



AGENDA

REGULAR MEETING

LA PALMA CITY COUNCIL

TUESDAY, SEPTEMBER 2, 2025

Mark I. Waldman
Mayor

Nitesh P. Patel
Mayor Pro Tem

Debbie S. Baker
Council Member

Janet Keo Conklin
Council Member

Vikesh P. Patel
Council Member

5:30 PM Closed Session
6:30 PM Open Session
La Palma City Hall
Council Chambers
7822 Walker Street, La Palma

CALL TO ORDER

CLOSED SESSION

CS-1. PUBLIC EMPLOYEE APPOINTMENT/RECRUITMENT
(Pursuant to Government Code Section 54957(b)(1))

Position Title: City Manager

CS-2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to paragraph (1) of subdivision (d) of California Government
Code Section 54956.9)

Name of Case: David Casey, et al. v. City of Buena Park, et al.
Case No. OCSC 30-2025-01497184-CU-PA-NJC

OPEN SESSION TO BEGIN AT 6:30 P.M.

PLEDGE OF ALLEGIANCE

Council Member Baker

INVOCATION

Pastor Matthew Agosto, La Palma Police Department Chaplain
Council Member Keo Conklin

ROLL CALL

PRESENTATIONS

- Recognition of John F. Kennedy High School's Boys Tennis Team Achieving Division 6 CIF Southern Section Champion Title
- Proclamation Recognizing September as Hunger Action Month
- Proclamation Recognizing September 17-23, 2025, as Constitution Week
- Presentation for Home Spotlight

ORAL COMMUNICATIONS (Time Limit: 5 Minutes Each)

Time has been reserved at this point in the Agenda for persons wishing to speak on any item that is not listed on the Agenda. By law, the City Council is prohibited from taking action on such oral comments. The matter will be automatically referred to staff for appropriate response or action or will be placed on the Agenda of a future meeting. Matters listed on the Agenda may be addressed either at this time or at the time they are before the City Council for discussion.

CONSENT CALENDAR

All matters listed under Consent Calendar will be acted upon by one motion affirming the action recommended on the Agenda. There will be no separate discussion on these items prior to voting unless members of the City Council, Staff, or the public request that specific items be removed from the Consent Calendar for separate action. Any member of the public who wishes to discuss a Consent Calendar item should come forward to the microphone and, upon recognition by the Mayor, state their name, address, and the item number.

1. **Waive the Reading of All Ordinances**

It is recommended that the City Council waive the reading of all Ordinances in their entirety and read by title only.

2. **Approval of Council Minutes**

It is recommended that the City Council approve the Minutes of July 9, 2025, July 21, 2025, August 5, 2025, August 8, 2025, and August 21, 2025, Meetings of the City Council.

3. **Approval of Register of Demands**

It is recommended that the City Council adopt a Resolution approving the Registers of Demands for August 19 and September 2, 2025.

4. **Second Reading and Adoption of an Ordinance Regarding the Use of Electric Mobility Devices**

It is recommended that the City Council Conduct the second reading and adopt an Ordinance regarding the use of Electric Mobility Devices.

5. **2025 Urban Water Management Plan (UWMP) Cost Sharing Agreement with Metropolitan Water District of Orange County (MWDOC)**

It is recommended that the City Council approve a cost-sharing agreement with the Metropolitan Water District of Orange County (MWDOC) for the completion and submission of the 2025 Urban Water Management Plan (UWMP) and authorize the Interim City Manager to sign the agreement.

6. **GIS/Asset Management Award of Contract to Nobel Systems Inc.**

It is recommended that the City Council award a Contract for GIS/Asset Management to Nobel Systems Inc. and authorize the Interim City Manager to sign the agreement.

7. **Award of Contract to Transtech Engineers, Inc. for City Engineering Services**

It is recommended that the City Council authorize the Interim City Manager to enter into a three-year Professional Services Agreement, with two additional one-year extensions, with Transtech Engineers, Inc. to provide professional city engineering services.

8. **Approve an Agreement with ClearGov for Budgeting Software Services**

It is recommended that the City Council authorize the Interim City Manager to enter into a three-year agreement with ClearGov for budgeting software

services totaling \$89,304.

9. **Extension of the ACMS Crossing Guard Professional Services Agreement**

It is recommended that the City Council approve and authorize the Interim City Manager to execute a one-year extension agreement with All City Management Services (ACMS), Inc. to provide school crossing guard services for one year, commencing July 1, 2025, through June 30, 2026.

PUBLIC HEARINGS

REGULAR ITEMS

10. **Approval of City Manager Employment Agreement**

It is recommended that the City Council take the following actions:

1. Appoint Peter L. Kim to serve as City Manager for the City of La Palma effective October 27, 2025;
2. Adopt a resolution authorizing the Mayor to sign the proposed Employment Agreement with Peter L. Kim; and
3. Adopt a resolution amending the City's salary schedule for the City Manager consistent with the proposed Employment Agreement.

11. **Water and Sewer Rate Study and Approval to Initiate Proposition 218 Process**

It is recommended that the City Council receive the Water and Sewer Rate Study and proposed rate adjustments; and direct staff to initiate the Proposition 218 process for a public hearing to be held on November 4, 2025, to consider implementation of rate adjustments on January 1, 2026.

COUNCIL MEMBER AB1234 REPORTS, REPORTS FROM CITY-AFFILIATED COMMITTEES, AND COUNCIL REMARKS

CITY MANAGER REMARKS

CITY ATTORNEY REMARKS

ADJOURNMENT

NOTE: As a general rule, staff reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials and other disclosable public records distributed to all or a majority of the members of the City Council in connection with an open session item on the agenda are on file and available for inspection with the Office of the City Clerk, City Hall, 7822 Walker Street, during regular business hours 7:30 A.M. to 6:30 P.M., Monday through Thursday. If such writings are distributed to members of the Council on the day of a City Council meeting, the writings will be available at the entrance to the City Council Chambers. If you have any questions regarding any item of business on the agenda for this meeting, any of the staff reports, or other documentation relating to any agenda item, please contact the City Clerk at (714) 690-3334.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the City Clerk at (714) 690-3334. Notification 48 hours prior to the meeting will enable the City to make reasonable accommodations to ensure accessibility to this meeting.

City of La Palma

Agenda Item No. 1



MEETING DATE: September 2, 2025

TO: City Council

FROM: Interim City Manager

SUBMITTED BY: Norma I. Alley, City Clerk

AGENDA TITLE: Waive Reading of All Ordinances

RECOMMENDED ACTION:

It is recommended that the City Council waive the reading of all Ordinances in their entirety and read by title only.

SUMMARY:

This is a regular agenda item and acts as a reminder of an action that Council Members should take to waive the reading of any Ordinance before them in its entirety, and instead read it by title only. This action helps to expedite the processing of Ordinances and contributes to the efficiency of City Council meetings.

FISCAL IMPACT:

None.

ATTACHMENTS:

None

City of La Palma

Agenda Item No. 2



MEETING DATE: September 2, 2025

TO: City Council

FROM: Interim City Manager

SUBMITTED BY: Norma I. Alley, MMC, City Clerk

AGENDA TITLE: Approval of Council Minutes

RECOMMENDED ACTION:

It is recommended that the City Council approve the Minutes of July 9, 2025, July 21, 2025, August 5, 2025, August 8, 2025, and August 21, 2025, Meetings of the City Council.

FISCAL IMPACT:

None.

ATTACHMENTS:

1. City Council Minutes 7-9-25
2. City Council Minutes 7-21-25
3. City Council Minutes 8-5-25
4. City Council Minutes 8-8-25
5. City Council Minutes 8-12-25

MINUTES OF THE SPECIAL MEETING
OF THE LA PALMA CITY COUNCIL
July 9, 2025

CALL TO ORDER

Mayor Waldman called the Special Meeting of the La Palma City Council to order at 4:01 p.m. in the Council Chambers of La Palma City Hall, 7822 Walker Street, La Palma, California.

CLOSED SESSION

- CS-1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to paragraph (1) of subdivision (d) of California Government Code Section 54956.9
June 2, 2025, Claim from Unispec Construction, Inc.
- CS-2. PUBLIC EMPLOYEE APPOINTMENT/RECRUITMENT
Pursuant to Government Code Section 54957(b)(1)
Position Title: City Manager

Mayor Waldman recessed the Open Session and convened the Closed Session at 4:01 p.m. Mayor Waldman adjourned Closed Session at 4:32 p.m.

OPEN SESSION TO BEGIN AT 5:00 P.M.

Mayor Waldman reconvened in Open Session at 5:00 p.m. and asked for a report out of Closed Session.

City Attorney Ajit Thind reported regarding Item C-1, there was a 4-0 vote, with Council Member Keo absent, to reject the claim and there was no reportable action on Item C-2.

PLEDGE OF ALLEGIANCE

Council Member V. Patel led the Pledge of Allegiance.

ROLL CALL

Council Members Present:	Council Member Baker, Council Member V. Patel, Mayor Pro Tem N. Patel, and Mayor Waldman
Council Member Absent:	Council Member Keo
City Officials Present:	Mike Egan, Interim City Manager Ajit Thind, City Attorney Joe Cisneros, Deputy City Manager Belinda Deines, Community Development and Public Works Director Joe Guerrero, Police Chief Jesse Amend, Police Captain Norma Alley, City Clerk

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

All matters listed under Consent Calendar will be acted upon by one motion affirming the action recommended on the Agenda. There will be no separate discussion on these items prior to voting unless members of the City Council, Staff, or the public request that specific items be removed from the Consent Calendar for separate action. Any member of the public who wishes to discuss a Consent Calendar item should come forward to the microphone and, upon recognition by the Mayor, state their name, address, and the item number.

1. Approval of Council Minutes: Minutes of the June 3, Regular Meeting of the City Council.
2. Adopt a Revised Resolution Identifying the Road Repair and Accountability Act List (SB 1) of Projects for Fiscal Year 2025-26: Resolution No. 2025-34 approving the list of Street-Improvement Projects to be funded by Senate Bill 1 (SB 1), The Road Repair and Accountability Act, for Fiscal Year 2025-26.
3. 4th Annual Festival of Nations Contracts and Street Closures
 1. Approve and authorized the Interim City Manager to execute agreements and related documents with James Events Productions, Inc. for the provision of vendor booths, amusement rides, attractions, and game booths for the Festival of Nations event on September 20, 2025; and
 2. Approve Resolution No. 2025-35 approving street closures for the Festival of Nations Parade to be held on Saturday, September 20, 2025, along Walker Street.

Mayor Pro Tem Nitesh Patel made a motion to approve Consent Calendar Items 1-3. The motion was seconded by Council Member Baker and carried on the following vote:

AYES: Council Member Baker, Mayor Pro Tem Nitesh Patel, Council Member Vikesh Patel, and Mayor Waldman

NOES: None

ABSENT: Council Member Keo

PUBLIC HEARINGS

None Scheduled.

REGULAR ITEMS

4. Body-Worn Camera and In-Car Video System Vendor Change

Police Captain Amend provided a brief summary of the staff report and recommended the City Council approve and authorize the Interim City Manager, or designee, to execute an agreement with Motorola Solutions, Inc. (Watch Guard) to provide the La Palma Police Department with Body-Worn Camera and In-Car video systems.

Mayor Waldman called for public comment. Seeing no one come forward, he closed public comment.

Mayor Pro Tem Nitesh Patel made a motion to approve and authorize the Interim City Manager, or designee, to execute the agreement. The motion was seconded by Council Member Baker and carried on the following vote:

AYES: Council Member Baker, Mayor Pro Tem Nitesh Patel, Council Member Vikesh Patel, and Mayor Waldman

NOES: None

ABSENT: Council Member Keo

5. Council Member Request: Veteran's Day Event

Deputy City Manager Cisneros summarized the staff report, requested the City Council provide direction to staff on hosting a Veterans Day community event, and fielded inquiries from the City Council regarding costs and logistics.

Mayor Waldman called for public comment. Seeing no one come forward, he closed public comment.

Discussion commenced amongst the Council in support and directed staff to research and bring back to the Council approval of hosting a Veteran's Day Event.

CITY MANAGER REMARKS

Interim City Manager Egan had nothing to report.

CITY ATTORNEY REMARKS

City Attorney Thind had nothing to report.

ADJOURNMENT

Mayor Waldman adjourned the Special Meeting of the La Palma City Council at 5:25 p.m.

Mark I. Waldman, Mayor

ATTEST:

Norma I. Alley, MMC, City Clerk

MINUTES OF THE SPECIAL MEETING
OF THE LA PALMA CITY COUNCIL
July 21, 2025

OPEN SESSION TO BEGIN AT 4:00 P.M.
CALL TO ORDER

Mayor Waldman called the Special Meeting of the La Palma City Council to order at 4:01 p.m. in the Council Chambers of La Palma City Hall, 7822 Walker Street, La Palma, California.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was not performed.

ROLL CALL

Council Members Present: Council Member Baker, Council Member Keo, Council Member V. Patel, Mayor Pro Tem N. Patel, and Mayor Waldman

City Officials Present: Mike Egan, Interim City Manager
Fred Wilson, Recruitment Consultant
Norma Alley, City Clerk

ORAL COMMUNICATIONS

None.

CLOSED SESSION

CS-1. PUBLIC EMPLOYEE APPOINTMENT/RECRUITMENT
Pursuant to Government Code Section 54957(b)(1)
Position Title: City Manager

Mayor Waldman recessed the Open Session and convened the Closed Session at 4:02 p.m. Mayor Waldman adjourned Closed Session at 5:04 p.m. Mayor Waldman reconvened in Open Session at 5:04 p.m. and asked for a report out of Closed Session.

Interim City Manager Egan reported there was no reportable action.

ADJOURNMENT

Mayor Waldman adjourned the Special Meeting of the La Palma City Council at 5:05 p.m.

Mark I. Waldman, Mayor

ATTEST:

Norma I. Alley, MMC, City Clerk

MINUTES OF THE REGULAR MEETING
OF THE LA PALMA CITY COUNCIL
August 5, 2025

CALL TO ORDER

Mayor Waldman called the Regular Meeting of the La Palma City Council to order at 6:00 p.m. in the Council Chambers of La Palma City Hall, 7822 Walker Street, La Palma, California.

CLOSED SESSION

CS-1. PUBLIC EMPLOYEE APPOINTMENT/RECRUITMENT
Pursuant to Government Code Section 54957(b)(1)
Position Title: City Manager

Mayor Waldman recessed the Open Session and convened the Closed Session at 6:00 p.m. Mayor Waldman adjourned Closed Session at 6:10 p.m.

OPEN SESSION TO BEGIN AT 6:30 P.M.

Mayor Waldman reconvened in Open Session at 6:30 p.m. and asked for a report out of Closed Session. City Attorney Ajit Thind reported there was no reportable action.

PLEDGE OF ALLEGIANCE

Council Member V. Patel led the Pledge of Allegiance.

INVOCATION

Pastor Nader Hanna, King of the Nations Ministries, conducted the Invocation.

ROLL CALL

Council Members Present: Council Member Baker, Council Member Keo, Council Member V. Patel, Mayor Pro Tem N. Patel, and Mayor Waldman

City Officials Present: Mike Egan, Interim City Manager
Ajit Thind, City Attorney
Joe Cisneros, Deputy City Manager
Belinda Deines, Community Development and Public Works Director
Jesse Amend, Police Captain
Norma Alley, City Clerk
jaNell Adams, Recreation Supervisor
Colby Deterding, Recreation Specialist

PRESENTATIONS

Mayor Pro Tem N. Patel presented certificates recognizing the John F. Kennedy High School's Boys Varsity Volleyball Team for Achieving the CIF Champion Title.

Recreation Supervisor jaNell Adams and Recreation Specialist Colby Deterding presented certificates recognizing the 2025 Summer Camp Volunteers.

Mayor Pro Tem N. Patel presented a proclamation recognizing the Kiwanis Club's Dedication and Service to the La Palma Community.

Interim City Manager Egan introduced and welcomed the City of La Palma's new Water Supervisor Malachi Berard and Malachi spoke a few words of welcome.

ORAL COMMUNICATIONS

Mayor Waldman called for public comment.

Keith Nelson spoke regarding his appointment to the Grand Jury, addressed matters on the agenda that pertained to the Grand Jury decisions, offered to answer any inquiries from the Council, as he investigated these matters while serving on the Grand Jury. He encouraged everyone's participation on a Grand Jury. He commended the City and staff regarding the completion of the median dividers, success of the medians, and expressed appreciation for their beauty.

Brian O'Neil spoke to the safety of the students in all the schools, especially the JFK High School partnership between the City and the High School and acknowledged Chief Guerrero for his dedication to the successful partnership.

Adel Stefanos shared concerns for road conditions and the impact to his property during the slurry seal project occurring on his street. He noted the importance of sealing the street during the project.

Anonymous citizen introduced himself as a new member of the community and spoke to being a welcoming City that is safe for all to live in.

Keith Nelson spoke regarding the slurry seal schedule and urged the City to take into consideration school starting to avoid congestion during drop offs.

Seeing no further comments, Mayor Waldman closed public comment.

RECESS CITY COUNCIL AND CONVENE AS SUCCESSOR AGENCY TO THE DISSOLVED COMMUNITY DEVELOPMENT COMMISSION FO THE CITY OF LA PALMA

Mayor Waldman recessed the Regular City Council Meeting to convene the Successor Agency at 7:24 p.m. The Regular City Council Meeting reconvened at 7:27 p.m.

CONSENT CALENDAR

All matters listed under Consent Calendar will be acted upon by one motion affirming the action recommended on the Agenda. There will be no separate discussion on these items prior to voting unless members of the City Council, Staff, or the public request that specific items be removed from the Consent Calendar for separate action. Any member of the public who wishes to discuss a Consent Calendar item should come forward to the microphone and, upon recognition by the Mayor, state their name, address, and the item number.

1. Waive the Reading of All Ordinances: Waive the reading of all Ordinances in their entirety and read by title only.
2. Approval of Register of Demands: Adopt Resolution No. 2025-36 approving the Registers of Demands for June 17, July 1, July 15, and August 5, 2025.
3. County of Orange Stormwater Management Program Shared Costs Budget for Fiscal Year 25-26:
 1. Approve the County of Orange's shared cost budget for the National Pollutant Discharge Elimination System (NPDES) storm water quality permit compliance program; and
 2. Authorize the Interim City Manager, or their designee, to execute payment upon invoice receipt not to exceed \$29,977.01; and
 3. Authorize the Mayor to sign and transmit a letter supporting the County of Orange's Stormwater Management Program FY 2025-26 budget.
4. Various Median Islands Project Notice of Completion: Accept the work and authorize the Community Development & Public Works Director to file the Notice of Completion and Acceptance of Work with the Orange County Clerk-Recorder for the Various Median Islands Project (City Project No. ST-371).
5. Response to 2024-25 Orange County Grand Jury Report entitled Long-Term Solutions to Short-Term Rentals: Authorize the Mayor to sign the attached response to the 2024-25 Grand Jury Report, Long-Term Solutions to Short-Term Rentals, and authorize submittal to the Orange County Grand Jury.
6. City Yard Pump and Well Rehabilitation Phase I Notice of Completion: Accept the work and authorize the Community Development & Public Works Director to file the Notice of Completion and Acceptance of Work with the Orange County Clerk-Recorder for the City Yard Pump and Well Rehabilitation Phase I, Project No. 22-WTR-02.
7. Update to Statement of Investment Policy: Adopt Resolution No. 2025-37 updating the Statement of Investment Policy.
8. Fourth Quarter Cash and Investment Report, Fiscal Year 2024-2025: Receive and file the Cash and Investment Report for the fourth quarter of Fiscal Year 2024-25.

Mayor Pro Tem N. Patel requested Item No. 2 be pulled and considered separately.

Mayor Pro Tem Nitesh Patel made a motion to approve Consent Calendar Items 1 and 3 thru 8. The motion was seconded by Council Member Baker and carried on the following vote:

AYES: Council Member Baker, Council Member Keo, Mayor Pro Tem Nitesh Patel, Council Member Vikesh Patel, and Mayor Waldman

NOES: None

Mayor Pro Tem N. Patel inquired on Item No. 2 regarding the PERS Unfunded Accrued Liability (UAL) payment. Interim City Manager Egan fielded the inquiry noting this was a required payment and the City opts to pay annually, in advance, to save approximately \$75,000. He further indicated this was not the discretionary pre-payment program offered by PERS, which would require separate Council action.

Mayor Waldman called for public comment.

Keith Nelson spoke to the balance on the unfunded liabilities. Interim City Manager noted he would look into the comments and could report back at a later date.

Seeing no further comments, Mayor Waldman closed public comment.

Mayor Pro Tem Nitesh Patel made a motion to approve Consent Calendar Item 2. The motion was seconded by Council Member Baker and carried on the following vote:

AYES: Council Member Baker, Council Member Keo, Mayor Pro Tem Nitesh Patel, Council Member Vikesh Patel, and Mayor Waldman

NOES: None

PUBLIC HEARINGS

None Scheduled.

REGULAR ITEMS

9. First Reading and Introduction of an Ordinance on the Use of Electric Mobility Devices

Police Captain Amend introduced the item, provided a brief summary of the staff report, and recommended waiving the full reading, read by title only, and introduce for first reading an Ordinance of the City Council of the City of La Palma, adopting an Electric Mobility Devices ordinance; and schedule the second reading and adoption of the Ordinance at the September 2, 2025, Regular Meeting of the City Council.

Mayor Waldman called for public comment.

Keith Nelson spoke to the presentation, supported the adoption of the ordinance, the need for liability insurance coverage, and the campaign to get the word out.

Seeing no further comments, Mayor Waldman closed public comment.

City Council provided general comments regarding training for minors on bike safety, means of getting the word out about the new regulations, registration of electronic bikes, established bike lanes, and establishment of a fine schedule.

Mayor Pro Tem Nitesh Patel made a motion to waive the full reading, read by title only, and introduce for first reading an Ordinance of the City Council of the City of La Palma, adopting an Electric Mobility Devices ordinance; and schedule the second reading and adoption of the Ordinance at the September 2, 2025, Regular Meeting of the City Council. The motion was seconded by Council Member Baker and carried on the following vote:

AYES: Council Member Baker, Council Member Keo, Mayor Pro Tem Nitesh Patel, Council Member Vikesh Patel, and Mayor Waldman

NOES: None

10. League of California Cities Voting Delegates and Resolutions

Interim City Manager Egan provided a brief summary of the staff report.

Mayor Waldman called for public comment. Seeing no one come forward, he closed public comment.

Mayor Pro Tem Nitesh Patel made a motion to designate Council Member V. Patel as the City of La Palma's Voting Delegate at the League of California Cities' Annual Conference; designate Council Member Baker as the City of La Palma's Alternate Voting Delegate at the League of California Cities' Annual Conference; and authorize the City of La Palma delegation the discretion to vote on any resolutions taking into consideration the information they receive at the conference. The motion was seconded by Council Member Baker and carried on the following vote:

AYES: Council Member Baker, Mayor Pro Tem Nitesh Patel, Council Member Vikesh Patel, and Mayor Waldman

NOES: Council Member Keo

11. Veteran's Day Event

Deputy City Manager Cisneros provided a brief summary of the staff report.

Mayor Waldman called for public comment. Seeing no one come forward, he closed public comment.

Discussion commenced amongst the Council in support of the event and directed staff to research a taco truck catering the event, having commemorative give away items, utilize the high school to sing the National Anthem, and local veterans having priority to sign up and attend the event.

COUNCIL MEMBER AB1234 REPORTS, REPORTS FROM CITY-AFFILIATED COMMITTEES, AND COUNCIL REMARKS

City Council Member V. Patel congratulated all the people that received certificates and proclamations, welcomed Malachi Berard, and provided a summary of meetings attended in June and July.

Council Member Baker congratulated all the people that received certificates and proclamations, welcomed Malachi Berard, and provided a summary of meetings attended in June and July.

Council Member Keo commented on tolerance of one another in our community to make it a safe and welcoming place to live, welcomed Malachi Berard, congratulated all the people that received certificates and proclamations, and commended staff for the great job during the concerts.

Mayor Pro Tem N. Patel commended the Police Department for partnership and building relationships with the school district and for securing and keeping the school resource officer in place; congratulated all the people that received certificates and proclamations; welcomed Malachi Berard; provided a summary of meetings attended in June, July, and August; and commended staff for the great job during the concerts.

Mayor Waldman congratulated all the people that received certificates and proclamations, welcomed Malachi Berard, and provided a summary of meetings attended in June and July.

CITY MANAGER REMARKS

Interim City Manager Egan had nothing to report.

CITY ATTORNEY REMARKS

City Attorney Thind had nothing to report.

ADJOURNMENT

Mayor Waldman adjourned the Regular Meeting of the La Palma City Council at 8:09 p.m.

Mark I. Waldman, Mayor

ATTEST:

Norma I. Alley, MMC, City Clerk

MINUTES OF THE SPECIAL MEETING
OF THE LA PALMA CITY COUNCIL
August 8, 2025

OPEN SESSION TO BEGIN AT 9:00 A.M.
CALL TO ORDER

Mayor Waldman called the Special Meeting of the La Palma City Council to order at 9:07 p.m. in the La Palma Community Center, Fan Palm Room, 7821 Walker Street, La Palma, California.

ORAL COMMUNICATIONS

None

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was not performed.

ROLL CALL

Council Members Present: Council Member Baker, Council Member Keo, Council Member V. Patel, Mayor Pro Tem N. Patel, and Mayor Waldman

City Officials Present: Fred Wilson, Recruitment Consultant
Norma Alley, City Clerk

CLOSED SESSION

CS-1. PUBLIC EMPLOYEE APPOINTMENT/RECRUITMENT
Pursuant to Government Code Section 54957(b)(1)
Position Title: City Manager

Mayor Waldman recessed the Open Session and convened the Closed Session at 9:08 a.m. Mayor Waldman adjourned Closed Session at 3:51 p.m.

Mayor Waldman reconvened in Open Session at 3:51 p.m. and reported there was no reportable action.

ADJOURNMENT

Mayor Waldman adjourned the Special Meeting of the La Palma City Council at 3:52 p.m.

Mark I. Waldman, Mayor

ATTEST:

Norma I. Alley, MMC, City Clerk

MINUTES OF THE SPECIAL MEETING
OF THE LA PALMA CITY COUNCIL
August 12, 2025

OPEN SESSION TO BEGIN AT 4:45 P.M.
CALL TO ORDER

Mayor Waldman called the Special Meeting of the La Palma City Council to order at 4:45 p.m. in the La Palma Community Center, Fan Palm Room, 7821 Walker Street, La Palma, California.

ROLL CALL

Council Members Present: Council Member Baker, Council Member V. Patel, Mayor Pro Tem N. Patel, and Mayor Waldman

Council Members Absent: Council Member Keo

City Officials Present: Ajit Thind, City Attorney
Fred Wilson, Recruitment Consultant
Norma Alley, City Clerk

ORAL COMMUNICATIONS

None.

CLOSED SESSION

CS-1. PUBLIC EMPLOYEE APPOINTMENT/RECRUITMENT
Pursuant to Government Code Section 54957(b)(1)
Position Title: City Manager

Mayor Waldman recessed the Open Session and convened the Closed Session at 4:45 p.m. Mayor Waldman adjourned Closed Session at 5:36 p.m. Mayor Waldman reconvened in Open Session at 5:36 p.m. and asked for a report out of Closed Session.

City Attorney Thind reported there was no reportable action.

ADJOURNMENT

Mayor Waldman adjourned the Special Meeting of the La Palma City Council at 5:37 p.m.

Mark I. Waldman, Mayor

ATTEST:

Norma I. Alley, MMC, City Clerk

City of La Palma

Agenda Item No. 3



MEETING DATE: September 2, 2025
TO: City Council
FROM: Interim City Manager
SUBMITTED BY: Joseph Cisneros, Deputy City Manager
AGENDA TITLE: Register of Demands

RECOMMENDED ACTION:

It is recommended that the City Council adopt a Resolution approving the Registers of Demands for August 19 and September 2, 2025.

SUMMARY:

The laws of the State of California governing General Law Cities and the La Palma Municipal Code Sec. 14-30 provide that the City Council shall approve all payments made by the City. A Register of Demands is provided at each City Council Meeting describing each payment made or to be made by the City during the specified period.

FISCAL IMPACT:

Sufficient funds are available to process all payments.

ATTACHMENTS:

1. Resolution

RESOLUTION NO. 2025-38

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LA PALMA APPROVING THE REGISTERS OF DEMANDS
FOR AUGUST 19, 2025, AND SEPTEMBER 2, 2025**

WHEREAS, the laws of the State of California governing General Law Cities and the La Palma Municipal Code §14-30 provide that the City Council shall approve all payments made by the City; and

WHEREAS, certain financial obligations are due and payable by the City of La Palma, a General Law City, as of August 19, 2025, and September 2, 2025; and

WHEREAS, the laws of the State of California governing General Law Cities and the Municipal Code of La Palma provide that the City Council of a General Law City shall approve all payments by said City from the various established funds of said City; and

WHEREAS, the City Manager and the City Council of the City of La Palma have ascertained that the following lists of obligations as submitted by the City of La Palma are paid or legally due and payable by the City.

NOW, THEREFORE, BE IT RESOLVED that the City Council of La Palma hereby approves the attached Registers of Demands dated August 19, 2025, and September 2, 2025, incorporated herein by reference.

APPROVED AND ADOPTED by the City Council of the City of La Palma at a Regular Meeting held on the 2nd day of September, 2025.

Mark I. Waldman
Mayor

ATTEST:

Norma I. Alley, MMC
City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS
CITY OF LA PALMA)

I, NORMA I. ALLEY, MMC, City Clerk of the City of La Palma, California, DO
HEREBY CERTIFY that the foregoing resolution was adopted by the City Council of said
City at a regular meeting of said City Council held on the 2nd day of September, 2025, and
that it was so adopted by called vote as follows:

AYES:

NOES:

Norma I. Alley, MMC
City Clerk



City of La Palma, CA

Warrant Register
By Vendor Name

Payment Dates 8/6/2025 - 8/19/2025

Approval

Reviewed by

DocuSigned by:

Joseph Cisneros

A0C77AC70FBC48C...

Joseph Cisneros - Deputy City Manager

Mike Egan

8D5CA115BFD3438...

Michael Egan - Interim City Manager

Warrant Register

Payment Dates: 8/6/2025 - 8/19/2025

Payment Date	Payable Number	Vendor Name	Description (Item)	Amount
Vendor: 01037 - ADMIRAL PEST CONTROL INC				
08/19/2025	2313311	ADMIRAL PEST CONTROL INC	7/18 GOPHER CONTROL/CP	175.00
08/19/2025	2314224	ADMIRAL PEST CONTROL INC	7/24 GOPHER CONTROL/CP	175.00
08/19/2025	2314972	ADMIRAL PEST CONTROL INC	7/29 GOPHER CONTROL/CP	175.00
Vendor 01037 - ADMIRAL PEST CONTROL INC Total:				525.00
Vendor: 04248 - ALL PRO JETTING & PLUMBING				
08/19/2025	INV2668	ALL PRO JETTING & PLUMBING	6/25 SWR LINE CLEAN/WW	975.00
Vendor 04248 - ALL PRO JETTING & PLUMBING Total:				975.00
Vendor: 03530 - AMERICAN TIRE DEPOT - BIG BRAND TIRE AND SERVICE				
08/19/2025	11147019488	AMERICAN TIRE DEPOT - BIG	7/31 REPL(2)TIRES/#742	636.95
08/19/2025	11147040076	AMERICAN TIRE DEPOT - BIG	8/4 REPL(2)TIRES/#747	604.64
Vendor 03530 - AMERICAN TIRE DEPOT - BIG BRAND TIRE AND SERVICE Total:				1,241.59
Vendor: 03869 - ANGELA MENTON				
08/19/2025	1014004002	ANGELA MENTON	13057 LIGHTS CAMERA RFD	195.00
08/19/2025	1014004002	ANGELA MENTON	13057 LIGHTS CAMERA RFD	195.00
Vendor 03869 - ANGELA MENTON Total:				390.00
Vendor: 05541 - ANGELA TUAN				
08/19/2025	1013773002A	ANGELA TUAN	13170 DAY CAMP RFD	165.00
08/19/2025	1013773002A	ANGELA TUAN	13169 DAY CAMP RFD	165.00
08/19/2025	1013773002A	ANGELA TUAN	13169 DAY CAMP RFD	165.00
08/19/2025	1013773002A	ANGELA TUAN	13169 LESS CANCELLATION FE	-11.00
08/19/2025	1013773002A	ANGELA TUAN	13169 LESS CANCELLATION FE	-11.00
08/19/2025	1013773002A	ANGELA TUAN	13170 LESS CANCELLATION FE	-11.00
Vendor 05541 - ANGELA TUAN Total:				462.00
Vendor: 01016 - AT&T MOBILITY				
08/13/2025	X07162025	AT&T MOBILITY	7/8 CELL PHONE BILLS/PD&P	45.90
08/13/2025	X07162025	AT&T MOBILITY	7/8 CELL PHONE BILLS/PD&P	670.17
08/13/2025	X07162025	AT&T MOBILITY	7/8 CELL PHONE BILLS/PD&P	45.90
08/13/2025	X07162025	AT&T MOBILITY	7/8 CELL PHONE BILLS/PD&P	165.24
08/13/2025	X07162025	AT&T MOBILITY	7/8 CELL PHONE BILLS/PD&P	110.16
08/13/2025	X07162025	AT&T MOBILITY	7/8 CELL PHONE BILLS/PD&P	660.98
08/13/2025	X07162025	AT&T MOBILITY	7/8 CELL PHONE BILLS/PD&P	45.90
08/13/2025	X07162025	AT&T MOBILITY	7/8 CELL PHONE BILLS/PD&P	45.90
08/13/2025	X07162025	AT&T MOBILITY	7/8 CELL PHONE BILLS/PD&P	45.90
Vendor 01016 - AT&T MOBILITY Total:				1,836.05
Vendor: 01015 - AT&T				
08/19/2025	23861841	AT&T	8/1#995-1569 WALKER ST SYNCH - BAN 9391033976	31.58
08/19/2025	23879449	AT&T	8/4#523-4309 EOC LINES/PD- BAN 9391033970	241.74
08/19/2025	23879450	AT&T	8/4#523-7351FAX/PD-BAN 9391033971	34.92
08/19/2025	23883535	AT&T	AUG'25 DISPATCH PHONE SERV/PD-BAN 9391084360	135.79
Vendor 01015 - AT&T Total:				444.03
Vendor: 05866 - AUTOZONE STORES LLC				
08/19/2025	5521676149	AUTOZONE STORES LLC	TRUCK MAINT/PW	22.47
Vendor 05866 - AUTOZONE STORES LLC Total:				22.47
Vendor: 01194 - BESST INC				
08/19/2025	COLP072925	BESST INC	PUMP SVCS/CY	4,180.00
Vendor 01194 - BESST INC Total:				4,180.00
Vendor: 01235 - BROADCAST MUSIC INC				
08/19/2025	59828632	BROADCAST MUSIC INC	FY25/26 MUSIC LICENSE FEE/REC	446.00
Vendor 01235 - BROADCAST MUSIC INC Total:				446.00

Warrant Register

Payment Dates: 8/6/2025 - 8/19/2025

Payment Date	Payable Number	Vendor Name	Description (Item)	Amount
Vendor: 01252 - C F P INC				
08/19/2025	2964	C F P INC	(3)JUL'25 BLOOD TESTS/PD	442.50
Vendor 01252 - C F P INC Total:				442.50
Vendor: 01260 - C WELLS PIPELINE MATLS INC				
08/19/2025	SINV253233	C WELLS PIPELINE MATLS INC	6/9 SVC PARTS/WTR	1,392.00
Vendor 01260 - C WELLS PIPELINE MATLS INC Total:				1,392.00
Vendor: 04164 - CALIFORNIA LOCKSMITH SECURITY SOLUTIONS				
08/19/2025	30427	CALIFORNIA LOCKSMITH SEC	REPL LOCK/CH	778.29
Vendor 04164 - CALIFORNIA LOCKSMITH SECURITY SOLUTIONS Total:				778.29
Vendor: 05610 - CAMILLE VALLEY				
08/19/2025	13094	CAMILLE VALLEY	7/7-7/28 BALLET & TAP	39.00
08/19/2025	13097	CAMILLE VALLEY	7/7-7/28 BEG BALLET	78.00
08/19/2025	13101	CAMILLE VALLEY	7/7-28 JAZZ	39.00
Vendor 05610 - CAMILLE VALLEY Total:				156.00
Vendor: 05081 - CATHERINE ROCHA VELEZ				
08/19/2025	13070	CATHERINE ROCHA VELEZ	6/12-7/17 ZUMBA	39.00
08/19/2025	13071	CATHERINE ROCHA VELEZ	5/8-7/17 ZUMBA	273.00
08/19/2025	13074	CATHERINE ROCHA VELEZ	5/4-5/57 BALLET BARRE	327.60
08/19/2025	13076	CATHERINE ROCHA VELEZ	6/22-7/27 ACROBATIC ARTS	487.50
08/19/2025	13079	CATHERINE ROCHA VELEZ	6/22-7/27 TAP DANCE	97.50
Vendor 05081 - CATHERINE ROCHA VELEZ Total:				1,224.60
Vendor: 01308 - CENTRALIA SCHOOL DISTRICT				
08/19/2025	2425134	CENTRALIA SCHOOL DISTRICT	6/10-6/26 BUS TRANSPORTATION/DC	4,950.00
Vendor 01308 - CENTRALIA SCHOOL DISTRICT Total:				4,950.00
Vendor: 02669 - CHARTER COMMUNICATIONS				
08/12/2025	188679701080725	CHARTER COMMUNICATIONS	8/11-9/10 Internet SVC/CH- ACCT NO.188679701	424.67
Vendor 02669 - CHARTER COMMUNICATIONS Total:				424.67
Vendor: 05455 - CHARTER COMMUNICATIONS				
08/12/2025	188679101080725	CHARTER COMMUNICATIONS	8/11-9/10 Internet SVC/CH- ACCT NO.188679701	1,617.37
Vendor 05455 - CHARTER COMMUNICATIONS Total:				1,617.37
Vendor: 05456 - CHARTER COMMUNICATIONS				
08/12/2025	188678801080725	CHARTER COMMUNICATIONS	8/11-9/10 INTERNET SVC/WW-ACCT NO. 18867880	719.00
Vendor 05456 - CHARTER COMMUNICATIONS Total:				719.00
Vendor: 05876 - CHRISTINE PARK				
08/19/2025	1013795002	CHRISTINE PARK	13169 DAY CAMP RFD	145.00
08/19/2025	1013795002	CHRISTINE PARK	13168 DAY CAMP RFD	145.00
08/19/2025	1013795002	CHRISTINE PARK	13167 DAY CAMP RFD	87.00
08/19/2025	1013795002A	CHRISTINE PARK	13167 DAY CAMP RFD	87.00
08/19/2025	1013795002A	CHRISTINE PARK	13168 DAY CAMP RFD	145.00
08/19/2025	1013795002A	CHRISTINE PARK	13169 DAY CAMP RFD	145.00
08/19/2025	1013795002A	CHRISTINE PARK	13170 DAY CAMP RFD	145.00
08/19/2025	1013795002A	CHRISTINE PARK	13171 DAY CAMP RFD	145.00
Vendor 05876 - CHRISTINE PARK Total:				1,044.00
Vendor: 03604 - CINTAS CORPORATION				
08/19/2025	4237198149	CINTAS CORPORATION	7/17 MAT RENTAL/REC	156.82
08/19/2025	4237198181	CINTAS CORPORATION	7/17 UNIFORMA SVC/PW	60.24
08/19/2025	4237198181	CINTAS CORPORATION	7/17 UNIFORMA SVC/PW	60.24
08/19/2025	4237198181	CINTAS CORPORATION	7/17 UNIFORMA SVC/PW	86.49
08/19/2025	4238004600	CINTAS CORPORATION	7/24 UNIFORMS SVC/PW	60.24
08/19/2025	4238004600	CINTAS CORPORATION	7/24 UNIFORMS SVC/PW	60.24
08/19/2025	4238004600	CINTAS CORPORATION	7/24 UNIFORMS SVC/PW	86.49
08/19/2025	5283852702	CINTAS CORPORATION	7/31 First Aid Supplies/CH	50.34

Warrant Register

Payment Dates: 8/6/2025 - 8/19/2025

Payment Date	Payable Number	Vendor Name	Description (Item)	Amount
08/19/2025	52838552701	CINTAS CORPORATION	7/31 FIRST AID SUPPLIES/PD	180.21
Vendor 03604 - CINTAS CORPORATION Total:				801.31
Vendor: 03283 - CITY NATIONAL BANK				
08/12/2025	INV0025134	CITY NATIONAL BANK	7/7 OFFICE SUPPLIES/PD	59.02
08/12/2025	INV0025134	CITY NATIONAL BANK	7/22 OFFICE SUPPLIES/PD	451.11
08/12/2025	INV0025134	CITY NATIONAL BANK	7/8 BRAKES & ROTORS/#749	1,485.07
08/12/2025	INV0025134	CITY NATIONAL BANK	7/14 BLINKER BULB/#741	10.76
08/12/2025	INV0025134	CITY NATIONAL BANK	7/14 REPL TIRE/#746	317.40
08/12/2025	INV0025134	CITY NATIONAL BANK	7/22 LEGAL UPDATE SVC/PD	922.15
08/12/2025	INV0025134	CITY NATIONAL BANK	7/20-23 POST SLI HOTEL/PD	434.22
08/12/2025	INV0025134	CITY NATIONAL BANK	7/20-23 POST SLI CAR RENTAL/PD	180.54
08/12/2025	INV0025134	CITY NATIONAL BANK	7/20-23 POST SLI TRAVEL/PD	584.97
08/12/2025	INV0025134	CITY NATIONAL BANK	7/22 PATROL SUPPLIES/PD	27.15
08/12/2025	INV0025134	CITY NATIONAL BANK	7/9 AMMUNITION/PD	905.54
08/12/2025	INV0025134	CITY NATIONAL BANK	7/16 EMERGENCY PREPARDNESS SUPPLIES/PD	1,335.00
08/12/2025	INV0025134	CITY NATIONAL BANK	7/15 EMERGENCY PREPARDNESS SUPPLIES/PD	975.00
08/12/2025	INV0025134	CITY NATIONAL BANK	7/15 EMERGENCY PREPARDNESS SUPPLIES/PD	1,261.50
08/12/2025	INV0025134	CITY NATIONAL BANK	7/15 EMERGENCY PREPARDNESS SUPPLIES/PD	214.31
08/12/2025	INV0025134	CITY NATIONAL BANK	7/15 EMERGENCY PREPARDNESS SUPPLIES/PD	300.53
08/12/2025	INV0025134	CITY NATIONAL BANK	7/3 JUL4RUN SUPPLIES/PD	57.50
08/12/2025	INV0025134	CITY NATIONAL BANK	7/4 JUL4RUN SUPPLIES/PD	59.97
08/12/2025	INV0025134	CITY NATIONAL BANK	7/23 DROPBOX SUBSCRPT/PD	199.00
08/12/2025	INV0025134	CITY NATIONAL BANK	7/7 WARRANT BUILDER SOFTWARE/PD	257.78
08/12/2025	INV0025134	CITY NATIONAL BANK	7/21 EVIDENCE SUPPLIES/PD	76.06
08/12/2025	INV0025134	CITY NATIONAL BANK	6/25 EVIDENCE SUPPLIES/PD	563.77
08/12/2025	INV0025134	CITY NATIONAL BANK	7/16 DSPTCH SUPPLIES/PD	50.43
08/12/2025	INV0025134	CITY NATIONAL BANK	7/10 DSPTCH SUPPLIES/PD	44.52
08/12/2025	INV0025134	CITY NATIONAL BANK	7/22 SWAT EQUIPMENT/PD	1,121.68
08/12/2025	INV0025157	CITY NATIONAL BANK	7/9 MTG SUPPLIES/GG	103.56
08/12/2025	INV0025157	CITY NATIONAL BANK	7/21 MTG SUPPLIES/GG	98.22
08/12/2025	INV0025157	CITY NATIONAL BANK	7/25 NOCCC Awards Celebration/CCMBR	35.00
08/12/2025	INV0025157	CITY NATIONAL BANK	7/15 Memoriam Flowers/CC	96.98
08/12/2025	INV0025157	CITY NATIONAL BANK	7/23 Notary Fee/ADU Agreement	16.31
08/12/2025	INV0025157	CITY NATIONAL BANK	7/24 Postage/GG	10.95
08/12/2025	INV0025157	CITY NATIONAL BANK	FY25/26 NNA DUES/Clerk	49.00
08/12/2025	INV0025177	CITY NATIONAL BANK	7/22 WTR TREAT GRADE 2 PREP/WTR SUPV	229.99
08/12/2025	INV0025177	CITY NATIONAL BANK	8/13 AWWA TRNG/(3)WTR	690.00
08/12/2025	INV0025177	CITY NATIONAL BANK	7/28 REPL AMI BATTERY/WTR	331.55
08/12/2025	INV0025177	CITY NATIONAL BANK	7/17 SARBS SEMINAR/WTR SUPV	70.00
Vendor 03283 - CITY NATIONAL BANK Total:				13,626.54
Vendor: 01345 - CITY OF BUENA PARK				
08/19/2025	PDRF000071	CITY OF BUENA PARK	JAN-MAR'25 FIRING RANGE/P	487.50
08/19/2025	PDRF000072	CITY OF BUENA PARK	APR-JUN'25 FIRING RANGE/P	375.00
Vendor 01345 - CITY OF BUENA PARK Total:				862.50
Vendor: 01350 - CITY OF DOWNEY				
08/07/2025	238002	CITY OF DOWNEY	FY25/26 SEAACA ANIMAL CONTROL SVCS(PMT1/2)	70,271.50
Vendor 01350 - CITY OF DOWNEY Total:				70,271.50

Warrant Register				Payment Dates: 8/6/2025 - 8/19/2025
Payment Date	Payable Number	Vendor Name	Description (Item)	Amount
Vendor: 01356 - CITY OF LA PALMA FLEXIBLE				
08/07/2025	INV0025111	CITY OF LA PALMA FLEXIBLE	Flexible Spending Contributions - Medical	196.52
Vendor 01356 - CITY OF LA PALMA FLEXIBLE Total:				196.52
Vendor: 01357 - CITY OF LA PALMA PETTY CASH				
08/19/2025	INV0025032	CITY OF LA PALMA PETTY CAS	7/28 OFFICE SUPPLIES/PD	20.55
08/19/2025	INV0025032	CITY OF LA PALMA PETTY CAS	7/23 FUEL/PD	13.50
08/19/2025	INV0025032	CITY OF LA PALMA PETTY CAS	7/2 KITCHEN SUPPLIES/PD	21.49
08/19/2025	INV0025032	CITY OF LA PALMA PETTY CAS	7/3 JUL4RUN SUPPLIES/PD	39.98
Vendor 01357 - CITY OF LA PALMA PETTY CASH Total:				95.52
Vendor: 01368 - CIVICPLUS				
08/19/2025	336709	CIVICPLUS	FY25/26 ARCHIVE SOCIAL ECON	4,617.27
08/19/2025	341441	CIVICPLUS	JUN'25 CC MTG CLOSED CAPTIONING/ADM	247.15
08/19/2025	346062	CIVICPLUS	JUL'25 SP CC MTG CLOSED CAPTIONING/ADM	7.44
Vendor 01368 - CIVICPLUS Total:				4,871.86
Vendor: 01253 - CJPIA				
08/19/2025	POLLU00032	CJPIA	FY 25/26 Pollution Liability Premium	3,155.00
Vendor 01253 - CJPIA Total:				3,155.00
Vendor: 01380 - COASTLINE EQUIPMENT				
08/19/2025	1261818	COASTLINE EQUIPMENT	7/21 VEHICLE MAINT/LP-47	536.87
Vendor 01380 - COASTLINE EQUIPMENT Total:				536.87
Vendor: 04325 - CONVERGINT TECHNOLOGIES LLC				
08/19/2025	IN00371876	CONVERGINT TECHNOLOGIES	Aug'25 Security System Service (25%)	1,074.50
Vendor 04325 - CONVERGINT TECHNOLOGIES LLC Total:				1,074.50
Vendor: 01395 - COUNTY OF ORANGE				
08/19/2025	INV0025031	COUNTY OF ORANGE	APR'25 PARKING CITATIONS/P	853.50
08/19/2025	INV0025172	COUNTY OF ORANGE	May'25 PARKING CITATIONS/PD	858.00
08/19/2025	INV0025176	COUNTY OF ORANGE	JUN'25 PARKING CITATIONS/P	1,115.00
Vendor 01395 - COUNTY OF ORANGE Total:				2,826.50
Vendor: 01396 - COUNTY OF ORANGE				
08/19/2025	IN2758190	COUNTY OF ORANGE	FY25/26 HAZMAT FEES/CY	644.00
Vendor 01396 - COUNTY OF ORANGE Total:				644.00
Vendor: 01397 - COUNTY OF ORANGE				
08/19/2025	2422	COUNTY OF ORANGE	APR-JUN'25 PROSECUTIONS/PD	336.91
Vendor 01397 - COUNTY OF ORANGE Total:				336.91
Vendor: 04388 - CROSSTOWN ELECTRICAL & DATA INC				
08/19/2025	433325007	CROSSTOWN ELECTRICAL & D	JUL'25 SIGNAL MAINT/PW	1,260.00
Vendor 04388 - CROSSTOWN ELECTRICAL & DATA INC Total:				1,260.00
Vendor: 02815 - DANITA HERNANDEZ				
08/19/2025	MKT121&PSY102	DANITA HERNANDEZ	SUMMER'25 Book Reimb/PD	43.54
08/19/2025	MKT121&PSY102	DANITA HERNANDEZ	SUMMER'25 Tuition Reimb/P	650.00
Vendor 02815 - DANITA HERNANDEZ Total:				693.54
Vendor: 01453 - DAVID MORGAN				
08/19/2025	INV0025110	DAVID MORGAN	7/3 Vision CLM	100.00
08/19/2025	INV0025110	DAVID MORGAN	7/3 Vision CLM	260.00
08/19/2025	INV0025110	DAVID MORGAN	7/3 Vision CLM	40.00
Vendor 01453 - DAVID MORGAN Total:				400.00

Warrant Register				Payment Dates: 8/6/2025 - 8/19/2025
Payment Date	Payable Number	Vendor Name	Description (Item)	Amount
Vendor: 04387 - DOG WASTE DEPOT				
08/19/2025	775588	DOG WASTE DEPOT	7/28 (1)CASES DOG WASTE BAGS/PW	43.49
Vendor 04387 - DOG WASTE DEPOT Total:				43.49
Vendor: 01615 - FERGUSON WATERWORKS				
08/19/2025	56528	FERGUSON WATERWORKS	7/25 WTR MTR PARTS/WTR	8,358.38
08/19/2025	565281	FERGUSON WATERWORKS	7/31 WTR MTR PARTS/WTR	4,668.81
08/19/2025	57431	FERGUSON WATERWORKS	7/30 WTR MTR PARTS/WTR	276.45
Vendor 01615 - FERGUSON WATERWORKS Total:				13,303.64
Vendor: 05071 - FLEETCOR TECHNOLOGIES INC - ARCO				
08/06/2025	NP68895760	FLEETCOR TECHNOLOGIES INC	8/3 GASOLINE/PD	519.62
08/06/2025	NP68895760	FLEETCOR TECHNOLOGIES INC	8/3 GASOLINE/PW	539.18
08/06/2025	NP68895760	FLEETCOR TECHNOLOGIES INC	8/3 GASOLINE/WTR	286.98
Vendor 05071 - FLEETCOR TECHNOLOGIES INC - ARCO Total:				1,345.78
Vendor: 05898 - FOREST LAWN MORTUARY				
08/19/2025	2319	FOREST LAWN MORTUARY	5/26 WREATH/MEMORIAL DA	300.00
Vendor 05898 - FOREST LAWN MORTUARY Total:				300.00
Vendor: 01631 - FRANCHISE TAX BOARD				
08/06/2025	INV0025098	FRANCHISE TAX BOARD	State Tax Withholding	8.20
08/07/2025	INV0025132	FRANCHISE TAX BOARD	State Tax Withholding	10,365.55
Vendor 01631 - FRANCHISE TAX BOARD Total:				10,373.75
Vendor: 01649 - GALLS - QUARTERMASTER				
08/19/2025	30645257	GALLS - QUARTERMASTER	3/4 (3)CONCEALABLE VESTS/PD	2,926.89
Vendor 01649 - GALLS - QUARTERMASTER Total:				2,926.89
Vendor: 04004 - GARY WILSON				
08/19/2025	INV0025085	GARY WILSON	7/2 Vision CLM	259.75
Vendor 04004 - GARY WILSON Total:				259.75
Vendor: 05202 - GARZA INDUSTRIES INC				
08/19/2025	2004065	GARZA INDUSTRIES INC	7/12 EVIDENCE SUPPLIES/PD	386.07
Vendor 05202 - GARZA INDUSTRIES INC Total:				386.07
Vendor: 01674 - GOLDEN TOUCH TOWING				
08/19/2025	7736	GOLDEN TOUCH TOWING	7/18 TOWING FEE/CS#25-07871	240.00
Vendor 01674 - GOLDEN TOUCH TOWING Total:				240.00
Vendor: 01679 - GOVERNMENTAL FINANCIAL SVCS				
08/19/2025	INV0025101	GOVERNMENTAL FINANCIAL S	JUL'25 ACCOUNTING SVCS/ADM	4,809.75
08/19/2025	INV0025101	GOVERNMENTAL FINANCIAL S	JUL'25 ACCOUNTING SVCS/ADM	3,060.75
08/19/2025	INV0025101	GOVERNMENTAL FINANCIAL S	JUL'25 ACCOUNTING SVCS/FI	2,722.50
08/19/2025	INV0025101	GOVERNMENTAL FINANCIAL S	JUL'25 ACCOUNTING SVCS/WTR	874.50
Vendor 01679 - GOVERNMENTAL FINANCIAL SVCS Total:				11,467.50
Vendor: 05303 - HEALTH AND HUMAN RESOURCES CENTER INC				
08/19/2025	E0350307	HEALTH AND HUMAN RESOU	Sep'25 EAP	129.60
Vendor 05303 - HEALTH AND HUMAN RESOURCES CENTER INC Total:				129.60
Vendor: 01727 - HINDERLITER DE LLAMAS & ASSOC				
08/19/2025	SIN038535	HINDERLITER DE LLAMAS & A	APR-JUN'24 SALES TAX SVCS	23,538.56
Vendor 01727 - HINDERLITER DE LLAMAS & ASSOC Total:				23,538.56
Vendor: 02642 - HOME DEPOT				
08/19/2025	2520208	HOME DEPOT	7/28 SUPPLIES/PW	37.08
08/19/2025	3615880	HOME DEPOT	7/17 SUPPLIES/REC	81.18
08/19/2025	4534829	HOME DEPOT	7/16 SUPPLIES/PW	60.71
08/19/2025	5180937	HOME DEPOT	7/15 RET'D SUPPLIES/PW	-376.05
08/19/2025	5270120	HOME DEPOT	7/15 TOOLS/WTR	478.38
08/19/2025	5513945	HOME DEPOT	7/15 SUPPLIES/REC	57.04

Warrant Register

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08/19/2025	5523192	HOME DEPOT	7/15 SUPPLIES/PW	376.05
08/19/2025	6536159	HOME DEPOT	7/24 SUPPLIES/CONCERTS	51.53
08/19/2025	7515790	HOME DEPOT	7/23 SUPPLIES/PW	36.06
08/19/2025	7515850	HOME DEPOT	7/23 SUPPLIES/PW	7.27
Vendor 02642 - HOME DEPOT Total:				809.25
Vendor: 05649 - INFINITY TECHNOLOGIES				
08/19/2025	4096	INFINITY TECHNOLOGIES	JUL'25 IT SVCS	13,083.00
08/19/2025	4096	INFINITY TECHNOLOGIES	JUL'25 SENTINEL ONE	644.00
08/19/2025	4096	INFINITY TECHNOLOGIES	JUL'25 DUO	141.00
08/19/2025	4097	INFINITY TECHNOLOGIES	JUL'25 IT SVCS - SP PROJ	4,505.00
Vendor 05649 - INFINITY TECHNOLOGIES Total:				18,373.00
Vendor: 01764 - INTERNAL REVENUE SERVICE				
08/06/2025	INV0025097	INTERNAL REVENUE SERVICE	Federal Tax Withholding	21.59
08/06/2025	INV0025099	INTERNAL REVENUE SERVICE	Medicare	24.92
08/07/2025	INV0025131	INTERNAL REVENUE SERVICE	Federal Tax Withholding	27,568.50
08/07/2025	INV0025133	INTERNAL REVENUE SERVICE	Medicare	7,360.02
Vendor 01764 - INTERNAL REVENUE SERVICE Total:				34,975.03
Vendor: 01775 - IRON MOUNTAIN				
08/19/2025	KPNX522	IRON MOUNTAIN	AUG '25 RECORDS STORAGE	305.49
Vendor 01775 - IRON MOUNTAIN Total:				305.49
Vendor: 01801 - JHM SUPPLY INC				
08/19/2025	1020523	JHM SUPPLY INC	1/28 IRRIGATION SUPPLIES/WTR	87.62
08/19/2025	1022693	JHM SUPPLY INC	2/6 IRRIGATION SUPPLIES/WT	9.56
08/19/2025	1067043	JHM SUPPLY INC	7/30 IRRIGATION SUPPLIES/MEDIANS	349.08
Vendor 01801 - JHM SUPPLY INC Total:				446.26
Vendor: 03089 - JOSHUA GARCIA				
08/19/2025	INV0025100	JOSHUA GARCIA	7/20-23 POST SLI CLASS 552/PD	301.00
Vendor 03089 - JOSHUA GARCIA Total:				301.00
Vendor: 05331 - KIDZ TALENT ACADEMY				
08/19/2025	13147	KIDZ TALENT ACADEMY	7/8-7/29 GYMNASTICS & TUMBLING	93.60
08/19/2025	13150	KIDZ TALENT ACADEMY	7/8-7/29 BASKETBALL SKILLS & DRILLS	256.75
08/19/2025	13153	KIDZ TALENT ACADEMY	7/8-7/29 BASKETBALL SKILLS & DRILLS	205.40
Vendor 05331 - KIDZ TALENT ACADEMY Total:				555.75
Vendor: 01959 - KONICA MINOLTA PREMIER				
08/12/2025	591146034	KONICA MINOLTA PREMIER	7/15-8/14 COPIER RENTAL/CH,PD,REC	598.50
Vendor 01959 - KONICA MINOLTA PREMIER Total:				598.50
Vendor: 01975 - L P G E A				
08/07/2025	INV0025112	L P G E A	LPGEA Dues Withheld	216.00
Vendor 01975 - L P G E A Total:				216.00
Vendor: 01981 - LA PALMA CHESS CLUB				
08/19/2025	13092	LA PALMA CHESS CLUB	5/2-7/25 CHESS	1,700.00
Vendor 01981 - LA PALMA CHESS CLUB Total:				1,700.00
Vendor: 01985 - LA PALMA KIWANIS FOUNDATION				
08/19/2025	INV0025059	LA PALMA KIWANIS FOUNDAT	BREAKFAST TICKETS/JUL4RUN	2,260.00
Vendor 01985 - LA PALMA KIWANIS FOUNDATION Total:				2,260.00
Vendor: 01988 - LA PALMA POLICE ASSN				
08/12/2025	CM0000246	LA PALMA POLICE ASSN	LPPA Dues Withheld	-69.23
08/12/2025	INV0025113	LA PALMA POLICE ASSN	LPPA Dues Withheld	1,679.97
Vendor 01988 - LA PALMA POLICE ASSN Total:				1,610.74

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Vendor: 04657 - LISA AMSELL				
08/19/2025	13089	LISA AMSELL	7/5-7/26 MARTIAL ARTS	195.00
08/19/2025	13090	LISA AMSELL	5/1-7/31 MARTIAL ARTS	1,508.00
08/19/2025	13091	LISA AMSELL	5/3-7/26 MARTIAL ARTS	1,462.50
Vendor 04657 - LISA AMSELL Total:				3,165.50
Vendor: 04395 - LOS ANGELES COUNTY SHERIFF'S DEPT				
08/19/2025	253784SS	LOS ANGELES COUNTY SHERIF	5/5-8 FTO TRNG/PD	60.00
Vendor 04395 - LOS ANGELES COUNTY SHERIFF'S DEPT Total:				60.00
Vendor: 01976 - LPPEA				
08/07/2025	INV0025114	LPPEA	LPPEA Dues Withheld	90.00
Vendor 01976 - LPPEA Total:				90.00
Vendor: 05909 - LUCHIE FERMIN				
08/19/2025	1004602001	LUCHIE FERMIN	13168 DAY CAMP RFD	165.00
08/19/2025	1004602001	LUCHIE FERMIN	13167 DAY CAMP RFD	107.00
08/19/2025	1004602001	LUCHIE FERMIN	13167 DAY CAMP RFD	107.00
08/19/2025	1004602001	LUCHIE FERMIN	13167 LESS CANCELLATION FE	-11.00
08/19/2025	1004602001	LUCHIE FERMIN	13169 LESS CANCELLATION FE	-11.00
08/19/2025	1004602001	LUCHIE FERMIN	13168 LESS CANCELLATION FE	-11.00
08/19/2025	1004602001	LUCHIE FERMIN	13167 LESS CANCELLATION FE	-11.00
08/19/2025	1004602001	LUCHIE FERMIN	13169 DAY CAMP RFD	165.00
Vendor 05909 - LUCHIE FERMIN Total:				500.00
Vendor: 05908 - LUOIS OCHS				
08/19/2025	1014098002	LUOIS OCHS	7/26 COMM CTR DEPOSIT RF	400.00
Vendor 05908 - LUOIS OCHS Total:				400.00
Vendor: 02071 - MAD SCIENCE OF W ORANGE COUNTY				
08/19/2025	13176	MAD SCIENCE OF W ORANGE	7/7-7/11 CRAZY CHEMWORKS	859.95
08/19/2025	13178	MAD SCIENCE OF W ORANGE	7/21-7/25 LEGO ENGINEERIN	122.85
08/19/2025	13179	MAD SCIENCE OF W ORANGE	7/28-8/1 FORENSICS LAB	245.70
Vendor 02071 - MAD SCIENCE OF W ORANGE COUNTY Total:				1,228.50
Vendor: 05072 - MASTERLUBE CYPRESS				
08/19/2025	462	MASTERLUBE CYPRESS	8/1 OIL CHANGE/#742	57.36
08/19/2025	539	MASTERLUBE CYPRESS	8/5 OIL CHANGE/#750	127.41
08/19/2025	775	MASTERLUBE CYPRESS	7/11 OIL CHANGE/#748	112.08
08/19/2025	777	MASTERLUBE CYPRESS	7/11 OIL CHANGE/#741	60.32
Vendor 05072 - MASTERLUBE CYPRESS Total:				357.17
Vendor: 05905 - MEGHANA MEHTA				
08/19/2025	1013823002	MEGHANA MEHTA	13171 DAY CAMP RFD	165.00
08/19/2025	1013823002	MEGHANA MEHTA	13171 LESS CANCELLATION FE	-11.00
Vendor 05905 - MEGHANA MEHTA Total:				154.00
Vendor: 01752 - MISSION SQUARE - PLAN 302549				
08/12/2025	CM0000241	MISSION SQUARE - PLAN 302	Deferred Comp	-61.97
08/12/2025	CM0000247	MISSION SQUARE - PLAN 302	Deferred Comp	-50.00
08/12/2025	INV0025121	MISSION SQUARE - PLAN 302	Deferred Comp	1,410.00
08/12/2025	INV0025122	MISSION SQUARE - PLAN 302	Deferred Comp	3,855.90
08/12/2025	INV0025164	MISSION SQUARE - PLAN 302	Deferred Comp	43.48
Vendor 01752 - MISSION SQUARE - PLAN 302549 Total:				5,197.41
Vendor: 05125 - MOBILE VIDEO GUARD				
08/19/2025	101155	MOBILE VIDEO GUARD	3/1 MOBILE VIDEO GUARD LEASE/CY	1,749.00
Vendor 05125 - MOBILE VIDEO GUARD Total:				1,749.00
Vendor: 04985 - MOSS LEVY & HARTZHEIM				
08/19/2025	17558	MOSS LEVY & HARTZHEIM	FY25 CITY AUDIT/FIN	15,000.00
Vendor 04985 - MOSS LEVY & HARTZHEIM Total:				15,000.00
Vendor: 03142 - MOVIES BY KIDS - OC LLC				
08/19/2025	13059	MOVIES BY KIDS - OC LLC	7/21-7/25 HOLLYWOOD SPECIAL EFFECTS	380.25

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08/19/2025	13060	MOVIES BY KIDS - OC LLC	7/21-7/25 MINECRAFT MOVIE	126.75
Vendor 03142 - MOVIES BY KIDS - OC LLC Total:				507.00
Vendor: 02201 - MUNICIPAL WATER DISTRICT OF				
08/12/2025	11838	MUNICIPAL WATER DISTRICT	JUN'25 CAPACITY CHARGE	593.36
08/12/2025	11838A	MUNICIPAL WATER DISTRICT	JUN'25 TREATED DOMESTIC/WTR	7,114.50
08/12/2025	11838B	MUNICIPAL WATER DISTRICT	JUN'25 WTR RTS CHARGE	298.65
Vendor 02201 - MUNICIPAL WATER DISTRICT OF Total:				8,006.51
Vendor: 02219 - NATIONAL READY MIXED CONCRETE SALES LLC				
08/19/2025	947922	NATIONAL READY MIXED CON	7/16 LEAK RPR SUPPLIES/CRESCENT&MOODY	824.33
Vendor 02219 - NATIONAL READY MIXED CONCRETE SALES LLC Total:				824.33
Vendor: 02242 - NOWLIN FENCE INC				
08/19/2025	29650	NOWLIN FENCE INC	6/19 FENCE RPR/WW	550.00
Vendor 02242 - NOWLIN FENCE INC Total:				550.00
Vendor: 02248 - OCCUPATIONAL HEALTH CENTERS OF CA				
08/19/2025	87699380	OCCUPATIONAL HEALTH CENT	Aug '25 EMP PHYS/*(1) CD/PW FT	208.00
Vendor 02248 - OCCUPATIONAL HEALTH CENTERS OF CA Total:				208.00
Vendor: 02290 - PACIFIC TELEMAGEMENT SVCS				
08/19/2025	2144102	PACIFIC TELEMAGEMENT S	8/1#739-9846 PAYPHONE/PD	78.00
Vendor 02290 - PACIFIC TELEMAGEMENT SVCS Total:				78.00
Vendor: 02277 - PARS				
08/19/2025	58462	PARS	Jun'25 PARS Adm Svcs	405.11
Vendor 02277 - PARS Total:				405.11
Vendor: 02279 - PERS RETIREMENT				
08/06/2025	INV0025094	PERS RETIREMENT	CalPERS Employee Contribution	66.60
08/06/2025	INV0025095	PERS RETIREMENT	CalPERS Employer Contributio	68.41
08/06/2025	INV0025096	PERS RETIREMENT	Employee Survivor Contribution Amount	0.93
08/07/2025	INV0025115	PERS RETIREMENT	CalPERS Employee Contribution	1,749.80
08/07/2025	INV0025116	PERS RETIREMENT	CalPERS Employer Contributio	3,519.27
08/07/2025	INV0025117	PERS RETIREMENT	CalPERS Employee Contribution	1,144.53
08/07/2025	INV0025118	PERS RETIREMENT	CalPERS Employer Contributio	1,666.09
08/07/2025	INV0025119	PERS RETIREMENT	CalPERS Employee Contribution	4,680.89
08/07/2025	INV0025120	PERS RETIREMENT	CalPERS Employer Contributio	4,807.69
08/07/2025	INV0025124	PERS RETIREMENT	CalPERS Employee Contribution	1,893.53
08/07/2025	INV0025125	PERS RETIREMENT	CalPERS Employer Contributio	6,175.02
08/07/2025	INV0025126	PERS RETIREMENT	CalPERS Employee Contribution	437.55
08/07/2025	INV0025127	PERS RETIREMENT	CalPERS Employer Contributio	1,132.62
08/07/2025	INV0025128	PERS RETIREMENT	CalPERS Employee Contribution	8,691.45
08/07/2025	INV0025129	PERS RETIREMENT	CalPERS Employer Contributio	8,809.79
08/07/2025	INV0025130	PERS RETIREMENT	Employee Survivor Contribution Amount	50.22
08/07/2025	CM0000239	PERS RETIREMENT	CalPERS Employee Contribution	-291.85
08/07/2025	CM0000240	PERS RETIREMENT	CalPERS Employer Contributio	-299.76
08/07/2025	CM0000242	PERS RETIREMENT	Employee Survivor Contribution Amount	-0.93
08/12/2025	CM0000248	PERS RETIREMENT	Employee Survivor Contribution Amount	-0.93
08/12/2025	INV0025162	PERS RETIREMENT	CalPERS Employee Contribution	148.61

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08/12/2025	INV0025163	PERS RETIREMENT	CalPERS Employer Contributio	152.63	
08/12/2025	INV0025165	PERS RETIREMENT	Employee Survivor Contribution Amount	0.93	
Vendor 02279 - PERS RETIREMENT Total:				44,603.09	
Vendor: 04625 - PRECISION CONCRETE CUTTING					
08/19/2025	201229	PRECISION CONCRETE CUTTIN	7/16 SIDEWALK RPR/ZONE 4,2,1	95,503.66	
Vendor 04625 - PRECISION CONCRETE CUTTING Total:				95,503.66	
Vendor: 04309 - RALPH ANDERSEN & ASSOCIATES					
08/11/2025	7096	RALPH ANDERSEN & ASSOCIA	CM RECRUITMENT PMT#1/CC	8,250.00	
08/11/2025	7154	RALPH ANDERSEN & ASSOCIA	CM RECRUITMENT PMT#2/CC	8,250.00	
Vendor 04309 - RALPH ANDERSEN & ASSOCIATES Total:				16,500.00	
Vendor: 05321 - RANDY SANCHEZ					
08/19/2025	1014127002	RANDY SANCHEZ	7/20 COMM CTR DEPOSIT RF	300.00	
Vendor 05321 - RANDY SANCHEZ Total:				300.00	
Vendor: 05907 - RAUMIN BENJAMIN					
08/19/2025	1014036002	RAUMIN BENJAMIN	13178 MAD SCIENCE RFD	189.00	
08/19/2025	1014036002	RAUMIN BENJAMIN	13178 LESS CANCELLATION FE	-11.00	
Vendor 05907 - RAUMIN BENJAMIN Total:				178.00	
Vendor: 05137 - READWRITE EDUCATIONAL SOLUTIONS INC.					
08/19/2025	13082	READWRITE EDUCATIONAL S	7/7-7/23 READING DEVELOPMENT	347.10	
08/19/2025	13084	READWRITE EDUCATIONAL S	7/7-7/23 READING DEVELOPMENT	115.70	
08/19/2025	13086	READWRITE EDUCATIONAL S	7/7-7/23 MATH DEVELOPMEN	173.55	
Vendor 05137 - READWRITE EDUCATIONAL SOLUTIONS INC. Total:				636.35	
Vendor: 05732 - RING CENTRAL INC					
08/19/2025	CD_001187745	RING CENTRAL INC	CITYWIDE PHONE SYSTEM & SUPPORT - AUG'25	2,185.19	
Vendor 05732 - RING CENTRAL INC Total:				2,185.19	
Vendor: 05386 - RK SPORTS LLC					
08/19/2025	13139	RK SPORTS LLC	7/13-8/3 T BALL	549.25	
Vendor 05386 - RK SPORTS LLC Total:				549.25	
Vendor: 05343 - SAGAR MANDALIA					
08/19/2025	1013825002	SAGAR MANDALIA	13171 LESS CANCELLATION FE	-11.00	
08/19/2025	1013825002	SAGAR MANDALIA	13171 DAY CAMP RFD	165.00	
Vendor 05343 - SAGAR MANDALIA Total:				154.00	
Vendor: 05906 - SARON HAN					
08/19/2025	1013781002	SARON HAN	13162 TT RFD	33.00	
08/19/2025	1013781002	SARON HAN	13163 LESS CANCELLATION FE	-11.00	
08/19/2025	1013781002	SARON HAN	13163 TT RFD	33.00	
08/19/2025	1013781002	SARON HAN	13162 LESS CANCELLATION FE	-11.00	
Vendor 05906 - SARON HAN Total:				44.00	
Vendor: 05903 - SCOTT WAYNE BAKER					
08/19/2025	25062	SCOTT WAYNE BAKER	EQUIPMENT RNTL/JUL4RUN	4,950.00	
Vendor 05903 - SCOTT WAYNE BAKER Total:				4,950.00	
Vendor: 05204 - SKYHAWKS SPORTS ACADEMY LLC					
08/19/2025	13131	SKYHAWKS SPORTS ACADEMY	6/27-7/25 SOCCER	313.95	
08/19/2025	13133	SKYHAWKS SPORTS ACADEMY	6/27-7/25 SOCCER TOTS	358.80	
08/19/2025	13135	SKYHAWKS SPORTS ACADEMY	6/27-7/25 SOCCER TOTS	269.10	
Vendor 05204 - SKYHAWKS SPORTS ACADEMY LLC Total:				941.85	
Vendor: 02535 - SMART & FINAL					
08/19/2025	20401	SMART & FINAL	7/29 SUPPLIES/REC	125.18	
08/19/2025	5001	SMART & FINAL	7/16 SUPPLIES/REC	155.68	
08/19/2025	9802	SMART & FINAL	7/17 KITCHEN SUPPLIES/PD	99.33	
Vendor 02535 - SMART & FINAL Total:				380.19	

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Vendor: 02640 - SO CAL GAS COMPANY				
08/07/2025	INV0025140	SO CAL GAS COMPANY	8/1 8415 MEADOWLARK/BOOSTER	14.79
08/07/2025	INV0025141	SO CAL GAS COMPANY	8/1 8441 MOODY/CY	43.37
08/07/2025	INV0025142	SO CAL GAS COMPANY	8/1 7821 WALKER/CC&CP	166.19
08/07/2025	INV0025143	SO CAL GAS COMPANY	8/5 6800 WALKER/WW	50.00
08/07/2025	INV0025144	SO CAL GAS COMPANY	8/1 7792 WALKER/PD	1,300.28
Vendor 02640 - SO CAL GAS COMPANY Total:				1,574.63
Vendor: 05900 - SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS - SCAG				
08/19/2025	SCAGFY260087	SOUTHERN CALIFORNIA ASSO	FY25/26 SCAG DUES/GG	2,292.00
Vendor 05900 - SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS - SCAG Total:				2,292.00
Vendor: 02556 - SOUTHERN CALIFORNIA EDISON				
08/06/2025	INV0025145	SOUTHERN CALIFORNIA EDIS	8/31 4772 LP AVE/SPRINKLER	3.86
08/06/2025	INV0025146	SOUTHERN CALIFORNIA EDIS	7/30 8415 MEADOWLARK/BSTR	14,315.81
08/06/2025	INV0025147	SOUTHERN CALIFORNIA EDIS	7/29 8400 MOODY/PED	4.65
08/06/2025	INV0025148	SOUTHERN CALIFORNIA EDIS	7/29 5712 LA PALMA TC1	77.80
08/06/2025	INV0025150	SOUTHERN CALIFORNIA EDIS	8/1 LS-1/ALL NIGHT ADD'L LAMPS	49.27
08/06/2025	INV0025151	SOUTHERN CALIFORNIA EDIS	8/1 LS-1/ALL NIGHT	14,295.25
08/06/2025	INV0025152	SOUTHERN CALIFORNIA EDIS	8/1 LS-2/METERED	423.67
08/06/2025	INV0025153	SOUTHERN CALIFORNIA EDIS	8/1 WALKER/91 FWY LAMPS	120.67
08/06/2025	INV0025154	SOUTHERN CALIFORNIA EDIS	8/1 LS-2 8231-1/2 WALKER	17.49
08/06/2025	INV0025154	SOUTHERN CALIFORNIA EDIS	8/1 LS-2/8172 MOODY	34.38
08/06/2025	INV0025156	SOUTHERN CALIFORNIA EDIS	8/1 7792 WALKER/PD	8,779.98
08/06/2025	INV0025156	SOUTHERN CALIFORNIA EDIS	8/1 MISC ELECTR FEE	148.58
08/06/2025	INV0025156	SOUTHERN CALIFORNIA EDIS	8/1 LAURELWOOD/SCE LAMP	25.59
08/06/2025	INV0025156	SOUTHERN CALIFORNIA EDIS	8/1 7821 WALKER/CC&CP	6,673.42
08/06/2025	INV0025156	SOUTHERN CALIFORNIA EDIS	8/1 7711 MDY/ORGTHRPE SPRNKLR	32.44
08/06/2025	INV0025156	SOUTHERN CALIFORNIA EDIS	8/1 LP/COMSTOCK SPRINKLER	15.34
08/06/2025	INV0025156	SOUTHERN CALIFORNIA EDIS	8/1 7872-1/2 DENNI SPRINKLER	14.76
08/06/2025	INV0025156	SOUTHERN CALIFORNIA EDIS	8/1 6750 WALKER SPRINKLER	14.63
08/06/2025	INV0025156	SOUTHERN CALIFORNIA EDIS	8/1 7711 FURMAN RD POLE	77.21
08/06/2025	INV0025156	SOUTHERN CALIFORNIA EDIS	8/1 BYRNE/WALKER LAMPS	110.93
08/06/2025	INV0025156	SOUTHERN CALIFORNIA EDIS	8/1 6800 WALKER/PUMP	10,730.93
Vendor 02556 - SOUTHERN CALIFORNIA EDISON Total:				55,966.66
Vendor: 02558 - SOUTHWEST PATROL INC				
08/19/2025	80053	SOUTHWEST PATROL INC	7/26 SECURITY SVCS/REC	450.00
Vendor 02558 - SOUTHWEST PATROL INC Total:				450.00
Vendor: 02568 - STAPLES BUSINESS ADVANTAGE				
08/19/2025	6036537164	STAPLES BUSINESS ADVANTAG	7/8 OFFICE SUPPLIES/PD	18.91
08/19/2025	6036537168	STAPLES BUSINESS ADVANTAG	7/7 RET'D CERT SUPPLIES/PD	-15.43
08/19/2025	6036537169	STAPLES BUSINESS ADVANTAG	7/4 RET'D CERT SUPPLIES/PD	-15.43
08/19/2025	6036537172	STAPLES BUSINESS ADVANTAG	7/8 OFFICE & CERT SUPPLIES/PD	20.37
08/19/2025	6036537172	STAPLES BUSINESS ADVANTAG	7/8 OFFICE & CERT SUPPLIES/PD	15.43
08/19/2025	6036603948	STAPLES BUSINESS ADVANTAG	7/9 KITCHEN & CERT SUPPLIES/PD	55.96
08/19/2025	6036603948	STAPLES BUSINESS ADVANTAG	7/9 KITCHEN & CERT SUPPLIES/PD	15.43
08/19/2025	6037130210	STAPLES BUSINESS ADVANTAG	7/17 KITCHEN & CERT SUPPLIES/PD	17.81
08/19/2025	6037130210	STAPLES BUSINESS ADVANTAG	7/17 KITCHEN & CERT SUPPLIES/PD	25.67
08/19/2025	6037271413	STAPLES BUSINESS ADVANTAG	7/19 OFFICE SUPPLIES/PD	43.98
08/19/2025	6037647217	STAPLES BUSINESS ADVANTAG	7/25 EVIDENCE SUPPLIES/PD	48.92

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08/19/2025	6037938345	STAPLES BUSINESS ADVANTAG	7/26 EVIDENCE SUPPLIES/PD	87.09
Vendor 02568 - STAPLES BUSINESS ADVANTAGE Total:				318.71
Vendor: 02576 - STEP SAVER INC				
08/19/2025	376399	STEP SAVER INC	7/21 WTR TREATMENT SUPPLIES/CY	130.63
08/19/2025	376400	STEP SAVER INC	7/21 WTR TREATMENT SUPPLES/WW	143.37
Vendor 02576 - STEP SAVER INC Total:				274.00
Vendor: 01620 - STEVE A. FILARSKY ATTORNEY AT LAW				
08/19/2025	INV0025103	STEVE A. FILARSKY ATTORNEY	Jul'25 Labor Atty Services	306.00
08/19/2025	INV0025103	STEVE A. FILARSKY ATTORNEY	Jul'25 Labor Atty Services	1,224.00
Vendor 01620 - STEVE A. FILARSKY ATTORNEY AT LAW Total:				1,530.00
Vendor: 02590 - SUN BADGE COMPANY				
08/19/2025	424408	SUN BADGE COMPANY	RPR BADGE/PD	91.48
Vendor 02590 - SUN BADGE COMPANY Total:				91.48
Vendor: 04122 - TAN NGUYEN OR WEST GROVE VOLLEYBALL LLC				
08/19/2025	13063	TAN NGUYEN OR WEST GROV	6/29-7/27 INT VOLLEYBALL	159.25
08/19/2025	13066	TAN NGUYEN OR WEST GROV	6/29-7/27 ADV VOLLEYBALL	127.40
Vendor 04122 - TAN NGUYEN OR WEST GROVE VOLLEYBALL LLC Total:				286.65
Vendor: 05818 - THE DOT PRINTER				
08/19/2025	357109	THE DOT PRINTER	FALL'25 MOSIAC PROD SVCS	1,176.00
08/19/2025	357109	THE DOT PRINTER	FALL25 MOSIAC PROD SVCS	5,558.90
Vendor 05818 - THE DOT PRINTER Total:				6,734.90
Vendor: 02655 - THE WORKSHOP				
08/19/2025	74608	THE WORKSHOP	(500)Business Cards/DCM	46.39
08/19/2025	74608	THE WORKSHOP	(500)Business Cards/WTR SUPV	46.38
Vendor 02655 - THE WORKSHOP Total:				92.77
Vendor: 05360 - TWINKLE DOSHI				
08/19/2025	1013816002	TWINKLE DOSHI	13171 LESS CANCELLATION FE	-11.00
08/19/2025	1013816002	TWINKLE DOSHI	13171 DAY CAMP RFD	145.00
Vendor 05360 - TWINKLE DOSHI Total:				134.00
Vendor: 04492 - TYR TACTICAL LLC				
08/19/2025	2082699	TYR TACTICAL LLC	4/23 SWAT VEST, CARRIER & ACCS/PD	3,320.99
Vendor 04492 - TYR TACTICAL LLC Total:				3,320.99
Vendor: 05897 - TYREENA CAMPBELL				
08/19/2025	1014107002	TYREENA CAMPBELL	7/12 GAZEBO DEPOSIT RFD	100.00
Vendor 05897 - TYREENA CAMPBELL Total:				100.00
Vendor: 02706 - U S BANK INSTITUTIONAL TRUST-WESTERN REGION				
08/11/2025	INV0025123	U S BANK INSTITUTIONAL TRU	PARS Part Time Retirement Contributions	1,490.04
Vendor 02706 - U S BANK INSTITUTIONAL TRUST-WESTERN REGION Total:				1,490.04
Vendor: 04984 - ULINE INC				
08/19/2025	194791574	ULINE INC	6/30 (60)CHAIRS(1)BLEACHER & EQUIP/REC	4,434.47
08/19/2025	194791575	ULINE INC	6/30 (3)BLEACHER MOUNTS/REC	64.03
Vendor 04984 - ULINE INC Total:				4,498.50
Vendor: 03123 - UNIFORM DEPOT INC				
08/19/2025	8868	UNIFORM DEPOT INC	6/13 NAMEPLATE/PD	17.62
Vendor 03123 - UNIFORM DEPOT INC Total:				17.62
Vendor: 05894 - VAISHALI MEHTA				
08/19/2025	1013833002	VAISHALI MEHTA	13171 DAY CAMP RFD	165.00
08/19/2025	1013833002	VAISHALI MEHTA	13171 LESS CANCELLATION FE	-11.00
Vendor 05894 - VAISHALI MEHTA Total:				154.00

Warrant Register				Payment Dates: 8/6/2025 - 8/19/2025
Payment Date	Payable Number	Vendor Name	Description (Item)	Amount
Vendor: 05885 - VAN DERMYDEN MAKUS LAW CORPORATION				
08/19/2025	34837	VAN DERMYDEN MAKUS LAW	Jul'25 Personnel Attorney SVC	13,171.57
Vendor 05885 - VAN DERMYDEN MAKUS LAW CORPORATION Total:				13,171.57
Vendor: 05902 - VERITONE, INC.				
08/19/2025	989355	VERITONE, INC.	6/25 REDACTION SVCS/PD	3,984.63
08/19/2025	990359	VERITONE, INC.	7/25 REDACTION SVCS/PD	1,861.50
Vendor 05902 - VERITONE, INC. Total:				5,846.13
Vendor: 02742 - VERIZON WIRELESS				
08/19/2025	6118737414	VERIZON WIRELESS	7/16 CELL PHONES/REC	29.80
08/19/2025	6118737414	VERIZON WIRELESS	7/16 MACHINE TO MACHINE	150.19
08/19/2025	6118737415	VERIZON WIRELESS	7/17-8/16 DATA ACCESS/WTR	140.14
08/19/2025	6118737415	VERIZON WIRELESS	7/17-8/16 SEDARU DATA PLAN/WTR	46.20
Vendor 02742 - VERIZON WIRELESS Total:				366.33
Vendor: 05444 - VU PHAM				
08/19/2025	1013734002	VU PHAM	7/19 PAVILION DEPOSIT RFD	200.00
08/19/2025	1013735002	VU PHAM	7/19 COMM CTR DEPOSIT RF	400.00
08/19/2025	1014069002	VU PHAM	7/18(6/18) COMM CTR DEPOSIT RFD	300.00
Vendor 05444 - VU PHAM Total:				900.00
Vendor: 05820 - Waxie's Enterprises, LLC, a Brady PLUS Company				
08/19/2025	83286906	Waxie's Enterprises, LLC, a Bra	6/6 JANITORIAL SUPPLIES/PW	940.64
08/19/2025	83395859	Waxie's Enterprises, LLC, a Bra	7/28 JANITORIAL SUPPLIES/P	1,333.99
Vendor 05820 - Waxie's Enterprises, LLC, a Brady PLUS Company Total:				2,274.63
Vendor: 04196 - WECK LABORATORIES INC				
08/19/2025	W5F1703	WECK LABORATORIES INC	6/2 WATER SAMPLES/CY	200.00
Vendor 04196 - WECK LABORATORIES INC Total:				200.00
Vendor: 03987 - WEX HEALTH INC				
08/19/2025	2202848IN	WEX HEALTH INC	Jul'25 Flex Adm Svc	50.00
Vendor 03987 - WEX HEALTH INC Total:				50.00
Vendor: 02773 - WILLDAN FINANCIAL SERVICES				
08/19/2025	1062756	WILLDAN FINANCIAL SERVICE	WATER RATE STUDY PMT#4	6,212.50
Vendor 02773 - WILLDAN FINANCIAL SERVICES Total:				6,212.50
Vendor: 03238 - YARDLEY ORGILL COMPANY				
08/19/2025	1034300	YARDLEY ORGILL COMPANY	7/16 SUPPLIES/WTR	772.18
Vendor 03238 - YARDLEY ORGILL COMPANY Total:				772.18
Grand Total:				565,916.09

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	287,882.62
011 - STREETS FUND	2,022.27
020 - ASSET SEIZURE FUND	4,442.67
035 - CAPITAL OUTLAY RESERVE	96,478.66
050 - WATER FUND	57,045.60
052 - SEWER FUND	110.00
055 - WATER CAPITAL RESERVE FUND	12,141.50
060 - INSURANCE FUND	3,155.00
064 - COMPUTER MAINTENANCE & REPL FD	2,185.19
070 - CITY TRUST FUND	1,700.00
073 - PAYROLL CLEARING FUND	98,752.58
Grand Total:	565,916.09

Account Summary

Account Number	Account Name	Payment Amount
001-110-6000-00000	Professional Contract Se	16,500.00
001-110-6200-00000	Meetings & Training	236.78
001-110-6220-00000	Publications & Dues	2,292.00
001-110-7330-00000	Special Departmental Su	96.98
001-120-6500-00000	Office Supplies	46.39
001-120-6540-00000	Printing & Reproduction	16.31
001-120-6910-00000	Communications	45.90
001-130-6010-00000	Legal Services	13,171.57
001-130-6016-00000	Personnel Attorney Servi	306.00
001-130-6017-00000	Labor Negotiation Servic	1,224.00
001-140-6000-00000	Professional Contract Se	4,809.75
001-140-6520-00000	Postage	10.95
001-150-6000-00000	Professional Contract Se	305.49
001-150-6220-00000	Publications & Dues	49.00
001-160-5620-00000	Medical Dental Vision	100.00
001-160-6000-00000	Professional Contract Se	3,060.75
001-160-6000-16010	Prof Contract Svcs-Acco	2,722.50
001-160-6000-16020	Prof Contract Svcs-Annu	15,000.00
001-160-6020-00000	Sales Tax Audit Services	23,538.56
001-170-5660-00000	Physical Exams	208.00
001-170-6000-00000	Professional Contract Se	584.71
001-170-6240-00000	Tuition Reimbursement	693.54
001-170-7330-00000	Special Departmental Su	230.55
001-180-6000-18010	Prof Contract Svcs - Cont	17,588.00
001-180-6000-18020	Prof Contract Svcs-Grani	254.59
001-180-6040-00000	Computer Software Sup	5,261.27
001-180-6910-00000	Communications	663.03
001-180-7010-00000	Office Equipment Rental	598.50
001-210-6000-00000	Professional Contract Se	5,846.13
001-210-6000-21010	Prof Contract Svcs-Contr	70,271.50
001-210-6500-00000	Office Supplies	613.94
001-210-6910-00000	Communications	670.17
001-210-7320-00000	Vehicle Operating Expen	4,185.11
001-210-7330-00000	Special Departmental Su	194.59
001-220-6220-00000	Publications & Dues	922.15
001-220-6910-00000	Communications	45.90
001-235-6000-00000	Professional Contract Se	442.50
001-235-6000-23540	Professional Contract Sv	2,826.50
001-235-6200-00000	Meetings & Training	1,560.73
001-235-6230-00000	Uniforms	17.62
001-235-7330-00000	Special Departmental Su	3,045.52
001-235-7410-00000	Police Range	1,768.04

Warrant Register

Payment Dates: 8/6/2025 - 8/19/2025

Account Summary

Account Number	Account Name	Payment Amount
001-240-6910-00000	Communications	165.24
001-250-7330-00000	Special Departmental Su	4,112.01
001-250-7390-00000	Community Relations	117.47
001-250-7390-34020	Community Relations - (	39.98
001-260-5620-00000	Medical Dental Vision	259.75
001-260-6000-00000	Professional Contract Se	793.69
001-260-6910-00000	Communications	110.16
001-260-7500-00000	Evidence & Property Co	1,161.91
001-270-6910-00000	Communications	660.98
001-270-7330-00000	Special Departmental Su	94.95
001-310-6000-00000	Professional Contract Se	1,176.00
001-310-6910-00000	Communications	75.70
001-310-7320-00000	Vehicle Operating Expen	539.18
001-320-6000-00000	Professional Contract Se	273.00
001-320-6000-32010	Prof Contract Svcs - Cont	10,678.45
001-320-6540-00000	Printing & Reproduction	5,558.90
001-330-6000-00000	Professional Contract Se	450.00
001-330-7050-00000	Maintenance & Repair	156.82
001-330-7330-00000	Special Departmental Su	419.08
001-330-8020-00000	Furniture & Fixtures	4,498.50
001-340-6000-34020	Professional Contract Se	7,210.00
001-340-6220-00000	Publications & Dues	446.00
001-340-7330-34040	Special Dept Supplies-CA	351.53
001-350-7460-35010	Entry Fees - Day Camp	4,950.00
001-370-6000-00000	Professional Contract Se	644.00
001-370-6920-00000	Gas	1,509.84
001-370-6930-00000	Electric	8,928.56
001-370-7050-00000	Maintenance & Repair	141.12
001-370-7060-00000	Maintenance & Repair S	778.29
001-370-7290-00000	Janitorial Supplies	2,274.63
001-390-6000-39010	Professional Contract Se	525.00
001-390-6230-00000	Uniforms	120.48
001-390-6930-00000	Electric	25.59
001-390-6930-39010	Electric - Central Park	6,673.42
001-390-6930-39040	Electric - Medians	81.03
001-390-7050-39040	Maintenance & Repair	349.08
001-390-7330-00000	Special Departmental Su	43.49
001-400-4401-35030	Tiny Tot Program	44.00
001-400-4402-35010	Day Camp Program	2,602.00
001-400-4409-00000	Recreation Contract Pro	568.00
001-402-6040-00000	Computer Software Sup	1,074.50
001-405-6930-40040	Electric - Street Lighting	15,128.87
001-540-6910-00000	Communications	45.90
011-410-6000-41020	Professional Contract Se	1,260.00
011-410-6230-41010	Uniforms - Street Repair	120.48
011-410-6930-41020	Electric - Traffic Signals	82.45
011-410-7320-41010	Vehicle Operating Expen	559.34
020-280-7330-00000	Special Departmental Su	4,442.67
035-900-7080-00000	Maintenance & Repair-B	975.00
035-900-8140-00000	Broken/Settled Curb & G	95,503.66
050-430-6200-00000	Meetings & Training	919.99
050-430-6500-00000	Office Supplies	46.38
050-430-6910-00000	Communications	382.43
050-430-7320-00000	Vehicle Operating Expen	286.98
050-440-5620-00000	Medical Dental Vision	260.00
050-440-6000-00000	Professional Contract Se	874.50
050-440-6230-00000	Uniforms	172.98
050-440-7070-00000	Maintenance & Repair o	331.55

Account Summary

Account Number	Account Name	Payment Amount
050-450-6000-00000	Professional Contract Se	2,961.04
050-450-6920-00000	Gas	50.00
050-450-7070-00000	Maintenance & Repair o	550.00
050-450-7480-00000	Chlorination	274.00
050-450-7490-00000	Water Purchase - MWD	8,006.51
050-460-6920-00000	Gas	14.79
050-460-6930-00000	Electric	25,046.74
050-460-7050-00000	Maintenance & Repair	16,389.33
050-460-7250-00000	Small Tools/Other Equip	478.38
052-480-5620-00000	Medical Dental Vision	40.00
052-480-6200-00000	Meetings & Training	70.00
055-900-7100-00000	Pump & Well Repair	4,180.00
055-900-8434-00000	CY Modernization Plan	1,749.00
055-900-9161-00000	Water Rate Study	6,212.50
060-610-7310-00000	Liability Insurance & Clai	3,155.00
064-650-8030-00000	Office Equipment	2,185.19
070-005-2310	Community Center Depo	1,700.00
073-001-1020	Cash-Flexible Spending	196.52
073-005-2200	Federal Income Tax With	27,590.09
073-005-2201	State Income Tax Withh	10,373.75
073-005-2202	Medicare/FICA Withhold	7,384.94
073-005-2203	PERS/Medical Ins Withh	46,093.13
073-005-2206	Police Dues Withholding	1,610.74
073-005-2208	Employees Assoc Dues	216.00
073-005-2210	Deferred Comp Payable-	5,197.41
073-005-2213	LPPEA	90.00
Grand Total:		565,916.09

Project Account Summary

Project Account Key	Payment Amount
None	565,916.09
Grand Total:	565,916.09



City of La Palma, CA

Warrant Register
By Vendor Name

Payment Dates 8/20/2025 - 9/2/2025

Approval

Reviewed by

DocuSigned by:

Joseph Cisneros

Joseph Cisneros - Deputy City Manager

Mike Egan

Michael Egan - Interim City Manager

Warrant Register

Payment Dates: 8/20/2025 - 9/2/2025

Payment Date	Payable Number	Vendor Name	Description (Item)	Amount
Vendor: 01004 - A C S BILLING SERVICE				
09/02/2025	20254692	A C S BILLING SERVICE	7/31 PROGRAMMING SVC/WTR	95.00
Vendor 01004 - A C S BILLING SERVICE Total:				95.00
Vendor: 01037 - ADMIRAL PEST CONTROL INC				
09/02/2025	2316281	ADMIRAL PEST CONTROL INC	8/8 PEST CONTROL/WW	123.00
09/02/2025	2316283	ADMIRAL PEST CONTROL INC	8/8 PEST CONTROL/CY	205.00
09/02/2025	2316284	ADMIRAL PEST CONTROL INC	8/8 PEST CONTROL/5410 LA PALMA	64.00
09/02/2025	2316285	ADMIRAL PEST CONTROL INC	8/8 PEST CONTROL/CH&PD	194.00
09/02/2025	2317199	ADMIRAL PEST CONTROL INC	8/14 GOPHER CONTROL/CP	175.00
Vendor 01037 - ADMIRAL PEST CONTROL INC Total:				761.00
Vendor: 01042 - AETNA US HEALTHCARE				
09/02/2025	J2557830	AETNA US HEALTHCARE	Sep'25 Dental Premium	4,578.70
09/02/2025	J2557830	AETNA US HEALTHCARE	Aug '25 Retroactivity	-63.20
Vendor 01042 - AETNA US HEALTHCARE Total:				4,515.50
Vendor: 01047 - AFLAC				
09/02/2025	983235	AFLAC	Aug'25 Aflac Ins Prem W/H	133.44
Vendor 01047 - AFLAC Total:				133.44
Vendor: 05915 - ALBERT PAMULAKLAKIN				
09/02/2025	1014312002	ALBERT PAMULAKLAKIN	13274 LESS CANCELLATION FE	-11.00
09/02/2025	1014312002	ALBERT PAMULAKLAKIN	13274 TT RFD	208.00
09/02/2025	1014312002	ALBERT PAMULAKLAKIN	13275 TT RFD	224.00
Vendor 05915 - ALBERT PAMULAKLAKIN Total:				421.00
Vendor: 05789 - AMAZON.COM SERVICES LLC				
08/21/2025	1QQG-FRTP-TLGV	AMAZON.COM SERVICES LLC	7/22 SUPPLIES/REC	42.21
08/21/2025	1DNT-Q7TQ-T3MT	AMAZON.COM SERVICES LLC	7/22 SUPPLIES/REC	16.30
08/21/2025	1MHJ-VH6J-KMR6	AMAZON.COM SERVICES LLC	7/30 SUPPLIES/HTH	114.15
08/21/2025	1LQT-63M3-KD64	AMAZON.COM SERVICES LLC	8/4 SUPPLIES/TEENS	43.08
08/21/2025	1VFR-17PD-LQ31	AMAZON.COM SERVICES LLC	8/9 SUPPLIES/PARK MOVIES	37.93
08/21/2025	1KW1-9CCM-C193	AMAZON.COM SERVICES LLC	8/6 SUPPLIES/REC	18.59
08/21/2025	1JLR-1VJH-T36M	AMAZON.COM SERVICES LLC	7/22 OFFICE SUPPLIES/CH	86.67
08/21/2025	1JLR-1VJH-T36M	AMAZON.COM SERVICES LLC	7/22 KITCHEN SUPPLIES/CH	11.38
08/21/2025	1XYH-PXFP-1MLG	AMAZON.COM SERVICES LLC	7/29 (1)NETGEAR SWITCH/IT	36.29
08/21/2025	1QVL-LQPM-T1T1	AMAZON.COM SERVICES LLC	7/31 COMPUTER EQUIPMENT/IT	30.44
08/21/2025	1PXT-MK6D-YLLT	AMAZON.COM SERVICES LLC	7/31 (1)LABEL MKR TAPE/CH	17.39
08/21/2025	1JLR-1VJH-PXVC	AMAZON.COM SERVICES LLC	7/22 COMPUTER EQUIPMENT/IT	34.76
08/21/2025	1H6V-XJYN-P4XC	AMAZON.COM SERVICES LLC	7/22 POSTAGE SUPPLIES	34.99
08/21/2025	1GDM-RX3D-KVPG	AMAZON.COM SERVICES LLC	7/30 COMPUTER EQUIPMENT/IT	26.62
08/21/2025	1PD9-V7JG-MKJY	AMAZON.COM SERVICES LLC	8/9 Kitchen Disposal Bins/CH	354.11
Vendor 05789 - AMAZON.COM SERVICES LLC Total:				904.91
Vendor: 03530 - AMERICAN TIRE DEPOT - BIG BRAND TIRE AND SERVICE				
09/02/2025	11147078694	AMERICAN TIRE DEPOT - BIG	8/14 REPL TIRE/#737	312.01
Vendor 03530 - AMERICAN TIRE DEPOT - BIG BRAND TIRE AND SERVICE Total:				312.01
Vendor: 05919 - ANKIT VASE				
09/02/2025	1014118002	ANKIT VASE	8/10 PAVILION DEPOSIT RFD	100.00
Vendor 05919 - ANKIT VASE Total:				100.00
Vendor: 04440 - ARMANDO RODRIGUEZ				
09/02/2025	1014143002	ARMANDO RODRIGUEZ	8/9 COMM CTR DEPOSIT RFD	300.00
Vendor 04440 - ARMANDO RODRIGUEZ Total:				300.00
Vendor: 01015 - AT&T				
09/02/2025	23929580	AT&T	8/15#690-3922 RV Parking Permit - BAN 9391033973	37.09

Warrant Register				Payment Dates: 8/20/2025 - 9/2/2025
Payment Date	Payable Number	Vendor Name	Description (Item)	Amount
09/02/2025	23955703	AT&T	7/20-8/19 800MHZ OCSD/PD - BAN 9391064973	1,215.24
Vendor 01015 - AT&T Total:				1,252.33
Vendor: 05866 - AUTOZONE STORES LLC				
09/02/2025	5521697833	AUTOZONE STORES LLC	8/7 BATTERY/#750	414.40
09/02/2025	5521702120	AUTOZONE STORES LLC	8/7 RFD BATTERY CORE FEE/#750	-22.00
Vendor 05866 - AUTOZONE STORES LLC Total:				392.40
Vendor: 01169 - B & M LAWN & GARDEN CENTER				
09/02/2025	690441	B & M LAWN & GARDEN CEN	8/4 EQUIP MAINT/WTR	282.72
Vendor 01169 - B & M LAWN & GARDEN CENTER Total:				282.72
Vendor: 01171 - B L WALLACE DISTRIBUTOR INC				
09/02/2025	89036	B L WALLACE DISTRIBUTOR IN	8/20 (7)\Valve Triangle Lids/WTR	320.25
Vendor 01171 - B L WALLACE DISTRIBUTOR INC Total:				320.25
Vendor: 05858 - BARCO PRODUCTS, LLC				
09/02/2025	INVRCO33306	BARCO PRODUCTS, LLC	8/7 MAINT SUPPLIES/PW	1,389.93
Vendor 05858 - BARCO PRODUCTS, LLC Total:				1,389.93
Vendor: 03471 - BLANCA MC GUINNESS				
09/02/2025	1014104002	BLANCA MC GUINNESS	8/10 GAZEBO DEPOSIT RFD	100.00
Vendor 03471 - BLANCA MC GUINNESS Total:				100.00
Vendor: 05176 - BUREAU VERITAS NORTH AMERICA INC				
09/02/2025	RI25035218	BUREAU VERITAS NORTH AM	JUL'25 BLDG INSP SVCS/BSD	8,075.00
09/02/2025	RI25035218	BUREAU VERITAS NORTH AM	JUL'25 PERMIT TECH SVCS/BS	5,985.00
09/02/2025	RI25035218	BUREAU VERITAS NORTH AM	JUL'25 BLDG INSP MLGE/BSD	153.30
09/02/2025	RI25035218	BUREAU VERITAS NORTH AM	JUL'25 PLAN CK SVCS HOURLY/BSD	2,562.65
09/02/2025	RI25035218	BUREAU VERITAS NORTH AM	JUL'25 BLDG OFF SVCS/BSD	700.00
09/02/2025	RI25035218	BUREAU VERITAS NORTH AM	JUL'25 SOLAR PLAN CK SVCS/BSD	750.00
Vendor 05176 - BUREAU VERITAS NORTH AMERICA INC Total:				18,225.95
Vendor: 01308 - CENTRALIA SCHOOL DISTRICT				
09/02/2025	252603	CENTRALIA SCHOOL DISTRICT	7/1-7/31 BUS TRANSPORTATION/DC	10,575.00
Vendor 01308 - CENTRALIA SCHOOL DISTRICT Total:				10,575.00
Vendor: 02669 - CHARTER COMMUNICATIONS				
09/02/2025	188679701080725	CHARTER COMMUNICATIONS	8/11-9/10 Internet SVC/CH- ACCT NO.188679701	424.67
Vendor 02669 - CHARTER COMMUNICATIONS Total:				424.67
Vendor: 05455 - CHARTER COMMUNICATIONS				
09/02/2025	188679101080725	CHARTER COMMUNICATIONS	8/11-9/10 Internet SVC/CH- ACCT NO.188679701	1,617.37
Vendor 05455 - CHARTER COMMUNICATIONS Total:				1,617.37
Vendor: 05456 - CHARTER COMMUNICATIONS				
09/02/2025	188678801080725	CHARTER COMMUNICATIONS	8/11-9/10 INTERNET SVC/WW-ACCT NO. 18867880	719.00
Vendor 05456 - CHARTER COMMUNICATIONS Total:				719.00
Vendor: 03604 - CINTAS CORPORATION				
09/02/2025	4238655555	CINTAS CORPORATION	7/31 UNIFORM SVC/PW	61.93
09/02/2025	4238655555	CINTAS CORPORATION	7/31 UNIFORM SVC/PW	61.93
09/02/2025	4238655555	CINTAS CORPORATION	7/31 UNIFORM SVC/PW	88.19
09/02/2025	4239423084	CINTAS CORPORATION	8/7 UNIFORM SVC/PW	60.24
09/02/2025	4239423084	CINTAS CORPORATION	8/7 UNIFORM SVC/PW	60.24
09/02/2025	4239423084	CINTAS CORPORATION	8/7 UNIFORM SVC/PW	86.49
09/02/2025	4240188851	CINTAS CORPORATION	8/14 UNIFORM SVC/PW	60.24
09/02/2025	4240188851	CINTAS CORPORATION	8/14 UNIFORM SVC/PW	60.24
09/02/2025	4240188851	CINTAS CORPORATION	8/14 UNIFORM SVC/PW	86.49

Warrant Register

Payment Dates: 8/20/2025 - 9/2/2025

Payment Date	Payable Number	Vendor Name	Description (Item)	Amount
09/02/2025	4240188916	CINTAS CORPORATION	8/14 MAT RENTAL/REC	156.82
Vendor 03604 - CINTAS CORPORATION Total:				782.81
Vendor: 01348 - CITY OF CYPRESS				
09/02/2025	13065	CITY OF CYPRESS	APR-JUN'25 SIGNAL MAINT/PW	888.37
09/02/2025	13066	CITY OF CYPRESS	APR-JUN'25 SIGNAL MAINT/PW	672.43
Vendor 01348 - CITY OF CYPRESS Total:				1,560.80
Vendor: 01356 - CITY OF LA PALMA FLEXIBLE				
08/25/2025	CM0000237	CITY OF LA PALMA FLEXIBLE	Flexible Spending Contributions - Medical	-5.77
08/25/2025	INV0025160	CITY OF LA PALMA FLEXIBLE	Flexible Spending Contributions - Medical	5.77
08/25/2025	INV0025250	CITY OF LA PALMA FLEXIBLE	Flexible Spending Contributions - Medical	196.52
Vendor 01356 - CITY OF LA PALMA FLEXIBLE Total:				196.52
Vendor: 01357 - CITY OF LA PALMA PETTY CASH				
09/02/2025	INV0025196	CITY OF LA PALMA PETTY CAS	8/14 OFFICE SUPPLIES/PD	54.69
09/02/2025	INV0025196	CITY OF LA PALMA PETTY CAS	7/31 OFFICE SUPPLIES/PD	3.53
09/02/2025	INV0025196	CITY OF LA PALMA PETTY CAS	7/31 VEH MAINT SUPPLIES/#748	44.16
09/02/2025	INV0025196	CITY OF LA PALMA PETTY CAS	8/5 MTG SUPPLIES/PD	21.44
Vendor 01357 - CITY OF LA PALMA PETTY CASH Total:				123.82
Vendor: 05706 - COLANTUONO HIGHSMITH & WHATLEY PC				
09/02/2025	66719	COLANTUONO HIGHSMITH &	JULY'25 ATTY SVCS/RETAINER	9,020.00
09/02/2025	66719	COLANTUONO HIGHSMITH &	JULY'25 DISBURSEMENTES	34.16
09/02/2025	66720	COLANTUONO HIGHSMITH &	7/7-29 ATTY SVCS/PITCHESS - POLICE MATTERS	5,168.00
09/02/2025	66721	COLANTUONO HIGHSMITH &	7/7-14 ATTY SVCS/PRA REQUESTS	1,768.00
09/02/2025	66722	COLANTUONO HIGHSMITH &	7/1-31 ATTY SVCS/PW & UTILITIES	3,563.20
Vendor 05706 - COLANTUONO HIGHSMITH & WHATLEY PC Total:				19,553.36
Vendor: 01395 - COUNTY OF ORANGE				
09/02/2025	SH71974	COUNTY OF ORANGE	JUL'25 AFIS FEE/PD	452.00
09/02/2025	SH72011	COUNTY OF ORANGE	JUL'25 OCATS/CLETS PHONE SVC/PD	1,104.51
Vendor 01395 - COUNTY OF ORANGE Total:				1,556.51
Vendor: 01398 - COUNTY OF ORANGE				
09/02/2025	PW260112	COUNTY OF ORANGE	FY25/26 NPDES WTR QUALITY AGMT	276.60
Vendor 01398 - COUNTY OF ORANGE Total:				276.60
Vendor: 04787 - ENTERPRISE FM TRUST				
09/02/2025	FBN5386532	ENTERPRISE FM TRUST	JUL'25 LEASE PMT/LP-64	1,431.25
09/02/2025	FBN5386532	ENTERPRISE FM TRUST	JUL'25 MAINT MGMT/PW&WTR	54.00
09/02/2025	FBN5386532	ENTERPRISE FM TRUST	JUL'25 LEASE PMT/LP-62	1,220.47
09/02/2025	FBN5386532	ENTERPRISE FM TRUST	JUL'25 LEASE PMT/LP-56	814.62
09/02/2025	FBN5386532	ENTERPRISE FM TRUST	JUL'25 LEASE PMT/LP-58	679.38
09/02/2025	FBN5386532	ENTERPRISE FM TRUST	JUL'25 LEASE PMT/LP-60	658.26
09/02/2025	FBN5386532	ENTERPRISE FM TRUST	JUL'25 FEES & CHARGES	122.00
09/02/2025	FBN5386532	ENTERPRISE FM TRUST	JUL'25 LEASE PMT/LP-63	1,375.74
09/02/2025	FBN5386532	ENTERPRISE FM TRUST	JUL'25 LEASE PMT/LP-61	1,226.70
09/02/2025	FBN5386532	ENTERPRISE FM TRUST	JUL'25 LEASE PMT/LP-57	672.79
09/02/2025	FBN5411287	ENTERPRISE FM TRUST	AUG'25 MAINT MGMT/PW&WTR	54.00
09/02/2025	FBN5411287	ENTERPRISE FM TRUST	AUG'25 LEASE PMT/LP-56	814.62
09/02/2025	FBN5411287	ENTERPRISE FM TRUST	AUG'25 LEASE PMT/LP-62	1,220.47
09/02/2025	FBN5411287	ENTERPRISE FM TRUST	AUG'25 LEASE PMT/LP-61	1,226.70
09/02/2025	FBN5411287	ENTERPRISE FM TRUST	AUG'25 LEASE PMT/LP-63	1,375.74

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09/02/2025	FBN5411287	ENTERPRISE FM TRUST	AUG'25 LEASE PMT/LP-64	1,431.25
09/02/2025	FBN5411287	ENTERPRISE FM TRUST	AUG'25 LEASE PMT/LP-57	672.79
09/02/2025	FBN5411287	ENTERPRISE FM TRUST	AUG'25 LEASE PMT/LP-60	658.26
09/02/2025	FBN5411287	ENTERPRISE FM TRUST	AUG'25 LEASE PMT/LP-58	679.38
09/02/2025	FBN5411287	ENTERPRISE FM TRUST	AUG'25 FEES & CHARGES	122.00
Vendor 04787 - ENTERPRISE FM TRUST Total:				16,510.42

Vendor: 01611 - FEDERAL EXPRESS CORPORATION

09/02/2025	895567536	FEDERAL EXPRESS CORPORATI	8/5 PRIORITY MAIL/PD	13.64
Vendor 01611 - FEDERAL EXPRESS CORPORATION Total:				13.64

Vendor: 01625 - FLORENCE CALLANTA

09/02/2025	1014164002	FLORENCE CALLANTA	8/2 GAZEBO DEPOSIT RFD	100.00
Vendor 01625 - FLORENCE CALLANTA Total:				100.00

Vendor: 01631 - FRANCHISE TAX BOARD

08/21/2025	CM0000244	FRANCHISE TAX BOARD	State Tax Withholding	-181.36
08/21/2025	INV0025159	FRANCHISE TAX BOARD	State Tax Withholding	5.11
08/21/2025	INV0025167	FRANCHISE TAX BOARD	State Tax Withholding	39.78
08/21/2025	INV0025228	FRANCHISE TAX BOARD	State Tax Withholding	17.54
08/21/2025	INV0025232	FRANCHISE TAX BOARD	State Tax Withholding	719.83
08/21/2025	CM0000256	FRANCHISE TAX BOARD	State Tax Withholding	-467.60
08/21/2025	CM0000259	FRANCHISE TAX BOARD	State Tax Withholding	-88.79
08/21/2025	INV0025271	FRANCHISE TAX BOARD	State Tax Withholding	11,027.51
Vendor 01631 - FRANCHISE TAX BOARD Total:				11,072.02

Vendor: 04832 - GANGAIKONDAN KRISHNA

09/02/2025	1013637002	GANGAIKONDAN KRISHNA	8/5 COMM CTR DEPOSIT RFD	200.00
Vendor 04832 - GANGAIKONDAN KRISHNA Total:				200.00

Vendor: 05917 - GAUTAM PATEL

09/02/2025	1013584002	GAUTAM PATEL	8/2 COMM CTR DEPOSIT RFD	300.00
Vendor 05917 - GAUTAM PATEL Total:				300.00

Vendor: 05806 - Gemini Group Consulting, LLC

09/02/2025	1378	Gemini Group Consulting, LLC	2025 ANNUAL WATER QUALITY REPORT POSTAGE RE	1,129.53
Vendor 05806 - Gemini Group Consulting, LLC Total:				1,129.53

Vendor: 01669 - GLOBALSTAR USA

09/02/2025	96737309	GLOBALSTAR USA	8/16 #254-241-0048&49/PD	176.64
Vendor 01669 - GLOBALSTAR USA Total:				176.64

Vendor: 01684 - GRAINGER

09/02/2025	9600461272	GRAINGER	8/7 MAINT & RPR MAT'LS/WT	557.99
09/02/2025	9600461280	GRAINGER	8/7 MAINT & RPR MAT'LS/WT	1,301.98
Vendor 01684 - GRAINGER Total:				1,859.97

Vendor: 01709 - HARTZOG & CRABILL INC

09/02/2025	250310	HARTZOG & CRABILL INC	JUL'25 TRAFFIC ENG SVC/PW	1,050.00
Vendor 01709 - HARTZOG & CRABILL INC Total:				1,050.00

Vendor: 02642 - HOME DEPOT

09/02/2025	20243	HOME DEPOT	7/30 SUPPLIES/WTR	297.77
09/02/2025	2532096	HOME DEPOT	8/7 CERT SUPPLIES/PD	145.39
09/02/2025	9530885	HOME DEPOT	7/31 SUPPLIES/WTR	236.24
Vendor 02642 - HOME DEPOT Total:				679.40

Vendor: 01764 - INTERNAL REVENUE SERVICE

08/21/2025	CM0000243	INTERNAL REVENUE SERVICE	Federal Tax Withholding	-438.95
08/21/2025	CM0000245	INTERNAL REVENUE SERVICE	Medicare	-109.32
08/21/2025	INV0025158	INTERNAL REVENUE SERVICE	Federal Tax Withholding	11.00
08/21/2025	INV0025166	INTERNAL REVENUE SERVICE	Federal Tax Withholding	136.90
08/21/2025	INV0025168	INTERNAL REVENUE SERVICE	Medicare	55.18
08/21/2025	INV0025227	INTERNAL REVENUE SERVICE	Federal Tax Withholding	37.71
08/21/2025	INV0025229	INTERNAL REVENUE SERVICE	Medicare	5.54
08/21/2025	CM0000250	INTERNAL REVENUE SERVICE	Medicare	-1.36
08/21/2025	INV0025231	INTERNAL REVENUE SERVICE	Federal Tax Withholding	1,642.95

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08/21/2025	INV0025233	INTERNAL REVENUE SERVICE	Medicare	203.32
08/21/2025	CM0000255	INTERNAL REVENUE SERVICE	Federal Tax Withholding	-1,058.75
08/21/2025	CM0000257	INTERNAL REVENUE SERVICE	Medicare	-117.64
08/21/2025	CM0000258	INTERNAL REVENUE SERVICE	Federal Tax Withholding	-110.25
08/21/2025	CM0000260	INTERNAL REVENUE SERVICE	Medicare	-34.64
08/21/2025	INV0025270	INTERNAL REVENUE SERVICE	Federal Tax Withholding	27,875.62
08/21/2025	INV0025272	INTERNAL REVENUE SERVICE	Medicare	7,207.62
Vendor 01764 - INTERNAL REVENUE SERVICE Total:				35,304.93
Vendor: 03054 - JACOBO CHAVIRA				
09/02/2025	INV0025289	JACOBO CHAVIRA	6/27 Vision CLM	69.50
09/02/2025	INV0025289	JACOBO CHAVIRA	6/27 Vision CLM	27.80
09/02/2025	INV0025289	JACOBO CHAVIRA	6/27 Vision CLM	13.90
09/02/2025	INV0025289	JACOBO CHAVIRA	6/27 Vision CLM	13.90
09/02/2025	INV0025289	JACOBO CHAVIRA	6/27 Vision CLM	13.90
Vendor 03054 - JACOBO CHAVIRA Total:				139.00
Vendor: 04811 - JASMINE HENRY				
09/02/2025	1013799002	JASMINE HENRY	13162 TT RFD	33.00
09/02/2025	1013799002	JASMINE HENRY	13163 TT RFD	33.00
09/02/2025	1013799002	JASMINE HENRY	13162 LESS CANCELLATION FE	-11.00
Vendor 04811 - JASMINE HENRY Total:				55.00
Vendor: 05913 - JEANE CHOI				
09/02/2025	1014336002	JEANE CHOI	13249 SOCCER&TBALL RFD	65.00
Vendor 05913 - JEANE CHOI Total:				65.00
Vendor: 03089 - JOSHUA GARCIA				
09/02/2025	INV0025217	JOSHUA GARCIA	8/6 Vision CLM	156.00
09/02/2025	INV0025278	JOSHUA GARCIA	8/18-20 POST SLI CLASS 552/PD	215.00
Vendor 03089 - JOSHUA GARCIA Total:				371.00
Vendor: 05104 - JUSTIN BRADLEY PHOTOGRAPHY				
09/02/2025	000134	JUSTIN BRADLEY PHOTOGRAP	8/17 PHOTO SVCS/MEMORIAL DAY '25	350.00
09/02/2025	000135	JUSTIN BRADLEY PHOTOGRAP	8/17 PHOTO SVCS/TREE LIGHTNG '24	350.00
09/02/2025	000136	JUSTIN BRADLEY PHOTOGRAP	8/17 BADGE PIN PHOTO SVCS/PD	350.00
09/02/2025	000137	JUSTIN BRADLEY PHOTOGRAP	8/17 PHOTO SVCS/SOTC '24	350.00
09/02/2025	000138	JUSTIN BRADLEY PHOTOGRAP	8/17 PHOTO SVCS/JUL4RUN'2	350.00
09/02/2025	000139	JUSTIN BRADLEY PHOTOGRAP	8/17 PHOTO SVCS/FON '24	350.00
09/02/2025	000140	JUSTIN BRADLEY PHOTOGRAP	8/17 PHOTO SVCS/SOTC'23	350.00
09/02/2025	000141	JUSTIN BRADLEY PHOTOGRAP	8/17 BADGE PIN PHOTO SVCS/PD	350.00
Vendor 05104 - JUSTIN BRADLEY PHOTOGRAPHY Total:				2,800.00
Vendor: 05554 - KIM EUNG HWA & KOREAN DANCE ACADEMY				
09/02/2025	INV0024494	KIM EUNG HWA & KOREAN D	4/26 ENTERTAINMENT/FON	500.00
Vendor 05554 - KIM EUNG HWA & KOREAN DANCE ACADEMY Total:				500.00
Vendor: 01957 - KONICA MINOLTA BUSINESS				
08/27/2025	9010464041	KONICA MINOLTA BUSINESS	MAR-MAY'25 FLEET AGGREGATE BASE	1,474.45
Vendor 01957 - KONICA MINOLTA BUSINESS Total:				1,474.45
Vendor: 01959 - KONICA MINOLTA PREMIER				
08/27/2025	591740643	KONICA MINOLTA PREMIER	8/15-9/14 COPIER RENTAL/CH,PD,REC	598.50
Vendor 01959 - KONICA MINOLTA PREMIER Total:				598.50
Vendor: 05694 - L N CURTIS & SONS				
09/02/2025	INV980019	L N CURTIS & SONS	8/18 UNIFORM PD/ (NEW DSPTCHR)	436.38
Vendor 05694 - L N CURTIS & SONS Total:				436.38

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Payment Date	Payable Number	Vendor Name	Description (Item)	Amount
Vendor: 01975 - L P G E A				
08/25/2025	INV0025251	L P G E A	LPGEA Dues Withheld	216.00
			Vendor 01975 - L P G E A Total:	216.00
Vendor: 01980 - LA PALMA CAR WASH				
09/02/2025	2180	LA PALMA CAR WASH	7/1-31 CAR WASH/PD&CEO	1,225.00
09/02/2025	2180	LA PALMA CAR WASH	7/1-31 CAR WASH/PD&CEO	16.00
			Vendor 01980 - LA PALMA CAR WASH Total:	1,241.00
Vendor: 01984 - LA PALMA INTERCOMMUNITY HOSPITAL				
09/02/2025	INV0025182	LA PALMA INTERCOMMUNITY	JUL '25 MEALS ON WHEELS	534.00
			Vendor 01984 - LA PALMA INTERCOMMUNITY HOSPITAL Total:	534.00
Vendor: 01988 - LA PALMA POLICE ASSN				
08/25/2025	INV0025252	LA PALMA POLICE ASSN	LPPA Dues Withheld	1,541.51
			Vendor 01988 - LA PALMA POLICE ASSN Total:	1,541.51
Vendor: 05912 - LEISHA SNEAD				
09/02/2025	1014227002	LEISHA SNEAD	8/2 PAVILION DEPOSIT RFD	200.00
			Vendor 05912 - LEISHA SNEAD Total:	200.00
Vendor: 05914 - LORRAINE MYERS				
09/02/2025	1004797002	LORRAINE MYERS	13249 PROCESSING FEE RFD	7.61
09/02/2025	1004797002	LORRAINE MYERS	13249 SOCCER RFD	65.00
			Vendor 05914 - LORRAINE MYERS Total:	72.61
Vendor: 01976 - LPPEA				
08/25/2025	CM0000238	LPPEA	LPPEA Dues Withheld	-15.00
08/25/2025	INV0025161	LPPEA	LPPEA Dues Withheld	15.00
08/25/2025	INV0025253	LPPEA	LPPEA Dues Withheld	90.00
			Vendor 01976 - LPPEA Total:	90.00
Vendor: 05085 - MARGILANE HERNANDEZ				
09/02/2025	1004750001	MARGILANE HERNANDEZ	13262 GYNASTICS RFD	79.00
09/02/2025	1004750001	MARGILANE HERNANDEZ	13262 LESS CANCELLATION FE	-11.00
09/02/2025	1004750001	MARGILANE HERNANDEZ	13262 GYNASTICS RFD	79.00
09/02/2025	1004751001	MARGILANE HERNANDEZ	13263 GYNASTICS RFD	79.00
09/02/2025	1004751001	MARGILANE HERNANDEZ	13264 GYNASTICS RFD	79.00
09/02/2025	1004751001	MARGILANE HERNANDEZ	13264 LESS CANCELLATION FE	-11.00
			Vendor 05085 - MARGILANE HERNANDEZ Total:	294.00
Vendor: 02108 - MARK DIAZ				
09/02/2025	INV0025211	MARK DIAZ	7/23 D3 CERT RNWL REIMB/WTR	120.00
			Vendor 02108 - MARK DIAZ Total:	120.00
Vendor: 05072 - MASTERLUBE CYPRESS				
09/02/2025	694	MASTERLUBE CYPRESS	8/13 OIL CHANGE/#756	126.34
09/02/2025	711	MASTERLUBE CYPRESS	8/14 OIL CHANGE/#739	60.32
09/02/2025	821	MASTERLUBE CYPRESS	8/19 OIL CHANGE/#744	55.47
			Vendor 05072 - MASTERLUBE CYPRESS Total:	242.13
Vendor: 01752 - MISSION SQUARE - PLAN 302549				
08/25/2025	INV0025260	MISSION SQUARE - PLAN 302	Deferred Comp	1,410.00
08/25/2025	INV0025261	MISSION SQUARE - PLAN 302	Deferred Comp	3,723.55
			Vendor 01752 - MISSION SQUARE - PLAN 302549 Total:	5,133.55
Vendor: 02248 - OCCUPATIONAL HEALTH CENTERS OF CA				
09/02/2025	87861320	OCCUPATIONAL HEALTH CENT	8/14 EMPL PHYS/(1)PD PT	703.00
			Vendor 02248 - OCCUPATIONAL HEALTH CENTERS OF CA Total:	703.00
Vendor: 03406 - OPENGOV INC				
09/02/2025	INV20139	OPENGOV INC	JUN'25-JUN'26 OPENGOV CORE PROCUREMENT & CONTRACTS	14,773.66
09/02/2025	INV20333	OPENGOV INC	FY25/26 ComDev Permit, Licensing, Code Enfr Prgm	59,997.00
			Vendor 03406 - OPENGOV INC Total:	74,770.66

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Vendor: 02280 - PERS - MEDICAL				
09/02/2025	18027102	PERS - MEDICAL	Sep'25 Health Premium Adm Fee/FT	45.62
09/02/2025	18027102	PERS - MEDICAL	Sep'25 Health Premium Adm Fee/RET	20.92
09/02/2025	18027102	PERS - MEDICAL	Sep'25 Health Plan Premium/RET	11,213.43
09/02/2025	18027102	PERS - MEDICAL	Sep'25 Health Plan Premium/FT	57,018.83
Vendor 02280 - PERS - MEDICAL Total:				68,298.80
Vendor: 02279 - PERS RETIREMENT				
08/21/2025	INV0025225	PERS RETIREMENT	CalPERS Employee Contribution	20.16
08/21/2025	INV0025226	PERS RETIREMENT	CalPERS Employer Contributio	20.43
08/21/2025	INV0025230	PERS RETIREMENT	CalPERS Employer Contributio	7.49
08/21/2025	CM0000251	PERS RETIREMENT	CalPERS Employee Contribution	-38.64
08/21/2025	CM0000252	PERS RETIREMENT	CalPERS Employer Contributio	-126.01
08/21/2025	CM0000253	PERS RETIREMENT	CalPERS Employee Contribution	-190.00
08/21/2025	CM0000254	PERS RETIREMENT	CalPERS Employer Contributio	-192.59
08/21/2025	INV0025234	PERS RETIREMENT	CalPERS Employee Contribution	113.48
08/21/2025	INV0025235	PERS RETIREMENT	CalPERS Employer Contributio	370.06
08/21/2025	INV0025236	PERS RETIREMENT	CalPERS Employee Contribution	476.06
08/21/2025	INV0025237	PERS RETIREMENT	CalPERS Employer Contributio	482.50
08/21/2025	INV0025238	PERS RETIREMENT	CalPERS Employer Contributio	4.04
08/21/2025	INV0025254	PERS RETIREMENT	CalPERS Employee Contribution	1,749.80
08/21/2025	INV0025255	PERS RETIREMENT	CalPERS Employer Contributio	3,519.27
08/21/2025	INV0025256	PERS RETIREMENT	CalPERS Employee Contribution	1,144.53
08/21/2025	INV0025257	PERS RETIREMENT	CalPERS Employer Contributio	1,666.09
08/21/2025	INV0025258	PERS RETIREMENT	CalPERS Employee Contribution	4,320.14
08/21/2025	INV0025259	PERS RETIREMENT	CalPERS Employer Contributio	4,437.15
08/21/2025	INV0025263	PERS RETIREMENT	CalPERS Employee Contribution	1,893.53
08/21/2025	INV0025264	PERS RETIREMENT	CalPERS Employer Contributio	6,175.02
08/21/2025	INV0025265	PERS RETIREMENT	CalPERS Employee Contribution	437.55
08/21/2025	INV0025266	PERS RETIREMENT	CalPERS Employer Contributio	1,132.62
08/21/2025	INV0025267	PERS RETIREMENT	CalPERS Employee Contribution	8,702.28
08/21/2025	INV0025268	PERS RETIREMENT	CalPERS Employer Contributio	8,820.74
08/21/2025	INV0025269	PERS RETIREMENT	Employee Survivor Contribution Amount	47.43
08/21/2025	CM0000264	PERS RETIREMENT	CalPERS Employer Contributio	-7.49
Vendor 02279 - PERS RETIREMENT Total:				44,985.64
Vendor: 02392 - RESOURCE BUILDING MATERIALS				
09/02/2025	4063235	RESOURCE BUILDING MATERI	8/14 MAINT RPR/CH	154.56
Vendor 02392 - RESOURCE BUILDING MATERIALS Total:				154.56
Vendor: 05732 - RING CENTRAL INC				
09/02/2025	CD_001023966	RING CENTRAL INC	CITYWIDE PHONE SYSTEM & SUPPORT	7.26
Vendor 05732 - RING CENTRAL INC Total:				7.26
Vendor: 02447 - S & J SUPPLY CO INC				
09/02/2025	S100254089001	S & J SUPPLY CO INC	8/7 MTR REPL LID/WTR	471.88
Vendor 02447 - S & J SUPPLY CO INC Total:				471.88

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Payment Date	Payable Number	Vendor Name	Description (Item)	Amount
Vendor: 02458 - S S D SYSTEMS INC				
09/02/2025	R00609094	S S D SYSTEMS INC	SEP-NOV'25 ALARM SVC/PD	532.14
Vendor 02458 - S S D SYSTEMS INC Total:				532.14
Vendor: 02509 - SHADOW TRAILERS				
09/02/2025	17926	SHADOW TRAILERS	8/11 VEHICLE SUPPLIES/LP-18	118.47
Vendor 02509 - SHADOW TRAILERS Total:				118.47
Vendor: 02876 - SHRED-IT				
09/02/2025	8011560616	SHRED-IT	7/3 SHREDDING SVC/CH	96.78
Vendor 02876 - SHRED-IT Total:				96.78
Vendor: 04859 - SIERRA ANALYTICAL LABS INC				
09/02/2025	5G24019	SIERRA ANALYTICAL LABS INC	JUN'25 WATER SAMPLES	3,417.69
Vendor 04859 - SIERRA ANALYTICAL LABS INC Total:				3,417.69
Vendor: 02535 - SMART & FINAL				
09/02/2025	10201/352311	SMART & FINAL	8/14 SUPPLIES/INSPOTEENS	57.66
09/02/2025	11501/033266	SMART & FINAL	7/30 SUPPLIES/DC	137.79
09/02/2025	18801/215155	SMART & FINAL	8/5 SUPPLIES/CINEMA	102.31
09/02/2025	18901/993144	SMART & FINAL	8/5 SUPPLIES/CIVIC EXPO	63.36
09/02/2025	32501	SMART & FINAL	8/12 SUPPLIES/INSPOTEENS	27.90
09/02/2025	32601/546822	SMART & FINAL	8/12 SUPPLIES/REC	8.98
09/02/2025	4201/656299	SMART & FINAL	8/6 KITCHEN SUPPLIES/PD	111.23
09/02/2025	8401/987977	SMART & FINAL	8/5 SUPPLIES/VOLUNTEENS	127.80
Vendor 02535 - SMART & FINAL Total:				637.03
Vendor: 04797 - SMART CIENEGA LLC				
09/02/2025	INV0025210	SMART CIENEGA LLC	AUG'25 CAM & INS/5414 LP	508.00
Vendor 04797 - SMART CIENEGA LLC Total:				508.00
Vendor: 02556 - SOUTHERN CALIFORNIA EDISON				
08/25/2025	INV0025275	SOUTHERN CALIFORNIA EDIS	8/19 7831 WALKER/CP	285.70
08/21/2025	INV0025276	SOUTHERN CALIFORNIA EDIS	8/13 5461 ORANGETHORPE/PED	13.82
08/21/2025	INV0025277	SOUTHERN CALIFORNIA EDIS	8/13 5549 ORANGETHORPE/PED	13.69
08/25/2025	INV0025279	SOUTHERN CALIFORNIA EDIS	8/15 5250 ORANGETHORPE/MEDIAN	16.52
08/21/2025	INV0025281	SOUTHERN CALIFORNIA EDIS	8/15 7701 BARBI/PED	28.03
08/25/2025	INV0025282	SOUTHERN CALIFORNIA EDIS	8/15 7109 WALKER/PED	14.14
08/25/2025	INV0025283	SOUTHERN CALIFORNIA EDIS	8/11 5872 LA PALMA/MEDIA	20.45
08/25/2025	INV0025283	SOUTHERN CALIFORNIA EDIS	8/11 7502 WALKER/HOUSTON TC1	75.02
08/25/2025	INV0025283	SOUTHERN CALIFORNIA EDIS	8/11 8172 MOODY/WINDSONG TC1	126.21
08/21/2025	INV0025284	SOUTHERN CALIFORNIA EDIS	8/13 6998 WALKER TC1	107.57
08/21/2025	INV0025285	SOUTHERN CALIFORNIA EDIS	8/7 5498 LA PALMA TC1	107.62
08/21/2025	INV0025285	SOUTHERN CALIFORNIA EDIS	8/7 MOODY/LA LUNA SIGNAL	31.32
08/21/2025	INV0025285	SOUTHERN CALIFORNIA EDIS	8/7 E/S VV/ORANGETHORPE SGNL	105.61
08/21/2025	INV0025285	SOUTHERN CALIFORNIA EDIS	8/7 WALKER/183RD SIGNAL	71.80
08/21/2025	INV0025285	SOUTHERN CALIFORNIA EDIS	8/7 5001 CRESCENT SIGNAL	101.34
08/21/2025	INV0025285	SOUTHERN CALIFORNIA EDIS	8/7 S/S ORANGETHORPE/VV SIGNAL	86.70
08/21/2025	INV0025285	SOUTHERN CALIFORNIA EDIS	8/75002 HOUSTON	90.65
08/21/2025	INV0025285	SOUTHERN CALIFORNIA EDIS	8/7 7701 WALKER/HOSPITAL SIGNAL	102.98
08/21/2025	INV0025285	SOUTHERN CALIFORNIA EDIS	8/7 MOODY/SHARON SIGNAL	82.28
08/21/2025	INV0025285	SOUTHERN CALIFORNIA EDIS	8/7 8171 WALKER/LA LUNA SIGNAL	80.18
08/21/2025	INV0025285	SOUTHERN CALIFORNIA EDIS	8/7 7903 WALKER/REC SIGNA	70.64
08/21/2025	INV0025285	SOUTHERN CALIFORNIA EDIS	8/7 8231-1/2 WALKER	65.29
08/21/2025	INV0025285	SOUTHERN CALIFORNIA EDIS	8/7 LP/REDFORD SIGNAL	82.73
08/21/2025	INV0025285	SOUTHERN CALIFORNIA EDIS	8/7 LP/WALKER SIGNAL	54.12

Warrant Register

Payment Dates: 8/20/2025 - 9/2/2025

Payment Date	Payable Number	Vendor Name	Description (Item)	Amount
08/21/2025	INV0025285	SOUTHERN CALIFORNIA EDIS	8/7 LP/DENNI SIGNAL	100.65
08/21/2025	INV0025285	SOUTHERN CALIFORNIA EDIS	8/7 LP/MOODY SIGNAL	101.13
Vendor 02556 - SOUTHERN CALIFORNIA EDISON Total:				2,036.19
Vendor: 02703 - SPOK				
09/02/2025	J7888466R	SPOK	JUN'25 PAGER SVC/MAINT	26.70
09/02/2025	J7888466R	SPOK	JUN'25 PAGER SVC/WTR	26.70
09/02/2025	J7888466S	SPOK	JUL'25 PAGER SVC/MAINT	26.69
09/02/2025	J7888466S	SPOK	JUL'25 PAGER SVC/WTR	26.69
09/02/2025	J7888466T	SPOK	AUG'25 PAGER SVC/MAINT	26.69
09/02/2025	J7888466T	SPOK	AUG'25 PAGER SVC/WTR	26.69
Vendor 02703 - SPOK Total:				160.16
Vendor: 05287 - STACY NATSUAKI				
09/02/2025	1014271002	STACY NATSUAKI	13197 BALLET & TAP RFD	60.00
Vendor 05287 - STACY NATSUAKI Total:				60.00
Vendor: 02568 - STAPLES BUSINESS ADVANTAGE				
09/02/2025	6038242673	STAPLES BUSINESS ADVANTAG	7/31 EVIDENCE SUPPLIES/PD	41.53
09/02/2025	6038242674	STAPLES BUSINESS ADVANTAG	7/31 OFFICE SUPPLIES/PD	44.32
09/02/2025	6038242675	STAPLES BUSINESS ADVANTAG	7/31 OFFICE SUPPLIES/PD	6.84
09/02/2025	6038849418	STAPLES BUSINESS ADVANTAG	8/2 EVIDENCE SUPPLIES/PD	31.53
09/02/2025	6039092760	STAPLES BUSINESS ADVANTAG	8/6 RET'D EVIDENCE SUPPLIES/PD	-49.37
09/02/2025	6039167616	STAPLES BUSINESS ADVANTAG	8/7 OFFICE SUPPLIES/PD	37.98
09/02/2025	6039322121	STAPLES BUSINESS ADVANTAG	8/9 OFFICE SUPPLIES/PD	81.43
09/02/2025	6039642581	STAPLES BUSINESS ADVANTAG	8/14 OFFICE SUPPLIES/PD	66.29
Vendor 02568 - STAPLES BUSINESS ADVANTAGE Total:				260.55
Vendor: 02576 - STEP SAVER INC				
09/02/2025	376549	STEP SAVER INC	8/4 WTR TREATMENT SUPPLIES/CY	210.28
09/02/2025	376550	STEP SAVER INC	8/4 WTR TREATMENT SUPPLIES/WW	152.93
Vendor 02576 - STEP SAVER INC Total:				363.21
Vendor: 05918 - STEVEN MANSY				
09/02/2025	1014206002	STEVEN MANSY	8/3 PAVILION DEPOSIT RFD	100.00
Vendor 05918 - STEVEN MANSY Total:				100.00
Vendor: 03810 - TAKASHI KUSHI				
09/02/2025	1013931002	TAKASHI KUSHI	8/3 GAZEBO DEPOSIT RFD	100.00
Vendor 03810 - TAKASHI KUSHI Total:				100.00
Vendor: 02616 - TAYLOR FLAG & BANNER CO				
09/02/2025	4117	TAYLOR FLAG & BANNER CO	8/18 (1)US(1)POW & (1)CA FLAG/PD	763.56
Vendor 02616 - TAYLOR FLAG & BANNER CO Total:				763.56
Vendor: 02654 - THE STANDARD				
09/02/2025	INV0025273	THE STANDARD	Aug'25 LTD INS PREM/MISC EMPL	842.94
09/02/2025	INV0025273	THE STANDARD	Aug'25 LIFE INS PREM/ALL EMPL	802.34
Vendor 02654 - THE STANDARD Total:				1,645.28
Vendor: 02655 - THE WORKSHOP				
09/02/2025	74715	THE WORKSHOP	(750)BUSINESS CARDS/PD	73.67
09/02/2025	74715	THE WORKSHOP	(750)BUSINESS CARDS/PD	84.56
Vendor 02655 - THE WORKSHOP Total:				158.23
Vendor: 05847 - TRACY SWEATMON				
09/02/2025	INV0025197	TRACY SWEATMON	7/5 SUPPLIES/TT	48.03
09/02/2025	INV0025198	TRACY SWEATMON	7/5 SUPPLIES/TT	18.65
09/02/2025	INV0025199	TRACY SWEATMON	7/6 SUPPLIES/TT	50.47
09/02/2025	INV0025200	TRACY SWEATMON	7/8 SUPPLIES/TT	46.04
09/02/2025	INV0025201	TRACY SWEATMON	7/8 SUPPLIES/TT	76.13
09/02/2025	INV0025202	TRACY SWEATMON	7/11 SUPPLIES/TT	39.48

Warrant Register				Payment Dates: 8/20/2025 - 9/2/2025	
Payment Date	Payable Number	Vendor Name	Description (Item)	Amount	
09/02/2025	INV0025203	TRACY SWEATMON	7/11 SUPPLIES/TT	17.55	
09/02/2025	INV0025204	TRACY SWEATMON	7/11 SUPPLIES/TT	35.26	
09/02/2025	INV0025205	TRACY SWEATMON	7/11 SUPPLIES/TT	59.48	
09/02/2025	INV0025206	TRACY SWEATMON	7/11 SUPPLIES/TT	92.89	
09/02/2025	INV0025207	TRACY SWEATMON	7/12 SUPPLIES/TT	43.46	
Vendor 05847 - TRACY SWEATMON Total:				527.44	
Vendor: 02706 - U S BANK INSTITUTIONAL TRUST-WESTERN REGION					
08/25/2025	INV0025262	U S BANK INSTITUTIONAL TRU	PARS Part Time Retirement Contributions	1,116.88	
Vendor 02706 - U S BANK INSTITUTIONAL TRUST-WESTERN REGION Total:				1,116.88	
Vendor: 02712 - UNDERGROUND SERVICE ALERT					
09/02/2025	25260250	UNDERGROUND SERVICE ALE	2024 CA STATE FEES	15.79	
09/02/2025	25260250	UNDERGROUND SERVICE ALE	2024 CA STATE FEES	15.79	
09/02/2025	720250401	UNDERGROUND SERVICE ALE	(240)DIG-ALERT NOTICES/PW	245.00	
09/02/2025	720250401	UNDERGROUND SERVICE ALE	(240)DIG-ALERT NOTICES/PW	245.00	
Vendor 02712 - UNDERGROUND SERVICE ALERT Total:				521.58	
Vendor: 02702 - USA BLUE BOOK					
09/02/2025	INV00792173	USA BLUE BOOK	8/8 MAINT/WTR	1,944.27	
Vendor 02702 - USA BLUE BOOK Total:				1,944.27	
Vendor: 05736 - VERVE CLOUD INC					
08/27/2025	4254987	VERVE CLOUD INC	8/15 BACKUP ISP	795.14	
Vendor 05736 - VERVE CLOUD INC Total:				795.14	
Vendor: 05387 - VINUTH GURULINGAIAH					
09/02/2025	1004763001	VINUTH GURULINGAIAH	13249 PROCESSING FEE RFD	7.61	
09/02/2025	1004763001	VINUTH GURULINGAIAH	13249 SOCCER RFD	65.00	
Vendor 05387 - VINUTH GURULINGAIAH Total:				72.61	
Vendor: 05916 - YOUNGWOO LEE					
09/02/2025	1010236002	YOUNGWOO LEE	5/11 SOCCER RFD	60.00	
09/02/2025	1010236002	YOUNGWOO LEE	4/20 SOCCER RFD	60.00	
Vendor 05916 - YOUNGWOO LEE Total:				120.00	
Grand Total:				356,860.59	

City of La Palma

Agenda Item No. 4



MEETING DATE: September 2, 2025

TO: City Council

FROM: Interim City Manager

SUBMITTED BY: Captain Jesse Amend

AGENDA TITLE: Second Reading and Adoption of an Ordinance Regarding the Use of Electric Mobility Devices

RECOMMENDED ACTION:

It is recommended that the City Council Conduct the second reading and adopt an Ordinance regarding the use of Electric Mobility Devices.

SUMMARY:

On August 5, 2025, the City Council introduced an Ordinance regulating the use of Electric Mobility Devices. The Ordinance, attached as *Exhibit 1*, is designed to enhance public safety, reduce the risk of collisions, and promote the responsible use of these devices within the community. By establishing clear regulations, the Ordinance supports the safe shared use of roadways and pathways, protects pedestrians and cyclists, and aligns the City's enforcement efforts with those of neighboring jurisdictions to ensure consistency and clarity across the region. The staff report from the August 5, 2025, meeting is provided as *Exhibit 2*.

The City Council unanimously approved the introduction of the Ordinance (5-0). For the Ordinance to take effect, a second reading and adoption are required. Once adopted, the Ordinance will become effective 30 days thereafter.

FISCAL IMPACT:

The ordinance is expected to have a minimal fiscal impact, limited primarily to the purchase and installation of regulatory signage. The estimated cost is approximately \$2,000, which can be accommodated within the Adopted Fiscal Year 2025-26 Budget (Account No. 035-900-8040-00000).

ATTACHMENTS:

1. Draft Ordinance
2. Electric Mobility Devices Staff Report
3. OC Grand Jury Report

ORDINANCE NO. 2025-01

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF LA
PALMA AMENDING CHAPTER 40 (VEHICLES AND TRAFFIC)
OF THE CITY OF LA PALMA MUNICIPAL CODE**

WHEREAS, the popularity of electric bicycles, scooters, skateboards and similar electric mobility devices ("Electric Mobility Devices") as a means of transportation or recreation has increased significantly in recent years resulting in a corresponding increase in accidents involving operators of Electric Mobility Devices and other vehicles and pedestrians utilizing sidewalks, streets, and public rights-of-way; and

WHEREAS, because of the increased weight and speed capacity of Electric Mobility Devices, persons involved in Electric Mobility Device accidents suffer serious injuries when compared to traditional bicycle accidents, and collisions between Electric Mobility Devices and motor vehicles result in greater damage to the vehicles and other property when compared to traditional bicycle accidents; and

WHEREAS, the La Palma Police Department has observed an increase in calls for service and incidents related to Electric Mobility Devices being operated in an unsafe and dangerous manner, including but not limited to Electric Mobility Devices being operated in public parks and other areas not intended for that use, riding against the flow of traffic, operators failing to yield to pedestrians or vehicles, operating at high rates of speed on sidewalks or roads, carrying passengers on devices not designed or intended for that purpose, and juveniles operating Electric Mobility Devices without appropriate protective helmets or licensing; and

WHEREAS, the Orange County Grand Jury for 2023-2024 recently issued a report summarizing the health and safety risks associated with the unregulated operation of Electric Mobility Devices, and recommending that local jurisdictions adopt appropriate regulations intended to protect the health and safety of operators and riders of Electric Mobility Devices and the general public; and

WHEREAS, the City of La Palma ("City") is a California general law city vested with the police powers to enact and enforce local ordinances necessary to protect and advance the general health, safety, and welfare of the community; and

WHEREAS, the California Vehicle Code authorizes local authorities, like the City of La Palma, to regulate the use and operation of Electric Mobility Devices so long as such local regulations do not conflict with state law; and

WHEREAS, the City of La Palma Municipal Code currently regulates the use and operation of bicycles in various locations and the City Council for the City of La Palma ("City Council") desires to add to and update the Municipal Code with regulations governing Electric Mobility Devices; and

WHEREAS, all legal prerequisites to the City Council's adoption of this Ordinance have occurred.

NOW, THEREFORE, the City Council of the City of La Palma does ordain as follows:

SECTION 1: The above recitals are true and correct and incorporated herein as part of the findings.

SECTION 2: Chapter 40 (Vehicles and Traffic) of the City of La Palma Municipal Code is amended by adding a new Article (Article IX) to Chapter 40 to read as follows:

“CHAPTER 40, Article IX: ELECTRIC MOBILITY DEVICES”

Section:

- 40-310 - Purpose
- 40-311-- Definitions
- 40-312 - Operation of Electric Mobility Devices
- 40-313 - Enforcement
- 40-314 - Exemptions

Sec. 40-310 - Purpose.

The purpose of this article is to protect the health, safety, and welfare of City of La Palma residents, businesses, and visitors by regulating the operation of electric mobility devices. The City of La Palma supports the usage of electric mobility devices as an alternative mode of transportation, but recognizes that increased usage has created safety concerns among operator interactions with other pedestrians and bicyclists, warranting a higher level of regulation.

Sec. 40-311 - Definitions.

A. "Electric mobility device" includes the following, each as defined in the California Vehicle Code, as it may be amended from time to time:

1. "Electric bicycle" as defined in California Vehicle Code Section 312.5, and shall also be known and is sometimes referred to herein as “e-bike.”
2. "Electric personal assistive mobility device" as defined in California Vehicle Code Section 313.
3. "Electrically motorized board" as defined in California Vehicle Code Section 313.5.
4. "Motorized scooter" as defined in California Vehicle Code Section 407.5.
5. “Pocket bike” as defined in California Vehicle Code Section 473(a).

B. “Operator” means a person who owns, operates, and/or controls an electric mobility device.

C. "Public area" means any outdoor area that is open to the public, whether publicly or privately owned.

D. "Vehicle" has the same meaning as in California Vehicle Code Section 670.

E. "Bicycle" as defined in California Vehicle Code Section 231 (which expressly includes e-bikes).

F. Electric bicycle classifications and restrictions (see California Vehicle Code Section 312.5).

1. "Electric bicycle" is a bicycle equipped with fully operable pedals and an electric motor of less than 750 watts.

2. "Class one electric bicycle," or "low-speed pedal-assisted electric bicycle," is a bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.

3. "Class two electric bicycle," or "low-speed throttle-assisted electric bicycle," is a bicycle equipped with a motor that may be used exclusively to propel the bicycle, and that is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour.

4. "Class three electric bicycle," or "speed pedal-assisted electric bicycle," is a bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour and is equipped with a speedometer.

Sec. 40-312 – Operation of Electric Mobility Devices.

A. Operation of Electric Mobility Devices Where Prohibited. No person shall operate or ride or operate an electric mobility device in public areas where this Code, or any other law prohibits such operation of such device. Nothing herein shall be deemed to prohibit operation of any e-bike upon any bicycle path or bicycle trail.

B. No Operating or Riding Electric Mobility Devices on Sidewalks and Public Facilities. No person shall operate or ride an electric mobility device: (i) upon any sidewalk; (ii), in any public drainage facility, culvert, ditch, or channel; (iii) outside of any roadway or other paved public area; (iv) in or upon any public athletic field, athletic/sports court, or gymnasium in the City; or (v) over any equestrian trail, or hiking or recreational trail.

C. Duty to Operate Electric Mobility Devices with Due Care and Reduced Speed.

1. The operator of an electric mobility device shall exercise all due care and shall reduce the speed of the device, obey all traffic laws, traffic control devices, and take all other actions relating to the operation of the device under the California Vehicle Code as necessary to protect the safety of the operator, passengers, and any persons or other vehicles or devices in the vicinity. In no case shall an operator operate an electric mobility device faster than 28 miles per hour in any public area.

2. No person shall ride a bicycle, e-bike, moped, motorized scooter, or any other electric mobility device, in an unsafe manner in any public area. "Unsafe manner" means and includes operating a device in any manner whatsoever that displays a willful or wanton disregard for the safety of the operator or other persons or property.

3. No person shall transport a passenger on an electric mobility device designed for a single person.

4. No person operating an electric mobility device shall cling or attach to any moving vehicle, or other moving motorized or non-motorized wheeled device.

5. Electric mobility device operators who are under the age of 16 shall not ride "double" or "tandem," or otherwise transport any other person, regardless of the device's capacity or ability to do so.

D. Electric mobility device operators shall allow the inspection of such device while in any public area, upon request by any police officer to determine if the rider is legally allowed to operate the device, and/or when an officer has a reasonable suspicion that the device has been unlawfully modified, or otherwise as authorized by law.

Sec. 40-313 – Enforcement.

A. This chapter does not prohibit any officer, in their discretion, from issuing a citation whereby the violator promises to appear in court for any violation of this Chapter or the California Vehicle Code. In the event an observed violation is not a violation of the California Vehicle Code, but is a violation of this Chapter, an administrative citation may be issued pursuant to Chapter 2, Article XI of this Code. The amount of administrative fines imposed for violations of this Chapter are as follows:

1. First offense - \$100
2. Second offense within 12 months - \$200
3. Third and subsequent offenses within 12 months - \$500

B. In the event the operator of the electric mobility device is a juvenile, officers will make a reasonable effort to contact the parent(s) or responsible guardian(s) of the operator and advise them of the nature of the violation. This shall occur as soon as practical.

C. In lieu of a fine or administrative citation as authorized by this Chapter, and in lieu of filing charges in any court having jurisdiction over a violation, the Police Chief, or designee, may allow a juvenile violator and parents of the juvenile violator to complete a Police Department diversion safety program, if available, at their expense, as assigned by the Police Department designee.

D. Each parent or legal guardian having custody and control of a minor who is issued an administrative citation for violation of this Chapter shall be jointly and severally liable with such minor for payment of the administrative fine.

Sec. 40 - 314 – Exemptions.

A. Public Agency Personnel. Notwithstanding any other provision of this Chapter or any other section of this Code, City personnel may operate electric mobility devices or other vehicles at any place in the City to perform their duties.

B. Disability. This Chapter does not apply to or otherwise restrict persons with mobility disabilities utilizing a wheelchair or other power-driven mobility device in accordance with the Americans with Disabilities Act (42 U.S.C. Section 12101, et seq.) and Section 36.311 of Title 28 of the Code of Federal Regulations.

SECTION 3. CEQA. The City Council finds and determines that there is no possibility that the adoption of this Ordinance will have a significant effect on the environment. Accordingly, this Ordinance is not subject to the requirements of the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the CEQA Guidelines.

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, or by any preemptive legislation, such decision or legislation shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every section, subsection, sentence, clause, or phrase not deemed or declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently deemed or declared invalid or unconstitutional.

SECTION 5. CERTIFICATION. The City Clerk shall certify to the adoption of this Ordinance.

APPROVED AND ADOPTED by the City Council of La Palma at a regular meeting on the 2nd day of September, 2025.

Mark I. Waldman
Mayor

ATTEST:

Norma I. Alley, MMC
City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS.
CITY OF LA PALMA)

I, Norma I. Alley, City Clerk of the City of La Palma, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of La Palma, held on the 5th day of August, 2025, and was finally passed at a regular meeting of the City Council of the City of La Palma on the 2nd day of September, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Norma I. Alley, MMC
City Clerk

City of La Palma

Agenda Item No. 9



MEETING DATE: August 5, 2025

TO: City Council

FROM: Interim City Manager

SUBMITTED BY: Jesse Amend, Police Captain

AGENDA TITLE: First Reading and Introduction of an Ordinance on the Use of Electric Mobility Devices

RECOMMENDED ACTION:

It is recommended that the City Council take the following action:

1. Waive full reading, read by title only, and introduce for first reading an Ordinance of the City Council of the City of La Palma, adopting an Electric Mobility Devices ordinance; and
2. Schedule the second reading and adoption of the Ordinance at the September 2, 2025, regular meeting of the City Council.

SUMMARY:

The use of electric bicycles (E-bikes) has increased as our communities look to new and novel ways to commute and to reduce our reliance on automobiles. E-bikes are a cost-effective alternative. However, they bring higher risks of accidents and injuries when compared to conventional bicycles. The public deserves education and safety regulations to mitigate this concern.

The City is in receipt of the 2023–2024 Orange County Grand Jury report titled, *E-bikes: Friend or Foe*. In the report, the Grand Jury emphasizes, “There is an urgent need to have consistent ordinances for the regulation and enforcement of safe E-bike use in all cities,” and further notes, “The public deserves education and safety regulations to mitigate this concern.”

The Grand Jury report highlights three key findings:

- **F1.** The majority of Orange County's 34 cities do not have ordinances or policies in place, which makes it difficult to address the safe operation and regulation of E-bikes leading to confusion.
- **F2.** Due to the increasing incidence of E-bike injuries and deaths, there is a need for consistent and accurate tracking by law enforcement and first responders, which does not exist now.

- **F3.** Training and education on E-bike use and safety varies from city to city, causing confusion among bike riders.

Upon reviewing the Orange County Grand Jury's findings and recommendations, the City responded to the Orange County Grand Jury with the following:

- *"City staff will research and review existing E-bike policies from Orange County cities, and, if deemed appropriate, draft a policy to be prepared for presentation to the City by June 30, 2025."*
- *"Rather than initially creating a stand-alone solution, the City will review its existing forms used by the La Palma Police Department and revise as appropriate by March 31, 2025."*
- *"The City will research and develop outreach and education programs by June 30, 2025"*

After the City responded to the Orange County Grand Jury, the Police Department has since:

- Brought forth the proposed Electric Mobility Devices Ordinance to provide clearly established regulation for the use of E-bikes within the city that are easy to understand and follow.
- Implemented more consistent and accurate tracking of E-bike-related accidents, injuries, and fatalities using the existing Computer Aided Dispatch (CAD) and Records Management System (RMS). The Police Department continues to explore additional methods to enhance this tracking through current systems.
- Incorporated E-bike training and education on use and safety utilizing the Police Department's Police Interaction with Youth (PIY) program. Additional methods of Electric Mobility Devices education are being developed for future implementation.

For clarification, the term E-bike and similar powered transportation devices are also referred to as Electric Mobility Devices. Electric Mobility Devices include: Electric bicycle (E-bike), electric personal assistive mobility device, electrically motorized board, motorized scooter, and pocket bike.

The main points in the proposed Electric Mobility Devices Ordinance include:

- **No Operating or Riding Electric Mobility Devices on Sidewalks and Public Facilities.** No person shall operate or ride an electric mobility device: (i) upon any sidewalk; (ii), in any public drainage facility, culvert, ditch, or channel; (iii) outside of any roadway or other paved public area; (iv) in or upon any public athletic field, athletic/sports court, or gymnasium in the City; or (v) over any equestrian trail, or hiking or recreational trail.

- The operator of an electric mobility device shall exercise all due care and shall reduce the speed of the device, obey all traffic laws, traffic control devices, and take all other actions relating to the operation of the device under the California Vehicle Code as necessary to protect the safety of the operator, passengers, and any persons or other vehicles or devices in the vicinity. In no case shall an operator operate an electric mobility device faster than 28 miles per hour in any public area.

The Police Department has observed a noticeable rise in the use of Electric Mobility Devices throughout the City, accompanied by an increase in traffic collisions involving these devices—particularly E-bikes. Since 2023, at least eleven traffic collisions involving Electric Mobility Devices have been reported, with the majority involving E-bikes. Additionally, since 2022, the Department has responded to approximately 40 calls for service related to the use or operation of Electric Mobility Devices.

The proposed ordinance regulating Electric Mobility Devices is a necessary step to enhance public safety, reduce the risk of collisions, and ensure their responsible use within the community. Establishing clear regulations will promote the safe shared use of roadways and pathways, protect pedestrians and cyclists, and align the City's enforcement efforts with those of neighboring jurisdictions to ensure consistency and clarity across the region.

FISCAL IMPACT:

The proposed ordinance is expected to have a minimal fiscal impact, limited primarily to the purchase and installation of regulatory signage. The estimated cost is approximately \$2,000, which can be accommodated within the Adopted Fiscal Year 2025-26 Budget (Account No. 035-900-8040-00000).

ATTACHMENTS:

1. OC Grand Jury Report
2. La Palma Response to OC Grand Jury Report
3. Electric Mobility Devices Ordinance Draft



E-bikes Friend or Foe



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SUMMARY

The use of electric bicycles (E-bikes) has increased as our communities look to new and novel ways to commute and to reduce our reliance on automobiles. E-bikes are a cost-effective alternative. However, they bring higher risks of accidents and injuries when compared to conventional bicycles. The public deserves education and safety regulations to mitigate this concern.

The 2023-2024 Orange County Grand Jury (OCGJ) investigation into E-bike regulation, education, and safety focused on what, if any, pertinent regulations have been adopted by Orange County cities. The OCGJ investigation revealed that outside of the California Vehicle Code, the 34 cities, 13 of which are contract cities with the Orange County Sheriff's Department (OCSD), vary significantly in their regulation, safety (accidents, fatalities, etc.), enforcement, and education on E-bikes. The Orange County Transportation Authority (OCTA) oversees E-bike safety, education, and public outreach for all unincorporated areas. OCTA holds quarterly meetings with all 34 cities in the county to discuss transportation issues including E-bike regulation, safety, education, and enforcement.

There is an urgent need to have consistent ordinances for the regulation and enforcement of safe E-bike use in all cities, school districts, parks, and unincorporated areas. Currently, there are significant differences in policy across cities. The recent surge in E-bike usage calls for immediate action to strengthen city oversight of this issue. This report will highlight the differences between cities' approaches and make recommendations to attain realistic and practical policies for their respective jurisdictions.

BACKGROUND

The modern E-bike was introduced in the 1990s as a pedal assist bike with a battery-powered motor. The OCGJ focused on the 3 classes of E-bikes (see table below).

In most cases, it is hard to tell the difference between a Class 1, 2, or 3 E-bike, as there may be no apparent distinction to the naked eye. It is important that Orange County residents understand the different classes of E-bikes, how fast they can go, and any applicable restrictions or regulations that govern their use. This is particularly pertinent as automobile and bus commuters must now share the road with E-bike riders.



The ease of use, relatively low price, and convenience of E-bikes have led to their proliferation throughout Orange County. It is estimated that the sales of E-bikes rose by 145% during 2020-to-2021 (World Economic Forum March 12, 2021).

However, along with the proliferation of E-bikes have come inevitable issues regarding their use, including:

- riding on sidewalks
- riding against traffic
- speeding
- bike vs pedestrian collisions
- bike vs motorized vehicle conflicts
- the ability to make unauthorized modifications to the electric motors which allows the E-bikes to exceed their maximum intended speed

There are also issues regarding E-bike rider injuries in accidents, which can be more serious than injuries of riders in bicycle accidents (US Consumer Product Safety Commission October 17, 2023). According to the OCGJ survey sent to city mayors, many do not track or have awareness of the incidence and prevalence of E-bike injuries and fatalities in their respective cities.

The OCGJ sent a survey to all Orange County cities to learn each city's policies, availability of safety education, and enforcement of E-bikes. The responses from the cities that answered indicate a wide variety of differences - with some cities having robust training, enforcement measures, and methods of socializing E-bike use in their communities.

The OCGJ recognizes that there cannot be a "one size fits all" approach to the regulation of E-bikes, as all cities in Orange County are unique and have different needs. For example, a large beachside city will have its own unique policies as compared to smaller inland cities. The rapidly expanding use of E-bikes compels cities to ensure a safe environment for riders of E-bikes and all citizens of Orange County.

REASON FOR THE STUDY

As E-bike sales have increased by almost 145% worldwide (World Economic Forum Mar. 12, 2021) over the past 2 years, the regulation of their use does not seem to have kept up. Accidents and incidents with E-bikes are on the rise, as are complaints from citizens of Orange County about E-bike riders (Voice of OC Sept. 2023). Accordingly, the OCGJ determined that an investigation into E-bikes was needed to bring public awareness to the safe use of E-bikes and the importance of having city-relevant "rules of the road" in place.

This report seeks to press Orange County cities to actively seek common-sense rules for E-bikes to ensure their safe operation among conventional bicycles, pedestrians, and vehicles.

METHOD OF STUDY

Information from this investigation was collected and verified through multiple sources and statements made during interviews and includes extensive research of current online and print articles regarding E-bikes in Orange County. The OCGJ conducted the following activities:

- In-person interviews of representatives from:
 - A major retail bike shop that sells both E-bikes and standard bicycles
 - The Orange County Transportation Authority
 - The Orange County Sheriff's Department
 - The Central Newport Beach Community Association
- In-person attendance and online viewing of several city council meetings
- In-person attendance at a training session hosted by a local city
- Review of proposed State legislation that failed, passed, or is in committee

- Direct observance of E-bike riders, where they are riding, use of protective gear, passengers, dangerous maneuvers, etc.
- An online survey was distributed to the mayors of 34 cities in Orange County. Unincorporated areas/divisions were not included in this survey. Mayors and/or representatives from 22 cities responded to this survey

INVESTIGATION AND ANALYSIS

Through interviews and surveys, the OCGJ determined that there is wide variation of rules on E-bikes and limited information regarding the reporting of E-bike incidents, accidents, injuries, and basic rules of the road for E-bikes.

Several news outlets (newspapers, magazines, television, online forums) have published stories about E-bikes. While many acknowledge the benefits of E-bikes, they also detail significant issues for cities to address.

Speeding, unsafe, or reckless operation, riders under 18 years of age not wearing helmets and toddlers riding on the back or front without proper child safety seats present common E-bike regulation and enforcement challenges for law enforcement.

Orange County Transportation Authority

OCTA has published on their website a comprehensive list of regulations listed by city regarding bicycles and E-bikes. As with the OCGJ survey, there are several different rules for E-bike riders dependent on what city they are riding in due to the differences in cities such as availability of bike lanes and the speed at which E-bikes are permitted to travel.

Orange County Sheriff's Department

OCSD enforces the California Vehicle Code (CVC) Section 312.5 regarding electric bicycles. In addition, the Sheriff's Department works closely with OCTA to provide E-bike outreach and education to the residents of Orange County. The OCSD Training Bulletin 23-01, issued January 4, 2023, provides the current E-bike enforcement criteria for Sheriff's Deputies.

Cities Survey

OCGJ sent a list of survey questions to all city mayors in Orange County regarding policies in their cities with respect to E-bikes. Of the 34 surveys sent, 22 were completed and returned to the Grand Jury. A sampling of the survey results follows:

E-bikes Friend or Foe

- **Do you track injuries/deaths from E-bike accidents, injuries, fatalities?**

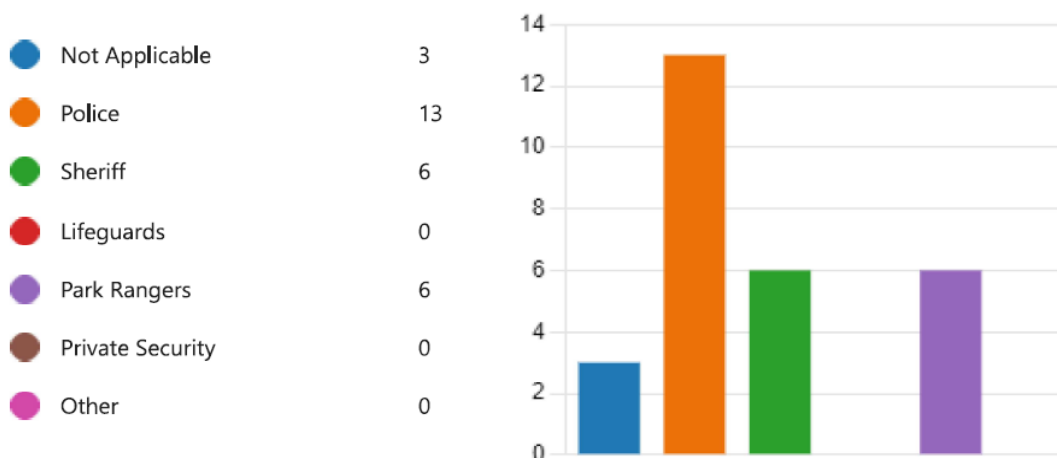


Tracking of E-bike injuries, deaths, property damage and battery fires, 11 of the 22 cities answered that they tracked these items on E-bikes.

The entity responsible for tracking these items varied within each city among law enforcement organizations, city government offices, and local hospitals. There is no standard way to compile and publish accident/incident information on E-bikes.

To properly track trends in E-bike operation, a robust incident and accident tracking mechanism must be in place. Items that need to be tracked include but are not limited to class of E-bike involved, estimated speed of the E-bike, direction of travel, age of the rider, whether helmets were used, and any injuries sustained. In the process of accident reporting, most police agencies do not distinguish whether the bicycle involved was a conventional bike or an E-bike.

- **In your city, who, if anyone, is authorized to enforce infractions? Please select all that apply:**



E-bikes Friend or Foe

Of the 22 cities that completed the survey, 100% indicated that some form of law enforcement was the agency authorized to enforce/cite infractions for E-bike riders. Police Departments, OCSD, or Park Rangers were the organizations authorized for E-bike enforcement.

- **In your city, are E-bikes allowed:**



	YES	NO	UNKNOWN
SIDEWALKS	10	8	4
BIKE LANES	21	0	1
PARK TRAILS	13	5	4
SCHOOL CAMPUSES	8	2	12
VEHICLE LANES	16	0	6
HIGHWAYS	9	5	8

10 cities indicated that E-bikes were authorized on sidewalks, 4 cities answered unknown, and the remaining cities answered that E-bikes were prohibited from sidewalks.

21 cities indicated that E-bikes were authorized in bike lanes with one city responding as unknown.

13 cities indicated that E-bikes are allowed on park trails, 5 cities indicated that E-bikes were prohibited from using park trails, and 4 cities indicated that park trail policy for E-bikes was unknown.

16 cities indicated that E-bikes were authorized in vehicle lanes and 6 cities answered unknown.

5 cities answered no, 8 cities answered unknown, and 9 cities indicated that E-bikes were allowed on highways.

Riding on sidewalks was found to be a contentious issue. One city cited California Assembly Bill 825 (which would have barred local agencies from prohibiting bike use on sidewalks but has since been vetoed) as a reason not to prohibit E-bikes on sidewalks.

When there is no defined bike lane, E-bike riders will ride on sidewalks as a matter of safety. E-bikes, depending on the class, can go up to 28 miles per hour, which is typically faster than a conventional bicycle and much faster than a walking pedestrian.

E-bikes Friend or Foe

Although most current laws give the bicyclist and pedestrians the right of way, the reaction time for an E-bike rider going over 10 miles per hour on the sidewalk generally does not give the rider adequate opportunity to avoid pedestrians walking on the sidewalk or cars coming out of driveways.

- **Does your city have posted speed limits for E-bikes?**

Yes	0
No	22
Unknown	0



100% of the cities that answered the OCGJ survey indicated that they do not post speed limits for E-bikes. No reasons were cited as to why they are not posted for E-bikes even though their top speed can be as high as 28 miles per hour or faster if the rider disables speed restrictive devices thus allowing the E-bike to almost double its speed.

There are obvious issues involving where to place speed limit signs for E-bikes. They are allowed to travel in bike lanes, on sidewalks, and in some jurisdictions even allowed to ride in opposition to traffic.

- **In your city, are E-bikes expected to travel in the same direction or opposite direction from street traffic?**

Same direction	16
Opposite direction	1
Both directions	2
Unknown	3



E-bikes Friend or Foe

Some cities have authorized E-bikes to ride against the flow of traffic. As stated in the OCTA website (in a section entitled “Wrong Way Riding”), riding against traffic is inherently dangerous due to:

- Oncoming cars approach at a much higher speed
- Drivers cannot see E-bike riders when turning left
- E-bike rider is unable to make right turns
- Traffic signals cannot be seen

- **Is safety training offered by the city for E-bike riders?**



Safety education and/or training for E-bike riders is available only sporadically and is, in most cases, optional. As noted in the survey, only 8 cities indicated that safety training was offered. The Orange County Register published a story (OC Register Jan 3, 2024) about a San Juan Capistrano resident who has taken on educating new E-bike riders as a result of her son being injured on an E-bike. An OCGJ visit to a local retailer of E-bikes found there was no formal training for E-bike purchasers or riders, and the only information to purchasers of E-bikes was a pamphlet. The Huntington Beach Police Department has a safety class every other month which focuses on E-bike safety. OCTA holds safety “bike rodeos” for E-bike riders. These are a few examples of the education available for E-bike riders, but none is mandatory prior to purchasing or riding an E-bike. Therefore, grass-roots efforts are another important step in promoting education and safety.

The OCGJ interviewed a member of the Central Newport Beach Community Association as to their concerns about education, safety, and enforcement regarding E-bikes. The Association has been active in monitoring E-bike use, specifically on the Balboa peninsula. Its focus has been on a perceived lack of enforcement of existing ordinances and the CVC on streets and the beach boardwalk. Along with education and safety training, the Association prefers active enforcement using radar guns, tickets, and increased law enforcement presence.

- **Do the schools/school districts in your city offer safety information and/or certification for student E-bike users on campus?**



There are 28 school districts spread across the 34 cities of Orange County. Cities were asked whether schools in their jurisdictions offer safety information to student E-bike riders. Of the 22 cities that responded to the survey, 7 answered yes and 2 answered no. The concerning number that leaps to the eye is that 13 survey respondents stated that they were unaware of their school district's participation in E-bike regulation. At the time of this report, the 5 districts (per district website) that currently require safety training and registration are:

- Capistrano Unified
- Los Alamitos Unified
- Huntington Beach Union
- Irvine Unified
- Ocean View

- **Are there any other persons/groups that might be able to provide meaningful or relevant information regarding E-bikes to the Grand Jury?**

At least 6 cities referred this question to the OCSD. 6 others referred this question to their own police department. Interestingly, at least 6 suggested that their jurisdictional park rangers (if these are in place in their city) would be able to answer the question.

- **Is there outreach by the city being conducted to inform your community of any regulations and safety training?**



Of the 34 cities in Orange County, 22 responded to this question: 10 cities said “yes,” 10 cities said “no,” and 2 cities indicated “unknown.”

An example of outreach is the City of Irvine’s Police Department. The outreach has several elements which includes High Visibility Enforcement (HVE) operations to issue administrative citations to juveniles violating vehicle codes on E-bikes. It also hosts E-bike safety courses, E-bike rodeos, and community presentations on E-bike safety. There are also plans for Public Safety in collaboration with the Irvine Unified School District to implement a parking permit program which will require students riding E-bikes to school to attend workshops on E-bike safety before being issued a parking permit to park their E-bike on campus.

- **Does your city regulate the use of E-bikes?**



E-bikes Friend or Foe

There were 15 cities who responded that they do not regulate E-bikes or their usage. The OCGJ felt that this statistic, on its own, warranted further investigation and, possibly, further action by such cities.



GENERAL COMMENTS FROM SURVEY RESPONDENTS

"I personally promote safe e-bike texts on local Facebook groups... about 16,000 members. I promote e-bike safety every council meeting."

"State and local legislation is lagging far behind e-bike technology and there is a lot of confusion amongst e-bike users and police regarding what is lawful and what is unlawful when it comes to e-bikes."

"Thank you for looking into this. I am a relatively new mayor and although I consider e-Bikes an issue, we have so many other issues that are taking priority. I would like to see e-Bikes banned from all trails that were previously used for bicycles and pedestrians only. They function more like scooters than bicycles."

"E-bikes and bike safety, in general, are very big topics in the community right now and our Police Department is currently doing A LOT to address these items. Besides conducting weekly High Visibility Enforcement (HVE) operations, IPD's traffic staff oftentimes issue administrative citations to juveniles who commit vehicle code violations on their bicycles, including E-bikes and E-scooters. In fact, approximately 50% of our administrative citations are issued to E-bike and E-scooter operators. Rather than paying a fine similar to conventional traffic citations, our administrative citations require the juvenile to attend a 2-hour long bike safety course with a parent or guardian on the weekend at City Hall."

“Our city will soon be meeting with reps from OCSD in reference to providing additional educational tools for e-bike riders. I have made contact with our local elected officials in reference to securing funds for e-bike enforcement and education.”

“The issue with E-bike safety is an active project in our traffic safety unit. Currently we are looking at any municipal codes which will assist with safety for e-bike riders and motorists.”

COMMENDATIONS

The following agencies contributed to the OCGJ’s investigation into the use of E-bikes in Orange County:

- Orange County Transportation Authority has taken a leadership role in outreach and education to all 34 Orange County cities
- Orange County Sheriff’s Department has been very proactive in keeping up with the everchanging rules of the road for E-bikes
- Central Newport Beach Community Association provided important data and various studies on E-bike usage in Newport Beach

FINDINGS

In accordance with California Penal Code Sections 933 and 933.05, the 2023-2024 Grand Jury requires (or, as noted requests) responses from each agency affected by the findings presented in this section. The responses are to be submitted to the Presiding Judge of the Superior Court. Based on its investigation titled “E-bikes- Friend or Foe,” the 2023-2024 Orange County Grand Jury has arrived at three principal findings, as follows:

- F1. The majority of Orange County’s 34 cities do not have ordinances or policies in place, which makes it difficult to address the safe operation and regulation of E-bikes leading to confusion.
- F2. Due to the increasing incidence of E-bike injuries and deaths, there is a need for consistent and accurate tracking by law enforcement and first responders, which does not exist now.
- F3. Training and education on E-bike use and safety varies from city to city causing confusion amongst bike riders.

RECOMMENDATIONS

In accordance with California Penal Code Sections 933 and 933.05, the 2023-2024 Grand Jury requires responses from each agency affected by the recommendations presented in this section. The responses are to be submitted to the Presiding Judge of the Superior Court.

Based on its investigation described herein, the 2023-2024 Orange County Grand Jury makes the following recommendations:

- R1. Each Orange County city should have specific policies that define the rules of the road for use of E-bikes in their communities by December 1, 2024.
- R2. Each Orange County city should have a mechanism in place to report accidents, injuries and deaths involving E-bikes by December 1, 2024.
- R3. Each Orange County city should research and develop outreach and education programs regarding the safe operation of E-bikes for their residents by December 1, 2024.

RESPONSES

California Penal Code Section 933 requires the governing body of any public agency which the Grand Jury has reviewed, and about which it has issued a final report, to comment to the Presiding Judge of the Superior Court on the findings and recommendations pertaining to matters under the control of the governing body. Such comment shall be made no later than 90 days after the Grand Jury publishes its report (filed with the Clerk of the Court). Additionally, in the case of a report containing findings and recommendations pertaining to a department or agency headed by an elected County official shall comment on the findings and recommendations pertaining to the matters under that elected official's control within 60 days to the Presiding Judge with an information copy sent to the Board of Supervisors.

Furthermore, California Penal Code Section 933.05 specifies the manner in which such comment(s) are to be made as follows:

- (a) As to each Grand Jury finding, the responding person or entity shall indicate one of the following:
 - (1) The respondent agrees with the finding.
 - (2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

- (b) As to each Grand Jury recommendation, the responding person or entity shall report one of the following actions:
- (1) The recommendation has been implemented, with a summary regarding the implemented action.
 - (2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.
 - (3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the Grand Jury report.
 - (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation, therefore.
- (c) If a finding or recommendation of the Grand Jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the Board of Supervisors shall respond if requested by the Grand Jury, but the response of the Board of Supervisors shall address only those budgetary or personnel matters over which it has some decision-making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.

REQUIRED RESPONSES

Comments to the Presiding Judge of the Superior Court in compliance with Penal Code Section 933.05 are required from:

Findings – 90 Day Response Required

City Councils of:

Aliso Viejo	F1, F2, F3
Anaheim	F1, F2, F3
Brea	F1, F2, F3

E-bikes Friend or Foe

Buena Park	F1, F2, F3
Costa Mesa	F1, F2, F3
Cypress	F1, F2, F3
Dana Point	F1, F2, F3
Fountain Valley	F1, F2, F3
Fullerton	F1, F2, F3
Garden Grove	F1, F2, F3
Huntington Beach	F1, F2, F3
Irvine	F1, F2, F3
La Habra	F1, F2, F3
La Palma	F1, F2, F3
Laguna Beach	F1, F2, F3
Laguna Hills	F1, F2, F3
Laguna Niguel	F1, F2, F3
Laguna Woods	F1, F2, F3
Lake Forest	F1, F2, F3
Los Alamitos	F1, F2, F3
Mission Viejo	F1, F2, F3
Newport Beach	F1, F2, F3
Orange	F1, F2, F3
Placentia	F1, F2, F3
Rancho Santa Margarita	F1, F2, F3
San Clemente	F1, F2, F3

E-bikes Friend or Foe

San Juan Capistrano	F1, F2, F3
Santa Ana	F1, F2, F3
Seal Beach	F1, F2, F3
Stanton	F1, F2, F3
Tustin	F1, F2, F3
Villa Park	F1, F2, F3
Westminster	F1, F2, F3
Yorba Linda	F1, F2, F3

Recommendations – 90 Day Response Required

City Councils of:

Aliso Viejo	R1, R2, R3
Anaheim	R1, R2, R3
Brea	R1, R2, R3
Buena Park	R1, R2, R3
Costa Mesa	R1, R2, R3
Cypress	R1, R2, R3
Dana Point	R1, R2, R3
Fountain Valley	R1, R2, R3
Fullerton	R1, R2, R3
Garden Grove	R1, R2, R3
Huntington Beach	R1, R2, R3
Irvine	R1, R2, R3
La Habra	R1, R2, R3

E-bikes Friend or Foe

La Palma	R1, R2, R3
Laguna Beach	R1, R2, R3
Laguna Hills	R1, R2, R3
Laguna Niguel	R1, R2, R3
Laguna Woods	R1, R2, R3
Lake Forest	R1, R2, R3
Los Alamitos	R1, R2, R3
Mission Viejo	R1, R2, R3
Newport Beach	R1, R2, R3
Orange	R1, R2, R3
Placentia	R1, R2, R3
Rancho Santa Margarita	R1, R2, R3
San Clemente	R1, R2, R3
San Juan Capistrano	R1, R2, R3
Santa Ana	R1, R2, R3
Seal Beach	R1, R2, R3
Stanton	R1, R2, R3
Tustin	R1, R2, R3
Villa Park	R1, R2, R3
Westminster	R1, R2, R3
Yorba Linda	R1, R2, R3

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GLOSSARY

CNBCA	Central Newport Beach Community Association
CVC	California Vehicle Code
E-bike	Electric bicycle
HVE	High Visibility Enforcement
OCGJ	Orange County Grand Jury
OCSD	Orange County Sheriff's Department
OCTA	Orange County Transportation Authority

APPENDICES

APPENDIX 1

Current County of Orange E-Bike Laws - Unincorporated Areas ¹

- All E-bikes are required to have a label that describes classification, top assisted speed, and motor wattage.
- Helmets are recommended for all E-bike users. If you are under 18, it's required!
- It is illegal to carry passengers on your E-bike unless your bike has an extra permanent seat or when using a child safety seat.
- E-bikes shall not be operated in excess of their designed speed or the speed limit, whichever is lower, on the road, and in no event in excess of 10 miles per hour on paved trails.
- E-bike shall not be operated in excess of 5 miles per hour on sidewalk.
- Riding on the road against the flow of traffic is prohibited.

¹ Orange County Public Works. 2024. "E-bike Safety in the County of Orange." Accessed May 22, 2024. <https://www.ocgov.com>.

APPENDIX 2

California Vehicle Code Section 312.5 as of December 23, 2023

An electric bicycle is a bicycle equipped with fully operable pedals and an electric motor of less than 750 watts. Three classes of electric bicycles have been established:

- Class 1: A low speed pedal-assisted electric bicycle equipped with a motor which provides assistance only when the rider is pedaling and ceases to provide assistance when a speed of 20 mph is reached.
- Class 2: A low speed throttle-assisted electric bicycle equipped with a motor used exclusively to propel the bicycle and NOT capable of providing assistance when a speed of 20 mph is reached.
- Class 3: A low speed pedal-assisted electric bicycle equipped with a speedometer, and a motor which provides assistance only when the rider is pedaling and ceases to provide assistance when a speed of 28 mph is reached.

The operator of a Class 3 electric bicycle:

- **Must** be 16 years old or older.
- **Must** wear a bicycle safety helmet.
- **Must not** transport passengers.
- **May** ride an electric bicycle in a bicycle lane **if** authorized by local authority or ordinance.

All electric bicycle classes are exempt from the motor vehicle financial responsibility, driver's license, and license plate requirements (CVC § 24016).

APPENDIX 3

California Assembly Bills

Listed below are some of the bills introduced into the State legislature, as published by LegiScan, that have a variety of proposed regulations regarding E-bikes. This is by no means a comprehensive list, and in the interest of brevity we do not include the text of each bill.

AB 458 10/08/2023 Chaptered-Regulation of insurance requirements for businesses renting micro mobility vehicles, a category which includes E-bikes.

AB 1773 04/01/2024 In committee-Where E-bikes are permitted to operate.

AB 1774 04/09/2024. This bill would prohibit a person from selling a product or device that can modify the speed capability of an electric bicycle such that it no longer meets the definition of an electric bicycle.

AB 2234 04/01/2024 In committee: The bill will require anyone over the age of 12 without a valid driver's license to take an online e-bike safety training course and pass a written test to prove they understand traffic safety rules. Those without a valid driver's license must have a state-issued ID to operate an E-bike.

SB 295 06/16/2023 In committee. Allows Public Agency authority to regulate E-bikes, et. al. on public property.

SB 381 10/13/2023 Chaptered-Comprehensive study of E-bikes.

SB 1271 04/11/2024. This bill would clarify that an electric bicycle is a bicycle equipped with fully operable pedals and an electric motor with continuous rated mechanical power of not more than 750 watts. The bill would, if an electric bicycle is capable of operating in multiple modes, require a manufacturer and distributor to include on the label the classification number of the highest classes of which it is capable of operating. Also requires lab accreditation of micro mobility batteries.

APPENDIX 4

County of Orange Ordinance No. 18-002

AN ORDINANCE OF THE COUNTY OF ORANGE, CALIFORNIA AMENDING SECTION 2-5-29(n) OF THE CODIFIED ORDINANCES OF THE COUNTY OF ORANGE, REGARDING PROHIBITED MOTORIZED WHEELED CONVEYANCES.

The Board of Supervisors of the County of Orange ordains as follows:

SECTION 1. Section 2-5-29(n) of the Codified Ordinances of the County of Orange is hereby amended to read as follows:

Sec. 2-5-29.- Vehicle regulation.

(n) Motorized Wheeled Conveyance prohibited. No person shall operate or drive any electric or combustible motorized skateboard, scooter, dirt bike, mini bike, mini motor bike, mini motorcycle, go-kart, go-ped, all-terrain vehicle, quad runner, dune buggy or any similar electric or combustible motorized conveyance in any park, beach or recreational area, with the exception of Class 1 and Class 2 electric bicycles, as defined by the California Vehicle Code, on those regional paved, off-road bikeways designated for such use by the Director of OC Parks, with the approval of the Board of Supervisors.

City of La Palma

Agenda Item No. 5



MEETING DATE: September 2, 2025

TO: City Council

FROM: Interim City Manager

SUBMITTED BY: Jake Chavira, Public Works Manager

AGENDA TITLE: 2025 Urban Water Management Plan (UWMP) Cost Sharing Agreement with Metropolitan Water District of Orange County (MWDOC)

RECOMMENDED ACTION:

It is recommended that the City Council approve a cost-sharing agreement with the Metropolitan Water District of Orange County (MWDOC) for the completion and submission of the 2025 Urban Water Management Plan (UWMP) and authorize the Interim City Manager to sign the agreement.

BACKGROUND:

As required under California Water Code Section 10621, the City of La Palma is required to update its Urban Water Management Plan (UWMP) at least every five years. The last UWMP for La Palma was prepared and submitted in 2021. The Department of Water Resources (DWR) is requiring that all 2025 UWMP's be submitted by July 1, 2026.

SUMMARY:

La Palma shares water supply characteristics with its regional water supplier, MWDOC, including water sources, regional management agencies, location, climate history and demographics and so in order to reduce costs and obtain better economies of scale, MWDOC and its member agencies have jointly prepared a Scope of Work that has been incorporated into a Request for Proposals (RFP). This RFP was sent to a number of consulting firms and three were selected to be reviewed by a group of MWDOC member agency representatives. The group recommended the selection of Carollo Engineers, Inc. as the successful consultant to prepare 2025 UWMP's for MWDOC and its member agencies.

FISCAL IMPACT:

To plan, design and submit the Urban Water Management Plan, the cost is \$47,627; sufficient funds have been appropriated in the Fiscal Year 2025-26 Budget in the amount of \$55,000 (Account No. 055-900-9150-00000).

ATTACHMENTS:

1. 8.7.2025 UWMP_Participating Agencies Cost Sharing Agreement_FOR SIGNATURE
2. 8.7.2025 Exhibit A_2025 UWMP Consultant Agreement
3. 8.7.2025 Exhibit B_2025 UWMP Cost Summary Table

AGREEMENT FOR SHARING CONSULTANT COSTS FOR 2025 URBAN WATER MANAGEMENT PLANS

This **AGREEMENT** is made and entered into as of, _____ 2025, by and between

- 1) City of Buena Park
- 2) City of Fullerton*
- 3) City of Garden Grove
- 4) City of La Palma
- 5) City of Orange
- 6) City of Seal Beach
- 7) City of Tustin
- 8) City of Westminster
- 9) Yorba Linda Water District
- 10) East Orange County Water District
- 11) City of Anaheim*
- 12) City of Fountain Valley
- 13) City of Newport Beach
- 14) City of Santa Ana*
- 15) City of Huntington Beach
- 16) Mesa Water District
- 17) City of San Clemente
- 18) Santa Margarita Water District
- 19) South Coast Water District
- 20) Trabuco Canyon Water District
- 21) Laguna Beach County Water District
- 22) City of Brea
- 23) City of La Habra

(collectively "Participating Agencies" and individually "Participating Agency") and the Municipal Water District of Orange County ("MWDOC"). The Participating Agencies and MWDOC are collectively referred to as "Parties."

RECITALS

WHEREAS, under California Water Code section 10621(a), the Participating Agencies are required to update their respective Urban Water Management Plan ("UWMP") at least once every five years; and

WHEREAS, the 2025 UWMP's shall be updated and submitted to the California Department of Water Resources ("DWR") by July 1, 2026; and

WHEREAS, each Participating Agency has the responsibility to prepare a separate 2025 UWMP for submission by July 1, 2026; and

* Participating Agency pursuant to separate Master Agreement with MWDOC.

Cost Sharing Agreement for 2025 UWMP

WHEREAS, the Participating Agencies share many water supply characteristics, including water sources, regional water management agencies, location, climate history, and demographics; and

WHEREAS, pursuant to California Water Code section 10620, subdivision (d)(3), the Participating Agencies wish to coordinate the preparation of their 2025 UWMPs in the interest of reducing preparation costs; and

WHEREAS, the Participating Agencies and MWDOC desire to cooperate with each other to obtain economies of scale and thereby reduce preparation costs for each of the Participating Agencies; and

WHEREAS, MWDOC and the Participating Agencies have jointly prepared and agreed to a Scope of Work that was incorporated into a Request for Proposals. In response, two consulting firms submitted proposals which were reviewed by a panel comprised of representatives of MWDOC and several Participating Agencies and which resulted in the selection of Carollo Engineers, Inc. ("Consultant") as the consultant to prepare UWMPs for the Participating Agencies (the "Work"); and

WHEREAS, MWDOC and its staff are willing to coordinate this process, including the preparation and administration of a professional services agreement with the Consultant; and the administration of the cost sharing provisions of this Agreement;

NOW, THEREFORE, in consideration of the payment of money as set forth below and the mutual promises of the Parties hereto, it is agreed:

1. Engagement of Consultant and Administration of Consultant Agreement

- 1.1 MWDOC shall award a professional services agreement for the work identified in the Request for Proposals to Consultant ("Consultant Agreement"). MWDOC shall use its standard professional services agreement form for the Consultant Agreement with minor negotiated deviations permitted by MWDOC General Manager and Legal Counsel and require appropriate types and limits of insurance coverage. Each CGL policy shall identify MWDOC and its directors, officers, agents, employees, attorneys, consultants and authorized volunteers, the Participating Agencies and their respective directors, officials, officers, agents, employees, attorneys, consultants and authorized volunteers, as additional insureds, or be endorsed to identify these parties as additional insureds using a form acceptable to MWDOC. The Consultant Agreement will require the Consultant's insurer(s) to waive all rights of subrogation against MWDOC and its directors, officers, agents, employees, attorneys, consultants and authorized volunteers, and the Participating Agencies and their respective directors, officials, officers, agents, employees, attorneys, consultants and authorized volunteers. The Consultant Agreement will require Consultant to ensure that its sub-consultants, if any, provide similar insurance coverage.

Cost Sharing Agreement for 2025 UWMP

- 1.2 MWDOC shall coordinate all aspects of the proposed work with Consultant and communicate with each Participating Agency, regularly and upon request of the Participating Agency, regarding the status and substance of its 2025 UWMP.
- 1.3 MWDOC shall withhold the final payment until such time as every Participating Agency has notified MWDOC that it is satisfied with the final UWMP prepared for it by Consultant.
- 1.4 Each Participating Agency shall, within a reasonable timeframe, provide all documents, information and assistance requested by the selected contractor during the performance of the Consultant Agreement.
- 1.5 Each Participating Agency acknowledges that costs may fluctuate as DWR releases the Draft UWMP Guidebook and participating agencies decide whether or not to participate.

2. Cost Sharing by Participating Agencies

2.1 MWDOC shall:

- 2.1.1 Collect from each Participating Agency upon execution of this Agreement the full amount of the Participating Agency's proportionate share of the total cost of the Work as described in the Contractor's proposal, which is in Exhibits A and B.
- 2.1.2 Inform each Participating Agency of any proposed additional work under the Consultant Agreement that relates to preparation of that Participating Agency's 2025 UWMP and that would result in an increase in that Participating Agency's payment under this Agreement. MWDOC and the affected Participating Agency must both first approve such additional work in writing before MWDOC will notify Consultant to proceed with the work. Exhibit B includes each Participating Agency's base cost with elected additional items and may be updated pursuant to this section. Exhibit B will be incorporated into this Agreement by this reference, subject to any approved updates.
- 2.1.3 Be responsible for making progress payments directly to Consultant from funds paid to MWDOC by Participating Agencies (see section 1.3) for approved additional work.
- 2.1.4 Prepare a final accounting and either distribute any remaining funds collected from the Participating Agencies back to the Participating Agencies or issue a final bill to Participating Agencies if there are funds due.

2.2 Each Participating Agency shall:

- 2.2.1 Pay to MWDOC upon execution of this Agreement the full amount of the

Cost Sharing Agreement for 2025 UWMP

Participating Agency's proportionate share of the total cost of the Work as described in the Contractor's proposal, which is in Exhibit A.

- 2.2.2 Pay to MWDOC, upon approval of any additional work under the Consultant Agreement that relates to preparation of its 2025 UWMP, the full amount owed for the approved additional work. Each Participating Agency shall bear all costs associated with extra work it approves, described within Exhibits A and B, incorporated into this Agreement by reference.

3. Accounting

Upon request of any Participating Agency, MWDOC will provide copies of the selected Consultant's invoices and MWDOC's payment records.

4. Independent Contractor

Any consultant engaged by MWDOC on behalf of the Participating Agencies as contemplated in this Agreement will not be a party to this Agreement and will not be an employee or agent of MWDOC or any of the Participating Agencies, either as a result of this Agreement or as a result of a professional services agreement between MWDOC and the Consultant. Any consultant engaged as contemplated in this Agreement will be an independent contractor to MWDOC.

5. Warranty, Indemnification and Defense

MWDOC shall use its best efforts in administering the Consultant Agreement, but makes no representations, guarantees or warranties to the Participating Agencies as to the quality or timeliness of work product provided by Consultant pursuant to the Consultant Agreement. All losses or liabilities resulting from any and all actions, claims, penalties, obligations or liabilities, in law or in equity, of every kind or nature whatsoever, that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of or in any manner directly or indirectly connected with any work contemplated by this Agreement shall be subject to the indemnification described in this section. Each of the Parties hereto shall fully indemnify and hold each of the other Parties, their officers, board members, employees, and agents, harmless from any claim, expense or cost, damage or liability imposed or occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying party, its officers, board members, employees or agents, under or in connection with or arising out of any work, authority or jurisdiction delegated to such party under this Agreement. No Party, nor any officer, board member, employee or agent thereof, shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of the other Parties hereto, their officers, board members employees, or agents, under or in connection with or arising out of any work authority or jurisdiction delegated to any other Parties under this Agreement.

Cost Sharing Agreement for 2025 UWMP**6. Notice**

Any notice or communication required to be given under this Agreement shall be in writing and effective when deposited, first class postage prepaid with the United States Postal Service addressed to the contracting Parties as follows:

Notice to Parties	
If to:	
1. MWDOC	Harvey De La Torre, General Manager Municipal Water District of Orange County 18700 Ward St. Fountain Valley, CA 92708
2. City of Buena Park	Aaron France, City Manager City of Buena Park 6650 Beach Blvd. Buena Park, CA 90622
3. City of Fullerton	Pursuant to Master Agreement
4. City of Garden Grove	Lisa Kim, City Manager City of Garden Grove P.O. Box 3070 Garden Grove, CA 92842
5. City of La Palma	Michael Egan, Interim City Manager City of La Palma 7822 Walker Street La Palma, CA 90623
6. City of Orange	Jarad Hildenbrand, City Manager City of Orange P.O. Box 449 Orange, CA 92866
7. City of Seal Beach	Patrick Gellegos, City Manager City of Seal Beach 211 8th Street Seal Beach, CA 90740
8. City of Tustin	Aldo Schindler, City Manager City of Tustin 300 Centennial Way Tustin, CA 92780
9. Yorba Linda Water District	Mark Toy, General Manager Yorba Linda Water District 1717 E. Miraloma Avenue Placentia, CA 92870
10. City of Westminster	Christine Cordon, City Manager City of Westminster 8200 Westminster Blvd. Westminster, CA 92683

Cost Sharing Agreement for 2025 UWMP

11. East Orange County Water District	David Youngblood, General Manager East Orange County Water District 185 N. McPherson Rd. Orange, CA 92869
12. City of Anaheim	Pursuant to Master Agreement
13. City of Fountain Valley	Ted Bui, Mayor City of Fountain Valley 10200 Slater Avenue Fountain Valley, CA 92708
14. City of Newport Beach	Grace Leung, City Manager City of Newport Beach P.O. Box 1768 Newport Beach, CA 92663
15. City of Santa Ana	Pursuant to Master Agreement
16. City of Huntington Beach	Howard Johnson, Utilities Manager City of Huntington Beach 19001 Huntington Street Huntington Beach, CA 92648-2211
17. Mesa Water District	Paul Shoenberger, General Manager Mesa Water District 1965 Placentia Avenue Costa Mesa, CA 92627-3420
18. City of San Clemente	Andy Hall, City Manager City of San Clemente 100 Avenida Presidio San Clemente, CA 92672
19. Santa Margarita Water District	Robert Grantham, General Manager Santa Margarita Water District 26111 Antonio Pkwy Ranch Santa Margarita, CA 92688
20. South Coast Water District	Rick Shintaku, General Manager South Coast Water District 31592 West Street Laguna Beach, CA 92651
21. Trabuco Canyon Water District	Fernando Paludi, General Manager Trabuco Canyon Water District 32003 Dove Canyon Drive Trabuco Canyon, CA 92679

Cost Sharing Agreement for 2025 UWMP

22. Laguna Beach County Water District	Keth Van Der Maaten, General Manager Laguna Beach County Water District 306 3 rd Street Laguna Beach, CA 92651
23. City of Brea	Kristin Griffith, City Manager City of Brea 1 Civic Center Circle Brea, CA 92821
24. City of La Habra	Jim Sadro, Executive Director City of La Habra P.O. Box 337 La Habra, CA 90633-0337

7. Jurisdiction and Venue

In all matters concerning the validity, interpretation, performance, or effect of this Agreement, the laws of the State of California shall govern and be applicable. The Parties hereby agree and consent to the exclusive jurisdiction of the courts of the State of California and that venue of any action brought hereunder shall be in Orange County, California.

8. Counterparts and Facsimile

This Agreement may be executed by the Parties in counterparts, which counterparts shall be construed together and have the same effect as if all the Parties had executed the same instrument. Counterpart signatures may be transmitted by facsimile, email, or other electronic means and have the same force and effect as if they were original signatures. All Parties have participated in the drafting of this Agreement.

9. Severability

If any provision of this Agreement shall be held illegal, invalid, or unenforceable, in whole or in part, the legality, validity, and enforceability of the remaining provisions shall not be affected thereby.

10. Term

This Agreement shall commence upon the date of the earliest execution by any Participating Agency below and shall extend thereafter through the completion of all work product generated by the Consultant and delivered to MWDOC and to each Participating Agency. The scheduled completion date by the Consultant is July 1, 2026. MWDOC shall issue a Notice of Completion to all Participating Agencies upon close-out of the Consultant Agreement. Notwithstanding anything to the contrary in this Section 10, this Agreement may be terminated earlier by MWDOC in its discretion upon or after termination of the Consultant Agreement.

Cost Sharing Agreement for 2025 UWMP

11. Entire Agreement

This Agreement contains the entire agreement of the Parties relating to the subject matter hereof; and the Parties have made no agreements, representations, or warranties, either written or oral, relating to the subject matter hereof that are not set forth herein. Except as provided herein, this Agreement may not be modified or altered without prior written approval from Parties.

IN WITNESS WHEREOF, the Parties have hereunto affixed their names as of the day and year thereafter written, which shall be and is the effective date of This Agreement.

Execution of Agreement by Parties	
1. Municipal Water District of Orange County	Date: _____ By: _____ Harvey De La Torre, General Manager Municipal Water District of Orange County Approved as to Form: Date: _____ By: _____ Joseph Byrne General Counsel
2. City of Buena Park	Date: _____ By: _____ Aaron France, City Manager City of Buena Park Approved as to Form:

Cost Sharing Agreement for 2025 UWMP

	Date: _____ By: _____ City Attorney
3. City of Garden Grove	Date: _____ By: _____ Lisa Kim, City Manager City of Garden Grove Approved as to Form: Date: _____ By: _____ City Attorney
4. City of La Palma	Date: _____ By: _____ Michael Egan, Interim City Manager City of La Palma Approved as to Form: Date: _____ By: _____ City Attorney

Cost Sharing Agreement for 2025 UWMP

5. City of Orange	Date: _____ By: _____ Jarad Hildenbrand, City Manager City of Orange Approved as to Form: Date: _____ By: _____ City Attorney
6. City of Seal Beach	Date: _____ By: _____ Patrick Gallegos, City Manager City of Seal Beach Approved as to Form: Date: _____ By: _____ City Attorney
7. City of Tustin	Date: _____ By: _____ Aldo Schindler, City Manager City of Tustin

Cost Sharing Agreement for 2025 UWMP

	Approved as to Form: Date: _____ By: _____ City Attorney
8. Yorba Linda Water District	Date: _____ By: _____ Richard Mark Toy, General Manager Yorba Linda Water District Approved as to Form: Date: _____ By: _____ District Counsel
9. City of Westminster	Date: _____ By: _____ Christine Cordon, City Manager City of Westminster Approved as to Form: Date: _____ By: _____ City Attorney

Cost Sharing Agreement for 2025 UWMP

10. East Orange County Water District	Date: _____ By: _____ David Youngblood, General Manager East Orange County Water District Approved as to Form: Date: _____ By: _____ District Counsel
11. City of Fountain Valley	Date: _____ By: _____ Ted Bui, Mayor City of Fountain Valley Approved as to Form: Date: _____ By: _____ Attorney for the City
12. City of Newport Beach	Date: _____ By: _____ Grace Leung, City Manager City of Newport Beach

Cost Sharing Agreement for 2025 UWMP

	Approved as to Form: Date: _____ By: _____ City Attorney
13. City of Huntington Beach a municipal corporation of the State of California	Date: _____ By: _____ Pat Burns, Mayor City of Huntington Beach Date: _____ By: _____ Lisa Lane Barnes, City Clerk Approved as to Form: Date: _____ By: _____ Michael Vigliotta, City Attorney
14. Mesa Water District	Date: _____ By: _____ Paul Shoenberger, General Manager Mesa Water District Approved as to Form:

Cost Sharing Agreement for 2025 UWMP

	Date: _____ By: _____ District Counsel
15. City of San Clemente	Date: _____ By: _____ Andy Hall, City Manager City of San Clemente Approved as to Form: Date: _____ By: _____ Elizabeth A. Mitchell, City Attorney
16. Santa Margarita Water District	Date: _____ By: _____ Robert Grantham, General Manager Santa Margarita Water District Approved as to Form: Date: _____ By: _____ District Counsel

Cost Sharing Agreement for 2025 UWMP

17. South Coast Water District	Date: _____ By: _____ Rick Shintaku, General Manager South Coast Water District Approved as to Form: Date: _____ By: _____ District Counsel
18. Trabuco Canyon Water District	Date: _____ By: _____ Fernando Paludi, General Manager Trabuco Canyon Water District Approved as to Form: Date: _____ By: _____ District Counsel
19. Laguna Beach County Water District	Date: _____ By: _____ Keith Van Der Maaten, General Manager Laguna Beach County Water District

Cost Sharing Agreement for 2025 UWMP

	Approved as to Form: Date: _____ By: _____ District Counsel
20. City of Brea	Date: _____ By: _____ Kristin Griffith, City Manager City of Brea Approved as to Form: Date: _____ By: _____ City Attorney
21. City of La Habra	Date: _____ By: _____ Jim Sadro, City Manager City of La Habra Approved as to Form: Date: _____ By: _____ City Attorney

**EXHIBIT A
Consultant Agreement**

EXHIBIT B
Cost Summary for Development of Urban Water Management Plans for 2025

AGREEMENT FOR CONSULTANT SERVICES

This **AGREEMENT** for consulting services dated August 4, 2025, which includes all exhibits and attachments hereto, "**AGREEMENT**" is made on the last day executed below by and between **MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**, hereinafter referred to as "**DISTRICT**," and, **CAROLLO ENGINEERS, INC.**, hereinafter referred to as "**CONSULTANT**" for **Preparation of 2025 Urban Water Management Plans**, hereinafter referred to as "**SERVICES**."¹ **DISTRICT** and **CONSULTANT** are also referred to collectively herein as the "**PARTIES**" and individually as "**PARTY**". The **PARTIES** agree as follows:

I PURPOSE AND SCOPE OF WORK

A. Consulting Work

DISTRICT hereby contracts with **CONSULTANT** to provide general or special **SERVICES**, as more specifically set forth in **Exhibit "B"** attached hereto and incorporated herein, and in coordination with "**PARTICIPATING AGENCIES**", as more specifically set forth in **Exhibit "C"**.² Tasks other than those specifically described therein shall not be performed without prior written approval of **DISTRICT's** General Manager.

B. Independent Contractor

CONSULTANT is retained as an independent contractor for the sole purpose of rendering professional and/or special **SERVICES** described herein and is not an agent or employee of **DISTRICT**. **CONSULTANT** shall be solely responsible for the payment of all federal, state and local income tax, social security tax, Workers' Compensation insurance, state disability insurance, and any other taxes or insurance **CONSULTANT**, as an independent contractor, is responsible for paying under federal, state or local law. **CONSULTANT** is thus not eligible to receive workers' compensation, medical, indemnity or retirement benefits, including but not limited to enrollment in CalPERS. Unless, expressly provided herein, **CONSULTANT** is not eligible to receive overtime, vacation or sick pay. **CONSULTANT** shall not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of **DISTRICT**. **CONSULTANT** shall have the sole and absolute discretion in determining the methods, details and means of performing the **SERVICES** required by **DISTRICT**. **CONSULTANT** shall furnish, at his/her own expense, all labor, materials, equipment and transportation necessary for the successful completion of the **SERVICES** to be performed under this **AGREEMENT**. **DISTRICT** shall not have any right to direct the methods, details and means of the **SERVICES**; however, **CONSULTANT** must receive prior written approval from **DISTRICT** before using any sub-consultants for **SERVICES** under this **AGREEMENT**.

CONSULTANT represents and warrants that in the process of hiring **CONSULTANT's** employees who participate in the performance of **SERVICES**, **CONSULTANT** conducts such lawful screening of those employees (including, but not limited to, background checks and Megan's Law reviews) as are appropriate and standard for employees who provide **SERVICES** of the type contemplated by this Agreement.

¹ Pursuant to Section 8002 of the District's Administrative Code, the District's "Ethics Policy" set forth at sections 7100-7111 of the Administrative Code is attached hereto as Exhibit "A" and incorporated herein by this reference.

² The **PARTIES** acknowledge that the list of **PARTICIPATING AGENCIES** as set forth in **Exhibit "C"** is subject to modification by addendum.

C. Changes in Scope of Work

If **DISTRICT** requires changes in the tasks or scope of work shown in **Exhibit "B"** or additional work not specified therein, **DISTRICT** shall prepare a written change order. If **CONSULTANT** believes work or materials are required outside the tasks or scope of work described in **Exhibit "B,"** it shall submit a written request for a change order to the **DISTRICT**. A change order must be approved and signed by the **PARTIES** before **CONSULTANT** performs any work outside the scope of work shown in **Exhibit "B."** **DISTRICT** shall have no responsibility to compensate **CONSULTANT** for such work without an approved and signed change order. Change orders shall specify the change in the budgeted amount for **SERVICES**.

D. Standard of Care.

CONSULTANT shall perform the services required hereunder in accordance with the prevailing engineering standard of care by exercising the skill and ability ordinarily required of engineers performing the same or similar services, under the same or similar circumstances, in the State of California.

E. DISTRICT Provided Information and Services.

The **DISTRICT** shall furnish **CONSULTANT** available studies, reports and other data pertinent to **CONSULTANT's** services; obtain or authorize **CONSULTANT** to obtain or provide additional reports and data as required; furnish to **CONSULTANT** services of others required for the performance of **CONSULTANT's** services hereunder, and **CONSULTANT** shall be entitled to use and rely upon all such information and services provided by the **DISTRICT** or others in performing **CONSULTANT's** services under this **AGREEMENT**.

F. Estimates and Projections.

CONSULTANT has minimal control over the cost of labor, materials, equipment or services furnished by others, over the incoming water quality and/or quantity, or over the way the **DISTRICT's** plant and/ or associated processes are operated and/or maintained. Data projections and estimates are based on **CONSULTANT's** opinion based on experience and judgment. **CONSULTANT** cannot and does not guarantee that actual costs and/or quantities realized will not vary from the data projections and estimates prepared by **CONSULTANT** and **CONSULTANT** will not be liable to and/or indemnify the **DISTRICT** and/or any third party related to any inconsistencies between **CONSULTANT's** data projections and estimates and actual costs and/or quantities realized by the **DISTRICT** and/or any third party in the future.

II TERM

This **AGREEMENT** shall commence upon the date of its execution and shall extend thereafter for the period specified in **Exhibit "B"** or, if no time is specified, until terminated on thirty (30) days notice as provided herein.

III BUDGET, FEES, COSTS, BILLING, PAYMENT AND RECORDS

A. Budgeted Amount for Services

CONSULTANT is expected to complete all **SERVICES** within the Budgeted Amount set forth on **Exhibit "B."** The total compensation for the **SERVICES** to be performed under this **AGREEMENT** shall not exceed the Budgeted Amount unless modified as provided herein. Upon expending and invoicing the **DISTRICT 80%** of the Budgeted Amount, **CONSULTANT** shall prepare and provide to **DISTRICT** a "cost to complete" estimate for the remaining **SERVICES**. The **PARTIES** shall work together to complete the project within the agreed-upon

Budgeted Amount, but the obligation to complete the **SERVICES** within the Budgeted Amount lies with the **CONSULTANT**.

B. Fees

Fees shall be billed per the terms and conditions and at the rates set forth on **Exhibit "B"** for the term of the **AGREEMENT**. Should the term of the **AGREEMENT** extend beyond the period for which the rates are effective, the rates specified in **Exhibit "B"** shall continue to apply unless and until modified by consent of the **PARTIES**.

C. Notification Clause

Formal notices, demands and communications to be given hereunder by either **PARTY** shall be made in writing and may be effected by personal delivery or by registered or certified mail, postage prepaid, return receipt requested and shall be deemed communicated as of the date of mailing. If the name or address of the person to whom notices, demands or communication shall be given changes, written notice of such change shall be given, in accordance with this section, within five (5) working days.

Notices shall be made as follows:

Municipal Water District of Orange County
Harvey De La Torre
General Manager
18700 Ward Street, P.O. Box 20895
Fountain Valley, CA 92708

Carollo Engineers, Inc.
Inge Wiersema, PE, ENV SP
Water Resources Practice Director,
Senior Vice President
707 Wilshire Boulevard, Suite 3920
Los Angeles, CA 90017

D. Billing and Payment

CONSULTANT's fees shall be billed by the 25th day of the month for the previous month's activities. Invoices received by the 25th day of the month will be paid by **DISTRICT** by the end of the following month. Invoices shall reference the Purchase Order number from **DISTRICT**.

DISTRICT shall review and approve all invoices prior to payment. **CONSULTANT** agrees to submit additional supporting documentation to support the invoice if requested by **DISTRICT**. If **DISTRICT** does not approve an invoice, **DISTRICT** shall send a notice to **CONSULTANT** setting forth the reason(s) the invoice was not approved. **CONSULTANT** may re-invoice **DISTRICT** to cure the defects identified in the **DISTRICT** notice. The revised invoice will be treated as a new submittal. If **DISTRICT** contests all or any portion of an invoice, **DISTRICT** and **CONSULTANT** shall use their best efforts to resolve the contested portion of the invoice.

E. Billing Records

CONSULTANT shall keep records of all **SERVICES** and costs billed pursuant to this **AGREEMENT** for at least a period of seven (7) years and shall make them available for review and audit if requested by **DISTRICT**.

IV DOCUMENTS

All **MATERIALS** as defined in Paragraph XI below, related to **SERVICES** performed under this **AGREEMENT** shall be furnished to **DISTRICT** upon completion or termination of this **AGREEMENT**, or upon request by **DISTRICT**, and are the property of **DISTRICT**.

V TERMINATION

Each **PARTY** may terminate this **AGREEMENT** at any time upon thirty (30) days written notice to the other **PARTY**, except as provided otherwise in **Exhibit "B."** In the event of termination: (1) all work product prepared by or in custody of **CONSULTANT** shall be promptly delivered to **DISTRICT**; (2) **DISTRICT** shall pay **CONSULTANT** all payments for services performed and due under this **AGREEMENT** on the effective date of termination; (3) **CONSULTANT** shall promptly submit a final invoice to the **DISTRICT**, which shall include any and all non-cancelable obligations owed by **CONSULTANT** at the time of termination, (4) neither **PARTY** waives any claim of any nature whatsoever against the other for any breach of this **AGREEMENT**; (5) **DISTRICT** may withhold 125 percent of the estimated value of any disputed amount pending resolution of the dispute, consistent with the provisions of section III D above, and; (6) **DISTRICT** and **CONSULTANT** agree to exert their best efforts to expeditiously resolve any dispute between the **PARTIES**.

VI INSURANCE REQUIREMENTS

CONSULTANT shall obtain prior to commencing work and maintain in force and effect throughout the term of this **AGREEMENT**, all insurance set forth below.

A. Workers' Compensation Insurance

By his/her signature hereunder, **CONSULTANT** certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and that **CONSULTANT** will comply with such provisions before commencing the performance of the **SERVICES** under this **AGREEMENT**.

CONSULTANT and sub-consultant will keep workers' compensation insurance for their employees in effect during all work covered by this **AGREEMENT** in accordance with applicable law. An ACORD certificate of insurance or other certificate of insurance satisfactory to **DISTRICT**, evidencing such coverage must be provided (1) by **CONSULTANT** and (2) by sub-consultant's upon request by **DISTRICT**.

B. Professional Liability Insurance

CONSULTANT shall file with **DISTRICT**, before beginning professional **SERVICES**, an ACORD certificate of insurance, or any other certificate of insurance satisfactory to **DISTRICT**, evidencing professional liability coverage of not less than \$1,000,000 per claim and \$1,000,000 aggregate, requiring 30 days notice of cancellation (10 days for non-payment of premium) to **DISTRICT**.

Such coverage shall be placed with a carrier with an A.M. Best rating of no less than A: VII, or equivalent. The retroactive date (if any) of such insurance coverage shall be no later than the effective date of this **AGREEMENT**. In the event that the **CONSULTANT** employs sub-consultants as part of the **SERVICES** covered by this **AGREEMENT**, **CONSULTANT** shall be responsible for requiring and confirming that each sub-consultant meets the minimum insurance requirements specified herein.

C. Other Insurance

CONSULTANT will file with **DISTRICT**, before beginning professional **SERVICES**, ACORD certificates of insurance, or other certificates of insurance satisfactory to **DISTRICT**, evidencing general liability coverage of not less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage; automobile liability (owned, scheduled, non-owned or hired) of at least \$1,000,000 for bodily injury and property damage each accident limit; workers' compensation (statutory limits) and employer's liability (\$1,000,000) (if applicable); requiring 30 days (10 days for non payment of premium) notice of cancellation to **DISTRICT**. For the coverage required under this paragraph, the insurer(s) shall waive all rights of subrogation against **DISTRICT**, the **PARTICIPATING AGENCIES**, and their directors, officers, agents, employees, attorneys, consultants or authorized volunteers. **CONSULTANT's** insurance coverage shall be primary insurance as respects **DISTRICT**, its directors, officers, agents, employees, attorneys, consultants and authorized volunteers, the **PARTICIPATING AGENCIES**, and their directors, officers, agents, employees, attorneys, consultants and authorized volunteers, for all liability arising out of the activities performed by or on behalf of the **CONSULTANT**. Any insurance pool coverage, or self-insurance maintained by **DISTRICT**, its directors, officers, agents, employees, attorneys, consultants or authorized volunteers, the **PARTICIPATING AGENCIES**, and their directors, officers, agents, employees, attorneys, consultants and authorized volunteers, shall be excess of the **CONSULTANT's** insurance and shall not contribute to it.

The general liability coverage shall give **DISTRICT**, the **PARTICIPATING AGENCIES**, and its directors, officers, agents, employees, attorneys, consultants and authorized volunteers additional insured status using ISO endorsement CG2010, CG2033, or equivalent. Coverage shall be placed with a carrier with an A.M. Best rating of no less than A: VII, or equivalents. In the event that the **CONSULTANT** employs sub-consultant as part of the work covered by the **AGREEMENT**, it shall be the **CONSULTANT's** responsibility to require and confirm that each sub-consultant meets the minimum insurance requirements specified herein.

D. Expiration of Coverage

If any of the required coverages expire during the term of the **AGREEMENT**, **CONSULTANT** shall deliver the renewal certificate(s) including the general liability additional insured endorsement to **DISTRICT** at least ten (10) days prior to the expiration date.

VII INDEMNIFICATION

To the fullest extent permitted by applicable law, **CONSULTANT** shall indemnify, defend and hold harmless **DISTRICT**, its directors, officers, agents, employees, attorneys, consultants and authorized volunteers, , **PARTICIPATING AGENCIES**, and their directors, officers, agents, employees, attorneys, consultants and authorized volunteers, and each of them from and against:

- a. When the law establishes a professional standard of care for the **CONSULTANT's** services, all claims and demands of all persons that arise out of, pertain to, or relate to the **CONSULTANT's** negligence, recklessness or willful misconduct in the performance (or actual or alleged non-performance) of the work under this agreement. **CONSULTANT** shall defend itself against any and all liabilities, claims, losses, damages, and costs arising out of or alleged to arise out of **CONSULTANT's** performance or non-performance of the **SERVICES** hereunder, and shall not tender such claims to **DISTRICT** nor its directors, officers, employees, or authorized volunteers, for defense or indemnity.
- b. Any and all actions, proceedings, damages, costs, expenses, penalties or liabilities, in law or equity, of every kind or nature whatsoever, arising out of, resulting from, or on account of the violation of any governmental law or regulation, compliance with which is the responsibility of **CONSULTANT**.

- c. Any and all losses, expenses, damages (including damages to the work itself), attorney's fees incurred by counsel of the **DISTRICT's** choice and other costs, including all costs of defense, which any of them may incur with respect to the failure, neglect, or refusal of **CONSULTANT** to faithfully perform the work and all of the **CONSULTANT's** obligations under the agreement. Such costs, expenses, and damages shall include all costs, including attorneys' fees, incurred by counsel of the **DISTRICT's** choice, incurred by the indemnified parties in any lawsuit to which they are a party. Notwithstanding the foregoing, in no event shall the cost to defend charged to **CONSULTANT** exceed **CONSULTANT's** proportionate percentage of fault. The duty to indemnify, including the duty and the cost to defend, is limited as provided in this section.
- d. **CONSULTANT** shall not be responsible for warranties, guarantees, fitness for a particular purpose, breach of fiduciary duty, loss of anticipated profits or for economic, incidental or consequential damages to the **DISTRICT** or any third party arising out of breach of contract, termination, or for any other reason whatsoever unless the damages arise from **CONSULTANT's** willful misconduct. Additionally, **CONSULTANT** shall not be responsible for acts and decisions of third parties, including governmental agencies, other than **CONSULTANT's** subconsultants, that impact project completion and/or success.

CONSULTANT shall immediately defend, at **CONSULTANT's** own cost, expense and risk, any and all such aforesaid suits, actions, or other legal proceedings of every kind that may be brought or instituted against **DISTRICT** or its directors, officers, employees, or authorized volunteers with legal counsel reasonably acceptable to **DISTRICT**, and shall not tender such claims to **DISTRICT** nor its directors, officers, employees, or authorized volunteers.

CONSULTANT shall immediately pay and satisfy any judgment, award or decree that may be rendered against **DISTRICT** or its directors, officers, employees, or authorized volunteers, in any and all such suits, actions, or other legal proceedings.

CONSULTANT shall immediately reimburse **DISTRICT** or its directors, officers, employees, or authorized volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing indemnity herein provided.

CONSULTANT's obligation to indemnify shall survive the termination or completion of this agreement for the full period of time allowed by law and shall not be restricted to insurance proceeds, if any, received by **DISTRICT**, its directors, officers, agents, employees, attorneys, consultants or authorized volunteers, or the **PARTICIPATING AGENCIES**, its directors, officers, agents, employees, attorneys, consultants or authorized volunteers.

VIII FINANCIAL DISCLOSURE AND CONFLICTS OF INTEREST

Although **CONSULTANT** is retained as an independent contractor, **CONSULTANT** may still be required, under the California Political Reform Act and **DISTRICT's** Administrative Code, to file annual disclosure reports. **CONSULTANT** agrees to file such financial disclosure reports upon request by **DISTRICT**. Further, **CONSULTANT** shall file the annual summary of gifts required by Section 7105 of the **DISTRICT's** Ethics Policy, attached hereto as **Exhibit "A."**

Failure to file financial disclosure reports upon request and failure to file the required gift summary are grounds for termination of this **AGREEMENT**. Any action by **CONSULTANT** that is inconsistent with **DISTRICT's** Ethics Policy current at the time of the action is grounds for termination of this **AGREEMENT**. The Ethics Policy as of the date of this **AGREEMENT** is attached hereto as **Exhibit "A."**

IX PERMITS AND LICENSES

CONSULTANT shall procure and maintain all permits, licenses and other government-required certification necessary for the performance of its **SERVICES**, all at the sole cost of **CONSULTANT**. None of the items referenced in this section shall be reimbursable to **CONSULTANT** under the **AGREEMENT**. **CONSULTANT** shall comply with any and all applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.

X LABOR AND MATERIALS

CONSULTANT shall furnish, at its own expense, all labor, materials, equipment, tools, transportation and other items or services necessary for the successful completion of the **SERVICES** to be performed under this **AGREEMENT**. **CONSULTANT** shall give its full attention and supervision to the fulfillment of the provisions of this **AGREEMENT** by its employees and sub-consultant and shall be responsible for the timely performance of the **SERVICES** required by this **AGREEMENT**. All compensation for **CONSULTANT's SERVICES** under this **AGREEMENT** shall be pursuant to **Exhibit "B"** to the **AGREEMENT**.

Only those **SERVICES**, materials, administrative, overhead and travel expenses specifically listed in **Exhibit "B"** will be charged and paid. No other costs will be paid. **CONSULTANT** agrees not to invoice **DISTRICT** for any administrative expenses, overhead or travel time in connection with the **SERVICES**, unless agreed upon and listed in **Exhibit "B"**.

XI CONFIDENTIALITY AND RESTRICTIONS ON DISCLOSURE

A. Confidential Nature of Materials

CONSULTANT understands that all documents, records, reports, data, or other materials (collectively "**MATERIALS**") provided by **DISTRICT** and **PARTICIPATING AGENCIES** to **CONSULTANT** pursuant to the **AGREEMENT**, including but not limited to draft reports, final report(s) and all data, information, documents, graphic displays and other items that are not proprietary to **CONSULTANT** and that are utilized or produced by **CONSULTANT** pursuant to the **AGREEMENT** are to be considered confidential for all purposes.

B. No Disclosure of Confidential Materials

CONSULTANT shall be responsible for protecting the confidentiality and maintaining the security of **DISTRICT MATERIALS** and records in its possession. All **MATERIALS** shall be deemed confidential and shall remain the property of **DISTRICT** and **PARTICIPATING AGENCIES**. **CONSULTANT** understands the sensitive nature of the above and agrees that neither its officers, partners, employees, agents or sub-consultants will release, disseminate, or otherwise publish said reports or other such data, information, documents, graphic displays, or other materials except as provided herein or as authorized, in writing, by **DISTRICT's** representative and the **PARTICIPATING AGENCY's** representative. **CONSULTANT** agrees not to make use of such **MATERIALS** for any purpose not related to the performance of the **SERVICES** under the **AGREEMENT**. **CONSULTANT** shall not make written or oral disclosures thereof, other than as necessary for its performance of the **SERVICES** hereunder, without the prior written approval of **DISTRICT** and the **PARTICIPATING AGENCY**. Disclosure of confidential **MATERIALS** shall not be made to any individual, agency, or organization except as provided for in the **AGREEMENT** or as provided for by law.

C. Protections to Ensure Control Over Materials

All confidential **MATERIALS** saved or stored by **CONSULTANT** in an electronic form shall be protected by adequate security measures to ensure that such confidential **MATERIALS** are safe from theft, loss, destruction, erasure, alteration, and any unauthorized viewing,

duplication, or use. Such security measures shall include, but not be limited to, the use of current virus protection software, firewalls, data backup, passwords, and internet controls.

The provisions of this section survive the termination or completion of the **AGREEMENT**.

XII OWNERSHIP OF DOCUMENTS AND DISPLAYS

All original written or recorded data, documents, graphic displays, reports or other **MATERIALS** which contain information relating to **CONSULTANT's** performance hereunder and which are originated and prepared for **DISTRICT** and **PARTICIPATING AGENCIES** pursuant to the **AGREEMENT** are instruments of service and shall become the property of **DISTRICT** and **PARTICIPATING AGENCIES** upon completion or termination of the Project. **CONSULTANT** hereby assigns all of its right, title and interest therein to **DISTRICT** and **PARTICIPATING AGENCIES**, including but not limited to any copyright interest. In addition, **DISTRICT** and **PARTICIPATING AGENCIES** reserve the right to use, duplicate and disclose in whole, or in part, in any manner and for any purpose whatsoever all such data, documents, graphic displays, reports or other **MATERIALS** delivered to **DISTRICT** and **PARTICIPATING AGENCIES** pursuant to this **AGREEMENT** and to authorize others to do so.

To the extent that **CONSULTANT** utilizes any of its property (including, without limitation, any hardware or software of **CONSULTANT** or any proprietary or confidential information of **CONSULTANT** or any trade secrets of **CONSULTANT**) in performing **SERVICES** hereunder, such property shall remain the property of **CONSULTANT**, and **DISTRICT** and **PARTICIPATING AGENCIES** shall acquire no right or interest in such property.

CONSULTANT hereby assigns to **DISTRICT, PARTICIPATING AGENCIES** or its designee, for no additional consideration, all **CONSULTANT's** intellectual property rights, including, but not limited to, copyrights, in all deliverables and other works prepared by the **CONSULTANT** under this agreement. **CONSULTANT** shall, and shall cause its employees and agents to, promptly sign and deliver any documents and take any actions that **DISTRICT, PARTICIPATING AGENCIES**, or its designee reasonably requests to establish and perfect the rights assigned to **DISTRICT, PARTICIPATING AGENCIES** or its designee under this provision.

Reuse of documents by **DISTRICT** or others on extensions or modifications of this project or on other sites or use by others on this project, shall be at the user's sole risk, without liability to **CONSULTANT**.

XIII EQUAL OPPORTUNITY

DISTRICT is committed to a policy of equal opportunity for all and to providing a work environment that is free of unlawful discrimination and harassment. In keeping with this commitment, **DISTRICT** maintains a policy prohibiting unlawful discrimination and harassment in any form based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy or childbirth, marital status, gender, sex, sexual orientation, veteran status or age by officials, employees and non-employees (vendors, contractors, etc.).

This policy applies to all employees, consultants and contractors of the **DISTRICT**. Appropriate corrective action will be taken against all offenders, up to and including immediate discharge or termination of this **AGREEMENT**. During, and in conjunction with, the performance of this **AGREEMENT**, **CONSULTANT** shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, marital status or national origin.

XIV INTEGRATION OF ALL OTHER AGREEMENTS

This **AGREEMENT**, including any Exhibits and Addenda, contains the entire understanding of the **PARTIES**, and there are no further or other agreements or understandings, written or oral, in effect between the **PARTIES** hereto relating to the subject matter hereof. Any prior understanding or agreement of the **PARTIES** shall not be binding unless expressly set forth herein and, except to the extent expressly provided for herein, no changes of this **AGREEMENT** may be made without the written consent of both **PARTIES**.

XV ELECTRONIC SIGNATURES

The Uniform Electronic Transactions Act, California Civil Code section 1633.1 et seq., authorizes **PARTIES** to conduct business electronically. In accordance with California Civil Code section 1633.5, **PARTIES** acknowledge, consent and agree that transactions subject to this **AGREEMENT** may be effectuated by electronic means through the use of electronic and/or digital signatures. For purposes of this section, an electronic signature means an electronic symbol or process logically associated with the intent to sign an electronic record pursuant to Civil Code section 1633(h). A digital signature, which is a type of electronic signature, means an electronic identifier, created by a computer, that is intended to have the same force and effect as the use of a manual signature under Government Code 16.5(d). An example of an electronic signature would be a JPG of a manual signature imposed onto this **AGREEMENT**, an example of a digital signature would be the use of DocuSign or similar provider that requires an encrypted key that certifies the authenticity of the signature.

This consent to conduct transactions by electronic means through the use of electronic and/or digital signatures extends to the execution of this **AGREEMENT** or any related contract or other document necessary for the performance of this **AGREEMENT** including, without limitation, any related offers, proposals, bids, amendments, change orders, task orders and notices.

XVI ATTORNEYS' FEES

In any action at law or in equity to enforce any of the provisions or rights under this **AGREEMENT**, the prevailing **PARTY** shall be entitled to recover from the unsuccessful **PARTY** all costs, expenses and reasonable attorney's fees incurred therein by the prevailing **PARTY** (including, without limitations, such costs, expense and fees on any appeals), and if such prevailing **PARTY** shall recover judgment in any such action or proceeding, such costs, expenses, including those of expert witnesses and attorneys' fees, shall be included as part of this judgment.

XVII JURISDICTION AND VENUE SELECTION

In all matters concerning the validity, interpretation, performance, or effect of this **AGREEMENT**, the laws of the State of California shall govern and be applicable. The **PARTIES** hereby agree and consent to the exclusive jurisdiction of the courts of the State of California and that venue of any action brought hereunder shall be in Orange County, California.

XVIII. THIRD PARTIES

The services to be performed by **CONSULTANT** are intended solely for the benefit of the **DISTRICT** and **PARTICIPATING AGENCIES**. No other person or entity shall be entitled to rely on **CONSULTANT**'s performance of its services hereunder, and no right to assert a claim against **CONSULTANT** by assignment of indemnity rights or otherwise shall accrue to a third party as a result of **AGREEMENT** or the performance of **CONSULTANT**'s services hereunder.

IN WITNESS WHEREOF, the **PARTIES** have hereunto affixed their names as of the day and year thereafter, which shall be and is the effective date of this **AGREEMENT**.

APPROVED BY:

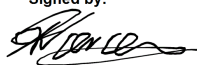
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DB0E5C258E3B412...

Harvey F. De La Torre, General Manager
Municipal Water District of Orange County
18700 Ward Street Fountain Valley, CA
92708
(714) 963-3058

Date 8/7/2025 | 7:52 AM PDT

CONSULTANT ACCEPTANCE:

Signed by:

7EC4668383DE4EE...

Inge Wiersema, PE, ENV SP
Water Resources Practice
Director, Senior Vice President
Carollo Engineers, Inc.
707 Wilshire Boulevard, Suite 3920
Los Angeles, CA 90017
(213) 279-3320

Date 8/7/2025 | 5:22 AM PDT

Signed by:

684464DD668442D...

Graham Juby, PhD, PE
Vice President
Carollo Engineer, Inc.
3150 Bristol Street, Suite 500
Costa Mesa, CA 92626
(714) 593-5134

Date 8/6/2025 | 3:30 PM PDT

Internal Use Only:

Program No. _____

Line Item: _____

Funding Year: _____

Contract Amt.: _____

Purchase Order # _____

EXHIBIT "A"**ETHICS POLICY****§7100-§7110****§7100 PURPOSE**

The policy of MWDOC is to maintain the highest standards of ethics from its Board members, officers and employees (all shall be referred to as employees for the purposes of this section). The proper operation of MWDOC requires decisions and policy to be made in the proper manner, that public office not be used for personal gain, and that all individuals associated with MWDOC remain impartial and responsible toward the public. Accordingly, all employees are expected to abide by the highest ethical standards and integrity when dealing on behalf of MWDOC with fellow Board members or employees, vendors, contractors, customers, and other members of the public.

§7101 RESPONSIBILITIES OF BOARD MEMBERS

Board members are obliged to uphold the Constitution of the United States and the Constitution of the State of California and shall comply with all applicable laws regulating Board member conduct, including conflicts of interest and financial disclosure laws. No Board member or officer shall grant any special consideration, treatment, or advantage to any person or group beyond that which is available to every other person or group in the same circumstances.

§7102 PROPER USE OF MWDOC PROPERTY AND RESOURCES

Except as specifically authorized, no employee shall use or remove or permit the use or removal of MWDOC property, including MWDOC vehicles, equipment, telephones, office supplies, and materials for personal convenience or profit. No employee shall require another MWDOC employee to perform services for the personal convenience or profit of another employee. Each employee must protect and properly use any MWDOC asset within his/her control, including information recorded on paper or in electronic form. Employees shall safeguard MWDOC property, equipment, monies, and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

Employees are responsible for maintaining written records, including expense reports, in sufficient detail to reflect accurately and completely all transactions and expenditures made on MWDOC's behalf. Creating a document with misleading or false information is prohibited.

Motion - 1/17/96;

§7103 CONFLICT OF INTEREST

All MWDOC Directors, officers, and employees at every level shall comply with the requirements of Section 1090 of the California Government Code which prohibits such persons from being financially interested in any contract made by them in their official

capacity, or by any body or board of which they are members, or from being a purchaser at any sale or a vendor at any purchase made by them in their official capacity.

All Directors and employees designated under MWDOC's Conflict of Interest Code ("designated employees") and employees required to report under Chapter 7, Article 2 of the Political Reform Act (Government Code Section 7300 et seq.) shall promptly and fully comply with all requirements thereof.

MWDOC employees who are not designated employees under MWDOC's Conflict of Interest Code shall refrain from participating in, making a recommendation, or otherwise attempting to influence MWDOC's selection of a contractor, consultant, product, or source of supply if the non-designated employee, or an immediate family member, has a direct or indirect financial interest in the outcome of the selection process. No employee shall use his/her position with MWDOC in any manner for the purpose of obtaining personal favors, advantages or benefits for him/herself or an immediate family member from a person or entity doing business or seeking to do business with MWDOC. Such favors, advantages, or benefits would include, but are not limited to: 1) offers of employment; 2) free or discounted goods or services; or 3) gifts.

§7104 GIFTS

No employee shall accept, directly or indirectly, any compensation, reward or gift from any source except from MWDOC, for any action related to the conduct of MWDOC business, except as set forth below:

1. Acceptance of food and refreshments of nominal value on infrequent occasions in the ordinary course of a breakfast, luncheon or dinner meeting or other meeting or on an inspection tour where the arrangements are consistent with the transaction of official business.*
2. Acceptance of transportation, lodging, meals or refreshments, in connection with attendance at widely attended gatherings sponsored by industrial, technical or professional organizations; or in connection with attendance at public ceremonies or similar activities financed by nongovernmental sources where the employee's participation on behalf of MWDOC is the result of an invitation addressed to him or her in his/her official capacity, and the transportation, lodging, meals or refreshment accepted is related to, and is in keeping with, his/her official participation.*
3. Acceptance of unsolicited advertising or promotional materials such as pens, pencils, note pads, calendars, or other items of nominal value.*
4. Acceptance of plaques and commemorative mementoes, of nominal value, or of value only to the recipient, such as service pins, recognition awards, retirement mementoes.
5. Acceptance of incidental transportation from a private organization, provided it is furnished in connection with an employee's official duties and is of the type customarily provided by the private organization.

* Nothing herein shall be deemed to relieve any Director or designated employee from reporting the value of such meals, transportation, lodging or gifts and abstaining from

participation in any decision of MWDOC which could foreseeably have a material financial effect on the donor when the value of such gifts reaches the limits set forth in MWDOC's Conflict of Interest Code and the Political Reform Act.

In no event shall any employee accept gifts from any single source, the cumulative value of which exceeds the applicable gift limit under California law.

A gift or gratuity, the receipt of which is prohibited under this section, shall be returned to the donor. If return is not possible, the gift or gratuity shall be turned over to a public or charitable institution without being claimed as a charitable deduction and a report of such action, and the reasons why return was not feasible shall be made on MWDOC records. When possible, the donor also shall be informed of this action.

Motion - 1/17/96;

§7105 PERSONS OR COMPANIES REPORTING GIFTS

All persons and companies doing business with MWDOC, with the exception of public agencies, shall submit a summary, by January 31 of each calendar year, of all gifts claimed for internal vendor audits (including meals) made to, or on behalf of, employees or Directors of MWDOC, or their immediate family members, that have occurred in the normal course of business during the previous calendar year. Failure to provide this information to MWDOC may result in the termination of MWDOC business with that person or company.

Motion - 7/21/93; Motion - 8/18/93;

§7106 USE OF CONFIDENTIAL INFORMATION

Confidential information (i.e., information which is exempt from disclosure under the California Public Records Act) shall not be released to unauthorized persons unless the disclosure is approved by the Board, President of the Board, or General Manager. Employees are prohibited from using any confidential information for personal advantage or profit.

§7107 POLITICAL ACTIVITIES

During the course and scope of their employment employees are prohibited from engaging in campaign activities associated with MWDOC Director elections, MWDOC Director appointments, the appointment of MET Directors, or from attempting to influence changes to MWDOC Division boundaries, except where such activities are expressly required in the course of official duties. Employees are otherwise free to personally, endorse, advocate, contribute to, or otherwise support any political party, candidate, or cause they may choose; however, employees are prohibited from soliciting political funds or contributions at MWDOC facilities or during the course and scope of their duties for MWDOC. In any personal political activity an employee may be involved in, it shall be made clear that the employee is acting personally and not for MWDOC. These provisions are intended to protect employees against political assessments, coerced political activities, and to prevent political activities on the part of employees from interfering with MWDOC operations. Nothing in this section shall be

interpreted or applied in a manner to unlawfully curtail the constitutional right to political activity of MWDOC employees.

Motion – 6/17/15

§7108 IMPROPER ACTIVITIES

Employees shall not interfere with the proper performance of the official duties of others, but are strongly encouraged to fulfill their own moral obligations to the public, MWDOC, and its member agencies by disclosing, to the extent not expressly prohibited by law, improper activities within their knowledge. No employee shall directly or indirectly use or attempt to use the authority or influence of his/her position for the purpose of intimidating, threatening, coercing, commanding, or influencing any person with the intent of interfering with that person's duty to disclose improper activity.

§7109 VIOLATION OF POLICY – STAFF AND STAFF OFFICERS

If an employee is reported to have violated MWDOC's Ethics Policy, the matter shall be referred to any of the following: (1) the General Manager; (2) Human Resources; (3) the Board of Directors; or (4) any member of the management staff, for investigation and consideration of any appropriate action warranted which may include employment action such as demotion, reduction in salary, or termination.

If a Board appointed officer (Secretary, Treasurer or General Manager) is reported to have violated MWDOC's Ethics Policy, the matter shall be referred to the Executive Committee for investigation and consideration of any appropriate action. The Executive Committee may make a determination and present the issue to the full Board.

Motion - 1/17/96; 6/17/15

§7110 VIOLATION OF POLICY -- DIRECTORS

A perceived violation of this policy by a Director should be referred to the President of the Board or the full Board of Directors for investigation, and consideration of any appropriate action warranted. A violation of this policy may be addressed by the use of such remedies as are available by law to MWDOC, including, but not limited to: (a) adoption of a resolution expressing disapproval of the conduct of the Director who has violated this policy, (b) injunctive relief, or (c) referral of the violation to MWDOC Legal Counsel and/or the Grand Jury.

§7111 PERIODIC REVIEW OF ETHICS, CONFLICT OF INTEREST AND ADMINISTRATIVE GUIDELINES

Pursuant to the terms of Government Code Sections 53234 through 53235.2, each Director shall receive at least two hours of training in general ethics principles every two years. Pursuant to Government Code Section 53235(c), the curricula for ethics training must be approved by the Fair Political Practices Commission (FPPC) and the Attorney General. It is the general desire of the MWDOC Board to meet and review and/or receive a presentation that addresses principles relating to reporting guidelines on compensation, conflict of interest issues, and standards for rules of conduct during the first quarter of the year immediately following an election (every two years).

Each Director shall retain the certificate of completion from any ethics course in which he/she participates and shall provide a copy of such report to MWDOC. Such records shall be retained for five years from the date they are received.

M-12/21/05

Please note If using Consultant's proposal as Exhibit "B" please attach the proposal or complete the standard Exhibit "B" Form below, BOTH Parties must verify that all sections of this form are FULLY ADDRESSED and the appropriate Exhibit is attached and labeled accordingly

EXHIBIT "B"

SCOPE OF WORK, TERMS OF AGREEMENT AND TERMS AND CONDITIONS FOR BILLING

Carollo Engineers, Inc.
Inge Wiersema, PE, ENV SP
707 Wilshire Blvd., Suite 3920
(213) 279-3320
Tax I.D. 86-0899222

1. Term – Commencement August 4, 2025, Termination September 30, 2026

2. Fees/Rates to be billed – See Exhibit B-2 Cost Summary for Development of 2025 Urban Water Management Plans for base price (lump sum) and optional tasks/contingency tasks fees prepared based on Fee Schedule per page 20-22 of Exhibit B-1..

3. Budgeted Amount – See Exhibit B-2; Note: Budgeted amount is based on the "Base Price" and the optional tasks on which the participating agency provides written approval. **CONSULTANT** fees shall be billed by the 25th day of the month for the previous month's activities. Invoices received by the 25th day of the month will be paid by **DISTRICT** by the end of the following month. Invoices shall reference the Purchase Order number from **DISTRICT**.

- Consultant shall prepare a breakdown of the percent complete by task by Participating Agency to submit with each monthly invoice.

- Upon invoicing **DISTRICT** 80% of the contract amount, **CONSULTANT** shall prepare and provide to **DISTRICT** a "cost to complete" estimate for the remaining work.

4. Scope of Work/Services – Preparation of the 2025 Urban Water Management Plans for MWDOC and Participating Agencies as outlined in the attached Exhibit B-1.

5. Consultant Representative: Inge Wiersema, PE, ENV SP, Water Resources Practice Director, Senior Vice President

Exhibit B-1

Scope of Work

C. Project Approach and Scope of Work

Project Understanding

We understand that the goal of this project is to prepare the 2025 UWMPs for MWDOC and the Participating Agencies. Based on discussions with MWDOC staff, we anticipate that this project will likely involve around twenty individual UWMPs that all must be completed and submitted to the California DWR by the submittal deadline of July 1, 2026.

The 2025 UWMP must meet all the requirements of the Final 2025 UWMP Guidebook, which will be published by DWR no later than July 1, 2025. Although the final guidebook is not available yet, our team has a good understanding of the upcoming changes through our involvement in the guidebook development process and access to the interim tables released for review. As shown on the graphic below, there are several key changes that either increase (shown in orange) or decrease (shown in green) the level of effort for the 2025 UWMPs compared to the 2020 UWMP cycle.

TOP 10 Changes anticipated in the 2025 UWMP Guidebook

Based on a detailed side-by-side comparison, we have identified 30 changes between the 2020 and 2025 UWMP tables. The UWMP Table of Contents below calls out the top 10 changes that either increase or decrease the anticipated level of effort.

CHAPTER 4

Decreased

Table 4-1: Wholesale: Total Uses for Potable and Non-Potable Water - Actual and Table 4-2 Wholesale: Uses for Potable and Non-Potable Water - Projected are now optional.

Increased

Table 4-4 Retail: Passive Water Savings Projection is a new optional table to document projected water savings from adopted codes over the next 25 years, in five-year increments.

Decreased

Table 4-4: Last Five Years of Water Loss Audit Reporting, optional for Wholesale and mandatory for Retail in 2020 have been removed.

Increased

Table 4-5: Water Loss Auditing (optional for Wholesale and mandatory for Retail) is now added to document whether a water loss audit for each of the past 5 years for each public water system served by the agency was submitted to DWR.

Increased

Table 4-6 Retail: Progress Towards 2028 Water Loss Performance Standard is a new table to report on whether a retail agency has met the new distribution system loss performance standard enacted by the California State Water Resources Control Board.

CHAPTER 5

Decreased

Table 5-1: Baseline and Targets Summary From SB X 7-7 Verification Form and 2020 Table 5-2: 2020 Compliance From SB X 7-7 2020 Compliance Form from 2020 have been removed and a new Table 5-1 Retail: SB X7-7 2020 Target Progress table is included to report the progress in meeting the urban water use target from 2020.

2025 URBAN WATER MANAGEMENT PLAN

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REFERENCES..... 11-1

CHAPTER 6

Decreased

Table 6-1: Wholesale: Groundwater Volume Pumped has now been made mandatory.

CHAPTER 7

Decreased

Table 7-1: Basis of Water Year Data (Reliability Assessment) is now optional for both Retail and Wholesale.

Increased

Table 7-2: Normal Year Supply and Use Comparison, Table 7-3: Single Dry Year Supply and Demand Comparison, Table 7-4: Five Consecutive Dry Years Supply and Demand Comparison and Table 7-5: Five-Year Drought Risk Assessment for both Retail and Wholesale have now an optional section to provide WSCP supply augmentation benefit, WSCP water use reduction savings and revised surplus/shortfall over the next 20 years, in five-year increments.

CHAPTER 8

Decreased

Table 8-1: Cross-reference for Standard vs Supplier Shortage Levels is now a modified table with no entry for describing the shortage response actions and new columns to list the supplier's own shortage levels (if these differ from the standard shortage levels) and corresponding percent shortage ranges.

Potential triggers that would warrant a WSCP update include:

Changes in water supplies.

Changes in Metropolitan Water District of Southern California's (MET's) shortage triggers.

Updates to an agency's Hazard Mitigation Plan or Climate Action Plans to ensure consistency and avoid conflict in drought and other system vulnerability response actions.

Updates to an agency's Communication Protocols following the drought in 2021/22 and recent wildfires.

Based on our experience from previous guidebook updates since our involvement in the 2005 UWMP cycle, and our ongoing work on the 2025 UWMP for San Diego, our team has concluded that the changes for the 2025 UWMP cycle are much less substantive than in previous cycles. As a result, we understand most of the work effort will involve updating information and tables, rather than new types of analysis or major narrative overhauls like in 2020.

Due to the large number of UWMPs that need to be prepared in parallel within the 11-month project duration per the timeline in the RFP, we understand that a key challenge of this project is centered around organization.

It will be critical to streamline data gathering, coordination with member agencies, and the preparation and reviews of the deliverables. To meet this challenge, MWDOC needs an experienced team that has gone down this road before. Our team brings this specific experience through Shivani Shrotriya, who worked with Sarina Sriboonlue for MWDOC while at Arcadis in the preparation of 22 UWMPs during the 2020 UWMP cycle.

Lastly, we also understand that the key objective of most of your participating member agencies is to “check the box” and get this regulatory requirement completed and be eligible for state funding programs. It is our job as the consulting team to deliver these 2025 UWMPs with minimal effort from your member agencies, while getting all the tables and information accurately updated that meet the 2025 UWMP Guidebook requirements and extend the planning horizon to 2050 such that these Plans can also be used for future Water Supply Assessment until the 2030 UWMP cycle.

San Diego 2025 UWMP

Carollo is currently working on the 2025 UWMP for the City of San Diego. With the first draft of the UWMP planned for the end of May 2025, we have built off the comprehensive 2020 UWMP (prepared by CDM Smith) and developed the plan in accordance with the 2020 Guidebook, while tracking/flagging potential changes identified through our connections with parties involved in the 2025 Guidebook development.

In parallel, we have compiled, reviewed, and organized the City’s data and information sources such that when the 2025 Guidebook is released, we will be able to quickly generate the Draft UWMP by linking our spreadsheet information to new table formats and word chapters (see page 14). The remaining gaps will the directly inform the additional information needs to meet all 2025 Guidebook requirements.



 Our ongoing work on the San Diego 2025 UWMP has resulted in proactive and efficient methods to quickly incorporate anticipated guidebook changes once released.

Our Tailored Approach to Project Success

We have developed a tailored project approach that meets the critical success factors of this project, namely:

- 1 Efficient and On-Time Project Delivery**
- 2 Streamlined Data Management and Organization**
- 3 Sound Quality Control that Promotes Smooth DWR Approval**

Each of these approach elements are described in more detail on the following three pages.

Project Approach

1 Efficient and On-Time Project Delivery

Leveraging the knowledge and experience from our proposed project engineer, Shivani Shrotriya, who worked on the successful delivery of your 2020 UWMPs, we prepared the flowchart shown below to visually display the steps we envision for the efficient preparation of likely more than 20 2025 UWMPs.

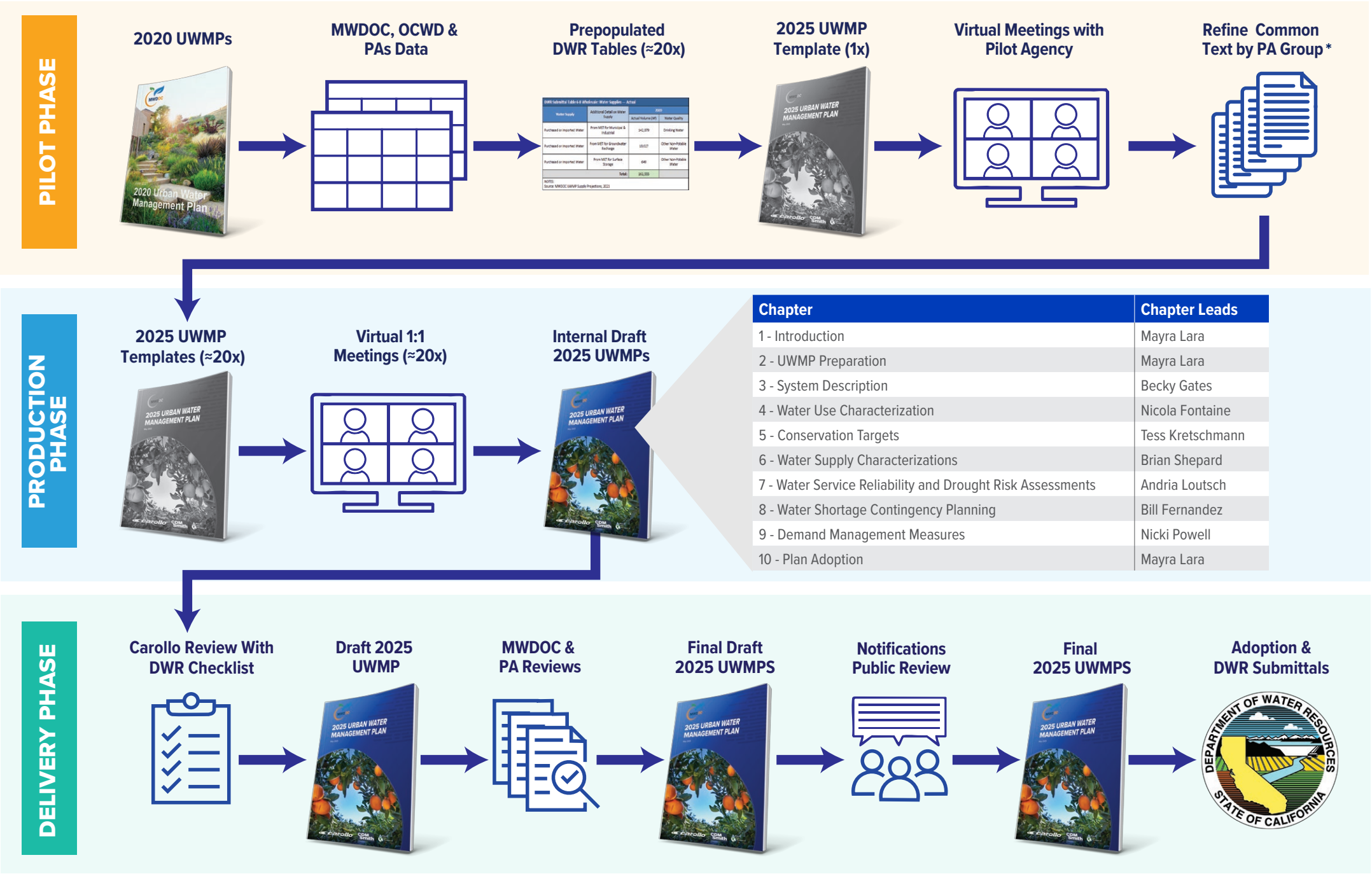
The 2025 UWMP development process will first be piloted with one PA. Although the pilot approach takes time in a tight schedule, we have accounted for this in our overall schedule (see page 18). We advise taking this more cautious approach, so we can repeat and accelerate the project delivery process for the remaining UWMPs with confidence. In this way we **Plan the Work** so we can then **Work the Plan**.

This pilot could be completed with the City of Buena Park like in 2020, or another agency may be selected by MWDOC as desired. To take full advantage of the piloting phase, it will be important to use an agency that uses both groundwater and imported water such that the common narrative updates for these water supplies can be used for all UWMPs that need to describe these same water supply sources. For example, the impact of new PFAS regulations and changes in water reuse with the Groundwater Replenishment System Phase 3 expansion in 2023 will need to be incorporated consistently for all respective member agencies.

Upon completion of the pilot phase, the delivery process will be refined as needed before being replicated for the 2025 UWMPs of MWDOC and all PAs simultaneously. The three key takeaways of our efficient project delivery process shown in the flowchart below are:

- 1. Prepopulated UWMP Tables:** Before we meet with any of the member agencies, we will combine the information from the 2020 UWMPs, water supply and demand information from MWDOC and online sources. This will allow us to make tailored data requests for each Participating Agency, **reducing their data gathering time and effort as much as possible**. The tables will be reviewed in the 1:1 meetings and updated information will be directly linked to tables in the 2025 UWMP documents (see sidebar on page 14).
- 2. Dedicated Chapter Leads:** As shown in the flowchart, we have dedicated chapter leads (dedicated UWMP leads) assigned who will work in assembly line style to produce their respective chapters for the 20-ish UWMPs. Only chapters 1, 2, and 10 are combined because of the limited content and preparation timeline. Through repetition, this **enhances efficiency and promotes consistency** for all common narrative content.
- 3. Early DWR Checklist Review:** Each of our three technical advisors has a clear responsibility (UWMP, WSCP, and DWR reviews). We will conduct the DWR Checklist review prior to the Draft UWMP delivery to verify completeness. This **avoids surprises, the need for additional meetings, and potential delays**.

Our UWMP delivery process with a pilot phase and dedicated chapter leads is a proven process that will result in on-time project delivery.



Our proven delivery process with a pilot phase and dedicated chapter leads will result in on-time project delivery of 20+ UWMPs by DWR's deadline.

*PA = Participating Agency;

*Refer to Schedule (pg 18) for identification of Groups

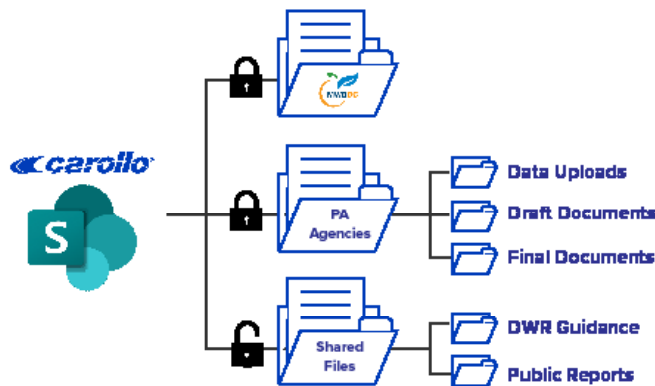
2 Streamlined Data Management and Organization

Despite the anticipated relatively minor changes in the 2025 UWMP Guidebook compared to the changes between 2015 and 2020, the preparation of likely more than 20 UWMPs in 11 months with multiple revisions in each remains a big undertaking. This is especially true when it comes to data and document management. In addition to the volume of files, the security of the information must be considered. It is therefore critical to apply the principal **“Plan the Work, Work the Plan”**.

The three key elements and benefits of how the Carollo team will streamline data management and organization are as follows:

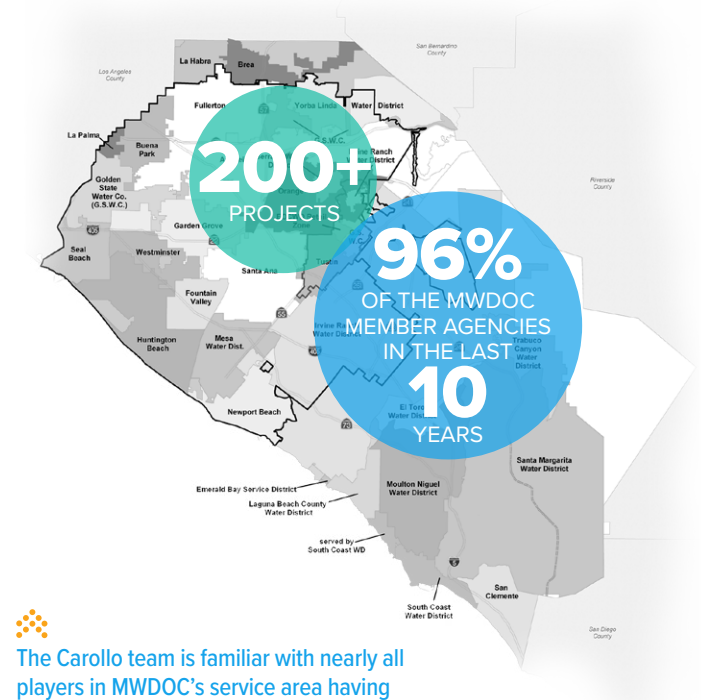
- 1. Secure SharePoint Site:** Carollo will set up and host a project SharePoint Site to manage all project files from start to finish. At the end of the project, files can be transferred back in a single zip file to MWDOK and the respective agencies, as desired. As depicted in the graphic below, we propose using dedicated locked channels for MWDOK and each of the participating member agencies. These channels can be used to **securely upload and download files by approved members**. Public and non-sensitive information will be stored in an open shared folder to avoid unnecessary duplication of data. For example, the 2025 UWMP Guidebook and Water Use Efficiency reports can be saved in the shared folder for easy reference.
- 3. File Naming Protocol:** A document naming protocol will be launched at the kickoff meeting so that all data, spreadsheets, chapters, UWMP versions, and comment logs are kept in the correct folders and with the correct file name extensions. **This avoids version control issues and potential duplicate work.**

Last, but not least, we understand that it is the consultant's role to make the data gathering and 2025 UWMP preparation as easy as possible. As members of our team have not only worked on the 2020 UWMPs but also completed 200+ projects for all but one of your member agencies, we bring exceptionally strong relationships in your entire service area. Our personal and working relationships will help with data gathering and result in efficient project delivery.



Carollo will host and manage all the data and documents in an organized manner, such that MWDOK and the participating agencies only have to focus on providing raw data and conducting reviews. It is our job to make it easy for you!

- 2. Consistent Folder Structures:** We will work with MWDOK's project manager at the start of the project to review and refine our draft proposed folder structure that will be used for all UWMPs. This makes it easy for all team members to quickly find the right files for any member agency, which **enhances efficiency and allows support staff to quickly ramp up during peak production periods.**



The Carollo team is familiar with nearly all players in MWDOK's service area having collectively delivered more than 200 projects for the PAs in just the last decade. We will leverage our institutional knowledge and relationships in the 2025 UWMP updates.

3 Sound Quality Control that Promotes Smooth DWR Approval

Quality control is clearly important on any project we deliver. The unique project elements that make a robust and well-thought-out quality control and quality assurance (QAQC) process extra critical for this project are:

- The accelerated timeline of 11 months;
- A regulatory deadline that is truly fixed; and
- The simultaneous preparation of 20-ish plans that all roughly follow the same timeline, creating “waves” of deliverables and subsequent reviews.

To address the challenge of the “waves” of internal reviews, we plan to take a 2-pronged approach:

- 1. Staggered UWMP Delivery Schedule.** We have separated the anticipated participating member agencies into four (4) groups based on their respective supply mix complexity. The delivery of the Draft, Final Draft, and Final UWMPs in each group are staggered by 1 week to phase both production and reviews. In addition, this allows more time to complete the more complicated plans and accelerates the UWMP of member agencies with fewer supplies and less complexity. The group allocations are consistent with Attachment A of the RFP and are shown on the project schedule on page 18.
- 2. Dedicated Technical Advisory Roles:** As shown in our organization chart on page 2 we have included three technical advisors on our team. The advisors are not involved in the day-to-day project activities or meetings to maintain a truly independent review perspective. Each advisor has a unique and clearly defined responsibility as follows:



Dan Rodrigo: Conduct detailed review of narrative, numbers, and calculations of all Draft and Final Draft, and Final UWMPs. Assure consistency with MWDOC’s Water Reliability Study.



Michelle Maddaus: Conduct detailed review of narrative, numbers, and calculations of all Draft and Final Draft, and Final WSCPs.

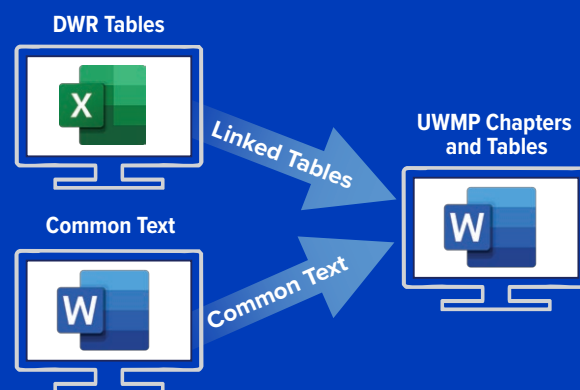


Jessica Fritsche: Conduct comprehensive review of the Final Draft and Final UWMPs and WSCPs from the DWR perspective, using the DWR checklist.

Smart Links Improve Efficiency, Accuracy, and Consistency

In addition, we plan to employ available document processing tools by setting up all the 2025 UWMP word documents such that the tables in the MS Word files are automatically linked to the corresponding master MS Excel workbook. As the UWMP tables are the core of these plans, we will be using the MS Excel workbooks as the master data repository from start to finish. We can then change numbers in excel when we get new information from a report or during the 1:1 meetings with the member agencies, and that automatically updates the corresponding report tables.

Similarly, we will link common text narratives in a master word document (e.g. about the project Basin Pumping Percentage with the Final GWRS Expansion) to the word documents of the applicable member agencies. The automatic updates via linked tables and common text improves efficiency, accuracy, and consistency between the various UWMPs.



Automatic updates via linked tables and common text improves efficiency, accuracy, and consistency.

Scope of Work

Task 1: Project Management

This task includes effort to communicate and coordinate with MWDOC and all the Participating Agencies on project issues and project status, maintain the project schedule, and complete monthly invoices and progress reports. Our quality control measures will be conducted under this task as well.

Task 1A - Meetings

We have scoped the following meetings:

- One 1-hour kickoff meeting with MWDOC.
- One 1-hour kickoff meeting with all Participating Agencies (PA).
- One 1:1 meeting with each individual PAs for UWMP.
- 30-minute biweekly check-in meetings with MWDOC's PM.
- 30-minute biweekly consultant team check-in meetings.

Task 1B - Invoicing and Progress Reporting

This task includes invoicing and creating monthly progress reports to describe accomplishments for the month and activities planned for the next month. Invoices will include a budget tracker table that provides budget spent, budget remaining, and percent complete by PA and for the overall project.

Task 1C – Quality Control

Carollo will follow a rigorous quality control process. Before the project begins, the project manager will prepare a project checklist. The checklist outlines key project steps and guides the team on quality management requirements. The checklist helps confirm that the project follows our quality management procedures.

As a minimum, quality management milestones are:

- **Work Plan.** A work plan will be developed to establish the work sequence effort, when work needs to occur within the project schedule, meeting times, discussion topics at the meetings, key decisions that need to be made, and the project deliverables.
- **Project Management Plan (PMP).** The PMP will include lines of communication, schedule, scope, budget, staffing plan, and special requirements. The project management plan will be distributed to

the entire project team and include quality review assignments by person, deliverable, and review period dates based on the kickoff meeting schedule.

- **Independent Final Checks.** Senior technical advisors, who are not involved in the project activities or meetings, will conduct independent technical review of the final draft and final deliverables using Carollo's "redlining" checking procedures as well as DWRs formal UWMP Checklist.

Task 1D - Data Management and Organization

Carollo will a setup secure SharePoint site with a logical folder structure to facilitate easy data sharing and deliverables reviews throughout the project. This will include secure folders for MWDOC and each PA, as well as an open shared folder. All raw data, UWMP spreadsheets, meeting materials, and UWMP document files will be stored in their respective folders.

Key Assumptions

- All meetings will be virtual.
- 11-month project duration (8/1/2025 – 7/1/2026).
- Up to 20 bi-weekly check-in calls with MWDOC, considering holidays and review times.
- MWDOC will provide a contact list of all team members from MWDOC and the PAs that need access to the SharePoint Site.

Key Deliverables

- Meeting agenda, PowerPoint presentation, and notes for both kickoff meetings (2x).
- Meeting agenda and summary of action items for each 1:1 meeting with the PAs.
- Monthly invoice, budget tracker, and progress report (11).
- Master Action and Decision Item log with ongoing updates.

Task 2: Data Collection and Information Review

Carollo will make use of the 2020 UWMPs, where possible. Carollo will access the 2020 UWMPs and previous water loss audits and Urban Water Use Objective Reports from the DWR's Water Use Efficiency (WUE) Data Portal website. Carollo will also request the following documents from MWDOC for review:

- Metropolitan's 2025 UWMP draft.
- 2025 Orange County Water Agencies Demand Forecast by agency.

- 2025 Orange County Water Agencies Demand Forecast Technical Memorandum.
- MWDOC's 2022 The Economic Impacts of Water Shortages on Orange County Report.
- 2025 Orange County Water and Wastewater Multi-Jurisdictional Local Hazard Mitigation Plan (MJHMP) with each PA's annex.
- MWDOC's water use efficiency programs information, including activities related to Making Conservation a California Way of Life framework and Urban Water Use Objective compliance approaches.
- MWDOC's water loss control programs information, including leak detection activities summaries for each PA that participates in this program.

Key Assumptions

- MWDOC will provide the following files in native format for both MWDOC and all PAs:
 - » 2020 UWMP report files in MS Word.
 - » 2020 UWMP tables in MS Excel.
 - » 2020 WSCP report files in Word.
 - » 2020 WSCP tables in MS Excel (if optional updates are requested).
 - » 2025 UWMP demand forecasts in MS Excel (prepared by Hazen and Sawyer).
- Native 2020 UWMP and WSCP files will be provided within 1 month of the NTP.
- Carollo will access relevant Orange County Water District (OCWD) documents available through the OCWD website. For any documents and information not available on the OCWD website, Carollo will include those in the data request to MWDOC
- Carollo will request additional PA-specific documents e.g., Water Master Plans, Recycled Water Master Plans, Hazard Mitigation Plans, etc. from the PAs to support the preparation of the 2025 UWMPs.

Key Deliverables

- Prioritized Data Request matrix in Excel with updates.

Task 3: Draft and Final Draft 2025 UWMP

Carollo will write and format all sections of the 2025 UWMPs in accordance with the CWC requirements following the guidance from DWR's 2025 UWMP Guidebook once released. This includes preparation of the reports that will allow easy uploading to DWR in the required electronic format.

Carollo will respond/revise the 2025 UWMP in case DWR considers the submittal to be non-compliant with the Guidebook requirements and Carollo was provided with the necessary information to meet the Guidebook

requirements. Carollo will address the comments to the satisfaction of the PA and DWR within 3 months of receiving comments from DWR.

Task 3A – Draft UWMP

- Carollo will prepare the Draft 2025 UWMP including all necessary appendices and DWR tables for MWDOC and each PA and relevant agencies for review and comment.
- Carollo will complete the DWR UWMP Preparation Checklist for MWDOC and each PA.
- Carollo will submit the Draft UWMP in native format (MS Word) via posting on the project SharePoint Site.

Task 3B – Final Draft UWMP

- Carollo will address all the comments received on Draft 2025 UWMP, appendices and DWR tables to prepare the Final Draft 2025 UWMP.
- Carollo will submit two versions of the Final Draft UWMP in native MS Word format (one with track changes and one clean copy with all changes accepted).
- Carollo will create a consolidated PDF document of the Final Draft UWMP and corresponding attachments for public comment.

Key Assumptions

- Comments on the Draft and Final Draft UWMPs will be provided within 15 working days.
- MWDOC and each PA will provide consolidated comments in one single document using track changes in the native Word files.
- All deliverables will be submitted in electronic format only via posting on the project SharePoint Site.
- Comments from DWR will be addressed outside the 11-month project window.

Key Deliverables

- Draft 2025 UWMP.
- Final Draft 2025 UWMPs.

Task 4: Final 2025 UWMP

As part of this task, Carollo will incorporate public comments received during the public hearing process, and as approved and instructed by the respective PA. Carollo then will prepare the Final 2025 UWMP for MWDOC and all PAs with the inclusion of Adoption Notices. A consolidated PDF of the Final UWMP will all appendices, along with the native files will be uploaded to the SharePoint Site such that MWDOC and PAs can complete submittal to DWR.

Key Assumptions

- MWDOC and all PAs will each coordinate their Public Hearings and subsequently gather and consolidate any public comments received.
- Carollo will receive one consolidated electronic copy of all public comments that must be incorporated within 2 weeks of the public hearing and no later than June 1, 2026.

Key Deliverables

- Final 2025 UWMPs.

Optional Services

MWDOC and PAs may opt to have any of the following services in addition to those described under Tasks 1 through 4.

Optional Task 1: In-Person Individual Meetings

Carollo will schedule and attend individual in-person meetings with MWDOC and/or PAs. It is assumed that these meetings would not exceed 1 hour in duration. The fee estimate for this task represents one (1) extra meeting. MWDOC and/or PA(s) may elect to add multiple additional in-person meetings.

Optional Task 2: Additional Virtual 1:1 Meetings

Carollo will attend one extra virtual 1:1 meeting of up to 1 hour with MWDOC and/or PAs. It is assumed that these meetings would take place during the preparation of the Final Draft UWMPs. The fee estimate for this task represents one (1) extra virtual meeting. MWDOC and/or PA(s) may elect to add multiple additional virtual meetings.

Optional Task 3A: Additional Coordination (Option A)

This task can be utilized to accommodate some additional coordination effort required for agencies that have complicated arrangements, limited staff, and/or competing interests. For budgeting purposes, this effort is limited to approximately 10 extra labor hours and up to \$2,500 per Plan.

Optional Task 3B: Additional Coordination (Option B)

This task can be utilized to accommodate more extensive additional coordination effort required for agencies that have complicated arrangements, limited staff, and/or competing interests. For budgeting

purposes, this effort is limited to approximately 20 extra labor hours and up to \$5,000 per Plan.

Optional Task 4A: Ripple Effects (Option A)

This task would provide additional budget to process minor changes that might arise from Metropolitan or other new/changed data sources after completion of the Draft UWMP that would require changes that ripple through multiple tables and/or chapters. For budgeting purposes, this effort is limited to approximately 10 hours and \$2,500 per Plan.

Optional Task 4B: Ripple Effects (Option B)

This task would provide additional budget to process more extensive changes that might arise from Metropolitan or other new/changed data sources after completion of the Draft UWMP that would require changes that ripple through multiple tables and/or chapters. For budgeting purposes, this effort is limited to approximately 20 hours.

Optional Task 5A: Water Shortage Contingency Plan Revision (Option A)

This task can be utilized by PAs who decide to republish their 2020 WSCP by modifying the shortage levels and associated actions, consistent with Chapter 8 of the 2025 UWMP. This task does not include any WSCP modifications triggered by changes in water supplies, MET's shortage triggers, Hazard Mitigation Plans, Climate Action Plans, and/or Communication Plans. The 1:1 meeting with the PA included in Task 1 will be used to discuss the changes in shortage levels and actions with the PA. Optional Task O1 or O2 can be utilized if additional meetings with the PA are warranted to complete this optional task.

Optional Task 5B: Water Shortage Contingency Plan Revision (Option B)

This task can be utilized by PAs who decide to only make moderate updates to their 2020 WSCP by modifying the shortage levels and associated actions, consistent with Chapter 8 of the 2025 UWMP. In addition, changes in Hazard Mitigation Plans, Climate Action Plans, and/or Communication Plans will be incorporated in the updated WSCP. Up to one (1) additional virtual 1:1 meetings of up to 1 hour will be held to discuss the content change with the PA.

Optional Task 5C: Water Shortage Contingency Plan Revision (Option C)

This task can be utilized by PAs who decide to make significant updates to their 2020 WSCP to incorporate changes in water supplies, MET's shortage triggers, Hazard Mitigation Plans, Climate Action Plans, and/or Communication Plans. As part of this task, the Carollo team will revise the 2020 WSCP and revisit the 6 shortage levels or other requirements as defined in the draft guidebook tables and consistent with Chapter 8 of the 2025 UWMP. Up to two (2) additional virtual 1:1 meetings of up to 1 hour will be held to discuss the content change with the PA.

Optional Task 6: Adoption Process Support

For PAs who elect this optional task, Carollo will coordinate and prepare up to five (5) notifications for the circulation of the Final Draft UWMP that can be circulated to the public, cities, and county. In addition, Carollo will prepare the resolution for 2025 UWMP Adoption.

Optional Task 7A: Management/Board/ Public Hearing Presentation Template

Carollo will prepare a PowerPoint presentation template that can easily be populated with content from the Final Draft 2025 UWMP by MWDOC or PA to conduct a 10-minute/10-15 slide presentation to their Executive Management, Board of Directors, or General Public. Only one (1) template will be prepared that can be used by all agencies with clear placeholders on where to change the agency name, logo, and which tables/charts/content to replace on each slide.

Optional Task 7B: Management/Board/ Public Hearing Presentation

Carollo will utilize the template prepared as part of Optional Task 7A to prepare a 10-minute PowerPoint presentation that summarizes the 2025 UWMP and that can be used by MWDOC or PA to present the report to their Executive Management, Board of Directors, or General Public. As desired, Carollo will either present at, or only attend, one Management/Board/Public Hearing meeting as part of Optional Task 08.

Optional Task 8: Public Hearing Meeting

As part of this task, Carollo would attend the 2025 UWMP Public Hearing to provide backup and answer any questions at the end of the public hearing process

at the meeting where the 2025 UWMP is on the agenda for adoption. The fee estimate for this task represents one (1) public hearing.

Optional Task 9: DWR Submittal

Carollo will submit the 2025 UWMP data to the DWR WUE Portal online.

Optional Task 10A: 2025 UWMP 5 Hard Copies

Carollo will print and deliver up to 5 hard copies of the 2025 UWMP with appendices.

Optional Task 10B: 2025 UWMP 10 Hard Copies

Carollo will print and deliver up to 10 hard copies of the 2025 UWMP with appendices.

Optional Task 11A: Incorporate Climate Impacts (Option A)

Carollo will review how climate change impacts were considered in the 2025 UWMP demand forecast developed by another consultant and make recommendations for potentially more/less conservative demand forecasting adjustments for normal, dry, and/or wet years using AWWA's guidebook "Incorporating Climate Change Impacts into Demand Forecasting" (AWWA, 2025). It is assumed that this optional task would be elected by MWDOC and/or PA(s) at the project kickoff to avoid ripple effects. The 1:1 meeting included in Task 1 would be used to discuss and decide on potential modifications of the demand forecast numbers provided at the start of the project.

Optional Task 11B: Incorporate Climate Impacts (Option B)

Carollo will incorporate climate change impacts in the supply availability consistent with the assumptions and findings of MWDOC's Water Reliability Study, specifically as it pertains to projected imported water availability under single dry and multiple dry year conditions. The 1:1 meeting included in Task 1 would be used to discuss and decide on potential modifications of the demand forecast numbers provided at the start of the project.

D. Project Schedule

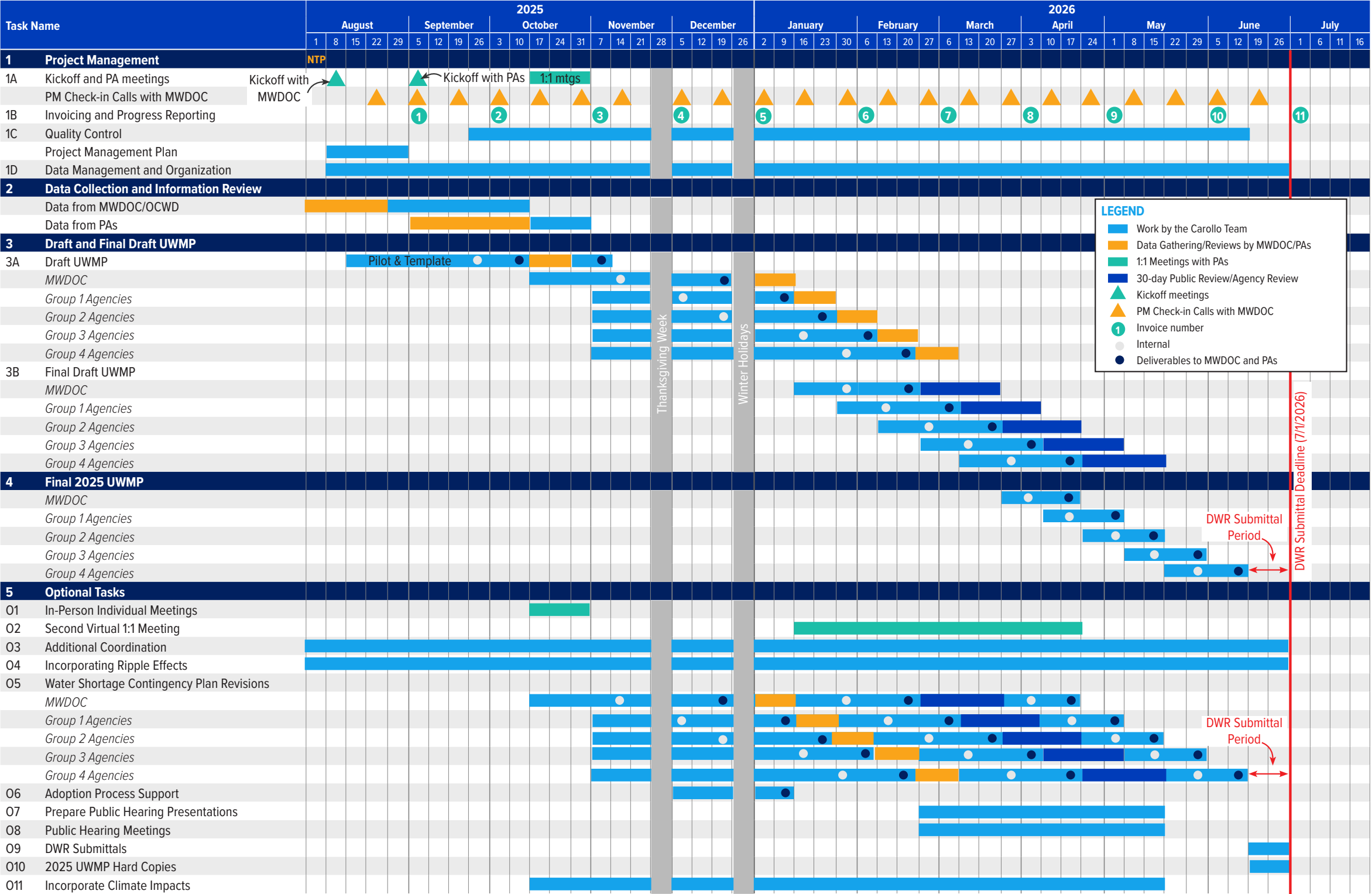
Project Schedule

Meeting the aggressive project schedule of 11 months is one of the key project challenges. Our team has completed many complex planning efforts with multi-agency coordination of similar and larger scope/scale successfully under tight schedules. With the specialty expertise and availability of our team, we are committed to completing the **final 2025 UWMPs by June 12, 2026** such that there ample time for submittal to DWR by the deadline of July 1, 2026.

The proposed project schedule is based on our project understanding and a contract award by August 1, 2025 as noted in the RFP. The work effort to be completed by the Carollo team is shown in blue bars, while the MWDOC and participating agencies (PAs) reviews are shown in orange. All key deliverables are shown with white (draft) and dark blue (final) dots.

The project schedule aligns with the work plan, our approach, and meets the timeline listed in the RFP. This schedule is based on the following key assumptions:

- The project kick-off meeting with MWDOC is held in the week of August 8, 2025.
- The project kick-off meeting with the PAs is held in the week of September 5.
- The virtual bi-weekly PM meetings with MWDOC will be held starting in the week of August 22, 2025 through the week of June 19, 2026.
- The one-on-one meetings with the PAs will be completed within a 3-week period, with 1-hour time slots per PA.
- MWDOC and PA staff will review all deliverables within 2 weeks.
- All project meetings will be scheduled at the start of the project and take place virtually using MS Teams (or similar), unless in-person meetings are requested by MWDOC and PAs as part of the optional tasks.



* To streamline the work effort and deliverables, we have grouped the UWMPs of the 22 PAs listed in the "Responses to Questions" to the RFP into 4 groups. The grouping will be finalized at the kickoff meeting with MWDOC based on the final list of PAs. For example:
Group 1: Approximately 5 of 11 OCWD Groundwater Agencies
Group 2: Approximately 6 of 11 OCWD Groundwater Agencies
Group 3: Approximately 5 OCWD Groundwater Agencies with Recycled Water
Group 4: Approximately 6 South County Agencies with Recycled Water & Non-OCWD Groundwater Agencies

E. Fee Schedule

Fee Proposal

The Fee Proposal presented herein is based on our current understanding of the anticipated Guidebook Changes presented in the project understanding (page 10) and the scope of work presented on pages 15-18. It should be noted that although this is not a technically challenging project, the combined effort is still an extensive undertaking. This project will involve a lot of coordination with 20+ agencies and 3 versions of each UWMP with quality control of all 60+ plans to ensure accuracy and consistency. Our fee proposal reflects the necessary effort to ensure smooth approval of the 2025 UWMPs by DWR, such that MWDOC and all Participating Agencies (PAs) maintain full eligibility for state grants and loans. Any significant changes incorporated in the Final 2025 UWMP Guidebook and/or requests to include optional tables, could require a change in the level of effort and budget. We look forward to the opportunity to negotiate these changes upon notice of selection and release of the Final Guidebook.

The table shown below summarizes our estimated costs to complete the 2025 UWMPs by agency group as requested in the RFP. A detailed fee estimate with a breakdown of labor hours by task, subtask, and team member is provided on the next page.

Our key assumptions that affect our labor estimate for this cost proposal include:

- 11-month duration.
- 22 biweekly project management calls of ½ hour duration.
- All meetings will take place virtually using MS Teams or similar platform, except for in-person meetings included in Optional Task 1.
- To streamline data gathering and deliverable production, all PAs will be known at the kickoff meeting with MWDOC.
- The virtual/in-person 1:1 coordination meetings with each of the PAs do not exceed 1 hour.
- The virtual 1:1 coordination calls will take place in designated meeting blocks of 4 hours each. MWDOC will coordinate with the PAs to get all virtual and/or in-person meetings scheduled.
- The PAs will deliver all requested data using the data gathering template (in Excel) provided via the secure project SharePoint site, setup and hosted by Carollo.
- All deliverables will be delivered electronically. Comments will be returned as a compiled set of consolidated comments using track changes on word documents and the comment response log spreadsheet template provided by Carollo.
- The optional tables and/or task items included in the Scope of Work can be added individually by each PA as desired, and/or modified or supplemented with other optional task ideas as desired by MWDOC and the PAs.
- Printing of hard copy UWMPs are estimated to cost \$250 each, including shipping.

FEE SUMMARY PROPOSAL - COST PER CATEGORY OF UWMP

UWMP Category	Minimum of 15 Agencies	More than 20 Agencies
MWDOC	\$74,727	
Group 1 - OCWD Groundwater Agencies	\$41,488	\$40,433
Group 2 - OCWD Groundwater Agencies with Recycled Water	\$44,637	\$43,582
Group 3 - South Orange County Agencies with Recycled Water	\$47,251	\$46,196
Group 4 - South Orange County Agencies without Recycled Water	\$42,369	\$41,314
Group 5 - Non-OCWD North County Groundwater Basin Agencies	\$47,251	\$46,196

Task Description	CAROLLO ENGINEERS								CDM SMITH						MADDAUS WATER MANAGEMENT					OTHER DIRECT COSTS				TOTALS	
	Principal-in-Charge Graham Juby	Project Manager Inge Wiersema	Project Engineer Anthony Cemo	QC Lead Jessica Fritsche	Chapter 4 Lead Nicola Fontaine	Chapter Lead and Document Support Myra Lara	Chapter 3 Lead Becky Gates	Administrative Support	UWMP QC Lead Dan Rodrigo	Chapter 6 Lead Brian Shepard	Chapter 7 Lead Andria Loutsch	Chapter 8 Lead Bill Fernandez	WSCP Lead Bill Fernandez	Administrative Support	WSCP QC Lead Michelle Maddaus	Chapter 5 Lead Tess Kretschmann	Chapter 9 Lead Nicki Powell	WSCP Ch 3 Lead Nicki Powell	WSCP Ch 1/2/4 Lead Victoria Bravo	Subconsultant Markups (5%)	PECE*	Travel, Printing, Miscellaneous	Total ODCs*	Labor Hours	Fee Estimate
Hourly Rates (\$/hr)	\$350	\$350	\$225	\$285	\$225	\$175	\$200	\$150	\$340	\$165	\$250	\$240	\$240	\$165	\$340	\$240	\$165	\$165	\$135	5%	\$15.00				
Task 1 - Project Management	8	40	85	4	0	61	0	2	15	12	8	3	0	11	4	11	11	0	11	\$946	\$3,000	\$-	\$3,946	286	\$70,901
Kickoff with MWDOC	1	2	5	0	0	4	0	1	1	0	0	0	0	0	1	0	0	0	0	\$34	\$195	\$-	\$229	15	\$3,934
Kickoff with all PAs	1	2	5	0	0	4	0	1	1	1	0	0	0	0	1	0	0	0	0	\$42	\$195	\$-	\$237	16	\$4,107
1:1 Meeting with Individual PAs	0	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$60	\$-	\$60	4	\$860
Internal Biweekly Meetings	0	11	11	0	0	11	0	0	0	11	8	3	0	0	0	0	11	0	0	\$318	\$495	\$-	\$813	66	\$15,413
Biweekly PM Checkins with MWDOC	0	11	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$330	\$-	\$330	22	\$6,655
Task 1B - Invoicing and Progress Reporting	6	11	11	0	0	0	0	0	11	0	0	0	0	11	0	11	0	0	11	\$484	\$420	\$-	\$904	72	\$19,009
Task 1C - Quality Control per UWMP	0	0	0	4	0	0	0	0	2	0	0	0	0	0	2	0	0	0	0	\$68	\$60	\$-	\$128	8	\$2,628
Task 1D - Data Management and Organization	0	3	40	0	0	40	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$1,245	\$-	\$1,245	83	\$18,295
Task 2 - Data Collection and Review (per UWMP)	0	0	4	0	2	0	2	0	0	2	2	0	0	0	0	0	0	0	0	\$42	\$120	\$-	\$162	12	\$2,742
Task 3 - Draft and Final UWMP - MWDOC	0	6	52	0	28	8	6	44	4	28	28	16	0	0	4	6	8	0	0	\$1,047	\$2,160	\$-	\$3,207	238	\$53,447
Develop Pilot Template	0	2	40	0	16	0	0	32	4	4	4	4	0	0	4	0	0	0	0	\$267	\$1,350	\$-	\$1,617	110	\$25,057
Task 3A - Draft UWMP	0	2	8	0	8	4	4	8	0	16	16	8	0	0	0	4	6	0	0	\$526	\$510	\$-	\$1,036	84	\$18,546
Task 3B - Final Draft UWMP	0	2	4	0	4	4	2	4	0	8	8	4	0	0	0	2	2	0	0	\$255	\$300	\$-	\$555	44	\$9,845
Task 3 - Draft and Final UWMP - Group 1 Agencies	0	4	10	0	6	6	6	12	0	20	12	6	0	0	0	6	8	0	0	\$525	\$660	\$-	\$1,185	96	\$20,735
Task 3A - Draft UWMP	0	2	6	0	4	4	4	8	0	12	8	4	0	0	0	4	6	0	0	\$345	\$420	\$-	\$765	62	\$13,305
Task 3B - Final Draft UWMP	0	2	4	0	2	2	2	4	0	8	4	2	0	0	0	2	2	0	0	\$181	\$240	\$-	\$421	34	\$7,431
Task 3 - Draft and Final UWMP - Group 2 Agencies	0	4	10	0	14	6	6	12	0	18	18	6	0	0	0	6	8	0	0	\$584	\$780	\$-	\$1,364	108	\$23,884
Task 3A - Draft UWMP	0	2	6	0	8	4	4	8	0	12	12	4	0	0	0	4	6	0	0	\$395	\$480	\$-	\$875	70	\$15,315
Task 3B - Final Draft UWMP	0	2	4	0	6	2	2	4	0	6	6	2	0	0	0	2	2	0	0	\$189	\$300	\$-	\$489	38	\$8,569
Task 3 - Draft and Final UWMP - Group 3 Agencies	0	4	10	0	14	6	6	12	0	24	24	6	0	0	0	6	8	0	0	\$708	\$780	\$-	\$1,488	120	\$26,498
Task 3A - Draft UWMP	0	2	6	0	8	4	4	8	0	16	16	4	0	0	0	4	6	0	0	\$478	\$480	\$-	\$958	78	\$17,058
Task 3B - Final Draft UWMP	0	2	4	0	6	2	2	4	0	8	8	2	0	0	0	2	2	0	0	\$231	\$300	\$-	\$531	42	\$9,441
Task 3 - Draft and Final UWMP - Group 4 Agencies	0	4	10	0	10	6	6	12	0	15	15	6	0	0	0	6	8	0	0	\$521	\$720	\$-	\$1,241	98	\$21,616
Task 3A - Draft UWMP	0	2	6	0	6	4	4	8	0	10	10	4	0	0	0	4	6	0	0	\$353	\$450	\$-	\$803	64	\$13,963
Task 3B - Final Draft UWMP	0	2	4	0	4	2	2	4	0	5	5	2	0	0	0	2	2	0	0	\$168	\$270	\$-	\$438	34	\$7,653
Task 3 - Draft and Final UWMP - Group 5 Agencies	0	4	10	0	14	6	6	12	0	24	24	6	0	0	0	6	8	0	0	\$708	\$780	\$-	\$1,488	120	\$26,498
Task 3A - Draft UWMP	0	2	6	0	8	4	4	8	0	16	16	4	0	0	0	4	6	0	0	\$478	\$480	\$-	\$958	78	\$17,058
Task 3B - Final Draft UWMP	0	2	4	0	6	2	2	4	0	8	8	2	0	0	0	2	2	0	0	\$231	\$300	\$-	\$531	42	\$9,441
Task 4 - Final 2025 UWMP - MWDOC	0	2	4	0	2	4	2	8	0	6	4	2	0	0	0	2	0	0	0	\$148	\$330	\$-	\$478	36	\$7,778
Task 4 - Final 2025 UWMP - Group 1 Agencies	0	2	4	0	2	2	2	6	0	4	2	2	0	0	0	2	0	0	0	\$106	\$270	\$-	\$376	28	\$6,196
Task 4 - Final 2025 UWMP - Group 2 Agencies	0	2	4	0	2	2	2	6	0	4	2	2	0	0	0	2	0	0	0	\$106	\$270	\$-	\$376	28	\$6,196
Task 4 - Final 2025 UWMP - Group 3 Agencies	0	2	4	0	2	2	2	6	0	4	2	2	0	0	0	2	0	0	0	\$106	\$270	\$-	\$376	28	\$6,196
Task 4 - Final 2025 UWMP - Group 4 Agencies	0	2	4	0	2	2	2	6	0	4	2	2	0	0	0	2	0	0	0	\$106	\$270	\$-	\$376	28	\$6,196
Task 4 - Final 2025 UWMP - Group 5 Agencies	0	2	4	0	2	2	2	6	0	4	2	2	0	0	0	2	0	0	0	\$106	\$270	\$-	\$376	28	\$6,196

* ODCs include \$15.00 per labor hour Project Equipment and Communication Expense (PECE).

Task Description	CAROLLO ENGINEERS								CDM SMITH						MADDAUS WATER MANAGEMENT					OTHER DIRECT COSTS				TOTALS	
	Principal-in-Charge Graham Juby	Project Manager Inge Wiersema	Project Engineer Anthony Cemo	QC Lead Jessica Fritsche	Chapter 4 Lead Nicola Fontaine	Chapter Lead and Document Support Myra Lara	Chapter 3 Lead Becky Gates	Administrative Support	UWMP QC Lead Dan Rodrigo	Chapter 6 Lead Brian Shepard	Chapter 7 Lead Andria Loutsch	Chapter 8 Lead Bill Fernandez	WSCP Lead Bill Fernandez	Administrative Support	WSCP QC Lead Michelle Maddaus	Chapter 5 Lead Tess Kretschmann	Chapter 9 Lead Nicki Powell	WSCP Ch 3 Lead Nicki Powell	WSCP Ch 1/2/4 Lead Victoria Bravo	Subconsultant Markups (5%)	PECE*	Travel, Printing, Miscellaneous	Total ODCs*	Labor Hours	Fee Estimate
Optional Tasks																									
Task 01: In-Person Individual Meetings (\$/mtg)	0	4	0	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$150	\$100	\$250	10	\$2,700
Task 02: Additional Virtual 1:1 Meeting	0	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$60	\$0	\$60	4	\$860
Task 03A: Additional Coordination (Option A)	0	2	2	0	1	1	0	0	0	1	1	0	0	0	0	1	0	0	0	\$33	\$90	\$172	\$295	9	\$2,500
Task 03B: Additional Coordination (Option B)	0	4	4	0	2	2	2	1	0	1	1	1	0	0	0	1	1	0	0	\$53	\$225	\$12	\$290	20	\$5,000
Task 04A: Incorporating Ripple Effects (Option A)	0	2	2	0	1	1	0	1	0	1	1	0	0	0	0	1	0	0	0	\$33	\$105	\$7	\$145	10	\$2,500
Task 04B: Incorporating Ripple Effects (Option B)	0	4	4	0	2	2	2	4	0	1	1	1	0	0	0	1	1	0	0	\$53	\$270	\$12	\$335	23	\$5,495
Task 05A: WSCP Revision (Option A)	0	1	1	0	0	0	0	8	0	0	0	0	2	0	1	0	0	12	0	\$140	\$150	\$0	\$290	25	\$4,865
Task 05B: WSCP Revision (Option B)	0	1	1	0	0	0	0	8	0	0	0	0	4	0	2	0	0	16	12	\$295	\$150	\$0	\$445	48	\$8,120
Task 05C: WSCP Revision (Option C)	0	2	4	2	0	0	0	8	2	0	0	0	12	0	4	0	0	20	24	\$573	\$240	\$0	\$813	78	\$15,643
Task 06: Adoption Process Support	0	2	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$150	\$0	\$150	10	\$2,450
Task 07A: Public Hearing Presentation Template	0	2	2	0	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0	\$0	\$105	\$0	\$105	7	\$1,755
Task 07B: Management/Board/Public Hearing Presentation	0	0	2	0	0	2	0	1	0	1	0	0	0	0	0	0	1	0	0	\$17	\$75	\$0	\$92	7	\$1,372
Task 08: Public Hearing Meetings (\$/mtg)	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$60	\$100	\$160	4	\$1,560
Task 09: DWR Submittal	0	1	1	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$90	\$0	\$90	6	\$1,365
Task 010A: 2025 UWMP 5 Hard Copies	0	2	0	0	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0	\$0	\$75	\$1,250	\$1,325	5	\$2,525
Task 010B: 2025 UWMP 10 Hard Copies	0	2	0	0	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0	\$0	\$75	\$2,500	\$2, 575	5	\$3,775
Task 011A: Incorporate Climate Impacts (Option A)	0	2	2	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$180	\$15	\$195	12	\$3, 385
Task 011B: Incorporate Climate Impacts (Option B)	0	2	4	0	0	0	0	0	2	16	4	0	0	0	0	0	0	0	0	\$216	\$90	\$15	\$321	28	\$6,241

* ODCs include \$15.00 per labor hour Project Equipment and Communication Expense (PECE).

Exhibit B-2

Cost Summary

Exhibit B-2

Cost Summary For Development of 2025 Urban Water Management Plans

Optional Tasks and Contingency Items

	Budget Groupings of Agencies	Base Price	Task O1: In-Person Individual Meetings (\$/mtg)	Task O2: Additional Virtual 1:1 Meeting	Task O3A: Additional Coordination (Option A)	Task O3B: Additional Coordination (Option B)	Task O4A: Incorporating Ripple Effects (Option A)	Task O4B: Incorporating Ripple Effects (Option B)	Task O5A: Water Shortage Contingency Plan (WSCP) Revision	Task O5B: Water Shortage Contingency Plan (WSCP) Revision	Task O5C: Water Shortage Contingency Plan (WSCP) Revision	Task O6: Adoption Process Support	Task O7A: Public Hearing Presentation Template	Task O7B: Management/Board/ Public Hearing Presentation	Task O8: Public Hearing Meetings (\$/mtg)	Task O9: DWR Submittal	Task O10A: 2025 UWMP 5 Hard Copies	Task O10B: 2025 UWMP 10 Hard Copies	Task O11A: Incorporating Climate change Impacts (Option A)	Task O11B: Incorporating Climate change Impacts (Option B)	Grand Total by Agency	Total Optional/Contingency Tasks Selected
			\$ 2,700	\$ 860	\$ 2,500	\$ 5,000	\$ 2,500	\$ 5,495	\$ 4,865	\$ 8,120	\$ 15,643	\$ 2,450	\$ 1,755	\$ 1,372	\$ 1,560	\$ 1,365	\$ 2,525	\$ 3,775	\$ 3,385	\$ 6,241		
MWDOC																						
1	MWDOC	\$74,727	-	-	-	-	\$ 2,500	-	-	-	-	-	\$ 1,755	-	-	\$ 1,365	-	-	-	-	\$ 80,347	\$ 5,620
OCWD Groundwater Agencies																						
2	City of Buena Park	\$40,433	-	\$ 860	-	-	\$ 2,500	-	-	\$ 8,120	-	\$ 2,450	-	\$ 1,372	\$ 1,560	\$ 1,365	\$ 2,525	-	-	-	\$ 61,185	\$ 20,752
3	City of Fullerton (not a part of MWDOC)	\$40,433	\$ 2,700	\$ 860	\$ 2,500	-	\$ 2,500	-	-	\$ 8,120	-	\$ 2,450	-	\$ 1,372	\$ 1,560	\$ 1,365	\$ 2,525	-	\$ 3,385	-	\$ 69,770	\$ 29,337
4	City of Garden Grove	\$40,433	-	\$ 860	\$ 2,500	-	-	\$ 5,495	-	\$ 8,120	-	\$ 2,450	\$ 1,755	\$ 1,372	\$ 1,560	\$ 1,365	-	-	-	-	\$ 65,910	\$ 25,477
5	City of La Palma	\$40,433	-	\$ 860	-	-	-	-	-	-	-	-	-	\$ 1,372	-	\$ 1,365	-	-	-	-	\$ 44,030	\$ 3,597
6	City of Orange	\$40,433	-	-	-	-	-	-	\$ 4,865	-	-	-	-	-	-	\$ 1,365	-	-	-	-	\$ 46,663	\$ 6,230
7	City of Seal Beach	\$40,433	-	-	-	-	-	-	\$ 4,865	-	-	-	-	\$ 1,372	\$ 1,560	\$ 1,365	-	-	-	-	\$ 49,595	\$ 9,162
8	City of Tustin	\$40,433	-	-	-	-	-	-	\$ 4,865	-	-	-	-	-	-	-	-	-	-	\$ 6,241	\$ 51,539	\$ 11,106
9	Yorba Linda Water District	\$40,433	\$ 2,700	\$ 860	-	-	-	-	-	\$ 8,120	-	-	\$ 1,755	-	\$ 1,560	\$ 1,365	-	-	-	-	\$ 56,793	\$ 16,360
10	City of Westminster	\$40,433	-	-	-	-	-	-	\$ 4,865	-	-	-	-	-	-	\$ 1,365	-	-	-	-	\$ 46,663	\$ 6,230
11	East Orange County Water District*	\$40,433	-	-	-	-	-	-	\$ 4,865	-	-	\$ 2,450	-	\$ 1,372	-	\$ 1,365	-	-	-	-	\$ 50,485	\$ 10,052
12	Huntington Beach	\$40,433	-	\$ 860	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 41,293	\$ 860
13	Serrano Water District*	\$40,433	-	-	-	-	-	-	\$ 4,865	-	-	\$ 2,450	-	\$ 1,372	-	\$ 1,365	-	-	-	-	\$ 50,485	\$ 10,052
OCWD Groundwater Agencies with Recycled Water																						
14	City of Anaheim	\$43,582	\$ 2,700	\$ 860	-	\$ 5,000	-	\$ 5,495	-	-	\$ 15,643	\$ 2,450	\$ 1,755	\$ 1,372	\$ 1,560	\$ 1,365	-	\$ 3,775	\$ 3,385	-	\$ 88,942	\$ 45,360
15	City of Fountain Valley	\$43,582	-	\$ 860	-	-	\$ 2,500	-	-	\$ 8,120	-	\$ 2,450	\$ 1,755	\$ 1,372	-	\$ 1,365	-	-	-	-	\$ 62,004	\$ 18,422
16	City of Newport Beach	\$43,582	\$ 2,700	-	-	-	\$ 2,500	-	-	\$ 8,120	-	\$ 2,450	-	\$ 1,372	-	\$ 1,365	\$ 2,525	-	-	-	\$ 64,614	\$ 21,032
17	City of Santa Ana (not a part of MWDOC)	\$43,582	\$ 2,700	\$ 860	\$ 2,500	-	\$ 2,500	-	-	-	\$ 15,643	\$ 2,450	\$ 1,755	\$ 1,372	\$ 1,560	\$ 1,365	-	-	\$ 3,385	-	\$ 79,672	\$ 36,090
18	Mesa Water District	\$43,582	-	-	-	-	-	-	\$ 4,865	-	-	-	-	-	-	\$ 1,365	-	-	-	-	\$ 49,812	\$ 6,230
South County Agencies with Recycled Water																						
19	City of San Clemente	\$46,196	-	-	-	-	-	-	-	\$ 8,120	-	-	-	\$ 1,372	\$ 1,560	\$ 1,365	-	-	-	-	\$ 58,613	\$ 12,417
20	Santa Margarita Water District	\$46,196	-	\$ 860	\$ 2,500	-	\$ 2,500	-	-	-	-	-	-	\$ 1,372	\$ 1,560	-	-	-	\$ 3,385	-	\$ 58,373	\$ 12,177
21	South Coast Water District	\$46,196	-	-	-	-	\$ 2,500	-	\$ 4,865	-	-	-	\$ 1,755	\$ 1,372	\$ 1,560	\$ 1,365	-	-	\$ 3,385	-	\$ 62,998	\$ 16,802
22	Trabuco Canyon Water District	\$46,196	-	-	-	-	-	-	-	-	-	\$ 2,450	\$ 1,755	-	-	\$ 1,365	\$ 2,525	-	-	-	\$ 54,291	\$ 8,095
South County Agencies without Recycled Water																						
23	Laguna Beach County Water District	\$41,314	-	-	-	-	-	-	\$ 4,865	-	-	-	-	\$ 1,372	-	\$ 1,365	-	-	-	-	\$ 48,916	\$ 7,602
Non-OCWD Groundwater Agencies																						
24	City of Brea	\$46,196	-	-	-	-	-	-	-	\$ 8,120	-	\$ 2,450	-	\$ 1,372	\$ 1,560	-	\$ 2,525	-	-	-	\$ 62,223	\$ 16,027
25	City of La Habra	\$46,196	-	\$ 860	-	-	-	-	-	\$ 8,120	-	\$ 2,450	-	\$ 1,372	\$ 1,560	\$ 1,365	\$ 2,525	-	-	-	\$ 64,448	\$ 18,252
Total for All Agencies																						
Total		\$1,055,890	\$ 13,500	\$ 9,460	\$ 10,000	\$ 5,000	\$ 20,000	\$ 10,990	\$ 38,920	\$ 73,080	\$ 31,286	\$ 26,950	\$ 14,040	\$ 21,952	\$ 18,720	\$ 27,300	\$ 15,150	\$ 3,775	\$ 16,925	\$ 6,241	\$ 1,419,179	\$ 363,289

*Optional Tasks costs for EOCWD and Serrano WD are placeholder estimates only. Pending task selections from these two agencies.

Legend	Status
	Contingecy Items Activated
	Not Activated

Last update: 8/5/2025

Exhibit B

Cost Summary For Development of 2025 Urban Water Management Plans

Optional Tasks and Contingency Items

	Budget Groupings of Agencies	Base Price	Task O1: In-Person Individual Meetings (\$/mtg)	Task O2: Additional Virtual 1:1 Meeting	Task O3A: Additional Coordination (Option A)	Task O3B: Additional Coordination (Option B)	Task O4A: Incorporating Ripple Effects (Option A)	Task O4B: Incorporating Ripple Effects (Option B)	Task O5A: Water Shortage Contingency Plan (WSCP) Revision	Task O5B: Water Shortage Contingency Plan (WSCP) Revision	Task O5C: Water Shortage Contingency Plan (WSCP) Revision	Task O6: Adoption Process Support	Task O7A: Public Hearing Presentation Template	Task O7B: Management/Board/ Public Hearing Presentation	Task O8: Public Hearing Meetings (\$/mtg)	Task O9: DWR Submittal	Task O10A: 2025 UWMP 5 Hard Copies	Task O10B: 2025 UWMP 10 Hard Copies	Task O11A: Incorporating Climate change Impacts (Option A)	Task O11B: Incorporating Climate change Impacts (Option B)	Grand Total by Agency	Total Optional/Contingency Tasks Selected
			\$ 2,700	\$ 860	\$ 2,500	\$ 5,000	\$ 2,500	\$ 5,495	\$ 4,865	\$ 8,120	\$ 15,643	\$ 2,450	\$ 1,755	\$ 1,372	\$ 1,560	\$ 1,365	\$ 2,525	\$ 3,775	\$ 3,385	\$ 6,241		
MWDOC																						
1	MWDOC	\$74,727	-	-	-	-	\$ 2,500	-	-	-	-	-	\$ 1,755	-	-	\$ 1,365	-	-	-	-	\$ 80,347	\$ 5,620
OCWD Groundwater Agencies																						
2	City of Buena Park	\$40,433	-	\$ 860	-	-	\$ 2,500	-	-	\$ 8,120	-	\$ 2,450	-	\$ 1,372	\$ 1,560	\$ 1,365	\$ 2,525	-	-	-	\$ 61,185	\$ 20,752
3	City of Fullerton (not a part of MWDOC)	\$40,433	\$ 2,700	\$ 860	\$ 2,500	-	\$ 2,500	-	-	\$ 8,120	-	\$ 2,450	-	\$ 1,372	\$ 1,560	\$ 1,365	\$ 2,525	-	\$ 3,385	-	\$ 69,770	\$ 29,337
4	City of Garden Grove	\$40,433	-	\$ 860	\$ 2,500	-	-	\$ 5,495	-	\$ 8,120	-	\$ 2,450	\$ 1,755	\$ 1,372	\$ 1,560	\$ 1,365	-	-	-	-	\$ 65,910	\$ 25,477
5	City of La Palma	\$40,433	-	\$ 860	-	-	-	-	-	-	-	-	-	\$ 1,372	-	\$ 1,365	-	-	-	-	\$ 44,030	\$ 3,597
6	City of Orange	\$40,433	-	-	-	-	-	-	\$ 4,865	-	-	-	-	-	-	\$ 1,365	-	-	-	-	\$ 46,663	\$ 6,230
7	City of Seal Beach	\$40,433	-	-	-	-	-	-	\$ 4,865	-	-	-	-	\$ 1,372	\$ 1,560	\$ 1,365	-	-	-	-	\$ 49,595	\$ 9,162
8	City of Tustin	\$40,433	-	-	-	-	-	-	\$ 4,865	-	-	-	-	-	-	-	-	-	-	\$ 6,241	\$ 51,539	\$ 11,106
9	Yorba Linda Water District	\$40,433	\$ 2,700	\$ 860	-	-	-	-	-	\$ 8,120	-	-	\$ 1,755	-	\$ 1,560	\$ 1,365	-	-	-	-	\$ 56,793	\$ 16,360
10	City of Westminster	\$40,433	-	-	-	-	-	-	\$ 4,865	-	-	-	-	-	-	\$ 1,365	-	-	-	-	\$ 46,663	\$ 6,230
11	East Orange County Water District	\$40,433	-	\$ 860	-	-	-	-	\$ 4,865	-	-	-	-	-	-	\$ 1,365	-	-	-	-	\$ 47,523	\$ 7,090
12	Huntington Beach	\$40,433	-	\$ 860	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 41,293	\$ 860
OCWD Groundwater Agencies with Recycled Water																						
13	City of Anaheim	\$43,582	\$ 2,700	\$ 860	-	\$ 5,000	-	\$ 5,495	-	-	\$ 15,643	\$ 2,450	\$ 1,755	\$ 1,372	\$ 1,560	\$ 1,365	-	\$ 3,775	\$ 3,385	-	\$ 88,942	\$ 45,360
14	City of Fountain Valley	\$43,582	-	\$ 860	-	-	\$ 2,500	-	-	\$ 8,120	-	\$ 2,450	\$ 1,755	\$ 1,372	-	\$ 1,365	-	-	-	-	\$ 62,004	\$ 18,422
15	City of Newport Beach	\$43,582	\$ 2,700	-	-	-	\$ 2,500	-	-	\$ 8,120	-	\$ 2,450	-	\$ 1,372	-	\$ 1,365	\$ 2,525	-	-	-	\$ 64,614	\$ 21,032
16	City of Santa Ana (not a part of MWDOC)	\$43,582	\$ 2,700	\$ 860	\$ 2,500	-	\$ 2,500	-	-	-	\$ 15,643	\$ 2,450	\$ 1,755	\$ 1,372	\$ 1,560	\$ 1,365	-	-	\$ 3,385	-	\$ 79,672	\$ 36,090
17	Mesa Water District	\$43,582	-	-	-	-	-	-	\$ 4,865	-	-	-	-	-	-	\$ 1,365	-	-	-	-	\$ 49,812	\$ 6,230
South County Agencies with Recycled Water																						
18	City of San Clemente	\$46,196	-	-	-	-	-	-	-	\$ 8,120	-	-	-	\$ 1,372	\$ 1,560	\$ 1,365	-	-	-	-	\$ 58,613	\$ 12,417
19	Santa Margarita Water District	\$46,196	-	\$ 860	\$ 2,500	-	\$ 2,500	-	-	-	-	-	-	\$ 1,372	\$ 1,560	-	-	-	\$ 3,385	-	\$ 58,373	\$ 12,177
20	South Coast Water District	\$46,196	-	-	-	-	\$ 2,500	-	\$ 4,865	-	-	-	\$ 1,755	\$ 1,372	\$ 1,560	\$ 1,365	-	-	\$ 3,385	-	\$ 62,998	\$ 16,802
21	Trabuco Canyon Water District	\$46,196	-	-	-	-	-	-	-	-	-	\$ 2,450	\$ 1,755	-	-	\$ 1,365	\$ 2,525	-	-	-	\$ 54,291	\$ 8,095
South County Agencies without Recycled Water																						
22	Laguna Beach County Water District	\$41,314	-	-	-	-	-	-	\$ 4,865	-	-	-	-	\$ 1,372	-	\$ 1,365	-	-	-	-	\$ 48,916	\$ 7,602
Non-OCWD Groundwater Agencies																						
23	City of Brea	\$46,196	-	-	-	-	-	-	-	\$ 8,120	-	\$ 2,450	-	\$ 1,372	\$ 1,560	-	\$ 2,525	-	-	-	\$ 62,223	\$ 16,027
24	City of La Habra	\$46,196	-	\$ 860	-	-	-	-	-	\$ 8,120	-	\$ 2,450	-	\$ 1,372	\$ 1,560	\$ 1,365	\$ 2,525	-	-	-	\$ 64,448	\$ 18,252
Total for All Agencies																						
Total		\$1,055,890	\$ 13,500	\$ 10,320	\$ 10,000	\$ 5,000	\$ 20,000	\$ 10,990	\$ 38,920	\$ 73,080	\$ 31,286	\$ 24,500	\$ 14,040	\$ 20,580	\$ 18,720	\$ 27,300	\$ 15,150	\$ 3,775	\$ 16,925	\$ 6,241	\$ 1,416,217	\$ 360,327

Legend	Status
	Contingecy Items Activated
	Not Activated

Last update: 8/7/2025

City of La Palma

Agenda Item No. 6



MEETING DATE: September 2, 2025

TO: City Council

FROM: Interim City Manager

SUBMITTED BY: Jake Chavira, Public Works Manager

AGENDA TITLE: GIS/Asset Management Award of Contract to Nobel Systems Inc.

RECOMMENDED ACTION:

It is recommended that the City Council award a Contract for GIS/Asset Management to Nobel Systems Inc. and authorize the Interim City Manager to sign the agreement.

BACKGROUND:

In 2023, the City contracted with Cartegraph (an OpenGov product) to provide GIS and asset management services for the City's utility system. At that time, the Public Works Department was operating with limited staffing and relied on support from a water consultant agency to perform daily functions. Due to the lack of full-time staff and system expertise, the Cartegraph system did not meet departmental needs, including insufficient training, incomplete data migration, and inadequate functionality for La Palma's utility operations.

As mentioned, one of the major limitations was that when Cartegraph was implemented, critical infrastructure data was not incorporated into the system. Missing information includes water meter data, meter interface units (MIUs), meter change-outs, accurate valve numbering, hydrant locations, sewer mapping, and storm drain mapping. These omissions have prevented the City from having a complete and reliable asset inventory, reducing the usefulness of the system for both office and field operations. Despite staff's ongoing efforts to incorporate the missing data points, the limitations of the Cartegraph system have hindered its effectiveness and reduced its usability in the field.

Additionally, alternative software options were not thoroughly vetted, in part due to staffing changes and heavy reliance on contracted employees. As a result, the Cartegraph program did not align with the nuanced operational needs of La Palma's Public Works Department.

These factors have led to ongoing challenges and have limited the program's effectiveness as an essential departmental tool. Key areas of concern include:

- Mapping limitations that affect accuracy and efficiency in the field.
- Difficulties processing DigAlert tickets, leading to delays in utility marking and compliance.

- Inability for users to add or remove assets from the system, limiting flexibility and asset inventory accuracy.

Staff has identified Nobel Systems Inc. as a suitable replacement that provides a robust GIS and asset management platform tailored to the City's operational needs. Nobel Systems Inc.'s GeoViewer Online and GeoViewer Mobile platforms are specifically designed for ease of use in both office and field environments, supporting real-time data collection, intuitive mapping, and seamless integration with utility workflows.

SUMMARY:

Nobel's platform offers a single, user-friendly system to consolidate and integrate all asset information, ensuring a complete and accurate inventory moving forward. Nobel Systems Inc. provides a comprehensive, field-ready solution with key features such as:

- Enhanced Mapping and Visualization – GeoViewer online offers an intuitive interface accessible to both technical and non-technical staff, enabling accurate data access with minimal training. Features include Google Street View integration, spatial bookmarks, property searches, mailing label generation, and direct links to scanned documents.
- Field-Friendly Mobile Tools – GeoViewer mobile allows staff to view, analyze, and collect data online or offline in the field, with integrated GPS, camera, and redlining capabilities. Modules support leak reporting, hydrant flushing, valve exercising, sewer line cleaning, and manhole inspection, streamlining utility maintenance and record-keeping.
- Integrated DigAlert Ticket Management – Nobel's module automatically syncs DigAlert tickets, allows field staff to update status, attach photos, and notify supervisors in real time, ensuring compliance and faster response.
- Full Asset Lifecycle Management – Staff can add, edit, and retire assets directly within the system, improving inventory accuracy and operational flexibility.
- Comprehensive Training and Unlimited Support – Nobel includes unlimited training and technical support, ensuring that Public Works staff can fully utilize the system with ongoing assistance as needed.

With the department now fully staffed, Public Works can fully utilize Nobel's training program and take advantage of the platform's capabilities. Implementing this system will improve operational efficiency, enhance regulatory compliance, strengthen reporting, and modernize the City's asset management practices.

Staff recommends awarding a contract to Nobel Systems Inc. for GIS and Asset Management services. The proposed three-year agreement, at \$24,900 annually, includes GeoViewer Online and Mobile enterprise licenses, DigAlert integration, data collection modules, unlimited training, and comprehensive technical support. In addition, with the conversion from Cartegraph to Noble, there is an annual savings of approximately \$3,700.

FISCAL IMPACT:

The Fiscal Year 2025–26 Adopted Budget includes \$24,900 to fund the Nobel Systems Inc. agreement; however, a mid-year adjustment may be required to account for the closeout of the Cartegraph software. Related costs will be incorporated into subsequent budget years under Accounts 001-310-6040-00000, 050-430-6040-00000, and 052-480-6040-00000.

ATTACHMENTS:

1. Nobel Agreement 2025 for GIS Hosting Services

AGREEMENT FOR PROFESSIONAL SERVICES NOBEL SYSTEMS, INC

THIS AGREEMENT FOR CONSULTANT SERVICES (hereinafter, the “Agreement”), is entered into as of **SEPTEMBER 2, 2025**, by and between the CITY OF LA PALMA, a municipal corporation (hereinafter, the “City”), and **Nobel Systems, Inc**, a corporation (hereinafter, the “Consultant”). The Consultant and the City are hereafter together referred to as the “Parties” and each individually as a “Party.”

RECITALS

A. The City requires the services of, and desires to retain, a consultant to perform the services set forth and described in the Scope of Work attached hereto as Exhibit “A” and incorporated herein by this reference (hereinafter, the “Consultant Services”).

B. By virtue of the Consultant’s expertise, experience, and background, the Consultant is qualified to perform the Consultant Services for and on behalf of the City.

C. The City and the Consultant mutually desire to enter into this Agreement for the provision of the Consultant Services by the Consultant for and on behalf of the City, in accordance with the terms and conditions set forth herein.

EXECUTORY AGREEMENTS

NOW, THEREFORE, in consideration of the facts recited above and the covenants, conditions, and promises contained herein, the City and the Consultant mutually agree as follows:

1. RETENTION AND DUTIES OF CONSULTANT

1.1 Retention of Consultant. The City hereby retains the Consultant, and the Consultant accepts this retention from the City, to perform the Consultant Services as set forth in the Scope of Work attached hereto as Exhibit “A”.

1.2 Time. Time is of the essence for this Agreement. The Consultant shall perform all Consultant Services, and each component thereof, within the time periods set forth in the Scope of Work.

1.3 Standard of Performance. The Parties mutually acknowledge that the City has retained the Consultant to perform the Consultant Services based upon the special skills, expertise, and experience of the Consultant. Accordingly, in performing the Consultant Services, the Consultant shall use the skill and care that a highly specialized professional with significant expertise in the field, would use under similar circumstances. To the extent that the Consultant retains sub-consultants or subcontractors to perform any portion of any of the Consultant Services, to the extent permitted hereunder, the Consultant has a duty to the City to ensure that the tasks and services performed by such sub-consultants and subcontractors meet the same highly specialized professional level, skill, and expertise expected of the Consultant.

1.4 Licenses, Permits, Fees, and Approvals. The Consultant shall obtain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the Consultant Services prior to commencing work. The Consultant and its employees, agents, and sub-consultants or subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for the performance of the Consultant Services. The Consultant shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Consultant's performance of the Consultant Services, and shall indemnify, defend and hold harmless the City and City Personnel against any such fees, assessments, taxes, penalties or interest levied, assessed, or imposed against the City hereunder.

1.5 Personnel. The Consultant shall at all times allocate sufficient qualified personnel as required to perform the Consultant Services. The Consultant represents that the Consultant Services will be performed by the Consultant or under its direct supervision, and that all personnel engaged in such work shall be fully qualified and shall be authorized and permitted under applicable Federal, State and local law to perform such tasks and services. The Consultant shall pay all wages, salaries, and other amounts due to such personnel in connection with their performance of the Consultant Services and as required by law.

1.6 Materials. The Consultant shall equip itself with all necessary goods, materials, equipment and personal property to perform the services specified in this Agreement. The Consultant shall at all times ensure that all goods, materials, equipment and personal property included within the Consultant Services shall be of good quality, fit for the purpose intended.

1.7 Warranty. By executing this Agreement, the Consultant warrants that the Consultant (i) has thoroughly investigated and considered the Consultant Services to be performed, (ii) has carefully considered how the Consultant Services should be performed, and (iii) fully understands the facilities, difficulties, and restrictions attending performance of the Consultant Services.

1.8 Coordination With City. In the performance of the Consultant Services, the Consultant shall report to and receive instructions from the **Community Development and Public Works Director** of the City or his or her designee ("Contract Administrator"). Tasks or services other than those specifically described in the Scope of Work shall not be performed by the Consultant or any sub-consultant or subcontractor without the prior written approval of the Contract Administrator pursuant to Section 1.11 herein.

1.9 Subcontracting Prohibited. The Consultant shall not subcontract the performance of any of the Consultant Services without the prior written approval of the Contract Administrator.

1.10 Project Manager. The Consultant agrees that the following person shall be the project manager on behalf of the Consultant under this Agreement, and shall be principally responsible for performing the Consultant Services:

Balaji Kadaba, Vice President, Operations

Notwithstanding the foregoing, the Parties acknowledge that persons other than the above-designated project manager of the Consultant may perform tasks or services under this Agreement if the performance of such tasks or services is under the supervision and control of the Consultant's project manager. The Consultant shall not alter the assignment of the above-designated project manager without the prior written approval of the Contract Administrator.

1.11 Additional Services. If the City changes the scope of the Consultant Services to be performed by the Consultant, or if the Consultant is requested to perform services not specifically described in the Scope of Work ("Additional Services"), the Consultant shall perform such services as are necessary to complete the work, and compensation for the work performed shall be paid by the City in accordance with the Budget and Fee Schedule attached hereto as Exhibit "B" and incorporated herein by this reference, or as otherwise may be agreed in writing by the City and the Consultant. It is expressly understood by the Consultant that the provisions of this Section 1.11 shall not apply to services specifically set forth in the Scope of Work or reasonably contemplated therein. The Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than the Consultant anticipates and that the Consultant shall not be entitled to additional compensation therefor. Unless contradictory of this Section 1.11, all provisions in this Agreement applicable to the Consultant's performance of the Consultant Services shall also apply to the Additional Services.

2. COMPENSATION TO CONSULTANT

2.1 Payment by the City. The City shall pay to the Consultant for the performance of the Consultant Services compensation in accordance with the Budget and Fee Schedule attached hereto as Exhibit "B". Total charges under this agreement may not exceed \$74,700.

2.2 Invoices. The Consultant shall invoice the City on a monthly basis for all work performed by the Consultant under this Agreement. Invoices shall include billings for all charges, including authorized direct costs incurred by the Consultant during the month covered by the invoice. All charges for labor or professional services shall describe with specificity the services rendered and shall set forth the number of hours worked and hourly rates in accordance with the Budget and Fee Schedule. Within thirty (30) days of receipt of an invoice, and upon determination by the City that the invoice is in order and that the Consultant has performed all requested or required services in a timely and competent manner, the City shall pay such invoice.

2.3 Record of Payment. The Consultant shall maintain records on all services for and charges to the City under this Agreement for a period of not less than twenty-four (24) months, or for any longer period required by law, after the termination of this Agreement, and make such records available for review and audit if requested by the City at any time during the term, or within twenty-four (24) months, or for any longer period required by law, after the termination of this Agreement. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible.

3. LEGAL RESPONSIBILITIES

3.1 Compliance with Law. The Consultant shall keep fully informed of all Federal and State laws and regional, county, and municipal ordinances and regulations which may in any manner affect those employed by the Consultant or the performance by the Consultant of any tasks or services for or on behalf of the City. The Consultant shall at all times observe and comply with all such laws, ordinances, and regulations, and shall be responsible for the compliance therewith of all work and services performed by the Consultant by or on behalf of the City.

3.2 Independent Contractor. The Consultant is retained as an independent contractor only, for the sole purpose of rendering the Consultant Services, and is not an employee of the City. The City shall have the right to control the Consultant only as to results of the Consultant's services rendered pursuant to this Agreement, and the City shall not have the right to control the means by which the Consultant accomplishes the services performed under this Agreement.

3.3 Non-Discrimination. The Consultant shall not discriminate against any employee or applicant for employment because of any impermissible classification pursuant to Federal or State law, including, but not limited to, race, color, religion, national origin, gender, physical or mental disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status. The Consultant shall incorporate the foregoing provisions in all subcontracts.

3.4 Proprietary Information. All proprietary information developed by the Consultant in connection with, or resulting from, this Agreement, including but not limited to inventions, discoveries, improvements, copyrights, patents, maps, reports, textual material, or software programs, shall be the sole and exclusive property of the City, without restriction or limitation upon their use. The Consultant agrees that the compensation to be paid pursuant to this Agreement includes adequate and sufficient compensation for any proprietary information developed in connection with or resulting from the performance of the Consultant Services under this Agreement. The Consultant further understands and agrees that full disclosure of all proprietary information developed in connection with, or resulting from, the performance of services by the Consultant under this Agreement shall be made to the City, and that the Consultant shall do all things necessary and proper to perfect and maintain ownership of such proprietary information by the City. The Consultant hereby agrees to deliver such proprietary information to the City upon the expiration or termination of this Agreement. It is understood and agreed that the proprietary information prepared pursuant to this Agreement is prepared specifically for the City and is not necessarily suitable for any future or other use. The Parties agree that, until final approval by the City, all data, plans, specifications, reports, and other documents are confidential and will not be released to third parties without prior written consent of both Parties unless required by law.

3.5 Patented and Copyright Materials. The Consultant shall assume all costs arising from the use of patented or copyrighted materials, including but not limited to equipment, devices, processes, and software programs, used or incorporated in the services or work performed by the Consultant under this Agreement. Pursuant to Section 3.7 herein, the Consultant shall indemnify, defend (with legal counsel acceptable to the City), and hold the City and its elected and

appointed boards, members, officials, officers, agents, representatives, employees, and volunteers (“City Personnel”) harmless from any and all suits, actions, or proceedings of every nature for or on account of the use of any patented or copyrighted materials.

3.6 Prevailing Wages. The Consultant acknowledges and agrees that it shall be independently responsible for reviewing the applicable prevailing wage laws and regulations and effectuating compliance with such laws, including, but not limited to the prevailing wage and related requirements set forth in Exhibit “C” attached hereto. Pursuant to Section 3.7 herein, the Consultant shall indemnify, defend (with legal counsel acceptable to the City), and hold the City and City Personnel harmless from and against any liability, loss, damage, cost or expenses (including but not limited to reasonable attorneys’ fees, expert witness fees, court costs, and costs incurred related to any inquiries or proceedings) arising from or related to (i) the noncompliance by the Consultant or any party performing the Consultant Services of any applicable local, state, and/or federal law, including, without limitation, any applicable federal and/or state labor laws (including, without limitation, the requirement to pay state prevailing wages and hire apprentices); (ii) the implementation of Section 1781 of the Labor Code, as the same may be amended from time to time, or any other similar law; and/or (iii) failure by the Consultant or any party performing the Consultant Services on the Consultant’s behalf to provide any required disclosure or identification as required by Labor Code Section 1781, as the same may be amended from time to time, or any other similar law. It is agreed by the Parties that, in connection with performance of the Consultant Services, including, without limitation, any and all public works (as defined by applicable law), the Consultant shall bear all risks of payment or non-payment of prevailing wages under California law and/or the implementation of Labor Code Section 1781, as the same may be amended from time to time, and/or any other similar law.

3.7 Indemnification.

3.7.1 Indemnification of the City. Except as set forth in subdivision 3.7.2, the Consultant shall indemnify, defend (with legal counsel acceptable to the City), and hold harmless the City and City Personnel from and against any and all actions, suits, claims, demands, judgments, attorneys fees, costs, damages to persons or property, losses penalties, obligations, expenses, or liabilities (“Claims”) that may be asserted or claimed by any person or entity arising out of the Consultant’s performance of any tasks or services for or on behalf of the City, whether or not there is concurrent active or passive negligence on the part of the City and/or any City Personnel, but excluding any Claims arising from the sole negligence or willful misconduct of the City or any City Personnel. The Consultant shall defend any action or actions filed in connection with any such claims or liabilities, and shall pay all costs and expenses, including attorney’s fees incurred in connection therewith. The Consultant shall promptly pay any judgment rendered against the City or any City Personnel for any such claims or liabilities. In the event the City and/or any City Personnel is made a party to any action or proceeding filed or prosecuted for any such Claims arising out of or in connection with the work being performed or services being provided under this Agreement, the Consultant shall pay to the City any and all costs and expenses incurred by the City or City Personnel in such action or proceeding, together with reasonable attorney’s fees and expert witness fees.

3.7.2 Design Professionals. The provisions of this subdivision 3.7.2 apply only in the event that the Consultant is a “design professional” within the meaning of the California Civil Code Section 2782.8(c). If the Consultant is a “design professional” within the meaning of Section 2782.8(c), then notwithstanding subdivision 3.7.1 above, to the fullest extent permitted by law (including, without limitation, Civil Code Sections 2782 and 2782.6), the Consultant shall defend (with legal counsel reasonably acceptable to the City), indemnify, and hold harmless the City and City Personnel from and against any Claim that arises out of, pertains to, or relates to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of the Consultant, any sub-consultant, subcontractor, or any other person directly or indirectly employed by them, or any person that any of them control, arising out of the Consultant’s performance of any task or service for or on behalf of the City under this Agreement. Such obligations to defend, hold harmless, and indemnify the City or any City Personnel, shall not apply to the extent that such Claims are caused in part by the sole negligence or willful misconduct of the City or such City Personnel. The Consultant’s cost to defend the City and/or City Personnel against any such Claim shall not exceed the Consultant’s proportionate percentage of fault with respect to that Claim; however, pursuant to Civil Code section 2782.8(a), in the event that one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the Consultant shall meet and confer with the City (and, if applicable, other parties) regarding any unpaid defense costs. To the extent the Consultant has a duty to indemnify the City or any City Personnel under this subdivision (b), the Consultant shall be responsible for all incidental and consequential damages resulting directly or indirectly, in whole or in part, from the Consultant’s negligence, recklessness, or willful misconduct.

3.8 Retention of Funds. The Consultant hereby authorizes the City to deduct from any amount payable to the Consultant (whether arising out of this Agreement or otherwise) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate the City for any losses, costs, liabilities, or damages suffered by the City, and all amounts for which the City may be liable to third parties, by reason of the Consultant's negligent acts, errors, or omissions, or willful misconduct, in performing or failing to perform the Consultant's obligations under this Agreement. The City in its sole and absolute discretion, may withhold from any payment due to the Consultant, without liability for interest, an amount sufficient to cover such claim. The failure of the City to exercise such right to deduct or withhold shall not act as a waiver of the Consultant's obligation to pay the City any sums the Consultant owes the City.

3.9 Insurance. The Consultant shall not commence the performance of any work or services under this Agreement until the Consultant has obtained all insurance required hereunder, nor shall the Consultant allow any sub-consultant or subcontractor to commence services until all such insurance has been obtained by the sub-consultant or subcontractor. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies, at any time. All insurance policies shall be issued by an insurance company currently authorized by the California Department of Insurance to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders’ Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best’s Key Rating Guide, unless otherwise approved by the

City's Risk Manager. The Consultant shall take out and maintain at all times during the performance of this Agreement the following policies of insurance:

3.9.1 Workers Compensation Insurance to cover the Consultant's employees as required by law; and the Consultant shall require all subcontractors to provide such compensation insurance for all of the latter's employees. Each such policy of worker compensation insurance shall carry the following endorsements:

(a) "The insurer waives all rights of subrogation against THE CITY OF LA PALMA, its officers, officials, agents, employees, and representatives."

(b) "This insurance policy shall not be canceled, limited or nonrenewed by the insurer until thirty (30) days after receipt by THE CITY OF LA PALMA of a written notice of such cancellation, limitation, or reduction of coverage."

3.9.2 Comprehensive General Liability Insurance for bodily injury, death, and property damage which may arise from the negligent performance of the Consultant, its employees, agents representatives, successors, and assigns while performing work or services under this Agreement, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate. Each such policy of insurance shall be in a form satisfactory to the City and shall contain the following endorsements:

(a) "THE CITY OF LA PALMA, its officers, officials, employees, and representatives, are hereby declared to be additional insureds under the terms of this policy with respect to the operations and activities of the named insured at or from the premises of THE CITY OF LA PALMA described above."

(b) "This insurance policy shall not be canceled, limited, or not renewed until thirty (30) days after receipt by THE CITY OF LA PALMA of a written notice of such cancellation, limitation, or reduction of coverage."

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

3.9.3 Comprehensive Automobile Liability Insurance, including owned, non-owned, and hired automobiles, in a minimum Combined Single Limit of \$1,000,000 per occurrence for bodily injury, death, and property damage. Each such policy of insurance shall be in a form satisfactory to the City and shall contain the following endorsements:

(a) "THE CITY OF LA PALMA, its officers, officials, employees, and representatives, are hereby declared to be additional insureds under the terms of this policy with respect to the operations and activities of the named insured at or from the premises of THE CITY OF LA PALMA described above."

(b) “This insurance policy shall not be canceled, limited, or not renewed until thirty (30) days after receipt by THE CITY OF LA PALMA of a written notice of such cancellation, limitation, or reduction of coverage.”

(c) “This insurance policy is primary insurance and no insurance held or owned by the designated additional insureds shall be called upon or looked to cover a loss under said policy; THE CITY OF LA PALMA shall not be liable for the payment of premiums or assessments on this policy.”

3.9.4 Professional Liability Insurance to protect the City from the Consultant’s negligent acts, errors, and omissions of a professional nature, with coverage in a minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and the Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

3.9.5 Renewal of Insurance. At least thirty (30) days prior to the expiration of any policy of insurance required under Paragraph 3.9.1, 3.9.2, 3.9.3 or 3.9.4, a signed complete certificate of insurance, with all endorsements provided herein, showing that such insurance coverage has been renewed or extended, shall be filed with the City.

3.9.6 Prohibited Insurance Provisions. Insurance policies required under Paragraph 3.9.1, 3.9.2, 3.9.3 or 3.9.4, shall not include any limiting provision or endorsement that has not been submitted to the City for approval. By way of example, additional insured endorsements shall not be limited to “ongoing operations,” exclude contractual liability, restrict coverage to the “sole” liability of the Consultant, or contain any other limitation contrary to this Agreement.

3.9.7 Variations to Insurance Requirements. The City may, but is not required to, approve in writing a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that the City’s interests are otherwise fully protected.

3.10 Conflicts of Interest.

3.10.1 City Personnel. No City Personnel shall have any financial interest, direct or indirect, in this Agreement, or participate in any decision relating to this Agreement that affects his or her financial interest or the financial interest of any corporation, partnership, association or other entity in which he or she is interested, in violation of any federal, state or city statute, ordinance or regulation. The Consultant shall not employ any such person while this Agreement is in effect.

3.10.2 Consultant. The Consultant represents, warrants and covenants that he, she or it presently has no interest, direct or indirect, which would interfere with or impair in any manner or degree the performance of the Consultant’s obligations and responsibilities under this Agreement. The Consultant further agrees that while this Agreement is in effect, the Consultant shall not acquire or otherwise obtain any interest, direct or indirect, that would interfere with or impair in any manner or degree the

performance of the Consultant's obligations and responsibilities under this Agreement. The Consultant acknowledges that pursuant to the provisions of the Political Reform Act (Government Code section 87100 *et seq.*), the City may determine the Consultant to be a "consultant" as that term is defined by the Act. In the event the City makes such a determination, the Consultant agrees to complete and file a "Statement of Economic Interest" with the City Clerk to disclose such financial interests as required by the City. In such event, the Consultant further agrees to require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" to disclose such other person's financial interests as required by the City.

3.11 No Undue Influence. The Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City shall receive compensation, directly or indirectly, from the Consultant, or from any officer, employee, or agent of the Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. The Consultant further warrants that it has not employed or retained any company or person other than a bona fide employee working for the Consultant, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon, or resulting from, the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

3.12 No Benefit to Arise to City Employees. No member, officer, or employee of the City, or their designees or agents, and no public official who exercises authority over or has responsibilities with respect to this Agreement during his/her tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for the Consultant Services to be performed under this Agreement.

4. RIGHTS AND REMEDIES

4.1 Termination By the City. The City reserves and has the right and privileges, at its sole discretion and with or without cause at any time during the term of this Agreement, of suspending, canceling or terminating this Agreement or any work in connection with this Agreement with or without any breach or failure to perform of the Consultant. Upon receipt of any notice of termination from the City, the Consultant shall immediately cease all services hereunder except such as may be specifically approved in writing by the Contract Administrator. In the event of termination under this Section 4.1, all finished or unfinished data, studies, maps, reports, and other items prepared by the Consultant shall become the property of the City, and the Consultant shall promptly deliver such items to the City. In the event of termination under this Section 4.1, the City shall pay the Consultant for all authorized services performed and for all authorized and invoiced expenses incurred up to the date of termination of this Agreement, on a time and materials basis in accordance with the Budget and Fee Schedule attached hereto as Exhibit "B".

4.2 Performance to the City's Satisfaction. The Consultant agrees to perform all work to the reasonable satisfaction of the City. If the services performed under this Agreement are not satisfactory, the City has the right to take appropriate action, including but not limited to: (i) meeting with the Consultant, its agents or subcontractors to review the quality of the work and resolve matters of concern; (ii) requiring the Consultant to have the work repeated at no additional fee until it is satisfactory; (iii) withholding payment of the City's compensation to the Consultant for any unsatisfactory work performed; (iv) suspending delivery of work to the Consultant for an indefinite time; and/or (v) terminating this Agreement.

4.3 Default, Remedies.

4.3.1 Default of Insurance Requirements. In addition to any other remedies at law or equity the City may have if the Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time required by Section 3.9 herein, the City may, at its sole option, exercise any of the following remedies, which are alternatives to other remedies the City may have and are not the exclusive remedy for the Consultant's breach:

- (a) Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under this Agreement;
- (b) Order the Consultant to stop work under this Agreement or withhold any payment that becomes due to the Consultant hereunder, or both, until the Consultant demonstrates compliance with the insurance requirements herein; and/or
- (c) Immediately terminate this Agreement.

4.3.2 Other Defaults. In addition to any other remedies at law or equity the City may have, if the Consultant materially breaches any of the terms of this Agreement, the City's remedies shall include, but not be limited to, any or all of the following:

- (a) Immediately terminate this Agreement; and/or
- (b) Take over the work and prosecute the same to completion by contract with another consultant or otherwise, and the Consultant shall be liable to the extent that the total cost for completion of the services required hereunder, including costs incurred by the City in retaining a replacement consultant and similar expenses, exceeds the Budget contained in Exhibit "B".

4.4 Force Majeure. Any time period specified in this Agreement for performance of services shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the City or the Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the delaying Party shall within ten (10) days of the commencement of such delay notify the other Party in writing of the causes of the delay

("Force Majeure Event"). If the Consultant is the delaying Party, the City shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the City such delay is justified. The City's determination shall be final and conclusive upon the parties to this Agreement. In no event shall the Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused. The Consultant's sole remedy shall be extension of this Agreement pursuant to this section. For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in the market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder. The current events related to the COVID-19 pandemic are known and shall not constitute Force Majeure Event, future impacts of the COVID-19 pandemic may be considered a Force Majeure Event to the extent that they prevent the performance of a Party's obligations under this Agreement.

5. MISCELLANEOUS

5.1 Notices. All notices, invoices or other instruments required or permitted to be given under this Agreement shall be served by personal delivery or deposited in a United States mail depository, postage prepaid, and addressed as follows:

If to the City:

CITY OF LA PALMA
7822 Walker Street
La Palma, CA 90623
Attn: **Community Development & Public Works
Director**

If to the Consultant:

**Nobel Systems Inc
1030 Nevada St, Ste 202
Redlands, CA 92374**

or such other address or person as either Party may indicate to the other in writing. Service of any instrument by mail shall be deemed effective forty-eight (48) hours after deposit in a United States mail depository, postage prepaid, and addressed as set forth above.

5.2 Integration. This Agreement represents the entire understanding of the City and the Consultant as to those matters contained herein, and no prior oral or written understanding shall be of any force or effect with regard to those matters covered by this Agreement. This Agreement may not be modified, altered, or amended except in writing signed by both the City and the Consultant. The Contract Administrator is hereby authorized to approve and effectuate amendments to this Agreement to the extent permitted by applicable law.

5.3 Construction, Venue. This Agreement shall be construed in accordance with the laws of the State of California and as if drafted by both parties hereto. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either Party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply. Legal actions concerning any dispute, claim, or matter arising out of or in relation to this Agreement shall be instituted and maintained in the

Superior Courts of the State of California in the County of Orange, or in any other appropriate court with jurisdiction in such County, and the Consultant agrees to submit to the personal jurisdiction of such court.

5.4 Rights and Remedies are Cumulative. Except as may be expressly set forth in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies or other rights or remedies as may be permitted by law or in equity shall not preclude the exercise by such Party, at the same or different times, of any other rights or remedies to which such Party may be entitled.

5.5 Severability. If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or unenforceable in any jurisdiction, the invalidity, illegality or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable term or provision in any other jurisdiction. Upon a determination that any term or provision is invalid, illegal or unenforceable, the Parties shall negotiate in good faith to modify this Agreement to effect the original intent of the Parties as closely as possible in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

5.6 Assignment. The Consultant shall not assign or otherwise transfer any of its rights or obligations under this Agreement without the prior written consent of the City; and any such assignment or other transfer without such consent shall be void.

5.7 Consultant not a City Agent. Except as the City may specify in writing, the Consultant shall have no authority, express or implied, to act on behalf of the City in any capacity whatsoever as an agent. This Agreement does not grant to the Consultant any authority, express or implied, to bind the City to any obligation whatsoever.

5.8 Attorney's Fees. In the event any action is commenced by one Party to this Agreement against the other to enforce any of the rights or obligations arising from this Agreement, the prevailing Party in such action, in addition to any other relief and recovery ordered by the court, shall be entitled to recover all statutory costs, together with reasonable attorney's fees.

5.9 Successors and Assigns. Subject to the provisions of Paragraphs 1.9 and 5.6 hereinabove, this Agreement, and all of the covenants, terms, and conditions hereof, shall be binding upon, and inure to the benefit of, the City, the Consultant, and their respective successors and assigns.

5.10 Authority of Signatories. The persons executing this Agreement on behalf of the Parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said Parties and that by so executing this Agreement the Parties are formally bound to the provisions of this Agreement.

5.11 No Waiver. No waiver by either Party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and signed by the Party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any right, remedy, power or privilege arising from this Agreement shall operate or be construed as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power

or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power or privilege.

5.12 No Third-Party Beneficiaries. This Agreement benefits solely the Parties to this Agreement and their respective permitted successors and assigns and nothing in this Agreement, express or implied, confers on any other Person any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

5.13 Non-Liability of City Personnel. No City Personnel shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City, or for any amount which may become due to the Consultant or its successor, or for breach of any obligation of the terms of this Agreement.

5.14 Execution. The persons executing this Agreement on behalf of each of the Parties hereto represent and warrant that (i) such Party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said Party, (iii) by so executing this Agreement, such Party is formally bound to the provisions of this Agreement, and (iv) that entering into this Agreement does not violate any provision of any other Agreement to which said Party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors, and assigns of the Parties.

5.15 Survival. The terms, provisions, representations and certification contained in this Agreement, or inferable therefrom, shall survive the termination of this Agreement and the payment of the compensation hereinabove provided.

5.16 Section Headings and Subheadings. The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

5.17 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

IN WITNESS WHEREOF, this Agreement has been executed as of the date first written above.

CITY OF LA PALMA

By: _____
Mike Egan
Interim City Manager

ATTEST:

Norma I. Alley, MMC
City Clerk

Nobel Systems Inc

Signed by:
By: Balaji Kadaba, Vice President, Operations
22158FEFD91A401
Balaji Kadaba, Vice President, Operations

APPROVED AS TO FORM:

COLANTUONO, HIGHSMITH & WHATLEY, PC

By: _____
Ajit Thind, City Attorney

EXHIBIT “A” and EXHIBIT “B”

Scope of Work/ Budget and Fee Schedule

EXHIBIT “A”
and EXHIBIT
“B”

-1-



PROPOSAL FOR SERVICES:
*ENTERPRISE CLOUD GEOGRAPHIC
INFORMATION SYSTEMS SERVICES*



Prepared by:

Nobel Systems Inc.
1030 Nevada St, Ste 202
Redlands, CA 92374

Date: August 21, 2025

Jake Chavira

Public Works Manager
City of La Palma
7822 Walker St
La Palma, CA 90623

Re: PROPOSAL FOR ENTERPRISE CLOUD GEOGRAPHIC INFORMATION SYSTEM (GIS) HOSTING SERVICES

Dear Mr. Chavira,

Nobel Systems is pleased to submit this proposal for Enterprise Cloud GIS Hosting services to the City of La Palma ("City"). This proposal encompasses Nobel's applications, services, and pricing information for our cost-effective Cloud Computing solution.

With over 20 years of Geographic Information Systems (GIS) implementation and development experience, Nobel has successfully enabled more than 100 organizations (public/private) with smarter technology that delivers optimal efficiency and effectiveness.

While Nobel Systems is a premier leader in Cloud Mapping and Data Conversion, we maintain a balance of using existing and new technologies to ensure the highest level of customer service and cost effectiveness to meet our clients' critical objectives. The core solutions described in Nobel Systems' proposal is based on proven methods successfully implemented at other Municipalities and Utility agencies across the globe.

Should you have any questions concerning this proposal, please feel free to contact me directly by phone (909 -891-0896) or e-mail (kgbalaji@nobel-systems.com)

Sincerely,



Balaji Kadaba
Vice President, Operations
Nobel Systems, Inc.

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1. FIRM'S QUALIFICATION

NOBEL SYSTEMS INC.

Nobel was founded in 1992, and is headquartered in Redlands, California. We have enjoyed relationships with our clients across the world and encompassing thousands of users. Many of our relationships with our customers have lasted over a decade.

Nobel is an industry leader in all aspects of GIS, comprised of over 70 information technology professionals with backgrounds that include civil engineering, public works management, utility engineering and design, information technology, and GIS. Nobel provides a portfolio of GIS services – from data conversion and custom application development to consulting and Software as a Service (SaaS) solution. Nobel's clientele ranges from cities, counties, and quasi government agencies to private utilities and engineering companies. We have successfully enabled more than 100 organizations with smarter technology that delivers optimal efficiency, effectiveness, and return on investment.

Nobel's Mission is to develop enterprise GIS programs that meet the following:

- Aligned with Enterprise Priorities
- Comprehensive, Accurate, and Timely Data Management
- Accessible to all user levels
- Relevant to Operational Workflow
- Integrated with Enterprise Systems and Data
- Demonstrates Return on Investment
- Sustainability

Nobel is exceptionally skilled in the development, maintenance, and integration of GIS software and integration to other legacy systems. We have successfully built GIS applications that span entire organizations, bringing disparate sets of data from legacy applications into the GIS platform in a seamless manner. We pride ourselves in being a leader in technology within the public utilities industries and are constantly innovating and inventing new ways to improve the way that organizations manage their operations. Nobel invests approximately 30% of our profit into R&D every year.

The financial stability of Nobel can best be characterized by our Dun and Bradstreet report that places Nobel in the lowest risk category possible in the Financial Stress and Credit categories. Our revenues have shown impressive, yet stable growth over time and we have been honored by INC Magazine as one of the Top 100 Fastest Growing Inner-City Companies.



CONTACT DETAILS

Nobel Systems’ is headquartered in San Bernardino, which is where staffing for this project is located. Nobel employs experienced geospatial professionals in San Bernardino, specializing in Enterprise GIS Integration, Software Development, GIS Administration and GIS Cloud Solutions.

Location & Address:	Nobel Systems, Inc. 1030 Nevada St, Ste 202 Redlands, CA 92374
Telephone Number:	(909) 891-0896
Web Address:	www.nobel-systems.com
Authorized Personnel:	Michael Samuel President (909) 708-4029
Key Contact Person:	Balaji Kadaba
Role:	Vice President, Operations
Contact Information:	(909) 891-0896 kgbalaji@nobel-systems.com
Certifications:	Small Business Enterprise
Form of Business:	‘S’ Corporation, Private
Business Hours:	Monday – Friday 7:00am – 6:00pm (PST)
After Hours:	Hours before or after normal business hours
Clientele:	Nobel's clientele ranges from cities, counties and quasi government agencies to public utilities and private companies across the globe.
Primary Markets:	Local and State Government, Public Utilities, Engineering, Private Organizations.
International Clientele:	Philippines, Nepal, Uzbekistan, Bangladesh and India.

2. STATEMENT OF WORK

The proposed Statement of Work has been developed based on Nobel's current understanding of the Cities requirements, expectations, existing GIS software, departmental information and current Geographic Information Systems (GIS) capabilities.

Product Solution:

GeoViewer Online Enterprise Cloud Solution

Nobel will provide enterprise level access to the City with individual secure user IDs to manage and distribute to department employees for accessing the GeoViewer Online service. Based upon user ID and associated Groups the end-users will have access to departmental spatial datasets, Google imagery, Google street view and other local government geospatial data through a user-friendly interface. Each user will have unlimited use of GeoViewer Online for as long as the contract remains in force.

With GeoViewer Online, you can:

1. Engage with citizens to enable meaningful dialog regarding critical information specific to their property.
2. Increase efficiency and streamline the workflow process in the office and in the field.
3. Enhance data usability, accessibility, and communication throughout the organization.
4. Visualize, analyze, map, and interpret data to understand relationships, for better decision-making.

Setup

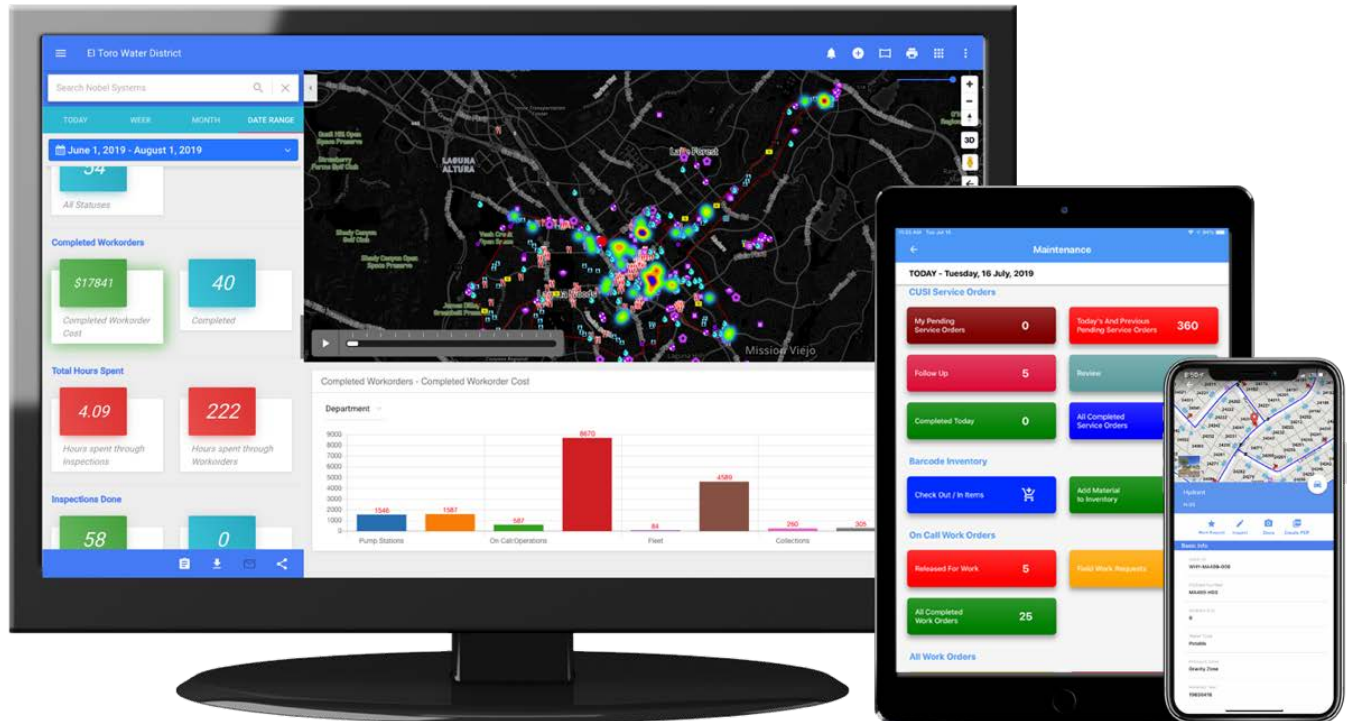
The essence of any enterprise GIS system is high-quality data, technical support and a solid, yet flexible platform. Over the past twenty years, Nobel Systems has developed proven data capture, and quality control processes to ensure the highest level of accuracy possible.

Tasks:

1. Integrate existing GIS spatial layers into the GeoViewer platform.
2. Setup user accounts, perform system testing, and schedule user training.

3. GEOVIEWER ONLINE

The top objective of the City is to provide Geographical Information System (GIS) data to the casual user. Making GIS data available to casual users is very important. In many organizations the "non-GIS people" and/or novice computer users are the people who find the data to be most useful in carrying out their duties. Providing easy access to this information only improves the usefulness of the data and can save time and money for many types of organizations.



The GeoViewer approach to this objective is quite simple. We offer an easy-to-use, intuitive interface to Geographic Information Systems that provides the casual user with the ability to access the information they need with little or no formal training.

The main objectives of the system include,

- Ability for non-GIS staff to use the system effectively with less than four hours of training.
- Provide access to interactive water and sewer atlas maps from staff desktops through web browser.
- Locate and view an area of interest anywhere within the service area.
- Provide secure access to only authorized users.
- Map updates are seamlessly delivered to system users without any lag time.
- Provide an extensible system that can be enhanced to provide broader functionality and adapt to future software and functionality enhancements.
- Enable direct integration with geographic data repositories, asset management information, linked image libraries, and other information associated with water system infrastructures.

The GeoViewer was designed with the following assumptions in mind:

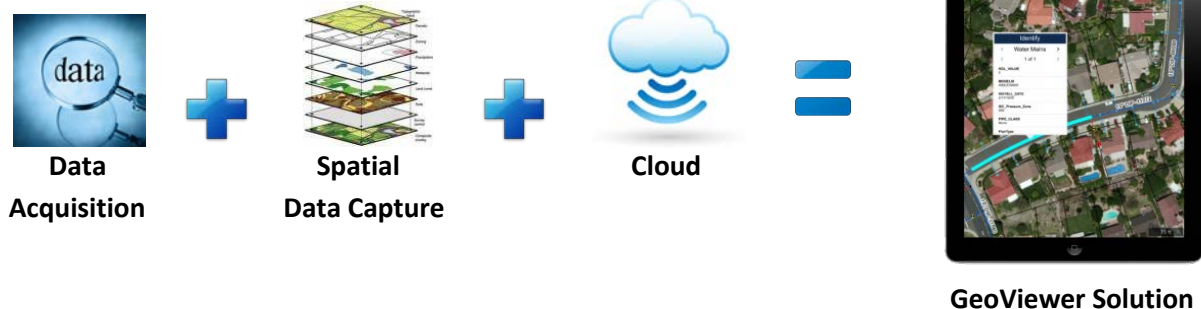
- Casual GIS users want fast, easy access to relevant information.
- Casual GIS users don't have the time or desire to learn about topology, Shapefiles, ARC/INFO, theories of GIS, etc.
- Casual GIS users don't want to add themes, assign colors, change themes, etc.

- Casual GIS users don't want to be bothered with the task of doing map composition. They would much rather have the ability to print their maps with a standardized template.
- Casual GIS users don't typically need to make large maps themselves and are perfectly happy printing an 8 1/2 by 11 map on a laser or ink jet printer. For the more advanced users, GeoViewer Online Supports multiple paper sizes that is only restriction is the clients printing device.
- Casual GIS users' needs are simple -- They need GeoViewer.
- GeoViewer is a robust and easy to use Enterprise Geographic Information Interface. GeoViewer is extremely flexible and can be tailored to any dataset.

We at Nobel Systems strongly believe that the functionality provided by GeoViewer will satisfy the needs of the City. The list of features provided by GeoViewer includes but is not limited to:

Standard GeoViewer Features:

- Standard map navigation includes pan, zoom in and zoom out, full extent.
- Layer Display
- Creation of Spatial Bookmark
- Google Street View
- Vicinity map that can be used to set the extent of main map, pan the main map, and display the current extent of the main map.
- Property Search. Search by parcel number, situs address, or owner name.
- Supports ESRI Shapefiles, Coverages, Geodatabases, and CAD Drawings
- Also supports a wide variety of images including MrSid.
- Intuitive Select Toolbar. Select multiple features in multiple themes and:
- Find features within a specified distance and generate mailing labels.
- Measure area and length
- Display contents of the selected set in a table format.
- Print map with a title, scale, and neat line.
- Link any number of layers to unlimited number of external databases.
- Hyperlink scanned documents to features for easy retrieval.
- GPS location



Selecting Features and obtaining information about them:

City of Walnut

VAIL JOSEPH S & DEIDRE T

VAIL JOSEPH S & DEIDRE T

20110 LANDALUCE LN, WALNUT, CA - 91789

Elevation 662.66 feet

Sunny - 81°F

REPORT

NEARBY

DOCS

SHARE

Parcels Summary

AIN

8709058016

Owner

VAIL JOSEPH S & DEIDRE T

Situs Address

20110 LANDALUCE LN, WALNUT, CA - 91789

Full Property Details : City of Walnut

PROPERTY DETAIL

Parcel(APN): 8709-058-016

Use Description:

Owner Name: VAIL JOSEPH S & DEIDRE T

Mailing Addr: 20110 LANDALUCE LN, WALNUT, CA - 91789

Site Addr: 20110 LANDALUCE LN, WALNUT, CA - 91789

Legal Description: TR442862 LOT 44

ASSESSMENT

Total Value:

Land Value:

Impro Value:

Other Value:

% Improved:

Exempt Amt:

Use Code:

Tax Rate Area:

Year Assd:

Property Tax:

Delinquent Yr:

Exempt Codes:

Zone:

Imp Type:

Price/SqFt:

SALE HISTORY

Sub 1

Sub 2

Sub 3

Sub 4

Recording Date:

Recording Date:

Rec. Date Type:

Transfer Amount:

Buyer (Owner):

1st Tral Del Amt:

Code 1:

2nd Tral Del Amt:

Code 2:

PROPERTY CHARACTERISTICS:

Lot Acres:

Year Built:

Fireplace:

Lot SqFt:

Effective Yr:

A/C:

Blg/Liv Area:

Total Rooms:

Heating:

Units:

Bedrooms:

Floor:

Buildings:

Baths (Full):

Flooring:

Stories:

Baths (Half):

Park Type:

Style:

Built SqFt:

Spaces:

Condition:

Garage SqFt:

Site Influence:

Quality:

Other:

Timber:

Building Class:

Other Rooms:

Ag Present:

Condition:

Select by user-defined radial buffer surrounding selected parcel(s), box and Polygon:

City of Walnut

Parcels nearby 500 feet

No. of features found : 89

89 Parcels

8709038009

CHEN LILI

701 DEER SKIN LN, WALNUT, CA - 91789

8709033003

AKER RAY E & LORETTA I

628 CITADEL DR, WALNUT, CA - 91789

8709035027

MASON HERMAN E

650 BIG CREEK LN, WALNUT, CA - 91789

8709035009

TANARA DARUSH

Create Mailing Labels

Label Type

Mailing Address

Export Type

MS Word

Labels Templates

5160 - Address

CANCEL

GENERATE LABELS

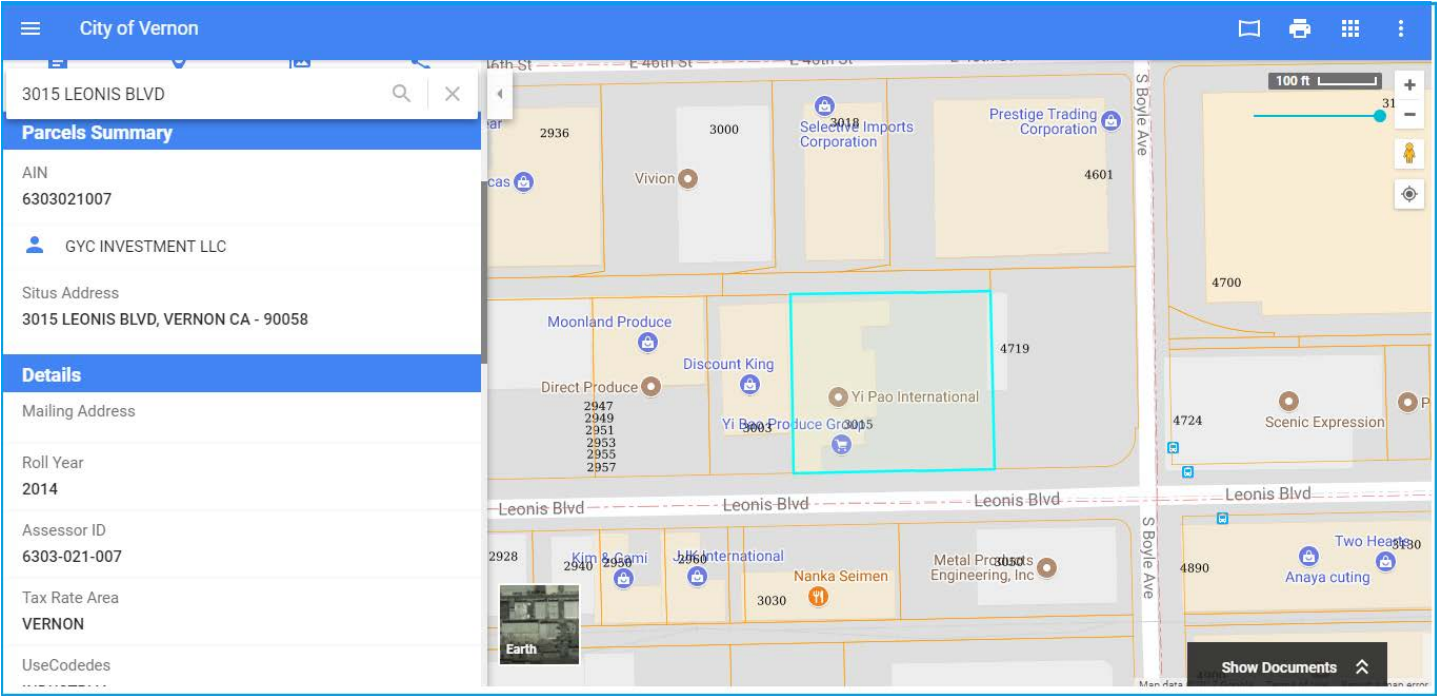
Show Documents

Nobel Systems Inc. 1030 Nevada St, Ste 202, Redlands, CA 92374 Tel: (909) 891-0896

Page 8

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Search Mechanism:



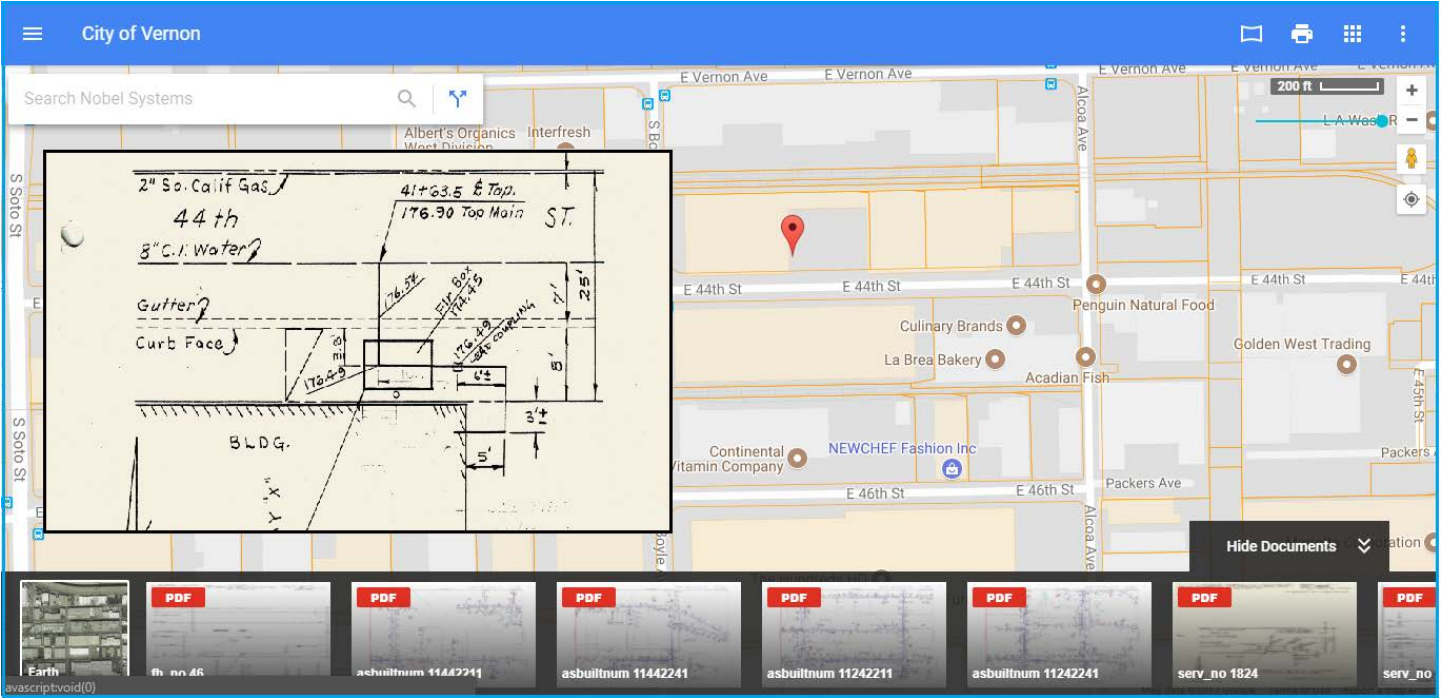
Property Search: Search by Parcel number, Situs Address, Owner name, Street intersection, Business name etc..

Printing Maps:

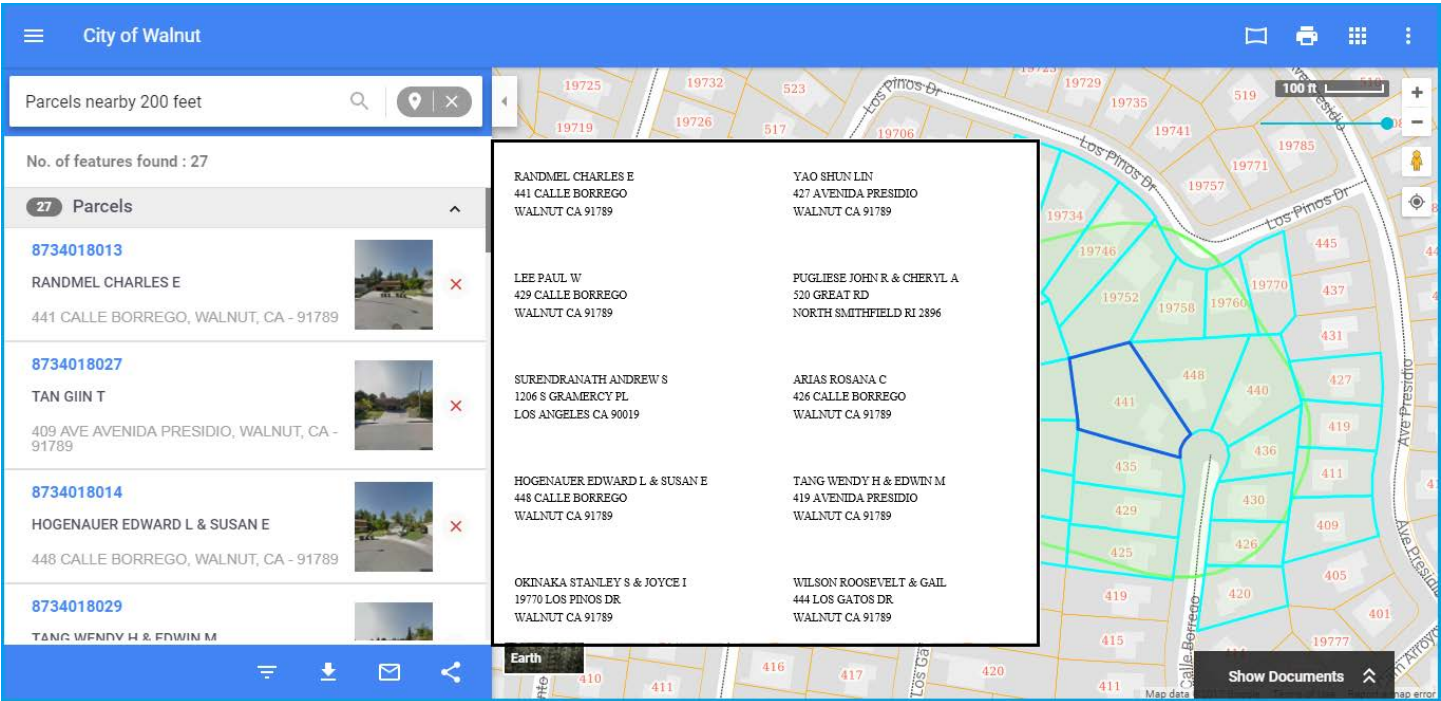


- Print maps using predefined templates containing title, scale, neat line, north arrow and disclaimer.
- Print map with standard printing options such as different orientations (portrait or landscape), various paper sizes.
- Add/Include Basemap types such as Google Street View, Aerials etc.

Viewing Documents and Information behind maps:



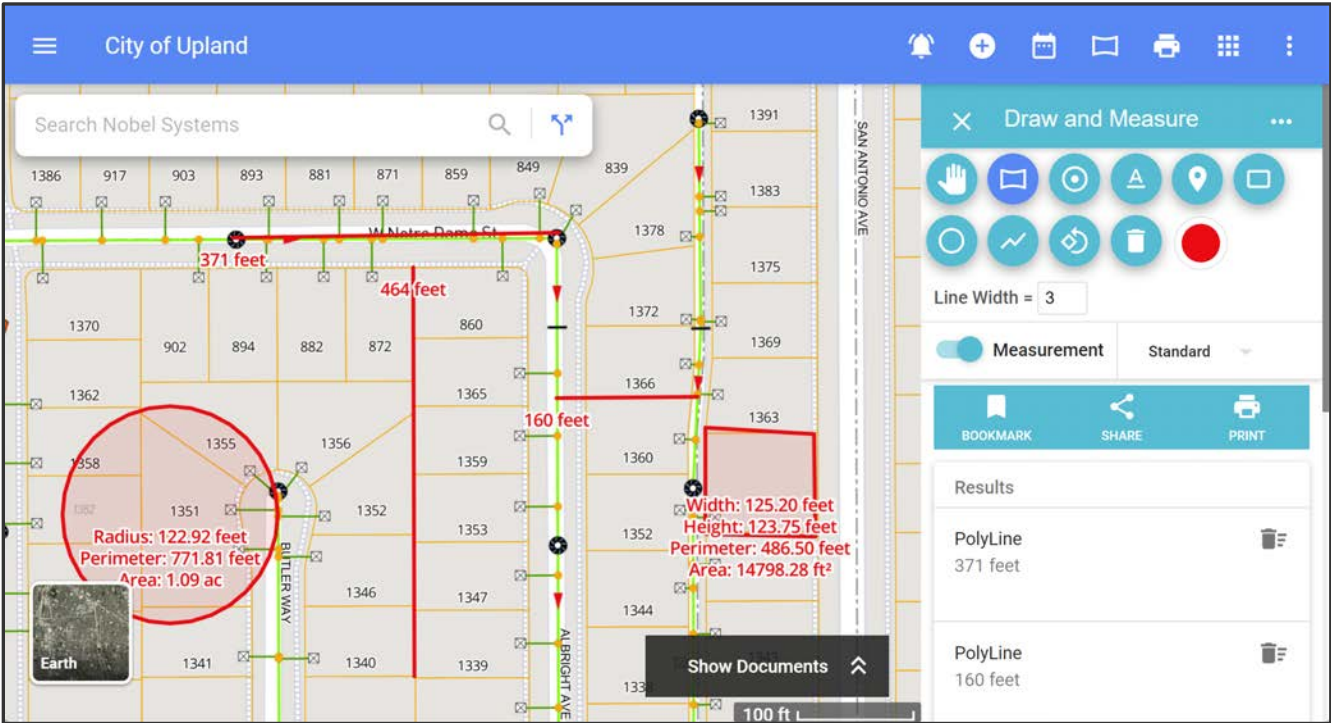
Print Mailing Labels: Print Mailing labels (compatible to office product offerings from 3M, Avery and other label manufacturers)



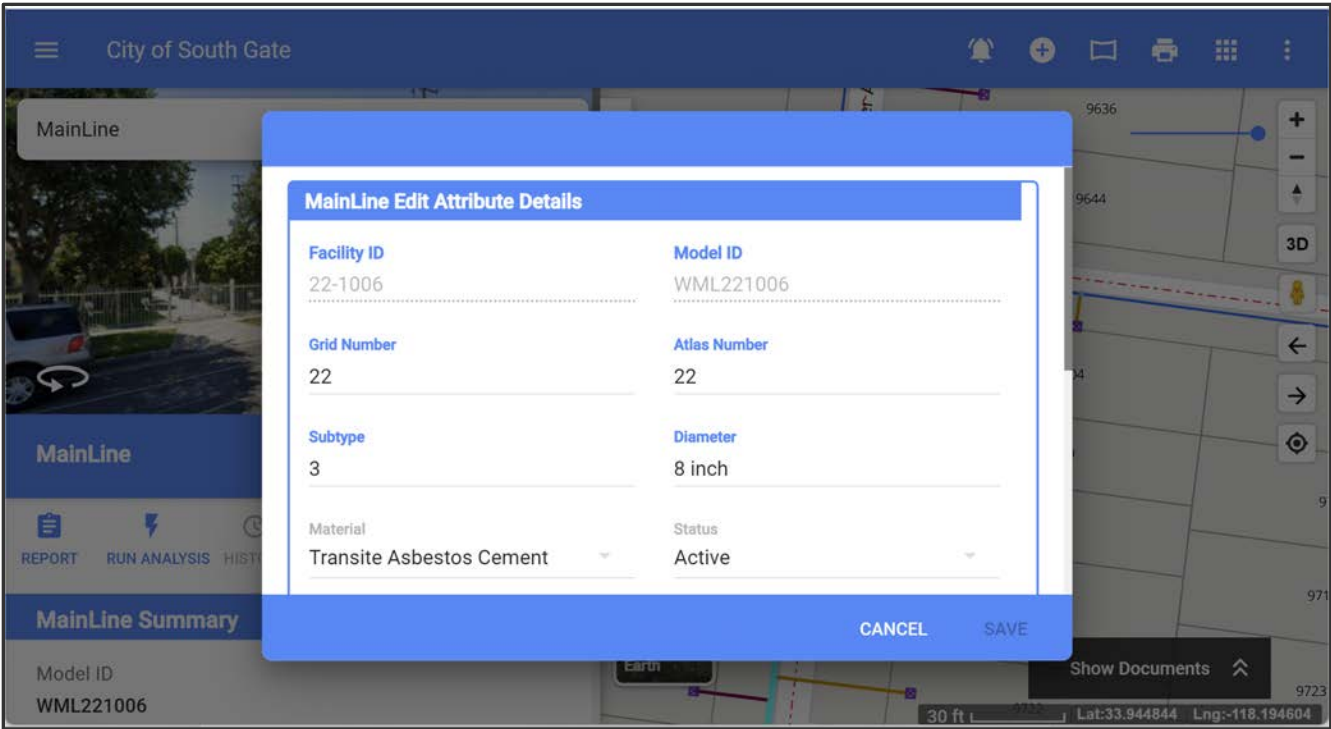
Google Satellite and Street View:



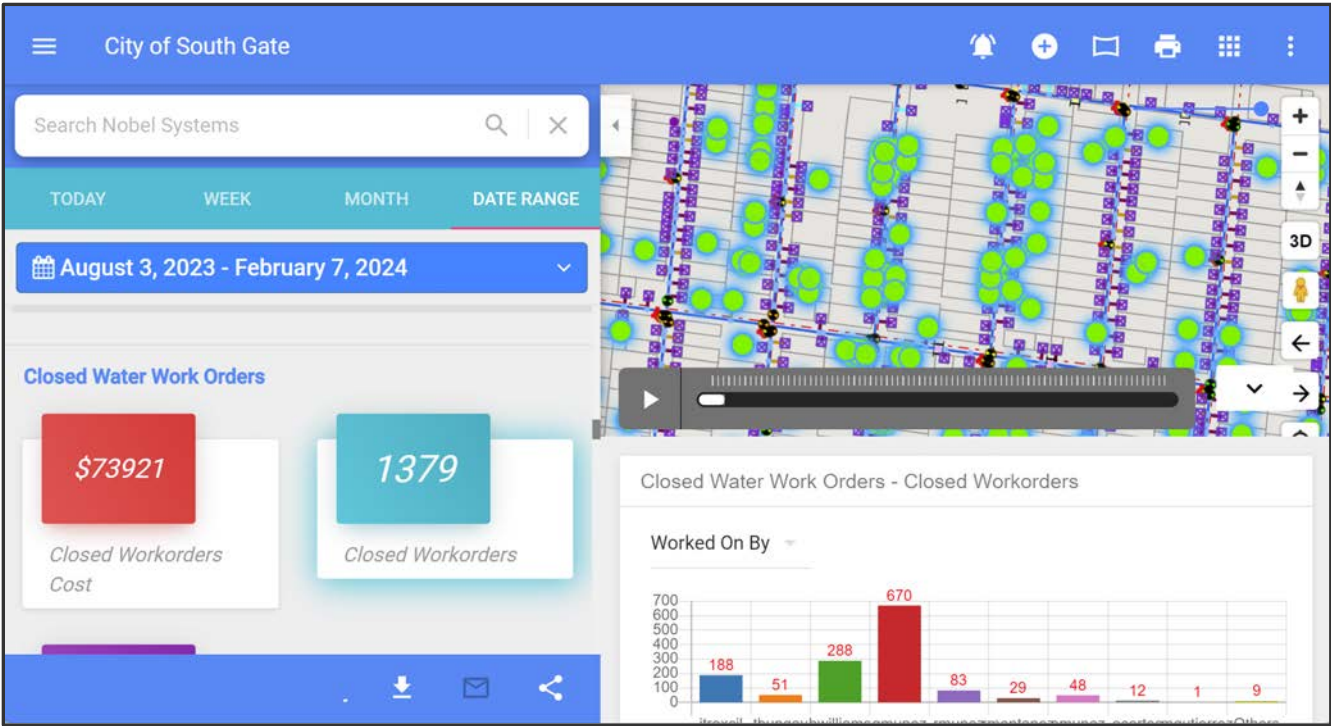
Measurement Tool:



Attribute Editor:

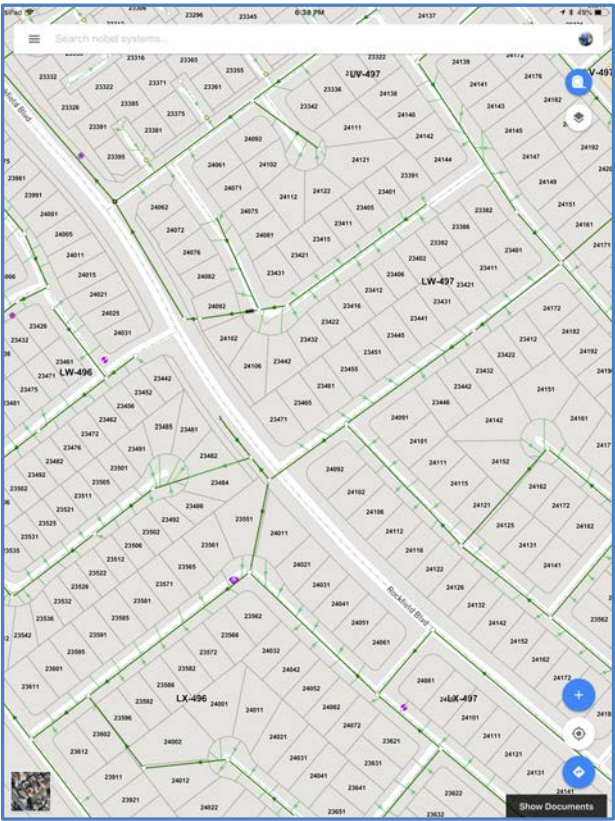


Maintenance/Inspection Report:



4. GEOVIEWER MOBILE

By leveraging the latest smart-map and synchronization technology, **Nobel's GeoViewer Mobile** is easy to use and was designed to streamline field workflow processes to help manage day-to-day operations. GeoViewer Mobile's advanced technology allows field staff to view, analyze and collect data, online or offline without ever having to worry about impractical syncing procedures. GeoViewer Mobile extends smart map technology beyond the office and provides staff with real-time data to make accurate decisions and collaboration in both office and field environments. Nobel, understands the value of mobile mapping to organizations needing immediate access to real-time information, regardless of location, and offers a range of tools that help your staff make informed decisions in the field. GeoViewer is accessible on any device, providing unparalleled service to staff on the go or working in the field. GeoViewer Mobile integrates with existing ERP business systems, SCADA, CMMS, CIS, GPS, LIMS, CCTV, and other enterprise systems. Manage information ranging from open work orders from CMMS to viewing latest SCADA measurements on telemetry equipment.



GeoViewer for iPad is easy to use and was designed with the field worker and manager in mind. GeoViewer for iPad brings the incredible and distinct Apple user experience to life, giving municipalities and utility districts easy access to critical business data anywhere anytime. After popular demand, Nobel has merged the iPad and GeoViewer products to create a clean, clear, easy to use graphical map interface online, anywhere, anytime. An app that can change the way we work in the field by increasing the flow of critical operations information between the office and the field.

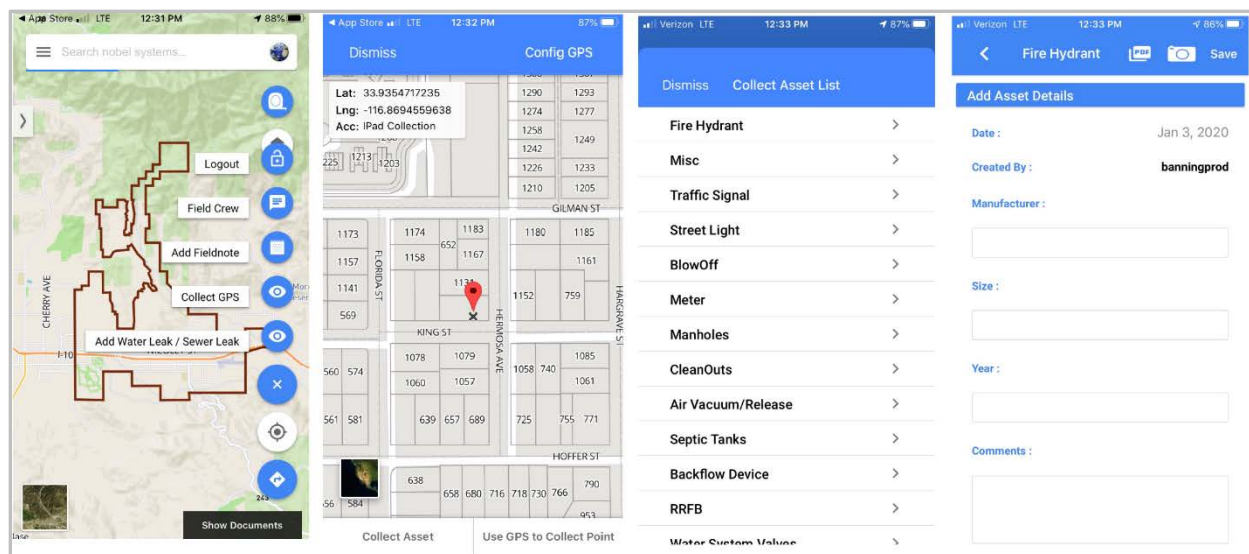
GeoViewer for iPad is designed to provide practical functionality to non-GIS users. The solution enables users to take advantage of the power of GIS maps in daily work life in and out of the office.

PORTABLE ARCHITECTURE:

GeoViewer for iPad is easy to deploy on your iPad devices. It runs in both connected and disconnected modes, enabling data collection anytime, even where there is no wireless signal available. GeoViewer for iPad's store & forward technology provides automatic upload of data without the user initiating complex import and export procedures.

POWERFUL FUNCTIONALITY:

- Online/Offline Work Modes
- Search, Display, Redlining, Bookmarks, Pan, Zoom
- Identify & View Object Locations & Asset Data
- View Customer Data, Work History, Service Calls, As-Built De-sign Drawings, and more.
- Process Driven Modules for Daily Field Work Order, Inspections and Condition Assessment data collection.
- Integrated GPS & Camera for Field Data Collection & Stream-lined GIS Updates
- Custom GeoViewer Modules are available for USA Dig Alert, Work/Service Order Management, Valve Isolation Analysis, Leak Data Collection and Hydrant Flushing data collection.
- City can view the data that were collected in the field through iPad and generate the reports by using GeoViewer online application.

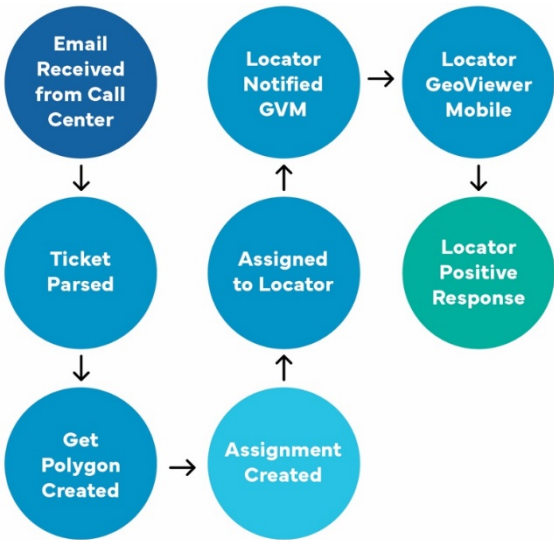
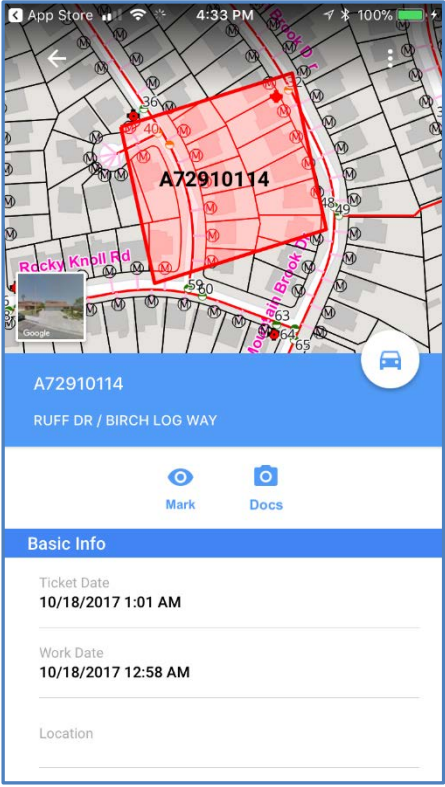
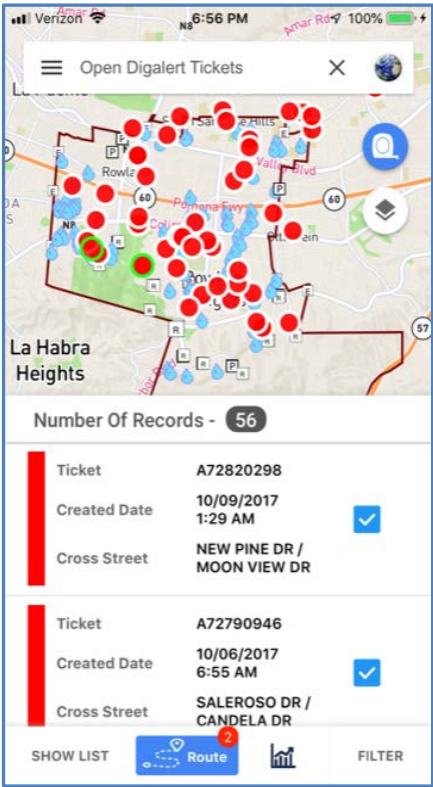


USA DigAlert Module

Nobel's DigAlert Module automatically receives DigAlert tickets from the USA DigAlert provider, extracts information from the ticket and synchronizes the information, so it can be queried and viewed by the field user within the mobile device.

The DigAlert module has a built-in synchronization mechanism, allowing a single user to checkout a ticket, at the same time notifying colleagues and supervisors the ticket is being worked on. The user can then enter comments or choose from a customizable drop-down menu. Field users can take photos and attach the photo directly to the ticket. Once the user has filled out the form,

they can change the status of the ticket to complete.



This will notify all other users that the ticket has been completed and remove it from the list. The Synchronization framework encompasses the latest technology, ensuring the most updated DigAlert tickets are received from the Server and synchronizes completed and/or in-progress tickets, without user intervention.



VALVE DATA COLECTION MODULE

Nobel's Valve Exerciser Machine Module adaptor allows you to send information from your valve machine directly into our Mobile GIS solution using Bluetooth technology. This adaptor taps into the Valve Exercise Machine and extracts the Turns, Torque and Direction when the machine is exercising the valve. The information is automatically populated into the valve GIS data in the iPad and synchronized with GeoViewer Online.

It does not require any special software to be installed, and it communicates directly with the machine itself through the latest Bluetooth Low Energy technology.



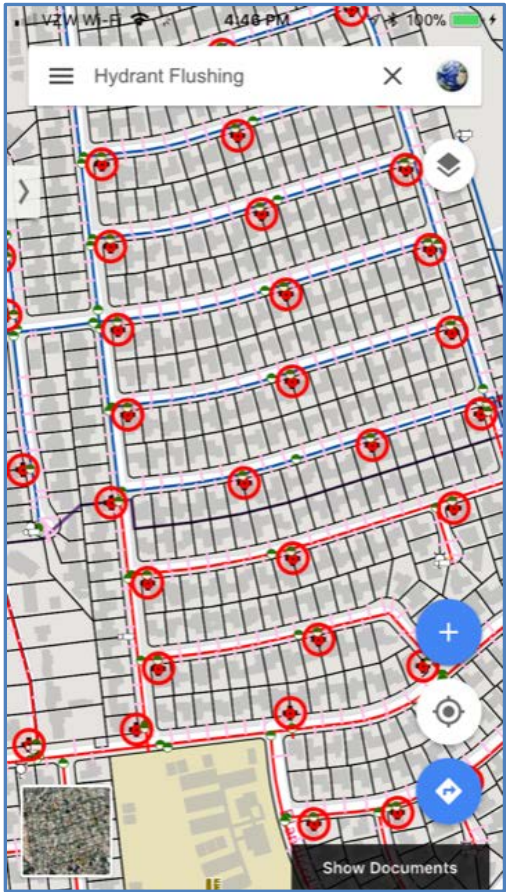
HYDRANT FLUSHING DATA COLECTION MODULE

The Flushing Tool in GeoViewer Mobile enables the user to see all the Hydrants, Blow offs, End Caps, etc. in their vicinity and choose a specific feature to flush. The user can collect flushing data to be collected, such as:

- How minutes the feature has been flushed
- What is the observed gallon per minute
- The reason for flushing
- Observed Water Condition
- Water Source
- Starting Chlorine Residual
- Finishing Chlorine Residual
- General Comments

The tool also gives the option of showing previous flushing history; to enable the user to see what their colleagues have done on the same feature in the past.

After the flushing information is collected, it is automatically sent to the server via the Synchronization framework in GeoViewer Mobile.



VZW Wi-Fi

4:47 PM

100%

←

Flush

Save

Hydrant Details

Hydrant Number :

4

FacilityID :

WHYD-E5103

Flushing Date :

Oct 5, 2017

Location Address :

1430 FULLERTON RD

Atlas Sheet Number :

Nozzles :

LEAK DATA COLELCTION MODULE

GeoViewer Mobile Leak Report module can assist the City in tracking leaks throughout the City. Leak locations are added through the GeoViewer Mobile app for iPad and iPhone or by the citizen request app. Information regarding the leaks can then be recorded. The City can then identify hotspot areas where leaks are most likely to occur.

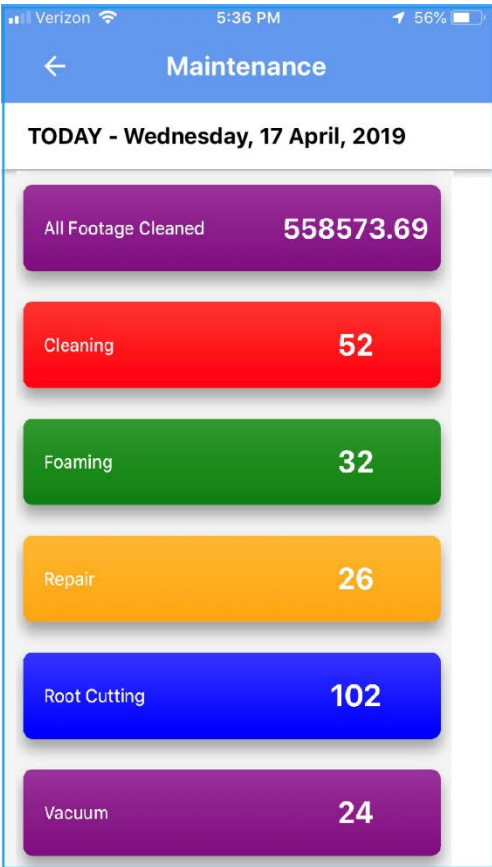
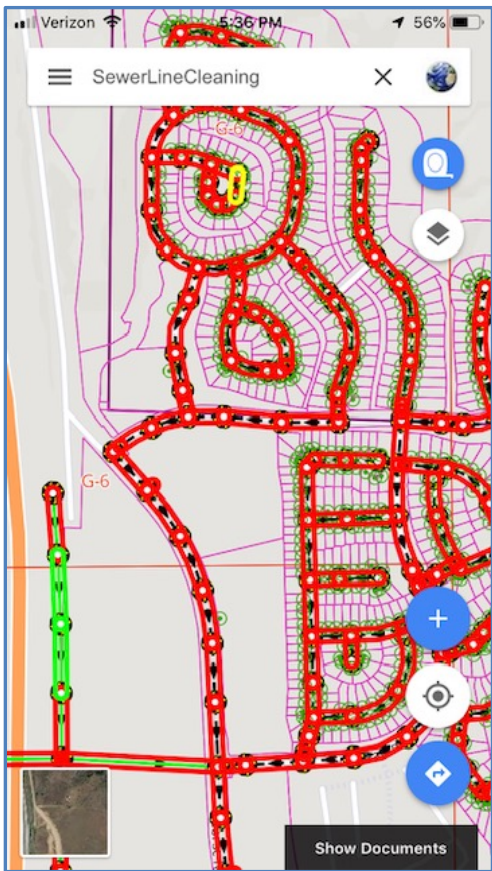


SEWER LINE CLEANING MODULE

Nobel Systems understands the need to keep and maintain current and accurate records of sewer maintenance. The tracking and reporting of maintenance of sewer utility is becoming more important. The ability to make the reporting and maintenance more efficient is becoming a top priority of any sewer utility. Currently Jurupa keep their line cleaning maintenance reports on big size hard copy maps. Nobel Systems will help City with developing an app in iPad for Sewer Line cleaning and maintenance.

The Sewer Line cleaning module will function as below:

- 1. The module is assumed to be working of a database that has the ID's (linked to GIS), the cleaning frequency and last cleaned date.
- 2. Everyday a message will be pushed to the iPad with the number of line segments that need to be cleaned.
- 3. The module lists the line segments that need to clean, and the map shows the line segments color coded
 - 1. Red – Line segments that are due for cleaning beyond an acceptable tolerance, for e.g. 15 days
 - 2. Yellow – Line segments that are due for cleaning
 - 3. Green – Line segments that are NOT due for cleaning
- 4. Selecting an item in the list will display the form that helps the operator collect the information and add any attachments such as pictures.

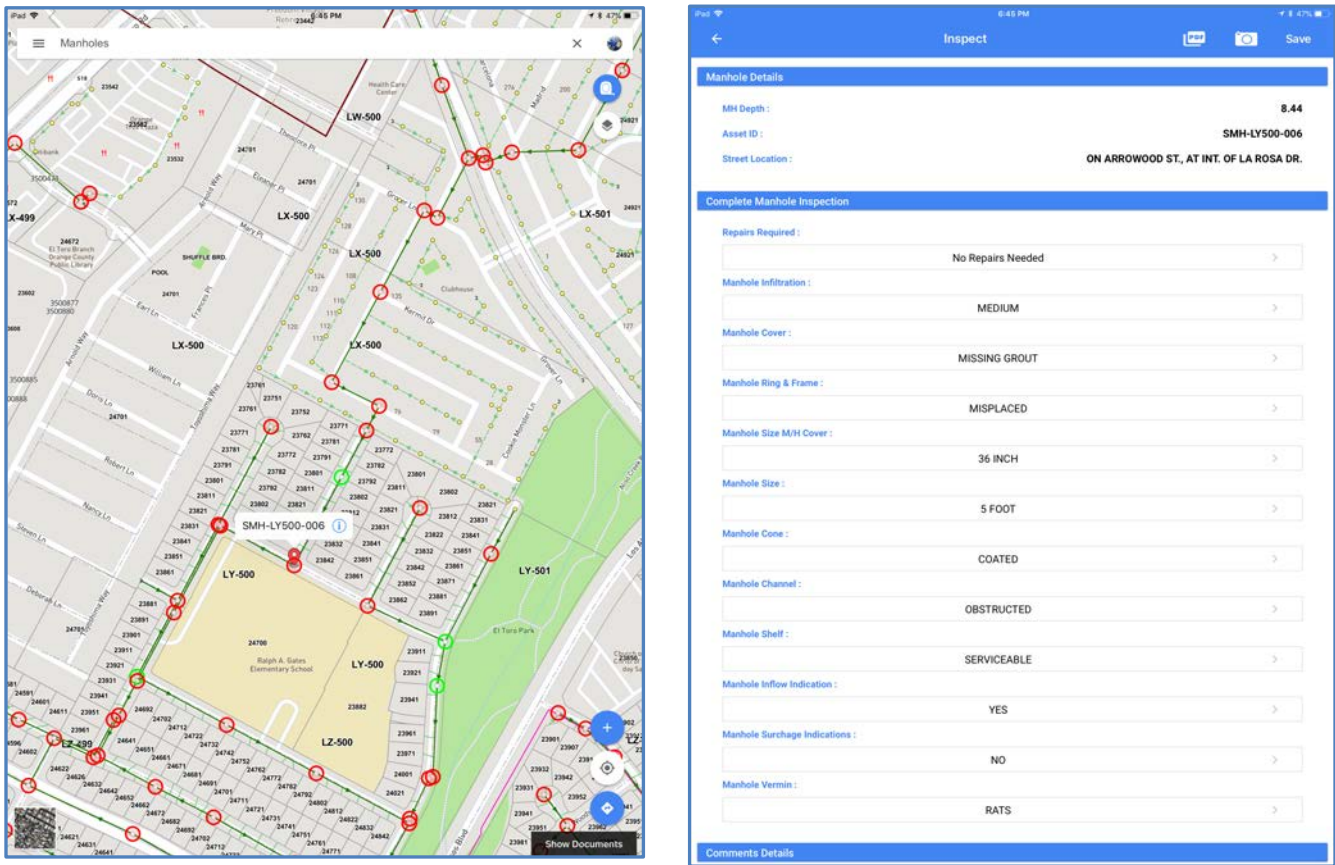


MANHOLE INSPECTION MODULE

Nobel Systems understand the need to create Sewer Manhole Inspection for every Manhole within City service area to maintain current and accurate records of Sewer maintenance. The tracking and reporting of maintenance of sewer utility is becoming more important. The ability to make the reporting and maintenance more efficient is becoming a top priority of any sewer utility.

The Sewer Manhole Inspection report in GeoViewer Mobile will function as below:

- GeoViewer Mobile will have the ability to collect the data for all the Sewer Manholes.
- User can input the information's related to Defects and Flows
- Ability to attach pictures/images to each inspection report.
- GeoViewer Online can be used to generate reports for all the data that were collected in the field.



CORELOGIC PROPERTY DETAILS REPORT

Core Logic Integration with GeoViewer Online will provide an ability for the City users to generate the below listed latest reports.

1. Property Details Report
2. Transaction History Report
3. Assessor Map Page

Property Details Report:

Property Detail Report		CoreLogic	
For Property Located At:			
66165 DESERT VIEW AVE, DESERT HOT SPRINGS CA 92240-3843 C007			
Owner Information			
Owner Name:	DURAZO-VALADEZ MARILYN C		
Mailing Address:	17520 VILLA PARK ST, LA PUENTE CA 91744-5261 C011		
Phone Number:	Vesting Codes:	MARRIED WOMAN // SEPARATE PROPERTY	
Owner Occupied Indicator:	N	Pending Record Indicator:	N
Corporate Owner:			
Location Information			
Legal Description:	LOT 9 BLK K MB 020/035 DESERT HOT SPRINGS TR 3		
County:	RIVERSIDE, CA	APN:	641-064-008
Census Tract / Block:	0445.07 / 2	Alternate APN:	641-064-008
Township-Range-Sect:		Subdivision:	DESERT HOT SPGS TR 3
Legal Book - Page:	20-35	Map Reference:	/ 696-H4
Legal Lot:	9	Tract #:	3
Legal Block:	K	School District:	PALM SPRINGS
Market Area:	340	Munic / Township:	CITY OF DESERT HOT SPGS
Neighbor Code:			
Owner Transfer Information			
Recording / Sale Date:	12/12/2013 / 11/19/2013	Sale Price:	
Document #:	577338	Deed Type:	INTERSPOUSAL DEED TRANSFER
Instrument #:	000000577338	1st Mtg Document #:	
Book - Page:			
Last Market Sale Information			
Recording / Sale Date:	12/12/2013 / 11/22/2013	1st Mtg Amount / Type:	
Sale Price:	\$45,000	1st Mtg Int. Rate / Type:	
Sale Type:	FULL	1st Mtg Term:	
Document #:	577337	1st Mtg Document #:	
Instrument #:	000000577337	1st Mtg Instrument #:	
Book - Page:		1st Mtg Book - Page:	
Deed Type:	GRANT DEED	2nd Mtg Amount / Type:	
Transfer Document #:		2nd Mtg Int. Rate / Type:	
New Construction:		2nd Mtg Term:	
Multi / Split Sale:		Price per SqFt:	\$62
Cash Down Payment:		Stamps Amount:	\$50
Title Company:	CALIFORNIA TITLE CO		
Lender:			
Seller Name:	DIERKS & L LIVING TRUST		
Prior Sale Information			
Prior Rec / Sale Date:	05/01/1997 /	Prior Deed Type:	GRANT DEED
Prior Sale Price:	\$36,000	Prior Lender:	LENDER SELLER
Prior Sale Type:	FULL	Prior 1st Mtg Amt / Type:	\$33,000 / CONV
Prior Doc Number:	151292	Prior 1st Mtg Int. Rate / Type:	/ FIXED RATE LOAN
Prior Instrument #:	000000151292	Prior Stamps Amount:	\$40
Prior Book - Page:			

Transaction History Report:**Instant Transaction History Report**

For Property Located At:

66165 DESERT VIEW AVE, DESERT HOT SPRINGS CA 92240-3843

APN: 641-064-008

Owner Name: DURAZO-VALADEZ MARILYN C

**Transaction History Record # 1****Sale**

Sale Recording Date:	12/12/2013	Sale Price:	
Sale Date:	11/19/2013	Sale Price Type:	
Rec. Document #:	577338	Multi / Split Sale:	
Sale Instrument #:	000000577338	Document Type:	INTERPOUSAL DEED TRANSFER
Sale Book / Page:		Title Company:	CALIFORNIA TITLE CO
Buyer1:	DURAZO-VALADEZ MARILYN C	Corporate Buyer:	
Buyer2:			
Buyer3:			
Buyer4:			
Seller:	VALADEZ-IRINEO ISMAEL		

Transaction History Record # 2**Sale**

Sale Recording Date:	12/12/2013	Sale Price:	\$45,000
Sale Date:	11/22/2013	Sale Price Type:	FULL
Rec. Document #:	577337	Multi / Split Sale:	
Sale Instrument #:	000000577337	Document Type:	GRANT DEED
Sale Book / Page:		Title Company:	CALIFORNIA TITLE CO
Buyer1:	DURAZO-VALADEZ MARILYN C	Corporate Buyer:	
Buyer2:			
Buyer3:			
Buyer4:			
Seller:	DIERKS S L LIVING TRUST		

Transaction History Record # 3**Sale**

Sale Recording Date:	10/20/2011	Sale Price:	
Sale Date:	10/14/2011	Sale Price Type:	
Rec. Document #:	461302	Multi / Split Sale:	
Sale Instrument #:	000000461302	Document Type:	GRANT DEED
Sale Book / Page:		Title Company:	
Buyer1:	DIERKS SANDRA L LIVING TRUST	Corporate Buyer:	
Buyer2:			
Buyer3:			
Buyer4:			
Seller:	DIERKS SANDRA L		

Transaction History Record # 4**Sale**

Sale Recording Date:	03/03/2009	Sale Price:	
Sale Date:	01/16/2009	Sale Price Type:	UNKNOWN
Rec. Document #:	101509	Multi / Split Sale:	
Sale Instrument #:	000000101509	Document Type:	QUIT CLAIM DEED
Sale Book / Page:		Title Company:	
Buyer1:	DIERKS SANDRA L	Corporate Buyer:	
Buyer2:			
Buyer3:			
Buyer4:			
Seller:	GOSSELIN ELIZABETH A		

5. COSTS

STANDARD PRICING:

One Time Setup (initial) Costs

Project Kick Off Meeting and Project Initial Setup Costs..... \$4,800 (Waived)

Annual Hosting Costs:

GeoViewer Online Annual Subscription Fee (Enterprise License) \$24,900/Year

GeoViewer Mobile Annual Subscription Fee (Enterprise License) Included

Valve Isolation Module Hosting Subscription Fee Included

Valve Exercise Module Hosting Subscription Fee Included

Hydrant Flushing Module Annual Subscription Fee Included

USA DigMark application integration with GeoViewer Mobile..... Included

Leak Data Collection Module integration with GeoViewer Mobile..... Included

Sewer Line Cleaning Inspection Module Included

Manhole Inspection Module Included

Core Logic Property Characteristics and Transaction History Reports Included

GPS Data Collection Module integration with GeoViewer Mobile..... Included

Unlimited Training..... Included

Unlimited Technical Support..... Included

Total Fee Year One (1)	\$ 24,900
Total Fee Year Two (2)	\$ 24,900
Total Fee Year Three (3)	\$ 24,900

Optional Costs:

Pacific Tec Valve Exercise Machine Bluetooth Chip \$ 1,500 (Onetime fee)

Note:

- The above costs are based on a three (3) year agreement.

EXHIBIT “C”

Prevailing Wage Requirements

- A. Public Work. The Consultant hereby expressly acknowledges and agrees that the City has never previously affirmatively represented to the Consultant, its employees or agents in writing or otherwise that the work to be covered under this Agreement is not a “public work,” as defined in Section 1720 of the Labor Code. It is agreed by the Parties that, in connection with the development, construction (as defined by applicable law) and operation of the project, including, without limitation, any public work (as defined by applicable law), if any, the Consultant shall bear all risks of payment or non-payment of state and/or federal prevailing wages and/or the implementation of Labor Code Sections 1726 and 1781, as the same may be enacted, adopted or amended from time to time, and/or any other provision of law. To the extent applicable, the City will enforce all penalties required by law for the Consultant’s failure to pay prevailing wages.
- B. Labor Code of California. The Consultant’s attention is directed to Division 2, Part 7, Chapter 1 of the Labor Code of the State of California and especially to Article 2 (Wages); and Article 3 (Working Hours), thereof.
1. In accordance with Sections 1773 and 1773.2 of the Labor Code, the City has found and determined the general prevailing rates of wages in the locality in which the public work is to be performed are those determined by the Director of Industrial Relations and available at <https://www.dir.ca.gov/OPRL/2022-1/PWD/Southern.html>. Copies of the prevailing rates of wages are maintained with the City’s principal office and are available to any interested party on request. The Consultant shall post a copy of the prevailing rate of per diem wages at each job site.
 2. The Consultant is aware of and will comply with the provisions of Labor Code Section 1776, including the keeping of payroll records and furnishing certified copies thereof in accordance with said section. Pursuant to Labor Code Section 1771.4, the Consultant must submit certified payroll records to the Labor Commissioner using the Department of Industrial Relations’ electronic certified payroll reporting (eCPR) system.
 3. Pursuant to Labor Code Section 1810 it is stipulated hereby that eight (8) hours labor constitutes a legal day’s work hereunder.
 4. Pursuant to Labor Code Section 1815, work performed by employees of contractors in excess of eight (8) hours per day, and 40 hours during any one week, shall be permitted upon public work upon compensation for all hours worked in excess of eight (8) hours per day at not less than 1 ½ times the basic rate of pay.
 5. Pursuant to Labor Code Section 1813, it is stipulated hereby that the Consultant shall, as a penalty to the City, forfeit \$25 for each worker employed in the execution

EXHIBIT “C”

of this Agreement by the Consultant or by any subcontractor hereunder for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one (1) calendar week in violation of the provisions of Article 3 (commencing with Section 1810), Chapter 1, Part 7, Division 2 of the Labor Code.

6. The Consultant is aware of and will comply with the provisions of Labor Code Sections 1777.5 and 1777.6 with respect to the employment of apprentices. Pursuant to Section 1777.5 it is hereby stipulated that the Consultant will be responsible for obtaining compliance therewith on the part of any and all sub-consultants or subcontractors employed by him or her in connection with this Agreement.
 7. Pursuant to Labor Code Section 1775, it is hereby stipulated that the Consultant shall, as a penalty to the City, forfeit not more than \$200 for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the Director of Industrial Relations for the work or craft in which the worker is employed for the Consultant Services by the Consultant or any sub-consultant or subcontractor.
- C. Bidding Eligibility. Pursuant to Labor Code Section 1771.1, no contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations.
- D. DIR Monitoring. Pursuant to Labor Code Section 1771.4, Contractor is hereby notified that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

EXHIBIT "C"

-2-

City of La Palma

Agenda Item No. 7



MEETING DATE: September 2, 2025

TO: City Council

FROM: Interim City Manager

SUBMITTED BY: Belinda Deines, Community Development & Public Works Director

AGENDA TITLE: Award of Contract to Transtech Engineers, Inc. for City Engineering Services

RECOMMENDED ACTION:

It is recommended that the City Council authorize the Interim City Manager to enter into a three-year Professional Services Agreement, with two additional one-year extensions, with Transtech Engineers, Inc. to provide professional city engineering services.

SUMMARY:

Beginning in 2013, the City has maintained an on-call contract for licensed city engineering services. The existing contract provides for a City Engineer to be on-site a minimum of one day per week, with additional hours available as required by the City for fast-tracking plan checks and monitoring scheduled projects. In addition, the City Engineer attends weekly department staff meetings and participates in the coordination of specialized projects with staff and other contracted engineering firms (traffic, streets, stormwater, etc.). The existing contract was amended with a one-year extension expiring in November 2025.

On February 6, 2025, City staff issued a Request for Proposals (RFP) for City Engineering Services (Attachment 1). Interested firms were invited to propose on the services as a City Engineer to act in a staff capacity and as the official designated City Engineer. In addition, the selected Contractor is expected to perform project management, construction inspection, survey, grant management, pavement management, NPDES/FOG management, and other general municipal engineering services for the City. Four (4) qualified firms submitted proposals by the March 4, 2025, deadline.

Each proposal was evaluated on the following criteria: responsiveness, understanding of scope, City Engineer's qualifications and municipal experience, professionalism of personnel, recent engagement in similar or related projects, references, cost, and interviews with City staff. Each firm was then ranked in order, with the hourly rate and not-to-exceed amount added for a combined ranking as outlined below:

Ranking	Firm	Hourly Rate	Not-to-Exceed Amount
1	Transtech Engineers, Inc.	\$175.00	\$91,000.00
2	Z&K Consultants	\$197.00	\$98,106.00

3	Bowman	\$189.00	\$98,280.00
4	Ladayu Consulting Group	\$220.00	\$114,400.00

All four firms were invited to interview with City staff to discuss their firms' qualifications, experience, and understanding of the City's needs. In meeting with Transtech Engineers, Inc. (Transtech), staff was impressed with their breadth of over 35 years in business and operating with a multi-disciplinary approach, including 250 staff members. Transtech has a proven track record and several positive references from similar sized cities in Southern California. They are a large firm providing municipal services to approximately 90 agencies, including serving as contract City Engineer for many agencies, including Alhambra, Commerce, Cudahy, Glendora, Hermosa Beach, Montebello, Monterey Park, Rosemead, Signal Hill, South El Monte, Temple City, and West Covina.

FISCAL IMPACT:

There is sufficient funding within the Fiscal Year 2025-26 includes sufficient funding for the new contract in the amount of \$100,000 with 50% in the General Fund (001-380-6000-38010), 20% to the Water Fund (050- 430-6000-00000), 20% to the Gas Tax Fund (011-410-6000-41010), and 10% to the Sewer Fund (052-480-6000-00000). Hours dedicated to specific Capital Improvement Projects, however, will be billed directly to the respective project's account using the rates provided in the attached rate sheet.

ATTACHMENTS:

1. Engineering Professional Services Agreement

AGREEMENT FOR CONSULTANT SERVICES TRANSTECH ENGINEERS

THIS AGREEMENT FOR CONSULTANT SERVICES (hereinafter, the “Agreement”), is entered into as of September 2, 2025 by and between the CITY OF LA PALMA, a municipal corporation (hereinafter, the “City”), and TRANSTECH ENGINEERS, INC. a corporation (hereinafter, the “Consultant”). The Consultant and the City are hereafter together referred to as the “Parties” and each individually as a “Party.”

RECITALS

A. The City requires the services of, and desires to retain, a consultant to perform the services set forth and described in the Scope of Work attached hereto as Exhibit “A” and incorporated herein by this reference (hereinafter, the “Consultant Services”).

B. By virtue of the Consultant’s professional skill, experience, and background, the Consultant is qualified to perform the Consultant Services for and on behalf of the City.

C. The City and the Consultant mutually desire to enter into this Agreement for the provision of the Consultant Services by the Consultant for and on behalf of the City, in accordance with the terms and conditions set forth herein.

EXECUTORY AGREEMENTS

NOW, THEREFORE, in consideration of the facts recited above and the covenants, conditions, and promises contained herein, the City and the Consultant mutually agree as follows:

1. RETENTION AND DUTIES OF CONSULTANT

Retention of Consultant. The City hereby retains the Consultant, and the Consultant accepts this retention from the City, to perform the Consultant Services as set forth in the Scope of Work attached hereto as Exhibit “A”.

Term. This Agreement shall commence on September 2, 2025, and shall be in full force and effect through JUNE 30, 2028. This agreement shall have the option for two (2) extensions, each with a length of one (1) year, unless sooner terminated pursuant to the provision of this Agreement.

Standard of Performance. The Parties mutually acknowledge that the City has retained the Consultant to perform the Consultant Services based upon the professional skills, and experience of the Consultant. Accordingly, in performing the Consultant Services, the Consultant shall use the skill and care that a professional with significant expertise experience in the field, would use under similar circumstances. To the extent that the Consultant retains sub-consultants or subcontractors to perform any portion of any of the Consultant Services, to the extent permitted hereunder, the Consultant has a duty to the City to ensure that the

tasks and services performed by such sub-consultants and subcontractors meet the same professional level, skill, and experience expected of the Consultant.

Licenses, Permits, Fees, and Approvals. The Consultant shall obtain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the Consultant Services prior to commencing work. The Consultant and its employees, agents, and sub-consultants or subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for the performance of the Consultant Services. The Consultant shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Consultant's performance of the Consultant Services, and shall indemnify, defend and hold harmless the City and City Personnel against any such fees, assessments, taxes, penalties or interest levied, assessed, or imposed against the City hereunder.

Personnel. The Consultant shall at all times allocate sufficient qualified personnel as required to perform the Consultant Services. The Consultant represents that the Consultant Services will be performed by the Consultant or under its direct supervision, and that all personnel engaged in such work shall be fully qualified and shall be authorized and permitted under applicable Federal, State and local law to perform such tasks and services. The Consultant shall pay all wages, salaries, and other amounts due to such personnel in connection with their performance of the Consultant Services and as required by law.

Materials. The Consultant shall equip itself with all necessary goods, materials, equipment and personal property to perform the services specified in this Agreement.

Representation. By executing this Agreement, the Consultant represents that the Consultant (i) has reviewed and considered the Consultant Services to be performed, (ii) has carefully considered how the Consultant Services should be performed, and (iii) generally understands the facilities, difficulties, and restrictions attending performance of the Consultant Services.

Coordination With City. In the performance of the Consultant Services, the Consultant shall report to and receive instructions from the Community Development & Public Works Director of the City or his or her designee ("Contract Administrator"). Tasks or services other than those specifically described in the Scope of Work shall not be performed by the Consultant or any sub-consultant or

subcontractor without the prior written approval of the Contract Administrator pursuant to Section 1.11 herein.

Subcontracting Prohibited. The Consultant shall not subcontract the performance of any of the Consultant Services without the prior written approval of the Contract Administrator.

Project Manager. The Consultant agrees that the following person shall be the project manager on behalf of the Consultant under this Agreement, and shall be principally responsible for performing the Consultant Services:

CITY ENGINEER

Notwithstanding the foregoing, the Parties acknowledge that persons other than the above-designated project manager of the Consultant may perform tasks or services under this Agreement if the performance of such tasks or services is under the supervision and control of the Consultant's project manager. The Consultant shall not alter the assignment of the above-designated project manager without the prior written approval of the Contract Administrator.

1.11 **Additional Services.** If the City changes the scope of the Consultant Services to be performed by the Consultant, or if the Consultant is requested to perform services not specifically described in the Scope of Work ("Additional Services"), the Consultant shall perform such services as are necessary to complete the work, and compensation for the work performed shall be paid by the City in accordance with the Budget and Fee Schedule attached hereto as Exhibit "B" and incorporated herein by this reference, or as otherwise may be agreed in writing by the City and the Consultant. It is expressly understood by the Consultant that the provisions of this Section 1.11 shall not apply to services specifically set forth in the Scope of Work or reasonably contemplated therein. The Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time-consuming than the Consultant anticipates and that the Consultant shall not be entitled to additional compensation therefor. Unless contradictory of this Section 1.11, all provisions in this Agreement applicable to the Consultant's performance of the Consultant Services shall also apply to the Additional Services.

2. COMPENSATION TO CONSULTANT

Payment by the City. The City shall pay to the Consultant for the performance of the Consultant Services compensation in accordance with the Budget and Fee Schedule attached hereto as Exhibit "B".

Invoices. The Consultant shall invoice the City on a monthly basis for all work performed by the Consultant under this Agreement. Invoices shall include billings for all charges, including authorized direct costs incurred by the Consultant during the month covered by the invoice. All charges for labor or professional services shall describe with specificity the services rendered and shall set forth the number of hours worked and hourly rates in accordance with the Budget and Fee Schedule. Within thirty (30) days of receipt of an invoice, and upon determination by the City

that the invoice is in order and that the Consultant has performed all requested or required services in a timely and competent manner, the City shall pay such invoice.

Record of Payment. The Consultant shall maintain records on all services for and charges to the City under this Agreement for a period of not less than twenty-four (24) months, or for any longer period required by law, after the termination of this Agreement, and make such records available for review and audit if requested by the City at any time during the term, or within twenty-four (24) months, or for any longer period required by law, after the termination of this Agreement. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible.

3. **LEGAL RESPONSIBILITIES**

Compliance with Law. The Consultant shall keep fully informed of all applicable Federal and State laws and regional, county, and municipal ordinances and regulations which may in any manner affect those employed by the Consultant or the performance by the Consultant of any tasks or services for or on behalf of the City. The Consultant shall at all times observe and comply with all such laws, ordinances, and regulations, and shall be responsible for the compliance therewith of all work and services performed by the Consultant by or on behalf of the City.

Independent Contractor. The Consultant is retained as an independent contractor only, for the sole purpose of rendering the Consultant Services, and is not an employee of the City. The City shall have the right to control the Consultant only as to results of the Consultant's services rendered pursuant to this Agreement, and the City shall not have the right to control the means by which the Consultant accomplishes the services performed under this Agreement.

Non-Discrimination. The Consultant shall not discriminate against any employee or applicant for employment because of any impermissible classification pursuant to Federal or State law, including, but not limited to, race, color, religion, religion, national origin, gender, physical or mental disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status. The Consultant shall incorporate the foregoing provisions in all subcontracts.

Proprietary Information. All proprietary information developed by the Consultant in connection with, or resulting from, this Agreement, including but not limited to inventions, discoveries, improvements, copyrights, patents, maps, reports, textual material, or software programs, shall be the sole and exclusive property of the City, without restriction or limitation upon their use. In the event the City, without the involvement of the Consultant, modifies or uses the proprietary information for any purpose other than that for which it was created, it does so at its sole risk and without any liability to the Consultant. The Consultant agrees that the compensation to be paid pursuant to this Agreement includes adequate and sufficient compensation for any proprietary information developed in connection with or resulting from the performance of the Consultant Services under

this Agreement. The Consultant further understands and agrees that full disclosure of all proprietary information developed in connection with, or resulting from, the performance of services by the Consultant under this Agreement shall be made to the City, and that the Consultant shall do all things necessary and proper to perfect and maintain ownership of such proprietary information by the City. The Consultant hereby agrees to deliver such proprietary information to the City upon the expiration or termination of this Agreement. It is understood and agreed that the proprietary information prepared pursuant to this Agreement is prepared specifically for the City and is not necessarily suitable for any future or other use. The Parties agree that, until final approval by the City, all data, plans, specifications, reports, and other documents are confidential and will not be released to third parties without prior written consent of both Parties unless required by law.

Patented and Copyright Materials. The Consultant shall assume all costs arising from the use of patented or copyrighted materials, including but not limited to equipment, devices, processes, and software programs, used or incorporated in the services or work performed by the Consultant under this Agreement. Pursuant to Section 3.7 herein, the Consultant shall indemnify, defend (with legal counsel acceptable to the City), and hold the City and its elected and appointed boards, members, officials, officers, agents, representatives, employees, and volunteers (“City Personnel”) harmless from any and all suits, actions, or proceedings of every nature for or on account of the use of any patented or copyrighted materials.

Prevailing Wages. The Parties have determined that prevailing wage laws do not apply to this Agreement because the Consultant Services do not include construction, alteration, demolition, installation, or repair work or other otherwise exempt under California’s prevailing wage laws (Lab. Code, § 1720 *et seq.*). Notwithstanding the foregoing, it is agreed by the Parties that, in connection with performance of the Consultant Services, including, without limitation, any and all public works (as defined by applicable law), the Consultant shall bear all risks of payment or non-payment of prevailing wages under California law and/or the implementation of Labor Code Section 1781, as the same may be amended from time to time, and/or any other similar law. Pursuant to Section 3.7 herein, the Consultant shall indemnify, defend (with legal counsel acceptable to the City), and hold the City and City Personnel harmless from and against any liability, loss, damage, cost or expenses (including but not limited to reasonable attorneys’ fees, expert witness fees, court costs, and costs incurred related to any inquiries or proceedings) arising from or related to (i) the noncompliance by the Consultant or any party performing the Consultant Services of any applicable local, state, and/or federal law, including, without limitation, any applicable federal and/or state labor laws (including, without limitation, the requirement to pay state prevailing wages and hire apprentices); (ii) the implementation of Section 1781 of the Labor Code, as the same may be amended from time to time, or any other similar law; and/or (iii) failure by the Consultant or any party performing the Consultant Services on the Consultant’s behalf to provide any required disclosure or identification as

required by Labor Code Section 1781, as the same may be amended from time to time, or any other similar law.

3.7 Indemnification.

3.7.1. Indemnification of the City. Except as set forth in subdivision 3.7.2, the Consultant shall indemnify, defend (with legal counsel acceptable to the City), and hold harmless the City and City Personnel from and against any and all actions, suits, claims, demands, judgments, attorneys fees, costs, damages to persons or property, losses penalties, obligations, expenses, or liabilities (“Claims”) that may be asserted or claimed by any person or entity arising out of the Consultant’s performance of any tasks or services for or on behalf of the City, whether or not there is concurrent active or passive negligence on the part of the City and/or any City Personnel, but excluding any Claims arising from the sole negligence or willful misconduct of the City or any City Personnel. The Consultant shall defend any action or actions filed in connection with any such claims or liabilities, and shall pay all costs and expenses, including attorney’s fees incurred in connection therewith. The Consultant shall promptly pay any judgment rendered against the City or any City Personnel for any such claims or liabilities. In the event the City and/or any City Personnel is made a party to any action or proceeding filed or prosecuted for any such Claims arising out of or in connection with the work being performed or services being provided under this Agreement, the Consultant shall pay to the City of any and all costs and expenses incurred by the City or City Personnel in such action or proceeding, together with reasonable attorney’s fees and expert witness fees.

3.7.2. Design Professionals. The provisions of this subdivision 3.7.2 apply only in the event that the Consultant is a “design professional” within the meaning of the California Civil Code Section 2782.8(c). If the Consultant is a “design professional” within the meaning of Section 2782.8(c), then notwithstanding subdivision 3.7.1 above, to the fullest extent permitted by law (including, without limitation, Civil Code Sections 2782 and 2782.6), the Consultant shall defend (with legal counsel reasonably acceptable to the City), indemnify, and hold harmless the City and City Personnel from and against any Claim that to the extent it arises out of, pertains to, or relates to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of the Consultant, any sub-consultant, subcontractor, or any other person directly or indirectly employed by them, or any person that any of them control, arising out of the Consultant’s performance of any task or service for or on behalf of the City under this Agreement. Such obligations to defend, hold harmless, and indemnify the City or any City Personnel, shall not apply to the extent that such Claims are caused in part by the sole negligence or willful misconduct of the City or such City Personnel. The Consultant shall reimburse the City’s and/or City Personnel’s reasonably incurred defense fees and costs to the extent they

are caused by the Consultant's negligence, recklessness or willful misconduct, or as the parties otherwise agree in settlement. Such fees and costs shall not exceed the Consultant's proportionate percentage of fault with respect to that Claim; however, pursuant to Civil Code section 2782.8(a), in the event that one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the Consultant shall meet and confer with the City (and, if applicable, other parties) regarding any unpaid defense costs. To the extent the Consultant has a duty to indemnify the City or any City Personnel under this subdivision (b), the Consultant shall be responsible for all incidental and consequential damages resulting directly or indirectly, in whole or in part, from the Consultant's negligence, recklessness, or willful misconduct.

3.8 CalPERS Representation. Consultant represents that none of its employees or members assigned to this project or working under this Agreement are currently a CalPERS member or are retired annuitants under CalPERS. If any of Consultant's employees or members assigned to this project or working under this Agreement becomes a CalPERS member during the pendency of this Agreement, or if Consultant assigns work under this Agreement to an employee or member who is or becomes a CalPERS member or CalPERS retired annuitant during the pendency of this Agreement, Consultant shall notify City immediately. Consultant shall not cause any work under this Agreement to be performed by any employees, agents, and subcontractors who are CalPERS members or CalPERS retired annuitants.

3.9 Indemnification of CalPERS Determination. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Retention of Funds. The Consultant hereby authorizes the City to deduct from any amount payable to the Consultant (whether arising out of this Agreement or otherwise) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate the City for any losses, costs, liabilities, or damages suffered by the City, and all amounts for which the City may be liable to third parties, by reason of the Consultant's negligent acts, errors, or omissions, or willful misconduct, in performing or failing to perform the Consultant's obligations under this Agreement. The City in its sole and absolute discretion, may withhold from any payment due to the Consultant, without liability for interest, an amount sufficient to cover such claim. The failure of the City to exercise such right to

deduct or withhold shall not act as a waiver of the Consultant's obligation to pay the City any sums the Consultant owes the City.

Insurance. The Consultant shall not commence the performance of any work or services under this Agreement until the Consultant has obtained all insurance required hereunder, nor shall the Consultant allow any sub-consultant or subcontractor to commence services until all such insurance has been obtained by the sub-consultant or subcontractor. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies, at any time. All insurance policies shall be issued by an insurance company currently authorized by the California Department of Insurance to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager. The Consultant shall take out and maintain at all times during the performance of this Agreement the following policies of insurance:

3.11.1. Workers Compensation Insurance to cover the Consultant's employees as required by law; and the Consultant shall require all subcontractors to provide such compensation insurance for all of the latter's employees. Each such policy of worker compensation insurance shall carry the following endorsements:

- (a) "The insurer waives all rights of subrogation against THE CITY OF LA PALMA, its officers, officials, agents, employees, and representatives."
- (b) "This insurance policy shall not be canceled, limited or nonrenewed by the insurer until thirty (30) days after receipt by THE CITY OF LA PALMA of a written notice of such cancellation, limitation, or reduction of coverage."

3.11.2. Comprehensive Commercial General Liability Insurance for bodily injury, death, and property damage which may arise from the negligent performance of the Consultant, its employees, agents representatives, successors, and assigns while performing work or services under this Agreement, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate. Each such policy of insurance shall be in a form satisfactory to the City and shall contain the following endorsements:

- (a) "THE CITY OF LA PALMA, its officers, officials, employees, and representatives, are hereby declared to be additional insureds under the terms of this policy with respect to the operations and activities of the named insured at or from the premises of THE CITY OF LA PALMA described above."

- (b) “This insurance policy shall not be canceled, limited, or not renewed until thirty (30) days after receipt by THE CITY OF LA PALMA of a written notice of such cancellation, limitation, or ten (10) days if cancellation is due to nonpayment of premiums reduction of coverage.”
- (c) “This insurance policy is primary insurance and no insurance held or owned by the designated additional insureds shall be called upon or looked to cover a loss under said policy; THE CITY OF LA PALMA shall not be liable for the payment of premiums or assessments on this policy.”

3.11.3. Comprehensive Automobile Liability Insurance, including owned (if any), non-owned, and hired automobiles, in a minimum Combined Single Limit of \$1,000,000 per occurrence for bodily injury, death, and property damage. Each such policy of insurance shall be in a form satisfactory to the City and shall contain the following endorsements:

- (a) “THE CITY OF LA PALMA, its officers, officials, employees, and representatives, are hereby declared to be additional insureds under the terms of this policy with respect to the operations and activities of the named insured at or from the premises of THE CITY OF LA PALMA described above.”
- (b) “This insurance policy shall not be canceled, limited, or not renewed until thirty (30) days after receipt by THE CITY OF LA PALMA of a written notice of such cancellation, limitation, or ten (10) days if cancellation is due to nonpayment of premiums or reduction of coverage.”
- (c) “This insurance policy is primary insurance and no insurance held or owned by the designated additional insureds shall be called upon or looked to cover a loss under said policy; THE CITY OF LA PALMA shall not be liable for the payment of premiums or assessments on this policy.”

3.11.4. Professional Liability Insurance for the Consultant’s negligent acts, errors, and omissions of a professional nature, with coverage in a minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement, and the Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

3.11.5. Renewal of Insurance. At least thirty (30) days prior to the expiration of any policy of insurance required under Paragraph 3.11.1, 3.11.2, 3.11.3 or 3.11.4, a signed complete certificate of insurance, with all endorsements

provided herein, showing that such insurance coverage has been renewed or extended, shall be filed with the City.

3.11.6. Prohibited Insurance Provisions. Insurance policies required under Paragraph 3.11.1, 3.11.2, 3.11.3 or 3.11.4, shall not include any limiting provision or endorsement that has not been submitted to the City for approval. By way of example, additional insured endorsements shall not be limited to “ongoing operations,” exclude contractual liability, restrict coverage to the “sole” liability of the Consultant, or contain any other limitation contrary to this Agreement.

3.11.7. Variations to Insurance Requirements. The City may, but is not required to, approve in writing a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that the City’s interests are otherwise fully protected.

3.12 Conflicts of Interest.

3.12.1. City Personnel. No City Personnel shall have any financial interest, direct or indirect, in this Agreement, or participate in any decision relating to this Agreement that affects his or her financial interest or the financial interest of any corporation, partnership, association or other entity in which he or she is interested, in violation of any federal, state or city statute, ordinance or regulation. The Consultant shall not employ any such person while this Agreement is in effect.

3.12.2. Consultant. The Consultant represents, warrants and covenants that he, she or it presently has no interest, direct or indirect, which would interfere with or impair in any manner or degree the performance of the Consultant’s obligations and responsibilities under this Agreement. The Consultant further agrees that while this Agreement is in effect, the Consultant shall not acquire or otherwise obtain any interest, direct or indirect, that would interfere with or impair in any manner or degree the performance of the Consultant’s obligations and responsibilities under this Agreement. The Consultant acknowledges that pursuant to the provisions of the Political Reform Act (Government Code section 87100 *et seq.*), the City may determine the Consultant to be a “consultant” as that term is defined by the Act. In the event the City makes such a determination, the Consultant agrees to complete and file a “Statement of Economic Interest” with the City Clerk to disclose such financial interests as required by the City. In such event, the Consultant further agrees to require any other person doing work under this Agreement to complete and file a “Statement of Economic Interest” to disclose such other person’s financial interests as required by the City.

No Undue Influence. The Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of

the City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City shall receive compensation, directly or indirectly, from the Consultant, or from any officer, employee, or agent of the Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. The Consultant further warrants that it has not employed or retained any company or person other than a bona fide employee working for the Consultant, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon, or resulting from, the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

No Benefit to Arise to City Employees. No member, officer, or employee of the City, or their designees or agents, and no public official who exercises authority over or has responsibilities with respect to this Agreement during his/her tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for the Consultant Services to be performed under this Agreement.

4. **RIGHTS AND REMEDIES**

Termination By the City. The City reserves and has the right and privileges, at its sole discretion and with or without cause at any time during the term of this Agreement, of suspending, canceling or terminating this Agreement or any work in connection with this Agreement with or without any breach or failure to perform of the Consultant. Upon receipt of any notice of termination from the City, the Consultant shall immediately cease all services hereunder except such as may be specifically approved in writing by the Contract Administrator. In the event of termination under this Section 4.1, all finished or unfinished data, studies, maps, reports, and other items prepared by the Consultant shall become the property of the City, and the Consultant shall promptly deliver such items to the City. In the event of termination under this Section 4.1, the City shall pay the Consultant for all authorized services performed and for all authorized and invoiced expenses incurred up to the date of termination of this Agreement, on a time and materials basis in accordance with the Budget and Fee Schedule attached hereto as Exhibit "B".

Performance to the City's Satisfaction. The Consultant agrees to perform all work to the reasonable satisfaction of the City. If the services performed under this Agreement are not satisfactory, the City has the right to take appropriate action, including but not limited to: (i) meeting with the Consultant, its agents or subcontractors to review the quality of the work and resolve matters of concern; (ii) requiring the Consultant to have the work repeated at no additional fee until it is

satisfactory; (iii) withholding payment of the City's compensation to the Consultant for any unsatisfactory work performed; (iv) suspending delivery of work to the Consultant for an indefinite time; and/or (v) terminating this Agreement.

4.3 Default, Remedies.

4.3.1. Default of Insurance Requirements. In addition to any other remedies at law or equity the City may have if the Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time required by Section 3.9 herein, the City may, at its sole option, exercise any of the following remedies, which are alternatives to other remedies the City may have and are not the exclusive remedy for the Consultant's breach:

- (a) Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under this Agreement;
- (b) Order the Consultant to stop work under this Agreement or withhold any payment that becomes due to the Consultant hereunder, or both, until the Consultant demonstrates compliance with the insurance requirements herein; and/or
- (c) Immediately terminate this Agreement.

4.3.2. Other Defaults. In addition to any other remedies at law or equity the City may have, if the Consultant materially breaches any of the terms of this Agreement, the City's remedies shall include, but not be limited to, any or all of the following:

- (a) Immediately terminate this Agreement; and/or
- (b) Take over the work and prosecute the same to completion by contract with another consultant or otherwise, and the Consultant shall be liable to the extent that the total cost for completion of the services required hereunder, including costs incurred by the City in retaining a replacement consultant and similar expenses, exceeds the Budget contained in Exhibit "B".

Force Majeure. Any time period specified in this Agreement for performance of services shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the City or the Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the delaying Party shall within ten (10) days of the time the Party knew or should have known of such delay notify the other Party in writing of the causes of the delay ("Force Majeure Event"). If the Consultant is the delaying Party, the City shall ascertain the facts and the extent of

delay and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the City such delay is justified. The City's determination shall be final and conclusive upon the parties to this Agreement. In no event shall the Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused. The Consultant's sole remedy shall be extension of this Agreement pursuant to this section. For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in the market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder. The current events related to the COVID-19 pandemic are known and shall not constitute Force Majeure Event; future impacts of the COVID-19 pandemic may be considered a Force Majeure Event to the extent that they prevent the performance of a Party's obligations under this Agreement.

5. **MISCELLANEOUS**

Notices. All notices, invoices or other instruments required or permitted to be given under this Agreement shall be served by personal delivery or deposited in a United States mail depository, postage prepaid, and addressed as follows:

If to the City: CITY OF LA PALMA
7822 WALKER STREET
LA PALMA, CA 90623
ATTN: COMMUNITY DEVELOPMENT &
PUBLIC WORKS DIRECTOR

If to the Consultant: TRANSTECH ENGINEERS, INC.
13367 BENSON AVENUE
CHINO, CA 91710

or such other address or person as either Party may indicate to the other in writing. Service States mail depository, postage prepaid and addressed as set forth above.

Integration. This Agreement represents the entire understanding of the City and the Consultant as to those matters contained herein, and no prior oral or written understanding shall be of any force or effect with regard to those matters covered by this Agreement. This Agreement may not be modified, altered, or amended except in writing signed by both the City and the Consultant. The Contract Administrator is hereby authorized to approve and effectuate amendments to this Agreement to the extent permitted by applicable law.

Construction, Venue. This Agreement shall be construed in accordance with the laws of the State of California and as if drafted by both parties hereto. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either Party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply. Legal actions concerning any dispute, claim, or matter arising out

of or in relation to this Agreement shall be instituted and maintained in the Superior Courts of the State of California in the County of Orange, or in any other appropriate court with jurisdiction in such County, and the Consultant agrees to submit to the personal jurisdiction of such court.

Rights and Remedies are Cumulative. Except as may be expressly set forth in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies or other rights or remedies as may be permitted by law or in equity shall not preclude the exercise by such Party, at the same or different times, of any other rights or remedies to which such Party may be entitled.

Severability. If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or unenforceable in any jurisdiction, the invalidity, illegality or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable term or provision in any other jurisdiction. Upon a determination that any term or provision is invalid, illegal or unenforceable, the Parties shall negotiate in good faith to modify this Agreement to effect the original intent of the Parties as closely as possible in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

Assignment. The Consultant shall not assign or otherwise transfer any of its rights or obligations under this Agreement without the prior written consent of the City; and any such assignment or other transfer without such consent shall be void.

Consultant not a City Agent. Except as the City may specify in writing, the Consultant shall have no authority, express or implied, to act on behalf of the City in any capacity whatsoever as an agent. This Agreement does not grant to the Consultant any authority, express or implied, to bind the City to any obligation whatsoever.

Attorney's Fees. In the event any action is commenced by one Party to this Agreement against the other to enforce any of the rights or obligations arising from this Agreement, the prevailing Party in such action, in addition to any other relief and recovery ordered by the court, shall be entitled to recover all statutory costs, together with reasonable attorney's fees.

Successors and Assigns. Subject to the provisions of Paragraphs 1.9 and 5.6 hereinabove, this Agreement, and all of the covenants, terms, and conditions hereof, shall be binding upon, and inure to the benefit of, the City, the Consultant, and their respective successors and assigns.

5.10 Authority of Signatories. The persons executing this Agreement on behalf of the Parties hereto warrant that they are duly authorized to execute this Agreement

on behalf of said Parties and that by so executing this Agreement the Parties are formally bound to the provisions of this Agreement.

5.11 No Waiver. No waiver by either Party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and signed by the Party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any right, remedy, power or privilege arising from this Agreement shall operate or be construed as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power or privilege.

No Third-Party Beneficiaries. This Agreement benefits solely the Parties to this Agreement and their respective permitted successors and assigns and nothing in this Agreement, express or implied, confers on any other person any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

Non-Liability of City or Consultant Personnel. No City Personnel shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City, or for any amount which may become due to the Consultant or its successor, or for breach of any obligation of the terms of this Agreement. Similarly, the Consultant's services shall not subject the Consultant's individual shareholders, employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. Therefore, and notwithstanding anything to the contrary contained herein, the City and the Consultant agree that as the sole and exclusive remedy against the other, any claim, demand or suit shall be directed and/or asserted only against the entities that are the parties to this Agreement and not against any City Personnel or any of the Consultant's individual shareholders, employees, officers or directors except for acts of willful misconduct or as otherwise prohibited by law.

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

Agreement shall be binding upon the heirs, executors, administrators, successors, and assigns of the Parties.

Survival. The terms, provisions, representations and certification contained in this Agreement, or inferable therefrom, shall survive the termination of this Agreement and the payment of the compensation hereinabove provided.

Section Headings and Subheadings. The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

IN WITNESS WHEREOF, this Agreement has been executed as of the date first written above.

CITY OF LA PALMA

By: Mike Egan
Interim City Manager

ATTEST:

Norma I. Alley, MMC
City Clerk

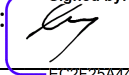
TRANSTECH ENGINEERS, INC.

By: ^{Signed by:}

5390828F75B84DD...

Allen Cayir, President
Name, Title

TRANSTECH ENGINEERS, INC.

By: ^{Signed by:}

EC2F25A445AC488...

Sybil Cayir, Secretary
Name, Title

APPROVED AS TO FORM:

COLANTUONO, HIGHSMITH & WHATLEY, PC

By: _____
_ Ajit S. Thind, City Attorney

**Exhibit “A”
Scope of Work**

Submitted To

City of LA PALMA

Submitted on:

<https://procurement.opengov.com/portal/cityoflapalma>



Proposal

CITY ENGINEERING SERVICES



Submitted By
TRANSTECH Engineers, Inc.

Contact Person:
Ray Casey, PE
Contract Principal/Designated City Engineer
E: ray.casey@transtech.org
C: 951-453-1957; O: 909-595-8599

Our proposal is prepared in the format required in RFP Section "III. Proposal Content and Organization" and includes proposal **Sections** listed below in the same order as specified in the RFP.

Sections	Page No.
A. Cover Letter	1
B. Key Project Staff and Qualifications	4
<i>B1. Organizational Chart</i>	<i>4</i>
<i>B2. Staff Qualifications / Resumes</i>	<i>4</i>
<i>B3. Subconsultants</i>	<i>15</i>
<i>B4. Caltrans Form 10-U</i>	<i>17</i>
<i>B5. Proposition 218</i>	<i>20</i>
C. Scope of Services, Work Plan, and Schedule	21
<i>C1. Project Understanding</i>	<i>21</i>
<i>C2. Scope of Work</i>	<i>25</i>
<i>C3. Service Approach</i>	<i>27</i>
D. Client References and Work Product Examples	33
E. Services Budget Estimate and Cost Proposal	50
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A. Cover Letter

March 4, 2025

City of LA PALMA

Submitted on: <https://procurement.opengov.com/portal/cityoflapalma>

[About Transtech Video Highlight: CLICK HERE](#)



Proposal, CITY ENGINEERING SERVICES

Transtech is pleased to submit this Proposal for the subject services.

Established in 1989, Transtech (a California Corporation) is a **multi-disciplinary engineering consulting** firm. Transtech has been **in business for over 35 years**.

Transtech has a large pool of well experienced staff and resources readily available to provide requested services, and respond to requests in a **timely, efficient, and cost-effective manner**. Our staff and resources include **approximately 250 staff**, including building officials, plan checkers, inspectors, permit technicians, engineers, project managers, designers, inspectors, construction managers, traffic and transportation analysts, technicians, support personnel.

Our **multi-disciplinary service capabilities** include:

- City Engineer, City Traffic Engineer, Development Review, Public Works Engineering, Plan Check, Inspection
- Civil Engineering,
- Staff Augmentation
- CIP Program and Construction Management and Inspection
- Grant Writing and Federally Funded Project Management
- Labor Compliance
- Building & Safety Services, Building Inspection, Plan Check, Building Evaluations, City Building Official, Code Enforcement
- Planning Support
- Traffic and Transportation Planning and Engineering
- Water Resources Engineering
- Surveying, Mapping, ALTA, ROW Eng

We are **providing municipal services to approximately 90 public agencies, including serving as Contract City Engineer, City Traffic Engineer for many agencies in Southern California**.

- **Alhambra** (City Engineer, Traffic Engineer, Building Official, Plan Check, Inspection, CIP Management, Grant Writing and Administration, General Engineering)
- **Commerce** (City Engineer, Traffic Engineer, Plan Check, Inspection, CIP Management, Grant Writing and Administration, General Engineering)
- **Carson** (Building Official, Plan Check, Inspection, CIP Management, General Engineering)
- **Cudahy** (City Engineer, Traffic Engineer, Plan Check, Inspection, CIP Management, Grant Writing and Administration, General Engineering)
- **Glendora** (City Engineer, Traffic Engineer, Plan Check, Inspection, CIP Management, Grant Writing and Administration, General Engineering)
- **Hermosa Beach** (Interim City Engineer, Plan Check, CIP Management, General Engineering)
- **Lancaster** (Interim City Engineer, Traffic Engineer, Inspection, Staff Augmentation, General Engineering)
- **Lynwood** (Interim City Engineer)
- **Lomita** (Plan Check, Inspection, General Engineering)

- **Montebello** (City Engineer, Traffic Engineer, Building Official, Plan Check, Inspection, CIP Management, Grant Writing and Administration, General Engineering)
- **Monterey Park** (City Engineer, Traffic Engineer, Building Official, Plan Check, Inspection, CIP Management, Grant Writing and Administration, General Engineering)
- **Rancho Palos Verdes** (Traffic Engineer, Plan Check, Inspection, CIP Management, General Engineering)
- **Rialto** (Interim City Engineer, Traffic Engineer, Inspection, CIP Management, General Engineering)
- **Rolling Hills Estates** (CIP Management, Inspection, General Engineering)
- **Rosemead** (City Engineer, Traffic Engineer, Building Official, Plan Check, Inspection, CIP Management, Grant Writing and Administration, General Engineering)
- **San Marino** (City Traffic Engineer)
- **Signal Hills** (City Engineer, CIP Management)
- **South El Monte** (City Engineer, Traffic Engineer, Building Official, Plan Check, Inspection, CIP Management, Grant Writing and Administration, General Engineering)
- **Temple City** (City Engineer, Traffic Engineer, Building Official, Plan Check, Inspection, CIP Management, Grant Writing and Administration, General Engineering)
- **West Covina** (City Engineer, Traffic Engineer, Plan Check, Inspection, CIP Management, Grant Writing and Administration, General Engineering)

Transtech has experience in various types of projects, such as:

- Street Rehabilitation and Reconstruction
- Traffic Signal and Street Lighting
- ADA Improvements
- Water, Drainage, Sewer Improvements
- Bridges
- Parks and Playgrounds
- Parking Structures
- Community Centers
- Libraries
- City Halls
- Fire Stations
- Renovation of Historic Buildings

We have extensive **experience working with Public Agencies/Cities in similar assignments**. We are accustomed to working with governmental agencies, and have a good understanding of public agency issues, procedures, and policies. **Several of our staff members are former City Engineers and Public Works Directors.**

We have extensive **experience in working with Caltrans. One of our Staff Member is former Dep. Dir. of Caltrans District. 7.**

We have extensive **experience in the management and administration of federally funded projects**. We **managed over 40 federally funded projects** in the past few years.

We have **proven track record in obtaining outside grants for its client cities**. We have **obtained over \$400M in various funds** for our client cities.

We have **proven track record in obtaining outside grants for its client cities**. We have **obtained over \$400M in various funds** for our client cities.

Proposition 218. Item 5 in RFP Section “B. Key Project Staff and Qualifications” states the following: “5. **The proposing entity must demonstrate clear understanding of the Proposition 218 process and capability to prepare all required documentation.**

- **Following is our experience with Proposition 218:** Several of our Sr. Staff members have served Cities in various management capacities, including as City Engineers, Public Works Directors, City Managers, and **have gone thru Proposition 218 process for rate increases, including for Water, Sewer and Solid Waste rates at various cities. We have experienced staff/resources and understanding of the Proposition 218 process, and capability to prepare all required documentation.**

Principal City Engineer: Ray Casey, PE, who is our proposed Contract Principal / **Principal City Engineer**, is former City Engineer, PW Director, City Manager. His experience with Public Agencies include:

- City of Yucaipa, City Manager
- City of Yucaipa, Public Works Director
- City of San Bernardino, Dep. Director of Development Services/City Engineer
- Isabella County Road Commission, Engineer Manager
- City of Temecula, Principal Engineer Land Development

Transtech is **proud to support civic and community activities**, which demonstrates our commitment to the progress, health, and well-being of the communities we serve. In services and partnership with our client cities, we have a proven record of active engagement in City and Community events, programs, causes, and initiatives. Our goal is not just to serve as an engineering consultant which is what we are best at, but actively partnering with our clients, to further enhance the City's reputation as an ideal community to live, invest, work, and play in.

Thank you for the opportunity to submit this Proposal.

Should you have any questions, or require additional information, please contact the undersigned.

City required Statement: The proposal is valid for at least ninety (90) days.

Sincerely,

Ray Casey

Ray Casey, PE, Contract Principal / Principal City Engineer

E: ray.casey@transtech.org; C: 951-453-1957; O: 909-595-8599

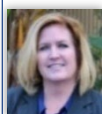
B. Key Project Staff and Qualifications

B1. Organizational Chart



RAY CASEY, PE, Contract Principal / Principal City Engineer

- ✓ 35 years of experience.
- ✓ Prior experience with Public Agencies include:
 - City of Yucaipa, City Manager
 - City of Yucaipa, Public Works Director
 - City of San Bernardino, Dep. Director of Development Services/City Engineer
 - Isabella County Road Commission, Engineer Manager
 - City of Temecula, Principal Engineer Land Development



**JANA ROBBINS, PTP, RSP
Principal Traffic/Transp Planner**

- ✓ 25 yrs of experience.
- ✓ Serves as Sr. Traffic and Transportation Planner. at TT Contr. Cities.



**AHMAD ANSARI, PE
Sr. Engineer, Contract Principal**

- ✓ 30 yrs of experience.
- ✓ Prior experience includes working for public agencies as PW Dir., City Engineer.



**MICHAEL DAVID LLOYD, PE, TE, QSD/P
Sr. Engineer**

- ✓ 30 yrs of experience.
- ✓ Prior experience includes working for public agencies, including as PW Director, City Engineer, Engineering Manager, CIP Manager.



**AZITA FAKOORBAYAT, PE
Sr. Engineer**

- ✓ 25 yrs of experience.
- ✓ Prior experience includes working for public agencies.



**DAVID RAGLAND, PE, PLS, QSD/P, QISP
Sr. Engineer/Surveyor**

- ✓ 35 yrs of experience.
- ✓ Licensed Civil engineer and Land Surveyor.
- ✓ Diverse experience in a wide variety of projects.



**MICHAEL ACKERMAN, PE, QSD/P,
QISP
Sr. Engineer**

- ✓ 25 yrs of experience.
- ✓ Prior experience includes working for public agencies and Caltrans.



**ROBERT QUINTERO
Sr. Project Manager, Utility Coordinator**

- ✓ 25 yrs of experience.
- ✓ Prior experience includes working for public agencies in various capacities.
- ✓ Also worked at SCE as Dir. of Government Relations.



**ALI ZAGHARI, PE, PMP
Sr. Engineer
(PM, Caltrans Coordination, QC/QA)**

- ✓ 35 yrs of experience.
- ✓ Prior experience includes working for Caltrans Distr 7, Transp. Management & Operations at various capacities, including as Dep. Distr. Dir, Traffic Ops.



**OKAN DEMIRCI, PE, QSD/P
Principal CIP Manager**

- ✓ 15 yrs of experience.
- ✓ Oversees CIP Management Operations and Staff.
- ✓ Extensive experience in Fed Funded Projects and Caltrans LAPM.



**MELISSA DEMIRCI, RSP
Principal, Municipal Services,
Governmental Affairs Support
Grants Manager**

- ✓ 12 yrs of experience.
- ✓ Prior experience includes working at the City of Los Angeles, Mayor's Office Energy and Env. Team.

Transtech may use specialty subconsultants for the following specialty services:
Funding / Labor Compliance Support: AVANT GARDE, Inc. (DBE/WBE); www.agi.com.co
Geotechnical/Soils Report Review. Support: GEO-ADVANTEC, Inc.; www.geoadvantec.com
Landscape Architecture Support: WITHERS & SANDGREN, LTD; www.withersandsandgren.com
Survey Support: VANLENCO, Inc.; www.vanlenco.com
Environmental Consulting Support: ULTRA SYSTEM, Inc. (DBE/WBE Firm); www.ultrasystems.com
Architectural Consulting Support: IDS GROUP, Inc.; www.idsqi.com

B2. Staff Qualifications / Resumes

B2.a. Staffing Approach

Transtech staffing approach is designed to provide the requested services in:

- ✓ HIGH QUALITY
 - ✓ TIMELY
 - ✓ EFFICIENT
 - ✓ COST-EFFECTIVE
 - ✓ CUSTOMER FRIENDLY
- manner, which are 5 pillars of our service approach.

Our staffing allocation is structured to maintain responsive services and communication with City at all times:

- Contract Principal
- Designated on-site Staff
- Designated Sr. Engineers as Task Leads
- Secondary/backup task leads when needed
- Support Staff
- Specialty subconsultants if any specialty services are needed
 - Funding / Labor Compliance Support: AVANT GARDE, Inc. (DBE/WBE Firm); www.agi.com.co
 - Geotechnical Engineering Support: GEO-ADVANTEC, Inc.; www.geoadvantec.com
 - Landscape Architecture Support: WITHERS & SANDGREN, LTD; www.withersandsandgren.com
 - Survey Support: VANLENCO, Inc.; www.vanlenco.com
 - Environmental Consulting Support: ULTRA SYSTEM, Inc. (DBE/WBE Firm); www.ultrasystems.com
 - Architectural Consulting Support: IDS GROUP, Inc.; www.idsgi.com

B2.b. Staff Qualifications

Transtech has a large pool of well experienced staff with credentials and certifications and proven track record in providing City Engineering Services in a timely, efficient, cost-effective and customer friendly manner:

- Our staff and resources include **approximately 250 staff**, including project managers, civil engineers, designers, traffic and transportation analysts, technicians plan and map checkers, surveyors, inspectors, construction managers, building officials, building plans examiners, building inspectors, planners and support personnel.
- One of the unique qualifications of Transtech is that we serve public agencies as municipal contract service providers. **Several of our senior staff members have previously worked for Public Agencies in various capacities, such as Public Works Director, City Engineer, City Traffic Engineer, CIP Manager, Building Official, Planner, and various other capacities.**
- We have extensive **experience working with Public Agencies in similar assignments.** We are **accustomed to working with governmental agencies**, and have a **good understanding of public agency issues, procedures, and policies.**

Licenses and Certificates of the Firm and Staff Members in Diversified Fields:

Several of our engineers are licensed as Professional Engineers by the State of California Board for Professional Engineers, Land Surveyors, and Geologists (BPELSG).

- ✓ PE (Licensed Civil Engineer)
- ✓ TE (Licensed Traffic Engineer)
- ✓ PLS (Licensed Land Surveyor)
- ✓ QSD (Construction General Permit Qualified SWPPP Practitioner)
- ✓ QSP (Construction General Permit Qualified SWPPP Developer)
- ✓ QISP (Industrial General Permit Qualified Industrial Stormwater Practitioner)
- ✓ PMP (Professional Transportation Planner)
- ✓ RSP (Registered Safety Professional)
- ✓ CASp (Certified Access Specialist)
- ✓ PMP (Certified Project Management Professional)
- ✓ CPSWQ (Certified Professional in Storm Water Quality)
- ✓ CPESC (Certified Professional in Erosion and Sediment Control)
- ✓ LEED AP (Professional with specialty credential with knowledge in green building practices)
- ✓ Registered Construction Inspector by American Construction Inspectors Association

- ✓ Certified International Municipal Signal Association "IMSA" level III Technician

Also, several of our staff members are certified by the International Code Council (ICC).

Building Official Certifications:

- ✓ Certified Master Code Professional
- ✓ Building Code Official
- ✓ Building Official

Plan Check Certifications:

- ✓ Residential Building Plans Examiner
- ✓ Commercial Building Plans Examiner
- ✓ California Building Plans Examiner
- ✓ Certified Sustainability Professional
- ✓ CalGreen Plans Examiner
- ✓ Accessibility Plans Examiner
- ✓ Commercial Energy Conservation Plans Examiner
- ✓ Residential Plans Examiner
- ✓ Mechanical Plans Examiner
- ✓ Plumbing Plans Examiner
- ✓ Electrical Plans Examiner

Inspection Certifications:

- ✓ Combination Inspector
- ✓ Commercial Building Inspector
- ✓ Residential Building Inspector
- ✓ Accessibility Inspector
- ✓ Commercial Energy Conservation Inspector
- ✓ Electrical Inspector
- ✓ Commercial Electrical Inspector
- ✓ Residential Electrical Inspector
- ✓ Residential Energy Conservation Inspector
- ✓ Residential Building Inspector
- ✓ Residential Mechanical Inspector
- ✓ Mechanical Inspector
- ✓ Commercial Mechanical Inspector
- ✓ Plumbing Inspector
- ✓ CalGreen Inspector
- ✓ Building Inspector CBC
- ✓ Building Inspector UBC
- ✓ Plumbing Inspector UPC
- ✓ California Building Inspector

- ✓ California Commercial Plumbing Inspector
- ✓ California Residential Mechanical Inspector
- ✓ California Residential Mechanical Inspector

Additional Inspection Certifications:

- ✓ IAPMO Plumbing, Mechanical Inspector
- ✓ Fire Code Inspector
- ✓ Fire Inspector II
- ✓ California UST Inspector

Permit Technician Certification:

- ✓ Permit Technician

CACEO Certified Code Enforcement Officer

State of California Safety Assessment Program:

CalOES SAP Evaluator

B2.c. Staff Resumes

RAY CASEY, PE, Contract Principal / Principal City Engineer



Education

- BS Civil Engineering & Construction Management Princeton University

Registrations/Certifications

- Licensed Civil Engineer

Highlights

Mr. Casey has over 35 years of past experience, and has worked at several municipalities in Southern California at executive management level, including City Manager, Public Works Director, City Engineer, CIP Manager, Construction Manager, Land Development Engineer. Mr. Casey has excellent working relationship and rapport with regional and sub-regional governmental/regulatory agencies in Inland Empire. At Transtech, Mr. Casey provides support at various Contract Cities, including oversight of in Public Works, City Engineering, and CIP Management. He has a broad knowledge of local government operations, including preparation and presentation of agenda reports to advisory boards, commissions and city councils.

His experience working for public agencies includes:

- City of Yucaipa, City Manager
- City of Yucaipa, Public Works Director
- City of San Bernardino, Dep. Director of Development Services/City Engineer
- Isabella County Road Commission, Engineer Manager
- City of Temecula, Principal Engineer Land Development

AHMAD ANSARI, PE, Contract Principal**Education**

- BS in Engineering, MBA

Registrations/Certifications

- Licensed Civil Engineer

Highlights

Mr. Ansari has over 30 years of past experience in City and County Public Works and has worked at several municipalities in Southern California, including:

- City of Moreno Valley- Public Works Director/City Engineer
- City of Rialto- Public Works Director/City Engineer
- City of Perris- Public Works Director
- City of Pomona- Deputy Public Works Director/Assistant City Engineer.

He has managed CIP Programs and Public Works Operations, and served as the responsible in charge of numerous multi-disciplinary teams, including:

- Capital Improvement Program project management and delivery; Real Property/Right of Way acquisition and management; Traffic and Transportation engineering; Private Development/Entitlement process review and approval; Maintenance and Operations including roads, storm drains, sewers, parks, facilities, traffic signals, signs/stripping, fleet; Special Districts, Landscape/Lighting Assessment; Electric Utility

AZITA FAKOORBAYAT, PE, Sr. Engineer**Education**

- BS in Civil Engineering

Registrations/Certifications

- Licensed Civil Engineer

Highlights

Ms. Fakoorbayat has over 25 years of experience. She has a broad knowledge of municipal government operations, including preparation and presentation of staff reports/resolutions to city councils, committees and interaction with public, various city departments, city council and other governmental agencies.

Recent Experience with Transtech's contract Cities:

Contract CIP Project Manager, City of Carson: As contract CIP Project Manager, coordinate various CIP projects throughout project design phase to construction. Projects include parks and facility projects and various public works improvements.

Contract CIP Project Manager, City of Chino: As contract CIP Project Manager, coordinate various CIP projects throughout project design phase, including concrete, asphalt, storm drain, sewer, water, grading, traffic signal, accessibility. Conduct design review, PS&E review, constructability and biddability review, and manage design phase of various CIP projects, and manage and coordinate various CIP projects with various design engineers to ensure project design phases are completed within time and budget, and proceed with construction.

Contract CIP Project Manager, City of Hermosa Beach: City Engineering Support and CIP Project Management Services

Contract CIP Project Manager, City of La Canada Flintridge: City Engineering Support and CIP Project Management Services

Public Agency Experience:

- Principal Engineer, City of Costa Mesa, CA
- As Principal Engineer, perform a broad range of highly complex and professional
- Civil Engineer I, Pierce County Public Works Utilities and Transportation
- Services, Design Section, Tacoma, WA
- Assistant City Engineer, City of Sumner, Sumner, WA

Private Consulting Experience:

- Senior Project Manager, Afb Group, Laguna Niguel, Ca
- Senior Project Manager, Berryman & Henigar, Santa Ana, Ca
- Project Manager, CNC Engineering, Newport Beach, Ca
- Senior Design Engineer/ Project Manager, Harding Lawson Associates Group Inc., Bellevue, Wa

MICHAEL DAVID LLOYD, PE, TE, QSD, QSP, Sr. Engineer**Education**

- MS Civil Engineering, Texas A&M University
- BS Civil Engineering, Southern Methodist University
- MS Public Policy, Georgetown University

Registrations/Certifications

- Licensed Civil Engineer
- Licensed Traffic Engineer
- QSD, QSP

Highlights

Mr. Lloyd has over 30 years of experience, including working in both public and private sector. He has a broad knowledge of municipal government operations, including preparation and presentation of staff reports/resolutions to city councils, committees and interaction with public, various city departments, city council and other governmental agencies.

Mr. Lloyd has worked for the City of Moreno Valley for 18 years and been responsible for the programming, designing and delivery of multi-disciplinary capital improvement program projects, and served in various capacities as:

- Assistant City Manager responsible for Public Works and Community Development Departments
- Public Works Director
- City Engineer Land Development Division Manager
- Land Development Engineer
- Sr. Engineer
- Civil Design Engineer
- Traffic Engineer
- CIP Project Manager
- Construction Manager

As part of his responsibilities, Mr. Lloyd has:

- Maintained regular communications with developers and business owners working within the City to ensure satisfactory project progress.
- Represented the City at WRCOG committees.
- Oversaw upgrades to Accela / Digital Plan Room that streamlined the submittal process.
- Oversaw the restructuring of Moreno Valley Utility and staffing of new positions.
- Assisted with the restaffing of the Business and Safety Division, Planning Division, and Community Enhancement Division.
- Ensured City Council priorities are addressed in a timely manner with positive outcomes.
- Oversaw Department's preparation and submittals for various grant applications consistent with City Council priorities and the CIP.

DAVID RAGLAND, PE, PLS, QSD, QSP, QISP, Sr. Engineer/Surveyor**Education**

- Humboldt State University, CA, Bachelor of Science

Registrations/Certifications

- Licensed Civil Engineer
- Licensed Land Surveyor
- QSD, QSP, QISP

Highlights

Mr. Ragland is a civil engineer and land surveyor has over 30 years of diverse experience in a wide variety of projects in civil engineering. He has managed numerous multi-disciplinary teams dealing with the planning, engineering, entitlement, environmental permitting, development and construction of urban and rural development, and public works projects. His experience also includes special emphasis on complex grading and hillside developments (has worked on the civil engineering and development of more than 40,000 acres of hillside properties), preparation of due diligence and project feasibility analysis, through conceptual planning and design to entitlement and construction.

MICHAEL ACKERMAN, PE, QSD, QSP, QISP, Sr. Engineer



Education

- BS in Engineering

Registrations/Certifications

- Licensed Civil Engineer
- QSD, QSP, QISP
- RE Academy, Caltrans
- Water Pollution Control Compliance on Construction Sites for RE, Caltrans
- Construction Program Management Workshop, FHWA
- Field Office Procedures Course, Caltrans
- California Work Zone Inspection – High Speed, Caltrans
- Asphalt Concrete Inspection and Rehabilitation Strategies, Caltrans

Highlights

Mr. Ackerman has 25 years of experience. At Transtech, he has been working as a Sr. Engineer at various Transtech City Engineering Contracts. He has served at various Cities under Transtech's City Engineering Contracts, including Temple City, Huntington Park, and Alhambra. He has a broad knowledge of municipal government operations, including preparation and presentation of staff reports/resolutions to city councils, committees and interaction with public, various city departments, city council and other governmental agencies.

Mr. Ackerman's experience also includes working at Caltrans and other agencies:

- Caltrans District 8: Mr. Ackerman was a civil transportation engineer for Caltrans District 8 where he was involved in the design and construction of various projects.
- City of San Bernardino: Mr. Ackerman was involved in various projects, including Development Review and Plan Check, Design and Project Management.
- City of Huntington Park: Mr. Ackerman worked as contract City Engineer under Transtech's municipal services contract and later as City Engineer and Interim Director of Public Works under the City.

JANA ROBBINS, PTP, RSP, Sr. Transportation Planner



Education

- BA, Cal Poly Pomona

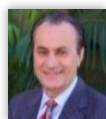
Registrations/Certifications

- Licensed Professional Transportation Planner

Highlights

Ms. Robbins has over 25 years of experience. She serves as one of Transtech representatives at various Cities, prepares traffic safety and calming studies, stop and signal warrants/studies, traffic impact studies, traffic calming reports, parking studies, responds to requests from Public and City Officials and attends Traffic Commission, Planning Commission, City Council Meetings as well as Design Review Board meetings. On behalf of client Cities, reviews traffic impact studies and parking analysis submitted by developers and represents contract Cities at Commission meetings when these projects are reviewed. She works directly with staff in the departments of public works, planning, engineering, and community development at each client city. She attends community forums and neighborhood block meetings to discuss and answer questions about current and future traffic conditions. She prepares traffic impact studies for development projects in Southern California, which involves the coordination with developers, as well as local and regional agencies.

BAHMAN JANKA, TE, Sr. Traffic Engineer



Education

- MS, BS in Civil Engineering

Registrations/Certifications

- Licensed Traffic Engineer

Highlights

Mr. Janka has over 35 years of experience in Traffic Engineering and Transportation Planning.

He has served as City Traffic Engineer and Transportation Director for public agencies, including:

- City of Pasadena, California: Transportation Administrator
- City of Santa Clarita, California: City Traffic Engineer
- City of Fremont, California: Associate Transportation Engineer
- City of Palo Alto, California: Associate Transportation Engineer

- Entranco Engineers, Bellevue, Washington: Transportation Engineer.

OKAN DEMIRCI, PE, QSD, QSP, MBA, Principal Project Manager



Education

- BS in Engineering

Registrations/Certifications

- Licensed Civil Engineer
- QSD, QSP
- Caltrans Resident Engineer Academy

Highlights

Mr. Demirci has approximately 15 years of experience. Mr. Demirci serves as Assistant Public Works Director, City Engineer, CIP Program Manager at Transtech's Contract Cities and provides technical and management support.

Mr. Demirci completed Caltrans Resident Engineer Academy, very familiar with the management and administration of federally and state funded projects in compliance with Caltrans Local Assistance Procedures Manual (LAPM).

Mr. Demirci works as CIP Program Manager at various Transtech's Contract Cities and manages various capital improvement programs including state and federal funded programs. Mr. Demirci's experience also includes working as Resident Engineer, Project Manager and Construction Manager on various projects (including federal and state funded projects).

He has a broad knowledge of municipal government operations, including preparation and presentation of staff reports/resolutions to city councils, committees and interaction with public, various city departments, city council and other governmental agencies.

ALI F. ZAGHARI, PE, PMP, Sr. Engineer



Education

- MS, BS in Civil Engineering

Registrations/Certifications

- Licensed Civil Engineer

Highlights

Mr. Zaghari has over 35 years of experience in Transportation Management & Operations at various capacities in the California Department of Transportation (Caltrans). His career path includes a number of key managerial positions in Caltrans leading to his last position as the Deputy District Director (DDD) for Traffic Operations at Caltrans District 7 in Los Angeles. As a member of District 7 Executive Team, Mr. Zaghari was responsible for policy, development and implementation of the traffic operations assets and the safe mobility of all users of the State Highway System (SHS) consisting of approximately 1500 center miles of freeways and conventional highways in Los Angeles and Ventura counties. He managed an operating budget of approximately \$70M encompassing both operations management and capital outlay support needs. The organization under his leadership included critical functions such as Intelligent Transportation Systems (ITS), Traffic Design, District Traffic Manager (DTM), Corridor Management, System Performance, and Encroachment Permits.

MOHAMMAD MOSTAHKAMI, PE, Sr. Engineer



Education

- BS in Civil Engineering

Registrations/Certifications

- Licensed Civil Engineer

Highlights

Mr. Mostahkami has over 35 years of experience. His experience includes working for various Public Agencies as Public Works Director, City Engineer, Project Engineer, Plan Checker, Designer, including for the Cities of:

- Downey, PW Director
- South Gate, PW Director, City Engineer,
- Arcadia, Civil Engineer.

ZIAD Y. MAZBOUDI, PE, QSD, QSP, CPSWQ, CPESC, LEED AP, D.WRE, Sr. Engineer

Education

- BS in Civil Engineering

Registrations/Certifications

- Licensed Civil Engineer
- QSD, QSP, CPSWQ, CPESC, LEED AP

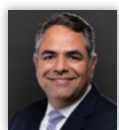
Highlights

Mr. Mazboudi has 34 years of progressively responsible, diversified experience in public works, engineering, utilities, development engineering, facilities maintenance, sustainability, environmental programs and project management in both the public and private sector, supported by a strong educational background in civil engineering, geographic information systems, water quality/urban runoff, and environmental programs. His experience includes:

- City of San Clemente - PW Department, Deputy Director/Engineering
- City of San Juan Capistrano - PW/Utilities Department, Senior Civil Engineer
- City of Westminster - PW Department, Associate Civil Engineer/Development Engineer
- City of La Habra - PW Department, Assistant Civil Engineer.

Special International Projects:

- US Green Building Council (www.usgbc.org), Egyptian Green Building Council (EGBC)
Represented the US Green Building Council, to assist in the formation of the EGBC. Provided lectures on the role of government in Green Building and on the US Green Building Program, LEED.
- USAID International Development Agency (www.usaid.gov), In partnership with USAID and ICMA Kingdom of Jordan Commercial/Industrial Environmental Audit
In partnership with USAID and ICMA, developed a training manual for the audit of commercial and industrial facilities in Jordan. Performed audits in Jordan and provided recommendations to the Minister of the Environment and the Minister of Local Government.

ROBERT QUINTERO, Sr. Project Manager, Utility Coordinator

Education

- BS Urban & Regional Planning
- MBA

Registrations/Certifications

- Licensed General Contractor B
- Certificate Diversity & Inclusion for HR

Highlights

Mr. Quintero has over 25 years of experience in government relations, city administration, city planning, public works and utility coordination. Throughout his career, Mr. Quintero has demonstrated strong leadership, project management, and comprehensive understanding of municipal government operations. He has successfully managed complex projects and engaged with various stakeholders to achieve positive outcomes for the communities he has served. He has a broad knowledge of municipal government operations, including preparation and presentation of staff reports/resolutions to city councils, committees and interaction with public, various city departments, city council and other governmental agencies.

At Transtech, Mr. Quintero has also served as contract Interim Public Works Director for Cities and as Project and Program Manager for various projects. He has participated on numerous multi-disciplinary teams dealing with the planning and execution of public works projects. He has served as the Project Manager for the design, construction and management of a variety of projects, including:

- Public Works and Infrastructure; Civic Center/City Hall Expansion; Community Center; Grade Separation

Mr. Quintero's experience also includes working for a public agency in various capacities, including as Director of Public Services/Public Work Assistant City Administrator. Mr. Quintero also worked at Southern California Edison (SCE) as Director of Government Relations.

JEFFREY KAO, PE, CBO, CASp, ICC Certified Building Official, Plans Examiner and Inspector

Education

- MS, BS Civil Engineering, Cal Poly

Registrations/Certifications

- Licensed Civil Engineer
- CAsp (Certified Accessibility Specialist)

ICC Certified Building Official, California Building Plans Examiner, CalGreen Inspector, CalGreen Plans Examiner, Mechanical Plans Examiner, Plumbing Plans Examiner, Building Inspector

Highlights

Mr. Kao has over 20 years of experience and has been working at Transtech as Deputy Building Official, Senior Plans Examiner, On-Site Over the Counter Plans Examiner and performed plan checks for a variety of residential and commercial projects in Cities of Alhambra, South Pasadena, and Temple City. Mr. Kao has broad knowledge of building and safety operations, including working in the capacity of Deputy Building Official and Plans Examiner. His past experience includes working as a structural engineer for 4 years at a structural design firm.

CARLOS A. PINEDA, PE, QSD, QSP, LEED, Project Manager (Service Category: Design Services)**Education**

- BS in Civil Engineering,

Registrations/Certifications

- Licensed Civil Engineer

Highlights

Mr. Pineda has over 30 years of experience in civil engineering and project management. He has extensive experience working for both private and public sectors. He has participated on numerous multi-disciplinary teams dealing with the planning and development of civil and traffic engineering, urban and rural development, and public works projects. He has served as Principal Project Manager for a variety of projects. Public works design experience covers a wide variety of projects, including the improvement of major arterials, secondary highways and collectors, flood control and drainage projects, water and waste water projects, ADA retrofit, and safe routes to school projects. He has a good understanding and knowledge of municipal government operations, including preparation and presentation of staff reports/resolutions to city councils, committees and interaction with public, various city departments, city council and other governmental agencies. Private sector design experience covers a wide range of projects including residential master planned communities and "in tract" residential improvements. In-tract residential improvements included the design and construction of domestic and reclaimed water infrastructure to serve the new developments.

JOSEPH DEPERALTA, PE, QSD, Sr. Engineer**Education**

- BS in Civil Engineering

Registrations/Certifications

- Licensed Civil Engineer

Highlights

Mr. Peralta has approximately 30 years of experience. His experience includes working as contract/consultant City Engineer, Plan Checker, Design Engineer for various Cities. His experience includes dealing, coordinating and navigating thru the permitting processes with municipal, county and state level and other governmental agencies, architects and consultant, utility companies, and regional entities, including Caltrans, Water Quality Board, AQMD, US Corps of Engineers, Department of Fish and Game, Union Pacific Railroad and others.

JEFFREY HIRSH, Sr. Project/Construction Manager/Inspector**Education**

- SDSU, College Level Classes

Registrations/Certifications

- Cal OSHA 10-hour construction certified; Construction Site Storm Water Training

Highlights:

Mr. Hirsh has approximately 25 years of experience in general engineering/public works and building construction projects. He has worked in the capacity of foreman, site superintendent and project manager. In these capacities, he has been involved in a wide variety of private and public works construction projects in Type A (General Engineering) and Type B (Building) construction. He has knowledge of standards and procedures for public agencies, including the Green Book, Caltrans, and has extensive experience in traffic control, safety and OSHA compliance requirements. Mr. Hirsh also has

experience in inspecting federally funded projects to ensure compliance with the Caltrans LAPM.

Jeffrey's prior experience includes: 2013-214, *PSBI Parking Structure Construction*: Sr. Superintendent; 1995-2013, *Harwood Homes, Inc.* Managed 35 Development Projects; 1992-1995, *Overland Company*: Site Superintendent – SFR Tract Home Development; 1985-1992, *Cambridge Development*: Site Superintendent/Assistant Superintendent

CRAIG M. WHEELER, Sr. Project/Construction Manager/Inspector



Education

- BA

Registrations/Certifications

- NASSCO-Certified Inspector (Pipeline, Lateral and Manhole Assessments); Licensed A General Eng. Contractor

Highlights:

Mr. Wheeler has more than 30 years of experience in engineering and construction in both the public and private sectors. He has provided project management and inspection services on a wide variety of public works projects. His experience includes pavement rehab, ADA, sidewalk, curb&gutter, grading, wet and dry utilities, roadway reconstruction and resurfacing, bridge construction and rehabilitation, water and sewer lines, RCP or RCB storm drains, pump stations, booster pump stations, street lights, traffic signals-new and upgrade/modifications, parks, parking lots, structures and other related types of projects. As a project manager and construction inspector, Mr. Wheeler's responsibilities include site observation and construction quality assurance and control, ensuring general site safety, preparing daily reports, photo documentation, monitoring SWPPP and BMP implementation, providing daily updates to the City project manager, providing recommendations and responses for contractor RFIs, assisting with submittal and shop drawing reviews, tracking quantities, and conducting progress payment reviews. He has inspected projects that are funded with State and Federal Funds and is familiar Caltrans LAPM for Contract Administration.

EARL FRASER, Registered Constr. Inspector, QSP, Sr. Project/Construction Manager/Inspector



Education

- BA

Registrations/Certifications

- Registered Construction Inspector by American Construction Inspectors Association; QSP (Construction General Permit Qualified SWPPP Practitioner)

Highlights:

Mr. Fraser has approximately 30 years of experience. He is a Registered Construction Inspector by American Construction Inspectors Association. He is also certified as QSP (Construction General Permit Qualified SWPPP Practitioner). His experience includes inspection local roads, pavement rehab, ADA, grading wet and dry utilities. As Sr. Inspector/Construction Manager, he performs a wide variety of tasks to ensure the project progresses on schedule, is in compliance with approved plans and specifications, and effective communication and information flow is maintained with project participants. He has inspected projects that are funded with State and Federal Funds, and is familiar Caltrans LAPM for Contract Administration.

KEITH A. WYATT, Sr. Project/Construction Manager/Inspector



Education

- BA, UC Irvine, CA

Registrations/Certifications

- Union Carpenter Apprenticeship School; 10-Hr, 30-Hr. OSHA; SWPPP Certified; FEMA Training: IS-3, IS-100.PWb, IS-200.b, IS-325, IS-552, IS-556, IS-700.a, IS-800.a, IS-803, IS-806, IS-809, IS-907; ICC: Building, Electrical, Mechanical, Plumbing

Highlights:

Mr. Wyatt has approximately 25 years of experience in the construction field in building and engineering/public works projects. He has worked in the capacity of superintended, project manager and construction manager for consulting firms, as well as construction companies. In these capacities, he has been involved in a wide variety of private and public works construction projects in Type A (General Engineering) and Type B (Building). The projects include, but not limited to, construction of new buildings, seismic upgrades, ADA upgrades, TI improvements, site development, roads, parking facilities,

utilities, etc. The type of buildings includes community centers, schools, hospitals, warehouses, distribution centers, and various other projects. He managed projects which involved Local Agencies; CA Department of General Services (DGS); CA Department of State Hospitals (DSH); CA Division of the State Architect (DGS); CA Office of Statewide Health Planning and Development (OSHPD).

ROBERT GARCIA, Inspector



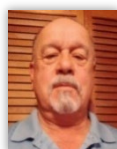
Education

- California State University, Los Angeles, Continuing Education/Public Works Construction Inspection Course; California State University, Sacramento, Water Program/Operation and Maintenance of Wastewater Collection Systems

Highlights

Mr. Garcia has approximately 30 years of experience, of which 20 years has been working as the City Public Works Inspector for the City of Palmdale. His experience includes inspecting of all types of public works construction project: roadway construction, pavement rehabilitation, signals, grading, storm drains, sewer mains, concrete structures, sidewalks, and gutters. He also worked on county, state and federal funded projects. Mr. Garcia provided public works inspection services to the following Transtech client Cities: City of Hesperia, Public Works Inspector; City of Commerce, Public Works Inspector.

CLEMENTE ELIZALDE, Traffic Signal Inspector



Education

- San Bernardino Valley College, with a Major in Radio/Television, Communications and Electronics
- Chaffey College, with a major in Industrial Electricity, Motor starters and Operational amplifiers

Registrations/Certifications

- Certified International Municipal Signal Association "IMSA" level III Technician

Highlights

Mr. Elizalde has over 30 years of experience in Traffic Signal Systems inspection, maintenance and installation.

City of San Bernardino, 1985 to 2018, Traffic Signal Maintenance Department, various positions:

- Street Lighting Electrician; Traffic Signal Technician II; Traffic Signals Technician III; Lead-Person for Traffic Signals, Street Lighting and Signs; Street Signal/Lighting and Signs Supervisor

DUANE THAN TUT, Inspector



Education

- BSLA, University of California at Davis

Registrations/Certifications

- American Society of Landscape Architects (ASLA)
- QWEL

Highlights

Mr. Tut has approximately 25 years of experience. His experience includes working as, Project Manager and Construction Manager on various projects (including regional and international projects) from project inception to closeout. He has prepared from Concept to Construction Administration for public parks throughout California. Highlighted projects are:

- Primrose Park, Temple City, CA. Cost: \$2m; Los Angeles Mission College Baseball and Softball Fields, CA; Streetscape for City of Lomita, CA; North Verdugo Park, Glendale, CA; Pacific Park, Glendale, CA; Santiago Park, Santa Ana, CA: Cost: \$3m; Lions Park, Costa Mesa: Cost: \$1m; Brio Park & Oeste Splash Pads, City of La Habra, CA; Concept for Norm Ross Sports Complex, City of Stanton, CA for Prop 68 funding City CIP program including managing consultant contracts.

JAMES PAGANI, DSA Certified Accessibility Specialist, CHST, Inspector



Education

- BA, Goucher College

Registrations/Certifications

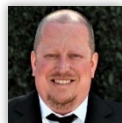
- BCSP Constr. Health and Safety Technician; CalOES SAP Evaluator; DSA Certified Accessibility Specialist; FEMA Training: IS-3, IS-100.PWb, IS-200.b, IS-325, IS-552, IS-556, IS-700.a, IS-800.a, IS-803, IS-806, IS-809, IS-907; ICC: Building, Electrical, Mechanical, Plumbing; OSHA 30 Hour Trained

Highlights

Mr. Pagani has approximately 15 years of experience in public works construction management and inspection. Mr. Pagani has thorough knowledge and understanding of construction both on the jobsite

and in the office, experience working with the various trades, designers, and managers of many different types of projects. Examples of his project experience as Public Works Inspector/Construction Manager includes: City of Rialto, Public Works Encroachment Permit Inspections; City of South El Monte, Public Works Encroachment Permit Inspections; Primrose Park Improvements, City of Temple City; FY 20/21 Pavement Rehab, City of West Covina; Previous Experience -Koury Engineering, Combination Inspector.

ANDY CARLTON, Inspector



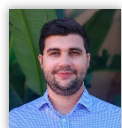
Education

- Computer Science, California State University, Fullerton

Highlights

Mr. Carlton has approximately 15 years of experience, of which 5 years are in Inspection. Mr. Carlton works as Public Works Inspector capacity at various Transtech client cities, which include Temple City, Commerce, South El Monte as Public Works Inspector issuing encroachment permits to various public works projects. His inspection experience in this capacity includes steel, masonry, concrete sidewalks, curb ramps, curb & gutter, driveways, on-site & off-site grading, trenching, traffic control measures, and street pavement. Recent projects representative of Mr. Carlton's recent PW inspection experience include: City of Pico Rivera, METRO, Hot Spots Intersection Improvements Rosemead Boulevard at Slauson Avenue; City of Commerce, Atlantic Boulevard Improvements as part of METRO Call for Projects; City of South Gate, Safe Routes to School (SR2S) Cycle 10 Improvements Project.

FURKAN CETINKALE, Associate Engineer, Project Management/Inspection/Office Engineering/RE Support



Education

- BS, Cal Poly Pomona, Industrial Engineering; MS, Cal Poly Pomona, Engineering Management

Highlights

Mr. Cetinkale has approximately 7 years of experience in the construction. He has extensive experience in all phases of projects, including planning/development, entitlement and permitting bidding, construction, close-out, full-life cycle, project workflow, operations/systems development, scheduling, cost and budget control, contract negotiations, change order management, bid preparation, safety.

MELISSA DEMIRCI, RSP, Principal, Municipal Services Contract Manager, Grants Coordinator



Education

- BS Civil Engineering, Cal Poly Pomona

Registrations/Certifications

- Licensed Roadway Safety Professional

Highlights

Ms. Demirci has over 15 years of experience in Contract and Project Management. She oversees our municipal contracts and will service as the Contract Principal for this contract. She has her BS Degree in Civil Engineering from Cal Poly Pomona. She coordinates and interfaces with Transtech's Building and Safety Division to develop special projects to ensure a successful applicant experience during the plan review, permit issuance and inspection process. Her prior experience includes working at the City of Los Angeles, Mayor's Office Energy and Environment Team.

B3. Subconsultants

Transtech may use specialty subconsultants for the following specialty services:

- **Funding / Labor Compliance Support: AVANT GARDE, Inc. (DBE/WBE Firm); www.agi.com.co**

Established 15 years ago, Avant-Garde is a progressive full-service public agency firm. The firm is working with various programs and projects throughout the entirety of Southern California, including counties of Los Angeles, Riverside, Orange, and San Bernardino. Transtech works with Avant-Garde exclusively in many Cities for the administration of Fed Funds and Labor Compliance.

- **Geotechnical Engineering Support: GEO-ADVANTEC, Inc.; www.geoadvantec.com**

Geo-Advantec offers comprehensive services in various areas from site feasibility evaluation through project completion for a wide range of projects and services, which include: Geotechnical Eng.; Eng. Geology; Geotechnical Earthquake Eng.; Geotechnical Instrumentation; Pavement Eng.; Forensic Geotechnical Eng.; Grading Monitoring and Field Testing; Soils & Materials Laboratory Testing; Special Inspection Services. Geo-Advantec owns a certified laboratory accredited by AMRL (ASSTO Materials Reference Laboratory), in conformity to the requirements of the AASHTO Accreditation Program (AAP), AASHTO R-18, ASTM D3740 and ASTM E329; CCRL (Cement and Concrete Reference Laboratory); Caltrans; DSA (the Department of the State Architects); Army Corp of Engineers.

- **Landscape Architecture Support: WITHERS & SANDGREN, LTD;** www.withersandsandgren.com

Withers & Sandgren has been involved in providing varying levels of support to Community Development Departments for over twenty years. The firm has provided counter support for walk in plan reviews, been monthly Design Review Committee attendees, as well as presenters with planning staff to Planning Commissions and City Councils.

- **Survey Support: VANLENCO, Inc.;** www.vanlenco.com

Vanlenco offers topographic surveying, mapping, terrestrial lidar, UAV services and right-of-way engineering. Vanlenco has been working as one of Transtech's subconsultants and providing support services on many projects.

- **Environmental Consulting Support: ULTRA SYSTEM, Inc. (DBE/WBE Firm);** www.ultrasystems.com

UltraSystems was established in 1994 as a consulting practice specializing in the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA), and to assist private industry and governmental agencies navigate environmental regulations. The firm prepares and reviews CEQA and NEPA compliance documents and supporting technical studies that include the following disciplines: air quality and greenhouse gas emissions, noise, biological, cultural, land use, socioeconomic, hydrology, water supply and aesthetics. The projects have ranged in complexity from categorical exemptions and categorical exclusions, to Negative Declarations (ND) and Mitigated Negative Declarations (MND), to full Environmental Impact Reports (EIR) and Environmental Impact Statements (EIS).

- **Architectural Consulting Support: IDS GROUP, Inc.;** www.idsgi.com

IDS Group is an award-winning multi-discipline architectural firm based in Southern California. IDS has successfully provided turn-key design and management solutions to the building and infrastructure industries with state-of-the-art sustainable projects throughout the United States, with roots spanning over 60 years, the firm has provided fully-integrated and industry-leading design, engineering, program | construction management and/or master planning services for over 5,000 projects, to hundreds of public and private sector clients. IDS Group is headquartered in Irvine, California with offices in Los Angeles, San Diego, Arizona.

B4. Caltrans Form 10-U

Local Assistance Procedures Manual

EXHIBIT 10-U
Consultant Management Conflict of Interest Statement

EXHIBIT 10-U CONSULTANT IN MANAGEMENT SUPPORT ROLE CONFLICT OF INTEREST AND CONFIDENTIALITY STATEMENT¹

RFP/RFQ PROCUREMENT NUMBERS (if applicable): N/A

PROJECT NAME (and FPN, if applicable): CITY ENGINEERING SERVICES

APPLICABILITY: To be filled out by local agency consultants in management support role.

If selected by the City ☒ I am an employee of a consultant under contract to the local agency that is responsible for the procuring and administering of one or more consultant contracts containing either Federal or State funds.

If selected by the City ☒ I am in a management position with the local agency, my title is listed below and I have attached my duty statement and scope of work.

☒ I hereby certify as follows:

1. I recuse myself from all potential conflicts of interest.
2. I will not directly or indirectly participate in, manage, or oversee any consultant selection procurement process in which the consulting firm of which I am employed is competing as a consultant or subconsultant.
3. I will not directly or indirectly influence any employee, staff member, or other individual participating in any consultant selection procurement process in which the consulting firm of which I am employed is as a consultant or subconsultant.
4. I will not directly or indirectly participate in, manage, or oversee any local agency contract that is with the consulting firm of which I am employed, regardless of whether the involvement of my employer in the contract is as a consultant or subconsultant. Among other things, this includes my not being involved in approving changes in the schedule, scope, deliverables or invoices.
5. I understand that if I am involved in any local agency contract that is with the consulting firm of which I am employed, in violation of 1. or 2. above, that local agency contract will no longer be eligible for Federal or State reimbursement because of my involvement.

☒ I certify that I have read and understand my responsibilities per 23 CFR 172.7(b)(5)

☒ I fully understand that it is unlawful for a person to utilize any organization name (i.e. local agency) or auxiliary organization information, which is not a matter of public record, for personal gain.

¹ Each consultant staff working in a management support role shall complete a separate form.

² For on-call contracts or contracts for multiple projects, indicate accordingly.

Local Assistance Procedures Manual

EXHIBIT 10-U
Consultant Management Conflict of Interest Statement

☒ I have read and fully understand all of the above.

Date: 03/04/2025

Signature:

Ray Casey

Name:

Ray Casey, PE

Title:

Contract Principal / Principal City Engineer

Consultant Firm/Sole Proprietor:

Consultant Firm: Transtech Engineers, Inc.

**REVIEWED BY PUBLIC WORKS DIRECTOR OR AUTHORIZED LOCAL AGENCY
REPRESENTATIVE**

I have reviewed the foregoing "Conflict of Interest and Confidentiality Statement" and will ensure:

- ☐ That the foregoing named local agency consultant who is under contract and in a management support role with our local agency, abides by the foregoing terms and conditions;
- ☐ That should the foregoing named local agency consultant, who is under contract and in a management support role with our local agency, violate any of the foregoing terms and conditions, the Caltrans DLAE will be notified and such violation will be considered a breach of ethics and could be a basis for ineligibility of State or Federal project funds.
- ☐ The procedures followed to procure and execute the contract, between the local agency and the consulting firm of which I am employed, comply with all federal and state requirements. Also this contract has a specific date from _____ to _____.

Date:

Signature:

Name:

Title:

Department/Local Agency:

Local Assistance Procedures Manual

EXHIBIT 10-U
Consultant Management Conflict of Interest Statement**REVIEWED/CONCURRENCE BY FEDERAL HIGHWAYS**

I have reviewed the foregoing "Conflict of Interest and Confidentiality Statement" and supervisor's statement.

- ☐ I concur that the consultant, who is under contract and in a management support role with the local agency, does not appear to present a conflict of interest. The local agency and the consultant should be considered eligible for federal reimbursement.
- ☐ I do not concur as I believe that the consultant, who is under contract and in a management support role with the local agency, does appear to present a conflict of interest.

Date: Signature: Name: Position:

Distribution: 1) Copy to: DLAE for each Federal/State funded project
2) Copy to be returned to Local Agency by DLAE with FHWA approval

B5. Proposition 218

Item 5 in RFP Section “B. Key Project Staff and Qualifications” states the following:

5. **The proposing entity must demonstrate clear understanding of the Proposition 218 process and capability to prepare all required documentation.**

Following is our experience with Proposition 218:

Several of our Sr. Staff members have served Cities in various management capacities, including as City Engineers, Public Works Directors, City Managers, and **have gone thru Proposition 218 process for rate increases, including for Water, Sewer and Solid Waste rates at various cities. We have experienced staff/resources and understanding of the Proposition 218 process, and capability to prepare all required documentation.**

Based on our search of City's website, the City has gone thru water and sewer rate study process for rate adjustment. The following was provided as a summary information on Cit's website:

In November 1996, California voters approved Proposition 218, which requires compliance when setting utility rates. One provision requires that a noticed public hearing on utility rates be held not prior to 45 days of noticing; and that rates not be increased if a majority of affected property owners protest the increased rates in writing. A Public Hearing has been scheduled for April 5, 2022. Additionally, there is a 120-day statute of limitations for challenging any new, increased, or extended fee or charges, commencing from the later of the effective date or the date of final passage, adoption, or approval of the Resolution. If adopted, rates would go into effect with a new billing cycle after July 1, 2022.

Attachment 2



NOTICE TO PROPERTY OWNERS OF PUBLIC HEARING REGARDING PROPOSED WATER AND SEWER RATES

Hearing Date & Time: April 5, 2022 6:30 PM
Hearing Location: La Palma City Hall Council Chambers
7822 Walker St, La Palma, CA 90623

Why are you receiving this notice?

The City of La Palma (City) is mailing this notice to you because you are a water and/or sewer customer or are the owner of record of a property that receives water or sewer service. This notice is being provided pursuant to California Constitution Article XIIIID (also known as “Proposition 218”). Under the terms of Proposition 218, the City is required to notify property owners of proposed changes to property-related fees such as water and sewer service. This notice describes proposed changes to the water and sewer rates and gives information about a public hearing to be held on April 5, 2022, in the City Council Chambers at City Hall, 7822 Walker Street, La Palma, CA 90623.

What do water and sewer rates fund?

The City of La Palma provides water and sewer service to approximately 4,414 residential, commercial, and fire protection customers. Bi-Monthly (billings every other month) water and sewer rates charged to system users (customers) are the

C. Scope of Services, Work Plan, and Schedule

C1. Project Understanding

Request for Proposals:

The City of La Palma is requesting proposals from qualified Contractors to provide City Engineering services for retaining a City Engineer to act in a staff capacity and as the official designated City Engineer. In addition, the selected firm will be expected to perform project management, construction inspection, survey, grant management, pavement management, NPDES/FOG management and other general engineering services for the City.

About City:

The City of La Palma was incorporated in 1955 and is a General Law city. The City operates under a Council-Manager form of government. Located in the County of Orange, La Palma occupies a land area of approximately 2 square miles and serves a population of approximately 15,900, offering in- house police, public works, recreational, water and waste water, and community development services. Animal control and fire services are contracted out to the Southeast Area Animal Control Authority (SEAACA) and Orange County Fire Authority, respectively.

City Council:

City Council Meetings are held once a month on the first Tuesday at 6:30 p.m. unless otherwise specified or changed by the City Council.

City Council Goals (reference: City Website)



Mark I. Waldman
Mayor

Nitesh P. Patel
Mayor Pro Tem

Debbie S. Baker
Council Member

Janet Keo Conklin
Council Member

Vikesh P. Patel
Council Member

AGENDA

REGULAR MEETING

LA PALMA CITY COUNCIL

TUESDAY, MARCH 4, 2025

5:00 PM Closed Session
6:30 PM Open Session
La Palma City Hall
Council Chambers
7822 Walker Street, La Palma

CITY OF LA PALMA
CITY OF VISION

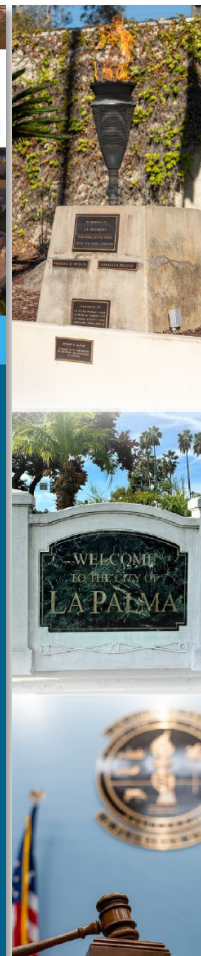
CITY COUNCIL GOALS & OBJECTIVES
2024 - 25

www.CityOfLaPalma.org

La Palma's Vision
Pioneering Tomorrow's Success:
Building Community and
Creating Prosperity

Goal 1: Model municipal management excellence, fiscal discipline, and financial stewardship.

- 1.1 Continue efforts to ensure succession planning throughout the organization.
- 1.2 Review and update the City Council Code of Conduct to reflect best practices, promote accountability, and support effective governance, particularly in anticipation of transitioning to district-based representation.
- 1.3 Continue to promote community engagement through avenues such as town hall meetings, a community survey, and/or miscellaneous outreach.
- 1.4 Enhance the City's brand identity and image through initiatives such as updating signage and other visual elements to reflect a cohesive and modern aesthetic.
- 1.5 Implement and document standard operating procedures (SOP) for fiscal practices to ensure ongoing financial stability and stewardship.



Goal 2: Maintain the City's low crime rate through continued investment in public safety best practices.

2.1 (There were no specific objectives identified by the City Council but objectives could be identified during the budget process).

Goal 3: Encourage business attraction, retention, and workforce development opportunities through a proactive Economic Development strategy.

- 3.1 Continue the efforts of the Economic Development Ad Hoc Committee to enhance engagement with land and property owners in commercial and industrial areas to reassess land designations and zoning regulations, thereby optimizing opportunities for business attraction and retention.
- 3.2 Study and enhance shopping centers to strengthen our fiscal stability and ensure that they fit the community's expectations for quality of life (multi-year objective).
- 3.3 Foster synergy between the Business Engagement Ad Hoc Committee and the Economic Development Ad Hoc Committee to streamline efforts in attracting and retaining businesses.
- 3.4 Develop and communicate clear, actionable goals for the Business Engagement Ad Hoc Committee on an annual basis to guide their focus and measure progress to attract and retain businesses.

Goal 4: Create and maintain City assets, infrastructure, and neighborhoods to demonstrate municipal pride of ownership.

- 4.1 Improve the aesthetics and functionality of shopping centers within the City through the implementation of ordinances focused on capital improvements and code enforcement.
- 4.2 Establish a neighborhood preservation ordinance (multi-year objective):
 - o Residential Rentals
 - o Sale of Properties
 - o Ensuring Fees are Received to Cover Costs
 - o Integrating with Code Enforcement
 - o Review Rental Inspection Programs from Other Jurisdictions (e.g., Santa Ana)
 - o Council to Ultimately Define Strictness of the Program
 - o Ensure Continuity with Short Term Rental Ordinance
- 4.3 Prioritize and expedite water treatment upgrades to address the issue of brown water manganese in the water supply system, ensuring water quality and public health.
- 4.4 Explore solar feasibility at City facilities.

Goal 5: Provide residents and visitors of all ages with community events that encourage citizen involvement, foster human development, promote physical and mental health, and strengthen community through people, parks, and programs.

- 5.1 Ensure that all programs and services for the City's senior population are well-publicized, accessible, and that available funding opportunities are fully utilized.
- 5.2 Explore increasing passive and active recreation space.
- 5.3 Develop a City event focused on bringing together families and youth.
- 5.4 Enhance and improve City/school relationship with all 5 of La Palma's schools.
- 5.5 Incorporate mental and physical wellness activities into City events.



www.CityOfLaPalma.org

Public Works & Community Services Department:

Public Works & Community Services Department



Andy Ramirez
Public Works & Community Services Director

The Public Works & Community Services Department includes three divisions:

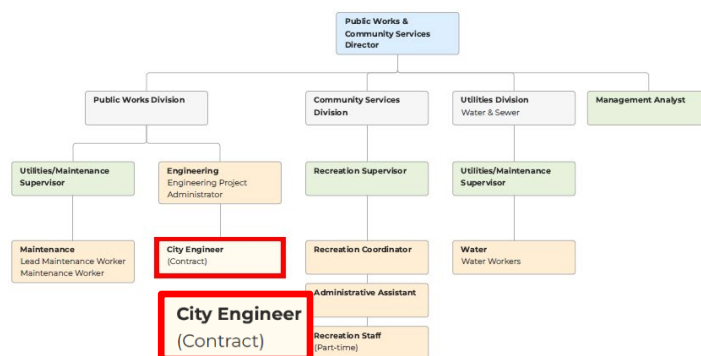
The Public Works Division, a cornerstone of our city's infrastructure, is responsible for its upkeep and enhancement. It monitors all construction activities within the city's right-of-way, manages and delivers Capital Improvements Projects, including Arterial and Residential street rehabilitation, manages the city's vehicles and equipment, and provides engineering review of all development projects citywide.

The Community Services Division is dedicated to promoting personal growth, wellness, and healthy living, as well as nurturing safe and resilient youth, by offering a diverse range of programs, activities, and special interest classes for all ages. It also organizes special events that enhance community identity and sense of belonging, and provides multi-generational civic spaces that host a variety of activities and events benefiting the community.

The Utilities Division, a key player in our city's water and sewer management, is responsible for maintaining, repairing, monitoring, and operating the water transmission system that carries water throughout the city's water service area as well as the sewer system. This division facilitates the production and storage of an average of 2.2 million gallons of water each day, handles bi-monthly water billing and customer service, and is dedicated to conservation education and enforcement, ensuring a sustainable future for our community.

Organizational Chart

Public Works & Community Services Department



Public Works/Engineering:

- Customer Service +
- Public Contract/Project Solicitations Archive
- Engineering +
- Maintenance & Operations +
- Water Division +

Public Works

The Public Works Department is dedicated to maintaining the high quality of life to La Palma's residents. The Department provides services to the community through its [Administration & Engineering](#), [Water Operations](#), and [Maintenance Division](#).

The Public Works Department is responsible for the maintenance of the public infrastructure and providing certain environmental programs and services to the Community, including:

- Street Maintenance
- Water and Sewer Infrastructure
- Drinking Water Treatment System
- Water Conservation
- Storm Water Pollution Prevention
- Storm Water and Flood Control
- Facilities Maintenance

Mission Statement

The Department of Public Works is dedicated to providing effective and efficient public works services and maintaining the City's infrastructure to ensure the safety, health, and well being of all who live, work, and visit our diverse City.

Engineering

The Engineering Division is responsible for the engineering functions of the City. Engineering plans submitted by private developers are reviewed, approved, and inspected.

City Standard Plans

Development and Circulation Committee

Engineering

Engineering

The Engineering Division is responsible for the engineering functions of the City. Engineering plans submitted by private developers are reviewed, approved, and inspected.

Other engineering functions include:

- Budget Management
- Legal descriptions for boundary adjustments
- Review of design calculations for construction
- Drafting plans and specifications for projects
- Transportation issues
- Project management of Capital Projects, including Civil Design and Inspections
- Managing the Capital Improvement Program (CIP)
- Pavement management
- Sewer management
- Water treatment and distribution system management
- Traffic engineering (Signing, Striping, Signals, Traffic Safety)
- NPDES Storm water quality management
- Utility Construction Management
- Public Right-of-Way Utility Inspections

OpenGov:

City of La Palma uses OpenGov, which serves as a one-stop resource for Building and Safety, Planning, Code Enforcement, Business Licensing, and Public Works/Engineering. This system streamlines operations and improves services for residents, businesses, vendors, and stakeholders.

Welcome to La Palma's Permit Portal

Apply Here for City Permits and Licenses

Search for something like "Variance" or "Jump Start" Pre-Application Consultation

Discover Online Services

Choose below to browse services by department


Building and Safety
Building Permit, Construction Waste Management Plan + 2 more
[Explore](#)


Planning
Accessory Dwelling Unit Application, "Jump Start" Pre-Application Consultation + 11 more
[Explore](#)


Business License
Business License - Commercial & Industrial Application, Business License (Specialty Service Outside of La Palma) + 7 more
[Explore](#)


Code Enforcement
Report a Complaint / Code Violation
[Explore](#)


Public Works and Engineering
Engineering Permit, Block Party Permit + 2 more
[Explore](#)


Help, Links, Guides & Other Information
1. Signing Up, Creating a Profile & Accessing Your Information, 2. Applying for a Permit & Paying Fees + 3 more
[Explore](#)

Public Works and Engineering

The City of La Palma Public Works Department is dedicated to providing effective and efficient public works services and maintaining La Palma's infrastructure to ensure the safety, health, and well-being of all who live, work, and visit our diverse City. The Department provides services to the community through its [Administration & Engineering](#), [Water Operations](#), and [Maintenance Division](#).

The Public Works Department is responsible for providing certain infrastructure and environmental programs/services to the community, including:

- Street and Facilities Maintenance
- Water and Sewer Infrastructure
- Solid Waste and Recycling
- Water Quality Management
- Engineering Permits

For any questions, please contact Public Works Staff at publicworks@cityoflapalma.org or 714-690-3310.

Apply Online

Engineering Permit	Select
Block Party Permit	Select
Fats, Oils, and Grease Permit	Select
Self-Haul Permit	Select

Engineering and CIP Budget:



City of La Palma
Adopted FY 2024-25 Budget



Adopted Version - 6/04/2024

Engineering Division



Andy Ramirez
Public Works & Community Services Director

The Engineering Division is responsible for the meticulous planning, design, and oversight of essential infrastructure projects such as roads and the rehabilitation of public facilities. This division plays a critical role in ensuring that all construction and development activities meet rigorous safety standards and incorporate sustainable practices. By doing it effectively supports urban growth and addresses the evolving needs of the community, ensuring infrastructure reliability and resilience for the future.

FY 2024-25 Strategic Priorities

- Assessment of solar energy to offset costs at public facilities as well as EV charging stations.
- Construction of Median Island Improvements and Central Park Pickleball Courts.
- Completion of Sidewalk Management Plan.
- Construction of City Yard Exterior Improvements.
- Upgrades to the paint façade of City facilities, including City Hall and the Community Center.
- Completion of Traffic Signals Upgrade and Battery Back-up System Project.
- Inspect and evaluate 62 miles of City curb, gutter, and sidewalk inventory.
- Implement work order and asset management software with Dig Alert integration.
- Begin design phase of Del Amo Bridge Project.
- Work to expand park recreation and playground areas along the SCE right of way.
- Completion of La Palma Avenue Slurry Seal Project.

Capital Improvement Plan:

Capital Improvement Plan	264
One year plan	265
Multi-year plan	270
5-Year CIP by Fiscal Year	276

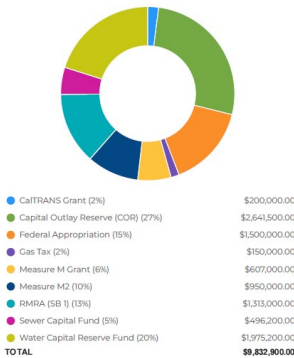
Capital Improvement Plan: FY 24/25

The Capital Improvement Plan encompasses projects approved by the City Council, detailing the total costs for each and the projected funding needs over the next five years. The plan outlines various funding sources including, but are not limited to: State Highway Users Tax (Gas Tax), OCTA Measure M2, Grants, Capital Outlay Reserve (COR), the Road Repair and Accountability Act of 2017, and Water and Sewer Capital Reserve Funds.

Total Capital Requested
\$9,832,900

57 Capital Improvement Projects

Total Funding Requested by Source

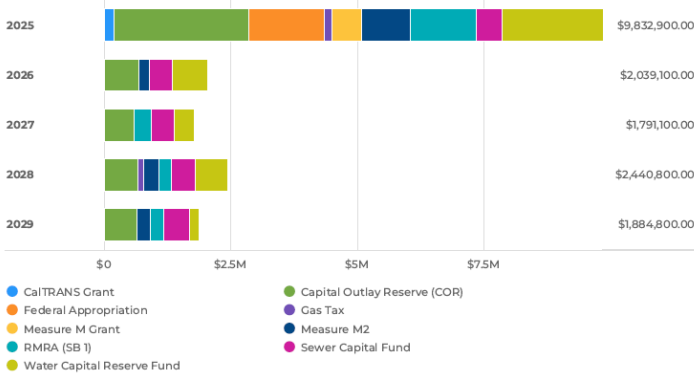


Capital Improvement Plan: 5-Year Plan

Total Capital Requested
\$17,988,700

84 Capital Improvement Projects

Total Funding Requested by Source



Mid-Year Budget Update and Adjustments, 3-4-2025 CC Mtng Agenda Item 11:

City of La Palma
Agenda Item No. 11



MEETING DATE: March 4, 2025
TO: City Council
FROM: City Manager
SUBMITTED BY: Ryan Hallett, Assistant City Manager
Mike Matsumoto, Financial Consultant
AGENDA TITLE: Mid-Year Budget Update and Adjustments and Resolution amending the Fiscal Year 2024-25 Budget

Development and Circulation Committee:

The Development and Circulation Committee (DCC) is an advisory committee consisting of citizens-at-large and is established to advise the City Council on proposed developments for their consistency with the City Code Chapter 44 (the "Zoning Code") and the General Plan. The Development and Circulation Committee also acts in advisory capacity on all matters within City Code Chapter 40 ("Vehicles and Traffic") and the Circulation Element of the General Plan. Topics include receiving complaints relating to traffic matters; surveying, reviewing, and making recommendations relative to traffic conditions, improvement of traffic conditions, and the administration and enforcement of traffic regulations; surveying, reviewing, and recommending plans for improved parking. The Development and Circulation Committee is the approval authority for single family residential Precise Plan Amendments and Master Sign Programs.



Marshall Goodman
Mayor

Mark I. Waldman
Mayor Pro Tem

Debbie S. Baker
Council Member

Janet Keo Conklin
Council Member

Nitesh P. Patel
Council Member

AGENDA

REGULAR MEETING

LA PALMA DEVELOPMENT AND CIRCULATION COMMITTEE

JUNE 10, 2024

7:00 p.m.
La Palma City Hall
Council Chambers
7822 Walker Street, La Palma

C2. Scope of Work

The RFP includes a detailed scope of services, which is recited below.

The tasks below describe the broad areas of consideration and nature of the work to be performed. During the performance of the municipal engineer services, the successful Contractor will be acting as an agent of the City and shall conduct itself with a standard of excellence. In addition, all original documents, reports, notices, files, work products, etc., generated for the City during the contract term shall be considered City property and kept on City premises.

The proposing entity shall provide an experienced Registered Civil Engineer, licensed in the State of California, to act in the capacity of the City Engineer for the City of La Palma. The individual assigned to this task will be officially designated the City Engineer by the City Council and will report to the City Manager and/or their designee. As a representative of the City, the City Engineer shall be diplomatic, responsive, creative, professional, and accountable for their interactions with the public, city staff, contractors, La Palma City Council and other elected officials.

The City Engineer will be the principal contact and responsible party for the services described under the Scope of Services. The City Engineer assigned to this contract must have a minimum of 5 years' experience serving as the City Engineer for a city or county in the State of California, preferably and recently for a comparable Orange County city.

The City Engineer shall remain the designated individual throughout the entire term of the contract and any agreed-upon extensions, except during City-approved interim periods. During such periods, the interim City Engineer must possess qualifications equivalent to those of the permanently assigned City Engineer and serve only during necessary leaves of absence.

Duties of the City Engineer include, but are not limited to, the following as directed by the City Manager and/or their designee:

- Perform the statutory functions of a municipal licensed Engineer.
- Attend public meetings including, but not limited to, meetings of the City Council and staff level meetings with City staff, public officials, community leaders, developers, contractors, utilities, public agencies, and the general public.

- Establish working relationships and coordination with other public agencies (utility companies, other cities, businesses, etc.), including public and private utilities involved in engineering matters or right-of-way issues affecting the City of La Palma.
- Plan, budget, implement, and manage the City's Capital Improvement Program (CIP).
- Analyze the City's needs to prepare, recommend, and administer both long-range and short-range programs that align with the City's economic capabilities. This includes identifying current and future CIP projects, recommending projects for inclusion in the upcoming fiscal year's CIP project budget, and preparing all necessary documentation related to the annual CIP project budgets. Additionally, ensure that each project's budget, scope, schedule, status, organizational responsibility (including coordination with other Professional Engineering Firms), and funding sources are accurately documented.
- Assist in the tracking and accounting of project funds including revenue sources, expenditures, and project account shortfalls/surpluses.
- Implement and manage the City's Sewer and Water Systems Master Plan Updates.
- Manage public works projects including the design and contract bidding process, survey, inspection and project management for the City's public works projects.
- Process plans and specifications through other agencies for review and approval, ensuring completion within a two-week timeframe.
- Obtain all permits required from outside agencies for the City's public works projects.
- Offer technical engineering assistance for City building projects as needed and coordinate the engineering aspects of private development in collaboration with the Building Official.
- Review and approve plans and bid documents prepared by City staff or other Contractors before they are released for bidding, grading, soils engineering, etc.
- Review and approve grading plans, inspect and approve the work. ensuring completion within timely manner.
- Administer and process tentative parcel and subdivision maps. If the candidate City Engineer's license does not allow for signing of Final Parcel/Tract Maps, the Contractor shall provide a City Surveyor on an as needed basis.
- Issue and administer construction permits, supervise and approve the work.
- Review and approve plans for improvements and repairs to be constructed within the public right-of-way. At the proper time, recommend, notices to proceed (NTP), notices of completion (NOC), and acceptance of work (AOC).
- Manage the encroachment permit program. Review applications and issue permits.
- Coordinate with the City Manager or their designee to monitor and report on funds received from State, County, Federal, and other governmental agencies for public works programs, ensuring compliance with regulations, including maintenance of effort and authorized program expenditures.
- Personally meet with the public regarding existing and future projects, inquiries and complaints as requested.
- Prepare City Council reports, present and attend City Council meetings, as requested.
- Provide administrative direction to public works utilities and maintenance personnel and city contractors as needed.
- Provide reports, documentation and analysis as requested.
- Assemble and maintain on-site all records that are customarily maintained by a municipal engineering office for its contracted functions.
- Recommend street pavement and curb rehabilitation projects (e.g., slurry seal, crack sealing, overlay, reconstruction, curb replacement, etc.).
- Establish performance, labor and material bond requirements and require the posting of such securities and other development fees within the proper time sequence.
- Monitor legislation and developments related to public works and engineering-related matters; evaluate their impact on City activities; develop and implement improved policies and procedures after approval.

- Ensure that the City is in compliance with all pertinent regulatory and administrative requirements that pertain to engineering functions, including sewer system administration, water treatment and distribution, Orange County Measure M compliance, grant requirements, state reporting (such as with regard to SB 1 Gas Tax funds), etc.
- Recommend, manage, and supervise maintenance and repairs of the City's infrastructure.
- Responsible for compliance with any federal, state, and/or local regulations regarding water and sewer system operations.
- Provide other engineering services and assignments as directed by the City.

C3. Service Approach

Structured Approach:

We have a structured approach to execute projects in an efficient manner that makes Transtech capable of providing the City with an efficient and quality product. Transtech has established guidelines and policies, including written manuals on quality control, project management, and design procedures for its staff and for its contract cities. These guidelines ensure a consistent approach to the execution of assignments undertaken by our organization in compliance with City's specific procedures, standards and requirements. The following paragraphs describe our general approach to deliver projects in an efficient and cost-effective manner. A project specific approach will be provided for each assigned project and will become part of the specific contract for the specific project.

- **Project Management:** Our approach is to provide proactive management and attempt to identify potential issues and problems in advance and take corrective actions before they become problems. This requires extensive hands-on knowledge, experience and management skills of the people involved in managing the project. Our team members have extensive experience and proven track record in managing large and complex projects and bringing them to a completion on time and within budget.
- **Approach to Cost Control and Change Orders:** We evaluate project costs and develop feasible mitigation measures to minimize additional costs. We work as a team to solve problems or make modifications in the field to address unforeseen conditions or owner generated changes in a cost-effective manner.
- **Approach to Scheduling and Timely Completion of Project and Schedule Recovery:** The baseline schedule should properly identify the project scope, critical path, project milestones, target dates, phases and sequences of work, and activity durations. When significant activities show that they are slipping from the baseline, we work with the contractor to develop recovery plans.
- **Management of Documents:** We use an electronic file management system. All construction forms, daily dairies, weekly statement of working days, etc. are stored in our electronic file system, and are per Caltrans documentation system. We provide these documents at the end of the project to the client in organized files as well as pdf files.
- **Safety and Security:** We hold meetings with the contractor to review and discuss safety and security requirements, OSHA conformance, emergency security and safety procedures, and enforce security and safety responsibilities.
- **Funding Closeout:** We prepare necessary closeout documentation required by the funding agencies, submit final reimbursement documentation, follow-up on the reimbursements, and final funds balance report.
- **Project Closeout:** We recognize that closeout is an important part of the construction process. It signifies that the new facility structure is ready to use. We methodically handle all closeout tasks to ensure a smooth transition from construction to occupancy.
- **Methodology for Communication to Inform City on Work Progress:** Key project team members will attend periodic project progress meetings with City staff throughout the project duration.
- **Electronic common project information and file sharing platform:** We create and provide access to project participates a common project information and file sharing platform.

Coordination with City:

Key project team members will attend periodic project progress meetings with City staff throughout the project duration. We will establish and maintain a close working relationship with City staff. We will manage assigned projects, carefully control costs and resources, and complete assigned work on schedule. We will provide progress reports to the City at regular intervals.

Expediting Projects:

Transtech understands the importance of being able to expedite tasks when requested by the City. Transtech has sufficient staff and resources to expedite projects.

CIP Management:

Transtech manages Capital Project Programs and maintains CIP Matrix and Schedule for various contract Cities. The CIP Matrix includes detailed tracking information for each CIP, as well as a high-level project schedule status in bar chart format for various project phases. The CIP Matrix is updated frequently, and project status is presented to City Management at management meetings, as well as to City Council when directed by the City Management.

Project Schedules:

Transtech has a proven track record for completing projects on time. Part of our role as Project Managers is to develop, review, update and manage the project schedules and confirm that tasks are scheduled within reasonable and appropriate timeframes. We constantly review, monitor and update the schedule to confirm it is in compliance with the original schedule and that related coordination with external/3rd parties/regulatory agencies/utility companies, etc. are on track. If the look ahead schedule is not in compliance with the original schedule, we take appropriate actions to avoid potential delays. Our approach to Scheduling and Timely Completion of Project and Schedule Recovery includes having the contractor prepare a baseline schedule, which identifies the project scope, critical path, project milestones, target dates, phases and sequences of work, and activity durations. When significant activities show that they are slipping from the baseline, we work with the contractor to develop recovery plans.

Contract Administration Approach (Caltrans LAPM):

For construction contract administration, we follow guidelines described in Caltrans Local Assistance Procedures Manual (LAPM). Maintaining complete and accurate files is a very important aspect of managing federally funded projects. Generally, whenever the local agency is unable to produce requested data or information, it is assumed by reviewing personnel that the required actions were either never performed or not properly recorded. Organized project files can minimize these negative assumptions. Organization and content of the project file is one indicator of effective and efficient management of the project by the resident engineer. LAPM has been prepared to aid California local agencies scope, organize, design, construct and maintain their public transportation facilities when they seek Federal Highway Administration (FHWA) funded federal-aid or state funding. This manual describes the processes, procedures, documents, authorizations, approvals and certifications, which are required in order to receive federal-aid and/or state funds for many types of local transportation projects.

Project Controls:

Our staff has experience with various document control software systems including Procore, Autodesk ConstructWare (which has now become Construction Cloud), and Primavera P6. In our experience all major control software programs work basically the same way and adapting from one software offering to another has a fairly small learning curve. Because the specific software is generally a choice made by the prime contractor, our staff is ready to partner with any user of any program. That said, not all projects require the 'fire power' associated with an expensive, sophisticated control system. Sometimes an intelligently designed filing system that stores basic Word, Excel, PDF, and email documents in the cloud is all a project really needs.

Project Control System:

Transtech has developed its in-house Project Control Procedures and System, follow guidelines similar to what is described in Caltrans Local Assistance Procedures Manual (LAPM). Following is the link to Transtech's Project Control Procedures and System:

<https://www.dropbox.com/scl/fi/ovqszv2odb0egxp6qdo3f/CIP-Filing-System-Index-v20240212.100-003.pdf?rlkey=rart96lbt7yif4qka3y5tck1n&dl=0>

10 Administration

- 10.00 Filing System:** Contains all of the generic documents and templates that are used repeatedly. Use master templates on the library for all documents and forms referenced on this index.
- 10.01 CIP Checklist:** Contains step by step CIP checklist/workflow applicable to a project from inception to closeout. Update this checklist throughout the project to maintain project workflow.
- 10.02 Correspondence:** Contains general correspondence (emails, memos, etc.) throughout the project. Specific correspondence for each project phase should be filed under applicable folder.
- 10.03 Staff Reports:** Contains City Council meeting staff reports and resolutions.
- 10.04 Project Funding Sources:** Contains CIP Project Sheet/Charter from City Fiscal Year Budget including funding information.
- 10.05 Project Budget:** Contains overall project budget throughout the project.
- 10.06 Project Schedule:** Contains overall project schedule throughout the project.
- 10.07 Public Records Request:** Contains public information requests throughout the project.

20 Planning and Studies

- 20.01 Contracting:** If services in this category is contracted, this folder contains all contracting documentation (RFP, proposals, etc.). Use subfolders as needed for different disciplines (environmental, ROW, survey, geotechnical, etc.).
- 20.02 Environmental Determination:** Contains environmental documentation (CEQA, NEPA, etc.).
- 20.03 ROW & Easement:** Contains right of way acquisition, easement, temporary construction easement, etc..
- 20.04 Land Survey:** Contains land survey (topo survey, drawings, reports, etc.).
- 20.05 Geotechnical Investigation:** Contains geotechnical investigation (coring results, reports, recommendations, etc.).
- 20.06 Site Utilities:** Contains utility company contact information, correspondence log, letters, maps received, etc.
- 20.07 Misc Reports & Studies:** Contains any miscellaneous reports and studies.
- 20.08 Permitting:** Contains all applicable permits including local, state and federal for the project.

30 Bid Package Development/Design

- 30.01 Contracting:** If services in this category is contracted, this folder contains all contracting documentation (RFP, proposals, etc.).
- 30.02 Design Development:** Contains design development documents including CAD files, aerials, xref, pdf, etc.
- 30.03 Design Submittals:** Contains all PS&E submittals during design phase (typical 30%, 60%, 90%, 100% submittals).
- 30.04 Specifications:** Contains general provisions, special provisions, appendices, etc.
- 30.05 Estimates:** Contains project construction estimates.
- 30.06 Bid Package:** Contains project bid package including front end administrative specs (NIB, IB, Bid, General Provisions/Specifications) and project technical specs (Special Provisions, Appendices, Project Plans).
- 30.07 Project Meetings:** Contains design kickoff/progress meetings sign in sheets, agendas, minutes and notes.

40 Bidding

- 40.01 Bid Package as Advertised:** Contains as advertised bid package in pdf.
- 40.02 Bid Advertisement:** Contains plan holders list and proof of advertisement.
- 40.03 Pre-Bid Meeting:** Contains pre-bid meeting (if applicable) sign in sheet, agenda, and notes. Indicate whether mandatory/non-mandatory.
- 40.04 Questions:** Contains all questions received during bidding phase.
- 40.05 Addenda:** Contains all addenda issued during bidding phase.
- 40.06 Bids Received:** Contains bid opening results and all bids received at the bid opening.
- 40.07 Bid Analysis:** Contains bid analysis (bid tabulation, review of apparent low bid, reference checks, determination of lowest responsive bid, CA license, DIR registration, state and federal debarments).
- 40.08 Agreement:** Contains construction agreement document, appendices, bonds, insurances, W-9, business license.
- 40.09 Notice To Proceed:** Contains Notice to Proceed document issued to the Contractor.

50 Construction Management

50.01 Contract: Contains fully executed construction contract.

50.02 Project Personnel: Contains project personnel during construction including Owner, Construction Manager (CM), Construction Inspector (CI), Construction Contractor, Materials Testing (MT), Labor Compliance, Grant Manager, Emergency Contacts, Utility Companies, Contractor's Emergency Contact Information Sheet, Contractor's Letter designating representative authorized to act for the contractor.

50.03 Conformed Construction Documents: Contains conformed set of construction documents (plans and specifications) issued for construction. Update these documents throughout construction with any revisions/redlines.

50.04 RFI: Contains a common Request for Information (RFI) log, received and responded RFIs, filed by transmittal number.

50.05 Submittals: Contains a common Submittal log, received and responded Submittals, filed by transmittal number.

50.06 WSWD: Contains Weekly Statement of Working Days (WSWD) issued to the Contractor.

50.07 Quality Assurance: Contains all documents generated as part of any QC/QA process including: Quality Assurance Plan (QAP), Special Inspection Reports, Shop Inspection Reports, Material Placement, Material Testing, Delivery Tickets, Structural Observation, Designer Observation, Pad Certification, Buy America Certifications, Material Certificate of Compliance (CoCs), and any QC/QA Manuals.

50.08 Engineer Reports: Contains Resident Engineer Weekly Reports, Incident Reports throughout construction.

50.09 Inspector Reports: Contains Construction Inspector (Asst. RE) Daily Reports.

50.10 Photographs: Contains all photos taken filed by date.

50.11 Quantity Calculation Sheets: Contains monthly progress payment item quantity calculation sheets.

50.12 Change Orders (CCO): Contains Request for Change Orders (RFCO), Potential Change Orders (PCO) and finalized Contract Change Orders (CCO).

50.13 Progress Payments: Contains monthly progress payments, waiver/release documents.

50.14 Labor Compliance & EEO: Contains labor compliance documents.

50.15 DBE: Contains Disadvantaged Business Enterprise certificates, reports and documents.

50.16 Progress Schedule: Contains baseline schedule, weekly lookahead schedules, and recovery schedules.

50.17 Project Meetings: Contains pre construction meetings, special meetings, progress (weekly/bi-weekly) meetings sign in sheets, agendas, minutes and notes.

50.18 Construction Notices & Signs: Contains construction notices and signs.

60 Project Closeout

60.01 Punch Lists: Contains project punch list prepared by Construction Inspector.

60.02 Guarantees & Warranties: Contains guarantees and warranties.

60.03 O&M: Contains Operations and Maintenance manuals.

60.04 Final Inspection: Contains final inspection report.

60.05 As-Builts: Contains field redlined construction plans "as-builts".

60.06 Notice of Completion: Contains Notice of Completion (NOC) document as filed.

70 Grant Management *(only applicable to projects receiving Caltrans funding, if other special funds are involved on the project, check with the grant manager for specific folders/documents)*

70.00 Grant Application: Contains Grant Application.

70.01 Master Agreement: Contains Caltrans Master Agreement.

70.02 Program Supplemental Agreement: Contains Program Supplemental Agreement (PSA) received from Caltrans.

70.03 RFA For Preliminary Engineering: Contains Request for Authorization for Preliminary Engineering (PE) Phase application documents to Caltrans.

70.04 Environmental Documents: Contains Preliminary Environmental Study (PES) submittal package to Caltrans.

70.05 ROW Certificate: Contains Right of Way Certification submittal to Caltrans.

70.06 RFA For Construction: Contains Request for Authorization for Preliminary Engineering (PE) Phase application documents to Caltrans.

70.07 CON Award Package: Contains Construction Award Package submitted to Caltrans.

70.08 E-76: Contains approved E-76 received from Caltrans.

70.09 Reimbursements: Contains reimbursement invoices submitted to Caltrans.

70.10 Grant Closeout: Contains Final Report of Expenditures (FROE) submitted to Caltrans.

70.11 Process Review: Contains Pre-Construction, Construction, Post-Construction Process Review.

Engineering Plan Check and Public Works Inspection Service Approach:

Service Philosophy:

Our service philosophy is defined by our unique “**Customer Care**” approach in delivering our services in **High Quality, Timely, Efficient and Customer Friendly** manner:

- ✓ Transtech is well known in providing **Cost Effective Services** on time with a **customer friendly and responsive** approach.
- ✓ Our services are founded on the principles of **Total Quality Management** for **Total Customer Care**.
- ✓ We have a **structured approach** to execute projects in an efficient manner that makes Transtech capable of providing the City with the highest quality product.
- ✓ We start by **working with the applicant early on** and during plan review to help them prepare a set of plans which have all of the required information clearly and logically presented.
- ✓ Additionally, we never hesitate to make suggestions which help eliminate complicated details, **reduce construction costs, and/or provide details which are easy to verify in the field**. Experience has taught us well that inspection time and applicant frustration can both be substantially reduced, while increasing overall compliance, by producing a better set of plans during the plan review process. And in the case of homeowners, **this policy often demonstrates early on that the City really is truly a partner in a process that can often be a source of stress and tension for many applicants, and we fully understand that.**
- ✓ This policy reduces the number of plan review rechecks required, **allows the applicant to obtain a permit much sooner**, and reduces the overall time our staff is required to spend on that particular plan.
- ✓ Transtech provides all plan check **comments on electronic files**. All plan check comments are provided on pdf format electronically, **as well as hard copies**. Plan review corrections are written clearly and are **fully detailed to explain the Code deficiency**.
- ✓ To help the applicant better understand the problem, Transtech provides as much information during plan review as possible. We believe that if the applicant has a **clear understanding of the problem**, he or she can take the necessary steps to correct the condition. This policy reduces the number of plan review rechecks required, allows the applicant to **obtain a permit much sooner**, and reduces the overall time our staff is required to spend on that particular plan. Unclear and/or cryptic corrections are never written, and all correction lists, except those written over the counter, are typed and printed on a laser printer.
- ✓ Our plan checkers **confer early on and respond to questions** from the architect, engineer, designer, applicant, etc. When requested, our plan checkers also meet with the architect, engineer, designer, applicant, etc. at our offices to answer questions or for rechecks where the plan corrections.
- ✓ Our policy is to assist the architect, engineer, designer, applicant, etc. as much as possible, which helps **eliminate complicated details, reduce construction costs, and/or provide details which are easy to verify in the field**.
- ✓ All telephone calls or e-mails received are returned within the same working day, or the following day. We take pride in our “**Same Day Response**” motto.
- ✓ **Responsiveness is an integral part** of Transtech's “customer friendly” service approach.
- ✓ We will strive to **enhance the City's image by public trust** to be the most desirable community to live, invest and conduct business.
- ✓ Customer Care means highest quality customer service. Transtech is committed to providing “**Customer Care**” to the City, City's patrons, responding quickly and effectively to the walk-in,

telephone, and electronic inquiries of the public related to our services.

Plan Check Processing:

When a plan check order is received, it is logged and reviewed by Building Staff and then assigned to applicable plan checkers. The plan check duration is monitored thru the plan check log data base, which generates messages at identified intervals to inform plan checkers and supervising Sr. Staff so that they are aware of how the progress and status continuously. If any potential delay is monitored, necessary steps are taken, such as meeting with plan checker to review the schedule, workload, performance, and identify actions, including assigning additional staff, if necessary, to ensure timely completion of assignment.

Plan Check Coordination:

Our plan checkers respond to questions from the architect, engineer, designer, applicant, etc. When requested, our plan checkers also meet with the architect, engineer, designer, applicant, etc. at our offices to answer questions or for rechecks.

- Our policy is to assist the architect, engineer, designer, applicant, etc. as much as possible, which helps eliminate complicated details, reduce construction costs, and/or provide details which are easy to verify in the field. This pro-active approach reduces inspection time and questions, and applicant frustration, while increasing overall compliance, by producing a better set of plans during plan review process. Especially, when the applicant is a homeowner trying to improve his/her property, this policy often demonstrates early on that the City really is here to help.

Approach to Meeting with Applicants:

Our staff is available to applicants by phone and through email or through virtual meeting for questions or available to meet for rechecks if necessary. Our policy is to meet with applicants virtually via TEAMS or ZOOM or when necessary, at City Hall, but we also have an available facility at our office meetings with applicants.

Expedited/Off-Business Hours/Weekend Services:

If the City receives a request from applicants for expedited plan check services, Transtech staff is able to provide additional resources to accommodate such a request. If the City requests inspection services, Transtech staff will provide additional resources to accommodate inspection requests during off business hours and weekends.

Quick Turn Around and Expedited Service:

Transtech will provide plan checks on a **quick turn-around schedule**. Transtech also provides expedited service when requested. **Applicant will be able to see online on real time the progress of plan check submittals.**

Weekend, Holiday & After Work Inspection:

Transtech is readily available and has the resources to provide weekend, holiday, and after-work hour inspections as requested by the City Manager or designee.

D. Client References and Work Product Examples

REFERENCES:

CITY OF ALHAMBRA

Address:

111 South First Street, Alhambra, CA 91801

Services Provided:

City Engineer, City Traffic Engineer, City Building Official, Plan Check, Inspection, CIP Management, Construction Management, Grant Writing and Administration, General Engineering

Service Duration:

Started in 1993 – Ongoing Service

Contact:

Lucy Garcia, Assistant City Manager

T: 626-570-3257

E: lgarcia@cityofalhambra.org

CITY OF ROSEMEAD

Address:

8838 Valley Boulevard, Rosemead, CA 91770

Services Provided:

City Engineer, City Traffic Engineer, City Building Official, Plan Check, Inspection, CIP Management, Construction Management, Grant Writing and Administration, General Engineering

Service Duration:

Started in 2022 – Ongoing Service

Contact:

Ben Kim, City Manager

T: 626-569-2169

E: bkim@cityofrosemead.org

CITY OF SOUTH EL MONTE

Address:

1415 Santa Anita Avenue, South El Monte, CA 91733

Services Provided:

City Engineer, City Traffic Engineer, City Building Official, Plan Check, Inspection, CIP Management, Construction Management, Grant Writing and Administration, General Engineering

Service Duration:

Started in 2018 – Ongoing Service

Contact:

Rene Salas, City Manager

T: Phone: 626-579-6540

E: rsalas@soelmonte.org

CITY OF COMMERCE

Address:

2535 Commerce Way, Commerce CA 90040

Services Provided:

City Engineer, City Traffic Engineer, City Building Official, Plan Check, Inspection, CIP Management, Construction Management, Grant Writing and Administration, General Engineering

Service Duration:

Started in 2015 – Ongoing Service

Contact:

Vilko Domic, Assistant City Manager

T: 323-722-4805

E: vilkod@ci.commerce.ca.us

CITY OF MONTEREY PARK

Address:

(Year started and completed: 2013 – Ongoing Service)

320 West Newmark Avenue, Monterey Park, CA 91754

Services Provided:

City Engineer, City Traffic Engineer, City Building Official, Plan Check, Inspection, CIP Management, Construction Management, Grant Writing and Administration, General Engineering

Service Duration:

Started in 2013 – Ongoing Service

Contact:

Shawn Igoe, Director of Public Works

T: 626-307-1320

E: sigoe@MontereyPark.ca.gov

REFERENCE LETTERS:



*Gateway
to the
San Gabriel Valley*

*111
South First Street
Alhambra
California
91801*

*626
570-5010*

*FAX
281-2248*

City of Alhambra

Office of the City Manager

12.05.2024

I am pleased to write this letter of recommendation for Transtech Engineers, Inc., a valued partner of the City of Alhambra for nearly 30 years. Since 1993, Transtech has provided high-quality services across a range of areas, including City Engineering, Traffic Engineering, Building and Safety, CIP Management, Grant Writing and Administration, and more.

Transtech's professionalism, expertise, and commitment to exceptional service have made them an integral part of our City's operations. Their team has consistently delivered excellence in roles such as Building Official, Permit Technician, Building Inspector, Plan Check/Review, City Engineer, and City Traffic Engineer. Additionally, their support for Public Works and Community Development through planning, design, construction management, and inspection has been invaluable.

What sets Transtech apart is their dedication to customer service and responsiveness. Whether working with City staff, residents, or stakeholders, Transtech exemplifies a collaborative and solution-oriented approach that builds trust and fosters strong relationships. Their team's expertise is matched by their professionalism and genuine care for the community they serve.

Over the years, Transtech has played a vital role in managing and executing key projects that have shaped Alhambra's growth and infrastructure. Their attention to detail, ability to navigate complex challenges, and commitment to delivering high-quality work make them a trusted and dependable partner.

The City has consistently been impressed with Transtech's ability to exceed expectations. Their leadership, principal-level involvement, and focus on customer care ensure that every interaction is met with professionalism and a strong sense of purpose. Their ability to integrate seamlessly into our operations and meet the evolving needs of our City is a testament to their expertise and dedication.

It is with great confidence that I recommend Transtech Engineers, Inc. to any organization seeking a reliable, innovative, and community-focused partner. Their nearly three decades of service to Alhambra speak to their exceptional capabilities and unwavering commitment to excellence.

If you have any questions or require additional information, please do not hesitate to contact me at 1-626-570-3257.

Sincerely,

Lucy Garcia
Assistant City Manager
Management Services Department
lgarcia@alhambraca.gov



PRINTED ON RECYCLED PAPER

MAYOR:
STEVEN LY

MAYOR PRO TEM:
MARGARET CLARK

COUNCIL MEMBERS:
SANDRA ARMENTA
SEAN DANG
POLLY LOW



City of Rosemead

8838 E. VALLEY BOULEVARD
ROSEMEAD, CALIFORNIA 91770
TELEPHONE (626) 569-2100
FAX (626) 569-2303

December 2, 2024

RE: Trantech Engineers, Inc. – Letter of Recommendation

To whom it may concern,

It is my pleasure to provide this letter of reference for Trantech Engineers, Inc., a firm that has become a vital partner to the City of Rosemead. Their professionalism, technical expertise, and unwavering commitment to excellence have been instrumental in supporting our City's infrastructure, operations, and community services in both the Public Works and Community Development Departments.

Trantech provides comprehensive City Engineering and Building and Safety services to Rosemead, which include roles such as Building Official, Plan Check, Building Inspection, Public Works Engineering, Traffic Engineering, CIP Management, Construction Management, and Grant Writing and Administration. In addition, they support the City with as-needed professional services like project planning, design, management, and inspection.

Their contributions to our Capital Improvement Program (CIP) have been remarkable, helping us complete a variety of projects ranging from infrastructure upgrades to park enhancements and pavement rehabilitation. Trantech's ability to guide projects from concept to completion, while ensuring compliance with all technical and regulatory requirements, has been invaluable.

Their Building and Safety team consistently demonstrates their expertise through efficient plan reviews, thorough inspections, and responsive customer support. By integrating modern solutions such as an electronic portal and providing counter services, Trantech has streamlined our processes and ensured accessibility for residents, applicants, and businesses.

What sets Trantech apart is their strategic approach to securing funding for key City projects. Their efforts have resulted in substantial grant awards, including over \$100 million for the 710 North Corridor Mobility Improvements Project. These achievements are a testament to their ability to deliver results that align with the City's goals and priorities.

Trantech's team has always been approachable, responsive, and deeply committed to serving the Rosemead community. Whether collaborating with City staff or interacting with residents, their professionalism and dedication shine through in every aspect of their work. They have truly become an extension of our City team, ensuring that our shared vision for Rosemead's growth and development becomes a reality.

Additionally they have been great community partners in supporting various community related events and initiatives that are important to the City such as backpack giveaway for the youth, participating in school initiatives, and more.

Based on my experience, I highly recommend Transtech Engineers, Inc. Their expertise, dedication to quality, and focus on customer service make them an outstanding partner for any city or organization.

Sincerely,



Ben Kim
City Manager



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540* FAX (626) 579-2107

December 3, 2024

In South El Monte, we value partnerships that reflect our community's commitment to collaboration, dedication, and progress. Transtech Engineers, Inc., a trusted partner since 2016, embodies these qualities in their work with our City, providing expertise and proactive solutions that support our Public Works and Community Development Departments.

Transtech delivers comprehensive City Engineering and Building and Safety services, including City Engineer, Traffic Engineer, Building and Safety, CIP Project Management, Public Works Engineering, Construction Management, Grant Writing and Administration, and as-needed professional services. Their seamless integration into City operations has allowed us to provide exceptional services to residents and businesses.

As part of the City's Capital Improvement Program (CIP), Transtech provides turn-key project management from inception to construction. Their team has successfully delivered complex projects, including pavement rehabilitation, traffic signal improvements, sidewalks, parks, and facilities enhancements. With a focus on quality and community impact, they ensure projects are completed efficiently, on schedule, and within budget, while securing funding and maintaining regulatory compliance.

Transtech has also secured millions in funding and delivered transformative projects such as HSIP and ATP initiatives, improving traffic safety, accessibility, and infrastructure throughout South El Monte.

Their Building and Safety team excels in plan check services, ensuring compliance with all applicable codes and regulations. Through timely reviews, responsive counter support, and modern tools like an electronic portal, Transtech has made the process efficient and accessible for residents, businesses, and developers.

Beyond their technical expertise, Transtech actively engages with the community, supporting events, youth programs like Harvard Day, and organizations through partnerships with the Chamber of Commerce. Their dedication to fostering strong connections reflects their genuine commitment to South El Monte's well-being.

Transtech's focus on quality, timeliness, and customer service has strengthened our ability to meet the needs of our growing community. I confidently recommend Transtech Engineers, Inc. Their dedication to excellence and community engagement continues to make a lasting impact in South El Monte, and I am certain they would be an invaluable asset to any organization.

Sincerely,

Rene Salas, City Manager



CITY OF COMMERCE

Vilko Domic
Assistant City Manager

December 2, 2024

To Whom It May Concern,

It is with great enthusiasm that I provide this letter of reference for Transtech Engineers, Inc., a trusted and integral partner to the City of Commerce since 2003. Transtech's extensive expertise and collaborative approach have made them an essential extension of our staff at City Hall, working closely with department directors to meet the evolving needs of our community.

Transtech provides a comprehensive suite of services, including Building & Safety, Plan Check, Inspection, City Engineering, Traffic Engineering, CIP Management, Construction Management and Inspection, Federally Funded Project Management, Grant Writing, Engineering Design, Public Works Permit Inspections, Map Check, and Planning Support.

A significant contribution from Transtech is their leadership in managing the City's Capital Improvement Program (CIP), overseeing projects from initial conception through to completion. Their team excels at handling all aspects of project management, ensuring efficiency, quality, and compliance with funding requirements.

Several projects managed by Transtech have been recognized as Project of the Year by the American Public Works Association (APWA). These accolades underscore the exceptional quality and transformative impact of their work. Projects like the Washington Boulevard Roadway Widening and Reconstruction and the Atlantic Boulevard Corridor Improvement Project demonstrate their ability to successfully manage large-scale, federally funded initiatives that enhance mobility, safety, and the overall quality of life in Commerce.

One of Transtech's standout achievements has been transitioning the City's Building and Safety Services from Los Angeles County to a fully in-house operation. This seamless transition included establishing key services such as Building Official, Plan Check, Permit Technician, and Inspection Services, ensuring continuity of service and a more tailored approach to the needs of our residents and businesses.

Transtech's commitment to customer service and community engagement sets them apart. Their team consistently delivers high-quality work with professionalism and a deep regard for fostering positive relationships with City staff, residents, and stakeholders. Their responsiveness, attention to detail, and proactive communication have strengthened the City's ability to deliver exceptional service.

Transtech Engineers, Inc. remains an invaluable partner for the City of Commerce. Their dedication to quality, innovation, and collaboration has greatly contributed to our City's growth and success. I highly recommend their services to any organization seeking a professional, community-focused team that goes above and beyond to meet expectations.

Sincerely,

Vilko Domic
Assistant City Manager

2535 Commerce Way • Commerce, California 90040 • (323) 722-4805 • FAX (323) 726-6231 • www.ci.commerce.ca.us

CITY OF MONTEREY PARK

320 West Newmark Avenue • Monterey Park • California 91754-2896
www.montereypark.ca.gov



City Council

Henry Lo
 Vinh Ngo
 Jose Sanchez
 Thomas Wong
 Elizabeth Yang

City Clerk

Maychelle Yee

City Treasurer

Amy Lee

December 23, 2024

I am pleased to provide this letter of reference for Transtech Engineers, Inc., a trusted partner to the City of Monterey Park since 2013. Their comprehensive services and collaborative approach have made them an invaluable extension of our staff, working closely with department directors to serve our community effectively.

Transtech provides a wide range of services, including City Engineering, Traffic Engineering, Building Official duties, Building Inspection, Plan Check, CIP Management, Grant Writing and Administration Support, and General Engineering. Their expertise has been instrumental in managing complex projects and delivering unique city initiatives.

Notably, Transtech has been especially helpful in expediting the delivery of the City's CIP projects. This includes serving as the project and construction manager for numerous city projects, including parks, playgrounds, pavement rehabilitation, ADA projects, and water and sewer upgrades throughout the City. They have also been instrumental in securing substantial funding allocations for critical transportation infrastructure improvements. Their Building and Safety team, led by the Building Official, has been integral in ensuring that plan checks, inspections, and permitting processes are conducted quickly, efficiently, thoroughly, and in full compliance with applicable codes and standards. The use of an electronic portal and counter support has further streamlined these processes, ensuring excellent customer service for residents, applicants, and businesses.

Transtech remains customer service-oriented and professional in all its interactions with City Staff, the public, applicants, and residents. They are highly responsive to the City's and the community's needs, providing excellent service and fostering trust with those they work alongside.

Their professionalism, reliability, and proactive approach extend across all work areas. Whether managing large-scale CIP projects or providing essential Building and Safety services, Transtech consistently delivers quality results that meet and exceed expectations. Their professionalism, reliability, and proactive approach have made an impact on our operations and the community we serve.

Transtech goes above and beyond its technical services, continuously participating in and supporting many community events and activities in the City.

I am very confident in recommending Transtech Engineers, Inc. Their professionalism, dedication to customer service, and ability to deliver results make them an outstanding partner for any city or agency.

Sincerely,

Inez Alvarez
 City Manager

Pride in the Past • Faith in the Future

WORK PRODUCT EXAMPLES:

SAMPLE CITY COUNCIL AGENDA REPORT PREPARED BY TRANSTECH:



AGENDA
ITEM 10.A.

COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

DATE: March 4, 2025
TO: The Honorable City Council
FROM: Bryan Cook, City Manager
By: Ali Cayir, PE, City Engineer
Michael Lloyd, PE, Sr. Engineer
Furkan Cetinkale, Project Manager
SUBJECT: APPROVAL OF PLANS AND AUTHORIZATION TO INVITE BIDS FOR FISCAL YEAR 2024-25 PAVEMENT REHABILITATION PROJECT, CAPITAL IMPROVEMENT PROJECT (CIP NO. P25-01)

RECOMMENDATION:

- The City Council is requested to:
- Approve plans for the Fiscal Year (FY) 2024-25 Pavement Rehabilitation Project, Capital Improvement Project No. P25-01;
 - Authorize staff to advertise the project for bids; and
 - Authorize budget amendment of Prop. C funds of \$1.5 million for Santa Anita Ave street rehabilitation.

BACKGROUND:

On April 2, 2019, the City Council approved the City's updated Pavement Management Program (PMP). The City has fully maximized all available funding to fund street paving projects by evaluating and applying the most cost-effective methods, either slurry seal or grind and overlay. Since FY 2014-15, approximately 9.6 million square feet of street rehabilitation work have been performed, which represents approximately 65 percent of the total street pavement area.

The existing revenue sources for road improvements are insufficient to address all city residential and arterial streets. While this project will have a lifespan of 10 to 15 years, the City does not have enough funds to rehabilitate the entire city street network.

ANALYSIS:

The City's PMP report prepared in 2018 identified all of the City streets under four (4) categories as follows:

streets. Also known as ARAM cape seals, System 1 applications usually do not require any grinding (or minimal micro grinding) or utility adjustments, as the ARAM and slurry seal layer are just over 3/8 of an inch thick rubberized membrane comprised of both California scrap tire rubber and tires with a high natural rubber content.

(*) Reference Western Pavement Maintenance Association (WPMA).
Cost Optimization for Asphalt Rehabilitation:

Based on field coring samples, engineering analysis, and the existing pavement thickness that can be accommodated, staff recommends adjusting the cold mill and overlay thickness to up to 1.5 inches on residential streets and up to 3 inches on arterial streets with localized removal and replacement (R&R) where necessary. The cold milling and asphalt concrete (AC) overlay method, estimated at approximately \$4.50 per square foot, will be implemented where full resurfacing is necessary. In areas where cold milling and overlay are not suitable, Asphalt-Rubber Aggregate Membrane (ARAM) System 1, estimated approximately \$2.50 per square foot, will be used as an alternative. ARAM System 1 is particularly effective for low-speed, low-volume residential streets, requiring minimal grinding and utility adjustments while extending pavement service duration.

As part of the pavement rehabilitation evaluation, staff also considered utilizing a Rubberized Hot Mix Asphalt (ARHM) system for Santa Anita Avenue as part of a CalRecycle Grant. ARHM consists of a blend of asphalt cement, reclaimed tire rubber, and additives, with rubber making up a significant portion of the mix. However, after analyzing project requirements and cost-effectiveness, ARHM was not selected due to its higher costs, 20 percent higher than typical hot mix asphalt. The City can achieve comparable pavement longevity at a lower cost per square foot using the conventional asphalt grind/overlay and therefore the city will not be utilizing CalRecycle funds for this project as it would escalate the overall cost of the project.

The project will also include localized curb and gutter and sidewalk repairs, with ADA ramps where necessary, per field conditions.

Over the past five years, inclusive of the proposed scope of work for this project, 70 residential and collector streets will have received cold-mill and overlay pavement rehabilitation. This equates to approximately 4.1M square feet, which is approximately 40% of all residential and collector streets in the City.

Next Steps:

With the approval of the bid package and Notice Inviting Bid (NIB) distribution, staff will finalize the drafted bid package and advertise the project for bids. The bid is anticipated to be advertised for one month.

After the bids are opened, staff will conduct a bid analysis and recommend that the City Council award the contract to the least responsible, responsive bidder. If the low bid amount is below the available budget, staff may recommend additional streets.

- A - Arterial
- R - Residential
- C - Collector
- O - Other (Alleys)

The total street pavement area of all streets is approximately 14.6 million square feet.

City's Street Network			
Total:	72.4 centerline miles	13.9 M sq. ft pavement area	
Arterial:	13.8 centerline miles	3.5 M sq. ft pavement area	
Collector:	38.9 centerline miles	7.0 M sq. ft pavement area	
Residential:	19.7 centerline miles	3.4 M sq. ft pavement area	
Reference Info: 2018 PMP Report prepared by NCE Engineering			

The following Streets are listed in the 2018 PMP Report as A - Arterials: Baldwin Avenue, El Monte Avenue, Las Tunas Drive, Live Oak Avenue, Lower Azusa Road, Rosemead Boulevard, Santa Anita Avenue, Temple City Boulevard. Arterial Streets represent approximately 25% of total street pavement areas.

The remaining categories (R - Residential; C - Collector; O - Other (Alleys) serve mainly residential areas, and therefore, they are considered in general as Residential Streets. Residential Streets represent approximately 75% of all paved streets in the city.

Proposed FY 2024-25 Street Rehabilitation Project:

The proposed FY 2024-25 Street Rehabilitation Project includes mainly Category IV Poor and Category V Very Poor Streets with low Pavement Condition Index (PCI) and will rehabilitate approximately 2.3 million square feet of Residential Street pavement and Arterial Street pavement areas, which represents just 16 percent of the total street pavement area.

The rehabilitation work involves cold-milling of existing asphalt and installing a new asphalt surface course with localized asphalt dig-out at areas as necessary per field conditions. This rehabilitation method is developed based on field reviews and engineering evaluations, and experience with the results of cold mill/overlay implementation on previously completed streets, which had low PCI, as an optimum approach to improve pavement conditions economically.

After conducting both a field review of the road conditions and an engineering analysis of the sub-base (foundation) of the roads in areas around the city, an alternative rehabilitation option will be used. This option is referred to as Asphalt-Rubber Aggregate Membrane (ARAM), more specifically, ARAM System 1 (*) Application.

ARAM System 1 applications are designed primarily for low-speed, low-volume residential

Construction is anticipated to start in June 2025. Based on weather conditions at that time, the start date will be evaluated, and any adjustments may be made to minimize potential adverse weather impacts. Once construction starts, it is anticipated that the project will be completed within approximately nine months.

California Environmental Quality Act (CEQA):

The proposed project is categorically exempt from the requirements of CEQA under Title 14 California Code of Regulations § 15301 as a Class 1 categorical exemption (Existing Facilities).

CITY STRATEGIC GOALS:

This project will further City Strategic Goals of Public Health and Safety, Quality of Life, and Sustainable Infrastructure.

FISCAL IMPACT:

The base bid for this project is inclusive of two base bid components and one additive alternate bid:

Base Bid 1: Streets to be rehabilitated with cold-mill and overlay on residential streets at an engineer's estimate of \$4 million. The City appropriated \$5 million in the FY 2024-25 for City rehabilitation.

Base Bid 2: Santa Anita Avenue is an arterial street that the City can use Prop. C funds to complete. At an estimated cost of \$1.5 million, the City Council will need to appropriate \$1.5 million for this part of the project.

Additive Alternate bid: Streets to be rehabilitated with ARAM application would be an alternate bid item. This allows the City to get current market pricing for this type of application without being contractually bound to the lowest responsible bidder to conduct this work.

	Engineering Estimate (Hard and Soft Costs)	Funding Source
Base Bid 1: Cold Mill and Overlay of Residential Streets (excluding Santa Anita Avenue)	\$4M	Gas Tax, RMRA, Measure R, and Measure M
Base Bid 2: Santa Anita Avenue: From North City Limit to South City Limit (Part of the Base Bid Schedule)	\$1.5M	Prop C
Additive Alternate bid: Schedule (ARAM SYSTEM 1 Application)	\$2.4M	Gas Tax, RMRA, Measure R, and Measure M

SAMPLE TRAFFIC COMMISSION AGENDA REPORT PREPARED BY TRANSTECH:



CITY OF WEST COVINA

TRAFFIC COMMITTEE
DECEMBER 10, 2024, 3:00 PM
REGULAR MEETING

MANAGEMENT RESOURCES CENTER
CITY HALL, 3RD FLOOR ROOM 314
1444 W. GARVEY AVENUE SOUTH
WEST COVINA, CALIFORNIA 91790

Community Development Director or Representative
Police Department Traffic Committee Representative
City Engineer or Representative
City Traffic Engineer or Representative

On March 4, 2020, Governor Newsom proclaimed a State of Emergency COVID-19. On March 17, 2020, Governor Newsom issued Executive requirements of the Brown Act relating to the conduct of public meetings. Council Members may attend City Council meetings telephonically and available a physical location from which members of the public may comment.

On June 18, 2020, the California Department of Public Health issued guidance wear cloth face coverings in specified circumstances, including when indoor public space.

REMOTE PUBLIC PARTICIPATION: In lieu of attending the meeting submit public comments via email or address the Traffic Committee by below.

Emailed Public Comment: Members of the public can at traffic@transtech.org. The subject line should specify "Traffic Committee". Include your full name and address in your e-mail. All emails received Committee will be provided to the Traffic Committee prior to the meeting during the meeting. All comments received will be made part of the official record.



CITY OF WEST COVINA Traffic Committee Meeting AGENDA

Meeting Name: Traffic Committee Meeting
Date: Tuesday, December 10, 2024
Time: 3:00 p.m.
Location: West Covina City Hall, Management Resources Room (MRC)

1. Call to Order

2. Traffic Committee Items Taken to the Previous Traffic Committee Meeting:

- Traffic Review of West Pacific Lane and North Chaburn Avenue
- Traffic Review of West Merced Avenue between Orange Avenue and Sunset Avenue
- Traffic Review of Service Avenue between Lark Ellen Avenue and Valinda Avenue

3. New Traffic Committee Items

- a) **Traffic Review of Walnut Creek Parkway from Azusa Avenue to Citrus Street**
 - i. Item Presentation
 - ii. Comments from Audience on Item
 - iii. Comments from Committee Members on Item
- b) **Traffic Review of East Workman Avenue and North Morada Avenue**
 - i. Item Presentation
 - ii. Comments from Audience on Item
 - iii. Comments from Committee Members on Item
- c) **Traffic Review of Liberty Way and Workman Avenue**
 - i. Item Presentation
 - ii. Comments from Audience on Item
 - iii. Comments from Committee Members on Item
- d) **Truck Signage Review of E Garvey Avenue between Lark Ellen Avenue and S Azusa Avenue**
 - i. Item Presentation
 - ii. Comments from Audience on Item
 - iii. Comments from Committee Members on Item

4. Audience Comments on Items Not on Agenda

5. Committee Member Comments on Items Not on Agenda

6. Adjourn

Special Accommodations: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (626) 939-8433. Notification 48 hours prior to the meeting will enable City staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II) **Distribution:** Community Development Director; Police Department Traffic Committee Representatives; City Clerk; City Engineer; City Traffic Engineer

SAMPLE BID PACKAGE:

City of Maywood, Bid Package, Pavement Rehabilitation Program FY 2024-2025

Document Control Page 1 of 127



INDEX OF DRAWINGS

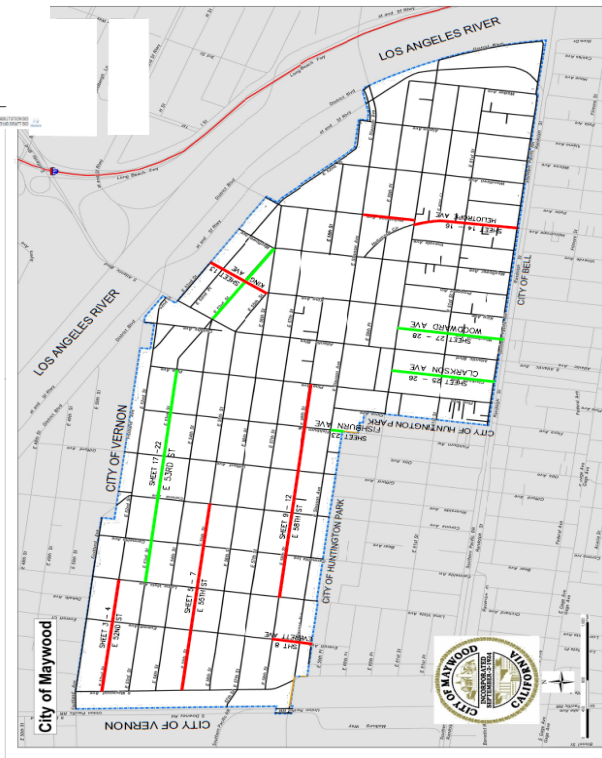
SHEET NO	DESCRIPTION
1	COVER SHEET, GENERAL NOTES, LOCATION MAP, INDEX MAP, INDEX OF DRAWING & LEGEND
2	MISCELLANEOUS NOTES AND DETAILS
3 - 4	E 52ND ST STREET IMPROVEMENT
5 - 7	E 55TH ST STREET IMPROVEMENT
8	ENERGY AVE STREET IMPROVEMENT
9 - 12	E 58TH ST STREET IMPROVEMENT
13	KING AVE STREET IMPROVEMENT
14 - 16	HULLDROPE AVE STREET IMPROVEMENT
17 - 22	E 53RD ST STREET SLURRY IMPROVEMENT
23	FISHBONE AVE STREET SLURRY IMPROVEMENT
24	E 60TH ST STREET SLURRY IMPROVEMENT
25 - 26	QUINCY AVE STREET SLURRY IMPROVEMENT
27 - 29	W 52ND ST STREET SLURRY IMPROVEMENT

Bid Due Date:
February 5, 2025, 2:00 PM

Submit bids to:
The City will be receiving bids electronically via City of
Maywood's Planetbids portal at
<https://bidsystem.planetbids.com/portal/64496/portal-home>

COVER

CITY OF MAYWOOD
PUBLIC WORKS AND ENGINEERING DEPARTMENT
FY 2024-25 PAVEMENT REHABILITATION PROGRAM
CITY PROJECT ID: 6224



INDEX MAP
NOT TO SCALE

INDEX LEGEND:

	SLURRY SEAL
	2" COLDMILL AND AC OVERLAY

GENERAL NOTES

- | | | |
|-----|---|----------------|
| 14. | ALL WORK, SHALL BE IN ACCORDANCE TO THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONTRACTING (SPECIFIC), LATEST EDITION, CALIFORNIA MANUAL, UNIFORM TRAFFIC CONTROL, UNIFORM PAVEMENT CONSTRUCTION, UNIFORM SIGNING, UNIFORM SIGNAGE, UNIFORM PLANS AND SPECIFICATIONS FOR PUBLIC WORKS CONTRACTING, CURRENT EDITION. | |
| 15. | BEFORE BEGINNING OF ANY WORK, THE CONTRACTOR SHALL OBTAIN A PERMIT FROM THE CITY OF MAYHOD. | |
| 16. | ALL WORK COVERED BY THIS PLAN SHALL BE INSPECTED BY THE CITY ENGINEER. | |
| 17. | THE CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICE UTILITIES AS FAR AS KNOWN PRIOR TO THE START OF ANY CONSTRUCTION OF ANY UTILITY UNDERGROUND FACILITY. THE CONTRACTOR SHALL NOTIFY UTILITY OWNERS IMMEDIATELY. | |
| 18. | IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE ALL UTILITIES OF EVERY NATURE, WHETHER KNOWN OR UNKNOWN, AND TO PROTECT THEM FROM DAMAGE, WITHIN THE ADJACENT OF THE PROPOSED CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE RELOCATION OF UTILITIES DAMAGED BY OPERATIONS IN CONNECTION WITH THE PRODUCTION OF THE WORK. | |
| 19. | THE CONTRACTOR SHALL NOT CONDUCT ANY OPERATIONS OR PERSONNEL WORK PERTAINING TO THE PROJECT BETWEEN 5:00 P.M. - 3:00 A.M. ON ANY DAY ON SATURDAY, SUNDAY, HOLIDAY AT ANY TIME EXCEPT AS APPROVED BY THE ENGINEER. | |
| 20. | THE CONTRACTOR SHALL PROTECT AND RESTORE EXISTING UTILITIES AND IMPROVEMENTS IN PER SECTION 5-1. THE CONTRACTOR SHALL PROTECT EXISTING UTILITIES AND IMPROVEMENTS IN PER SECTION 5-1. THE CONTRACTOR SHALL PROTECT EXISTING UTILITIES AND IMPROVEMENTS IN PER SECTION 5-1. | |
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| 25. | THE CONTRACTOR SHALL PROTECT EXISTING UTILITIES AND IMPROVEMENTS IN PER SECTION 5-1. THE CONTRACTOR SHALL PROTECT EXISTING UTILITIES AND IMPROVEMENTS IN PER SECTION 5-1. THE CONTRACTOR SHALL PROTECT EXISTING UTILITIES AND IMPROVEMENTS IN PER SECTION 5-1. | |
| 26. | THE FOLLOWING IS A LIST OF THE UTILITIES COMPANIES AND CONTACTS: | |
| | SOUTHERN CALIFORNIA Edison | (800)855-4555 |
| | SOUTHERN CALIFORNIA GAS COMPANY | (310)465-7878 |
| | AT&T | (800) 467-7611 |
| | ARIZONA | 888-266-1000 |
| | MARATHON PRELINE | (714) 888-1855 |
| | MAYWOOD MUTUAL WATER | (321) 568-2439 |
| | GOLDEN STATE WATER - BELL GARDEN | (321) 967-2000 |
| | CALIFORNIA WATER SERVICE | (321) 235-1445 |
| | TRI-CITY MUTUAL WATER CO. | (321) 568-1867 |
| | UNIVERSAL WASTE SYSTEM (HWS) | (800) 651-7016 |
| | WATER COMPANY NUMBER 1 | (321) 568-2439 |
| | WATER COMPANY NUMBER 2 | (321) 561-5516 |
| | LEVEL 3 COMMUNICATIONS | (877) 366-5834 |
| | SPECTRA CHARTER COMMUNICATION | (626) 438-9570 |
| | LEVEL 3 COMMUNICATIONS | (626) 438-3512 |
| | LA COUNTY ZONE MANHATTAN DISTRICT | (949) 460-3388 |
| | LOWE CENTER | (800)654-1110 |
| | CROWN CASTLE | |

NOTE:

DELINEATION, DIMENSIONS, AND LOCATIONS OF PAVEMENT MARKINGS, MARKERS, AND LIMITS OF WORK ARE APPROXIMATE, AND FOR THE PURPOSE OF BID PREPARATION. FINAL LIMITS OF WORK, PAVEMENT MARKINGS AND MARKERS, AND ALL ITEMS OF WORK SHALL BE PER THE CITY ENGINEER OR DESIGNER.

Call: TOLL FREE
811
TWO WORKING DAYS BEFORE YOU DIG

CITY OF MAYWOOD
PUBLIC WORKS & ENGINEERING DEPT.

FY 24-25 PAVEMENT REHABILITATION

COVER SHEET, GENERAL NOTES,
LOCATION MAP, INDEX MAP, INDEX OF &
DRAWINGS

Sheet 1 of 28 Sheets

PREPARED BY:  **TRANSTECH**
13367 BENSON AVE.
CHINO, CA 91710
(909) 395 8399

DATE: 1-6-25
BY: *Alan Daniel*
QIAN D.DANIEL, N.C.E. 090039



NO.	REVISIONS	REVIEW BY	APPROVED BY	DATE

City of Maywood, Eld Package, Pavement Rehabilitation Program FY 2024-2025

SAMPLE CC/COMMUNITY MEETING PRESENTATION:
(Few selected pages from PP)

Presented To



City of
Alhambra

Traffic Calming Strategies

City Council
Meeting



TRAFFIC CALMING EXAMPLES

October 2

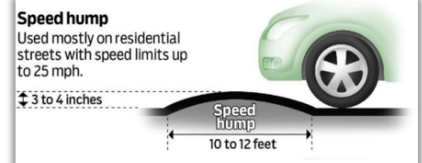
• **Curb Extensions, Medians, Neighborhood Traffic Circles:**

- Narrow Street Entry and smaller Corner Radius
- Shorter Crosswalk Length for Pedestrians
- Street Beatification and Traffic Calming
- Lower Speeds around a Traffic Circle



SPEED CUSHION VS SPEED HUMP

Speed Humps and Speed Cushions are used on public streets in residential areas to reduce traffic speeds.



Permanent Speed Humps & Cushions

- Typically have higher weight limit than rubber speed cushions
- Must be removed/reinstalled every time a street resurfacing project/rehab is redone
- Typically, more expensive than rubber speed cushions



Rubber Speed Humps & Cushions

- Useful for street slurry (remove/reinstall after work completed)
- Typically, less expensive than permanent speed humps
- Typically, has lower weight limits than permanent speed humps



CITY OF ALHAMBRA CITY COUNCIL MEETING

SAMPLE TRAFFIC REPORT PP PRESENTATION:
Recommendation of Traffic Safety Improvements (few selected pages from PP Presentation to Traffic Committee)

Traffic Committee Meeting

City of West Covina
Tuesday, December 10, 2024





NEW TRAFFIC COMMITTEE ITEMS

- New Traffic Committee Items
- a) Traffic Review of Walnut Creek Parkway from Azusa Avenue to Citrus Street

i. Item Presentation

ii. Comments from Audience on Item

iii. Comments from Committee Members on Item
- b) Traffic Review of East Workman Avenue and North Morada Avenue

i. Item Presentation

ii. Comments from Audience on Item

iii. Comments from Committee Members on Item
- c) Traffic Review of Liberty Way and Workman Avenue

i. Item Presentation

ii. Comments from Audience on Item

iii. Comments from Committee Members on Item
- d) Truck Signage Review of E Garvey Avenue between Lark Ellen Avenue and S Azusa Avenue

i. Item Presentation

ii. Comments from Audience on Item

iii. Comments from Committee Members on Item
- Audience Comments on Items Not on Agenda

Committee Member Comments on Items Not on Agenda

Adjourn

Project Location Description & Maps

Location: Walnut Creek Parkway from Azusa Avenue to Citrus Street

Request: Residents have requested the City to perform a traffic review of existing conditions along the segment of Walnut Creek Parkway From Azusa Avenue to Citrus Street. To aid in the review of this segment, the request location has been divided into 2 segments for further study: Walnut Creek Parkway from Azusa Avenue to Hollenbeck Avenue and Hollenbeck Avenue to Citrus Street. Residents' concerns are that vehicles are speeding through these segments. It was requested that the City look at ways to reduce speeding through these segments with the installation of traffic Calming measures.

Segments:

1) Walnut Creek Parkway from Azusa Avenue to Hollenbeck Avenue

2) Walnut Creek Parkway from Hollenbeck Avenue to Citrus Street



NEW TRAFFIC COMMITTEE ITEMS

Picture Summary & Line of Sight Analysis

A field visit was conducted on December 5, 2024.



Liberty Way looking westbound at Workman Avenue



Liberty Way looking eastbound at Workman Avenue



Liberty Way looking north towards Workman Avenue

NEW TRAFFIC COMMITTEE ITEMS



1) Install 20-ft of red curb on the south side of Workman Avenue, west of Liberty Way. See Figure A.

2) Install 20-ft of red curb on the south side of Workman Avenue, east of Liberty Way. See Figure B.

SAMPLE PROJECTS:

Following are examples of various types of Projects Representative of Transtech's Diverse Projects Experience:



Washington Boulevard Widening and Reconstruction Project (\$38M): Transtech provided Construction Management, Resident Engineer, Inspection, and Office Engineer Services. Located in the City of Commerce, the project included roadway widening, pavement reconstruction, traffic signals, street lighting, landscape, improvements along 2.7 miles of roadway, including improvements at the I-5 and at 710 Freeways ramps. Project funding included Federal, State TCIF-Trade Corridor Investment Fund, METRO Measure R, C Funds. It was managed in compliance with Caltrans LAPM. The project was also a Caltrans Oversight Project.



Rosemead Boulevard Improvements Project (\$20M): Transtech provided Construction Management, Resident Engineer, Inspection, and Office Engineer Services. Located in the City of Temple City, the project included protected bike lanes, traffic signals, street lighting, landscape, improvements along 2 miles of roadway. Project funding included Project funding included Federal, METRO Measure R and Prop C Funds. It was managed in compliance with Caltrans LAPM.



Atlantic Boulevard Corridor Improvement Project (\$4.5M): Transtech provided Construction Management, Resident Engineer, Inspection, and Office Engineer Services. Located in the City of Temple City, the project included protected bike lanes, traffic signals, street lighting, landscape, improvements along 1 mile of roadway. Project funding included METRO Measure R, C Funds. It was managed in compliance with Caltrans LAPM. The project was also a Caltrans Oversight Project.



Cactus Avenue and Nason Street Improvements and 135' Span Bridge Project (\$21M): Transtech provided Construction Management, Resident Engineer, Inspection, and Office Engineer Services. Located in the City of Moreno Valley, the project included street widening and reconstruction, culvert/bridge over flood control channel, utility relocation, traffic signals, street lighting, landscape, improvements along 1.5 miles of roadway. The project was part of the State Local Partnership Program SLPP Grant. It was managed in compliance with LAPM.



State Rte 71/Mission Bl Grade Separation Project (\$40M): Transtech provided Construction Management, Resident Engineer, Inspection, and Office Engineer Services. Located in the City of Pomona, the project included construction of a bridge/grade separation. Project funding included Federal Funds. Caltrans was the oversight/jurisdictional Agency. It was managed in compliance with Caltrans LAPM.



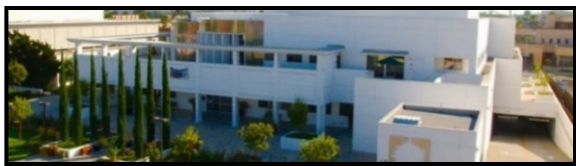
Bogert Trail Bridge Widening Project (\$5M): Transtech provided Construction Management, Resident Engineer, Inspection, and Office Engineer Services. Located in the City of Palm Springs, the project included bridge widening, retrofit, and beautification. Project funding included Federal Funds. It was managed in compliance with Caltrans LAPM.



26th Street Rehab and Metrolink Station (\$1M): Transtech provided Construction Management, Resident Engineer, Inspection, and Office Engineer Services. Located in the City of Commerce, the project included improvements Metrolink Station platform, parking lot, landscape and lighting. Project funding included Federal Funds. It was managed in compliance with Caltrans LAPM.



ATP Citywide Crosswalk and Pedestrian Safety Improvement Project (\$1.2M): Located in the City of Cudahy, this project included safe routes to school pedestrian safety improvements near schools and pedestrian activity centers. Transtech provided construction management, resident engineer, inspection, labor compliance and office engineer services.



City of Alhambra Civic Center Library Project (\$30M): Transtech provided plan check, inspection, construction management, and owner representative services, the project included construction of a 45,000 SF Library with an underground parking garage.



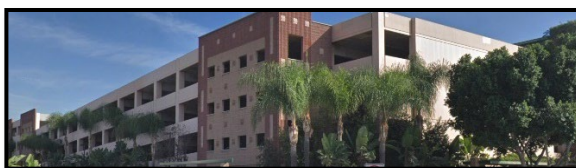
City of Whittier, Uptown Parking Structure (DBB, Design-Bid-Build Project, Project Value: \$12M): The project involved construction of a 4 story, 450 stall parking structure, and includes elements such as bicycle and motorcycle parking and provisions for future photovoltaic panels. The project was delivered as DBB. Transtech served as Construction Manager. This project is located in Whittier.



Renaissance Plaza (\$15M): This project was located in the City of Alhambra and included a parking structure, 10 plex movie theater, retail, and plaza. Transtech served as the City's Building Official, Plan Checker and Inspector for this project including construction manager of the parking structure, public plaza, and other improvements.



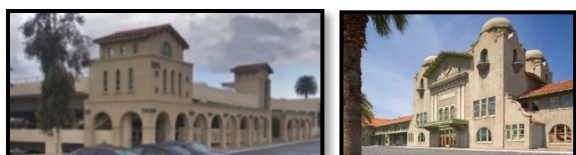
Rosewood Community Center (\$25M): Transtech was retained by the City of Commerce to take over the management of this multimillion-dollar facility which was 2 years behind schedule. Within 5 months, Transtech brought the construction to substantial completion level allowing the City to start the move-in process, and 2 months after, the facility was opened for public use.



Garfield Avenue Parking Structure (\$8.5M): This project included a 5-story level, 600 space parking structure as part of the Alhambra Redevelopment Agency and Downtown Redevelopment. Transtech provided plan check, inspection, construction management and owner representative services.



Riverside County Transportation Commission, Corona Main Street Metrolink Parking Structure and Pedestrian Bridge (25M): This project is in Corona and included 6 level, approximately 1,000 space parking structure, and a pedestrian bridge over railroad tracks. Transtech provided inspection and construction management services for the construction of this federally funded project.



City of San Bernardino Santa Fe Depot/Metrolink Parking Structure and Historic Santa Fe Depot Renovation Project (\$25M): This project included The Parking Structure involved the construction of a 3-level parking structure for 350 cars. Historic Santa Fe Depot Renovation involved renovation for adoptive reuse of 60,000 sf historical Santa Fe Train Depot.



City of Ontario, Great Park (\$120M). Approx. 140 acre park site, including various improvements such as park and playgrounds, stormwater capture and infiltration infrastructure, amphitheater, various buildings, orchard, etc. Project Phase 1-Site Haz-mat clean-up is completed.



City of West Covina, Friendship Park (\$1M, CDBG Funding): New Park and Playground.

Project received 2022 Projects of the Year APWA Award.

Award Category: Recreation and Athletic Facilities.

New, renovated, or modernized parks, outdoor theaters & amphitheaters, playgrounds, sports facilities & fields, nature trails, and aquatic facilities.

Link to Project Info: [WEST COVINA FRIEND SHIP PARK](#)



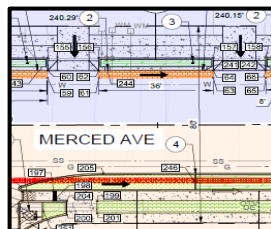
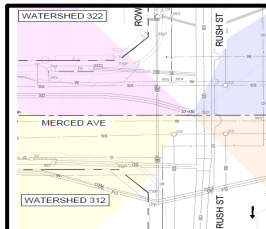
City of Temple City, Primrose Park (\$4M, Prop 68 Funding): The project included constructing a new park with playground, landscaping, parking lot, concrete plaza, lighting, drainage, ADA improvements.

Temple City Park (\$1M): The project included removing old park site and constructing a new park with playground, landscaping, parking lot, concrete plaza, lighting, drainage, ADA improvements.

Live Oak Park (\$35M): This project is currently under construction and will be completed in early 2025. The project included removing old park site and constructing a new park with playground, landscaping, parking lot, concrete plaza, lighting, drainage, ADA improvements.



City of Bell, Pritchard Field Park Project (\$4M, Prop 68 Funding): The project includes construction of new park facility including installation of playground equipment with rubberized safety surfacing, outdoor fitness equipment, shade structures, prefabricated restroom/office building, picnic tables, benches, trash receptacles, park lighting. Construction will commence in June 2024.



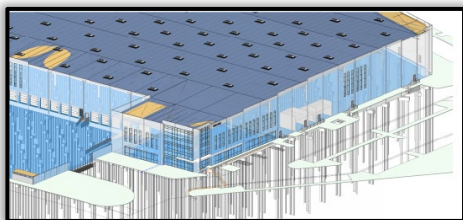
City of South El Monte, Merced Avenue Greenway Improvements Project (\$15M). The proposed improvements include **Stormwater Capture And Infiltration** improvements, permeable pavers along Merced Avenue in South El Monte. Project funding CNRA (Prop 68), Water Board (Prop 1), Measure W (Rio Hondo), United States Bureau of Reclamation, and the Rivers and Mountains Conservancy, for a combined total grant amount of \$9.9 million,



Agency: CITY OF WEST COVINA

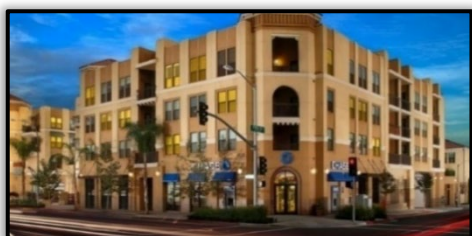
Project: Asteria Residential Development (Valuation \$40 m). This development includes 158-unit residential homes.

Transtech is providing Building Official, Plan Check, Inspection, Permit Technician Services. (Transtech also serves as City's Contract City Engineer, City Traffic Engineer)


Agency: CITY OF CARSON

Project: The District at South Bay (Valuation \$175 m). This development includes Industrial Buildings on 73 acres with 5 industrial building with 1,499,492 sq ft and Country Mart project including five (5) restaurant / retail buildings, four (4) drive through restaurants, and one (1) restroom facility building on an approximate 11-acre site. There will be a park component with a performance pavilion, kids playground, event lawn, dog park and gardens. The restroom facility will include public and family restrooms to support the public open space.

Transtech is providing Building Official, Plan Check, Inspection, Permit Technician Services.


Agency: CITY OF ALHAMBRA

Project: Main Street Collection (Valuation \$23 m). This development includes 4-story mixed-use project with 8,200 sq ft retail space, 52 condos, 9 live/work units, 19 townhomes, and 6 shopkeeper units.

Transtech is providing Building Official, Plan Check, Inspection, Permit Technician Services. (Transtech also serves as City's Contract City Engineer, City Traffic Engineer)


Agency: CITY OF ONTARIO

Project: City's Minor League Baseball Stadium and Parking Garage Project (Valuation \$100 M).

Transtech is providing Project Building Official, Plan Check, Inspection, Services.


Agency: SAN MANUEL BAND OF MISSION INDIANS TRIBE AND CASINO

Project: Casino Expansion/Development (Valuation \$700 m): This project involves Casino's expansion program, which includes casino renovation, new hotel, entertainment center, parking structure, pedestrian bridges, alignment of entry and exit roads, and various other improvements.

Transtech is providing Building Official, Plan Check, Inspection, Services.


Agency: CITY OF AZUSA

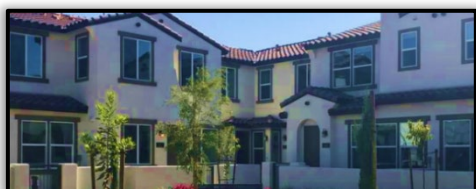
Project: The Orchard Mix-Use-Development. (Valuation \$55 m). The project included Mixed-use project including 163 residential units, 23,000 S.F. of retail, Laemmle Theater, and parking garage.

Transtech is providing Building Official, Plan Check, Inspection, Permit Technician Services.


Agency: CITY OF COMMERCE

Project: Warehouse with Office Space Development (Valuation \$20 m). This development includes one-story of warehouse with mezzanines for office use of 114,898 square feet of total floor area in a 5.65-acre lot.

Transtech is providing Building Official, Plan Check, Inspection, Permit Technician Services. (Transtech also serves as City's Contract City Engineer, City Traffic Engineer)


Agency: CITY OF TEMPLE CITY

Project: Blossom Walk Residential Development (Valuation \$6 m). This development includes 24-unit condominiums and 4 single family homes.

Transtech is providing Building Official, Plan Check, Inspection, Permit Technician Services. (Transtech also serves as City's Contract City Engineer, City Traffic Engineer)



Agency: CITY OF BELL

Project: Residential Development. (Valuation \$4 m). This development includes new 14 new two-story detached single-family dwellings.

Transtech is providing Building Official, Plan Check, Inspection, Permit Technician Services.



Agency: CITY OF SOUTH EL MONTE

Project: Chico Residential Development (Valuation \$15 m). This development includes 13 buildings with 70 residential units.

Transtech is providing Building Official, Plan Check, Inspection, Permit Technician Services. (Transtech also serves as City's Contract City Engineer, City Traffic Engineer)



Agency: CITY OF SOUTH PASADENA

Project: 820 Mission Development LLC (Project Value: \$10M). This project is a new office building with one residential unit above, new 15-unit townhome cluster with office fronting Mission Street with one-level subterranean parking, convert existing 3-story industrial building into 9 residential units, construct 13 townhome units.

Transtech is providing Building Official, Plan Check, Inspection, Permit Technician Services.



Agency: SNOQUALMIE INDIAN TRIBE, WASHINGTON

Project: Casino expansion (Valuation \$195 m). This development includes 5 phases with 1,188,000 sq ft to include casino remodel, podium, hotel tower, parking structure, valet parking.

Transtech is providing Project Building Official, Plan Check, Inspection, Services.



Agency: TEJON INDIAN TRIBE

Project: Hard Rock Casino and Resort (Valuation Phase I, Casino Valuation \$800 M; Valuation Phase II, 13 Story High-Rise Resort, Hotel and Hard Rock Love Entertainment Menu, \$12. Billion).

Transtech is providing Project Building Official, Plan Check, Inspection, Services.

E. Services Budget Estimate and Cost Proposal

This section of the RFP requires following:

Provide a separate document titled appropriately that includes a not-to-exceed total amount for the proposed Scope of Services, including:

1. An annual not-to-exceed cost for the City Engineer for ten (10) hours weekly on-site services as listed in the Scope of Services.
 - a. The exact days/hours shall be mutually agreed upon between the City Engineer and the City Manager and/or their designee.
2. Hourly fees/labor rates table for additional services for:
 - a. City Engineer
 - b. Other proposed staff/services

If the scope of work is substantially modified, the extra cost must be negotiated based on the submitted hourly fees/rates.

As required, Items 1 and 2 are provided a separate document titled "FEE PROPOSAL".

3. The method of payment upon negotiation of an agreement shall be monthly payments based upon satisfactory progress and the submission of requests for payments. This should include hourly billable costs of each team member including, but not limited to, the City Engineer, project manager, associate, etc.
4. **Describe the ability to control costs and provide accurate and timely invoices through internal control measures, to monitor and stay within budget, to monitor schedule and review times and describe the techniques used to complete projects within the proposed time frames.**

Following is summary of information requested in Item 4. Further details are provided in various parts of our proposal.

TIMELY AND ACCURATE INVOICE SUBMITTAL:

Transtech uses electronic timecard system. Each employee enters his/her time into time card on line, showing Job Number, Task Performed, Hrs spent. At the end of each week (time card submittal cycle), the time card is reviewed by the employee's supervisor. After confirmation and sign-off by the supervisor, time card is submitted to Department Head and Accounting for final approval and for payroll entry. Time cards are included as back up with the invoices submitted to the client.

BUDGET AND COST CONTROL:

We have a structured approach to execute projects in an efficient manner that makes Transtech capable of providing the City with an efficient and quality product. Transtech has established guidelines and policies, including written manuals on quality control, project management, and design procedures for its staff and for its contract cities. These guidelines ensure a consistent approach to the execution of assignments undertaken by our organization in compliance with City's specific procedures, standards and requirements. The following paragraphs describe our general approach to deliver projects in an efficient and cost-effective manner. A project specific approach will be provided for each assigned project and will become part of the specific contract for the specific project.

- **Project Management:** Our approach is to provide proactive management and attempt to identify potential issues and problems in advance and take corrective actions before they become problems. This requires extensive hands-on knowledge, experience and management skills of the people involved in managing the project. Our team members have extensive experience and proven track record in managing large and complex projects and bringing them to a completion on time and within budget.

- **Approach to Cost Control and Change Orders:** We evaluate project costs and develop feasible mitigation measures to minimize additional costs. We work as a team to solve problems or make modifications in the field to address unforeseen conditions or owner generated changes in a cost-effective manner.
- **Approach to Scheduling and Timely Completion of Project and Schedule Recovery:** The baseline schedule should properly identify the project scope, critical path, project milestones, target dates, phases and sequences of work, and activity durations. When significant activities show that they are slipping from the baseline, we work with the contractor to develop recovery plans.
- **Management of Documents:** We use an electronic file management system. All construction forms, daily dairies, weekly statement of working days, etc. are stored in our electronic file system, and are per Caltrans documentation system. We provide these documents at the end of the project to the client in organized files as well as pdf files.

REVIEW TIMES:

Regarding review times (engineering permit applications/plans submitted by applicants for home improvements, developments, etc.), our service philosophy is defined by our unique **"Customer Care" approach in delivering our services in High Quality, Timely, Efficient and Customer Friendly manner:**

- ✓ Our services are founded on the principles of **Total Quality Management for Total Customer Care.**
- ✓ We start by **working with the applicant early on** and during plan review to help them prepare a set of plans which have all of the required information clearly and logically presented.
- ✓ Additionally, we never hesitate to make suggestions which help eliminate complicated details, **reduce construction costs, and/or provide details which are easy to verify in the field.** Experience has taught us well that inspection time and applicant frustration can both be substantially reduced, while increasing overall compliance, by producing a better set of plans during the plan review process. And in the case of homeowners, **this policy often demonstrates early on that the City really is truly a partner in a process that can often be a source of stress and tension for many applicants, and we fully understand that.**
- ✓ This policy reduces the number of plan review rechecks required, **allows the applicant to obtain a permit much sooner**, and reduces the overall time our staff is required to spend on that particular plan.
- ✓ To help the applicant better understand the problem, Transtech provides as much information during plan review as possible. We believe that if the applicant has a **clear understanding of the problem**, he or she can take the necessary steps to correct the condition. This policy reduces the number of plan review rechecks required, allows the applicant to **obtain a permit much sooner**, and reduces the overall time our staff is required to spend on that particular plan. Unclear and/or cryptic corrections are never written, and all correction lists, except those written over the counter, are typed and printed on a laser printer.
- ✓ Our plan checkers **confer early on and respond to questions** from the architect, engineer, designer, applicant, etc. When requested, our plan checkers also meet with the architect, engineer, designer, applicant, etc. at our offices to answer questions or for rechecks where the plan corrections.
- ✓ Our policy is to assist the architect, engineer, designer, applicant, etc. as much as possible, which helps **eliminate complicated details, reduce construction costs, and/or provide details which are easy to verify in the field.**
- ✓ All telephone calls or e-mails received are returned within the same working day, or the following day. We take pride in our **"Same Day Response"** motto.
- ✓ **Responsiveness is an integral part** of Transtech's "customer friendly" service approach.

We will strive to **enhance the City's image by public trust** to be the most desirable community to live, invest and conduct business.

Transtech's Plan Check and Inspection Capacity in numbers: In 2023, we **processed and reviewed approximately 11,000 projects with 76,000 documents and performed approximately 52,000 inspections.**

F. Exceptions

Contract/Insurance: Transtech's current Insurance Info is provided. If selected by the City for this project, we will appreciate the opportunity of having our Attorney to discuss with the City's Attorney the final contract language to ensure our insurance is in compliance with current laws and regulations and meets the City's requirements. Following items may be discussed:

- For insurability purposes, any duty to defend which is not expressly deleted or defined as a reimbursement to the extent of the adjudicated negligence will present insurability issues.
- Insurance may not cover payment for any of the City's defense related cost prior to a final determination of liability or to pay any amount that exceeds Contractor's finally determined percentage of liability based upon the comparative fault of Contractor. Consultant should reimburse all reasonable attorneys' fees as part of City's total damages tied directly to Consultant's determined percentage of fault.
- For insurability purposes, one of the most important contract terms is to ensure the word "negligent" is evident in the indemnity clause. Absent a negligence trigger for claims, a client or owner could present claims with no allegations of negligence, and the professional liability may have coverage implications. Inserting "negligent" acts, errors, or omissions can help make the entire indemnity subject to an appropriate standard of care.
- Many contracts use phrases such as: "arising out of or in connection with". This can allow the certificate holder to assert claims that vaguely involve our scope of services. By replacing such phrases with "but only to the extent actually caused by", the claimant must establish that the negligence was the proximate cause of the damage, otherwise known as direct causation, would be insurable.
- For insurability purposes, we suggest limiting the obligation to only those parties with whom we have the contract, or who are in direct contractual privity to the project owner.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/2/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners Design Professionals Insurance Services, LLC 3697 Mt. Diablo Blvd Suite 230 Lafayette CA 94549		CONTACT NAME: Sandy Peters PHONE (A/C, No, Ext): 626-696-1901 FAX (A/C, No): E-MAIL: CertsDesignPro@AssuredPartners.com															
INSURED Transtech Engineers, Inc. 909-595-8599 13367 Benson Ave Chino CA 91710-3009		INSURER(S) AFFORDING COVERAGE <table border="1"> <thead> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Travelers Casualty and Surety Co of America</td> <td>31194</td> </tr> <tr> <td>INSURER B: Travelers Property Casualty Company of America</td> <td>25674</td> </tr> <tr> <td>INSURER C: The Travelers Indemnity Company of Connecticut</td> <td>25682</td> </tr> <tr> <td>INSURER D: HARTFORD INSURANCE COMPANY</td> <td>38288</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER	NAIC #	INSURER A: Travelers Casualty and Surety Co of America	31194	INSURER B: Travelers Property Casualty Company of America	25674	INSURER C: The Travelers Indemnity Company of Connecticut	25682	INSURER D: HARTFORD INSURANCE COMPANY	38288	INSURER E:		INSURER F:	
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INSURER E:																	
INSURER F:																	

COVERAGES **CERTIFICATE NUMBER:** 1822680155 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual Liab ☐ Included GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC ☐ OTHER:	Y Y	6805H737478	12/31/2024	12/31/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000 \$
C	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☒ NO OWNED AUTOS ONLY ☒ NoOwnedAutos	Y Y	BA3R067451	12/31/2024	12/31/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ DED ☒ RETENTION \$ 0	Y Y	CUP4F17434A	12/31/2024	12/31/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	57WEGAA508A	9/1/2024	9/1/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability		107328311	12/31/2024	12/31/2025	Per Claim \$2,000,000 Aggregate Limit \$4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Insured owns no company vehicles; therefore, hired/non-owned auto is the maximum coverage that applies. Professional Liability is E&O Liability.
 The Umbrella Policy is follow form to its underlying Policies: General Liability/Auto Liability/Employers Liability.
 Re: All Operations of the Named Insured.

CERTIFICATE HOLDER

SAMPLE

CANCELLATION 30 Day Notice will be sent to holder

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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G. Non-Collusion Declaration

NON-COLLUSION DECLARATION

The undersigned declares:

I am the Contract Principal [Title] of Transtech Engineers, Inc. [Name of Company], the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 3-4-25 [Date], at Chino [City], California [State].

Signed: Ray Casey

Typed Name: Ray Casey

Exhibit “B”
Budget and Fee Schedule

Submitted To

City of LA PALMA

Submitted on:

<https://procurement.opengov.com/portal/cityoflapalma>



Fee Proposal

**CITY
ENGINEERING
SERVICES**



TRANSTECH

Est. 1989

www.transtech.org
855.595.2495 (toll-free)

Submitted By

TRANSTECH Engineers, Inc.

Contact Person:

Ray Casey, PE

Contract Principal/Designated City Engineer

E: ray.casey@transtech.org

C: 951-453-1957; O: 909-595-8599

WELCOME
TO THE CITY OF
LA PALMA

March 4, 2025

City of LA PALMA

Submitted on: <https://procurement.opengov.com/portal/cityoflapalma>

[About Transtech Video](#)

[Highlight:](#)

[CLICK HERE](#)

www.transtech.org
855.595.2495 (toll-free)
ISO 9001 Certified



TRANSTECH
Est. 1989

Fee Proposal, CITY ENGINEERING SERVICES

As required FEE PROPOSAL is submitted separately.

Thank you for the opportunity to submit this Proposal.

Should you have any questions, or require additional information, please contact the undersigned.

City required Statement: The proposal is valid for at least ninety (90) days.

Sincerely,

Ray Casey

Ray Casey, PE, Contract Principal / Principal City Engineer

E: ray.casey@transtech.org; C: 951-453-1957; O: 909-595-8599

CITY ENGINEER STAFF ON-SITE TIME BUDGET ESTIMATE	Av. Hrly Rate	Weekly Hrs On-Site (Average)	Annual Hrs On-Site (Average)	Annual Budget For City Engineer On-Site Time
City Engineer Staff	\$175	10	520	\$91,000

Following is Transtech's current Fee Schedule/Rates for all Staff Classifications:

TRANSTECH ENGINEERS, INC. SCHEDULE OF HOURLY RATES Effective: July 1, 2024 - June 30, 2025 Rates are average ranges, negotiable and can be adjusted to establish a fee for each assignment based on the specific project's scope, when such projects are identified by the City.

ENGINEERING		CONSTRUCTION MANAGEMENT	
Field Technician	\$88 - \$98	Labor Compliance Analyst	\$150 - \$160
Engineering Technician	\$98 - \$109	Funds Coordinator	\$155 - \$165
Assistant CAD Drafter	\$109 - \$124	Office Engineer	\$150 - \$160
Senior CAD Drafter	\$124 - \$140	Construction Inspector	\$145 - \$155
Associate Designer	\$140 - \$155	Senior Construction Inspector	\$155 - \$165
Senior Designer	\$155 - \$171	Construction Manager	\$176 - \$191
Design Project Manager	\$196 - \$206	Resident Engineer	\$191 - \$206
Assistant Engineer	\$119 - \$129	PUBLIC WORKS INSPECTION	
Associate / Staff Engineer	\$150 - \$165	Public Works Inspector	\$145 - \$155
Senior Civil Engineer	\$206 - \$227	Senior Public Works Inspector	\$155 - \$165
Traffic Analyst Technician	\$103 - \$114	Supervising PW Inspector	\$165 - \$176
Associate Traffic Analyst	\$155 - \$165	SURVEY AND MAPPING	
Senior Traffic Analyst	\$165 - \$176	Survey Analyst	\$155 - \$160
Professional Transportation Planner	\$176 - \$191	Senior Survey Analyst	\$160 - \$165
Traffic Engineer Technician	\$98 - \$109	2-Man Survey Crew	\$357 - \$372
Associate/Staff Traffic Engineer	\$150 - \$165	Survey & Mapping Specialist	\$191 - \$207
Traffic Engineer	\$176 - \$191	Licensed Land Surveyor	\$217 - \$227
Senior Traffic Engineer	\$191 - \$212	FUNDING & GRANT WRITING	
Project Manager	\$191 - \$212	Funds Analyst	\$150 - \$155
Senior Project Manager	\$212 - \$227	Senior Funds Analyst	\$155 - \$165
Deputy City Engineer	\$176 - \$196	Grant Writer	\$171 - \$176
City Engineer	\$196 - \$212	Funds & Grant Project Manager	\$191 - \$202
Principal Engineer	\$212 - \$233	PLANNING	
BUILDING & SAFETY		Community Development Technician	\$83 - \$93
Permit Technician	\$78 - \$88	Planning Technician	\$93 - \$103
Plan Check Technician/Analyst/Supervisor	\$129 - \$145	Assistant Planner	\$103 - \$124
Building Inspector	\$119 - \$134	Associate Planner	\$124 - \$145
Senior Inspector	\$129 - \$145	Senior Planner	\$150 - \$171
Plans Examiner/Checker	\$145 - \$160	Planning Manager	\$176 - \$196
Plan Check Engineer	\$155 - \$176	ADMINISTRATIVE STAFF	
Deputy Building Official	\$165 - \$176	Administrative/Clerical	\$72 - \$83
Building Official	\$171 - \$186	Project Accountant	\$83 - \$93

The above fees are increased each year July 1st automatically by the percentage change Los Angeles-Long Beach-Anaheim California Consumer Price Index-All Urban Consumers ("CPI-U") for the preceding twelve-month period as calculated for February by the U.S. Department of Labor Bureau of Labor Statistics and published by the United States Bureau of Labor Statistic.

City of La Palma

Agenda Item No. 8



MEETING DATE: September 2, 2025

TO: City Council

FROM: Interim City Manager

SUBMITTED BY: Joseph Cisneros, Deputy City Manager
Alan Rivera, Management Analyst

AGENDA TITLE: Approve an Agreement with ClearGov for Budgeting Software Services

RECOMMENDED ACTION:

It is recommended that the City Council authorize the Interim City Manager to enter into a three-year agreement with ClearGov for budgeting software services totaling \$89,304.

BACKGROUND:

On October 4, 2022, the City Council authorized the City Manager to enter into a three-year agreement with ClearGov for budgeting software services to streamline processes, reduce errors, and enhance budgeting and reporting capabilities. The current agreement expires in October, and staff has solicited a new agreement to continue these services, which remain an essential tool for staff to efficiently prepare budgets and effectively communicate financial data.

ANALYSIS:

The City was informed earlier this year that ClearGov's pricing structure had changed, requiring a new agreement prior to the October 2025 expiration date. The updated pricing reflects the revised model and includes enhanced budgeting tools and features that allow the City to deliver an online budget book with ease. This interactive budget platform provides residents with greater access to City financial information and includes key benefits such as Google Translate functionality, ADA compliance, and interactive graphs.

In accordance with the City's Purchasing Policy, staff contacted other vendors to obtain cost comparisons. The analysis showed that alternative options carried significantly higher upfront costs compared to the renewal of a product and service already familiar to staff and the community.

Staff recommends entering into a three-year agreement with ClearGov at \$27,459 (Year 1), \$30,018 (Year 2), and \$31,827 (Year 3), totaling \$89,304. The proposed three-year agreement (Service Order) expires October, 2028 (see Attachment).

FISCAL IMPACT:

Funding for this service is included in the FY 2025–26 Adopted Budget (001-160-6040-00000) and will be incorporated into future budgets.

ATTACHMENTS:

1. ClearGov Service Order

Created by	Tyler Shepherd
Contact Phone	(913) 980-1005
Contact Email	tshepherd@cleargov.com

Order Date	Aug 27, 2025
Order valid if signed by	Sep 30, 2025

Customer Information					
Customer	City of La Palma	Contact	Joseph Cisneros	Billing Contact	Joseph Cisneros
Address	7822 Walker Street	Title	Deputy City Manager	Title	Deputy City Manager
City, St, Zip	La Palma, CA 90623	Email	jcisneros@lapalmaca.gov	Email	jcisneros@lapalmaca.gov
Phone	(714) 690-3300			PO # (If any)	

The Services you will receive and the Fees for those Services are...		
Customer Annual Budgeted Expenditures - All Funds Total		\$30,000,000
Subscription Services		Tier / Rate Service Fees
ClearGov Base Platform - Civic Edition		Tier 2B \$ 1,500.00
ClearGov Operational Budgeting - Civic Edition		Tier 2B \$ 10,600.00
ClearGov Personnel Budgeting - Civic Edition		Tier 2B \$ 10,600.00
ClearGov Capital Budgeting - Civic Edition		Tier 2B \$ 10,600.00
ClearGov Digital Budget Book - Civic Edition		Tier 2B \$ 7,200.00
Bundle Discount: Base Platform (50%)		Tier 2B \$ (750.00)
Bundle Discount: Modules (25%)		Tier 2B \$ (9,750.00)
Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE		\$ 30,000.00
Special Terms		Applies to Amount
Waive Base Platform Fee for first year.		Year 1 \$ (750.00)
Three year rate ramp		Year 1 - 3 (See below)

ClearGov will provide your Services according to this schedule...			
Period	Start Date	End Date	Description
Initial	Oct 5, 2025	Oct 4, 2028	ClearGov Subscription Services

To be clear, you will be billed as follows...		
Billing Date(s)	Amount(s)	Notes
Oct 5, 2025	\$27,459.00	Annual Subscription Fee
Oct 5, 2026	\$30,018.00	Annual Subscription Fee
Oct 5, 2027	\$31,827.00	Annual Subscription Fee
Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.		

Billing Terms and Conditions		
Valid Until	Sep 30, 2025	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
Payment	Net 30	All invoices are due Net 30 days from the date of invoice.
Rate Increase	6% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

General Terms & Conditions	
Customer Satisfaction Guarantee	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.
Statement of Work	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work. Please note that ClearGov will not activate and/or implement services for any Customer with outstanding balance past due over 90 days for any previous subscription services.
Taxes	The Service Fees and Billing amounts set forth above in this ClearGov Service Order DO NOT include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
Term & Termination	Subject to the termination rights and obligations set forth in the ClearGov BCM Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service (s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period. To be clear, Customer shall have the option to Terminate this Service Order on an annual basis by providing notice at least sixty (60) days prior to the end of the then current Annual Term.
Auto-Renewal	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an "Annual Term"), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
Agreement	The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov BCM Service Agreement found at the following URL: http://www.ClearGov.com/terms-and-conditions . This Service Order incorporates by reference the terms of such ClearGov BCM Service Agreement.

Customer	
Signature	
Name	Mike Egan
Title	Interim City Manager

ClearGov, Inc.	
Signature	
Name	Bryan A. Burdick
Title	President

Please e-mail signed Service Order to Orders@ClearGov.com or Fax to (774) 759-3045

Order Type (ClearGov Internal Use Only)			
Select Order Type for this Service Order	RI	If XS: Original Service Order Date	

Statement of Work

This Statement of Work outlines the roles and responsibilities by both ClearGov and Customer required for the activation and onboarding of the ClearGov Service. ClearGov will begin this onboarding process upon execution of this Service Order. All onboarding services and communications will be provided through remote methods - email, phone, and web conferencing.

ClearGov Responsibilities

- ClearGov will activate ClearGov Service subscription(s) as of the applicable Start Date(s). ClearGov will create the initial Admin User account, and the Customer Admin User will be responsible for creating additional User accounts.
- ClearGov will assign an Implementation Manager (IM) responsible for managing the activation and onboarding process. ClearGov IM will coordinate with other ClearGov resources, as necessary.
- ClearGov IM will provide a Kickoff Call scheduling link to the Customer's Primary Contact. Customer should schedule Kickoff Call within two weeks after the Service Order has been executed.
- If Customer is subscribing to any products that require data onboarding:
 - ClearGov IM will provide a Data Discovery Call scheduling link to the Customer's Primary Contact. Customer should schedule Data Discovery Call based on the availability of Customer's staff.
 - ClearGov will provide Customer with financial data requirements and instructions, based on the ClearGov Service subscription(s).
 - ClearGov will review financial data files and confirm that data is complete, or request additional information, if necessary. Once complete financial data files have been received, ClearGov will format the data, upload it to the ClearGov platform and complete an initial mapping of the data.
 - After initial mapping, ClearGov will schedule a Data Review call with a ClearGov Data Onboarding Consultant (DOC), who will present how the data was mapped, ask for feedback, and address open questions. Depending upon Customer feedback and the complexity of data mapping requests, there may be additional follow-up calls or emails required to complete the data onboarding process.
- ClearGov will inform Customer of all training, learning, and support options. ClearGov recommends all Users attend ClearGov Academy training sessions and/or read Support Center articles before using the ClearGov Service to ensure a quick ramp and success. As needed, ClearGov will design and deliver customized remote training and configuration workshops for Admins and one for End Users - via video conference - and these sessions will be recorded for future reference.
- ClearGov will make commercially reasonable efforts to complete the onboarding/activation process in a timely fashion, provided Customer submits financial data files and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in the applicable Service Order.

Customer Responsibilities

- Customer's Primary Contact will coordinate the necessary personnel to attend the Kickoff and Data Discovery Calls within two weeks after the Service Order has been executed. If Customer needs to change the date/time of either of these calls, the Primary Contact will notify the ClearGov IM at least one business day in advance.
- If Customer is subscribing to any products that require data onboarding:
 - Customer will provide a complete set of requested financial data files (revenue, expense, chart of accounts, etc.) to ClearGov in accordance with the requirements provided by ClearGov.
 - Customer's Primary Contact will coordinate the necessary personnel to attend the Data Discovery and Data Review calls. It is recommended that all stakeholders with input on how data should be mapped should attend. Based on these calls and any subsequent internal review, Customer shall provide a detailed list of data mapping requirements and requested changes to data mapping drafts in a timely manner, and Customer will approve the final data mapping, once completed to Customer's satisfaction.
- Customer will complete recommended on-demand training modules in advance of customized training & configuration workshops.
- Customer shall be solely responsible for importing and/or inputting applicable text narrative, custom graphics, performance metrics, capital requests, personnel data, and other such information for capital budget, personnel budget, budget books, projects, dashboards, etc.

City of La Palma

Agenda Item No. 9



MEETING DATE: September 2, 2025

TO: City Council

FROM: Interim City Manager

SUBMITTED BY: Jesse Amend, Police Captain

AGENDA TITLE: Extension of the ACMS Crossing Guard Professional Services Agreement

RECOMMENDED ACTION:

It is recommended that the City Council approve and authorize the Interim City Manager to execute a one-year extension agreement with All City Management Services (ACMS), Inc. to provide school crossing guard services for one year, commencing July 1, 2025, through June 30, 2026.

SUMMARY:

In June 2024, the City Council approved a one-year Agreement with ACMS to provide school crossing guard services within the City from July 1, 2024, to June 30, 2025; this agreement provided seven crossing guards at six locations at the rate of \$33.68 per hour for 4,005 hours of service not to exceed \$134,888.40.

Since then, ACMS submitted their new rate for crossing guard services for Fiscal Year 2025-26 at the rate of \$34.66 per hour. By extending the original agreement by one-year, ACMS would continue to provide seven crossing guards at six locations within the City for a total of 3,998.88 hours of service. The one-year extension agreement accounts for the new hourly rate of \$34.66 per hour not to exceed \$138,601.

Staff is proposing to extend the 2024-2025 Agreement by one additional year to retain the same level of service while accounting for the new rate.

FISCAL IMPACT:

The rate from the 2024-2025 agreement with ACMS was \$33.68 per hour with a total projected cost of \$134,888.40. The new proposed rate for fiscal year 2025-2026 would be \$34.66 per hour with a total projected cost of \$138,601., which is an approximately 2.75% increase and is already budgeted in the Adopted Fiscal Year 2025-2026 Budget.

ATTACHMENTS:

1. La Palma, CA 25-26 ACMS Signed Amendment
2. Exhibit "A" Crossing Guard_PROF SVCS AGRMT_ACMS 2024-2025

**FIRST AMENDMENT TO
AGREEMENT FOR CONSULTANT SERVICES
ALL CITY MANAGEMENT SERVICES, INC.**

THIS FIRST AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES (hereinafter, the "First Amendment") is entered into as of September 2, 2025, by and between the CITY OF LA PALMA, CALIFORNIA, a municipal corporation (hereinafter, the "City"), and ALL CITY MANAGEMENT SERVICES, INC., a corporation (hereinafter, the "Consultant"). The Consultant and the City are hereafter together referred to as the "Parties" and each individually as a "Party."

RECITALS

WHEREAS, the Parties previously entered into the AGREEMENT FOR CONSULTANT SERVICES, ALL CITY MANAGEMENT SERVICES, INC. (the "Agreement") by which Contractor agreed to perform crossing guard services on behalf of the City (hereinafter, the "Consultant Services");

WHEREAS, the Scope of Work and Fee Schedule attached as Exhibit "A" to the Agreement provides that the Consultant would be provided compensation in the amount of \$33.68 per hour, per Crossing Guard, for a total of 7 Crossing Guard positions at 6 locations for the term July 1, 2024 to June 30, 2025, such compensation for 4,005 hours of service not to exceed \$134,888.40;

WHEREAS, the Parties now desire to amend the Agreement to continue the Consultant Services through June 30, 2026; and

WHEREAS, the Parties desire to increase the maximum compensation amount allowed under the Agreement and amend the Scope of Work and Fee Schedule to provide for such continued Consultant Services.

NOW, THEREFORE, in consideration for the mutual covenants herein contained, the Parties agree as follows:

1. The preamble of the Agreement is hereby amended to state as follows:

THIS AGREEMENT FOR CONSULTANT SERVICES (hereinafter, the "Agreement"), is entered into as of July 1, 2024, through June 30, 2026, by and between the CITY OF LA PALMA, a municipal corporation (hereinafter, the "City"), and ALL CITY MANAGEMENT SERVICES, INC., a corporation (hereinafter, the "Consultant"). The Consultant and the City are hereafter together referred to as the "Parties" and each individually as a "Party."

2. Section 8 of Exhibit "A" to the Agreement is hereby amended to state as follows:

The City agrees to pay the Consultant for the Consultant Services rendered pursuant to this Agreement and as follows for the specified term:

- a. July 1, 2024 to June 30, 2025: The sum of Thirty Three Dollars and Sixty-Eight Cents (\$33.68) per hour, per Crossing Guard for a total of seven (7) Crossing Guard positions at six (6) locations. The cost of providing 4,005 hours of service shall not exceed \$134,888.40.
 - b. July 1, 2025 to June 30, 2026: The sum of Thirty Four Dollars and Sixty-Six Cents (\$34.66) per hour, per Crossing Guard for a total of 7 Crossing Guard positions at six (6) locations. The cost of providing 3,998.88 hours of service shall not exceed \$138,601.00.
3. Except as set forth in this First Amendment, each and all of the terms, conditions, and covenants set forth in the Agreement shall remain in full force and effect. To the extent there is any conflict between this First Amendment and the Agreement, the terms and provisions of this First Amendment shall control. This First Amendment and the Agreement, including any exhibits attached thereto, integrate all the terms and conditions of the Parties' agreement and supersede all negotiations with respect hereto.
4. If any provision of this First Amendment is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

[Signature page to follow.]

IN WITNESS WHEREOF, the City Council of the City of La Palma caused this First Amendment to be subscribed by its Mayor and Consultant has executed or caused this First Amendment to be executed by its duly authorized officer(s).

CITY OF LA PALMA

Mark I. Waldman
Mayor

ATTEST:

Norma Alley, CMC
City Clerk

APPROVED AS TO FORM:
COLANTUONO, HIGHSMITH & WHATLEY, PC

Ajit S. Thind, City Attorney

All City Management Services Inc.



Demetra Farwell

Corporate Secretary

AGREEMENT FOR CONSULTANT SERVICES ALL CITY MANAGEMENT SERVICES, INC.

THIS AGREEMENT FOR CONSULTANT SERVICES (hereinafter, the “Agreement”), is entered into as of **July 1, 2024, through June 30, 2025**, by and between the CITY OF LA PALMA, a municipal corporation (hereinafter, the “City”), and **All City Management Services, Inc.**, a corporation (hereinafter, the “Consultant”). The Consultant and the City are hereafter together referred to as the “Parties” and each individually as a “Party.”

RECITALS

A. The City requires the services of, and desires to retain, a consultant to perform the services set forth and described in the Scope of Work attached hereto as Exhibit “A” and incorporated herein by this reference (hereinafter, the “Consultant Services”).

B. By virtue of the Consultant’s expertise, experience, and background, the Consultant is qualified to perform the Consultant Services for and on behalf of the City.

C. The City and the Consultant mutually desire to enter into this Agreement for the provision of the Consultant Services by the Consultant for and on behalf of the City, in accordance with the terms and conditions set forth herein.

EXECUTORY AGREEMENTS

NOW, THEREFORE, in consideration of the facts recited above and the covenants, conditions, and promises contained herein, the City and the Consultant mutually agree as follows:

1. RETENTION AND DUTIES OF CONSULTANT

1.1 Retention of Consultant. The City hereby retains the Consultant, and the Consultant accepts this retention from the City, to perform the Consultant Services as set forth in the Scope of Work and Fee Schedule attached hereto as Exhibit “A”.

1.2 Time. Time is of the essence for this Agreement. The Consultant shall perform all Consultant Services, and each component thereof, within the time periods set forth in the Scope of Work.

1.3 Standard of Performance. The Parties mutually acknowledge that the City has retained the Consultant to perform the Consultant Services based upon the special skills, expertise, and experience of the Consultant. Accordingly, in performing the Consultant Services, the Consultant shall use the skill and care that a highly specialized professional with significant expertise in the field, would use under similar circumstances. To the extent that the Consultant retains sub-consultants or subcontractors to perform any portion of any of the Consultant Services, to the extent permitted hereunder, the Consultant has a duty to the City to ensure that the tasks and services performed by such sub-consultants and subcontractors meet the same highly specialized professional level, skill, and expertise expected of the Consultant.

1.4 Licenses, Permits, Fees, and Approvals. The Consultant shall obtain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the Consultant Services prior to commencing work. The Consultant and its employees, agents, and sub-consultants or subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for the performance of the Consultant Services. The Consultant shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Consultant's performance of the Consultant Services, and shall indemnify, defend and hold harmless the City and City Personnel against any such fees, assessments, taxes, penalties or interest levied, assessed, or imposed against the City hereunder.

1.5 Personnel. The Consultant shall at all times allocate sufficient qualified personnel as required to perform the Consultant Services. The Consultant represents that the Consultant Services will be performed by the Consultant or under its direct supervision, and that all personnel engaged in such work shall be fully qualified and shall be authorized and permitted under applicable Federal, State and local law to perform such tasks and services. The Consultant shall pay all wages, salaries, and other amounts due to such personnel in connection with their performance of the Consultant Services and as required by law.

1.6 Materials. The Consultant shall equip itself with all necessary goods, materials, equipment and personal property to perform the services specified in this Agreement. The Consultant shall at all times ensure that all goods, materials, equipment and personal property included within the Consultant Services shall be of good quality, fit for the purpose intended.

1.7 Warranty. By executing this Agreement, the Consultant warrants that the Consultant (i) has thoroughly investigated and considered the Consultant Services to be performed, (ii) has carefully considered how the Consultant Services should be performed, and (iii) fully understands the facilities, difficulties, and restrictions attending performance of the Consultant Services.

1.8 Coordination With City. In the performance of the Consultant Services, the Consultant shall report to and receive instructions from the Police Chief of the City or his or her designee ("Contract Administrator"). Tasks or services other than those specifically described in the Scope of Work shall not be performed by the Consultant or any sub-consultant or subcontractor without the prior written approval of the Contract Administrator pursuant to Section 1.11 herein.

1.9 Subcontracting Prohibited. The Consultant shall not subcontract the performance of any of the Consultant Services without the prior written approval of the Contract Administrator.

1.10 Project Manager. The Consultant agrees that the following person shall be the project manager on behalf of the Consultant under this Agreement, and shall be principally responsible for performing the Consultant Services:

All City Management Services, Inc.

Notwithstanding the foregoing, the Parties acknowledge that persons other than the above-designated project manager of the Consultant may perform tasks or services under this Agreement if the performance of such tasks or services is under the supervision and control of the Consultant's project manager. The Consultant shall not alter the assignment of the above-designated project manager without the prior written approval of the Contract Administrator.

1.11 Additional Services. If the City changes the scope of the Consultant Services to be performed by the Consultant, or if the Consultant is requested to perform services not specifically described in the Scope of Work ("Additional Services"), the Consultant shall perform such services as are necessary to complete the work, and compensation for the work performed shall be paid by the City in accordance with the Scope of Work and Fee Schedule attached hereto as Exhibit "A" and incorporated herein by this reference, or as otherwise may be agreed in writing by the City and the Consultant. It is expressly understood by the Consultant that the provisions of this Section 1.11 shall not apply to services specifically set forth in the Scope of Work or reasonably contemplated therein. The Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than the Consultant anticipates and that the Consultant shall not be entitled to additional compensation therefor. Unless contradictory of this Section 1.11, all provisions in this Agreement applicable to the Consultant's performance of the Consultant Services shall also apply to the Additional Services.

2. COMPENSATION TO CONSULTANT

2.1 Payment by the City. The City shall pay to the Consultant for the performance of the Consultant Services compensation in accordance with the Scope of Work and Fee Schedule attached hereto as Exhibit "A".

2.2 Invoices. The Consultant shall invoice the City on a monthly basis for all work performed by the Consultant under this Agreement. Invoices shall include billings for all charges, including authorized direct costs incurred by the Consultant during the month covered by the invoice. All charges for labor or professional services shall describe with specificity the services rendered and shall set forth the number of hours worked and hourly rates in accordance with the Budget and Fee Schedule. Within thirty (30) days of receipt of an invoice, and upon determination by the City that the invoice is in order and that the Consultant has performed all requested or required services in a timely and competent manner, the City shall pay such invoice.

2.3 Record of Payment. The Consultant shall maintain records on all services for and charges to the City under this Agreement for a period of not less than twenty-four (24) months, or for any longer period required by law, after the termination of this Agreement, and make such records available for review and audit if requested by the City at any time during the term, or within twenty-four (24) months, or for any longer period required by law, after the termination of this Agreement. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible.

3. LEGAL RESPONSIBILITIES

3.1 Compliance with Law. The Consultant shall keep fully informed of all Federal and State laws and regional, county, and municipal ordinances and regulations which may in any manner affect those employed by the Consultant or the performance by the Consultant of any tasks or services for or on behalf of the City. The Consultant shall at all times observe and comply with all such laws, ordinances, and regulations, and shall be responsible for the compliance therewith of all work and services performed by the Consultant by or on behalf of the City.

3.2 Independent Contractor. The Consultant is retained as an independent contractor only, for the sole purpose of rendering the Consultant Services, and is not an employee of the City. The City shall have the right to control the Consultant only as to results of the Consultant's services rendered pursuant to this Agreement, and the City shall not have the right to control the means by which the Consultant accomplishes the services performed under this Agreement.

3.3 Non-Discrimination. The Consultant shall not discriminate against any employee or applicant for employment because of any impermissible classification pursuant to Federal or State law, including, but not limited to, race, color, religion, national origin, gender, physical or mental disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status. The Consultant shall incorporate the foregoing provisions in all subcontracts.

3.4 Proprietary Information. All proprietary information developed by the Consultant in connection with, or resulting from, this Agreement, including but not limited to inventions, discoveries, improvements, copyrights, patents, maps, reports, textual material, or software programs, shall be the sole and exclusive property of the City, without restriction or limitation upon their use. The Consultant agrees that the compensation to be paid pursuant to this Agreement includes adequate and sufficient compensation for any proprietary information developed in connection with or resulting from the performance of the Consultant Services under this Agreement. The Consultant further understands and agrees that full disclosure of all proprietary information developed in connection with, or resulting from, the performance of services by the Consultant under this Agreement shall be made to the City, and that the Consultant shall do all things necessary and proper to perfect and maintain ownership of such proprietary information by the City. The Consultant hereby agrees to deliver such proprietary information to the City upon the expiration or termination of this Agreement. It is understood and agreed that the proprietary information prepared pursuant to this Agreement is prepared specifically for the City and is not necessarily suitable for any future or other use. The Parties agree that, until final approval by the City, all data, plans, specifications, reports, and other documents are confidential and will not be released to third parties without prior written consent of both Parties unless required by law.

3.5 Patented and Copyright Materials. The Consultant shall assume all costs arising from the use of patented or copyrighted materials, including but not limited to equipment, devices, processes, and software programs, used or incorporated in the services or work performed by the Consultant under this Agreement. Pursuant to Section 3.7 herein, the Consultant shall indemnify, defend (with legal counsel acceptable to the City), and hold the City and its elected and

appointed boards, members, officials, officers, agents, representatives, employees, and volunteers (“City Personnel”) harmless from any and all suits, actions, or proceedings of every nature for or on account of the use of any patented or copyrighted materials.

3.6 Prevailing Wages. The Parties have determined that prevailing wage laws do not apply to this Agreement because the Consultant Services do not include construction, alteration, demolition, installation, or repair work or other otherwise exempt under California’s prevailing wage laws (Lab. Code, § 1720 *et seq.*). Notwithstanding the foregoing, it is agreed by the Parties that, in connection with performance of the Consultant Services, including, without limitation, any and all public works (as defined by applicable law), the Consultant shall bear all risks of payment or non-payment of prevailing wages under California law and/or the implementation of Labor Code Section 1781, as the same may be amended from time to time, and/or any other similar law. Pursuant to Section 3.7 herein, the Consultant shall indemnify, defend (with legal counsel acceptable to the City), and hold the City and City Personnel harmless from and against any liability, loss, damage, cost or expenses (including but not limited to reasonable attorneys’ fees, expert witness fees, court costs, and costs incurred related to any inquiries or proceedings) arising from or related to (i) the noncompliance by the Consultant or any party performing the Consultant Services of any applicable local, state, and/or federal law, including, without limitation, any applicable federal and/or state labor laws (including, without limitation, the requirement to pay state prevailing wages and hire apprentices); (ii) the implementation of Section 1781 of the Labor Code, as the same may be amended from time to time, or any other similar law; and/or (iii) failure by the Consultant or any party performing the Consultant Services on the Consultant’s behalf to provide any required disclosure or identification as required by Labor Code Section 1781, as the same may be amended from time to time, or any other similar law.

3.7 Indemnification.

3.7.1 Indemnification of the City. Except as set forth in subdivision 3.7.2, the Consultant shall indemnify, defend (with legal counsel acceptable to the City), and hold harmless the City and City Personnel from and against any and all actions, suits, claims, demands, judgments, attorneys fees, costs, damages to persons or property, losses penalties, obligations, expenses, or liabilities (“Claims”) that may be asserted or claimed by any person or entity arising out of the Consultant’s performance of any tasks or services for or on behalf of the City, whether or not there is concurrent active or passive negligence on the part of the City and/or any City Personnel, but excluding any Claims arising from the sole negligence or willful misconduct of the City or any City Personnel. The Consultant shall defend any action or actions filed in connection with any such claims or liabilities, and shall pay all costs and expenses, including attorney’s fees incurred in connection therewith. The Consultant shall promptly pay any judgment rendered against the City or any City Personnel for any such claims or liabilities. In the event the City and/or any City Personnel is made a party to any action or proceeding filed or prosecuted for any such Claims arising out of or in connection with the work being performed or services being provided under this Agreement, the Consultant shall pay to the City any and all costs and expenses incurred by the City or City Personnel in such action or proceeding, together with reasonable attorney’s fees and expert witness fees. Notwithstanding the foregoing, however, in the event that a court or jury determines that liability with respect to any Claims was caused or contributed to by the neglect act, error, omission or willful misconduct of the City or City Personnel, liability will

be appointed between Consultant on the one hand and the City on the other hand with regard to such Claims based upon the parties' respective degrees of culpability, as determined by the court or jury, and Consultant's duty to indemnify the City and City Personnel will be limited accordingly.

3.7.2 Design Professionals. The provisions of this subdivision 3.7.2 apply only in the event that the Consultant is a "design professional" within the meaning of the California Civil Code Section 2782.8(c). If the Consultant is a "design professional" within the meaning of Section 2782.8(c), then notwithstanding subdivision 3.7.1 above, to the fullest extent permitted by law (including, without limitation, Civil Code Sections 2782 and 2782.6), the Consultant shall defend (with legal counsel reasonably acceptable to the City), indemnify, and hold harmless the City and City Personnel from and against any Claim that arises out of, pertains to, or relates to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of the Consultant, any sub-consultant, subcontractor, or any other person directly or indirectly employed by them, or any person that any of them control, arising out of the Consultant's performance of any task or service for or on behalf of the City under this Agreement. Such obligations to defend, hold harmless, and indemnify the City or any City Personnel, shall not apply to the extent that such Claims are caused in part by the sole negligence or willful misconduct of the City or such City Personnel. The Consultant's cost to defend the City and/or City Personnel against any such Claim shall not exceed the Consultant's proportionate percentage of fault with respect to that Claim; however, pursuant to Civil Code section 2782.8(a), in the event that one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the Consultant shall meet and confer with the City (and, if applicable, other parties) regarding any unpaid defense costs. To the extent the Consultant has a duty to indemnify the City or any City Personnel under this subdivision (b), the Consultant shall be responsible for all incidental and consequential damages resulting directly or indirectly, in whole or in part, from the Consultant's negligence, recklessness, or willful misconduct.

3.8 Retention of Funds. The Consultant hereby authorizes the City to deduct from any amount payable to the Consultant (whether arising out of this Agreement or otherwise) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate the City for any losses, costs, liabilities, or damages suffered by the City, and all amounts for which the City may be liable to third parties, by reason of the Consultant's negligent acts, errors, or omissions, or willful misconduct, in performing or failing to perform the Consultant's obligations under this Agreement. The City in its sole and absolute discretion, may withhold from any payment due to the Consultant, without liability for interest, an amount sufficient to cover such claim. The failure of the City to exercise such right to deduct or withhold shall not act as a waiver of the Consultant's obligation to pay the City any sums the Consultant owes the City.

3.9 Insurance. The Consultant shall not commence the performance of any work or services under this Agreement until the Consultant has obtained all insurance required hereunder, nor shall the Consultant allow any sub-consultant or subcontractor to commence services until all such insurance has been obtained by the sub-consultant or subcontractor. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies, at any time. All insurance policies shall be issued by an insurance company currently authorized by the California Department of Insurance to transact business of insurance

or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager. The Consultant shall take out and maintain at all times during the performance of this Agreement the following policies of insurance:

3.9.1 Workers Compensation Insurance to cover the Consultant's employees as required by law; and the Consultant shall require all subcontractors to provide such compensation insurance for all of the latter's employees. Each such policy of worker compensation insurance shall carry the following endorsements:

(a) "The insurer waives all rights of subrogation against THE CITY OF LA PALMA, its officers, officials, agents, employees, and representatives."

(b) "This insurance policy shall not be canceled, limited or nonrenewed by the insurer until thirty (30) days after receipt by THE CITY OF LA PALMA of a written notice of such cancellation, limitation, or reduction of coverage."

3.9.2 Comprehensive General Liability Insurance for bodily injury, death, and property damage which may arise from the negligent performance of the Consultant, its employees, agents representatives, successors, and assigns while performing work or services under this Agreement, in an amount not less than \$5,000,000 per occurrence, \$6,000,000 general aggregate. Each such policy of insurance shall be in a form satisfactory to the City and shall contain the following endorsements:

(a) "THE CITY OF LA PALMA, its officers, officials, employees, and representatives, are hereby declared to be additional insureds under the terms of this policy with respect to the operations and activities of the named insured at or from the premises of THE CITY OF LA PALMA described above."

(b) "This insurance policy shall not be canceled, limited, or not renewed until thirty (30) days after receipt by THE CITY OF LA PALMA of a written notice of such cancellation, limitation, or reduction of coverage."

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

3.9.3 Comprehensive Automobile Liability Insurance, including owned, non-owned, and hired automobiles, in a minimum Combined Single Limit of \$1,000,000 per occurrence for bodily injury, death, and property damage. Each such policy of insurance shall be in a form satisfactory to the City and shall contain the following endorsements:

(a) “THE CITY OF LA PALMA, its officers, officials, employees, and representatives, are hereby declared to be additional insureds under the terms of this policy with respect to the operations and activities of the named insured at or from the premises of THE CITY OF LA PALMA described above.”

(b) “This insurance policy shall not be canceled, limited, or not renewed until thirty (30) days after receipt by THE CITY OF LA PALMA of a written notice of such cancellation, limitation, or reduction of coverage.”

(c) “This insurance policy is primary insurance and no insurance held or owned by the designated additional insureds shall be called upon or looked to cover a loss under said policy; THE CITY OF LA PALMA shall not be liable for the payment of premiums or assessments on this policy.”

3.9.4 Renewal of Insurance. At least thirty (30) days prior to the expiration of any policy of insurance required under Paragraph 3.9.1, 3.9.2, or 3.9.3, a signed complete certificate of insurance, with all endorsements provided herein, showing that such insurance coverage has been renewed or extended, shall be filed with the City.

3.9.5 Prohibited Insurance Provisions. Insurance policies required under Paragraph 3.9.1, 3.9.2, or 3.9.3, shall not include any limiting provision or endorsement that has not been submitted to the City for approval. By way of example, additional insured endorsements shall not be limited to “ongoing operations,” exclude contractual liability, restrict coverage to the “sole” liability of the Consultant, or contain any other limitation contrary to this Agreement.

3.9.6 Variations to Insurance Requirements. The City may, but is not required to, approve in writing a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that the City’s interests are otherwise fully protected.

3.10 Conflicts of Interest.

3.10.1 City Personnel. No City Personnel shall have any financial interest, direct or indirect, in this Agreement, or participate in any decision relating to this Agreement that affects his or her financial interest or the financial interest of any corporation, partnership, association or other entity in which he or she is interested, in violation of any federal, state or city statute, ordinance or regulation. The Consultant shall not employ any such person while this Agreement is in effect.

3.10.2 Consultant. The Consultant represents, warrants and covenants that he, she or it presently has no interest, direct or indirect, which would interfere with or impair in any manner or degree the performance of the Consultant’s obligations and responsibilities under this Agreement. The Consultant further agrees that while this Agreement is in effect, the Consultant shall not acquire or otherwise obtain any interest, direct or indirect, that would interfere with or impair in any manner or degree the performance of the Consultant’s obligations and responsibilities under this Agreement. The Consultant acknowledges that pursuant to the provisions of the Political Reform Act

(Government Code section 87100 *et seq.*), the City may determine the Consultant to be a “consultant” as that term is defined by the Act. In the event the City makes such a determination, the Consultant agrees to complete and file a “Statement of Economic Interest” with the City Clerk to disclose such financial interests as required by the City. In such event, the Consultant further agrees to require any other person doing work under this Agreement to complete and file a “Statement of Economic Interest” to disclose such other person’s financial interests as required by the City.

3.11 No Undue Influence. The Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City shall receive compensation, directly or indirectly, from the Consultant, or from any officer, employee, or agent of the Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. The Consultant further warrants that it has not employed or retained any company or person other than a bona fide employee working for the Consultant, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon, or resulting from, the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

3.12 No Benefit to Arise to City Employees. No member, officer, or employee of the City, or their designees or agents, and no public official who exercises authority over or has responsibilities with respect to this Agreement during his/her tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for the Consultant Services to be performed under this Agreement.

4. RIGHTS AND REMEDIES

4.1 Termination By the City. The City reserves and has the right and privileges, at its sole discretion and with or without cause at any time during the term of this Agreement, of suspending, canceling or terminating this Agreement or any work in connection with this Agreement with or without any breach or failure to perform of the Consultant. Upon receipt of any notice of termination from the City, the Consultant shall immediately cease all services hereunder except such as may be specifically approved in writing by the Contract Administrator. In the event of termination under this Section 4.1, all finished or unfinished data, studies, maps, reports, and other items prepared by the Consultant shall become the property of the City, and the Consultant shall promptly deliver such items to the City. In the event of termination under this Section 4.1, the City shall pay the Consultant for all authorized services performed and for all authorized and invoiced expenses incurred up to the date of termination of this Agreement, on a time and materials basis in accordance with the Scope of Work and Fee Schedule attached hereto as Exhibit “A”.

4.2 Performance to the City’s Satisfaction. The Consultant agrees to perform all work to the reasonable satisfaction of the City. If the services performed under this Agreement

are not satisfactory, the City has the right to take appropriate action, including but not limited to: (i) meeting with the Consultant, its agents or subcontractors to review the quality of the work and resolve matters of concern; (ii) requiring the Consultant to have the work repeated at no additional fee until it is satisfactory; (iii) withholding payment of the City's compensation to the Consultant for any unsatisfactory work performed; (iv) suspending delivery of work to the Consultant for an indefinite time; and/or (v) terminating this Agreement.

4.3 Default, Remedies.

4.3.1 Default of Insurance Requirements. In addition to any other remedies at law or equity the City may have if the Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time required by Section 3.9 herein, the City may, at its sole option, exercise any of the following remedies, which are alternatives to other remedies the City may have and are not the exclusive remedy for the Consultant's breach:

- (a) Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under this Agreement;
- (b) Order the Consultant to stop work under this Agreement or withhold any payment that becomes due to the Consultant hereunder, or both, until the Consultant demonstrates compliance with the insurance requirements herein; and/or
- (c) Immediately terminate this Agreement.

4.3.2 Other Defaults. In addition to any other remedies at law or equity the City may have, if the Consultant materially breaches any of the terms of this Agreement, the City's remedies shall include, but not be limited to, any or all of the following:

- (a) Immediately terminate this Agreement; and/or
- (b) Take over the work and prosecute the same to completion by contract with another consultant or otherwise, and the Consultant shall be liable to the extent that the total cost for completion of the services required hereunder, including costs incurred by the City in retaining a replacement consultant and similar expenses, exceeds the Budget contained in Exhibit "A".

4.4 Force Majeure. Any time period specified in this Agreement for performance of services shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the City or the Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the delaying Party shall within ten (10) days of the commencement of such delay notify the other Party in writing of the causes of the delay ("Force Majeure Event"). If the Consultant is the delaying Party, the City shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the

enforced delay when and if in the judgment of the City such delay is justified. The City's determination shall be final and conclusive upon the parties to this Agreement. In no event shall the Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused. The Consultant's sole remedy shall be extension of this Agreement pursuant to this section. For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in the market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder. The current events related to the COVID-19 pandemic are known and shall not constitute Force Majeure Event, future impacts of the COVID-19 pandemic may be considered a Force Majeure Event to the extent that they prevent the performance of a Party's obligations under this Agreement.

5. **MISCELLANEOUS**

5.1 **Notices.** All notices, invoices or other instruments required or permitted to be given under this Agreement shall be served by personal delivery or deposited in a United States mail depository, postage prepaid, and addressed as follows:

If to the City:

CITY OF LA PALMA
7822 Walker Street
La Palma, CA 90623
Attn: Police Chief

If to the Consultant:

All City Management Services, Inc.
10440 Pioneer Blvd., Suite 5
Santa Fe Springs, CA 90670

or such other address or person as either Party may indicate to the other in writing. Service of any instrument by mail shall be deemed effective forty-eight (48) hours after deposit in a United States mail depository, postage prepaid, and addressed as set forth above.

5.2 **Integration.** This Agreement represents the entire understanding of the City and the Consultant as to those matters contained herein, and no prior oral or written understanding shall be of any force or effect with regard to those matters covered by this Agreement. This Agreement may not be modified, altered, or amended except in writing signed by both the City and the Consultant. The Contract Administrator is hereby authorized to approve and effectuate amendments to this Agreement to the extent permitted by applicable law.

5.3 **Construction, Venue.** This Agreement shall be construed in accordance with the laws of the State of California and as if drafted by both parties hereto. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either Party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply. Legal actions concerning any dispute, claim, or matter arising out of or in relation to this Agreement shall be instituted and maintained in the Superior Courts of the State of California in the County of Orange, or in any other appropriate court with jurisdiction in such County, and the Consultant agrees to submit to the personal jurisdiction of such court.

5.4 Rights and Remedies are Cumulative. Except as may be expressly set forth in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies or other rights or remedies as may be permitted by law or in equity shall not preclude the exercise by such Party, at the same or different times, of any other rights or remedies to which such Party may be entitled.

5.5 Severability. If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or unenforceable in any jurisdiction, the invalidity, illegality or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable term or provision in any other jurisdiction. Upon a determination that any term or provision is invalid, illegal or unenforceable, the Parties shall negotiate in good faith to modify this Agreement to affect the original intent of the Parties as closely as possible in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

5.6 Assignment. The Consultant shall not assign or otherwise transfer any of its rights or obligations under this Agreement without the prior written consent of the City; and any such assignment or other transfer without such consent shall be void.

5.7 Consultant not a City Agent. Except as the City may specify in writing, the Consultant shall have no authority, express or implied, to act on behalf of the City in any capacity whatsoever as an agent. This Agreement does not grant to the Consultant any authority, express or implied, to bind the City to any obligation whatsoever.

5.8 Attorney's Fees. In the event any action is commenced by one Party to this Agreement against the other to enforce any of the rights or obligations arising from this Agreement, the prevailing Party in such action, in addition to any other relief and recovery ordered by the court, shall be entitled to recover all statutory costs, together with reasonable attorney's fees.

5.9 Successors and Assigns. Subject to the provisions of Paragraphs 1.9 and 5.6 hereinabove, this Agreement, and all of the covenants, terms, and conditions hereof, shall be binding upon, and inure to the benefit of, the City, the Consultant, and their respective successors and assigns.

5.10 Authority of Signatories. The persons executing this Agreement on behalf of the Parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said Parties and that by so executing this Agreement the Parties are formally bound to the provisions of this Agreement.

5.11 No Waiver. No waiver by either Party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and signed by the Party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any right, remedy, power or privilege arising from this Agreement shall operate or be construed as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power or privilege.

5.12 No Third-Party Beneficiaries. This Agreement benefits solely the Parties to this Agreement and their respective permitted successors and assigns and nothing in this Agreement, express or implied, confers on any other person any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

5.13 Non-Liability of City Personnel. No City Personnel shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City, or for any amount which may become due to the Consultant or its successor, or for breach of any obligation of the terms of this Agreement.

5.14 Execution. The persons executing this Agreement on behalf of each of the Parties hereto represent and warrant that (i) such Party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said Party, (iii) by so executing this Agreement, such Party is formally bound to the provisions of this Agreement, and (iv) that entering into this Agreement does not violate any provision of any other Agreement to which said Party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors, and assigns of the Parties.

5.15 Survival. The terms, provisions, representations and certification contained in this Agreement, or inferable therefrom, shall survive the termination of this Agreement and the payment of the compensation hereinabove provided.

5.16 Section Headings and Subheadings. The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

5.17 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

IN WITNESS WHEREOF, this Agreement has been executed as of the date first written above.

CITY OF LA PALMA

Signed by:
By: Conal McNamara, City Manager
7BEAF7910C8040A
Conal McNamara, City Manager

ATTEST:
DocuSigned by:
Kimberly Kenney
A8BDE008E4C24D0...
Kimberly Kenney, CMC
City Clerk

CONSULTANT

Signed by:
By: Demetra Farwell, Corporate Secretary
9B10101324E0400...
Demetra Farwell, Corporate Secretary

By: _____

[Title]

APPROVED AS TO FORM:
COLANTUONO, HIGHSMITH & WHATLEY, PC
Signed by:
By: Ajit Thind, City Attorney
EDF810A117CF485...
City Attorney, City of La Palma

EXHIBIT A

Scope of Work and Fee Schedule

1. The Consultant will provide personnel for the City equipped and trained in appropriate procedures for crossing pedestrians in marked crosswalks. Such personnel shall be herein referred to as a "Crossing Guard". The Consultant is an independent contractor and the Crossing Guards to be furnished by it shall at all times be its employees and not those of the City.
2. The City shall determine the locations where Crossing Guards shall be furnished by the Consultant. The Consultant shall provide at each designated location personnel properly trained as herein specified for the performance of duties as a Crossing Guard. The Consultant shall provide supervisory personnel to see that Crossing Guard activities are taking place at the required places and times, and in accordance with the terms of this Agreement.
3. The Consultant shall maintain adequate reserve personnel to be able to furnish alternate Crossing Guards in the event that any person fails to report for work at the assigned time and location and agrees to provide immediate replacement.
4. In the performance of its duties the Consultant and all employees of the Consultant shall conduct themselves in accordance with the conditions of this Agreement and all applicable laws of the state in which the Services are to be performed.
5. Persons provided by the Consultant as Crossing Guards shall be trained in all applicable laws of the state in which the Services are to be performed pertaining to general pedestrian safety in school crossing areas.
6. The Consultant Services shall be provided by the Consultant at the designated locations on all days in which school is in session in the area under the City's jurisdiction. The Consultant also agrees to maintain communication with the designated schools to maintain proper scheduling.
7. The Consultant shall provide all Crossing Guards with apparel by which they are readily visible and easily recognized as Crossing Guards. Such apparel shall be uniform for all persons performing the duties of Crossing Guards and shall be worn at all times while performing said duties. This apparel must be appropriate for weather conditions. The Consultant shall also provide all Crossing Guards with hand held Stop signs and any other safety equipment which may be necessary.
8. The City agrees to pay the Consultant for the Consultant Services rendered pursuant to this Agreement and as follows for the specified term:
 - a. July 1, 2024 to June 30, 2025: The sum of Thirty Three Dollars and Sixty-Eight Cents (\$33.68) per hour, per Crossing Guard for a total of (7) Crossing Guard positions at six locations. The cost of providing 4,005 hours of service shall not exceed \$134,888.40.

9. Consultant may request a price increase during the term as a result of any new legally-mandated increases in wages or benefits imposed in the state or municipality in which the Services are to be performed and to which Consultant's employees would be subject. Consultant shall provide the City with 60 days-notice of its request to increase pricing. The City agrees to review and respond to said notice within 30 days of receipt.

City of La Palma

Agenda Item No. 10



MEETING DATE: September 2, 2025

TO: City Council

FROM: Interim City Manager

SUBMITTED BY: Ajit Thind, City Attorney

AGENDA TITLE: Approval of City Manager Employment Agreement

RECOMMENDED ACTION:

It is recommended that the City Council take the following actions:

1. Appoint Peter L. Kim to serve as City Manager for the City of La Palma effective October 27, 2025;
2. Adopt a resolution authorizing the Mayor to sign the proposed Employment Agreement with Peter L. Kim; and
3. Adopt a resolution amending the City's salary schedule for the City Manager consistent with the proposed Employment Agreement.

SUMMARY:

On March 20, 2025, City Manager Conal McNamara announced that he would be leaving the City of La Palma to serve as City Manager for the City of Whittier. At the meeting, the City Council directed City Manager McNamara to solicit proposals for executive recruitment services.

On April 1, 2025, during closed session, the City Council conducted interviews for Interim City Manager services pursuant to Government Code Section 54957. Following those interviews, the City Council directed that an agreement be prepared with Mr. Egan to provide Interim City Manager Services. On April 15, 2025, the City Council voted to appoint Mr. Egan as Interim City Manager while the recruitment of the permanent City Manager proceeded.

Separately, on April 15, 2025, the City Council approved a contract with Ralph Andersen & Associates for the recruitment of a new permanent City Manager. The recruitment closed on June 30, 2025 with a total of 87 applications. In July 2025, the recruiter screened all of the applications and recommended a top tier of candidates based on their professional qualifications, experience, education. The Council then held multiple closed sessions for the purposes of interviewing and narrowing down the City Manager candidates. Subsequently, at its August 12, 2025 special meeting, the Council directed the formation of an ad hoc subcommittee, composed of the Mayor and Mayor Pro Tem, to negotiate potential terms of employment with the desired candidate. After discussions between the recruiter, city attorney, the ad-hoc subcommittee, and the candidate, terms on an agreement were finalized.

A longtime La Palma resident, Peter L. Kim currently serves as Chief Communications Officer at the California State Board of Equalization, where he leads and manages communications and public affairs. With nearly 20 years of public sector experience, he has also served in various roles with the California Department of Tax and Fee Administration and the California State Board of Equalization, and as Chief of Staff in the California State Assembly.

Mr. Kim has deep connections with La Palma, as he graduated from Walker Junior High and Kennedy High Schools. He has previously volunteered with many La Palma civic organizations, and as many are aware, he served as a Council Member for the City of La Palma and Director of the Orange County Sanitation District from December 2012 to 2020. He graduated from the University of California, Irvine, with a degree in Political Science and is certified in Korean by the Los Angeles Unified School District Bilingual Testing Service.

The negotiated City Manager contract sets an annual salary for the City Manager at \$245,000. The City Manager would receive approved Cost of Living Adjustments ("COLA") at the time of other unrepresented management employees and will be eligible for benefits consistent with other City Management employees. A copy of the proposed employment agreement is attached to the proposed Resolution.

If appointed, Mr. Kim would become City Manager effective October 27, 2025.

In addition to the Employment Agreement, the City Council is being asked to adopt a resolution that will amend the salary schedule for the City Manager position, consistent with the salary in the proposed Employment Agreement. (See Attachment 2)

FISCAL IMPACT:

A copy of the proposed Employment Agreement is included with Attachment 1 and has been executed by Mr. Kim. The basic terms of the Employment Agreement are similar to those in the previous City Manager's contract and are consistent with benefits provided for all other full-time management employees. Also attached (Attachment 3) is a more detailed cost breakdown of salary and benefits for the position as compared to the Employment Agreement previously in effect. The net effect of the proposed Employment Agreement with Mr. Kim represents an approximate \$24,689 savings to the City of La Palma.

ATTACHMENTS:

1. Resolution Adopting Employment Agreement
2. Resolution Revising Salary Schedule
3. Salary & Benefits Comparison

RESOLUTION NO. 2025-39

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LA PALMA, APPOINTING PETER L. KIM AS CITY
MANAGER AND APPROVING AN EMPLOYMENT
AGREEMENT WITH THE CITY MANAGER**

WHEREAS, the City Council of the City of La Palma desires to appoint Peter L. Kim as City Manager;

WHEREAS, the City Council has negotiated a proposed employment agreement between the City and Peter L. Kim for Mr. Kim to serve as City Manager;

WHEREAS, Peter L. Kim has agreed to serve as City Manager, effective October 27, 2025, under the terms of the proposed employment agreement.

NOW, THEREFORE, the City Council of the City of La Palma hereby resolves as follows:

The City Council of the City of La Palma does hereby approve the employment agreement with Peter L. Kim for City Manager services attached hereto as Exhibit "A."

APPROVED AND ADOPTED by the City Council of the City of La Palma at a regular meeting held on the 2nd day of September 2025.

Mark Waldman
Mayor

ATTEST:

Norma I. Alley, MMC
City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS
CITY OF LA PALMA)

I, NORMA I. ALLEY, City Clerk of the City of La Palma, California, DO HEREBY CERTIFY that the foregoing resolution was adopted by the City Council of said City at a regular meeting of said City Council held on the 2nd day of September 2025, and that it was so adopted by called vote as follows:

AYES:

NOES:

Norma I. Alley, MMC
City Clerk

EXHIBIT “A”

[See next page]

**EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF LA PALMA AND PETER L. KIM**

THIS AGREEMENT between the CITY OF LA PALMA ("City") and PETER L. KIM ("Employee") and is dated for convenience as September 2, 2025.

RECITAL

1. The City Council has selected Employee to serve as City Manager of the City and Employee accepts such employment, subject to approval of this employment agreement (hereinafter, this "Agreement"), background check, and physical examination. Accordingly, the parties agree as follows:

AGREEMENT

2. Effective Date

This Agreement shall become effective on October 27, 2025 (the "Effective Date"), after it has been executed by Employee and duly approved by the City Council.

3. Term of Employment

Pursuant to the provisions of the La Palma Municipal Code Section 2-39, Employee shall serve at the pleasure of the City Council and on an "at will" basis and has no vested right to his employment during the term of this Agreement, subject to the terms and provisions of this Agreement as set forth below. This Agreement will remain in full force and effect until one of the parties terminates it as provided in this Agreement.

4. Duties; Hours of Work

A. Employee shall perform those functions and duties specified by State law, the La Palma Municipal Code, any applicable job description, and by formal direction of the City Council. Employee shall perform such duties in accordance with the highest professional and ethical standards of the City Manager profession. Employee shall not engage in any activity, which is, or which may become, incompatible with the office of City Manager, as provided for by State law. During the term of this Agreement, Employee shall be exclusively employed by City, unless prior authorization otherwise is received from the City Council, which authorization will not be unreasonably withheld.

B. Employee is a FLSA-exempt employee but is expected to engage in those hours of work that are necessary to fulfill the obligations of the City Manager position. Employee does not have set hours of work as he is expected to be available at all times. It is recognized that Employee must devote a great deal of time to City's business outside of City's customary office hours, and to that end Employee's schedule and location of work each day and week will vary in accordance with the work required to be performed and in accordance with any specific direction provided by the City Council.

5. Compensation

A. Employee shall receive an annual gross base salary of Two Hundred Forty-Five Thousand Dollars (\$245,000), payable in equal bi-weekly payments in the same manner as all full time City employees, and subject to all applicable payroll taxes and withholdings.

B. At the City Council's sole discretion, salary adjustments may be given to Employee at or around the time of the annual review and evaluation by the City Council or at other times by Resolution of the City Council. Further, it is understood that it is the intent of the City Council to increase salary, or other benefits referred to in this Agreement, during the term of this Agreement, dependent on the quality of job performance by Employee and City's fiscal condition.

C. In the event City implements cost of living ("COLA") increases to the compensation paid to City's Management Employees after the year 2025, Employee will receive the same COLA increase.

D. In the event City implements cost-saving measures, such as work furloughs, salary reductions, changes to health or welfare benefits and allowances, or any other changes to the compensation or benefits paid to City's Management Employees, Employee will receive the same downward adjustment or adhere to the same change in terms. In the event that such cost-saving measures are subsequently eliminated (i.e. former salary or benefit levels are restored) for City's Management Employees, Employee will receive the same restoration of salary or benefits as City's Management Employees.

6. Health Insurance

City shall pay the same package(s) of health/medical insurance benefits and dental and vision allowances as afforded to other City Management Employees.

7. Life Insurance and Long-Term Disability Plan

A. City shall provide term life insurance and Accidental Death and Dismemberment (AD&D) policy in the face amount of Two Hundred Fifty Thousand Dollars (\$250,000.00) on Employee's life with a carrier selected by the City. Employee shall designate the beneficiaries of the policy.

B. City shall provide City a long-term disability plan for Employee and shall pay 100% of the costs of a long-term disability plan with a 60% benefit percentage (maximum monthly benefit of \$11,667).

8. Management Administrative Leave

As of the Effective Date, Employee shall be credited with 60 hours' management administrative leave. On each subsequent July 1, Employee shall be credited with 80 hours' management administrative leave per year. In the event such leave is not used, Employee shall receive equivalent cash compensation therefore, in full or part, for unused leave. Management administrative leave time may not be carried over past the end of any fiscal year (June 30).

9. Annual Vacation Leave

As of the Effective Date, Employee shall be credited with eighty (80) hours of vacation leave and provided with the same vacation accrual amounts and in the same time and manner received by Tier One Managers hired prior to July 1, 2011, with 19 years of continuous service.

Employee may receive equivalent cash compensation, in full or in part, at any time during the year for accrued but unused vacation leave. For vacation leave of more than one week at a time, Employee shall appoint an Acting City Manager in his absence. Employee shall accrue no more than three hundred twenty (320) hours of vacation leave.

10. Other Leaves and Benefits

A. All other personal leave, family leave, funeral leave, or sick leave shall be as provided to other City Management Employees. City shall afford Employee such other benefits as are provided to other City Management Employees on the same terms as provided to those employees except as otherwise expressly provided herein.

B. City shall afford Employee with "floating holiday" hours as are provided to other City Management Employees on the same terms as provided to those employees.

If Employee fails to use the floating holiday prior to June 30 of each year, the floating holiday shall be forfeited. Under no circumstances shall floating holiday hours be cashed out or carried over to the following fiscal year.

C. Employee's wage shall not be reduced for time served on jury duty in a court action or as a witness in a deposition or court proceeding.

D. Notwithstanding Section 10.A., Employee shall be afforded eighty (80) hours of banked sick leave as of the Effective Date.

11. Automobile Allowance and Technology

A. In recognition of the fact that Employee's normal duties require frequent use of his automobile, Employee shall be entitled to Seven Hundred Fifty Dollars (\$750.00) per month as an automobile allowance. This allowance is in lieu of mileage reimbursement or other expenses that may be incurred by Employee in connection with his use of his own automobile for City purposes. In consideration for said allowance, Employee shall be responsible for all costs of maintenance and operation of his vehicle. Employee shall at all times maintain automobile liability insurance on any vehicle used by him in the course of City employment. Such insurance shall have coverage limits acceptable in form and amounts to City. Employee shall provide a certificate or other evidence of such insurance to City. Employee acknowledges that this allowance will be subject to payroll taxes unless he maintains the records required by law to permit other treatment of this allowance.

B. City shall provide Employee with a City-owned cellular phone, data plan, laptop computer, tablet, and additional similar communications and computing equipment as deemed appropriate by City Council (excluding desktop computer equipment for use outside City Hall).

12. Professional Memberships & Meetings; Other Expenses

A. City shall pay for Employee's professional membership in the League of California Cities, International City / County Management Association, and Orange County City Managers Association. City shall pay for Employee to attend the annual League of California Cities conference. City will pay for such other professional memberships and conference attendance as may be approved and budgeted by the City Council.

B. City recognizes that certain expenses of a non-personal and job-related nature may be incurred by Employee. City agrees to reimburse Employee for reasonable expenses which are authorized by City's adopted budget; submitted to the City Council for approval; and which are supported by expense receipts, statements or personal affidavits, and audit thereof in like manner as other demands against City.

13. Retirement Program and Deferred Compensation

A. Employee shall participate in PERS in the same manner and to the same extent as available to all other full-time City employees. As permitted by statute, the City shall maintain its enrollment in CalPERS Government Code Section 21548 (pre-retirement optional settlement 2 death benefit), an optional benefit provision under PERS that protects spouses if an employee dies prior to retirement.

B. City shall contribute \$550 per pay period into a qualified deferred compensation plan of Employee's choice.

14. Annual Performance Evaluation

The City Council shall evaluate Employee's performance at least once annually. The City Council and Employee shall annually develop mutually agreed performance goals and criteria which the City Council shall use in reviewing Employee's performance in the following year. It shall be Employee's responsibility to initiate this review each year. Employee will be afforded an adequate opportunity to discuss each evaluation with the City Council.

15. Indemnification

City shall defend, hold harmless, and indemnify Employee against any claim, demand, judgment, or action of any type or kind arising within the course and scope of Employee's employment to the extent required by Government Code Sections 825 and 995.

16. Other Terms and Conditions of Employment

A. The City Council may from time to time fix other terms and conditions of employment relating to Employee's performance, provided such terms and conditions are not inconsistent with or in conflict with the provision of this Agreement, the La Palma Municipal Code, or other applicable law.

B. The provisions of City's Personnel Rules and Regulations ("Rules") shall apply to Employee to the extent they explicitly apply to the position of City Manager, except that if the specific provisions of this Agreement conflict with the Rules, the terms of this Agreement shall prevail. Without limiting the generality of the exception noted in the previous sentence, however, no provision of the Rules or this Agreement shall confer upon Employee a property right in his employment or a right to be discharged only upon cause. Employee is an at-will employee serving at the pleasure of the City Council and may be dismissed at any time with or without cause, subject only to the provisions of this Agreement.

C. Employee shall be exempt from paid overtime compensation and from Social Security taxes other than the mandatory Medicare portion of such taxes.

17. Termination

A. Employee understands and agrees that he has no constitutionally-protected property or other interest in his employment with City. Employee understands and agrees that he works at the will and pleasure of the City Council, and that he may be terminated, or asked to resign, at any time, with or without cause, by a majority vote of the City Council. Notice of termination shall be provided to Employee in writing. "Termination" and its conjugations, as used in this Agreement, shall include: (i) termination with or without cause, (ii) a request to resign with actual resignation, or (iii) the elimination of the City Manager position.

B. In the event the City Council terminates Employee for any reason or no reason, City and Employee agree to work and issue a mutually acceptable announcement regarding the termination.

C. Except as provided in Section 17.E., Employee shall not be terminated during the 90-day period immediately preceding or following an election for membership on the City Council, nor during the 90-day period immediately following any change in membership of the City Council. Nothing in this paragraph alters the "at will" status of Employee's employment with City.

D. Except as provided in Section 17.E., if Employee is terminated, he shall receive (i) a cash payment equivalent to the sum of his then-current gross base salary per month multiplied by six (6), and (ii) the cash value, as determined by City, of his monthly non-salary COBRA eligible benefits multiplied by six (6). Any such cash payment will be made on a pro-rated, monthly basis over six (6) months. Employee shall also be paid for any accrued, but unused, vacation leave. Eligibility for such severance payment is

expressly conditioned upon Employee's execution of (i) a waiver and release of any and all of his claims against City and all City employees/officials, approved as to form by the City Attorney, and (ii) a covenant not to sue City or any City employees/officials, approved as to form by the City Attorney. No severance pay shall be paid until the foregoing conditions are met and any applicable revocation rights have expired. All normal payroll taxes and withholdings as required by law shall be made with respect to any amounts paid under this section.

E. City may terminate Employee at any time and shall have no obligation to pay him as required by Section 17.D. if any of the following occur:

- (i) conviction of any illegal activity involving personal gain to himself,
- (ii) fraud,
- (iii) moral turpitude,
- (iv) gross mismanagement of City affairs,
- (v) use of alcohol or drugs that impedes performance of duties,
- (vi) a proven claim of either sexual harassment or abuse of employees in violation of law or adopted City policy,
- (vii) willful and repeated failure to carry out the lawful directives or policy decisions of the City Council,
- (viii) knowingly and unlawfully participating in a governmental decision in which he has a conflict of interest as defined in Government Code sections 87100, *et seq.*, or Government Code sections 1090 *et seq.*
- (ix) conduct that is publicly insubordinate, or humiliating, or demeaning to the City or City Council;
- (x) willful destruction or misuse of City property
- (xi) willful disclosure of closed session confidential communications, attorney-client confidential communications, or other information whose confidentiality is privileged or protected by law.
- (xii) willful abandonment of the position or continued and unexcused absence from duty, or
- (xiii) willful breach of this Agreement.

F. City may terminate Employee and shall have no obligation to pay him as required by Section 17.D. if Employee is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of twenty-six (26) successive weeks beyond any accrued sick leave to which City Manager is entitled, or for the legal duration of the Family and Medical Leave Act (whichever is greater).

18. Voluntary Termination; Death

A. Employee may voluntarily terminate his employment, by resignation or retirement, at any time during the term of this Agreement, subject to at least forty-five days' written notice by Employee to City, unless the City Council and Employee agree otherwise. In such case, City shall have no further obligation to provide payments and benefits, including but not limited to severance benefits pursuant to Section 17.D., upon the effective date of termination of employment, other than payment of accrued vacation leave or other payments required by law.

B. In the event Employee dies while employed by City, his beneficiaries or those entitled to his estate shall be paid any earned salary and accrued vacation leave at Employee's pay rate on the date of death.

19. Conviction of Crime Involving Abuse of Office

Pursuant to Government Code sections 53243, 53243.1 and 53243.2, if Employee is convicted of a crime involving an abuse of his office or position, all of the following shall apply: (1) if Employee is provided with paid administrative leave pending an investigation, Employee shall be required to fully reimburse City such amounts paid; (2) if City, in its sole discretion, pays for Employee's criminal legal defense, Employee shall be required to fully reimburse City such amounts paid. For purposes of this Section, abuse of office or position means either: (1) an abuse of public authority, including waste, fraud, and violation of the law under color of authority, including, but not limited, to ; or (2) a crime against public justice, including, but not limited to, a crime described in Title 7 (commencing with Section 92) of Part 1 of the Penal Code.

20. Compliance With Law

A. This Agreement is subject to all applicable provisions of State and Federal law, the provisions of the La Palma Municipal Code, and to any other ordinances, rules, regulations, and policies of City applicable to Employee and the City Manager position.

B. Employee shall not engage in any business or transaction nor have a financial or other personal interest or association, direct or indirect, which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business, personal, or political associations. Employee shall also be subject to the conflict of interest provisions of the California Government Code and any conflict of

interest code applicable to Employee's City employment. Employee is responsible for submitting to the City Clerk the appropriate Conflict of Interest Statements at the time of appointment, annually thereafter, and at the time of separation from the position. Employee shall not engage in any employment, activity, consulting service, or other enterprise, for compensation or otherwise, which is actually or potentially in conflict with, or which interferes with the performance of Employee's duties. Further, Employee shall not, during the term of this Agreement, individually, as a partner, joint venture, officer, or shareholder, invest or participate in any business venture conducting business in the corporate limits of the City of La Palma (except for stock ownership in any company whose capital stock is publicly held and regularly traded) without prior approval of the City Council.

21. General Provisions

A. This Agreement constitutes the entire agreement between the parties. City and Employee hereby acknowledge that they have neither made nor accepted any other promise or obligation with respect to the subject matter of this Agreement.

B. If any provision or any portion of this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of the Agreement shall be deemed severable and shall not be affected and shall remain in full force and effect.

C. Any notice to City pursuant to this Agreement shall be given in writing, either by personal service or by registered or certified mail, postage prepaid, addressed as follows:

Mayor and City Council
City of La Palma
7822 Walker St.
La Palma, CA 90623

With a courtesy copy to the City Attorney at the following address or the address then shown in the records of the City for the City Attorney:

Ajit S. Thind, Esq.
La Palma City Attorney
7545 Irvine Center Drive, Suite 200
Irvine, CA 92618

Any notice to Employee shall be given in a like manner, and, if mailed, shall be addressed to Employee at the address then shown in City's personnel records. For the purpose of determining compliance with any time limit stated in this Agreement, a notice shall be deemed to have duly given (a) on the date of delivery, if served personally, or (b) on the second calendar day after mailing, if mailed.

D. Venue for any disputes arising from or relating to this Agreement shall lie in the Superior Court for the County of Orange, California. If an action at law or in equity is necessary to enforce or interpret this Agreement, the prevailing party shall be entitled to reasonable and actual attorneys' fees and costs with respect to the action.

E. A waiver of any of the terms and conditions of this Agreement shall not be construed as a general waiver and either party shall be free to enforce any term or condition of this Agreement with or without notice to the other notwithstanding any prior waiver of that term or condition.

22. Amendments

This represents the entire agreement between the parties. Amendments to this Agreement may be made at such times as approved by the City Council and Employee and shall be in writing.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

CITY MANAGER

Dated: _____

Peter L. Kim

CITY OF LA PALMA

Dated: _____

Mark I. Waldman, Mayor

Approved as to form:

Ajit S. Thind, City Attorney

Dated: _____

Attest:

Norma I. Alley, MMC City Clerk

Dated: _____

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LA PALMA, AMENDING THE FISCAL YEAR 2025/2026
PUBLICLY AVAILABLE PAY SCHEDULE UPDATING THE
CITY MANAGER SALARY RANGE**

WHEREAS, all employers who contract with the California Public Employees' Retirement System (CalPERS) must comply with the publicly available pay schedule provisions contained within California Code of Regulations title 2, section 570.5; and

WHEREAS, it is necessary for the City Council to review and duly approve and adopt, in accordance with requirements of applicable public meetings laws, a publicly available pay schedule; and

WHEREAS, attached to this resolution and incorporated by reference is the City of La Palma's publicly available pay schedule which will be made publicly available on the City's website and made available upon request; and

WHEREAS, this resolution adopts the amended publicly available salary schedule effective as of October 27, 2025, with one modification to reflect the City Manager's salary of \$245,000 yearly, as set by the City Council per existing applicable law and policies; and

NOW, THEREFORE, the City Council of the City of La Palma hereby:

1. Approves and confirms the amendment to the Fiscal Year 2025/2026 publicly available salary schedule (Exhibit A), in compliance with California Public Employees' Retirement System (CalPERS) statutory and regulatory requirements for publicly available pay schedules. The City Manager is directed to implement and make this publicly available pay schedule available on the City's website.

2. The City Clerk shall certify to the adoption of this Resolution.

APPROVED AND ADOPTED by the City Council of the City of La Palma at a regular meeting held on the 2nd day of September 2025.

Mark Waldman
Mayor

ATTEST:

Norma I. Alley, MMC
City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS
CITY OF LA PALMA)

I, NORMA I. ALLEY, City Clerk of the City of La Palma, California, DO HEREBY CERTIFY that the foregoing resolution was adopted by the City Council of said City at a regular meeting of said City Council held on the 2nd day of September, 2025, and that it was so adopted by called vote as follows:

AYES:

NOES:

Norma I. Alley, MMC
City Clerk

EXHIBIT "A"

Attachment "A"

La Palma Management Employees							
Classification and Salary Table							
July 1, 2025 through June 30, 2026							
	Step A	Step B	Step C	Step D	Step E	Step F	Step G
City Manager							
Annual	245,000.00						
Monthly	20,416.67						
Biweekly	9,423.08						
Hourly	117.7885						

CM Pay Comparison
Updated 2025-08-27

Annual City Costs for CM	Employee A <i>Budgeted FY26</i>	Employee B <i>Proposed</i>
Salary:	\$ 268,216	\$ 245,000
Effective Rate	\$129/hour	\$118/hour
Total Benefits:	\$ 41,298	\$ 39,825
Dental	\$ 1,229	\$ 1,229
Medical	\$ 6,780	\$ 8,010
Executive Wellness	\$ 500	\$ 500
Life/ADD/Dep Life	\$ 491	\$ 491
LT Disability (Non-Safety)	\$ 777	\$ 777
Medicare Contribution	\$ 3,889	\$ 3,553
Retirement	\$ 27,331	\$ 24,966
Vision	\$ 300	\$ 300
Total Additional Pay	\$ 24,260	\$ 24,260
Auto Allowance	\$ 9,000	\$ 9,000
Cell Phone Allowance	\$ 960	\$ 960
Deferred Comp – Mgmt	\$ 14,300	\$ 14,300
<i>Leave Accruals (not included in total)</i>	<i>\$ 60,911</i>	<i>\$ 58,462</i>
<i>Vacation Accrual</i>	<i>\$ 20,653</i>	<i>\$ 21,685</i>
<i>Sick Accrual</i>	<i>\$ 12,405</i>	<i>\$ 11,332</i>
<i>Holidays - 10 Days</i>	<i>\$ 12,895</i>	<i>\$ 11,780</i>
<i>Mgt Admin Leave - 80 Hrs</i>	<i>\$ 10,316</i>	<i>\$ 9,424</i>
<i>Floating Holidays - 36 hours</i>	<i>\$ 4,642</i>	<i>\$ 4,241</i>
Total:	\$ 333,774	\$ 309,085

City of La Palma

Agenda Item No. 11



MEETING DATE: September 2, 2025

TO: City Council

FROM: Interim City Manager

SUBMITTED BY: Joseph Cisneros, Deputy City Manager

AGENDA TITLE: Water and Sewer Rate Study and Approval to Initiate Proposition 218 Process

RECOMMENDED ACTION:

It is recommended that the City Council receive the Water and Sewer Rate Study and proposed rate adjustments; and direct staff to initiate the Proposition 218 process for a public hearing to be held on November 4, 2025, to consider implementation of rate adjustments on January 1, 2026.

BACKGROUND:

In September 2024, staff issued a Request for Proposals (RFP) for the preparation of a Water and Sewer Rate Study. On January 14, 2025, the City Council awarded a contract to Willdan Financial Services to complete the study.

A Water and Sewer Rate Study is generally conducted every five years, in alignment with the City Council's Goals & Objectives to create and maintain City assets, infrastructure, and neighborhoods that reflect municipal pride of ownership. The study ensures the utility system's operational costs, capital improvements, and system maintenance remain financially sustainable. The City of La Palma last adopted utility rates in April 2022, which became effective July 1, 2022, with annual adjustments thereafter.

Due to the economic impacts of the pandemic, several cost factors were not fully accounted for in the 2021 study. As a result, adjustments were limited to water rates only, while sewer rates have remained unchanged for several years. Additionally, in the 2021 study, the City and the consultant took a cautious approach when evaluating capital projects, as many companies and businesses were in flux during this period, and reliable cost estimates were unavailable. As a result, only minor adjustments were made to the capital cost portion of the 2021 study, leaving rates significantly lower than what is necessary to adequately maintain and finance the system's infrastructure.

DISCUSSION:

The purpose of this Study Session is to provide for an open discussion and review of the Water and Sewer Rate Study prepared by Wildan Financial Services.

Water System

Since 2022, the costs of producing and purchasing water have continued to rise. Pandemic-related economic impacts, statewide drought regulations, and other financial pressures have affected revenues, while operational and importation expenses have continued to rise.

Several key factors are driving the need for water rate increases, including the replacement of the Walker Well, major utility capital projects such as water treatment design and engineering, and primary service demands such as peak flow requirements and the number and types of customers served.

Sewer System

Similar to the water system, the proposed sewer rate increase is primarily driven by capital costs and the need to strengthen reserve balances to fund future projects. It is important to note that the 2021 study concluded existing sewer rates were adequate to cover operating expenses and maintain required reserves for the subsequent years, however, it was noted an increase would be necessary in the next rate study. As a result, no rate increases were implemented in 2022, leaving the reserve balance insufficient in the FY 25 and FY 26 to support upcoming sewer projects, operational needs, and other maintenance costs increases.

Walker Well

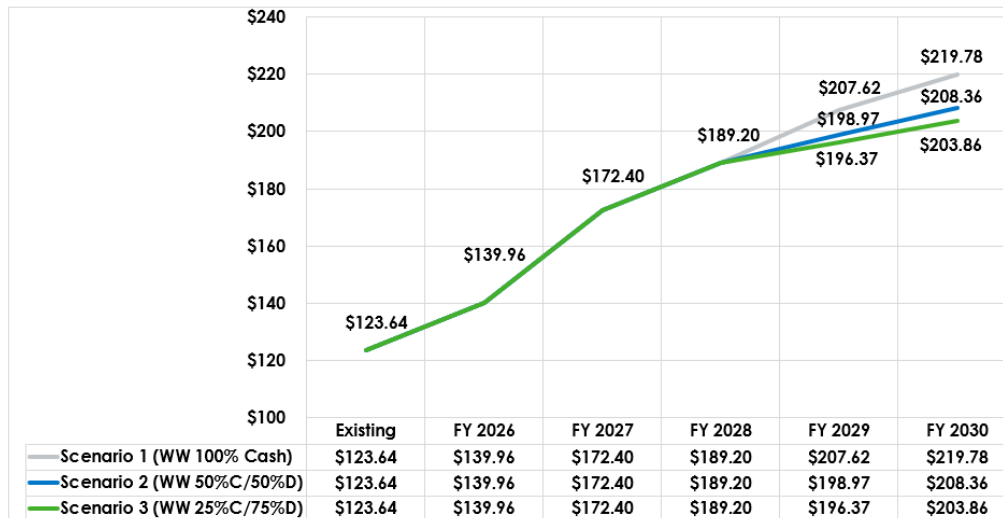
The last two Water Master Plans identified the need to drill a new well at the Walker Street site based on current conditions and the existing well's useful life. In consultation with professional water contractors, staff has undertaken rehabilitation efforts, including a full well rehabilitation planned for FY 2028, to extend the current well's life until a replacement can be constructed.

The new well is targeted for 2035, with an estimated cost of \$10 million. Based on current projections, capital reserve balances will not be sufficient to fund this project. The proposed rate adjustments include building the Water Capital Reserve Fund to fully finance the new well. This approach provides flexibility to revisit and adjust the funding strategy in the next rate study while simultaneously preparing a suitable reserve balance to make a significant contribution toward the replacement cost and ensure adequate reserves for the Walker Well project.

The Walker Well funding scenarios do not differ significantly. Staff recommends a fully funded approach for this five-year rate adjustment, utilizing cash and capital reserves (Scenario 1). This strategy provides the City with flexibility to revisit and adjust funding in the next rate study. Alternative scenarios include funding the project with 50% cash and reserves and 50% debt (Scenario 2), or with 25% cash and reserves and 75% debt (Scenario 3). Below is a depiction of the scenarios for an average usage bill.

Table & Graph 1: 5-Year Residential Bill Impact Under Each Scenario @ 1,600 Cubic Feet

Description	Existing Bill	Fiscal Year Ending June 30				
		2026	2027	2028	2029	2030
Bi-Monthly Water Bill						
Scenario 1	\$ 110.04	\$ 125.88	\$ 157.34	\$ 173.08	\$ 190.38	\$ 201.33
Scenario 2	\$ 110.04	\$ 125.88	\$ 157.34	\$ 173.08	\$ 181.73	\$ 189.91
Scenario 3	\$ 110.04	\$ 125.88	\$ 157.34	\$ 173.08	\$ 179.13	\$ 185.41
Bi-Monthly Sewer Bill						
All Scenarios	\$ 13.60	\$ 14.08	\$ 15.06	\$ 16.12	\$ 17.24	\$ 18.45
Combined Bi-Monthly Water & Sewer Bill						
Scenario 1	\$ 123.64	\$ 139.96	\$ 172.40	\$ 189.20	\$ 207.62	\$ 219.78
Scenario 2	\$ 123.64	\$ 139.96	\$ 172.40	\$ 189.20	\$ 198.97	\$ 208.36
Scenario 3	\$ 123.64	\$ 139.96	\$ 172.40	\$ 189.20	\$ 196.37	\$ 203.86



PROPOSITION 218 PROCESS:

After discussion of the draft Water and Sewer Rate Study, staff and consultant will include any changes and will proceed with sending the Proposition 218 Notice (see attachment) to all property owners and renters subject to paying La Palma utility rates. In November 1996, California voters approved Proposition 218, which requires compliance when setting utility rates. One provision requires that a noticed public hearing on utility rates be held not prior to 45 days of noticing; and that rates not be increased if a majority of affected property owners protest the increased rates in writing. Staff is recommending that the City Council schedule a Public Hearing for November 4, 2025. Additionally there is a 120-day statute of limitations for challenging any new, increased, or extended fee or charges, commencing from the later of the effective date or the date of final passage, adoption, or approval of the Resolution. If adopted, rates would go into effect with a new billing cycle after January 1, 2026.

ENVIRONMENTAL IMPACT:

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline Section 15378.

FISCAL IMPACT:

In addition to planning for the replacement of the Walker Well, the Study concludes that La Palma's current rates do not generate sufficient revenue to cover expenses and maintain required reserves necessary to operate and sustain the water and sewer systems in the coming years. Approval of any item related to this study session will only authorize its inclusion in the final report and proposed rates, which will be presented for adoption at the Public Hearing on November 4, 2025.

ATTACHMENTS:

1. Water and Sewer Rate Study Draft Report
2. Prop 218 Rate Notice Draft

City of La Palma, CA

Report

Comprehensive Water & Sewer Utility Rate Study Update





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Section 1 – Executive Summary

1.1 Introduction

Willdan Financial Services (Willdan) is pleased to submit to the City of La Palma (City) the Water and Sewer Rate Study report (Report) for your consideration. Willdan has completed the study of the City's water and sewer rates and summarized the results of the investigations, analyses, and conclusions in this Report.

1.1.1 Water System Background

The City is responsible for providing potable water to approximately 4,379 residential and business service connections, with safe, high-quality drinking water that meets or exceeds quality standards set forth by both the state and federal government. The water utilized by the City is primarily pumped directly from the local groundwater basin that is managed by the Orange County Water District (OCWD) and supplemented by imported water purchased from the Metropolitan Water District of Southern California (MET) through the Municipal Water District of Orange County (MWDOC). The City operates two wells and two reservoirs with a total capacity of 4.5 million gallons (MGs), and also manages 39.7 miles of water mains.

1.1.2 Sewer System Background

The City only provides sewer collection services through approximately 30 miles of sewer gravity pipelines, which are virtually all constructed of vitrified-clay, and over 700 manholes. Sewer treatment and disposal services are provided by and billed separately by Orange County Sanitation District (OCSD).

Three separate OCSD trunk sewer systems collect the City's wastewater within Denni Street (OCSD Los Alamitos Sub-Trunk), Moody Street (OCSD West-side Relief Interceptor), and Valley View Street (OCSD Miller-Holder Trunk). The collected wastewater is then sent to the OCSD's treatment and reclamation facility located in Fountain Valley.

1.1.3 Rate Study Background

The City has focused a significant amount of attention and effort on strategic planning measures in all areas of utility operations to ensure that it is able to maintain critical utility infrastructure, provide a stable and well-functioning water system that delivers uninterrupted service to its customers, and so that it remains prepared for the future. As part of its ongoing strategic planning efforts, the City commissioned Willdan to perform a water and sewer rate study to analyze the revenue sources and expenditures of the water and sewer utility systems and provide recommendations for proposed rate and/or rate structure adjustments to meet the financial and administrative goals and objectives of the City. The primary objectives of the rate study include:



- Full recovery of costs related to utility operations (i.e., operating and maintenance costs, debt, and other expenditure requirements);
- Cost-based rate structures;
- Consistency with American Water Works (AWWA) and Water Environment Federation (WEF) guidelines;
- Equity among customer classes;
- Meeting substantive and procedural Proposition 218 requirements;
- Administrative efficiency (i.e., easy to understand and implement); and
- 5-Year capital funding plan.

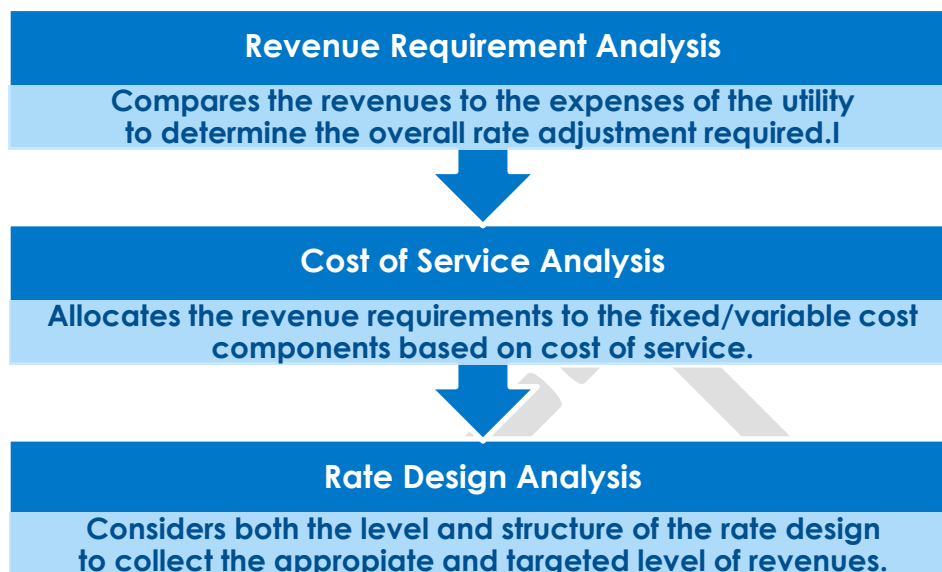
1.2 Overview of the Rate Study Process

This study includes the development and presentation of a pro-forma water and sewer financial plan for a 5-year planning period, as well as the development of cost-based rates through a cost-of-service and rate design analysis. Utility rates must be set at a level such that operating, maintenance, debt, and capital expenses are funded with the revenues received from customers. In addition, the revenues generated from utility rates must only be used for this purpose and for each system separately. This is a significant point, as failure to achieve the revenues needed can lead to unacceptable service levels and inadequately maintained facilities. Therefore, a rate study typically consists of the following three interrelated analyses:

- I. **Financial Planning/Revenue Requirement Analysis:** Creates a five-year plan to support an orderly, efficient program of on-going maintenance and operating costs, capital improvement and routine system component replacement activities. In addition, the plan should fund and maintain appropriate reserve balances based on industry standards, as well as the City's fiscal policies and specific needs.
- II. **Cost-of-Service Analysis:** Identifies and apportions annual revenue requirements (i.e., expenditures) to operational and functional cost components based on the demand placed on the utility system. The purpose of this analysis is to develop rates that generate revenues relatively proportionate to the share of each utility's costs. This objective is consistent with industry standards as well as the requirements of Proposition 218 (Prop 218).
- III. **Rate Design:** Develops an equitable and proportionate fixed/variable schedule of rates for the City's customer base. The policy objectives are coordinated with Prop 218 requirements and cost-of-service objectives to achieve a balance between customer equity and financial stability goals. The balance of fixed and variable charges considers the need for a stable revenue source (the fixed charge) and accounts for customers placing higher costs on the system (through higher water and



sewer use) by incurring a higher bill reflective of their impact on the system (the variable component).



This rate study utilizes generally accepted rate-making principles and standards established by industry experts such as the AWWA in its "M1 - Principles of Water Rates Fees and Charges" manual and WEF in its "Financing and Charges for Sewer Systems, Manual of Practice No. 27". The principles established by these entities are used as guidelines in the development of the proposed rates for water and sewer. A discussion of some of the key principles of ratemaking is presented in the following subsection of this Report.

1.3 Summary of Proposed Rates

The rate study methodology applied in the development of updated water and sewer rates, outlined in this Report, consisted of reviewing the historical operating results of the water and sewer utility systems, analyzing the budget to identify the net revenue requirements to be recovered from user rate revenues, performing general cost-of-service allocations based on the rate components and functional cost categories, and revising adjusting the user rates based on the applicable costs and expenditures to be recovered. In addition, an analysis of the system customers and their usage and demand characteristics was performed to identify the cost-of-service rate determinants since they form the basis for the recommended rates, which are the primary source for generating revenues. The allocated revenue requirements were utilized in conjunction with the rate determinants and rate structure to develop the proposed water and sewer rates.



The findings and conclusions of the rate analysis, as well as the resulting rate recommendations, were utilized to develop a projection of future operating results for a 5-year planning period from Fiscal Year (FY) 2026 (beginning July 1, 2025) through FY 2030 (ending June 30, 2030), herein referred to as the "Projection Period". The purpose for developing the 5-year projections is to demonstrate the financial capability of the water and sewer revenues to support system operations, maintenance, policy goals such as accumulation and maintenance of designated reserves, and fund planned capital improvement projects. The analyses, findings and accompanying recommendations are presented in the subsequent sections of the Report.

The water and sewer rate analyses described in the Report are performed based on the general guidelines of the defined objectives, as well as common industry standards for setting utility rates. In addition to focusing on these major objectives, the rate analyses performed herein will consider other factors in designing rates. As will be discussed in detail later in the Report, such other rate considerations generally include sensitivity to the impact on existing customers, the relative comparability with neighboring utilities and the City's existing rate structure. The proposed water and sewer rates for assumed implementation effective January 1, 2026 (or other such date as determined by the City) for FY 2025/26 (FY 2026, herein referred to as the "Test Year") are provided in **Tables 1** and **2**, respectively. The existing rates are provided in **Tables 3** and **4**, respectively.



Table 1 – Proposed Bi-Monthly Water Rates

Description	Rate
Bi-Monthly Fixed Service Charge:	
5/8 Inch	\$ 62.10
3/4 Inch	\$ 62.10
1.0 Inch	\$ 62.10
1.5 Inch	\$ 257.99
2.0 Inch	\$ 404.90
3.0 Inch	\$ 747.71
4.0 Inch	\$ 1,237.43
6.0 Inch	\$ 2,461.74
8.0 Inch	\$ 3,930.91
10.0 Inch	\$ 5,644.94
Bi-Monthly Fire Flow Fixed Service Charge:	
5/8 Inch	\$ 16.15
3/4 Inch	\$ 16.15
1.0 Inch	\$ 16.15
1.5 Inch	\$ 28.25
2.0 Inch	\$ 37.33
3.0 Inch	\$ 58.51
4.0 Inch	\$ 88.76
6.0 Inch	\$ 164.39
8.0 Inch	\$ 255.16
10.0 Inch	\$ 361.05
12.0 Inch	\$ 663.58
Volumetric Rates Per 100 Cubic Feet:	
All Flow	\$ 3.99

Table 2 – Proposed Bi-Monthly Sewer Rates

Description	Rate
Volumetric Rates Per 100 Cubic Feet ^[1]:	
All Flow	\$ 0.88
Notes:	
[1] The City provides collection only services, all customers pay the same rate per 100 cubic feet of billed water flow.	



Section 2 – Revenue Sufficiency Analysis

2.1 Financial Planning Principles

While the individual rates for each of the utility systems vary based on a variety of factors, rates should be consistent with common rate-making principles within the utility industry. The guiding principle is that rates designed for any utility should provide a reasonable balance between several key factors. In general, the utility rates should:

- Generate a stable revenue stream that, when combined with other sources of funds, is sufficient to meet the expenditure requirements and goals of the system;
- Be based upon the proportionate cost of providing the service and not exceed the cost of providing the service – in compliance with California Proposition 218;
- Be equitable – that is, they should generate revenue from customer classes in a manner which is reasonably in proportion to the cost of providing service to that customer class;
- Be easy to understand by customers; and
- Be easy to administer by the utility.

Striking the appropriate balance between the principles of ratemaking is the result of a detailed process of evaluation of revenue requirements and cost-of-service, and how those translate into the rate design alternatives which meet legal requirements and the specific objectives of the utility under the circumstances in which it operates.

2.2 Existing Rates

The City has established user rates for water and sewer service that are applied to retail customers of the system. The rates charged for water and sewer services are approved by the City Council and are not subject to administrative review or approval by any other local or state agency. The City has historically adjusted rates, as necessary, to provide for recovery of financial obligations including operating expenses, debt service, capital expenditures and any other expenses and transfers.

The existing water rates consist of 1) a bi-monthly service charge that designates the minimum amount a customer will pay regardless of their water usage, and 2) a uniform volumetric rate per 100 cubic feet. The bi-monthly fixed charge varies based on the size of the metered connection. The volumetric rates are uniform such that the rate per 100 cubic feet remains the same for all levels of metered usage. The existing rates for water service are provided in **Table 3**.



Table 3 – Existing Bi-Monthly Water Rates

Description	Rate
Bi-Monthly Fixed Service Charge:	
5/8 Inch	\$ 54.52
3/4 Inch	\$ 54.52
1.0 Inch	\$ 54.52
1.5 Inch	\$ 224.40
2.0 Inch	\$ 351.82
3.0 Inch	\$ 649.10
4.0 Inch	\$ 1,073.80
6.0 Inch	\$ 2,135.58
8.0 Inch	\$ 3,409.68
10.0 Inch	\$ 4,896.14
Bi-Monthly Fire Flow Fixed Service Charge:	
5/8 Inch	\$ 13.94
3/4 Inch	\$ 13.94
1.0 Inch	\$ 13.94
1.5 Inch	\$ 21.46
2.0 Inch	\$ 27.08
3.0 Inch	\$ 40.24
4.0 Inch	\$ 59.02
6.0 Inch	\$ 105.98
8.0 Inch	\$ 162.32
10.0 Inch	\$ 228.06
12.0 Inch	\$ 415.90
Volumetric Rates Per 100 Cubic Feet:	
All Flow	\$ 3.47

The existing sewer rates consist of a uniform volumetric rate component per 100 cubic feet that recovers the costs of collecting and conveying wastewater. The volumetric rate per 100 cubic feet applies to all customers based upon the amount of metered water usage. The existing rates for sewer service are provided in **Table 4**.



Table 4 – Existing Bi-Monthly Sewer Rates

Description	Rate
Volumetric Rates Per 100 Cubic Feet ^[1]:	
All Flow	\$ 0.85
Notes: [1] The City provides collection only services, all customers pay the same rate per 100 cubic feet of billed water flow.	

2.3 Revenue Sufficiency Process

In evaluating whether the existing rates will generate sufficient revenue to meet the expenditure requirements of the water and sewer systems, the annual expenditures required for each utility (herein referred to as the "Revenue Requirements") were developed. The Revenue Sufficiency Analysis compares the forecasted revenues for each utility system under existing rates (including customer growth) to the projected Revenue Requirements.

2.3.1 Budget

The Revenue Sufficiency Analysis performed as part of this study and summarized in this Report utilizes the City's Adopted Budget for FY 25/26 (the "Budget" for FY ending June 30, 2026) as one variable to determine the gross Revenue Requirement to be recovered from user rates over the Projection Period. The Budget, as prepared by the City, is provided on a line-item basis, and is used for projecting the budgeted financial needs for the Test Year and the remainder of the Projection Period. In developing the rate analysis, certain adjustments are made such that expenditures are categorized into either Operating and Maintenance (O&M) expenses or non-operating expenses. In addition, only recurring costs included in the current Budget were included as part of the Revenue Sufficiency Analysis for the entirety of the Projection Period.

One-time costs were identified and evaluated in discussions with City Staff and removed if appropriate. Recurring annual costs were escalated using suitable indexes or escalation factors, again in discussion with City Staff. The O&M expenses are primarily those ongoing costs for labor, materials, chemicals, electricity, supplies, services, etc., required to manage and operate the utility system on a day-to-day basis while maintaining a dependable level of service. The O&M requirements are generally a function of a budgetary process and are directly related to the level of service provided to customers of the utility system. The non-operating expenses include such items as capital outlay and any other expenses & transfers.



The Budget also identifies estimated revenues to be derived from sources other than the retail water and sewer user rates. Such other revenue sources include interest earnings on investments, meter sales, the fats, oils and grease (FOG) program, and various other miscellaneous service charges. The revenues generated from the other sources are applied to the gross Revenue Requirements to reduce the amount of revenue required from user rates. The result is the net Revenue Requirement.

2.3.2 Capital Improvement Plan (CIP)

The City provided a list of anticipated capital projects to be funded over the Projection Period. These are also included in the development of the gross Revenue Requirements. The capital projects provided by and identified by the City in the CIP are required to modernize and upgrade the system to maintain uninterrupted service to customers by investing in improvements, repairs, or replacements of aging system components as they wear over time.

The CIP also includes projects necessary to maintain compliance with State mandated standards for water quality. The City provided cost estimates for the identified capital projects by the fiscal year in which they are estimated to be undertaken for each system. The funding for these capital projects was then used in the analysis, along with O&M and non-operating expenses, to determine the gross Revenue Requirements for both the water and sewer systems.

While the Projection Period provided herein is 5 years, City staff requested the extension of the financial plan out to ten (10) years. This was done to provide additional long-term insight, since the City is anticipating the addition of a new \$10,000,000 well (The Walker Well Project) to the water system in FY 2035, and that project is anticipated to be paid for with capital cash reserves. To properly prepare for funding the new well in FY 2035, the rate adjustments proposed herein factor in the accumulation and maintenance of sufficient reserve funds to fund the Walker Well project.

Taking this proactive approach will help to better prepare the City to mitigate future rate increases and reduce the likelihood and magnitude of potential rate shock to customers beyond the initial five-year Projection Period, while ensuring the water system remains in a strong financial position. The capital projects included in the 10-year CIP (represented in \$1,000s), along with the assumed funding sources by fiscal year are provided in **Tables 5** and **6**.

**Table 5 – Water CIP (\$1,000s)**

Description	Funding Source	Fiscal Year Ending June 30									
		2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Water projects											
ONGOING SCADA IMPROVEMENTS	Cash	\$ 28	\$ 29	\$ 31	\$ 32	\$ 34	\$ 35	\$ 37	\$ 39	\$ 41	\$ 43
CITY YARD RESERVOIR REHAB	Cash	-	-	386	-	-	-	-	-	-	-
CITY YARD WELL PUMP & MOTOR REPLACEMENT	Cash	-	-	-	-	486	-	-	-	-	621
CITY YARD & WALKER WELL RESERVOIR COATING	Cash	-	-	187	-	-	-	-	-	-	-
CITY YARD WELL PUMP SUCTION PROJECT	Cash	-	315	-	-	-	-	-	-	-	-
CITY YARD WELL SAND REMOVAL DEVICE	Cash	100	-	-	-	-	-	-	-	-	-
CITY YARD BOOSTER STATION METER VAULT REPAIR	Cash	100	-	-	-	-	-	-	-	-	-
CITY YARD BOOSTER STATION VFD UPGRADES	Cash	75	-	-	-	-	-	-	-	-	-
WALKER WELL PUMP & MOTOR REPLACEMENT	Cash	-	-	331	-	-	-	-	422	-	-
WALKER RESRVOIR COATING	Cash	-	89	-	-	-	-	-	-	-	-
WALKER WELL RESERVOIR REHABILITATION	Cash	-	263	-	-	-	-	-	-	-	-
WALKER WELL BOOSTER STATION VFD UPGRADES	Cash	-	-	110	-	-	-	-	-	-	-
WALKER WELL REPLACEMENT	Cash	-	-	-	-	-	-	-	-	-	10,000
CITY YARD PAVEMENT	Cash	-	236	-	-	-	-	-	-	-	-
CITY YARD STORAGE BUNKER W/ROOF	Cash	27	-	-	-	-	-	-	-	-	-
CITY YARD STORM DRAINS	Cash	-	105	-	-	-	-	-	-	-	-
CITY YARD BUILDING PAINTING	Cash	-	-	94	-	-	-	-	-	-	-
CITY YARD STALL	Cash	70	-	-	-	-	-	-	-	-	-
CITY YARD ROOF REPAIRS	Cash	75	-	-	-	-	-	-	-	-	-
WATER VALVES & SEWER MANHOLES	Cash	20	21	22	23	24	26	27	28	30	31
RESERVOIR MIXERS	Cash	-	-	-	150	-	-	-	-	-	-
WATER MASTER PLAN	Cash	125	-	-	-	-	160	-	-	-	-
URBAN WATER MASTER PLAN	Cash	55	-	-	-	-	77	-	-	-	-
WATER RATE STUDY	Cash	50	-	-	-	-	128	-	-	-	-
WATER BILLING FEASIBILITY	Cash	-	-	-	-	-	-	-	-	103	-
WATER SYSTEM INVENTORY & VALUATION	Cash	-	42	-	-	-	57	-	-	-	-
WATER LOSS AUDIT	Cash	35	37	39	41	43	45	47	49	52	54
WATER TREATMENT PRELIM DESIGN & ENGINEERING	Cash	-	-	-	695	608	-	-	-	-	-
OC 54 CONNECTION REHABILITATION	Cash	-	-	-	35	-	-	-	-	-	-
EMERGENCY WATER INTERCONNECT	Cash	-	158	-	-	-	-	-	-	-	-
LARGE METER REPLACEMENT	Cash	-	-	-	58	-	-	-	-	-	-
SECURITY CAMERAS & ACCESS CONTROL	Cash	-	-	138	-	-	-	-	-	-	-
WATER METER AMR/AMI	Cash	120	105	110	-	-	-	-	-	-	-
Total Water projects		\$ 880	\$1,399	\$1,447	\$1,033	\$1,194	\$ 527	\$ 111	\$ 538	\$ 226	\$10,749

Table 6 – Sewer CIP (\$1,000s)

Description	Funding Source	Fiscal Year Ending June 30									
		2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Sewer projects											
SEWER DEFICIENCY REPAIRS	Cash	\$ 180	\$ 191	\$ 202	\$ 214	\$ 227	\$ 241	\$ 255	\$ 271	\$ 287	\$ 304
WATER VALVES & SEWER MANHOLES	Cash	80	85	90	95	101	107	113	120	128	135
GREASE & ENCRUSTATION REMOVAL	Cash	124	131	139	147	156	166	176	186	198	209
SEWER SYSTEM EVALUATION, CCTV, & ANALYSIS	Cash	60	63	66	69	73	77	80	84	89	93
CITY YARD STORM DRAINS	Cash	40	-	-	-	-	-	-	-	-	-
SEWER SYSTEM INVENTORY & VALUATION	Cash	30	-	-	-	-	38	-	-	-	-
Total Sewer projects		\$ 513	\$ 470	\$ 497	\$ 526	\$ 557	\$ 629	\$ 625	\$ 662	\$ 701	\$ 742

2.3.3 Debt Service

The City currently has no outstanding debt associated with either the water or sewer utility system. Based on discussions with the City, there are also no anticipated future debt issuances expected to occur over the Projection Period. Therefore, no annual debt service payments or debt service ratio calculations are included in the analysis and Projection Period.



2.3.4 Gross and Net Revenue Requirement

The proposed water and sewer rates developed in the Report are designed for assumed implementation in FY 2025/26 (the Test Year as previously defined). The projected Test Year gross and net Revenue Requirements are estimated by utilizing the Budget, capital estimates and assumed funding sources for capital projects as provided by the City, along with anticipated transfers to reserves for funding capital projects. The Test Year Revenue Requirements that are used for developing the user rates proposed herein are detailed in **Appendix A** at the end of this report and summarized in **Table 7**.

Table 7 – Test Year Revenue Requirements – FY 2026

Description	Water	Wastewater	Total
Total O&M	\$ 4,022,956	\$ 398,128	\$ 4,421,084
Debt Service	-	-	-
Other Expenditures & Transfers	599,889	222,431	822,320
Gross Revenue Requirement	\$4,622,845	\$ 620,559	\$5,243,404
Less Other Revenues	(41,100)	(51,600)	(92,700)
Net Revenue Requirement	\$4,581,745	\$ 568,959	\$5,150,704

The projected Revenue Requirements for the water and sewer systems over the entire Projection Period are provided in **Tables 8 and 9**.

Table 8 – Water Revenue Requirements for the Projection Period

Description	Fiscal Year Ending June 30				
	2026	2027	2028	2029	2030
Total O&M	\$ 4,022,956	\$ 4,269,395	\$ 4,534,779	\$ 4,820,770	\$ 5,129,197
Existing Debt Service	-	-	-	-	-
Future Debt Service	-	-	-	-	-
Other Expenditures & Transfers	599,889	926,164	1,519,860	1,835,223	2,041,024
Gross Revenue Requirement	\$4,622,845	\$5,195,559	\$6,054,639	\$6,655,993	\$7,170,221
Less Other Revenues	(41,100)	(41,100)	(41,100)	(41,100)	(41,100)
Net Revenue Requirement	\$4,581,745	\$5,154,459	\$6,013,539	\$6,614,893	\$7,129,121

Table 9 – Sewer Revenue Requirements for the Projection Period

Description	Fiscal Year Ending June 30				
	2026	2027	2028	2029	2030
Total O&M	\$ 398,128	\$ 412,365	\$ 427,145	\$ 442,491	\$ 458,423
Existing Debt Service	-	-	-	-	-
Future Debt Service	-	-	-	-	-
Other Expenditures & Transfers	222,431	228,108	254,549	283,309	314,571
Gross Revenue Requirement	\$ 620,559	\$ 640,473	\$ 681,694	\$ 725,800	\$ 772,994
Less Other Revenues	(51,600)	(51,600)	(51,600)	(51,600)	(51,600)
Net Revenue Requirement	\$ 568,959	\$ 588,873	\$ 630,094	\$ 674,200	\$ 721,394



2.4 Customers & Billable Flows

The rate study is heavily reliant upon a detailed analysis of system customers and accompanying usage and demand characteristics. The existing utility customer base and metered/billable flows provide the determinants utilized in the cost-of-service analysis, and ultimately in calculating the bi-monthly user rates and charges, which become the foundation for projecting future revenues generated by the water and sewer systems.

It is important to note that the customer and flow analysis focuses primarily on the customer classifications that will be subject to and impacted by the user rates and charges to be developed in the Report. This consists of the general service (retail) customers that currently pay for utility services pursuant to the existing user rates and charges as previously detailed. For the purposes of the rate study, it is these customers and their accompanying usage characteristics that will generate revenues based upon the proposed user rates and charges.

2.4.1 Customer Billing Analysis

For the rate study, detailed bi-monthly billing information was provided for each customer. This data offered a breakdown of water and sewer customers by class, usage characteristics and billed charges. The historical billing data was queried from the City's electronic billing records. An analysis of the billing data was conducted to obtain an understanding of existing customers, customer classes, demand and usage characteristics, and metered usage per customer class. In accordance with the data, as well as discussions with the City staff, the utility system provides service to various identifiable retail customer classes consisting of:

- Residential
- Irrigation
- Fire Service, and
- Non-Residential

Each of these customer classes embodies certain common characteristics in their utility use and service demand profiles that provide the basis for establishing an equitable allocation of system costs. The billing data was utilized to identify the number of customer accounts within each class, the applicable equivalent residential units (ERUs), and the metered/billable water and sewer usage profiles.

The historical customer data was also utilized, along with other City planning data and discussions with City staff, to establish growth trends for each customer classification. The growth trends were then used to project the average number of customers within each class for the Test Year plus the remaining years of the Projection Period.



2.5 Financial Projections Under Existing Rates

The projected customers and accompanying billable flows were applied to the existing rates to develop a projection of user revenues that would be generated under existing rates. The revenues were then compared to the projected revenue requirements/expenditures to determine if revenue adjustments would be needed to meet the calculated Revenue Requirements shown in **Tables 7, 8 and 9**.

Based on this comparison, it is projected that under the existing rates, only the water system would not meet its collective projected O&M financial obligations and cost of capital projects that are anticipated to be funded with cash reserves. While the sewer system is projected to be able to meet its collective O&M financial obligations over the Projection Period under existing rates, it is anticipated that without revenue increases, the system would not have sufficient cash reserves to fund capital projects beyond the Projection Period.

Therefore, revenue increases are required to generate additional cash to fund projected costs of operations, capital projects, and maintain adequate cash reserves. In addition, the City has an established policy objective of maintaining at least 90 days of operating cash reserves to help fund ongoing operations in the event of periodic fluctuations in cash flow, and to address unexpected needs that may require cash funding. The cash-flow statements outlining the projected operating results under existing rates are summarized in **Tables 10 and 11** for the water and sewer systems, respectively. The proposed rates and projected financial results are addressed in the subsequent sections of this Report.



Table 10 – Water System Projected Operating Results Under Existing Rates (\$1,000s)

Description	Projected for Fiscal Year Ending June 30 (\$1,000s)				
	Existing 2026	2027	2028	2029	2030
Revenues:					
Water Sales	\$ 3,984	\$ 3,984	\$ 3,984	\$ 3,984	\$ 3,984
Other Revenues	41	41	41	41	41
Total Revenues	\$ 4,025	\$ 4,025	\$ 4,025	\$ 4,025	\$ 4,025
O&M Expenses	(4,023)	(4,269)	(4,535)	(4,821)	(5,129)
Net Income For Debt	\$ 2	\$ (244)	\$ (510)	\$ (796)	\$ (1,104)
Debt Service:					
Existing	\$ -	\$ -	\$ -	\$ -	\$ -
Future	-	-	-	-	-
Total Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Net Results	\$ 2	\$ (244)	\$ (510)	\$ (796)	\$ (1,104)
Fund Balance Activity:					
Operating Fund					
Beginning Balance	\$ 112	\$ 115	\$ (130)	\$ (639)	\$ (1,435)
Deposit/(Withdrawal) from Operations	2	(244)	(510)	(796)	(1,104)
Deposit/(Withdrawal) from/(to) Capital Fund	-	-	-	-	-
Total Operating Fund Balance	\$ 115	\$ (130)	\$ (639)	\$ (1,435)	\$ (2,539)
Operating Days Cash on Hand	10	(11)	(51)	(109)	(181)
Capital Fund					
Beginning Balance	\$ 2,809	\$ 1,929	\$ 530	\$ (917)	\$ (1,951)
Net Transfers In/(Out) From Operating Fund	-	-	-	-	-
Cash Funded Capital Projects	(880)	(1,399)	(1,447)	(1,033)	(1,194)
Total Capital Fund Balance	\$ 1,929	\$ 530	\$ (917)	\$ (1,951)	\$ (3,145)
Ending Fund Balance	\$ 2,044	\$ 400	\$ (1,556)	\$ (3,385)	\$ (5,684)
Debt Coverage	N/A	N/A	N/A	N/A	N/A



Table 11 – Sewer System Projected Operating Results Under Existing Rates (\$1,000s)

Description	Projected for Fiscal Year Ending June 30 (\$1,000s)				
	Existing 2026	2027	2028	2029	2030
Revenues:					
Wastewater Sales	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550
Other Revenues	52	52	52	52	52
Total Revenues	\$ 601	\$ 601	\$ 601	\$ 601	\$ 601
O&M Expenses	(398)	(412)	(427)	(442)	(458)
Net Income For Debt	\$ 203	\$ 189	\$ 174	\$ 159	\$ 143
Debt Service:					
Existing	\$ -	\$ -	\$ -	\$ -	\$ -
Future	-	-	-	-	-
Total Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Net Results	\$ 203	\$ 189	\$ 174	\$ 159	\$ 143
Fund Balance Activity:					
Operating Fund					
Beginning Balance	\$ 2,243	\$ 98	\$ 102	\$ 105	\$ 109
Deposit/(Withdrawal) from Operations	203	189	174	159	143
Deposit/(Withdrawal) from/(to) Capital Fund	(2,348)	(185)	(171)	(155)	(139)
Total Operating Fund Balance	\$ 98	\$ 102	\$ 105	\$ 109	\$ 113
Operating Days Cash on Hand	90	90	90	90	90
Capital Fund					
Beginning Balance	\$ 2,366	\$ 4,201	\$ 3,917	\$ 3,590	\$ 3,219
Net Transfers In/(Out) From Operating Fund	2,348	185	171	155	139
Cash Funded Capital Projects	(513)	(470)	(497)	(526)	(557)
Total Capital Fund Balance	\$ 4,201	\$ 3,917	\$ 3,590	\$ 3,219	\$ 2,801
Ending Fund Balance	\$ 4,299	\$ 4,019	\$ 3,696	\$ 3,328	\$ 2,914
Debt Coverage	N/A	N/A	N/A	N/A	N/A



Section 3 – Cost-of-Service (COS) Analysis

3.1 General

The costs incurred by a utility system are generally driven by specific service requirements placed on the system by its customers. For water systems, the primary service requirements that drive costs include annual flow volumes, peak period flow volumes (i.e., peak day, and peak hour), the number and the types of customers served.

For sewer systems, the primary service requirements that drive costs include annual sewer volumes, sewer strength factors such as Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS), and the number and types of customers served.

There are several different options that can be used to perform a COS analysis, and the allocation methodology depends upon the basis applied. The water COS analysis performed for this rate study utilizes a common industry approach known as the base-extra capacity method. The sewer COS analysis involves an examination of the annual sewer volumes since the City only provides wastewater collection services. Wastewater collected through City-owned facilities is conveyed to OCSD's treatment and reclamation facility for treatment and disposal. OCSD charges the City's customers separately for the wastewater treatment services they provide.

3.2 Water Cost-of-Service

The COS utilizes the Revenue Requirements for the Test Year as a cost basis. The Test Year Revenue Requirements, as identified in the previous section of the Report, are functionally unbundled, classified and allocated to customer classes to determine the proportionate COS by class. More detail relating to the water COS approach can be found in **Appendix B**.

3.2.1 Peaking Factors

System-wide peaking factors are used to derive the cost component allocation bases for Base Delivery and Max Day costs. Base Delivery represents average daily demand during the year, which has been normalized to a factor of 1.00. Based on data provided by City staff, the average water demand was 2.30 million gallons per day (MGD) and the Max Day water demand was 3.91 MGD in the most recent full year. The calculated Max Day peaking factor shows that the system-wide Max Day demand is 1.70 (3.91 Max Day MGD divided by 2.30 Base Delivery) times greater than the average daily demand. The system-wide peaking factors are shown in **Table 12**.

The Max Day allocations are calculated as follows:

$$\text{Base Delivery: } 2.30 / 3.91 \times 100\% = 58.82\%$$

$$\text{Max Day: } (3.91 - 2.30) / 3.91 \times 100\% = 41.18\%$$



Table 12 – Peaking Factors System-Wide

Description	Demand (MGD)	Factor	Base	Max Day	Total
Avg Day	2.30	1.00	100.00%	0.00%	100.00%
Max Day	3.91	1.70	58.82%	41.18%	100.00%

Max Day customer-specific peaking factors were then developed, based on the maximum bi-monthly usage divided by average bi-monthly usage for each customer class. Since daily peaking statistics are not available for individual customer classes, the maximum bi-monthly peaking factor from the customer/billing data is used as a proxy for the Max Day peaking factors. Using the customer billing data, peaking factors by customer class were calculated as shown in **Table 13**.

Table 13 – Peaking Factors by Customer Class

Description	Max Day Peaking Factor
All Customers Excluding Fire Service	
All Flow	1.13
Fire Service	
All Flow	0.00

Once peaking factors were determined, the Max Day demand of each customer class was calculated and is shown in **Table 14**. Total annual usage is derived from the customer data and then converted to an average daily usage by dividing the total annual usage by 365 days in a year. Total Max Day capacity is developed by multiplying the customer-specific peaking factor (from **Table 13**) by the average daily usage to arrive at the total capacity required to meet each class's Max Day demand. The extra capacity required to meet Max Day demand is calculated by subtracting the average daily usage from the total required capacity for Max Day. The calculation of additional capacity to meet the Max Day demand for each customer class is shown in **Table 14**.



Table 14 – Usage and Extra Capacity

Description	Flow		Peaking Factor	Max Day	
	Total Annual Flow (CCF)	Average Daily Flow (CCF)		Total Capacity (CCF/Day)	Additional Capacity (CCF/Day)
All Customers Excluding Fire Service					
All Flow	657,528	1,801.45	1.13	2,041.89	240.45
Fire Service					
All Flow	-	-	-	-	-
Total	657,528	1,801.45		2,041.89	240.45

3.2.2 Functional Unbundling of Revenue Requirements

The water system costs are unbundled into functional operating components consisting of Supply/Treatment, Transmission, Distribution, Customer, and Administration functions. These are the primary functions undertaken by most water utility systems to provide end-user service their customers. A brief description of each component is as follows:

- **Supply/Treatment** – the costs associated with obtaining and converting raw water to potable water;
- **Transmission** – the costs associated with major pumping and large diameter line facilities that transmit potable water throughout the system at-large;
- **Distribution** – the costs associated with smaller diameter lines that carry water to individual customer properties;
- **Customer** – the costs associated with metering, billing, and providing other services to customers (e.g., printing, delivering and collecting utility bills, recordkeeping, etc.);
- **Administration** – various overhead and other non-operating costs.

The allocation of the functionally unbundled revenue requirements for the Test Year are summarized in **Table 15**.



Table 15 – Functionally Unbundled Cost Allocations

Description	Test Year 2026
Total O&M	\$ 4,022,956
Existing Debt Service	-
Future Debt Service	-
Other Expenditures & Transfers	599,889
Gross Revenue Requirement	\$4,622,845
Less Other Revenues	(41,100)
Net Revenue Requirement	\$4,581,745
Functional Unbundled Revenue Requirement	
Treatment	\$ 302,150
Transmission & Distribution	415,700
Pumping	1,440,800
Customer Service	2,000
Administration	1,742,306
Source of Supply	120,000
Existing Bond DS	-
New Bond DS	-
CIP	879,600
Non-Rate Revenue	(41,100)
Fund Balance ^[1]	(279,711)
Total	\$4,581,745
Notes:	
[1] Represents a transfer from reserves to provide funding for capital outlay and CIP costs.	

3.2.3 Classification of Water System Costs

As previously addressed, the functionally unbundled water system Revenue Requirements are then classified using the base-extra capacity cost allocation method. Applying this methodology, costs are classified into the following categories:

- **Base Costs** – capital costs and O&M expenses associated with service to customers under average demand conditions. This category does not include any costs attributable to variations in water use resulting from peaks in demand. Base costs tend to vary directly with the total quantity of water used.
- **Maximum Day/Extra Capacity Costs** – costs attributable to facilities that are designed to meet peaking requirements. These costs include capital and operating costs for additional plant and system capacity beyond that required for average usage.



- **Meter Costs** - costs associated with meter maintenance, meter service, and other meter maintenance and operation-related costs.
- **Customer Costs** – costs associated with any aspect of customer service such as billing, collection, accounting, and recordkeeping. These costs are independent of the amount of water used and the size of the customer's meter and are not subject to peak demand factors.

As the name would indicate, using the base-extra capacity method, the costs are separated between those attributed to providing base capacity (and demand) and those attributed to extra capacity (and demand). Components such as treatment, transmission, and distribution are allocated based on flows and peaking factors. Administrative and customer-related costs are allocated based on ERUs.

Based on discussions with City staff, the general makeup of the customer base is not expected to change, so it is anticipated that the allocation percentages and factors will not change materially during the Projection Period. However, it is important to note that COS analyses are based on the data at a specific point in time (i.e., the most recent fiscal year). To the extent that weather conditions, economic conditions and customer usage characteristics change during the Projection Period, the cost allocators can be impacted. The system-wide costs by service characteristics are shown in **Table 16**.

Table 16 - Classification of Unbundled Revenue Requirements

Component	Billing & Collection	Meters & Services	Base	Extra Capacity Max Day	Fire Protection	Total
Treatment	\$ -	\$ -	\$ 177,735	\$ 124,415	\$ -	\$ 302,150
Transmission & Distribution	-	-	244,529	171,171	-	415,700
Pumping	-	-	847,529	593,271	-	1,440,800
Customer Service	423	1,500	-	-	77	2,000
Administration	368,585	1,306,730	-	-	66,991	1,742,306
Source of Supply	-	-	120,000	-	-	120,000
Existing Bond DS	-	-	-	-	-	-
New Bond DS	-	-	-	-	-	-
CIP	-	353,731	525,869	-	-	879,600
Non-Rate Rev & Fund Balance	(24,147)	(108,755)	(125,356)	(58,165)	(4,388)	(320,811)
Total	\$ 344,861	\$ 1,553,206	\$ 1,790,306	\$ 830,692	\$ 62,680	\$ 4,581,745



3.2.4 Allocation to Customer Classes and Unit Cost Development

The functionalized and classified Revenue Requirements are allocated to customer classes utilizing a unit cost approach as follows:

- **Base Costs** – Based on relative percentage of Base Annual Usage.
- **Maximum Day/Extra Capacity System Costs** – Based on relative percentage of Extra Capacity for the entire system.
- **Maximum Day/Extra Capacity Distribution Costs** – Based on relative percentage of Extra Capacity for the distribution system.
- **System Operating/Demand Costs and Meter Maintenance** – Based on the relative percentage of ERUs the system serves through the varying capacity of different water meter sizes. These are costs representing the potential demand that a respective customer class can place on the water system due to the capacity of their assigned water meters, relative to other sized meters.
- **Customer Costs** – Based on the relative percentage of customers being served.

The units of service for each component of cost by customer class (if applicable) are provided in **Table 17**. The units of service consist of the number of accounts, ERUs (the total customer accounts being served and the calculation of system ERUs based on a factor of meter-size is provided in **Table 21**), annual flows in 100 cubic feet (CCF), and Max Day extra capacity in CCF/Day. Accounts are based on the number of customers as provided in the customer data. ERUs are based on the number of meter equivalencies being served in accordance with AWWA standards. For reference, **Table 20**, showing meter equivalency factors, follows in the next section (3.2.5) of this Report. Base Delivery is the total annual usage projected for the test year based on an analysis of historical customer data. Max Day is the extra capacity demand result as previously developed in **Table 14**.

Table 17 – Units of Service

Description	Accounts	ERUs	Base (CCF)	Max Day (CCF/Day)
All Customers Excluding Fire Service	4,320	5,286	657,528	240
All Flow			657,528	240
Fire Service	59	3,453	-	-
All Flow			-	-
Total	4,379	8,739	657,528	240



The Revenue Requirement for each cost component is divided by its respective unit of service to calculate a unit cost. The unit cost for each cost component is demonstrated in **Table 18**.

Table 18 – Cost Per Unit

Description	Billing & Collection	Meters & Services	Base	Extra Capacity Max Day	Fire Protection	Total
Total Revenue Requirement	\$ 344,861	\$ 1,553,206	\$ 1,790,306	\$ 830,692	\$ 62,680	\$ 4,581,745
Units of Service	4,379	5,286	657,528	240	3,453	
	Bills/Bi-Monthly	ERU/Bi-Monthly	CCF	CCF/Day	ERUs/Bi-Monthly	
Cost Per Unit	\$ 13.13	\$ 48.9723	\$ 2.72	\$ 3,454.7935	\$ 3.03	
	Bills/Bi-Monthly	ERU/Bi-Monthly	CCF	CCF/Day	ERU	

The allocation of the Revenue Requirement to each customer class is determined by multiplying the units of service for each customer class (from **Table 17**) by the cost per unit for each cost component (from **Table 18**). The resulting total cost to be recovered from each customer class by cost component is shown in **Table 19**. To calculate the account and ERU COS by Customer Class, the bi-monthly Units of Service from **Table 17** are multiplied by six (6), representing the number of billing periods, to determine the total annual ERUs being served, then that result is multiplied by the Cost per Unit shown in **Table 18**. For the Base Delivery and Max Day Costs, the Units of Service from **Table 17** are multiplied by the Costs per Unit from **Table 18**.

Table 19 – Cost of Service by Customer Class and Cost Component

Description	Accounts	ERUs	Base (CCF)	Max Day (CCF/Day)	Total Costs
All Customers Excluding Fire Service	\$ 340,215	\$1,553,206	\$1,790,306	\$ 830,692	\$4,514,419
All Flow			\$ 1,790,306	\$ 830,692	
Fire Service	\$ 4,646	\$ 62,680	\$ -	\$ -	\$ 67,326
All Flow			\$ -	\$ -	
Total	\$ 344,861	\$1,615,886	\$1,790,306	\$ 830,692	\$4,581,745



3.2.5 Rate Design by Unit Cost

The unit costs developed in the previous section are used to develop the proposed rates for the Test Year. The fixed rate components are based on accounts, ERUs and the allocated customer-related costs. The volumetric rate component is based on the annual usage and extra capacity requirements (Max Day).

The first component of the fixed meter charge is calculated on an ERU basis. It is common practice in the utility rate-making industry to establish a rate structure that includes an incremental service availability charge (i.e., meter charge, sometimes also called a fixed charge) such that customers placing a greater potential demand requirement on the system (those with larger meters) will pay proportionately more for the service availability component.

The methodology for increasing the service availability charge is based upon standardized meter/capacity criteria established by the AWWA relative to the size and capacity of water meters. The AWWA equivalent meter capacity criteria are commonly used to establish a standard unit of measure for customers, referred to as an ERU. Based upon established standards, an ERU is equivalent to one single-family residential connection with a 5/8-inch water meter (the typical standard meter size for a single-family residential customer in the City of La Palma). The applicable ERU factors for larger water meters are based upon the incremental increase in potential hydraulic capacity of those meters as compared to the standard meter size. These factors are derived from actual flow testing results as performed and defined by the AWWA and commonly utilized by the water and sewer utility industry. The AWWA equivalency factors can be applied to the meter charge for a 5/8-inch meter to calculate the applicable meter charges for each meter size.

While the service availability charge (fixed charge) may be incremented based upon standardized meter/capacity criteria established by the AWWA relative to the size and capacity of the water meter, this methodology was modified for customers whose meter size is 1-inch or smaller. Due to California Code section R313.2, automatic fire sprinkler systems that can produce a minimum of 30 gallons per minute (gpm) are required for new construction. Based on meter tests, 5/8-inch and 5/8x3/4-inch meters are only rated for approximately 20-25 gpm. Also, several manufacturers who produce 3/4-inch meters have indicated that those meters cannot meet the 30-gpm requirement. Therefore, 1-inch meters are now the new standard meter being installed since these meters can meet the 30-gpm requirement under California Code section R313.2. Since a 1-inch meter is required to meet the state requirement of 30 gpm for instantaneous fire suppression purposes, and not because a 1-inch customer is necessarily placing more regular or recurring demand on the water system, relative to a 5/8-inch or 3/4-inch meter customer, these 1-inch customers are assumed to place the same demand on the water system as a 5/8-inch or 3/4-inch customer. As such, both the 3/4-inch and 1-inch meters are normalized with a factor of 1.00 as shown in **Table 20**. A full summary of the AWWA and City meter-size equivalency factors, and how they are determined, is provided in **Table 20**.



Table 20 - AWWA Meter Equivalency Factors

Description	AWWA Factors ^[1]	City Factors ^[2]
<u>Meter Size</u>		
5/8 Inch	1.00	1.00
3/4 Inch	1.50	1.00
1.0 Inch	2.50	1.00
1.5 Inch	5.00	5.00
2.0 Inch	8.00	8.00
3.0 Inch	15.00	15.00
4.0 Inch	25.00	25.00
6.0 Inch	50.00	50.00
8.0 Inch	80.00	80.00
10.0 Inch	115.00	115.00
12.0 Inch	215.00	215.00
<u>Notes:</u>		
[1] Meter-size equivalency factors established by the AWWA and identified in AWWA Standards C700, M1 and M22.		
[2] Due to the fire suppression requirements under California Code section R313.2, it is assumed that 3/4-inch and 1-inch customers place the same demand on the system as a 5/8-inch meter.		

Table 21 provides an illustration of how the meter-size equivalency factors are applied to the total customer accounts by meter-size to determine the total ERUs that the water system serves.

**Table 21 – Total Bi-Monthly Accounts & ERUs**

Meter Size	Meter Factor	Total Accounts	Total Equivalent Residential Units
	[A]	[B]	[C]=[A]*[B]
All Customers Excluding Fire Service			
5/8 Inch	1.00	4,137	4,137
3/4 Inch	1.00	8	8
1.0 Inch	1.00	42	42
1.5 Inch	5.00	35	175
2.0 Inch	8.00	83	664
3.0 Inch	15.00	14	210
4.0 Inch	25.00	-	-
6.0 Inch	50.00	1	50
8.0 Inch	80.00	-	-
10.0 Inch	115.00	-	-
12.0 Inch	215.00	-	-
All Customers Excluding Fire Service Total		4,320	5,286
Fire Service			
5/8 Inch	1.00	-	-
3/4 Inch	1.00	-	-
1.0 Inch	1.00	1	1
1.5 Inch	5.00	-	-
2.0 Inch	8.00	9	72
3.0 Inch	15.00	8	120
4.0 Inch	25.00	-	-
6.0 Inch	50.00	19	950
8.0 Inch	80.00	12	960
10.0 Inch	115.00	8	920
12.0 Inch	215.00	2	430
Fire Service Total		59	3,453
Water System Customer Total		4,379	8,739

The second component of the fixed charge is the customer charge. Unlike meter-related costs, customer costs do not vary based on meter size. Therefore, the customer unit cost of **\$13.13** is applied equally to each customer account. The two bi-monthly fixed charge components are added together to develop the proposed total bi-monthly fixed charge for each respective meter size. The proposed bi-monthly fixed charges for the Test Year are shown in **Table 22**.



Table 22 – Bi-Monthly Fixed Charge Calculation

Meter Size ^[1]	Capacity Ratio	Meter Charge	Customer Charge	Proposed Fixed Charge
All Customers Excluding Fire Service				
5/8 Inch	1.00	\$ 48.97	\$ 13.13	\$ 62.10
3/4 Inch	1.00	\$ 48.97	\$ 13.13	\$ 62.10
1.0 Inch	1.00	\$ 48.97	\$ 13.13	\$ 62.10
1.5 Inch	5.00	\$ 244.86	\$ 13.13	\$ 257.99
2.0 Inch	8.00	\$ 391.78	\$ 13.13	\$ 404.90
3.0 Inch	15.00	\$ 734.58	\$ 13.13	\$ 747.71
4.0 Inch	25.00	\$ 1,224.31	\$ 13.13	\$ 1,237.43
6.0 Inch	50.00	\$ 2,448.62	\$ 13.13	\$ 2,461.74
8.0 Inch	80.00	\$ 3,917.79	\$ 13.13	\$ 3,930.91
10.0 Inch	115.00	\$ 5,631.82	\$ 13.13	\$ 5,644.94
Fire Service				
5/8 Inch	1.00	\$ 3.03	\$ 13.13	\$ 16.15
3/4 Inch	1.00	\$ 3.03	\$ 13.13	\$ 16.15
1.0 Inch	1.00	\$ 3.03	\$ 13.13	\$ 16.15
1.5 Inch	5.00	\$ 15.13	\$ 13.13	\$ 28.25
2.0 Inch	8.00	\$ 24.20	\$ 13.13	\$ 37.33
3.0 Inch	15.00	\$ 45.38	\$ 13.13	\$ 58.51
4.0 Inch	25.00	\$ 75.63	\$ 13.13	\$ 88.76
6.0 Inch	50.00	\$ 151.27	\$ 13.13	\$ 164.39
8.0 Inch	80.00	\$ 242.03	\$ 13.13	\$ 255.16
10.0 Inch	115.00	\$ 347.92	\$ 13.13	\$ 361.05
12.0 Inch	215.00	\$ 650.46	\$ 13.13	\$ 663.58

The water volumetric rates are made up of two different rate components. The first component is for base usage and related costs. The second component represents peak usage and peaking costs, the Max Day cost component. The total system Max Day peak demand costs (from **Table 19**) are divided by the total system annual usage to calculate the peaking unit costs shown in **Table 23**.

**Table 23 – Peaking Unit Cost Calculation**

Rate Class	Peaking Costs	Annual Use (CCF)	Peaking Unit Cost
	[A]	[B]	[C]=[A]/[B]
All Customers Excluding Fire Service			
All Flow	\$ 830,692	657,528	\$ 1.26
Fire Service			
All Flow	\$ -	-	\$ -
Total	\$ 830,692	657,528	

The total system peaking unit cost of **\$1.26** is then added to the base unit cost of **\$2.72** per 100 cubic feet (as previously identified in **Table 18**) to calculate the proposed volumetric rate per 100 cubic feet as shown in **Table 24**.

Table 24 – Volumetric Rate Calculation

Rate Class	Base	Peaking	Proposed Rate (\$/CCF)
	[A]	[B]	[C]=[A]+[B]
All Customers Excluding Fire Service			
All Flow	\$ 2.72	\$ 1.26	\$ 3.99
Fire Service ^[1]			
All Flow	\$ 2.72	\$ 1.26	\$ 3.99
Notes: [1] Since there is no usage or peaking affiliated with "Fire Service" customers, these customers will be billed at the same rate per CCF as all other customers if usage does occur. Fire Service is used on an as needed basis for fire suppression purposes only. Therefore, no usage has been included in this analysis.			



3.2.6 Cost-of-Service and Revenue Check

Once the rates are developed from the unit cost analysis, as shown in **Sections 3.2.4** and **3.2.5**, they are then applied to the customer service units identified in **Table 17**. The unit cost rates are applied to the customer service units to ensure that the rates calculated under the base-extra capacity method generate revenues from each customer class proportionately and equitably, and in a manner that reflects the relative costs associated with serving them. The revenues generated by customer class and the cost allocated to each customer class are provided in **Table 25**.

Table 25 – Proposed Rate Revenues vs COS

Description	Bi-Monthly Accounts	Bi-Monthly ERUs	Bi-Monthly Customer Charge/Account	Bi-Monthly Meter Charge/ERU	Total Fixed Charge Revenues
	[A1]	[B1]	[C1]	[D1]	[E1]=[A1]*[C1]+[B1]*[D1]*6
All Customers Excluding Fire Service					
All Flow	4,320	5,286	\$ 13.13	\$ 48.97	\$ 1,893,421
Fire Service					
All Flow	59	3,453	\$ 13.13	\$ 3.03	\$ 67,326
Total	4,379	8,739			\$ 1,960,747
Description	Annual Use (CCF)	Proposed Rate (\$/CCF)	Total Volumetric Revenues	Total Revenues	Allocated Costs
	[A2]	[B2]	[C2]=[A2]*[B2]	[D2]=[E1]+[C2]	[E2]
All Customers Excluding Fire Service					
All Flow	657,528	\$ 3.99	\$ 2,620,998	\$ 4,514,419	\$ 4,514,419
Fire Service					
All Flow	-	\$ 3.99	\$ -	\$ 67,326	\$ 67,326
Total	657,528		\$ 2,620,998	\$ 4,581,745	\$ 4,581,745



3.3 Sewer Cost-of-Service

As with the water system, the COS analysis for the sewer utility utilizes the revenue requirements for the Test Year as the cost basis. The Test Year Revenue Requirements are functionally unbundled, classified and allocated to customer classes to determine the COS by class. As stated in **Section 3.1**, the sewer COS analysis involves an examination of only the sewer volumes since the City only provides wastewater collection services. All the City's wastewater is conveyed to OCSD, who is the City's wastewater treatment provider. More detail relating to the sewer COS approach can be found in **Appendix C**.

3.3.1 Functional Unbundling of Revenue Requirements

The sewer system costs are unbundled into Collection, Customer and Administration functions. A brief description of each component is as follows:

- **Collection** – costs associated with lines and facilities that transport wastewater from customer properties to treatment facilities;
- **Customer** – costs associated with billing, and providing other services to customers (e.g., printing, delivering and collecting utility bills, recordkeeping, etc.).
- **Administration** – various overhead and other non-operating costs

The allocation of the functionally unbundled revenue requirements for the Test Year are summarized in **Table 26**.

Table 26 - Functional Unbundled Cost Allocations

Description	Test Year 2026
Total O&M	\$ 398,128
Existing Debt Service	-
Future Debt Service	-
Other Expenditures & Transfers	222,431
Gross Revenue Requirement	\$ 620,559
Less Other Revenues	(51,600)
Net Revenue Requirement	\$ 568,959
Functional Unbundled Revenue Requirement	
Collection	\$ 161,500
Administration	236,628
CIP	513,400
Existing Bond DS	-
New Bond DS	-
Non-Rate Revenue	(51,600)
Fund Balance ^[1]	(290,969)
Non-Rate Rev & Fund Balance	\$ 568,959
Notes:	
[1] Represents a transfer from reserves to provide funding for capital outlay and CIP costs.	



3.3.2 Classification of Revenue Requirements

The functionally unbundled Revenue Requirements for the sewer system are classified into a volumetric customer cost component since the City only provides wastewater collection services. As similarly discussed for the water COS analysis, it is anticipated that the allocation percentages for the functional cost categories will not change materially during the Projection Period. However, it is important to note that COS analyses are based on the data at a specific point in time (i.e., the most recent fiscal year). To the extent that weather conditions, economic conditions and customer usage characteristics change during the Projection Period, the cost allocators can be impacted. The system-wide costs by service characteristic are shown in **Table 27**.

Table 27 - Classification of Unbundled Revenue Requirements

Component	Volume	Total
Collection	\$ 161,500	\$ 161,500
Administration	236,628	236,628
CIP	513,400	513,400
Existing Bond DS	-	-
New Bond DS	-	-
Non-Rate Rev & Fund Balance	(342,569)	(342,569)
Total	\$ 568,959	\$ 568,959

3.3.3 Allocation to Customer Classes and Unit Cost Development

The functionalized and classified Revenue Requirements are allocated to customer classes utilizing a unit cost approach as follows:

- **Collection** – Based on relative percentage of annual sewer usage.
- **Customer** – Based on relative percentage of accounts by customer class.

The units of service for each component of cost by customer class (if applicable) are provided in **Table 28**. The units of service consist of the number of customer accounts and annual flows in CCF. Customer accounts are based on the number of customers as provided in the customer data. Collection is the total annual sewer flows projected for the Test Year.



Table 28 – Units of Service

Description	Total Customers	CCF Flow
Residential	4,232	569,256
Non-Residential	73	77,472
Sewer System Total	4,305	646,728

The Revenue Requirement for the collection cost component is divided by the total units of service to calculate a unit cost per CCF. The unit cost per CCF is demonstrated in **Table 29**.

Table 29 – Cost Per Unit

Description	Volume	Total
Total Revenue Requirement	\$ 568,959	\$ 568,959
Units of Service	646,728 CCF	
Cost Per Unit	\$ 0.88 CCF	

The allocation of the Revenue Requirement to each customer class is based on the unit cost multiplied by the units of service for each customer class. The total cost to be recovered from each customer class is shown in **Table 30**.

Table 30 – Cost of Service by Customer Class

Rate Class	Volume	Total
Residential	\$ 500,803	\$ 500,803
Non-Residential	68,156	68,156
Total	\$ 568,959	\$ 568,959



3.3.4 Cost-of-Service and Revenue Check

Once the unit costs are developed and the costs associated with each customer class based on the units of service are determined in **Section 3.3.3**, rates can be developed to ensure that each customer class is generating sufficient revenues to cover their allocated cost of service. The proposed rate structure for the sewer rates are as follows:

- **Residential Customers** – For residential customers, the proposed rates will consist of a uniform volumetric rate per CCF. The volumetric rate per CCF remains the same regardless of the amount of sewer volume produced.
- **Non-Residential Customers** – For non-residential customers, the proposed rates will consist of a uniform volumetric rate per CCF. The volumetric rate per CCF remains the same regardless of the amount of sewer volume produced.

The revenues generated by customer class vs the cost allocated to each customer class are provided in **Table 31**.

Table 31 – Proposed Rate Revenues vs COS

Description	Bi-Monthly Customers	Proposed Bi-Monthly Fixed Fee	Total Fixed Fee Revenue	Billable Annual Volume (CCF)	Proposed Volumetric Rate	Total Volumetric Rate Revenues	Total Calculated Revenues	Total COS Revenues
	[A]	[B]	[C]=[A]*[B]*6	[D]	[E]	[F]=[D]*[E]	[G]=[C]+[F]	[H]
Residential	4,232	N/A	N/A	569,256	\$ 0.88	\$ 500,803	\$ 500,803	\$ 500,803
Non-Residential	73	N/A	N/A	77,472	\$ 0.88	\$ 68,156	\$ 68,156	\$ 68,156
Total	4,305		\$ -	646,728		\$ 568,959	\$ 568,959	\$ 568,959



Section 4 – Proposed Test Year Rates

4.1 General

The methodology used to calculate the recommended water and sewer rates proposed herein involves applying the projected customer units of service to the user rates developed in the preceding COS and rate analyses to calculate the estimated revenues (separately for water and sewer) that would be generated. Then, these projected revenues are compared to the estimated Test Year Revenue Requirements, and the water and/or sewer rates are adjusted on a percentage basis as necessary until the revenues generated are sufficient to meet the revenue needs of each utility system, respectively.

When reviewing potential rate structure options in conjunction with the need for additional revenues, it was determined that revenue adjustments are needed. The proposed water and sewer rates for the Test Year are provided again in **Tables 32** and **33**, respectively.

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Table 32 – Proposed Bi-Monthly Water Rates

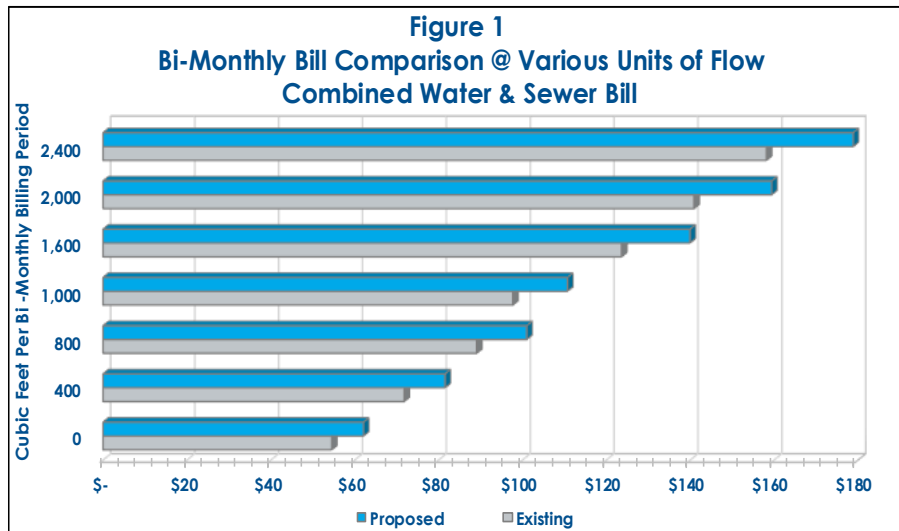
Description	Rate
Bi-Monthly Fixed Service Charge:	
5/8 Inch	\$ 62.10
3/4 Inch	\$ 62.10
1.0 Inch	\$ 62.10
1.5 Inch	\$ 257.99
2.0 Inch	\$ 404.90
3.0 Inch	\$ 747.71
4.0 Inch	\$ 1,237.43
6.0 Inch	\$ 2,461.74
8.0 Inch	\$ 3,930.91
10.0 Inch	\$ 5,644.94
Bi-Monthly Fire Flow Fixed Service Charge:	
5/8 Inch	\$ 16.15
3/4 Inch	\$ 16.15
1.0 Inch	\$ 16.15
1.5 Inch	\$ 28.25
2.0 Inch	\$ 37.33
3.0 Inch	\$ 58.51
4.0 Inch	\$ 88.76
6.0 Inch	\$ 164.39
8.0 Inch	\$ 255.16
10.0 Inch	\$ 361.05
12.0 Inch	\$ 663.58
Volumetric Rates Per 100 Cubic Feet:	
All Flow	\$ 3.99

Table 33 – Proposed Bi-Monthly Sewer Rates

Description	Rate
Volumetric Rates Per 100 Cubic Feet ^[1]:	
All Flow	\$ 0.88
Notes:	
[1] The City provides collection only services, all customers pay the same rate per 100 cubic feet of billed water flow.	



4.2 Typical Bi-Monthly Bill Comparison



In addition to reviewing the effect that a change in the rates will have on the system revenues, it is also important for City utility management to understand the impact that a change will have on the existing customers.

Tables 34, 35 and 36 provide a comparison of several bi-monthly bills at various flow levels for

water and sewer, as well as the combined utility bills under the existing and proposed rates. A graphical illustration of a bill comparison at various units of flow is provided in **Figure 1** for an average single-family residential customer with both water and sewer service. It was determined after conducting a historical billing analysis that an average single-family residential customer uses approximately 1,600 cubic feet per bi-monthly billing. Based on the proposed rates, a typical City single-family residential customer will experience an increase of **\$16.32** (\$123.64 current bi-monthly bill vs \$139.96 proposed bi-monthly bill) in their combined bi-monthly water and sewer bill, or an increase of **\$8.16** per month.

Table 34 – Single-Family Residential Water Bi-Monthly Bill Impact

Description	Bi-Monthly Flow	Bi-Monthly Charges		\$ Amount Difference
		Existing	Proposed	
Residential				
5/8 Inch, 3/4 Inch & 1.0 Inch	0	\$ 54.52	\$ 62.10	\$ 7.58
5/8 Inch, 3/4 Inch & 1.0 Inch	100	\$ 57.99	\$ 66.08	\$ 8.09
5/8 Inch, 3/4 Inch & 1.0 Inch	200	\$ 61.46	\$ 70.07	\$ 8.61
5/8 Inch, 3/4 Inch & 1.0 Inch	300	\$ 64.93	\$ 74.06	\$ 9.13
5/8 Inch, 3/4 Inch & 1.0 Inch	400	\$ 68.40	\$ 78.04	\$ 9.64
5/8 Inch, 3/4 Inch & 1.0 Inch	500	\$ 71.87	\$ 82.03	\$ 10.16
5/8 Inch, 3/4 Inch & 1.0 Inch	600	\$ 75.34	\$ 86.01	\$ 10.67
5/8 Inch, 3/4 Inch & 1.0 Inch	700	\$ 78.81	\$ 90.00	\$ 11.19
5/8 Inch, 3/4 Inch & 1.0 Inch	800	\$ 82.28	\$ 93.99	\$ 11.71
5/8 Inch, 3/4 Inch & 1.0 Inch	1,000	\$ 89.22	\$ 101.96	\$ 12.74
5/8 Inch, 3/4 Inch & 1.0 Inch	1,200	\$ 96.16	\$ 109.93	\$ 13.77
5/8 Inch, 3/4 Inch & 1.0 Inch	1,400	\$ 103.10	\$ 117.90	\$ 14.80
5/8 Inch, 3/4 Inch & 1.0 Inch	1,600	\$ 110.04	\$ 125.88	\$ 15.84
5/8 Inch, 3/4 Inch & 1.0 Inch	2,000	\$ 123.92	\$ 141.82	\$ 17.90
5/8 Inch, 3/4 Inch & 1.0 Inch	2,400	\$ 137.80	\$ 157.77	\$ 19.97

**Table 35 – Single-Family Residential Sewer Bi-Monthly Bill Impact**

Description	Bi-Monthly Flow	Bi-Monthly Charges		\$ Amount Difference
		Existing	Proposed	
Residential				
5/8 Inch, 3/4 Inch & 1.0 Inch	0	\$ 0.00	\$ 0.00	\$ 0.00
5/8 Inch, 3/4 Inch & 1.0 Inch	100	\$ 0.85	\$ 0.88	\$ 0.03
5/8 Inch, 3/4 Inch & 1.0 Inch	200	\$ 1.70	\$ 1.76	\$ 0.06
5/8 Inch, 3/4 Inch & 1.0 Inch	300	\$ 2.55	\$ 2.64	\$ 0.09
5/8 Inch, 3/4 Inch & 1.0 Inch	400	\$ 3.40	\$ 3.52	\$ 0.12
5/8 Inch, 3/4 Inch & 1.0 Inch	500	\$ 4.25	\$ 4.40	\$ 0.15
5/8 Inch, 3/4 Inch & 1.0 Inch	600	\$ 5.10	\$ 5.28	\$ 0.18
5/8 Inch, 3/4 Inch & 1.0 Inch	700	\$ 5.95	\$ 6.16	\$ 0.21
5/8 Inch, 3/4 Inch & 1.0 Inch	800	\$ 6.80	\$ 7.04	\$ 0.24
5/8 Inch, 3/4 Inch & 1.0 Inch	1,000	\$ 8.50	\$ 8.80	\$ 0.30
5/8 Inch, 3/4 Inch & 1.0 Inch	1,200	\$ 10.20	\$ 10.56	\$ 0.36
5/8 Inch, 3/4 Inch & 1.0 Inch	1,400	\$ 11.90	\$ 12.32	\$ 0.42
5/8 Inch, 3/4 Inch & 1.0 Inch	1,600	\$ 13.60	\$ 14.08	\$ 0.48
5/8 Inch, 3/4 Inch & 1.0 Inch	2,000	\$ 17.00	\$ 17.60	\$ 0.60
5/8 Inch, 3/4 Inch & 1.0 Inch	2,400	\$ 20.40	\$ 21.11	\$ 0.71

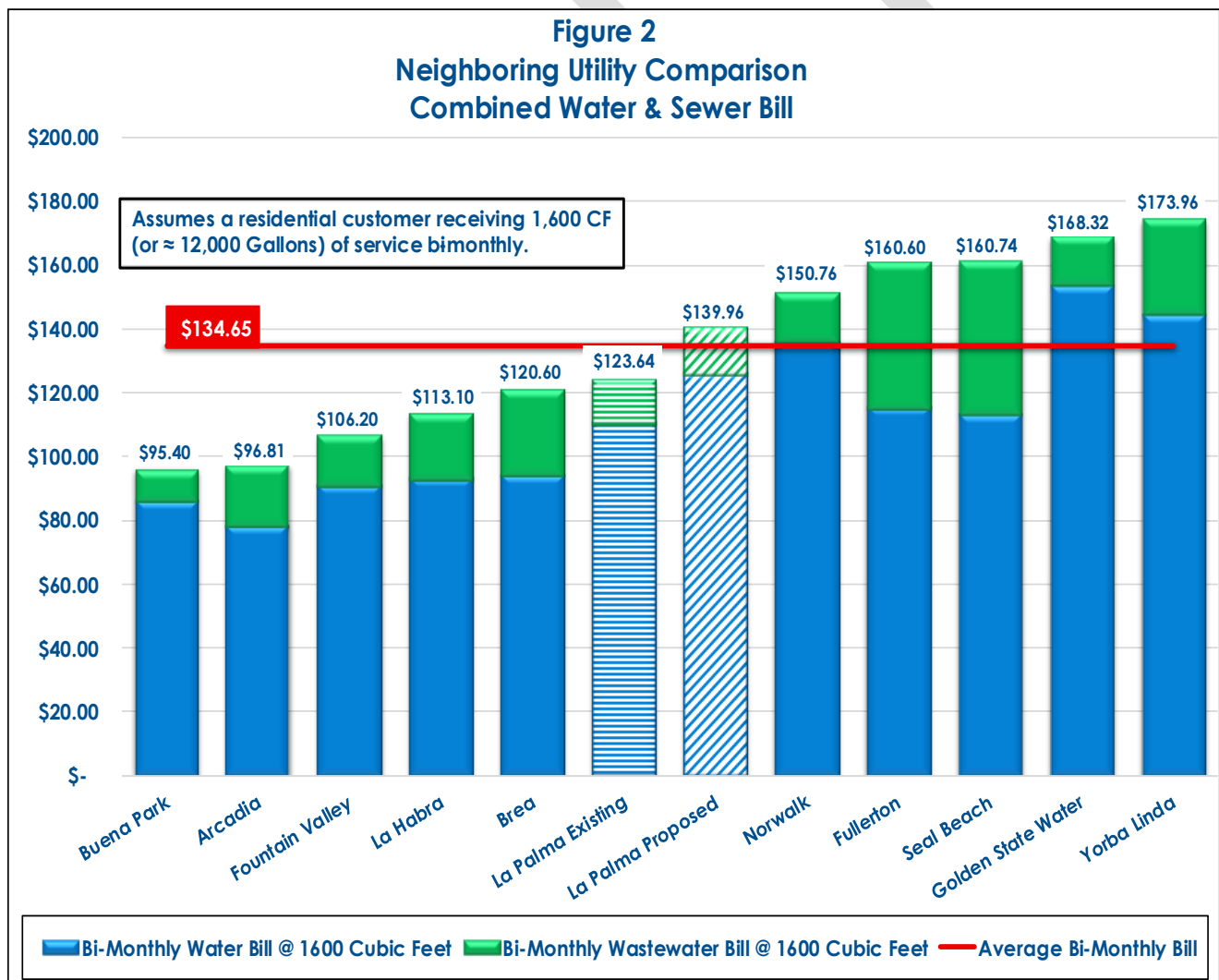
Table 36 – Single-Family Residential Combined Bi-Monthly Bill Impact

Description	Bi-Monthly Flow	Bi-Monthly Charges		\$ Amount Difference
		Existing	Proposed	
Residential				
5/8 Inch, 3/4 Inch & 1.0 Inch	0	\$ 54.52	\$ 62.10	\$ 7.58
5/8 Inch, 3/4 Inch & 1.0 Inch	100	\$ 58.84	\$ 66.96	\$ 8.12
5/8 Inch, 3/4 Inch & 1.0 Inch	200	\$ 63.16	\$ 71.83	\$ 8.67
5/8 Inch, 3/4 Inch & 1.0 Inch	300	\$ 67.48	\$ 76.70	\$ 9.22
5/8 Inch, 3/4 Inch & 1.0 Inch	400	\$ 71.80	\$ 81.56	\$ 9.76
5/8 Inch, 3/4 Inch & 1.0 Inch	500	\$ 76.12	\$ 86.43	\$ 10.31
5/8 Inch, 3/4 Inch & 1.0 Inch	600	\$ 80.44	\$ 91.29	\$ 10.85
5/8 Inch, 3/4 Inch & 1.0 Inch	700	\$ 84.76	\$ 96.16	\$ 11.40
5/8 Inch, 3/4 Inch & 1.0 Inch	800	\$ 89.08	\$ 101.03	\$ 11.95
5/8 Inch, 3/4 Inch & 1.0 Inch	1,000	\$ 97.72	\$ 110.76	\$ 13.04
5/8 Inch, 3/4 Inch & 1.0 Inch	1,200	\$ 106.36	\$ 120.49	\$ 14.13
5/8 Inch, 3/4 Inch & 1.0 Inch	1,400	\$ 115.00	\$ 130.22	\$ 15.22
5/8 Inch, 3/4 Inch & 1.0 Inch	1,600	\$ 123.64	\$ 139.96	\$ 16.32
5/8 Inch, 3/4 Inch & 1.0 Inch	2,000	\$ 140.92	\$ 159.42	\$ 18.50
5/8 Inch, 3/4 Inch & 1.0 Inch	2,400	\$ 158.20	\$ 178.88	\$ 20.68



4.3 Rate Comparison with Other Utilities

To provide the City with additional insight and context regarding the proposed rate levels, the analysis includes a comparison of both the existing and proposed user rates relative to the user rates imposed by other water and sewer utility systems located in the same region. A summary analysis is provided comparing the cost of bi-monthly water and sewer service for a typical single-family residential customer calculated under the existing and proposed rates of the City with those of the other utilities. Since the City currently bills customers bi-monthly, for purposes of a meaningful comparison, any comparison utility that does not bill their customers bi-monthly was converted into a bi-monthly bill. The rates utilized for the other neighboring utilities shown in **Figure 2** were in effect as of July 2025 and are exclusive of local taxes, outside surcharges, franchise fees, regulatory fees, or other rate adjustments. A summary comparison with other utilities for a single-family residential customer receiving 1,600 cubic feet of service per bi-monthly billing is illustrated in **Figure 2**.





It should be noted that when making comparisons of water and sewer service with other providers, several factors affect the level of rates and charges. Such factors may include:

1. Terms of wholesale service agreements;
2. Time since last rate update for comparison providers;
3. Level of treatment required before the distribution of water to the ultimate customers;
4. Level of treatment and effluent disposal or discharge methods of sewer service;
5. Anticipated capital improvement programs and capital financing methods;
6. Plant capacity utilization, age of facilities, and assistance in construction by federal or state grants, connection fees, developer contributions, etc.;
7. General Fund and/or administrative fee transfers made by other systems which may account for differences in the level of rates charged; and
8. Bond covenants and funding requirements of the rates.

For the utilities included in the rate comparisons, no analysis has been carried out with consideration of the above-mentioned factors as they relate to the reported water and sewer rates currently being charged.



Section 5 – Projected Operating Results

5.1 General

As a conclusion to the study, individual pro-forma operating statements are developed for both the water and sewer systems. The statements summarize the projected financial results based on the system revenues, expenses and other Revenue Requirements anticipated in future years.

The individual operating statements cover the 5-fiscal year Projection Period through June 30, 2030, and are prepared on a cash-flow basis. In addition, the individual statements include the applicable annual percentage rate adjustments necessary to meet the projected Revenue Requirements. The annual rate adjustments are considered separately for both water and sewer and are further separated by the fixed charge and volumetric rate components. The following discussions describe the development of the major components of the projected operating results.

5.2 Projected User Rate Revenues

The user rate and charge revenues are estimated by applying the existing and proposed rates to the projected customer units of service. The revenues for the Projection Period are estimated separately for both water and sewer. The resulting revenues are then compared to the projected Revenue Requirements (i.e., O&M expenses, debt service, capital outlay, CIP, transfers, etc.) in each fiscal year to determine if the revenues are sufficient to satisfy the expenditure needs of the system. To the extent that there are revenue shortfalls in any given year of the Project Period, the water and/or sewer rates developed from the COS and Rate analyses outlined previously in **Section 3** of this Report are adjusted on a percentage basis, as necessary, to generate the required level of revenues. The projected water, sewer and combined user rate revenues are provided in **Table 37**.

Table 37 – Projected User Rate Revenues

System	Existing	Proposed	Projected Fiscal Year Ending June 30			
	2026	2026	2027	2028	2029	2030
Water System						
Residential	\$ 3,477,674	\$ 3,982,791	\$ 4,479,712	\$ 5,226,332	\$ 5,748,966	\$ 6,195,878
Non-Residential	406,868	466,918	526,106	613,791	675,170	727,656
Irrigation	56,398	64,710	72,899	85,050	93,555	100,829
Fire Flow	43,185	67,326	75,742	88,366	97,202	104,758
Total Water Revenue	\$ 3,984,125	\$ 4,581,745	\$ 5,154,459	\$ 6,013,539	\$ 6,614,893	\$ 7,129,121
Sewer System						
Residential	\$ 483,868	\$ 500,803	\$ 518,331	\$ 554,614	\$ 593,437	\$ 634,978
Non-Residential	65,851	68,156	70,542	75,480	80,763	86,416
Total Sewer Revenue	\$ 549,719	\$ 568,959	\$ 588,873	\$ 630,094	\$ 674,200	\$ 721,394
Total Combined Revenue	\$ 4,533,844	\$ 5,150,704	\$ 5,743,332	\$ 6,643,633	\$ 7,289,093	\$ 7,850,515



The projected revenues include the annual water and sewer rate adjustments anticipated for the remaining years of Projection Period beyond the Test Year. The proposed user rates from which the projected operating results are developed for the entire 5-fiscal year Projection Period are provided in **Tables 38** and **39**. The rates identified in the following tables reflect the cost of providing service to individual customer classes based on the types of customers being served, peak demand factors, and volume of metered/billable flow.

Table 38 – Proposed Bi-Monthly Water Rates

Description	Existing Rates	Projected For Fiscal Year Ending June 30				
		2026	2027	2028	2029	2030
Bi-Monthly Fixed Service Charge:						
5/8 Inch	\$ 54.52	\$ 62.10	\$ 77.62	\$ 85.38	\$ 93.92	\$ 99.32
3/4 Inch	\$ 54.52	\$ 62.10	\$ 77.62	\$ 85.38	\$ 93.92	\$ 99.32
1.0 Inch	\$ 54.52	\$ 62.10	\$ 77.62	\$ 85.38	\$ 93.92	\$ 99.32
1.5 Inch	\$ 224.40	\$ 257.99	\$ 322.48	\$ 354.73	\$ 390.20	\$ 412.64
2.0 Inch	\$ 351.82	\$ 404.90	\$ 506.13	\$ 556.74	\$ 612.42	\$ 647.63
3.0 Inch	\$ 649.10	\$ 747.71	\$ 934.64	\$ 1,028.10	\$ 1,130.91	\$ 1,195.94
4.0 Inch	\$ 1,073.80	\$ 1,237.43	\$ 1,546.79	\$ 1,701.47	\$ 1,871.61	\$ 1,979.23
6.0 Inch	\$ 2,135.58	\$ 2,461.74	\$ 3,077.17	\$ 3,384.89	\$ 3,723.38	\$ 3,937.48
8.0 Inch	\$ 3,409.68	\$ 3,930.91	\$ 4,913.64	\$ 5,405.01	\$ 5,945.51	\$ 6,287.37
10.0 Inch	\$ 4,896.14	\$ 5,644.94	\$ 7,056.17	\$ 7,761.79	\$ 8,537.97	\$ 9,028.90
Bi-Monthly Fire Flow Fixed Service Charge:						
5/8 Inch	\$ 13.94	\$ 16.15	\$ 20.19	\$ 22.21	\$ 24.43	\$ 25.83
3/4 Inch	\$ 13.94	\$ 16.15	\$ 20.19	\$ 22.21	\$ 24.43	\$ 25.83
1.0 Inch	\$ 13.94	\$ 16.15	\$ 20.19	\$ 22.21	\$ 24.43	\$ 25.83
1.5 Inch	\$ 21.46	\$ 28.25	\$ 35.32	\$ 38.85	\$ 42.73	\$ 45.19
2.0 Inch	\$ 27.08	\$ 37.33	\$ 46.66	\$ 51.33	\$ 56.46	\$ 59.71
3.0 Inch	\$ 40.24	\$ 58.51	\$ 73.13	\$ 80.45	\$ 88.49	\$ 93.58
4.0 Inch	\$ 59.02	\$ 88.76	\$ 110.95	\$ 122.05	\$ 134.25	\$ 141.97
6.0 Inch	\$ 105.98	\$ 164.39	\$ 205.49	\$ 226.04	\$ 248.65	\$ 262.95
8.0 Inch	\$ 162.32	\$ 255.16	\$ 318.95	\$ 350.84	\$ 385.92	\$ 408.11
10.0 Inch	\$ 228.06	\$ 361.05	\$ 451.31	\$ 496.44	\$ 546.08	\$ 577.48
12.0 Inch	\$ 415.90	\$ 663.58	\$ 829.48	\$ 912.43	\$ 1,003.67	\$ 1,061.38
Volumetric Rates Per 100 Cubic Feet:						
All Flow	\$ 3.47	\$ 3.99	\$ 4.98	\$ 5.48	\$ 6.03	\$ 6.38

Table 39 – Proposed Bi-Monthly Sewer Rates

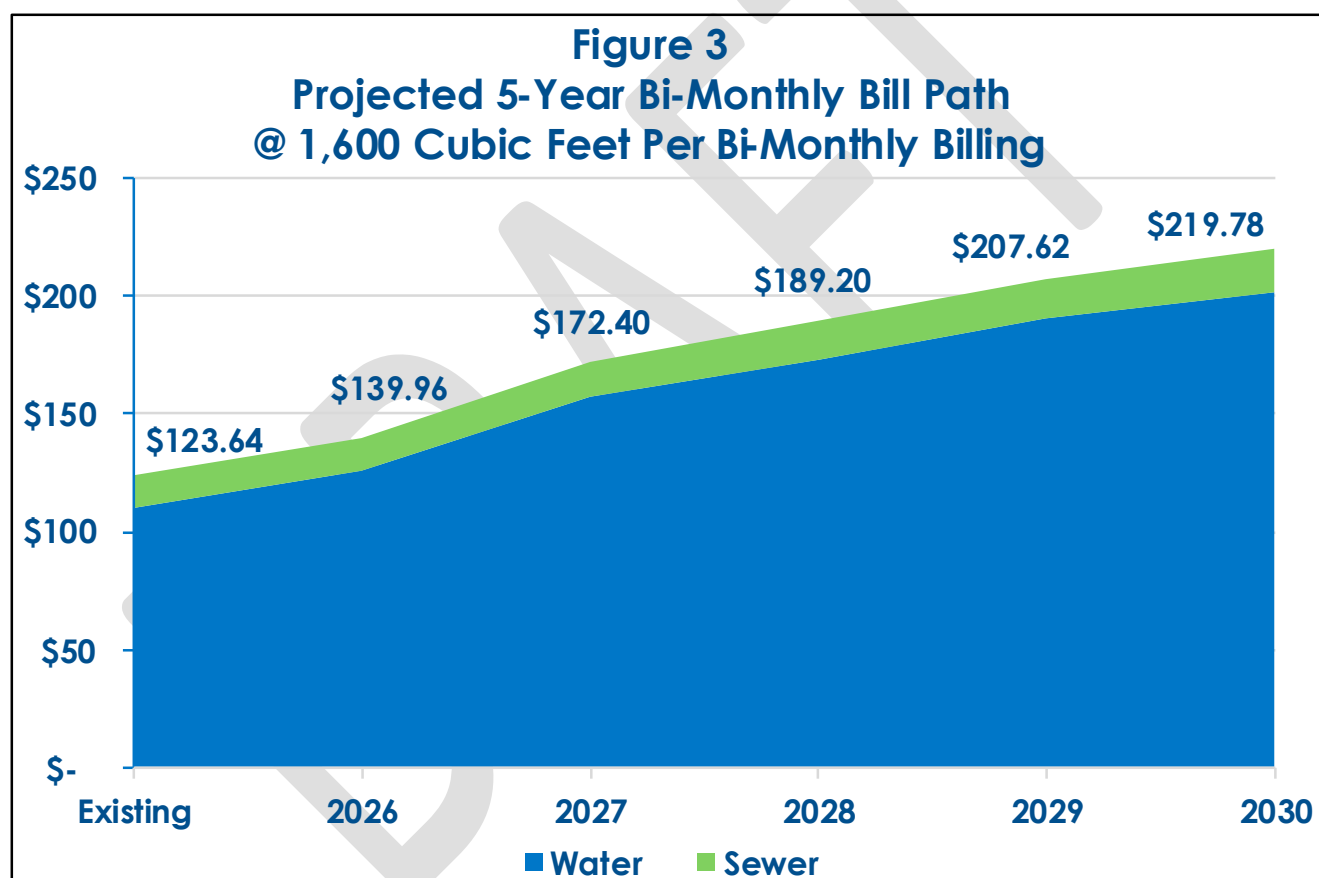
Description	Existing Rates	Projected For Fiscal Year Ending June 30:				
		2026	2027	2028	2029	2030
<u>Volumetric Rates Per 100 Cubic Feet ^[1]:</u>						
All Flow	\$ 0.85	\$ 0.88	\$ 0.94	\$ 1.01	\$ 1.08	\$ 1.15

Notes:

[1] The City provides collection only services, all customers pay the same rate per 100 cubic feet of billed water flow.



The projected user rates provided herein for the periods beyond the Test Year are intended for strategic planning purposes, and to provide the City with the estimated future rates that may be needed to satisfy the projected cash flow requirements. The rates are developed in accordance with the assumed customer, flow, expenditure, and revenue estimates projected in this rate study. It is important to note that, since it is necessary to utilize numerous assumptions to develop the projected operating results, to the extent that actual customers, flows and/or system expenditures differ from those assumed herein, additional rate adjustments may be required. For informative purposes, a calculation of the typical bi-monthly bill for a representative City single-family residential customer using 1,600 cubic feet based on the projected rates, for each year of the Projection Period is included herein. An illustration of the projected bill path is provided in **Figure 3**.





5.3 Debt Service Coverage

As stated previously in **Section 2.3.3**, The City currently has no outstanding debt associated with either the water or sewer utility system, and based on discussions with the City, there are no anticipated future debt issuances expected to occur over the Projection Period for either utility. Therefore, no annual debt service payments or debt service ratio calculations are included in the analysis and Projection Period.

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5.4 Summary of Projected Operating Results

The cash-flow statements outlining the projected operating results are summarized in **Tables 40** and **41** for the water and sewer systems, respectively. The results demonstrate that the proposed rates and charges along with the other respective system revenues are anticipated to be sufficient to satisfy the projected Revenue Requirements and capital needs for each respective utility system.

Table 40 – Water System Projected Operating Results

Description	Projected for Fiscal Year Ending June 30 (\$1,000s)					
	Existing 2026	Proposed 2026	2027	2028	2029	2030
Revenues:						
Water Sales	\$ 3,984	\$ 4,582	\$ 5,154	\$ 6,014	\$ 6,615	\$ 7,129
Other Revenues	41	41	41	41	41	41
Total Revenues	\$ 4,025	\$ 4,623	\$ 5,196	\$ 6,055	\$ 6,656	\$ 7,170
O&M Expenses	(4,023)	(4,023)	(4,269)	(4,535)	(4,821)	(5,129)
Net Income For Debt	\$ 2	\$ 600	\$ 926	\$ 1,520	\$ 1,835	\$ 2,041
Debt Service:						
Existing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Future	-	-	-	-	-	-
Total Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Results	\$ 2	\$ 600	\$ 926	\$ 1,520	\$ 1,835	\$ 2,041
Fund Balance Activity:						
Operating Fund						
Beginning Balance	\$ 112	\$ 112	\$ 712	\$ 1,053	\$ 1,118	\$ 1,189
Deposit/(Withdrawal) from Operations	2	600	926	1,520	1,835	2,041
Deposit/(Withdrawal) from/(to) Capital Fund	-	-	(586)	(1,454)	(1,765)	(1,965)
Total Operating Fund Balance	\$ 115	\$ 712	\$ 1,053	\$ 1,118	\$ 1,189	\$ 1,265
Operating Days Cash on Hand	10	65	90	90	90	90
Capital Fund						
Beginning Balance	\$ 2,809	\$ 2,809	\$ 1,929	\$ 1,116	\$ 1,123	\$ 1,854
Net Transfers In/(Out) From Operating Fund	-	-	586	1,454	1,765	1,965
Cash Funded Capital Projects	(880)	(880)	(1,399)	(1,447)	(1,033)	(1,194)
Total Capital Fund Balance	\$ 1,929	\$ 1,929	\$ 1,116	\$ 1,123	\$ 1,854	\$ 2,625
Ending Fund Balance	\$ 2,044	\$ 2,642	\$ 2,168	\$ 2,241	\$ 3,043	\$ 3,889
Debt Coverage	N/A	N/A	N/A	N/A	N/A	N/A



Table 41 – Sewer System Projected Operating Results

Description	Projected for Fiscal Year Ending June 30 (\$1,000s)					
	Existing 2026	Proposed 2026	2027	2028	2029	2030
Revenues:						
Wastewater Sales	\$ 550	\$ 569	\$ 589	\$ 630	\$ 674	\$ 721
Other Revenues	52	52	52	52	52	52
Total Revenues	\$ 601	\$ 621	\$ 640	\$ 682	\$ 726	\$ 773
O&M Expenses	(398)	(398)	(412)	(427)	(442)	(458)
Net Income For Debt	\$ 203	\$ 222	\$ 228	\$ 255	\$ 283	\$ 315
Debt Service:						
Existing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Future	-	-	-	-	-	-
Total Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Results	\$ 203	\$ 222	\$ 228	\$ 255	\$ 283	\$ 315
Fund Balance Activity:						
Operating Fund						
Beginning Balance	\$ 2,243	\$ 2,243	\$ 98	\$ 102	\$ 105	\$ 109
Deposit/(Withdrawal) from Operations	203	222	228	255	283	315
Deposit/(Withdrawal) from/(to) Capital Fund	(2,348)	(2,368)	(225)	(251)	(280)	(311)
Total Operating Fund Balance	\$ 98	\$ 98	\$ 102	\$ 105	\$ 109	\$ 113
Operating Days Cash on Hand	90	90	90	90	90	90
Capital Fund						
Beginning Balance	\$ 2,366	\$ 2,366	\$ 4,220	\$ 3,975	\$ 3,729	\$ 3,482
Net Transfers In/(Out) From Operating Fund	2,348	2,368	225	251	280	311
Cash Funded Capital Projects	(513)	(513)	(470)	(497)	(526)	(557)
Total Capital Fund Balance	\$ 4,201	\$ 4,220	\$ 3,975	\$ 3,729	\$ 3,482	\$ 3,235
Ending Fund Balance	\$ 4,299	\$ 4,318	\$ 4,077	\$ 3,834	\$ 3,591	\$ 3,348
Debt Coverage	N/A	N/A	N/A	N/A	N/A	N/A



Section 6 – Conclusions and Recommendations

6.1 Disclaimers

6.1.1 General Disclaimer

In the development of the proposed user rates and charges, certain historical reviews and analyses have been performed, together with the application of assumptions based on prudent financial, operational, and ratemaking relationships. The cost criteria and customer usage characteristics associated with general ratemaking procedures are representative of averages and are not intended as indicators of any individual customer.

In the preparation of the rate study, certain assumptions have been made with respect to conditions that may occur in the future. While it is believed that these assumptions are reasonable for the purpose of this update, they are dependent upon future events and actual conditions may differ from those assumed. In addition, the study has used and relied upon certain information that was provided by other parties not associated with Willdan. Such information includes, among other things, the City's audited financial statements, annual operating budgets, periodic reports, and other information and data provided by the City, its independent auditors, and other sources. While the sources are believed to be reliable, there has been no independent verification of the information, and no assurances are offered with respect thereto. To the extent that future conditions differ from those assumed herein or provided by others, the actual results may vary from those projected.

6.1.2 Municipal Advisory Disclaimer

Unless the City of La Palma, California (the "City") has a written engagement from Willdan Financial Services ("Willdan") for municipal advisory services, Willdan is not advising or recommending any action be taken by the recipient of this information with respect to any prospective, new, or existing municipal financial products or issuance of municipal securities (including with respect to the structure, timing, terms and other similar matters concerning such financial products or issues). The City shall discuss any such information and material contained in Willdan's work product with any and all internal and/or external advisors and experts, including its own municipal advisor, that it deems appropriate before acting on the information and material.

For the avoidance of doubt and without limiting the foregoing, in connection with any revenue projections, cash-flow analyses, feasibility studies and/or other analyses Willdan may provide the City with respect to financial, economic or other matters relating to a prospective, new or existing issuance of municipal securities of the City, (A) any such projections, studies and analyses shall be based upon assumptions, opinions or views (including, without limitation, any assumptions related to revenue growth) established by the City, in conjunction with such of its municipal, financial, legal and other advisers as it deems appropriate; and (B) under no circumstances shall Willdan be asked to provide, nor shall it



provide, any advice or recommendations or subjective assumptions, opinions or views with respect to the actual or proposed structure, terms, timing, pricing or other similar matters with respect to any municipal financial products or municipal securities issuances, including any revisions or amendments thereto.

6.2 Conclusions

As previously addressed, the purpose of this study is to provide a review of the City's existing utility rates to determine if rate adjustments are necessary to meet the budgeted and/or projected financial needs in future years. This Report is the result of the collaborative efforts of representatives from both the City and Willdan. City staff were diligent and cooperative in their efforts to ensure the availability and quality of source data on financial and operating matters. Based on the reviews, analyses and assumptions discussed herein, it is concluded that:

1. The proposed user rates and charges are anticipated to generate sufficient revenues to meet the Revenue Requirements of each respective system based upon the projected expenditures, capital project timing and costs, transfers, and billable customer units estimated for the Test Year. The proposed rates are based on an assumed implementation date of January 1, 2026. To the extent that the actual implementation date varies from the assumed implementation date, additional rate adjustments and/or appropriations from existing reserves may be necessary.
2. The estimated revenues and resulting rate adjustments for the remaining years of the Projection Period beyond the Test Year are developed based on the customer growth assumptions generated from the historical analyses and discussions with City staff.
3. Customer growth for the water and sewer systems is projected based on historical customer data as provided by the City as well as discussions with the City staff regarding developer activity and anticipated construction. If it turns out that the customer growth assumptions are not realized, the resulting revenues could be different than projected.
4. The projection of billable water and sewer flows is based on historical trends regarding the average flow per user for each customer class. The average water and sewer flow per account is developed from historical customer data and is assumed to remain relatively constant for the Projection Period. The historical billing data provided by the City was utilized to identify the average flow statistics for system customers. For the analyses developed herein, it is assumed that the average usage statistics for the Projection Period will be consistent with recent historical average usage levels as realized in recent years, or as otherwise assumed based on discussions with staff. When applying the estimated average usage statistics, it is assumed that the water and sewer sales will increase with the estimated growth in customers. However, it is important to note that annual variations in rainfall and other climatological factors



may influence the level of future water demands and the accompanying billable sewer flows for the City.

5. Future capital improvement projects are assumed to occur as reported by the City in its CIP. To the extent that the timing of such projects may change from that estimated herein, the cost of such projects and resulting impact on future rates and charges may vary from those indicated.
6. The proposed rates and rate structure are consistent with industry standards for rate-setting practices, comply with Proposition 218 and conform to the City's financial policies with respect to:
 - a. Equitably recovering costs;
 - b. Being based upon the proportionate cost of providing services; and
 - c. Generating sufficient revenue to recover system Revenue Requirements, fund capital needs, and meet reserve requirements.

6.3 Recommendations

Based on the reviews, analyses and assumptions addressed herein, as well as the resulting conclusions provided above, it is respectfully recommended that the City:

1. Adopt the proposed water and sewer rates.
2. Enact the proposed rates to become effective as of January 1, 2026 (or other such date as determined by the City). Based on the timing of the project and the required public hearing procedures and noticing requirements, it is expected that the proposed water and sewer rates will become effective on the recommended date.
3. Readdress the COS analysis portion of this study every three to five years to ensure costs are recovered consistently with COS principles and customer characteristics.

We appreciate the opportunity to be of service to the City in this engagement. In addition, we would like to thank City staff for the valuable assistance provided during the completion of the rate study.

Respectfully Yours,

WILLDAN FINANCIAL SERVICES

City of La Palma, CA

Comprehensive Water & Sewer Utility Rate Study Update

Appendices

A	Revenue Requirement for User Rates
B	Water Cost-of-Service Analysis
C	Sewer Cost-of-Service Analysis



City of La Palma, CA

Comprehensive Water & Sewer Utility Rate Study Update

Appendix A	Revenue Requirement for User Rates
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APPENDIX - A

CITY OF LA PALMA, CA

Development of Rate Revenue Requirements

Line No:	Description	[A]	[B]	[C]=[A]*[B]	[D]	[E]=[A]*[D]
		Test Year for Rate Revenue Requirement				
		FY 2026	% to Water	Water	% to Sewer	Sewer
1	Total Operating Revenues	\$ 5,243,404		\$ 4,622,845		\$ 620,559
	Less:					
	Other Operating Revenues					
2	Water Meter Sales	\$ 100	100%	\$ 100	0%	\$ -
3	Interest - Investments	5,000	100%	5,000	0%	-
4	Fats, Oils, And Grease Program	9,600	0%	-	100%	9,600
5	Interest - Investments	16,000	0%	-	100%	16,000
6	Interest - Investments	36,000	100%	36,000	0%	-
7	Interest - Investments	26,000	0%	-	100%	26,000
8	Total Other Operating Revenues	92,700		41,100		51,600
9	Total Rate Revenue Requirement	\$ 5,150,704	89%	\$ 4,581,745	11%	\$ 568,959

City of La Palma, CA

Comprehensive Water & Sewer Utility Rate Study Update

Appendix B	Water Cost-of-Service Analysis
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APPENDIX - B

CITY OF LA PALMA, CA

Allocation of Test Year Costs to Water Function

Test Year Revenue Requirement		
Line No:	Expense Group	FY 2026
1	Treatment	\$ 302,150
2	Transmission & Distribution	415,700
3	Pumping	1,440,800
4	Customer Service	2,000
5	Administration	1,742,306
6	Source of Supply	120,000
7	Existing Bond DS	-
8	New Bond DS	-
9	CIP	879,600
10	Total	\$ 4,902,556

APPENDIX - B

CITY OF LA PALMA, CA

Water Customer and Equivalent Residential Unit Calculation - Test Year FY 2026

Meter Equivalencies

Line No:	Meter Size	Class -->	[A - 1]	[B - 1]	[C - 1]	[D - 1]	[E - 1]	[F - 1]
			Commercial	Roll Offs	Residential FS	Residential W&S	Fire Service	Irrigation
		Billing Basis-->	Units	Units	Units	Units	Units	Units
1	0.625		1.00	1.00	1.00	1.00	1.00	1.00
2	0.75		1.00	1.00	1.00	1.00	1.00	1.00
3	1.00		1.00	1.00	1.00	1.00	1.00	1.00
4	1.50		5.00	5.00	5.00	5.00	5.00	5.00
5	2.00		8.00	8.00	8.00	8.00	8.00	8.00
6	3.00		15.00	15.00	15.00	15.00	15.00	15.00
7	4.00		25.00	25.00	25.00	25.00	25.00	25.00
8	6.00		50.00	50.00	50.00	50.00	50.00	50.00
9	8.00		80.00	80.00	80.00	80.00	80.00	80.00
10	10.00		115.00	115.00	115.00	115.00	115.00	115.00
11	12.00		215.00	215.00	215.00	215.00	215.00	215.00

Customer Accounts

Line No:	Meter Size	Class -->	[A - 2]	[B - 2]	[C - 2]	[D - 2]	[E - 2]	[F - 2]	Total
			Commercial	Roll Offs	Residential FS	Residential W&S	Fire Service	Irrigation	
		Billing Basis-->	Units	Units	Units	Units	Units	Units	
12	0.625		3	0	3,655	476	0	3	4,137
13	0.75		3	0	2	2	0	1	8
14	1.00		10	0	25	6	1	1	43
15	1.50		14	0	0	16	0	5	35
16	2.00		34	1	0	43	9	5	92
17	3.00		6	1	0	7	8	0	22
18	4.00		0	0	0	0	0	0	0
19	6.00		0	1	0	0	19	0	20
20	8.00		0	0	0	0	12	0	12
21	10.00		0	0	0	0	8	0	8
22	12.00		0	0	0	0	2	0	2
22	Total Bi-Monthly Customers		70	3	3,682	550	59	15	4,379

Total Equivalent Residential Units

Line No:	Meter Size	Class -->	[A - 1] * [A - 2]	[B - 1] * [B - 2]	[C - 1] * [C - 2]	[D - 1] * [D - 2]	[E - 1] * [E - 2]	[F - 1] * [F - 2]	Total
			Commercial	Roll Offs	Residential FS	Residential W&S	Fire Service	Irrigation	
		Billing Basis-->	Units	Units	Units	Units	Units	Units	
23	0.625		3	0	3,655	476	0	3	4,137
24	0.75		3	0	2	2	0	1	8
25	1.00		10	0	25	6	1	1	43
26	1.50		70	0	0	80	0	25	175
27	2.00		272	8	0	344	72	40	736
28	3.00		90	15	0	105	120	0	330
29	4.00		0	0	0	0	0	0	0
30	6.00		0	50	0	0	950	0	1,000
31	8.00		0	0	0	0	960	0	960
32	10.00		0	0	0	0	920	0	920
33	12.00		0	0	0	0	430	0	430
33	Total Bi-Monthly Customers		448	73	3,682	1,013	3,453	70	8,739

APPENDIX - B

CITY OF LA PALMA, CA

Water Max Day/Hour Allocation Factors - Test Year FY 2026

Line No:	Description	[A]	[B]	[C]	[D]	[E]	[F]
		Flow	Peak Bi-Monthly Flow (CCF)	Average Bi-Monthly Flow (CCF)	Max Day/Avg Day Factor	Max Day Total Capacity (CCF/Day)	Max Day Extra Capacity (CCF/Day)
Operating Statistics:		MGD	Factor				
1	Avg Day Flow (MGD)	2.30	1.00				
2	Max Day Flow (MGD)	3.91	1.70				
Cost Allocation Factors:		Base	Max Day	Max Hour			
3	Base/Max Day	58.82%	41.18%	0.00%			
Peaking Factors:					[B] / [C]		
4	All Customers Excluding Fire Service						
	All Flow		120,902	106,665	1.13		
Fire Service							
5	All Flow		0	0	0.00		
					Maximum Day		
						[D] x [B]	[E] - [B]
	Estimated Max Day Flows:	Total Annual Flow (CCF)	Average Daily Flow (CCF)		Peaking Factor	Total Capacity	Extra Capacity
6	All Customers Excluding Fire Service						
	All Flow	657,528	1,801		1.13	2,042	240
Fire Service							
7	All Flow	0	0		0.00	0	0
8	Total	657,528	1,801			2,042	240

APPENDIX - B

CITY OF LA PALMA, CA

Water Units of Service by Cost Component - Test Year FY 2026

Line No:	Description	[A]	[B]	[C]	[D]
		ERUs	Accounts	Base (CCF)	Max Day (CCF/Day)
All Customers Excluding Fire Service					
1	All Flow	5,286	4,320	657,528	240
Fire Service					
2	All Flow	3,453	59	0	0
3	Total	8,739	4,379	657,528	240

APPENDIX - B
CITY OF LA PALMA, CA
Allocation of Water Costs - Test Year FY 2026

Line No:	Description	Water Costs	Base	Extra Capacity Max Day	Meters & Services	Billing & Collection	Fire Protection	Total (Check)
Allocation Factors:								
1	Treatment		58.82%	41.18%	0.00%	0.00%	0.00%	100.00%
2	Transmission & Distribution		58.82%	41.18%	0.00%	0.00%	0.00%	100.00%
3	Pumping		58.82%	41.18%	0.00%	0.00%	0.00%	100.00%
4	Customer Service		0.00%	0.00%	75.00%	21.16%	3.85%	100.00%
5	Administration		0.00%	0.00%	75.00%	21.16%	3.85%	100.00%
6	Source of Supply		100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
7	Existing Bond DS		0.00%	0.00%	100.00%	0.00%	0.00%	100.00%
8	New Bond DS		0.00%	0.00%	100.00%	0.00%	0.00%	100.00%
9	CIP		59.79%	0.00%	40.22%	0.00%	0.00%	100.00%
Allocation of Costs:								
10	Treatment	\$ 302,150	\$ 177,735	\$ 124,415	\$ -	\$ -	\$ -	\$ 302,150
11	Transmission & Distribution	415,700	244,529	171,171	-	-	-	415,700
12	Pumping	1,440,800	847,529	593,271	-	-	-	1,440,800
13	Customer Service	2,000	-	-	1,500	423	77	2,000
14	Administration	1,742,306	-	-	1,306,730	368,585	66,991	1,742,306
15	Source of Supply	120,000	120,000	-	-	-	-	120,000
16	Existing Bond DS	-	-	-	-	-	-	-
17	New Bond DS	-	-	-	-	-	-	-
18	CIP	879,600	525,869	-	353,731	-	-	879,600
19	Non-Rate Rev & Fund Balance	(320,811)	(125,356)	(58,165)	(108,755)	(24,147)	(4,388)	(320,811)
20	Total	\$ 4,581,745	\$ 1,790,306	\$ 830,692	\$ 1,553,206	\$ 344,861	\$ 62,680	\$ 4,581,745
Total Units of Service								
			657,528.00	240.45	5,286.00	4,379.00	3,453.00	
	Units		CCF	CCF/Day	ERU/Bi-Monthly	Bills/Bi-Monthly	ERUs/Bi-Monthly	
Cost Per Unit								
			\$ 2.7228	\$ 3,454.7935	\$ 48.9723	\$ 13.1256	\$ 3.0254	
	Units		CCF	CCF/Day	ERU/Bi-Monthly	Bills/Bi-Monthly	ERU	

APPENDIX - B

CITY OF LA PALMA, CA

Water Cost of Service by Cost Component and Customer Class - Test Year FY 2026

Line No:	Description	[A]	[B]	[C]	[D]	[E]
		ERUs	Accounts	Base (CCF)	Max Day (CCF/Day)	Total
All Customers Excluding Fire Service						
1	All Flow	\$ 1,553,206	\$ 340,215	\$ 1,790,306	\$ 830,692	\$ 4,514,419
Fire Service						
2	All Flow	\$ 62,680	\$ 4,646	\$ -	\$ -	\$ 67,326
3	Total	\$ 1,615,886	\$ 344,861	\$ 1,790,306	\$ 830,692	\$ 4,581,745

APPENDIX - B

CITY OF LA PALMA, CA

Water Rate Calculation - Test Year FY 2026

Line No:	Description	[A]	[B]	[C]	[D]	[E]	[F]
		Capacity Ratio	Meter Charge	Customer Charge	Proposed Fixed Charge	Existing Fixed Charge	Difference
All Customers Excluding Fire Service							
1	5/8 Inch	1.00	\$ 48.97	\$ 13.13	\$ 62.10	\$ 54.52	\$ 7.58
2	3/4 Inch	1.00	\$ 48.97	\$ 13.13	\$ 62.10	\$ 54.52	\$ 7.58
3	1.0 Inch	1.00	\$ 48.97	\$ 13.13	\$ 62.10	\$ 54.52	\$ 7.58
4	1.5 Inch	5.00	\$ 244.86	\$ 13.13	\$ 257.99	\$ 224.40	\$ 33.59
5	2.0 Inch	8.00	\$ 391.78	\$ 13.13	\$ 404.90	\$ 351.82	\$ 53.08
6	3.0 Inch	15.00	\$ 734.58	\$ 13.13	\$ 747.71	\$ 649.10	\$ 98.61
7	4.0 Inch	25.00	\$ 1,224.31	\$ 13.13	\$ 1,237.43	\$ 1,073.80	\$ 163.63
8	6.0 Inch	50.00	\$ 2,448.62	\$ 13.13	\$ 2,461.74	\$ 2,135.58	\$ 326.16
9	8.0 Inch	80.00	\$ 3,917.79	\$ 13.13	\$ 3,930.91	\$ 3,409.68	\$ 521.23
10	10.0 Inch	115.00	\$ 5,631.82	\$ 13.13	\$ 5,644.94	\$ 4,896.14	\$ 748.80
Fire Service							
11	5/8 Inch	1.00	\$ 3.03	\$ 13.13	\$ 16.15	\$ 13.94	\$ 2.21
12	3/4 Inch	1.00	\$ 3.03	\$ 13.13	\$ 16.15	\$ 13.94	\$ 2.21
13	1.0 Inch	1.00	\$ 3.03	\$ 13.13	\$ 16.15	\$ 13.94	\$ 2.21
14	1.5 Inch	5.00	\$ 15.13	\$ 13.13	\$ 28.25	\$ 21.46	\$ 6.79
15	2.0 Inch	8.00	\$ 24.20	\$ 13.13	\$ 37.33	\$ 27.08	\$ 10.25
16	3.0 Inch	15.00	\$ 45.38	\$ 13.13	\$ 58.51	\$ 40.24	\$ 18.27
17	4.0 Inch	25.00	\$ 75.63	\$ 13.13	\$ 88.76	\$ 59.02	\$ 29.74
18	6.0 Inch	50.00	\$ 151.27	\$ 13.13	\$ 164.39	\$ 105.98	\$ 58.41
19	8.0 Inch	80.00	\$ 242.03	\$ 13.13	\$ 255.16	\$ 162.32	\$ 92.84
20	10.0 Inch	115.00	\$ 347.92	\$ 13.13	\$ 361.05	\$ 228.06	\$ 132.99
21	12.0 Inch	215.00	\$ 650.46	\$ 13.13	\$ 663.58	\$ 415.90	\$ 247.68

Line No:	Customer Class	Base Rate	Peaking Rate	Proposed Rate (\$/CCF)	Existing Rate (\$/CCF)	Difference	Tier Differential
All Customers Excluding Fire Service							
1	All Flow	\$ 2.72	\$ 1.26	\$ 3.99	\$ 3.47	\$ 0.52	1.00

Line No:	Customer Class	Peaking Costs	Annual Use (CCF)	Peaking Unit Cost
All Customers Excluding Fire Service				
1	All Flow	\$ 830,692	657,528	\$ 1.26
2	Total	\$ 830,692	657,528	

City of La Palma, CA

Comprehensive Water & Sewer Utility Rate Study Update

Appendix C	Sewer Cost-of-Service Analysis
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APPENDIX - C

CITY OF LA PALMA, CA

Allocation of Test Year Costs to Sewer Function

Test Year Revenue Requirement		
Line No:	Expense Group	FY 2026
1	Collection	\$ 161,500
2	Treatment	-
3	Administration	236,628
4	Existing Bond DS	-
5	New Bond DS	-
6	CIP	513,400
7	Total	\$ 911,528

APPENDIX - C

CITY OF LA PALMA, CA

Sewer Customer Account & Stength Characteristics by Customer Class - Test Year FY 2026

Line No:	Description	Total Customers	Total Bills	CCF Flow
1	Residential	4,232	25,392	569,256
2	Non-Residential	73	438	77,472
3	Sewer System Total	4,305	25,830	646,728

APPENDIX - C

CITY OF LA PALMA, CA

Allocation of Sewer Costs - Test Year FY 2026

Line No:	Description	Sewer Costs	Volume	Total (Check)
Allocation Factors:				
1	Treatment		100.00%	100.00%
2	Collection		100.00%	100.00%
3	Administration		100.00%	100.00%
4	CIP		100.00%	100.00%
5	Existing Bond DS		100.00%	100.00%
6	New Bond DS		100.00%	100.00%
Allocation of Costs:				
7	Treatment	\$ -	\$ -	\$ -
8	Collection	161,500	161,500	161,500
9	Administration	236,628	236,628	236,628
10	CIP	513,400	513,400	513,400
11	Existing Bond DS	-	-	-
12	New Bond DS	-	-	-
13	Non-Rate Rev & Fund Balance	(342,569)	(342,569)	(342,569)
14	Total	\$ 568,959	\$ 568,959	\$ 568,959
Total Units of Service				
	Units		646,728	
Cost Per Unit				
	Units		\$ 0.88	
			CCF	

APPENDIX - C

CITY OF LA PALMA, CA

Sewer Cost of Service by Cost Component and Customer Class - Test Year FY 2026

Line No:	Description	[A]		[B]	
		Volume		Total	
1	Residential	\$	500,803	\$	500,803
2	Non-Residential		68,156		68,156
3	Total	\$	568,959	\$	568,959

APPENDIX - C

CITY OF LA PALMA, CA

Sewer Rate Calculation - Test Year FY 2026

Line No:	Customer Class	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	[J]
		Fixed Rate Costs	Bi-Monthly Customers	Proposed Bi-Monthly Fixed Fee	Existing Bi-Monthly Fixed Fee	Bi-Monthly Fixed Fee Difference	Volumetric Rate Costs	Billable Annual Volume (CCF)	Proposed Volumetric Rate	Existing Volumetric Rate	Volumetric Rate Difference
1	Residential	N/A	4,232	N/A	N/A	N/A	\$ 500,803	569,256	\$ 0.88	\$ 0.85	\$ -
2	Non-Residential	N/A	73	N/A	N/A	N/A	\$ 68,156	77,472	\$ 0.88	\$ 0.85	\$ -

APPENDIX - C

CITY OF LA PALMA, CA

Sewer Revenue vs Cost of Service by Customer Class Check - Test Year FY 2026

Line No:	Customer Class	[A]	[B]	[C]=[A]*[B]*6	[D]	[E]	[F]=[D]*[E]	[G]=[C]+[F]	[H]	[I]=[H]-[G]
		Bi-Monthly Customers	Proposed Bi-Monthly Fixed Fee	Total Fixed Fee Revenue	Billable Annual Volume (CCF)	Proposed Volumetric Rate	Total Volumetric Rate Revenues	Total Calculated Revenues	Total COS Revenues	Difference Calc vs COS
1	Residential	4,232	N/A	N/A	569,256	\$ 0.88	\$ 500,803	\$ 500,803	\$ 500,803	\$ -
	Non-Residential	73	N/A	N/A	77,472	\$ 0.88	\$ 68,156	\$ 68,156	\$ 68,156	\$ -
2	Total	4,232		N/A	646,728		\$ 568,959	\$ 568,959	\$ 568,959	\$ -



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NOTICE OF PUBLIC HEARING REGARDING PROPOSED CHANGES TO WATER AND SEWER RATES

Hearing Date & Time: November 4, 2025, 6:30 PM
Hearing Location: La Palma City Hall Council Chambers
7822 Walker Street, La Palma, CA 90623

Why are you receiving this notice?

The City of La Palma (City) is mailing this notice to you because you are a water and/or sewer (wastewater) customer, or the owner of record of a property that receives one or both services. This notice is being provided pursuant to California Constitution Article XIII D (also known as "Proposition 218"), which requires the City to notify property owners and system users (customers) of proposed changes to property-related fees, such as those for water or sewer service. This notice describes proposed changes to the rates for these services and provides information about a public hearing to be held on November 4, 2025, at the Council Chambers at the La Palma Civic Center, 7822 Walker Street, La Palma, CA 90623. **If adopted, the proposed rates for water and sewer service will be in effect for the first full billing cycle following January 1, 2026.**

What do water and sewer rates fund?

The City provides water and sewer service to approximately 4,379 residential, commercial, and fire protection customers and maintains critical infrastructure that ensures quality service and safeguards the health and safety of the community. The bi-monthly water and sewer rates the City charges its customers are the primary source of revenue to operate and maintain the water and sewer systems and are used solely for this purpose. Water and sewer rate revenue provides funding for system operations, maintenance, capital projects, administration, as well as costs related to prudent long-term operational or financial management of the utilities, such as maintaining adequate reserve funds and planning for contingencies.

The City provides safe, potable water that is sourced primarily from the local groundwater basin managed by the Orange County Water District (OCWD) and supplemented as needed by imported water purchased from the Metropolitan Water District of Southern California (MET) through the Municipal Water District of Orange County (MWDOC), via two wells and two reservoirs. The City also provides sewer collection services through approximately 30 miles of sewer gravity pipelines, while sewer treatment and disposal services are provided by and billed separately by Orange County Sanitation District (OCS D).

The purpose of a Water and Sewer Rate Study is to evaluate the current financial condition of both utilities, examine the costs necessary to provide service to customers and determine the level of funding required from rates over the next five years. The result is a recommended plan that ensures each utility fund meets projected financial obligations for operations and maintenance and capital infrastructure improvements, to ensure continued safe and efficient operations, while maintaining sufficient reserves for cash flow management and emergencies. To maintain the financial viability of the utilities, the City is updating the water and sewer rates before the end of the last rate study period ending FY 2025/26 due to increased costs it has experienced for operations and maintenance as well as the need to fund future capital improvement projects. The rate structures for each utility were designed so that revenues from proposed rates do not exceed the amount of revenue required to provide the services, nor will rate revenue be used for any purposes other than those for which they are imposed.

Why are water and sewer rate changes needed?

The utility rate study and financial plan determined that the City's current water rates are not sufficient to meet the increasing costs of system operations, maintenance and capital projects, administrative support for operations, repair and replacement of aging system components, maintenance of designated reserves, and capital projects necessary to ensure uninterrupted service and compliance with regulatory mandates. In addition, future needs for water capital improvements will require additional funding from rates. These capital projects will be funded primarily with rate revenues of the system. As a result, revenue increases are required to generate additional cash to fund the projected costs of operations and capital projects, as well as maintain adequate cash reserves.

During the last rate study, the City chose not to increase sewer rates, but costs have continued to escalate over that same period. Though the current sewer rates continue to generate sufficient revenues to meet the revenue requirements, they will not be able to do so after the projection period ending June 30, 2030. Therefore, nominal rate increases are recommended to, at a minimum, mitigate the impacts of inflation and ensure the ability of the sewer utility to meet financial obligations in the future and maintain sufficient cash reserves to fund capital projects beyond the projection period.

The proposed rates are based on a comprehensive utility rate study and financial plan completed by an independent consultant. Based on a comprehensive cost-of-service analysis, the amount of the proposed rates imposed on any parcel or person as an incidence of their property ownership will not exceed the proportional cost of the service(s) attributable to such parcel, and no rate will be imposed for service unless that service is actually used by, or immediately available to, the property owner or customer in question. The rate study report is available for review with the City Clerk.

How the water and sewer rates are determined and how they work

To develop rates that generate sufficient revenue to meet the fiscal and policy objectives of the City for each utility, a determination of the annual revenue requirements from water and sewer rates was completed. As previously mentioned, revenue requirements include projected expenditures for operations, maintenance, repair and replacement of aging system components, equipment and capital projects. The revenue requirement for each utility also includes designated reserves. Maintaining appropriate reserves is critical to the ability of the City to serve its customers and respond to unforeseen and unpredictable costs. The reserves may only be used to fund costs associated with those systems.

Revenue requirements were then compared to sources of available funds under existing rates during each year of the forecast period to determine whether projected revenues are sufficient to meet those requirements. Where a shortage of revenue was found, revenue adjustments were calculated which, if implemented, will provide revenue to meet those needs.

The City is proposing to implement new water and sewer rates as a series of annual adjustments starting on January 1, 2026, and then each January 1 thereafter until January 2030. The following sections summarize the proposed rates, which will go into effect and remain in effect until superseded by Council action.

Proposed Bi-Monthly Water Rates - January 1, 2026 through January 1, 2030

Proposed water rates consist of 1) a bi-monthly fixed charge for all customers, except fire protection accounts who have specific charges, that varies based on meter size and is the minimum amount a customer will pay regardless of the amount of water used; and 2) a uniform volumetric rate per 100 cubic feet of metered water usage (100 cubic feet = 1 unit of water = 748 gallons). The fixed charge recovers fixed costs of maintaining and operating utility infrastructure and facilities, while the volumetric rate recovers variable costs of pumping, treating, and distributing water. The rate structure was designed so that each customer will be charged an amount that represents their proportional share of the City's cost of serving them based on their demand and usage characteristic.

Description	Existing Rates	Projected For Calendar Year Beginning January 1:				
		2026	2027	2028	2029	2030
Bi-Monthly Fixed Service Charge:						
5/8 Inch	\$ 54.52	\$ 62.10	\$ 77.62	\$ 85.38	\$ 93.92	\$ 99.32
3/4 Inch	\$ 54.52	\$ 62.10	\$ 77.62	\$ 85.38	\$ 93.92	\$ 99.32
1.0 Inch	\$ 54.52	\$ 62.10	\$ 77.62	\$ 85.38	\$ 93.92	\$ 99.32
1.5 Inch	\$ 224.40	\$ 257.99	\$ 322.48	\$ 354.73	\$ 390.20	\$ 412.64
2.0 Inch	\$ 351.82	\$ 404.90	\$ 506.13	\$ 556.74	\$ 612.42	\$ 647.63
3.0 Inch	\$ 649.10	\$ 747.71	\$ 934.64	\$ 1,028.10	\$ 1,130.91	\$ 1,195.94
4.0 Inch	\$ 1,073.80	\$ 1,237.43	\$ 1,546.79	\$ 1,701.47	\$ 1,871.61	\$ 1,979.23
6.0 Inch	\$ 2,135.58	\$ 2,461.74	\$ 3,077.17	\$ 3,384.89	\$ 3,723.38	\$ 3,937.48
8.0 Inch	\$ 3,409.68	\$ 3,930.91	\$ 4,913.64	\$ 5,405.01	\$ 5,945.51	\$ 6,287.37
10.0 Inch	\$ 4,896.14	\$ 5,644.94	\$ 7,056.17	\$ 7,761.79	\$ 8,537.97	\$ 9,028.90
Bi-Monthly Fire Flow Fixed Service Charge:						
5/8 Inch	\$ 13.94	\$ 16.15	\$ 20.19	\$ 22.21	\$ 24.43	\$ 25.83
3/4 Inch	\$ 13.94	\$ 16.15	\$ 20.19	\$ 22.21	\$ 24.43	\$ 25.83
1.0 Inch	\$ 13.94	\$ 16.15	\$ 20.19	\$ 22.21	\$ 24.43	\$ 25.83
1.5 Inch	\$ 21.46	\$ 28.25	\$ 35.32	\$ 38.85	\$ 42.73	\$ 45.19
2.0 Inch	\$ 27.08	\$ 37.33	\$ 46.66	\$ 51.33	\$ 56.46	\$ 59.71
3.0 Inch	\$ 40.24	\$ 58.51	\$ 73.13	\$ 80.45	\$ 88.49	\$ 93.58
4.0 Inch	\$ 59.02	\$ 88.76	\$ 110.95	\$ 122.05	\$ 134.25	\$ 141.97
6.0 Inch	\$ 105.98	\$ 164.39	\$ 205.49	\$ 226.04	\$ 248.65	\$ 262.95
8.0 Inch	\$ 162.32	\$ 255.16	\$ 318.95	\$ 350.84	\$ 385.92	\$ 408.11
10.0 Inch	\$ 228.06	\$ 361.05	\$ 451.31	\$ 496.44	\$ 546.08	\$ 577.48
12.0 Inch	\$ 415.90	\$ 663.58	\$ 829.48	\$ 912.43	\$ 1,003.67	\$ 1,061.38
Volumetric Rates Per 100 Cubic Feet:						
All Flow	\$ 3.47	\$ 3.99	\$ 4.98	\$ 5.48	\$ 6.03	\$ 6.38

Proposed Bi-Monthly Sewer Rates – January 1, 2026 through January 1, 2030

Proposed sewer rates consist of volumetric rates per 100 cubic feet (100 cubic feet = 1 unit of water = 748 gallons) for all customers based on the amount of metered water usage. The volumetric rates only recover the costs of collecting and conveying wastewater to the treatment and reclamation facility owned and operated by OCSD. Sewer treatment and disposal services are provided by and billed separately by OCSD. The rate structure was designed so each customer will be charged an amount proportional to the cost of serving them based on their usage characteristics.

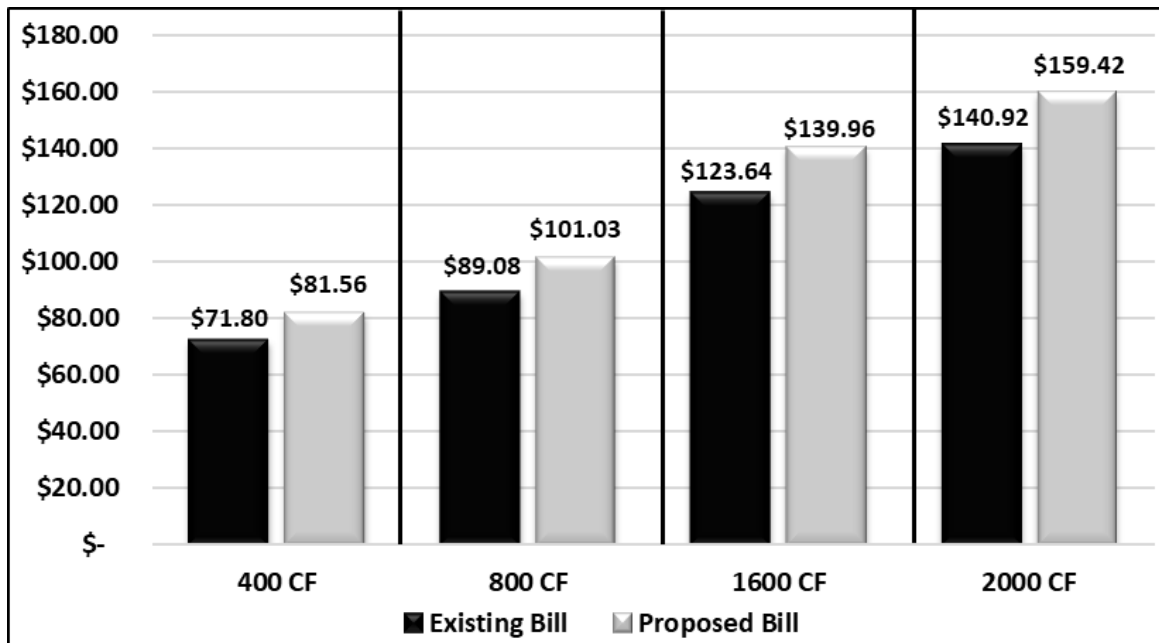
Description	Existing Rates	Projected For Calendar Year Beginning January 1:				
		2026	2027	2028	2029	2030
Volumetric Rates Per 100 Cubic Feet [1]:						
All Flow	\$ 0.85	\$ 0.88	\$ 0.94	\$ 1.01	\$ 1.08	\$ 1.15

Notes:

[1] The City provides collection only services, all customers pay the same rate per 100 cubic feet of billed water

Impact on your water and sewer bill

Per the proposed rates effective January 1, 2026, the combined water and sewer bill for a typical single-family home using 1,600 cubic feet of water per bi-monthly billing period would increase from \$123.64 currently to \$139.96 per bi-monthly billing period. The accompanying graph provides a summary of existing and proposed rates under various usage scenarios.



How do you file a protest or participate in the public hearing?

The City will consider new water and sewer rates at a Public Hearing on **Tuesday, November 4, 2025, at 6:30 p.m.** at the City Council Chambers, located at 7822 Walker Street, La Palma, CA 90623. You are invited to present oral or written testimony at the Public Hearing. ***Any owner, or customer of record, of a parcel subject to the proposed rates may submit a written protest against the proposed rate revisions. If written protests are filed for a majority of the affected parcels, the proposed rate revisions will not be adopted. If you do not object to the proposed rate revisions to fund the operation, maintenance, and capital improvements for City water and sewer services, you do not need to take any action.***

For a written protest to be counted, it must include the following: 1) a statement indicating that the identified property owner or customer of record is in opposition to the proposed water or sewer rate changes; 2) the street address or Assessor's Parcel Number (APN) for the parcel(s) with respect to which the protest is made; and 3) the name and signature of the owner or customer. Protests may be mailed to the City Clerk at 7822 Walker Street, La Palma, CA 90623, or hand delivered to the City Clerk at the Public Hearing on November 4, 2025. To be counted, a signed written protest must be received by the City Clerk before the conclusion of the Public Hearing. Protests submitted via e-mail or other electronic means will not be accepted. For any written protest, whether mailed or submitted in person to the City Clerk, please identify on the front of the envelope that the enclosed protest is for the Public Hearing on the Proposed Rate Changes – Water and Sewer Rates.

The City Council will consider all written and oral protests related to the proposed rate changes at the Public Hearing. Oral comments at the Public Hearing will not qualify as formal protests unless accompanied by a written protest. Upon the conclusion of the Public Hearing, there will be no more written protests accepted, and no more testimony taken, and the City Council will consider adoption of the proposed rates described in this notice. If written protests, as outlined above, are not presented by a majority of property owners or customers of record, the City Council will be authorized to adopt the proposed rates. While both property owners and customers of record may submit written protests, only one protest will be counted for each parcel. If adopted, the rates for water and sewer service will be in effect beginning **January 1, 2026**.

In accordance with Government Code section 53759, there is a 120-day statute of limitations for challenging any new, increased, or extended fee or charge, commencing from the later of the effective date of the new rates or of the date of the final passage, adoption, or approval of the resolution adopting the new rates.