

CITY OF HUNTINGTON PARK

City Council Agenda Monday, July 7, 2014

6:00 p.m.
City Hall Council Chambers
6550 Miles Avenue
Huntington Park, CA 90255

Rosa E. Perez
Mayor

Karina Macias
Vice Mayor

Ofelia Hernandez
Council Member



Mario Gomez
Council Member

Valentin Palos Amezquita
Council Member

All agenda items and reports are available for review in the City Clerk's Office and www.huntingtonpark.org. Any writings or documents provided to a majority of the City Council regarding any item on this agenda (other than writings legally exempt from public disclosure) will be made available for public inspection in the Office of the City Clerk located at 6550 Miles Avenue, Huntington Park, California 90255 during regular business hours, 7:00 a.m. to 5:30 p.m., Monday – Thursday, and at the City Hall Council Chambers during the meeting.

Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the City Clerk's Office either in person at 6550 Miles Avenue, Huntington Park, California or by telephone at (323) 584-6230. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Public Comment

The Council encourages all residents of the City and interested people to attend and participate in the meetings of the City Council.

Prior to the business portion of the agenda, the City Council and all other agencies meeting on such date will convene to receive public comments regarding any agenda items or matters within the jurisdiction of such governing bodies. This is the only opportunity for public input except for scheduled public hearing items. The Mayor or Chairperson will separately call for testimony at the time of each public hearing. If you wish to address the Council, please complete the speaker card that is provided at the entrance to the Council Chambers and place it in the box at the podium. When called upon by the Mayor or Mayor's designee, each person addressing the Council shall step up to the microphone and state his/her name or organization he/she represents for the record. Each speaker will be limited to three minutes per Huntington Park Municipal Code 2-1.207. Time limits may not be shared with other speakers and may not accumulate from one period of public comment to another or from one meeting to another. All comments or queries shall be addressed to the Council as a body and not to any specific member thereof. Pursuant to Government Code Section 54954.2(a)(2), the Ralph M. Brown Act, no action or discussion by the City Council shall be undertaken on any item not appearing on the posted agenda, except to briefly provide information, ask for clarification, provide direction to staff, or schedule a matter for a future meeting.

Additions/Deletions

Items of business may be added to the agenda upon a motion adopted by a minimum two-thirds vote finding that there is a need to take immediate action and that the need for action came to the attention of the City or Agency subsequent to the agenda being posted. Items may be deleted from the agenda upon the request of staff or Council.

Consent Calendar

All matters listed under the Consent Calendar are considered to be routine and will all be enacted by one motion. The City Council Members have received detailed staff reports on each of the items recommending an action. There will be no separate discussion of these items prior to the time the Council votes on the motion unless members of the Council, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar for separate action.

Important Notice

The City of Huntington Park shows replays of City Council Meetings on Local Access Channel 3 and over the Internet at www.huntingtonpark.org. Your attendance at this public meeting may result in the recording and broadcast of your image and/or voice as previously described.

PLEASE SILENCE ALL PAGERS, CELL PHONES AND OTHER ELECTRONIC EQUIPMENT WHILE COUNCIL IS IN SESSION.

Thank you.

INVOCATION

FLAG SALUTE:

Angelica Acosta, 5th grade student at Huntington Park Elementary School.

ROLL CALL: Mayor Rosa E. Perez
Vice Mayor Karina Macias
Council Member Ofelia Hernandez
Council Member Valentin Palos Amezcuita
Council Member Mario Gomez

PRESENTATIONS

Presentation to student who led the flag salute: Angelica Acosta.

Presentation of a Certificate of Appreciation to Public Works Director / City Engineer James Enriquez for his achievements and improvements in the City of Huntington Park.

PUBLIC COMMENTS

Each speaker will be limited to three minutes per Huntington Park Municipal Code Section 2-1.207.

CONSENT CALENDAR

OFFICE OF THE CITY CLERK

Approve the reading by title of all ordinances and resolutions. Said titles which appear on the public agenda shall be determined to have been read by title and further reading waived.

FINANCE DEPARTMENT

1. Approve Accounts Payable and Payroll Warrants dated July 7, 2014.

CITY ATTORNEY

2. **Adopt Resolution 2014-20 adopting an order of business at City Council meetings.**

POLICE DEPARTMENT

3. **2014 Edward Byrne Memorial Justice Assistance Grant (JAG) Funding**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve the Police Department to accept funding provided through the Edward Byrne Memorial Justice Assistance Grant (JAG) program totaling \$38,771
2. Authorize the Chief of Police to sign required documents as "Authorized Grantee Official"
3. Authorize the Finance Department to establish appropriate accounts to facilitate acceptance of funds and expenditures if grant is awarded

4. **TRITECH ANNUAL SOFTWARE MAINTENANCE INVOICE**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve the purchase order in the amount of \$40,954.97.

PUBLIC WORKS DEPARTMENT

5. **Resolution Approving Support for a Sub-Regional Active Transportation Plan (ATP) Grant Application.**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Adopt the Resolution approving support for a sub-regional Active Transportation Plan (ATP) grant application; and
2. Authorize the City Manager to execute all documents on behalf of the City of Huntington Park in support of the application for the Active Transportation Program (ATP) Round 2.

END OF CONSENT CALENDAR

HEARING

- 6. Public hearing to consider a zoning ordinance amendment to Title 9, Chapter 4, Article 2 of the City of Huntington Park Municipal Code.**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Open the public hearing to consider comment.
2. Close the public hearing and include any comments received during this hearing.
3. Approve for First Reading Ordinance No. 931-NS.

- 7. Public hearing regarding adoption of a youth employment plan for the Salt Lake Park Artificial Turf Soccer Field Project**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Open the public hearing to receive any comments;
2. Close the public hearing; and
3. Adopt the Youth Employment Plan for this project pursuant to requirements of Los Angeles County for projects funded through the Safe Neighborhood Parks Proposition of 1996 and Supervisorial District Competitive Excess Funding Program.

- 8. Public hearing regarding adoption of a youth employment plan for the Trees for a Better Environment Project**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Open the public hearing to receive any comments;
2. Close the public hearing; and
3. Adopt the Youth Employment Plan for this project pursuant to requirements of Los Angeles County for projects funded through the Safe Neighborhood Parks Proposition of 1996 and Supervisorial District Competitive Excess Funding Program.

REGULAR AGENDA

CITY ATTORNEY

9. **Approve for First Reading Ordinance No. 930-NS repealing Ordinance No. 928-NS (moving the date of the City of Huntington Park General Municipal Election to the first Tuesday after the first Monday in November of odd numbered years beginning in 2015).**

FINANCE DEPARTMENT

10. **Approve Professional Service Agreement for continued Financial Management services**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve the professional service agreement with Brent Kuhn of Vavrinek, Trine, Day & Company for financial management services.
2. Approve the professional service agreement with Mazyck Advisors LLC for financial management services.
3. Authorize the interim city manager to execute the professional service agreements.

11. **Update on FY 14-15 General Fund Budget.**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Update on FY 14-15 General Fund Budget

COMMUNITY DEVELOPMENT DEPARTMENT

12. **Agreement with Lorraine Mendez and Associates in connection to consulting services for HUD.**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Award a professional services contract to Lorraine Mendez & Associates (LMA) for an aggregate amount not-to-exceed \$155,000 to provide services related to the Community Development Block Grant (CDBG), HOME and Lead-Based Paint programs
2. Authorize the Interim City Manager to execute the contract

- 13. Approve the Commercial Rehabilitation Project using Community Development Block Grant (CDBG) Funds and Art in Public Places Funds at 7148 Pacific Boulevard (El Gallo Giro)**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve the use of CDBG funds not to exceed \$50,000 and Art in Public Places funds in the amount not to exceed \$10,000 for façade renovations for El Gallo Giro Restaurant located at 7148 Pacific Boulevard.
2. Authorize the Interim City Manager or designee to execute all necessary grant agreements.

PARKS AND RECREATION DEPARTMENT

- 14. Facility Use Fee Waiver Application for “El Grito” Event.**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Discussion and/or action regarding a Facility Fee Waiver Application for the use of the Salt Lake Park Ball Diamonds for the “El Grito” event.

- 15. Facility Fee Waiver Application for the “Movimiento de Misioneros Catolicos” Event**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Facility Fee Waiver Application for the use of the Senior Park for the annual picnic event for “Movimiento De Misioneros Catolicos”.

- 16. Facility Use Fee Waiver Application for the Domestic Violence & Sexual Assault Awareness Symposium**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Review Facility Fee Waiver Application for the use of the Huntington Park Community Center and Senior Park for the GFWC Women's Club of Huntington Park's Domestic Violence and Sexual Assault Awareness Symposium.

- 17. Authorize 30-Day Pilot Summer Swim Program**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Authorize the City to enter into agreements with LAUSD and USA Pools in order to implement a summer swim program.
2. Authorize the use of excess CDBG after school program funding in the amount of \$16,000 and use of proceeds from the sale of surplus vehicles in an amount not to exceed \$12,000 to fund a summer swim program.

PUBLIC WORKS DEPARTMENT

18. As-Needed Engineering Services for the Vacant Office of the Director of Public Works / City Engineer.

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Authorize the City Manager to execute an amendment to the current professional services agreement with Transtech for as-needed engineering services for a not-to-exceed fee of \$50,000.00 and term of six months; and
2. Authorize the City Manager to execute an amendment to the current professional services agreement with AIM Consulting Services for as-needed construction management and project management services for a not-to-exceed fee of \$30,000.00 and term of six months; and
3. Authorize the City Manager to execute a professional services agreement with Evans Brooks Associates for professional services in support of the administration of Metro Local Return Funds and other transportation grant funds for a not-to-exceed fee of \$30,000.00; and
4. Increase the purchase approval authority of the Superintendent of Public Works to \$5,000 while the position of Director of Public Works / City Engineer remains vacant.

19. Authorize to enter into Agreement for Street Sweeping Services with Nationwide Environmental Services

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Authorize the City Manager to negotiate street sweeping contract with Nationwide Environmental Services.

CITY MANAGER

20. Update on Interim City Clerk Services.

WRITTEN COMMUNICATIONS

COUNCIL COMMUNICATIONS

Mayor Rosa E. Perez

Vice Mayor Karina Macias

Council Member Ofelia Hernandez

Council Member Valentin Palos Amezquita

Council Member Mario Gomez

CLOSED SESSION

Pursuant to California Government Code Section 54957;

PUBLIC EMPLOYEE APPOINTMENT

Title: Lieutenant

Pursuant to California Government Code Section 54957;

PUBLIC EMPLOYEE APPOINTMENT

Title: City Manager

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION, Significant exposure to litigation pursuant to Government Code paragraph (2) or (3) of subdivision (d) of Section 54956.9: (1)

ADJOURNMENT

In memory of Robert Case Sr., father of Robert Case, Equipment Mechanic Supervisor for the City of Huntington Park.

In memory of Juan Ruiz Jr., brother of Annie Ruiz, Acting Assistant Director of Finance for the City of Huntington Park.

**NEXT REGULAR MEETING OF THE
CITY OF HUNTINGTON PARK CITY COUNCIL
MONDAY, JULY 21, 2014 at 6:00 p.m.**

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on July 3, 2014 on the bulletin board outside City Hall and available at www.huntingtonpark.org


Julio Morales, Interim City Manager

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF HUNTINGTON PARK ADOPTING AN ORDER OF
BUSINESS AT CITY COUNCIL MEETINGS**

WHEREAS, Section 2-1.204 of the Huntington Park Municipal Code requires that
the City Council adopt an order of business for its meetings.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HUNTINGTON
PARK DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. The order of business for all regular and adjourned regular meetings shall
be as follows:

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT (only needed if Closed Session items are on the agenda)

CLOSED SESSION

PRESENTATIONS AND ANNOUNCEMENTS

PUBLIC COMMENT

CONSENT CALENDAR

PUBLIC HEARINGS

PUBLIC COMMENT (only needed if there are Public Hearings on the agenda)

REGULAR AGENDA (Business Session)

STUDY SESSION

REPORTS AND INFORMATIONAL ITEMS

DEPARTMENTAL REPORTS

WRITTEN COMMUNICATIONS

MAYOR AND COUNCIL MEMBERS ITEMS

ADJOURNMENT

1 Except with majority consent of the Council, items may not be taken out of
2 order. If there are no items to be considered in any section(s), that section(s) may be
3 omitted from that agenda.

4 **Section 2.** The order of business at special meetings shall be as follows:

5 CALL TO ORDER

6 ROLL CALL

7 PUBLIC COMMENT

8 TRANSACTION OF BUSINESS FOR WHICH THE SPECIAL MEETING WAS
9 CALLED

10 ADJOURNMENT

11 **Section 3.** The City Clerk shall certify to the adoption of this resolution, and
12 thenceforth and thereafter the same shall be in full force and effect.

13 THE FOREGOING RESOLUTION is approved and adopted by the City Council of the
14 City of Huntington Park this 7th day of July 2014.

15
16
17 _____
Rosa E. Perez, Mayor

18 ATTEST:

19
20 _____
CITY CLERK



CITY OF HUNTINGTON PARK

Police Department
City Council Agenda Report

July 7, 2014

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

2014 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) FUNDING

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve the Police Department to accept funding provided through the Edward Byrne Memorial Justice Assistance Grant (JAG) program totaling \$38,771
2. Authorize the Chief of Police to sign required documents as "Authorized Grantee Official"
3. Authorize the Finance Department to establish appropriate accounts to facilitate acceptance of funds and expenditures if grant is awarded

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Huntington Park Police Department has successfully submitted an application for funding from the 2014 Local Edward Byrne Memorial Justice Assistance Grant (JAG) program. The Police Department intends to utilize these 2014 JAG funds for the following:

1. Continue programs in support of at-risk youth and their families, including our L.E.A.D. program (Leadership Empowerment And Discipline)
2. Purchase upgraded Microsoft Exchange 2010 software necessary for functionality and system compliancy needs

The software purchase is critical as the Huntington Park Police Department currently operates using Exchange 2003 and this software will no longer be supported beyond April 2015. In order to meet Criminal Justice Information System (CJIS) requirements

we must upgrade this software. The cost includes labor and licensing expenses associated with this project.

The 2013 Local Edward Byrne Memorial Justice Assistance Grant (JAG) is not a competitive grant process. As part of the Consolidated Appropriations Act of 2005, the 108th Congress merged the discretionary Edward Byrne Memorial Grant Program with the formula-based Local Law Enforcement Block Grant (LLEBG) program to establish the Edward Byrne Memorial Justice Assistance Grant (JAG) program. The Bureau of Justice Assistance (BJA) administers the JAG program, and the Bureau of Justice Statistics (BJS) calculates the JAG formula-based award amounts using specifications outlined in the legislation.

In determining local award allocations, the BJS considers the 3-year violent crime averages on which local awards are based. These crime averages are computed using data published by the FBI's Uniform Crime Reporting (UCR) Program. To be eligible, a jurisdiction must have provided to the UCR a count of the number of violent crimes known to law enforcement each year for a minimum of 3 years in the last 10. Jurisdictions that have not reported data for at least 3 of the last 10 years are excluded from the calculations and cannot receive an award.

Based on the factors used to determine the local allocations, Huntington Park is to receive an award of \$38,771. The allocations over recent years have been declining steadily.

FISCAL IMPACT/FINANCING

The grant funds will support Huntington Park Police Department programs and functions that may otherwise require general funds. Acceptance of these funds reduces the need to utilize general fund monies.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The BJA grant application process requires applicants submit information documenting that the date the JAG application was made available for review by the governing body, or to an organization designated by that governing body, not less than 30 days before the application was submitted to BJA.

While the BJA states applicants must document the JAG opportunity was made available to citizens for comment prior to application submission, past experience indicates BJA accepts this opportunity be provided after the grant application has been submitted. Our grant application reflects this opportunity is provided during the City Council meeting, with information posted in advance of the scheduled meeting.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This funding is essential to maintain and support valuable department programs as well as fund the purchase of other important equipment. Without these annual funds, the

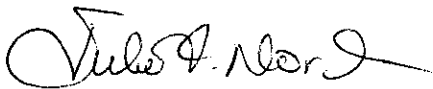
ability to maintain our L.E.A.D. program (Leadership Empowerment and Discipline) is jeopardized.

CONCLUSION

Upon approval by City Council:

1. The Police Department will be authorized to accept 2014 Edward Byrne Memorial Justice Assistance Grant program funding.
2. The Chief of Police will be authorized to sign the agreement on behalf of the City of Huntington Park as "Authorized Grantee Official"
3. The Finance Department will be authorized to establish appropriate accounts to facilitate acceptance of funds and expenditures if the grant is awarded.

Respectfully submitted,



JULIO MORALES
Interim City Manager



JORGE CISNEROS
Chief of Police

ATTACHMENTS

- Attachment A: "Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2014 Local Solicitation" information
Attachment B: "FY 2014 Local JAG Allocations"
Attachment C: FY 2014 Local JAG Application Submission

ATTACHMENT "A"



The U.S. Department of Justice (DOJ), Office of Justice Programs' (OJP) Bureau of Justice Assistance (BJA) is seeking applications for funding under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This program furthers the Department's mission by assisting state, local, and tribal efforts to prevent or reduce crime and violence.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2014 Local Solicitation

Eligibility

Applicants are limited to units of local government appearing on the FY 2014 JAG Allocations List. To view this list, go to www.bja.gov/programs/jag/14jagallocations.html. For JAG Program purposes, a unit of local government is: a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state; or, it may also be a federally recognized Indian tribe that performs law enforcement functions (as determined by the Secretary of the Interior). Otherwise a unit of local government may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes. In Louisiana, a unit of local government means a district attorney or parish sheriff. In the District of Columbia or any U.S. Trust Territory, a unit of local government is any agency of the District of Columbia or federal government performing law enforcement functions for the District of Columbia or U.S. Trust Territory.

Deadline

Applicants must register in OJP's Grants Management System (GMS) prior to submitting an application for this funding opportunity. Select the "Apply Online" button associated with the solicitation title. See the "How to Apply" section on page 20 for more details. All registrations and applications are due by 8:00 p.m. eastern time on June 10, 2014. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to GMS.HelpDesk@usdoj.gov. The GMS Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12 midnight eastern time, except federal holidays.

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified

below **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by [live web chat](#). The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time, on the solicitation close date. You may also contact your [State Policy Advisor](#).

Release date: April 24, 2014

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Edward Byrne Memorial Justice Assistance Grant (JAG)

Program: FY 2014 Local Solicitation

(CFDA #16.738)

Overview

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions. The JAG Program provides states and units of local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution and court programs including indigent defense, prevention and education programs, corrections and community corrections, drug treatment and enforcement, crime victim and witness initiatives, and planning, evaluation, and technology improvement programs.

Deadlines: Registration and Application

Applicants must register in GMS prior to submitting an application for this funding opportunity. The deadline to register in GMS and the deadline to apply for funding under this announcement is 8:00 p.m. eastern time on June 10, 2014. See "How To Apply" on page 20 for details.

Eligibility

Refer to the title page for eligibility under this program.

Program-Specific Information

Program Areas

JAG funds may be used for state and local initiatives, technical assistance, strategic planning, research and evaluation (including forensics), data collection, training, personnel, equipment, forensic laboratories, supplies, contractual support, and criminal justice information systems that will improve or enhance such areas as:

- Law enforcement programs.
- Prosecution and court programs, including indigent defense.
- Prevention and education programs.
- Corrections and community corrections programs.
- Drug treatment and enforcement programs.
- Planning, evaluation, and technology improvement programs.
- Crime victim and witness programs (other than compensation).

***Please note that JAG funding may be utilized in support of:**

- Systems upgrades (hardware/software), including potential upgrades necessary for state, territories, units of local government and/or tribes to come into compliance with the FBI's UCR Redevelopment Project (UCRRP).
- Developing or sustaining state compatible incident based reporting systems.

Award Recipient Responsibilities: The Chief Executive Officer (CEO) of an eligible unit of local government or other officer designated by the CEO must submit the application for JAG funds. A unit of local government receiving a JAG award will be responsible for the administration of the funds including: distributing the funds; monitoring the award; submitting quarterly financial status (SF-425) and performance metrics reports and annual programmatic reports; and providing ongoing oversight and assistance to any subrecipients of the funds.

Governing Body Review: No fewer than 30 days prior to application submission, the applicant agency (fiscal agent in disparate situations) must make the grant application available for review by the governing body (or to the organization designated by the governing body. **See the Review Narrative section on page 15 for additional information.**

Public Comment: At the time of application submission, the applicant agency (the fiscal agent in disparate situations) must provide an assurance that the application was made public and an opportunity to comment was provided to citizens and neighborhood or community organizations to the extent the applicable law or established procedure makes such an opportunity available. **See the Review Narrative section on page 15 for additional information.**

Prohibited Uses: No JAG funds may be expended outside of JAG program areas. Even within these program areas, however, JAG funds cannot be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Additionally, **JAG funds may not be used directly or indirectly to pay for any of the following items unless the BJA Director certifies that extraordinary and exigent circumstances exist**, making them essential to the maintenance of public safety and good order:

- *Vehicles, vessels, or aircraft.
- **Unmanned aerial vehicles/unmanned aircraft, aircraft system, or aerial vehicles (UA/UAS/UAV).
- Luxury items.
- Real estate.
- Construction projects (other than penal or correctional institutions).
- Any similar items.

***Police cruisers, police boats, and police helicopters are allowable vehicles under JAG and do not require BJA certification.**

****Unmanned Aircraft, Aircraft System, or Aerial Vehicles (UA/UAS/UAV):** No JAG funds may be expended on these items unless the BJA Director certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order. In addition, no JAG funds may be expended for this purpose without Federal Aviation Administration (FAA) approval and certification that the use is legal in the local jurisdiction. Also, any grant award using funds for this purpose may be subject to additional conditions and reporting criteria, which will be spelled out in a customized special condition attached to the grant award.

For information related to requesting a waiver to obtain BJA certification for any prohibited item, or for examples of allowable vehicles that do not require BJA certification, refer to the JAG FAQs on BJA's JAG web page.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;
- integrating evidence into program, practice, and policy decisions within OJP and the field; and
- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

OJP's CrimeSolutions.gov web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services. Additionally, when considering evidence-based programs and practices specific to reentry, it is recommended that jurisdictions review the [What Works in Reentry Clearinghouse](http://WhatWorks.in.Reentry.Clearinghouse) for important research on the effectiveness of a wide variety of reentry programs and practices. The Clearinghouse provides a one-stop shop for practitioners and service providers seeking guidance on evidence-based reentry interventions.

Amount and Length of Awards

Eligible allocations under JAG are posted annually on BJA's JAG web page: www.bja.gov/ProgramDetails.aspx?Program_ID=59.

Awards of at least \$25,000 or more are 4 years in length with an award period of October 1, 2013 through September 30, 2017. Extensions beyond a 4-year period may be made on a case-by-case basis at the discretion of BJA and must be requested via the Grants Management System (GMS) **no less than 30 days prior to the grant end date**.

Awards that are less than \$25,000 are 2 years in length with an award period of October 1, 2013 through September 30, 2015. Requests for up to an additional 2 years to complete performance of the award will be granted automatically, pursuant to 42 U.S.C. § 3751(f). Extensions beyond a 4-year period may be made on a case-by-case basis at the discretion of BJA and must be requested via the Grants Management System (GMS) **no less than 30 days prior to the grant end date**.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Budget Information

AG awards are based on a statutory formula as described below.

Although JAG grantees and subgrantees are required to report on quarterly accountability measures through BJA's Performance Measurement Tool (PMT), those reports are intended to promote greater transparency about the use of JAG funds and do not determine the amount of JAG funds allocated to a state and/or localities.

Applicants must submit a budget and budget narrative outlining how JAG funds, including administrative funds if applicable, will be used to support and implement the program. **See the budget narrative description under the "How to Apply" section (page 20) for more information.**

JAG Formula: Once each fiscal year's overall JAG Program funding level is determined, BJA partners with the Bureau of Justice Statistics (BJS) to begin a four-step grant award calculation process which consists of:

1. Computing an initial JAG allocation for each state and territory, based on their share of violent crime and population (weighted equally).
2. Reviewing the initial JAG allocation amount to determine if the state or territory allocation is less than the minimum ("de minimus") award amount defined in the JAG legislation (0.25 percent of the total). If this is the case, the state or territory is funded at the minimum level, and the funds required for this are deducted from the overall pool of JAG funds. Each of the remaining states receives the minimum award plus an additional amount based on their share of violent crime and population.
3. Dividing each state's final award amount (except for the territories and District of Columbia) between state and local governments at a rate of 60 and 40 percent, respectively.
4. Determining local unit of government award allocations, which are based on their proportion of the state's 3-year violent crime average. If a local eligible award amount is less than \$10,000, the funds are returned to the state to be awarded to these local units of government through the state agency. If the eligible award amount is \$10,000 or more, then the local government is eligible to apply for a JAG award directly from BJA.

Administrative Funds: A unit of local government may use up to 10 percent of the award, including interest, for costs associated with administering JAG funds.

Supplanting: Supplanting is prohibited under JAG. Applicants cannot replace or supplant non-federal funds that have been appropriated for the same purpose. See the JAG FAQs on BJA's [JAG web page](#) for examples of supplanting.

Leveraging of Grant Funds: Although supplanting is prohibited, the leveraging of federal funding is encouraged. For example, a city may utilize JAG and Homeland Security Grant Program (HSGP) money to fund different portions of a fusion center project. In instances where leveraging occurs, all federal grant funds must be tracked and reported on separately and may not be used to fund the same line items. Additionally, federal funds cannot be used as match for other federal awards.

Disparate Certification: A disparate allocation occurs when a city or municipality is allocated one-and-one-half times (150 percent) more than the county, while the county bears more than 50 percent of the costs associated with prosecution or incarceration of the municipality's Part 1 violent crimes. A disparate allocation also occurs when multiple cities or municipalities are collectively allocated four times (400 percent) more than the county, and the county bears more than 50 percent of the collective costs associated with prosecution or incarceration of each municipality's Part 1 violent crimes.

- ★ Jurisdictions certified as disparate must identify a fiscal agent that will submit a **joint application** for the aggregate eligible allocation to all disparate municipalities. The joint application must determine and specify the award distribution to each unit of local government and the purposes for which the funds will be used. When beginning the JAG application process, a Memorandum of Understanding (MOU) that identifies which jurisdiction will serve as the applicant/fiscal agent for joint funds must be completed and signed by the Authorized Representative for each participating jurisdiction. The signed MOU should be attached to the application. For a sample MOU, go to www.bja.gov/Funding/JAGMOU.pdf.

Trust Fund: SAAs may draw down JAG funds in advance. To do so, a trust fund must be established in which to deposit the funds. The trust fund may or may not be an interest-bearing account. If subrecipients draw down JAG funds in advance, they also must establish a trust fund in which to deposit funds. This trust fund requirement does not apply to direct JAG award recipients or subrecipients that draw-down on a reimbursement basis rather than in advance.

Match Requirement: Match is not required under the JAG Program. Although match is an effective strategy to expand justice funds and build buy-in for local criminal justice initiatives, BJA encourages states to consider financial and other potential local constraints related to imposing a match requirement on subgrantees, as it may adversely affect small local jurisdictions. Matching funds become part of the overall award amount, and as such are subject to audit and should be expended prior to closeout.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2014 salary table for SES employees is available at www.opm.gov/salary-tables. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the

program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on “conference” approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the “Civil Rights Compliance” section of the OJP “Other Requirements for OJP Applications” web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Other JAG Requirements

Body Armor Certification

- Ballistic-resistant and stab-resistant body armor can be funded through two BJA-administered programs: the JAG Program and the Bulletproof Vest Partnership (BVP) Program.
- The BVP Program is designed to provide a critical resource to state and local law enforcement through the purchase of ballistic-resistant and stab-resistant body armor. A jurisdiction is able to request up to 50 percent of the cost of a vest with BVP funds. For more information on the BVP Program, including eligibility and application, refer to the [BVP web page](#).
- JAG funds may also be used to purchase vests for an agency, but they may not be used to pay for that portion of the ballistic-resistant vest (50 percent) that is not covered by BVP funds. Unlike BVP, JAG funds used to purchase vests do not require a 50 percent match.
- Vests purchased with JAG funds may be purchased at any threat level, make, or model from any distributor or manufacturer, as long as the vests have been tested and found to comply with the latest applicable National Institute of Justice (NIJ) ballistic or stab standards. In addition, vests purchased must be American-made. Information on the latest NIJ standards can be found at: www.nij.gov/topics/technology/body-armor/safety-initiative.htm.
- As is the case in BVP, grantees who wish to purchase vests with JAG funds must certify that law enforcement agencies receiving vests have a written “mandatory wear” policy in effect.

FAQs related to the mandatory wear policy and certifications can be found at www.bja.gov/Funding/JAGFAQ.pdf. This policy must be in place for at least all uniformed officers before any FY 2014 funding can be used by the agency for vests. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty. The certification **must** be signed by the certifying official and **must** be attached to the application. If the grantee proposes to change project activities to utilize JAG funds to purchase bulletproof vests after the application period (during the project period), the grantee must submit the signed certification to BJA at that time. A mandatory wear concept and issues paper and a model policy are available by contacting the BVP Customer Support Center atvests@usdoj.gov or toll free at 1-877-758-3787.

- A copy of the certification related to the mandatory wear can be found at: www.bja.gov/Funding/BodyArmorMandatoryWearCert.pdf.

Interoperable Communications

- Grantees (including subgrantees) that are using FY 2014 JAG Program funds to support emergency communications activities (including the purchase of interoperable communications equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission (FCC) Waiver Order) must ensure:
 - Compliance with the *FY 2014 SAFECOM Guidance on Emergency Communications Grants* (including provisions on technical standards that ensure and enhance interoperable communications).
 - Adherence to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band.
 - Projects support the Statewide Communication Interoperability Plan (SCIP) and are fully coordinated with the full-time Statewide Interoperability Coordinator (SWIC) in the state of the project. As the central coordination point for their state's interoperability effort, the SWIC plays a critical role, and can serve as a valuable resource. SWICs are responsible for the implementation of the SCIP through coordination and collaboration with the emergency response community. The U.S. Department of Homeland Security Office of Emergency Communications maintains a list of SWICs for each of the 56 states and territories. Contact OEC@hq.dhs.gov.
 - All communications equipment purchased with grant award funding (plus the quantity purchased of each item) is identified during quarterly performance metrics reporting.

Use of Global Standards Package

In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Grantee shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: www.it.ojp.gov/gsp_grantcondition. Grantees shall document planned approaches to information sharing and describe compliance

to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database

If JAG program funds will be used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS, the national DNA database operated by the Federal Bureau of Investigation (FBI)) by a government DNA lab with access to CODIS. No profiles generated with JAG funding may be entered into any other non-governmental DNA database without prior express written approval from BJA. For more information, refer to the NIJ FY 2014 DNA Backlog Reduction Program, available at <https://ncjrs.gov/pdffiles1/nij/sl001112.pdf>.

In addition, funds may not be used for purchase of DNA equipment and supplies when the resulting DNA profiles from such technology are not accepted for entry into CODIS.

Reporting Requirements, Accountability Measures, and JAG Showcase

Award recipients will be required to submit quarterly financial status (SF-425) and annual programmatic reports through GMS, quarterly accountability metrics reports (see below) through BJA's Performance Measurement Tool (PMT), and Federal Funding Accountability and Transparency Act (FFATA) reports through the FFATA Sub-award Reporting System (FSRS) as necessary (see FFATA section below).

Accountability Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants who receive funding under this solicitation must provide data that measures the results of their work done under this solicitation. **Quarterly accountability metrics reports must be submitted through BJA's PMT, available at www.bjaperformancetools.org. The accountability measures can be found at: www.bjaperformancetools.org/help/JAGMeasuresQuestionnaire.pdf.**

Data reported by JAG grantees and subgrantees for this report does not determine JAG funding, which is calculated based on a statutory formula combining population and Uniform Crime Reporting Part I crime data. BJA encourages JAG grantees to make decisions on funding through a collaborative process involving all major stakeholders including law enforcement, courts, indigent defense, prosecution, corrections and community corrections, treatment providers, crime victims, and others. The measures are not designed to replace the planning that should occur at the state and local level.

Submission of accountability measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for accountability measures. Refer to the section "What an Application Should Include" on page 14 for additional information.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations

designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

JAG Showcase

The **JAG Showcase** was designed to identify and highlight JAG projects that have demonstrated success or shown promise in reducing crime and positively impacting communities. BJA has now expanded the concept of the JAG Showcase to other BJA grant programs and created a new **BJA Success Story web page**. This new web page will be a valuable resource for states, localities, territories, tribes and criminal justice professionals who seek to identify and learn about JAG and other successful BJA funded projects linked to innovation, crime reduction, and evidence based practices.

If you have a JAG Success Story you would like to submit, sign in to your **My BJA account** to access the Success Story Submission form. If you do not have a **My BJA account**, please **Register**. Once you register, one of the available areas on your *My BJA* page will be “*My Success Stories*”. Within this box, you will see an option to add a *Success Story*. Once reviewed and approved by BJA, all success stories will appear on the new **BJA Success Story web page**.

Priorities

BJA recognizes that the downturn in the economy has resulted in significant pressures on state and local criminal justice systems. In these challenging times, shared priorities and leveraged resources can make a significant impact. In light of this, it is important to make SAAs and local JAG recipients aware of several areas of priority that may be of help in maximizing the effectiveness of JAG funding at the state and local level.

In addition to our longstanding and unwavering commitment to keeping violent crime at its lowest level in decades, the following priorities represent key areas where BJA will be focusing nationally and invite each state and local JAG recipient to join us in addressing these challenges as a part of our JAG partnership.

Reducing Gun Violence

Gun violence has touched every state, county, city, town, and tribal government in America. In the aftermath of the Sandy Hook Elementary School tragedy and recent mass shooting at the Washington Navy Yard, BJA continues to encourage states and localities to invest valuable JAG funds in programs to: combat gun violence, enforce existing firearms laws, improve the process used to ensure that those prohibited from purchasing or owning guns are prevented from doing so, enhance reporting to the FBI's National Instant Criminal Background Check System (NICS) and provide active shooter response training to law enforcement officers and first responders.

Recidivism Reduction, Pretrial Reform and Justice System Realignment

In this time of fiscal austerity and smaller state and local budgets, reducing unnecessary incarceration in a manner that promotes public safety is a paramount goal. Effective community supervision coupled with evidence-based program interventions can result in significant reductions in recidivism. A priority funding area is the implementation of effective pretrial services programs. The use of validated risk assessment tools to inform pre-trial release decisions is critical. For a variety of resources, or to request BJA supported technical assistance from the Pre-trial Justice Institute, see www.pretrial.org. Another priority for JAG funding is to support innovative programs and approaches in probation and parole supervision that improve services to offenders and increase collaborative efforts among community supervision agencies with law enforcement and the courts. Another promising approach to justice systems reform is the Justice Reinvestment Initiative (JRI), a public-private partnership between BJA and the PEW Public Safety Performance Project. Currently, 19 states and 17 local governments are working to control spiraling incarceration costs through JRI and reinvestment savings in evidence-based criminal justice programs and strategies. Strategic investment of JAG funds to implement JRI legislation and policy changes in those states and localities can augment federal funds and achieve greater cost savings and reinvestments in programs to promote public safety. (See the Urban Institute's [Justice Reinvestment Initiative State Assessment Report](#).)

Indigent Defense

Another key priority area is support for indigent defense. BJA continues to encourage states and units of local government to use JAG funds to support the vital needs of the indigent defense community. Attorney General Holder has consistently stressed that the crisis in indigent defense reform is a serious concern which must be addressed if true justice is to be achieved in our nation. In 2002, the American Bar Association (ABA) published Ten Principles of a Public Defense Delivery System which represent fundamental building blocks for implementing quality legal representation for indigent defendants. (See ABA's [Ten Principles of a Public Defense Delivery System](#).)

Improving Mental Health Services

Disproportionate numbers of people with mental illness are involved in the criminal justice system often as a result of untreated or undertreated mental illness. This is an issue that impacts numerous facets of the criminal justice system. After the Newtown tragedy, numerous states began pushing for and adopting policies supporting early identification and intervention. States aimed to enhance mental health screening services to identify emerging mental illness in children and adolescents and to ensure adequate access to care. BJA encourages states and units of local government to utilize JAG funding in support of programs and policy changes

aimed at the following: identifying and treating people with severe mental illness before they reach crisis point; training law enforcement and correctional officers on mental health and mental health related crisis-intervention; increasing justice system diversion strategies to divert offenders with mental illness from unnecessary arrest and incarceration to more appropriate and cost-effective community-based treatment and supervision; mental health courts, allowing inmates to continue psychotropic medication in jails; and improving oversight of mental health care in jails, increasing post-jail housing options and enhancing community mental health services. (See Adults with Behavioral Health Needs under Correctional Supervision.)

Evidence-Based “Smart” Programs

Many criminal justice agencies continue to experience unprecedented budget cuts, layoffs, and reductions in force. These challenges must be met by making wider use of advancements in the criminal justice field in the last several decades which rely on use of data, crime analysis, cutting edge technology, research and evaluations regarding evidenced-based and high-performing programs. A useful matrix of evidence-based policing programs and strategies is available through the Center for Evidence-Based Policy at George Mason University. In the re-entry field, a summary of research-based re-entry strategies is available on the National Reentry Resource Center’s What Works in Reentry Clearinghouse link. BJA offers a number of program models designed to effectively implement evidence based strategies including Smart Policing, Smart Supervision, Smart Pretrial, and Smart Prosecution.

BJA encourages states and units of local government to use JAG funds to support these “smart on crime” strategies, including effective partnerships with universities and research partners and with non-traditional criminal justice partners.

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Refer to the BJA Grant Writing and Management Academy and OJP’s Grants 101 for an overview of what should be included in each application requirement. These trainings can be found at bjj.ncjrs.gov/gwma/index.html and www.ojp.gov/grants101/.

OJP strongly recommends use of appropriately descriptive file names (e.g., “Program Narrative,” “Budget Narrative,” “Memoranda of Understanding,” etc.) for all attachments.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. GMS takes information from the applicant’s profile to populate the fields on this form.

2. Project Abstract

Applicants **must** provide an abstract that includes the applicant’s name, title of the project, goals of the project, and a description of the strategies to be used. In addition, above or below the abstract narrative, applicants **must identify up to 5 project identifiers** that would

be associated with proposed project activities. The list of all identifiers can be found at www.bja.gov/funding/JAGIdentifiers.pdf. The abstract **should not** exceed a half-page, or 400-500 words.

Failure to submit this required information will result in an application being returned in the Grants Management System (GMS) for inclusion of the missing information OR the attachment of a withholding of funds special condition at the time of award.

3. Program Narrative

Applicants **must** submit a program narrative that generally describes the proposed program activities for the two or four year grant period. The narrative must outline the type of programs to be funded by the JAG award and provide a brief analysis of the need for the programs. Narratives must also identify anticipated coordination efforts involving JAG and related justice funds. Certified disparate jurisdictions submitting a **joint application** must specify the funding distribution to each disparate unit of local government and the purposes for which the funds will be used.

Failure to submit this required information will result in an application being returned in the Grants Management System (GMS) for inclusion of the missing information OR the attachment of a withholding of funds special condition at the time of award.

4. Budget and Budget Narrative

Applicants must submit a budget and budget narrative outlining how JAG funds, including administrative funds if applicable, will be used to support and implement the program. This narrative should include a full breakdown of administrative costs, as well as an overview of how funds will be allocated across approved JAG purpose areas. Applicants should utilize the following approved budget categories to label the requested administrative and/or sub-grant expenditures: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Consultants/Contracts, and an Other category. For informational purposes only, a sample budget form may be found at www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

Failure to submit this required information will result in an application being returned in the Grants Management System (GMS) for inclusion of the missing information OR the attachment of a withholding of funds special condition at the time of award.

a. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [OJP Financial Guide](#).

5. Review Narrative

Applicants **must** submit information documenting that the date the JAG application was made available for review by the governing body, or to an organization designated by that governing body, not less than 30 days before the application was submitted to BJA. The attachment must also specify that an opportunity to comment was provided to citizens prior

to application submission to the extent applicable law or established procedures make such opportunity available.

Below are notification language templates that can be utilized in completing this section of the application.

The (provide name of City/County/Tribe) made its Fiscal Year 2014 JAG application available to the (provide name of governing body) for its review and comment on (provide date); or intends to do so on (provide date).

The (provide name of City/County/Tribe) made its Fiscal Year 2014 JAG application available to citizens for comment prior to application submission by (provide means of notification); or the application has not yet been made available for public review/comment.

Failure to submit this required information will result in an application being returned in the Grants Management System (GMS) for inclusion of the missing information OR the attachment of a withholding of funds special condition at the time of award.

6. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

7. Memorandum of Understanding (if applicable)

Jurisdictions certified as disparate **must** identify a fiscal agent that will submit a **joint application** for the aggregate eligible allocation to all disparate municipalities. The joint application **must** determine and specify the award distribution to each unit of local government and the purposes for which the funds will be used. When beginning the JAG application process, a Memorandum of Understanding (MOU) that identifies which jurisdiction will serve as the applicant/fiscal agent for joint funds **must** be completed and signed by the Authorized Representative for each participating jurisdiction. The signed MOU **must** be attached to the application. For a sample MOU, go to www.bja.gov/Funding/JAGMOU.pdf.

Failure to submit this required information will result in an application being change requested in the Grants Management System (GMS) for inclusion of the missing information OR the attachment of a withholding special condition at the time of award if time does not permit for a change request process.

8. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, then the application should include appropriate legal documentation, as described above, from all tribes that would receive services/assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants unable to submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at minimum, submit an unsigned, draft version of such legal documentation as part of its application (except in cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If receiving funding, BJA will make use of and access to funds will be contingent on receipt of the fully-executed legal documentation.

9. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to

OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk;
- Date the applicant was designated high risk;
- The high risk point of contact name, phone number, and email address, from that federal agency; and
- Reasons for the high risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

10. Additional Attachments (if applicable)

Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal's other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research and evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

For situations in which potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

11. Accounting System and Financial Capability Questionnaire

Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this [form](#).

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. BJA will review applications for formula awards to ensure statutory requirements have been met.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- National Environmental Policy Act (NEPA)

- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs Financial Guide
- Suspension or Termination of Funding
- Non-profit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Subgrantees

How to Apply

Applicants must submit applications through the Grants Management System (GMS), which provides cradle to grave support for the application, award, and management of awards at OJP. Applicants **must register in GMS for each specific funding opportunity**. Although the registration and submission deadlines are the same, OJP urges applicants to **register promptly**, especially if this is their first time using the system. Find complete instructions on how to register and submit an application in GMS at www.ojp.usdoj.gov/gmscbt/. Applicants that experience technical difficulties during this process should e-mail GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), Monday–Friday from 6:00 a.m. to midnight eastern time, except federal holidays. OJP recommends that applicants **register promptly** to prevent delays in submitting an application package by the deadline.

Note on File Types: GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

All applicants should complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their application for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Information about SAM registration procedures can be accessed at www.sam.gov.
3. **Acquire a GMS username and password.** New users must create a GMS profile by selecting the "First Time User" link under the sign-in box of the GMS home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Verify the SAM (formerly CCR) registration in GMS.** OJP requests that all applicants verify their SAM registration in GMS. Once logged into GMS, click the "CCR Claim" link on the left side of the default screen. Click the submit button to verify the SAM (formerly CCR) registration.
5. **Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the "Funding Opportunities" link on the left side of the page. Select "Bureau of Justice Assistance" and the "Edward Byrne Memorial Justice Assistance Grant (JAG) Program—Local Solicitation."
6. **Register by selecting the "Apply Online" button associated with the funding opportunity title.** The search results from step 5 will display the funding opportunity title along with the registration and application deadlines for this funding opportunity. Select the "Apply Online" button in the "Action" column to register for this funding opportunity and create an application in the system.
7. **Complete the Disclosure of Lobbying Activities, if applicable.** Any applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL).
8. **Follow the directions in GMS to submit an application consistent with this solicitation.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, applicants must wait for GMS approval before submitting an application. OJP urges applicants to submit the application **at least 72 hours prior** to the application due date.

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJA will review the most recent version submitted.

Experiencing Unforeseen GMS Technical Issues

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail your State Policy Advisor **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any GMS Help Desk or SAM tracking number(s). **Note: BJA does not approve requests automatically.** After the program office reviews the submission, and contacts the GMS Help Desk to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- failure to register in SAM or GMS in sufficient time
- failure to follow GMS instructions on how to register and apply as posted on the GMS Web site
- failure to follow each instruction in the OJP solicitation
- technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with GMS, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2014 Local Solicitation

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in GMS:

- _____ Acquire a DUNs Number (see page 21)
- _____ Acquire or renew registration with SAM (see page 21)

To Register with GMS:

- _____ For new users, acquire a GMS username and password* (see page 21)
- _____ For existing users, check GMS username and password* to ensure account access (see page 21)
- _____ Verify SAM registration in GMS (see page 21)
- _____ Search for correct funding opportunity in GMS (see page 21)
- _____ Register by selecting the "Apply Online" button associated with the funding opportunity title (see page 21)

*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contacts designated within GMS at the time the account was established. Neither OJP or the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

General Requirements:

- _____ Review "[Other Requirements](#)" web page

Eligibility Requirement:

- _____ Jurisdiction listed as the legal name on the application corresponds with the eligible jurisdiction listed on BJA's [JAG web page](#)
- _____ Federal amount requested is within the allowable limit of the FY 2014 JAG Allocations List as listed on BJA's [JAG web page](#)

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 14)
- _____ Project Abstract (see page 14)
- _____ Program Narrative (see page 15)
- _____ Budget and Budget Narrative (see page 15)
- _____ Review Narrative (see page 15)
- _____ Applicant Disclosure of Pending Applications (see page 16)
- _____ Memorandum of Understanding, if applicable (see page 17)
- _____ Tribal Authorizing Resolution, if applicable (see page 17)
- _____ Applicant Disclosure of High Risk Status (see page 17)
- _____ Research and Evaluation Independence and Integrity, if applicable (see page 18)
- _____ Accounting System and Financial Capability Questionnaire (if applicable) (see page 19)
- _____ Disclosure of Lobbying Activities, if applicable ([SF-LLL](#)) (see page 21)

ATTACHMENT "B"

2014 CALIFORNIA JAG ALLOCATIONS

Listed below are all jurisdictions in the state that are eligible for FY 2014 JAG funding, as determined by the JAG formula. If your jurisdiction is listed with another city or county government in a shaded area, you are in a funding disparity. In this case, the units of local government must develop a Memorandum of Understanding (MOU) and apply for an award with a single, joint application.

Finding your jurisdiction: (1) Disparate jurisdictions are listed in shaded groups below, in alphabetic order by county. (2) Eligible individual allocations are listed alphabetically below the shaded, disparate groupings.

Counties that have an asterisk (*) under the "Eligible Individual Allocation" column did not submit the level of violent crime data to qualify for a direct award from BJA, but are in the disparate grouping indicated by the shaded area. The JAG legislation requires these counties to remain a partner with the local jurisdictions receiving funds and must be a signatory on the required Memorandum of Understanding (MOU). A sample MOU is provided online at: <https://www.bja.gov/Funding/JAGMOU.pdf>. Disparate jurisdictions do not need to abide by the listed individual allocations, which are provided for information only. Jurisdictions in a funding disparity are responsible for determining individual amounts within the Eligible Joint Allocation and for documenting individual allocations in the MOU. For additional details regarding the JAG formula and award calculation process, with examples, please refer to the updated JAG Technical report: <https://www.bja.gov/Publications/JAGTechRpt.pdf>.

For JAG Frequently Asked Questions, please refer to BJA's JAG webpage: <https://www.bja.gov/Funding/JAGFAQ.pdf>.

CA	ALAMEDA COUNTY	County	\$56,667	
CA	ALAMEDA CITY	Municipal	\$14,754	
CA	BERKELEY CITY	Municipal	\$41,039	
CA	EMERYVILLE CITY	Municipal	\$13,962	
CA	FREMONT CITY	Municipal	\$32,186	
CA	HAYWARD CITY	Municipal	\$50,383	
CA	LIVERMORE CITY	Municipal	\$24,345	
CA	NEWARK CITY	Municipal	\$14,372	
CA	OAKLAND CITY	Municipal	\$570,553	
CA	SAN LEANDRO CITY	Municipal	\$31,448	
CA	UNION CITY	Municipal	\$23,771	\$873,480
CA	BUTTE COUNTY	County	*	
CA	CHICO CITY	Municipal	\$21,093	
CA	OROVILLE CITY	Municipal	\$10,711	\$31,804
CA	CONTRA COSTA COUNTY	County	\$37,623	
CA	ANTIOCH CITY	Municipal	\$75,137	
CA	RICHMOND CITY	Municipal	\$92,160	\$204,920
CA	FRESNO COUNTY	County	\$62,624	
CA	FRESNO CITY	Municipal	\$237,626	\$300,250
CA	LOS ANGELES COUNTY	County	\$479,514	
CA	LOS ANGELES CITY	Municipal	\$1,641,440	\$2,120,954
CA	MARIN COUNTY	County	*	
CA	SAN RAFAEL CITY	Municipal	\$17,131	\$17,131
CA	MONTEREY COUNTY	County	\$17,049	
CA	SALINAS CITY	Municipal	\$90,274	\$107,323
CA	NAPA COUNTY	County	*	
CA	NAPA CITY	Municipal	\$18,716	\$18,716

CA	ORANGE COUNTY	County	\$19,017	
CA	ANAHEIM CITY	Municipal	\$101,668	
CA	BUENA PARK CITY	Municipal	\$18,497	
CA	COSTA MESA CITY	Municipal	\$19,809	
CA	FULLERTON CITY	Municipal	\$32,323	
CA	GARDEN GROVE CITY	Municipal	\$38,990	
CA	HUNTINGTON BEACH CITY	Municipal	\$31,913	
CA	LA HABRA CITY	Municipal	\$14,126	
CA	ORANGE CITY	Municipal	\$12,077	
CA	SANTA ANA CITY	Municipal	\$113,581	
CA	STANTON CITY	Municipal	\$10,956	
CA	WESTMINSTER CITY	Municipal	\$21,612	\$434,569
CA	RIVERSIDE COUNTY	County	\$75,192	
CA	RIVERSIDE CITY	Municipal	\$113,307	\$188,499
CA	SAN BENITO COUNTY	County	*	
CA	HOLLISTER CITY	Municipal	\$13,088	\$13,088
CA	SAN BERNARDINO COUNTY	County	\$86,394	
CA	ADELANTO CITY	Municipal	\$16,530	
CA	APPLE VALLEY TOWN	Municipal	\$15,465	
CA	BARSTOW CITY	Municipal	\$15,902	
CA	CHINO CITY	Municipal	\$21,913	
CA	COLTON CITY	Municipal	\$14,973	
CA	FONTANA CITY	Municipal	\$63,635	
CA	HESPERIA CITY	Municipal	\$27,377	
CA	HIGHLAND CITY	Municipal	\$21,148	
CA	MONTCLAIR CITY	Municipal	\$15,328	
CA	ONTARIO CITY	Municipal	\$45,274	
CA	RANCHO CUCAMONGA CITY	Municipal	\$26,066	
CA	REDLANDS CITY	Municipal	\$18,060	
CA	RIALTO CITY	Municipal	\$40,602	
CA	SAN BERNARDINO CITY	Municipal	\$150,466	
CA	UPLAND CITY	Municipal	\$14,727	
CA	VICTORVILLE CITY	Municipal	\$55,820	
CA	YUCAIPA CITY	Municipal	\$10,273	\$659,953
CA	SAN DIEGO COUNTY	County	\$121,832	
CA	SAN DIEGO CITY	Municipal	\$443,967	\$565,799
CA	SAN JOAQUIN COUNTY	County	\$64,700	
CA	STOCKTON CITY	Municipal	\$350,223	\$414,923
CA	SAN MATEO COUNTY	County	\$20,301	
CA	DALY CITY	Municipal	\$17,760	
CA	EAST PALO ALTO CITY	Municipal	\$23,689	
CA	REDWOOD CITY	Municipal	\$15,273	
CA	SAN MATEO CITY	Municipal	\$21,831	
CA	SOUTH SAN FRANCISCO CITY	Municipal	\$10,956	\$109,810
CA	SANTA BARBARA COUNTY	County	\$22,213	
CA	SANTA MARIA CITY	Municipal	\$59,482	\$81,695
CA	SANTA CLARA COUNTY	County	\$18,361	
CA	SAN JOSE CITY	Municipal	\$272,353	\$290,714
CA	SANTA CRUZ COUNTY	County	\$25,902	
CA	SANTA CRUZ CITY	Municipal	\$40,055	\$65,957

CA	SOLANO COUNTY	County	*	
CA	FAIRFIELD CITY	Municipal	\$37,733	
CA	VACAVILLE CITY	Municipal	\$19,481	
CA	VALLEJO CITY	Municipal	\$71,121	\$128,335

CA	STANISLAUS COUNTY	County	\$31,558	
CA	MODESTO CITY	Municipal	\$120,247	\$151,805

CA	SUTTER COUNTY	County	*	
CA	YUBA CITY	Municipal	\$18,388	\$18,388

CA	VENTURA COUNTY	County	\$13,771	
CA	OXNARD CITY	Municipal	\$52,268	
CA	SAN BUENAVENTURA CITY	Municipal	\$24,563	\$90,602

CA	YOLO COUNTY	County	*	
CA	WEST SACRAMENTO CITY	Municipal	\$14,590	
CA	WOODLAND CITY	Municipal	\$14,099	\$28,689

CA	ALHAMBRA CITY	Municipal	\$13,279	
CA	ARVIN CITY	Municipal	\$14,126	
CA	ATWATER CITY	Municipal	\$11,558	
CA	AZUSA CITY	Municipal	\$18,716	
CA	BAKERSFIELD CITY	Municipal	\$161,177	
CA	BALDWIN PARK CITY	Municipal	\$20,656	
CA	BANNING CITY	Municipal	\$12,623	
CA	BELL CITY	Municipal	\$20,683	
CA	BELL GARDENS CITY	Municipal	\$13,798	
CA	BELLFLOWER CITY	Municipal	\$27,459	
CA	BURBANK CITY	Municipal	\$17,896	
CA	CARLSBAD CITY	Municipal	\$18,306	
CA	CARSON CITY	Municipal	\$39,973	
CA	CATHEDRAL CITY	Municipal	\$18,552	
CA	CERES CITY	Municipal	\$14,071	
CA	CHULA VISTA CITY	Municipal	\$52,296	
CA	CITRUS HEIGHTS CITY	Municipal	\$28,634	
CA	CLEARLAKE CITY	Municipal	\$10,547	
CA	CLOVIS CITY	Municipal	\$16,257	
CA	COACHELLA CITY	Municipal	\$20,055	
CA	COALINGA CITY	Municipal	\$11,639	
CA	COMMERCE CITY	Municipal	\$10,109	
CA	COMPTON CITY	Municipal	\$98,690	
CA	CONCORD CITY	Municipal	\$37,787	
CA	CORONA CITY	Municipal	\$16,640	
CA	COVINA CITY	Municipal	\$12,678	
CA	CUDAHY CITY	Municipal	\$13,088	
CA	CULVER CITY	Municipal	\$12,951	
CA	DELANO CITY	Municipal	\$20,246	
CA	DESERT HOT SPRINGS CITY	Municipal	\$28,744	
CA	DINUBA CITY	Municipal	\$14,044	
CA	DOWNEY CITY	Municipal	\$31,831	
CA	EL CAJON CITY	Municipal	\$35,000	
CA	EL CENTRO CITY	Municipal	\$14,426	
CA	EL CERRITO CITY	Municipal	\$10,000	
CA	EL DORADO COUNTY	County	\$18,825	
CA	EL MONTE CITY	Municipal	\$38,689	
CA	ELK GROVE CITY	Municipal	\$42,733	
CA	ENCINITAS CITY	Municipal	\$11,913	

CA	ESCONDIDO CITY	Municipal	\$46,995
CA	EUREKA CITY	Municipal	\$12,705
CA	GARDENA CITY	Municipal	\$25,000
CA	GILROY CITY	Municipal	\$15,519
CA	GLENDALE CITY	Municipal	\$20,984
CA	HANFORD CITY	Municipal	\$18,142
CA	HAWTHORNE CITY	Municipal	\$52,268
CA	HEMET CITY	Municipal	\$31,039
CA	HOOPA VALLEY TRIBAL	TRIBAL	\$12,241
CA	HUMBOLDT COUNTY	County	\$15,301
CA	HUNTINGTON PARK CITY	Municipal	\$38,771
CA	IMPERIAL BEACH CITY	Municipal	\$11,885
CA	IMPERIAL COUNTY	County	\$14,044
CA	INDIO CITY	Municipal	\$36,421
CA	INGLEWOOD CITY	Municipal	\$66,422
CA	KERN COUNTY	County	\$163,335
CA	KINGS COUNTY	County	\$12,568
CA	LA MESA CITY	Municipal	\$17,350
CA	LA PUENTE CITY	Municipal	\$12,022
CA	LA QUINTA CITY	Municipal	\$12,978
CA	LAKE COUNTY	County	\$15,246
CA	LAKEWOOD CITY	Municipal	\$20,137
CA	LANCASTER CITY	Municipal	\$71,312
CA	LAWNDALE CITY	Municipal	\$15,574
CA	LEMON GROVE CITY	Municipal	\$11,749
CA	LODI CITY	Municipal	\$20,738
CA	LOMPOC CITY	Municipal	\$22,077
CA	LONG BEACH CITY	Municipal	\$226,287
CA	LOS BANOS CITY	Municipal	\$12,268
CA	LYNWOOD CITY	Municipal	\$48,225
CA	MADERA CITY	Municipal	\$33,580
CA	MADERA COUNTY	County	\$24,508
CA	MANTECA CITY	Municipal	\$19,454
CA	MAYWOOD CITY	Municipal	\$13,142
CA	MENDOCINO COUNTY	County	\$21,530
CA	MERCED CITY	Municipal	\$50,875
CA	MERCED COUNTY	County	\$40,629
CA	MONTEBELLO CITY	Municipal	\$14,590
CA	MONTEREY CITY	Municipal	\$13,525
CA	MORENO VALLEY CITY	Municipal	\$59,072
CA	MOUNTAIN VIEW CITY	Municipal	\$13,006
CA	NATIONAL CITY	Municipal	\$31,995
CA	NEVADA COUNTY	County	\$12,213
CA	NORWALK CITY	Municipal	\$34,235
CA	OCEANSIDE CITY	Municipal	\$54,591
CA	PALM SPRINGS CITY	Municipal	\$22,951
CA	PALMDALE CITY	Municipal	\$66,367
CA	PARAMOUNT CITY	Municipal	\$23,006
CA	PARLIER CITY	Municipal	\$10,656
CA	PASADENA CITY	Municipal	\$38,853
CA	PERRIS CITY	Municipal	\$15,492
CA	PETALUMA CITY	Municipal	\$13,771
CA	PICO RIVERA CITY	Municipal	\$20,519
CA	PITTSBURG CITY	Municipal	\$12,323
CA	PLACER COUNTY	County	\$23,962
CA	POMONA CITY	Municipal	\$77,187
CA	PORTERVILLE CITY	Municipal	\$17,705
CA	RANCHO CORDOVA	Municipal	\$30,164
CA	REDDING CITY	Municipal	\$60,083

CA	REDONDO BEACH CITY	Municipal	\$15,519
CA	REEDLEY CITY	Municipal	\$14,017
CA	ROHNERT PARK CITY	Municipal	\$15,000
CA	ROSEMEAD CITY	Municipal	\$13,115
CA	ROSEVILLE CITY	Municipal	\$23,907
CA	SACRAMENTO CITY	Municipal	\$300,167
CA	SACRAMENTO COUNTY	County	\$236,833
CA	SAN FRANCISCO CITY AND COUNTY	Municipal	\$461,699
CA	SAN LUIS OBISPO CITY	Municipal	\$10,355
CA	SAN LUIS OBISPO COUNTY	County	\$18,252
CA	SAN MARCOS CITY	Municipal	\$19,044
CA	SAN PABLO CITY	Municipal	\$21,148
CA	SANGER CITY	Municipal	\$20,246
CA	SANTA BARBARA CITY	Municipal	\$27,951
CA	SANTA CLARA CITY	Municipal	\$15,847
CA	SANTA CLARITA CITY	Municipal	\$26,749
CA	SANTA MONICA CITY	Municipal	\$31,585
CA	SANTA ROSA CITY	Municipal	\$56,968
CA	SANTEE CITY	Municipal	\$11,995
CA	SELMA CITY	Municipal	\$15,246
CA	SHASTA COUNTY	County	\$44,044
CA	SIMI VALLEY CITY	Municipal	\$10,547
CA	SONOMA COUNTY	County	\$46,531
CA	SOUTH GATE CITY	Municipal	\$47,296
CA	SOUTH LAKE TAHOE CITY	Municipal	\$12,077
CA	SUNNYVALE CITY	Municipal	\$13,361
CA	TEHAMA COUNTY	County	\$15,137
CA	THOUSAND OAKS CITY	Municipal	\$11,831
CA	TORRANCE CITY	Municipal	\$18,170
CA	TRACY CITY	Municipal	\$11,421
CA	TULARE CITY	Municipal	\$30,301
CA	TULARE COUNTY	County	\$45,793
CA	TURLOCK CITY	Municipal	\$34,946
CA	VISALIA CITY	Municipal	\$43,935
CA	VISTA CITY	Municipal	\$34,345
CA	WATSONVILLE CITY	Municipal	\$23,498
CA	WEST COVINA CITY	Municipal	\$24,017
CA	WEST HOLLYWOOD CITY	Municipal	\$29,071
CA	WHITTIER CITY	Municipal	\$25,246
CA	YUBA COUNTY	County	\$15,902

Local total

\$11,810,798

ATTACHMENT "C"

Abstract

Applicant: City of Huntington Park Police Department

Title of Project:

This Application requests funds to purchase equipment for use by members of the City of Huntington Park Police Department and to compensate law enforcement personnel for overtime work to handle the additional manpower in support of its youth services programs helping at-risk programs and related activities. The equipment purchased includes the Microsoft Exchange 2010 software upgrades with licensing and labor. The software program will serve as an upgrade to the current system, and will keep the Huntington Park Police Department in compliance with Criminal Justice Information System (CJIS) requirements. Taken all together, the Federal Funding will assist the City of Huntington Park in the effort to reduce juvenile related crime and increase the efficiency in the use of law enforcement personnel to bring additional benefit to the residents in the City of Huntington Park.

Project Identifiers:

1. Community Based Programs
2. Truancy
3. Boot Camp
4. System Improvements

**City of Huntington Park Police Department
FY 2014 BJA Justice Assistance Grant
Program Narrative**

The City of Huntington Park is located southeast of downtown Los Angeles and is approximately 3.002 square miles in area. The population of Huntington Park, CA is currently estimated in excess of 62,000 residents. Huntington Park is the 14th densest community in Los Angeles County. Also, it is the densest area outside the City of Los Angeles. In regard to population characteristics, the city is 97% Latino and 2% White, with other ethnicities rounding out the remaining 1%. According to the U.S. Census American Community Survey, 24% of the population is living at, or below the poverty threshold.

The City of Huntington Park is applying for an award from the Edward Byrne Memorial Justice Assistance (JAG) Program FY 2014 Local Solicitation Grant. The purpose of the grant in part is for JAG funds to support all components of the criminal justice system. JAG funded projects may address crime by improving effectiveness and efficiency of criminal justice systems, processes, procedures and toward the prevention of delinquency among our youth. Based on crime rates and demographic statistics, the Huntington Park Police Department is eligible to receive up to \$38,771.00 in JAG program funds. The Huntington Park Police Department will use these grant funds for the following purposes and programs.

PREVENTION – DELINQUENCY / BOOTCAMPS / OVERTIME

\$27,058.35 will be expended to support the City of Huntington Park's sustained effort toward delinquency prevention and crime reduction. These specific activities include Huntington Park Police Department's efforts to support at-risk youth and their families; including our L.E.A.D. (Leadership Empowerment And Discipline) with a boot camp component, in addition to other established after-school programs requiring law enforcement personnel. These programs require additional manpower and overtime funding for personnel to support the operation of the programs. Presently, the Huntington Park Police Department has identified two senior officers in the 2014 JAG application. However, if warranted due to program changes or additional needs, other sworn officers, including Lieutenant, Sergeant, Police Officers and civilian personnel including police cadet may be funded from the 2014 JAG funds. The funding allocation in this category, despite possible personnel changes, will not exceed \$27,058.35.

EQUIPMENT-GENERAL

\$11,713 will be expended to purchase upgraded Microsoft Exchange 2010 software necessary for functionality and system compliancy needs. The Huntington Park Police Department currently operates using Exchange 2003 and this software will no longer be supported beyond April 2015. In order to meet Criminal Justice Information System (CJIS) requirements we must upgrade this software. The \$11,713 includes labor and licensing expenses associated with this project.

Applicant Disclosure of Pending Applications

City of Huntington Park Police Department

2014 JAG Application

The City of Huntington Park and its Police Department are not currently requesting Federal funds, outside of 2014 JAG, to support the same project under this solicitation.

Huntington Park Police Department

JAG 2014 Budget Narrative

A. Personnel

Name/Position Rate Cost

1. Senior Officer 204 hours x 44.63 (base salary) \$9,104.52
2. Senior Officer 203.26 Hours x 44.63 (base salary) \$9,071.49

B. Fringe Benefits

Name/Position Cost

1. Senior Officer 204 hours x 21.81 \$4,449.24
2. Senior Officer 203.26 hours x 21.81 \$4,433.10

Sub-Total \$27,058.35

C. Travel

Not Applicable

D. Equipment

1. Microsoft Exchange 2010 software and labor installation

Sub Total \$11,713.00

E. Supplies

Not Applicable

F. Construction

Not Applicable

G. Consultants/Contracts

Not Applicable

H. Other Costs

Not Applicable

I. Indirect Costs

Not Applicable

Federal funds accepted by the City of Huntington Park Police Department will be placed in an account established by the Police Department for the purpose of permitting draw downs in the furtherance of grant activities.

As requested in the application, \$27,058.35 in Federal Funding will be allocated to overtime pay to sworn law enforcement personnel to provide additional manpower in the operation the Huntington Park Police Department's efforts to support at-risk youth and their families; through our L.E.A.D. (Leadership Empowerment And Discipline) program that includes a boot camp component, in addition to other established after-school programs requiring law enforcement personnel. Although, two senior officers are identified to in the application, the program may require additional sworn officers and civilian personnel to work overtime on the juvenile at-risk programs. The allocation from the 2014 JAG will not exceed \$27,058.35. \$11,713.00 will be allocated to purchase upgraded Microsoft Exchange 2010 software necessary for functionality and system compliancy needs. The Huntington Park Police Department currently operates using Exchange 2003 and this software will no longer be supported beyond April 2015. In order to meet Criminal Justice Information System (CJIS) requirements we must upgrade this software. The \$11,713 includes labor and licensing expenses associated with this project.

Review Narrative

City of Huntington Park Police Department JAG 2014

The State of California made its Fiscal Year JAG allocation to the City of Huntington Park and its Police Department in May 2014. The City of Huntington Park will make its 2014 JAG application available to citizens for public review and comment 72 hours before the City Council Meeting on July 7, 2014.



CITY OF HUNTINGTON PARK

Police Department
City Council Agenda Report

July 7, 2014

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

TRITECH ANNUAL SOFTWARE MAINTENANCE INVOICE

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve the purchase order in the amount of \$40,954.97.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Tritech is the vendor that provides the Police Department's Computer Aided Dispatch (CAD), Mobile Data Computer (MDC), and Records Management System (RMS) software, databases and applications. The annual service fee of \$40,954.97 is currently due. Annual maintenance service includes 24x7 CAD support, 8x5 RMS and MDC support, as well as continuous software updates and revisions. These systems are critical to support daily operations / systems within the Police Department.

FISCAL IMPACT/FINANCING

This agreement is essential to maintain and support critical systems currently used by the Police Department. The Police Department budgeted \$50,000 in contract services for this purpose (111-7040-421.56-41).

CONCLUSION

Upon Council approval, the City will issue a Purchase Order for the purchase software maintenance.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Julio F. Morales".

JULIO F. MORALES
City Manager

A handwritten signature in black ink, appearing to read "Jorge Cisneros", written in a cursive style.

JORGE CISNEROS
Chief of Police

ATTACHMENTS

A: Tritech Invoice

ATTACHMENT "A"



TRITECH

SOFTWARE SYSTEMS

Invoice	IVC4003549
Date	6/12/2014
Page	1
Date Due	7/14/2014
User	rawyh

5601 Barbados Boulevard
Castle Hayne, NC 28429

www.tritech.com
800-882-2108
Fax: 910-602-6190

Bill To:

Huntington Park Police Department CA
6542 Miles Avenue
Huntington Park CA 90255

Tax ID: CA 9%
Contact: Neal Mongan
Email: nmongan@huntingtonparkpd.org
Fax: (323) 826-6680 Ext. 0000

Purchase Order No.	Customer ID	Maint. Beg. Date	Maint. End Date	Payment Due Date	Master No.
2014.2015	CA125	7/14/2014	7/13/2015	7/14/2014	
Quantity	Item Number	Description	Unit Price	Ext. Price	
1	V-VMERMS001	RMS 8x5 Software Support #990154, 037049	\$6,978.46	\$6,978.46	
1	V-VMCAD002	CAD 24x7 Software Support #990154, 072057	\$18,648.02	\$18,648.02	
1	V-VMEMBL001	Mobile 8x5 Software Support #990154, 10121107 - this item includes the FBR	\$14,928.49	\$14,928.49	
1	V-VMEINF001	INFORM 8x5 Software Support PRELIVE PO 757 Job 10122051 1st renewal \$776.25 - prelive	\$0.00	\$0.00	
1	V-VOTOTH002	Remote Support Connectivity (Formerly Go To Assist)	\$400.00	\$400.00	

Tax ID 95-3871079

Support quote for budgetary purposes (software purchased as of this date). Products "prelive" will be prorated to the end date of this term. Please advise IMMEDIATELY of any modifications.

Subtotal	\$40,954.97
Misc	\$0.00
Tax	\$0.00
Total	\$40,954.97

Remit to: TriTech Software Systems, PO Box 203223, Dallas, TX 75320-3223



CITY OF HUNTINGTON PARK

Public Works Department
City Council Agenda Report

July 7, 2014

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

RESOLUTION APPROVING SUPPORT FOR A SUB-REGIONAL ACTIVE TRANSPORTATION PLAN (ATP) GRANT APPLICATION

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Adopt the Resolution approving support for a sub-regional Active Transportation Plan (ATP) grant application; and
2. Authorize the City Manager to execute all documents on behalf of the City of Huntington Park in support of the application for the Active Transportation Program (ATP) Round 2.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On March 20, 2014, the California Transportation Commission (CTC) adopted the guidelines and funding sources for the Active Transportation Program (ATP) grant application package submittals. The ATP was created by Senate Bill 99 and Assembly Bill 101 to encourage increased use of active modes of transportation such as biking and walking. The CTC guidelines describe the policies, standards, criteria and procedures for the development, adoption and management of the ATP. The goals of the ATP, pursuant to the statute are to:

1. Increase the proportion of trips accomplished by biking and walking
2. Increase the safety and mobility of non-motorized users
3. Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to Senate Bill 375 and Senate Bill 391
4. Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding
5. Ensure that disadvantaged communities fully share in the benefits of the

RESOLUTION APPROVING SUPPORT FOR A SUB-REGIONAL ACTIVE TRANSPORTATION PLAN (ATP) GRANT APPLICATION

July 7, 2014

Page 2 of 3

program

6. Provide a broad spectrum of projects to benefit many types of active transportation users.

The City submitted two applications for Round 1 in April 2014. This included a project to construct a Class II bike lane on State Street and a planning grant for advanced planning and preliminary engineering of a Rails-to-Trails project along Randolph Street.

Round 2 for the ATP will be released in November of this year. In preparation for the Round 2 application and to improve our competitiveness, the City of Bell Gardens along with our neighboring cities have started a working group to develop an application for a sub-regional active transportation plan that will include but not be limited to a master plan for bikes, pedestrians and schools. We will be taking an active role in public outreach to identify the needs of the community and incorporate those ideas into the ATP. By focusing our efforts on a sub-regional master plan, we not only identify each city's needs but also the gaps within the transportation network.

LA-N-Sync, a collaborative advocacy group for Greater Los Angeles, awarded the City of Bell Gardens technical assistance to prepare the documents and write the ATP grant application. The City of Bell Gardens, acting as regional lead, is currently partnering with the neighboring cities of Bell, Maywood, Cudahy, Vernon, Commerce, and Huntington Park to develop strategies and the scope of the ATP application. Once a scope of work has been developed, costs estimates can be determined. The minimum funding request from the ATP program is \$250,000. The attached resolution will solidify support and participation in the grant application from surrounding cities. If the grant is awarded, all cities will need to enter into an agreement to disburse funds.

FISCAL IMPACT/FINANCING

The recommended actions will have no impact on the General Fund. The grant application will be developed at no cost to the participating cities by L.A.-N-Sync, a collaborative advocacy group for Greater Los Angeles working through the City of Bell Gardens and the participating cities. There is no requirement for local matching funds for this application, although the group may choose to provide a local match to make the application more competitive. City Council approval of a local match will be requested if and when a local match is determined.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended resolution will be required as part of the application package.

**RESOLUTION APPROVING SUPPORT FOR A SUB-REGIONAL ACTIVE
TRANSPORTATION PLAN (ATP) GRANT APPPLICATION**

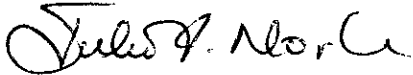
July 7, 2014

Page 3 of 3

CONCLUSION

Upon City Council approval, staff will coordinate the transmittal of the resolution and coordinate the development of the grant application with the participating cities.

Respectfully submitted,



JULIO MORALES
Interim City Manager



JAMES A. ENRIQUEZ, P.E.
Director of Public Works / City Engineer

ATTACHMENTS

A. Resolution

ATTACHMENT “A”
RESOLUTION

RESOLUTION NO.: _____

**RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF HUNTINGTON PARK
SUPPORTING THE DEVELOPMENT OF A
SUB-REGIONAL SOUTHEAST CITIES
ACTIVE TRANSPORTATION PLAN**

WHEREAS, the California Active Transportation Program (ATP) is a new source of grant funding for walking, bicycling and safe routes to school projects and programs in the state of California; and

WHEREAS, the ATP is a highly competitive statewide program that gives special consideration to communities that meet disadvantaged community criteria and those that have Active Transportation Plans; and

WHEREAS, none of the Southeast Cities currently have qualifying Active Transportation Plans; and

WHEREAS, 19 percent of trips in Los Angeles County are on foot or by bike and 39 percent of people killed on Los Angeles County roadways are walking or bicycling, but only one percent of transportation funding is spent on walking and bicycling; and

WHEREAS, residents of the Southeast Cities walk, bike and take transit at higher rates than other parts of Los Angeles County; and

WHEREAS, the Southeast Cities have large student populations that live within walking and bicycling distance of school; and

WHEREAS, walking and bicycling are healthy, affordable transportation options; and

WHEREAS, developing a multi-city Active Transportation Plan will identify improvements needed to make walking and bicycling safer, more comfortable and more convenient options for Southeast Cities residents; and

WHEREAS, the Gateway Cities Strategic Transportation Plan relies on cities to identify and prioritize projects for inclusion in regional plans and project lists for future funding; and

WHEREAS, regional collaboration among the Southeast Cities and the Gateway Cities

1 Council of Governments will make participating cities more competitive for grant funding.

2
3 NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Huntington
4 Park commits to the following activities, with the express purpose of developing and seeking
5 funding for a multi-city Active Transportation Plan to improve conditions for walking, bicycling
6 and safe routes to school throughout the Southeast Cities Sub-region:

- 7 • Participation in the Southeast Cities Active Transportation Working Group,
8 • Providing data and technical assistance to assist with the preparation of grant application
9 materials; and
10 • Providing space for community outreach meetings and events in public facilities, as
11 needed.

12 PASSED, APPROVED AND ADOPTED this ____ day of July, 2014.
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16 _____
MAYOR, ROSA E. PEREZ

17 ATTEST:
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19 _____

CITY CLERK

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CITY OF HUNTINGTON PARK

Community Development Department
City Council Agenda Report

July 7, 2014

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

FIRST READING OF AN ORDINANCE AMENDING TITLE 9, CHAPTER 4, ARTICLE 2 OF THE HUNTINGTON PARK MUNICIPAL CODE RELATING TO THE SALES OF ALCOHOLIC BEVERAGES.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Conduct a public hearing;
2. Consider all public testimony and staff's analysis; and
3. Approve the First Reading of an Ordinance amending Title 9, Chapter 4, Article 2 of the Huntington Park Municipal Code (HPMC) relating to the sales of alcoholic beverages.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The City's alcoholic beverage sales regulations are found within Title 9, Chapter 4, Article 2 of the Huntington Park Municipal Code (HPMC). The regulations were adopted as part of the comprehensive Zoning Code update in September 2001.

Overtime, staff has found that the definitions for grocery stores, convenience stores and liquor stores can be vague and subjective. Clear definitions for such businesses are necessary to accurately apply standards related to the off-sale of alcoholic beverages. Per the HPMC, "off-sale" means a commercial establishment selling alcoholic beverages, including beer or wine, for consumption off the premises. In the course of reviewing project proposals, staff has also found that there are some inconsistencies in the HPMC standards related to the minimum distance requirements between off-sale establishments and certain sensitive receptors such as, schools, parks, religious organizations and similar off-sale establishments.

FIRST READING OF AN ORDINANCE AMENDING TITLE 9, CHAPTER 4, ARTICLE 2
OF THE HUNTINGTON PARK MUNICIPAL CODE RELATING TO THE SALES OF
ALCOHOLIC BEVERAGES

July 7, 2014

Page 2 of 3

The proposed ordinance amendment seeks to clarify the definitions for off-sale alcohol establishments, as well as rectify the minimum distance requirement inconsistencies.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to HPMC Section 9-2.1401, the City Council may amend the Zoning Ordinance whenever required by public necessity and general welfare.

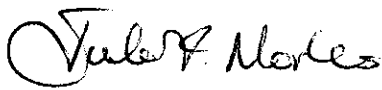
The intent of the HPMC is to address potential impacts, which could result from the proliferation and over-concentration of businesses that sell alcoholic beverages. The applicable provisions are meant to ensure that alcoholic beverage outlets do not adversely impact the public health, safety, comfort, convenience and general welfare of the City. Distance requirements between alcohol outlets and sensitive receptors such as, schools, parks, and churches are important since it reduces potential nuisance issues. However, distance requirement between alcohol outlets are equally or more important since it controls the location and number of alcohol outlets in the City and ultimately reduces the issues associated to the over-concentration of alcohol outlets.

All related ordinances and resolutions have been reviewed by the City Attorney.

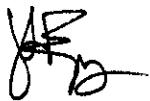
CONCLUSION

Based on the aforementioned, Staff recommends that the City Council approve the first reading of the proposed ordinance. If approved, the second reading and final adoption will be scheduled for a subsequent City Council meeting.

Respectfully submitted,



JULIO MORALES
Interim City Manager



JAMES A. ENRIQUEZ, P.E.
Director of Public Works/City Engineer

ATTACHMENTS

A: Planning Commission Resolution No. 2014-02

ATTACHMENT "A"

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WHEREAS, the Planning Commission of the City of Huntington Park, after notice duly given as required by law, held a public hearing on Wednesday, June 11, 2014 at 6:30 p.m., in the City Hall, 6550 Miles Avenue, Huntington Park, California, to consider recommending to the City Council the adoption of a Ordinance amending Title 9, Chapter 4, Article 2 of the Huntington Park Municipal Code relating to the sales of alcoholic beverages in the City.

WHEREAS, the Municipal Code is a document that will be subject to change from time to time due to changes in designs, development trends, new uses and/or situations that were not considered; and

WHEREAS, the proposed Ordinance will not adversely affect property values and will not be detrimental to the City; and

WHEREAS, the City of Huntington Park, California, pursuant to the provisions of the California Environmental Quality Act (hereinafter "CEQA") (California Public Resources Code Sections 21000 et seq.) and State CEQA guidelines, has determined that the Ordinance is exempt pursuant to Section 15183 of the California Code of Regulations; and

1

1 **WHEREAS**, any and all written comments received prior to the hearing, and
2 responses to such comments, were reviewed and considered by the Planning Commission.

3
4 **NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF**
5 **HUNTINGTON PARK DOES RESOLVE AS FOLLOWS:**

6
7 **SECTION 1:** The proposed Ordinance amending the Huntington Park Municipal
8 Code, as attached hereto and marked Exhibit "A" has been presented to the Planning
9 Commission, and the Commission has reviewed and considered the information therein
10 prior to any action on the adoption of this Resolution.

11 **SECTION 2.** The Planning Commission finds, determines, and declares that the
12 proposed amendment to the Municipal Code has been processed in accordance with State
13 law and local regulations, and that said amendment is in the public interest and consistent
14 with the General Plan.

15 **SECTION 3:** The Planning Commission, based upon evidence and staff's report
16 received at the public hearing, hereby recommends approval of the proposed amendment
17 to the Huntington Park Municipal Code relating to the sales of alcoholic beverages in the
18 City, recommends that the City Council conduct a public hearing, consider all public
19 testimony, and recommends the adoption of the proposed Ordinance.

20 **SECTION 4:** The Secretary of the Planning Commission shall certify to the adoption
21 of this Resolution and forward a copy to the City Council.

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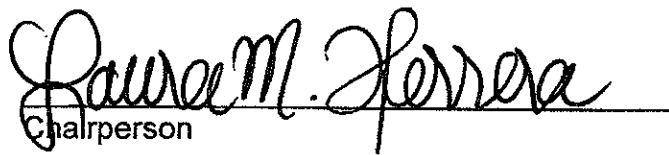
1 PASSED, APPROVED, AND ADOPTED this 11th day of June, 2014 by the
2 following vote:

3 AYES: Commissioners Anaya, Benitez, Carvajal, Herrera

4 NOES: None

5 ABSENT: Commissioner Lopez

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7 HUNTINGTON PARK PLANNING COMMISSION

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9 
10 Chairperson

11 ATTEST:

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16 Secretary

17 AGF: C:\USERS\AFONTANEZ\DROPBOX\HP FILES\2014-02-ALCOHOL SALES USES AMENDMENT\2014-02-ZOA PC RESOLUTION_06-11-2014.DOC
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ATTACHMENT "B"

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
HUNTINGTON PARK, CALIFORNIA, AMENDING ARTICLE
2 OF TITLE 9 CHAPTER 4 OF THE HUNTINGTON PARK
MUNICIPAL CODE REGARDING THE SALES OF
ALCOHOLIC BEVERAGES THROUGHOUT THE CITY OF
HUNTINGTON PARK**

WHEREAS, on June 11, 2014, following proper notice and public hearing, the City's Planning Commission adopted Resolution No. 2014-02 recommending to the City Council the adoption of an ordinance amending pertinent sections in Title 9, Chapter 4, Article 2 of the Huntington Park Municipal Code, regarding the sales of alcoholic beverages within the City; and

WHEREAS, the City Council has considered evidence presented by the Planning Commission, City Staff and the testimony and written correspondence of the public at a duly noticed public hearing.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK
DOES HEREBY ORDAIN AS FOLLOWS:**

SECTION 1. Section 9-4.203(2)(A) of the Huntington Park Municipal Code, is hereby amended to read as follows:

A. Establishments Serving Alcoholic Beverages. Due to the special impacts which result from the proliferation and over-concentration of businesses which sell alcoholic beverages, including but not limited to, promotion of deleterious health affects from excessive consumption, litter, loitering, drunk driving, interference with children on the way to and from schools and parks, discouragement of more desirable and beneficial businesses, encouragement of crime and the defacement of buildings, among other potentially blighting influences, the following provisions are to ensure that the occurrence of alcoholic beverage outlets does not adversely impact the public health, safety, comfort, convenience and general welfare of the City.

The following provisions shall apply to any commercial establishment where alcoholic beverages are to be sold or served, as applicable, and are in addition to the provisions set forth in

Chapter 2, Article 11 (Conditional Use Permits).

(1) Definitions. For the purposes of this section, unless otherwise apparent from the context, certain words and phrases used in this Section are defined as follows:

“Alcoholic beverage” means alcohol, distilled spirits, liquor, wine, beer and every other liquid or solid containing alcohol, distilled spirits, wine or beer, and which contains 0.5 percent or more of alcohol by volume and which is fit for beverage purposes, either alone or when diluted, mixed or combined with other substances.

“Banquet/conference hall” means an establishment that is rented primarily for special temporary legal activities/occasions (e.g., business meetings, banquets or entertainment), and where there are areas usable or temporarily convertible for dancing, dining, entertainment, meetings and public audio/visual presentation, and where the on-sale or serving of general alcoholic beverages, including beer or wine, if served at a function, is incidental and accessory to the primary hall functions.

“Bar/cocktail lounge/tavern” means an establishment used primarily for the on-sale of general alcoholic beverages, including beer or wine, where food and/or entertainment are incidental to the sale of alcohol.

“Bona fide public eating place” means a place which is regularly and in a bona fide manner used and kept open for the serving of meals on the premises for compensation and which has suitable kitchen facilities connected therewith containing conveniences for cooking an assortment of foods which may be required for ordinary meals, the kitchen of which shall be kept in a sanitary condition with the proper amount of refrigeration for keeping food on the premises and complying with all health laws and regulations.

“Convenience store” means a store with less than 5,000 square feet of gross floor area primarily engaged in the retail sale of a limited range of household products including, but not limited to, dry goods, canned goods, dairy and other food products, and may include the off-sale of beer or wine.

“Gas station with mini-mart” means an establishment that sells gasoline for motor vehicles in conjunction with a “Convenience store.”

“Grocery store” means a store primarily engaged in the retail sale of a wide range of household

1 products including, but not limited to, dry goods, canned goods, dairy products, fresh fruits and
2 vegetables, fresh and prepared meats, fish and poultry and where the off-sale of alcohol, including
3 beer or wine, by the establishment must be accessory to and incidental in proportion to the primary
4 use of grocery sales. Grocery store includes a market and supermarket as long as fresh produce and
5 meats are sold.

6 “Incidental sale or use” means sale or use that is a minority portion or nonrequired ancillary
7 aspect of a business either based on annual gross sales revenue or other factors (e.g., percentage of
8 floor area devoted, nature, purpose and intention of the primary permitted use).

9 “Liquor store” means a store primarily engaged in the off-sale of general alcohol, including
10 beer, wine and distilled spirits, and where other items (e.g., dry goods and food products) may also be
11 sold.

12 “Meal” means the usual assortment of foods commonly ordered at various hours of the day;
13 the service of food and victuals, (e.g., sandwiches and/or salads only), shall not be deemed in
14 compliance with this requirement.

15 “Nightclub/discotheque” means an establishment used primarily for dancing and entertainment
16 purposes, where there is a 200 square foot minimum dance area and where the on-sale of general
17 alcoholic beverages, including beer or wine, is conducted.

18 “Off-sale” means a commercial establishment selling alcoholic beverages, including beer or
19 wine, for consumption off the premises.

20 “On-sale” means a commercial establishment serving alcoholic beverages, including beer or
21 wine, for consumption on the premises.

22 “Premises” means property, land, buildings, or separate leasable space, or any combination
23 thereof, as determined by the Director.

24 (2) Prohibited Establishments.

25 a. All alcohol sale establishments shall be expressly prohibited in the R-L Low-Density
26 Residential Zone, the R-H Medium-Density Residential Zone, the R-H High-Density Residential Zone
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1 and the C-N Commercial-Neighborhood Zone.

2 b. Gas Stations with mini-marts shall be expressly prohibited from the general off-sale of
3 alcoholic beverages other than beer or wine.

4 (3) Off-Sale Conditional Use Permits. In addition to those findings set forth in Chapter 2
5 Article 11 (Conditional Use Permits), the Commission may approve an application for an off-sale
6 Conditional Use Permit only if it finds that applicant has met its burden of proof by clear and
7 convincing evidence that the application complies with all of the following provisions:

8 a. Grocery Store. Bona fide grocery stores may be located in compliance with Table IV-
9 5 (Allowed Land Uses), provided a Conditional Use Permit has been obtained according to the
10 procedures and requirements of Chapter 2, Article 11 (Conditional Use Permits).

11 b. Convenience Store.

12 1) Convenience stores may be located in compliance with Table IV-5 (Allowed Land
13 Uses), provided a Conditional Use Permit has been obtained in compliance with Chapter 2, Article 11
14 (Conditional Use Permits).

15 2) Convenience stores shall be at least 1,000 feet from any other convenience store, at
16 least 300 feet from any school, park, religious organization or nightclub/discotheque, and at least 100
17 feet from any property located in the RL, RM, RH, or CN zoning districts as measured from one
18 property line to the other.

19 c. Gas Station with Mini-Mart.

20 1) Gas stations with mini-marts may be located in compliance with Table IV-5 (Allowed
21 Land Uses), provided a Conditional Use Permit has been obtained in compliance with Chapter 2,
22 Article 11 (Conditional Use Permits).

23 2) The premises, including parking lots or parking areas, shall be at least 300 feet from
24 any school, park, religious organization, other gas stations with mini-marts selling alcoholic
25 beverages,.

26 3) The expansion of existing gas stations with mini-marts shall be exempt from minimum
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distance requirements.

d. Liquor Store.

1) Liquor stores may be located in compliance with Figure IV-5 (Allowed Land Uses), provided a Conditional Use Permit has been obtained in compliance with Chapter 2, Article 11 (Conditional Use Permits).

2) The premises, including parking lots or parking areas, shall be at least 300 feet from the property line of any school, park, religious organization, nightclub/discotheque or other liquor store, and at least 100 feet from the nearest point of any property located in the RL, RM, RH, or CN zoning districts.

3) The total number of liquor stores allowed within the City at any one time shall be limited to one for each 3,000, or fraction thereof, inhabitants of the City. The total population of the City shall be determined by the most current published total available from the U.S. Census Bureau or the California State Department of Finance, whichever has been more recently updated.

(4) On-Sale Conditional Use Permits:

a. Banquet/Conference Hall.

1) Banquet halls may be located in compliance with Table IV-5 (Allowed Land Uses), provided a Conditional Use Permit has been obtained in compliance with Chapter 2, Article 11 (Conditional Use Permits).

2) The premises, including parking lots or parking areas, shall be at least 200 feet from any school, park, religious organization, other banquet halls and the nearest point of any property located in the RL, RM, RH or CN zoning districts.

b. Bar/Cocktail Lounge/Tavern.

1) Bars/cocktail-lounges/taverns may be located in compliance with Table IV-5 (Allowed Land Uses), provided a Conditional Use Permit has been obtained in compliance with Chapter 2, Article 11 (Conditional Use Permits).

2) The premises, including parking lots or parking areas, shall be at least 300 feet from any school, park, religious organization, other bar/cocktail lounge/tavern and the nearest point of any

property located in the RL, RM, RH, or CN zoning districts.

c. Bona Fide Public Eating Place. Bona fide public eating places may be located in compliance with Table IV-5 (Allowed Land Uses), provided a Conditional Use Permit has been obtained in compliance with Chapter 2, Article 11 (Conditional Use Permits).

d. Nightclub/Discotheque.

1) Nightclubs/discotheques may be located in compliance with Figure IV-5 (Allowed Land Uses), provided a Conditional Use Permit has been obtained according to the procedures and requirements of Chapter 2, Article 11 (Conditional Use Permits).

2) The premises, including parking lots or parking areas, shall be at least 300 feet from any school, park, religious organization, convenience store, liquor store and at least 200 feet from the nearest point of any property located in the RL, RM, RH or CN zoning districts.

(5) Huntington Park Downtown Specific Plan (DTSP) Zone Exceptions. Within District A (Gateway) and District B (Festival) of the DTSP zoning district, there shall be no minimum distance requirements, between uses or other zones for the following uses: bona fide eating establishments, nightclubs/discotheques or banquet/conference halls; except as deemed necessary by the Commission in the granting of a Conditional Use Permit or by the Council in the event of an appeal.

(6) Standard Control Measures. In addition to those conditions that the Commission or Council may otherwise impose as part of a Conditional Use Permit, all establishments that sell or serve alcoholic beverages shall be subject to the following conditions:

a. Establishments shall have notices posted on the premises to warn of deleterious affects of alcohol use or abuse. The notice standards shall be as follows:

1) All signs shall state, in both English and Spanish, the following: "NOTICE: ALCOHOL CONSUMPTION MAY BE HARMFUL TO HEALTH.";

2) All signs shall be in clear view to any patrons or customers, as follows: signs shall be located within forty (40) feet of any seating area with a minimum of two (2) square feet of sign area, or located within twenty (20) feet of any seating area with a minimum of one square foot of sign area, and located within ten (10) feet of any point of purchase/pickup/service with a minimum of one square

1 foot of sign area;

2 3) Letters shall be a minimum of two (2) inches in height for signs two (2) square feet or
3 larger and a minimum of one inch in height for signs less than two (2) square feet. Colors used shall
4 promote easy visibility. All lettering shall be neatly, clearly and professionally printed and formatted;

5 b. A masonry wall shall be constructed around the parking area of any establishment at a
6 height of not less than five (5) feet nor more than six (6) feet on the lot line abutting any residential
7 zone or residential dwelling. The masonry wall shall be constructed and maintained in a manner to
8 separate, buffer and protect the adjoining property from the establishment.

9 c. The exterior walls of any establishment shall be soundproofed sufficiently so that noise
10 from the establishment shall not annoy or disturb surrounding residents or businesses adjacent to the
11 premises. The Commission is hereby authorized to establish more specific noise standards in the event
12 it determines that precise standards are necessary in the public interest and to avoid the creation of
13 public or private nuisance.

14 d. Interior lighting of any establishment shall be provided so as to produce a minimum
15 uniform intensity of three (3) foot-candle power at a height of thirty-six (36) inches above the floor.

16 e. Public telephones that permit incoming calls shall not be located on the premises of
17 any establishment.

18 f. Electronic games, including video games, shall not be located on the premises of any
19 off-sale establishment, except bona fide grocery stores with a minimum gross floor area of 10,000
20 square feet.

21 g. Exterior lighting of the parking area shall be installed to provide adequate lighting for
22 patrons while not disturbing surrounding residential or commercial areas.

23 h. Litter and trash receptacles shall be located at convenient locations both inside and
24 outside any establishment, and trash and debris shall be removed on a daily basis.

25 i. All graffiti shall be removed from the premises of any establishment within twenty-
26 four (24) hours of its discovery.

27 j. For Conditional Use Permit applications which are approved for any establishment
28

1 based in part upon the fact that alcohol sales in the premises are incidental to the sale of other products,
2 the owner or operator of the establishment shall, upon request of the Director, provide satisfactory
3 evidence that the sale of alcohol has remained incidental to the sale of other products. The Director
4 may request evidence at any time, but not more than once in a one-year period.

5 k. Within thirty (30) days of approval of the Conditional Use Permit or upon a transfer of
6 ownership of an existing establishment with an existing valid Conditional Use Permit, the applicant
7 shall certify their acceptance of the conditions placed on the approval by signing a statement that they
8 accept and shall be bound by all of the conditions.

9 l. Violation of, or noncompliance with, any of the conditions imposed in the granting of
10 a Conditional Use Permit shall constitute grounds for revocation of the Conditional Use Permit for
11 any establishment.

12 m. Expansion or enlargement of any establishment involving the sale or serving of
13 alcoholic beverages shall be subject to the Conditional Use Permit approval process as a new
14 application according to the procedures and requirements of Chapter 2, Article 11. (Conditional Use
15 Permits).

16 n. Should any structure associated with alcohol sales or serving establishments be
17 destroyed by any means to an extent of more than fifty (50) percent of its replacement cost immediately
18 prior to destruction, the establishment shall not be reconstructed except in compliance with the
19 provisions of Chapter 3, Article 6 (Nonconforming Structures and Uses).

20 o. Alcoholic beverage stock or sales display areas shall be located within the
21 establishment at the furthest point of travel from the store entrance, unless the display is located behind
22 a staff controlled counter/cash register area.

23 p. Minimum off-sale container and package sale requirements for all establishments shall
24 be as follows:

25 1) The sale of beer, malt liquor, stout, ale or similar alcoholic beverages shall not be
26 permitted in single containers smaller than five (5) gallons except in packages containing six (6) or
27
28

1 more individual cans or bottles of at least ten (10) ounces each;

2 2) The sale of wine, wine coolers, mixed spirits or other similar alcoholic beverages shall
3 not be permitted in containers of less than 750 milliliters except in packages specifically designed and
4 manufactured for multiple container sales and which packages shall in no case contain less than 4
5 individual bottles or cans of at least ten (10) ounces each;

6 3) The sale of wine or beer which exceeds fourteen (14) percent alcohol content by volume
7 shall be expressly prohibited; and

8 4) The sale of alcoholic beverages containing more than thirty-five (35) percent of alcohol
9 by volume including, but not limited to, gin, vodka, whiskey, and other similar distilled spirits, shall
10 not be permitted in containers of less than sixteen (16) ounces.

11 q. Video recordings shall be made of all alcohol sales transactions occurring at off-sale
12 establishments, except bona fide grocery stores, and retained for not less than thirty (30) days.

13 r. Any temporary window signs or other advertisements that relate to alcoholic beverage
14 sales that are within four (4) feet of the interior of a window or entrance and/or are visible from the
15 exterior shall be in compliance with the following criteria:

16 1) There shall not be more than three (3) poster-type signs and three (3) neon-gas/lighted
17 signs;

18 2) Window coverage/display area shall not exceed twenty-five (25) percent;

19 3) Signs shall not exceed twenty-five (25) percent of the total permitted sign area on the
20 premises;

21 4) Each individual sign/display shall not exceed six (6) square feet in size.

22 s. The Commission may impose additional conditions upon any establishment as may be
23 reasonable to avoid the creation of a public or private nuisance or the annoying or disturbing of
24 surrounding residents or business in compliance with procedures and requirements of Chapter 2,
25 Article 11 (Conditional Use Permits).

26 (7) Optional Control Measures. In addition to standard control measure requirements or
27 those that the Commission may otherwise impose, all off-sale and on-sale establishments may be
28

subject to any of the conditions included within the standard conditions of the Alcoholic Beverage Control Board.

(8) Conditional Use Permit Administration and Nonconforming Abatement.

a. Revocation. In addition to the conditions justifying revocation under Chapter 2, Article 11 (Conditional Use Permits), any off-sale or on-sale Conditional Use Permit may be revoked upon violation of any law, upon violation of any conditions of approval, upon the revocation of the alcoholic license by the Department of Alcoholic Beverage Control, or upon two (2) suspensions of the alcoholic license by the Department of Alcoholic Beverage Control in any twelve (12) month period.

b. Nonconforming Abatement. In addition to the provisions of Chapter 3 Article 6 (Nonconforming Structures and Uses), all nonconforming off-sale and on-sale establishments shall be required to conform with this Section in compliance with the following:

1) Mailed notice shall be given to the owners of all nonconforming establishments within two (2) years of the date of approval of this Section;

2) Compliance with all applicable codes shall be completed within two (2) years of the date of the mailed notice.

3) There shall be no revocation or denial of a Conditional Use Permit of any existing legal nonconforming establishment based upon the inability of any legal nonconforming establishment to meet the minimum distance requirements nor due to its location in a zoning district where these uses are not currently allowed.

SECTION 2. Section 9-4.203(2)(F) of the Huntington Park Municipal Code, is hereby amended to read as follows:

F. Convenience Stores. The retail sales of groceries, staples, sundry items and/or alcoholic beverages within structures of less than 5,000 square feet of gross floor area are subject to the approval of a Development Permit and shall be developed/operated in the following manner:

(1) The minimum site area for a new convenience store shall be 10,000 square feet;

(2) The site shall have direct frontage along a major or secondary street;

(3) One access drive may be permitted for each street frontage. The design and location of

1 the access drive(s) shall be subject to the approval of the Director;

2 (4) No convenience store shall be located less than 1,000 feet from an existing or
3 previously approved convenience store, or any school, as measured from one property line to another;

4 (5) All on-site lighting shall be energy efficient, stationary, and directed away from
5 adjoining properties and public rights-of-way;

6 (6) All landscaping shall be installed and permanently maintained in compliance with
7 Chapter 3, Article 8 (Landscaping Standards);

8 (7) All on-site signs shall be in compliance with Chapter 3 Article 12 (Sign Standards);

9 (8) All on-site parking shall be in compliance with Chapter 3, Article 8 (Off-Street Parking
10 Standards). A specific parking plan shall be developed as part of the permit review process;

11 (9) The premises shall be kept in a neat, clean and orderly condition at all times;

12 (10) Every parcel with a structure shall have trash receptacle(s) on the premises in
13 compliance with Section 9-3.103;

14 (11) If on-site dispensing of automotive fuels is provided, the design, location, and operation
15 of these facilities shall be consistent with the provisions of Subsection 9-4.203.N (Service Station
16 Standards). Additionally, the cashier location shall provide direct visual access to the pump islands
17 and the vehicles parked adjacent to the islands;

18 (12) Each convenience store shall provide a minimum of one public, disabled-accessible
19 restroom located within the store;

20 (13) Public pay telephones provided on-site shall not be set up for incoming calls. Public
21 telephones shall be featured with "call out" service only;

22 (14) Up to four (4) video games may be installed and operated on the premises;

23 (15) The design of the convenience store and its construction materials shall be in
24 compliance with the design guidelines contained in the General Plan; and

25 (16) A convenience store adjacent to any residential zoning district/use shall have a six (6)
26 foot-high decorative masonry wall along all property lines adjacent to the district(s). The design of the
27 wall and its construction materials shall be subject to the approval of the Director.

SECTION 3. Table IV-7 within Section 9-4.203 of the Huntington Park Municipal Code, is hereby amended to read as follows:

Table IV-7
ALCOHOL SALES ESTABLISHMENT STANDARDS

	District A (Gateway)	District B (Festival)	C-P	C-N	C-G	R-L	R-M	R-H	MPD	Minimum Distance Requirements
OFF-SALE ¹										
Grocery Store	x	x	x	x	x				x	
Convenience Store	x	x	x		x				x	1,000' from other convenience stores; 300' from school, park, religious organization, discotheque/nightclub; 100' from R-L, R-M, R-H, C-N
Gas Station with Mini Mart ³			x	x	x				x	300' from school, park, religious organization, gas station with mini mart
Liquor Store	x	x	x		x				x	300' from school, park, religious organization, discotheque/nightclub, liquor store; 100' from R-L, R-M, R-H, C-N
ON-SALE ¹										
Banquet/Conference Hall	x ²	x ²	x		x				x	200' from school, park, religious organization, banquet/conference hall; 200' from R-L, R-M, R-H, C-N
Bar/Cocktail Lounge/Tavern	x	x	x		x				x	300' from school, park, religious organization, bar/cocktail lounge/tavern; 300' from R-L, R-M, R-H, C-N
Restaurant	x	x	x	x	x				x	
Nightclub/Discotheque	x ²	x ²	x		x				x	300' from school, park, religious organization, convenience store, liquor store; 200' from R-L, R-M, R-H, C-N

x = Zone where use is allowed.

Notes:

1. All alcohol sales establishments require a Conditional Use Permit in all allowable zones.
2. Nightclub/discotheque, and banquet/conference hall facilities shall be exempt from minimum distance requirements in the District A (Gateway) and District B (Festival) of the DTSP.
3. Expansion of existing gas stations with mini-marts shall be exempt from minimum distance requirements.

SECTION 4. Section 9-4.202 and Table IV-5 of the Huntington Park Municipal Code, are hereby amended to read as follows:

9-4.202 Allowed uses.

Any use designated as "Permitted" by the following list shall comply with the provisions of this Code. Any permitted use which will occupy an existing structure (with no structural alteration/enlargement) shall comply with the operational standards contained in this Article as well as Chapter 3 (General Regulations). Additionally, any permitted use which will occupy an existing structure that is to be altered, enlarged, or requires construction of a new structure(s) shall require the approval of a Development Permit in compliance with Chapter 2, Article 10.

The following list of Allowed Land Uses, Table IV-5, establishes the primary land uses in the C-P, C-N and C-G zoning district which are Permitted (P) or subject to a Development Permit (D) or a Conditional Use Permit (C). In accordance with Section 9-1.106, uses that are not listed shall be expressly prohibited, unless the Director determines the use to be similar in nature and class to other uses listed.

Table IV-5
ALLOWED LAND USES

Land Use Activity		C-P	C-N	C-G
Administrative and Professional Offices:				
1.	Administrative, Business, Service, and Public Utilities	P	P	P
2.	Accounting, Consulting, Counseling, Design, and Legal	P	P	P
3.	Headquarters (Business, Corporate, and Government)	P	P	P
4.	Medical/Dental Uses	P	P	P
General Commercial Uses:				
1.	Auditoriums/Concert/Convention Halls	-	-	C
2.	Alcoholic Beverage Sales/Serving Establishments [see regulations in Section 9-4.203(2)(A) and Table IV-7]			
3.	Amusement/Video Arcades	-	-	C
4.	Antique Shops	-	P	P
5.	Apparel/Shoe Stores	-	P	P
6.	Appliance Stores	-	P	P

Land Use Activity		C-P	C-N	C-G
7.	Art/Photography Shops, Studios, Galleries	P	P	P
8.	Auction Sales	-	-	D
9.	Automobile, Motorcycle, and Truck Dealerships	-	-	C
10.	Automobile Parts Supply	-	-	C
11.	Automobile Rental Agencies	-	-	D
12.	Automobile Repair Specialty Shops	-	-	C
13.	Automobile Service Centers	-	-	C
14.	Bakeries (retail only)	-	P	P
15.	Banks/Financial Offices	P	P	P
16.	Banquet Halls, Lodges, and Conference Halls	-	-	C
17.	Barber/Beauty/Nail Shops	P	P	P
18.	Bars, Cocktail Lounges, Taverns	-	-	C
19.	Bicycle Shops (sales/service, non-motorized)	-	P	P
20.	Billiard/Pool Centers	-	-	C
21.	Book Stores (new/used)	-	P	P
22.	Book Stores/Adult Business [see regulations in Section 5-20]	-	-	P
23.	Bowling Alley	-	-	C
24.	Camera Film Drop Off/Express Developing	P	P	P
25.	Camera Shop (new/used)	-	P	P
26.	Candy, Confectionery/Ice Cream Stores	-	P	P
27.	Car Washes	-	-	C
28.	Catering Establishments	-	-	P
29.	Check Cashing	-	C	C
30.	Churches	C	C	C
31.	Communication Equipment Buildings	P	P	P
32.	Commuter Bus Stations	-	-	C
33.	Convenience Stores, Mini-Marts	-	D	D
34.	Cultural/Community Facilities	P	P	P
35.	Currency Exchanges	-	-	C
36.	Dance Hall/Club	-	-	C
37.	Dance School/Studios	-	C	P
38.	Day Care Center	C	C	C
39.	Delicatessens, Sandwich Shops, Donut Shop, Coffee Houses, Juice Bars	C	P	P
	under 2,000 square feet			
	over 2,000 square feet	-	C	C
40.	Department Stores	-	P	P
41.	Discount/Club Membership Stores	-	-	P
42.	Drug Stores	-	P	P
43.	Dry Cleaning/Dyeing (retail only)	-	P	P
44.	Electronic/Computer Stores	-	P	P
45.	Escort Bureau/Introductory Service	C	-	C

Land Use Activity		C-P	C-N	C-G
46.	Figure Model Studio (non-nude)	-	-	C
47.	Floor Covering/Draperies Store	-	-	P
48.	Florist Shops	P	P	P
49.	Furniture Stores	-	-	P
50.	Gift/Stationary Stores	-	P	P
51.	Glass Shop (sales/service)	-	-	P
52.	Grocery Stores (including supermarkets)	-	P	P
53.	Gun Shops	-	-	C
54.	Hardware Stores (up to 10,000 square feet)	-	P	P
55.	Health/Athletic Clubs (excluding massage parlors)	P	P	P
56.	Hobby Shops	-	P	P
57.	Home Improvement Centers (over 10,000 square feet)	-	-	C
58.	Hospitals	C	C	C
59.	Hotels/Motels	-	-	C
60.	Ice Cream Parlors	-	P	P
61.	Interior Decorating Shop	-	P	P
62.	Jewelry Sales/Repair Stores	-	P	P
63.	Laboratories (including film, medical, and dental)	-	P	P
64.	Laundromat (retail only)	-	P	P
65.	Lighting Fixture Stores	-	-	P
66.	Locksmith Shops	-	P	C
67.	Marine Sales/Service	-	-	P
68.	Massage Parlors (acupressure)	-	-	-
69.	Mini-Malls	-	D	D
70.	Money Advance	-	C	C
71.	Money Transfer	-	C	C
72.	Mortuaries	-	C	P
73.	Multiple Tenant Merchandise Mart	-	-	C
74.	Museums	P	P	P
75.	Music Stores	-	P	P
76.	Newspaper/Magazine Stores	-	P	P
77.	Nightclubs (with entertainment/dancing)	-	-	C
78.	Nurseries/Garden Supply Store	-	P	P
79.	Office Supplies/Equipment (retail only)	P	-	P
80.	Optical Shop	P	P	P
81.	Paint/Wallpaper Stores (retail only)	-	P	P
82.	Parcel Shipping/Copy/Fax Centers	P	P	P
83.	Parking Structures	C	C	C
84.	Pawn Shop/Brokers	-	-	C
85.	Pet Shops	-	P	P
86.	Plumbing Fixture Stores	-	P	P

Land Use Activity		C-P	C-N	C-G
87.	Pool Supply (retail only)	-	P	P
88.	Post Office Substation	P	P	P
89.	Printing/Blueprinting Shops	P	P	P
90.	Private Schools	C	C	C
91.	Publicly Accessible Telephones ¹	P	P	P
92.	Radio/Television Broadcasting Studios (no transmitting)	P	-	C
93.	Recording Studios	P	C	P
94.	Recycling Facilities	-	C	C
95.	Restaurants (less than 4,000 square feet, excluding drive-thrus)	-	D	D
96.	Restaurants (greater than 4,000 square feet, excluding drive-thrus)	-	C	C
97.	Restaurants with drive-thru facilities	-	-	C
98.	Restaurants (where outdoor eating facilities are larger than 400 square feet)	-	C	C
99.	Saving and Loans	P	P	P
100.	Secondhand Stores	-	-	P
101.	Service Stations (including gas stations)	-	C	C
102.	Shoe Repair	-	P	P
103.	Shuttle Stations	-	-	C
104.	Sign/Lettering Shops with retail sales area	P	P	P2
105.	Skating Rinks	-	C	C
106.	Sporting Good Stores	-	P	P
107.	Stamp/Coin Shops	P	P	P
108.	Tailor Shops	P	P	P
109.	Tattoo or Body Piercing Parlor	-	-	C
110.	Tennis Court, Commercial	D	D	D
111.	Theaters, Movie (excluding drive-ins)	-	-	C
112.	Ticket Sales	P	P	P
113.	Tobacco/Smoke Shops [see regulations in Section 4-19.03]	-	P	P
114.	Toy Stores	-	P	P
115.	Trade Schools/Private Schools	C	C	C
116.	Travel Agencies	P	P	P
117.	Variety Stores	-	P	P
118.	Vending Machines (outside, accessory use only)	C	C	C
119.	Veterinary Offices/Animal Hospitals	C	C	C
120.	Video Machines (up to 5)	P	P	P
121.	Video Stores (up to a maximum net display area of 25% of total video displays devoted to adult videos)	-	P	P
122.	Wedding Chapels	C	C	C
Other Uses:				
1.	Antennae (accessory only)	C	C	C
2.	Condominiums	-	-	-

Land Use Activity		C-P	C-N	C-G
3.	Convalescent Homes	C	C	C
4.	Drive-Thru Establishments (accessory only)	-	-	C
5.	Emergency Shelters	-	-	C
6.	Residential Developments (20 du/acre) ²	D	D	-
7.	Outdoor Storage (accessory only)	-	C	C
8.	Wireless Communications Facilities	C	C	C
9.	Senior Citizen Housing (only in Senior Citizen Housing Overlay District)	-	-	-
10.	Single Room Occupancy	-	-	-

¹ Public telephones shall not be allowed in the DTSP zoning district unless located completely within an enclosed leasable building space and more than ten (10) feet from any pedestrian opening into a building unless with a valid Publicly Accessible Telephone Permit, see Chapter 36 of Title 5 of the Municipal Code.

² Exceptions for mixed use if within 0.5 miles of a Transit Center, or 0.25 miles of a Transit Node or a Transit Corridor, as defined by the Metropolitan Transportation Authority Congestion Management Plan, or if other transit improvement measures are provided as determined by the review authority.

SECTION 5. Adoption and implementation of this ordinance is exempt from the provisions of the California Environmental Quality Act (hereinafter "CEQA") pursuant to Section 15183 of the State CEQA Guidelines (California Public Resources Code Sections 21000 et seq.).

SECTION 6. Any provisions of the Huntington Park Municipal Code or appendices thereto inconsistent with the provisions of this ordinance, to the extent of such inconsistencies and no further, are hereby repealed or modified to the extent necessary to affect the provisions of the ordinance.

SECTION 7. Should any provisions of this ordinance be determined to be invalid or unconstitutional, all other provisions shall remain in full force and effect as approved.

SECTION 8. This ordinance shall become effective 30 days after its adoption.

SECTION 9. The Mayor shall sign and the City Clerk shall attest to the passage of this ordinance. The City Clerk shall cause the same to be published in the manner prescribed by law.

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1 **PASSED, APPROVED AND ADOPTED** this _____ day of _____, 2014.

2
3
4
5 _____
Rosa E. Perez, Mayor

6 ATTEST:

7
8
9 _____
City Clerk



CITY OF HUNTINGTON PARK

Public Works Department
City Council Agenda Report

July 7, 2014

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

PUBLIC HEARING REGARDING ADOPTION OF A YOUTH EMPLOYMENT PLAN FOR THE SALT LAKE PARK ARTIFICIAL TURF SOCCER FIELD PROJECT

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Open the public hearing to receive any comments;
2. Close the public hearing; and
3. Adopt the Youth Employment Plan for this project pursuant to requirements of Los Angeles County for projects funded through the Safe Neighborhood Parks Proposition of 1996 and Supervisorial District Competitive Excess Funding Program.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On November 18, 2013, the City Council adopted a resolution approving an application for grant funds from the Los Angeles County Safe Neighborhood Parks Proposition of 1996 through the First Supervisorial District's Competitive Excess Funding Program. A grant of \$250,000 was awarded for this project.

This funding source places a special emphasis on employing at-risk youth in park improvement projects, and the Los Angeles County Regional Parks and Open Space District (District) has developed a Youth Employment Policy. It is defined in Chapter III.B.1 of the District Procedural Guide and reads, in part:

"The governing body of the Grantee (City Council) must adopt a Youth Employment Plan at a duly noticed public meeting. Notice for the hearing must include the term "Youth Employment Plan" and identify the Grant(s) addressed by the proposed Plan."

**PUBLIC HEARING REGARDING ADOPTION OF A YOUTH EMPLOYMENT PLAN
FOR THE SALT LAKE PARK ARTIFICIAL TURF SOCCER FIELD PROJECT**

July 7, 2014

Page 2 of 3

This item is presented to Council tonight to fulfill this requirement. A notice of a public hearing has been duly posted. As the City has not previously received monies from the District a Youth Employment Plan has never been adopted. It is important to note that each grant requires a project specific Youth Employment Plan.

FISCAL IMPACT/FINANCING

The recommended actions will have no impact on the General Fund. The cost for employing at-risk youth is included in the annual budget for the Department of Parks and Recreation staff.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County of Los Angeles requires the City Council to conduct a public hearing and adopt the recommended Youth Employment Plan in order to receive the funding. The public hearing was duly noticed.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Utilization of at-risk youth, as stated in the Youth Employment Plan, will result in savings of city staff time and resources. The net effect is that city full time staff will be available for other assignments. An additional benefit is that youth that are involved in the project will gain valuable skills that may increase the likelihood of future employment.

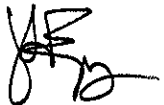
CONCLUSION

Upon City Council approval, staff will coordinate the transmittal of the Youth Employment Plan in accordance with County requirements.

Respectfully submitted,



JULIO MORALES
Interim City Manager



JAMES A. ENRIQUEZ, P.E.
Director of Public Works / City Engineer

ATTACHMENTS

- A. Youth Employment Plan
- B. Notice of Public Hearing

ATTACHMENT “A”
YOUTH EMPLOYMENT PLAN

YOUTH EMPLOYMENT PLAN

City of Huntington Park

Salt Lake Park Soccer Fields

BACKGROUND

The 2012 Competitive Tree Planting Grant Program awarded \$ 250,000 to the City for planning, development, purchase and installation of astro turf material at Salt Lake Park and Regional Sports facility. Traditional turf is unable to grow in the designated soccer field area due to the heavy usage and high demand of soccer fields. Initial funding of \$24,000 to plan the project was provided by our community partner, the City of Vernon. Dedicated soccer fields have long been championed by our community partners the American Youth Soccer Organization, Liga del San Miguel, the International Soccer League and the Huntington Park Soccer League.

TASKS THAT MAY BE PERFORMED BY AT-RISK YOUTH

1. Assemblage of facility amenities such as furniture, benches, etc. at the newly built facility.
2. Periodic turf maintenance such as combing of turf infill to redistribute the infill material.

ESTIMATED COST OF YOUTH EMPLOYMENT

Cost of project based on ten percent of grant value: \$ 25,000.00

METHOD OF YOUTH EMPLOYMENT

The City of Huntington Park Parks and Recreation Department will provide employment of local youth. These youth conform to the Los Angeles County Regional Park and Open Space District's definition of "at-risk youth".

YOUTH EMPLOYMENT GOAL

The City of Huntington Park is establishing a policy on employment of at-risk youth, with a Youth Employment Goal (YEG) equal to ten percent of the Salt Lake Park Soccer Fields grant funding from Propositions A of 1992 and 1996. The current plan exceeds the minimum youth employment goal of ten per cent of the value of the grant which is \$25,000.

The current plan to meet the YEG is as follows:

Parks Department..... \$37,560 (City funds*)

Total Youth Employment..... \$ 37,560

* FY 13-14 budget

ATTACHMENT “B”
NOTICE OF PUBLIC HEARING

Long Beach Press-Telegram

727 Pine Avenue
Long Beach, CA 90844
562 499-1236
Fax: 562 499-1391
legal@longbeachpress-telegram.com

5057732

CITY OF HUNTINGTON PARK
ATTN: ROCIO MARTINEZ
4900 MILLER AVE
HUNTINGTON PARK, CA 90255

**PROOF OF PUBLICATION
(2015.5 C.C.P.)**

**STATE OF CALIFORNIA
County of Los Angeles**

I am a citizen of the United States and a resident of the County aforesaid. I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principle clerk of the printer of the Long Beach Press-Telegram, a newspaper of general circulation, printed and published daily in the City of Long Beach, County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of County of Los Angeles, State of California, on the date of March 21, 1934, Case Number 370512. The notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

5/19/2014

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Long Beach, LA Co. California,
this 19th day of June, 2014.

J Butikoper

Signature

The Long Beach Press-Telegram, a newspaper of general circulation, is delivered to and available to but not limited to the following cities: Long Beach, Lakewood, Bellflower, Cerritos, Downey, Brea, Anaheim, Paramount, Wilmington, Cerritos, South Gate, Los Alamitos, Seal Beach, Cypress, La Brea, Lynwood, San Pedro, Hawaiian Gardens, Huntington Park, Buena Vista, Santa Fe Springs, Carson.

(Space below for use of County Clerk Only)

Legal No. 0010535333

The City of Huntington Park will hold two public hearings on July 7, 2014 at 6 p.m. in Council Chambers 5550 Miles Avenue Huntington Park, CA 90255 regarding the addition of:

1. A 'Youth Employment Plan' for the 'Trees for a Better Environment' grant in compliance with Chapter 11.8.1 of the Los Angeles County Regional Parks and Open Space District Procedural Guide for grant programs; and.

2. A 'Youth Employment Plan' for the Salt Lake Park Soccer Fields grant in compliance with Chapter 11.8.1 of the Los Angeles County Regional Parks and Open Space District Procedural Guide for grant program.

Pub June 19, 2014 (11)PT(535333)



CITY OF HUNTINGTON PARK

Public Works Department
City Council Agenda Report

July 7, 2014

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

PUBLIC HEARING REGARDING ADOPTION OF A YOUTH EMPLOYMENT PLAN FOR THE TREES FOR A BETTER ENVIRONMENT PROJECT

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Open the public hearing to receive any comments;
2. Close the public hearing; and
3. Adopt the Youth Employment Plan for this project pursuant to requirements of Los Angeles County for projects funded through the Safe Neighborhood Parks Proposition of 1996 and Supervisorial District Competitive Excess Funding Program.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On August 20, 2012, the City Council adopted Resolution No. 2012-45 approving an application for grant funds from the Los Angeles County Safe Neighborhood Parks Proposition of 1996 through the First Supervisorial District's Competitive Excess Funding Program. A grant was awarded for this project.

This funding source places a special emphasis on employing at-risk youth in park improvement projects, and the Los Angeles County Regional Parks and Open Space District (District) has developed a Youth Employment Policy. It is defined in Chapter III.B.1 of the District Procedural Guide and reads, in part:

"The governing body of the Grantee (City Council) must adopt a Youth Employment Plan at a duly noticed public meeting. Notice for the hearing must include the term "Youth Employment Plan" and identify the Grant(s) addressed by the proposed Plan."

This item is presented to Council tonight to fulfill this requirement. A notice of a public hearing has been duly posted. As the City has not previously received monies from the

**PUBLIC HEARING REGARDING ADOPTION OF A YOUTH EMPLOYMENT PLAN
FOR THE TREES FOR A BETTER ENVIRONMENT PROJECT**

July 7, 2014

Page 2 of 3

District a Youth Employment Plan has never been adopted. It is important to note that each grant requires a project specific Youth Employment Plan.

FISCAL IMPACT/FINANCING

The recommended actions will have no impact on the General Fund. The cost for employing at-risk youth will be paid for with grant funds and/or is included in the annual budget for normal staffing levels through existing programs.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County of Los Angeles requires the City Council to conduct a public hearing and adopt the recommended Youth Employment Plan in order to receive the funding. The public hearing was duly noticed.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Utilization of at-risk youth, as stated in the Youth Employment Plan, will result in savings of city staff time and resources. The net effect is that city full time staff will be available for other assignments. An additional benefit is that youth that are involved in the project will gain valuable skills that may increase the likelihood of future employment.

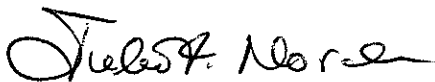
NEGATIVE DECLARATION / ENVIRONMENTAL IMPACT REPORTS

The proposed project is categorically exempt under CEQA guidelines (Section 15302). A Notice of Exemption was filed with the County Clerk.

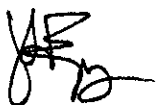
CONCLUSION

Upon City Council approval, staff will coordinate the transmittal of the Youth Employment Plan in accordance with County requirements.

Respectfully submitted,



JULIO MORALES
Interim City Manager



JAMES A. ENRIQUEZ, P.E.
Director of Public Works / City Engineer

**PUBLIC HEARING REGARDING ADOPTION OF A YOUTH EMPLOYMENT PLAN
FOR THE TREES FOR A BETTER ENVIRONMENT PROJECT**

July 7, 2014

Page 3 of 3

ATTACHMENTS

- A. Youth Employment Plan
- B. Notice of Public Hearing

ATTACHMENT “A”
YOUTH EMPLOYMENT PLAN

YOUTH EMPLOYMENT PLAN

City of Huntington Park

Trees for a Better Environment

BACKGROUND

The 2012 Competitive Tree Planting Grant Program awarded \$55,307 to the City for planting 48 trees at various locations within the City. The proposal included partnerships with the Long Beach branch of the California Conservation Corps, Communities for a Better Environment, a community based organization, and volunteers from the high school environmental club.

The project has been designed with a phased approach to allow for the various community partnerships that were identified in the application and that may feasibly be performed by at-risk youth from the community

TASKS THAT MAY BE PERFORMED BY AT-RISK YOUTH

1. Removal of landscaping, irrigation and nominal grading.
2. Excavation, soil removal and preparation of 32 sites for 24 gallon trees.
3. Planting of 32 trees at two community parks.

ESTIMATED COST OF YOUTH EMPLOYMENT

Cost per project: \$9,000.00

Total estimated cost of youth employment including supervision: \$ 9,000.00

METHOD OF YOUTH EMPLOYMENT

Long Beach branch of the California Conservation Corps will provide local youth. The Long Beach branch of the California Conservation Corps is in conformance with the Los Angeles County Regional Park and Open Space District's (District) definition of "at-risk youth."

YOUTH EMPLOYMENT GOAL

Under the provisions of the District's policy on employment of at-risk youth, the Youth Employment Goal (YEG) of the City of Huntington Park is \$5,530, equal to ten percent the City's total development Project funding from Propositions A of 1992 and 1996.

Because the Trees for a Better Environment project is the City's first Project to involve employment of youth, no progress has been made in meeting the City's YEG. The current plan to meet the YEG is as follows:

Tree Planting Project..... \$ 9,000.00 (Prop A funds)

Other new youth employment by other City Departments

(Parks (37,560), Police Cadet Program (41,330) = \$78,890)

..... \$ 78,890.00 (City funds)

Total Youth Employment \$ 87,890.00

ATTACHMENT “B”
NOTICE OF PUBLIC HEARING

Long Beach Press-Telegram

727 Pine Avenue
Long Beach, CA 90844
562-499-1236
Fax: 562-499-1391
legal@prostategram.com

5007732

CITY OF HUNTINGTON PARK
ATTN: ROCIO MARTINEZ
3600 MILLER AVE
HUNTINGTON PARK CA 90285

**PROOF OF PUBLICATION
(2015.5 C.C.P.)**

**STATE OF CALIFORNIA
County of Los Angeles**

I am a citizen of the United States and a resident of the County aforesaid. I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principle clerk of the printer of the Long Beach Press-Telegram, a newspaper of general circulation, printed and published daily in the City of Long Beach, County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of County of Los Angeles, State of California, on the date of March 21, 1934, Case Number 370512. The notice, of which one annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

6/19/2014

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Long Beach, LA Co. California,
this 19th day of June, 2014



Signature

The Long Beach Press-Telegram, a newspaper of general circulation, is delivered to and available in but not limited to the following cities: Long Beach, Lakewood, Bellflower, Cerritos, Downey, Norwalk, Artesia, Paramount, Wilmington, Cerritos, South Gate, Los Alamitos, Seal Beach, Cypress, La Brea, Lynwood, San Pedro, Hawaiian Gardens, Huntington Park, La Brea, Santa Fe Springs, Long Beach.

Legal No

0010535333

The City of Huntington Park will hold two public hearings on July 7, 2014 at 6 p.m. in Council Chambers 4553 Miles Avenue Huntington Park, CA 90255 regarding the adoption of:

1. A "Youth Employment Plan" for the "Trees for a Better Environment" grant in compliance with Chapter III.B. 1 of the Los Angeles County Regional Parks and Open Space District Procedural Guide for grant programs; and,

2. A "Youth Employment Plan" for the Salt Lake Park Soccer Fields grant in compliance with Chapter III.B. 1 of the Los Angeles County Regional Parks and Open Space District Procedural Guide for grant program

Pub June 19, 2014 (11)PT (535333)

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CITY OF HUNTINGTON PARK

Finance Department
City Council Agenda Report

July 7, 2014

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

APPROVE PROFESSIONAL SERVICE AGREEMENTS FOR CONTINUED FINANCIAL MANAGEMENT SERVICES

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve the professional service agreement with Brent Kuhn of Vavrinek, Trine, Day & Company for financial management services.
2. Approve the professional service agreement with Mazyck Advisors LLC for financial management services.
3. Authorize the interim city manager to execute the professional service agreements.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The City's former Finance Director, Julio Morales, commenced serving as Interim City Manager on June 27, 2014. As a result of this transition, the Finance Director role is currently unfilled. In order to assist in providing continued management of the City's finances – including development of the City's budget and annual financial reports – it is recommended that the City retain financial management experts under two professional services agreement. One of the contracted positions will manage accounting functions and the preparation of the City's Comprehensive Annual Financial Report (CAFR), while the other position will manage the preparation of the City's annual budget.

1. Accounting and Financial Reporting

Mr. Brent Kuhn of the accounting firm Vavrinek, Trine, Day & Company will perform accounting and CAFR-related duties. Mr. Kuhn has previously performed auditing, accounting, and other financial services for the City and is familiar with many of our financial practices and policies.

APPROVE PROFESSIONAL SERVICE AGREEMENTS FOR CONTINUED FINANCIAL
MANAGEMENT SERVICES

July 7, 2014

Page 2 of 3

2. Budget and Financial Analysis

Jan Mazyck, principal owner of Mazyck Advisors LLC, will manage the preparation of the City's annual budget. Ms. Mazyck has more than 20 years of public finance experience and previously served as a partner of one of the nation's leading financial advisory and investment management firms.

In addition, two current Finance Department employees have assumed additional responsibilities as of June 27. Ms. Teresa Garcia is serving as Acting Finance Manager and Ms. Annie Ruiz is serving as Acting Finance Director. Each will receive a five percent acting pay increase and will have respective signatory authority.

Collectively, these four individuals will perform the essential duties that were previously performed by the Finance Director.

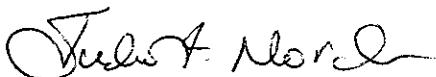
FISCAL IMPACT/FINANCING

Total compensation (salary + benefits) for the Finance Director position is approximately \$100 per hour. Each of the consultants to be retained by the City will be paid \$100 per hour and will collectively work approximately 40 hours per week. Each of the consultants will be retained through a professional services agreement and will not receive any employee benefits. Therefore, the cost of hiring the two consultants will have a neutral financial impact.

CONCLUSION

Upon Council approval, the Interim City Manager will execute the professional service agreements with Mazyck Advisors LLC and Brent Kuhn for financial management services.

Respectfully submitted,



JULIO MORALES
Interim City Manager

ATTACHMENTS

A: Professional services agreement – Mazyck Advisors LLC

B: Professional services agreement – Brent Kuhn, Vavrinek, Trine, Day & Company

ATTACHMENT "A"

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT FOR CONTRACT SERVICES ("Agreement") is made and entered into as of July 7, 2014, by and between the CITY OF HUNTINGTON PARK, a municipal organization organized under the laws of the State of California ("City"), and Mazyck Advisors LLC ("Consultant").

NOW THEREFORE, the parties hereto agree as follows:

SECTION ONE: SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Consultant shall provide those services related to financial management support, as specified in the "Scope of Services" attached hereto as Exhibit "A" and incorporated herein by this reference (the "services" or "work"). Consultant warrants that all services will be performed in a competent, professional and satisfactory manner in accordance with the standards prevalent in the industry for such services.

1.2 Changes and Additions to Scope of Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Proposal or make changes by altering, adding to, or deducting from said work. No such work shall be undertaken unless a written order is first given by City to Consultant, incorporating therein any adjustment in (i) the Schedule of Compensation, and/or (ii) the Schedule of Performance, which adjustments are subject to the written approval of the Consultant. It is expressly understood by Consultant that the provisions of this Section 1.2 shall not apply to services specifically set forth in the Proposal or reasonably contemplated therein. Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Proposal may be more costly or time consuming than Consultant anticipates, and that Consultant shall not be entitled to additional compensation therefor.

1.3 Familiarity with Work. By executing this Agreement, Consultant warrants that (a) it has thoroughly investigated and considered the work to be performed, (b) it has investigated the nature and factual context of the work and fully acquainted itself with the conditions pertaining to it, (c) it has carefully considered how the work should be performed, and (d) it fully understands the facilities, difficulties and restrictions attending performance of the work under this Agreement. Should Consultant discover any latent or unknown conditions materially differing from those inherent in the work or as represented by City, and such latent or unknown condition affects Consultant's ability to perform the Work for the Contract Sum (as defined in Section 2.1 below) Consultant shall immediately inform City of such fact and shall not proceed except at Consultant's risk until written instructions are received from the Contract Officer (as defined in Section 4.2 hereof).

1.4 Standard of Performance. Consultant agrees that all services shall be performed in a competent, professional, and satisfactory manner in accordance with the standards prevalent in the industry, and that all goods, materials, equipment or personal property included within the services herein shall be of good quality, fit for the purpose intended.

1.5 Prohibition Against Subcontracting or Assignment. Consultant shall not contract with any entity to perform in whole or in part the work and services required of Consultant herein without the prior express written approval of the City. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of the City. Any such prohibited assignment or transfer shall be void.

SECTION TWO: COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant shall be compensated \$100 per hour in a total amount not to exceed One Hundred Thousand Dollars (\$100,000) (the "Contract Sum"). The method of compensation set forth in the Proposal may include payment for time and materials based upon Consultant's rate schedule, but not exceeding the Contract Sum, or such other methods as may be specified in the Proposal. Compensation may include reimbursement at Consultant's actual cost, without additional overhead or services charge, for actual and necessary expenditures for reproduction costs, transportation expense, telephone expense, and similar costs and expenses when and if specified in the Proposal.

2.2 Method of Payment. Unless otherwise provided in the Proposal, Consultant shall submit to City no later than the tenth (10th) working day of each month, in the form approved by City, an invoice for services rendered prior to the date of the invoice. Such invoice shall (1) describe in detail the services provided, including time and materials, and (2) specify each staff member who has provided services and the number of hours assigned to each such staff member. Such invoice shall contain a certification by a principal member of Consultant specifying that the payment requested is for work performed in accordance with the terms of this Agreement. City will pay Consultant for all expenses stated thereon which are approved by City pursuant to this Agreement no later than thirty (30) days after invoices are received by the City.

SECTION THREE: TERM

3.1 Term. The term of this agreement shall commence on July 7, 2014 and remain in effect continuously through December 31, 2014 (initial term), unless terminated in accordance with the provisions of this Agreement. This Agreement may be extended upon mutual agreement by both parties (extended term).

3.2 Termination Prior To Expiration Of Term. This section shall govern any termination of this Agreement, except as specifically provided in the following Section 3.3 for termination for cause. City reserves the right to terminate this Agreement at any time, with or without cause, upon fourteen (14) days' written notice to Consultant. Upon receipt of any notice of termination, Consultant shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Consultant shall be entitled to compensation for all services rendered prior to receipt of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer, except as provided in Section 8.8.

SECTION FOUR: COORDINATION OF WORK

4.1 Representative of Consultant. Jan Mazyck is hereby designated as the principal representative of the Consultant, authorized to act in its behalf with respect to the work and services specified herein and to make all decisions in connection therewith. A substitution of the designated representative must be approved in advance by the City.

4.2 Contract Officer. The Contract Officer shall be the City Manager or such other person as may be designated by the City Manager. It shall be Consultant's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and Consultant shall refer any decisions, which must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer.

SECTION FIVE: INDEMNIFICATION

5.1 Indemnification. Consultant shall indemnify, defend, and hold City and City Personnel harmless from and against any and all actions, suits, claims, demands, judgments, attorney's fees, costs, damages to persons or property, losses, penalties, obligations, expenses or liabilities (herein "claims" or "liabilities") that may be asserted or claimed by any person or entity arising out of the negligence, recklessness, or willful misconduct of Consultant, its employees, agents, representatives or subcontractors in the performance of any tasks or services for or on behalf of City, whether or not there is concurrent active or passive negligence on the part of City and/or City Personnel, but excluding such claims or liabilities arising from the sole active negligence or willful misconduct of City or City Personnel. In connection therewith:

5.1.1. Consultant shall defend any action or actions filed in connection with any such claims or liabilities, and shall pay all costs and expenses, including attorney's fees incurred in connection therewith.

5.1.2. Consultant shall promptly pay any judgment rendered against City or any City Personnel for any such claims or liabilities.

5.1.3. In the event City and/or any City Personnel is made a party to any action or proceeding filed or prosecuted for any such damages or other claims arising out of or in connection with the negligence, recklessness, or willful misconduct of Consultant, Consultant shall pay to City any and all costs and expenses incurred by City or City Personnel in such action or proceeding, together with reasonable attorney's fees and expert witness fees.

SECTION SIX: RECORDS AND REPORTS.

6.1 Reports. Consultant shall periodically prepare and submit to the Contract Officer such reports concerning Consultant's performance of the services required by this Agreement as the Contract Officer shall require.

6.2 Records. Consultant shall keep such books and records as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the cost and the performance of such services. Books and records pertaining to costs shall be kept

and prepared in accordance with generally accepted accounting principals. The Contract Officer shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit, and make records and transcripts from such records.

6.3 Ownership of Documents. Originals of all drawings, specifications, reports, records, documents and other materials, whether in hard copy or electronic form, which are prepared by Consultant, its employees, subcontractors and agents in the performance of this Agreement, shall be the property of City and shall be delivered to City upon termination of this Agreement or upon the earlier request of the Contract Officer, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of the documents and materials hereunder. Consultant shall cause all subcontractors to assign to City any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages suffered thereby.

SECTION SEVEN: RELEASE OF INFORMATION/CONFLICTS OF INTEREST.

7.1 All information gained by Contractor in performance of this Agreement shall be considered confidential and shall not be released by Contractor without City's prior written authorization. Contractor, its officers, employees, agents, or sub-Contractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena.

7.2 Contractor shall promptly notify City should Contractor, its officers, employees, agents, or sub-Contractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed hereunder or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Contractor and/or be present at any deposition, hearing, or similar proceeding. Contractor agrees to cooperate fully with City and to provide the opportunity to review any response to discovery requests provided by Contractor. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

SECTION EIGHT: LEGAL RELATIONS AND RESPONSIBILITIES.

8.1 Compliance With Law. Consultant shall keep itself fully informed of all existing and future state and federal laws and all county and city ordinances and regulations which in any manner affect those employed by it or in any way affect the performance of services pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws, ordinances, and regulations and shall be responsible for the compliance of all work and services performed by or on behalf of Consultant.

8.2 Licenses, Permits, Fees and Assessments. Except as otherwise specified herein, Consultant shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the performance of the services required by this Agreement.

8.3 Covenant Against Discrimination. The Consultant covenants that, by and for itself, its heirs, executors, assigns and all persons claiming under or through them, that there shall be no discrimination against, or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement.

8.4 Independent Contractor. Consultant shall perform all services required herein as an independent contractor of City and shall remain at all times as to City a wholly independent contractor. City shall not in any way or for any purpose become or be deemed to be a partner of Consultant in its business or otherwise, or a joint venturer, or a member of any joint enterprise with Consultant. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City. Neither Consultant nor any of Consultant's employees shall, at any time, or in any way, be entitled to any sick leave, vacation, retirement, or other fringe benefits from City; and neither Consultant nor any of its employees shall be paid by City time and one-half for working in excess of forty (40) hours in any one week. City is under no obligation to withhold State and Federal tax deductions from Consultant's compensation. Neither Consultant nor any of Consultant's employees shall have any property right to any position, or any of the rights an employee may have in the event of termination of this Agreement.

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

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

8.7 Disputes. In the event of any dispute arising under this Agreement, the injured party shall notify the injuring party in writing of its contentions by submitting a claim therefor. The injured party shall continue performing its obligations hereunder so long as the injuring party commences to cure such default within ten (10) days of service of such notice and completes the cure of such default within forty-five (45) days after service of the notice, or such longer period as may be permitted by the Contract Officer; provided that if the default is an immediate danger to the health, safety and general welfare, City may take such immediate action as City deems warranted. Compliance with the provisions of this section shall be a condition

precedent to termination of this Agreement for cause and to any legal action, and such compliance shall not be a waiver of any party's right to take legal action in the event that the dispute is not cured, provided that nothing herein shall limit City's right to terminate this Agreement without cause pursuant to Section 3.2.

8.8 Retention of Funds. City may withhold from any monies payable to Consultant sufficient funds to compensate City for any losses, costs, liabilities, or damages it reasonably believes were suffered by City due to the default of Consultant in the performance of the services required by this Agreement.

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

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

8.11 Attorney's Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees, whether or not the matter proceeds to judgment.

8.12 Conflict of Interest. No officer or employee of the City shall have any financial interest, direct or indirect, in this Agreement, nor shall any such officer or employee participate in any decision relating to the Agreement which affects his or her financial interest or the financial interest of any corporation, partnership or association in which he or she is, directly or indirectly, interested, in violation of any State statute or regulation. The Consultant warrants that it has not paid or given and will not pay or give, any third party any money or other consideration for obtaining this Agreement.

8.13 Safety. The Consultant shall execute and maintain his/her work so as to avoid injury or damage to any person or property. The Consultant shall comply with the requirements of the specifications relating to safety measures applicable in particular operations or kinds of work. In carrying out his/her work, the Consultant shall at all times exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed, and be in compliance with all applicable federal, state and local statutory and regulatory requirements including California Department of Industrial Relations (Cal/OSHA) regulations; and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act.

SECTION NINE: MISCELLANEOUS

9.1 Notices. Any notice, demand, request, consent, approval, communication either party desires or is required to give the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail to the address set forth below. Either party may change its address by notifying the other party of the change of address in writing. Notices personally delivered or delivered by a document delivery service shall be effective upon receipt. Notices delivered by mail shall be effective at 5:00 p.m. on the second calendar day following dispatch.

To City: CITY OF HUNTINGTON PARK
Attention: City Manager
6550 Miles Avenue
Huntington Park, CA 90255

To Contractor: MAZYCK ADVISORS LLC
1800 Century Park East, Suite 600
Los Angeles, CA 90067

9.2 Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement.

9.3 Integration; Amendment. This Agreement contains the entire understanding of the parties herein and supersedes any and all other written or oral understandings as to those matters contained herein, and no prior oral or written understanding shall be of any force or effect with respect to those matters covered thereby. No amendment, change or modification of this Agreement shall be valid unless in writing, stating that it amends, changes or modifies this Agreement, and signed by all the parties hereto.

9.4 Severability. In the event that part of this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or inability to enforce shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

9.5 Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

9.6 Statutory References. All references in this Agreement to particular statutes, regulations, ordinances, or resolutions of the United States, the State of California, or the County of Los Angeles shall be deemed to include the same statute, regulation, ordinance or resolution

as hereafter amended or renumbered, or if repealed, to such other provisions as may thereafter govern the same subject..

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

CITY:

CONTRACTOR:

CITY OF HUNTINGTON PARK

MAZYCK ADVISORS LLC

JULIO MORALES

By: _____

By: _____

City Manager, City of Huntington Park

Jan Mazyck

ATTEST:

By: _____

City Clerk, City of Huntington Park

APPROVED AS TO FORM

RUTAN & TUCKER, LLP

TODD LITFIN

By: _____

Interim City Attorney, City of Huntington Park

EXHIBIT A

SCOPE OF SERVICES

Mazyck Advisors LLC shall assist with the preparation of the City's annual budget and special projects, as needed. The consultant shall perform the following duties:

1. Assists in budget preparation by estimating anticipated revenues, expenditures and fund balances;
2. Provides information of fund appropriation balances and prepares financial statements and reports such as monthly expenditure revenue reports;
3. Prepares and supervises the preparation of the City payroll and maintenance of payroll files and records;
4. Attends City Council and other appropriate meetings to explain financial matters, if needed;
5. Controls the expenditure of appropriated funds, enforces compliance with generally accepted standard accounting systems and fiscal procedures;
6. Prepares and submits the required documentation for the annual street lighting assessment district and the annual CalPERS retirement rate resolution;
7. Coordinates fiscal operations with City departments;
8. Prepares and supervises the preparation of reports;
9. Performs other related duties as assigned or as situation requires.

ATTACHMENT “B”

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT FOR CONTRACT SERVICES ("Agreement") is made and entered into as of July 7, 2014, by and between the CITY OF HUNTINGTON PARK, a municipal organization organized under the laws of the State of California ("City"), and Vavrinek, Trine, Day & Company ("Consultant").

NOW THEREFORE, the parties hereto agree as follows:

SECTION ONE: SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Consultant shall provide those services related to financial management support, as specified in the "Scope of Services" attached hereto as Exhibit "A" and incorporated herein by this reference (the "services" or "work"). Consultant warrants that all services will be performed in a competent, professional and satisfactory manner in accordance with the standards prevalent in the industry for such services.

1.2 Changes and Additions to Scope of Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Proposal or make changes by altering, adding to, or deducting from said work. No such work shall be undertaken unless a written order is first given by City to Consultant, incorporating therein any adjustment in (i) the Schedule of Compensation, and/or (ii) the Schedule of Performance, which adjustments are subject to the written approval of the Consultant. It is expressly understood by Consultant that the provisions of this Section 1.2 shall not apply to services specifically set forth in the Proposal or reasonably contemplated therein. Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Proposal may be more costly or time consuming than Consultant anticipates, and that Consultant shall not be entitled to additional compensation therefor.

1.3 Familiarity with Work. By executing this Agreement, Consultant warrants that (a) it has thoroughly investigated and considered the work to be performed, (b) it has investigated the nature and factual context of the work and fully acquainted itself with the conditions pertaining to it, (c) it has carefully considered how the work should be performed, and (d) it fully understands the facilities, difficulties and restrictions attending performance of the work under this Agreement. Should Consultant discover any latent or unknown conditions materially differing from those inherent in the work or as represented by City, and such latent or unknown condition affects Consultant's ability to perform the Work for the Contract Sum (as defined in Section 2.1 below) Consultant shall immediately inform City of such fact and shall not proceed except at Consultant's risk until written instructions are received from the Contract Officer (as defined in Section 4.2 hereof).

1.4 Standard of Performance. Consultant agrees that all services shall be performed in a competent, professional, and satisfactory manner in accordance with the standards prevalent in the industry, and that all goods, materials, equipment or personal property included within the services herein shall be of good quality, fit for the purpose intended.

1.5 Prohibition Against Subcontracting or Assignment. Consultant shall not contract with any entity to perform in whole or in part the work and services required of Consultant herein without the prior express written approval of the City. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of the City. Any such prohibited assignment or transfer shall be void.

SECTION TWO: COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant shall be compensated \$100 per hour in a total amount not to exceed One Hundred Thousand Dollars (\$100,000) (the "Contract Sum"). The method of compensation set forth in the Proposal may include payment for time and materials based upon Consultant's rate schedule, but not exceeding the Contract Sum, or such other methods as may be specified in the Proposal. Compensation may include reimbursement at Consultant's actual cost, without additional overhead or services charge, for actual and necessary expenditures for reproduction costs, transportation expense, telephone expense, and similar costs and expenses when and if specified in the Proposal.

2.2 Method of Payment. Unless otherwise provided in the Proposal, Consultant shall submit to City no later than the tenth (10th) working day of each month, in the form approved by City, an invoice for services rendered prior to the date of the invoice. Such invoice shall (1) describe in detail the services provided, including time and materials, and (2) specify each staff member who has provided services and the number of hours assigned to each such staff member. Such invoice shall contain a certification by a principal member of Consultant specifying that the payment requested is for work performed in accordance with the terms of this Agreement. City will pay Consultant for all expenses stated thereon which are approved by City pursuant to this Agreement no later than thirty (30) days after invoices are received by the City.

SECTION THREE: TERM

3.1 Term. The term of this agreement shall commence on July 7, 2014 and remain in effect continuously through December 31, 2014 (initial term), unless terminated in accordance with the provisions of this Agreement. This Agreement may be extended upon mutual agreement by both parties (extended term).

3.2 Termination Prior To Expiration Of Term. This section shall govern any termination of this Agreement, except as specifically provided in the following Section 3.3 for termination for cause. City reserves the right to terminate this Agreement at any time, with or without cause, upon fourteen (14) days' written notice to Consultant. Upon receipt of any notice of termination, Consultant shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Consultant shall be entitled to compensation for all services rendered prior to receipt of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer, except as provided in Section 8.8.

SECTION FOUR: COORDINATION OF WORK

4.1 Representative of Consultant. Brent Kuhn is hereby designated as the principal representative of the Consultant, authorized to act in its behalf with respect to the work and services specified herein and to make all decisions in connection therewith. A substitution of the designated representative must be approved in advance by the City.

4.2 Contract Officer. The Contract Officer shall be the City Manager or such other person as may be designated by the City Manager. It shall be Consultant's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and Consultant shall refer any decisions, which must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer.

SECTION FIVE: INDEMNIFICATION

5.1 Indemnification. Consultant shall indemnify, defend, and hold City and City Personnel harmless from and against any and all actions, suits, claims, demands, judgments, attorney's fees, costs, damages to persons or property, losses, penalties, obligations, expenses or liabilities (herein "claims" or "liabilities") that may be asserted or claimed by any person or entity arising out of the negligence, recklessness, or willful misconduct of Consultant, its employees, agents, representatives or subcontractors in the performance of any tasks or services for or on behalf of City, whether or not there is concurrent active or passive negligence on the part of City and/or City Personnel, but excluding such claims or liabilities arising from the sole active negligence or willful misconduct of City or City Personnel. In connection therewith:

5.1.1. Consultant shall defend any action or actions filed in connection with any such claims or liabilities, and shall pay all costs and expenses, including attorney's fees incurred in connection therewith.

5.1.2. Consultant shall promptly pay any judgment rendered against City or any City Personnel for any such claims or liabilities.

5.1.3. In the event City and/or any City Personnel is made a party to any action or proceeding filed or prosecuted for any such damages or other claims arising out of or in connection with the negligence, recklessness, or willful misconduct of Consultant, Consultant shall pay to City any and all costs and expenses incurred by City or City Personnel in such action or proceeding, together with reasonable attorney's fees and expert witness fees.

SECTION SIX: RECORDS AND REPORTS.

6.1 Reports. Consultant shall periodically prepare and submit to the Contract Officer such reports concerning Consultant's performance of the services required by this Agreement as the Contract Officer shall require.

6.2 Records. Consultant shall keep such books and records as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the cost and the performance of such services. Books and records pertaining to costs shall be kept

and prepared in accordance with generally accepted accounting principals. The Contract Officer shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit, and make records and transcripts from such records.

6.3 Ownership of Documents. Originals of all drawings, specifications, reports, records, documents and other materials, whether in hard copy or electronic form, which are prepared by Consultant, its employees, subcontractors and agents in the performance of this Agreement, shall be the property of City and shall be delivered to City upon termination of this Agreement or upon the earlier request of the Contract Officer, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of the documents and materials hereunder. Consultant shall cause all subcontractors to assign to City any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages suffered thereby.

SECTION SEVEN: RELEASE OF INFORMATION/CONFLICTS OF INTEREST.

7.1 All information gained by Contractor in performance of this Agreement shall be considered confidential and shall not be released by Contractor without City's prior written authorization. Contractor, its officers, employees, agents, or sub-Contractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena.

7.2 Contractor shall promptly notify City should Contractor, its officers, employees, agents, or sub-Contractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed hereunder or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Contractor and/or be present at any deposition, hearing, or similar proceeding. Contractor agrees to cooperate fully with City and to provide the opportunity to review any response to discovery requests provided by Contractor. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

SECTION EIGHT: LEGAL RELATIONS AND RESPONSIBILITIES.

8.1 Compliance With Law. Consultant shall keep itself fully informed of all existing and future state and federal laws and all county and city ordinances and regulations which in any manner affect those employed by it or in any way affect the performance of services pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws, ordinances, and regulations and shall be responsible for the compliance of all work and services performed by or on behalf of Consultant.

8.2 Licenses, Permits, Fees and Assessments. Except as otherwise specified herein, Consultant shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the performance of the services required by this Agreement.

8.3 Covenant Against Discrimination. The Consultant covenants that, by and for itself, its heirs, executors, assigns and all persons claiming under or through them, that there shall be no discrimination against, or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement.

8.4 Independent Contractor. Consultant shall perform all services required herein as an independent contractor of City and shall remain at all times as to City a wholly independent contractor. City shall not in any way or for any purpose become or be deemed to be a partner of Consultant in its business or otherwise, or a joint venturer, or a member of any joint enterprise with Consultant. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City. Neither Consultant nor any of Consultant's employees shall, at any time, or in any way, be entitled to any sick leave, vacation, retirement, or other fringe benefits from City; and neither Consultant nor any of its employees shall be paid by City time and one-half for working in excess of forty (40) hours in any one week. City is under no obligation to withhold State and Federal tax deductions from Consultant's compensation. Neither Consultant nor any of Consultant's employees shall have any property right to any position, or any of the rights an employee may have in the event of termination of this Agreement.

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

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

8.7 Disputes. In the event of any dispute arising under this Agreement, the injured party shall notify the injuring party in writing of its contentions by submitting a claim therefor. The injured party shall continue performing its obligations hereunder so long as the injuring party commences to cure such default within ten (10) days of service of such notice and completes the cure of such default within forty-five (45) days after service of the notice, or such longer period as may be permitted by the Contract Officer; provided that if the default is an immediate danger to the health, safety and general welfare, City may take such immediate action as City deems warranted. Compliance with the provisions of this section shall be a condition

precedent to termination of this Agreement for cause and to any legal action, and such compliance shall not be a waiver of any party's right to take legal action in the event that the dispute is not cured, provided that nothing herein shall limit City's right to terminate this Agreement without cause pursuant to Section 3.2.

8.8 Retention of Funds. City may withhold from any monies payable to Consultant sufficient funds to compensate City for any losses, costs, liabilities, or damages it reasonably believes were suffered by City due to the default of Consultant in the performance of the services required by this Agreement.

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

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

8.11 Attorney's Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees, whether or not the matter proceeds to judgment.

8.12 Conflict of Interest. No officer or employee of the City shall have any financial interest, direct or indirect, in this Agreement, nor shall any such officer or employee participate in any decision relating to the Agreement which affects his or her financial interest or the financial interest of any corporation, partnership or association in which he or she is, directly or indirectly, interested, in violation of any State statute or regulation. The Consultant warrants that it has not paid or given and will not pay or give, any third party any money or other consideration for obtaining this Agreement.

8.13 Safety. The Consultant shall execute and maintain his/her work so as to avoid injury or damage to any person or property. The Consultant shall comply with the requirements of the specifications relating to safety measures applicable in particular operations or kinds of work. In carrying out his/her work, the Consultant shall at all times exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed, and be in compliance with all applicable federal, state and local statutory and regulatory requirements including California Department of Industrial Relations (Cal/OSHA) regulations; and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act.

SECTION NINE: MISCELLANEOUS

9.1 Notices. Any notice, demand, request, consent, approval, communication either party desires or is required to give the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail to the address set forth below. Either party may change its address by notifying the other party of the change of address in writing. Notices personally delivered or delivered by a document delivery service shall be effective upon receipt. Notices delivered by mail shall be effective at 5:00 p.m. on the second calendar day following dispatch.

To City: CITY OF HUNTINGTON PARK
 Attention: City Manager
 6550 Miles Avenue
 Huntington Park, CA 90255

To Contractor: VAVRINEK, TRINE, DAY & COMPANY
 25231 Paseo De Alicia, Suite 100
 Laguna Hills, CA 92653

9.2 Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement.

9.3 Integration; Amendment. This Agreement contains the entire understanding of the parties herein and supersedes any and all other written or oral understandings as to those matters contained herein, and no prior oral or written understanding shall be of any force or effect with respect to those matters covered thereby. No amendment, change or modification of this Agreement shall be valid unless in writing, stating that it amends, changes or modifies this Agreement, and signed by all the parties hereto.

9.4 Severability. In the event that part of this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or inability to enforce shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

9.5 Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

9.6 Statutory References. All references in this Agreement to particular statutes, regulations, ordinances, or resolutions of the United States, the State of California, or the County of Los Angeles shall be deemed to include the same statute, regulation, ordinance or resolution

as hereafter amended or renumbered, or if repealed, to such other provisions as may thereafter govern the same subject..

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

CITY:

CITY OF HUNTINGTON PARK

JULIO MORALES

By: _____

City Manager, City of Huntington Park

CONTRACTOR:

VAVRINEK, TRINE, DAY & COMPANY

By: _____

Brent Kuhn

ATTEST:

By: _____

City Clerk, City of Huntington Park

APPROVED AS TO FORM

RUTAN & TUCKER, LLP

TODD LITFIN

By: _____

Interim City Attorney, City of Huntington Park

EXHIBIT A

SCOPE OF SERVICES

Vavrinek, Trine, Day & Company shall assist with accounting functions and the preparation of the City's Comprehensive Annual Financial Report (CAFR), among other duties as assigned. The consultant shall perform the following duties:

1. Supervises independent auditors and accountants;
2. Reviews, approves, and audits payments, invoices, payrolls, and demands;
3. Directs and participates in the review of all financial transactions;
4. Controls the expenditure of appropriated funds, enforces compliance with generally accepted standard accounting systems and fiscal procedures;
5. Plans and develops accounting procedures for recording and maintaining accounting records;
6. Establishes procedures for and directs the billing and collecting of water utility charges and collection of revenues due to the city;
7. Provides information of fund appropriation balances and prepares financial statements and reports such as monthly expenditure revenue reports;
8. Prepares and supervises the preparation of reports;
9. Performs other related duties as assigned or as situation requires.



CITY OF HUNTINGTON PARK

Community Development Department
City Council Agenda Report

July 7, 2014

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

AWARD PROFESSIONAL SERVICES AGREEMENT TO LORRAINE MENDEZ AND ASSOCIATES TO PROVIDE CONSULTING SERVICES FOR THE ADMINISTRATION OF FEDERAL HOUSING AND URBAN DEVELOPMENT (HUD) GRANT PROGRAMS

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Award a professional services contract to Lorraine Mendez & Associates (LMA) for in an amount not-to-exceed \$155,000 to provide administrative compliance services related to the HUD Community Development Block Grant (CDBG), HOME and Lead-Based Paint programs
2. Authorize the Interim City Manager to execute the contract

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

In 2008 the current Consultant, Karen Warner and Associates (KWA), was awarded a four year contract to assist in the administration of the City's federal HUD programs. The contract with KWA expired on December 2012. On November 18, 2013, the City Council approved a contract with KWA to continue providing consulting services on a month-to-month basis until July 1, 2014, during which time we would conduct a request for proposals (RFP). Consequently, staff initiated a RFP process to identify a new consultant to provide administrative support for the compliance of its HUD programs.

The scope of services to be provided by the new consultant have been reduced; staff has assumed some portion of the administrative duties previously provided by KWA. The consultant's primary responsibilities will be to *assist* in the monitoring, tracking, drawdown requests, review of eligibility of programs, preparation of the 5 year Consolidated Plan, Consolidated Annual Performance Evaluation Report (CAPER), Annual Action Plan, and submittal of required compliance reports for the CDBG, HOME,

AWARD PROFESSIONAL SERVICES AGREEMENT TO LORRAINE MENDEZ AND ASSOCIATES TO PROVIDE CONSULTING SERVICES RELATED TO THE ADMINISTRATION OF FEDERAL HOUSING AND URBAN DEVELOPMENT (HUD) GRANT PROGRAMS

July 7, 2014

Page 2 of 4

and Lead-Based Paint programs. In addition, the consultant will be expected to provide insight regarding program guidelines and interpretation of HUD policies and procedures.

FISCAL IMPACT/FINANCING

Staff recommends approval of a one-year contract with LMA for an amount not-to-exceed \$155,000 for a period of one year with two year extensions. These services have been approved in the Fiscal Year 2014-2015 Annual Action Plan/budget for CDBG and HOME. In addition, staff has included in the application for the Lead Based Paint Grant Program a budget for administrative and direct cost which will pay for a portion of LMA services. The following provides a summary for the services to be provided by LMA.

Task 1: Consolidated Plan	25,000
Task 2: Action Plan	8,000
Task 3: CAPER	7,000
Task 4: Ongoing HUD Administration	110,000
Task 5: Expenses	5,000
Total	\$155,000

Tasks 1 – 3 are fixed fees and Task 4 will be charged on an hourly basis (\$60-\$80/hr x 1,375 hrs/year) for a not-to-exceed amount of \$110,000. These fees will be paid from the administrative cost allowance and direct project delivery under each of the following HUD programs:

1. CDBG (66%)	\$103,300
2. HOME (14%)	\$21,700
3. Lead Based Paint (20%)	\$30,000.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On April 18, 2014, the City issued RFP's to qualified firms with experience in the administration of federal programs. The RFP requested that all firms provide both a fixed fee for the preparation of the Five-Year Consolidated Plan, Annual Action Plan and CAPER, as well as an hourly cost for on-going HUD administration services, which include:

1. Developing and maintaining Policies and Procedures Manual as needed
2. Maintaining project filing system and documentation checklists
3. Assisting in the preparation of all required HUD reports forms and documents
4. Responding to public inquiries regarding HUD programs
5. Responding to HUD letters and/or memorandums as needed

AWARD PROFESSIONAL SERVICES AGREEMENT TO LORRAINE MENDEZ AND ASSOCIATES TO PROVIDE CONSULTING SERVICES RELATED TO THE ADMINISTRATION OF FEDERAL HOUSING AND URBAN DEVELOPMENT (HUD) GRANT PROGRAMS

July 7, 2014

Page 3 of 4

Staff received one proposal from Lorraine Mendez and Associates; no additional proposals were received. KWA declined to submit a proposal as the lead contractor. However, KWA did join the LMA team as a subcontractor to assist in the preparation of statutory documents (i.e. Annual Action Plan, Consolidated Plan and CAPER).

The team members included in LMA's proposal (Lorraine Mendez, Principal, Karen Warner, Duane Solomon and Maria Torres-Castaneda), have been directly involved in the administration of CDBG, HOME and Lead Based Paint Grant programs under KWA's contract.

In reviewing LMA's proposal, staff evaluated the firm's experience, assigned personnel, and compared the flat fees and hourly billing rates of those of previous proposals. Staff found that LMA's was competitive and lower on the hourly rate. The following table illustrates the hourly rates and fixed fee for specific documents:

Firm	5 year Con Plan	CAPER	Action Plan	Hourly
Lorraine Mendez & Associates	\$25,000	\$8,000	\$7,000	Principal: \$80 Project Manager: \$80 Project Manager: \$60

Staff recommends the selection of LMA to assist staff with the administration of Federal grant programs. In addition for providing the most competitive rates, contracting with LMA's staff direct experience with the City's HUD programs will allow for continuity in the administration of federal programs. LMA has experience working with a various well established Cities such as the Cities of Burbank, Westminster, Huntington Beach, and Garden Grove. LMA comes highly recommended.

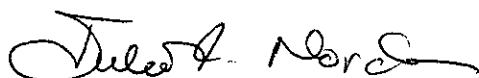
CONTRACTING PROCESS

Staff published the RFP on the City's website and contacted qualified firms that provide similar types of services for other cities.

CONCLUSION

Authorize City Manager to execute the professional services agreement with Lorraine Mendez and Associates.

Respectfully submitted,


JULIO MORALES
Interim City Manager

AWARD PROFESSIONAL SERVICES AGREEMENT TO LORRAINE MENDEZ AND ASSOCIATES TO PROVIDE CONSULTING SERVICES RELATED TO THE ADMINISTRATION OF FEDERAL HOUSING AND URBAN DEVELOPMENT (HUD) GRANT PROGRAMS

July 7, 2014

Page 4 of 4

Attachments:

- A. Agreement
- B. Proposal from Lorraine Mendez & Associates

ATTACHMENT "A"

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT FOR CONTRACT SERVICES ("Agreement") is made and entered into as of **July 1, 2014**, by and between the CITY OF HUNTINGTON PARK, a municipal organization organized under the laws of the State of California ("City"), and LORRAINE MENDEZ AND ASSOCIATES LLC, a California corporation ("Consultant").

NOW THEREFORE, the parties hereto agree as follows:

SECTION ONE: SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, will provide professional services for administration of Federal Housing and Urban Development (HUD) Grant Programs, as specified in the "Proposal" attached hereto as Exhibit "A" and incorporated herein by this reference (the "services" or "work"). Consultant warrants that all services will be performed in a competent, professional and satisfactory manner in accordance with the standards prevalent in the industry for such services.

1.2 Changes and Additions to Scope of Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to, or deducting from said work. No such work shall be undertaken unless a written order is first given by City to Consultant, incorporating therein any adjustment in (i) the schedule of compensation, and/or (ii) the schedule of performance, which adjustments are subject to the written approval of the Consultant. It is expressly understood by Consultant that the provisions of this Section 1.2 shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein. Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Consultant anticipates, and that Consultant shall not be entitled to additional compensation therefor.

1.3 Familiarity with Work. By executing this Agreement, Consultant warrants that (a) it has thoroughly investigated and considered the work to be performed, (b) it has investigated the nature and factual context of the work and fully acquainted itself with the conditions pertaining to it, (c) it has carefully considered how the work should be performed, and (d) it fully understands the facilities, difficulties and restrictions attending performance of the work under this Agreement. Should Consultant discover any latent or unknown conditions materially differing from those inherent in the work or as represented by City, and such latent or unknown condition affects Consultant's ability to perform the Work for the Contract Sum (as defined in Section 2.1 below) Consultant shall immediately inform City of such fact and shall not proceed except at Consultant's risk until written instructions are received from the Contract Officer (as defined in Section 4.2 hereof).

1.4 Standard of Performance. Consultant agrees that all services shall be performed in a competent, professional, and satisfactory manner in accordance with the standards prevalent in the industry, and that all goods, materials, equipment or personal property included within the services herein shall be of good quality, fit for the purpose intended.

1.5 Prohibition Against Subcontracting or Assignment. Consultant shall not contract with any entity to perform in whole or in part the work and services required of Consultant herein without the prior express written approval of the City. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of the City. Any such prohibited assignment or transfer shall be void.

SECTION TWO: COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant shall be compensated in accordance with Exhibit A in a total amount not to exceed One Hundred and Fifty Five Thousand Dollars (\$155,000), except as provided in Section 1.2. The method of compensation set forth in Exhibit A may include a lump sum payment upon completion of a task, payment in accordance with the percentage of completion of the services, payment for time and materials based upon Consultant's rate schedule, but not exceeding the Contract Sum, or such other methods as may be specified in Exhibit A. Compensation may include reimbursement at Consultant's actual cost, without additional overhead or service charge, for actual and necessary expenditures for reproduction costs, transportation expense, telephone expense, and similar costs and expenses when and if specified in Exhibit A.

2.2 Method of Payment. Unless otherwise provided in Exhibit A, Consultant shall submit to City no later than the tenth (10th) working day of each month, in the form approved by City, an invoice for services rendered prior to the date of the invoice. Such invoice shall (1) describe in detail the services provided, including time and materials, and (2) specify each staff member who has provided services and the number of hours assigned to each such staff member. Such invoice shall contain a certification by a principal member of Consultant specifying that the payment requested is for work performed in accordance with the terms of this Agreement. City will pay Consultant for all expenses stated thereon which are approved by City pursuant to this Agreement no later than thirty (30) days after invoices are received by the City.

SECTION THREE: PERFORMANCE SCHEDULE

3.1 Time of Essence. Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance. All services rendered pursuant to this Agreement shall be performed diligently and within the time period established in Exhibit A. Extensions to the time period specified in Exhibit A may be approved in writing by the Contract Officer.

3.3 Force Majeure. The time period specified in Exhibit A 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 Consultant, including, but not restricted to, acts of God or of the public enemy, fires, earthquakes, floods, epidemic, quarantine restrictions, riots, strikes, freight embargoes, acts of any governmental agency other than City, and unusually severe weather, if Consultant shall within ten (10) days of the commencement of such delay notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the forced delay when and if in his or her judgment such delay is justified, and the Contract Officer's determination shall be final and conclusive upon the parties to this Agreement.

3.4 Term. The term of this agreement shall commence on July 8, 2014 and terminate on July 1, 2015 (initial term). This agreement may be extended upon mutual agreement by both parties for two additional years or until July 1, 2018. Unless earlier terminated in accordance with Sections 8.10 or 8.11 of this Agreement, this Agreement shall continue in full force and effect until completion of the services, except as otherwise provided in Exhibit A.

SECTION FOUR: COORDINATION OF WORK

4.1 Representative of Consultant. **Lorraine Mendez, Principal** is hereby designated as the principal representative of the Consultant, authorized to act in its behalf with respect to the work and services specified herein and to make all decisions in connection therewith. A substitution of the designated representative must be approved in advance by the City.

4.2 Contract Officer. The Contract Officer shall be **Julio Morales, Interim City Manager** or such other person as may be designated by the City Manager of City. It shall be Consultant's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and Consultant shall refer any decisions, which must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer.

SECTION FIVE: INSURANCE AND INDEMNIFICATION

5.1 Without limiting Consultant's indemnification obligations, Consultant shall not undertake the services contemplated hereunder until Consultant has obtained all of the insurance required herein from a company or companies acceptable to City, and Consultant shall maintain all such insurance in full force and effect at all times during the term of this License and any extension or renewal thereof. Insurance shall be placed with insurers having a current A.M. Best rating of no less than A-:VII or equivalent or as otherwise approved by City.

5.2 Consultant shall take out and maintain the following insurance:

5.2.1. Workers' Compensation and Employer's Liability Insurance:

Consultant shall cover or insure as required by applicable laws relating to workers' compensation insurance all of its employees performing the services contemplated hereunder, in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any Acts amendatory thereof. Consultant shall provide worker's compensation insurance and employer's liability insurance with limits not less than One Million Dollars (\$1,000,000) each occurrence, One Million Dollars (\$1,000,000) disease policy limit, and One Million Dollars (\$1,000,000) disease each employee. Such policy of workers compensation insurance shall contain the following separate endorsements:

(a) "Insurer waives all rights of subrogation against the City of Huntington Park, its officers, directors, employees, representatives and volunteers."

(b) "This insurance policy shall not be suspended, voided, reduced in coverage or in limits, cancelled, limited, non-renewed or materially changed for any reason by the insurer until thirty (30) days after receipt by the City of Huntington Park of a written notice of such cancellation, limitation or reduction of coverage."

5.2.2. Commercial General Liability Insurance providing coverage in the following minimum limits:

(a) Combined single limit of Two Million Dollars (\$2,000,000) per occurrence for Bodily Injury, Personal Injury or Death and Property.

(b) Damage Coverage shall be at least as broad as Insurance Services Office (ISO) Commercial General Liability coverage (occurrence Form CG 0001).

(c) If Commercial General Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503 or ISO CG 2504, or insurer's equivalent endorsement provided to City), or the general aggregate limit shall be twice the required occurrence limit.

5.2.3. Comprehensive Automobile Liability Insurance, including owned, non-owned, leased, hired, and borrowed automobiles and similar vehicles, providing the following minimum limits:

(a) Combined single limit of One Million Dollars (\$1,000,000) per occurrence for Bodily Injury or Death and Property Damage.

(b) Coverage shall be at least as broad as Insurance Services Office (ISO) Business and Auto Coverage (Form CA 0001) covering any auto.

5.2.4. Professional Liability: Consultant shall provide coverage appropriate to the Consultant's profession covering Consultant's wrongful acts, negligent actions, errors or omissions. The limits shall be no less than \$1,000,000 per claim and annual aggregate. The retroactive date (if any) is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of one year after the completion of the contract work.

5.3 Endorsements: The policies of liability insurance provided for in Paragraphs 5.2.2 through 5.2.4 shall specify that this specific Agreement is insured and that coverage for injury to participants resulting from Consultant's activities is not excluded, and shall be in a form satisfactory to City and contain the following separate endorsements:

(a) "The City of Huntington Park, its officers, directors, employees, representatives and volunteers, are declared to be additional insureds on all of the above policies with respects to the operations and activities of the named insured at or from the premises of the City of Huntington Park. The coverage shall contain no special limitations on the scope of protection afforded to the City of Huntington Park, its officers, directors, employees, representatives and volunteers."

(b) "This insurance policy shall not be suspended, voided, reduced in coverage or in limits, canceled, limited, non-renewed, or materially changed for any reason until thirty (30) days after receipt by the City of Huntington Park of a written notice of such cancellation, limitation or reduction of coverage."

(c) "This insurance policy is primary insurance and no insurance held or owned by the designated additional insureds shall be called upon or looked to cover a loss under said policy; the City of Huntington Park shall not be liable for the payment of premiums or assessments on this policy."

(d) "Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City of Huntington Park, its officers, directors, employees, representatives, or volunteers."

(e) "This insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability."

5.4 Evidence of Coverage: Consultant shall at the time of the execution of the Agreement present to City the original policies of insurance required by this Section 5 or a certificate of the insurance, with separate endorsements (Insurance Services Office Form CG 2026, or equivalent), showing the issuance of such insurance and the additional insured and other provisions and endorsements required herein and copies of all endorsements signed by the insurer's representative. All policies shall contain the

Consultant's name and location of the Premises on the certificate. At least thirty (30) days prior to the expiration of any such policy, a signed complete certificate of insurance, with all endorsements provided herein, showing that such insurance coverage has been renewed or extended, shall be filed with City. Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5.5 Review of Coverage: City shall have the right at any time to review the coverage, form, and limits of insurance required under this Agreement. If, in the sole and absolute discretion of City, the insurance provisions in this Agreement do not provide adequate protection for City, City shall have the right to require Consultant to obtain insurance sufficient in coverage, form and limits to provide adequate protection and Consultant shall promptly comply with any such requirement. City's requirements shall not be unreasonable, but shall be adequate in the sole opinion of City to protect against the kind and extent of risks which may exist at the time a change of insurance is required, or thereafter.

5.6 Deductibles: Any and all deductibles must be declared and approved by City prior to execution of this Agreement.

5.7 Agreement Contingent Upon Coverage: Notwithstanding any other provision of this Agreement, this Agreement shall be null and void at all times when the above-referenced original policies of insurance or Certificate of Insurance or Renewal Certificates or Endorsements are not on file with City.

5.8 Workers' Compensation Insurance. By his/her signature hereunder, Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing the performance of the work of this Agreement. To the extent required by law, Consultants and subconsultants/subcontractors will keep Workers' Compensation Insurance for their employees in effect during all work covered by this Agreement. In the event Consultant has no employees requiring Consultant to provide Workers' Compensation Insurance, Consultant shall so certify to the City in writing prior to the City's execution of this Agreement. The City shall not be responsible for any claims in law or equity occasioned by failure of the Consultant to comply with this section or with the provisions of law relating to Worker's Compensation.

5.9 Indemnification. Consultant shall indemnify, defend, and hold City and City Personnel harmless from and against any and all actions, suits, claims, demands, judgments, attorney's fees, costs, damages to persons or property, losses, penalties, obligations, expenses or liabilities (herein "claims" or "liabilities") that may be asserted or claimed by any person or entity arising out of the negligence, recklessness, or willful misconduct of Consultant, its employees, agents, representatives or subconsultants/subcontractor in the performance of any tasks or services for or on behalf of City, whether or not there is concurrent active or passive negligence on the

part of City and/or City Personnel, but excluding such claims or liabilities arising from the sole active negligence or willful misconduct of City or City Personnel. In connection therewith:

5.9.1. Consultant shall defend any action or actions filed in connection with any such claims or liabilities, and shall pay all costs and expenses, including attorney's fees incurred in connection therewith.

5.9.2. Consultant shall promptly pay any judgment rendered against City or any City Personnel for any such claims or liabilities.

5.9.3. In the event City and/or any City Personnel is made a party to any action or proceeding filed or prosecuted for any such damages or other claims arising out of or in connection with the negligence, recklessness, or willful misconduct of Consultant, Consultant shall pay to City any and all costs and expenses incurred by City or City Personnel in such action or proceeding, together with reasonable attorney's fees and expert witness fees.

SECTION SIX: RECORDS AND REPORTS.

6.1 Reports. Consultant shall periodically prepare and submit to the Contract Officer such reports concerning Consultant's performance of the services required by this Agreement as the Contract Officer shall require.

6.2 Records. Consultant shall keep such books and records as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the cost and the performance of such services. Books and records pertaining to costs shall be kept and prepared in accordance with generally accepted accounting principals. The Contract Officer shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit, and make records and transcripts from such records.

6.3 Ownership of Documents. Originals of all drawings, specifications, reports, records, documents and other materials, whether in hard copy or electronic form, which are prepared by Consultant, its employees, subconsultants/subcontractors and agents in the performance of this Agreement, shall be the property of City and shall be delivered to City upon termination of this Agreement or upon the earlier request of the Contract Officer, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of the documents and materials hereunder. Consultant shall cause all subconsultants/subcontractors to assign to City any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages suffered thereby.

SECTION SEVEN: RELEASE OF INFORMATION/CONFLICTS OF INTEREST.

7.1 All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents, or subconsultants/subcontractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

7.2 Consultant shall promptly notify City should Consultant, its officers, employees, agents, or subconsultants/subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed hereunder or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding. Consultant agrees to cooperate fully with City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

SECTION EIGHT: LEGAL RELATIONS AND RESPONSIBILITIES.

8.1 Compliance With Law. Consultant shall keep itself fully informed of all existing and future state and federal laws and all county and city ordinances and regulations which in any manner affect those employed by it or in any way affect the performance of services pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws, ordinances, and regulations and shall be responsible for the compliance of all work and services performed by or on behalf of Consultant.

8.2 Licenses, Permits, Fees and Assessments. Except as otherwise specified herein, Consultant shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the performance of the services required by this Agreement.

8.3 Covenant Against Discrimination. The Consultant covenants that, by and for itself, its heirs, executors, assigns and all persons claiming under or through them, that there shall be no discrimination against, or segregation of, any person or group of

persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement.

8.4 Independent Contractor. Consultant shall perform all services required herein as an independent contractor of City and shall remain at all times as to City a wholly independent contractor. City shall not in any way or for any purpose become or be deemed to be a partner of Consultant in its business or otherwise, or a joint venture, or a member of any joint enterprise with Consultant. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City. Neither Consultant nor any of Consultant's employees shall, at any time, or in any way, be entitled to any sick leave, vacation, retirement, or other fringe benefits from City; and neither Consultant nor any of its employees shall be paid by City time and one-half for working in excess of forty (40) hours in any one week. City is under no obligation to withhold State and Federal tax deductions from Consultant's compensation. Neither Consultant nor any of Consultant's employees shall have any property right to any position, or any of the rights an employee may have in the event of termination of this Agreement.

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

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

8.7 Disputes. In the event of any dispute arising under this Agreement, the injured party shall notify the injuring party in writing of its contentions by submitting a claim therefor. The injured party shall continue performing its obligations hereunder so long as the injuring party commences to cure such default within ten (10) days of service of such notice and completes the cure of such default within forty-five (45) days after service of the notice, or such longer period as may be permitted by the Contract Officer; provided that if the default is an immediate danger to the health, safety and general welfare, City may take such immediate action as City deems warranted. Compliance with the provisions of this section shall be a condition precedent to termination of this Agreement for cause and to any legal action, and such compliance shall not be a waiver of any party's right to take legal action in the event that the dispute is not cured, provided that nothing herein shall limit City's right to terminate this Agreement without cause pursuant to Section 8.11.

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

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

8.10 Termination Prior To Expiration Of Term. This section shall govern any termination of this Agreement, except as specifically provided in the following Section 8.12 for termination for cause. City reserves the right to terminate this Agreement at any time, with or without cause, upon thirty (30) days' written notice to Consultant. Upon receipt of any notice of termination, Consultant shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Consultant shall be entitled to compensation for all services rendered prior to receipt of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with Exhibit A or such as may be approved by the Contract Officer.

8.11 Termination for Default of Consultant. If termination is due to the failure of Consultant to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 8.7, take over work and prosecute the same to completion by contract or otherwise, and Consultant shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to Consultant for the purpose of setoff or partial payment of the amounts owed City as previously stated in Section 8.8.

8.12 Attorney's Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees, whether or not the matter proceeds to judgment.

8.13 Conflict of Interest. No officer or employee of the City shall have any financial interest, direct or indirect, in this Agreement, nor shall any such officer or employee participate in any decision relating to the Agreement which affects his or her financial interest or the financial interest of any corporation, partnership or association in which he or she is, directly or indirectly, interested, in violation of any State statute or regulation. The Consultant warrants that it has not paid or given and will not pay or give, any third party any money or other consideration for obtaining this Agreement.

8.14 Safety. The Consultant shall execute and maintain his/her work so as to avoid injury or damage to any person or property. The Consultant shall comply with the requirements of the specifications relating to safety measures applicable in particular operations or kinds of work. In carrying out his/her work, the Consultant shall at all times exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed, and be in compliance with all applicable federal, state and local statutory and regulatory requirements including California Department of Industrial Relations (Cal/OSHA) regulations; and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act.

SECTION NINE: MISCELLANEOUS

9.1 Notices. Any notice, demand, request, consent, approval, communication either party desires or is required to give the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail to the address set forth below. Either party may change its address by notifying the other party of the change of address in writing. Notices personally delivered or delivered by a document delivery service shall be effective upon receipt. Notices delivered by mail shall be effective at 5:00 p.m. on the second calendar day following dispatch.

To City: CITY OF HUNTINGTON PARK
Attention: Julio Morales, Interim City Manager
6550 Miles Avenue
Huntington Park, CA 90255

To Consultant: Lorraine Mendez and Associates
Lorraine Mendez, Principal
2100 Cold Stream Court
Oxnard, CA 93036

9.2 Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement.

9.3 Integration; Amendment. This Agreement contains the entire understanding of the parties herein and supersedes any and all other written or oral understandings as to those matters contained herein, and no prior oral or written understanding shall be of any force or effect with respect to those matters covered thereby. No amendment, change or modification of this Agreement shall be valid unless in writing, stating that it amends, changes or modifies this Agreement, and signed by all the parties hereto.

9.4 Severability. In the event that part of this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or inability to enforce shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be

interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

9.5 Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

9.6 Statutory References. All references in this Agreement to particular statutes, regulations, ordinances, or resolutions of the United States, the State of California, or the County of Los Angeles shall be deemed to include the same statute, regulation, ordinance or resolution as hereafter amended or renumbered, or if repealed, to such other provisions as may thereafter govern the same subject.

9.7 Precedence: In the event of any discrepancy between the provisions of this Agreement and Exhibit A, this Agreement shall take precedence and prevail.

[SIGNATURES BEGIN ON NEXT PAGE]

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

CITY:

CONSULTANT:

CITY OF HUNTINGTON PARK

LORRAINE MENDEZ AND ASSOCIATES

By: _____
Julio Morales, Interim City Manager
City of Huntington Park

By: _____
Name: Lorraine Mendez
Title: Principal

ATTEST:

By: _____
Deputy City Clerk
City of Huntington Park

APPROVED AS TO FORM

By: _____
Interim City Attorney
City of Huntington Park

ATTACHMENT “B”



June 2, 2014

City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255
ATTN: Manuel Acosta, Housing and Community Development Manager

**SUBJECT: PROPOSAL FOR CONSULTING SERVICES FOR ADMINISTRATION OF
FEDERAL HUD PROGRAMS/SERVICES/ACTIVITIES**

Dear Mr. Acosta,

This letter serves to thank you for the opportunity to provide services related to the administration of your HUD program. I am pleased to offer our services based upon extensive experience in providing professional grants administration and affordable housing project management services. My firm has broad experience in CDBG and HOME grants management and project monitoring for entitlement and participating jurisdictions. We provide professional and technical services to various cities to assist in the development and implementation of program activities to ensure programs are within HUD compliance.

Our consultant services also include the preparation of reports and housing agreements as well as the completion of the Annual Action Plan, Consolidated Plan, and Comprehensive Annual Performance and Evaluation Report (CAPER). We will ensure that all projects and activities will be reported timely and accurately in the Integrated Disbursement and Information System (IDIS).

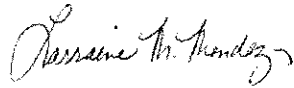
As principal of Lorraine Mendez & Associates (LM&A), I will maintain responsibility for project management, will serve as the primary staff member responsible for preparation of the all documents, and coordination with City staff. Assisting me are Karen Warner of Karen Warner Associates, Duane Solomon, and Maria Torres-

Castaneda. All team members have experience in having worked for governmental jurisdictions, as well as for housing policy and community development consultants. Together, the project team brings nearly 100 years municipal experience in housing and community development. The team of LM&A is committed to completing all assignments with detail and accuracy and ensuring all projects are on schedule.

We thank you for your consideration and look forward to the opportunity to work for the City of Huntington Park.

Sincerely,

LORRAINE MENDEZ & ASSOCIATES



Lorraine M. Mendez
Principal

Attachment: Proposal for Administration of Federal HUD
Programs/Services/Activities

2014

PROPOSAL FOR
Administration of Federal HUD
Programs/Services/Activities

SUBMITTED TO
THE CITY OF HUNTINGTON PARK
BY LORRAINE MENDEZ & ASSOCIATES, LLC



TITLE PAGE

Project Title: City of Huntington Park
Administration of Federal Department
of Housing and Urban Development
Programs/Services/Activities

Firm: Lorraine Mendez & Associates, LLC
2100 Cold Stream Court
Oxnard, CA 93036
Tel: 805.665.7310/Fax: 805.485.1904

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I. FIRM INFORMATION

Lorraine Mendez & Associates, LLC

Legal Name: Lorraine Mendez & Associates, LLC
Office Location: 2100 Cold Stream Court
Oxnard, California 93036
Tel: 805.665.7310/Fax: 805.485.1904
Lorraine-Mendez@hotmail.com
Contact Person: Lorraine M. Mendez, Principal
Tax ID No.: 27-2898748
DUNS No.: 004317204

Lorraine Mendez & Associates, LLC, (LM&A) a California Corporation, is the prime consultant for this project with Karen Warner Associates, Duane Solomon, and Maria Torres-Castaneda as sub-consultants. Together, the team offers multi-disciplinary planning and project administration services to many cities in California.

II. EXECUTIVE SUMMARY

Lorraine Mendez & Associates, is a consulting firm specializing in the administration and implementation of HUD Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) funds. With a core team of experienced professionals and a team approach to most consulting projects, LM&A will be able to offer a more balanced quality service than many of its competitors.

Lorraine Mendez & Associates is a team of four business consultants. Each consultant specializes in a particular discipline, including planning, HUD Administration, CDBG subrecipient monitoring, HOME monitoring and project management, and residential rehabilitation administration. LM&A offers a list of services for city's with HUD entitlement programs, which includes the following:

- Ongoing Administration of HUD Programs
 - Preparation of Eligibility and Environmental Review Records
 - Management of the Federal Integrated Disbursement and Information System
 - Preparation of agreements for CDBG public service subrecipients, and HOME agreements
 - CDBG and HOME budget preparation
 - Administration of property rehabilitation programs
 - Financial management activities including development and management of IDIS draws
 - Contract administration and monitoring of CDBG and HOME projects
- Development and maintenance of HUD Policies and Procedures manual
- Maintenance of project filing system
- Respond to public inquiries on HUD programs as needed
- Respond to HUD letters, audits, and monitoring as needed
- Development and amendments to Five Year Consolidated Plans, Annual Action Plans, and Consolidated Annual Performance and Evaluation Reports (CAPER)



III. QUALIFICATIONS AND EXPERIENCE

The project will be managed by Lorraine M. Mendez of Lorraine Mendez & Associates with the assistance of Karen Warner of Karen Warner Associates, Duane Solomon, and Maria Torres-Castaneda. All team members will be available through the course of the project. Below is a brief description of the team's qualifications.

Lorraine Mendez & Associates, LLC

Lorraine Mendez, Principal, will serve as Project Manager of the project. Ms. Mendez has extensive experience with the administration of HUD's CDBG and HOME programs. In administering these programs, Ms. Mendez has assisted in the preparation of Five-Year Consolidated Plans using the new eCon Planning Suite, Annual Action Plans, Consolidated Annual Performance Evaluation Reports (CAPER), and Analysis of Impediments for numerous cities in southern California. In the role of HUD program administrator, LM&A manages the federal Integrated Disbursement and Information System (IDIS), prepares CDBG and HOME fiscal budgets, and monitors CDBG subrecipients HOME-assisted affordable housing agreements.

LM&A has worked under contract with various consultants, including Karen Warner Associates (Huntington Park, Huntington Beach, Burbank), Solomon & Associates (Garden Grove), Castaneda Associates (Indio), GRC Associates (Bakersfield), and more recently as principal of Lorraine Mendez & Associates, LLC in cities such as Huntington Beach, Garden Grove, Burbank, and Westminster. Specifically in the cities of Huntington Park and Westminster, LM&A has overseen complete implementation of the CDBG and HOME programs. LM&A also has five years' experience working for the City of Burbank where she gained knowledge and experience in the fields of Redevelopment, housing, community development, fiscal management, goal setting, and performance tracking.

Karen Warner Associates (Subconsultant)

Karen A. Warner, AICP, Subconsultant, is a consultant with over 20 years of experience in providing housing policy services to municipal clients. KWA offers a range of housing services, along with GIS mapping and graphics for Housing Plans, special housing studies, and public outreach. Ms. Warner has overseen the preparation of numerous federally mandated housing plans, including over 25 Consolidated Plans and 15 Analysis of Impediments to Fair Housing Choice (AI). Many of these plans have involved extensive community participation and consensus building among divergent stakeholders to establish the community's long-range vision for expenditure of public funds. She oversees administration of the CDBG/HOME Program for Huntington Park, and completed the 2013-2017 Consolidated Plan for Burbank using HUD's new e-Con Planning Suite.

Prior to forming KWA in 2002, Ms. Warner worked as a planner in both the public and private sectors. Private sector experience over the past 25 years included serving as Director of Housing Programs for Cotton/Bridges/Associates, and as General Plan project manager for Envicom Corporation. Public sector experience included current planning work for the City of Paramount and County of Santa Barbara. As a research assistant for HUD in Washington D.C., Ms. Warner produced a guidebook for local jurisdictions to facilitate mixed-use development.

Ms. Warner has served as a conference speaker on housing issues for APA, CRA, HUD, NAHRO, HUD, and the League of California Cities. *Most recently, she served as a panel member on HCD's Housing Element Streamlining session at the 2013 California American Planning Association (CCAPA) annual conference.*

Duane Solomon (Subconsultant)

Duane Solomon, Project Manager, is a single employee consulting firm with extensive experience now amounting to 38 years in providing project management, technical assistance and administration of Federal grant programs, with a specific emphasis in the Home Investment Partnerships Act (HOME) Program and Community Development Block Grant (CDBG) programs. The Consultant is trained in the statutory and regulatory limits of federal community development and housing programs and federal cross cutting requirements. Mr. Solomon has provided CDBG and HOME program grant services to a variety of cities in Los



Angeles, San Bernardino and Orange counties. Mr. Solomon has been retained by various cities such as Garden Grove, Claremont, Santa Clarita and Burbank, to provide related grant management and housing project management funded with federal and redevelopment agency Tax Increment Low and Moderate Income Housing Funds. Mr. Solomon has served as a Subconsultant to Karen

Warner Associates providing similar services to the city of Huntington Park and preparing Yorba Linda's first Consolidated Plan, Annual Action Plan and Consolidated Annual Performance Evaluation Report as an entitlement city; to Ralph Castaneda Associates in the cities of Temple City, Indio and Monterey Park; and to Lorraine Mendez & Associates in the City of Westminster, Garden Grove and Huntington Beach.

Maria Torres-Castaneda (Subconsultant)

Maria Torres-Castaneda, has extensive experience providing overall review and management of residential rehabilitation and lead abatement programs including preparation of ERR and SHPO documents, inspections, work write ups, bidding, coordination of relocation activities, construction management, and federal compliance reporting. Ms. Torres-Castaneda also has many years of experience administering CDBG programs, particularly with respect to the management of CDBG public service subrecipients. Monitoring, filing, and invoice processing are just some of the responsibilities Ms. Torres-Castaneda has had during her consulting career.

IV. COST PROPOSAL

TASK 1: Consolidated Plan

The Consolidated Plan is a process and report required by HUD for cities receiving CDBG and other HUD funds. It establishes housing, community development, homeless, economic development needs and the community action over the next five-year period. The Consolidated Plan will assess the existing community needs, develop new strategies, and incorporate performance measures as required by HUD regulations.

Lorraine Mendez & Associates will contract with Karen Warner Associates (KWA) to prepare the City's 2015/16-2019/20 Consolidated Plan for the City of Huntington Park consistent with federal regulations under CFR 24 Part 91 – Consolidated Submissions for Community Planning and Development Programs. Based on these regulations and the City's current Plan structure, the Consolidated Plan will include the following required components:

STRUCTURE OF PLAN

Executive Summary

I. Introduction

- A. The Consolidated Plan Document
- B. Lead Agency
- C. Data Sources

II. Community Participation and Consultation

- A. Community Participation
 - 1. Community Outreach
 - 2. Summary of Public Comments
- B. Consultation
 - 1. Consultation Workshops
 - 2. Agency Surveys
 - 3. Agencies Consulted

III. Housing and Household Needs Assessment

A. Demographic Profile and Needs Assessment

1. Population Growth and Trends
2. Age Characteristics
3. Race and Ethnicity

B. Household Profile and Needs Assessment

1. Household Characteristics
2. Special Needs Populations
3. Income Profile

C. Homeless Needs Assessment

1. Homeless Profile
2. Homeless Services and Facilities
3. Homeless Needs and Gaps in Service
4. Needs of Persons At Risk of Homelessness

D. Housing Profile and Needs Assessment

1. Housing Characteristics
2. Lead-Based Paint Hazards
3. Housing Market Analysis
4. Housing Affordability
5. Barriers to Affordable Housing

E. Public and Assisted Housing

1. Public Housing
2. Tenant-Based Housing Assistance
3. Assisted Housing
4. At-Risk Housing Analysis

F. Current Estimated Housing Needs

1. Overcrowding
2. Overpayment

G. Five-Year Projected Housing Needs

H. Fair Housing

1. Fair Housing Discrimination Complaints
2. Landlord Tenant Issues

IV. Community Development Needs Assessment

A. Economic Development Profile and Needs Assessment

1. Economic Profile
2. Economic Development Needs

B. Infrastructure Improvements

C. Accessibility Improvements

D. Community Facilities

E. Community Services

1. General Services
2. Services for Special Needs Populations

V. Strategic Plan

A. Resources for Housing and Community Development Activities

B. Housing and Community Development Objectives and Projects
(including Performance Measures)

1. Priority Housing Needs
2. Priority Homeless Needs
3. Priority Special Needs Populations
4. Priority Community Facilities
5. Priority Infrastructure Improvements
6. Priority Community Services
7. Priority Economic Development Needs
8. Other Priority Community Development Needs

C. Anti-Poverty Strategy

D. Lead-Based Paint Hazard Reduction

E. Reduction of Barriers to Affordable Housing

F. Activities to Further Fair Housing

G. Institutional Structure / Coordination Among Agencies

H. Monitoring

APPROACH TO DATA COLLECTION

While the Consolidated Plan Needs Assessment relies in large degree on the 2010 Census and American Community Survey, a variety of other data sources are utilized to develop a comprehensive assessment of housing, homeless, and community development needs. Consultation with public and private agencies provides key input to the Needs Assessment, described in detail in the following section. Examples of some of the other sources of data include:

- School District enrollment projections
- Department of Finance Population and Housing estimates
- SCAG growth forecasts
- Rent survey using internet resources
- Residential sales statistics
- Affordable rent and housing cost thresholds (to assess local housing affordability to various income levels)
- Residential building permit data
- Section 8 data by household type and ethnicity
- Inventory and status of assisted housing
- County Health Dept records on childhood lead poisoning, AIDS cases
- LAHASA Continuum of Care

Mapping

As a means of presenting technical data in a user-friendly format, KWA makes extensive use of GIS mapping in the Consolidated Plan. We propose preparing the following maps for Huntington Park's Consolidated Plan to present information down to the block group level:

- Major Population Change
- Racial/Ethnic Concentrations
- Low and Moderate Income Areas

- Family Households with Children
- Senior Households
- Neighborhood Revitalization Focus Areas
- Renter-Occupied Housing
- Single-Family Rental Housing
- Severe Renter Overcrowding
- Severe Renter Overpayment
- Housing Sales Prices

APPROACH TO CITIZEN PARTICIPATION AND CONSULTATION

Consultation

As a means of gaining input from agencies during preparation of the Consolidated Plan Needs Assessment, we recommend the following approach involving consultation workshops, agency surveys, and interviews.

Consultation Workshops

KWA will work with staff to develop a comprehensive mailing list of agencies involved in housing, homeless services, and other social services that benefit low and moderate income households in Huntington Park. KWA will draft a letter inviting these agencies to attend a consultation workshop to be conducted in the City. While KWA will take the lead in facilitating the workshop, the project budget assumes staff will maintain responsibility for workshop notification and meeting logistics.

The purpose of the workshop will be to discuss what each of these agencies view as the key housing and community development issues in Huntington Park, to identify gaps in service, and to brainstorm potential recommendations. Another function of the workshop is to establish a dialogue among agencies and enhance collaboration and sharing of information. A detailed summary of workshop comments will be presented in the Consolidated Plan, and key issues and recommendations integrated throughout the Plan.

Agency Surveys

To supplement Agency input from the workshop, KWA will prepare a Community Needs Survey to be distributed to agencies in conjunction with the Workshop invitation. The Needs Survey will be used both to collect information on the services provided by various agencies, as well as to provide input on critical needs and gaps in service. In addition to workshop attendees, agencies unable to attend the consultation workshop will be encouraged to complete the survey to ensure their input is reflected in the Plan.

Agency Interviews

In addition to those agencies attending the consultation workshop or completing the Community Needs Survey, interviews will be conducted with other local agencies as necessary to develop comprehensive information on community needs. As required under Consolidated Plan statutes, KWA will consult with public health organizations and adjacent units of local government in developing the Plan. And as described in greater detail under “Approach to Strategic Plan,” the Community Development Department will consult with other City divisions/departments in development of its Plan, including Planning, Economic Development, Public Works and Parks/Recreation.

Citizen Participation

To supplement input gained from the various agencies, it will also be important to conduct outreach targeted to Huntington Park residents. We recommend a multi-tiered approach to provide numerous opportunities for community input into the five-year Consolidated Plan.

Community Workshop

Similar to the last Consolidated Plan, we suggest conducting a community workshop before Huntington Park’s Ad Hoc Committee. The public workshop could include an overview of the key community development needs identified to date, leading into a roundtable discussion of community needs and priorities. Attendees would also be asked to complete the Community Needs Survey as a means of quantifying their concerns.

City Commissions

KWA will discuss options with City staff on how best to liaison with these any City Commissions.

Public Hearing

Once the draft Consolidated Plan is complete, the Plan is provided for 30 day public review at key locations throughout the community. KWA will prepare an Executive Summary of the Plan for City distribution. Following the 30 day review, KWA will assist City staff in conducting the City Council public hearing on the Consolidated Plan, and incorporate public comments into the Final Plan document.

APPROACH TO STRATEGIC PLAN

The Five-Year Strategic Plan is the centerpiece of the Consolidated Plan. The Strategy describes:

- General priorities for assisting households
- Programs to assist those households in need
- Five-year objectives identifying proposed accomplishments

The Strategic Plan also describes the City's anti-poverty strategy; lead-based paint hazard reduction; reduction of barrier to affordable housing; and institutional structure/coordination among agencies.

KWA will coordinate closely with City staff in developing new strategies, priorities, programs and objectives for the Plan. Based on our experience, we have found formation of an Interdepartmental Working Group to be an effective technique to developing coordinated, five-year goals for the Plan. In Huntington Park, this group would likely include representatives from Community Development, Planning, Economic Development, Parks/ Recreation, and Public Works.

We suggest distributing HUD's Priority Community Development Needs Table 2B to the Working Group in advance of the meeting, and request each department/division assign a relative priority need ranking for use of federal CDBG funds for their particular area. Where CDBG funds are anticipated to be requested during the five-year planning period, the estimated dollars needed along with the associated quantified goals to be achieved will need to be identified. In a roundtable format, the Interdepartmental Working Group then shares their input

on the Priority Community Development Needs Table, along with a discussion of five-year goals and activities. KWA works with the Group in developing consensus on funding priorities, drawing on the community needs identified earlier in the Needs Assessment.

KWA uses this input from the Working Group, along with the City's Capital Improvement Plan, to draft the Strategic Plan priorities, programs and objectives in coordination with Community Development staff. The Strategic Plan will build upon the City's current Consolidated Plan strategies/goals/priorities, and establish a direct linkage between the results of the Needs Assessment and the City's five-year strategy to address those needs.

Pursuant to HUD requirements, the incorporation of performance measures will be an integral part of both the Strategic Plan and Action Plan. KWA will coordinate with Community Development staff to develop performance measures which will allow the City to readily review program performance, and assist in preparation of the Consolidated Annual Performance and Evaluation Report (CAPER).

TASK 2: First Year Action Plan

The First Year Action Plan will include:

- List of funding sources available to meet the one-year objectives.
- Proposed CDBG and HOME projects and the amount of available funds.
- List of activities and programs for each priority item, such as housing preservation and improvement. Each activity will include a description of the program, its one-year objective, benefit, geographic distribution, responsible agency and level of priority.
- Discuss affordable housing, public housing, homeless and special needs and barriers.
- Description of the citizen participation process and the monitoring process in tracking the City's progress towards implementing the strategies in the Consolidated Plan.

Tasks 1 and 2: Consolidated Plan/Action Plan

Deliverables	Timeframe	Project Staff
Draft Consolidated Plan/Action Plan	Feb / March 2015	Karen Warner Lorraine Mendez
Final Consolidated Plan/Action Plan	April 2015	

TASK 3: Consolidated Annual Performance and Evaluation Report (CAPER)

Within 90 days after the end of their program year, Lorraine Mendez & Associates will ensure that activity information in IDIS is up-to-date as of the last day of the program year. It will also produce the CAPER document which provides detailed financial and beneficiary information, and will explain how Huntington Park is carrying out its housing and community development strategies, projects, and activities. In addition to writing general and program narratives, LM&A will use IDIS to capture the information needed to meet CAPER requirements. LM&A will also prepare CAPER reports called Financial Summary, Summary of Grantee Activities, and Summary of Accomplishments to capture much of the information needed for the CAPER.

Task 3: First Year CAPER

Deliverables	Timeframe	Project Staff
Draft CAPER	August 2015	Lorraine Mendez
Final CAPER	September 2015	

**TASK 4: Ongoing Administration of HUD Program
HUD Policies and Procedures Manual
Filing and Documentation
Public Inquiries
HUD Correspondence**

Lorraine Mendez & Associates along with Maria Torres- Castaneda (and Duane Solomon on an as-needed basis) will provide the following services for the City of Huntington Park:

- Ongoing Administration of HUD Programs
 - Preparation of Eligibility and Environmental Review Records
 - Management of the Federal Integrated Disbursement and Information System
 - Preparation of agreements for CDBG public service subrecipients, and HOME agreements
 - CDBG and HOME budget preparation
 - Administration of property rehabilitation programs
 - Financial management activities including development and management of IDIS draws
 - Contract administration and monitoring of CDBG and HOME projects
- Development and maintenance of HUD Policies and Procedures manual
- Maintenance of project filing system
- Respond to public inquiries on HUD programs as needed
- Respond to HUD letters, audits, and monitoring as needed

Task 4: Ongoing HUD Administration
Policies & Procedures Manual
Filing and Documentation
Public Inquiries
HUD Correspondence

Deliverables	Timeframe	Project Staff
Eligibility Reviews	Vary / Upon Request	Lorraine Mendez
Environmental Reviews		Maria Torres-Castaneda
Subrecipient Performance Reports		Duane Solomon
Subrecipient Agreements		
HOME Agreements		
Allocation Notification Letters		
Income Self Cert. Forms		
Minor Adjustment Forms		
Technical Assistance		
CDBG Monitoring Reports		
HOME Monitoring Reports		
IDIS Drawdown Forms		
HUD Correspondence		
Public Inquiry Responses		
Project Files		

PROJECT COSTS

Item	Budget*
TASK 1: Consolidated Plan (<i>fixed fee</i>)	\$25,000
TASK 2: First Year Action Plan (<i>fixed fee</i>)	\$8,000
TASK 3: First Year CAPER (<i>fixed fee</i>)	\$7,000
TASK 4: Ongoing HUD Administration Policies & Procedures Manual Filing and Documentation Public Inquiries HUD Correspondence	\$110,000
Reimbursable Expenses (mileage, printing and reproduction, other)	\$5,000
TOTAL BUDGET	\$155,000

LORRAINE MENDEZ & ASSOCIATES, LLC FEE SCHEDULE

Position	Hourly Rate
Senior Principal (LM&A)	\$80
Project Manager (Solomon)	\$80
Project Manager (Torres-Castaneda)	\$60

Any additional services outside the scope of work will be first approved by the City and will be billed on a time and material basis. Direct costs for additional services outside the not-to-exceed amount will be billed at our cost plus 20%. Direct costs include printing of documents, purchase of project-related materials, mileage, postage and related costs.

Consultant will submit an invoice on a monthly basis that describes the services provided, hours worked, and all reimbursable expenses.

Lorraine Mendez & Associates and all Subconsultants named herein agree to the following rights consistent with an independent contractor relationship:



- Lorraine Mendez & Associates, LLC and all Subconsultants have the right to perform services for others during the term of the Agreement.
- Lorraine Mendez & Associates, LLC and all Subconsultants have the right to control and direct the means, manner and method by which the services required by the Agreement will be performed.
- Lorraine Mendez & Associates, LLC and all Subconsultants are not eligible to participate in any employee pension, health, vacation pay, sick pay or other fringe benefit plan of City.
- Lorraine Mendez & Associates, LLC and all Subconsultants shall pay all income taxes and FICA (Social Security and Medicare taxes) incurred while performing under the Agreement.
- Lorraine Mendez & Associates, LLC and all Subconsultants will maintain independent insurance as required by the City.

--- References Available Upon Request ---

V. INSURANCE

Please see attached Insurance Policies:

- Errors and Omissions
- Professional Liability
- Automobile Insurance
- Worker's Compensation – not applicable



*Hanover Professionals
Advantage Portfolio*

DECLARATIONS

THIS IS A CLAIMS-MADE POLICY. PLEASE READ THE POLICY CAREFULLY.

MISCELLANEOUS PROFESSIONAL LIABILITY POLICY

Policy Number	Coverage is provided by:	Agency	Agency Code
LHF 2206219 01	HANOVER INSURANCE COMPANY	PLACER INSURANCE AGENCY	5701270

Issue Date: 03/27/2014

Item 1. Named Insured and Address:

LORRAINE MENDEZ & ASSOC LLC
2100 COLD STREAM COURT
OXNARD CA, 93036

Item 2. Policy Period:

Inception Date: 04/03/2014
Expiration Date: 04/03/2015
12:01 A.M. Standard Time at the address
of the Named Insured as stated herein

Item 3. LIMIT OF LIABILITY

Limit of Liability

- a. \$1,000,000 for each Claim; not to exceed
- b. \$1,000,000 for all Claims in the aggregate

Item 4. DEDUCTIBLE:

\$2,500 Each Claim

Item 5. RETROACTIVE DATE: 04/03/2012

Item 6. PROFESSIONAL SERVICES

Management consultant, specifically administrative and management of HUD programs

Item 7. PREMIUM FOR THE POLICY PERIOD:

Total Coverage Premium: \$1,658.00
State Surcharge and Tax: (if applicable)
State Guaranty Fund: \$0.00 (if applicable)
Total Premium: \$1,658.00

Item 8. NOTICE OF A CLAIM

Report any claim to the Company as required by Section G. DUTIES IN THE EVENT OF CLAIM(S) OR
POTENTIAL CLAIM(S):

The Hanover Insurance Company
P.O. Box 15145
Worcester, MA 01615

National Claims Telephone Number: 800-628-0250

Facsimile: 800-392-4734

Email: firstreport@hanover.com

Item 9. Forms attached at issue:

401-1268	(08-12)	U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice to Policyholders
910-0001	(12-02)	Miscellaneous Professional Liability Insurance Policy
910-0093	(11-02)	California Miscellaneous Professional Liability State Amendatory Endorsement

910-0140	(10-11)	Notice to Policyholders: Information Regarding Extended Reporting Period ("ERP Coverage")
910-0183	(01-12)	Exclusion - Management Consultants
SIG0001-0910	(10-09)	Standard Signature Page

Item 10. Producer Name and Address: PLACER INSURANCE AGENCY
5 SIERRA GATE PLAZA ROSEVILLE CA 95678

State Farm
State Farm General Insurance Company
200 Old River Rd
Bakersfield, CA 93311 5501

AT1 R-23- E145-F284 U 3 F
HENDEZ, LORRAINE
2100 COLD STREAM CT
OXNARD CA 93036-2767

|||||

Location: 2100 COLD STREAM CT
OXNARD CA
93036-2767

Forms, Options, and Endorsements

Special Form 3	FP-6143
Business Policy Endorsement	FE-6464
Amendatory Endorsement	FE-6205
Debris Removal Endorsement	FE-6451
Policy Endorsement	FE-6506.2
Glass Deductible - Section I	FE-6538.1
Amendatory Collapse	FE-6551
Policy Endorsement-Business	FE-6610
Registered Domestic Partnership	FE-5383
Inland Marine Attaching Dec	FE-8750 C
Inland Marine Conditions	FE-8751
Inland Marine - Computer Prop	FE-6606

Continued on back of page

NOTICE Information concerning changes in your policy language is included. Please call your agent if you have any questions.

Thanks for letting us serve you.

Agent JOHN FORBING
Telephone (805) 623-6571

RENEWAL CERTIFICATE

POLICY NUMBER	92-08-5122-1
Business Policy	
JUL 01 2014 to JUL 01 2015	
DATE DUE	SEE BALANCE DUE NOTICE
JUL 01 2014	\$310.00

Coverages and Limits

Section I

A Buildings	Excluded
B Business Personal Property	3,600
C Loss of Income	Actual Loss

Deductibles - Section I

Basic	500
Other deductibles may apply - refer to policy	

Section II

L Business Liability	\$1,000,000
M Medical Payments	5,000
Gen Aggregate (Other than PCO)	2,000,000
Products-Completed Operations (PCO Aggregate)	2,000,000

Annual Premium

Annual Premium	\$109.00
Forms, Opts, & Endorsemt	108.00
Bus Liability - Cov L	93.00
Amount Due	\$310.00

Premium Reductions

Renewal Year Discount	
Yrs in Business Discount	
Enclosed Building	
Claim Record Discount	

Cov A - Inflation Index	N/A
Cov B - Consumer Price	234.8

Moving? See your State Farm agent
See reverse for important information
Prepared

APR 17 2014

IDS Property Casualty Insurance Company
3500 Packerland Drive
De Pere, WI 54115-9070

RENEWAL DECLARATION

CALIFORNIA

POLICY NUMBER: BX06580160

POLICY PERIOD: 02/27/2014 - 08/27/2014
12:01 AM Standard Time

LAPSE IN COVERAGE: NONE

Richard A Mendez
Lorraine M Mendez
2100 cold stream court
osnard, CA 93036

FOR CLAIMS SERVICE CALL:
(888) 404-8365
FOR CLIENT SERVICE CALL:
1-888-404-8365

COVERAGE/LIMIT	1 2008 HONDA ODYSSEY	2 2005 LEXUS RX 330	
BODILY INJURY LIABILITY \$250,000 EACH PERSON \$500,000 EACH ACCIDENT	\$116.00	\$116.00	
PROPERTY DAMAGE LIABILITY \$100,000 EACH ACCIDENT	INCL	INCL	
MEDICAL EXPENSE - EXCESS COVERAGE \$5,000 EACH PERSON	INCL	INCL	
UNINSURED MOTORIST BODILY INJURY \$250,000 EACH PERSON \$500,000 EACH ACCIDENT	\$35.00	\$35.00	
UNINSURED MOTORIST PROPERTY DAMAGE CAR 1-WAIVER OF COLLISION DEDUCTIBLE CAR 2-WAIVER OF COLLISION DEDUCTIBLE	\$2.00	\$2.00	
COLLISION DEDUCTIBLES CAR 1-\$500 2-\$500	\$130.00	\$163.00	
COMPREHENSIVE DEDUCTIBLES CAR 1-\$500 2-\$500	\$22.00	\$33.00	
TOWING AND LABOR COSTS	NONELECT	NONELECT	
RENTAL EXPENSE \$30 PER DAY/\$900 PER OCCURRENCE	\$13.00	\$13.00	
CONSOLIDATED VEHICLE ASSESSMENT FEE	\$0.90	\$0.90	
TOTAL SEMIANNUAL PREMIUM PER VEHICLE	\$318.90	\$362.90	
CONVENIENCE FEE* - \$5.00			
TOTAL SEMIANNUAL PREMIUM ALL VEHICLES - \$686.80			

Coverage is provided only when both a premium and limit are shown.

* Convenience Fee is \$4 per monthly installment if payment is made by credit/debit card or \$1 per monthly installment for a preauthorized withdrawal method.

slcr01a (001)

01/14/2014

DRIVER INFORMATION

- | | |
|----------------------|----|
| 1. Richard A Mendez | 4. |
| 2. Lorraine M Mendez | 5. |
| 3. | 6. |

* QUALIFIES FOR GOOD STUDENT DISCOUNT

+ QUALIFIES FOR MATURE DRIVER DISCOUNT

A EXCLUDED DRIVER

CAR INFORMATION**CARS KEPT AT LOCATION OTHER THAN RESIDENCE**

2008	HONDA	5FNRL3867EB086218
2005	LEXUS	FTJHA31U750090579

YOUR POLICY HAS THE FOLLOWING DISCOUNTS:

MULTI-CAR, TENURE, CUSTOM

2008 HONDA - DUAL AIRBAG, GOOD DRIVER, 6 YR ACCID FREE

2005 LEXUS - DUAL AIRBAG, GOOD DRIVER, 6 YR ACCID FREE

YOUR POLICY HAS THE FOLLOWING ENDORSEMENTS:

AMENDATORY ENDORSEMENT

SPECIAL EQUIPMENT/CUSTOMIZATION: NONE

LIENHOLDER INFORMATION

2008 HONDA ODYSSEY - American Honda Finance Corporation City Of Industry, CA

VI. Team Resumes



2100 COLD STREAM COURT

OXNARD, CA 93036

(805) 665-7310

Lorrane-Mendez@hotmail.com

SUMMARY OF QUALIFICATIONS

- Twelve years local and state government experience.
- B.A. degree in Economics with minor in Business Administration.

EMPLOYMENT HISTORY

Consultant with Karen Warner Associates, Inc.

July 2006 – Present: City of Huntington Park, Huntington Park CA

- Assist in on-going administration of HUD's Community Development Block Grant (CDBG) and HOME Investment Partnerships Act (HOME) programs, including:
 - ⇒ Assisting Karen Warner Associates (KWA) prepare Annual Action Plan, Five Year Consolidated Plan, Analysis of Impediments to Fair Housing Choice, and Consolidated Annual Performance Evaluation Report (CAPER).
 - ⇒ Preparing department protocols and procedures.
 - ⇒ Managing the federal Integrated Disbursement and Information System (IDIS) required to set-up, revise, fund, and report upon accomplishments and program beneficiaries for all CDBG and HOME activities.
 - ⇒ On-site monitoring for, and technical assistance to, each CDBG public service subrecipient to ensure compliance with federal requirements and adherence to the entity's subrecipient agreement with the City.
 - ⇒ Assuming financial management responsibilities, such as preparing draw requests, approving payment requests, and monitoring CDBG/HOME expenditures.
 - ⇒ Assisting with preparation of CDBG and HOME fiscal budget.
 - ⇒ Monitoring of City's HOME-assisted affordable housing agreements including on-site monitoring of housing projects to ensure compliance with HOME regulations.
 - ⇒ Assisting with special assignments as needed including the development a code enforcement strategy for use of CDBG funding, in-depth auditing of the City's minor home repair program, and review of staff reports, requests for proposals, and other department reports and correspondence.

Principal, Lorraine Mendez & Associates

March 2010 – Present: City of Westminster, Westminster CA

May 2013 – Present: City of Huntington Beach, Huntington Beach, CA

- Contract lead for on-going administration of HUD's Community Development Block Grant (CDBG) and HOME Investment Partnerships Act (HOME) programs, including:
 - ⇒ Preparation of Annual Action Plan and Consolidated Annual Performance Evaluation Report (CAPER).
 - ⇒ Preparation of project files for all HUD-assisted projects to ensure compliance with federal regulations and requirements.
 - ⇒ Preparation of department protocols and procedures.
 - ⇒ Management of the federal Integrated Disbursement and Information System (IDIS) required to set-up, revise, fund, and report upon all CDBG and HOME activities.
 - ⇒ On-site monitoring for, and technical assistance to, each CDBG public service subrecipient to ensure compliance with federal requirements and adherence to the entity's subrecipient agreement with the City.
 - ⇒ Financial management responsibilities, such as preparing draw requests, approving payment requests, and monitoring CDBG/HOME expenditures.
 - ⇒ Preparation of CDBG and HOME fiscal budget.
 - ⇒ Monitoring of the City's HOME-assisted affordable housing agreements including on-site monitoring of affordable housing projects to ensure compliance with Federal HOME regulations.

Sub-Consultant to Karen Warner Associates, Inc.

September 2012 – Present & December 2013 – March 2014

City of Burbank, Burbank, CA

- Preparation of 2013-2017 Consolidated Plan using new eCon Planning Suite in the Federal Integrated Disbursement and Information System (IDIS)
- Assistance with Analysis of Impediments to Fair Housing Choice

Principal, Lorraine Mendez & Associates

July 2012 – Present: City of Burbank, Burbank, CA

- Preparation of CDBG Procedures Manual as required by HUD.

Sub-Consultant on Various Assignments

January 2007 – May 2009: Cities of Indio, Garden Grove, Santa Clarita, and Huntington Beach

- January 2009 – May 2009: Assisted Castaneda & Associates with the development of the City of Indio's 2009-2013 Consolidated Plan and 2009-2010 Annual Action Plan

using both the traditional written plan submission and HUD's Consolidated Plan Management Process (CPMP).

- *August 2008 – February 2009:* Assisted Solomon & Associates with the monitoring of Garden Grove's Agency for Community Development assisted affordable housing agreements to ensure compliance with Federal HOME regulations.
- *January 2007 – June 2007:* Drafted City of Santa Clarita's 2007 Annual Action Plan.
- *May 2007 – September 2007:* Assisted Karen Warner Associates with the Housing Needs Assessment as part of the 2008-2014 Housing Element update for the City of Huntington Beach.

Administrative Analyst

October 2000 – June 2005: Community Development Department, City of Burbank, Burbank CA

- Division manager for Community Development Department Administration Division
- Coordinated budget for Department including General Fund, Special Revenue, Housing Authority, Redevelopment, CDBG, HOME, and CIP funds.
- Chaired the Budget Action Team (BAT), an intra-divisional committee responsible for recommending cost-reduction plans to include streamlining business processes, increasing revenues, and finding technological solutions to common business practices.
- Prepared Housing and Redevelopment Division budget for 3 fiscal years.
- Assisted in preparation of Annual HCD Report, Implementation Plan, State Controllers Report and other State and Federal mandated reports including gathering census data on population, ethnicity, households, housing occupancies, and income demographics.
- Organized community outreach programs and meetings.



KAREN WARNER ASSOCIATES

STATEMENT OF QUALIFICATIONS

KAREN A. WARNER, AICP

Karen Warner is a consultant with over 20 years of experience in providing housing policy services to municipal clients. Karen Warner Associates (KWA) offers the following range of housing services, along with GIS mapping and graphics capability:

Housing Plan Preparation

Housing Elements
Housing Needs Assessments
Consolidated Plans
Fair Housing Assessments

Special Housing Studies

Inclusionary Zoning Studies
Density Bonus Ordinances
Housing Program Design

Public Outreach

Community Education Workshops
Facilitation of Stakeholder Groups
Consensus Building

HOUSING POLICY SERVICES AND EXPERIENCE

Housing Elements

Ms. Warner is a recognized leader in the field of **housing elements**, having authored over 100 elements throughout the State. She has developed a strong working relationship with the staff at the State Department of Housing and Community Development (HCD) and has an excellent track record in achieving HCD approval. Ms. Warner has gone through several housing element cycles in the SCAG, SANDAG, Kern COG, and ABAG regions, and is currently working with the cities of Santa Monica, Beverly Hills and Huntington Beach, among others, using the State's new Streamlined Update Template. *Recent housing element clients include the cities of Agoura Hills, Beverly Hills, Brea, Burbank, Calabasas, Duarte, Huntington Beach, Pasadena, Sierra Madre, Temple City, Walnut Creek and Yorba Linda, all of which received HCD approval.*

Housing Strategies

In addition to her work on housing elements, Ms. Warner is also involved in assisting agencies in developing **housing strategies** for expenditure of low and moderate income housing funds. She is well versed in redevelopment housing law post AB 637, and in the linkages between Agency housing expenditures and the City's housing element. *She worked with the City of Long Beach to develop Action Plans for three targeted neighborhoods for allocation of \$40 million in local housing funds.*

Nexus Studies

Ms. Warner has also prepared several **nexus studies** in support of inclusionary zoning and commercial impact fee ordinances. *She worked with the City of Burbank in development of its first inclusionary housing ordinance, assisted the cities of Agoura Hills, Calabasas and Huntington Park in conducting inclusionary housing in-lieu fee studies.*

Federally Mandated Housing Plans

Ms. Warner has overseen the preparation of numerous **federally mandated housing plans**, including over 25 Consolidated Plans and 15 Analysis of Impediments to Fair Housing Choice (AI). Many of these plans have involved extensive community participation and consensus building among divergent stakeholders to establish the community's long-range vision for expenditure of public funds. *She oversees administration of the CDBG/HOME Program for Huntington Park, and completed the 2013-2017 Consolidated Plan for Burbank using HUD's new e-Con Planning Suite.*

PRIOR PROFESSIONAL EXPERIENCE

Prior to forming KWA in 2002, Ms. Warner worked as a planner in both the public and private sectors. Private sector experience over the past 25 years included serving as Director of Housing Programs for Cotton/Bridges/Associates, and as General Plan project manager for Envicom Corporation. Public sector experience included current planning work for the City of Paramount and County of Santa Barbara. As a research assistant for HUD in Washington D.C., Ms. Warner produced a guidebook for local jurisdictions to facilitate mixed-use development.

Ms. Warner has served as a conference speaker on housing issues for APA, CRA, HUD, NAHRO, HUD, and the League of California Cities. *Most recently, she served as a panel member on HCD's Housing Element Streamlining session at the 2013 California American Planning Association (CCAPA) annual conference.*

EDUCATION

Master in Urban Planning, UCLA

B.A. in Environmental Studies/Business Economics, UC Santa Barbara

UCLA Continuing Education - courses in public speaking and community facilitation

REPRESENTATIVE PROJECTS

Housing Elements

City of Beverly Hills
City of Brea
City of Calabasas
City of Duarte
City of Huntington Beach
City of Mill Valley
City of Pasadena
City of San Dimas
City of Santa Monica
City of Sausalito
City of Sierra Madre
City of Sonoma
City of Sunnyvale
City of Temple City
City of Walnut Creek (Needs Assessment)

Consolidated Plans

City of Bakersfield
City of Burbank
City of Long Beach
County of Los Angeles
County of Ventura

Other Housing Studies

Burbank Inclusionary Housing Ordinance
Calabasas Housing Trust Fund Strategy
Huntington Park CDBG and HOME Administration
Long Beach Condominium Conversion Study
MERCİ Affordable Housing Development Assistance
Pasadena Housing Agenda for Action
Reno/Sparks/Washoe Co. Affordable Housing Plan
Sierra Madre Second Unit Survey/Amnesty Program
Yorba Linda SB 2 Zoning Amendments

Maria J. Torres-Castañeda

915 Folkstone Avenue
Hacienda Heights, CA 91745
(626) 261-3218

CAREER OBJECTIVE:

Acquire a position where my work experience can provide a better quality of life to people in need.

EDUCATION:

California State University, Los Angeles

- School of Education Multiple Subject Credential Program
August 2005
- Bachelor of Arts Degree in Child Development
June 2002

East Los Angeles Community College, Monterey Park, CA

- Associate in Liberal Arts Degree
June 2000

PROFESSIONAL EXPERIENCE:

City of Huntington Park

Lead Hazard Program Co-Program Manager/Consultant

2010/11 and 2012- Present

Provide overall review and administration of the City's Lead Abatement Program. Review applications and conduct onsite visits. Request and review State Historic Preservation Office (SHPO); Lead Reports and clearances; provide work write up; bid projects; coordinate temporarily unit relocation with consultants; and conduct construction inspections. Participate in Lead Hazard trainings to ensure compliance with program. Prepare Bi-Weekly, Quarterly, and financial drawdown request for comply with HUD program bench marks. Provide oversight of agencies contracted to outreach for program participants.

City of Diamond Bar

Residential Rehabilitation Consultant

2009-Present

Conduct interviews, on-site visits, and pre-approve client files for Housing Improvement Program for Federal grants and/or loans. Provide information to committee members such as: property pictures, documentation on income; eligibility of residential work to be performed; PIRT; Work Write Up; and review of housing comps. Obtain a Lead and Asbestos Testing/Abatement and provide the results to the Community Development Commission for environmental clearance. Prepare all checklist and monitoring spread sheets for federal record keeping. Prepare loan documents for client signing; notarize forms and forward to have recorded. Conduct preconstruction meetings and inspection reports. Process Purchase Orders and Funding Requests for payments. Maintain Residential Rehabilitation files on a daily basis to ensure deadlines are met.

City of Cudahy

Residential Rehabilitation Coordinator

2007- Present

Administer the Community Development Block Grant (CDBG) Residential Rehabilitation Program on behalf of the City of Cudahy. Revamp existing program and develop a working relationship with the residents of the city in order to promote a better quality of life. Work with city staff and clients to ensure adherence with CDBG regulations, contractual requirements, federal record keeping/documentation requirements, and local policies; and provide technical assistance. Prepare contract documents and ensure that rehabilitation on a property is completed within the fiscal year funded.

Community Development Commission County of Los Angeles

Development Specialist II, Community Development Block Grant Division

2002-2007

Increase in responsibilities and work assignments with monitoring compliance of Community Development Commission (CDC) Divisions, cities, County departments and community-based organizations to ensure adherence with CDBG regulations, contractual requirements, federal record keeping/documentation requirements, and local policies; provide technical assistance on such issues as project development and eligibility; prepare contract documents; analyze demographic data; provide informal and formal training(s); and prepare and participate in meeting with the community and public organizations.

Development Specialist I, Community Development Block Grant Division

1998- 2002

Conduct compliance monitoring of cities, County departments and Community-Based Organizations (CBO) to ensure adherence with CDBG regulations, contractual requirements, federal record keeping/documentation requirements, and local policies; provide technical assistance on such issues as project development and eligibility; prepare contract documents; analyze demographic data; provide informal and formal training(s); and prepare and participate in meeting with the community and public organizations.

Program Specialist, Community Development Block Grant Division

1995 –1998

Reviewed and processed Environmental Service Request qualifying under categorical excluded clearance level for the CDC, Divisions, cities, and CBOs; assisted the Environmental Officer in reviewing and providing environmental clearance of CDBG, HOME, and ESG funded projects. Conducted monitoring of long-term loans to ensure compliance with contractual requirements, prepared correspondence; provided quarterly reports to the Department of Housing and Urban Development on all Historical Preservation Properties that have been determined ineligible for the National Register by State Historic Preservation Office. Assist in the determination of environmental clearance in accordance with the National Environmental Policy Act and California Environmental Quality Act.

Student Intern, Community Development Block Grant Division

1992-1995

Performed a wide variety of administrative assignments related to the CDBG Program. Primary duties included assisting with trainings and reviewing proposed Board Letters for Los Angeles County approval.

SKILLS:

- Knowledge of CDBG regulations and reporting requirements
- Proficient in Spanish (writing, reading and communication)
- Computer knowledge in Word and Excel

REFERENCES:

Available upon request

Duane Solomon
6791 Monterey Place, Rancho Cucamonga, CA 91701
(909) 240-2390
duanesolo@aol.com

INTRODUCTION

Duane Solomon is a single employee firm with extensive experience now amounting to 38 years in providing project management, technical assistance and administration of Federal grant programs, with a specific emphasis in the Home Investment Partnerships Act (HOME) Program and Community Development Block Grant (CDBG) programs. The Consultant is trained in the statutory and regulatory limits of federal community development and housing programs and federal cross cutting requirements.

The Consultant has worked in multiple cities in southern California, most recently serving as the Housing Development Manager for the City of Burbank for the last six years before retirement. During the past ten years since retiring, the consultant has been providing CDBG and HOME program grant services to a variety of cities in Los Angeles, San Bernardino and Orange counties. The consultant has been retained by various cities such as Garden Grove, Claremont, Santa Clarita and Burbank, to provide related grant and management and housing project management funded with federal and redevelopment agency Tax Increment Low and Moderate Income Housing Funds. Mr. Solomon has served as a subconsultant to Karen Warner Associates providing similar services to the city of Huntington Park and preparing Yorba Linda's first Consolidated Plan, Annual Action Plan and Consolidated Annual Performance Evaluation Report as an entitlement city; to Ralph Castaneda Associates in the cities of Temple City, Indio and Monterey Park and to Lorraine Mendez Associates in the City of Westminster, Garden Grove and Huntington Beach.

EMPLOYMENT HISTORY

City of Huntington Park

**December 2004 to Present Consultant with Karen Warner Associates
City of Huntington Park, Huntington Park, CA**

Assist in on-going administration of HUD's Community Development Block Grant (CDBG) and HOME Investment Partnerships Act (HOME) programs, which includes tasks such as the following:

- Assisting Karen Warner Associates (KWA) prepare Annual Action Plan, Five Year Consolidated Plan, and Consolidated Annual Performance Evaluation Report (CAPER).
- Preparing project files for all HUD-assisted projects to ensure compliance with federal regulations and requirements.
- Managing the federal Integrated Disbursement and Information System (IDIS) required to set-up, revise, fund, and report upon accomplishments and program beneficiaries for all CDBG and HOME activities.
- On-site monitoring for, and technical assistance to, each CDBG public service subrecipient to ensure compliance with federal requirements and adherence to the entity's subrecipient agreement with the City.
- Assuming financial management responsibilities, such as preparing draw requests, approving payment requests, and monitoring CDBG/HOME expenditures.
- Assisting with preparation of CDBG and HOME fiscal budget.
- Drafted City's Citizen Participation Plan and Affirmative Marketing Plan
- Prepared various HOME and CDBG protocols for City, including CHDO certification procedures, rental housing monitoring policies and procedures and Layering Review Guidelines.
- Drafting CDBG subrecipient Agreements and interdepartmental Memorandum of Understanding.
- Drafting deal point and affordable housing agreements with rental housing developers, principally involving CHDOs.
- Preparing financial analysis to satisfy HOME layering review requirements.
- Monitoring the City's HOME-assisted affordable housing agreements including on-site monitoring of affordable housing projects to ensure compliance with Federal HOME regulations.

City of Garden Grove
2002 to Present

Currently providing HOME and CDBG grant management training to new employees, which includes training on the federal IDIS software, HOME and CDBG regulations, cross cutting federal requirements, federal environmental regulations, federal and state relocation guidelines, conducting on-site monitoring of multifamily housing revenue and HOME assisted affordable housing projects.

- In coordination with staff from the Community Development Department and the City Controller's Office, Consultant assists in administering the Integrated Disbursement Information System (IDIS) by setting up/revising projects and activities, closing out completed activities, requesting and approving draws, as well as work with the City Controller's staff in tracking program income.
- Certify and annually re-certify community housing development organizations.
- Assist in preparing CDBG subrecipient agreements and interdepartmental Memorandum of Understanding.
- Set-up CDBG projects files to include environmental review record and summary sheet of each projects national objective and eligibility.
- Provide a report tracking HOME and CDBG commitments and expenditures to ensure compliance with grant standards.
- Assist Agency staff as necessary in preparing the City's Consolidated Annual Action Plans.
- Provide staff with information and draft memoranda, as necessary, regarding rent, income limitations and HOME subsidy limits.
- Prepare layering review for HOME projects.
- Maintain the HOME Match Log to track HOME match obligations and match sources.
- Prepare in accordance with 24 CFR Part 58 environmental review records for HOME and CDBG activities.

- Monitor agreements to ensure conformance with conditions precedent to closing/disbursement of funds, adherence to schedule of performance and all Federal cross-cutting requirements.
- Review with staff project files to ensure all pertinent documents are in place.

City of Westminster

April 2010 to Present

- Provide ongoing administration of HUD Programs:
 - a. Conduct environmental reviews and prepare environmental review records for all activities in accordance with NEPA and the implementing regulations at 24 CFR Part 58.
 - b. Manage the federal Integrated Disbursement and Information System (IDIS) required to set-up, revise, fund, and report upon accomplishments and beneficiaries for all CDBG and HOME activities.
 - c. Prepare agreements for subrecipients and interdepartmental memoranda of understanding (MoU).
 - d. Assist in department budget preparation.
 - e. Assume financial management responsibilities, including preparing draw requests, approving subrecipient payment requests, and monitoring CDBG/HOME expenditures.
 - f. Provide contract administration of CDBG and HOME programs and projects.
 - g. Develop quarterly subrecipient performance reports for quarterly submission.
 - h. Ensure subrecipients submit quarterly reports, and conduct desktop monitoring on a quarterly basis.
 - i. As appropriate, provide training for new Community Development staff on HUD program administrative functions.
- Develop and Maintain Project Filing System and Checklist, including all necessary eligibility documentation to ensure compliance with HUD and federal cross-cutting requirements
- Respond to HUD Letters and/or Memorandums as Needed
- Prepare Annual 2011/12 Action Plan and Amendments to 5-Year Consolidated Plan (*Fixed Fee*)

- a. Prepare draft and final Action Plan, amendments to the Action Plan and, if applicable, required amendments to 5-Year Consolidated Plan as needed, oversee public review, and submit to HUD pursuant to HUD regulations.
- b. Conduct various administrative activities associated with the Annual Plan, including:
 - ✓ Prepare public notice regarding availability of CDBG/HOME funds.
 - ✓ Send out funding request applications to service agencies and internal City Departments.
 - ✓ Establish mechanism for communication between staff and the City Council regarding agency and project selection and funding recommendations outside the realm of City Council meetings.
 - ✓ Conduct all preparatory work preceding the public hearing on City's community development needs – invite service agencies to make presentation.
 - ✓ Prepare binder with CDBG Public Service and Capital Project proposals, with staff summaries on each.
 - ✓ Optional: Upon establishment of a Citizen Advisory Committee, review applications with City Council appointment citizen advisory committee.
 - ✓ Prepare staff report identifying funding recommendations.
 - ✓ Enter projects into IDIS, and submit electronically to HUD.
 - ✓ Prepare professional service agreements for subrecipients.
- Prepare 2009/10 Consolidated Annual Performance and Evaluation Report (CAPER)
 - a. Preparation of draft and final CAPER document, oversight of public review, and submittal to HUD pursuant to HUD regulations.

City of Huntington Beach
June 2013 to Present

- Provided technical assistance to the City, principally with regard to cross-cutting feral requirements and use of HOME funds.

City of Yorba Linda
2012

- Assisted in drafting the Consolidated Plan and Annual Action Plan for the City of Yorba Linda.



CITY OF HUNTINGTON PARK

Community Development Department
City Council Agenda Report

July 7, 2014

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

APPROVAL OF A COMMERCIAL REHABILITATION PROJECT USING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS AND ART IN PUBLIC PLACES FUNDS AT 7148 PACIFIC BOULEVARD (EL GALLO GIRO)

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve the use of CDBG funds not to exceed \$50,000, MTA Metro Pacific Revitalization Grant not to exceed \$10,000 and Art in Public Places funds in the amount not to exceed \$10,000 for facade renovations for El Gallo Giro restaurant located at 7148 Pacific Boulevard.
2. Authorize the Interim City Manager or designee to execute all necessary grant agreements.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

El Gallo Giro restaurant has been in the City since 1988 and is one of the top sales tax producer. El Gallo Giro is also a great corporate resident by helping the community through sponsorships and participating in many community events.

El Gallo Giro has been working with staff to improve their store appearance to appeal younger customers and create a more upscale venue. The improvements will help increase sales and improve the appearance of the restaurant. The following improvement will be funded through the City's Commercial Rehabilitation program and Art in Public Places fund:

1. Install three new front entry doors
2. Paint accent trim
3. Install decorative tiles and mural by artist

APPROVAL OF A COMMERCIAL REHABILITATION PROJECT USING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS AND ART IN PUBLIC PLACES FUNDS AT 7148 PACIFIC BOULEVARD (EL GALLO GIRO)

July 7, 2014

Page 2 of 3

In addition, El Gallo Giro will also like to add an outdoor dining area. The outdoor dining area is consistent with City Outdoor Dining Program. In order to be consistent with the existing parklets, staff proposed to include planters and seating adjacent to the dining area made out the same material used in the parklets. City staff will construct the planters and public seating. These costs will be funded from the City's MTA Metro for project Grant for the revitalization of Pacific Boulevard.

El Gallo Giro is also making improvements to the interior of the restaurant and creating additional dining area. El Gallo Giro will make the following improvements using their own funds.

1. Outdoor dining area
2. Paint a mural on an interior wall
3. Change entry floor tile

The collaboration and leveraging of private and public funding to make these improvements will make a significant impact to the gateway of Pacific Blvd and also is aligned with the objectives of the Downtown Revitalization Plan. In addition, the mural and decorative tiling will create an iconic sense of place.

As part of the improvement that will be completed to the facade and public areas through the Commercial Rehabilitation program and Art in Public Places, El Gallo Giro would like to include a mural in the restaurant that is visible to the patrons and to the general public. The mural that is being proposed is by an up and coming artist known as "Neuzz".

(From the artist's online bio) Miguel Mejia, also known as "Neuzz", is an illustrator and painter from Mexico whose work has been published in numerous publication in Mexico, Europe and the United States. Neuzz is part of a new generation of street artists who reference Mexico's rich visual culture. His paintings and graphics are retro aesthetics and pre-Columbian graphics, mixed with influences from contemporary pop culture.

FISCAL IMPACT/FINANCING

The funding for the project will be from the following sources:

1. \$50,000 from CDBG Commercial Rehabilitation Program
 - a. Painting accent trim
 - b. 3 new store fronts
2. \$10,000 from Art in Public Places
 - a. Decorative painted tiles
 - b. Mural at the entry (exterior)
3. \$10,000 from MTA Grant Metro Call for Projects
 - a. Planters and seating

There is no General Fund impact.

The outdoor dining and interior murals will be privately funded by El Gallo Giro.

APPROVAL OF A COMMERCIAL REHABILITATION PROJECT USING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS AND ART IN PUBLIC PLACES FUNDS AT 7148 PACIFIC BOULEVARD (EL GALLO GIRO)

July 7, 2014

Page 3 of 3

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Commercial Rehabilitation Program is an economic development program funded by CDBG funds. The Commercial Rehabilitation Program targets business within the downtown area, primarily on Pacific Blvd. The program provides a grant to the business owner or property owner to make improvements to the facade of a commercial building. The grant rules require that the businesses assisted be in operation, that there is an "area wide benefit", and that the project will create or retain jobs.

The Art in Public Places funds will be used to pay the mural at the front entrance and the creation of the decorative tiles that will be installed on the facade of the building. This art work is in line with program guidelines and is also in line with the Downtown Revitalization Plan.

CONTRACTING PROCESS

The applicant of the Commercial Rehabilitation Program must enter into a grant agreement with the City and enter into a construction agreement with a contractor that they select. The selected contractor must meet HUD requirements, which include:

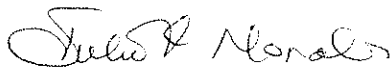
1. Cannot be in the Federal and State Debarred contractor list
2. Pay Davis Bacon (prevailing wages)
3. In good standing with the Contractors Board

As part of the program staff will monitor compliance with Davis Bacon requirements by interviewing the contractor's employees and reviewing weekly payroll.

CONCLUSION

Upon approval of the Commercial Rehabilitation Project at 7148 Pacific Blvd for El Gallo Giro, staff will execute all necessary documents to implement the project.

Respectfully submitted,



JULIO MORALES
Interim City Manager



CITY OF HUNTINGTON PARK

Parks and Recreation Department
City Council Agenda Report

July 7, 2014

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

REVIEW FACILITY FEE WAIVER APPLICATION FOR "EL GRITO" EVENT

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Review the Facility Fee Waiver Application for the use of the Salt Lake Park Ball Diamonds for the "El Grito" event.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On, June 16, 2014, Council reviewed the Facility Fee Waiver Application submitted by Francisco Moreno for the "El Grito" event scheduled for September 13-15, 2014, at Salt Lake Park. Council requested that staff provide a more accurate assessment of the event fees and cost to the City and report back with the updated charges.

The event schedule is as follows:

Setup: 9-11 a.m. on Saturday, September 13, 2014
Event start: 3 p.m. on Saturday, September 13, 2014
Event end: 10 p.m. on Monday, September 15, 2014
Cleanup: 9-11 p.m. on Monday, September 15, 2014

FISCAL IMPACT/FINANCING

Staff reviewed Mr. Moreno's request and noted that Mr. Moreno that will pay all costs associated with the event. However, he is requesting a waiver for fees only. The total amount of the fee waiver request is **\$2,300.71.**

REVIEW OF FACILITY FEE WAIVER APPLICATION FOR "EL GRITO" EVENT

July 7, 2014

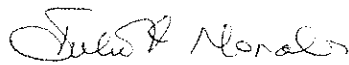
Page 2 of 3

Facility rental fee:	1,955.75
Permits and inspection:	344.96
Total fee waiver request:	\$2,300.71

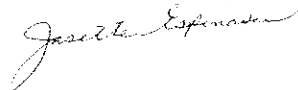
CONCLUSION

Staff recommends that the City Council consider approving the "El Grito" event and fee waiver request in the amount of **\$2,300.71**. Upon Council approval, staff will process the special event park use permit application and adjust all agreed upon facility rental fees accordingly.

Respectfully submitted,



JULIO MORALES
Interim City Manager



Josette Espinosa
Director of Parks and Recreation

ATTACHMENTS

Attachment A: Special Event Park Use Permit Applications

Attachment B: Facility Fee Waiver Applications

Attachment C: Facility Fee Invoices

ATTACHMENT "A"

SPECIAL EVENT PERMIT APPLICATION



PERMIT NO. _____

FILING FEE: \$80 (for-profit organization) \$30 (non-profit organization)
Applications must be submitted by October 1 to be considered for following calendar year
Applications received after October 1 must be submitted at least 90 days before event

A. APPLICANT INFORMATION

Applicant Name: FRANCISCO MORENO / FECADEMINA
(If organization/business, include name of a contact person)
Address: 9120 SONGFEST DR. DOWNEY, CA 90240
Telephone #: (213) 507-1725 Emergency Telephone #: Same
Huntington Park Business License #: _____ Are you a non-profit organization? Yes ☒ No ☐

Applicant's authorized representative(s) for management of event. If more than one, please list on a separate sheet of paper. (Note: Applicant/authorized representative(s) must be present at all times during event)

Name: ESTHER MORENO
Telephone #: (562) 481-9404 Drivers License #: _____
E-mail address: EstherAguilon@hotmail.com
Address: 9120 SONGFEST DR. DOWNEY, CA 90240

B. APPLICANT EXPERIENCE/REFERENCES

The organization applying for the special event permit must have at least three years of experience conducting the same or similar event proposed in this application.

Does your organization have at least three years of experience? Yes ☒ No ☐

Provide three references of other cities/counties where you have conducted a similar event.

- City/County: BELL GARDENS, CA Contact Person: ALEX MORALES 6 Years
Telephone #: 562-299-8894 Dates of last event: SEPT 2013
- City/County: LYNWOOD, CA Contact Person: MARIO CARDENAS
Telephone #: 310-350-3709 Dates of last event: SEPT 2007
- City/County: PALM DESERT, CA Contact Person: ROSLIO PLATA
Telephone #: 760-409-4254 Dates of last event: SEPT 2006

C. EVENT DESCRIPTION

Description of Event (include all goods/services to be sold, number of rides, concessions, tents, stages, special displays or equipment used, animals, etc. If more space is needed attach a separate sheet of paper)

Cultural Event Promoting our Fiestas Patrias - "El Grito"
 one STAGE - 20 food stands - 30 concessions, rides
 Folkloric dances from Mexico, Michoacan - Jalisco
 OAXACA - Yucatan.

Anticipated Attendance Total: 15k Per Day: 5k

D. EVENT ENTERTAINMENT Diamond - 1 - \$3. 1 - Ambiguity let

Attach a 1-2 page detailed list and description of all entertainment to be featured at your event.

E. EVENT DATES/TIMES

Friday - 2:00pm - 1:00pm - Set up
Sat - 7:00am - 11:00am - Set up

> Setup

Setup begins on: 09-13-2014 Setup ends on: 09-13-2014
mm/dd/yyyy mm/dd/yyyy

Setup will occur each day from: 9:00 am until 11:00 am
Time (HH:MM) Time (HH:MM)

> Event

Event begins on: 09-13-2014 Event ends on: 09-15-2014
mm/dd/yyyy mm/dd/yyyy

Event will be open each day from: 09-13-14-3pm to 10pm until 09-14 & 09-15 10 am to 10 pm
Time (HH:MM) Time (HH:MM)

> Cleanup

Cleanup begins on: 09-15-2014 Cleanup ends on: 09-15-2014
mm/dd/yyyy mm/dd/yyyy

Cleanup will occur each day from: 9:00 pm until 11:00 pm
Time (HH:MM) Time (HH:MM)

Notes: On Sat 13 from 3pm to 10pm - SUN & MON 10 am to 10pm.

F. EVENT LOCATION

☒ Salt Lake Park ☐ Freedom Park ☐ Robert Keller Park ☐ Senior Park ☐ Other

(Describe area of park your event will utilize)

Baseball #1 & Parking lot for Rides.

G. The following is required for all events:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> \$2,500 Refundable Deposit | <input checked="" type="checkbox"/> Business License | <input checked="" type="checkbox"/> Building Permit |
| <input checked="" type="checkbox"/> County Fire Permit | <input checked="" type="checkbox"/> Security Plan | <input checked="" type="checkbox"/> Plot Plan |
| <input checked="" type="checkbox"/> Entertainment Approval | <input checked="" type="checkbox"/> Insurance (must list "City of Huntington Park" as additional insured) | |

16. SITE PLAN

Your site plan/route map should be submitted in blueprint or computer-generated format and include:

- ☒ An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- ☒ The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- ☒ The provision of minimum 20-foot emergency access lanes throughout the event venue.
- ☒ The location of first aid facilities and ambulances.
- ☒ The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- ☒ A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills
- ☒ Generator locations and/or source of electricity.
- ☒ Sources of water.
- ☒ Placement of vehicles and/or trailers.
- ☒ Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- ☒ Identification of all event components that meet accessibility standards.
- ☒ Other related event components not listed above.

1. SECURITY PLAN

Have you hired a licensed professional security company to develop and manage your event's security plan?

Yes ☒ No ☐

If yes, you are required to provide a copy of the security company's valid Private Patrol Operator's License Issued by the State of California.

Security Organization: TRA

Address: _____

Telephone #: _____ Emergency Telephone #: _____

Cell #: _____ Fax #: _____

Private Patrol Operator License # _____

Please describe your security plan including crowd control, internal security or venue safety, or attach the plan to this application.

Building and Safety Fee Schedule for Special Events:

> Tents/structures/devices

For inspection of structures or devices regulated
by Chapter 66 the first inspection or first
structure/device

\$267.04

Each additional structure and/or device

\$42.88

> Electrical

Carnival rides (electric or generator driven): \$ 63.52 each

Carnival rides (mechanically driven): \$ 26.40 each

Walk through -- attractions/electric displays: \$ 26.40 each

Booth lighting (i.e. carnival games, etc.): \$ 26.40 each

Temporary power pole: \$ 71.36 each

Motors, generators, transformers (rating in horsepower HP, kilowatts KW, kilovolt amperes KVA):

Rating over 3 and not over 10, each \$ 32.64

Rating over 10 and not over 50, each \$ 75.36

Rating over 50 and not over 100, each \$ 140.96

Rating over 100, each \$ 232.64

Any installation of any equipment rated at 400 amperes or larger;

Any installation of a motor rated more than 10 HP;

Any installation of equipment rated above 600V require Plan Review, please submit electrical plans 90 days prior to event. Plan Check fees are 70% of permit fees but not less than \$179.04

> Other

Minimum fee for any inspection not covered above is \$100.30 per hour (minimum of two hours)

Issuance fee per each permit: \$45.28

> EVENT INFORMATION

Applicant: Francisco Moreno

Event address: Salt Lake Park Date: 5-6-2014

Event contact name: _____ Phone: _____

Event contact name: _____ Phone: _____

Tents (Indicate number of tents and size of each:

Rides and attractions:

electrical/generator driven rides: _____ # mechanical driven rides: _____

walk through/electric displays/booths: _____

Generators:

# _____ @ _____	(circle one) hp kw kva	# _____ @ _____	(circle one) hp kw kva
# _____ @ _____	hp kw kva	# _____ @ _____	hp kw kva

Application must be submitted to Director of Parks & Recreation a minimum of 90 days prior to event date and returned a minimum of 3 weeks prior to event date with all required approvals (see attached checklist). Two sets of plot plans and/or floor plans showing locations of all event activity, pedestrian trash, porta-potties, security plan, entertainment list, and vehicle circulation, pedestrian circulation or parking as necessary must be attached.

CERTIFICATE OF THE APPLICANT: I understand and agree to abide by all of the Special Event Permit regulations of the City of Huntington Park and any other conditions imposed for the event requested. I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statement may result in denial of the requested permit or revocation of any issued permit.

FOR OFFICE USE ONLY

Date submitted: _____

Received by: _____

File fee: _____

Receipt #: _____

Francisco Moreno
Applicant's Signature

5-6-2014
Date

MICHOCAN-FEST 2014 EL GRITO SEPT. 13-14 & 15, 2014 SALT LAKE PARK



NON FOOD



BARRICADES



GENERATOR



FOOD BOOTH



WATER SINK



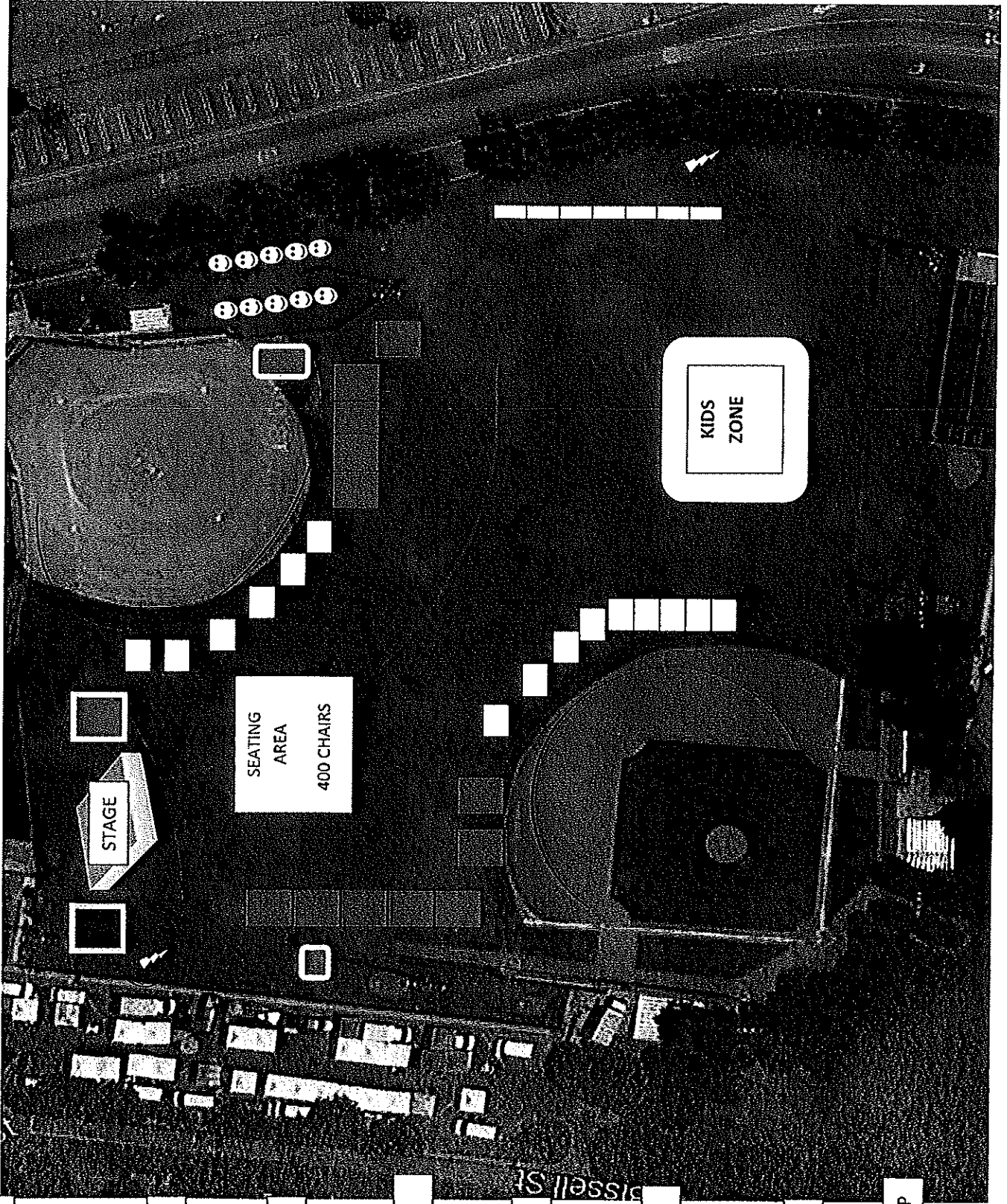
DRESSING RM



R.ROOMS



VIP



~~Saturday~~ - 3:00 AM

Set Friday - 2:00 P.M. - 1:00 AM
Security

Saturday 7:00 AM - 11:00 AM \leftarrow N/A

Set Inspection 11:00 AM \rightarrow
Event open fast 12:00 AM - 10 PM
Event

Sunday^{OP} - open 11:00 AM - 10 PM -

Monday open - 2:00 PM - 10:00 PM

~~Thurs~~

Clean-up - 10:00 PM - 3:00 PM - clear

Tuesday - 7:00 AM - 9:00 AM of report

ATTACHMENT “B”

FACILITY FEE WAIVER APPLICATION

Please read and carefully complete the following application. Failure to provide accurate information may result in a delay or denial of your request for a fee waiver. Please attach a copy of your Facility Rental Permit Application to this form and return to the Department of Parks & Recreation.

A. APPLICANT INFORMATION

Organization/Business Name: FECADEN MIN

Contact Name: FRANCISCO MORANO Is this a non-profit organization? ☒ Yes ☐ No

Address: 9120 SHELLEST DR. DOWNEY, CA 90240

Telephone #: (213) 507-1725 E-mail address: FMD16171@GMAIL.COM

B. FACILITY INFORMATION

Indicate the specific facility or facilities for which you are requesting a fee waiver:

☒ Salt Lake Park ☐ Keller Park ☐ Senior Park ☐ H.P. Community Center
☐ Perez Park ☐ Freedom Park ☐ Other

(Describe the specific area of the park and/or building)

Baseball Park #1

C. EVENT INFORMATION

Description of Event (provide a detailed description of the event, its purpose and the activities that will take place)

Cultural Event "El Grito" - Music - Dances from Mexico
Selling food - EXPOSITOR'S STANDS - Merchandise
Rides

Anticipated Attendance Total: 15K Per Day: 5K

Will you be charging a fee? ☐ Yes ☒ No If "Yes" list all fees: _____

Will the event be open to the public? ☒ Yes ☐ No

Is this event a fundraiser? ☐ Yes ☒ No If "Yes" state who will receive the funds: _____

D. EVENT DATES/TIMES

Event Date(s): SEPT 13, 14 & 15 - 2014

Event Time(s): SEPT 13 from 3PM to 10PM - SEPT 14 & 15 from 10am to 10PM.

REVIEW PROCESS: You will be notified within 5 business days of submission of your application whether your request has been denied or will be referred to the PARC Commission and/or City Council for review. Fee waiver requests less than \$250 in indirect fees may be considered by the PARC Commission and/or City Council. Fee waiver requests of more than \$250 must be reviewed by the City Council. For additional details, review the Park Facility Use Fee Waiver Policy.

APPLICANT SIGNATURE: I understand and agree to abide by all of the Facility Fee Waiver and Facility Rental regulations of the City of Huntington Park and any other conditions imposed for the event requested. I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statement may result in denial of the requested permit or revocation of any issued permit.

Francisco Moreu
Applicant's Signature

5-6-2014
Date

FOR OFFICE USE ONLY:			
Date application received: _____		Received by: _____	
Criteria met: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee waiver status: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional		
Total fees waived: \$ _____	Deposit to be paid: \$ _____	Add'l Fees to be paid: \$ _____	
Approved by: _____			
Additional information:			

ATTACHMENT “C”

City of Huntington Park - Department of Parks and Recreation

3401 E. Florence Ave. Huntington Park, CA 90255

Tel. (323) 584-6218 Fax (323) 584-6310

INVOICE # 00054

5/28/2014

Bill to

FECADEMIN

Francisco Moreno

9120 Songfest Drive.

Downey, CA 90240

Description	Qty	Price	Amount
Salt Lake Park Baseball Diamond #3 & 4 Parking Lot on Bissell			
1 Set of Ball Fields (#3 & #4)	23.0	\$25.00	\$575.00
Baseball Diamonds with Lights	22.3	\$35.00	\$780.75
Parking Lot - Bissell	24.0	\$25.00	\$600.00
Please make check payable to the "City of Huntington Park"	Subtotal		\$1,955.75
	Deposit		\$2,500.00
	Total		\$4,455.75



CITY OF HUNTINGTON PARK

Parks and Recreation Department
City Council Agenda Report

July 7, 2014

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

REVIEW OF FACILITY FEE WAIVER APPLICATION FOR THE "MOVIMIENTO DE MISIONEROS CATOLICOS" EVENT

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Review the Facility Fee Waiver Application for the use of the Senior Park for the "Movimiento De Misioneros Catolicos" annual picnic event.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Vicente Ortiz, representing the non-profit group "Movimiento De Misioneros Catolicos," has requested a facility fee waiver for the use of Senior Park on Sunday, July 13, 2014 from 9 a.m. – 7 p.m. for their annual picnic.

Movimiento De Misioneros Catolicos is a non-profit organization that caters to over 40 communities and churches by offering free religious retreats to the members they serve. A large portion of their members reside in Huntington Park. The picnic is a culminating event highlighting the work the organization has done throughout the year and as such, members from all 40 communities are invited to participate and celebrate, in a family-friendly atmosphere.

FISCAL IMPACT/FINANCING

Mr. Ortiz requests a fee waiver for the use of Senior Park in the amount of \$925.

Facility rental fee:	675
Facility deposit:	250
Total fee waiver request:	\$925

REVIEW OF FACILITY FEE WAIVER APPLICATION FOR THE “MOVIMIENTO MISIONEROS CATOLICOS” EVENT

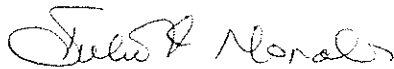
July 7, 2014

Page 2 of 3

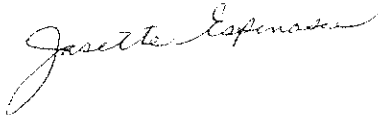
CONCLUSION

Staff recommends that the City Council consider approving the “Movimiento De Misioneros Catolicos” annual picnic event and fee waiver request in the amount of \$925. Upon Council approval, staff will process the special event park use permit application and adjust all agreed upon facility rental fees accordingly.

Respectfully submitted,



JULIO MORALES
Interim City Manager



Josette Espinosa
Director of Parks and Recreation

ATTACHMENTS

Attachment A: Special Event Park Use Permit Application

Attachment B: Facility Fee Waiver Application

Attachment C: Facility Fee Invoice

ATTACHMENT "A"



Facility Rental Application

Please use this Application to submit your request to rent space at the City of Huntington Park's Department of Parks and Recreation. In order to reserve a facility for private special events, facility rental applications and rental fees MUST be submitted and paid in full a minimum of 2 weeks prior to event date(s) (Please see policy for adding time to your rental). Submission of this application does not guarantee rental of facility.

CONTACT INFORMATION

NAME OF GROUP/ORGANIZATION MOVIMIENTO MISIONERO CATOLICO TAX ID # (Non-profits only) LIC
 APPLICANT NAME/PERSON RESPONSIBLE VICENTE ORTIZ TITLE COMITE EVENTOS
 CELL PHONE (323) 333 0929 ALTERNATE PHONE _____
 EMAIL edchente@aol.com
 ADDRESS 4108 E. FLORENCE AVE CITY BELL STATE CA ZIP 90201

EVENT INFORMATION

SET UP DAY(S)/DATE(S) REQUESTED* _____ EVENT DAY(S)/DATE(S) REQUESTED* July 13 2014
 NAME AND TYPE OF EVENT PC-NIC DINNER ESTIMATED ATTENDANCE 500
 FACILITY REQUESTED, IF KNOWN _____

SET UP START TIME 9:00 am SET UP END TIME 12:00 pm EVENT START TIME 12:00 pm EVENT END TIME 7:00 p.m
 * If more than three (3) dates are requested, please list all dates and times in "COMMENT / ADDITIONAL DATES" section on backside.

EVENT DETAILS

1. Is your event open to the public? ☐ Yes ☒ No (If yes, liability insurance required)
2. Is this a fundraising event? ☐ Yes ☒ No (If yes, liability insurance required)
3. Will there be admission, charge or donation? ☐ Yes ☒ No (If yes, liability insurance required)
4. Is the celebrant of your event younger than 21 years and will alcohol be served during the event? ☐ Yes ☒ No (If yes, please see security guard policy)
5. Will alcoholic beverages be sold at the event? ☐ Yes ☒ No (If yes, liability insurance & ABC license required)
6. Will non pre-packaged food be served? ☒ Yes ☐ No (If yes, janitorial services are required)
7. Is this an organized sports activity? ☐ Yes ☒ No (If yes, liability insurance required)
8. Will Caterer/Bartender be onsite during your event? ☒ Yes ☐ No (If yes, liability insurance & BL required)

Please sign below to confirm that the information contained on this application is accurate

SIGNATURE

DATE

Jun 2 2014

STAFF USE ONLY

APPLICATION RECEIVED BY

APPLICATION APPROVED BY

APPLICATION PROCESSED/LOGGED BY

FACILITY FEES DUE

STAFF FEES DUE

JANITORIAL FEES DUE

KITCHEN FEES DUE

DEPOSIT DUE

RECEIPT NO.

PAYMENT TYPE: CHECK

MONEY ORDER

VISA/MASTERCARD

JANITORIAL & SECURITY SERVICES CONFIRMED BY

CONFIRMATION DATE

ATTACHMENT “B”

FACILITY FEE WAIVER APPLICATION

Please read and carefully complete the following application. Failure to provide accurate information may result in a delay or denial of your request for a fee waiver. Please attach a copy of your Facility Rental Permit Application to this form and return to the Department of Parks & Recreation.

A. APPLICANT INFORMATION

Organization/Business Name: MOVIMIENTO MISIONEROS CATOLICOS

Contact Name: VICENTE ORTIZ Is this a non-profit organization? ☒ Yes ☐ No

Address: _____

Telephone # (323) 333 0929 E-mail address: tdcheute@aol.com

B. FACILITY INFORMATION

Indicate the specific facility or facilities for which you are requesting a fee waiver:

- ☐ Salt Lake Park ☐ Keller Park ☒ Senior Park ☐ H.P. Community Center
☐ Perez Park ☐ Freedom Park ☐ Other _____

(Describe the specific area of the park and/or building)

AREA OF THE PARK only 200

C. EVENT INFORMATION

Description of Event (provide a detailed description of the event, its purpose and the activities that will take place)

PR-NR ANNUAL

Anticipated Attendance Total: 500 Per Day: _____

Will you be charging a fee? ☐ Yes ☒ No If "Yes" list all fees: _____

Will the event be open to the public? ☐ Yes ☒ No

Is this event a fundraiser? ☐ Yes ☒ No If "Yes" state who will receive the funds: _____

D. EVENT DATES/TIMES

Event Date(s): July 13 2014

Event Time(s): 9 a.m. to 7:00 p.m.

E. FEE WAIVER INFORMATION

Please complete only the section which applies to your event.

> ☐ Intergovernmental Cooperation (applicant is a government agency)

Name of specific department/unit responsible for event: _____

How does this event benefit the residents of Huntington Park? YES

Why is it necessary to hold this event at a city facility? Close to the members

> ☒ Non-Profit Organization

> ☐ Private Business/Organization or Individual

Non-Profit Organizations will be required to provide verification of tax-exempt status.

Do you provide service solely to residents of Huntington Park? ☒ Yes ☐ No

Indicate the negative impact or financial hardship that the normal facility use fees would create for your event or agency. You may attach a budget or financial statement for your organization to clarify the reason for your request:

Limited funds are available, this is a religious - Nonprofit
the annual picnic provides friendship and renewal
of faith. Without the fee waiver we cannot host this great event

What significant value or benefit will your event provide to Huntington Park residents? This is not open
to the public, but many of our members are HP
residents

> ☐ City-Sponsored Event

See the Park Facility Use Fee Waiver Policy for details about City-sponsored event requests.

Does your organization have, or is it in the process of receiving, tax-exempt status? ☒ Yes ☐ No

Explain why the city should be a co-sponsor of your event: Catholic Church - Annual

picnic

F. FEE WAIVER REQUEST

Are you requesting a 100% waiver of all applicable rental fees? ☒ Yes ☐ No

If "NO" which fees are you requesting to be waived? (note: refundable security deposit may not be waived)

☐ Rental \$ _____ ☐ Personnel \$ _____ ☐ Janitorial \$ _____ ☐ Equipment/material \$ _____

REVIEW PROCESS: You will be notified within 5 business days of submission of your application whether your request has been denied or will be referred to the PARC Commission and/or City Council for review. Fee waiver requests less than \$250 in indirect fees may be considered by the PARC Commission and/or City Council. Fee waiver requests of more than \$250 must be reviewed by the City Council. For additional details, review the Park Facility Use Fee Waiver Policy.

APPLICANT SIGNATURE: I understand and agree to abide by all of the Facility Fee Waiver and Facility Rental regulations of the City of Huntington Park and any other conditions imposed for the event requested. I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statement may result in denial of the requested permit or revocation of any issued permit.

Applicant's Signature _____

Date _____

FOR OFFICE USE ONLY:

Date application received: _____ Received by: _____

Criteria met: ☐ Yes ☐ No Fee waiver status: ☐ Approved ☐ Denied ☐ Conditional

Total fees waived: \$ _____ Deposit to be paid: \$ _____ Add'l Fees to be paid: \$ _____

Approved by: _____

Additional Information:

ATTACHMENT "C"

City of Huntington Park - Department of Parks and Recreation

3401 E. Florence Ave. Huntington Park, CA 90255

Tel. (323) 584-6218 Fax (323) 584-6310

INVOICE # 00026

6/13/2014

Bill to
Movimiento Misioneros Catolicos Vicente Ortiz 4108 E. Florence Ave Huntington Park, CA 90255

Description	Qty	Price	Amount
Senior Park Sunday 7/13/14 from 9 a.m. - 7 p.m.			
Facility Fees - Non Profit Rate	10 per/hr.	\$45	\$450
Personnel Staff Fees	10 per/hr.	\$17	\$170
Janitorial Fee	1	\$55	\$55
Please make check payable to City of Huntington Park Payment due upon receipt	Subtotal		\$675.00
	Deposit		\$250.00
	Total		\$925.00



CITY OF HUNTINGTON PARK

Parks and Recreation Department
City Council Agenda Report

July 7, 2014

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

REVIEW OF FACILITY FEE WAIVER APPLICATION FOR THE DOMESTIC VIOLENCE & SEXUAL ASSAULT AWARENESS SYMPOSIUM

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Review the Facility Fee Waiver Application for the use of the Huntington Park Community Center and Senior Park for the GFWC Women's Club of Huntington Park's Domestic Violence and Sexual Assault Awareness Symposium.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The GFWC Women's Club of Huntington Park has requested a fee waiver for the use of the Huntington Park Community Center and Senior Park for their Domestic Violence & Sexual Assault Awareness Symposium, scheduled for 7:30 a.m. – 3 p.m. on Saturday, October 11, 2014.

This event will offer residents resource information and materials on domestic violence and sexual assault, and will feature speakers and a self-defense demonstration. Approximately 100 people are expected to attend the event.

FISCAL IMPACT/FINANCING

The GFWC Women's Club of Huntington Park requests a fee waiver in the amount of \$1,427.50.

Facility rental fee	927.50
Facility deposit:	500.00
Total fee waiver request:	\$1,427.50

**REVIEW OF FACILITY FEE WAIVER APPLICATION FOR THE DOMESTIC
VIOLENCE & SEXUAL ASSAULT AWARENESS SYMPOSIUM**

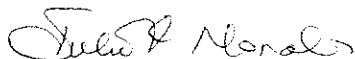
July 7, 2014

Page 2 of 3

CONCLUSION

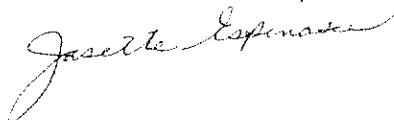
Staff recommends that the City Council consider approving the Domestic Violence & Sexual Assault Awareness Symposium event and fee waiver request in the amount of \$1,427.50. Upon Council approval, staff will process the special event park use permit applications and adjust all agreed upon facility rental fees accordingly.

Respectfully submitted,



JULIO MORALES

Interim City Manager



Josette Espinosa

Director of Parks and Recreation

ATTACHMENTS

Attachment A: Special Event Park Use Permit Application

Attachment B: Facility Fee Waiver Application

Attachment C: Facility Fee Invoice

ATTACHMENT "A"



Facility Rental Application

Please use this Application to submit your request to rent space at the City of Huntington Park's Department of Parks and Recreation. In order to reserve a facility for private special events, facility rental applications and rental fees **MUST** be submitted and paid in full a minimum of 2 weeks prior to event date(s) (Please see policy for adding time to your rental). Submission of this application does not guarantee rental of facility.

CONTACT INFORMATION

NAME OF GROUP/ORGANIZATION G.F.W.C. WOMEN'S CLUB OF HUNTINGTON PARK TAX ID # (Non-profits only) 80-0290403
 APPLICANT NAME/PERSON RESPONSIBLE NONNE CORREA TITLE PRESIDENT
 CELL PHONE (323) 444-7221 ALTERNATE PHONE _____
 EMAIL WOMEN323CLUB@yahoo.com
 ADDRESS P.O. Box 5237 CITY HUNTINGTON PARK STATE CA ZIP 90255

EVENT INFORMATION

SET UP DAY(S)/DATE(S) REQUESTED* 10/11/14 EVENT DAY(S)/DATE(S) REQUESTED* 10/11/14
 NAME AND TYPE OF EVENT DOMESTIC VIOLENCE & SEXUAL ASSAULT AWARENESS SYMPOSIUM ESTIMATED ATTENDANCE 100
 FACILITY REQUESTED, IF KNOWN H.P. COMMUNITY CENTER & Senior Park
 SET UP START TIME 7:30 AM SET UP END TIME 9:00 AM EVENT START TIME 10:00 AM EVENT END TIME 3:00 PM
 * If more than three (3) dates are requested, please list all dates and times in "COMMENT / ADDITIONAL DATES" section on backside.

EVENT DETAILS

- | | | | |
|--|---|--|--|
| 1. Is your event open to the public? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | (If yes, liability insurance required) |
| 2. Is this a fundraising event? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | (If yes, liability insurance required) |
| 3. Will there be admission, charge or donation? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | (If yes, liability insurance required) |
| 4. Is the celebrant of your event younger than 21 years and will alcohol be served during the event? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | (If yes, please see security guard policy) |
| 5. Will alcoholic beverages be sold at the event? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | (If yes, liability insurance & ABC license required) |
| 6. Will non pre-packaged food be served? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | (If yes, janitorial services are required) |
| 7. Is this an organized sports activity? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | (If yes, liability insurance required) |
| 8. Will Caterer/Bartender be onsite during your event? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | (If yes, liability insurance & BL required) |

Please sign below to confirm that the information contained on this application is accurate

SIGNATURE Nonne Correa DATE 05/21/2014

STAFF USE ONLY

APPLICATION RECEIVED BY _____ APPLICATION APPROVED BY _____
 APPLICATION PROCESSED/LOGGED BY _____
 FACILITY FEES DUE _____ STAFF FEES DUE _____ JANITORIAL FEES DUE _____ KITCHEN FEES DUE _____
 DEPOSIT DUE _____ RECEIPT NO. _____ PAYMENT TYPE: CHECK MONEY ORDER VISA/MASTERCARD _____
 JANITORIAL & SECURITY SERVICES CONFIRMED BY _____ CONFIRMATION DATE _____

COMMENTS / ADDITIONAL DATES

1 extension cord, 120 Black chairs, rectangular tables 12, round
Tables 5, Podium w/ mic, Blue linens rectangular 12
and Blue round 5. Coffe Pot

ATTACHMENT "B"

FACILITY FEE WAIVER APPLICATION

Please read and carefully complete the following application. Failure to provide accurate information may result in a delay or denial of your request for a fee waiver. Please attach a copy of your Facility Rental Permit Application to this form and return to the Department of Parks & Recreation.

A. APPLICANT INFORMATION

Organization/Business Name: GRACE WOMEN'S CLUB OF HUNTINGTON PARK

Contact Name: WYNNE CONNER Is this a non-profit organization? ☒ Yes ☐ No

Address: P.O. BOX 5237 HUNTINGTON PARK, CA 90255

Telephone #: (323) 499-7221 E-mail address: WOMEN395CLUB@YAHOO.COM

B. FACILITY INFORMATION

Indicate the specific facility or facilities for which you are requesting a fee waiver:

- ☐ Salt Lake Park ☐ Keller Park ☐ Senior Park ☒ H.P. Community Center
☐ Perez Park ☐ Freedom Park ☐ Other _____

(Describe the specific area of the park and/or building)

C. EVENT INFORMATION

Description of Event (provide a detailed description of the event, its purpose and the activities that will take place)

DOMESTIC VIOLENCE & SEXUAL ASSAULT AWARENESS SYMPOSIUM. WE WILL HAVE
SPEAKERS, PAMPHLETS & OTHER INFORMATIONAL MATERIALS & A SELF-DEFENSE
DEMONSTRATION.

Anticipated Attendance Total: 100 Per Day: _____

Will you be charging a fee? ☐ Yes ☒ No If "Yes" list all fees: _____

Will the event be open to the public? ☒ Yes ☐ No

Is this event a fundraiser? ☐ Yes ☒ No If "Yes" state who will receive the funds: _____

D. EVENT DATES/TIMES

Event Date(s): OCTOBER 11, 2014

Event Time(s): _____

E. FEE WAIVER INFORMATION

Please complete only the section which applies to your event.

- ☐ Intergovernmental Cooperation (applicant is a government agency)

Name of specific department/unit responsible for event: _____

How does this event benefit the residents of Huntington Park? _____

Why is it necessary to hold this event at a city facility? _____

- ☒ Non-Profit Organization
 ➤ ☐ Private Business/Organization or Individual

Non-Profit Organizations will be required to provide verification of tax-exempt status.

Do you provide service solely to residents of Huntington Park? ☐ Yes ☒ No

Indicate the negative impact or financial hardship that the normal facility use fees would create for your event or agency. You may attach a budget or financial statement for your organization to clarify the reason for your request:

OUR GOAL IS TO RAISE FUNDS TO EVENTUALLY OPEN A WOMEN'S CRISIS CENTER IN HUNTINGTON PARK. I AM ASKING FOR A FEE WAIVER FOR THE EVENT, ALL PROCEEDS GO TO THIS FUND & WITHOUT FEE WAIVERS, WE WOULD NOT BE ABLE TO ACHIEVE THIS GOAL.

What significant value or benefit will your event provide to Huntington Park residents? *VALUABLE INFORMATION FOR MEN & WOMEN, WHO MAY BE SURVIVORS OF DOMESTIC VIOLENCE, AS WELL AS HELP IN THE PREVENTION OF SAME, INCLUDING OUTREACH & OTHER AVAILABLE RESOURCES.*

- ☐ City-Sponsored Event

See the Park Facility Use Fee Waiver Policy for details about City-sponsored event requests.

Does your organization have, or is it in the process of receiving, tax-exempt status? ☐ Yes ☐ No

Explain why the city should be a co-sponsor of your event: _____

F. FEE WAIVER REQUEST

Are you requesting a 100% waiver of all applicable rental fees? ☒ Yes ☐ No

If "NO" which fees are you requesting to be waived? (note: refundable security deposit may not be waived)

☐ Rental \$ _____ ☐ Personnel \$ _____ ☐ Janitorial \$ _____ ☐ Equipment/material \$ _____

REVIEW PROCESS: You will be notified within 5 business days of submission of your application whether your request has been denied or will be referred to the PARC Commission and/or City Council for review. Fee waiver requests less than \$250 in indirect fees may be considered by the PARC Commission and/or City Council. Fee waiver requests of more than \$250 must be reviewed by the City Council. For additional details, review the Park Facility Use Fee Waiver Policy.

APPLICANT SIGNATURE: I understand and agree to abide by all of the Facility Fee Waiver and Facility Rental regulations of the City of Huntington Park and any other conditions imposed for the event requested. I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statement may result in denial of the requested permit or revocation of any issued permit.

Yvonne Carson
Applicant's Signature

05/21/2014
Date

FOR OFFICE USE ONLY:

Date application received: _____ Received by: _____

Criteria met: ☐ Yes ☐ No

Fee waiver status: ☐ Approved ☐ Denied ☐ Conditional

Total fees waived: \$ _____ Deposit to be paid: \$ _____ Add'l Fees to be paid: \$ _____

Approved by: _____

Additional information:

ATTACHMENT “C”

City of Huntington Park - Department of Parks and Recreation

3401 E. Florence Ave. Huntington Park, CA 90255

Tel. (323) 584-6218 Fax (323) 584-6310

INVOICE # 00054

5/27/2014

Bill to
GFWC Women's Club of Huntington Park
Ivonne Correa
P.O. Box 5237
Huntington Park, CA 90255

Description	Qty	Price	Amount
H.P.C.C. & Senior Park Saturday, October 11, 2014			
7:30 a.m. - 3 p.m.	7.5	\$80/per hr.	\$600.00
Personnel Fees	7.5	\$17/per hr.	\$127.50
Janitorial	1	\$200	\$200
Kitchen	1	\$75	\$75
Please make check payable to City of Huntington Park:			
		Subtotal	\$927.50
		Deposit	\$500.00
		Total	\$1,427.50



INTERNAL REVENUE SERVICE

Ogden, IRS Center

Department of the Treasury

P.O. Box 9941, Ogden, Utah 84409

MS 6273

Refer Reply To: 0423272295

Date: November 26, 2008

**CALIFORNIA FEDERATION OF WOMENS
CLUBS
GFWC WOMENS CLUB OF HUNTINGTON PARK
6013 MALABAR ST
HUNTINGTON PK CA 90255**

Taxpayer Identification Number: 80-0290462

Dear Taxpayer:

We received your request dated November 26, 2008 asking us to verify your employer identification number (EIN), name and group exemption status.

Your employer identification number is 80-0290462. Please keep this number in your permanent records. You should enter our name and EIN, exactly as shown above, on all federal tax forms that require its use, and on any related correspondence or documents.

Our records indicate that you have been assigned group exemption number (GEN) 8288, barring and problems with acceptance from the computer system, and you are classified as a 501 C (03) of the Internal Revenue Code.

If you have any questions, please call our Customer Service area at 1-877-829-0115. If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your daytime telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number () _____ Hours _____

Sincerely,

Katrina Call



CITY OF HUNTINGTON PARK

Parks and Recreation Department
City Council Agenda Report

July 7, 2014

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

AUTHORIZE 30-DAY PILOT SUMMER SWIM PROGRAM

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Authorize the City to enter into agreements with LAUSD and USA Pools in order to implement a summer swim program.
2. Authorize the use of excess CDBG after school program funding in the amount of \$16,000 and use of proceeds from the sale of surplus vehicles in an amount not to exceed \$12,000 to fund a summer swim program.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

City staff has been working with LAUSD and USA Pools to coordinate and implement a citywide open swim program at Linda Marquez High School during the summer. The pilot program will be conducted for a 30-day period, from July 11-August 11, 2014*.

**School commences on August 12, 2014. The facility will not be available after this date.*

The program will offer open swimming to all Huntington Park residents and neighboring communities. A \$2 entry fee will be charged to all swimmers.

The proposed hours of operation are:

- Monday through Friday 4-8 p.m.
- Saturdays 1:30-6:30 p.m.
- Sundays 9 a.m.-2 p.m.

There are more incidences of juvenile delinquency reported during the summer months of July and August, when most children and teenagers are out of school on summer

AUTHORIZE 30-DAY PILOT SUMMER SWIM PROGRAM

July 7, 2014

Page 2 of 3

vacation. We hope that offering a summer swim program will create an opportunity for youth and their families to engage in positive recreational activities, and ultimately help to curtail such crime.

FISCAL IMPACT/FINANCING

The total projected operating costs for the program are:

USA Pools	20,201
LAUSD	8,059
Equipment	1,913
Total cost:	\$30,873

The City Council has authorized \$91,000 in funding for the Parks & Recreation Department's After School Program. This program will be an extension of the After School Program; consequently, \$16,000 in funding will be derived from CDBG. The balance of the program costs, which is not expected to exceed \$30,873, will be funded from the proceeds of the sale of surplus vehicles in the amount of \$12,000, authorized by the City Council on June 16, 2014, and through the expected revenue to be received from admission fees.

No General Fund monies will be used to fund this pilot swim program.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

City staff has received a proposal from USA Pools to manage the open swim program and provide lifeguard services. The proposal specifications are as follows:

Scope of services

- Management of operations;
- Marketing and promotion of program;
- Recruitment, hiring and training of three lifeguards and one gate attendant;
- Admissions/Registration

Insurance /liability

- Worker's Compensation insurance
- Commercial General Liability insurance
 - Per occurrence limit \$3,000,000
 - Products & complete operations \$1,000,000
 - Personal & advertising injury \$1,000,000
 - General aggregate limit \$3,000,000
 - Fire damage \$100,000
 - Medical payment (any one person) \$5,000
- \$1,000,000 Professional liability insurance and punitive damages

AUTHORIZE 30-DAY PILOT SUMMER SWIM PROGRAM

July 7, 2014

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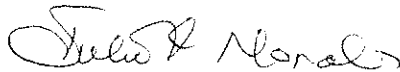
The City Attorney has reviewed and approved to form the proposed USA Pools Swimming Pool Management Agreement.

CONCLUSION

Upon Council approval, staff will assist with the execution of the agreement between USA Pools and LAUSD.

Next year, staff will seek grant funding to assist in the operation of the program.

Respectfully submitted,



JULIO MORALES
Interim City Manager



Josette Espinosa
Director of Parks and Recreation

ATTACHMENTS

A: Swimming Pool Management Agreement



CITY OF HUNTINGTON PARK

Public Works Department
City Council Agenda Report

July 7, 2014

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

AS-NEEDED ENGINEERING SERVICES FOR THE VACANT OFFICE OF THE DIRECTOR OF PUBLIC WORKS / CITY ENGINEER

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Authorize the City Manager to execute an amendment to the current professional services agreement with Transtech for as-needed engineering services for a not-to-exceed fee of \$50,000.00 and term of six months; and
2. Authorize the City Manager to execute an amendment to the current professional services agreement with AIM Consulting Services for as-needed construction management and project management services for a not-to-exceed fee of \$30,000.00 and term of six months; and
3. Authorize the City Manager to execute a professional services agreement with Evans Brooks Associates for professional services in support of the administration of Metro Local Return Funds and other transportation grant funds for a not-to-exceed fee of \$30,000.00; and
4. Increase the purchase approval authority of the Superintendent of Public Works to \$5,000 while the position of Director of Public Works / City Engineer remains vacant.

PURPOSE / JUSTIFICATION OF RECOMMENDED ACTION

On June 16, 2014, the Director of Public Works / City Engineer submitted a resignation letter. His last day with the City will be July 8, 2014. In order to maintain services and continuity in the management of projects and administration of grant funds during the recruitment for a permanent replacement, contract services from various firms is recommended as described below.

Transtech has provided building and safety and engineering services to the City for over two years. This included providing part time staff augmentation with licensed engineers prior to the recruitment of the current City Engineer. Transtech submitted a proposal

AS-NEEDED ENGINEERING SERVICES FOR THE VACANT OFFICE OF THE DIRECTOR OF PUBLIC WORKS / CITY ENGINEER

July 7, 2014

Page 2 of 4

(Attachment A) to, once again, provide a licensed civil engineer for twenty hours per week (half day, four days per week) at a reduced hourly rate of \$100 per hour. The engineer will provide customer service at the counter for engineering permits and other assignments requiring a licensed civil engineer and will ensure continuity in the level of customer service in the Engineering Department.

AIM Consulting Services (AIMCS) was contracted to provide construction management and inspection services for the City-wide LED Street Light Retrofit and Upgrade Project and the Salt Lake Park Artificial Turf Soccer Field Project. The recommended contract amendment will provide additional funding to complete these two projects and provide for additional project management functions that were provided by the Director of Public Works. The continued and increased involvement of AIMCS in these projects is critical to the completion of the projects and maintaining continuity in the management of the projects. The proposal from AIMCS is included in Attachment B.

Evans Brooks Associates (EBA) has provided a variety of services in support of transportation grant applications and the administration of Metro Local Return Funds over the past 18 months. EBA completed the 2013 Metro Call for Projects applications that were awarded to the City in the total amount of \$2.0M. They also completed the transit analysis of the COMBI service and recommended reduction in service to balance the Proposition A and C budgets. Their recommendations resulted in a smooth transition to reduced service hours and an annual savings of approximately \$400K. EBA's expertise in this area will be critical to the continued administration of Metro Local Return Funds in a manner that will maximize the use of these funds and prevent lapsing of funds. The reporting for these funds to Metro must be completed in August and October of each year. The proposal from EBA is included in Attachment C.

The recommended actions will ensure continuity in the functions performed by the Director of Public Works / City Engineer until a permanent replacement is recruited.

FISCAL IMPACT/FINANCING

The recommended actions will result in a combined total expenditure not-to-exceed \$110,000 over the next six months, or until a permanent Director of Public Works / City Engineer is recruited. The annual salary and benefits for this position is approximately \$185K, with the distribution by funds as follows: 35% General Fund, 10% Street Light Landscape, 30% Water, 10% Prop A, 10% State Gas Tax, and 5% Parking System. While the position remains vacant, \$92,500 is included in the budget for the next six months that can be used to pay for these services in lieu of the salary. Funding in excess of the Director's salary will be allocated to transportation related special funds, not the General Fund, in the amount not-to-exceed \$17,500.

**AS-NEEDED ENGINEERING SERVICES FOR THE VACANT OFFICE OF THE
DIRECTOR OF PUBLIC WORKS / CITY ENGINEER**

July 7, 2014

Page 3 of 4

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In accordance with the Huntington Park Municipal Code and the Finance Department Policy and Procedure Manual Section 5C, the subject consultants are recommended for the professional service described herein as a sole source due to their proven specialized areas of expertise, institutional knowledge of the City's programs and projects, and the high level of quality services they continue to provide to the City.

The recommended Professional Services Agreement and/or amendments will be executed in the standard format approved as to form by the City Attorney.

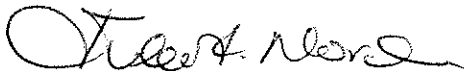
IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions are required to ensure that current services are maintained at an acceptable level of service and to ensure continuity in the management of ongoing projects once the position of Director of Public Works / City Engineer is vacated. Without the recommended services, the City will not have a Registered Engineer on staff. Additionally, staff resources are limited for performing other functions of the Director of Public Works / City Engineer that may not require a licensed Civil Engineer, but benefit from the knowledge and skills of an engineer and the special funding sources.

CONCLUSION

Upon approval of the recommended actions, staff will execute the Professional Services Agreement and amendments with the applicable firms and coordinate with the consultants to ensure services and projects are not interrupted.

Respectfully submitted,



JULIO MORALES
Interim City Manager



JAMES A. ENRIQUEZ, P.E.
Director of Public Works / City Engineer

**AS-NEEDED ENGINEERING SERVICES FOR THE VACANT OFFICE OF THE
DIRECTOR OF PUBLIC WORKS / CITY ENGINEER**

July 7, 2014

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ATTACHMENT

- A. Transtech Proposal
- B. AIM Consulting Services Proposal
- C. Evans Brooks Associates Proposal

ATTACHMENT "A"

Transtech Proposal



July 1, 2014

CITY OF HUNTINGTON PARK

6550 Miles Avenue

Huntington Park, CA 90255

Mr. Julio Morales, Interim City Manager

Mr. James A. Enriquez, PE, PW Director/City Engineer

Subject: Interim City Engineering Services

Transtech is submitting this proposal for Interim City Engineering Services to the City of Huntington Park.

As requested, the Interim City Engineer Services will be provided per the following Schedule:

	Monday	Tuesday	Wednesday	Thursday
7:00 - 8:00	Melicher/Cayir Project Management Plan Check Map Check			
8:00 - 9:00				
9:00 - 10:00				
10:00 - 11:00				
11:00 - 12:00				
12:00 - 1:00		Melicher/Cayir Project Management Plan Check Map Check	Neville/Ackerman Plan Check Map Check Project Management	Neville/Ackerman Plan Check Map Check Project Management
1:00 - 2:00				
2:00 - 3:00				
3:00 - 4:00				
4:00 - 5:00				

The special discounted hourly billing rate for Interim City Engineer will be \$100/hour. All other services, when requested by the City will be charged at Transtech's Standard Billing Rates.

Should you have any question or should you need additional information, please contact the undersigned.

Sincerely,

Ali Cayir, PE

ali.cayir@transtech.org; C: 714-883-8677

Attachments:

A1 - Transtech's Standard Billing Rates

A2 - Resumes of Sr. Level City Engineering Staff.

A3 - Brief Company SOQ

F:\WPROCESS\PROPOSALS\2014\1P- 14071 HUNTINGTON PARK INTERIM CITY ENG SERV\PROPOSAL\1P- 14071 HUNTINGTON PARK INTERIM CITY ENG SERV.DOCX

TRANSTECH ENGINEERS, INC. STANDARD HOURLY RATES	
<i>Classification</i>	<i>Hourly Rate</i>
Senior Engineer	\$150 - \$165
Project Manager	\$145 - \$160
Project Engineer	\$135 - \$150
Staff Engineer	\$120 - \$135
CADD Designer	\$95 - \$115
Sr. Planner	\$115 - \$135
Associate Planner	\$95 - \$110
Funds and Grants Manager	\$125 - \$140
Funds Analyst	\$95 - \$110
Transportation Analyst	\$125 - \$150
City Engineer	\$125 - \$135
Building Official	\$125 - \$135
Plan Checker	\$95 - \$125
Construction Manager	\$145 - \$160
Inspector, PW	\$75 - \$115
Inspector, Building	\$75 - \$110
Engineering Technician	\$60 - \$70
Building Technician	\$60 - \$70
Administrative/Clerical	\$55 - \$60
2-Man Survey Crew	\$190
Reimbursable direct expenses are billed at cost plus 5%. Fees are adjusted annually based on the Consumer Price Index (CPI) for the Los Angeles area for Cost of Living Adjustment.	

ALI CAYIR, PE Sr. Engineer

EDUCATION

- BS Engineering
- MBA
- Project/Construction Management, UC Irvine

REGISTRATION

- Registered Civil Engineer
- Licensed Gen Contractor A
- Licensed Gen Contractor B

EXPERIENCE HIGHLIGHTS

- 30 years of experience in City Engineering.
- Served as contract City Engineer and City Traffic Engineer for a number of Cities.
- City of Alhambra-Contract City Engineer/City Traffic Engineer.
- City of Hanford-Former City Traffic Engineer.
- City of La Habra Heights-Former City and Traffic Engineer
- City of Pomona-Former Interim City Engineer.
- City of Commerce-Assistant Public Services/City PW Engineer.
- Extensive experience in grant programs. Secured over \$20m in funding for during last 2 cycles of MTA Call for Projects Applications.
- Extensive experience in working with Caltrans, County of Los Angeles and other regional agencies and Utility Companies.
- Extensive experience in NPDES requirements.
- Extensive experience in GASB reporting requirements for infrastructure.
- Extensive experience in the management and administration of federally and state funded projects in compliance with Caltrans Local Assistance Procedures Manual (LAPM).
- Served as Resident Engineer on several Federally Funded Projects.

Mr. Cayir has approximately 30 years of experience in engineering. He has participated on numerous multi-disciplinary teams dealing with the planning and development of civil and traffic engineering, urban and rural development, and public works projects. He served as Principal Project Manager for the design, construction and management of a variety of projects, including:

- Public Works and Infrastructure Improvements
- Educational and University Campuses
- Institutional
- Commercial and Retail
- Transportation and Parking Facilities
- Residential and Master Community Development
- Industrial Production Facilities/Plants

Mr. Cayir is a well recognized expert in the management of engineering and construction, and has assisted local agencies in improving CIP management and delivery process.

Mr. Cayir served as contract City Engineer, Traffic Engineer and Interim Public Works Director for a number of municipalities in Southern California. He has a broad knowledge of municipal government operations, including preparation and presentation of staff reports/resolutions to city councils, committees and interaction with public, various city departments, city council and other governmental agencies.

Mr. Cayir also taught Construction Management and Program Management classes at California State University, San Bernardino, International Studies Department. One of his assignment was a 6 month training program in these subjects and in the management, administration and operation of governmental projects to approximately 25 high level governmental officials, planning directors, city engineers, project managers from 9 different cities in the Wuhan Region in China. Mr. Cayir also visited these Cities by invitation of Wuhan City Government and provided additional training.

Municipal Engineering Assignments (past and present)

- City of Alhambra-Contract City Engineer/City Traffic Engineer
- City of Temple City-Contract City Engineer/City Traffic Engineer
- City of Commerce-Interim City Engineer/City Traffic Engineer/PW Director
- City of Hanford-City Traffic Engineer
- City of La Habra Heights-City Engineer/City Traffic Engineer

- City of Pomona-Interim City Engineer

Civil Engineering Experience

- Project Principal for I-710 Freeway Interim Improvements and Fremont Widening and Reconstruction: Transtech provided Turn-key Services, including Program Management, Construction Management, Design, Surveying, Right-of-Way Engineering, and Environmental. The project included major roadway improvements, removal/demolition of various buildings for additional right-of-way and reconstruction of buildings behind new right-of-way, traffic signals, infrastructure, utilities, pavement, drainage, water, sewer, landscape, street lighting, traffic signal, pavement improvements. Project was funded by Federal Funds, and was managed and inspected in compliance with Caltrans Local Assistance Procedures Manual. (Cost \$20m).
- Project Principal for University Park Development/San Bernardino: The project included 2 miles of new roadway, sewer, water, utility and extensive hill side grading for a master planned residential and commercial development on 130 acre site across from the San Bernardino State University. (Cost \$20m).
- Project Principal for City of Torrance, Crenshaw Reconstruction, Skypark Improvements, 190th/Crenshaw Widening: Design, construction management services, including inspection, surveying, resident engineer, federal compliance, labor compliance. Project was funded by Federal Funds, and was managed and inspected in compliance with Caltrans Local Assistance Procedures Manual. (Cost: \$5 m).
- Project Principal for Valley Boulevard Widening and Reconstruction project which is funded by State and Federal funds and required complete project and environmental report, including Right-of-Way, Relocation, SHPO, NEPA, SEQA, Noise, Parking, Economic, Hazardous Materials technical studies, and processed through Caltrans and FHWA. Construction cost (\$6m).
- Project Principal for \$20 m Carlsbad to San Diego Rail Trail Project Report, which is funded by State and Federal funds and required complete project and environmental report, including Right-of-Way, Relocation, SHPO, NEPA, SEQA, Noise, Parking, Economic, Hazardous Materials technical studies, and processed through Caltrans and FHWA.
- Project Principal for City of Commerce's Tubeway and Yates Avenue Rehabilitation Project. The projects involved roadway rehabilitation and reconstruction. Transtech also provided construction management services for the project. Project Cost: \$300,000.
- Project Principal for City of San El Monte's Annual Street Rehabilitation Program, 98, 99, 00, 01. The projects involved roadway rehabilitation and reconstruction, storm drain, water and sewer design on various streets. Project Cost: \$3,000,000.
- Alameda Corridor Agency East (ACE) Rail Grade Crossing Improvement Project encompassing 6 agencies and 14 locations in Los Angeles

County. Work involved roadway realignment and reconstruction, signalization, traffic control, and construction phasing as well as related improvements such as storm drain, water, sewer landscaping, underground utilities, etc. Construction cost \$5,000,000.

- Project Principal for City of Alhambra's Annual Street Rehabilitation Program, 94 through 01. The projects involved roadway rehabilitation and reconstruction, storm drain, water and sewer design on various streets. Transtech also provided construction management services for the project. Project Cost: \$3,000,000. Project Principal for design of City of San Clemente's annual street rehabilitation program. The project involved roadway rehabilitation and reconstruction, storm drain, water and sewer design on various streets. Construction cost \$1,000,000.
- Project Principal for design of reconstruction and rehabilitation of Crenshaw Boulevard and Skypark Avenue (two separate projects) in the City of Torrance. Construction cost \$3,000,000.
- Project Principal for design of Valley Boulevard street medians, striping, landscape, and irrigation improvements, Alhambra, Construction cost \$600,000.

Construction Management Experience

- Project Principal for City of San Bernardino, Santa Fe Historic Train Depot Renovation. Transtech is currently providing construction management services, including inspection, surveying, resident engineer, federal compliance, labor compliance. Construction Cost \$13m
- Project Principal for City of Alhambra, Valley Boulevard Widening. Preparation of funding application, securing \$5 million Federal, State and County funding, and design, and is currently providing construction management services, including inspection, surveying, resident engineer, federal compliance, labor compliance. Construction Cost \$5m
- Project Principal for City of Torrance, Crenshaw Reconstruction, Skypark Improvements, 190th/Crenshaw Widening. Design, construction management services, including inspection, surveying, resident engineer, federal compliance, labor compliance. Construction Cost: \$5 m
- Project Principal for City of Commerce, Rosewood Community Center. Transtech was retained by the City to take over the management of this multimillion dollar facility which was 2 years behind schedule. Within 5 months, Transtech brought the construction to substantial completion level allowing the City start the move-in process, and 2 months after, the facility was opened to public use. Currently, Transtech is assisting the City in claims analysis and change order resolution. Construction Cost: \$15m.
- Project Principal for the City of Alhambra revitalization program: Involved 11 projects, including Renaissance Plaza (multi-plex theater, public plaza with fountain and unique art features, restaurants, retail,

- 800 space parking structure), Fremont Plaza (modifications/reconstruction of existing buildings for lease by ToysRUs and Party City, construction of a new 30,000 SF store for PetSmart, and various other retail buildings) and Downtown Revitalization (modification/upgrade of existing buildings for Starbucks, 4 Restaurants and various retail businesses). (Cost: \$80m).
- Project Principal for City of Alhambra Chapel, First St and Garfield Parking Structures: Transtech served as turn-key project manager, including management of design, construction, building plan check and inspection, federal funds, labor compliance for 3 parking structure projects. Chapel: 4 story, 300 space structure; First Street: 4 story, 276 space structure; Garfield: 5 story, 800 space structure. (Cost \$15m)

Traffic Engineering Experience

- Design and management of a variety of traffic and transportation engineering projects, including traffic signals (more than 1000 locations), traffic signal interconnect system, street lighting, traffic control, signing and striping design; signal timing and coordination studies; traffic signal management studies; traffic safety projects (OTS) including traffic control device inventories and speed surveys; traffic impact and parking studies for more than 100 projects; and feasibility studies for traffic control measures, freeway access, bikeways and street improvements. Mr. Cayir has also served as consultant Traffic Engineer for various agencies in Southern California.
- Project Manager/Engineer for the preparation of ramp metering, count station, traffic signal, highway lighting, sign lighting, construction signing, pavement delineation, communication, and other traffic related plans for several state highways and freeway improvement projects involving Caltrans Districts 7, 8 and 12.
- Project Manager for the preparation of traffic signal modifications and installation, interconnect and radio corrected time base system installation plans and estimates in conjunction with traffic signal synchronization projects for various arterials in Los Angeles County including Garvey Avenue, El Segundo Boulevard, Crenshaw Boulevard, Slauson Avenue, Rosecrans Avenue, Arrow Highway and Huntington Drive/Alosta Avenue/Foothill Boulevard. Signal modification improvements included equipment upgrades, signal phasing upgrades and installation of radio correct time base units (WWV) for signal coordination as well as physical intersection improvements.
- Project Manager for the preparation of signal timing and coordination plans for multiple locations on major arterials in Los Angeles County including Main Street, Garvey Avenue, Crenshaw Boulevard and Slauson Avenue utilizing state-of-the-art computer software.
- Project Traffic Engineer for the proposed Materials Recovery Facility in the City of Industry. This project involved the preparation of a comprehensive area wide traffic impact study to identify the potential

impacts associated with development of a proposed Materials Recovery Facility (MRF) in the City of Industry. The study area encompassed 32 intersections and several freeways such as SR 60 and SR 57. The study also included an evaluation of cumulative impacts associated with 22 planned projects located within the sphere of influence of the study area. In addition, separate analyses were conducted to determine the potential impacts of developing the MRF at alternative sites.

NEVILLE PEREIRA, PE, CBO Sr. Engineer

EDUCATION

- BS, Civil Engineering, CalPoly, Pomona

CERTIFICATIONS

- CABO Certified Building Official, Council of American Building Officials
- ICC Certified Plans Examiner; Residential Building Inspector; Commercial Building Inspector
- USGBC LEED Accredited Professional
- CGBP Certified Green Building Professional, Build It Green
- ICC Certified Fire Inspector I

HIGHLIGHTS

- Served in various capacities, such as Deputy Building Official, Plan Checker, Inspector at various Public Agencies, Los Angeles County, City of Los Angeles, City of Glendale, City of Pasadena, City of Santa Monica
- ICC Los Angeles Basin Chapter Board of Directors (2011 President)
- ICC Building Officials Membership Governing Council
- ICC Code Development Committee Vice Chair
- ICC Technology/Web Advisory Group
- ICC California Pool Safety Technical Advisory Group (CPS TAG)

Mr. Pereira has approximately 25 years of experience, and has worked in various capacities, such as Building Official, Deputy Building Official, Plan Checker and Inspector at various Public Agencies, including Los Angeles County, City of Los Angeles, City of Glendale, City of Pasadena, and City of Santa Monica. He also has diversified experience in Public Works and City Engineering, and has worked as civil engineer for the County of Los Angeles Public Works Department and at Parsons Engineering Company. He has broad knowledge of municipal government operations, including preparation and presentation of staff reports and resolutions to city councils, committees and related interaction with members of the public, other city departments and other governmental agencies. He has extensive experience in construction codes, building and safety plan review and inspection, code interpretations, and resolving code related construction and plan review problems on a broad range of projects.

Currently, he is serving as Building Official/City Engineer at various Transtech Contract Cities:

- **Building Official/City Engineer, City of Temple City (Transtech Contract City):** Serving as contract Building Official and City Engineer for Temple City (Transtech Contract City).
- **Building Official, San Manuel Tribe and Casino (Transtech Contract Agency):** Serving as contract Building Official for San Manuel Tribe and Casino (Transtech Contract Agency).
- **Deputy Building Official/City Engineer, City of Huntington Park (Transtech Contract City):** Serving as Deputy Contract Building Official and Deputy City Engineer for Huntington Park (Transtech Contract City).
- **Deputy Building Official, City of South Pasadena (Transtech Contract City):** Serving as Deputy Contract Building Official for South Pasadena (Transtech Contract City).

His prior experience includes:

- **Principal Plans Examiner/Deputy Building Official/Acting Building Official, City of Pasadena:** Coordinate the operations of the department, act as the Building Official in his absence. Was also responsible for implementing the City's enforcement of the Standard Urban Stormwater Mitigation Plan (SUSMP) and the Storm Water Pollution Prevention Plan (SWPPP) for construction projects.
- **Acting Deputy Building Official, City of Glendale:** Coordinated the operations of the department and administered interagency cooperation between Public Works, Planning, Fire, Water and Power.
- **Assistant/Acting Building Official, City of Santa Monica:** Coordinated the operations of the department and code enforcement, acted as the Building Official in his absence.

- **Structural Engineering Associate II, City of Los Angeles, Department of Building and Safety:** Performed building plan check of residential and commercial structures.
- **Civil Engineering, Parson's:** Design engineer for railway transportation and industrial waste treatment facilities.
- **Civil Engineer, County of Los Angeles:** Responsible for design of various highway and transportation capital improvement projects.

Functional Experience

- Project manager and business expert for the cities of Los Angeles, Glendale, Santa Monica, Pasadena and the County of Los Angeles for the implementation of departmental and enterprise-wide case and land management systems.
- Wrote, collaborated on and evaluated Requests for Proposal from consultants based upon multiple criteria and proposed finalists to technical, user and executive groups.
- Performed as project manager for public works and technology infrastructure projects to monitor deliverables of consultants and the City against established project schedules. Negotiated contract change orders for the City and used Microsoft Project to maintain scheduling and reports therefrom.
- Apprised various groups of stakeholders, users, executives and Council or progress updates and resource requirements before and throughout the project. Also chaired multiple stakeholder committees to garner functional requirements of systems, processes and finances of various disciplines in Planning, Building, Code Enforcement, City Clerk, Water & Power, Public Works, Police and Fire.
- Proposed, researched and implemented several cost savings strategies for field and office operations in the various aspects of my professional involvement. Examples include field automation for inspection, automated data entry solutions, customized customer notifications for improved feedback.
- Responsible for building, plumbing, mechanical and electrical code plan review of some of the largest scale developments in the area including Americana at Brand in Glendale, Disney Glendale Central Creative Campus Phase I, Westgate Block 1 and 2 in Pasadena, Ambassador West development in Pasadena, Noise Within Theater in Pasadena and several large scale private school developments.
- Oversee the grading operations and adherence to the National Pollution Discharge Elimination System (NPDES) throughout the permit process. Responsible for implementing enforcement of the Standard Urban Stormwater Mitigation Plan (SUSMP) and the Storm Water Pollution Prevention Plan (SWPPP) for construction projects.
- Committee Chair and member of numerous committees ranging from highly technical, public, executive management and City Council. Comfortable with any role from support staff to advisor or director as is demonstrated my roles as City staff, Deputy Division Manager, Board Member and President over an entire career.

- Written numerous technical reports as an engineer justifying my proposal, as well as written Requests for Proposal on behalf of the City for professional services such as engineering, plan review and software systems.
- Written and oral briefs to division, departmental directors and council members pertaining to code adoption, proposed ordinances and status of major City projects with excellent skill in modifying my presentation to the audience that presiding.
- Responsible for conducting community stakeholder meetings to present changes in City ordinances, implementation of new codes, or new processes and departmental policies.
- Performed as a license design engineer since 1990 in parallel with public administration duties. Responsible for architectural and structural design of well over fifty commercial, industrial and residential buildings.
- Review simple to highly complex construction projects for compliance with fire/life safety, accessibility, structural, mechanical, electrical, plumbing, green building and public works standards and NPDES regulations.
- Propose and review new code regulations through involvement with local chapters, local and national code development committees and governing counsels associated with the International Code Council.
- Enhanced ability to execute tasks with a sound basis in various permit programs, Microsoft Office Apps, Access, Visio, Project, Adobe Photoshop, Illustrator, Dreamweaver, Premier, Autodesk AutoCAD, Revit and Oracle SQL, ESRI Arc GIS.

MICHAEL ACKERMAN, PE, QSD, QSP Sr. Engineer

EDUCATION

- Bachelor of Science in Engineering, the University of Iowa
- Land Development Desktop, AutoCAD, and Microstation Certification - Westech College

REGISTRATION

- Registered Civil Engineer

CERTIFICATIONS

- Resident Engineer Academy, Caltrans
- Water Pollution Control Compliance on Construction Sites for Resident Engineers, Caltrans
- Asphalt Pavement Fundamentals: Design, Construction, and Rehabilitation
- Construction Program Management Workshop, FHWA
- Field Office Procedures Course, Caltrans
- California Work Zone Inspection – High Speed, Caltrans
- Asphalt Concrete Inspection and Rehabilitation Strategies, Caltrans

HIGHLIGHTS

- 15 years of experience in City Engineering.
- Experience includes working for Caltrans and City of San Bernardino.
- At Caltrans, served as Resident Engineer for a number of projects.
- At City of San Bernardino, worked under the City Engineer, and was responsible for Capital Projects.
- Extensive experience in working with Caltrans.
- Extensive experience in NPDES requirements.

Mr. Ackerman has approximately 17 years of experience and participated on numerous multi-disciplinary teams dealing with the design and construction of civil and transportation engineering, urban and rural development, and public works projects. His prior experience includes working for the City of San Bernardino and Caltrans, District 8 in San Bernardino.

His prior experience includes:

City of San Bernardino: Mr. Ackerman held the position of Associate Engineer under the City Engineer of the Division of Public Works in the Department of Development Services.

Caltrans District 8: Mr. Ackerman was a civil transportation engineer for Caltrans District 8 where he was involved in the design and construction of various projects.

- **Construction Division:** In the Construction Division, Mr. Ackerman was Resident Engineer for various projects, including:
 - Watson Wash Bridge Replacement Right (Rte 40)
 - Replacement of Drains and Earthwork (Rte 40)
 - Fenner Overhead Bridge Replacement (Replacement of two bridges over BNSF Railroad, Rte 40).
- **Design Division:** Designed plans, specifications, and estimates for the rehabilitation of Route 10 freeway from the Riverside/San Bernardino County line to Beaumont.
- **Traffic Operations Division:** Performed studies and analyses to interpret and mitigate above average accident volume areas on highways and freeways. Also, he performed traffic studies.

Mr. Ackerman has been with Transtech approximately 10 years, and has served as Project Design Engineer and/or Construction Manager/Resident Engineer on a number of projects. Recent projects include:

- **Project Engineer for City of Commerce, Garfield Avenue Telegraph Road to Malt Avenue Street Improvements; Eastern Avenue Pavement Overlay Stevens Thru City Boundary; Garfield Avenue and Slauson Avenue Intersection Improvements; Washington/Ayers Intersection:** Prepared PS&E. Federally funded projects as part of Stimulus Program.
- **Principal CM/Resident Engineer for City of San Bernardino, Via Duct Boulevard/2nd Street Realignment Project:** Prepared PS&E and served as Construction Manager/Resident Engineer.
- **Project Engineer for CSUSB (Cal State SB University) San Bernardino Main Access Road:** Prepared PS&E and provided construction administration for the project. Project involved design of a new roadway for a length of approximately 1.5 miles, and include street, medians, landscape, lighting, traffic signals, water, sewer, storm drain and various

- Extensive experience in the management and administration of federally and state funded projects in compliance with Caltrans Local Assistance Procedures Manual (LAPM).
- Served as Resident Engineer on several Federally Funded Projects.
- other utilities.
- **Project Engineer for CSUSB (Cal State SB University) Perimeter Road for CSUSB Palm Desert Campus:** Prepared PS&E for the project. Improvements included street, water, landscape, grading, drainage, street lighting and various other improvements.
- **Project Engineer for CSUSB (Cal State SB University): Campus Health Center Expansion:** Prepared PS&E for the project for grading, utilities and civil engineering.
- **Project Engineer for University of California, Riverside - West Campus Infrastructure:** Prepared West Campus Infrastructure Development Design/Study, which identified utility and surface infrastructure requirements, and how these improvements could be phased to accommodate proposed campus growth, for an area of 236.8 acres to support approximately 5 million gross square feet of academic, research, support, and student housing facilities.
- **Project Engineer for City of San Bernardino Campus Parkway Roadway Design:** Prepared PS&E as well as provided construction management and inspection services for the project. Improvements included street, water, sewer, storm drain, landscape, street lighting, traffic signal, and signing and striping.
- **Project Engineer for City of Baldwin Park, Francisquito Avenue Overlay Project; Ramona Boulevard Overlay Project:** Prepared PS&E. Federally funded projects as part of Stimulus Program.
- **Project Engineer for City of San Bernardino, Sewer upgrade project:** Preparation of a project PSE for upgrade of main sewer lines at various locations per the City's Sewer Master Plan.
- **Project Engineer for City of Commerce - Master Sewer Study Telegraph Corridor re-vitalization project:** Documentation of existing system. Design capacity analysis based upon land use designations. Produced master plan study report for the project along with cost estimates.
- **Resident Engineer for Rosemead Safety and Enhancement and ADA Improvements Project.** Served as the Resident Engineer for the Rosemead Safety and Enhancement Project. The project includes widening and reconstruction of 2 miles of Rosemead Boulevard, including new medians, bike lanes, signals, sidewalks, curb&gutter, street lighting, landscape, street scape. The project is federally funded and is managed in compliance with Caltrans Local Assistance Procedures Manual. Cost \$20m.
- **Principal CM/Resident Engineer for Valley Boulevard Rehabilitation and ADA Improvements Project (Federally Funded), Alhambra:** Project involved reconstruction, pavement overlay, medians, landscape, curb and gutter, sidewalk, traffic signals and other misc. improvements. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual. Project also involved coordination with Caltrans for work at the 710 Freeway ramps under Caltrans Encroachment Permit. Project was completed in various phases, including night time construction for several phases, to minimize inconvenience to public on this heavily

travelled major Arterial.

- **Principal CM/Resident Engineer for New Avenue, from North to South City Limit Rehabilitation and ADA Improvements Project (Federally Funded), Alhambra:** Project involved reconstruction, pavement overlay, curb and gutter, sidewalk, traffic signals and other misc. improvements. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual. Project also involved coordination with Caltrans for work at the I-10 Freeway ramps under Caltrans Encroachment Permit.
- **Principal CM/Resident Engineer for Garfield Rehabilitation and ADA Improvements Project (Federally Funded), Alhambra:** Project involved reconstruction, pavement overlay, curb and gutter, sidewalk, and other misc. improvements. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual.

CRAIG MELICHER, PE, CBO Sr. Engineer

EDUCATION

- Bachelor of Science in Civil Engineering, CalPoly, Pomona
- Various Construction Management Classes at UCLA, including:
 - Legal Aspects of Construction Management
 - Primavera based Construction Scheduling Software

REGISTRATION

- State of California Registered Civil Engineer

CERTIFICATIONS

- ICC Building Official
 - ICC Certified:
 - Building Plans Examiner
 - Electrical Plans Examiner
 - Mechanical Plans Examiner
 - Plumbing Plans Examiner
 - ICC Certified:
 - Commercial Building Inspector
 - Electrical Inspector
 - Mechanical Inspector
- Plumbing Inspector

HIGHLIGHTS

- Served as City Engineer and Building Official for 6 Cities.
- Experience in working with State Architect's Office.
- Diversified experience in both Type A (General Engineering) and Type B (Building) projects.
- Experience in federally funded project management.

Mr. Melicher has 25 years of experience. He served in various capacities, such as Building Official, Deputy Building Official, Plan Checker, and City Engineer for 6 Cities.

He has a broad knowledge of municipal government operations, including preparation and presentation of staff reports/resolutions to city councils, committees and interaction with public, various city departments, city council and other governmental agencies.

He has extensive experience in construction, California Building Codes, building and safety plan check and inspection, code interpretations, and resolving code related construction and plan check problems on a broad range of residential, commercial and industrial projects.

His experience also includes serving as construction manager for large and complex construction projects, such as public works/infrastructure, community center, city hall, library, parking structure, movie theaters, retail centers, etc. He has extensive experience in construction, Green Book, Caltrans Standards, Building Codes. Mr. Melicher has participated in a wide variety of multi-disciplinary development teams responsible for projects that include:

- Public Works and Infrastructure Improvements
- Commercial and Retail Developments
- Transportation and Parking Related Facilities
- Residential and Mixed Use Development
- Industrial Development

Mr. Melicher also provides training, and establishes procedures for project, construction and program management to local governmental agencies. He lead a team of experts in the preparation of a very extensive Project, Program and Construction Management Procedures Manual for the public agency to assist the department in developing and implementing efficient and state of the art project management practices and procedures to better serve the operational needs of the department, as well as ensuring the delivery of good customer service to its clients.

Mr. Melicher also has extensive experience in inspecting federally funded projects to ensure compliance with the State of California Department of Transportation (Caltrans) Local Assistance Procedures Manual.

Some of the significant projects includes:

- **TACC Cultural Center Development, Lanham, MD.** Construction of a 310,000 square foot development that included five buildings over an

underground parking garage, a Turkish Bath that includes a subterranean swimming pool and basketball court; a cultural center with auditorium and museum space; a fellowship hall with restaurant; a 16 unit apartment building and a large religious facility.

- **City of Alhambra Civic Library Project:** Construction of a 45,000 square foot, 2 story library over a double subterranean parking garage.
- **Riverside County Transportation Commission, Corona Main Street Metrolink Parking Structure and Pedestrian Bridge.** Construction of a 6 level, approximately 1,000 space parking structure that included a pedestrian bridge.
- **City of Alhambra Renaissance Plaza Parking Structure and Entertainment Center.** Construction of a 5 level, approximately 600 space parking structure, a 10-plex movie theater, several retail/restaurant tenant spaces.
- **City of Commerce City Hall Addition and Rosewood Community Center Closeout.** Construction of a 20,000 square foot addition to the existing City Hall, and closeout of a new Community Center. For the Rosewood Community Center, Transtech was retained by the City to take over the closeout as the project had fallen more than two years behind schedule. Craig assisted the City to complete the closeout and help resolve a multi-million dollar delay claim filed by the contractor against the City.
- **City of San Bernardino Historic Santa Fe Depot Renovation and Transit Center Parking Structure.** Craig managed the restoration and rehabilitation of the historic San Bernardino Santa Fe Train Depot. The scope included significant hazardous materials abatement, seismic and other structural upgrades, office tenant improvements, restaurant improvements, installation of new electrical, HVAC, and plumbing systems, and improvements to the adjacent site. The project later included a 2½ level parking structure for approximately 350 cars.
- **Alhambra Redevelopment Agency Downtown Revitalization Program.** Revitalization program that included multiple improvements to the Fremont Plaza that included significant alteration of existing buildings for lease by Toys-R-Us and Party City, construction of a new 30,000 square foot store for PetSmart, and several other stand-alone retail buildings. Significant additional remodel work was also done on multiple buildings on Main Street for various retail and restaurant uses. Mr. Melicher also provide his expertise in the construction field serving as an expert witnesses for construction claims and defects and has a strong background on the legal aspects of project and construction management, and Mr. Melicher is particularly well versed in California statutes regulating all types of publicly funded construction.

DAVID RAGLAND, PE, PLS, QSD, QSP
Sr. Engineer

EDUCATION

- Humboldt State University, CA, Bachelor of Science

REGISTRATION

- Registered Civil Engineer
- Licensed Land Surveyor

HIGHLIGHTS

- Civil engineer and land surveyor with approximately 30 years of diverse experience in a wide variety of projects.
- Managed numerous multi-disciplinary teams dealing with the planning, engineering, entitlement, environmental permitting, development and construction of urban and rural development, and public works projects.
- In the past 10 years, at Transtech, has been working as Engineering Manager and providing engineering services to various Cities.
- Served as Principal Project Manager for the design, construction and management of a variety of projects, including:
 - Major infrastructure projects for public agencies (Freeway Interchanges, Roadways, Water, Storm Drain and Sewer Facilities and Master Plans).
 - Commercial and Retail Development.
 - Master Planned Communities.
 - Residential Development.
 - Educational/University Infrastructure Master Plan Studies and Development.
- Extensive experience in working with Caltrans and County of Los Angeles.
- Extensive experience in NPDES requirements.
- Extensive experience in the management and

Mr. Ragland is a civil engineer and land surveyor with approximately 30 years of diverse experience in a wide variety of projects in civil engineering. He has managed numerous multi-disciplinary teams dealing with the planning, engineering, entitlement, environmental permitting, development and construction of urban and rural development, and public works projects.

He served as Principal Project Manager for the design, construction and management of a variety of projects, including:

- Major infrastructure projects for public agencies (Freeway Interchanges, Roadways, Water, Storm Drain and Sewer Facilities and Master Plans).
- Commercial and Retail Development.
- Master Planned Communities.
- Residential Development.
- Educational/University Infrastructure Master Plan Studies and Development.

His experience also includes special emphasis on complex grading and hillside developments (has worked on the civil engineering and development of more than 40,000 acres of hillside properties), preparation of due diligence and project feasibility analysis, through conceptual planning and design to entitlement and construction.

Estimated valuation of projects that Mr. Ragland has been involved is approximately \$1,000,000,000.

His project experience includes:

General Civil Engineering Projects:

- **Parkway Business Centre:** Design and construction of the 460 Acre industrial park including South Poway Parkway for ADI Properties, Inc. Also served as Assessment Engineer for Communities Facilities District.
- **Campus Parkway Roadway:** Design of a new roadway for a length of approximately 2 miles, and included street, medians, landscape, lighting, traffic signals, water, sewer, storm drain and various other utilities.
- **CalState University Main Access Road:** Design of a new roadway for a length of approximately 1.5 miles, and include street, medians, landscape, lighting, traffic signals, water, sewer, storm drain and various other utilities.
- **Cannon Roadway and Sewer:** Design of approximately 2 miles of roadway and 36 inch sewer pipe and pump station. This project required careful consideration to pipe buckling due to the extreme soils

administration of federally and state funded projects in compliance with Caltrans Local Assistance Procedures Manual (LAPM).

- Estimated valuation of projects that Mr. Ragland has been involved is approximately \$1,000,000,000.

conditions of the Agua Hedionda Lagoon. Special bedding techniques were used along with special coupling of the pipes to allow for potential deflection as the bridge abutment and road fill settled.

- **Lopez Canyon Roadway and Sewer:** Design and construction of over 5 miles of roadway sewer ranging up to 36 inches in diameter.
- **Sorrento Valley Boulevard:** Design and construction of 4 miles of roadway.
- **Arrowhead Springs Specific Plan and Development:** Development of 1,916-acre site at the foothills of San Bernardino Mountains, and includes 1,350 residential units, 1,000,000 square feet of commercial and office space, 199-acre/18-hole public golf course, renovation and reuse of the historic Arrowhead Springs Hotel with a new 115 room annex, new 300-room hotel, a conference center, 14-acre corporate office area, and reuse and expansion of the historic Arrowhead Springs spa/resort
- **University Development:** Development of a 135 acre site in association with the City of San Bernardino, Watson Development and Cal-State SB for the development of 200 residential, mixed use, live-work, retail, office and educational and training facilities and offices for Cal State SB University.
- **San Elijo Hills Development:** Development of 2000 acre master planned community including golf course and hotel. Project included preparation of Specific Plan, TM, Final Map, construction plans for all necessary infrastructure, environmental permits and Communities Facilities District.

Drainage And Sewer Projects:

- **Northpark Boulevard Sewer Extension:** Half mile gravity sewer main extension for University Park Subdivision in the City of San Bernardino. Project required special structural designs and encroachment permitting for crossing 100' aqueduct right-of-way.
- **University Park Storm Drain Design:** Design of storm drain system with pipes ranging in size from 18 to 60 inches and trapezoidal channel design for 4500 cfs.
- **Eagle Bice, Muscupiabe Land Area (Devore area in San Bernardino) Drainage, Sewer and Water Master Plan:** Approximately 450 acre area for future 1,100 unit master planned community. The project includes a major/regional storm drain system analysis, drainage, water and sewer needs and assessment for this future development (plan preparation is currently in progress).
- **San Elijo Ranch Drainage, Sewer and Water Master Plan, San Marcos:** 2,000 acre / 3400 unit master planned community. The project included literally miles of storm drain, sewer and water lines, sedimentation areas, pump stations, booster stations, water reservoirs and force mains. Cannon Road Trunk Sewer and Pump Station - Design of 8-12 inch gravity sewer, 6 and 8 inch force main, pump station and wet well. City of Carlsbad

- **Penasquitos Canyon Trunk Sewer:** PS&E for two miles 36-inch gravity sewer including design study reports. City of San Diego
- **San Elijo Sewer:** PS&E of two miles of 15- 24 inch gravity sewer main from San Elijo Hills Master Plan to Vallecitos Water District Treatment Plant. City of San Marcos.
- **Ranch Santa Fe Road:** Relocation and rehabilitation of 1.5 miles of sewer main. City of San Marcos
- **Arrowhead Springs Master Development (in San Bernardino County, in the process of annexing 600 acres into the City) Drainage, Sewer and Water Master Plan:** Approximately 600 acre area for future master planned community development (1,300 residential units, 1m sf commercial and office, 2 hotels, golf course).
- **Otay River hydrology study and dam breach analysis:** 22,000 acre Otay Ranch project in Chula Vista. Flows up to 33,000 cfs were studied for the Otay River.

Water Projects:

- City of San Diego, Green Valley Water line design and construction. 5000 feet, 30" Reinforced concrete water line and pressure reducing station and details for connection to a 60-inch San Diego County Water Authority Pipeline.
- City of San Diego, Structural arch and encasement designs for road crossings over various SDCWA pipelines up to 108 inches in diameter.
- City of San Diego, Design and construction of Mercy Road pressure booster.
- City of San Bernardino, Design of 3500 feet of 20 to 36 inch ductile iron water transmission main for the development of University Park.
- City of San Bernardino, Design of over 10,000 feet of 8 thru 12 inch DIP water main for water distribution.
- City of San Bernardino, Structural arch design for road crossing over the Dept of Water Resources 109-inch Santa Ana pipeline.
- City of San Marcos
- Structural arch and encasement designs for road crossings over various SDCWA pipelines up to 108 inches in diameter.
- Design of 30-inch CMLC steel water transmission main and pressure reducing stations. Included structural designs for hanging the waterline on a bridge.
- City of Carlsbad, Design of many thousands of feet of PVC and DIP water lines for multiple subdivisions in the City with Carlsbad Municipal Water District and the Olivenhain Water District.

Master Plans:

- Imperial Partners Development, Specific Plan and EIR for approximately 70 acre commercial and retail development in the City of Inglewood.
- Eagle Bice, Muscupiabe (Devore area in San Bernardino) Master Plan: Approximately 450 acre area for future 1,100 unit master planned community.

- Arrowhead Springs Specific Plan, including annexation of 600 acres into the City): Approximately 600 acre area future master planned community development (1,300 residential units, 1m sf commercial and office, 2 hotels, golf course).
- Shandin Hills Specific Plan: Approximately 450 acre area for future 1,100 unit master planned community.
- Eagle Bice, Muscupiabe Land Area (Devore area in San Bernardino) Drainage, Sewer and Water Master Plan: Approximately 450 acre area for future 1,100 unit master planned community. The project includes a major/regional storm drain system analysis, drainage, water and sewer needs and assessment for this future development (plan preparation is currently in progress).
- San Elijo Ranch Drainage, Sewer and Water Master Plan - San Marcos: 2,000 acre / 3400 unit master planned community. The project included literally miles of storm drain, sewer and water lines, sedimentation areas, pump stations, booster stations, water reservoirs and force mains. Cannon Road Trunk Sewer and Pump Station - Design of 8-12 inch gravity sewer, 6 and 8 inch force main, pump station and wet well. City of Carlsbad
- University Land Development Master Plan – San Bernardino: As part of the development plans, prepared master drainage, water and sewer utility plans.
- Otay River hydrology study and dam breach analysis for the 22,000 acre Otay Ranch project in Chula Vista. Flows up to 33,000 cfs were studied for the Otay River.

About Transtech

Established in 1989, Transtech is a multi-disciplinary engineering consulting firm which provides professional and technical services in engineering, planning and construction to governmental agencies, educational institutions and private sector. Our service capabilities include:

- Program and Construction Management, Owner Representative, Contract Administration, Construction Inspection, Labor Compliance.
- Municipal Engineering, City Engineer, City Traffic Engineer, Capital Improvement Projects, Development Review, Plan Check.
- Building and Safety Services, Building Inspection, Plan Check, Building Evaluations, City Building Official, Code Enforcement.
- Housing/Rehabilitation Program Management, CDBG Program Management, Housing/Building Improvement/Evaluations.
- Federally Funded Project Management and Grant Applications Preparation.
- Planning.
- Civil Engineering, Freeways and Interchanges, Local Streets and Roads, Sewerage, Water and Storm Drain, Pavement Management System, Grading Studies.
- Traffic and Transportation Planning and Engineering.
- Surveying, Mapping, ALTA, Right-of-way Engineering.
- Emergency and Disaster Response, Support and Recovery Services.
- Transtech also serves as Interim Director of Public Works Department for various Cities on as needed basis.

On-call / Contract Services

Transtech has extensive experience in providing on-call / contract services to local agencies. Our staff members serve public agencies in various capacities including City Engineer, City Traffic Engineer, Building Official, Project Manager, Planner, and Inspector. We are accustomed to working with governmental agencies in every facet of planning, building, and public works, and our staff has an excellent understanding of public agency issues, procedures, and policies. We also coordinate and work with regional governmental agencies, including Caltrans, Metro, SCAG, County of Los Angeles, as well as utility companies.

Design Services:

- **State Route 710 Interim Improvements and Fremont Ave. Widening/Realignment:** Prepared PS&E as well as provided construction management and inspection services for 3 federally funded projects in Alhambra. Improvements included street, water, sewer, storm drain, landscape, street lighting, traffic signal, and signing and striping plans. The project also involved coordination with Caltrans and encroachment permit processing/approval, as portions of the project was in Caltrans jurisdiction. These projects were all federally funded, requiring processing for E-76 through Caltrans Local Assistance. The total cost for 3 projects was \$20M.
- **City of Alhambra Valley Boulevard Widening Project:** Prepared PS&E as well as provided construction management and inspection services for Valley Boulevard widening from west to east city limits. The project was funded by a federal grant. Transtech was responsible for compliance with all requirements as detailed in Caltrans Local Program Manual, and Reengineering” including: completing Preliminary Environmental Documents, Right-of-Way Engineering, and certifying PS&E compliance to Caltrans. Improvements included street, water, sewer, storm drain, landscape, street lighting, traffic signal, and signing and striping plans. Cost \$6M.
- **Mission Boulevard Widening:** Prepared PS&E as well as provided construction management and inspection services for Mission Boulevard widening and reconstruction. Improvements included street, water, sewer, storm drain, landscape, street lighting, traffic signal, and signing and striping plans. Transtech/Mapco also provided construction management and inspection services for the project. The project involved coordination with Caltrans, and was federally funded and required processing for E-76 through Caltrans Local Assistance. Cost \$3M.
- **City of Commerce, Washington Boulevard Overlay Project:** Prepared PS&E for the rehabilitation of Washington Boulevard between the I-5 Freeway and Atlantic Boulevard in the City of Commerce. The project involved coordination with Caltrans, and was federally funded and required processing for E-76 through Caltrans Local Assistance. The total cost \$1M.
- **City of Baldwin Park, Francisquito Avenue Overlay Project:** Prepared PS&E for the rehabilitation of Francisquito Avenue between west and east city limits in the City of Baldwin Park. The project involved coordination with Caltrans, and was federally funded and required processing for E-76 through Caltrans Local Assistance. Cost \$1.4M.
- **CSUSB (Cal State SB University) San Bernardino Campus Access Road:** Prepared PS&E and provided construction administration for the project. Improvements included approximately 1 mile street, water, landscape, grading, drainage, street lighting and various other improvements. Cost \$6M.
- **CSUSB (Cal State SB University) Perimeter Road for CSUSB Palm Desert Campus:** Prepared PS&E for the project. Improvements included street, water, landscape, grading, drainage, street lighting and various other improvements. Cost \$1M.
- **CSUSB (Cal State SB University): Campus Health Center Expansion:** Prepared PS&E for the project for grading, utilities and civil engineering. Cost \$8M.
- **University of California, Riverside - West Campus Infrastructure:** Prepared West Campus Infrastructure Development Design/Study, which identified utility and surface infrastructure requirements, and how these improvements could be phased to accommodate proposed campus growth, for an area of 236.8 acres to support approximately 5 million gross square feet of academic, research, support, and student housing facilities. Cost \$20M.

- **City of San Bernardino Campus Parkway Roadway Design:** Prepared PS&E as well as provided construction management and inspection services for the project. Improvements included street, water, sewer, storm drain, landscape, street lighting, traffic signal, and signing and striping. Cost \$6M.
- **Alameda Corridor Agency East (ACE) Rail Grade Crossing Jumpstart Improvement Project:** Prepared PS&E for Federally Funded Jump Start Improvement Package #1-Rail Grade Crossing Improvements for Alameda Corridor Agency East (ACE). Project involved 6 agencies and 14 locations in Los Angeles County. Work involved roadway realignment and reconstruction, signalization, traffic control, and construction phasing as well as related improvements such as storm drain, water, sewer landscaping, underground utilities, etc. Cost \$8M.
- **City of Glendale I-5/Colorado Off-ramp Realignment:** Designed the realignment and reconstruction of the I-5/Colorado Off-ramp, including roadway, drainage, signal, striping and traffic control under Caltrans Encroachment permit. Cost: \$1m.
- **City of San Marcos Questhaven/Twin Oaks Valley:** Design of six miles of major arterial roadway. The preliminary designs included sewer and water transmission, storm drainage, and grading and earthwork analysis in mountainous terrain. The project required and has obtained Corps of Engineers Section 404 and State Department of Fish and Game Section 1603 Permits. Cost: \$8m.
- **City of Torrance Crenshaw and Skypark Reconstruction Projects:** Prepared PS&E for Federally Funded reconstruction/rehabilitation of Crenshaw Boulevard and Skypark Avenue (2 separate projects). Transtech also provided construction management services for the project. Cost: \$3m.
- **City of Commerce-Street Rehabilitation Program, Tubeway and Yates Reconstruction/Overlay:** Prepared PS&E for 2 projects. The projects involved roadway rehabilitation and reconstruction, storm drain, water and sewer design. Transtech also provided construction management services for the project. Cost: \$0.5m.
- **City of San Bernardino, Sewer upgrade project:** Preparation of a project PSE for upgrade of main sewer lines at various locations per the City's Sewer Master Plan. Cost: \$1.2 m
- **City of Commerce - Master Sewer Study Telegraph Corridor re-vitalization project:** Documentation of existing system. Design capacity analysis based upon land use designations. Produced master plan study report for the project along with cost estimates.
- **Northpark Boulevard Sewer Extension - Half mile gravity sewer main extension for University Park Subdivision in the City of San Bernardino:** Project required special structural designs and encroachment permitting for crossing 100' aqueduct right-of-way.
- **University Park Storm Drain Design:** Design of storm drain system with pipes ranging in size from 18 to 60 inches and trapezoidal channel design for 4500 cfs.
- **University of Riverside, West Campus Infrastructure:** Master plan, including sewer, storm drain, water, design.
- **Eagle Bice, Muscupiabe Land Area (Devore area in San Bernardino) Drainage, Sewer and Water Master Plan:** Approximately 450 acre area for future 1,100 unit master planned community. The project includes a major/regional storm drain system analysis, drainage, water and sewer needs and assessment for this future development (plan preparation is currently in progress).
- **San Elijo Ranch Drainage, Sewer and Water Master Plan - San Marcos:** 2,000 acre / 3400 unit master planned community. The project included literally miles of storm drain, sewer and water

lines, sedimentation areas, pump stations, booster stations, water reservoirs and force mains. Cannon Road Trunk Sewer and Pump Station - Design of 8-12 inch gravity sewer, 6 and 8 inch force main, pump station and wet well.

- **Penasquitos Canyon Trunk Sewer:** PS&E for two miles 36-inch gravity sewer including design study reports. City of San Diego.
- **San Elijo Sewer:** PS&E of two miles of 15- 24 inch gravity sewer main from San Elijo Hills Master Plan to Vallecitos Water District Treatment Plant. City of San Marcos.
- **Ranch Santa Fe Road Sewer Project:** Relocation and rehabilitation of 1.5 miles of sewer main. City of San Marcos
- **Arrowhead Springs Master Development (in San Bernardino County, in the process of annexing 600 acres into the City) Drainage, Sewer and Water Master Plan:** Approximately 600 acre area for future master planned community development (1,300 residential units, 1m sf commercial and office, 2 hotels, golf course).
- **University Land Development Master Plan – San Bernardino:** As part of the development plans, prepared master drainage, water and sewer utility plans.
- **Otay River Development:** Hydrology study and dam breach analysis for the 22,000 acre Otay Ranch project in Chula Vista. Flows up to 33,000 cfs were studied for the Otay River.
- **Fremont Avenue Water, Storm Drain and Sewer:** Design of water, storm drain and sewer improvements for the Fremont Avenue Widening project from Valley to Common Wealth in the City of Alhambra.
- **County of Los Angeles/Various Local Agencies Water Projects:** As part of contract on-call services to various agencies, as well as part of various CIP roadway projects, a number of water lines designed.
- **City of San Diego Water Projects:** Green Valley Water line design and construction. 5000 feet, 30" Reinforced concrete water line and pressure reducing station and details for connection to a 60-inch San Diego County Water Authority Pipeline. Structural arch and encasement designs for road crossings over various SDCWA pipelines up to 108 inches in diameter. Design and construction of Mercy Road pressure booster.
- **City of San Bernardino Water Projects:** Design and construction management of 3500 feet of 20 to 36 inch ductile iron water transmission main in the City of San Bernardino for the development of University Park. Design of over 10,000 feet of 8 thru 12 inch DIP water main for water distribution. Structural arch design for road crossing over the Dept of Water Resources 109-inch Santa Ana pipeline.
- **City of Riverside Water Projects:** Water distribution analysis and computer modeling for University of California Riverside West Campus expansion infrastructure project.
- **City of San Marcos Water Projects:** Structural arch and encasement designs for road crossings over various SDCWA pipelines up to 108 inches in diameter. Design of 30-inch CMLC steel water transmission main and pressure reducing stations. Included structural designs for hanging the waterline on a bridge.
- **Rainbow Water District Water Projects:** Design of over 15,000 feet of 8-inch to 16-inch steel water main for the Polo Club project in San Diego County.

- **City of Carlsbad Water Projects:** Design of many thousands of feet of PVC and DIP water lines for multiple subdivisions in the City with Carlsbad Municipal Water District and the Olivenhain Water District.
- **Eagle Bice, Muscupiabe Land Area (Devore area in San Bernardino) Drainage, Sewer and Water Master Plan:** Approximately 450 acre area for future 1,100 unit master planned community. The project includes a major/regional storm drain system analysis, drainage, water and sewer needs and assessment for this future development (plan preparation is currently in progress).
- **San Elijo Ranch Drainage, Sewer and Water Master Plan - San Marcos:** 2,000 acre / 3400 unit master planned community. The project included literally miles of storm drain, sewer and water lines, sedimentation areas, pump stations, booster stations, water reservoirs and force mains. Cannon Road Trunk Sewer and Pump Station - Design of 8-12 inch gravity sewer, 6 and 8 inch force main, pump station and wet well. City of Carlsbad
- **Arrowhead Springs Master Development (in San Bernardino County, in the process of annexing 600 acres into the City) Drainage, Sewer and Water Master Plan:** Approximately 600 acre area for future master planned community development (1,300 residential units, 1m sf commercial and office, 2 hotels, golf course).
- **University Land Development Master Plan – San Bernardino:** As part of the development plans, prepared master drainage, water and sewer utility plans.

Construction Management Services (Infrastructure/Roadway-Type A Projects):

Transtech has extensive experience in similar services, and has completed several similar projects. The majority of the projects were federally funded. Transtech administered all projects through Caltrans' Local Assistance in compliance with the Local Assistance Procedures Manual (LAPM). Several of these projects also involved close coordination with Caltrans and encroachment permit processing/approval, as portions of some of the projects were in Caltrans jurisdiction. Following is a partial list of projects completed, including a brief scope of work and other relevant information:

- *Rosemead Safety and Enhancement and ADA Improvements Project (Federally Funded), City of Temple City.* Provided CM/Resident Engineer, Inspector, Office Engineer Services. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual. Project involved reconstruction, pavement overlay, medians, landscape, curb and gutter, sidewalk, traffic signals, utilities and other misc. improvements. Cost \$21m.
- *Nason/Cactus Roadway Improvements Project, City of Moreno Valley.* Provided CM/Resident Engineer, Inspector, Office Engineer Services. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual. Project involved reconstruction, pavement overlay, medians, landscape, curb and gutter, sidewalk, traffic signals, utilities and other misc. improvements. Project Value: \$20m (Transtech won 2013 Construction Management Association of America-CMAA, Project Award for this Project).
- *Rte 71/Mission Bl Grade Separation Project (Federally Funded) City of Pomona.* Provided CM/Resident Engineer, Inspector, Office Engineer Services. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual. Project involved construction of a grade separation. Caltrans was the oversight/jurisdictional Agency. Cost \$40m.
- *710 Freeway Interim Improvements and Fremont Widening Project (Federally Funded), City of Alhambra.* Provided CM/Resident Engineer, Inspector, Office Engineer Services. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual. Project involved reconstruction, pavement overlay, medians, landscape, curb and gutter, sidewalk, traffic signals, utilities and other misc. improvements. Project also involved coordination with Caltrans for work at the 710 Freeway ramps under Caltrans Encroachment Permit. Cost: \$15m.
- *Via Duct Boulevard/2nd Street Realignment and Metrolink Parking Facility, City of San Bernardino Project:* Provided CM/Resident Engineer, Inspector, Office Engineer Services. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual. Project involved reconstruction, pavement overlay, medians, landscape, curb and gutter, sidewalk, traffic signals, utilities and other misc. improvements. Cost \$6m.
- *CSUSB (Cal State SB University) San Bernardino Main Access Road:* Prepared PS&E and provided construction administration for the project. Cost \$5m.
- *Valley Boulevard Rehabilitation and ADA Improvements Project (Federally Funded), City of Alhambra:* Provided CM/Resident Engineer, Inspector, Office Engineer Services. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual. Project involved reconstruction, pavement overlay, medians, landscape, curb and gutter, sidewalk, traffic signals, utilities and other misc. improvements. Project also involved coordination with Caltrans for work at the 710 Freeway ramps under Caltrans Encroachment Permit. Cost \$2.5m.
- *New Avenue, from North to South City Limit Rehabilitation and ADA Improvements Project (Federally Funded), City of Alhambra:* Provided CM/Resident Engineer, Inspector, Office Engineer Services. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual. Project involved reconstruction, pavement overlay, medians, landscape, curb and gutter,

sidewalk, traffic signals, utilities and other misc. improvements. Project also involved coordination with Caltrans for work at the I-10 Freeway ramps under Caltrans Encroachment Permit. Cost \$1.5m.

- *Garfield Rehabilitation and ADA Improvements Project (Federally Funded), Alhambra:* Provided CM/Resident Engineer, Inspector, Office Engineer Services. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual. Project involved reconstruction, pavement overlay, medians, landscape, curb and gutter, sidewalk, traffic signals, utilities and other misc. improvements. Cost \$1.2m.

Transtech has extensive experience in managing federally funded projects. In the past few years, our staff has managed over 20 federally funded projects through Caltrans Local Assistance in compliance with Local Assistance Procedures Manual as required in federally funded projects. Services included obtaining E-76 authorization for each project phase as necessary, and prepared all necessary paper work and approval process, fund reimbursement, labor compliance and contract administration throughout the project, from PE through CE, as well as serving as Resident Engineer and Inspector during construction. Below is a listing of similar experience projects, with Federal Project Numbers (in alphabetical order by Agency Name/Project Name):

- CITY OF ALHAMBRA-ALHAMBRA RD REHABILITATION, WCL TO ECL; Agency Project No: Federal Funded Project ESPL-5130(014)
- CITY OF ALHAMBRA-FREMONT OVERLAY FROM COMMONWEALTH TO NCL, MONTEZUMA TO SCL; Agency Project No: Federal Funded Project STPL - 5130 (012)
- CITY OF ALHAMBRA-GARFIELD AVE REHABILITATION, I-10 FWY TO MAIN ST, ALHAMBRA RD TO ATLANTIC BL; Agency Project No: Federal Funded Project STPL-5130(018)
- CITY OF ALHAMBRA-JOSYLIN CENTER EECBG IMPROVEMENTS; Agency Project No: Federal Funded Project EECBG DE-FOA-0000013
- CITY OF ALHAMBRA-MAIN ST REHABILITATION, HUNTINGTON DR TO ECL; Agency Project No: Project N2M11-68
- CITY OF ALHAMBRA-MISSION BL RECONSTRUCTION FROM GARFIELD TO ECL; Agency Project No: Federal Funded Project HP21L-5130(011)
- CITY OF ALHAMBRA-NEW AVE REHABILITATION, I-10 FWY TO NCL; Agency Project No: Federal Funded Project ESPL 5130(016)
- CITY OF ALHAMBRA-POPLAR OVERLAY; Agency Project No: Federal Funded Project ESPL-5130(015)
- CITY OF ALHAMBRA-SRTS SAFE ROUTE TO SCHOOL, COMMONWEALTH AVE, CURTIS AVE, ALHAMBRA RD, SECOND ST; Agency Project No: Federal Funded Project SRTSL-5130(017)
- CITY OF ALHAMBRA-VALLEY BL RECONSTRUCTION, WCL TO CAMPBELL AVE; Agency Project No: Federal Funded Project HPLUL 5130(013)
- CITY OF ALHAMBRA-VALLEY/FREMONT WIDENING; Agency Project No: Federal Funded Project FCRL-5130(005)
- CITY OF ALHAMBRA-710 INTERIM IMPROVEMENTS, VALLEY FIBEROPTIC; Agency Project No: Federal Funded Project RPL-5130(009), 07-LA-710 PM26.5/27.5, EA. 07279 - 187701-A
- CITY OF BELL-FLORENCE AVENUE OVERLAY PROJECT; Agency Project No: Federal Funded Project STPL-5272 (007)
- CITY OF COMMERCE-CDBG FUNDED ADA RAMPS AT VARIOUS LOCATIONS; Agency Project No: CC NO. 0201
- CITY OF COMMERCE-FLOTILLA ARRA PROJECT; Agency Project No: Federal Funded Project LAES427
- CITY OF COMMERCE-GARFIELD AVE, TELEGRAPH RD TO MALT AVE OVERLAY; Agency Project No: Federal Funded Project LSSTPL045

- CITY OF COMMERCE-SAFE ROUTE TO SCHOOL; Agency Project No: Federal Funded Project STPLHSR-5362(009)
- CITY OF COMMERCE-SLAUSON AVE OVERLAY; Agency Project No: Federal Funded Project STPL-5362(011)
- CITY OF COMMERCE-SR2S AND FTA BUS SHELTER CONSTRUCTION; Agency Project No: Federal Funded Project SR2SL-5362(013)
- CITY OF COMMERCE-TRAFFIC SIGNAL IMPROVEMENTS; Agency Project No: Federal Funded Project STPLHG-5362(008)
- CITY OF COMMERCE-WASHINGTON ST RECONSTRUCTION, 710 FWY TO COBB ST
- CITY OF COMMERCE-WASHINGTON BL OVERLAY, FIDELIA ST TO ATLANTIC BL; Agency Project No: Federal Funded Project DPI-5362(012)
- CITY OF EL MONTE-ADA AND ST IMPROVEMENTS AT VARIOUS LOCATIONS; Agency Project No: Federal Funded Project 5210(018)
- CITY OF MORENO VALLEY-CACTUS & NASON STREET IMPROVEMENTS; Agency Project No: Agreement 08-33-011-00
- CITY OF POMONA-STATE RTE 71 AND MISSION BL GRADE SEPARATION; Agency Project No: Federal Funded Project STPLN-5070(009)
- CITY OF POMONA-CONSTRUCTION AND PROJECT MANAGEMENT STAFF EXTENSION CONTRACT
- RIVERSIDE COUNTY TRANSPORTATION COMMISSION-CORONA MAIN ST METROLINK TRANSPORTATION CENTER PARKING STRUCTURE; Agency Project No: 08-33-011-00
- CITY OF SAN BERNARDINO-VIA DUCT BOULEVARD ALIGNMENT AND RECONSTRUCTION, METROLINK SAN BERNARDINO PARKING FACILITY; Agency Project No: Federal Funded Project CML-5033(039)
- CITY OF SAN BERNARDINO-SANTA FE DEPOT HISTORIC RENOVATION; Agency Project No: Federal Funded Project 08-4105584L
- SAN BERNARDINO COUNTY HOUSING AUTHORITY-PROJECT AND CONSTRUCTION MANAGEMENT SERVICES; Agency Project No: U. S. Department of Housing and Urban Development Model Contract PC-662
- RIVERSIDE COUNTY ECONOMIC DEVELOPMENT AGENCY-ON-CALL PROJECT AND CONSTRUCTION MANAGEMENT SERVICES
- CITY OF SAN CLEMENTE-CONSTRUCTION INSPECTION STAFF EXTENSION CONTRACT
- CITY OF TEMPLE CITY-ROSEMEAD BOULEVARD SAFETY AND ENHANCEMENT PROJECT; Agency Project No: Federal Funded Project CML 5365(007)

Construction Management Experience (Building-Type B Projects):

- TACC Cultural Center Development, Lanham, MD: Construction of 310,000 sf cultural center, including Olympic Swimming Pool, Indoor Full Basketball Court, Museum, Performance Center, Restaurant, Religious Center, Monastery. Project Value: \$80m.
- City of Alhambra Civic Library Project: Construction of a 45,000 SF 2 story library with 2 levels of underground parking garage. Project Value: \$30m.
- Riverside County Transportation Commission, Corona Main Street Metrolink Parking Structure and Pedestrian Bridge: Construction of a 6 level, approximately 1,000 space parking structure, and a pedestrian bridge over rail road tracks. Project Value: \$24m.
- City of Alhambra Renaissance Plaza Parking Structure and Entertainment Center: Construction of a 5 level, approximately 600 space parking structure, as well as a 10 plex movie theater, and 3 restaurants and retail stores. Project Value: \$40m.
- City of San Bernardino Historic Santa Fe Depot Renovation: Construction of involved hazardous material abatement, building renovation, TI improvements, restaurant improvements, seismic and structural upgrade, new mechanical, electrical HVAC system and site improvements to renovate and reuse a 60,000 SF existing building. Project Value: \$20m.
- Alhambra Redevelopment Agency Downtown Revitalization Program: Revitalization program involved various projects (modification/upgrade of existing buildings for Starbucks, Restaurants, Retail,). Project Value \$10m.
- San Bernardino Downtown, 3rd Street mixed-use development: Transtech developed this mixed-use project in partnership with City and Private Institutions. Project Value: \$5m.
- City of Alhambra Fremont Plaza (Old Sears Head Quarters Upgrade and Renovation evaluation for retail use (Transtech also served as PM/CM/Owners Representative). Project Value: \$10m.
- County of Los Angeles Health Center Building Evaluation for City of Alhambra for Community Center Use (After initial evaluation, the building was deemed to be not suitable for the proposed use).
- City of Monterey Park, City Public Works Yard Evaluation and Needs Assessment for new Yard (City is in negotiations with a developer to exchange existing PW yard land for a new land at a different location).
- City of Monterey Park City-wide Parks (13 parks) ADA Deficiencies Assessment Study. Project Value: \$2m.
- City of Huntington Beach Economic Development Agency, Condition Assessment/Facility Evaluation Report for Art Center Building After initial evaluation, the building was deemed to be not suitable for the proposed use).
- Riverside County Economic Development Agency, Real Estate Division, Engineering and Construction Services on various housing, real estate and infrastructure projects.
- City of Temple City, Council Chambers Renovation and ADA Improvements Project: Complete reconstruction/renovation of the Council Chambers with new seating, dais, carpet, lighting, AV system, and new ADA compliant bathrooms, new ADA compliant access to the building, new emergency generator, re-design of building creating a space for Emergency Operations Center, asbestos removal, and other various improvements. Project Value: \$1m.

- City of Alhambra, Josylin Community Center Renovation Project: Funded by Federal Energy Efficiency and Conservation Block Grant. Complete reconstruction/renovation of the Community Center with new HVAC, windows, flooring, electrical, roof, ADA compliant bathrooms, new ADA compliant access to the building, and other various improvements. Project Value: \$2m.

Traffic and Transportation Engineering and Planning Services:

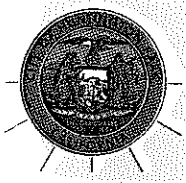
<i>Traffic Safety Review and Recommendations</i>		
Client	Project Title	Brief Summary
City of Commerce	Focused Traffic Impact Study	Preparation Of Traffic Study To Identify And Evaluate The Traffic Impacts Of Eliminating The Westbound Left Turn Movement At The Intersection Of Washington Blvd And Cobb Street To Improve Traffic Flow Along Washington Boulevard.
City of Commerce	Focused Traffic Impact Study and Safety Review	Preparation Of A Traffic Study To Identify And Evaluate The Traffic Impacts Of Modifying The Median Islands In Front Of Mcdonalds And Costco Facilities And Provide Recommendations To Improve Vehicular Safety.
City of Inglewood	Crenshaw “S” Curve Safety Review	A Safety Assessment Of Traffic Conditions Along Crenshaw Boulevard Between Manchester Boulevard And 79 th Street. The Assessment Was Needed Due To The Horizontal Curve, The High Number Of Accidents That Occur Annually Along This Roadway. Staff Later Prepared a HSIP Funding Package for Submittal. The HSIP Funding was successful.
<i>Traffic Calming Review and Recommendations</i>		
Client	Project Title	Brief Summary
City of Alhambra	Pine Street Cut-Thru Traffic Assessment	As Part Of Ongoing Efforts To Improve Safety, Reduce Accident Potential And Improve Traffic Conditions On Pine Street Between Huntington Drive And Atlantic Boulevard, Studies Were Conducted And Recommendations Developed For City Council’s Consideration. Project Went Thru City Council, Traffic Commission Review And Approvals As Well As Coordination With South Pasadena.
City of Alhambra	Norwood Traffic Calming Study	An Initial Review Of The Traffic Patterns And Volume Entering And Exiting Norwood Avenue South Of Valley Blvd In Order To Assess The Magnitude Of Traffic Currently Using Residential Streets In Order To Bypass Congestion On Valley.
City of Inglewood	North City Traffic Calming	Traffic Calming Study For The Residential Area Bordered By Centinela Avenue To The South, La Cienega Blvd To The West, La Brea Avenue To The East And Slauson To The North. Transtech Prepared An Initial Review Of The Traffic Patterns And Volume Entering And Exiting The Above Mentioned Neighborhood.
<i>School Site Review</i>		
Client	Project Title	Brief Summary
City of Alhambra	Mark Keppel High School	Relocation Of An Existing School Crosswalk In Front Of The Mark Keppel High School And The Relocation Of The Crosswalk. This Project Went Thru School District And Council Review.
City of Alhambra	Fremont School	Site Assessment Of Current Drop Off And Pick Up Policies As Well As Review Of Existing Signage And Striping. Recommendations For New Valet Program And Signage And Striping.
City of Inglewood	John Wilder Academy	Comprehensive Review Of Drop-Off And Pick-Up Operations And Traffic And Pedestrian Circulation At Wilder Academy. This Project Went Thru Council Member, Academy And Council Review.
Pomona Unified School District	School Site Assessments and Traffic Circulation for (5) school sites	Cortez Elementary School, Montvue Elementary, Rio Rancho Elementary, Philadelphia Elementary, Dudley Elementary

Whittier District	School	School Site and Traffic Circulation Assessment	Benton Middle School
City of Huntington Park		School Site Review & Assessment of Crosswalks, Crossing Guards, & Signage	Nimitz Middle School, Hope Elementary School, San Antonio Elementary, South Region Elementary School
Preparation of Warrants for All-Way Stop, Traffic Signals, Beacons and Pedestrian Devices			
Client	Project Title		Brief Summary
City of Alhambra City of Commerce City of Inglewood City of Huntington Park	Various Focused Reports Prepared for Public Works or Traffic Dept.		Prepared Traffic Review With Existing Conditions Analysis, Observations, Counts For The Preparation Of Various Warrants Using CAMUTCD and CVC. Went to PW and Traffic Commission
Project Category:	Preparation of Data Required for CMP Submittal		
Client	Project Title		Brief Summary
City of Alhambra City of Inglewood City of Compton	Preparation of CMP Data		Information Included Peak Hour Count, LOS Analysis And Letter Report.
Preparation of City-Wide Engineering and Speed Survey			
Client	Project Title		Brief Summary
Various Cities	Citywide Engineering and Speed Survey		Prepared The City-Wide Engineering And Speed Surveys. Transtech Staff is radar certified with the Rio Hondo College Justice Center.
Peer Review of Traffic Studies Prepared by Outside Consultants Submitted to Client Cities			
Client	Project Title		Brief Summary
City of Alhambra	<ul style="list-style-type: none">• Main Street Master Plan• Various Small Studies	Preparation Of Scope And The Review Of Traffic Studies For Proposed Development Projects within each City	
City of Commerce	<ul style="list-style-type: none">• Co Co Development		
City of Inglewood	<ul style="list-style-type: none">• Hollywood Park		
UC Riverside	<ul style="list-style-type: none">• 2nd Phase of West Side Campus		
Full Traffic Impact Reports and Parking Analysis			
Client	Project Title		Brief Summary
Private Developer	Restaurant Depot TIA in the City of Diamond Bar		Traffic Impact Analysis Is To Evaluate The Traffic Circulation Impacts Of Developing A Project With Warehouse Distribution Use Called "Restaurant Depot" .
Private Developer	Big Bear Galleria in City of Big Bear		Full Traffic Impact Analysis For A Commercial And Shopping Site In Big Bear Lake.
Private Developer	Carls Junior in County Area of San Bernardino		Full Traffic Impact Analysis For A Fast Food Restaurant
City of San Bernardino	City General Plan Update		Transtech Prepared The Circulation Element And EIR/Traffic Study For The City's 2005 General Plan Update. The Proposed Land Use Plan And Its Impacts Were Analyzed. The Study Included Approximately 100 Intersections And 80 Street Segments. Future Traffic Condition Scenarios Were Developed Using State-Of-The-Art Transportation Planning Modeling Software.

City of San Juan Capistrano	Master Plan for Downtown Area	Determine The Historic Town Center Master Plan's Potential Impacts On The City Of San Juan Capistrano's Transportation System And To Identify Strategies For Improving The Transportation System's Overall Effectiveness Through A Multimodal Approach.
Private Developer	Shandin Hills TIA in the City of San Bernardino	Traffic Assessment Of Project Impacts Of The Proposed Master Plan Community Which Is Comprised Of Housing, Commercial And Schools.
UC Riverside	West Campus Development Project	Determine Potential Impacts On The Surrounding Circulation System With The Development Of An Expanding Campus, Site And Student Enrollment.
City of Lawndale	City-Wide Parking Study	The Study Took A Comprehensive Look At The Parking Supply And Demand Issues That Explain The Parking Deficiencies In The City. The Study Conducted A City-Wide Occupancy Survey Of Both On-Site And On-Street Parking And Described Options Developed To Address The Deficiencies.
City of Industry	Grand Central Material Recovery Facility	Prepared comprehensive area wide traffic impact study to identify the potential impacts associated with development of the proposed Industry Materials Recovery Facility (MRF).
City of San Marcos	San Elijo Ranch Development EIR/Traffic Study	Prepared An EIR/Traffic Impact Study For A 3,200 Unit San Elijo Ranch Development Project. The Study Area Encompassed A 5 Mile Radius From The Center Of The Development
City of Torrance	City-Wide Safe Route to School Project	Evaluated Existing Signage, Striping And Traffic Conditions Around 32 Schools In The City Of Torrance. This Included The Preparation Of Safe Route To School Maps And Recommendations For Each School.
City of Huntington Beach	Pedestrian Study	Produced This Report As Part Of An Effort By The City Of Huntington Beach To Evaluate The Impacts Of Main Street Two Block And Three Block Street Closures During Weeknight Surf City Events And Weekend Events.

ATTACHMENT "B"

AIM Consulting Service Proposal



June 26, 2014

Mr. James Enriquez, PE
Public Works Director/City Engineer
City of Huntington Park, Department of Public Works
6550 Miles Ave.
Huntington Park, CA 90255

**RE: Qualifications for On-Call Services for
Construction Management & Inspection Services (2014)
City of Huntington Park Department of Public Works**

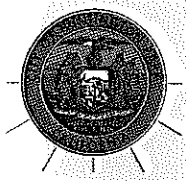
Dear Mr. Enriquez:

The City of Huntington Park (the City) is uniquely positioned within the Southeast Cities region of Los Angeles County. As part of the City of Huntington Park's ongoing redevelopment program, ***the City's current and up and coming capital improvement projects will play a key role in realizing the City's goals and objectives to create a viable, affluent, self-reliant, and safe community through dynamic growth of the community's commercial, industrial, and residential progress.***

With strategic resources for program and construction management, Quality Control inspection services, and construction management support professionals (i.e., schedulers, estimators, environmental compliance specialists, document control, etc.) in-house, **AIM Consulting Services (AIMCS)** has the expertise and the management techniques to deliver a comprehensive quality Construction Management Program and effective Inspection Services to the City in support of the successful execution of your projects. AIMCS has provided these services on a wide variety of public works projects to upgrade and modernize infrastructure, facilities, and transportation systems in major urban areas throughout the County, with directly relevant experience in Southern California as the Program/Construction Manager and Inspector of Record for the design and construction of numerous projects for the ***City of El Monte Department of Public Works (DPW), Los Angeles County DPW, Los Angeles Unified School District, and list of other major client throughout the County of Los Angeles.***

AIMCS Profile

Established in 2006, **AIMCS** offer clients the full complement of consulting services ("cradle to grave")—from planning and conceptual design to jurisdictional approval, bidding and award through construction administration, inspection, testing, and close-out. AIMCS has provided resident engineering/design management/construction management/construction inspection services for a wide range of infrastructure projects, ***spanning road reconstruction and sidewalk improvements, safety improvements and utility relocations, bridge and roadway beautification, replacement, widening and repair work, construction of new and upgrade of existing parks and recreation facilities, intersection and traffic signal improvements, roadway and street lighting, storm water management and drainage systems, retaining walls and landscaping, painting and cleaning, asbestos removal, and as-needed emergency repair work.***



The AIMCS Team

Our proposed Team offers the City the leadership and technical expertise required to deliver the services called for in this Request for Qualifications (RFQ) within the established budget and schedule parameters, which are critical during these economic times.

Project management and administration will be provided by AIMCS, as well as inspection and project controls and support services. In line with the City's goals for utilizing Small Business Enterprises (SBEs), disadvantaged business enterprises (DBEs), and disabled veteran business enterprises (DVBES) to the greatest extent possible, AIMCS advocates outreach to small, local, minority- and woman-owned emerging businesses.

Relevant Experience

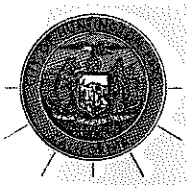
In addition to current work as the Program and Construction Manager for Los Angeles County projects, AIMCS has a number of projects currently in design and construction in the Southern California region, which we feel are particularly relevant to this assignment. Many of these projects involve **design and review of public works facilities and structures** as part of major improvements projects. Much of AIMCS's educational, institutional, infrastructure, and recreational facilities work, as well as, street reconstruction improvement projects have included overseeing construction activities, often requiring complex construction staging and maintenance of traffic (MOT) schemes to minimize impacts to ongoing circulation and business operations. In the **City of Huntington Park, we are aware of the Safe Road To School Program (SR2S)** and have the knowledge and expertise necessary to assist the City in the programming and management of a successful and effective program. Including the **City of Huntington Park** some of our local clients include the Los Angeles County Department of Public Works, UCLA, Los Angeles Community Colleges, Los Angeles Unified School District, City of Los Angeles, and Ventura College School District, to name a few.

Our professionals are among the region's most skilled construction managers and inspectors. AIMCS offers the City local expertise and experience complemented by an unparalleled depth of resources to support the CM and inspection team for the duration of the project.

AIMCS Team Benefits

We believe that the AIMCS Team is uniquely qualified to perform Construction Management and Inspection Services including provide a variety of professional support services for the various City of Huntington Park's capital improvement projects for a number of key reasons.

- We have been in business **providing the same and/or similar services** with a strong Southern California presence, proven local experience, and depth of local resources that allows us to tailor our deployment of resources specific to your needs.
- We are **financially stable**, and you can count on us to be around providing the continuity and reliability you need.
- We have a history of providing comprehensive CM and inspection services for municipalities.
- AIMCS will successfully deliver your projects, as **good stewards of tax payer dollars**.
- We will represent the City of Huntington Park with distinction, as your owner advocate and representative on these very key and important projects.
- Our Staff have direct project and professional experience necessary for bringing your projects into fruition, as indicated in the enclosed resumes.



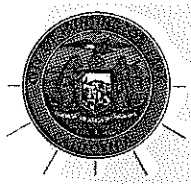
Commitment & Availability

As President of AIMCS and Principal-in-Charge for your projects, the City will have seasoned CM, Inspection, and Support Services professionals with strong reputation to uphold. You have my commitment that AIMCS will make available any and all resources from our firm and that of our affiliates to provide the quality of resources that will exceed your expectations.

We look forward to the opportunity to provide our services for the City of Huntington Park. We understand budget and time constraints associated with any project; so when we are selected for a project, we will embrace it with integrity and innovation. If you have any questions after reviewing this material, please feel free to contact me by telephone or email at any time. Thank you for your careful review and consideration of our qualifications.

Sincerely,

Gabriel Perez
President and Principal-in-Charge
AIM CONSULTING SERVICES



CONTENTS OF RFQ

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▪ Key Personnel Resumes	Page 10 thru Page 37
▪ Relevant Project Sample (10 Projects)	Page 38 thru Page 43

RFQ-ITEM B

- Licenses/Certification No. for persons in charge of projects and inspectors. Page 10 thru 37
(Please refer to “Key Personnel Resumes” in “Section A” above.)

RFQ-ITEM C

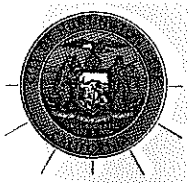
Approach & Methodology	Page 44 thru 58
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RFQ-ITEM D

- References: Contact information for clients of projects listed in Item A Page 38 thru 43
(Please refer to “Relevant Project Sample (10 Projects)” in “Section A” above.)

RFQ-ITEM E

Fee Schedule, (*see attached “Exhibit A: Fee Schedule” submitted separately*)



COMPANY OVERVIEW

Firm Qualifications & Experience

AIMCS provides full-service **construction management and inspection services**, encompassing scheduling, cost estimating, value engineering, risk assessment, constructability reviews, contract administration, configuration management, and **field engineering and inspection services**. Established in 2006, AIMCS offers clients the full complement of consulting services ("cradle to grave")—from planning and conceptual design through construction administration, testing, and system start-up. We also offer in-depth expertise in the implementation of safety and quality assurance programs.

Our **construction management professionals** have experience providing CM/construction inspection services for a wide range of projects in major market areas such as transportation, healthcare, probation, parks and recreation, education, libraries, and civic/government—as well as **a wide variety of public works projects to upgrade and modernize infrastructure, facilities, and transportation systems**.

We believe that the diversified nature of our services enables clients to achieve the best value in terms of construction dollars spent. AIMCS is committed to the advancement of construction management technology, and treats project planning, design, and construction as inter-dependent project components. We utilize the latest state-of-the-art computerized systems to effectively manage all phases of the construction project throughout its duration.

Construction Management Services

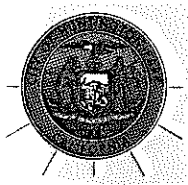
Our Principals and staff have experience in managing construction of capital improvement projects including road reconstruction and sidewalk improvements, safety improvements and utility relocations, bridge and roadway replacement, widening and repair work, painting and cleaning, asbestos removal, storm water management and drainage systems, **intersection and traffic signal improvements, roadway and street lighting**, retaining walls and landscaping, and as-needed emergency repair work.

Much of AIMCS's work has involved overseeing the implementation of complex construction staging plans and MOT schemes to minimize impacts on ongoing transportation and business operations. In addition, AIMCS has provided detailed inspection services for construction activities, performing field measurements, collecting data, and preparing record plans showing all changes from initial project plans. All services have been performed in accordance with the respective agency's latest construction practices, policies, and procedures.

AIMCS's goal is to provide the necessary construction inspection services to make sure that projects are completed in compliance with the contract plans and specifications, on schedule, and with minimal change orders.

AIMCS staff is experienced working with designers, enabling us to provide a full range of design review and inspection services related to roadways, pedestrian access, storm water drainage, sewer systems, utilities, parking, and lighting.

AIMCS also has extensive experience in developing phasing and maintenance and protection (MPT) of traffic plans to **make sure that infrastructure improvements are implemented with**



minimal impact to ongoing business and community operations.

AIMCS offers the City local expertise and experience complemented by an unparalleled depth and breadth of resources to support the CM team for the duration of the project.

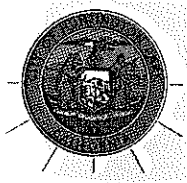
Proven Management Techniques

AIMCS strives to be a firm that clients turn to for overseeing small and large programs. Our success has been made possible by our depth and breadth of in-house resources and our efficiency in managing programs of varying levels of magnitude. As a result, we have skillfully managed multiple consultants and contractors at numerous sites, while independently managing capital projects throughout the construction process.

AIMCS professionals are ***among the most skilled program and construction managers, resident engineering inspectors***, project controls specialists, planners, and engineers. Our in-house services offered by the firm provide clients with “one stop shopping”—working from our local office or as an extension of staff from the offices of our clients. AIMCS’s early commitment to incorporate project requirements and to respond proactively to the client’s goals and objectives leads to excellent client relationships. The synergy of our efforts has been enhanced by the values and culture initiated by those who have preceded us, and we believe AIMCS’s future success hinges on our ability to maintain this legacy.

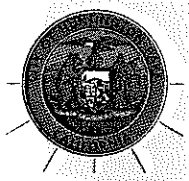
The AIMCS Team

Led by AIMCS, our proposed Team offers the City of Huntington Park the leadership and technical expertise required to deliver the services called for in this RFQ. Project management, inspection, administration, professional support services and project controls services will be provided by AIM Consulting Services, with professional resources augmentation by our subconsultants 1.) ***a major consulting firm of approximately 11,000 employees strong and currently a CM Firm contracted by the MTA for the El Monte Transit Center Expansion design/build project: Stantec***; 2.) ***Koury Engineering & Testing, Inc.***; and 3.) ***Advanced Special Inspection, Inc.*** These well-known and respected entities have strong and long standing professional relationships with AIMCS in Southern California, including current work for the Los Angeles County Department of Public Works.

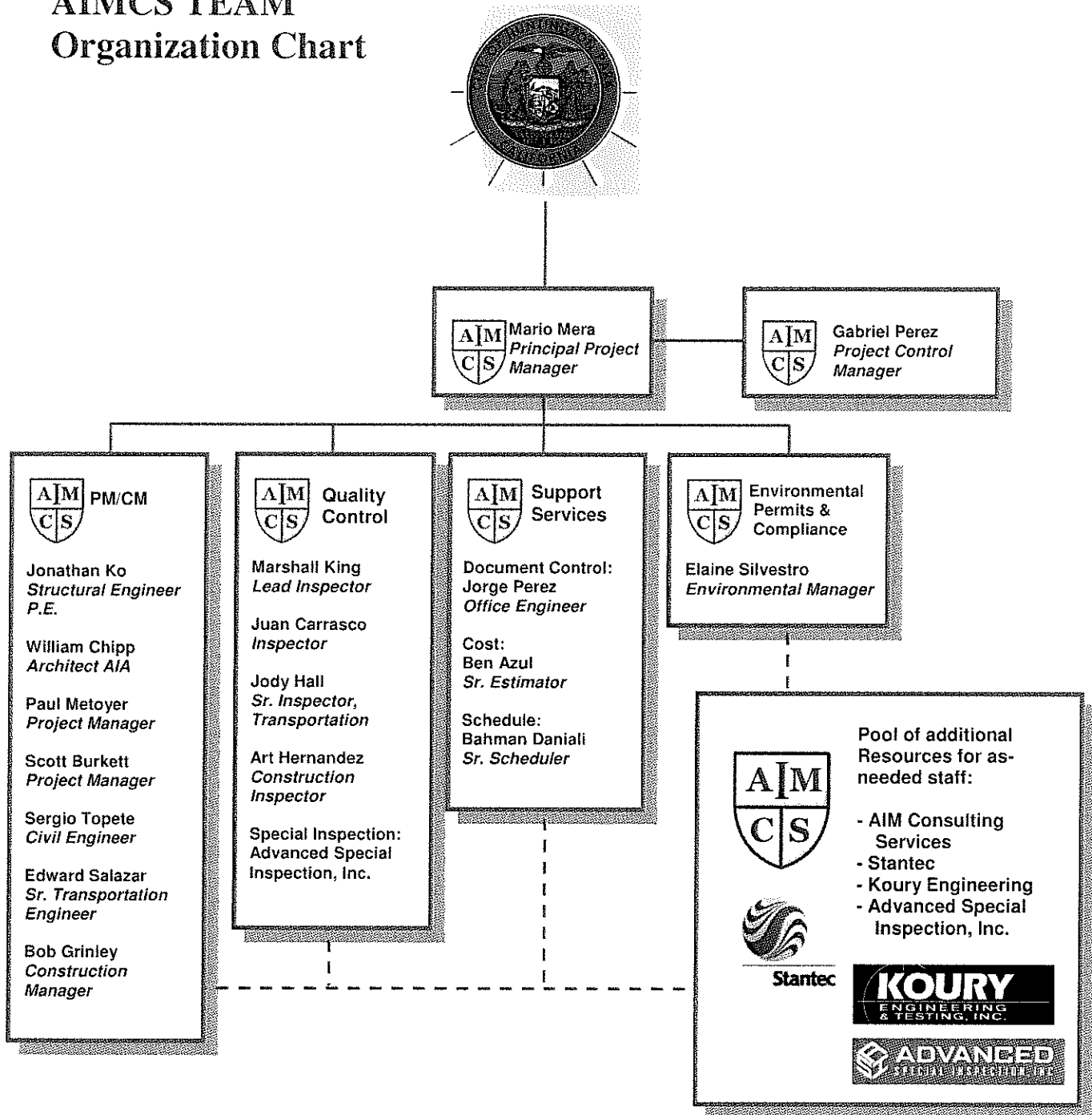


AIMCS Relevant Clients & Project Experience The table below illustrates a snap shot of our extensive client list and project experience.

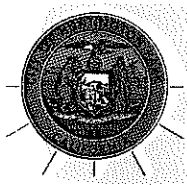
AIMCS RELEVANT CLIENTS & PROJECTS EXPERIENCE					
Client/Project	PM/CM	Scheduling	Document Control	Estimating	Inspection
El Monte: DOT Compressed Natural Gas Station, Gibson Mariposa Park Project, Valley Blvd. Improvements, Pavement Management System	X	X	X	X	X
MLK Hawkins ADA and Patient Safety Refurbishments, Utility Infrastructure, Duct Repair, Main Hospital OR/LDR & Main Hospital Central Sterile Projects	X	X	X		
Hubert Humphrey Clinic Beautification	X	X	X		
Long Beach Court Structural Retrofit	X	X	X		
Camp Kenyon Scudder Modular Living Unit	X	X	X		
Barry J. Nidorf Juvenile Hall Sally Port Replacement, Security Fence & Dormitory Reconfiguration Projects	X	X	X		
Challenger Memorial Youth Center Modular Living Unit	X	X	X		
Juvenile Camps Dormitory Reconfiguration	X	X	X		
Probation Security Enhancement Prgm	X	X	X		
City of L.A., South L.A. Animal Shelter	X	X	X		
Los Angeles World Airports, Tom Bradley Terminal Renovation		X			
El Camino Community College		X	X	X	
Ventura College Bldg. S Renovation		X	X	X	
MTA East Side Extension				X	X
Sycamore Village Senior Housing		X	X	X	
County of Los Angeles Project Management Division	X	X	X		
UCLA Ronald Reagan Hospital	X	X			
LAUSD Modernization and New Construction Services & Inspection Services Projects	X			X	X



AIMCS TEAM Organization Chart



Note: Please refer to the "Appendix" section for company biography and information for Stantec; Koury Engineering & Testing, Inc.; and Advanced Special Inspection, Inc.



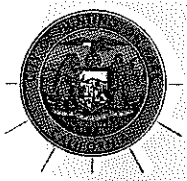
Staff Plan

AIMCS has assembled a staff of highly qualified professionals that are designated to be full and part time on your important project to complete it in a timely and successful manner. We have done this to provide the City with the right staffing and expertise, as required, while at the same time respecting the City's project budget.

Resources

The added value that the AIMCS Team brings to any project is the flexibility to make decisions immediately on staff and needed resources to complete the project on time and on budget. Our Team can be tapped at any point in time to provide relevant expertise that is effective and complementary to the project needs. The following table illustrates our key personnel, their project role. The following staff will be available as requested by the City.

Key Personnel	Project Role	General Responsibilities
Mario Mera	Principal Project Manager	Will provide executive oversight and monitoring, allocating company resources and handling contract matters.
Gabriel Perez	Project Control Manager	Will develop, maintain and update master program schedules as required. Will also review monthly/weekly short interval progress schedules for compliance with the master CPM schedule. Will monitor project funding and budgets. Will assist City staff in preparing Staff Reports for City Council authorization of project budget adjustments.
Jonathan Ko	PM/CM III	Will manage the project from start to finish, serving as the major point of contact for the City of Huntington Park on project-by-project basis. Will ensure that overall approved project budgets and schedules are met. Will perform constructability reviews of plans and specifications, conduct preconstruction conferences, coordinate and provide recommendations for bidding and award processes. Will issue City approved Notice-To-Proceeds to commence construction contracts. Will coordinate the submittal and RFI processes, manage the change order process. Will coordinate and recommend contractors' monthly progress payments. Will analyze issues, seek appropriate advice, provide recommendation, and maintain Issues Log to ensure efficient and complete resolution of outstanding items. Will recommend mitigation and/or resolution of claim exposures and liabilities, implement claims avoidance procedures and recommend resolution of disputes. Will coordinate Public Relation notices. Will prepare monthly reports highlighting project progress (indicating construction change order status, cost issues, and schedule). Will assist City staff in presenting project status reports at the City Council Meetings as required. Will coordinate final walkthroughs and verify that all project deliverable are submitted (required certificated of compliance, O&M manuals, and as-built plans) and process final progress payment to contractor, file Notice of Completion, prepare final report, and review project
William Chipp	PM/CM II	
Paul Metoyer	PM/CM II	
Scott Burkett	PM/CM II	
Sergio Topete	PM/CM I	
Marshall King	Lead Inspector	Will personally inspect key work elements and coordinate the inspection services for specialty/other inspections and material testing. Ensure the construction complies with approved plans, specification, and building codes. Will prepare Daily Inspection Reports. Notify contractors of noncompliance(s) and verify resolution. Review and monitor contractors' safety program for compliance with Cal/OSHA. Notify contractors if unsafe conditions are observed. Will also maintain photographic records, etc.
Juan Carrasco	Inspector	
Jorge Perez	Office Engineer	Will manage the process and file all project documents (i.e., contracts plans and specifications, RFI submittals, material data and samples, close out documents, and change orders).
Ben Azul	Senior Estimator	Will review and estimate costs for establishing project budgets. Will also prepare estimates for settlement of contractor change orders (as-needed) on the project.
Bahman Daniali	Senior Scheduler	Will review monthly/weekly short interval progress schedules for compliance with the master CPM schedule. Will monitor contractors' schedules weekly. And notify parties of actual or potential deviations from approved schedules. Will work with project team to correct noncompliance with schedule.
Elaine Silvestro	Environmental Manager	Will review and enforce requirements stipulated in permits issued by regulatory and environmental agencies. Will review SWPPP, or equivalent, documentation prepared by the contractors; and ensure SWPPP / BMP compliance.



Key Personnel Experience

The following are brief resumes for our key personnel.

Mario Mera, V.P. Operations/Principal, Principal Project Manager

Firm
AIMCS

Education
Bachelors of Science,
Civil Engineering;
California State
University, Long Beach

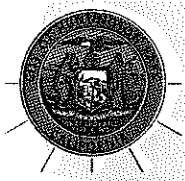
Mario has over 25 years of experience in the Public Works sector of the construction industry as owner's representative. He has served as Senior Project Manager responsible for a \$500 million school modernization program, Quality Assurance Manager responsible for the efficient management of the Quality Assurance Team and the effective implementation of a quality assurance program for a \$980 million design-build project, Resident Engineer responsible for the successful performance of the construction management team and execution of quality control programs on a \$130 million subway tunneling project, and Vice President and Director of Projects for a well-established Los Angeles based consulting firm responsible for winning several public and private agency contracts. Mario has been responsible for the successful selection and supervision of several management teams, has developed and implemented strategic execution plans, and created and successfully managed matrix and hierarchy style organizations comprised of approximately 50 to 60 professionals.

Mario is highly competent in all phases of program and project management; program/feasibility study development; design development; construction management; constructability reviews; bid evaluations; award, execution, and administration of professional services, design, and construction contracts; instructing and directing contractors; avoidance, mitigation, and resolution of claims; and contract close-outs. He possesses a command of project control tools; has established program, project, and construction budgets and milestones; directed and assisted in the development of acceleration strategies, mitigation plans, and schedule recovery plans; and provided change order time impact analysis and claims evaluations. He is experienced utilizing Primavera for CPM scheduling; Excel for spreadsheets analysis; and proprietary software application programs for change control, submittal, RFIs and RFCs (CCS/PMIS, Expedition, etc.); as well as cost management systems.

Project Experience

Los Angeles County Department of Public Works, CA - Senior Project Manager

Mario is responsible for the execution of various capital projects utilizing the Job Order Contracting (JOC) and design-bid-build project delivery methods. His roles and responsibilities include the effective administration of professional services agreements and construction contracts which result in the successful execution of projects from the programming and feasibility study phases to design development, bid, and award, through construction, to contract completion, closeout, and commissioning. Mario was the responsible Project Manager in development of a \$1.2 billion Feasibility Study for a Probation Juvenile Detention Facilities Reconfiguration Program; he was also responsible in the development of an approximately \$390 million project cost assessment effort for a Probation Facility Development Project; and for the management of design development and construction execution for approximately over \$5 million in Probation Enhancement Projects. Mario is currently the responsible Project Manager in the development of an approximately \$24 million Feasibility Study for a Probation Security System Enhancement Program; he is also assigned to the management of construction of an approximately \$14 million Superior Court Seismic Retrofit Project; and for the management of a Superior Court ground settlement stabilization and remediation project from feasibility study and



programming, through design development and jurisdictional approvals to bid and award, and finally through construction and contract closeout. Mario is very experienced in directing and coordinating with architects, engineers, inspectors, contractors, clients, and end-users. His expertise includes issuance of Request For Proposals, Notice To Proceed, and JOC Work Orders; monitoring project progress and work activities; assisting the project team in solving field problems; and coordinating with third party entities. His work at the County has resulted in an increase of project completions and overall client satisfaction.

KKCS, Los Angeles, CA - Director of Projects

Mario is responsible for the selection and placement of company staff on project assignments. He communicates and coordinates with clients and staff to ensure the successful fulfillment of contractual obligations and compliance with applicable requirements. Mario establishes positive and lasting relationships with clients, participates in the identification of new business opportunities, and ensures execution of the corporate business plan. He also assists in the day-to-day operations of the business.

BB Bond and Measure-K Programs, Los Angeles Unified School District, CA - Senior Project Manager

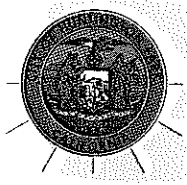
Mario was responsible for the execution of a \$450 million BB Bond Program and a \$50 million Measure-K Program. His responsibilities included development of a Master Plan and effective implementation of the design development and construction program. He was directly responsible for the selection of team members and for providing direction and management of a team of professional consultants (engineers, architects, estimators, schedulers, document controllers and administrators, construction managers, office engineers, and others) which rendered services in the areas of design management, construction management, project controls, estimating, contract administration, and document control. Mario was also responsible for ensuring the effective and efficient performance of staff through all phases of program execution from the development of budgets and design to the completion of construction and close-out of contracts/projects. He also provided performance measurement to the owner; and established and managed project budgets. Mario was directly responsible for identifying a budget shortfall in the air conditioning program, developing additional scope of work for the program, and acquiring LAUSD approval for \$62 million of additional program budget. In addition, he prepared quantity surveys and progress payments, administered and assessed liquidated damages, reviewed submittals, and managed the change order process.

Alameda Mid-Corridor Design-Build Project, Los Angeles County, CA - QA Manager

Mario was responsible for all construction quality assurance activities on the \$780 million Alameda Mid-Corridor Project. His duties included supervising the QA Field Engineer Staff and coordinating QA Field Surveillance activities; providing independent oversight of construction work such as excavation, concrete, reinforcing steel, mechanical, and electrical work for construction of approx. 27,000 cast-in-drilled hole piles, 29 precast/prestressed concrete bridges, 10 miles of invert concrete, and 20 miles of shotcrete walls; and verifying conformance with approved plans, specifications, and permits. He also engaged the services of material test laboratories to verify compliance with material specifications.

BB Bond Projects, Los Angeles Unified School District, CA - Deputy Project Manager

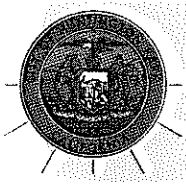
Mario was responsible for development of the Master Plan for prioritizing completion of critical projects and coordinating proper phasing between projects. He managed projects through all project life-cycles including planning and design (constructability reviews, design coordination, and phasing); procurement (pre-bid meetings, bid evaluations, and award); and construction



(cost and schedule management, contract administration, performance compliance to specifications, claims/changes administration, and close-out). This successful coordination and management resulted in follow-on work in new facilities construction, including a \$68 million high school, \$42 million middle school, and \$12 million elementary school.

Los Angeles Metro Red Line Subway, CA - Resident Engineer

Mario assisted in mitigating 2 years of mining delay. He managed and supervised the QC Inspection staff; coordinated engineer, owner, contractor/subcontractor, and third-party efforts; supervised and directed field office staff; and provided site support in all facets of construction management including but not limited to scheduling, project control, estimating, contract changes, documentation control, quality control/assurance, safety compliance, contract administration/ compliance, and assessment and mitigation of claims.



Gabriel Perez,
Project Controls Manager

Gabriel has 15 years of project controls experience on rail, environmental, civil/structural, and seaport facilities projects. This includes assignments in engineering/design, procurement, and construction environments, using project management software for budget schedule development, financial analysis, forecasting, and report generation.

Firm
AIMCS

Education
Bachelor of Arts,
International Studies;
University of La Verne

Project Experience

Los Angeles County Department of Public Works, CA—Senior Project Controls Scheduler

Gabriel's duties included development of project master schedules for \$2.1 billion in projects including fire stations, sheriff stations, libraries, beaches and harbor facilities, courthouses, probation facilities, hospitals, parks, and recreation facilities. He was responsible for monitoring systems integration cost and schedule programs for Los Angeles County Capital Projects, providing monthly status updates and schedule analysis. Gabriel reviewed the contractor baseline schedule/schedule of values for compliance with contract documents, and provided ongoing review and update of master schedule specifications. He developed policies and procedures for implementation of Expedition, developed training manuals, and conducted training for LACDPW's Project Management Division.

Bond BB Repair & Construction Program, Los Angeles Unified School District, CA—Senior Project Controls Engineer

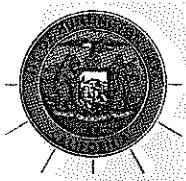
Gabriel's duties included controlling costs and schedule for \$108 million in projects. He developed project master schedules for staff planning and resource distribution, monitored project progress against an established baseline, coordinated with inspectors to verify quantities in place, developed payment procedures, and certified contractor progress payments for client approval. Gabriel also developed a monitoring system for use in allocation of costs and resources, schedule and cost variance detection, workaround planning and scheduling, and time impact analysis. Additional duties included processing RFIs and change orders, preparing bid packages, and maintaining monthly progress report updating cost/schedule status.

Los Angeles Transportation Authority, CA—Project Controls Engineer

Gabriel's duties included reviewing various contractors' schedule submittals, and analyzing CPM schedule delays, disruption, and loss of productivity claims for the Authority's fast-track system-wide environmental, maintenance, operations, and construction projects. He analyzed various options to mitigate cost and schedule impacts to the project including presenting options and making recommendations to Project Managers. Gabriel provided ongoing review and update of master schedule specifications, provided earned value measurement, and prepared cost forecasts.

Environmental Services, City of West Covina, CA—Cost Analyst

Gabriel developed and monitored the management system used to analyze the annual budget for the City. He prepared and published monthly reports updating the progress of expenditures, commitments, incurred costs, and forecast values for presentation to upper management. Gabriel updated resource loading plans to provide perspective for cash flow requirements, assisted in the development and maintenance of contingency accounts, and maintained project files and logged correspondence in accordance with the City's filing structure.



Jonathan Ko, PM/CM III

Jonathan has 25 years of construction experience with planning, implementation, coordination, and project controls. His change order management includes estimating for cost proposals, negotiations, and incorporation into contract change orders. He is responsible for all engineering functions including scheduling and quality control. He determines subcontract pay requests and initiates project progress payments by timely updating and tracking job progress. His subcontract management includes providing engineering support to ensure smooth project operations and he actively participates in project/office management and administration. Jonathan has a high degree of proficiency in a variety of software applications including Microsoft Windows, Word, Excel, Proficient in Primavera 3.0, Expedition, Prolog, Suretrak, Aldergraph, Garocpm, Lotus 123, Quattro Pro, Word Perfect, Basic and Fortran Programming Language.

Project Experience

Los Angeles County Department of Public Works, Retrofit Projects at Martin Luther King/Drew Medical Center, CA - Project Manager

Managed various retrofit projects utilizing the Job Order Contract process. Coordinated with the architects in getting OSHPD approval. Issued Request for Proposals and Notice to Proceed through the use of Work Orders. Monitored job progress and work activities, and assist project team in solving field problems. Coordinated work and meetings with users. Managed construction activities in hospital facilities through phasing with minimum impacts to users. Assessed and approved progress payments. Managed construction projects by using the County procedures. Closed out work packages. Prepared, negotiated cost proposals and finalized into change orders. Submitted progress payment using cost loaded schedule and handle subcontract payments. Conducted oversight of construction proposals, projects and contracts. Managed and administered contracts and contract negotiations; reviewed and resolved all issues affecting contractual rights/obligations and provides interpretation of terms and conditions. Ensured compliance with all state, local and federal regulations and manages activities involved in the development and revision of proposals (RFPs). Participated in providing proactive and analytical troubleshooting applying strong planning and decision-making abilities to meet challenges and provide senior-level advice on complex project issues. Processed and negotiated added costs to contract with owner on daily basis. Performed budget transfers as necessary and related to monthly billings and approved changes. Issued subcontractor change orders monthly. Prepared monthly billings for owner submittal, and invoices for accounting department. Manage IB, ASI, CO transmission from Architect's team and issuance to subcontractors. Managed team of engineers and superintendents daily related to scope changes, added costs, punch list management, and close-out process.

UCLA Westwood Replacement Hospital, Los Angeles, CA - Senior Project Engineer

Responsible for construction of hospital project requiring OSHPD approval through the NOVATION process. Received, reviewed and decimated multiple change documents. Maintained all logs relating to change issues and claims. Prepared, negotiated cost proposals and finalized into change orders. Submitted progress payment using cost loaded schedule and handle subcontract payments. Provided job costing and work closely with Vice President, Project Manager, and Superintendent in arriving at a realistic quarterly profit and loss projection.

Firm

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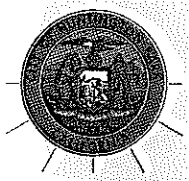
Education

Master of Engineering,
Civil Engineering;
Oklahoma State
University

Bachelor of Engineering,
Civil Engineering;
Oklahoma State
University

Professional Registration & Training

Professional Engineer:
California



Managed incoming and outgoing mail including initiating responses. Involved in some preparation, review and approval of submittals. Participated in solving engineering problems and construction difficulties. Participated in implementing a safe working environment. Worked with the project team in managing major subcontractors. Managed and coordinated subcontractors for all interior finish trades. Prepared close out documents on phase-by-phase basis. Continuously updated construction drawings and maintained as-builts based on RFI and IB changes. Supported scope change identification for added costs. Responsible for submittals and RFIs of the applicable trades. Monitored procurement log schedule for long lead items. Prepare, negotiate cost proposals and finalize into change orders. Submitted progress payment using cost loaded schedule and handle subcontract payments. Worked with engineers in reviewing technical specifications for submittal preparation and contract administration. Participated in negotiation of contract change orders amendments and claims. Developed time impact analysis from the cost estimates and change notices received from the Construction Managers.

BART San Francisco Airport Extension, CA - Senior Project Scheduler

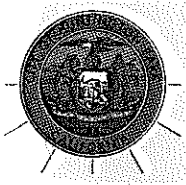
In charge of a team responsible for creating and maintaining the design-build line, track work, and systems project schedule. Managed cost and resource loading by subcontractors to facilitate bimonthly progress payment requisitions as required. Maintained monthly progress update and developed schedule reports, graphs, and report writing. Assessed subcontract work achievement and initiated routine subcontract progress payments. Incorporated change order activities into active schedule and studied delay impacts by creating fragnet schedules. Worked closely with project team to develop schedule revisions and to mitigate delays. Assisted project teams by forewarning potential scheduling problems and recommends rectification. Communicated with all project participants.

Los Angeles Metro Red Line, CA - Project Engineer

Led a team of engineers and site personnel in construction of Vermont/Sunset subway station. Interfaced with Construction Manager and responsible for management of contract. Initiated correspondence, developed claims, and processed contract changes. Provided costs control and managed subcontractors. Provided engineering support and quality control in ensuring an on-schedule and below budget construction project. Major scope of work including traffic control, structural excavation support system, station excavation, concrete placement, station finishing, backfilling, and street restoration.

Los Angeles Metro Green Line, CA - Project Engineer

Supervised engineering personnel by ensuring smooth operation of engineering functions through task delegations. Provided engineering support and made regular field trips to resolve engineering related issues. Monitored major construction activities. Controlled correspondence and wrote subcontract agreements, purchase orders and change orders. Developed and tracked claim issues. Provided estimating and support for bidding projects. Work included finish work on transit stations at Long Beach Station, Wilmington Station, Avalon Station, 105/110 Station, Crenshaw Station and Vermont Station. Provided engineering support for construction of Metro Green Line Maintenance Contract. Provided engineering support for construction of Los Angeles Metro Blue Line to meet the latest ADA standards. Also Project Engineer for Los Angeles Metro Link project to upgrade the Union Station Terminal.



William Chipp, Architect AIA, PM/CM II

William has a comprehensive background in Project Management and Construction Administration for all phases of planning, design and professional administration including client and contract relationships. In all phases, Mr. Chipp has worked with the team to make sure the project is on schedule and keep track of the progress and cost. With the knowledge and experience in both design and construction, Mr. Chipp is an active partner with the client and contractor in building according to the contract documents.

Project Experience

Los Angeles County Department of Public Works, Retrofit Projects at Long Beach Courthouse, Long Beach, CA. Senior Architect

William was the Senior Project architect Administrator for the 10 million dollar structural seismic upgrades on 11 floors of operating court and county functions. Work included but was not limited to ADA upgrades to all restrooms and the Fire Alarm System. William was responsible for defining and maintaining project plans and documents. Involved in construction administration including budget and schedule management, progress monitoring and change order negotiations. Managed various retrofit projects utilizing the Job Order Contract process.

Kern High School District, Bakersfield, CA. Senior Architect.

As Senior Architect, William oversaw Utility and ADA Upgrades for 3 million dollar review of the bidding process and contractor selection for City Manager, and coordination with inspector and agencies to resolve contract issues during construction thru close-out. Performed technical review of proposed plans and specifications, Conducted research and wrote concise technical reports on systems, equipment, and installation methods. Received, reviewed and decimated multiple change documents. Maintained all logs relating to change issues and claims. Prepared, negotiated cost proposals and finalized into change orders. Submitted progress payment using cost loaded schedule and handle subcontract payments.

Sharper Elementary School, El Monte, CA. Senior Project Architect

William oversaw a 12 million dollar new 5 building campus comprising of three 2 story classroom buildings, separate administration and library buildings centered around a campus like courtyard as part of existing buildings. Managed monitored and controlled the scope, schedule and budget in order to ensure the project success to deliver the project on time and within budget. Processed payment requests, RFI's, Change Orders, submittals, correspondences, emails, while keeping key stakeholders informed of the construction progress.

LAUSD Belmont Shore HS #11 Project Coordinator

Led a team of engineers and site personnel in construction. Coordinate Forensic Study with development of construction documents for DSA approval and bidding. Acted as the liaison and coordinator for the school district staff, engineers, DSA field inspector and fire marshal, local agencies and utility companies. Conducted weekly meetings for construction processing payment requests, submittals, and shop drawings answering RFI's and reviewing change orders.

The Krausz Company – S. San Francisco Staff Architect

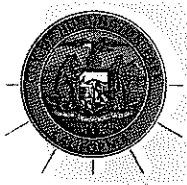
Supervised engineering personnel by ensuring smooth operation of engineering functions through task delegations. Staff Architect for Southern California Remodel and upgrade 1.2

Firm
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Education
B.A. Environmental
Architecture

Professional
Registration &
Training
LEED AP

Licensed Architect,
California and Missouri



million sq. ft. \$100mil. Buena Park Mall. Monitored the contractor operations for conformance to contract documents, applicable codes, contractor claims review and negotiation. Actively assisted Contractors and design team in the resolution of existing field conditions,. Conducted periodic quality assurance inspections, constructability reviews, value engineering studies and prepared monthly status reports for all projects.

Perkowitz & Ruth Architects – Long Beach CA, Senior Project Manager

Senior Project Manager Coordinate design and client/developer relationship for various retail projects. Coordinated with the contractor on the overall construction sequence, payment request review and approval and change order management. Monitored and tracked all RFI's submittals, and potential claims with contractors.

Mathias Thorner Design – New York, NY & Munich, Germany Senior Project & Office Manager

Coordinate with clients the design, planning and construction documents through administration and development completion.

***Hambrecht Terrell International – New York, NY
Senior Project Manager***

Marketing and coordinating with staff and client the interior and design programs, and overseeing the contract documents and construction.

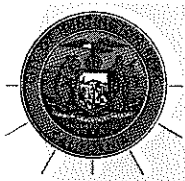
The Austin Company – Kansas City, MO Project Manager Executed Design Build coordination with in house design and construction teams on various projects including manufacturing/office plants and the FedEx airport.

HNTB - Kansas City, MO Project Architect

Coordinated drawings with in office staff and consultants, and review shop drawings during construction phases for various projects.

URS Corporation – Kansas City, MO Project Job Captain

Oversaw and prepare architectural construction document for issue and coordination with consultants for 2 new hospital projects.



Paul Metoyer, PM/CM II

Paul has 25 years of experience in the Public Works sector of the construction industry as Regional Project Director, Local Facilities Director, and Senior Project Manager for programs including a \$500 million school modernization program. He has selected and supervised management teams; developed and implemented strategic execution plans; and directed, mentored, and built team spirit. Paul has created and managed matrix and hierarchy style organizations comprised of 50 to 100 professionals, obtaining a proven track record as Owner's Representative, Manager, and Project Coordinator.

Paul is highly competent in all phases of program and project management; design development; construction management; constructability reviews; bid evaluations; award, execution, and administration of professional services, design, and construction contracts; instructing and directing contractors; avoidance, mitigation, and resolution of claims; and contract close-outs. He possesses a command of project control tools; has established program, project, and construction budgets and milestones; directed and assisted in the development of acceleration strategies, mitigation plans, and schedule recovery plans; and provided change order time impact analysis and claims evaluations.

Paul is experienced utilizing Primavera for CPM scheduling; Excel for spreadsheets analysis; MS Word for written correspondence; and proprietary software application programs for change control, submittal, RFIs, and RFCs (CCS/PMIS, Expedition, etc.); and cost management systems.

Project Experience

Parsons/AIMCS, Los Angeles, CA—Regional Project Management Director

Paul implements Job Order Contracts (JOCs) for maintenance, new construction, and engineering and design. He is responsible for planning, coordinating, and providing leadership for the implementation of JOCs. An expert in school design and construction processes including contract administration, professional services agreements, bidding documents, and contractual requirements applicable to Public Work Projects, Paul is familiar with the principals of Public Contract Code, contract law, scheduling, estimating, and construction of buildings and structures. He provides supervision and direction for alterations and construction improvement activities in planning, designing, and implementing facilities projects. Paul plans, directs, coordinates, and prioritizes maintenance, repairs, capital outlay, and construction projects for school buildings, grounds, and equipment for maximum efficiency and cost effectiveness. He coordinates all technical and related activities with the owner, subcontractors, suppliers, inspector, and governing authorities. He also establishes construction budgets, schedules, contracts, subcontracts, purchase orders, progress requests, and payments.

Firm AIMCS

Education
Bachelor of Science,
Engineering Technology
Construction Manage-
ment; California State
University, Long Beach

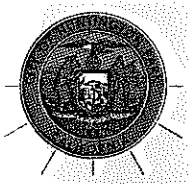
Bachelor of Arts,
Professional Integrated
Studies; University of De
Paul

Professional Registration
& Training
Licensed General
Building Contractor: CA

Licensed General
Engineer: CA

Concrete License: CA

Swimming Pool License:
CA



District E, Los Angeles Unified School District, CA—Local District Facilities Director

Paul led a team of approximately 150 technical and support personnel in the delivery of construction, maintenance, and operations of projects for existing facilities. He planned, organized, and directed all facilities activities involving the maintenance, repair, and renovation of existing facilities within the District. Paul communicated with site administrators; parents; faculty; school stakeholders; Facilities Services Division management personnel; Environmental, Health, and Safety personnel; contract project management personnel; and representatives of governmental regulatory agencies. He also had oversight of community outreach for the identification of potential building sites and to provide a forum for community input on new construction. Paul is familiar with local and state building codes and safety regulations; and current practices, processes, and materials used in the maintenance and repair field including the construction, installation, and maintenance of school buildings and grounds. He is also familiar with current practices, procedures, and materials used in the day-to-day operations of school facilities including custodial, gardening, and pest management practices. Paul's expertise includes managing renovations and reconstruction projects, training, employee evaluations, and employee relations.

UHI Engineering & Construction, CA—Owner, Construction Manager, Project Manager

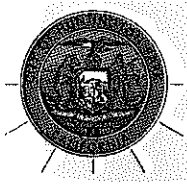
Paul provided supervision and direction for all facets of construction projects from inception through close-out within the guidelines of direct mortgage lenders for the Department of Urban and Housing Development (HUD). He established, arranged, and facilitated training classes on real estate acquisition, rearrangement, and disposition of properties for HUD and its affiliate mortgage broker lenders. Paul provided day-to-day technical direction for design, construction, and modification; and established long- and short-term facilities action plans for maintenance and rehabilitation of private institutions such as churches and schools. He coordinated all technical and related activities with the owner, subcontractors, suppliers, inspector, and governing authorities; established construction budgets, schedules, contracts, subcontracts, purchase orders, progress requests, and payments; and established and maintained communications with investors, non-profits, and public organizations.

Union Inspection, CA—Senior Contracts Administrator

Paul participated in the development of project assignments, contracting goals, objectives, procedures, and work requirements to accommodate the construction of Metro-Link stations, railway, maintenance facilities, bridges, fly-overs, and maintenance of ballast and railways. He reviewed, developed, and monitored SCRRA standard contract documents and internal policies for consistency, quality, and completeness with local city, state, and governmental agencies to support the installation of heavy rail systems. Paul investigated pertinent program requirements and prepared requests for proposals, conducted bidder conferences, and reviewed all responses for conformity to contract requirements.

Hughes Aircraft, CA—Senior Facilities Subcontract Administrator

Paul developed contract specifications and work statements for facilities services and construction projects within the guidelines of the Federal Acquisition Regulations (FAR) and Defense Acquisition Regulations (DAR). He developed terms and conditions for procurement of specialized or complex construction, rearrangement, materials, equipment, and services for maintenance and operation of more than 30 satellite facilities within FAR and DAR guidelines and local Public Works codes and regulations. Paul initiated and reviewed design criteria for facilities rearrangement and construction; coordinated all construction activities with related disciplines; and wrote, awarded, and administered the resulting contracts.



Scott Burkett, PM/CM II

Scott has 25 years of experience in the construction industry and has worked on numerous education projects. As Project Director, Scott has worked closely with the project teams to ensure construction activity progresses smoothly at the project site. He has been responsible for the daily onsite operations of projects, ensures that safety is addressed, and assists in the coordination of contractor activities. Scott strives to ensure that disruptions to surrounding neighbors are kept to a minimum during the construction of projects. He is well versed in multiple project administration, is capable of coordinating high numbers of activities at multiple sites, and is accustomed to working with varying levels of personnel in a public agency environment.

Project Experience

California Polytechnic University, Pomona, CA - Senior Project Manager

Scott managed \$60 million of student housing work to add 600 new beds and about 276,000 square feet of structure to the campus. Along with the projected additional buildings, campus infrastructure was modified and added to for main electrical service, plant, and controls. This project is running ahead of schedule and is currently beginning punch work to allow some early occupancy by the University.

Los Angeles Community College District, CA - Senior Project Manager

Scott managed the construction of a \$60 million parking structure to add over 600 covered parking spaces to the campus, and addition of a \$15 million 300+ megawatt solar field to the campus energy supply. Scott also managed the design-build of a new \$25 million campus-wide HVAC wet system, and installed a major utility plant. These projects were integral and critical to the campus-wide construction of classrooms and facilities.

Los Angeles Unified School District School Repair & Construction Bond Program Project, Management Region I, CA - Senior Project Manager

Scott provided construction management services for approximately \$1.5 billion in school modernization programs. LAUSD contains nearly 900 schools spread out over an area of 708 square miles and had approximately 6,000 projects that needed to be managed at one or more local districts. Scott served as an extension of LAUSD District I, B and central office staff, and provided support to LAUSD's mission of building and modernizing facilities to maintain and improve instructional programs. The project scope includes design management, pre-bid functions, and construction contract administration. Scott planned, organized, directed, coordinated, and reported the project management activities of multiple project teams. He was responsible for 4 to 15 projects simultaneously, ranging in construction value from \$2 million to \$60 million.

Hollywood Roosevelt Hotel, CA - Project Manager

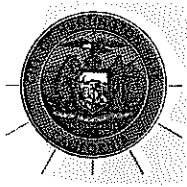
This historic renovation of a 13-story hotel including rooms, operations, and public areas; replacement of all exterior windows classified as historic; refurbishment of the historic décor painting and public area floors; and reconfiguration/reconstruction of public area stairways while maintaining historic standards. Scott evaluated the established project budget and recommended adjustments as necessary; monitored and maintained the status of obligations, commitments, and expenses against each project; assisted in the solicitation and prequalification of quality general contractors; conducted pre-bid conferences and site visits;

Firm
AIMCS

Education
Bachelor of Science,
Business Administration;
California State
Polytechnic University

Bachelor of Arts,
Christian Studies;
Pacific Christian College

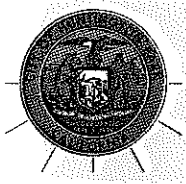
Professional
Registration &
Training
OSHA 40-Hour
Certificate



assisted the owner in evaluating bids for responsiveness. He monitored the construction contractor's quality control, coordinated enforcement of contract drawings and specifications in cooperation with the owner-provided Inspector of Record and the architect/engineer, and ensured that all systems/equipment Operations and Maintenance Manuals and Warranties were delivered to Maintenance and Operations Central (MOC) in a timely manner.

Capistrano Unified School District, Rancho Santa Margarita, CA - Project Manager

Scott provided the District with services to implement the District's Strategic Execution Plan for existing facilities modernization and repair of a new 58,000-square foot elementary school. During the pre-bid and design phase, he prepared, evaluated, and recommended the project schedule, including District activities required to maintain target milestone dates; and reviewed designs to recommend alternative solutions whenever the design details affected the construction feasibility or schedule. During the bid and award phase, Scott assisted in the solicitation and prequalification of quality general contractors; conducted pre-bid conferences and site visits; assisted the District in evaluating bids for responsiveness; and assisted the District in processing the contract. During the construction phase, Scott was responsible for managing and coordinating the abatement and remediation of hazardous materials; and completion of environmental remediation plans as developed by the District, its consultant, and relevant agencies such as the Department of Toxic Substances (DTSC). He managed and administered construction contracts including work changes, submittals, construction monitoring, document interpretations, and payments. He also reviewed and monitored contractors' construction schedules and recommended the best sequencing to meet milestone dates and facilitate productivity.



SERGIO TOPETE, PM/CM I

Mr. Topete has over 25 years of Civil Engineering experience, with a career track focused on City Engineering Management, planning, organizing, directing, and review of all activities and operations of a Public Works Department. Duties include: Reviewing, Design and approving plans, specifications, estimates and bids, directing inspection activities, coordination of assigned activities with other departments, divisions and outside agencies, oversight of the City's annual street improvement program, CDBG Projects, SR2S, Prop. C and providing highly complex administrative support to the Public Works Director. Mr. Topete has directed and participated in the construction and inspection of infrastructure projects, establishing project schedules, verification of project status, ensuring compliance with contract specifications and Local and National codes.

Project Experience

City of El Monte Valley Blvd Improvements / Pavement Management System Project Manager I

Sergio was responsible for all construction quality assurance activities on the Valley Blvd Improvements Project. His duties included supervising and coordinating QA Field Surveillance activities; providing independent oversight of construction work such as, concrete demo and work for improvements to curbs and gutter construction. He verified conformance with approved plans and specifications.

ECM Group Senior Civil Engineer

over 5 years of experience working with various municipalities as a Senior Civil Engineer and assistant to the City Engineer / Director of Public Works, in the City of South El Monte in the Southern California Area. Worked to Design, specifications, estimates, contract administration and inspection for Street improvement Projects with Rubberized asphalt. Project list includes Garvey Avenue From Lee Ave. to Potrero Ave. (Rubberized Asphalt Prop C) Merced Avenue from Santa Anita to Rush Ave. (Rubberized Asphalt Prop. C). Michael Hunt Dr from Santa Anita Ave. To Peck Road (Rubberized Asphalt Prop. C). Durfee Ave. from Santa Anita (City limit) to Peck Road (Rubberized Asphalt Prop. C). Central Avenue. From Durfee Ave. To Santa Anita (Asphalt Concrete STPL). Merced Avenue From Klingerman To Fern (Rubberized Asphalt STPL). Santa Anita Avenue From Tyler Ave. To Elliot Ave (Slurry Seal Type II & Medians Prop. C). Thienes Ave. Monte Vista Elementary (Sidewalks ADA Ramps SR2S). Adelia Ave. From Fern Street to Cul-de-Sac (Asphalt Concrete CDBG). Tamora Ave. From Fern Street to Cul-de-Sac Asphalt Concrete CDBG). Peck Road From Durfee Ave. To Thienes Ave (Rubberized Asphalt & Medians Prop. C)

New Temple Park

owned by the School District and leased to the City of South El Monte Presented Park improvements to the school district for approval. Responsible for preparing all documentation and agency approval including a modification for revising rear yard set back requirement, all utility agencies of relocation and/or providing new services, and coordinate/guide all consulting engineers. Also works with in-house estimating to help the client to estimate the project budget,

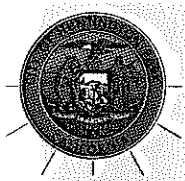
City of Milpa, MEX. D.F – Construction management and inspection services Various School Districts

Monitored base budget versus budget-to-complete versus budget-at-completion. Prepared monthly payment requests based on the approved schedule of values. Created and reviewed cost-loaded baseline construction schedule against contract specifications including work breakdown structure, durations, relationships, milestones, constraints. Conducted analysis of

Firm
AIMCS

Education
B.S. in Architectural &
Civil Engineering
National Polytechnic
Institute, Mexico City,
Mexico

Registered Engineer Lic.
#1298788 (Mexico)



progress and delays by comparing updated schedule and baseline schedule. Tracked actual dates of submittals and reviews against due dates of construction activities. Tracked time impacts of RFIs and change orders on project completion.

City of Iztapalapa, MEX. D.F Construction management of sidewalk reconstruction project for the Historic Center. Grading, street, storm drain, Sewer and Water Plans construction supervision

Responsible for development of the Master Plan for prioritizing completion of critical projects and coordinating proper phasing between projects. He managed projects through all project life-cycles including planning and design (constructability reviews, design coordination, and phasing); procurement (pre-bid meetings, bid evaluations, and award); and construction (cost and schedule management, contract administration, performance compliance to specifications, claims/changes administration, and close-out).

City of Miguel Hidalgo, MEX. D.F - Construction management and inspections services of curb gutters and sidewalks

Managed and supervised the QC Inspection staff; coordinated engineer, owner, contractor/subcontractor, and third-party efforts; supervised and directed field office staff; and provided site support in all facets of construction management including but not limited to scheduling, project control, estimating, contract changes, documentation control, quality control/assurance, safety compliance, contract administration/ compliance, and assessment and mitigation of claims.

City of Tlahuac, MEX. D.F - Construction management and inspections services of public library inspection services of various school districts

City of Miguel Hidalgo, MEX. D.F - Construction management and inspections services of curb gutters and sidewalks

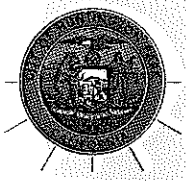
Managed and supervised the QC Inspection staff; coordinated engineer, owner, contractor/subcontractor, and third-party efforts; Involved from project initiation through construction. Managed design team, two general contractors, and key subcontractors including mechanical, electrical, and curtain wall contractors. Provided design assistance during development of construction documents. Planned, organized, directed, coordinated, and reported on project team activities including processing payments and change orders.

City of Miguel Hidalgo, MEX. D.F - Construction management and inspections services of curb gutters and sidewalks

Responsible for reviewing drawing packages for conformance with program, permitting, constructability, construction phasing, and design intent. Reviewed all submittal packages including monitoring work flow, working with project architects for each construction document package to develop drawing standards,

Edward A Salazar PE, CWI, Senior Transportation Engineer
PM/CM II





Qualifications for On-Call Services
for Construction Management and Inspection Services (2014)
City of Huntington Park Public Works

Mr. Salazar is a civil engineer with outstanding technical and leadership abilities focused on quality, safety, manufacturability, installation, construction, cost effectiveness, and maintainability. His civil projects include bridges, government buildings, transportation systems, airport terminals, structural, highways and roadways, hospitals, and state/government facilities. Mr. Salazar's commercial projects include high rise buildings, building complexes, industrial parks, schools/universities, corporate/private/public buildings, manufacturing plants, and new construction, while his residential projects include single and multi-family homes. He specializes in building code compliance, reinforced concrete structures, structural steel systems, transportation systems, and site inspections and compliance.

EDUCATION

BS, Civil Engineering, University of California, Berkeley, California, 1996

Certificate of Proficiency for 504, 518, 533, 539, 540, 543, 556, and 557, California Test Methods, Unknown, Unknown, 1900

REGISTRATIONS

Technical Specialist #Concrete Field Testing Technician, Grade I #00133146, American Concrete Institute

Certified Inspector #Level 1 #12050 and Level 2 #21510, Precast / Prestressed Concrete Institute

Certified Welding Inspector #04040661, American Welding Society

Professional Engineer #C69257, State of California

MEMBERSHIPS

Member, Structural Engineers Association of California

Member, Precast / Prestressed Concrete Institute

Member, International Code Council

Member, Construction Management Association of America

Member, American Welding Society

Member, American Society of Civil Engineers

Member, American Institute of Steel Construction

Member, American Concrete Institute

PROJECT EXPERIENCE

Highway and Transportation

Statewide A/E Services and Inspection Contract*, Statewide, California (Area Manager)

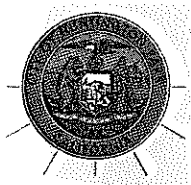
Mr. Salazar served as area manager responsible for southern California operations of a \$15 million statewide contract for inspection services. He worked directly with Caltrans client through the Los Angeles Branch Manager assigned under the Division of Engineering Services (DES), Materials Engineering and Testing Services (METS), Office of Structural Materials (OSM) District 59 (headquarters). Mr. Salazar oversaw the team's technical and administrative direction including subconsultant coordination. He managed a staff of five project engineers and 15 welding, concrete, and materials inspectors in Districts 5, 7, 8, 9, 11, and 12. He also reviewed and approved engineering technical and inspection reports prior to submittal to Caltrans.

Statewide A/E Services Contract*, Statewide, California (Principal Engineer and Senior Engineer)

Mr. Salazar served as senior engineer and more recently as principal engineer for two consecutive multi-year architectural and engineering contracts valued at \$6 million and \$15 million. He prepared technical engineering reports with recommendations related to concrete and steel bridge fabrication. He conducted steel bridge fabrication audits at overseas facilities in China, Korea and Japan for the purpose of qualifying subcontractors for work on the New East Span of the San Francisco-Oakland Bay Bridge. Additionally, he assisted in the development of the Caltrans Manufacturing Qualification Audit for Overhead Sign and Lighting Pole Structures, and conducted several audits based on this program. Mr. Salazar assisted Caltrans in defending construction claims filed by prime contractors successfully saving the state hundreds of thousands of dollars in unjustified damages.

Edward A Salazar PE, CWI, Senior Transportation Engineer
PM/CM II





Qualifications for On-Call Services
for Construction Management and Inspection Services (2014)
City of Huntington Park Public Works

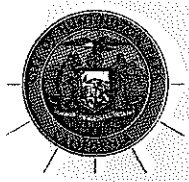
Transit

LA Metro CMSSC – BRT, Los Angeles, California (Project Engineer)

Mr. Salazar is serving on the BRT portion of the LA Metro construction management support services project. This seven-year IDIQ contract, inclusive of two one-year options, will support key projects including the \$215.6 million extension of the Metro Orange Line Extension (MOLE) Bus Rapid Transit system; the landmark, nearly \$1 billion, I-405 Freeway Design-Build Sepulveda Pass Widening; and a new Metro Union Division Bus Maintenance and Operations Facility in Los Angeles.

** denotes projects completed with other firms*

One Team. Infinite Solutions.



Stantec

Bob Grinley PM/CM II

For more than 30 years, Bob has served as a senior level inspector and **construction manager** for all phases of highway, bridge, and railway systems. Throughout his career he has been responsible for reviewing contract drawings/specifications; maintaining contract as-builts; preparing daily reports, FHWA EEO Reports, and submittals; and monitoring the construction process. Bob has worked closely with the City of Los Angeles Bureau of Contract Administration, LA Department of Transportation, and Caltrans. Additionally, he has participated in all levels of claims activity on both the contract and management sides.

EDUCATION

AS, Business, Long Beach City College, Long Beach, California, 1970

ACI-1 Certification, American Concrete Institution, Los Angeles, California, 1993

250 hours, East Los Angeles Trade Tech – Reinforced Concrete Construction Inspection, Los Angeles, California, 1994

Trenching Excavation Safety Training Course: Federal and California OSHA Standards, University of California, San Diego, California, 2000

Metro Safety Rail and Red Tag Certified, Los Angeles County Metropolitan Transportation Authority, Los Angeles, California, 2009

BS, Finance, California State University, Long Beach, California, 1971

PROJECT EXPERIENCE

Bridge Inspection, Assessment and Rehabilitation

Marina Bridge Removal/Replacement*, South Bay (Redondo Beach to Seal Beach), California (Onsite Inspector)

Bob served as the onsite inspector for all phases of bridge removal/replacement and corresponding civil work. The project involved the removal of a 390-foot wooden beam bridge in two phases and replaced with concrete reinforced pre-stressed bridge across the San Gabriel River between Long Beach and Seal Beach. This project was unique due to the various environmental agencies oversight and tidal influence that affect work activity. The bridge remains active with traffic activity during the construction process. All work was built to Caltrans standards.

Roads and Highways

71 Freeway*, Chino Hills, California (Superintendent)

Bob was responsible for the project layout, building approach slabs, retaining walls, ramps and freeway sections. All work was constructed to Caltrans standards.

Transit

LA Metro CMSSC (El Monte Transit Center), El Monte, California (Construction Manager)

Bob is serving as the construction manager on the El Monte Transit Center Expansion—a portion of Stantec's seven-year IDIQ contract called the ExpressLanes, a one-year demonstration project that will provide improved transportation options. The aim of this program is to foster incentives for sustainable change that creates time savings, cost savings, reduces pollution, and effectively manages our current roadway network—basic essential elements of a green corridor.

Vermont Turnout Structure B211 – Metro Red Line*, Los Angeles, California (Superintendent)

This project involved the development of a tunnel spoil laydown area and the export of all tunnel spoil generated from the Vermont Station to Western Station.

Normandy Station B221 – Metro Red Line*, Los Angeles, California (Superintendent)

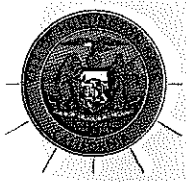
This project involved the excavation of the Normandy subway station, as well as its side structures and utility relocations.

Various Rail Station Projects*, Los Angeles, California (Superintendent)

Bob was responsible for providing the structural support for the excavation and decking of the stations and side structures. His other duties involved relocation of public utilities, resolving subcontractor problems, and providing full compliance to contract documents.

** denotes projects completed with other firms*

One Team. Infinite Solutions.



Stantec

Bob Grinley PM/CM II

Metro Red Line No. 3, North Hollywood Extension*, Los Angeles, California (Senior Inspector)

Bob was the senior inspector on this 6.4-mile, \$1.3 billion project. His responsibilities included all phases of civil and structural inspection at the Hollywood/Highland and Universal stations. This project included subway station facilities, tunnels, new roadways, bus facilities, and parking lots. He was also responsible for two multi-span bridges (design-build) over the 10-lane US 101 Freeway. Bob provided oversight on the Hollywood/Highland subway station and connecting tunnels.

Pasadena Gold Line, Light Rail – Design Build*, Pasadena, California (Segment Manager/QA/QC Oversight)

Bob provided oversight for the Southwest Museum and Avenue 57 Stations, as well as 7 miles of light rail track with 10 grade crossings. This design-build project that was completed under budget and on schedule.

Westside Orange Line-BRT*, Los Angeles, California (Oversight Inspector)

Bob served as the oversight inspector for Metro on this 14-mile dedicated busway from North Hollywood to Woodland Hills. This design-build project was built to CONAD-Metro standards.

Eastside Light Rail Transit – Design Build*, Los Angeles, California (Chief Underground Inspector)

This \$800 million, 6.5-mile-long project includes six at-grade stations, two underground stations, two portals, and 1.7 miles of twin tunnels. This project currently has more than four million man-hours of work without a loss time accident.

Expo Light Rail (Phase-1) – Design Build*, Los Angeles, California (Lead Inspector)

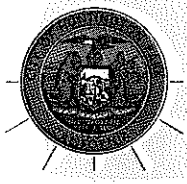
Bob served as the lead inspector on this FFP project that runs 9 miles long with six at-grade and three aerial stations.

Tunnels

MacArthur Park Lake Bottom Excavation B201 – Metro Red Line*, Los Angeles, California (General Foreman)

This project involved the excavation of a 5-foot, or acceptable, subgrade from the existing grade of an 8-acre lake bottom at Wilshire and Alvarado. This work also included dewatering and the export of more than 10,000 cys of contaminated soil. Other export included the tunnel spoil from MacArthur Park TBM ports to the Vermont Station, as well as the remainder of lake bottom spoil. Bob maintained the records for claims and quantity takeoffs for work-in-progress payments.

** denotes projects completed with other firms*



Marshall King, Lead Inspector

Marshall has more than 25 years of experience in project and construction management, and is highly proficient at auditing contractor construction activities with regard to client specifications. He has the proven ability to provide oversight and verification of structural, civil, electrical, and mechanical work, and is distinguished by his ability to respond effectively to changes in the field. Marshall has significant experience in heavy construction as a construction manager and inspector, including interfacing with utility agencies and complying with California laws regarding excavations.

Firm
KKCS

Education
Coursework in Business
Administration

Professional Registration
& Training
OSHA 10-Hour Safety
Training

Project Experience

L.A. Metro Union Station—Construction Manager/Senior Inspector

Marshall oversaw construction and inspection services on behalf of the Los Angeles County Metropolitan Transportation Authority (LACMTA) for a 2-level heavy rail subway hub station in Downtown Los Angeles. He established the original start-up system to procure and review all required documentation prior to commencement of work by the contractor, and was responsible for the interpretation of all approved contact drawings, specifications, and submittals encompassing all facets of construction. Marshall also provided detailed and complete documentation to the client and the U.S. Department of Transportation. He reviewed all reinforcement and detail drawings for structural placement of rebar; monitored, directed, and supervised staff for the placement of 70,000 yards of structural concrete; audited suppliers for quality engineering; and interfaced with structural, mechanical, electrical, and civil engineers.

L.A. Metro Universal City Metrolink Red Line Station—Lead Inspector/Construction Manager

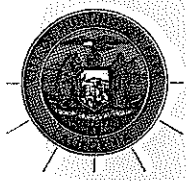
Marshall supervised daily management activities for construction of the Universal City Metro Rail subway station and turn-out structure. He supervised structural, mechanical, and electrical inspectors. His duties required interfacing with the engineering teams for field verification of construction activities and with LACMTA for field verifications to monitor and audit contractors, resident engineers, subcontractors, and equipment installers.

LAUSD Region 1 Construction Bond Program—Construction Manager

Marshall oversaw and verified that all campus construction activities performed by the contractor complied with Los Angeles Union School District (LAUSD) contract specifications and drawings. He was responsible for final submissions of drawings to LAUSD and the DSA, and auditing of close-out documentation according to prior specifications. In addition, he participated in "Lessons Learned" sessions to enhance quality and contract compliance.

Los Angeles Community College District Construction Bond Program—Construction Manager

Marshall supervised the completion of 100 drawings for the DSA prepared by various engineering firms. He also established a grid for all underground utilities, including the Los Angeles DWP, Southern California Edison, the Southern California Gas Company, and Pacific Bell; and coordinated all utility rerouting prior to the start of construction of a new underground parking structure.



Juan Carrasco

Inspector

Mr. Carrasco has more than 15 years experience as Construction Inspector and Project Superintendent. He has served in numerous public works projects as Construction Project Superintendent, and Construction Inspector. Versatile Construction Building Inspector of Record with 16 years in all phases of successful project and construction inspection with progressively responsible positions. Strong background in supervising and managing with experience in planning, organizing and controlling inspection phases. Thorough knowledge of engineering and construction principles and procedures, quality control, inspections, building codes, applicable laws, government regulations and reporting procedures.

Committed to qualify inspection service and satisfaction; received numerous statements of commendation from city officials for cooperation, conscientiousness and excellence in inspection quality and service, consistently completing jobs in a professional and timely manner.

Project Experience

AIMCS El Monte Gibson Mariposa Park - Inspector

Construction Building Inspector (IOR), Quality Control (QC)

Duties are IOR & QC to make sure contractor and there subs are following Plan and Specification for \$2 million project. Gibson Mariposa City Park, ADA parking, basketball courts, water splash pad, maintenance building with ADA restrooms, landscaping, CMUs wall at property line, working with Edison Company to move power pole and placing electrical meter, Southern Pacific Railroad to place new fence at property line

G CREW Construction Building Inspection (IOR); Construction Quality Control (CQC)

Responsible for services at Phase II of the Cal Poly Residential Suites in Pomona, CA on a four-story, 135 suite, \$65 million, type V one hour rated construction with a three building interconnect framed, 9 structures and a single story connected cafeteria. Also inspect landscaping, side walks, roads and parking lots with compaction requirements.

CONSOLIDATED CM CONSTRUCTION MANAGERS – Oakland, CA

Resident Engineer / Inspector of Record / Quality Control Inspector In charge City of Woodland Senior & Teen Community Center (2 yr. project)

Served as the Inspector of Record with ADA requirements on a new \$23M Woodland Community Center from the start of construction until the successful completion. The Community Center houses a teen center, a senior center, banquet rooms, food preparation and service facilities, soccer fields, inside and outside basketball courts, exercise rooms and a full gymnasium, a dog park and outside concert area.

City of Davis Public Works Building

Firm
AIMCS

Education
ACI Concrete Certification
-

San Mateo College -
Residential/Commercial
Electrical Building Codes,
2002, 2003

Pacesetter School - UBC,
UPC, UMC and NEC
Codes and Specifications,
1994

Fullerton College - AA
Construction Management

Contractors License -
General 1984 - Inactive

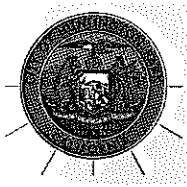
ICBO, ICC Building
Inspector Certification
#1028740

IAMPPO Plumbing
Inspector #098265

IAMPPO Mechanical
Inspector #090584

2000 IBC & ICC
1028740

1997 Uniform
Building Code
1028740-10



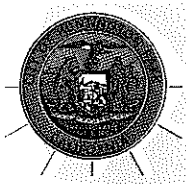
Chico State University – New Administration Building (\$68 million LEED project)

City of Woodland Firehouse #2 Renovation

Served as Inspector of Record for the \$4M remodel of approximately 70% of an existing fire station while leaving the engine bay and dispatch room available for full emergency response with ADA requirements. The scope of work included: removal and replacement of HVAC systems, constructing a new loft area, conversion of a vehicle bay into an equipment room, renovation of sleeping quarters, remodel kitchen, showers and restrooms, roof modifications and structural reinforcement.

CSU East Bay Pioneer Heights Housing Project – Phase III

Provided Inspector of Record service for this student dormitory / 4 story \$65M fast paced multi-phase housing and infrastructure project with ADA requirements. The scope of work included 6 new, four story dormitories, a single story recreational building, a dining hall with kitchen, as well as a mile of new storm sewers, water, gas and power utilities, landscaping, paving, sidewalks, curb and gutter.



Stantec

Jody Hall, Senior Transportation Inspector Senior Inspector

Mr. Hall's career includes 23 years experience in tunneling, underground construction and construction inspections. His tunnel experience includes hard rock with Tunnel Boring Machines (TBM's) and soft ground tunneling using digger shields and Earth Pressure Balance TBMs (EPBM). His experience also includes tunnel work such as shaft sinking in rock and in soil and permeation grouting to prevent water infiltration into excavations. All of his experience has been in Los Angeles, San Bernardino, and Riverside Counties.

PROJECT EXPERIENCE

Construction Support Services

MTA Segment 1*, Los Angeles, California (Miner)

As a miner, Mr. Hall was responsible for soft ground shaft and adit excavation, tunneling with a Mitsubishi digger shield, chemical grouting, and compaction grouting hand mined cross passages. HDPE, and rebar installation along with placement of concrete.

MTA Segment 2*, Los Angeles, California (Miner)

As a miner and shift boss, Mr. Hall was responsible for soft ground tunneling with a Robbins digger shield, shaft excavation, and support hand-mined cross-passages. HDPE and rebar installation along with concrete placement.

MTA Segment 3*, Los Angeles, California (Miner)

As a miner and shift boss, Mr. Hall was responsible for soft ground tunneling with Mitsubishi and Hitachi digger shields, shaft excavation and support, hand-mined cross-passages. HDPE, rebar and concrete placement.

Inland Feeder Water Project*, Highland, California (Miner)

Mr. Hall was a miner and shift boss for the 6-mile Arrowhead East tunnel, and shift boss for the 8-mile Riverside Badlands tunnel. His experience includes TBM tunneling in hard rock with extensive permeation grouting and pipe installation.

NOS-ECIS Sewer Tunnel*, Los Angeles, California (Construction Manager)

Mr. Hall was a construction manager for the Unit 4 tunnel drive, which passed beneath the Los Angeles River, Amtrak rail lines and I-10 freeway, extending approximately 3.3 miles. The 15-foot-diameter tunnel was driven using a Lovat EPB TBM. He performed live tie-in to the existing NOS tunnel in Culver City and managed subcontractors during micro tunneling runs for diversion and vent structures.

Metro Gold Line Eastside Extension*, Los Angeles, California (Senior Inspector)

Mr. Hall was a senior inspector for all underground construction, including the tunnels, and station boxes. He monitored the boring of the tunnels using EPB TBMs and the simultaneous installation of precast reinforced concrete bolted gasket linings. He was also responsible for the construction of the cross passages using the sequential excavation method using diggers and breakers, girder installation lining with a heavily reinforced shotcrete. His other responsibilities included the excavation and support of two stations and two portals involving soldier and tangent piles, and whaler and pipe struts with lagging. Associated with this work was the excavation and relocation of utilities and street restorations.

Exposition Light Rail Project*, Los Angeles, California (Senior Inspector)

Mr. Hall was a senior inspector for all phases of construction including all types of underground utility installations and relocations to accommodate LRT. He provided oversight on installation of more than 800 CIDH piles for trench structure walls and larger diameter CIDH bents for bridge columns. His experience includes Caltrans bridge demolition, reconstruction and retrofit to accommodate LRT along with freeway shoulder PCC paving, retaining walls, barrier rails, and storm drains. In addition, he provided oversight inspection on MSE walls, soundwalls, and OCS installations.

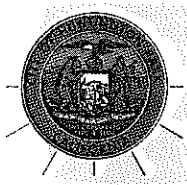
Transit

LA Metro CMSSC – El Monte Transit Center, Los Angeles, California (Construction Inspector)

Jody is serving as a construction inspector on El Monte Transit Center portion of the Metro CMSS contract. This seven-year IDIQ contract will support key projects including the \$215.6 million extension of the Metro Orange Line Extension (MOLE) Bus Rapid Transit system; the landmark, nearly \$1 billion, I-405 Freeway Design-Build Sepulveda Pass Widening; and a new Metro Union Division Bus Maintenance and Operations Facility in Los Angeles.

** denotes projects completed with other firms*





Art Hernandez, Construction Inspector Inspector

Art has 25 years of combined experience in the fields of construction, steel, and concrete inspection. He has inspected commercial building structures including single and multi-story structures, tilt-up construction, schools, hospitals, and shop fabrication; bridge construction including widening, new construction, and retrofitting; roadway work including traffic control and signalization, excavation, and paving; and railroad work including grading and gravel work, rail ties installation, and installation and welding of rail tracks. Art has experience providing daily reports, logs, diaries, force accounts, non-compliance notices, RFIs, submittals, and certificates of compliance on numerous projects. Additionally, he maintains regular contact with engineers of record and agency officials.

EDUCATION

Certificate, Pipe Layout and Welding, Cerritos College, Cerritos, CA, 1995
Certificate, Sample Field Concrete, California Department of Transportation, Los Angeles, CA, 2000
Certificate, Duties of Inspection and Plan Reading, California State University, Long Beach, CA, 1990
Certificate, Sample Concrete Technician Level I, American Concrete Institute, Los Angeles, CA, 2000
Certificate, SWPPP Water Pollution Control, AEI-CASC, Los Angeles, California, 2000

REGISTRATIONS

Certified Inspector, American Welding Society
Certified Inspector, International Council of Building Officials
Certified Concrete Materials Technician, American Concrete Institute

PROJECT EXPERIENCE

Roadways

Caltrans OCS Route 40, Fenner OH (New Bridge)*, Essex, California (Assistant Resident Engineer)

As the assistant resident assistant, Art was responsible for processing RFIs, CCOs, submittals, and traffic control.

Del Amo and Compton Creek Bridge Widening*, Wilmington, California (Senior Inspector)

Art's responsibilities included the inspection of the excavation, pile driving, falsework, CIPPST girder box, PCPST girder fabrication, formwork, reinforcing placement, mechanical splices, concrete placement, and sample concrete. Additionally, he was responsible for the daily reports, force accounts, RFIs, CCOs, and quantities.

Caltrans OCS Routes 405-101 Widening/Improvements*, Encino, California (Senior Inspector)

Art was responsible for inspecting the excavation, CIDH pile work, falsework, CIPPST girder box, formwork reinforcing placement, mechanical splices, reinforcing and concrete placement, backfill and compaction, concrete barriers, and soundwalls. Additionally, he processed daily reports, RFIs, CCOs, force accounts, submittals, and analyzed quantities.

Caltrans OCS Route 170 Widening/Improvements*, Glendale, California (Senior Inspector)

Art was responsible for inspecting the excavation, CIDH pile work, falsework, CIP girder box, formwork reinforcing placement, mechanical splices, concrete placement, backfill and compaction concrete barriers, and soundwalls. Additionally, he processed daily reports and analyzed quantities.

Caltrans OSC Routes 215-60-91 Interchange Improvements*, Riverside, California (Senior Inspector)

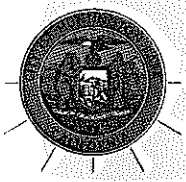
Art was responsible for inspecting the excavation, CIDH pile work, falsework, CIP girder box, formwork reinforcing placement, mechanical splices, concrete placement, backfill and compaction concrete barriers, and soundwalls. Additionally, he processed daily reports, RFIs, CCOs, force accounts, submittals, and quantities.

Transit

LA Metro CMSSC – Red Line, Los Angeles, California (Senior Inspector)

Art is currently responsible for inspecting soundwalls for the Metro Red Line on Stantec's seven-year IDIQ contract in which we are providing construction management support services for several major key capital projects.

** denotes projects completed with other firms*



Jorge A. Perez, Office Engineer

Jorge has 18 years of document control experience in the construction field. He is proficient in Expedition and Microsoft Office software, in addition to Citrix, Microsoft Excel, and PowerPoint. He is detail oriented and works with a variety of databases. In addition, Jorge has strong organization and coordination skills combined with an easy ability to interface and communicate effectively with others.

Project Experience

Los Angeles City College, Los Angeles Community College District, CA—Project Engineer

Jorge served as the owner's liaison with the architect/engineer, contractor, subcontractor, and the DSA. He assisted the Project Manager with all contract documents related to each project (pre-construction, progress, and close-out), conducted site walks, and documented/reviewed the contractor's weekly and monthly progress. Jorge also assisted with submittal procedures, maintained/distributed current contract plans and specifications, prepared cost estimate reviews, confirmed the contractor's maintenance of record drawings, and provided technical/engineering support to the Project and Construction Managers. He used Proliance to log and track all RFIs, submittals, and change orders; and performed other duties as required for prompt resolution of all field issues.

Los Angeles Unified School District, Region 5, CA—Office Engineer & Owner Authorized Representative

Jorge facilitated modernization projects. Duties included liaison for owner between the architect/engineer, contractor, and DSA. Jorge assisted the Project Manager with all contract documents (pre-construction, progress, and close-out). He resolved complex construction project related issues and disputes, monitored Resident/Senior Resident Engineers, and reviewed change orders. Jorge assessed bid specifications and monitored the construction project database relative to scheduling and cost control reporting, and reviewed/verified payment requests. Jorge also directed construction schedules, cost control, dispute resolution, contract administration, and quality control; and resolved disputes relative to construction projects.

Metro Red Line, San Diego International Airport Facilities Dept., CA—Project Engineer

Jorge managed administrative support for the Construction Management Team. His duties included keeping accurate logs of drawings, submittals, RFIs, RFPs, COPs, and COs from the contractors; and document control using the Prolog 6.5 database. He verified work orders, reviewed bid proposals for scope compliance, processed payment requests, and developed/maintained construction management reports. He was also responsible for coordination of contract specification, bid, and award documents.

Inland Feeder Project, CA—Board Letter Coordinator

Jorge assisted in writing board letters and coordinated with other departments for information and production of board letters. He also assisted project personnel in transferring labor hours charged incorrectly using the Metropolitan Water Department database Labor Transfer Module.

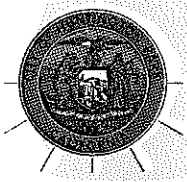
Firm
AIMCS

Education
Cerritos Junior College

Professional Registration
& Training
Certified Owner's
Authorized
Representative—
LAUSD

Certified with Expedition
and Citrix

Construction
Management Training
Certificate—Parsons-
Dillingham (Metro Red
Line Project)



Ben Azul, Senior Estimator

Ben has 30 years of experience in building construction estimating on multimillion dollar Metro Redline tunnel projects, waste water projects, correctional facilities, medical facilities, educational facilities, and water treatment plants. His prior experience includes Design Engineer in charge of design and drafting; Project Engineer coordinating actual construction; Mechanical Estimator performing mechanical take-off from construction drawings and specs; and Operations Manager coordinating material take-off, pricing, bidding, material procurement, and negotiations for construction cost on heavy civil and structural projects. Ben also has a high degree of proficiency in a variety of software applications including Timberline, Primavera Project Planner (P3), SureTrak, Microsoft Project, Expedition, and Microsoft Office.

Firm
AIMCS

Education
Bachelor of Science,
Mechanical Engineering;
National University,
Manila, Philippines

Professional Registration
& Training
Mechanical Engineer:
Philippines

Certified Professional
Estimator: CA

Project Experience

LAUSD School Bond Projects, CA—Project Estimator

Ben prepared budget estimates for future projects, final estimates for LAUSD management use, and cost estimates for the modernization requirements of schools in the District D area. The scope of work included all disciplines: earthwork, civil/structural, architectural, exterior water and sewer piping, plumbing, mechanical, HVAC, and electrical.

Metro Red Line, Los Angeles, CA—Principal Estimator

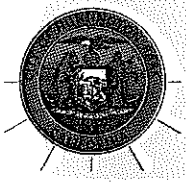
Ben prepared budget estimates for Metropolitan Transportation Authority's multi-billion dollar project for the Los Angeles Transit System. As mechanical/ piping/structural steel estimator to the MTA Red Line Segment #2 & #3 projects, he reviewed contractual documents and contract modifications to determine the scope of the original work and determine the changes that occurred as a result of the contract modifications. Ben also prepared cost estimates for civil/structural, architectural, plumbing, outside water distribution system, sanitary system, HVAC, fire protection in the tunnels, and elevators and escalators in the stations; material take-offs for tunneling work and stations; and detailed Fair Cost Estimates for change orders and negotiations with contractors.

Hyperion Treatment Plant, El Segundo, CA—Principal Estimator

Ben prepared budget estimates for six heavy multi-disciplined projects with a total cost in excess of \$900 million, part of a \$2 billion expansion project of the Wastewater Construction Management Division of the City of Los Angeles. He also prepared detailed estimates for the civil/structural/architectural/UG and AG process piping, plumbing, HVAC, and other mechanical change orders. Ben's duties included reviewing contract specifications and documents; checking/analyzing change orders to determine the exact limit of the change; preparing detailed estimates; reviewing and evaluating contractors' change proposals to determine conformance to the scope of work; and checking labor productivities, rates, material quantities, and prices.

Ralph M. Parsons Co., CA—Principal Estimator

Ben's duties included preparation of detailed estimates for bid, conceptual estimates for projects under study, change order estimates for changes, and modifications in the scope of work of projects in progress.



Bahman Daniali, Senior Scheduler

Bahman is a construction consultant with expertise in project planning, scheduling, cost control, and schedule delay impact analysis. His experience includes construction management and critical path method schedule analysis. He has performed in the capacities of Scheduling Engineer, Manager of Support Services, Project Controls Engineer, and Project Scheduling Engineer and is a self-trained computer programmer specializing in the areas of construction scheduling and management. Bahman develops applications of computerized document control and tracking systems for construction companies and has worked as a Scheduling Consultant for the City of L.A. Bureau of Engineering, Department of Public Works. He performs all levels of construction and claims consulting including estimating, scheduling, claims analysis, mediation participation, and client management services. Bahman is also a specialist in software applications for use in project management and business systems, including P3e for Construction, Primavera Project Planner, Suretak Project Manager, Microsoft Project Planner, Aldergraph, CM6, Expedition, Prolog Manager, CAMTECH Utilities, Schedule Analyzer, and Visual Foxpro Database applications.

Firm
AIMCS

Education
Bachelor of Science,
Structural Engineering;
Portland State
University, Oregon

Professional Registration
& Training
Engineer in Training: CA

Project Experience

Bureau of Engineering, Department of Public Works, City of Los Angeles, CA—Scheduling Consultant

Bahman performed scheduling services on behalf of the City including constructability reviews, independent initial schedule developments, review and critique of the contractors' baseline schedule submittals, progress monitoring and monthly status control, change order delay impact analysis and time extension evaluation, evaluations of project acceleration requirements and negotiations with the contractors, and training of the City's engineering staff on the use and applications of CPM using Primavera software.

Tutor-Saliba Corporation, CA—Scheduling Engineer

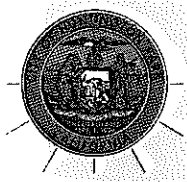
Bahman performed scheduling and project controls interfacing between staff, owner, and subcontractors; tracking; updating; change order management; delay impact analysis; recovery; and documentation. Projects included the Westwood Replacement Hospital (\$350M), LAPD Communication Dispatch Center (\$38M), and UCLA, Haines Hall Seismic Correction (\$12M).

Hyperion C109 Full Secondary Facilities, Phase I, CA—Scheduling Engineer

Bahman was responsible for preparation of the Delay Impact Analysis Report for the construction CPM schedule. The Delay Impact Analysis Report was performed on a 3,000-activity schedule network spanning over a four-year construction period, and results of the analysis were used as the basis for calculations of the extended overhead costs associated with owner-caused project delays and impacts.

Riverside General Hospital, University Medical Center, CA—Scheduling Engineer

Bahman was responsible for development of the baseline CPM schedule of construction and procurements. He also developed and submitted a cost- and resource-loaded schedule comprising in excess of 12,000 activities and 30,000 logic relationships for the owner's review and approval.



ELAINE SILVESTRO

Environmental Manager

Professional Experience:

Ms. Silvestro has more than 25 years experience in environmental assessments, permitting and oversight. She has served in various industries including Department of Defense, petrochemical, waste management, transportation, and major public works projects. Ms. Silvestro has worked with Program Management Teams to develop and implement Environmental Management Programs. Ms. Silvestro has been responsible for estimating, budgeting and procuring environmental services.

Major Project Experience Summary:

JENKINS/GALES & MARTINEZ (JGM) 2002 to Present

Environmental Manager for the Alameda Corridor Engineering Team on the Alameda Corridor Project. Project consists of the construction of over 20 miles of railroad grade separations, maintenance and storage yards, utility relocations/protections, and railroad track installation. Duties have included coordination with federal, state, county, and local agencies and contractors. Applied for multiple permits including US Army Corps of Engineers (USACE), Regional Water Quality Control Board (RWQCB), South Coast Air Quality Management District (SCAQMD), County of Los Angeles Sanitation District Industrial Waste Discharge, Caltrans, CA Coastal Commission, and CA Department of Fish and Game permits and approvals. In addition, reviewed and/or prepared Phase I (Initial site assessments), work plans, health and safety plans, Phase II, emergency response plans, remedial action plans, storm water pollution prevention plans (SWPPPs), noise monitoring and control plans, and other plans related to mitigation measures and construction activities. Met with the RWQCB on a frequent basis to coordinate environmental closure of ACTA properties prior to resale or transfer.

KAL KRISHNAN CONSULTING SERVICES (KKCS) 1999 to 2002

Environmental Quality Assurance Manager (EQAM) for KKCS, an independent quality assurance (QA) contractor, on the Alameda Mid-Corridor Project. Project consisted of the construction of a ten-mile railroad grade separator including the removal of approximately 4 million cubic yards of soil (of which approximately 450,000 cubic yards was contaminated with metals and petroleum hydrocarbons). In addition, approximately one billion gallons of water was removed from 140 dewatering wells and discharged in two separate receiving waters and the sanitary sewer. Storm water was managed over a 10-mile area, and 22-mitigation measures were implemented according to the California Environmental Quality Act (CEQA).

Duties included the review and/or preparation of the mitigation measure plans (dust mitigation, noise and vibration monitoring, school crossing guard program, health and safety program, construction site screening/light and glare program, archaeological program, business access, trip reduction program, and a recycling program for steel, concrete, asphalt and railroad ties). Permits applied for, maintained and complied with included RWQCB NPDES and Waste Discharge Requirement (WDR) Permits, County of Los Angeles Sanitation District Industrial Waste Discharge Permits, and South Coast Air Quality Management District (SCAQMD) Rules 400, 403, 1150 and 1166.

Firm: AIMCS

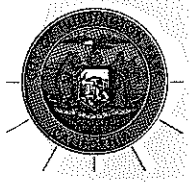
Education:

B.S. Chemical Engineering
State University of New York at Buffalo

B.A. Environmental Design
State University of New York at Buffalo

Certifications:

Engineering-in-Training



Elaine Silvestro – Resume (Cont...)

DAMES AND MOORE 1999

Project Engineer for Dames and Moore, an environmental consultant. Prepared an Industrial SWPPP and a California Consolidated Contingency Plan that incorporated Business Plans, Contingency Plans, Spill Prevention Control and Countermeasure (SPCC) Plans, Accident/Spill Prevention Plans and Risk Management Plans for the Naval Air Weapons Station (NAWS) at China Lake, CA.

TETRA TECH, INC. 1994 to 1999

Senior Engineer for Tetra Tech, an environmental consultant, for remedial action projects including selected USEPA Superfund sites. Performed engineering evaluation/cost analyses and included the excavation of different waste types, the bioremediation of explosive-contaminated soils, disposal of lead-contaminated soil, and the design and construction of an on-site disposal facility for the placement of beryllium-contaminated soils.

Designed, constructed and operated a bioremediation (biofarm) facility for two years at Edwards AFB. Remediated soils were reused on Edwards AFB for various construction projects. Operated a cyanide destruction system (alkaline hydrolysis) for Lockheed Martin Corporation to treat cyanide-contaminated leachate (1.2 million gallons per year) from two closed landfills containing aluminum wastes.

CLEAN-UP TECHNOLOGY, INC. (CUT) 1992 to 1994

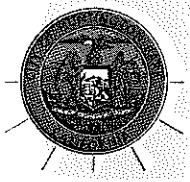
Project Manager for CUT, an environmental contractor, for remedial action projects. Designed, constructed and operated a bioremediation "land farm" on Indian lands. Excavated solvent and metal-contaminated soil beneath a building while supporting it with a system of cribbing, caissons and I-beams. Metal-contaminated soil was treated on-site by stabilization and transported to a landfill. The solvent-contaminated soil was treated on-site by heat-added vapor extraction, and then reused.

LAW ENVIRONMENTAL, INC. (LAW) 1989 to 1992

Project Manager for LAW, an environmental consultant, for hazardous waste and environmental assessment projects. Primarily responsible for the management of projects which related to remedial alternatives and actions, air quality, and Phase I and II assessments. One project was to decontaminate and demolish a pipeline that carried photographic wastes to an injection well system including the excavation and removal of dioxin-contaminated soils. Another project included the testing for the off-site migration of methane and other contaminants from two abandoned landfills adjacent to two prisons in Los Angeles and required the installation of multi-port vapor extraction wells.

ECOLOGY AND ENVIRONMENT, INC. (E&E) 1985 to 1989

Member of the Field Investigation Team (FIT), Region IX; responsible for evaluating abandoned potential waste sites for inclusion on the USEPA National Priority List (NPL) as governed by the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Also Project Manager of the emergency response program; responsible for responding to emergency incidents, chemical inventories, and hazcatting. Performed soil and sediment sampling, dust and asbestos sampling, and groundwater and surface water sampling.



Relevant Project Sample (10 Projects)

The following are representative AIMCS projects.

1. El Monte, Gibson Mariposa Park Project

Under Contract to the City of El Monte, AIM Consulting Services managed the design process and prepared the Bid Documents incorporating the design scope reduction alternates for Contractor Bidding. AIM Consulting Services continues to provide overall management and inspection services related to the construction and completion of the park project.

Project Budget: over \$3,100,000

Services: CM & Inspection



Reference:

Jesus Gomez, Assistant City Manager, City of El Monte
City Hall West, 11333 Valley Blvd., El Monte, CA 91731
(626) 580-2058

2. El Monte, Valley Boulevard Street Improvements

Under contract with the City of El Monte, AIM Consulting Services is providing project management Services and inspection services for the Valley Blvd Street Improvements Project. The scope of work includes assessment, preparation of the scoping and design documents and management of the bid and award phase including project management and inspection during construction and closeout phase.

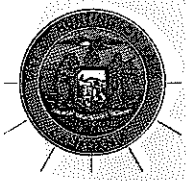
Project Budget: \$300,000 approx.

Services: CM & Inspection



Reference:

Jesus Gomez, Assistant City Manager, City of El Monte
City Hall West, 11333 Valley Blvd., El Monte, CA 91731
(626) 580-2058



3. El Monte, Pavement Management System

Under Contract with the City of El Monte, AIM Consulting Services is providing project management services for the City wide pavement projects program. The scope of services includes needs assessment, preparation of scoping documents and overall management and inspection throughout the construction of the project.

Project Budget: \$10,500,000 approx.

Services: Program Management



Reference:

Jesus Gomez, Assistant City Manager, City of El Monte
City Hall West, 11333 Valley Blvd., El Monte, CA 91731
(626) 580-2058

4. MTA East Side Extension

Under subcontract to Carter Burgess, AIMCS provided on-call estimating services for the MTA East Side Extension. Work included a viaduct over the 101 Freeway, reinforcement on the 1st Street Bridge (over the L.A. River) and drilling of two parallel tunnels (1.8 miles each) underneath Boyle Heights.

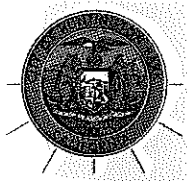
Construction includes station platforms and subway station portals, with track laid down the center of 1st and 3rd streets.

Project Budget: \$899,000,000 and **Services:** Estimating



Reference:

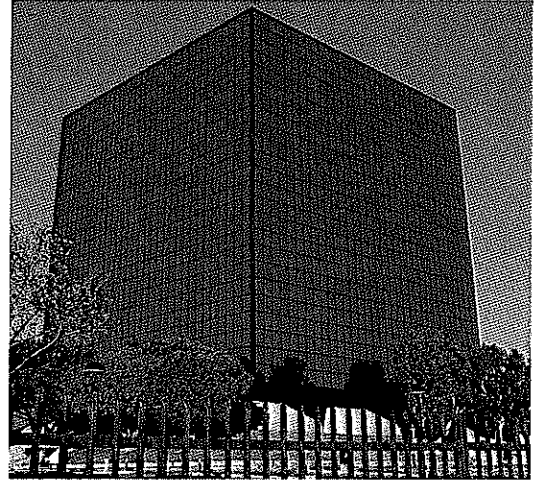
Arthur Hadnett, Carter Burgess, (Now) Vice President, Stantec
290 Conejo Ridge Avenue, Thousand Oaks, CA 91361
(805) 230-1266



5. L.A. County Project Management Division (Project Controls)

Under Contract with the Los Angeles County Department of Public Works, AIM Consulting has been instrumental in the development of the Project Management Master Schedule consisting of over 150 capital projects valued at over \$3 billion. Included are the County parks and recreation, healthcare, sheriff and fire, libraries, courts, and probation projects.

As part of that development and maintenance process, AIMCS developed and maintained the coding structure and activity ID structure for tracking across variable matrix categories for project reporting. In preparation for the transfer of information to the new version of Primavera products, AIMCS has prepared the way for a clean and successful process by identifying key project criteria milestones by which to measure the information configuration.



Project Budget: \$3,500,000,000 and **Services:** Project Controls

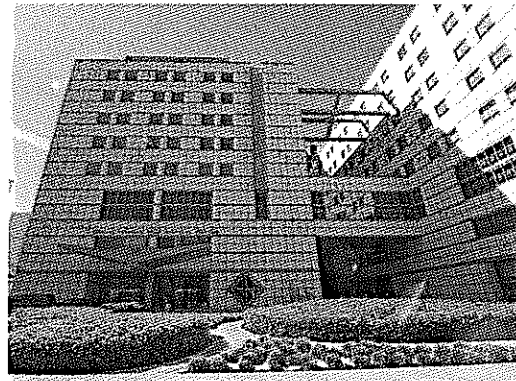
Reference:

David P Howard, Assistant Deputy Director, Los Angeles County Department of Public Works
900 South Fremont Ave., 12th Floor, Alhambra, CA 91803
(626) 458-4016

6. UCLA

The one million plus-square foot, 10-story structure (eight above ground) is situated on four acres at the southwest corner of Westwood Plaza and Charles E. Young Drive South. The hospital encompasses the operations of Ronald Reagan UCLA Medical Center, Stewart and Lynda Resnick Neuropsychiatric Hospital at UCLA, and Mattel Children's Hospital UCLA.

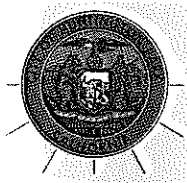
Under subcontract to Tutor Saliba, AIMCS provided construction management and claims management services through completion of the project.



Project Budget: \$550,000,000 and **Services:** PM/CM

Reference:

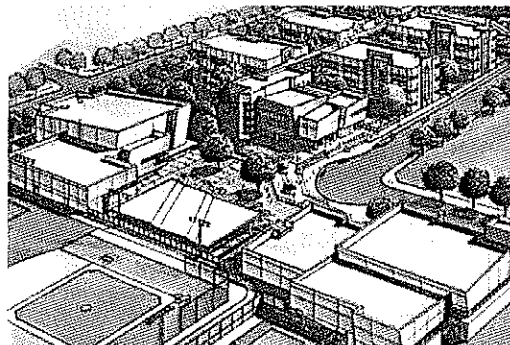
Edward Chama, PE, Resident Engineer, Tutor-Saliba
15901 Olden Street, Sylmar, CA 91342
(818) 362-8391



7. Los Angeles Unified School District (LAUSD) Inspection Services

AIMCS provided deputy inspection for new facilities at Freemont Elementary School, 14th Street Addition, High School 1, High School 2, High School 4, High School 13, High School 19, and Elementary School 13.

AIMCS also provided specialty inspection at High School 11, Albion Elementary School, Burbank Middle School, Loreto Elementary School, Norwood Elementary School, Vergil Middle School, Bethune Middle School, Monte Vista Elementary School, and Franklin High School.



Project Budget: \$135,000,000 and **Services:** Inspection

Reference:

Michael Torres, Deputy Chief Construction Inspector, Los Angeles Unified School District
333 Beaudry St., 22nd Floor, Los Angeles, CA 90017
(213) 703-7749

8. Los Angeles County DPW, Long Beach Courthouse Structural Retrofit Project

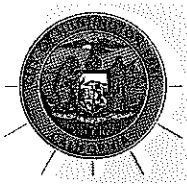
Structural retrofit project of 6-story courthouse building. Project included the construction/retrofitting of existing structural concrete shear walls, construction of a new elevator, and the ADA upgrade of public restrooms and the installation of fire alarm devices. Structural reinforcement was accomplished by the construction of shotcrete walls that spanned the entire height of the existing shear walls (from basement to roof of 6th Floor levels). PM/CM services included execution of the Work via Job Order Contracting method of procurement, developing scoping document, constructability review, pricing, construction administration, and closeout.



Project Budget: \$13,940,000 and **Services:** PM/CM

Reference:

Vincent Yu, Assistant Division Head, Los Angeles County DPW
900 South Fremont Ave., 5th Floor, Alhambra, CA 91803
(626) 300-3200



9. High-Occupancy Vehicle (HOV) Network in Central LA

Completing the **High Occupancy Vehicle (HOV) network in central Los Angeles, the I-405** project will provide 10 miles of additional HOV lane on the northbound I-405 through the heavily-traveled Sepulveda Pass between I-10 and SR 101. This project involves construction of a massive, complex project in a heavily urbanized area. The improvements in Sepulveda Pass will be constructed by a Design-Build team, which is still a fairly new contracting method for constructing interstate highway projects in California. The project team will blend Los Angeles County Metropolitan Transportation Authority (Metro), the California

Department of Transportation (Caltrans), and the Stantec personnel within an Integrated Project Office (IPO). As part of an integrated team, Stantec will provide staff resources to support Metro through the bid-period and initial construction period. The project is scheduled to open in the summer of 2012.

Reference:

K.N. Murthy, PE, Deputy Chief Capital Management Officer, Construction Project Management
One Gateway Plaza, Los Angeles, CA 90012
(213) 922-3084

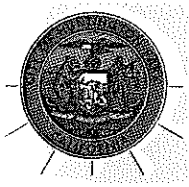
10. Metro Union Division Bus Maintenance & Operations Facility

The proposed **Metro Union Division Bus Maintenance and Operations Facility** will consist of a three-story parking structure and a two-story bus maintenance/office building. Other major capital projects requiring construction management, may be included in this contract.

In addition, the Stantec Team is providing Value Engineering Analysis, Project Design Assessment and Constructability Review as listed in the following tasks for Metro's ExpressLanes project. Team is providing services under seven different task area: Task 1 – Design Review; Task 2 – Constructability Review; Task 3 – Industry Review of Procurement Methods; Task 4 – Bidder's Conference; Task 5 – Reserved; Task 6 – Bid Support Services; and Task 7 – Value Engineering. Metro, Caltrans, and other mobility partners are working together to develop a package of solutions that will increase traffic flow and provide better travel options on I-10 and I-110 in Los Angeles County. ExpressLanes is a pilot project that will test innovations to improve existing transportation systems. The Project Goal is to improve mobility and provide congestion relief on I-10 and I-110 corridors through the introduction of congestion pricing by converting High Occupancy Vehicle (HOV) lanes to High Occupancy Toll (HOT) lanes, improvement of transit service and other alternatives to driving, improvements to transit facilities, and the implementation of an intelligent parking management system in downtown Los Angeles. The ExpressLanes one-year demonstration project is unique because it offers improved transportation options and the new choice to pay to travel in a carpool lane. General purpose lanes are not tolled. The aim of the program is to foster incentives for sustainable change that creates time savings, cost savings, reduces pollution, and effectively manages our current roadway network – basic essential elements of a green corridor.

ExpressLanes features include:

- Conversion of the I-10 El Monte Busway HOV lanes (I-605 to Alameda St.) to HOT lanes
- Conversion of the I-110 Harbor Transitway HOV lanes (Artesia Transit Center to Adams Blvd.) to

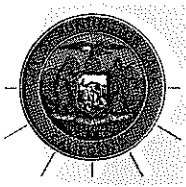


Qualifications for On-Call Services
for Construction Management and Inspection Services (2014)
City of Huntington Park Public Works

- HOT lanes
- 57 new clean expansion buses and operating subsidy for the demo period
- El Monte Transit Center Expansion
- New Transit Station at Patsaouras Plaza
- Harbor Transitway Park & Ride Upgrades
- Metrolink Pomona Station Expansion
- Transit Signal Priority Expanded in Downtown LA
- 100 New Metro Vanpools
- New expansion bicycle lockers at the Artesia Transit Center & El Monte Transit Center
- ExpressPark
- New Bus Maintenance Facility in Downtown LA
- Budget - \$290 million
- Construction begins: 2010

Reference:

K.N. Murthy, PE, Deputy Chief Capital Management Officer, Construction Project Management
One Gateway Plaza, Los Angeles, CA 90012
(213) 922-3084



APPROACH & METHODOLOGY

To develop our approach and methodology to provide expert Construction Management and Inspection service for the City of Huntington Park, we first familiarized ourselves with the project itself, identified any unique challenges, and then set out to identify the quantity and caliber of resources necessary to exceed your expectations in the delivery of our services to the City of Huntington Park.

Hence, our approach and methodology is comprised of the following sections:

- Project Understanding
- Understanding Scope of Services & Deliverables
- AIMCS Project Approach
- Methodology for Successfully Delivering our Services

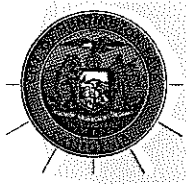
Project Understanding

In order to develop a comprehensive approach and methodology for the delivery of any project, AIMCS invests considerable time and energy up front so that we may fully understand the project's scope, schedule, and budget—all of which are critical when starting a new project. ***Our existing knowledge and understanding of the project types of the City of Huntington Park's capital improvement projects will enable us to develop responsive approach, methodology, processes, procedures, and communications protocols for managing the successful delivery of these important projects.***

The City's ***Capital Improvement Projects*** will play an integral part in the City's overall Capital Improvements Plan (CIP). In addition to other planned projects to improve general urban beautification, pedestrian safety and circulation, and vehicular access and mobility, this project will significantly improve the use of unimproved and underdeveloped City land. ***These projects will not only provide for safe neighborhood involvement and quality leisure time participation for children, teens, adults, and seniors throughout the community, but will also contribute to increased safety and security, more efficient operations, and lower maintenance costs.*** In short, by investing up front in these types of projects, the City aims to benefit well into the future: both on an economic and social level.

AIMCS understands that the City requires the services of firms to provide construction/project management services for a variety of infrastructure and capital improvement projects over the next 3 to 5 years. Our work experience on ***Street Improvements/Resurfacing Projects, Streetscape Projects, Traffic Signal, Electrical installations, and Fiber Optic Projects, Park Improvements and Playground Equipment Installation, Underground Construction (Water, Sewer and Storm Drain) and Building Construction/Remodel*** is well documented and covered under the specific resumes and projects included in our qualifications. We understand that the projects have been a long collaborative effort with the community and the City and that the City is in need of a Project Management / Construction Management team that can provide leadership in representing the City's interest to address and resolve project issues in a timely manner, in order to mitigate potential cost concerns and schedule delays. We also recognize the potential challenges for maintaining safety during construction. That is the AIMCS motto, as further elaborated in our approach and methodology is "Safety First."

The AIMCS Team is excited by the prospect of having the opportunity to provide the City with comprehensive CM services during construction and closeout for this important project. Per the requirements of the City, we have selected a qualified team of professionals to provide all

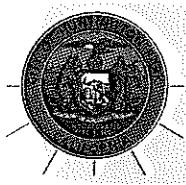


technical and managerial services necessary to make your project a success.

Understanding Scope of Services & Deliverables

The Scope of Services requested by the City of Huntington Park is consistent and within the comprehensive CM services we offer all of our public agency clients. In this section, we will communicate to you our knowledge, capabilities, systems, and practices in the form of an Approach and Methodology that addresses each of the service items below, our function or responsibility, and corresponding deliverable(s):

	Service(s)	Deliverable(s)
1	Constructability Review of Plans & Specifications	Document review comments and construction estimate
2	Preconstruction Conferences	Agenda meeting minutes
3	Management Information Systems (MIS)	Paper files, digital files, correspondence logs
4	Coordinate Submittals	Submittal transmittals and logs
5	Review Traffic Control – Plans	Review traffic control plan
6	Weekly Construction Meetings	Agenda meeting minutes
7	Issues Management	Design clarifications, Contract change orders
8	Scheduling	Schedule reports and recommendations of “As-Built” schedule
9	Cost Control	Budget reports and cost estimate reviews
10	Change Orders	Independent cost estimate change orders ready for execution of change order summary reports
11	Dispute Resolutions	Dispute avoidance procedures and recommendations for resolving disputes
12	Quality Control/Inspection/Material Testing	Photography and videotape project files. Daily Inspection Dairy/Reports
13	Public Relations	Verbal and written notices delivered to local businesses and residents



	Service(s)	Deliverable(s)
14	Permits/Environmental Compliance	Daily inspection reports and correspondence. Routine and annual SWPPP monitoring/inspection reports. Waste Manifests and related documentation for any hazardous materials transported away from the site.
15	Progress Payments	Progress payment request documents
16	Monthly Status Reports	Monthly report. Power Point presentations for the City Council meetings, as required.
17	Site Safety	Accident reports and monthly reports.
18	"As-Built" Drawings	Data for record drawings (redlines).
19	Final Walkthrough	Punch list.
20	Project Completion Report and Project Closeout	Final progress payment, Notice of Completion, and Final report. Deliver project records to the City.

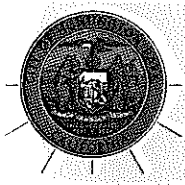
AIMCS Project Approach

Our approach, based on strategies that have repeatedly proven effective in managing public agency capital projects, includes:

- Assessing the resource needs of the Project and assigning an experienced Team that understands the goals, objectives, and expectations of the City.
- Initiating a process to create the systems, procedures, and controls to provide information in a transparent manner to the City.
- Engendering a spirit of teamwork among all the parties involved.
- Establishing clear lines of responsibility, authority, and communications.
- Deploying proven project, cost, and document management systems.
- Evaluating project schedules to deliver the project on time.
- Developing a timely, multi-level system for tracking and facilitating issue resolution.
- Documenting all activities, processes, and changes.
- Using standardized disciplined work practices, and verifying compliance.

By mobilizing our CM Team according to the needs of the Project during construction and closeout phase, all CM activities can be performed within the established milestone schedule.

To provide efficient administration of the project, AIMCS has assembled a team of construction managers, inspectors, and support professionals who will work under the supervision of our **Principal Construction Manager, Mario Mera**, as required by the project needs. The anticipated time allocated for each individual will be as requested by the City.



Methodology for Successfully Delivering Our Services

As demonstrated in our qualifications presented in this submission, ***AIMCS is accustomed to delivering comprehensive CM services to public agency and municipal clients throughout Southern California and across the country.*** Hence, the City's requested Scope of Services is consistent with services we typically provide.

In the pages that follow, we demonstrate our construction aptitude, conveying our competence to successfully deliver your Capital Improvement Projects on time and within budget.

1. Constructability Review of Plans and Specifications

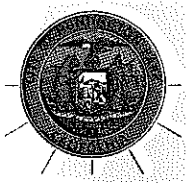
AIMCS will conduct a Preconstruction Conference following the Notice to Proceed. At the AIMCS and their CM Professionals will coordinate closely with the design team to review their work carefully for the benefit of the City and to ensure clarity for future bidding of the work. Not only will we carefully review the contract documents for compliance of all State Codes, Municipal Ordinances, City Design and Specification requirements, but all disciplines of design will be closely reviewed for proper coordination of project work placement, location, and measure. Once these objectives of review are met then AIMCS will effectively estimate the ongoing and developing design documents to keep the budget requirements set by the City in the forefront of the Project Team's considerations and decision making. Whether it is early concept, basic structure footprint and elevations, systems design, or final finishes, AIMCS is prepared and ready to apply its professional skills to the constructability review of the City's upcoming projects. With solid constructability review comes clear and cost effective bidding, the result is a successful start to any of the City's Projects.

2. Preconstruction Conference

AIMCS will conduct a Preconstruction Conference following the Notice to Proceed. At the Preconstruction Conference, we will convey to the contractor the expectations of the City. The agenda for the Preconstruction Conference will include, but not be limited to the following:

1. Construction working hours (work shifts); noise abatement requirements
2. Traffic Realignment Plan (each intersection)
3. Construction vehicle haul routes, delivery hours, and restrictions
4. Master construction schedule
5. Three-week look-ahead schedule
6. Illness & Injury Protection Plan (IIPP) or Site Specific Safety Plan
7. Storm Water Pollution & Prevention Plan (SWPPP)
8. Subcontractor mobilization notification procedures
9. Pay application procedures
10. Change order request procedures
11. RFI and submittal requirements
12. Materials testing and specialty inspection procedures
13. "As-Built" Plans and specifications procedures
14. Punch list and close-out procedures
15. Substantial completion and Notice of Completion procedures
16. Warranty and commissioning procedures

The AIMCS standard operating procedure is to establish the goal and objectives, operating parameters, guidelines, expectations, and requirements up front in an effort to mitigate problems that might otherwise present themselves over the course of the construction phase of the project.



3. Management Information Systems

AIMCS will maintain accurate and orderly detailed files, written records, and documents concerning the project during all stages of planning, design, and construction: this includes project correspondence, meeting minutes of job conferences, progress reports, shop drawings, and other submissions; contract documents, such as addenda; change orders; supplemental drawings; and all other project-related documents. All records, documents, and/or information regarding the project will be provided to the City.

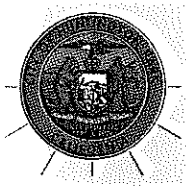
One of the keys to a well-managed project is to establish and maintain a project file system at the work site. AIMCS will use Primavera Contract Manager (formerly known as Expedition) software—or other client-specified software or reporting methods—to maintain an electronic version of all documents. In addition, hard copies of all original documents will be retained within the document controls system, also known as the Master Files Archives System (MFAS). Distribution of documents will be established by AIMCS, in conjunction with the City, designers, and contractors.

The Master Files Archives System will consist of the following types of documentation which will be maintained at the job site:

- All correspondence and contract documents
- Building, utility, and easement permits
- Change order and claims logs and supporting documentation
- Construction progress photographs
- Contractor submittals
- Request for Information (RFI) logs
- Daily, weekly, and monthly inspection reports
- Independent inspection and testing reports
- Non-compliance reports and corrective action responses
- Payment requests and approved payments
- Operation & Maintenance (O&M) Manuals
- Meeting minutes
- Monthly progress reports
- Public affairs and media issues
- Quality control program compliance and reports
- Safety program compliance and reports
- CPM schedules and recovery plans
- Warranties and guarantees
- Contractor samples and mock-ups

4. Coordinate Submittals

All aspects of the contractor's project submittal process will be carefully reviewed to make sure that full compliance with requirements of the project specifications. We will ensure that a Master List of Submittals is acceptably prepared and approved prior to the start of contractor's submission process. The Master List of Submittals will be appropriately coordinated with approved baseline schedule and a List of Contact Deliverables will be developed. Our review will focus first and foremost on elements specified in the project specifications and ensure that the submittals are developed and submitted in the quantities and format specified. Project submittals will include, in accordance with ACI Specification, shop drawings, samples, catalog cuts, product data, calculations, reports, etc. We will maintain an up-to-date Submittal Log and



monitor the submittal approval process (by aging days) to ensure timeliness and thoroughness. We will ensure that record files including transmittal correspondence are properly maintained.

5. Review Traffic Controls - Plans

All aspects of the contractor's traffic plan will carefully be reviewed to make sure that full compliance with all applicable State codes, municipal ordinances, and requirements of the project specifications are met. Our review will focus first and foremost on elements of the traffic plan that pertain to safety of the public and of construction workers during the course of construction. The plan must provide for immediate ingress and egress of safety vehicles, such as ambulances and fire trucks, at all times during construction. To manage safety, the traffic plan must include flag personnel trained in traffic control and the safety of the public, and pedestrians must be considered and provided for. Approaches to the construction site by trucks and heavy equipment must not disrupt the flow of traffic on adjacent public streets. Traffic safety and control should be a standing topic at all construction status and "tailgate" meetings.

6. Weekly Construction Meetings

AIMCS will conduct job meetings with contractors, consultants, and representatives from the City to discuss procedures, performance, progress, problems, and scheduling. Minutes of such meetings will be distributed to all attendees in a format authorized by the City.

- The AIMCS Senior Project Manager, Paul Metoyer, will chair all meetings required to manage the project, including biweekly progress meetings and coordination meetings with the contractors. AIMCS will take detailed minutes at all meetings and prepare and distribute these minutes within four business days of a meeting. Our minutes will include a detailed list of action items resulting from each meeting, listing the date the action item was established, the responsible party, and the target date for resolution.
- Copies of minutes will be distributed to all attendees as well as other parties determined by AIMCS and the City.

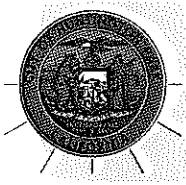
7. Issues Management

AIMCS will coordinate replies to all contractor RFIs. We will review the plans and specifications, and will be prepared to assist the design team with regards to clarifications or discrepancies, and we will expedite all replies from the designers to contractors to mitigate any potential project delays.

- We will maintain an Issues Management log so that all issues that are time-sensitive receive the proper attention by all project participants at the earliest opportunity.
- We will establish open communications with project teams through all phases of a project's delivery.
- We will maintain an Issue-Action report so that each issue is tracked in coordination with the corresponding action required, and by whom.
- We will conduct project review work sessions at frequent intervals to discuss issues and provide supervision and guidance in resolving them.

8. Schedule

AIMCS recognizes that schedule control is an essential element for the successful execution of any project. As such, we will review current construction schedules with contractors, develop mitigation schedules, and verify compliance with progress scheduling requirements. The master CPM schedule will serve as the contract baseline by which the contractor's progress will be measured and tracked. Actual progress and resource usage will be continuously reviewed, monitored, and recorded against planned logic, sequencing, and quantities installed, to identify



deviations from the approved plan so that we can recommend immediate corrective action, as required.

Detailed schedules will be developed by the contractor using software prescribed in the specifications, such as Primavera Project Planner (P3). The schedule will show the sequence and interdependency of all the project activities, including non-construction activities (e.g., drawing approvals, procurement, etc.) and construction activities. The detailed schedules will be developed and approved in accordance with the project specifications. All activities should be resource-loaded (i.e., quantity of material to be installed, manpower requirements such as crews, major equipment, and crew production rates, etc.). This information will be used to document the contractor's anticipated activity resources and calculate realistic durations. The AIMCS Team knows the importance that schedule tracking plays on large and small capital improvement programs. We will provide scheduling services to the City using P3 and P6.

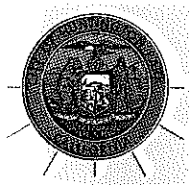
Our experienced staff will implement a proactive process for analyzing the work to be accomplished during construction and post-construction phases. We will develop the plan with input from the City to establish the detailed sequence in which work will be executed.

The project schedule establishes a critical path, which defines the longest consecutive sequence of activities totaling up to the overall project duration. In developing the schedule critical path, we will be able to evaluate changes to the work which could potentially extend the total allowable contract period. The AIMCS Team will use Schedule Control in the management of construction duration and cost growth on the project.

We realize that live integration between estimating and scheduling delivers the true advantages of earned value including: having cost performance and schedule performance in a single unified view, getting a true picture of the project's value at any point in time, and having an accepted standard for monitoring project status and likelihood of success. ***Our AIMCS Team is expert in developing and tracking Budgeted Cost of Work Scheduled (BCWS), Budgeted Cost of Work Performed (BCWP), Actual Cost of Work Performed (ACWP), and Estimated Cost at Completion (EAC).***

Integration between Primavera and the selected cost estimating software allows live two-way updating of budgets and schedules. Our estimating and scheduling staff can make changes in either the schedule or the cost estimate to view impacts before they occur, in turn saving time and money. We offer on-site and off-site services for any sized organization. In addition, we have professionals available on a long- or short-term basis to help on location, as indicated by our accompanying Cost Proposal options. We provide an enterprise view of projects to identify potential problems and opportunities early on, to:

- Minimize/eliminate costly delays that can impact your construction schedule
- Help you communicate more efficiently and effectively with your subcontractors
- Coordinate procurement sequences to allow timely delivery of key materials
- Manage the timely performance of construction activities
- Improve accountability among the City, general contractor, and subcontractors
- Take advantage of better sub bids from your subcontractors because of their increased efficiencies
- Discourage unfounded claims and liquidated damages with precise documentation



9. Cost Control

The AIMCS Team will prepare cost estimates and negotiate amounts for the work to be performed on a change order basis and submit the information with a recommendation to the City for approval.

AIMCS provides industry-specific estimating software templates to get projects started quickly. We utilize and apply multiple estimating techniques depending on the project, including historical analysis of completed jobs of similar scope and complexity; crew productivity, history, and expertise; and resource availability and assembly basis, which allows our staff to create estimates that match how you manage your projects.

Analysis reporting allows at-a-glance summaries for making cost decisions. AIMCS will analyze available cash flow, corresponding costs, summary information about estimate cost and timelines, and potential revenue with the client's selected estimating software. We will call on our previous successful experience in projects of similar scope and complexity to create accurate estimates, generate preliminary budgets, and compare subcontractor and vendor change orders with little time and effort.

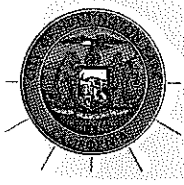
The AIMCS Team will create cost breakdown structures with unlimited levels of detail to model the job and provide a head start for construction management with estimating software. AIMCS compares quoted values to plug-and-detail values to make informed decisions. Through these efforts, our Team will be able to streamline the process of reviewing quotes, while developing a powerful comparison matrix to negotiate with the contractor while demonstrating due diligence. Combined with scheduling tools, AIMCS will be able to link estimates, work plans, and schedules to display expected cash flow, as well as "what if" analysis to maximize the decision-making process for the City.

The AIMCS Team will provide cost estimating services for construction, providing detailed and independent cost estimates as required. We have the capability to perform comprehensive cost estimating at any point during the project and at any level of detail required.

Our Team's estimators are experienced in all disciplines and have hands-on knowledge of current methodology and practices. We use computer-based systems to develop costs by component (labor-crew based, equipment, and material), and by any level of the project work breakdown structure (WBS) by area, phase, or building component including CSI or Uniformity (elemental), all of which facilitates cost per component for the review process or development of cost modeling. As an extension to cost estimating, we can review project plans and specifications to isolate construction activities or systems that show unexpectedly large costs per square foot, procurement time, or construction time. Alternatives and an estimate of their impacts on project schedule, cost, and quality can then be proposed.

AIMCS is proficient at controlling costs while simultaneously maximizing funding availability and eligibility for any project. The principals and management of the AIMCS Team will bring their years of knowledge and experience managing projects with multiple funding sources to this assignment. We refer to such projects as blended funded projects. Whether a project is Federally funded, State funded, locally funded, or a combination of all three and more, we will be sure that the City is availed of every opportunity to maximize funding opportunities, thus maximizing each project's budget.

10. Change Orders



AIMCS utilizes an effective, objective, and equitable approach to managing change orders. This approach has proven to produce beneficial ripple effects far beyond that of any individual change. If the contractor is aware that commercial issues will be addressed promptly and equitably, change order pricing will be more realistic, and managers will be able to continue focusing their attention on the timely progression of the Project.

We will implement an AIMCS- and City-established change order management process to provide the necessary checks and balances in order to obtain the required approvals prior to proceeding with any changed work. In all instances where changes are to be made, we will evaluate the impacts of the proposed changes so that we may expedite the project and avoid potential contractor claims. To facilitate this, AIMCS will establish a computerized change order control and reporting system in Expedition or another client-approved reporting system. When a potential change order becomes a change order, the modification will be tracked as a Change Order Alert. We will monitor the status of change orders, expediting their process by maintaining a Change Order Status Log to record critical dates and action steps from initiation to resolution of each change order. We will also prepare a monthly Change Order Summary Report and a Memorandum of Delay documenting any delays which may have occurred. Individual change order files will be developed and will carry the change order reference, the date of submittal, the date work started, actual dollar amount, proposed amount (if not settled), dates of settlement, and signing and processing dates.

A separate change order file will be established for each contract, and a complete summary report will be provided for the related total contract costs. To reduce the impact of unanticipated changes or claims during the construction phase, a system will be established to identify a changed condition as early as possible, quickly address alternatives, and rapidly provide direction to the contractor.

11. Dispute Resolution

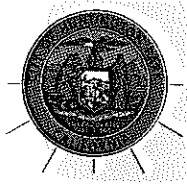
AIMCS will track potential and actual claims as soon as they arise, assess their cost and time impact, review possible mitigation measures, perform cost-benefit analyses as appropriate, and propose solutions. If a claim cannot be resolved or mitigated at the project level, we will assess all relevant information and make recommendations at the appropriate level for settlement, negotiation, and/or litigation, if necessary. We will also maintain and update claims status logs as part of our document control system.

AIMCS will quickly and equitably adjudicate claims in order to reduce settlement costs and impacts on work progress. By maintaining detailed documentation, we will expedite the entitlement and quantum determinations during the claims process, with the aim of defusing disputes through making the entitlement issue(s) clear to all parties involved.

12. Quality Control/Inspection/Material Testing

In any construction project, the contract documents detail the required scope of work and quality to be achieved by the CM. AIMCS will be responsible for making sure the contractors are using their best efforts to achieve the required end product. To accomplish this objective, ***AIMCS has many tools available to verify that contractors incorporate the highest quality materials and workmanship into the project as detailed by the contract documents.***

The Project Team will develop a comprehensive Quality Management and Inspection Program



to encompass all construction activities for the Project. This program will be integrated with the QMP for the Project.

The Quality Management and Inspection Program will be administered by the Project Manager and will cover all aspects of the Project from initial review of specifications and drawings (for constructability); through procurement of materials (including shop inspections for major components and critical items, if required); to an on-site program of tests, inspections, and documentation.

The Quality Management and Inspection Program will be based upon portions of the approved QMP. The program will implement quality control methods to make sure that construction activities are performed in accordance with approved drawings, specifications, applicable codes and standards, and contractual requirements. Responsibilities and authority for administration of the Quality Management and Inspection Program and completion of work, along with the standards of quality to be applied, will be clearly defined. The major elements of the program will include the following:

- Procedures to control activities affecting quality, including interfaces among project participants.
- Inspection planning to identify applicable attributes, material tests, reporting, and acceptance criteria.
- Technical inspection, supervision, and coordination of the work until final completion and acceptance of the work by the City, verifying that the materials furnished and work performed are in accordance with the approved plans, drawings, specifications, and construction documents.
- Prevention of installation of work, or furnishing of materials or equipment, which has not been properly approved or otherwise fails to conform to the approved plans, drawings, specifications, and/or construction documents.
- Verification that all inspection, quality control tests, or any other tests required by law, rule, or regulation—or by the construction documents—are performed satisfactorily and on time, including off-site and controlled inspection and soils testing, welding, cement, concrete, masonry, structural or reinforcing steel, or any other material or equipment.

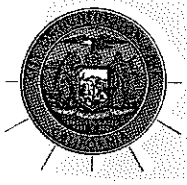
Quality

AIMCS will achieve contractor quality performance through the implementation of a QA/QC Program consistent with the City's Quality Program, and through routine quality audits performed by our corporate office. ***Quality Control in the field will be managed through rigorous field inspections by our inspectors, expedited reporting of defective items, and implementation of a tracking system to ensure timely resolution of items. Quality Assurance will be managed through routine process audits to verify implementation and execution of best practice inspection methods and processes.***

Field Inspection & Testing

The primary purpose of regular inspections is to determine whether field work is compliant with construction document requirements. These inspections need to be carefully documented on a daily basis. For this purpose, our team's ***Lead Inspector, Marshall King***, will prepare daily inspection reports. These daily inspection reports, which will be filed within one day following the inspection of any work performed, will accurately document construction progress in accordance with the following:

- Detailed description and location of work performed



- Quantities of work performed, as well as quantities of major materials installed or delivered
- Specific equipment used and usage hours for each pay item (Note: all idle equipment on job site)
- Occurrence(s) and result(s) of any quality test(s) or other test(s) performed
- Unusual conditions or problems
- Cause and duration of any delays
- Temperature, weather conditions, and time of work performed

Cost & Schedule Objectives

Each project's overall cost and schedule performance can be enhanced through a tracking system that ensures prompt correction of non-conformances; each inspector's ability to assist in the expedited disposition of change orders and claims issues; monitoring for the timely disposition of field RFIs; maintaining a perspective on timely contract close-out; and value-added early identification of potential field issues that could impact cost or schedule.

Our inspection effort is straight-forward to enable each project to be completed according to the plans, specifications, contract documents, and applicable codes. Key to this objective will be to make sure that the AIMCS Team of Inspectors becomes well-versed in the project plans and specifications early on, prepares detailed inspection reports to verify that materials and labor are in conformance, and documents work progress. Maintaining an organized, professional, and diligent daily inspection routine, and communicating with the City immediately when issues arise, will also be critical to the success of the Project.

13. Public Relations

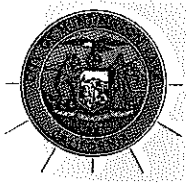
AIMCS will utilize local periodicals as well as other forms of advertising to effectively and quickly inform the business community and public at large of any interruptions or extended impacts to ongoing traffic operations. Throughout the Project duration, AIMCS will also communicate any business opportunities, as well as job opportunities related to the work being performed. ***It is our practice to encourage local participation in the project delivery process in order to foster community pride and appreciation. In the spirit of that effort, AIMCS will implement a local participation program whenever the opportunity is open during the construction process to implement such a program.***

14. Permits/Environmental Compliance

Throughout the course of the Project, AIMCS will review and enforce requirements stipulated in permits issued by the involved regulatory agencies. In the event that the contractor is not proceeding with work in an appropriate manner, AIMCS will issue non-compliance letters to track issues and potential deficient work.

15. Progress Payments

Monitoring the project budget will involve reviewing the contractor's monthly progress payment applications, current quantities and estimated quantities to be completed by line item, approved and projected change orders to complete the Project, and the impact of potential claims. AIMCS will use Expedition computer software to track, monitor, and develop cost estimates to complete the Project. AIMCS will also use the contractor's approved CPM schedule to project estimates for completion, closely monitoring and evaluating:



- Progress and final payment applications
- Cost estimates for change orders
- Contract conflicts
- Projected unit prices, if required
- Time and material records

16. Monthly Status Reports

AIMCS will maintain a job diary, describing all of the activities that occur daily. This will include the number of workers, identified by trade, employed at the site by each contractor; the number of hours worked; material shortages; labor difficulties; weather conditions; visits by officials; decisions reached; and any other observations pertinent to the work.

In addition to daily field inspection reports, our **Office Engineer, Jorge A. Perez**, will prepare regular weekly and monthly reports to describe the progress and conditions of the Project. These reports will be compiled from project records, daily inspection records, and man-hour reports, reflecting, at a minimum, the following items:

- Weekly reports
- Description of work performed and major quantities installed
- Key project developments or milestones completed
- Equipment at the site, material deliveries or shortages, and manpower
- Problem areas and action items
- Safety issues
- Monthly reports
- Construction progress with percent complete compared to plan and progress photos
- Project status including milestones, schedules, and budget
- Change order status
- Status of RFIs, submittals, and contractor approvals

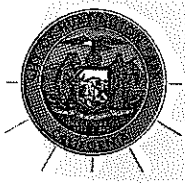
All daily, weekly, and monthly field reports will be reviewed and signed by our Project Manager to verify timeliness, accuracy, and completeness. This communication tool will keep everyone informed of the Project status.

AIMCS will witness all of the contractor's tests, as required, to verify conformance with the contract documents for each aspect of the project. As AIMCS has done on many of its successfully completed CM assignments, we are prepared to hire an independent testing service, if necessary, to check compliance.

Paul Metoyer, our Senior Project Manager, may stop any part of the work if the methods or conditions are unsatisfactory, resulting in an unsafe working condition. Work will cease until the unacceptable situation is resolved with the contractor.

17. Site Safety

Safety is always at the forefront of our construction inspection effort. Our inspectors must commit to a safety program with a thorough understanding of the AIMCS Safety Plan, as well as the construction contractor's project Safety Plan. Safety issues must be resolved promptly and properly. Work being conducted in an unsafe manner must immediately be halted. ***Our highest objective on construction sites is always to have every person on the project go home safely each and every night.***



The safety program developed by each contractor will be reviewed, revised, and/or adjusted as necessary. Coordination on all of the safety programs for the project will take appropriate action to enforce adherence by each contractor to the programs. Contractor deviance from the safety programs will be reported to the client. Precautions will be taken to minimize the risk of injury to persons and damage to property from the work.

Hard hats, safety vests, eye protection, ear protection, respirators, work shoes, emergency telephone numbers, tool box meetings, and OSHA are common topics of discussion on a construction project. AIMCS will pay strict attention to maintaining safe work conditions and security at the project site.

AIMCS will monitor the contractor's compliance with our own safety guidelines and standard industry safety practices. To verify the contractor's understanding of job site safety regulations and procedures, we will make sure that the contractor submits a project safety program for our review. The contractor's safety program will be reviewed for:

- Job site inspections and their frequency
- Safety program execution responsibility
- Job-site first-aid medical treatment responsibility
- Public protection devices (e.g., barricades)
- Accident procedures
- Hospital/ambulance service
- First-aid equipment and supplies
- Health hazards (e.g., proper ventilation of enclosed areas)
- Fire protection
- Safety education of new employees
- Safety meetings
- Employee protective devices
- Protection of the public

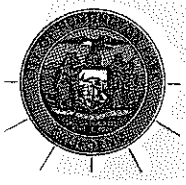
AIMCS will work with the contractors to implement their programs, and will conduct periodic safety inspections in accordance with a safety procedures checklist. We will hold monthly (or more frequently, if necessary) meetings with the contractor's supervisory personnel for the purpose of reviewing the status of the project safety program.

In the process of monitoring the contractor's adherence to safety practices, we will monitor the contractor's safety provisions as the work progresses with respect to all applicable rules, regulations, and requirements.

18. "As-Built" Drawings

During the course of the Project, ***AIMCS will work with the contractor to maintain accurate sets of "As-Built" drawings and specifications.*** These drawings will be turned over to the City at the conclusion of the Project. The contractor will certify the drawings as "As-Built," and AIMCS will accept them as "As-Built" by performing a review for accuracy and completeness prior to submission to the City. A marked-up set of field drawings will be consistently updated and kept on file during construction by the AIMCS QA/Construction Manager. This record will be used to verify completeness, accuracy, and compliance of the contractor's "As-Built" drawings. AIMCS's set of field drawings will be turned over to the City at the close of the Project.

19. Final Walkthrough



AIMCS will manage all punch list items, and see that they are addressed and signed off by the City. In addition, AIMCS will verify that all required certificates of compliance are in place and that O&M manuals, including "As-Built" drawings, are delivered for record keeping.

A detailed plan and schedule for the substantial and final completion, acceptance, and close-out of the construction contract will be developed, and will contain the following:

- Notice of Substantial Completion
- Notice of Completion
- Letter of Acceptance
- Punch Lists
- Final Inspection
- Final Payment Checklist
- Release and Waiver of Lien
- Final Progress Payment Report & Retention Release

AIMCS will develop complete punch lists that will be verified prior to final acceptance of the work. Punch lists will include all activities that must be completed to comply with the requirements of the construction documents. We will determine substantial completion of each portion of the project and coordinate with the contractor to have necessary repairs completed as quickly as possible. ***The maintenance of an updated punch list will keep all parties informed of outstanding and completed work.***

We will prepare a Final Payment Checklist that will be completed prior to preparing the Final Progress and Payment Report. A Release and Waiver of Lien will then be completed. Completion of this document and subsequent signature by the contractor will be required prior to payment of the contract retention. This will document that there are no liens, claims, and/or stop notices filed outstanding against the City or AIMCS.

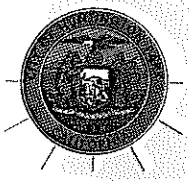
Following notification of the contractor's final completion, AIMCS will conduct a final inspection. We will transmit to the City the required guarantee affidavits, releases, bonds, waivers, keys, manuals, record drawings, and maintenance stock. We will certify that all work has been performed and completed in accordance with the approved plans, specifications, and contract documents; and that the final payment estimates to the contractor are correct. AIMCS will initiate a final Progress Payment Report and Retention Release Form. When completed, these will be sent to the City, thereby requesting issuance of the Final Progress Payment and/or Retention Release.

AIMCS will notify the City in writing upon the test and approval of all component systems prior to operation. We will assist in the preparation of a plan and support the City during the startup phase of operations. We will verify that manuals are completed and that the contractor provides training for all project-related systems.

20. Project Completion Report and Project Closeout

The AIMCS Team will be meticulous when it comes to the execution of the activities leading up to the recommendation for acceptance of your project as "100% complete."

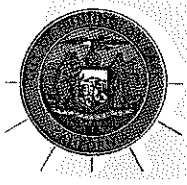
The punch lists for each site and the management of the activities, tasks, and deliverables associated with each will be part of the Project close-out activities. We will be tenacious when it comes to project close-out, and Notice of Substantial Completions and Notices of Completion will only be issued when the contractor has performed the requisite work in accordance with the approved plans, specifications, and contract documents and the Designer-of-Record has signed



off. All "As-Built" drawings, warranties, and O&M manuals will be among the Project Records turned over to the City of Huntington Park's Department of Public Works upon completion.

CONCLUSION

AIMCS is prepared to demonstrate to the City of Huntington Park that when we mobilize to provide services for a new client, we bring nearly 100 years of proven experience performing similar professional services; hence, we have our reputation to uphold. We will mobilize quickly and seize the reins of the project on behalf of the Public Works Department. AIMCS is pleased to have this opportunity to be of service to the City of Huntington Park. Thank you for your consideration of our proposal; we look forward to delivering your Gibson Mariposa Park Project to the standards of quality and professionalism we share and value.



PROPOSED FEE SCHEDULE OF WORK

AIMCS will develop master, program, and project schedule as directed by the City.

FEE SCHEDULE & HOURLY BILLING RATES (BY CALENDAR YEAR)

AIM Consulting Services

Construction Management & Inspection Services 2014 - 2019

City Of Huntington Park

FULLY LOADED BILLING RATES

CLASSIFICATION	2014 Hourly Billing Rate	2015 Hourly Billing Rate	2016 Hourly Billing Rate 3% Escalation	2017 Hourly Billing Rate	2018 Hourly Billing Rate 3% Escalation	2019 Hourly Billing Rate
PRINCIPAL PROJECT MANAGER	\$ 150.00	\$ 150.00	\$ 154.50	\$ 154.50	\$ 159.14	\$ 159.14
PM/CM III	\$ 135.00	\$ 130.00	\$ 138.90	\$ 138.90	\$ 143.07	\$ 143.07
PM/CM II	\$ 120.00	\$ 120.00	\$ 123.60	\$ 123.60	\$ 127.31	\$ 127.31
PM/CM I	\$ 90.00	\$ 90.00	\$ 92.70	\$ 92.70	\$ 95.48	\$ 95.48
ENVIRONMENTAL MANAGER	\$ 120.00	\$ 120.00	\$ 123.60	\$ 123.60	\$ 127.31	\$ 127.31
PROJECT CONTROLS MANAGER	\$ 130.00	\$ 130.00	\$ 133.90	\$ 133.90	\$ 137.92	\$ 137.92
SENIOR SCHEDULER	\$ 110.00	\$ 110.00	\$ 113.30	\$ 113.30	\$ 116.70	\$ 116.70
SCHEDULER	\$ 100.00	\$ 100.00	\$ 103.00	\$ 103.00	\$ 106.09	\$ 106.09
SENIOR ESTIMATOR	\$ 110.00	\$ 110.00	\$ 113.30	\$ 113.30	\$ 116.70	\$ 116.70
ESTIMATOR	\$ 100.00	\$ 100.00	\$ 103.00	\$ 103.00	\$ 106.09	\$ 106.09
LEAD INSPECTOR	\$ 115.00	\$ 115.00	\$ 118.45	\$ 118.45	\$ 122.00	\$ 122.00
SENIOR INSPECTOR	\$ 110.00	\$ 110.00	\$ 113.30	\$ 113.30	\$ 116.70	\$ 116.70
INSPECTOR	\$ 105.00	\$ 105.00	\$ 108.15	\$ 108.15	\$ 111.39	\$ 111.39
ADMINISTRATIVE ASSISTANT	\$ 68.00	\$ 68.00	\$ 70.04	\$ 70.04	\$ 72.14	\$ 72.14
OFFICE / DOCUMENT CONTROL	\$ 63.00	\$ 63.00	\$ 64.89	\$ 64.89	\$ 66.84	\$ 66.84

SPECIAL ASSIGNMENTS

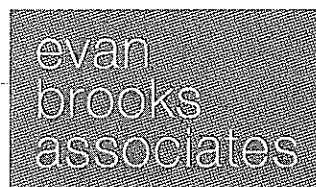
INITIAL WORK AUTHORIZATION	FEE PROPOSAL + 5% MARK-UP	ADVANCED SPECIAL INSPECTION / KOURY ENGINEERING
EACH SUPPLEMENTAL AUTHORIZATION	FEE PROPOSAL + 5% MARK-UP	ADVANCED SPECIAL INSPECTION / KOURY ENGINEERING

- * Non-Destructive Testing
- ** Technician Services
- *** Materials Testing

ATTACHMENT "C"

Evans Brooks Associates Proposal

June 10, 2014



Professional Services Proposal

To: Julio Morales, Finance Director
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

From: Hal Suetsugu, Vice President
Evan Brooks Associates

Project: Huntington Park IMMEDIATE NEEDS Transportation Planning / Administration Services

Background

The City of Huntington Park seeks assistance with the administration of its local transportation projects. This includes projects funded through various grant programs and by the City (i.e. Prop A, C, Measure R, and TDA Article 3). Through this proposal, Evan Brooks Associates will provide the City with immediate needs planning and administration support for its local transportation programs and projects.

Scope of Work

EBA will provide the following immediate needs services:

1. Metro Prop C Allocation Request – Huntington Park Bike Grand Prix Market Program

EBA will assist the City with the administration of its Metro Local Return transportation funding programs to include submittal of a Metro Prop C Local Return Request for Funds Approval of the marketing and advertising of an annual bicycle awareness program – Huntington Park Bike Grand Prix that focuses on bike advocacy, awareness and safety. This effort will include meetings with Metro staff, development of funding request, follow-up of funding request and submittal of approval notice.

2. Government Relations – Meeting with Metro Staff for Current and Future Funding Needs

EBA will assist with the coordination and arrangement of two meetings: 1) Metro staff and 2) Metro Board Member Dubois to discuss current and future funding needs and opportunities to improve transportation corridors such as Florence, Gage, Slauson, Pacific and invite ideas for partnership opportunities.

3. Metro Local Return Allocation Request – Parking Structure Improvements at Florence and Pacific

EBA will assist the City with the administration and approval of its Metro Local Return transportation funding programs to include a request for Metro Prop C and Measure R Request for Funding Allocation for Parking Structure Improvements at Florence and Pacific. This request will include access improvements, wayfinding signage, parking lane striping, lighting, marketing and advertising for the use of this parking structure to benefit transit and carpool users and encourage transit and ridesharing. This effort will include meetings with Metro staff, development of funding request, follow-up of funding request and submittal of approval notice.

Compensation

Compensation for the services identified in the scope of work will be in an amount not to exceed \$40,000 plus reimbursable expenses.

1. **Metro Prop C Allocation Request – Huntington Park Bike Grand Prix Market Program (\$1,000)**
2. **Government Relations – Meeting with Metro Staff for Current/Future Funding Needs (\$5,000)**
3. **Metro Local Return Allocation Request – Parking Structure Improvements at Florence and Pacific (\$3,000)**

Project Schedule

The service will be provided for the above-mentioned tasks shall not to exceed 1 month. The schedule for completing the individual tasks will be determined by City staff upon a approved Notice to Proceed notification for these assignments.

Additional Services

EBA will provide services not included in this proposal's Scope of Work as "additional services" upon the receipt of a written notice to proceed from City staff. The notice to proceed will include an approved amended scope of work and budget. The budget for the additional services will be based on EBA's current hourly billing rates shown in the following table, or a not-to-exceed budget amount.

EBA 2014 Billing Rates

EBA Staff	Hourly Rate
Project Principal	\$180
Project Manager	\$160
Project Planner/Engineer	\$150
Environmental Specialist	\$140
Associate Planner/Engineer	\$110
Research/Funds Analyst	\$100
Graphics Designer	\$90
Administrative Support	\$75

Notice to Proceed Approval:

Project: Huntington Park Immediate Needs Transportation Planning and
Administrative Services

**Budget not to
exceed:** \$9,000

Approval:

Julio Morales, Finance Director
City of Huntington Park

Date

Concurrence:

Hal Suetsugu, Vice President
Evan Brooks Associates
hal@ebaplanning.com
818-521-9947 mobile
626-799-8011 office

Date



CITY OF HUNTINGTON PARK

Public Works Department
City Council Agenda Report

July 7, 2014

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

AUTHORIZATION TO ENTER INTO AGREEMENT FOR STREET SWEEPING SERVICES WITH NATIONWIDE ENVIRONMENTAL SERVICES

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Authorize the City Manager to negotiate street sweeping contract with Nationwide Environmental Services.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The City has identified the street sweeping contract as an area for potential General Fund cost savings. The City currently pays approximately \$887,000 per year to Mag Sweeping (the "company" or the "seller") to provide street sweeping services. Staff has been directed to negotiate the termination of this contract (not exceed \$1,000,000). The City has negotiated a termination payment equal to \$990,000, which is slated to expire in approximately 30 days.

The City currently pays \$73,877 per month for street sweeping services (\$887,000 per annum) for six cores services:

1. Residential Sweeping	\$24,458
2. Commercial Sweeping	21,423
3. Parking Lots	4,232
4. Sidewalk Sweeping	6,900
5. Steam Cleaning	14,825
6. Vacuuming	<u>2,089</u>
TOTAL	\$73,867

AUTHORIZATION TO ENTER INTO AGREEMENT FOR STREET SWEEPING SERVICES WITH NATIONWIDE ENVIRONMENTAL SERVICES

July 7, 2014

Page 2 of 4

These costs are allocated among four funds:

- General Fund – \$707,964 **80%**
- Prop C (Fund 220) – \$78,432 **9%**
- Parking (Fund 231) – \$100,000 **11%**

City staff was directed to obtain a cost proposal from Nationwide Environmental Services (NES) to provide street sweeping services to replace MAG Sweeping.

Additional Services

It is important to note that the MAG Sweeping contract includes services in addition to the core street sweeping requirements. These services are primarily cleaning services in and around Pacific Blvd., which include:

- Sidewalk sweeping on Pacific Blvd.
- Steam cleaning of Pacific Blvd. / Bus Shelters
- Vacuuming Pacific Blvd.

The cost to provide such services is approximately \$23,814 per month or \$285,768 per year. The City did not obtain a cost proposal to provide these services: staff will evaluate the most cost-effective method of delivery of these services in the near future. Staff will obtain a cost proposal from NES, other current service vendors, as well as analyze providing these services in-house. City staff anticipates to generate additional savings for these services as well.

FISCAL IMPACT/FINANCING

The current street sweeping cost for MAG Sweeping is \$601,356 per annum.

• Residential Sweeping	\$293,496
• Commercial Sweeping	257,076
• Parking Lots	50,784
TOTAL	\$601,356

NES' cost proposal provides street sweeping services in the following locations:

- Downtown streets (7 times per week)
- Arterial streets (6 days per week)
- Medians - raised & painted (1 time per week)
- Major intersections (1 time per week)
- Residential streets (1 time per week)
- Alleys (1 time per week)
- Parking structures (2 times per week)
- City-owned parking lots (2 times per week)
- Required clean-up at City sponsored events

AUTHORIZATION TO ENTER INTO AGREEMENT FOR STREET SWEEPING SERVICES WITH NATIONWIDE ENVIRONMENTAL SERVICES

July 7, 2014

Page 3 of 4

NES provided two cost proposals: 1) based on current routes (Attachment A); and, 2) based on revised and more efficient routes (Attachment B). Service costs were also provided with an increasing discount for a longer contract term:

	5 Years	7 Years	10 Years
Current Routes	\$442,800	\$430,800	\$415,200
Revised Routes	\$290,400	\$283,200	\$272,400

Assuming a five-year contract term, the City would save a minimum of \$158,556 per year. If a more efficient route is permitted, the savings would increase to as much as \$311,000 per year.

City staff expects to be able to generate savings for the additional services as well.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed contract term will be for either 5, 7, or 10 years, with an additional two-year extension option. Services rates will include an annual CPI cost inflation factor (not to exceed 3%).

Although the City could save at least an additional \$143,000 per annum by revising the current cleaning routes, it will incur up-front costs associated with changing street signs. The City would be better served to wait until the waste hauler is selected in order to develop a coordinated waste collection/street sweeping schedule. Consequently, staff would recommend that the contract include a provision that would allow both parties to renegotiate/extend the contract, if a revised route is implemented.

AUTHORIZATION TO ENTER INTO AGREEMENT FOR STREET SWEEPING SERVICES WITH NATIONWIDE ENVIRONMENTAL SERVICES

July 7, 2014

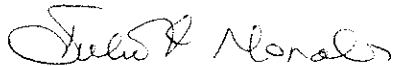
Page 4 of 4

CONCLUSION

The City will commence new street sweeping services in 30 days after execution of new street sweeping contract with NES.

City staff will also evaluate multiple options to provide steam cleaning and vacuuming services along Pacific Blvd.

Respectfully submitted,



JULIO F. MORALES
Interim City Manager



JAMES ENRIQUEZ, P.E.
Public Works Director

ATTACHMENT

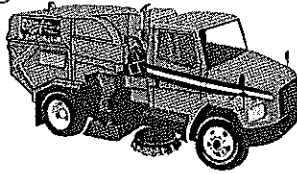
- A. NES Proposal: Option 1 (Current Routes)
- B. NES Proposal: Option 2 (Revised Routes)

ATTACHMENT "A"

NES Proposal: Option 1 (Current Routes)

Nationwide Environmental Services®

Division of Joe's Sweeping, Inc.



June 10, 2014

Mr. René Bobadilla
City Manager
City of Huntington Park
6550 Miles Ave.
Huntington Park, CA 90255

RE: Street Sweeping Services – Option 1

Dear Mr. Bobadilla:

Nationwide Environmental Services (NES), *one of the first NAPSA certified street sweeping contractors in the nation* has provided street sweeping services to over 40 municipalities in the Southern California region since 1968. NES is second generation and a family owned street sweeping contractor providing state-of-the-art street sweeping services. The following is a customized street sweeping proposal exclusively for the City of Huntington Park.

Scope of Work & Frequency

- Downtown Streets: 7 days per week
- Arterial Streets: 6 days per week
- Raised Medians: 1 Time per week
- Painted Medians: 1 Time per week
- Major Intersections: 1 Time per week
- Residential Streets: 1 Time per week
- Alleys: 1 Time per week
- Parking Structures: Twice per week
- City Owned Parking Lots: Twice per week

June 10, 2014

Page 2

Terms & Conditions

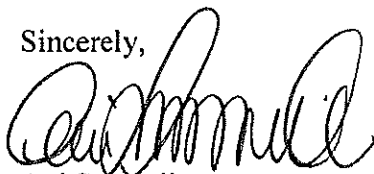
- All City sponsored events will be swept free of charge.
- City will provide a legal site to dump the street sweeping debris within the city limits.
- City will be responsible of all disposal and handling fees.
- City will provide water for street sweeping.
- NES will utilize SCAQMD certified alternative fueled street sweepers TYMCO Model 600 CNG.

Contract Terms & Cost

- Five (5) year contract term with an option to extend for two (2) additional years at a cost of \$36,900.00 per month.
- Seven (7) year contract term with an option to extend for two (2) additional years at a cost of \$35,900.00 per month.
- Ten (10) year contract term with an option to extend for two (2) additional years at a cost of \$34,600.00 per month.
- An annual cost of living adjustment will apply to all of the above options.
- Current Route & Current Service Frequency

NES looks forward to providing street sweeping services to the City of Huntington Park. If you have any questions, please feel free to contact me at (562) 860-0604 or Nejteh Der Bedrossian at (562) 254-0205. Thank you for your consideration.

Sincerely,



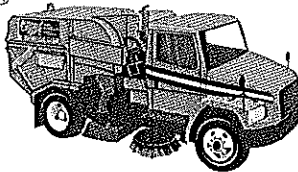
Ani Samuelian
Vice President

ATTACHMENT "B"

NES Proposal: Option 2 (Revised Routes)

Nationwide Environmental Services®

Division of Joe's Sweeping, Inc.



June 10, 2014

Mr. René Bobadilla
City Manager
City of Huntington Park
6550 Miles Ave.
Huntington Park, CA 90255

RE: Street Sweeping Services – Option 2

Dear Mr. Bobadilla:

Nationwide Environmental Services (NES), *one of the first NAPSA certified street sweeping contractors in the nation* has provided street sweeping services to over 40 municipalities in the Southern California region since 1968. NES is second generation and a family owned street sweeping contractor providing state-of-the-art street sweeping services. The following is a customized street sweeping proposal exclusively for the City of Huntington Park.

Scope of Work & Frequency

- Downtown Streets: 7 days per week
- Arterial Streets: 6 days per week
- Raised Medians: 1 Time per week
- Painted Medians: 1 Time per week
- Major Intersections: 1 Time per week
- Residential Streets: 1 Time per week
- Alleys: 1 Time per week
- Parking Structures: Twice per week
- City Owned Parking Lots: Twice per week

Terms & Conditions

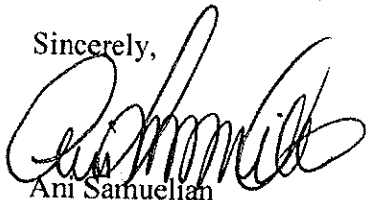
- All City sponsored events will be swept free of charge.
- City will provide a legal site to dump the street sweeping debris within the city limits.
- City will be responsible of all disposal and handling fees.
- City will provide water for street sweeping.
- NES will utilize SCAQMD certified alternative fueled street sweepers TYMCO Model 600 CNG.

Contract Terms & Cost

- Five (5) year contract term with an option to extend for two (2) additional years at a cost of \$24,200.00 per month.
- Seven (7) year contract term with an option to extend for two (2) additional years at a cost of \$23,600.00 per month.
- Ten (10) year contract term with an option to extend for two (2) additional years at a cost of \$22,700.00 per month.
- An annual cost of living adjustment will apply to all of the above options.
- Revised Route (per NES map) & Current Service Frequency.
- ***This proposal is based on the redesigned street sweeping route, color coded map prepared by NES and provided to the City.***

NES looks forward to providing street sweeping services to the City of Huntington Park. If you have any questions, please feel free to contact me at (562) 860-0604 or Nejteh Der Bedrossian at (562) 254-0205. Thank you for your consideration.

Sincerely,



Ani Samuelian
Vice President