

Cindy Segawa, Mayor  
Barry Waite, Mayor Pro Tem  
James Gazeley, Council Member  
Bill Uphoff, Council Member  
Mark A. Waronek, Council Member



LOMITA CITY HALL  
COUNCIL CHAMBERS  
24300 Narbonne Avenue  
Lomita, CA 90717  
Phone: (310) 325-7110  
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Next Resolution No. 2022-35  
Next Ordinance No. 841

**AGENDA  
REGULAR MEETING  
LOMITA CITY COUNCIL  
TUESDAY, NOVEMBER 1, 2022  
6:00 P.M.**

**24300 NARBONNE AVENUE, LOMITA, CA 90717  
UPSTAIRS ASSEMBLY ROOM/HYBRID CITY COUNCIL MEETING**

**PURSUANT TO AB-361, THE PUBLIC AND COUNCIL MAY PARTICIPATE IN THIS MEETING VIA TELECONFERENCE AS SOCIAL DISTANCING MEASURES ARE RECOMMENDED BY STATE AND COUNTY OFFICIALS.**

To participate in the meeting via a computer or smart device log in to ZOOM at the following link:  
<https://us02web.zoom.us/j/85245418750>.

You may enter your name when prompted to do so. If you wish to provide public comment at either the beginning of the meeting or for a particular item, you may either (a) contact the City Clerk's Office before the meeting and provide your name or (b) utilize the "raise hand" option located under the participant's name. Once you click on this option you will be in the rotation to make a public comment.

Please note, if you do not have the audio feature on your device you will need to call (669) 900-6833 and enter ZOOM Meeting ID: 852 4541 8750 then press pound (#). When prompted to enter the participation ID number press pound (#) again. To make a public comment enter "\*9". The Clerk's office will be notified, and you will be announced to make a public comment.

Written materials distributed to the City Council within 72 hours of the City Council meeting are available for public inspection immediately upon distribution via the City of Lomita website or by contacting the Deputy City Clerk at [l.abbott@lomitacity.com](mailto:l.abbott@lomitacity.com).

In compliance with the Americans with Disabilities Act (ADA) if you need special assistance to participate in this meeting, you should contact the office of the City Clerk at (310) 325-7110 (voice) or the California Relay Service. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

This meeting will be conducted in compliance with CDC guidelines and applicable orders of the Los Angeles County Health Officer.

**No meeting of the Lomita Public Financing Authority will be held on this date.**

## 1. OPENING CEREMONIES

- a) Call Meeting to Order
- b) Flag Salute
- c) Invocation – Council Member Uphoff
- d) Roll Call

## 2. APPROVAL OF AGENDA

## 3. PRESENTATIONS

## 4. ORAL COMMUNICATIONS

Persons wishing to speak on Consent Agenda items or subjects other than those scheduled are requested to do so at this time. In order to conduct a timely meeting, a three-minute time limit per person has been established. Government Code Section 54954.2 prohibits the Council from discussing or taking action on a specific item unless it appears on a posted agenda.

## 5. ORAL COMMUNICATIONS AND MEETING ATTENDANCE REPORTS FROM THE CITY COUNCIL

The City Council may discuss and act upon items described under Council comments; however, items which are not on the agenda will be limited to Council reports, announcements, requests for clarification or factual information, or placement of matters on the agenda for a future meeting.

## 6. CITY MANAGER'S REPORT (information only)

## 7. CONSENT AGENDA

All items under the Consent Agenda are considered by the Council to be routine and will be enacted by one motion in the form listed below. There may be separate discussions of these items prior to the time the Council votes on the motion. Specific items may be removed from the Consent Agenda at the request of any Council Member or staff.

**RECOMMENDED ACTION:** That Consent Agenda Items 7a-i be approved.

- a. Motion to Waive Full Reading of Ordinances and that They be Read in Title Only

**RECOMMENDED ACTION:** Approve motion.

- b. Minutes of the Regular City Council Meeting of August 16, 2022

**RECOMMENDED ACTION:** Approve minutes.

- c. Warrants/Payroll Register

**RECOMMENDED ACTION:** Approve and file Warrants/Payroll Register.

- d. Professional Services Agreement with Clinical Laboratory of San Bernardino, Inc. for Laboratory Testing for Water Quality

**RECOMMENDED ACTION:** 1) Authorize the City Manager to execute a Professional Services Agreement with Clinical Laboratory of San Bernardino, Inc. for laboratory testing for water quality; and 2) Appropriate \$16,200 additional funds to 510-630-5339 for laboratory testing for water quality.

- e. Amendment No. 1 to Agreement with Michael Baker International to Assist with a Public Housing RAD Repositioning for Lomita Manor

**RECOMMENDED ACTION:** Approve Amendment No. 1 to Agreement Michael Baker International to Assist with a Public Housing RAD Repositioning for Lomita Manor in an amount not to exceed \$17,260.

- f. Job Classifications for Represented Positions

**RECOMMENDED ACTION:** Approve the attached job classifications for represented positions.

- g. Agreement with TripepiSmith to Provide Video Production Support for City Meetings

**RECOMMENDED ACTION:** Authorize the City Manager to sign an agreement with TripepiSmith to provide video production support for city meetings.

- h. Resolution Authorizing the Destruction of Obsolete Records

**RECOMMENDED ACTION:** Adopt Resolution.

**RESOLUTION NO. 2022-35 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED BY SECTION 34090 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA**

- i. Authorizing Virtual City Council Meetings as Well as Virtual Meetings for All Other City Commissions and Committees Pursuant to AB 361

**RECOMMENDED ACTION:** Authorize remote teleconference/virtual meetings of all City of Lomita legislative bodies, including all City commissions and committees, in accordance with Assembly Bill 361 ("AB 361"), by finding that: (1) a statewide state of emergency is currently in place; (2) state and local officials have imposed or recommended measures to promote social distancing in connection with COVID-19.

## 8. SCHEDULED ITEMS

### a. DISCUSSION AND CONSIDERATION OF INSTALLATION OF PICKLEBALL COURT AT LOMITA PARK

Presented by Emma Kelley, Recreation Manager

**RECOMMENDED ACTION:** Approve the recommendation of the Parks and Recreation Commission to authorize the installation of a hybrid pickleball court overlaid onto the existing basketball court at Lomita Park.

## 9. PUBLIC HEARINGS

None scheduled.

## 10. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted not less than 72 hours prior to the meeting at the following locations: Lomita City Hall lobby and outside bulletin board, Lomita Parks and Recreation, and uploaded to the City of Lomita website <https://lomitacity.com/agendas-minutes/>.

Date Posted: October 27, 2022

  
\_\_\_\_\_  
Kathleen Horn Gregory, MMC, City Clerk

**MINUTES OF THE  
LOMITA CITY COUNCIL  
REGULAR MEETING  
TUESDAY, AUGUST 16, 2022**

PURSUANT TO EXECUTIVE ORDER N-08-21 ISSUED BY GOVERNOR NEWSOM AND AB361, THE PUBLIC AND COUNCIL PARTICIPATED IN THIS MEETING IN PERSON AND VIA ZOOM.

**1. OPENING CEREMONIES**

a. Call Meeting to Order

The regular meeting of the Lomita City Council was called to order by Mayor Segawa at 6:00 p.m. on Tuesday, August 16, 2022.

b. Flag Salute

Council Member Uphoff led the salute to the flag.

c. Invocation

Mayor Segawa gave the invocation.

d. Roll Call

**PRESENT:** Council Members Uphoff and Waronek, and Mayor Segawa were present in Council Chambers; Council Member Gazeley and Mayor Pro Tem Waite participated via Zoom

**ABSENT:** None

**STAFF PRESENT:** City Manager Smoot was present in Council Chambers; City Attorney Rusin, Administrative Services Director Kamada, Public Works Director Dillon, Planner Repp Loadsman, Assistant Planner Quintero, Management Analyst Hernandez, and City Clerk Gregory participated via Zoom

**2. APPROVAL OF AGENDA**

Council Member Waronek made a motion, seconded by Council Member Uphoff to approve the agenda.

**MOTION CARRIED** by the following vote:

AYES: Council Members: Gazeley, Uphoff, Waronek, Mayor Pro Tem Waite, and Mayor Segawa

NOES: None

ABSENT: None

### **3. PRESENTATIONS**

None scheduled.

### **4. ORAL COMMUNICATIONS**

Mayor Segawa announced the time for public comments on Consent Agenda items or subjects other than those scheduled.

Laurie Ellsworth, a Lomita resident, requested red curbs be painted at the intersection of Walnut and 240<sup>th</sup> Streets as larger parked vehicles often create a visibility problem.

Kevin Flarity, a Lomita resident, remarked on heavy traffic on Walnut Street and agreed that parking of oversized vehicles at the southwest corner of Walnut and 240<sup>th</sup> Streets has created a hazard. He also expressed concerns relative to the quality of the street.

Monique Tippie, a Lomita resident, requested that limitations to RV street parking be considered. She also stated that residents had requested red curbs in that area previously but were told that there were not enough accidents to warrant it.

City Manager Smoot stated that he would follow up with Public Works Director Dillon about the previous request. He also stated that the Council had considered RV parking permitting some time ago and will research the history and report back to Council.

Janice Sivard, a Lomita resident, expressed concerns relative to a “halfway house” in her neighborhood.

City Manager Smoot stated that the home has been brought to the attention of Code Enforcement, which is looking into the situation.

City Attorney Rusin stated that such facilities are allowed to operate in residential zones, and regulations are mostly set by the State instead of locally.

### **5. ORAL COMMUNICATIONS AND MEETING ATTENDANCE REPORTS FROM THE CITY COUNCIL**

Council Member Gazeley had nothing to report.

Council Member Waronek reported on the following:

- Announced Lomita – Harbor City Kiwanis Club 8<sup>th</sup> Annual Fire and Sheriff Spaghetti Dinner on August 20

Council Member Uphoff reported on the following:

- August 6 – Completed CERT training
- August 9 – Cal Cities Speaker Series
- August 16 – White House Briefing on the Inflation Reduction Act

Mayor Segawa reported on the following:

- July 21 – 40<sup>th</sup> Anniversary of Lomita Mail & Print
- July 23 – Sixth Anniversary of Still Got It Fitness
- Recent South Bay Botanical Gardens Event

Mayor Pro Tem Waite reported on the following:

- July 20 – Joint Powers Insurance Association (JPIA) Board Meeting
- July 28 – South Bay Cities Council of Governments (SBCCOG) Board Meeting
- Aug 2 – South Bay Association of Chambers of Commerce (SBACC) Board Meeting

## 6. CITY MANAGER’S REPORT (information only)

City Manager Smoot had nothing to report.

## 7. CONSENT AGENDA

All items under the Consent Agenda are considered by the Council to be routine and will be enacted by one motion in the form listed below. There may be separate discussions of these items prior to the time the Council votes on the motion. Specific items may be removed from the Consent Agenda at the request of any Council Member or staff.

**RECOMMENDED ACTION:** That Consent Agenda Items 7a-l be approved.

Council Member Gazeley made a motion, seconded by Council Member Uphoff to approve the recommended action.

**MOTION CARRIED** by the following vote:

AYES: Council Members: Gazeley, Uphoff, Waronek, Mayor Pro Tem Waite, and Mayor Segawa  
 NOES: None  
 ABSENT: None

**Approved the following Consent Agenda items:**

- Motion to Waive Full Reading of Ordinances and that They be Read in Title Only

**RECOMMENDED ACTION:** Approve motion.

- Minutes of the Regular City Council Meeting of July 19, 2022, and the Special City Council Meeting of August 2, 2022

**RECOMMENDED ACTION:** Approve minutes.

- Warrants/Payroll Register

**RECOMMENDED ACTION:** Approve and file Warrants/Payroll Register.

- Monthly Report for the Administrative Services Department

**RECOMMENDED ACTION:** Receive and file the report.

- e. Monthly Report for the City Manager's Department

**RECOMMENDED ACTION:** Receive and file the report.

- f. Monthly Report for the Community and Economic Development Department

**RECOMMENDED ACTION:** Receive and file the report.

- g. Monthly Report for the Recreation and Facilities Division

**RECOMMENDED ACTION:** Receive and file the report.

- h. Monthly Report for the Public Works Department

**RECOMMENDED ACTION:** Receive and file the report.

- i. June 2022 Treasury & Investment Report

**RECOMMENDED ACTION:** Receive and file the report.

- j. Second Reading and Adoption of Ordinance No. 837 Pertaining to Regulations Relating to Urban Lot Splits and Two-Unit Developments as Allowed by the State of California Senate Bill 9

**RECOMMENDED ACTION:** Adopt Ordinance.

**ORDINANCE NO. 837 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, ESTABLISHING REGULATIONS RELATING TO URBAN LOT SPLITS AND TWO-UNIT RESIDENTIAL DEVELOPMENTS IN SINGLE-FAMILY RESIDENTIAL ZONES AS ALLOWED BY THE STATE OF CALIFORNIA SENATE BILL 9 AND A DETERMINATION THAT THE PROJECT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (second reading)**

- k. 2022 Most Business-Friendly City Application

**RECOMMENDED ACTION:** Receive and file the 2022 Most Business-Friendly City application.

- l. Virtual City Council Meetings as Well as Virtual Meetings for All Other City Commissions and Committees Pursuant to AB 361

**RECOMMENDED ACTION:** Authorize remote teleconference/virtual meetings of all City of Lomita legislative bodies, including all City commissions and committees, in accordance with Assembly Bill 361 ("AB 361"), by finding that: (1) a statewide state of emergency is currently in place; (2) state and local officials have imposed or recommended measures to promote social distancing in connection with COVID-19.

### **SCHEDULED ITEMS**



**8. DISCUSSION AND CONSIDERATION OF THE DRAFT 5 YEAR WATER RATES AND POSSIBLE DIRECTION FOR SETTING A RATE HEARING FOR OCTOBER 18, 2022**

**RECOMMENDED ACTION:** 1) Review and provide direction on the draft 5-year Water Rate Study; and 2) Direct staff to schedule a public hearing with formal notification to all property owners, as required by Proposition 218, for October 18, 2022.

Director Kamada introduced Chris Fisher, Vice President/Group Manager, and Kevin Burnett, Senior Project Manager, of Willdan Financial Services, who presented the staff report as per the agenda material.

Mayor Segawa asked for comments or questions from the Council.

Mayor Pro Tem Waite suggested that the City perform outreach to residents relative to available funding for those who cannot afford an increase.

There being no more comments or questions from the Council or the public, Mayor Segawa brought the item back to Council for a motion.

Council Member Uphoff made a motion, seconded by Council Member Waronek to approve the recommended action.

**MOTION CARRIED** by the following vote:

AYES: Council Members: Gazeley, Uphoff, Waronek, Mayor Pro Tem Waite, and Mayor Segawa

NOES: None

ABSENT: None

**PUBLIC HEARINGS**

**9. RECEIVE PUBLIC COMMENTS ON TRANSITION TO DISTRICT-BASED ELECTIONS UNDER THE CALIFORNIA VOTING RIGHTS ACT (CVRA) – PUBLIC HEARING 1**

**RECOMMENDED ACTION:** Open the public hearing, receive input and questions regarding the process and composition of the districts, and close the public hearing.

Mayor Segawa opened the public hearing at 6:30 p.m.

City Attorney Rusin gave a brief introduction of the item stating that the City received a letter from an attorney alleging racially polarized voting in Lomita. There is a specific time period for cities to consider adopting an ordinance transitioning to district-based voting in order to avoid litigation. The City reached an agreement with the plaintiff attorney and the group they represent and started the process required to consider the transition. He then introduced Andrew Westfall, Principal, Bear Demographics & Research, who gave a brief overview on districting and redistricting law, criteria, and process, as well as a 2022-2023 District Formation Timeline for Lomita.

Brenda Stephens, a Lomita resident and Planning Commissioner, expressed opposition to such a transition because of Lomita's small size and number of registered voters.

Laurie Ellsworth, a Lomita resident, asked if there would be any benefit to such a transition. City Manager Smoot stated that it is argued that a transition might make it easier for individuals to run for office, and that it may allow certain groups to more easily elect a candidate they wish to represent them.

As there were no further requests from the public to speak on this item, Mayor Segawa closed the public hearing at 7:03 p.m.

**10. DISCUSSION AND CONSIDERATION OF AN ORDINANCE AMENDING THE LOMITA MUNICIPAL CODE TO UPDATE REGULATIONS PERTAINING TO ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS** *(continued from the July 19, 2022, City Council meeting)*

**RECOMMENDED ACTION:** After conducting a public hearing, and after the City Attorney reads the title of the ordinance, introduce on first reading Ordinance No. 838 Amending Section 11-1.30.06 (Accessory Dwelling Units and Junior Accessory Dwelling Units) and finding the action is categorically exempt from the California Environmental Quality Act (CEQA).

Assistant Planner Quintero presented the staff report as per the agenda material.

Staff noted an amendment to be made to the final ordinance: In Section 11-1.30.06(E)(1)(a)(1), remove the word "or" at the end of the section.

Mayor Segawa opened the public hearing at 7:38 p.m.

Alexander Dobuzinskis, a Lomita resident, spoke in support of reflecting the individuality of homes in the City in the designs of accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs). He expressed concerns relative to the owner-occupied requirement and added that the City should be as flexible as possible regarding such projects.

In response to a question from Council Member Uphoff, Assistant Planner Quintero stated that the sunset on the owner-occupied requirement that applies to ADUs is December 31, 2024.

As there were no further requests from the public to speak on this item, Mayor Segawa closed the public hearing at 7:47 p.m.

City Attorney Rusin read the title of the ordinance to be introduced.

Council Member Gazeley made a motion, seconded by Council Member Uphoff to approve the recommended action with the noted amendment to the final ordinance.

**MOTION CARRIED** by the following vote:

AYES: Council Members: Gazeley, Uphoff, Waronek, Mayor Pro Tem Waite, and Mayor Segawa

NOES: None  
ABSENT: None

**Introduced the following titled ordinance:**

**ORDINANCE NO. 838 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOMITA AMENDING LOMITA MUNICIPAL CODE TITLE XI [(PLANNING AND ZONING, CHAPTER 1 (ZONING)], REVISING THE CITY’S REGULATIONS FOR ACCESSORY AND JUNIOR ACCESSORY DWELLING UNITS AND A DETERMINATION THAT THE PROJECT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (FIRST READING)**

**11. DISCUSSION AND CONSIDERATION OF AN ORDINANCE AMENDING THE LOMITA MUNICIPAL CODE TITLE XI (PLANNING AND ZONING), AND GENERAL PLAN AMENDMENT NO. 2022-01 TO THE LOMITA GENERAL PLAN LAND USE ELEMENT TO MODIFY THE ALLOWABLE DENSITY INTENSITY WITH THE AGRICULTURAL RESIDENTIAL, LOW DENSITY RESIDENTIAL AND MEDIUM DENSITY RESIDENTIAL CATEGORIES**

**RECOMMENDED ACTION:** After conducting a public hearing, and after the City Attorney reads the title of the ordinance, 1) Introduce on first reading Ordinance No. 839 Amending Lomita Municipal Code Title XI (Planning and Zoning), Chapter 1 (Zoning), Amending and Revising the City’s Regulations for Article 15 – Definitions, Article 30 – Residential Zones, Article 49 – D-C (Downtown Commercial), Article 58 – Mixed Overlay District, Article 66 – Off-Street Parking, Storage and Loading, Article 70 – Zoning Ordinance Administration; 2) Adopt Resolution No. 2022-29 approving General Plan Amendment 2022-01; and 3) Determine that the actions are categorically exempt from the California Environmental Quality Act.

Planner Repp Loadsman presented the staff report as per the agenda material. She noted that revisions to the City’s Housing Element were sent to the State’s Housing and Community Development Department Monday, and staff hopes it will be certified soon.

Mayor Segawa opened and closed the public hearing at 8:06 p.m., as no members of the public wished to speak on this item.

Council Member Uphoff made a motion, seconded by Council Member Waronek to approve the recommended action.

City Attorney Rusin read the title of the ordinance to be introduced.

**MOTION CARRIED** by the following vote:

AYES: Council Members: Gazeley, Uphoff, Waronek, Mayor Pro Tem Waite, and Mayor Segawa  
NOES: None  
ABSENT: None

**Introduced the following titled ordinance:**

**ORDINANCE NO. 839 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOMITA AMENDING LOMITA MUNICIPAL CODE TITLE XI (PLANNING AND ZONING, CHAPTER 1 (ZONING), AMENDING AND REVISING THE CITY'S REGULATIONS FOR ARTICLE 15 - DEFINITIONS, ARTICLE 30 - RESIDENTIAL ZONES, ARTICLE 49 D-C (DOWNTOWN COMMERCIAL), ARTICLE 58 - MIXED OVERLAY DISTRICT, ARTICLE 66 OFF-STREET PARKING, STORAGE AND LOADING, ARTICLE 70 - ZONING ORDINANCE ADMINISTRATION AND A DETERMINATION THAT THE PROJECT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA). (FIRST READING)**

**Adopted the following titled resolution:**

**RESOLUTION NO. 2022-29 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA APPROVING GENERAL PLAN AMENDMENT NO. 2022-01 AMENDING THE CITY OF LOMITA GENERAL PLAN LAND USE DEVELOPMENT STANDARDS TO MODIFY THE DENSITY FOR AGRICULTURAL – RESIDENTIAL, LOW DENSITY RESIDENTIAL, AND MEDIUM DENSITY RESIDENTIAL LAND USE DESIGNATIONS**

## **12. ADJOURNMENT**

There being no further business to discuss, Mayor Segawa adjourned the meeting, in memory of Gabriel Estrada and Carmen Ramirez, at 8:09 p.m.

Respectfully submitted,

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Kathleen Horn Gregory, MMC, City Clerk  
Adopted:

TO: Honorable Mayor and City Council  
FROM: Administrative Services Department  
DATE: November 1, 2022  
SUBJECT: WARRANT REGISTER  
PAYROLL REGISTER

November 1, 2022	TOTAL WARRANTS ISSUED:	\$1,757,346.89
	Wires Transfers:	10736-10742
	Prepay:	529594-529601
	Check Numbers:	529602-529682
	Total Pages of Register:	15

October 21, 2022	TOTAL PAYROLL ISSUED:	\$117,118.43
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I hereby certify that the demands or claims covered by the checks listed on pages 1 to 15 inclusive of the check register are accurate and funds are available for payment thereof:



Susan Kamada  
Administrative Services Director



Lomita, CA

# Warrant Register

## By Vendor Name

Payment Dates 10/19/2022 - 11/1/2022

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
<b>Vendor: 6948 - A1 Lawnmower Shop</b>					
529602	11/01/2022	A1 Lawnmower Shop	01275	Topper	9.92
529602	11/01/2022	A1 Lawnmower Shop	01276	Edger Blades	143.32
529602	11/01/2022	A1 Lawnmower Shop	01816	Hand Lopper	87.10
529602	11/01/2022	A1 Lawnmower Shop	01816	Hand Lopper	104.74
529602	11/01/2022	A1 Lawnmower Shop	01816	Boa Oil	27.55
529602	11/01/2022	A1 Lawnmower Shop	01971	Line for Edger	44.10
529602	11/01/2022	A1 Lawnmower Shop	01977	Marathon 2	52.91
529602	11/01/2022	A1 Lawnmower Shop	01977	Topper	59.54
				<b>Vendor 6948 - A1 Lawnmower Shop</b>	<b>Total: 529.18</b>
<b>Vendor: 12741 - Acacia Residences, LLC</b>					
529603	11/01/2022	Acacia Residences, LLC	101922	Refund-Fire Flow Test Fee	382.53
				<b>Vendor 12741 - Acacia Residences, LLC Total:</b>	<b>382.53</b>
<b>Vendor: 7353 - ACE Whatever It Takes</b>					
529604	11/01/2022	ACE Whatever It Takes	5498	4" W X 3/8" Trim Paint Roller C...	13.21
529604	11/01/2022	ACE Whatever It Takes	5498	4" W X 3/8" Trim Roller with Fr...	14.53
529604	11/01/2022	ACE Whatever It Takes	5498	Bucket Grid Metal 5G	17.62
529604	11/01/2022	ACE Whatever It Takes	5498	Painter's Tape	23.12
				<b>Vendor 7353 - ACE Whatever It Takes</b>	<b>Total: 68.48</b>
<b>Vendor: 6649 - Active Network</b>					
529605	11/01/2022	Active Network	11127415	Technical Services, Financial Ex...	1,400.00
				<b>Vendor 6649 - Active Network</b>	<b>Total: 1,400.00</b>
<b>Vendor: 0180 - Administrative Services Co-op, Inc.</b>					
529606	11/01/2022	Administrative Services Co-op, I...	220928	DAR September 22	7,970.81
				<b>Vendor 0180 - Administrative Services Co-op, Inc. Total:</b>	<b>7,970.81</b>
<b>Vendor: 12699 - AEPC Group, LLC</b>					
529607	11/01/2022	AEPC Group, LLC	822005	Eng. & Const. Services-Emergen...	14,048.00
				<b>Vendor 12699 - AEPC Group, LLC Total:</b>	<b>14,048.00</b>
<b>Vendor: 4015 - AFLAC</b>					
529594	10/19/2022	AFLAC	Sept 22	Emp Life/Accid Ins. September ...	145.03
529594	10/19/2022	AFLAC	Sept 22	Emp Life/Accid Ins. September ...	66.49
529594	10/19/2022	AFLAC	Sept 22	Emp Life/Accid Ins. September ...	22.36
529594	10/19/2022	AFLAC	Sept 22	Emp Life/Accid Ins. September ...	51.01
				<b>Vendor 4015 - AFLAC</b>	<b>Total: 284.89</b>
<b>Vendor: 12207 - AKM Consulting Engineers, Inc.</b>					
529608	11/01/2022	AKM Consulting Engineers, Inc.	0011879	Consulting Sevices for CWPf Ug...	5,590.00
				<b>Vendor 12207 - AKM Consulting Engineers, Inc. Total:</b>	<b>5,590.00</b>
<b>Vendor: 7445 - All City Management Services, Inc.</b>					
529609	11/01/2022	All City Management Services, I...	80235	Crossing Guard Services	4,804.92
				<b>Vendor 7445 - All City Management Services, Inc. Total:</b>	<b>4,804.92</b>
<b>Vendor: 4060 - Allianz Life Insurance Co.</b>					
529610	11/01/2022	Allianz Life Insurance Co.	Oct 22	Emp Life Ins. October 22	53.00
				<b>Vendor 4060 - Allianz Life Insurance Co.</b>	<b>Total: 53.00</b>
<b>Vendor: 0545 - Allied Waste Transfer Services (BFI Falcon TS)</b>					
529611	11/01/2022	Allied Waste Transfer Services (... 4404-000021356		Dump Fee	347.99
				<b>Vendor 0545 - Allied Waste Transfer Services (BFI Falcon TS)</b>	<b>Total: 347.99</b>
<b>Vendor: 12155 - Amazon Capital Services</b>					
529612	11/01/2022	Amazon Capital Services	1D7N-JYYG-1KDJ	Returning Toner Cartridge	-125.28
529612	11/01/2022	Amazon Capital Services	1F3G-LM3F-7VW6	Cartridge, Cyan, Magenta & Yel...	194.04
529612	11/01/2022	Amazon Capital Services	1GQP-CDRC-G3XC	Office Chair	187.41
529612	11/01/2022	Amazon Capital Services	1H4Y-TJTD-H1MH	Smart Tool 47-1/4-Inch Digital E...	121.28

Warrant Register

Payment Dates: 10/19/2022 - 11/1/2022

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
529612	11/01/2022	Amazon Capital Services	1H4Y-TJTD-H1MH	Power AC/DC Adapter for Trim...	34.05
529612	11/01/2022	Amazon Capital Services	1H4Y-TJTD-H1MH	11 X 17 Clipboard	25.35
529612	11/01/2022	Amazon Capital Services	1H4Y-TJTD-H1MH	Tape Measure, Self-Lock	14.16
529612	11/01/2022	Amazon Capital Services	1H4Y-TJTD-H1MH	Executive Stapler 3 in 1	14.09
529612	11/01/2022	Amazon Capital Services	1H4Y-TJTD-H1MH	Clipboard Letter Size 3-Pk	17.53
529612	11/01/2022	Amazon Capital Services	1H4Y-TJTD-H1MH	Scientific Calculator 5" X 0.6" X ...	9.40
529612	11/01/2022	Amazon Capital Services	1H4Y-TJTD-H1MH	Shipping & Handling	6.60
529612	11/01/2022	Amazon Capital Services	1H4Y-TJTD-H1MH	100 Pcs Stainless Steel T Pins	6.59
529612	11/01/2022	Amazon Capital Services	1H4Y-TJTD-H1MH	Mechanical Pencil 0.5mm Twist...	12.93
529612	11/01/2022	Amazon Capital Services	1H7P-K919-QRW6	Returning LED Christmas Light ...	-41.88
529612	11/01/2022	Amazon Capital Services	1K1H-73CR-JF43	File Folders, 2" Embedded Fast...	51.36
529612	11/01/2022	Amazon Capital Services	1MHT-YJN4-Y14W	Drum Unit Replacement	24.35
529612	11/01/2022	Amazon Capital Services	1MMM-CM1H-XVWM	Cartridge, Replacement Black T...	64.47
529612	11/01/2022	Amazon Capital Services	1QWN-YHDX-WLMJ	Cartridge 3-Pk, Cyan, Magenta ...	232.18
529612	11/01/2022	Amazon Capital Services	1RKT-PPF3-CD9T	ViewSonic 24" Monitor	378.78
529612	11/01/2022	Amazon Capital Services	1W9Y-XD6Y-PWTK	No Smoking Sticker Decals 6-Pk	49.92
<b>Vendor 12155 - Amazon Capital Services Total:</b>					<b>1,277.33</b>

Vendor: 7408 - American Fidelity

10740	10/25/2022	American Fidelity	6062516	Medical/Depend Flex October 22	1,053.47
10741	10/25/2022	American Fidelity	D514087	Emp Life/Accid Ins-October 22	778.44
10741	10/25/2022	American Fidelity	D514087	Emp Life/Accid Ins-October 22	56.97
10741	10/25/2022	American Fidelity	D514087	Emp Life/Accid Ins-October 22	98.46
10741	10/25/2022	American Fidelity	D514087	Emp Life/Accid Ins-October 22	198.88
10741	10/25/2022	American Fidelity	D514087	Emp Life/Accid Ins-October 22	164.10
10741	10/25/2022	American Fidelity	D514087	Emp Life/Accid Ins-October 22	108.00
10741	10/25/2022	American Fidelity	D514087	Emp Life/Accid Ins-October 22	341.27
<b>Vendor 7408 - American Fidelity Total:</b>					<b>2,799.59</b>

Vendor: 4010 - Ameritas Life Insurance

529595	10/19/2022	Ameritas Life Insurance	Oct 22	Emp Dental Ins. October 22	48.92
529595	10/19/2022	Ameritas Life Insurance	Oct 22	Emp Dental Ins. October 22	1,941.02
529595	10/19/2022	Ameritas Life Insurance	Oct 22	Emp Dental Ins. October 22	90.50
529595	10/19/2022	Ameritas Life Insurance	Oct 22	Emp Dental Ins. October 22	129.39
529595	10/19/2022	Ameritas Life Insurance	Oct 22	Emp Dental Ins. October 22	54.82
529595	10/19/2022	Ameritas Life Insurance	Oct 22	Emp Dental Ins. October 22	51.28
529595	10/19/2022	Ameritas Life Insurance	Oct 22	Emp Dental Ins. October 22	48.92
529595	10/19/2022	Ameritas Life Insurance	Oct 22	Emp Dental Ins. October 22	73.69
529595	10/19/2022	Ameritas Life Insurance	Oct 22	Emp Dental Ins. October 22	73.38
529595	10/19/2022	Ameritas Life Insurance	Oct 22	Emp Dental Ins. October 22	312.20
529595	10/19/2022	Ameritas Life Insurance	Oct 22	Emp Dental Ins. October 22	92.95
529595	10/19/2022	Ameritas Life Insurance	Oct 22	Emp Dental Ins. October 22	244.83
529595	10/19/2022	Ameritas Life Insurance	Oct 22	Emp Dental Ins. October 22	122.30
529595	10/19/2022	Ameritas Life Insurance	Oct 22	Emp Dental Ins. October 22	42.02
529595	10/19/2022	Ameritas Life Insurance	Oct 22	Emp Dental Ins. October 22	4.89
529595	10/19/2022	Ameritas Life Insurance	Oct 22	Emp Dental Ins. October 22	7.34
529595	10/19/2022	Ameritas Life Insurance	Oct 22	Emp Dental Ins. October 22	28.99
529595	10/19/2022	Ameritas Life Insurance	Oct 22	Emp Dental Ins. October 22	67.19
529595	10/19/2022	Ameritas Life Insurance	Oct 22	Emp Dental Ins. October 22	51.28
529595	10/19/2022	Ameritas Life Insurance	Oct 22	Emp Dental Ins. October 22	723.05
529613	11/01/2022	Ameritas Life Insurance	Nov 22	Emp Dental Ins. November 22	48.92
529613	11/01/2022	Ameritas Life Insurance	Nov 22	Emp Dental Ins. November 22	2,497.18
529613	11/01/2022	Ameritas Life Insurance	Nov 22	Emp Dental Ins. November 22	90.50
529613	11/01/2022	Ameritas Life Insurance	Nov 22	Emp Dental Ins. November 22	70.93
529613	11/01/2022	Ameritas Life Insurance	Nov 22	Emp Dental Ins. November 22	36.70
529613	11/01/2022	Ameritas Life Insurance	Nov 22	Emp Dental Ins. November 22	51.28
529613	11/01/2022	Ameritas Life Insurance	Nov 22	Emp Dental Ins. November 22	48.92
529613	11/01/2022	Ameritas Life Insurance	Nov 22	Emp Dental Ins. November 22	115.82
529613	11/01/2022	Ameritas Life Insurance	Nov 22	Emp Dental Ins. November 22	73.38
529613	11/01/2022	Ameritas Life Insurance	Nov 22	Emp Dental Ins. November 22	288.04
529613	11/01/2022	Ameritas Life Insurance	Nov 22	Emp Dental Ins. November 22	92.95
529613	11/01/2022	Ameritas Life Insurance	Nov 22	Emp Dental Ins. November 22	167.26

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Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
529613	11/01/2022	Ameritas Life Insurance	Nov 22	Emp Dental Ins. November 22	122.30
529613	11/01/2022	Ameritas Life Insurance	Nov 22	Emp Dental Ins. November 22	11.25
529613	11/01/2022	Ameritas Life Insurance	Nov 22	Emp Dental Ins. November 22	4.89
529613	11/01/2022	Ameritas Life Insurance	Nov 22	Emp Dental Ins. November 22	7.34
529613	11/01/2022	Ameritas Life Insurance	Nov 22	Emp Dental Ins. November 22	15.65
529613	11/01/2022	Ameritas Life Insurance	Nov 22	Emp Dental Ins. November 22	61.15
529613	11/01/2022	Ameritas Life Insurance	Nov 22	Emp Dental Ins. November 22	51.28
529613	11/01/2022	Ameritas Life Insurance	Nov 22	Emp Dental Ins. November 22	656.18
				<b>Vendor 4010 - Ameritas Life Insurance</b>	<b>Total: 8,720.88</b>
<b>Vendor: 0310 - Andy Gump, Inc.</b>					
529614	11/01/2022	Andy Gump, Inc.	INV968191	Fence-Western Avenue	55.57
				<b>Vendor 0310 - Andy Gump, Inc. Total:</b>	<b>55.57</b>
<b>Vendor: 12738 - Antoniette Iglesias</b>					
529615	11/01/2022	Antoniette Iglesias	2003892.001	Refund-Tom Rico Center Deposi...	200.00
				<b>Vendor 12738 - Antoniette Iglesias Total:</b>	<b>200.00</b>
<b>Vendor: 12257 - Aramsco Inc.</b>					
529616	11/01/2022	Aramasco Inc.	S5434153.001	2" X 25' Crush Proof Vacuum Ho...	203.69
529616	11/01/2022	Aramasco Inc.	S5434153.001	Little Red Vacuum, With Silica ...	3,302.62
529616	11/01/2022	Aramasco Inc.	S5434153.002	2" X 25' Crush Proof Vacuum Ho...	86.83
529616	11/01/2022	Aramasco Inc.	S5462712.001	Liners-Black 33X39 1.3 Mil 250/...	151.70
529616	11/01/2022	Aramasco Inc.	S5462712.001	Black Liners B60XH 36 X 58 100...	488.62
				<b>Vendor 12257 - Aramsco Inc. Total:</b>	<b>4,233.46</b>
<b>Vendor: 6992 - Ascensus</b>					
529617	11/01/2022	Ascensus	153335HW-202209	GASB 75 OPEB Report 50% Upfr...	1,675.00
529617	11/01/2022	Ascensus	153335HW-202209	GASB 75 OPEB Report 50% Upfr...	1,675.00
				<b>Vendor 6992 - Ascensus</b>	<b>Total: 3,350.00</b>
<b>Vendor: 6609 - AT&amp;T</b>					
529618	11/01/2022	AT&T	18885833	CH & PK September 22	475.59
529618	11/01/2022	AT&T	18885833-01	Water September 22	48.85
529618	11/01/2022	AT&T	18885835	Museum September 22	24.87
529618	11/01/2022	AT&T	18886237	CH September 22	18.20
				<b>Vendor 6609 - AT&amp;T</b>	<b>Total: 567.51</b>
<b>Vendor: 3334 - Autozone, Inc.</b>					
529619	11/01/2022	Autozone, Inc.	2859412442	Core	-10.00
529619	11/01/2022	Autozone, Inc.	2859415399	Windshield Washer	4.31
529619	11/01/2022	Autozone, Inc.	2859415399	Antifreeze/Coolant	11.57
529619	11/01/2022	Autozone, Inc.	2859415399	2 Sylvania Silver Star Bulbs	8.82
529619	11/01/2022	Autozone, Inc.	2859434335	Mechanic Gloves	29.16
529619	11/01/2022	Autozone, Inc.	2859437765	Hopkins 7 Blade to 6 Pole Round..	20.94
529619	11/01/2022	Autozone, Inc.	2859440462	Towpower Tri-Ball Mount	66.14
529619	11/01/2022	Autozone, Inc.	2859442621	Black Nitrile Glove	33.06
529619	11/01/2022	Autozone, Inc.	2859442621	Duralast Gold Battery-Fee	2.00
529619	11/01/2022	Autozone, Inc.	2859442621	Duralast Aero 22" Wiper Blade	37.90
529619	11/01/2022	Autozone, Inc.	2859442621	Duralast Gold Battery	160.25
529619	11/01/2022	Autozone, Inc.	2859449745	Windshield Washer	8.62
529619	11/01/2022	Autozone, Inc.	2859449745	Bosch Icon 22" Wiper Blade	58.15
				<b>Vendor 3334 - Autozone, Inc.</b>	<b>Total: 430.92</b>
<b>Vendor: 12736 - Barbara Ortega</b>					
529620	11/01/2022	Barbara Ortega	2003890.001	Refund-Picnic Shelter Deposit-...	75.00
				<b>Vendor 12736 - Barbara Ortega Total:</b>	<b>75.00</b>
<b>Vendor: 12391 - Brishan Inc.</b>					
529621	11/01/2022	Brishan Inc.	0001997	Aquaphalt	2,325.78
				<b>Vendor 12391 - Brishan Inc. Total:</b>	<b>2,325.78</b>
<b>Vendor: 3168 - California Banner &amp; Sign Co.</b>					
529622	11/01/2022	California Banner & Sign Co.	19572	Founder's Day Sign	65.70
				<b>Vendor 3168 - California Banner &amp; Sign Co. Total:</b>	<b>65.70</b>



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<b>Vendor: 7319 - California State Disbursement Unit</b>					
529623	11/01/2022	California State Disbursement ...	110422-1622	Employee Garnishment P/Date ...	230.76
				<b>Vendor 7319 - California State Disbursement Unit Total:</b>	<b>230.76</b>
<b>Vendor: 4653 - Chinh Nguyen</b>					
529624	11/01/2022	Chinh Nguyen	102522	Reimbursement for 5 Pairs of P...	250.00
				<b>Vendor 4653 - Chinh Nguyen Total:</b>	<b>250.00</b>
<b>Vendor: 7235 - Cindy Segawa</b>					
529625	11/01/2022	Cindy Segawa	101822	Reimbursement for Breakfast ...	76.79
				<b>Vendor 7235 - Cindy Segawa Total:</b>	<b>76.79</b>
<b>Vendor: 12310 - Cintia Negrete</b>					
529626	11/01/2022	Cintia Negrete	2003887.001	Refund-Picnic Shelter Deposit-...	75.00
				<b>Vendor 12310 - Cintia Negrete Total:</b>	<b>75.00</b>
<b>Vendor: 12744 - City of Commerce</b>					
10742	10/26/2022	City of Commerce	102622	LACMTA Prop A Funds Exchange	1,000,000.00
				<b>Vendor 12744 - City of Commerce Total:</b>	<b>1,000,000.00</b>
<b>Vendor: 4040 - Colonial Insurance Co.</b>					
529596	10/19/2022	Colonial Insurance Co.	Oct 22	Emp Life/Accid Ins. October 22	502.93
529596	10/19/2022	Colonial Insurance Co.	Oct 22	Emp Life/Accid Ins. October 22	453.82
529596	10/19/2022	Colonial Insurance Co.	Oct 22	Emp Life/Accid Ins. October 22	220.87
529596	10/19/2022	Colonial Insurance Co.	Oct 22	Emp Life/Accid Ins. October 22	80.09
529596	10/19/2022	Colonial Insurance Co.	Oct 22	Emp Life/Accid Ins. October 22	73.62
529596	10/19/2022	Colonial Insurance Co.	Oct 22	Emp Life/Accid Ins. October 22	97.04
				<b>Vendor 4040 - Colonial Insurance Co. Total:</b>	<b>1,428.37</b>
<b>Vendor: 7371 - Corporate Payment Systems</b>					
529627	11/01/2022	Corporate Payment Systems	K. Gregory 092622	Daily Breeze Subscription	10.00
529627	11/01/2022	Corporate Payment Systems	K. Gregory 092622	City Clerks New Law & Election ...	500.00
529627	11/01/2022	Corporate Payment Systems	K. Gregory 092622	Airfare	297.20
529627	11/01/2022	Corporate Payment Systems	K. Gregory 092622	Airfare	19.32
529627	11/01/2022	Corporate Payment Systems	K. Gregory 092622	Dropbox	19.99
529627	11/01/2022	Corporate Payment Systems	K. Gregory 092622	Zoom Webinar	79.00
529627	11/01/2022	Corporate Payment Systems	M. Andersen 092622	5 Pairs of Pants-M. Stolz	185.58
529627	11/01/2022	Corporate Payment Systems	M. Andersen 092622	5 Pairs of Pants-D. Huerta	282.18
529627	11/01/2022	Corporate Payment Systems	M. Andersen 092622	Distill Water for Water Samples	11.12
529627	11/01/2022	Corporate Payment Systems	M. Andersen 092622	Staff Lunch	40.07
529627	11/01/2022	Corporate Payment Systems	M. Andersen 092622	RCAC Online Training-Staff Lunch	54.31
				<b>Vendor 7371 - Corporate Payment Systems Total:</b>	<b>1,498.77</b>
<b>Vendor: 4694 - Deborah Dixon</b>					
529628	11/01/2022	Deborah Dixon	102422	Wellness Reimbursement	150.00
				<b>Vendor 4694 - Deborah Dixon Total:</b>	<b>150.00</b>
<b>Vendor: 1075 - Department of Justice</b>					
529629	11/01/2022	Department of Justice	609902	Live Scan September 22	64.00
				<b>Vendor 1075 - Department of Justice Total:</b>	<b>64.00</b>
<b>Vendor: 7438 - Duke Service Center, Inc.</b>					
529630	11/01/2022	Duke Service Center, Inc.	5150	PW-PK	1,193.94
529630	11/01/2022	Duke Service Center, Inc.	5150	PW-Street	1,193.74
529630	11/01/2022	Duke Service Center, Inc.	5150	Water	272.34
				<b>Vendor 7438 - Duke Service Center, Inc. Total:</b>	<b>2,660.02</b>
<b>Vendor: 12290 - Duncan's Soo Bahk Do, LLC</b>					
529631	11/01/2022	Duncan's Soo Bahk Do, LLC	102122	Karate Class Instructor	2,230.20
				<b>Vendor 12290 - Duncan's Soo Bahk Do, LLC Total:</b>	<b>2,230.20</b>
<b>Vendor: 4055 - Franchise Tax Board</b>					
529632	11/01/2022	Franchise Tax Board	110422-6478	Employee Garnishment P/Date ...	507.84
				<b>Vendor 4055 - Franchise Tax Board Total:</b>	<b>507.84</b>
<b>Vendor: 3306 - Global Power Group Inc.</b>					
529633	11/01/2022	Global Power Group Inc.	84443	Upgrade Current Generator-Tra...	1,800.00
				<b>Vendor 3306 - Global Power Group Inc. Total:</b>	<b>1,800.00</b>

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<b>Vendor: 3070 - Grainger</b>					
529634	11/01/2022	Grainger	9474867562	Screwdriver Bit Set: Screwdriver...	48.64
529634	11/01/2022	Grainger	9474867562	Beverage Dispenser, 5 gal Cooler	71.30
529634	11/01/2022	Grainger	9474867562	Utility Pump, 1/10 hp HP, 115 V...	146.41
529634	11/01/2022	Grainger	9474867562	Diamond Saw Blade Dia. 4-1/2"	18.31
529634	11/01/2022	Grainger	9474867562	Cloth Rag	16.28
				<b>Vendor 3070 - Grainger</b>	<b>Total: 300.94</b>
<b>Vendor: 12737 - Guma Masuda</b>					
529635	11/01/2022	Guma Masuda	2003891.001	Refund-Picnic Shelter Deposit-R...	40.00
				<b>Vendor 12737 - Guma Masuda Total:</b>	<b>40.00</b>
<b>Vendor: 3036 - Harbor Freight Tools USA, Inc.</b>					
529636	11/01/2022	Harbor Freight Tools USA, Inc.	995969	20V 1/2" Brushless Impact Wre...	198.44
529636	11/01/2022	Harbor Freight Tools USA, Inc.	995969	20V 2.5 AH Impact Battery	38.58
				<b>Vendor 3036 - Harbor Freight Tools USA, Inc.</b>	<b>Total: 237.02</b>
<b>Vendor: 7059 - HdL Coren &amp; Cone</b>					
529637	11/01/2022	HdL Coren & Cone	SIN021869	2021-22 Statistical Package	795.00
				<b>Vendor 7059 - HdL Coren &amp; Cone</b>	<b>Total: 795.00</b>
<b>Vendor: 3052 - Home Depot Credit Services</b>					
529638	11/01/2022	Home Depot Credit Services	0090969	Non-Valve 20-Pk	35.15
529638	11/01/2022	Home Depot Credit Services	0090969	Clean Strip Paint	11.55
529638	11/01/2022	Home Depot Credit Services	3120871	Heavy Duty Deck Scrub-Broom	19.58
529638	11/01/2022	Home Depot Credit Services	3120871	1 Gal. Driveway Cleaner	30.83
529638	11/01/2022	Home Depot Credit Services	3120871	3/4" FIP Brass Tee Fitting	15.27
529638	11/01/2022	Home Depot Credit Services	3120871	1" x 2" MIP Red Brass Nipple Fitt..	9.10
529638	11/01/2022	Home Depot Credit Services	3120871	3/4" Brass No-Kink Hose Bibb Va...	11.74
529638	11/01/2022	Home Depot Credit Services	3120871	1" x 3/4" FIP Red Brass Bushing ...	13.09
529638	11/01/2022	Home Depot Credit Services	5043766	Battery AAA 20-Pk	19.70
529638	11/01/2022	Home Depot Credit Services	5043766	Water Bottle Deposit	4.80
529638	11/01/2022	Home Depot Credit Services	5043766	Bottle Water	19.92
529638	11/01/2022	Home Depot Credit Services	5043766	Battery AA 20-Pk	39.40
529638	11/01/2022	Home Depot Credit Services	5043766	Battery 9v 2-Pk	19.56
529638	11/01/2022	Home Depot Credit Services	5043766	Paper Towels, 12 Double Plus R...	35.81
529638	11/01/2022	Home Depot Credit Services	5043766	Toilet Paper 18-Mega Plus	29.33
529638	11/01/2022	Home Depot Credit Services	5043766	Ultra 75 oz Dishwashing Liquid	12.65
529638	11/01/2022	Home Depot Credit Services	5043766	Air Mix Pack	11.00
529638	11/01/2022	Home Depot Credit Services	5043766	Non Scratch Scrub Sponge 9-Pk	10.89
529638	11/01/2022	Home Depot Credit Services	5043766	3.5 oz. Multi-Use Lubricant Spray	8.11
529638	11/01/2022	Home Depot Credit Services	6512900	Battery C 8-Pk	16.39
529638	11/01/2022	Home Depot Credit Services	6512900	144 oz All-Purpose Cleaner	13.43
529638	11/01/2022	Home Depot Credit Services	6512900	Hand Soap 128 oz	11.00
529638	11/01/2022	Home Depot Credit Services	6512900	4 GPH Pressure Compensating ...	7.13
529638	11/01/2022	Home Depot Credit Services	6640069	LED Light Bulb	43.87
				<b>Vendor 3052 - Home Depot Credit Services</b>	<b>Total: 449.30</b>
<b>Vendor: 4671 - Hunter Edwards</b>					
529639	11/01/2022	Hunter Edwards	101322	Mileage Reimbursement	73.14
				<b>Vendor 4671 - Hunter Edwards</b>	<b>Total: 73.14</b>
<b>Vendor: 4675 - Jason Filbern</b>					
529640	11/01/2022	Jason Filbern	102422	Wellness Reimbursement	150.00
				<b>Vendor 4675 - Jason Filbern</b>	<b>Total: 150.00</b>
<b>Vendor: 12733 - Jihoo Park</b>					
529641	11/01/2022	Jihoo Park	2003886.001	Refund-Adult Beginning Tennis	168.00
				<b>Vendor 12733 - Jihoo Park Total:</b>	<b>168.00</b>
<b>Vendor: 12069 - Joe A. Gonsalves &amp; Son</b>					
529642	11/01/2022	Joe A. Gonsalves & Son	160235	Consulting Services October 22	3,000.00
				<b>Vendor 12069 - Joe A. Gonsalves &amp; Son Total:</b>	<b>3,000.00</b>

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<b>Vendor: 4692 - Kathleen Gregory</b>					
529643	11/01/2022	Kathleen Gregory	101822	Wellness Reimbursement	146.20
				<b>Vendor 4692 - Kathleen Gregory</b>	<b>Total: 146.20</b>
<b>Vendor: 12732 - Kevin Wong</b>					
529644	11/01/2022	Kevin Wong	2003885.001	Refund-Brit West Soccer	206.00
				<b>Vendor 12732 - Kevin Wong Total:</b>	<b>206.00</b>
<b>Vendor: 3130 - L.A. County Department of Animal Care &amp; Control</b>					
529645	11/01/2022	L.A. County Department of Ani...	September 22	Animal Housing September 22	-1,140.50
529645	11/01/2022	L.A. County Department of Ani...	September 22	Animal Housing September 22	6,194.08
				<b>Vendor 3130 - L.A. County Department of Animal Care &amp; Control</b>	<b>Total: 5,053.58</b>
<b>Vendor: 3048 - L.A. County Sheriff's Department</b>					
529646	11/01/2022	L.A. County Sheriff's Department	230626LL	September 22	282,486.15
529646	11/01/2022	L.A. County Sheriff's Department	230626LL	September 22	17,604.75
529646	11/01/2022	L.A. County Sheriff's Department	230626LL	September 22	33,010.00
529646	11/01/2022	L.A. County Sheriff's Department	230847LL	Traffic Enforcement September...	1,910.09
				<b>Vendor 3048 - L.A. County Sheriff's Department</b>	<b>Total: 335,010.99</b>
<b>Vendor: 7541 - LAE Associates, Inc.</b>					
529647	11/01/2022	LAE Associates, Inc.	22-735	CM, Inspection, and Materials T...	659.28
529647	11/01/2022	LAE Associates, Inc.	22-735	CM, Inspection, and Materials T...	917.54
529647	11/01/2022	LAE Associates, Inc.	22-735	CM, Inspection, and Materials T...	999.38
529647	11/01/2022	LAE Associates, Inc.	22-735	CM, Inspection, and Materials T...	1,011.30
				<b>Vendor 7541 - LAE Associates, Inc. Total:</b>	<b>3,587.50</b>
<b>Vendor: 3331 - Lee's Tires</b>					
529648	11/01/2022	Lee's Tires	73323	Backhoe Tires Replacement-La...	39.18
529648	11/01/2022	Lee's Tires	73323	Backhoe Tires (2)	508.41
				<b>Vendor 3331 - Lee's Tires</b>	<b>Total: 547.59</b>
<b>Vendor: 12247 - LegalShield</b>					
529649	11/01/2022	LegalShield	Oct 22	Emp Legal Ins. Benefit October ...	107.40
				<b>Vendor 12247 - LegalShield Total:</b>	<b>107.40</b>
<b>Vendor: 6442 - Lincoln National Life Insurance Co.</b>					
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	207.76
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	34.84
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	21.01
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	72.23
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	34.83
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	137.87
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	5.20
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	22.08
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	5.20
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	25.49
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	36.40
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	125.08
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	82.13
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	15.08
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	71.10
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	20.28
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	128.39
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	41.60
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	108.56
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	30.16
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	26.52
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	67.75
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	47.37
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	20.80
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	5.51
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	17.18
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	3.28
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	1.04

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Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	6.76
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	48.38
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	16.20
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	4.68
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	27.56
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	95.70
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	22.08
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	5.20
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	94.12
529597	10/19/2022	Lincoln National Life Insurance ...	Nov 22	Emp Life/STD/LTD-November 22	348.27
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	207.76
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	34.84
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	72.23
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	21.01
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	137.87
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	34.83
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	22.08
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	5.20
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	25.49
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	5.20
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	125.08
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	36.40
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	82.13
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	15.08
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	20.28
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	71.10
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	128.39
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	41.60
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	30.16
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	108.56
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	67.75
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	26.52
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	47.37
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	20.80
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	5.51
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	17.18
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	1.04
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	3.28
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	48.38
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	6.76
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	16.20
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	4.68
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	95.70
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	27.56
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	5.20
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	22.08
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	94.12
529597	10/19/2022	Lincoln National Life Insurance ...	Oct 22	Emp Life/STD/LTD-October 22	348.27

**Vendor 6442 - Lincoln National Life Insurance Co. Total: 4,167.38**

**Vendor: 4558 - Michael McDaniel**

529650	11/01/2022	Michael McDaniel	10242022	GIS Services December 21-June ...	2,580.00
529650	11/01/2022	Michael McDaniel	102422	GIS Services August 22-October...	990.00

**Vendor 4558 - Michael McDaniel Total: 3,570.00**

**Vendor: 7203 - Mirage Carwash**

529651	11/01/2022	Mirage Carwash	2107	Car Wash	26.99
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**Vendor 7203 - Mirage Carwash Total: 26.99**

**Vendor: 12734 - Monique Ferrusquilla**

529652	11/01/2022	Monique Ferrusquilla	2003888.001	Refund-Pinic Shelter Deposit-N...	75.00
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**Vendor 12734 - Monique Ferrusquilla Total: 75.00**

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Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
<b>Vendor: 7496 - Numa Networks</b>					
529653	11/01/2022	Numa Networks	33188	Install Card Readers	387.50
				<b>Vendor 7496 - Numa Networks</b>	<b>Total: 387.50</b>
<b>Vendor: 12004 - Occupational Health Centers of CA, A Medical Grp</b>					
529654	11/01/2022	Occupational Health Centers of...	76879449	Pre-Emp Physical Exam	59.00
529654	11/01/2022	Occupational Health Centers of...	76952357	Pre-Emp Physical Exam	99.00
529654	11/01/2022	Occupational Health Centers of...	77033004	Pre-Emp Physical Exam	99.00
				<b>Vendor 12004 - Occupational Health Centers of CA, A Medical Grp Total:</b>	<b>257.00</b>
<b>Vendor: 4690 - Octavio Becerra</b>					
529655	11/01/2022	Octavio Becerra	101222	Wellness Reimbursement	150.00
				<b>Vendor 4690 - Octavio Becerra</b>	<b>Total: 150.00</b>
<b>Vendor: 6594 - Office Depot Business Solutions, LLC</b>					
529656	11/01/2022	Office Depot Business Solutions,...	269135915001	Toner, Brother, Black	74.01
				<b>Vendor 6594 - Office Depot Business Solutions, LLC Total:</b>	<b>74.01</b>
<b>Vendor: 12685 - ON Graphics</b>					
529657	11/01/2022	ON Graphics	6529	13 oz Vinyl Banner 30"X 71"	143.33
				<b>Vendor 12685 - ON Graphics Total:</b>	<b>143.33</b>
<b>Vendor: 7143 - Onward Engineering</b>					
529658	11/01/2022	Onward Engineering	6525	Engineering Design-247th Street..	2,347.50
				<b>Vendor 7143 - Onward Engineering</b>	<b>Total: 2,347.50</b>
<b>Vendor: 4105 - Pacific Western Bank</b>					
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	16,073.25
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	2,208.05
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	9.55
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	232.45
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	95.89
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	112.63
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	27.72
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	16.92
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	48.15
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	19.92
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	50.34
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	97.47
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	11.08
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	104.45
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	83.97
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	92.33
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	20.15
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	135.94
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	121.36
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	7.64
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	14.13
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	82.44
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	22.41
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	75.45
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	12.24
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	22.45
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	4.12
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	1.15
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	55.50
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	21.29
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	117.66
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	28.20
10737	10/20/2022	Pacific Western Bank	101422	Emp Fed & FICA Taxes-P/End 10...	463.03
10738	10/20/2022	Pacific Western Bank	101422A	Emp State Taxes-P/End 10/14/22	6,217.03
				<b>Vendor 4105 - Pacific Western Bank</b>	<b>Total: 26,706.36</b>
<b>Vendor: 7135 - Quantum Consulting Inc.</b>					
529659	11/01/2022	Quantum Consulting Inc.	LO22.001	Surveying Plan Check & Review	375.00

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Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
529659	11/01/2022	Quantum Consulting Inc.	LO22.002	Surveying Plan Check & Review	1,980.00
				<b>Vendor 7135 - Quantum Consulting Inc.</b>	<b>Total: 2,355.00</b>
<b>Vendor: 12265 - R C Foster Corporation</b>					
529660	11/01/2022	R C Foster Corporation	01-22-071	CWPF Upgrades	227,620.00
				<b>Vendor 12265 - R C Foster Corporation Total:</b>	<b>227,620.00</b>
<b>Vendor: 4532 - Rafael Mendoza</b>					
529661	11/01/2022	Rafael Mendoza	2003893.001	Refund-Tom Rico Center-Deposi...	200.00
				<b>Vendor 4532 - Rafael Mendoza</b>	<b>Total: 200.00</b>
<b>Vendor: 9122 - Roland Gutierrez</b>					
529662	11/01/2022	Roland Gutierrez	10172022	Cardio Salsa Dance Instructor	498.40
				<b>Vendor 9122 - Roland Gutierrez</b>	<b>Total: 498.40</b>
<b>Vendor: 3066 - Rusher Air Conditioning</b>					
529663	11/01/2022	Rusher Air Conditioning	2092366	Replace Filters & Thermostat-L...	576.00
529663	11/01/2022	Rusher Air Conditioning	2092366	Replace Filters & Thermostat	686.88
				<b>Vendor 3066 - Rusher Air Conditioning</b>	<b>Total: 1,262.88</b>
<b>Vendor: 3134 - S &amp; J Supply Co., Inc.</b>					
529664	11/01/2022	S & J Supply Co., Inc.	S100201165.001	Hydrant Solid B& N Set 6 Holes	15.44
529664	11/01/2022	S & J Supply Co., Inc.	S100201165.001	150# Red Rubber Ring Gasket	9.37
529664	11/01/2022	S & J Supply Co., Inc.	S100201165.001	Fire Hydrant 6 Holes	2,766.36
529664	11/01/2022	S & J Supply Co., Inc.	S100201165.001	Hydrant Ext CL BO 6 Holes	198.45
529664	11/01/2022	S & J Supply Co., Inc.	S100201165.001	Hydrant Break off B&N Set	16.54
				<b>Vendor 3134 - S &amp; J Supply Co., Inc.</b>	<b>Total: 3,006.16</b>
<b>Vendor: 12731 - Shannon M Valladares</b>					
529665	11/01/2022	Shannon M Valladares	2	Face Painting for Tree Lighting ...	437.50
				<b>Vendor 12731 - Shannon M Valladares Total:</b>	<b>437.50</b>
<b>Vendor: 7233 - Siteone Landscape Supply, LLC</b>					
529666	11/01/2022	Siteone Landscape Supply, LLC	124096424-001	Sch 80 PVC Coupling 2" Socket	44.90
				<b>Vendor 7233 - Siteone Landscape Supply, LLC</b>	<b>Total: 44.90</b>
<b>Vendor: 5050 - Southern California Edison Co.</b>					
529599	10/24/2022	Southern California Edison Co.	700007178650-101122	Narbonne Pedestrian Crosswalk	49.94
529599	10/24/2022	Southern California Edison Co.	700037130331-101822	City Hall	6,452.23
529599	10/24/2022	Southern California Edison Co.	700315053620-101822	Lomita Park	14.10
529599	10/24/2022	Southern California Edison Co.	700480902095-102122	Narbonne Pedestrian Crosswalk	95.70
				<b>Vendor 5050 - Southern California Edison Co.</b>	<b>Total: 6,611.97</b>
<b>Vendor: 5040 - Southern California Gas Co.</b>					
529600	10/24/2022	Southern California Gas Co.	07370472008-100422	Park Facilities	17.89
529600	10/24/2022	Southern California Gas Co.	07380495007-100422	City Hall Facility	313.20
				<b>Vendor 5040 - Southern California Gas Co.</b>	<b>Total: 331.09</b>
<b>Vendor: 1005 - Southern California News Group</b>					
529667	11/01/2022	Southern California News Group	093022	Ads-Adopted Ordinance No. 840	182.74
529667	11/01/2022	Southern California News Group	093022	Ads-Proposed and Adopted Ord...	312.25
				<b>Vendor 1005 - Southern California News Group</b>	<b>Total: 494.99</b>
<b>Vendor: 4100 - Southland Credit Union</b>					
10736	10/19/2022	Southland Credit Union	101422	Emp Payroll Deductions-P/End ...	1,305.00
				<b>Vendor 4100 - Southland Credit Union</b>	<b>Total: 1,305.00</b>
<b>Vendor: 7478 - Susan Kamada - Petty Cash</b>					
529668	11/01/2022	Susan Kamada - Petty Cash	09302022	Water Petty Cash September 22	18.20
529668	11/01/2022	Susan Kamada - Petty Cash	093022	Facilities Petty Cash September...	7.85
				<b>Vendor 7478 - Susan Kamada - Petty Cash</b>	<b>Total: 26.05</b>
<b>Vendor: 3956 - Ted's Plumbing Service Inc.</b>					
529669	11/01/2022	Ted's Plumbing Service Inc.	36375	Women Restroom Toilet Repair...	250.00
529669	11/01/2022	Ted's Plumbing Service Inc.	36375	Women Restroom Toilet Repair...	91.23
				<b>Vendor 3956 - Ted's Plumbing Service Inc.</b>	<b>Total: 341.23</b>
<b>Vendor: 12742 - The Entertainment Contractor, LLC</b>					
529670	11/01/2022	The Entertainment Contractor, ...	120222	16 Tons of Snow Install for a Flat..	4,600.00

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Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
529670	11/01/2022	The Entertainment Contractor, ...	120222	Snow for Tree Lighting-Insurance	200.00
<b>Vendor 12742 - The Entertainment Contractor, LLC Total:</b>					<b>4,800.00</b>
<b>Vendor: 6085 - Thompson Building Materials</b>					
529671	11/01/2022	Thompson Building Materials	IV-139192	2% Fuel Surcharge	0.68
529671	11/01/2022	Thompson Building Materials	IV-139192	9 X 25 Straw Wattles	34.18
529671	11/01/2022	Thompson Building Materials	IV-139368	Face Shield Clear/Head Gear	20.67
529671	11/01/2022	Thompson Building Materials	IV-139368	2% Fuel Surcharge	0.42
529671	11/01/2022	Thompson Building Materials	IV-139623	10 X 20 10Mil Silver/Brown Tarp	34.01
529671	11/01/2022	Thompson Building Materials	IV-139623	12 C 16 10Mil Silver/Brown Tarp	65.31
529671	11/01/2022	Thompson Building Materials	IV-139623	72" Construction Bar Hex	84.37
529671	11/01/2022	Thompson Building Materials	IV-139623	2% Fuel Surcharge	3.67
529671	11/01/2022	Thompson Building Materials	IV-139624	9 X 25 Straw Wattles	74.97
529671	11/01/2022	Thompson Building Materials	IV-139624	2% Fuel Surcharge	1.50
<b>Vendor 6085 - Thompson Building Materials Total:</b>					<b>319.78</b>
<b>Vendor: 12671 - Torrance Auto Repair</b>					
529672	11/01/2022	Torrance Auto Repair	0176748	2014 Prius Smog Test	69.95
<b>Vendor 12671 - Torrance Auto Repair Total:</b>					<b>69.95</b>
<b>Vendor: 7451 - TPX Communications</b>					
529601	10/24/2022	TPX Communications	162433017-0	Internet and Phone October 22	1,049.23
529601	10/24/2022	TPX Communications	162433017-0	Internet and Phone October 22	1,049.23
<b>Vendor 7451 - TPX Communications Total:</b>					<b>2,098.46</b>
<b>Vendor: 9100 - Tripepi Smith and Associates</b>					
529673	11/01/2022	Tripepi Smith and Associates	8884	Website Content Development ...	1,030.00
529673	11/01/2022	Tripepi Smith and Associates	8914	Citywide Communication & Eng...	156.19
529673	11/01/2022	Tripepi Smith and Associates	8914	Citywide Communication & Eng...	733.70
<b>Vendor 9100 - Tripepi Smith and Associates Total:</b>					<b>1,919.89</b>
<b>Vendor: 12279 - United Pacific Services, Inc.</b>					
529674	11/01/2022	United Pacific Services, Inc.	22-0727-1	Tree Trimming	7,954.00
529674	11/01/2022	United Pacific Services, Inc.	22-0727-1	Tree Trimming	11,931.00
<b>Vendor 12279 - United Pacific Services, Inc. Total:</b>					<b>19,885.00</b>
<b>Vendor: 6878 - Urban Feet Inc.</b>					
529675	11/01/2022	Urban Feet Inc.	LOM 100522	Work Boots-A. Castillo	191.61
529675	11/01/2022	Urban Feet Inc.	LOM 100522	Work Boots-R. Carranza	191.61
529675	11/01/2022	Urban Feet Inc.	LOM 100522	Work Boots-R. Mendoza	200.00
529675	11/01/2022	Urban Feet Inc.	LOM 100522	Work Boots-J. Fillbern	191.61
529675	11/01/2022	Urban Feet Inc.	LOM 100522	Work Boots-D. Huerta	180.66
529675	11/01/2022	Urban Feet Inc.	LOM 100522	Work Boots-M. Stolz	200.00
<b>Vendor 6878 - Urban Feet Inc. Total:</b>					<b>1,155.49</b>
<b>Vendor: 12739 - V.I.P Photo Booths</b>					
529676	11/01/2022	V.I.P Photo Booths	1	Photo Booth Rental for Tree Lig...	600.00
<b>Vendor 12739 - V.I.P Photo Booths Total:</b>					<b>600.00</b>
<b>Vendor: 4050 - Vantagepoint Transfer Agents</b>					
10739	10/21/2022	Vantagepoint Transfer Agents	102122	Emp Def/Comp-P/Date 10/21/22	11,322.83
10739	10/21/2022	Vantagepoint Transfer Agents	102122	Emp Def/Comp-P/Date 10/21/22	336.80
10739	10/21/2022	Vantagepoint Transfer Agents	102122	Emp Def/Comp-P/Date 10/21/22	284.15
10739	10/21/2022	Vantagepoint Transfer Agents	102122	Emp Def/Comp-P/Date 10/21/22	23.09
10739	10/21/2022	Vantagepoint Transfer Agents	102122	Emp Def/Comp-P/Date 10/21/22	145.31
10739	10/21/2022	Vantagepoint Transfer Agents	102122	Emp Def/Comp-P/Date 10/21/22	152.50
10739	10/21/2022	Vantagepoint Transfer Agents	102122	Emp Def/Comp-P/Date 10/21/22	155.58
10739	10/21/2022	Vantagepoint Transfer Agents	102122	Emp Def/Comp-P/Date 10/21/22	183.43
10739	10/21/2022	Vantagepoint Transfer Agents	102122	Emp Def/Comp-P/Date 10/21/22	478.93
10739	10/21/2022	Vantagepoint Transfer Agents	102122	Emp Def/Comp-P/Date 10/21/22	197.15
10739	10/21/2022	Vantagepoint Transfer Agents	102122	Emp Def/Comp-P/Date 10/21/22	145.04
10739	10/21/2022	Vantagepoint Transfer Agents	102122	Emp Def/Comp-P/Date 10/21/22	305.72
10739	10/21/2022	Vantagepoint Transfer Agents	102122	Emp Def/Comp-P/Date 10/21/22	47.84
10739	10/21/2022	Vantagepoint Transfer Agents	102122	Emp Def/Comp-P/Date 10/21/22	9.78
10739	10/21/2022	Vantagepoint Transfer Agents	102122	Emp Def/Comp-P/Date 10/21/22	12.00
10739	10/21/2022	Vantagepoint Transfer Agents	102122	Emp Def/Comp-P/Date 10/21/22	58.60

## Warrant Register

Payment Dates: 10/19/2022 - 11/1/2022

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
10739	10/21/2022	Vantagepoint Transfer Agents	102122	Emp Def/Comp-P/Date 10/21/22	93.53
10739	10/21/2022	Vantagepoint Transfer Agents	102122	Emp Def/Comp-P/Date 10/21/22	145.31
10739	10/21/2022	Vantagepoint Transfer Agents	102122	Emp Def/Comp-P/Date 10/21/22	919.11
				<b>Vendor 4050 - Vantagepoint Transfer Agents</b>	<b>Total: 15,016.70</b>

**Vendor: 6477 - Verizon Wireless Government Mkts**

529677	11/01/2022	Verizon Wireless Government ...	9918239091	Facilities	70.15
529677	11/01/2022	Verizon Wireless Government ...	9918239091	Recreation	160.45
529677	11/01/2022	Verizon Wireless Government ...	9918239091	PW-PK	47.67
529677	11/01/2022	Verizon Wireless Government ...	9918239091	PW	92.72
529677	11/01/2022	Verizon Wireless Government ...	9918239091	Water	219.02
529677	11/01/2022	Verizon Wireless Government ...	9918239091-1	City Council	99.23
529677	11/01/2022	Verizon Wireless Government ...	9918239091-1	City Manager & Management A...	72.22
529677	11/01/2022	Verizon Wireless Government ...	9918239091-1	Emergency 2 Mifi	39.61
529677	11/01/2022	Verizon Wireless Government ...	9918239091-1	Parking Enforcement	19.82
529677	11/01/2022	Verizon Wireless Government ...	9918239091-1	Code Enforcement	24.98
529677	11/01/2022	Verizon Wireless Government ...	9918239091-1	Management Assistant 50%	22.58
				<b>Vendor 6477 - Verizon Wireless Government Mkts Total:</b>	<b>868.45</b>

**Vendor: 12735 - Virginia Jimenez**

529678	11/01/2022	Virginia Jimenez	2003889.001	Refund-Picnic Shelter Deposit-R...	40.00
				<b>Vendor 12735 - Virginia Jimenez Total:</b>	<b>40.00</b>

**Vendor: 4130 - Vision Service Plan (CA)**

529598	10/19/2022	Vision Service Plan (CA)	Oct 22	Emp Vision In. October 22	22.95
529598	10/19/2022	Vision Service Plan (CA)	Oct 22	Emp Vision In. October 22	471.19
529598	10/19/2022	Vision Service Plan (CA)	Oct 22	Emp Vision In. October 22	42.46
529598	10/19/2022	Vision Service Plan (CA)	Oct 22	Emp Vision In. October 22	40.54
529598	10/19/2022	Vision Service Plan (CA)	Oct 22	Emp Vision In. October 22	42.41
529598	10/19/2022	Vision Service Plan (CA)	Oct 22	Emp Vision In. October 22	22.95
529598	10/19/2022	Vision Service Plan (CA)	Oct 22	Emp Vision In. October 22	24.95
529598	10/19/2022	Vision Service Plan (CA)	Oct 22	Emp Vision In. October 22	34.44
529598	10/19/2022	Vision Service Plan (CA)	Oct 22	Emp Vision In. October 22	102.46
529598	10/19/2022	Vision Service Plan (CA)	Oct 22	Emp Vision In. October 22	43.61
529598	10/19/2022	Vision Service Plan (CA)	Oct 22	Emp Vision In. October 22	87.09
529598	10/19/2022	Vision Service Plan (CA)	Oct 22	Emp Vision In. October 22	57.40
529598	10/19/2022	Vision Service Plan (CA)	Oct 22	Emp Vision In. October 22	9.10
529598	10/19/2022	Vision Service Plan (CA)	Oct 22	Emp Vision In. October 22	2.30
529598	10/19/2022	Vision Service Plan (CA)	Oct 22	Emp Vision In. October 22	3.44
529598	10/19/2022	Vision Service Plan (CA)	Oct 22	Emp Vision In. October 22	9.00
529598	10/19/2022	Vision Service Plan (CA)	Oct 22	Emp Vision In. October 22	37.10
529598	10/19/2022	Vision Service Plan (CA)	Oct 22	Emp Vision In. October 22	130.59
				<b>Vendor 4130 - Vision Service Plan (CA)</b>	<b>Total: 1,183.98</b>

**Vendor: 3343 - West Basin Water Association**

529679	11/01/2022	West Basin Water Association	220906-10	2022-23 Annual Assessment	1,352.00
				<b>Vendor 3343 - West Basin Water Association</b>	<b>Total: 1,352.00</b>

**Vendor: 12686 - West Coast Sand & Gravel, Inc.**

529680	11/01/2022	West Coast Sand & Gravel, Inc.	544236	Dump Fee	850.00
				<b>Vendor 12686 - West Coast Sand &amp; Gravel, Inc. Total:</b>	<b>850.00</b>

**Vendor: 7063 - Westfield Electric**

529681	11/01/2022	Westfield Electric	2941	A/V and Electrical	1,945.50
529681	11/01/2022	Westfield Electric	2973	Replace Circuit Breaker	195.00
529681	11/01/2022	Westfield Electric	2973	Replace Circuit Breaker-Labor	262.50
529681	11/01/2022	Westfield Electric	2980	Run New HDMI Cable to Office ...	120.00
529681	11/01/2022	Westfield Electric	2980	Run New HDMI Cable to Office-...	315.00
529681	11/01/2022	Westfield Electric	2981	Replace Fluorescent Lamps-Lab...	315.00
529681	11/01/2022	Westfield Electric	2981	Replace Fluorescent Lamps	250.50
529681	11/01/2022	Westfield Electric	2983	Replace Motion Light-Labor	210.00
529681	11/01/2022	Westfield Electric	2983	Replace Motion Light at Top of ...	95.00
				<b>Vendor 7063 - Westfield Electric</b>	<b>Total: 3,708.50</b>



Warrant Register

Payment Dates: 10/19/2022 - 11/1/2022

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
Vendor: 12740 - Yasmin Rufina Santiago					
529682	11/01/2022	Yasmin Rufina Santiago	YBW150191	Balloonist for Tree Lighting	612.50
				<b>Vendor 12740 - Yasmin Rufina Santiago Total:</b>	<b>612.50</b>
				<b>Grand Total:</b>	<b>1,757,346.89</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - General Fund	456,527.76
205 - State Gas Tax	16,285.84
207 - Measure R Local Return	917.54
209 - Measure M	999.38
220 - Proposition A Local Return	1,008,148.85
255 - Park Athletic	34.62
311 - Street Improvement	6,930.22
510 - Water Operations	17,897.18
520 - Water Capital	249,605.50
<b>Grand Total:</b>	<b>1,757,346.89</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-000-2295.000	Military Banner Program	143.33
100-000-2508.000	Garnishment	738.60
100-000-2515.000	Health Insurance	120.79
100-000-2520.000	Credit Union	1,305.00
100-000-2524.000	Other Employee Deductio...	107.40
100-000-2535.000	Accident Insurance	1,426.40
100-000-2540.000	Dental Insurance	4,438.20
100-000-2545.000	Vision Insurance	471.19
100-000-2550.000	Federal Withholding	18,281.30
100-000-2555.000	State Withholding	6,217.03
100-000-2560.000	Deferred Compensation	11,322.83
100-000-2563.000	Flex 125 Reimbursement	1,053.47
100-000-4455.000	Parks and Recreation Fees	374.00
100-000-4465.000	Animal Care and Control	-1,140.50
100-000-4510.000	Park Rentals	705.00
100-110-5207.000	Medicare	9.55
100-110-5415.000	Communications	99.23
100-110-5755.000	Special Department Suppl...	76.79
100-125-5205.000	Health Insurance	1,499.28
100-125-5207.000	Medicare	232.45
100-125-5345.000	Contractual Services	3,156.19
100-125-5415.000	Communications	72.22
100-130-5205.000	Health Insurance	711.49
100-130-5207.000	Medicare	95.89
100-130-5410.000	Advertising	504.99
100-130-5430.000	Conferences and Meetings	816.52
100-130-5505.000	Office Supplies and Expen...	426.31
100-130-5755.000	Special Department Suppl...	19.99
100-210-5205.000	Health Insurance	723.29
100-210-5207.000	Medicare	112.63
100-210-5310.000	Auditors	2,470.00
100-230-5205.000	Health Insurance	302.43
100-230-5207.000	Medicare	44.64
100-230-5345.000	Contractual Services	321.00
100-230-5755.000	Special Department Suppl...	596.20
100-330-5320.000	Sheriff Contract	284,396.24
100-330-5321.000	Core Deputy	17,604.75
100-330-5323.000	Liability Trust Fund	33,010.00
100-333-5340.139	Professional Services	79.00
100-333-5520.139	Supplies	39.61
100-335-5205.000	Health Insurance	61.38
100-335-5207.000	Medicare	68.07
100-335-5345.000	Contractual Services	4,804.92
100-335-5505.000	Office Supplies and Expen...	19.82

## Account Summary

Account Number	Account Name	Payment Amount
100-335-5710.000	Equipment Maintenance	96.94
100-336-5325.000	Animal Care and Control	6,194.08
100-410-5205.000	Health Insurance	596.25
100-410-5207.000	Medicare	147.81
100-410-5315.000	Engineers	2,355.00
100-410-5345.000	Contractual Services	3,570.00
100-410-5415.000	Communications	47.56
100-410-5755.000	Special Department Suppl...	55.57
100-440-5345.000	Contractual Services	3,363.00
100-440-5415.000	Communications	1,543.02
100-440-5525.000	Equipment Under \$5k	566.19
100-605-5205.000	Health Insurance	621.43
100-605-5207.000	Medicare	115.53
100-605-5505.000	Office Supplies and Expen...	261.98
100-610-5205.000	Health Insurance	645.85
100-610-5207.000	Medicare	83.97
100-710-5205.000	Health Insurance	1,521.61
100-710-5207.000	Medicare	112.48
100-710-5405.000	Utilities	6,765.43
100-710-5415.000	Communications	70.15
100-710-5705.000	General Maintenance	5,316.70
100-730-5205.000	Health Insurance	770.59
100-730-5207.000	Medicare	257.30
100-730-5345.000	Contractual Services	4,128.60
100-730-5415.000	Communications	160.45
100-730-5420.000	Mileage Reimbursement	73.14
100-730-5505.000	Office Supplies and Expen...	88.82
100-735-5207.000	Medicare	7.64
100-735-5345.000	Contractual Services	6,450.00
100-735-5755.000	Special Department Suppl...	-41.88
100-735-5755.118	Founder's Day	65.70
100-740-5205.000	Health Insurance	1,054.00
100-740-5207.000	Medicare	96.57
100-740-5350.000	Tree Trimming Contract	7,954.00
100-740-5405.000	Utilities	31.99
100-740-5415.000	Communications	47.67
100-740-5510.000	Small Tools	191.84
100-740-5515.000	Uniform Expense	583.22
100-740-5705.000	General Maintenance	937.60
100-740-5710.000	Equipment Maintenance	439.82
100-740-5720.000	Fuel	1,193.94
100-750-5207.000	Medicare	22.41
100-750-5415.000	Communications	24.87
205-610-5205.000	Health Insurance	908.16
205-610-5207.000	Medicare	87.69
205-610-5405.000	Utilities	145.64
205-610-5415.000	Communications	92.72
205-610-5515.000	Uniform Expense	191.61
205-610-5705.000	General Maintenance	451.33
205-610-5710.000	Equipment Maintenance	624.67
205-610-5720.000	Fuel	1,193.74
205-620-5350.000	Tree Trimming Contract	11,931.00
205-810-5806.367	Street Reconstruction-Zo...	659.28
207-810-5806.367	Street Reconstruction-Zo...	917.54
209-810-5806.367	Street Reconstruction-Zo...	999.38
220-340-5205.000	Health Insurance	155.59
220-340-5207.000	Medicare	22.45
220-340-5345.000	Contractual Services	7,970.81

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Payment Amount</b>
220-341-5345.000	Contractual Services	1,000,000.00
255-760-5205.000	Health Insurance	30.50
255-760-5207.000	Medicare	4.12
311-810-5806.367	Street Reconstruction-Zo...	1,011.30
311-810-5806.380	Traffic Calming	5,918.92
510-000-4716.000	Fire Flow Fees	382.53
510-110-5207.000	Medicare	1.15
510-125-5205.000	Health Insurance	220.49
510-125-5207.000	Medicare	55.50
510-130-5205.000	Health Insurance	154.00
510-130-5207.000	Medicare	21.29
510-220-5205.000	Health Insurance	687.11
510-220-5207.000	Medicare	117.66
510-220-5310.000	Auditors	1,675.00
510-230-5205.000	Health Insurance	302.43
510-230-5207.000	Medicare	28.20
510-440-5415.000	Communications	1,049.23
510-630-5205.000	Health Insurance	3,856.03
510-630-5207.000	Medicare	463.03
510-630-5336.000	Permit & Assessment Fees	1,352.00
510-630-5340.000	Professional Services	733.70
510-630-5415.000	Communications	267.87
510-630-5505.000	Office Supplies and Expen...	103.38
510-630-5510.000	Small Tools	285.66
510-630-5515.000	Uniform Expense	1,098.42
510-630-5705.000	General Maintenance	4,609.01
510-630-5710.000	Equipment Maintenance	66.77
510-630-5720.000	Fuel	272.34
510-630-5755.000	Special Department Suppl...	94.38
520-840-5820.134	Emergency Generator	14,048.00
520-840-5821.357	246th-247th-247th Pl - W...	2,347.50
520-840-5821.365	CWPF Upgrades Project	233,210.00
	<b>Grand Total:</b>	<b>1,757,346.89</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
**None**	1,504,153.89
205 Street Reconstruction	659.28
207 Street Reconstruction	917.54
209 Street Reconstruction-Zone C & F	999.38
246th St., 247th Pl., 247th St.-Western	2,347.50
311 Street Reconstruction	1,011.30
520.134	14,048.00
Cypress Water Production	233,210.00
	<b>Grand Total:</b>
	<b>1,757,346.89</b>



## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 7d**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Carla Dillon, P.E., Public Works Director

**MEETING DATE:** November 1, 2022

**SUBJECT:** Professional Services Agreement with Clinical Laboratory of San Bernardino, Inc. for Laboratory Testing for Water Quality

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### **RECOMMENDATION**

1) Authorize the City Manager to execute a Professional Services Agreement with Clinical Laboratory of San Bernardino, Inc. for laboratory testing for water quality; and  
2) Appropriate \$16,200 additional funds to 510-630-5339 for laboratory testing for water quality.

### **BACKGROUND**

The City is required by regional, state and federal regulators to sample and test the water quality of the water distribution system and Cypress Water Production Facility (CWPF). With the CWPF Upgrades project nearing completion and start-up testing scheduled in November 2022, water quality sampling and laboratory analysis will be needed. The City does not currently have a contract for laboratory analyses. An RFP was released on October 6, 2022, and was sent via email to multiple laboratories, as well as being advertised on the City's website.

In response to the RFP, the City received three proposals from Clinical Laboratory of San Bernardino, Inc., Weck Laboratories, Inc., and Eurofins Eaton Analytical, LLC. Clinical Laboratory of San Bernardino, Inc. and Weck Laboratories, Inc. proposed on all laboratory testing requested. Eurofins Eaton Analytical, LLC only proposed on a portion of the requested services due to their testing capacity. After reviewing the proposals, staff recommends awarding the contract for laboratory testing for water quality to Clinical Laboratory of San Bernardino, Inc.

The proposed agreement is for laboratory testing for water quality for the water distribution system and CWPF. The agreement has a term of three years, with the option to extend the agreement for two one-year periods at the City's discretion.

Clinical Laboratory of San Bernadino, Inc. has one laboratory location in Grand Terrace, California. They have been in business for 54 years and have 40 employees. The City has utilized Clinical Laboratory of San Bernardino for water quality testing in the past.

**OPTIONS:**

1. Authorize the City Manager to execute the agreement.
2. Do not authorize the City Manager to execute the agreement.
3. Give staff alternative direction.

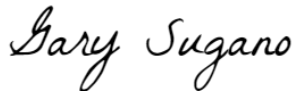
**FISCAL IMPACT**

The proposal from Clinical Laboratory of San Bernardino, Inc provided the lowest costs. The City's proposed FY 22-23 budget includes \$37,800 in account 510-630-5339.000 for Water Quality – Clinical Lab. The estimated annual expenditures for laboratory testing for water quality for FY 22-23 is approximately \$54,000. The appropriation of \$16,200 will allow for adequate funding to complete required laboratory testing for water quality.

**ATTACHMENTS**

1. Professional Services Agreement Clinical Laboratory of San Bernardino, Inc. with Exhibits A and B

Reviewed by:



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Gary Y. Sugano  
Assistant City Manager

Reviewed by:



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Carla Dillon, P.E.  
Public Works Director

Approved by:



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Ryan Smoot  
City Manager

Prepared by:



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Rachel Bucklew  
Administrative Analyst

This AGREEMENT for LABORATORY TESTING FOR WATER QUALITY is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between the CITY OF LOMITA, a general law city and municipal corporation ("CITY") and CLINICAL LABORATORY OF SAN BERNARDINO, INC. ("CONSULTANT").

### **RECITALS**

- A. CITY does not have the personnel able and/or available to perform the services required under this agreement.
- B. Therefore, CITY desires to contract out for LABORATORY TESTING FOR WATER QUALITY.
- C. CONSULTANT warrants to CITY that it has the qualifications, experience and facilities to perform properly and timely the services under this Agreement.
- D. CITY desires to contract with CONSULTANT to perform the services as described in **Exhibit A** of this Agreement.

**NOW, THEREFORE**, based on the foregoing recitals, CITY and CONSULTANT agree as follows:

#### **1. CONSIDERATION AND COMPENSATION.**

- A. As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as **Exhibit A**;
- B. As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement;
- C. CONSULTANT shall bill the CITY in accordance with the cost proposal attached as **Exhibit B**.
- D. No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his designee.
- E. CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its bill for services itemizing the fees and costs incurred during the previous month. CITY shall pay CONSULTANT all uncontested amounts set forth in the CONSULTANT'S bill within 30 days after it is received.

2. **SCOPE OF SERVICES.**

- A. CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICES attached hereto as **Exhibit A** and incorporated herein by this reference. If any part of **Exhibit A** is inconsistent with the terms of this Agreement, the terms of this Agreement shall control.
- B. Except as herein otherwise expressly specified to be furnished by CITY, CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space, and facilities necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.
3. **PAYMENTS.** For CITY to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit an invoice to CITY which lists the reimbursable costs, the specific tasks performed, and, for work that includes deliverables, the percentage of the task completed during the billing period.
4. **TIME OF PERFORMANCE.** The services of CONSULTANT are to commence upon receipt of a notice to proceed from CITY and shall continue until all authorized work is completed to CITY's reasonable satisfaction, in accordance with the schedule incorporated in "**Exhibit A,**" unless extended in writing by CITY.
5. **FAMILIARITY WITH WORK.** By executing this Agreement, CONSULTANT represents that CONSULTANT has (a) thoroughly investigated and considered the scope of services to be performed; (b) carefully considered how the services should be performed; and (c) understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.
6. **KEY PERSONNEL.** CONSULTANT's key person assigned to perform work under this Agreement is Steven Martinez. CONSULTANT shall not assign another person to be in charge of the work contemplated by this Agreement without the prior written authorization of CITY.
7. **TERM OF AGREEMENT.** The term of this Agreement shall commence upon execution by both parties and shall expire on November 30, 2025, unless earlier termination occurs under Section 11 of this Agreement, or extended in writing in advance by both parties.
8. **CHANGES.** CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.



9. **TAXPAYER IDENTIFICATION NUMBER.** CONSULTANT will provide CITY with a Taxpayer Identification Number.
10. **PERMITS AND LICENSES.** CONSULTANT will obtain and maintain during the term of this Agreement all necessary permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.
11. **TERMINATION.**
- A. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause. Notice of termination shall be in writing.
  - B. CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.
  - C. In the event of such termination, CONSULTANT shall cease services as of the date of termination, all finished or unfinished documents, data, drawings, maps, and other materials prepared by CONSULTANT shall, at CITY's option, become CITY's property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination.
  - D. Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.
12. **INDEMNIFICATION.**
- A. CONSULTANT shall indemnify, defend with counsel approved by CITY, and hold harmless CITY, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with CONSULTANT's performance of work hereunder or its failure to comply with any of its obligations contained in this AGREEMENT, regardless of CITY'S passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of CITY. Should CITY in its sole discretion find CONSULTANT'S legal counsel unacceptable, then CONSULTANT shall reimburse CITY its costs of defense, including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation. CONSULTANT shall promptly pay any final judgment rendered against CITY (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.
  - B. The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 17, and any approval of

said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

13. **ASSIGNABILITY.** This Agreement is for CONSULTANT's professional services. CONSULTANT's attempts to assign the benefits or burdens of this Agreement without CITY's written approval are prohibited and will be null and void.
14. **INDEPENDENT CONSULTANT.** CITY and CONSULTANT agree that CONSULTANT will act as an independent CONSULTANT and will have control of all work and the manner in which it is performed. CONSULTANT will be free to contract for similar service to be performed for other employers while under contract with CITY. CONSULTANT is not an agent or employee of CITY and is not entitled to participate in any pension plan, insurance, bonus or similar benefits CITY provides for its employees. Any provision in this Agreement that may appear to give CITY the right to direct CONSULTANT as to the details of doing the work or to exercise a measure of control over the work means that CONSULTANT will follow the direction of the CITY as to end results of the work only.
15. **AUDIT OF RECORDS.**
  - A. CONSULTANT agrees that CITY, or designee, has the right to review, obtain, and copy all records pertaining to the performance of this Agreement. CONSULTANT agrees to provide CITY, or designee, with any relevant information requested and will permit CITY, or designee, access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this Agreement. CONSULTANT further agrees to maintain such records for a period of three (3) years following final payment under this Agreement.
  - B. CONSULTANT will keep all books, records, accounts and documents pertaining to this Agreement separate from other activities unrelated to this Agreement.
16. **CORRECTIVE MEASURES.** CONSULTANT will promptly implement any corrective measures required by CITY regarding the requirements and obligations of this Agreement. CONSULTANT will be given a reasonable amount of time as determined by CITY to implement said corrective measures. Failure of CONSULTANT to implement required corrective measures shall result in immediate termination of this Agreement.

## **17. INSURANCE REQUIREMENTS.**

- A. CONSULTANT, at CONSULTANT's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies:
1. Workers Compensation Insurance as required by law. CONSULTANT shall require all subconsultants similarly to provide such compensation insurance for their respective employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by CITY at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against CITY, its officers, agents, employees, and volunteers for losses arising from work performed by CONSULTANT for CITY.
  2. General Liability Coverage. CONSULTANT shall maintain commercial general liability insurance in an amount of not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.
  3. Automobile Liability Coverage. CONSULTANT shall maintain automobile liability insurance covering bodily injury and property damage for all activities of CONSULTANT arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence.
  4. Professional Liability Coverage. CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from CONSULTANT'S operations under this Agreement, whether such operations be by CONSULTANT or by its employees, subconsultants, or subconsultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.
- B. Endorsements. Each general liability, automobile liability and professional liability insurance policy shall be issued by a financially responsible insurance

company or companies admitted and authorized to do business in the State of California, or which is approved in writing by CITY, and shall be endorsed as follows. CONSULTANT also agrees to require all CONSULTANTS, and subconsultants to do likewise.

1. "The CITY, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the CONSULTANT, including materials, parts, or equipment furnished in connection with such work or operations."
  2. This policy shall be considered primary insurance as respects CITY, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by CITY, including any self-insured retention CITY may have, shall be considered excess insurance only and shall not contribute with this policy.
  3. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
  4. The insurer waives all rights of subrogation against CITY, its elected or appointed officers, officials, employees, or agents.
  5. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to CITY, its elected or appointed officers, officials, employees, agents, or volunteers.
  6. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days' written notice has been received by CITY.
- C. CONSULTANT agrees to provide immediate notice to CITY of any claim or loss against CONSULTANT arising out of the work performed under this agreement. CITY assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve CITY.
- D. Any deductibles or self-insured retentions must be declared to and approved by CITY. At CITY's option, CONSULTANT shall demonstrate financial capability for payment of such deductibles or self-insured retentions.
- E. CONSULTANT shall provide certificates of insurance with original endorsements to CITY as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with CITY on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with CITY at all times during the term of this Agreement.

- F. Failure on the part of CONSULTANT to procure or maintain required insurance shall constitute a material breach of contract under which CITY may terminate this Agreement pursuant to Section 11 above.
- G. The commercial general and automobile liability policies required by this Agreement shall allow CITY, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the CONSULTANT (as the named insured) should CONSULTANT fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. CONSULTANT understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by CONSULTANT as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should CITY pay the SIR or deductible on CONSULTANT'S behalf upon CONSULTANT'S failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, CITY may include such amounts as damages in any action against CONSULTANT for breach of this Agreement in addition to any other damages incurred by CITY due to the breach.
18. **USE OF OTHER CONSULTANTS.** CONSULTANT must obtain CITY's prior written approval to use any CONSULTANTS while performing any portion of this Agreement. Such approval must include approval of the proposed CONSULTANT and the terms of compensation.
19. **FINAL PAYMENT ACCEPTANCE CONSTITUTES RELEASE.** The acceptance by the CONSULTANT of the final payment made under this Agreement shall operate as and be a release of CITY from all claims and liabilities for compensation to the CONSULTANT for anything done, furnished or relating to the CONSULTANT'S work or services. Acceptance of payment shall be any negotiation of CITY'S check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check. However, approval or payment by CITY shall not constitute, nor be deemed, a release of the responsibility and liability of CONSULTANT, its employees, sub-CONSULTANTS and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by CITY for any defect or error in the work prepared by CONSULTANT, its employees, sub-CONSULTANTS and agents.
20. **CORRECTIONS.** In addition to the above indemnification obligations, the CONSULTANT shall correct, at its expense, all errors in the work which may be disclosed during CITY'S review of CONSULTANT'S report or plans. Should the CONSULTANT fail to make such correction in a reasonably timely manner, such correction shall be made by CITY, and the cost thereof shall be charged to CONSULTANT. In addition to all other available remedies, CITY may deduct the cost of such correction from any retention amount held by CITY or may withhold

payment otherwise owed CONSULTANT under this Agreement up to the amount of the cost of correction.

21. **NON-APPROPRIATION OF FUNDS.** Payments to be made to CONSULTANT by CITY for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that CITY does not appropriate sufficient funds for payment of CONSULTANT'S services beyond the current fiscal year, the Agreement shall cover payment for CONSULTANT'S only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.
22. **NOTICES.** All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

CITY	CONSULTANT
<u>City of Lomita</u> <u>24300 Narbonne Avenue</u> <u>Lomita, CA 90717</u>	<u>Clinical Laboratory of San Bernardino, Inc.</u> <u>21881 Barton Road</u> <u>Grand Terrace, CA 92313</u>
<u>ATTN: City Manager</u>	<u>ATTN: Steven Martinez</u>

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph. Courtesy copies of notices may be sent via electronic mail, provided that the original notice is deposited in the U.S. mail or personally delivered as specified in this Section.

23. **SOLICITATION.** CONSULTANT warrants that it has not employed nor retained any company or person, other than CONSULTANT'S bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person, other than CONSULTANT'S bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind this Agreement without liability.
24. **THIRD PARTY BENEFICIARIES.** This Agreement and every provision herein is generally for the exclusive benefit of CONSULTANT and CITY and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of CONSULTANT'S or CITY'S obligations under this Agreement.

25. **INTERPRETATION.** This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.
26. **ENTIRE AGREEMENT.** This Agreement, and its Attachments, sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written.
27. **RULES OF CONSTRUCTION.** Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.
28. **AUTHORITY/MODIFICATION.** The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment with signatures of all parties to this Agreement. CITY's city administrator, or designee, may execute any such amendment on behalf of CITY.
29. **ACCEPTANCE OF FACSIMILE OR ELECTRONIC SIGNATURES.** The Parties agree that this Agreement, agreements ancillary to this Agreement, and related documents to be entered into in connection with this Agreement will be considered signed when the signature of a party is delivered by facsimile transmission or scanned and delivered via electronic mail. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.
30. **FORCE MAJEURE.** Should performance of this Agreement be impossible due to fire, flood, explosion, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' control, then the Agreement will immediately terminate without obligation of either party to the other.
31. **TIME IS OF ESSENCE.** Time is of the essence to comply with dates and schedules to be provided.
32. **ATTORNEY'S FEES.** The parties hereto acknowledge and agree that each will bear his or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any party hereto to enforce this Agreement, the prevailing party in such action shall be entitled to reasonable attorneys' fees and costs in addition to all other relief to which that party or those parties may be entitled.
33. **STATEMENT OF EXPERIENCE.** By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY.

CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private CONSULTANTS, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public agency.

**34. DISCLOSURE REQUIRED.** (CITY and CONSULTANT initials required at one of the following paragraphs)

By their respective initials next to this paragraph, CITY and CONSULTANT hereby acknowledge that CONSULTANT is a "CONSULTANT" for the purposes of the California Political Reform Act because CONSULTANT'S duties would require him or her to make one or more of the governmental decisions set forth in Fair Political Practices Commission Regulation 18700.3(a)(2) or otherwise serves in a staff capacity for which disclosure would otherwise be required were CONSULTANT employed by CITY. CONSULTANT hereby acknowledges his or her assuming-office, annual, and leaving-office financial reporting obligations under the California Political Reform Act and the CITY'S Conflict of Interest Code and agrees to comply with those obligations at his or her expense. Prior to CONSULTANT commencing services hereunder, the City's Manager shall prepare and deliver to CONSULTANT a memorandum detailing the extent of CONSULTANT'S disclosure obligations in accordance with the CITY'S Conflict of Interest Code.

City Initials \_\_\_\_\_

CONSULTANT Initials \_\_\_\_\_

**OR**

By their initials next to this paragraph, CITY and CONSULTANT hereby acknowledge that CONSULTANT is not a "CONSULTANT" for the purpose of the California Political Reform Act because CONSULTANT'S duties and responsibilities are not within the scope of the definition of CONSULTANT in Fair Political Practice Commission Regulation 18700.3(a)(2) and is otherwise not serving in staff capacity in accordance with CITY'S Conflict of Interest Code.

City Initials \_\_\_\_\_

CONSULTANT Initials \_\_\_\_\_



**IN WITNESS WHEREOF** the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF LOMITA

CONSULTANT

\_\_\_\_\_  
City Manager

By:

\_\_\_\_\_  
TITLE

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Taxpayer ID No.

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney



**REQUEST FOR PROPOSALS  
FOR LABORATORY TESTING FOR WATER QUALITY**

Release Date: October 6, 2022

**Deadline for Submission: October 20, 2022 at 5:00 p.m.**

**Submit Proposals to:**

City of Lomita  
Attn: Carla Dillon, P.E.  
Public Works Department  
24300 Narbonne Ave  
Lomita, CA 90717

**Refer questions to:**

Public Works Department  
(310) 325-7110 x 155  
[publicworks@lomitacity.com](mailto:publicworks@lomitacity.com)

## **REQUEST FOR PROPOSALS**

### **I. OBJECTIVE**

The City of Lomita (City) is seeking written proposals from qualified Contractors to perform laboratory analysis of water quality samples for a period of three years, with the option, at the City's sole discretion, to extend two additional years upon successful demonstration of exemplary contract performance.

This RFP describes the required scope of services and the minimum information that must be included in the proposal. Failure to submit information in accordance with the RFP requirements may be cause for disqualification.

### **II. GENERAL INFORMATION**

The City of Lomita owns and operates a State-regulated water system consisting of 41 miles of underground conveyance piping ranging from 4 inches to 16 inches in diameter, one groundwater source well with approximate production capability of 1,500 gallon per minute (GPM) which is currently off-line, two reservoirs with combined capacity over 5.4 million gallons, and two (2) pressure reducing stations (Appian Way and Monte Vista Pressure Reducing Station). The City's Well No. 5, once returned to service in 2022, will be used for groundwater extraction. The system also consists of approximately 797 valves, 470 fire hydrants, 55 flushing points and approximately 10 sample collection sites.

The City desires to contract for laboratory analysis of water quality samples. The successful Contractor will furnish all necessary materials, equipment, labor, and incidentals to perform laboratory analysis of water quality samples as specified in Exhibit A (Sampling Schedule) and adhere to all requirements in Exhibit B (Scope of Services) of this RFP.

It is the intent of the City to award a Professional Services Agreement in a form approved by the City Attorney, to the selected Contractor(s). The City may award multiple Agreements/Contracts to meet the needs of the City. The City reserves the right to further negotiate the terms and conditions of the Agreement. The City shall preserve the right to reject any proposal for noncompliance with Agreement requirements and provisions, or to not award an agreement because of unforeseen circumstances or if it is determined to be in the best interest of the City. This project will be awarded based on demonstrated ability and performance providing similar services at a fair and reasonable cost. This Agreement may not be awarded to the lowest respondent(s). The City does not guarantee a specific amount of work and the quantity of work may increase or decrease depending on the annual needs of the City.

### III. TENTATIVE SCHEDULE

<b>ACTION ITEM</b>	<b>DATE(S)</b>
Issue Request for Proposal	October 6, 2022
Pre-Proposal Meeting	If requested
Last Date for Questions	October 13, 2022
Latest Response Date from City on Questions	October 17, 2022
Proposals Due	October 20, 2022
Conduct Interviews (optional)	October 24, 2022
Recommend Firm Selection to the City Council	November 1, 2022
Complete and Execute Agreement	November 4, 2022
Notice to Proceed	November 7, 2022

### IV. PROPOSAL REQUIREMENTS

Responses to this RFP must include completion of the following:

1. Proposer's Statement of Qualifications Form (Exhibit C)
2. Cost Proposal Form (Exhibit D)

### V. EVALUATION CRITERIA AND SELECTION PROCESS

It is the City's intent to select the Contractor(s) with the best combination of qualifications and cost proposal. The selection committee will rank the proposals based upon the materials submitted by the proposing Contractors. The City may request Contractor(s) to submit additional information pertinent to the RFP. The City also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted by the Proposer. The City retains the sole discretion to determine issues of compliance and to determine whether a proposer is responsive and responsible.

The Committee may choose to interview two or more closely ranked Contractors, but will not expect or schedule time for elaborate presentations. The City's decision on qualification will be based on the evaluation of several factors including but not limited to the following:

1. Relevant work experience
2. Experience of key personnel
3. Completeness of the proposal
4. Customer references
5. Cost proposal

Following the selection of the most qualified Contractor(s), a final professional services agreement including budget, schedule and final Scope of Services will be negotiated before execution of the agreement. A template Professional Services Agreement is

attached to this proposal as Exhibit E. Modifications may be made to this template by the City as necessary during the negotiation process.

The City shall attempt to negotiate an agreement to perform the work with the proposer(s) considered to be the most qualified. Should the City be unable to negotiate a satisfactory agreement with the proposer(s) determined to be most qualified, at a price the City determines to be fair and reasonable, negotiations with that proposer(s) will be formally terminated. The City shall then undertake negotiations with the next qualified proposers individually until agreement(s) are reached. The City may award multiple proposers if it is in the City's best interest.

These RFP procedures prohibit the practices which might result in unlawful activity including, but not limited to, rebates, kickbacks, or other unlawful considerations, and prohibit City employees from participating in the selection process when such employees have a relationship with a person or business entity seeking an agreement under this RFP that would create a conflict of interest.

## **VI. SUBMISSION DEADLINE AND REQUIREMENTS**

Proposals are to be submitted in envelopes clearly marked with the Contractor's name, address, phone number, and "Proposal for Laboratory Testing for Water Quality". Proposal packages should include one original and two copies of the proposal. Email submissions will be accepted if received before the deadline to the following email address [publicworks@lomitacity.com](mailto:publicworks@lomitacity.com).

Proposals are to be submitted to the City on or before October 20, 2022, at 5:00 p.m. Proposals received after the stated deadline shall not be accepted. Proposal packages are to be delivered to:

City of Lomita  
Attn: Carla Dillon, P.E.  
Public Works Department  
24300 Narbonne Ave  
Lomita, CA 90717

### Other Requirements:

1. The proposal shall be signed by an authorized official of your firm.
2. The proposal shall be valid for a minimum of 90 days.
3. The City of Lomita reserves the right to reject any or all proposals, to modify the RFP, or to cancel the RFP.

## **VII. QUESTIONS**

Questions about this RFP should be submitted by email to Public Works at [publicworks@lomitacity.com](mailto:publicworks@lomitacity.com) by October 13, 2022 at 4:00 p.m. Responses to all questions will be posted by October 17, 2022 to the City's website at <https://lomitacity.com/current-bids-rfps/>.

## **VIII. LIMITATIONS**

1. All reports and pertinent data or materials shall become the sole property of the City and may not be reproduced without the explicit written permission of the City.
2. No compilation, tabulation, syntheses or analysis of data, nor definition, opinions, etc., should be anticipated by the proposer from the City, unless volunteered by a responsible official in that agency. Good business practice, such as formal letters of request, and making of appointments, should be followed.
3. The Request for Proposals does not commit the City to award contract(s), to pay any costs incurred in preparation of the proposal, or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety this Request for Proposals, if it is in the best interests of the City to do so. The City may require the proposer(s) selected to participate in negotiations, and to submit such price, technical, or other revisions of their proposals as may result from such negotiations.

## **EXHIBITS**

Exhibit A – Sampling Schedule

Exhibit B – Scope of Services

Exhibit C – Proposer's Statement of Qualifications Form

Exhibit D – Cost Proposal Form

Exhibit E – Professional Services Agreement Template

## EXHIBIT A – Sampling Schedule

### General Sampling Schedule

Facility/System	Sample Point/ Location	Test Analyses	Frequency
Distribution/CWPF	Various	Volatile Organics	Weekly
Distribution/CWPF	Various	Semi-Volatile Organics	Once every year
Distribution/CWPF	Various	Lead and Copper	Once every 3 years
Distribution/CWPF	Various	Primary Inorganics	Weekly
Distribution/CWPF	Various	Secondary Contaminants	Weekly
CWPF	Various	Benzene	Weekly
CWPF	SP1	Nitrate	Annually
CWPF	Various	UCMR3	Once every year
CWPF	Various	Radiologicals	Once every 5 years
–	Various	Chemical Oxygen Demand (COD) 24-hour composite	Quarterly
–	Various	Total Suspended Solids (TSS) 24-hour composite	Quarterly

### Routine Sampling Schedule

Facility/System	Sample Point/ Location	Analytical Category	Field/Test Analyses	Required	Additional
CWPF	1	Field	pH	Monthly	
CWPF	1	Field	Temperature	Monthly	
CWPF	1	Field	Chlorine Residual Total	Monthly	
CWPF	1	Chemical	Total Hardness (as CaCO <sub>3</sub> )	Monthly	
CWPF	1	Chemical	Total Dissolved Solids (TDS)	Monthly	
CWPF	1		Methane	Monthly	
CWPF	1		Title 22*		As Needed
CWPF	1	Metals	Calcium	Monthly	
CWPF	1	Metals	Iron	Monthly	
CWPF	1	Metals	Magnesium	Monthly	
CWPF	1	Metals	Manganese	Monthly	
CWPF	1	Physical	Color	Monthly	
CWPF	1	Bacteriological	Fecal Coliform	Monthly	
CWPF	1	Bacteriological	Total Coliform	Monthly	
CWPF	1	Bacteriological	HPC	Monthly	
CWPF	2	Field	pH	Monthly	
CWPF	2	Field	Temperature	Monthly	
CWPF	2	Field	Chlorine Residual Total	Monthly	
CWPF	2	Bacteriological	Fecal Coliform	Monthly	
CWPF	2	Bacteriological	Total Coliform	Monthly	

Facility/System	Sample Point/ Location	Analytical Category	Field/Test Analyses	Required	Additional
CWPF	2	Bacteriological	HPC	Monthly	
CWPF	3	Field	pH	Monthly	
CWPF	3	Field	Temperature	Monthly	
CWPF	3	Field	Chlorine Residual Total	Monthly	
CWPF	3	Metals	Iron	Weekly	
CWPF	3	Metals	Manganese	Weekly	
CWPF	3	Physical	Color	Weekly	
CWPF	5	Field	pH	Monthly	
CWPF	5	Field	Temperature	Monthly	
CWPF	5	Field	Chlorine Residual Total	Monthly	
CWPF	5	Chemical	Total Hardness (as CaCO3)	Monthly	
CWPF	5	Chemical	Total Dissolved Solids (TDS)	Monthly	Weekly
CWPF	5		Methane	Weekly	
CWPF	5	Metals	Calcium	Monthly	
CWPF	5	Metals	Magnesium	Monthly	
CWPF	5	Physical	Odor	Monthly	
CWPF	5	Physical	Color		As Needed
CWPF	5	TTHM	Trihalomethanes (THMs)		As Needed
CWPF	5	Bacteriological	Fecal Coliform		As Needed
CWPF	5	Bacteriological	Total Coliform		As Needed
CWPF	5	Bacteriological	HPC		As Needed
CWPF	6	Field	pH	Monthly	
CWPF	6	Field	Temperature	Monthly	
CWPF	6	Field	Chlorine Residual Total	Monthly	
CWPF	6	Metals	Iron	Monthly	
CWPF	6	Metals	Manganese	Monthly	
CWPF	6	Chemical	Total Hardness (as CaCO3)	Monthly	
CWPF	6	Chemical	Total Dissolved Solids (TDS)	Monthly	As Needed
CWPF	6		Methane Air		As Needed
Distribution System	S13-001	Field	pH	Weekly	
Distribution System	S13-001	Field	Temperature	Weekly	
Distribution System	S13-001	Field	Chlorine Residual Free	Weekly	
Distribution System	S13-001	Field	Chlorine Residual Total	Weekly	
Distribution System	S13-001	Physical	Color	Weekly	
Distribution System	S13-001	Physical	Turbidity	Weekly	
Distribution System	S13-001	Physical	Odor	Weekly	
Distribution System	S13-001	Bacteriological	Fecal Coliform	Weekly	
Distribution System	S13-001	Bacteriological	Total Coliform	Weekly	
Distribution System	S13-001	Bacteriological	HPC	Weekly	
Distribution System	S13-001	Chemical	Nitrate	Weekly	



Facility/System	Sample Point/ Location	Analytical Category	Field/Test Analyses	Required	Additional
Distribution System	S13-001	TTHM	Bromodichloromethane	Monthly	
Distribution System	S13-001	TTHM	Bromoform	Monthly	
Distribution System	S13-001	TTHM	Chloroform (Trichloromethane)	Monthly	
Distribution System	S13-001	TTHM	Dibromochloromethane	Monthly	
Distribution System	S13-001	TTHM	Total Trihalomethanes (TTHM)	Monthly	
Distribution System	S13-001	HAA5	Dibromoacetic Acid	Monthly	
Distribution System	S13-001	HAA5	Dichloroacetic Acid	Monthly	
Distribution System	S13-001	HAA5	Monobromoacetic Acid	Monthly	
Distribution System	S13-001	HAA5	Monochloroacetic Acid	Monthly	
Distribution System	S13-001	HAA5	Trichloroacetic Acid	Monthly	
Distribution System	S13-001	HAA5	Total Haloacetic Acids (HAA5)	Monthly	
Distribution System	S13-002	Field	pH	Weekly	
Distribution System	S13-002	Field	Temperature	Weekly	
Distribution System	S13-002	Field	Chlorine Residual Free	Weekly	
Distribution System	S13-002	Field	Chlorine Residual Total	Weekly	
Distribution System	S13-002	Physical	Color	Weekly	
Distribution System	S13-002	Physical	Turbidity	Weekly	
Distribution System	S13-002	Physical	Odor	Weekly	
Distribution System	S13-002	Bacteriological	Fecal Coliform	Weekly	
Distribution System	S13-002	Bacteriological	Total Coliform	Weekly	
Distribution System	S13-002	Bacteriological	HPC	Weekly	
Distribution System	S13-002	Chemical	Nitrate	Weekly	
Distribution System	S13-003	Field	pH	Weekly	
Distribution System	S13-003	Field	Temperature	Weekly	
Distribution System	S13-003	Field	Chlorine Residual Free	Weekly	
Distribution System	S13-003	Field	Chlorine Residual Total	Weekly	
Distribution System	S13-003	Baseline	Orthophosphate	Monthly	
Distribution System	S13-003	Baseline	Total Phosphate	Monthly	
Distribution System	S13-003	Physical	Color	Weekly	
Distribution System	S13-003	Physical	Turbidity	Weekly	
Distribution System	S13-003	Physical	Odor	Weekly	
Distribution System	S13-003	Bacteriological	Fecal Coliform	Weekly	
Distribution System	S13-003	Bacteriological	Total Coliform	Weekly	
Distribution System	S13-003	Bacteriological	HPC	Weekly	
Distribution System	S13-003	Chemical	Nitrate	Weekly	
Distribution System	S13-003	TTHM	Bromodichloromethane	Monthly	
Distribution System	S13-003	TTHM	Bromoform	Monthly	
Distribution System	S13-003	TTHM	Chloroform (Trichloromethane)	Monthly	
Distribution System	S13-003	TTHM	Dibromochloromethane	Monthly	
Distribution System	S13-003	TTHM	Total Trihalomethanes (TTHM)	Monthly	

Facility/System	Sample Point/ Location	Analytical Category	Field/Test Analyses	Required	Additional
Distribution System	S13-003	HAA5	Dibromoacetic Acid	Monthly	
Distribution System	S13-003	HAA5	Dichloroacetic Acid	Monthly	
Distribution System	S13-003	HAA5	Monobromoacetic Acid	Monthly	
Distribution System	S13-003	HAA5	Monochloroacetic Acid	Monthly	
Distribution System	S13-003	HAA5	Trichloroacetic Acid	Monthly	
Distribution System	S13-003	HAA5	Total Haloacetic Acids (HAA5)	Monthly	
Distribution System	S13-004	Field	pH	Weekly	
Distribution System	S13-004	Field	Temperature	Weekly	
Distribution System	S13-004	Field	Chlorine Residual Free	Weekly	
Distribution System	S13-004	Field	Chlorine Residual Total	Weekly	
Distribution System	S13-004	Baseline	Orthophosphate	Monthly	
Distribution System	S13-004	Baseline	Total Phosphate	Monthly	
Distribution System	S13-004	Physical	Color	Weekly	
Distribution System	S13-004	Physical	Turbidity	Weekly	
Distribution System	S13-004	Physical	Odor	Weekly	
Distribution System	S13-004	Bacteriological	Fecal Coliform	Weekly	
Distribution System	S13-004	Bacteriological	Total Coliform	Weekly	
Distribution System	S13-004	Bacteriological	HPC	Weekly	
Distribution System	S13-004	Chemical	Nitrate	Weekly	
Distribution System	S13-005	Field	pH	Weekly	
Distribution System	S13-005	Field	Temperature	Weekly	
Distribution System	S13-005	Field	Chlorine Residual Free	Weekly	
Distribution System	S13-005	Field	Chlorine Residual Total	Weekly	
Distribution System	S13-005	Physical	Color	Weekly	
Distribution System	S13-005	Physical	Turbidity	Weekly	
Distribution System	S13-005	Physical	Odor	Weekly	
Distribution System	S13-005	Bacteriological	Fecal Coliform	Weekly	
Distribution System	S13-005	Bacteriological	Total Coliform	Weekly	
Distribution System	S13-005	Bacteriological	HPC	Weekly	
Distribution System	S13-005	Chemical	Nitrate	Weekly	
Distribution System	S13-008	Field	pH	Weekly	
Distribution System	S13-008	Field	Temperature	Weekly	
Distribution System	S13-008	Field	Chlorine Residual Free	Weekly	
Distribution System	S13-008	Field	Chlorine Residual Total	Weekly	
Distribution System	S13-008	Baseline	Orthophosphate	Monthly	
Distribution System	S13-008	Baseline	Total Phosphate	Monthly	
Distribution System	S13-008	Bacteriological	Fecal Coliform	Weekly	
Distribution System	S13-008	Bacteriological	Total Coliform	Weekly	
Distribution System	S13-008	Bacteriological	HPC	Weekly	
Distribution System	S13-008	Chemical	Nitrate	Weekly	

Facility/System	Sample Point/ Location	Analytical Category	Field/Test Analyses	Required	Additional
Distribution System	S13-008	TTHM	Bromodichloromethane	Monthly	
Distribution System	S13-008	TTHM	Bromoform	Monthly	
Distribution System	S13-008	TTHM	Chloroform (Trichloromethane)	Monthly	
Distribution System	S13-008	TTHM	Dibromochloromethane	Monthly	
Distribution System	S13-008	TTHM	Total Trihalomethanes (TTHM)	Monthly	
Distribution System	S13-008	HAA5	Dibromoacetic Acid	Monthly	
Distribution System	S13-008	HAA5	Dichloroacetic Acid	Monthly	
Distribution System	S13-008	HAA5	Monobromoacetic Acid	Monthly	
Distribution System	S13-008	HAA5	Monochloroacetic Acid	Monthly	
Distribution System	S13-008	HAA5	Trichloroacetic Acid	Monthly	
Distribution System	S13-008	HAA5	Total Haloacetic Acids (HAA5)	Monthly	
Distribution System	A	Field	pH	Weekly	
Distribution System	A	Field	Temperature	Weekly	
Distribution System	A	Field	Chlorine Residual Free	Weekly	
Distribution System	A	Field	Chlorine Residual Total	Weekly	
Distribution System	A	Baseline	Orthophosphate	Monthly	
Distribution System	A	Baseline	Total Phosphate	Monthly	
Distribution System	A	Bacteriological	Fecal Coliform	Weekly	
Distribution System	A	Bacteriological	Total Coliform	Weekly	
Distribution System	A	Bacteriological	HPC	Weekly	
Distribution System	A	Chemical	Nitrate	Weekly	
Distribution System	S13-011	Field	pH	Monthly	
Distribution System	S13-011	Field	Temperature	Monthly	
Distribution System	S13-011	Field	Chlorine Residual Total	Monthly	
Distribution System	S13-011	TTHM	Bromodichloromethane	Monthly	
Distribution System	S13-011	TTHM	Bromoform	Monthly	
Distribution System	S13-011	TTHM	Chloroform (Trichloromethane)	Monthly	
Distribution System	S13-011	TTHM	Dibromochloromethane	Monthly	
Distribution System	S13-011	TTHM	Total Trihalomethanes (TTHM)	Monthly	
Distribution System	S13-011	HAA5	Dibromoacetic Acid	Monthly	
Distribution System	S13-011	HAA5	Dichloroacetic Acid	Monthly	
Distribution System	S13-011	HAA5	Monobromoacetic Acid	Monthly	
Distribution System	S13-011	HAA5	Monochloroacetic Acid	Monthly	
Distribution System	S13-011	HAA5	Trichloroacetic Acid	Monthly	
Distribution System	S13-011	HAA5	Total Haloacetic Acids (HAA5)	Monthly	
*Title 22 General Minerals: Chloride, Sulfate, Alkalinity, TDS, pH, MBAS, Conductivity, Hydroxide, Carbonate, Bicarbonate, Calcium, Sodium, Potassium, Magnesium, Hardness, Manganese, Iron, Zinc, Aggressiveness					

## **EXHIBIT B – Scope of Services**

### **1. SCOPE OF WORK**

- A. The successful Contractor will furnish all necessary materials, equipment, labor, and incidentals to perform laboratory analysis of water quality samples as specified in Exhibit A (Sampling Schedule) and adhere to all requirements in Exhibit B (Scope of Services) of this RFP.
- B. The laboratory must have State of California Environmental Laboratory Accreditation Program (ELAP) certification in the appropriate fields.
- C. The approximate numbers of analyses to be performed on the samples based on current drinking water regulations for the term of the awarded contract are indicated in Exhibit C (Cost Proposal Form) and are subject to change.
- D. Monitoring frequencies will be adjusted to comply with changes in a well's vulnerability assessment or operating status as determined by CDPH. Required analyses and sampling frequencies will provide continued compliance with the California Domestic Water Quality and Monitoring Regulations, Title 22, Chapter 15; and any additional wellhead monitoring provisions under the Federal Safe Drinking Water Act. Program conditions must be adjusted as compliance revisions occur. Thus, when new monitoring requirements are promulgated by either the Federal EPA or CDPH, additional analyses may be required, and the laboratory selected must assist the City in meeting these new requirements.

### **2. SAMPLE PICK-UP**

- A. The laboratory will provide a technician to pick-up all water quality samples at the City of Lomita Public Works Yard, located at 24373 Walnut Street, Lomita, CA 90717. This technician will confirm weekly the pick-up time via email to the Chief Water Operations Manager, Mark Andersen at [m.andersen@lomitacity.com](mailto:m.andersen@lomitacity.com).
- B. The laboratory will provide hard copy or electronic acknowledgments of sample handling to the City in the form of a Chain of Custody (COC).

### **3. ANALYSIS RESULTS**

- A. Standard tests will return analysis results to the City within 7 days of sample pick-up. Rush tests will return analysis results to the City within 48 hours of sample pick-up.
- B. Rush tests will be required for any positive confirmation samples or testing during the initial start-up of the Cypress Water Production Facility (CWPF). The initial start-up of CWPF is scheduled to take place in late 2022 or early 2023.

# EXHIBIT C – Proposer’s Statement of Qualifications Form

Please provide requested information in full. Proposers who do not provide the requested information or submit a full and complete Cost Proposal (Exhibit D) may have their proposal deemed unresponsive during the selection process. All information provided by the proposer will be subject to verification by the City.

**1. CONTRACTOR INFORMATION**

The primary contact shall be the person with the authority to negotiate contracts with the City.

Name of Contractor: \_\_\_\_\_

Primary Contact and Title: \_\_\_\_\_

Legal Address of Contractor: \_\_\_\_\_

Primary Contact Phone Number: \_\_\_\_\_

Primary Contact Email Address: \_\_\_\_\_

**2. SERVICE/SUPPORT REPRESENTATIVE**

Provide a list of all subcontractors to perform work on this contract, including relevant licenses, permits, and certifications.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**3. CONTRACTOR’S QUALIFICATIONS**

Describe Contractor’s experience in providing laboratory testing for water quality, including any relevant work for governmental agencies. Include a description of Contractor’s and any subcontractor’s core-competency and experience with similar work that is described in the Scope of Services (Exhibit B). Attach a separate sheet, if necessary.

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**4. LICENSES AND CERTIFICATIONS**

Provide a listing of any relevant certifications, permits, or licenses for Contractor's or subcontractor's personnel and equipment use. Include the license number and type and indicate whether the license is held by the Contractor or subcontractor.

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**5. LIST OF SUBCONTRACTORS**

Provide a list of all subcontractors to perform work on this contract, including relevant licenses, permits, and certifications.

Subcontractor Name	Work to Be Performed	Licenses, Certifications, Permits

**6. LIST OF REFERENCES**

Please provide current references for 3 past or existing commercial clients doing similar work to that specified in this RFP.

A. Client: \_\_\_\_\_

Contact Name / Title: \_\_\_\_\_

Phone Number / Email Address: \_\_\_\_\_

B. Client: \_\_\_\_\_

Contact Name / Title: \_\_\_\_\_

Phone Number / Email Address: \_\_\_\_\_

C. Client: \_\_\_\_\_

Contact Name / Title: \_\_\_\_\_

Phone Number / Email Address: \_\_\_\_\_

**7. CONTRACTOR OPERATIONS**

Number of employees: \_\_\_\_\_ Number of years in business: \_\_\_\_\_

Describe if and how promptly Contractor will provide rush sample testing for water quality samples.

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Describe how Contractor shall seek to attain the quality of service set forth in the RFP.

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**8. PROOF OF INSURANCE**

In a separate attachment, provide proof of insurance, as specified in Section 17 of the attached Professional Services Agreement.

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## EXHIBIT D – Cost Proposal Form

The proposal prices are to include the furnishing of all labor, materials, equipment, fees, taxes, incidentals, and overhead necessary to perform laboratory testing of water quality samples as specified in Exhibit A (Sampling Schedule) and adhere to all requirements in Exhibit B (Scope of Services) of this RFP.

Standard Unit Price will include analysis results within 7 days of sample pick-up. Rush Unit Price will include analysis results within 48 hours of sample pick-up. Estimated number of samples is subject to change.

<b>NON-ANNUAL SAMPLE ANALYSIS</b>				
<b>ANALYTICAL CATEGORY AND TESTS</b>	<b>EST. # OF SAMPLES</b>	<b>STANDARD UNIT PRICE (\$ PER SAMPLE)</b>	<b>RUSH UNIT PRICE (\$ PER SAMPLE)</b>	<b>TOTAL COST (# of Samples x Standard Unit Price)</b>
Lead and Copper	32 (every 3 years)	\$	\$	\$
Radiologicals	1 (every 5 years)	\$	\$	\$
UCMR3	1 (every 3 years)	\$	\$	\$
<b>TOTAL PROPOSED COST FOR NON-ANNUAL SAMPLE ANALYSIS</b>				<b>\$</b>

<b>ROUTINE SAMPLE ANALYSIS</b>				
<b>ANALYTICAL CATEGORY AND TESTS</b>	<b>EST. # OF SAMPLES ANNUALLY</b>	<b>STANDARD UNIT PRICE (\$ PER SAMPLE)</b>	<b>RUSH UNIT PRICE (\$ PER SAMPLE)</b>	<b>TOTAL COST (# of Samples x Standard Unit Price)</b>
Volatile Organics	52	\$	\$	\$
Benzene	52	\$	\$	\$
Semi-Volatile Organics	52	\$	\$	\$
Primary Inorganics	52	\$	\$	\$
Secondary Contaminants	52	\$	\$	\$
Trihalomethanes (TTHM)	60	\$	\$	\$
Haloacetic Acids (HAA5)	60	\$	\$	\$
Title 22 General Minerals	1	\$	\$	\$
Chemical Oxygen Demand (COD)	4	\$	\$	\$
Total Suspended Solids (TSS) 24-hour composite	4	\$	\$	\$
<b>**ROUTINE SAMPLE ANALYSIS TABLE CONTINUES ON NEXT PAGE**</b>				



**\*\*ROUTINE SAMPLE ANALYSIS TABLE CONTINUED FROM PREVIOUS PAGE\*\***

<b>ANALYTICAL CATEGORY AND TESTS</b>	<b>EST. # OF SAMPLES ANNUALLY</b>	<b>STANDARD UNIT PRICE (\$ PER SAMPLE)</b>	<b>RUSH UNIT PRICE (\$ PER SAMPLE)</b>	<b>TOTAL COST (# of Samples x Standard Unit Price)</b>
<b>Bacteriological</b>				
Coliform, E. Coli	388	\$	\$	\$
Total Coliform	388	\$	\$	\$
Heterotrophic Plate Count (HPC)	388	\$	\$	\$
<b>General Physical</b>				
Color, Visual	168	\$	\$	\$
Odor	116	\$	\$	\$
Turbidity	104	\$	\$	\$
<b>General Chemical</b>				
Nitrate	416	\$	\$	\$
Total Hardness (as CaCO3)	36	\$	\$	\$
Total Dissolved Solids (TDS)	36	\$	\$	\$
<b>Metals</b>				
Calcium	24	\$	\$	\$
Iron	76	\$	\$	\$
Magnesium	24	\$	\$	\$
Manganese	76	\$	\$	\$
<b>Baseline Phosphate</b>				
Orthophosphate	48	\$	\$	\$
Total Phosphate	48	\$	\$	\$
<b>TOTAL PROPOSED COST FOR ROUTINE SAMPLE ANALYSIS</b>				<b>\$</b>

The Contractor affirms that in the event they are selected as the successful Contractor, all work will be performed in the specified manner and under the terms and conditions specified at the prices listed above.

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBIT E  
PROFESSIONAL SERVICES AGREEMENT TEMPLATE  
(ATTACHED)**

**EXHIBIT D – Cost Proposal Form**

The proposal prices are to include the furnishing of all labor, materials, equipment, fees, taxes, incidentals, and overhead necessary to perform laboratory testing of water quality samples as specified in Exhibit A (Sampling Schedule) and adhere to all requirements in Exhibit B (Scope of Services) of this RFP.

Standard Unit Price will include analysis results within 7 days of sample pick-up. Rush Unit Price will include analysis results within 48 hours of sample pick-up. Estimated number of samples is subject to change.

<b>NON-ANNUAL SAMPLE ANALYSIS</b>				
<b>ANALYTICAL CATEGORY AND TESTS</b>	<b>EST. # OF SAMPLES</b>	<b>STANDARD UNIT PRICE (\$ PER SAMPLE)</b>	<b>RUSH UNIT PRICE (\$ PER SAMPLE)</b>	<b>TOTAL COST (# of Samples x Standard Unit Price)</b>
Lead and Copper	32 (every 3 years)	\$ 20.00	\$ 20.00	\$ 640.00
Radiologicals	1 (every 5 years)	\$ 315.00	\$ 315.00	\$ 315.00
UCMR3	1 (every 3 years)	\$ 690.00	\$ 690.00	\$ 690.00
<b>TOTAL PROPOSED COST FOR NON-ANNUAL SAMPLE ANALYSIS</b>				<b>\$ 1645.00</b>

<b>ROUTINE SAMPLE ANALYSIS</b>				
<b>ANALYTICAL CATEGORY AND TESTS</b>	<b>EST. # OF SAMPLES ANNUALLY</b>	<b>STANDARD UNIT PRICE (\$ PER SAMPLE)</b>	<b>RUSH UNIT PRICE (\$ PER SAMPLE)</b>	<b>TOTAL COST (# of Samples x Standard Unit Price)</b>
Volatile Organics	52	\$ 200.00	\$ 200.00	\$ 10400.00
Benzene	52	\$ 30.00	\$ 30.00	\$ 1560.00
Semi-Volatile Organics	52	\$ 380.00	\$ 380.00	\$ 19760.00
Primary Inorganics	52	\$ 125.00	\$ 125.00	\$ 6500.00
Secondary Contaminants	52	\$ 90.00	\$ 90.00	\$ 4680.00
Trihalomethanes (TTHM)	60	\$ 30.00	\$ 30.00	\$ 1800.00
Haloacetic Acids (HAA5)	60	\$ 70.00	\$ 70.00	\$ 4200.00
Title 22 General Minerals	1	\$ 90.00	\$ 90.00	\$ 90.00
Chemical Oxygen Demand (COD)	4	\$ 15.00	\$ 15.00	\$ 60.00
Total Suspended Solids (TSS) 24-hour composite	4	\$ 25.00	\$ 25.00	\$ 100.00
<b>**ROUTINE SAMPLE ANALYSIS TABLE CONTINUES ON NEXT PAGE**</b>				

**\*\*ROUTINE SAMPLE ANALYSIS TABLE CONTINUED FROM PREVIOUS PAGE\*\***

<b>ANALYTICAL CATEGORY AND TESTS</b>	<b>EST. # OF SAMPLES ANNUALLY</b>	<b>STANDARD UNIT PRICE (\$ PER SAMPLE)</b>	<b>RUSH UNIT PRICE (\$ PER SAMPLE)</b>	<b>TOTAL COST (# of Samples x Standard Unit Price)</b>
<b>Bacteriological</b>				
Coliform, E. Coli	388	\$ 15.00	\$ 15.00	\$ 5820.00
Total Coliform	388	\$ 15.00	\$ 15.00	\$ 5820.00
Heterotrophic Plate Count (HPC)	388	\$ 6.50	\$ 6.50	\$ 2522.00
<b>General Physical</b>				
Color, Visual	168	\$ 5.00	\$ 5.00	\$ 840.00
Odor	116	\$ 5.00	\$ 5.00	\$ 580.00
Turbidity	104	\$ 5.00	\$ 5.00	\$ 520.00
<b>General Chemical</b>				
Nitrate	416	\$ 15.00	\$ 15.00	\$ 6240.00
Total Hardness (as CaCO3)	36	\$ 10.00	\$ 10.00	\$ 360.00
Total Dissolved Solids (TDS)	36	\$ 10.00	\$ 10.00	\$ 360.00
<b>Metals</b>				
Calcium	24	\$ 20.00	\$ 20.00	\$ 480.00
Iron	76	\$ 10.00	\$ 10.00	\$ 760.00
Magnesium	24	\$ 10.00	\$ 10.00	\$ 240.00
Manganese	76	\$ 10.00	\$ 10.00	\$ 760.00
<b>Baseline Phosphate</b>				
Orthophosphate	48	\$ 15.00	\$ 15.00	\$ 720.00
Total Phosphate	48	\$ 20.00	\$ 20.00	\$ 960.00
<b>TOTAL PROPOSED COST FOR ROUTINE SAMPLE ANALYSIS</b>				<b>\$ 76132.00</b>

The Contractor affirms that in the event they are selected as the successful Contractor, all work will be performed in the specified manner and under the terms and conditions specified at the prices listed above.

Contractor's Signature:  Date: 10/18/2022



## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 7e**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Gary Sugano, Assistant City Manager

**MEETING DATE:** November 1, 2022

**SUBJECT:** Amendment No. 1 to Agreement with Michael Baker International to Assist with a Public Housing RAD Repositioning for Lomita Manor

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### **RECOMMENDATION**

Approve Amendment No. 1 to Agreement Michael Baker International to Assist with a Public Housing RAD Repositioning for Lomita Manor in an amount not to exceed \$17,260.

### **BACKGROUND**

On September 6, 2022, the City approved a RAD Consulting agreement with HumanGood/Beacon/Recap Advisors. The first phase of this process will involve a feasibility study (approximately 6-9 months to prepare) to determine if the RAD Repositioning at Lomita Manor is can feasibly move forward from a financial standpoint.

On September 2, 2021, the City Manager approved an agreement with Michael Baker International to assist the City with the preparation of a RFP for a Possible RAD Repositioning in an amount not-to-exceed \$10,000.

The purpose of this agreement is to utilize the expertise of a housing consultant (with prior public housing experience) to assist the City/Housing Authority to provide on-going guidance and peer review related documents including the feasibility study.

### **OPTIONS:**

1. Provide staff alternative direction.

### **FISCAL IMPACT**

The additional cost would be \$17,260. This would be funded by the Housing reserve fund.

**ATTACHMENTS**

1. Agreement with Michael Baker International

Prepared by:

*Gary Sugano*

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Gary Y. Sugano  
Assistant City Manager

Approved by:

*Ryan Smoot*

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Ryan Smoot  
City Manager

**FIRST AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF LOMITA AND MICHAEL BAKER INTERNATIONAL FOR RAD REPOSITIONING CONSULTANT SERVICES AT LOMITA MANOR**

**Recitals.**

1. This FIRST Amendment to the Contract for Professional Services Between the City of Lomita (“CITY”) and Michael Baker International (“Consultant”) for RAD Repositioning Consulting Services at Lomita Manor (“First Amendment”) is made and entered into this 1<sup>st</sup> day of November 2022.
2. The CITY and Consultant, entered into an agreement for professional services for the above referenced services dated September 2, 2021 (the “Agreement”).
3. The CITY and Consultant now seek to enter into a First Amendment to the Agreement which amends Sections 1 and 7 and the Scope of Work of the Agreement.

**NOW, THEREFORE**, in consideration of the promises and mutual covenants contained therein, CITY and Consultant hereby agree as follows:

1. **Consideration and Compensation.** Section 1c shall be amended to read: As additional consideration, CITY agrees to pay CONSULTANT an amount not to exceed \$27,260, for CONSULTANT’s services, unless otherwise specified by written amendment to this Agreement.

2. **Term of Agreement.** Section 7 of the Agreement is amended to read in its entirety as follows: The term of this Agreement shall expire on September 6, 2026, unless terminated by the parties as set forth in Section 12.

3. **Acceptance of Facsimile or Electronic Signatures.** The Parties agree that this First Amendment to the Agreement will be considered signed when the signature of a party is delivered by facsimile transmission, scanned, and delivered via electronic mail, or delivered using digital signature technology approved by the CITY. Such facsimile or electronic signatures will be treated in all respects as having the same effect as an original signature.

4. **No other changes.** All terms, conditions, obligations, and other provisions of the Agreement and First Amendment, including all Exhibits thereto, not affected by this First Amendment shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have executed this First Amendment on the day and year hereinabove written.

MICHAEL BAKER  
INTERNATIONAL, INC.

CITY OF LOMITA

By: \_\_\_\_\_  
William W. Hoose  
Associate Vice President

By: \_\_\_\_\_  
Ryan Smoot  
City Manager

ATTEST:

\_\_\_\_\_  
Kathleen Horn Gregory, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Trevor Rusin, City Attorney



## **Scope of Work**

### **Bi-weekly team meetings with HumanGood/Beacon/Recap**

Provide HA general guidance on: LHAs short-term and long-term goals as an agency; LHAs organizational structure pre- and post-conversion; LHAs internal capacity for a conversion; Post-Conversion Management; Ownership structures post-conversion; LHAs short-term and long-term goals for its residents; Existing Resident/waitlist demographics and needs; Occupancy Preferences; Supportive Services; Resident Rights; Physical needs of the property; Known environmental issues; Financial performance, current and historical; The differences between PBRA and PBV (pros and cons); Political and community support for conversion; Concerns and potential barriers to conversion.

### **Resident and Board Education**

Attendance at a total of 4 resident/board education sessions of 1 hour each. These would be conducted virtually.

### **Information Collection and Review**

Review and provide guidance re: data collection request from HumanGood/Beacon/Recap

- Confirmation of Unit Mix in PIC;
- Audited financial statements and current operating budgets;
- LHA Reserve Balances;
- RHF or DDTF funds available if applicable;
- Utility Allowance information;
- HUD Forms 52722 and 52723;
- Payroll Information;
- Real Estate Tax Information;
- Property Insurance Documentation;
- Capital Needs of the property and past repairs/upgrades;
- Rent Reasonableness

Review and guidance re: the eligibility, underwriting requirements, funding limits, threshold requirements, terms, application timing, and selection criteria for the various programs.

Review of underwriting model prepared by Recap which projects net operating income by using the following: historical rent rolls, current RAD and Fair Market Rents, historical operating expenses and a projection of operating expenses that assumes certain improvements will help streamline costs.

To determine supportable debt, the model then feeds in current borrowing rates and terms collected from lenders. In addition to debt, the model forecasts equity that each project could secure through the Low- Income Housing Tax Credit Program. Each model contains a development budget created from assumptions drawn from comparable deals as well as an itemized budget for eligible basis. With a pricing estimate based on the Team's up-to-date knowledge of current market trends, the model generates an expected value for equity.

### **Presentation of Initial Feasibility Findings**

Review of preliminary modeling and initial feasibility findings by Recap/HumanGood/Beacon. This would cover the following topics: Potential conversion options for Lomita Manor; Financial feasibility of each conversion option; The pros and cons of each conversion option; Timelines and next steps.

Review of final written report which should include an executive summary. Attendance at Board meeting (virtually) of final presentation.

<b>Staff</b>	<b>Rate</b>	<b>No. Of Hours</b>	<b>Total</b>
Lisa A. Baker	\$180	55	\$9,900
Derek Wong	\$200	8	\$1,600
Dino Serafini	\$185	24	\$4,440
Damien Delany	\$165	8	\$1,320
<b>Total</b>		<b>\$17,260</b>	



## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 7f**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Gary Y. Sugano, Assistant City Manager

**MEETING DATE:** November 1, 2022

**SUBJECT:** Job Classifications for Represented Positions

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### **RECOMMENDATION**

Approve the attached job classifications for represented positions.

### **BACKGROUND**

On June 7, 2022, the City Council received and filed the Final Classification and Compensation Studies prepared by Koff and Associates.

On June 21, 2022, the City Council approved job classifications for non-represented and part-time positions.

On September 6, 2022, the City Council approved MOUs with the non-represented employee groups consistent with the Classification and Compensation Studies. The final action relative to the Classification and Compensation Study process is the approval of job classifications for the represented positions.

#### **Job Classifications**

The purpose of the classification study was to assist the City in developing an up-to-date and current classification plan and descriptions which accurately reflect the goals of the City, current assignments, programs, responsibilities, and technologies used in the completion of duties, and appropriately recognizes the level and scope of work performed to ensure each classification is allocated to appropriate classification levels and classification titles within the overarching classification structure – i.e. ensure appropriate internal alignment among the City's personnel.

Koff and the City's teams accomplished this by obtaining detailed information regarding each position through a variety of techniques, including written Position Description

Questionnaires (PDQs) and interviews with each employee directly, with supervisors, and with management teams.

Once completed, the draft classifications were aligned with recommended title changes, reclassifications, and other adjustments, and reviewed by the City's management teams and with each individual employee.

In addition, the Lomita City Employees Association (LCEA) were given an opportunity to review. Final Classification Specifications for Represented positions are attached for your approval.

**OPTIONS:**

- 1) Approve staff's recommendation.
- 2) Give staff alternative direction.

**FISCAL IMPACT**

None.

**ATTACHMENTS**

- 1) Job Classifications for Represented Positions

Prepared by:



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Gary Y. Sugano  
Assistant City Manager

Approved by:



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Ryan Smoot  
City Manager

## **ACCOUNTING ASSISTANT**

### **DEFINITION**

Under general supervision, performs accounting support and administrative work in the preparation, maintenance, and processing of accounting records and financial transactions, including accounts payable, utility billing, customer service, cash handling, business licensing, and accounts receivable; maintains manual and computerized accounting and financial records; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey level classification is responsible for independently performing clerical duties in support of routine accounting and financial transactions. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Performs a variety of clerical accounting duties in support of accounts payable, cash handling, business licensing, utility billing, accounts receivable, and other accounting functions; receives, processes, verifies, deposits, and posts incoming payments to appropriate accounts; ensures accurate and timely receipt of owed monies; tracks, reviews, and follows up on processed billings.
- Performs customer service tasks; accepts and processes payments at the front counter, over the phone, and by mail, in cash, by check, or by credit card; makes change and maintains cash drawer as appropriate; processes automatic customer account debits through electronic bank transfers; balances and reconciles payments and posts transactions in the accounting system daily.
- Maintains the business license database; researches new businesses and notifies them of licensing requirements; mails application materials; processes closing accounts; reviews and reconciles payment ledger against database of notices; performs research regarding business and property information.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems specific to the department to which assigned.
- Maintains accurate billing information through data entry, calculations, and verifications.
- Assists vendors, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues regarding specific transactions.
- Assists with research related to accounts payable and budget transactions and collaborates with staff to prepare correcting entries; resolves errors and discrepancies and changes in the status of open and past due invoices.

- Electronically files checks with supporting documents; processes and prints check payments, including stop payments and returned check items; reviews printed checks to confirm payment amount and payee information; distributes checks.
- Maintains various records, including annual files, accounting records, requisition and purchase order information, budgeting transactions, and vendor information; maintains vendor master files for accounts payable and tax reporting purposes; monitors department expenditures against budget accounts to ensure up-to-date information on fund balances.
- Performs data entry and verification of invoices, budget transactions, annual budget, daily cash receipt packet, journal vouchers, purchase orders, and credit card statements.
- Sends out late and final notices and collection notices; performs necessary collections and delinquency processing.
- Assists in the preparation of periodic reports for internal use and external reporting related to accounts payable transactions, credit card charges, and budget transactions.
- Coordinates records destruction; handles transfer of records to storage with City staff.
- Assists with balancing and reconciling City credit card statements; processes receipts and reconciles to credit card statements.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Practices, procedures, and techniques used in the processing of accounts payable and receivable, and related incoming payments.
- Data control procedures and data entry operations.
- Terminology and practices of financial and account document processing including accounts receivable, accounts payable, utility billing, and business licensing.
- Methods and techniques of preparing and maintaining records of financial transactions.
- Methods and techniques of researching and resolving processing transactional discrepancies.
- City policies and procedures with respect to receiving and/or processing monetary transactions.
- Business arithmetic and basic financial techniques.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Perform detailed account and financial office support work accurately and in a timely manner.
- Review financial documents for completeness and accuracy.
- Make accurate arithmetic, financial, and statistical computations.
- Understand and follow oral and written instructions.
- Understand, interpret, apply, and explain City financial transaction standards, policies, and procedures.

- Compose correspondence and reports independently or from brief instructions.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Possession of a high school diploma or G.E.D. required.

Experience:

- One (1) year of experience in clerical accounting, financial, or statistical recordkeeping.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## ACCOUNTING TECHNICIAN

### **DEFINITION**

Under general supervision, performs a variety of complex, difficult, and professional accounting work of a technical nature; operates computerized accounting systems involving a broad range of recordkeeping functions; organizes, codes, tracks, and processes fiscal transactions; reconciles credit card statements; prepares invoices for payment; monitors budget accounts; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey level classification is responsible for independently performing technical duties in support of accounts payable, accounts receivable, and other technical and administrative accounting functions. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Prepares original and adjusting journal entries for expenditures, budgets, and revenue reporting; reconciles subsidiary ledgers to the general ledger and prepares various accounting transaction reports; assists in budget preparation and incorporates changes; communicates with various departments as required to prepare account reconciliations and monthly journal entries.
- Prepares various schedules and reports for the annual audit and financial report.
- Performs accounts payable and/or accounts receivable processing of invoices and auditing of batches; prints and distributes checks; corresponds with vendors and responds to vendor inquiries; researches and resolves invoice discrepancies and issues; monitors accounts to ensure they are up to date.
- Maintains a variety of ledgers, registers, and journals according to established accounting policies and procedures; reconciles transactions and data as directed; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Issues and receives purchase orders; enters requisitions into the financial system.
- Prepares capital and fixed asset transactions including additions, depreciation, and disposals; allocates tag numbers to City fixed assets; records newly acquired as well as discarded fixed assets into the financial system.
- Files annual sales tax return documents; issues annual 1099 forms to City vendors.
- Enters and retrieves financial information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related business software systems in the City.
- Administers outstanding debts and conducts collections activities.



- Reviews and bills for burglar alarms for residents and businesses.
- Responds to difficult customer service situations; interprets a wide variety of complex policies, procedures, regulations, contracts, and agreements to determine their applicable provisions and clauses for assistance with difficult problems and circumstances; balances cash drawer and prints daily reports.
- Assists with training of staff and new personnel, as assigned; answers questions and concerns, provides instruction to and checks work of new hires; provides suggestions and guidance.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Terminology and practices of financial and account document processing and recordkeeping, including accounts payable and accounts receivable.
- Business arithmetic and basic financial and statistical techniques.
- General accounting methods and internal control procedures.
- Principles and practices of auditing financial documents.
- Principles and practices of posting financial transactions to the general ledger.
- Methods and techniques of reconciling and balancing financial documents.
- Recordkeeping principles and procedures.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Perform technical accounting duties in support of general accounting programs.
- Verify, interpret, analyze, and reconcile financial data and accounting information; ensure proper authorization and documentation for disbursements.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:**

- Equivalent to an associate degree with major coursework in accounting or a related field.

**Experience:**

- Three (3) years of increasingly responsible experience in the preparation, maintenance, and processing of account records including accounts payable, accounts receivable, or related experience.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **ADMINISTRATIVE ANALYST**

### **DEFINITION**

Under direction, provides professional administrative support duties to assigned departmental projects and programs; conducts research and analysis; prepares a variety of reports and documents in support of departmental goals; participates in the preparation of operating budgets; develops, summarizes, and maintains administrative and fiscal records; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey level classification is responsible for independently performing professional administrative support duties in support of departmental operations. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Assists management and professional staff in performing and conducting studies, special projects, and administrative activities; performs data collection, research, and analysis on administrative, fiscal, personnel, and operational problems or issues; analyzes alternatives and makes recommendations; works with department staff to develop and improve operational and administrative practices; prepares technical reports to interpret data; performs other technical work related to the department to which assigned.
- Independently prepares memoranda, letters, summaries, lists, reports, and other forms of correspondence; responds to written correspondence.
- Performs technical administrative assistance and support duties for an assigned department; participates in various technical processes, procedures, and programs; provides information and assistance to the public on processes, procedures, and programs.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, ordering and coordinating supply orders, preparing and monitoring contracts and agreements, arranging for equipment purchases and maintenance, attending meetings, and serving on various task forces and committees.
- Answers calls and incoming email; responds to complaints and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public; creates service requests and work orders.
- Drafts regulatory reports for local, state, and federal regulations; researches compliance requirements; drafts reports and coordinates final approval and submittal.

- Prepares program applications to secure federal, state, and local funding commitments; assists in the reporting of alternate funding sources and ensures compliance with federal, state, local, funding agency, and City accounting and reporting requirements.
- Collaborates with other departments to perform a variety of technical support and administrative duties in the preparation, processing, maintenance, reconciliation, tracking, storage/archiving, and reporting of department grants and loans; prepares and submits required documentation in a timely manner to ensure reimbursement of grant-funded activities and costs.
- Prepares and reviews purchase orders and purchase requisitions; closes unnecessary encumbrances; confirms contract amendments; conducts internal auditing processes; ensures contracts, agreements, and change order supporting documents are accurate; performs specialized projects.
- Creates, organizes, maintains, and updates departmental records, databases, and filing systems; collects, organizes, reviews, and purges department records in accordance with the City's records retention policy; enters and updates information with departmental activity, inventory files, and report summaries; prepares documents for imaging; responds to requests for records.
- Coordinates and integrates department services and activities with other City departments and outside agencies.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of municipal management and government.
- General principles and practices of municipal government budget preparation and administration.
- Grant funding sources and grant writing techniques.
- Sources of information related to a broad range of municipal programs, services, and administration.
- Principles and practices of leadership.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of contract negotiation, preparation, and evaluation.
- Sound financial management policies and procedures.
- Methods and techniques of research, statistical analysis, report preparation, and presentation.
- Principles and procedures of record keeping, document processing, and filing systems.
- Mathematical principles and statistical techniques.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Assist in the development of goals, objectives, policies, procedures, and work standards for the department or division.
- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities.

- Plan and conduct effective management, administrative, and operational studies.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Understand, interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Develop and administer assigned budgets and accurately track and process receipts of revenues and payments of expenditures.
- Use mathematical functions and principles and perform complex calculations accurately.
- Maintain and update accurate records and files.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to a bachelor’s degree from an accredited college or university with major coursework in business administration, public administration, or a related field.

Experience:

- One (1) year of professional municipal administration experience.

**Licenses and Certifications:**

- None

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

## **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **ADMINISTRATIVE ASSISTANT**

### **DEFINITION**

Under direction, performs a variety of specialized work in support of an assigned department; performs high level administrative and clerical support work supporting day-to-day activities including the preparation of meeting agendas, minutes, public hearing notices; provides administrative support to the City Council and/or other City committees; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey level classification in the Office Assistant series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Answers and replies to incoming telephone calls, voice mail messages, and e-mails; provides information and answers questions; addresses issues and concerns from members of the public, vendors, and City staff; refers issues to the appropriate staff or department; receives, processes, and tracks complaints via phone, at the public counter, or electronically; greets visitors at City facilities; schedules appointments for customers to meet with staff; distributes literature pertaining to City services and events.
- Operates a variety of office equipment including a calculator, personal computer, facsimile, copier, and postage meter.
- Composes, types, formats, and proofreads a variety of documents and correspondence including presentations, staff reports, letters, emails, memoranda, certificates, invitations, budget reports, spreadsheets, community outreach materials, flyers, postcards, directories, and commendations; checks drafts for punctuation, spelling, and grammar, and suggests corrections; compiles a variety of informational materials.
- Creates, organizes, archives, scans, copies, maintains, and retrieves records, documents, reports, and files; maintains and/or establishes filing systems; audits files for compliance with federal, state, and local laws and records retention schedules.
- Collects, timestamps, opens, and distributes incoming mail, packages, email communications, incoming faxes, correspondence, reports, and requests for service and complaints, and distributes to appropriate staff; posts mail, adds postage to postage machine, and ensures the machine is clean and maintained in good working order; orders office supplies.

- Initiates specified correspondence independently for signature by appropriate management, supervisory, or professional staff.
- Serves on project teams; attends conferences, meetings, and seminars; schedules and arranges meetings.
- Initiates purchase orders and maintains related records; maintains petty cash account, as directed.
- Assists in organizing and managing the City's record management program.
- Mails public hearing notices, letters, resolutions, and agreements to various committees and commissions.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

When assigned to the City Clerk Division:

- Assists with City Council agenda packet preparation, assembly, posting, distribution, and maintenance; assists in preparing council chamber for meetings; follows up on Council actions to ensure timely preparation; indexes and files agreements, resolutions, ordinances, and vital records; processes adopted resolutions, ordinances, and agreements for signature; files and scans into Laserfiche; maintains the board and commission lists.
- Assists in the preparation and execution of municipal elections, including registering voters.
- Assists with advertising formal bids; assists with receiving, opening, and recording the receipt of bids.
- Assists in the publishing of legal notices; assists with distributing campaign disclosure forms and statement of economic interest forms.
- Processes contracts and agreements for numbering, signatures, and logging; files and scans into Laserfiche.
- Assists in the preparation of proclamations, various certificates, and awards; monitors and coordinates the execution of documents by City officials; distributes fully executed documents to corresponding City divisions.
- Assists with the Dial-a-Ride program; performs sign-ups, issues Dial-a-ride cards, adds funds to cards, and corresponds with vendors and participants regarding program rules and guidelines.
- Provides back-up for parking citation inquires and/or other services as required.

When assigned to the Recreation Division:

- Produces the Parks and Recreation Commission agenda packet, including preparation, assembly, posting, distribution, and maintenance; assists in preparing council chamber for meetings; follows up on Commission actions; attends Parks and Recreation Commission meetings acting as Secretary; takes official minutes and documents communication with Commissioners.
- Assists in the field support to part-time staff with trainings, delivering customer service, and addressing contractor instructor questions and issues; supervises part-time staff on evenings and weekends during youth sports activities and facility rentals.
- Assists with, organizes, and executes recreation special events.
- Manages the facility rental calendar at facilities throughout City parks.
- Creates and completes payments for invoices that circulate through the Recreation and Facilities department.



## **QUALIFICATIONS**

### **Knowledge of:**

- City-wide and department-specific policies, processes, and procedures.
- Municipal codes, code compliance, and notification procedures for code violations.
- Procedures for preparing, tracking, and processing invoices, purchase orders, change orders, purchase requisitions, and billings.
- Basic principles and practices of public meetings conducted by elected and appointed government bodies.
- Principles and practices of documenting and preparing specialized documents for commissions and committees including, but not limited to, agendas, minutes, and resolutions.
- General office business and administrative practices.
- Principles and practices of data collection and report generation.
- Payroll and finance software used by the City.
- Budget monitoring and tracking techniques.
- Business arithmetic.
- Basic principles of scanning, filing, maintaining, archiving, and retrieving records.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Perform a diverse range of specialized administrative tasks in support of assigned department.
- Demonstrate responsibility when handling sensitive matters or confidential documents.
- Review and process invoices from vendors for payment; monitor expenditures.
- Prepare and type a variety of documents and forms such as correspondence, agendas, and reports.
- Handle and resolve requests or complaints in a professional manner.
- Organize and prepare supplies and materials for programs and activities.
- Understand and respond to requests for assistance from the public and City staff, both on the telephone and in person; take detailed messages.
- Implement new or revised departmental programs as directed.
- Receive, open, review, sort, date stamp, and distribute mail.
- Follow written and verbal instructions.
- Be very detail oriented; make accurate arithmetic calculations.
- File and maintain automated and hardcopy records with accuracy.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Possession of a high school diploma or G.E.D. required.

Experience:

- Three (3) years of increasingly responsible general office clerical and administrative experience including two (2) years in a municipal setting with substantial public contact.

**Licenses and Certifications:**

- Possession of a California Driver’s License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

When assigned to the Recreation Division, employees may occasionally work in an outdoor environment and are exposed to outside weather conditions that are mild; however, exposure to inclement weather conditions may occur occasionally. The noise level in the work environment is usually moderate; however, the incumbent may be exposed to high noise levels at sporting events and other special events.

**WORKING CONDITIONS**

May be required to work occasional evenings and weekends for Council or Committee meetings and/or special events.

## **ASSISTANT PLANNER**

### **DEFINITION**

Under general supervision, provides professional planning services to City staff, developers, contractors, and the general public; administers planning and zoning regulations; provides zoning and land use regulation information to the general public; reviews plans and applications for compliance with the City's municipal codes and General Plan; assists the public at the front counter; completes technical assessments and prepares written project analyses; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is the entry-level classification in the Planner series. Initially under close supervision, incumbents learn and perform routine professional and technical planning work in support of current and advance planning. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Associate Planner level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Provides zoning and planning information to the public at the public counter, by telephone, email, and via other written correspondence; prepares a variety of written reports, memoranda, and correspondence.
- Accepts and reviews zoning and subdivision application materials; reviews architectural and construction drawings to determine compliance; completes initial studies pursuant to the California Environmental Quality Act and to ensure compliance with other state laws, the Subdivision Map Act, General Plan, Specific Plan, and municipal codes.
- Receives permit applications; determines applicable fees and records payments; processes zoning clearance and home occupation applications; assists with routine daily tasks including plan checks, business license reviews, temporary banner permits, sign plans, and special event permits; collaborates with code enforcement team to resolve municipal code violations.
- Reviews development proposals for compliance with municipal code and state laws; reviews architectural plans for residential projects as well as commercial projects including tenant improvements.
- Conducts site inspections and final inspections for various development projects to ensure compliance with conditions of approval and mitigation measures.

- Schedules, coordinates, and participates in project meetings for planning entitlement projects with applicants, developers, and property owners for project updates; meets and discusses projects with other department/divisions; schedules and coordinates community group and other meetings, as required.
- Researches and drafts zoning and subdivision ordinance amendments; reviews new state and federal laws for local implementation; prepares staff reports for the Planning Commission and City Council relative to zoning and subdivision applications and ordinances; makes oral presentations at Planning Commission and City Council meetings.
- Identifies appropriate internal and external agencies which require reviews; coordinates comments between internal and external agencies; performs CEQA analysis; analyzes projects against minimum requirements outlined by the General Plan and Municipal Code.
- Calculates parking analyses for multi-tenant commercial properties; reviews traffic studies, parking studies, and other technical reports; prepares simple traffic and parking studies.
- Creates organizational systems to track current and past projects.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, theories, terminology, and trends of municipal, urban, land use, and regional planning, zoning, and environmental review.
- Comprehensive plans and current and advance planning and development processes
- The City's General Plan.
- Researching and reporting methods, techniques, and procedures.
- Recent developments, current literature, and sources of information related to planning, zoning, and environmental review.
- Interaction between other City department services, operations, and programs and the City's planning functions.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of advanced mathematics and their application to planning work.
- Principles and procedures of recordkeeping.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility including the California Environmental Quality Act (CEQA), California housing, and other applicable laws
- Architectural and landscape design; site planning and architectural design principles.
- Basic building code requirements
- Geographic Information Systems (GIS) and related applications.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Interpret planning and zoning codes, laws, and programs for the general public.
- Identify and respond to issues and concerns of the public, City Council, and other boards and commissions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Read and interpret plans, tract maps, parcel maps, and other related specifications.
- Conduct research and prepare clear and effective reports, correspondence, and other written material.
- Read, analyze, and interpret technical procedures and government regulations.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Make accurate arithmetic, statistical, and planning computations.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Learn City policies and procedures affecting departmental operations and utilize new skills and information to improve job performance and efficiency.
- Establish and maintain accurate databases, records, and files.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:**

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in urban planning, public administration, environmental sciences, or a related field.

**Experience:**

- One (1) year of professional planning experience in either the public or private sector.

**Licenses and Certifications:**

- Possession of a valid California Driver License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend,

stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **ASSOCIATE ENGINEER**

### **DEFINITION**

Under direction, performs professional field and office engineering work related to the planning, design, construction, and maintenance of the City's capital improvement projects, land development, and public works infrastructure programs and projects; supports engineering infrastructure projects which include, but are not limited to, water, stormwater, facilities, parks, and street improvements; confers with developers, contractors, and representatives of other agencies on assigned projects; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is the fully qualified journey-level classification in the professional Engineer series. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Civil Engineer in that the latter performs the more complex work assigned to the series and provides supervision over lower-level staff.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Performs responsible engineering, administrative engineering, and project management work in Public Works and related functions.
- Prepares plans and specifications for the design, construction, and maintenance/operation of a variety of public works projects including, but not limited to streets, water and storm water systems, parks, and facilities; ensures conformance to federal, state, and local legal requirements and professional engineering design practices.
- Prepares and/or participates in the preparation and review of preliminary and final engineering plans, cost estimates, cost analysis studies, specifications, and schedules for public works projects.
- Plans, coordinates, and supervises the environmental review, plan checking, and conditional approval of tentative maps and related street improvement plans for various private development projects.
- Reviews subdivision and improvement plans, parcel maps, road and grading plans, and related maps and specifications for accuracy and conformance to established engineering practices and mandated regulations.
- Reviews and provides comments for development projects within the City, ensuring they comply with mandated standards; coordinates with public works and building staff to convey these comments to the applicant.

- Provides information to the public and resolves questions and complaints regarding the interpretation and application of civil, traffic, or land development engineering specifications, codes, rules, and regulations.
- Creates applications and develops procedures for new permits or improvement of existing permits; reviews, approves, and issues permits.
- Researches project design requirements and performs related calculations; prepares time and material cost estimates; assists in the preparation of department annual budget estimates.
- Performs field investigations to confirm existing site conditions for proposed project submittals; checks location of water and sewer services, existing private utilities, street and sidewalk conditions, and any potential constraints which may be of concern for the project; uses City vehicle to travel to job sites.
- Serves as project manager on assigned engineering and construction projects; analyzes and resolves design and engineering issues; settles disputes and issues with inspectors, engineers, and contractors; issues task orders; reviews and negotiates change orders for management approval.
- Coordinates public works construction improvements with utility companies and other agencies including relocation, removal, and/or installation of utility improvements.
- Meets with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding City capital project requirements.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of civil engineering as applied to public works methods, materials, and techniques used in the construction of complex public works projects including water, stormwater, street, and traffic systems design.
- Civil engineering principles, techniques, policies, and procedures.
- Principles and practices of traffic and transportation engineering and planning.
- Land development principles and associated documentation such as property legal descriptions.
- City procedures for steering land improvement or development project works from inception to approval.
- General design, layout, and construction practices for public improvements such as streets, storm drains, grading, and landscaping.
- Construction management principles and practices.
- Principles and practices of capital improvement program budgeting, cost estimation, funding, and contract administration.
- Principles and practices of project management.
- Applicable federal, state, and local laws, regulatory codes, and procedures relevant to assigned area of responsibility.
- Principles and practices of environmental impact assessment and related regulatory processes for assigned projects.
- Contract management practices in a public agency setting.
- Principles and practices of construction management.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.



- Principles of advanced mathematics and their application to engineering work.
- Project documentation development techniques including drafting, mapping, drawings, and specifications.
- Recent and on-going developments, current literature, and sources of information related to the engineering, development, and construction fields.
- Recordkeeping principles and procedures.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Perform a variety of professional engineering duties in support of the City's capital improvement and land development projects.
- Prepare complex engineering computations and check, design, and oversee the preparation of various engineering plans and reports.
- Utilize advanced engineering techniques to evaluate complex project design or construction issues.
- Prepare accurate estimates of costs, schedules, materials, and personnel resources required for assigned projects.
- Gather, analyze, and interpret a variety of complex technical data.
- Plan and coordinate environmental review, plan checking, and conditional approval of tentative maps and related street improvement plans for various private development projects.
- Prepare specifications, reports, correspondence, plans, plats, petitions, diagrams, profiles, and cross sections, and material and cost estimates.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Serve as project manager on engineering and construction projects.
- Oversee and coordinate the work of contracted service providers.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field.

Experience:

- Three (3) years of increasingly responsible professional civil engineering program experience.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **ASSOCIATE PLANNER**

### **DEFINITION**

Under direction, provides professional planning services to City staff, developers, contractors, and the general public; performs professional, technical, statistical, and analytical duties involving land use or other planning studies for a variety of public or private development projects; reviews development and land use applications, as well as zoning and site plans; assists the public at the front counter; completes technical assessments and prepares written project analyses; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey level classification is responsible for independently performing professional duties in support of the City's zoning and planning functions. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Provides information and assistance at the public counter, over the telephone, and via e-mail to the public, developers, property owners, contractors, other departments, and outside agencies regarding laws, policies, regulations, standards, and procedures with respect to the submission of plans, processing of applications, and implementation requirements.
- Reviews routine to complex proposals, plans, and applications for subdivision, housing, commercial and industrial developments, variances, conditional use permits, business licenses, and zone text amendments; determines compliance with appropriate codes, ordinances, standards, laws, rules, regulations, and policies.
- Recommends approval and issues permits or identifies problems and assesses alternatives; ensures submitted plans and proposals comply with zoning ordinances and the General Plan.
- Manages entitlement projects for commercial and residential properties, California Environmental Quality Act (CEQA) and/or National Environmental Policy Act (NEPA) environmental studies, and documents for projects; ensures applicants understand the planning process; meets multiple deadlines to ensure projects are completed in a timely fashion.
- Reviews prospective business uses for compliance with the zoning code and issues zoning clearances.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets social, economic, population, and land use data and trends; assists in reviewing environmental impact reports; develops recommendations and prepares written reports on various planning matters; participates in the implementation and administration of the City's General Plan and development regulations.

- Schedules, coordinates, and participates in project meetings for planning entitlement projects with applicants, developers, and property owners for project updates; meets and discusses projects with other department/divisions; schedules and coordinates other meetings, as required.
- Coordinates the preparation of meeting agendas for various commissions, boards, and community groups; reviews draft materials and prepares comments; organizes conferences and work sessions and ensures timely notification of appropriate parties.
- Assigns and routes plan checks as well as grading plan review; checks plans for conformity and maintains logs of plan checks processed by the department; reviews landscape plans for compliance with local and state water conservation regulations.
- Develops and maintains a statistical reporting system; compiles, analyzes, and interprets data to define environmental conditions, social, economic, and housing trends, community needs, and zoning challenges.
- Prepares and presents staff reports for the City Council, Planning Commission, and various other committees and advisory boards, as directed; conducts briefings and meetings for elected and appointed bodies; prepares and updates maps, graphs, charts, and other visual aids to illustrate planning studies.
- Coordinates, reviews, and administers contracts for planning and environmental consulting services.
- Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of urban planning.
- Provides technical direction and training to consultants and other planning and technical staff, as needed.
- Creates and updates planning entitlement applications and planning related handouts on the City's online portal.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern principles and practices of technical and legal issues of urban and regional planning, zoning, urban economics, demographics, the California Environmental Quality Act (CEQA), and environmental planning and program management.
- Principles, practices, theories, and trends of municipal, land use, and regional planning, zoning, and environmental review.
- Geographic, socio-economic, transportation, political, and other elements related to urban planning.
- Comprehensive plans and current planning and development processes.
- Site planning and architectural design principles.
- General concepts of architecture, landscaping, grading, drainage, and traffic and transportation engineering as they relate to the process of urban planning.
- Operational characteristics, services, and activities of a comprehensive environmental planning program.
- Project management and contract administration principles and techniques.
- Researching and reporting methods, techniques, and procedures.
- Recent developments, current literature, and sources of information related to planning, zoning, and environmental review.

- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of advanced mathematics and their application to planning work.
- Principles and procedures of recordkeeping.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Interpret planning and zoning programs for the general public; identify and respond to issues and concerns of the public, City Council, and other boards and commissions.
- Assess, monitor, and report environmental impact on various City programs and services.
- Analyze site design, terrain constraints, land use compatibility, utilities, and other urban services.
- Research planning and zoning issues, evaluate alternatives, make sound recommendations, and prepare and present effective staff and technical reports.
- Read and interpret plans and specifications and make effective site visits.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic, statistical, and planning computations.
- Coordinate assigned activities with other City departments and agencies, as required.
- Direct the work of contract consultants.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Establish and maintain accurate databases, records, and files.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in urban planning, architecture, environmental design, public administration, or a related field.

Experience:

- Three (3) years of increasingly responsible professional planning experience.

**Licenses and Certifications:**

- Possession of a valid California Driver License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **CODE ENFORCEMENT OFFICER II**

### **DEFINITION**

Under general supervision, performs a variety of routine to complex technical and public contact duties related to the enforcement of municipal planning, zoning, and land use codes and regulations, and property maintenance; investigates citizen complaints of public nuisances and quality of life and health and safety issues; seeks voluntary compliance or issues citations; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey level classification is responsible for independently performing the full range of duties involving enforcement of municipal code regulations in support of the City. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Receives, records, and investigates complaints from the public and staff regarding alleged violations of building and zoning ordinances, municipal codes, land use and development standards, nuisance ordinances, business license regulations, and health and safety regulations; determines the validity of complaints and recommends appropriate action.
- Conducts field inspections of properties and businesses to determine compliance with applicable building, zoning, nuisance, land use, and license regulations and requirements; documents code violations by securing photographs and other pertinent data; conducts follow-up investigations to ensure compliance with applicable codes and ordinances.
- Conducts research, interviews appropriate individuals concerning complaints and to validate violations, and obtains information to write case investigation reports.
- Prepares and issues notices of violation and citations to property owners; assists in the preparation of detailed inspection reports, inspection warrants, and staff reports; prepares a variety of written reports, memoranda, and correspondence; submits statistical data for monthly reports and other correspondence.
- Researches ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.
- Initiates contact with residents, business owners, and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards.
- Coordinates and conducts follow-up abatement procedures including preparation of additional correspondence, site visits, and communication with property owners and attorneys.
- Confers and coordinates code enforcement activities and inspections with other departments and agencies.

- Conducts final inspections for various development projects to ensure compliance with conditions of approval and mitigation measures.
- Maintains files, databases, and records related to citations and violations.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, methods, and techniques of code violation investigation and compliance including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare documents used in the legal process.
- Practices for documenting inspections, correcting violations, and carrying through on enforcement options.
- Legal descriptions and boundary maps of real property and legal terminology as used in code compliance.
- Research and reporting methods, techniques, and procedures.
- Applicable federal, state, and local laws, rules, regulations, code, ordinances, and organizational policies and procedures including those related to zoning, land use, building, vehicle, health and safety, business licensing, and neighborhood preservation.
- Principles and practices of data collection, case management, and report preparation.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Perform private property inspections, collect evidence, document inspection cases, and issue notices and citations.
- Understand, interpret, and explain City codes, ordinances, and regulations to property owners, residents, and others.
- Assess situations, deescalate challenging situations, and resolve conflict, while remaining calm.
- Handle the more complex and sensitive investigations and issues involving code enforcement.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Learn City policies and procedures affecting departmental operations; utilize new skills and information to improve job performance and efficiency.
- Make accurate arithmetic computations.
- Understand and interpret policies, procedures, and standards relevant to work performed.
- Understand and follow oral and written instructions.
- Compile and summarize information to prepare accurate, clear, and concise emails, letters, and reports.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.



- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Possession of a high school diploma or G.E.D. required.

Experience:

- Three (3) years of increasingly responsible municipal code and zoning compliance experience including extensive public contact.

**Licenses and Certifications:**

- Possession of a valid California Driver’s License, to be maintained throughout employment.
- Possession of a valid California PC832 certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within 12 months of employment, a valid California Association of Code Enforcement Officers Intermediate Level Certificate, to be maintained throughout employment.

**PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and remedial work. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees

may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## ENGINEERING TECHNICIAN

### **DEFINITION**

Under general supervision, performs a variety of technical field and office engineering support activities in the Public Works Department; conducts field surveys and inspections; prepares documentation, drawings, and files; receives and reviews a variety of City permits for completeness and processing; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey level classification is responsible for independently performing technical duties in support of public works engineering functions. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Performs skilled technical engineering support work in the office and the field.
- Prepares documentation, drawings, and files related to civil engineering and Public Works related activities.
- Maintains project files and engineering records.
- Conducts field surveys and inspections.
- Receives and reviews a variety of City permits for completeness and processing.
- Researches engineering topics and prepares reports; corresponds with utility companies; coordinates and conducts inspections including private construction projects in public right-of-way.
- Provides technical support to engineering staff regarding capital improvement projects and private development projects.
- Provides staff assistance of a generalized nature as well as in areas of specialty such as drawing development, permit review and issuance, inspection, GIS updates, and data management.
- Prepares written correspondence, documents, and presentation material.
- Interprets and applies rules, regulations, and policies.
- Monitors and keeps abreast with current developments or proposed changes, legally and internally.
- Assists the public and other agencies in person, by telephone, via email by answering routine questions and providing information about Citywide services and processes
- Provides technical support for special projects, as assigned.

- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of design, drafting, construction, inspection, and field surveying.
- General building and construction methods and terminology.
- Basic engineering principles, plan types, map types, and legal descriptions.
- Basic procedures involved in engineering design and specification development work.
- Methods and techniques of preparing, reading, and interpreting routine drawings, maps, charts, and related documents.
- Business letter writing and basic report preparation.
- Technical engineering mathematics.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to engineering and land use.
- Drawing methods used in preparing engineering maps and drawings in AutoCAD.
- Common construction methods and materials.
- Standard Specifications for Public Works Construction (“Greenbook”).
- Arithmetic including trigonometry.
- Recordkeeping principles and procedures.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Perform technical engineering duties in support of civil engineering and Public Works activities.
- Read and interpret routine engineering and construction plans, technical drawings, specifications, and subdivision maps.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Maintain accurate logs, records, databases, and basic written records of work performed.
- Make sound, independent decisions within established policy and procedural guidelines.
- Make accurate arithmetic computations including trigonometry.
- Prepare plans and drawings neatly and accurately.
- Use and care for engineering and drafting instruments and equipment.
- Follow written and oral instructions involving technical engineering or planning terminology.
- Make accurate computations and use a calculator.
- Understand and interpret legal property descriptions, engineering, street and planning records, and maps.
- Effectively utilize spreadsheet software.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Possession of a high school diploma or G.E.D. required, supplemented by college-level coursework in engineering, surveying, GIS, AutoCAD, mathematics, or a related field.

Experience:

- Three (3) years of responsible office, field, and/or related skilled civil engineering experience.

**Licenses and Certifications:**

- Possession of a valid California Driver’s License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **FINANCE SUPERVISOR**

### **DEFINITION**

Under the general direction of the Administrative Services Director, supervises, plans, and coordinates the operations and activities for a variety of financial services provided by the Finance Division including payroll, accounts payable, business licenses, parking receipts, and revenue monitoring. Develops, directs and administers procedures for ensuring efficiency, quality, and compliance with regulatory requirements.

### **SUPERVISION RECEIVED AND EXERCISED**

Exercises direct supervision over technical and administrative support staff, including analysts as applicable.

This class is distinguished from the Senior Account Clerk by the responsibility for exercising full supervisory authority over that and the other Account Clerk or Analyst classes, as applicable; and by project coordination, data analysis, and report preparation responsibilities. Judgement is required both in developing and interpreting established policies, goals, and objectives, and in applying concepts, plans, and strategies.

### **CLASS CHARACTERISTICS**

This classification is primarily a first line supervisor in the clerical accounting series, with secondary responsibilities for providing highly responsible and complex project-oriented staff assistance to the Administrative Services Director. The Finance Supervisor is responsible ensuring regulatory compliance with Federal, State and local laws, regulations and codes within the assigned functional areas.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Coordinates the organization, staffing and operational activities for a variety of financial services provided by the Finance Division of the Administrative Services Department, including employee selection;
- Evaluating assigned personnel;
- Providing or coordinating staff training;
- Working with employees to correct deficiencies;
- Meeting with staff to identify and resolve problems;
- Assigning work activities and projects; monitoring work flow;
- Inspecting and verifying work in progress and completed work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable regulations and standards;
- Developing, supporting, and recognizing the achievements of staff;
- Managing change;
- Implementing discipline and termination procedures.
- Communicates with a wide variety of City staff, representatives of outside agencies, vendors, and the general public to provide and obtain information, to interpret and explain policies and procedures, and to resolve conflicts.
- Directs the investigation, auditing, and reconciliation of data and reports.
- Participates in a variety of advisory and technical committees;
- Attends and participates in professional groups meetings;
- Stays abreast of new trends, innovations and regulations in the field of municipal finance.

- Provides responsible and complex staff assistance to the Administrative Services Director; researches and monitors current developments in legislation and industry standards. Directs and participates in feasibility studies and systems analysis.
- Develops recommendations for enhancements, additions, and changes in methods, computerized procedures, and software. Oversees the implementation of system modifications.
- Develops and implements goals, objectives, priorities, policies, procedures, and work standards for assigned functional areas. Organizes, schedules, and coordinates project completion.
- Participates in the development and administration of the Finance Division budget; forecasts and justifies additional funds needed for staffing, equipment, materials, and supplies.
- Works closely with the Accounting Supervisor to execute the various functions of the Finance Division.
- Forecasts and monitors revenue for the City including taxes, fees, licenses, permits and other revenues.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of municipal accounting, payroll, and related computer software, and their applications to assigned functional areas;
- Principles of project and program management including scheduling, budgeting, prioritizing, and long-range planning;
- Principles and practices of leadership, supervision, training and performance evaluation;
- Pertinent Federal, State and local laws, regulations and codes;
- Recent developments, current literature, and sources of information regarding municipal finance

### **Ability to:**

- Understand, interpret and apply laws, rules, regulations and ordinances affecting the assigned functional areas;
- Learn and employ a variety of computer software programs;
- Supervise, train and evaluate subordinate employees;
- Coordinate multiple projects simultaneously;
- Diagnose operational problems, implement effective courses of action, and exercise good judgment in response to changing situations and needs;
- Interact effectively under pressure and meet deadlines;
- Work independently with minimal supervision;
- Research, analyze, interpret, and prepare financial data and reports;
- Prepare clear and concise reports, and maintain accurate records;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with those contacted during the course work.
- To read, analyze, and interpret technical journals and reports as well as legal documents written in English.
- To respond to common inquires or complaints from customers, regulatory agencies, or members of the community.
- To write reports, correspondence, and procedures in English.
- To present information clearly and concisely to individuals and groups.
- To add, subtract, multiply, and divide in various units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

- To solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- To interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Learn and adhere to applicable terms and conditions of employment including safety and health regulations, as well as City rules, regulations, policies, and procedures.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

Equivalent to a Bachelor's degree in business or public administration, management and supervision, or a related field.

Experience:

Ten or more years of increasingly responsible experience related to municipal finance, including at least one year in a Senior Account Clerk capacity.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the duties and responsibilities assigned to this position classification. Reasonable accommodations may be made to enable those with disabilities to perform essential functions;

Incumbents are regularly required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. Incumbents are occasionally required to climb, stoop, kneel, or crouch. Incumbents must occasionally lift or move up to 30 pounds. Specific visual acuity required for this position classification includes close vision, distance vision, peripheral vision, and ability to focus through the use of corrective lenses as necessary.

**ENVIRONMENTAL CONDITIONS**

The work environment characteristics described here are representative of those an incumbent encounters while performing the duties and responsibilities assigned to this position classification.

The City of Lomita is located at the base of the Palos Verdes Peninsula approximately five miles inland from the Pacific Ocean in the County of Los Angeles. Lomita is adjacent to the cities of Torrance on the West and North, Rolling Hills Estates on the South, and the City of Los Angeles to the East. The noise level in the work environment is usually moderate.



## **LEAD WORKER – PARK MAINTENANCE**

### **DEFINITION**

Under direction, performs lawnmowing, leaf blowing, hedge trimming, fertilizing, aerating, weeding, pruning, mulching, and planting functions; repairs, inspects, and adjusts central irrigation systems; operates medium and heavy-duty motorized equipment, and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to less experienced staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey level classification in the Maintenance Worker series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Edges, trims, operates leaf blower, sweeps, and rakes public parks and landscape areas; fertilizes, seeds, aerates, weeds, prunes, mulches, and cultivates landscape areas; plants small trees, ground cover, flowers, shrubs, and turf.
- Performs a variety of inspection, monitoring, and repair duties in the maintenance of irrigation systems including sprinklers, valves, nozzles, heads, irrigation pipe breaks, water meters, water lines, and set controllers; monitors irrigation alerts and scheduling via computer; reports irrigation problems to contractors; changes and adjusts sprinkler heads; maintains and programs irrigation controllers; ensures sprinkler systems hardware is working correctly.
- Establishes work priorities and schedules, assigns, oversees, and inspects the work of personnel engaged in park maintenance activities; participates in the selection of assigned personnel; ensures the training of assigned personnel; assists in performance evaluations.
- Operates a wide variety of light, medium, and heavy-duty equipment including backhoes, loaders, bobcats, trenchers, and jackhammers; orders equipment, materials, and supplies.
- Applies herbicides for weed abatement; trims trees; maintains debris basins, City right of ways, and alleys; collects and removes debris, furniture, broken light poles, knocked down trees, and other materials.
- Responds to questions and concerns from other departments and divisions.
- Responds to and cleans up hazardous materials spills.
- Responds to emergency situations, as necessary; serves on call; works weekends and holidays, as

required.

- Ensures staff observe and comply with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of providing functional direction and training.
- Principles, safety regulations, techniques, tools, and equipment used in park maintenance and landscape projects as they apply to assigned responsibilities.
- A variety of water requirements based on plant species, irrigation hardware, and constant weather monitoring.
- Irrigation hardware, including, but not limited to, sprinklers, nozzles, valves, and irrigation controllers.
- Horticultural and arborist practices.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Occupational hazards, safety precautions, and safe work practices including proper use and maintenance of power tools, vehicles, and equipment.
- Standards relating to installation, location, and required maintenance of traffic signs and pavement markings.
- Basic mathematics.
- Principles and procedures of recordkeeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Plan, organize, inspect, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Observe, anticipate, and evaluate job site conditions and hazards; determine operational methods and procedures and recommend or adopt effective courses of action.
- Competently and safely operate a variety of tools and equipment used in maintenance and construction.
- Troubleshoot, repair, and replace irrigation equipment.
- Provide tree assessment hazards.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Assess public works maintenance problems, evaluate alternatives, and recommend or adopt effective courses of action.
- Use a variety of tools and equipment with skill.
- Prepare clear and concise records, reports, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Possession of a high school diploma or G.E.D. required.

Experience:

- Four (4) years of increasingly responsible skilled journey-level experience in parks or landscape maintenance.

**Licenses and Certifications:**

- Possession of a valid Class “C” California Driver’s License, to be maintained throughout employment.
- Possession of a valid Playground Safety Inspector Certification, to be maintained throughout employment.
- Possession of a valid Pesticide Qualified Applicator License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work extended hours and rotating shifts, including weekends and holidays.

## **LEAD WORKER – STREETS AND TREES**

### **DEFINITION**

Under direction, performs a wide variety of skilled tasks in the construction, repair, and maintenance of streets, curbs, gutters, storm drains, and streetlights in public right of ways; performs a variety of concrete removal and replacement functions; operates medium and heavy-duty motorized equipment, and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to less experienced staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey level classification in the Maintenance Worker series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Participates in the work of crews engaged in the construction, repair, and maintenance of streets, curbs, gutters, sidewalks, storm drains, streetlights, and related public works infrastructure, systems, and facilities.
- Lays, rakes, rolls, and irons hot asphalt, oil spray, and asphalt potholes; performs asphalt cuts, repaving, street grinding, and street overlay work.
- Determines whether concrete needs to be removed; contacts Underground Service Alert (USA Dig-Alert) to mark areas scheduled for removal of concrete and asphalt; removes and replaces damaged concrete; performs rough and finish concrete work; forms, pours, and finishes concrete for curbs, gutters, sidewalks, and Americans with Disabilities (ADA) ramps.
- Establishes work priorities and schedules, assigns, oversees, and inspects the work of personnel engaged in street maintenance and construction activities; participates in the selection of assigned personnel; ensures the training of assigned personnel; assists in performance evaluations.
- Provides on-the-job training and instruction in the proper and safe performance of the unit's work and in the use of tools and equipment; instructs personnel in the safe operation of light, medium, and heavy-duty construction equipment; sets up job sites and traffic controls, ensuring the use of safety rules, appropriate equipment, and proper work techniques.
- Inspects and performs storm drain maintenance; removes and replaces storm drains; cleans and removes debris from drains.
- Provides technical assistance to staff in resolving difficult problems encountered.

- Operates a wide variety of light, medium, and heavy-duty equipment including backhoes, loaders, bobcats, trenchers, and jackhammers; orders equipment, materials, and supplies.
- Applies herbicides for weed abatement; trims trees; maintains debris basins, City right of ways, and alleys; collects and removes debris, furniture, broken light poles, knocked down trees, and other materials.
- Responds to questions and concerns from other departments and divisions.
- Responds to and cleans up hazardous materials spills.
- Responds to emergency situations, as necessary; serves on call; works weekends and holidays, as required.
- Ensures staff observe and comply with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods, techniques, materials, tools, and equipment used in the construction, repair, and maintenance of streets, curbs, gutters, sidewalks, storm drains, streetlights, and related public works systems and facilities.
- Principles of providing functional direction and training.
- Concrete and asphalt removal, repair, and replacement methods.
- Horticultural and arborist practices.
- Traffic control procedures and traffic sign regulations.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Occupational hazards, safety precautions, and safe work practices including proper use and maintenance of power tools, vehicles, and equipment.
- Street resurfacing materials, including asphalt, aggregates, and street paving techniques.
- Standards relating to installation, location, and required maintenance of traffic signs and pavement markings.
- Properties of backfill materials, construction materials, concrete, asphalt, hot patch, cold patch, oils, paints, and a variety of other materials used in maintenance work.
- Street and curb ramp elements required by the Americans with Disabilities Act.
- USA Dig-Alert practices and requirements.
- Basic mathematics.
- Principles and procedures of recordkeeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Plan, organize, inspect, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.

- Perform construction, modification, maintenance, and repair work on assigned municipal streets and related infrastructure.
- Observe, anticipate, and evaluate job site conditions and hazards; determine operational methods and procedures and recommend or adopt effective courses of action.
- Competently and safely operate a variety of tools and equipment used in maintenance and construction.
- Troubleshoot, repair, and replace irrigation equipment.
- Provide tree assessment hazards.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Assess public works maintenance problems, evaluate alternatives, and recommend or adopt effective courses of action.
- Use a variety of tools and equipment with skill.
- Prepare clear and concise records, reports, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Possession of a high school diploma or G.E.D. required.

Experience:

- Four (4) years of increasingly responsible skilled journey-level experience in public works maintenance, repair, and construction.

**Licenses and Certifications:**

- Possession of a valid Class “C” California Driver’s License, to be maintained throughout employment.
- Depending on area of assignment, possession of, or successful acquisition within 12 months of employment, a valid Class “A” or Class “B” California Driver’s License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment.

The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to work extended hours and rotating shifts, including weekends and holidays.

## **MAINTENANCE WORKER I/II**

### **DEFINITION**

Under immediate (Maintenance Worker I) or general (Maintenance Worker II) supervision, performs a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of streets, signs, sewers, storm drains, drainage channels, and related public works infrastructure and facilities; performs a variety of semi-skilled and skilled horticulture, arboriculture, and turf maintenance duties in the development, maintenance, and repair of landscaped areas, parks, playgrounds, and public facilities; operates light and moderately heavy power driven equipment; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate (Maintenance Worker I) to general (Maintenance Worker II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

*Maintenance Worker I:* This is the entry-level classification in the Maintenance Worker series. Initially under close supervision, incumbents learn and perform routine semi-skilled and skilled tasks in the construction, maintenance, and repair of streets, signs, sewers, storm drains, drainage channels, parks, and related public works infrastructure and facilities. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Maintenance Worker II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

*Maintenance Worker II:* This is the fully qualified journey-level classification in the Maintenance Worker series. Positions at this level are distinguished from the Maintenance Worker I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Maintenance Worker class series are flexibly staffed; positions at the Maintenance Worker II level are normally filled by advancement from the Maintenance Worker I level; progression to the Maintenance Worker II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Maintenance Worker II level.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

*Positions at the Maintenance Worker I level may perform some of these duties and responsibilities in a learning capacity.*



#### All Assignments:

- Sets up traffic safety control devices, cones, and barricades as necessary.
- Operates a variety of equipment and vehicles; performs routine preventive maintenance on equipment and vehicles as assigned.
- Utilizes proper safety precautions related to all work performed.
- Receives work orders electronically; prepares, maintains, and inputs detailed logs, records, and reports of maintenance and repair activities via mobile and stationary digital devices into automated software systems.
- Performs emergency street, sewer, storm drain, or other public works infrastructure maintenance work.
- Responds to hazardous material incidents.
- Sets up and takes down furniture and equipment for City special events.
- Picks up and discards trash, brush, leaves, debris, deceased animals, discarded furniture, and trash from homeless encampments; trims and removes trees, shrubs, and bushes; performs weed abatement.
- Trains employees on how to use tools and all types of equipment.
- Performs other duties as assigned.

#### When assigned to the Streets Maintenance Division:

- Performs street maintenance duties; operates equipment such as trucks, tractors, jackhammers, and backhoes for a variety of construction and maintenance operations involving streets, sidewalks, gutters, sewer lines, and drainage channels.
- Grinds and patches concrete and asphalt hazards in streets and sidewalks; repairs potholes.
- Paints traffic markings on streets, crosswalks, parking lots, and curbs.
- Designs, manufactures, and installs street signs, traffic signs, and special signs for municipal facilities; removes signs no longer required.
- Spreads asphalt in patching and repairing streets.

#### When assigned to the Parks Division:

- Performs a variety of semi-skilled and skilled horticulture, arboriculture, and turf maintenance duties in the development, maintenance, and repair of landscaped areas, parks, playgrounds, and public facilities; participates in the beautification of parks, playgrounds, and public facilities.
- Waters, weeds, trims, renovates, prunes, and fertilizes lawns, shrubs, trees, and flower beds; controls weeds.
- Operates a variety of park maintenance and power driven equipment such as tractors, mowers, leaf blowers, aerial lifts, and loaders.
- Rakes leaves; cleans walkways, fields, restrooms, and other facilities; loads trimmings on trucks; transports supplies, green waste, mowers, and other equipment.
- Spades and cultivates ground around plants and shrubs; mixes and applies fertilizers, insecticides, and herbicides; plants trees, flowers, and shrubs.
- Picks up and discards trash, including hazardous materials; performs general grounds cleaning.
- Drives vehicles to transport materials, tools, and equipment; assists in moving and installing equipment and supplies.

## **QUALIFICATIONS**

*Positions at the Maintenance Worker I level may exercise some of these knowledge and abilities statements in a learning capacity.*

### **Knowledge of:**

- Methods, techniques, tools, and the operational characteristics of mechanical equipment used in the construction and maintenance of streets, gutters, sidewalks, signs, sewers, storm drains, and related public works infrastructure and facilities.
- Safe work methods and safety regulations pertaining to the type of work being performed.
- Proper placement of cones, barricades, and warning devices and directing traffic flow at job sites.
- Procedures and techniques of concrete and asphalt work.
- Traffic laws, ordinances, and rules involved in truck and heavy equipment operations.
- Standards relating to installation, location, and required maintenance of traffic signs and pavement markings.
- Properties of backfill materials, construction materials, concrete, asphalt, hot patch, cold patch, oils, paints, and a variety of other materials used in maintenance work.
- Practices and procedures used in weed abatement, watering, fertilizing, and spraying of plants, turf, and trees.
- Basic construction and repair methods.
- The safe operation and minor maintenance of a variety of hand and power tools, vehicles, mowers, and light to heavy power equipment used in park maintenance.
- Plant selection and care, shrub and turf maintenance, and proper pruning methods.
- Methods and techniques related to the proper handling of toxic chemicals and pesticides.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Perform semi-skilled and skilled maintenance, construction, and repair work in the area of work assigned.
- Review, interpret, and complete assigned work orders.
- Operate and maintain a variety of hand and power tools and equipment used in the type of work being performed.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Read and interpret plans and diagrams.
- Assist in the training of others in the safe operation of tools and equipment.
- Perform asphalt, concrete, and pipe work; work with paints and prepare surfaces for painting.
- Work safely and adhere to principles of safety when working near traffic, in confined spaces, in trenches, or in other environments.
- Safely and effectively operate a variety of park maintenance mechanical equipment and light and heavy equipment, including mowers, backhoes, tractors, and forklifts.
- Mix and apply herbicides and pesticides.
- Competently care for plants, shrubs, turf, and trees; properly water, fertilize, and spray grounds and landscaped areas.
- Understand and follow oral and written instructions.

- Perform heavy physical labor.
- Maintain accurate records.
- Work extended hours and rotating shifts, including weekends and holidays.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

#### Education:

- Maintenance Worker I/II: Possession of a high school diploma or G.E.D. required.

#### Experience:

- Maintenance Worker I: One (1) year of experience in public works construction or maintenance work, or a related field.
- Maintenance Worker II: Three (3) years of increasingly responsible skilled experience in public works related construction work.

### **Licenses and Certifications:**

- Possession of a valid Class “C” California Driver’s License, to be maintained throughout employment.

#### Maintenance Worker II:

- Depending on area of assignment, possession of, or successful acquisition within 12 months of employment, a valid Class “A” or Class “B” California Driver’s License, to be maintained throughout employment.
- Depending on area of assignment, possession of, or successful acquisition within 12 months of employment, a valid Playground Safety Inspector Certification, to be maintained throughout employment.
- Depending on area of assignment, possession of, or successful acquisition within 12 months of employment, a valid Pesticide Qualified Applicator License, to be maintained throughout employment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability

to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## MANAGEMENT ASSISTANT

### **DEFINITION**

Under direction, performs a variety of administrative and office paraprofessional support duties of considerable complexity requiring thorough knowledge of assigned department, its procedures, and operational details; supports ongoing operations for the City Manager, a Department Head, and/or professional staff; provides information to the public and staff; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey level classification is responsible for independently performing professional duties in support of assigned programs. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Composes, formats, tracks, and prints a variety of documents, reports, correspondence, records, applications, memoranda, requests for proposals, agreements, contracts, specifications, manuals, statistical charts, spreadsheets, and other documents and materials; types from rough notes, drafts, and brief oral instructions.
- Edits, revises, and proofreads materials for accuracy, completeness, compliance with City policies, format, grammar, punctuation, and spelling; verifies and reviews reports, forms, records, and applications for completeness and conformance with established regulations and procedures.
- Serves as the point of contact for assigned department(s) or functions; receives, processes, and responds to public records requests, complaints, and other requests for information; researches and organizes information; coordinates resolutions to problems and issues.
- Explains, interprets, and applies federal, state, and local laws, rules, and regulations, and City policies and procedures relevant to assigned area(s) of responsibility.
- Creates social media captions, verbiage, and images using judgement to ensure work is in compliance with City codes and policies; monitors social media for materials to share and comments which need to be removed if in violation of the City's policy; drafts posts for social media; assists in the organization and production of the City's newsletter.
- Supports departmental needs; receives calls, files reports online, and drafts correspondence; may verify violations in person upon inspection.
- Supports code enforcement with administrative needs; gathers data and information regarding residential property reports; reviews building permits to verify code enforcement related concerns and verifies permit approval for new and existing buildings; fields initial complaints, schedules inspections,

coordinates collaboration between departments, and sends correspondence on behalf of an officer or the department.

- Sets up and records council meetings both online and in person; assists with any technical difficulties with computers, printers, video and audio recording software, and other related equipment.
- Maintains calendars and makes meeting arrangements; schedules meetings between City staff and other groups or organizations; arranges for necessary set-up of equipment and materials at meetings; prepares and coordinates travel and training requests; confirms travel arrangements for conferences and business trips; tracks training attendance and completion; compiles expense reports and prepares staff reports; performs a variety of office support duties such as ordering and maintaining office and other related supplies and screening calls, visitors, and incoming mail and email correspondence.
- Performs various budget and accounting support work for assigned department, such as monitoring budgets, purchase orders, and account balances; generates purchase orders; processes, assigns account codes, and audits reimbursements, payment vouchers, check requests, and invoices in accordance with City policies and procedures; assists department management and staff in preparation of annual budget documents.
- Serves as an administrator for assigned department information systems and databases, as directed, including setting up and generating reports, setting up files, folders, and views, updating and maintaining access rights to users and user groups, and participating in business and system process design and updates.
- Organizes and maintains accurate and detailed databases, electronic and physical files, and records; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules including archiving, scanning, and destruction of files.
- Researches, summarizes, and interprets data from various sources and prepares a variety of reports according to established procedures and practices.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations, services, programs, policies, procedures, and processes of the department to which the position is assigned.
- Organization and function of public agencies, including the role of an elected governing board and appointed boards and commissions.
- Business correspondence writing and the standard format for reports, correspondence, agendas, and related documents.
- Methods of preparing and processing various records, reports, forms, and other documents specific to assigned department.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Business arithmetic and basic statistical techniques.
- Principles and practices of data collection and record-keeping.
- Audio and video technology to effectively operate equipment and troubleshoot any issues.
- New and emerging social media features to maximize benefit and work around any new implementations/restrictions.

- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Perform varied and responsible administrative and secretarial support work, requiring the use of independent judgment and discretion, with accuracy and speed.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Compose clear and concise reports, correspondence, policies, procedures, and other written materials independently or from brief instructions.
- Prepare and process various records, reports, forms, and other documents specific to assigned department.
- Perform accurate mathematical and statistical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, databases, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration, finance, or a related field.

Experience:

- None. Administrative, secretarial, clerical, and media relations experience involving frequent public contact is highly desirable.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing and walking between work areas are required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants.

### **WORKING CONDITIONS**

May be required to work occasional evenings and weekends for Council or Committee meetings and/or special events.



## OFFICE ASSISTANT

### **DEFINITION**

Under general supervision, performs a variety of general office clerical work in an assigned department including answering phones, processing mail, and composing and filing documents and records; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey level classification is responsible for independently performing general office clerical duties in support of an assigned department. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Answers and replies to incoming telephone calls, voice mail messages, and e-mails; provides information and answers questions; addresses issues and concerns from members of the public, vendors, and City staff; refers issues to the appropriate staff or department; greets visitors at City facilities; schedules appointments for customers to meet with staff; distributes literature pertaining to City services and events.
- Collects, timestamps, opens, and distributes incoming mail, packages, email communications, incoming faxes, correspondence, reports, and requests for service and complaints, and distributes to appropriate staff; posts mail, adds postage to postage machine, and ensures the machine is clean and maintained in good working order; orders office supplies.
- Composes, types, formats, and proofreads a variety of documents and correspondence; checks drafts for punctuation, spelling, and grammar, and suggests corrections; compiles a variety of informational materials.
- Creates, organizes, archives, scans, copies, maintains, and retrieves records, documents, reports, and files; maintains filing systems.
- Initiates purchase orders and maintains related records; maintains petty cash account, as directed.
- Operates a variety of office equipment including a calculator, personal computer, facsimile, copier, and postage meter.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

#### When Assigned to the City Clerk's Office

- Assists with City Council agenda packet preparation, assembly, posting, distribution, and maintenance; assists in preparing council chamber for meetings.
- Attends meetings of boards, commissions, and committees, as directed; records and transcribes meeting proceedings and prepares minutes for approval.

#### When Assigned to the Administrative Services Department

- Issues applications for water service and business licenses.
- Processes, prints, and collects water billing and payments.

#### When Assigned to the Public Works Department

- Maintains daily records of hours worked for departmental employees and prepares related reports.
- Maintains departmental employee records and prepares personnel action forms of employees regarding official actions.
- Takes meeting minutes and prepares agendas for department meetings.

### **QUALIFICATIONS**

#### **Knowledge of:**

- General office business and administrative practices.
- City organization and structure.
- Report and letter writing.
- General recordkeeping and reporting systems.
- Filing, indexing, and records management.
- Telephone and receptionist techniques.
- Business arithmetic.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

#### **Ability to:**

- Perform journey level general office clerical work for an assigned department or office.
- Demonstrate responsibility when handling sensitive matters or confidential documents.
- Prepare and type a variety of documents and forms such as correspondence, agendas, and reports.
- Apply, explain, and work in accordance with applicable laws, policies, and procedures.
- Handle and resolve requests or complaints in a professional manner.
- Understand and respond to requests for assistance from the public and City staff, both on the telephone and in person; take detailed messages.
- Receive, open, review, sort, date stamp, and distribute mail.
- Follow written and verbal instructions.
- Prepare reports with accuracy and speed and make accurate mathematical calculations.
- Read and write at the level required for successful job performance.
- File and maintain automated and hardcopy records with accuracy.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Possession of a high school diploma or G.E.D. required.

Experience:

- Two (2) years of increasingly responsible general office clerical and/or public contact experience.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

When assigned to the Recreation Division, employees may occasionally work in an outdoor environment and are exposed to outside weather conditions that are mild; however, exposure to inclement weather conditions may occur occasionally. The noise level in the work environment is usually moderate; however, the incumbent may be exposed to high noise levels at sporting events and other special events.

**WORKING CONDITIONS**

May be required to work occasional evenings and weekends for Council or Committee meetings and/or special events.

## **PAYROLL SPECIALIST**

### **DEFINITION**

Under general supervision, performs detailed technical and specialized payroll support duties in the preparation and processing of the City's payroll; performs complex, difficult, and paraprofessional accounting work of a technical nature; processes, codes, enters, and retrieves confidential payroll data; operates computerized accounting systems involving a broad range of record keeping functions; processes personnel transactions making appropriate adjustments or changes in the payroll system; generates and balances payroll reports and records; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey level classification is responsible for independently performing technical and specialized duties in support of the City's payroll processing. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Processes, calculates, and maintains records of a variety of payroll actions, including new-hire set up, retroactive pay, benefits withholdings, wage garnishments, Worker's Compensation claims, and final paychecks and pay-offs based on appropriate provisions; processes personnel transactions making appropriate adjustments/changes in the payroll system.
- Maintains employee records for voluntary and non-voluntary deductions; prepares payroll warrants and wire transfers; prepares reports and payments for various tax, financial, and insurance organizations.
- Receives, reviews, verifies, and processes time recording documents to prepare payroll for City employees; audits such documents for completeness, accuracy, and compliance with rules and regulations; prepares and balances payroll reports and records.
- Reconciles and prepares federal and state payroll taxes including tax deposits, quarterly reports, annual reports, W-2 forms, tax restatements, and re-filings; prepares quarterly federal and state tax reports.
- Prepares reports and payments for employee retirement benefits; reconciles and prepares payments for employee benefits including insurance coverage; applies and ensures compliance with applicable tax laws and rulings with regard to earnings and employee benefits programs.
- Assists departments and employees by providing payroll information; explains procedures; answers labor contract questions pertaining to payroll.
- Implements provisions and associated changes in Memoranda of Understanding (MOUs) in the payroll system.

- Assists in completing employment verifications, Workers' Compensation salary statements, and disability inquiries.
- Maintains a variety of files and records related to the City's payroll system and general accounting techniques and procedures; reconciles transactions and data as directed; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Posts and balances data to various general ledger accounts, registers, journals, and logs according to established accounting techniques and procedures.
- Approves invoices, journal entries, purchase orders, and business licenses in the absence of the Administrative Services Director, as directed.
- Checks and tabulates statistical and financial data.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Public agency finance and accounting functions.
- Payroll processes and techniques.
- Employee benefits processes as they relate to payroll.
- Laws, rules, regulations, procedures, and office practices related to the processing and recording of payroll and financial transactions related to employee benefits.
- Record keeping, information processing requirements, and rules and policies related to the production of an employee payroll.
- Payroll reporting and payment requirements of various federal and state agencies and benefit providers.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including the City's various Memoranda of Understanding and related contracts and documents.
- Principles and practices of auditing payroll documents.
- Business arithmetic.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures of accounting, payroll processing, employee recordkeeping, employee benefits, memoranda of understanding, pay and benefits resolutions, and employment contracts.
- Work independently with a minimum of supervision.
- Understand and carry out oral and written instructions.
- Review payroll and other financial documents for completeness and accuracy.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll records.

- Work closely with staff to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll issues.
- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain, and research payroll and related accounting records and files.
- Make accurate arithmetic, financial, and statistical computations; operate a ten-key by touch at a rate sufficient to perform the duties of the position.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to an associate degree with major coursework in business administration, accounting, finance, or a related field.

Experience:

- Three (3) years of increasingly responsible public sector experience performing payroll related duties.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **RECREATION SUPERVISOR**

### **DEFINITION**

Under general direction, plans, schedules, assigns, reviews, and supervises the work of staff performing program and activities duties within the Recreation Division; plans and coordinates a comprehensive recreation and activity programs for youth and adults including youth recreation programs, adult sports programs, special events, contract classes and programs, and the Lomita Railroad Museum; supervises park facilities; trains subordinate staff on the fundamentals of coaching and officiating youth sports; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned management personnel. Exercises direct supervision over technical and administrative staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory-level class in the Recreation series that exercises independent judgment on diverse and specialized recreation activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of recreation staff within the Recreation Division; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the Recreation Division work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and outside agencies; recommends corrective actions to resolve issues.



- Provides oversight for registration for all park programs; organizes and leads a function or section at special events; supervises park facilities and informs the public of applicable City ordinances and other regulations; coordinates rentals of the City's gymnasium and softball fields.
- Develops and facilitates new recreation programs; participates in the preparation of the department budget; orders supplies necessary for youth and adult sports programs.
- Prepares schedules, reports, public information, and news releases for events and programs; provides recreation program information to the public via phone and in-person.
- Serves on project teams; attends conferences, meetings, and seminars.
- Trains subordinate staff on City policies and the fundamentals of coaching and officiating youth sports; provides in-service training to subordinate staff in sports programming, open and lock-up procedures, registrations, equipment distribution, and special events.
- Maintains files, databases, and records related to recreation programs, services, and events; prepares a variety of written reports, memoranda, and correspondence.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of municipal recreation and leisure service programs and services including youth and adult recreation and sports programs.
- Rules and officiating related to a variety of sports programs.
- Principles, practices, methods, and techniques of adult and/or child cardiopulmonary resuscitation (CPR) methods, and first aid, including rescuer methods as defined by the American Red Cross.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Develop, plan, coordinate, and implement a variety of recreational programs and facilities suited to the needs of the community.
- Plan, implement, supervise, and evaluate various special events and programs.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Work with groups and individuals to produce quality programming and events.
- Create and design publicity flyers, brochures, news releases, and social media campaigns.
- Add, subtract, multiply, and divide in various units of measure, using whole numbers, common fractions, and decimals.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Respond to complaints or inquiries from customers, regulatory agencies, or members of the community, citizens, staff, and outside organizations.
- Read, understand, and interpret blueprints, plans, and specifications.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

#### Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, public administration, kinesiology, or a related field.

#### Experience:

- Three (3) years of increasingly responsible experience in recreation or a related field of which one (1) year should be in a supervisory or lead capacity.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

- Possession of, or successful acquisition within sixty (60) days of employment, valid First Aid and CPR certifications, to be maintained throughout employment.

### **PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to outdoor work/events, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 30 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work outdoors providing oversight for special events and sports activities and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

As directed, employees may be required to work evenings and weekend shifts to provide support for City special events.

## SENIOR CIVIL ENGINEER

### **DEFINITION**

Under general direction, plans, schedules, supervises, and reviews the work of staff and consultants performing engineering planning, design, and construction work for Public Works projects and facilities; performs and/or reviews technical calculations; develops construction documents including plans, specifications, and estimates for capital improvement projects; ensures functions meet all applicable laws, regulations, and City policies; coordinates project activities with other City departments and outside agencies; provides complex staff assistance to departmental management staff in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned management personnel. Exercises direct supervision over professional and technical staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory-level class in the professional Engineer series that exercises independent judgment on diverse and specialized engineering activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and consultants and for organizing and overseeing day-to-day engineering activities, capital improvement project planning and development, and administration of federal, state, and local funds for capital improvements and various other projects and studies. Incumbents are responsible for providing professional level support to the Director of Public Works in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of staff, consultants, and interns performing engineering planning, design, and construction work of public works projects and facilities; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the Engineering work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Participates in project budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.

- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and outside agencies; recommends corrective actions to resolve issues.
- Serves as project manager as assigned; plans, schedules, conducts, or coordinates detailed phases of the engineering work; develops project budgets; conducts project site visits and field exploration; oversees project planning, design, construction, and implementation; ensures projects meet mandated engineering standards, budgeted funds, best practices, and City goals and objectives.
- Supervises and gives technical advice, guidance, and direction to an engineering team concerning project feasibility, design, or construction; provides support for design-related questions or necessary revisions throughout the project.
- Reviews and recommends approval of project plans and specifications involving traffic and soils reports and calculations, as well as grading plans, sewer plans, water facility plans, streets plans, traffic studies, and other documents, including plans, parcel and tract maps, and studies; reviews drawings and details of construction and implementation plans; prepares conditions for approval.
- Plans, coordinates, and reviews project work performed by private consultants; reviews change orders for errors and omissions and incorporates changes into future designs.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Performs engineering calculations for stormwater, water, sewer, pavement, or other areas of expertise; reviews plans, design drawings, calculations, and specifications of staff and consultant engineers for conformity with City standards, policies, regulations, and ordinances.
- Manages, coordinates, reviews, and recommends final master plan reports for adoption by the City Council.
- Prepares and presents technical reports and other necessary correspondence related to assigned activities and services.
- Maintains files, databases, and records related to engineering design and construction projects; prepares a variety of written reports, memoranda, and correspondence.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Principles and practices of project budget development, administration, and accountability.
- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of public works, miscellaneous buildings and structures, and transportation systems.
- Civil engineering principles, concepts, standards, and practices associated with public works programs and private development projects.
- Principles and practices of project management.
- Physical design, economic, environmental, and other factors which impact project planning and implementation.
- Methods, materials, and techniques used in the construction of public works projects.
- Principles of advanced mathematics.
- Land surveying principles.
- Practices and principles of hydrologic and hydraulic analysis and soil mechanics.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Contract management practices in a public agency setting.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of water supply, pumping, storage, and distribution, as well as wastewater collection, treatment, and disposal.
- Recent and on-going developments, current literature, and sources of information related engineering best practices.
- Principles and practices of technical report and business correspondence preparation.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and procedures of recordkeeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Manage and monitor projects to ensure they are on-time and within budget.
- Perform complex engineering calculations and estimates.
- Recommend approvals for project plans, designs, and specifications related to civil engineering construction projects
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Reconcile conflicting engineering design requirements.

- Evaluate project risks and provide mitigation measures.
- Manage the design of multiple engineering projects with varying complexity, size and scale, length, and/or stages of completeness.
- Effectively represent the department and the City in meetings with individuals, governmental agencies, community groups, and various business, professional, and regulatory organizations.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Interpret and explain project design criteria including blueprints, plans, and specifications.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

#### Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field.

#### Experience:

- Five (5) years of increasingly responsible professional civil engineering experience, including one (1) year in a lead or supervisory capacity.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid registration as a Professional Engineer (PE) issued by the State of California, to be maintained throughout employment.

### **PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress.

The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



## **WATER SERVICE TECHNICIAN I/II**

### **DEFINITION**

Under immediate (Water Service Technician I) or general (Water Technician II) supervision, performs a variety of semi-skilled and skilled tasks related to the maintenance and repair of the City's water treatment plant and distribution system; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate (Water Service Technician I) to general (Water Service Technician II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

*Water Service Technician I:* This is the entry-level classification in the Water Service Technician series. Initially under close supervision, incumbents learn and perform a variety of semi-skilled and skilled tasks related to the maintenance and repair of the City's water treatment plant and distribution system. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Water Service Technician II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

*Water Service Technician II:* This is the fully qualified journey-level classification in the Water Service Technician series. Positions at this level are distinguished from the Water Service Technician I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Water Service Technician class series are flexibly staffed; positions at the Water Service Technician II level are normally filled by advancement from the Water Service Technician I level; progression to the Water Service Technician II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Water Service Technician II level.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

*Positions at the Water Service Technician I level may perform some of these duties and responsibilities in a learning capacity.*

- Installs, repairs, and maintains components of the City’s water system, including underground water mains, water service lines, and hydrants; excavates concrete, pavement, and soil materials; backfills trenches with appropriate materials.
- Reads water meters; installs, replaces, repairs, and inspects residential and commercial water meters; calibrates meters to departmental standards; turns water services on and off as needed.
- Reads and records data at pumping station, treatment plant, and well gauges; computes water consumption; operates computerized Supervisory Control and Data Acquisition (SCADA) system.
- Performs general maintenance of system facilities, including but not limited to, painting pumps and appurtenances and cleaning equipment.
- Investigates and repairs leaks in service assemblies; troubleshoots defects and irregularities.
- Utilizes proper safety precautions related to work performed; observes proper rigging practices and precautions in moving and hoisting heavy equipment; attends safety training sessions and seminars; responds to emergency calls during work and after normal working hours.
- Monitors water quality by taking routine water samples for testing; determines need for water treatment or flushing of water mains.
- Operates basic and heavy vehicles and equipment, including power and hand tools, trucks, equipment, and backhoes; performs preventive maintenance and light repairs on equipment; drives pick-up truck to various City facilities and other locations to transport supplies, parts, and other items.
- Sets up traffic control devices including barricades, cones, and other necessary delineation prior to the performance of maintenance or repair activities.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

*Positions at the Water Service Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.*

### **Knowledge of:**

- Methods, techniques, tools, and the operational characteristics of mechanical equipment used in the construction, operation, and maintenance of water systems and related facilities.
- Operation and minor maintenance of a variety of hand and power tools and vehicles, and light to heavy power equipment.
- Operations and techniques for the operation of construction equipment such as backhoes and dump trucks.
- Basic traffic control procedures and traffic sign regulations.
- Underground Service Alert (USA Dig-Alert) procedures.
- Methods and techniques for record keeping and report preparation.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Hazards and proper safety precautions associated with the work.
- Mathematical calculations and conversions needed for water distribution functions.
- Traffic laws, ordinances, and rules involved in truck and heavy equipment operations.
- Purposes and safe uses of a variety of vehicles, equipment, power tools, and hand tools including motorized and hydraulic equipment.

- Principles and practices of water systems operation and maintenance.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Perform construction, installation, maintenance, and repair work on water transmission and distribution systems, and related facilities and equipment, including water mains and service, water meters, and fire hydrants.
- Install and test water lines, water meters, fire hydrants, and related equipment involved in water hook-ups.
- Interpret work orders.
- Perform heavy manual labor.
- Make mathematical calculations and conversions needed for water distribution functions.
- Use and operate a variety of vehicles, hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.
- Read and interpret basic maps, electronic maps, water system atlas, address atlas, and blueprints.
- Work safely and adhere to principles of safety when working near traffic or in other environments.
- Excavate concrete, pavement, and soil materials; backfill trenches with appropriate materials.
- Apply safe work practices including traffic control procedures, trench shoring, and confined space entry procedures.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Water Services Technician I/II: Possession of a high school diploma or G.E.D. required.

Experience:

- Water Services Technician I: One (1) year of municipal water utility experience.
- Water Services Technician II: Two (2) years of increasingly responsible municipal water utility experience.

**Licenses and Certifications:**

Water Services Technician I/II: Possession of a valid California Driver's License, to be maintained throughout employment.

Water Services Technician I:

- Possession of a valid Grade D1 Water Distribution Operator certificate issued by the California Department of Public Health, to be maintained throughout employment.

Water Services Technician II:

- Possession of a valid Grade D2 Water Distribution Operator certificate issued by the California Department of Public Health, to be maintained throughout employment.
- Possession of a valid Grade T-1 Water Treatment Operator Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within 12 months of employment, a valid Cross Connection Control Specialist Certificate, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **WATER TREATMENT PLANT OPERATOR**

### **DEFINITION**

Under general supervision, operates and performs skilled and semi-skilled repairs and preventive maintenance on pumps, wells, reservoirs, controls, valves, telemetering, treatment facilities, and related equipment; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Chief Water Operator. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey level classification is responsible for independently performing technical duties in support of the City's Water Treatment Plant. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Installs, repairs, operates, inspects, and maintains the City's water production system including well sites, water storage facilities, booster pump stations, well treatment, and related systems to ensure integrity, security, and proper operation; checks site security; maintains and makes repairs to grounds, structures, and equipment at well sites, water storage tanks, and booster pump stations.
- Checks chlorine tank levels along with free chlorine residuals in treated water; maintains accurate data logs.
- Operates, calibrates, and programs various water production testing and monitoring equipment, such as chlorine residual testers, vibration analyzers, micrometers, pressure transducers, flow switches, flow meters, pressure gauges, pressure recorders, analyzers, and programmable logic controllers (PLC's).
- Safely handles, transports, and monitors chemicals such as chlorine, sodium hypochlorite, sodium bisulfate, and other chemicals and compounds used in water production, filtration, and storage; maintains accurate records of chemicals used.
- Operates the City's water system remotely using the Supervisory Control and Data Acquisition (SCADA) computer control system; effectively and expeditiously corrects routine and complex system faults and alarms; makes appropriate setpoint changes; monitors system for adequate water delivery flows and pressures.
- Performs and applies water mathematical calculations to determine dosages, feed rates, flows, pressures, volumes, and areas.
- Installs, repairs, and maintains water quality sampling stations; takes and delivers water samples to the City's laboratory for testing; takes bacteriological samples for water quality analysis.
- Researches, analyzes, and makes alternative recommendations to improve the efficiency, operations, and safety of City water production and storage facilities.

- Participates in the planning and construction of well site retrofit rehabilitation projects; assists in reviewing electrical and construction plans; provides input on correctness or deficiencies of plans.
- Receives work orders electronically; prepares, maintains, and inputs detailed logs, records, and reports of maintenance and repair activities via mobile and stationary digital devices into automated software systems.
- Operates, maintains, and performs minor repairs of the City's water system emergency power generators.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, methods, and techniques used in the installation, repair, operation, inspection, and maintenance of potable water systems including water production pumps, motors, chlorinators, wells, water treatment plants, and related facilities and equipment.
- Principles of automation, hydraulics, mechanics, and electricity as applied to water pressure and water pumping operations.
- Equipment, tools, and procedures involved in the installation, maintenance, and repair of water production, water treatment, and water distribution systems, and related equipment and facilities.
- Quality control practices, methods, and techniques of conducting sampling.
- Basic water hydraulics.
- SCADA telemetry components and computer software operation.
- Safe storage, handling, and usage of chemicals and compounds used in water production and treatment.
- Federal, state, and local statutes, codes, and regulations relevant to assigned areas of responsibility.
- Mathematical formulas used in water production and treatment.
- Operational characteristics of pumps, motors, analyzers, programmable logic controllers, emergency power generators, and related water system equipment.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Perform maintenance and repair work on water production and distribution systems.
- Read, interpret, collect, and record data accurately.
- Safely and effectively use and operate a variety of diagnostic equipment, power and hand tools, mechanical equipment, and light to heavy equipment used in water production and distribution systems maintenance such as trucks, forklifts, jackhammers, light cranes, and pneumatic tools.
- Collect water samples for testing.
- Maintain accurate logs, records, and written records of work performed.
- Accurately calculate mathematical formulas used in water production and water treatment.
- Read and interpret maps, graphs, construction plans, water system plans, and technical information.

- Fabricate, install, repair, and replace customized and manufactured parts and equipment used at City water production and storage facilities.
- Troubleshoot and repair mechanical and operational problems.
- Recognize unusual and dangerous work situations and properly remedy.
- Observe safety principles and work in a safe manner.
- Research and recommend new technology, regulations, and procedures.
- Remain knowledgeable of best practices and procedures and water industry standards.
- Operate SCADA controls and correct faults and alarms.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Possession of a high school diploma or G.E.D., supplemented by specialized training in water treatment and water distribution operation and maintenance, chemistry, or a related field.

Experience:

- Three (3) years of experience in utilities, water distribution, plumbing, or a related field.

**Licenses and Certifications:**

- Possession of a valid Grade T2 Water Treatment Operator Certificate, to be maintained throughout employment.
- Possession of a valid Grade D3 Water Distribution Operator Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within 12 months of employment, a valid Cross Connection Control Specialist Certificate, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a field environment; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; to work in confined spaces and around machines; to climb and descend ladders; to operate varied hand and power tools and construction equipment; and to operate a motor vehicle and visit various City sites; vision to detect shades of color, read printed materials, and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment and to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and

equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff. Must also possess mobility to work in a standard office setting and use standard office equipment, including a computer or keyboard; ability to use a mobile device or handheld communication device; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

### **ENVIRONMENTAL CONDITIONS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.





## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 7g**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Gary Y. Sugano, Assistant City Manager

**MEETING DATE:** November 1, 2022

**SUBJECT:** Agreement with TripepiSmith to Provide Video Production Support for City Meetings

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### **RECOMMENDATION**

Authorize the City Manager to sign an agreement with TripepiSmith to provide video production support for city meetings.

### **BACKGROUND/ANALYSIS**

The estimated completion of the Council Chambers A/V project is late-November 2022. The audio/visual system will include dual monitors for the audience displays, updated audio system (at the dais, City Manager's table, staff table and the Clerk's work area, individual PCs with touch screen monitors at the dais and a state-of-the-art control system to monitor broadcasts among other upgrades).

Due to the complexity of the new system, it is recommended that the City retain the services of a consulting firm with experience in video production of meetings. Going forward, city staff would continue to provide support at the meetings, learn the operation of the new system and be available as a back-up if needed.

TripepiSmith has extensive experience in managing City Council meetings for a number of cities including Fullerton, Bellflower and Huntington Beach. They also have experience in operating the hardware/software that will be utilized in the new control room.

### **OPTIONS:**

- 1) Provide alternative direction to staff.

**FISCAL IMPACT**

The estimated cost to provide video production support for City Council and Planning Commission Meetings would be \$21,139 for the first year. Subsequent years would be similar in cost with annual cost-of-living increases built-in. Since this would be billed on a time and materials basis, the actual cost will depend on the number and length of the meetings. The term of the agreement is for 3 years with a 2-year optional extension at the City's discretion.

**ATTACHMENT**

1) Agreement with TripepiSmith

Prepared by:



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Gary Y. Sugano  
Assistant City Manager

Approved by:



---

Ryan Smoot  
City Manager



**CONTRACT FOR PROFESSIONAL SERVICES  
BETWEEN  
THE CITY OF LOMITA AND TRIPEPI SMITH**

This AGREEMENT for Video Production Services is entered into this 1<sup>st</sup> day of November 2022, by and between the CITY OF LOMITA, a general law city and municipal corporation (“CITY”) and Tripepi Smith (“CONSULTANT”).

**RECITALS**

- A. CITY does not have the personnel able and/or available to perform the services required under this agreement.
- B. Therefore, CITY desires to contract out for Video Production Services.
- C. CONSULTANT warrants to CITY that it has the qualifications, experience and facilities to perform properly and timely the services under this Agreement.
- D. CITY desires to contract with CONSULTANT to perform the services as described in **Exhibit A** of this Agreement.

**NOW, THEREFORE**, based on the foregoing recitals, CITY and CONSULTANT agree as follows:

**1. CONSIDERATION AND COMPENSATION.**

- A. As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as **Exhibit A**;
- B. As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement;
- C. As additional consideration, CITY agrees to pay CONSULTANT an amount not to exceed \$21,139 for the first year Video Production Services, and not to exceed \$116,806 for 5 Years of Video Production Services, for CONSULTANT’s services, unless otherwise specified by written amendment to this Agreement. In no instance shall the yearly cost of Video Productions Services exceed \$25,000 for any one year unless otherwise authorized by the City.
- D. No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his designee.

E. CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its bill for services itemizing the fees and costs incurred during the previous month. CITY shall pay CONSULTANT all uncontested amounts set forth in the CONSULTANT'S bill within 30 days after it is received.

2. **SCOPE OF SERVICES.**

A. CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICES attached hereto as **Exhibit A** and incorporated herein by this reference. If any part of **Exhibit A** is inconsistent with the terms of this Agreement, the terms of this Agreement shall control.

B. Except as herein otherwise expressly specified to be furnished by CITY, CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space, and facilities necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.

3. **PAYMENTS.** For CITY to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit an invoice to CITY which lists the reimbursable costs, the specific tasks performed, and, for work that includes deliverables, the percentage of the task completed during the billing period.

4. **TIME OF PERFORMANCE.** The services of CONSULTANT are to commence upon receipt of a notice to proceed from CITY and shall continue until all authorized work is completed to CITY's reasonable satisfaction, in accordance with the schedule incorporated in "**Exhibit A**," unless extended in writing by CITY.

5. **FAMILIARITY WITH WORK.** By executing this Agreement, CONSULTANT represents that CONSULTANT has (a) thoroughly investigated and considered the scope of services to be performed; (b) carefully considered how the services should be performed; and (c) understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.

6. **KEY PERSONNEL.** CONSULTANT's key person assigned to perform work under this Agreement is Ryder Todd Smith. CONSULTANT shall not assign another person to be in charge of the work contemplated by this Agreement without the prior written authorization of CITY.

7. **TERM OF AGREEMENT.** The term of this Agreement shall commence upon execution by both parties and shall expire on November 1, 2025, unless earlier termination occurs under Section 11 of this Agreement. The parties may agree to a 2 year extension beyond the November 1, 2025 date if executed in writing in advance by both parties.

8. **CHANGES.** CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum

and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.

9. **TAXPAYER IDENTIFICATION NUMBER.** CONSULTANT will provide CITY with a Taxpayer Identification Number.

10. **PERMITS AND LICENSES.** CONSULTANT will obtain and maintain during the term of this Agreement all permits, licenses, and certificates that may be required by local, state and federal laws in connection with the performance of services under this Agreement, including a business license as specified in Title VI, Chapter 2 of the Lomita Municipal Code.

11. **Laws and Regulations; Employee/Labor Certification.** CONSULTANT shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. CONSULTANT shall be liable for all violations of such laws and regulations in connection with the Services and this Agreement. All violations of such laws and regulations shall be grounds for CITY to terminate the Agreement for cause.

12. **TERMINATION.**

A. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause. Notice of termination shall be in writing.

B. CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.

C. In the event of such termination, CONSULTANT shall cease services as of the date of termination, all finished or unfinished documents, data, drawings, maps, and other materials prepared by CONSULTANT shall, at CITY's option, become CITY's property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination.

D. Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.

13. **INDEMNIFICATION.**

A. CONSULTANT shall indemnify, defend with counsel approved by CITY, and hold harmless CITY, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with CONSULTANT's performance of work hereunder or its failure to comply with any of its obligations contained in this AGREEMENT, regardless of CITY'S passive negligence, but

excepting such loss or damage which is caused by the sole active negligence or willful misconduct of CITY. Should CITY in its sole discretion find CONSULTANT'S legal counsel unacceptable, then CONSULTANT shall reimburse CITY its costs of defense, including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation. CONSULTANT shall promptly pay any final judgment rendered against CITY (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

B. The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 17, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

14. **ASSIGNABILITY.** This Agreement is for CONSULTANT's professional services. CONSULTANT's attempts to assign the benefits or burdens of this Agreement without CITY's written approval are prohibited and will be null and void.

15. **INDEPENDENT CONSULTANT.** CITY and CONSULTANT agree that CONSULTANT will act as an independent CONSULTANT and will have control of all work and the manner in which is it performed. CONSULTANT will be free to contract for similar service to be performed for other employers while under contract with CITY. CONSULTANT is not an agent or employee of CITY and is not entitled to participate in any pension plan, insurance, bonus or similar benefits CITY provides for its employees. Any provision in this Agreement that may appear to give CITY the right to direct CONSULTANT as to the details of doing the work or to exercise a measure of control over the work means that CONSULTANT will follow the direction of the CITY as to end results of the work only.

16. **AUDIT OF RECORDS.**

A. CONSULTANT agrees that CITY, or designee, has the right to review, obtain, and copy all records pertaining to the performance of this Agreement. CONSULTANT agrees to provide CITY, or designee, with any relevant information requested and will permit CITY, or designee, access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this Agreement. CONSULTANT further agrees to maintain such records for a period of three (3) years following final payment under this Agreement.

B. CONSULTANT will keep all books, records, accounts and documents pertaining to this Agreement separate from other activities unrelated to this

Agreement.

17. **CORRECTIVE MEASURES.** CONSULTANT will promptly implement any corrective measures required by CITY regarding the requirements and obligations of this Agreement. CONSULTANT will be given a reasonable amount of time as determined by CITY to implement said corrective measures. Failure of CONSULTANT to implement required corrective measures shall result in immediate termination of this Agreement.

18. **INSURANCE REQUIREMENTS.**

A. CONSULTANT, at CONSULTANT's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies:

1. Workers Compensation Insurance as required by law. CONSULTANT shall require all subconsultants similarly to provide such compensation insurance for their respective employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by CITY at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against CITY, its officers, agents, employees, and volunteers for losses arising from work performed by CONSULTANT for CITY.
2. General Liability Coverage. CONSULTANT shall maintain commercial general liability insurance in an amount of not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.
3. Automobile Liability Coverage. CONSULTANT shall maintain automobile liability insurance covering bodily injury and property damage for all activities of CONSULTANT arising out of or in connection with the work to be performed under this Agreement, including coverage for **hired and non-owned vehicles**, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence.
4. Professional Liability Coverage. CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from CONSULTANT'S operations under this Agreement, whether such operations be by CONSULTANT or by its employees, subconsultants, or subconsultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated.

Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.

- B. Endorsements. Each general liability, automobile liability and professional liability insurance policy shall be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California, or which is approved in writing by CITY, and shall be endorsed as follows. CONSULTANT also agrees to require all CONSULTANTS, and subconsultants to do likewise.
1. "The CITY, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the CONSULTANT, including materials, parts, or equipment furnished in connection with such work or operations."
  2. This policy shall be considered primary insurance as respects CITY, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by CITY, including any self-insured retention CITY may have, shall be considered excess insurance only and shall not contribute with this policy.
  3. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
  4. The insurer waives all rights of subrogation against CITY, its elected or appointed officers, officials, employees, or agents.
  5. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to CITY, its elected or appointed officers, officials, employees, agents, or volunteers.
  6. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days' written notice has been received by CITY.
- C. CONSULTANT agrees to provide immediate notice to CITY of any claim or loss against CONSULTANT arising out of the work performed under this agreement. CITY assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve CITY.
- D. Any deductibles or self-insured retentions must be declared to and approved by CITY. At CITY's option, CONSULTANT shall demonstrate financial



capability for payment of such deductibles or self-insured retentions.

- E. CONSULTANT shall provide certificates of insurance with original endorsements to CITY as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with CITY on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with CITY at all times during the term of this Agreement.
  - F. Failure on the part of CONSULTANT to procure or maintain required insurance shall constitute a material breach of contract under which CITY may terminate this Agreement pursuant to Section 11 above.
  - G. The commercial general and automobile liability policies required by this Agreement shall allow CITY, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the CONSULTANT (as the named insured) should CONSULTANT fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. CONSULTANT understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by CONSULTANT as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should CITY pay the SIR or deductible on CONSULTANT'S behalf upon CONSULTANT'S failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, CITY may include such amounts as damages in any action against CONSULTANT for breach of this Agreement in addition to any other damages incurred by CITY due to the breach.
19. **USE OF OTHER CONSULTANTS.** CONSULTANT must obtain CITY's prior written approval to use any CONSULTANTS while performing any portion of this Agreement. Such approval must include approval of the proposed CONSULTANT and the terms of compensation.
20. **FINAL PAYMENT ACCEPTANCE CONSTITUTES RELEASE.** The acceptance by the CONSULTANT of the final payment made under this Agreement shall operate as and be a release of CITY from all claims and liabilities for compensation to the CONSULTANT for anything done, furnished or relating to the CONSULTANT'S work or services. Acceptance of payment shall be any negotiation of CITY'S check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check. However, approval or payment by CITY shall not constitute, nor be deemed, a release of the responsibility and liability of CONSULTANT, its employees, sub-CONSULTANTS and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by CITY for any defect or error in the work prepared by CONSULTANT, its employees, sub-CONSULTANTS and agents.

21. **CORRECTIONS.** In addition to the above indemnification obligations, the CONSULTANT shall correct, at its expense, all errors in the work which may be disclosed during CITY'S review of CONSULTANT'S report or plans. Should the CONSULTANT fail to make such correction in a reasonably timely manner, such correction shall be made by CITY, and the cost thereof shall be charged to CONSULTANT. In addition to all other available remedies, CITY may deduct the cost of such correction from any retention amount held by CITY or may withhold payment otherwise owed CONSULTANT under this Agreement up to the amount of the cost of correction.
22. **NON-APPROPRIATION OF FUNDS.** Payments to be made to CONSULTANT by CITY for services preformed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that CITY does not appropriate sufficient funds for payment of CONSULTANT'S services beyond the current fiscal year, the Agreement shall cover payment for CONSULTANT'S only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.
23. **NOTICES.** All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

CITY	CONSULTANT
<u>City of Lomita</u> <u>24300 Narbonne Avenue</u> <u>Lomita, CA 90717</u>	<u>Tripepi Smith</u> <u>PO Box 52152</u> <u>Irvine, CA 92619</u>
<u>ATTN: City Manager</u>	<u>ATTN: Ryder Todd Smith</u>

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph. Courtesy copies of notices may be sent via electronic mail, provided that the original notice is deposited in the U.S. mail or personally delivered as specified in this Section.

24. **SOLICITATION.** CONSULTANT maintains and warrants that it has not employed nor retained any company or person, other than CONSULTANT's bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person, other than CONSULTANT's bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind this Agreement without liability.

25. **THIRD PARTY BENEFICIARIES.** This Agreement and every provision herein is generally for the exclusive benefit of CONSULTANT and CITY and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of CONSULTANT's or CITY's obligations under this Agreement.
26. **INTERPRETATION.** This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.
27. **ENTIRE AGREEMENT.** This Agreement, and its Attachments, sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written.
28. **RULES OF CONSTRUCTION.** Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.
29. **AUTHORITY/MODIFICATION.** The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment with signatures of all parties to this Agreement. CITY's city administrator, or designee, may execute any such amendment on behalf of CITY.
30. **ACCEPTANCE OF FACSIMILE OR ELECTRONIC SIGNATURES.** The Parties agree that this Agreement will be considered signed when the signature of a party is delivered by facsimile transmission, scanned and delivered via electronic mail, or delivered using digital signature technology approved by CITY. Such facsimile or electronic signatures will be treated in all respects as having the same effect as an original signature.
31. **FORCE MAJEURE.** Should performance of this Agreement be impossible due to fire, flood, explosion, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' control, then the Agreement will immediately terminate without obligation of either party to the other.
32. **TIME IS OF ESSENCE.** Time is of the essence to comply with dates and schedules to be provided.
33. **ATTORNEY'S FEES.** The parties hereto acknowledge and agree that each will bear his or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any party hereto to enforce this Agreement, the prevailing party in such action shall be entitled to reasonable attorneys' fees and costs in addition to all other relief to which that party or those parties may be entitled.

34. **STATEMENT OF EXPERIENCE.** By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY. CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private CONSULTANTS, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public agency.

35. **DISCLOSURE REQUIRED.** (CITY and CONSULTANT initials required at one of the following paragraphs)

By their respective initials next to this paragraph, CITY and CONSULTANT hereby acknowledge that CONSULTANT is a "CONSULTANT" for the purposes of the California Political Reform Act because CONSULTANT'S duties would require him or her to make one or more of the governmental decisions set forth in Fair Political Practices Commission Regulation 18700.3(a)(2) or otherwise serves in a staff capacity for which disclosure would otherwise be required were CONSULTANT employed by CITY. CONSULTANT hereby acknowledges his or her assuming-office, annual, and leaving-office financial reporting obligations under the California Political Reform Act and the CITY'S Conflict of Interest Code and agrees to comply with those obligations at his or her expense. Prior to CONSULTANT commencing services hereunder, the City's Manager shall prepare and deliver to CONSULTANT a memorandum detailing the extent of CONSULTANT'S disclosure obligations in accordance with the CITY'S Conflict of Interest Code.

City Initials \_\_\_\_\_

CONSULTANT Initials \_\_\_\_\_

**OR**

By their initials next to this paragraph, CITY and CONSULTANT hereby acknowledge that CONSULTANT is not a "CONSULTANT" for the purpose of the California Political Reform Act because CONSULTANT'S duties and responsibilities are not within the scope of the definition of CONSULTANT in Fair Political Practice Commission Regulation 18700.3(a)(2) and is otherwise not serving in staff capacity in accordance with CITY'S Conflict of Interest Code.

City Initials \_\_\_\_\_

CONSULTANT Initials \_\_\_\_\_

**IN WITNESS WHEREOF** the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF LOMITA

CONSULTANT

\_\_\_\_\_  
Ryan Smoot, City Manager

By:

\_\_\_\_\_  
Ryder Todd Smith, President

ATTEST:

\_\_\_\_\_  
Kathleen Horn Gregory, City Clerk

\_\_\_\_\_  
731642614  
Taxpayer ID No.

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

## **Exhibit A - Scope of Services**

The City has identified the need for assistance for video production for council and planning commission meeting recordings.

### City Council Meeting Recordings

TS staff will arrive 1 hour prior to City Council meetings to set up and test all equipment, perform a sound check, and prepare all systems (including Zoom, if needed) for the upcoming meeting. This will include creating any applicable graphics and reviewing agendas for any digital media or notable activities to be displayed during meeting. Staff will troubleshoot any issues that arise during pre-meeting preparation and during the meeting. Staff will remain onsite for the entirety of every meeting to manage the live streaming/recording. Once the meeting has finished, staff will prepare meeting recording for rebroadcasting on cablecast system and City designated streaming platform(s), and prepare master DVDs as needed.

Tripepi Smith will provide one TS A/V Operator to be onsite for every City Council and Planning Commission meeting and any additional meetings the City requests coverage for (Special Meetings, etc). Tripepi Smith may periodically assign additional staff to cross-train on the council meeting recording process to ensure complete staffing coverage for City meetings.

### City Council Meeting:

- Staff will be onsite on the 1st and 3rd Tuesdays of each month, 1 hour prior to start time, remain onsite for an average of approximately 2 hours for duration of meeting and stay 30 minutes after for post-meeting tasks.

### Planning Commission Meeting

- Staff will be onsite on the 2nd Monday of each month, 1 hour prior to start time, remain onsite for an average of 1-2 hours for duration of meeting and stay 30 minutes after for post-meeting tasks.

Tripepi Smith will also assist with technical issues and recommend any equipment or software updates and/or strategies to ensure meetings can be ran smoothly every time. When this happens, the project manager or A/V Operator will perform a root cause analysis to understand the issue, clarify the point of failure, and identify a method or approach that could systemically prevent future issues (including equipment upgrades, as needed). Learning and growing from any mistakes are a fundamental element of improvement and is an attitude embedded in the Tripepi Smith culture.

Tripepi Smith is also familiar with PEG channels and has contacts with local cable channel providers and can assist the City with the implementation of their PEG channel into their existing broadcasting equipment.

At the kickoff of the engagement, Tripepi Smith will perform a complete assessment of the equipment and PEG channel arrangements as well as develop written policies and procedures for the operation of chamber A/V and the PEG channel needs.

A/V Support Services

Tripepi Smith will provide A/V support, as needed, for any City facilities where the City wants a trusted partner to handle or manage City equipment. Tripepi Smith has the equipment needed to execute many different types of events and will deliver any final recordings or edited videos, as identified, for each event. The City will notify Tripepi Smith when A/V support is needed two weeks (or more) in advance, when applicable.

**CITY PROVIDED SUPPORT**

The following items are areas where Tripepi Smith is assuming the City will fulfill its role as a partner to us in executing on the overall goals of this engagement.

- The City will open Council chambers one hour prior to a recorded meeting or provide access keys to ensure staff can test and prepare for the meeting. City staff will also facilitate access (a contact or keys) to the City facilities when needed.
- The City will designate a City staff member to be the point of contact for all communications with Tripepi Smith. The City will also facilitate contacts with event space personnel when requested to provide A/V Support for the City facilities.
- The City will repair equipment in the Council Chambers in a timely fashion to support the video production activity, if needed. Tripepi Smith is not responsible for failed or broken equipment that prevents our ability to deliver the scope of this engagement.
- The City will maintain a service contract with the various vendors for the A/V equipment used to produce the Council Chamber meetings or will provide access to a qualified technical resource for specific equipment to ensure support on some hardware that may be beyond the skills of Tripepi Smith.
- Any existing/previous design files for applicable graphics, such as title slides, lower thirds, Closed Session screen, etc., will be provided or available to Tripepi Smith to ensure branding is consistent with existing meeting recordings.
- Sufficient local disk storage will be provided by the City for Tripepi Smith to provide a proper archive of all recorded meetings to the City. If not available, Tripepi Smith can architect and implement an archive solution.

Hourly Rates

The below rates reflect rates from the Lomita-Tripepi Smith Agreement, Agree No. 2021-41, adjusted as of October 19, 2022, to reflect the latest annual increase. In addition, there is a new rate and role listed here for the position of A/V Operator.

Principal	\$323.19
Director	\$227
Senior Business Analyst	\$181
Business Analyst	\$ 124.74
Junior Business Analyst	\$ 96.39
Photographer/Videographer	\$ 124.74
Senior Graphic Artist	\$ 164.43
Graphic Artist	\$ 124.74
A/V Operator	\$95

## **Billing Increase**

Tripepi Smith will increase the hourly rates and retainer fees for all resources by five percent (5%) or the regional Consumer Price Index (CPI)—whichever is higher—each year on the anniversary of the contract, starting in calendar year 2023.

## Applicable Notes to Economics:

The majority of the work anticipated to be executed under this contract will be the Videographer rate and the Senior Business Analyst rate. All other rates will only be invoked with authorization from the City and for reasons noted below.

Some services may require Tripepi Smith to provide A/V equipment and the following fees apply to the following:

- City Council Meetings (or special meetings): no equipment fee
- Event 1-2 camera setup/recording: Standard equipment fees noted below
- Full-day Equipment Fee: Five-hundred-fifty dollars (\$550) for a full day of video equipment use (includes full set of video equipment). “Full day” is defined as a shoot lasting more than four (4) hours.
  - Half-day Equipment Fee: Three-hundred-fifty dollars (\$350) for a half day of video equipment use. “Half day” is defined as anything up to four (4) hours of video production.
  - Live stream equipment fee: Three-hundred dollars (\$350) for full video equipment related to Facebook Live stream support (Mevo camera, microphones and iPad/iPhone)
  - Broadcast Camera Equipment Fee: One-hundred-fifty dollars (\$150.00) fee per Event Broadcast Camera needed for events (ex: \$450 for threecamera event).
  - Large Event 3 or more camera setup/recording (may include laptop, mixer and audio setup): half-day or full-day equipment fees noted above plus additional equipment fees for specialized rental equipment (stage lighting, stages, spotlights, extra cameras and more)
  - Drone Video Production: Any request for drone will use the Drone Operator \$175/hr rate (noted above) and Drone Equipment \$500 fee

Tripepi Smith has presented the full availability of its resources on the team for that work. If Tripepi Smith is called upon to execute something more complex than normal, we may need to use more senior resources to complete the request. As such, we will come to the City to authorize use of those resources and authorize additional costs as needed.

## Travel Costs

Travel time will be billed for drive to and from Lomita City Hall or other destinations in the City. Travel time is billed at half rate.

## Payment Terms

Tripepi Smith will invoice for time at the end of each month. Terms are net 30 days. Time at Tripepi Smith is billed in 15-minute increments – i.e. we invoice our time in the following examples: 1.25, .75, 4 or 6.5 hours.





## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 7h**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Kathleen Gregory, City Clerk

**MEETING DATE:** November 1, 2022

**SUBJECT:** Resolution Authorizing the Destruction of Obsolete Records

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### **RECOMMENDATION**

Adopt Resolution.

### **BACKGROUND**

On February 4, 2013, the City Council adopted Resolution No. 2013-05, establishing a Citywide Records Management Policy for Preservation, Protection, Retention and Legal Disposition of Records and Records Retention Schedule for all City Departments. The Records Retention Schedule is the City's most effective control to properly manage paper records. It is a carefully planned, systematic, and consistently written policy governing the period of retention, or the lifespan, of all types of records.

While the Records Retention Schedule contains the legal authority for the disposition of City records and demonstrates compliance with government regulations, it is an administrative tool only and does not preclude the necessity of obtaining approval from the City Council for the destruction of public records (California Gov't Code Section 34090 et seq.).

At this time, city departments have identified records that no longer have sufficient historical, legal, fiscal or reference value to retain in original form, and is requesting the City Council's authorization to destroy such records.

The proposed destruction follows the City's Records Retention Schedule and is consistent with Section 34090 of the Government Code of the State of California. Section 34090 provides for the destruction of any City record, document, instrument, book, paper, etc., without making a copy thereof, after the same is no longer required, if done with the approval of the City Council and the written consent of the City Clerk and City Attorney.

Section 34090 does not authorize the destruction of records affecting the title to real property or liens thereon, court records, records required to be kept by statute, records less than two years old, and the minutes, ordinances, or resolutions of the City Council.

Records proposed for destruction were carefully reviewed by staff and approved by the corresponding department directors. In addition, and in accordance with law, the City Attorney has reviewed the list of records and has given consent for destruction of the records.

**OPTIONS**

1. Approve Resolution
2. Provide alternative direction

**FISCAL IMPACT**

The approximate cost to shred the designated documents is \$300. The account to be charged is 100-130-5755.000, Special Department Expense.

**ATTACHMENTS**

1. Draft Resolution with Exhibits

Reviewed by:



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Gary Y. Sugano  
Assistant City Manager

Approved by:



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Ryan Smoot  
City Manager

Prepared by:



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Kathleen Horn Gregory  
City Clerk

**RESOLUTION NO. 2022-35**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED BY SECTION 34090 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA**

**WHEREAS**, the keeping of numerous records is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Lomita; and

**WHEREAS**, Section 34090 of the Government Code of the State of California and the City of Lomita Resolution No. 2013-05 provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed, and the destruction of said records will not interfere with the services and functions of the City.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, DOES HEREBY FIND, ORDER AND RESOLVE AS FOLLOWS:**

**SECTION 1.** The records of the City of Lomita as set forth in **EXHIBIT "A"**, which is incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 of the Government Code of the State of California, and in accordance with the provisions of the Records Destruction Certificate and with the consent in writing of the City Attorney, without further action by the City Council of the City of Lomita.

**SECTION 2.** The provisions of Section 1 above do not authorize the destruction of:

- A. Records affecting the title to real property or liens thereon.
- B. Court records.
- C. Records required to be kept by statute.
- D. Records less than two (2) years old.
- E. Minutes, ordinances, or resolutions of the City Council of the City of Lomita or any City board, committee or commission.

**SECTION 3.** Notwithstanding the provisions of Section 2, the duplicates of records not less than two (2) years old that are no longer required are hereby authorized to be destroyed as set forth in the attached report.

**SECTION 4.** The destruction of any record as provided for herein shall be by shredding or other effective method of destruction.

**SECTION 5.** The term "records" as used herein shall include document instruments, books, microfilm or papers.

**SECTION 6.** This Resolution shall be in full force and effect immediately upon the passage and adoption thereof.

**SECTION 7.** The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Lomita at a regular meeting held on the 1<sup>st</sup> day of November 2022.

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Cindy Segawa, Mayor

ATTEST:

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Kathleen Horn Gregory, MMC, City Clerk

APPROVED AS TO FORM:

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Trevor Rusin, City Attorney





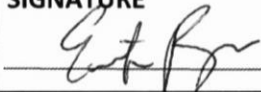
## EXHIBIT "A" - RECORDS INVENTORY

<b>DEPARTMENT:</b> Administrative Services Dept	<b>LOCATION OF RECORDS:</b> Public Works Office - 2nd floor Susan's Office - Back Room - 1st floor
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The records listed below are scheduled to be destroyed, as indicated on the Records Retention Schedule.  
Indicate with an initial, check or X mark that the digital files should and will also be destroyed.

RECORDS DESCRIPTION	ITEM NO	REQUIRED	YEARS COVERED	STATUTORY	DESTRUCTION OF			# OF BOXES	REMARKS
		RETENTION		REFERENCE	ORIGINAL	COPY	DIGITAL		
Example: News & Press Release	ex.GRS 108	CU+2	2017-2018	GC34090	X	X		1	
Cash Receipts	Fin-126	Au+4	2014-2016		X			1	
Applications - Utility	Fin-103	CL+2	2018		X			1	
Parking Citations	Fin-804	1	2012-2013		X			1	
Parking Citations - Blank	Fin-804	1			X			3	
Accounts Payable	Fin-101	Au+4	2016-2017		X			6	
Applications - Alarms	Fin-103	CL+2	Prior to 2010		X			6	

I HEREBY CERTIFY that the items listed in "Exhibit A" are authorized to be destroyed in accordance with the City's Retention Schedule and are not subject to any claim, audit, or pending litigation.

<b>INVENTORY TAKEN BY: NAME AND TITLE</b> Erika Reyes, Senior Accountant	<b>SIGNATURE</b> 	<b>DATE</b> 9/21/22	<b>ADDITIONAL COMMENTS:</b>
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## EXHIBIT "A" - RECORDS INVENTORY

<b>DEPARTMENT:</b> City Manager	<b>LOCATION OF RECORDS:</b> Human Resources
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The records listed below are scheduled to be destroyed, as indicated on the Records Retention Schedule.  
Indicate with an initial, check or X mark that the digital files should and will also be destroyed.

RECORDS DESCRIPTION	ITEM NO	REQUIRED	YEARS COVERED	STATUTORY	DESTRUCTION OF			# OF BOXES	REMARKS
		RETENTION		REFERENCE	ORIGINAL	COPY	DIGITAL		
Example: News & Press Release	ex.GRS 108	CU+2	2017-2018	GC34090	X	X		1	
Employment Applications	HR401	3 years	2016 - 2018	GC12946	X			1	
Job Announcements	HR404	3 years	2016 - 2018	29CFR1602.31	X			1	
Personnel Files	HR703	T + 5	Before 2016	GC34090	X			1	
Verification of Employment/ I-9 forms	HR405	T + 1	1989 - 2019	Dept. Policy	X				
Applicant Examinations/Tests	HR406a	S + 2	2016 - 2018	29CFR1602.31	X			1	
Physical Examination Certificates	HR702a	2	1985 - 2019	CCR Title 8	X			1	
				section 3204(d)	X				

I HEREBY CERTIFY that the items listed in "Exhibit A" are authorized to be destroyed in accordance with the City's Retention Schedule and are not subject to any claim, audit, or pending litigation.

<b>INVENTORY TAKEN BY: NAME AND TITLE</b> <u>Deborah Dixon, HR Analyst</u>	<b>SIGNATURE</b> 	<b>DATE</b> <u>9/22/2022</u>	<b>ADDITIONAL COMMENTS:</b>
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## EXHIBIT "A" - RECORDS INVENTORY

<b>DEPARTMENT:</b> City Manager's	<b>LOCATION OF RECORDS:</b> ACM's Office
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The records listed below are scheduled to be destroyed, as indicated on the Records Retention Schedule.  
Indicate with an initial, check or X mark that the digital files should and will also be destroyed.

RECORDS DESCRIPTION	ITEM NO	REQUIRED	YEARS COVERED	STATUTORY	DESTRUCTION OF			# OF BOXES	REMARKS
		RETENTION		REFERENCE	ORIGINAL	COPY	DIGITAL		
Example: News & Press Release	ex.GRS 108	CU+2	2017-2018	GC34090	X	X		1	
CalPERS Correspondence	GRS104	CU+2	2014		X				
CDBG Econ Dev Programs	GRS301	CL+5	2017		X				
LAHSA	x	x	2010		X				REMOVE FROM LIST
Water Utility Billing Info	GRS104	CU+2	2012		X				
Misc Correspondence	GRS104	CU+2	2012 - 2017		X				
MuniTemps File	GRS104	CU+2	2014		X				
Pipeline Information	GRS104	CU+2	2010 - 2018		X				
Sheriff's Contract	CLK306	T+5	2008 - 2014		X				
Tree Commission	x	x	2011		X				REMOVE FROM LIST
United Way	GRS104	CU+2	2012		X				
Utilities Correspondence	GRS104	CU+2	2012		X				
Water Billing	FIN131	CU+2	2012		X				
Water Focus Group	GRS104	CU+2	2012		X				
Water Info	GRS104	CU+2	2012			X			
Website Comments	GRS104	CU+2	2014		X				
Worker Comp	GRS104	CU+2	2016		X				
Misc Memos	GRS104	CU+2	2010 - 2012		X				

I HEREBY CERTIFY that the items listed in "Exhibit A" are authorized to be destroyed in accordance with the City's Retention Schedule and are not subject to any claim, audit, or pending litigation.

<b>INVENTORY TAKEN BY: NAME AND TITLE</b> Gary Sugano, ACM	<b>SIGNATURE</b> Gary Sugano <small>Digitally signed by Gary Sugano Date: 2022.03.24 07:51:46 -07'00'</small>	<b>DATE</b> 3/24/22	<b>ADDITIONAL COMMENTS:</b>
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## EXHIBIT "A" - RECORDS INVENTORY

<b>DEPARTMENT:</b> City Manager's	<b>LOCATION OF RECORDS:</b> ACM's Office
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The records listed below are scheduled to be destroyed, as indicated on the Records Retention Schedule.  
Indicate with an initial, check or X mark that the digital files should and will also be destroyed.

RECORDS DESCRIPTION	ITEM NO	REQUIRED	YEARS COVERED	STATUTORY	DESTRUCTION OF			# OF BOXES	REMARKS
		RETENTION		REFERENCE	ORIGINAL	COPY	DIGITAL		
Example: News & Press Release	ex.GRS 108	CU+2	2017-2018	GC34090	X	X		1	
Commissioner Training Info	x	x	Various		X				REMOVE FROM LIST
Labor Attorney Invoices	FIN101	AU+4	2010 - 2012		X				
Invoices - PW	FIN101	AU+4	2008-2010		X				
Public Works Files	GRS104	CU+2	2008-2009		X				
Slow Down Lomita	CLK208	4	2005		X				
Car2Go	GRS104	CU+2	2012		X				
Chandler Tonnage	CLK306	T+5	1989-2004		X				
CalMet	GRS104	CU+2	2008		X				
LA County Building & Safety	GRS104	CU+2	2011		X				
Legislative Lobbyist RFP	FIN701	AU+4	2006		X				
Rancho LPA	GRS104	CU+2	2011-2012		X				
LCW Invoices	FIN101	AU+4	2016		X				
Public Notices - Other Cities	GRS104	CU+2	2012-2014		X				
HR - Recruitment	HR404	3	2004		X				
Staff Training	GRS104	CU+2	2006		X				
Traffic - Trip Generation	GRS104	CU+2	1988		X				
Time Off Summary	FIN503	AU+6	2003 - 2016		X				

I HEREBY CERTIFY that the items listed in "Exhibit A" are authorized to be destroyed in accordance with the City's Retention Schedule and are not subject to any claim, audit, or pending litigation.

<b>INVENTORY TAKEN BY: NAME AND TITLE</b> Gary Sugano, ACM	<b>SIGNATURE</b> Gary Y Sugano <small>Digitally signed by Gary Y Sugano Date: 2022.04.25 13:14:41 -07'00'</small>	<b>DATE</b> 04/25/22	<b>ADDITIONAL COMMENTS:</b>
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## EXHIBIT "A" - RECORDS INVENTORY

<b>DEPARTMENT:</b> City Manager's	<b>LOCATION OF RECORDS:</b> ACM's Office
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The records listed below are scheduled to be destroyed, as indicated on the Records Retention Schedule.  
Indicate with an initial, check or X mark that the digital files should and will also be destroyed.

RECORDS DESCRIPTION	ITEM NO	REQUIRED	YEARS COVERED	STATUTORY	DESTRUCTION OF			# OF BOXES	REMARKS
		RETENTION		REFERENCE	ORIGINAL	COPY	DIGITAL		
Example: News & Press Release	ex.GRS 108	CU+2	2017-2018	GC34090	X	X		1	
Council Goal-Setting	GRS104	CU+2	2005-2006, 2013		X				
Mid-Year 15-16 and 17-18	GRS104	CU+2	2016-2018		X				
Mid-Year 13-14	GRS104	CU+2	2014		X				
Management Retreat 2012	GRS104	CU+2	2012		X				
LA County - Subdivision Review Invoices	FIN101	AU+4	2005-2013		X				
LA County Building & Safety Statements	GRS104	CU+2	2005-2013		X				
EOC Trailer Information	GRS104	CU+2	2010		X				
Code Enforcement Reclassification	HR403	S+4	2007		X				
Recruitment Files	HR401	3	2006-2007		X				
HP Plotter Info	IT103	S	2006		X				
Fee Information	GRS104	CU+2	1998-2004		X	X			
Harris Contract	CLK306	T+5	2001		X				
LA County DPW Invoices	FIN101	AU+4	2004-2008		X				
CSTI Training	GRS104	CU+2	2005		X				
Commissioner Training	x	x	2003			X			REMOVE FROM LIST
50th Anniversary Committee	x	x	2005			X			REMOVE FROM LIST

**I HEREBY CERTIFY** that the items listed in "Exhibit A" are authorized to be destroyed in accordance with the City's Retention Schedule and are not subject to any claim, audit, or pending litigation.

<b>INVENTORY TAKEN BY: NAME AND TITLE</b> Gary Y Sugano, ACM	<b>SIGNATURE</b> Gary Y Sugano <small>Digitally signed by Gary Y Sugano Date: 2022.08.01 09:32:59 -07'00'</small>	<b>DATE</b> _____	<b>ADDITIONAL COMMENTS:</b>
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## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 7i**

**FROM:** Trevor Rusin, City Attorney, and Ryan Smoot, City Manager

**MEETING DATE:** November 1, 2022

**SUBJECT:** Authorizing Virtual City Council Meetings as Well as Virtual Meetings for All Other City Commissions and Committees Pursuant to AB 361

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### **RECOMMENDATION**

Authorize remote teleconference/virtual meetings of all City of Lomita legislative bodies, including all City commissions and committees, in accordance with Assembly Bill 361 (“AB 361”), by finding that: (1) a statewide state of emergency is currently in place; (2) state and local officials have imposed or recommended measures to promote social distancing in connection with COVID-19.

### **ANALYSIS AND OPTIONS**

All meetings of the City’s legislative bodies are subject to the Ralph M. Brown Act (Gov. Code §§ 54950 *et seq.*) and must be open and public so that any member of the public may attend and participate in the meetings. Commencing in March of 2020, Governor Newsom issued a series of executive orders aimed at preventing the spread of a respiratory disease that came to be known as the novel coronavirus, “COVID-19.” Among these were Executive Orders (“EO”) N-25-20, N-29-20, and N-35-20 (collectively, the “Brown Act Orders”) that waived the teleconferencing requirements of the Brown Act to allow legislative bodies to meet virtually.

On June 11, 2021, the Governor issued EO N-08-21 which rescinded these Brown Act Orders that had allowed remote meetings to occur, effective September 30, 2021. To replace those orders, on September 16, 2021, Governor Newsom signed AB 361, which became effective October 1, 2021, and amended the Brown Act to allow legislative bodies to meet virtually, without following the Brown Act’s standard teleconferencing rules, provided that the legislative body makes specific findings, which include the following: (1) a statewide state of emergency is currently in place and (2) State or local officials have imposed or recommended measures to promote social distancing in connection with COVID-19 and/or (3) meeting in person would present imminent risks to the health or safety of attendees.

To comply with AB 361 the City Council must make these findings at least every 30 days. All three findings under AB 361 can be made given the current circumstances. The Governor has proclaimed a state of emergency in response to the ongoing COVID-19 pandemic and the state of emergency currently remains in effect. Further, State officials, including the California Department of Public Health, have recommended measures to promote social distancing in connection with COVID-19, which are currently in place. Similarly, local officials, including the County Public Health Officer, have also recommended measures to promote social distancing in connection with COVID-19. In a recommendation dated September 28, 2021, the County Public Health Officer stated that “utilizing teleconferencing options for public meetings is an effective and recommended social distancing measure to facilitate participation in public affairs and encourage participants to protect themselves and others from the COVID-19 disease.” Finally, the City has determined that meeting in person would present imminent risks to the health or safety of attendees. Accordingly, all of the above-referenced AB 361 findings currently exist.

By taking the recommended action the current virtual meeting procedures may continue. If the City Council does not make the findings pursuant to AB 361, the City would have to conduct its public meetings for the City Council and other commissions in person.

### **FISCAL IMPACT**

There is no fiscal impact associated with the recommended action.

Prepared by:



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Trevor Rusin  
City Attorney



## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** Mayor and City Council **Item No. SCH 8a**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Emma Kelley, Recreation Manager

**MEETING DATE:** November 1, 2022

**SUBJECT:** Discussion and Consideration of Installation of Pickleball Court at Lomita Park

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### **RECOMMENDATION**

Approve the recommendation of the Parks and Recreation Commission to authorize the installation of a hybrid pickleball court overlaid onto the existing basketball court at Lomita Park.

### **BACKGROUND**

Over the last many months, City staff have received increasing interest from residents and park patrons in bringing the sport of Pickleball to the City of Lomita.

Pickleball has become a fast-growing sport with elements of tennis, badminton and ping-pong. Played with a paddle and a plastic ball with holes and can be enjoyed by all ages and skill levels.

A pickleball court is the same size as a doubles badminton court and measures 20x44 feet. The court is striped similar to a tennis court with right and left service courts. Courts can be constructed specifically for pickleball, or they can be converted using existing tennis or badminton courts.

It is recommended that pickleball courts be placed 300 ft – 600 ft away from residential homes to avoid noise constraints. And facing north to south, so that sunlight isn't obstructing players vision during play.

At its meeting on July 26, 2022, the Parks and Recreation Commission, requested discussion on the topic, and asked staff to prepare some background information for their consideration. On September 27<sup>th</sup>, staff presented its findings and the commission discussed possibilities for recommendation to the City Council.

## **DISCUSSION**

With Pickleball being such a fast-growing and popular sport, many surrounding cities are exploring ways to provide facilities to accommodate the sport within their communities. Some of the recent efforts of area communities are outlined below:

- The City of Torrance currently has 8 total Pickleball Courts within the city at Wilson Park, Sur La Brea Park, and Walteria Park with more possible courts being considered at other possible locations.
- South Bay Tennis Center in Rolling Hills Rd. has 17 brands new pickleball courts.
- The City of Redondo Beach has explored and will be installing 13 Pickleball Courts within the City at Alta Vista Park, Perry Park, and Aviation Park.
- The City of Hermosa Beach currently has 4 court locations at Kelly Court, but two of those courts are currently closed.
- The City of Manhattan Beach has 7 Pickleball courts within the city at Manhattan Heights Park.
- The City of El Segundo has 4 courts on 1 multi-purpose Tennis Court with additional temporary courts added by staff by laying downlines with tape when needed.

Each agency has express challenges related to space, noise, conflicts with other sports, and costs, with the primary constraint being noise. Residents that live near a park or facility where pickleball is played have express concerns of excessive noise a Pickleball ball creates.

Other concerns have been raised with regard to additional lines added to existing tennis courts or basketball courts which can create confusion to those learning to play that sport.

Within the City of Lomita, park and open space is extremely limited with only one programed park – Lomita Park. In considering locations for possible installation of pickleball courts in the city, two locations were primarily considered – Hathaway Park (which is unstaffed) and Lomita Park, each with their own challenges and constraints.

Two options for court installation at Hathway Park were considered – conversion or hybrid installation at the existing basketball courts, or construction of a stand-alone court toward the rear of the park. In review of these options, it was determined that in either instance, the proximity to surrounding residential uses may create problems related to noise and other concerns. It was also determined that the costs of construction of a stand-alone court could be prohibitive. The Commission is not recommending any installation at Hathaway Park at this time, though it could be considered in the future should there be increased demand.



Currently, Lomita Park offers tennis courts and one basketball court, among other amenities. City staff reports that the Lomita Park tennis courts are heavily used throughout the day, especially in the early mornings. The City offers adult tennis classes Monday and Wednesday mornings with youth tennis taking place in the early afternoon on Tuesday, Wednesdays and Thursdays. We also offer weeklong tennis camps during the summertime.

The Lomita Park outdoor basketball courts are also heavily used in the afternoon typically starting around 12:00pm. In addition to general public users, the Lomita Park youth basketball programs use the outside court during the months of January and March from 3:00 pm – 8:00 pm Monday through Thursday for youth practices. And in the summertime for our notorious and admired weeklong, Lomita Park Youth Basketball Camp. Offered in June and July of each summer.

Although the existing outdoor courts are slightly less than the recommended distance from residential uses, staff considered possibilities for installation of hybrid court striping at Lomita Park over the existing tennis courts and/or over the basketball court. Ultimately, because of anticipated conflicts with the heavily used courts and confusion associated with the installation of striping over the tennis courts, staff is not recommending any changes to the existing tennis courts.

In exploring the possibility of installing hybrid court lines on the outdoor basketball court, staff explored two options – first, installation of dual (side by side) courts, and secondly installation of a single court striping. Ultimately it was determined that there is insufficient space within the existing court to install dual courts and maintain adequate safety clearances around the court edges. There was also concern that the additional lines could create confusion for those learning to play basketball through the City’s existing programs. Should this option be considered, staff recommended installation of additional slats in the existing fencing to help mitigate the effects of additional noise to the extent possible.

After discussion and consideration of all of these options, the Parks and Recreation Commission is recommending that the City Council authorize the installation of a hybrid pickleball court overlaid onto the existing basketball court at Lomita Park, and direct City staff to implement appropriate signage, sound mitigation and programming to support its use. As proposed, drop-in play would take place Tuesday and Thursday 8:00am – 12:00pm.

## **OPTIONS**

1. Approve the recommended action
2. Discuss, and provide alternative direction.
3. Take no action

**FISCAL IMPACT**

The estimated cost for the addition of hybrid or “layover” court lines on our existing basketball court and development and support for program guidelines is less than \$5,000.

This project was not considered as part of the FY22-24 budget, but sufficient funds are available and can be used for this purpose from the Recreation and Facilities General Maintenance Account.

Approved by:



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Gary Y. Sugano  
Assistant City Manager



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Ryan Smoot  
City Manager

Prepared by:



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Emma Kelley  
Recreation Manager