuum all draperies.
- Clean baseboards, including corners and remove any dirt and/or scuff marks.
- Strip, clean, and wax all composition vinyl flooring, including custodial closet floors – removing any wax that may splash on baseboards.
- Polish or oil all woodwork in facility type.

7. Park Restrooms

A. Daily Specifications

All items below are to be completed each visit:

- Dust and clean all signage inside and out on restroom building.
- Clean and sanitize all doors, including stall doors and entry and exit doors to the building.
- Wet mop and disinfect flooring, paying special attention to flooring around urinals and toilet bowls.
- Clean any alkaline deposits and neutralize enzymes around urinals and toilet bowls.
- Clean, disinfect, and sanitize entire urinals, toilet bowls, sink fixtures (includes inside and outside of fixtures), and all dispensers. Sanitize walls as required.
- Empty and clean trash containers inside restroom facility and replace liners as needed.
- Dust and clean all walls, partitions, ceilings, and ledges.
- Refill toilet paper, hand soap, and hand towel dispensers.
- Remove any gum or other material, including stickers, on restroom floors, fixtures, partitions, counters, or any other area within restroom facility.
- Notify authorized/designated CITY representative/s of any maintenance issues, including but not limited to plumbing issues, vandalism, broken or hazardous fixtures or other hazardous conditions, and lighting issues. Reports are to be sent daily via email to authorized/designated CITY representative/s. Hazards or potential hazards are to be emailed and phoned in to authorized/designated CITY representative/s.
- Maintain custodial closet organization.
- Throw away all empty boxes. Do not collect recyclables in the custodial closets.
- Make an effort to unclog toilets and urinals (most times debris just needs to be removed from toilet or urinal by hand) prior to contacting CITY staff.
- Trash and debris shall not be swept into planters but picked up and placed in trash can.
- Under no circumstances shall cleaning liquids, wastewater, or chemical-based cleaning solutions be drained, poured, or otherwise disposed of into planters, landscaped areas, soil, tree wells, or any permeable surfaces.

B. Weekly Specifications

All items below are <u>to be completed once per week</u> (7-day period):

- Clean and disinfect with enzymes and water any floor drains and sinks, where applicable

8. Palmdale Transportation Center

A. Daily Specifications

All items below are to be completed as noted below:

a. Restroom Cleaning – each visit

- Maintain custodial closet organization.
- Clean and sanitize all doors, including stall doors and entry, exit doors and partitions of restrooms.
- Mop and disinfect flooring in restrooms, paying special attention to flooring around urinals and toilet bowls.
- Clean, disinfect, and sanitize entire urinals, toilet bowls, sink fixtures (includes inside and outside of fixtures).
- Clean and disinfect all exposed plumbing, countertops, and dispensers to a residue free finish.
- Empty and sanitize waste receptacles and sanitary napkin receptacles and replace liners.
- Clean all mirrors, leaving smudge and streak free finish.
- Refill toilet paper, seat covers, hand soap, and hand towel dispensers to capacity.
- Check urinal deodorizer blocks and screens and replace them when needed.
- Empty trash receptacles and replace liners (where applicable) both interior and exterior.
- Sweep and spot mop where needed all non-carpet flooring, including remove any scuff and heel marks.
- Clean and sanitize public phones.
- Clean and sanitize drinking fountains and/or water coolers.
- Clean and sanitize vending machines.
- Clean any glass in a public entryway.
- Organize conference room chairs in an orderly manner.
- Clean any kitchenette or break areas, including sanitizing sinks, counters, tables, and appliances.

b. Once Per Day

Restroom cleaning as above, plus the following:

- Notify authorized/designated CITY representative/s of any maintenance issues, including but not limited to plumbing issues, vandalism, broken or hazardous fixtures or other hazardous conditions, and lighting issues. Reports are to be sent daily via email to authorized/designated CITY representative/s. Hazards or potential hazards are to be emailed and phoned in to authorized/designated CITY representative/s.

- Dust all reachable surfaces in all offices and copy and file rooms without the use of a ladder with dust cloth or dust mitt (feather dusters are prohibited). Surfaces include, but are not limited to, desks and/or desktops, cabinets, countertops, blinds, thermostats, other furniture, computer equipment (including monitor, keyboard, and CPU), phones, calculators, picture frames, and other decorative items.
- Clean all interior glass on partitions, walls, and doors.
- Clean desktop glass.
- Clean all walls, partitions, ceilings, ledges, and baseboards.
- Dust and clean all signage inside and outside of restrooms.
- Vacuum all carpeting.
- Mop and disinfect all non-carpeted flooring.

B. Weekly Specifications

All items below are <u>to be completed once per week</u> (7-day period):

- Wipe down and remove any marks on all light switches.
- Clean and sanitize all phones and computer keyboards.
- Clean handrails.
- Clean all directory signs and name plates.
- Clean all cabinet doors - applying furniture polish to all wood doors.
- Change out all mop heads – both wet and dry (dust).
- Clean all countertops, walls, and partitions and remove marks.
- Clean and disinfect with enzymes and water any floor drains and sinks, where applicable.
- Sweep and wet mop all ceramic tile floors.

C. Monthly Specifications

All items below are <u>to be completed once per month</u> (30-day period):

- Clean underside all desktops, countertops, and tabletops.
- Vacuum/clean under all desktops and around edges and baseboards.
- Remove marks from desk chair mats.
- Flush all floor drains with hot water, removing any standing water and adding enzymes to drain, where applicable.
- Vacuum all upholstered furniture.
- Clean/dust all high areas, including but not limited to ledges, windowsills, moldings, pictures, HVAC registers, and ceilings.
- Buff and wax all vinyl composition flooring – removing any wax that may splash on baseboards.
- Remove cobwebs, including around ceiling.
- Clean all lighting fixtures, including all under cabinet lighting.
- Clean all window blinds.
- Clean all exterior and interior windows, including window frames, using any method that will leave the window clean and streak-free. Windows excluded from this requirement are any windows higher than 10 feet. Windows above 10 feet will be cleaned as requested and priced in **Additional Services Fee Schedule Exhibit.**

D. Quarterly Specifications

All items below are to be completed once per quarter (90-day period):

- Clean all carpets, including stairs, using a professional grade, powered carpet cleaning machine with hot water tank.
- Carpets shall be vacuumed and cleaned in their entirety, capturing all dirt and debris along corners and edges, removing all stains throughout carpet area.
- Vacuum all draperies.
- Clean baseboards, including corners and remove any dirt and/or scuff marks.
- Strip, clean, and wax all composition vinyl flooring, including custodial closet floors – removing any wax that may splash on baseboards.
- Polish or oil all woodwork in facility type.

9. Wood Flooring

A. Weekly Specifications

All items below are to be completed once per week (7-day period):

- Auto scrub all wood flooring using a white pad, including all dance floors and multi-use wood flooring.

10. Multi-Use

A. Daily Specifications

All items below are to be completed each visit:

- Empty trash receptacles and replace liners (where applicable) both interior and exterior.
- Dust all reachable surfaces without the use of a ladder with a dust cloth or dust mitt (feather dusters are prohibited). Surfaces include, but are not limited to, cabinets, desks, blinds, thermostats, countertops, other furniture, desks and/or desktops, phones, pictures and/or picture frames, and other decorative items.
- Clean all interior glass on partitions, walls, and doors.
- Clean any glass in a public entryway.
- Clean desktop and conference table glass.
- Organize conference room chairs in an orderly manner.
- Clean any kitchenette or break areas, including sanitizing sinks, counters, tables, and appliances.
- Vacuum all carpeting and spot clean as needed.
- Sweep and spot mop where needed all non-carpet flooring, including remove any scuff and heel marks.
- Clean and sanitize public phones.
- Clean and sanitize drinking fountains and/or water coolers.
- Clean elevators, including vacuuming and/or cleaning floors and walls, clean and polish metalwork and woodwork (as applicable).
- Maintain custodial closet organization.
- All tables and chairs shall be sanitized.
- Dumpster/trash enclosures shall be free of trash and debris.

- Notify authorized/designated CITY representative/s of any maintenance issues, including but not limited to plumbing issues, vandalism, broken or hazardous fixtures or other hazardous conditions, and lighting issues. Reports are to be sent daily via email to authorized/designated CITY representative/s. Hazards or potential hazards are to be emailed and phoned in to authorized/designated CITY representative/s.

B. Weekly Specifications

All items below are <u>to be completed once per week</u> (7-day period):

- Clean all exterior and interior windows, including window frames, using any method that will leave the window clean and streak-free. Windows excluded from this requirement are any windows higher than 10 feet. Windows above 10 feet will be cleaned as requested and priced in **Additional Services Fee Schedule Exhibit.**
- Mop all non-carpeted flooring, including stairwells and landings using disinfectant cleaner.
- Wipe down both sides of interior doors removing marks, including fingerprints.
- Wipe down and remove any marks on all light switches.
- Clean and sanitize all phones and computer keyboards.
- Clean handrails.
- Clean all cabinet doors, applying furniture polish to all wood doors.
- Change out all mop heads – both wet and dry (dust).
- Clean the desk countertops, walls, and partitions and remove marks.
- Clean and disinfect with enzymes and water any floor drains and sinks, where applicable.

C. Monthly Specifications

All items below are <u>to be completed once per month</u> (30-day period):

- Clean baseboards, including corners and remove any dirt and/or scuff marks.
- Clean window blinds.
- Lift and clean underneath desk glass tops, countertops, and tabletops.
- Clean underside of all desktops, countertops, and tabletops.
- Vacuum under all desktops and around edges and baseboards.
- Remove marks from desk chair mats, where applicable.
- Clean and mop custodial closets.
- Flush all floor drains with hot water, removing any standing water and adding enzymes to drain, where applicable.
- Vacuum all draperies and upholstered furniture.
- Clean/dust all high areas, including but not limited to ledges, windowsills, moldings, pictures, HVAC registers, and ceilings.
- Buff and wax all vinyl composition flooring – removing any wax that may splash on baseboards.
- Clean all lighting fixtures, including all under cabinet lighting.

D. Quarterly Specifications

All items below are <u>to be completed once per quarter</u> (90-day period):

- Clean all carpets, including stairs, using a professional grade, powered carpet cleaning machine with hot water tank.
- Carpets shall be vacuumed and cleaned in their entirety, capturing all dirt and debris along corners and edges, removing all stains throughout carpet area.
- Vacuum all draperies.
- Clean baseboards, including corners and remove any dirt and/or scuff marks.
- Strip, clean, and wax all composition vinyl flooring, including custodial closet floors – removing any wax that may splash on baseboards.
- Polish or oil all woodwork in facility type.

Additional Services

The CITY reserves the right, at any time during the term of this Agreement, to order extra work beyond the Scope of Work or make changes by altering, adding to, or deducting from said work, without invalidating this Agreement. This may include initiating custodial operations, or suspending or reducing existing custodial services, if deemed necessary (e.g., adding new sites, site closures, or changes in site programming). If additional sites are added, the CITY and CONTRACTOR shall mutually agree on the additional square footage to be maintained, and the CONTRACTOR shall submit a site cost proposal for CITY approval. Price per Visit on the Recurring Services Fee Schedule Exhibit may be used to calculate increases or decreases in frequency. Additional services, beyond the recurring scope, may be required on an as-needed basis, as outlined in the Additional Services Fee Schedule Exhibit.

No extra work may be undertaken without a written order from the CITY, which will incorporate any adjustments to (i) the Contract Sum and/or (ii) the time to perform the Agreement, subject to the written approval of the CONTRACTOR. It is understood that this Section does not apply to services explicitly listed in the Scope of Services or reasonably contemplated therein. The CONTRACTOR acknowledges the risk that the services may be more costly or time-consuming than anticipated and agrees that no additional compensation will be provided for such discrepancies.

SECTION D. PERSONNEL REQUIREMENTS

Key Personnel

CONTRACTOR shall provide adequate experienced personnel, capable, of and devoted to the successful accomplishment of work to be performed under this contract. The CONTRACTOR must agree to assign specific individuals to the key positions.

A. CONTRACTOR agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without written notice to the CITY.

B. If key personnel are not available for work under this Contract for a continuous period exceeding thirty (30) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the CONTRACTOR shall immediately notify the CITY, and shall, subject to the concurrence of the CITY, replace such personnel with personnel of substantially equal ability and qualifications.

CONTRACTOR shall be responsible for, but not limited to, the following:

1. Adherence to schedules
2. Maintenance or replacement of cleaning equipment

3. Notifying CITY of any personnel changes
4. Training of new personnel

Employee List

CONTRACTOR shall provide to the CITY's facility Superintendent or designee an accurate list of all personnel who have any relationship to work performed within the scope of this Contract, prior to the employee starting work. List data shall indicate personnel by facility(s) in which they are assigned to work, and must include full names, aliases, home addresses, home telephone numbers, copies of drivers' licenses and social security cards. Changes to the list shall be reported, in writing, to the CITY's facility Superintendent within one (1) working day. Employees terminated by the CONTRACTOR shall be reported the same day to the CITY's facility Superintendent, unless it is after hours, then the next business morning shall be acceptable.

Removal of Staff

The CITY requires the CONTRACTOR to remove all CONTRACTOR personnel from CITY property who are deemed careless, incompetent, insubordinate, objectionable, or whose continued employment on the job is deemed to be contrary to public health, safety and welfare. If, in the opinion of the CITY, an employee of the CONTRACTOR is incompetent or disorderly, refuses to perform in accordance with the terms and conditions of the contract, threatens or uses abusive language while on CITY property, or is otherwise unsatisfactory, upon CITY request, the CONTRACTOR shall remove that employee from all work under this Contract. It is the responsibility of the CONTRACTOR to provide the proper training for their employees.

Backup Staff

CONTRACTOR shall provide sufficient backup staff to cover absenteeism or extend existing workforce hours to compensate for absent staff. The backup staff shall adhere to the same background and security screenings as regular staff. The CITY reserves the right to request additional backup staff as deemed necessary.

Unauthorized Personnel

Employees of the CONTRACTOR shall not be assisted nor accompanied by any individual that is not an employee of the CONTRACTOR, while performing duties related to the Contract. This includes friends, children and/or other relatives. Employees of the CONTRACTOR that violate this stipulation shall be deemed objectionable to the CITY and shall not be allowed to work in CITY facilities.

Supervisors

CONTRACTOR shall provide qualified English-speaking supervision who shall be present at all times during contract operations, and who shall be responsible for both conduct and workmanship. The said supervisor shall be able to communicate effectively in both written and oral English. The supervision shall work with CITY personnel in planning and scheduling work for the completion of tasks. CONTRACTOR shall furnish only employees who are authorized, competent and skilled for work under this contract.

CONTRACTOR shall designate in writing to the CITY's facility Superintendent, the name of the person assigned as the CONTRACTOR's Project Manager with full authority to administer the terms of this Contract. The CONTRACTOR's Project Manager shall have the ability to receive complaints by telephone, or email to facilitate timely corrective actions. An answering service or answering machine shall NOT be an acceptable means of contact for the CONTRACTOR's Project Manager. The CONTRACTOR's Project Manager shall be the Contract supervisor. The

working supervisors shall verify the cleanliness of facilities prior to releasing CONTRACTOR personnel each day.

CONTRACTOR shall always have competent working supervisor(s) on the job when custodial/janitorial services are being performed. Supervisor(s) shall be thoroughly familiar with the content and intent of this Contract. Any violation by the CONTRACTOR's personnel of these requirements, or others established by the CITY, shall result in the removal of the employee from this Contract. Termination of this Contract may result, at the discretion of the facility Superintendent, for repeated non-compliance of these requirements.

CONTRACTOR shall meet in conference with the CITY's facility Superintendent or designee at a time to be agreed upon for administration of work, including review of inspection reports if requested. (CITY staff will be responsible for completing inspection reports on all facilities). At a minimum, inspection reports for the previous one-month period shall be reviewed by the CITY's facility Superintendent or designee and the CONTRACTOR's Project Manager at the first meeting of the following month.

- A checklist will be completed by the CONTRACTOR, or his designated supervisor, ensuring that all required tasks are completed daily. This checklist shall be turned into the Public Works Facilities and Parks Maintenance Divisions weekly.

- A monthly review of the CONTRACTOR's performance will be conducted between Facilities and the CONTRACTOR. Any deficiencies in performance will be delivered to the CONTRACTOR in writing.

- In the event daily tasks are not completed daily, CITY will deduct the daily costs (price per required visit) for that day's task. The CONTRACTOR needs to ensure all tasks listed for each facility have been completed each scheduled day. The CONTRACTOR will correct, within 24 hours, any deficiencies for any tasks labeled as daily, weekly, monthly, quarterly, semi-annually or annually. Should the CONTRACTOR fail to correct these deficiencies within the time stated, the CITY may take one or more of the following actions.

    - Correction of the deficiencies may be made by the CITY and billed to the CONTRACTOR or deducted from the monthly billing.

    - Procure service for correction of the deficiency from other sources and hold the CONTRACTOR responsible for any costs incurred.

    - Terminate the contract.

Personnel

Personnel employed by the CONTRACTOR shall be competent, trustworthy and properly trained for the work requirements. The CONTRACTOR and employees shall be required to comply with all applicable regulations of the CITY, as directed, and full cooperation shall be expected and required at all times. CONTRACTOR shall notify the facility Superintendent immediately in writing of all changes on contract personnel by submitting name and address of employee and effective date of employment or termination. When, in the opinion of the CITY, an employee does constitute a satisfactory security risk, his/her employment of the contract will be denied.

Nondiscrimination

CONTRACTOR shall not engage in discrimination in employment of persons because of race, color, national origin, ancestry, sex, or religion of such persons. Violation of this provision may result in the imposition of penalties under the Labor Code Section 1735.

Background Check

- CONTRACTOR employees who will be working in buildings owned by the City of Palmdale must undergo a background check before starting employment. This process includes physical and drug testing.
- CONTRACTOR personnel must not have any pending criminal proceedings or felony convictions for the past seven years.
- Before assigning any personnel to a work assignment, the CONTRACTOR must provide written verification that all individuals recommended for the role are eligible for employment in accordance with all state and federal laws and have successfully passed the background check as outlined above.

The cost of this background check will be the responsibility of the CONTRACTOR.

Turnover

Employee wages and benefits are to be determined by CONTRACTOR. Since it is in the best interests of both CONTRACTOR and the City of Palmdale to have a stable workforce, CONTRACTOR is encouraged to provide sufficient compensation to maintain a minimum of absence and turnover. CITY may require CONTRACTOR to provide periodic absence/turnover reports for employees performing work under this Contract.

Training

CONTRACTOR shall provide each employee used in the performance of the contract for services with adequate training to competently perform the work requirements specified.

CONTRACTOR shall maintain a training record for each employee. The training record shall show as a minimum, the employee's name, date of employment, the type and date of training received, as well as the training instructor. CONTRACTOR shall present such records for inspection upon request by the CITY. CITY facility Superintendent may, from time to time, monitor CONTRACTOR s training activities.

As a minimum, CONTRACTOR shall provide each employee performing the Services with instruction in the following subject areas prior to beginning work in any of the facilities under this Contract, and again during each six-month period during the employee's tenure:

(1) Orientation of custodial operations
(2) Cleaning Chemicals – proper use and dilution
(3) Tools & Equipment – proper use and care
(4) Rest Room Cleaning & Disinfection
(5) Office & Related Area cleaning
(6) Common & Public Use Area cleaning
(7) Common cleaning mistakes
(8) Quality Assurance & Inspection Techniques (for Contract Supervisor and Senior Custodians only)
(9) Building Security procedures – access, lockdown, alarm systems

The time that each employee spends attending a training class shall not be applied to any minimum number of hours required for the performance of the Services. Respondents must have

qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements and provide evidence of the ability to work within tight time constraints.

CONTRACTOR shall have an ongoing training program for all staff. CONTRACTOR shall provide only personnel that have been fully trained for the performance of this work. Supervisors shall have been trained in supervision as well as technical training in custodial/janitorial services. As a minimum, the CONTRACTOR shall provide the number of productive hours, exclusive of meal breaks and formal training activities for personnel.

To assure personal safety and safeguard CITY property, all personnel used in the performance of work under this Contract shall be capable of both reading and communicating verbally in the English language, unless otherwise approved in writing by the CITY facility Superintendent, on a case-by-case basis.

Organizational Chart
CONTRACTOR shall prepare, keep on file, and furnish a copy to the CITY facility Superintendent, an organization chart. Organization charts shall be updated whenever a change is made and shall show assigned work areas of each employee, by name, by position and by scheduled hours of work.

Contractor Staff
CONTRACTOR shall keep a record of each of CONTRACTOR's employees providing services pursuant to this Contract, as follows:

Name, address, and telephone number
Social Security number
California Driver's License Number
Work classification and Rate of Pay
Emergency Contact Information
Date of Birth

CONTRACTOR's lead person and all staff on any custodial/janitorial crew shall be able to read, write, speak, and understand the English language to the extent required for communication in person, via telephone and in writing with designated facilities and CITY representatives in connection with the custodial/janitorial duties to be performed. **Only designated CONTRACTOR employees are permitted at the work site.**

Uniforms
CONTRACTOR shall ensure that all of its employees are clean, neat, and appropriately attired with uniforms and work shoes at all times during the performance of the Services.

Area Assignments
Each employee shall be in its assigned area or station, properly equipped, uniformed, and ready to begin work at the beginning of the work shift and will remain in their work area during the entire work shift, exclusive of scheduled breaks.

Shift Report
At the beginning of each work shift, the Contract Supervisor shall report, in writing, to the CITY facility Superintendent any area assignments which are not filled.

CONTRACTOR shall prepare, keep on file and furnish a copy of the CITY facility Superintendent, a bi-weekly shift report which includes the following information:

- List of the names of all personnel present for work, showing the name of each person for each Area Assignment and the number of hours worked by each person in each such Assignment, as certified by Contractor's time records.
- List of projects completed the past day, ready for inspection by the CITY facility Superintendent.
- List of any incidents of significance involving the Contractors' employees in the performance of the services.

Non-Performance of Services

Services shall be considered not to have been performed when, in the judgment of the CITY facility Superintendent, any one or more of the following conditions exist:

- The services in an area were not performed in strict accordance with Exhibit A - Scope of Work

- The services were not performed within the specified shift.

- The employee performing the services had not received the specified training.

- The services were not performed in accordance with specified frequency.

- The services were not performed within the time specified.

- The service as requested was not completed in its entirety.

- Failure to provide supervision, adequate to ensure conformance with the specifications will be considered deficient performance. Failure to correct a notice of deficient performance from the CITY may constitute cause for termination of the CONTRACTOR.

Care of Facilities

CONTRACTOR's employees shall regularly observe the general condition of all facilities and report problem areas to CONTRACTOR r's supervisor or lead custodian. CONTRACTOR shall be responsible for knowledge of and use of all fire alarms and fire prevention equipment. In case of emergency, Contractor shall notify the Los Angeles County Sheriff's Department by dialing 911 and shall then call the CITY's facility Superintendent or his/her designee immediately.

Security

CONTRACTOR's personnel shall not be allowed in CITY facilities outside of normal business hours unless they are performing work for the CONTRACTOR. All CONTRACTOR personnel are required to provide proof of identity when requested to do so by CITY personnel.

All workspaces shall be locked and the lights turned off when cleaning in each area has been completed. Security lights (as directed) shall be turned on prior to leaving the facility. The electronic security system (where installed) shall be properly disarmed and armed each time after-hours access is made. All exit doors are to remain locked while the CONTRACTOR is in the space. The CONTRACTOR shall not block open occupant or exterior doors for any reason. The CONTRACTOR is not to assist entry of anyone except CONTRACTOR's employees or

Police/Fire personnel. Close and lock any exterior windows. CONTRACTOR's personnel shall immediately report to their supervisor and CITY personnel, problems dealing with unauthorized or suspicious persons, conditions indicating theft, break-in or vandalism, and building system failures. The CONTRACTOR's employees shall report emergency situations such as: fire, smoke, unusual odors, broken pipes or floods, and take appropriate safety measures.

Needed Repairs
CONTRACTOR shall promptly notify the CITY facility Superintendent, or the designated representative in written form of needed repairs and/or damage to fixtures. Any item of a critical, priority, or emergency nature will be verbally reported immediately upon discovery with written notification to follow prior to the end of the work shift.

Key/Badge Control
Keys or badges required by the CONTRACTOR will be furnished by the CITY to designated CONTRACTOR employees and shall be returned to the CITY on demand. CONTRACTOR shall maintain security and confidentiality of the keys and other entry devices and codes provided by the CITY. CONTRACTOR shall maintain a record of the key numbers issued to its employees.

Keys shall not be left in the door locks. The CONTRACTOR shall be responsible for securing/locking the interior and exterior portions of the building during the hours to be specified by the CITY's facility Superintendent or his/her designee.

CONTRACTOR shall not duplicate and shall not allow such items to be duplicated or removed from the work site. Any such item which becomes lost, missing or stolen shall be immediately reported to the CITY facility Superintendent by the CONTRACTOR. Should CONTRACTOR lose or have stolen any keys issued to CONTRACTOR by the City of Palmdale, the cost of changing the locks or keys to the building, rooms, or areas accessible by the lost or stolen keys will be deducted from CONTRACTOR r's monthly invoice.

Lost and Found Property
Any articles found shall be turned into the CITY facility Superintendent to be logged into the Lost and Found Log, and a Lost and Found Property report completed, stating what was found, when, where, by whom, and their phone number. The contract Supervisor shall immediately notify the CITY's facility Superintendent of any lost or found property.

Employee Food Services
CONTRACTOR shall not be allowed to bring on to the City of Palmdale's property any food or beverage catering vehicles, vending machines, or other serving facilities without prior written authorization from the CITY Legal and Risk Assistant. Such requests shall be submitted to and coordinated by CITY's facility Superintendent.

SECTION E. PERFORMANCE PENALTIES (COMPLAINT-BASED DEDUCTIONS & LIQUIDATED DAMAGES)

Performance Standards

The CONTRACTOR shall maintain all facilities in accordance with the standards outlined in this Agreement. If services do not meet contractual expectations, the CITY may impose penalties in the form of deductions from the monthly invoice for the affected site.

Rectification Period

The CONTRACTOR shall have 24 hours, from written notice to correct deficiencies without penalty, except for recurring issues previously documented within the same billing cycle. Failure to resolve the issue within this timeframe will result in the deductions outlined below.

Complaint-Based Deductions

Deductions shall be applied based on the number of verified complaints regarding deficient service within a billing cycle (one calendar month). A "verified complaint" is defined as an issue documented by the CITY, supported by evidence (e.g., photos, inspection reports), and communicated to the CONTRACTOR with an opportunity to rectify the issue within the agreed-upon timeframe.

Deductions shall be as follows:

Performance Objective		% Deduction from the Site's Monthly Service		
	Number of Verified Complaints	2%	5%	10%
Public Areas		2-3	4-5	6 or more
Exterior of Building		2-3	4-5	6 or more
Administrative Areas		2-3	4-5	6 or more
Bathrooms		2-3	4-5	6 or more
Security		2	3	4 or more

In the event the CONTRACTOR fails to provide services to an entire facility, the reduction in the Monthly Service invoice price shall be the **Price per Visit multiplied by the number of visits which services were not provided**.

A grace period of three (3) months from the Contract start date shall be granted so all CONTRACTOR personnel can acclimate to the facilities and requirements at each site.

Repeated Non-Performance & Termination Clause

If the CONTRACTOR accumulates three (3) consecutive months of penalties totaling 10% or more of the monthly invoice, the CITY reserves the right to issue a 30-day notice of termination for cause.

Liquidated Damages

CONTRACTOR shall be subject to Liquidated Damages if continued complaint-based custodial violations occur as defined above. It shall be agreed by the parties to the Agreement that time is of the essence, and in the event of a delay in starting the work or the delivery of the equipment, goods, services, and personnel required for project implementation and training or equipment beyond agreed upon date, damage will be sustained by the CITY and that it is or will be impractical to determine the actual amount of the damage caused by reason of such delay. It is therefore agreed that the CONTRACTOR will pay to the CITY the sum of five hundred dollars ($500.00) for

each working day delay in completing the schedule set by the CONTRACTOR, as set forth in the Agreement beyond any timeline or due date, or authorized extension.

These damages shall be deducted from any monies due, or which may thereafter become due, to the successful CONTRACTOR under the Agreement or may be recovered by the CITY through any lawful means. The successful CONTRACTOR will be granted an extension of time and will not be assessed liquidated damages for any portion of the delay in performance which would be excused pursuant to the force majeure provisions of the Agreement, provided that the successful CONTRACTOR shall notify the CITY's representative in writing of the causes of delay within one (1) business day from the beginning of any such delay. The successful CONTRACTOR shall bear the burden of proof to establish that any delay is subject to the force majeure provisions of the Agreement.

Force Majeure

The time period(s) specified for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God or of the public enemy, unusually severe weather (to be determined by City staff), fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Contractor will within ten (10) days of the commencement of such delay notify the City in writing of the causes of the delay.

The City will ascertain the facts and the extent of the delay and extend the time for performing the services for the period of the enforced delay when and if the judgment of the superintendent, or designee, the delay is justified. The superintendent or his designee's, decision shall be final and conclusive upon the parties to this Agreement. In no event shall Contractor be entitled to recover damages against the City for any delay in the performance of this Agreement, however, caused; Contractor's sole remedy being extension of the Agreement pursuant to this Section.

Restitution for Public or Private Property Damage

Any private or public property removed or damaged due to negligence or substandard maintenance shall be replaced and/or repaired at the CONTRACTOR'S expense to the absolute satisfaction of the facility Superintendent and/or private property owner. Replacement and/or repairs shall take place no later than five (5) working days from the date of damage, unless otherwise authorized.

EXHIBIT B
FEE SCHEDULE
RECURRING SERVICES

FACILITY INFORMATION					CLEANING FREQUENCY				YEAR 1: FY 2025-26	
ID	Facility Name	Address	Facility Type(s)	Cleanable Square Footage	Cleaning Visits per Day	Cleaning Days per Week	Cleaning Days per Year	Total Months in Service	Price per Day	Monthly Price
	PARK SITES									
1	Ana Verde Park	2820 Greenbrier St	Park Restrooms	144	1	7	365	12	28.27	859.87
2	Courson Park **(2 times per day)**	38226 10th St E	Park Restrooms	156	2	7	365	12	56.26	1,711.23
3	Desert Sands Park **(2 times per day)**	39117 3rd St E	Park Restrooms	243	2	7	365	12	56.44	1,716.84
4	Domenic Massari Park **(2 times per day)**	37716 55th St E	Park Restrooms	230	2	7	365	12	56.42	1,716.00
5	Foothill Park	2525 The Groves	Park Restrooms	144	1	7	365	12	28.27	859.87
6	Joshua Hills Park	3110 Fairfield	Park Restrooms	144	1	7	365	12	28.27	859.87
7	Manzanita Heights Park	431 Mesa Verde Ave.	Park Restrooms	144	1	7	365	12	28.27	859.87
8	Marie Kerr Park - Best of the West Softball Complex	2723-G W. Rancho Vista Blvd	Park Restrooms	1,050	1	7	365	12	58.16	1,768.90
9	Marie Kerr Park **(2 times per day)**	39700 30th St W	Park Restrooms	680	2	7	365	12	113.30	3,446.20
10	McAdam Park **(2 times per day)**	38115 30th St E	Park Restrooms	144	2	7	365	12	56.23	1,710.45
11	Pelona Vista Park North **(2 times per day)**	37800 Tierra Subida Ave.	Park Restrooms	800	2	7	365	12	113.55	3,453.94
12	Pelona Vista Park South **(2 times per day)**	37800 Tierra Subida Ave.	Park Restrooms	800	2	7	365	12	113.55	3,453.94
13	Rancho Vista Park	40437 35th St W	Park Restrooms	102	1	7	365	12	28.18	857.16
14	Sam Yellen Park **(2 times per day)**	5100 E Ave S	Park Restrooms	120	2	7	365	12	56.18	1,708.91
	FACILITY SITES									
15	City Hall (All Suites)	38300 Sierra Hwy, Suites A-D	Prof Office Bldg, Lobby, Restrooms, Multi-Use (Ste. B)	27,200	1	5	260	12	214.04	4,637.50
16	Desert Sands Recreation Building	39117 3rd St E	Multi-Use, Restrooms	8,400	1	5	260	12	66.10	1,432.17
17	Development Services	38250 Sierra Hwy	Prof Office Bldg, Lobby, Restrooms	34,000	1	5	260	12	267.55	5,796.87
18	Joe Davies Heritage Air Park Office Trailer	2001 E Ave P	Prof Office Bldg	640	1	3	156	12	6.31	81.99
19	Joe Davies Heritage Air Park Shop	2001 E Ave P	Multi-Use, Restrooms	5,700	1	3	156	12	56.17	730.19
20	Legacy Commons	930 E Ave Q-9	Wood Flooring, Kitchen, Restrooms, Multi-Use	18,376	1	7	365	12	66.94	2,036.09
21	Library **(1 time per day)**	700 E Plamdale Blvd	Multi-Use, Kitchen, Restrooms	12,650	1	7	365	12	64.94	1,975.28
21a	Library **(2 times per day)**	700 E Plamdale Blvd	Restrooms only	190	2	7	365	12	25.85	786.41
22	Marie Kerr Park Community Room	39700 30th St W	Multi-Use	2,810	1	7	365	12	19.67	598.22
23	Marie Kerr Park Recreation Center	2723-A Rancho Vista Blvd	Gymnasiums, Wood Flooring, Restrooms, Multi-Use	19,000	1	7	365	12	132.98	4,044.89
24	Oasis Recreation Center	3850-A E Ave S	Gymnasiums, Wood Flooring, Restrooms, Multi-Use	19,000	1	7	365	12	132.98	4,044.89
25	Palmdale Playhouse, C.A.B. and Green Room	38334 10th St E	Kitchen/Bar, Restrooms, Multi-Use	22,660	1	7	365	12	158.60	4,824.07
26	Parks & Recreation	827 E Ave Q-9	Prof Office Bldg, Lobby, Restrooms	5,000	1	5	260	12	39.35	852.48
27	Public Safety Building (AERO)	38256 Sierra Hwy	Prof Office Bldg, Lobby, Restrooms	17,500	1	5	260	12	137.71	2,983.68
28	Maintenance Yard Admininstration	39110 3rd St E, Suite C	Prof Office Bldg, Lobby, Restrooms	6,688	1	5	260	12	52.63	1,140.28
29	Maintenance Yard Fleet Shop	39110 3rd St E, Suite B	Kitchen/Bar, Restrooms, Multi-Use	2,100	1	5	260	12	16.53	358.04
30	Maintenance Yard Traffic House	39110 3rd St E, Suite A	Prof Office Bldg, Lobby, Restrooms	3,200	1	5	260	12	25.18	545.59
31	Maintenance Yard Warehouse	39110 3rd St E, Suite D	Kitchen/Bar, Multi-Use, Restrooms	2,600	1	5	260	12	20.46	443.29
32	Records Center	616 E Ave P	Multi-Use, Restrooms	4,500	1	5	260	12	35.41	767.23
33	S.A.V.E.S.	1002 E Ave Q-12	Kitchen/Bar, Restrooms, Multi-Use	9,700	1	5	260	12	76.33	1,653.81
34	State Assembly Office	823-B E Ave Q-9	Prof Office Bldg, Lobby, Restrooms	5,000	1	5	260	12	39.35	852.48
	AQUATIC FACILITIES & WATER PARK									
35	Courson Pool Building	38226 10th St E	Pool	4,590	1	6	312	12	33.84	879.87
36	Marie Kerr Pool Building	2723-C W Rancho Vista Blvd	Pool	3,525	1	6	312	12	25.99	675.72
37	McAdam Pool Building	38115 30th St E	Pool	4,160	1	6	312	12	30.67	797.44
38	Oasis Pool Building	3850-C E AveS	Pool	3,525	1	6	312	12	25.99	675.72
39	Drytown Water Park Administration **(Off-Season: Oct 01 - Mar 31)**	3850 E Ave S	Prof Office Bldg, Lobby, Restrooms	1,353	1	2	52	6	26.76	115.97
40	Drytown Water Park Administration **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Prof Office Bldg, Lobby, Restrooms	1,353	1	7	182	6	12.37	187.66
41	Drytown Water Park Kitchen Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	45	1	7	182	6	56.27	853.49
42	Drytown Water Park Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	1,308	1	7	182	6	61.65	934.97
43	Drytown Water Park Slide Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	63	1	7	182	6	56.35	854.65

EXHIBIT B
FEE SCHEDULE
RECURRING SERVICES

FACILITY INFORMATION				CLEANING FREQUENCY					YEAR 1: FY 2025-26	
ID	Facility Name	Address	Facility Type(s)	Cleanable Square Footage	Cleaning Visits per Day	Cleaning Days per Week	Cleaning Days per Year	Total Months in Service	Price per Day	Monthly Price
	TRANSIT SITES									
44	Palmdale Transportation Center **(1 time per day)**	39000 Clock Tower Plaza Dr	Palmdale Transportation Center (including restrooms)	6,037	1	7	365	12	104.27	3,171.51
44a	Palmdale Transportation Center **(4 times per day)**	39000 Clock Tower Plaza Dr	Restrooms only	291	4	7	365	12	183.55	5,582.85
	JOB CENTER									
45	America's Job Center of California	38510 Sierra Hwy	Multi-Use, Restrooms, Kitchen	10,977	1	5	260	12	86.38	1,871.54
	NEIGHBORHOOD HOUSES									
46	Manzanita Neighborhood Center	38627 32nd St E	Multi-Use, Restrooms	1,064	1	5	260	12	33.74	731.03
47	Tumbleweed Neighborhood House	1129 E Ave R-4	Multi-Use, Restrooms	1,562	1	5	260	12	35.22	763.16
48	Yucca Neighborhood House	503 E Ave Q-3	Multi-Use, Restrooms	1,732	1	5	260	12	35.73	774.13
	GRAND TOTAL			273,400					3,285.20	**84,438.20**

**Facility Name subject to change during course of Contract*

EXHIBIT B
FEE SCHEDULE
RECURRING SERVICES

FACILITY INFORMATION					CLEANING FREQUENCY				YEAR 2: FY 2026-27	
ID	Facility Name	Address	Facility Type(s)	Cleanable Square Footage	Cleaning Visits per Day	Cleaning Days per Week	Cleaning Days per Year	Total Months in Service	Price per Day	Monthly Price
	PARK SITES									
1	Ana Verde Park	2820 Greenbrier St	Park Restrooms	144	1	7	365	12	29.68	902.87
2	Courson Park **(2 times per day)**	38226 10th St E	Park Restrooms	156	2	7	365	12	59.07	1,796.79
3	Desert Sands Park **(2 times per day)**	39117 3rd St E	Park Restrooms	243	2	7	365	12	59.27	1,802.68
4	Domenic Massari Park **(2 times per day)**	37716 55th St E	Park Restrooms	230	2	7	365	12	59.24	1,801.80
5	Foothill Park	2525 The Groves	Park Restrooms	144	1	7	365	12	29.68	902.87
6	Joshua Hills Park	3110 Fairfield	Park Restrooms	144	1	7	365	12	29.68	902.87
7	Manzanita Heights Park	431 Mesa Verde Ave.	Park Restrooms	144	1	7	365	12	29.68	902.87
8	Marie Kerr Park - Best of the West Softball Complex	2723-G W. Rancho Vista Blvd	Park Restrooms	1,050	1	7	365	12	61.06	1,857.35
9	Marie Kerr Park **(2 times per day)**	39700 30th St W	Park Restrooms	680	2	7	365	12	118.96	3,618.51
10	McAdam Park **(2 times per day)**	38115 30th St E	Park Restrooms	144	2	7	365	12	59.05	1,795.98
11	Pelona Vista Park North **(2 times per day)**	37800 Tierra Subida Ave.	Park Restrooms	800	2	7	365	12	119.23	3,626.64
12	Pelona Vista Park South **(2 times per day)**	37800 Tierra Subida Ave.	Park Restrooms	800	2	7	365	12	119.23	3,626.64
13	Rancho Vista Park	40437 35th St W	Park Restrooms	102	1	7	365	12	29.59	900.02
14	Sam Yellen Park **(2 times per day)**	5100 E Ave S	Park Restrooms	120	2	7	365	12	58.99	1,794.35
	FACILITY SITES									
15	City Hall (All Suites)	38300 Sierra Hwy, Suites A-D	Prof Office Bldg, Lobby, Restrooms, Multi-Use (Ste. B)	27,200	1	5	260	12	224.74	4,869.37
16	Desert Sands Recreation Building	39117 3rd St E	Multi-Use, Restrooms	8,400	1	5	260	12	69.41	1,503.78
17	Development Services	38250 Sierra Hwy	Prof Office Bldg, Lobby, Restrooms	34,000	1	5	260	12	280.93	6,086.71
18	Joe Davies Heritage Air Park Office Trailer	2001 E Ave P	Prof Office Bldg	640	1	3	156	12	6.62	86.09
19	Joe Davies Heritage Air Park Shop	2001 E Ave P	Multi-Use, Restrooms	5,700	1	3	156	12	58.98	766.70
20	Legacy Commons	930 E Ave Q-9	Wood Flooring, Kitchen, Restrooms, Multi-Use	18,376	1	7	365	12	70.29	2,137.89
21	Library **(1 time per day)**	700 E Plamdale Blvd	Multi-Use, Kitchen, Restrooms	12,650	1	7	365	12	68.19	2,074.05
21a	Library **(2 times per day)**	700 E Plamdale Blvd	Restrooms only	190	2	7	365	12	27.15	825.73
22	Marie Kerr Park Community Room	39700 30th St W	Multi-Use	2,810	1	7	365	12	20.65	628.13
23	Marie Kerr Park Recreation Center	2723-A Rancho Vista Blvd	Gymnasiums, Wood Flooring, Restrooms, Multi-Use	19,000	1	7	365	12	139.63	4,247.14
24	Oasis Recreation Center	3850-A E Ave S	Gymnasiums, Wood Flooring, Restrooms, Multi-Use	19,000	1	7	365	12	139.63	4,247.14
25	Palmdale Playhouse, C.A.B. and Green Room	38334 10th St E	Kitchen/Bar, Restrooms, Multi-Use	22,660	1	7	365	12	166.53	5,065.27
26	Parks & Recreation	827 E Ave Q-9	Prof Office Bldg, Lobby, Restrooms	5,000	1	5	260	12	41.31	895.11
27	Public Safety Building (AERO)	38256 Sierra Hwy	Prof Office Bldg, Lobby, Restrooms	17,500	1	5	260	12	144.59	3,132.87
28	Maintenance Yard Admininstration	39110 3rd St E, Suite C	Prof Office Bldg, Lobby, Restrooms	6,688	1	5	260	12	55.26	1,197.29
29	Maintenance Yard Fleet Shop	39110 3rd St E, Suite B	Kitchen/Bar, Restrooms, Multi-Use	2,100	1	5	260	12	17.35	375.94
30	Maintenance Yard Traffic House	39110 3rd St E, Suite A	Prof Office Bldg, Lobby, Restrooms	3,200	1	5	260	12	26.44	572.87
31	Maintenance Yard Warehouse	39110 3rd St E, Suite D	Kitchen/Bar, Multi-Use, Restrooms	2,600	1	5	260	12	21.48	465.45
32	Records Center	616 E Ave P	Multi-Use, Restrooms	4,500	1	5	260	12	37.18	805.59
33	S.A.V.E.S.	1002 E Ave Q-12	Kitchen/Bar, Restrooms, Multi-Use	9,700	1	5	260	12	80.15	1,736.50
34	State Assembly Office	823-B E Ave Q-9	Prof Office Bldg, Lobby, Restrooms	5,000	1	5	260	12	41.31	895.11
	AQUATIC FACILITIES & WATER PARK									
35	Courson Pool Building	38226 10th St E	Pool	4,590	1	6	312	12	35.53	923.86
36	Marie Kerr Pool Building	2723-C W Rancho Vista Blvd	Pool	3,525	1	6	312	12	27.29	709.50
37	McAdam Pool Building	38115 30th St E	Pool	4,160	1	6	312	12	32.20	837.31
38	Oasis Pool Building	3850-C E AveS	Pool	3,525	1	6	312	12	27.29	709.50
39	Drytown Water Park Administration **(Off-Season: Oct 01 - Mar 31)**	3850 E Ave S	Prof Office Bldg, Lobby, Restrooms	1,353	1	2	52	6	28.10	121.76
40	Drytown Water Park Administration **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Prof Office Bldg, Lobby, Restrooms	1,353	1	7	182	6	12.99	197.05
41	Drytown Water Park Kitchen Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	45	1	7	182	6	59.09	896.16
42	Drytown Water Park Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	1,308	1	7	182	6	64.73	981.71
43	Drytown Water Park Slide Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	63	1	7	182	6	59.17	897.38

EXHIBIT B
FEE SCHEDULE
RECURRING SERVICES

FACILITY INFORMATION					CLEANING FREQUENCY				YEAR 2: FY 2026-27	
ID	Facility Name	Address	Facility Type(s)	Cleanable Square Footage	Cleaning Visits per Day	Cleaning Days per Week	Cleaning Days per Year	Total Months in Service	Price per Day	Monthly Price
	TRANSIT SITES									
44	Palmdale Transportation Center **(1 time per day)**	39000 Clock Tower Plaza Dr	Palmdale Transportation Center (including restrooms)	6,037	1	7	365	12	109.48	3,330.08
44a	Palmdale Transportation Center **(4 times per day)**	39000 Clock Tower Plaza Dr	Restrooms only	291	4	7	365	12	192.72	5,861.99
	JOB CENTER									
45	America's Job Center of California	38510 Sierra Hwy	Multi-Use, Restrooms, Kitchen	10,977	1	5	260	12	90.70	1,965.11
	NEIGHBORHOOD HOUSES									
46	Manzanita Neighborhood Center	38627 32nd St E	Multi-Use, Restrooms	1,064	1	5	260	12	35.43	767.58
47	Tumbleweed Neighborhood House	1129 E Ave R-4	Multi-Use, Restrooms	1,562	1	5	260	12	36.98	801.32
48	Yucca Neighborhood House	503 E Ave Q-3	Multi-Use, Restrooms	1,732	1	5	260	12	37.52	812.83
	GRAND TOTAL			273,400					3,449.46	**88,660.11**

**Facility Name subject to change during course of Contract*

EXHIBIT B
FEE SCHEDULE
RECURRING SERVICES

FACILITY INFORMATION					CLEANING FREQUENCY				YEAR 3: FY 2027-28	
ID	Facility Name	Address	Facility Type(s)	Cleanable Square Footage	Cleaning Visits per Day	Cleaning Days per Week	Cleaning Days per Year	Total Months in Service	Price per Day	Monthly Price
	PARK SITES									
1	Ana Verde Park	2820 Greenbrier St	Park Restrooms	144	1	7	365	12	31.17	948.01
2	Courson Park **(2 times per day)**	38226 10th St E	Park Restrooms	156	2	7	365	12	62.03	1,886.63
3	Desert Sands Park **(2 times per day)**	39117 3rd St E	Park Restrooms	243	2	7	365	12	62.23	1,892.82
4	Domenic Massari Park **(2 times per day)**	37716 55th St E	Park Restrooms	230	2	7	365	12	62.20	1,891.89
5	Foothill Park	2525 The Groves	Park Restrooms	144	1	7	365	12	31.17	948.01
6	Joshua Hills Park	3110 Fairfield	Park Restrooms	144	1	7	365	12	31.17	948.01
7	Manzanita Heights Park	431 Mesa Verde Ave.	Park Restrooms	144	1	7	365	12	31.17	948.01
8	Marie Kerr Park - Best of the West Softball Complex	2723-G W. Rancho Vista Blvd	Park Restrooms	1,050	1	7	365	12	64.12	1,950.22
9	Marie Kerr Park **(2 times per day)**	39700 30th St W	Park Restrooms	680	2	7	365	12	124.91	3,799.43
10	McAdam Park **(2 times per day)**	38115 30th St E	Park Restrooms	144	2	7	365	12	62.00	1,885.78
11	Pelona Vista Park North **(2 times per day)**	37800 Tierra Subida Ave.	Park Restrooms	800	2	7	365	12	125.19	3,807.97
12	Pelona Vista Park South **(2 times per day)**	37800 Tierra Subida Ave.	Park Restrooms	800	2	7	365	12	125.19	3,807.97
13	Rancho Vista Park	40437 35th St W	Park Restrooms	102	1	7	365	12	31.07	945.02
14	Sam Yellen Park **(2 times per day)**	5100 E Ave S	Park Restrooms	120	2	7	365	12	61.94	1,884.07
	FACILITY SITES									
15	City Hall (All Suites)	38300 Sierra Hwy, Suites A-D	Prof Office Bldg, Lobby, Restrooms, Multi-Use (Ste. B)	27,200	1	5	260	12	235.98	5,112.84
16	Desert Sands Recreation Building	39117 3rd St E	Multi-Use, Restrooms	8,400	1	5	260	12	72.88	1,578.97
17	Development Services	38250 Sierra Hwy	Prof Office Bldg, Lobby, Restrooms	34,000	1	5	260	12	294.97	6,391.05
18	Joe Davies Heritage Air Park Office Trailer	2001 E Ave P	Prof Office Bldg	640	1	3	156	12	6.95	90.39
19	Joe Davies Heritage Air Park Shop	2001 E Ave P	Multi-Use, Restrooms	5,700	1	3	156	12	61.93	805.03
20	Legacy Commons	930 E Ave Q-9	Wood Flooring, Kitchen, Restrooms, Multi-Use	18,376	1	7	365	12	73.80	2,244.79
21	Library **(1 time per day)**	700 E Plamdale Blvd	Multi-Use, Kitchen, Restrooms	12,650	1	7	365	12	71.60	2,177.75
21a	Library **(2 times per day)**	700 E Plamdale Blvd	Restrooms only	190	2	7	365	12	28.50	867.01
22	Marie Kerr Park Community Room	39700 30th St W	Multi-Use	2,810	1	7	365	12	21.68	659.54
23	Marie Kerr Park Recreation Center	2723-A Rancho Vista Blvd	Gymnasiums, Wood Flooring, Restrooms, Multi-Use	19,000	1	7	365	12	146.61	4,459.50
24	Oasis Recreation Center	3850-A E Ave S	Gymnasiums, Wood Flooring, Restrooms, Multi-Use	19,000	1	7	365	12	146.61	4,459.50
25	Palmdale Playhouse, C.A.B. and Green Room	38334 10th St E	Kitchen/Bar, Restrooms, Multi-Use	22,660	1	7	365	12	174.86	5,318.53
26	Parks & Recreation	827 E Ave Q-9	Prof Office Bldg, Lobby, Restrooms	5,000	1	5	260	12	43.38	939.86
27	Public Safety Building (AERO)	38256 Sierra Hwy	Prof Office Bldg, Lobby, Restrooms	17,500	1	5	260	12	151.82	3,289.51
28	Maintenance Yard Admininstration	39110 3rd St E, Suite C	Prof Office Bldg, Lobby, Restrooms	6,688	1	5	260	12	58.02	1,257.16
29	Maintenance Yard Fleet Shop	39110 3rd St E, Suite B	Kitchen/Bar, Restrooms, Multi-Use	2,100	1	5	260	12	18.22	394.74
30	Maintenance Yard Traffic House	39110 3rd St E, Suite A	Prof Office Bldg, Lobby, Restrooms	3,200	1	5	260	12	27.76	601.51
31	Maintenance Yard Warehouse	39110 3rd St E, Suite D	Kitchen/Bar, Multi-Use, Restrooms	2,600	1	5	260	12	22.56	488.73
32	Records Center	616 E Ave P	Multi-Use, Restrooms	4,500	1	5	260	12	39.04	845.87
33	S.A.V.E.S.	1002 E Ave Q-12	Kitchen/Bar, Restrooms, Multi-Use	9,700	1	5	260	12	84.15	1,823.33
34	State Assembly Office	823-B E Ave Q-9	Prof Office Bldg, Lobby, Restrooms	5,000	1	5	260	12	43.38	939.86
	AQUATIC FACILITIES & WATER PARK									
35	Courson Pool Building	38226 10th St E	Pool	4,590	1	6	312	12	37.31	970.06
36	Marie Kerr Pool Building	2723-C W Rancho Vista Blvd	Pool	3,525	1	6	312	12	28.65	744.98
37	McAdam Pool Building	38115 30th St E	Pool	4,160	1	6	312	12	33.81	879.18
38	Oasis Pool Building	3850-C E AveS	Pool	3,525	1	6	312	12	28.65	744.98
39	Drytown Water Park Administration **(Off-Season: Oct 01 - Mar 31)**	3850 E Ave S	Prof Office Bldg, Lobby, Restrooms	1,353	1	2	52	6	29.50	127.85
40	Drytown Water Park Administration **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Prof Office Bldg, Lobby, Restrooms	1,353	1	7	182	6	13.64	206.90
41	Drytown Water Park Kitchen Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	45	1	7	182	6	62.04	940.97
42	Drytown Water Park Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	1,308	1	7	182	6	67.96	1,030.80
43	Drytown Water Park Slide Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	63	1	7	182	6	62.13	942.25

EXHIBIT B
FEE SCHEDULE
RECURRING SERVICES

FACILITY INFORMATION				CLEANING FREQUENCY					YEAR 3: FY 2027-28	
ID	Facility Name	Address	Facility Type(s)	Cleanable Square Footage	Cleaning Visits per Day	Cleaning Days per Week	Cleaning Days per Year	Total Months in Service	Price per Day	Monthly Price
	TRANSIT SITES									
44	Palmdale Transportation Center **(1 time per day)**	39000 Clock Tower Plaza Dr	Palmdale Transportation Center (including restrooms)	6,037	1	7	365	12	114.96	3,496.59
44a	Palmdale Transportation Center **(4 times per day)**	39000 Clock Tower Plaza Dr	Restrooms only	291	4	7	365	12	202.36	6,155.09
	JOB CENTER									
45	America's Job Center of California	38510 Sierra Hwy	Multi-Use, Restrooms, Kitchen	10,977	1	5	260	12	95.23	2,063.37
	NEIGHBORHOOD HOUSES									
46	Manzanita Neighborhood Center	38627 32nd St E	Multi-Use, Restrooms	1,064	1	5	260	12	37.20	805.96
47	Tumbleweed Neighborhood House	1129 E Ave R-4	Multi-Use, Restrooms	1,562	1	5	260	12	38.83	841.38
48	Yucca Neighborhood House	503 E Ave Q-3	Multi-Use, Restrooms	1,732	1	5	260	12	39.39	853.48
	GRAND TOTAL			273,400					3,621.94	**93,093.11**

**Facility Name subject to change during course of Contract*

EXHIBIT B
FEE SCHEDULE
RECURRING SERVICES

FACILITY INFORMATION					CLEANING FREQUENCY				YEAR 4: FY 2028-29	
ID	Facility Name	Address	Facility Type(s)	Cleanable Square Footage	Cleaning Visits per Day	Cleaning Days per Week	Cleaning Days per Year	Total Months in Service	Price per Day	Monthly Price
	PARK SITES									
1	Ana Verde Park	2820 Greenbrier St	Park Restrooms	144	1	7	365	12	32.73	995.41
2	Courson Park **(2 times per day)**	38226 10th St E	Park Restrooms	156	2	7	365	12	65.13	1,980.96
3	Desert Sands Park **(2 times per day)**	39117 3rd St E	Park Restrooms	243	2	7	365	12	65.34	1,987.46
4	Domenic Massari Park **(2 times per day)**	37716 55th St E	Park Restrooms	230	2	7	365	12	65.31	1,986.49
5	Foothill Park	2525 The Groves	Park Restrooms	144	1	7	365	12	32.73	995.41
6	Joshua Hills Park	3110 Fairfield	Park Restrooms	144	1	7	365	12	32.73	995.41
7	Manzanita Heights Park	431 Mesa Verde Ave.	Park Restrooms	144	1	7	365	12	32.73	995.41
8	Marie Kerr Park - Best of the West Softball Complex	2723-G W. Rancho Vista Blvd	Park Restrooms	1,050	1	7	365	12	67.32	2,047.73
9	Marie Kerr Park **(2 times per day)**	39700 30th St W	Park Restrooms	680	2	7	365	12	131.16	3,989.40
10	McAdam Park **(2 times per day)**	38115 30th St E	Park Restrooms	144	2	7	365	12	65.10	1,980.06
11	Pelona Vista Park North **(2 times per day)**	37800 Tierra Subida Ave.	Park Restrooms	800	2	7	365	12	131.45	3,998.37
12	Pelona Vista Park South **(2 times per day)**	37800 Tierra Subida Ave.	Park Restrooms	800	2	7	365	12	131.45	3,998.37
13	Rancho Vista Park	40437 35th St W	Park Restrooms	102	1	7	365	12	32.62	992.27
14	Sam Yellen Park **(2 times per day)**	5100 E Ave S	Park Restrooms	120	2	7	365	12	65.04	1,978.27
	FACILITY SITES									
15	City Hall (All Suites)	38300 Sierra Hwy, Suites A-D	Prof Office Bldg, Lobby, Restrooms, Multi-Use (Ste. B)	27,200	1	5	260	12	247.78	5,368.48
16	Desert Sands Recreation Building	39117 3rd St E	Multi-Use, Restrooms	8,400	1	5	260	12	76.52	1,657.91
17	Development Services	38250 Sierra Hwy	Prof Office Bldg, Lobby, Restrooms	34,000	1	5	260	12	309.72	6,710.60
18	Joe Davies Heritage Air Park Office Trailer	2001 E Ave P	Prof Office Bldg	640	1	3	156	12	7.30	94.91
19	Joe Davies Heritage Air Park Shop	2001 E Ave P	Multi-Use, Restrooms	5,700	1	3	156	12	65.02	845.28
20	Legacy Commons	930 E Ave Q-9	Wood Flooring, Kitchen, Restrooms, Multi-Use	18,376	1	7	365	12	77.49	2,357.03
21	Library **(1 time per day)**	700 E Plamdale Blvd	Multi-Use, Kitchen, Restrooms	12,650	1	7	365	12	75.18	2,286.64
21a	Library **(2 times per day)**	700 E Plamdale Blvd	Restrooms only	190	2	7	365	12	29.93	910.36
22	Marie Kerr Park Community Room	39700 30th St W	Multi-Use	2,810	1	7	365	12	22.77	692.51
23	Marie Kerr Park Recreation Center	2723-A Rancho Vista Blvd	Gymnasiums, Wood Flooring, Restrooms, Multi-Use	19,000	1	7	365	12	153.94	4,682.47
24	Oasis Recreation Center	3850-A E Ave S	Gymnasiums, Wood Flooring, Restrooms, Multi-Use	19,000	1	7	365	12	153.94	4,682.47
25	Palmdale Playhouse, C.A.B. and Green Room	38334 10th St E	Kitchen/Bar, Restrooms, Multi-Use	22,660	1	7	365	12	183.60	5,584.46
26	Parks & Recreation	827 E Ave Q-9	Prof Office Bldg, Lobby, Restrooms	5,000	1	5	260	12	45.55	986.85
27	Public Safety Building (AERO)	38256 Sierra Hwy	Prof Office Bldg, Lobby, Restrooms	17,500	1	5	260	12	159.41	3,453.99
28	Maintenance Yard Admininstration	39110 3rd St E, Suite C	Prof Office Bldg, Lobby, Restrooms	6,688	1	5	260	12	60.92	1,320.01
29	Maintenance Yard Fleet Shop	39110 3rd St E, Suite B	Kitchen/Bar, Restrooms, Multi-Use	2,100	1	5	260	12	19.13	414.48
30	Maintenance Yard Traffic House	39110 3rd St E, Suite A	Prof Office Bldg, Lobby, Restrooms	3,200	1	5	260	12	29.15	631.59
31	Maintenance Yard Warehouse	39110 3rd St E, Suite D	Kitchen/Bar, Multi-Use, Restrooms	2,600	1	5	260	12	23.68	513.16
32	Records Center	616 E Ave P	Multi-Use, Restrooms	4,500	1	5	260	12	40.99	888.17
33	S.A.V.E.S.	1002 E Ave Q-12	Kitchen/Bar, Restrooms, Multi-Use	9,700	1	5	260	12	88.36	1,914.50
34	State Assembly Office	823-B E Ave Q-9	Prof Office Bldg, Lobby, Restrooms	5,000	1	5	260	12	45.55	986.85
	AQUATIC FACILITIES & WATER PARK									
35	Courson Pool Building	38226 10th St E	Pool	4,590	1	6	312	12	39.18	1,018.56
36	Marie Kerr Pool Building	2723-C W Rancho Vista Blvd	Pool	3,525	1	6	312	12	30.09	782.23
37	McAdam Pool Building	38115 30th St E	Pool	4,160	1	6	312	12	35.51	923.14
38	Oasis Pool Building	3850-C E AveS	Pool	3,525	1	6	312	12	30.09	782.23
39	Drytown Water Park Administration **(Off-Season: Oct 01 - Mar 31)**	3850 E Ave S	Prof Office Bldg, Lobby, Restrooms	1,353	1	2	52	6	30.98	134.25
40	Drytown Water Park Administration **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Prof Office Bldg, Lobby, Restrooms	1,353	1	7	182	6	14.32	217.24
41	Drytown Water Park Kitchen Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	45	1	7	182	6	65.14	988.02
42	Drytown Water Park Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	1,308	1	7	182	6	71.36	1,082.34
43	Drytown Water Park Slide Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	63	1	7	182	6	65.23	989.36

EXHIBIT B
FEE SCHEDULE
RECURRING SERVICES

FACILITY INFORMATION				CLEANING FREQUENCY					YEAR 4: FY 2028-29	
ID	Facility Name	Address	Facility Type(s)	Cleanable Square Footage	Cleaning Visits per Day	Cleaning Days per Week	Cleaning Days per Year	Total Months in Service	Price per Day	Monthly Price
	TRANSIT SITES									
44	Palmdale Transportation Center **(1 time per day)**	39000 Clock Tower Plaza Dr	Palmdale Transportation Center (including restrooms)	6,037	1	7	365	12	120.70	3,671.42
44a	Palmdale Transportation Center **(4 times per day)**	39000 Clock Tower Plaza Dr	Restrooms only	291	4	7	365	12	212.48	6,462.84
	JOB CENTER									
45	America's Job Center of California	38510 Sierra Hwy	Multi-Use, Restrooms, Kitchen	10,977	1	5	260	12	99.99	2,166.54
	NEIGHBORHOOD HOUSES									
46	Manzanita Neighborhood Center	38627 32nd St E	Multi-Use, Restrooms	1,064	1	5	260	12	39.06	846.26
47	Tumbleweed Neighborhood House	1129 E Ave R-4	Multi-Use, Restrooms	1,562	1	5	260	12	40.77	883.45
48	Yucca Neighborhood House	503 E Ave Q-3	Multi-Use, Restrooms	1,732	1	5	260	12	41.36	896.15
	GRAND TOTAL			273,400					3,803.03	**97,747.77**

**Facility Name subject to change during course of Contract*

EXHIBIT B
FEE SCHEDULE
RECURRING SERVICES

FACILITY INFORMATION						CLEANING FREQUENCY			YEAR 5: FY 2029-30	
ID	Facility Name	Address	Facility Type(s)	Cleanable Square Footage	Cleaning Visits per Day	Cleaning Days per Week	Cleaning Days per Year	Total Months in Service	Price per Day	Monthly Price
	PARK SITES									
1	Ana Verde Park	2820 Greenbrier St	Park Restrooms	144	1	7	365	12	34.36	1,045.18
2	Courson Park **(2 times per day)**	38226 10th St E	Park Restrooms	156	2	7	365	12	68.38	2,080.01
3	Desert Sands Park **(2 times per day)**	39117 3rd St E	Park Restrooms	243	2	7	365	12	68.61	2,086.83
4	Domenic Massari Park **(2 times per day)**	37716 55th St E	Park Restrooms	230	2	7	365	12	68.57	2,085.81
5	Foothill Park	2525 The Groves	Park Restrooms	144	1	7	365	12	34.36	1,045.18
6	Joshua Hills Park	3110 Fairfield	Park Restrooms	144	1	7	365	12	34.36	1,045.18
7	Manzanita Heights Park	431 Mesa Verde Ave.	Park Restrooms	144	1	7	365	12	34.36	1,045.18
8	Marie Kerr Park - Best of the West Softball Complex	2723-G W. Rancho Vista Blvd	Park Restrooms	1,050	1	7	365	12	70.69	2,150.11
9	Marie Kerr Park **(2 times per day)**	39700 30th St W	Park Restrooms	680	2	7	365	12	137.72	4,188.87
10	McAdam Park **(2 times per day)**	38115 30th St E	Park Restrooms	144	2	7	365	12	68.35	2,079.07
11	Pelona Vista Park North **(2 times per day)**	37800 Tierra Subida Ave.	Park Restrooms	800	2	7	365	12	138.03	4,198.28
12	Pelona Vista Park South **(2 times per day)**	37800 Tierra Subida Ave.	Park Restrooms	800	2	7	365	12	138.03	4,198.28
13	Rancho Vista Park	40437 35th St W	Park Restrooms	102	1	7	365	12	34.25	1,041.89
14	Sam Yellen Park **(2 times per day)**	5100 E Ave S	Park Restrooms	120	2	7	365	12	68.29	2,077.19
	FACILITY SITES									
15	City Hall (All Suites)	38300 Sierra Hwy, Suites A-D	Prof Office Bldg, Lobby, Restrooms, Multi-Use (Ste. B)	27,200	1	5	260	12	260.16	5,636.91
16	Desert Sands Recreation Building	39117 3rd St E	Multi-Use, Restrooms	8,400	1	5	260	12	80.35	1,740.81
17	Development Services	38250 Sierra Hwy	Prof Office Bldg, Lobby, Restrooms	34,000	1	5	260	12	325.21	7,046.13
18	Joe Davies Heritage Air Park Office Trailer	2001 E Ave P	Prof Office Bldg	640	1	3	156	12	7.67	99.65
19	Joe Davies Heritage Air Park Shop	2001 E Ave P	Multi-Use, Restrooms	5,700	1	3	156	12	68.27	887.55
20	Legacy Commons	930 E Ave Q-9	Wood Flooring, Kitchen, Restrooms, Multi-Use	18,376	1	7	365	12	81.37	2,474.88
21	Library **(1 time per day)**	700 E Plamdale Blvd	Multi-Use, Kitchen, Restrooms	12,650	1	7	365	12	78.94	2,400.97
21a	Library **(2 times per day)**	700 E Plamdale Blvd	Restrooms only	190	2	7	365	12	31.43	955.88
22	Marie Kerr Park Community Room	39700 30th St W	Multi-Use	2,810	1	7	365	12	23.91	727.14
23	Marie Kerr Park Recreation Center	2723-A Rancho Vista Blvd	Gymnasiums, Wood Flooring, Restrooms, Multi-Use	19,000	1	7	365	12	161.64	4,916.59
24	Oasis Recreation Center	3850-A E Ave S	Gymnasiums, Wood Flooring, Restrooms, Multi-Use	19,000	1	7	365	12	161.64	4,916.59
25	Palmdale Playhouse, C.A.B. and Green Room	38334 10th St E	Kitchen/Bar, Restrooms, Multi-Use	22,660	1	7	365	12	192.78	5,863.68
26	Parks & Recreation	827 E Ave Q-9	Prof Office Bldg, Lobby, Restrooms	5,000	1	5	260	12	47.82	1,036.20
27	Public Safety Building (AERO)	38256 Sierra Hwy	Prof Office Bldg, Lobby, Restrooms	17,500	1	5	260	12	167.39	3,626.69
28	Maintenance Yard Admininstration	39110 3rd St E, Suite C	Prof Office Bldg, Lobby, Restrooms	6,688	1	5	260	12	63.97	1,386.02
29	Maintenance Yard Fleet Shop	39110 3rd St E, Suite B	Kitchen/Bar, Restrooms, Multi-Use	2,100	1	5	260	12	20.09	435.20
30	Maintenance Yard Traffic House	39110 3rd St E, Suite A	Prof Office Bldg, Lobby, Restrooms	3,200	1	5	260	12	30.61	663.17
31	Maintenance Yard Warehouse	39110 3rd St E, Suite D	Kitchen/Bar, Multi-Use, Restrooms	2,600	1	5	260	12	24.87	538.82
32	Records Center	616 E Ave P	Multi-Use, Restrooms	4,500	1	5	260	12	43.04	932.58
33	S.A.V.E.S.	1002 E Ave Q-12	Kitchen/Bar, Restrooms, Multi-Use	9,700	1	5	260	12	92.78	2,010.22
34	State Assembly Office	823-B E Ave Q-9	Prof Office Bldg, Lobby, Restrooms	5,000	1	5	260	12	47.82	1,036.20
	AQUATIC FACILITIES & WATER PARK									
35	Courson Pool Building	38226 10th St E	Pool	4,590	1	6	312	12	41.13	1,069.49
36	Marie Kerr Pool Building	2723-C W Rancho Vista Blvd	Pool	3,525	1	6	312	12	31.59	821.34
37	McAdam Pool Building	38115 30th St E	Pool	4,160	1	6	312	12	37.28	969.30
38	Oasis Pool Building	3850-C E AveS	Pool	3,525	1	6	312	12	31.59	821.34
39	Drytown Water Park Administration **(Off-Season: Oct 01 - Mar 31)**	3850 E Ave S	Prof Office Bldg, Lobby, Restrooms	1,353	1	2	52	6	32.53	140.96
40	Drytown Water Park Administration **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Prof Office Bldg, Lobby, Restrooms	1,353	1	7	182	6	15.04	228.11
41	Drytown Water Park Kitchen Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	45	1	7	182	6	68.40	1,037.42
42	Drytown Water Park Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	1,308	1	7	182	6	74.93	1,136.46
43	Drytown Water Park Slide Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	63	1	7	182	6	68.49	1,038.83

EXHIBIT B
FEE SCHEDULE
RECURRING SERVICES

FACILITY INFORMATION						CLEANING FREQUENCY			YEAR 5: FY 2029-30	
ID	Facility Name	Address	Facility Type(s)	Cleanable Square Footage	Cleaning Visits per Day	Cleaning Days per Week	Cleaning Days per Year	Total Months in Service	Price per Day	Monthly Price
	TRANSIT SITES									
44	Palmdale Transportation Center **(1 time per day)**	39000 Clock Tower Plaza Dr	Palmdale Transportation Center (including restrooms)	6,037	1	7	365	12	126.74	3,854.99
44a	Palmdale Transportation Center **(4 times per day)**	39000 Clock Tower Plaza Dr	Restrooms only	291	4	7	365	12	223.10	6,785.99
	JOB CENTER									
45	America's Job Center of California	38510 Sierra Hwy	Multi-Use, Restrooms, Kitchen	10,977	1	5	260	12	104.99	2,274.86
	NEIGHBORHOOD HOUSES									
46	Manzanita Neighborhood Center	38627 32nd St E	Multi-Use, Restrooms	1,064	1	5	260	12	41.01	888.57
47	Tumbleweed Neighborhood House	1129 E Ave R-4	Multi-Use, Restrooms	1,562	1	5	260	12	42.81	927.63
48	Yucca Neighborhood House	503 E Ave Q-3	Multi-Use, Restrooms	1,732	1	5	260	12	43.43	940.96
	GRAND TOTAL			273,400					3,993.18	**102,635.15**

**Facility Name subject to change during course of Contract*

EXHIBIT C

FEE SCHEDULE

ADDITIONAL CUSTODIAL SERVICES MENU

#	Item	Unit of Measure	Year 1 FY 2025-26	Year 2 FY 2026-27	Year 3 FY 2027-28	Year 4 FY 2028-29	Year 5 FY 2029-30
1	Straight Time Hourly Rate	Per hour	32.25	33.86	35.56	37.33	39.20
2	Straight Time Hourly Rate (Out of Scope Services)	Per hour	32.25	33.86	35.56	37.33	39.20
3	Overtime Hourly Rate (Saturday)	Per hour	48.38	50.79	53.33	56.00	58.80
4	Overtime Hourly Rate (Sunday & Holiday)	Per hour	48.38	50.80	53.34	56.01	58.81
5	Emergency Response - Overtime Labor Rate	Per hour	48.38	50.80	53.34	56.01	58.81
6	Burnish Composition Flooring	Per hour	35.50	37.28	39.14	41.10	43.15
7	Window Cleaning - below 10 ft	Per hour	32.25	33.86	35.56	37.33	39.20
8	Window Cleaning - above 10 ft (includes 2nd Story windows)	Per hour	55.00	57.75	60.64	63.67	66.85
9	Carpet Steam Cleaning - Portable	Per square foot	55.00	57.75	60.64	63.67	66.85
10	Carpet Steam Cleaning - Van Mounted	Per square foot	55.00	57.75	60.64	63.67	66.85
11	Carpet Cleaning (Spin Bonneted)	Per square foot	55.00	57.75	60.64	63.67	66.85
12	Wood Floor Auto Scrubbing	Per square foot	55.00	57.75	60.64	63.67	66.85
13	Stripping, Buffing and Waxing Vinyl/Composition Flooring	Per square foot	55.00	57.75	60.64	63.67	66.85
14	Seal Concrete Flooring	Per square foot	55.00	57.75	60.64	63.67	66.85
15	Film Stage Cleaning (Multi-use facility type)	Per visit	200.00	210.00	220.50	231.53	243.10
16	Chair/Upholstery Cleaning - Banquet Style Chairs *Per chair pricing TBD with quote*	Per hour	32.25	33.86	35.56	37.33	39.20
17	Chair/Upholstery Cleaning - Theater Style Chairs *Per chair pricing TBD with quote*	Per hour	32.25	33.86	35.56	37.33	39.20
18	Tot Lot/Playground Cleaning *Includes: Cleaning (pressure washing to remove grime and built-up residue), sanitizing, and disinfecting all touch surfaces*	Per service	250.00	262.50	275.63	289.41	303.88
19	High-Pressure Hot Water Pressure Washing	Per hour	35.50	37.28	39.14	41.10	43.15

WORKERS' COMPENSATION INSURANCE CERTIFICATE

Pursuant to Section 1861 of the State Labor Code, and all amendments thereto, each contractor to whom a public works contract has been awarded shall sign the following certificate and shall submit same to the City of Palmdale prior to performing any work on the contract:

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

Servicon Systems, Inc.
Contractor

By Enio Martinez
Print Name

Signature

Exec VP Operations
Title

07/29/2025
Date

Section 3700 of the State Labor Code reads as follows:

> "Every employer except the State shall secure the payment of compensation in one or more of the following ways:
>
> (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state.
>
> (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employee."

Bid Summary
RFP 25-002-3400 for Professional Custodial Services

Proposals for Professional Custodial Services were evaluated through a competitive selection process that considered qualifications, methodology, and price to determine the best overall value to the City, not cost alone.

Summary of cost proposals (recurring services only):

Vendor	Location	Bid Proposal – Recurring Services
Executive Facilities Services, Inc.	Camarillo, CA	$3,407,642
Mastercorp Commercial Services	Irwindale, CA	$3,606,316
Allied Universal Janitorial Services	Irvine, CA	$3,819,134
Base Hill, Inc.	Santa Fe Springs, CA	$3,959,602
Pride Industries One, Inc.	Commerce, CA	$4,426,653
Servicon System, Inc.	Culver City, CA	$5,369,093
Merchants Building Maintenance, LLC	Pomona, CA	$5,397,623
Premier Property Preservation	Van Nuys, CA	$6,044,124
JJ Property Maintenance Network Inc.	Pasadena, CA	$10,599,638

Evaluators assessed each vendor's ability to meet the Scope of Services, along with the relevant experience of the firm and proposed contract staff. Price was evaluated based on recurring services only, since additional services are requested as needed and not guaranteed. The RFP included standardized criteria to ensure a fair and consistent evaluation.

Evaluation Criteria (Maximum Points):

- **Company Qualifications, Staffing, Key Personnel, and Resumes** – 40 points
- **Service Approach / Methodology** – 25 points
- **Cost Proposal** – 35 points

Based on the evaluation criteria mentioned above, the following is the ranking of the vendors according to the staff's review.

Rank	Vendor
1	Servicon System, Inc.
2	Allied Universal Janitorial Services
3	Mastercorp Commercial Services
4	Executive Facilities Services, Inc.
5	Pride Industries One, Inc.
6	Base Hill, Inc.
7	Merchants Building Maintenance, LLC
8	Premier Property Preservation
9	JJ Property Maintenance Network Inc.

CITY OF PALMDALE

Proposal for
Professional Custodial/Janitorial Services
City of Palmdale
RFP No. 25-002-3400

April 28, 2025

Submitted by:
Servicon Systems, Inc.
3965 Landmark Street, Culver City, CA 90232
(323) 204-4050

servicon®

Healthy Spaces. Thriving People.

April 28, 2025

Purchasing Division
City of Palmdale
39110 3rd Street East
Palmdale, CA 93550

Re: Proposal for Professional Custodial/Janitorial Services RFP NO. 25-002-3400

Dear Purchasing Team,

Thank you for allowing Servicon Systems, Inc. (Servicon) the opportunity to submit our Proposal to provide professional Custodial/Janitorial Services to City of Palmdale. Our submission fully meets or exceeds all requirements set forth in RFP NO. 25-002-3400, as well as all addendums that are hereby acknowledged.

The official name of our company is Servicon Systems, Inc., 3965 Landmark Street, Culver City, CA 90232. The e-mail address is enio.martinez@servicon.com, telephone number (310) 204-5040, The name of the individual authorized to bind the Servicon's business contractually is myself, Enio Martinez, Executive Vice President of Operation. I can be contacted via the information listed above.

The name, title or position, email and telephone number of the primary contact and/or account administrator with whom the City is to communicate throughout the RFP process is myself, Enio Martinez, enio.martinez@servicon.com, telephone number (310) 204-5040.

Servicon hereby expresses a sincere willingness to perform the services as described in this RFP. We guarantee that all forms, certificates, and compliance requirements included in this RFP are completed an duly submitted in the proposal response. Servicon's submitted proposal shall remain valid for a period of not less than one hundred twenty (120) days from the date of submittal. We acknowledge that all documents submitted pursuant to this RFP will become a matter of public record.

We sincerely appreciate this opportunity to extend our valued partnership with The City and continue to perform exceptional service to your esteemed organization. We believe that strength of our collaborative partnerships in providing quality service to customers for fifty-one (52) years substantiates our commitment and ability to support complex projects, provide seamless transitions, minimize problems, and maximize the cost-to-performance ratio of our programs.

Sincerely,

Enio Martinez
Executive Vice President of Operations

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Organizational Structure, Qualifications, and Experience of Firm

Provide a brief history of your firm and its operations. Include the year formed (corporation, partnership, sole proprietorship); number of employees, size, ownership structure, and any ownership changes that occurred during the past five (5) years.

A corporation established in California in 1973, Servicon Systems, Inc. (Servicon) has been a preeminent provider of award-winning cleaning services across various sectors, including municipal government, aerospace, healthcare (encompassing acute care hospitals, clinics, and ambulatory care centers), life sciences, refinery/manufacturing, commercial real estate, and entertainment studios. We deliver top-tier custodial services in 13 states. Our clientele comprises numerous Fortune 100 and 500 companies as well as multiple government departments and agencies. With annual revenues surpassing $175 million and a team exceeding 2,500 trained professionals, we possess both the scale required to offer world-class service and the agility of a privately held company that can address your needs with speed, care, and dedication.

Servicon is approved by the Women's Business Enterprise Council for its WBENC certification. This prestigious, trusted, highly respected women-owned business certification is provided to large firms that are majority-owned, controlled, and operated by women.

Servicon has had no ownership changes that occurred during the past five (5) years.

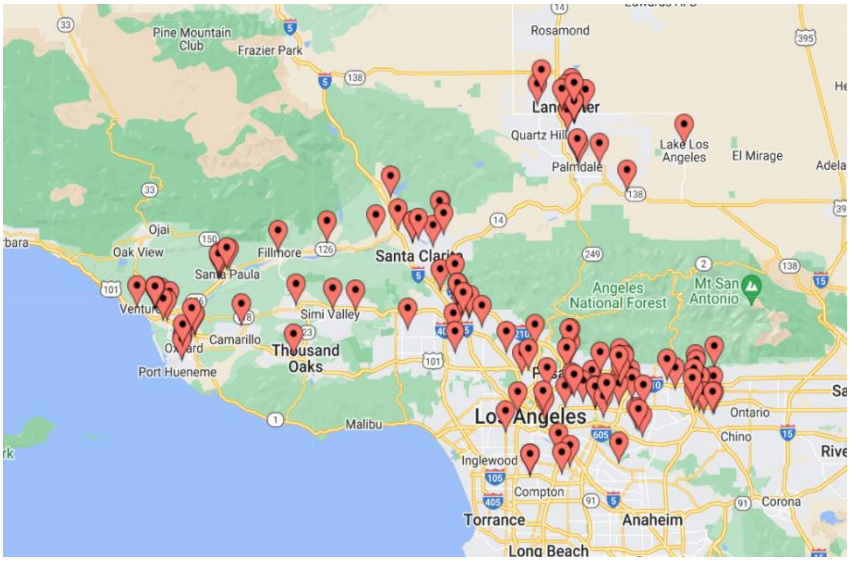
Provide the address of the office that would service this account. If you have other office locations, where are they located (address and telephone number), what are the primary functions performed with each office?

Servicon operates from two locations in Southern California to serve City of Palmdale.

Servicon Corporate Office
(Corporate Campus)
3965 Landmark Street
Culver City, CA 90232
Phone: (310) 204-5040

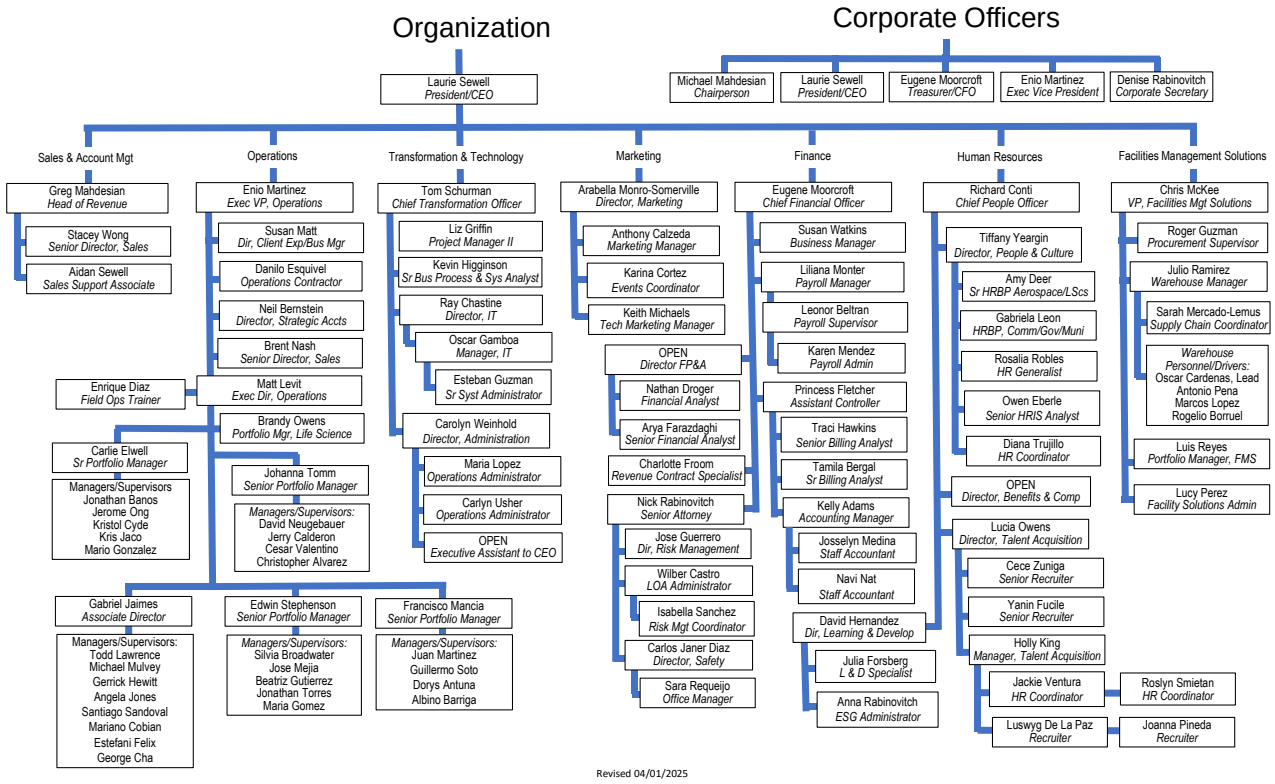
Servicon Supplies Office/Warehouse
(Supplies Warehouse and Distribution)
903 E Walnut Street
Carson, CA 90746
Phone: (310) 970-0700

We also serve dozens of clients in the area and County as a whole as partially seen on map (right).



Provide organizational structure, including parent/subsidiary relationships, if any.

Below is Servicon's high level organization structure:



Note, Servicon has no parent/subsidiary relationships.

Proposer's team unit listing major functional areas with the names and titles of key staff in each area and their relevant experience, inclusive of duties and years of performance. If there are staffing overlaps, please indicate and explain as a footnote.

The following key staff are directly involved in managing the custodial program at City of Palmdale:

1. Oscar Mosqueda – Site Supervisor: 25 years of performance
2. Santiago Sandoval – Portfolio Manager: Over 40 years of performance
3. Mike Mulvey – Senior Portfolio Manager: 20 years of performance
4. Gabriel Jaimes – Associate Director of Operations: Over 20 years of performance
5. Susan Matt – Director of Client Experience: 25 years of performance
6. Matt Levit – Assistant Director of Operations: Over 20 years of performance
7. Enio Martinez – Executive Vice President of Operations: Over 30 years of performance

For a more detailed discussion, please see the management bios of these and other key personnel in the "Proposed Staffing and Management Plan" section of this proposal.

Provide details on the financial condition of your firm and identify any conditions (e.g. bankruptcy, pending litigation, planned office closures, impending merger), which may impede Proposer's ability to provide.

Servicon is in excellent financial condition. Our sources of financing are strong, with sufficient working capital to fund operations and focus on practicing capital efficiency. Additionally, Servicon has no conditions (e.g. bankruptcy, pending litigation, planned office closures, impending merger), which may impede our ability to provide exceptional service to City of Palmdale. Servicon's audited financial statements are available for City of Palmdale review upon request.

Describe Firm's experience in performing like services of a similar nature for municipalities, other government agencies or similarly sized organizations or institutions.

Servicon has fifty-two (52) consecutive years of continuous experience in the custodial industry in similar sized organizations and institutions, with an approximate 35,000,000 aggregate square footage of facilities successfully serviced.

The following is a partial (representative) list of similar municipal custodial projects above 250,000 square feet serviced by Servicon during the past fifty-two (52) years:

Project	Sq.Ft.	Term
City of Palmdale	300 K	2019-present
City of Santa Clarita	250 K	2016-present
City of Irvine	400 K	2022-present
LA County ISD	2.8 M	2017-present

Project	Sq.Ft.	Term
LA County Sup Court	4.6 M	2009-present
County of Riverside	350 K	2021-present
Ventura County Public Health	500 K	2016-present
LA County Correctional Health	700 K	2022-present

Please see our list of references in the "Required Forms" section of this proposal for a more detailed discussion.

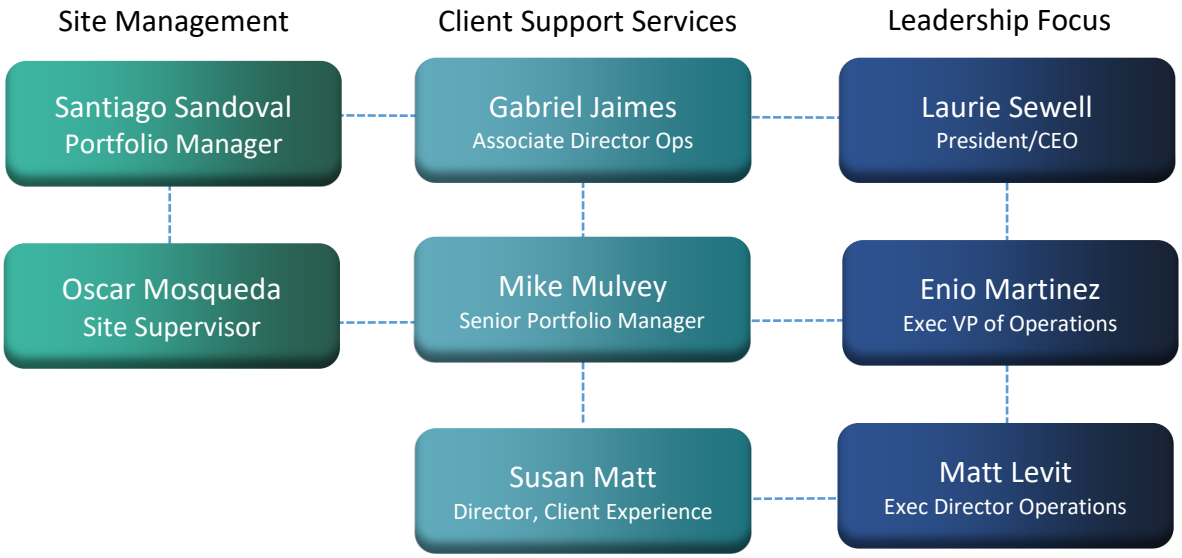
Proposed Staffing and Management Plan

Identify and provide biographies of your firm's senior leadership and the primary and back-up staff who would be assigned to this resulting Agreement. Describe the commitment and ability of the management team to respond immediately to issues relating to the service(s) proposed. Proposer shall demonstrate how this requirementwill be fulfilled and should indicate the percentage of time each key individual will bededicated to our City of Palmdale project.

Program Management

Servicon's collaborative account management approach at City of Palmdale involves ongoing communication and strategic solutions for on-the-ground operational personnel, a management position dedicated to exceeding client expectations and a leadership team that meets regularly to review the account status and provide corporate support for proactive troubleshooting and efficiency.

- Project Team Site
- Director of Client Services
- Leadership Focus/Cost Oversight



Management Bios

High-performance custodial work involves an experienced management team capable of resolving service issues quickly, directing staff and achieving quality, productivity and safety goals. With this in mind, we are committing our top management in support of City of Palmdale.

Oscar Mosqueda, Site Supervisor

Oscar Mosqueda brings over 25 years of experience leading large teams of custodians. He is a seasoned expert in floorcare and all aspects of janitorial service.

Santiago Sandoval, Portfolio (Project) Manager

Santiago Sandoval brings over 40 years of experience in commercial and retail janitorial services to the table. His keen knowledge of operational execution and ability to connect with his team allows him to produce great results. As Project Manager for City of Palmdale, Santiago is available 24/7 to respond immediately to issues relating to the service(s) proposed to City of Palmdale.

Mike Mulvey, Senior Portfolio Manager

Mike has been a multi-unit operations leader for over 20 years with large organizations such as Public Storage, Office Depot and now with Servicon. He is a skilled leader with expertise in training and developing leaders as well as controlling costs and ensuring great customer relations. Mike is available 24/7 to respond immediately to issues relating to the service(s) proposed to City of Palmdale.

Gabriel Jaimes – Associate Director of Operations

Gabriel Jaimes came to Servicon with 20+ years of facility management experience where he oversaw as many as 36 facilities at the same time. In the past, he has served as a General Manager for California Pizza Kitchen, Panera Bread, and Islands Restaurants, gaining extensive experience managing large teams of up to 800 employees. Mr. Jaimes' past responsibilities included implementation of on-going training programs, selection of new staff, direct profit/loss responsibility, and the supply of ordering/delivery schedules for vendors. Gabriel is available 24/7 to respond immediately to issues relating to the service(s) proposed to City of Palmdale.

Susan Matt—Director of Client Experience

Susan Matt's diverse and comprehensive background includes more than 25 years of Custodial/Environmental Services experience, working primarily at Director or District Manager level. Her expertise is in the Support Services Division and Environment of Care, such as housekeeping, linen and laundry, and medical waste. Susan Matt supports her district in floor care, carpet care, compliance procedures, products, programs, medical waste, infection prevention, quality control, pathways to leadership coaching, client

experience and cost saving initiatives. Susan is available to respond immediately to issues relating to the service(s) proposed to City of Palmdale.

Matt Levit – Executive Director of Operations

Matt Levit came to Servicon with 20+ years of multi-unit, retail, and facility management experience. He has overseen regional markets throughout Southern California as well as the Northeastern seaboard, where he has had managerial and executive oversight across 35 states and as many as 200+ facilities. He is experienced in and has excelled at driving key revenue objectives by teams to fuel organizational and client growth. Additionally, he has a proven track record of leading innovation to encourage process improvement. He enjoys the collaborative environment of being a servant leader to his teams and client partners by nurturing professional relationships to drive positive change. Matt is available to respond immediately to issues relating to the service(s) proposed to City of Palmdale.

Enio Martinez – Executive Vice President of Operations

In 1991, Enio joined Pedus Service USA as Director of Operations and then Vice President of Operations. In 2006, Servicon Systems, Inc. acquired Pedus and named Mr. Martinez Vice President of Operations, managing the company's commercial and healthcare portfolios. Enio is responsible for the overall management and operations of all Servicon's municipal, commercial, aerospace and public sector accounts. A specialist in sustainable practices and LEED requirements, he is directly responsible for the development of policies and procedures for all clients. Enio is available to respond immediately to issues relating to the service(s) proposed to City of Palmdale.

Laurie Sewell – President/CEO

A creative and innovative industry veteran, Laurie Sewell joined the Servicon ranks in 1988, and appointed President in 2008. She oversaw a management restructuring in 2014 that led to her further appointment as CEO in 2015. Laurie led the development of the company's Quality Assurance Program, Sustainability and Green Cleaning Policies, as well as business development and operating Servicon's Custodial Supply Distribution division. She headed a committee that wrote the GS-42 Green Seal's Standard for Cleaning Services and ISSA group that penned the Cleaning Industry Management Standard (CIMS). Named "Outstanding Person of the Year" by the Southern California chapter of ISSA, Laurie is an active leader in professional and industry organizations. Laurie is available to respond immediately to issues relating to the service(s) proposed to City of Palmdale.

Include a statement that key personnel proposed will be available to perform the proposed services for the duration of the contract, on-site when requested by CITY, acknowledgingthat no person designated as “key” to the proposed service shall be removed or replacedwithout the prior written concurrence of CITY. In addition, CITY reserves the right to directthe Proposer to remove any individual, including Key Personnel, assigned to the resultant agreement.

Servicon guarantees that key personnel proposed will be available to perform the proposed services for the duration of the contract, on-site when requested by CITY. We acknowledge that no person designated as “key” to the proposed service shall be removed or replaced without the prior written concurrence of CITY. In addition, CITY reserves the right to direct the Proposer to remove any individual, including Key Personnel, assigned to the resultant agreement.

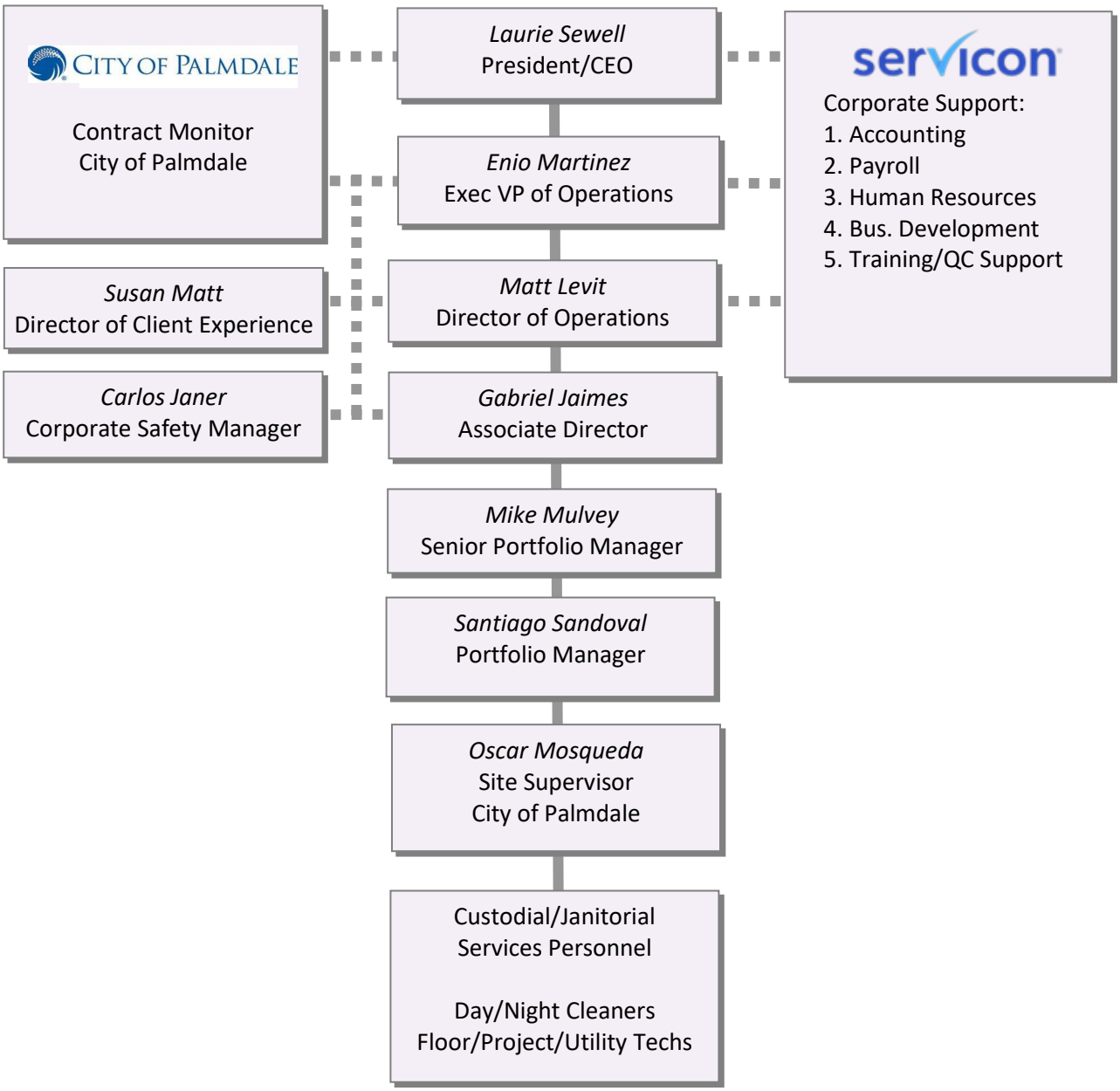
Technical Proposal

This section of the proposal shall be specific, complete in all respects, and should establish the ability of the Proposer to satisfactorily perform The City of Palmdale Professional Custodial/Janitorial Services.

Operational Plan – City of Palmdale

Functional Organizational Chart

Servicon will support its Custodial Cleaning program at City of Palmdale Facilities using a responsible and responsive chain of command as outlined below.



Staffing Hours

Below is Servicon's proposed weekly hours by classification for the City of Palmdale custodial program to meet all statement of work requirements:

Classification	Weekly Hours
Site Supervisor	40.00
Floor/Project/Utility Tech	80.00
Day/Night Cleaners - Park Sites	196.00
Day/Night Cleaners - Facility Sites	194.00
Day/Night Cleaners - Aquatic Facilities & Water Park*	28.00
Day/Night Cleaners - Transit Sites	118.00
Day/Night Cleaners - Job Center	9.00
Day/Night Cleaners - Neighborhood Houses	15.00
Total Weekly Hours	680.00
Total FTEs	17.00

*Including Seasonal Hours

Task and Frequency Schedules

Servicon custodial personnel will perform all Routine Services at City of Palmdale locations within the time frames identified in the RFP's Statement of Work. Components of the SOW are fully disseminated by Servicon's operational team and groundwork is laid for routine schedules of daily cleaning constructed for each work area as a blueprint for Servicon employees.

Servicon Systems, Inc.
Janitorial Services Task and Frequency Schedule – Rancho Carmel & Spe

Area/Task	Daily	Weekly	Monthly	Qu
Main Facility Areas				
Sweep and mop all hard floors.	X			
Vacuum all carpets and mats, in main lobbies, cafeteria, and all other common areas.	X			
Clean and dust furniture, tables, telephones, bookcases and shelving units.	X			
Clean and polish glass surfaces and tabletops.	X			
Clean and wipe all break room surfaces, sinks, microwaves, appliances and hardware.	X			
At Rancho Carmel, replenish supplies as needed.	X			
Clean all drinking fountains and water coolers on the outside and all basin hardware.	X			
Clean glass doors, lobby, executive area exterior and interior glass.	X			
Empty all trash containers and replace liners daily. Transport waste to dumpsters.	X			
Recycle paper waste in blue receptacles; flatten and recycle cardboard boxes.	X			
Wipe clean all white board/marker board trays.	X			
Wipe down all surfaces on all fitness center equip	X			
Clean all doors and door hardware to remove dus	X			
Remove trash and debris from exterior areas. Sw	X			
Clean and service all cigarette containers.	X			
Clean all stairwell floor surfaces, stair guards, handrails and baseboards/cove bases.	X			
Spot clean all carpet as needed.	X			
Dust all high and low reach areas, including chairs and furniture.		X		
Vacuum all carpeted areas, offices, conference rooms and cubicles.		X		
Damp mop all ceramic floor tile.		X		

Sample

NGC Rancho Carmel & Spectrum
TASK ASSIGNMENT SCHEDUL

General

Location: **Rancho Carmel Center** Times of Service
Position Name: **Day Porter 1** Shift:
Employee Assigned: **Jane Doe** Supervisor:

Schedule

	Clock Time:	Task Details:
1:	7:00 AM	Report to work in clean, orderly uniform, sign in, collec equipment. Report to first area of responsibility.
2:	7:10 AM	Area: Cafeteria. Empty trash, clean eating areas, swee weekly according to specifications.
3:	9:00 AM	First Break. Wash hands before and after. Make sure securely stored in proper area.
4:	10:00 AM	Areas: Cafeteria Serving Area. Sweep and mop floors Clean spills as requested.
5:	11:00 AM	Lunch Break. Wash hands before and after. Make su securely stored in proper area.
6:	11:30 AM	Areas: Offices (9), coffee/copy room (1). Empty trash, sweep/ mop floors in office areas. Sweep/mop hallway Detail clean weekly according to specifications.
7:	1:00 PM	Second Break. Wash Make s securely stored in proper area.
8:	1:10 PM	Areas: Conference/training rooms, lobby. Empty trash,

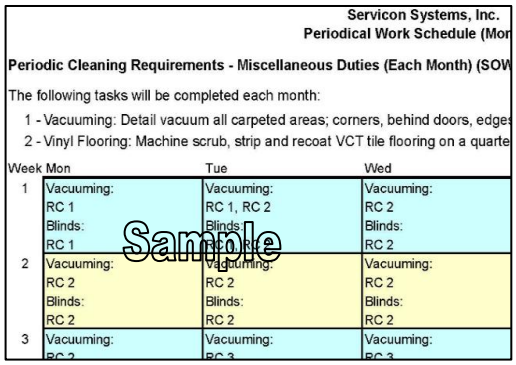
Sample

Task Assignment Schedules

Only if Servicon employees know exactly what is expected as far as their work requirements can they be expected to contribute effectively to the goals of the department. By definition, a daily task assignment is one (1) day's work for one (1) Servicon employee. A written job assignment represents many hours of strategic input from the supervisory staff as well as onsite employees themselves. Assignments will be digitally generated and maintained digitally by Servicon's operational team, allowing for quick access and fine tuning, spreading City of Palmdale's cleaning requirements over worker shifts so that each work component is continuously addressed without periods of excess activity. Moreover, each custodial worker assigned to City of Palmdale locations will be trained to follow their unique daily task schedule of specific rooms/areas he/she is responsible in completing, ensuring that all requirements from the SOW are met or exceeded. Schedules are posted in strategic locations on site, accessible to regular and relief employees.

Periodic Work Schedules

Servicon's custodial/floor care staff will be responsible for completing all periodic (monthly or greater) assignments from the Statement of Work during their normal shift hours. During all procedures, Servicon employees will use appropriate cleaning materials to complete their assignments and clean all work areas after completion of assignments.



Servicon Systems, Inc.
Periodical Work Schedule (Mor

Periodic Cleaning Requirements - Miscellaneous Duties (Each Month) (SOW

The following tasks will be completed each month:

1 - Vacuuming: Detail vacuum all carpeted areas; corners, behind doors, edges
2 - Vinyl Flooring: Machine scrub, strip and recoat VCT tile flooring on a quarte

Week	Mon	Tue	Wed
1	Vacuuming: RC 1 Blinds: RC 1	Vacuuming: RC 1, RC 2 Blinds: RC 1	Vacuuming: RC 2 Blinds: RC 2
2	Vacuuming: RC 2 Blinds: RC 2	Vacuuming: RC 2 Blinds: RC 2	Vacuuming: RC 2 Blinds: RC 2
3	Vacuuming: RC 2	Vacuuming: RC 3	Vacuuming: RC 3

Sample

Scope of Service – Custodial/Janitorial Services

Servicon will perform condition-based, interval-based (scheduled), and City of Palmdale-requested cleaning work as needed to meet all defined standards below for the spaces that are cleaned. We will promptly review and adjust schedules and service levels as needed to remedy any conditions that fall outside the defined standard. City of Palmdale's expects that all facilities are clean, orderly, and present a professional appearance.

The following are general instructions to follow when providing custodial services:

1. Servicon shall have all sites inspected and ready to open by 6:00 am.
2. Servicon shall contact authorized/designated CITY representative each day to confirm that all sites have been inspected and are ready to open.
3. Servicon will have custodial supplies provided by the CITY, as described in Supplies above, picked up from the Maintenance Yard Warehouse (39110 3rd Street East) on Fridays and delivered to appropriate sites for custodial services and for stocking custodial closets at CITY facilities. The request for needed supplies shall be made in writing to the authorized/designated CITY representative at least 24 hours in advance.
4. Servicon shall provide written inspection reports for all facilities once per month (30-day period) and no later than the second Tuesday of the month.
5. Servicon will be required to meet and include facility inspections with authorized/designated CITY representative(s) once per week. Frequency of these meetings may be altered per the discretion of the authorized/designated CITY representative.
6. The request for any Additional Services as outlined in the Additional Services Fee Schedule Exhibit will be made by authorized/designated CITY representative.
7. Servicon shall provide to authorized/designated CITY representative(s) names and phone numbers of all Servicon's supervisory staff, including emergency contact names and phone numbers.
8. Servicon shall not move or disturb any papers or folders on desktops.
9. Servicon shall put back in its place any objects, including chairs, and/or waste receptacles moved to perform cleaning services.

10. Servicon shall use safety/warning signs when cleaning all carpet and floor areas.
11. Servicon shall adhere to all local, state, and federal safety and health regulations when providing custodial services.

Facility Type Cleaning Specifications

Professional Office Buildings

Daily Specifications

The following items will be completed by Servicon each visit:

1. Empty trash receptacles and replace liners (where applicable) both interior and exterior.
2. Empty all recycling containers at desks into large 35-gallon Blue Recycling Cart.
3. Empty all shredders into large 35-gallon Recycling Cart.
4. Dust all reachable surfaces in all offices and copy and file rooms without the use of a ladder with a dust cloth or dust mitt (feather dusters are prohibited). Surfaces include, but are not limited to, desks and/or desktops, cabinets, countertops, blinds, thermostats, other furniture, computer equipment (including monitor, keyboard, and CPU), phones, calculators, picture frames, and other decorative items.
5. Clean all interior glass on partitions, walls, and doors.
6. Clean any glass in a public entryway.
7. Clean desktop and conference table glass.
8. Organize conference room chairs in an orderly manner.
9. Clean any kitchenette or break areas, including sanitizing sinks, counters, tables, microwaves in and out, and front of refrigerator and appliances.
10. Vacuum all carpeting.
11. Sweep and spot mop where needed all non-carpet flooring, including remove any scuff and heel marks.
12. Clean and sanitize public phones.
13. Clean and sanitize drinking fountains and/or water coolers.
14. Clean elevators, including vacuuming and/or cleaning floors threshold and walls, clean and polish metalwork and woodwork (as applicable).
15. Inspect and remove any debris or trash inside or outside perimeter of parking lot trash enclosures.

16. Maintain custodial closet organization.

17. Notify authorized/designated CITY representative/s of any maintenance issues, including but not limited to plumbing issues, vandalism, broken or hazardous fixtures or other hazardous conditions, and lighting issues. Reports are to be sent daily via email to authorized/designated CITY representative/s. Hazards or potential hazards are to be emailed and phoned in to authorized/designated CITY representative/s.

Weekly Specifications

The following items will be completed by Servicon once per week (7-day period):

- Mop all non-carpeted flooring, including stairwells and landings using disinfectant cleaner.
- Wipe down both sides of interior doors, door handles, removing marks, including fingerprints.
- Wipe down and remove any marks on all light switches.
- Clean and sanitize all phones and computer keyboards.
- Clean handrails.
- Clean all directory signs and name plates.
- Clean all cabinet doors, applying furniture polish to all wood doors.
- Change out all mop heads – both wet and dry (dust).
- Clean the desk countertops, walls, and partitions and remove marks.
- Clean and disinfect with enzymes and water any floor drains and sinks, where applicable.
- Clean and sanitize inside and outside of microwaves.
- Clean outside of the refrigerator.

Monthly Specifications

The following items will be completed by Servicon once per month (30-day period):

- Lift and clean underneath the desk glass tops and under countertops.
- Remove marks from desk chair mats.
- Clean and mop custodial closets.
- Flush all floor drains with hot water, removing any standing water and adding enzymes to drain, where applicable.
- Vacuum all upholstered furniture.

- Clean/dust all high areas, including but not limited to ledges, windowsills, moldings, pictures, HVAC registers, and ceilings
- Buff and wax all vinyl composition flooring – removing any wax that may splash on baseboards.
- Clean all exterior and interior windows, including window frames, using any method that will leave the window clean and streak-free. Windows excluded from this requirement are any windows higher than 10 feet. Windows above 10 feet will be cleaned as requested and priced in the Additional Services Fee Schedule Exhibit.
- Clean all lighting fixtures, including any and all under cabinet lighting.
- Clean all window blinds.
- Clean underside all desktops, countertops, and tabletops.
- Vacuum under all desktops, countertops, and tabletops, including around edges and baseboards.

Quarterly Specifications

The following items will be completed by Servicon once per quarter (90-day period):

- Clean all carpet, including stairs, using a professional grade, powered carpet cleaning machine with hot water tank.
- Carpets shall be vacuumed and cleaned in their entirety, capturing all dirt and debris along corners and edges, removing all stains throughout carpet area.
- Vacuum all draperies.
- Clean baseboards, including corners and remove any dirt and/or scuff marks.
- Strip, clean, and wax all composition vinyl flooring, including custodial closet floors – removing any wax that may splash on baseboards.
- Polish or oil all woodwork in facility type.

Lobbies

Daily Specifications

The following items will be completed by Servicon each visit:

- Empty trash receptacles and replace liners (where applicable) both interior and exterior.
- Vacuum all carpeting and floor mats.

- Sweep and mop all non-carpeted flooring, including removing any scuff and heel marks, using disinfectant cleaner.
- Clean all interior glass on partitions, walls, and doors.
- Clean any glass in a public entryway.
- Clean and sanitize, with residue and film free finish, all surfaces including but not limited to tabletops and countertops.
- Maintain custodial closet organization.
- Notify authorized/designated CITY representative/s of any maintenance issues, including but not limited to plumbing issues, vandalism, broken or hazardous fixtures or other hazardous conditions, and lighting issues. Reports are to be sent daily via email to authorized/designated CITY representative/s. Hazards or potential hazards are to be emailed and phoned in to authorized/designated CITY representative/s.

Weekly Specifications

The following items will be completed by Servicon once per week (7-day period):

- Wipe down and remove any marks on all light switches.
- Clean and sanitize all phones and computer keyboards.
- Clean handrails.
- Clean all directory signs and name plates.
- Wipe down both sides of interior doors removing marks, including fingerprints.
- Clean all cabinet doors - applying furniture polish to all wood doors.
- Change out all mop heads – both wet and dry (dust).
- Clean all countertops, walls, and partitions and remove marks.
- Clean and disinfect with enzymes and water any floor drains and sinks, where applicable.

Monthly Specifications

The following items will be completed by Servicon once per month (30-day period):

- Clean under countertops.
- Remove marks from desk chair mats.
- Flush all floor drains with hot water, removing any standing water and adding enzymes to drain, where applicable.

- Vacuum all upholstered furniture.
- Clean/dust all high areas, including but not limited to ledges, windowsills, moldings, pictures, HVAC registers, and ceilings.
- Buff and wax all vinyl composition flooring – removing any wax that may splash on baseboards.
- Clean all lighting fixtures, including all under cabinet lighting.
- Clean underside of all desktops, countertops, and tabletops.
- Vacuum under all desktops, countertops, and tabletops, including around edges and baseboards.
- Clean all window blinds.
- Clean all exterior and interior windows, including window frames, using any method that will leave the window clean and streak-free. Windows excluded from this requirement are any windows higher than 10 feet. Windows above 10 feet will be cleaned as requested and priced in Additional Services Fee Schedule Exhibit.

Quarterly Specifications

The following items will be completed by Servicon once per quarter (90-day period):

- Clean all carpets, including stairs, using a professional grade, powered carpet cleaning machine with hot water tank.
- Carpets shall be vacuumed and cleaned in their entirety, capturing all dirt and debris along corners and edges, removing all stains throughout carpet area.
- Vacuum all draperies.
- Clean baseboards, including corners and remove any dirt and/or scuff marks.
- Strip, clean, and wax all composition vinyl flooring, including custodial closet floors – removing any wax that may splash on baseboards.
- Polish or oil all woodwork in facility type.

Restrooms

Daily Specifications

The following items will be completed by Servicon each visit:

- Dust and clean any and all signage inside and outside of restroom.
- Clean and sanitize all doors, including stall doors and entry and exit doors.

- Mop and disinfect flooring, paying special attention to flooring around urinals and toilet bowls.
- Clean, disinfect, and sanitize entire urinals, toilet bowls, sink fixtures (includes inside and outside of fixtures).
- Clean and disinfect all exposed plumbing, countertops, and dispensers to a residue free finish.
- Empty and sanitize waste receptacles and sanitary napkin receptacles and replace liners.
- Clean all mirrors, leaving smudge and streak free finish.
- Clean and sanitize all walls (including any shower stalls where applicable), partitions, ceilings, ledges, and baseboards.
- Refill toilet paper, seat covers, hand soap, and hand towel dispensers to capacity.
- Check urinal deodorizer blocks and screens and replace when needed.
- Maintain custodial closet organization.
- Notify authorized/designated CITY representative/s of any maintenance issues, including but not limited to plumbing issues, vandalism, broken or hazardous fixtures or other hazardous conditions, and lighting issues. Reports are to be sent daily via email to authorized/designated CITY representative/s. Hazards or potential hazards are to be emailed and phoned in to authorized/designated CITY representative/s.

Weekly Specifications

The following items will be completed by Servicon once per week (7-day period):

- Pour enzymes down all floor drains.

Monthly Specifications

The following items will be completed by Servicon once per month (30-day period):

- Clean and mop custodial closets.

Kitchens and Bars

Daily Specifications

The following items will be completed by Servicon each visit:

- Clean and sanitize the following:
    a. Food prep surfaces
    b. Appliances
    c. Counter tops

d. Cabinets
e. Sinks
f. Faucets
g. Dispensers
h. Waste receptacles
i. Exposed plumbing
j. Floor sinks
k. Vent hoods surface
l. All flooring leaving no residue
m. Light switches
n. Signs

- Remove all scuff marks from flooring.
- Empty all trash receptacles, replace liners, and wash/sanitize as needed.
- Clean refrigerators, microwaves, and any other appliances.
- Maintain custodial closet organization.
- Notify authorized/designated CITY representative/s of any maintenance issues, including but not limited to plumbing issues, vandalism, broken or hazardous fixtures or other hazardous conditions, and lighting issues. Reports are to be sent daily via email to authorized/designated CITY representative/s. Hazards or potential hazards are to be emailed and phoned in to authorized/designated CITY representative/s.

Weekly Specifications

The following items will be completed by Servicon once per week (7-day period):

- Clean and sanitize all walls to maintain Los Angeles County Public Health requirements.
- Clean and disinfect with enzymes and water any floor sinks.
- Clean and sanitize all floor mats.
- Polish refrigerators, microwaves, and any other appliances to a streak and smudge free finish (including all stainless-steel fixtures and/or appliances).
- Sweep and mop the interior of all refrigerators/freezers (where applicable).
- Wipe down both sides of interior doors removing marks, including fingerprints.
- Clean and sanitize all phones.
- Clean and sanitize all handrails.
- Clean all cabinet doors - applying furniture polish to all wood doors, where applicable.

- Change out all mop heads – both wet and dry (dust).
- Clean all walls and partitions and remove marks.

Monthly Specifications

The following items will be completed by Servicon once per month (30-day period):

- Clean and degrease all vent and exhaust hoods, including any screens.
- Deep clean all flooring by method of steam cleaning and degreaser.
- Clean all partition glass/sidelights, interior door glass windows, and all other glass or windows within facility type.
- Clean/dust all interior window frames and blinds (if applicable).
- Remove cobwebs, including around ceiling.
- Clean all lighting fixtures, including all under cabinet lighting.

Quarterly Specifications

The following items will be completed by Servicon once per quarter (90-day period):

- Polish or oil all woodwork - applying furniture polish (as applicable).

Pool Facilities (including locker rooms and shower areas)

Daily Specifications

The following items will be completed by Servicon each visit:

- Empty trash receptacles and replace liners (where applicable) both interior and exterior.
- Refill toilet paper, seat covers, hand soap, and hand towel dispensers to capacity.
- Mop and disinfect all flooring, including lobby and corridors within the Facility Type.
- Clean, disinfect, and sanitize all dressing areas, showers, urinals, toilet bowls, sink fixtures (includes inside and outside of fixtures), countertops, benches, and lockers (lockers to be hand cleaned – no spray cleaning permitted).
- Clean and disinfect all exposed plumbing, countertops, and dispensers to a residue free finish.
- Clean all interior glass, including mirrors, in partitions, walls, and doors (as applicable) to smudge and streak-free finish.

- Dust all reachable surfaces in all offices and copy and file rooms without the use of a ladder with a dustcloth or dust mitt (feather dusters are prohibited). Surfaces include, but are not limited to, desks and/or desktops, cabinets, countertops, blinds, thermostats, other furniture, computer equipment (including monitor, keyboard, and CPU), phones, calculators, picture frames, and other decorative items.
- Empty and sanitize sanitary napkin receptacles and replace liners.
- Check urinal deodorizer blocks and screens and replace them when needed.
- Check waterless urinal filter cartridges and replace them when needed, where applicable.
- Clean and sanitize public phones.
- Clean and sanitize drinking fountains and/or water coolers.
- Maintain custodial closet organization.
- Inspect and remove any debris or trash inside or outside perimeter of parking lot trash enclosures.
- Notify authorized/designated CITY representative/s of any maintenance issues, including but not limited to plumbing issues, vandalism, broken or hazardous fixtures or other hazardous conditions, and lighting issues. Reports are to be sent daily via email to authorized/designated CITY representative/s. Hazards or potential hazards are to be emailed and phoned in to authorized/designated CITY representative/s.

Weekly Specifications

The following items will be completed by Servicon once per week (7-day period):

- Clean all directory signs and name plates.
- Clean and sanitize all non-public phones and computer keyboards.
- Wipe down and remove any marks on all light switches.
- Clean all handrails.
- Clean all cabinet doors - applying furniture polish to all wood doors.
- Change out all mop heads – both wet and dry (dust).
- Clean all walls and partitions and remove marks.
- Clean and disinfect with enzymes and water any floor drains and sinks, where applicable.

Monthly Specifications

The following items will be completed by Servicon once per month (30-day period):

- Clean and mop custodial closets.

- Scrub shower tile and grout.
- Clean all exterior and interior windows, including window frames, using any method that will leave the window clean and streak-free. Windows excluded from this requirement are any windows higher than 10 feet. Windows above 10 feet will be cleaned as requested and priced in the Additional Services Fee Schedule Exhibit.
- Clean the underside of all desktops, countertops, and tabletops.
- Vacuum under all desktops and around edges and baseboards.
- Remove marks from desk chair mats (if applicable).
- Flush all floor drains with hot water, removing any standing water and adding enzymes to drain, where applicable.
- Vacuum all upholstered furniture.
- Clean/dust all high areas, including but not limited to ledges, windowsills, moldings, pictures, HVAC registers, and ceilings.
- Buff and wax all vinyl composition flooring – removing any wax that may splash on baseboards.
- Clean all lighting fixtures, including all under-cabinet lighting.
- Clean all window blinds.

Quarterly Specifications

The following items will be completed by Servicon once per quarter (90-day period):

- Clean all carpets, including stairs, using a professional-grade, powered carpet cleaning machine with a hot water tank.
- Carpets shall be vacuumed and cleaned in their entirety, capturing all dirt and debris along corners and edges, and removing all stains throughout the carpet area.
- Vacuum all draperies.
- Clean baseboards, including corners and remove any dirt and/or scuff marks.
- Strip, clean, and wax all composition vinyl flooring, including custodial closet floors – removing any wax that may splash on baseboards.
- Polish or oil all woodwork in facility type.

Gymnasiums

Daily Specifications

The following items will be completed by Servicon each visit:

- Empty trash receptacles and replace liners (where applicable) both interior and exterior.
- Remove and dispose of any trash found outside trash receptacles.
- Spot mop all spills or soiled areas of flooring and remove any gum or scuff marks.
- Remove any gum from bleachers.
- Clean all markings, including fingerprints, off all doors and frames.
- Clean desktop glass (if applicable).
- Clean any kitchenette or break areas, including sanitizing sinks, counters, tables, and appliances.
- Clean and sanitize public phones.
- Clean and sanitize drinking fountains and/or water coolers.
- Clean all interior glass, including mirrors, in partitions, walls, and doors (as applicable) to smudge and streak-free finish.
- Remove any graffiti, graffiti remover to be supplied by City of Palmdale.
- Notify authorized/designated CITY representative/s of any maintenance issues, including but not limited to plumbing issues, vandalism, broken or hazardous fixtures or other hazardous conditions, and lighting issues. Reports are to be sent daily via email to authorized/designated CITY representative/s. Hazards or potential hazards are to be emailed and phoned in to authorized/designated CITY representative/s.
- Inspect the high lighting and report any issues and/or outages to authorized/designated CITY representative.

Weekly Specifications

The following items will be completed by Servicon once per week (7-day period):

- Clean all door thresholds.
- Dust and sanitize all wall pads, including dusting top ledges of wall pads.
- Clean all directory signs and name plates.
- Clean and sanitize all non-public phones and computer keyboards.
- Wipe down and remove any marks on all light switches.
- Clean handrails.

- Clean all cabinet doors - applying furniture polish to all wood doors.
- Auto scrub all wood flooring using a white pad.

Monthly Specifications

The following items will be completed by Servicon once per month (30-day period):

- Clean and mop custodial closets.
- Clean all exterior and interior windows, including window frames, using any method that will leave the window clean and streak-free. Windows excluded from this requirement are any windows higher than 10 feet. Windows above 10 feet will be cleaned as requested and priced in Additional Services Fee Schedule Exhibit.
- Clean underside of all desktops, countertops, and tabletops.
- Vacuum under all desktops and around edges and baseboards.
- Remove marks from desk chair mats (as applicable).
- Flush all floor drains with hot water, removing any standing water and adding enzymes to drain, where applicable.
- Vacuum all upholstered furniture (as applicable).
- Clean/dust all high areas, including but not limited to ledges, windowsills, moldings, pictures, HVAC registers, and ceilings.
- Buff and wax all vinyl composition flooring – removing any wax that may splash on baseboards (as applicable).
- Clean all lighting fixtures, including all under cabinet lighting (except high lighting).
- Clean all window blinds.

Quarterly Specifications

- The following items will be completed by Servicon once per quarter (90-day period)
- Clean all carpets, including stairs, using a professional grade, powered carpet cleaning machine with hot water tank.
- Carpets shall be vacuumed and cleaned in their entirety, capturing all dirt and debris along corners and edges, removing all stains throughout carpet area.
- Vacuum all draperies.

- Clean baseboards, including corners and remove any dirt and/or scuff marks.
- Strip, clean, and wax all composition vinyl flooring, including custodial closet floors – removing any wax that may splash on baseboards.
- Polish or oil all woodwork in facility type.

Park Restrooms

Daily Specifications

The following items will be completed by Servicon each visit:

- Dust and clean all signage inside and out on restroom building.
- Clean and sanitize all doors, including stall doors and entry and exit doors to the building.
- Wet mop and disinfect flooring, paying special attention to flooring around urinals and toilet bowls.
- Clean any alkaline deposits and neutralize enzymes around urinals and toilet bowls.
- Clean, disinfect, and sanitize entire urinals, toilet bowls, sink fixtures (includes inside and outside of fixtures), and all dispensers. Sanitize walls as required.
- Empty and clean trash containers inside restroom facility and replace liners as needed.
- Dust and clean all walls, partitions, ceilings, and ledges.
- Refill toilet paper, hand soap, and hand towel dispensers.
- Remove any gum or other material, including stickers, on restroom floors, fixtures, partitions, counters, or any other area within restroom facility.
- Notify authorized/designated CITY representative/s of any maintenance issues, including but not limited to plumbing issues, vandalism, broken or hazardous fixtures or other hazardous conditions, and lighting issues. Reports are to be sent daily via email to authorized/designated CITY representative/s. Hazards or potential hazards are to be emailed and phoned in to authorized/designated CITY representative/s.
- Maintain custodial closet organization.
- Throw away all empty boxes. Do not collect recyclables in the custodial closets.
- Make an effort to unclog toilets and urinals (most times debris just needs to be removed from toilet or urinal by hand) prior to contacting CITY staff.
- Trash and debris shall not be swept into planters but picked up and placed in trash can.

- Under no circumstances shall cleaning liquids, wastewater, or chemical-based cleaning solutions be drained, poured, or otherwise disposed of into planters, landscaped areas, soil, tree wells, or any permeable surfaces.

Weekly Specifications

The following items will be completed by Servicon once per week (7-day period):

- Clean and disinfect with enzymes and water any floor drains and sinks, where applicable

Palmdale Transportation Center

Restroom Cleaning – each visit

- Maintain custodial closet organization.
- Clean and sanitize all doors, including stall doors and entry, exit doors and partitions of restrooms.
- Mop and disinfect flooring in restrooms, paying special attention to flooring around urinals and toilet bowls.
- Clean, disinfect, and sanitize entire urinals, toilet bowls, sink fixtures (includes inside and outside of fixtures).
- Clean and disinfect all exposed plumbing, countertops, and dispensers to a residue free finish.
- Empty and sanitize waste receptacles and sanitary napkin receptacles and replace liners.
- Clean all mirrors, leaving smudge and streak free finish.
- Refill toilet paper, seat covers, hand soap, and hand towel dispensers to capacity.
- Check urinal deodorizer blocks and screens and replace them when needed.
- Empty trash receptacles and replace liners (where applicable) both interior and exterior.
- Sweep and spot mop where needed all non-carpet flooring, including remove any scuff and heel marks.
- Clean and sanitize public phones.
- Clean and sanitize drinking fountains and/or water coolers.
- Clean and sanitize vending machines.
- Clean any glass in a public entryway.
- Organize conference room chairs in an orderly manner.
- Clean any kitchenette or break areas, including sanitizing sinks, counters, tables, and appliances.

Once Per Day

- Restroom cleaning as above, plus the following:
- Notify authorized/designated CITY representative/s of any maintenance issues, including but not limited to plumbing issues, vandalism, broken or hazardous fixtures or other hazardous conditions, and lighting issues. Reports are to be sent daily via email to authorized/designated CITY representative/s. Hazards or potential hazards are to be emailed and phoned in to authorized/designated CITY representative/s.
- Dust all reachable surfaces in all offices and copy and file rooms without the use of a ladder with dust cloth or dust mitt (feather dusters are prohibited). Surfaces include, but are not limited to, desks and/or desktops, cabinets, countertops, blinds, thermostats, other furniture, computer equipment (including monitor, keyboard, and CPU), phones, calculators, picture frames, and other decorative items.
- Clean all interior glass on partitions, walls, and doors.
- Clean desktop glass.
- Clean all walls, partitions, ceilings, ledges, and baseboards.
- Dust and clean all signage inside and outside of restrooms.
- Vacuum all carpeting.
- Mop and disinfect all non-carpeted flooring.

Weekly Specifications

The following items will be completed by Servicon once per week (7-day period):

- Wipe down and remove any marks on all light switches.
- Clean and sanitize all phones and computer keyboards.
- Clean handrails.
- Clean all directory signs and name plates.
- Clean all cabinet doors - applying furniture polish to all wood doors.
- Change out all mop heads – both wet and dry (dust).
- Clean all countertops, walls, and partitions and remove marks.
- Clean and disinfect with enzymes and water any floor drains and sinks, where applicable.
- Sweep and wet mop all ceramic tile floors.

Monthly Specifications

The following items will be completed by Servicon once per month (30-day period):

- Clean underside all desktops, countertops, and tabletops.
- Vacuum/clean under all desktops and around edges and baseboards.
- Remove marks from desk chair mats.
- Flush all floor drains with hot water, removing any standing water and adding enzymes to drain, where applicable.
- Vacuum all upholstered furniture.
- Clean/dust all high areas, including but not limited to ledges, windowsills, moldings, pictures, HVAC registers, and ceilings.
- Buff and wax all vinyl composition flooring – removing any wax that may splash on baseboards.
- Remove cobwebs, including around ceiling.
- Clean all lighting fixtures, including all under cabinet lighting.
- Clean all window blinds.
- Clean all exterior and interior windows, including window frames, using any method that will leave the window clean and streak-free. Windows excluded from this requirement are any windows higher than 10 feet. Windows above 10 feet will be cleaned as requested and priced in Additional Services Fee Schedule Exhibit.

Quarterly Specifications

The following items will be completed by Servicon once per quarter (90-day period):

- Clean all carpets, including stairs, using a professional grade, powered carpet cleaning machine with hot water tank.
- Carpets shall be vacuumed and cleaned in their entirety, capturing all dirt and debris along corners and edges, removing all stains throughout carpet area.
- Vacuum all draperies.
- Clean baseboards, including corners and remove any dirt and/or scuff marks.
- Strip, clean, and wax all composition vinyl flooring, including custodial closet floors – removing any wax that may splash on baseboards.
- Polish or oil all woodwork in facility type.

Wood Flooring

Weekly Specifications

The following items will be completed by Servicon once per week (7-day period):

- Auto scrub all wood flooring using a white pad, including all dance floors and multi- use wood flooring.

Multi-Use

Daily Specifications

The following items will be completed by Servicon each visit:

- Empty trash receptacles and replace liners (where applicable) both interior and exterior.
- Dust all reachable surfaces without the use of a ladder with a dust cloth or dust mitt (feather dusters are prohibited). Surfaces include, but are not limited to, cabinets, desks, blinds, thermostats, countertops, other furniture, desks and/or desktops, phones, pictures and/or picture frames, and other decorative items.
- Clean all interior glass on partitions, walls, and doors.
- Clean any glass in a public entryway.
- Clean desktop and conference table glass.
- Organize conference room chairs in an orderly manner.
- Clean any kitchenette or break areas, including sanitizing sinks, counters, tables, and appliances.
- Vacuum all carpeting and spot clean as needed.
- Sweep and spot mop where needed all non-carpet flooring, including remove any scuff and heel marks.
- Clean and sanitize public phones.
- Clean and sanitize drinking fountains and/or water coolers.
- Clean elevators, including vacuuming and/or cleaning floors and walls, clean and polish metalwork and woodwork (as applicable).
- Maintain custodial closet organization.
- All tables and chairs shall be sanitized.
- Dumpster/trash enclosures shall be free of trash and debris.

- Notify authorized/designated CITY representative/s of any maintenance issues, including but not limited to plumbing issues, vandalism, broken or hazardous fixtures or other hazardous conditions, and lighting issues. Reports are to be sent daily via email to authorized/designated CITY representative/s. Hazards or potential hazards are to be emailed and phoned in to authorized/designated CITY representative/s.

Weekly Specifications

The following items will be completed by Servicon once per week (7-day period):

- Clean all exterior and interior windows, including window frames, using any method that will leave the window clean and streak-free. Windows excluded from this requirement are any windows higher than 10 feet. Windows above 10 feet will be cleaned as requested and priced in Additional Services Fee Schedule Exhibit.
- Mop all non-carpeted flooring, including stairwells and landings using disinfectant cleaner.
- Wipe down both sides of interior doors removing marks, including fingerprints.
- Wipe down and remove any marks on all light switches.
- Clean and sanitize all phones and computer keyboards.
- Clean handrails.
- Clean all cabinet doors, applying furniture polish to all wood doors.
- Change out all mop heads – both wet and dry (dust).
- Clean the desk countertops, walls, and partitions and remove marks.
- Clean and disinfect with enzymes and water any floor drains and sinks, where applicable.

Monthly Specifications

The following items will be completed by Servicon once per month (30-day period):

- Clean baseboards, including corners and remove any dirt and/or scuff marks.
- Clean window blinds.
- Lift and clean underneath desk glass tops, countertops, and tabletops.
- Clean underside of all desktops, countertops, and tabletops.
- Vacuum under all desktops and around edges and baseboards.
- Remove marks from desk chair mats, where applicable.
- Clean and mop custodial closets.

- Flush all floor drains with hot water, removing any standing water and adding enzymes to drain, where applicable.
- Vacuum all draperies and upholstered furniture.
- Clean/dust all high areas, including but not limited to ledges, windowsills, moldings, pictures, HVAC registers, and ceilings.
- Buff and wax all vinyl composition flooring – removing any wax that may splash on baseboards.
- Clean all lighting fixtures, including all under cabinet lighting.

Quarterly Specifications

The following items will be completed by Servicon once per quarter (90-day period):

- Clean all carpets, including stairs, using a professional grade, powered carpet cleaning machine with hot water tank.
- Carpets shall be vacuumed and cleaned in their entirety, capturing all dirt and debris along corners and edges, removing all stains throughout carpet area.
- Vacuum all draperies.
- Clean baseboards, including corners and remove any dirt and/or scuff marks.
- Strip, clean, and wax all composition vinyl flooring, including custodial closet floors – removing any wax that may splash on baseboards.
- Polish or oil all woodwork in facility type.

Additional Services

- The CITY reserves the right, at any time during the term of this Agreement, to order extra work beyond the Scope of Work or make changes by altering, adding to, or deducting from said work, without invalidating this Agreement. This may include initiating custodial operations, or suspending or reducing existing custodial services, if deemed necessary (e.g., adding new sites, site closures, or changes in site programming). If additional sites are added, the CITY and Servicon shall mutually agree on the additional square footage to be maintained, and the Servicon shall submit a site cost proposal for CITY approval. Price per Visit on the Recurring Services Fee Schedule Exhibit may be used to calculate increases or decreases in frequency. Additional services, beyond the recurring scope, may be required on an as-needed basis, as outlined in the Additional Services Fee Schedule Exhibit.
- No extra work may be undertaken without a written order from the CITY, which will incorporate any adjustments to (i) the Contract Sum and/or (ii) the time to perform the Agreement, subject to the written approval of the Servicon. It is understood that this Section does not apply to services explicitly listed in the

Scope of Services or reasonably contemplated therein. The Servicon acknowledges the risk that the services may be more costly or time-consuming than anticipated and agrees that no additional compensation will be provided for such discrepancies.

Restroom Cleaning with Special Attention to Tile and Grouted Floors

Restroom cleaning, especially restroom floors, is the most challenging cleaning process we encounter. Most cleaning firms use string mops that deposit the surface dirt into the grout lines. In addition, using dirty mops against the coping creates mop marks that are extremely difficult and time-consuming to remove.

The solution: To have equipment and processes that can better maintain the restroom floors by the daily maintenance crew. As good as No-touch Systems are, we have found training can be an issue and a limitation of their use. **The goal is to eliminate the need for periodic restoration by the Floor Care Technicians or a specially trained crew.**

The Doodle Scrub (pictured at right) has become an integral part of Servicon's restroom program. This small machine scrubs the restroom floors very effectively, is lightweight enough to be used by any technician, and can be placed on a standard restroom cart.

Utilizing this unique scrubbing machine has allowed our technicians to increase the level of cleanliness while dramatically reducing the periodic restoration needed in most restrooms. For further information, please go to: www.squarescrub.com/videos

Moreover, we also utilize a unique cordless machine called the iMop. This unit, operated in an upright fashion, can be used by any technician, and creates impressive results when restroom floors do need to be scrubbed (Pictured at right). For more information, visit **www.tennantco.com**

By utilizing these two systems in conjunction with the Kaivac No-Touch system for periodic restoration, the daily restroom cleaning duties we propose will reduce much of the restroom restoration work described in the SOW.

Doodle Scrub Floor Scrubbing System:

Tennant IMop Cleaning System:

Restroom cleaning with Kaivac No-Touch cleaning systems can be a tremendous advantage for difficult-to-clean restrooms, especially high-traffic restrooms with a high traffic volume daily. A No-Touch system offers a productive method for daily & periodic restoration cleaning of commodes, walls, partitions, sinks, decks, etc., especially restroom floors in men's rooms that can get a lot of spillages under urinals. Kaivacs are particularly adept at cleaning out build-up from using string mops that deposit the surface dirt into the grout lines and create mop marks on the coping. All of which are extremely difficult to remove after years of neglect. When floor restoration is needed, it may be necessary to scrub the floor with a Square Scrub, Doodle Scrub, or IMop before the Kaivac. Square Scrub is pictured at right. This unit rotates at 3250 RPMs, creating tremendous floor-cleaning power. (See Doodle Scrub & I-mop on the previous page). Regardless of the system deployed, much depends on the site analysis, workers designated for this work, and traffic patterns for the restrooms. Once determined, the exact system will be selected for deployment.	Kaivac No-Touch System Square Scrub with specialty tile floor pad:

Offices, Common Areas, Breakrooms, All Floors

During the site walk, important items for City of Palmdale were identified. Here are a few solutions to enhance operational performance, minimize disruption during day cleaning, and improve IAQ while reducing viral spore transfer. These processes will be applied campus-wide, including common areas, offices, break rooms, and the café.

Daily Carpet/Hard Surface Flooring Maintenance

The importance of high-filtration ProTeam Backpack Vacuums cannot be understated! These vacuums recover more particulate, filter the air while vacuuming, and are far more productive than comparable upright vacuums.

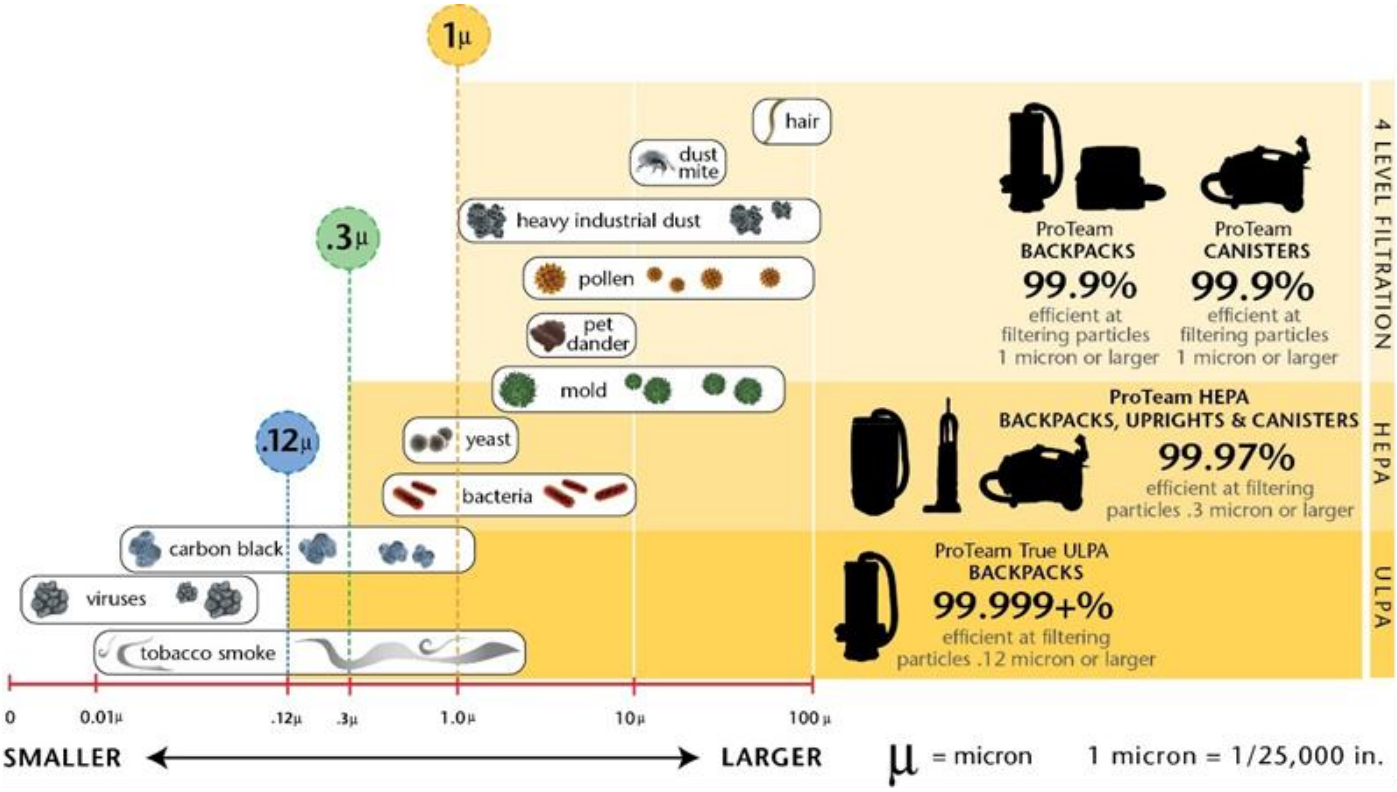
Long hallways, walls on both sides, enclosed offices, a mixture of flooring surfaces, and a Day Cleaning operation. The long hallways offer an excellent situation for the vacuum noise to bounce off the walls and echo through the entire building. Even at the 70db for ProTeam Vacuums can be very annoying for employees in the surrounding offices. The walls of the hallways can do an excellent job of reverberating the frequency noise of the vacuum motors.

Therefore, we propose using the Tennant S6/S7 walk-behind sweeper vacuums for the long hallways. These units are very productive for long, straight hallways and operate at much lower decibels. The noise level will have a much lower impact on the employees, allowing the workers to go about their daily vacuuming uninterrupted. Another advantage is the ability to sweep hard surfaces and carpet seamlessly. The operator can move from one to the other without a tool or brush change. Lastly, filtration is excellent at removing small particulates from the air. This results in better IAQ for a healthier and cleaner indoor space, and they are battery-operated, removing any trip hazards.

The ProTeam backpacks would be used for office areas, labs, or other smaller confined spaces. ProTeam's exclusive *Proglide* multi-surface tool does not use any beater bar and can clean a variety of flooring surfaces in addition to carpeting. The side-to-side motion promotes good posture for the operator while increasing productivity.

According to the IICRC, Carpet & Rug Institute, and other major manufacturers, vacuuming is the most crucial step in removing up to 85% of dry soil. ProTeam backpacks remove more than uprights (43% more than a standard single motor upright, Quality Environmental Services & Technologies, 1996; APC Filtration). Built-up soils abrade the carpet pile, making the carpet look old prematurely. Often, the "traffic pattern" seen is not soil but pile abrasion, reducing the ability of the carpet pile to reflect light.

ProTeam Backpack Filtration



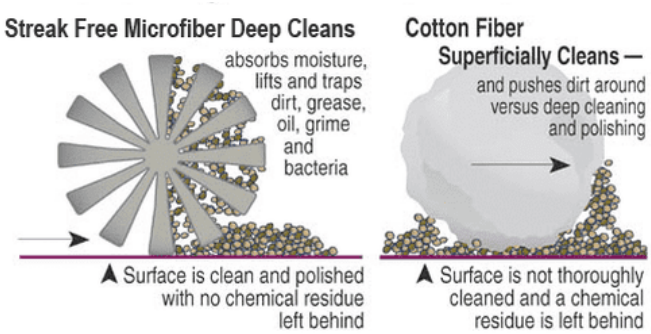
This diagram demonstrates the fine particulate removed from the air while using ProTeam backpack vacuums. In combination with a well-maintained HVAC filtration system, there is no better way to reduce particulate dust where fungi, viruses, bacteria, and other spores can be filtered from the air, creating a healthier indoor environment.

Two-motor Upright Vacuum Cleaners

Not all vacuums are tailor-made for all workers or all areas. In the event workers need upright or small areas that are not conducive for a backpack, we utilize 2-motor high filtration upright vacuums for this purpose. Two motor uprights are more powerful, have better filtration, and are very productive when training on proper vacuum techniques.

Daily Hard Surface Maintenance

Servicon will have our cleaning technicians use microfiber products to wipe or mop hard surfaces. Microfiber cloths/mops perform better, last forever, and prevent degradation from bacteria accumulation. In other words, they will not smell if appropriately maintained. It is our opinion that the continued use of non-microfiber products such as cotton blended mops or bar towels is custodial malpractice.



The advantages of using Microfiber products are many: better surface cleaning performance, better absorption of the particulate, reduced cleaning chemical usage, reuse of the towels/mops, and reducing waste dramatically, all while increasing worker productivity. During the site walk, we found that City of Palmdale would benefit from the next service contractor utilizing Microfiber products. While the only disadvantage is cost, the productivity and sustainability of using Microfiber Cleaning Cloths make up for that in the long run.

Microfiber mops come in two formats: one is the standard string mop, and the other is a flat mop format. Although flat mops perform better, they present many challenges to re-train operators in the field for use in non-healthcare facilities. Therefore, we continue to use microfiber string mops for many areas while working to implement microfiber flat mops where applicable.

Interim Carpet Maintenance

Servicon uses interim maintenance procedures to prevent traffic wear patterns noticeable in older and high-traffic areas throughout campus. Regular use of the Tennant R3 Ready Space Carpet Cleaner will enable repeated cleanings without over-wetting the carpet.

It is extremely important to note that Servicon will not employ any bonnet cleaning techniques at City of Palmdale. This method destroys the carpeting by pushing the soil into the secondary backing. While it may look OK for a brief period, it will only cause severe problems in the future.

Ready Space by Tennant allows for carpeting to be clean and ready for reuse in under 30 minutes. The low moisture system prevents the over-wetting of the carpet and the problems that it creates. This system is ideal for high-traffic areas that need repeated cleaning and for areas that have high turnover and need to be

ready for re-use. We propose a solid interim program with the goal of eliminating most of the required carpet extraction.

Restorative Carpet Cleaning

Servicon uses the Self-Contained Water Extraction Method for deep cleaning commercial carpeting. This process only needs to be done for heavy traffic areas annually.

Self-contained Carpet Extraction Systems have long been the standard for cleaning broadloom and carpet tile products. Every major carpet manufacturer, the IICRC, and the CRI recommend this method. Better vacuuming and better interim maintenance will limit the need for extraction in most areas except in the worst traffic, entrance, or food service cafés. We suggest that much of your carpet extraction could be reduced using the above-mentioned technologies. The EDIC Supernova is the most powerful and productive Self-Contained Carpet Extraction System on the market today. It offers both forward (walk behind) and pull-back operations. It provides the ease and productivity of a walk-behind unit while getting into the tight spaces of a pull-behind unit. In addition, it is a corded 115V unit with a dual vacuum system for the best water recovery of any unit on the market, offering excellent dry times and making it easier for the operator to use.

Stain/Spot Cleaning

Servicon will remove extremely stubborn spots (e.g., gum, rust, and burns) by appropriate methods or industry best practices. Servicon will spot clean on a continuous basis as spots, stains, deposits, and streaks appear. Servicon will utilize compact spot-cleaning equipment to maintain carpeted floor surfaces. It will keep carpets free of unwanted stains and spots between deep cleanings.

Hard Surface Floor Maintenance

We applaud your efforts to replace the old-world VCT with modern, no-finish Luxury Vinyl Tile (LVT), polished concrete, and other easier-to-maintain surfaces. These flooring products offer great labor savings and assist in your sustainability goals. Since no floor finish is required, removing the labor and product cost associated with topical floor dressings reduces the overall cost. Floor finish is possibly the most time-consuming maintenance task in the cleaning industry. Chemical strippers may be the most hazardous chemical in the cleaning industry and removing them from any cleaning operation is always a positive outcome. Discontinuing the use of a liquid plastic coating containing zinc and other hazardous chemicals prevents a byproduct that is both hazardous to human health and the environment.

We also recognize that until all the VCT can be replaced, it will take effort to maintain this flooring. We have developed the most sustainable methodology to maintain VCT flooring in the industry, and it deserves close examination.

VCT/LVT Floor Maintenance

The primary method for cleaning the long hallways and other areas where solid surface flooring exists is with the Tennant T300 Orbital Scrubbing Machine with the H20 Nano Clean Technology. You may be familiar with Nano Clean as many City of Palmdale sites possess Tennant equipment with this technology. You may not be familiar with Orbital Scrubbing technology. These scrubbers have the square scrub head mounted in the front of the machine. It rotates in a small circle at extremely high speeds, 1750 rpm for this unit. Since the orbital scrub head is spinning faster, it agitates the floor better, creating better cleaning results much faster than traditional rotary scrub heads. The Nanoclean technology works much better with more agitation. In addition, it uses ½ the water of rotary scrubbers, providing much better square footage per tank full of water, adding significantly to productivity. This scrubbing power enables better cleaning agitation, uses ½ the water, and removes the need for cleaning chemicals in the machine.

One might consider that a 20” machine is too small to clean the long hallways at City of Palmdale. However, people often find a 20” machine easy to manage, allowing them to see over the top and turn it effortlessly. Larger equipment can be more challenging to use. Equipment that is user-friendly tends to be used more frequently.

When orbital technology is combined with the latest **in diamond-impregnated floor pads,** it makes the performance even better and more sustainable. The diamond floor pads (www.twister.com) make the finish shine, eliminating any need for burnishing the floor. It removes the extra burnishing step and the need for burnishing equipment, reducing labor and the expense of additional equipment. Secondly, diamond floor pads last ten times longer than traditional ones, dramatically reducing waste.

Ride-on scrubbers will be needed for a site the same size and scope as the City of Palmdale MFC site in . We believe ride-ons are better suited for wide-area cleaning than chariots (stand-up units) for several reasons. First, they are safer; the operator is at the front of the machine and has a complete sight line in front of them. Secondly, they offer a better turning radius for narrow hallows and other areas. Once a full site analysis is complete, Servicon will determine the best mix of Tennant ride-on scrubbers for each area, including the 581 (20”), T7 (26/32”), the T12 (32/41”), or T16 (36/45”) units. All units would be equipped with the Tennant Nano Clean technology, eliminating Petro chemical use in the solution tanks. In addition, where new construction, open door areas, or areas with a lot of dust accumulation, ride-on sweepers may also be needed.

Restorative Flooring Maintenance

We utilize the best orbital technology in square scrub to remove the floor finish. (www.squarescrub.com) Utilizing the proper pads, we remove floor finish just using WATER!! Thus, removing the use of floor strippers, the worst chemical in our industry, from the cleaning operation. For efficient finish removal and water recovery, we employ the Tennant iMop system. This system can triple the productivity in removing the floor finish and preparing the floor for a new finish. Lastly, and most importantly, when the Twister Diamond Floor Pad System above is deployed, most finishes can last for decades and may never need this system a second time.

Much like the Tennant T300, the Square Scrub utilized orbital scrubbing technology. However, it is quite different in that the 3200rpm of the square scrub enables very efficient scrubbing power. Servicon has replaced old-fashioned 175 RPM floor machines with the Square Scrub Pivot at an additional cost of $2500 per machine. This investment has paid off in increased productivity and reduced workplace injuries.

Tennant Company's iMop is a valuable tool in this process as it assists in water recovery, leaving the floor dry and ready for re-application of the floor finish. The iMop has been previously mentioned in restroom maintenance, providing additional uses for this piece of equipment.

Indoor Windows

Unger Stingray indoor cleaning System and the Unger Speed Clean System are used for out-of-reach areas on inside glass. This innovative technology's high performance and efficiency ensure consistent quality and keeping schedules.

High Bay/High Access Dusting

SpaceVac Systems is a vacuum-enabled high-access cleaning system. It utilizes carbon fiber hollow poles that hook up to any vacuum system. In addition, there is a camera option to examine hard-to-reach areas where dust recovery can be extremely important. These systems are advantageous in effectiveness when safety is tantamount to eliminating ladders or lifts.

The above is a non-exhaustive list of our solutions, and we are eager to expand upon it should you request.

Functional Roles and Responsibilities

Functional Roles and Responsibilities at City of Palmdale locations	Portfolio Manager	Site Supervisors & Lead	Day Porters/Cleaners	Night Cleaners	Floor/Project/Utility
Manages Daily Operations	✓	✓			
Supervises Custodial Staff	✓	✓			
Training of Custodial Staff	✓	✓			
Performs Inspections	✓	✓			
Submits Work Orders	✓	✓	✓	✓	✓
Inspects Equipment & Storage	✓	✓	✓	✓	✓
Assigned Specific Area		✓	✓	✓	✓
Vacuum Carpet		✓	✓	✓	✓
Spot Clean Carpet					✓
Dry/wet mop floors		✓	✓	✓	✓
Spray buff floors					✓
Strip/Scrub and wax floors					✓
Shampoo furniture, clean blinds, clean vents		✓	✓	✓	✓
Empty trash/replace liners		✓	✓	✓	
Clean walls, ceilings, window, frames, conduits		✓	✓	✓	✓
Dust/dampwipe/polish surfaces		✓	✓	✓	
Replenish consumables		✓	✓	✓	
Maintain custodial closets		✓	✓	✓	✓
Mix/prepare chemicals		✓	✓	✓	✓

Job Descriptions for Contract Personnel

Portfolio Manager

Servicon Portfolio Management is responsible for the overall operations of our cleaning program at City of Palmdale locations. Our Regional Portfolio Management will report directly to City of Palmdale representatives and will be supported by the entire Servicon organization. Duties will include managing budgets, quality control, customer relations, monitoring labor relations and regulations, developing training programs, and directing site employees. Qualifications of Regional Portfolio Management include:

- Specialized training in Custodial Services operations, as well as expertise in all aspects of safety, including bloodborne pathogens and hazard communications.
- Knowledge of all equipment, materials and methods used in the everyday operation of Custodial Services.
- Thorough knowledge of the physical plant/layout of your properties.
- Minimum 5 years in management and supervisory positions of large properties, similar in nature to City of Palmdale.

Site Supervisors and Leads

Servicon's front-line supervisor and lead personnel assigned to City of Palmdale locations are trained to achieve and maintain the highest possible standards of cleanliness throughout your facilities while maintaining a high morale among Servicon's cleaning technicians, as well as good customer relations with City of Palmdale. They perform specifically assigned facilities functions and will oversee cleaning functions and areas for quality control. Qualifications include:

- Specialized training in Custodial Services operations, as well as expertise in all aspects of safety, including bloodborne pathogens and hazard communications.
- Knowledge of all equipment, materials and methods used in the everyday operation of Custodial Services.
- Thorough knowledge of the physical plant/layout of City of Palmdale facilities.
- Ability to communicate in the English language.
- Minimum 3 years in supervisory positions.

Reports To:

- Portfolio Manager

Principal Duties and Responsibilities:

- Manages the day-to-day operations of defined areas, maintaining the Servicon quality and safety standards through the direct supervision of cleaning technicians.
- Supervises Custodial staff as directed by Servicon management.
- Assists in the training of personnel.
- Performs quality control inspections and submits written reports.
- Submits Work Orders when repair needs exist.
- Performs specifically assigned Custodial duties and tasks.
- Handles all requests in an immediate and professional manner; handles complaints quickly, thoroughly and effectively.
- Inspects equipment and storage areas daily, to ensure that these areas are maintained and equipment is in good working condition.
- Upholds the Philosophy and Objectives of Servicon Systems, Inc.
- May be required to work additional/different shifts, weekends or holidays.
- Performs all other tasks and assignments as may be required.

Utility/Floor Care/Project Technicians

Servicon utility/floor/project personnel assigned to City of Palmdale locations will provide routine and periodic advanced floor care duties, including stripping, buffing and waxing of hard floors, carpet extraction and shampooing and other projects as assigned. They will use specialized equipment, such as buffers, auto scrubbers and other floor machines, tools, products, and supplies necessary to accomplish tasks. Qualifications include:

- Specialized training in Custodial Services operations, with an emphasis on equipment and materials handling and advanced floor care methods.
- Good vision, ability to bend, stoop and lift up to 60 pounds.
- Good hearing, ability to use equipment.
- Must be fully mobile.
- Ability to perform sanitation activities indoors and outdoors. Exposure to dirt, dust, disinfectants, and other chemicals is part of their job.
- Having a good working knowledge of equipment use and maintenance required to perform tasks.
- Ability to understand English.

- Minimum 2 years' floor care experience.

Reports To:

- Site Supervisors, Leads and Portfolio Manager

Principal Duties & Responsibilities:

- Clean carpets.
- Strip/scrub and finish hard surfaces.
- Pressure Wash specific areas using powered equipment.
- Project duties to include roof cleaning and additional duties as assigned.
- Insure that all equipment is kept clean and report any malfunctions or safety hazards to the Supervisor.
- Perform other duties as assigned.

Custodial Personnel (Day and Night Cleaners)

These workers will handle daily cleaning tasks of assigned areas in accordance with specifications from the City of Palmdale RFP. They will also be responsible for refilling consumable supplies in bathrooms and other areas. They will use cleaning devices, such as wet mops, wringers, duster, vacuum cleaners, and other necessary tools, products, and supplies, and removes trash to appropriate areas. Qualifications include:

- Good vision, ability to bend, stoop and lift up to 40 pounds.
- Good hearing, ability to use equipment.
- Have a good working knowledge of mixing and use of all chemicals needed to perform duties.
- Must be fully mobile.
- Ability to perform sanitation activities indoors and outdoors. Exposure to dirt, dust, disinfectants, and other chemicals is part of their job.
- Ability to speak and understand English.

Reports To:

- Site Supervisors, Leads and Portfolio Manager

Principal Duties & Responsibilities:

- Emptying waste baskets, removing trash.
- Dusting surfaces that collect dust.
- Vacuuming carpeted floor surfaces.
- Damp wiping and cleaning furniture.
- Cleaning walls, windows, and polishing metal surfaces.
- Cleaning and polishing metal and porcelain fixtures in bathrooms.
- Replenishing restroom consumable supplies.
- Dry and wet mopping hard-surface floors.
- Maintaining and stocking Custodial closets at all times.
- Picking up trash on a regular schedule during the shift, or as needed for special pickups.
- Having a good working knowledge of mixing and use of all chemicals needed to perform duties.
- Insuring that all equipment is kept clean and report any malfunctions or safety hazards to the Supervisor.
- Performing other duties as assigned.

Uniforms and Identification

Servicon will ensure that all custodial personnel assigned to City of Palmdale locations are properly attired, identifying them as custodial staff and clearly labeled with the company's name and logo.

Employees assigned to City of Palmdale locations will be issued a full set of uniforms, either hardline or soft line based on your color and style preferences. Our uniforms are tailored to present a neat, professional appearance of Servicon custodial personnel to City of Palmdale staff and visitors. The cost of our standard uniforms is included in our pricing.

The standard Servicon uniform set contains:

- Shirts or smocks
- Photo ID badge

We provide replacement uniforms due to normal wear-and-tear, or damaged while performing certain job tasks and responsibilities. Normal replacement is planned on an annual basis. At your request, more than our standard sets of uniforms will be issued, pricing adjusted appropriately. At any time, an employee may have his or her uniform altered due to weight fluctuation, at no cost.

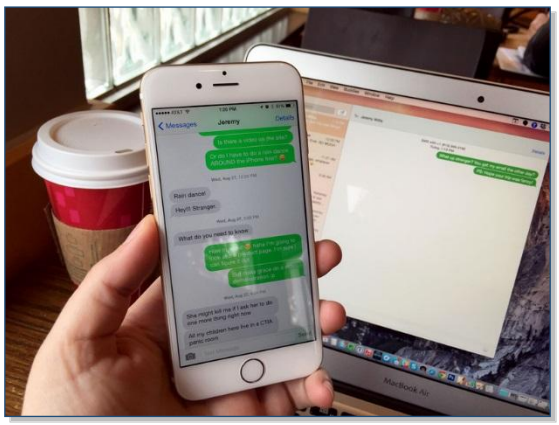
Photo Identification Badge

Team members assigned to City of Palmdale locations will be required to display on their persons at all times identification cards that identify them as Servicon team members your facility. Our photo identification badges make it easy to identify our employees as part of the Servicon service team. This is important for City of Palmdale staff and visitor peace of mind to know that only the personnel you've approved are at your site.

Wireless Communication

Servicon's Site Supervisory team assigned to City of Palmdale locations will be required to carry the Apple iPhone with instant voice and data capability for immediate accessibility. A Servicon email will assigned to the supervisor for communications between the site personnel and internal communication. The wireless plan associated will include a plentitude of minutes of talk time, unlimited data, and a text message plan.

At Servicon, we believe the most important part of an emergency and/or urgent response plan is to make sure there is network of communication between all parties responsible for responding to such an event. An Emergency Communication Network (ECN) allows our staff to be able to communicate internally but also provides the facility with contact information of key personnel.



Apple iPhones will be carried by Servicon's Site Supervisory team at City of Palmdale locations.

Portfolio Manager and Administrative Support

Servicon plans to provide the required supervision identified in the Statement of Work. In addition, Servicon has assign Santiago Sandoval, Portfolio Manager responsible for Scheduling Routine & Project Cleaning, Reporting Compliance and Operational Training for City of Palmdale locations. Santiago is knowledgeable in all aspects of City of Palmdale's custodial operations at all locations. All managerial/supervisory personnel will be available to City of Palmdale by cell phone during all working shifts, 365 days per year, 24 hours a day, and will be able to effectively communicate in English, both orally and in writing. They will also have direct and immediate communication with Servicon's Senior Portfolio Manager, Mike Mulvey, and Associate Director or Operations, Gabriel Jaimes, during all hours of shift coverage, 365 days per year.

Supervisory Ratio

Servicon maintains an average ratio of 1 supervisor/manager for every 10.9 employees during all working shifts.

Employee Absences

Servicon plans to deploy adequate staffing to address unanticipated absences (vacation, emergency absences, sick days, other) as identified in the Statement of Work. Servicon management will notify City of Palmdale's Contract Monitor or designee when custodial personnel assigned to City of Palmdale locations are out on scheduled or unscheduled absences or have been terminated.

1. Servicon management will immediately replace absent or terminated employees and provide the names of all substitute employees.
2. Servicon management shall ensure that each substitute employee obtains a City of Palmdale Identification badge prior to assignment at City of Palmdale facilities.
3. A Servicon Supervisor will accompany the replacement employee to the work site to ensure they are properly trained.
4. Servicon's corporate Human Resources Department maintains a list of "on-call" employees who have successfully cleared Live Scan, who have received a City of Palmdale badge and who are ready to work as replacement employees. These lists are provided to Servicon supervisors assigned to City of Palmdale work sites.

Special Note: To ensure adequate coverage for absent employees, Servicon requires that employees report an absence to their direct supervisor at least six (6) hours prior to the start of their shift. This allows for a replacement to be assigned. To ensure that City of Palmdale is informed of replacement employees, Servicon's Contract Compliance Administrator completes monthly metric reports in which she reports all regularly assigned personnel as well as substitute personnel together with their earnings, locations and hours worked.

Supplies & Equipment

Servicon's Supply Division

To achieve greater quality and price control over the commodities required by our customers we have established Servicon Supplies, founded in 1988, as a full-line custodial supply division of the company. We buy direct from manufacturers and stock all our products locally in our warehouse in Carson, California. Servicon supplies has worked closely with suppliers to ensure that all the products used in our operations are the most sustainable solutions available include *Green Seal certified, Eco-Logo, CRI approved, Energy Star rated, etc.*

Eliminating Supply Shortages

Supply levels are generally established at the storage capacity that is necessary to maintain offices for a one-month period. Replenishment orders are submitted by Servicon personnel to Servicon Supply on a weekly basis for paper, trash bags and plastic goods and monthly for chemicals and cleaning supplies. Orders are adjusted based upon the burn rate (usage) of the supplies to keep them at a constant level. If a shortage of supplies occurs, Servicon Supplies can deliver products as quickly as within two hours.

Supplies at City of Palmdale locations will be safeguarded against damage and theft in various ways. All supplies are stored in the approved manner as required by City of Palmdale. For example, in main storage areas, goods may be stored on pallets or shelves to protect them from water damage. Bulk supplies are stacked no higher than the safety regulations and/or as recommended by their manufacturer to protect them from crushing, tipping over or leaking. Sanitary products (toilet paper, towels, etc.) will not be transported in trash barrels, mop buckets, etc. to protect them from contamination. Servicon will ensure that all storage areas are locked at all times and key access is limited only to management and staff with a direct need.

The appropriate team member servicing an area is responsible for ensuring that the closet contains a two-week supply level at all times. Weekly requisitions are submitted to the supervisor to consolidate into a master order for the period. All closets are locked with the keys available only to management and staff using it.

Consumable supplies, such as paper towels and toilet paper, are monitored daily on each shift to ensure adequate supplies are on hand always.

Each team member restocks his/her cart daily with supplies needed on the shift to minimize down time in retrieving additional supplies from the closet. Each cart has lockable storage compartments that are used to store commodities subject to theft or that because of government regulation must be kept under lock and key.

Equipment

To keep track of Servicon equipment at City of Palmdale locations, a computerized inventory system is maintained. A non-removable tag is affixed to each piece of capital equipment, which assigns it a unique identification number. An inventory report is also maintained which further identifies the item as to its name, model, manufacturer, ID number, facility, location and condition. Servicon has allocated appropriate quantities of the following custodial equipment for use during the contract term at City of Palmdale locations:

Equipment Type	Model Name, Size	Manufacturer
Automatic Scrubber	T300 20” Wide Cleaning Walk Behind w/ ecH20 Nano clean	Tennant
Orbital Surface Prep Machine	Square Scrub EBG-20	Square Scrub
Carpet Extractors	R3 15” and 1510 22” ReadySpace Extractors; EDIC Supernova	Tennant, EDIC
Back Pack Vacuums	Super Coach Pro 6 and Go-Free Cordless	ProTeam
Imop Cordless Automatic Scrubber	ImopXL Cordless Scrubber	Tennant
Round Receptacle w/Auto Dolly made from Recycled Materials	Delamo Green Clean Utility Can with recycled materials	Delamo
Mopping Equipment	Delamo Green Clean made with recycled materials	Unger
Floor Dryer	Problitz XP, 19" x 17" x 18"	ProTeam
Wet Dry Vacuum 20Gal.	Proguard 20, 30" x 20" x 35"	ProTeam
Vacuum Upright	ProGen 15, cordless 12”	ProTeam, Tornado
Rubbermaid Tilt Cart 1.5 Yard	80 1/2 " x 43" x 49 1/2	Rubbermaid
Van	2025 NV200 Compact Cargo	Nissan

Pictures of Equipment used at City of Palmdale locations

Tennant R3 ReadySpace Carpet Extractor	Tennant S5 & S7 Walk Behind Vacuum Sweeper	Tennant Imop Cordless automatic scrubber
ProTeam ProGen 15 Vacuum	ProTeam Floor Dryer	Tennant T300 Automatic Scrubber w/Nano clean
ProTeam Wet Dry Vac	ProTeam Super Coach Pro 6 Backpack	Rubbermaid Tilt Cart
Delamo Green Clean Auto Dolly (made from recycled tires).	Square Scrub Floor Prep	Nissan 2025 NV200 Van

Small Tools

Servicon ensures that sufficient quantities of the following small tools are available for use during the contract term at City of Palmdale locations:

- Abrasive Pads
- Brooms
- Carbon Fiber Poles
- Caution – Wet Floor Signs
- Cleaning Cloths (Microfiber)
- Corner Brushes
- Counter Brushes
- Deck Brushes
- Detail Brushes – Nylon
- Detail Brushes – Brass
- Door Stops
- Drain Brushes
- Dust Mops
- Dust Cloths
- Dusting Tools
- Floor Machine Burnishing Pads
- Floor Machine Spray Buff Pads
- Floor Squeegees
- Foam Erasers
- Funnels
- Hand Dusters
- Hudson Sprayers
- Inspector Mirrors
- Measuring Cups
- Mop Buckets and Wringers
- Out of Service Signs
- Pails
- Plastic Drop Cloths
- Plumbing Plungers
- Push Brooms
- Putty Scrapers
- Radiator Brushes
- Rubber Gloves
- Safety Face Shields
- Spray Bottles
- Squeegees for Glass
- Swivel Pad Holder and Pads
- Toilet Bowl Mops
- Tool Caddies for Trash Barrels
- Utility Brushes
- Wet Mops (Microfiber)

Equipment Repair

Standard depreciation models are used to keep track of aging equipment so that they are scheduled for replacement when their useful life has been reached. As a cost control measure assure that repairs are performed expeditiously and properly, Servicon maintains its own equipment repair team. We have both a full repair shop at the Corporate Offices and a mobile van that visits the facilities to make on the spot repairs or replacement, keeping downtime to a minimum.

Employee Training

Servicon's employee training program for personnel assigned to City of Palmdale locations includes the proper methods of sanitation, employee empowerment and compliance with regulatory requirements and documentation. Our philosophies of consistency and safety permeate our training agenda.

Bottom Line…

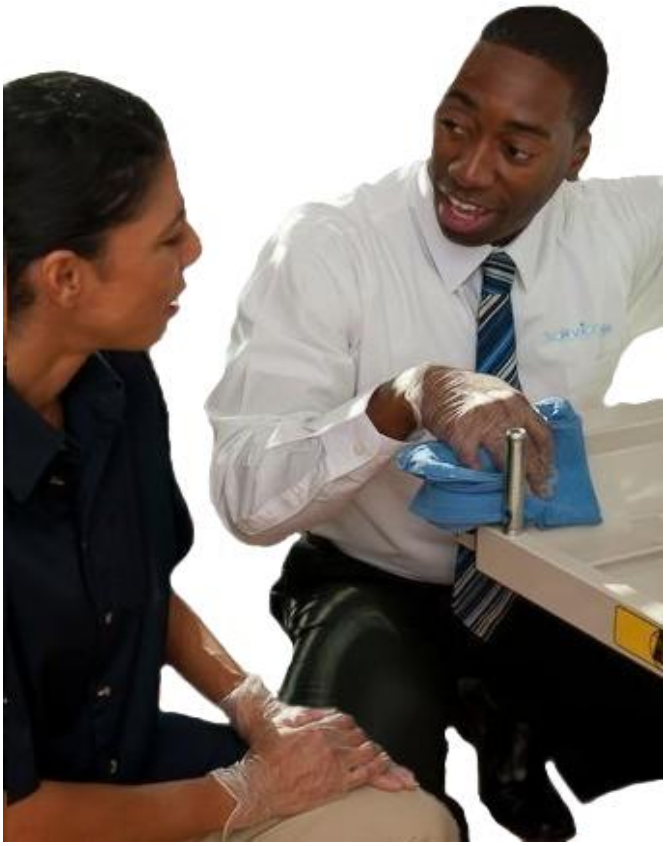
Our training guarantees that every Servicon employee is:

- Technically proficient with chemicals, equipment and associated methods
- Fluent in rules, regulations and safety issues specific to City of Palmdale locations
- Dedicated to exceptional customer service

Major Program Components

Our employee training curriculum designed for City of Palmdale locations ensures that all Statement of Work requirements are met or exceeded and consists of the following major components:

- Initial Orientation
- Specialized Training for City of Palmdale-Assigned Personnel
- On-Going In-Service Technical and Compliance/Safety Training. **Note: See Servicon's IIPP attached in the Appendix section of this proposal.**



Orientation

Servicon trainers will conduct specialized sessions at our Mahdesian Innovation and Learning Center (see description within this proposal) and job sites for all Servicon employees working at City of Palmdale locations. The curriculum includes:

- Orientation to Servicon and City of Palmdale locations, including all rules, regulations, policies and procedures
- Safety issues and practices
- Technical skills development, i.e. park, restroom, office area, common area and specialty cleaning
- Explanation of specific job instructions (how to follow detailed task assignments)
- Proper use of equipment and chemicals

Injury & Illness Prevention Program (IIPP)

- Please find Servicon's IIPP attached in the Appendix section of this proposal.

New Hire Orientation
New Hire Policies
Safety Stanards
Best Practices
PPE Policies and Procedures
Test/Survey
Technical Skills Training
Dail/Weekly Cleaning
Special/Major Cleaning including BBP Cert.
Test/Survey
Communications
Teamwork
Customer Service
Test/Survey
Job Site Orientation (30 days)
Job Site Orientation
Task Frequencies
OTJ Training
Review/Test
Continuous Documented Feedback
Refresher Training (90 days)
Employment Review
BBP Cert. Refresher
Job Skills Refresher
Test/Survey
Comprehensive Training (1 year)
Safety Training
Technical Skills Retraining
HR Policies
Test/Survey
On-Going Training (monthly)
OSHA Training
Safety Tailgate Meeting
Test/Survey
Safety Calendar Subjects

Specialized Training for City of Palmdale-Assigned Personnel

In addition to orientation and specialized instruction required by Federal, State and Local Regulations, as a minimum, Servicon will provide each employee assigned to City of Palmdale locations, training in the following specialized areas within the first two weeks of assignment and each successive six-month period.

- Meeting SOW requirements in terms of daily/weekly/monthly/quarterly and semiannual frequency cleaning of specific areas at City of Palmdale locations
- Cleaning General Areas of City of Palmdale Facilities, i.e. Park Restrooms, Transportation Areas, Libraries, Recreational Areas, Municipal Buildings, Offices, Conference Rooms, Restrooms, Showers, Lunchrooms/Vending Areas, Entrances, Lobbies and Hallways
- Graffiti Eradication
- Steam Cleaning, Hard Floor Maintenance, Carpet Shampooing, Window Cleaning, Pressure Washing, Parking Facility Maintenance, etc.
- Responding to Emergencies and Call Back Work
- Responding to emergencies, call backs, special requests and programs
- Building security at City of Palmdale locations

In-Service Technical Training

This training component is designed to provide ongoing reinforcement to the previous modules of the training process. By providing a comprehensive, on-going in-service program, our objectives of having each technician armed with a solid understanding of the principles of industry cleaning techniques will be accomplished. This program serves as a constant reminder and added reinforcement that superior cleaning techniques are a must for customer satisfaction, in addition to safety and quality of work performed.

In-Service Compliance/Safety Training

To remain compliant with OSHA and Hazard Communication requirements, Servicon has implemented a series of tools and training programs (classroom and online) to plan, deliver, and track company-wide training. All Servicon employees receive initial and annual training on the following safety topics specific to their duties at City of Palmdale locations:

- Overview of Safety, Security, and Health Policies
- Medical Record Access and Incident Reporting
- Universal Precautions/Bloodborne Pathogens
- Emergency Action Plan/Fire Extinguishers
- Slips, Trips and Falls
- Back Safety

- Hazard Materials and Hazard Communication
- PPE Requirements, including Respirators
- Hand and Eye Protection
- Hearing Conservation
- Heat Stress
- Confined Space Awareness
- Ergonomics/Repetitive Motion
- Radiation & Asbestos General Awareness

Emergency and Contingency Training

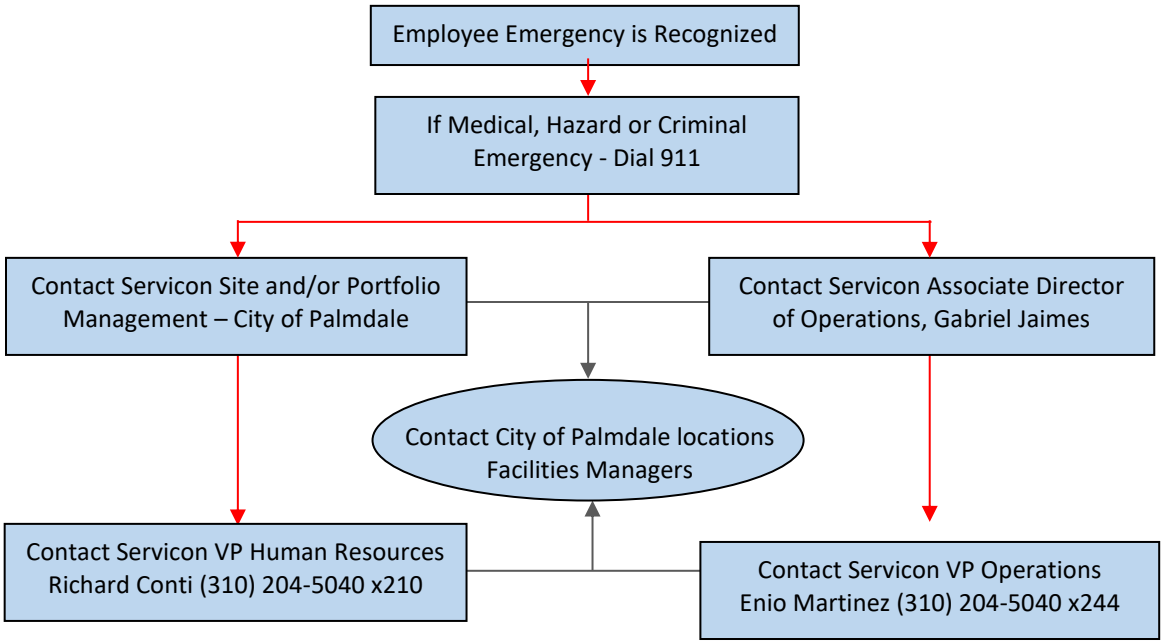
In addition to training all Servicon service employees in safety and compliance, we understand that emergency training and awareness is equally important. Components of this training include:

Natural Emergencies: Fire, earthquake and flood emergency responses are instilled in Servicon employees by training them on our Emergency Action Plan (EAP). We will also review and train our employees on City of Palmdale's written EAP.

Injuries and other forms of medical emergencies: Servicon employees are instructed to dial 911 if a life-threatening injury has occurred. All injuries are reported to the immediate supervisor, a Nurse Triage Service is called to receive medical advice, a visit to a local urgent care facility is scheduled (if required), and all levels of management (Servicon and City of Palmdale) are notified within 24 hours.

Criminal Emergencies: Servicon employees are trained to dial 911 if they feel they are endangered in any way. All levels of management (Servicon and City of Palmdale) are notified via phone, email and/or written communication within 24 hours.

Job Related Urgencies/Emergencies: An escalation flow chart (see below) containing names and contact information is provided to the employees to ensure proper communication when an emergency or urgency materializes impacting their job duties.



Quality Control

Servicon's Quality Control Program incorporates the quality elements of ISO 9000/9001 that describe how Quality Control will be performed in detail. The plan illustrates the approach utilized by the proposer to maintain the high standard quality of work required by Servicon on all routine and non-routine work performed at City of Palmdale locations.

Plan-Do-Check-Act

Servicon will utilize the Plan-Do-Check-Act (PDCA) cycle in conjunction with our SmartInspect™ browser-based software to facilitate "total quality" at City of Palmdale locations. The following is a description.

Plan — Includes all processes and operational procedures that we will perform at City of Palmdale locations, which become the standards with which we execute services.

Do — Means accomplishing the work at City of Palmdale locations according to Servicon performance standards and contractual specifications with the client and providing the necessary education and training to execute properly.

Check — Is the examination of the results of our work performed at City of Palmdale locations, that is, making sure the actual services executed conform with performance standards.

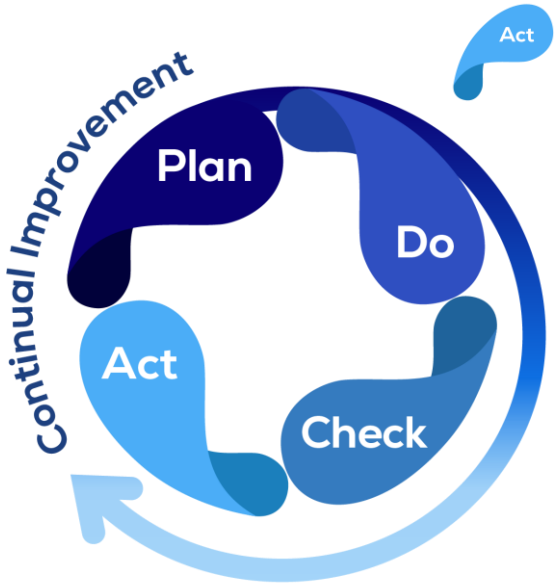
Commitment to Quality

Servicon's QC program:

Serves as a training ground for employee responsibility and workmanship.

Facilitates the transfer of knowledge to improve daily routines.

Investigates problems and proposes enhancements that raise standards.



Refers to any necessary corrective action taken resulting from the outcomes of **CHECK**. If our service delivery to City of Palmdale locations does not meet specifications, an immediate remedy is introduced.

The reasons for defects are examined in the ACT stage to determine whether the source of the problem lies in the **PLAN** stage (i.e., specifications are unsuitable) or the **DO** stage (i.e., technicians are not doing their job correctly). If problems occur in the **PLAN** stage, Servicon performance standards are revised or improved. If issues arise in the **DO** stage, additional training is given to our technicians to prevent recurrence.

Activities to be Monitored

Servicon's list of performance and customer satisfaction measures in terms of custodial service delivery to be monitored at City of Palmdale locations will include (but is not limited to):

- Completion of all General and Periodic Custodial Service Tasks
- Timeliness and Consistency of Service
- City of Palmdale Building Security
- Cleanliness of Park Restroom Areas
- Cleanliness of Transportation Areas, Libraries, Recreational Locations and Municipal Buildings
- Cleanliness of Office and Conference Areas
- Cleanliness of Lobbies, Reception and Public Areas
- Cleanliness of Restrooms and Showers
- Cleanliness of Lunchrooms, Eating and Vending Areas
- Appearance of Water Fountains, Cigarette Urns, Elevators
- Appearance of Stairwells/Railings, Corridors and Throughways, Exterior Areas and Parking Facilities
- Thoroughness of Solid Waste Collection and Removal
- Odor Control and Custodial Noise Levels
- Custodial Staff Professionalism, Responsiveness, Courtesy, Overall Communication

Frequency of Monitoring

Santiago Sandoval, Portfolio Manager, will visit City of Palmdale locations on a minimal weekly basis to conduct inspections of daily routines to ensure that custodial services are provided in accordance with the job specifications detailed in the Statement of Work. Mr. Sandoval will report to City of Palmdale officials monthly, all inspections conducted, any corrective actions taken, the time problem areas are first identified, a clear description problem areas and the time elapsed between identification and completed corrective actions. He will also make recommendations for resolution of deficiencies, write and maintain site reports and re-evaluate that deficiencies have been corrected.

Title/Qualifications of Monitoring Personnel

As mentioned above, Santiago Sandoval, Portfolio Manager, will be Servicon's point of contact in terms of monitoring each of your facilities and will become an integral part of Servicon's success with the City of Palmdale during the contract term. Santiago has demonstrated the ability to communicate effectively with customers, management and staff. He has successfully managed the quality control program for City of Palmdale, as well as provided excellent customer service through his weekly interface with client officials. Please find Santiago's bio within this proposal.

Organizationally, Susan Matt, Director of Client Experience is initially responsible to ensure that Servicon is in compliance with the contract. She will be your contact to ensure that all project work is completed based on the terms of the contract. Additionally, within Servicon's normal chain of command, the entire team will be charged with ensuring that services are performed in accordance with the Statement of Work. From the cleaning crew, to Site Supervisor/Lead, to the Regional Portfolio Management, Portfolio Manager and Executive and Associate

Directors of Operations, to the Executive Vice President of Operations, and finally to the President/CEO and Servicon corporate support staff.

Monitoring Methods to Ensure Compliance

Servicon has invested in the browser-based SmartInspect software to effectively manage its quality program at City of Palmdale locations. It is a portal from which we will manage our Quality Control activities. Through SmartInspect, Servicon will employ several tools managed by to effectively organize workflow, analyze our performance, collect and interpret data, investigate vital points, identify major causes and report to Servicon management and City of Palmdale officials. These are:

- Daily Task and Project Cleaning Schedules
- Project Cleaning Completion Reports
- Quality Control Inspections
- Performance Data and Graphical Reports
- Customer Satisfaction Surveys
- Internal Operations Audits

SmartInspect is an efficiency tool, browser-based, which will enhance Servicon's ability to control costs at County facilities through Work Management, Quality Management, Employee Management, and Inventory Management. This software enables Servicon management to effectively plan, schedule, train and accept consistent feedback.

Inspection Program via SmartInspect

To ensure that service requirements are met, Servicon employs a fully functional Inspection Program at City of Palmdale locations using our web-based platform (SmartInspect) and handheld data collection tools (smart phone or iPad) that ties together Servicon's continuous improvement efforts on one manageable dashboard. Our goal is to exceed your expectations based on understanding your requirements and develop a scientific and comprehensive solution using these tools.

To facilitate this process, project management and site-supervisory personnel will be responsible for performing quality control inspections and reporting to City of Palmdale officials and Servicon management/support teams.

Through SmartInspect, Servicon management will automatically track employee performance at City of Palmdale locations from the planning stages through completion. Servicon management and City of Palmdale officials can easily look at performance trends for individual workers and their supervisors, uncovering the real issues and implementing lasting preventive action.

Program Tools

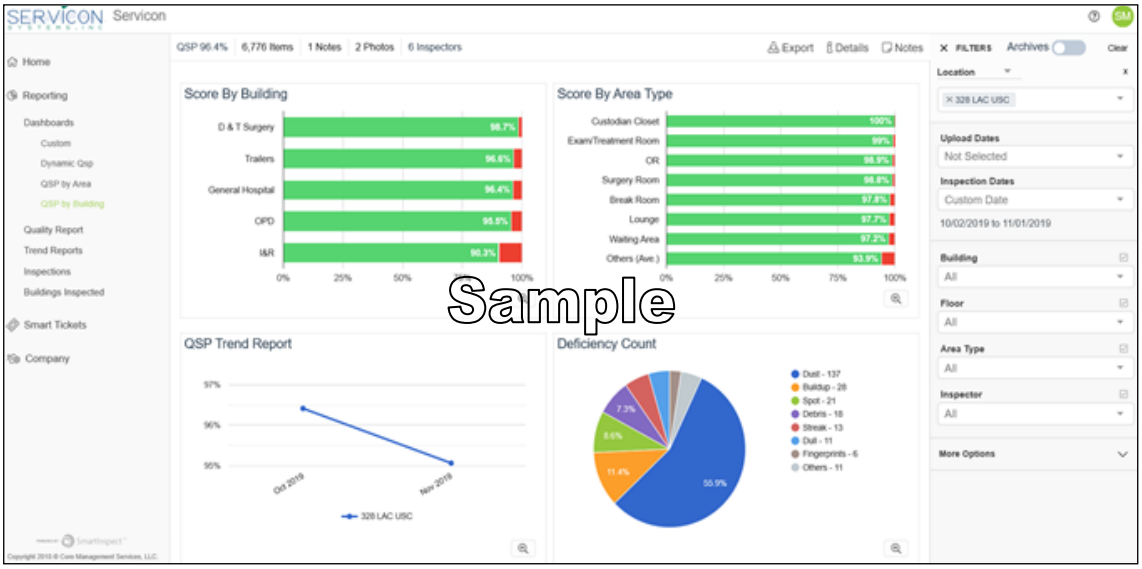
Data collection for Smart Inspect™ program options are performed on devices such as Apple iPhones, handhelds or tablets. Each device is configured with the Smart Inspect™ software. The software enables the device to interact with a customized configuration file to collect inspection data and write the data to the device. Each configuration includes variables such as building, floor, zone, item, and attribute data specific to areas within City of Palmdale' scope of services.

Formal QA Inspections

Formal QA inspections are performed at City of Palmdale locations by Servicon Regional Portfolio Management at a mutually agreed-upon frequency. At least twice per month, our Senior Portfolio Manager will conduct QA inspections to ensure that the quality and operational integrity of our custodial program is being achieved.

Web-based Quality Reporting

The SmartInspect quality platform produces a Quality Success Percentage (QSP) as its key metric. The QSP can be expressed many ways and in many different formats for Servicon and City of Palmdale. The web-based platform allows the user to view and print from many report types, including Quality Report, Deficiency Report and Quality Trend Report.



Servicon and City of Palmdale officials can view the overall QSP and view QSPs for each area type, item or zone and deficiencies as a percentage of the overall improvement opportunities.

Sort By: Attribute | Item | None | None | None | None

Attribute	Item	Building	Area Type	Floor	Zone	Room
Dust	Mirror	Computax Tower	Restroom	006	None	None
Dust	Mirror	Computax Tower	Restroom	006	None	None
Dust	Mirror	Computax Tower	Restroom	006	None	None
Dust	Mirror	Computax Tower	Restroom	006	None	None
Buildup	Door	Computax Tower	Restroom	002	None	None
Buildup	Door	Computax Tower	Restroom	002	None	None
Buildup	Door	Computax Tower	Restroom	002	None	None
		Computax				

Sample

Servicon and City of Palmdale officials can view and sort a huge array of individual records.

Dashboard Report

Finally, Servicon and County management automatically receive a Dashboard Summary Report via email whenever a quality inspection is completed and submitted.

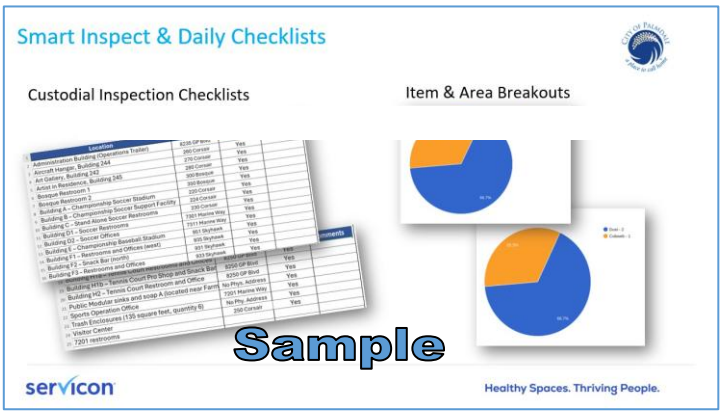
Sample

Client Business Review

Industry best practices require developing and communicating on a regular basis predefined metrics to ensure that both City of Palmdale and Servicon maintain a common set of expectations regarding contract compliance. To accomplish this, Servicon will provide a Client Business Review (CBR) designed to report our findings at City of Palmdale locations each quarter. This report provides metrics of factors such as Talent, Performance, Quality and Financial Management, as well as partnership goals and objectives. The report offers City of Palmdale management a detailed overview of the business relationship with Servicon.

Below are a few sample slides from a recent Client Business Review (CBR) with City of Palmdale.

The full PowerPoint is available for viewing upon request.



Proposer must demonstrate that it (and other personnel or subcontractors that will be performing the work, if applicable) is/are qualified to perform the pertinent responsibilities described in Section 3 – Scope of Services/Work.

CIMS-GB Certification

To demonstrate that Servicon is qualified to perform the pertinent responsibilities described in Section 3 – Scope of Services/Work, Servicon has earned the Cleaning Industry Management Standard (CIMS) certification with a Green Building "With Honors" (GB) designation – a rigorous program that has set a new standard of excellence for building service contractors. For our clients this guarantees that we:

- Are a high-performance, customer-focused organization with consistent, quality services
- Able to assist our clients in achieving LEED-EB (Leadership in Energy & Environmental Design for Existing Buildings) and Operations & Maintenance (O&M) points
- Perform at the highest level in our industry in:
    - Quality systems and service delivery
    - Human resources and employee engagement
    - Health and safety
    - Environmental stewardship and green building standards
    - Committed management

Property Service Providers and Contractors Act

1. Register with the Labor Commissioner's Office beginning July 1, 2018

2. Provide employees sexual harassment prevention training once every two years beginning January 1, 2019

Please find Servicon's current registration with the State of California, Department of Industrial Relations, Janitorial Service Providers and Contractors Act attached to this proposal.

Additionally, Servicon has provided all employees mandatory in-person training in preventing sexual violence and harassment at least once every two years as required by the Property Service Workers Protection Act, as amended by the Janitor Survivor Empowerment Act. Servicon has provided this required training using complimentary materials developed by the Labor Occupational Health Program (LOHP) at UC Berkeley for the Department of Industrial Relations and the Commission on Health and Safety and Workers Compensation. Documentation of all training provided by Servicon for its employees is available for City of Palmdale review upon request.

Cost Proposal

Fee Schedules - Exhibits J & K

Please see our completed (1) Exhibit J - Fee Schedule Recurring Services revised 041725.xlsx and (2) Exhibit K – Fee Schedule Additional Services uploaded as separate files as part of our submission.

Servicon understands that it is liable for compensation due to employees adhering to all the minimum wage requirements and overtime guidelines. We have considered the State of California mandate and provided a cost proposal accordingly to ensure the minimum wage requirement are met each year of the resultant contract.

Servicon's pricing shall be firm fixed price and shall include all costs in accordance with all contract requirements, including but not limited to fully burdened labor, payroll and other taxes, fringes, licenses and permits, insurance, workforce productivity, coordination, transportation, field overhead, general and administrative overhead, and profit. There are no taxes involved with Servicon's offer; we understand that the City, when determining the lowest overall cost will not consider applicable taxes stated in the offer when evaluating cost proposals.

Cost Narrative

A successful cleaning program for the City of Palmdale consists of several cost factors which we have detailed below for further discussion with your team:

Staffing Hours

Staffing Hours

Below is Servicon's proposed weekly hours by classification for the City of Palmdale custodial program to meet all statement of work requirements:

Classification	Weekly Hours
Site Supervisor	40.00
Floor/Project/Utility Tech	80.00
Day/Night Cleaners - Park Sites	196.00
Day/Night Cleaners - Facility Sites	194.00
Day/Night Cleaners - Aquatic Facilities & Water Park*	28.00
Day/Night Cleaners - Transit Sites	118.00
Day/Night Cleaners - Job Center	9.00
Day/Night Cleaners - Neighborhood Houses	15.00
Total Weekly Hours	680.00
Total FTEs	17.00

*Including Seasonal Hours

Engaged Workforce

To establish a consistent cleaning program that meets the SOW requirements, it's imperative to have full time cleaning personnel who are paid above minimum wage and offered the state healthcare benefits. Our goal is to invest in and develop an engaged workforce for this project who feel part of the Servicon and City of Palmdale facilities team and take pride in their work performance. In order to achieve this, we have included wages for our full time cleaners that are competitive for the area, but attractive enough to find and retain a quality workforce.

Supervision

We believe a high-level, experienced Site Supervisor is needed to oversee the performance at various city facilities and parks to achieve your desired performance. This role will be responsible for supervising our cleaning crew, working with city personnel, neighborhood and recreation services and interfacing with the City officials (when needed) to collaborate, report and ensure the safety of your community and our staff. This supervisor will be dedicated to your account and provide the ongoing communication and reporting needed to ensure client satisfaction and ongoing improvement.

Floor Care Approach

We have included two (2) full-time floor care techs to execute all periodic floor care duties outlined in your SOW.

Production Rates

Servicon has utilized industry standard production rates of between 40,000 and 60,000 square feet per worker shift (depending on building type and excluding periodic floor care) to formulate staffing hours needed to perform duties outlined in your SOW for municipal locations. We understand that there are many park facilities that require more time and attention due to various challenges, so we have incorporated an average of 35 minutes per small (and 70 minutes per large) park and recreation restroom into the allotted staffing hours.

Transportation

We have included in our pricing four (4) Servicon branded vehicles to transport equipment, trash and key personnel to the various sites. We will use the vehicles as necessary to transport our people, our equipment and remove trash from the facilities Our team cleaning approach ensures accountability, safety and optimum productivity.

New Equipment

We included state-of-the-art equipment that will support our staff in cleaning effectively and quickly as they make their routes through the city facilities. Please see the breakdown of equipment within this proposal.

Training

The key to better cleaning outcomes is ongoing training for our crew, we have detailed our training program in the above document, however, its important to highlight that our Supervisor Certification Program is very unique in the cleaning industry and results in our managers achieving higher client satisfaction and a more engaged workforce who care about their performance.

Wages and Benefits

- Wages will be competitive to attract new workers in this very competitive environment and assume none of the incumbent workers will move to Servicon. We propose to compensate our cleaning crew and floor techs at base rates of $19.50 and $22.00 per hour respectively.
- U.S. Citizenship is requested, wages must reflect this additional requirement.
- Health & Welfare – All employees will be offered Health & Welfare as required by the Affordable Care Act.
- Vacation and Sick Leave - All employees are provided paid the required five (5) vacation and five (5) sick days per year.
- Holidays - All full-time employees receive seven (7) paid holidays per year.

Payroll Taxes/Insurances

Servicon's insurance and tax rates are based upon current history, as well as Federal and State statutes. These include payroll taxes, worker's compensation, general liability, automobile and employer practices liability insurance.

Other Cost Factors

- Travel Time
- Janitorial Equipment & Supplies
- Uniforms
- Communications, Cell Phones
- Hiring, Recruiting, Training
- Drug Testing, Background Checks
- Other Licenses & Fees
- Performance bond (submitted before the day of City Council approval of the contract)
- Payment bond (requested by the CITY before the day of City Council approval of the contract)
- Overhead & Profit

Required Forms

Please find the following completed forms attached to this section:

- Respondent Signature/Cover Page
- W-9
- Affidavit of Non-Collusion and Non-Discrimination
- Certification of Insurability
- Bidder Disclosure Statements
- Client References
- Deviations and/or Exceptions Forms
- Iran Contracting Verification
- Cost Proposal – Exhibit J (Separate File Submission)
- Current registration with the State of California, Department of Industrial Relations, Janitorial Service Providers and Contractors Act
- Current Sample Certificate of Insurance
- WBENC Certification (WBE)
- ISSA CIMS Certification with Honors

RESPONDENT SIGNATURE / COVER PAGE

Exhibit B

RFP No. 25-002-3400 Title: The City of Palmdale Professional Custodial/Janitorial Services

1. **RESPONDENT**

Firm Name: Servicon Systems, Inc.

Contact Name: Enio Martinez, Executive Vice President of Operations

Principal Address: 3965 Landmark St., Culver City, CA 90232

Local Address: 3965 Landmark St., Culver City, CA 90232

Phone: 310-204-5040 Fax: 310-204-5097

Email: enio.martinez@servicon.com

Structure: [ ] Sole Proprietor [ ] Partnership [x] Corporation [ ] Joint Venture

Tax ID No: 95-1897037 California Contractor License No: C0702485

Department of Industrial Relations (DIR) Registration No. JS-LR-000017134

Registration Date: 9/14/2024 Expiration Date: 9/14/2025

2. Proposed working relationship between Respondent and subcontractor (if applicable):
Not applicable

3. Prices:
A. Prices shall be F.O.B. Destination or for the service rendered.
B. Payment Terms: Net 45
C. Proposers shall honor proposal prices for one hundred twenty (120) days or for the stated contract period whichever is longer.

4. All forms, certificates, and compliance requirements included in this RFQA are completed and duly submitted in the proposal response.

THIS PROPOSAL IS BEING SUBMITTED BY:

The undersigned offers and agrees to furnish the goods or services at the price(s) entered herein subject to the terms and conditions attached hereto. I CERTIFY that (1) the proposal document has been read and understood and that all of the conditions contained therein are acceptable, (2) I have thoroughly examined and become familiar with the specifications and/or scope of services outlined in this solicitation and further, to the best of my knowledge the information contained in this bid proposal is accurate and complete and that (3) I have the legal authority to commit this firm to a contractual agreement, (4) I acknowledge that all documents submitted pursuant to this RFQA will become a matter of public record.

Printed Name: Enio Martinez Title: Exec. Vice President of Operations

Signature: Date: 04/28/2025

Exhibit C

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Servicon Systems, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
3965 Landmark St.

Requester's name and address (optional)

6 City, state, and ZIP code
Culver City, CA 90232

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
☐ – ☐ – ☐

or

Employer identification number
95 – 1897037

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here **Signature of U.S. person ▶** Martin [illegible] **Date ▶** 04/28/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X Form **W-9** (Rev. 12-2014)

CITY OF PALMDALE

AFFIDAVIT OF NON-COLLUSION and NON-DISCRIMINATION

Exhibit D

I hereby swear (or affirm) under the penalty of perjury:

A. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder/proposer or with any competitor;

B. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder/proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and

C. No attempt has been made or will be made by the bidder/proposer to induce any other person, partnership, or corporation to submit or not submit a proposal for the purpose of restricting competition.

D. The Bidder/Proposer does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, age, sex, sexual orientation, gender identity, national origin, or disability, and that it complies with all applicable Federal, State and local laws and executive orders regarding employment.

In connection with the performance of work under this contract, the Bidder or Proposer agrees as follows:

1. The Bidder or Proposer agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, gender identity, national origin, or ancestry. The Bidder or Proposer shall take affirmative action to ensure that employees are treated without regard to their race, creed, color, national origin, sex, sexual orientation, gender identity, or ancestry.

2. In the event of the Bidder's or Proposer's non-compliance with this non-discrimination clause, the Bidder or Proposer may be canceled or terminated. The Bidder or Proposer may be declared ineligible for further contracts with the City of Palmdale until satisfactory proof of intent to comply shall be made by the Bidder or Proposer.

3. The contract agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

I have read the above stated clauses and agree to abide by its requirements.

Authorized Signature: Martinez Printed Name/Title: Enio Martinez, Exec VP Ops

Company Name: Servicon Systems, Inc.

Doing Business As: N/A

CERTIFICATION OF INSURABILITY

Exhibit E

I hereby swear (or affirm) under the penalty of perjury:

As an authorized representative of the proposing company, should our Company be determined to be the Successful Proposer, our Company will promptly provide such proof of insurance to the City within five (5) business days in reply to the CITY's *Notice of Intent to Award*. The CITY will remind the Apparent Successful Proposer in the *Notice of Intent to Award* letter. Proof of insurance requirements may be submitted electronically to the email address below with the RFP Number and Title referenced in the Subject field:

To: Purchasing@cityofpalmdale.org

Contracts will not be executed until formal proof of all required insurance(s) pursuant to **Attachment B** – *Sample Contract for Services* for **RFP No. 25-002-3400** **Title: Professional Custodial/Janitorial Service** have been received and approved by the CITY. It is agreed that the Apparent Successful Proposer shall maintain in force at all times during the performance of the engagement all policy or policies of insurance.

If the CITY requires corrections (i.e., limits, endorsements) the Successful Proposer has five (5) days from such request to complete all corrections. Failure to meet these deadlines will allow the CITY the right to reject the Proposer's proposal as non-responsive and proceed to the next finalist.

I hereby assure City of Palmdale that the company has or is able to procure the insurance coverage(s) required should the Company be awarded the Contract and shall maintain all the insurance requirements by the submission of this offer.

Servicon Systems, Inc.

Proposer Company Name

Signature of Authorized Representative signing on behalf on Proposer

Enio Martinez, Exec VP of Operations

Print Name of Authorized Representative of Proposer Company

04/28/2025

Date

BIDDER DISCLOSURE STATEMENTS

Exhibit F

The Bidder must provide a declarative (yes/no) answer regarding the following questions. If any answer is affirmative, the Bidder must provide full details about the matter. While not an automatic cause for disqualification, an affirmative answer may result in an evaluation of the Bidder's responsibility. A decision will then be made based on the seriousness of the matter, the matter's possible impact on the performance of the contract, and the best interests of the City of Palmdale.

Within the past five (5) years:

ITEM	DISCLOSURE STATEMENT	YES	NO
A.	Has the Bidder and/or subject company had a contract terminated for default or cause?	○	◉
B.	Has the Bidder and/or subject company been assessed any penalties, including liquidated damages, under any of its existing or past contracts with any organization or governmental entity?	○	◉
C.	Has the Bidder and/or subject company been the subject of any governmental action limiting the right of the Bidder and/or subject company to do business with that entity or any other governmental entity?	○	◉
D.	Has trading in the stock of the subject company ever been suspended? Give date and explanation.	○	◉
E.	Has the Bidder and/or subject company previously operated as a like-kind business under any other business name and/or taxpayer identification number?	○	◉
F.	Has the Bidder and/or subject company, any company officer, or any owner of a twenty (20%) percent interest or greater in the subject company, filed bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding?	○	◉
G.	Has the Bidder and/or subject company, any company officer, or any owner of a twenty (20%) percent interest or greater in the company, been convicted of a felony or is currently under indictment on any felony charge?	○	○

By the signature affixed to **Exhibit B** – *Offer Signature / Cover Page* of this Solicitation, Respondent hereby certifies that the above information is true and accurate.

This completed form must be returned as part of the bid response. Failure to complete this page may deem your bid not responsive.

CLIENT REFERENCES
Exhibit G

The following is a list of four (4) references that most closely reflect similar projects to the scope of services/work of the City of Palmdale within the past three (3) years. References will be asked to complete a questionnaire and asked to return it to the Purchasing Division directly by a designated date and time. It is the Respondent's responsibility to ensure that Reference Contacts are willing to provide a reference. To expedite the evaluation process the City requests accurate email and/or fax number information be provided.

Reference #1

Name of Organization: City of Santa Clarita

Address: 23920 Valencia Blvd, Santa Clarita, CA

Email Address: nvasquez@santa-clarita.com Fax: n/a

Telephone: (661) 607-2575 Contact Name: Nelson Vasquez

Contact Title: Facilities Manager Service Dates: 2016 to present

Project Manager: Santiago Sandoval Bid No. (if applicable) n/a

Summary of Project: Custodial Services to 250,000 square feet at 47 City locations, including City Hall, Yards, Metrolink Stations, Libraries, Sports Complexes, Community Centers, various Municipal and Park Locations.

Project Cost: $1.3 Million/year

Reference #2

Name of Organization: City of Palmdale

Address: 39113 3rd Street E., Palmdale, CA

Email Address: broadhouse@cityofpalmdale.org Fax: n/a

Telephone: (661) 267-5338 Contact Name: Bruce Roadhouse

Contact Title: Facilities Manager Service Dates: 2019 to present

Project Manager: Santiago Sandoval Bid No. (if applicable) n/a

Summary of Project: Custodial Services to 300,000 square feet at 55 City locations, including City Hall, Yards, Metrolink Stations, Libraries, Sports Complexes, Community Centers, various Municipal and Park Locations.

Project Cost: $800,000/year

Reference #3

Name of Organization: City of Irvine

Address: 1 Civic Center Plaza, Irvine, CA

Email Address: smcgilvra@cityofirvine.org Fax: n/a

Telephone: (949) 724-6618 Contact Name: Sean McGilvra

Contact Title: Facilities Manager Service Dates: 2022 to present

Project Manager: Todd Lawrence Bid No. (if applicable) n/a

Summary of Project: Custodial Services to 400,000 square feet at 47 City locations, including Great Park, Community Centers, and various Municipal and Park Locations.

Project Cost: $1.5 Million/year

Reference #4

Name of Organization: LA County Internal Services Department

Address: 1100 N. Eastern Ave., Los Angeles, CA

Email Address: meugene@isd.lacounty.gov Fax: n/a

Telephone: (323) 267-2107 Contact Name: Michael Eugene

Contact Title: Facilities Manager Service Dates: 2017 to present

Project Manager: Mariano Covian Bid No. (if applicable) n/a

Summary of Project: Custodial Services to 2,861,619 square feet at 96 ISD locations in Regions 1 and 3, Servicon employs a staff of regular custodians, floor/utility workers, day porters, site supervisors, administrative support and project management.

Project Cost: $8.1 Million/year

DEVIATIONS and/or EXCEPTIONS FORM
Exhibit H

[ ] Specifications and/or Requirements

[ ] Contract for Services Provisions (No exceptions and/or deviations to insurance requirements allowed)

All deviations and/or exceptions to the requirements of this solicitation must be noted below. The City will consider any deviations and/or exceptions indicated in its award decisions. The City reserves the right to accept or reject any and all responses based on any deviation and/or exception indicated on this form. Respondents are cautioned that by taking any exception they may be materially deviating from the RFP. **Please do not attach a company letterhead in lieu of any entry on the section below.** In the absence of any entry on the section below, the bidder assures the City of their full compliance with the specification and conditions as listed in this solicitation. The page number, paragraph, and item number should be referenced when deviating from the specification and must be included.

The City reserves the right to reject any or all cost proposals as a result of this RFP and to waive any informality or irregularity in any bid proposal received and to be the sole judge of the merits of the respective cost proposals received, and to accept or further negotiate cost, terms, or conditions of any cost proposal determined by the City to be in the best interest of the City even though not the lowest cost proposal. **This form may be duplicated if additional pages are needed.**

Reference No.	Description
None	

Company Name

Servicon Systems, Inc.

Printed Name and Title

Authorized Signature

IRAN CONTRACTING ACT VERIFICATION

Exhibit I

(Public Contract Code sections 2202-2208)

Prior to bidding on, submitting a proposal or executing a contract or renewal for goods or services of $1,000,000 or more, a Supplier must either: a) certify it is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b) and is not a financial institution extending twenty million dollars ($20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; orb) demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d).

To comply with this requirement, check the correct option below and insert your supplier or financial institution name and Federal ID Number. Please note: California law establishes penalties for providing false certifications, including civil penalties equal to the greater of $250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts. (Public Contract Code section 2205.)

OPTION #1 - THIS PROJECT IS LESS THAN $1,000,000.

By (Authorized Signature)	*Date Executed*
Printed Name and Title of Person Signing	

OPTION #2 – CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the suppler/financial institution identified below, and the vendor/financial institution identified below is **not** on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars ($20,000,000) or more in credit to another person/vendor, for 45 days or more, if that other person/vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

Supplier Name/Financial Institution Servicon Systems, Inc.	*Federal ID Number (or n/a)* 95-1897037
By (Authorized Signature)	*Date Executed:* 04/28/2025
Printed Name and Title of Person Signing: Enio Martinez, Executive VP of Operations	

(Continued on Next Page)

OPTION #3 - EXEMPTION

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a vendor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or to enter into or to renew, a contract for goods and services.

Supplier Name/Financial Institution	*Federal ID Number (or n/a)*
By (Authorized Signature)	*Date Executed*
Printed Name and Title of Person Signing	

COST PROPOSAL
Exhibit J

Create/Develop this to meet the needs of the RFP

Special Note: Exhibit J and Exhibit K that have been combined into single Excel file: "Cost Files - Exhibit J & Exhibit K - Servicon", and uploaded into Portal accordingly.

Additionally, please see associated cost narrative section within our submitted Technical Proposal entitled "Cost Proposal".

State of California
Department of Industrial Relations
Division of Labor Standards Enforcement
Licensing & Registration Unit
1515 Clay Street, Ste. 1902
Oakland, CA 94612

Registration Number:
JS-LR-000017134

Janitorial Services Registration

REGISTRANT WITH EMPLOYEES

Effective Date	Expiration Date
9/14/2024	**9/14/2025**

Servicon Systems, Inc.
3965 Landmark Street
Culver City, CA 90232

Workers Compensation Insurance Expiration Date:
May 1, 2025

Having paid to the Labor Commissioner of the State of California the required Registration Fee is hereby granted a registration to conduct the business of Janitorial Services in the State of California at the location(s) listed above and effective for the period designated above in conformity with the provisions of Chapter 4, Part 4.2, Division 2 of the Labor Code and the rules and regulations issued thereunder by the Labor Commissioner.

THIS REGISTRATION IS NOT TRANSFERABLE AND IS VALID ONLY AT THE REGISTERED OPERATING LOCATION INDICATED ABOVE

POST IN A CONSPICUOUS PLACE

ALTERATIONS WILL VOID THIS REGISTRATION

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/13/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Andreini & Company
220 West 20th Avenue
San Mateo CA 94403

CONTACT NAME: Laura Brugger
PHONE (A/C, No, Ext): 650-573-1111 **FAX (A/C, No):** 714-327-1499
E-MAIL ADDRESS: lbrugger@andreini.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Federal Insurance Company	20281
INSURER B : Safety National Casualty Corp.	15105
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED SERVI-7
Servicon Systems, Inc.
3965 Landmark Street
Culver City CA 90232

COVERAGES **CERTIFICATE NUMBER:** 853444901 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X **COMMERCIAL GENERAL LIABILITY**	Y		GL6676249	5/1/2024	5/1/2025	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
	X $100,000 Ded.						MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
B	**AUTOMOBILE LIABILITY**			CA6676517	5/1/2024	5/1/2025	COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	X OWNED AUTOS ONLY / X SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
	X $0 Ded.							$
A	**UMBRELLA LIAB** X OCCUR			79888868	5/1/2024	5/1/2025	EACH OCCURRENCE	$ 5,000,000
	X **EXCESS LIAB** CLAIMS-MADE						AGGREGATE	$ 5,000,000
	DED X RETENTION $ 0							$
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N	N / A		LDS4066506	5/1/2024	5/1/2025	X PER STATUTE OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Customer Name
123 Main St.
Any City, ST 00000

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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WBENC
WOMEN'S BUSINESS ENTERPRISE NATIONAL COUNCIL
JOIN FORCES. SUCCEED TOGETHER.

hereby grants

National Women's Business Enterprise Certification

to

Servicon Systems, Inc.

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).
This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Council - West, a WBENC Regional Partner Organization.

Certification Granted: October 13, 2023
Expiration Date: October 31, 2025
WBENC National Certification Number: WBE2302921

Authorized by Pamela Williamson, President & CEO Women's Business Enterprise Council - West

WBEC WEST
WOMEN'S BUSINESS ENTERPRISE COUNCIL
JOIN FORCES. SUCCEED TOGETHER.

NAICS: 561720
UNSPSC: 14111701, 14111702, 14111703, 14111704, 47131800

Center for Women & Enterprise | Great Lakes Women's Business Council | Greater Women's Business Council | Women's Business Council – Southwest | WBEC Metro NY | WBEC Greater DMV | WBEA | WBEC East | WBEC ORV | WBEC Pacific | WBDC | WBEC South | WBEC Florida

ISSA CIMS®

GB CERTIFIED WITH HONORS

Having undergone a comprehensive assessment of its management structure and green cleaning operations by an independent accredited CIMS-GB Assessor

Servicon Systems, Inc.

is hereby certified with honors to the ISSA Cleaning Industry Management Standard Green Building Criteria

and has succesfully demostrated a commitment to the delivery of enviromentally preferable services designed to meet customer needs and expectations

This certification expires **June 30, 2025**

John H. Barrett ISSA Executive Director

Appendix: Injury & Illness Prevention Program (IIPP)

Please find Servicon's IIPP attached to this section.

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

Revised by CJ – 03/21/2024

SERVICON SYSTEMS, INC.

INJURY ILLNESS PREVENTION PROGRAM

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INTRODUCTION

The Occupational Safety and Health Act of 1970 clearly state all companies must have a common goal of safe and healthful working conditions for its employees. California Senate Bill 198 outlines what an Injury and Illness Program should entail, while CAL OSHA enforces the mandates of Senate Bill 198. The safety and health of **SERVICON SYSTEMS INC**. employees continues to be the first consideration in operating its business.

Safety and health at **SERVICON SYSTEMS INC**. must be part of every operation. Without question, safety is every one of **SERVICON SYSTEMS INC**. employee's responsibility.

It is the intent of **SERVICON SYSTEMS INC**. to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can result in injuries. No employee is required to work at a job he/she knows is not safe or healthful. Your cooperation in detecting hazards and in turn controlling them is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability, or authority to correct.

At **SERVICON SYSTEMS INC**. the personal safety and health of each employee is of primary importance. Prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, **SERVICON SYSTEMS INC**. management will provide all mechanical and physical safe guards required for personal safety and health in keeping with the highest standards.

It is the policy of **SERVICON SYSTEMS INC**. to maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody proper attitudes toward injury and illness prevention on the part of **SERVICON SYSTEMS INC**. Supervisors and employees, but also between each employee and his/her co-workers.

The objective of **SERVICON SYSTEMS INC**. is to have a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of operations similar to ours. **SERVICON SYSTEMS INC.'s** goal is to prevent accidents and injuries. This program has been designed to be in compliance with California Code of Regulations, Title 8 Subchapter 7 General Safety Orders Group 1 section 3203 and Subchapter 4 Construction Safety Orders Article 3 section 1509.

SERVICON SYSTEMS INC.

Safety and Health Program will include, but is not limited to:

1. Providing mechanical and physical safeguards, as well as setting examples of safe work practices to the maximum extent possible.

2. Conducting safety and health program inspections to find and eliminate unsafe working conditions or practices, to control health hazards and to comply fully with safety and health standards for every job.

3. Training and communicating to all of SERVICON SYSTEMS INC.'s employees, good safety and health practices.

4. Providing necessary personal protective equipment and instructions for use and care.

5. Developing and enforcing a Code of Safe Practices and requiring that SERVICON SYSTEMS INC. employees cooperate with these rules as a condition of employment.

6. Investigating, promptly and thoroughly every occupational accident and every occupational illness to find out what caused it and correct the problem, so it won't happen again.

7. SERVICON SYSTEMS INC. management accepts responsibility for the leadership of the safety and health program for its effectiveness and improvement, and for, providing the safeguards required to ensure safe conditions.

8. SERVICON SYSTEMS INC. supervisors are responsible for developing proper attitudes toward safety and health within themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard to the safety and health of all personnel involved, including them.

9. SERVICON SYSTEMS INC. employees are responsible for wholehearted genuine compliance with all rules and regulations, and for continuously practicing safety while performing their duties.

10. SERVICON SYSTEMS INC. is responsible for maintaining all records for our IIPP and other requirements.

I have read, understand and agree to comply with SERVICON SYSTEMS INC.'s Safety and Health Policy as outlined above.

_____

Employee Name /Employee Signature Date

Revised by CJ – 03/21/2024

SERVICON SYSTEMS INC.

GENERAL STATEMENT OF POLICY

TO OUR EMPLOYEES

We as management have a direct responsibility to provide all reasonable safeguards for our employee's health and safety. We also have a responsibility to direct and ensure that employees perform their assigned tasks in a safe manner. Most of all, we have a responsibility to develop an awareness of safety in our people.

We have developed our Injury Illness Prevention Program, which with your help will assist in providing safe, healthful and pleasant working conditions.

We all benefit from an effective Injury and Illness Prevention Program. Cooperation from all people in our organization is expected. The results will be worth the effort.

Sincerely,

Michael Mahdesian
Chairman of the Board

3.

IDENTIFICATION OF PLAN ADMINISTRATORS

The individual with principal authority and responsibility for implementing and administering the company's Injury Illness Prevention Program is: Carlos Janer, Director of Safety

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The following persons are responsible for implementing the Injury Illness Prevention Program for SERVICON SYSTEMS INC.:

Responsibilities	**Name**	**Title**
Employee Safety	Carlos Janer	Director of Safety
Purchasing & Distribution of Personal Protective Equipment	Roger Guzman Operations Managers	Procurement Manager Operations Managers
Updating & Maintaining GHS Manual	Carlos Janer	Director of Safety
Safety Inspections of Job Sites	Carlos Janer Operations Managers	Director of Safety Operations Managers
Recordkeeping & Maintenance of Training Documentation	Human Resources Department	Human Resources Department
Investigation of Accidents	Carlos Janer Operations Managers	Director of Safety Operations Managers
Chairperson of Executive Safety Committee	Nick Rabinovitch	General Counsel
Oversight of Operations Safety Committees & Recognition Programs	Gabriel Jaimes	Associate Director

RECORD KEEPING REQUIREMENTS

PURPOSE

Federal OSHA of 1970 and 29 CFR Part 1904 and SB 198 requires that employers to prepare and maintain records of occupational injuries and illnesses. The act made the Secretary of Labor responsible for the collection, compilation, and analysis of statistics of work-related injuries and illnesses. The Bureau of Labor Statistics (BLS) administers this record keeping and reporting system.

Record of injuries and illnesses are necessary for carrying out the purposes of the act. They provide a basis for a statistical program, which produces injury and illness data that are used by OSHA in measuring and directing the agency's efforts. These records are also helpful to employers and employees in identifying many of the factors, which cause injuries or illnesses in the workplace. In addition, OSHA records are designed to assist safety and health compliance officers in making OSHA inspections. In the state of California, CAL OSHA is responsible for ensuring that Injury and Illness Prevention Program records are properly maintained.

REQUIREMENTS

1. A CAL OSHA Log 300 will be maintained annually. During the month of February, March and April following the year that the injuries were recorded, the log will be posted on the employee bulletin board for one month only.

2. Workers' Compensation Insurance forms 5020 and DWC-1 will be maintained on file.

3. All accident and illness investigation forms will be maintained on file.

4. All government audits such as a CAL OSHA Inspection will be maintained on file.

5. Any and all employee’s safety training records will be maintained on file.

6. Physical Examination reports if any and all employment records will be maintained on file.

7. Any safety monitoring such as air monitoring, or noise dissymmetry monitoring if any will be maintained on file.

8. All employee exposure records to any known toxic substance (if applicable will be maintained on file).

9. Records of safety meetings will be maintained on file.

10. Records of Self-Inspection for identification of hazards will be kept on file.

11. Records of scheduled and periodic inspections, which identify unsafe work practices, unsafe conditions, and corrective action(s) taken, will be maintained for a minimum of three (3) years.

12. Certain records need to be kept for three years however others must be maintained for indefinite periods of time. We will consult with the agency requiring such documents for further details if necessary.

5.

POSTING MATERIALS

Safety Materials are to be posted on employee bulletin board, and will be in accordance with the posting requirements of the CAL OSHA Manual Entitled "Developing a Workplace Safety and Health Program CS-1".

Postings include but are not limited to:

MANDATORY STATE POSTERS

1. California Industrial Welfare Commission Orders
2. California Occupational Safety and Health Notices - CAL OSHA
3. Workers Compensation Notification
4. Fair Employment Practices Information
5. Payday Notification
6. Unemployment Insurance/Disability Notification
7. CAL OSHA Form 300 (During the months of February, March and April)
8. Code of Safe Practices
9. Forklift Operator Rules (when applicable)

MANDATORY FEDERAL POSTERS

10. Federal Minimum Wage Notice
11. Notice to Employees: Time off to Vote

12. Equal Employment Opportunity Commission/Age Discrimination (Americans with Disabilities Act effective July 26, 1992)

COMMUNICATION

COMMUNICATION FROM SERVICON SYSTEMS, INC.

Employees will be informed of matters relating to occupational safety and health from time to time. Communication of this nature may be in the form of policy statements, procedural advice, company manuals or specific hazard warning and may be communicated by pay check stuffers, posted notices, memos, or employee newsletters. Important safety issues may also be raised at employee meetings and training programs.

COMMUNICATION FROM EMPLOYEES

Employees are encouraged to direct any questions they have regarding safety issues to their supervisor, or the Injury Illness Prevention Program Administrator. It is also the responsibility of each employee to inform his or her supervisor, or the Injury Illness Prevention Program administrator, immediately of any hazard or unsafe condition at the work site. This shall occur without fear of reprisal in any form. Employees can also notify the Safety & Loss Control Director of any such hazards anonymously, if they prefer to do so.

Signature Date

6.1 EMPLOYER

It shall be the responsibility of the Company to provide all necessary safety equipment for the performance of the work to be performed. It shall be the responsibility of the Operational Safety Committee with oversight of the Executive Safety Council to set the safety policy and recommend action as appropriate in each case.

6.2 MANAGERS

In effectively executing their safety responsibilities, Managers will:

1. Ensure that our workers are provided with a safe work environment.

2. Ensure that all workers have received the appropriate training, including Safety training and fully comprehend the material and shall be able to demonstrate a level of proficiency.

3. Be familiar with the safety program and ensure its effective implementation.

4. Promote and communicate to supervisors and workers on a continuous basis the urgency and priority of the Servicon Safety Culture.

5. Be aware of and address all safety considerations when introducing a new process, procedure, machine or material to the workplace.

6. Give maximum support to all programs and committees as required.

7. Review serious incidents to ensure that all required reports are completed timely and appropriate action is taken to prevent reoccurrence.

Supervisors

Our supervisors are the foundation of the safety program. Their responsibilities are to:

1. Ensure that our workers are provided with a safe work environment and maintain that safe work environment, by identifying hazards and mitigating those hazards and risks.

2. Regularly Inspect work areas before, during, and after shifts to detect unsafe conditions and work practices. This responsibility includes inspection of all equipment. Utilize company self-inspection checklists as required.

3. Ensure that all workers have received the appropriate training, including Safety training, up to and including annual, biannual, quarterly, and irregularly scheduled safety training. Workers shall be able to fully comprehend the materials and demonstrate a level of proficiency at the time of assignment of duties and thereafter.

4. Be familiar with the safety program and to fairly and consistently enforce all company safety rules and procedures to ensure its effective implementation.

Supervisors (Continued)

5. Promote and communicate to workers on a continuous basis the urgency and priority of Servicon' Safety Culture. Communicate/Listen – Take the time to listen to what your workers want to say, those few seconds can make a difference.

6. Be aware of and address all safety considerations when introducing a new process, procedure, machine or material to the workplace.

7. Give maximum support to all programs and committees as required.

8. Review and investigate all incidents to ensure that all required reports are completed timely and appropriate action is taken to prevent reoccurrence.

9. Ensure that all injuries, no matter how minor, are treated immediately and referred to the Safety & Loss Control Department within one (1) hour of occurrence via text, call or email.

6.3 EMPLOYEES

All employees are required as a condition of employment to work safely, develop, and exercise safe work habits in the course of their work. We expect every employee to cooperate fully so that all employees will continue to work and benefit from a safe work environment.

Employee responsibilities for safety include the following:

1. Accept and embrace all training provided. Strive for high level of proficiency.

2. Adhere to all safety rules and regulations. Up to and including wearing appropriate Personal Protective Equipment (PPE), maintaining all equipment in good condition, and utilizing all safety guards when in operation.

3. Workers should not handle or tamper with any equipment or machinery that is not within the scope of their duties.

4. Prior to the performance of any duties, must address all known risks that are associated with those duties. This can be accomplished by completing the Risk Assessment tools available, e.g.: WRA (Work Risk Assessment) form, RAO (Risk Assessment Observation) form. If additional risks are now present, contact supervisor for instructions when appropriate.

5. Communicate urgently when a hazardous or unsafe condition or action is observed. Report unsafe acts and conditions to the supervisor

6. Encourage co-workers to work safely.

7. Wash hands and any affected area thoroughly after handling or coming in contact with any cleaning or hazardous substance

6.3 EMPLOYEES (Continued)

8. Report all defective tools and/or equipment to your supervisor immediately.

9. Keep work areas clean and orderly at all times.

10. Report all incidents and near miss incidents, no matter how minor, immediately to a supervisor.

11. All workers should be familiar with the location of all first aid supplies.

12. All workers should be familiar with the location of emergency equipment, e.g. fire extinguisher(s) etc.

13. All workers must know the location of all emergency exits in their immediate work area.

14. All emergency equipment and/or exits must be kept clear of all obstacles.

15. Fully cooperate and assist in the investigation of incidents for the purpose of identifying incident causes, so that recurrence will be prevented.

16. Submit any suggestions for incident prevention to your immediate supervisor, which may assist in improved working conditions and/or safer work practices.

_____

Employee's Signature Date

CODE OF SAFE PRACTICES AND PROCEDURES

GENERAL

1. Fighting, horseplay and practical jokes are strictly prohibited.

2. Good housekeeping in work areas is mandatory. Debris, scrap materials, oil rags, etc., shall not be allowed to accumulate.

3. Alcohol and drug use are strictly prohibited. Employees shall not report for work under the influence of alcohol or drugs.

4. Removing or tampering with any tool or machine guard, or bypassing any safety device is prohibited.

5. Removal of "Danger Do Not Operate" tags or locks on any machinery by unauthorized personnel is strictly prohibited.

6. No employee is permitted to operate any tool, machines, or equipment they are not familiar with, or have not been specifically trained to operate.

7. Electrical lockout procedures must be followed before working on any machinery.

   - Refer to specific electrical lockout policies and procedures for your work area.

8. All keys shall be removed from vehicles and equipment prior to repair or maintenance operations. Unless site rules require otherwise.

9. All portable electric tools and power cords must be equipped with effective grounds.

10. Smoking is allowed only in designated smoking areas.

11. Eating is allowed only in designated areas.

12. Interfering with others by threatening, intimidating, or coercion will not be tolerated.

13. Firearms, ammunition, explosives or incendiary devices on the premises are prohibited.

14. Power actuated tools shall be operated by qualified persons only. The operator must be in possession of a valid operator's certification card.

15. Forklift trucks shall be operated by trained and certified operators only.

16. Compressed gas cylinders shall be secured in such a way that they cannot topple over.

17. Compressed gas cylinders must have the valve protective cover in place when not in use.

18. Ladders must be inspected prior to use. Defective ladders must not be used. Deficient ladders must be taken out of service immediately.

    - Under no circumstances, is any worker allowed to deploy a ladder for the purposes of gaining access to a height greater than 25 feet.
    - Anytime access greater than six (6) feet is required, a spotter must be utilized.
    - Extender ladders shall extend at least 36 inches above the landing and be properly secured before use.
    - Metal ladders must not be used around electrical circuits, or where electrical work is being performed.

19. Access to confined areas or spaces is prohibited without the appropriate training and the consent of your supervisor.

20. Follow the safety rules for your work area. Observe all safety signs.

21. Report all unsafe conditions to your supervisor.

22. When in doubt about any safety procedure(s), do not hesitate to ask your supervisor.

23. Keep equipment, tools, material and work areas clean and orderly.

24. Walk, never run in work areas. Proceed with caution when approaching blind corners and congested areas.

MATERIAL HANDLING

1. Size up the load. Observe the loads position and surrounding hazards. If you need help, get it.

2. Per the Essential Job Function portion of the Job Description, male workers are instructed not to lift more than fifty (50) pounds without assistance and female workers limits are forty (40) pounds.

3. When lifting: Widen base as needed. Take a deep breath. Tighten abdominal muscles and squat or bend knees, getting as close to the object possible. Then lift.

4. Avoid carrying one trash bag in one hand. We encourage you to balance the weight with an equal weight in the other hand.

5. When lowering: lower the body by bending the knees with the object close to the center of the body. Keep back straight, allowing the leg muscles to bear the load.

6. Take a secure grip. Keep fingers away from pinch points.

MATERIAL HANDLING (Continued)

7. Wear appropriate PPE (Personal Protective Equipment) for the task.

8. When a load is heavy, get help or use a mechanical lifting device. e,g. Handtrucks.

9. If the load is being carried by more than one person, allow one worker to be the leader so that you have good timing and coordination.

10. Body mechanics of simultaneous pushing and pulling must be avoided, e.g. pushing janitors cart and pulling trash barrel.

11. You are discouraged from overloading any manual material handling equipment or yourself, in order to avoid additional trips when stocking or disposing of items.

12. Servicon encourages workers to avoid when possible, reaching/stretching for objects that are overhead or above shoulder level. We encourage the use of a step ladder to avoid this circumstance.

13. Only trained individuals are permitted to operate forklifts or other powered equipment.

HOUSEKEEPING

1. It is everyone's responsibility to perform basic housekeeping duties.
2. It is the responsibility of each worker to keep their work station clean and organized
3. It is the responsibility of each work to keep their cleaning cart clean and organized.
4. Unauthorized food storage may create a health issue for the worker and others.
5. Unauthorized containers and/or products may create a health issue for the worker and others.
6. Mislabeled containers may create a health issue of the workers and others.
7. Used cans, bottles, plastics and other recyclables must not be stored in the janitors closet.
8. Avoid storing excessive supplies and/or equipment in the janitors closet.
9. Mops must not be left in the splash sink/basin or head down on floor. Mops should be rinsed out and excess water removed, then placed on wringer in mop bucket to dry.
10. Any spillage that occurs in the janitor's closet must be cleaned up immediately.
11. Never place any material in aisles, on ramps, or stairways, or designated paths of travel.
12. Projecting nails or fasteners must be removed from all packing cases, barrels, boxes, and boards.
13. Place all trash or scraps in designated containers.
14. Clean oil, grease, and water spills from the floor immediately.
15. Properly store all materials in designated places.

MACHINERY

It is the employee's responsibility to inspect any equipment and determine its safe operating condition prior to any use.

1. Never operate a machine unless you are qualified and authorized to do so.
2. It is the employee's responsibility to use equipment in a safe and workman like manner.
3. Do not operate machinery without proper safety devices.
4. All employees are responsible for replacing vacuum cleaner bags monthly.
5. All employees are responsible for replacing vacuum filters as needed.
6. All employees who operate floor care machinery are responsible for ensuring that all equipment is cleaned and ready for the next use.
7. All employees need to disconnect machinery from power source, if necessary to inspect and to avoid contact with any moving parts.
8. Horseplay on or with any machinery is strictly prohibited.
9. All employees are responsible for wearing the appropriate PPE for all equipment being operated.
10. Make sure guards are in place and are properly adjusted.
11. Do not turn on electricity, compressed air, or steam, or set in motion any machine without making sure all persons are clear.
12. Any defective machinery should immediately be taken out or service and reported immediately to your supervisor.
13. Do not clean, oil, or repair machinery unless you are qualified and authorized to do so.
14. Do not wear jewelry or loose clothing while operating moving machinery.
15. Long hair must be tied back while operating moving machinery.

HAND TOOLS

1. **Employees are responsible for wearing the appropriate PPE for task being performed.**
2. **Only authorized Company tools are allowed onto the job site and used operationally.**
3. Defective hand tools shall not be used.
4. Do not carry sharp tools in pockets or clothing.
5. Employee's are responsible for proper tool storage.

6. Use hand tools only for their intended purpose.

7. Inspect handles of hand tools for cracks, slivers, or other defects.

8. Always exchange or repair mushroomed or battered tools before they become dangerous.

ELECTRICAL

1. Only trained and authorized employees may work on electrical equipment.
2. All employees must be Lockout/Tagout trained before operating any electrical equipment.
3. Lockout/Tagout all switches before making repairs.
4. All employees must obey and observe all electrical warning signs.
5. Employees must avoid getting any type of moisture onto or in any electrical power source.
6. All employees must wear the appropriate PPE when performing any electrical work, e.g. Arc Flash protection, face shields, etc.
7. Employees must ensure that all maintenance equipment used is safe for electrical use, e.g. Ladders, Footwear, hand tools, etc.
8. Employees must be sure to obtain any required electrical work permits before starting any electrical work.
9. When utilizing extension power cords, they must be inspected for damage.
10. When using power cord extensions, limit the use of these power cord extensions to one (1).
11. Employees must only use authorized or designated power sources for any electrical equipment being used.

FIRST AID

1. Report all injuries, no matter how small or inconsequential you may believe, to your supervisor.
2. Know the location of first aid kits and emergency equipment.
3. Only trained individuals should administer anything beyond basic first aid to injured individuals.
4. If it is an emergency, immediately dial 911.
5. Use first aid supplies only when needed and for the intended purpose.

6. Do not move a seriously injured person unless they are exposed to further injury by fire, falling objects, etc.

7. Know and follow special first aid instructions for your area.
8. If eye wash site is available, know the location and wash out eyes if required.

9. Do not attempt to remove foreign objects from the eye.

OFFICE SAFETY

1. All desk and file drawers are to be closed when not in use.
2. Workers shall observe and obey all posted and placed warning signs in the building.

3. No obstacles are to be left where a person could trip over them.

4. Nothing is to be stacked to the extent that it might fall on someone.

5. Key operator or trained personnel should be called to clear jams in photocopying, laminating, or other machinery.

6. Aisles shall be kept clear at all times.

7. Extension and power cords should be checked for frays.

8. When paper cutter is not in use, the blade must be kept in close position, locked with the guard in place.

9. Workers should avoid reaching for items in overhead locations whenever possible.

10. When attempting to reach items in overhead locations, you must use a step stool, ladder or other approved tool for that purpose.

11. When retrieving, items stored in overhead locations, take all safety precautions to eliminate or reduce the possibility of getting debris into your face, mouth or eyes.

12. There shall be no use of extension cords in areas where they could be, or create a hazard.

13. Any extension or power cord should have a safety protective cover if it creates a tripping hazard.

14. Never pull out the top drawer and the one underneath it at the same time.

15. Do not attempt to move heavy office furniture or files alone. Use handcart to avoid carrying boxes or items any distance.

16. Pick up objects and wipe up spills from the floor immediately.

17. Never carry loads that you cannot see over.

18. Avoid leaning back in chairs.

19. Keep fingers away from ejecting slot when loading or testing stapling tools.

20. Make sure there is adequate lighting before you enter an area.

21. Always close scissors when you are done using them.

22. Office areas should be kept free from unnecessary build up of paper, and other highly flammable materials.

23. Your work station computer should be shut off at the end of the work day.

24. Ripped, torn, worn, or slipping carpets or rugs should be reported immediately.

25. Employees are responsible for reporting any chips, snags, splinters, and sharp corners on the furniture.

26. Employees are responsible each time before sitting down to check the chair to insure that the chair is stable.

27. Copying machines, paper cutters, shredders, sealers, etc., shall not be operated without point of operation guards in place.

28. Running is prohibited in the office.

29. File cabinets shall be secured to prevent them from tilting when the drawers are opened.

30. Smoking is prohibited inside the office building.

31. Smoking is permitted outside and only in designated areas.

32. Stairs and ramps shall be kept free from any obstacles.

33. All handrails shall be secured and free of snags, splinters, burrs, etc.

DRIVER SAFETY

1. Only authorized individuals are allowed company vehicles.
2. Company vehicles are intended for business use only.
3. Drivers are prohibited from driving a vehicle after ingesting any alcoholic beverage or judgment impairing medication.

4. All employees must possess a valid and appropriate Drivers License for vehicle being utilized.
5. Distracted driving can kill. Drivers always must focus on the task of driving.
6. Drivers are prohibited from texting while driving.
7. Drivers are prohibited from using Handheld phones or devices while driving.
8. Drivers must not eat while driving to the point of distraction.
9. Drivers must avoid reaching for items out of arms length while vehicle is moving.
10. Drivers must practice Defensive Driving always. Must be courteous at all time.
11. Drivers must always wear their seatbelt and ensure that all passengers do the same.
12. Drivers must maintain a three (3) second distance between themselves and the vehicle in front of them.
13. Drivers driving a loaded truck must maintain a ten (10) second distance between themselves and the vehicle in front of them.
14. Driver is responsible for compliance with all vehicle maintenance schedules.
15. In the event of an accident, never admit responsibility and get a police report when possible and witness information.
16. Inform your supervisor of all vehicle related incidents immediately.
17. Certain rules violations are so serious that they could result in your immediate termination. Repeated violations cannot and will not be tolerated.

CODE OF SAFE PRACTICES AND PROCEDURES ACKNOWLEDGMENT AND UNDERSTANDING

I,_____, have read the Code of Safe Practices for **SERVICON SYSTEMS INC.** and I attest that they have been explained to me, and that I understand them. I agree to comply with said Code of Safe Practices and Procedures, and I understand that failure to comply could result in disciplinary actions, up to and including dismissal. If there are questions regarding these practices, I understand that it is my responsibility to ask my supervisor for an explanation of said questions. My signature and the date at the bottom of each page indicates that I have read and understand the Code of Safe Practices on those pages, and have no questions regarding their meaning or the necessity of their enforcement.

_____Date_____
Employee Signature

SELF INSPECTION

Self-Inspection is an effective loss control tool, and it is an essential part of hazard control. It is an important management tool. We will view self-inspections as a fact-finding process, not fault finding. We will emphasize locating potential hazards that can adversely affect safety and health of our employees. All personnel will be responsible for continuous, ongoing inspection of their work areas. Do not wait for a scheduled inspection to report an unsafe condition or practice. Periodic planned inspections will be made by members of the Safety Committee (or other designated individuals) utilizing the company self-inspection forms. The safety committee will review the report and action will be taken to eliminate revealed potential hazards. Assignments, target dates for completion and actual completion dates will be documented in the minutes of the Safety Committee. Imminent hazards will be reported and corrected immediately.

ACCIDENT INVESTIGATION & REPORTING

INCIDENT AND INJURY REPORTING

All incidents need to be reported as soon as reasonable possible after they occur, even if they did not result in injury, to their immediate supervisor or Operations manager or the Safety & Loss Control Department. Or, before they leave the job site or no more than 8 hours after realizing that they have suffered an injury or illness, whichever is earlier. The Safety & Loss Control Director and Safety Committees will review all incident investigation reports for content to determine if appropriate action has been taken. The Executive Safety Council will review each incident.

Form DWC-1 “Employee Injury Report Form" will be given to the employee immediately upon learning of the injury, if medically possible, or within 24 hours of either first notice or first knowledge of an injury. A tracking system will indicate if employee has returned the form, which must be kept on file.

Also, the workers' compensation insurance form will be completed and given to the insurance carrier within 5 working days.

Each accident will be reviewed and investigated. Completed investigation material will be kept on file.

_____ _____

Associate’s Signature Date

INCIDENT INVESTIGATION

PURPOSE

The purpose of an Incident Investigation is to identify those unsafe conditions and acts which contribute to injuries, and to propose solutions to prevent a similar injury from occurring.

Incident investigations are an invaluable tool in controlling losses. Each accident must be considered a total loss unless its true cause is objectively determined, and all contributing deficiencies are corrected.

It is important to remember that an incident investigation is not a trial to find fault or who to blame. Its purpose is to find incident causes, so that similar incidents may be prevented either by physical or mechanical improvement or employee training and motivation.

An incident is any unplanned happening or event that may or may not result in personal injury, property damage, or both. For an incident investigation program to be successful, all incidents resulting in an injury requiring medical attention or significant property damage should be investigated.

EMPLOYEE INCIDENTS

All incidents, regardless of whether they resulted in injury or not, should be thoroughly investigated. This should include "near miss" incidents. The investigation should be extensive enough to allow the supervisor to suggest practical corrective action.

A written report should be completed and include:

1. Injured employee's statement concerning the accident.

2. Statements from other witnesses.

3. Complete description of the accident including the type of work in which the employee was involved.

4. Evaluation of unsafe conditions and acts.

5. Recommendations for action to prevent similar accidents.

INCIDENT/LOSS REPORTING PROCEDURES

Each supervisor shall be furnished with an Incident Investigation Form when required. Timely reporting, within 24 hours of any incident or loss, is mandatory. The supervisor shall thoroughly investigate the cause of each incident/loss occurring within his/her area of operations, and record his/her findings and recommendations on the appropriate form. One copy shall be forwarded to the Main Office. A copy shall be retained in the Supervisor's file.

A. REPORTING EMPLOYEE INJURIES

1. Regardless of the degree of injury, the employee shall report to his supervisor, or in writing on the State "Employee Injury Form" its occurrence immediately thereafter or as soon as practical.

2. The supervisor shall complete the "Incident Investigation Report" within 24 hours. If the supervisor is told by the employee, or is aware of the work-related injury, IT MUST BE REPORTED TO PERSONNEL WITHIN 24 HOURS EVEN IF THE Supervisor THINKS THE INJURY:

   a. is minor or;
   b. Might have been caused by unsafe actions such as inattention or negligence, or;
   c. Aggravated an old injury, or;
   d. Is not work-related

   If the supervisor thinks any of the four above items are applicable, it should be stated on the report forms. **AT NO TIME SHOULD A SUPERVISOR WITHHOLD, OR HINDER THE FILING OF AN EMPLOYEE INJURY REPORT TO PERSONNEL.**

3. **BECAUSE OF THE COMPLEXITY OF WORKERS' COMPENSATION LAWS, RULES, AND PROCEDURES, THE SUPERVISOR SHOULD NOT ATTEMPT TO ANSWER ANY QUESTIONS ABOUT WORKERS' COMPENSATION. REFER THE INJURED EMPLOYEE TO THE SAFETY & LOSS CONTROL DEPARTMENT.**

4. The manager shall be responsible for closely monitoring employees' lost time by: _____.

   a. Insuring that the employee has been given a Medical Release to work form by the treating physician.

   b. Periodically checking on the progress of recovery.

   c. Insuring that the employee returns to work on the date the physician releases

him/her.

A SUPERVISOR SHALL NOT ALLOW AN EMPLOYEE TO RETURN TO WORK AFTER AN OCCUPATIONAL INJURY OR OCCUPATIONAL ILLNESS UNLESS HE/SHE RECEIVES A SIGNED AUTHORIZATION TO RETURN TO WORK FROM THE TREATING PHYSICIAN. IF THE INJURED EMPLOYEE HAS BEEN OFF WORK MORE THAN 30 CALENDAR DAYS AND IS IN A NON-SEDENTARY POSITION. HE/SHE MAY BE REQUIRED TO TAKE A SPECIAL PHYSICAL EXAM AT THE COMPANY'S EXPENSE.

d. Making every attempt to put employees to work within the limitation(s) specified by the treating physician.

B. COMPANY PROPERTY/EQUIPMENT DAMAGE

When property or equipment, other than vehicles, is damaged or stolen, it must be reported on the proper report form. A formal investigation should follow within 24 hours. The "Incident Investigation Report" should be used and filled out.

C. VEHICLE INCIDENT REPORTING

1. When an employee is involved in a collision while operating a company or personal vehicle on company business, he/she shall call the police to the scene for investigation. Supervision shall not interfere with police investigation.

2. The project manager of the employee shall also investigate the collision and complete the appropriate "Incident Investigation Report" within 24 hours.

3. Employees, supervisors and Managers shall follow the company Vehicle Policy.

D. CITIZEN ACCIDENTS (NON-AUTO)

Public incidents shall be reported, and the report forwarded to your supervisor within 24 hours of the time the incident occurred. The "Investigation Report" form should also be completed within 24 hours. However, when there is a serious injury it shall be reported immediately to your supervisor and followed by the reports by list.

E. SUDDEN SEVERE ILLNESS REPORTING

Sudden illness occurring to employees during duty hours requiring EMERGENCY MEDICAL TREATMENT such as possible heart attacks, strokes, seizures, fainting, etc., shall be reported to your supervisor as soon as possible. The supervisor should then notify the company representative, who will contact the family of the injured employee.

F. INVESTIGATION PROCEDURES

1. Investigation of any incident is an invaluable tool in controlling losses. Each incident must be considered a TOTAL LOSS unless its true cause(s) is\are objectively determined and all contributing deficiencies are corrected.

2. Each vehicular collision large or small shall be fully investigated and reported to the police and the supervisor of the employee involved immediately. The supervisor shall submit the "Investigation Report" form to the supervisor within 24 hours of occurrence. Although police are called to investigate all vehicle collisions, it is incumbent upon the supervisor to ensure that all facts are obtained.

3. Using the "Supervisors Procedures for Investigating an Incident/Loss", the supervisor shall determine as many facts as possible, evaluate his/her findings, and submit the copies of his/her report to your supervisor.

G. OFF-THE-JOB (OTJ) INCIDENTS

1. Off-the-job incidents, which are costly to the employee and employer, and continually present absenteeism problems to the company, shall also be reported. Ask the employee to specify the injury and its causes and document for record keeping only.

2. It is important that the compilation of OTJ statistics be made available for the education of employees regarding off-time safety.

Public and Customer Accidents

The following steps should be taken in the event of a public injury:

1. Notify your supervisor immediately.

2. Be courteous and business like.

3. Offer the injured first aid and make him or her comfortable, but do not move or administer medical treatment.

4. Obtain the names and addresses of witnesses, other than employees, who saw the accident.

5. The area supervisor should complete and file an "Accident Investigation" report, while all details are fresh, paying particular attention to unsafe conditions or acts, and action that could be

taken to prevent similar accidents. The Safety Coordinator will review all reports for completeness and accuracy and sign the form following his review.

6. Take pictures.

10. Care should be taken to eliminate:

    i. Arguments that could be viewed following the accident. Showing genuine concern for the injured party is good for maintaining a positive public image, but do so without the admission of Liability.

    ii. Admission of responsibility.

    iii. Discussion of insurance or medical arrangements.

    iv. Opinions or statements by company employees to anyone other than a company representative.

    v. Unauthorized picture taking.

8. Transportation of injured person in personal or company vehicles should be discouraged. Call an ambulance or taxi whenever possible. The payment of transportation will be determined by the company.

9. Costs for medical treatment of public injuries should not be on a volunteered. Bills should then be forwarded to the human resources department for consideration.

SUPERVISOR'S PROCEDURES FOR INVESTIGATING AN INCIDENT/LOSS

1. Check the Scene

a. Begin where the incident occurred. The first step is to carefully examine where the injury occurred.

b. Reconstruct as much as possible the chain of events leading up to the injury, and attempt to determine the single event that caused the injury. Have the employee tell you what happened? If necessary, have him/her show you up to the point where the injury occurred. DO NOT let them do the part of the incident that resulted in the injury.

c. Draw a diagram of the location if it will be helpful in arriving at a conclusion.

d. Sketch in machinery, equipment, and any other nearby physical objects, together with the places where witnesses were standing.

2. Write it Down

a. Make notes on all facts that may relate to the cause of the injury. As an example: employee had complained of dizziness or employee had not used proper equipment, etc.

b. Write down any procedure used; that is an unsafe act, etc.

c. Write down any unsafe conditions in work area, defective tools, or faulty equipment noted.

d. Write down such other items as: the time of your investigation, the lighting conditions, weather conditions if pertinent, a description of supplementary evidence and conversations having a bearing on the case.

3. Collect the Evidence

If an injury or near miss occurs when machine parts or structures fail, it is essential to determine what failed and why. This can frequently be done without laboratory analysis and corrective action can be initiated without great expense. If, however, a detailed study is determined to be essential, then all components shall be collected and submitted for study immediately if cost of analysis is economically feasible.

4. Interview Witness

It is important to interview witnesses at the scene or as soon thereafter as possible. Make brief notes and identify who gave the information.

5. Interview the Victim

a. Timing is important. When the injury is minor, the interview should be made as soon as the investigation of the scene and a review of the medical report is complete.

b. If the injury is serious, selecting the right time is a judgment factor. Too soon afterward and the victim may be confused and inaccurate; waiting too long may cause him/her to be cautious and evasive. Let the employee tell the story as he/she wishes without actual interrogation, but a complete picture should be encouraged. The interview must be complete, and it may be necessary to question the employee or witnesses several times.

6. Weigh the Evidence

a. It is essential to eliminate any inconsistencies in the testimony of the injured or witnesses even if further questioning is required.

b. Once assembled, all facts should be reviewed for completeness before submission on the "Incident Investigation Report" form to the Personnel Department.

DEFINITIONS

Industrial Injury - An injury arising out of and in the course of employment with the company.

Occupational Illness - An illness caused by exposures to a specific hazardous condition or material in the workplace.

10.

HAZARD INDENTIFICATION AND MITIGATION

It is important to make sure that all hazards in the work areas in which Servicon System employees are assigned, be addressed and mitigated whenever possible. These hazards should be addressed using the WRA (Work Risk Assessment) form and JHA (Job Hazard Assessment) form. They should be used in the following sequence:

A. When the program is first established, the WRA should be completed to address any immediate hazards that are noted, when walking the new job site for the first time.

B. Once the employee begins working, periodic inspections should be made to ensure that any hazards initially identified have been addressed and mitigation measures remain in place.

C. Prior to the employee performing any task within the assigned work area, a JHA should be conducted by a team composed of the supervisor, employee and the Safety & Loss Control department if required, to identify the hazards associated with the specific tasks that the employee may encounter while performing those tasks. The JHA is comprised of the following categories:

- Identification of the specific task and steps being performed
- Potential hazards identified within the individual steps being done
- Mitigation methods to address those hazards
- Follow-up after JHA implemented to determine if mitigation methods are effective

D. Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new work safety and health hazard; and

E. Whenever Servicon is made aware of a new or previously unrecognized hazard

10.1 CORRECTION OF UNSAFE CONDITIONS

When it is determined that a previously unknown safety or health condition, work practice, or work procedure exists, Servicon will take all appropriate measures under the circumstances to correct the condition, practice or procedure in a timely manner. The severity of a hazard will be considered along with other relevant factors when evaluating the most appropriate method of correcting any hazardous situation and the time and the time frame within which the correction will be made.

If an imminent hazard exists that cannot be abated immediately without endangering one or more employees or property, the company may find it appropriate to remove all exposed personnel from the area in which the hazard exists, unless they are necessary to correct existing condition. If employees cannot perform their jobs without exposure to hazards that cannot be reasonably corrected, they will be provided necessary warnings and safeguards.

_____

Associate Signature Date

10.2

EMPLOYEE SAFETY SUGGESTION / HAZARD FORM

Please use this form to report any hazards you see or to make any suggestions about improving safety and health in our facility. **You have the option of giving your name, or remaining anonymous.**

I have noted the following safety / health hazards(s):

_____

_____

_____

_____

Location: _____ Date: _____

I have the following suggestion(s) for correcting the hazard(s) mentioned above, or for improving safety and health in this facility:

_____

_____

_____

_____

_____

_____

_____

Location: _____ Date: _____ Name **(OPTIONAL)**_____

10.3

SAFETY COMMITTEE RESPONSIBILITIES

Safety committees in themselves should not be considered a safety program, but they do have two basic functions.

1. Creating and maintaining an active interest in safety.

2. Serve as a means of safety communication.

A safety committee will consist of four persons (this may depend on the size of the facility). The persons selected will be in positions of authority, (such as operating supervisor or supervisor), and will from various working levels. The persons selected should be familiar with all job duties in their area, and the general operation of the facility.

A safety committee will be set up to carry out these basic functions:

1. Discuss safety policies and recommend their adoption by management.

2. Address unsafe conditions and practices and determine their remedies.

3. Work to obtain results by having its management-approved recommendations put into practice.

4. Teach safety to the committee members, who in turn, will teach safety to the entire personnel of the facility.

5. Keep all employees informed on safety matters.

6. Maintain the interest of all employees, and convey to them that their cooperation is needed to prevent accidents.

7. Make safety activities an integral part of operating policies and a function of operations.

8. Provide for free discussion of accident problems and preventive measures.

9. Help the operating supervisor evaluate safety suggestions.

10. It shall also be the responsibility of management and safety committee members to maintain copies and/or records of all unsafe conditions and unsafe work practices.

Closely allied to the sincere and productive efforts of a safety committee are benefits such as:

1. Improvement of operational efficiency.
2. Lowering of production costs.
3. Improving methods and conditions.
4. Improving employee health and wellness.

_____

Safety Committee Member Signature Date

10.4 SAFETY COMMITTEE MEETINGS

The Safety Committee will meet on a quarterly basis. The minutes should give a synopsis of any important discussions, and should clearly indicate whatever action has been taken on the recommendations, which have been discussed at the meeting. The Safety Committee shall review and act on the following:

1. Minutes of the previous meeting
2. Unfinished business of the previous meeting
3. Self-Inspection Reports
4. Discussion of accidents and corrective action taken
5. Accident trends
6. New and outstanding recommendations submitted by outside agencies (insurance carrier, fire department, CAL OSHA, etc.)
7. New Business

All meetings will be documented.

Group safety meetings - Supervisors will be responsible for holding department safety meetings on a regular basis. Employee attendance and discussion topics will be documented.

AGENDA

SAFETY COMMITTEE MEETING

Date of Meeting:_____Time of Meeting:____ a.m. ___ p.m.

Location of Meeting: _____
Attendees Names: _____
_____

I. Call to order by Chairman

II. Reading of minutes of prior meeting for approval by Committee

III. Review of all past accidents and claims with identification of trends and accident-prone areas or department.

IV. Progress reports on what has been done about previous Committee recommendations.

V. Review of findings of the most recent hazard survey and new recommendations.

VI. Other business:

A.

B.

C.

VII. Adjournment

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11.

SAFETY TRAINING

SERVICON SYSTEMS INC. will provide training and instruction to employees under the Injury Illness Prevention Program on a regular basis. Such training and instruction will be provided:

(a) when the program is first established

(b) as part of the orientation provided to new employees

(c) to employees beginning new job assignments for which training has not been previously received

(d) when new substances, processes, procedures, or equipment are introduced to the work place and represent a new hazard

(e) when the company becomes aware of a new hazard (one that was previously not recognized)

(f) to supervisors who must be familiar with the safety and health hazards to which employees under their immediate direction and control may be exposed.

Upon initial employment, employees shall be given instructions regarding the hazards and safety precautions applicable to the type of work in question and directed to read the Code of Safe Practices.

The Servicon Systems Inc. will permit only qualified persons to operate equipment and machinery.

Where employees are subject to known job site hazards, such as flammable liquids and gases, poisons, caustics, harmful plants and animals, toxic materials, confined spaces, etc., they shall be instructed in the recognition of the hazard, in the procedures for protecting themselves from injury, and in the appropriate first aid procedure in the event of an injury.

Employee safety training courses will include but not limited to the following:

1. Back Safety Training - Includes an illustration of how the back functions as well as how to lift, bend, and stoop correctly.

2. Hazard Communication - In accordance with Section 5194 of the California Administrative Code

3. Personal Protective Equipment Training - How to properly use equipment.

4. Hearing Conservation Training - In accordance with Noise Control Booklet published by the Department of Industrial Relations.
5. Lockout/Blockout procedures in accordance with G.I.S.O. Standards and tool safety training

6. Forklift Safety

7. Hand tool safety training

8. Machine operator safety training

9. First Aid / CPR

10. Office safety training

11. Code of Safe Practices

12. Supervisor Safety training.

13. Defensive Driver training

14. Emergency Evacuation Plan

_____

Associate Signature Date

11.1 NEW EMPLOYEE SAFETY ORIENTATION

Each employee shall be given and required to read the **Code of Safe Practices**. New employees will be given information regarding:

a. Review of Workers' Compensation Benefits

b. Accident Reporting Procedures

c. Review of State Disability Benefits

d. The Code of Safe Practices - Employees shall sign and return the acknowledgment page, indicating that they have read and understand it.

e. Review of Hazardous Communication Program

   1) Global Harmonized System (GHS)

   2) Hazard Labeling

   3) Review Personnel Protective Equipment

   4) Review Technical Terms

f. Employee's Responsibility

   1) Participation in Safety Program

   2) Reporting unsafe acts and conditions

Any specific safety training such as forklift operation, personal protective equipment, first aid, CPR, etc. shall be scheduled separately.

NEW ASSOCIATE SAFETY CHECKLIST

ASSOCIATE: _____ DATE HIRED:_____

Supervisor - CHECK OFF EACH ITEM AS IT IS COMPLETED

1. _____ Associate provided safety policy statement and safety rules.
2. _____ Reviewed injury reporting procedures.
3. _____ Issued safety equipment - glasses, earplugs, etc., and explained use and care.
4. _____ Reviewed lock-out and tag-out procedures.
5. _____ Review safe lifting procedures.
6. _____ Reviewed housekeeping and clean-up procedures.
7. _____ Located first aid kits and/or given information regarding Industrial medical group.
8. _____ Reviewed hazard communication program, location of Safety Data sheets, and how to read S.D.S.
9. _____Reviewed evacuation procedures and any specific duties.
10. _____ Reviewed Forklift Operator rules? (where applicable
11. _____ Does the employee understand the above?

I acknowledge that information on the above was furnished to me during my orientation.

_____

Associate Signature **Date**

I have instructed the above-named employee regarding the fundamentals of safe practices.

_____

Supervisor's Signature **Date**

Sign and return the original copy immediately to the Human Resources Department following the employee's date of hire or transfer into your department. Retain a copy in the employee's departmental file.

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11.2

INDIVIDUAL ASSOCIATE TRAINING
DOCUMENTATION
INITIAL TRAINING

NAME OF ASSOCIATE:_____
NAME OF TRAINER: _____
TRAINING SUBJECT: _____
TRAINING MATERIALS USED: _____
DATE OF HIRE / ASSIGNMENT: _____

{ } The potential occupational hazards in general in the work area and associated with my job assignment.

{ } The Codes of Safe Practices which indicate the safe work conditions, safe work practices and personal protective equipment required for my work.

{ } The hazards of any chemicals to which I may be exposed and my right to information contained on materials safety data sheets for those chemicals, and how to understand this information,

{ } My right to ask any questions, or provide any information to the employer on safety either directly or anonymously without any fear of reprisal.

{ } Disciplinary procedures the employer will use to enforce compliance with Codes of Safe practices.

I certify that I have received training and that I understand the training presented to me, and that I agree to comply with the Code of Safe Practices for my work area.

_____

Associate Signature Date

11.3

SAFETY TRAINING SHEET
(ASSOCIATE TRANSFER)

DATE _____ NAME OF EMPLOYEE_____

NAME OF NEW Supervisor_____

New Work Area_____Previous Work Area_____

Previous supervisor_____

Date of training for transferred employee_____

Type of training provided to employee

__ Emergency procedures

__ Work Area safety rules

__ Work area hazards

__ Safety hazards

__ Health hazards

__ Material Safety Data Sheet (M.S.D.S.)

__ Labels

__ Work area monitoring

__ Work practices

__ Personal Protective Equipment

Additional safety and health information provided:

_____

_____

_____

_____

Instructor Signature Date

_____

Associate Signature Date

Route copy to: Area Supervisor Personnel Department

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ASSOCIATE TRAINING

SIGN IN SHEET

DATE_____

TRAINER: _____

TOPIC OF TRAINING: _____

ATTENDEES
(Please print and sign your name)

Print Name	Signature

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12.

EMERGENCY PROCEDURES

12.1 EMERGENCY EVACUATION PLAN
AND
12.2 FIRE / EMERGENCY DRILL AND PROCEDURES

To implement an effective Emergency Evacuation and Fire Prevention Plan, it is necessary to have a comprehensive training program that all employees understand. An efficient written program will allow for all employees to undertake the responsibility necessary to ensure that he/she, and his/her co-workers have a clear understanding of their role in the program.

SERVICON SYSTEMS INC. is required to have an operational emergency action plan for employee safety during and after catastrophic events and emergencies, including toxic chemical release. This plan must include the following:

- Names of person(s) in charge in the event of an emergency
- Emergency escape procedures and emergency escape route assignments for all employees, designated on a posted evacuation plan
- Procedures to be followed by employees who remain to maintain critical operations
- Procedures to account for all employees after emergencies
- Rescue and medical duties for those employees who are to perform them
- The preferred means of reporting fires and other emergencies to employees and to the appropriate authorities
- Names and or job titles of persons who can be contacted for further information or explanation of duties under the plan

Practice fire drills should be held periodically to include all shifts in order to ensure that all employees become acquainted with the proper procedure should an actual fire emergency occur. We will ensure that the following is communicated to each employee:

At jobsites employers, should follow evacuation plan developed by building plant management and proceed to nearest safe exit and designated meeting place.

Practice Fire Drill

A. The purpose of a practice fire drill is to ensure that all employees are familiar with the proper evacuation procedure as well as to assist in determining which areas need further clarification and/or to uncover weaknesses in the system.

B. To communicate any changes in employee responsibilities

C. To communicate any changes in the present procedure to all employees.

Practice sessions will not be announced and will only be enactments of a real fire emergency. The purpose of practice fire drills is to instill in the mind of each individual the proper procedure to be followed and to ensure the safety of all individuals in the event of a real fire emergency.

Before implementing a fire emergency plan of action, SERVICON SYSTEMS INC. will assign individuals who will be responsible for the implementation and proper training of the Response Team. The Response Team will ensure that all rules and regulations and procedures are strictly adhered in accordance to Title 3320 of the General Industry Safety Orders.

Fires occur when least expected. For this reason fire drills, should be taken seriously. Practice fire drills are essential in order to familiarize everyone within the company the proper evacuation procedure to be taken in the event of a real fire. Should an actual fire occur, each employee will know exactly what his/her responsibility is, and what to do when a fire alarm goes off.

The following procedures shall be the responsibility of the Fire Marshall (or Response Team Leader). It is also the responsibility of the employer to offer full support, cooperation and to monitor the program, to ensure that all lines of communication are in place at all times. The Response Team members shall be held accountable to ensure that all personnel are familiar with the plan of action should a real fire emergency occur.

The following elements, at a minimum, shall be included in the plan.

SERVICON SYSTEMS INC. will ensure the following:

1. Emergency escape procedures and emergency escape routes, assignment of the Response Team is clearly identified, posted, and communicated to all personnel.

2. Potential fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, and the fire protection equipment or systems which can control a fire involving them.

3. The emergency response team shall observe the actions of personnel to ensure that all employees adhere to the proper procedure in a positive manner should a real fire

emergency occur.

4. Assignment of Response Team members. They are as follows:

(Names will be posted on employee bulletin board)

5. ___Project Managers_____ shall be responsible for housekeeping and ensure that accumulations of flammable and combustible waste materials and residues do not contribute to a fire emergency.

FIRE DISCOVERY

SERVICON SYSTEMS INC. will be responsible to ensure that all its employees are aware of the preferred means of reporting a real fire emergency.

6. During the practice drill, it shall be the responsibility of the Project Manager_____ to act out the following procedure:

_____: **CALL 9-1-1**

__Project Manager shall: **ADVISE all SERVICON SYSTEMS INC. personnel of the situation**

(In the event of a real fire it shall be the responsibility of the _____ to call 9-1-1 and the fire department.)

_____ will assist or act as a substitute for the receptionist in the event he/she is absent or unavailable.

It shall be the responsibility of the Emergency Response Team to appoint someone. All personnel shall know the proper procedure to take when the alarm has been activated.

EXAMPLE:

RED LIGHT FLASHING - EVACUATE

ALARM SOUNDING – EVACUATE

7. It shall be the responsibility of the following personnel to ensure that their department/area personnel have been safely escorted out of the building. These individuals' names will be posted on the company bulletin board. They are:

_____

_____

AND

8. The following personnel shall be trained in CPR and first aid in order to assist those employees injured. The names of the individuals will be posted on the company bulletin board: They are: _____

9. SERVICON SYSTEMS INC. will ensure that all personnel and visitors are evacuated from the premises.

   A company sign-in sheet will be available for all visitors that enter the company

10. SERVICON SYSTEMS INC. will assure that the following individuals are responsible for making sure that fire extinguishers are available at the site of the fire and surrounding areas. They are: _____
    _____

11. SERVICON SYSTEMS INC. will ensure that the following individuals are responsible for shutting, locking-out, or tagging-out moving machinery. They are:
    _____
    _____

12. SERVICON SYSTEMS INC. will ensure that the following individuals are responsible for shutting off all gas systems. They are:
    _____

13. After each practice fire drill and after a real fire emergency all personnel shall meet at: _____

At that time, all personnel shall be accounted for and all personnel shall remain at the location until dismissed to their work areas.

It is the responsibility of SERVICON SYSTEMS INC. to ensure that their personnel clearly understand the evacuation procedure, and that the procedure clearly identifies escape routes and location of fire extinguishers throughout the facility. SERVICON SYSTEMS INC. shall communicate to its personnel that the safety of its employees is their first priority.

PRACTICE FIRE DRILLS

The following events shall take place to ensure that full participation and support of all personnel during the practice fire drill and in the event of a real fire emergency are in place.

All employees shall be made aware of the designated meeting location in the building. During the

practices fire drill all employees will observe the proper procedure to follow when the practice begins. A "fire discovery" by a designated employee will result in the notification of the receptionist.

FIRE DISCOVERY

The Fire Marshall or the designated Response Team member will instruct all employees on the proper method of reporting a fire discovery. By instructing each employee to:

Immediately inform the nearest supervisor. The Fire Marshall or Response Team member will observe that the supervisor follows the procedure to:

a. Ensure that all personnel been escorted to safety;

b. Doors are closed to prevent a real fire emergency from spreading;
c. Executes the company's method of announcing a fire emergency by using any of the following methods:

- Proper telephone procedure
- Public announcement system

The Fire Marshal or Fire Response Team will then critique and make suggestions, or revise the plan if necessary, to enhance the fire emergency plan. The Fire Marshall or Fire Response Team will ensure group discussions within each department to ensure further discussion and /or to discover any shortcomings in the plan.
In order for a practice fire drill or real fire emergency to be effective, practice fire drills shall be held at each shift. At which time an emergency evacuation practice drill can be held and simultaneously ensure that all personnel are familiar with and are comfortable with the plan that has been established for their protection in the event of a real fire emergency.

FIRE EXTINGUISHER TRAINING AND EDUCATION

General Industry Safety Order (G.I.S.O.) Article 157 (Portable Fire Extinguishers) 6151:

(g) Training and Education:

(1) Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting.

(2) The employer shall provide the education required in subsection (g)(1) of this Section upon initial employment and at least annually thereafter.

(3) The employer shall provide employees who have been designated to use fire-fighting equipment as part of an emergency action plan with training in the use of the appropriate equipment.

(4) The employer shall provide the training required in subsection (g)(3) of this Section upon initial assignment to the designated group of employees and at least annually thereafter.

EMERGENCY PROCEDURES

MEDICAL EMERGENCIES

Call **"9-1-1" IMMEDIATELY**.

Identify yourself, describe the medical emergency, and give the exact location where help is needed.

DO NOT HANG UP. Emergency personnel may ask you for further information about the victim's medical problem or condition. Remember, do not hang up, the dispatcher may need additional information.

Remain with the victim, have someone else meet the responding unit at the building entrance in order to direct medical personnel to the injured person.

FIRE

In case of fire, do the following in this order; Call the local Fire Department and the local Police immediately by dialing **"9-1-1"**. Give your name, phone number, location, type and extent of the fire. Do not hang - up until the dispatcher acknowledges all pertinent information. Have someone meet arriving fire units and have him/her direct unit/s to the scene.

Pass the word to others that there is a fire in the building. Be sure to notify anyone in danger of entrapment. Evacuate. Assemble nearby and assist anyone who has been injured. Help account for others missing from your office or area.

DO NOT ATTEMPT TO EXTINGUISH THE FIRE.

Report every fire. The fire might appear to be out but may have extended into spaces that are not visible and will rekindle later.

EARTHQUAKE

ABOVE ALL, STAY CALM

BEFORE

Offices should maintain a well-stocked first aid kit, as well as a supply of bottled water.

Staff should also take common sense precautions to make the workplace a safe environment in the event of an earthquake. For further details, contact your assigned Emergency Team Coordinator. **The Emergency Team Coordinator is** _____.

DURING

If indoors, stay indoors.

Move away from windows, bookcases, file cabinets, computer equipment, or anything else that can become a flying object. Stand in an inside doorway, an inside corner of a room, or stoop under a desk and hold tightly to a desk leg. (The desk may bounce away leaving you unprotected). If there is no time for anything else, squat where you are and protect your head with your arms.

If in a crowded public place, do not rush for the doors. Move away from display shelves, tables, and booths containing objects that could fall.

If outdoors, stay outdoors.

Move into an open area away from overhead power lines, towers, walls, buildings, trees, and other hazards.

If in a parked car, stay inside the car.

AFTER

If there are any injuries, follow the instructions given under "Medical Emergencies". Help account for others missing in your office or work area.

Do not use phones. Replace receivers on hooks if they have been jarred off in order to reduce system overload.

Check for gas leaks. Do not light matches, smoke, turn on light switches, do not use any electrical appliances. If you must evacuate, take available medical supplies, battery powered radios, flashlights, canned foods and blankets with you. Lock offices to discourage vandalism.

Move into the open, avoid downed wires and structural hazards. Do not attempt to leave by car.

Do not stay in low-lying coastal areas after a quake. An earthquake can lead to tsunamis, or tidal waves. Stay away from piers and waterfronts.

GAS LEAKS

If you smell gas, call the local gas company. Individuals who are speech or hearing impaired, may call the (800) number given by the gas company. Give your name, phone number, building location, and exact location where you smelled the gas. Call the local Police. Alert others in the area of the potential danger. Evacuate the building to a distance of at least 1,000 feet, until the gas company declares the

area safety. Stay upwind if possible.

FLOODS

The onset of most floods is a relatively slow process and usually takes several days. Flash flood warnings are the most urgent type and are transmitted to the public over radio and or television. Assigned personnel will need to be in tune to this information in the event conditions warrant the immediate evacuation of employees.

CRIMINAL ACTIVITY

(Break-In, theft, prowler, security alarm on, etc.)

In cases of criminal activity, call the Police immediately.

To make a criminal case incident report, call the Police.

Inform administrator of any criminal incidents that have occurred at any location. Doors, locks, or keys may be changed or other measures taken to enhance facility security if a report has been submitted.

If an alarm goes off, call the police. Do not attempt to enter the property to turn off the alarm. In doing so, you intrude on private property without prior authorization and therefore jeopardize your personal safety.

Keep all personal, and office valuables (purses, petty cash, etc.) in a secure out-of-the-way place. Do not tempt a thief by leaving valuables visible or within easy reach.

INTERNAL EMERGENCY PHONE AND NOTIFICATION PROCEDURES

COMPANY NAME: _____
ADDRESS: _____

NEAREST CROSS STREETS: _____

To report an emergency during normal business hours:

1. Dial **9-1-1**
2. Report emergencies with the following information:
    a. Type of emergency
    b. Location
    c. Your full name

To report an emergency after hours or during other shifts

Please notify:

_____

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EMERGENCY TELEPHONE LIST

THE FOLLOWING LIST OF SERVICES, PERSONNEL, AND ORGANIZATIONS WILL ASSIST YOU DURING AN EMERGENCY.

EMERGENCY RESPONSE TEAM MEMBERS

NAME TITLE DEPARTMENT EXTENSION

_____

_____

_____

FIRE DEPARTMENT: _____

POLICE DEPARTMENT: _____

AMBULANCE/PARAMEDIC: _____

LOCAL HEALTH DEPARTMENT: _____

UTILITIES

GAS COMPANY: _____

WATER COMPANY: _____

LOCAL HOSPITAL/CLINIC: _____

DISASTER RELIEF ORGANIZATIONS

RED CROSS: _____

SALVATION ARMY: _____

LOCATION OF EMERGENCY EQUIPMENT

FIRST AID KITS: _____

BLANKETS: _____

ASSOCIATE SAFETY ORIENTATION

NAME _____ DATE EMPLOYED _____

DEPARTMENT ASSIGNED: _____ TYPE OF WORK_____

PAST WORK EXPERIENCE: _____

THE FOLLOWING ITEMS HAVE BEEN DISCUSSED AND UNDERSTOOD:

Please answer Yes or No

1. Company safety policies and programs

_____

2. Safety rules, both general and specific to job assignment

_____

4. When, where, and how to report injuries

_____

5. When, where, and how to report unsafe conditions

_____

6. Review of fire and emergency evacuation plan

_____

7. Location and use of fire extinguishers

_____

8. Safe work clothing

_____

9. Importance of good housekeeping (clean up spills, etc.)

_____

10. Material safety data sheets (M.S.D.S.)

_____

11. Special hazards of job

_____

12. Assignment, use and care of personal protective equipment

_____

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13. Proper lifting procedures (include demonstration)

_____

14. Employee certified in the following:

_____

_____

15. Additional training required:

_____

_____

IMPORTANT: If this employee is transferred to another job, a new form should be filled out.

SIGNATURES

Employee_____ Date_____

Supervisor/Supervisor_____Date_____

FIRST AID SUPPLY LIST

Supplies for First Aid

Type of supply required by number of employees

Dressings in adequate quantities consisting of:	1-5	6-15	16-200	over 200
1. Adhesive dressings	x	x	x	x
2. Adhesive tape rolls, 1" wide	x	x	x	x
3. Eye dressing packet	x	x	x	x
4. 1" gauze bandage roll or compress		x	x	x
5. 2" gauze bandage roll or compress	x	x	x	x
6. 4" gauze bandage roll or compress		x	x	x
7. Sterile gauze pads, 2" sq.	x	x	x	x
8. Sterile gauze pads 4" square	x	x	x	x
9. Sterile surgical pads suitable for pressure dressings			x	x
10.Triangular bandages	x	x	x	x
11. Safety Pins	x	x	x	x
12.Tweezers and scissors	x	x	x	x
Additional equipment in adequate quantities consisting of:				
13. Cotton tipped applicators			x	x
14. Forceps			x	x
15. Emesis basis			x	x
16. Flashlights			x	x
17. Magnifying glass			x	x
18. Portable oxygen and its breathing equipment				x
19. Tongue depressors				x
Appropriate record forms -	x	x	x	x

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standard first aid textbook				

Other supplies and equipment, when provided, shall be in accordance with the documented recommendations of an employer authorized, licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses and availability of transportation to medical care. Drugs antiseptics, eye irrigation solutions, inhalants, medicines, or proprietary preparations shall not be included in first aid kits unless specifically approved, in writing by an employer authorized licensed physician.

Informing Employees of Emergency Procedures

Each employer shall inform all of his employees of the procedure to follow in case of injury or illness.

Provision for Obtaining Emergency Medical Services

Proper equipment for the prompt transportation of the injured or ill person to a physician or hospital where emergency care is provided, or an effective communication system for contacting hospitals or other emergency medical facilities, physicians, ambulance and fire services, shall be provided. The telephone numbers of the following emergency services in the area shall be posted near the job telephone, telephone switchboard, or otherwise made available to the employees where no job site telephone exists:

1. A physician and at least one alternate if available
2. Hospitals
3. Ambulance services
4. Fire-protection services

Emergency Washing Facilities

Where the eyes or body of any person may be exposed to injurious or corrosive materials, suitable facilities for drenching the body or flushing the eyes with clean water shall be conspicuously and readily accessible.

Emergency Call Systems

A two-way voice emergency communication system shall be installed for buildings and structures five or more floors or 48 feet or move above or below ground level, to notify persons designated in the emergency medical services plan**.** The location and condition of the employee shall be able to be communicated over the system. The use of construction passenger elevators for medical emergencies shall take precedence over all other use. EXCEPTION: Where Job site conditions prevent, or impair the communication of the required information over the system, an alternative system acceptable to the Division shall be used.

GENERAL REQUIREMENTS

Safe and unobstructed access to all available fire fighting equipment shall be maintained at all times.

All fire fighting equipment provided by the employer shall be conspicuously located, or the location conspicuously marked.

All fire fighting equipment shall be maintained in operating condition. Defective equipment shall be immediately replaced.

13.

HAZARDOUS MATERIALS COMMUNICATION TRAINING

Hazard Communication requirements
(HAZCOM)

We must comply with CAL OSHA Standard 5194 Hazard Communication Standard. Federal law known as the "Employee Right to Know Law".

The purpose of a Hazard Communication Program is to ensure that employees understand the hazards of the materials with which they work and know how to protect themselves by wearing suitable personal protective equipment or taking other protective precautions.

CAL OSHA audits would include a review of:

The written Hazard Communication Program

- Hazardous Materials Inventory
- Accessibility of Material Safety Data Sheets (M.S.D.S.) used at the work site and a system for communicating information about the M.S.D.S. to employees
- Hazard Communication Employee Training Record documenting that employees were trained (1) in reading and interpreting the M.S.D.S. that would apply to them, and (2) in reading or interpreting necessary product labels, and (3) correct handling of those substances to which they are likely to be exposed.
- Use of correct/accurate labels on containers
- Adequacy of information on labels and S.D.S.
- A representative number of employee interviews to determine the general nature and effectiveness of hazard communication training

HAZARDOUS MATERIALS INVENTORY

An up to date indexed list (inventory) of hazardous substances likely to be encountered by employees in the normal course of their work should be kept on the Job site. Standardized approved Safety Data Sheets (S.D.S.) is necessary in order to inventory any potential hazardous material used or stored on the Job site. The S.D.S. is available from the manufacturer or distributor. Old materials or materials no longer used in current operations should be identified, safely disposed of, and removed from the inventory.

SAFETY DATA SHEETS (S.D.S.)

Safety Data Sheets are written materials about chemicals that inform users about what happens when they are exposed, how to recognize the exposure symptoms, how to treat, etc.

The master inventory of Safety Data Sheets will be kept at all times in an accessible place for review by all employees. Employees will be trained in the hazards of the materials they use. If any new and significant health information is added to the S.D.S., the Supervisor will:

- Distribute new labels and new copies of the S.D.S. to replace the superseded one
- Retrain employees on the new information as soon as possible
- Document training on the Hazard Communication Employee Training attendance record

HAZARDOUS MATERIALS STORAGE

Clearly identified hazardous materials storage areas are necessary. Hazard warning signs should be used where a known hazard exists. Employees shall be aware and cautioned of known hazardous materials and of materials whose properties may be unknown which may accumulate on the Job site. The labels on such materials frequently are the only indicator of contents. Extreme caution must be used when coming in contact with such materials.

The hazardous nature of many substances is frequently intensified and more widely dispersed during combustion. Good storage and good housekeeping practices ensure that unnecessary ignition sources and/or combustible fuel are physically separated from hazardous materials.

Fire Hazard Categories

- Fire hazard categories are noted below:
- Combustible liquids - a liquid with a flash point (FP) between 100^0F and 200^0 F
- Flammable liquids - a liquid with a FP under 100^oF
- Aerosols and flammable gases (e.g., propane) - extremely dangerous
- Pyrophoric materials - substances that spontaneously ignite (e.g., ammunition)
- Explosives - (e.g., gasoline) also deadly under certain conditions. The presence of explosives must be noted and precautions taken. Gasoline in storage is an extreme hazard. It is

particularly dangerous when vapors are released by pouring, etc. (Sawdust in the air can also explode if sparked).

LABELING

Labels are designed to provide information to employees concerning the hazards of various chemicals. It is important that hazardous chemicals are not placed in improperly labeled containers.

All chemicals should be stored with manufacturer's label in the original container, if possible. Secondary containers should be labeled with an extra copy of the original manufacturer's label, or with a generic one that carries appropriate hazard warnings. At minimum, each label should contain:

- Identification of material in the container
- Appropriate hazard warnings, such as health, fire and reactivity
- Description of contents
- Name of address of the manufacturer

HAZARDOUS SUBSTANCES TRAINING

Employees will be trained to work safely with hazardous materials. Our Hazard Communication Program will include the following training techniques:

- General training in how to read and interpret an S.D.S.
- Presentation about different types of hazardous materials potentially in the work area
- Review of each S.D.S. describing chemicals used in specific work area
- Employee question and answer opportunities

Training activities may include:

- Methods used to detect release of hazardous material
- Physical and health hazards associated with material
- Safe work practices and protective measurers necessary when handling material

Appropriate HAZCOM training will be given (1) at time of hire, (2) at time of re-assignment, (3) when new hazardous substances are introduced into the workplace, (4) when existing substances used are

discovered to be hazardous, (5) during regular staff meetings, and (6) annually thereafter.

Each employee is required to sign a **Training Record** verifying that they attended the training, received the written materials, and understood our policies on hazard communication.

Elements of the Hazard Communication Training Program

The following elements will be included in our training program:

- Location and availability of the written Hazard Communication Program, the list of hazardous chemicals and the S.D.S.
- Physical and health hazards of the chemicals and other hazardous substances used by workers.
- Measures employees can take to protect themselves from these hazards (appropriate work practices, emergency procedures and personal protective equipment).
- Explanation of the labeling system we employ and how the employee can obtain and use the appropriate hazard information.

NON-ROUTINE TASKS INVOLVING HAZARDOUS SUBSTANCES

Prior to starting work on such jobs, each employee will be given information about the hazardous chemicals to which they may be exposed and the protective measures necessary. (This work could be seemingly harmless, such as painting or general clean up).

ON-SITE CONTRACTORS

The person placing the work order will be responsible for providing outside contractors with the following information:

- Hazardous chemicals to which they may be exposed while at our facility
- Precautions the contractor's employees may take to lessen the possibility of exposure.

Contractors are not permitted to use hazardous materials on company premises unless they comply with the procedures detailed in this program, including appropriate training. Contractors will be asked to furnish management with details of any hazardous materials which will be brought onto or used on company premises.

S.D.S. MEDICAL USE

Employees who have been exposed to a hazardous material causing an injury or illness that requires medical treatment should be in possession of the appropriate S.D.S. at the time of the first (emergency) medical treatment. The S.D.S. provides useful treatment information and emergency phone numbers to treating physicians. It should also be noted that on occupational illness resulting from a toxic, or chemical exposure must be recorded on the OSHA 300 Log.

ATTENDANCE SHEET

HAZARD COMMUNICATION TRAINING

Facility/ Job Site:_____
Topic: _____ Date:_____ Time:_____
Content:_____
Training Material:_____ Page: ____ of ____

EMPLOYEE PRINTED NAME	EMPLOYEE SIGNATURE
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24

Name:_____ X_____ Date:_____
Name:_____ X_____ Date:_____
Name of Trainer

TRAINING RECORD

Facility_____ Page: _____of_____

1. List below the names of all employees in your department and their hire date.
2. After completion of a training session, enter the date that each employee participated.

Topic: _____ **Training Material:_____**

EMPLOYEE NAME	HIRE DATE	EMP #	DATES OF TRAINING					

14.

LOCKOUT / TAGOUT PROCEDURES

Purpose:

To provide a safe **Lockout/Tagout** and verification procedures for equipment machines, processes, or systems to prevent injuries to employees or damage to equipment.

Scope

1. Our procedure utilizes the concept of Zero Energy State (ZES), which requires the source energy, whether active or stored, be locked off, de-energized, or shut down when a machine, process, or system requires maintenance or servicing, or as described further.

2. Our procedure applies to all moveable, electrically energized or pressurized equipment, and systems during installations, repair, maintenance, or servicing.

3. Exceptions:

    a. Our procedure does not apply to routine operational adjustments or set up procedures as long as the operator retains personal control over such devices, as jogging switch, etc.

    b. When maintenance people are required to "troubleshoot" equipment or a system while under, locked out and tagged, the maintenance supervisor and operating supervisor responsible for the equipment and work, and will indicate "Troubleshooting" on the tag. The lock may then be removed, and test instruments used.

    c. In the event that it is not practical to lockout a piece of equipment, process of a system, or remove power cord or fuses, disconnection of pressurized cylinders, use of a block or jack, to prevent movement may be used. Such alternative methods must be approved by maintenance supervisor before adoption.

Responsibility

1. _____will have the responsibility for the initial shut down, locking out or tagging out, and assuring of their equipment that is to be worked on or

serviced. They are responsible for the implementation, administration, direction, and maintenance of Servicon Systems Inc. Lockout/Tagout policies and procedures.

a. Assure that locks, tags, and blocking devices are appropriate for the type of equipment to be worked on, are readily available and identifiable as belonging to an individual.
_____shall:

a. Identify jobs that require locking out, tagging out, or blocks put in place.

b. Assure that procedures are used correctly and that no short cuts are taken.

c. Periodically observe employees to assure that procedures are being followed.

d. Issue locks, keys, tags, and blocks to affected employees and keep a record of what belongs to whom.

e. _____shall identify all switches, motor control center, valves and devices that need to be, locked and tagged.

f. _____ will inspect the equipment, checking its interlocks after it has been locked out.

Procedure

1. The Danger "Do not operate" Tag shall be used to comply with this procedure.

a. The tag shall be used on the control points of machinery, processes, valves, or equipment that is under repair, defective, being serviced, cleaned, or newly installed.

b. The tag shall be completed and placed at the control points, only after the operating and maintenance supervisor has assured this.

c. The tag shall be used on obsolete equipment or machinery that has not been fully isolated from an operating system.

d. The tag shall contain the exact description of the equipment or system to be worked on, the purpose of the tagging, and the name of the person placing the tag, time, date, and name of the person authorizing the use of the tag. No other information is to be added to the tag.

e. The tag is to remain on the equipment's switch system while work is being performed, and while the hazard is removed and or corrected. However, this shall not exceed 15 days. If the work or hazard must extend beyond 15 days, the maintenance supervisor shall review the equipment's status and issue a new tag.

2. When work is being performed on machinery, equipment, or process, individual safety locks and multiple lock devices will be used to secure equipment, to assure ZES and prevent accidental start-up. ***Note:*** ***Applying safety locks at the start stop button or switch is not considered safe and is prohibited.***

3. Safety Locks

   a. Safety locks shall be one key series or pattern and be used to each maintenance employee along with a multiple lock.

   b. Each lock's tag should be clearly stamped with the employee's name and lock number.

   c. Only one key should exist for each lock in the system.

4. Maintenance employees assigned to perform work on the machinery, equipment, or process shall have placed their locks on the operating supervisor's multiple lock devise after assuring the equipment is in ZES by trying to start it. If it does not start, work may begin.

5. Safety locks, devices, and tags shall remain in place as long as work is being performed by maintenance employees or outside contractor employees.

6. If work on the equipment, process, or system, has not been completed by the end of the first shift, the individual assigned to work shall not remove their locks until those replacing them have attached their locks and are briefed about the scope of the work by the maintenance employee or maintenance supervisor.

7. Upon completion of the work, the maintenance employee, or the maintenance supervisor may then remove the lock.

8. In the event of an emergency or absence of a lock's owner, the safety lock may be removed in the presence of both the operating department supervisor and the maintenance supervisor, if its removal does not expose employees to potential injury or damage to the equipment. Cutters may be used if necessary. A special notation to the effect must be made on the tag.

TRAINING

Training is to be held annually and will include but not limited to:

1. The viewing of a safety videotape on the "Control of Hazardous Energy Sources" (Lockout/Tagout)

2. A discussion on Servicon Systems Inc. Lockout/ Tagout policies and procedures.

3. Handout materials including information of Lockout/Tagout procedures, etc.

4. A discussion on Servicon Systems Inc. disciplinary policies in regard to lockout/tagout.

5. A quiz on the Servicon Systems Inc. Lockout/Tagout Policy and Procedures

6. All authorized and affected employees will be trained to recognize locks used for lockout and tagout.

7. All authorized and affected employees will be trained to recognize and utilize tags used in the lockout/tagout program.

8. All operators, mechanics, maintenance, adjustment, and cleaning personnel shall be trained in the full text of this program and be shown where all necessary equipment is located, who is assigned to what locks, tags and blocks, and how to de-energize each type of machinery within the facility.

9. At the completion of all training sessions, the maintenance employee will put his/her signature to the fact that he/she has read/listened, understood, and will use the information presented.

10. A written record will be kept on who was trained for what, who belongs to what locks and blocks, who worked on what machinery, and what training the person went through before servicing the machinery for each job performed.

_____ shall be responsible for informing the maintenance employees, at large of what the locks and tags mean. He/she will make note of which employees were notified.

_____ shall be responsible for the training of the maintenance personnel. He will also keep records of who was trained and what they were trained for.

_____ shall be responsible for keeping records of what job was done on what day, at what time, by whom, and with what training.

LOCKOUT CONTROL METHODS

There are many ways to lockout a piece of equipment. Commonly, the main disconnect switch is one opening where a lock can be placed. If more than one employee works on the equipment, a lockout adapter suitable for the installation of several locks must be used, enabling all workers to lockout the machine with their individual locks.

If the switches are in a metal box, the box itself must be locked out. If a fuse was removed in order to de-energize the equipment, the fuse box must be locked.

If the controls are in a covered metal box, a common hasp can be welded or riveted to the door, along with a lock staple. Then the switch can be "opened" and the door closed and padlocked. Fuse boxes can be locked in this way also.

Machines activated by compressed air or steam will have valves that control movement. These valves will not only need to be locked out, but also bled to release any backed pressure.

LOCKS

Each worker must have his or her own lock and the only key to that lock. The lock will be substantial and durable and will have the name of the worker on it. When more than one worker is servicing a piece of equipment that must be locked out, a Lockout adapter can be used which allows all the workers to place their locks to the disconnecting means. After the work is completed, each worker will remove his or her lock and the machine can be returned to service.

TAGS

Tags should not be used alone. Use tags or signs in addition to locks. The tags must state:

1. The reason for the lockout.

2. The name of the employee who is working on the equipment and how that person may be reached.

3. The date and time the tag was put in place.

BLOCKS

Suitable blocks are another important safety device used to assure equipment safety prior to repair or service. Blocks must be placed under raised dies, lifts, or any equipment that might inadvertently move by sliding, falling, or rolling.

Blocks, special brackets, or special stands, such as those, which are commonly, used under raised vehicles must be available and always used. Another form of blocking is the use of a blind. A blind is a disk of metal placed in a pipe to ensure that air, steam, or another substance will not pass through that point if the system is accidentally activated.

Before blinds or blocks are installed, bleed down steam, air, or hydraulic lines to get rid of any pressure. In addition, coiled springs spring loaded devices, or suspended loads must be released so that their stored energy will not result inadvertent movement.

TESTING EQUIPMENT DURING LOCKOUT

In many maintenance and repair operations, machinery may need to be tested, and therefore energized, before additional maintenance work can be performed. Establish the following procedure:

1. Move all personnel to a safe distance from the equipment.

2. Clear away tools and materials from equipment.

3. Remove lockout devices and de-energize systems following the established safety procedure.

4. Again, neutralize all energy sources, purge all systems, and lockout prior to continuing work.

Equipment design and performance limitations may dictate that alternative, effective worker protection is provided when the use of the established lockout procedure is not feasible. If machinery must be capable of movement in order to perform a maintenance task, such as a cleaning operation, workers can use extension tools (i.e., extended swabs, brushes, or scrapers) to protect themselves from injury.

RESTORING EQUIPMENT TO SERVICE

After the work is completed and the equipment is ready to be returned to normal operation, the procedure below must be followed:

1. Remove all non-essential items.

2. See to it that all equipment components are operationally intact, including guards and safety devices.

3. Repair or replace defective guards before removing locks.

4. Remove all lockout devices using the correct removal sequence.

5. Make a visual check before restoring energy to ensure that everyone is physically clear of the equipment.

LOCKOUT/TAGOUT QUIZ

Indicate whether each of these statements is **TRUE** or **FALSE**.

1. Lockout is when energy isolation devices such as locks or blocks utilized to control hazardous energy sources.

2. Tagout is when an energy isolating device is utilized (locks or blocks), and a written warning is attached to it.

3. A worker may use any sturdy lock to apply a lockout.

4. Lockout/tagout should be used whenever you are performing service or maintenance on any machine where you could be injured by unexpected start-up or release of stored energy.

5. An employee may determine whether and when to use lockout, tagout, or both.

6. Applying locks or tags in the right places de-energizes the equipment.

7. Turning off the power switch removes all energy from powered equipment.

8. Engineering safety features are foolproof ways of protecting workers from hazardous energy.

9. For fair enforcement of safety rules, workers should know the rules and penalties for failing to follow the safety rules.

10. Before lockout/tagout is applied, all workers in the affected are must be notified.

11. Before you turn off equipment in order to lock or tag it out, you must know the type of energy it uses, the hazards of that energy, and how to control the energy.

12. Once you have isolated a system from its main power source, you can be sure no energy will reach the equipment.

13. In a lockout, one person is allowed to attach a single lock for an entire work crew.

14. After equipment, has been isolated from its power sources, it is still necessary to control any energy stored in the system.

15. When you are finished testing equipment to verify that it has been isolated from its energy sources, you must be sure to shut off all machine controls.

16. Once energy isolation and lockout/tagout have been applied, you can be sure that equipment will be re-energized while you are working on it.

17. Before removing lockout/tagout devices, you must make sure the danger area is clear of tools and workers.

18. When contractors perform maintenance work in you workplace, they must know Servicon Systems Inc. lockout/tagout procedures.

19. If you have temporarily re-energized equipment while you are working on it, you must reapply energy isolation and lockout/tagout as soon as energy is no longer needed in the system.

20. If a worker is not present to remove his or her own lock, any co-worker can remove it as long as he first makes sure it is safe.

LOCKOUT/TAGOUT ANSWER SHEET

1.	**TRUE**	**11.**	**TRUE**
2.	**TRUE**	**12.**	**FALSE**
3.	**FALSE**	**13.**	**FALSE**
4.	**TRUE**	**14.**	**TRUE**
5.	**FALSE**	**15.**	**TRUE**
6.	**FALSE**	**16.**	**FALSE**
7.	**FALSE**	**17.**	**TRUE**
8.	**FALSE**	**18.**	**TRUE**
9.	**TRUE**	**19.**	**TRUE**
10.	**TRUE**	**20.**	**FALSE**

15.

BLOODBORNE PATHOGEN PROGRAM

In accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030 and Section 5193 of the General Industry Safety Orders. the following exposure control plan has been developed:

PURPOSE
The purpose of this exposure plan is to:

1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids.

EXPOSURE DETERMINATION

OSHA requires employers to perform an exposure determination concerning employees that may be exposed to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment. This determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure regardless of frequency.

At this facility, the following job classifications are listed below:

JOB CLASSIFICATIONS

_____
_____
_____
_____

In addition, OSHA requires a listing of job classifications in which some employees may have occupation exposure. Since not all employees in these categories would be expected to incur such exposures to blood or other potentially infectious materials, task or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees in these categories are considered to have such exposure.

The job classifications and associated tasks for these categories are as follows:

JOB CLASSIFICATIONS	TASK/PROCEDURE

_____

_____

IMPLEMENTATION SCHEDULE AND METHODOLOGY

COMPLIANCE METHODS

Precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized.

At this facility the following controls will be utilized:

CONTROL METHODS

1. _____
2. _____
3. _____
4. _____
5. _____

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:

Weekly / Monthly	Supervisor

Hand washing facilities shall be made available to the employees who incur exposure to blood or other potentially infectious materials. These facilities shall be readily accessible after incurring exposure.

_____ shall ensure that after the removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

_____ shall ensure that if employees incur exposure to their skin or Mucous membranes then those areas shall be washed or flushed with water as soon as feasible following contact.

WORK AREA RESTRICTIONS

In work areas when there has been a cut type injury employees that assist the injured victim, is not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses, until they have thoroughly washed the victim's blood. Coats or clothing that has been contaminated by blood should be cleaned and properly laundered. Mouth pipetting / suctioning of blood or other potentially infectious materials is prohibited.

PERSONAL PROTECTIVE EQUIPMENT

_____ is responsible for ensuring that the following provisions are met. All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time, which the protective equipment will be used.

_____ shall ensure that the employee uses appropriate personal protective equipment unless the supervisor shows that the employee temporarily and briefly declined to use personal protective equipment when under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of healthcare or pose an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

PERSONAL PROTECTIVE EQUIPMENT ACCESSIBILITY

All personal protective equipment shall be in the appropriate sizes, is readily accessible at the work site or is issued without cost to the employee. Hypoallergenic gloves, glove liners, powder less gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

PERSONAL PROTECTIVE EQUIPMENT CLEANING, LAUNDERING AND DISPOSAL

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to the employee. All repairs and replacements will be made by the employer at no cost to the employee. All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area.
When removed, it shall be placed in an appropriately designated area or container for storage, washing, decontaminations or disposal.

GLOVES

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes; when performing vascular access procedures and when handling or touching contaminated items or surfaces. Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibits other signs of deterioration or when their ability to function as a barrier is compromised.

EYE AND FACE PROTECTION

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated. Situation(s) at this facility which would require such protection are as follows:

_____
_____
_____
_____

ADDITIONAL PROTECTION

Additional protective clothing such as lab coats, gowns, aprons, clinic jackets, or similar garments shall be worn in instances when gross contamination can reasonably be anticipated. The following situations at this facility require such protective clothing be utilized:

_____
_____
_____
_____

HOUSEKEEPING AFTER AN ACCIDENT

This facility will be cleaned and decontaminated according to the following schedule:

AREA	SCHEDULE	CLEANER

Decontamination will be accomplished by utilizing the following materials:

_____
_____
_____
_____
_____

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a regularly scheduled basis.

Any broken glassware, which may be contaminated, will not be picked up directly with the hands.

Regulated waste shall be placed in containers which are closeable, constructed to contain all contents

and prevent leakage of fluids during handling, storage, transportation or shipping.

The waste must be labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

NOTE: Disposal of all regulated waste shall be in accordance with state and local regulations.

LAUNDRY PROCEDURES

Laundry contaminated with blood or other potentially infectious materials will be handed as little as possible. Such laundry will be placed in appropriately marked (biohazard labeled, or color coded red bag) bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use.

HEPATITIS B VACCINATION

_____ , is in charge of the Hepatitis B vaccination program.

Hepatitis B vaccination shall be made available after the employee has received the training in occupations exposure and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicate for medical reasons. Participation in a pre-screening program shall not be a prerequisite for receiving Hepatitis B vaccination. If the employee initially declines Hepatitis B vaccination but at a later date while still covered
under the standard, decides to accept the vaccination, the vaccination shall then be readily available.

All employees who decline the Hepatitis B vaccination offered shall sign the OSHA required waiver indicating their refusal.

If a routine booster does of Hepatitis B vaccination is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

POST EXPOSURE EVALUATION AND FOLLOW UP

All exposure incidents shall be reported, investigated, and documented. When the employee incurs an exposure incident, it shall be reported to _____

Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow up including at least the following elements:

a. Documentation of the route of exposure and the circumstances under which the exposure incident occurred;

b. Identification and documentation of the source individual unless it can be established that identification is infeasible or prohibited by state or local law;

c. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.

d. When the source individual is already known to be infected with HBV or HIV, testing for the source individuals known HBV or HIV status need not be repeated.

e. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identify and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status will comply with the following:

a. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.

b. The employee will be offered the option of having their blood collected for testing of the employees HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post exposure evaluation and follow up in accordance with the OSHA standard.

_____ shall ensure that the Healthcare professional who is responsible for the employee's Hepatitis B vaccination is provided with:

a. A copy of Section 5193 of the General Industry Safety Orders

b. A written description of the exposed employee's duties as they relate to the exposure incident;

c. Written documentation of the route of exposure and circumstances under which exposure occurred;

d. Results of the source individuals blood testing, if available and
e. All medical records relevant to the appropriate treatment of the employee including vaccination status.

Healthcare Professional's Written Opinion

_____ shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee and if the employee has received such vaccination.

The healthcare professional's written opinion for post exposure follow-up shall be limited to the following information:

a. A statement that the employee has been informed of the results of the evaluation and

b. A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

NOTE: All other findings or diagnosis shall remain confidential and shall not be included in the written report.

LABELS AND SIGNS

_____ , shall ensure that biohazard labels shall be affixed to containers of regulated waste. The universal biohazard symbol shall be used. The label shall be fluorescent orange or orange-red. Regulated wastes must be handled in accordance with the rules and regulations of the organization having jurisdiction.

INFORMATION AND TRAINING

_____, shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated within twelve months of the previous training. Training shall be tailored to the education and language level of the employee and offered during the normal work shift. The training will be interactive and cover the following:

a. A copy of the standard and an explanation of its contents;
b. A discussion of the epidemiology and symptoms of Bloodborne diseases;
c. An explanation of the modes of transmission of Bloodborne pathogens;
d. An explanation of the Servicon Systems Inc., Bloodborne Pathogen Exposure Control Plan, and a method for obtaining a copy.
e. The recognition of tasks that may involve exposure.
f. An explanation of the use and limitations of methods to reduce exposure.
g. Information on the types, use, location removal, handling decontamination, and disposal of personal protective equipment.
h. An explanation of the basis of selection of personal protective equipment.
i. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.

j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
k. An explanation of the procedures to follow up required after an employee exposure incident.
l. Information on the evaluation and follow up required after an employee exposure incident.
m. An explanation of the signs, labels, and color-coding systems.

The person conducting the training shall be knowledgeable in the subject matter.

Employees who have received training on Bloodborne pathogens in the twelve months preceding the effective date of this policy shall only receive training in provisions of the policy that were not covered.

Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

RECORD KEEPING

Medical Records

_____, is responsible for maintaining medical records as indicated below. These records will be kept _____. Medical records shall be maintained in accordance with Cal OSHA Section 5193. These records shall be kept confidential and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:

a. The name and social security number of the employee.

b. A copy of the employee's HBV vaccination status, including the dates of vaccination.

c. A copy of all results of examinations, medical testing and follow up procedures.

d. A copy of the information provided to the healthcare professional, including a description of the employee's duties as they related to the exposure incident and documentation of the routes of exposure and circumstances of the exposure.

TRAINING RECORDS

_____, is responsible for maintaining the following training records. These records will be kept at _____.

Training records shall be maintained for three years from the date of training. The following information shall be documented:

a. The dates of the training sessions;

b. An outline describing the material presented;

c. The names and qualifications of persons conducting the training;

d. The names and job titles of all persons attending the training sessions.

AVAILABILITY

All employee records shall be made available to the employee in accordance with Section 5193 of the General Industry Safety Orders.

All employee records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

TRANSFER OF RECORDS

If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of the NIOSH shall be contacted for final disposition.

EVALUATION AND REVIEW

_____, shall be responsible for annually reviewing this program, and its effectiveness and for updating this program as needed.

DATES

All provisions required by this standard will be implemented by: _____

UNIVERSAL PRECAUTIONS

Universal precaution is OSHA's accepted method of infectious control to protect employees from occupational exposure to Bloodborne pathogens and other potentially infectious materials. Body Substance Isolation (BSI), which defines all body fluids as infectious, is also acceptable to OSHA.

These precautions are works practices that help prevent contact with patient's blood and certain other body fluids. These precautions are your best protection against Aids, Hepatitis B and other infectious diseases. The precautions protect everyone on the health-care team. Patients and their families depend on us to prevent the spread of infectious disease.

AIDS (HIV), Hepatitis (HBV) and other infectious diseases are spread through blood (or any fluid containing visible blood), semen, vaginal secretions and certain fluids such as amniotic pericardial, peritoneal, pleural, synovial, and cerebrospinal.

Transmission of HIV or HBV has NOT been documented through any of the following: tears, saliva, feces, nasal secretions, sputum, sweat, urine or vomit that is **blood-free.**

FOLLOW THESE PRECAUTIONS!

WASH HANDS - Before and after patient contact.

WEAR GLOVES - While performing any procedure which involves contact with blood/body fluids/mucous membranes/non-intact skin.

WEAR GOWNS/APRONS - During procedures that are likely to generate splashes of blood and/or body fluids.

WEAR MASKS - If patient is actively coughing or has a suspected or diagnosed communicable disease of the respiratory tract.

WEAR GOGGLES/MASKS - To protect skin and mucous membranes of the eyes/nose/mouth.

INFECTIOUS WASTE - Place in red biohazard bag.

OTHER PRECAUTIONS

Employees with exudative (oozing) lesions or weeping dermatitis must refrain from all direct patient care until the condition resolves.

Pregnant workers should be especially familiar with all of these precautions and comply with them consistently.

All employees whose jobs involve exposure to blood or body fluids covered by universal precautions should be vaccinated for Hepatitis B.

TAKE TIME TO PROTECT YOURSELF – YOUR HEALTH DEPENDS ON IT!

IN THE EVENT OF AN INCIDENT OR ACCIDENT

EMPLOYEES WILL BE REFERRED TO

_____

_____

_____

_____

_____

SEWAGE, LIQUID AND BIOHAZARD WASTE REMOVAL

Sewage:

_____

(Name)

_____

(Location)

Liquid:

_____

(Name)

_____

(Location)

Biohazard:

_____

(Name)

_____

(Location)

16.

FORKLIFT SAFETY PROGRAM

FORKLIFT OPERATOR SAFETY TRAINING POLICY

SERVICON SYSTEMS INC. will train all their forklift operators on at least an annual basis.

Training will be conducted by an outside service. Drivers will be certified that they have been trained in compliance with amended section 3668 (d) of the Title 8 General Industry Safety Orders effective July 15, 2000.

Performance evaluations shall be conducted at least once every three years.

Refresher training will be conducted when:

(A) The operator has been observed to operate the vehicle in an unsafe manner;

(B) The operator has been involved in an accident or near – miss incident;

(C) The operator has received an evaluation that reveals that the operator is not operating the truck safely;

(D) The operator is assigned to drive a different type of truck; or

(E) A condition in the workplace changes in a manner that could affect safe operation of the truck.

GENERAL INDUSTRY SAFETY ORDER 3664

FORKLIFT OPERATING RULES

Every employer using industrial trucks or industrial tow tractors, shall post and enforce a set of operating rules including the appropriate rules listed below:

1. Only drivers authorized by the employer and trained in the safe operation of industrial trucks or industrial tow tractors shall be permitted to operate such vehicles. Methods shall be devised to train operators in the safe operation of powered industrial trucks.

2. Stunt driving and horseplay are prohibited.

3. No riders shall be permitted on vehicles unless provided with adequate riding facilities.

4. Employees shall not ride on the forks of lift trucks.

5. Employees shall not place any part of their bodies outside the running lines of an industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.

6. Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.

7. Drivers shall check the vehicle at least once per shift, and it is found to be unsafe, the matter shall be reported immediately to a supervisor or mechanic, and the vehicle shall not be put in service again until it has been made safe.

   Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, and the lift system of forklifts (forks, chains, cable, and limit switches).

8. No truck shall be operated with a leak in the fuel system.

9. Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicle, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse of 3 seconds passing the same point.

10. Other trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.

11. The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load carried obstructs forward view, the driver shall be required to travel with the load trailing.

12. Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.

13. Trucks shall not be driver up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.

14. Grades shall be ascended or descended slowly.

    a. When ascending or descending grades in excess of 10 per cent, loaded trucks shall be driven with the load upgrade.

    b. On all grades the load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.

    c. Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgrade.

15. The forks shall always be carried as low as possible, consistent with safe operations.

16. When leaving a vehicle unattended, either;

    a. the power shall be shut off, brakes set, the mast brought to the vertical position, and the forks are left in the down positions. When left on an incline, the wheels shall be blocked; or

    b. the power may remain on provided the brakes are set, the mast is brought to the vertical position, forks are left in the down positions, and the wheels shall be blocked front and rear.

17. When the operator of on industrial truck is dismounted and within 25 feet of the truck still in his view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.

18. Vehicle shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall make sure that the capacity of the elevator will not be exceeded. Once on an elevator, the power shall be shut off and the brakes set.

19. Motorized hand trucks shall enter elevators or other confined areas with the load end forward.

20. Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.

21. Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.

22. Vehicles shall not be driven in and out highway trucks and trailers at unloading docks until such trucks are securely blocked and brakes set.

23. To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with applicable regulations promulgated by the public Utilities Commission.

24. The width of the tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform freight car or truck.

25. Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 ½ feet from the centerline of railroad tracks is prohibited.

26. Trucks shall not be loaded in excess of their rated capacity.

27. A loaded vehicle shall not be moved until the load is safe and secure.

28. Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.

29. The load-engaging device shall be placed in such a manner that the load will be securely held or supported.

30. Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.

31. When powered industrial trucks are used to open and close doors the following provisions shall be complied with;

A. A device specifically designed for opening or closing doors shall be attached to the truck.

B. The force applied by the device to the door shall be applied parallel to the direction to travel of the door.

C. The entire door opening operation shall be in full view of the operator.

D. The truck operator and other employees shall be clear of the area where the door might fall while being opened.

32. If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks.

NAME_____ TEST SCORE RESULTS:

COMPANY_____ Written_____%

DATE_____ Practical_____%

POWERED FORKLIFT OPERATOR QUIZ

Select The Answer Which Is Most Correct

1. Powered industrial trucks should be operated by:

   a. all employees
   b. persons you know
   c. only authorized and trained drivers

2. As an industrial truck operator, it is:

   a. your responsibility to watch for pedestrians
   b. management's responsibility to keep them out of your work area
   c. pedestrians' responsibility to watch for you

3. Operators should check their vehicles <u>at least</u>:

   a. once a week
   b. at the beginning of each shift
   c. monthly

4. In checking your vehicle, you find the power steering system squeals as you turn it:

   a. tell another employee
   b. notify your Supervisor
   c. ignore it until the end of the shift

5. When parking your vehicle, be sure to leave the forks:

   a. at least five feet above the floor area
   b. three feet above the floor level
   c. as low as possible to the floor level

6. You must use your horn when:

   a. trying to catch your Supervisor's attention
   b. racing another vehicle
   c. at blind intersections

7. When driving on a slippery or wet surface you must:

a. drive slowly
b. place foot on brake pedal
c. drive at a high speed

8. In operating your vehicle it is most important to:

a. listen for unusual noises
b. keep it clean
c. keep it waxed

9. When charging from forward to reverse:

a. always stop
b. slow down
c. don't worry about speed; industrial vehicles are built to take shock

10. Never exceed the rated load capacity of your vehicle:

a. unless you add additional counter weighing
b. unless your lift is under 84 inches high
c. no, never

11. The <u>GREATEST</u> cause of accidents among new vehicle operators is:

a. driving on the wrong side of the aisle
b. driving backwards
c. forgetting to watch overhead obstructions when lifting

12. If you have to park on an incline:

a. leave the machine in gear
b. set brakes and block the wheels
c. turn off motor only

13. When taking a load down a ramp:

a. reduce speed by zigzagging
a. drive forward
b. drive backwards
c.

14. When operating an industrial vehicle the driver should face:

a. the front of the vehicle
b. any direction
c. the direction of travel

15. When entering or leaving a building, you should:

a. stop and drive out
b. slow down
c. stop, sound horn, and go out slowly

16. Railroad tracks should be crossed:

a. straight ahead
b. on a slant
c. turn and back up across

17. Another person may ride the forks of a forklift truck:

a. if absolutely necessary
b. absolutely in no case
c. if the operator approves

18. If you are traveling a road or aisle you should:

a. keep to right as usual
b. travel in center of road or aisle

19. Vehicles should not exceed the authorized or safe speed, always maintaining a safe distance from vehicles, and keeping the truck under positive control at all times:

a. True
b. False

20. Stunt driving and horseplay are allowed during lunch and after hours

a. True
b. False

21. Vehicle should not be used on passenger or freight elevators unless specifically authorized to do so:

a. True

b. False

22.You must make sure that the capacity of the elevator will not be exceeded before you drive your vehicle on:

a. True
b. False

23. Vehicles shall not be driven in and out of highway trucks and trailers at loading and unloading docks until such trucks are securely blocked and brakes set.

a. True
b. False

24. Loaded vehicles shall not be moved until the load is safe and secure.

a. True
b. False

25. If you take special care, it’s okay to let bystanders stand beneath the loads when high-stacking

a. True
b. False

DAILY INSPECTION FOR FORKLIFTS

DRIVER _____ DATE _____
VEHICLE _____ TIME _____

MARK OFF COLUMNS AS NEEDED

	Needs Attention	**O.K.**	
TIRE CONDITION			
EMERGENCY LIGHTS			
TRANSMISSION OIL			
OTHER INSTRUMENT INDICATOR			
DAMAGES OR LEAKS			
HYDRAULIC OIL LEVEL			
BATTERY WATER LEVEL			
HORN			
STEERING WHEEL			
BRAKES			
HYDRAULIC CONTROLS			
SEAT BELTS			
BATTERY CHARGER INDICATOR			

NOTES: EXPLANATION OF WHAT NEEDS ATTENTION

_____

_____

_____

Revised by CJ – 03/21/2024

SECONDARY CATEGORY – POWERED INDUSTRIAL TRUCKS

MOTORIZED HAND TRUCKS

The motorized hand truck is controlled by a walking operator. They also have a platform or lifting forks to engage the load and may be either high – lift for tiering or low – lift to raise the load only enough for horizontal movement.

A powered hand truck should be equipped so that its brakes will be applied when the handle is in either the fully raised or the fully lowered position. The principal hazards in the operation of a motorized hand truck include the operator getting pinned between the truck and a fixed object and the truck running up on the operator's heels. Operators should walk ahead of the truck, leading it from either side of the handle and facing the direction close to a wall or other obstruction, down an incline, or onto an elevator, the operator should put the truck in reverse and walk behind it facing the direction of travel. Steering handles should be provided with guard to prevent the operator's hands or the controls from coming into contact with obstacles when the truck must be maneuvered in close quarters. The wheels of many powered hand trucks can be considered guarded by their position under the frame or lift platform. However, where the wheels might injure the operator or others, guards should be installed. High – lift platform rollers and chain sprockets should be guarded to protect the operator in his normal operating position. Many trucks, however, are being manufactured with a platform for the operator to ride in a standing position. The platform must extend beyond the operator's position and be strong enough to meet the requirements of ANSI B56.1 Standard. Also, it is recommended there be no operator enclosure. Prism – shaped covers can be installed over the battery box to discourage operators from sitting on the truck during operation. Information is taken from the Accident Prevention Manual for Industrial Operations, 8th Edition, Engineering and Technology, National Safety Council.

POWERED FORKLIFT TRUCK AND MOTORIZED HAND TRUCK
SAFETY COURSE QUIZ

SELECT AND CIRCLE THE ANSWER WHICH IS MOST CORRECT:

1. Powered industrial trucks should be operated by:

    a. all employees.
    b. persons you know.
    c. only authorized and trained drivers.

2. As an industrial truck operator, it is:

    a. your responsibility to watch for pedestrians.
    b. management's responsibility to keep them out of your work area.
    c. Pedestrian's responsibility to watch for you.

3. When parking your vehicle, be sure to leave the forks:

    a. at least five feet above the floor level.
    b. three feet above the floor level.
    c. as low as possible to the floor level.

4. You must use your horn when:

    a. trying to catch your Supervisor's attention.
    b. racing another vehicle.
    c. at blind intersections.

5. When driving on a slippery or wet surface you must:

    a. drive slowly.
    b. place foot on brake pedal.
    c. drive at a high speed.

6. Never exceed the rated load capacity of your vehicle:

    a. unless you and three of your friends jump on the back to add additional counterweight.

b. unless your forklift is under 84 inches high.
c. no, never.

7. If you have to park on an incline:

a. leave your forklift in gear.
b. set the brakes and block the wheels.
c. only shut the motor off.

8. When taking a load down a ramp:

a. reduce speed by zig – zagging.
b. drive forward.
c. drive backwards.

9. When operating an industrial vehicle, the operator should face:

a. the front of the vehicle.
b. any direction.
c. the direction of travel.

10. Another person may ride the forks of a forklift:

a. if absolutely necessary.
b. absolutely in no case.
c. only if the operator gives his o.k.

11. A powered hand truck should be equipped:

a. so brakes will be applied when the handle is in either the fully raised or fully lowered position.
b. with a cage to carry two or more of your friends.
c. with a fire extinguisher.

12. The principal hazards in operation of motorized hand trucks include:

a. excessive speed.
b. wet and slippery floors.
c. getting pinned between the truck and a fixed object and the hand truck running up on the heels of the operator.

13. Operators of powered hand trucks should:

    a. walk behind the truck when taking a load down an incline.
    b. walk in front of the truck guiding its direction.
    c. ride on the hand truck with the load.

14. Stunt driving and horseplay are allowed during lunch and after hours:

    a. True
    b. False

15. A motorized hand truck is controlled by a walking operator:

    a. True
    b. False

16. Motorized hand trucks are equipped with only high – lift for tiering loads.

    a. True
    b. False

18.

FALL PROTECTION

FALL PROTECTION MAINTENANCE LOG

Equipment or type of protection	Inspected Items	Signature	Date	Condition OKAY Needs Repair		Repaired or Replaced by	Dated Corrected
Scaffolds							
Ladders							
Man lifts							
Nets							
Ropes							
Platforms							
Railings							
Toe boards							
Rigging (s)							
Rope grab (s)							
Harness (es)							
Lanyard (s)							
Lifelines							

Note: *Lifelines should be protected against cuts and abrasions
***Fall arrest equipment involved in a fall must be replaced**
***All labels need to be replaced if not removed or not visible**

19.

ELECTRICAL SAFETY AND ASSURED GROUNDING PROCEDURES

Regulations from these subchapters will be treated as minimum standards. Whenever feasible additional safeguards will be developed and implemented.

Servicon Systems Inc. will comply with Cal Osha Regulations regarding Assured Equipment Grounding Conductor Program.

_____ will be responsible for the implementation of the program.

Two tests will be required. They are:

1. A continuity test to ensure the grounding conductor is electrically continuous.

2. A test to ensure that the grounding conductor is connected to its proper terminal.

These tests are required before first use, after any repairs, after damage is suspected to have occurred, and at 3-month intervals. Any equipment failing the required tests cannot be made available or used by employees.

Approved ground fault circuit interrupter testing equipment will be used to spot check electrical cords and outlets during each quarter. Documentation of testing will be maintained on file.

Electrical equipment to be inspected before first use, after any repairs, after damage is suspected to have occurred and at three month intervals will include:

_____

_____

_____

_____

Any equipment failing required tests will be removed from service immediately.

20.

HOT WORK / WELDING COMRPESSED GAS

Definition - Hot Work

Hot work is any activity that could provide a source of ignition should combustible materials or flammable vapor –air mixtures present. Hot work includes but is not limited to the operation of gas torches, non-explosion proof electric tools with arcing contacts, non-explosion proof electrical lighting, grinders and sandblasting equipment. Pneumatically operated equipment is excluded unless the specific activity can produce a source of ignition (e.g. Grinding wheel on pneumatic grinder, etc.)

Policy
Prior to start up of any hot work activity the supervisor will assess the job and determine what safeguards must be taken.

Contract Work
At job sites where no work permits are required the supervisor will obtain a hot work permit prior to any work being done.

Welding Safety Policy
Welding will be in compliance with Sections 4846-4853 of Title 8 General Industry Safety Orders and Article 32 Oxygen Acetylene and fuel gas of the Cal Osha Construction Safety Orders.

Contract Work
At job sites where welding or cutting is required Servicon Systems Inc. supervisor will adhere to all customer requirements such as lot and permits and use of a fire watch. The most stringent requirements shall apply.

Compressed Gas Policy
Servicon Systems, Inc. supervisor and employees shall comply with Section 3300-3312 of Title 8 of the General Industry Safety Orders.

Contract Work
Servicon Systems, Inc. supervisor and employees shall comply with the customer requirements. The most stringent requirements shall apply.

21.

FIRST AID TREATMENT AND REPORTING FORMS

Definition - Hot Work

Hot work is any activity that could provide a source of ignition should combustible materials or flammable vapor –air mixtures present. Hot work includes but is not limited to the operation of gas torches, non-explosion proof electric tools with arcing contacts, non-explosion proof electrical lighting, grinders and sandblasting equipment. Pneumatically operated equipment is excluded unless the specific activity can produce a source of ignition (e.g. Grinding wheel on pneumatic grinder, etc.)

Policy
Prior to start up of any hot work activity the supervisor will assess the job and determine what safeguards must be taken.

Contract Work
At job sites where no work permits are required the supervisor will obtain a hot work permit prior to any work being done.

Welding Safety Policy
Welding will be in compliance with Sections 4846-4853 of Title 8 General Industry Safety Orders and Article 32 Oxygen Acetylene and fuel gas of the Cal Osha Construction Safety Orders.

Contract Work
At job sites where welding or cutting is required Servicon Systems Inc. supervisor will adhere to all customer requirements such as lot and permits and use of a fire watch. The most stringent requirements shall apply.

Compressed Gas Policy
Servicon Systems Inc. supervisor and employees shall comply with Section 3300-3312 of Title 8 of the General Industry Safety Orders.

Contract Work
Servicon Systems Inc. supervisor and employees shall comply with the customer requirements. The most stringent requirements shall apply.

22.

CONFINED SPACE ENTRY

Definition

A. Limited openings

B. Unfavorable natural ventilation

C. Not intended for continuous worker occupancy

D. Contains or has potential to contain hazardous atmosphere

E. Has internal configuration that could entrap, engulf or asphyxiate

I. History & Statistics

Statistics

1. 90%+ of fatalities due to asphyxiation

2. 60%+ of fatalities (would be) rescuers

3. ? % chance it could be YOU!

II. Confined Space Hazards

A. Atmospheric

1. Oxygen – Normally 20.9%

   a. Deficiency – Less than 19.5% according to NIOSH, OSHA
   b. Excess – More than 23.0% according to NIOSH (OSHA – 22%)

2. Combustibles

   a. Fire triangle
   b. LEL & UEL
   c. Examples – Methane 5% LEL, 15% UEL
      Propane 2.2% LEL, 9.5% UEL
      Pentane 1.5% LEL, 7.8% UEL

3. Toxic Gases – Measured in PPM where 10,000 PPM = 1.0%

Gas	Personal Exposure Limit in PPM
a. H_2S	10
b. CO_2	25
c. SO_2	2
d. NO_2	2
e. Cl_2	1

4. Airborne dust
   - Any concentration that obscures visibility at 5 feet or less

B. Physical Hazards

1. Slipping, tripping
2. Falling
3. Falling objects
4. Entrapment
5. Engulfment
6. Drowning

C. Environmental Hazards

1. Chemical
2. Radioactive
3. Temperature
4. Humidity
5. Noise

6. Biological

    a. Bacterial/Viral

    b. Animal

D. Electrical Shock Hazard

E. Mechanical – Moving Mechanisms

F. Hydraulic

1. Liquid inflow/outflow

2. Hydraulic controls

G. Pneumatic

1. Pressurized air or gases

2. Pneumatic controls

III. **Confined Space Program**

A. Procedures

1. Identification/Labeling

2. Permits

    a. Regular
    b. Hot Work

3. Atmospheric monitoring

    a. Prior to entry
       Top, middle, bottom of space
    b. Continuously during entry
    c. Prior to re-entry after exit

4. Ventilation

a. Continuous or as required
b. Clean air supply to blower
c. Exhausting fan must be XP
d. Must not block exit
e. Avoid recirculation

5. Isolation
   a. Lockout/tagout energy sources
   b. Blank or block/bleed hydraulic & pneumatic lines
   c. Disconnect linkages, belts, chain drives, power shafts
   d. Secure moving parts

6. Qualified person
   a. Authorizes entry
   b. More highly trained
   c. Responsible for
      (1) Identifying Hazards
      (2) Insuring equipment availability
      (3) Pre-entry briefing

7. Briefing/Preparation
   a. Prior training
   b. Medical histories available
   c. Pre entry briefing
   d. Rescue readiness

8. Rescue plan
   a. Pre-planned methods
   b. On-site team
   c. Equipment at entry
   d. Role of local emergency responders
   e. Communicators

9. Management emphasis
   "Top –Down" Priority

10. Disciplinary measures for infractions

B. Training

1. Initial training

2. Periodic retraining

3. Regular practice with equipment

4. Simulated rescue drills

5. Different training levels for:
   a. Entrants
   b. Observers/Attendants
   c. Rescuers
   d. Qualified persons (Authorizes Entry)

C. Manpower

1. Qualified/Competent person

2. Entrants required for job

3. Outside attendants

4. Rescue team/Emergency responders

5. All personnel physically and mentally fit for job

6. Never send best qualified in CPR and first aid into confined space

D. Equipment

1. Gas Detectors

   A. Single reading (Grab Sample)

      (1) Electronic sampling instruments
      (2) Detector (stain) tubes

   B. Continuous Monitor

      (1) Combustible – Catalytic
      (2) Oxygen – Electrochemical
      (3) Toxic – Electrochemical
          Semiconductor (MOS)

   C. Fixed point for certain applications

D. Other considerations

1) Sample draw capability
2) Size
3) Durability
4) Cost
5) Ease of use, training
6) Ease of calibration, maintenance
7) Intrinsic safety approval (Ul, FM, MSHA)
8) RFI Protection

E. Regular Calibrations Required

2. Ventilators

3. Lockout/Block/Breed devices

4. Fall protection /Retrieval

a. Fall Protection
b. Retrieval
c. Lowering

5. Emergency Breathing Equipment

a. SCBA
b. Supplied air with escape pack

(1) Cascade System
(2) Filtration panel

(a) Compressor
(b) Plant air

(3) Portable manifolded SCBA bottles

c. 5/10 minute escape packs
NOT FOR RESCUE

6. All electrical equipment XP or IS

7. Personal protective clothing

8. Fire Extinguishers

IV. **Conclusion**

A. Reiterate hazard awareness – especially “unseen” atmospheric hazards

B. Encourages immediate identification of all confined spaces for purposes of:

1. Labeling

2. Hazard identification

3. Applicability of available equipment

i.e.
- Will an SCBA fit through the opening?
- Can a tripod be used?
- Are detection tubes necessary for unusual toxics?

4. Potential rescue planning

C. Implement procedures

D. Train personnel

E. Acquire necessary equipment

RECOMMENDATIONS FOR SAFE ENTRY
A CHECKLIST

Use the following checklist to evaluate the confined space.

DO NOT ENTER A CONFINED SPACE UNTIL YOU HAVE CONSIDERED EVERY QUESTION AND HAVE DETERMINED THE SPACE TO BE SAFE.

YES NO

□ □ Is entry necessary?

TESTING

□ □ Are the instruments used in atmospheric testing properly calibrated?

□ □ Was the atmosphere in the confined space tested?

□ □ Was Oxygen at least 19.5% (not more than 21%?

□ □ Were toxic, flammable, or oxygen-displacing gases / vapors present?

- Hydrogen Sulfide
- Carbon Monoxide
- Methane
- Carbon Dioxide
- Other (list)

_____

ONITORING

□ □ Will the atmosphere in the space be monitored while work is going on?

□ □ Continuously?

□ □ Periodically? (if yes, give interval:_____

(REMEMBER – ATMOSPHERIC CHANGES OCCUR DUE TO THE WORK PROCEDURE OR THE PRODUCT STORED. THE ATMOSPHERE MAY BE SAFE WHEN)

CLEANING

□ □ Has the space been cleaned before entry is made?

□ □ Was the space steamed?

□ □ If so, was it allowed to cool?

VENTILATION

□ □ Has the space been ventilated before entry?

□ □ Will ventilation be continued during entry?

□ □ Is the air intake for the ventilation system located in an area that is free of combustible dusts and vapors and toxic substances?

□ □ If atmosphere was found unacceptable and then ventilated, was it re-tested before entry?

ISOLATION

□ □ Has the space been isolated from other systems?

□ □ Has electrical equipment been locked out?

□ □ Has disconnects been used where possible?

□ □ Has mechanical equipment been blocked, chocked, and disengaged where necessary?

□ □ Have Lines under pressure been blanked and bled?

CLOTHING/EQUIPMENT

□ □ Is special clothing required (boots, chemical suits, glasses, etc.)? (If so, specify)_____)

□ □ Is special equipment required (e.g., rescue equipment, communications equipment, etc.)? If so, specify (_____)

□ □ Are special tools required (e.g., spark proof)? If so,

specify(_____)

RESPIRATORY PROTECTION

□ □ Are MSHA/NIOSH approved respirators of the type required available at the work site?

□ □ Is respiratory protection required (e.g., air-purifying, supplied air, self-contained breathing apparatus, etc.)? If so, specify

_____

□ □ Can you get through the opening with a respirator on? If you don't know, find out before you try to enter.)

TRAINING

□ □ Have you been trained in proper use of a respirator?

□ □ Have you received first aid/CPR training?

□ □ Have you been trained in confined space entry and do you know you know what to look for?

STANDBY RESCUE

□ □ Will there be a standby person on the outside in constant visual or auditory communication with the person on the inside?

□ □ Will the standby person be able to see and/or hear the person inside at at all times?

□ □ Has the standby person(s) been trained in rescue procedures?

□ □ Will safety lines and harness be required to remove a person?

□ □ Are company rescue procedures available to be followed in the event of an emergency?

□ □ Are you familiar with emergency rescue procedures?

□ □ Do you know who to notify and how in the event of an emergency?

PERMIT

The permit is an authorization in writing that states that the space has been tested by a qualified person that the space is safe for entry, what precautions, equipment, etc., are required, and what work is to be done.

YES	NO	
□	□	Has a confined space entry permit been issued?
□	□	Does the permit include a list of emergency telephone numbers?

*For further information on confined spaces, occupational hazards, safe work practices and other topics that could affect your well being write to:*_____

23.

SCAFFOLD AND LADDER SAFETY

1. **Scaffolding**

All scaffolds built by Servicon Systems Inc., rented or brought it to a job site must meet Cal Osha standards. This means they must have appropriate railings, mid rails, toe boards, etc. Scaffolds may not be erected in areas that will block egress routes or access to emergency equipment. Scaffolding shall be inspected by a competent person in scaffold erection. Scaffolds should meet all of the requirements of Cal Osha and Our Customers.

Please review Cal Osha Construction Standards Article 21.

Scaffold - General Requirements and Article 23 Suspended Scaffolds.

Also - See Scaffold Inspection Report

2. **Ladders**

All ladders that are purchased or job made and are used at our premises or at a job site must meet the Cal Osha Standard before they are used.

Please review Cal Osha Construction Standard Article 23 – Ladders and Title 8 G.I.S.O. Section 3276-3279.

24.

RESPIRATORY PROTECTION PROGRAM

INTRODUCTION

In the control of those occupational diseases caused by breathing air contaminated with gases of aerosols, the primary objective is to prevent harmful exposures. This is accomplished as far as feasible by accepted engineering control measures (for example, general and local ventilation, enclosure or isolation, and substitution of less hazardous processes or materials) when effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be required.

PURPOSE AND SCOPE

The practices and procedures described here constitute the program under which respirators are effectively utilized at

RESPONSIBILITY

A. _____ is the respiratory program coordinator. _____will be responsible for:

1. Provision of appropriate respirators
2. Implementing training and instruction programs
3. Administering the overall program
4. Insuring that the appropriate standards include the requirement for respirator use when necessary.

B. is responsible for

1. Insuring that respirators are available as needed
2. Insuring that employees wear respirators as required
3. Inspection of respirators on an established basis or schedule

C. The employee is responsible for:

1. Using the respirator supplied to him/her in accordance with instructions and training.

2. Cleaning, disinfecting, inspecting and storing his/her respirator after each use.

3. Reporting a respirator malfunction to supervisor.

D. The respirator

1. Technical assistance in determining the need for respirators and in the selection of appropriate types.

2. Surveillance of work area conditions

3. Periodic evaluation of the respirator program

4. Educational materials and programs to be used in employee training

5. Medical surveillance for employees required to utilize respirators

6. Material Safety Data Sheets to individuals utilizing respirators

RESPIRATOR SELECTION

The respirator program coordinator selects respirators. This choice is based on the physical, chemical and physiological properties of the air contaminant and on the concentration likely to be encountered. The quality of fit and the nature of the work being done also affect the choice of respirators. The capability of the respirators chosen is determined from appropriate governmental approvals, manufacturers' tests and plant experience with the respirators.

DISTRIBUTION

Respirators are issued to individuals whenever possible. Each respirator that is individually assigned is identified in a way that does not interfere with its performance. The date of issuance should be recorded.

INSPECTION AND MAINTENANCE

Respirators are properly maintained to retain their original effectiveness by periodic inspection, repair, cleaning and proper storage.

A. Inspection

1. The user inspects all respirators routinely before and after each use and after cleaning to check condition of face piece, headbands, valves and hoses, and canister, filter or cartridge fit.

2. Inspects all respirators at least once per month.

3. Respirators maintained for emergency use are tagged noting the date of inspection, the initials of the person doing the inspection, and a respirator identification number. A log indicating these inspections is maintained in the plant office.

B. Maintenance

Respirators that do not pass inspections are replaced or repaired immediately. Repair of the respirator by the user is limited to changing canisters, cartridges, filters and head straps. All other replacements or repairs are performed by the _or an experienced person with parts designed for the respirator. No attempt is made to replace components, or make adjustments, modifications or repairs beyond the manufacturers' recommendations.

CLEANING

Individually assigned respirators are cleaned and disinfected as frequently as necessary to insure that proper protection is provided for the wearer. Respirators not individually assigned and those for emergency use are cleaned and disinfected after each use.

The following procedure is used for cleaning and disinfecting respirators:

A. Filters, cartridges, or canisters and disinfecting respirators:

B. Respirators are washed in a detergency solution, rinsed in clean water and allowed to dry in a clean area. A soft bristly brush is used to scrub the respirator to remove adhering dirt.

STORAGE

After inspection, cleaning and necessary repairs, respirators are stored to protect against dust, sunlight, extreme heat, extreme cold, excessive moisture, or damaging chemicals.

TRAINING

Every employee who may have to wear a respirator is trained in the proper use of the respirator. Both

the employee and his supervisor receive this training. The training includes:

A. Description of the respirators

B. Intended use and limitation of the respirator

C. Proper wearing, adjustment, and testing for fit

D. Cleaning and storage methods

E. Inspection and maintenance procedures

This training is repeated as necessary, at least annually, to ensure that employees remain familiar with the proper use of respiratory protection. The program coordinator to determine its continued effectiveness evaluates the training program at least annually.

RECORDS

The following records are maintained by the

A. The number and types of respirators in use

B. A record of employee training programs including fit testing

C. Inspection and maintenance reports

D. Medical certification that the employee is capable of wearing a respirator under his given work conditions.

E. M.S.D.S. of all hazardous substances

POLICY REGARDING

APPENDIX D to SECTION 5144

Particle dust masks or filter type masks for fumes, vapors, gases, or mist, will be made available to those employees requesting these type masks when exposed to nuisance dust or fumes, vapors, gases, or mists when exposure are below the exposure limits set by Cal Osha Standards.

Approved respirators will be utilized when recommended by M.S.D.S. sheets or when exposures exceed exposure limits set by Cal Osha Standards.

24.1 Medical Surveillance

Medical Surveillance will be in compliance with Title 8 Industrial Relations Subchapter 7 General Industry Safety Orders of the Barclays Official California Code of Regulations.

Medical testing and examinations will be completed

by:_____

_____

Medical Surveillance will be conducted for but not be limited to:

- Audiograms, if employees are working in loud areas which include operating units at a refinery.
- Hazardous Waste Worker Exam if employees are working with hazardous waste or conducting post emergency response clean-up.
- DOT physical if subject to DOT regulations.
- Benzene, asbestos, lead, etc., if exposed to these substances in concentrations and at frequencies specified by OSHA.
- Respiratory protection physical if expected to wear respirator.

HEARING CONSERVATION

SECTION ONE - INTRODUCTION

Evidence is well established that worker exposure to noise of sufficient intensity and duration can result in hearing damage. Noise-induced hearing loss rarely results from just one exposure; it can progress unnoticed over a period of years. Initial noise-induced hearing loss occurs at the higher frequencies where the consonant portion of speech is found, making communications difficult.

1.1 Policy

It is the policy of Servicon Systems Inc. to provide employees with a safe and healthful working environment. This is accomplished by utilizing facilities and equipment that have all feasible safeguards incorporated into their design. When effective engineering controls are not feasible, or when they are being initiated, administrative controls will be used when and where possible, followed by the use of personal protective equipment.

The primary goal of the Servicon Systems Inc. Hearing Conservation Program is to reduce, and eventually eliminate hearing loss due to workplace noise exposures. The program includes the following elements:

a. Work environments will be surveyed to identify potentially hazardous noise levels and personnel at risk.

b. Environments that contain or equipment that produces potentially hazardous noise should, wherever it is technologically and economically feasible, be modified to reduce the noise level to acceptable levels.

c. Where engineering controls are not feasible, administrative controls and/or the use of hearing protective devices will be employed.

d. Periodic hearing testing will be conducted to monitor the effectiveness of the hearing conservation program. Early detection of temporary threshold shifts will allow further protective action to be taken before permanent hearing loss occurs.

e. Education is vital to the overall success of a hearing conservation program. An understanding by employees of the permanent nature of noise-induced hearing loss, Servicon Systems Inc. Hearing Conservation program, and the employee's responsibilities under the program, are all essential for program effectiveness.

Servicon Systems Inc. management is aware that excessive noise exposure is a potential cause of hearing loss, is establishing a hearing conservation program that is in

accordance with OSHA standards. Servicon Systems Inc. has adopted the following standards for noise exposure limits:

Duration per day, hours	Sound level (dBA)
8	85
6	92
4	95
3	97
2	100
1/2	110
1/4	115

When the sound levels listed above are exceeded, feasible administrative or engineering controls will be instituted. If the controls fail to reduce the sound levels to within those listed above, hearing protection will be provided and used to reduce the sound levels to an acceptable level. In addition, OSHA requirements dictate that whenever employee noise exposures equal or exceed an 8-hour time-weighted average (TWA) of 85 dBA, slow response, a continuing effective hearing conservation program shall be instituted.

1.2 Program Organization

The Servicon Systems Inc. Hearing Conservation Program is organized and administered through management procedures and standard operating procedures. The Management Procedure outlines and defines program responsibilities and describes a minimum acceptable Hearing Conservation Program.

SECTION TWO - RESPONSIBILITIES

2.1 Servicon Systems Inc. Management Section

Servicon Systems Inc. Management are responsible for developing, implementing, and administering the Hearing Conservation Program. Additional responsibilities include:

1. Identification of work areas and equipment within Servicon Systems Inc. facilities where noise levels equal or exceed 85 dBA.

2. Identification, through personnel monitoring, of Servicon Systems Inc. employees whose noise exposure level equals or exceeds an 8-hour TWA of 85 dBA. Notification of employee exposure measurements is to be included in employees' medical files.

3. Annual remonitoring of identified at-risk employees.

4. Resurvey of work areas and equipment where noise levels exceed 85 dBA every 2 years.
5. Training of employees in the need for, proper use and care of hearing protection devices.
6. Identification of noise control measures (including engineering and administrative controls) and recommendations.

Servicon Systems Inc. is responsible for providing baseline and annual audiograms for new employees who may be assigned to tasks with potential exposure to elevated levels of noise. Servicon Systems Inc. also schedules and conducts audiograms on an annual basis for employees exposed to sound levels greater than or equal to 85 dBA. Servicon Systems Inc. is also responsible for tracking all employees who have experienced significant changes in hearing (standard threshold shifts) in order that follow-up investigations may be conducted.

2.2 Training Activity

Servicon Systems Inc. and Servicon Systems Inc.'s management is responsible for coordinating and scheduling health and safety training courses and seminars sponsored by Servicon Systems Inc., for their personnel. Servicon Systems Inc. and their management personnel will also maintain documentation of the training courses presented in accordance with Servicon Systems Inc.'s program requirements.

2.3 Supervisors

It is the responsibility of supervisors to ensure that all of their employees exposed to noise levels equal to or greater than 85 dBA have access to appropriate hearing protective devices in the work area. Supervisors are also responsible for enforcing the use of hearing protective devices and engineering and administrative controls in designated noise hazardous areas.

2.4 Employees

Employees are responsible for wearing and maintaining hearing protective devices as instructed. Employees exposed to excessive levels of noise must also participate in annual training programs and the medical surveillance program, which includes audiometric testing.

SECTION THREE - NOISE EVALUATION AND SURVEILLANCE PROCEDURES

3.1 Identification of Hazardous Noise Areas

Servicon Systems Inc. management will identify work areas within their facilities where noise levels equal or exceed 85 dBA. Records shall be maintained by Servicon Systems Inc. and updated at least every two years to determine if any alteration in noise levels has occurred. Those areas where the noise levels are below 85 dBA will not be routinely monitored. Identification of hazardous noise areas and equipment and any subsequent noise monitoring will be conducted by Servicon Systems Inc. or agents thereof.

Signs will be posted at the entrance to any work area where noise levels exceed 85 dBA, requiring anyone entering the area to wear proper hearing protection.

Personnel who work in these areas shall have hearing protection supplied to them, shall be instructed in its proper use, and be required to wear this equipment when in these identified areas. It is the responsibility of the area supervisor to ensure that these precautions are maintained.

Equipment that produces noise levels greater than 85 dBA shall be appropriately labeled.

3.2 Noise Measurements and Exposure Assessments

In order to effectively control noise it is necessary that the noise be accurately measured according to standard procedures and that the measurements be properly evaluated against accepted criteria. All noise monitoring will be conducted in accordance with established standard operating procedures.

The monitoring of employees for noise exposure is made up of two parts, area, and personal monitoring. Area measurements are generally obtained first. If noise levels are at or above 85 dBA, personal monitoring using dosimeters is then performed. Sample data sheets will be used to record monitoring data for both area and personal noise monitoring results. If it is determined initially that employees are exposed to over 85 DBA on a time weighted basis then the Hearing Conservation Program will automatically take effect with those employees without further noise testing.

3.2.1 Area Measurements

In an area survey, measurements of environmental noise levels are recorded using a sound level meter to identify work areas where employees' exposures may be above hazardous levels, and where more thorough exposure monitoring may be needed. Area monitoring is conducted using a calibrated sound level meter set to the A scale, slow response. Within the area of interest, several different locations will be measured. Typical measurement locations would include:

- In the hearing zone at the employee's normal work location.
- Next to the noise source(s).
- At the entrance(s) to the work area.
- At other locations within the area where the employee might spend time working.

A rough sketch of the area will be included with the results showing the locations where the noise readings were obtained.

If the noise levels are below 85 dBA on a time-weighted average basis in the area, no further routine monitoring will be required for that area. Should any of the noise measurements equal or exceed 85 dBA, records shall be maintained as to the noise levels recorded, where they were taken, and the source(s) of the noise. These records shall be updated at least once every 2 years to determine if any changes have occurred that would warrant remonitoring of exposed personnel. If any of the measurements equal or exceed a noise level of 85 dBA, employees who work in or near the high noise area or equipment shall have their noise exposure determined through personnel monitoring using dosimeters.

3.2.2 Personnel Monitoring

Further determination if needed of the noise exposure level will be accomplished using calibrated noise dosimeters. Each employee to be monitored will have a dosimeter placed on him/her at the beginning of his/her normal work shift with the microphone placed in the "hearing zone". The dosimeter will be worn for the full duration of the work shift while the employee performs his/her normal work routine. At the end of the work shift, the dosimeter will be removed and information printed out as soon as possible. Background information will be collected from each employee detailing job description, unusual job activities, etc., for the time period sampled. Those employees whose noise exposure equals or exceeds 85 dBA on an 8-hour TWA, will be referred to the Occupational Health Clinic for inclusion in the Hearing Conservation Medical Surveillance Program.

3.3 Remonitoring of Hazardous Noise Areas

All areas where noise levels equal or exceed 85 dBA shall be remonitored at least every 2 years. Employees who work for extended periods of time (>2 hours) in the high noise areas and where their 8-hour TWA equals or exceeds 85 dBA will be monitored every year to determine their personal noise exposure.

Whenever an employee exhibits a standard threshold shift, as determined by the Occupational Health Clinic, the employee's work place shall be remonitored to identify and ameliorate the cause.

3.4 Remonitoring Due to Changes

Any area with noise levels that equal or exceed 85 dBA shall also be remonitored whenever a change in production process, equipment, or controls increase the noise exposure such that additional employees are exposed to noise levels at or above 85 dBA on a time-weighted average basis. Areas where the noise levels have dropped below 85 dBA due to alterations in equipment, controls, or process changes shall be eliminated from the monitoring program.

SECTION FOUR - NOISE CONTROL METHODS

4.1 Engineering and Administrative Controls

The primary means of reducing or eliminating personnel exposure to hazardous noise is through the application of engineering controls. Engineering controls are defined as any modification or replacement of equipment, or related physical change at the noise source or along the transmission path that reduces the noise level at the employee's ear. Engineering controls such as mufflers on heavy equipment exhausts or on air release valves are required where possible.

Administrative controls are defined as changes in the work schedule or operations, which reduce noise exposure. If engineering solutions cannot reduce the noise, administrative controls such as increasing the distance between the noise source and

the worker or rotation of jobs between workers in the high noise area should be used if possible.

The use of engineering and administrative controls should reduce noise exposure to the point where the hazard to hearing is eliminated or at least more manageable.

4.2 Personal Protective Equipment

Hearing protective devices (ear plugs, muffs, etc.) shall be the permanent solution only when engineering or administrative controls are considered to be infeasible or cost prohibitive. Hearing protective devices are defined as any device that can be worn to reduce the level of sound entering the ear. Hearing protective devices shall be worn by all personnel when they must enter or work in an area where the operations generate noise levels of:

- Greater than 85 dBA sound levels, or

4.2.1 Types of Hearing Protective Devices Hearing protective devices include the following:

a. **Insert Type Earplugs**
   A device designed to provide an airtight seal with the ear canal. There are three types of insert earplugs – pre-molded, formable, and custom earplugs.

   1. **Pre-molded Earplugs**
      Pre-molded earplugs are pliable devices of fixed proportions. Two standard styles, single flange and triple flange, come in various sizes, and will fit most people. Personnel responsible for fitting and dispensing earplugs will train users on proper insertion, wear, andcare. While pre-molded earplugs are reusable, they may deteriorateand should be replaced periodically.

   2. **Formable**
      Formable earplugs come in just one size. Some are made of material which, after being compressed and inserted, expands to form a seal in the ear canal. When properly inserted, they provide noise attenuation values that are similar to those from correctly fitted pre-molded earplugs. Individual units may procure approved formable earplugs. Supervisors must instruct users in the proper use of these earplugs as part of the annual education program. Each earplug must be held in place while it expands enough to remain firmly seated. A set of earplugs with a cord attached is available. These earplugs may be washed and therefore are reusable, but will have to be replaced after two or three weeks or when they no longer form an airtight seal when properly inserted.

The type(s) of earplug(s) and location(s) for their use at Servicon Systems Inc., is (are):

_____
_____
_____
_____

b. **Earmuffs**
   Earmuffs are devices worn around the ear to reduce the level of noise that reaches the ear. Their effectiveness depends on an airtight seal between the cushion and the head.

The type(s) of earmuffs and location(s) for their use at Servicon Systems Inc., is (are):

_____
_____
_____
_____

4.2.2 Selection of Hearing Protective Devices (HPD's)

Employees will be given the opportunity to select hearing protective devices from a variety of suitable ones provided by Servicon Systems Inc.. In all cases, the chosen hearing protectors shall have a Noise Reduction Ratio (NRR) high enough to reduce the noise at the eardrum to 85 dBA or lower.

4.2.3 Issuance of Hearing Protective Devices

The hearing protective devices will issued by Servicon Systems Inc. (initial hearing protective devices may include foam inserts, disposables). Instruction on the proper use and care of earplugs and earmuffs will be provided whenever HPDs are dispensed. Personnel requiring earmuffs in addition to earplugs will be informed of this requirement and educated on the importance of using proper hearing protection. Servicon Systems Inc. will dispense earmuffs when necessary and will maintain a supply of disposable earplugs.

4.2.4 Use of Hearing Protective Devices

a. Always use and maintain HPDs as originally intended and in accordance with instructions provided.

b. Earmuff performance may be degraded by anything that compromises the cushion-to-circumoral flesh seal. This includes other pieces of personal protective equipment such as eyewear, masks, face shields, and helmets.

4.2.5 Maintenance of Hearing Protective Devices

a. Reusable earplugs, such as the triple flange or formable devices should be washed in lukewarm water using hand soap, rinsed in clean water, and dried thoroughly before use. Wet or damp earplugs should not be placed in their containers. Cleaning should be done as needed.

b. Earmuff cushions should be kept clean. The plastic or foam cushions may be cleaned in the same way as earplugs, but the inside of the muff should not get wet. When not n use, earmuffs should be placed in open air to allow moisture that may have been absorbed into the cups to evaporate.

4.2.6 Hearing Protection Performance Information

The maximum of sound attenuation one gets when wearing hearing protection devices is limited by human body and bone conduction mechanisms. Even though a particular device may provide outstanding values of noise attenuation, the actual noise reductions may be less because of the noise surrounding the head and body bypasses the hearing protector and is transmitted through tissue and bone pathways to the inner ear.

The term "double hearing protection" is misleading. The attenuation provided from any combination earplug and earmuff is not equal to the sum of their individual attenuation values.

SECTION FIVE - MEDICAL SURVEILLANCE

5.1 Notification

Upon identification of employees whose 8-hour TWA equals or exceeds 85 dBA, OHS will recommend to the Occupational Health Clinic and the employee's Supervisor, in writing, of the need to enroll certain employee(s) in the Hearing Conservation Medical Surveillance Program. Information supplied to the OHC will include the employee(s) name, supervisor's name, telephone number, CIO, and the noise levels recorded in the employee's work area, including dosimetry data. It will be the responsibility of the Supervisor to enroll his/her employee in the Hearing Conservation Medical Surveillance Program.

In work locations where either through administrative or engineering controls, noise levels are found to have fallen such that the employee's 8-hour TWA is below 85 dBA, Servicon Systems Inc. will notify the Clinic and the employee's Supervisor, by memo, that the employees working in that area are no longer required to be enrolled in the Hearing Conservation Program. The final decision as to an employee's enrollment status will be left with the Occupational Health Clinic Physician.

The results of area and personal remonitoring shall be forwarded to the Clinic upon completion of the noise surveys.

Any personnel experiencing difficulty in wearing assigned hearing protection (i.e., irritation of the canals, pain) will be advised to immediately report this to their

supervisor and make arrangements to go to the Occupational Health Clinic for evaluation as soon as possible.

5.2 Audiometric Testing

Servicon Systems Inc., or agents thereof, are responsible for administering the Audiometric Testing Program portion of the Hearing Conservation Program. The object of the audiometric testing program is to identify workers who are beginning to lose their hearing and to intervene before the hearing loss becomes worse. Audiometric testing will be provided by _____ to all employees with exposure to noise levels of 85 dBA or greater. Annual retesting will be performed for all personnel enrolled in the Hearing Conservation Medical Surveillance Program.

SECTION SIX - TRAINING

The training and education program will provide information about the adverse effects of noise and how to prevent noise-induced hearing loss. At a minimum, all training will cover the following topics:

a. Noise-induced hearing loss;

b. Recognizing hazardous noise;

c. Symptoms of overexposure to hazardous noise;

d. Hearing protection devices - advantages and limitations.

e. Selection, fitting, use, and maintenance of HPDs.

f. Explanation of noise measurement procedures.

g. Hearing conservation program requirements.

Employees will also be provided with copies of the OSHA noise standard (29 CFR 1910.95) and other handouts regarding the Servicon Systems Inc. Hearing Conservation Program ***(General Industry Safety Orders Article 105, Sections 5095-5100, appendix A-F are attached herein).***

Servicon Systems Inc. employees shall be encouraged to use hearing protective devices when they are exposed to hazardous noise during activities at home; e.g., from lawn mowers, chain saws, etc.

All personnel identified for inclusion in the hearing conservation program should receive a minimum of one hour of initial instruction in the requirements of the program. Ideally, this will be done when hearing protection is dispensed.

Appropriate refresher training annually thereafter and will be provided by the immediate supervisor. Supervisors will be provided annual training by Servicon Systems Inc..

Supervisors must schedule training for new personnel assigned to work in noisy environments and for retraining of current personnel.

SECTION SEVEN - PROGRAM EVALUATION

Periodic program evaluations will be conducted to assess compliance with federal and state regulations and Servicon Systems Inc. Program requirements. Both the monitoring and audiometric testing portions of the Hearing Conservation Program will be reviewed annually to assure its quality and effectiveness.

An evaluation of the Program, including wearer acceptance, appraisal of protection afforded, and field audits of hearing protection use and record keeping will be conducted at least annually. Items to be considered include:

a. Standard operating procedures

b. Training records and course content for supervisors and employees.

c. Maintenance of HPDs

d. Field audits of HPD use

e. Review of recorded threshold shifts on OSHA log.

The findings of the Servicon Systems Inc. Hearing Conservation Program evaluation will be documented, and this documentation will list plans to correct faults in the program and set target dates for the implementation of the plans.

SECTION EIGHT - STANDARD OPERATING PROCEDURES

An important element of the Hearing Conservation Program is the development of detailed standard operating procedures (SOPs). The SOPs outline the steps necessary to meet the goals of the Hearing Conservation Program and Procedures (Appendix A), and document Hearing Conservation Program activities. The SOPs are periodically reviewed and revised by the Safety Committee and Safety Manager/Coordinator.

The following SOPs will be developed and maintained by Servicon Systems Inc.:

a. Basic Sound Survey Using a Sound Level Meter, SOP-1.

b. Detailed Sound Survey Using a Noise Dosimeter, if necessary SOP-2.

c. Hearing Conservation Program Training, SOP-3

d. Audit of the Hearing Conservation Program, SOP-4.

SECTION NINE - RECORDKEEPING

Servicon Systems Inc. Program records will include the following:

All non-medical records (ex., work area and equipment surveys) will be maintained for a period of five years. Results of hearing tests and medical evaluations performed for hearing conservation purposes as well as noise exposure documentation shall be recorded and shall be a permanent part of an employee's health record.

All personnel who routinely work in designated hazardous noise areas shall be identified and a current roster of such personnel shall be maintained by Servicon Systems Inc. and updated periodically.

Appendix A

Noise - Training Information

NOISE

Supervisors and exposed workers must become aware of and understand about the adverse effects of noise and how to prevent noise-induced hearing loss. People exposed to hazardous noise must take positive action, if progressive permanent hearing loss is to be prevented. Each exposed worker and supervisor should know the following.

A. Noise exposure may result in permanent damage to the auditory system and there is no medical or surgical treatment for this type of hearing loss.

Though the use of a hearing aid may provide some benefit, normal hearing will not be restored. Many people don't realize that loud sounds can cause hearing loss. Furthermore, in its initial stages, the person may not notice a problem since noise-induced hearing loss is invisible, painless, and occurs in the high frequencies. It is dangerous to ignore the temporary characteristics of noise-induced hearing loss (such as ringing or buzzing in the ears, excessive fatigue, etc.).

B. Each person should know how to recognize hazardous noise even if a noise survey has not been conducted an/or warning signs posted. Recognizing and understanding the adverse effects of off-duty noise exposures is also important. The best rule to follow is: "If you have to shout at arms length (approximately three feet) to talk face-to-face, you are probably being exposed to hazardous levels of noise."

C. Preventing noise-induced hearing loss is accomplished by reducing both the time and intensity of exposure. Reducing exposure time is accomplished by avoiding any unnecessary exposure to loud sound. Reducing intensity is usually accomplished by wearing personal hearing protection. Each person must be able to properly wear and care for the particular type of hearing protection selected. Speech communication is difficult in high intensity noise.

However, most people don't realize that it's easier to understand speech if hearing protection is worn in a hazardous noise environment. Hearing protection reduces the noise and the level of speech, resulting in a more favorable listening level. Hearing protection reduces the intensity of frequencies above the speech range; thus, reducing the noise and accentuating speech. People who claim wearing hearing protection makes it difficult to hear speech are probably in noise levels less than 85 dBA or have already developed a hearing loss.

D. Each person must know how to tell if they have been overexposed to loud sound. Overexposure may occur even while wearing hearing protection. Earplugs and/or earmuffs alone may not be enough protection. Each time a temporary threshold shift (TSS) occurs, a certain degree of permanent loss results. The recognizable symptoms of overexposure are described as "dullness in hearing or ringing in the ears."

FLEET VEHICLE SAFETY PROGRAM

It is important to provide continuous drivers and management safety training and to review areas of concern and weakness in the fleet safety program. One of the best ways to convey information and to get feedback is through safety meetings.

1. Safety meetings shall be held monthly. Appropriate minutes shall be maintained.

2. Subjects to be considered during a safety meeting.

    A. Any accidents that occurred since the previous meeting
    B. Change in laws or regulations
    C. Employee complaints and observations
    D. Defensive driving techniques
    E. Preventive maintenance programs
    F. Vehicle inspection

DEFENSIVE DRIVING TECHNIQUES

All company drivers should be trained in safe driving habits and be familiar with the National Safety Council's Defensive Driving Program or equivalent. Principle topics are:

A. Defensive driving
B. Split – second decision making
C. Backing up rules
D. Safety Distances
E. Intersection driving
F. Poor condition driving in dust storms, rain, etc.

FLEET SAFETY PROGRAM

MANAGEMENT

Assumes the primary responsibility for the corporate fleet safety program. _____Will be accountable for implementing safety policy and providing the management guidelines to see that fleet safety is effective.

DRIVERS

Are responsible for developing safe driving habits as outlined in the National Safety Council's Defensive Driving Program, they also must comply with the corporate safety policy.

DRIVER SELECTION

Each driver candidate is subject to the following procedure prior to being hired.

1. Each candidate must complete in full an employment application

2. Provide a current driver's record (M.V.R.) no more than two weeks old. This can be obtained by the applicant at the California Department of Vehicles.

3. Subject to a pre-employment drug screen

4. Provide a valid driver's license of the appropriate class.

5. Submit to a pre-employment physical examination.

6. Pass a road test. The road test will be given by a designated employee. A written evaluation will be submitted to the branch manager.

7. The manager will check references whenever possible.

8. The fleet safety program shall be reviewed with each driver of a company vehicle.

ACCIDENT REPORTING AND DISCIPLINARY POLICY

An accident report shall be completed and submitted to the Manager by the beginning of the day following the day of the accident. In the event of a serious accident, the Manager will be called immediately.

All accident reports will be reviewed by the Manager, the driver' s immediate supervisor, and one other person. The committee will determine if the accident is chargeable or non chargeable, using the criteria of the National Safety Council's Defensive Driving Program.

If a driver wishes to attend his review meeting, he may. If he does not attend, but wishes to appeal the committee findings, he may request another meeting appeal.

For chargeable accidents, the following disciplinary action will be taken based on the driver's record for the previous 18 months.

- First chargeable accident, written warning in personnel file.
- Second chargeable accident, automatic three (3) days off without pay.
- Third chargeable accident – **TERMINATION**

NOTE: A driver may be transferred to a non-driving position and not permitted to operate the company vehicle in lieu of termination.

The following infractions will be grounds for written warning:

- Backing a vehicle without being directed by another employee or person whenever possible.
- Poor housekeeping in or on the vehicle.
- Continued failure to properly inspect the vehicle.
- Telephone complaints from clients or the general public.

The following infractions will be grounds for three (3) days off without pay:

- Unsafe load or unloading
- Knowingly driving an unsafe vehicle or driving with physical defects that have not been reported to his/her immediate supervisor or the maintenance department.

- Driving with an expired driver's license.
- Driving with an improper license for the vehicle or load being driven.
- One (1) written warning on file for previous violation of company safety policy.
- Late reporting of an accident involving a vehicle

The following infractions will be grounds for immediate termination:

- Any alcoholic beverages transported or consumed in a company vehicle
- Driving under the influence of alcohol
- Driving with a revoked driver's license
- Horseplay involving a vehicle
- A written warning and three (3) days off for previous violation of company safety policies
- Failure to report an accident

The Department of Motor Vehicles Records will be reviewed annually. Those drivers with poor driving records will be interviewed by his Manager and his immediate supervisor. Depending on the type and frequency of violations on his record, one of the following determinations will be made:

- The driver may continue to drive for a probationary period
- The driver will not be allowed to drive a company vehicle before a probationary period
- The driver may be terminated

VEHICLE INSPECTION GUIDE

- All drivers will complete a vehicle inspection on whatever vehicle they have been assigned at the beginning of his shift.
- A written vehicle inspection report shall be turned in to the driver's immediate supervisor by the end of the shift. Unless the vehicle is unsafe to drive. If this is the case, the vehicle shall be removed from service, immediately until the equipment violation is corrected and the vehicle is safe to drive.
- After a review by the supervisor, the inspection reports will be sent to the Maintenance

Department where a permanent record will be maintained.

- Any defects that affect the safety of a vehicle or would constitute an equipment violation shall be reported to the driver’s supervisor immediately.

27.

HAND AND POWER TOOL SAFETY
SMALL GASOLINE POWERED EQUIPMENT

All hand and power tools whether provided by Servicon Systems Inc., or the General Contractor must be in good, safe working condition before they are allowed on the job site.

1. Inspections of hand and power tools will be made at the time of purchase, each day prior to being used and during the supervisors' inspection of the job site.

2. When power operated tools are designed to have safety guards they will be equipped with guards when in use.

3. Proper Personal Protective Equipment will be provided when employees are exposed to:

    - Falling, flying, abrasive or splashing objects
    - Harmful dusts, fumes, mists, vapors, or gases

The following Servicon Systems Inc. pertain to fuel powered tools:

1. All fuel powered tools must be stopped while being refueled, serviced, or maintained.

2. Internal combustion engine powered equipment must be located so that the exhausts are well away from combustible materials.

3. Fuel must be transported, handled, and stored in accordance with Subpart F (Fire Protection and Prevention) of the OSHA construction rules.

4. When fuel powered tools are used in enclosed spaces the applicable OSHA rules for concentrations of toxic gases and proper personal protective equipment must be followed.

Carbon monoxide – Enclosed spaces and small gasoline powered equipment can create a deadly combination. It is recommended not to use gasoline powered engines indoors. Adequate ventilation must be provided and testing of air quality conducted regularly if they are used indoors.

Fuel handling and use – If any flammable or combustible liquids are used at job site:

1. A fire extinguisher, rated not less than 10B, must be provided within 50 feet of wherever more than five galls of flammable or combustible liquids are being used.

2. Only approved containers and portable tanks will be used for storage and handling of flammable and combustible liquids.

3. Approved red metal safety cans will be used when handling or using flammable liquids in quantities greater than one gallon.

4. If the flammable liquid has a flash point at or below 80 degrees Fahrenheit, the can will have a yellow band or the name of the dangerous liquid stenciled in yellow.

Personal protective equipment – Protective equipment for your eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, will be provided, and used when hazardous conditions are present.

Hand Tool and Power Tool Safety Policies

All hand tools shall be inventoried. Tools shall be inspected visually prior to use and repaired or replaced if found defective.

Contract Work – All tools shall be inventoried prior to starting the job. The list should include a description of the tools, brand names, size, and quantities.

Servicon Systems Inc., shall follow the policies of its customers or Cal Osha (whichever is more stringent) when they are working at their job sites. Only those tools inspected and approved shall be allowed on the job.

Hand Tools

1. Defective hand tools shall not be used

2. Do not carry sharp tools in pockets on clothing

3. Use hand tools only for their intended purpose

4. Inspect handles of hand tools for cracks, slivers, or other defects

5. Always exchange or repair mushroomed or battered tool before they become dangerous.

Power Tools

1. Removing or tampering with any tool or machine guard, or bypassing any safety devise is prohibited.

2. No employee is permitted to operate any tools, machines, or equipment they are not familiar

with, or have not been specifically trained to operate.

3. Electrical lockout procedures must be followed before working on any machinery. Power tools are no exception.

4. Refer to specific electrical lockout policies and procedures for your work area.

5. All portable electric tools and power cords must be equipped with effective grounds

6. Power actuated tools shall be operated by qualified persons only. The operator must be in possession of a valid operator's certification card.

7. Keep equipment, tools, material and work areas clean and orderly.

8. Walk, never run while carrying a power tool. Proceed with caution when approaching blind corners and congested areas. Turn off tool before moving from one location to another.

Never operate a machine unless you are qualified and authorized to do so.

28.

SUBSTANCE ABUSE POLICY

PURPOSE

It is the intent and purpose of this policy to provide a safe, productive work environment and to protect the well-being of all company employees and the general public as well as company property.

It is also the intent of the policy guidelines for consistent handling throughout the company regarding drug and alcohol related problems.

POLICY

It is the policy of Servicon Systems Inc. that the use or possession of alcohol or the unlawful possession, use, sale or transfer of drugs, or controlled substances and drug related paraphernalia (except the physician-prescribed use of prescription drugs, verifiable by a current prescription) when on the job, on company property, in company vehicles, or in personal vehicles on company business is strictly prohibited and shall constitute a violation of company policy and practice subject to disciplinary action up to and including immediate suspension of employment and/or discharge.

Further, any employee under the influence of alcohol, drugs or controlled substances while on the job, on company property, in company vehicles, or in personal vehicles on company business is in violation of company policy and practice and subject to disciplinary action up to and including immediate suspension of employment and/or discharge. "Under the Influence" is defined as: Being unable to perform work in a safe and/or productive manner; being in a physical or mental condition which creates a risk to the safety and well-being of the affected individual, other individuals, the general public or property. Having any detectable level of alcohol, drugs or controlled substances in the body, following a job-related accident may constitute grounds for disciplinary action up to and including immediate suspension of employment and/or discharge.

NOTE:

Prescription drugs will be included in the above if it is determined that the employee is unable to perform normal work duties because he/she is under the influence as defined as above.

DRUG TESTING

As requested by Customer at specific job sites.

1. Pre-employment

Applicants for employment will be given an alcohol, drug and controlled substance screening test as a condition of initial employment. A positive test result for alcohol, drugs or controlled substances (excepting physician-prescribed drugs verifiable by a current prescription) will disqualify an applicant for employment.

2. Active Employees

A. A screening test for the presence of drugs, alcohol and/or controlled substances may be required when the physical condition of an employee is in doubt as evidenced by physical impairment including, but not limited to, lack of coordination, slurred speech, disorientation, etc. which may inhibit an employee from performing his/her job in a correct and safe manner.

B. Any employee involved in a work-related accident or major injury will be tested for alcohol, drugs, and/or controlled substances. Definition of major injury: Death of an employee, loss of consciousness, hospitalization for more than 2 hours other than for observation, fracture, suturing, lost work days.

A positive test result for alcohol, drugs and/or controlled substances (exception for physician-prescribed drugs verifiable by a current prescription) may result in disciplinary action up to and including immediate suspension of employment and/or discharge.

Refusal by any employee to submit to testing, including an appropriate consent for testing, will result in disciplinary action up to and including immediate suspension of employment and/or discharge. Confidentiality will be safeguarded as much as is reasonably possible with regard to discussions and/or testing regarding an employee's use of drugs, alcohol or restricted substances.

VOLUNTARY ACTION

Any employee who volunteers (prior to discovery) the information that he/she has a drug or alcohol abuse problem and thereafter cooperates with the company with regard to treatment and rehabilitation will not be subject to discipline for doing so. It should be fully understood, however, that continued or renewed drug or alcohol abuse after commencement of treatment may result in appropriate disciplinary action, up to and including discharge. Confidentiality will be safeguarded regarding all conversation with management personnel in connection with a voluntary program. Release of information will be limited to those who need to know to carry out their duties as Supervisors of medical professionals.

Assistance in locating outside rehabilitation agencies and services is available through Personnel.

Personnel will maintain a current list of Alcohol and Drug Abuse rehabilitation programs. Any employee may consult this list. The Company makes no comment on the qualification of the programs included on this list, and the employee shall be responsible for choosing his or her rehabilitation program. The employee should also consult with their respective group insurance representative as to the availability of insurance coverage for the program, if any.

IMPLEMENTATION

Supervisors are individually responsible for doing their part in maintaining a safe and productive work place. As part of this responsibility all supervisors are expected to report any incidents involving suspected or actual violations of the Drug and Alcohol Abuse policy to Personnel.

If any accident or injury is suspected to be the result of drug or alcohol abuse, the Personnel Office should be notified for purposes of further investigation. A full and complete report on the incident will then be presented to the employee's supervisor for proper disposition.

NOTE:

The Personnel Office must be consulted prior to taking any disciplinary or discharge actions in connection with this policy.

The Personnel Office will notify the Safety Director.

APPROVED: _____

APPROVED: _____

EMPLOYEE ASSISTANCE PROGRAM
FOR CHEMICAL/ALCOHOL DEPENDENCE

SERVICON SYSTEMS INC. is committed to providing a safe and productive work environment for all of its employees. All employees are expected to conduct themselves in a manner that assures the protection of rights and the safety of their fellow workers. Occasionally an employee may become involved with a dependence on drugs or alcohol that could have a potentially detrimental effect on themselves and others in the work place. For the employee who recognizes their problem and sincerely wishes to attain treatment for their dependency, the company has established an assistance program. The Company is willing to assist you in obtaining an EAP.

CRITERION

1. Voluntarily request the assistance.

2. Request the assistance prior to any termination action as a result of a violation of work rules or performance requirements.

3. Display a sincere commitment to seeking help to end the dependency.

PLAN

When an employee voluntarily requests assistance, the company agrees to:

1. Grant a Leave of Absence without pay equal to the time necessary for the employee to complete an in-patient treatment program at a medical facility.

2. Place the employee in the same or similar job upon their return from Leave of Absence.

3. Continue insurance coverage during the Leave of Absence provided that the employee continues to pay their dependent coverage (if they carry dependent coverage). If no dependent coverage then company will pay employee coverage whenever applicable.

4. Provide consultation and assistance in locating and arranging admission into an appropriate medical facility for treatment.

5. Consider continuing after-care appointments during the employee's work hours.

6. Maintain to the fullest extent possible for the confidentiality of the employee's situation.

PROCEDURES

1. The employee will make the request for inclusion in the program through their supervisor.

2. A consultation will be held with their Supervisor and Personnel Office.

3. A medical facility and plan will be offered and admission procedures will be effected.

4. The employee will report back to work following discharge with medical clearance and proof of completion.

5. The Supervisor and Personnel will monitor the employee's after-care program.

6. Random testing will be arranged and scheduled through the Safety Director.

Breathalyzer/Breath Test

A Breathalyzer may be used if the company notices any change in work procedures, methods, etc.; results will be used as probable cause to send employee for Drug and Alcohol Screen.

EMPLOYEE ASSISTANCE PROGRAM

I, _____,
do hereby agree to the following:

1. To voluntarily enter an approved in-patient rehabilitation and after-care program for chemical dependency.

2. To sign all forms and releases required to provide the company with verification of completion of the program.

3. To return to work immediately after clearance from the medical facility is obtained.

4. To participate and provide verification of participation in the after-care program.

5. To submit to laboratory testing for the presence of controlled substances for a period of one year at the discretion of the management.

I understand that my failure to comply with any of these stated requirements will nullify my eligibility to participate in the Employee Assistance Program and will jeopardize the rights and protection therein offered to me under the program. I further understand that my failure to comply with any of the above stated requirements may result in disciplinary action up to and including immediate suspension of employment and/or discharge.

_____

Signature of Employee Date

_____

Signature of Employee Date

PLEASE SIGN AND FORWARD TO PERSONNEL DEPARTMENT

I have read the company drug and alcohol policy and Employee Assistance Program for Chemical/Alcohol Dependence. I understand its meaning and agree to comply with the terms of the policy.

_____

Employee Signature Date

_____

Supervisor Signature Date

SUPERVISOR:

Refusal to sign must be witnessed below.

_____ was given a copy of the Drug and Alcohol Policy.

_____

Supervisor Date

_____

Witness Date

29.

PERSONAL PROTECTIVE EQUIPMENT

_____ is responsible for the purchase and distribution of personal protective equipment.

Personal protective equipment requirements will be determined based on the hazards and exposures and work environment of each particular worksite.

The purchase of Personal Protective equipment other than work shoes and equipment provided by the union for the employees shall be the responsibility of Servicon Systems Inc. Inc.

Please refer to Sections 25 Hearing Conservation program and Section 24 Respiratory Protection Program regarding protection from high noise levels and dusts, fumes, vapors, or mists.

Personal Protective equipment could include but not be limited to:

1. Hot gloves
2. Safety Glasses, goggles or shields
3. Ear plugs
4. Respirators
5. Hard hats
6. Vests
7. Latex gloves and CPR masks

30.

DISCIPLINARY PROGRAM

ELEMENTS FOR AN EFFECTIVE PROGRAM

Companies must have a system in place to recognize and reward positive behavior, as well as a disciplinary action plan for negative behavior. The art of balancing praise and recognition, with consistent discipline is paramount for a successful disciplinary program. Unfortunately and all too often, Managers tend toward one of two extremes; either reprimanding or disciplining employees, or ignoring obvious violations of rules and regulations.

Managers should ask themselves the following questions when assessing the effectiveness of an organization's disciplinary program:

> Is the disciplinary program fair, firm, and consistent?
>
> Do all employees know and understand the rules and regulations?
>
> Are the rules and regulations documented in a written format? Are employees required to sign a document which certifies that they have received a copy of these policies?
>
> Is there evidence that all Managers assist employees in correcting behavior. In other words, do Managers support employees and develop plans and actions for positive change?
>
> Is disciplinary action administered with the same severity to all employees? Are some employees "Written Up" and others not?

A written policy is essential. Written policies and procedures demonstrate that the organization extends the same opportunity to every employee, not just a chosen few.

The goal of an effective disciplinary program should be to provide a system that addresses and corrects dysfunctional behavior, and provides assistance and support to the employee, which will help him/her become a productive member of the organization. Disciplinary actions should be used as a tool, not as a weapon. The supervisor should consider alternatives such as informal counseling, and additional training or coaching. Remember, use the same approach with every employee, consistency is the name of the game.

DISCIPLINARY POLICIES

The following disciplinary points are offered as a suggestion and should not be implemented without consulting your immediate supervisor, Superintendent or Human Resources.

INFORMAL COACHING AND COUNSELING
PROGRESSIVE DISCIPLINE
VERBAL WARNING
WRITTEN REPRIMAND/WARNING
DISCIPLINARY SUSPENSION

GUIDELINES TO FOLLOW

Managers should apply basic principles and consider a number of variables before, during, and after the administration of any disciplinary action. Some of these guidelines are as follows:

Conduct an Investigation

The supervisor should conduct a thorough investigation. All facts should be gathered and the appropriate action should be determined which will address and correct the situation.

Documentation

Documentation is the single most important element in the disciplinary process. Documentation should be made of every disciplinary action and placed in the employee's personnel file. Failure to document, in writing will place you and your organization in a very unfavorable position.

Be Firm, Fair and Consistent

Disciplinary action should be applied with the same strength and severity to every employee. Disciplinary action should be administered to all employees who break the rules. This does not mean disciplining an employee each and every time they make a mistake. Managers must take precautions from being perceived as having favorites. Each employee should be treated with respect.

SUPPORT

Behavioral modification is to assist individuals in changing, altering, and adjusting specific behaviors. When this goal is achieved, the employee will not feel as if the supervisor has attacked his/her character or personality, but has addressed an issue.

CONDUCT A DISCIPLINARY CONFERENCE

Review the employee file - this will assist you in assessing any previous disciplinary action taken previously. Prepare the written documentation - Greet the employee in a warm, receptive environment. Begin the discussion - the supervisor should open the discussion and explain what he/she hopes to accomplish during the session. Review your concerns - explain in detail what the problem is and explain how the behavior is affecting the operation and/or organization. Employee Input - ask the employee for their input and give them the opportunity to express the concern from their own perspective. The supervisor should be attentive to the employee's feelings. Develop an Action Plan - The employee should be asked for a plan of action to correct the behavior. In this process, the supervisor should help the employee develop a specific plan. Conclude the meeting - Express your confidence in the employee, end the meeting with a handshake.

SAFETY TOOLKITS / TAILGATE MEETINGS

INTRODUCTION

This section presents information and an overview to help you prepare and conduct toolkit talks atyour worksites. With the help of the information and reproducible handout sheets provided in thismanual, almost anyone can conduct a toolkit talk.

PREPARING FOR THE SAFETY TOOLKITS

Preparation is the key to a successful toolkit talk. In this case, "success" is marked by a session thatgoes off well, with employees motivated and interested. Preparing for a toolkit talkpresentation canbe as elaborate or as brief as you choose, as can the talk itself. In general, a toolkittalk is defined as ashort safety-training meeting with employees, usually at the start of theshift, andusually including aone – page handout summarizing the safety information covered inthe talk.

Preparation for the toolkittalk consists of determining the following:

1. Scheduling
2. Who to include
3. What information to cover
4. How to cover the information
5. The handout for the toolkit talk
6. Other materials for the toolkit talk.

SCHEDULING YOUR SAFETY TOOLKITS

You can conduct toolkit talks as frequently as you feel you have time to do so, and you talks can last aslong or as short as your schedule allows. It is recommended to create a regular schedule of some sort,with frequency (once a week, month, year) and duration (usually between five and thirty minutes long).

WHO TO INCLUDE

The next decision you need to make regarding your toolkit talk is who to include. This decision may becase-by-case, depending on the topic you are covering that session, or it may be that each Supervisorprepares his own session for his group of employees, and everyone in the group attends. However youchoose to conduct your talks, it is best to include only those employees who need the information.

WHAT INFORMATION TO COVER

toolkit talks are meant to be short and informative so you cannot cover all the relevant information onall topics. So, you must prioritize the information to be covered. Information should be selected basedon applicability to your company's worksite / environment and regulatory requirements.

HOW TO COVER THE INFORMATION

1. Plan the meeting a week in advance so you are familiar with the topic. Gather hand out literature or other material you intend to use at the meeting. Wherever possible, use actual equipment to illustrate your points. For example; bring broken tools to show how they can cause accidents, or bring protective clothing or other equipment to show their proper use. Be able to lead a discussion and present the talk without reading it.

2. Hold the meeting in your work area or department. Seating space is not absolutely necessary. A good time to hold the meeting is first thing in the morning or immediately after lunch when the work will not be interrupted and the work area is comparatively quiet.

3. Every week have a meeting, but show your support for job safety everyday.

TIPS FOR SUCCESSFUL MEETINGS

1. Limit each talk to five minutes. Don't let the meeting turn into a gripe session about unrelated topics.

2. Give recognition. Start the meeting by complimenting your people for some recent good work or by saying something in a positive sense.

3. Give the talk in your own words. Each of these safety topics gives you general information and should be used as references for your discussion. Be sure to customize your talk to specific operations.

4. Get your people to participate. The purpose is to get workers to think about safety problems. Make the talk a discussion. Have your people name hazards and what to do about them. Encourage them to offer suggestions for improving safety.

5. Reinforce the positive points brought out during the discussions at the end of the meeting.

OTHER DISCUSSION TOPICS

1. Review injuries that have occurred recently.

DISCUSSION

What happened?

Why did it happen?

What should have been done?

OTHER DISCUSSION TOPICS

2. Review safety violations that were noted recently.

DISCUSSION

What was the violation?

What hazard did it create?

What injury could have occurred?

OTHER DISCUSSION TOPICS

3. Review the work planned for the week ahead.

DISCUSSION

What hazards are we concerned about?

What safety equipment should be used?

What procedures should be followed?

THE HANDOUT FOR THE SAFETY TOOLKITS

The handout for the session can take some time to prepare if you are starting from scratch. But in this manual there is prepared handout material ready for a Supervisor to copy and distribute to all employees participating in the toolkit talk.

You may not want to use the handout provided as is, it may not be specific enough to you operation, or you may want to include more details about company – specific information than is included for that

particular topic in this manual's handout. You can always create your own handout, or you may want to add your own company – specific information to the handout provided here. You can take parts of the handouts in this manual and combine them with your own information to create a hybrid handout and still make your job easier.

OTHER MATERIALS FOR THE SAFETY TOOLKITS

In addition to the handouts, you may need to gather other materials for the toolkit talk. Other trainingmaterials may include materials to be used in any demonstrations or exercises, or items you may wantto give employees to keep that are related to the topic, such as a set of earplugs, safety glasses (duringa PPE toolkit talk) or locks and tags (for a lockout/tagout talk). Gather these and anyother materials atleast the day ahead of time, to ensure preparation.

HOW WILL YOU DOCUMENT THE SAFETY TOOLKITS?

You should document the toolkit talk, as you would want to document any training session. Suchdocumentation provides evidence to Osha of good faith effort in your safety program in case of aninspection. It also provides a record of training in case of injury or lawsuit. To help such documentationthis manual provides a sign-off sheet for each topic's handout. The sign-off sheet for each topic is foryou to use in documentation and record keeping of employee training on that particular topic with thatparticular handout. Each sign-off sheet is on the flip-side of the handout it goes with lists the pointscovered in the handout for that particular topic, and is labeled "Sign-Off Sheet" at the bottom of thepage. This sheet may be copied to provide you with enough lines for all employees participating to signit.

CONDUCTING THE SAFETY TOOLKITS

If you use the preparation techniques described in this chapter, actually conducting the toolkit talkshould not be too difficult. You will have all the necessary tools already laid out for you.

CITY OF PALMDALE

Additional Narrative for City of Palmdale

RFP NO. 25-002-3400

April 28, 2025

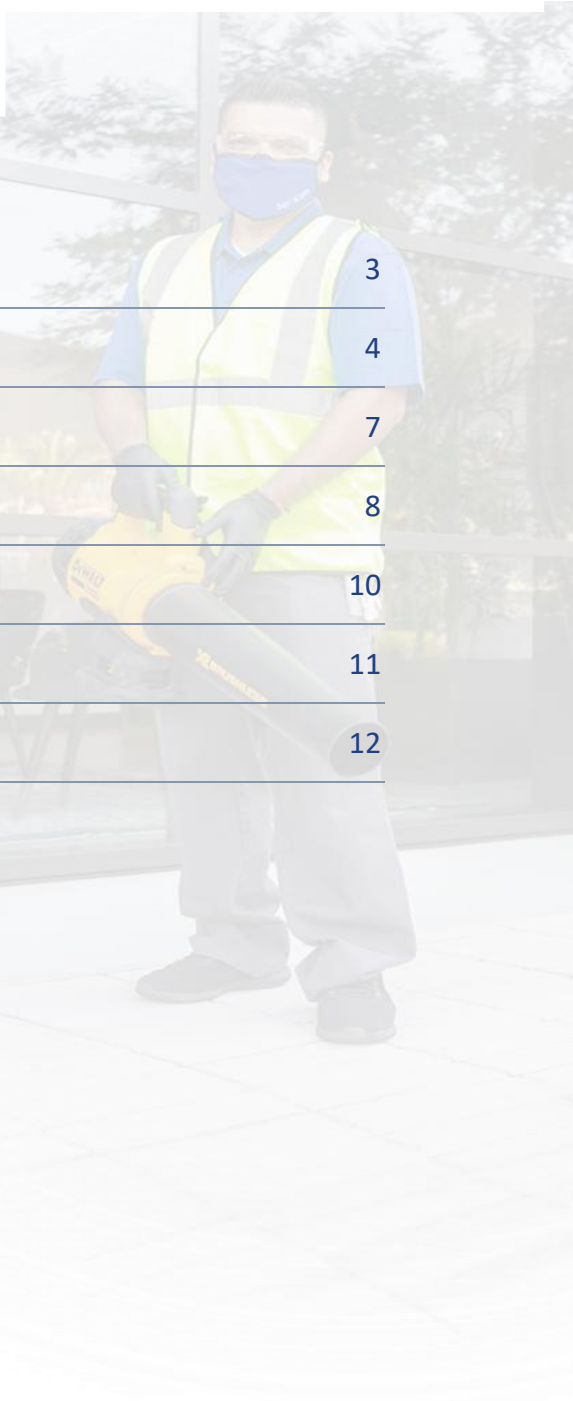
Submitted by: Servicon Systems, Inc.
3965 Landmark Street, Culver City, CA 90232

servicon®

Healthy Spaces. Thriving People.

servicon®

Healthy Spaces. Thriving People.



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Executive Summary

Summary of Servicon's Janitorial Services Program

Servicon is a complex environmental and commercial cleaning company based in Southern California, with our headquarters in Culver City. We are woman-owned, with 52 years of Janitorial experience. We are experts in compliance for a variety of complex environments. Because we are a local, privately held company, we are agile and can make quick decisions that support our people and our clients instead of shareholders. Servicon's strength and success lie in our stringent adherence to our values and the coming together of different ethnic backgrounds, cultures, and beliefs to achieve our purpose: to elevate the industry and provide healthy environments for people to thrive.

People

- Create a passionate and caring culture
- Ensure the training and development of our staff to meet regulatory and industry requirements
- Understand and prioritize employee needs to ensure employees feel supported

Processes

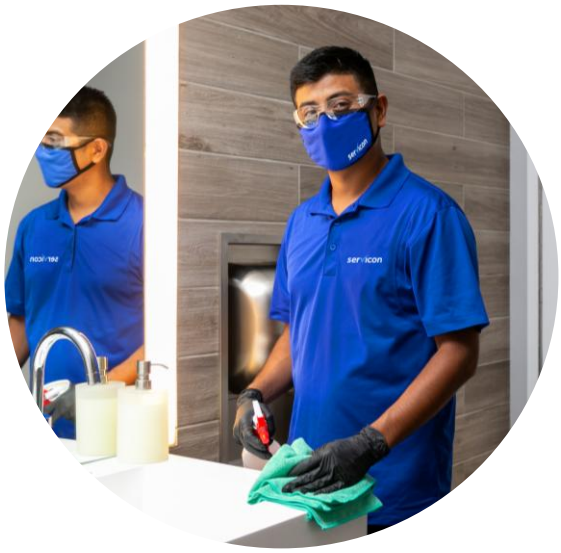
- Follow and validate compliance to regulatory and industry standards and each client's SOP/SOW
- Drive constant innovation, be forward looking with technology solutions
- Implement change management processes that include all stakeholders

Performance

- Maximize engagement to reduce employee turnover
- Compliance with all SOP/SOW and regulatory and industry standards to ensure we are audit-ready at all times

At Servicon, we understand the core of cleaning complex environments is having the right people. This requires recruiting, hiring, training, and retaining top talent. Our experienced talent acquisition team is local, ensuring we have a pulse on Southern California's current needs, struggles, and cultures. At the height of the pandemic, when other employers were struggling to find workers, we hired more than 600 employees—41% of whom were employee referrals.

Servicon Differentiators



Incorporated in California in 1973, Servicon is a privately held, woman-owned company. This allows us to offer our clients maximum customization and flexibility, which sets us apart from our competitors.

Our primary purpose:

To *elevate the industry and provide healthy environments for people to thrive.*

Our key differentiators highlight our unique capabilities to serve you.

People Focused Culture

Servicon believes in the philosophy of building a people-focused culture, both with our team and through genuine interactions with clients, quality teams and manufacturing stakeholders. When janitorial technicians understand the importance of their jobs, they are motivated to do great work and strictly follow all client SOPs/SOWs.

Labor costs make up the majority of the janitorial cleaning costs, so fostering a healthy work environment that promotes employee satisfaction and engagement is imperative. We've seen first-hand how prioritizing people impacts referral and retention. A part of our successful recruitment is based on our high referral rates.

While what we do for our manufacturing clients is critical and essential, we do it with compassion; this sets Servicon apart. Our carefully selected leaders possess the behavioral skills necessary to manage the janitorial technicians with care and concern for their overall wellbeing.

Servicon's people-first philosophy is not what we do; it is who we are. With this guiding principle, we seek partners whose values align and build upon our own.

Purpose Driven

Servicon is solely focused on elevating the cleaning industry and providing healthy environments for people to thrive. We are also committed to supporting the R+D and manufacturing process so our clients can succeed in their mission. We are an important part of these world changing innovations.

Servicon is not distracted by competing priorities; instead, we focus on cleaning areas within Southern California's most complex facilities.

Our goal is to become your trusted partner, not an outsourced vendor.

As your partner, Servicon becomes deeply invested in your people, processes, and priorities. We take the time to learn about your unique needs and create sustainable solutions that drive outcomes.

With this goal in mind, we hire, train, and support the right team of people for a successful operation. As a company that lives its purpose of providing healthy environments for people to thrive, each team member lives that passion.

Local

Servicon is headquartered in Culver City, California and uniquely placed in the marketplace to understand the specific needs of City of Palmdale facilities. Our support team and field staff are readily available to provide quick, practical solutions.

Our California-based corporate team supports the execution of day-to-day operations, allowing us to adapt and pivot quickly to the needs of our people and clients. Servicon's local talent acquisition team has a pulse on the cultures, challenges, and unique needs of Southern California. As a result, we recruit and train talented individuals that not only support their families but help uplift local communities as well.

Servicon lives and works in the heart of your communities. We are right sized to provide system excellence with innovation. We are agile enough to offer a personalized solution for Abbott.

Privately Held

Incorporated in California in 1973, Servicon is a privately held company, allowing us to offer our clients maximum customization and flexibility.

With annual revenues exceeding $110 million and more than 2,000 trained team members, we are large enough to provide world-class service while fostering a caring environment in which people can flourish. Founded by Richard Mahdesian, an Air Force Veteran, we have almost 52 years of experience providing environmental services.

Servicon is beholden to our clients and people rather than shareholders. Being privately owned allows us to focus on the interests of Abbott and your unique needs. Freedom within a framework ensures the best possible outcomes while prioritizing patient and employee engagement.

Woman-Owned & Operated

Being woman-owned and operated means that Servicon is elevating the industry in diversity, pushing forward with equal opportunity corporately and on every level. Celebrating different cultures, backgrounds, and talents ensures balanced, healthy, and thriving environments for all.

Servicon is approved by the Women's Business Enterprise Council for its WBENC certification. This prestigious, trusted, highly respected women-owned business certification is provided to large firms that are majority-owned, controlled, and operated by women.

Employee/Leadership Engagement and Retention

- Our leadership engagement is something we take pride in, and it shows in our employee net promoter score (eNPS). The average eNPS in America is 26. Servicon's eNPS is 66.37.

Our Diversity

At Servicon, we celebrate diversity. We appreciate our janitorial technicians, who make up 95% of our diverse workforce. We value and respect them for their vital role on the front line of infection prevention. We appreciate their dedication to improving the patient experience and their passion for serving others.

Servicon is a woman-owned and operated business based in Southern California. We believe our company's strength and success lies in the coming together of different ethnic backgrounds, cultures, and beliefs to achieve our mutual purpose—**to elevate the industry and provide healthy environments for people to thrive.**

Tier I Spend

Servicon is a Southern California-based certified (WBENC) woman-owned business. All dollars spent with Servicon qualify as Tier 1 spend to a woman-owned business.

Current Diverse Suppliers

- RJB Properties
- Merriweather Holding LLC
- Bielski
- Smart Party Rents
- All In One Poster Co., Inc
- Chemco Products Co.
- Chem-Tel, Inc.
- Clean Communications
- Clean Sweep Supply Co.
- IMI Data Search, Inc.
- Monogram It
- Imber Court Reporters, Inc.
- Four Letter Consulting LLC
- Lauter Communications
- Marketing Maven

Membership in Local/National Diverse Supplier Councils

- California Diversity Council

Current Outreach Program

We look for small, minority-owned businesses with which to conduct business. We primarily find these partners through the Servicon supplies division. We source from multiple vendors for cleaning supplies and equipment lines. Our staff has a process of ensuring that at least one of the three to four vendors we choose for each line falls under our diversity profile.

Environmental, Social, and Governance

At Servicon, Environmental, Social, and Governance (ESG) is not about stockholders or investments; it's about doing the right things. We use the three components below to ensure our culture and the actions we take have a positive impact on the environment as well as our clients, employees, and the communities we serve.

- **Environmental.** When we look to reduce our negative impact on the environment, we consider the resources procured, used, and wasted and the pollution emitted. With a LEED Platinum-certified training center and numerous sustainability awards under our belt, we can help Abbott adopt additional environmentally friendly practices.

- **Social.** To be genuinely sustainable requires a culture that respects and embraces the authenticity of all stakeholders. We strive to always do the right thing with our employees and partners. We embrace and actively promote positivity and progress in such areas as occupational health and safety, diversity, non-discrimination, equal opportunity, training, and education. We bring these same values to the communities in which we work and live.

- **Governance.** We pride ourselves on the efficiency of our internal processes and procedures as well as our strong leadership. Our founder, Richard Mahdesian, built Servicon through his hard work, diligence, and significant business acumen. He focused on helping his workers thrive. His goal was to help them be financially stable, to be able to buy their first homes and send their children to college. Our current president and CEO, Laurie Sewell, has continued this firm yet caring leadership. She believes that empowering individuals and providing them with pathways to continued growth creates an experienced and dedicated team and exceptional leaders.

servicon cares
helping communities thrive

Servicon Cares is the philanthropic arm of Servicon dedicated solely to giving back to the communities of our employees. At Servicon, we believe in giving back to the communities that have been essential to us, our workforce, and their families. We do this through our foundation, Servicon Cares.

- Our vision is to inspire systematic change and foster the development of these communities through funding, volunteering, participation, and skill-building.
- We provide resources, including engagement, volunteerism, and scholarships/financial aid to help marginalized groups thrive on their own terms.
- We align with organizations focused on education, civic engagement, and social justice and support organizations that empower communities to stabilize and thrive.
- We give to those in need to create a better, more just environment.

Learning and Development

Servicon takes pride in its investment in people and training. Proper new-hire onboarding and continuous training are key to the extraordinary service and results we deliver. In all our training, we emphasize the "what" and "how" as well as the critical "why." Our janitorial technicians are empowered and well prepared for their roles maintaining regulatory and industry standards and each client's SOP/SOW, which drives engagement and consistency in approaches and outcomes.

Continuous Learning for Servicon Managers includes:

- Individualized development plans
- Monthly spot training
- Local educational resources
- Servicon Learning Hub—a state-of-the-art online LMS available 24/7.

Servicon also offers extensive training for frontline employees ranging from technical and safety fundamentals to empathy and compassion. This training has been proven to impact results in employee recruitment, engagement, and retention. We look forward to sharing this training with you.

Specialized Janitorial Training for Assigned Personnel

In addition to leadership training and general onboarding and orientation with specialized instruction required by Federal, State and Local Regulations, as a minimum, we provide an in-depth training on technical and safety fundamentals customized to each client's janitorial requirements.

Innovation

At Servicon, we are enthusiastic about staying abreast of the latest developments that support effective infection prevention for our clients. Our company vision is to elevate the industry, and innovation drives much of that movement. We keep on top of innovations via our Innovation Council, which relies on science-backed research to properly vet, monitor, and approve strict safety and infection prevention effectiveness standards while reducing costs for our clients. Below are a few key innovations we are currently using or evaluating.

Square Scrub Pivot®

Orbital floor machine cleans, scrubs, polishes, and strips floors efficiently and effectively—either dry or with water—using no harsh chemicals (although chemicals can be used). It works on all types of flooring—from wood and tile to LTV and concrete.

Doodle Scrub®

Weighs only 21 pounds to get into smaller areas, delivers the same psi as the larger Square Scrub Pivot, and cleans up to 500 square feet per floor pad.

i-mop Floor Scrubber®

A sweeper mop and wet/dry vacuum all in one that reduces labor by 70% and produces 90% cleaner surfaces compared to conventional mopping.

Awards and Recognition

Servicon has received the following awards and industry recognition during the past five (5) years:

- "Best Vendor Partner" by Exxon Mobil, a current client (rated by Exxon Mobil employees globally) Also numerous Companies safety awards & GREF Excellence Awards.
- Boeing: Outstanding Conservation Achievement Award
- BOMA: Numerous TOBY Awards
- CBRE: Numerous TOBY Awards
- Inc. 500: One of the Fastest Growing Private Companies in the U.S.
- LABJ: Best Place to Work
- LABJ: Fastest Growing Private Company Award
- RAYTHEON: Recycling Award
- The Ashkin Group Green Champion Award
- Servicon has achieved Tier 2 (the highest level) Sustainable Business Certification from City of Culver City (our business location). This certification is an indicator of two qualities. First, our company meets all the criteria of a sustainable business in Energy, Water & Waste reduction, Pollution Prevention, and Transportation. Additionally, Servicon demonstrates innovative practices in environmental stewardship, community engagement, and social responsibility.

servicon®

Healthy Spaces. Thriving People.

Purpose

Elevate the Industry.
Provide Healthy Environments for People to Thrive.

Mission

We provide exemplary environmental, custodial, and maintenance services for complex facilities.

Vision

Create healthy environments for a better working future.

Values

Respect
Treat all with kindness and respect.

Truth
Speak and hear the truth, especially when difficult.

Teamwork
Work together to achieve the best results.

Accountability
Deliver on our promises.

Safety & Health
Never sacrifice safety.

Elevate
Learn and adapt to be our best.

EXHIBIT J
FEE SCHEDULE
RECURRING SERVICES

FACILITY INFORMATION					CLEANING FREQUENCY				YEAR 1: FISCAL YEAR 2025-26				
ID	Facility Name	Address	Facility Type(s)	Cleanable Square Footage	Cleaning Visits per Day	Cleaning Visits per Week	Cleaning Days per Year	Total Months in Service	Price per Visit	Price per Day	Price per Week	Monthly Price	Annual Cost
	PARK SITES												
1	Ana Verde Park	2820 Greenbrier St	Park Restrooms	144	1	7	365	12	16.57	16.57	115.98	503.98	6,047.71
2	Courson Park **(2 times per day)**	38226 10th St E	Park Restrooms	156	2	14	365	12	32.70	65.41	915.71	1,989.50	23,873.98
3	Desert Sands Park **(2 times per day)**	39117 3rd St E	Park Restrooms	243	2	14	365	12	32.79	65.59	918.23	1,994.97	23,939.61
4	Domenic Massari Park **(2 times per day)**	37716 55th St E	Park Restrooms	230	2	14	365	12	32.78	65.56	917.86	1,994.15	23,929.80
5	Foothill Park	2525 The Groves	Park Restrooms	144	1	7	365	12	16.57	16.57	115.98	503.98	6,047.71
6	Joshua Hills Park	3110 Fairfield	Park Restrooms	144	1	7	365	12	16.57	16.57	115.98	503.98	6,047.71
7	Manzanita Heights Park	431 Mesa Verde Ave.	Park Restrooms	144	1	7	365	12	16.57	16.57	115.98	503.98	6,047.71
8	Marie Kerr Park - Best of the West Softball Complex	2723-G W. Rancho Vista Blvd	Park Restrooms	1,050	1	7	365	12	34.71	34.71	242.99	1,055.85	12,670.25
9	Marie Kerr Park **(2 times per day)**	39700 30th St W	Park Restrooms	680	2	14	365	12	65.79	131.58	1,842.08	4,002.13	48,025.57
10	McAdam Park **(2 times per day)**	38115 30th St E	Park Restrooms	144	2	14	365	12	32.69	65.38	915.37	1,988.74	23,864.93
11	Pelona Vista Park North **(2 times per day)**	37800 Tierra Subida Ave.	Park Restrooms	800	2	14	365	12	65.91	131.82	1,845.55	4,009.67	48,116.10
12	Pelona Vista Park South **(2 times per day)**	37800 Tierra Subida Ave.	Park Restrooms	800	2	14	365	12	65.91	131.82	1,845.55	4,009.67	48,116.10
13	Rancho Vista Park	40437 35th St W	Park Restrooms	102	1	7	365	12	16.48	16.48	115.38	501.34	6,016.02
14	Sam Yellen Park **(2 times per day)**	5100 E Ave S	Park Restrooms	120	2	14	365	12	32.67	65.33	914.67	1,987.24	23,846.82
	FACILITY SITES												
15	City Hall (All Suites)	38300 Sierra Hwy, Suites A-D	Prof Office Bldg, Lobby, Restrooms, Multi-Use (Ste. B)	27,200	1	5	260	12	207.95	207.95	1,039.74	4,505.52	54,066.22
16	Desert Sands Recreation Building	39117 3rd St E	Multi-Use, Restrooms	8,400	1	5	260	12	64.22	64.22	321.09	1,391.41	16,696.92
17	Development Services	38250 Sierra Hwy	Prof Office Bldg, Lobby, Restrooms	34,000	1	5	260	12	259.93	259.93	1,299.67	5,631.90	67,582.78
18	Joe Davies Heritage Air Park Office Trailer	2001 E Ave P	Prof Office Bldg	640	1	3	156	12	6.13	6.13	18.39	79.70	956.41
19	Joe Davies Heritage Air Park Shop	2001 E Ave P	Multi-Use, Restrooms	5,700	1	3	156	12	54.60	54.60	163.81	709.84	8,518.03
20	Legacy Commons	930 E Ave Q-9	Wood Flooring, Kitchen, Restrooms, Multi-Use	18,376	1	7	365	12	54.25	54.25	379.76	1,650.13	19,801.62
21	Library **(1 time per day)**	700 E Plamdale Blvd	Multi-Use, Kitchen, Restrooms	12,650	1	7	365	12	85.99	85.99	601.91	2,615.46	31,385.50
21a	Library **(2 times per day)**	700 E Plamdale Blvd	Restrooms only	190	2	7	365	12	1.10	2.19	15.33	66.62	799.47
22	Marie Kerr Park Community Room	39700 30th St W	Multi-Use	2,810	1	7	365	12	19.10	19.10	133.71	580.98	6,971.80
23	Marie Kerr Park Recreation Center	2723-A Rancho Vista Blvd	Gymnasiums, Wood Flooring, Restrooms, Multi-Use	19,000	1	7	365	12	129.15	129.15	904.06	3,928.36	47,140.28
24	Oasis Recreation Center	3850-A E Ave S	Gymnasiums, Wood Flooring, Restrooms, Multi-Use	19,000	1	7	365	12	129.15	129.15	904.06	3,928.36	47,140.28
25	Palmdale Playhouse, C.A.B. and Green Room	38334 10th St E	Kitchen/Bar, Restrooms, Multi-Use	22,660	1	7	365	12	154.03	154.03	1,078.21	4,685.08	56,220.98
26	Parks & Recreation	827 E Ave Q-9	Prof Office Bldg, Lobby, Restrooms	5,000	1	5	260	12	38.23	38.23	191.13	828.22	9,938.64
27	Public Safety Building (AERO)	38256 Sierra Hwy	Prof Office Bldg, Lobby, Restrooms	17,500	1	5	260	12	133.79	133.79	668.95	2,898.77	34,785.25
28	Maintenance Yard Admininstration	39110 3rd St E, Suite C	Prof Office Bldg, Lobby, Restrooms	6,688	1	5	260	12	51.13	51.13	255.65	1,107.83	13,293.93
29	Maintenance Yard Fleet Shop	39110 3rd St E, Suite B	Kitchen/Bar, Restrooms, Multi-Use	2,100	1	5	260	12	16.05	16.05	80.27	347.85	4,174.23
30	Maintenance Yard Traffic House	39110 3rd St E, Suite A	Prof Office Bldg, Lobby, Restrooms	3,200	1	5	260	12	24.46	24.46	122.32	530.06	6,360.73
31	Maintenance Yard Warehouse	39110 3rd St E, Suite D	Kitchen/Bar, Multi-Use, Restrooms	2,600	1	5	260	12	19.88	19.88	99.39	430.67	5,168.09
32	Records Center	616 E Ave P	Multi-Use, Restrooms	4,500	1	5	260	12	34.40	34.40	172.01	745.40	8,944.78
33	S.A.V.E.S.	1002 E Ave Q-12	Kitchen/Bar, Restrooms, Multi-Use	9,700	1	5	260	12	74.16	74.16	370.79	1,606.75	19,280.97
34	State Assembly Office	823-B E Ave Q-9	Prof Office Bldg, Lobby, Restrooms	5,000	1	5	260	12	38.23	38.23	191.13	828.22	9,938.64

EXHIBIT J
FEE SCHEDULE
RECURRING SERVICES

FACILITY INFORMATION					CLEANING FREQUENCY				YEAR 1: FISCAL YEAR 2025-26				
ID	Facility Name	Address	Facility Type(s)	Cleanable Square Footage	Cleaning Visits per Day	Cleaning Visits per Week	Cleaning Days per Year	Total Months in Service	Price per Visit	Price per Day	Price per Week	Monthly Price	Annual Cost
	AQUATIC FACILITIES & WATER PARK												
35	Courson Pool Building	38226 10th St E	Pool	4,590	1	6	312	12	32.87	32.87	197.23	854.66	10,255.89
36	Marie Kerr Pool Building	2723-C W Rancho Vista Blvd	Pool	3,525	1	6	312	12	25.24	25.24	151.47	656.35	7,876.25
37	McAdam Pool Building	38115 30th St E	Pool	4,160	1	6	312	12	29.79	29.79	178.75	774.59	9,295.10
38	Oasis Pool Building	3850-C E AveS	Pool	3,525	1	6	312	12	25.24	25.24	151.47	656.35	7,876.25
39	Drytown Water Park Administration **(Off-Season: Oct 01 - Mar 31)**	3850 E Ave S	Prof Office Bldg, Lobby, Restrooms	1,353	1	2	52	6	26.05	26.05	52.09	112.87	677.21
40	Drytown Water Park Administration **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Prof Office Bldg, Lobby, Restrooms	1,353	1	7	182	6	12.03	12.03	84.18	182.40	1,094.39
41	Drytown Water Park Kitchen Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	45	1	7	182	6	32.82	32.82	229.73	497.75	2,986.51
42	Drytown Water Park Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	1,308	1	7	182	6	38.05	38.05	266.38	577.15	3,462.90
43	Drytown Water Park Slide Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	63	1	7	182	6	32.89	32.89	230.25	498.88	2,993.30
	TRANSIT SITES												
44	Palmdale Transportation Center **(1 time per day)**	39000 Clock Tower Plaza Dr	Palmdale Transportation Center (including restrooms)	6,037	1	7	365	12	41.04	41.04	287.25	1,248.18	14,978.20
44a	Palmdale Transportation Center **(4 times per day)**	39000 Clock Tower Plaza Dr	Restrooms only	291	4	28	365	12	118.42	473.67	13,262.64	14,407.33	172,887.94
	JOB CENTER												
45	America's Job Center of California	38510 Sierra Hwy	Multi-Use, Restrooms, Kitchen	10,977	1	5	260	12	83.92	83.92	419.60	1,818.27	21,819.30
	NEIGHBORHOOD HOUSES												
46	Manzanita Neighborhood Center	38627 32nd St E	Multi-Use, Restrooms	1,064	1	5	260	12	32.73	32.73	163.67	709.26	8,511.07
47	Tumbleweed Neighborhood House	1129 E Ave R-4	Multi-Use, Restrooms	1,562	1	5	260	12	34.18	34.18	170.90	740.56	8,886.76
48	Yucca Neighborhood House	503 E Ave Q-3	Multi-Use, Restrooms	1,732	1	5	260	12	34.67	34.67	173.37	751.25	9,015.00
	GRAND TOTAL			273,400						3,392.20	35,967.68	**89,132.16**	**1,058,371.65**

Formula Key	
Price per Visit:	**VENDOR/BIDDER ENTRY**
Price per Day:	Price per Visit * Cleanings per Day
Price per Week:	Price per Day * Cleanings Visits per Week
Monthly Price:	(Price per Day * Cleaning Days per Year) / 12

EXHIBIT J
FEE SCHEDULE
RECURRING SERVICES

FACILITY INFORMATION					CLEANING FREQUENCY				YEAR 2: FISCAL YEAR 2026-27				
ID	Facility Name	Address	Facility Type(s)	Cleanable Square Footage	Cleaning Visits per Day	Cleaning Visits per Week	Cleaning Days per Year	Total Months in Service	Price per Visit	Price per Day	Price per Week	Monthly Price	Annual Cost
	PARK SITES												
1	Ana Verde Park	2820 Greenbrier St	Park Restrooms	144	1	7	365	12	17.56	17.56	122.94	534.21	6,410.57
2	Courson Park **(2 times per day)**	38226 10th St E	Park Restrooms	156	2	14	365	12	34.67	69.33	970.66	2,108.87	25,306.42
3	Desert Sands Park **(2 times per day)**	39117 3rd St E	Park Restrooms	243	2	14	365	12	34.76	69.52	973.33	2,114.67	25,375.99
4	Domenic Massari Park **(2 times per day)**	37716 55th St E	Park Restrooms	230	2	14	365	12	34.75	69.49	972.93	2,113.80	25,365.59
5	Foothill Park	2525 The Groves	Park Restrooms	144	1	7	365	12	17.56	17.56	122.94	534.21	6,410.57
6	Joshua Hills Park	3110 Fairfield	Park Restrooms	144	1	7	365	12	17.56	17.56	122.94	534.21	6,410.57
7	Manzanita Heights Park	431 Mesa Verde Ave.	Park Restrooms	144	1	7	365	12	17.56	17.56	122.94	534.21	6,410.57
8	Marie Kerr Park - Best of the West Softball Complex	2723-G W. Rancho Vista Blvd	Park Restrooms	1,050	1	7	365	12	36.80	36.80	257.57	1,119.21	13,430.47
9	Marie Kerr Park **(2 times per day)**	39700 30th St W	Park Restrooms	680	2	14	365	12	69.74	139.47	1,952.60	4,242.26	50,907.11
10	McAdam Park **(2 times per day)**	38115 30th St E	Park Restrooms	144	2	14	365	12	34.65	69.31	970.29	2,108.07	25,296.82
11	Pelona Vista Park North **(2 times per day)**	37800 Tierra Subida Ave.	Park Restrooms	800	2	14	365	12	69.87	139.73	1,956.28	4,250.26	51,003.07
12	Pelona Vista Park South **(2 times per day)**	37800 Tierra Subida Ave.	Park Restrooms	800	2	14	365	12	69.87	139.73	1,956.28	4,250.26	51,003.07
13	Rancho Vista Park	40437 35th St W	Park Restrooms	102	1	7	365	12	17.47	17.47	122.30	531.42	6,376.98
14	Sam Yellen Park **(2 times per day)**	5100 E Ave S	Park Restrooms	120	2	14	365	12	34.63	69.25	969.55	2,106.47	25,277.63
	FACILITY SITES												
15	City Hall (All Suites)	38300 Sierra Hwy, Suites A-D	Prof Office Bldg, Lobby, Restrooms, Multi-Use (Ste. B)	27,200	1	5	260	12	220.42	220.42	1,102.12	4,775.85	57,310.20
16	Desert Sands Recreation Building	39117 3rd St E	Multi-Use, Restrooms	8,400	1	5	260	12	68.07	68.07	340.36	1,474.89	17,698.74
17	Development Services	38250 Sierra Hwy	Prof Office Bldg, Lobby, Restrooms	34,000	1	5	260	12	275.53	275.53	1,377.65	5,969.81	71,637.75
18	Joe Davies Heritage Air Park Office Trailer	2001 E Ave P	Prof Office Bldg	640	1	3	156	12	6.50	6.50	19.50	84.48	1,013.79
19	Joe Davies Heritage Air Park Shop	2001 E Ave P	Multi-Use, Restrooms	5,700	1	3	156	12	57.88	57.88	173.64	752.43	9,029.11
20	Legacy Commons	930 E Ave Q-9	Wood Flooring, Kitchen, Restrooms, Multi-Use	18,376	1	7	365	12	57.51	57.51	402.54	1,749.14	20,989.71
21	Library **(1 time per day)**	700 E Plamdale Blvd	Multi-Use, Kitchen, Restrooms	12,650	1	7	365	12	91.15	91.15	638.03	2,772.39	33,268.63
21a	Library **(2 times per day)**	700 E Plamdale Blvd	Restrooms only	190	2	7	365	12	1.16	2.32	16.25	70.62	847.44
22	Marie Kerr Park Community Room	39700 30th St W	Multi-Use	2,810	1	7	365	12	20.25	20.25	141.73	615.84	7,390.11
23	Marie Kerr Park Recreation Center	2723-A Rancho Vista Blvd	Gymnasiums, Wood Flooring, Restrooms, Multi-Use	19,000	1	7	365	12	136.90	136.90	958.30	4,164.06	49,968.69
24	Oasis Recreation Center	3850-A E Ave S	Gymnasiums, Wood Flooring, Restrooms, Multi-Use	19,000	1	7	365	12	136.90	136.90	958.30	4,164.06	49,968.69
25	Palmdale Playhouse, C.A.B. and Green Room	38334 10th St E	Kitchen/Bar, Restrooms, Multi-Use	22,660	1	7	365	12	163.27	163.27	1,142.90	4,966.19	59,594.24
26	Parks & Recreation	827 E Ave Q-9	Prof Office Bldg, Lobby, Restrooms	5,000	1	5	260	12	40.52	40.52	202.60	877.91	10,534.96
27	Public Safety Building (AERO)	38256 Sierra Hwy	Prof Office Bldg, Lobby, Restrooms	17,500	1	5	260	12	141.82	141.82	709.08	3,072.70	36,872.37
28	Maintenance Yard Admininstration	39110 3rd St E, Suite C	Prof Office Bldg, Lobby, Restrooms	6,688	1	5	260	12	54.20	54.20	270.99	1,174.30	14,091.57
29	Maintenance Yard Fleet Shop	39110 3rd St E, Suite B	Kitchen/Bar, Restrooms, Multi-Use	2,100	1	5	260	12	17.02	17.02	85.09	368.72	4,424.68
30	Maintenance Yard Traffic House	39110 3rd St E, Suite A	Prof Office Bldg, Lobby, Restrooms	3,200	1	5	260	12	25.93	25.93	129.66	561.86	6,742.38
31	Maintenance Yard Warehouse	39110 3rd St E, Suite D	Kitchen/Bar, Multi-Use, Restrooms	2,600	1	5	260	12	21.07	21.07	105.35	456.52	5,478.18
32	Records Center	616 E Ave P	Multi-Use, Restrooms	4,500	1	5	260	12	36.47	36.47	182.34	790.12	9,481.47
33	S.A.V.E.S.	1002 E Ave Q-12	Kitchen/Bar, Restrooms, Multi-Use	9,700	1	5	260	12	78.61	78.61	393.04	1,703.15	20,437.83
34	State Assembly Office	823-B E Ave Q-9	Prof Office Bldg, Lobby, Restrooms	5,000	1	5	260	12	40.52	40.52	202.60	877.91	10,534.96

EXHIBIT J
FEE SCHEDULE
RECURRING SERVICES

FACILITY INFORMATION					CLEANING FREQUENCY				YEAR 2: FISCAL YEAR 2026-27				
ID	Facility Name	Address	Facility Type(s)	Cleanable Square Footage	Cleaning Visits per Day	Cleaning Visits per Week	Cleaning Days per Year	Total Months in Service	Price per Visit	Price per Day	Price per Week	Monthly Price	Annual Cost
	AQUATIC FACILITIES & WATER PARK												
35	Courson Pool Building	38226 10th St E	Pool	4,590	1	6	312	12	34.84	34.84	209.06	905.94	10,871.24
36	Marie Kerr Pool Building	2723-C W Rancho Vista Blvd	Pool	3,525	1	6	312	12	26.76	26.76	160.55	695.74	8,348.83
37	McAdam Pool Building	38115 30th St E	Pool	4,160	1	6	312	12	31.58	31.58	189.48	821.07	9,852.80
38	Oasis Pool Building	3850-C E AveS	Pool	3,525	1	6	312	12	26.76	26.76	160.55	695.74	8,348.83
39	Drytown Water Park Administration **(Off-Season: Oct 01 - Mar 31)**	3850 E Ave S	Prof Office Bldg, Lobby, Restrooms	1,353	1	2	52	6	27.61	27.61	55.22	119.64	717.84
40	Drytown Water Park Administration **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Prof Office Bldg, Lobby, Restrooms	1,353	1	7	182	6	12.75	12.75	89.23	193.34	1,160.05
41	Drytown Water Park Kitchen Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	45	1	7	182	6	34.79	34.79	243.52	527.62	3,165.70
42	Drytown Water Park Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	1,308	1	7	182	6	40.34	40.34	282.36	611.78	3,670.68
43	Drytown Water Park Slide Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	63	1	7	182	6	34.87	34.87	244.07	528.82	3,172.90
	TRANSIT SITES												
44	Palmdale Transportation Center **(1 time per day)**	39000 Clock Tower Plaza Dr	Palmdale Transportation Center (including restrooms)	6,037	1	7	365	12	43.50	43.50	304.49	1,323.07	15,876.89
44a	Palmdale Transportation Center **(4 times per day)**	39000 Clock Tower Plaza Dr	Restrooms only	291	4	28	365	12	125.52	502.09	14,058.39	15,271.77	183,261.22
	JOB CENTER												
45	America's Job Center of California	38510 Sierra Hwy	Multi-Use, Restrooms, Kitchen	10,977	1	5	260	12	88.96	88.96	444.78	1,927.37	23,128.46
	NEIGHBORHOOD HOUSES												
46	Manzanita Neighborhood Center	38627 32nd St E	Multi-Use, Restrooms	1,064	1	5	260	12	34.70	34.70	173.49	751.81	9,021.74
47	Tumbleweed Neighborhood House	1129 E Ave R-4	Multi-Use, Restrooms	1,562	1	5	260	12	36.23	36.23	181.15	785.00	9,419.96
48	Yucca Neighborhood House	503 E Ave Q-3	Multi-Use, Restrooms	1,732	1	5	260	12	36.75	36.75	183.77	796.33	9,555.90
	GRAND TOTAL			273,400						3,595.73	38,125.74	**94,480.09**	**1,121,873.95**

Formula Key	
Price per Visit:	**VENDOR/BIDDER ENTRY**
Price per Day:	Price per Visit * Cleanings per Day
Price per Week:	Price per Day * Cleanings Visits per Week
Monthly Price:	(Price per Day * Cleaning Days per Year) / 12

EXHIBIT J
FEE SCHEDULE
RECURRING SERVICES

FACILITY INFORMATION					CLEANING FREQUENCY				YEAR 3: FISCAL YEAR 2027-28				
ID	Facility Name	Address	Facility Type(s)	Cleanable Square Footage	Cleaning Visits per Day	Cleaning Visits per Week	Cleaning Days per Year	Total Months in Service	Price per Visit	Price per Day	Price per Week	Monthly Price	Annual Cost
	PARK SITES												
1	Ana Verde Park	2820 Greenbrier St	Park Restrooms	144	1	7	365	12	18.62	18.62	130.34	566.36	6,796.30
2	Courson Park **(2 times per day)**	38226 10th St E	Park Restrooms	156	2	14	365	12	36.75	73.50	1,029.00	2,235.63	26,827.50
3	Desert Sands Park **(2 times per day)**	39117 3rd St E	Park Restrooms	243	2	14	365	12	36.85	73.70	1,031.80	2,241.71	26,900.50
4	Domenic Massari Park **(2 times per day)**	37716 55th St E	Park Restrooms	230	2	14	365	12	36.83	73.66	1,031.24	2,240.49	26,885.90
5	Foothill Park	2525 The Groves	Park Restrooms	144	1	7	365	12	18.62	18.62	130.34	566.36	6,796.30
6	Joshua Hills Park	3110 Fairfield	Park Restrooms	144	1	7	365	12	18.62	18.62	130.34	566.36	6,796.30
7	Manzanita Heights Park	431 Mesa Verde Ave.	Park Restrooms	144	1	7	365	12	18.62	18.62	130.34	566.36	6,796.30
8	Marie Kerr Park - Best of the West Softball Complex	2723-G W. Rancho Vista Blvd	Park Restrooms	1,050	1	7	365	12	39.00	39.00	273.00	1,186.25	14,235.00
9	Marie Kerr Park **(2 times per day)**	39700 30th St W	Park Restrooms	680	2	14	365	12	73.92	147.84	2,069.76	4,496.80	53,961.60
10	McAdam Park **(2 times per day)**	38115 30th St E	Park Restrooms	144	2	14	365	12	36.73	73.46	1,028.44	2,234.41	26,812.90
11	Pelona Vista Park North **(2 times per day)**	37800 Tierra Subida Ave.	Park Restrooms	800	2	14	365	12	74.06	148.12	2,073.68	4,505.32	54,063.80
12	Pelona Vista Park South **(2 times per day)**	37800 Tierra Subida Ave.	Park Restrooms	800	2	14	365	12	74.06	148.12	2,073.68	4,505.32	54,063.80
13	Rancho Vista Park	40437 35th St W	Park Restrooms	102	1	7	365	12	18.52	18.52	129.64	563.32	6,759.80
14	Sam Yellen Park **(2 times per day)**	5100 E Ave S	Park Restrooms	120	2	14	365	12	36.70	73.40	1,027.60	2,232.58	26,791.00
	FACILITY SITES												
15	City Hall (All Suites)	38300 Sierra Hwy, Suites A-D	Prof Office Bldg, Lobby, Restrooms, Multi-Use (Ste. B)	27,200	1	5	260	12	233.65	233.65	1,168.25	5,062.42	60,749.00
16	Desert Sands Recreation Building	39117 3rd St E	Multi-Use, Restrooms	8,400	1	5	260	12	72.16	72.16	360.80	1,563.47	18,761.60
17	Development Services	38250 Sierra Hwy	Prof Office Bldg, Lobby, Restrooms	34,000	1	5	260	12	292.06	292.06	1,460.30	6,327.97	75,935.60
18	Joe Davies Heritage Air Park Office Trailer	2001 E Ave P	Prof Office Bldg	640	1	3	156	12	6.89	6.89	20.67	89.57	1,074.84
19	Joe Davies Heritage Air Park Shop	2001 E Ave P	Multi-Use, Restrooms	5,700	1	3	156	12	61.35	61.35	184.05	797.55	9,570.60
20	Legacy Commons	930 E Ave Q-9	Wood Flooring, Kitchen, Restrooms, Multi-Use	18,376	1	7	365	12	60.96	60.96	426.72	1,854.20	22,250.40
21	Library **(1 time per day)**	700 E Plamdale Blvd	Multi-Use, Kitchen, Restrooms	12,650	1	7	365	12	96.62	96.62	676.34	2,938.86	35,266.30
21a	Library **(2 times per day)**	700 E Plamdale Blvd	Restrooms only	190	2	7	365	12	1.23	2.46	17.22	74.83	897.90
22	Marie Kerr Park Community Room	39700 30th St W	Multi-Use	2,810	1	7	365	12	21.46	21.46	150.22	652.74	7,832.90
23	Marie Kerr Park Recreation Center	2723-A Rancho Vista Blvd	Gymnasiums, Wood Flooring, Restrooms, Multi-Use	19,000	1	7	365	12	145.11	145.11	1,015.77	4,413.76	52,965.15
24	Oasis Recreation Center	3850-A E Ave S	Gymnasiums, Wood Flooring, Restrooms, Multi-Use	19,000	1	7	365	12	145.11	145.11	1,015.77	4,413.76	52,965.15
25	Palmdale Playhouse, C.A.B. and Green Room	38334 10th St E	Kitchen/Bar, Restrooms, Multi-Use	22,660	1	7	365	12	173.07	173.07	1,211.49	5,264.21	63,170.55
26	Parks & Recreation	827 E Ave Q-9	Prof Office Bldg, Lobby, Restrooms	5,000	1	5	260	12	42.95	42.95	214.75	930.58	11,167.00
27	Public Safety Building (AERO)	38256 Sierra Hwy	Prof Office Bldg, Lobby, Restrooms	17,500	1	5	260	12	150.33	150.33	751.65	3,257.15	39,085.80
28	Maintenance Yard Admininstration	39110 3rd St E, Suite C	Prof Office Bldg, Lobby, Restrooms	6,688	1	5	260	12	57.45	57.45	287.25	1,244.75	14,937.00
29	Maintenance Yard Fleet Shop	39110 3rd St E, Suite B	Kitchen/Bar, Restrooms, Multi-Use	2,100	1	5	260	12	18.04	18.04	90.20	390.87	4,690.40
30	Maintenance Yard Traffic House	39110 3rd St E, Suite A	Prof Office Bldg, Lobby, Restrooms	3,200	1	5	260	12	27.49	27.49	137.45	595.62	7,147.40
31	Maintenance Yard Warehouse	39110 3rd St E, Suite D	Kitchen/Bar, Multi-Use, Restrooms	2,600	1	5	260	12	22.33	22.33	111.65	483.82	5,805.80
32	Records Center	616 E Ave P	Multi-Use, Restrooms	4,500	1	5	260	12	38.66	38.66	193.30	837.63	10,051.60
33	S.A.V.E.S.	1002 E Ave Q-12	Kitchen/Bar, Restrooms, Multi-Use	9,700	1	5	260	12	83.32	83.32	416.60	1,805.27	21,663.20
34	State Assembly Office	823-B E Ave Q-9	Prof Office Bldg, Lobby, Restrooms	5,000	1	5	260	12	42.95	42.95	214.75	930.58	11,167.00

EXHIBIT J
FEE SCHEDULE
RECURRING SERVICES

FACILITY INFORMATION					CLEANING FREQUENCY				YEAR 3: FISCAL YEAR 2027-28				
ID	Facility Name	Address	Facility Type(s)	Cleanable Square Footage	Cleaning Visits per Day	Cleaning Visits per Week	Cleaning Days per Year	Total Months in Service	Price per Visit	Price per Day	Price per Week	Monthly Price	Annual Cost
	AQUATIC FACILITIES & WATER PARK												
35	Courson Pool Building	38226 10th St E	Pool	4,590	1	6	312	12	36.93	36.93	221.58	960.18	11,522.16
36	Marie Kerr Pool Building	2723-C W Rancho Vista Blvd	Pool	3,525	1	6	312	12	28.36	28.36	170.16	737.36	8,848.32
37	McAdam Pool Building	38115 30th St E	Pool	4,160	1	6	312	12	33.47	33.47	200.82	870.22	10,442.64
38	Oasis Pool Building	3850-C E AveS	Pool	3,525	1	6	312	12	28.36	28.36	170.16	737.36	8,848.32
39	Drytown Water Park Administration **(Off-Season: Oct 01 - Mar 31)**	3850 E Ave S	Prof Office Bldg, Lobby, Restrooms	1,353	1	2	52	6	29.27	29.27	58.54	126.84	761.02
40	Drytown Water Park Administration **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Prof Office Bldg, Lobby, Restrooms	1,353	1	7	182	6	13.51	13.51	94.57	204.90	1,229.41
41	Drytown Water Park Kitchen Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	45	1	7	182	6	36.88	36.88	258.16	559.35	3,356.08
42	Drytown Water Park Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	1,308	1	7	182	6	42.76	42.76	299.32	648.53	3,891.16
43	Drytown Water Park Slide Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	63	1	7	182	6	36.96	36.96	258.72	560.56	3,363.36
	TRANSIT SITES												
44	Palmdale Transportation Center **(1 time per day)**	39000 Clock Tower Plaza Dr	Palmdale Transportation Center (including restrooms)	6,037	1	7	365	12	46.11	46.11	322.77	1,402.51	16,830.15
44a	Palmdale Transportation Center **(4 times per day)**	39000 Clock Tower Plaza Dr	Restrooms only	291	4	28	365	12	133.05	532.20	14,901.60	16,187.75	194,253.00
	JOB CENTER												
45	America's Job Center of California	38510 Sierra Hwy	Multi-Use, Restrooms, Kitchen	10,977	1	5	260	12	94.29	94.29	471.45	2,042.95	24,515.40
	NEIGHBORHOOD HOUSES												
46	Manzanita Neighborhood Center	38627 32nd St E	Multi-Use, Restrooms	1,064	1	5	260	12	36.78	36.78	183.90	796.90	9,562.80
47	Tumbleweed Neighborhood House	1129 E Ave R-4	Multi-Use, Restrooms	1,562	1	5	260	12	38.40	38.40	192.00	832.00	9,984.00
48	Yucca Neighborhood House	503 E Ave Q-3	Multi-Use, Restrooms	1,732	1	5	260	12	38.96	38.96	194.80	844.13	10,129.60
	GRAND TOTAL			273,400						3,811.46	40,412.95	**100,148.39**	**1,189,179.61**

Formula Key	
Price per Visit:	**VENDOR/BIDDER ENTRY**
Price per Day:	Price per Visit * Cleanings per Day
Price per Week:	Price per Day * Cleanings Visits per Week
Monthly Price:	(Price per Day * Cleaning Days per Year) / 12

EXHIBIT J
FEE SCHEDULE
RECURRING SERVICES

FACILITY INFORMATION				CLEANING FREQUENCY					YEAR 4: FISCAL YEAR 2028-29				
ID	Facility Name	Address	Facility Type(s)	Cleanable Square Footage	Cleaning Visits per Day	Cleaning Visits per Week	Cleaning Days per Year	Total Months in Service	Price per Visit	Price per Day	Price per Week	Monthly Price	Annual Cost
	PARK SITES												
1	Ana Verde Park	2820 Greenbrier St	Park Restrooms	144	1	7	365	12	19.74	19.74	138.16	600.34	7,204.08
2	Courson Park **(2 times per day)**	38226 10th St E	Park Restrooms	156	2	14	365	12	38.96	77.91	1,090.74	2,369.76	28,437.15
3	Desert Sands Park **(2 times per day)**	39117 3rd St E	Park Restrooms	243	2	14	365	12	39.06	78.12	1,093.71	2,376.21	28,514.53
4	Domenic Massari Park **(2 times per day)**	37716 55th St E	Park Restrooms	230	2	14	365	12	39.04	78.08	1,093.11	2,374.92	28,499.05
5	Foothill Park	2525 The Groves	Park Restrooms	144	1	7	365	12	19.74	19.74	138.16	600.34	7,204.08
6	Joshua Hills Park	3110 Fairfield	Park Restrooms	144	1	7	365	12	19.74	19.74	138.16	600.34	7,204.08
7	Manzanita Heights Park	431 Mesa Verde Ave.	Park Restrooms	144	1	7	365	12	19.74	19.74	138.16	600.34	7,204.08
8	Marie Kerr Park - Best of the West Softball Complex	2723-G W. Rancho Vista Blvd	Park Restrooms	1,050	1	7	365	12	41.34	41.34	289.38	1,257.43	15,089.10
9	Marie Kerr Park **(2 times per day)**	39700 30th St W	Park Restrooms	680	2	14	365	12	78.36	156.71	2,193.95	4,766.61	57,199.30
10	McAdam Park **(2 times per day)**	38115 30th St E	Park Restrooms	144	2	14	365	12	38.93	77.87	1,090.15	2,368.47	28,421.67
11	Pelona Vista Park North **(2 times per day)**	37800 Tierra Subida Ave.	Park Restrooms	800	2	14	365	12	78.50	157.01	2,198.10	4,775.64	57,307.63
12	Pelona Vista Park South **(2 times per day)**	37800 Tierra Subida Ave.	Park Restrooms	800	2	14	365	12	78.50	157.01	2,198.10	4,775.64	57,307.63
13	Rancho Vista Park	40437 35th St W	Park Restrooms	102	1	7	365	12	19.63	19.63	137.42	597.12	7,165.39
14	Sam Yellen Park **(2 times per day)**	5100 E Ave S	Park Restrooms	120	2	14	365	12	38.90	77.80	1,089.26	2,366.54	28,398.46
	FACILITY SITES												
15	City Hall (All Suites)	38300 Sierra Hwy, Suites A-D	Prof Office Bldg, Lobby, Restrooms, Multi-Use (Ste. B)	27,200	1	5	260	12	247.67	247.67	1,238.35	5,366.16	64,393.94
16	Desert Sands Recreation Building	39117 3rd St E	Multi-Use, Restrooms	8,400	1	5	260	12	76.49	76.49	382.45	1,657.27	19,887.30
17	Development Services	38250 Sierra Hwy	Prof Office Bldg, Lobby, Restrooms	34,000	1	5	260	12	309.58	309.58	1,547.92	6,707.64	80,491.74
18	Joe Davies Heritage Air Park Office Trailer	2001 E Ave P	Prof Office Bldg	640	1	3	156	12	7.30	7.30	21.91	94.94	1,139.33
19	Joe Davies Heritage Air Park Shop	2001 E Ave P	Multi-Use, Restrooms	5,700	1	3	156	12	65.03	65.03	195.09	845.40	10,144.84
20	Legacy Commons	930 E Ave Q-9	Wood Flooring, Kitchen, Restrooms, Multi-Use	18,376	1	7	365	12	64.62	64.62	452.32	1,965.45	23,585.42
21	Library **(1 time per day)**	700 E Plamdale Blvd	Multi-Use, Kitchen, Restrooms	12,650	1	7	365	12	102.42	102.42	716.92	3,115.19	37,382.28
21a	Library **(2 times per day)**	700 E Plamdale Blvd	Restrooms only	190	2	7	365	12	1.30	2.61	18.25	79.31	951.77
22	Marie Kerr Park Community Room	39700 30th St W	Multi-Use	2,810	1	7	365	12	22.75	22.75	159.23	691.91	8,302.87
23	Marie Kerr Park Recreation Center	2723-A Rancho Vista Blvd	Gymnasiums, Wood Flooring, Restrooms, Multi-Use	19,000	1	7	365	12	153.82	153.82	1,076.72	4,678.59	56,143.06
24	Oasis Recreation Center	3850-A E Ave S	Gymnasiums, Wood Flooring, Restrooms, Multi-Use	19,000	1	7	365	12	153.82	153.82	1,076.72	4,678.59	56,143.06
25	Palmdale Playhouse, C.A.B. and Green Room	38334 10th St E	Kitchen/Bar, Restrooms, Multi-Use	22,660	1	7	365	12	183.45	183.45	1,284.18	5,580.07	66,960.78
26	Parks & Recreation	827 E Ave Q-9	Prof Office Bldg, Lobby, Restrooms	5,000	1	5	260	12	45.53	45.53	227.64	986.42	11,837.02
27	Public Safety Building (AERO)	38256 Sierra Hwy	Prof Office Bldg, Lobby, Restrooms	17,500	1	5	260	12	159.35	159.35	796.75	3,452.58	41,430.95
28	Maintenance Yard Admininstration	39110 3rd St E, Suite C	Prof Office Bldg, Lobby, Restrooms	6,688	1	5	260	12	60.90	60.90	304.49	1,319.44	15,833.22
29	Maintenance Yard Fleet Shop	39110 3rd St E, Suite B	Kitchen/Bar, Restrooms, Multi-Use	2,100	1	5	260	12	19.12	19.12	95.61	414.32	4,971.82
30	Maintenance Yard Traffic House	39110 3rd St E, Suite A	Prof Office Bldg, Lobby, Restrooms	3,200	1	5	260	12	29.14	29.14	145.70	631.35	7,576.24
31	Maintenance Yard Warehouse	39110 3rd St E, Suite D	Kitchen/Bar, Multi-Use, Restrooms	2,600	1	5	260	12	23.67	23.67	118.35	512.85	6,154.15
32	Records Center	616 E Ave P	Multi-Use, Restrooms	4,500	1	5	260	12	40.98	40.98	204.90	887.89	10,654.70
33	S.A.V.E.S.	1002 E Ave Q-12	Kitchen/Bar, Restrooms, Multi-Use	9,700	1	5	260	12	88.32	88.32	441.60	1,913.58	22,962.99
34	State Assembly Office	823-B E Ave Q-9	Prof Office Bldg, Lobby, Restrooms	5,000	1	5	260	12	45.53	45.53	227.64	986.42	11,837.02

EXHIBIT J
FEE SCHEDULE
RECURRING SERVICES

	FACILITY INFORMATION				CLEANING FREQUENCY				YEAR 4: FISCAL YEAR 2028-29				
ID	Facility Name	Address	Facility Type(s)	Cleanable Square Footage	Cleaning Visits per Day	Cleaning Visits per Week	Cleaning Days per Year	Total Months in Service	Price per Visit	Price per Day	Price per Week	Monthly Price	Annual Cost
	AQUATIC FACILITIES & WATER PARK												
35	Courson Pool Building	38226 10th St E	Pool	4,590	1	6	312	12	39.15	39.15	234.87	1,017.79	12,213.49
36	Marie Kerr Pool Building	2723-C W Rancho Vista Blvd	Pool	3,525	1	6	312	12	30.06	30.06	180.37	781.60	9,379.22
37	McAdam Pool Building	38115 30th St E	Pool	4,160	1	6	312	12	35.48	35.48	212.87	922.43	11,069.20
38	Oasis Pool Building	3850-C E AveS	Pool	3,525	1	6	312	12	30.06	30.06	180.37	781.60	9,379.22
39	Drytown Water Park Administration **(Off-Season: Oct 01 - Mar 31)**	3850 E Ave S	Prof Office Bldg, Lobby, Restrooms	1,353	1	2	52	6	31.03	31.03	62.05	134.45	806.68
40	Drytown Water Park Administration **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Prof Office Bldg, Lobby, Restrooms	1,353	1	7	182	6	14.32	14.32	100.24	217.20	1,303.17
41	Drytown Water Park Kitchen Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	45	1	7	182	6	39.09	39.09	273.65	592.91	3,557.44
42	Drytown Water Park Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	1,308	1	7	182	6	45.33	45.33	317.28	687.44	4,124.63
43	Drytown Water Park Slide Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	63	1	7	182	6	39.18	39.18	274.24	594.19	3,565.16
	TRANSIT SITES												
44	Palmdale Transportation Center **(1 time per day)**	39000 Clock Tower Plaza Dr	Palmdale Transportation Center (including restrooms)	6,037	1	7	365	12	48.88	48.88	342.14	1,486.66	17,839.96
44a	Palmdale Transportation Center **(4 times per day)**	39000 Clock Tower Plaza Dr	Restrooms only	291	4	28	365	12	141.03	564.13	15,795.70	17,159.02	205,908.18
	JOB CENTER												
45	America's Job Center of California	38510 Sierra Hwy	Multi-Use, Restrooms, Kitchen	10,977	1	5	260	12	99.95	99.95	499.74	2,165.53	25,986.32
	NEIGHBORHOOD HOUSES												
46	Manzanita Neighborhood Center	38627 32nd St E	Multi-Use, Restrooms	1,064	1	5	260	12	38.99	38.99	194.93	844.71	10,136.57
47	Tumbleweed Neighborhood House	1129 E Ave R-4	Multi-Use, Restrooms	1,562	1	5	260	12	40.70	40.70	203.52	881.92	10,583.04
48	Yucca Neighborhood House	503 E Ave Q-3	Multi-Use, Restrooms	1,732	1	5	260	12	41.30	41.30	206.49	894.78	10,737.38
	GRAND TOTAL			273,400						4,040.15	42,837.73	**106,157.29**	**1,260,530.39**

Formula Key	
Price per Visit:	**VENDOR/BIDDER ENTRY**
Price per Day:	Price per Visit * Cleanings per Day
Price per Week:	Price per Day * Cleanings Visits per Week
Monthly Price:	(Price per Day * Cleaning Days per Year) / 12

EXHIBIT J
FEE SCHEDULE
RECURRING SERVICES

FACILITY INFORMATION					CLEANING FREQUENCY				YEAR 5: FISCAL YEAR 2029-30				
ID	Facility Name	Address	Facility Type(s)	Cleanable Square Footage	Cleaning Visits per Day	Cleaning Visits per Week	Cleaning Days per Year	Total Months in Service	Price per Visit	Price per Day	Price per Week	Monthly Price	Annual Cost
	PARK SITES												
1	Ana Verde Park	2820 Greenbrier St	Park Restrooms	144	1	7	365	12	20.92	20.92	146.45	636.36	7,636.32
2	Courson Park **(2 times per day)**	38226 10th St E	Park Restrooms	156	2	14	365	12	41.29	82.58	1,156.18	2,511.95	30,143.38
3	Desert Sands Park **(2 times per day)**	39117 3rd St E	Park Restrooms	243	2	14	365	12	41.40	82.81	1,159.33	2,518.78	30,225.40
4	Domenic Massari Park **(2 times per day)**	37716 55th St E	Park Restrooms	230	2	14	365	12	41.38	82.76	1,158.70	2,517.42	30,209.00
5	Foothill Park	2525 The Groves	Park Restrooms	144	1	7	365	12	20.92	20.92	146.45	636.36	7,636.32
6	Joshua Hills Park	3110 Fairfield	Park Restrooms	144	1	7	365	12	20.92	20.92	146.45	636.36	7,636.32
7	Manzanita Heights Park	431 Mesa Verde Ave.	Park Restrooms	144	1	7	365	12	20.92	20.92	146.45	636.36	7,636.32
8	Marie Kerr Park - Best of the West Softball Complex	2723-G W. Rancho Vista Blvd	Park Restrooms	1,050	1	7	365	12	43.82	43.82	306.74	1,332.87	15,994.45
9	Marie Kerr Park **(2 times per day)**	39700 30th St W	Park Restrooms	680	2	14	365	12	83.06	166.11	2,325.58	5,052.60	60,631.25
10	McAdam Park **(2 times per day)**	38115 30th St E	Park Restrooms	144	2	14	365	12	41.27	82.54	1,155.56	2,510.58	30,126.97
11	Pelona Vista Park North **(2 times per day)**	37800 Tierra Subida Ave.	Park Restrooms	800	2	14	365	12	83.21	166.43	2,329.99	5,062.17	60,746.09
12	Pelona Vista Park South **(2 times per day)**	37800 Tierra Subida Ave.	Park Restrooms	800	2	14	365	12	83.21	166.43	2,329.99	5,062.17	60,746.09
13	Rancho Vista Park	40437 35th St W	Park Restrooms	102	1	7	365	12	20.81	20.81	145.66	632.94	7,595.31
14	Sam Yellen Park **(2 times per day)**	5100 E Ave S	Park Restrooms	120	2	14	365	12	41.24	82.47	1,154.61	2,508.53	30,102.37
	FACILITY SITES												
15	City Hall (All Suites)	38300 Sierra Hwy, Suites A-D	Prof Office Bldg, Lobby, Restrooms, Multi-Use (Ste. B)	27,200	1	5	260	12	262.53	262.53	1,312.65	5,688.13	68,257.58
16	Desert Sands Recreation Building	39117 3rd St E	Multi-Use, Restrooms	8,400	1	5	260	12	81.08	81.08	405.39	1,756.71	21,080.53
17	Development Services	38250 Sierra Hwy	Prof Office Bldg, Lobby, Restrooms	34,000	1	5	260	12	328.16	328.16	1,640.79	7,110.10	85,321.24
18	Joe Davies Heritage Air Park Office Trailer	2001 E Ave P	Prof Office Bldg	640	1	3	156	12	7.74	7.74	23.22	100.64	1,207.69
19	Joe Davies Heritage Air Park Shop	2001 E Ave P	Multi-Use, Restrooms	5,700	1	3	156	12	68.93	68.93	206.80	896.13	10,753.53
20	Legacy Commons	930 E Ave Q-9	Wood Flooring, Kitchen, Restrooms, Multi-Use	18,376	1	7	365	12	68.49	68.49	479.46	2,083.38	25,000.55
21	Library **(1 time per day)**	700 E Plamdale Blvd	Multi-Use, Kitchen, Restrooms	12,650	1	7	365	12	108.56	108.56	759.94	3,302.10	39,625.21
21a	Library **(2 times per day)**	700 E Plamdale Blvd	Restrooms only	190	2	7	365	12	1.38	2.76	19.35	84.07	1,008.88
22	Marie Kerr Park Community Room	39700 30th St W	Multi-Use	2,810	1	7	365	12	24.11	24.11	168.79	733.42	8,801.05
23	Marie Kerr Park Recreation Center	2723-A Rancho Vista Blvd	Gymnasiums, Wood Flooring, Restrooms, Multi-Use	19,000	1	7	365	12	163.05	163.05	1,141.32	4,959.30	59,511.64
24	Oasis Recreation Center	3850-A E Ave S	Gymnasiums, Wood Flooring, Restrooms, Multi-Use	19,000	1	7	365	12	163.05	163.05	1,141.32	4,959.30	59,511.64
25	Palmdale Playhouse, C.A.B. and Green Room	38334 10th St E	Kitchen/Bar, Restrooms, Multi-Use	22,660	1	7	365	12	194.46	194.46	1,361.23	5,914.87	70,978.43
26	Parks & Recreation	827 E Ave Q-9	Prof Office Bldg, Lobby, Restrooms	5,000	1	5	260	12	48.26	48.26	241.29	1,045.60	12,547.24
27	Public Safety Building (AERO)	38256 Sierra Hwy	Prof Office Bldg, Lobby, Restrooms	17,500	1	5	260	12	168.91	168.91	844.55	3,659.73	43,916.80
28	Maintenance Yard Admininstration	39110 3rd St E, Suite C	Prof Office Bldg, Lobby, Restrooms	6,688	1	5	260	12	64.55	64.55	322.75	1,398.60	16,783.21
29	Maintenance Yard Fleet Shop	39110 3rd St E, Suite B	Kitchen/Bar, Restrooms, Multi-Use	2,100	1	5	260	12	20.27	20.27	101.35	439.18	5,270.13
30	Maintenance Yard Traffic House	39110 3rd St E, Suite A	Prof Office Bldg, Lobby, Restrooms	3,200	1	5	260	12	30.89	30.89	154.44	669.23	8,030.82
31	Maintenance Yard Warehouse	39110 3rd St E, Suite D	Kitchen/Bar, Multi-Use, Restrooms	2,600	1	5	260	12	25.09	25.09	125.45	543.62	6,523.40
32	Records Center	616 E Ave P	Multi-Use, Restrooms	4,500	1	5	260	12	43.44	43.44	217.19	941.16	11,293.98
33	S.A.V.E.S.	1002 E Ave Q-12	Kitchen/Bar, Restrooms, Multi-Use	9,700	1	5	260	12	93.62	93.62	468.09	2,028.40	24,340.77
34	State Assembly Office	823-B E Ave Q-9	Prof Office Bldg, Lobby, Restrooms	5,000	1	5	260	12	48.26	48.26	241.29	1,045.60	12,547.24

EXHIBIT J
FEE SCHEDULE
RECURRING SERVICES

	FACILITY INFORMATION				CLEANING FREQUENCY				YEAR 5: FISCAL YEAR 2029-30				
ID	Facility Name	Address	Facility Type(s)	Cleanable Square Footage	Cleaning Visits per Day	Cleaning Visits per Week	Cleaning Days per Year	Total Months in Service	Price per Visit	Price per Day	Price per Week	Monthly Price	Annual Cost
	AQUATIC FACILITIES & WATER PARK												
35	Courson Pool Building	38226 10th St E	Pool	4,590	1	6	312	12	41.49	41.49	248.97	1,078.86	12,946.30
36	Marie Kerr Pool Building	2723-C W Rancho Vista Blvd	Pool	3,525	1	6	312	12	31.87	31.87	191.19	828.50	9,941.97
37	McAdam Pool Building	38115 30th St E	Pool	4,160	1	6	312	12	37.61	37.61	225.64	977.78	11,733.35
38	Oasis Pool Building	3850-C E AveS	Pool	3,525	1	6	312	12	31.87	31.87	191.19	828.50	9,941.97
39	Drytown Water Park Administration **(Off-Season: Oct 01 - Mar 31)**	3850 E Ave S	Prof Office Bldg, Lobby, Restrooms	1,353	1	2	52	6	32.89	32.89	65.78	142.51	855.08
40	Drytown Water Park Administration **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Prof Office Bldg, Lobby, Restrooms	1,353	1	7	182	6	15.18	15.18	106.26	230.23	1,381.37
41	Drytown Water Park Kitchen Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	45	1	7	182	6	41.44	41.44	290.07	628.48	3,770.89
42	Drytown Water Park Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	1,308	1	7	182	6	48.05	48.05	336.32	728.68	4,372.11
43	Drytown Water Park Slide Restrooms **(In-Season: Apr 01 - Sept 30)**	3850 E Ave S	Restrooms	63	1	7	182	6	41.53	41.53	290.70	629.85	3,779.07
	TRANSIT SITES												
44	Palmdale Transportation Center **(1 time per day)**	39000 Clock Tower Plaza Dr	Palmdale Transportation Center (including restrooms)	6,037	1	7	365	12	51.81	51.81	362.66	1,575.86	18,910.36
44a	Palmdale Transportation Center **(4 times per day)**	39000 Clock Tower Plaza Dr	Restrooms only	291	4	28	365	12	149.49	597.98	16,743.44	18,188.56	218,262.67
	JOB CENTER												
45	America's Job Center of California	38510 Sierra Hwy	Multi-Use, Restrooms, Kitchen	10,977	1	5	260	12	105.94	105.94	529.72	2,295.46	27,545.50
	NEIGHBORHOOD HOUSES												
46	Manzanita Neighborhood Center	38627 32nd St E	Multi-Use, Restrooms	1,064	1	5	260	12	41.33	41.33	206.63	895.40	10,744.76
47	Tumbleweed Neighborhood House	1129 E Ave R-4	Multi-Use, Restrooms	1,562	1	5	260	12	43.15	43.15	215.73	934.84	11,218.02
48	Yucca Neighborhood House	503 E Ave Q-3	Multi-Use, Restrooms	1,732	1	5	260	12	43.78	43.78	218.88	948.47	11,381.62
	GRAND TOTAL			273,400						4,282.56	45,407.99	**112,526.73**	**1,336,162.21**

Formula Key	
Price per Visit:	**VENDOR/BIDDER ENTRY**
Price per Day:	Price per Visit * Cleanings per Day
Price per Week:	Price per Day * Cleanings Visits per Week
Monthly Price:	(Price per Day * Cleaning Days per Year) / 12

EXHIBIT K
FEE SCHEDULE
ADDITIONAL CUSTODIAL SERVICES MENU

#	Item	Unit of Measure	Year 1 FY 2025-26	Year 2 FY 2026-27	Year 3 FY 2027-28	Year 4 FY 2028-29	Year 5 FY 2029-30
1	Straight Time Hourly Rate	Per hour	32.25	34.19	36.24	38.41	40.71
2	Straight Time Hourly Rate (Out of Scope Services)	Per hour	32.25	34.19	36.24	38.41	40.71
3	Overtime Hourly Rate (Saturday)	Per hour	48.38	51.28	54.35	57.62	61.07
4	Overtime Hourly Rate (Sunday & Holiday)	Per hour	48.38	51.28	54.36	57.62	61.08
5	Emergency Response - Overtime Labor Rate	Per hour	48.38	51.28	54.36	57.62	61.08
6	Emergency Response Fee, if applicable	Per emergency	N/A	N/A	N/A	N/A	N/A
7	Burnish Composition Flooring	Per hour	35.50	37.63	39.89	42.28	44.82
8	Window Cleaning - below 10 ft	Per hour	32.25	34.19	36.24	38.41	40.71
9	Window Cleaning - above 10 ft (includes 2nd Story windows)	Per hour	55.00	58.30	61.80	65.51	69.44
10	Carpet Steam Cleaning - Portable	Per square foot	55.00	58.30	61.80	65.51	69.44
11	Carpet Steam Cleaning - Van Mounted	Per square foot	55.00	58.30	61.80	65.51	69.44
12	Carpet Cleaning (Spin Bonneted)	Per square foot	55.00	58.30	61.80	65.51	69.44
13	Wood Floor Auto Scrubbing	Per square foot	55.00	58.30	61.80	65.51	69.44
14	Stripping, Buffing and Waxing Vinyl/Composition Flooring	Per square foot	55.00	58.30	61.80	65.51	69.44
15	Seal Concrete Flooring	Per square foot	55.00	58.30	61.80	65.51	69.44
16	Film Stage Cleaning (Multi-use facility type)	Per visit	**200.00**	**212.00**	**224.72**	**238.20**	252.50
17	Chair/Upholstery Cleaning	Per chair	32.25	34.19	36.24	**38.41**	40.71
18	Tot Lot/Playground Cleaning *Includes: Cleaning (pressure washing to remove grime and built-up residue), sanitizing, and disinfecting all touch surfaces*	Per service	250.00	265.00	280.90	297.75	315.62
19	High-Pressure Hot Water Pressure Washing	Per hour	35.50	37.63	39.89	42.28	44.82

City Council Staff Report

DATE: **AUGUST 19, 2025**

TO: **HONORABLE MAYOR PRO TEM AND CITY COUNCIL**

FROM: **PUBLIC WORKS DEPARTMENT**
CAPITAL IMPROVEMENT PROGRAM DIVISION

DISTRICT: **2**

SUBJECT: **AWARD CONSTRUCTION AGREEMENT WITH EMPIRE LANDSCAPE, INC., FOR PN 591-D, FISCAL YEAR 2025-26 UPPER AMARGOSA CREEK RECHARGE HABITAT RESTORATION/ MITIGATION PROGRAM (HRMP) FOR A TOTAL NOT TO EXCEED AMOUNT OF $ 2,217,281 FOR A TERM OF 240 WORKING DAYS FROM THE DATE OF THE NOTICE TO PROCEED AND POST INSTALLATION MAINTENANCE/MONITORING FOR 5 YEARS**

RECOMMENDATION

Staff recommend that the City Council:

1. Award Construction Agreement No. A-9461 with Empire Landscape, Inc., for PN 591-D, FY 2025-26 Amargosa Creek Recharge Habitat Restoration/Mitigation Program (HRMP) for a total not to exceed amount of $ 2,217,281, which includes a contract amount of $2,015,710, plus a 10% contingency amount of $201,571 for a term of 240 working days from the date of the Notice to Proceed;

2. Authorize the City Manager Pro Tem or his designee to execute the Agreement No. A-9461 with Empire Landscape, Inc., including minimal and/or non-substantial changes; and,

3. Authorize the City Manager Pro Tem or his designee to approve change orders for additional or changed scope of work up to the 10% contingency amount approved by the Council.

BACKGROUND

Amargosa Creek Recharge Habitat Restoration/Mitigation Program Project will provide restoration services for the installation and maintenance of the Habitat Restoration/Mitigation Program (HRMP) and the Native Desert Preservation Plan (NDPP) of transplanted Joshua trees [Yucca brevifolia] for the Upper Amargosa Creek Recharge

Project, located between north of Elizabeth Lake Road, from 0.5 miles west of 25th Street West and 0.3 miles east of 25th Street West in Palmdale Council District 2.

A total of 50 acres will be created, restored, or enhanced on-site (Mitigation Area attached as Exhibit 2a/2b). The HRMP/NDPP were developed to fulfill a variety of mitigation measures and/or conditions required by the Final Environmental Impact Report – Amargosa Creek Improvement Project (City of Palmdale, 1993), Supplemental Environmental Impact Report Upper Amargosa Creek Recharge Project (City of Palmdale, 2018), and California Department of Fish and Wildlife (CDFW) Streambed Alteration Agreement (SAA) No. 1600-2014-0253-R5 dated June 14, 2018. The HRMP/NDPP provides guidelines for preliminary mitigation tasks, initial Mitigation Area preparation and installation, long-term maintenance, biological monitoring, final program approval, and contingency measure implementation.

The mitigation and restoration project includes:

- Initial non-native plant species and trash removal (one site-wide event);
- Preliminary weed abatement period (one year);
- Site preparation work, including soil treatments (including de-compaction/scarification);
- Design/installation of temporary irrigation system; installation of erosion control measures;
- Native container plants and cuttings growth and installation;
- Apply Native Seed Mixes (Including Hydroseeding and Hand-broadcast Seeding).
- Design and install a temporary irrigation system; and,
- Post-installation habitat maintenance (five years).

DISCUSSION

On June 5, 2025, the project was advertised for construction bids through the Planet Bids electronic platform. Seven (7) vendors registered as prime contractors. By the bid deadline on July 15, 2025, the City received one (1) electronic bid, which is summarized below:

Bidder	Location	Amount
1. Empire Landscape, Inc.	Davis, CA	$2,015,710

Empire Landscape, Inc., the only bidder, was found to be responsive to all bid requirements and has secured a 10% bid bond as required. In recent years, Empire Landscape, Inc. has completed several projects for Caltrans. They also listed references for current and completed mitigation projects in the cities of Sacramento, Lodi, and Visalia between the spring of 2021 through 2025.

Empire Landscape, Inc., proposed a construction cost of $2,015,710. The contract will allow a 10% contingency of $201,571.

FISCAL IMPACT

$2,217,281; This project is funded using Drainage Funds. Sufficient funds are budgeted and available in FY 2025-26.

The following is an estimate of anticipated expenditure for the Project:

Description	Estimated Cost
Construction Contract (2025-2031)	$2,015,710.00
Contingency (10%)	$201,571.00
Total	$2,217,281.00

STRATEGIC PLAN

Goal III: To restore and preserve one of California's most precious resources, water.

C. Plan and maintain safe and attractive neighborhoods, streets, facilities, and public spaces with exciting programming that promotes active fun for everyone.

Prepared by:	Leonardo Torres, P.E. Director of Public Works
Certified as to availability of Funds:	Janelle Samson, Director of Operations
Approved by:	Salvador Mendez, City Manager Pro Tem
Approved as to form:	Alexandra Halfman, City Attorney

ATTACHMENTS

Agrmt No. A-9461 with Empire Landscape, Inc.
Exh 2a and 2b Mitigation Areas

AGREEMENT NO. A- 9461
CONSTRUCTION CONTRACT
BETWEEN THE CITY OF PALMDALE AND EMPIRE LANDSCAPE, INC.

THIS CONTRACT ("Contract") is made and entered into by and between City of Palmdale, a public entity ("City"), and EMPIRE LANDSCAPE, INC., a CORPORTATION ("Contractor"). Contractor and City are collectively referred to herein as the "parties." This Contract shall become effective on the date of the last signatory.

1 Scope of Work

Contractor shall complete the Project in accordance with this Contract. Contractor shall furnish all materials and perform all work required for the completion of the following Project:

PN 591-D UPPER AMARGOSA CREEK RECHARGE HABITAT RESTORATION/MITIGATION PROGRAM (HRMP)

The work may consist of, but is not limited to:

Contractor to provide restoration services for the installation and maintenance of the Habitat Restoration/Mitigation Program (HRMP) and the Native Desert Preservation Plan (NDPP) of transplanted Joshua Trees [Yucca brevifolia] for the Upper Amargosa Creek Recharge Project, located between north of Elizabeth Lake Road, from 0.5 miles west of 25th Street West and 0.3 miles east of 25th Street West in Palmdale, California. A total of 50 acres will be created, restored, or enhanced on-site (Mitigation Area attached as Exhibit "2a/2b").

Mitigation and Restoration:

• Prepare project resources such as: project work schedule, securing all required approvals, designation of staging areas and access locations, installation of staking, fencing, and signage.
• Initial non-native plant species and trash removal (one site-wide event).
• Preliminary weed abatement period (one year).
• Site preparation work, including soil treatments (including de-compaction/scarification).
• Design/installation of temporary irrigation system; installation of erosion control measures.
• Native container plants and cuttings growth and installation (procure and install).
• Apply native seed mixes (including hydroseeding and hand-broadcast seeding).
• Design and install temporary irrigation system.
• Post-installation habitat maintenance (five years).
• Project area clean-up, including temporary irrigation system removal.

2 Standard Specifications

Standard Specifications for City projects are those contained in the 2024 Greenbook edition of the "Standard Specifications for Public Works Construction" (the "Greenbook"). Except as otherwise expressly provided herein, the Standard Specifications shall control the general provisions, construction materials, and construction methods for this Contract (except as amended by the Plans for the Project), the General Specifications for the Project, the Special Provisions for the Project, any technical specifications for the Project, and any other contract documents.

3 Compensation

City shall pay Contractor the total, all-inclusive, NOT-TO-EXCEED amount of TWO MILLION FIFTEEN THOUSAND SEVEN HUNDRED AND TEN Dollars ($2015710) for the construction of the Project. This amount shall cover all expenses for labor, materials, and any and all other costs incurred by Contractor to satisfactorily construct the Project. Unless otherwise provided in the bid documents or agreed upon by the parties, Contractor shall submit detailed, monthly invoices for work actually performed.

4 Completion Date

The construction of the Project shall commence upon Contractor being given a written notice to proceed, and shall be completed within 240 working days of said notice.

5 Payment and Performance Bonds; Guaranty

Unless otherwise expressly provided in the bid documents, prior to commencing work, Contractor shall provide a payment bond and performance bond, each in an amount equal to 100% of the projected annual recurring services price for each year of the term of the contract. Contractor shall submit all bonds electronically through Surety 2000. Pursuant to the bid documents for this Project, the Contractor is required to provide a written guaranty of Contractor’s work. In furtherance thereof, Contractor shall execute the written form of Guaranty attached hereto and incorporated by reference herein.

6 Licenses

At all times during the term of this Contract, Contractor shall possess a valid and current Class C-27 Contractor's License to perform the required work (“Work”). Contractor’s DIR registration number is 1000010158. Contractor hereby certifies that it holds the required license(s).

CONTRACTOR shall maintain in current status all Federal, State, and local licenses and permits required for the operation of the business conducted by the CONTRACTOR as applicable to this contract.

CONTRACTOR shall be required to obtain a current City of Palmdale business license, as required by the Palmdale Municipal Code, before an Authorization to Proceed is issued.

7 Subcontracting

Subject to any self-performance requirements herein, Contractor may subcontract any portion of the work required by this Contract to other persons or firms, and Contractor submitted with its bid a list of those subcontractors who will perform work in an amount in excess of one-half of one percent (1%) of the Contractor's total bid, in compliance with the Subletting and Subcontracting Fair Practices Act, California Public Contract Code § 4100, et seq. Only such listed subcontractors may perform on this Project.

8 Non-Assignability

Neither this Contract nor any rights, title, interest, duties or obligations under this Contract may be assigned, transferred, conveyed or otherwise disposed of by Contractor without the prior written consent of City.

9 Administration

This Contract will be administered by the Public Works Department of the City. The Director of Public Works or his or her designee shall be considered the Project Administrator and shall have the authority to act for the City under this Contract.

10 Indemnification

To the maximum extent permitted by law, Contractor shall indemnify, protect, defend and hold harmless the City, its Board of Director, the City's officers, employees, agents, volunteers, and representatives ("Indemnitees") with respect to any and all claims, suits, actions, stop notices, liabilities and/or damages, including related expenses, attorney's fees and costs, based on, arising out of, or in any way related to the work undertaken by Contractor pursuant to this Contract, and in connection with the Project.

11 Insurance

11.1 Without limiting Contractor's indemnification of City, as described in paragraph 10, and unless modified by City, Contractor shall obtain, provide and maintain, at its

own expense, during the term of this Contract, a policy or policies of insurance, satisfactory to the City, from insurance carriers admitted to do business in the State of California and rated in A.M. Best's Insurance Guide with a rating of A:VII or better, which contain the coverage described below.

11.1.1 Commercial General Liability
- $2,000,000.00 limit on a per occurrence basis
- $4,000,000.00 general aggregate limit

11.1.2 Commercial Automobile Liability
- $2,000,000.00 combined single limit including owned, non-owned and hired automobile coverage

11.1.3 Workers' Compensation and Employer's Liability
- Workers' Compensation -- coverage as required by the State of California
- Employer's Liability --
  $1,000,000.00 each accident
  $1,000,000.00 policy limit bodily injury
  $1,000,000.00 each employee bodily injury by disease

11.1.4 Pollution/Environmental Liability*
- $2,000,000.00 limit on a per occurrence basis

11.2 Policies providing for bodily injury and property damage coverage shall contain the following:

A. An endorsement extending coverage to the City as an additional insured, as respects liability arising out of the performance of any work under the Contract. Such insurance shall be primary insurance, as respects the interest of the City, and any other insurance maintained by the City shall be considered excess coverage and not contributing insurance with the insurance required hereunder. The certificates shall state: "The City of Palmdale, Successor Agency to the Community Redevelopment Agency of the City of Palmdale, Palmdale Civic Authority, Housing Authority, Industrial Development Authority, Airport Authority, their officers, agents, employees and volunteers are named as additional insured".

B. "Severability of Interest" Clause.

11.3 Promptly upon execution of this Contract, and prior to commencement of any work, CONTRACTOR shall deliver to CITY certificates of insurance and endorsements to all required policies demonstrating that CONTRACTOR has the required coverage and showing the required named insured. Within five (5) days of written request from CITY, CONTRACTOR shall deliver to CITY full and complete copies of all insurance policies required by this Contract.

11.4 Said Certificates of Insurance shall provide that thirty (30) days' prior written notice of cancellation shall be given to the City in the event of cancellation and/or reduction in coverage of any nature.

11.5 The required policies of insurance shall be endorsed to waive all rights of subrogation. Contractors waives all rights of subrogation.

11.6 Acceptable Proof of Insurance:

A. ACORD Certificate of Insurance listing all coverage, limits, deductibles and insured; and endorsements for all applicable coverage if agent has authority to issue it; or additional insured Form CG20100704 and CG20370704 or equivalent must be provided for general liability coverage. Additional insured form CA0001 must be provided for automobile liability coverage.

B. Binders of insurance for all coverage. Agents must confirm that policy endorsements have been ordered from the respective insurance companies. Upon issuance, policy endorsements and a corresponding Certificate of Insurance listing all insurers and coverage must be submitted to the City Attorney.

C. *When pollution/environmental liability coverage is provided on a "claims made basis", CONTRACTOR will continue to renew the insurance for a period of five (5) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONTRACTOR, or its officers, employees, or agents during the time this Agreement was in effect.

11.7 The requirements as to the types and limits of insurance to be maintained by CONTRACTOR are not intended to and shall not in any manner limit or qualify CONTRACTOR's liabilities and obligations under this Contract.

11.8 Any policy or policies of insurance that CONTRACTOR elects to carry as insurance against loss or damage to its equipment and tools or other personal property used in the performance of this Contract shall include a provision waiving the insurer's right of subrogation against CITY.

11.9 Notwithstanding any other provision of this Contract, CITY may immediately terminate this Contract if, at any time CONTRACTOR fails to maintain the required insurance for any period of time or fails to comply with any of the insurance requirements listed above.

11.10 CONTRACTOR shall require any and all subcontractors working on its behalf to provide insurance coverages and limits that are based on the scope of work and nature of risk being performed by the subcontractor. Any and all subcontractors working on behalf of CONTRACTOR shall be subject to all other insurance requirements that are stated herein.

Any deviation in this requirement will be CONTRACTOR's sole risk. CONTRACTOR's insurance requirements in Section 11 will not be impacted and/or limited by such deviation.

12 State Labor Code

12.1 This Contract calls for work to be performed constituting public works. Contractor and all subcontractors shall pay the general prevailing rate of per diem wages as determined and as published by the State Director of the Department of Industrial Relations pursuant to Article 2 of Chapter 1 of Part 7, of Division 2 of the State Labor Code, including, but not limited to, Sections 1770, 1771, 1773, 1773.2 and 1774.

12.2 This is a public work and requires the payment of prevailing wages for the work or craft in which the worker is employed for any public work done under the contract by Contractor or by any subcontractor pursuant to Section 1771 of the Labor Code. Pursuant to the provisions of Section 1773 of the Labor Code of the State of California, the City has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in this locality for each craft, classification, or type of workman needed to execute this contract from the Director of the Department of Industrial Relations. These rates are on file with the City or may be obtained at http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm.

Contractor shall post a copy of such wage rates at the job site and shall pay the adopted prevailing wage rates as a minimum. Contractor shall comply with the provisions of Sections 1775, 1776, 1777.5, 1777.6, and 1813 of the Labor Code. Pursuant to the provisions of 1775 of the Labor Code, Contractor shall forfeit to the City, as a penalty, not more than $200.00 for each calendar day, or portion thereof, for each laborer, worker, or mechanic employed, paid less than the stipulated prevailing rates for any work done under this Contract, by him or by any subcontractor under him, in violation of the provisions of this Agreement.

12.3 Contractors and subcontractors who are ineligible to bid for work on, or be awarded, a public works project pursuant to Labor Code Sections 1777.1 and 1777.7 are prohibited from bidding on, being awarded, or performing work as a subcontractor, on this Project pursuant to Public Contract Code Section 6109.

12.4 Contractor's attention is directed to the provisions in Sections 1774, 1775, 1776, 1777.5 and 1777.6 of the Labor Code. Contractor shall comply with the provisions in these Sections. The statutory provisions for penalties for failure to comply with the State's wage and hours laws will be enforced. Pursuant to Section 1775 of the Labor Code, the Contractor and any subcontractors, shall, as a penalty to the City forfeit the prescribed amounts per calendar day, or portion thereof, for each worker paid less than the prevailing wage rates.

12.5 Pursuant to Labor Code Section 1771.4, the Project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations.

12.6 Each Contractor and subcontractor shall furnish the records specified in Labor Code Section 1776 directly to the State Labor Commissioner at least monthly in the format prescribed by the State Labor Commissioner.

12.7 Sections 1774 and 1775 require the Contractor and all subcontractors to pay not less than the prevailing wage rates to all workmen employed in the execution of the Contract and specify forfeitures and penalties for failure to do so. The minimum wages to be paid are those determined by the State Director of the Department of Industrial Relations. Section 1776 requires the Contractor and all subcontractors to keep accurate payroll records, specifies the contents thereof, their inspection and duplication procedures and certain notices required of the Contractor pertaining to their location.

12.8 Section 1777.5 of the Labor Code requires Contractor or subcontractor employing workers in any apprenticeable occupation to apply to the Joint Apprenticeship Committee nearest the site of the public works project, which administers the apprenticeship program in that trade for a certificate of approval. The certificate will also fix the ratio of apprentices to journeymen to be used in the performance of the Contract. The Contractor is required to make contributions to funds established for the administration of apprenticeship programs if he employs registered apprentices or journeymen in any apprenticeable trade and if other contractors on the public works site are making such contributions. Information relative to apprenticeship standards, contributions, wage schedules and other requirements may be obtained from the State Director of Industrial Relations or from the Division of Apprenticeship Standards. Section 1777.6 of the Labor Code provides that it shall be unlawful to refuse to accept otherwise qualified employees as registered apprentices solely on the grounds of race, religious creed, color, national origin, ancestry, sex, or age.

12.9 Eight hours labor constitutes a legal day's work, as set forth in Labor Code

Section 1810. The statutory provisions for penalties for failure to comply with the State's wage and hour laws will be enforced as set forth in Labor Code Section 1813.

13 Antitrust Claims

In entering into this Agreement, Contractor offers and agrees to assign to the City all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the California Business and Professions Code) arising from purchases of goods, services, or materials pursuant to the Agreement. This assignment shall be made and become effective at

the time the City tenders final payment to Contractor without further acknowledgment by the parties.

14 Trenching and Excavations

Pursuant to Public Contract Code Section 7104, if the Project involves trenching more than four (4) feet deep, Contractor shall promptly and before the following conditions are disturbed notify the City in writing of any:

14.1 Material that Contractor believes may be material that is hazardous waste, as defined in California Health and Safety Code Section 25117, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law; and/or

14.2 Subsurface or latent physical conditions at the site differing from those indicated; and/or

14.3 Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract.

14.4 As required by Labor Code Section 6705 and in addition thereto, whenever work under the Contract that involves an estimated expenditure in excess of twenty-five thousand dollars ($25,000) for the excavation of any trench or trenches five (5) feet or more in depth, Contractor shall submit for acceptance by City in advance of excavation, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation, of such trench or trenches. If such plan varies from the shoring system standards established by the Construction Safety Orders of the Division of Industrial Safety, the plan shall be prepared by a registered civil or structural engineer employed by Contractor, and all costs therefor shall be included in the price of the Contract. Nothing in this provision shall be deemed to allow the use of a shoring, sloping, or other protective system less effective than that required by the Construction Safety Orders. Nothing in this provision shall be construed to impose tort liability on the City or on any City officer, agent, consultant, representative, or employee. All plans, processing and shoring costs are Contractor's responsibility and must be included in Contractor's bid.

15 Location of Existing Elements

Pursuant to Government Code Sections 4216 to 4216.9, the methods used and costs involved to locate existing elements, points of connection and all construction methods are Contractor's sole responsibility. Accuracy of information furnished, as to existing conditions, is not guaranteed. Contractor, at its sole expense, must make all investigations necessary to determine locations of existing elements, which may include, without limitation, contacting U.S.A. alert and other private underground

locating firm(s), and/or utilizing potholes, specialized locating equipment and/or hand trenching.

16 Third Party Claims

Pursuant to Public Contract Code Section 9201, the City has full authority to compromise or otherwise settle any claim relating to this Contract at any time. The City shall timely notify Contractor of the receipt of any third-party claim relating to the Contract. The City shall be entitled to recover its reasonable costs incurred in providing the notification required by Public Contract Code Section 9201(b).

17 Non-Collusion

Contractor hereby certifies that this bid is genuine and not a sham or collusive, or made in the interest or on behalf of any person or business not herein named. Contractor further certifies that Contractor has not directly or indirectly induced or solicited any other bidder to furnish a sham bid, or any other person or business to refrain from bidding, and Contractor has not in any manner sought by collusion to secure itself an advantage over any other bidder. Contractor also affirms that it has signed and submitted with its bid to the City a Non-collusion Declaration as required by Public Contract Code Section 7106.

18 Conflicts of Interest

Contractor agrees not to accept any employment or representation during the term of this Contract or within twelve (12) months after completion of the work under this Contract which is or may likely make Contractor “financially interested,” as provided in Government Code Section 1090 and 87100, in any decisions made by City on any matter in connection with which Contractor has been retained pursuant to this Contract.

19 Audit

The City or its representative shall have the option of inspecting and/or auditing all records and other written materials used by Contractor in preparing its billings to the City as a condition precedent to any payment to Contractor. Contractor will promptly furnish documents requested by the City. Additionally, pursuant to Government Code Section 8546.7, if this Contract involves the expenditure of public funds in excess of ten thousand dollars ($10,000), Contractor shall be subject to State Auditor examination and audit at the request of the City or as part of any audit of the City, for a period of three (3) years after final payment under this Contract.

20 Substitute Security

Pursuant to Public Contract Code Section 22300, the substitution of securities for any moneys withheld by the City to ensure performance under a contract is permitted, except where financing will be provided by the Farmers Home Administration of the United States Department of Agriculture pursuant to the Consolidated Farm and

Rural Development Act (7 U.S.C. Sec. 1921 *et seq.*) or where federal regulations or policies, or both, do not allow the substitution of securities. At the request and expense of Contractor, securities equivalent to the amount withheld shall be deposited with the City, or with a state or federally chartered bank in the State of California as the escrow agent, that shall then pay those moneys to Contractor. Upon satisfactory completion of the Contract, the securities shall be returned to Contractor.

Alternatively, Contractor may request and the City shall make payment of retentions earned directly to the escrow agent at the expense of Contractor. At the expense of Contractor, Contractor may direct the investment of the payments into securities, and Contractor shall receive the interest earned on the investments upon the same terms provided for securities deposited by Contractor. Upon satisfactory completion of the Contract, Contractor shall receive from the escrow agent all securities, interest, and payments received by the escrow agent from the City, pursuant to the terms of this section.

Securities eligible for investment shall include those listed in California Government Code Section 16430, bank or savings and loan certificates of deposit, interest-bearing demand deposit accounts, standby letters of credit, or any other security to which Contractor and the City agree in writing. Contractor shall be the beneficial owner of any securities substituted for moneys withheld and shall receive any interest thereon.

If Contractor elects to receive interest on moneys withheld in retention by the City, it shall, at the request of any subcontractor performing more than five percent (5%) of Contractor's total bid, make that option available to the subcontractor regarding any moneys withheld in retention by Contractor from the subcontractor. If Contractor elects to receive interest on any moneys withheld in retention by the City, then the subcontractor shall receive the identical rate of interest received by Contractor on any retention moneys withheld from the subcontractor by Contractor, less any actual pro rata costs associated with administering and calculating that interest. In the event that the interest rate is a fluctuating rate, the rate for the subcontractor shall be determined by calculating the interest rate paid during the time that retentions were withheld from the subcontractor. If Contractor elects to substitute securities in lieu of retention, then, by mutual consent of Contractor and its subcontractor, the subcontractor may substitute securities in exchange for the release of moneys held in retention by Contractor. No Contractor shall require any subcontractor to waive any provision of this paragraph.

The escrow agreement for security deposits in lieu of retention shall be substantially similar to the form provided in Public Contract Code Section 22300(f).

21 Claims Dispute Resolution

In the event of any dispute or controversy with the City over any matter whatsoever, the Contractor shall not cause any delay or cessation in or of Work, but shall proceed

with the performance of the Work in dispute. The Contractor shall retain any and all rights provided that pertain to the resolution of disputes and protests between the parties. The Disputed Work will be categorized as an “unresolved dispute” and payment, if any, shall be as later determined by mutual agreement or a court of law. The Contractor shall keep accurate, detailed records of all Disputed Work, claims and other disputed matters.

All claims arising out of or related to the Contract documents or this Project, and the consideration and payment of such claims, are subject to the Government Claims Act (Government Code Section 810 et seq.) with regard to filing claims. All such claims are also subject to Public Contract Code Section 9204 and Public Contract Code Section 20104 et seq. (Article 1.5), where applicable. This Contract hereby incorporates those provisions as though fully set forth herein. Thus, the Contractor or any Subcontractor must file a claim in accordance with the Government Claims Act as a prerequisite to filing a construction claim in compliance with Section 9204 and Article 1.5 (if applicable), and must then adhere to Section 9204 and Article 1.5 (as applicable), pursuant to the definition of “claim” as individually defined therein.

22 Non-discrimination and Equal Employment Opportunity

22.1 In performance of this Contract, CONTRACTOR shall not discriminate against any employee, subcontractor, or applicant for employment because of sex, color, race, religion, ancestry, national origin, disability, medical condition including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, sexual orientation, age, gender, gender identity, gender expression, genetic information, or military and veteran status. CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their sex, color, race, religion, ancestry, national origin, disability, medical condition including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, sexual orientation, age, gender, gender identity, gender expression, genetic information, or military and veteran status . 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.

22.2 The provisions of subsection 16.1 above shall be included in all solicitations or advertisements placed by or on behalf of CONTRACTOR for personnel to perform any services under this Contract. CITY shall have access to all documents, data and records of CONTRACTOR 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 at, and on file with, the Palmdale City Clerk’s Office.

23 Integration

This Contract supersedes any and all agreements, either oral or written, between the parties hereto with respect to the construction of the Project by Contractor for City and contains all of the covenants and agreements between the parties with respect to the construction of the Project. Each party to this Contract acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made with regard to the construction of the Project by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise regarding work not contained in this Contract shall be valid or binding. Any modification or amendment of this Contract will be effective only if it is in writing and signed by the parties to this Contract. Any changes to the work required by this Contract will be by change order signed by the parties.

24 Debarment and Suspension Certification

Title 2, Code of Federal Regulations, Part §180.300
The bidder, under penalty of perjury, certifies that, except as noted in a separate document, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, or manager:

- is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
- has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
- does not have a proposed debarment pending; and
- has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

25 Governing Law

This Contract will be governed by and construed in accordance with the laws of the State of California without reference to change of venue laws. Any legal action in which enforcement of the terms and conditions of this Contract is requested, or in which it is alleged that a breach of this Contract has taken place, shall be filed and prosecuted in the County of Los Angeles, California.

26 Successors and Assigns

The terms and conditions of this Contract shall be binding on the successors and assigns of the parties to this Contract.

27 Exhibits

The exhibits and attachments referenced in this Contract are attached hereto and incorporated herein by this reference as though set forth in full in the Contract.

28 Authority to Sign

The person or persons executing this Contract on behalf of the Contractor warrant and represent that they have the authority to execute this Contract on behalf of the Contractor and have the authority to bind Contractor to the construction of the Project.

29 Time is of the Essence

Time is of the essence in every provision of this Agreement in which time to perform is a factor.

In Witness Whereof, the parties hereto have caused this Contract to be executed and attested by their respective officers thereunto duly authorized.

CITY OF PALMDALE

SIGNATURE AREA

Sal Mendez Date
City Manager Pro Tem

SIGNATURE AREA

ADDRESS FOR NOTICE:
CITY OF PALMDALE
38250 Sierra Highway
Palmdale, CA 93550

APPROVE AS TO FORM:

SIGNATURE AREA

Alexandra Halfman
City Attorney

ATTEST:

SIGNATURE AREA

Roxanne Faber
City Clerk

EMPIRE LANDSCAPE, INC.

SIGNATURE AREA

Ahmet Gulcu Date
President

ADDRESS FOR NOTICE:
EMPIRE LANDSCAPE, INC.
26945 County Road 97D
Davis, Caifornia 95616

ATTEST: If Corporation

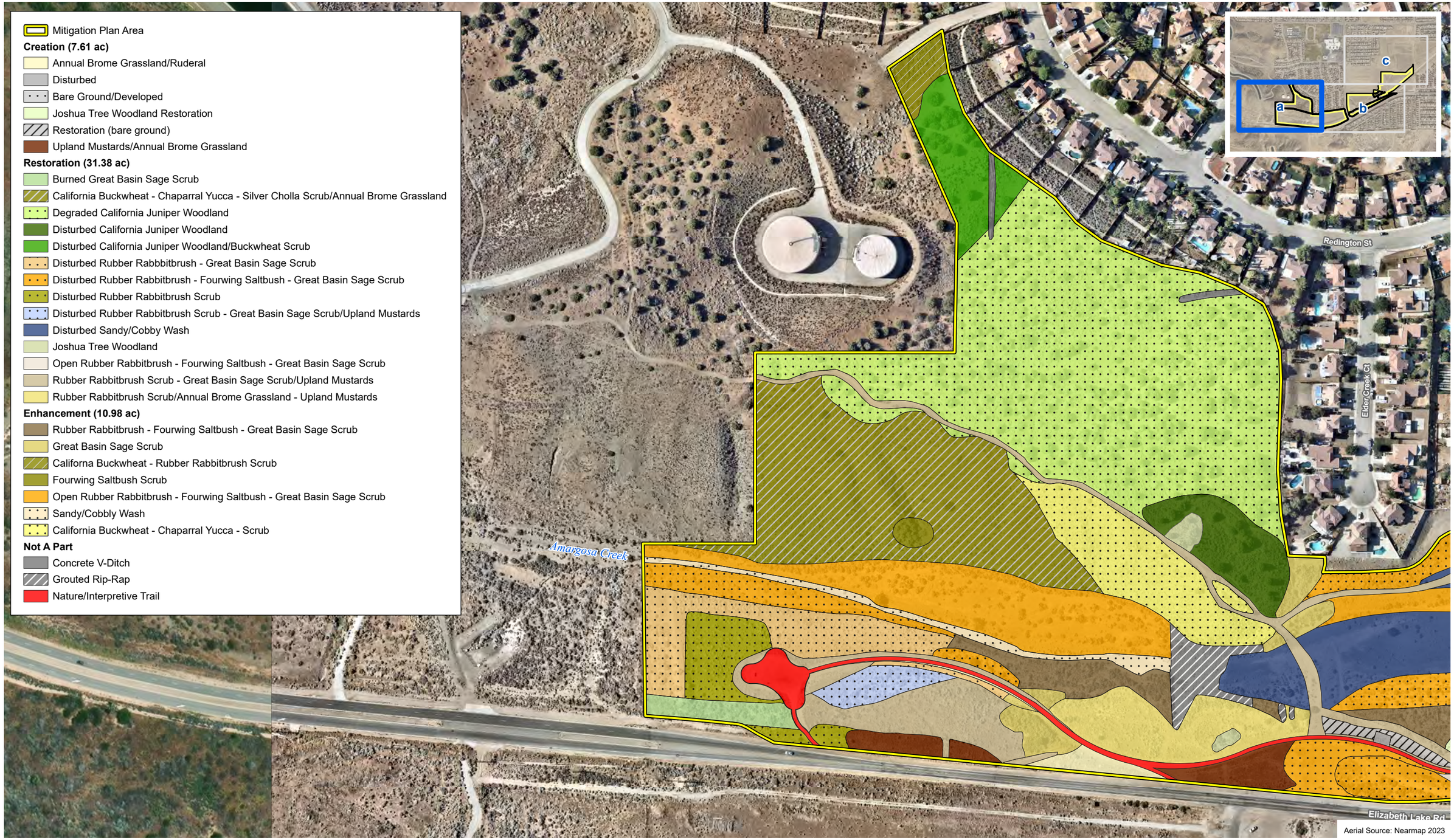
SIGNATURE AREA

Secretary

[Signatures of contractor on bond(s) must be notarized. Obtain two corporate signatures if contractor is a corporation.]

---------- INTERNAL USE ONLY ----------

□ Certificate(s) and Endorsement(s) attached
□ Confirmed business name on contract with certificate(s)
□ Attached notarized bond(s), Worker's Compensation Certificate, and Guaranty
□ Attached Agreement Checklist and met all requirements
□ 2 CFR 200 Checklist (if federally funded)



Aerial Source: Nearmap 2023

Mitigation Areas

Exhibit 2a

Habitat Restoration/Mitigation Plan – Upper Amargosa Creek Recharge Project

N W E S

200 100 0 200 Feet

PSOMAS

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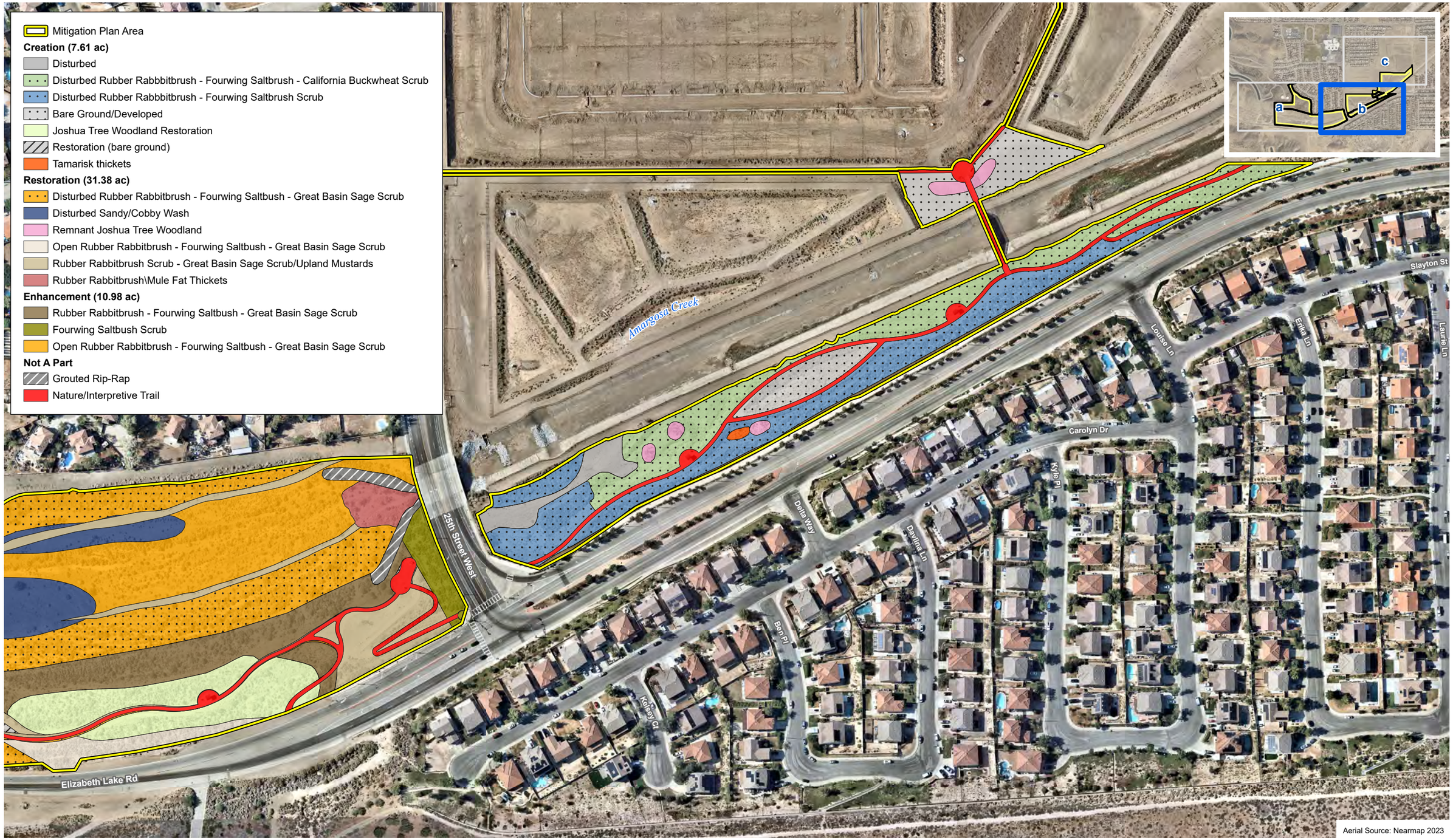


Aerial Source: Nearmap 2023

Mitigation Areas

Exhibit 2b

Habitat Restoration/Mitigation Plan – Upper Amargosa Creek Recharge Project

N W E S

200 100 0 200 Feet

PSOMAS

(Rev: 04/30/2025 PLO) R:\Projects\PAL\3PAL020100\Graphics\In-House\ex_Vegetation.pdf

City Council Staff Report

DATE: **AUGUST 19, 2025**

TO: **HONORABLE MAYOR PRO TEM AND CITY COUNCIL**

FROM: **PUBLIC WORKS DEPARTMENT**
CAPITAL IMPROVEMENT PROGRAM DIVISION

DISTRICT: **2**

SUBJECT: **AWARD CONSTRUCTION AGREEMENT WITH E2 CONTRACTING, INC., FOR PN 861, AMARGOSA CREEK TRAIL IMPROVEMENTS FOR A TOTAL NOT TO EXCEED AMOUNT OF $774,977.02 FOR A TERM OF 100 WORKING DAYS PLUS 90 DAYS OF MAINTENANCE POST CONSTRUCTION FROM THE DATE OF THE NOTICE TO PROCEED**

RECOMMENDATION

Staff recommend that the City Council:

1. Award Construction Agreement No. A-9462 with E2 Contracting Inc., for PN 861, FY 2025-26 Amargosa Creek Trail Improvements (including Alternative 1) for a total not to exceed amount of $ 774,977.02, which includes a contract amount of $704,524.56, plus a 10% contingency amount of $70,452.46 for a term of 100 working days from the date of the Notice to Proceed; and, a maintenance period of 90 calendar days;

2. Authorize the City Manager Pro Tem or his designee to execute the Agreement No. A-9462 with E2 Contracting, Inc., including minimal and/or non-substantial changes; and,

3. Authorize the City Manager Pro Tem or his designee to approve change orders for additional or changed scope of work up to the 10% contingency amount approved by the Council.

BACKGROUND

Amargosa Creek Trail Improvements Project will provide enhanced trails, establish trailheads and add site beautification, and increase user amenities, such as tables, educational signage, fitness equipment and bicycle repair infrastructure.

Project is located between north of Elizabeth Lake Road, from 0.5 miles west of 25th Street West and 0.3 miles east of 25th Street West in Palmdale Council District 2. It will include planting native drought-tolerant vegetation to sequester greenhouse gases and reduce the heat island effect. Outcomes include access points for natural lands within an increasingly urbanized community and providing educational and health benefits for users using the project for active transportation and recreation.

The Alternate Bid 1 included the Public Art Pad Footing, Dero Bike Fixit Station, and 20' X 20' Ocotillo Shade Structures.

DISCUSSION

On June 5, 2025, the project was advertised for construction bids through the PlanetBids electronic platform. Twenty (20) vendors registered as prime contractors. By the bid deadline on July 22, 2025, the City received six (6) electronic bids, which are summarized below:

Bidder	Location	Amount
1. E2 Contracting, Inc.	Orange, CA	$704,524.56
2. RG General E	Norco, CA	$826,587.00
3. Azas Engineering Inc	Glendale, CA	$1,002,600.00
4. Bedrock Group, Inc.	La Canada, CA	$1,057,050.00
5. C.S. Legacy Construction, Inc	Walnut, CA	$1,126,542.95
6. R.C. Becker and Son, Inc	Santa Clarita, CA	$1,191,985.69

E2 Contracting, Inc., was found to be the lowest bidder, was responsive to all bid requirements, and has secured a 10% bid bond as required. In recent years, E2 Contracting Inc. has successfully completed several projects for the University of California, Riverside, and the Bureau of Land Management. They also listed references for current and completed projects in the cities of Riverside, Corona, and Los Angeles between the fall of 2022 through 2024.

E2 Contracting, Inc. proposed a construction cost of $704,524.56, which includes the alternative bid of $113,738.05. The contract will allow a 10% contingency of $70,452.46.

FISCAL IMPACT

$774,977.02; This project is funded using Los Angeles County Regional Park and Open Space District (RPOSD), Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation Measure (Measure A), approved by voters on November 8, 2016. Sufficient funds are budgeted and available in FY 2025-26.

The following is an estimate of anticipated expenditure for Project:

Description	Estimated Cost
Construction Contract	$ 704,524.56
Contingency (10%)	$70,452.46
Total	$774,977.02

STRATEGIC PLAN

Goal I: To store and preserve one of California's most precious resources, water.

C. Plan and maintain safe and attractive neighborhoods, streets, facilities, and public spaces with exciting programming that promotes active fun for everyone.

Prepared by:	Leonardo Torres, P.E. Director of Public Works
Certified as to availability of Funds:	Janelle Samson, Director of Operations
Approved by:	Salvador Mendez, City Manager Pro Tem
Approved as to form:	Alexandra Halfman, City Attorney

ATTACHMENTS

Agrmt No. A-9462 with E2 Contracting, Inc.
Project Map

AGREEMENT NO. A-9462
CONSTRUCTION CONTRACT
BETWEEN THE CITY OF PALMDALE AND E2 CONTRACTING

THIS CONTRACT (“Contract”) is made and entered into by and between City of Palmdale, a public entity ("City"), and E2 CONTRACTING, a CORPORATION ("Contractor"). Contractor and City are collectively referred to herein as the “parties.” This Contract shall become effective on the date of the last signatory.

1 Scope of Work

Contractor shall complete the Project in accordance with this Contract. Contractor shall furnish all materials and perform all work required for the completion of the following Project:

PN 861 AMARGOSA CREEK TRAIL IMPROVEMENTS

Enhance trails, establish trailheads and add site beautification, and increase user amenities such as tables, educational signage, fitness equipment and bicycle repair infrastructure. Project will include planting native drought tolerant vegetation to sequester greenhouse gasses and reduce heat island effect. Outcomes include access points for natural lands within an increasingly urbanized community and providing educational health benefits for users using the project for active transportation and recreation.

The work may consist of, but is not limited to:
- Providing resources such as schedule and securing all required approvals.
- Site Clearing, Earthwork, and Fine Grading.
- Paving and Curbs.
- Entry Monument Sign
- Tubular Steel Barrier Rail with Handrail
- Ocotillo Shade Structures
- Fitness Equipment
- Site Furnishing: benches, dog waste station, litter receptacle, interpretive signage.
- Landscape: soil preparation and weed abatement, hydroseed, landscape boulders.
- 90-Day Maintenance.

Project map attached as Exhibit 'A'.

2 Standard Specifications

Standard Specifications for City projects are those contained in the 2024 Greenbook edition of the "Standard Specifications for Public Works Construction" (the "Greenbook"). Except as otherwise expressly provided herein, the Standard Specifications shall control the general provisions, construction materials, and construction methods for this Contract (except as amended by the Plans for the Project), the General Specifications for the Project, the Special Provisions for the

Project, any technical specifications for the Project, and any other contract documents.

3 Compensation

City shall pay Contractor the total, all-inclusive, NOT-TO-EXCEED amount of SEVEN HUNDRED FOUR THOUSAND AND FIVE HUNDRED TWENTY FOUR DOLLARS AND FIFTY SIX CENTS Dollars ($704524.56) for the construction of the Project. This amount shall cover all expenses for labor, materials, and any and all other costs incurred by Contractor to satisfactorily construct the Project. Unless otherwise provided in the bid documents or agreed upon by the parties, Contractor shall submit detailed, monthly invoices for work actually performed.

4 Completion Date

The construction of the Project shall commence upon Contractor being given a written notice to proceed, and shall be completed within 100 working days of said notice.

5 Payment and Performance Bonds; Guaranty

Unless otherwise expressly provided in the bid documents, prior to commencing work, Contractor shall provide a payment bond and performance bond, each in an amount equal to 100% of the projected annual recurring services price for each year of the term of the contract. Contractor shall submit all bonds electronically through Surety 2000. Pursuant to the bid documents for this Project, the Contractor is required to provide a written guaranty of Contractor's work. In furtherance thereof, Contractor shall execute the written form of Guaranty attached hereto and incorporated by reference herein.

6 Licenses

At all times during the term of this Contract, Contractor shall possess a valid and current Class A Contractor's License to perform the required work ("Work"). Contractor's DIR registration number is 1000063944. Contractor hereby certifies that it holds the required license(s).

CONTRACTOR shall maintain in current status all Federal, State, and local licenses and permits required for the operation of the business conducted by the CONTRACTOR as applicable to this contract.

CONTRACTOR shall be required to obtain a current City of Palmdale business license, as required by the Palmdale Municipal Code, before an Authorization to Proceed is issued.

7 Subcontracting

Subject to any self-performance requirements herein, Contractor may subcontract any portion of the work required by this Contract to other persons or firms, and Contractor submitted with its bid a list of those subcontractors who will perform work in an amount in excess of one-half of one percent (1%) of the Contractor's total bid, in compliance with the Subletting and Subcontracting Fair Practices Act, California Public Contract Code § 4100, et seq. Only such listed subcontractors may perform on this Project.

8 Non-Assignability

Neither this Contract nor any rights, title, interest, duties or obligations under this Contract may be assigned, transferred, conveyed or otherwise disposed of by Contractor without the prior written consent of City.

9 Administration

This Contract will be administered by the Public Works Department of the City. The Director of Public Works or his or her designee shall be considered the Project Administrator and shall have the authority to act for the City under this Contract.

10 Indemnification

To the maximum extent permitted by law, Contractor shall indemnify, protect, defend and hold harmless the City, its Board of Director, the City's officers, employees, agents, volunteers, and representatives ("Indemnitees") with respect to any and all claims, suits, actions, stop notices, liabilities and/or damages, including related expenses, attorney's fees and costs, based on, arising out of, or in any way related to the work undertaken by Contractor pursuant to this Contract, and in connection with the Project.

11 Insurance

11.1 Without limiting Contractor's indemnification of City, as described in paragraph 10, and unless modified by City, Contractor shall obtain, provide and maintain, at its own expense, during the term of this Contract, a policy or policies of insurance, satisfactory to the City, from insurance carriers admitted to do business in the State of California and rated in A.M. Best's Insurance Guide with a rating of A:VII or better, which contain the coverage described below.

11.1.1 <u>Commercial General Liability</u>

- $2,000,000.00 limit on a per occurrence basis
- $4,000,000.00 general aggregate limit

11.1.2 Commercial Automobile Liability

- $2,000,000.00 combined single limit including owned, non-owned and hired automobile coverage

11.1.3 Workers' Compensation and Employer's Liability

- Workers' Compensation -- coverage as required by the State of California
- Employer's Liability --
  $1,000,000.00 each accident
  $1,000,000.00 policy limit bodily injury
  $1,000,000.00 each employee bodily injury by disease

11.1.4 Pollution/Environmental Liability*

- $2,000,000.00 limit on a per occurrence basis

11.2 Policies providing for bodily injury and property damage coverage shall contain the following:

A. An endorsement extending coverage to the City as an additional insured, as respects liability arising out of the performance of any work under the Contract. Such insurance shall be primary insurance, as respects the interest of the City, and any other insurance maintained by the City shall be considered excess coverage and not contributing insurance with the insurance required hereunder. The certificates shall state: "The City of Palmdale, Successor Agency to the Community Redevelopment Agency of the City of Palmdale, Palmdale Civic Authority, Housing Authority, Industrial Development Authority, Airport Authority, their officers, agents, employees and volunteers are named as additional insured".

B. "Severability of Interest" Clause.

11.3 Promptly upon execution of this Contract, and prior to commencement of any work, CONTRACTOR shall deliver to CITY certificates of insurance and endorsements to all required policies demonstrating that CONTRACTOR has the required coverage and showing the required named insured. Within five (5) days of written request from CITY, CONTRACTOR shall deliver to CITY full and complete copies of all insurance policies required by this Contract.

11.4 Said Certificates of Insurance shall provide that thirty (30) days' prior written notice of cancellation shall be given to the City in the event of cancellation and/or reduction in coverage of any nature.

11.5 The required policies of insurance shall be endorsed to waive all rights of subrogation. Contractors waives all rights of subrogation.

11.6 Acceptable Proof of Insurance:

A. ACORD Certificate of Insurance listing all coverage, limits, deductibles and insured; and endorsements for all applicable coverage if agent has authority to

issue it; or additional insured Form CG20100704 and CG20370704 or equivalent must be provided for general liability coverage. Additional insured form CA0001 must be provided for automobile liability coverage.

B. Binders of insurance for all coverage. Agents must confirm that policy endorsements have been ordered from the respective insurance companies. Upon issuance, policy endorsements and a corresponding Certificate of Insurance listing all insurers and coverage must be submitted to the City Attorney.

C. *When pollution/environmental liability coverage is provided on a “claims made basis”, CONTRACTOR will continue to renew the insurance for a period of five (5) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONTRACTOR, or its officers, employees, or agents during the time this Agreement was in effect.

11.7 The requirements as to the types and limits of insurance to be maintained by CONTRACTOR are not intended to and shall not in any manner limit or qualify CONTRACTOR’s liabilities and obligations under this Contract.

11.8 Any policy or policies of insurance that CONTRACTOR elects to carry as insurance against loss or damage to its equipment and tools or other personal property used in the performance of this Contract shall include a provision waiving the insurer’s right of subrogation against CITY.

11.9 Notwithstanding any other provision of this Contract, CITY may immediately terminate this Contract if, at any time CONTRACTOR fails to maintain the required insurance for any period of time or fails to comply with any of the insurance requirements listed above.

11.10 CONTRACTOR shall require any and all subcontractors working on its behalf to provide insurance coverages and limits that are based on the scope of work and nature of risk being performed by the subcontractor. Any and all subcontractors working on behalf of CONTRACTOR shall be subject to all other insurance requirements that are stated herein.

Any deviation in this requirement will be CONTRACTOR's sole risk. CONTRACTOR's insurance requirements in Section 11 will not be impacted and/or limited by such deviation.

12 State Labor Code

12.1 This Contract calls for work to be performed constituting public works. Contractor and all subcontractors shall pay the general prevailing rate of per diem wages as determined and as published by the State Director of the Department of Industrial Relations pursuant to Article 2 of Chapter 1 of Part 7, of Division 2 of the

State Labor Code, including, but not limited to, Sections 1770, 1771, 1773, 1773.2 and 1774.

12.2 This is a public work and requires the payment of prevailing wages for the work or craft in which the worker is employed for any public work done under the contract by Contractor or by any subcontractor pursuant to Section 1771 of the Labor Code. Pursuant to the provisions of Section 1773 of the Labor Code of the State of California, the City has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in this locality for each craft, classification, or type of workman needed to execute this contract from the Director of the Department of Industrial Relations. These rates are on file with the City or may be obtained at http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm.

Contractor shall post a copy of such wage rates at the job site and shall pay the adopted prevailing wage rates as a minimum. Contractor shall comply with the provisions of Sections 1775, 1776, 1777.5, 1777.6, and 1813 of the Labor Code. Pursuant to the provisions of 1775 of the Labor Code, Contractor shall forfeit to the City, as a penalty, not more than $200.00 for each calendar day, or portion thereof, for each laborer, worker, or mechanic employed, paid less than the stipulated prevailing rates for any work done under this Contract, by him or by any subcontractor under him, in violation of the provisions of this Agreement.

12.3 Contractors and subcontractors who are ineligible to bid for work on, or be awarded, a public works project pursuant to Labor Code Sections 1777.1 and 1777.7 are prohibited from bidding on, being awarded, or performing work as a subcontractor, on this Project pursuant to Public Contract Code Section 6109.

12.4 Contractor's attention is directed to the provisions in Sections 1774, 1775, 1776, 1777.5 and 1777.6 of the Labor Code. Contractor shall comply with the provisions in these Sections. The statutory provisions for penalties for failure to comply with the State's wage and hours laws will be enforced. Pursuant to Section 1775 of the Labor Code, the Contractor and any subcontractors, shall, as a penalty to the City forfeit the prescribed amounts per calendar day, or portion thereof, for each worker paid less than the prevailing wage rates.

12.5 Pursuant to Labor Code Section 1771.4, the Project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations.

12.6 Each Contractor and subcontractor shall furnish the records specified in Labor Code Section 1776 directly to the State Labor Commissioner at least monthly in the format prescribed by the State Labor Commissioner.

12.7 Sections 1774 and 1775 require the Contractor and all subcontractors to pay not less than the prevailing wage rates to all workmen employed in the execution of the Contract and specify forfeitures and penalties for failure to do so. The minimum

wages to be paid are those determined by the State Director of the Department of Industrial Relations. Section 1776 requires the Contractor and all subcontractors to keep accurate payroll records, specifies the contents thereof, their inspection and duplication procedures and certain notices required of the Contractor pertaining to their location.

12.8 Section 1777.5 of the Labor Code requires Contractor or subcontractor employing workers in any apprenticeable occupation to apply to the Joint Apprenticeship Committee nearest the site of the public works project, which administers the apprenticeship program in that trade for a certificate of approval. The certificate will also fix the ratio of apprentices to journeymen to be used in the performance of the Contract. The Contractor is required to make contributions to funds established for the administration of apprenticeship programs if he employs registered apprentices or journeymen in any apprenticeable trade and if other contractors on the public works site are making such contributions. Information relative to apprenticeship standards, contributions, wage schedules and other requirements may be obtained from the State Director of Industrial Relations or from the Division of Apprenticeship Standards. Section 1777.6 of the Labor Code provides that it shall be unlawful to refuse to accept otherwise qualified employees as registered apprentices solely on the grounds of race, religious creed, color, national origin, ancestry, sex, or age.

12.9 Eight hours labor constitutes a legal day's work, as set forth in Labor Code

Section 1810. The statutory provisions for penalties for failure to comply with the State's wage and hour laws will be enforced as set forth in Labor Code Section 1813.

13 Antitrust Claims

In entering into this Agreement, Contractor offers and agrees to assign to the City all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the California Business and Professions Code) arising from purchases of goods, services, or materials pursuant to the Agreement. This assignment shall be made and become effective at the time the City tenders final payment to Contractor without further acknowledgment by the parties.

14 Trenching and Excavations

Pursuant to Public Contract Code Section 7104, if the Project involves trenching more than four (4) feet deep, Contractor shall promptly and before the following conditions are disturbed notify the City in writing of any:

14.1 Material that Contractor believes may be material that is hazardous waste, as defined in California Health and Safety Code Section 25117, that is required to be

removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law; and/or

14.2 Subsurface or latent physical conditions at the site differing from those indicated; and/or

14.3 Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract.

14.4 As required by Labor Code Section 6705 and in addition thereto, whenever work under the Contract that involves an estimated expenditure in excess of twenty-five thousand dollars ($25,000) for the excavation of any trench or trenches five (5) feet or more in depth, Contractor shall submit for acceptance by City in advance of excavation, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation, of such trench or trenches. If such plan varies from the shoring system standards established by the Construction Safety Orders of the Division of Industrial Safety, the plan shall be prepared by a registered civil or structural engineer employed by Contractor, and all costs therefor shall be included in the price of the Contract. Nothing in this provision shall be deemed to allow the use of a shoring, sloping, or other protective system less effective than that required by the Construction Safety Orders. Nothing in this provision shall be construed to impose tort liability on the City or on any City officer, agent, consultant, representative, or employee. All plans, processing and shoring costs are Contractor's responsibility and must be included in Contractor's bid.

15 Location of Existing Elements

Pursuant to Government Code Sections 4216 to 4216.9, the methods used and costs involved to locate existing elements, points of connection and all construction methods are Contractor's sole responsibility. Accuracy of information furnished, as to existing conditions, is not guaranteed. Contractor, at its sole expense, must make all investigations necessary to determine locations of existing elements, which may include, without limitation, contacting U.S.A. alert and other private underground locating firm(s), and/or utilizing potholes, specialized locating equipment and/or hand trenching.

16 Third Party Claims

Pursuant to Public Contract Code Section 9201, the City has full authority to compromise or otherwise settle any claim relating to this Contract at any time. The City shall timely notify Contractor of the receipt of any third-party claim relating to the Contract. The City shall be entitled to recover its reasonable costs incurred in providing the notification required by Public Contract Code Section 9201(b).

17 Non-Collusion

Contractor hereby certifies that this bid is genuine and not a sham or collusive, or made in the interest or on behalf of any person or business not herein named. Contractor further certifies that Contractor has not directly or indirectly induced or solicited any other bidder to furnish a sham bid, or any other person or business to refrain from bidding, and Contractor has not in any manner sought by collusion to secure itself an advantage over any other bidder. Contractor also affirms that it has signed and submitted with its bid to the City a Non-collusion Declaration as required by Public Contract Code Section 7106.

18 Conflicts of Interest

Contractor agrees not to accept any employment or representation during the term of this Contract or within twelve (12) months after completion of the work under this Contract which is or may likely make Contractor "financially interested," as provided in Government Code Section 1090 and 87100, in any decisions made by City on any matter in connection with which Contractor has been retained pursuant to this Contract.

19 Audit

The City or its representative shall have the option of inspecting and/or auditing all records and other written materials used by Contractor in preparing its billings to the City as a condition precedent to any payment to Contractor. Contractor will promptly furnish documents requested by the City. Additionally, pursuant to Government Code Section 8546.7, if this Contract involves the expenditure of public funds in excess of ten thousand dollars ($10,000), Contractor shall be subject to State Auditor examination and audit at the request of the City or as part of any audit of the City, for a period of three (3) years after final payment under this Contract.

20 Substitute Security

Pursuant to Public Contract Code Section 22300, the substitution of securities for any moneys withheld by the City to ensure performance under a contract is permitted, except where financing will be provided by the Farmers Home Administration of the United States Department of Agriculture pursuant to the Consolidated Farm and Rural Development Act (7 U.S.C. Sec. 1921 *et seq*.) or where federal regulations or policies, or both, do not allow the substitution of securities. At the request and expense of Contractor, securities equivalent to the amount withheld shall be deposited with the City, or with a state or federally chartered bank in the State of California as the escrow agent, that shall then pay those moneys to Contractor. Upon satisfactory completion of the Contract, the securities shall be returned to Contractor.

Alternatively, Contractor may request and the City shall make payment of retentions earned directly to the escrow agent at the expense of Contractor. At the expense of

Contractor, Contractor may direct the investment of the payments into securities, and Contractor shall receive the interest earned on the investments upon the same terms provided for securities deposited by Contractor. Upon satisfactory completion of the Contract, Contractor shall receive from the escrow agent all securities, interest, and payments received by the escrow agent from the City, pursuant to the terms of this section.

Securities eligible for investment shall include those listed in California Government Code Section 16430, bank or savings and loan certificates of deposit, interest-bearing demand deposit accounts, standby letters of credit, or any other security to which Contractor and the City agree in writing. Contractor shall be the beneficial owner of any securities substituted for moneys withheld and shall receive any interest thereon.

If Contractor elects to receive interest on moneys withheld in retention by the City, it shall, at the request of any subcontractor performing more than five percent (5%) of Contractor's total bid, make that option available to the subcontractor regarding any moneys withheld in retention by Contractor from the subcontractor. If Contractor elects to receive interest on any moneys withheld in retention by the City, then the subcontractor shall receive the identical rate of interest received by Contractor on any retention moneys withheld from the subcontractor by Contractor, less any actual pro rata costs associated with administering and calculating that interest. In the event that the interest rate is a fluctuating rate, the rate for the subcontractor shall be determined by calculating the interest rate paid during the time that retentions were withheld from the subcontractor. If Contractor elects to substitute securities in lieu of retention, then, by mutual consent of Contractor and its subcontractor, the subcontractor may substitute securities in exchange for the release of moneys held in retention by Contractor. No Contractor shall require any subcontractor to waive any provision of this paragraph.

The escrow agreement for security deposits in lieu of retention shall be substantially similar to the form provided in Public Contract Code Section 22300(f).

21 Claims Dispute Resolution

In the event of any dispute or controversy with the City over any matter whatsoever, the Contractor shall not cause any delay or cessation in or of Work, but shall proceed with the performance of the Work in dispute. The Contractor shall retain any and all rights provided that pertain to the resolution of disputes and protests between the parties. The Disputed Work will be categorized as an "unresolved dispute" and payment, if any, shall be as later determined by mutual agreement or a court of law. The Contractor shall keep accurate, detailed records of all Disputed Work, claims and other disputed matters.

All claims arising out of or related to the Contract documents or this Project, and the consideration and payment of such claims, are subject to the Government Claims Act

(Government Code Section 810 et seq.) with regard to filing claims. All such claims are also subject to Public Contract Code Section 9204 and Public Contract Code Section 20104 et seq. (Article 1.5), where applicable. This Contract hereby incorporates those provisions as though fully set forth herein. Thus, the Contractor or any Subcontractor must file a claim in accordance with the Government Claims Act as a prerequisite to filing a construction claim in compliance with Section 9204 and Article 1.5 (if applicable), and must then adhere to Section 9204 and Article 1.5 (as applicable), pursuant to the definition of "claim" as individually defined therein.

22 Non-discrimination and Equal Employment Opportunity

22.1 In performance of this Contract, CONTRACTOR shall not discriminate against any employee, subcontractor, or applicant for employment because of sex, color, race, religion, ancestry, national origin, disability, medical condition including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, sexual orientation, age, gender, gender identity, gender expression, genetic information, or military and veteran status. CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their sex, color, race, religion, ancestry, national origin, disability, medical condition including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, sexual orientation, age, gender, gender identity, gender expression, genetic information, or military and veteran status . 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.

22.2 The provisions of subsection 16.1 above shall be included in all solicitations or advertisements placed by or on behalf of CONTRACTOR for personnel to perform any services under this Contract. CITY shall have access to all documents, data and records of CONTRACTOR 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 at, and on file with, the Palmdale City Clerk's Office.

23 Integration

This Contract supersedes any and all agreements, either oral or written, between the parties hereto with respect to the construction of the Project by Contractor for City and contains all of the covenants and agreements between the parties with respect to the construction of the Project. Each party to this Contract acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made with regard to the construction of the Project by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other

agreement, statement, or promise regarding work not contained in this Contract shall be valid or binding. Any modification or amendment of this Contract will be effective only if it is in writing and signed by the parties to this Contract. Any changes to the work required by this Contract will be by change order signed by the parties.

24 Debarment and Suspension Certification
Title 2, Code of Federal Regulations, Part §180.300
The bidder, under penalty of perjury, certifies that, except as noted in a separate document, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, or manager:

- is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
- has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
- does not have a proposed debarment pending; and
- has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

25 Governing Law

This Contract will be governed by and construed in accordance with the laws of the State of California without reference to change of venue laws. Any legal action in which enforcement of the terms and conditions of this Contract is requested, or in which it is alleged that a breach of this Contract has taken place, shall be filed and prosecuted in the County of Los Angeles, California.

26 Successors and Assigns

The terms and conditions of this Contract shall be binding on the successors and assigns of the parties to this Contract.

27 Exhibits

The exhibits and attachments referenced in this Contract are attached hereto and incorporated herein by this reference as though set forth in full in the Contract.

28 Authority to Sign

The person or persons executing this Contract on behalf of the Contractor warrant and represent that they have the authority to execute this Contract on behalf of the Contractor and have the authority to bind Contractor to the construction of the Project.

29 Time is of the Essence

Time is of the essence in every provision of this Agreement in which time to perform is a factor.

In Witness Whereof, the parties hereto have caused this Contract to be executed and attested by their respective officers thereunto duly authorized.

CITY OF PALMDALE

SIGNATURE AREA

Sal Mendez Date
City Manager Pro Tem

SIGNATURE AREA

ADDRESS FOR NOTICE:
CITY OF PALMDALE
38250 Sierra Highway
Palmdale, CA 93550

E2 CONTRACTING

SIGNATURE AREA

Erik Franzen Date
President

ADDRESS FOR NOTICE:
E2 CONTRACTING
306 W. Katella Ave., Suite B
Orange, California 92867

APPROVE AS TO FORM:

SIGNATURE AREA

Alexandra Halfman
City Attorney

ATTEST:

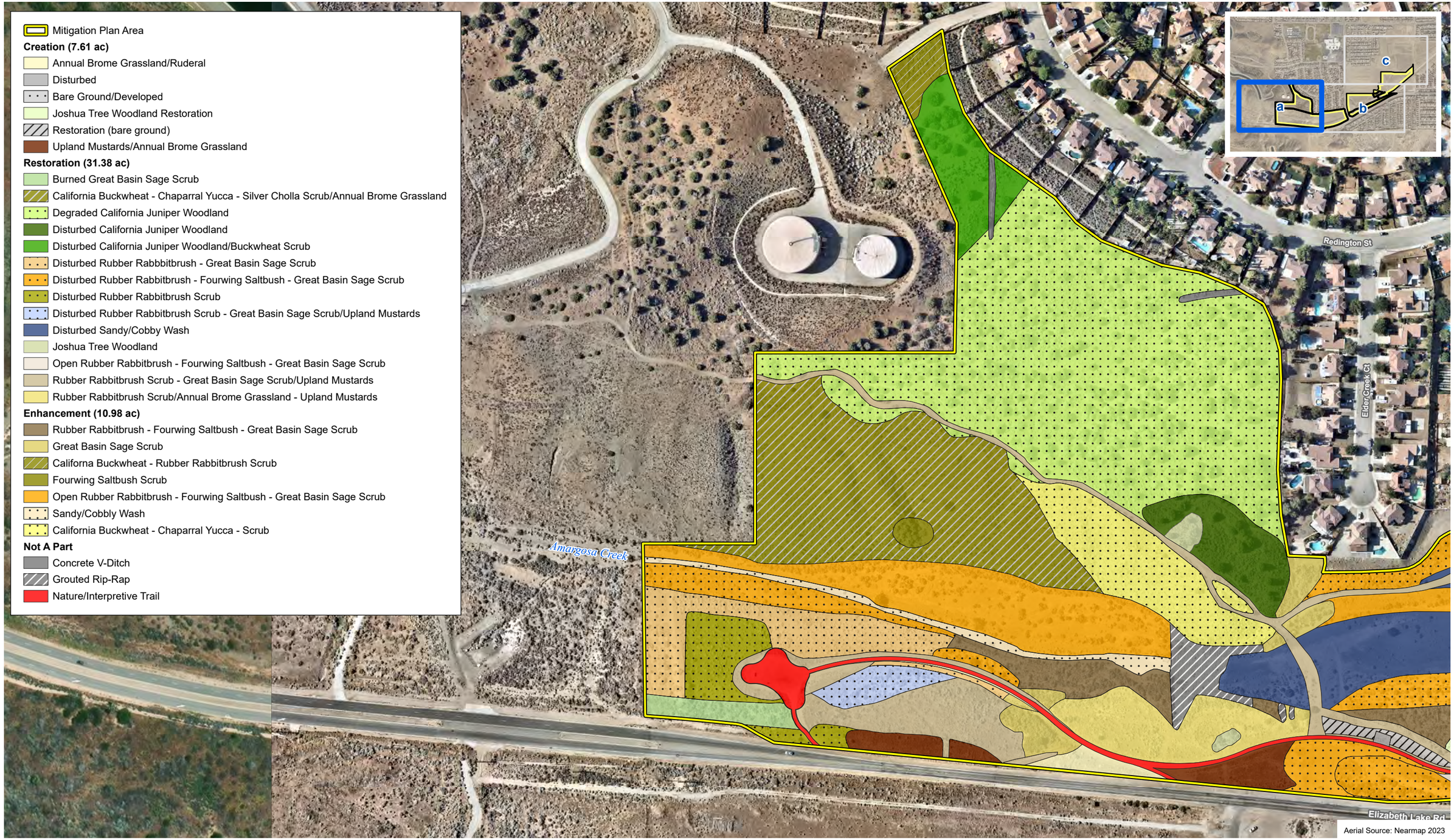
SIGNATURE AREA

Roxanne Faber
City Clerk

[Signatures of contractor on bond(s) must be notarized. Obtain two corporate signatures if contractor is a corporation.]

---------- INTERNAL USE ONLY ----------

□ Certificate(s) and Endorsement(s) attached
□ Confirmed business name on contract with certificate(s)
□ Attached notarized bond(s), Worker's Compensation Certificate, and Guaranty
□ Attached Agreement Checklist and met all requirements
□ 2 CFR 200 Checklist (if federally funded)



Aerial Source: Nearmap 2023

Mitigation Areas

Exhibit 2a

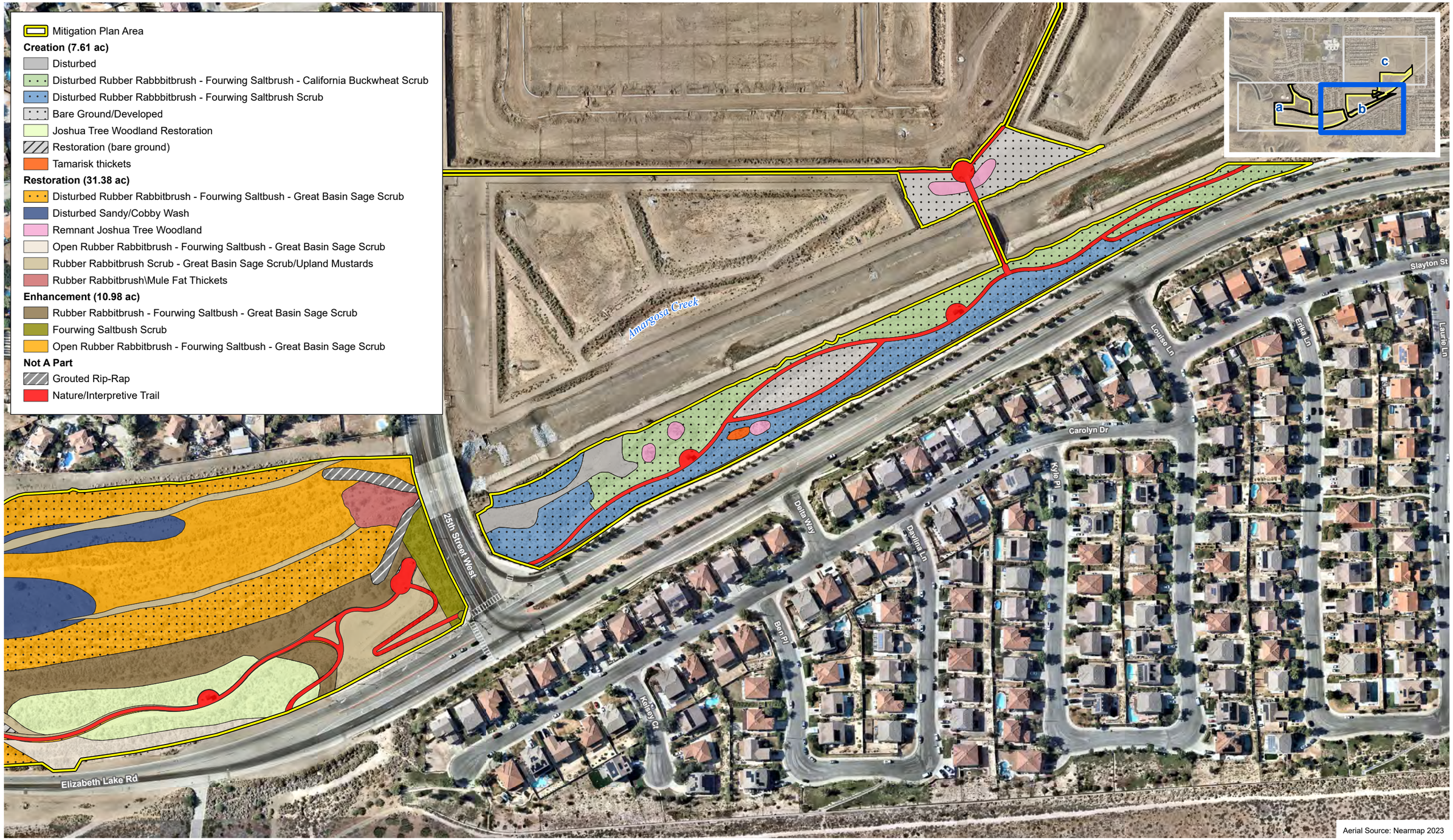
Habitat Restoration/Mitigation Plan – Upper Amargosa Creek Recharge Project

N W E S

200 100 0 200 Feet

PSOMAS

(Rev: 04/30/2025 PLO) R:\Projects\PAL\3PAL020100\Graphics\In-House\ex_Vegetation.pdf



Aerial Source: Nearmap 2023

Mitigation Areas

Exhibit 2b

Habitat Restoration/Mitigation Plan – Upper Amargosa Creek Recharge Project

N W E S

200 100 0 200 Feet

PSOMAS

(Rev: 04/30/2025 PLO) R:\Projects\PAL\3PAL020100\Graphics\In-House\ex_Vegetation.pdf

MINUTES
CITY COUNCIL/SA
CITY HALL COUNCIL CHAMBER
38300 SIERRA HIGHWAY, SUITE B
PALMDALE, CALIFORNIA
AUGUST 5, 2025
5:00 PM

www.cityofpalmdaleca. gov

1) CALL MEETING TO ORDER

Mayor Pro Tem Bettencourt called the meeting to order at 5:01 pm.

Note: All City Council memberships are reflected in their City Council titles.

2) ROLL CALL MAYOR PRO TEM BETTENCOURT, COUNCILMEMBERS BISHOP, LOA, OHLSEN, ALARCÓN

PRESENT: Laura Bettencourt, Austin Bishop, Richard J. Loa, Eric Ohlsen, Andrea Alarcón.
ABSENT: None.

3) PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Councilmember Bishop led the Pledge of Allegiance.

4) PRESENTATIONS

4.1) Recognition of Lockheed Martin's 70th Anniversary of the U-2 program.

Mayor Pro Tem Bettencourt announced a short video would be played.

Mayor Pro Tem Bettencourt and representatives from Assemblymen Carrillo and Lackey's offices made a presentation to Michael Eads, Michael Scott, and Michael Edwards.

4.2) Public Safety Department Update.

Manager Vallarta provided an update on the Public Safety division.

5) PUBLIC COMMENTS

Jason Zink spoke in opposition to approving Item 6.9.

Councilmember Alarcón pulled Item 6.12 for discussion.

6) CONSENT CALENDAR

6.1) Waive full reading of the Resolution(s) and/or Ordinance(s) to be considered and voted on at this meeting. (This allows for reading the title only in lieu of reciting the entire text).

6.2) Receive and File the Monthly and Quarterly Investment Activity Reports for June 2025.

6.3) Approve Agreement with Datalink Networks, Inc. for a total not to exceed amount of $992,224, including a 15% contingency, for continued Microsoft 365 licensing.

6.4) Adopt Resolution No. CC 2025-058, a Resolution of the City Council of the City of Palmdale authorizing the City Manager's signature authority of up to $300,000 per transaction for the purchase of performers or entertainment services and repealing Resolution No. CC 2023-058.

6.5) Adopt Resolution No. CC 2025-060, a Resolution of the City Council of the City of Palmdale appointing Ken Pulskamp as Interim Director of Public Safety for the City under Government Code Section 21221 (h).

6.6) Adopt Resolution No. CC 2025-056, a Resolution of the City Council of the City of Palmdale approving the application for Land and Water Conservation Fund for the Arnie Quinones Park Project.

6.7) Approve Requisitions with SiteOne Landscape Supply LLC and Wilber-Ellis Company for fertilizer supplies in a combined total amount not to exceed $474,000 for Fiscal Year 2025-26.

6.8) Approve Requisition with SiteOne Landscape Supply LLC for irrigation and water conservation supplies in an amount not to exceed $380,000 for Fiscal Year 2025-26.

6.9) Accept Notice of Completion (NOC) for PN 867/868, Traffic Signal Modification at Avenue M and 20th/30th St. East Project.

6.10) Accept Notice of Completion (NOC) for PN 902 ESCO Energy Project.

6.11) Approve Requisition with Boething Treeland Farms, Inc., for wholesale plant materials in an amount not to exceed $137,500 for Fiscal Year 2025-26.

6.12) Approve Energy for Palmdale's Independent Choice (EPIC) Residential Peak Demand Response Incentive Program.

Senior Analyst Talavera provided a detailed presentation on the EPIC Incentive Program.

Councilmember Alarcón provided further information on how to apply for the program.

Motion: Approve Energy for Palmdale's Independent Choice (EPIC) Residential Peak Demand Response Incentive Program.
Moved by Andrea Alarcón, seconded by Eric Ohlsen.

Vote: Motion carried (5-0)
Yes: Laura Bettencourt, Austin Bishop, Richard J. Loa, Eric Ohlsen, Andrea Alarcón.

6.13) Approve the minutes from the previous meeting.

Motion: Approve all items listed on the Consent Calendar except for Item 6.12.
Moved by Austin Bishop, seconded by Andrea Alarcón.

Vote: Motion carried (5-0)
Yes: Laura Bettencourt, Austin Bishop, Richard J. Loa, Eric Ohlsen, Andrea Alarcón.

7) PUBLIC HEARING

7.1) Adopt Resolution No. CC 2025-055, a Resolution of the City Council of the City of Palmdale approving the issuance of California Municipal Financing Authority (CMFA) exempt facility bonds in an aggregate amount not to exceed $95,000,000 for the purpose of financing or refinancing the acquisition, construction, improvement, and equipping of Palmdale family housing and certain other matters relating.

Mayor Pro Tem Bettencourt opened the Public Hearing.

City Clerk Scott read the title of Resolution No. CC 2025-055.

Director of Operations Samson presented the staff report.

Public Testimony: Jason Zink

Mayor Pro Tem Bettencourt closed the Public Hearing.

Motion: Adopt Resolution No. CC 2025-055, a Resolution of the City Council of the City of Palmdale approving the issuance of California Municipal Financing Authority (CMFA) exempt facility bonds in an aggregate amount not to exceed $95,000,000 for the purpose of financing or refinancing the acquisition, construction, improvement, and equipping of Palmdale family housing and certain other matters relating
Moved by Andrea Alarcón, seconded by Austin Bishop.

Vote: Motion carried (5-0)
Yes: Laura Bettencourt, Austin Bishop, Richard J. Loa, Eric Ohlsen, Andrea

Alarcón.

8) CITY MANAGER'S REPORT

City Manager Pro Tem Mendez provided an update on several upcoming events, including: Farmer's Market at Oasis Park on Fridays through October 31, Family Movie Night at the Amphitheater on August 8, and the Concert Series at the Amphitheater featuring TLC on August 9 and the Beach Boys on August 16.

9) NON-AGENDA PUBLIC COMMENTS:

The following individuals provided public comments:

Rich Gallego expressed concerns about Lancaster's mayor speaking out against the Palmdale Freedom Coalition ("PFC"), urged Palmdale to reconsider its relationship with Lancaster, and discussed the at-large mayor ordinance submitted by the PFC.

Jason Zink discussed the agenda language, the super commuters problem, the City Council budget, former City Manager Perez, the Antelope Valley Unified High School District aquatic center, and the at-large elected mayor position.

Betsy Haslett urged community members to attend the Palmdale Partner's Academy.

Tammy Davis, a resident of Twin Palms, expressed concerns about falsified information and rent hikes.

David Berver discussed issues related to Immigration and Customs Enforcement agents, increased traffic caused by new housing developments, and the agenda information.

Roger Soderstedt expressed support for the rotational mayor system.

Xitlali Bravo-Soza addressed concerns related to immigration enforcement, specifically requesting identification due to public safety considerations.

Marsha Furman spoke about expanding Palmdale recreation centers for emergency response purposes and referenced the $10 million Aquatic Center under construction for the Antelope Valley High School District.

Mark Maldonado expressed support for an at-large mayor and the ordinance proposed by the Palmdale Freedom Coalition (PFC), as well as support for veteran organizations.

Michael Ross commented on the recall efforts and conduct of the Lancaster mayor and urged the Palmdale City Council to publicly oppose such behavior.

Carol Ross expressed support for an at-large mayor and opposed Palmdale's

association with Lancaster.

Betsy Haslett provided feedback regarding the 5 pm scheduled time for City Council meetings.

10) COUNCIL REPORTS, ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

10.1) Council Reports.

Mayor Pro Tem Bettencourt briefly addressed the public's interest in having a directly elected mayor, stated she has no association with Lancaster, and noted her vote against the Multi-Agency Regional Resilience Center (MARRC).

Councilmember Loa motioned to include the topic of a directly elected mayor on a future agenda as soon as possible. The motion died for lack of a second.

Councilmember Ohlsen made a counter motion and discussed important considerations before moving back to an at-large elected mayor, including the election code, the Palmdale Charter, and the California Voter's Rights Act. He proposed forming a Citizen Advisory Committee to work with a CVRA consultant and a demographer to go down a legal path to explore whether the City can create districts that aren't racially polarizing. Further discussion included maintaining an open process, engaging the courts for declaratory relief, and ensuring fiscal responsibility to residents.

Motion: Explore the creation of a Citizen Advisory Committee to work with a CVRA consultant and a demographer to go down a legal path to explore whether we can create districts that aren't racially polarizing.
Moved by Eric Ohlsen, seconded by Andrea Alarcón.

Vote: Motion carried (5-0)
Yes: Laura Bettencourt, Austin Bishop, Richard J. Loa, Eric Ohlsen, Andrea Alarcón.

Councilmember Bishop participated in various meetings and events, including the July 4th Fireworks Show at the Amphitheater, Sanitation District meetings, the Transportation Coalition meeting, the Antelope Valley Air Quality Management District meeting, the District 1 Neighborhood Watch event at Poncitlan Square, the summer concert with Kool & The Gang, and the Youth Fentanyl Awareness Summer program.

Councilmember Ohlsen reported attending the Transportation meetings and the Joshua Tree workshop.

Councilmember Alarcón discussed her earlier inquiry about the City's authority to require Immigration and Customs Enforcement agents working within the jurisdiction

to reveal their identification. She also talked about the recent actions by the Los Angeles County Board of Supervisors.

Motion: Request a full report on what has transpired with the Immigration and Customs Enforcement agents identifying themselves.
Moved by Andrea Alarcón, seconded by Laura Bettencourt.

Vote: Motion carried (5-0)
Yes: Laura Bettencourt, Austin Bishop, Richard J. Loa, Eric Ohlsen, Andrea Alarcón.

Mayor Pro Tem Bettencourt provided an update on the League of California Cities Desert Mountain Division meeting. She also requested a meeting to discuss strategies for increasing the number of grocery stores in Palmdale, suggested adding a link to the website with the road paving plan, and asked about the names of Veteran organizations that did not receive funding.

Councilmember Alarcón discussed the Emergency Needs Veterans Fund and requested that it be brought back as an agenda item to provide the public with details.

Motion: Bring back a future presentation item to provide details on the Emergency Needs Veteran Fund.
Moved by Andrea Alarcón, seconded by Laura Bettencourt.

Vote: Motion carried (5-0)
Yes: Laura Bettencourt, Austin Bishop, Richard J. Loa, Eric Ohlsen, Andrea Alarcón.

City Manager Pro Tem Mendez updated the Council on a future Pavement Management Plan.

Mayor Pro Tem Bettencourt discussed the previous public survey on preferred meeting times for City Council meetings and requested that the public be surveyed again. City Attorney Halfman informed the Council that the meeting time is at the Council's pleasure. Mayor Pro Tem Bettencourt made a motion, seconded by Councilmember Alarcón, to add a discussion item about the City Council meeting time to a future agenda; no vote was taken.

Mayor Pro Tem Bettencourt announced a District 3 Town Hall meeting scheduled for September 18th at 6:00 pm at the Palmdale Playhouse.

11) ADJOURN

Mayor Pro Tem Bettencourt adjourned the meeting in honor of Mr. Vincent Dino at 6:37 pm to August 19, 2025, at 5:00 p.m. in the City Hall Council Chamber located at 38300 Sierra Highway, Suite B, Palmdale, California.

_____

Laura Bettencourt, Mayor Pro Tem

ATTEST:

_____

Rochelle Scott, City Clerk

City Council Staff Report

DATE: **AUGUST 19, 2025**

TO: **HONORABLE MAYOR PRO TEM AND CITY COUNCIL**

FROM: **OFFICE OF THE CITY MANAGER**
CITY CLERK DIVISION

DISTRICT: **ALL**

SUBJECT: **CITY COUNCIL REVIEW AND DIRECTION REGARDING CHANGES TO EXISTING COMMITTEE APPOINTMENTS**

RECOMMENDATION

Staff recommend that the City Council:

1. Review the current committee appointments and provide direction regarding any desired changes.

BACKGROUND

At its meeting on July 15, 2025, the City Council directed staff to return with the current list of committee appointments for further discussion and potential action. These appointments ensure that the City is appropriately represented on a range of local and regional committees, boards, and commissions.

Appointments of Councilmembers and designated alternates require nomination and approval by a majority vote of the City Council. Councilmembers serve on these committees at the discretion of the Council. If a Councilmember is no longer able to serve, a formal request for removal must be submitted. In such cases, if an alternate has been appointed, the alternate may assume the role on an interim basis until the Council makes a new appointment.

DISCUSSION

City Council members currently represent the City on various local and regional committees, boards, and commissions. This item is presented to provide the Council with an opportunity to review the existing committee assignments and direct staff regarding any desired changes or updates.

ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT (AVAQMD)

Health and Safety Code Section 41310 states, "The AVAQMD shall be governed by a district board consisting of seven members as follows: (a) Two members of the City Council of the City of Lancaster appointed by the city council. (b) Two members of the City Council of the City of Palmdale appointed by the City Council. (c) Two persons appointed by the member of the Board of Supervisors of the County of Los Angeles who represent a majority of the population of the Antelope Valley District, one of whom may be that supervisor. (d) A public member who shall be appointed by the members appointed under subdivisions (a) to (c), inclusive."

Meetings are held on the third Tuesday of each month at 10:00 am at the Lancaster District office, 43301 Division Street, Suite 206, Lancaster, CA.

Delegate: Councilmember Bishop
Delegate: Councilmember Loa
Alternate: Mayor Pro Tem Bettencourt

ANTELOPE VALLEY FAIRGROUNDS AUTHORITY

The Antelope Valley Fair Authority is a Joint Powers Agreement between the City of Lancaster and the 50th District Agricultural Association. The Authority shall be administered by a Board of Directors consisting of eight members as follows: 1) One member shall be designated by the State Senator for the District in which the Antelope Valley Fairgrounds are located, 2) One member shall be designated by the State Assemblymember for the District in which the Anteloope Valley Fairgrounds are located, 3) Two members shall be designated by the Mayor of the City of Lancaster, with concurrence of the City Council, and 4) One member shall be a member of the Board of Directors of the Association, shall be designated by such Board and serve as a liaison between the Board for the Authority and the Board for the Association 5) One member shall be a member of the Board of Directors of the Friends of the Antelope Valley Fair, Inc. and shall be designated by the Mayor of the City of Lancaster, 6) One member shall be designated by the Mayor of the City of Palmdale, with concurrence of the City Council, and 7) One member shall be designated by the Los Angeles County Supervisor of the District in which the Antelope Valley Fairgrounds are located.

Meetings are held on the 4th Thursday of each month at 1:30 p.m. at the Antelope Valley Fairgrounds, 2551 W. Avenue H, Suite 102, Lancaster, CA.

Delegate: Councilmember Loa

ANTELOPE VALLEY TRANSIT AUTHORITY (AVTA)

The AVTA is governed by a Joint Powers Agreement between the cities of Lancaster and Palmdale, and Los Angeles County. AVTA was established in 1992 after Antelope Valley residents expressed a strong desire for public transportation in the high desert. AVTA's total service area covers 1,200 square miles and is bounded by the Kern County line to the north, the San Bernardino County line to the east, the Angeles National Forest to the south, and Interstate 5 to the west. The fixed-route service area covers approximately 100 square miles.

Meetings are held on the fourth Tuesday of each month at 10:00 am at the AVTA office at 42210 6th Street West, Lancaster, CA.

Delegate:	Councilmember Loa
Delegate:	Councilmember Ohlsen
Alternate:	Mayor Pro Tem Bettencourt
Alternate:	Citizen Kathryn Mac Laren-Gomez

CALIFORNIA CONTRACT CITIES ASSOCIATION (CCCA)

The general purpose of the CCCA is to serve as a rallying point for cities contracting for municipal services to ensure constituents receive the best service at the minimum cost. Through municipal seminars, education, and the exchange of ideas and information, the association combines resources to influence policy decisions affecting member cities.

Meetings are held as needed at various locations determined by the CCCA.

Delegate:	Councilmember Bishop
Alternate:	Councilmember Ohlsen

CITY OF PALMDALE AUDIT COMMITTEE

The goal of the Audit Committee is to maintain the public's confidence in the City's financial functions, enhance the accessibility of the City's financial matters to our citizens, and promote the city's financial transparency. Under the Committee's by-laws, it shall be comprised of five members: two councilmembers, the City Manager, the Finance Manager, and one public member. Committee members shall not receive compensation nor be eligible for reimbursement.

Meetings are held in the spring and fall of each year at a time to be determined in the Palmdale Council Chamber at 38300 Sierra Highway, Suite B, Palmdale, CA.

Delegate:	Councilmember Bishop
Delegate:	Mayor Pro Tem Bettencourt
Alternate:	Councilmember Loa

Public Member: Cinthia Zelaya (Term expires June 2026)

CITY OF PALMDALE INVESTMENT OVERSIGHT COMMITTEE

The Investment Oversight Committee was created under the City's Investment Policy and is comprised of the Mayor, one rotating Councilmember, the City Manager, the City Treasurer, and the City Attorney. Committee members serve without compensation and shall meet at least quarterly to determine general strategies and monitor results.

Meetings are scheduled as needed and are held in the City's Finance Division.

Member: Councilmember Loa (Must be Mayor per Investment Policy)
Member: Councilmember Ohlsen (Council rotates per Investment Policy)

ENHANCED INFRASTRUCTURE FINANCING DISTRICT (EIFD) PUBLIC FINANCING AUTHORITY (PFA)

The City of Palmdale, in partnership with the County of Los Angeles, established an Enhanced Infrastructure Financing District (EIFD) in the boundaries of Palmdale and unincorporated Los Angeles County. The District's purpose is to create a funding mechanism that can facilitate the construction of public infrastructure improvements in this area. The EIFD PFA membership is comprised of two Councilmembers, one public member selected by the Council, one member of the County, and a member of the public selected by the County. Members shall serve at the pleasure of their respective appointing legislative bodies.

Meetings are held as needed in the Palmdale Council Chamber at 38300 Sierra Highway, Suite B, Palmdale, CA.

Member: Councilmember Bishop
Member: Councilmember Loa
Public Member: Laura Gordon

HIGH DESERT CORRIDOR JOINT POWERS AUTHORITY (HDC JPA)

The purpose of the HDC JPA is to enhance the quality of life for our communities by developing and maintaining public infrastructure and providing a variety of municipal services that complement our natural resources and environment. Under the Joint Exercise of Powers Agreement, one member shall be the Fifth District Supervisor of Los Angeles County, and the alternate member shall be appointed by the Fifth District Supervisor.

Meetings are held as needed, and the location rotates between Los Angeles and San Bernardino counties. Occasionally, meetings are held in Palmdale and Victorville. The City's appointments are to be ratified by the Authority.

Director: Councilmember Ohlsen
Alternate: Councilmember Loa

CAL CITIES DESERT MOUNTAIN DIVISION (DMD)

Cal Cities' policy-making process allows the issues facing California cities to be debated and the organization's policy directions to be established. Member cities generally appoint a Councilmember as a delegate and an alternate.

Meetings are held quarterly on the last Friday of the month at 10:00 am in various cities.

Delegate: Mayor Pro Tem Bettencourt
Alternate: Councilmember Bishop
Second Alternate: Councilmember Loa

LOS ANGELES COUNTY SANITATION DISTRICTS (NOS. 14 AND 20)

The Sanitation Districts are a public agency created under state law to manage wastewater and solid waste on a regional scale. They consist of 24 independent special districts serving about 5.6 million people in Los Angeles County. The service area covers approximately 850 square miles and encompasses 78 cities and unincorporated territory within the County. Health and Safety Code Section 4730 states, "The presiding officer of the governing body of each city, the whole or part of which is included in the sanitation district, is a member of the board, and an alternate director may act in the place of the presiding officer." **The Mayor is the presiding officer of the Palmdale City Council and, therefore, automatically serves as a delegate.**

Meetings are held at 1:30 pm on the fourth Wednesday of each month at the Sanitation Districts office at 1955 Workman Mill Road in Whittier or a venue in the Antelope Valley.

District No. 14
Delegate: Councilmember Loa (**Must be Mayor per H&S Code §4730**)
Alternate Director: Councilmember Bishop

District No. 20
Delegate: Councilmember Loa (**Must be Mayor per H&S Code §4730**)
Second Director: Mayor Pro Tem Bettencourt
Alternate Director: Councilmember Bishop

NORTH LOS ANGELES COUNTY TRANSPORTATION COALITION (NCTC)

The NCTC was assembled in 1995 to coordinate information and provide a forum for discussion on regional issues of mutual interest and concern among the cities of Lancaster, Palmdale, Santa Clarita, and the unincorporated areas of North Los Angeles County. NCTC Joint Powers Authority states, "The cities of Lancaster, Palmdale, and Santa Clarita shall have three representatives each: A City Councilmember, a business or community organization representative appointed by the City Council, and a representative at large appointed by the City Council."

Meetings are held as needed in rotating Palmdale, Lancaster, and Santa Clarita locations.

Delegate:	Councilmember Bishop
Alternate:	City Manager Pro Tem Mendez
Business Rep:	Councilmember Ohlsen
At-Large Rep:	Councilmember Loa

PALMDALE RECYCLED WATER AUTHORITY (PRWA)

The PRWA was established in 2012 through a Joint Exercise of Powers Agreement between the City of Palmdale and the Palmdale Water District (PWD) to jointly study, promote, develop, distribute, construct, install, finance, use and manage recycled water resources created by the Los Angeles County Sanitation Districts Nos. 14 and 20 for any and all reasonable and beneficial uses, including irrigation and recharge, and to finance the acquisition and construction or installation of recycled water facilities, recharge facilities, and irrigation systems.

The First Amendment to the Joint Exercise of Powers Agreement provides for a five-member Authority Board wherein each entity appoints two members from their respective governing boards to serve on the Authority Board and jointly appoint the "Fifth Director" (Public Member Director). The City and PWD appoint the Fifth Director (and Authority Board ratifies the appointment. Under the PRWA, an alternate may be appointed.

Meetings are held on the third Monday of the month at 6:00 pm in the Palmdale Council Chamber, 38300 Sierra Highway, Suite B, Palmdale, CA.

Director:	Councilmember Bishop
Director:	Mayor Pro Tem Bettencourt
Alternate:	Councilmember Loa
Public Member:	Joe Pallon – Term expires January 2026. (Per JPA, appointed jointly by the City and PWD and ratified by the PRWA Board

PALMDALE TOURISM IMPROVEMENT DISTRICT (PTID)

The City and local hoteliers developed the PTID to promote Palmdale's tourism and tourism business environment through the development and operation of the PTID. The Board consists of seven Directors; four representatives from the hotels that pay into the TID assessment; one City Councilmember, one City staff, and one public member, who may be a representative of a non-lodging hospitality or tourism sector in the City. The City Councilmember, staff person, and public members are appointed by the Council. Directors serve a three-year term and receive no compensation or reimbursement.

Meetings are held bi-annually and rotate locations between hotels.

Director: Councilmember Bishop

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) GENERAL ASSEMBLY

The SCAG General Assembly approves the bylaws, ratifies election of officers, and SCAG's budget. The General Assembly Delegate Representative has the opportunity to propose any policy matter for determination by the General Assembly in the form of a proposed Resolution or revisions to the SCAG Bylaws. All proposed resolutions and/or bylaw revisions will be reviewed by SCAG's Bylaws and Resolutions Committee and the Regional Council before being considered at the General Assembly business meeting.

Delegate: Councilmember Loa
Alternate: Councilmember Bishop

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) REGIONAL COUNCIL DISTRICT 43

The Regional Council has general authority to conduct the affairs of SCAG and implements the policy direction provided at the annual General Assembly of the membership. In addition, the Regional Council acts upon policy recommendations from SCAG policy committees and external agencies; appoints committees to study specific problems and programs; amends, decreases, or increases the proposed budget to be reported to the General Assembly; and directs the actions of the agency throughout the year.

The delegate of SCAG Council District 43 is a two-year term to expire in January 2027.

Delegate: Councilmember Bishop

PALMDALE SISTER CITY ASSOCIATION

President Eisenhower initiated the United States/Mexico Sister City Program in 1956. The program works to develop one-on-one community relations with cities in other countries so that people can cross national boundaries, get to know each other personally and form mutual respect and understanding of other cultures. City officials and the Palmdale Sister City Association members exchange visits to each city to foster the Sister City Program relationship. The Council may appoint as many representatives as desired.

Palmdale Sister City Association meetings are held on the second and fourth Wednesdays of each month at 6:00 pm at Legacy Commons, 930 E Avenue Q-9, Palmdale, CA.

Delegate:	Councilmember Bishop
Delegate:	Councilmember Loa
Alternate:	Mayor Pro Tem Bettencourt
Alternate:	Councilmember Ohlsen

CALIFORNIA STATE PRISON – LOS ANGELES COUNTY, CITIZENS ADVISORY COMMITTEE

The primary objective of the Citizen's Advisory Committee is to promote communication between the institution and the community. This includes building goodwill and support, allaying community fears, and increasing public awareness and support by receiving and sharing information about the prison and the Department's policies, regulations, and programs.

Meetings are held quarterly in the Warden's Conference Room at the prison.

Delegate:	Mayor Pro Tem Bettencourt
Alternate:	Councilmember Loa

AUTO MALL AD HOC COMMITTEE

The general purpose of the Ad Hoc Committee is to collaborate with all stakeholders to ensure City actions create positive outcomes and opportunities that benefit the entire community.

Meetings are held as needed.

Delegate:	Councilmember Bishop
Delegate:	Councilmember Ohlsen

AV FALLEN HEROES GOVERNANCE BOARD

The High Desert Fallen Heroes event is an annual series of events in the Antelope valley that honor and support fallen heroes, particularly first responders, and their families. These events are organized by the Antelope Valley Sheriff's Boosters and other community groups.

Meetings are held as needed.

Delegate: Councilmember Loa

FISCAL IMPACT

$0; There is no fiscal impact associated with this item.

STRATEGIC PLAN

Goal I: Maintain adequate public safety and protection for life, property, and the environment.

D. Strengthen regional, state, and national partnerships to enhance our legislative presence.

Goal II: Ensure long-term fiscal health of the City and maintain funding for services.

C. Involve and expand engagement to enhance public oversight and transparency.

Prepared by:	Rochelle Scott, City Clerk
Certified as to availability of Funds:	Janelle Samson, Director of Operations
Approved by:	Salvador Mendez, City Manager Pro Tem
Approved as to form:	Alex Halfman, City Attorney

City Council Staff Report

DATE: **AUGUST 19, 2025**

TO: **HONORABLE MAYOR PRO TEM AND CITY COUNCIL**

FROM: **CITY MANAGER DEPARTMENT**
CITY CLERK DIVISION

DISTRICT: **ALL**

SUBJECT: **APPOINT FOUR (4) MEMBERS TO THE MOBILE HOME PARK RENTAL REVIEW BOARD**

RECOMMENDATION

Staff recommend that the City Council:

1. Nominate and appoint four (4) members to the Mobile Home Park Rental Review Board to serve a two-year term to expire June 30, 2027.

BACKGROUND

The terms for four members of the Mobile Home Rental Review Board have expired. New appointments will be made according to Section 5.44.030 of the Palmdale Municipal Code. Members are appointed by the Mayor with the majority of the City Council.

DISCUSSION

The City invited residents to apply for open Board positions through its website, press release, and social media. The application period was from April 11 to May 18, 2025, and later extended to July 17, 2025.

Applicant requirements:

- Must be a resident of the City of Palmdale;
- Cannot be a resident or owner of a mobile home park;
- Cannot be employed by a mobile home park owner;
- Cannot have a financial interest (as defined by state law) in any mobile home or mobile home park; and,
- Cannot have close family members (parent, child, spouse, or sibling) with such financial interests.

Four individuals applied and met all basic requirements. District information is included for qualification purposes only.

DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4
Councilmember Bishop	Councilmember Loa	Mayor Pro Tem Bettencourt	Councilmember Ohlsen
*Jamar Perkins	*Debra McLaurin	Adam Sarabia	Marilyn Estrada

*Currently serving members of the Mobile Home Park Rental Review Board

FISCAL IMPACT

$1,000; Board Members receive $100 per meeting, and the Chair receives $150. Funds are budgeted in Account No. 10118001. Board meetings are held annually in February.

STRATEGIC PLAN

Goal II: Ensure long-term fiscal health of the City and maintain funding for services.

C. Involve and expand engagement to enhance public oversight and transparency.

Goal IV: Maintain a desirable community where everyone wants to live, work and play.

B. Provide inclusive access to a variety of supportive services that build a resilient and healthy community.

Prepared by:	Rochelle Scott, City Clerk
Certified as to availability of Funds:	Janelle Samson, Director of Operations
Approved by:	Salvador Mendez, City Manager Pro Tem
Approved as to form:	Alexandra Halfman, City Attorney

ATTACHMENTS:

Apps Redacted

From: noreply@civicplus.com
To: City Clerk
Subject: [EXTERNAL] Online Form Submittal: Mobile Home Park Rental Review Board Volunteer Application
Date: Wednesday, May 7, 2025 9:44:18 AM

CAUTION: This email originated from outside of the organization.

Mobile Home Park Rental Review Board Volunteer Application

Mobile Home Park Rental Review Board Volunteer Application
The City of Palmdale is an equal opportunity employer and does not discriminate in hiring or employment upon any basis prohibited by law, including race, color, creed, religion, age, sex (including pregnancy, childbirth and related medical conditions), cancer, national origin, genetic characteristics, genetic information, ancestry, sexual orientation, gender, gender identity, gender expression, marital status, veteran status, disability, or any other basis protected by applicable law. None of the questions or information sought in this application are intended to discriminate based upon any status protected by law. If you need reasonable accommodation in completing this application, or in any other part of the application process, please contact the City Clerk's Office at 661/267-5151.

District 1

Mobile Home Park Rental Review Board Information:

Name	Jamar Richard Perkins
Email Address	[redacted]
Address	[redacted]
City	palmdale
Zip Code	93551
Home Number	[redacted]
Occupation	operations manager
Business Phone	3109306977
Why are you interested in this position?	i currently serve on the board and would like to continue
Considering your previous experience and activities in	*Field not completed.*

business, labor, professional, social or other organizations, indicate what you feel are the most important experiences and abilities that qualify you for this position.	
Have you had previous public service experience on a commission or public body?	Yes
Indicate the public agency, title of position, and duties.	The mobile home rental review board
What do you hope to accomplish in this position?	In this position, I hope to help guide responsible growth and development in Palmdale that reflects the needs of both current residents and future generations. My goal is to contribute to well-informed, balanced decisions that support economic opportunity, improve infrastructure, increase access to quality housing, and protect the character and environment of our city.
In your opinion, what is the goal of the Mobile Home Park Rental Review Board and what benefit does it provide to the City of Palmdale?	In my opinion, the goal of the Mobile Home Park Rental Review Board is to ensure fairness, transparency, and stability in the relationship between mobile home park owners and residents. The Board plays a critical role in reviewing rent increase applications, resolving disputes, and enforcing compliance with the City's mobile home rent control ordinance. It exists to protect vulnerable residents—many of whom are seniors, veterans, or on fixed incomes—while also recognizing the rights and interests of park owners.
List your education, highest year completed, and degrees, if any?	Currently pursuing degrees in Mechanical Engineering, Civil Engineering, and a Bachelor of Science in Business Administration Pierce College – Actively enrolled, completing final coursework for transfer Highest Year Completed: College – Currently working toward completion of multiple degree programs High School Diploma – Completed
Have you read the guidelines of the	Yes, I have read the guidelines of the Mobile Home Park Space Rent Control, Section No. 5.44 of the Palmdale Municipal Code.

Mobile Home Park Space Rent Control, Section No. 5.44, of the Palmdale Municipal Code? If so, briefly explain the purpose of the above and the Rental Review Board?	The purpose of this section is to protect mobile home park residents—many of whom are seniors, veterans, or individuals on fixed incomes—from excessive and unreasonable rent increases, while also allowing park owners a fair return on their investment. The Rental Review Board exists to enforce this ordinance by reviewing and making decisions on proposed rent increases, resolving disputes, and ensuring that both residents and park owners are treated fairly under the law. The Board serves as a neutral body that helps maintain housing stability, prevent displacement, and uphold a balanced approach to rent control in Palmdale's mobile home communities.

Volunteer Information:

REASONABLE ACCOMMODATIONS:	No

Please list all other languages you know.

Language	english
Language Skills	Speak, Read, Write
Language	*Field not completed.*
Language Skills	*Field not completed.*
Specialized training/skills:	*Field not completed.*
Computer Skills:	Word , Photoshop, Excel, Adobe Creator, Access, PowerPoint
Is any or all of your volunteer time to be credited toward a project, certification or degree program for a school, community organization or religious program?	No
Please list	*Field not completed.*
Previous Volunteer/ Work Experience as it relates to your volunteer interests:	*Field not completed.*

In Case of Emergency:

Whom should we notify?

Name	[redacted]
Relationship to Applicant	[redacted]
Work Phone	[redacted]
Physician's Name:	n/a
Phone:	*Field not completed.*
Do you have any medical history that we should be aware of in the event of an emergency? (Allergies, medications, etc.)	[redacted]

AUTHORIZATION AND RELEASE

I certify that all statements on this application are true and complete to the best of my knowledge. I hereby authorize the City of Palmdale to investigate any information contained in this application. I understand that as part of the final selection process I will be required to pass a Livescan fingerprint scan submission via the California Department of Justice. I understand that information collected during this background check will be limited to that appropriate to determining my suitability for particular types of work as a Mobile Home Rental Review Board Member/volunteer work and that such information collected during the check will be kept confidential. I understand that false or misleading statements shall be sufficient grounds for disqualification.

As a City Volunteer, I understand that as a volunteer, I am offering my services of my own free will without any expectation of compensation, benefits, or insurance of any kind (unless otherwise noted). I voluntarily agree to participate as a volunteer.

I hereby waive, release, and hold harmless from any liability or claims for damages for personal injury, including death, as well as from claims for property damage which may arise in connection with the above-named activities as a Mobile Home Rental Review Board Member/volunteer, against the supervisor, the

City of Palmdale and its elected and appointed officials, agents, and employees.

I hereby agree to the Authorization and Release set forth on this day.	5/7/2025
Signature	Jamar R Perkins
Applicants are encouraged to attach a resume.	[redacted]

A hard copy may be e-mailed to cityclerkdepartment@cityofpalmdale.org, hand delivered or mailed (postmarked by the deadline) directly to the Office of the City Clerk at 38300 Sierra Hwy., Ste. C, Palmdale, CA 93550 by Thursday, May 18, 2023 at 6:00 p.m. Please return the completed application to the City Clerk, 38300 Sierra Highway, Suite C, Palmdale, CA 93550. For additional information, you may call (661) 267-5151.

DECLARATION OF APPLICANT

I declare that I am not a resident or owner of a mobile home park, that I am not an employee of a park owner, and that I do not have a financial interest (as defined by state law) in any mobile home or mobile home park, or have a parent, child, spouse or sibling with any such financial interest.

Executed on this day	5/7/2025
Name (print)	Jamar R Perkins
Signature	Jamar R Perkins

Email not displaying correctly? View it in your browser.

Jamar Perkins

Palmdale, CA 93551 | [redacted]

US Citizen | Available to work onsite | Willing to work Saturdays

Professional Summary

Experienced manufacturing and logistics leader with over 10 years of progressive experience in aerospace, transportation, and production environments. Adept in lean manufacturing, team supervision, safety compliance, and cost control. Strong track record of improving operations, motivating teams, and achieving production targets. Certified in Six Sigma and project management, with a hands-on leadership style and excellent problem-solving abilities.

Relevant Experience

Production Operator I

PPG - Valencia, CA

May 2023 - Sep 2023

- Operated and maintained production line machinery in accordance with aerospace quality standards.
- Monitored safety procedures and adhered to lean manufacturing practices.
- Reported WIP (Work-in-Progress) movement and ensured accurate data entry for production tracking.

Operations Manager / CDL Driver

Perkins Family Trucking - Chicago, IL

Sep 2023 - Jan 2025

- Managed logistics operations, route planning, and vehicle inspections to ensure on-time delivery.
- Trained and supervised drivers and warehouse staff.
- Monitored fuel usage, overtime, and delivery metrics to reduce operating costs.

Truck Driver

Ryder Integrated Logistics - Sylmar, CA

Sep 2020 - Feb 2023

- Delivered aerospace and manufacturing materials across California.
- Maintained Department of Transportation (DOT) compliance and vehicle safety.

Jamar Perkins

Palmdale, CA 93551 | [redacted]

US Citizen | Available to work onsite | Willing to work Saturdays

- Communicated with dispatch to resolve delivery issues efficiently.

Returns Supervisor

SGPS Inc. Showrig - Compton, CA

Aug 2019 - Mar 2020

- Supervised product returns, processed inventory, and managed a small team.
- Maintained detailed records and improved the returns process to minimize errors.

Warehouse Supervisor

PCCA - Elkridge, MD

Jan 2012 - Feb 2014

- Managed a team of 25 warehouse associates, ensuring timely order fulfillment.
- Reduced turnover and implemented cross-training strategies to increase flexibility.
- Coordinated with other department leads to meet daily operational goals.

Education

B.S. in Civil & Mechanical Engineering (In Progress)

California State University, Northridge | Expected: 2026

B.S. in Business Administration (In Progress)

Western Governors University | Expected: 2025

A.S. in Mechanical Engineering (In Progress)

Antelope Valley College | Expected: 2025

Certifications

- Six Sigma White Belt

Jamar Perkins

Palmdale, CA 93551 | [redacted]

US Citizen | Available to work onsite | Willing to work Saturdays

- Lean Six Sigma Certification
- Forklift Certified
- CDL Class A (Active)
- Project Management Certified
- OSHA Compliant

Skills

- Production & Team Supervision
- Lean Manufacturing / 5S / SPC
- Inventory & WIP Reporting
- Scheduling & Timecard Management
- Problem Solving & Data Analysis
- Safety Protocols & Equipment Maintenance
- Cross-functional Team Leadership
- Employee Training & Performance Reviews

PALMDALE

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Office of the City Clerk
38300 Sierra Highway, Suite C
Palmdale, CA 93550
(661) 267-5151

Mobile Home Park Rental Review Board/ Volunteer Application

The City of Palmdale is an equal opportunity employer and does not discriminate in hiring or employment upon any basis prohibited by law, including race, color, creed, religion, age, sex (including pregnancy, childbirth and related medical conditions), cancer, national origin, genetic characteristics, genetic information, ancestry, sexual orientation, gender, gender identity, gender expression, marital status, veteran status, disability, or any other basis protected by applicable law. None of the questions or information sought in this application are intended to discriminate based upon any status protected by law. If you need reasonable accommodation in completing this application, or in any other part of the application process, please contact the City Clerk's Office at 661/267-5151.

Mobile Home Park Rental Review Board Information:

Please Print or Type

District 2

Name: Debra McLaurin

Address: [redacted]

City: Palmdale Zip Code: 93551 Home Phone: [redacted]

Occupation: Mobile Home Park Rental Review Board Voluntee Bus. Phone: (661) 272-9416

Why are you interested in this position?

I am writing to express my enthusiasm for continuing my volunteer position with the M. H. P. R. R. B. Serving in this role has been an incredibly rewarding experience, allowing me to contribute to a fair and equitable housing process for residents while deepening my understanding of rental policies and community needs. Throughout my time on the board, I have witnessed firsthand the importance of advocating for tenants and ensuring fairness.

Considering your previous experience and activities in business, labor, professional, social or other organizations, indicate what you feel are the most important experiences and abilities that qualify you for this position.

I am eager to continue serving as a volunteer with the M. H. P. R. R. Board, and I believe my previous experiences and abilities make me well-suited for this position. Throughout my involvement in business, labor, professional, and social organizations, I have developed key skills that directly support the mission of the board.

Have you had previous public service experience on a commission or public body? If so, indicate the public agency, title of position, and duties.

As Chairwoman of the M.H.P.R.R.B, I was honored to lead an organization dedicated to fair and transparent rental practices within our community.

What do you hope to accomplish in this position?

My experience in leadership, policy review, and advocacy has reinforced the importance of this role, and I remain committed to guiding the board with fairness, professionalism, and empathy. Through careful consideration of cases and the implementation of thoughtful decisions, we have strengthened our ability to address concerns and provide meaningful solutions for the residents we serve.

In your opinion, what is the goal of the Mobile Home Park Rental Review Board and what benefit does it provide to the City of Palmdale?

Additionally, collaboration with stakeholders—including residents, park owners, and regulatory bodies—has allowed us to create a balanced and informed approach to rental matters. As Chairwoman, I am dedicated to maintaining these efforts, ensuring the board remains a trusted resource for all those affected by mobile home rental policies. I appreciate the opportunity to continue volunteering.

List your education, highest year completed, and degrees, if any?

AA Degree, Early Childhood Education, BA Degree, Child Development and Masters Degree, Educational Leadership with the highest honors including the Pinnacle Award and Member of the Honor Society.

Have you read the guidelines of the Mobile Home Park Space Rent Control, Section No. 5.44, of the Palmdale Municipal Code? If so, briefly explain the purpose of the above and the Rental Review Board?

I have reviewed the guidelines outlined in Section 5.44 of the Palmdale Municipal Code, which govern Mobile Home Park Space Rent Control. This ordinance was established to protect mobile home park residents from excessive rent increases while ensuring that park owners receive a fair and reasonable return on their investment overseeing compliance.

Volunteer Information:

REASONABLE ACCOMMODATIONS: Based on your understanding of the Volunteer Program, will you require any special accommodations to apply and/or participate as a volunteer? ☒ Yes ☐ No

If yes, what reasonable accommodations would be necessary to assist you in this area?

I appreciate the opportunity to outline accommodations to ensure a smooth and inclusive experience.

Foreign Languages: Some Spanish Language ☑ Speak ☑ Read ☑ Write

_____ ☐ Speak ☐ Read ☐ Write

Specialized training/skills: Educational Leadership, Entrapanuer Business Skills

Computer Skills:

☑ Word ☑ Photoshop ☑ Excel ☑ Adobe Creator

☑ Access ☑ PowerPoint ☑ Publisher ☑ Other: Websites

Is any or all of your volunteer time to be credited toward a project, certification or degree program for a school, community organization or religious program? ☒ No ☐ Yes, please list

---

Previous Volunteer/ Work Experience as it relates to your volunteer interests:

As Chairwoman of the Mobile Home Park Rental Review Board, I am honored to lead an organization dedicated to fair and transparent rental practices within our community. Over the course of my tenure, I have worked diligently alongside my fellow board members to uphold the integrity of our review process, ensure equitable treatment of all residents, and foster open communication between park owners.

In Case of Emergency:

Whom should we notify?

[redacted] Son

Name Relationship to Applicant

Home Phone: [redacted] Work Phone: [redacted]

Physician's Name [redacted] Phone: [redacted]

Do you have any medical history that we should be aware of in the event of an emergency?

(Allergies, medications, etc.)

None at this time

AUTHORIZATION AND RELEASE

I certify that all statements on this application are true and complete to the best of my knowledge. I hereby authorize the City of Palmdale to investigate any information contained in this application. I understand that as part of the final selection process I will be required to pass a Livescan fingerprint scan submission via the California Department of Justice. I understand that information collected during this background check will be limited to that appropriate to determining my suitability for particular types of work as a Mobile Home Rental Review Board Member/volunteer work and that such information collected during the check will be kept confidential. I understand that false or misleading statements shall be sufficient grounds for disqualification.

As a City Volunteer, I understand that as a volunteer, I am offering my services of my own free will without any expectation of compensation, benefits, or insurance of any kind (unless otherwise noted). I voluntarily agree to participate as a volunteer.

I hereby waive, release, and hold harmless from any liability or claims for damages for personal injury, including death, as well as from claims for property damage which may arise in connection with the above-named activities as a Mobile Home Rental Review Board Member/volunteer, against the supervisor, the City of Palmdale and its elected and appointed officials, agents, and employees.

I hereby agree to the Authorization and Release set forth on this 27 day of May, 2025

Applicant's Signature

Applicants are encouraged to attach a resume.

Applications may be mailed (postmarked the date of the deadline), e-mailed to cityclerkdepartment@cityofpalmdale.org or hand delivered to the office of the City Clerk at 38300 Sierra Hwy., Ste. C, Palmdale, CA 93550

For additional information, please contact the City Clerk at 661/267-5151.

Please also sign the Declaration of Applicant attached as Page 5.

PALMDALE

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Office of the City Clerk
38300 Sierra Highway, Suite C
Palmdale, CA 93550
(661) 267-5151

Mobile Home Park Rental Review Board

DECLARATION OF APPLICANT

I declare that I am not a resident or owner of a mobile home park, that I am not an employee of a park owner, and that I do not have a financial interest (as defined by state law) in any mobile home or mobile home park, or have a parent, child, spouse or sibling with any such financial interest.

Executed on this 27 day of May (month), 2025 (year).

Debra McLaurin
Printed Name of Applicant

Signature of Applicant

From: noreply@civicplus.com
To: City Clerk
Subject: [EXTERNAL] Online Form Submittal: Mobile Home Park Rental Review Board Volunteer Application
Date: Thursday, July 17, 2025 5:33:00 PM

CAUTION: This email originated from outside of the organization.

Mobile Home Park Rental Review Board Volunteer Application

Mobile Home Park Rental Review Board Volunteer Application
The City of Palmdale is an equal opportunity employer and does not discriminate in hiring or employment upon any basis prohibited by law, including race, color, creed, religion, age, sex (including pregnancy, childbirth and related medical conditions), cancer, national origin, genetic characteristics, genetic information, ancestry, sexual orientation, gender, gender identity, gender expression, marital status, veteran status, disability, or any other basis protected by applicable law. None of the questions or information sought in this application are intended to discriminate based upon any status protected by law. If you need reasonable accommodation in completing this application, or in any other part of the application process, please contact the City Clerk's Office at 661/267-5151.

District 3

Mobile Home Park Rental Review Board Information:

Name	Adam Sarabia
Email Address	[redacted]
Address	[redacted]
City	Palmdale
Zip Code	93550
Home Number	[redacted]
Occupation	Retail Associate
Business Phone	*Field not completed.*
Why are you interested in this position?	I am interested in giving back to my community any way I can and I feel this position is a crucial step I can take to make Palmdale a greater place to live in. I want to help Palmdale thrive and grow.
Considering your	I am a college student at AVC, in the Honors program, and a part-time Walmart associate. In high school, I was a member of

previous experience and activities in business, labor, professional, social or other organizations, indicate what you feel are the most important experiences and abilities that qualify you for this position.	JROTC for 3 years and held a position of Cadet Staff Sergeant being in command of my own platoon during school events. I have taken leadership positions during my adult life as well like a 3 year timeframe in which I was the sole team member responsible for ensuring 23 production lines run smoothly. Working for companies like Bright Innovation Labs, Aflac, and now Walmart, I have a robust confidence in communication.
Have you had previous public service experience on a commission or public body?	No
What do you hope to accomplish in this position?	I hope to understand my city government on a deeper level, but, above all, I hope to make Palmdale a better place to live in.
In your opinion, what is the goal of the Mobile Home Park Rental Review Board and what benefit does it provide to the City of Palmdale?	As a member of the Mobile Home Park Rental Review Board, I would be responsible for hearing the issues and recommendations of the public and, to the best of my ability, present to the City Council my report for the implementation and enforcement.
List your education, highest year completed, and degrees, if any?	I have a G.E.D. and I am currently an AVC student planning to graduate in fall 2026
Have you read the guidelines of the Mobile Home Park Space Rent Control, Section No. 5.44, of the Palmdale Municipal Code? If so, briefly explain the purpose of the above and the Rental Review Board?	I have read the Municipal Code. The purpose of this code is to address the issues mobile home residents of Palmdale face such as rising rent costs, protecting mobile home slots in the city, and ensure park owners a reasonable return while maintain mobile home owner equity.
Volunteer Information:	
REASONABLE ACCOMMODATIONS:	No

Please list all other languages you know.	
Language	English
Language Skills	Speak, Read, Write
Language	Spanish
Language Skills	Speak, Read, Write
Specialized training/skills:	I am fluent in both English and Spanish and I have leadership training.
Computer Skills:	Word , Excel, Access, PowerPoint
Is any or all of your volunteer time to be credited toward a project, certification or degree program for a school, community organization or religious program?	No
Please list	*Field not completed.*
Previous Volunteer/ Work Experience as it relates to your volunteer interests:	*Field not completed.*
In Case of Emergency:	
Whom should we notify?	
Name	[redacted]
Relationship to Applicant	[redacted]
Work Phone	[redacted]
Physician's Name:	[redacted]
Phone:	[redacted]
Do you have any medical history that we should be aware of in	[redacted]

the event of an emergency? (Allergies, medications, etc.)

AUTHORIZATION AND RELEASE

I certify that all statements on this application are true and complete to the best of my knowledge. I hereby authorize the City of Palmdale to investigate any information contained in this application. I understand that as part of the final selection process I will be required to pass a Livescan fingerprint scan submission via the California Department of Justice. I understand that information collected during this background check will be limited to that appropriate to determining my suitability for particular types of work as a Mobile Home Rental Review Board Member/volunteer work and that such information collected during the check will be kept confidential. I understand that false or misleading statements shall be sufficient grounds for disqualification.

As a City Volunteer, I understand that as a volunteer, I am offering my services of my own free will without any expectation of compensation, benefits, or insurance of any kind (unless otherwise noted). I voluntarily agree to participate as a volunteer.

I hereby waive, release, and hold harmless from any liability or claims for damages for personal injury, including death, as well as from claims for property damage which may arise in connection with the above-named activities as a Mobile Home Rental Review Board Member/volunteer, against the supervisor, the City of Palmdale and its elected and appointed officials, agents, and employees.

I hereby agree to the Authorization and Release set forth on this day.	7/17/2025
Signature	Adam Sarabia
Applicants are encouraged to attach a resume.	[redacted]

A hard copy may be e-mailed to cityclerkdepartment@cityofpalmdale.org, hand delivered or mailed

(postmarked by the deadline) directly to the Office of the City Clerk at 38300 Sierra Hwy., Ste. C, Palmdale, CA 93550 by Thursday, July 17, 2025 at 6:00 p.m. Please return the completed application to the City Clerk, 38300 Sierra Highway, Suite C, Palmdale, CA 93550. For additional information, you may call (661) 267-5151.

DECLARATION OF APPLICANT

I declare that I am not a resident or owner of a mobile home park, that I am not an employee of a park owner, and that I do not have a financial interest (as defined by state law) in any mobile home or mobile home park, or have a parent, child, spouse or sibling with any such financial interest.

Executed on this day	7/17/2025
Name (print)	Adam Sarabia
Signature	Adam Sarabia

Email not displaying correctly? View it in your browser.

ADAM
SARABIA

Palmdale, CA | [redacted] | [redacted]

OBJECTIVE

Detail-oriented professional with extensive experience in sanitation and agricultural operations. Adept at ensuring product quality and safety through meticulous cleaning processes while demonstrating proficiency in warehouse logistics and transportation management. Possessing an active insurance producer license, I am committed to delivering exceptional service and fostering client relationships. Seeking a challenging role where I can leverage my diverse skill set to contribute effectively to organizational goals and growth.

EXPERIENCE

Sanitation Worker / June 2020 - March 2023

- Washed and sanitized mixing, holding, and portable tanks for various products, including shampoo, conditioner, and body lotion.
- Transferred products between mixing, holding, and portable tanks, ensuring proper sanitation and safety standards.
- Attained forklift certification through on-site examination, facilitating efficient movement of portable tanks to assembly lines for production.

Agricultural Worker / June 2017 - August 2019

- Hand-pick Strawberries and Blueberries in Lynden, WA, and Lettuce in Bakersfield, CA
- Trucker hauling Raspberries in Lynden, WA

Six Flags Team-Member / October 2024 – March 2025

- Manned cashier and maintained the storefront at Studio6F.

Walmart Front End Associate / March 2025 - Present

- Cashier, cart-pusher, front end.

SKILLS

- Packaging
- Warehouse Operations
- Pallet Jack Handling
- Customer Service

CERTIFICATIONS AND LICENSES

- Insurance Producer License (Valid until May 2025)

From: noreply@civicplus.com
To: City Clerk
Subject: [EXTERNAL] Online Form Submittal: Mobile Home Park Rental Review Board Volunteer Application
Date: Thursday, July 10, 2025 7:48:10 PM

CAUTION: This email originated from outside of the organization.

Mobile Home Park Rental Review Board Volunteer Application

Mobile Home Park Rental Review Board Volunteer Application
The City of Palmdale is an equal opportunity employer and does not discriminate in hiring or employment upon any basis prohibited by law, including race, color, creed, religion, age, sex (including pregnancy, childbirth and related medical conditions), cancer, national origin, genetic characteristics, genetic information, ancestry, sexual orientation, gender, gender identity, gender expression, marital status, veteran status, disability, or any other basis protected by applicable law. None of the questions or information sought in this application are intended to discriminate based upon any status protected by law. If you need reasonable accommodation in completing this application, or in any other part of the application process, please contact the City Clerk's Office at 661/267-5151.

District 4

Mobile Home Park Rental Review Board Information:

Name	Marilyn Estrada
Email Address	[redacted]
Address	[redacted]
City	Palmdale
Zip Code	93552
Home Number	[redacted]
Occupation	Resource Parents
Business Phone	(661)350-7972
Why are you interested in this position?	Love to work with people
Considering your previous experience and activities in	Conflict resolution, excellent organization, customer service

business, labor, professional, social or other organizations, indicate what you feel are the most important experiences and abilities that qualify you for this position.	
Have you had previous public service experience on a commission or public body?	No
What do you hope to accomplish in this position?	More knowledge help the community
In your opinion, what is the goal of the Mobile Home Park Rental Review Board and what benefit does it provide to the City of Palmdale?	More housings opportunities for Palmdale residents
List your education, highest year completed, and degrees, if any?	2 years business administration in my country
Have you read the guidelines of the Mobile Home Park Space Rent Control, Section No. 5.44, of the Palmdale Municipal Code? If so, briefly explain the purpose of the above and the Rental Review Board?	To heard and observe any involvement of rental increases
Volunteer Information:	
REASONABLE ACCOMMODATIONS:	No
Please list all other languages you know.	

Language	Spanish
Language Skills	Speak, Read, Write
Language	*Field not completed.*
Language Skills	*Field not completed.*
Specialized training/skills:	*Field not completed.*
Computer Skills:	Word
Is any or all of your volunteer time to be credited toward a project, certification or degree program for a school, community organization or religious program?	No
Please list	*Field not completed.*
Previous Volunteer/ Work Experience as it relates to your volunteer interests:	Domestic violence shelters, homeless shelters
In Case of Emergency:	
Whom should we notify?	
Name	[redacted]
Relationship to Applicant	[redacted]
Work Phone	[redacted]
Physician's Name:	[redacted]
Phone:	[redacted]
Do you have any medical history that we should be aware of in the event of an emergency? (Allergies,	[redacted]

medications, etc.)

AUTHORIZATION AND RELEASE

I certify that all statements on this application are true and complete to the best of my knowledge. I hereby authorize the City of Palmdale to investigate any information contained in this application. I understand that as part of the final selection process I will be required to pass a Livescan fingerprint scan submission via the California Department of Justice. I understand that information collected during this background check will be limited to that appropriate to determining my suitability for particular types of work as a Mobile Home Rental Review Board Member/volunteer work and that such information collected during the check will be kept confidential. I understand that false or misleading statements shall be sufficient grounds for disqualification.

As a City Volunteer, I understand that as a volunteer, I am offering my services of my own free will without any expectation of compensation, benefits, or insurance of any kind (unless otherwise noted). I voluntarily agree to participate as a volunteer.

I hereby waive, release, and hold harmless from any liability or claims for damages for personal injury, including death, as well as from claims for property damage which may arise in connection with the above-named activities as a Mobile Home Rental Review Board Member/volunteer, against the supervisor, the City of Palmdale and its elected and appointed officials, agents, and employees.

I hereby agree to the Authorization and Release set forth on this day.	7/10/2025
Signature	Marilyn Estrada
Applicants are encouraged to attach a resume.	*Field not completed.*

A hard copy may be e-mailed to cityclerkdepartment@cityofpalmdale.org, hand delivered or mailed (postmarked by the deadline) directly to the Office of the City Clerk at

38300 Sierra Hwy., Ste. C, Palmdale, CA 93550 by Thursday, July 17, 2025 at 6:00 p.m. Please return the completed application to the City Clerk, 38300 Sierra Highway, Suite C, Palmdale, CA 93550. For additional information, you may call (661) 267-5151.

DECLARATION OF APPLICANT

I declare that I am not a resident or owner of a mobile home park, that I am not an employee of a park owner, and that I do not have a financial interest (as defined by state law) in any mobile home or mobile home park, or have a parent, child, spouse or sibling with any such financial interest.

Executed on this day	7/10/2025
Name (print)	Marilyn Estrada
Signature	Marilyn Estrada

Email not displaying correctly? View it in your browser.

City Council Staff Report

DATE: **AUGUST 19, 2025**

TO: **HONORABLE MAYOR PRO TEM AND CITY COUNCIL**

FROM: **ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION**

DISTRICT: **ALL**

SUBJECT: **ADOPT ORDINANCE NO. 1659, APPROVING ZONING ORDINANCE AMENDMENT 25-0002 TO MODIFY COMMERCIAL STANDARDS WITHIN THE ZONING ORDINANCE AND FIND THAT THE PROJECT IS CONSISTENT WITH PROGRAM ENVIRONMENTAL IMPACT REPORT 22-002 PREPARED AND CERTIFIED IN CONJUNCTION WITH THE CITY'S GENERAL PLAN (PALMDALE 2045)**

RECOMMENDATION

Staff recommend that the City Council:

1. Receive public testimony regarding proposed Ordinance No. 1659;

2. Adopt Ordinance No. 1659 approving Zoning Ordinance Amendment (ZOA) 25-0002; to modify commercial standards within the zoning ordinance and find that the project is consistent with program Environmental Impact Report 22-002 prepared and certified in conjunction with the City's General Plan (Palmdale 2045); and,

3. Find that the request is consistent with Program Environmental Impact Report (PEIR) 22-002 prepared and certified in conjunction with the City's General Plan (Palmdale 2045).

BACKGROUND

On September 21, 2022, Palmdale 2045 was adopted by the City Council and replaced the previously adopted General Plan (1993). State law requires that the regulations governing the use and development of lands within the municipal limits of a city be consistent with the adopted General Plan for that city. ZOA 21-007 was adopted by the City Council on March 15, 2023, which amended Title 17 of the Palmdale Municipal Code (PMC) to implement the vision of Palmdale 2045 as well as support new land use patterns and future development. Since then, staff have identified minor amendments to Title 17 which are necessary to streamline approval processes for uses within commercial zones.

On July 10, 2025, the Planning Commission adopted Resolution No. PC-2025-014 recommending City Council approval of ZOA 25-0002.

DISCUSSION

Planning Commission recommends that the City Council approve the proposed amendments to the commercial land use regulations to clarify and streamline processes and improve the consistency of allowed uses.

Streamline Approval Processes

This update will allow approval for bona fide restaurants and commercial recreation and sports uses administratively rather than through a Conditional Use Permit (CUP).

In addition, staff recommend adding a new land use to address the sale of on-sale alcohol as an accessory use. This new land use is intended to provide flexibility to businesses, such as commercial recreation uses, wishing to establish incidental on-sale alcohol sales through an administrative process in commercial zones, which may not otherwise be able to meet the requirements of a bona fide restaurant. Furthermore, staff recommend a minor change to the parking calculation table for commercial recreation uses to clarify project requirements.

Additionally, cottage food operations, the preparation or packaging of limited types of food in a private home for sale to consumers, are an allowable land use within any zone that allows residential uses, with administrative approval. Therefore, the proposed amendments include updates to the land use table to allow cottage food operations in other zones that also allow housing.

Consistency of Allowable Uses

The Employment Flex General Plan land use designation and Office Flex (OFX) zone is also intended to transition between intensive service, retail, and commercial uses and lighter industrial uses. As such, some land uses that are allowed in light industrial zones and commercial zones have been included as permitted uses in the OFX zone:

- Animal Sales and Services
- Nursery/Garden Center
- Tattoo/Body Art/ Piercing
- Bar/Nightclub/Lounge
- Brewpub/Taproom/Wine Bar/Micro distillery

ENVIRONMENTAL REVIEW

PEIR 22-002 (State Clearinghouse # 2021060494) was prepared and certified by the City Council (Resolution No. CC 2022-096) on September 21, 2022, for approval Palmdale 2045. As part of the environmental analysis, PEIR 22-002 also considered the adoption and implementation of the Comprehensive Zoning Code and Map update. Staff review has determined that a subsequent or supplemental PEIR as described in California Environmental Quality Act (CEQA) Guidelines Sections 15162, 15163, or 15164, is not required because the proposed ZOA would not require major revisions to the PEIR, there are no significant changes in circumstances and there is no new information of substantial importance that will involve new significant environmental effects or increase the severity of previously identified significant effects. Any future projects would be required to go through separate environmental reviews, as this ZOA is only amending commercial standards. As such, staff concluded that the request is consistent with the previous PEIR in accordance with CEQA Guidelines and has determined that no additional environmental analysis is required.

FISCAL IMPACT

This may result in a reduction in Planning application fees collected; however, it will reduce the upfront costs for businesses to get established and may attract more business to the City and increase property and sales tax revenue.

STRATEGIC PLAN

Goal IV: Maintain a desirable community where everyone wants to live, work, and play.

A. Support opportunities to celebrate rich traditions and diverse cultures in the community.

Prepared by:	Megan Taggart, Director of Economic and Community Development
Certified as to availability of Funds:	Janelle Samson, Director of Operations
Approved by:	Salvador Mendez, City Manager Pro Tem
Approved as to form:	Alexandra Halfman, City Attorney

ATTACHMENTS

Ord. No. 1659
Exh A to Ord. No. 1659
Exb B to Ord No. 1659
Reso. No. PC-2025-014

CITY OF PALMDALE, A CHARTER CITY,
COUNTY OF LOS ANGELES, CALIFORNIA
ORDINANCE NO. 1659

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PALMDALE APPROVING ZONING ORDINANCE AMENDMENT 25-0002 TO MODIFY COMMERCIAL STANDARDS WITHIN THE ZONING ORDINANCE AND FIND THAT THE PROJECT IS CONSISTENT WITH PROGRAM ENVIRONMENTAL IMPACT REPORT 22-002 PREPARED AND CERTIFIED IN CONJUNCTION WITH THE CITY'S GENERAL PLAN (PALMDALE 2045)

A. INTENT OF THE CITY COUNCIL:

1. The City of Palmdale (City) has filed an application that applies to the City and the City's sphere of influence, requesting approval of Zoning Ordinance Amendment (ZOA) 25-0002, to modify residential development standards within the Zoning Ordinance, to streamline review procedures for City projects, as indicated in Exhibit A (hereinafter referred to as "Application"); and,

2. State law requires that the regulations governing the use and development of lands within the municipal limits of a city be consistent with the adopted General Plan for that city. On September 21, 2022, the City Council adopted a comprehensive update to the General Plan (Palmdale 2045), which required a comprehensive update to Title 17 of the Palmdale Municipal Code (PMC), and,

3. On March 15, 2023, the City Council of the City of Palmdale adopted Ordinance No. 1603, a comprehensive Zoning Code and Map update; and,

4. On August 16, 2023, the City Council of the City of Palmdale adopted Ordinance Nos. 1613 and 1614, which identified minor amendments to the PMC necessary to address inconsistencies, clarify review procedures, correct typographical errors and section references, as well as update the associated Zoning Map; and,

5. On December 6, 2023, the City Council of the City of Palmdale adopted Ordinance No. 1627, which identified minor amendments to Title 17 necessary to address inconsistencies and clarify review procedures; and,

6. On February 7, 2024, the City Council of the City of Palmdale adopted Ordinance No. 1639, which amended the Noise Element of the General Plan, the Development Standards for Mixed-Use zones, the Land Use map, and Zoning map to address inconsistencies and clarify review procedures; and,

7. On December 22, 2024, the City Council of the City of Palmdale adopted Ordinance No. 1647 to address review procedures and streamline review processes for City projects; and,

8. On July 10, 2025, the Planning Commission adopted Resolution No. PC-2025-014 recommending City Council approval of ZOA 25-0002, and,

9. On July 15, 2025, the City Council of the City of Palmdale adopted Ordinance No. 1658 to modify residential development standards; and,

10. On August 19, 2025, the City Council of the City of Palmdale conducted a duly noticed public hearing. All legal prerequisites to the adoption of this Ordinance have occurred.

B. ORDINANCE

THE CITY COUNCIL OF THE CITY OF PALMDALE DOES ORDAIN AS FOLLOWS:

SECTION 1. The City Council hereby specifically finds that all the facts set forth in the Recitals, Part A of this Ordinance, are true and correct.

SECTION 2. The City Council hereby finds as follows with respect to the environmental document:

A PEIR 22-002 (State Clearinghouse #2021060494) was prepared and certified by the City Council (Resolution No. CC 2022-096) on September 21, 2022, for approval of the City's General Plan (Palmdale 2045). As part of the environmental analysis, PEIR 22-002 also considered the adoption and implementation of the Comprehensive Zoning Code and Map update. Staff review has determined that a subsequent or supplemental PEIR as described in California Environmental Quality Act (CEQA) Guidelines Sections 15162, 15163, or 15164, is not required because the proposed ZOA modifies language in the recently adopted General Plan and Title 17 of the PMC. The amendment is related to the commercial development standards and would not require major revisions to the PEIR, there are no significant changes in circumstances and there is no new information of substantial importance that will involve new significant environmental effects or increase the severity of previously identified significant effects. Any future projects would be required to go through separate environmental reviews as this ZOA is only amending commercial standards. As such, staff concluded that the request is consistent with the previous PEIR in accordance with CEQA Guidelines and has determined that no additional environmental analysis is required.

B The custodian of records for the environmental document and all other materials which constitute the record of proceedings upon which the City Council's decision is based is the Planning Manager of the City of Palmdale. These documents are available for public review in the Planning Division of the City of Palmdale, located at 38250 Sierra Highway, Palmdale, California 93550, telephone (661) 267-5200.

In addition, the Final PEIR is available at: https://palmdale2045gp.org/wp-content/uploads/2022/10/PalmdaleGP_FinalEIRAppendicesResponsetoCommentsFindingofFactandStatementofOverridingConsiderations.pdf.

SECTION 3. Based upon substantial evidence presented to the City Council during the above-referenced August 19, 2025, public hearing, including public testimony, and written and oral staff report, the City Council specifically finds as follows:

A The proposed ZOA conforms with the goals, objectives, and policies of the General Plan.

B The proposed ZOA is necessary to implement the General Plan and to provide public safety, convenience and/or general welfare.

The proposed ZOA is consistent with the General Plan as discussed in Exhibit B. For example, General Plan Goal ED-2: *Attract diverse and high-quality job options that contribute to the City's economic growth by diversifying the economic base*, because the proposed amendment will clarify and streamline approval processes and expand business potential, which will attract businesses to the City. Furthermore, the proposed ZOA is consistent with Goal LUD-18: *Attraction and stimulation of new employment uses through flexible land use regulations and supportive policies/actions* because the amendment will provide flexibility to commercial areas, while still allowing review and evaluation of site-specific requirements and characteristics and adherence to development regulations and performance standards.

In addition, approval of the proposed ZOA will provide greater flexibility for commercial development standards, clarify approval processes, and provide a path for compatible uses to operate within appropriate zones, consistent with General Plan goals to attract new businesses and increase new employment opportunities in the City.

SECTION 4. Based on the findings and conclusions outlined in sections 1, 2 and 3, this City Council approves ZOA 25-0002, as shown in Exhibit A, and finds that the project is consistent with PEIR 22-002 prepared and certified for Palmdale 2045.

SECTION 5. Severability. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase in this Ordinance or any part thereof is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof, irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional, or invalid, or ineffective, provided the basic purposes of this Ordinance and the benefits to the City and the public are not substantially impaired.

SECTION 6. All legal prerequisites and pre-conditions to introducing, enacting, and adopting this Ordinance have occurred as required by law and policy.

SECTION 7. The City Clerk shall certify the adoption of this ordinance and shall cause this ordinance to be published or posted as required by law.

PASSED, APPROVED and **ADOPTED** this 19th day of August, 2025.

_____
Laura Bettencourt, Mayor Pro Tem

Approved as to form:

_____
Alexandra Halfman, City Attorney

Attest:

_____
Rochelle Scott, City Clerk

I, Rochelle Scott, City Clerk of the City of Palmdale, California, do hereby certify that the foregoing Ordinance was duly introduced, passed, approved, and adopted by the City Council of the City of Palmdale at a regular meeting of said Council held on the 19th day of August, 2025 effective on the 18th day of September, 2025 by the following roll call vote:

AYES: _____

NOES:_____

ABSTAIN:_____ABSENT:_____

Date: _____ _____
Rochelle Scott, City Clerk

EXHIBIT A

PMC Table 17.47.020-1. Allowed Uses – Commercial/Office Zones

Commercial/Office Zones							
Use	**NC**	**RC**	**VC**	**MEDFX**	**EDFX**	**OFX**	**Specific Use Regulations**
Eating and Drinking Establishments and Entertainment Uses							
Bar/Nightclub/Lounge	CUP	CUP	CUP	–	–	CUP –	See PMC § 17.92.020 (Alcoholic beverage establishments)
Brewpub/Taproom/Wine Bar/Microdistillery	MUP	MUP	MUP	–	–	CUP –	See PMC § 17.92.020 (Alcoholic beverage establishments)
Restaurant, Bona Fide	P ~~MUP~~	P	P	P	P	P	See PMC § 17.92.020 (Alcoholic beverage establishments)
On-Sale Alcohol Beverage Establishment as an Accessory Use (Accessory)	A, MUP	A, MUP	A, MUP	A, MUP	A, MUP	A, MUP	See PMC § 17.92.020 (Alcoholic beverage establishments)
Recreation, Education, and Public Assembly Uses							
Commercial Recreation and Sports, Indoor	MUP ~~CUP~~	P	P	MUP –	P	MUP ~~CUP~~	
Residential Uses							
Cottage Food Operation	–	–	MUP –	–	MUP –	MUP –	–See PMC § 17.91.040 (Cottage food operation)
Retail, Service, and Office Uses							
Animal Sales and Services	CUP	P	P	–	–	MUP –	
Nursery/Garden Center	MUP	P	P	–	–	MUP –	
Tattoo/Body Art/Piercing	CUP	CUP	CUP	CUP	–	CUP –	See PMC § 17.92.170 (Tattoo/body art/piercing establishments)

PMC Table 17.54.020-1. Allowed Uses – Mixed-Use Zones

Mixed-Use Zones				
Use	**MU 1**	**MU 2**	**MU 3**	**Specific Use Regulations**
Eating and Drinking Establishments and Entertainment Uses				
On-Sale Alcohol Beverage Establishment as an Accessory Use (Accessory)	A, MUP	A, MUP	A, MUP	See PMC § 17.92.020 (Alcoholic beverage establishments)

PMC Table 17.87.060-1 Required Number of Vehicle Parking Spaces

Commercial Recreation and Sports, Indoor	•Health, Fitness and Sports Clubs: 4.5 spaces/1,000 sf •Bowling Alleys and Billiard Clubs: 3 spaces/bowling lane and/or billiard table plus additional spaces for accessory uses (e.g., restaurant) •Pools: 2 spaces/1,000 square feet of pool area, minimum 5 spaces •Indoor Tennis, Racquet, or Handball Facilities: 3 spaces/court •Coin-Operated Electronic Amusement Centers: 4.5 spaces/1,000 sf •All Other ~~Outdoor~~ Recreational Uses: 2 spaces/1,000 sf Plus 4 spaces/1,000 sf for associated restaurant/cafe/commercial uses.

EXHIBIT B

GENERAL PLAN CONSISTENCY

Element	Goal, Objective, or Policy	Standard Met?	Justification
Economic Development	Goal ED-2: Attract diverse and high-quality job options that contribute to the City's economic growth by diversifying the economic base.	Yes	The proposed amendment will clarify and streamline approval processes and expand business potential, which will attract businesses to the City.
Land Use and Design	Goal LUD-18: Attraction and stimulation of new employment uses through flexible land use regulations and supportive policies/actions.	Yes	This proposed amendment will provide flexibility to commercial areas while still allowing review and evaluation of site-specific requirements and performance standards.

PLANNING COMMISSION
CITY OF PALMDALE, CALIFORNIA
RESOLUTION NO. PC-2025-014

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF PALMDALE, RECOMMENDING CITY COUNCIL APPROVAL OF ZONING ORDINANCE AMENDMENT 25-0002 TO MODIFY COMMERCIAL LAND USE REGULATIONS WITHIN THE ZONING ORDINANCE AND FIND THAT THE PROJECT IS CONSISTENT WITH PROGRAM ENVIRONMENTAL IMPACT REPORT 22-002 PREPARED AND CERTIFIED IN CONJUNCTION WITH THE CITY'S GENERAL PLAN (PALMDALE 2045)

WHEREAS, The City of Palmdale (City) has filed an application that applies to the City and the City's sphere of influence, requesting approval of Zoning Ordinance Amendment (ZOA) 25-0002, to modify commercial land use regulations within the Zoning Ordinance, as indicated in Exhibits A and B (hereinafter referred to as "Application").

WHEREAS, State law requires that the regulations governing the use and development of lands within the municipal limits of a city be consistent with the adopted General Plan for that city. On September 21, 2022, the City Council adopted a comprehensive update to the General Plan (Palmdale 2045), which required a comprehensive update to Title 17 of the Palmdale Municipal Code (PMC).

WHEREAS, On March 15, 2023, the City Council of the City of Palmdale adopted Ordinance No. 1603, a comprehensive Zoning Code and Map update.

WHEREAS, On August 16, 2023, the City Council of the City of Palmdale adopted Ordinance Nos. 1613 and 1614, which identified minor amendments to the PMC necessary to address inconsistencies, clarify review procedures, correct typographical errors and section references, as well as update the associated Zoning Map.

WHEREAS, On December 6, 2023, the City Council of the City of Palmdale adopted Ordinance No. 1627, which identified minor amendments to Title 17 necessary to address inconsistencies and clarify review procedures.

WHEREAS, On February 7, 2024, the City Council of the City of Palmdale adopted Ordinance No. 1639, which amended the Noise Element of the General Plan, the Development Standards for Mixed-Use zones, the Land Use map, and Zoning map to address inconsistencies and clarify review procedures.

WHEREAS, On December 22, 2024, the City Council of the City of Palmdale adopted Ordinance No. 1647, to address review procedures and streamline review processes for City projects.

WHEREAS, On June 12, 2025, the Planning Commission of the City of Palmdale adopted Resolution No. PC-2025-012, to address residential development standards for single-family residences and accessory dwelling units (ADUs) as required by State law.

WHEREAS, On July 10, 2025, the Planning Commission of the City of Palmdale conducted a duly noticed public hearing on the Application and concluded said hearing on that date. All legal prerequisites to the adoption of this Resolution have occurred.

NOW THEREFORE, BE IT RESOLVED, THE PLANNING COMMISSION OF THE CITY OF PALMDALE DOES HEREBY FIND, DETERMINE, RESOLVE AND ORDER AS FOLLOWS:

SECTION 1. The Planning Commission hereby specifically finds that all the facts set forth in the Recitals, Part A of this Resolution, are true and correct.

SECTION 2. The Planning Commission hereby finds as follows with respect to the environmental document:

A PEIR 22-002 (State Clearinghouse #2021060494) was prepared and certified by the City Council (Resolution No. CC 2022-096) on September 21, 2022, for approval of the City's General Plan (Palmdale 2045). As part of the environmental analysis, PEIR 22-002 also considered the adoption and implementation of the Comprehensive Zoning Code and Map update. Staff review has determined that a subsequent or supplemental PEIR, as described in California Environmental Quality Act (CEQA) Guidelines Sections 15162, 15163, or 15164 is not required because the proposed ZOA modifies language in the recently adopted General Plan and Title 17 of the PMC. The amendment is related to the residential development standards and would not require major revisions to the PEIR, there are no significant changes in circumstances, and there is no new information of substantial importance that will involve new significant environmental effects or increase the severity of previously identified significant effects. Any future projects would be required to go through separate environmental reviews, as this ZOA is only amending commercial land use regulations. As such, staff concluded that the request is consistent with the previous PEIR in accordance with CEQA Guidelines and has determined that no additional environmental analysis is required.

B The custodian of records for the environmental document and all other materials which constitute the record of proceedings upon which the Planning Commission's decision is based is the Planning Manager of the City of Palmdale. These documents are available for public review in the Planning Division of the City of Palmdale located at 38250 Sierra Highway, Palmdale, California 93550, telephone (661) 267-5200. In addition, the Final PEIR is available at: https://palmdale2045gp.org/wp- content/uploads/2022/10/Palm

daleGP_FinalEIRAppendicesResponsetoCommentsFindingofFactandStatementofOverridingConsiderations.pdf.

SECTION 3. Based upon substantial evidence presented to this Commission during the above-referenced July 10, 2025, public hearing, including public testimony, and written and oral staff report, this Commission specifically finds as follows:

A The proposed ZOA conforms with the goals, objectives, and policies of the General Plan.

B The proposed ZOA is necessary to implement the General Plan and to provide public safety, convenience, and/or general welfare.

The proposed ZOA is consistent with the General Plan as discussed in Exhibit B. For example, General Plan Goal ED-2: *Attract diverse and high-quality job options that contribute to the City's economic growth by diversifying the economic base*, because the proposed amendment will clarify and streamline approval processes and expand business potential, which will attract businesses to the City. Furthermore, the proposed ZOA is consistent with Goal LUD-18: *Attraction and stimulation of new employment uses through flexible land use regulations and supportive policies/actions* because the amendment will provide flexibility to commercial areas, while still allowing review and evaluation of site-specific requirements and characteristics and adherence to development regulations and performance standards.

In addition, approval of the proposed ZOA will provide greater flexibility for commercial development standards, clarify approval processes, and provide a path for compatible uses to operate within appropriate zones, consistent with General Plan goals to attract new businesses and increase new employment opportunities in Palmdale.

SECTION 4. Based on the findings and conclusions outlined in paragraphs 1 and 2, and 3, this Commission recommends City Council approval of ZOA 25-0002, as shown in Exhibits A and B, and finds that the project is consistent with PEIR 22-002 prepared and certified for Palmdale 2045.

SECTION 5. The Deputized Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED, and **ADOPTED** this 10th day of July 2025.

Dean Henderson
Chair, Planning Commission

ATTEST:

Sylvia Magallanes, Deputized Clerk

I, Sylvia Magallanes, Deputized Clerk of Palmdale, California, do hereby certify that the foregoing resolution was duly approved, and adopted by the Planning Commission of the City of Palmdale at a regular meeting of said Commission held on the 10th day of July 2025, by the following roll call vote:

AYES: (4) Chair Henderson, Vice Chair Elize, Commissioners Jones, Lujan

NOES: (0)

ABSTAIN: (0)

ABSENT: (1) Commissioner Olivarez

Date: 7/17/2025

Sylvia Magallanes, Deputized Clerk

EXHIBIT A

PMC Table 17.47.020-1. Allowed Uses – Commercial/Office Zones

Commercial/Office Zones							
Use	NC	RC	VC	MEDFX	EDFX	OFX	Specific Use Regulations
Eating and Drinking Establishments and Entertainment Uses							
Bar/Nightclub/Lounge	CUP	CUP	CUP	–	–	CUP ~~–~~	See PMC § 17.92.020 (Alcoholic beverage establishments)
Brewpub/Taproom/Wine Bar/Microdistillery	MUP	MUP	MUP	–	–	CUP ~~–~~	See PMC § 17.92.020 (Alcoholic beverage establishments)
Restaurant, Bona Fide	P ~~MUP~~	P	P	P	P	P	See PMC § 17.92.020 (Alcoholic beverage establishments)
On-Sale Alcohol Beverage Establishment as an Accessory Use (Accessory)	A, MUP	A, MUP	A, MUP	A, MUP	A, MUP	A, MUP	See PMC § 17.92.020 (Alcoholic beverage establishments)
Recreation, Education, and Public Assembly Uses							
Commercial Recreation and Sports, Indoor	MUP ~~CUP~~	P	P	MUP ~~–~~	P	MUP ~~CUP~~	
Residential Uses							
Cottage Food Operation	–	–	MUP ~~–~~	–	MUP ~~–~~	MUP ~~–~~	–See PMC § 17.91.040 (Cottage food operation)
Retail, Service, and Office Uses							
Animal Sales and Services	CUP	P	P	–	–	MUP ~~–~~	
Nursery/Garden Center	MUP	P	P	–	–	MUP ~~–~~	
Tattoo/Body Art/Piercing	CUP	CUP	CUP	CUP	–	CUP ~~–~~	See PMC § 17.92.170 (Tattoo/body art/piercing establishments)

PMC Table 17.54.020-1. Allowed Uses – Mixed-Use Zones

Mixed-Use Zones				
Use	MU 1	MU 2	MU 3	Specific Use Regulations
Eating and Drinking Establishments and Entertainment Uses				
On-Sale Alcohol Beverage Establishment as an Accessory Use (Accessory)	A, MUP	A, MUP	A, MUP	See PMC § 17.92.020 (Alcoholic beverage establishments)

PMC Table 17.87.060-1 Required Number of Vehicle Parking Spaces

Commercial Recreation and Sports, Indoor	•Health, Fitness and Sports Clubs: 4.5 spaces/1,000 sf •Bowling Alleys and Billiard Clubs: 3 spaces/bowling lane and/or billiard table plus additional spaces for accessory uses (e.g., restaurant) •Pools: 2 spaces/1,000 square feet of pool area, minimum 5 spaces •Indoor Tennis, Racquet, or Handball Facilities: 3 spaces/court •Coin-Operated Electronic Amusement Centers: 4.5 spaces/1,000 sf •All Other ~~Outdoor~~ Recreational Uses: 2 spaces/1,000 sf Plus 4 spaces/1,000 sf for associated restaurant/cafe/commercial uses.

EXHIBIT B

GENERAL PLAN CONSISTENCY

Element	Goal, Objective, or Policy	Standard Met?	Justification
Economic Development	Goal ED-2: Attract diverse and high-quality job options that contribute to the City's economic growth by diversifying the economic base.	Yes	The proposed amendment will clarify and streamline approval processes and expand business potential, which will attract businesses to the City.
Land Use and Design	Goal LUD-18: Attraction and stimulation of new employment uses through flexible land use regulations and supportive policies/actions.	Yes	This proposed amendment will provide flexibility to commercial areas while still allowing review and evaluation of site-specific requirements and performance standards.

City Council Staff Report

DATE: **AUGUST 19, 2025**

TO: **HONORABLE MAYOR PRO TEM AND CITY COUNCIL**

FROM: **ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT BUILDING & SAFETY DIVISION**

DISTRICT: **ALL**

SUBJECT: **ADOPTION OF ORDINANCE NO. 1656 TO ADOPT BY REFERENCE THE LOCAL RESPONSIBILITY AREA FIRE HAZARD SEVERITY ZONES MAP TO DESIGNATE VERY HIGH, HIGH AND MODERATE SEVERITY ZONES FOR THE CITY OF PALMDALE AND AMENDING CHAPTER 8.04 OF THE PALMDALE MUNICIPAL CODE TO UPDATE THE FIRE HAZARD SEVERITY ZONES REGULATIONS**

RECOMMENDATION

Staff recommends that the City Council:

1. Adopt Ordinance no. 1656 to adopt by reference the Local Responsibility Area (LRA) Fire Hazard Severity Zones (FHSZ) map to designate Very High, High and Moderate severity zones for the City of Palmdale and amending Chapter 8.04 of the Palmdale Municipal Code (PMC) to update the FHSZ regulations; and,

2. Direct staff to submit Ordinance No. 1656 to the California Board of Forestry and Fire Protection within 30 days of adoption.

BACKGROUND

On March 24, 2025, the California Department of Forestry and Fire Protection (CAL FIRE) released updated FHSZ maps. The Office of the State Fire Marshall (OSFM) is responsible for identifying Fire Hazard Severity Zones (FHSZ) throughout California. These maps identify geographic areas classified by the State as having Moderate, High, or Very High wildfire risk, based on factors such as vegetation, topography, weather conditions, and historical fire patterns and the expected fire hazard levels in those areas, as required by Government Code 51178. These classifications guide building standards, land use planning, emergency response strategies, and wildfire mitigation efforts. The prior LRA maps, last updated in 2011, included only Very High zones. The 2025 updates now identify Moderate and High zones that had not been previously classified.

The establishment of FHSZs began in 1980 following the Panorama Fire. In response, Public Resources Code Section 4201 was enacted, requiring CAL FIRE to develop FHSZ maps. The first version of these maps was released in 1985. After the Tunnel Fire in the Oakland Hills in 1991, Assembly Bill 337 (the "Bates Bill") was enacted, requiring CAL FIRE to identify Very High FHSZs within LRAs. In 2007, CAL FIRE finalized a Statewide FHSZ model that incorporated Very High FHSZ designations for LRAs. The City of Palmdale adopted this designation through Ordinance No.1360 in 2008.

Following the 2018 Camp Fire, which burned over 153,000 acres, additional legislation was introduced to strengthen fire hazard mapping. Senate Bill 63, adopted in 2021, required the OSFM to identify Moderate and High FHSZs in LRAs. Assembly Bill 211, passed in 2022, requires local agencies, including the City of Palmdale, to formally designate Very High, High, and Moderate FHSZs by ordinance.

Per Government Code Section 51178.5, local jurisdictions are required to make the updated maps available for public review and comment within 30 days of receipt. Under Government Code Section 51179 (b)(3), the City is prohibited from reducing the hazard severity designations set by the OSFM. However, local agencies may increase hazard levels or add additional areas for inclusion that are not currently identified on the map. To comply with state requirements, the City must adopt the map by ordinance within 120 days of the release date and submit the adopted ordinance to the State Board of Forestry and Fire Protection within 30 days of adoption.

Furthermore, PMC Chapter 8.04 needs to be updated to include the latest FHSZ map approved by CAL FIRE on March 24, 2025, and to label areas in the city as Moderate, High, or Very High Fire Hazard Severity Zones.

DISCUSSION

In compliance with government code, on April 18, 2025, the City posted updated FHSZ maps on its website and invited public comments. To support outreach and education, the City held an in-person Community Information Meeting on June 18, 2025, at the Palmdale Council Chambers. The meeting was held in coordination with partners such as the Los Angeles County Fire Department and the County Agricultural Commissioner. City staff and agency representatives presented the new FHSZ map, explained its purpose and impacts, answered resident questions, and provided educational materials on how the changes may affect property requirements and fire safety standards.

Ordinance No. 1656 adopts the updated FHSZ map issued by the OSFM and amends PMC Chapter 8.04 to reference the revised map issued by the OSFM. This ensures internal consistency with Chapter 7A of the California Building Code as locally adopted and supports continued implementation of fire-safe regulations. This Ordinance will also support future updates to other related PMC sections, including provisions related to

fireworks, vegetation enforcement, and emergency response protocols, as determined by the appropriate City departments.

The adoption by reference of the updated FHSZ map aligns with the City's commitment to proactive wildfire risk mitigation and regulatory compliance with state law. These updated maps reflect current fire conditions and are based on updated scientific modeling, including climate data, vegetation density, and historical fire behavior. The expanded inclusion of Moderate and High hazard zones provides greater insight into the risks faced by Palmdale's neighborhoods and offers a more robust framework for future planning and development. Additionally, it will ensure that the City fulfills the legal requirements outlined by the State and maintains alignment with CAL FIRE's hazard reduction strategies.

FISCAL IMPACT

$0; There is no direct fiscal impact to the City.

STRATEGIC PLAN

Goal I: Maintain effective public safety and protection for life, property and the environment.

B. Be prepared to protect life, property, and the environment in the event of catastrophic disasters and emergencies.

Prepared by:	Megan Taggart, Director of Economic and Community Development
Certified as to availability of Funds:	Janelle Samson, Director of Operations
Approved by:	Salvador Mendez, City Manager Pro Tem
Approved as to form:	Alexandra Halfman, City Attorney

ATTACHMENTS

Ord. No. 1656

Exh A Map

CITY OF PALMDALE, A CHARTER CITY,
COUNTY OF LOS ANGELES, CALIFORNIA
ORDINANCE NO. 1656

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PALMDALE TO ADOPT BY REFERENCE THE LOCAL RESPONSIBILTY AREA FIRE HAZARD SEVERITY ZONES MAP TO DESIGNATE VERY HIGH, HIGH AND MODERATE SEVERITY ZONES FOR THE CITY OF PALMDALE AND AMEND CHAPTER 8.04 OF THE PALMDALE MUNICIPAL CODE TO UPDATE THE FIRE HAZARD SEVERITY ZONES REGULATIONS

A. INTENT OF THE CITY COUNCIL:

1. The City Council of the City of Palmdale is committed to safeguarding the community from the increasing risks posed by wildfires and climate-related impacts, By adopting the updated Local Responsibility Area (LRA) Fire Hazard Severity Zones (FHSZ) Map issued by the Office of the State Fire Marshal and dated March 24, 2025, the City aligns with the State's efforts to enhance public safety, promote wildfire resilience, and improve fire prevention strategies. This map reflects newly designated Very High, High, and Moderate fire hazard severity zones within the incorporated areas of Palmdale, based on the latest scientific data and risk assessments; and

2. The adoption of this Ordinance fulfills the requirements of Government Code Section 51179 and ensures consistency with State law while supporting local efforts to strengthen fire preparedness and resilience. As part of this process, the City conducted a Community Information Meeting on June 18, 2025, to present the updated map to residents, answer questions, and encourage public feedback in accordance with Government Code Section 51178.5. The City Council recognizes the importance of community awareness and engagement in the successful implementation of fire safety policies; and

3. This Ordinance amends Chapter 8.04 of the Palmdale Municipal Code (PMC) to formally reference the revised FHSZ Map, ensuring that local regulations are current and enforceable. This action reflects the City's ongoing commitment to proactive planning, public safety, and transparency.

B. ORDINANCE

THE CITY COUNCIL OF THE CITY OF PALMDALE DOES ORDAIN AS FOLLOWS:

SECTION 1. The City of Palmdale hereby adopts and incorporates by reference the "Fire Hazard Severity Zones Map for the City of Palmdale," issued by the Office of the State Fire Marshal and approved by the California Department of Forestry and Fire Protection, dated March 24, 2025. This map designates areas within the City's Local Responsibility Area as Very High, High, or Moderate Fire Hazard Severity Zones and is adopted following a finding, supported by substantial evidence in the record, that the requirements of Government Code Section 51179 are necessary for effective fire protection within the City. The adopted map is entitled "Fire Hazard Severity Zones Map for the City of Palmdale" and is set forth in Exhibit A attached hereto and incorporated herein by reference.

SECTION 2. The official Fire Hazard Severity Zones Map will remain electronically available on the City's website at www.cityofpalmdaleca.gov.

SECTION 3. Chapter 8.04 of the Palmdale Municipal Code is hereby amended to reference the revised Fire Hazard Severity Zones Map identified in Section 1 of this Ordinance and dated March 24, 2025, as issued by the Office of the State Fire Marshal and approved by the California Department of Forestry and Fire Protection.

SECTION 4. The City Council hereby directs staff to submit Ordinance No. 1656 to the California Board of Forestry and Fire Protection within 30 days of adoption.

SECTION 5. Severability. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase in this Ordinance or any part thereof is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof, irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional, or invalid, or ineffective, provided the basic purposes of this Ordinance and the benefits to the City and the public are not substantially impaired.

SECTION 6. All legal prerequisites and pre-conditions to introducing, enacting, and adopting this Ordinance have occurred as required by law and policy.

SECTION 7. The City Clerk shall certify the adoption of this ordinance and shall cause this ordinance to be published or posted as required by law.

PASSED, APPROVED and **ADOPTED** this 19th day of August, 2025.

_____
Laura Bettencourt, Mayor Pro Tem

Approved as to form:

ATTEST:

_____
Alexandra Halfman, City Attorney

_____
Rochelle Scott, City Clerk

I, Rochelle Scott, City Clerk of the City of Palmdale, California, do hereby certify that the foregoing Ordinance was duly introduced, passed, approved, and adopted by the City Council of the City of Palmdale at a regular meeting of said Council held on the _____ day of _____, 20___ effective on the ____ day of _____, 20___ by the following roll call vote:

AYES: _____

NOES:_____

ABSTAIN:_____ABSENT:_____

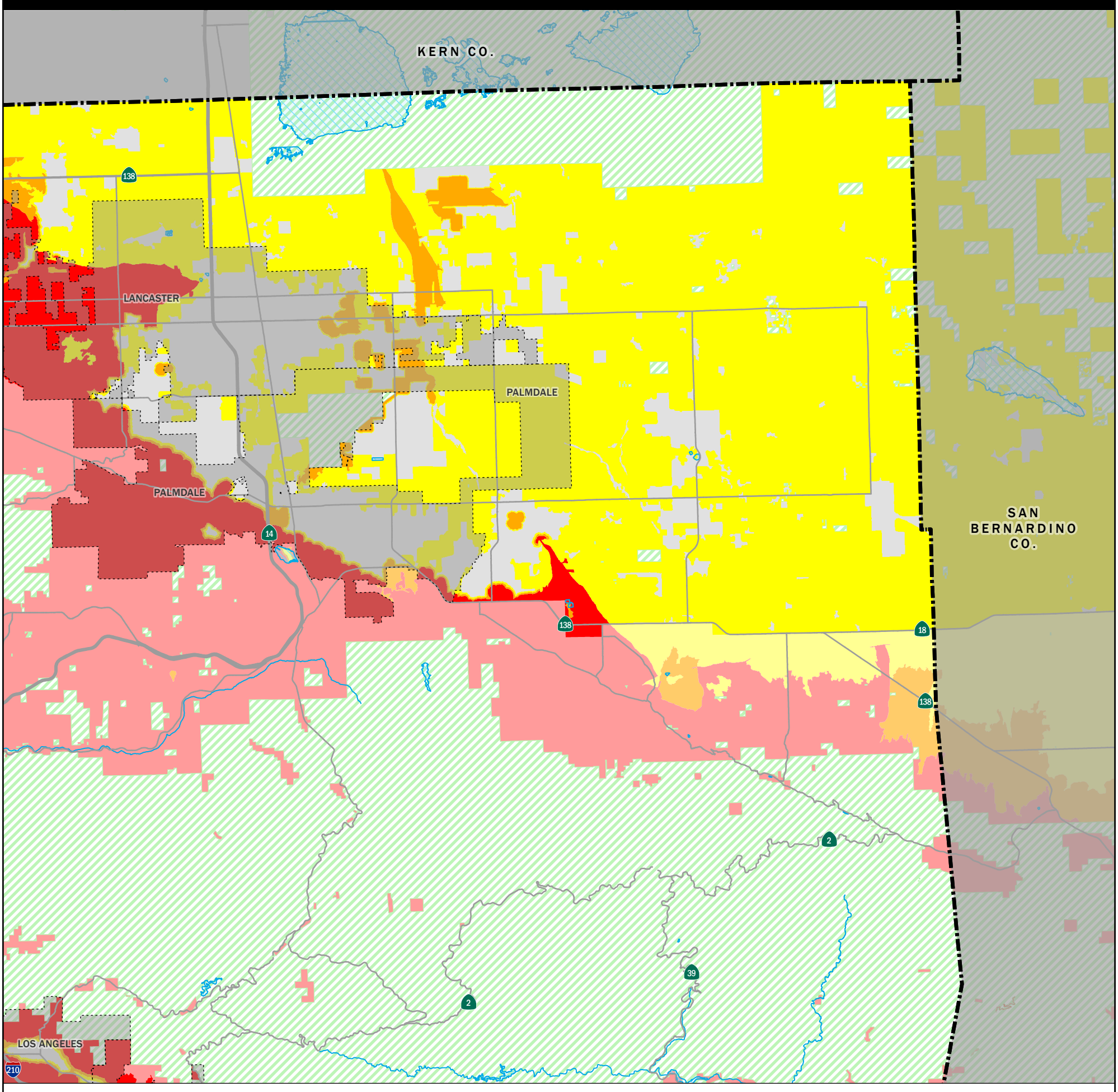
Date: _____ _____
Rochelle Scott, City Clerk

NORTHEASTERN LOS ANGELES COUNTY – UNINCORPORATED LRA

Local Responsibility Area Fire Hazard Severity Zones

As Identified by the State Fire Marshal

March 24, 2025



Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal

Very High | High | Moderate

Fire Hazard Severity Zones in State Responsibility Area (SRA), Effective April 1, 2024

Very High | High | Moderate

Mi 0 5 10

Km 0 5 10 15 20

Projection: NAD 83 California Teale Albers
Scale: 1:277,000 at 11" x 17"

Incorporated City | Waterbody | Unzoned LRA | Federal Responsibility Area (FRA)

Government Code section 51178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Gavin Newsom, Governor, State of California

Wade Crowfoot, Secretary for Natural Resources, CA Natural Resources Agency

Joe Tyler, Director/Fire Chief, CA Department of Forestry and Fire Protection

Daniel Berlant, State Fire Marshal, CA Department of Forestry and Fire Protection

Data Sources:

CAL FIRE Fire Hazard Severity Zones (FHSZSRA23_3, FHSZLRA_25_1)

CAL FIRE State Responsibility Areas (SRA25_1)

City and County boundaries as of 10/22/24 (CA Board of Equalization)

City Council Staff Report

DATE: **AUGUST 19, 2025**

TO: **HONORABLE MAYOR PRO TEM AND CITY COUNCIL**

FROM: **ALEXANDRA HALFMAN, CITY ATTORNEY**

DISTRICT: **ALL**

SUBJECT: **DISTRICT ELECTION ADVISORY SUBCOMMITTEE**

RECOMMENDATION

Direct the City Attorney to prepare a resolution for City Council approval containing the subject matter and scope of the ad hoc advisory subcommittee, its duration, and membership appointments.

BACKGROUND

City Council requested a discussion regarding the creation of an ad hoc advisory subcommittee with resident members to provide input to City Council regarding modifications to City's district election process.

DISCUSSION

The Brown Act applies to all legislative bodies of a local agency, including the city council and any board, commission, committee, or other body created by formal action of the city council (Gov. Code § 54952, subdvs.(b)). However, ad hoc committees composed solely of less than a quorum of the city council and formed for a limited purpose are explicitly exempt.

To create an advisory subcommittee by resolution and appoint resident members, City Council shall provide discussion and approved direction regarding the subject matter of the subcommittee, the deadline for any subcommittee recommendation or report to City Council, and the total committee appointments, including resident members and council members.

FISCAL IMPACT

$0; There is no fiscal impact with this item.

STRATEGIC PLAN

Goal II: Ensure long-term fiscal health of the City and maintain funding for services.

C. Involve and expand engagement to enhance public oversight and transparency.

Goal IV: Maintain a desirable community where everyone wants to live, work and play.

B. Provide inclusive access to a variety of supportive services that build a resilient and healthy community.

Prepared by:	Alexandra Halfman, City Attorney
Approved by:	Salvador Mendez, City Manager Pro Tem
Certified as to availability of Funds:	Janelle Samson, Director of Operations
Approved as to form:	Alexandra Halfman, City Attorney

City Council Staff Report

DATE: **AUGUST 19, 2025**

TO: **HONORABLE MAYOR PRO TEM AND CITY COUNCIL**

FROM: **ALEXANDRA HALFMAN, CITY ATTORNEY**

DISTRICT: **ALL**

SUBJECT: **IDENTIFICATION OF IMMIGRATION AND CUSTOMS ENFORCEMENT ("ICE") AGENTS**

RECOMMENDATION

Receive and file.

BACKGROUND

The City Council requested an update regarding concerns related to ICE operations, including but not limited to the impersonation of ICE officers by third parties. Specifically, Council requested a review of the resolution enacted by the City of Huntington Park.

After staff received City Council's initial request on July 8, 2025, on July 11, 2025, the federal court issued a preliminary injunction against federal enforcement agencies, including ICE, prohibiting the detention of individuals based on one, or a combination of the following factors: 1. Race/ethnicity; 2. Speaking Spanish or speaking English with an accent; 3. Presence at a particular location (e.g. bus stop, car wash, tow yard, day laborer pick up site, agricultural site, etc.); and 4. The type of work one does.

The County of Los Angeles intervened in this lawsuit, as well as numerous other cities in Southern California. As a result of the court ruling, on July 11, 2025, the Los Angeles County Sheriff's Department ("LASD") amended its operational processes to include specific procedures to identify federal agents by on scene LASD officers, including direction to request identification or agency credentials and record the encounter on the officer's body worn camera.

On July 29, 2025, Los Angeles County Board of Supervisors directed County Counsel to draft an ordinance prohibiting all law-enforcement officers working in unincorporated areas from wearing any mask or personal disguise while interacting with the public in the course of their duties.

On August 1, 2025, the Ninth Circuit Court of Appeals upheld the lower court's ruling. The federal government's appeal is pending with the Supreme Court.

DISCUSSION

Attached is the City of Huntington Park Resolution. Sections 3 and 4 of this resolution direct local law enforcement, the Huntington Park Police Department ("HPPD") to monitor federal enforcement activity and confirm the identify and legitimacy of individuals claiming to act as federal agents. The resolution further directs the HPPD to document and report questionable conduct of federal enforcement activity and refer civil rights violations to appropriate oversight committees.

Unlike Huntington Park, the City of Palmdale contracts with a third-party agency, Los Angeles County Sheriff's Department ("LASD"), for police services. LASD represents 40+ entities in southern California. Since June 2025, LASD has been inundated with requests for changes to enforcement policy and oversight of federal agencies. All requests must be approved by Los Angeles County Counsel. Staff reached out to County Counsel regarding the implementation of the Huntington Park resolution but is still awaiting a response.

However, LASD's revised operations do appear to provide additional process to respond to complaints related to ICE officer identification, enforcement policy, and third-party impersonators. LASD's procedures follow the California Values Act (SB 54), which prohibit LASD from assisting with federal civil immigration enforcement. LASD officers may act in response to federal immigration enforcement operations to maintain public order, ensure the safety of community members, and protect the lives and safety of federal law enforcement officers involved in the operation, including the enforcement of state criminal laws.

Los Angeles County will also consider an ordinance prohibiting all law enforcement officers in unincorporated areas from wearing masks. It is worth noting that the federal law regulates federal immigration enforcement. It is unlikely a county ordinance would be enforceable as to federal law enforcement officers. Likewise, any action by City would not be enforceable as to federal law enforcement officers.

The most successful enforcement mechanism is the preliminary injunction, which does prohibit certain federal immigration enforcement practices that the Court has held are discriminatory. However, the order is on appeal and further update can be provided if the case is heard by the Supreme Court. If the federal government violates the court's order, further action can be taken by the cities and Los Angeles County, who intervened in the lawsuit.

While local law enforcement is prohibited from assisting with immigration enforcement pursuant to State law, LASD officers will attempt to identify, document, and record ICE

agents and activities when responding on-site in accordance with department policy. This process addresses complaints related to ICE enforcement, the identification of ICE agents, and third-party impersonators.

FISCAL IMPACT

$0; There is no fiscal impact with this item.

STRATEGIC PLAN

Goal I: Maintain effective public safety and protection for life, property and the environment.

A. Provide comprehensive and innovative safety services to prevent crime and promote a safe community.

Prepared by:	Alexandra Halfman, City Attorney
Approved by:	Salvador Mendez, City Manager Pro Tem
Certified as to availability of Funds:	Janelle Samson, Director of Operations
Approved as to form:	Alexandra Halfman, City Attorney

ATTACHMENTS

Preliminary Injunction
LASD Operations Newsletter
City of Huntington Park Resolution

UNITED STATES DISTRICT COURT

CENTRAL DISTRICT OF CALIFORNIA

Pedro Vasquez Perdomo, *et al.*,

Plaintiffs,

v.

Kristi Noem, *et al.*,

Defendants.

Case No.: 2:25-cv-05605-MEMF-SP

ORDER GRANTING PLAINTIFFS' EX PARTE APPLICATIONS FOR TEMPORARY RESTRAINING ORDER AND ORDER TO SHOW CAUSE REGARDING PRELIMINARY INJUNCTION [ECF NOS. 38, 45]

On June 6, 2025, federal law enforcement arrived in Los Angeles to participate in what federal officials have described as "the largest Mass Deportation Operation . . . in History."[1] The individuals and organizations who have brought this lawsuit argue that this operation had two key features, both of which were unconstitutional: "roving patrols" indiscriminately rounding up numerous individuals without reasonable suspicion and, having done so, denying these individuals access to lawyers who could help them navigate the legal process they found themselves in. On this, the federal government agrees: Roving patrols without reasonable suspicion violate the Fourth

[1] ECF No. 45-19 Att. C.

Amendment to the Constitution and denying access to lawyers violates the Fifth Amendment to the Constitution. What the federal government would have this Court believe—in the face of a mountain of evidence presented in this case—is that none of this is actually happening.

Most of the questions before this Court are fairly simple and non-controversial, and both sides in this case agree on the answers.

- May the federal government conduct immigration enforcement—even large scale immigration enforcement—in Los Angeles? Yes, it may.
- Do all individuals—regardless of immigration status—share in the rights guaranteed by the Fourth and Fifth Amendments to the Constitution? Yes, they do.
- Is it illegal to conduct roving patrols which identify people based upon race alone, aggressively question them, and then detain them without a warrant, without their consent, and without reasonable suspicion that they are without status? Yes, it is.
- Is it unlawful to prevent people from having access to lawyers who can help them in immigration court? Yes, it is.

There are really two questions in controversy that this Court must decide today.

First, are the individuals and organizations who brought this lawsuit likely to succeed in proving that the federal government is indeed conducting roving patrols without reasonable suspicion and denying access to lawyers? This Court decides—based on all the evidence presented—that they are.

And second, what should be done about it? The individuals and organizations who have brought this lawsuit have made a fairly modest request: that this Court order the federal government to stop.

For the reasons stated below, the Court grants their request.

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Before the Court are two Ex Parte Applications for Temporary Restraining Order and Order to Show Cause Regarding Preliminary Injunction filed by Plaintiffs. ECF Nos. 38, 45. For the reasons stated herein, the Court GRANTS the Ex Parte Applications.

I. Background

A. Factual Background

The Court begins by summarizing the allegations in the First Amended Complaint. ECF No. 16 ("1AC").

i. Plaintiffs

Petitioner-Plaintiffs Pedro Vasquez Perdomo ("Vasquez Perdomo"), Carlos Alexander Osorto ("Osorto"), and Isaac Villegas Molina ("Villegas Molina") are residents of Pasadena, California, who were arrested at a bus stop as they were waiting to be picked up for a job on June 18, 2025. 1AC ¶¶ 12–14. They filed this action while detained in the basement of a Los Angeles downtown federal building, B-18. *Id.* ¶¶ 12–14.

Plaintiff Jorge Hernandez Viramontes ("Hernandez Viramontes") is a resident of Baldwin Park, California. *Id.* ¶ 15. He works at a car wash in Orange County, California, that has been visited three times by immigration agents, most recently on June 18, 2025, when he was questioned and detained by agents despite informing them that he is a U.S. citizen. *Id.*

Plaintiff Jason Brian Gavidia ("Gavidia") is a resident of East Los Angeles, California. *Id.* ¶ 16. He was stopped and questioned by immigration agents at a tow yard in Los Angeles County on June 12, 2025, despite explaining multiple times that he is a U.S. Citizen. *Id.*

Plaintiff Los Angeles Worker Center Network ("LAWCN") is a multi-racial, multi-ethnic, and multi-industry organization comprised of worker centers and labor organizations that work together to address injustices faced by low-wage workers in the greater Los Angeles area, including immigrant and non-English-speaking workers. *Id.* ¶ 17. LAWCN has worker center members, who in turn have individual members, including noncitizens with legal status and U.S. citizens. *Id.*

Plaintiff United Farm Workers ("UFW") is a farm worker union with approximately 10,000 members, with more members in California than in any other state. *Id.* ¶ 18. UFW's members in

California work at agricultural sites as well as non-agricultural sites within the District. *Id.* UFW's members include noncitizens with legal status and U.S. citizens. *Id.*

Plaintiff Coalition for Humane Immigrant Rights ("CHIRLA") is a nonprofit organization with its principal place of business in Los Angeles, California. *Id.* ¶ 19. CHIRLA was founded in 1986 to advance the human and civil rights of immigrants and refugees. *Id.* As a membership organization, CHIRLA has approximately 50,000 members across California, including both U.S. citizens and noncitizens of varying immigration status. *Id.* CHIRLA has members in every county in the District. *Id.*

Plaintiff Immigrant Defenders Law Center ("ImmDef") is a nonprofit organization having its principal place of business in Los Angeles, California. *Id.* ¶ 20. Besides Los Angeles, ImmDef has offices in Riverside, Santa Ana, and San Diego, California, and works across the U.S.-Mexico border in Tijuana. *Id.* ImmDef was founded in 2015 to protect the due process rights of immigrants facing deportation. *Id.*

The Court will refer to the five individual plaintiffs, LAWCN, UFW, and CHIRLA as "Stop/Arrest Plaintiffs." The Court will refer to ImmDef and CHIRLA as "Access/Detention Plaintiffs."[2] The Court will address all plaintiffs as "Plaintiffs."

ii. Defendants

Defendant Kristi Noem ("Noem") is the Secretary of the Department of Homeland Security ("DHS"), which is responsible for administering and enforcing the nation's immigration laws pursuant to 8 U.S.C. § 1103(a). *Id.* ¶ 21. Noem is sued in her official capacity. *Id.*

Defendant Todd M. Lyons ("Lyons") is the Acting Director of U.S. Immigration and Customs Enforcement ("ICE"), an agency of the United States within the DHS. *Id.* ¶ 22. ICE is responsible for the stops, arrests, and custody of individuals believed to be in violation of civil immigration law. *Id.* Lyons is sued in his official capacity. *Id.*

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[2] Plaintiffs refer to ImmDef and CHIRLA as "Access/*Conditions*" Plaintiffs and "Access/*Detention*" Plaintiffs in the 1AC. *Compare* 1AC at 61 (referring to "Access/Conditions Plaintiffs" under the fifth and sixth causes of action), 62 (same, under the seventh cause of action) *with* ¶ 8 (referring to "Access/Detention Plaintiffs"), Prayer for Relief ¶ 8 (same). For consistency, the Court will use the term "Access/Detention Plaintiffs" throughout this Order.

Defendant Rodney S. Scott ("Scott") is the Commissioner of U.S. Customs and Border Protection ("CBP"), the agency within the DHS that is responsible for enforcing immigration laws at or close to the U.S. border. *Id.* ¶ 23. Scott has direct authority over all CBP policies, procedures, and practices related to stops, arrests, and detention. *Id.* Scott is sued in his official capacity. *Id.*

Defendant Michael W. Banks ("Banks") is Chief of the U.S. Border Patrol. *Id.* ¶ 24. Banks has direct authority over all Border Patrol policies, procedures, and practices related to stops, arrests, and detention. *Id.* Banks is sued in his official capacity. *Id.*

Defendant Kash Patel ("Patel") is Director of the U.S. Federal Bureau of Investigation ("FBI"). *Id.* ¶ 25. In that capacity, Patel is responsible for the direction and oversight of all operations of the FBI. *Id.* Patel is sued in his official capacity. *Id.*

Defendant Pam Bondi ("Bondi") is the U.S. Attorney General. *Id.* ¶ 26. Bondi is head of the Department of Justice ("DOJ") and is responsible for the direction and oversight of all operations of the DOJ. *Id.* Bondi is sued in her official capacity. *Id.*

Defendant Ernesto Santacruz Jr. ("Santacruz Jr.") is the Acting Field Office Director for the Los Angeles Field Office of ICE. *Id.* ¶ 27. Santacruz Jr. is responsible for the supervision of personnel within ICE's Enforcement and Removal Operations ("ERO") in the geographic area covered by the Los Angeles Field Office, which comprises the seven counties in the District, and facilities within the District, including B-18. *Id.* Santacruz Jr. is sued in his official capacity. *Id.*

Defendant Eddy Wang ("Wang") is the U.S. Homeland Security Investigations Special Agent in Charge for Los Angeles. *Id.* ¶ 28. Wang is responsible for the supervision of agents within ICE's Homeland Security Investigations ("HSI") in the Los Angeles area. *Id.* Wang is sued in his official capacity. *Id.*

Defendant Gregory K. Bovino ("Bovino") is the Chief Patrol Agent for the El Centro Sector of the CBP. *Id.* ¶ 29. In that capacity, Bovino is responsible for the supervision of agents in the El Centro Sector. *Id.* Bovino is sued in his official capacity. *Id.*

Defendant D. Stalnaker ("Stalnaker") is the Acting Chief Patrol Agent for the San Diego Sector of the CBP. *Id.* ¶ 30. In that capacity, Stalnaker is responsible for the supervision of agents in the San Diego Sector. *Id.* Stalnaker is sued in his official capacity. *Id.*

Defendant Akil Davis ("Davis") is the Assistant Director of the Los Angeles Office of the FBI. *Id.* ¶ 31. In that capacity, Davis is responsible for the supervision of all agents in the Los Angeles Office. *Id.* Davis is sued in his official capacity. *Id.*

Defendant Bilal A. Essayli ("Essayli"; together with all other defendants, "Defendants") is the U.S. Attorney for the Central District of California. *Id.* ¶ 32. Essayli has authority over federal law enforcement operations within the District. *Id.* Essayli is sued in his official capacity. *Id.*

iii. Arrests and Detentions

On June 6, 2025, federal agents detained multiple day laborers outside of the Westlake Home Depot. *Id.* ¶ 38. In the following days, similar raids occurred throughout the District. *Id.* Car wash workers,[3] farm and agricultural workers, street vendors, recycling center workers, tow yard workers, and packing house workers were targeted. *Id.* ¶¶ 39, 40 ("Between Monday, June 9, 2025, and June 13, 2025, at least 43 people were detained on farms in Ventura and Santa Barbara Counties"), 42. Various places have been targeted by federal agents. *Id.* ¶ 42 (listing farmers markets, swap meet, bus stops, parks, gym, and church). In one instance, the agents approached and prevented a non-white individual from walking away but not those who appeared to be Caucasians. *Id.* ¶ 43. In another, the agents arrived in unmarked vehicles, pointed a gun, and demanded to see identification without providing a reason for the stop. *Id.* ¶ 44; *see id.* ¶ 46 (describing "a military-style raid" at a swap meet). Yet in a different context, the agents provided no reason for stopping individuals at a church. *Id.* ¶ 45. Since they began on June 6, 2025, federal immigration raids have led to the arrest of over 1,500 people. *Id.* ¶ 165.

Agents and officers approach suddenly and in large numbers in military style or SWAT clothing, heavily armed with weapons displayed, masked, and with their vest displaying a generic "POLICE" patch (if any display at all). *Id.* ¶ 51. Agents typically position themselves around individuals, aggressively engage them, and/or shout commands, making it nearly impossible for individuals to decline to answer their questions. *Id.* ¶ 52. When individuals have tried to avoid an

[3] One of LAWCN's member organizations is CLEAN Carwash Worker Center ("CLEAN"), on whose behalf LAWCN brings this suit. 1AC ¶ 169; *see id.* ¶¶ 173 ("Dozens of CLEAN's members have been detained by immigration agents while at work. At least one identifiable CLEAN member, Jesus Aristeo Cruz Utiz, has been subjected to Defendants' unlawful stop and arrest practices.").

encounter with agents and officers, they have been followed and pushed to the ground, sometimes even beaten, and then taken away. *Id.* ¶ 53. These incidents have been widely reported in the news. *Id.* ¶ 54.

Defendants have a policy and practice of effectuating warrantless arrests without making an individualized flight risk determination. *Id.* ¶ 65. Defendants also have a policy and practice of not identifying themselves or explaining the basis for an arrest upon taking someone into custody. *Id.* ¶ 71. Agents and officers often show up masked, without any visible badges or insignia indicating what agency they work for, and have refused to identify themselves when asked. *Id.*

iv. Conditions at B-18

During the ongoing raids, and as an integral part of the policy and pattern of unlawful stops and arrests, Defendants have been taking individuals who are swept up to the basement of the federal building at 300 North Los Angeles Street in Los Angeles, commonly referred to as B-18. *Id.* ¶ 74. B-18 is a facility for immigrant detainees designed to hold a limited number of individuals *temporarily* so they can be processed and released, or processed and transported to a long-term detention facility. *Id.* It does not have beds, showers, or medical facilities. *Id.* Individuals taken to B-18 are being kept in small, windowless rooms with dozens or more other detainees in cramped quarters. *Id.* ¶ 76. Some rooms are so cramped that detainees cannot sit, let alone lie down, for hours at a time. *Id.* As of June 20, 2025, over 300 individuals were being held at B-18. *Id.* ¶ 77.

Detainees are also routinely deprived of food, and some have not even been given water other than what comes out of the combined sink and toilet in the group detention room. *Id.* ¶ 79. Upon asking for food, detainees have been told repeatedly that the facility has run out. *Id.*

Detainees are denied access to necessary medical care and medications. *Id.* ¶ 80. Individuals with conditions that require consistent medications and treatment are not given any medical attention, even when that information is brought to the attention of the officers on duty. *Id.*; *see id.* ¶ 91 ("On June 19, 2025, an ImmDef attorney arrived at B-18 to meet with detainees, including one who was scheduled for a chemotherapy appointment the next day. Despite showing a doctor's note confirming the appointment and specifying that missing the appointment would be detrimental to the detainee's health, the guards repeatedly would not allow the attorney to meet with the ill detainee.").

The facility cannot provide detainees with basic hygiene; individuals who are menstruating have had to wait long periods before receiving menstrual pads, if they receive them at all. *Id.*

v. Denial of Access to Counsel

Individuals detained at B-18 have had their access to prospective or retained counsel restricted. *Id.* ¶ 81. On June 6, 2025, attorneys and legal representatives from CHIRLA and ImmDef attempted to gain access to B-18 to advise detainees of their rights and assess their eligibility for relief, but they were not permitted to enter. *Id.* ¶ 82. When they returned to B-18 the next morning, attorneys identified a handwritten notice on the door of the family and attorney entrance at B-18 indicating that B-18 would not permit any visits that day. *Id.* ¶ 83. Federal officers then deployed an unknown chemical agent against family members, attorneys, and representatives. *Id.* The chemical agent caused everyone to cough and inflicted a burning sensation in the eyes, nose, and throat. *Id.* That same morning, numerous unmarked white vans quickly departed B-18 with a group of detainees. *Id.* ¶ 84. CHIRLA and ImmDef attorneys and representatives attempted to loudly share know-your-rights information with the detainees in the vans. *Id.* Federal agents blasted their horns. *Id.*

On the rare occasions when attorneys and family members were allowed access to their clients or loved ones, they were made to wait hours at a time to see them, and the resulting visits were limited to a mere five to ten minutes. *Id.* ¶ 87. In many cases, attorneys and family members were unable to determine whether a particular individual is even detained at B-18, or whether they had been transferred to another facility. *Id.* ¶ 88. B-18 officers have refused to provide clear answers to questions about detainees' whereabouts, or refused to answer questions altogether. *Id.* ICE's online locator, which provides information about detainees' location, is not updated in a timely manner. *Id.*

vi. Officially Sanctioned Conduct

In January, the administration gave ICE field offices an arrest quota of seventy-five (75) arrests a day. *Id.* ¶ 97. The administration also shut down multiple oversight agencies. *Id.* ¶ 99. The administration set a new arrest quota of 3,000 arrests per day and reportedly threatened job consequences if officials failed to meet arrest quotas. *Id.* ¶ 101.

vii. Individual Plaintiffs' Experiences

In the early morning of June 18, 2025, in Pasadena, California, Vasquez Perdomo was waiting at a bus stop across the street from Winchell's Donuts with several co-workers to be picked up for a job. *Id.* ¶ 111. About four cars converged on his location, and about half a dozen masked agents jumped out on either side of him. *Id.* ¶ 112. They had weapons and masks, and did not identify themselves. *Id.* Vasquez Perdomo tried to leave but was surrounded, grabbed, handcuffed, and put into one of the vehicles. *Id.* ¶ 113. No warrant was shown. *Id.* ¶ 115. It was only after he was brought to a nearby CVS parking lot that agents checked Vasquez Perdomo's identification. *Id.* ¶ 114. Agents did not inform Vasquez Perdomo that they were immigration officers authorized to make an arrest or of the basis for his arrest. *Id.* ¶ 119. At the time this action was filed, Vasquez Perdomo had been transported to and was being held at B-18. *Id.* ¶ 120. There, he experienced extremely crowded and unsanitary conditions, was given little to eat or drink, and slept on the floor. *Id.*

In the early morning of June 18, 2025, in Pasadena, California, Osorto was waiting to be picked up for work with his co-worker Vasquez Perdomo. *Id.* ¶ 124. When federal agents approached, he tried to run, but one of the agents caught up to him and pointed a taser at his head and said "stop or I'll use it!" *Id.* ¶ 125. Osorto stopped immediately. *Id.* Osorto was handcuffed and put into a vehicle. *Id.* ¶ 126. It was only after he was brought to a nearby CVS parking lot that agents asked Osorto if he had papers. *Id.* ¶ 128. No warrant was shown. *Id.* ¶ 129. Agents did not inform Osorto that they were immigration officers authorized to make an arrest or of the basis for his arrest. *Id.* ¶ 132. At the time this action was filed, Osorto had been transported to and was being held at B-18. *Id.* ¶ 133. The facility was full, and when people asked for help, officers told them there was no food, no water, and no medicine. *Id.* Today, he remains in custody at the Adelanto ICE Processing Center. *Id.*

In the early morning of June 18, 2025, in Pasadena, California, Villegas Molina was waiting to be picked up for work with his co-workers Vasquez Perdomo and Osorto. *Id.* ¶ 137. When federal agents approached, an agent yelled at Villegas Molina not to run, even though he was still and calm. *Id.* ¶ 139. He was told to provide his identification, and he provided his California ID, but the agent

kept questioning him. *Id.* No warrant was shown. *Id.* ¶ 141. Agents did not inform Villegas Molina that they were immigration officers authorized to make an arrest or of the basis for his arrest. *Id.* ¶ 144. At the time this action was filed, Villegas Molina had been transported to and was being held at B-18. *Id.* ¶ 145. He slept on the floor and was given almost nothing to eat. *Id.*

On the morning of June 18, 2025, Hernandez Viramontes was working at a car wash in Orange County, where he has worked for approximately ten (10) years, when immigration agents arrived. *Id.* ¶ 148. During this visit, the agents did not identify themselves. *Id.* ¶ 149. Agents asked Hernandez Viramontes whether he was a citizen, and he replied yes and explained that he was a dual citizen of the U.S. and Mexico. *Id.* ¶ 151. They asked for an ID, which he provided. *Id.* Agents then explained that his ID was not enough and because he did not have his passport, they were taking him. *Id.* Agents placed Hernandez Viramontes in a vehicle and transported him away. *Id.* ¶ 152. During this time, Hernandez Viramontes did not know whether they were going to take him to a detention center. *Id.* Agents verified his citizenship and, about twenty minutes later, brought him back to the car wash. *Id.* ¶ 153. When agents brought Hernandez Viramontes back to the car wash, they did not apologize. *Id.* ¶ 154. Shortly after agents returned Hernandez Viramontes to the car wash, yet another group of agents raided the carwash again. *Id.* ¶ 155.

In the afternoon of June 12, 2025, Gavidia, a U.S. citizen, was at a tow yard in Los Angeles County that was visited by immigration agents conducting a roving patrol. *Id.* ¶ 157. Around 4:30 p.m., upon hearing someone say that immigration agents may be at the premises, Gavidia went outside to confirm this. *Id.* ¶ 158. At the time, his clothes were dirty from working on his car. *Id.* On the sidewalk outside the gate, Gavidia saw a federal agent between two cars step forward. *Id.* ¶ 159. Soon after, Gavidia saw several other agents wearing similar vests with the words "Border Patrol Federal Agent." *Id.* He also noticed that the agents were carrying handguns and at least two of the agents had a military-style rifle. *Id.* When Gavidia attempted to head back inside the tow yard premises, a masked agent said, "Stop right there." *Id.* ¶ 160. While the agent approached Gavidia, another unmasked agent ran toward him and asked if he was American. *Id.* ¶ 161. Gavidia told the agent that he is American multiple times. *Id.* The agent responded by asking, "What hospital were you born in?" *Id.* Gavidia calmly replied that he did not know. *Id.* The agent repeated the same

question two more times, and each time Gavidia provided the same answer. *Id.* At that point, the agents pushed Gavidia up against the metal gated fence, put his hands behind his back, and twisted his arm. *Id.* Gavidia had been on his phone, and the masked agent also took his phone from his hand at that point. *Id.* Gavidia explained that the agents were hurting him and that he was American. Id. ¶ 162. The unmasked agent asked a final time, "What hospital were you born in?" *Id.* Gavidia responded again that he did not know and said East L.A. *Id.* Gavidia then told the agents that he could show them his Real ID. *Id.* The agents had not asked to see Gavidia's identification. *Id.* When Gavidia showed his Real ID to the agents, one of them took it from him. *Id.* ¶ 163. It ultimately took about twenty minutes for Gavidia to get his phone back, but the agents never returned his Real ID. *Id.*

viii. Harm to Organizational Plaintiffs and/or Their Members

LAWCN is a regional organization made up of eight worker centers and labor organizations that work together to build power and develop worker leadership organizing with Black, immigrant, and refugee workers and other workers of color in the Los Angeles region. *Id.* ¶ 167. At least one of LAWCN's member organizations, CLEAN, has been harmed by the ongoing raids in Southern California. *Id.* ¶¶ 169, 172 ("Carwashes have been a consistent and ongoing target of immigration agents during the course of the raids—at least two dozen have been raided so far.").

UFW's members have been harmed by the ongoing immigration raids in Southern California and fear being subjected to unlawful stops, arrests, and detention practices in the future. *Id.* ¶ 179. At least one UFW member has been subjected to Defendants' stop and arrest practices. *Id.*

As a result of Defendants' actions, CHIRLA's mission to serve the immigrant community, including through the provision of legal advice and services, is being frustrated. *Id.* ¶ 190. Throughout the month of June 2025, CHIRLA's attorneys and representatives have attempted to communicate with individuals at B-18 but were denied access and thwarted in their efforts to offer legal advice to even those detainees they saw at a distance. *Id.* CHIRLA also coordinates the Los Angeles Rapid Response Network ("LARRN") and educates its membership as well as the broader community through know-your-rights programming, workshops, social media, and educational literature about a variety of social services and benefits, including immigration law, financial

literacy, workers' rights, and civic engagement. *Id.* ¶ 188. Defendants' actions are also thwarting CHIRLA's work to coordinate the LARRN, as other attorneys and representatives summoned by CHIRLA to B-18 have been similarly denied access. *Id.* ¶ 190.

ImmDef's Rapid Response team is also part of LARRN, with CHIRLA, and monitors a hotline and responds to notifications about individuals detained in ICE immigration enforcement actions. *Id.* ¶ 193. As a result of Defendants' actions, ImmDef's mission to serve the immigrant community, including through the provision of legal advice and services, is being fundamentally frustrated. *Id.* ¶ 194.

B. Procedural History

On June 20, 2025, Petitioner-Plaintiffs filed a Petition for Writ of Habeas Corpus. ECF No. 1 ("Petition" or "Pet."). The Petition alleged five causes of action: (1) Warrantless Arrests Without Probable Cause of Flight Risk in violation of 8 U.S.C. § 1357(a)(2); (2) Warrantless Arrests Without Probable Cause of Flight Risk in violation of 8 C.F.R. § 287.8(c)(2)(ii); (3) Arrests Without Probable Cause in violation of the Fourth Amendment; (4) Failure to Identify Officers and Basis for Arrest in violation of 8 C.F.R. § 287.8(c)(2)(iii);[4] and (5) Violation of Due Process. *See generally id.*

On June 20, 2025, Petitioner-Plaintiffs filed an ex parte application and requested the Court grant their request for a temporary restraining order and enjoin Defendants Noem, Bondi, ICE, and Lyons from transferring Petitioner-Plaintiffs outside of this judicial district. *See generally* ECF No. 4. The same day, the parties stipulated to withdraw the ex parte application. ECF No. 9. The Court granted the stipulation on June 23, 2025. ECF No. 11.

Following the Magistrate Judge's July 1, 2025 Order Vacating Status Conference (ECF No. 15), the parties filed a Joint Notice Following Order Vacating Status Conference (ECF No. 36), through which they informed the Court that the Petitioner-Plaintiffs' bond hearings were set for July 3, July 7, and July 8, 2025. On July 8, 2025, the parties filed another Joint Notice Following Order Vacating Status Conference, informing the Court that Vasquez Perdomo was granted bond on July 3, 2025, and that Villegas Molina was granted bond on July 7, 2025. ECF No. 62.

[4] The Court finds that the Petition erroneously cites to 8 C.F.R. § 287.8(c)(3). Reading the regulation, it appears to the Court that 8 C.F.R. § 287.8(c)(2)(iii) is the correct citation.

On July 2, 2025, Plaintiffs filed the operative First Amended Complaint. 1AC. The 1AC adds as plaintiffs Viramontes, Gavidia, LAWCN, UFW, CHIRLA, and ImmDef. *Id.* ¶¶ 15–20. The 1AC also adds as defendants Scott, Bank, Patel, Santacruz Jr., Wang, Bovino, Stalnaker, Davis, and Essayli. *Id.* ¶¶ 23–32. Moreover, the 1AC contains class action allegations, *id.* ¶¶ 199–214, seeking to represent a class under Federal Rule of Civil Procedure 23(b)(2) consisting of three classes, *id.* ¶¶ 199 ("Suspicionless Stop Class"),[5] 202 ("Warrantless Arrest Class"),[6] 205 ("Failure to Identify Class").[7] Plaintiffs allege the following causes of action:

Count	Cause of Action	On Behalf of:	Against Defendants:
One	Violation of Fourth Amendment, Unreasonable Seizures	Stop/Arrest Plaintiffs and the Suspicionless Stop Class	All Defendants
Two	Violation of 8 U.S.C. § 1357(a)(2), Warrantless Arrests Without Probable Cause of Flight Risk	LAWCN, UFW, CHIRLA, and the Warrantless Arrest Class	All Defendants
Three	Violation of 8 C.F.R. § 287.8(c)(2)(ii), Standards for Stops and Warrantless Arrests	LAWCN, UFW, CHIRLA, and the Warrantless Arrest Class	All Defendants
Four	Violation of 8 C.F.R. § 287.8(c)(2)(iii), Failure to Identify Authority and Reason for Arrest	LAWCN, UFW, CHIRLA	All Defendants
Five	Violation of the Fifth Amendment, Access to Counsel	Access/Detention Plaintiffs	Noem, Lyons, and Santacruz Jr.
Six	Violation of 8 U.S.C. § 1362, Access to Counsel	Access/ Detention Plaintiffs	Noem, Lyons, and Santacruz Jr.
Seven	Violation of the Fifth Amendment,	Access/ Detention Plaintiffs	Noem, Lyons, and Santacruz Jr.

[5] The Suspicionless Stop Class is defined as "[a]ll persons who, since June 6, 2025, have been or will be subjected to detentive stop by federal agents in this District without a pre-stop, individualized assessment of reasonable suspicion concerning whether the person (1) is engaged in an offense against the United States or (2) is a noncitizen unlawfully in the United States." 1AC ¶ 199.

[6] The Warrantless Arrest Class is defined as "[a]ll persons, since June 6, 2025, who have been arrested or will be arrested in this District by federal agents without a warrant and without a pre-arrest, individualized assessment of probable cause that the person poses a flight risk." 1AC ¶ 202.

[7] The Failure to Identify Class is defined as "[a]ll persons who, since June 6, 2025, have been arrested or will be arrested in this District by federal agents, where agents (1) fail to identify as an immigration officer who is authorized to execute an arrest, and/or (2) fail to state that person is under arrest and the reason for arrest, after it is practical and safe to do so." 1AC ¶ 205.

	Conditions of Confinement		
Eight	Violation of Fifth Amendment, Due Process	Petitioner-Plaintiffs	Noem, Lyons, and Santacruz Jr.

On July 2, 2025, the Access/Detention Plaintiffs filed an Ex Parte Application for Temporary Restraining Order and Order to Show Cause Regarding Preliminary Injunction. ECF No. 38 ("Access/Detention TRO").[8] The same day, the Court ordered the parties to fully brief the Access/Detention TRO by July 9, 2025. ECF No. 42. After the Court's Order, Plaintiffs filed another Ex Parte Application for Temporary Restraining Order and Order to Show Cause Regarding Preliminary Injunction. ECF No. 45 ("Stop/Arrest TRO"). On July 7, 2025, the Court ordered the parties to follow the same briefing schedule outlined in its July 2, 2025 Order. ECF No. 51. Defendants filed their Oppositions on July 8, 2025. ECF Nos. 70 (Opposition to the Access/Detention TRO), 71 (Opposition to the Stop/Arrest TRO). On July 9, 2025, Plaintiffs filed their Replies. ECF Nos. 81 (Reply to the Stop/Arrest TRO), 82 (Reply to the Access/Detention TRO).

On July 7, 2025, States of Arizona, Colorado, Connecticut, Hawai'i, Illinois, Maryland, Maine, Michigan, Minnesota, Nevada, New Jersey, New Mexico, New York, Oregon, Vermont, Washington, and the Commonwealth of Massachusetts ("Amici States") filed a Motion for Leave to File Brief of Amici Curiae. ECF No. 49. The Court granted the motion on the same day. ECF No. 52; *see* ECF No. 49-1 ("Amici Curieae Brief").

On July 8, 2025, the City of Los Angeles, the County of Los Angeles, the City of Culver City, the City of Montebello, the City of Monterey Park, the City of Pasadena, the City of Pico Rivera, the City of Santa Monica, and the City of West Hollywood ("Plaintiffs-Intervenors") filed an Unopposed Ex Parte Application to Participate in July 10 TRO Hearing. ECF No. 63. The Court granted the ex parte application the same day. ECF No. 69.

On July 8, 2025, the Plaintiffs-Intervenors filed a Motion to Intervene, which remains pending. ECF No. 61. On July 10, 2025, the Court held a hearing on both TROs.

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[8] The Access/Detention TRO is filed against Defendants Noem, Lyons, Santacruz Jr. *See* Access/Detention TRO at 1 n.1.

II. Applicable Law

The preliminary injunction and temporary restraining order standards are "substantially identical." *Stuhlbarg Int'l Sales Co. v. John D. Brush & Co.*, 240 F.3d 832, 839 n.7 (9th Cir. 2001). Accordingly, the Court will outline the governing law for granting a preliminary injunction. A preliminary injunction is an extraordinary remedy never awarded as of right. *Winter v. Nat. Res. Def. Council, Inc.*, 555 U.S. 7, 24 (2008). "A plaintiff seeking a preliminary injunction must establish that [it] is likely to succeed on the merits, that [it] is likely to suffer irreparable harm in the absence of preliminary relief, that the balance of equities tips in [its] favor, and that an injunction is in the public interest." *Id.* at 20 ("*Winter* Test").

The Ninth Circuit also recognizes a "serious questions" variation of the *Winter* Test. *See All. for the Wild Rockies v. Cottrell*, 632 F.3d 1127, 1131 (9th Cir. 2011). Under this variation, "a preliminary injunction is proper if there are serious questions going to the merits; there is a likelihood of irreparable injury to the plaintiff; the balance of the hardships tips sharply in favor of plaintiff; and injunction is in the public interest." *Lopez v. Brewer*, 680 F.3d 1068, 1072 (9th Cir. 2012).

A preliminary injunction is "an extraordinary and drastic remedy" and "should not be granted unless the movant, *by clear showing*, carries the burden of persuasion." *Id.* at 1072 (emphasis in original) (quotations omitted). At this stage, the Court is only determining whether Plaintiffs have met their burden for a preliminary injunction. *See Los Angeles Mem'l Coliseum Comm'n v. Nat'l Football League*, 634 F.2d 1197, 1200 (9th Cir. 1980). **Accordingly, this Order is not a final decision on the merits of any claim, nor is it a decision on the merits of the factual assertions either party made in support of any claim.**

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EX PARTE APPLICATIONS

I. Applicable Law

"[C]ircumstances justifying the issuance of an ex parte order are extremely limited." *Reno Air Racing Ass'n., Inc. v. McCord*, 452 F.3d 1126, 1131 (quoting *Granny Goose Foods, Inc. v. Teamsters*, 415 U.S. 423, 438–39 (1974)). "Consistent with [the Supreme Court's] overriding concern, courts have recognized very few circumstances justifying the issuance of an ex parte TRO." *Id.* (discussing parties' failure to provide notice under Fed. R. Civ. P. 65(b)).

In this District, ex parte applications are solely for extraordinary relief and are rarely justified. *Mission Power Eng'g Co. v. Cont'l Cas. Co.*, 883 F. Supp. 488, 490 (C.D. Cal. 1995). A party filing an ex parte application must support its request for emergency relief with "evidence . . . that the moving party's case will be irreparably prejudiced if the underlying motion is heard according to regularly noticed motion procedures," and a showing "that the moving party is without fault in creating the crisis that requires ex parte relief, or that the crisis occurred as a result of excusable neglect." *Id.* at 492. "Ex Parte applications are not intended to save the day for parties who have failed to present requests when they should have." *Id.* at 493 (internal quotation marks omitted).

This Court's operative Civil Standing Order states: "Counsel are reminded that ex parte applications are solely for extraordinary relief. Applications that do not meet the requirements set forth in Local Rule 7-19 will not be considered. Sanctions may be imposed for misuse of ex parte applications." Civil Standing Order § XII.

II. Discussion

Defendants argue that Plaintiffs cannot establish that they are entitled to seek the instant TRO on an ex parte basis because (1) they delayed filing the 1AC and the two TROs that are before this Court by over a month, and (2) they elected not to file a new case but instead joined a "largely mooted" small habeas petition. ECF No. 70 at 6–7. Defendants further argue that Plaintiffs have not

satisfied the *Mission Power* standard.[9] *See id.* at 6; ECF No. 71 at 6 ("[Plaintiffs'] application does not even mention [the *Mission Power*] threshold legal standard, which they do not meet."). Plaintiffs have shown that they are entitled to seek relief on an ex parte basis under *Mission Power*.

The Court finds that Plaintiffs acted expeditiously in this case. It is undisputed that the events underlying this action started in early June 2025 and that Plaintiffs filed the 1AC on July 2, 2025. Defendants contend that this month-long delay should be construed against Plaintiffs, but provide no authority holding that a month is an unacceptable amount of time for purposes of ex parte applications. *See generally* ECF No. 70 at 6. Rather, the Court finds that a month is a reasonable amount of time for Plaintiffs to prepare a class action complaint alongside the instant TROs in this case, especially considering that Plaintiffs would have needed just as much, if not more, time to intake, investigate, request a summons, and complete service if they decided to file a new case. Similarly, Defendants provide no authority holding that the "highly anomalous procedural status" of a case should be grounds to deny an ex parte application. *See generally id.* at 7. Rather, considering the totality of the circumstances—in particular, the alleged ongoing denial of access to counsel that continued at least until the filing of the instant TRO, *see* ECF No. 38-9 ("Salas Declaration" or "Salas Decl.") ¶ 33 ("To date [July 2, 2025], access to detainees at B-18 has been sporadic and ineffective."); ECF No. 38-11 ("Toczylowski Declaration" or "Toczylowski Decl.") ¶¶ 51–52 (testifying that the access to counsel issue persists today based on an ImmDef attorney's failure to have a confidential conversation with a client on June 27, 2025)—the Court finds that Plaintiffs acted swiftly to file the 1AC and the instant TROs.

As Plaintiffs also note, there is no binding authority indicating that a party seeking a TRO must meet the *Mission Power* standard in addition to the TRO standard and the requirements of Rule

[9] During the hearing, Defendants additionally argued that the ex parte nature of these TROs is inappropriate because it gave too little time for them to review and collect evidence. But the Court is not persuaded. As the Court will note later, Defendants did not provide even the documents related to the named individual plaintiffs, such as the *three* Petitioner-Plaintiffs, in support of their Oppositions. The only post-detention record related to the Petitioner-Plaintiffs, ECF No. 81-1 at 8–12 (Form I-213, Record of Deportable/Inadmissible Alien), was provided by Plaintiffs, not Defendants, despite the record having been prepared by the DHS.

65.[10] And even if they did, in light of the exigent circumstances alleged in the 1AC and the TROs and the relatively expeditious manner in which Plaintiffs appear to have proceeded, the Court finds that the *Mission Power* standard has been met.

As such, the Court proceeds to evaluating the merits of the TROs.

THE ACCESS/DETENTION TRO [ECF NO. 38]

I. Discussion

A. The Access/Detention Plaintiffs Have Shown that They Have Standing.

The Access/Detention Plaintiffs assert that they have standing because Defendants have impeded their "ability to engage in the representation of immigrants and refugees that is at the core of their founding mission." *See* ECF No. 38 at 11 (collecting cases). Defendants respond that the Access/Detention Plaintiffs have not established standing. *See* ECF No. 70 at 10–15. The Court finds that the Access/Detention Plaintiffs have standing.

To establish standing, a plaintiff must show first that they have suffered an "injury in fact – an invasion of a legally protected interest which is (a) concrete and particularized . . . and (b) actual or imminent, not conjectural or hypothetical[.]" *Lujan v. Defenders of Wildlife*, 504 U.S. 555, 560 (1992) (internal quotation marks omitted). The plaintiff must then show causation and redressability. *Id.* at 560–61.

Where it is alleged that a defendant's conduct has "perceptibly impaired" an organization's "ability to provide counseling and referral services" for indigent population, "there can be no question that the organization has suffered injury in fact." *Havens Realty Corp. v. Coleman*, 455 U.S. 363, 379 (1982); *FDA v. All. for Hippocratic Med.*, 602 U.S. 367, 395 (explaining that in

[10] Although it is true that this Court has relied on *Mission Power* in its past orders on ex parte applications, it has done so as persuasive authority to provide the context in which the Court has made its rulings—that is, the parties seeking ex parte applications generally have not shown that a regularly noticed motion is insufficient and that they are not at fault for creating the crisis that requires an ex parte relief. The standard the Court has applied—including Rule 65—accomplishes essentially the same purpose here. Considering the totality of circumstances before this Court and the members of this District allegedly face, the Court finds that Plaintiffs' failure to make explicit arguments based on *Mission Power* is of no moment for purposes of these TROs.

Havens Realty, "[the defendant's] action directly affected and interfered with [the plaintiff organization's] core business activities").[11]

The Court finds that the Access/Detention Plaintiffs have established an injury in fact. Specifically, the Court first finds that Plaintiffs have sufficiently shown that the Access/Detention Plaintiffs' missions are to provide legal representation and counsel to immigrants, such as the detainees at B-18. CHIRLA was founded to "advance the human and civil rights of immigrants and refugees" and that it has become "one of the largest and most effective advocates for immigrant rights, organizing, educating and defending immigrants and refugees in the streets, in the courts, and in the halls of power." 1AC at ¶ 19. Its staff includes "attorneys and Department of Justice (DOJ) accredited representatives who provide pro bono legal services to clients in removal proceedings, including those who are detained." *Id.* Similarly, ImmDef is a nonprofit organization that "focuse[s] on ensuring that every immigrant before the immigration court had a lawyer by their side." *Id.* at ¶ 20. ImmDef has "expanded its mission beyond helping individuals facing deportation to also work towards systemic changes" and providing "deportation defense, legal representation, legal education, and social services to detained and non-detained children and adults." *Id.* These allegations are supported by the testimony of Angelica Salas, the Executive Director of CHIRLA, and Lindsay Toczylowski, the President and Chief Executive Officer of ImmDef. Salas Decl. ¶¶ 2, 3; Toczylowski Decl. ¶ 2. Defendants have not presented any evidence to seriously dispute this.[12]

The Court further finds that Plaintiffs have adequately shown the Access/Detention Plaintiffs' missions have been frustrated by Defendants' actions. In particular, Toczylowski represents that multiple ImmDef attorneys were unable to provide legal counsel to—let alone meet with—clients. *See id.* ¶¶ 5–14 (on June 6, 2025, ImmDef attorneys could not enter B-18; although two attorneys were eventually permitted to enter, they were unable to meet with any clients), 18–19 (on June 7, 2025, ImmDef attorneys attempted to yell legal advice to the detainees who were being

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[11] In light of the holding in *Alliance for Hippocratic Medicine*, albeit in a different "context" than *Havens Realty*, the Court finds Defendants' warning that *Havens Realty* should not apply here unavailing. *See* ECF No. 70 at 10 n.7.

[12] Instead, they say without support that "organizational Plaintiffs are publicly dedicated to preventing and obstructing federal immigration enforcement." ECF No. 71 at 10.

transported by vans, but the guards added partitions to obstruct the attorneys' view of the vans and began to honk "whenever the attorneys spoke"), 23–24 (on June 8, 2025, a handwritten sign was on the door of the facility, reading, "Attorney/Family Visit Temporary Cancelled Today," without further explanation), 25–31 (ImmDef attorneys were unable to meet with clients the following week); *see also* ECF No. 82-6 ("Toczylowski Supp. Decl.") ¶ 8 (on July 8, 2025, an ImmDef attorney was unable to meet with a person referred to ImmDef). Salas similarly testifies that CHIRLA attorneys and representatives were denied access to the detainees at B-18. *See* Salas Decl. ¶¶ 12–15 (denied access on June 6, 2025), 16–23 (denied access on June 7, 2025), 32–36 ("To date, access to detainees at B-18 has been sporadic and ineffective. CHIRLA attorneys, representatives, and members are not given adequate information to locate clients and family members. CHIRLA attorneys and representatives have not been able to provide legal advice or representation to detainees at B-18 . . . ."); *see also* ECF No. 82-5 ("Thompson-Lleras Supp. Decl.) ¶¶ 13–15 (CHIRLA attorney was not able to meet with detainees on July 8, 2025). Toczylowski and Salas further testify that the attorneys were sprayed with "an unknown chemical agent" that caused "everyone to cough and inflicted a burning sensation in the eyes, nose, and throat." *Id.* ¶¶ 17–24; Toczylowski Decl. ¶¶ 21, 24. This testimony aligns with the allegations of the 1AC regarding denied access to counsel. *See* 1AC ¶¶ 81– 92. Again, Defendants do not present evidence controverting this in any meaningful way; they merely attempt to minimize the impact of these facts or characterize them as limited to a short period of time justified by nearby civil unrest.[13]

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[13] During the hearing, Defendants contended that because normal operations at B-18 have resumed, there is no likelihood that the Access/Detention Plaintiffs would again be sprayed or honked at. This argument misses the point. At issue are the denial of access to counsel and interference with the Access/Detention Plaintiffs' core missions, not that the attorneys were sprayed or honked at (although one would hope not to be sprayed or honked at during the course of their job). That there is no likelihood of spraying and honking does not eliminate the likelihood that the Access/Detention Plaintiffs' missions will continue to be interrupted, especially in light of the evidence submitted alongside the Reply that the attorneys were still denied access as of July 9, 2025. *See* Toczylowski Supp. Decl. ¶¶ 15 (an attorney could not speak with a detainee), 16 (the private rooms at B-18 was not accessible).

Considering that the denial of access issue persists despite there being no protests of similar scale, the Court also finds Defendants' arguments based on *Clapper v. Amnesty Int'l USA*, 568 U.S. 398 (2013)—that Plaintiffs rely on a highly attenuated chain of events—fall flat.

Based on these allegations and supporting testimony, the Court finds that the Access/Detention Plaintiffs have sufficiently established that their missions of providing legal representation to immigrants, such as those allegedly detained at B-18, have been frustrated by Defendants' actions. Further, insofar as the Access/Detention Plaintiffs were not able to meaningfully meet with the detainees at B-18 as of the filing of this TRO and even afterwards, the Court finds that they have alleged "continuing, present adverse effects" *and* a "sufficient likelihood that [they] will again be wronged in a similar way" for purposes of standing.[14] *See City of Los Angeles v. Lyons*, 461 U.S. 95, 102–03 (1983).

Having found that the Access/Detention Plaintiffs have established injury in fact, the Court also finds that they have sufficiently alleged causation (i.e., Defendants denied access, including by not permitting entry, blocking the attorneys' vision with vans, honking, and spraying chemicals) and redressability (i.e., the instant TRO seeks restoration of opportunities to meet with detainees to resume the Access/Detention Plaintiffs' core missions).

The Court also finds that CHIRLA has associational standing. An organization has standing to bring suit on its members' behalf if (1) its members would otherwise have standing to sue in their own right, (2) the interests it seeks to protect are germane to the organization's purpose, and (3) neither the claim asserted nor the relief requested requires the participation of individual members in the lawsuit. *Hunt v. Wash. State Apple Advert. Comm'n*, 432 U.S. 333, 343 (1977). Here, the evidence presented shows that the members of CHIRLA satisfy Article III standing on their own in light of their reasonable fear of imminent detention without access to counsel. 1AC ¶ 189; *see* Salas Decl. ¶¶ 24–31 (testifying that CHIRLA's individual members are fearful of being stopped, arrested, detained, and deported). The Court has already found that the Access/Detention Plaintiffs' core missions are being interrupted. Considering the ability of the Access/Detention Plaintiffs to litigate this matter (investigating and collecting evidence, preparing and presenting briefs and arguments),

[14] As such, the Court finds Defendants' repeated arguments that the Access/Detention Plaintiffs failed to show actual or future injury to themselves unavailing. *See* ECF No. 70 at 9 ("Plaintiffs have presented no evidence that any alleged misconduct will occur in the future."), 11 ("Here, at bottom, Plaintiffs lack standing to pursue claims based on injuries they are unlikely to experience in the future.").

the Court finds that neither the claim asserted nor the relief sought requires individual members' participation. As such, the Court finds that CHIRLA also has associational standing.[15]

Defendants' arguments against the Access/Detention Plaintiffs are not persuasive. They argue that the Access/Detention Plaintiffs failed to identify any "statute or regulations that confers on them 'legally cognizable interests' to pursue their mission in representing unidentified individuals currently held at B-18," ECF No. 70 at 12 (citing *Spokeo Inc. v. Robins*, 578 U.S. 330, 341 (2016)), but *Spokeo* does not require such a showing. Rather, as Defendants quote, the Supreme Court in *Spokeo* held that "Article III standing requires a *concrete injury* even in the context of a statutory violation"—that is, a plaintiff must satisfy the injury in fact element to establish Article III standing, which this Court has already found that the Access/Detention Plaintiffs have done. *Id.* Moreover, the Court finds Defendants' argument that the Access/Detention Plaintiffs are merely concerned about loss of "prospective clients" to be based on a misreading of the TRO. *See* ECF No. 70 at 12. Rather, as the allegations and the evidence identified above show, the Court finds that the Access/Detention Plaintiffs are asserting injury in fact based on the alleged interference with their ability to carry on their core missions, which is to provide legal services to immigrants and refugees; finding "new clients" is a mischaracterization and improperly focuses on a tangential issue at best. *See* 1AC at ¶¶ 19, 20; Salas Decl. ¶¶ 2, 3; Toczylowski Decl. ¶ 2. Defendants also argue that the Access/Detention Plaintiffs cannot establish "next friend standing," but as the Court has already found that they have shown organizational standing under *Havens Realty* as well as associational standing, there is no need to evaluate this argument. *See* ECF No. 70 at 13–15.

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[15] Defendants argue that the Access/Detention Plaintiffs need to assert their own "liberty interest" independent of their members' liberty interest. *See* ECF No. 70 at 18 (quoting *Erickson v. U.S. ex rel. Dep't. of Health and Human Servs.*, 67 F.3d 858, 861 (9th Cir. 1995)). But this argument appears to be based on the assumption that the Access/Detention Plaintiffs lack standing to sue on their members' behalf. Because the Court has found that they have associational standing, and Defendants do not provide binding authority holding that an organization that has associational standing needs to have its own, independent liberty interest, the Court finds this argument unavailing.

Even assuming that the Access/Detention Plaintiffs are required to show that they have independent liberty interest and could not show it, the Court finds that under the "sliding scale" approach the Ninth Circuit applies to TROs, the evidence submitted show such "serious questions going to the merits" that the requested relief is warranted. *See Lopez*, 680 F.3d at 1072.

In sum, the Court finds that the Access/Detention Plaintiffs have established standing for this action.

B. The Access/Detention Plaintiffs Have Established that They Are Likely to Succeed on the Merits.

The Access/Detention Plaintiffs argue that they are likely to succeed on their Fifth Amendment-based causes of action. In particular, they argue that Defendants "have obstructed established attorney-client relationship and prevented CHIRLA and ImmDef attorneys from providing legal advice to B-18 detainees." *See id.* at 9–10. They also argue that Defendants prevented the organizations' "prospective clients from accessing CHIRLA's and ImmDef's legal services as well" and that "the lack of contact with the outside world . . . raises the concern that Defendants are holding detainees at B-18 incommunicado, which also violates the Fifth Amendment." *Id.* at 10–11. The Access/Detention Plaintiffs have also alleged and submitted testimony that their members have a fear of being detained. *See* 1AC ¶ 189. Defendants respond that the restrictions on the Access/Detention Plaintiffs' communication with current and prospective clients were not punitive or excessive, and that there is no showing of a liberty interest, ECF No. 70 at 18, or error or prejudice, *id*. at 19. The Court finds that the Access/Detention Plaintiffs have established likelihood of success on the merits on the Violation of the Fifth Amendment claim.

"Rooted in the Due Process Clause . . . , noncitizens have the right to counsel in removal proceedings[.]" *Usubakunov v. Garland*, 16 F.4th 1299, 1303 (9th Cir. 2021); *see Biwot v. Gonzales*, 403 F.3d 1094, 1098 (9th Cir. 2005) ("The right to counsel in immigration proceedings is rooted in the [Fifth Amendment] Due Process Clause[.]"); *Orantes-Hernandez v. Thornburgh*, 919 F.2d 549, 554, 565 (9th Cir. 1990) (recognizing that "aliens have a due process right to obtain counsel of their choice at their own expense," and affirming injunction against government practices "the cumulative effect of which was to prevent aliens from contacting counsel and receiving any legal advice," including the practice of denying visits with counsel); *Colmenar v. INS*, 210 F.3d 967, 971 (9th Cir. 2000) ("The Fifth Amendment guarantees due process in deportation proceedings. . . . As a result, an alien who faces deportation is entitled to a full and fair hearing of his claims and a reasonable opportunity to present evidence on his behalf."). Consequently, immigrants are entitled to "a

reasonable time to locate counsel, and permit counsel to prepare for [immigration] hearing." *Rios-Berrios v. INS*, 776 F.2d 859, 863 (9th Cir. 1985). The government cannot impose restrictions on access to counsel that undermine the immigrant's opportunity to obtain one. *See Orantes-Hernandez*, 919 F.2d at 554, 565 (construing the government's failure to provide an accurate legal services list as "prevent[ing] aliens from contacting counsel and receiving any legal advice"). Such impediments to "an established, on-going attorney-client relationship" constitute a "constitutional deprivation." *See Comm. of Cent. Am. Refugees v. INS*, 795 F.2d 1434, 1439 (9th Cir. 1986).

CHIRLA has members who this Court finds "reasonably fear being subject to the stop and arrest practices challenged in this case and *subsequent detention at B-18*." 1AC ¶ 189 (emphasis added); *see* Salas Decl. ¶¶ 24–31 (testifying that CHIRLA's individual members are fearful of being stopped, arrested, detained, and deported). In light of the allegations and declaration testimony regarding the ongoing denial of access to counsel and the evidence submitted in support thereof, the Court finds that fear of being detained without access to counsel among the members of CHIRLA in the absence of the requested TRO is well-grounded on the facts of this case and therefore reasonable. And insofar as denial of access to counsel may constitute a violation of CHIRLA's members' Fifth Amendment rights, the Court finds that Access/Detention Plaintiffs have demonstrated the likelihood of success on the merits for the fifth cause of action.

The same is true of ImmDef. As another court in this district recently found, standing and likelihood of success may be found where an organization alleges "ongoing or potential relationships with" individual plaintiffs or proposed class. *Immigrant Defenders Law Ctr. v. Noem*, No. CV 20-9893 JGB (SHKx), 2025 WL 1172442, *21, *22 (C.D. Cal. April 16, 2025). Here, the Toczylowski Declaration presents ample anecdotal evidence that ImmDef attorneys have been unable to meet with the detainees at B-18. *See generally* Toczylowski Decl. (recounting repeated failed attempts to meet with the detainees). Moreover, the Court finds that Defendants' arguments that any restrictions on counsel are "not punitive or excessive" are based on the misreading of the TRO and the evidence submitted in support thereof. For instance, contrary to Defendants' argument that there is no evidence of "recurring misconduct," the Access/Detention Plaintiffs' declaration evidence shows

that the attorneys were denied (meaningful) access as recently as July 8, 2025.[16] *See* Salas Decl. ¶ 33; Toczylowski Decl. ¶ 51–53 (an attorney was denied access on June 27, 2025, because she did not have her "bar card"); Toczylowski Supp. Decl. ¶ 9 ("Another attorney who was at B-18 [on July 8, 2025] to visit a client that same day was unable to do so because her potential client had also been transferred."); Thompson-Lleras Supp. Decl. ¶¶ 13–15 (on July 8, 2025, CHIRLA attorney was unable to meet with three detainees). Similarly, Defendants' recount of what happened on various dates in June are not consistent with what the evidence shows. For example, Defendants argue that on June 6, 2025, "one employee [who was told by a different attorney that B-18 was full] was never denied entry," ECF No. 70 at 4, but the TRO and the underlying Salas Declaration show that the attorney was indeed denied access, Salas Decl. ¶¶ 13–15 (CHIRLA employee was not allowed into B-18). Further, based on the events on June 7, 2025, Defendants argue that the Access/Detention Plaintiffs do not allege that any of the detainees are their clients, but the evidence shows that the attorneys could not have had a clear view of the "group" of detainees who were being transported because the agents blocked them with vans. *See* Salas Decl. ¶ 19 ("Several unmarked vans were also parked inside the garage in such a way as to obstruct the view through the garage gates of detainees being walked through and loaded into vehicles."); ECF No. 70 at 4 (omitting Salas's testimony of obstructed view). Most telling, Defendants argue that a chemical was sprayed "about the same time that law enforcement was attempting to clear a large protest from an adjacent building," *id.* at 5 n.2, but the news article in support of this argument shows the date of July 8, 2025, whereas the spray incident occurred the previous day, *see* Salas Decl. ¶ 20 (testifying that "federal agents sprayed an unknown chemical irritant" on July 7, 2025).

[16] At the hearing, Defendants argued that because the normal operations at B-18 resumed as of June 24, 2025, the Access/Detention Plaintiffs cannot show that the denial of access issue will reoccur. But the evidence before the Court shows that the harm persists.

Defendants also argued that detainees often provide false names, which contributes to the attorney's inability to meet their clients or prospective clients. But Defendants provide no evidence with regard to the frequency or severity of this false-name issue. As such, the Court finds this argument unconvincing.

Such misreading of the evidence,[17] coupled with the effect on the Access/Detention Plaintiffs and their members (even if the limitations were "responsive to the volatile situation at hand," ECF No. 70 at 18), compels this Court to conclude that Defendants' conduct—even if not necessarily intended to be so—was punitive and had the effect of unlawfully "prevent[ing] aliens from contacting counsel and receiving any legal advice." *See Block v. Rutherford*, 468 U.S. 576, 583–84 (1984); *Orantes-Hernandez*, 919 F.2d at 565. And it was not rationally related to any legitimate purpose as even when there were "no protests happening," B-18 was not accessible to attorneys.[18] Toczylowski Decl. ¶¶ 30–31 (visit on June 16, 2025).

As such, the Court finds the first *Winter* factor weighs in favor of granting this TRO.

In addition, the injunctive relief requested is tailored to the specific harms identified. *See Melendres v. Arpaio*, 784 F.3d 1254, 1265 (9th Cir. 2015). The Access/Detention Plaintiffs merely ask for the same access to legal visitation and confidential telephone calls at B18 as at other locations. Although Defendants argue that the requested TRO is overbroad, ECF No. 82 at 21, the Court finds that restoring visitations and permitting confidential telephone calls are sufficiently narrow and "necessary to give prevailing party the relief to which they are entitled." *E. Bay Sanctuary Covenant*, 993 F.3d at 680. Contrary to the Defendants' opposition, *Schmidt* does not stand for the proposition that it is improper to craft an injunction requiring adherence to existing law.

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[17] The Court notes that Defendants miss the point on the telephones. It appears to the Court that in addition to lack of access to the telephones at B-18, the Access/Detention Plaintiffs' concern is over the lack of *confidential* telephone conversations. *See* ECF No. 38-1 at 2 (Proposed Order for the Access/Detention TRO, seeking Defendants to provide "confidential telephone calls with attorneys . . . ."). Moreover, although Defendants argued at the hearing that there are attorney rooms at B-18 such that attorneys and their clients can have confidential conversations, where an attorney is denied access to B-18 (as alleged and shown here) or denied access to a client even when they are permitted to enter B-18 (*see* Toczylowski Supp. Decl. ¶ 15 (ImmDef attorney was "told that she could not speak to the individual because she did not have the individual's A number"), the existence of these rooms are a moot point. Furthermore, there is evidence that the private rooms are insufficient or unavailable. Toczylowski Supp. Decl. ¶ 16 ("[ImmDef attorneys] noted that they could still hear officers clearly from the rooms. One attorney was prevented from using a room at all because she did not have a bar card. When she tried explaining to the officer that she did not have a bar card because she was barred in a state that did not provide them and offered to show him her letter of good standing, he still refused to give her access to a private room."). Defendants did not dispute this evidence during the hearing, except by repeating that there are private rooms at B-18.

[18] At the hearing, Defendants asserted that if "riots" resumed and the requested TRO was in place, they would not be able to protect their employees and the detainees at B-18. But granting access to counsel is not the same as granting unrestricted access to the public. Similarly, permitting confidential telephone attorney-client calls is not the same as granting physical access into B-18. As such, the argument fails.

ECF No. 71 at 9; *Schmidt v. Lessard*, 414 U.S. 473 (1974). In *Schmidt*, the injunction—such as it was—merely advised the defendants in these terms: "not to enforce 'the present Wisconsin scheme'" against class members. 414 U.S. at 476. This is a far cry from the specific provisions of the requested TRO here. Further, given that the requested TRO is limited to this one basement facility, the Court finds Defendants' concern over a "universal injunction" unwarranted. *See* ECF No. 38-1 at 2 (seeking visitations and confidential telephone calls at B-18).

At the hearing, Defendants did raise a legitimate concern about the need to make adjustments to access in exigent circumstances, which the Court has accommodated in its order.

C. The Access/Detention Plaintiffs Have Established that They Will Suffer Irreparable Harm.

The Access/Detention Plaintiffs argue that they have shown that they will suffer irreparable harm. ECF No. 38 at 11–12. The Court finds that they have done so.

Government action that frustrates an organization's core missions gives rise to irreparable harm. *See E. Bay Sanctuary Covenant v. Biden*, 993 F.3d 640, 677–78 (9th Cir. 2021) (finding irreparable harm where governmental action prompted organizations "to change their core missions"). Expediency in applying for a preliminary injunction (or a TRO) suggests "urgency and impending irreparable harm." *Id.* at 678; *California v. Azar*, 911 F.3d 558, 581 (9th Cir. 2018) ("That the [state government plaintiffs] filed an action following [the federal government defendants' action] also weighs in their favor.").

The Court finds that the Access/Detention Plaintiffs' missions will be—and have been—frustrated by Defendants' actions for the same reasons that the Court has found that they established their standing. *See* Section I.A, *supra*.

Considering the fear of being separated from their families as a result of the enforcement actions taken by Defendants, the Court finds that CHIRLA's members are at an imminent risk of irreparable harm. *See Washington v. Trump*, 847 F.3d 1151, 1169 (9th Cir. 2017) (finding "separated families" a "substantial," even "irreparable," injury).

The Court finds that the alleged irreparable harm is also imminent. The Court finds that Plaintiffs have been expedient in filing this action (June 20, 2025), the 1AC (July 2, 2025), and the

instant TRO (July 2, 2025). This supports a finding of imminent irreparable harm. *See E. Bay Sanctuary Covenant*, 993 F.3d at 678; *Azar*, 911 F.3d at 581. Moreover, that the above-described events at B-18 took place only slightly more than one month ago supports the Court's finding of imminence.

In sum, because the Access/Detention Plaintiffs have shown that their core missions have been frustrated by Defendants, that CHIRLA's members will suffer irreparable harm if subjected to detention without meaningful access to counsel, and that they have acted expeditiously and without delay in seeking the TRO, the Court finds that the second *Winter* factor weighs in their favor.

D. The Access/Detention Plaintiffs Have Established that the Balance of Equities Tips in Their Favor.

The Access/Detention Plaintiffs argue that the balance of equities tips in their favor because the requested TRO "merely requires Defendants to comply with a well-established due process right of access to counsel by providing individuals detained at B-18 with the same access that the government already affords those held at immigration detention facilities." ECF No. 38 at 12–13 (emphasizing that the requested TRO "is the same legal visiting schedule that the government agreed to" in *Julio Castellano et al v. Janet Napolitano et al*, Case No. 2:09-cv-02281-PA-VBK (C.D. Cal. April 1, 2009)). They further argue that the cost to Defendants would be far outweighed by the harm to constitutional rights in the absence of an injunction. *Id.* at 13 (quoting *Hernandez v. Sessions*, 872 F.3d 976, 995 (9th Cir. 2017)). Defendants provide no response on this point. The Court finds that the balance of equities tips in the Access/Detention Plaintiffs' favor.

The Court finds that Defendants' National Detention Standards already provide that detainees at their immigration facilities are entitled to "legal visitation seven days a week, including holidays. [Facilities] shall permit legal visits for a minimum of eight hours per day on regular business days, and a minimum of four hours per day on weekends and holidays." U.S. Immigration and Customs Enforcement, National Detention Standards at 166 (2025).[19] Similarly, ICE permits legal visitations at "non-dedicated facilities," such as "facilities that house both inmates and [ICE]

[19] The Standards may be found at https://www.ice.gov/doclib/detention-standards/2025/nds2025.pdf.

detainees," under the same schedule. U.S. Immigration and Customs Enforcement, Non-Dedicated Intergovernmental Service Agreement Standards at 11 (2025) ("[T]he Service Provider [county and local government partners] shall permit legal visits seven days per week, for at least eight hours per day on weekdays and four hours per day on weekends and holidays.").[20] Because it appears that Defendants already provide the same visitation schedule to ICE detainees at their facilities, the Court finds that any prejudice to Defendants, e.g., cost of implementing the visitation schedule for B-18 detainees, would be minimal. Further, in light of the harm that has been (and likely to be) imposed on the Access/Detention Plaintiffs in that their missions have been obstructed by denied legal visitations, the Court finds that the balance of equities tips in the Access/Detention Plaintiffs' favor.

In sum, the third *Winter* factor weighs in favor of granting the TRO.

E. The Access/Detention Plaintiffs Have Established that the Temporary Restraining Order is in the Public Interest.

The Access/Detention Plaintiffs argue that public interest "heavily favors" them because the requested injunction would "ensure that Defendants' conduct complies with the law." ECF No. 38 at 13. Defendants respond that the government has a legitimate and significant interest in ensuring that immigration laws are enforced. ECF No. 70 at 20. The Court finds that the Access/Detention Plaintiffs have made their required showing.

"Generally, public interest concerns are implicated when a constitutional right has been violated, because all citizens have a stake in upholding the Constitution." *Preminger v. Principi*, 422 F.3d 815, 826 (9th Cir. 2005).

Violation of the Fifth Amendment raises public interest concerns, not only for those who are currently detained, but also for those who may be arrested and/or detained in the future. *See* Section I.B, *supra* (collecting cases regarding immigrants' right to counsel). Although the instant TRO was filed by the Access/Detention Plaintiffs, the Court finds that the risk imposed on their core mission and on CHIRLA's members as well as the general public warrants finding that the requested TRO is in the public interest. *See also Preminger*, 422 F.3d at 826 ("The public interest inquiry primarily

[20] The Non-Dedicated Intergovernmental Service Agreement Standards may be found at https://www.ice.gov/doclib/detention-standards/2025/ndids2025.pdf.

addresses [the] impact on non-parties rather than parties.") (citation omitted). Moreover, although it is true that the government has an interest in enforcing immigration laws, Defendants make no showing that immigration enforcement cannot be conducted without undermining the rights afforded to immigrants under the Fifth Amendment. *See generally* ECF No. 70 at 20. As the Ninth Circuit said in a case concerning alleged Fourth Amendment violations by another law enforcement agency, requiring law enforcement to comply with the Constitution does not prevent law enforcement from enforcing the law. *Easyriders Freedom F.I.G.H.T. v. Hannigan*, 92 F.3d 1486, 1502 (9th Cir. 1996). As such, the fourth *Winter* factor weighs in the Access/Detention Plaintiffs' favor.

In sum, the Court finds that all four *Winter* factors supporting granting the requested TRO.

F. The Court Does Not Find a Bond Warranted.

"The court may issue a preliminary injunction or a temporary restraining order only if the movant gives security in an amount that the court considers proper to pay the costs and damages sustained by any party found to have been wrongfully enjoined or restrained." Fed. R. Civ. P. 65(c). "Rule 65(c) invests the district court with discretion as to the amount of security required, *if any.*" *Johnson v. Couturier*, 572 F.3d 1067, 1086 (9th Cir. 2009) (emphasis in original; cleaned up). "[T]he district court may dispense with the filing of a bond when it concludes there is no realistic likelihood of harm to the defendant from enjoining his or her conduct." *Id.*

As the Court has found above, the requested TRO is identical to what Defendants already provide to other detainees at their facilities. *See* Section I.D, *supra*. The Court finds that there is no realistic likelihood of harm to Defendants from requiring them to permit legal visitations in a manner consistent with their existing schedules. As such, the Court concludes that there is no need for a bond. *See* ECF No. 70 at 20–21 (requesting bond without specific amount).[21]

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[21] Defendants rely on the Supreme Court's recent holding that district courts do not have equitable power to issue a "universal injunction." *See* ECF No. 70 at 21. Because the requested injunction is only District-wide and not nationwide, the Court finds Defendants' concerns unavailing.

THE STOP/ARREST TRO [ECF NO. 45]

I. Discussion

A. This Court Has Jurisdiction.

Similar to the arguments they raised in *United Farm Workers v. Noem*, No. 1:25-cv-00246 JLT CDB (E.D. Cal. April 29, 2025), Defendants contend here that this Court lacks jurisdiction under 8 U.S.C. §§ 1252(a)(5) and (b)(9). ECF No. 71 at 14. Defendants additionally assert that 8 U.S.C. § 1252(g) bars this Court from considering Plaintiffs' claims. *Id.* at 15. Although Defendants raise these arguments under the first *Winter* factor, the Court will address this issue first, as jurisdiction is a "threshold matter." *See Steel Co. v. Citizens for Better Environment*, 523 U.S. 83, 94-95 (1998) ("The requirement that jurisdiction be established as a threshold matter springs from the nature and limits of the judicial power of the United States") (cleaned up); *see also Garland v. Gonzalez*, 596 U.S. 543, 548 (2022) (the "threshold question" was "whether the District Courts had jurisdiction to entertain respondents' requests for class-wide injunctive relief").

The Immigration and Nationality Act ("INA") sets forth jurisdictional limitations in Section 1252, entitled "Judicial review of orders of removal." *See* 8 U.S.C. § 1252. Pursuant to Section 1252(a)(5), "a petition for review filed with an appropriate court of appeals in accordance with this section shall be the sole and exclusive means for judicial review of an order of removal entered or issued under any provision of [the] Act . . . ." 8 U.S.C. § 1252(a)(5). In addition, Section 1252(b)(9) indicates: "Judicial review of all questions of law and fact, including interpretation and application of constitutional and statutory provisions, arising from any action taken or proceeding brought to remove an alien from the United States under this subchapter shall be available only in judicial review of a final [removal] order under this section." 8 U.S.C. § 1252(b)(9).

This Court rejects Defendants' arguments based upon Sections 1252(a)(5) and (b)(9). The key authority with respect to these provisions is *Jennings v. Rodriguez*, 583 U.S. 281 (2018), *Dep't of Homeland Sec. v. Regents of the Univ. of California*, 140 S. Ct. 1891, 1907 (2020), and *Gonzalez v. U.S. Immigration & Customs Enf't*, 975 F.3d 788 (9th Cir. 2020). In particular, the binding authority dictates that treating everything related to and leading up to removal proceedings as "arising from" a removal action is an incorrect reading of the relevant statutes. As the Supreme

Court held in *Jennings*, "cramming review of . . . questions [concerning inhumane detention conditions or a claim related to actions during detention] into the review of final removal orders would be absurd." 583 U.S. at 293. The same is true here. If even challenges to detention conditions are not barred, then it appears to this Court that the manner in which an individual is first arrested and detained is also not barred.[22] Similarly, the Supreme Court held that Section 1252(b)(9) is "certainly not a bar where, as here, the parties are not challenging any removal proceedings." *Regents of the Univ. of California*, 140 S. Ct. at 1907. And as the Ninth Circuit held in *J.E.F.M.*, "claims that are independent of or collateral to the removal process do not fall within the scope of § 1252(b)(9)." *J.E.F.M. v. Lynch*, 837 F.3d 1026, 1032 (9th Cir. 2016). Finally, although a motion to suppress in the context of removal proceedings was permitted in *Sanchez v. Sessions*, 904 F.3d 643 (9th Cir. 2018), *Sanchez* does not stand for the provision that all such constitutional claims may only be brought in removal proceedings. And how could they? This would mean that U.S. citizens—who Plaintiffs allege have also been unlawfully stopped, arrested, and detained—would have no venue to raise their claims. *See, e.g.*, ECF No. 45-9 ("Gavidia Declaration" or "Gavidia Decl.") (a U.S. citizen testifying that he was stopped and questioned "just because of the way I look—because I am brown, Latino"). This cannot be, and none of the authority cited by Defendants says it is.[23]

The Court similarly finds Defendants' argument based on 8 U.S.C. § 1252(g) without merit. The provision reads: "Except as provided in this section and notwithstanding any other provision of law (statutory or nonstatutory), including section 2241 of Title 28, or any other habeas corpus provision, and sections 1361 and 1651 of such title, no court shall have jurisdiction to hear any cause or claim by or on behalf of any alien arising from the decision or action by the Attorney General to commence proceedings, adjudicate cases, or execute removal orders against any alien under this chapter." 8 U.S.C. § 1252(g). The Supreme Court held that "[t]he provision applies only to three discrete actions that the Attorney General may take: her 'decision or action' to '*commence*

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[22] Another district court in this Circuit came to a similar conclusion in a case raising similar facts where the defendants made similar arguments as the Defendants do here. *United Farm Workers v. Noem*, No. 1:25-cv-00246 JLT CDB (E.D. Cal. April 29, 2025), ECF No. 47

[23] *See also Hernandez v. Sessions*, 872 F.3d 976 (2017) (rejecting similar jurisdictional challenges to immigration-related claims).

proceedings, *adjudicate* cases, or *execute* removal orders.'" *Reno v. Am.-Arab Anti-Discrimination Comm.*, 525 U.S. 471, 482 (1999) (emphasis in original). Plaintiffs are not raising constitutional claims related to the Attorney General's decision or action to commence proceedings, adjudicate cases, or execute removal orders; rather, the claims here concern "issues which ripened before removal proceedings began," such as stop and detention of even those who cannot be subject to removal proceedings without reasonable suspicion. This is in contrast, for instance, from the cases cited by Defendants where the claims did arise from removal proceedings. Insofar as the instant action and the TRO seeks prohibiting Defendants from engaging or ratifying pre-removal-proceeding conduct that may violate the public's constitutional rights, the Court finds that 8 U.S.C. § 1252(g) is not a bar to this Court's jurisdiction over this action.

As such, the Court finds that the above-referenced statutes do not bar district court jurisdiction over Plaintiffs' Fourth Amendment-based claims.

B. The Requested TRO is Sufficiently Specific.

Defendants argue that the requested TRO is overbroad and insufficiently specific. ECF No. 71 at 8–9 ("[The TRO] putatively orders the government to comply with extant law."). The Stop/Arrest Plaintiffs argue that the TRO "specifies the illegal behavior to be enjoined." ECF No. 81 at 9. The Court finds that the TRO is sufficiently specific in light of the conduct at issue.

"[I]njunctive relief must be tailored to the specific harm alleged." *Melendres v. Arpaio*, 784 F.3d 1254, 1265 (9th Cir. 2015). "[A] district court has broad discretion in fashioning a remedy." *Id.*

Here, the Stop/Arrest Plaintiffs largely seek to enjoin Defendants from conducting "detentive stops without the legally required reasonable suspicion" and from solely relying on four enumerated factors alone or in combination.[24] ECF No. 81 at 9 (internal quotation marks omitted); ECF No. 45-22 at 5 (Proposed Order). In light of the allegations and the evidence submitted in support thereof, the Court finds that these forms of injunctive relief are "narrowly tailored to remedying the specific constitutional violations at issue." *See Melendres*, 784 F.3d at 1267 (affirming most of the district court's injunction order prohibiting defendants from carrying out "unconstitutional policy of

[24] The four factors are: (1) apparent race or ethnicity, (2) speaking Spanish or speaking English with an accent; (3) presence at a particular location; or (4) the type of work one does. ECF No. 45-22 at 5.

considering race as a factor in determining where to conduct patrol operations, in deciding whom to stop and investigate for civil immigration violations, and in prolonging the detentions of Latinos while their immigration status was confirmed"). It is not a mere "obey the law" injunction, and *Schmidt*—cited by Defendants—does not remotely suggest that it is, given the vagueness of the purported injunction in that case. *See* 414 U.S. at 476 ("Rather, the defendants are simply told not to enforce 'the present Wisconsin scheme' against [class members]."). Similarly, the Court finds Defendants' concern over the breadth without justification because, as Defendants concede, "any law enforcement officials within the Department of Justice" are authorized to "exercise immigration enforcement authorities." ECF No. 71 at 2. The Court concludes that the requested TRO is narrowly tailored in light of Defendants' own representation that a broad body of government officials are authorized to conduct—and *are* conducting—immigration enforcement.

As such, the Court finds that the requested TRO is sufficiently specific. The Court discusses below—after addressing likelihood of success on the merits—why the specific injunction requested is tailored to the specific harm alleged.

C. Standing is Established.

Defendants argue that (1) the organizational plaintiffs lack standing and (2) the named plaintiffs lack standing to seek relief for others. ECF No. 71 at 11–14.

"In a class action, standing is satisfied if at least one named plaintiff meets the requirements." *Bates v. United Parcel Serv., Inc.*, 511 F.3d 974, 985 (9th Cir.2007) (en banc).

The Court finds that Plaintiffs have established standing for this putative class action at this time. As the Ninth Circuit instructs, only one plaintiff needs to meet the standing requirement in a class action, and the Court finds that the individual plaintiffs here have adequately alleged facts that give rise to standing. In particular, Gavidia testifies that despite being a U.S. citizen, he was stopped, "forcefully pushed up against the metal gated fence," and questioned by individuals wearing "a green vest" and "similar vests with the words 'Border Patrol Federal Agent.'" Gavidia Decl. ¶¶ 7–11. He further testifies that "[i]t was the worst experience I have ever felt. I felt like I was going to die; in fact, one agent literally racked a chamber in his rifle. And going forward, I am disturbed and deeply concerned that federal agents will stop me and violate my rights again for the same reason"—

"based on my skin color . . . because I am brown, Latino." *Id.* ¶ 12. The Court finds that this testimony sufficiently shows that Gavidia meets the Article III standing requirements under *Lujan*: he has suffered an "invasion of a legally protected interest which is (a) concrete and particularized . . . and (b) actual or imminent, not conjectural or hypothetical[.]" 504 U.S. at 560. And insofar as Gavidia, a named plaintiff, meets this requirement, the Court concludes that Plaintiffs have standing for this putative class action.[25]

The Court also rejects Defendants' arguments based upon *Rizzo v. Goode*, 423 U.S. 362, 371 (1976) and *City of Los Angeles v. Lyons*, 461 U.S. 95, 110 (1983) that there has not been a requisite showing that the conduct complained of will recur. Those cases are wholly distinguishable. In *Rizzo*, there was no link between various incidents of police misconduct and any plan or policy or other approval or authorization of such conduct. The Stop/Arrest Plaintiffs have pointed to a plethora of statements suggesting approval or authorization pointing to a high likelihood that the conduct will continue.[26] And in *Lyons*, there was no finding that Lyons faced a real and immediate threat of being illegally choked again. Here, this Court affirmatively finds that there is a real and immediate threat that the conduct complained of will continue. Numerous individuals have been subjected to multiple stops, including Gavidia. All of the evidence adduced suggests a high likelihood of recurrent injury, as required. *See LaDuke v. Nelson*, 762 F.3d 1318, 1324 (9th Cir. 1985).

D. Preliminary Injunction is Available Even in the Absence of Class Certification.

Defendants briefly argue that absent class certification, Plaintiffs cannot seek the requested TRO. ECF No. 71 at 23. However, "[w]hile injunctive relief generally should be limited to apply only to named plaintiffs where there is no class certification . . . 'an injunction is not necessarily made overbroad by extending benefit or protection to persons other than prevailing parties in the lawsuit-even if it is not a class action-*if such breadth is necessary to give prevailing parties the relief*

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[25] As such, the Court declines to evaluate the remaining arguments about standing. *See* ECF No. 71 at 11–14.

[26] One such statement occurred just one day before the hearing. *See* Melissa Gomez et al., *Heavily Armed Immigration Agents Descend on L.A.'s MacArthur Park*, L.A. TIMES (July 7, 2025), https://www.latimes.com/california/story/2025-07-07/immigration-agents-descend-on-macarthur-park. (describing a "show of force" at MacArthur Park in Los Angeles, and discussing a statement by Defendant Bovino that "We may well go back to MacArthur Park or other places in and around Los Angeles. Illegal aliens had the opportunity to self deport, now we'll help things along a bit.").

to which they are entitled." *Easyriders*, 92 F.3d at 1502 (emphasis in original). As will be discussed below, the Court finds that the breadth of the TRO is necessary to give Plaintiffs what they are entitled to.

To be clear—to provide complete relief to the named Stop/Arrest Plaintiffs, even without considering the unnamed class members and the propriety of certifying a class—this Court must enjoin the conduct of all law enforcement engaged in immigration enforcement throughout the District. Particularly given how these enforcement actions appear to have been conducted, it would be a fantasy to expect that law enforcement could and would inquire whether a given individual was among the named Stop/Arrest Plaintiffs or the (putative) class before proceeding with a seizure. *See id.* ("Because the CHP policy regarding helmets is formulated on a statewide level, other law enforcement agencies follow the CHP's policy, and it is unlikely that law enforcement officials who were not restricted by an injunction governing their treatment of all motorcyclists would inquire before citation into whether a motorcyclist was among the named plaintiffs or a member of Easyriders, the plaintiffs would not receive the complete relief to which they are entitled without statewide application of the injunction.").

E. The Stop/Arrest Plaintiffs Have Established that They Are Likely to Succeed on the Merits.

The Stop/Arrest Plaintiffs argue that they are likely to succeed on the merits of their Fourth Amendment-based claims because they are likely to succeed in showing that (1) Defendants are conducting seizures that require at least reasonable suspicion, but (2) their seizures are not supported by reasonable suspicion. ECF No. 45 at 18–22. Defendants respond that the Stop/Arrest Plaintiffs have failed to show likelihood of success because (i) this Court lacks jurisdiction,[27] and (ii) they have not shown violation of the Fourth Amendment or 8 U.S.C. § 1357(a)(7). ECF No. 70 at 17–21. The Court finds that the Stop/Arrest Plaintiffs have sufficiently shown that they are likely to succeed on their Fourth Amendment claims.

[27] Because the Court has already found that it has jurisdiction, Section I.A, *supra*, the Court will address only the second of Defendants' arguments.

i. The Stop/Arrest Plaintiffs Are Likely to Succeed in Showing Seizures Requiring Reasonable Suspicion Have Occurred.

First, the Court finds that seizures requiring reasonable suspicion have occurred. *Id.* at 18–19.

"The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated . . . ." U.S. Const. amend. IV. "A seizure occurs when a law enforcement officer, through coercion, physical force, or a show of authority, in some way restricts the liberty of a person." *United States v. Washington*, 387 F.3d 1060, 1068 (9th Cir. 2004) (cleaned up). Generally speaking, an officer's actions rise to the level of a seizure if any one of the following occurs: "if there is a threatening presence of several officers, a display of a weapon by an officer, some physical touching of the person of the citizen, or the use of language or tone of voice indicating that compliance with the officer's request might be compelled." *United States v. Washington*, 490 F.3d 765, 771 (9th Cir. 2007) (internal quotation and citation omitted).

The Stop/Arrest Plaintiffs have provided ample evidence that seizures have occurred. The Petitioner-Plaintiffs testify that when they were waiting at a Metro stop in Pasadena on June 18, 2025, four large, unmarked, tinted cars suddenly pulled up—one crossed in front of them and stopped to their right, the others stopped to their left. ECF No. 45-1 ("Vazquez Perdomo Declaration" of "Vazquez Perdomo Decl.") ¶ 5. Men in masks with guns ran toward them. *Id.* The men grabbed Vazquez Perdomo, put his hands behind his back, and handcuffed him. *Id.* ¶ 6. Vazquez Perdomo was put into a car, still handcuffed; was driven to a nearby CVS and asked for identification; was put in chains on his feet, wrist, and hands; and eventually was taken to a detention center in Los Angeles. *Id.* ¶ 7. Osorto's and Villegas Molina's declarations echo Vazquez Perdomo's testimony. *See* ECF No. 45-2 ("Osorto Declaration" or "Osorto Decl.") ¶¶ 4–8 (testifying that one of the masked men pointed "what looked like a gun" over Osorto's heart and yelled, "Stop or I'll use it!"); ECF No. 45-3 ("Villegas Molina Declaration" or "Villegas Molina Decl.") ¶¶ 4–9 ("Then they shackled us all on our feet, waist, and wrists."). The Petitioner-Plaintiffs all report feeling afraid and that the encounter "felt like a kidnapping." Vazquez Perdomo Decl. ¶ 6; *see* Osorto Decl. ("I was terrified. I didn't know who the men were and I was afraid that they would hurt me."); Villegas Molina Decl. ¶¶ 5, 6 ("I thought we were being kidnapped. . . . I was afraid to

move."). This testimony adequately shows that there was "a threatening presence of several officers," as well as "a display of a weapon," "physical touching of the person," and "the use of language or tone of voice indicating that compliance with the officer's request might be compelled." *See Washington*, 490 F.3d at 771 (holding that the occurrence of any one of such events is enough to give rise to a seizure). And these seizures do not appear to be isolated or accidental. Plaintiffs point to numerous other similar incidents reported in the media and a plethora of public comments by government officials which appear to support the conduct described. *See* ECF No. 45 at 5–6.

Given the Ninth Circuit's guidance as to seizures, and all the evidence submitted by the Stop/Arrest Plaintiffs that such events have occurred on an ongoing basis throughout the District, the Court finds that Defendants are conducting seizures requiring reasonable suspicion. *See* ECF No. 45 at 9–13 (describing in detail the most recent stops and arrests with citations to the underlying testimony).

Having found that seizures are occurring, the Court considers whether they are supported by reasonable suspicion.

ii. The Stop/Arrest Plaintiffs Are Likely to Succeed in Showing the Seizures Are Not Supported by Reasonable Suspicion.

The Court also finds that the Stop/Arrest Plaintiffs are likely to succeed in showing the seizures that have occurred are not supported by reasonable suspicion.[28]

"Except at the border and its functional equivalents," immigration agents may stop individuals in public only after identifying "specific articulable facts, together with rational inferences from those facts, that reasonably warrant suspicion that [the persons stopped are noncitizens] who may be illegally in the country." *United States v. Brignoni-Ponce*, 422 U.S. 873, 884 (1975). Reasonable suspicion comprises two elements: "the assessment must be based upon the

[28] Defendants argue that the Court "should not consider whether a violation of 8 C.F.R. § 287(b)(2) occurred because Plaintiffs did not raise that argument." ECF No. 70 at 18. 8 C.F.R. § 287(b)(2) states: "If the immigration officer has a reasonable suspicion, based on specific articulable facts, that the person being questioned is, or is attempting to be, engaged in an offense against the United States or is an alien illegally in the United States, the immigration officer may briefly detain the person for questioning." Contrary to Defendants' assertion, the Court finds that Plaintiffs have raised the argument. *See* ECF No. 45 at 20–22 (section titled, "Defendants' seizures are not supported by reasonable suspicion."). As such, the Court will evaluate whether the seizures were supported by reasonable suspicion.

totality of the circumstances," and it "must arouse a reasonable suspicion that *the particular person being stopped* has committed or is about to commit a crime." *United States v. Montero-Camargo*, 208 F.3d 1122, 1129 (9th Cir. 2000) (emphasis in original). "[T]o establish reasonable suspicion, an officer cannot rely solely on generalizations that, if accepted, would cast suspicion on large segments of the law-abiding population." *United States v. Manzo-Jurado*, 457 F.3d 928, 935 (9th Cir. 2006). "Where, as here, the majority (or any substantial number) of people share a specific characteristic, that characteristic is of little or no probative value in such a particularized and context-specific analysis." *Montero-Camargo*, 208 F.3d at 1131; *see id.* at 1135 ("Hispanic appearance is … of such little probative value that it may not be considered as a relevant factor where particularized or individualized suspicion is required."); *Manzo-Jurado*, 457 F.3d at 937 ("By itself . . . an individual's inability to understand English will not justify an investigatory stop because the same characteristic applies to a sizable portion of individuals lawfully present in this country.").

The Stop/Arrest Plaintiffs have provided ample evidence that seizures occurred based solely upon the four enumerated factors, either alone or in combination, and that reliance solely upon the four enumerated factors either alone or in combination does not meet the requirements of the Fourth Amendment.

1. The Stop/Arrest Plaintiffs Are Likely to Succeed in Showing the Seizures Are Based Upon the Four Enumerated Factors

The Court begins by addressing the evidence adduced regarding the basis upon which the seizures were made. The Petitioner-Plaintiffs all testify that they were waiting to be picked up for their work on the morning of June 18, 2025, while having coffee. Vazquez Perdomo Decl. ¶ 4; Osorto Decl. ¶ 4; Villegas Molina Decl. ¶ 4. They were suddenly approached by four unmarked cars, and the Petitioner-Plaintiffs were eventually taken to a detention facility. Vazquez Perdomo Decl. ¶ 5–8; Osorto Decl. ¶¶ 5–8; Villegas Molina Decl. ¶¶ 5–9. Nothing in the Petitioner-Plaintiffs' declarations suggests that they are in the country without proper documentation or otherwise have or are about to commit a crime. *See* ECF No. 81-1 at 11 (Form I-213 for Vazquez Perdomo, indicating no criminal history). Nevertheless, the masked and armed men proceeded to seizing them. In fact, the one report regarding Vazquez Perdomo's seizure provides no details as to how Vazquez

Perdomo was initially identified. *Id.* Rather, it provides only general terms about the various enforcement operations conducted by the government, further supporting the notion that there was no requisite reasonable suspicion here. *Id.* And the other declarations submitted in support of the instant TRO show a similar pattern of seizure without any basis outside of the four enumerated factors. *See* ECF No. 45 at 6–9 (describing in detail the instances of "racial profiling" with citations to the underlying testimony).

Defendants contest the idea that they relied solely on these factors. They contend, in reliance on the declarations of Andre Quinones and Kyle C. Harvick, that the seizures were based upon a particularized assessment of reasonable suspicion based upon articulable facts. ECF No. 71 at 19–21. But these declarations do not support this contention in the slightest, particularly as they do not appear to acknowledge the existence of roving patrols at all. For instance, Deputy Field Officer Quinones merely describes what officers are *trained* to do. *See, e.g.*, ECF 71-1 ¶ 5 ("ERO Los Angeles officers are *trained* that . . . brief detention for questioning requires an immigration officer to have reasonable suspicion, based on specific, articulable facts, that the person being questioned is an alien illegally in the United States. ERO Los Angeles officers are *trained* that an arrest requires probable cause that the person being arrested is an alien illegally in the United States."). And Patrol Agent in Charge Harvick speaks only in general terms about what CBP agents and officers have done in Los Angeles. *See* ECF No. 71-2 ¶ 8 ("Prior to engaging in investigative detentions, officers and agents had reasonable suspicion that the individual had committed or was committing a federal crime or federal immigration violation. This reasonable suspicion was based on various factors including intelligence sources, information from law enforcement and open-source databases, analysis of trends, facts developed in the field by agents, rational inferences that led an agent or officer to suspect criminal or immigration violations, and the officers or agents' observations, training, and experience."). And in doing so, he seems to confirm that he and his colleagues are relying solely on these factors. *See id.* ¶ 7 ("CBP agents and officers are typically divided into teams, composed of three to five agents, who contact individuals in public places such as streets and sidewalks, parking lots, or the publicly-accessible portions of businesses. Certain types of businesses, including car washes, have been selected for encounters because past experiences have

demonstrated that illegal aliens utilize and seek work at these locations."). This evidence is entirely too general to show what factors the agents relied upon in seizing the Petitioner-Plaintiffs. In fact, these two declarations do not even discuss the Petitioner-Plaintiffs or any other individuals at all.

During the hearing, Defendants pointed to the arrests effected at consecutive visits to a car wash in Whittier as evidence that their stops are based upon factors beyond the enumerated factors. In particular, Defendants argued that because their first two visits resulted in arrests, this provided a basis to stop and question Omar Andres Gamez, a U.S. citizen. *See* ECF No. 45-5 ("Gamez Declaration" or "Gamez Decl."). But Defendants did not provide any details[29] as to the factors considered other than that Gamez was at the very *location* where the agents previously made arrests. *See Montero-Camargo*, 208 F.3d at 1129; *see also Brignoni-Ponce*, 422 U.S. at 886 n.11 (declining to consider "any weight to the location of the stop" because the officers gave no other meaningful reasons). This reasoning is circular at best, and no details were provided to support the idea that the multiple visits were indeed based upon "intelligence" or investigation rather than reliance upon one of the enumerated factors.

And despite having nearly a week to produce information demonstrating the basis of any one of the Stop/Arrest Plaintiffs' arrests or any of the numerous media reports, Defendants have failed to do so. The Court therefore concludes that the Stop/Arrest Plaintiffs have sufficiently shown at this stage a likelihood of success on the question of whether the stops and arrests at issue have been based solely upon the enumerated factors.[30]

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[29] Instead of specific details, Defendants explained that what may appear arbitrary to the public may actually give rise to reasonable suspicion to Defendants' field agents, especially in light of the surveillance and intelligence data they share with the agents. Be that as it may, the Court notes that Defendants still failed to provide any concrete details as to what factors led Defendants to stop and question Gamez specifically nor indicate the nature of surveillance and intelligence data gathered that would give rise to reasonable suspicion.

[30] To the extent that the Defendants point to any specific factors besides these enumerated factors, they do not show that they support reasonable suspicion. For example, Defendants do not explain why fleeing upon seeing unidentified masked men with guns exiting from tinted cars without license plates raises suspicion. ECF No. 71 at 20, 21; *see United States v. Brown*, 925 F.3d 1150, 1157 (9th Cir. 2019) ("Given that racial dynamics in our society—along with a simple desire not to interact with police—offer an 'innocent' explanation of flight . . . .").

2. The Stop/Arrest Plaintiffs Are Likely to Succeed in Showing that Sole Reliance on the Four Enumerated Factors Does Not Constitute Reasonable Suspicion.

Having reached this conclusion, the Court turns to the question of whether sole reliance on these factors could give rise to reasonable suspicion.

First, the Court considers whether race could give rise to reasonable suspicion.[31] Binding authority makes clear it cannot in these circumstances. The Ninth Circuit's holding in *Montero-Camargo* bears repeating:

> [W]e are confronted with the narrow question of how to square the Fourth Amendment's requirement of individualized reasonable suspicion with the fact that the majority of the people who pass through the checkpoint in question are Hispanic. In order to answer that question, we conclude that, at this point in our nation's history, and given the continuing changes in our ethnic and racial composition, Hispanic appearance is, in general, of such little probative value that it may not be considered as a relevant factor where particularized or individualized suspicion is required. Moreover, we conclude, for the reasons we have indicated, that it is also not an appropriate factor.

Montero-Camargo, 208 F.3d at 1135.

Second, the Court considers whether speaking Spanish or speaking English with an accent could give rise to reasonable suspicion. There is no case law that supports that it could. In *United States v. Manzo-Jurado*, 457 F.3d 928, 937 (9th Cir. 2006), the Ninth Circuit indicated that "[a]n individual's *inability to speak English* may support an officer's reasonable suspicion that the individual is in this country illegally, [but] [by] itself, however, an individual's *inability to understand English* will not justify an investigatory stop because the same characteristic applies to a sizable portion of individuals lawfully present in this country." Defendants point to no case law addressing speaking Spanish or speaking English with an accent, and obviously neither of those activities demonstrates an *inability* to speak English. This, therefore, appears to be a factor akin to those described as having "such a low probative value that no reasonable officer would have relied

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[31] At the hearing, Defendants vehemently denied any reliance on race and disputed that the reference to "appearance" in their briefing was a reference to race, even though the cases cited were specifically speaking about a particular racial appearance. ECF No. 71 at 20; *Orhorhaghe v. I.N.S.*, 38 F.3d 488, 498 (9th Cir. 1994) ("foreign-looking appearance"); *United States v. Brignoni-Ponce*, 422 U.S. 873, 885-886 (1975) ("characteristic appearance of persons who live in Mexico" "apparent Mexican ancestry").
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on them to make an investigative stop [such that it] must be disregarded as a matter of law." *Montero-Camargo*, 208 F.3d at 1132.

Third, the Court considers whether presence at a particular location or the type of work one does could give rise to reasonable suspicion. The Court considers them together as they appear to be overlapping factors. With respect to the Petitioner-Plaintiffs, Defendants do not explain why being at a bus stop in Pasadena raises suspicion that the Petitioner-Plaintiffs may be undocumented immigrants. *Id*. at 19–20. Although Patrol Agent in Charge Harvick indicates that "past experiences have demonstrated that illegal aliens utilize and seek work at" "certain types of businesses, including car washes," this is insufficient to make these factors fit the particularized assessment needed. In fact, the Ninth Circuit addressed similar factor in *Manzo Jurado*, where one of the factors relied upon was a group's "appearance as a work crew." *Manzo-Jurado*, 457 F.3d at 937. Although the agent in that case had experience that local work crews "on occasion included illegal aliens," they did not provide evidence about how many local work crews did not. *Id.* at 938. Nor did they have any information about the employer of the specific work crew at issue. *Id.* In the same vein, knowledge that undocumented individuals use and seek work at car washes falls woefully short of the reasonable suspicion needed to target any particular individual at any particular car wash. The same is true of the other locations and other occupations at issue.

Defendants' reliance on authority such as *Orhorhaghe v. INS* and *Brignoni-Ponce* to support seizures based upon the factors identified by the Stop/Arrest Plaintiffs is misplaced. Those cases actually stand for the proposition that factors like race are insufficient and often wholly improper. To the extent that either of those cases even permit consideration of "appearance," it is clearly only in connection with other factors actually correlated to immigration status. *Orhorhaghe*, 38 F.3d 488, 503 ("Like *one's appearance*, one's name is frequently correlated with one's racial or ethnic background, and in both instances the racial or ethnic background which results in adverse action by immigration officers *almost always is that of people of color*") (emphasis added). And as discussed extensively in *Montero-Camargo*, the Supreme Court's holding in *Brignoni-Ponce* was based upon outdated census data from three decades ago. 422 U.S. 873, 886 n.12 (1975). The demographics of

this district in 2025 are clearly very different from 1970, and Defendants do not point to any demographic data in support of their enforcement approach. *See Montero-Camargo*, 208 F.3d 1136.

At best, in support of their reliance on these factors, Defendants rely heavily on the "experience" of law enforcement, but the Ninth Circuit has already held that an agent's experience cannot provide unbridled discretion and is no substitute for objective facts, rational inferences, permissible deductions capable of rational explanation. *Orhorhaghe*, 38 F.3d at 499. The factors that Defendants appear to rely on for reasonable suspicion seem no more indicative of illegal presence in the country than of legal presence—such as working at low wage occupations such as car wash attendants and day laborers. This is insufficient and impermissible, and is the proper subject of an injunction.[32]

For the reasons discussed above, the Stop/Arrest Plaintiffs are likely to succeed in showing that the four enumerated factors taken alone or in combination do not demonstrate reasonable suspicion for any particular stop. "Although an officer, to form a reasonable suspicion of criminality, may rely in part on factors composing a broad profile, he must also observe *additional* information that winnows the broad profile into an objective and particularized suspicion of the person to be stopped." *Manzo-Jurado*, 457 F.3d at 939 (emphasis added).

During the hearing, Defendants argued that Plaintiffs did not carry their burden of proof by failing to produce evidence that (1) race is a motivating factor of the allegedly unconstitutional stops and arrests, (2) any one particular agent engaged in unconstitutional stops and arrests, and (3) that the stops and arrests are not consensual. But the evidence before the Court at this time portrays the reality differently. For instance, Plaintiffs have provided citations to news articles where those who appear to be the members of this District feel that the stops and arrests are overwhelmingly focused

[32] At the hearing, Defendants relied on *U.S v. Arvizu* to argue that even seemingly innocuous actions, such as children's waiving of hands, can give rise to reasonable suspicion. 534 U.S. 266 (2002). But there, the factors were much more detailed. *See id.* at 277 (the respondent used "little-traveled route"; it was unlikely that the respondent and the respondent family was on a picnic because "the minivan had turned away from the known recreational areas"; children's knees were "elevated," suggesting "the existence of concealed cargo in the passenger compartment"; and "the children's mechanical-like waving, which continued for a full four to five minutes"). In contrast, Defendants provided no such detailed factors individualized to any of the Petitioner-Plaintiffs.

on Latinos.[33] *See* ECF No. 45 at 3–6; ECF No. 81 at 6. The declarants in support of the TRO also testify that they believe that race is a motivating factor. *E.g.*, Gavidia Decl. ¶ 12; ECF No. 45-12 ¶ 27 ("Based on the raids I have heard about from LAWCN's member organizations, the immigrant agents seem to target non-white, Spanish-speaking workers, regardless of whether they have long-standing ties to the community or lawful presences in the United States."): ECF No. 45-10 ¶ 11 ("I believe that the agents only stopped people who look Latino. Two of my coworkers at the car wash have light skin. One of them is Persian, and the other is from Russia. Neither of them was approached by immigration agents, and they were not arrested with us."). Moreover, it is undisputed that the agents are masked and often do not identify themselves[34]; absent such identifying information readily available to Plaintiffs, the Court finds Defendants' argument about failure to identify a particular agent unconvincing. Lastly, at least one news article reports that people were dragged out of the *bathrooms* at a swap meet, which makes Defendants' arguments that their stops and arrests are consensual unpersuasive. *See* ECF No. 45 at 6 n.37. In light of this evidence, the Court finds that Plaintiffs have, for purposes of the TRO, shown that they carried their burden.[35]

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[33] The Court finds that this pattern of conduct is sufficient evidence even if there is no "official" policy to engage in "roving patrols." In *LaDuke v. Nelson*, the Ninth Circuit found that the field agents' testimony (that it was "INS policy to conduct complete sweeps of all community residences, with or without information as to specific residences"), which contradicted the official policy of the defendant agency (that such sweeps should be done only upon "individualized suspicion"), was sufficient to affirm the district court's grant of an injunction. *See* 762 F.2d 1318, 1331, 1327 n.12 (9th Cir. 1985). Here, although there is no testimony from Defendants' field agents with respect to the policy being carried out on the streets, the Court finds that based on the evidence that is before the Court, Plaintiffs have sufficiently shown that Defendants' policies are being carried out differently.

For this reason, the Court also finds that it is not dispositive that Plaintiffs have not pointed to any "official" policy that authorizes or ratifies the alleged "roving patrols" for purposes of this TRO.

[34] Defendants speculated in the hearing that the agents may wear masks in light of COVID-19, in light of the "extraordinary violence" they have faced, and to avoid "doxing."

[35] In the criminal context, such as when a defendant brings a motion to suppress based on a Fourth Amendment violation, all a defendant needs to show in the first instance is that there was a warrantless stop or search. *Rakas v. Illinois*, 439 U.S. 128, 130 n.1 (1978). Afterwards, the burden shifts to the government to show that the stop or search was justified. *U.S. v. Cervantes*, 703 F.d3 1135, 1141 (9th Cir. 2012). Even if no similar burden-shifting operates in the immigration context, it points to the fact that where a person claims to have been arrested without probable cause or searched without reasonable suspicion, it will nearly always be the case that she lacks direct evidence of what led to the arrest or search. Therefore, the absence of this direct evidence at this stage does not cause this Court to conclude that there is no likelihood of success on the merits of this claim.

For the foregoing reasons, the Court finds that the Stop/Arrest Plaintiffs have shown that they are likely to succeed on the merits of their Fourth Amendment-based claims.

In addition, the Court finds that the injunction they seek is tailored to the specific harm alleged. They seek only to enjoin reliance *solely* on these four enumerated factors alone or in combination. They do not seek to enjoin reliance on these factors along with other factors, nor—contrary to Defendants' mischaracterizations—seek to require that Defendants ignore these factors or "put blinders on" when they run across these factors.

F. The Stop/Arrest Plaintiffs Have Established that They Will Suffer Irreparable Harm.

The Stop/Arrest Plaintiffs argue that Defendants' policies and practices are causing and will continue to cause irreparable harm to the organizational plaintiffs and their members. ECF No. 45 at 22–23. Defendants assert that Plaintiffs have not shown irreparable harm. ECF No. 71 at 22. The Court finds that the Stop/Arrest Plaintiffs have shown that the third *Winter* factor weighs in their favor.

"It is well established that the deprivation of constitutional rights unquestionably constitutes irreparable injury." *Melendres*, 695 F.3d at 1002. "When an alleged deprivation of a constitutional right is involved, most courts hold that no further showing of irreparable injury is necessary." *Warsoldier v. Woodford*, 418 F.3d 989, 1001–02 (9th Cir. 2005) (cleaned up) (quoting from treatise). Irreparable harm exists where plaintiffs face "a real possibility" that they will "again be stopped or detained and subjected to unlawful detention." *Melendres*, 695 F.3d at 1002.

The Stop/Arrest Plaintiffs have established that the organizational plaintiffs and their members have experienced significant harm and that they are likely to suffer irreparable harm unless the instant TRO is granted. In particular, with the widespread news reporting of stops and arrests, like the one that the Petitioner-Plaintiffs experienced, the organizational plaintiffs' members have increasingly become afraid to go outside. *See* Salas Decl. ¶ 25 (testifying that CHIRLA members are "experiencing significant levels of fear over the possibility of being grabbed and snatched in immigration raids in public areas based on racial profiling"); ECF No. 45-13 ("Melendrez Declaration" or "Melendrez Decl.") ¶¶ 15–17 (testifying as to awareness of "dozens of CLEAN's

members [] hav[ing] been stopped and arrested" and that "many members and their families . . . are feeling anxious, worried, and fearful about their safety and the safety of their loved ones because of the ongoing immigration raids happening through Southern California"). Moreover, insofar as Plaintiffs assert the first cause of action—Violation of the Fourth Amendment, Unreasonable Seizures—on behalf of the Suspicionless Stop Class, the Court finds that the broader public may also be in fear of having their constitutional rights violated by seizures without reasonable suspicion, especially in light of the ongoing reports of stops and arrests as recently as July 1, 2025. *See* ECF No. 45 at 15 (listing dates and locations of recent stops and arrests); ECF No. 81 at 6 (listing more dates, with emphasis in early July); *see also* ECF No. 45-18 ("Price Declaration" or "Price Decl.") (containing a list of videos on various social media platforms showing members of the public being detained). The Court finds that this evidence supports a finding of "real possibility" that irreparable harm will continue absent the instant TRO in place.

As such, the Court finds that the second *Winter* factor weighs in favor of granting the TRO.

G. The Stop/Arrest Plaintiffs Have Established that the Balance of Hardships Tips in Their Favor and that District-Wide Injunction is Permissible and in the Public Interest.

The Stop/Arrest Plaintiffs argue that the requested TRO is warranted because it would simply require Defendants to "adhere to the Fourth Amendment" and it is always in the public interest to prevent constitutional violations. ECF No. 45 at 23–24. Defendants respond that because "the government's practices comply with the Constitution . . . alteration to the status quo is unnecessary." ECF No. 71 at 23. The Court finds that the last two *Winter* factors are in the Stop/Arrest Plaintiffs' favor.

The Court does not find prejudice to Defendants. As the Stop/Arrest Plaintiffs point out, compliance with the Fourth Amendment is nothing new, contrary to Defendants' claims. *LaDuke*, 762 F.2d at 1333 (upholding permanent injunction against warrantless searches of workplace housing); *Melendres*, 695 F.3d at 1002 (upholding injunction against state officer practice of detaining people for civil immigration offenses); *Easyriders*, 92 F.3d at 1501 (collecting cases awarding injunctions against Fourth Amendment violations). Complying with the law does not impose harm. *Zepeda v. INS*, 753 F.2d 719, 727 1146 (9th Cir. 1983) (an agency "cannot reasonably

assert that it is harmed in any legally cognizable sense by being enjoined from constitutional violations"). Additionally, the Court has already found that the seizures at issue occurred unlawfully, without reasonable suspicion; therefore, Defendants' arguments regarding an alteration to the status quo fail. *See* ECF No. 71 at 23. And, as stated above, requiring law enforcement to comply with the Constitution does not prevent law enforcement from enforcing the law. As such, the third *Winter* factor is in the Stop/Arrest Plaintiffs' favor.

Moreover, as "public interest concerns are implicated when a constitutional right has been violated, because all citizens have a stake in upholding the Constitution," and the instant TRO raises Fourth Amendment issues, the Court finds that the fourth *Winter* factor weighs in favor of granting the TRO. *See Preminger*, 422 F.3d at 826.

In sum, the Court finds that all four *Winter* factors point to granting the requested TRO.[36]

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[36] Defendants additionally argue that bond is necessary. ECF No. 71 at 23–24. At the hearing, Defendants specified that they seek a $30 million bond because they would need to re-train the agents if the instant TRO were to be issued. The Court concludes that a bond is not necessary, as the TRO does not require any deviation from the training and the policies that appear to be in place, but rather compliance with the existing law.

CONCLUSION

For the foregoing reasons, the Court ORDERS as follows:

1. The Access/Detention Plaintiffs' Ex Parte Application for TRO (ECF No. 38) is GRANTED.

    a. Defendants Kristi Noem, Todd M. Lyons, and Ernesto Santacruz Jr. shall provide access to Room B-18 of the Federal Building located at 300 North Los Angeles Street, Los Angeles, CA 90012 ("B-18") for legal visitation by current and prospective attorneys, legal representatives, and legal assistants. Legal visitation shall be permitted seven days per week, for a minimum of eight hours per day on business days (Monday through Friday), and a minimum of four hours per day on weekends and holidays. Should exigent circumstances require closure for the safety of human life or the protection of property, the Defendants must notify Access/Detention Plaintiffs as soon as practicable and certainly within four (4) hours to make alternative arrangements for legal visitation and/or notice to affected detainees and attorneys, legal representatives, and legal assistants. No such closure shall last any longer than reasonably necessary for the safety of human life or the protection of property.

    b. Defendants Kristi Noem, Todd M. Lyons, and Ernesto Santacruz Jr. shall provide individuals detained at B-18 with access to confidential telephone calls with attorneys, legal representatives, and legal assistants at no charge to the detainee. Such legal telephone calls shall not be screened, recorded, or otherwise monitored.

    c. The Court, having found a strong likelihood of success on the merits and that the balance of the equities overwhelmingly favors CHIRLA and ImmDef, further ORDERS that no security shall be required under Federal Rule of Civil Procedure 65(c).

    d. Defendants Kristi Noem, Todd M. Lyons, and Ernesto Santacruz Jr. are each hereby ordered to show cause on a date to be set by the Court, or as soon

thereafter as counsel may be heard in the courtroom of the Honorable Maame Ewusi-Mensah Frimpong, located at 350 West First Street, Los Angeles, CA 90012, why they should not be enjoined from further violations of the Fifth Amendment to the United States Constitution pending the final disposition of this action.

2. The Stop/Arrest Plaintiffs' Ex Parte Application for TRO (ECF No. 45) is GRANTED.

   a. As required by the Fourth Amendment of the United States Constitution, Defendants shall be enjoined from conducting detentive stops in this District unless the agent or officer has reasonable suspicion that the person to be stopped is within the United States in violation of U.S. immigration law.

   b. In connection with paragraph (1), Defendants may not rely solely on the factors below, alone or in combination, to form reasonable suspicion for a detentive stop, except as permitted by law:

      i. Apparent race or ethnicity;

      ii. Speaking Spanish or speaking English with an accent;

      iii. Presence at a particular location (e.g. bus stop, car wash, tow yard, day laborer pick up site, agricultural site, etc.); or

      iv. The type of work one does.

   c. The Court, having found a strong likelihood of success on the merits and that the balance of equities overwhelmingly favors Plaintiffs, further ORDERS that no security shall be required under Federal Rule of Civil Procedure 65(c).

   d. Defendants are each hereby ORDERED TO SHOW CAUSE on a date to be set by the Court or as soon thereafter as counsel may be heard in the courtroom of the Honorable Maame Ewusi-Mensah Frimpong, located at 350 West First Street, Los Angeles, CA 90012, why a preliminary injunction should not issue ordering that:

      i. As required by the Fourth Amendment of the United States Constitution, Defendants are enjoined from conducting detentive stops in this District

unless the agent or officer has reasonable suspicion that the person to be stopped is within the United States in violation of U.S. immigration law;

ii. In connection with paragraph (a), Defendants may not rely solely on the factors below, alone or in combination, to form reasonable suspicion for a detentive stop, except as permitted by law;

1. Apparent race or ethnicity;
2. Speaking Spanish or speaking English with an accent;
3. Presence at a particular location (e.g. bus stop, car wash, tow yard, day laborer pick up site, agricultural site, etc.); or
4. The type of work one does.

iii. Defendants will maintain and provide documentation of detentive stops, including factors supporting reasonable suspicion, to Plaintiffs' counsel on a regular schedule.

iv. Defendants will develop guidance concerning how agents and officers should determine whether "reasonable suspicion" exists when conducting detentive stops.

v. Defendants will implement associated training for Defendants' agents and officers involved in immigration operations in this District.

3. The parties shall meet and confer and file a joint status report with respect to re-designating this case in light of the Petitioner-Plaintiffs' bond hearings and their outcome. The joint status report shall be filed within three (3) days of the outcome of the last bond hearing and shall address whether any of the submissions currently on the docket should be sealed or redacted.

4. In light of the concerns raised by Defendants regarding the time needed to address these issues, the Court shall seek the views of the parties before setting a date for the Order to

Show Cause hearing noted above.[37] The parties shall meet and confer and file a joint status report regarding their proposed date for the Order to Show Cause hearing, including a proposed briefing schedule. The joint status report shall be filed by 5pm Wednesday, July 16, 2025.

IT IS SO ORDERED.

Dated: July 11, 2025

MAAME EWUSI-MENSAH FRIMPONG
United States District Judge

[37] The request for a stay is DENIED. Defendants have failed to address the applicable law governing stays or make any showing that such a stay is warranted besides stating that they want time to determine whether to appeal and seek a stay pending appeal. ECF No. 71 at 24.

25-05 - Encounters Involving Possible Federal Immigration Enforcement Operations

Los Angeles County Sheriff's Department

NEWSLETTER

Field Operations Support Services

VOLUME 25 NUMBER 05 DATE July 11, 2025

ENCOUNTERS INVOLVING POSSIBLE FEDERAL IMMIGRATION ENFORCEMENT OPERATIONS

PURPOSE

This Newsletter provides guidance to Department personnel when responding to reports or encounters involving U.S. Immigration and Customs Enforcement (ICE) or other federal agencies conducting immigration enforcement activities within the County. These operations often raise public concern and require a response from Department personnel that prioritizes safety, policy compliance, and public trust.

BACKGROUND

The Los Angeles County Sheriff's Department may receive calls for service involving suspected immigration enforcement activity, including incidents where federal agents may be operating in the community, near schools, businesses, or homes. These incidents can cause public confusion, fear, and unrest, especially when the agents are in unmarked vehicles, unidentifiable, or decline to show identification to community members.

In these instances, California Senate Bill 54, or the California Values Act which enacted and amended Government Code sections 7282 through 7282.5, and added sections 7284 through 7284.12 and County policy generally prohibit Department personnel from participating in civil immigration enforcement. Department personnel must remain neutral, avoid direct involvement in immigration enforcement, and ensure their actions are consistent with Department policy, the law, and the safety of the community.

DEPUTIES

When encountering or being dispatched to a situation possibly involving immigration enforcement, deputies should:

- Immediately notify a field supervisor, if a supervisor is not already assigned to the incident, of a

"possible federal enforcement action."

- Attempt to identify the federal agents. If the individuals are acting in an enforcement capacity but are not clearly identifiable, deputies should:
  - Request identification or agency credentials from the on-scene federal supervisor or agent-in-charge. If there is no on-scene supervisor or agent-in-charge, request identification or agency credentials from the individuals acting in an enforcement capacity.
  - Record the encounter on body-worn camera, including identification efforts.
  - If the individuals decline to identify themselves, observe from a safe distance and document (such as in a log, incident report, and/or body worn camera):
    - Physical descriptions of individuals
    - Agency markings (if any)
    - Number of personnel involved
    - Vehicle descriptions and license plates

If it is determined that an incident involves federal immigration enforcement conducted by federal agents, the actions of Department members should be limited to those authorized under California law. Department personnel may act to maintain public order, ensure the safety of community members, and protect the lives and safety of federal law enforcement officers involved in the operation. This may include enforcing California criminal laws, when necessary, particularly those related to public safety and public order, such as acts of violence, unlawful assembly, or vandalism.

- Deputies should focus on crowd control and public safety, ensuring the situation does not escalate into violence;
- Remain neutral. Deputies should use de-escalation techniques to prevent conflicts between ICE agents and the public;
- Deputies should avoid physical involvement or assistance in the immigration arrest/enforcement action while maintaining neutrality unless the situation presents a clear and present officer-safety situation for the federal agents;
- The incident should be thoroughly documented, including any actions taken by deputies and federal agents, in an MDC log entry or an incident report if necessary. Deputies should also notify a field supervisor immediately;
- Deputies should clearly communicate to members of the public that the Department is not involved in immigration enforcement and is present to ensure public safety; and

- Use de-escalation techniques to calm tensions and avoid confrontations between federal agents and members of the public.

Documentation and Reporting

Deputies should:

- Complete the appropriate Incident report(s) when required under the following circumstances:
  - A community member alleges a crime (e.g. kidnapping or false imprisonment);
  - There is confirmed criminal activity;
  - There is damage to property related to the incident;
  - Ensure all reports are thorough, objective, and submitted in accordance with Department policy and documentation standards; and
  - Title all Body Worn Camera videos in Evidence.com as “Federal Immigration Enforcement Action.”
- Complete a detailed MDC log entry documenting:
  - The nature of the incident, including location, time, individuals involved and actions taken;
  - Any crowd control or de-escalation measures employed; and
  - Supervisor notification and response.

SUPERVISOR

To ensure proper oversight and compliance with Department and County policies involving federal immigration enforcement actions, supervisors should:

- Respond to calls for service involving:
  - Possible federal immigration enforcement, or;
  - Alleged crimes such as kidnapping or false imprisonment by individuals appearing to be federal agents.
- Ensure that attempts to verify the credentials of the on-scene federal agent(s) or supervising officer(s) have been made.
- Ensure that deputies adhere to California law and County and Department policies regarding federal enforcement while maintaining public safety.

- Notify the Watch Commander immediately and provide all relevant information, including:
  - Nature of the incident;
  - Identity of involved federal agents (if known); and
  - Actions taken by deputies.
- Immediately report to the Watch Commander any incidents involving:
  - Any federal immigration-related interaction with a federal agency/agents;
  - Large-scale public disturbances; or
  - Media attention.

WATCH COMMANDER

Upon notification of a federal immigration enforcement action or relevant incident, Watch Commanders should:

- Closely monitor the situation.
- Document the activity and all pertinent information in the Watch Commander Daily Log, including:
  - Community allegations of criminal activity;
  - Agent identification attempts; and
  - Department members' actions and policy compliance.
- Complete an after-action summary in a Chief's memo, per MPP 4-01/100.25 – Important Cases and incidents, noting:
  - Specific details of the incident; and
  - Any community issues or concerns.

ADDITIONAL REFERENCES

SH-AD-757 Federal Enforcement Operations - Watch Commander Checklist

MPP 4-01/100.25 - Important Cases and Incidents

MPP 5-09/271.00 - Immigration Inquiries and Notification

MPP 3-01/140.00 Deputy Stops – Government Code Section 12525.5

Newsletter 23-06 AB 2773 (2022) – Stating and Documenting the Reason for Traffic Stops

If you require further information, contact Field Operations Support Services at (323) 890-5411 or fossunit@lasd.org.

Revised: 7/11/2025

RESOLUTION NO. 2025-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK CONDEMNING AGGRESSIVE AND NON-TRANSPARENT FEDERAL IMMIGRATION ENFORCEMENT TACTICS, REAFFIRMING COMMITMENT TO CONSTITUTIONAL AND COMMUNITY SAFETY PRINCIPLES, AND DIRECTING PROACTIVE LOCAL RESPONSE MEASURES

WHEREAS, the City of Huntington Park is home to a vibrant immigrant community, including many mixed-status families who contribute to the cultural, economic, and social fabric of the city; and

WHEREAS, according to the 2020 U.S. Census, over 97% of the City's population identifies as Latino or Hispanic, and a significant portion of households include foreign-born residents and first-generation Americans, making Huntington Park one of the most immigrant-rich communities in California; and

WHEREAS, recent federal immigration enforcement activity in the region — particularly by agencies such as ICE, HSI, Border Patrol, and other Homeland Security operatives — has increasingly involved the use of unmarked vehicles, masked agents, tactical gear, and personnel without visible identification or federal markings; and

WHEREAS, such tactics have been widely documented in national media and public forums, creating confusion and fear among residents, undermining the ability to verify whether those carrying out enforcement are legitimate federal agents or individuals posing as law enforcement; and

WHEREAS, numerous reports and video evidence show that even U.S. citizens and immigrants with lawful status have been mistakenly detained, questioned, or targeted, exacerbating distrust and public safety risks; and

WHEREAS, these enforcement methods blur the lines between local and federal law enforcement, especially in the absence of clear agency identification, increasing the likelihood of miscommunication, civil unrest, and community trauma; and

WHEREAS, the City of Huntington Park is committed to the rule of law, civil rights, and the safety and dignity of all its residents, regardless of immigration status; and

WHEREAS, California law, including the California Values Act (SB 54), prohibits the use of local resources to assist with federal civil immigration enforcement but allows municipalities to act within their legal authority to monitor and protect their communities from unaccountable or unauthorized activity; and

WHEREAS, the City Council believes that non-cooperation must not be confused with inaction, and that HPPD and City staff should proactively work within legal bounds to document, verify, and safeguard against federal overreach;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Huntington Park as follows:

1. Condemnation of Enforcement Tactics: The City strongly condemns using unmarked vehicles, masked agents, and unidentifiable personnel in immigration enforcement activities conducted within the City, and views such tactics as harmful to public trust, community safety, and constitutional protections.

2. Demand for Federal Transparency and Standards: The City calls upon the U.S. Department of Homeland Security and its sub-agencies to implement clear, uniform identification standards for all field agents, including marked vehicles, visible agency badges, and advance notice protocols when operating in or near local jurisdictions.

3. Directive for Local Monitoring and Verification: The City directs the Huntington Park Police Department to monitor any suspected federal enforcement activity in the City and, when legally permissible, confirm the identity and legitimacy of individuals claiming to act as federal agents.

4. Civil Rights Documentation and Reporting: HPPD shall document and report all incidents where suspected federal enforcement activity involves questionable conduct, and refer possible civil rights violations to appropriate legal and oversight authorities.

5. Affirmation of Core Values: The City reaffirms its commitment to due process, equal protection, and the rights of all individuals within its jurisdiction. Huntington Park will continue to uphold its values as a safe, inclusive, and law-abiding community where government transparency and public safety remain paramount.

6. Exploration of Legal Remedies: The City Council directs the City Manager and City Attorney to actively monitor federal enforcement activity within City limits for potential violations of civil liberties and constitutional rights, and to explore legal remedies or interventions available to the City under state and federal law, including but not limited to formal complaints, oversight referrals, and litigation where appropriate.

APPROVED AND ADOPTED THIS ____ DAY OF JUNE 2025.

_____

Arturo Flores, Mayor

ATTEST:

_____

Eduardo Sarmiento, City Clerk

[Signature Continue Next Page]

APPROVED AS TO FORM:

_____

Andrew Sarega, Acting City Attorney

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES, CITY OF HUNTINGTON PARK

I, Eduardo Sarmiento, City Clerk of the City of Huntington Park, County of Los Angeles, State of California, hereby certify that the foregoing Resolution No. 2025-__ was passed and adopted by the City Council of the City of Huntington Park, signed by the Mayor and attested by the City Clerk at the Special City Council Meeting held on the 25th day of June 2025 and that said Resolution was adopted by the following vote, to-wit:

AYES:
NOES:
ABSTAIN:
ABSENT:

The undersigned, City Clerk of the City of Huntington Park, does hereby attest and certify that the foregoing Resolution is a true, full and correct copy of a resolution duly adopted at a meeting of said City which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

_____ Dated: _____

Eduardo Sarmiento, City Clerk